

# Highway Construction Contract Information Contractors Checklist

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## Review advertisement

Highway construction lettings typically take place the second Tuesday of each month and WisDOT advertisements are typically posted to the HCCI website 5 weeks prior to the letting date. Advertisements can be found on the HCCI (Highway Construction Contract Information) website:

<https://wisconsindot.gov/Pages/doing-bus/contractors/hcci/bid-let.aspx>.

## Registration

Contractors must register ([Registration](#)) with WisDOT to be listed as an eligible bidder (prime contractor), or plan holder.

Do not register twice. Once you have registered you will receive a vendor ID. You will need this number when submitting your request to bid and/or to be listed as a plan holder.

Additional information can be found [Wisconsin Department of Transportation Disadvantaged Business Enterprise \(DBE\) Application \(wisconsindot.gov\)](#) for contractors also registering as DBE Firm.

If you believe you are already registered and have forgotten your Vendor ID, or have other questions regarding registration, contact:

Paul Ndon - (414) 266-1174, [paul.ndon@dot.wi.gov](mailto:paul.ndon@dot.wi.gov) or

Ijeoma Ororke - (414) 266-1173, [ijeoma.ororke@dot.wi.gov](mailto:ijeoma.ororke@dot.wi.gov).

## Prequalification

Prior to submitting your request to bid you will need to submit a prequalification packet. These can be found at the HCCI website: <https://wisconsindot.gov/Pages/doing-bus/contractors/hcci/prequal.aspx>.

Subcontractors do not have to be prequalified.

**Reminder:** Prequalification packets must be received in our office no later than 10 business days prior to the letting date. If you have any questions regarding prequalification, contact Contract Specialist (Mickey Wagner) - (608) 267-4012, [DOT Contractor Prequalification](#)

## Annual bid bond

If you are bidding electronically, you must submit an annual bid bond. These are located on our HCCI website: <https://wisconsindot.gov/Documents/formdocs/dt1304.docx>

The original bond with accompanying signatures, seals and notaries must be received in our office no later than 11:45 a.m. the day prior to the letting.

## Request to be a plan holder or an eligible bidder

To become a plan holder or an eligible bidder, you must submit an electronic request using the [Proposal Request](#) (BPRS) application. Complete sections A-D. If there are no errors, you will automatically receive confirmation of your submittal via email. Once your request has been processed you will receive an email with your bidder status. This email will list all the proposals on which you were approved to bid. It will also list those you were not approved to bid along with the reason. The email will be sent to the email address listed on the request form. Below are the links to the HCCI website and the proposal request application:

**WisDOT will not accept DT1633s submitted after 11:45 a.m. the day before the letting.**

HCCI website - <https://wisconsindot.gov/Pages/doing-bus/contractors/hcci/default.aspx>

Proposal request application - <https://trust.dot.state.wi.us/bprs/>

User documentation - <https://wisconsindot.gov/hcciDocs/dt1633-proposal-request-users-guide.pdf>

**NOTE:** A valid Annual Bid Bond and Prequalification must be on file with WisDOT to be an eligible bidder.

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## Electronic bidding

Online bidding instructions for proposals with or without DBE Goal assignments can be found [Electronic Bidding Documentation](#)

Bid Express

- You must have a Bid Express ID, a digital ID and be an approved bidder with WisDOT, before you can bid electronically via Bid Express. These should be obtained a few weeks prior to the bid letting. To obtain a Bid Express ID and a digital ID: [www.bidx.com](http://www.bidx.com).

AASHTOWare Project Bids

- AASHTOWare Project Bids must be used to submit electronic bids.

## Bidding by paper

Paper bids are not accepted unless specified. If specified, follow standard spec 102.9

<https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/rdwy/stndspec.aspx>. All paper bid requests must be approved by the proposal management chief. Any questions regarding paper bids, contact the proposal management chief at (608) 266-3721. Once your request is processed, a confirmation email will be sent.

## Awards

Awards are typically made by the department on the Tuesday, the week following the letting day. Sometimes proposals remain on hold after the initial awards are made due to other circumstances surrounding the bid or project. If this happens, the proposal will be awarded upon approval by the department. Once awards are made, you can begin following the execution process via the contract log. The contract log is located on the HCCI website:

<https://wisconsindot.gov/Pages/doing-bus/contractors/ctrct-logs/default.aspx>. If you are awarded a project, you will receive your contract package via standard USPS mail.

## Contract documents

Once you are notified of your award, you will have 10 days to return all documents necessary to execute your contract. This includes:

1. The original contracts (including seals, signatures, and bonding)
2. The 30% rule document which can be found on our HCCI website:  
<https://wisconsindot.gov/Pages/doing-bus/contractors/hcci/ctrct-info.aspx>

## Contract execution

After all required documentation is submitted and approved, we will execute the contract. Once the contract is executed you will receive an execution letter and an original executed contract. If you have any questions regarding your contract once it has been executed, please contact the DOT regional office. Do **NOT** begin work on any project until you have received a "notice to proceed" from the region.

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## Contact Information

WisDOT Proposal Management Section  
[DOTDSDHighwayConstructionHCCI@dot.wi.gov](mailto:DOTDSDHighwayConstructionHCCI@dot.wi.gov) - (608) 266-1631