

Bid Letting Update

March 14, 2023



HELPING DISADVANTAGED BUSINESS ENTERPRISES DO WORK WITH WISDOT

special NOTES

The DBE staff is not available by telephone or by email to answer questions during bid lettings (Tuesday – Wednesday).

Please direct any questions you have to Madalena Maestri (madalena.maestri@dot.wi.gov (608) 267-2093) and avoid sending individual emails to the DBE staff.

NAICS codes

Prime contractors are responsible for checking DBE NAICS codes on the UCP DBE Directory for any work being claimed by a DBE for DBE credit for that project.

Welcome to the Bid Letting Update!

As we enter into the second quarter of FFY2023 we encourage prime contractors to review DBE strategies that have worked well in addition to strategies that have not. With the DBE Annual Event coming up, this is a great time to network with other prime contractors and incorporate fresh ideas into your company's DBE outreach efforts.

DBE Opportunities Per Region and Proposal

✓ Prior to each bid letting, our DBE Program Engineer, Benjie Hayek, reviews each proposal and identifies the DBE opportunities as well as the DBEs who are ready, willing, and able to complete the work identified. Although referenced in previous bid letting reminders, this document will now be attached to each bid letting newsletter (see pages 5-9). We encourage prime contractors and estimating teams to do the following:

- Review the proposal(s) your company is bidding on and the selected work types identified in your solicitation
- Compare that against the WisDOT DBE Opportunities breakdown per region & proposal
- Are there DBE opportunities your company is missing and/or did not consider?

If you have any questions, reach out immediately to Benjie to discuss. With more than 30 years of experience in the industry, Benjie has a wealth of knowledge in construction and engineering and can answer any questions you may have.

CONTACT:

Benjie Hayek, DBE Program Engineer
benjie.hayek@dot.wi.gov
(608) 712-8915



DBE Spotlight Program

We are happy to announce WisDOT is unveiling our DBE Spotlight Program highlighting newly certified DBE firms and DBE firms that provide specialty services!

Each month we will introduce new DBE firms offering a variety of products and services.

In addition, each month we will be reviewing the LET projects to identify specialty items that our DBE firms are NAICS code certified in to provide materials and/or services. These are firms you might already have a relationship with or a great way to add new firms to your subcontractor roster.

Please verify the NAICS code(s) and areas of certified work for your needs.

DBE Spotlight Firms and Specialty Items March 2023 LET

Asbestos Abatement

NAICS Code: 562910

- L F Green Development, LLC
- Mavo Systems Wisconsin, LLC
- S.A.F.E., Inc.

Fiber Optic

NAICS Code: 237130

- Pro Electric
- Rsims Construction
- All-State Concrete Cutting, Inc.
- Chicago Voice & Data Authority Corp.
- DND Electric, Inc.

Bridge Painting

NAICS Codes: 238190/238320

- Sanchez Painting Contractors
- Treider Industries, Inc.
- Central Painting, Inc
- Legend Painting

Newly Certified DBE Firms (2022-Feb 2023)

Traffic Control

ANASA Traffic & Restoration Services, LLC
PPK Traffic Services, LLC

Material Suppliers

Hilco Road Supplies and Excavating, LLC
American Erosion
Smart Concrete Technologies, LLC
Carolina Construction Supplies, LLC
The Loren Group, Ltd.
WD3 Associates

Electrical Contractors

PEC Electrical Services, LLC
Rsims Construction
Robert L Fisher Enterprises - TK Electric, LLC

Dump Truck

PROTO Trucking, LLC
Underwood & Sons, LLC
Foster Legacy Group, FLG Logistics
Carrington Trucking, LLC
NJL Trucking
ACR Trucking
Pantera Trucking, LLC
Fumboleos Trucking
Shaw's Trucking, LLC
BRT Services, LLC

Mo & Moe Trucking, LLC
N&A Transport, LLC
Tarrent Trucking, LLC
Franksville Trucking, LLC
Lil Lo Trucking, LLC

Incidental - Landscaping/ Clearing & Grubbing

Herbe Landscaping, LLC
J&L Kroll Enterprise, LLC
Utilities Conservation Company, LLC
Alfaro & Sons Contractors, LLC
KSD Construction
Meltz Industries, LLC

Specialty Items

Annseal, Inc
N.H. Construction, LLC
Gibraltar Industries, INC
On Call Pavement Sweeping, INC
NMR Contractors, LLC
Rock Leaf Water Environmental, LLC
Wren Works, LLC
AGPD Paving LLC dba Cardi Asphalt
Legend Painting, INC
Envisioneering, LLC
DI Build, LLC
Perez Fencing, LLC
Wisconsin Interstate Contracting, LLC

self performing work

✓ Please remember to evaluate any DBE quote for a work type that your company is considering self-performing with more scrutiny.

Prime contractors can almost always perform the work for less cost. If your company submits a GFE request we look at both the percentage difference and dollar difference as it relates to the total bid amount.

line item analysis

NEW! If your company receives an incomplete DBE quote and/or only a portion of a quote is being used, please use the **LINE ITEM ANALYSIS** tab instead of marking up quotes. This often comes up in quotes for landscaping, guard rail and/or grading. A LINE ITEM ANALYSIS assists our office in understanding your company's awarding decision.

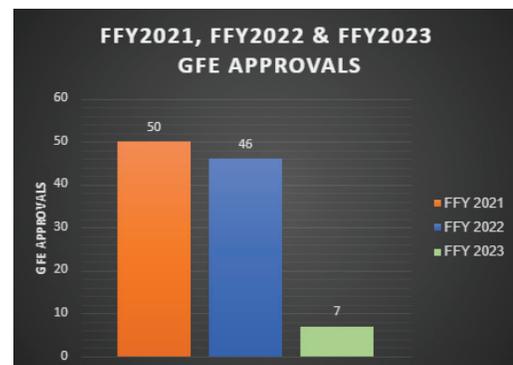
General Reminders

- ✓ **NEW!** Please let the DBE Office know **WHO** to contact if we need to reach out to your company **DURING** the bid letting, including **AFTER** regular office hours.
- ✓ **Request for contact information** – Please let us know who should be receiving DBE communications (such as this newsletter) at your company. We maintain a prime contractor contact list and need your help to make sure our messages are getting to the people who need them.
- ✓ Please also let us know when someone leaves your company so we can remove them from our contact list.
- ✓ Bid letting reminders and updates organized by FFY can be found on the webpage under **What's New**.

GFE Reminders

The best way to demonstrate GFE is by meeting the assigned goal.

- ✓ **NEW!** ! With 31 projects in February 2023, we only had (1) GFE request that was approved in the SW region. YTD Region GFE Totals: (4 – NE) (2 – SW) (1 – SE) (0 – NW) (0 – NC).
- ✓ **NEW! Pulse Check.** Have you reviewed your DT1202 Excel Workbook Template? Even if your company has not had the need for it, a best practice is to review it periodically and update sections such as the DBE Outreach and the optional GFE Strategy tabs. Consider making this a monthly or quarterly agenda item at pre-bid meetings.
- ✓ The simplified GFE Rubric is now in effect. Kathleen Panak is available for a GFE 1:1 session if your company is in need of a general refresher or tips on how to best document your good faith efforts. The GFE Tool Kit & Appendix has been updated and can be found [here](#).



two person bid review

✓ The most important thing prime contractors can do after a bid is submitted is to perform a “two-person” review of all documentation.

1. Print out all bid letting documentation
2. Grab a highlighter and highlight all required areas on the E1506/DT1506 and Attachments A's

Is the DBE certified for the DBE credit being claimed?

Is the hiring subcontractor identified?

Is this DBE a supplier? Is the 60% calculated correctly?

Did the DBE sign the AA? Is it dated correctly with year 2023?

Did your company sign the AA?

Remember you have until Wednesday at 11:00 am to make your bid responsive by submitting signed Attachments A's and/or a GFE Request. If there is any doubt whatsoever that your company did not meet the assigned goal – please submit a GFE Request. And remember all bid documentation needs to be submitted through eSubmit.

If your company does not bid frequently, make sure to review the bid letting steps and processes with staff before bid letting day.

Bid Day Reminders

✓ **NEW!** This is a reminder that a DBE quote submitted by Tuesday at 12:00 noon is only a **placeholder**. We will always need the signed Attachments A from the DBE by Wednesday at 11:00 am.

✓ **NEW!** The [Monthly DBE Directory Updates](#) is a valuable resource that details the changes, updates and DBE firm expansions that happen on a monthly basis to the UCP Directory. We are anticipating more frequent expansions, so please make it a habit to check this monthly to ensure your solicitation efforts include all DBEs who are certified for the work types your company is seeking.

✓ **NEW!** Reminder on Attachment A completion - the Attachment A is confirmation that the DBE accepts the commitment amount and type of work. Primes must confirm the information listed on the Attachment A before submission.

✓ **NEW!** Notification to DBEs: Apparent low bidders - following bid posting inform DBEs on the commitment that you will be using them on the project if the contract is executed.

✓ If we receive a fully executed Attachment A (signed by the DBE) submitted with your bid or within one hour of bid closing, that was not included in your Bid Express electronic commitment or DT1506 pdf, we will accept it and combine it with any other DBE commitments included with Bid Express.

■ **This guidance is corrected to the following:**

If we receive an Attachment A submitted with your bid, that was not included in your Bid Express electronic commitment or DT1506 pdf, we will accept it and combine it with any other DBE commitments included with your bid. For any Attachment A submitted without a DBE signature- make sure to submit the DBE-signed Attachment A by 11:00 AM Wednesday following the let in order for the credit to be considered.

- This does not change the requirements included here:

[Tips for making your bid responsive](#)

It is very helpful to our office if you place Attachments A's in the order they appear either on your electronic bid submission or the DT1506 pdf form.

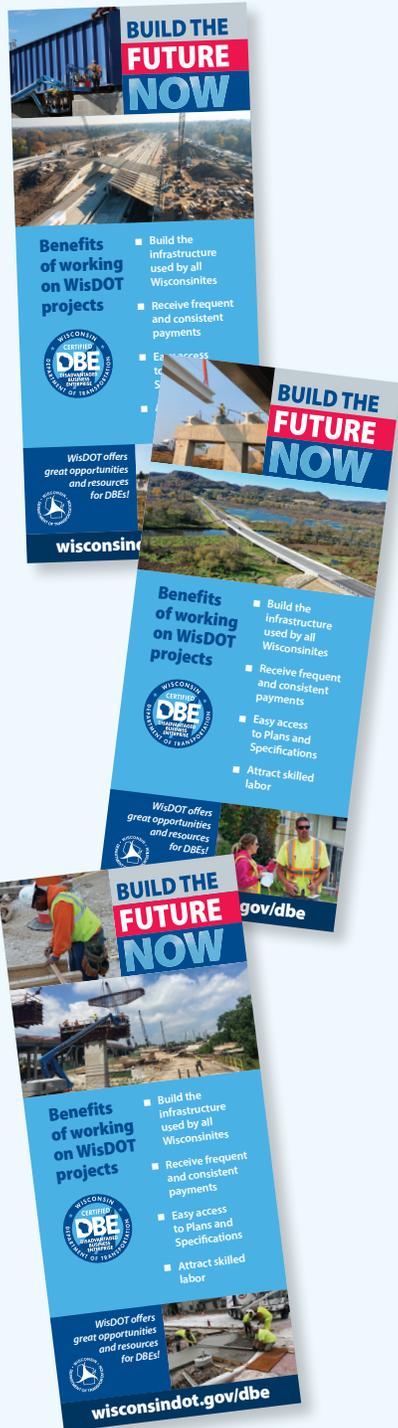
✓ The stand-alone DT1506A can be found [here](#) on the WisDOT website.

Bid Day Reminders continued from previous page



There is a lot of information online to assist prime contractors with the bid letting process.

In addition to reviewing this information online, consider keeping an updated **bid letting binder** (so the information is readily available) with the following sections: Monthly Bid Letting Reminders/ Updates (YTD FFY2023 – FFY2022 pdf versions are online), Bid Letting Checklist, and the updated GFE Toolkit & GFE Toolkit Appendix which includes an Intent to Award and GFE Strategy/Overview example (attached). These resources are meant to be effective guides for your company, so every bid is responsive, primes have tools they need to achieve DBE goals, and can often answer questions you might have.



DBE Solicitation and Outreach Reminders



NEW! BUILD THE FUTURE NOW

Please see the attached flyers that highlight the benefits of WisDOT work. This was another great suggestion that came up last summer during our prime contractor visits throughout the state. Consider amplifying the message “Build the Future Now” in future DBE solicitations and/or add to your company website if it includes a dedicated DBE section. Three different versions are attached.



In addition to bid letting specific solicitation efforts, consider communication to DBEs **between** bid lettings such as:

- Highlight recorded workshops from the [2022 Annual DBE Workshop](#) that could be useful to DBEs such as [Navigating the Highway Construction Contract Information \(HCCI\) website](#) or [Basic Plan Reading](#).

Review the recordings and emphasize a few points your company thinks are important for DBEs to know, especially if they are new to WisDOT work.

- Highlight a recent project with DBEs in action that demonstrate your company’s commitment to the DBE community. Give a brief description of the project, DBEs that were utilized, and what their contribution meant to the project overall.
- These types of communication can be included in a GFE request.

DBE solicitation letter recommendation

On page 2 of your DBE solicitation letter where selected work types are typically identified, consider including some options if a DBE selects **NO**. This can inform your company on future bid lettings and might be a catalyst for further conversation with a DBE.

Company Name:

- YES.** We will be quoting and circled our work types below
- I have questions and would like someone to call me at the following number

Phone:

First Name:

- NO.** We are not interested in quoting the project(s)
 - Work types do not apply to my company
 - Have enough work
 - Project is outside of work area
 - Just not interested
 - Other:

- PLEASE REMOVE ME** from your solicitation distribution list

DBE Solicitation and Outreach Reminders continued from previous page

Your company website is a great resource as a one-stop shop for all DBE related information. Direct DBEs to your website in your solicitation letter and/or email and consider incorporating the following elements into the DBE section of your website:

- Current bid letting information and **upcoming DBE Opportunities**
- **Recent Projects** that included DBEs. With DBE permission, add pictures
- **DBE Testimonials** and/or **DBE Statistics** that highlight your company's commitment to DBE partnership
- **Encourage DBE Utilization** (DBE trucking, materials and/or supplies) from hiring subcontractors and provide the link to the UCP DBE Directory
- **Provide Links** back to recorded workshops as mentioned above in solicitations between bid lettings

Consider adding language to your solicitation letter, email and/or website that your company may consider **smaller work packages** within the larger advertised work types.

For example: If your company is bidding on a proposal where you would consider a DBE to clear/grub 2 out of the 6 miles on a project, state that in your solicitation efforts and include some other smaller work package examples as well. This may encourage more participation from DBEs who are new to WisDOT work to respond.

Please visit the DBE Alert web [page](#) that includes the monthly DBE email blast reminding DBEs of our events and opportunities. The document included with the monthly message will now be attached to each Bid Letting Update newsletter and can assist your estimating team in identifying sub-contractable DBE opportunities per proposal and region.

Let Date: 03/14/2023

SW REGION

Proposal Number	002	003	004	005	006	007	008	009	010			
Asphalt/Concrete/Coloring/Concrete/Joint Filling/Sealling/Masonry/Removals	X	X	X	X	X	X	X	X	X			
Concrete Barriers (Perm/Temp)												
Base Agregate/SelectCrushed/Grading ShapingShoulders	X	X	X	X	X	X	X	X	X			
Mill and Relay/ Rumble strips	X	X			X			X				
QMP/Material Testing	X	X	X	X	X	X	X	X	X			
Curb & Gutter/Sidewalk /DetectableWarning Yellow /TemporaryPedestrian/Removals - Ancillary concrete work		X	X	X	X		X	X	X			
Culvert/SewerPipe/Grates/Removals		X	X	X	X		X		X			
Sanitary/WaterMain/Removals												
PipeUnderdrainWrapped/Unwrapped						X	X	X				
ElectricalWork/Lighting/TrafficSignals/ PedestalBases/LoopDetector/ITS/Removals *FiberOptic		X	X	X	X		X					
Erosion Control/Dust Control/Riprap/Turbidity barrier	X	X	X	X	X	X	X	X	X			
Clear and Grubing		X		X					X			
Excavation/Backfill/Borrow - *CONTAMINATED SOILS		X	X	X	X	X	X	X	X			
Gates/Fence/Removal				x				X				
BeamGuard/CableGuard/Removals				X	X	X			X			
Landscaping		X	X	X	X	X	X	X	X			
Trees/Shrubs												
Field Office	X	X	X	X	X	X	X	X	X			
Pavement Cutting/Drilling/Sawing	X	X	X	X	X	X	X	X	X			
CrackDamageSurvey												
Pavement Marking/TemporaryMarking /LocatingNoPassingZones/Removals	X	X	X	X	X	X	X	X	X			
Signs/PostsMarkers/Removals		X	X	X	X	X	X	X	X			
Structures/BarSteel/RailingTubular/Cofferdams /Endwalls/Removals * Asbestos Removal						X	X		X	X		
SurfaceTreatment/Sealer						X	X	X				
BridgePainting/ConcreteStaining *								*X				
Sign Bridges												
Iron work/BarSteelRe-enforcing/DrilledTie-DowelBars		X		X	X		X					
Construction Staking	X	X	X	X	X	X	X	X	X			
Traffic Control/TemporaryConcreteBarrier	X	X	X	X	X	X	X	X	X			
Material Supplier		X	X	X	X	X	X	X	X			
Trucking: Excavation, Aggregates, Slurry, Asphalt, Millings, Temporary Concrete Barriers, Removals * Contaminated soil hauling	X	X	X	X	X	X	X	X	X			

Let Date: 03/14/2023

NC REGION

Proposal Number	25	26	28	29	30	31	32						
Asphalt/Concrete/Coloring Concrete/Joint Filling/Sealing/Masonry/Removals	X	X	X	X		X	X						
Concrete Barriers (Perm/Temp)													
Base Agregate/Select Crushed/Grading Shaping Shoulders	X	X	X	X		X	X						
Mill and Relay/ Rumble strips	X	X			X								
QMP/Material Testing	X	X	X	X	X	X	X						
Curb & Gutter/Sidewalk /Detectable Warning Yellow /Temporary Pedestrian/Removals - Ancillary concrete work	X		X		X								
Culvert/SewerPipe/Grates/Removals	X	X	X		X								
Sanitary/WaterMain/Removals													
PipeUnderdrainWrapped/Unwrapped			X	X	X	X	X						
ElectricalWork/Lighting/TrafficSignals/ PedestalBases/LoopDetector/ITS/Removals *FiberOptic													
Erosion Control/Dust Control/Riprap/Turbity barrier	X	X	X	X	X	X	X						
Clear and Grubing	X		X		X	X	X						
Excavation/Backfill/Borrow - *CONTAMINATED SOILS	X	X		X	X	X	X						
Gates/Fence/Removal													
BeamGuard/CableGuard/Removals		X		X			X						
Landscaping	X	X	X	X	X	X	X						
Trees/Shrubs													
Field Office	X	X	X	X	X	X							
Pavement Cutting/Drilling/Sawing	X	X	X	X	X		X						
CrackDamageSurvey													
Pavement Marking/TemporaryMarking /LocatingNoPassingZones/Removals	X	X	X	X			X						
Signs/PostsMarkers/Removals	X	X	X		X	X	X						
Structures/BarSteel/RailingTubular/Cofferdams /Endwalls/Removals * Asbestos Removal		X	X	*X	X	X	X						
SurfaceTreatment/Sealer			X	X	X	X	X						
BridgePainting/ConcreteStaining													
Sign Bridges													
Iron work/BarSteelRe-enforcing/DrilledTie- DowelBars		X	X	X	X	X	X						
Construction Staking	X	X	X	X	X	X	X						
Traffic Control/TemporaryConcreteBarrier	X	X	X	X	X	X	X						
Material Supplier	X	X	X	X	X	X	X						
Trucking: Excavation, Aggregates, Slurry, Asphalt, Millings, Temporary Concrete Barriers, Removals * Contaminated soil hauling	X	X	X	X	X	X	X						



BUILD THE FUTURE NOW



Benefits of working on WisDOT projects



- Build the infrastructure used by all Wisconsinites
- Receive frequent and consistent payments
- Easy access to Plans and Specifications
- Attract skilled labor

*WisDOT offers
great opportunities
and resources
for DBEs!*



wisconsindot.gov/dbe



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