

## Highway Construction Contract Information Contractors Checklist

### ☐ Registration

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

If you have questions regarding the Vendor Registration System contact: [AWPSupport@dot.wi.gov](mailto:AWPSupport@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://wisconsin.dot.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://wisconsin.dot.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.

### ☐ 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://wisconsin.dot.gov/Pages/doing-bus/contractors/hcci/bid-let.aspx>.

### ☐ 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://wisconsin.dot.gov/Pages/doing-bus/contractors/hcci/default.aspx>

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

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

### ☐ 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 must be used to submit electronic bids.

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### ☐ Important note regarding proposals with assigned DBE goals

If you are a new bidder to heavy highway road improvement work and/or have never bid on a proposal with an assigned DBE goal, the DBE requirement is guided by a federal regulation ([49 CFR Part 26](#)). We recommend that all prime contractors read and review the federal regulation carefully and visit the [WisDOT DBE Program Webpages](#) for more information. Please note the following as well:

- Only certified DBE firms included in the [UCP Directory](#) count towards the assigned DBE goal.
- If the assigned DBE goal is not achieved, prime contractors must submit a Good Faith Effort (GFE) request which is guided by [49 CFR Part 26.53](#). WisDOT has the following GFE resource documents which can be found [here](#):
- [DT1202 Form](#) (Signed form must be submitted with GFE request)
- [DT1202 Excel Workbook](#) (Resource tool for prime contractors to summarize their good faith efforts. Please review the table of contents which includes a list of supplemental documentation that also should be included with the GFE request)
- [Good Faith Effort Tool Kit](#)
- [Good Faith Effort Tool Kit Appendix](#)
  - DBE related questions, contact:
    - Paul Ndon - (414) 266-1174, [paul.ndon@dot.wi.gov](mailto:paul.ndon@dot.wi.gov)
    - Ijeoma Ororke - (414) 266-1173, [ijeoma.ororke@dot.wi.gov](mailto:ijeoma.ororke@dot.wi.gov)

### ☐ 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/cntrct-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/cntrct-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

Wisconsin Department of Transportation  
Bureau of Project Development  
Proposal Management Section  
4822 Madison Yards Way  
Madison, Wisconsin 53705  
Phone: (608) 266-1631  
Email: [DOTDTSHighwayConstructionHCCI@dot.wi.gov](mailto:DOTDTSHighwayConstructionHCCI@dot.wi.gov)  
Website: [Highway Construction Contract Information](#)