

ELECTRONIC BID

ADVISORY NOTICE TO BIDDERS

To help ensure the submission of complete bids and to avoid omissions that could result in your bid being rejected due to it being irregular or non-responsive, please check each of the following:

The Bureau of Aeronautics

1. Bidding Requirements.

- 1.1 **This contract is being electronically bid.** Section 20 of the Bureau of aeronautics standard specification for airports 2021 edition, and if included, the Federal General Provisions govern. Please review the provision. **Please be aware**, despite the similar name, this project is bid under BidExpress.com, which is completely separate from AASHTOware (BidX.com). **Separate registration credential and digital ID are required to bid this contract under BidExpress.com as noted below.**
- 1.2 The **Electronic Bid** template will include all necessary components required for a complete bid submittal. Please ensure all information are completed and the bid is checked. Any submission that is incomplete will be flagged notifying the bidder of required elements that are not complete. Please ensure prior to final submission that the bid as checked by the system indicates it is complete. **Warning:** It **IS** possible for the Bidder to override the incomplete notice and submit an incomplete bid! **Any bid that is submitted as incomplete will not be opened, and/or rejected as nonresponsive.**
- 1.3 The electronic bidding system will not allow a bid to be submitted after the close of bids.
- 1.4 Plans and specifications are available to anyone free of charge by first completing a simple registration. This registration is free and is required to record plan holders. This allows notification of important project information such as issuance of addendums to all plan holders. Only the prime or general contractor selecting to submit a bid is required to obtain additional Digital ID credentials.
- 1.5 **Bidders selecting to submit a bid MUST obtain a free digital ID in addition to registering.** Obtaining a digital ID is relatively quick, however it may take a couple of days to complete the process. Please request and obtain registration and digital ID's as early as possible to not jeopardize your ability to submit a bid. **There is NO cost to obtain a digital ID.**
- 1.6 **Cost to bid:** There is a fee to bid through BidExpress.com. Prices are subject to change. Please see BidExpress.com for current costs.

2. Standard Specifications.

- 2.1 ~~**General Aviation Airport contracts:** The Bureau of Aeronautics Standard specifications for Airports 2021 edition is used for all General Aviation airports and is made part of the contract. The standard specification is available electronically or for purchase at the following website: <https://wisconsindot.gov/Pages/doing-bus/aeronautics/airports/std-specs.aspx>~~ **N/A**
- 2.2 **Primary Air Carrier Airports (those having airline service):** Advisory Circular 150/5370-10H, Standards for Specifying Construction of Airports is part of the contract documents for this project. The appropriate specifications are included by the design consultant and included in the bid proposal documents **UNLESS** specifically noted in the special provisions that the use of the Bureau of Aeronautics Standard specification for airports 2021 edition is incorporated in whole or in part by reference.

Advisory Circular 150/5370-10H can be obtained from the Federal Aviation Administration website by searching under the AC number 150/5370-10H here:
http://www.faa.gov/regulations_policies/advisory_circulars/

3. Electrical Guidelines.

- 3.1 The **Advisory Circular 150/5340-26C, Maintenance of Airport Visual Aid Facilities, or latest current edition**, published by the Federal Aviation Administration is an electrical document required to be "on-site" by the Electrical Contractor before work can start. This document covers airfield electrical items such as runway edge lights, approach lighting and navigational/visual aids.
- 3.2 The Advisory Circular can be obtained from the Federal Aviation Administration website by searching under the AC number 150/5340-26 here:
http://www.faa.gov/regulations_policies/advisory_circulars/

4. Qualification of Bidders:

Prequalification is required. Prequalification is **NOT** done electronically and **MUST** be processed with originally signed paper copies by the Bidder.

Bids will only be opened and accepted from firms who have been properly prequalified (General Provisions 20) in accordance with the bid advertisement. **IMPORTANT:** Failure to be properly pre-qualified will result in any bid received to not be electronically unsealed (opened) and/or rejected.

- 4.1. Have you reviewed the legal "**Advertisement for Bids**" noting the requirement entitled "**Qualification of Bidders**" which requires the receipt of your qualifications by the Department no later than the deadline as stated in the bid advertisement? This deadline is "Normally" but not always 12:00 noon, local time, on **Friday thirteen (13) days prior** to the scheduled Thursday bid opening.

The "Advertisement for Bids" is included with the proposal documents provided electronically. It is important to note that there are three different types of BOA prequalifications: 1) The Bureau of Project Development prequalification (AKA:DOT Highways prequalification; 2) the Bureau of Aeronautics "Short Form" prequalification, and; 3) The Bureau of Aeronautics Aviation Fuel System prequalification. It is critical that you are approved on the proper prequalification list as stipulated in the bid advertisement.

If your firm currently has a properly approved and valid prequalification, a resubmittal is NOT required.

Prequalification's received after the stated deadline will be processed, however you will not be allowed to bid on contracts where the prequalification submittal deadline has passed.

Aeronautics short form, and aviation fuel system Prequal submissions may be emailed to: dotboabidding@dot.wi.gov to allow the Bureau to expedite and begin processing, however **an original signed copy must be mailed to the Bureau to complete processing.** Bureau of project development (AKA: Highways) prequalification's must be received as a signed original as noted on the prequalification form.

4.2. **Current Workload:** This information is one component of the required documentation in the electronic bidding template.

This information can be entered into the template one of two ways.

- 1) Build line by line the projects and remaining value of work. If you select this method, you will be asked to check a box stating that you will not be uploading the information.
- 2) Upload a copy of the provided workload form of your firms outstanding contract work and amount remaining. You will be asked to attach the file. You will also be asked to check a box stating that you did not build the outstanding workload because you are uploading.

Please note: The Bidder must provide the outstanding workload in one of these two ways. The check boxes are needed for the electronic system to recognize that you are doing one or the other.

5. Award of Contract

Have you reviewed **Section 30 - Award and Execution of Contract** in the included **General Provisions** before completing the bid Proposal forms? It is not unusual for the award time to be extended beyond the standard specification 30-day time frame by special provision. Bid prices are required to be held for the duration of the identified timeframe.

6. Special Requirements.

Have you reviewed the **General Provisions, Federal Requirements and State Requirements** included in Segment I of the bid Proposal, especially pertaining to the following?

6.1 Disadvantaged Business Enterprise (DBE).

- **If a DBE goal is established** for the project, the electronic bid template will include a section that is **REQUIRED** to be completed. Contracts without a DBE goal will not include this section.
- For projects with a DBE goal, please read the special provisions for specific instruction.
- The DBE template will **REQUIRE** the bidder to upload the completed (including all arithmetic) DBE commitment form (550b). Failure to include an upload will cause the system to report the bid as incomplete. "Attachment A" documentation is required to be included with the upload.
- **IF the DBE goal was NOT achieved** (or exceeded), the DBE template will **REQUIRE** the bidder to upload the Good Faith Effort (GFE) documentation. If the DBE goal has been met or exceeded, the Bidder is required to check a box stating that the upload is not necessary because the DBE goal has been met.
- **All DBE/GFE documents must be submitted with the bid.**

IMPORTANT: FAILURE TO INCLUDE DBE DOCUMENTATION AS REQUIRED WILL BE DETERMINED TO BE NON-RESPONSIVE AND REJECTED.

6.2 Contract Labor Provisions.

- 6.3 **Federal Equal Employment Opportunity.** Consider the published minority and female participation goals in the "Federal Requirements" before completing the bid Proposal forms. If project is not federally funded this clause will not be included in the bid Proposal.
- 6.4 **Contractor's Insurance.** Review the standard insurance requirements in Section 70, Legal Regulations and Responsibility to Public in Federal General Provisions and review the Special Provision for Supplemental Specification #9 or other possible extra requirements.
- 6.5 **Erosion Control Implementation Plan (ECIP).** For projects including excavation or erosion control items, consider the requirements to be included in the ECIP before completing your bids. The ECIP form is furnished with the bid Proposal packet. This form **ONLY** needs to be completed and submitted by the contractor who is ultimately awarded the contract.
- 6.6 **Safety Plan Compliance Document (SPCD).** The SPCD form is furnished with the bid Proposal packet. This form **ONLY** needs to be completed and submitted by the contractor who is ultimately awarded the contract. This document is used to explain how the contractor intends to comply with the Construction Safety and Phasing Plan within the project plans.
- 6.7 **Federal Tax Certification.** On federally funded projects this form will be provided in the E-Bidding template. Please complete the tax certification provided in the E-Bidding template. You must select "is" or "is not" for each of the two areas. Please complete and sign at the bottom of the E-bidding form.
- 6.8 **Buy American.** On federally funded projects this form will be provided in the E-Bidding template. Buy American provision applies to all federally funded (AIP) contracts and extends to all subcontracts on the project.

Please complete the template information. The template will ask you to choose Option A – which is that you will meet 100% buy American, or option B which means you will be required to submit a buy American waiver. Please complete and sign at the bottom of the E-bidding form.

No award can be made unless the Buy American documentation has been provided in accordance with Section 20 and Section 30 of the General Provisions and the special provisions. **Failure to submit this information within the specified time may result in the bid being rejected.**

- 6.9 Federally funded project will include wage rates. Review the **wage rates** included in Segment IV of the bid Proposal.

7. **Completing the Bid Proposal.**

Carefully review the **Proposal Requirements and Conditions**; plans and specifications; and the contents of the Proposal for Airport Work and follow all instructions prior to submitting your bid. Have you made the following **important** entries?

IMPORTANT: Failure to include any of the required elements and information in the E-Bidding template will be identified as incomplete. **Bids received identified as incomplete after the close of bids will not be opened and/or rejected.**

7.1 **Bid Proposal:** Please complete the bottom of the template page with the appropriate information as to who is signing the bid proposal. This is a required element. **Failure to complete this step will result in the bid proposal to be identified as incomplete until the information is completed.**

7.2 **Bid Security:** Bid security in the Amount of five percent (5%) of the total amount of the bid including all alternate bids must be included. (General Provision 20.8 of the 2021 edition of the Standard Specifications for Airport Construction or section 20-10 of the federal general provisions) There are four (4) following methods of bid security are acceptable. **One of the four methods must be chosen**, an omission check box must be marked for each of the methods NOT chosen to fulfill the bid security requirement.

Failure to include one of the acceptable bid security methods will result in the bid to be identified as incomplete.

- **Electronic Verification of Bid Bond** using Surety 2000 or SurePath- If this method is chosen you will be asked to insert the bond #
- **Bid Bond:** If this method is chosen, a scanned copy of the bid bond is **required to be uploaded**. **In addition**, the Bureau of Aeronautics must receive a paper copy of the bid bond by close of business two business days following the close of bids. Select the omission box if another bid security method was chosen.
- **Certificate of Annual Bid Bond:** If this method is chosen, a scanned copy of the bid bond is **required to be uploaded**. The annual bid bond is currently on file with WisDOT. Select the omission box if another bid security method was chosen.
- **Certified check, bank draft, bank check, or postal money** order made payable to the Wisconsin Department of Transportation. If this method is chosen, a scanned copy of the bid bond is **required to be uploaded**. **In addition**, the Bureau of Aeronautics must receive the check, bank draft etc. by close of business two business days following the close of bids. Select the omission box if another bid security method was chosen. Certified checks may be drawn on the account of the bidder submitting the Proposal. Return of bid security will be as described in Section 30.4 of the 2021 edition of the Standard Specifications for Airport Construction or section 30-04 of the federal general provisions.

7.3 **List of Subcontractors:** You must select one of two methods to provide the list of subcontractors for the project. Include only the subs that you have obtained written quotes for more than 48 hours prior to the close of bids.

1. Build the list of subs line by line. Select the omission box if you are choosing to upload a copy of the BOA form per #2
2. Upload a copy of the supplied list of subs form. Select the omission box if have built the list of subs per #1

Fill in the signature block at the bottom of the page. A blank form that is signed is acceptable and indicates that the Bidder did not receive any quotes prior to 48 hours of the close of bids.

Failure to include one of the acceptable subcontractor list will result in the bid to be identified as incomplete.

Please note: All subs must be approved by the Bureau prior to use by the completion of request to subcontract forms completed by the successful bidder after an award has been made. Debarred, suspended or those determined to have conflicts of interest will not be approved for use on the project.

7.4 Disadvantaged Business Enterprise (DBE)

- Upload a copy of the completed DBE commitment form 550b, include any attachment A's – **Failure to include the upload will result in the bid to be identified as incomplete.**
- Upload a copy of completed DBE Good Faith Effort form DT1202, include any documentation that you may desire. **OR**, if the DBE goal has been achieved, select the omission box to indicate no upload is necessary since you have achieved the DBE goal.

Failure to provide an upload or checking the omission box will result in the bid to be identified as incomplete.

7.5 Federal Tax Certification.

- Please chose option “is” or “is not” in **both** areas
- Fill in the signature block at the bottom of the page.

Failure to complete both responses will result in the bid to be identified as incomplete.

7.6 Buy American Compliance documentation:

Please select one of the following means of Buy American Compliance:

- Option A – The bidder will meet 100% Buy American Requirements
- Option B – The Bidder will need to submit a waiver for Buy American

Fill in the signature block at the bottom of the page.

Failure to complete Buy American compliance will result in the bid to be identified as incomplete.

7.7 Addenda.

Acknowledge each addendum by inserting a date in the space provided. Each addendum issued **must be acknowledged** (red asterisk) **or the bid will be identified as incomplete.** In the unlikely event that an addendum was issued that is not identified with a red asterisk, please insert a date of each addendum(s).

7.8 Schedule of Prices:

Insert a unit price for each of the bid items on the schedule of prices including ALL unit prices in any alternate bids included in the contract.

Failure to include a unit price will result in the bid proposal to be identified as incomplete until a unit price is included for each item in the schedule of prices.

8. Interpretations.

Have you submitted to the Engineer written or, if time is not available, oral questions about the meaning or intent of the construction documents or other inquiry, prior to the time set for the prebid conference? Interpretations or clarifications considered necessary by the Engineer in response to such questions will be issued by Addenda to all parties recorded by the E-Bidding system as "plan holders" and having received the construction documents. Questions received after the prebid conference or less than seven days prior to the date for opening of Bids may not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

9. Submission of Bids.

9.1. **Bidders MUST register with Bidexpress.com AND** obtain a digital ID (see Number 1 above). The registration process immediate. Obtaining a digital ID is relatively quick, however it may take a couple of days to complete the process. Please request and obtain registration and digital ID's as early as possible to not jeopardize your ability to submit a bid. **There is NO cost for registration or obtaining a digital ID.**

9.2 Bids are ONLY allowed to be received prior to the date and time deadline established as the close of bids. The E-Bidding software prohibits a bid to be submitted after the stipulated close of bids. NOTE: Please do NOT wait until the last seconds to attempt submitting a bid. Bids can be over-written with a resubmittal at no additional cost.

10. Incomplete Bids:

Bids received identified as incomplete after the close of bids will not be opened and/or rejected.

11. Bid Opening Audio Broadcast:

Bids will be opened (Electronically unsealed) as soon after the close of bids (typically 2:00PM) deadline as possible and will be witnessed by at least one additional WisDOT staff member. The bid opening will be broadcast live via Teams (video will not be available due to potential bandwidth issues). The correct meeting and call-in information for the bid opening is:

Microsoft Teams meeting
Join on your computer, mobile app or room device
Meeting ID: 273 385 397 96
Passcode: tLjwfv

Or Dial in by phone (audio only)
+1 608-571-2209
Phone Conference ID: 186 780 348#

11. Bid Result information:

"As read" Bid results will be posted on the Bureau of Aeronautics website as soon as practicable after the bid opening. <https://wisconsin.gov/Pages/doing-bus/aeronautics/airports/arpt-applow.aspx>

Often the results are available the same day or early the following day of the bid opening.

Bid tabulations - unit prices of responsible and responsive bids will be posted after an award has been made. Rejected bids, or bid alternates not awarded will NOT be posted. Bid tabulation and award information can be found here:

<https://wisconsin.gov/Pages/doing-bus/aeronautics/airports/bidtabs.aspx>