

NOTICE OF PROPOSED GUIDANCE DOCUMENT

DTIMBOA2

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on DTIMBOA2 Wisconsin State Statute Chapter 114, a proposed guidance document.

PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

1. Department's website: <https://appengine.egov.com/apps/wi/dot/guidance-docs?guidDocId=DTIMBOA2>

2. Mailing written comments to:

Division of Transportation Investment Management
Wisconsin Department of Transportation
4822 Madison Yards Way
PO Box 7913
Madison, WI 53707-7913

WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT

The final version of this guidance document will be posted at wisconsin.dot.gov to allow for ongoing comment.

AGENCY CONTACT

Kaleb Vander Wiele
DOTDTIMGuidanceDocs@DOT.WI.GOV



State of Wisconsin
Department of Transportation

Proposal documents

Doing business with
aeronautics

Construction and
engineering services

Airport bidding
information

Consultant services ads

Forms and documents

Modifications of
standards

Proposal documents

Standard special
provisions

Standard specifications



Supplemental
specifications


















Airport security









Updates of these templates will be ongoing; you should always make sure to refresh this webpage, download the shell from the Internet just prior to preparation of the Bid Proposal.

Use the following documents in bid proposals.

Preparation instructions

Proposal documents	Revision date	Bound into the proposal
 <u>Bid Advertisement</u> (pink)	May 20, 2019	No - Insert loose inside front cover
 <u>Advisory Notice to Bidders</u> (pink) FEDERAL AID PROJECTS	June 1, 2018	No - Insert loose inside front cover

 <u>Advisory Notice to Bidders</u> (pink) STATE AID PROJECTS	March 1, 2018	No - Insert loose inside front cover
 <u>Prequalification</u> (short form) Statement of Bidder's Qualification And Experience and Information and Standards (pink)	March 5, 2019	No - Insert loose inside front cover for smaller airport projects where the Bureau's short form prequalification is allowed
 <u>Prequalification for aviation fueling systems</u>	March 5, 2019	No - insert loose inside front cover for all aviation fuel system installation projects
 <u>Fuel System Proposal</u> (canary)	June 26, 2018	Yes - Canary proposal page
 <u>Request to Bid Current Workload</u> (pink)	March 5, 2019	No - Insert loose inside front cover
 <u>DBE Commitment</u>	June 25, 2018	No-Insert loose inside of cover - Federal Aid ONLY
 <u>DBE Good Faith Effort</u>	May 14, 2013	No-Insert loose inside of cover - Federal Aid ONLY
 <u>ECIP Erosion Control Implementation Plan Worksheet</u> (pink)	January 1, 2016	No - Insert loose inside front cover on all projects with EC pay items
 <u>SPCD Safety Plan Compliance Document</u> (pink)	March 27, 2019	No - Insert loose inside front cover
 <u>Sticker "SEALED BID"</u> sticker (white)	March 15, 1996	No - Insert loose inside front cover
 <u>Proposal form</u> (canary)	June 26, 2018	Yes - Segment I
 <u>Table of Contents</u> (white)	March 14, 2016	Yes - Segment I
 <u>Proposal Requirements and Conditions</u> (white)	March 14, 2016	Yes - Segment I
 <u>Bid Bond</u> (white)	October 25, 2013	Yes - Segment I
 <u>Certificate of Annual Bid Bond</u> (white)	October 25, 2013	Yes - Segment I
 <u>Subcontractors List of Subcontractors</u> (white)	October 25, 2013	Yes - Segment I
 <u>Buy American Certification - Total Facility</u>	April 19, 2017	Yes - Segment I - On Civil Construction & Architectural Projects Note: This only applies to federally funded projects.

 <u>Buy American Certificate – Manufactured Product</u> (Equipment - SRE, ARFF)	April 19, 2017	Yes – Segment I – On Equipment Procurement Projects Only Note: This only applies to federally funded projects.
 <u>State Requirements</u> (white)	April 6, 2018	Yes - Segment I - State funded projects only
 <u>Fed Requirements</u> (white)	April 6, 2016	Yes - Segment I on federally funded projects only
 <u>General Provisions</u> (white)	March 14, 2016	Yes - Insert as its own segment on federally funded projects only
Conditions of the Contract (white)		No - These are included by reference in the Standard Spec Book
Standard Specifications (white)		No - These are included by reference in the Standard Spec Book
 <u>Special Provisions</u>	March 9, 2018	Yes - Segment II
<u>Supplemental Specifications</u> (white)	July 11, 2000	Yes - Segment III, but include only those that are applicable to the work
<u>Federal Wage Rates - Beta.SAM wage determinations</u>	See <u>Beta.Sam</u> website	Yes - Segment IV, if federally funded
Debarred Contractors <ul style="list-style-type: none"> • <u>Department of Workforce Development list</u> •  <u>Department of Transportation list</u> • <u>Federal agency debarment list</u> 		
 <u>Schedule of Prices</u> Total/Subtotal page (white)	October 2, 2007	Yes - Segment V
 <u>Addenda</u> (white)	October 25, 2013	No - The bidders will attach the addenda to the inside of back cover of their proposal

Instructions for proposal documents

Introduction


















These guidelines and templates (shells) are offered on the Internet as an aid to preparing and organizing the formal bid documents hereinafter referred to as the Proposal.

The intent of these guidelines is to standardize the content, color, order, and appearance of a Bureau of Aeronautics' bid proposal. The purposes of standardizing the Proposal are to reduce bidder confusion and errors; to reduce the time and cost to prepare the Proposal; and to reduce consultant errors and omissions. These instructions are not intended to provide technical or design information needed to develop and produce specific project specifications.

An electronic file of each Proposal form is set up on the Internet. We believe that utilization of the template hereinafter called "shells" is an extremely efficient technique for producing clear, concise, complete, and correct bid proposals. The shells were prepared using Microsoft Word with form fields. To enter information in the "fields," F11 takes you ahead and shift+F11 takes you back. The specifier shall use the shells as a basis for the Proposal. Each shell includes standard clauses and data applicable to each element of the Proposal. The specifier downloads the shells and completes the fields as prompted. Hopefully the printed hard copy's appearance mirrors a standard Bureau bidding document. If not, rearrange as necessary. Appearance is important as we want the bidders to recognize each document as a Bureau standard. Neither the Bureau or the bidders want altered or missing clauses.

Construction documents are defined as all of the written and graphic documents prepared or assembled by the engineer or Bureau for communicating the design and administering the construction contract. The bound Proposal is divided into five segments, however it does not include all of the project construction documents as indicated in the following table:

Listed here are instructions for the proposal documents.

<ul style="list-style-type: none"> •  <u>Bid advertisement</u> •  <u>Prequalification</u> •  <u>Erosion Control Implementation Plan (ECIP)</u> •  <u>Sealed bid sticker</u> •  <u>Bid bond</u> •  <u>State requirements</u> •  <u>List of subcontractors</u> •  <u>Special provisions</u> •  <u>Schedule of prices</u> 	<ul style="list-style-type: none"> •  <u>Advisory notice to bidders</u> •  <u>Request to bid current workload</u> •  <u>Proposal for airport work</u> •  <u>Table of contents</u> •  <u>Proposal requirements and conditions</u> •  <u>Federal requirements</u> •  <u>Supplemental specifications</u> •  <u>Addenda</u>
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If you have any questions, please contact the [project manager](#) with which you are working, or email [Tom DeWinter](#).