

# How To

## GET READY TO BID PUBLIC WORKS CONTRACTS ... WORK IN THE PUBLIC RIGHT-OF-WAY ... WORK ON PRIVATE DEVELOPMENTS .IN THE CITY OF MADISON

### PREQUALIFICATION

The first step to performing construction work in the City of Madison, be it for bidding on public works contracts, working in the public right of way or on private development is to become prequalified with the City of Madison Engineering Division. Please use the chart below to determine if you will need to become prequalified.

	Public Works	Private Development	
	City Let Contracts	Non-City work on Public Improvements in Right of Way	Permits for any work in Right of Way (Terrace Permit, Permit to Excavate)
General Contractor	Yes	Yes	Yes
Sub Contractor	Yes	Yes	Yes

**Any** company wanting to bid on City of Madison contracts must be prequalified at the time of bid opening. This means that the application must be completed and turned in to the City Engineering Division on or before 1:00 PM 8 days prior to bid opening. Any subcontractor must be prequalified 10 days prior to commencing work on any City of Madison Public Works contract.

Applications are available by contacting Janet Pien, of the City Engineering Division, at (608) 266-4620 or via email at [japien@cityofmadison.com](mailto:japien@cityofmadison.com). Materials may also be downloaded from the Engineering website at: <http://www.cityofmadison.com/business/pw/forms.cfm>.

A contractor's prequalification status must be renewed every two years. Firms that are actively prequalified will automatically receive a renewal notice and application materials.

### BEST VALUE CONTRACTING

Contractors who employ five (5) or more craft workers are required to comply with the apprenticeship requirements outlined in Wisconsin State Executive Order #108. No contracts will be awarded for construction work performed on City of Madison projects unless the contractor is currently approved as a Wisconsin Trade Trainer or has applied for approval as an Apprenticeship Trade Trainer to the Wisconsin Department of Workforce Development and agrees to an acceptable apprenticeship program. If you are not currently approved as a Wisconsin Trade Trainer, or have not applied for approval as an Apprenticeship Trade Trainer, please contact the Department of Workforce Development – Bureau of Apprenticeship Standards at (608) 266-3133 or visit their web site at [www.wisconsinapprenticeship.org](http://www.wisconsinapprenticeship.org).

### BIENNIAL BID BOND OPTION AVAILABLE

Contractors are offered the option of placing a Biennial Bid Bond for Public Works contracts on file. Applications are available on-line at: <http://www.cityofmadison.com/business/pw/forms.cfm>. Click on the Biennial Bid Bond link. Questions regarding the application may be directed to Johanna Johnson at (608) 267-1197, or via email at [jjohnson@cityofmadison.com](mailto:jjohnson@cityofmadison.com).

Applications for Biennial Bid Bonds must be received at least five calendar days prior to a bid letting in order to be processed and be in effect for that letting. A confirmation notice will be sent via fax when the Biennial Bid Bond has been processed.

## **BIDS**

A notice of public works bidding opportunities will be published in the legal section of *The Wisconsin State Journal* newspaper on Friday. Current bid opportunities are also posted on the Internet:

<http://www.cityofmadison.com/business/pw/contracts/openforBid.cfm>.

Contractors now also have the ability to subscribe to the Ad for Bid Notification List Serv, as well as manage their own account from the comfort of their desk.

The List Serv offers subscribers the advantage of being able to add as many email address for their company as they wish, update email addresses and unsubscribe. To begin receiving Ad for Bid Notification, check out:

<http://lavos.wiscnet.net/mailman/listinfo/adforbid> .

Bids for public works contracts are submitted to the Engineering Services Building, 1602 Emil St. Bid openings are held at the same location and are open to the public. Bid opening results are immediately faxed to contractors. Bid tabulations are prepared and posted on the Internet: <http://www.cityofmadison.com/business/pw/contracts/openforBid.cfm>. These are generally available Monday or Tuesday following a bid opening.

## **PLAN HOLDERS LIST**

All contractors picking up plans and specs for contracts for bid are asked to sign the appropriate plan holders list. These lists are located at the Engineering Service Building, 1602 Emil St., along with bidding materials. The Engineering Division relies on plan holder information to distribute addendums to potential bidders and subcontractors. Additionally, plan holders lists are posted on-line at: <http://www.cityofmadison.com/business/pw/contracts/openforBid.cfm>.

## **ADDENDUMS**

In the event an addendum is issued to a contract for bid, contractors who have signed the plan holders list will be faxed or emailed an addendum. Addendums are also posted at:

<http://www.cityofmadison.com/business/pw/contracts/openforBid.cfm>. Bidders must acknowledge the number of addendums (e.g., 1 through 2) issued for a contract on the Proposal Page (E-1; Section 1). Failure to do so may result in the bid being disqualified.

## **CONTRACTORS MEETINGS**

Contractors, developers and engineers are invited to attend quarterly meetings to ask questions and discuss concerns about City of Madison Public Works projects, private development and standard specifications. Representatives from Department of Civil Rights, Traffic Engineering, Water Utility and Engineering are present at these meetings, held in February, May, August and November. For exact date, time and location of meetings, check out the Engineering website at: <http://www.cityofmadison.com/business/pw/pwMeetings.cfm>. Or, email Johanna Johnson, [jjohnson@cityofmadison.com](mailto:jjohnson@cityofmadison.com) with a request to receive email notification of upcoming meetings.

To have an issue included on a meeting agenda, please email John Fahrney, [jfahrney@cityofmadison.com](mailto:jfahrney@cityofmadison.com) with your request.

Quarterly meetings are also a great opportunity to connect with your fellow contractors and for subcontractors to network with general contractors. Hope to see you at a meeting!