

# 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	No	Yes	Yes

**Any** company wanting to bid on City of Madison contracts must be prequalified 7 days prior to bid opening. This means that the application must be completed and turned in to the City Engineering Division on or before 1:00 PM 10 days prior to bid opening.

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/engineering/PWForms.htm>.

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

## ANNUAL BID BOND OPTION AVAILABLE

Contractors are offered the option of placing an Annual Bid Bond for Public Works contracts on file. Applications are available on-line at: [www.cityofmadison.com/engineering/contract\\_status.htm](http://www.cityofmadison.com/engineering/contract_status.htm). Click on the Annual 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 Annual 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 Annual Bid Bond has been processed.

## **BIDS**

A notice of public works bidding opportunities will be published in the legal section of *The Capital Times* newspaper on Friday. Current bid opportunities are also posted on the Internet: [www.cityofmadison.com/engineering/contract\\_status.htm](http://www.cityofmadison.com/engineering/contract_status.htm). Contractors may also elect to sign up for email notification of Ad for Bids while completing prequalification paperwork. Questions about email notification may be directed to Johanna Johnson at (608) 267-1197, or [jjohnson@cityofmadison.com](mailto:jjohnson@cityofmadison.com).

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: [www.cityofmadison.com/engineering/BidTabs.htm](http://www.cityofmadison.com/engineering/BidTabs.htm). 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/engineering/contract\\_status.htm](http://www.cityofmadison.com/engineering/contract_status.htm) and updated each day, generally by 9:00 a.m. The Engineering Division anticipates making improvements to on-line plan availability and plan holder sign-out in 2007. More details to come!

## **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: [www.cityofmadison.com/engineering/contract\\_status.htm](http://www.cityofmadison.com/engineering/contract_status.htm) 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: [www.cityofmadison.com/engineering/contract\\_status.htm](http://www.cityofmadison.com/engineering/contract_status.htm). 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!