

**ATTACHMENT 1 PRE-QUALIFICATION SUBMISSION REQUIREMENTS FOR  
CATEGORY #399 PROFESSIONAL TRAIL BUILDER**

The scope of the construction of an all-weather surface off road bike trail. Construction requires extensive knowledge and experience constructing off road bike trail or bike optimized single track for public land owners such as large municipalities.

A resume of qualifications shall be submitted to determine if the Contractor performing the work will be prequalified under item #399, Professional Trail Builder.

The Contractor performing the work shall submit documentation demonstrating that they clearly meet the minimum qualifications as stated below:

- Contractor must have a minimum of five (5) years professional experience building dynamic bike-optimized trails utilizing “lift and tilt” construction methods using on-site materials and/or material import builds. Years of experience must be verifiable and properly demonstrated in the “Project Reference Sheet”. Must be experience related to Public Works Projects or work performed for Public Agencies. Volunteer or Private project experience will not be considered.
- Contractor must have completed a minimum of five (5) bike-optimized linear trail projects for Public Agencies in the last five (5) years. Three (3) of which must include installation of skills development features (prefabricated and/or custom) and aspects of alternative trail surfacing (asphalt, chip seal, crushed limestone, rock armoring). Project references must be related to Public Works Projects or work performed for Public Agencies. Volunteer or Private project experience will not be considered. Project references should include those being 5,000 linear feet or more in size, project budget over \$150,000, and where trail drainage (surface or piped) connected to existing swales and infrastructure.
- Recommended that a contractor be current “Contractor Member” of the Professional Trail Builders Association (PTBA) or demonstrate equivalent certification and experience.

Submission of qualifications shall be made to the Project Engineer on or before February 1, 2024 at 12:00pm. The Engineer shall then respond to the Contractor accepting or denying qualification and eligibility to bid on the project by February 5, 2024. No submittals received after February 2nd shall be considered. The contact information for the Engineer is:

Corey Stelljes  
City of Madison- Parks Division  
215 Martin Luther King Jr Blvd, Room 104  
Madison, WI 53703  
[cstelljes@cityofmadison.com](mailto:cstelljes@cityofmadison.com)

Contractors shall note that prequalification applications shall be submitted online no later than February 1, 2024. The prequalification application requires an Affirmative Action Plan be approved and on file. Contractors shall have an approved prequalification prior to bid opening. Prequalification applications and Affirmative Action Plans may be applied for online at the following address:

<https://elam.cityofmadison.com/citizenaccess/default.aspx>

More information on AA plans and contractor prequalification can be found here:

<https://www.cityofmadison.com/engineering/developers-contractors/contractors/how-to-get-prequalified>

<https://www.cityofmadison.com/civil-rights/contract-compliance/affirmative-action-plan/public-works-aa-plan>

All bids that are provided without the Contractor supplying this information as specified in Special Provision Section 102.1 – Prequalification of Bidders shall be considered non-responsive.