

## **NOTICE OF PROPOSED GUIDANCE DOCUMENT**

### **DTIM BTLRRH 50**

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on DTIM BTLRRH 50, FTA 49 U.S.C. section 5311, 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=DTIMBTLRRH50>

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 [wisconsindot.gov](http://wisconsindot.gov) to allow for ongoing comment.

### **AGENCY CONTACT**

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## State of Wisconsin Department of Transportation

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# Transit procurement procedures

## Transit programs

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The Wisconsin Department of Transportation (WisDOT), as the designated recipient of federal grant funds, is responsible for ensuring that sub-recipients are aware of and comply with federal procurement requirements such as starting any purchase with an independent cost estimate and concluding it with a documented, fair and reasonable price.

There are several resources available to sub-recipients regarding procurement processes, including the [WisDOT Procurement Manual](#), [FTA Best Practices Procurement Manual](#), federal circular [FTA C 4220.1F – Third Party Contracting Guidance](#), and National RTAP's (Rural Transit Assistance Program) ProcurementPRO system.

Before procurements are initiated, sub-recipients should review these resources and work with the [WisDOT Transit Procurement Manager](#) to ensure appropriate steps are followed.

### **New** ▶ Rehabilitation Construction Bid Solicitation- Milwaukee Intermodal Station (MIS)

WisDOT, through the Transit section of the Bureau of Transit, Local Roads, Railroads and Harbors, is seeking bids to establish a contract for select mechanical component rehabilitation projects at the [Milwaukee Intermodal Station \(MIS\)](#) in Milwaukee, WI. The work includes replacing the existing

refrigerant cooling system with an air chilled cooler and replacing the steam heat exchanger. A possible additional project may include second floor improvements including restroom updates. The project budget must not exceed \$803,000. Estimated project completion is December 2019.

Bidders interested in submitting bids for the MIS Rehabilitation Construction project are responsible for reviewing all solicitation documents found below.

All addendums will be posted on this webpage. Bidders are responsible for checking this webpage for addendums. No notice will be sent when an addendum is posted.

#### Solicitation Documents

- [☐ MIS - Invitation For Bids \(IFB\)](#)
- [☐ MIS – Technical Specifications](#)
- [☐ MIS – Technical Drawings](#)
- [MIS – Other Attachments](#)
- [☐ MIS - Addendum #1](#)

## General procurement processes

Required procurement processes vary based on the type and anticipated dollar amount of the commodity or service. Each of the different processes are listed below, with sample toolkits included for micro-purchases and small purchases, as well as a supplemental guide for minivan procurements. Follow the links below for more detailed information for larger purchases and Human Service Vehicle procurements.

Appendices to be submitted to WisDOT prior to making micro- or small purchases are available in Word format, except for Applicable Clauses documents, which remain in PDF format to retain document integrity. The documents for each process are available in the zipped "Appendices" folders below. The toolkits and appendices were updated in 2018.

- [☐ Micro-purchase toolkit](#) - procurements \$5,000 or less
  - [Appendices](#) (updated February 2019)
- [☐ Small purchase toolkit](#) - procurements more than \$5,000, but not greater than \$49,999
  - [Appendices](#) (updated February 2019)
- [☐ Vehicle purchase guide](#) - vehicle procurements of any value
  - [Appendices](#) (updated February 2019)
- [☐ Invitation for Bid \(IFB\)/Request for Proposal \(RFP\)](#) – procurements of \$50,000 and greater
- [☐ Shared-Ride Taxi Procurements](#)
- [☐ Human Service Vehicle Procurements](#) (5310 subrecipients or 5311 purchases)
- [☐ Heavy Duty Bus](#)

## Resources:

- [☐ Procurement Training](#) (WisDOT 2018 presentation)
- [☐ WisDOT Procurement Manual](#) (updated February 2019)
- [☐ Federal Transit Administration Master Agreement](#)
- [☐ FTA Best Practices Procurement Manual](#)
- [☐ FTA C 4220.1F – Third Party Contracting Guidance](#)
- [☐ Third Party Procurement: Frequently Asked Questions](#)
- [☐ ProcurementPRO](#)
- [☐ WisDOT Firm Debarment/Suspension list](#)

- [System for Award Management \(SAM\)](#)
- [Federal Clauses and Certifications Matrix](#)
- [Buy America Handbook](#)

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