

NOTICE OF PROPOSED GUIDANCE DOCUMENT

DTIMBOA4

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on DTIMBOA4, 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=DTIMBOA4>

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

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**WISCONSIN DEPARTMENT OF TRANSPORTATION
BUREAU OF AERONAUTICS**

**STATEMENT OF BIDDER'S QUALIFICATIONS AND EXPERIENCE
FOR AVIATION FUELING SYSTEMS**

Contractors should carefully review the "Information and Standards Statement of Bidder's Qualification and Experience (**Mach 2019** - attached)" before completing this qualification statement.

The contents of this questionnaire will be considered confidential to the Wisconsin Department of Transportation and the sponsor.

All contractors submitting proposals must complete this form in accordance with Wis. Stat. §66.0901(2), and mail it to the Bureau of Aeronautics, P.O. Box 7914, Madison, Wisconsin 53707-7914. Determination of acceptability of information submitted will be at the sole discretion of the Department.

GENERAL INFORMATION

Submitted by: _____ (Check One)
_____ A Corporation
_____ A Partnership
_____ An Individual

Principal office: _____ (street address)
_____ (city, state, zip)
(____) _____ (telephone number)
(____) _____ (FAX number)
_____ (E-mail/optional)

1. If corporation:
When incorporated? _____ In what state? _____
2. How many years has your organization been in business as a contractor under your present business name? _____
Previous business name, if changed during past three years.

3. How many years of experience in aviation related fuel systems has your organization had,
as a principal contractor? _____

as a subcontractor? _____

List a minimum of three aviation fueling projects your company has performed in the last five years:

4. General character of work your organization is qualified to perform.

a. Do you certify that your company personnel, or any proposed sub-contractor personnel you plan to use on the project, are: (Please place an X in front of the appropriate response)

- Wisconsin Dept. of Agriculture Trade & Commerce Protection (DATCAP) Certified Tank Installers _____ Yes _____ No
- Wisconsin Certified Tank Removers/Cleaners _____ Yes _____ No
- Experienced in installation of aviation fueling systems _____ Yes _____ No
- Certified welders according to Section IX ASME Boiler and Pressure Vessel Code _____ Yes _____ No
- Electricians familiar with explosion proof electrical systems _____ Yes _____ No
- Capable of meeting NFPA 70, 407 installation requirements _____ Yes _____ No

5. In the past ten years, have you or your organization been debarred or suspended from eligibility to bid on state or federal work? _____ If so, state details below:

a. Officer(s), person(s), and organization(s) involved:

b. Reason for such failure:

b. Name of the surety:

d. Description of project:

6. In the past ten years, have you or your organization failed to complete any work awarded to you or your organization? Has any officer, member, or partner of your organization ever been an officer, member, or partner in an organization that failed to complete any work awarded to it? _____ If so, state details below:

a. Officer(s), person(s), and organization(s) involved:

b. Reason for such failure:

c. Name of the surety:

d. Description of project:

7. Does your organization or any of its officers, directors or partners have a financial interest in any other company, organization, joint venture, etc., filing a qualification statement with the department?

If so, list the organizations and the nature of the affiliation:

PROFESSIONAL EXPERIENCE AND RESPONSIBILITY

8. Who are the principal full-time employees of your organization and what is the construction experience of the individuals?

Name	Present Position	Years of Construction Experience	Type of Work
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. Professional references. List three owner references, for work comparable to the work in the project you are bidding, done within the last five years. Please state the individual's name, title, organization, address, year of project completion, and telephone number for each reference. Provide attachment if needed.

a) _____

b) _____

c) _____

10. Contracts on hand. Please list present contracts, including a schedule as to estimated completion date, and gross amount of each contract. Note: The **BIDDER'S REQUEST TO BID/CURRENT WORKLOAD** form can be used for this, **but must be attached**.

11. List below all significant construction work performed by your organization during the past three years.

Year	Owner	Type of Work	Prime or Sub	Cost of Your Work
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

FINANCIAL RESPONSIBILITY

12. List the major items of plant and equipment that your organization owns.

Equipment	Value
_____	_____
_____	_____
_____	_____
_____	_____

13. Credit available. Furnish written evidence, preferably from banks.

14. Financial Summary:	Total assets	\$ _____
	Total liabilities	\$ _____
	Net worth	\$ _____

15. **Attach a current financial statement for your organization.**

16. Financial references. Name, address, and telephone number of organization's accountant or bookkeeper.

Name, address, and telephone number of principal lender or banker.

Have you or your organization ever filed a petition in bankruptcy? _____

17. Additional information may be attached to this statement.

Date: _____, this _____ day of _____, 20____.

Name of organization: _____

By: _____ Title: _____

State of _____)

County of _____)

_____, being duly sworn says that he/she is

_____ of _____, and that the answers to the foregoing questions and all statements contained are true and correct.

Signed: _____

Subscribed and sworn to me before this

_____ day of _____, 20__.

My commission expires: _____.

Notary Public

DISQUALIFICATION

The bureau may revise, suspend, or cancel the qualification of any bidder at any time the bureau obtains information, which in its opinion materially affects the responsibility of the bidder.

The submission of false or inaccurate information will render a bidder ineligible for qualification. The submission of false or misleading information will void any contract awarded in connection with such statement as applies to airport construction.

**STATE OF WISCONSIN
DEPARTMENT OF TRANSPORTATION
BUREAU OF AERONAUTICS**

**INFORMATION AND STANDARDS
STATEMENT OF BIDDER'S QUALIFICATION AND EXPERIENCE
MARCH 2019**

GENERAL

Pursuant to Section 66.0901(2), Wisconsin Statutes, and in accordance with applicable specifications, all persons (hereinafter "bidders") proposing to bid on airport work to be contracted for through the Bureau of Aeronautics, as agent for the owner, will be required to establish proof of their competency and responsibility before submitting bid proposals unless in the advertisement for bids this requirement is specifically waived. Subcontractors are **not** required to be complete prequalification statements.

Each bidder shall for these purposes file with the Department one copy of a current sworn statement on a form prescribed and provided by the Department, which shall reflect the financial ability, adequacy of plant and equipment, organization, prior experience, and such other pertinent and material facts as may be necessary or desirable to establish the competency and responsibility of the bidder.

To comply with this section of the statutes (prequalification) such statement shall be received by the Bureau no later than the time stated in the legal advertisement for bids or as amended by addendum. The time and date listed in the advertisement is a **hard deadline**. Receipt of statements after that date will be processed; however, you will not be allowed to bid those projects which the deadline was missed. For Aeronautics fuel system prequalification's, a fax copy [608-267-6748] or electronic submittal [thomas.dewinter@dot.wi.gov] will be accepted **ONLY** to establish compliance with the time and date deadline. The time & date stamp on the fax or electronic submittal will provide this evidence. However, an original signed and notarized prequalification statement is required in order to complete the processing. No approval will be issued until receipt of the original signed prequalification statement is received.

The contents of said statements shall be confidential and shall not be disclosed except upon the written order of such person furnishing the same, or for necessary use by the bureau in qualifying such person, or in cases of action against, or by such person or bureau.

Complete information must be furnished each time a new statement is submitted. All blanks shall be completed and all questions answered. Unusual circumstances with any item are to be fully explained either in the statement or in a separate memorandum. Questions that are not applicable shall be so indicated in the statement. Determination of acceptability of information submitted will be at the sole discretion of the Bureau.

From the information provided by such statement, the Department will determine the classification/capacity of work on which the bidder will be eligible to bid and have under contract and incomplete at any one time.

The qualification, except as specifically extended, withdrawn, or reduced by the department, shall expire one year and four months after the date of the bidders financial statement close of books supplied with the Statement of Bidder's Qualification and Experience currently on file. The Department will issue approval or denial of prequalification in writing. This letter will state the type of work the firm is pre-qualified to bid upon, the expiration date the prequalification

remains valid until, and may include dollar value capacities as appropriate. Once prequalification has been established and remains valid (within expiration etc.), there is no need for a bidder to complete a new prequalification form for each project. Rather the Bureau requests the bidder only complete and submit a “request to bid/current workload” form that is supplied within each bid proposal. The workload form should be received by the Bureau no later than 24 hours prior to the bid opening.

If sent via US Mail, the Aeronautics “Short Form,” or aviation fuel system form; should be **MAILED** addressed to:

Thomas A. DeWinter, P.E.
Wisconsin Department of Transportation
Post Office Box 7914
Madison, Wisconsin 53707-7914

If shipped by delivery service, the Aeronautics “Short Form”, or aviation fuel system form should be sent to:

Thomas A. DeWinter, P.E.
Wisconsin Department of Transportation
4822 Madison Yards Way, 5th Floor South
Madison, Wisconsin 53705

*******Please note that the mailing and shipping addresses are DIFFERENT *******

QUALIFICATION STANDARDS

The Qualification Statement is intended to provide information upon which the Bureau will determine the qualification and classification/capacity of the bidder to bid and contract for work administered by the Bureau. It is mandatory that all pertinent information be shown in the manner in which it is desired.

The Qualification Statement shall be on file with the Bureau not later than the time stated in the legal advertisement for bids or as amended. Qualification must be in effect as of the day of the bid opening.

Work performance qualification will be determined on the basis of the bidder's experience, work capacity, timeliness, quality of workmanship, equipment, and organizational ability to perform the various classes of work ordinarily associated with airport contracts. References must indicate your organization demonstrated these qualities.

Financial qualification will be determined on the basis of demonstrated financial stability, adequate capitalization in proportion to the size of the project, credit and payment history, and past financial performance on other projects. References must indicate your organization demonstrated these qualities. The Bureau will return incomplete or improperly prepared forms for correction.

REVISION OF QUALIFICATION

The Bureau may at any time during which a qualification is in effect request a new Qualification Statement. If a new statement is not submitted within fourteen (14) calendar days, the qualification held will be considered forfeited, and the party concerned will not be permitted to bid until such new Qualification Statement has been received and approved by the Bureau.

The Bureau reserves the right, upon reasonable notice, to review a contractor's business records.

QUALIFICATION REVIEW

A bidder dissatisfied with a qualification determination may request, in writing, a review by the Bureau. Such requests shall be filed with the Airport Construction Standards Chief.

The Bureau may require the bidder to file further evidence to substantiate a request for review.

DISQUALIFICATION OF BIDDERS

Any one or more of the following causes may be considered as sufficient for rejection of the bid or bids and disqualification of the bidder from further bidding for such period of time as may be determined by the Bureau.

- a. Developments, subsequent to establishment of a bidder's competency and qualifications, which in the opinion of the Bureau would reasonably be construed as affecting the responsibility of the bidder.
- b. Conviction of a major violation of a State or Federal law, or a rule or regulation of a Federal department, board or bureau, or a State department, board or commission, relating to or reflecting on the competency of the bidder for performing airport construction work.
- c. More than one proposal for the same work from an individual, partnership or corporation under the same or different names.
- d. Indictment for or evidence of collusion among bidders.
- e. Lack of responsibility as shown by past work for the Department.
- f. Noncompliance with terms of previous or existing contracts.
- g. Uncompleted work, which in the judgment of the Bureau might hinder or prevent the completion of the additional work, if awarded.
- h. Uncompleted work on which the actual time used has exceeded the contract time set, or on which the performance or progress is not satisfactory in the judgment of the Bureau.