



WISCONSIN TOWNS  
ASSOCIATION

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Empowering Town Officials

# PROJECT BIDDING AND CLOSING FUNDAMENTALS

Bid – Wanted one mile of blacktop.

Questions generated:

- Where?
- How thick?
- How wide?
- One lift or two?

Bid – Wanted one mile of blacktop.

Questions generated:

- What kind of preparation required?
- What kind of hot mix asphalt – specification?
- What other work required?
- Completion date?

# Engineering is too expensive

- ▶ The first question that should be asked is what amount of engineering is needed?
  - ❑ What is needed to develop a bid and contract (bidding process)?
  - ❑ *What is needed to ensure project quality (inspection)?*
  - ❑ What is needed to complete contract (payment)?
- ▶ Engineering services can add value to a project.

# Engineering is too expensive

- ▶ The cost and complexity of a project should determine the appropriate level of services provided.
  - ❑ Resurfacing Project (low to moderate cost)
    - ❑ Simple bidding and contract documents
    - ❑ Specifications/ Special Provisions
    - ❑ Location map

# Engineering is too expensive

- ❑ Reconstruction Project (high cost)
  - ❑ Bidding and Contract Documents
  - ❑ Specifications/ Special Provisions
  - ❑ Detailed plans
  - ❑ Construction staking
  - ❑ Project inspection
  - ❑ Project management.

# Bidding and Contract Documents

- ▶ What should be included in the package
  - ❑ Advertisement/ Official Notice
    - ❑ Class II notice
  - ❑ Bid proposal form
    - ❑ Unit Price
    - ❑ Lump Sum
    - ❑ Only allow bids on bid forms

# Bidding and Contract Documents

- ▶ What should be included in the package
  - ❑ Specifications (WISDOT Standard Specifications)
  - ❑ Special provisions
    - ❑ Work by others
    - ❑ Incidental items (Traffic control, non-specific work included)
    - ❑ Work schedule (start date, completion date)
  - ❑ Contract documents
    - ❑ Owner and Contractor signature blocks
    - ❑ Contract price



# Bidding and Contract Documents

- ▶ What should be included in the package
  - ❑ Insurance Certificate
    - ❑ Owner co-insured
  - ❑ Bonds : Bid, Performance and Payment
    - ❑ Bid guarantee or bid bond (5%) / Guarantee contract
    - ❑ Performance bond / Guarantee contract completion
    - ❑ Payment/ Guarantee subcontractors will be paid
  - ❑ Location Map/ Plans

The Local Road Improvement Program requires too much paperwork

- ▶ What is the same between an in-house project and a TRI, TRID or TRIS project?
  - ❑ Advertisement/ Official Notice – Class II Notice (State Statute)
  - ❑ Contract awarded to lowest responsible bidder (State Statute)

The Local Road Improvement Program requires too much paperwork

- ▶ What is the same between an in-house project and a TRI, TRID or TRIS project?
  - ❑ Project must meet Town Road Standards
  - ❑ The Town is responsible for overseeing the construction project
  - ❑ The Town is responsible for determining project completion and making contractor payments

The Local Road Improvement Program requires too much paperwork

▶ What is different between an in-house project and a TRI, TRID or TRIS project?  
(Documentation and Process)

- ❑ DOT approved application forms and LRIP website
- ❑ Use of WISLR data and mapping
- ❑ 2 year Road Improvement Plan

# The Local Road Improvement Program requires too much paperwork

- ❑ State Municipal Agreement (SMA) contract between State and Town inhibits changes to project.
- ❑ Requires an Engineer's Certificate for projects over \$65,000
- ❑ A number of documents that must be presented at the Request the Reimbursement stage.

We've got our TRIP funds/ Our application for TRIP funds has been approved

- ▶ You will get the promised TRI funds if you provide the necessary documentation and follow the LRIP Guidelines.
- ▶ The DOT Program Managers will kickback Request for Reimbursements that lack documentation or clearly did not follow SMA conditions.
- ▶ There are definitely mistakes that can be made that are not fixable which could jeopardize a Town's expected reimbursement.

We've got our TRIP funds/ Our application for TRIP funds has been approved

- ▶ To head off problems and ensure an easy Reimbursement process follow LRIP Guidelines.
- ▶ Make sure you keep a file with all project documents readily available.
- ▶ If you are unsure about the process contact someone for help. Don't wait till the end.

# Here are some DO and DON'Ts

- ▶ **SMA** – **DO** start advertising and contractor selection  
**DON'T** start construction until you have a signed SMA in your possession
- ▶ **ADVERTISEMENT** – **DO** advertise as a Class II Notice  
**DON'T** Forget to advertise/ **DON'T** only advertise once/**DON'T** have less than 7 days between the last ad and opening of bids / **DON'T** accept a “proposal” from a contractor without bidding.



Here are some DO and DON'Ts

- ▶ **AWARD THE PROJECT-** DO Award the project to the lowest responsible bidder. DO accept the bid at a Town meeting and make sure its included in the minutes of that meeting. DO include a list of all bidders and their bids

# Here are some **DO** and **DON'Ts**

- ▶ **CONSTRUCT THE PROJECT** – **DO** go ahead with the construction once you have received your SMA/ a signed contract from the Contractor and appropriate Bonds and Insurance coverage.

**DON'T** Change any of the project's details delineated in the application or SMA including: location/termini/length/pavement width/shoulder width/ or surface type

- **NOTE:** If a change is needed a Change Document can be filed to change the original application and provide a new SMA. See your Facilitator or CHC.

Here are some **DO** and **DON'Ts**

- **INVOICES AND BILLS** – **DO** require the contractor to provide a bill or invoice for all work completed.  
**DON'T** accept a bill or invoice unless it includes the name of the project/ description of work completed / name of contractor/ dates covered.
- ▶ **PAY THE CONTRACTOR**– **DO** pay the contractor by check.

Here are some DO and DON'Ts

- ▶ **ENGINEER'S CERTIFICATE** – DO get an Engineer's Certificate if the project exceeds \$65,000.
- ▶ **REIMBURSEMENT** – DO Work with your Facilitator or CHC to complete the reimbursement process.



# ? QUESTIONS ?

## THANK-YOU

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