

GFE Tool Kit

Appendix 1

Substantive Conversation Guidelines

Appendix A

Substantive Conversation Guidelines

The substantive conversation is critical to all bidders' demonstration of good faith effort to meet the DBE goal prior to bid opening. Relationship building between primes and subcontractors is crucial to DBE goal attainment. Responsible bidders seek to build rapport with potential DBE subcontractors to understand capacity, areas of expertise, and assess contracting feasibility. Bidders who compete for WisDOT contracts are specialty contractors responding to a growing and changing contract environment. Just as these specialists are responsible for care of the roads, they are likewise responsible for contributing to the health of the industry. The substantive conversation drives collaboration that will build industry health and capacity. The following is intended to provide guidance for such discussions but is not an exhaustive list. Contractors are encouraged to incorporate their existing strategies for cultivating business relationships as well.

Prior to Bid Opening- this discussion should happen as early as possible (WisDOT advertisements are released weeks prior to each Let)

1. Determine DBE subcontractor's interest in quoting
2. If response indicates inexperience with quoting- offer support/assistance to the DBE in understanding the industry including fundamentals a subcontractor needs to know, required reading and/or resources.
3. Assess their interest and experience in the road construction industry by asking questions such as:
 - Have you competed for other WisDOT contracts? Ratio of competed/to wins
 - Have you performed on any transportation industry contracts (locally or with other states)?
 - What the largest contract you've completed?
 - Have you worked in the industry: apprentice, journeyman, safety, inspection etc.?
 - Does this project fit into your schedule? Are you working on any contracts now?
 - Have you reviewed a copy of the plans? Are you comfortable performing within the scope and quantity considerations of this contract?
 - What region do you work in? Home base?
 - Which line items are you considering?
 - Have you read/are you familiar with WisDOT Standard Specifications? Construction Materials Manual?
 - Do you understand where your work fits in the project schedule, project phases?

Following Bid Opening- this discussion can happen at any time

1. After reviewing their quote, note the following in your discussion:
 - Does the quote look complete? Irregular?
 - Are there errors in the quote? Are items very high or very low?
 - In general, does the quote look competitive?
2. Questions and Advice for the bidder to share with the potential DBE subcontractor:
 - What line items would typically be in a competitive quote for a subcontractor of their specialty?
 - How many employees and what is their role/experience/expertise in your firm?
 - Do you have resources for labor (union member, family-based, community-resourced) and capital (banking relationship, bond agent, CPA)?
 - Where have you worked: cities, states, government, commercial, residential/private sector, etc. Explain similarities or differences.
 - Refer them to reliable, trusted, industry resources that can educate or connect them to relevant resources, education/certification resources, more appropriate contract opportunities.
 - Discussion about prime contract and subcontract liability, critical path items, contract quantities, schedule risks, and potential profit/loss (for upcoming known projects or in general).
 - Discussion of bonding, insurance, and overall business risk considerations.

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Appendix 2

Sample DBE Solicitation Letter and Email

Sample Email Solicitation to non-DBE WisDOT Subcontractors

Appendix B

Sample Contractor Solicitation Letter Page 1

(This sample is provided as a guide, not a formatting requirement)

DBE Solicitation - [Month] [Day], [Year] WisDOT Bid Letting

Attention all DBEs. [Prime Contractor] is actively seeking your quote for the [Month][Day], [Year] Bid Letting. [Prime Contractor] is considering bidding on the projects listed on page 2 as a prime contractor. Please see page 2 for instructions and the sub-contractable opportunities for each proposal.

Does [Prime Contractor] accept quotes in areas we might self-perform? Yes, we do! We support this federal rule and (if needed) we consider areas we might self-perform an opportunity to provide in the field assistance and training if we award your quote.

Where can DBEs find the plans, specifications and addenda? Please visit [Prime Contractor's] plan room [LINK] or on WisDOT's Highway Construction Contract Information HCCI website: [Wisconsin Department of Transportation Highway Construction Contract Information \(wisconsindot.gov\)](http://Wisconsin Department of Transportation Highway Construction Contract Information (wisconsindot.gov)). This same website can be checked for the contract status.

What should your quote include? All the costs required to complete the items you propose to perform including labor, equipment, material, and related bonding or insurance. The quote should also note items that you are DBE certified to perform, tied items, and any special terms. Please use page 2 as your cover sheet for your quote.

Do you have a question regarding bonding, credit, insurance, equipment, or supplies/materials? We welcome all DBE questions! Please call [Prime Contractor] and ask to speak with [Contact]. [Prime Contractor] can provide basic information as well as a referral to a trusted industry partner for insurance and bonding needs.

When are quotes due?

[Month] [Day], [Year] at [Time]. We accept quotes via SBN, email, or fax. Please make every effort to have your quotes in by this time or earlier. Quality check your quote so it includes the correct letting date, project ID, proposal number, unit price and extension.

Who can DBEs contact for questions, information, clarification or for a quote evaluation? [Project Manager Name] [Phone] [Email]. If you are quoting [Prime Contractor] for the first time, we encourage you to come meet with us in person to discuss the project. Our office hours are 7:30 a.m. – 5:00 p.m. On bid day, we are in the office by 6:30 a.m.

Why partner with [Prime Contractor]?

DBE partnership is a core part of [Prime Contractor's] mission. Including DBEs at the beginning of each project is essential in the success of each project. We consider DBEs to be important industry partners who bring dedication and knowledge at various stages during construction. We are proud to be an industry leader with our DBE partnership. Your success as a DBE is our success.

Sample Contractor Solicitation Letter Page 2
(This sample is provided as a guide, not a formatting requirement)
 REQUEST FOR QUOTE

[Prime Contractor]
Letting Date: [Month] [Day], [Year]
Project IDs: 1234-56-00 (Proposal #1) & 1234-01-78 (Proposal #6)

Please check all that apply:

- Yes, we will be quoting the projects and items listed below
- No, we are not interested in quoting on the letting or its items referenced below
- Please take our name off your monthly DBE contact list
- We have questions about quoting this letting. Please have someone contact me at this number:

Prime Contractor Contact: _____ DBE: _____
 Phone: _____ Fax: _____
 Email: _____

Please circle the proposals and items you will be quoting below and contact us with any questions

Proposal County	1 Dane County	6 Crawford County
Clearing and Grubbing	X	X
Dump Truck Hauling	X	X
Curb/Gutter/Sidewalk	X	
Erosion Control Items		X
Excavation	X	X
Pavement Marking		X
Traffic Control	X	
Sawing	X	X
QMP, Base		X
Pipe Underdrain	X	
Landscape		X
Beam Guard	X	
Electrical	X	
Signs/Posts/Markers		X
Survey/Staking		X

Again, please make every effort to have your quotes into our office by time deadline prior to the letting date.

Sample Contractor Solicitation Email - Simplified
(This sample is provided as a guide, not a formatting requirement)

ATTENTION DBEs

- [Prime Contractor] specializes in municipal projects in the XX Region(s)
- We have successfully competed for and completed XX WisDOT projects over the past XX years
- Consider [Prime Contractor] your partner on WisDOT Projects

[Prime Contractor] is seeking your subcontractor quote for the XX/XX/20XX WisDOT bid letting on the below projects:

Project	Proposal	County	Region
1234-56-00	2	Dane	SW
1234-01-78	6	Crawford	SW

- Please review the attachments [**attach Solicitation Letter**] and respond with your intent to quote (or not) along with the work items you are interested in performing and respond via fax or email by date. The quote should note items that you are DBE certified to perform, tied items, and any special terms. Please include labor, equipment, material, and related bonding or insurance.
- If you have any questions regarding bonding, credit, insurance, equipment and/or materials/supplies, please feel free to call [Prime Contractor] and ask for [Contact]. **(Include if your company is willing to answer these types of DBE questions)**
- Plans and Specifications can be found: **WisDOT HCCI Website: List webpage where plans are located**
- If you do choose to quote, please make every effort to have your quote into our office by time and date. Make sure the correct letting date, project number, unit price and extension are included in your quote.
- Should you have questions regarding the mentioned project, please call our office at (414) 555-5555 and we will direct you to the correct estimator/project manager.
Our office hours are 7:30 a.m. - 5:00 p.m.

Thank you – we look forward to working with your company on this project!

Prime Contractor
 Project Manager
 Direct: 414-555-5555
 Cell: 414-555-5556

Sample Contractor Solicitation Email to **non-DBE** WisDOT Subcontractors - Simplified

(This sample is provided as a guide, not a formatting requirement)

ATTENTION WisDOT SUBCONTRACTORS

[Prime Contractor] is considering bidding on the below projects for the **XX/XX/20XX WisDOT Bid Letting**:

Project	Proposal	County	Region	DBE Goal
1234-56-00	2	Dodge	SW	6.00%
1234-01-78	11	Adams	NC	3.00%
1234-00-99	20	Buffalo	NW	5.00%
1234-00-98	33	Portage	NC	6.00%

The above projects have DBE goals and [Prime Contractor] is committed to DBE inclusion with every project. As such, we are requesting:

- All WisDOT Subcontractors to **solicit and utilize** DBEs in your quotes.
- DBE participation can be achieved through purchasing materials from DBE suppliers, using DBE subcontractors and/or DBE trucking firms or any combination of these.
- If there is an opportunity to untie an item in your quote so a DBE can be utilized, please look for those opportunities as well.
- Your quote will be evaluated based on the amount of DBE participation your company is able to provide when compared to other quotes for the same work.

If you do choose to quote, please make every effort to have your quote into our office by **time and date**. Please submit all quotes to [email]. Make sure the correct letting date, project number, unit price and extension are included in your quote.

Should you have questions regarding the mentioned project, the Project Manager contact is: [Name] [phone number] [email].

Thank you for utilizing DBEs who are trusted industry partners with WisDOT projects.

Prime Contractor
 Project Manager
 Direct: 414-555-5555
 Cell: 414-555-5556

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Appendix 3

Solicitation Log Example

SAMPLE SOLICITATION LOG
Dec 13, 2022 Letting
Proposal #2 & #17
 DBE UCP Directory
 (RED = NO/GREEN = YES/BLUE = MAYBE or
 NO RESPONSE)

DBE Company Name	Phone Number	Email Address	Work Classification	Proposal #2 & #17 Initial Invitation to Quote	Mail, Email or Phone	Proposal #2 & #17 Follow up	Mail, Email or Phone	Notes
30th State, LLC	(414) 841-0654	30thstate.mke@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
ACR Trucking, LLC	(414) 617-5224	acrtruckingllc@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
AG Connors Trucking, LLC	(414) 534-7507	agconnorstucking@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
AGPD Paving LLC dba Cardi Asphalt	(708) 562-4400	marc@cardiasphalt.com	Heavy Highway Construction (Asphalt)	11/28/2022	Email			12/2/2022: Rec'd quote via email for #2
Aguilar Trucking	(414) 647-0631	aguilatrucking30@gmail.com	Dump Trucking	11/28/2022	Email			12/3/2022: Rec'd quote via email for #2
AJR Industrial Lawn & Snow Maintenance, LLC	(414) 732-0736	industrialajr@yahoo.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	12/6/2022: Rec'd email. Not quoting
Alan's Trucking, LLC	(414) 628-2576	alans27trucking@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	12/7/2022: Rec'd email. Not quoting
Alex Simply Trucking, LLC	(414) 708-1624	fernando.v98@yahoo.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Alfaro & Son's Contractors, LLC	(262) 308-8152	alfarcontractors@gmail.com	Incidental Construction (Clearing & Grubbing)	11/28/2022	Email	12/6/2022	Email & Phone	12/6/2022: Per phone call, might quote proposal #2
All Purpose Trucking, LLC	(414) 202-9011	allpurposetrucking1@yahoo.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
All Star Transport, LLC	(414) 491-1506	francisco.carr@icloud.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
All-State Concrete Cutting, Inc.	(847) 973-9752	msey@allstateconcretecutting.com	Heavy Highway Construction (Concrete Cutting/Drilling/Sealant/Sawing)	11/28/2022	Email	12/6/2022	Email	No response
AMS Elite Solutions, Inc.	(847) 838-9501	estimating@ams-es.net	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
AMS Truckin' LLC	(414) 629-8316	amstruckinllc@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email & Phone	12/8/2022: Per email, might quote proposal #2
Angels Trucking (Formerly AAS Trucking)	(414) 736-6712	angelatorre1040@sbcglobal.net	Dump Trucking	11/28/2022	Email	12/6/2022	Email	12/8/2022: Rec'd email. Not quoting
Anna Trucking, Inc.	(262) 378-9177	anna.truckinginc@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	12/9/2022: Rec'd email. Not quoting
Arbor Green, Inc.	(608) 742-0055	christywade@arborgreenwi.com	Heavy Highway Construction (Riprap Installation)	11/28/2022	Email			12/2/2022: Rec'd quote via email for #2
Archer Enterprises, LLC	(414) 881-9875	archerenterprisesllc@gmail.com	Dump Trucking	11/28/2022	Email			12/3/2022: Rec'd quote via email for #17
Arrow Pavement Maintenance, Inc.	(920) 713-8340	arrowpavementmaint@yahoo.com	Heavy Highway Construction (Pavement Marking)	11/28/2022	Email	12/6/2022	Email	No response
B & L Supply, Inc.	(651) 646-1098	BLSupply@BLSupply.com	Material Supplier (Electrical/ Electrical Apparatus & Equipment)	11/28/2022	Email	12/6/2022	Email	No response
Backstrom Trucking	(414) 530-4673	tony@backstromtrucking.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Best CCS LLC (AKA Clearcut Solutions)	(800) 848-6395	quinn@thebestccs.org	Heavy Highway Construction (Concrete Cutting/Drilling/Sealant/Sawing)	11/28/2022	Email	12/6/2022	Email	No response
BRT Services, LLC	(262) 993-1626	brtruckingservice@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Bullet Transit Co, Inc.	(608) 836-3838	lbullet88@aol.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
C & W Trucking Company of Bayfield	(715) 779-5628	cwtrucking1@yahoo.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Carlo Lachmansingh Sales, Inc.	(612) 827-2211	carlo@carloelectrical.com	Material Supplier (Electrical/ Electrical Apparatus & Equipment)	11/28/2022	Email	12/6/2022	Email	No response
Carl's Trucking, LLC	(920) 621-0512	carltrucking@earthlink.net	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Carrington Trucking, LLC	(262) 399-6518	carringtontruck28@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Central Painting, Inc	(219) 942-3623	centralpnt@aol.com	Highway Construction (Bridge Painting)	11/28/2022	Email	12/6/2022	Email	No response
Certified Contractor, LLC	(414) 581-0469	certifiedcontractor1@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Cisco Distributing, LLC	(920) 373-5604	ciscodist@bayland.net	Material Supplier (Electrical/ Electrical Apparatus & Equipment)	11/28/2022	Email	12/6/2022	Email & Phone	12/9/2022: Per email, quoted subcontractor materials for #2 & #17
Clark's Dump Trucking, LLC	(414) 614-8852	clarksdumptrucking@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
C-M Transport of Shell Lake, LLC	(715) 645-2643	cmtransport21@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Con-Cor Company, Inc.	(262) 781-3660	amanda@con-cor-co.com	Heavy Highway Construction (Concrete Cutting/Drilling/Sealant/Sawing)	11/28/2022	Email	12/6/2022	Email	12/8/2022: Per email, might quote proposal #2
Corbitt Trucking, LLC	(414) 739-2321	hanueldcorbitt@yahoo.co	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
CRB Corporation, Inc.	(414) 881-6776	linda3158@sbcglobal.net	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Crobar Logistics, LLC	(414) 212-5349	admin@crobarlogistics.com	Heavy Highway Construction (Pavement Marking)	11/28/2022	Email	12/6/2022	Email	No response
Crowley Construction Corp	(414) 257-2141	bcrowley@wi.rr.com	Heavy Highway Construction (Pavement Marking)	11/28/2022	Email	12/6/2022	Email	12/9/2022: Rec'd quote via email for #17
Cruz Trucking & Grading	(715) 851-6633	cruztrucking528@yahoo.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	12/9/2022: Rec'd quote via email for #2
CT Enterprises of Sand Creek, LLC	(715) 764-2727	claytonimm@hotmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	12/8/2022: Per email, might quote proposal #2
D & M Express of Wisconsin	(608) 583-3044	michelle@dandmexpress.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response

D K Contractors, Inc.	(262) 857-7414	mickyday@dkcontractors.net	Heavy Highway Construction (Grading)	11/28/2022	Email	12/6/2022	Email	12/12/2022: Rec'd quote via email for #17
D&H Family Trucking, LLC	(414) 881-5749	dhfamiltrucking@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Dan Brown Trucking, LLC	(715) 896-2521	browndaniel2014@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
DCN Trucking, LLC	(414) 438-1809	dcntruckingllc55@yahoo.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
DDE, INC. DBA Generation Cable Corp.	(404) 226-7884	dana@generationcablecorp.com	Material Supplier (Electrical/ Electrical Apparatus & Equipment)	11/28/2022	Email	12/6/2022	Email	No response
DMS Transportation, LLC	(414) 233-7839	dscroggins75@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Dolson, Inc.	(715) 365-1920	ann@dolsoninc.com	Heavy Highway Construction (Grading)	11/28/2022	Email	12/6/2022	Email & Phone	12/6/2022: Per phone call, not quoting
E.J. Meyer Trucking	(414) 282-2492	dtthmpsn4@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Eagle Excavation, LLC	(702) 591-8949	daniel@eagleexcavationnv.com	Heavy Highway Construction (Grading)	11/28/2022	Email	12/6/2022	Email	No response
Eaton Asphalt Service, Inc.	(414) 358-3180	eatonasp@cs.com	Heavy Highway Construction (Asphalt)	11/28/2022	Email	12/6/2022	Email	No response
Edra Trucking, LLC	(414) 350-9092	nickey.pappas@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email & Phone	No response
EPN Trucking, LLC	(510) 209-9127	nagrakari@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Everlights, Inc.	(773) 734-9873	kgallagher@everlights.com	Material Supplier (Electrical/ Electrical Apparatus & Equipment)	11/28/2022	Email	12/6/2022	Email	No response
F Mora Trucking	(414) 393-7753	morafranki71@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
FCO Trucking, LLC	(262) 412-6872	fcotruckingllc@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Fischbach, Inc.	(608) 847-6494	fischbachjl@hotmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Five Star Rebar, LLC	(920) 427-4320	cedricmurphy@fivestarrebar.com	Heavy Highway Construction (Rebar Installation)	11/28/2022	Email	12/6/2022	Email & Phone	12/6/2022: Per phone call, might quote #17
Flying C Transportation, LLC	(815) 307-3441	flyingctransportation@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Gorman Trucking, LLC.	(262) 670-1164	strg226@sbcglobal.net	Dump Trucking	11/28/2022	Email	12/6/2022	Email	12/1/2022: Rec'd email, not quoting
Hairston Trucking	(608) 222-7778	ghcowboy@yahoo.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	12/8/2022: Rec'd email. Not quoting
Hanson Custom Crushing, Inc.	(651) 982-1032	joelynne@hccirocks.com	Heavy Highway Construction (Aggregates)	11/28/2022	Email	12/6/2022	Email	12/9/2022: Rec'd email. Not quoting
Hard Rock Sawing & Drilling Specialist Co.	(715) 799-3823	info@hardrocksawing.com	Heavy Highway Construction (Concrete Cutting/Drilling/Sealant/Sawing)	11/28/2022	Email	12/6/2022	Email	12/8/2022: Rec'd email. Not quoting
Harry's Trucking, Inc.	(262) 496-4360	harry.hs77@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	12/9/2022: Rec'd email. Not quoting
Hawk Daylighting, LLC	(262) 677-9410	ogema@hawk-industries.us	Heavy Highway Construction (Sewer & Utilities)	11/28/2022	Email	12/6/2022	Email & Phone	12/6/2022: Per phone call, not quoting
Helberg Electrical Supply, LLC	(516) 868-8028	dhelberg@hesep.com	Material Supplier (Electrical/ Electrical Apparatus & Equipment)	11/28/2022	Email	12/6/2022	Email	12/8/2022: Rec'd email. Not quoting
Heritage Ready Mix, Inc.	(414) 445-5353	heritagereadymix@gmail.com	Material Supplier (Ready Mix Concrete)	11/28/2022	Email	12/6/2022	Email	12/9/2022: Rec'd email. Not quoting
HF Enterprises, LLC	(414) 368-7759	hrs2002us@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	12/9/2022: Rec'd email. Not quoting
Highway Solutions	(612) 817-3310	jeromeperry@highwaysolutionsinc.com	Heavy Highway Construction (Pavement Marking)	11/28/2022	Email	12/6/2022	Email & Phone	12/6/2022: Per phone call, not quoting
Howard Trucking	(414) 306-0103	big45alumni@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	12/9/2022: Rec'd email. Not quoting
Imurac Trucking, LLC	(414) 306-2965	cgutierrez-garnica@att.net	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
In & Out Trucking, LLC	(414) 477-0948	rwilliams1025@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Interstate Sealant & Concrete, Inc.	(262) 547-6316	csment@interstatesealant.com	Heavy Highway Construction (Concrete Cutting/Drilling/Sealant/Sawing)	11/28/2022	Email	12/6/2022	Email & Phone	No response
Islas Trucking, LLC	(414) 334-1140	islasalfredo57@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Ivan's Trucking	(414) 865-0865	ivantruckingllcwi@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
J.H. Alliance, LLC	(414) 209-1994 Ext. 1	jhalliancetrucking@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Jeta Corporation	(920) 486-7072	lgrow@jetacorp.com	Material Supplier (Electrical/ Electrical Apparatus & Equipment)	11/28/2022	Email	12/6/2022	Email	No response
JLA & Sons Construction Company	(847) 662-5727	jose_arreola2003@hotmail.com	Heavy Highway Construction (Grading)	11/28/2022	Email	12/6/2022	Email	No response
JLS Truckin', LLC	(414) 335-9867	sanchez_jsraton@hotmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Jordan Trucking NO2	(920) 833-7514	jordantrucking02@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Karen's Trucking, LLC	(715) 672-3081	karenstrucking@nelson-tel.net	Dump Trucking	11/28/2022	Email	12/6/2022	Email & Phone	No response
KG Family Investment	(414) 335-5404	662kdg@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
KSD Construction	(414) 248-3514	info@ksdconstruction.us	Landscaping	11/28/2022	Email	12/6/2022	Email	No response
KSS Associates	(414) 967-9997	sumansabnis@live.com	Material Supplier (Electrical/ Electrical Apparatus & Equipment)	11/28/2022	Email	12/6/2022	Email	No response
Larry Chinn Enterprises, Inc.	(414) 949-6744	larrychinnenterprises@yahoo.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Leden's Trucking, Inc.	(414) 975-3234	teannt@msn.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Lee Reynolds Services, LLC	(414) 321-0600	jhsews42@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Legend, LLC	(414) 839-3871	rmorales117@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Louis Company, LLC	(618) 604-2009	hq@louiscompany.net	Heavy Highway Construction (Epoxy Overlay)	11/28/2022	Email	12/6/2022	Email	No response
Lowe One Trucking & Hauling, LLC	(414) 253-4422	brandie@loweonetruckinghaulingllc.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
LSE Trucking LLC	(414) 779-0287	sanchez_l925@yahoo.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Lyons View Manufacturer & Supply, Inc.	(630) 536-7985	jdavis@lyonsviewmfg.com	Material Supplier (Electrical/ Electrical Apparatus & Equipment)	11/28/2022	Email	12/6/2022	Email	No response
M & J Krueger Trucking, LLC	(414) 233-1069	accounting@mjkruegertrucking.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
M Rodriguez & Son, LLC	(414) 322-6825	mr62383@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
M. Peters Trucking, Inc.	(262) 208-0280	mpeterstrucking1@yahoo.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email & Phone	No response
MA Rebar Services, Inc.	(773) 475-7842	tk@marebarservices.com	Heavy Highway Construction (Rebar Installation)	11/28/2022	Email	12/6/2022	Email	No response
Madd-Ward Trucking	(414) 202-8255	maddward@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response

Mariann Noyes Trucking, LLC	(414) 940-6691	mariannnoyestrucking@yahoo.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Martino's Trucking, LLC	(414)737-4886	martinsa1579@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Mavo Concrete Sowing Services, Inc.	(612)749-5416	gretl.pineda@ascindustrial.com	Heavy Highway Construction (Concrete Cutting/Drilling/Sealant/Sawin	11/28/2022	Email	12/6/2022	Email	No response
MB Bros Trucking, LLC	(414) 399-2268	luismorales123.im@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
MBTC, LLC	(414) 304-4460	mbtcllc@yahoo.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
MC Force, LLC	(414) 588-0697	mchavez198035@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
McCole Trucking	(414) 210-7942	mccoletrucking@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
MCE Trucking, LLC	(414) 573-9942	mcetruckingllcw@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Mid States Rebar & Supply, Inc.	(319) 364-6474	anne@midstatesrebarsupply.com	Heavy Highway Construction (Rebar Installation)	11/28/2022	Email	12/6/2022	Email	12/12/2022: Rec'd quote via email for #17
Mid-State Concrete Cutting, Co	(920) 533-3025	midstateconcretecutting@yahoo.com	Heavy Highway Construction (Concrete Cutting/Drilling/Sealant/Sawin	11/28/2022	Email	12/6/2022	Email	No response
Midwest Borings, Inc.	(320) 743-2400	midwestborings@gmail.com	Heavy Highway Construction (Concrete Cutting/Drilling/Sealant/Sawin	11/28/2022	Email	12/6/2022	Email	No response
Mika Construction & Transportation, LLC	(715) 292-8200	jenmika@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Minervas Trucking, LLC	(414) 510-9773	minervatrucking@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
MJM Truckin LLC	(715) 325-2614	info@mjmtruckinllc.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	12/12/2022: Rec'd quote via email for #17
MKE Iron Erectors, Inc.	(262) 703-5080	barbs@mke-iron.com	Heavy Highway Construction (Rebar Installation)	11/28/2022	Email	12/6/2022	Email	12/12/2022: Rec'd quote via email for #2
MKE Tipppers, LLC	(414) 758-3539	eli.shawn@mketippers.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
MTZ Trucking, LLC	(414) 418-5606	mtztruckingllc@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
N&A Transport, LLC	(920) 369-8210	natransport@yahoo.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
N.H. Construction, LLC	(414) 323-3341	nic.hroadsolutions@gmail.com	Heavy Highway Construction (Concrete Cutting/Drilling/Sealant/Sawin	11/28/2022	Email	12/6/2022	Email	No response
Nadeau Companies, LLC	(651) 438-8692	nadeau@embarqmail.com	Heavy Highway Construction (Excavation)	11/28/2022	Email	12/6/2022	Email & Phone	12/6/2022: Provided partial quote for #17
Northeast Construction & Landscaping, Inc. DBA - Northeast T	(920) 940-3568	northeast@necl.biz	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Nu-Cheezz Trucking	(608) 220-4965	nrm17@charter.net	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Paradise Trucking Corporation	(715) 366-8148	paradisetrucking@yahoo.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Povolny Specialties, Inc.	(651) 452-7335	kim@povolny.com	Material Supplier (Electrical/ Electrical Apparatus & Equipment)	11/28/2022	Email	12/6/2022	Email	No response
Pressure Express, LLC	(414) 616-1528	pressureran@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Price & Sons, Inc.	(414) 351-1615	prcsons@aol.com	Material Supplier (Electrical/ Electrical Apparatus & Equipment)	11/28/2022	Email	12/6/2022	Email	No response
Proline East, LLC	(608) 586-5396	deeplake@maqs.net	Heavy Highway Construction (Pavement Marking)	11/28/2022	Email	12/6/2022	Email & Phone	12/6/2022: Rec'd email. Might quote #17
Protech Coatings, Inc.	(801) 563-9898	estimating@protechcoatings.net	Incidental Construction (Bridge Work)	11/28/2022	Email	12/6/2022	Email	No response
Proto Trucking, LLC	(920) 747-0650	prototruckingllc@outlook.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
RAD Trucking, LLC	(414) 345-8157	radtrucking985@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Raimonde Drilling Corporation	(630) 458-0590	rdcdrill@rdc-drill.com	Heavy Highway Construction (Concrete Cutting/Drilling/Sealant/Sawin	11/28/2022	Email	12/6/2022	Email	No response
Ralp Trucking, LLC	(414) 758-5237	ralptruckingllc@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
RAM Auto Transport, LLC	(414) 788-5464	ram4x6@yahoo.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
RMS of Wisconsin, Inc.	(262) 662-2639	tammy1729@aol.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Robin's Trucking, LLC	(262) 473-6903	robinstrucking@yahoo.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	12/9/2022: Rec'd quote via email for #17
ROC Equipment, LLC	(801) 913-2834	vanessa@rocequipment.com	Material Supplier (Highway Construction Equipment)	11/28/2022	Email	12/6/2022	Email	No response
Salvador S Sanchez Trucking	(414) 202-2827	sssalvadorrr50@yahoo.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Sanchez Trucking, LLC	(414) 241-9161	aldosanchez24@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
South Star Logistics, LLC	(414) 445-5353	msyo1805@aol.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
SOUTH STAR, Inc.	(414) 445-5353	msyo1805@aol.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Steve Park Trucking	(715) 237-3039	parktrukin@yahoo.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	12/12/2022: Rec'd email. Not quoting
Surface Prep & Maintenance	(775) 823-7882	surfacepandm@gmail.com	Heavy Highway Construction (Asphalt)	11/28/2022	Email	12/6/2022	Email	12/12/2022: Rec'd email. Not quoting
Szada Trucking, Inc.	(414) 313-4382	zszada03@yahoo.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email & Phone	12/9/2022: Rec'd quote via email for #2
Thunder Road, LLC	(262) 771-0374	michelle@gothunderroad.com	Heavy Highway Construction (Asphalt)	11/28/2022	Email	12/6/2022	Email	No response
Too Tall Trucking, Inc.	(715) 853-2826	kitsontotal55@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Toor Trucking, LLC	(262) 949-0006	toortrucking17@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Tough Cut Concrete Services, Inc	(815) 464-8462	toughcuts@sbcglobal.net	Heavy Highway Construction (Concrete Cutting/Drilling/Sealant/Sawin	11/28/2022	Email	12/6/2022	Email	12/9/2022: Rec'd quote via email for #17
Tremmel-Anderson Trucking, LLC	(262) 538-4922	theresa@tremmel-andersontrucking.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Udeen Trucking, Inc.	(715) 394-4815	udeentrucking@centurytel.net	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Underwood and Sons, LLC	(414) 416-0058	qualitycare54@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	No response
Vanzile Contractors, LLC	(715) 784-0686	georgevzjr@yahoo.com	Incidental Construction (Clearing & Grubbing)	11/28/2022	Email	12/6/2022	Email	12/12/2022: Rec'd quote via email for #17
Vizcaino's Trucking, LLC	(414) 460-2179	vizcainostrucking@yahoo.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	12/12/2022: Rec'd quote via email for #2
White Buffalo Trucking, LLC	(920) 737-4520	amy.whitebuffalo@gmail.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email & Phone	12/12/2022: Rec'd email. Not quoting
Zaczkowski Trucking, LLC	(651) 464-1500	kate@ztstrucking.com	Dump Trucking	11/28/2022	Email	12/6/2022	Email	12/12/2022: Rec'd email. Not quoting

GFE Tool Kit

Appendix 4

Subcontractor Intent to Award and Sound Reasoning Documentation Example

EROSION CONTROL					
EB Erosion Co.			\$13,444.00		
EM Erosion Co.			\$15,667.00		
GT Erosion Co.	x	\$11,003.00		DBE quote is incomplete. See like item analysis tab.	GT Erosion Co. submitted a partial quote/did not quote all items. Still in negotiations with GT Erosion Co. for items 312 & 324 to award post-bid neutral DBE participation. GT Erosion is 18.04% higher on like items quoted - see like item analysis tab. (\$1,985.00)
LANDSCAPING					
MM Landscape Co.	x	\$9,005.00	\$379,766.00	DBE quote is incomplete. See like item analysis tab.	MM Landscape Co. with only partial DBE participation and a partial bid was 3.51% higher than QR Landscape Co on like items. See like item analysis tab. (\$12,877.00). We discussed a smaller item package (resulting in decreased DBE participation of \$3,453.00) with MM Landscape Co. but they ultimately decided not to provide a quote.
PQ Landscape Co.	x	\$366,889.00		DBE's past performance issues	Awarded a non-DBE QR Landscape. 1.95% higher, however, based on prior experience with DBE PQ Landscape Co., their quality of work is substandard. (\$7,002.00)
QR Landscape Co.			\$359,887.00		
WORK CLASSIFICATION	ATTACHMENT A	DBE QUOTE AMOUNT (\$)	NON-DBE QUOTE AMOUNT (\$)	(REQUIRED) DBE REJECTION REASON SELECT FROM DROP DOWN MENU	(REQUIRED - JUSTIFICATION MUST ADEQUATELY EXPLAIN REJECTION REASON SELECTED IN COLUMN E) SOUND REASONING JUSTIFICATION
PAVEMENT MARKING					
ZC Traffic Co.			\$124,543.00		
RF Pavement Co.	x	\$127,170.00		Other	We called ZC Traffic Co and requested that they un-tie pavement marking from their quote but they would not (quote included traffic control). We would have awarded RF Pavement Co. even though they were 2.19% higher for pavement marking (\$2,727.00).
QMP TESTING					
RR QMP Testing	x	\$5,255.00			DBE not rejected. Awarded quote to DBE RR QMP Testing as the low quote.
ST QMP Testing			\$5,887.00		
SAWING					
GH Sawing			\$3,755.00		
JK Sawing			\$3,642.00		
FVB Sawing	x	\$3,877.00		Multiple DBEs quoted work type	Awarded higher DBE quote over DBE FVB Sawing to balance the WisDOT project work between DBE sawing subcontractors. Both are trusted & reputable subcontractors.
QWS Sawing	x	\$4,398.00			20.76% higher than non-DBE JK Sawing (\$756.00) & 13.44% higher than DBE FVB Sawing (\$521.00)
SEWER					
JS Sewer Co	x	\$57,923.00		Other	DBE JS Sewer Co is 7.93% lower than DBE CM Sewer Co., but we awarded CM Sewer Co. who we are paired with in the Mentor-Protégé program. (\$4,591.00)
CM Sewer Co (Mentor-Protégé)	x	\$62,514.00			DBE not rejected. Awarded DBE CM Sewer Co who is 4.85% higher over non-DBE ZP Sewer Co. (\$2,892.00)
ZP Sewer Co			\$59,622.00		

Examples of Sound Reasoning

Do your rejection reasons include sound reasoning?

Green Rating Examples:

DBE CXD Sawing \$3,456.77 (\$212.22 / 6.54% higher than HGT Sawing)

Non-DBE HGT Sawing \$3,244.55 (**Awarded**)

Rejection reason: Awarded non-DBE HGT based on prior experience with DBE CXD Sawing on (2) previous projects. CXD caused a delay with inoperable equipment. We have notified the DBE office of both instances.

DBE WQS Rebar \$12,321.76 (\$4,427.20 / 56.08% higher than VCX Rebar)

Non-DBE VCX Rebar \$7,894.56 (**Awarded**)

Rejection reason: The quote from DBE WQS Rebar was not competitive based on our review and knowledge of other rebar quotes over the past 6 months; as such we consider the increased cost of \$4,427.20 unreasonable. The other more competitive quote we received from non-DBE TRW Rebar was \$8,496.10 (\$601.54 / 7.62% higher than VCX Rebar)

Yellow Rating Example:

DBE DCV Staking \$7,887.33 (\$1,909.89 / 31.95% higher than KBR Staking)

Non-DBE KBR Staking \$5,977.44 (**Awarded**)

Rejection reason: Both quotes are complete; however, we consider DBE DCV Staking's 31.95% increase in price unreasonable (This focuses only on the % increase; further explanation why the price increase is unreasonable is also needed).

Red Rating Example:

Rejection reason: Our company does not award any DBEs that are not the lowest quote.

Note: The revised DT1202 Excel Workbook Template now has an updated version of the Intent to Award tab which has a dropdown menu to assist prime contractors with the rejection reason in Column E. Prime Contractors are still required to provide sound reasoning justification in Column F.

GFE Tool Kit

Appendix 5

GFE Strategy Overview Example

FFY2021 & FFY2022 GFE STRATEGY OVERVIEW
XYZ CONSTRUCTION COMPANY
Updated: 10/15/2022

XYZ Construction Company ("XYZ CC") considers DBE utilization and participation on our projects an integral part of our overall success. As seen on our solicitations and website, we encourage and actively seek out DBEs to quote our projects. Whether a DBE is new to the transportation industry or an established partner, XYZ CC. is committed to making awarding decisions that level the playing the field. With these thoughts in mind, XYZ CC would like share some highlights from the last two years:

FFY2021:

No. of bids submitted: 26
No. of GFEs submitted: 11
42.32% of our bids had a GFE request

No. of awarded proposals: 17
No of GFEs on awarded proposals: 6
35.29% of our awarded proposals had a GFE request

DBE goal has been met or exceeded on all proposals with a GFE request.

FFY2022:

No. of bids submitted: 30
No. of GFEs submitted: 7 (Overall 4 less GFEs from previous FFY)
23.33% of our bids had a GFE request **(18.99% decrease from FFY2021)**

No. of awarded proposals: 18
No of GFEs on awarded proposals: 4 (Overall 2 less GFEs from previous FFY)
22.22% of our awarded proposals had a GFE request **(13.07% decrease from FFY2021)**

DBE goal has been met of exceeded on 3 out of the 4 projects with a GFE request. XYZ CC initially achieved 5.67% on project 2221-66-00 that had a 10.00% DBE goal. As of 10/15/2022 XYZ CC has achieved 8.89% on this project.

When XYZ CC took a deeper dive into the FFY2022 data, we noticed the following:

- (1) 2 additional DBEs (GH Rebar & TG Highway Materials) were added to our specific region at the beginning of FFY2022. This was impactful immediately and fewer GFE requests were a direct result.
- (2) On the proposals where we did submit a GFE request, 3 of the 7 proposals had a DBE goal of 8.00% or higher.
- (3) We encountered difficulty receiving quotes towards the end of the FFY because certain DBEs and trucking firms were at capacity. One DBE trucking firm that XYZ CC relied on heavily also closed their business recently.

Our continued strategy is to have both a pre and post-bid meeting after each bid letting. DBE participation is a specific agenda item where our team reviews our DBE awarding decisions; from this meeting we continually develop and optimize best practices so our company meets or exceeds the DBE goal. This focused approach also assists our project manager/estimating teams to identify early DBE untying opportunities for smaller DBE packages.

RECENT DBE AWARDING DECISIONS NOT REFLECTED ON GFE REQUESTS

XYZ CC's awarding decisions are routinely made to DBE's; our GFE requests only tell part of the story. Below are (3) recent decisions where XYZ CC met and exceeded the DBE goal:

1. Project 1234-00-01 (April 2022 bid letting) had a **5.00% DBE Goal**. One of the ways XYZ CC achieved **11.23% DBE participation** was through our award to DBE MHN Sewer/\$356,543.23 (100% DBE participation). This quote was \$16,189.12 higher than non-DBE BVG Sewer Corp. We have now worked with MHN Sewer on 3 projects and their work is both high quality and delivered on-time.
2. Project 1111-00-33 (May 2022 bid letting) had a **6.00% DBE Goal**. Two impactful ways XZY CC achieved **17.23% DBE participation** were through our awards to DBE FDS Material/\$230,673.43 (60% DBE participation @ \$138,404.06) and to DBE GH Rebar/\$87,459.22.
3. Project 2222-00-00 (July 2022 bid letting) had a **4.00% DBE Goal**. XYZ CC achieved **5.12% DBE participation**. While this is not dramatically over the assigned goal, we highlight this effort because initially this proposal looked like there was little DBE opportunity; our team however worked extensively with our **non-DBE WisDOT subcontractors who provided 3.90% DBE participation** through DBE trucking and DBE materials. This effort allowed our estimating team to focus on a few smaller DBEs to fill in the gap and actually exceed the DBE goal.