

Western Technical College

Request for Proposal Notice

RFP 2026 – 002

Contractor Prequalification Application

for

2026 Capital Construction Projects

ISSUED

NOVEMBER 4, 2025

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RFP 2026-002

Contractor Prequalification Application for 2026 Capital Construction Projects

TIMELINE

*In the event Western finds it necessary to change any of these dates it will do so by issuing an addendum to this RFP.

DATE	EVENT
Tuesday, November 4, 2025	Date of prequalification RFP issue
Thursday, December 4, 2025	Proposal Submission Due prior to 2:00 PM CST electronically through DemandStar (Note: Submissions are only being accepted electronically through the DemandStar website RFP posting. See details below.)
December 19, 2025	Anticipated Notification of Prequalification Status
January 1, 2026	Prequalification period begins for 2026 calendar year

SUBMISSION INFORMATION	Submissions are only being accepted electronically through the DemandStar website RFP posting. See details below.
Posting Link to RFP on DemandStar	Go to Western's website https://www.westernnc.edu/purchasing . Under the RFPs and Bids, click on DemandStar, and click on posting.
Register for free for DemandStar	http://www.demandstar.com/app/wapp/registration
Required Documents	See SECTION #3: SUBMITTAL REQUIREMENTS on pages 7-8. There are different required documents for previously prequalified and new applicants not previously prequalified.

SECTION #1: GENERAL INFORMATION

Statement of Purpose:

The purpose of this Request for Proposal is to provide interested parties with information to enable them to prepare and submit a proposal application for contractor prequalification for calendar year 2026.

Description of College

Western Technical College is one of sixteen (16) technical college districts in the state of Wisconsin. Western Technical College serves parts or all of eleven (11) counties and offering associate degrees, technical diplomas, and certificates in over 100 programs to approximately 9,000 (head count) students. Western Technical College employs approximately 441 full-time and 518 part-time faculty and staff members. For the fiscal year ending June 30, 2025, Western Technical College's budgeted total expenditures were approximately \$85 million.

Campus Information

Western Technical College main campus is located in La Crosse, Wisconsin. We also have six regional locations in Black River Falls, Independence, Mauston, Tomah, Sparta, and Viroqua, Wisconsin.

Educational Information

Western Technical College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Western Technical College offers a variety of educational and training opportunities with more than 100 programs of study in 10 career cluster areas including Architecture, Graphics & Design; Business & Information Technology; Health & Public Safety; and Mechanical. Other programs and services include apprenticeship instruction, adult basic education, customized business and industry training, counseling, testing and career services.

Mission Statement and Goals

Western Technical College provides relevant, high quality education, in a collaborative and sustainable environment, that changes the lives of students and grows our communities.

Strategic Plan/Strategic Directions/Strategic Goals

In fall 2018, Western launched a new strategic plan, called Experience 2025 aimed at improving overall success for "every student, every day." The plan includes the following four strategic directions and seven corresponding strategic goals:

First Choice Service

- Increase overall student satisfaction from 69% in 2017 to 75% by 2021.
- Increase student engagement with student support services from a score of 48.6 to 52 by 2023.

Workforce and Community Engagement

- Infuse work-based learning and community-based learning in 100% of associate degree and technical diploma programs by 2025.
- Implement a comprehensive workforce sector development strategy by 2025.

Equity, Inclusion, and Support

- Eliminate course completion, retention, and graduation achievement gaps between black, Hispanic/Latino, and Native American students and white students by 2025.
- Increase enrollment of program-declared students of color from 12.82% in 2018 to 20% in 2025.

Employee Engagement

- Increase engaged employees from 35% in 2017 to 45% by 2025.

SECTION #2: PREQUALIFICATION REQUIREMENTS

The District Board of Western Technical College (“District Board”) has determined that contractors intending to submit bids as prime contractors for any Western capital construction projects to be awarded in calendar year 2026 must be prequalified through this prequalification application. ***Bids for capital construction projects will not be accepted from any prime contractor bidder that is not prequalified.***

Prequalification is required for the following:

- General contractor bidders.
- Roofing contractor bidders.
- Plumbing contractor bidders.
- Heating, Ventilation, and Air Conditioning contractor bidders.
- Electrical contractor bidders.
- Low Voltage contractor bidders.
- Any bidder for a prime contract regardless of trade.

Western intends to use this single prequalification process to identify eligible prime contractors for all calendar year 2026 capital construction projects. Each project will be bid as a separate project. The list of projects, their respective descriptions, and timeline is intended to provide a synopsis of upcoming work. The list of projects, project scopes, and project timeframes may be subject to change at the discretion of Western. Additional projects may be added at the discretion of Western.

Projects Owner:

Western Technical College (WESTERN), Physical Plant, 505 9th Street N., La Crosse, WI 54601

Architect:

HSR Associates, Inc., 100 Milwaukee Street, La Crosse, WI 54603

Evaluation Criteria:

The RFP proposal applications will be evaluated for the completeness of documentation provided with the following criteria:

All Applicants:	New Applicants (Previously Not Prequalified):
• Previously Prequalified?	• Does contractor have a safety plan?
• Prequal Application Complete?	• Project References Provided?
• Contractor Certification Complete?	• CY EMR?
• Years of Experience?	• PY EMR?
• Years of Prior Western Experience?	• 2 years prior EMR?
• If Prior Western Experience, were last two projects successfully completed? (Note: Any past performance can be taken into consideration at the discretion of the RFP review committee or the District Board.)	• Work Comp Insurance?
	• Safety Manual Provided?

SECTION #2: PREQUALIFICATION REQUIREMENTS

All previously prequalified applicants had been vetted for the criteria for new applicants upon initial application. Any information provided in a previous year's application is considered to be valid for reference. It is the responsibility of the applicant previously prequalified to notify Western of significant updates or changes to previously provided information. Any updates or changes can be taken into consideration for re-prequalification at the discretion of the review committee or the District Board if Western becomes aware of updates or changes, whether or not the applicant made Western aware.

Western Technical College reserves the right to amend the prequalification packet at any time, including the right to extend the due date deadline. Western Technical College reserves the right to waive minor irregularities and omissions in the information contained in the submitted prequalification application, and to make all final determinations. A determination that a contractor is prequalified does not amount to a final determination that such contractor is responsible or responsive for purposes of bid evaluation. The District Board reserves the right to reject a prequalified contractor's bid. The District Board may reject all bids if it determines such action is in its interest.

Contractors determined to be qualified to bid the project(s) will be notified after the proposals are reviewed and will be listed in future Project Manuals as approved contractors.

Questions regarding these projects, or the prequalification process, may be directed to Gene McCurdy, Western Facilities Director, at 608-785-9120 or mccurdyg@westernnc.edu email.

SECTION #3: SUBMITTAL REQUIREMENTS

Submission

To be considered, interested contractors must submit a full and complete packet.

Submissions are only being accepted electronically through the DemandStar website this year and must be received prior to 2:00 PM CST on Thursday, December 4, 2025.

Electronic pre-qualification packets are to be submitted to the RFP posting on the DemandStar website. A link to the posting is available on the Western website <https://www.westernnc.edu/purchasing> under the RFPs and Bids tab. Contractors can register for free for DemandStar at <http://www.demandstar.com/app/wapp/registration> to access RFP documents and submit proposals electronically.

The contractor shall be responsible for delivery of the proposal documents to the designated electronic location on or before the date and time specified above. Submissions will not be accepted via mail, hand-delivery, email, or fax. Proposals received after the above deadline will be rejected. Incomplete proposals will also be rejected.

Omission of the requested information, falsification of information, or failing to use the forms provided will result in the Contractor being ineligible for qualification.

SUBMITTAL REQUIREMENTS FOR PREVIOUSLY PREQUALIFIED:

Contractors previously on the prequalified list for the prior year need only submit the following documents:

- Attachment A: General Information and Western Experience (Page 9)
- Attachment B: Contractor Certification (Page 10)
- Certification from Surety of Bonding Capacity—Provide the certification on the surety's preferred form.
- List of any Claims and Suits (Include: Judgments, Claims, Arbitration Proceedings or Suits Pending and any Lawsuits or Arbitrations requested from your Firm in the last year).

SUBMITTAL REQUIREMENTS FOR NEW APPLICANTS NOT PREVIOUSLY PREQUALIFIED:

All other applicants for pre-qualification must complete/provide all of the following:

- Attachment A: General Information and Western Experience (Page 9)
- Attachment B: Contractor Certification (Page 10)
- Attachment C: Required Information for New Applicant Not Previously Prequalified (Pages 11-18 including Past Performance-List of six (6) Projects. This includes consideration of references and client feedback from past and ongoing contracts and a demonstrated ability to maintain contract schedule and budget.
- Certification from Surety of Bonding Capacity—Provide the certification on the surety's preferred form.

SECTION #3: SUBMITTAL REQUIREMENTS

All questions in the questionnaire must be answered. If a question is not applicable, then indicate a response

of "N/A". "You" or "Yours" as used herein refers to the applicant for prequalification's firm and any of its owners, officers, principals, and qualifying individuals. If two or more business entities submit a bid on a project as a Joint Venture or expect to submit a bid as part of a Joint Venture, each entity within the Joint Venture must be separately qualified to bid.

The questionnaire must be signed under penalty of perjury in the manner designated at the end of the form. The contractor shall only allow the questionnaire to be signed by an individual possessing legal authority to bid the contractor. If any information provided by a contractor becomes inaccurate, the applicant must immediately notify the District Board and provide updated accurate information in writing, under penalty of perjury. Each applicant for prequalification shall have a duly authorized owner, officer, or principal complete the questionnaire and verify the truth of the information provided therein and in the financial statement.

Financial Statement (Upon Request)

In addition to completing the attached questionnaire, each applicant for prequalification must have available, upon request, its most current reviewed or year-end audited financial statement, which must have been prepared by a certified public accountant within twelve (12) months of each applicant for prequalification's submission of the prequalification package. Each applicant for prequalification must also, upon request, provide its most current financial statement, which must have been prepared within three (3) months of each applicant for prequalification's submission of the prequalification package.

Financial statements requested shall not be prepared by any individual who is in the regular employ of the firm submitting the statement, nor by any individual or entity who has more than a ten percent (10%) financial interest in the firm's business. If the individual or entity that prepared a financial statement requested by the District Board has a financial interest in the firm's business, the firm shall notify the District Board of such financial interest in a separate signed statement accompanying this financial statement package.

The questionnaire answers and financial statements included in the prequalification packages submitted by applicant for prequalification are not public records and are not open to public inspection. All such information provided will be kept confidential to the extent permitted by law, although the contents may be disclosed to third parties for the purpose of verification, investigation of substantial allegations, and in the process of any subsequent proceedings.

ATTACHMENT A: GENERAL INFORMATION AND WESTERN EXPERIENCE

GENERAL INFORMATION:

Contractor's Name as it appears on WI license:

Circle One: Corporation Partnership Sole Proprietorship

Contact Person: _____

Street Address (PO Box is not acceptable):

Telephone: _____ Fax: _____

Email: _____

Contractor's applicable trade(s) (check all that apply):

- | | |
|--------------------------|------------------------------|
| ☐ | General Contractor |
| ☐ | Roofing Contractor |
| ☐ | Mechanical (HVAC) Contractor |
| ☐ | Plumbing Contractor |
| ☐ | Electrical Contractor |
| ☐ | Low Voltage Contractor |

***Electrical Contractors that self-perform low voltage must check the low voltage box to complete the prequalification process.

WESTERN RELATED EXPERIENCE: Applicants for pre-qualification that have completed at least two construction contracts for Western Technical College within 5 years, must have successfully completed the two prior awarded contracts. Successful completion means:

- The contract was completed on time—substantial completion was achieved by the contract date.
- The contract was completed within final budget and quality parameters.
- A prospective contractor must have no outstanding legal actions with Western Technical College related to prior construction contracts.
- A prospective contractor must have no charged OSHA violations on prior Western Technical College construction projects.
- A prospective contractor must not have had any incomplete punch list activities on prior contracts with Western.

Questions:

- | | | |
|---|-----|----|
| 1. Have you had two or more previous contracts with Western in the past 5 years: (circle) | Yes | No |
| 2. If yes, do you verify that the above a. through e. are true for the previous contracts: (circle) | Yes | No |

ATTACHMENT B: CONTRACTOR CERTIFICATION

Applications submitted by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the chairman of the board, president, or any vice president, and then followed by a second signature by the secretary, assistant secretary, the chief financial officer, or assistant treasurer. All persons signing must be authorized to bind the corporation in the matter. The name of each person signing shall also be either typed or printed below the signature and must be authorized to bind the corporation in the matter. The name of each person signing shall also be typed or printed below the signature.

Each person signing below makes the following representations:

The submitter of the foregoing answers to the application has read the same and the matters stated therein are true of his or her own personal knowledge. This information is provided for the purpose of qualifying to bid on the Project, and any individual, company, or other agency named herein is hereby authorized to supply the District Board with any information necessary to verify the applicant for prequalification's statements. By signing below, the submitter and the named contractor hereby grant permission to the District Board to contact any or all of the above-listed persons or entities to confirm facts or otherwise investigate the above facts and issues.

The submitter understands that any statement which is proven to be false shall be grounds for immediate disqualification from bidding on the Project. The submitter whose signature appears below represents and warrants that he or she has authority to bind the named contractor.

I, the undersigned, certify and declare that I have read all the foregoing answers to this prequalification application and know their contents. The matters stated in the application answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters, I believe them to be true. I declare under penalty of perjury under the laws of the State of Wisconsin, that the foregoing is correct.

Executed this ____ day of _____ 20____, at _____

Signature

Typed Name

Contractor

ATTACHMENT C: REQUIRED INFORMATION FOR NEW APPLICANT NOT PREVIOUSLY PREQUALIFIED

REQUIRED CRITERIA: *Qualification evaluations will consider each Contractor's ability to satisfy the following criteria:*

- a. **EXPERIENCE:** Minimum 10 years' experience as a contractor in the trades checked above (Low-voltage contractor's minimum of 5 years' experience). Our firm has _____ years of experience in the applicable trades.
- b. **PAST PERFORMANCE:** Successful completion of six (6) contracts with three (3) of the projects being educational only (public or private higher ed/high school/grade school), and all being of similar value (construction cost) in the past 5 years. A similar value is defined as:

	<u>Minimum Preferred</u>
General Contractor	\$ 750,000.00
Roofing Contractor	\$50,000.00
Mechanical (HVAC) Contractor	\$200,000.00
Plumbing Contractor	\$75,000.00
Electrical Contractor	\$175,000.00

This includes consideration of references and client feedback from past and ongoing projects. Successful completion includes demonstrated ability to maintain project schedule and budget.

For general contractor applicants: Only list projects your firm performed as the general contractor in charge of all trades for the construction of a building.

B. SAFETY PROGRAM & WORKER'S COMPENSATION: Each applicant for prequalification shall submit a copy of their established safety/injury prevention program which complies with all applicable governmental regulations.

- a. Does your firm currently have a safety plan which complies with the current OSHA standards?

☐ Yes ☐ No

How often do you require documented safety meetings to be held for construction employees (including subcontractors) and field supervisors during the course of a project?

- b. How often do you conduct documented safety inspections on a construction site?

Daily _____ Weekly _____ Quarterly _____

ATTACHMENT C: REQUIRED INFORMATION FOR NEW APPLICANT NOT PREVIOUSLY PREQUALIFIED

List your firm's Experience Modification Rate (EMR) (Wisconsin Workers' Compensation Insurance) for each of the past premium years:

Current Year: _____

Previous Year: _____

Year Prior to Previous Year: _____

If your EMR for any of these three years is or was 1.25 or higher you may, if you wish, attach a letter of explanation.

- c. Within the last five years has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance?

☐ Yes ☐ No

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate signed page. If "No," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the last five years.

C. Bonding Capacity:

- a. Each applicant for prequalification must submit a notarized statement from an admitted surety insurer which states your current bonding capacity.

F. Projects: (see pages 8-13)

ATTACHMENT C: REQUIRED INFORMATION FOR NEW APPLICANT NOT PREVIOUSLY PREQUALIFIED

Project #1

Project Name:	
Location:	
Owner:	
Owner Contact: (name & current phone number and email):	
Architect or Engineering Firm:	
Architect or Engineer Contact (name & current phone number and email):	
Construction Manager (name & current phone number and email):	
Description of Project, Scope of work performed:	
Total Value of Construction (including change orders):	
Date Construction Commenced:	
Original Contractual Completion Deadline:	
Actual Date of Completion:	
General Contractor's Project Manager (lead contact in office):	
General Contractor's Superintendent (lead contact on project site):	

ATTACHMENT C: REQUIRED INFORMATION FOR NEW APPLICANT NOT PREVIOUSLY PREQUALIFIED

PROJECT #2

Project Name:	
Location:	
Owner:	
Owner Contact: (name & current phone number and email):	
Architect or Engineering Firm:	
Architect or Engineer Contact (name & current phone number and email):	
Construction Manager (name & current phone number and email):	
Description of Project, Scope of work performed:	
Total Value of Construction (including change orders):	
Date Construction Commenced:	
Original Contractual Completion Deadline:	
Actual Date of Completion:	
General Contractor's Project Manager (lead contact in office):	
General Contractor's Superintendent (lead contact on project site):	

ATTACHMENT C: REQUIRED INFORMATION FOR NEW APPLICANT NOT PREVIOUSLY PREQUALIFIED

PROJECT #3

Project Name:	
Location:	
Owner:	
Owner Contact: (name & current phone number and email):	
Architect or Engineering Firm:	
Architect or Engineer Contact (name & current phone number and email):	
Construction Manager (name & current phone number and email):	
Description of Project, Scope of work performed:	
Total Value of Construction (including change orders):	
Date Construction Commenced:	
Original Contractual Completion Deadline:	
Actual Date of Completion:	
General Contractor's Project Manager (lead contact in office):	
General Contractor's Superintendent (lead contact on project site):	

ATTACHMENT C: REQUIRED INFORMATION FOR NEW APPLICANT NOT PREVIOUSLY PREQUALIFIED

PROJECT #4 – Education Only

Project Name:	
Location:	
Owner:	
Owner Contact: (name & current phone number and email):	
Architect or Engineering Firm:	
Architect or Engineer Contact (name & current phone number and email):	
Construction Manager (name & current phone number and email):	
Description of Project, Scope of work performed:	
Total Value of Construction (including change orders):	
Date Construction Commenced:	
Original Contractual Completion Deadline:	
Actual Date of Completion:	
General Contractor's Project Manager (lead contact in office):	
General Contractor's Superintendent (lead contact on project site):	

ATTACHMENT C: REQUIRED INFORMATION FOR NEW APPLICANT NOT PREVIOUSLY PREQUALIFIED

PROJECT #5 – Education Only

Project Name:	
Location:	
Owner:	
Owner Contact: (name & current phone number and email):	
Architect or Engineering Firm:	
Architect or Engineer Contact (name & current phone number and email):	
Construction Manager (name & current phone number and email):	
Description of Project, Scope of work performed:	
Total Value of Construction (including change orders):	
Date Construction Commenced:	
Original Contractual Completion Deadline:	
Actual Date of Completion:	
General Contractor's Project Manager (lead contact in office):	
General Contractor's Superintendent (lead contact on project site):	

ATTACHMENT C: REQUIRED INFORMATION FOR NEW APPLICANT NOT PREVIOUSLY PREQUALIFIED

PROJECT #6 – Education Only

Project Name:	
Location:	
Owner:	
Owner Contact: (name & current phone number and email):	
Architect or Engineering Firm:	
Architect or Engineer Contact (name & current phone number and email):	
Construction Manager (name & current phone number and email):	
Description of Project, Scope of work performed:	
Total Value of Construction (including change orders):	
Date Construction Commenced:	
Original Contractual Completion Deadline:	
Actual Date of Completion:	
General Contractor's Project Manager (lead contact in office):	
General Contractor's Superintendent (lead contact on project site):	