ARIZONA DEPARTMENT OF TRANSPORTATION

HIGHWAY DIVISION
206 South Seventeenth Avenue - Phoenix, Arizona 85007-3213

FIFE SYMINGTON
Governor

LARRY S. BONINE
Director

GARY K. ROBINSON
State Engineer

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Engineering Consultants Services

INFORMATION BULLETIN 93-05

TO: CONSULTANTS
PROJECT LEADERS/MANAGERS

FROM: ENGINEERING CONSULTANTS SERVICES

SUBJECT: DBE REQUIREMENTS

The purpose of this informational bulletin is to clarify the requirements for receiving credit for Disadvantaged Business Enterprise (DBE) participation on submittals to Engineering Consultants Services (ECS).

DBE Participation is an evaluation criteria on ECS projects wherein the submitting firm may receive established points by complying with the requirements of the criteria as specified for each project. ECS, in coordination with ADOT's Affirmative Action Office, determines the appropriate level of participation for each project by reviewing the particular services required and the availability of ADOT certified DBE firms with an expertise in those areas. The level of participation is normally established at a minimum of 10% of the total dollar value of the contract when an adequate number of DBE firms possessing the required areas of expertise are evident on the Affirmative Action Office's listing of DBE firms.

The majority of projects processed by ECS contain a two part criteria, (Affirmative Action and DBE Participation), both of which must be met to receive credit. The criteria is a "go" or "no go" stipulation; if both parts are met, full credit (normally 5 points is received; if not, "0" points are received.

For selected design projects a bonus category, DBE Design Participation, is included in which firms may receive an additional 3 bonus points by allocating a minimum of 5% of the total value of the contract to a firm certified as a DBE by ADOT's Affirmative Action Office performing meaningful and specific design tasks.

Design is defined as the plans, elevation, sections and any additional drawings which may be necessary to build the project, including project oriented work leading to and involved in the production of the construction plans, specifications, and estimates. For purposes of interpreting this category, design is not interpreted to include right of way, survey, geotechnical or environmental. The DBE firm designated must be responsible for the design effort. The criteria is also a "go" or "no go" stipulation; if the requirements are met, 3 points are received; if not, "0" points are received.

Meeting the requirements of the DBE Participation criteria refers to one of the three circumstances detailed below:

1. The submitting Prime Consultant is an ADOT Certified DBE firm as evidenced by ADOT's Affirmative Action Office, and will perform a minimum of 51% of the total value of the contract.

2. The submitting Prime Consultant has clearly indicated in it's proposal that it will allocate the minimum percent (as specified by the project) of the total value of the work required by the project to a specific firm certified as a DBE by ADOT's Affirmative Action Office. This commitment must be substantiated by:

   a. Listing by name the DBE firm or firms to be utilized.
   b. Designating the type of work to be performed by the DBE firm or firms.
   c. Estimating the percent of the total value of the work the DBE firm or firms will perform.
   Such as, ABC Consultants will subcontract a minimum of 10% of the total value of the work required by the project to the following firms:

Firm	ADOT DBE Cert. #	Type of Svcs.	Percent
XYZ Engrs.	#1234567	Design	8%
Doe Engrs.	#890123	Drainage	5%

3. The submitting firm has actively and aggressively pursued every opportunity to obtain the services of an ADOT Certified DBE firm to perform a minimum percent (as specified by he project) of the total value of the work required by this project and has been unable to do so. Documentation of "active and aggressive" efforts must include a listing of DBE firms contacted by date, the person contacted, and the response, and the reason for rejection of the DBE, etc.

This bulletin is intended to provide some answers and/or guidance on recently encountered problems; however, the Affirmative Action Office has the sole responsibility for determining whether proposals meet the requirements as specified by each project. Questions regarding requirements which are not addressed by this informational bulletin should be directed to ADOT's Affirmative Action Office, 206 South 17th Avenue, Room 154A, telephone (602) 255-7761.

Robert C. Gustafson

ROBERT C. GUSTAFSON
Contracts Administrator
Engineering Consultants Services

Note: Signature update to
Informational Bulletin 91-11

Refer to I.B. 91-11