

Prime & Subcontractor DBE Process and Good Faith Efforts

Presented by: Lillian Simon, Estimating Administrator of Flatiron
and
Nate Tyler, Owner of NET Electric (DBE Subcontractor)

How does Flatiron find a Caltrans contract to Bid?

- Go to the Caltrans Office Engineer website every Monday

www.dot.ca.gov/hq/esc/oe/contractor_info

- Print advertised projects list (A, D & E)
- Select project(s) of interest (A)

OE Page provides access to:

- Contract Plans & Specs, Bid information
- Good Faith Effort Required DBE forms (Prime & All DBE's)
- Bid summaries (after bid)
- Insurance & Bonding Assistance information
- Caltrans Standard Provisions
- Valuable bidding information

How does Flatiron track the project?

Create a CALTRANS BIDDING CONNECT account at:

www.dot.ca.gov/hq/esc/oe/connect/register.php

- Lets you manage which projects you're interested in
- Which projects you've opted in on
- Which projects you're advertising for help on
- Modify the information you've entered for those projects
- Download all contract bid documents
- Receive Addendum notices

Prime GFE steps



- After Selecting a Project to Bid:
- Download all Project Files
- Select scopes of work (work codes) to make available
- Search DBE database for firms to meet Scopes & Goal
- Solicit/Invite DBE Subs and Supplier firms
 - By Email, fax, written notices, phone calls, in-person contact are all solicitation methods
- Post Advertisements in publications & Caltrans website
- Contact other Outreach Agencies/Resources:
 - Minority Business Development Agency, Small Business Administration
 - DBE Goodfaith.com and Local Agencies and Chambers of Commerce
- Attend Prebids/Outreach meetings to meet DBE's

- **Provide Project Information (Plans/Specs, DBE Forms)**
 - Caltrans website link or Flatiron ftp site link
- **Offer DBEs with assistance if needed:**
 - Insurance
 - Bonding resources
 - Lines of credit (materials, equipment & supplies)
 - Breakout items of work (smaller scope)
 - Contact Prime for assistance as early as possible
- **Additional Support Services (meet with Estimator)**
- **Follow up with invited DBE firms for bidding confirmation**
 - Maintain supporting documents that describe evidence of rejected emails, disconnected phone numbers, and written responses from DBE's

Prime GFE steps



- **After Bid – Prepare GFE for submittal**
 - The Special Provisions for each federally-funded project require Flatiron to document and demonstrate adequate outreach efforts towards maximizing DBE participation.
- **Contact all DBEs selected for bid participation**
 - Need Contact name, Phone & Email on quote
 - Need your DBE certification number
 - License number & DIR number on quote (if applicable)
- **DBE Commitment Form (required from Prime)**
- **DBE Confirmation Form (required from DBE firm)**
- **Submit to Caltrans by 4th business day following the bid by 4 PM.**

Prime GFE steps



The following information is required to be submitted on the DBE Commitment and Confirmation forms:

1. **DBE Commitment Form – Signed by the Prime** for selected DBE's
2. Need firm name, address, phone & cert number of DBE firm
3. Description of the work/services performed/work codes of DBE firm
4. Dollar amount of the participation of each DBE
5. **DBE Confirmation Form - Signed by the DBE firm** as confirmation from each listed DBE firm that they are willing to perform the work selected and listed on the DBE Commitment and Confirmation Forms.
6. Need firm name, address, phone & cert number of DBE firm.
7. Required for submittal with Prime's GFE.
8. If applicable, backup documentation for calculations that are not clear on quotes (i.e. trucking, traffic control, hourly rates only shown on quote, etc.)

Nathan Tyler of NET Electric Inc.



- **SUBCONTRACTORS**
 - **RESPONSE TO**
 - **GFE**

QUESTIONS BEFORE THE BID

- 1. Are you able to perform the scope of work listed?
 - Self perform or sub-out

- 2. Do you have the equipment and labor pool available for the project?

- 3. Scheduling? Are you able to accommodate delay's in start dates of the schedule?

➤ 4. Administrative:

- Are you DBE certified or pending approval
- Do you have insurance coverages per specs
- Do you have the bonding capacity if needed
- EMR (SAFETY RATING)
- History of related work
- License Current? Registered with DIR?
- Certified payroll

SUBMITTING A BID

- Scope letter prior to the BID DATE to detail the work you will perform?
- Net Working / Meeting with the PRIME'S estimators to introduce your company and services. This may get you a call back.....
- Make sure you have sufficient time to submit a complete bid package. Review your numbers and scope before submitting your bid.
- Submit your bid and wait for confirmation of award?
 - If no, review your bid and compare your numbers
 - If yes, wait for a call, if no call in a few weeks than call them

WINNING THE BID

- Prepare to submit all DBE documentation to the PRIME's.
- Review your scope of work and pricing.
- Make sure to comply with local hiring ordinances.
 - **Section 3 / Local hire programs**
- Make sure to stay in compliance for the duration of the project.