

# Local-Let DBE Requirements Procedures for Construction Work

Prior to Advertising, the consultant will contact the Project Manager to see if proposed project has a DBE requirement; if there are questions, please contact Ralph Sims. All primary airports and most State Block Grants (SBG) airports have a DBE goal. **The DBE requirement (if required) for many primary and state block grant airports can be ascertained at the airports' MAP meeting.**

If no DBE firms can be found, the contractor will submit a waiver request to Ralph Sims. The waiver request should include documentation of Good Faith Efforts (GFE) taken. (DBE firms contacted, proposals received, etc.) The Office of Aeronautics Good Faith Effort application will be used.

The waiver request will be reviewed by the MDOT-Aeronautics DBE Waiver Committee. The Committee will look at GFE and the effect on Aeronautics overall DBE goals.

A decision will be rendered by the Aeronautics DBE Waiver Committee based upon the merits of the request.

# GOOD FAITH EFFORT APPLICATION

Office of Aeronautics Local-Let

APPLICANT				
APPLICANT NAME				
ADDRESS	STREET	CITY	STATE	ZIP CODE
PHONE NO.	FAX NO.		EMAIL ADDRESS	
CONTACT PERSON			TITLE	
PROJECT DESCRIPTION				
LETTING DATE				
CONTRACT ID			JOB NO.	
ANTICIPATED START DATE (based on Progress Schedule)			EXPECTED COMPLETION DATE (based on Progress Schedule)	
WAIVER OR MODIFICATION REQUESTED				
DESIGNATED DBE GOAL _____ %			REQUESTED DBE GOAL _____ %	

## DESCRIBE METHODS USED TO SOLICIT DBE PARTICIPATION FOR THIS PROJECT:

- E-mail (attach E-mail copy sent and distribution list)
- Telephone (Telephone log showing the name of each DBE firm contacted, the telephone contact date, and brief notes about each contact, as applicable).
- Mail (Documentation: Include a sample letter and include solicitations which were returned undeliverable)
- Advertisement placed in/on newspaper or trade magazine on \_\_\_\_\_ (date)
- Fax (Sample of the fax, transmittal logs identifying each DBE firm solicited based on each fax number and the associated fax transmission stat log(s). Please be sure fax dates are clearly visible)