



## **DBE ALERT: for January opportunities 2022**

This is the last DBE monthly check-in for 2021. The time sure flew by. Please see the attached DBE opportunities for the January 2022 letting, and view the [advertisement](#) for more details. You can find information on consultant opportunities [here](#).

We have some changes coming in the new year – good ones 😊 Please see the attached document providing an overview of updates through February 2022.

There are two information sessions coming up in January as well. If you are interested in learning more about Good Faith Effort documentation, tracking, and evaluation, please email Kathleen Panak-[kathleen.panak@dot.wi.gov](mailto:kathleen.panak@dot.wi.gov) for information on the January 4<sup>th</sup> session.

The other session is scheduled for January 25<sup>th</sup>, 8:30 – 10 am, and will provide overall DBE program updates including a recap of progress through FFY 2021. We hope you can attend. Register [here](#).

Finally, you'll also find the updates for collecting Attachment A for trucking after contract execution (neutral participation). Please let me know if you have any questions.

Have a wonderful holiday and happy new year!





Let Date: 1/11/22

NE REGION

Proposal Number	19	20	21	24				
Clear and Grub								
Curb & Gutter/Sidewalk, Pavement			x	x				
Erosion Control, Landscaping etc.	x	x	x	x				
Signs and Posts/Markers	x	x	x					
Traffic Control	x	x	x	x				
Electrical Work/Traffic. Signals								
Pavement Marking	x		x	x				
Sawing Pavement								
Material Supplier	x	x	x	x				
Trucking: Excavation, Aggregates, Slurry, Asphalt, Millings, Temporary Concrete Barriers	x	x	x	x				
Construction Staking	x	x	x	x				
QMP			x	x				
Pipe Underdrain	x	x	x	x				
Beam Guard, Cable guard etc.			x					
Concrete Staining								
Trees/Shrubs								
Surface Treatment								
Sign Bridges								
Concrete Barriers								
Sewer/Utility								
Water Mains								
Tying Steel Re-enforcing bars								
Bridge Painting								

\*20 is NE/NW

Let Date: 1/11/22

NW REGION

Proposal Number	20	39	40	41	43	45	47	49	50
Clear and Grub									
Curb & Gutter/Sidewalk, Pavement		x		x				x	
Erosion Control, Landscaping etc.	x	x	x	x	x	x	x	x	x
Signs and Posts/Markers	x	x	x				x	x	x
Traffic Control	x	x	x	x	x	x	x	x	x
Electrical Work/Traffic. Signals									
Pavement Marking		x	x	x	x	x	x		
Sawing Pavement									
Material Supplier	x	x	x	x	x	x	x	x	x
Trucking: Excavation, Aggregates, Slurry, Asphalt, Millings, Temporary Concrete Barriers	x	x	x	x	x	x	x	x	x
Construction Staking	x	x	x	x	x	x	x	x	x
QMP		x		x			x	x	
Pipe Underdrain	x	x		x			x		x
Beam Guard, Cable guard etc.		x	x			x	x		
Concrete Staining									
Trees/Shrubs									
Surface Treatment		x							
Sign Bridges									
Concrete Barriers									
Sewer/Utility									
Water Mains								x	
Tying Steel Re-enforcing bars				x					x
Bridge Painting									

\*20 is NE/NW

Let Date: 1/11/22

SE REGION

<b>Proposal Number</b>	17							
Clear and Grub								
Curb & Gutter/Sidewalk, Pavement	x							
Erosion Control, Landscaping etc.	x							
Signs and Posts/Markers	x							
Traffic Control	x							
Electrical Work/Traffic. Signals								
Pavement Marking	x							
Sawing Pavement								
Material Supplier	x							
Trucking: Excavation, Aggregates, Slurry, Asphalt, Millings, Temporary Concrete Barriers	x							
Construction Staking								
QMP	x							
Pipe Underdrain	x							
Beam Guard, Cable guard etc.	x							
Concrete Staining								
Trees/Shrubs								
Surface Treatment								
Sign Bridges								
Concrete Barriers	x							
Sewer/Utility								
Water Mains								
Tying Steel Re-enforcing bars								
Bridge Painting								







## January 2022 Updates

### January 2022 – Neutral Participation Trucking – Reduced Attachment A requirement

Beginning January 1, 2022 follow these guidelines for submitting neutral participation for DBE trucks:

- Only submit Attachment A for DBE trucks added after contract execution
- Do not submit Attachment A for additional trucking commitment for DBE firms included with the bid (DT1506/electronic commitment)
- OBOEC will confirm trucking commitment and utilization through CRCS, the Trucking Schedule, and hiring agreements
- Final Attachment A is not required for trucking but must be submitted if requested as part of CUF monitoring

### January 2022 – New Attachment Field added in BidX

Beginning with the January letting, an additional field will be available for uploading DBE documents in BidX. There is a 5mb limit for each field.

- Use these fields for Attachments A OR DBE quotes submitted with bid
- Do NOT use these fields for DT1202 materials – use eSubmit - [Instructions for eSubmit](#)

### January 2022 – Offsite hauling and CUF monitoring

Beginning with the January letting, use the Attachment A to indicate if offsite hauling is involved for the trucking firm listed. What is offsite hauling? This is hauling from any site that is not the actual worksite, such as from pit to plant, often a site not dedicated to the project, but for which the prime can substantiate the amount of material hauled for the named project and thus the commitment to the DBE associated with the contract.

In order to complete CUF (commercially useful function) monitoring, WisDOT will implement the following:

- At weekly progress meetings- ask the prime if there will be offsite hauling utilizing DBEs in the coming week and indicating the potential for the PE to visit the pit/plant
- Conduct spot checks of pits/plants to verify DBE truck is hauling and/or verifying hauling log
- Prime should be prepared to submit haul tickets, plant/pit tickets, timecards, and other pertinent documentation that WisDOT may request to substantiate the haul in question.

### January 2022 – Bulk supply and commodity purchases

Per ASP-3, bidders may purchase supplies or commodities such as fuel in bulk from a DBE and apply credit to each project as the supplies/commodities are used. To ensure that the appropriate credit is assigned, follow the procedure below:

- (1) When DBE suppliers are contracted for bulk supply or commodity purchases, an invoice or bill-of-sale that includes names of the contractor and the DBE supplier should be submitted to the DBE Office via eSubmit (preferred) or the DBE\_Alert email box. The

supply/commodity credit may be applied during the federal fiscal year (October-September) in which the purchase was made.

- (2) When the contractor intends to apply the credit to a particular project, submit a copy of the original invoice, documentation of the calculations for supplies/commodities to be used on the project, and an Attachment A. Indicate on the Attachment A:
  - a. This supply/commodity is in the prime's inventory or pre-paid in case of commodities
  - b. The full value of the original invoice submitted to the DBE Office, above in (1)
  - c. The amount of material or product used on this project
  - d. Fuel estimate listed on Attachment A will be recorded as a deduction from the full fuel purchase amount shown on the invoice

#### February 2022 – Bid Letting updates

Beginning with the February letting, the following procedures will be in effect:

- The Commitment to Subcontract to DBE (Form DT1506 or digital submittal) must be submitted at the time of bid (Tuesday) by all prime contractors.
- Attachments A OR quotes from all DBEs included in the Commitment must be submitted at bid (Tuesday) **OR**
- Within one-hour following bid submittal by ALL prime contractors via eSubmit (Tuesday).
- If only DBE quotes were submitted, all remaining signed Attachments A must be submitted within 24-hours of bid closing via eSubmit (Wednesday).
- If the assigned DBE contract goal is not met, Documentation of Good Faith Effort (Form DT1202) and supporting documentation must be submitted within 24-hours of bid closing (Wednesday) via eSubmit. [Instructions for eSubmit](#)
- The DBE Office will no longer reach out to contractors during the letting to inform you of remaining documents to submit. Make sure you are clear on DBE documentation requirements – follow up with us through [DBE Alert](#) if you have any questions.

# DBE Contractors We need you...



# Neutral DBE Participation Collection / Credit

**This guide is meant to help contractors accurately report engagement with Disadvantaged Business Enterprises (DBE).**

Initial commitments for DBEs are set with form **DT1506**. When these commitments are exceeded, this is called neutral or voluntary participation. Neutral or voluntary participation is tracked by filing Attachment A to DT1506.

It is very important to accurately track DBE engagement. It not only helps determine whether goals are met, it also informs future goal setting.

The reported information helps to:

- Accurately reflect DBE utilization through the life of the project instead of just upfront
- Evaluate participation trends and potentially set lower DBE goals on future projects

## Here's what to do ►

When adding a DBE contractor to a project after the original DBE commitment is approved, submit Attachment A from the **DT1506**. It must be:

- Signed by the prime contractor and the DBE
- Submitted after first payment to record accurate participation

**Additional Attachments A?** No problem.

They can be submitted throughout the project.

- Submit an Attachment A for the total subcontract value, including those submitted with bids (DT1506/electronic commitment)
- Submit a final Attachment A to: **DBE\_Alert@dot.wi.gov** when the DBE is finished working on the project
- OR Submit a final Attachment A to DBE Alert (as above) during the Finals Process when Compliance receives notice of "Substantially Complete"

## ► **NEW for 2022** ► Special note on trucking after award/execution ►

- Only submit Attachment A for DBE truckers that were not on **DT1506**
- Do not submit Attachment A for additional trucking commitment for DBE firms included with the bid (DT1506/electronic commitment)
- OBOEC will confirm trucking commitment and utilization through CRCS/ AWP, payment reporting, the Trucking Schedule, and hiring agreements
- Final Attachment A is not required for trucking but must be submitted if requested as part of CUF monitoring

WisDOT Compliance and DBE offices are committed to excellence in service. Contractors can expect follow-up from WisDOT staff to ensure full accuracy of DBE commitments and Attachment(s) A.

## Questions?

Contact the Compliance Specialist on your project or the DBE Office at: **DBE\_Alert@dot.wi.gov**

## FAQs

**Why can't WisDOT use the payroll entries in CRCS to verify all DBE commitments?**

We must confirm that the DBE performed work in an area in which they are certified by NAICS code.

*Examples:*

- A landscape firm is certified to perform sign installation under NAICS code 237310, but has exceeded the cap designated by the SBA to perform work under the NAICS code 561730 (Landscaping Services). We'd need to verify payment is related to sign installation **ONLY** to approve DBE credit.
- A supplier is providing materials under the appropriate NAICS code but the percentage of credit (10%, 60%, 100%) must be confirmed per ASP-3.
- The DBE Office must verify DBE trucking commitments and how many of the trucks used were DBE-owned. **NEW** – we can usually do this without requiring another Attachment A for DBEs already on the commitment.

**Where is this language stated, and is it mandatory?**

The language is in ASP-3 and is being updated to reflect the Attachment A process. Further guidance regarding DBE Program requirements is provided in 49 CFR Part 26.

**What will happen if I don't comply?**

WisDOT will not be able to claim credit towards the overall annual goal likely causing project level goals to be higher.

[wisconsindot.gov/DBEcontracting](https://wisconsindot.gov/DBEcontracting)