CONSULTANT DOCUMENTATION OF GOOD FAITH EFFORTS

Wisconsin Department of Transportation
DT1026 12/2021

The intent of this form is to document the good faith efforts implemented by the selected consultant in soliciting and utilizing DBE firms to meet DBE participation requirements for this contract. WisDOT will determine if the consultant has demonstrated satisfactory good faith effort to secure DBEs to meet the advertised contract goal. The burden of proof rests with the consultant.

Failure to implement good faith efforts to secure DBE participation to the satisfaction of WisDOT will result in rejection of the proposal Good faith effort must be satisfied in order for a contract to be awarded.

I, _____ do hereby acknowledge that I am the _____
(Project Principal or Project Manager) (Title)

of, _____ who has been identified as the selected consultant on this project.
(Name of Firm)

ORIGINAL CONTRACT

Project I.D.	Project Title	Contract Amount	WisDOT DBE Percentage Goal	Proposed DBE Percentage

AMENDMENT TO ORIGINAL CONTRACT *(only submit if DBE percentage on overall project falls below project DBE goal)*

Project I.D.	Amendment No.	Project Title	Contract Amount	WisDOT DBE Percentage Goal	Proposed DBE Percentage

Provide a brief summary on why you believe your firm is unable to meet the DBE participation goals on this project.
(Attach additional pages if necessary.)

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A. NOTIFYING DBE FIRMS OF SUBCONTRACTING OPPORTUNITIES

In the table below, indicate which firms received written notification via email or postal mail of work items to be subcontracted. In the appropriate space, also indicate when firms received subsequent telephone solicitations. Please attach additional page(s) so that all DBE companies contacted are listed. WisDOT may request copies of written solicitations to DBE firms related to this certificate.

Name and Address of DBE Companies Contacted	(Area Code) Telephone Number	Date of Written Notification	Date of Follow-up Telephone Call(s)

Describe any other means used to notify DBE companies of this opportunity in an attempt to meet DBE participation goals?

YES	NO	
☐	☐	WisDOT DBE office
☐	☐	Contractor Organizations (e.g. ACEC, NAMC)

Name: _____
Date Contacted: _____
Contact was made by: ☐ Telephone ☐ Written Correspondence ☐ Other: _____
Name: _____
Date Contacted: _____
Contact was made by: ☐ Telephone ☐ Written Correspondence ☐ Other: _____
Name: _____
Date Contacted: _____
Contact was made by: ☐ Telephone ☐ Written Correspondence ☐ Other: _____
Name: _____
Date Contacted: _____
Contact was made by: ☐ Telephone ☐ Written Correspondence ☐ Other: _____

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B. IDENTIFYING SUB CONSULTANT WORK ITEMS

Consultants are encouraged to select portions of work to be subcontracted in a manner which will increase the likelihood of meeting DBE goals. In selecting work to be subcontracted, consultant will consider, where appropriate, breaking down contracts into economically feasible units to facilitate DBE participation.

Which project tasks of the contract proposal were selected to be subcontracted to DBE firms (or broken down into economically feasible units to facilitate DBE participation)?

C. PROVIDING ASSISTANCE TO DBEs

Explain any efforts undertaken to provide DBE firms with adequate information about project scope of work and requirements of the contract or any efforts initiated to provide special assistance to DBE firms interested in participating in the project.

D. REJECTED DBE PROPOSALS

Consultants must solicit services in good faith with interested DBE firms. Proposals from interested DBE firms must not be rejected by consultants without sound justification such as problems with past performance, relevant business experience and stability, business ethic and integrity, technical capacity, or other tangible factors.

If a proposal from a DBE firm contacted by the consultant was rejected, indicate in the table below the name of the DBE firm and an explanation on why the proposal was rejected. (Attach additional pages if necessary.)

NAME/CONTACT PERSON OF DBE FIRM	WORK PROPOSED AND EXPLANATION FOR REJECTING PROPOSAL

Attach separate page with additional information if needed for WisDOT to consider as part of the Good Faith Effort request.

(Consultant/Authorized Representative Signature) (Date – m/d/yyyy) Email address