

BEYOND THE BASICS

Success Strategies for DBE Consultants



Communication, trust, and mutual respect help define expectations of common goals which create opportunities to level the playing field, providing a solid foundation for Generational Success.

What are practical ways this can be achieved?

PRE-SOLICITATION MEETINGS

- Does your company consistently review the monthly summary of solicitation packages and scope of services published on-line and in Masterworks?
- Does your company have a standard agenda that includes the current month's solicitations and/or look ahead solicitations your company is interested in?
- Does your company receive the **monthly DBE Alert email?**
- Does your company review information in the DBE Alert at your pre-solicitation meetings?
 - Design
 - Construction Management (Construction Fair or special solicitation)
- Does your company have a pre-solicitation meeting with all responsible staff members present?
 - Owner(s)
 - Project managers
 - Professional support staff
- Does your company reached out regularly to other consultant firms to discuss partnering opportunities on current or future solicitations?
- Do you review previously posted selections for similar types of work and awarded primes?
 - This is helpful to gain a perspective on what firms are selected through the Quality Based Selection (QBS) process.



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TRUST Mutual Respect **COMMON VALUES**
OPPORTUNITY Common Goals **EQUITY** Success
LEVEL THE PLAYING FIELD
INCLUSION Generational Success **INCLUSION**
Communication Common Goals **PARTNERSHIP**

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NOI SUBMITTAL/INTERVIEWS

- Does your company have a standard process that addresses success strategies to optimize your experience, knowledge, and successful projects, i.e. experienced or technical proposal writer?
- Is your firm experienced in Masterworks to complete NOI submittal process?
- Does your firm have defined and refined policies and procedures in place to prepare for interviews as a prime and/or as a subconsultant?

POST-SELECTION MEETINGS

- Does your company have a post-selection meeting with all partners and responsible staff members present?
 - Teaming partners
 - Project managers
 - Professional support staff
- Does your company request a debriefing meeting with WisDOT if you were not selected?
 - If so, do you encourage all partners to attend the meeting?
 - Do you have a procedure in place to process feedback from the Department and implement suggestions to strengthen your position on future solicitations?
 - If not, requesting such a meeting might help identify certain shortcomings and help better prepare for future solicitations/NOI submittals

SCOPING/NEGOTIATION MEETINGS

- Does your company have a process/protocol to attend scoping/negotiation meetings?
 - The purpose of the scoping meeting is to establish a shared understanding of the detailed scope and nature of the services, required deliverables by format, scale, number of copies, etc., responsibilities of each party, critical milestones, DBE requirements, etc. before estimating hours and costs.
- Are you knowledgeable with the different types of contracts/Basis of Payment Worksheet?
 - Cost Plus Fixed Fee
 - Specific Rate
 - Lump sum
 - Cost per Unit
- Are you aware of the allowable direct and indirect costs and how to compute those costs?
- Is your staff trained and proficient at entering your negotiated contract into **Masterworks**?

PROJECT EXECUTION AND DELIVERY

- Have you set up regularly scheduled progress meetings with the WisDOT project PM?
- Do you have an internal tracking system to ensure schedules and completion dates for deliverables are identified and being met?
- Are you keeping abreast of all manual and provisions updates, notices and other pertinent information that could affect your ability to meet the project deliverables?
- Have you established a relationship with your WisDOT PM for a free exchange of information and expectations should an issue arise during the duration of your contract obligations?

TAKE A MOMENT TO VISIT THE
WISDOT WEBSITE

Many resources are available on the **Consultant Services** webpages, **DBE Program** webpages as well as information on the **Mentor-Protégé Program**.