

**ATTACHMENT 1  
 SAN ANTONIO INTERNATIONAL AIRPORT (SAIA)  
 DBE GOOD FAITH EFFORT PLAN FOR  
 FEDERALLY ASSISTED CONSTRUCTION CONTRACTS**

**NAME OF PROJECT:** \_\_\_\_\_

**SECTION A - BIDDER INFORMATION:**

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Age of Firm (Number of Years in Business): \_\_\_\_\_ Years

Annual Gross Receipts of the Firm: \_\_\_\_\_ Less than \$500,000      \_\_\_\_\_ \$500,000 to \$1 million  
 \_\_\_\_\_ \$1 million to \$2 million      \_\_\_\_\_ \$2 million to \$5 million  
 \_\_\_\_\_ Over \$5 million

Is your firm Certified: Yes \_\_\_\_\_ No: \_\_\_\_\_ If certified, Certification Number: \_\_\_\_\_

Type of Certification \_\_\_\_\_ DBE \_\_\_\_\_ MBE \_\_\_\_\_ WBE \_\_\_\_\_ AABE \_\_\_\_\_ SBE

1. List **ALL SUBCONTRACTORS/SUPPLIERS** that will be utilized on this contract. A Letter of Intent (DBE Form 2) must be submitted for all subcontractors/suppliers listed below within seven (7) business days from the bid date.

Name & Address of Company	Scope of Work/Supplies to be Performed/Provided by Firm	Estimated Contract Amount	If Firm is DBE Certified, Provide Certification Number
1.			
2.			
3.			
4.			
5.			
6.			
7.			

(Use Additional Sheets if Necessary)

**SECTION B – DBE COMMITMENTS**

The DBE goal on this project is: \_\_\_\_\_%

1. The undersigned bidder has satisfied the requirements of the bid specification in the following manner (please check the appropriate space:

\_\_\_\_\_ The bidder/offeror is committed to a minimum of \_\_\_\_\_ % DBE utilization on this contract.

\_\_\_\_\_ The bidder/offeror (if unable to meet the DBE goal of \_\_\_\_\_%) is committed to a minimum of \_\_\_\_\_% DBE utilization on this contract. *(If contractor is unable to meet the goal, please fill out Section C and submit documentation demonstrating good faith efforts).*

2. Name and phone number of person appointed to coordinate and administer the Federal DBE requirements on this project.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**IF DBE GOAL WAS MET, PROCEED TO PAGE 4 AND SIGN THE GFEP. IF GOAL WAS NOT MET, PROCEED TO SECTION C.**

**SECTION C – GOOD FAITH EFFORTS (Fill out only, if the DBE goal was not achieved).**

1. List all firms you contacted with subcontracting/supply opportunities for this project that will not be utilized for this contact by choice of the bidder, subcontractor, or supplier. *Written notices to firms contacted by the bidder for specific scopes of work identified for subcontracting/supply opportunities must be provided to subcontractor/supplier not less than five (5) business days prior to bid/proposal due date.* The following information is required for all firms that were contacted of subcontracting/supply opportunities:

Name & Address of Company	Scope of Work/Supplies to be Performed/ Provided by Firm	If Firm is DBE Certified, Provide Certification Number	Date Written Notice Was Sent and Method (Letter, Fax, E-mail)	Reason Agreement Was Not Reached
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

(Use additional sheets as needed)

In order to verify a bidder’s good faith efforts, please provide to the City with copies of the written notices to all firms contacted by the bidder for specific scopes of work identified in relation to the subcontracting/supply opportunities in the above named project. Copies of said notices must be provided to the DBE Liaison within five (5) business days after the bid is due. Such notices shall include information on the plans, specifications and scope of work.

2. Did you attend the pre-bid conference scheduled by the City for this project?  Yes  No

3. List all DBE listings or directories, contractor associations, and/or any other associations utilized to solicit DBE subcontractors/suppliers:

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4. Discuss efforts made to define additional elements of the work proposed to be performed by DBEs in order to increase the likelihood of achieving the goal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Indicate advertisement mediums used for soliciting bids from DBEs. (Please attach a copy of the advertisement(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Discuss efforts made to assist interested DBEs in obtaining bonding, lines of credit, or insurance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Discuss efforts made to assist interested DBEs in obtaining necessary equipment, supplies, materials, or related assistance or services: \_\_\_\_\_  
\_\_\_\_\_

**AFFIRMATION**

*I HEREBY AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I FURTHER UNDERSTAND AND AGREE THAT, THIS DOCUMENT SHALL BE ATTACHED THERETO AND BECOME A BINDING PART OF THE CONTRACT.*

NAME AND TITLE OF AUTHORIZED OFFICIAL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTE:**

1. If the DBE goal was not met, the Aviation’s DBE Liaison Officer will evaluate the “good faith efforts” of a firm. The Good Faith Effort Plan for Federally Funded Contracts must be approved by the Aviation Department’s DBE Liaison Officer prior to award of contract.
2. If the DBE Liaison determines that the bidder has not made good faith efforts, then the bidder shall have the opportunity to appeal this decision to the Aviation Director. The Aviation Director shall review the written documentation presented by bidder and determine whether bidder has adequately documented good faith efforts. If the Aviation Director determines that the bidder did not make good faith efforts to meet the goal, this final decision is not administratively appealable to the Department of Transportation.

**FOR SAN ANTONIO INTERNATIONAL AIRPORT USE ONLY:**

Plan Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of DBE Liaison

Recommendation: Approval: \_\_\_\_\_ Denial: \_\_\_\_\_

**ATTACHMENT 3**  
**SAN ANTONIO INTERNATIONAL AIRPORT (SAIA)**  
**LETTER OF INTENT**  
**FOR FEDERALLY FUNDED CONTRACTS**

The requirements of 49 CFR Part 26 (Section 26.53), of the U.S. Department of Transportation, requires that all bidders/proposers comply with good faith efforts requirements as a matter of responsiveness. Each solicitation for which a contract goal has been established will require the bidders/proposers to submit the following information from each Subcontractor/Supplier for this contract], and/or change or addition of subcontractors/suppliers on federally funded contracts (ACDBE Form 3)

**NAME OF PROJECT:** \_\_\_\_\_

Name of bidder/proposer's firm: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_



Name of Sub consultant/Supplier: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Is the above firm Certified:  Yes  No If certified, Certification No: \_\_\_\_\_

Type of Certification:  DBE  MBE  WBE  AABE  SBE

If firm is certified, please attach a copy of the Certification Affidavit with this form.

Age of Firm (Number of Years in Business: \_\_\_\_\_ Years

Annual Gross Receipts of the Firm:  Less than \$500,000  \$500,000 to \$1 million  
 \$1 million to \$2 million  \$2 million to \$5 million  
 Over \$5 million

NAICS Code and/or Description of work to be performed by firm:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The bidder/proposer is committed to utilizing the above-named firm for the work described above. The estimated dollar value of this work is \$ \_\_\_\_\_.

**Affirmation**

The above named firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above.

By: \_\_\_\_\_  
Signature of Firm's Representative Date

Title: \_\_\_\_\_

**NAME OF PROJECT:** \_\_\_\_\_

**DECLARATION OF PRIME CONSULTANT:**

I hereby declare and affirm that I am the \_\_\_\_\_  
(Title of Declarant)

and a duly authorized representative of \_\_\_\_\_  
(Name of Prime Consultant)

to make this declaration and that I have personally reviewed the material and facts set forth in this Intent to Perform form. To the best of my knowledge, information and belief, the facts and representations contained in this form are true, the owner or authorized agent of the firm signed this form in the place indicated, and no material facts have been omitted.

The undersigned intends to enter into a formal agreement with the listed firm for work as indicated by this form and will, if requested, provide the Airport's DBE Liaison with a copy of that agreement within three (3) business days of execution.

\_\_\_\_\_  
(Name of Declarant)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**SUBMIT THIS PAGE FOR EACH SUBCONSULTANT/SUPPLIER FOR THIS CONTRACT, AS LISTED ON ITEM 1 OF DBE GOOD FAITH EFFORT PLAN FOR FEDERALLY FUNDED CONTRACTS [DBE FORM 1] AND/OR CHANGE OR ADDITION OF SUBCONTRACTORS/SUPPLIERS ON FEDERALLY FUNDED CONTRACTS (DBE FORM 3)**

*IF THE BIDDER/OFFEROR DOES NOT RECEIVE AWARD OF THE PRIME CONTRACT, ANY AND ALL REPRESENTATIONS IN THIS LETTER OF INTENT AND AFFIRMATION SHALL BE NULL AND VOID.*