CIMS DEPARTMENT
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 Coordinator 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:

_____

_____

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 CIMS DBE Coordinator will evaluate the "good faith efforts" of a firm. The Good Faith Effort Plan for Federally Funded Contracts must be approved by the DBE Coordinator Officer prior to award of contract.

2. If the DBE Coordinator determines that the bidder has not made good faith efforts, then the bidder shall have the opportunity to appeal this decision to the CIMS Director. The CIMS Director shall review the written documentation presented by bidder and determine whether bidder has adequately documented good faith efforts. If the CIMS 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 CIMS Department USE ONLY:

Plan Reviewed by _____ Date: _____

Signature of DBE Coordinator

Recommendation: Approval: _____ Denial: _____