

DBE Procedures

Agency Documents Reviewed By ADOT BECO

DBE Procedures

Submit to ADOT LPA Section before February 28, 2019

Assessment Questions

Question	Y/N	Document, Page, Paragraph
Does the Agency follow the current ADOT FHWA DBE Plan?		
Does the Agency follow the current DBE EPRISE (DBE contract language)?		
Does the Agency have a DBE Liaison?		
Do the DBE Procedures require the agency to:		
Follow the most current DBE Plan, DBE EPRISE (DBE contract language)		
Submit the required documents to ADOT BECO for Federal-aid Highway Program (FAHP) projects to be assessed for DBE Goal and ensuring the DBE Goal is "valid" for advertisement		
Obtain from BECO and provide to bidders and proposers all current BECO LPA Forms		
Include a "valid" DBE goal percentage in advertisement, solicitations, and contract documents		
Provide written notice to BECO and the ADOT PM immediately before termination of a FAHP contract related to the DBE Program.		
Conduct a bid analysis process to justify the approval or rejection of submitted DBE Assurance Form and DBE Affidavits forms and request concurrence from ADOT BECO.		
Ensure receipt of Bid Verification Notice from ADOT BECO before contract award.		
Ensure Good Faith Effort (GFE) documentation is provided to meet requirements of EPRISE Specifications (as applicable)		
Notify ADOT PM and ADOT BECO of contract award or rejection of bids.		
Report contract awards to BECO by the 10th of the month following contract award.		
Ensure committed DBEs subcontracts are provided to agency by prime at preconstruction meeting.		
Monitor contract, contractor and subcontractor information, and report prime payments in the LPA DBE System in accordance with Prompt Payment & Payment Reporting Provisions.		
Monitor and enforce the Prompt Payment & Payment Reporting Provisions for prime contractor payments to subcontractors.		
Monitor DBE participation to ensure the Termination, Substitution, Reduction EPRISE specifications are met.		

Question	Y/N	Document, Page, Paragraph
Monitor DBE utilization on projects, notifying ADOT BECO when aware of a potential issue that may affect DBE commitments made at award.		
Conduct a Commercially Useful Function (CUF) review for each DBE on a FAHP project.		
Obtain Certification of Final DBE Payment forms from prime contractor and determine if established DBE goal has been met.		
Monitor FAHP contracts for compliance and consider imposing sanctions when a contractor fails to be in compliance with EPRISE specifications.		
Monitor LPA DBE System in preparation for the semi-annual reporting by ensuring contract payments are up date.		
Ensure timely closeout of contracts in the LPA DBE System.		

Agency – Prepared by:	
Signature	
Printed Name	
Title	
Date	

ADOT – Reviewed by:	
Signature	
Printed Name	
Title	
Date	