

**ARIZONA DEPARTMENT OF TRANSPORTATION
PROFESSIONAL SERVICES
CERTIFICATION OF GOOD FAITH EFFORTS
Instructions on Page 5**

Clear Form

General

(Submit completed GFE Form (pages 1 – 4 only) with backup documentation, if any)

Complete all sections of the form and include all back-up documentation. Incomplete forms will be returned unprocessed. For the purpose of this form, project specific contracts shall be evaluated on a contract basis and on-call contracts will be evaluated on a task order by task order basis. **For on-call contracts, consultants must complete this form by detailing efforts made to find additional DBEs if their current DBEs are unable to perform the work needed for this task order.** If the information does not relate to the task order in review, this GFE will be denied. ADOT BECO reserves the right to request further documentation from the Consultant/Subconsultant(s) to support and validate actions undertaken to secure DBE participation to meet the DBE goal for this contract/task order.

Attestation

I, (Name) _____, do hereby acknowledge that I am the (Title) _____

of (Name of Firm) _____ and the Consultant selected for the ADOT project listed below:

*** Total Contract or Task Order Amount must include any previous amounts of the Contract or Task Order.**

*** Total Committed Goal % : The total Committed Goal % for the Contract or Task Order. Do not enter Mod/Change Order's Committed Goal %.**

TRACS No. <i>(Only prior to award)</i>	Contract No.	Task Order No.	Mod. No.	Project Name	*Total Solicitation/Contract or Task Order Amount	DBE Percentage	
						Contract Goal %	*Committed Goal %

Provide a brief summary on why you believe your firm is unable to meet the DBE participation goals on this contract/task order. Attach additional pages if necessary.

I hereby certify I demonstrated comprehensive good faith efforts to solicit and utilize DBE firms to meet the DBE participation requirements of this contract/task order in accordance with Section 14.0 of the DBE Contract Specifications by my responses to the following:

GFE Activities

1. Contacting BECO for Assistance

Date contacted:

BECO Staff contacted:

Prime Contact Name:

Phone Number:

Brief summary of discussion and resolution:

3. Complete the following table to identify DBE Firms Contacted, tasks, outreach and activities, and assistance offered.

(Please use additional copies for more than 3 DBE firms Contacted)

DBE Firm Information	Dates Contacted	Describe Activity / Outreach / How the DBE was provided with access to project information.	Which Scoped Tasks/Items Referenced in Activity/Outreach	Outcome(s)*	Provide Justification / Sound Reason / Explanation for Outcome	Assistance Offered
Firm Name:				<input type="checkbox"/> Unsuccessful Negotiation		<input type="checkbox"/> Bonding
Contact Name:				<input type="checkbox"/> Unqualified for Work		<input type="checkbox"/> Credit
Location Address:				<input type="checkbox"/> Not Available within Project Schedule		<input type="checkbox"/> Insurance
City/State/ZIP:				<input type="checkbox"/> Rejected Firm for		<input type="checkbox"/> Equipment
Phone Number:				<input type="checkbox"/> Other:		<input type="checkbox"/> Supplies
Email Address:				<input type="checkbox"/> Related Services		
Firm Name:				<input type="checkbox"/> Unsuccessful Negotiation		<input type="checkbox"/> Bonding
Contact Name:				<input type="checkbox"/> Unqualified for Work		<input type="checkbox"/> Credit
Location Address:				<input type="checkbox"/> Not Available within Project Schedule		<input type="checkbox"/> Insurance
City/State/ZIP:				<input type="checkbox"/> Rejected Firm for		<input type="checkbox"/> Equipment
Phone Number:				<input type="checkbox"/> Other:		<input type="checkbox"/> Supplies
Email Address:				<input type="checkbox"/> Related Services		
Firm Name:				<input type="checkbox"/> Unsuccessful Negotiation		<input type="checkbox"/> Bonding
Contact Name:				<input type="checkbox"/> Unqualified for Work		<input type="checkbox"/> Credit
Location Address:				<input type="checkbox"/> Not Available within Project Schedule		<input type="checkbox"/> Insurance
City/State/ZIP:				<input type="checkbox"/> Rejected Firm for		<input type="checkbox"/> Equipment
Phone Number:				<input type="checkbox"/> Other:		<input type="checkbox"/> Supplies
Email Address:				<input type="checkbox"/> Related Services		

*If negotiating in good faith with interested DBEs results in selecting a non-DBE over a DBE, attach copies of both firm's quotes.

4. Explain how scoped tasks / items were broken down into economically feasible units to facilitate DBE participation:

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5. Minority/Women Community Organizations: Identify minority/women community organizations used for providing assistance in the recruitment and placement of DBEs.

Organization Name	Contact Person	Assistance Requested

6. Other comments or information you want ADOT BECO to consider as part of your good faith effort.

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Affidavit

The undersigned, (Name) _____, an authorized signatory of (Firm Name) _____ attests and declares under penalty of perjury in the second degree, and any other applicable state or federal laws, that the information provided on this certificate is true and correct to the best of my knowledge and belief.

Signature _____ Date _____

ADOT INTERNAL USE ONLY

Date Received _____

Received by _____

Date of Action _____

Signature _____

Check one: Approved Denied

Comments:

ARIZONA DEPARTMENT OF TRANSPORTATION
PROFESSIONAL SERVICES
CERTIFICATION OF GOOD FAITH EFFORTS
Instructions

Good Faith Efforts Tips

The intent of this form is to document the Good Faith Efforts undertaken by the Consultant to solicit and utilizing DBE firms to meet the DBE participation goals for the contract/project. The form is not intended to be an exclusive or exhaustive list of good faith efforts. Other factors or types of efforts may be relevant on a case-by-case basis as determined by ADOT BECO. The completed form will assist ADOT in determining if the Consultant performed its due diligence, took all necessary and reasonable steps to secure DBE participation for the contract/project, resulting in a comprehensive good faith effort. ADOT Small Business and Work Development (BECO) will determine if the Consultant made satisfactory good faith efforts to secure sufficient DBE participation to meet the DBE goal. The burden of proof rests with the Consultant. Failure to provide good faith efforts to ADOT SBWD's satisfaction will result in the rejection of the proposal/modification. However, ADOT BECO will reconsider Consultant's GFE resubmittal if Consultant has adequately and sufficiently documented its good faith efforts in obtaining DBE participation.

For more information on DBE Regulations and requirements for good faith efforts click on following link below:

➤ [Title 49, Subtitle A, Part 26 - Guidance Concerning Good Faith Efforts](#), or go to <http://www.ecfr.gov/>

1. Contacting ADOT BECO (602 -712-7761) and/or dbesupportiveservices@azdot.gov for assistance in identifying certified DBEs that can perform work on a contract or task order is considered a strong factor in making good faith efforts.
2. Review Scope of Work (SOW) for subcontracting opportunities.
3. Make reasonable efforts to designate economically feasible and meaningful units of work for a DBE(s) that meets or exceeds the DBE goal.
4. Keep in mind that selected DBEs must perform commercially useful function (CUF) as required by [49 CFR 26.55](#), accessible at <http://www.ecfr.gov/>
5. Determine if there are DBE firms on the contract team that can do the work. If not, the Consultant must solicit other DBEs through the DBE Directory to perform work to meet or exceed the goal.
6. Some projects may be too small or do not provide meaningful units of work for subcontracting opportunities. Any reason for this must be thoroughly explained.
7. When providing good faith documentation, it is not good enough to say that project is too small to include DBEs. Consultants must explain the project SOW and why no subcontracting opportunities are possible.
8. Consultants must keep in mind that DBEs must be utilized when developing their SOWs and cost proposal. Arranging and planning work items to circumvent the utilization of Subconsultants and DBEs violates the federal regulations.
9. For on-call contracts, consultants are not limited to DBEs currently included in their contract and must detail efforts to meet the project goal.
10. Assistance provided to DBEs should include efforts to assist the DBE firms in obtaining bonding, lines of credit, insurance, equipment, materials, supplies or other project-related assistance.
11. When providing good faith documentation, Consultants must complete this form and attach:
 - a. Any evidence of negotiations with the DBE firms
 - b. Evidence of efforts to reach out to DBE firms
 - c. Copies of quotes / proposals when selecting a non-DBE firm over a DBE firm

DBE Program Plan, DBE Forms and resources:

- Contract Specs and Forms: <https://azdot.gov/business/business-engagement-and-compliance/dbe-contract-compliance/contract-specs-and-forms>
- Guides and Policies - DBE Contract Compliance at <https://azdot.gov/business/business-engagement-and-compliance/dbe-contract-compliance/guides-and-policies-dbe-contract>