

Script 1-1 - MC Prepare Contract Information for Civil Rights Review for DBE Goal

Responsible Parties

Project Oversight (PE/PM)

Revision Date

06/2022

Procedure

Disadvantaged Business Enterprise Goals are reviewed for any contract that includes any amount of FHWA federal funding (even if passed through another type of funding). There are various rules on what federal regulations apply depending on the type of federal funding.

Contract documents for goal setting should include as much information as possible.

Contract information can be via email. PDF the email for backup documentation for your files. Contract documents should include:

1. Name of Contract
2. Broad Scope of Work (SOW)
3. Funding types involved in entire contract
 - a. Type of federal funds (FHWA, FTA, FRA, etc)
 - b. Type of state funds
4. Total amount of contract
5. Contract Length
6. How many contracts will be awarded for the same contract
7. Volume and availability of work for same work areas
8. Possible subcontracting opportunities
9. Availability of DBEs in work areas
10. Location(s) - region specific of Contract
11. Main % of work and work areas (equaling 100%)
12. Advertisement Date
13. CDOT's Triennial Goal
14. Any other relevant contract information

Note: The information may be varied and documents may be different. The key is to receive the information for analysis.

Respond to the email request and ensure CDOT's Engineering Contracts unit and CDOT Project PE/PM is included with the DBE goal that is set.