

## Instructions for Completing the DBE Participation Plan Form

### What is the purpose of this form?

This form must be completed by the Prime Contractor to identify all DBE firms that will be participating on the Prime contract as a DBE.

### A. Project & Prime Contractor Information

- (1) Provide the title of the Project.
- (2) Provide the Solicitation Control Number.
- (3) Provide the legal name of the Prime Contractor, as indicated in its Articles of Incorporation or charter or other similar document.

### B. DBE Participation Plan

- (1) Provide the legal name of the DBE firm, as indicated in its Articles of Incorporation or charter or other similar document.
- (2) Provide the name and title or position of the person who will serve as the DBE firm's primary contact.
- (3) Provide the phone number of the primary contact for the DBE firm.
- (4) Provide the name of business with which the DBE firm will have a direct contract /working relationship.
- (5) Explain any association the DBE firm has with the Prime Contractor. Your response should include whether or not any owners are associated with both businesses; whether or not any office facilities and/or staff are used by both businesses and; whether or not one company is a subsidiary of, or holding company for, the other company.
- (6) Provide a description of work to be performed by the DBE firm.
- (7) Provide the anticipated start date for the DBE firm.
- (8) Provide the total dollar value of the DBE firm's participation on the contract. This figure should include any deductions from Sections C and/or D of this form.

### C. DBE Non-Trucking Services Subcontractor Non-Creditable Participation

- (1) Check yes or no to indicate if the firm is a DBE Non-Trucking Services Subcontractor.
- (2) Check yes or no to indicate if the DBE Non-Trucking Services Subcontractor will use the Prime Contractor to perform any services, or purchase or lease any supplies or equipment.
- (3) If the answer to C. (2) is yes, then provide the dollar value of any such service, supply or equipment the Prime Contractor will perform.
- (4) Check yes or no to indicate if the DBE Non-Trucking Services Subcontractor will use any Non-DBE firms to perform any services, or purchase or lease any supplies or equipment.
- (5) If the answer to C. (4) is yes, then provide the dollar value of any such service, supply or equipment any Non-DBE will perform.

### D. DBE Supplier Creditable Participation and Dollar Values

- (1) Check yes or no to indicate if the firm is a DBE Supplier.
- (2) Check yes or no to indicate if the DBE Supplier will use the other DBE firms to obtain materials in the performance of the DBE Supplier's subcontract.
- (3) If the answer to D. (2) above is yes, then provide the dollar value of materials to be provided by other DBE firms.
- (4) Check yes or no to indicate if the DBE Supplier will use Non-DBE firms to obtain materials in performance of its subcontract.
- (5) If the answer to D. (4) above is yes, then provide the dollar value of materials to be provided by Non-DBE firms.

## E. DBE Certification

- (1) Check yes or no to indicate if the firm is a DBE Trucking Services Subcontractor.
- (2) Provide the total number trucks the DBE Trucking Subcontractor will provide under its subcontract.
- (3) Check yes or no to indicate if the DBE Trucking Subcontractor will use any trucks owned by Prime Contractors or Non-DBEs in the performance of DBE Trucking Subcontractor's work.
- (4) If the answer to E. (3) is yes, then provide the dollar value of trucking assigned to the Prime Contractor and/or Non-DBE Trucking firms.
- (5) Check yes or no to indicate if the DBE Trucking Subcontractor will use any leased trucks owned by other DBE firms in the performance of DBE Trucking Subcontractor's work.
- (6) If the answer to E. (5) is yes, then provide the dollar value of trucking assigned to the other DBE Trucking firms.
- (7) Check yes or no to indicate if the DBE Trucking Subcontractor will use any leased trucks from Non-DBEs that a Broker Commission or Other Fee could be charged to the DBE Trucking Subcontractor.
- (8) If the answer to E. (7) is yes, then provide the dollar value of the Broker Commission or Other Fee chargeable to the DBE Trucking Subcontractor.
- (9) Provide the total dollar value of all DBE trucks (owned and/or leased from other DBE Trucking firms) that the DBE Trucking Subcontractor can count as DBE Creditable.
- (10) Provide the total dollar value of all Non-DBE trucks that the DBE Trucking Subcontractor can count as DBE creditable.

- (11) Provide the total dollar value of all Broker Commission or Other Fee chargeable for Non-DBE trucks leased by the DBE Trucking Subcontractor.
- (12) Provide the grand total dollar value of all DBE and Non-DBE trucks for which the DBE Trucking Subcontractor can count as DBE Creditable.

## F. Certification and Signatures

Carefully read the certification in its entirety. It is the Prime Contractor's obligation and responsibility to make sure that all of the information provided on this form is complete and accurate. The Airport Authority will rely on this information to make a determination as to whether to accept the bid or proposal of which this information will be a part. Both the Prime Contractor and DBE or Non-DBE firm's authorized representative must sign and date the certification. ***(Note: A facsimile/copy of the executed signature page may be accepted at bid deadline. However, the original executed signature page must be provided to the Airport Authority within two business days after bid deadline.)***