

**To Whom It May Concern:**

**This is a reminder of the DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM CHANGES that became EFFECTIVE ON CONTRACTS ADVERTISED ON OR AFTER JUNE 3, 2019. This announcement also serves as a reminder of upcoming training pertaining to those changes, along with the new FSBE program requirements for contractors, subcontractors, and consultants.**

**The Washington State Department of Transportation (WSDOT) implemented the following new procedures for all federal-aid contracts advertised on or after June 3, 2019;**

**The following supplemental bid documents are due within 48 hours of Bid Opening, in addition to the Written Confirmation Form (1-02.9.OPT1.GR1):**

- Bid Item Breakdown (required by all bidders) [WSDOT Form 272-054](#).
- Trucking Credit Form required for all DBEs listed on the project for trucking and/or hauling [WSDOT Form 272-058](#).

Bidders will be found non-responsive if either the Bid Item Breakdown or Trucking Credit Form are missing (if applicable).

Forms may be returned for minor errors and corrections which may be corrected up to five business days from the date of bid opening. Failure to correct minor errors may lead to the bidder being found non-responsive.

All bid documents shall be sent to [DBEDoc@wsdot.wa.gov](mailto:DBEDoc@wsdot.wa.gov).

**Prior to U/DBEs starting work**

- The Prime Contractor/Design-Builder will provide a complete copy of all U/DBE/FSBE subcontracts by sending them to the regional Office of Equal Opportunity (OEO) mailboxes for OEO region staff to review and upload into DMCS.
  - Eastern Region – [ERegionOEO@wsdot.wa.gov](mailto:ERegionOEO@wsdot.wa.gov)
  - North Central Region – [NCRegionOEO@wsdot.wa.gov](mailto:NCRegionOEO@wsdot.wa.gov)
  - Northwest Region – [NWRegionOEO@wsdot.wa.gov](mailto:NWRegionOEO@wsdot.wa.gov)
  - Olympic Region – [ORegionOEO@wsdot.wa.gov](mailto:ORegionOEO@wsdot.wa.gov)
  - South Central Region – [SCRegionOEO@wsdot.wa.gov](mailto:SCRegionOEO@wsdot.wa.gov)
  - Southwest Region – [SWRegionOEO@wsdot.wa.gov](mailto:SWRegionOEO@wsdot.wa.gov)
  - Washington State Ferries - [ferriesoee@wsdot.wa.gov](mailto:ferriesoee@wsdot.wa.gov)

- A completed Truck Unit Listing Log and any applicable truck or other equipment leases or rental agreements will be sent to the Project Engineer's Office.

### **After Work Starts**

- The prime contractor will submit Monthly Retainage Report forms 15 calendar days after they receive payment from the owner, prime, or upper tier subcontractor. If not completed, the prime will receive a letter of non-compliance and payment may be withheld.
- **On-Site Review Forms**
  - The new forms have updated questions for Project Office Staff, and WSDOT OEO to complete.
  - New onsite review forms will replace the prior Commercially Useful Function (CUF) review process and onsite forms. A CUF determination is included at the end of the new onsite review forms.
  - There are separate onsite review forms for DBE Construction, Regular Dealers/Manufacturers, and Consulting firms. The new forms apply to both WSDOT and Local Agency Projects.

### **General Information**

- Payments may not be counted toward the contract goal if:
  - Subcontracts or lease agreements are not submitted prior to the DBE starting work.
  - If the Truck unit listing log is not submitted prior to the DBE trucking company starting work, or updates to the log not received within ten calendar days.

### **Training Dates/Locations**

Training is available at the dates and times below. Please register for training through eventbrite at: <https://www.eventbrite.com/o/washington-state-department-of-transportation-26931305679>.

#### **Spokane**

Eastern Region (sessions will take place at Region HQ 2714 North Mayfair Street, Spokane County Conference Room) October 1, 2019, OEO region contact information- Sharon Schnebly [schnebs@wsdot.wa.gov](mailto:schnebs@wsdot.wa.gov)

- WSDOT employees 8:30a-12:00pm
- Prime and subcontractors 1:00pm - 4:00pm

#### **Vancouver**

Southwest Region (11018 NE 51st Circle, Conference Room 102) (sessions for prime and subcontractors) October 15, 2019 8:30am-12:00pm - OEO Region Contact- Jacki Doty [dotyj@wsdot.wa.gov](mailto:dotyj@wsdot.wa.gov)

### **Olympia**

Olympic Region (5720 Capitol Blvd, WSDOT Olympic Region Boardroom) Monday October 14, 2019 (9:30 am-12:00 pm), (Session for Contractors/Subcontractors) OEO Region Contact- Reyne McBride [McBridE@wsdot.wa.gov](mailto:McBridE@wsdot.wa.gov)

### **Dayton/Shoreline**

Northwest Region (15700 Dayton Ave North, Cafeteria Conference Room) October 7, 2019 & October 8, 2019 (8:30 am to 3:30 pm) both days (Sessions for Contractors/Subcontractors) OEO region contact - Malika Godo [godom@wsdot.wa.gov](mailto:godom@wsdot.wa.gov) or Evan Nambi [nnambie@wsdot.wa.gov](mailto:nnambie@wsdot.wa.gov)

### **Yakima**

South Central Region (900 E. Selah Rd, Yakima WA 98901, Selah Maintenance Facility Conference room) October 21, 2019 (8:30 am to 3:30 pm) (Sessions for Contractors/Subcontractors) OEO region contact - Rosa Covarrubias [covarr@wsdot.wa.gov](mailto:covarr@wsdot.wa.gov)

### **Wenatchee**

North Central Region (Area 1 Maintenance – Admin 2830 Euclid Avenue, Building B Wenatchee, WA 98801) October 22, 2019 (8:30 am to 3:30 pm) (Sessions for Contractors/Subcontractors) OEO region contact - Ziyad Zaitoun [zaitouz@wsdot.wa.gov](mailto:zaitouz@wsdot.wa.gov)

Questions regarding the new processes or upcoming DBE/FSBE program training should be directed to the OEO at (360) 705-7090.