

The policy of the Georgia Department of Transportation is to ensure compliance with Title VI of the Civil Rights Act of 1964, 49 Code of Federal Regulations, Part 26 and related statutes and regulations in all program activities.

To be eligible for award of a contract with a DBE Goal attached, all bidders are required to submit a list of DBE committed firms. The contractor must utilize the specific DBEs listed to perform the work and supply the listed materials unless the contractor obtains the Department's written consent to substitute.

When a DBE Goal is specified in GDOT's federally funded contracts, the contractor will strive to achieve additional DBE participation beyond the contract goal in his/her contracts.

## Doing work for GDOT

All firms, including Certified DBE firms, wishing to work on a GDOT contract must be registered or prequalified. Please visit the below websites for registration/prequalification information and applications related to the firm's area of work.

### A&E Firms

Transportation Services Procurement (404) 631-1148  
[dot.ga.gov/PS/Business/Prequalification/PrequalConsultants](http://dot.ga.gov/PS/Business/Prequalification/PrequalConsultants)

### Construction Contractors

Construction Bidding (404) 631-1147  
[dot.ga.gov/PS/Business/Contractors](http://dot.ga.gov/PS/Business/Contractors)

### Routine Maintenance Contractors

Procurement email [Route\\_Maint\\_PreQualification@dot.ga.gov](mailto:Route_Maint_PreQualification@dot.ga.gov)  
[dot.ga.gov/PS/Business/Prequalification/RoutineMaint](http://dot.ga.gov/PS/Business/Prequalification/RoutineMaint)

### Geotechnical Field Services

Transportation Services Procurement (404) 631-1148  
[dot.ga.gov/PS/Business/Prequalification/PrequalConsultants](http://dot.ga.gov/PS/Business/Prequalification/PrequalConsultants)


### Material Manufacturers

Materials Testing (404) 608-4810  
[dot.ga.gov/PS/Materials/ProductSubmissions](http://dot.ga.gov/PS/Materials/ProductSubmissions)

## GDOT DBE Contacts

### Lead Agency


GDOT  
*Equal Employment Opportunity*

 600 West Peachtree Street, NW (7th Floor)  
Atlanta, GA 30308

 404.631.1273 Phone | 404.631.1943 Fax


### Certifying Partner

MARTA  
*Office of Diversity and Equal Opportunity*

 2424 Piedmont Road, NE,  
Atlanta, GA 30324

 404.848.5270 Phone | 404.848.4302 Fax

Firms located in Fulton, DeKalb, or Clayton Counties must submit their applications electronically through MARTA. \*GDOT, as the lead certifying Agency remains available to answer questions or respond to any concern regardless of the firm's county of record.

 <https://marta.diversitysoftware.com/FrontEnd/StartCertification.asp?XID=8903&TN=marta>

### Questions?

### Call the DBE Help Desk

404.631.1273

### Important Note

DBE firms must provide a Commercially Useful Function by actually performing, managing, and supervising the work involved. A firm does not serve a commercially useful function if their role is limited to an extra participant for which funds are passed through in order to maintain the appearance of DBE participation.

# DBE

I'm certified now what?

## Be Proactive

Becoming certified as a Disadvantaged Business Enterprise provides an opportunity for you to market your business; however, it does not guarantee contract work. Learn how to navigate GDOT's project websites.

### Construction Project Letting Forecast

[https://gdotbiext.dot.ga.gov/ext-bi/saw.dll?Dashboard&PortalPath=/shared/External/\\_portal/Project%20Letting%20by%20Month&Page=Project%20Letting%20By%20Month&Action=Navigate&Syndicate=true&anon=1](https://gdotbiext.dot.ga.gov/ext-bi/saw.dll?Dashboard&PortalPath=/shared/External/_portal/Project%20Letting%20by%20Month&Page=Project%20Letting%20By%20Month&Action=Navigate&Syndicate=true&anon=1)

### List of Construction Lettings

All construction bidding for GDOT is electronic through Bid Express. [bidx.com/ga/lettings](http://bidx.com/ga/lettings)

### Consultant Acquisition Needs Forecast

[dot.ga.gov/PartnerSmart/Business/Documents/ConsultantResources/ConsultantAcquisitionNeeds.pdf](http://dot.ga.gov/PartnerSmart/Business/Documents/ConsultantResources/ConsultantAcquisitionNeeds.pdf)

### Consultant Acquisition Announcements

[ssl.doas.state.ga.us/PRSapp/PR\\_index.jsp](http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp)

## DBE Supportive Services

Construction Management Services Supportive Services are provided by GDOT for all certified DBE firms free of charge. All supportive services include:

- Business Development
- Business Law
- Training (one-on-one & small group)

Make use of the services available to aid in the successful growth of your firm.

### Visit the Website

[dot.ga.gov/PS/Business/DBE](http://dot.ga.gov/PS/Business/DBE)

## Market Your Firm

Develop and emphasize your firm's image (your personnel/performance, certifications, website, associations/affiliations, publications/presentations,

statement of qualifications). You will need business cards. Prime contractors meet many subcontractors, so make sure your cards are memorable and self-explanatory on your field of work. Answer all calls. Prime contractors may not call a second time and may remove your firm for future calls.

## Network

People want to do business with people they know, who communicate well, meet a specific goal and have a strong reputation. How are your social skills in face-to-face conversations? To team with a prime, you must bring value that will help the prime win the contract. Do your homework. Look for opportunities through websites, printed media, networking, associations or affiliations and existing relationships.

Attend mandatory and non-mandatory pre-bid meetings in your area. Bring business cards, a resume that covers at least three years of relevant work experience and your capability sheet. Go early and view the project plans. Give your business cards to the bidding primes and collect cards from other subs you may want to contact for future reference. Primes gauge how prepared you are and use this impression as a measure for consideration in doing business with you.

If you have a good reference from another job, bring copies and staple your business card to it along with your resume and capability sheet. Many primes keep a list of subs to consider doing future business.

Business runs on word-of-mouth referrals. Good news travels in these circles as easily as bad news. Concentrate on doing your best work – its good insurance for future job opportunities.

Remember, GDOT DBE Supportive Services can help you make those needed contacts and documents.

Also, GDOT is not the only game in town. The private industries in airlines, hotels, hospitals, schools, entertainment, banking, sports, information technology, and more have diversity programs that acknowledge the DBE certification.

## Be Prepared

When ready to bid, make sure that your resume and proposal documents are relevant, concise and persuasive. Prime contractors are busy. Respect this fact and keep your resume and capability sheet to one page each.

## Resume

1. If you have previously worked on government projects, list the job name, its size, and a contact for each one.
2. Include your contact information. Provide a telephone number where you can be reached at almost any time.
3. Attach a current print out of your federal and/or state business certification.

## Capability Sheet

1. Include your contact information and contractor license number.
2. List the services you offer in short descriptive phrases (for example, asphalt paving).
3. State your bonding capacity and insurance.

## Commercially Useful Function

A DBE must always perform a commercially useful function (CUF). Evaluation of whether a DBE is performing a CUF on a particular contract will occur every time the DBE is listed to work on a contract. A business performs a CUF when it is:

- Responsible for the execution of a distinct element of work in the contract.
- Carrying out its obligation by actually performing, managing and supervising the work involved.
- Performing work that is normal for its business, services and function.
- Performing or exercising responsibility for at least 30 percent of the total contract with its own work force and is not further subcontracting a portion of the work greater than that expected to be subcontracted by normal industry practice.

## Contract Award

Congratulations, your determination has paid off, but there's still a lot to do. Be able to justify payroll, fringe benefits, overhead, general and administrative costs and profit. Maintain the proper insurance. Understand and adhere to the contract terms and conditions