



Florida Department of Transportation

CHARLIE CRIST
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

STEPHANIE KOPELOUSOS
SECRETARY

June 22, 2007

Dr. Leslie McCarthy, PhD, P.E.
Program Operations Engineer
Federal Highway Administration
545 John Knox Road, Suite 200
Tallahassee, Florida 32303

Re: Office of Design, Specifications
Section 007
Proposed Specification: 0072403-Disadvantaged Business Enterprise Program-DBE
Records and Reports

Dear Dr. McCarthy:

We are submitting, for your approval, two copies of a proposed Supplemental Specification for Disadvantaged Business Enterprise Program-DBE Records and Reports.

This change was proposed by Sylvia Barge of the Equal Opportunity Office for only DBE and MBE Subcontractor payments are to be entered into EORS.

Please review and transmit your comments, if any, within two weeks. Comments should be sent via Email to SP965DB or duane.brautigam@dot.state.fl.us.

If you have any questions relating to this specification change, please call Duane F. Brautigam, State Specifications Engineer at 414-4110.

Sincerely,

Duane F. Brautigam, P.E.
State Specifications Engineer

DFB/sh

Attachment

cc: General Counsel
Florida Transportation Builders' Assoc.
State Construction Engineer

DISADVANTAGED BUSINESS ENTERPRISE PROGRAM-DBE RECORDS AND REPORTS.**(REV ~~5-1-07~~6-20-07)**

SUBARTICLE 7-24.3 (of the Special Provisions) is deleted and the following substituted:

7-24.3 DBE Records and Reports: Submit the Anticipated DBE Participation Statement at or before the Pre-Construction Conference. Report monthly, through the Equal Opportunity Reporting System on the Department's Website, actual payments, retainage, ~~minority status, and work type~~ of all *DBE and Minority Business Enterprise (MBE) subcontractors and major suppliers and DBE and MBE construction material and major suppliers*. The Equal Opportunity Office will provide instructions on accessing this system. Develop a record keeping system to monitor DBE affirmative action efforts which include the following:

- (a) the procedures adopted to comply with these Specifications;
 - (b) the number of subordinated Contracts on Department projects awarded to DBEs;
 - (c) the dollar value of the Contracts awarded to DBEs;
 - (d) the percentage of the dollar value of all subordinated Contracts awarded to DBEs as a percentage of the total Contract amount;
 - (e) a description of the general categories of Contracts awarded to DBEs;
- and
- (f) the specific efforts employed to identify and award Contracts to DBEs. Upon request, provide the records to the Department for review.

All such records are required to be maintained for a period of five years following acceptance of final payment and have them available for inspection by the Department and the Federal Highway Administration.

**DISADVANTAGED BUSINESS ENTERPRISE PROGRAM-DBE RECORDS
AND REPORTS.****(REV 6-20-07)**

SUBARTICLE 7-24.3 (of the Special Provisions) is deleted and the following substituted:

7-24.3 DBE Records and Reports: Submit the Anticipated DBE Participation Statement at or before the Pre-Construction Conference. Report monthly, through the Equal Opportunity Reporting System on the Department's Website, actual payments, retainage, of all DBE and Minority Business Enterprise (MBE) subcontractors and DBE and MBE construction material and major suppliers. The Equal Opportunity Office will provide instructions on accessing this system. Develop a record keeping system to monitor DBE affirmative action efforts which include the following:

- (a) the procedures adopted to comply with these Specifications;
- (b) the number of subordinated Contracts on Department projects awarded

to DBEs;

- (c) the dollar value of the Contracts awarded to DBEs;

(d) the percentage of the dollar value of all subordinated Contracts awarded to DBEs as a percentage of the total Contract amount;

- (e) a description of the general categories of Contracts awarded to DBEs;

and

- (f) the specific efforts employed to identify and award Contracts to DBEs.

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