



MBE/WBE Pre-Proposal Presentation

Project Number: 201839467

Date of Pre-Proposal: April 24, 2018

Project Name: 2018 Airfield Pavement Evaluation

- My name is [Ginabeth Pearson](mailto:ginabeth.pearson@flydenver.com), I am the Analyst assigned to this project and can be reached at 303-342-2141 or ginabeth.pearson@flydenver.com
- The MBE and/or WBE goal on this project is 15 %. Only firms currently MBE or WBE certified with the City and County of Denver will count towards meeting the goal. The website to find MBE and WBE certified companies is listed in the M/WBE section of the RFP.
- Good Faith Effort requirements and other information are listed in the M/WBE section of the RFP. Please read the M/WBE information carefully, because each bidder must comply with Ordinance #85 requirements and accompanying rules and regulations during the bidding process and during the performance of work on the contract.

Please be aware of the following:

- The M/WBE Prime Contractor can count the level of work that they themselves perform on the project, towards meeting the M/WBE goal.
- M/WBE participation at any tier-level should be indicated with a Letter of Intent.
- Only those M/WBE's listed on the list of proposed form will count in determining if the M/WBE goal has been met.
- M/WBE Letters of Intent must be submitted for each firm listed, including a M/WBE member of a JV.
- The M/WBE Prime Contractor needs to submit a Letter of Intent, and must list themselves and their level of participation on the designated M/WBE participation page in the proposal document.
- M/WBE members of a Joint Venture can only count the dollar value of the distinct elements of work they perform on the project. If you are considering a joint venture, please call me for information.
- When completing the LOI, do not list percent ranges or TBD in the percentage of work field.
- Make sure subconsultants are certified in the areas you intend to utilize them for.
- Failure to meet the M/WBE goal requires that the bidder submit a Good Faith Effort.
- If a good faith effort is performed, be aware that bidders must solicit all areas of work or supply that are not self-performed. The solicitation percentage for all areas of work in the performance of a Good Faith Effort is 100%.
- **Letters of Intent and/or Good Faith Effort must be submitted with the proposal.**
- Are there any questions? If you have questions, please contact me at ginabeth.pearson@flydenver.com.



Examples of Common Errors Regarding Participation (Proposers/Bidders)

The goal on this project is 15 % MWBE (M/WBE, SBE or DBE)

Do Not round up percentages to meet the assigned goal at any decimal place. (Example: 9.9% rounded up to 10%).

Do Not submit "Letters of Intent" late, or incomplete or that are not signed by both the bidder and the DSBO certified firm.

Do Not Forget to do a "Letter of Intent" for yourself, if you are a certified M/WBE, DBE or SBE Prime Contractor.

Do Not Forget that all DSBO certified Prime Contractors must list themselves on the Participation Page in the Bid documents.

Do Not submit "Letters of Intent" which do not match the dollar amount and percentage level listed in the bid document at bid time.

Do Not list a DSBO certified firm, not currently certified with DSBO or for projects with a DBE goal, currently certified under the Unified Certification Directory

Do Not list a DSBO or CDOT (for projects with a DBE goal) certified firm whose certification has expired. An On-line Directory of DSBO certified firms and firms certified under the Unified Certification Program, are available at

DSBO Directory <https://www.denvergov.org/dsbo>

Unified Certification Directory <http://apps.coloradodot.info/ucp/>

Do Not list a DSBO certified firm for a scope of work or supply that is not identified in either Directory.

Do Not list a Broker's participation at a dollar and percent level, that includes the cost of the materials or supplies, only the fees or commissions earned by the Broker can count toward meeting the goal.

Do Not Forget that DSBO certified Truckers are considered Brokers if hauling materials to the site and can only charge for delivery fees. If hauling off, they can charge 100% of trip total. If using a Trucker for hauling both ways, list them twice (for each kind of hauling) on participation page and fill out two "Letters of Intent".

Do Not list a dollar range or percentage range of participation for a DSBO certified firm on the DSBO participation page in the bid documents. **Be Specific.** (Example: \$2560.00, not "approximately \$3,000.00" **OR** 11.8% not "10 to 12%").

Do Not Forget when performing a good faith effort, the bidder must identify all areas of work they intend to self-perform and what portions of work/supply they will solicit. **For all work not self-performed, a DSBO certified firm must be solicited for participation.**



DENVER
OFFICE OF ECONOMIC
DEVELOPMENT

Office of Economic Development
Division of Small Business Opportunity
Compliance Unit
8500 Pena Blvd.
Denver, CO 80249
Phone: 303-342-2141

LETTER OF INTENT (LOI)
INSTRUCTIONS FOR COMPLETION & SUBMISSION:

- All lines must be completed or marked N/A for Not Applicable
- Certification Letter must be submitted with LOI
- Submit the attached completed checklist with this letter
- Email to dsbo@flydenver.com
- FOR RFPs and RFQs: LOIs should be included with Submittal

Contract No.: [REDACTED]	Project Name: [REDACTED]
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A. The Following Section Is To Be Completed by the Bidder/Consultant
This Letter of Intent Must be Signed by the Bidder/Consultant and M/WBE, SBE, EBE or DBE

Name of Bidder/Consultant: [REDACTED]		Self-Performing: <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone: [REDACTED]	
Contact Person: [REDACTED]		Email: [REDACTED]		Fax: [REDACTED]
Address: [REDACTED]		City: [REDACTED]		State: [REDACTED] Zip: [REDACTED]

B. The Following Section is To Be Completed by the M/WBE, SBE, EBE or DBE, at any Tier
This Letter of Intent Must be Signed by the M/WBE, SBE, EBE or DBE and Bidder/Consultant

Name of Certified Firm: [REDACTED]		Phone: [REDACTED]		
Contact Person: [REDACTED]		Email: [REDACTED]		Fax: [REDACTED]
Address: [REDACTED]		City: [REDACTED]		State: [REDACTED] Zip: [REDACTED]
Please check the designation which applies to the certified firm.	M/WBE (√)	SBE (√)	EBE (√)	DBE (√)

Indirect Utilization: If this M/WBE, SBE, EBE or DBE is not a direct first tier subcontractor/subconsultant, supplier or broker to the Bidder/ Consultant, please indicate the name of the subcontractor/subconsultant, supplier or broker which is utilizing the participation of this firm:

A Copy of the M/WBE, SBE, EBE or DBE Letter of Certification must be Attached

Identify the scope of the work to be performed or supply item that will be provided by the M/WBE/SBE/DBE. **On unit price bids only, identify which bid line items the M/WBE/SBE/EBE/DBEs scope of work or supply corresponds to.**

[REDACTED]	[REDACTED]	[REDACTED]
Subcontractor/Subconsultant (√)	Supplier (√)	Broker (√)

Bidder intends to utilize the aforementioned M/WBE, SBE, EBE or DBE for the Work/Supply described above. The cost of the work and percentage of the total subcontractor M/WBE, SBE, EBE or DBE bid amount is:

\$ [REDACTED]	[REDACTED] %
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Consultant intends to utilize the aforementioned M/WBE, SBE, EBE or DBE for the Work/Supply described above. The percentage of the work of the total sub consultant M/WBE, SBE, EBE or DBE will perform is:

[REDACTED]	[REDACTED] %
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If the fee amount of the work to be performed is requested, the fee amount, is: \$ [REDACTED]

Bidder/Consultant's Signature: [REDACTED]		Date: [REDACTED]
Title: [REDACTED]		
M/WBE, SBE, EBE or DBE or Self-Performing Firm's Signature: [REDACTED]		Date: [REDACTED]
Title: [REDACTED]		

If the above named Bidder/Consultant is not determined to be the successful Bidder/Consultant, this Letter of Intent shall be null and void.

Letter of Intent (LOI) Checklist

*All lines must be completed or marked N/A for Not Applicable
Submit the attached completed checklist with this letter.*

Completed ✓	
<input type="checkbox"/>	Project Number & Project Name
<input type="checkbox"/>	Section A: Name of Bidder/Consultant, Contact Person, Address, City, State, Zip, Phone, Email
<input type="checkbox"/>	Section B: Name of Certified Firm, Contact Person, Address, City, State, Zip, Phone, Email
<input type="checkbox"/>	Designation checked for MBE/WBE, SBE, EBE or DBE
<input type="checkbox"/>	Indirect Utilization: Name of subcontractor/subconsultant, supplier or broker is indicated if using the participation of a 2 nd tier subcontractor/subconsultant, supplier or broker.
<input type="checkbox"/>	Scope of work performed or item supplied by M/WBE, SBE, EBE or DBE
<input type="checkbox"/>	Line items performed, if line-item bid.
<input type="checkbox"/>	Copy of M/WBE, SBE, EBE or DBE Letter of Certification Attached
<input type="checkbox"/>	Designation checked for Subcontractor/Subconsultant, Supplier or Broker
	If project is a hard bid...
<input type="checkbox"/>	Bidder has indicated dollar amount for value of work going to Subcontractor/ Subconsultant, Supplier or Broker
<input type="checkbox"/>	Bidder has indicated percentage for value of work going to Subcontractor/ Subconsultant, Supplier or Broker
	If project is an RFP/RFQ...
<input type="checkbox"/>	Consultant has indicated percentage for value of work going to Subcontractor/ Subconsultant, Supplier or Broker Name & contact name for MWBE.
<input type="checkbox"/>	Fee amount if fee amount of work to be performed is requested.
<input type="checkbox"/>	Bidder/Consultant's Signature, Title & Date
<input type="checkbox"/>	M/WBE, SBE, EBE or DBE Firm's Signature, Title and Date

Select One ✓	SUBMITTED VIA... For Construction Hard Bids ONLY, Bidders are strongly urged to deliver the LOI via one of the methods below. (The preferred method is to scan/email completed forms to email address below. Delivery to any other point cannot be guaranteed timely delivery.)
<input type="checkbox"/>	Email to DSBO@flydenver.com

The complete and accurate information that is required for the Letter of Intent is based on the following sections of the Ordinance 85: Section 28-63 and Section 28-68. Failure to complete this information on the Letter of Intent (LOI) may automatically deem a bid or proposal non-responsive.