



**CITY OF SAN ANTONIO  
CAPITAL IMPROVEMENTS MANAGEMENT SERVICES DEPARTMENT  
DBE GOOD FAITH EFFORT PLAN**

**NAME OF PROJECT:** \_\_\_\_\_

**SECTION A - BIDDER INFORMATION:**

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Age of Firm (Number of Years in Business): \_\_\_\_\_ Years

Annual Gross Receipts of the Firm: \_\_\_\_\_ Less than \$500,000 \_\_\_\_\_ \$500,000 to \$1 million  
 \_\_\_\_\_ \$1 million to \$2 million \_\_\_\_\_ \$2 million to \$5 million  
 \_\_\_\_\_ Over \$5 million

Is your firm Certified: Yes \_\_\_\_\_ No: \_\_\_\_\_ If certified, Certification Number: \_\_\_\_\_

Type of Certification \_\_\_\_\_ DBE \_\_\_\_\_ MBE \_\_\_\_\_ WBE \_\_\_\_\_ AABE \_\_\_\_\_ SBE

1. List **ALL SUBCONTRACTORS/SUPPLIERS** that will be utilized on this contract. A Letter of Intent (DBE Form 2) must be submitted for all subcontractors/suppliers listed below within seven (7) business days from the bid date.

Name & Address of Company	Scope of Work/Supplies to be Performed/Provided by Firm	Estimated Contract Amount	If Firm is DBE Certified, Provide Certification Number
1.			
2.			
3.			
4.			
5.			
6.			
7.			

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(Use Additional Sheets if Necessary)

**SECTION B – DBE COMMITMENTS**

The DBE goal on this project is: \_\_\_\_\_%

1. The undersigned bidder has satisfied the requirements of the bid specification in the following manner (please check the appropriate space:

\_\_\_\_\_ The bidder/offeror is committed to a minimum of \_\_\_\_\_ % DBE utilization on this contract.

\_\_\_\_\_ The bidder/offeror (if unable to meet the DBE goal of \_\_\_\_\_%) is committed to a minimum of \_\_\_\_\_% DBE utilization on this contract. *(If contractor is unable to meet the goal, please fill out Section C and submit documentation demonstrating good faith efforts).*

2. Name and phone number of person appointed to coordinate and administer the Federal DBE requirements on this project.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**IF DBE GOAL WAS MET, PROCEED TO PAGE 4 AND SIGN THE GFEP. IF GOAL WAS NOT MET, PROCEED TO SECTION C.**

**SECTION C – GOOD FAITH EFFORTS (Fill out only, if the DBE goal was not achieved).**

1. List all firms you contacted with subcontracting/supply opportunities for this project that will not be utilized for this contact by choice of the bidder, subcontractor, or supplier. *Written notices to firms contacted by the bidder for specific scopes of work identified for subcontracting/supply opportunities must be provided to subcontractor/supplier not less than five (5) business days prior to bid/proposal due date.* The following information is required for all firms that were contacted of subcontracting/supply opportunities:

Name & Address of Company	Scope of Work/Supplies to be Performed/ Provided by Firm	If Firm is DBE Certified, Provide Certification Number	Date Written Notice Was Sent and Method (Letter, Fax, E-mail)	Reason Agreement Was Not Reached
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

(Use additional sheets as needed)

In order to verify a bidder’s good faith efforts, please provide to the City with copies of the written notices to all firms contacted by the bidder for specific scopes of work identified in relation to the subcontracting/supply opportunities in the above named project. Copies of said notices must be provided to the DBE Liaison within five (5) business days after the bid is due. Such notices shall include information on the plans, specifications and scope of work.

2. Did you attend the pre-bid conference scheduled by the City for this project? \_\_\_\_\_ Yes \_\_\_\_\_ No

3. List all DBE listings or directories, contractor associations, and/or any other associations utilized to solicit DBE subcontractors/suppliers:

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4. Discuss efforts made to define additional elements of the work proposed to be performed by DBEs in order to increase the likelihood of achieving the goal: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Indicate advertisement mediums used for soliciting bids from DBEs. (Please attach a copy of the advertisement(s):  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Discuss efforts made to assist interested DBEs in obtaining bonding, lines of credit, or insurance: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Discuss efforts made to assist interested DBEs in obtaining necessary equipment, supplies, materials, or related assistance or services: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**AFFIRMATION**

*I HEREBY AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I FURTHER UNDERSTAND AND AGREE THAT, THIS DOCUMENT SHALL BE ATTACHED THERETO AND BECOME A BINDING PART OF THE CONTRACT.*

NAME AND TITLE OF AUTHORIZED OFFICIAL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTE:**

1. If the DBE goal was not met, the CIMS DBE Liaison Officer will evaluate the “good faith efforts” of a firm. The Good Faith Effort Plan for Federally Funded Contracts must be approved by the Capital Improvements Management Services Department DBE Liaison Officer prior to award of contract.
2. If the DBE Liaison determines that the bidder has not made good faith efforts, then the bidder shall have the opportunity to appeal this decision to the Capital Improvements Management Services Director. The Director shall review the written documentation presented by bidder and determine whether bidder has adequately documented good faith efforts. If the Director determines that the bidder did not make good faith efforts to meet the goal, this final decision is not administratively appealable to the Department of Transportation.

**FOR City of San Antonio CIMS DEPT USE ONLY:**

Plan Reviewed by \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of DBE Liaison

Recommendation: Approval: \_\_\_\_\_ Denial: \_\_\_\_\_