



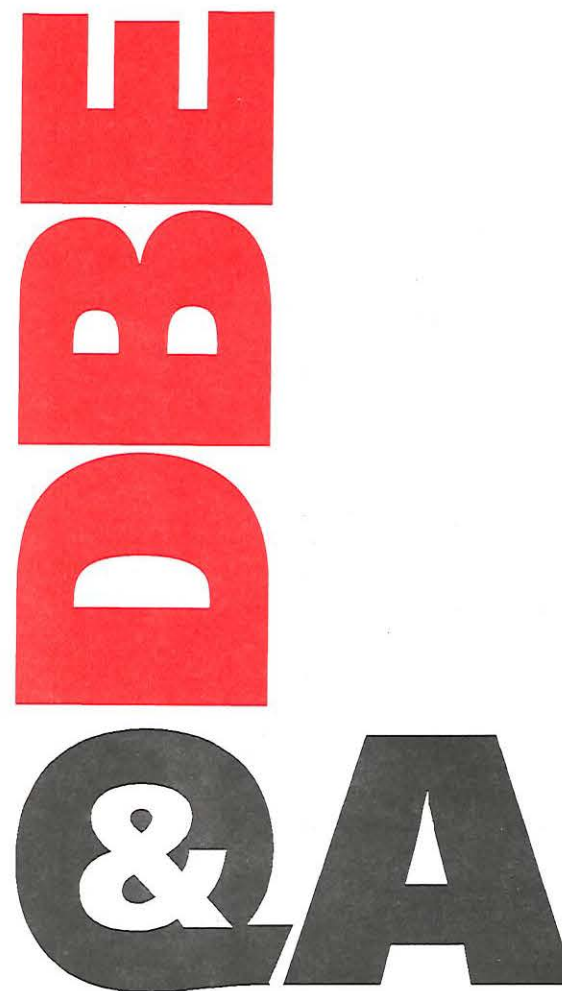
DIRECTORY

A directory of certified DBE firms is published by Iowa DOT for each letting. Only DBE firms listed in the directory are eligible for that letting. The directory lists company names, addresses, phone numbers, fax numbers, contact persons, and work type classification(s) of certified DBEs. The work types listed are not intended to limit your firm to only the work listed.

IOWA DEPARTMENT OF TRANSPORTATION EXTERNAL AFFIRMATIVE ACTION

The Iowa DOT takes affirmative action to ensure that DBEs have the maximum practical opportunity to get Iowa DOT contracts construction, professional and technical service. The Iowa DOT also has taken specific steps to ensure there is no discrimination in the awarding and administering of contracts. The Department's DBE Program, which has been developed under this policy, is administered by the Office of Contracts. Authority for the Department's DBE Program is derived from, but is not limited to the following:

- Title VI of the federal Civil Rights Act of 1964 and any amendments;
- Executive Order 11625 and any amendments;
- Federal Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991, and
- 49 CFR Part 23 of the Federal Register and any amendments.



**Iowa Department
of Transportation**

Project Development Division
Office of Contracts
800 Lincoln Way
Ames, IA 50010
515-239-1414

**Answers to your
questions about the
Iowa Department
of Transportation's
Disadvantaged Business
Enterprise Program**

STATE LIBRARY OF IOWA

DES MOINES, IOWA 50319

WHAT IS THE DISADVANTAGED BUSINESS ENTERPRISE PROGRAM? (DBE)

You must meet the following criteria to be certified as a DBE for all Iowa federally funded contracts:

- at least 51 percent ownership of your business must be a socially and economically disadvantaged individual(s)*;
- you, as a disadvantaged owner, must control and manage the firm's daily business operations and make the daily decisions; and
- your firm's annual gross receipts must not exceed the Small Business Administration's size standards in the firm's service area.

* Those individual(s) presumed to be socially and economically disadvantaged by the federal government include: Black Americans, Hispanic Americans, Asian-Indian Americans, Asian-Pacific Americans, Native Americans and Women.

WHY WOULD I WANT TO BE CERTIFIED?

Certification is a way for your business to participate in the Iowa Department of Transportation's DBE Program. Certification gives groups that have historically been under-represented in the construction contracting industry a chance to work on Iowa DOT federally funded highway projects that have goals for minority or women participation.



HOW DO I BECOME CERTIFIED?

To become certified, you must file an application with the Iowa DOT and go through a review process. The Iowa DOT decides whether you are eligible after a thorough review of your firm's ownership, control, financial and managerial documents, and whether you have the equipment needed to do the work of a given contract. As part of the review, Iowa DOT staff may visit your firm's office. Certification is reviewed annually.

DOES A FIRM'S DBE CERTIFICATION GUARANTEE THAT IT WILL BE AWARDED CONTRACTS?

No, it does not guarantee work to a firm. The DBE program is designed to assist the development of disadvantaged small businesses, and to guarantee them fair opportunities to compete for Iowa DOT's business. To be successful as a DBE, you must sell yourself, your personnel, and your services.

WHERE CAN I OBTAIN AN APPLICATION?

For certification applications or additional information about the certification process, please contact the Iowa DOT Office of Contracts, EEO Section, at 515-239-1422.

HOW DO I DO BUSINESS WITH THE IOWA DOT?

The Iowa DOT has a letting about every five weeks. Bids are normally due by 9:00 a.m. on the day of the letting. Contractors, subcontractors, and suppliers usually meet at the Marriott Hotel in Des Moines, Iowa, the night before the letting. Room numbers of contractors holding bidding proposals are posted on a bulletin board at a central location in the hotel. Suppliers and subcontractors are encouraged to deliver their quotes to bidders.

WHERE CAN I RECEIVE DBE TECHNICAL ASSISTANCE?

The Iowa DOT retains a consultant to aid DBE firms. This aid you can receive includes:

- assistance in the preparation of the certification application;
- information about how to obtain bidding documents and plans;
- assistance in reading plans;
- help in preparing a quote;
- assistance in dealing with contractors;
- information about dealing with the Iowa DOT; and
- assistance in developing loan packages and financial statements.

The Iowa DOT consultant acts as liaison between the project engineers and DBEs when requested by the DBE. The DBE consultant is Hart/Meyer, Inc., 515-277-5801 or 800-800-5801.

