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March 11, 2003

Construction Information Memorandum No. 1-2003

TO: All Division Engineers

FROM: Terry McDuffie *Terry McDuffie RAJ*
Construction Engineer

RE: ALDOT Form DBE-10

The purpose of this C.I.M. is to give additional guidance on the submission of the referenced form. Upon commencement of construction activities on **all** federal aid projects, a Form DBE-10 is required for each estimate period until all field construction activities are completed.

A Form DBE-10 is required for all DBEs working on a project regardless of whether there is a specified contract DBE goal or whether he/she is shown on the project DBE utilization plan. This allows us to document race neutral DBE activity on the projects.

The following are different scenarios depicting the submission process which could occur on a project:

Estimate No. 1 - no DBEs active - The Form DBE-10 for this estimate period would be submitted by the prime contractor who would indicate on the form that no DBEs were active on the project for that estimate period.

Estimate No. 2 - 3 DBEs active - The prime would submit a separate form for each DBE. Once a DBE is shown to be active on a project, a Form DBE-10 must be furnished each month for that particular DBE until he/she has completed their work. The DBE must sign the form each month that he/she is active on the project. If the DBE is inactive on the project for an estimate period after commencing work and before completion of his/her work, the DBE does not sign the form for that particular estimate period. The Prime signs the form and indicates that the DBE was inactive for that estimate period. The last form turned in on each DBE should state that the DBE has completed his/her work.

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Estimate No. 3 – 5 DBEs are active - The prime must submit 5 forms, one for each of the DBEs. Each DBE would sign their particular form.

Estimate No. 4 – 2 DBEs are active - The prime must submit 5 forms, one for each of the DBEs. The two active DBEs would sign their particular form and only the Prime would sign the forms for the 3 inactive DBEs and state on the forms that the DBEs were inactive for that estimate period.

Estimate No. 5 – 6 DBEs active on the project (5 listed on the U-plan and 1 working in a race neutral DBE role) - The prime submits 6 forms. Each DBE, including the race neutral DBE, signs his/her form. Indicate on the form for the race neutral DBE, that the work was performed on a race neutral basis.

Estimate No. 20 - (DBE –10s for Estimate No. 19 indicated that all DBEs had completed their work) - The Prime submits a DBE-10 indicating that no DBEs were active on the project. This practice continues until the project is complete.

TM/RAJ

pc: Mr. Mike Harper
Mr. Frank Topping
Mr. Chester Thomas
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Mr. Frank Courson
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File