



BOB RILEY
GOVERNOR

ALABAMA
DEPARTMENT OF TRANSPORTATION
CONSTRUCTION BUREAU
1409 COLISEUM BOULEVARD
MONTGOMERY, ALABAMA 36110
PHONE (334) 242-6208
FAX (334) 264-3727

JOE MCINNES
TRANSPORTATION DIRECTOR

October 10, 2003

Construction Information Memorandum No. 4-2003

TO: All Division Engineers

ATTN: Division Construction Engineers, Division County Transportation Engineers and
Division DBE Coordinators

FROM: Terry McDuffie
Construction Engineer

RE: DBE Trucking Documentation

In order to better document DBE truckers' activities on our projects, the following documentation is to be obtained on all future projects (and ongoing projects where practical):

- 1) The prime contractor shall provide a listing of trucks that will be used on the project that are owned by DBE subcontractors. The project engineer shall be provided with a copy of the truck titles as proof of ownership.
- 2) The prime contractor shall provide a listing of trucks that will be used on the project which are owned by other DBEs to whom their DBE subcontractor is subcontracting hauling. The project engineer shall be provided with a copy of the truck titles as proof of ownership.
- 3) The prime contractor shall provide a listing of owners and their trucks that will be used on the project which are not DBEs to whom their DBE subcontractor is subcontracting hauling.
- 4) The prime contractor shall provide documentation as to the fee received by their DBE subcontractors from the non-DBE truckers.
- 5) An attachment shall be provided with the DBE-10 Form (covering DBE Truckers) which provides a breakdown of the monthly DBE participation earned so as to indicate the individual dollar amounts earned by the DBE subcontractor, lower tier DBE subs and any non-DBE truckers.

October 10, 2003

6) The tickets furnished to document the hauling of material from a quarry to a plant, liquid asphalt from the terminal to the plant, etc. shall be divided into separate stacks per the DBE subcontractor, lower tier DBE and/or non-DBE truckers. A total shall be provided for each trucker type.

Please advise should you have any questions.

TM/RAJ

pc Mr. G. M. Harper
Mr. Alton Treadway
Mr. Chester Thomas
Mr. Frank Courson
Ms. Alvena Williams
Mr. Joe Wilkerson, FHWA
File