



# Cooperative Inclusion Plan (CIP)

2020 Resource Guide

Connecting Regional Highway Transportation Providers and Contractor Associations  
[www.keepitmovingdallas.com/bus-div/cooperative-inclusion-plan-cip](http://www.keepitmovingdallas.com/bus-div/cooperative-inclusion-plan-cip)



# Cooperative Inclusion Plan (CIP)

## RESOURCE GUIDE

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## RESOURCE GUIDE

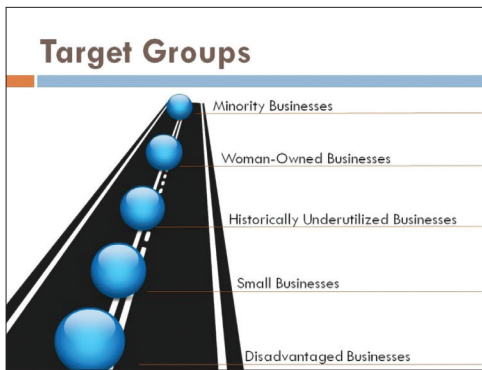
Currently, with the ongoing highway projects under construction or in development in the Dallas-Fort Worth area, the ability to align contractors with regional highway transportation providers is critical. The Cooperative Inclusion Plan (CIP) was developed to provide a consolidated structure for area disadvantaged, minority, women and small businesses and historically underutilized businesses (D/M/W/SBEs and HUBs) to take full advantage of the contracting opportunities in the highly competitive highway construction industry.

The Cooperative Inclusion Plan Resource Guide features information vital to helping D/M/W/SBEs and HUBs successfully navigate through this complex business environment and take part in potential contracting opportunities that lead to greater diversification of highway construction. This Resource Guide highlights partnering organizations, diversity initiatives, requirements, key contact information and a glossary of common highway industry terms.

# CIP OVERVIEW

## What is the CIP?

The CIP is a comprehensive approach to addressing the lack of D/M/W/SBEs and HUBs in highway contracting. The CIP provides a road map for addressing this challenge and aims to bring together the key highway players and contractor associations to close this gap. The North Texas region is a dynamic and diverse community. The CIP paves the way to build on the foundation of inclusion by unifying the key professional organizations, highway organizations and community leaders to collaborate toward feasible strategies.



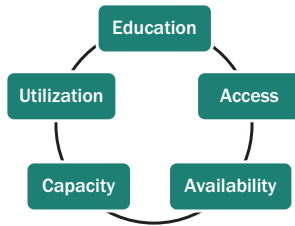
## What are the goals of the CIP?

The CIP focuses on the following four goals, which are monitored to assess performance:

- Expand pool of qualified D/M/W/SBEs and HUBs certified to perform highway construction
- Increase dollars spent with local D/M/W/SBEs and HUBs in highway construction
- Grow bonding capacity of D/M/W/SBEs and HUBS
- Increase number of D/M/W/SBEs and HUBs capable of serving in prime roles

## Five Key Focus Areas

The founding CIP partnering organizations identified five key areas to provide the framework for the plan. Centralizing efforts around the five key areas should result in a robust approach that leads to enhanced and new initiatives that drive diversity in highway construction.



### One: Education

Develop greater understanding of key processes and requirements for the highway industry.

### Two: Access

Provide D/M/W/SBE and HUB firms with greater access to key industry decision makers. Connect current and potential highway contractors to qualified subcontractors.

### Three: Availability

Expand pool of firms ready, willing and able to perform highway construction work.

### Four: Capacity

Help strengthen the skill set and business acumen of interested firms.

### Five: Utilization

Expand the participation of firms in the Texas Department of Transportation and North Texas Tollway Authority procurements to increase potential use of these firms to perform highway work.

# CIP PARTNERS

The CIP partnering organizations represent a network of entities that are committed to facilitating increased diversity participation in highway procurements and providing opportunities for training, mentoring, networking and business development for D/M/W/SBE and HUB firms.

The CIP combines the expertise of the region's professional contracting organizations — Asian American Contractors Association of Texas (AACATX), Associated General Contractors of Texas (AGC), and the Regional Hispanic Contractors Association (RHCA) — to provide the guiding posts for short- and long-term strategies. As the major highway providers in the region, the Texas Department of Transportation (TxDOT) and the North Texas Tollway Authority (NTTA) have joined with the professional contracting organizations to advance current initiatives aimed at ensuring that the region's diverse makeup is carried throughout its procurement processes. Brief overviews of the partnering organizations provide further information on their missions, goals, values and diversity efforts.





## **Asian American Contractors Association of Texas (AACATX)**



Formed in 2010 with a small group of business leaders, AACATX has grown significantly to be an important advocacy partner within our communities. Our organization's members have diverse backgrounds in construction-related industries, including contractors, service professionals, architects, engineers, suppliers, manufacturers, finance, insurance, real estate, and more.

AACATX promotes business opportunities and capacity building for our members and partners with networking events, training, education, business development, and community programs. By working closely with our community's advocacy groups and partners, together we are making a difference.

AACATX champions diversity, minority inclusiveness, and solution excellence through active participation in community projects.

### **Mission**

To promote and create partnership to expand business opportunities, and capacity building among the communities.

### **Contact**

Ken Tse, AIA

President

972-372-4750

[kmt@kmtarchitects.com](mailto:kmt@kmtarchitects.com)

[www.aacatx.com](http://www.aacatx.com)

## Associated General Contractors of Texas (AGC)



The Associated General Contractors of Texas (AGC of Texas) is comprised of nearly 900 member firms across the state of Texas. Its members are also part of the more than 32,000 networking firms comprising the Associated General Contractors of America. The Texas Highway and Heavy Branch was originally founded in 1924, making it one of the oldest trade associations in the nation. AGC of Texas concentrates member interests to promote growth markets statewide. The chapter advocates professional, ethical standards that support cost-effective, quality construction to stand for all AGC contractor and associate members.

### Mission

- To promote better relations between private owners and public bodies, their engineers or architects on the one hand, and contractors on the other;
- To maintain high professional standards in the conduct of work; and
- To promote safe work practices for the benefit of the public and employees of members and to maintain an affiliation with the AGC of America Inc.

### Contact

Connor VanSteenberg  
North Texas Area Manager  
972-580-8685  
[cvansteenber@agctx.org](mailto:cvansteenber@agctx.org)  
[www.agctx.org](http://www.agctx.org)

Our mission is to provide a safe and reliable toll road system, increase value and mobility options for our customers, operate the Authority in a business-like manner, protect our bondholders and partner to meet our region's growing need for transportation infrastructure.

### **Our Goals**

- Customer-driven organization
- Financially sound and vibrant organization
- Innovative transportation solutions
- Respected leader and partner in the region's transportation network
- Highly qualified, energized and engaged team
- Open and honest communication

### **Our Values**

- Integrity
- Leadership
- Excellence
- Teamwork
- Accountability

The NTTA has a dedicated business diversity staff focused on maximizing the participation of D/M/WBEs in all phases of the Authority's purchasing and contracting processes. Through its Business Diversity Department, the Authority carries out its diversity programs and initiatives.

### **Contact**

Moses Aito  
Director of Business Diversity  
214-224-2288  
[MAito@ntta.org](mailto:MAito@ntta.org)  
[www.ntta.org](http://www.ntta.org)

Priya Chandran  
Business Diversity Outreach Specialist  
214-224-2425  
*PChandran@ntta.org*  
*www.ntta.org*

## **Regional Hispanic Contractors Association (RHCA)**



The RHCA was formed in 1995 to address the needs of one of the fastest-growing sectors of the construction industry. 2020 marks 25 years of service to the construction profession.

The RHCA works on behalf of the ever-growing numbers of minority and women business owners in architecture, engineering, and construction.

### **Mission**

The mission of the Regional Hispanic Contractors Association is to promote and support the advancement and economic growth of Hispanic contractors in Texas. We are committed to developing programs and facilitating the resources needed to help Hispanic contractors reach their potential.

### **Reference**

- Nationally, Hispanics and African Americans starting new construction firms increased by 20% for each group.
- Nationally, Hispanic construction firms account for 39% of all Hispanic businesses with revenues of over a million dollars.
- Nationally, Hispanics account for 27% of the national construction labor force.
- Nationally, firms that are highly networked with formal organizations (e.g. chambers of commerce, trade association, etc.) are also more likely to obtain all of the funding they requested.

## Contact

John H. Martinez-D.  
President & CEO  
972-786-0909 (all contacts)  
[john@regionalhca.org](mailto:john@regionalhca.org)  
[www.regionalhca.org](http://www.regionalhca.org)

Yolanda Tafoya  
Vice President & COO  
[yolanda@regionalhca.org](mailto:yolanda@regionalhca.org)  
[www.regionalhca.org](http://www.regionalhca.org)

Julio Florez  
Vice President of Programs  
[julio@regionalhca.org](mailto:julio@regionalhca.org)  
[www.regionalhca.org](http://www.regionalhca.org)

## Offices

Dallas Office - RHCA Contractors Business Center  
2210 W. Illinois Avenue  
Dallas, Texas 75224  
972-786-0909 (all offices)  
[www.regionalhca.org](http://www.regionalhca.org)

Fort Worth Office - Business Assistance Center  
1150 S. Freeway, Suite 114  
Fort Worth, Texas 76104  
[www.regionalhca.org](http://www.regionalhca.org)

West Dallas Office - Women's Contractors Business Center Office  
3918 N. Hampton Road  
Dallas, Texas 75212  
[www.regionalhca.org](http://www.regionalhca.org)

RHCA Office Hours are Monday through Friday from 8 a.m. to 5 p.m. Dallas Office Hours are Monday through Saturday from 8 a.m. to 5 p.m. Please visit our website at [www.regionalhca.org](http://www.regionalhca.org) for more information.

# Texas Department of Transportation (TxDOT)



## Mission

Through collaboration and leadership, we deliver a safe, reliable, and integrated transportation system that enables the movement of people and goods.

## Our Goals

- Deliver the Right Projects
- Focus on the Customer
- Foster Stewardship
- Optimize System Performance
- Preserve our Assets
- Promote Safety
- Value our Employees

## Our Values

- People
- Accountability
- Trust
- Honesty

The TxDOT-Dallas District has a Special Project Coordinator committed to assist with the following: maneuvering through TxDOT website, networking, providing one-on-one training to all firms to assist them with understanding the TxDOT policies and procedures, obtaining and understanding the requirements on contracts (whether it be in the form of a sub or a prime), and providing training at the CIP events that are hosted quarterly.

Each district has its own DBE Coordinator and usually an employee dedicated to educate and advise about our construction contracting, outreach, supportive services and training programs.

## Contact

Debra Wells  
CIP Resource Specialist  
Dallas District Construction Office  
4777 E. Hwy 80  
Mesquite, Texas 75150  
214-319-3553  
*[Debra.Wells@txdot.gov](mailto:Debra.Wells@txdot.gov)*

Nora Perez  
Dallas-DBE Coordinator  
Dallas District Construction Office  
4777 E. Hwy 80  
Mesquite, Texas 75150  
214-319-6456  
*[Noraima.perez@txdot.gov](mailto:Noraima.perez@txdot.gov)*



# CIP OUTREACH AND DIVERSITY INITIATIVES

## **TxDOT Partnerships, Certification, Outreach, Supportive Services and Training Programs**

Dallas District with assistance from the Civil Rights Division (CIV)

### **Partnerships**

#### **Small, Disadvantaged and Historically Underutilized Businesses**

It is a priority of the state of Texas and the Texas Department of Transportation to promote full and equal procurement opportunities for all types of businesses.

- Historically Underutilized Business (HUB) Program  
<http://www.txdot.gov/business/partnerships/hub.html>
- Disadvantaged Business Enterprise (DBE) Program  
<http://www.txdot.gov/business/partnerships/dbe.html>
- Small Business Enterprise (SBE) Program  
<http://www.txdot.gov/business/partnerships/sbe.html>

The HUB Program was created to promote full and equal procurement opportunities for small, minority- and women-owned businesses. Companies interested in doing business with the state are encouraged to become HUB certified.

The DBE Program was created to provide a level playing field for small, minority- and women-owned companies wanting to do business with TxDOT and other agencies receiving federal funds from the U.S. Department of Transportation.

The SBE Program offers small businesses another way to maximize their opportunities of doing business with TxDOT. The program applies only to highway construction and maintenance projects that are funded entirely by state and/or local funds.

### **Certification**

Businesses interested in pursuing an SBE certification must meet the U.S. Small Business Administration (SBA) size standards and submit a completed application by applying online at: <http://www.txdot.gov/business/partnerships/sbe.html>

Businesses interested in becoming certified as a DBE must complete and submit an application through the Texas Unified Certification Program (TUCP). Upon approval, these companies can be used to meet the DBE goals established for federally funded contracts. DBE is a federal program required by law.

Find more information: <http://www.txdot.gov/business/partnerships/tucp.html>

Small businesses desiring DBE certification must submit an application to one of six certifying agencies within the state. The business' location determines which agency to contact. See map and agencies contact information:

Map: <http://ftp.dot.state.tx.us/pub/txdot-info/ocr/tucp/tucp-region-map.pdf>

Agencies: <http://www.txdot.gov/business/partnerships/tucp.html>

Certification is valid for three years from the date of initial certification. However, you must update your certification annually. TxDOT will notify you of upcoming annual updates, but it is the firm's responsibility to ensure that the information in the TUCP Directory is correct.

Companies interested in becoming HUB certified should complete and submit an application to the Texas Comptroller of Public Accounts (CPA) at <https://www.comptroller.texas.gov/>. Once approved, the company is considered "certified," and agencies using them on contracts receive credit toward meeting established HUB goals. The HUB Program is a state level program required by law and managed by the CPA. See the following link for additional information:<https://www.comptroller.texas.gov/purchasing/>

## Supportive Services

TxDOT is committed to assisting Disadvantaged Business Enterprises and Small Business Enterprises in their efforts to work with us and other state agencies. We provide the following training and additional outreach to serve Texas communities.

### Alliance Program

The Alliance Program works to increase the participation of disadvantaged business owners in the highway construction industry. It provides Disadvantaged Business Enterprises (DBEs) with firm-specific training and guidance to help

them become competitive within the heavy highway or construction industry. The program prepares DBEs to move into nontraditional areas of work and to compete in the marketplace outside the DBE program.

The Alliance Program provides networking opportunities, project-matching assistance between subcontractors and primes, and access to training in the areas of business development, business management and construction management. Services include:

- Classroom and workshop components
- Technical assistance
- Vendor events
- Industry partnering at the local, state and federal levels

Current Providers:

A.O. Phillips & Associates

Contact: Joseph W. Smith

Email: [jwsmith@aophillips.com](mailto:jwsmith@aophillips.com)

### **National Summer Transportation (NSTI) Program**

The primary objective of the National Summer Transportation Institute (NSTI) program is to provide awareness to middle and high school students about transportation careers and encourage them to consider transportation-related courses of study in their higher education pursuits. Performance agencies consist of accredited colleges, community colleges and universities.

Contact: (800) 558-9368 for local TxDOT District office

Texas Department of Transportation

125 East 11th St.

Austin, TX 78701

## **The Texas Construction Career Academy (TCCA): On-the-Job Training**

JJG Development LLC in partnership with TXDOT's Texas Construction Career Academy is a recruitment and pre-employment training program. The program offers heavy highway construction training sessions throughout the state designed to offer participants courses related to highway construction trades. This includes heavy equipment training, preventative maintenance training, blueprint reading, trench and excavation training, OSHA safety certification, flagging certification and job resume preparation.

Website: [www.jjgdev.com](http://www.jjgdev.com)

Email: [jobtrainingtx@gmail.com](mailto:jobtrainingtx@gmail.com)

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[jahan@jjgdev.com](mailto:jahan@jjgdev.com)

## **Events and Workshops**

More information: <http://www.keepitmovingdallas.com/bus-div/dallas-district-business-diversity>

## **One-on-One Business Appointment Program**

TXDOT coordinates and arranges appointments between businesses interested in working with us and the appropriate agency purchasers and/or contact management employees.

## Small Business Briefings

TxDOT conducts small business briefings around the state for small and minority-owned businesses, providing contract opportunities and information on how to do business with us and the state in construction, goods and services, information technology and professional engineering.

- Bonding
- Construction management
- Developing a website and/or business plan
- Construction safety training and certification
- Business financial management

## Other Resources

- USDOT Short Term Lending Program
- TxDOT Alliance Program
- Website: [www.keepitmovingdallas.com](http://www.keepitmovingdallas.com)

For additional information on Business with TxDOT/Small Minority Business Opportunities/Supportive Services, visit: [www.txdot.gov/business.html](http://www.txdot.gov/business.html)

## NTTA Outreach and Diversity Programs and Initiatives

### Vendor Outreach Symposiums (VOS)

The Vendor Outreach Symposiums are traveling road shows that offer one-stop outreach for prospective vendors. Events are held quarterly in one of the NTTA's four member counties (Dallas, Tarrant, Denton and Collin counties).

### Monthly Business Chats

Learn how to do business with NTTA and participate in networking opportunities. Meetings are held 10 - 11 a.m. on the second Wednesday of each month in the NTTA Board Room located at 5900 W. Plano Parkway in Plano.

## Upcoming Procurement Opportunities

Visit [www.ntta.org](http://www.ntta.org) to find information on upcoming opportunities as well as the construction letting schedule. For questions regarding all procurement activities, email [bidpurchasing@ntta.org](mailto:bidpurchasing@ntta.org).

## Vendor Database / Vendor Registration

Vendors wishing to stay apprised on NTTA opportunities should register online at [www.ntta.org](http://www.ntta.org). Registering online allows you to automatically receive email from NTTA bid opportunities that match your business' services.

## Vendor E-newsletter

The Business Diversity Department produces *Diversity Connection*, a quarterly e-newsletter that highlights the successes of local D/M/W/SBEs and provides information about future procurement opportunities. Vendors registered with NTTA automatically receive the e-newsletter.

## Procurement Debriefings

Upon request, procurement staff facilitates post-award debriefings to discuss successful vendors' submission and the applicable evaluation process and procedure.

## Monthly Project Delivery Report (MPDR)

Monthly updates on existing construction projects are available at [www.ntta.org](http://www.ntta.org)

## Business Diversity Department Website

Visit the Business Diversity Department at [www.ntta.org](http://www.ntta.org). Vendors have direct access to NTTA's Diversity Policy, Contractors Compliance Handbook, compliance reporting forms and other helpful links.

## Relationship and Opportunity Advancing Diversity Program (ROAD Program)

NTTA's ROAD Program is a two-year mentor-protégé program that seeks to promote and facilitate relationships between prime and sub-contractors, foster

opportunities for D/M/WBEs to participate in contracts with NTTA, and build capacity of smaller firms. The ROAD Program provides opportunities for new and emerging D/M/WBE firms to have expanded access to resources, a broader scope of services, deeper technical knowledge and improved business management.

### **Business Diversity Advisory Council (BDAC)**

NTTA's Board of Directors recommended a group of nine business and community leaders to guide NTTA's Business Diversity Advisory Council (BDAC). Members represent NTTA's four member counties (Dallas, Tarrant, Denton and Collin). The group advises NTTA in its efforts to encourage the participation of D/M/WBEs in contract and procurement opportunities with NTTA.

Please contact Moses Aito, Director of Business Diversity, for all outreach and diversity-related questions at 214-224-2288 or [MAito@ntta.org](mailto:MAito@ntta.org). Procurement related questions can be directed to David Evans, Senior Director of Procurement Services, at 214-461-2076 or [DEvans@ntta.org](mailto:DEvans@ntta.org).

# DOING BUSINESS IN THE HIGHWAY INDUSTRY

## Getting Started

Obtain a copy of the Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges (aka The Spec Book). Also, it can be viewed online: <http://onlinemanuals.txdot.gov/manuals/>

To purchase a copy of this book, go to the department's web page, <http://www.txdot.gov>, Support Services Division, or call the department's Support Services Division.

For additional information on specifications or information on Departmental Materials Specifications (DMS), Material Inspection Guide, and other material information, go to: <http://www.txdot.gov>

## The Spec Book

Contains rules for TxDOT and NTTA (and other public entities) highway construction work:

- Describes work items.
- Provides material and installation requirements.
- Outlines measurement and payment requirements.

## Construction Detail

- Know what you are building.
- Know the standard or construction details used by that entity.
- For NTTA construction details, contact Moses Aito, Director of Business Diversity, at 214-224-2288 or [MAito@ntta.org](mailto:MAito@ntta.org).
- For TxDOT construction details, contact Debra Wells, CIP Resource Specialist, Dallas District Construction, at 214-319-3553 or [Debra.Wells@txdot.gov](mailto:Debra.Wells@txdot.gov).



## **Bonding**

- Projects less than \$25,000 – No bond required
- Projects between \$25,000 and \$100,000 – Payment bond required
- Greater than \$100,000 – Performance and payment bonds required
- Payment bond guarantees that labor gets paid
- Performance bond is the surety bond that guarantees that the project gets built

## **Prequalification**

Some form of prequalification is required for all contracts executed for TxDOT.

General rules are as follows:

- Contracts less than \$300,000 require the contractor to complete a bidder's questionnaire in order to be placed on the qualified bidders list.
- Contracts greater than \$300,000, in addition, require a financial statement for prequalification.
- There can be exceptions to both of these rules. A district engineer can request financial prequalification for contracts less than \$300,000. The district engineer can also waive the financial prequalification for projects greater than \$300,000 for maintenance-type projects.
- Bidding capacity is based on financial prequalification and is equal to 20 times the bidder's net working capital as a general rule.
- A bidder generally can't exceed his bidding capacity.
- Even if a contractor is not required to financially qualify and bids on work less than \$300,000, he will be capped at that amount unless he is financially prequalified for more. For example: Say a contractor is prequalified for the \$300,000 (just filled out the questionnaire only). He wants to bid on two projects the same day for \$250,000. This is allowed. However, if he wins these bids, he has a bidding capacity of MINUS \$200,000 and can't take on any additional work until he either lowers his current capacity (by building the projects) or he gets financially prequalified.

For more information:

<http://www.txdot.gov/business/contractors/contractor-prequalification.html>

## Certifications

Diversity certifications vary by highway transportation providers and contract funding sources. A quick summary of the certifications used on transportation contracts follows.

### **TxDOT/NTTA Disadvantaged Business Enterprise (DBE) Program (federally assisted projects)**

Firms applying for Disadvantaged Business Enterprise Certification must meet the following qualifying requirements:

- 51 percent owned, managed and controlled by one or more socially and economically disadvantaged individual(s)
- Must be a small business as defined by the Small Business Administration (SBA)
- Personal net worth limit: \$1.32 million
- Gross receipts must not exceed \$23.98 million averaged out over three years
- Firm must be organized as a for-profit business

Note: Members of these groups are presumed disadvantaged:

- African-American
- Asian-American
- Hispanic
- Native American
- Women

DBE certified firms are automatically eligible for Small Business Enterprises (SBE) certification.

DBE certified firms are automatically eligible for Small Business Enterprises (SBE) certification.

The Texas Unified Certification Program (TUCP) is a certification process for the Federal Disadvantaged Business Enterprise (DBE) Programs in Texas. A business' DBE certification is valid at any Texas entity that receives U.S. Department of Transportation funds and has a DBE program.

Certification is valid for three years from the date of initial certification. However, you must update your certification annually. TxDOT will notify you of upcoming annual updates, but it is the firm's responsibility to ensure that the information in the TUCP Directory is correct.

Small businesses desiring DBE certification must submit an application to one of six certifying agencies within the state. The business' location determines which agency to contact.

### **Certifying Agencies**

- City of Houston
- City of Austin
- Corpus Christi Regional Transportation Authority
- North Central Texas Regional Certification Agency
- South Central Texas Regional Certification Agency
- Texas Department of Transportation

Firms certified by each of the six agencies listed are included in one consolidated and centralized DBE Directory. The TUCP Directory is required by the U.S. Department of Transportation. Access the Texas Unified Certification Program (TUCP) DBE Information Directory at: <http://www.txdot.gov/business/partnerships/dbe.html>

### **NTTA Minority and Woman-Owned (M/WBE) Program (locally funded projects)**

Firms applying for Minority Business Enterprise or Woman-Owned Business Enterprise Certification must meet the following qualifying requirements:

- Firm must be at least 51 percent owned and controlled by a minority or women individual(s).
- The minority or women owner(s) must be a United States citizen or lawfully admitted permanent resident of the United States.
- Firm must be organized as a for-profit business.
- The NTTA recognizes the following groups for certification purposes:
  - Women
  - Black Americans – persons with origins from any Black racial group of Africa.

- Hispanic Americans – persons of Mexican, Puerto Rican, Cuban, Central/South American, Spanish or Portuguese culture or origins, regardless of race.
- Native Americans – persons who are American Indians, Eskimos, Aleuts or Native Hawaiians.
- Asian Pacific Americans – persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia, (Kampuchea), Vietnam, Korea, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands, Federated States of Micronesia, the Commonwealth of the Northern Marianas Islands, Macao or Nauru.
- Asian Indian Americans - persons whose origins are from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands or Nepal.

NTTA recognizes the following certifying entities for M/WBE certification:

- North Central Texas Regional Certification Agency (NCTRCA)
- Dallas-Fort Worth Minority Supplier Development Council (DFW MSDC)
- Women’s Business Council-Southwest (WBC-SW)

All ethnic woman-owned firms are classified as MBEs. Firms owned by Caucasian females are classified as WBEs.

### **TxDOT/NTAA Small Business Enterprise (SBE) Program**

The Small Business Enterprise (SBE) Program offers small businesses another way to maximize their opportunities of doing business with TxDOT and NTTA. The program applies only to highway construction and maintenance projects that are funded entirely by state and/or local funds.

Businesses interested in pursuing an SBE certification must meet the U.S. Small Business Administration (SBA) size standards and submit a completed application. The SBE Program is a program authorized by law, 43 TAC §9.55. Certified DBE firms are recognized as SBEs without having to submit an SBE application and are listed in the TUCP DBE Directory.

### **TxDOT Federal-Funded Project Requirement**

Minority Business Enterprises or Woman-Owned Business Enterprises must be DBE certified to perform construction work on TxDOT federal projects in order to receive goal credit.

# HIGHWAY INDUSTRY KEY TERMS AND ACRONYMS

**Actual Cost:** Contractor's actual cost to provide labor, material, equipment and project overhead necessary for the work.

**Addendum:** Change in original contract requirements added/modified between advertising and bid submittal deadline.

**Available Bidding Capacity:** The Contractor's approved bidding capacity less uncompleted work on Department Contracts.

**Award:** The Commission's acceptance of a contractor's bid for a proposed contract that authorizes the department to enter into a contract.

**Bid:** The offer from the bidder for performing the work described in the proposal.

**Bid Bond:** The security executed by the contractor and the surety furnished to the department to guarantee payment of liquidated damages if the contractor fails to enter into an awarded contract.

**Bidder's Questionnaire:** A prequalification form completed by a prospective bidder reflecting a bidder's financial data and experience.

**Bidding Capacity:** The maximum dollar value a contractor may have under contract with the Department at any given time.

**Commission:** The Texas Transportation Commission or authorized representative.

**Consultant:** The licensed professional engineer or engineering firm, or the architectural firm, registered in the State of Texas and under Contract to the Department to perform professional services.

**Contractor:** The individual, partnership, Limited Liability Company, corporation or joint venture and all principals and representatives with which the contract is made by the department.

**Control Section Job (CSJ):** CS-identification numbers assigned to route segments on every highway route in the state; J-is the specific job number.

**Design Build (DB):** Project that has one contract for design services and construction services.

**Design Bid Build (DBB):** Project that has two separate contracts for design services and construction services.

**Detour:** A temporary traffic route around a closed portion of a road.

**Disadvantaged Business Enterprise:** A for-profit small business certified through the Texas Unified Certification Program in accordance with 49 CFR Part 26, that is at least 51% owned by one or more socially and economically disadvantaged individuals, or in the case of a publicly owned business, in which at least 51% of the stock is owned by one or more socially and economically disadvantaged individuals, and whose management and daily business operations are controlled by one or more of the individuals who own it.

**Federal Highway Administration (FHWA):** Federal overseer of all state departments of transportation (DOT), including TxDOT.

**Goal Credit:** The value of DBE participation on a project that qualifies toward the DBE goal.

**Historically Underutilized Business:** A corporation, sole proprietorship, partnership, or joint venture formed for the purpose of making a profit certified by the Texas Building and Procurement Commission, and 51% owned by one or more persons who are economically disadvantaged because of their identification as members of certain groups, including African Americans, Hispanic Americans, Asian-Pacific Americans, Native Americans, or women, and have a proportionate interest and demonstrate active participation in the control, operation, and management of the business' affairs. Individuals meeting the HUB definition are required to be residents of the State of Texas. Businesses that do not have their primary headquarters in the State of Texas are not eligible for HUB certification.

**Joint Venture:** A joint venture is an association of a DBE firm and one or more other firms to carry out single, for-profit business enterprise, for which the parties combine their property, capital, efforts, skills, and knowledge, and in which the DBE is responsible for a distinct, clearly defined portion of the work of the contract and whose shares in the capital contribution, control, management, risks, and profits of the joint venture are commensurate with its ownership interest.

**Letting:** The receipt, opening, tabulation and determination of the apparent low bidder.

**North American Industry Classification System (NAICS):** A designation that best describes the primary business of a firm. The NAICS is described in the North American Industry Classification Manual—United States, which is available at the U.S. Census Bureau website: <http://www.census.gov/eos/www/naics/>

**Notice of Intent (NOI):** A permit obtained from the Texas Commission on Environmental Quality (TCEQ), required by the Construction General Permit (CGP), when there is to be 5-acre or more of total soil disturbance on a project that includes Project-Specific Location (PSL) acreages if PSL is located within one mile of project.

**Plans:** The drawings approved by the Engineer, including true reproductions of the drawings that show the location, character, dimensions, and details of the work and are a part of the contract.

**Prequalification:** The process for determining a Contractor's eligibility to bid work.

**Project Specific Location (PSL):** A material source, plant, waste site, parking area, storage area, field office, staging area, haul road or other similar location either outside the project limits or within the project limits but not specifically addressed in the plans, specifications and estimate (PS&E). PSLs defined here are the work areas that exist only for the specific contract.

**Proposal:** The offer from the bidder submitted on the prescribe form, including addenda issued and giving contractor place to input unit bid prices for performing the work described in the plans and specifications. Also includes other information such as special provisions.

**Quality Assurance (QA):** Defined as all those planned and systematic actions necessary to provide confidence that a product or service will satisfy given requirements for quality.

**Quality Control (QC):** Defined as all contractor/vendor operational techniques and activities that are performed or conducted to fulfill the contract requirements.

**Request for Information (RFI):** A formal method of obtaining information to be used in procurement.

**Request for Proposals (RFP):** A method of solicitation used for selected, technically complex procurements when deliverables cannot be easily defined.

**Small Business Enterprise:** A firm (including affiliates) whose annual gross receipts do not exceed the U.S. Small Business Administration's size standards for 4 consecutive years.

**Special Provisions:** Additions or revisions to the Standard Specifications or Special Specifications. Numerical dimensions govern over scaled dimensions. Special Provisions govern over plans (including general notes), which govern over Standard Specifications and Special Specifications. Job-specific plan sheets govern over standard plan sheets.

**Special Specifications:** Supplemental Specifications applicable to the Contract not covered by the Standard Specifications.

**Standard Specifications:** The Standard Specifications for Construction of Roads and Bridges on Federal Highway Projects approved for general application and repetitive use. An act of describing or identifying something precisely or of stating a precise requirement.

**Subsidiary Materials/Labor:** Materials, labor, or other elements as defined in the contract that because of their nature or quantity have not been identified as a separate item and are included within the items on which they necessarily depend.



**Texas Administrative Code (TAC):** A compilation of all state agency rules in Texas. Each title represents a category, and relating agencies are assigned to the appropriate title.

**Texas Unified Certification Program (TUCP):** The “one-stop” certification process for the federal disadvantaged business enterprise (DBE) programs in Texas. The TUCP consolidates all DBE firms certified by six different agencies for U.S. DOT-funded contracts into one centralized DBE directory.

**Traffic Control Plan (TCP):** All documents pertinent to the proposed efficient, effective and safe travel of the public through work zones. Such documents include plan sheets, general notes, specifications, special specifications, special provisions and quantities.

**Traffic Lane:** The strip of roadway intended to accommodate the forward movement of a single line of vehicles.

**Traveled Way:** The portion of the roadway for the movement of vehicles, exclusive of shoulders and auxiliary lanes.

**Utilization Plan:** The Utilization Plan identifies which DBEs the prime contractor intends to use to satisfy the project DBE Goal.

**Value Engineering (VE):** The systematic application of recognized techniques that identify the function of a product or service, establish a value for that function and provide the necessary function reliability at the least overall cost.

# CIP PLANNING AND IMPLEMENTATION COMMITTEE

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Asian American Contractors Association of Texas

## **Connor VanSteenberg**

Associated General Contractors of Texas

## **Moses Aito, CPPB**

North Texas Tollway Authority

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Office of State Senator Royce West





## **CooperativeInclusionPlan**

Connecting the Dallas-Fort Worth Highway Transportation Providers and Contractors Associations

Version 2.20