

DBE-ACDBE Compliance FAQs

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General

1. How does the City of St. Louis establish goals for DBE or ACDBE participation?

St. Louis Lambert International Airport's Business Diversity Department (BDD) sets triennial and individual contract goals in accordance with federal regulations 49 CFR Part 23 and Part 26.

2. What is the purpose of a pre-bid conference?

BDD asks that you attend as many Pre-bids and Pre-proposals that you can while trying to grow your business.

Pre-bid meetings give you an opportunity to learn about the details of the project and to ask the Project Manager or the contract manager questions. As a business owner, be prepared to market your company so bring your business cards and your marketing materials so that you can demonstrate your skills and experience to future primes.

Mandatory Pre-Bid Conferences are a really great opportunity as every company that wishes to bid as a prime contractor must be in the room, so get a copy of the sign-in sheet and contact those companies. Let them know who you are and what you do. Good luck!

3. What certifications does the Airport accept?

Firms must be certified with the Missouri Regional Certification Committee (MRCC).

For Bidders

1. Are there hard copies of plans and specs available?

Hard copies can be purchased from the [Board of Public Service](#).

2. How can a Prime determine if a firm is a certified DBE or ACDBE?

All certified firms are listed in the MRCC [Directory](#). Only firms listed in the directory may be counted toward proposed participation.

3. How can a bidder determine if there is a DBE or ACDBE requirement on a Solicitation?

DBE and ACDBE requirements are included in the specifications, solicitation for bid or request for proposal for each solicitation.

4. What if our firm cannot meet the goals on a solicitation?

Each bidder is responsible for making every effort to satisfy the goals. If you are unable to meet the goal, you will need to document Good Faith Efforts (see below) and provide a clear narrative explaining the failure to meet the goals.

5. What are Good Faith Efforts?

Good faith efforts are the documented efforts a bidder puts forth to achieve the goals on a solicitation. Mere *pro forma* efforts are not sufficient. You can find more information on good faith efforts in our presentation:

https://www.flystl.com/uploads/documents/compliance/GFE-Presentation_Updated-12-12-17.pdf.

6. What solicitation documents are required for the DBE/ACDBE program?

Construction bidders must submit the following documents:

- DBE Utilization Statement
- Subcontractor List
- Notice of Intent to Perform as a Subcontractor and/or Material Supplier
- Contractor's Good Faith Efforts Report and Statement

Professional design bidders must submit

- DBE Utilization Statement

Concessions bidders must submit:

- Utilization Plan
- Notice of Intent
- GFE Forms

7. What is a Notice of Intent?

A notice of intent outlines the agreement between the prime contractor and a DBE/ACDBE for the DBE/ACDBE's participation on a contract. It should include the work to be performed by the DBE/ACDBE in as much detail as possible as well as the committed dollar amount. It must also include any firms that the DBE/ACDBE will be subcontracting to.

For Prime Contractors

1. What are the reporting requirements for DBE/ACDBE participation for prime contractors?

Prime contractors are required to report payments received from the Airport and payments made to all subcontractors on a monthly basis. Prime concessionaires are required to report revenue each month and revenue for certified ACDBEs and/or payments made to ACDBE suppliers or service providers.

2. What is the impact of change orders on DBE/ACDBE goals?

Change orders do not decrease the goal amount on a project. Prime contractors are responsible for making all necessary efforts to maintain the participation at the committed amount if at all possible.

For Subcontractors

1. What are the reporting requirements for DBE/ACDBE participation for subcontractors?

Subcontractors are required to go into the online reporting system monthly and confirm payments received from prime contractors. Sub-concessionaires are required to confirm revenue.