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Originating Organization Highways and Local Programs, Engineering Services	

Remarks and Instructions

The complete manual, revision packages, and individual chapters can be accessed at www.wsdot.wa.gov/publications/manuals/m22-01.htm.

For updating printed manuals, page numbers indicating portions of the manual that are to be removed and replaced are shown below.

Chapter	Remove Pages	Insert Pages
Title Page	i – ii	i – ii
Appendix 46.43 Zero Goal – Award Letter Example	46-9 – 46-10	46-9 – 46-10

Please contact Stacey Kelsey at 360-705-7383 with comments, questions, or suggestions for improvement to the manual.

To get the latest information, please sign up for email updates for individual publications at www.wsdot.wa.gov/publications/manuals.

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Dave Mounts

Approved By

Signature



**Washington State
Department of Transportation**

Local Agency Guidelines

M 36-63.24

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Highways and Local Programs
Engineering Services

Americans with Disabilities Act (ADA) Information

Materials can be made available in an alternate format by emailing the WSDOT Diversity/ADA Affairs Team at wsdotada@wsdot.wa.gov or by calling toll free, 855-362-4ADA (4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

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Date

Principle, Title
Company Name
Address
City, State, Zip

Project Title
Federal Aid No.
Contract No.

Dear _____:

This letter is to advise you that the contract for the above referenced project has been awarded to your firm at your bid price of \$_____.

As a part of entering this contract, the contractor agrees to take all necessary and responsible steps in accordance with 49 CFR Part 26 to ensure that Disadvantaged Business Enterprises (DBE) have an opportunity to participate in the performance of this contract.

The award of this contract was made with the understanding that (*Company Name*), will provide the following items prior to submitting the signed contract for execution:

1. A list of all firms who submitted a bid or quote in an attempt to participate in this contract whether they were successful or not. Include the following information:
 - Correct business name and mailing address.

Send this information to (*Local Agency name and address*). Failure to provide this information prior to execution will result in forfeiture of the bidder's proposal security.

The Contractor shall submit a Small Business Enterprise (SBE) Participation Plan prior to commencing contract work. Although the goal is voluntary, the outreach efforts to provide SBE maximum practicable opportunities are not.

The contract will be forwarded to you under separate cover. The contract must be signed and returned in accordance with the mailing instructions furnished with the contract documents. Please return these documents within 20 calendar days after the date of award.

Sincerely,

Local Agency

cc: Region Local Programs Engineer

Appendix 46.44 Mandatory Goal – Award Letter Example

Principle, Title
Company Name
Address
City, State, Zip

Date

Contract No.
Project Title
Federal Aid No.

Dear _____:

This letter is to advise you that the contract for the above referenced project has been awarded to your firm at your bid price of \$_____.

As a part of entering this contract, the contractor agrees to take all necessary and responsible steps in accordance with 49 CFR Part 26 to ensure that Disadvantaged Business Enterprises (DBE) have an opportunity to participate in the performance of this contract. The award of this contract was made with the understanding that the firms listed on the DBE Utilization Certification will be performing the dollar value of work as indicated.

Prior to submitting the signed contract for execution, (*Company Name*) will provide the following items:

1. Breakout information for all successful DBEs as shown on the DBE Utilization Certification:

- Correct business name, federal employer identification number (if available), and mailing address.
- List of all bid items assigned to each DBE firm, including unit prices and extensions, indicating any anticipated sharing of resources (e.g., equipment, employees).
- Indicate partial items – specify the distinct elements of work to be performed by the DBE firms and provide a complete description of these partial items.

Note: Total amounts shown for each DBE shall not be less than the amount shown on the Utilization Certification.

2. A list of all firms who submitted a bid or quote in an attempt to participate in this contract whether they were successful or not. Include the following information:

- Correct business name and mailing address.

Send these two items to (*Local Agency name and address*). Failure to provide this information prior to execution will result in forfeiture of the bidder's proposal security.

The contract will be forwarded to you under separate cover. The contract must be signed and returned in accordance with the mailing instructions furnished with the contract documents. Please return these documents within 20 calendar days after the date of award.

Sincerely,

Local Agency

cc: Region Local Programs Engineer