

1. When & where should a DBE be Pre-Qualified as a Sub-Consultant
 - a. Subs are not required by MoDOT to be pre-qualified
 - i. Some Primary Consultants may require subs to be pre-qualified
 - b. MoDOT Consultant Resources:
 - i. <https://www.modot.org/consultant-information>
 - c. MoDOT Pre-Qualification Process:
 - i. <https://www.modot.org/consultant-prequalification>
 - d. Every consultant must complete Steps 2 & 3.
 - i. Step 2 –
 - a. Current Missouri Secretary of State Certificate of Good Standing
 - b. Missouri Division of Professional Registration – Certification of Authority (If Applicable ie: Mo Board of Architects, Professional Engineers, Land Surveyors, ect.)
 - c. Local Programs (LPA) Projects may require the LPA Basic Training course to be completed
 - ii. Step 3 – E-Verify
 - a. Annual Worker Eligibility Affidavit
2. What's the prequalification Process – Tips & Suggestions
 - a. Follow the online process to complete all necessary forms, provide all necessary information, & upload to “Prequalification” database in Step 4
 - b. Required Information:
 - i. <https://www.modot.org/consultant-prequalification-process-financial-prequalification-requirements>
 - c. Best Practices (even if you don't intend to pre-qualify now):
 - i. Complete the Internal Control Questionnaire to the best of your ability
 - a. <https://audit.transportation.org/>
 - b. 2016 Uniform Audit & Accounting Guide **Appendix B**
 - ii. Familiarize yourself with the Federal Acquisition Regulations (FAR)
 - a. <https://www.acquisition.gov/far/part-31>
 - i. Especially Allowable & Unallowable Costs
 - d. Begin to set up FAR Compliant Accounting Processes
 - i. Most important is Timekeeping – Must be very detailed
 - a. You must be able to determine salary costs for project activities vs administrative salary costs for all positions.
 - ii. Payroll bonuses are problematic
 - a. Dividends or distributions of profit are not allowable costs.
 - b. For bonuses to be eligible, you must establish in policy the performance metrics for every specific project & every employee who is to receive the bonus actual performance.

- i. Performance evaluations are required as documentation
 - e. If your firm does not have an audited overhead rate, you may be eligible for a Safe Harbor Rate
 - i. 110% for the life of the contract
 - ii. Must renew eligibility every year
 - iii. Eligible for 3 years
- 3. When you become pre-qualified what happens next
 - a. Your firm will be included on MoDOT's Pre-Qualified List:
 - i. <https://www.modot.org/consultant-prequalification-list>
 - ii. Firms may use this list to search for DBE sub-consultant partners, or partners to team up with on projects.
- 4. What are Opportunities for DBE Sub-consultants
 - a. Many engineering opportunities
 - i. Specific design elements ie: crosswalks, signals, ADA, construction inspection, Geotech, ect
 - b. Non-Engineering Opportunities
 - i. Public Involvement / Stakeholder Engagement / Marketing
 - ii. Real Estate – Right of Way Negotiation & Acquisition
 - iii. Land Surveying
 - a. Requires some licenses & certifications
 - iv. Construction Management
 - v. GIS tools / Mapping
- 5. Where do you find work opportunities
 - a. MoDOT Solicitations (RFQ) Opportunities Page
 - i. <https://www.modot.org/solicitation-rfq-opportunities>
 - b. Networking with consulting firms, cities, counties, in your areas of interest
 - c. MoDOT Anticipated Consultant Needs:
 - i. <https://www.modot.org/modot-solicitations-rfq>
- 6. Are DBE Goals set on consultant work
 - a. Yes every solicitation is reviewed by external civil rights for DBE opportunities & goals are advertised in the RFQ
- 7. How do you apply to be on the On-Call Services as a DBE Firm
 - a. MoDOT will advertise every 3 years to select firms for our On-Call consultant program.
 - b. Contracts are limited to a maximum of \$250,000
 - c. MoDOT will be advertising this September to update our On-Call list for the next 3 years