

## Working with TxDOT as a Small Business

Big Opportunities Start Small



**“ At TxDOT, we value a workforce as broad and diverse as Texas, and we support programs that benefit small and disadvantaged businesses within our industry.”**

Executive Director James Bass  
*Texas Department of Transportation*

# Table of Contents

Welcome // Big Opportunities Start Small Overview .....	4
TxDOT Certifications .....	5
Get Connected with TxDOT's Civil Rights Division.....	8
Doing Business with TxDOT.....	11
Aviation Division.....	12
Construction Division (CST) .....	14
Maintenance Division (MNT) .....	16
Professional Engineering Procurement Services Division (PEPS).....	17
Procurement Division (PRO) .....	19
Public Transportation Division (PTN) .....	20
Support Services Division (SSD).....	22
Resources.....	24

# BOSS

## Welcome // Big Opportunities Start Small Overview

Welcome to the Texas Department of Transportation (TxDOT) Big Opportunities Start Small, a resource guide for small, disadvantaged and historically underutilized businesses looking for opportunities with TxDOT. This guide will provide opportunity-driven information for:

- Disadvantaged Business Enterprises (DBE)
- Historically Underutilized Businesses (HUB)
- Small Business Enterprises (SBE)

Since TxDOT's inception, our interstate highway system has contributed \$3.7 trillion to the Texas economy. How does this impact you? This means there are a lot of opportunities for businesses to work on TxDOT projects. These opportunities vary from construction, professional services, goods and services and more.

TxDOT is committed to helping your business succeed and offers an array of services through its Civil Rights Division (CIV). Resources include training, assistance, toolkits for small businesses to increase their activity with TxDOT, helpful tips on navigating the agency's procurement process and other support to facilitate your firm's development.

If you have any questions or would like more information, contact the Civil Rights Division at (512) 416-4700 or visit [TxDOT.gov](http://TxDOT.gov), keyword "Civil Rights."

Thank you for doing business with TxDOT!

# TxDOT Certifications

## DBE Program

The Disadvantaged Business Enterprise (DBE) program is a legislatively mandated USDOT program that applies to federally assisted contracts issued by TxDOT. The DBE program ensures that federally assisted contracts for aviation, highway and transit projects are made available for small, minority and women-owned businesses. TxDOT and other members of the Texas Unified Certification Program (TUCP) certify firms interested in becoming DBEs.

### Who qualifies?

- A small business at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged (African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are rebuttably presumed to be) and whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.
- Small business size standards must be matched to the [North American Industry Classification System Codes](#) (NAICS).

### How do I apply?

- First time applicants for DBE certification must complete and submit an application to their designated certifying agency.
- Use the TUCP regional map online to determine the correct agency through which to apply at [TxDOT.gov](https://www.txdot.gov), keyword “TUCP.”

## SBE Program

The SBE Program at TxDOT applies to all contracts for which the department has neither a DBE or HUB goal. It is designed to help small businesses maximize opportunities with TxDOT. If you are interested in pursuing an SBE certification, you must meet the U.S. Administration's (SBA) size standards.

*\*DBE certified firms are automatically eligible for Small Business Enterprise (SBE) certification.*

## ACDBE Program

The Airport Concessions Disadvantaged Business Enterprise (ACDBE) Program is similar to the DBE program and is implemented by recipients of DOT Federal Financial Assistance such as state highway, transit and airport agencies. In order to compete as a DBE firm for airport projects funded with federal funds, you must be certified as a DBE. You may apply for DBE and/or ACDBE certification using TxDOT's Diversity Management System.

**"I attended several networking events hosted by the TxDOT Alliance Program in Houston where we met other contractors that were interested in utilizing my company's services for their own businesses. I never dreamt it would turn into what it is today."**

Marche Warfield, President & CEO of Satori Marketing

# HUB Program

The Historically Underutilized Business (HUB) program is administered by the Texas Comptroller of Public Accounts (CPA) and applies to all TxDOT contracts funded entirely with state and local funds, except for projects in the 'Heavy Construction Other than Building Contracts' procurement category. Companies interested in doing business with the state are encouraged to become HUB certified and register on the Centralized Master Bidders List (CMBL) to receive information for bids.

## Who qualifies?

- Must be a for-profit business entity and at least 51 percent owned, controlled, operated and managed by an Asian Pacific American, an African American, a Hispanic, a Native American, a woman, and/or a Service Disabled Veteran.
- The business owner must reside in Texas and meet U.S. Administration's (SBA) small business size standards.

TxDOT makes a good faith effort to use HUBs in all TxDOT contracting opportunities, either directly as a prime contractor or indirectly as a subcontractor, in order to meet or exceed its annual HUB goals. To find bid opportunities for HUBs, visit [TxSmartBuy.com/sp](https://TxSmartBuy.com/sp) and select TxDOT's agency code "601."

## How do I apply?

- To apply for a HUB certification, visit the CPA's website at [comptroller.texas.gov](https://comptroller.texas.gov), keyword "HUB."
- TxDOT has a HUB certification agreement with CPA's Statewide Procurement Division.
- If your firm is certified as a DBE, it may be eligible for HUB certification if it qualifies under the rules promulgated by CPA.



# Get Connected with TxDOT's Civil Rights Division

## Alliance Program and Supportive Services

TxDOT Alliance Program is a Disadvantaged Business Enterprise (DBE) Supportive Service Program (DBE/SS) administered by the Civil Rights Division that provides training, assistance, and services to DBE certified firms to facilitate the firm's development into viable, self-sufficient businesses capable of competing for and performing on federally funded projects. Learn more at [TxDOT.gov](https://www.txdot.gov), keyword "Alliance Program."

## Diversity Management System (DMS)

The TxDOT Diversity Management System (DMS) is a required tool for all DBEs and contractors working on TxDOT projects and is managed by the Civil Rights Division. [TxDOT.gov](https://www.txdot.gov), keyword "Diversity Management System."

## Contractor Training Opportunities and Manuals

Contractor training opportunities and manuals are available through the TxDOT Diversity Management System (DMS). You can locate upcoming trainings on the homepage of the DMS website: <https://txdot.txdotcms.com>

## One-On-One Business Appointments

The Civil Rights outreach team coordinates and arranges appointments with businesses interested in working with TxDOT and assists them with customized support and recommendations.

## Civil Rights Outreach, Events and Training Programs

Visit the CIV calendar online to learn more about upcoming events and training seminars here: [TxDOT.gov](https://www.txdot.gov) keyword "Civil Rights Outreach."

## Civil Rights Division E-Newsletter and Updates

The Civil Rights Division produces a bi-monthly e-newsletter that highlights the successes of minority-owned firms, provides updates on federal and state programs, and supplies information about future events and procurement opportunities. [TxDOT.gov](https://www.txdot.gov) keyword "Civil Rights Newsletter."

## Contact Us

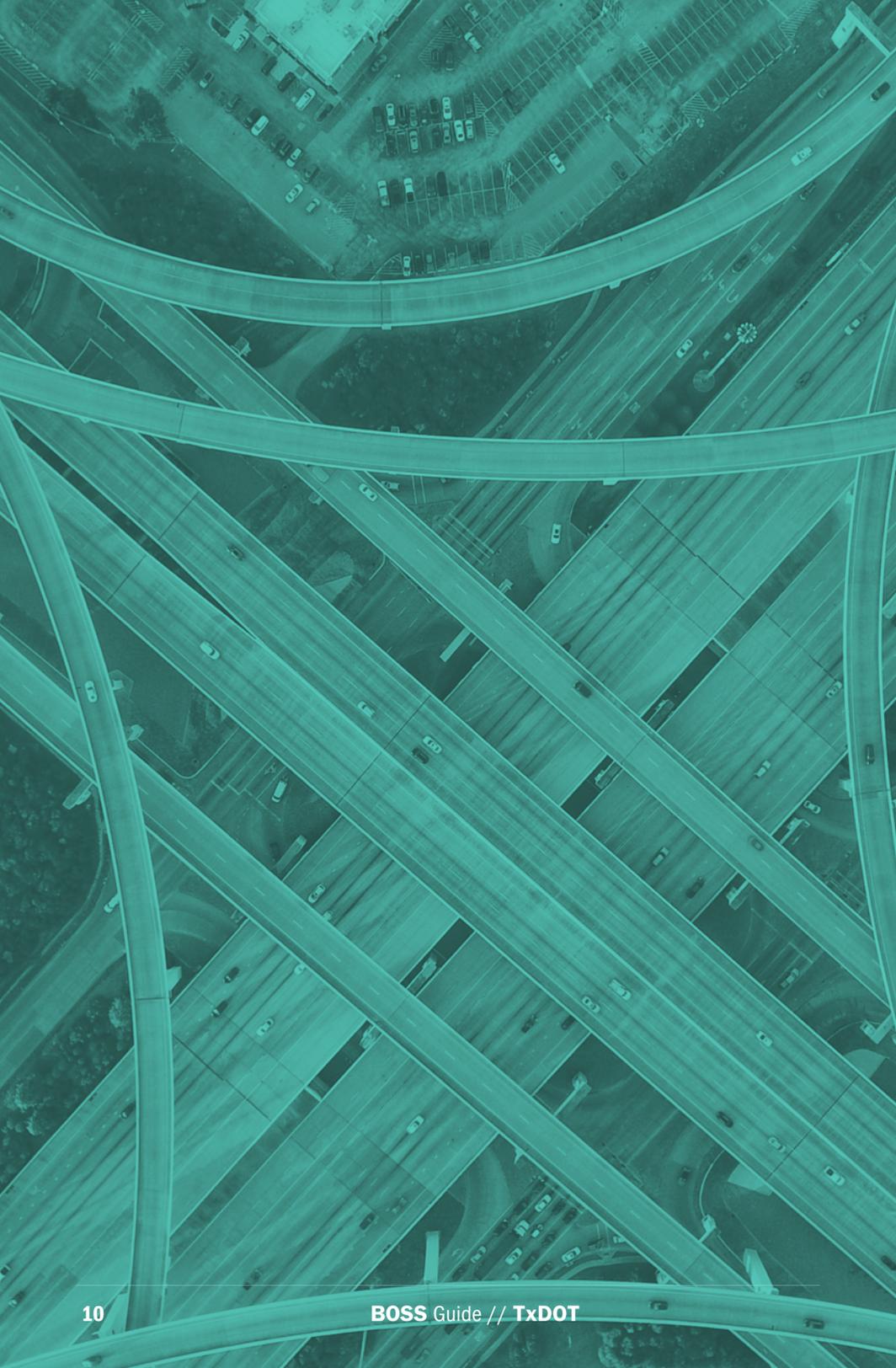
If you have any questions or would like to learn more about our programs and upcoming events, contact the Civil Rights Division at (512) 416-4700 or email [Civilrights@txdot.gov](mailto:Civilrights@txdot.gov).

## Comparison of TxDOT's Small Business Certification Programs

Program	DBE	SBE	HUB
Government Agency	TxDOT and TUCP	TxDOT	Comptroller of Public Accounts
Construction Size Standard (3-year Revenue Avg)	\$23.98 Million	\$36.5 Million	\$36.5 Million
Minimum Ownership Requirement	Minorities, women and individuals who qualify as socially and economically disadvantaged	Not required	Minorities, women or Service Disabled Veterans
Maximum Personal Net Worth	\$1.32 Million	N/A	Based on SBA size standards
On-Site Eligibility Review	Required	N/A	Optional
Average Processing Time	90 Days	45 Days	90 Days
Certification Period	Ongoing	3 Years	4 Years
Laws, Rules, and Regulations	49 Code of Federal Regulations (CFR) Parts 23 and 26	43 Texas Administrative Code §§9.300-9.333	Texas Government Code 2161 and 34 Texas Administrative Code §§20.10-20.28

“To all the small businesses that are interested, my advice would be to ask questions and stay persistent. Sometimes, as a small business, it can be intimidating, but the Alliance Program is a great resource.”

J. Munoz Trucking



# Doing Business with TxDOT

TxDOT offers contracting opportunities in many areas, including but not limited to:

- Airports
- Heavy Highway Construction
- Professional Services
- Public Transportation
- Building Construction
- Goods and Services



## Aviation Division

*Useful Certifications: DBE/HUB/SBE*

### Aviation Opportunities

The Aviation Division procures and contracts for Professional Services, Heavy Construction Services and Building Construction Services.

The Aviation Division helps cities and counties to obtain and disburse federal and state funds for reliever and general aviation airports included in the 300-airport Texas Airport System Plan (TASP). This division also participates in the FAA State Block Grant Program, through which it implements a federal improvement program for general aviation airports.

In most cases, Aviation Division projects are waived for the full TxDOT prequalification bidding requirement. Instructions to bidders that are not fully prequalified through TxDOT can be found in each project bid document located at [TxDOT.gov](http://TxDOT.gov), keyword "Aviation Projects."



## Professional Services

Aviation Professional Services contract opportunities include engineering and design services, surveying services, geotechnical studies, drainage studies, planning studies, environmental studies, and more. DBE/HUB firms are able to submit qualifications responses as a prime contractor, if capable, or team as a subcontractor with larger professional services companies.

## Heavy Construction, Service and Building Construction Services

Aviation Construction Services contract opportunities can range from a small \$250,000 fencing or crack-sealing project to a \$14 million runway/taxiway pavement relocation/reconstruction project. There are larger airport improvement projects where the Aviation Division may require a full TxDOT prequalification for bidding, but those projects still provide statewide subcontracting opportunities for DBE/HUB firms. Construction Services opportunities also include building hangars, terminal buildings, and air traffic control towers.

## Contact

For more information about Aviation opportunities at TxDOT, contact the Aviation Division at 512-416-4500.



## Construction Division (CST)

*Useful Certifications: DBE/HUB/SBE*

### Construction Opportunities

- Highway improvement
- Building contract
- Maintenance contract

CST procures and contracts through a low bid system for all manner of Highway Improvement contracts, including construction and maintenance work. Those opportunities are posted on the Letting and Bids page located at [TxDOT.gov](https://www.txdot.gov/letting-and-bids), keyword “Letting and Bids.”

### Bonding

- Projects less than \$25,000 – No bond required
- Projects between \$25,000 – \$100,000 – Payment bond required
- Greater than \$100,000 – Performance and payment bonds required



“The TxDOT Alliance Program has been instrumental in providing Bidding as Prime training and especially helpful in providing subcontractors through Teaming Meetings. Just over the past few months, we have won just under \$1 million in awarded contracts.”

New World Contracting, LLC

## Prequalification and Submissions

### Primary Level

Bidders must provide a completed Confidential Questionnaire. This level of qualification requires audited financial statements prepared by an independent CPA firm. Once qualified as a bidder, this allows the contractor the ability to potentially bid on any project.

### Second Level

This level of qualification is the Bidder's Questionnaire, which can be submitted without financial statements. Should the contractor submit compiled or reviewed financials prepared by an independent CPA firm, then they will be granted a higher bidding capacity. Through this level of qualification, no matter the financial statement submitted, the contractor will be limited to waived projects (smaller construction, routine maintenance, emergency, and specialty projects).

## Required Bid Documents & Guidance

Additionally, all prime contractors must formally request bid documents from the Construction Division. Bid documents are available online for informational purposes and cannot be considered for bid submission. All bid submissions must include a guaranty check or bid bond.

All contractors are strongly encouraged to review the entire bid proposal and the 2014 Standard Specifications book page located at [TxDOT.gov](http://TxDOT.gov), keyword "Specification," for guidance. Every contractor and subcontractor performing work on a highway improvement contract is required to register with the Department of Homeland Security's E-Verify web-based system.

## Contact

For more information about prequalification, letting, bids, or construction and maintenance opportunities at TxDOT, contact the Construction Division at 512-416-2584.

# Maintenance Division (MNT)

*Useful Certifications: DBE/SBE/HUB*

## Maintenance Opportunities

Posted on [TxDOT.gov](https://www.txdot.gov), keyword “Letting and Bids.”

## Qualifications for Bidding (Primary and Secondary Levels)

<b>Primary Level</b>	Qualification obtained through completion of the Confidential Questionnaire.
<b>Secondary Level</b>	Qualification obtained through the Bidder’s Questionnaire, which can be submitted without financial statements. Through this level of qualification, no matter the financial statement submitted, the contractor will be limited to waived projects.

## Maintenance Project Opportunities

Maintenance contracts can range from \$10,000 landscape maintenance contracts to \$25 million performance based contracts for major highways and interstates. Some TxDOT Maintenance projects employ federal funds and have set DBE goal requirements.

Maintenance Division contract opportunities include:

- Routine Maintenance
- Preventive Maintenance
- Emergency Contracts
- Purchasing Services
- Vegetation Management
- Bridge Preventive Maintenance
- Routine Facilities Contracts

All prequalified prime contractors can formally request bid documents from the Maintenance Division, and they are also available on [TxDOT.gov](https://www.txdot.gov), keyword “Contractor Prequalification.”

## Contact

For more information about prequalification, letting, bids, or construction and maintenance opportunities at TxDOT, contact the Maintenance Division 512-416-2584.

# Professional Engineering Procurement Services Division (PEPS)

*Useful Certifications: DBE/HUB*

Project opportunities for Professional Services under PEPS contracts may include preliminary engineering, design or plan work, specifications and estimates (PS&E) as well as:

- Construction engineering and inspection
- Bridge inspection and design
- Geotechnical
- Materials, traffic, environmental, and utility engineering
- Architectural design and observation
- Surveying and mapping

Annually, PEPS procures around 325 contracts totaling approximately \$1.4 billion.



## Qualification-Based Selection (QBS)

PEPS contracts are procured utilizing a qualification-based selection process. This process, which is unique to PEPS contracts, evaluates a prospective provider's qualifications and price separately in two distinct phases – a provider selection phase and a negotiations phase.

### Selection Phase: Step 1

Requires TxDOT to rank prospective providers based on demonstrated competence and qualifications for the type of services to be performed without regard to price.

### Negotiation Phase: Step 2

This phase involves negotiating fair and reasonable fees and other factors with the provider that receives the highest ranking. If a fair and reasonable cost cannot be reached, TxDOT may discontinue negotiations with the highest ranked provider and begin negotiations with the second-most qualified provider. Once negotiations with the highest ranked provider are terminated, they cannot be restarted.

## PEPS Opportunities

In addition to ongoing procurements, PEPS posts contract opportunities and helpful resources on the PEPS web page located at [TxDOT.gov](https://www.txdot.gov), keyword "PEPS."

## Contact

For more information about professional services opportunities at TxDOT, contact the PEPS Division at 512-416-2037.

# Procurement Division (PRO)

*Useful Certifications: DBE/HUB*

## Procurement Opportunities

TxDOT makes a good faith effort to actively involve HUBs in the state procurement process and ensure they receive a fair share of state business. PRO is the central purchasing office for the department who procures goods and non-professional services under the State Purchasing Act.

Manufacturers, suppliers, and other vendors wishing to furnish materials, equipment, supplies, and non-professional services to the state of Texas are strongly encouraged to become certified as a HUB.

## Selling Goods and Non-Professional Services to TxDOT

- Over \$25,000 - Solicitations (IFB, RFP, RFO) are advertised on the open market and posted on the Electronic State Business Daily site.
- \$5,000- \$25,000 - A minimum of three vendors from the CMBL are solicited.
- Under \$5,000 - One quote may be requested from a Centralized Master Bidders List (CMBL) vendor for a purchase order from the CMBL online at [comptroller.texas.gov](http://comptroller.texas.gov), keyword "CMBL."

## Contact

For more information about procurement opportunities at TxDOT, contact the Procurement Division at 512-416-2400.

## Public Transportation Division (PTN)

*Useful Certifications: DBE/HUB/SBE*

### Public Transportation Opportunities

PTN coordinates with the Federal Transportation Administration (FTA), non-profits, and local government entities to promote the use and development of public transportation throughout the state.

### Qualifications for Subrecipients

Subrecipients have opportunities for DBE, HUB, and SBE firms to subcontract for professional services and other contract services.

Example of contracting services include:

- Construction of a facility
- Fleet Maintenance
- Administrative and operational supplies



“With 80% of our revenue coming from TxDOT, we are thankful that the Alliance Program is assisting us in obtaining and meeting new contractors. If you are a DBE and want to be successful with TxDOT, become a participant of the Alliance Program.”

Altus Construction, LLC

## Federal Programs for Rural Communities

PTN administers federal highway funds for construction of bicycle/pedestrian infrastructure projects in Texas communities of 200,000 or less in population. Project sponsors coordinate with TxDOT districts to develop these projects.

Some project sponsors may be approved to use expenditures for Professional Services (such as designs and surveys) and Environmental Documentation (toward their local match for construction).

Procurement for professional services must be competitively awarded and meet state and federal guidelines for DBE, HUB, and SBE programs. Similarly, construction contracts for these federally funded non-motorized infrastructure projects must be competitively awarded and meet state and federal guidelines.

## Contact

For more information about public transportation opportunities at TxDOT, contact the Public Transportation Division at 512-486-5969.

# Support Services Division (SSD)

*Useful Certifications: HUB*

## Support Services Opportunities

SSD's Facilities Planning and Management procures and contracts for:

- Professional Services
- Security Operations
- Special Trades and Building Construction Services
- Materials inventory for road maintenance operation
- Facility Maintenance

## SSD Projects and Locations

A listing of SSD's Facilities Master Plan can be found online at [TxDOT.gov](http://TxDOT.gov), keyword "Facilities Master Plan." This plan represents capital improvement projects only and is subject to change.

SSD opportunities are advertised under TxDOT's business section and on the Texas Comptroller of Public Accounts Electronic State Business Daily (ESBD) webpage: <http://www.txsmartbuy.com/sp>. For current and future building related contracts, visit [TxDOT.gov](http://TxDOT.gov), keyword "Facilities Letting."



## SSD Facilities Opportunities

Pre-qualification of contractors on facility contracts is waived; however, the Uniform General Conditions included in each proposal document outlines specific requirements for contract award. SSD's contract opportunities can range from a small \$5,000 flooring project up to a \$30 million new facility project.

For all contract estimates greater than or equal to \$100,000, the use of Historically Underutilized Businesses (HUBs) is mandated and a HUB Subcontracting Plan (HSP) is required.

## Contact

For more information about building construction and facility maintenance opportunities at TxDOT, contact SSD's Business Operations at (512) 416-2458, or email at [SSD\\_ContractLettings@txdot.gov](mailto:SSD_ContractLettings@txdot.gov).



# Resources

## **Civil Rights Division**

To learn more about the division's diversity and inclusion programs for small businesses and communities in Texas, visit [TxDOT.gov](https://www.txdot.gov), keyword "Civil Rights."

## **TxDOT Construction and Maintenance Project Information**

Develop strategies for winning your next contract with TxDOT. [TxDOT.gov](https://www.txdot.gov), keyword "Business Opportunities."

## **Project Tracker**

The current status of any project or milestones can be found on the Project Tracker website. [TxDOT.gov](https://www.txdot.gov), keyword "Project Tracker."

## **Standard Specification for Construction and Maintenance of Highways, Streets, and Bridges**

The Spec Book contains rules for TxDOT and public entities highway construction work; describes work items; provides material and installation requirements; and outlines measurement and payment requirements. [TxDOT.gov](https://www.txdot.gov), keyword "Specification."

## **DBE/SBE/ACDBE Directory**

Check out the directory of all Texas and out-of-state certified vendors listed in the (DMS). [TxDOT.gov](https://www.txdot.gov), keyword "Diversity Management System."

## **Business Opportunities with TxDOT**

For additional information on business opportunities with TxDOT, visit [TxDOT.gov](https://www.txdot.gov), keyword "Business Opportunities."

## Federal Highway Administration

The Federal Highway Administration (FHWA) provides stewardship over the construction, maintenance, and preservation of the Nation's highways, bridges and tunnels. FHWA also conducts research and provides technical assistance to state and local agencies in an effort to encourage innovation and improve safety, mobility, and livability.

## DBE Handbook on Alternative Contracting & Procurement Methods Handbook

The handbook includes notable practices, lessons learned, pitfalls to avoid, tips for enhancing compliance, and helpful resources.

### Federal Aviation Administration

The Federal Aviation Administration (FAA) is an operating mode of the U.S. Department of Transportation.

### Federal Transit Administration

The Federal Transit Administration (FTA) provides financial and technical assistance to local public transit systems, including buses, subways, light rail, commuter rail, trolleys, and ferries. FTA also oversees safety measures and helps develop next-generation technology research.

### U.S. Small Business Administration (SBA)

The U.S. Small Business Administration has delivered millions of loans, loan guarantees, contracts, counseling sessions, and other forms of assistance to small businesses.

### SCORE

SCORE is the nation's largest network of volunteer, expert business mentors with more than 10,000 volunteers in 300 chapters.

### Small Business Development Centers (SBDC)

SBDCs provide assistance to small businesses and aspiring entrepreneurs throughout the US.

### Texas Workforce Commission

The Texas Workforce Commission offers resources, tips and tools to build a stronger Texas workforce.

### Texas Comptroller's of Public Accounts

The Texas Comptroller's office is the state's chief tax collector, accountant, revenue estimator, and treasurer.

### Texas Secretary of State (SOS)

For Business filings, trade marks, and to do business in Texas, you must register your firm with the SOS.

# Highway and Industry Key Terms and Acronyms

**Actual Cost:** The 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 the 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 their financial data and experience.

**Bidding Capacity:** This is 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.

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

**Federal Funds:** Appropriated by Congress through the Federal Highway Trust Fund.

**Disadvantaged Business Enterprise (DBE):** A for-profit small business certified through the Texas Unified Certification Program in accordance with 49 CFR Part 26. It must be at least 51% owned by one or more socially and economically disadvantaged individuals, or in the case of a publicly owned business, 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.

**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. They must also 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.

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

**Goal Credit:** The value of DBE participation on a project that qualifies towards the DBE goal. Federally-funded projects will only have assigned DBE goals.

**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. In this arrangement,

the DBE is responsible for a distinct, clearly defined portion of the contract work and whose shares in the capital contribution, control, management, risks, and profits of the joint venture are commensurate with its ownership interest.

**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.

**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 on the Internet at the [U.S. Census Bureau website](#). All DBE firms must be certified in the proper NAICS code they're capable of performing work in.

**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 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 including 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.

**Race-Conscious Participation (RC):** Federally funded projects with DBE goals.

**Race-Neutral Participation (RN):** DBE participation beyond the DBE goal on a contract, or when DBEs are participating on a contract without DBE goals.

**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.

**Semi-Annual DBE Uniform Report:** Every three years, State Transportation Agencies (STAs) are required to set an overall DBE goal that they must either meet, or show that they used good faith efforts to meet, annually.

**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 these standard specifications or special specifications.

**Special Specifications:** Supplemental specifications applicable to the contract not covered by these standard specifications.

**Specifications:** Directives or requirements issued or made pertaining to the method and manner of performing the work or to quantities and qualities of materials to be furnished under the contract.

**State Funds:** Appropriated by the Texas Legislature through the State Highway Fund.

**Subsidiary Materials:** Labor, or other elements 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.





125 East 11th St. Austin, TX 78701

[www.TxDOT.gov](http://www.TxDOT.gov) keyword: Civil Rights

[Civilrights@TxDOT.gov](mailto:Civilrights@TxDOT.gov)

(512) 416-4700