



**Race Neutral Diversity Supplier Program  
Engineering and Construction Services Procurement**

*Presented by*

Public Works Department  
Diversity Department

## The Strategic Plan

### **MISSION:**

*The City of Tempe assures an open, fair and competitive process for all who desire to do business with the City*

### **TARGET MARKET:**

We encourage diverse suppliers to apply for any engineering and construction related services, including, but not limited to:

- Major/heavy construction services;
- Light/construction services
- Other related construction services; and
- General contractors.

### **GOALS:**

**1**

Outreach to communicate opportunities

#### **Tasks:**

- a. Seek out opportunities to connect sub-contractors with prime contractors for the purpose of meeting, sharing information and getting to know one another
  - i. Update plan holders through the internet during the active bidding process duration
  - ii. Providing follow-up information on contract bids through the internet system
  - iii. Conduct pre-bid conferences open to the public for large, multi-disciplined projects
- b. Provide upcoming project plans and specifications through:
  - i. APTAN
  - ii. Daily Construction
  - iii. Northstar Exchange Corporation
  - iv. Shirley's Plan Services
  - v. BIDS
  - vi. Construction News West
  - vii. FW Dodge
  - viii. Reed Construction Data
  - ix. Contractor's Plan Room
    - i. National Association of Minority Contractors, Arizona Chapter
- c. Provide on-line contact information
- d. Provide on-line City contract samples
- e. Provide on-line 12 month CIP schedule
- f. Provide on-line current projects bidding
- g. Provide on-line results of bid
- h. Partner with community outreach agencies to reach small and minority businesses and work with interested trade associations in conjunction with the City's program, i.e.,
  - i. Arizona General Contractors

- ii. Maricopa Contractor's Association
- iii. National Association of Minority Contractors Arizona Chapter
- iv. Arizona Minority Business Development Center
- v. Associated Minority Contractors of America

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## Demystifying the public procurement process

### Tasks:

- a. Participate at relevant conferences regarding the public procurement processes
- b. When requested, emphasize practical training whereby small and minority businesses are walked through the entire contracting process
- c. Providing contract terms and conditions on line for open information and easy access
- d. Work with the City's events coordinator to take advantage of any City sponsored programs that would reach the targeted market.

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## Assure that businesses have access to bids specification and plans both on site and off

### Tasks:

- b. Apply a refundable deposit for plans and specifications returned in good order
- c. Provide on-site facility for reviewing plans prior to purchase
- d. Provide plans and specifications to offsite-plan rooms
  - i. APTAN
  - ii. Daily Construction
  - iii. Northstar Exchange Corporation
  - iv. Shirley's Plan Services
  - v. BIDS
  - vi. Construction News West
  - vii. FW Dodge
  - viii. Reed Construction Data
  - ix. Contractor's Plan Room
  - x. National Association of Minority Contractors, Arizona Chapter
- e. Where feasible, for large, complex projects, provide construction documents on compact disc (CD) formats for easy access.

## MEASURING OUTCOMES:

1

## Data Analysis – Data collection will be conducted by Diversity Office on annual basis.

- a. Determine contract amount awarded to prime contractors
- b. Verification Reporting
  - i. Contractor ethnicity, gender, small business enterprise (SBE) status
  - ii. Contractor dollar amount and award date
  - iii. Type of service provided
  - iv. Submitted applications for Quality Based Selection (QBS) annual on-call process

- c. Calculate percentage of contract and amount

## 2

### Measure Outreach Efforts

- a. Tabulate number of notifications of business opportunities (bids, RFQ's, QBS, etc.)
  - i. On-line notifications
  - ii. Plan room notifications
  - iii. Advertisements in newspaper of opportunities
- b. Number of participants in outreach training and information workshops presented by staff
- c. Number of applicants for annual Qualification Based Selection (QBS) given feedback and briefed on quality assurance standards and City procedures



**ENGINEERING CONSULTANTS AND CONSTRUCTION CONTRACTORS DIVERSITY PROGRAM**

**PROJECT NAME: /**  
**CITY OF TEMPE PROJECT NUMBER: /**

**PLEASE COMPLETE THE FOLLOWING INFORMATION FOR YOUR FIRM AND EACH SUBCONTRACTOR USED TO COMPLETE THIS PROJECT.**

***INFORMATION IS FOR STATISTICAL REPORTING PURPOSES ONLY AND IS NOT A CONSIDERATION IN THE AWARD OF THIS CONTRACT.***

**Section 1: PRIMARY CONTRACTOR/CONSULTANT CERTIFICATION INFORMATION**

Legal name of firm:		Contact person and title:	
Phone #:		Fax #	E-mail:
Street address of firm (No P.O. Box):		City	State Zip
Is your firm currently certified for any of the following programs? (If Yes, check appropriate box(es) and indicate certifying agency information.  <input type="checkbox"/> Yes  <input type="checkbox"/> No	<input type="checkbox"/> DBE  Disadvantage Business Enterprise	Name of certifying agency: _____ Certification #: _____ _____	
	<input type="checkbox"/> SBE  Small Business Enterprise	Name of certifying agency: _____ Certification #: _____ _____	
	<input type="checkbox"/> MBE  Minority Business Enterprise	Name of certifying agency: _____ Certification #: _____  MBE Qualifying Ethnicity: <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other Minority	
	<input type="checkbox"/> WBE  Women Business Enterprise	Name of certifying agency: _____ Certification #: _____ _____	
	Type of work to be performed	% of Contract	Contract Amount \$

**IF USING SUB-CONTRACTORS OR CONSULTANTS PLEASE COMPLETE SECTION 2 ON THE NEXT PAGE.**

**PROJECT NAME: /**  
**CITY OF TEMPE PROJECT NUMBER: /**

**PLEASE COMPLETE THE FOLLOWING INFORMATION FOR EACH SUB-CONTRACTOR USED TO COMPLETE PROJECT.**

***INFORMATION IS FOR STATISTICAL REPORTING PURPOSES ONLY AND IS NOT A CONSIDERATION IN THE AWARD OF THIS CONTRACT.***

**Section 2: SUB-CONTRACTOR/CONSULTANT CERTIFICATION INFORMATION**

Legal name of firm:		Contact person and title:	
Phone #:		Fax #	E-mail:
Street address of firm (No P.O. Box):		City	State Zip
Is your sub-contractor currently certified for any of the following programs? (If Yes, check appropriate box(es) and indicate certifying agency information.  <input type="checkbox"/> Yes  <input type="checkbox"/> No	<input type="checkbox"/> DBE  Disadvantage Business Enterprise	Name of certifying agency: _____ Certification #: _____ _____	
	<input type="checkbox"/> SBE  Small Business Enterprise	Name of certifying agency: _____ Certification #: _____ _____	
	<input type="checkbox"/> MBE  Minority Business Enterprise	Name of certifying agency: _____ Certification #: _____ MBE Qualifying Ethnicity: <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other Minority	
	<input type="checkbox"/> WBE  Women Business Enterprise	Name of certifying agency: _____ Certification #: _____ _____	
	Type of work to be performed	% of Contract	Contract Amount \$

**Return completed forms to:**

**City of Tempe  
 Diversity Office  
 31 E. 5<sup>th</sup> Street  
 Tempe, AZ 85281**