



MICHIGAN

DISADVANTAGED BUSINESS ENTERPRISE

MUCP Partner Agencies

Detroit Department of Transportation, Wayne County Human Relations, Wayne County Airport Authority, Coleman A. Young Municipal Airport, Gerald R. Ford International Airport, Kalamazoo/Battle Creek International Airport, Capital Region International Airport, Bishop International Airport, Dickerson County Ford Airport, Muskegon County Airport, MBS International Airport, Sawyer International Airport, Chippewa County International Airport, Cherry Capital Airport, Houghton County Memorial Airport, Delta County Airport, Pellston Regional Airport, Ann Arbor Transportation Authority, Battle Creek Transit, Bay Metro Transportation Authority, Blue Water Area Transit, Capital Area Transportation Authority, Detroit Transportation Corporation, Flint Mass Transportation Authority, Harbor Transit, Interurban Transit Partnership (Rapid), Jackson Transportation Authority, Kalamazoo Metro Transit System, Livingston Essential Transportation, Macatawa Area Express (MAX), Midland Dial-A-Ride (City of), Muskegon Area Transit System, Niles Dial-A-Ride, Saginaw Transit Authority Regional Services, SMART, Twin Cities Area Transportation Authority, Southeast Michigan Council of Governments



NOVEMBER 2015

REQUIRED INFORMATION for MDOT applicants

This additional information packet **MUST** be completed along with the US DOT Certification application when applying for DBE Certification with MDOT. The US DOT DBE application can be found at: www.michigan.gov/mucp, click on "Download Forms"

SUBMIT THE COMPLETED US DOT APPLICATION ALONG WITH THE REQUIRED ADDITIONAL INFORMATION AND ALL SUPPORTING DOCUMENTS TO:

Michigan Department of Transportation
Office of Business Development
425 W. Ottawa, P.O. Box 30050
Lansing, MI 48909
Toll-free Phone: 1-866-323-1264
Fax: 517-335-0945
Email: mdot-dbe@michigan.gov
Website: www.michigan.gov/mucp

~DO NOT BIND OR STAPLE ANY PAGES, COPY SINGLE SIDE ONLY~

For your protection please use a black pen or marker to remove all but the last four (4) digits of all social security numbers and bank account numbers from tax returns and any other documents before submitting this application.

PLEASE NOTE: Incomplete applications will not be processed and will be returned to you. Please pay special attention to the application checklist within the DBE Certification Application and submit all information requested. If any of the requested information is unavailable, provide an explanation on a separate sheet of paper indicating why it is unavailable and/or not applicable to your firm. If you have questions regarding the application process or the information requested, please contact us.

MDOT WORK CLASSIFICATIONS

If MDOT prequalification is required for the type of work your firm performs, you must become prequalified. You will need to submit a copy of your MDOT prequalification approval with your DBE application package.

To obtain a construction or consultant prequalification application package, contact:

Michigan Department of Transportation
Contract Services Division

Construction Prequalification
Email: MDOTPrequal@michigan.gov
Phone: (517) 335-4281

or Consultant Prequalification
Email: MDOT-ServicePrequal@michigan.gov
Phone: (517) 335-5905

You may download a construction or consultant (service) prequalification application, or e-mail your request for either by going to the following Website: www.michigan.gov/mdot and click the the link "Doing Business". For construction prequalification click on the link "Contractor Services". For consultant prequalification click on the link "Vendor/Consultant Services".

PLEASE NOTE: If your work experience and equipment do not indicate your ability to perform in certain areas, MDOT reserves the right to modify your selections.

NO PREQUALIFICATION IS REQUIRED FOR THE CLASSIFICATIONS BELOW (Please check each classification applying for)

SUPPLIERS

TA	Geotextile Fabrics	TI	Aggregates
TB	Asphalt & Petroleum Products	TJ	Guard Rail & Related Products
TD	Construction Wood Products	TM	Landscaping Products, Nursery Stock, Seed & Sod, Mulch, Fertilizers, Erosion Control Products
TE	Construction Epoxy, Sealants & Other Coatings	TP	Paint, Tape & Other Construction Marking Materials
TF2	Concrete Additives & Treatments	TR	Plastic & Foam Construction Products
TF3	Concrete Brick, Block, Pipe & Other Structures	TS	Road Signs, Markers & Barricades
TG	Electrical Materials	TW	Steel Products
TH	Fence		

MISCELLANEOUS

RC	Road Construction Cleanup	RF	Traffic Regulator (Flagging)
RD	Temporary Traffic Control (Devices)	RJ	Trucking Heavy Construction Materials

CONSTRUCTION WORK CLASSIFICATIONS

PREQUALIFICATION IS REQUIRED FOR THE CLASSIFICATIONS BELOW

Certification will not be granted in these categories without the applicant first obtaining MDOT prequalification. Please Contact: MDOT Contract Services Division – Construction Prequalification via Email at MDOTPrequal@michigan.gov or Phone (517) 335-4281.

(Please check each classification applying for)

B	Concrete Pavement Construction of Portland cement Concrete base and surface course	I	Seeding and Sodding/Turf Establishment
Ba	Concrete Pavement Patching and Widening	J	Miscellaneous Concrete Items Construction of concrete curb and gutter, sidewalk, barrier wall, driveways, and other incidental construction
Ca	Chip Seals	K	Sewers and Watermains
Cb	Plant-Mixed Hot Mix Asphalt/Bituminous Paving	Ka	Tunneling and Jacking
Ea	Grading, Drainage Structures, and Aggregate Construction	L	Electrical Construction (Outdoor) (Master & Electrical License required)
Fa	Bridges and Special Structures Construction of masonry, fabricated steel, prestressed concrete beam, or timber bridges, large culverts and grade separations, special structures and other incidental construction	N2	Clearing
Fb	Structural Steel Erecting structural steel, prestressed concrete beams and placing reinforcing steel on bridges and grade separations and other incidental structures	N3	Pavement Marking
Fd	Pump stations Construction of pump stations and other incidental structures	N4	Bridge Painting (SSPC Certification required/QP1 & QP2)
G	Building Moving and Demolition Building moving, demolition and other incidental construction.	N5	Railroad Track Construction
H	Landscaping Contracts involving ornamentation of roadsides and parks and other incidental construction	N6	Permanent Signs
		N7	Waterproofing
		ITS	Intelligent Transportation System (Master & Electrical License required) Install Intelligent Transportation Systems (ITS) including, but not limited to: Surveillance, Vehicle Detection, and Traveler Information Systems; Communications and Network Infrastructure; Video Compression Equipment; Road Weather Information Systems (RWIS); Power Systems; and Auxiliary ITS Devices

CONSTRUCTION WORK CLASSIFICATIONS – N9

PREQUALIFICATION IS REQUIRED FOR THE N9 CLASSIFICATIONS BELOW

Certification will not be granted in these categories without the applicant first obtaining MDOT prequalification. Please Contact: MDOT Contract Services Division – Construction Prequalification via Email at MDOTPrequal@michigan.gov or Phone (517) 335-4281.

(Please check each classification applying for)

The classification codes shown in parentheses preceding some N9 classifications below are considered to already include that particular N9 classification. If you are prequalified in the classification in parentheses please do not request that particular N9 classification. (For example, if you are prequalified in Fa, do not request N9-1A, Bridge Deck Repair.)

1. BRIDGE

- A Bridge Deck Repair (Fa)
- B Bridge Railing Replacement (Fa)
- C Concrete Structure Repair (Fa)
- D Concrete Bridge Railing (Fa)
- E Structural Crack Repair
- F Hydrodemolition
- G Bridge Painting/Industrial
Painting Limited

2. ROADWAY (GRADE)

- B Edge Drain (Ea)
- C Erosion Control Structures (Ea)
- D Crushing and Shaping

3. PAVEMENTS

- A Cold Milling
- B Rubblizing Concrete Pavement
- C Concrete Sawing (B, Ba)
- D Grinding and Grooving
- E Overband Crack Fill
- F Joint or Crack Fill (B, Ba)
- G Joint Repair (Detail 7 & 8)
- H Slurry Seal
- I Microsurfacing

4. DRAINAGE

- A Sewer Cleanout
- B Sewer Inspection

5. FOUNDATIONS

- A Augered Piling (Fa)
- B Caisson Drilling
- C Pile Driving (Fa)
- D Sheet Piling (Fa)

6. GENERAL

- C Placing Resteel
- E Rail Salvage
- F Railroad Signals
- I Raised Pavement Markers
- K Attenuators
- L Guardrail
- M Fences
- N Paving Brick

CONSULTANT PREQUALIFICATION WORK CLASSIFICATION

PREQUALIFICATION IS REQUIRED FOR THE CLASSIFICATIONS BELOW

Certification will not be granted in these categories without the applicant first obtaining MDOT prequalification. Please contact: MDOT Contract Services Division – Consultant Prequalification via Email: MDOT-ServicePrequal@michigan.gov or Phone (517) 335-5905

(Please check each classification applying for)

DESIGN SERVICES CATEGORY		CONSTRUCTION SERVICES CATEGORY	
DB	Design - Bridges	CEA	Construction Engineering: Assistance
DBC	Design - Bridges: Complex	CEB	Construction Engineering: Bridges & Ancillary Structures
DBLR	Design - Bridges: Load Rating	CER	Construction Engineering: Roadway
DBMS	Design - Bridges: Movable Span	CELA	Construction Engineering: Roadway - Local Agency Program
BDRR	Design - Bridges: Railroad	CIBP	Construction Inspection: Bridge Painting
DBSI	Design - Bridges: Safety Inspection	CIB	Construction Inspection: Bridges & Ancillary Structures
DBUS	Design - Bridges: Safety Inspection - Underwater	BPI	Construction Inspection: HMA Pavement
DBS	Design - Bridges: Scoping	CIR	Construction Inspection: Roadway
DBLD	Design - Buildings	CITS	Construction Inspection: Traffic and Safety
DGEO	Design - Geotechnical	CSOT	Construction Services: Office Technician
DGEA	Design - Geotechnical: Advanced	CTA	Construction Testing: Aggregates
DHI	Design - Hydraulics I	CTC	Construction Testing: Concrete
DHII	Design - Hydraulics II	CTD	Construction Testing: Density
DR	Design - Roadway	HMAP	Construction Testing: HMA
DRC	Design - Roadway: Complex	HMAA	Construction Testing: HMA Assistance
DRI	Design - Roadway: Intermediate	ENVIRONMENTAL SERVICES CATEGORY	
DTCG	Design - Traffic: Capacity & Geometrics Analysis	EAH	Environmental: Archaeology - Historic
DITS	Design - Traffic: ITS Design & System Manager	EAP	Environmental: Archaeology - Prehistoric
DTPM	Design - Traffic: Pavement Markings	EB	Environmental: Botanical
DTSS	Design - Traffic: Safety Studies	EC	Environmental: Contamination
DTS	Design - Traffic: Signal	EHA	Environmental: Historic Assessment
DTSO	Design - Traffic: Signal Operations	ENA	Environmental: Noise Assessment
TSOC	Design - Traffic: Signal Operations - Complex	EWA	Environmental: Wetland Assessment
DTSF	Design - Traffic: Signing - Freeway	SURVEYING SERVICES CATEGORY	
NFSP	Design - Traffic: Signing - Non-Freeway	SCS	Surveying: Construction Staking
MOT	Design - Traffic: Work Zone Maintenance of Traffic	SGCL	Surveying: Geodetic Control and Leveling
WZMS	Design - Traffic: Work Zone Mobility & Safety	SH	Surveying: Hydraulics
DUM	Design - Utilities: Municipal	SROW	Surveying: Right of Way
DUPS	Design - Utilities: Pump Stations	SRD	Surveying: Road Design
DURL	Design - Utilities: Roadway Lighting	SS	Surveying: Structure
SUE	Design - Utilities: Subsurface Utility Engineering		
DLA	Design: Landscape Architecture		
DPDS	Design: Project Development Studies		
DVEF	Design: Value Engineering Facilitator		
DWET	Design: Wetlands		

WORK TYPE REQUEST

COMPLETE ONE FORM FOR EACH WORK CLASSIFICATION REQUESTED. MAKE ADDITIONAL COPIES AS NEEDED.

COMPANY NAME	WORK CLASSIFICATION CODE
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WORK CLASSIFICATION NAME

1) DESCRIBE THE WORK THAT YOUR COMPANY DOES IN THIS WORK CLASSIFICATION

2) LIST THOSE OWNERS AND EMPLOYEES WHO HAVE RESPONSIBILITY, OR WHOSE EXPERIENCE, EDUCATION AND EXPERTISE IS RELIED UPON IN THIS WORK CLASSIFICATION. FOR EACH INDIVIDUAL LISTED, BE SURE THAT A COMPLETE *WORK EXPERIENCE RESUME* HAS BEEN SUBMITTED.

OWNER/KEY PERSONNEL	SUMMARIZE EDUCATION AND/OR YEARS OF EXPERIENCE IN THIS WORK CLASSIFICATION

3) SUBMIT DOCUMENTATION OF EXPERIENCE (GOVERNMENT OR PRIVATE) OF THIS COMPANY IN THIS **WORK CLASSIFICATION**. PROVIDE COPIES OF PAGES FROM THE LARGEST COMPLETED CONTRACT, SUBCONTRACT, PURCHASE ORDER OR INVOICE SHOWING:

- Dollar amount, and
- Specific work performed, service provided or material supplied (include specific items or work and quantities supplied), and
- Signature page and proof of execution.

4) LIST EQUIPMENT NECESSARY TO PERFORM IN THIS WORK CLASSIFICATION. CHECK IF OWNED, LEASED OR OTHERWISE AVAILABLE.

EQUIPMENT NAME	Owned	Lease	Other	EQUIPMENT NAME	Owned	Lease	Other

5) SUBMIT DOCUMENTATION OF EQUIPMENT OWNED OR LEASED/RENTED FOR THIS WORK CLASSIFICATION, INCLUDING:

- Registrations, titles, purchase orders and other proofs of purchase of equipment owned by your company, and
- Signed and executed lease or rental agreements for equipment leased or rented by your company.

WORK TYPE REQUEST

APPLICANTS FOR SUPPLY WORK MUST ALSO COMPLETE THE FOLLOWING

1) If the company manufactures or substantially alters this product/material, please explain:

2) Do you maintain an inventory of this product or material? If yes, provide a list showing your current inventory.

Yes No

3) Where do you store your inventory?

4) Is this space: (Check areas that apply)

Owned Rented/Leased Other

- Provide proof of ownership, lease/rental or evidence of other arrangements.

5) List the amount of your sales from this product/material for each of the last three years:

YEAR	AMOUNT OF SALES

6) List your company's top three customers for this product/material for the last three years:

YEAR	CUSTOMER 1	CUSTOMER 2	CUSTOMER 3

7) For this product/material, list suppliers and materials they supply. Attach additional sheets as needed.

8) Does your company deliver these products/materials with it's own equipment? Yes No

9) If not listed previously, list equipment owned or leased by your company to deliver products/materials to customers:

AUTHORIZED SIGNATURE	DATE
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WORK EXPERIENCE RESUME (TEMPLATE)

A RESUME MUST BE SUBMITTED BY EACH OWNER, OFFICER, DIRECTOR AND OTHER PERSONNEL OF THE FIRM IDENTIFIED IN THE APPLICATION. PLEASE TYPE OF PRINT. DO NOT LEAVE ANYTHING BLANK. MAKE ADDITIONAL COPIES OF THIS FORM AS NEEDED.

NAME OF APPLICANT'S COMPANY	YOUR NAME/TITLE
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	NAME AND LOCATION OF SCHOOLS ATTENDED	YEARS ATTENDED	DIPLOMA/DEGREE	COURSES OF STUDY/MAJOR
EDUCATIONAL OR VOCATIONAL TRAINING				
COLLEGES AND UNIVERSITIES				

OTHER TRAINING

EMPLOYMENT RECORD

PLEASE LIST ALL OF YOUR WORK EXPERIENCE. START WITH YOUR MOST RECENT EMPLOYMENT AND WORK BACKWARDS. PROVIDE A DETAILED DESCRIPTION OF REGULARLY ASSIGNED, ONGOING DUTIES, FOR EACH JOB. ATTACH ADDITIONAL SHEETS AS NEEDED.

EMPLOYER	JOB TITLE		
STREET ADDRESS	CITY	STATE	ZIP CODE
DATE OF EMPLOYMENT	SUPERVISOR'S NAME	AVERAGE HOURS PER WEEK	

DESCRIPTION OF YOUR DUTIES

LIST UNION LICENSES, PROFESSIONAL REGISTRATIONS, ETC. WHICH ARE IN YOUR NAME

WORK EXPERIENCE RESUME (TEMPLATE) cont'd

EMPLOYER		JOB TITLE		
STREET ADDRESS		CITY	STATE	ZIP CODE
DATES OF EMPLOYMENT	SUPERVISOR'S NAME		AVERAGE HOURS PER WEEK	

DESCRIPTION OF YOUR DUTIES

EMPLOYER		JOB TITLE		
STREET ADDRESS		CITY	STATE	ZIP CODE
DATES OF EMPLOYMENT	SUPERVISOR'S NAME		AVERAGE HOURS PER WEEK	

DESCRIPTION OF YOUR DUTIES

LIST ANY ADDITIONAL EXPERIENCE/INFORMATION YOU FEEL MAY BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION:

CERTIFICATION: I certify that all information on this and all attached pages is true, correct, and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. **RESUME ATTACHED?** **YES** **NO**

SIGNATURE	SOCIAL SECURITY NO.(Last 4 digits only)	DATE
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**DISADVANTAGED BUSINESS ENTERPRISE PROGRAM
OUT-OF-STATE APPLICANT AFFIDAVIT OF CERTIFICATION**

Per 49 CFR Part 26, this form must be signed and sworn to by each owner of the applicant business. Use additional form(s) if more than one owner.

ANY MATERIAL, FALSE STATEMENT OR OMISSION MADE IN CONNECTION WITH THIS APPLICATION OR AFFIDAVIT IS SUFFICIENT CAUSE FOR DENIAL OF CERTIFICATION, REVOCATION OF A PRIOR APPROVAL, INITIATION OF SUSPENSION OR DEBARMENT PROCEEDINGS, AND MAY SUBJECT THE PERSON AND/OR ENTITY MAKING THE FALSE STATEMENT TO ANY AND ALL CIVIL AND CRIMINAL PENALTIES AVAILABLE PURSUANT TO APPLICABLE FEDERAL AND STATE LAW.

I, _____ (print full name), declare under penalty of law that I have submitted all of the information required by 49 CFR §26.85 (c). This information is complete, and in the case of the requirements of §26.85(c)(1), is identical to the information which served as the basis for my home state DBE certification. Further, I declare under penalty of perjury that all facts in my most recent on-site report remain true and correct.

Date_____

Signature_____

NOTARIZATION

Before me, this____day of_____, 20__, personally appeared and known to me to be the person, described in the foregoing statement, acknowledged that he/she executed the same in the capacity therein and for the purposes therein contained and that the statements contained therein are true and correct.

IN WITNESS WHEREOF, I HEREUNTO SET MY HAND AND OFFICIAL SEAL

Notary Public

My Commission Expires: _____