



To: <p style="text-align: center;">SUPERSEDED ^{BY} <i>EB 03-029</i> EFFECTIVE <i>6/6/03</i></p>		New York State Department of Transportation ENGINEERING INSTRUCTION	EI 03-002
Title: HIGHWAY DESIGN MANUAL CHAPTER 21 FINAL PLANS, SPECIFICATIONS, AND ESTIMATE (PS&E) SUBMISSION DISADVANTAGED/MINORITY/WOMENS'S BUSINESS ENTERPRISE GOALS			
Distribution: <input type="checkbox"/> Manufacturers (18) <input type="checkbox"/> Surveyors (33) <input checked="" type="checkbox"/> Main Office (30) <input checked="" type="checkbox"/> Consultants (34) <input checked="" type="checkbox"/> Local Govt. (31) <input checked="" type="checkbox"/> Contractors (39) <input checked="" type="checkbox"/> Regions/Agencies (32) <input type="checkbox"/> _____ ()	Approved: <div style="text-align: center;">  <hr/> P.J. Clark, Deputy Chief Engineer, Design </div> <div style="text-align: right;"> <i>01/17/03</i> Date </div>		

ADMINISTRATIVE INFORMATION

- **Effective Date.** This Engineering Instruction (EI) is effective with projects submitted for the letting of May 8, 2003.
- **Superseded Issuances.** This EI supersedes Highway Design Manual (HDM) Chapter 21, Table 21-4 Minority Business Enterprise (MBE) Goals and Women's Business Enterprise (WBE) Goals - 100% State Funded Projects (page 21-62 dated 10/23/00).
- **Disposition of Issued Materials.** The guidance transmitted with this EI will be incorporated into a future revision to the HDM Chapter 21. In the interim, users of the HDM should update their manual as indicated in this EI under TECHNICAL INFORMATION.

PURPOSE

The purpose of this EI is to reduce the M/WBE goals for contracts with an Engineer's Estimate less than \$1,000, 000 to zero, and to require the Regions to establish goals for simplified pavement preventive maintenance projects similar to other types of projects.

TECHNICAL INFORMATION

The guidance provided on Page 1 of 2 attached to this EI is to be used in addition to the guidance found in HDM Chapter 21, pages 21-58 and 21-59 dated 10/23/00. Users of HDM Chapter 21 are encouraged to file the attached Page 1 of 2 between HDM pages 21-58 and 21-59.

The guidance provided on Page 2 of 2 attached to this EI is to be used in lieu of the guidance found in HDM Chapter 21, page 21-62 dated 10/23/00. Users of HDM Chapter 21 are encouraged to file the attached Page 2 of 2 between HDM pages 21-62 and 21-63.

BACKGROUND

Currently, the Minority Business Enterprise (MBE) and Women's Business Enterprise (WBE) goals for Contracts with an Engineer's Estimate less than \$500,000 are zero. Subcontracting opportunities for smaller contracts are limited, and often the overhead required to establish a subcontract outweighs the small amount of work available for subcontract. The majority of goal waivers requested of the Department, and those granted, are for small contracts. The goal percentages in the remainder of the table are unchanged.

CONTACT

Direct questions regarding this Engineering Instruction to Norman Schips in the Design Quality Assurance Bureau at (518) 485-8611 (e-mail nschips@dot.state.ny.us).

Make the following changes to the *Highway Design Manual*.

Chapter 21 Section 21.9.2.2 B item 3 (page 21-58 dated 10/23/00) **delete**

"3. Form C-258g (10/00), Disadvantaged/Minority/Women's Business Enterprise Goals. This form shall be prepared and submitted for all project types except simplified pavement preventive maintenance projects. (The goals for these projects are set on a case by case basis by the Office of Equal Opportunity Development and Compliance.)"

and **replace** with

"3. Form C-258g (10/00), Disadvantaged/Minority/Women's Business Enterprise Goals. This form shall be prepared and submitted for all project types."

Chapter 21 Section 21.9.2.2 B item 3 (page 21-59 dated 10/23/00) **delete** "\$500,000" and **replace** with "\$1 million dollars".

Make the following changes to the *Highway Design Manual*.

Chapter 21 Section 21.9.2.2 B item 3 (page 21-62 dated 10/23/00) delete the entire page and replace with the following:

Table 21-4 Minority Business Enterprise (MBE) (WBE) Goals - 100% State Funded Projects ¹ Goals and Women's Business Enterprise

REGION	GROUP NUMBER															
	1		2		3		4		5		6		7		8	
	MBE	WBE	MBE	WBE	MBE	WBE	MBE	WBE	MBE	WBE	MBE	WBE	MBE	WBE	MBE	WBE
1	6%	5%	6%	5%	3%	3%	5%	4%	3%	5%	3%	4%	2%	3%	2%	2%
2	4%	4%	4%	4%	2%	2%	4%	4%	2%	2%	3%	4%	2%	3%	2%	2%
3	7%	6%	7%	6%	3%	3%	7%	6%	2%	2%	3%	2%	3%	2%	2%	2%
4	6%	4%	6%	4%	3%	3%	6%	4%	6%	6%	2%	2%	2%	2%	2%	2%
5	4%	6%	4%	6%	2%	2%	4%	6%	4%	3%	2%	2%	2%	2%	4%	4%
6	1%	4%	2%	4%	1%	2%	3%	2%	3%	4%	2%	2%	2%	2%	4%	4%
7	2%	3%	2%	3%	1%	2%	2%	2%	1%	1%	2%	2%	1%	1%	1%	1%
8	7%	4%	7%	4%	3%	4%	7%	4%	1%	1%	2%	2%	1%	1%	1%	1%
9	2%	3%	2%	3%	1%	4%	2%	3%	3%	4%	3%	4%	3%	4%	3%	4%
10	4%	10%	4%	10%	4%	11%	4%	11%	2%	3%	2%	2%	1%	1%	1%	2%
11	9%	7%	9%	7%	9%	7%	9%	7%	5%	9%	5%	5%	3%	3%	2%	2%

1. The MBE and WBE goals for Contracts with an Engineer's Estimate less than \$1 million dollars are zero.