

**SUPERSEDED BY EI 85-052  
EFFECTIVE 4/3/86**

# ENGINEERING INSTRUCTION

NEW YORK STATE DEPARTMENT OF TRANSPORTATION

SUBJECT: MBE & WBE PERCENTAGE GOALS

PRELIMINARY PLAN REVIEW  
BUREAU  
APR 14 1981

Subject Code:

Distribution:

RD 408.3-5  
 Main Office

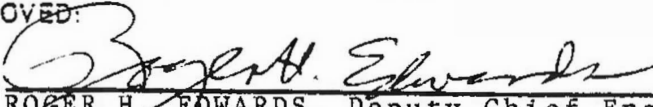
Regions

Special

Code: EI 81-13

Date: 4/10/81

APPROVED:



ROGER H. EDWARDS, Deputy Chief Engineer

Supersedes:

Since August 1978, the Department has been including a Minority Business Enterprise (MBE) percentage goal in its larger contracts. Beginning in October 1980, a Women's Business Enterprise (WBE) percentage goal has also been included.

The goals are established by the Department's Affirmative Action Program Office (TAAPO). To assist the minority and women's business community the Department has also identified the type of work which could be considered sublettable. Initially, this was done by identifying the actual items of work. The Federal Highway Administration has, however, developed standard categories for reporting work sublet to MBE's and WBE's. The attached Form C258 (3/81) has been developed using these categories,

Beginning with the letting of August 6, 1981, Form C258 (3/81) should be submitted to the Final Plan Review Bureau, for each project, as part of the PS&E submission.

The Region should fill in the PIN & COUNTY, and indicate whether the Engineers Estimate is greater than, or less than, \$500,000. In addition, the Region should check off the categories of work which may be considered sublettable. \*

The Final Plan Review Bureau will then fill in the Proposed Letting Date and Printing Deadline, and forward this form along with a copy of the Engineers Estimate, to the Transportation Affirmative Action Program Office for determination of MBE & WBE percentage goals.

The Affirmative Action Program Office will then complete the form by adding the MBE & WBE percentage goals, and transmit the completed form to the Final Plan Review Bureau prior to the Printing Deadline. Final Plan Review will then incorporate the MBE & WBE percentage goals in the contract proposal.

\* See attached Category Guidelines.

RHE:JZ:JO

PREL	DESIGN
DESIGN	CONSTRUCTION
FACILITY'S	
APR 14 1981	

## Category Guidelines

To assist the Region in determining categories of work, the following guidelines identifying the specification sections with the sublettable categories have been prepared. Some judgement must be applied in using these guidelines. For example, on a traffic signal contract, traffic signal work would not be considered sublettable, but asphalt paving would. The opposite is also true; on a large paving job, traffic signal work would be considered sublettable. Furthermore, the categories selected are based on work which may be considered sublettable. That is not the same as work which will be sublet.

### CATEGORIES OF WORK - SPECIFICATION SECTIONS

Curb & Gutter - Sections 609 and 624 work.  
Guide Rail - Sections 568 and 606 work.  
Portland Cement Concrete Pavement - Sections 501, 502 and 503 work.  
Structural Concrete - Sections 555 and 557.  
Asphalt Pavement - Sections 401, 402, 403, 405 and 410.  
Grading and Drainage - Sections 203, 206, 603, 604 and 605 - General Case - isolated sections and runs of pipe.  
Storm Sewer - Sections 206, 603 and 604 - When used for an extensive closed drainage system.  
Sanitary Sewer - Sections 206, 603 and 604 - When used for sanitary sewer system.  
Water Mains - Water line type work such as item 603.95, cast or ductile iron pipe, valves, connections, hydrants and shutoffs.  
Clearing & Grubbing - Section 201 work.  
Fencing - Section 607 work.  
Base & Subbase Construction - Sections 302, 304, 307 and 308 work.  
Water Proofing - Section 558 and 559 work.  
Lighting - Section 670 work.  
Signals - Section 680 work.  
Signing - Sections 644, 645, 646 and 647 work.  
Structural Steel - Sections 564 and 569 work.  
Reinforcing Steel - Section 556 work.  
Painting - Section 570 work.  
Pavement Markings - Sections 640 and 685 work.  
Form Setting - Section 555 work.  
Demolition & Removal - Sections 202 and 589 work.  
Hauling Operations - Sections 203, 401, 402, 403 and 405 work.  
Landscaping - Sections 611, 614 and 615 work.  
Seeding, Sodding and Mulching - Sections 610, 612 and 613 work.  
Tree Removal - Section 614, item 614.03xx work.  
Maintenance of Traffic - Item 619 work excluding Item 619.12 Watchmen Service  
Watchmen Service - Item 619.12 work.  
Excavation - Section 203 work.  
Survey and Stakeout - Item 634.01 work.

MINORITY AND WOMEN BUSINESS ENTERPRISE GOALS

PIN NO. \_\_\_\_\_  
COUNTY(S) \_\_\_\_\_  
PROPOSED LETTING \_\_\_\_\_  
FINAL PLAN REVIEW BUREAU'S  
PRINTING DEADLINE \_\_\_\_\_

ENGINEER'S ESTIMATE:  
\_\_\_\_\_ GREATER THAN \$500,000  
\_\_\_\_\_ LESS THAN \$500,000  
MBE % GOAL \_\_\_\_\_  
WBE % GOAL \_\_\_\_\_

The above project contains the following categories of work which may be considered sublettable:

- |                                      |                                   |
|--------------------------------------|-----------------------------------|
| _____ Curb & Gutter                  | _____ Signing                     |
| _____ Guide Rail                     | _____ Structural Steel            |
| _____ Portland Cement Conc. Pavement | _____ Reinforcing Steel           |
| _____ Structural Concrete            | _____ Painting                    |
| _____ Asphalt Pavement               | _____ Pavement Markings           |
| _____ Grading and Drainage           | _____ Form Setting                |
| _____ Storm Sewer                    | _____ Demolition & Removal        |
| _____ Sanitary Sewer                 | _____ Hauling Operations          |
| _____ Water Mains                    | _____ Landscaping                 |
| _____ Clearing & Grubbing            | _____ Seeding, Sodding & Mulching |
| _____ Fencing                        | _____ Tree Removal                |
| _____ Base & Subbase Construction    | _____ Maintenance of Traffic      |
| _____ Water Proofing                 | _____ Watchman Service            |
| _____ Lighting                       | _____ Excavation                  |
| _____ Signals                        | _____ Survey & Stakeout           |