

Vermont Department of Environmental Conservation

Agency of Natural Resources

EC7

Facilities Engineering Division

Construction Section

1 National Life Drive, Main 1

Montpelier VT 05620-3510

Telephone: (802)-760-8135

Fax: (802)-828-1552

## DBE Package Concurrence Checklist

Project:

Owner:

Engineer:

FED Representative:

Funding  
Source:

Loan #:

Contract #:

Date:

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**The following items must be submitted to FED Construction Section for concurrence in the DBE Effort package :**

- |     |   |          |     |
|-----|---|----------|-----|
| 1.  | Letter of Recommendation from the Authorized Representative stating Bidder has followed the <a href="#">Six Good Faith Effort</a> .   | Complete | N/A |
| 2.  | Letter of Recommendation from the Engineer stating Bidder has followed the <a href="#">Six Good Faith Effort</a> .                    | Complete | N/A |
| 3.  | Completed <a href="#">DBE Effort Summary Sheet</a>  | Complete | N/A |
| 4.  | Copy of applicable <a href="#">DBE firm listing from VTRANS</a>   | Complete | N/A |
| 5.  | Record of DBE notification by the Engineer at least 30 days prior to bid advertisement (email, certified mail, fax, or phone records) | Complete | N/A |
| 6.  | Copy of Bid Advertisement   | Complete | N/A |
| 7.  | Copy of DBE Addenda   | Complete | N/A |
| 8.  | Records of Bidder and DBE firm correspondence (email, certified mail, fax, or phone records)  | Complete | N/A |
| 9.  | Completed DBE <a href="#">EPA Form 6100-3</a> and <a href="#">EPA Form 6100-4</a>   | Complete | N/A |
| 10. | Record that <a href="#">EPA Form 6100-2</a> sent to all DBE firms that are utilized (email, certified mail, fax, or phone records).   | Complete | N/A |
| 11. | Recipients are required to create and maintain a bidders list. Contracts below \$250K are exempt from this requirement.               | Complete | N/A |