1. When & where should a DBE be Pre-Qualified as a Sub-Consultant
   a. Subs are not required by MoDOT to be pre-qualified
      i. Some Primary Consultants may require subs to be pre-qualified
   b. MoDOT Consultant Resources:
      i. https://www.modot.org/consultant-information
   c. MoDOT Pre-Qualification Process:
      i. https://www.modot.org/consultant-prequalification
   d. Every consultant must complete Steps 2 & 3.
      i. Step 2 –
       a. Current Missouri Secretary of State Certificate of Good Standing
       b. Missouri Division of Professional Registration – Certification of Authority (If Applicable ie: Mo Board of Architects, Professional Engineers, Land Surveyors, etc.)
       c. Local Programs (LPA) Projects may require the LPA Basic Training course to be completed
      ii. Step 3 – E-Verify
       a. Annual Worker Eligibility Affidavit

2. What’s the prequalification Process – Tips & Suggestions
   a. Follow the online process to complete all necessary forms, provide all necessary information, & upload to “Prequalification” database in Step 4
   b. Required Information:
      i. https://www.modot.org/consultant-prequalification-process-financial-prequalification-requirements
   c. Best Practices (even if you don’t intend to pre-qualify now):
      i. Complete the Internal Control Questionnaire to the best of your ability
       a. https://audit.transportation.org/
       b. 2016 Uniform Audit & Accounting Guide Appendix B
      ii. Familiarize yourself with the Federal Acquisition Regulations (FAR)
       a. https://www.acquisition.gov/far/part-31
          i. Especially Allowable & Unallowable Costs
   d. Begin to set up FAR Compliant Accounting Processes
      i. Most important is Timekeeping – Must be very detailed
       a. You must be able to determine salary costs for project activities vs administrative salary costs for all positions.
      ii. Payroll bonuses are problematic
       a. Dividends or distributions of profit are not allowable costs.
       b. For bonuses to be eligible, you must establish in policy the performance metrics for every specific project & every employee who is to receive the bonus actual performance.
i. Performance evaluations are required as documentation

e. If your firm does not have an audited overhead rate, you may be eligible for a Safe Harbor Rate
   i. 110% for the life of the contract
   ii. Must renew eligibility every year
   iii. Eligible for 3 years

3. When you become pre-qualified what happens next
   a. Your firm will be included on MoDOT’s Pre-Qualified List:
      i. [https://www.modot.org/consultant-prequalification-list](https://www.modot.org/consultant-prequalification-list)
      ii. Firms may use this list to search for DBE sub-consultant partners, or partners to team up with on projects.

4. What are Opportunities for DBE Sub-consultants
   a. Many engineering opportunities
      i. Specific design elements ie: crosswalks, signals, ADA, construction inspection, Geotech, etc
   b. Non-Engineering Opportunities
      i. Public Involvement / Stakeholder Engagement / Marketing
      ii. Real Estate – Right of Way Negotiation & Acquisition
      iii. Land Surveying
         a. Requires some licenses & certifications
      iv. Construction Management
      v. GIS tools / Mapping

5. Where do you find work opportunities
   a. MoDOT Solicitations (RFQ) Opportunities Page
      i. [https://www.modot.org/solicitation-rfq-opportunities](https://www.modot.org/solicitation-rfq-opportunities)
   b. Networking with consulting firms, cities, counties, in your areas of interest
   c. MoDOT Anticipated Consultant Needs:
      i. [https://www.modot.org/modot-solicitations-rfq](https://www.modot.org/modot-solicitations-rfq)

6. Are DBE Goals set on consultant work
   a. Yes every solicitation is reviewed by external civil rights for DBE opportunities & goals are advertised in the RFQ

7. How do you apply to be on the On-Call Services as a DBE Firm
   a. MoDOT will advertise every 3 years to select firms for our On-Call consultant program.
   b. Contracts are limited to a maximum of $250,000
   c. MoDOT will be advertising this September to update our On-Call list for the next 3 years