



PUBLIC SERVICES COMMITTEE MEETING AGENDA

Commission Chamber

Tuesday, February 11, 2025

1:00 PM

PUBLIC SERVICES

- 1.** Motion to approve the 2024/2025 Food Services Agreement with G.A. FOOD Services of Pinellas County, LLC.
- 2.** Motion to approve the Daniel Field Airport DBE Amended Plan and approval of Mayor Johnson signing the DBE Amended Plan
- 3.** **Dr. Troy W. Akers** regarding an opportunity for a new tennis and pickleball facility in Augusta.
- 4.** **Mr. Richard Skuse** regarding ADA Paratransit.



Public Services Committee

Meeting Date: February 11, 2025

Senior Nutrition Program - Updated Food Vendor Agreement

- Department:** Recreation and Parks Department
- Presenter:** Tameka Williams
- Caption:** Motion to approve the 2024/2025 Food Services Agreement with G.A. FOOD Services of Pinellas County, LLC.
- Background:** The Augusta Recreation and Parks Department operates six senior nutrition sites throughout Augusta, Georgia through a partnership with CSRA Regional Commission. The CSRA Regional Commission, as part of the senior nutrition grant has selected the vendor for nutritional services. The vendor, G.A. Food Services of Pinellas County, LLC, has submitted an updated food services agreement for fiscal year 2024/2025.
- Analysis:** The meal cost is fully reimbursed by the CSRA Regional Commission.
- Financial Impact:** All expenditures are reimbursed, therefore there is no financial impact.
- Alternatives:**
 1. To approve the 2024/2025 Food Services Agreement.
 2. To not approve the amendment, which may have a negative impact on the execution of the senior nutrition program.
- Recommendation:**
 1. To approve the 2024/2025 Food Services Agreement.
- Funds are available in the following accounts:** Funds are available in the following accounts: 220-05-4322
- REVIEWED AND APPROVED BY:** N/A

FOOD SERVICES AGREEMENT

THIS FOOD SERVICE AGREEMENT (hereinafter referred to as the “Agreement”) effective October 1, 2024, is entered into by and between **G.A. Food Services of Pinellas County LLC** located at 12200 32nd Court N, St. Petersburg, FL 33716 (hereinafter referred to as “CONTRACTOR”) and the **Augusta-Richmond County** located at located at 2027 Lumpkin Road, Augusta, GA 30916 (hereinafter referred to as the “COUNTY”). Individually referred to as the “Party” and collectively referred to as the “Parties”

WHEREAS, the Central Savannah River Area Regional Commission Area Agency on Aging (hereinafter referred to as “CSRA”) has deemed the CONTRACTOR a qualified food vendor for the counties within its service area, and

WHEREAS, the COUNTY is a participant in the CSRA nutrition service program, and

WHEREAS, the COUNTY desires to engage the CONTRACTOR to render certain meal services under the provisions of the Older Americans Act of 1965, as amended.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, as well as other good and valuable consideration, the adequacy and receipt of which are hereby acknowledged, the parties hereto agree as follows:

- I. **Engagement.** The COUNTY agrees to grant the CONTRACTOR the exclusive right to provide meals to CSRA’s senior nutrition program participants during the Term of the Agreement.
- II. **Compensation.** The CONTRACTOR shall be compensated for the work and services to be performed under this contract as set forth in Attachment A.
- III. **Scope of Services.** The CONTRACTOR shall perform and carry out in a satisfactory and proper manner, the work and service described in Attachment B, which is attached hereto and made a part of hereof.
- IV. **Term.** The effective date of this contract is October 1, 2024 through September 30, 2025. The COUNTY has the option to renew for an additional three (3) one-year renewals. For each renewal the CONTRACTOR reserves the right to adjust the rates based upon 5.5% Consumer Price Index (CPI) calculated year over year.
- V. **Terminations.**
 - A. If through any cause, the CONTRACTOR shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the CONTRACTOR has violated any of the covenants, agreements, representations, or stipulations of this Contract, COUNTY shall thereupon have the right to terminate this Contract by giving written notice to CONTRACTOR of such termination and specifying the effective date thereof, which may be immediate.
 - B. Either Party may terminate this Contract without cause at any time by giving written notice to the other Party of such termination and specifying the effective date thereof, at least ninety

(90) days before the effective date of such termination.

- C. Upon termination, the CONTRACTOR shall submit the final contract expenditure report not later than forty-five days after the effective date of termination.

VI. **Indemnification.**

- A. The CONTRACTOR shall indemnify, hold harmless, and defend COUNTY against all loss, cost, expense, and reasonable attorney's fees arising out of any demand, claim, or suit of any kind or character whatsoever arising out of the conduct of the CONTRACTOR, its agents or employees including without limitation, any claim alleging personal injury or property damage arising out of the transportation of meals or other food to the various sites and any claim alleging personal injury, sickness, or disease arising out of the storage, preparation, delivery or consumption of meals except to the extent that such demand, claim, or suit arises solely from the negligence or fault of the COUNTY without any negligence or fault on the part of the CONTRACTOR.
- B. The COUNTY shall indemnify, hold harmless, and defend CONTRACTOR against all loss, cost, expense, and reasonable attorney's fees arising out of any demand, claim, or suit of any kind or character whatsoever arising out of the conduct of the COUNTY, its agents or employees including without limitation, any claim alleging personal injury, sickness, or disease arising out of the storage, serving, or consumption of meals except to the extent that such demand, claim, or suit arises solely from the negligence or fault of the CONTRACTOR without any negligence or fault on the part of the COUNTY.

- VII. **Miscellaneous.** All Proprietary Items are confidential to and are and will remain the sole and exclusive property of the CONTRACTOR. Proprietary Items shall be those items prohibited from disclosure by counties under the Georgia Open Records Act (O.C.G.A. § 50-18-70, et seq.). In the event the COUNTY receives, obtains access, or otherwise is exposed to any Proprietary Items, the COUNTY will and shall cause its officers, employees, and agents to, (a.) hold the Proprietary Items in trust and in the strictest confidence, (b.) not produce, use, distribute or otherwise disseminate the Proprietary Items except to the extent necessary to aid the performance of the services provided by the CONTRACTOR, and (c.) otherwise protect the Proprietary Items from disclosure. Upon request by the CONTRACTOR and/or termination of this Agreement, the COUNTY shall return all property belonging to the CONTRACTOR, including without limitation, all tangible materials (originals or copies) containing or embodying Proprietary Items then in its custody, control, or possession. Notwithstanding anything above, CONTRACTOR and COUNTY shall comply with all applicable provisions of the Georgia Open Records Act (O.C.G.A. § 50-18-70, et seq.).

- VIII. **Employment of Unauthorized Aliens Prohibited – E-Verify Affidavit.** Pursuant to O.C.G.A. § 13-10-91, COUNTY shall not enter into a contract for the physical performance of services unless CONTRACTOR shall provide evidence on COUNTY-provided forms, attached hereto as Attachments “F” and “G” (affidavits regarding compliance with the E-Verify program to be sworn under oath under criminal penalty of false swearing pursuant to O.C.G.A. § 16-10-71), that it and CONTRACTOR’s subcontractors have registered with, are authorized to use and use the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91, and that they will continue to use the federal work authorization program throughout the

contract period. CONTRACTOR hereby verifies that it has, prior to executing this Agreement, executed a notarized affidavit, the form of which is provided in Attachment "F", and submitted such affidavit to COUNTY. Further, CONTRACTOR hereby agrees to comply with the requirements of the federal Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02.

- IX. **Civil Rights Affirmative Action Compliance.** The CONTRACTOR shall be an Equal Opportunity Employer and conform to the provisions of the Civil Rights Act of 1964. In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and all other provisions of Federal law, CONTRACTOR agrees that, during performance of this agreement, CONTRACTOR, for itself, its assignees and successors in interest, will not discriminate against any employee or applicant for employment, any subcontractor, or any supplier because of race, color, creed, national origin, gender, age or disability. In addition, CONTRACTOR agrees to comply with all applicable implementing regulations and shall include the provisions of this paragraph in every subcontract for services contemplated under this agreement.
- X. **Applicable Laws and Regulations.** The CONTRACTOR shall perform its duties in accordance with the provisions of the Older Americans Act of 1965, as amended, and all rules, regulations, standards, and directives issued there under, the Georgia Division of Aging Services Policies and Procedures, and the Area Agency on Aging Policies and Procedures Manual. The CONTRACTOR shall comply with all other applicable federal, state, and local laws, rules and regulations which deal with or relate to the operations of programs under this Contract. The applicable provisions of the Federal Fair Labor Standards Act of 1938, as amended, together with duly promulgated rules and regulations of the United States Department of Labor are applicable to this compliance. The CONTRACTOR agrees to fully reimburse COUNTY for any loss of funds or resources resulting from noncompliance by the CONTRACTOR.
- XI. **Records.** The CONTRACTOR shall maintain all books, documents, papers, and other records relating to the work performed under this Contract for a period of six (6) years from the date of the submission of the final invoice or expenditure report. If any litigation, claim, or audit is begun before the expiration of the six -year retention period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved. The CONTRACTOR shall include the provisions of this paragraph in any subcontract executed in connection with this Contract.
- XII. **Entire Agreement.** This Contract incorporates all prior proposals, negotiations, interpretations, and understandings between the parties and is the full and complete expression of the Contract.
- XIII. **Amendments.** Any change, alteration, deletion, or addition to the terms set forth in this Contract must be in the form of a written amendment signed by both parties, unless otherwise specified herein.

IN WITNESS WHEREOF, COUNTY and the CONTRACTOR, acting by and through their duly authorized officers, agree to the terms and conditions of this Contract, set forth above, by affixing their signatures hereto.

AUGUSTA-RICHMOND COUNTY (COUNTY) GA FOOD SERVICES (CONTRACTOR)

Signature: _____

Name: _____

Title: _____

Date: _____

Signature: Debra Silvers

Name: Debra Silvers

Title: Chief Compliance Officer & GC

Date: 08/06/2024

ATTACHMENT A

PRICING

- 1. The purchase price for all regular meals ordered by COUNTY under this Contract shall be computed as follows:

October 1, 2024 - September 30, 2025

Meal Type	Price per Meal
Frozen TMS, or shelf-stable Delivered to Center/site	\$6.48
Hot Meal Price (Bulk or pre-plate)	\$6.48
Frozen TMS or shelf-stable Delivered to Home	\$8.01

ATTACHMENT B SCOPE OF SERVICES

I. Products and Services to be delivered

- A. The CONTRACTOR shall provide meals in a satisfactory manner to the COUNTY under the requirements of Title III of the Older Americans Act of 1965, as amended and applicable federal and state rules and regulations.
- B. The CONTRACTOR should conform to current food bid and food service specifications of the Division of Aging Services of the Georgia Division of Aging Services, the Georgia Department of Medical Assistance, and CSRA.
- C. The CONTRACTOR warrants that the meals prepared by CONTRACTOR under this Contract will be wholesome, suitable for human consumption, and will satisfy the nutrition requirements of existing regulations pursuant to Public Law 95-478 and Public Law 93-647.
- D. The CONTRACTOR shall procure and keep in effect, all necessary licenses, permits, and food handlers' cards, as required by law and shall post such licenses, permits, and cards in a prominent place within meal preparation areas, as required. The CONTRACTOR's premises shall be available for inspection by Department of Human Services, COUNTY, and/or local officials.

II. Invoicing and Payments

- A. COUNTY will provide the CONTRACTOR with its tax exemption certificate and number in order to waive state sales tax.
- B. The CONTRACTOR shall invoice the COUNTIES with a copy to CSRA by the third (3th) day of each week for the meals delivered by the CONTRACTOR during the preceding week. Invoices shall be on the CONTRACTOR's standard form. Additionally, the CONTRACTOR will submit a monthly statement to COUNTIES and CSRA by the third (3rd) day of the month.
- C. The COUNTIES shall pay the monthly statement within thirty (30) days from monthly statement date to the CONTRACTOR. Payment shall be remitted to:

GA Food Service of Pinellas County
ATTN: Accounts Receivable
12200 32nd Court N,
St Petersburg, FL 33716

III. Type, Nutritional Content, and Number of Meals Required by Site

- A. Federal and state regulations require that each meal served meet the Dietary guidelines for Americans published by the Secretary of Agriculture and provides 33 1/3 % of the current Dietary Reference Intakes for adults (DRI) and that all meals served comply with all federal, state and local health ordinances and nutrition program standards for food handling, processing, temperatures and food safety.
- B. Meals will be served five (5) days per week, Monday - Friday, excluding the following holidays, unless otherwise negotiated by the site:
 - 1. New Year's Day and one additional Day

2. Martin Luther King Day
 3. Good Friday
 4. Memorial Day
 5. Juneteenth
 6. Independence Day
 7. Labor Day
 8. Veterans Day
 9. Thanksgiving Day and the Day after Thanksgiving
 10. Christmas Day and one additional day immediately before or after Christmas
 11. Juneteenth – Richmond County
- C. Shelf-stable and/or frozen meals on the holidays specified above may be provided with mutual consent between the vendor and the local sites.
- D. Food must be attractive, palatable, and appealing to the older person to assume maximum individual consumption.
- E. In purchasing, storing and preparing, delivering, and serving meals, the food vendor and nutrition services provider must comply with all federal, state and local health laws and must follow procedures to preserve nutritional value and food safety.
- F. All raw food used in the preparation of meals shall be of unquestionable high quality. The following minimum standards will be met:
- i. Canned fruits and vegetables USDA Grade A Fancy or better. Fruits must be packed in natural juice not light or heavy syrup.
 - ii. Milk must be lowfat/fat free and in a variety of flavors including chocolate and white.
 - iii. Lowfat/fat free flavored yogurt or Lactaid milk daily as alternative for above milk/.
 - iv. Fresh fruits and vegetables - #1 quality.
 - v. Poultry - USDA Grade A or better.
 - vi. Beef - USDA choice or better.
 - vii. Pork- USDA #1 or better.
 - viii. Eggs and dairy products - USDA Grade A or better.
 - ix. Salt - iodized.

IV. **Menu Plan**

- A. The CONTRACTOR shall provide menus on a four (4) week cycle with all menus planned by a registered Dietician or a qualified nutritionist.
- B. The CONTRACTOR shall submit all proposed menus to the COUNTY at least six (6) weeks prior to planned implementation to allow adequate time for review by the site councils and state nutritionist.
- C. Two (2) menus for picnic lunches shall be submitted. Picnic lunches must meet the same 1/3 RDA allowances and temperature requirements and require prior approval by the AAA nutrition services provider.
- D. Non-scheduled substitutions shall be permitted so long as a reasonable substitution is

provided.

V. Disposable Supplies

The **CONTRACTOR** shall, provide as per **Attachment C – CSRA Supply Order Form**.

VI. Procedures for Ordering Meals

The **COUNTY** shall notify the **CONTRACTOR** of its meal orders by completing the CSRA Order Form found under **Attachment D – CSRA ORDER Form**. The CSRA Order Form must be submitted via email to the **CONTRACTOR** on Thursdays one (1) week in advance. The **COUNTY** must have a minimum of fifteen (15) participants daily for meals to be delivered to **COUNTY** centers/sites.

VII. Delivery of Meals

- A. The **CONTRACTOR** shall follow an established delivery schedule for each of the sites served. Any changes in the established delivery schedule due to individual site closure, vehicle breakdown, or acts of nature, will be communicated to the **COUNTY**, **CSRA** and to the individual site managers.
- B. The **CONTRACTOR** shall use insulated containers for hot and cold food transportation of meals to the **COUNTY** and maintain the required food temperatures.
- C. Vehicles used in delivery of meals shall be enclosed and shall be equipped with adequate facilities for maintaining food at safe temperatures. Both equipment and vehicle must be clean and meet the standards and regulations of the Georgia Department of Human Services and the Georgia Division of Aging Services.
- D. Upon delivery of the meals to each nutrition site, the **CONTRACTOR's** driver and an authorized **COUNTY** representative shall sign a receipt evidencing the time of the receipt of food as well as the temperatures. If a digital receipt is utilized, a copy will be emailed to each site by the end of the day. The receipt should indicate the time that the meals left the cooking site and must be signed by the supervisor at the cooking site.
- E. The **CONTRACTOR** shall provide space on the receipt form, or on a separate form supplied by the **CONTRACTOR**, for reporting shortages, un-authorized substitutions, complaints, comments and supply requests.

VIII. Contingency Plans. A procedure for emergencies, including weather related emergencies, vehicular breakdown, food delivered outside of specified temperature standards, and food contamination or spoilage, must be developed by the **CONTRACTOR** in consultation with **COUNTY**. The **COUNTY** will notify the **CONTRACTOR** of weather-related closures by midnight of the day before the closure.

IX. Reports. The **CONTRACTOR** agrees to provide to **COUNTY** such financial and programmatic reports in such form and frequency as **COUNTY** may require in order to meet **COUNTY's** requirements for reporting to the funding agencies.

X. Review and Coordination. To ensure adequate assessment of the **CONTRACTOR's** program and proper coordination among interested parties, **COUNTY** shall be kept fully informed concerning the progress of the work and services to be performed hereunder. The **CONTRACTOR** may be required to meet with designated representatives of **COUNTY** and the funding agencies from time

to time to review the work and services performed. Reasonable notice of such review meetings shall be given to the CONTRACTOR by COUNTY and CSRA.

XI. Inspections. Authorized representatives of COUNTY, the funding agencies, or the Comptroller General of the United States shall have the right to review performance and inspect or copy any and all records, books, papers, and documents which relate to this Contract at any time during its performance or thereafter until the end of the record retention period as defined in Section IX of the Food Services Agreement. Such inspection may take place with or without notice at any time during normal business hours wherever the records are maintained. In making inspections, COUNTY shall make every effort to coordinate with the CONTRACTOR so as to minimize disruption of ongoing activities. Approval and acceptance of such material shall not relieve the CONTRACTOR of its professional obligation to correct, at its expense, any errors found in the work. The CONTRACTOR shall include the provisions of this paragraph in any subcontract executed in connection with this Contract.

XII. Replacement Meals.

A. In the event that the CONTRACTOR fails to deliver any part or all of a meal(s), fails to deliver the meals within the specified times and within required temperature ranges, and/or if the food is found to be spoiled or damaged upon delivery, the COUNTY may procure a replacement meal or meals, elsewhere, and charge to the CONTRACTOR.

B. The COUNTY will charge the costs to the CONTRACTOR to acquire the replacement meals up to but not exceeding the actual cost of the meal contracted price. (See Attachment A)

C. The Contractor will charge the center/site the agreed upon price for the quantity of meals that were delivered plus the quantity that were not delivered but were replaced by the center/site as described above.

D. In the event the center/site is unable to procure any replacement meals, and/or other food or supply item(s), the center/site will then make a deduction for the cost of each meal that did not comply with the specifications. In making meal cost deductions, the following guidelines will be used, with the specified percentages based on the total contract cost of that meal as specified in the bid:

- Entree- 50%
- Vegetable – 20%
- Milk – 10%
- Dessert – 10%
- Bread – 5%
- Disposables/Condiments – 5%

ATTACHMENT C

CSRA- Supply Order Form

Effective: 10/01/2024 to 09/30/2025

See Next Page



Central Savannah Regional Agency Supply Sheet

Supply Item Pricing Effective: 10/1/2024-9/30/2025

Item Number	Description	Unit of Measure	Price	Quantity
RM000158	Coffee Regular 128/cs (D114D)	Case	\$0.00	
RM000163	Coffee Decaf 128/cs (D115D)	Case	\$0.00	
RM002811	Tea Bag, Hot Caffeinated Lipton 10/100EA	Case	\$0.00	
RM000073	PC Sugar 200/bg 2000/cs (F320)	Case	\$0.00	
RM000074	PC Sugar Substitute 2000/cs (F320A)	Case	\$0.00	
RM000636	Creamer Packets 1000/cs (F120)	Case	\$0.00	
SUP000853	Chlorine Test Strips 100/Vial (Pack)	Pack	\$0.00	
SUP000603	Stirrers Coffee 1000/box 10box/cs (K730)	Box	\$4.40	
SUP000202	Cutlery 4-in-1 Hvy Wt 250/cs (K435A)	Case	\$4.41	
SUP000604	Straws Plastic 500/box 24box/cs (K740)	Box	\$4.68	
SUP000103	Bleach 6gal/cs (L010)	Gallon	\$5.00	
SUP000536	Aprons Plastic 10 boxes of 100ea/1000cs	Box	\$6.76	
SUP000876	Gloves Vinyl Large PF 100/BX 10BX/CS	Box	\$9.07	
RM001357	PC Hot Sauce 200/cs (F321)	Case	\$17.47	
SUP000004	Bag Paper 10# 500/bnd (K030)	Bundle	\$24.25	
SUP000025	Bag Sandwich 6.5x7.5 (2m/cs) (K090)	Case	\$26.68	
SUP000546	Hairnets Bouffant 10/100 - 1000cs - White	Pack	\$29.86	
SUP000178	Cup 6oz Foam P672	Case	\$31.19	
SUP000178	Cup 6oz Foam P672	Case	\$31.19	
SUP000317	Lid 6oz Cup P671	Case	\$33.93	
SUP000317	Lid 6oz Cup P671	Case	\$33.93	
SUP000509	Tray 5 Comp White Foam (K860)	Case	\$34.98	
SUP000175	Cup 8oz Foam (K200)	Case	\$36.02	
SUP000601	Placemats Paper (K690)	Case	\$36.14	
SUP000171	Cup 12oz Drink Foam 12J12 1M (K180)	Case	\$40.58	
SUP001012	Napkins 2-Ply 15x16 TORK 3000/ea	Case	\$49.30	
SUP000032	Bowl 8oz Foam (8b20) 1m/cs (K140)	Case	\$62.40	
SUP000031	Bowl 12oz (th10012/82100)1m/cs (K100)	Case	\$82.58	
SUP000881	Tray 3 Comp Alum Tray with Board Lid 250/cs	Case	\$121.99	

ATTACHMENT D

Order Form
See Next Page



CSRA Order Form



Order Comments

SITE NAME:

--

DATE

--

Please email orders to :
KTOWNES@GAFOODS.COM
[CC: LFORREST@GAFOODS.COM](mailto:LFORREST@GAFOODS.COM)
[CC: SCORNISH@GAFOODS.COM](mailto:SCORNISH@GAFOODS.COM)
[CC: AYOUNG@GAFOODS.COM](mailto:AYOUNG@GAFOODS.COM)

Monday				Tuesday				Wednesday				Thursday				Friday							
HOT				HOT				HOT				HOT				HOT							
	C1	C2	P-PAY		C1	C2	P-PAY		C1	C2	P-PAY		C1	C2	P-PAY		C1	C2	P-PAY				
Entrée Option A				Entrée Option A				Entrée Option A				Entrée Option A				Entrée Option A							
Option B				Entrée Option B				Entrée Option B				Entrée Option B				Entrée Option B							
Pre-plate				Pre-plate				Pre-plate				Pre-plate				Pre-plate							
Picnic				Picnic				Picnic				Picnic				Picnic							
SHELF STABLE				SHELF STABLE				SHELF STABLE				SHELF STABLE				SHELF STABLE							
	C1	C2	P-PAY		C1	C2	P-PAY		C1	C2	P-PAY		C1	C2	P-PAY		C1	C2	P-PAY				
Single				Single				Single				Single				Single							
2-Day				2-Day				2-Day				2-Day				2-Day							
5-Day				5-Day				5-Day				5-Day				5-Day							
7-Day				7-Day				7-Day				7-Day				7-Day							
7-Day Breakfast				7-Day Breakfast				7-Day Breakfast				7-Day Breakfast				7-Day Breakfast							
FROZEN (TMS)				FROZEN (TMS)				FROZEN (TMS)				FROZEN (TMS)				FROZEN (TMS)							
	C1	C2	P-PAY		C1	C2	P-PAY		C1	C2	P-PAY		C1	C2	P-PAY		C1	C2	P-PAY				
2-Day TMS				2-Day TMS				2-Day TMS				2-Day TMS				2-Day TMS							
5-Day TMS				5-Day TMS				5-Day TMS				5-Day TMS				5-Day TMS							
7-Day TMS				7-Day TMS				7-Day TMS				7-Day TMS				7-Day TMS							
7-Day Breakfast				7-Day Breakfast				7-Day Breakfast				7-Day Breakfast				7-Day Breakfast							
MILK				MILK				MILK				MILK				MILK							
	C1	C2	P-PAY		C1	C2	P-PAY		C1	C2	P-PAY		C1	C2	P-PAY		C1	C2	P-PAY				
1%				1%				1%				1%				1%							
Chocolate				Chocolate				Chocolate				Chocolate				Chocolate							
Yogurt				Yogurt				Yogurt				Yogurt				Yogurt							
Contacts				Contacts				Contacts				Contacts				Contacts							
Name				Phone				Email				Name				Phone				Email			
Director Sharon Cornish				678-712-4597				SCORNISH@GAFOODS.COM				Director Sharon Cornish				678-712-4597				SCORNISH@GAFOODS.COM			
Office C Katrina Townes				770-787-3506 ext 1201				<a href="mailto:Katrina.Townes<ktownes@gafoods.com>">Katrina.Townes <ktownes@gafoods.com>				Office C Katrina Townes				770-787-3506 ext 1201				<a href="mailto:Katrina.Townes<ktownes@gafoods.com>">Katrina.Townes <ktownes@gafoods.com>			
Kitchen Leslie Forrest				770-787-3506 ext 1202				<a href="mailto:Leslie.Forrest<lforrest@gafoods.com>">Leslie Forrest <lforrest@gafoods.com>				Kitchen Leslie Forrest				770-787-3506 ext 1202				<a href="mailto:Leslie.Forrest<lforrest@gafoods.com>">Leslie Forrest <lforrest@gafoods.com>			
Customer Angelique Young				770-787-3506 ext 1205				AYOUNG@GAFOODS.COM				Customer Angelique Young				770-787-3506 ext 1205				AYOUNG@GAFOODS.COM			



Public Services Committee Meeting

Meeting Date: 11 February 2025

Daniel Field Airport Disadvantaged Business Enterprise (DBE) Amended Plan

- Department:** Daniel Field Airport
- Presenter:** Becky Shealy
- Caption:** Motion to approve the Daniel Field Airport DBE Amended Plan and approval of Mayor Johnson signing the DBE Amended Plan
- Background:**

The USDOT issued an Updated Final Rule in April of 2024 required recipients of USDOT funding to amend their DBE plans to include the following relevant to Daniel Field Airport:

 - new specified bidding procedures and processes
 - more transparent advertisement process to attract more DBE firms to projects
 - additional forms to be included in bid documents
 - new participation percentages for DBE materials suppliers
 - new payment tracking and reporting for DBE subcontractors

Most of these requirements Procurement, Compliance, and/or Daniel Field Airport already include as part of the advertisement and bidding processes. We will begin integrating new forms and new payment tracking into our processes and standard bid documents.
- Analysis:** Daniel Field Airport’s DBE Plan has been updated with oversight and approval by the Compliance Department. We will continue to coordinate closely with Compliance staff on future advertisements and bids to ensure conformance to New Rule.
- Financial Impact:** The amended DBE Plan cost was \$3,413.61 and funded by The Daniel Field Airport Enterprise Fund 552-08-1101/ 52-23110 and expected to be reimbursed by GDOT Aviation Programs at 90% in a future grant.
- Alternatives:** There are no alternatives. This is a federal requirement of Augusta, Georgia as Daniel Field Airport’s sponsor.
- Recommendation:** The Daniel Field General Aviation Commission (DNL GAC) recommends approval of the amended DBE Plan.
- Funds are available in the following accounts:** The funding for this project was already completed.
\$3,413.61 – Account 552-08-1101 / 52-23110 PO#24DFA263

REVIEWED AND
APPROVED BY:

Becky Shealy – Airport Manager

Item 2.

**DBE PROGRAM
DANIEL FIELD AIRPORT
AUGUSTA, GEORGIA
POLICY STATEMENT**

Section 26.1, 26.23 Objectives/Policy Statement

Augusta, Georgia, (Sponsor) owner of Daniel Field Airport has established a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. Augusta, Georgia has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, Augusta, Georgia has signed an assurance that it will comply with 49 CFR Part 26 (hereafter referred to as "Part 26").

It is the policy of Augusta, Georgia to ensure that DBEs as defined in Part 26, have an equal opportunity to receive and participate in DOT–assisted contracts. It is also Augusta, Georgia policy to engage in the following actions on a continuing basis:

1. Ensure nondiscrimination in the award and administration of DOT- assisted contracts;
2. Create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. Ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. Ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. Help remove barriers to the participation of DBEs in DOT assisted contracts;
6. Promote the use of DBEs in all types of federally-assisted contracts and procurement activities;
7. Assist the development of firms that can compete successfully in the marketplace outside the DBE Program; and
8. Make appropriate use of the flexibility afforded to recipients of Federal financial assistance in establishing and providing opportunities for DBEs.

Phyllis Johnson, Augusta Georgia Compliance Director, Daniel Field Airport has been delegated as the DBE Liaison Officer. In that capacity, Phyllis Johnson is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by Augusta, Georgia in its financial assistance agreements with the Department of Transportation.

Augusta, Georgia has disseminated this policy statement to the governing board or officials of Recipient and all of the components of our organization. This statement has been distributed to DBE and non-DBE business communities that may perform work on Augusta, Georgia DOT-assisted contracts. It will be distributed to DBE and non-DBE communities that perform work for Augusta, Georgia on DOT-assisted contracts by website postings of the public notice.

Honorable Garnett L. Johnson
Mayor
Augusta, Georgia

Date

SUBPART A – GENERAL REQUIREMENTS

Section 26.1 Objectives

The objectives are found in the policy statement on the first page of this program.

Section 26.3 Applicability

Augusta, Georgia is the recipient of Federal airport funds authorized by 49 U.S.C. 47101, *et seq.*

Section 26.5 Definitions

Augusta, Georgia will use terms in this program that have their meanings defined in Part 26, § 26.5.

Section 26.7 Non-discrimination Requirements

Augusta, Georgia will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, Augusta, Georgia will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

Section 26.11 Data Collection and Reporting Requirements

Reporting to DOT

Augusta, Georgia will provide data about its DBE Program to the Department as directed by DOT and its operating administrations.

DBE participation will be reported to the Federal Aviation Administration (FAA) as follows:

Augusta, Georgia will transmit to FAA annually, by or before December 1, the information required for the “Uniform Report of DBE Awards or Commitments and Payments”, as described in Part 26. Augusta, Georgia will similarly report the required information about participating DBE firms. All reporting for this purpose will be done through the FAA’s designated reporting system.

Bidders List

Augusta, Georgia will collect bidders list information as described in § 26.11(c)(2) and enter it into the system designated by DOT. The purpose of the bidders list is to compile as accurate data as possible about the universe of DBE and non-DBE contractors and subcontractors who seek to work on our federally assisted contracts for use in helping you

set your overall goals, and to provide the Department with data for evaluating the extent to which the objectives of § 26.1 are being achieved.

Augusta, Georgia will obtain the following bidders list information about all DBE and non-DBEs who bid as prime contractors and subcontractors on each of our federally assisted contracts:

- Firm name
- Firm Address including Zip code
- Firm's status as a DBE or non-DBE
- Race and gender information for the firm's majority owner
- NAICS code applicable to each scope of work the firm sought to perform in its bid
- Age of the firm
- Annual gross receipts of the firm. The gross receipts can be obtained by asking each firm to indicate what gross receipts bracket they fit (e.g. less than \$1 million; \$1-3 million; \$3-6 million; \$6-10 million, etc.) rather than requesting an exact figure from the firm.

Augusta, Georgia will collect the data from all bidders for our federally assisted contracts by requiring the information in paragraph (c)(2) of this section to be submitted with their bids or initial responses to negotiated procurements.

Augusta, Georgia will enter this data into the Department's designated system no later than December 1 following the fiscal year in which the relevant contract was awarded.

In the case of a "design-build" contracting situation where subcontracts will be solicited throughout the contract period as defined in a DBE Performance Plan pursuant to § 26.53(e), Augusta, Georgia will enter the data no later than December 1 following the fiscal year in which the design-build contractor awards the relevant subcontract(s).

Augusta, Georgia will maintain records documenting a firm's compliance with the requirements of this part. These records will be retained in accordance with all applicable record retention requirements of Augusta, Georgia's financial assistance agreement. Other certification or compliance-related records will be retained for a minimum of three (3) years unless otherwise provided by applicable record retention requirements for the financial assistance agreement, whichever is longer.

Section 26.13 Assurances Recipients and Contractors Must Make

Augusta, Georgia has signed the following assurances, applicable to all DOT-assisted contracts and their administration:

Assurance: - Each financial assistance agreement Augusta, Georgia signs with a DOT operating administration (or a primary recipient) will include the following assurance:

"Augusta, Georgia shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. Augusta, Georgia shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and

administration of DOT-assisted contracts. The Augusta, Georgia's DBE program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to Augusta, Georgia of its failure to carry out its approved program, the Department may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 *et seq.*)”

Contract Assurance: Augusta, Georgia will ensure that the following clause is included in each DOT-funded contract it signs with a contractor (and each subcontract the prime contractor signs with a subcontractor):

“The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

- 1) Withholding monthly progress payments;
- 2) Assessing sanctions;
- 3) Liquidated damages; and/or
- 4) Disqualifying the contractor from future bidding as non-responsible.”

SUBPART B - ADMINISTRATIVE REQUIREMENTS

Section 26.21 DBE Program Updates

Augusta, Georgia is required to have a DBE program meeting the requirements of this part as it will receive grants for airport planning or development and will award prime contracts, cumulative total value of which exceeds \$250,000 in FAA funds in a federal fiscal year.

Augusta, Georgia is not eligible to receive DOT financial assistance unless DOT has approved this DBE program and Augusta, Georgia is in compliance with it and Part 26. Augusta, Georgia will continue to carry out this program until all funds from DOT financial assistance have been expended. Augusta, Georgia does not have to submit regular updates of the DBE program document, as long as it remains in compliance. However, significant changes in the program, including those required by regulatory updates, will be submitted to the relevant operating administration for approval.

Section 26.23 Policy Statement

The Policy Statement is elaborated on the first page of this DBE Program.

Section 26.25 DBE Liaison Officer (DBELO)

The following individual has been designated as the DBE Liaison Officer for Augusta, Georgia:

Phyllis Johnson, Compliance Director
Augusta, Georgia Compliance Department
535 Telfair Street, Suite 530
Augusta, GA 30901
706-826-4789
p.johnson@augustaga.gov

In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that Augusta, Georgia complies with all provision of 49 CFR Part 26. The DBELO has direct, independent access to the Mayor concerning DBE program matters. An organizational chart displaying the DBELO's position in the organization is included in Attachment 2 to this program.

The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. The DBELO has a staff of **two** to assist in the administration of the program. The duties and responsibilities include the following:

1. Gathers and reports statistical data and other information as required by DOT.
2. Reviews third party contracts and purchase requisitions for compliance with this program.
3. Works with all departments to set overall annual goals.
4. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
5. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals) and monitors results.
6. Analyzes Augusta, Georgia's progress toward attainment and identifies ways to improve progress.
7. Participates in pre-bid meetings.
8. Advises the CEO/governing body on DBE matters and achievement.
9. Determine contractor compliance with good faith efforts.
10. Provides outreach to DBEs and community organizations to advise them of opportunities.

Section 26.27 DBE Financial Institutions

It is the policy of Augusta, Georgia to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contracts to make use of these institutions. Based on our search and the listings in the Federal Reserve Register of Minority Owned Banks. <https://www.fdic.gov/regulations/resources/minority/mdi.html>. Georgia has eight minority owned banks. These banks may be accessed by following the above referenced website. Augusta, Georgia will investigate annually any new banks established in the area in the future that are owned by minorities and women and use their services, when feasible.

TOUCHMARK NATIONAL BANK	ALPHARETTA	GA	01/28/2008	58687	N	OCC	A	3	505,706
CITIZENS TRUST BANK	ATLANTA	GA	06/18/1921	8033	SM	FED	B	1	734,795
FIRST IC BANK	DORAVILLE	GA	01/31/2000	34998	NM	FDIC	A	3	1,147,529
METRO CITY BANK	DORAVILLE	GA	04/04/2006	58181	NM	FDIC	A	3	3,615,824
PROMISEONE BANK	DULUTH	GA	11/06/2008	58657	NM	FDIC	A	3	723,214
LOYAL TRUST BANK	JOHNS CREEK	GA	11/18/2019	59182	NM	FDIC	A	8	200,199
EMBASSY NATIONAL BANK	LAWRENCEVILLE	GA	03/05/2007	58413	N	OCC	A	3	156,759
CARVER STATE BANK	SAVANNAH	GA	01/01/1927	16584	NM	FDIC	B	1	81,957

Section 26.29 Prompt Payment Mechanisms

Augusta, Georgia requires that all subcontractors performing work on DOT-assisted contracts shall be promptly paid for work performed pursuant to their agreements, in accordance with all relevant federal, state, and local law. Prompt payment and return of retainage requirements also apply to lower-tier subcontractors.

In accordance with 49 CFR § 26.29, Augusta, Georgia established a contract clause implementing this requirement and requires prime contractors to pay subcontractors for satisfactory performance of their contracts no later than 10 days from the prime contractor's receipt of each payment from Augusta, Georgia. Georgia State Law is as follows:

Title 13 – Contracts

Chapter 11 - Prompt Payment

§ 13-11-4. Time Limits for Payments to Contractors and Subcontractors

- a. When a contractor has performed in accordance with the provisions of a contract, the owner shall pay the contractor within 15 days of receipt by the owner or the owner's representative of any payment request based upon work completed or service provided under the contract.
- b. When a subcontractor has performed in accordance with the provisions of its subcontract and the subcontract conditions precedent to payment have been satisfied, the contractor shall pay to that subcontractor and each subcontractor shall pay to its subcontractor, within ten days of receipt by the contractor or subcontractor of each periodic or final payment, the full amount received for such subcontractor's work and materials based on work completed or service provided under the subcontract, provided that the subcontractor has provided or provides such satisfactory reasonable assurances of continued performance and financial responsibility to complete his or her work as the contractor in his or her reasonable discretion may require, including but not limited to a payment and performance bond.

Augusta, Georgia ensures prompt and full payment of retainage from the prime contractor to the subcontractor within ten days (10) after the subcontractor's work is satisfactorily completed. Pursuant to § 26.29, Augusta, Georgia has selected the following method to comply with this requirement:

- Augusta, Georgia will hold retainage from prime contractors and provide for prompt and regular incremental acceptances of portions of the prime contract, pay retainage to prime contractors based on these acceptances, and require a contract clause obligating the prime contractor to pay all retainage owed to

the subcontractor for satisfactory completion of the accepted work within 10 days after Augusta, Georgia payment to the prime contractor.

For every airport construction project funded under Federal grant assistance programs, Augusta, Georgia includes the applicable clause from FAA Advisory Circular 150/5370-10 (Section 90-06) pertaining to the selected retainage method. If state or local prompt payment laws provide for payment in less than 30 days, any reference to “30 days” will be revised accordingly. To implement this measure, Augusta, Georgia includes the following clause from FAA Advisory Circular 150/5370-10 in each DOT-assisted prime contract.

a. From the total amount determined to be payable on a partial payment, 10% percent of such total amount will be deducted and retained by the Owner for protection of the Owner’s interests. Unless otherwise instructed by the Owner, the amount retained by the Owner will be in effect until the final payment is made except as follows:

(1) Contractor may request release of retainage on work that has been partially accepted by the Owner in accordance with Section 50-14. Contractor must provide a certified invoice to the RPR that supports the value of retainage held by the Owner for partially accepted work.

(2) In lieu of retainage, the Contractor may exercise at its option the establishment of an escrow account per paragraph 90-08.

b. The Contractor is required to pay all subcontractors for satisfactory performance of their contracts no later than 10 days after the Contractor has received a partial payment. Contractor must provide the Owner evidence of prompt and full payment of retainage held by the prime Contractor to the subcontractor within 10 days after the subcontractor’s work is satisfactorily completed. A subcontractor’s work is satisfactorily completed when all the tasks called for in the subcontract have been accomplished and documented as required by the Owner. When the Owner has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed.

c. When at least 95% of the work has been completed to the satisfaction of the RPR, the RPR shall, at the Owner’s discretion and with the consent of the surety, prepare estimates of both the contract value and the cost of the remaining work to be done. The Owner may retain an amount not less than twice the contract value or estimated cost, whichever is greater, of the work remaining to be done. The remainder, less all previous payments and deductions, will then be certified for payment to the Contractor.

Prompt Payment Monitoring for DBEs and Non-DBEs

Augusta, Georgia clearly understands and acknowledges that reliance on complaints or notifications from subcontractors about a contractor’s failure to comply with prompt payment and retainage requirements is not a sufficient monitoring and oversight mechanism. Therefore, Augusta, Georgia undertakes proactive monitoring and oversight of prime contractors’ compliance with subcontractor prompt payment and return of retainage requirements of 49 CFR Part 26. Such monitoring activities will be accomplished through the following method(s):

- **Monitoring of pay requests and payment to subcontractors.**

Augusta, Georgia requires prime contractors to maintain records and documents of payments to subcontractors, including DBEs, for a minimum of three (3) years unless otherwise provided by applicable record retention requirements for Augusta, Georgia's financial assistance agreement, whichever is longer. These records will be made available for inspection upon request by any authorized representative of Augusta, Georgia or DOT. This reporting requirement extends to all subcontractors, both DBE and non-DBE.

- Augusta, Georgia proactively reviews contract payments from prime contractors to subcontractors including DBEs every draw/pay request. Payment reviews will evaluate whether the actual amount paid to DBE subcontractors is equivalent to the amounts reported to Augusta, Georgia by the prime contractor.

Prompt Payment Dispute Resolution

Augusta, Georgia will take the following steps to resolve disputes as to whether timely prompt payment and retainage releases are being made as required by § 26.29.

1) Written certification that Augusta, Georgia has reviewed contracting records and monitored work sites for this purpose. 2) Upon either party's written request to the DBELO for dispute resolution, a meeting will be voluntarily set within ten days of the request. The meeting shall include representatives with authority to take enforcement action, to include but not limited to prime contractor, sub-contractor and the City representative(s).

Augusta, Georgia has established, as part of its DBE program, the following mechanism(s) to ensure prompt payment and return of retainage.

- (1) A contract clause providing that the prime contractor will not be reimbursed for work performed by subcontractors unless and until the prime contractor ensures that the subcontractors are promptly paid for the work they have performed.

Augusta, Georgia will include the following clause in each DOT-assisted prime contract:

"The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than ten (10) days from the receipt of each payment the prime contractor receives from Augusta, Georgia. The prime contractor agrees further to return retainage payments to each subcontractor within ten (10) days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of Augusta, Georgia. This clause applies to both DBE and non-DBE subcontractors.

Failure to comply with the prompt payment provision of the contract may result in sanctions under the contract, as listed below.

- A. Refusal to issue proposals
- B. Damages

- C. Suspension of work on the project
- D. No additional progressive payments may be processed
- E. Suspension of prequalification.”

Prompt Payment Complaints

Complaints by subcontractors regarding the prompt payment requirements are handled according to the following procedure.

If affected subcontractor's relationship with contracting prime responsible for direct payment does not exist in order to resolve payment discrepancies with prime, the subcontractor should contact DBELO to initiate complaint. If filing a prompt payment complaint with the DBELO does not produce a timely resolution, the subcontractor may contact the Mayor of Augusta, Georgia, then the FAA.

Pursuant to Sec. 157 of the FAA Reauthorization Act of 2018, all complaints related to prompt payment will be reported in a format acceptable to the FAA, including the nature and origin of the complaint and its resolution.

Enforcement Actions for Noncompliance of Participants

Augusta, Georgia provides appropriate means to enforce the requirements of § 26.29. These means include:

The Sponsor will include the following clause in each DOT-assisted prime contract: “The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than ten (10) days from the receipt of each payment the prime contractor receives from the Sponsor. The prime contractor agrees further to return retainage payments to each subcontractor within ten (10) days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Sponsor. This clause applies to both DBEs and non-DBE subcontractors.” The Sponsor will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

1. We will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.107.
2. We will consider action under our own legal authorities, including responsibility determinations in future contracts. Attachment 7 lists the regulation, provision, and contract remedies available to us in the events of non-compliance with the DBE regulation by a participant in our procurement activities.
3. We will also implement a monitoring and enforcement mechanism to ensure that work committed to DBEs at contract award is actually performed by the DBEs. This mechanism will provide for a running tally of actual DBE attainments (e.g., payment

actually made to DBE firms), including a means of comparing these attainments to commitments. The mechanism will include a written certification that we have reviewed contracting records and monitored work sites for this purpose. This will be accomplished by requiring DBE utilization updates at each pay request and at final contract closeout. The Airport Engineer along with the DBELO will review all pay requests and DBE utilization forms, ensuring that DBE utilization is in accordance with all contract requirements.

4. In our reports of DBE participation to DOT, we will show both commitments and attainments, as required by the DOT uniform reporting form.

Augusta, Georgia will actively implement the enforcement actions detailed above.

Section 26.31 Directory of Certified Firms

Augusta, Georgia is a non-certifying member of the Georgia Unified Certification Program (UCP). The UCP maintains a directory identifying all firms eligible to participate as DBEs and/or ACDBEs, and it contains all the elements required by §26.31. The directory lists all firms eligible to participate as a DBE and/or ACDBE in the program. In the listing for each firm, the UCP directory includes the following details about the firm:

- Business address
- Business phone number
- Firm website(s)
- The types of work the firm has been certified to perform as a DBE and/or ACDBE.
- The type of work a DBE and/or ACDBE is eligible to perform is listed by using the most specific NAICS code available to describe each type of work the firm performs. Pursuant to § 26.81(n)(1) and (3), the UCP directory allows for NAICS codes to be supplemented with specific descriptions of the type(s) of work the firm performs.
- The UCP directory may include additional data fields of other items readily verifiable in State or locally maintained databases, such as State licenses held, Pre-qualifications, and Bonding capacity.
- The UCP directory is an online system that permits the public to search and/or filter for DBEs by:
 1. Physical location
 2. NAICS code(s)
 3. Work descriptions
 4. All additional data fields of readily verifiable optional information described above.

The directory includes a prominently displayed disclaimer that states the information within the directory is not a guarantee of the DBE's capacity and ability to perform work.

Section 26.33 Over-concentration

Augusta, Georgia has not identified that over-concentration exists in the types of work that DBEs perform.

Section 26.35 Business Development and Mentor-Protégé Programs

Augusta, Georgia has not established a Business Development Program or a Mentor-Protégé Program as described by 49 CFR Part 26. The DBELO will reevaluate the need for such a program every three years.

Section 26.37 Monitoring Responsibilities

Augusta, Georgia implements and carries out appropriate mechanisms to ensure compliance with 49 CFR Part 26 program requirements by all program participants and describes and sets forth these mechanisms in this DBE program.

Augusta, Georgia actively monitors attainment toward overall goals by maintaining running tally that provides for a frequent comparison of cumulative DBE awards/commitments to DOT-assisted prime contract awards to determine whether our implementation of contract goals is projected to be sufficient to meet the annual goal. The running tally for overall goal monitoring will be maintained in separate EXCEL documents by Augusta, Georgia reviews contracting records and engages in active monitoring of work sites to ensure that work committed to DBEs at contract award or subsequently (e.g., as the result of modification to the contract) is actually performed by the DBEs to which the work was committed. Work site monitoring is performed by DBELO/ Augusta, Georgia's engineer. This mechanism to maintain a running tally of overall goal attainment will be used to inform Augusta, Georgia's decisions to implement goals on contracts to be advertised, according to our established contract goal-setting process.

Augusta, Georgia actively monitors participation with respect to each DBE commitment by using a running tally that provides for a frequent comparison of payments made to each listed DBE relative to the progress of work, including payments for such work to the prime contractor. The running tally for contract goal monitoring will be maintained in separate EXCEL documents by: Contracting records are reviewed by the DBELO/Augusta, Georgia's engineer. Augusta, Georgia will maintain written certification that contracting records have been reviewed and work sites have been monitored for this purpose.

These contract-specific running tallies will be used to determine whether the contractor is on track with meeting its DBE commitment and whether any projected shortfall exists that requires the prime contractor's good faith efforts to address to meet the contract goal pursuant to § 26.53(g).

Monitoring Contracts and Work Sites

Augusta, Georgia reviews contracting records and engages in active monitoring of work sites to ensure that work committed to DBEs at contract award or subsequently (e.g., as the result of modification to the contract) is actually performed by the DBEs to which the work was committed, and such work is counted according to the requirements of § 26.55. Work site monitoring for counting and commercially useful function review is performed by the DBELO and engineering firm. Contracting records are reviewed by the DBELO and engineering firm. The monitoring of work sites to assess commercially useful functions will include interviews with staff members and supervisors at the job site, photographic

documentation of people and equipment performing the work, reviews of invoices and supply payments, vehicle and equipment ownership or lease verification (such as registration or lease agreements), and any other supporting documents necessary to determine the business is performing a commercially useful function. Augusta, Georgia will maintain written certification that contracting records have been reviewed and work sites have been monitored to ensure the counting of each DBE's participation is consistent with its function on the contract.

Section 26.39 Fostering Small Business Participation

Augusta, Georgia has created a Small Business element to structure contracting requirements to facilitate competition by small business concerns, taking all reasonable steps to eliminate obstacles to their participation, including unnecessary and unjustified bundling of contract requirements that may preclude small business participation in procurements as prime contractors or subcontractors.

The small business element is incorporated as Attachment 10 to this DBE Program. The program elements will be actively implemented to foster small business participation. Augusta, Georgia that implementation of the small business element is required for us to be considered by DOT as implementing our DBE program in good faith.

SUBPART C – GOALS, GOOD FAITH EFFORTS, AND COUNTING

Section 26.43 Set-asides or Quotas

Augusta, Georgia does not use quotas or race-conscious set-asides in any way in the administration of this DBE program.

Section 26.45 Overall Goals

Augusta, Georgia will establish an overall DBE goal covering a three-year federal fiscal year period if it anticipates awarding DOT-funded prime contracts the cumulative total value of which exceeds \$250,000 in DOT funds during any one or more of the reporting fiscal years within the three-year goal period. In accordance with §26.45(f), Augusta, Georgia will submit its Overall Three-year DBE Goal to the FAA by August 1st of the year in which the goal is due, as required by the schedule established by the FAA.

The DBE goals will be established in accordance with the 2-step process as specified in 49 CFR Part 26.45. If Augusta, Georgia does not anticipate awarding prime contracts the cumulative total value of which exceeds \$250,000 in DOT funds during any of the years within the three-year reporting period, an overall goal will not be developed. However, this DBE Program will remain in effect and Augusta, Georgia will seek to fulfill the objectives outlined in 49 CFR Part 26.1.

Step 1. The first step is to determine a base figure for the relative availability of DBEs in the market area. Augusta, Georgia will use [Oracle BI Interactive Dashboards - UCP Directory \(ga.gov\)](https://data.census.gov/table) and <https://data.census.gov/table> as a method to determine the base figure. Augusta, Georgia understands that the exclusive use of a list of prequalified contractors or

plan holders, or a bidders list that does not comply with the requirements of 49 CFR Part 26.45(c)(2), is not an acceptable alternative means of determining the availability of DBEs.

Step 2. The second step is to adjust, if necessary, the “base figure” percentage from Step 1 so that it reflects as accurately as possible the DBE participation the recipient would expect in the absence of discrimination. Adjustments may be made based on past participation, information from a disparity study (to the extent it is not already accounted for in the base goal), and/or information about barriers to entry to past competitiveness of DBEs on contracts. Augusta, Georgia will examine all of the evidence available in its jurisdiction to determine what adjustment, if any, is needed. If the evidence does not suggest an adjustment is necessary, then no adjustment shall be made.

Any methodology selected will be based on demonstrable evidence of local market conditions and be designed to ultimately attain a goal that is rationally related to the relative availability of DBEs in Augusta, Georgia’s market.

In establishing the overall goal, Augusta, Georgia will provide for consultation and publication. This includes consultation with minority, women’s and general contractor groups, community organizations, and other officials or organizations which could be expected to have information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the efforts by Augusta, Georgia to establish a level playing field for the participation of DBEs. The consultation will include a scheduled, direct, interactive exchange (e.g., a face-to-face meeting, video conference, teleconference) with as many interested stakeholders as possible focused on obtaining information relevant to the goal setting process, and it will occur before Augusta, Georgia is required to submit the goal methodology to the operating administration for review pursuant to §26.45(f). The goal submission will document the consultation process in which Augusta, Georgia engaged. Notwithstanding paragraph (f)(4) of §26.45, the proposed goal will not be implemented until this requirement is met.

In addition to the consultation described above, Augusta, Georgia will publish a notice announcing the proposed overall goal before submission to the FAA on August 1st. The notice will be posted on FAA’s official internet web site and may be posted in other sources (e.g., minority-focused media, trade association publications). If the proposed goal changes following review by the FAA the revised goal will be posted on FAA’s official internet web site.

The Overall Three-Year DBE Goal submission to the FAA will include any information and comments received, who provided the comment, and how Augusta, Georgia considered and responded to any comments and information received before finalizing the goal.

Augusta, Georgia will begin using the overall goal on October 1 of the relevant period, unless other instructions from the FAA have been received.

Project Goals

If permitted or required by the FAA an overall goal may be expressed as a percentage of funds for a particular grant or project or group of grants and/or projects, including entire projects. Like other overall goals, a project goal may be adjusted to reflect changed

circumstances, with the concurrence of the appropriate operating administration. A project goal is an overall goal, and it must meet all the substantive and procedural requirements pertaining to overall goals. A project goal covers the entire length of the project to which it applies. The project goal will include a projection of the DBE participation anticipated to be obtained during each fiscal year covered by the project goal. The funds for the project to which the project goal pertains are separated from the base from which the regular overall goal, applicable to contracts not part of the project covered by a project goal, is calculated.

Prior Operating Administration Concurrence

Augusta, Georgia understands that prior FAA concurrence with the overall goal is not required. However, if the FAA review suggests that the overall goal has not been correctly calculated or that the method employed by Augusta, Georgia for calculating goals is inadequate, the FAA may, after consulting with Augusta, Georgia, adjust the overall goal or require that the goal be adjusted by Augusta, Georgia. The adjusted overall goal is binding. In evaluating the adequacy or soundness of the methodology used to derive the overall goal, the U.S. DOT operating administration will be guided by the goal setting principles and best practices identified by the Department in guidance issued pursuant to § 26.9.

A description of the methodology to calculate the overall goal and the goal calculations can be found in Attachment 5 to this program.

Section 26.47 Failure to meet overall goals

Augusta, Georgia cannot be penalized or treated by the Department as being in noncompliance with Part 26, because DBE participation falls short of an overall goal, unless Augusta, Georgia fails to administer its DBE program in good faith.

Augusta, Georgia understands that to be considered to be in compliance with this part, an approved DBE Program and overall DBE goal, if applicable, must be maintained, and this DBE Program must be administered in good faith.

Augusta, Georgia understands that if the awards and commitments shown on the Uniform Report of Awards or Commitments and Payments at the end of any fiscal year are less than the overall goal applicable to that fiscal year, the following actions must be taken in order to be regarded by the Department as implementing this DBE Program in good faith:

- (1) Analyze in detail the reasons for the difference between the overall goal and the awards and commitments in that fiscal year;
- (2) Establish specific steps and milestones to correct the problems identified in the analysis to enable the goal for the new fiscal year to be fully met;
- (3) Augusta, Georgia will prepare, within 90 days of the end of the fiscal year, the analysis and corrective actions developed under paragraph (c)(1) and (2) of this section. We will retain copy of analysis and corrective actions in records for a minimum of three years and will make it available to FAA upon request.

Section 26.51 Means Recipients Use to Meet Overall Goals

Breakout of Estimated Race-Neutral & Race-Conscious Participation

Augusta, Georgia will meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating race-neutral DBE participation. Race-neutral DBE participation includes any time a DBE wins a prime contract through customary competitive procurement procedures or is awarded a subcontract on a prime contract that does not carry a DBE contract goal.

Race-neutral means include, but are not limited to the following:

- (1) Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate participation by DBEs and other small businesses and by making contracts more accessible to small businesses, by means such as those provided under §26.39.
- (2) Providing assistance in overcoming limitations such as inability to obtain bonding or financing (e.g., by such means as simplifying the bonding process, reducing bonding requirements, eliminating the impact of surety costs from bids, and providing services to help DBEs, and other small businesses, obtain bonding and financing);
- (3) Providing technical assistance and other services;
- (4) Carrying out information and communications programs on contracting procedures and specific contract opportunities (e.g., ensuring the inclusion of DBEs, and other small businesses, on recipient mailing lists for bidders; ensuring the dissemination to bidders on prime contracts of lists of potential subcontractors; provision of information in languages other than English, where appropriate);
- (5) Implementing a supportive services program to develop and improve immediate and long-term business management, record keeping, and financial and accounting capability for DBEs and other small businesses;
- (6) Providing services to help DBEs, and other small businesses, improve long-term development, increase opportunities to participate in a variety of kinds of work, handle increasingly significant projects, and achieve eventual self-sufficiency;
- (7) Establishing a program to assist new, start-up firms, particularly in fields in which DBE participation has historically been low;
- (8) Ensuring distribution of the DBE directory, through print and electronic means, to the widest feasible universe of potential prime contractors; and
- (9) Assisting DBEs, and other small businesses, to develop their capability to utilize emerging technology and conduct business through electronic media.

The breakout of estimated race-neutral and race-conscious participation can be found in Attachment 5 to this program.

Augusta, Georgia will arrange solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate participation by DBEs and other small businesses and by making contracts more accessible to small businesses, by means such as those provided under §26.39.

Contract Goals

If the approved projection under paragraph (c) of §26.51 estimates that the entire overall goal for a given year can be met through race-neutral means, contract goals will not be set during that year, unless the use of contract goals becomes necessary in order to meet the overall goal.

Contract goals will be established only on those DOT-assisted contracts that have subcontracting possibilities. A contract goal need not be established on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs to perform the particular type of work).

Contract goals will be expressed as a percentage of the Federal share of a DOT-assisted contract.

Section 26.53 Good Faith Efforts Procedures in Situations where there are Contract Goals

Demonstration of good faith efforts (pre-award)

In cases where a contract goal has been established, the contract in question will only be awarded to a bidder/offeror that has made good faith efforts to meet the contract goal. The bidder/offeror can demonstrate that it has made good faith efforts by either meeting the contract goal or documenting that it has made adequate good faith efforts to do so. Examples of good faith efforts are found in Appendix A to Part 26.

The DBELO is responsible for determining whether a bidder/offeror who has not met the contract goal has documented sufficient good faith efforts to be regarded as *Responsive*.

Augusta, Georgia will ensure that all information is complete and accurate and adequately documents the bidder/offeror's good faith efforts before committing to the performance of the contract by the bidder/offeror.

In all solicitations for DOT-assisted contracts for which a contract goal has been established, the following information will be required of every bidder/offeror:

- (1) Award of the contract will be conditioned on meeting the requirements of this section;
- (2) All bidders or offerors will be required to submit the following information to the recipient, at the time provided in paragraph (3) of this section:
 - a. The names and addresses of DBE firms that will participate in the contract;

- b. A description of the work that each DBE will perform. To count toward meeting a goal, each DBE firm must be certified in a NAICS code applicable to the kind of work the firm would perform on the contract;
 - c. The dollar amount of the participation of each DBE firm participating;
 - d. Written documentation of the bidder/offeror's commitment to use a DBE subcontractor whose participation it submits to meet a contract goal; and
 - e. Written confirmation from each listed DBE firm that it is participating in the contract in the kind and amount of work provided in the prime contractor's commitment. Each DBE listed to perform work as a regular dealer or distributor must confirm its participation according to the requirements of § 26.53 (c)(1).
 - f. If the contract goal is not met, evidence of good faith efforts (as elaborated in Appendix A of Part 26). The documentation of good faith efforts must include copies of each DBE and non-DBE subcontractor quote submitted to the bidder when a non-DBE subcontractor was selected over a DBE for work on the contract;
- (3) The bidder/offeror will be required to present the information stipulated in paragraph (2) of this section:
- (4) Under sealed bid procedures, as a matter of responsiveness, or with initial proposals, under contract negotiation procedures;

Provided that, in a negotiated procurement, such as a procurement for professional services, the bidder/offeror may make a contractually binding commitment to meet the goal at the time of bid submission or the presentation of initial proposals but provide the information required by paragraph (b)(2) of this section before the final selection for the contract is made by Augusta, Georgia. This paragraph (b)(3)(ii) does not apply to a design-build procurement, which must follow the provisions in paragraph (e) of 49 CFR § 26.53.

For each DBE listed as a regular dealer or distributor Augusta, Georgia will make a preliminary counting determination to assess its eligibility for 60 or 40 percent credit, respectively, of the cost of materials and supplies based on its demonstrated capacity and intent to perform as a regular dealer or distributor, as defined in §§ 26.55(e)(2)(iv)(A), (B), (C), and (3) under the contract at issue. The preliminary determination will be made based on the DBE's written responses to relevant questions and its affirmation that its subsequent performance of a commercially useful function will be consistent with the preliminary counting of such participation. Where the DBE supplier does not affirm that its participation will meet the specific requirements of either a regular dealer or distributor, Augusta, Georgia will make appropriate adjustments in counting such participation toward the bidder's good faith efforts to meet the contract goal. The bidder is responsible for verifying that the information provided by the DBE supplier is consistent with the counting of such participation toward the contract goal.

In a design-build contracting situation, in which Augusta, Georgia solicits proposals to design and build a project with minimal project details at time of letting, Augusta, Georgia may set a DBE goal that proposers must meet by submitting a DBE Open-Ended DBE Performance plan (OEPP) with the proposal. The OEPP replaces the requirement to provide the information required in paragraph (b) of § 26.53(b). To be considered responsive, the OEPP must include a commitment to meet the goal and provide details of the types of subcontracting work or services (with projected dollar amounts) that the proposer will solicit DBEs to perform. The OEPP must include an estimated time frame in

which actual DBE subcontracts would be executed. Once the design-build contract is awarded, Augusta, Georgia will provide ongoing monitoring and oversight to evaluate whether the design-builder is using good faith efforts to comply with the OEPP and schedule. Augusta, Georgia and the design-builder may agree to make written revisions of the OEPP throughout the life of the project, e.g., replacing the type of work items the design-builder will solicit DBEs to perform and/or adjusting the proposed schedule, as long as the design-builder continues to use good faith efforts to meet the goal.

Augusta, Georgia will apply the requirements of this section to DBE bidders/offerors for prime contracts. In determining whether a DBE bidder/offeror for a prime contract has met a contract goal, Augusta, Georgia will count the work the DBE has committed to performing with its own forces as well as the work that it has committed to be performed by DBE subcontractors and DBE suppliers.

Administrative Reconsideration of Good Faith Efforts determinations

Within 5 business days of being informed by Augusta, Georgia that it is not *responsive* because it has not documented adequate good faith efforts, a bidder/offeror may request administrative reconsideration. Bidder/offerors should make this request in writing to the following reconsideration official:

Tameka Allen
City Administrator
Augusta, Georgia Administrator's Office
535 Telfair Street, Suite 910
Augusta, GA 30901
706-821-2400

The reconsideration official will not have played any role in the original determination that the bidder/offeror did not document sufficient good faith efforts.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with the reconsideration official to discuss the issue of whether the goal was met or the bidder/offeror made adequate good faith efforts to do. The bidder/offeror will be sent a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

Good Faith Efforts procedural requirements (post-solicitation/award)

Augusta, Georgia will include in each prime contract the contract clause required by § 26.13(b) stating that failure by the contractor to carry out the requirements of this part is a material breach of the contract and may result in the termination of the contract or such other remedies set forth in that section that Augusta, Georgia deems appropriate if the prime contractor fails to comply with the requirements of this section.

Augusta, Georgia will require the awarded contractor to make available upon request a copy of all DBE subcontracts. The contractor shall ensure that all subcontracts or agreements with DBEs to supply labor or materials include all required contract provisions and mandate that the subcontractor and all lower tier subcontractors perform in accordance with the provisions of Part 26.

Augusta, Georgia will require that a prime contractor not terminate a DBE or any portion of its work listed in response to § 26.53(b)(2) (or an approved substitute DBE firm per § 26.53(g)) without our prior written consent, unless Augusta, Georgia causes the termination or reduction. A termination includes any reduction or underrun in work listed for a DBE not caused by a material change to the prime contract by the recipient. This requirement applies to instances that include but are not limited to: when a prime contractor seeks to perform work originally designed for a DBE subcontractor with its own forces or those of an affiliate, a non-DBE firm, or with another DBE firm.

Augusta, Georgia will include in each prime contract a provision stating that:

- (1) The contractor must utilize the specific DBEs listed to perform the work and supply the materials for which each is listed unless the contractor obtains Augusta, Georgia's written consent as provided in § 26.53(f); and
- (2) Unless Augusta, Georgia's consent is provided under § 26.53(f), the prime contractor must not be entitled to any payment for work or material unless it is performed or supplied by the listed DBE.

Augusta, Georgia may provide such written consent only if it agrees, for reasons stated in our concurrence document, that the prime contractor has good cause to terminate the listed DBE or any portion of its work.

Good cause does not exist if the prime contractor seeks to terminate a DBE or any portion of its work that is relied upon to obtain the contract so that the prime contractor can self-perform the work for which the DBE contractor was engaged, or so that the prime contractor can substitute another DBE or non-DBE contractor after contract award. For purposes of § 26.53(f)(3), good cause includes the following circumstances:

- (1) The listed DBE subcontractor fails or refuses to execute a written contract;
- (2) The listed DBE subcontractor fails or refuses to perform the work of its subcontract in a way consistent with normal industry standards. Provided, however, that good cause does not exist if the failure or refusal of the DBE subcontractor to perform its work on the subcontract results from the bad faith or discriminatory action of the prime contractor;
- (3) The listed DBE subcontractor fails or refuses to meet the prime contractor's reasonable, nondiscriminatory bond requirements;
- (4) The listed DBE subcontractor becomes bankrupt, insolvent, or exhibits credit worthiness;
- (5) The listed DBE subcontractor is ineligible to work on public works projects because of suspension and debarment proceedings pursuant to 2 CFR parts 180, 215, and 1200 or applicable state law;
- (6) Augusta, Georgia has determined that the listed DBE subcontractor is not a responsible contractor;

- (7) The listed DBE subcontractor voluntarily withdraws from the project and provides to Augusta, Georgia written notice of its withdrawal;
- (8) The listed DBE is ineligible to receive DBE credit for the type of work required;
- (9) A DBE owner dies or becomes disabled with the result that the listed DBE contractor is unable to complete its work on the contract; and
- (10) Other documented good cause that Augusta, Georgia determines compels the termination of the DBE subcontractor;

Before transmitting to Augusta, Georgia the request to terminate a DBE subcontractor or any portion of its work, the prime contractor must give notice in writing to the DBE subcontractor, with a copy to Augusta, Georgia sent concurrently, of its intent to request to terminate and the reason for the proposed request.

The prime contractor's written notice must give the DBE five (5) days to respond, advising Augusta, Georgia and the prime contractor of the reasons, if any, why it objects to the proposed termination of its subcontract or portion thereof and why Augusta, Georgia should not approve the prime contractor's request. If required in a particular case as a matter of public necessity (e.g., safety), Augusta, Georgia may provide a response period shorter than five (5) days.

In addition to post-award terminations, the provisions of this section apply to pre-award deletions or changes to DBEs or their listed work put forward by offerors in negotiated procurements.

When a DBE subcontractor or a portion of its work is terminated by the prime contractor as provided in § 26.53(f), or if work committed to a DBE is reduced due to overestimations made prior to award, the prime contractor must use good faith efforts to include additional DBE participation to the extent needed to meet the contract goal. The good faith efforts shall be documented by the contractor. If Augusta, Georgia requests documentation under this provision, the contractor shall submit the documentation within seven (7) days, which may be extended for an additional seven (7) days, if necessary, at the request of the contractor. Augusta, Georgia shall provide a written determination to the contractor stating whether or not good faith efforts have been demonstrated.

Section 26.55 Counting DBE Participation

DBE participation will be counted toward overall and contract goals as provided in § 26.55. The participation of a DBE subcontractor will not be counted toward a contractor's final compliance with its DBE obligations on a contract until the amount being counted has actually been paid to the DBE.

In the case of post-award substitutions or additions, if a firm is not currently certified as a DBE in accordance with the standards of subpart D of this part at the time of the execution of the contract, the firm's participation will not be counted toward any DBE goals, except as provided for in § 26.87(j).

For FAA-funded projects only, firms that exceed the business size standard in § 26.65(b) will remain eligible for DBE certification and may be counted for DBE credit toward overall and contract goals on FAA-funded projects as long as they do not exceed the small

business size standard, as adjusted by the United States Small Business Administration, for the NAICS code(s) in which they are certified.

SUBPART D – CERTIFICATION STANDARDS

Section 26.61 – 26.73 Certification Process

Augusta, Georgia is a non-certifying member of the Georgia Unified Certification Program (UCP) and relies upon the UCP's determinations of certification eligibility. Georgia UCP will use the certification standards of Subpart D of Part 26 to determine the eligibility of firms to participate as DBEs in DOT-assisted contracts. To be certified as a DBE, a firm must meet all certification eligibility standards. Certifying Georgia UCP members make all certification decisions based on the facts as a whole.

For information about the certification process or to apply for certification, firms should contact:

GEORGIA DEPARTMENT OF TRANSPORTATION
 One Georgia Center
 600 W Peachtree St NW
 Atlanta, GA 30308
 Phone (404) 631-1990
[Georgia Department of Transportation – GDOT \(ga.gov\)](http://www.ga.gov)

The Uniform Certification Application form, Personal Net Worth statement, and documentation requirements can be reviewed at <https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise/ready-apply>.

SUBPART E – CERTIFICATION PROCEDURES

Any procedures included here are highlights only. Detailed certification procedures are enumerated in the full Georgia's UCP agreement. The full UCP agreement can be found at Attachment 9.

Section 26.81 Unified Certification Programs

Augusta, Georgia is a member of the Georgia Unified Certification Program (GUCP), which is managed by GDOT and MARTA, and Augusta, Georgia is a non-certifying participant. Augusta, Georgia will use and count for DBE credit only those DBE firms certified by GUCP. The UCP will meet all certification standards and procedures requirements of Subparts D and E of Part 26.

Section 26.91 Actions Following DOT Certification Appeal Decisions

If Augusta, Georgia is a certifier to which a DOT determination under § 26.89 is applicable, we will take any and all required action(s) pursuant to § 26.91.

SUBPART F – COMPLIANCE AND ENFORCEMENT

Section 26.101 Compliance Procedures Applicable to Augusta, Georgia

Augusta, Georgia understands that if it fails to comply with any requirement of this part, Augusta, Georgia may be subject to formal enforcement action under § 26.103 or § 26.105 or appropriate program sanctions by the concerned operating administration, such as the suspension or termination of Federal funds, or refusal to approve projects, grants or contracts until deficiencies are remedied. Program sanctions may include, in the case of the FHWA program, actions provided for under 23 CFR 1.36; in the case of the FAA program, actions consistent with 49 U.S.C. 47106(d), 47111(d), and 47122; and in the case of the FTA program, any actions permitted under 49 U.S.C. chapter 53 or applicable FTA program requirements.

Augusta, Georgia understands that, as provided in statute, it will not be subject to compliance actions or sanctions for failing to carry out any requirement of this part because it has been prevented from complying because a Federal court has issued a final order in which the court found that the requirement is unconstitutional.

Section 26.103 Enforcement Actions Applicable to FAA Programs

- (1) Compliance reviews. The concerned operating administration may review the recipient's compliance with this part at any time, including reviews of paperwork and on-site reviews, as appropriate. The Office of Civil Rights may direct the operating administration to initiate a compliance review based on complaints received.

Section 26.105 Enforcement Actions Applicable to FAA Programs

Compliance with all requirements of this part by airport sponsors and other recipients of FAA financial assistance is enforced through the procedures of Title 49 of the United States Code, including 49 U.S.C. 47106(d), 47111(d), and 47122, and regulations implementing them.

The provisions of § 26.103(b) and this section apply to enforcement actions in FAA programs.

Any person who knows of a violation of this part by a recipient of FAA funds may file a complaint under 14 CFR part 16 with the Federal Aviation Administration Office of Chief Counsel.

Section 26.107 Enforcement Actions Applicable to Participating Firms

If a firm that does not meet the eligibility criteria of subpart D of this part attempts to participate in a DOT-assisted program as a DBE on the basis of false, fraudulent, or deceitful statements or representations or under circumstances indicating a serious lack of business integrity or honesty, the Department may initiate suspension or debarment proceedings against the firm under 2 CFR parts 180 and 1200.

If a firm, in order to meet DBE contract goals or other DBE program requirements, uses or attempts to use, on the basis of false, fraudulent or deceitful statements or representations or under circumstances indicating a serious lack of business integrity or honesty, another firm that does not meet the eligibility criteria of subpart D of this part, the Department may

initiate suspension or debarment proceedings against you under 2 CFR parts 180 and 1200.

In a suspension or debarment proceeding brought under paragraph (a) or (b) of this section, the concerned operating administration may consider the fact that a purported DBE has been certified by a recipient. Such certification does not preclude the Department from determining that the purported DBE, or another firm that has used or attempted to use it to meet DBE goals, should be suspended or debarred.

The Department may take enforcement action under [49 CFR Part 31](#), Program Fraud and Civil Remedies, against any participant in the DBE program whose conduct is subject to such action under [49 CFR part 31](#).

The Department may refer to the Department of Justice, for prosecution under [18 U.S.C. 1001](#) or other applicable provisions of law, any person who makes a false or fraudulent statement in connection with participation of a DBE in any DOT-assisted program or otherwise violates applicable Federal statutes.

Section 26.109 Confidentiality, Cooperation, and Intimidation or Retaliation

In responding to requests for information concerning any aspect of the DBE program, the Department complies with provisions of the Federal Freedom of Information and Privacy Acts (5 U.S.C. 552 and 552a). The Department may make available to the public any information concerning the DBE program release of which is not prohibited by Federal law.

Notwithstanding any provision of Federal or state law, information that may reasonably be construed as confidential business information will not be released to any third party without the written consent of the firm that submitted the information, including applications for DBE certification and supporting information. However, this information will be transmitted to DOT in any certification appeal proceeding under § 26.89 or to any other state to which the individual's firm has applied for certification under § 26.85.

All participants in the Department's DBE program (including, but not limited to, recipients, DBE firms and applicants for DBE certification, complainants and appellants, and contractors using DBE firms to meet contract goals) are required to cooperate fully and promptly with DOT and recipient compliance reviews, certification reviews, investigations, and other requests for information. Failure to do so shall be a ground for appropriate action against the party involved (e.g., with respect to recipients, a finding of noncompliance; with respect to DBE firms, denial of certification or removal of eligibility and/or suspension and debarment; with respect to a complainant or appellant, dismissal of the complaint or appeal; with respect to a contractor which uses DBE firms to meet goals, findings of non-responsibility for future contracts and/or suspension and debarment).

Augusta, Georgia, contractor, or any other participant in the program will not intimidate, threaten, coerce, or discriminate against any individual or firm for the purpose of interfering with any right or privilege secured by this part or because the individual or firm has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this part. Augusta, Georgia understands that it is in noncompliance with Part 26 if it violates this prohibition.

ATTACHMENTS

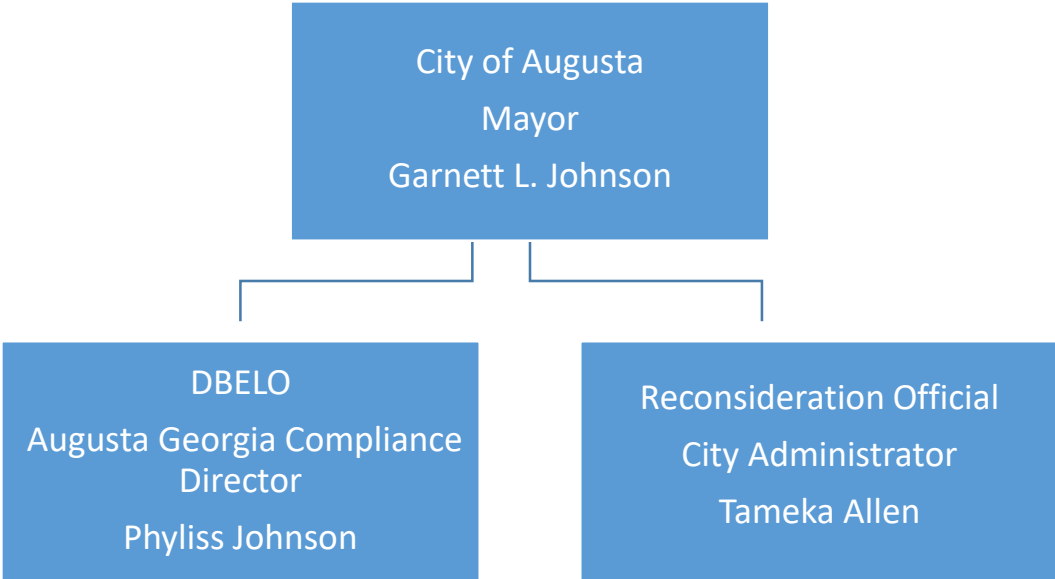
- Attachment 1 Regulations: 49 CFR Part 26 website link
- Attachment 2 Organizational Chart
- Attachment 3 Bidder's List Collection Form
- Attachment 4 DBE Directory or link to DBE Directory
- Attachment 5 Overall Goal Calculations
- Attachment 6 Demonstration of Good Faith Efforts or Good Faith Effort Plan - Forms 1-3
- Attachment 7 DBE Monitoring and Enforcement Mechanisms
- Attachment 8 DBE Certification Application Form
- Attachment 9 State's UCP Agreement
- Attachment 10 Small Business Element Program

ATTACHMENT 1

Regulations: 49 CFR Part 26 link to website:

[CFR :: 49 CFR Part 26 -- Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs](#)

ATTACHMENT 2
Organizational Chart



ATTACHMENT 3

Bidders List Collection Form

[Note: § 26.11(c) requires Recipients to collect bidders list information from all bidders at the time of bid submittal, and to enter it into USDOT’s designated system. The data must be collected for all firms who bid as prime contractors or subcontractors (successfully or not).

If you use an electronic system to collect this information, you may include a screenshot or other example showing how the system collects all the required data.

If you need to see an example of a bidders list data collection form, you can find one in the AC/DBE Doc Vault at <https://faa.civilrightsconnect.com>. For quick reference, the following are the required items to collect for bidders list reporting:

- **Firm name**
- **Firm Address including ZIP code**
- **Firm’s status as a DBE or non-DBE**
- **Race and gender information for the firm’s majority owner**
 - **Use only the race/ethnicity classifications from 49 CFR part 26:**
 - **Black American**
 - **Hispanic American**
 - **Native American**
 - **Asian Pacific American**
 - **Subcontinent Asian American**
 - **Other**
- **NAICS code applicable to each scope of work the firm sought to perform in its bid**
- **Age of the firm**
- **Annual gross receipts of the firm. The gross receipts can be obtained by asking each firm to indicate into what gross receipts bracket they fit (e.g. less than \$1 million; \$1-3 million; \$3-6 million; \$6-10 million, etc.) rather than requesting an exact figure from the firm.]**

Firm Name	Street Address	Street Address (Line 2)	City	State	ZIP Code	DBE or Non-DBE Status	NAICS Code(s) of Scope(s) Bid	Race of Majority Owner	Gender of Majority Owner	Age of Firm	Annual Gross Receipts

ATTACHMENT 4

The Georgia DBE web link to DBE directory is

[Oracle BI Interactive Dashboards - UCP Directory \(ga.gov\)](#)

ATTACHMENT 5

Section 26.45: Overall DBE Three-Year Goal Methodology

Previously Submitted

ATTACHMENT 6

Demonstration of Good Faith Efforts - Forms 1 & 2

Forms 1 and 2 should be provided as part of the solicitation documents.

FORM 1: DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION

The undersigned bidder/offeror has satisfied the requirements of the bid specification in the following manner (please check the appropriate space):

_____ The bidder/offeror is committed to a minimum of _____ % DBE utilization on this contract.

_____ The bidder/offeror (if unable to meet the DBE goal of _____%) is committed to a minimum of _____% DBE utilization on this contract and should submit documentation demonstrating good faith efforts.

Name of bidder/offeror’s firm: _____

State Registration No. _____

By _____ Title _____
(Signature)

FORM 2: LETTER OF INTENT

Note: The authorized representative (AR) named below must be an individual vested with the authority to make contracting decisions on behalf of the firm.

Name of bidder/offeror’s firm: _____

Name & title of firm’s AR: _____

Phone: _____ Email: _____

Name of DBE firm: _____

Name & title of DBE firm’s AR: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Work to be performed by DBE firm:

<i>Description of Work</i>	<i>NAICS</i>	<i>Dollar Amount / %*</i>	<i>Manufacturer/Regular Dealer/Distributor/Broker**</i>

**Percentage is to be used only in negotiated procurements*

***For DBE suppliers only, state how the DBE will perform. For dealer/distributor/broker, Form 3 must be included.*

The undersigned bidder/offeror is committed to utilizing the above-named DBE firm for the work described above. The total expected dollar value of this work is \$ _____. The bidder/offeror understands that if it is awarded the contract/agreement resulting from this procurement, it must enter into a subcontract with the DBE firm identified above that is representative of the type and amount of work listed. Bidder/offeror understands that upon submitting this form with its bid/offer, it may not substitute or terminate the DBE listed above without following the procedures of 49 CFR Part 26, §26.53.

Signature of Bidder/Offeror’s Authorized Representative

Date: _____

The undersigned DBE affirms that it is ready, willing, and able to perform the amount and type of work as described above, and is properly certified to be counted for DBE participation therefore.

Signature of DBE’s Authorized Representative

Date: _____

If the bidder/offeror does not receive award of the prime contract, all representations in this Letter of Intent shall be null and void.

Submit this page for each DBE subcontractor.

OMB Approval Pending 04/17/2024



U.S. Department of Transportation

DBE Regular Dealer/Distributor Affirmation Form

Bidder Name:
Contract Name/Number:

Sections 26.53(c)(1) of Title 49 Code of Federal Regulations requires recipients to make a preliminary counting determination for each DBE listed as a regular dealer or distributor to assess its eligibility for 60 or 40 percent credit, respectively, of the cost of materials and supplies based on its demonstrated capacity and intent to perform as a regular dealer or distributor...

DBE Name:
Authorized DBE Representative (Name and Title):
Total Subcontract/Purchase Order Amount:
NAICS Code(s) Related to the Items to be Sold/Leased:

- 1. Will all items sold or leased be provided from the on-hand inventory at your establishment?
(If "YES," you have indicated that your performance will satisfy the regular dealer requirements and may be counted at 60%. STOP here. Read and sign the affirmation below. If "NO" Continue.)
a) Are you selling bulk items (e.g., petroleum products, steel, concrete, concrete products, sand, gravel, asphalt, etc.) or items not typically stocked due to their unique characteristics (aka specialty items)?
b) Will at least 51% of the items you are selling be provided from the inventory maintained at your establishment, and will the minor quantities of items delivered from and by other sources be of the general character as those provided from your inventory?

- 2. Will you deliver all bulk or specialty items using distribution equipment you own (or under a long-term lease) and operate?
(If "YES," you have indicated that your performance will satisfy the requirements for a regular dealer of bulk items and may be counted at 60%. STOP here. Read and sign the affirmation below.)
If "NO," your performance will not satisfy the requirements for a regular dealer of bulk items; the value of items to be sold or leased cannot be counted at 60%. (Go to Question 3.)

- 3. Will the written terms of your purchase order or bill of lading from a third party transfer responsibility, including risk for loss or damage, to your company at the point of origin (e.g. a manufacture's facility)?
a) Will you be using sources other than the manufacturer (or other seller) to deliver or arrange delivery of the items sold or leased?
If your responses to 3 and 3.a) are "YES," you have indicated that your performance will satisfy the requirements of a distributor; therefore, the value of items sold or leased may be counted at 40%.
If you responded "NO" to either 3 or 3.a), counting of your participation is limited to the reasonable cost of fees or commissions charged, including transportation charges for the delivery of materials or supplies; the cost of materials or supplies may not be counted.

I affirm that the information that I provided above is true and correct and that my company's subsequent performance of a commercially useful function will be consistent with the above responses. I further affirm that my company will independently negotiate price, order specified quantities, and pay for the items listed in the bidder's commitment. This includes my company's responsibility for the quality of such items in terms of necessary repairs, exchanges, or processing of any warranty claims for damaged or defective materials.

Printed Name and Signature of DBE Owner/Authorized Representative:

The bidder acknowledges its responsibility for verifying the information provided by the DBE named above and ensuring that the counting of the DBE's participation is accurate. Any shortfall caused by errors in counting are the responsibility of the bidder.

Printed Name and Signature of Bidder's Authorized Representative:

ATTACHMENT 7

DBE Monitoring and Enforcement Mechanisms

Augusta, Georgia – Daniel Field Airport

1. All participants are hereby notified that pursuant to Title 49 Code of Federal Regulations, United States Department of Transportation, Part 26 and the Disadvantaged Business Enterprise Participation Program for Augusta, Georgia, they must affirmatively ensure that, in any contract entered into with the Augusta, Georgia, DBEs will be afforded equal opportunity to participate in subcontracting activities. It is the policy of the Augusta, Georgia to ensure that DBEs, as defined in Part 26, have an equal opportunity to receive and participate in USDOT-assisted contracts. It is further the policy of the Augusta, Georgia to ensure nondiscrimination in the award and administration of USDOT-assisted contracts.
2. All contracts between the Augusta, Georgia, and a Contractor shall contain an appropriate provision to the effect that failure by the Contractor to comply with the Augusta, Georgia's DBE Program shall constitute a breach of contract, exposing the Contractor to a potential termination of the contract or other appropriate remedy, including withholding of funds, until such time as the contractor complies with all the DBE requirements of this program. Under authority granted by Georgia law, the Augusta, Georgia may impose liquidated damages, contract suspension, or even contract termination.
3. All documentation submitted at time of bid, as well as additional data provided by the successful bidder, is considered part of the contract documents. Any alterations, substitutions, deletions, etc., to data provided at time of submission of bid must have prior approval of the Augusta, Georgia's DBE Liaison Officer.
4. Should a DBE firm not certified by the Georgia Department of Transportation be proposed by a potential contractor as a part of his/her DBE plan efforts, the inclusion of said firm will not be considered a demonstration of making good faith efforts towards meeting the DBE goal.
5. In contracts with DBE contract goals, bids submitted which do not meet the DBE contract goals, and which does not show that a meaningful good faith effort was made to achieve the stated goals, will be considered non-responsive bids, and bidders will be notified of the deficiency and given opportunity to appeal to the Administrative Reconsideration Official (49 CFR 26.53). The bidder will not be eligible for award of the contract until the appeal procedures are complete. The Administrative Reconsideration Official will make the determination on the sufficiency of the good faith efforts.
6. The Augusta, Georgia reserves the right to reject any or all bids, or to re-advertise for bids. Award, if made, will be to the lowest responsive and qualified bidder. A bid will not be considered responsive unless the bidder complies with Title 49 Code of the Federal Regulations, Part 26, and the Disadvantaged Business Enterprise Program of the Augusta, Georgia.
7. The Augusta, Georgia shall require contractors to make good faith efforts to replace a DBE subcontractor that is terminated or fails to complete its work on the contract for any reason, with another DBE subcontractor. If a DBE subcontractor is terminated or fails to complete its work on the contract for any reason, the Contractor must notify the Airport immediately. These good faith efforts shall be directed at finding another DBE to perform at least the same amount of work under the contract as the DBE that was terminated, to the extent needed to meet the established contract goal.
8. The Augusta, Georgia shall approve all substitutions prior to contract award and during contract

performance in order to ensure that the substitute firms are eligible DBEs. Additional information on the Augusta, Georgia's Disadvantaged Business Enterprise Program can be obtained from the DBE Liaison Officer:

Phyllis Johnson, Compliance Director
Augusta, Georgia Compliance Department
535 Telfair Street, Suite 530
Augusta, GA 30901
706-826-4789
p.johnson@augustaga.gov

9. The Authority has implemented a monitoring and enforcement mechanism to ensure that work committed to DBEs at contract award is actually performed by DBE's. These will be tracked in an MS EXCEL document, tracking DBE and small businesses separately. This mechanism will provide for a running tally of actual DBE attainments (e.g., payments actually made to DBE firms), including a means of comparing these attainments to commitments. These mechanisms will include, but not be limited to, the following:

- a. Reviewing bid package documentation thoroughly, obtaining clarification, if necessary.
- b. Reviewing monthly reports regarding employment as well as DBE participation to ensure adherence to plan as represented in bid documents and as stipulated in this program.
- c. Monitoring progress of payments to DBEs through monthly reports from prime contractors.
- d. Monitoring progress of DBEs work through on-site visits and communication with DBEs. The Augusta, Georgia has implemented a monitoring and enforcement mechanism that will include written certification that the Augusta, Georgia has reviewed contracting records and monitored work sites for this purpose. This monitoring will be conducted during routine project site visits on a monthly basis. The DBELO will sign off on the written certifications.

10. The Augusta, Georgia will bring to the attention of the US Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that USDOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the USDOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109.

11. The Augusta, Georgia also will consider similar action under its own legal authorities, including responsibility determinations in future contracts. In addition, the Augusta, Georgia will apply legal and contract remedies under state and local law. This includes, for example, applying liquidated damages, withholding payments, etc.

12. In its reports of DBE participation to the USDOT, the Augusta, Georgia will show both commitments and attainments, as required by the USDOT reporting form.

Attachment 1 contains a link to 49 CFR Part 26, which describes federal regulations, provisions, and contract remedies available to the Augusta, Georgia in the event of non-compliance by a participant.

DBE Commercially Useful Function Report

[HTTPS://WWW.TRANSPORTATION.GOV/SITES/DOT.GOV/FILES/2021-04/20200925%20FINAL%20SAMPLE%20CUF%20FORM-%20CONTRACTOR-%20APPROVED%20FOR%20DISTRIBUTION%209-17-2020_508-1.PDF](https://www.transportation.gov/sites/dot.gov/files/2021-04/20200925%20FINAL%20SAMPLE%20CUF%20FORM-%20CONTRACTOR-%20APPROVED%20FOR%20DISTRIBUTION%209-17-2020_508-1.PDF)

ATTACHMENT 8

DBE Certification Application Form

Web link:

<https://www.transportation.gov/sites/dot.gov/files/2021-02/uniform-certification-application%202.8.2021.pdf>

ATTACHMENT 9
State's UCP Agreement

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
THE GEORGIA DEPARTMENT OF TRANSPORTATION,
And DANIEL FIELD

This Memorandum of Understanding documents the participation of U.S. DOT Recipients and in certain instances, funding arrangements for the continued implementation and operation of the Unified Certification Program (UCP) in the State of Georgia.

PREAMBLE

WHEREAS, the Georgia Department of Transportation (GDOT), an agency of the State of Georgia, has undertaken a Unified Certification Program to certify all Disadvantaged Business Enterprises in the State of Georgia with the cooperation of The Metropolitan Atlanta Rapid Transit Authority (MARTA)

WHEREAS, the initial assessment involved compiling information and developing tools regarding the development of a UCP in the State of Georgia; and

WHEREAS, this MOU establishes the certification procedures for Disadvantaged Business Enterprises participating in federally funded projects; and

WHEREAS, the Georgia Department of Transportation has been and continues to be the Lead Agency for the Unified Certification Program and has accepted the responsibility for the statewide certification program, and;

WHEREAS, the State of Georgia Unified Certification Program is consistent with the laws, rules and regulations of Title VI of the 1964 Civil Rights Act and 49 Code of Federal Regulation, Parts 23 and 26 and,

WHEREAS, the U.S. DOT Recipients have a mission to:

1. Coordinate and participate in the certification review processes that affect socially and economically disadvantaged businesses.
2. Promote and maintain a UCP directory of socially and economically disadvantaged businesses.

Now, therefore, in consideration of the mutual promises and covenants herein contained, it is hereby agreed by and between the parties:

1) PURPOSE


- a) This Memorandum of Understanding outlines the scope of work including any obligations and responsibilities.
- b) GDOT, FHWA, MARTA, FAA, FTA and other recipients will have access to all work completed as part of the Unified Certification Program.

2. SUPPORTIVE SERVICES FOR THE UNIFIED CERTIFICATION PROGRAM:

- a) All of the signatory parties have consulted and agreed on services required to complete the work described in the certification procedures and processes prior to the work beginning.
- b) All of the signatory parties agree to consult on the use of services for work described in the certification procedure and process provided that all services will be used for documentation and dissemination of the information on Disadvantaged Business Enterprises.

This agreement is entered into, by and between the Georgia Department of Transportation and **DANIEL FIELD**. This agreement will take effect at the time of approval by all entities.

The signatory parties mutually agree to consult regarding any amendments or issues to be addressed. This agreement may be modified by written mutual consent of the signatory parties.



 Russell McMurry, P.E., Commissioner
 Georgia Department of Transportation
 600 West Peachtree Street, N.W.
 Atlanta, Georgia 30308

6/1/17

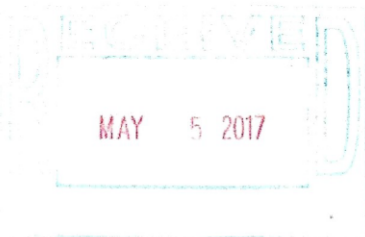
 Date



 Steven Gay, Co-Manager
DANIEL FIELD
 1775 Highland Ave.
 Augusta, GA 30904

4/27/17

 Date



ATTACHMENT 10

Small Business Element

Augusta, Georgia will implement a race-neutral small business element as part of their DBE programs, in compliance with §26.39. Augusta, Georgia is including this element to facilitate competition by and expand opportunities for small businesses. Augusta, Georgia is committed to taking all reasonable steps to eliminate obstacles to small businesses that may preclude their participation in procurements as prime contractors or subcontractors. The following strategies may be used, but are not limited to the following:

1. Objective/Strategies

- (1) In multi-year design-build contracts or other large contracts (e.g., for “megaprojects”) requiring bidders on the prime contract to specify elements of the contract or specific subcontracts that are of a size that small businesses, including DBEs, can reasonably perform.
- (2) On prime contracts not having DBE contract goals, requiring the prime contractor to provide subcontracting opportunities of a size that small businesses, including DBEs, can reasonably perform, rather than self-performing all the work involved.
- (3) To meet the portion of the overall goal projected to be met through race-neutral measures, ensuring that a reasonable number of prime contracts are of a size that small businesses, including DBEs, can reasonably perform.

2. Definitions

1. Small Business:

Small businesses must meet the definitions specified in Section 3 of the Small Business Act and the Small Business Administration regulations implementing it (13 CFR Part 121). A small business is a business that is independently owned and operated, is organized for profit, and is not dominant in its field. Depending on the industry, size standard eligibility is based on the average number of employees for the preceding twelve months or on sales volume averaged over a five-year period. All businesses meeting the criteria in this element will be considered to be small businesses, without regard to race or gender.

2. Disadvantaged Business Enterprise:

A for-profit small business (as defined by the Small Business Administration) —

- That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals;
- Whose socially and economically disadvantaged owners do not exceed the personal net worth (PNW) described in 49 CFR Part 26. The current PNW cap is \$2.047 million.
- Whose average annual gross receipts, as defined by SBA regulations over the firm's previous five fiscal years is less than \$23.98 million.
- Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it; and

- Has been certified as a DBE by the Georgia Department of Transportation (GDOT) in accordance with 49 CFR 26.

For the purposes of the small business element of the Sponsor's DBE Program, small businesses which are also owned and controlled by socially disadvantaged individuals will be encouraged to seek DBE certification. Only DBE certified firms will be counted towards DBE race-neutral participation on FAA-assisted contracts.

3.Verification Procedures –

For purposes of this small business element, Augusta, Georgia and the Daniel Field Airport will require the following verification and/or certification:

1. **Georgia Unified Certification Program (GAUCP) DBE Certification** – DBE Certification by a certifying member of the GAUCP which stipulates that a firm has been determined to meet all the requirements in accordance with 49 CFR Part 26. All certification determinations are evidenced by certification listing within the Georgia UCP DBE Directory. It should be noted that the Daniel Field Airport is not a certifying member of the GAUCP and does not have its own certification staff.

2. **A non-DBE certified potential small business concern** may have to complete a simplified application and/or provide the following information at time of response to a solicitation or a bid submittal, as evidence of the small business status:

- Evidence of SBA 8(a) or SBD Certification (as described in 13 CFR Parts 121 and 124)
- A copy of the business tax returns for the most recent five-year period indicating the gross receipts; and/or
- A notarized statement from a Certified Public Accountant indicating the firms average gross receipts for the past five years.

3. **Use of Personal Net Worth:** Augusta, Georgia, in addition to the standards for small business concerns described above, plans to utilize the current Personal Net Worth standards of the DBE program (26.67), presently at \$2.047 million dollars.

4.Monitoring/Record Keeping

As part of the reporting process, prime contractors will maintain records and documents of payments to small businesses for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of the Sponsor or DOT. This reporting requirement also extends to any small business subcontractor. The Small business monitoring will include tracking by engineer/airport of at least 10% of payments to subcontractors from prime contractors in order to track payments as they relate to work committed to small businesses. The small business and DBE participation will be tracked in separate EXCEL documents.

5.Assurance

- This program is authorized under state law;
- Certified DBEs that meet the size criteria established under the program are presumptively eligible to participate in the program;
- No limits are placed on the number of contracts awarded to firms participating in the program, but every effort will be made to avoid creating barriers to the use of new, emerging, or untried businesses; and
- Aggressive steps will be taken to encourage those minority and women owned firms that are eligible for DBE certification to become certified.
- The program is open to small businesses regardless of their location (i.e., there is no local or other geographic preference).

AUGUSTA, GEORGIA

PURCHASE ORDER

SUITE 605, PROCUREMENT DEPARTMENT
535 TELFAIR STREET, MUNICIPAL BUILDING 1000
AUGUSTA, GEORGIA 30901-2377
PHONE: (706) 821-2422

Page 1 of 1

Item 2.

PURCHASE ORDER NO.
24DFA263

DATE 12/16/24	DEPARTMENT 081101	VENDOR PHONE # (770) 262-1191	REQUISITION/QUOTE NO. R399321
------------------	----------------------	----------------------------------	----------------------------------

VENDOR # 26518	E-VERIFY # 943176	EMAIL HEY@MAESAWYR.COM	PURCHASE ORDER NUMBER ABOVE MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS, AND PACKAGES.
-------------------	----------------------	---------------------------	---

VENDOR MAESAWYR LLC 1245 BUFORD HIGHWAY SUITE 305 SUWANEE, GA 30024	ATTN: BID NUMBER: 23-257 CONTRACT #: 24DFA263 BUYER: NANCY
---	---

SHIP TO: DANIEL FIELD AIRPORT 1775 HIGHLAND AVENUE AUGUSTA, GA 30904	BILL TO: AUGUSTA, GEORGIA ACCOUNTING DEPARTMENT, SUITE 800 535 TELFAIR STREET, MUNICIPAL BUILDING 1000 AUGUSTA, GA 30901-2379 (706) 821-2335 ALL INVOICES AND CORRESPONDENCE MUST BE SENT TO ABOVE ADDRESS REGARDLESS OF SHIPPING DESTINATION.
--	--

ITEM #	QUANTITY	UNIT	PRODUCT ID	DESCRIPTION	UNIT PRICE	AMOUNT
0001	1	LS		PLANNING TASK ORDER #06 PROF SVCS DBE PLANNING - UPDATE IN ACCORDANCE WITH THE US DOT'S FINALRULE APRIL 9, 2024 APPROVED BY COMMISSION 8/15/23, ITEM #17 552-08-1101/52-23110	3,413.61	3,413.61

CONDITIONS - READ CAREFULLY

1. The purchaser is exempt by statute from payment of Federal, State, and Municipal sales, excise and other taxes.
2. Shipping charges prepaid by vendor.
3. Payment will be made on complete shipments only, unless otherwise requested.
4. **DELIVERY TICKET MUST ACCOMPANY GOODS.**
5. No back orders. We will reorder if available.
6. Please make deliveries between 9 A.M. and 4 P.M.
7. All goods received with subsequent privilege to inspect and return at Vendor's expense if defective or not in compliance with our specifications.
8. Indoor delivery if necessary.
9. Payment Net 30 or according to contract.

NET TOTAL..... 3,413.61

APPROVED FOR ISSUE

Darrell White

INTERIM PROCUREMENT DIRECTOR

57

REQUISITIONER

TASK ORDER

OWNER:

Augusta, Georgia
General Aviation Commission – Daniel Field
535 Telfair Street
Augusta, Georgia 30901

706.733.1647

Contact: Becky Shealy, Airport Manager

CONSULTANT:

MaesAwyr, LLC
1245 Buford Highway
Suite 305
Suwanee, Georgia 30024

770.262.1191

Contact: Amanda J. Hill, Principal

PROJECT: Planning Task Order #P06 – Disadvantaged Business Plan Update – Final Rule April 2024

SCOPE: The CONSULTANT will provide the OWNER planning services for the following project at Daniel Field Airport (DNL):

DBE Planning – an Update, in accordance with the USDOT’s Final Rule published April 9, 2024

All work will be completed in accordance with 14 CFR Part 26—*Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*. Augusta Compliance Department policies and procedures also will govern, where applicable.

COSTS: This task order will be completed as a lump sum of **\$3,413.61** in accordance with the *Master Agreement for Professional Airport Planning and Feasibility Studies Services* contract dated 21 August 2023, with Task Fee amount below, and will be billed upon completion:


Element 1 – DBE Planning	\$3,413.61
Total	\$3,413.61

SCHEDULE: It is anticipated this Task Order will be complete by 1 March 2025.

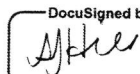
AUTHORIZATION DATE: 11/25/2024, 2024

Witness the hands and seals of the undersigned, effective on the Authorization Date set forth hereinabove.

OWNER:

Signed by: 
By: _____
BA35581EC50E4D2
David Fields, Chairman
General Aviation Commission

CONSULTANT:

DocuSigned by: 
By: _____
8DC80C24C3434E8...
Amanda J Hill, Principal



Public Services Committee Meeting

February 11, 2025

Tennis and Pickleball Facility

Department:	N/A
Presenter:	N/A
Caption:	Dr. Troy W. Akers regarding an opportunity for a new tennis and pickleball facility in Augusta.
Background:	N/A
Analysis:	N/A
Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	N/A
Funds are available in the following accounts:	N/A
<u>REVIEWED AND APPROVED BY:</u>	N/A

AGENDA ITEM REQUEST FORM

Commission/Committee: (Please check one)

- Commission**
- Public Services Committee**
- Administrative Services Committee**
- Engineering Services Committee**
- Finance Committee**
- Public Safety Committee**

Contact Information for Individual/Presenter Making the Request:

Name: Troy W. Akers
 Address: 500 Furys Ferry Rd. Augusta, GA 30907
 Telephone Number: 706-726-3051
 Fax Number: N/A
 E-Mail Address: troy.w.akers@gmail.com

Caption/Topic of Discussion to be placed on the Agenda:

Opportunity for new tennis and pickleball facility in Augusta.

Please send this request form to the following address:

Ms. Lena J. Bonner	Telephone Number: 706-821-1820
Clerk of Commission	Fax Number: 706-821-1838
Room 806 Municipal Building	E-Mail Address: lbonner@augustaga.gov
530 Greene Street	
Augusta, GA 30911	

Requests may be faxed, e-mailed or delivered in person and must be received in the Clerk’s Office no later than 5:00 p.m. on the Wednesday preceding the Commission or Committee meeting of the following week. A five-minute time limit will be allowed for presentations.

Commission meetings are held on the first and third Tuesdays of each month at 2:00 p.m. Committee meetings are held on the second and last Mondays of each month from 12:30 to 3:30 p.m.



Public Services Committee

February 11, 2025

ADA Paratransit

Department: N/A

Presenter: N/A

Caption: **Mr. Richard Skuse** regarding ADA Paratransit.

Background: N/A

Analysis: N/A

Financial Impact: N/A

Alternatives: N/A

Recommendation: N/A

Funds are available in the following accounts: N/A

REVIEWED AND APPROVED BY: N/A

AGENDA ITEM REQUEST FORM

Commission/Committee: (Please check one)

- Commission
- Public Services Committee**
- Administrative Services Committee
- Engineering Services Committee
- Finance Committee
- Public Safety Committee

2/11/2025

Contact Information for Individual/Presenter Making the Request:

Name: Richard Skuse
 Address: 1121 Magnolia Drive
 Telephone Number: 706-908-9099
 Fax Number: _____
 E-Mail Address: richjstase@gmail.com

Caption/Topic of Discussion to be placed on the Agenda:

ADA Paratransit

Please send this request form to the following address:

Ms. Lena J. Bonner	Telephone Number: 706-821-1820
Clerk of Commission	Fax Number: 706-821-1838
Room 806 Municipal Building	E-Mail Address: lbonner@augustaga.gov
530 Greene Street	
Augusta, GA 30911	

Requests may be faxed, e-mailed or delivered in person and must be received in the Clerk's Office no later than 5:00 p.m. on the Wednesday preceding the Commission or Committee meeting of the following week. A five-minute time limit will be allowed for presentations.

Commission meetings are held on the first and third Tuesdays of each month at 2:00 p.m. Committee meetings are held on the second and last Mondays of each month from 12:30 to 3:30 p.m.