

TxDOT Road Lines

Who Wants to be a Prime Contractor? Part 3 of 4: Bidder Qualification Requirements

In the last issue, you were provided information for identifying projects to bid, including the Notice to Contractors and Plans. This article will cover the submittal of Proposals, Letting and Bidding Requirements.

Once you have identified a project to bid on, the next step is to request a proposal. A proposal is a prescribed form used for submitting bid prices. Proposal forms for bidding can be obtained by contacting the Contract Letting and Processing Branch

of the Construction section. Proposal forms for informational purposes may be obtained by visiting the TxDOT website <http://www.dot.state.tx.us/business/pr.htm>. Remember, only qualified bidders may submit bid proposals.

Once you've obtained your proposal form, you may submit your proposal. Your proposal should include a unit price for each item for which a bid is requested, except in the case of a bid item that has an alternate bid item option. The propos-

al shall be executed in ink, with a complete and correct name of the bidder making the proposal, and signed by the person or persons authorized to bind the bidder. In lieu of writing in words in ink, you may submit an original computer printout sheet bearing the authorized signature for the bidder.

A bidder must submit a proposal guaranty with the proposal form. The proposal guaranty must be in the amount specified *continued on page 2*

Contents

Who Wants to be a Prime Contractor . . .	1,2
TxDOT Precertification Process	1,9
From the Director	2
Questions & Answers	3
New DBEs	3
District Contacts	4
Visit us on the Web	5
Did you Know	5
Year in Review	6,7
2002 Calendar of Events	8
Fort Worth District Janice Jennings . .	10
DBE/HUB Azteca Enterprises, Inc. . .	11
DBE/HUB Hicks & Company	11

TxDOT Precertification Process for Professional Services



Mario Medina

The department uses private sector professional services to assist with transportation projects in the areas of architectural, professional engineering and land surveying services. Firms interested in contracting with TxDOT for professional services must be precertified. Precertification means a provider must be "qualified" to do work with TxDOT.

Mario G. Medina is a manager of the Consultant Contract Office within the Design Division of the Texas Department of Transportation (TxDOT). In this capac-

ity, he oversees the department's consultant selection process, manages the consultant precertification database and coordinates consultant contract issues with TxDOT personnel.

Medina has 15 years experience in engineering with TxDOT. Prior to his current position, Medina was instrumental in the review and processing of preliminary engineering and project plans, specification and estimates for numerous districts across the state, worked on numerous special projects regarding the Texas/ Mexico Border and was active in numerous value engineering studies and activities with Mexico.

There is an established precertification process that a professional firm should be *continued on page 9*

From the Director



James Dossett

Welcome to 2002! With renewed spirit for this year, my pressing thought is how to get more DBEs, HUBs, and SBEs, to do business with the transportation industry, primarily TxDOT. Like any other industry, we are

unique. Therefore, one must learn how to successfully market their business to TxDOT and related transportation entities.

First of all, is your product or service one we purchase and how do we purchase it? This question can be easily answered by visiting with the appropriate TxDOT purchaser or contract manager. How do you arrange this

appointment? Please allow our office to assist you. By contacting the BOP Office, we can direct you to the appropriate person and set the appointment for you.

TxDOT has 25 District Offices throughout Texas. Each Office purchases and contracts for the products and services necessary to operate their district. If you are interested in marketing your business statewide, then it may be necessary for you to meet with the appropriate persons at each of these districts.

The BOP Office can also offer training through our Technical Assistance Program (TAP) and/or the mentor/protégé program, Learning Information Networking and Collaboration (LINC). Categories of training consist of Construction Methods, Bidding, Prime/Sub Contractor Relations, Project Management, Estimating, Plan Reading, Pre-Bid Conferences, Pre-Qualification, Bonding, Accounting and Cash Flow Management, Business

Management, Plans and Marketing, Business Law, EEOC and Affirmative Action, Computer and Safety.

There are actions a business can take so they will be contacted when its products/services are being purchased, such as being listed on the Centralized Master Bidders List (CMBL) and being certified as a DBE/HUB/SBE. If you do not know how to get started with your marketing plan for TxDOT, please contact the BOP Office at our toll free number 866-480-2518 and ask for assistance. What you do not know about the transportation industry may well be keeping you from being a part of a huge industry that buys just about everything, from computers, pens, paper, to building and maintaining our highways, airports and public transportation. Let us help you get started and I wish you a very prosperous 2002. 🇺🇸

Who Wants to be a Prime Contractor?

Part 3 of 4: Bidder Qualification Requirements (continued)

by the proposal form, made payable to the order of the commission, and in the form of a cashier's check, money order or teller's check.

A bid bond may also be used as the proposal guaranty. The bid bond shall be on the form and in the amount specified by the department. A bid bond will only be accepted from a surety company authorized to execute a bond under and in accordance with state law.

The bidder shall place each completed proposal form in a sealed envelope marked to show its contents. Bids must be received on or before the hour and date set for the receipt and opening of bids and must be in the hands of the department letting official by that time.

Some examples of when the department will not accept and will not read a proposal include if;

- a) the proposal submitted is in a form other than the official proposal form issued to the bidder,
- b) the proposal is submitted by an unqualified bidder;

c) the certification and affirmation are not assigned,

d) the bidder modifies the proposal in a manner that alters the conditions or requirements of work as stated in the proposal. These are just same examples.

A bidder may change a bid price before it is submitted to the department by changing the price and initialing the revision in ink. A bidder may change a bid price after it is submitted to the department by requesting return of the bid in writing prior to the expiration of the time for receipt of bids, as stated in the advertisement. The request to change the bid must be made by a person authorized to bind the bidder.

A bidder may withdraw a bid by submitting a request in writing before the time and date of the bid opening. The request to withdraw a bid must be made by a person authorized to bind the bidder.

On the day of Letting, bid proposals submitted to the department are opened and publicly read. The bids are tabulated to determine the total bid amount for each bidder. The official total bid amount for

each bidder will be determined by multiplying the unit bid price written in for each item by the respective quantity and totaling those amounts. TxDOT examines the unit bid prices of the apparent low bid for reasonable conformance with the department's estimated prices and contractors are notified of the low bid results.

The bid opening for Construction and State Let Maintenance Contracts is conducted at 200 E. Riverside Drive, Room 1A1, Austin, TX. TxDOT's Letting schedule may be obtained at <http://www.dot.state.tx.us/business/schedule.htm>.

At a later date, the Commission then meets and may award or reject any and all bids opened, read and tabulated.

What happens if you are the low bidder awarded a contract? In the next issue, we'll share with you what it takes to assume and manage a contract. 🇺🇸

Congratulations!

Newly Certified as DBEs

If you need help with certification, contact the BOP Section at Toll free number (866) 480-2518.

Golden Triangle
1615 CR 222
Caldwell, TX 77836
(979) 272-8049

Renew Solutions of Central Texas
8103 Ephraim Rd.
Austin, TX 78717
(512) 653-4318

The James C. Paris Co., Inc.
PO Box 560722
Dallas, TX 75356
(972) 256-1860

Azteca
PO Box 11002
Killeen, TX 76547
(254) 634-1868

Garza Concrete Construction
1429 Harrison Street
Vernon, TX 76384
(940) 552-7566

Montgomery Turney
801 Circle Dr.
Winnsboro, TX 75494
(903) 342-5019

Rocket Express Construction Services
PO Box 1207
Carthage, TX 75633
(903) 693-8838

Sandy Rials-Appraisal, Review & Consulting
PO Box 2165
Spring, TX 77383
(281) 353-1871

Weems Tree, L.L.C.
9311 County Road 35 Lavender Rd.
Tyler, TX 75706
(903) 597-2118

Zip Enterprises, Inc.
PO Box 722
Killeen, TX 76540
(254) 634-7122

American Environmental Consulting
1402 E. Cesar Chavez St., Ste. #200
Austin, TX 78702
(512) 474-7377

Ant Enterprises, Inc.
PO Box 2412
Humble, TX 77347
(713) 455-2229

Apex Cost Consultants, Inc.
PO Box 162382
Fort Worth, TX 76161
(817) 968-0653

Navarro Construction, Co.
1828 Paxton Dr.
Carrollton, TX 75007
(214) 394-4863

E.L. Darden Trucking & Excavation
4010 Jaffee Street
Dallas, TX 75216
(214) 376-0151

E3 Technical Solutions
PO Box 2865
Harker Heights, TX 76548
(254) 681-8769

Financial Management Partners, Inc.
3609 Carnousty Cove
Round Rock, TX 78664
(512) 246-8489

Hands-On Networking & Intelligent Computing
PO Box 144882
Austin, TX 78714
(512) 565-0070

J D's Rebar Specialist
215 N. 14th Street
Alexandria, LA 71301
(318) 561-2977

Pharos Corporation
PO Box 1569
Edmonds, WA 98020
(425) 921-1724

Solutions, Etc.
3410 Pecan Dr.
Temple, TX 76502
(254) 773-7046

The Heartland Consortium, Inc.
1225 Gross Ave. North East
Canton, OH 44705
(330) 452-3492

Aztec Roofing and Sheetmetal Corp
3409 Topping Street
Houston, TX 77093
(713) 694-6271

Cen Tex Hydroseed
21298 CR 141
Bedias, TX 77831
(936) 395-0374

Cristina Criado & Associates
5100 N. Hall Street
Dallas, TX 75235
(214) 559-4690

M.M. & Buster Kelly Dirt Co., Inc.
PO Box 940
Buna, TX 77612
(409) 994-2724

T-Bar Fabricators, Inc.
PO Box 633
Dalhart, TX 79022
(806) 333-2580

V. Melton, Inc.
PO Box 20546
Waco, TX 76702
(254) 776-3621

Owner/Operators

Margarito L. Lopez
9234 Seafarer Dr.
San Antonio, TX 78242
(210) 623-2410 

Frequently Asked Questions

Regarding Disadvantaged Business Enterprises (DBEs) & Historically Underutilized Businesses (HUBs)

Q. If you have already been certified as a HUB in the past, do you have to go through the same application procedure?

A. The HUB Program application form is the same for new and renewal applicants. Any valid documents already submitted to the Texas General Services Commission and on file (such as Corporate Articles of Incorporation, citizenship documents, etc.) would not have to be sent again for HUB certification. Current business tax returns and business change documents would be required for HUB recertification.

Q. What are the benefits of going through the Texas Unified Certification Program?

A. After the Texas Unified Certification Program is implemented (by FY 2003) then a small disadvantaged business can apply to one of six regional Disadvantaged Business Enterprise (DBE) Program agencies and would then be eligible for DBE contracts or purchases statewide. 

D I S T R I C T C O N T A C T S

DISTRICT	TELEPHONE	PROFESSIONAL SERVICES	MAINTENANCE	COMMODITIES/ GOODS & SERVICES	CONSTRUCTION
ABILENE 4250 N. Clack P O Box 150 79604	915-676-6802	Cody Parkhill	Martin Turentine	Allen Morgan, CPPB	Paul Hoelscher
AMARILLO 5715 Canyon Dr. 79110 P O Box 2708 79105	806-356-3200	Ron Johnston	Joyce Davis	Alvin Kabetzke, CPPB	Tom Nagel
ATLANTA 701 E. Main 75551	903-796-2851	David Neshyba	Charles Russell	Robert Jones, CPPB	James Joslin
AUSTIN 7901 IH-35 N P O Drawer 15426 78761	512-832-7000	Patsy Warren	Leslie Miller	David McHugh, CPPB	Danny Stabeno
BEAUMONT 8350 Eastex Freeway	409-892-7311	Karen Davis	Will Swearingen	Vickie Duke, CPPB	Will Swearingen
BROWNWOOD 2495 Texas 183 N 76802	915-646-2591	Elias Rmeili	Tina Crelia	Earla Pallette, CPPB	Kathy Kunkel
BRYAN 1300 N Texas Ave. 77803	979-778-9714	Don Werth	Catherine Hejl	Lonnie Brothers, CPPB	Pat Williams
CHILDRESS 7599 US 287 79201-9705	940-937-2571	Darwin Lankford	Bart Sherrill	Ross Butler, CPPB	Gene Garcia
CORPUS CHRISTI 1701 S Padre Island P O Box 9907 78469	361-808-2300	Martin Timmerman	Rubin Schultz	Rex Godsby, CPPB	Ed Rodriguez
DALLAS 4777 US 80 E, Mesquite PO Box 133067 75313-3067	214-320-6100	Charles Tucker	Gary Charlton	Fred Gober, CPPB	Jim Hunt
EL PASO 13301 Gateway Blvd. West 79928-5410	915-790-4200	Garry Leos	Robert Tejada	Dennis Evans	Dale Atkinson
FORT WORTH 2501 SW Loop 820 P O Box 6868 76115	817-370-6500	Sam Swan	Vicki Webb	Janice Jennings, CPPB	John Rosson
HOUSTON 7721 Washington Ave. P O Box 1386 77251	713-802-5000	Elvia Cardinal	Elizabeth Gerstenberger	Rick McAlpine, CPPB	Walter Torres
LAREDO 1817 Bob Bullock Loop 78043 P.E.	956-712-7400	Jo Ann Garcia, P.E.	Rosa Trevino, P.E.	Sara Garza	Fitzgerald Sanchez,
LUBBOCK 135 Slaton Hwy. P O Box 771 79408	806-745-4411	Steve Warren	Andrew Chavez	Dennis Morgan, CPPB	John Rantz
LUFKIN 1805 N Timberland Dr. 75901	936-634-4433	Mike Offield	Walter Hearnberger	Karen Oliver, CPPB	Tom Hunter
ODESSA 3901 US 80 E 79761	915-332-0501	Gary Law, P.E.	Carolyn Yarbrough, P.E.	Ray Harris, CPPO	Pam Brown
PARIS 1365 N. Main St. 75460	903-737-9300	Steve Ekstrom	Jan Barnes	Niki Mathews, CPPB	Wayne Clement
PHARR 600 US 83 W Express P O Drawer EE 78577	956-702-6100	Janice Kolberg	Chano Falcon	Medardo Salinas	Rosendo Garcia
SAN ANGELO 4502 Knickerbocker Rd. 76904	915-944-1501	George (Rudy) Herrmann	Dennis Wilde	Charlie Jones, CPPB	Victor Pinon
SAN ANTONIO 4615 NW Loop 410 P O Box 29928 78229-0928	210-615-1110	Judy Friesenhahn	Jim Shiller	Jim Parker, CPPB	Edward Stephen
TYLER 2709 W Front St. 75702-7712	903-510-9100	Sonja Swinson	Shelli Thomas	Terry Frick, CPPO	Sherri Ralson
WACO 100 S Loop Dr. P O Box 1010 76486	254-867-2700	Reggie Richardson, P.E.	Kathy Hartin	Bruce Baker	Duane Schwarz
WICHITA FALLS 1601 SW Parkway 76302	940-720-7700	Phillip Lujan, P.E.	Kristi Dunson	Julia Smith	Paul Wenzel
YOAKUM 403 Huck St. P O Box 757 77995	361-293-4300	Billy Goodrich, P.E.	Jocelyn Bolom	J.T. Byrnes, CTP	Sherry Hutchinson

Visit us on the Web!

Explore these web-sites! They could be beneficial to your business!

http://www.gsc.state.tx.us/cmb/cmbhub.html	Central Master Bidders List (CMBL) & Historically Underutilized Business (HUB) Search
http://www.gsc.state.tx.us/stpurch/qisv.html	General Service Commission (GSC) "Qualified Information System Vendors Information"
http://www.gsc.state.tx.us/cmb/cmbhub.html	General Service Commission (GSC) "Find Vendors"
http://www.gsc.state.tx.us/hubbid/forms/index.html	General Service Commission (GSC) "Applications and Forms"
http://www.tded.state.tx.us	Texas Department of Economic Development (TDED)
http://www.marketplace.state.tx.us	Texas Department of Economic Development (TDED) "Texas Marketplace"
http://osdbuwed.dot.gov/programs/dbe.htm	U.S. Department of Transportation- List of available resources from the federal government
http://www.thomasregister.com	The Thomas Registry- List of available resources for industrial products and services. The site is also useful as an industry business locator.
http://www.sba.gov	Small Business Administration-List of available resources for small businesses. The site is also a useful resource for business development assistance.
http://www.business.gov	U.S. Business Advisor-Provides business resource information pertaining to federal government programs
http://home.doc.gov	U.S. Department of Commerce-List of available resources for small businesses. The site is also a useful link for contracting and purchasing with the federal government.
http://www.onlinewbc.gov	Women's Business Center-On-line business resource information pertaining to women entrepreneurs
http://www.mbda.gov	Minority Business Development Agency-Provides information on capital, technical assistance and education and training assistance.
http://www.txcwbe.org	Texas Center for Women's Business Enterprises

Did you Know! *"One - On - One Business Appointment Program"*

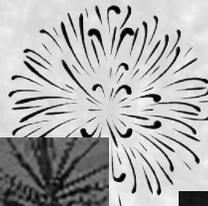
In order to comply with SB 178 Sec. 2161.066. the Business Opportunity Programs Section (BOP) coordinates business meetings between small businesses, DBEs, HUBs and the Texas Department of Transportation Purchasing Offices. The BOP Section coordinates the "One-On-One Business Appointment Program" from referrals received at forums, workshops and liaison meetings. At these meetings companies are asked to fill out a business profile sheet which provides information on the products and services the firm provides, and

certification status. Once the form is received, a BOP Specialist reviews the information from the business profile sheet and contacts the business to provide the appropriate referral information and/or to schedule a business appointment with TxDOT. All businesses that complete a profile sheet will be contacted to offer assistance. If needed, the specialist will advise the business of certification requirements, including Qualified Information System Vendor (QISV), and filling out a bidders questionnaire if applicable. Once the pre-qualifica-

tions are met the business will be scheduled an appointment and faxed an Appointment Confirmation Sheet along with a Vendor Preparation Checklist. At that time, the specialist will also forward the appropriate Point of Contact (POC) the confirmed date, time, business contact information, and vendor's work category. For more information regarding the "One-On-One Business Appointment Program", please contact Tamela Saldana, toll free at (866) 480-2518.

Let us introduce you to TxDOT!

Year In Re



Senator West Dallas Economic Opportunity Forum; TxDOT Purchasers



University of Texas at Arlington Construction Economic Opportunity Forum.



One on one sessions at the Houston Minority Business Council; Rick McAlpine of the Houston District.



Hard Hat Expo-Sponsored by the Dallas Minority Business Council TxDOT Representatives John Rosson, Kathy Henderson, Efre Casarez.



"How to do business with Bexar County" Get in the game and stay in the game. Renee Watson of Bexar County and City Officials



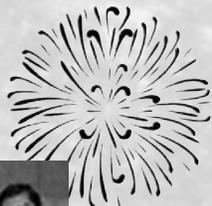
Bexar County Small Minority Business Committee Economic Opportunity Forum; TxDOT Rep. Berdell Collins with San Antonio Rep. Ruth Jones McClendon.



San Antonio LINC session



El Paso DBE/HUB/SBE Liaison Meeting; TxDOT Representatives: Garry Leos, Gilbert Avalos, Dale Atkinson, Efre Casarez



Review



University of Texas HUB Fair



Hispanic Contractors Association Conference - Dallas
Left to right: Efrem Casarez, J.D. Dossett, Gov. Rick Perry, Amadeo Saenz, Jr., P.E., Assistant Executive Director, Engineering Operations.



From left to right: TxDOT's Rudy Gomez, Berdell Collins, Vickie McHorse, Ron Eberhardt, Georgene DeVine, Scott Koczman, at the TNRCC HUB Fair



USDOT Conference - Corpus Christi
TxDOT Reps/USDOT Reps and conference participants

2002 Calendar of Events

	Date	Time	Event	Location	Telephone
February	25	9:00 - 1:00	Economic Opportunity Forum	Stephen F. Austin Bldg. @ 1700 N. Congress Austin, TX	(512) 936-0119
	25	1:00 - 4:00	DBE/HUB/SBE Certification Workshop	El Paso HCC - 2829 Montana; STE. B 100 Contact: Lizley Madrigal, El Paso, TX	(915) 566-4066
	26	10:00 - 3:00	Entrepreneurial Technical Assistance Meeting	TxDOT El Paso District Office, 13301 Gateway Blvd. West, El Paso, TX	(512) 486-5523
	26	9:00 - 5:00	Economic Opportunity Forum/ UT Permian Basin	Center for Energy & Economic Diversification FM 1788 @ Hwy. 191, Odessa, TX	(915) 552-2106
	28	8:00- 5:00	Evolution Expo	El Paso Convention Center, El Paso, TX	(915) 584-6086
	28	8:00 - 5:00	Capital City Chamber of Commerce Expo	Austin Convention Center, Austin, TX	(512) 459-1181
March	5-6	1:00	TxDOT Letting	200 E. Riverside, Rm. 101, Austin, TX	(512) 416-2540
	12	1:00-4:00	DBE/HUB/SBE Liaison Meeting	Embassy Suites Hotel/ 9090 SW Freeway Houston, Tx.	(512) 486-5523
	14	1:00-4:00	DBE/HUB/SBE Liaison Meeting	Mesquite Convention Center@Hampton Inn & Suites 1700 Rodeo Drive, Mesquite, TX	(512) 486-5523
	21	1:00-4:00	DBE/HUB/SBE Liaison Meeting	118 Riverside - Room 118-1 Austin, TX	(512) 486-5523
	28	6:00-9:00	Dallas/ Ft. Worth Minority Business Council Hard Hat 2002 Forum	Eddie Dean 's Ranch Dallas, Tx.	(214) 630-0747
April	2	8:00-5:00	Houston Government Procurement Connections	George R. Brown Convention Center Third Level-Exhibit Hall D, Houston, TX	(713) 837-9037
	2-3	1:00	TxDOT Letting	200 E. Riverside, Rm. 101, Austin, TX	(512) 416-2540
	11	2:00-4:00	DBE/HUB/SBE Liaison Meeting	TxDOT Pharr District 600 US 83 W Express, Pharr, TX	(512) 486-5523
	12-13	8:00-5:00	South Texas Construction Conference	2412 S. Closner, Edinburg, Tx.	(956) 316-7105
	18	2:00-4:00	DBE/HUB/SBE Liaison Meeting	TxDOT Lufkin District 1805 N Timberland Drive, Lufkin, TX	(512) 486-5523
	25	2:00-4:00	DBE/HUB/SBE Liaison Meeting	TxDOT Lubbock District 135 Slaton Hwy., Lubbock, TX	(512) 486-5523
May	7-8	1:00	TxDOT Letting	200 E. Riverside, Rm 101, Austin, TX	(512) 416-2540
	16	8:00-5:00	South West Texas Construction Conference	South West Texas State University San Marcos, TX	(512) 486-5523
	23	9:00-5:00	Exploring the Wave of Opportunities	Del Mar College Corpus Christi, TX	(512) 486-5523
June	4 & 5	1:00	TxDOT Letting	200 E. Riverside, Rm. 101, Austin, TX	(512) 416-2540
	11	2:00-4:00	DBE/HUB/SBE Liaison Meeting	TxDOT Abilene District 4250 N. Clack, Abilene, TX	(512) 486-5523
	13	1:00-4:00	DBE/HUB/SBE Liaison Meeting	TxDOT Ft. Worth District 2501 SW Loop 820, Fort Worth, TX	(512) 486-5523
	18	1:00-4:00	DBE/HUB/SBE Liaison Meeting	9090 Southwest Freeway Embassy Suites Hotel, Houston, TX	(512) 486-5523
	25	2:00-4:00	DBE/HUB/SBE Liaison Meeting	TxDOT Laredo District 1817 Bob Bullock Loop, Laredo, TX	(512) 486-5523
July	9-10	1:00	TxDOT Letting	200 E. Riverside, Rm. 101, Austin, TX	(512) 416-2540
	18	5:00 - 8:00	DBE/HUB/SBE Liaison Meeting	TxDOT San Angelo District, 4502 Knickerbocker Rd, San Angelo, TX	(512) 486-5523
	25-27	8:00-5:00	TAMACC Convention	Austin Convention Center, Austin, TX	(512) 444-5118
August	1-3	8:00-5:00	US Hispanic Contractors Association Convention	Austin-Renaissance Hotel 9721 Arboretum Blvd., Austin, TX	(512) 383-8366x121
	6-7	1:00	TxDOT Letting	200 E. Riverside, Rm 101, Austin, TX	(512) 416-2540
	7	9:00-5:00	Angelina Procurement Assistance Center Expo	Pister Garrison Civic Center Lufkin, TX	(936) 633-5432
	13	2:00-4:00	DBE/HUB/SBE Liaison Meeting	TxDOT Amarillo District 5715 Canyon Dr, Amarillo, TX	(806) 356-3200
	15	2:00-4:00	DBE/HUB/SBE Liaison Meeting	TxDOT El Paso District, 13301 Gateway Blvd. West, El Paso, TX	(512) 486-5523
	20	2:00-4:00	DBE/HUB/SBE Liaison Meeting	TxDOT Tyler District 2709 W. Front St., Tyler, TX	(903) 510-9100
	21-24	8:00-5:00	BOSS-Business Opportunity Symposium Series	Austin Convention Center Austin, TX	(512) 322-0177

TxDOT Precertification Process for Professional Services (continued from page 1)

aware of when contracting with TxDOT. Precertification is based on the individual's work experience. An individual must be employed by a firm in order to be precertified and a firm may only use an individual who is employed by that firm at the time of submittal for precertification. Once an individual with a firm becomes precertified in a category, the firm is then considered to be precertified. If an individual leaves a firm, their precertification leaves with them.

There are 18 Groups of technical work categories that a firm can be precertified. Categories of work are grouped into a set of numbered "Work Category Codes." Each code has a minimum certification requirement that an individual must meet in order to be granted precertification in that category. TxDOT uses these work category codes when advertising for available work. Some of the work categories listed include; transportation systems planning, environmental studies, schematic development, bridge inspection, hydraulic design and analysis, surveying and mapping. The complete list of categories and the requirements are available on TxDOT's Internet site at: <http://www.dot.state.tx.us/business/consultinfo.htm>. This list is titled "Attachment B."

A firm can apply for precertification by completing the precertification question-

naire located on the Internet at: <http://www.dot.state.tx.us/insdot/orgchart/des/continfo/dwnld.htm#installation>

For detailed instructions contact Paula McGinley in the Consultant Contract Office. Her email address is pmcgin1@dot.state.tx.us. Her direct phone number is 512-416-2218. Once the firm submits the questionnaire to TxDOT, it is reviewed by TxDOT professionals in the applicable fields of work categories. Precertification is determined by the information in the project file section of the application and according to the specified minimum requirements by work category code.

All proposed contracts, called Notices of Intent, are advertised on TxDOT's Internet and the Texas Market Place The TxDOT electronic bulletin is located at: <http://www.dot.state.tx.us/business/consultinfo.htm>. The Texas Market place is located at <http://esbd.tbpc.state.tx.us/1380/sagency.cfm>

Firms interested in a posted project must submit a "Letter of Interest" in accordance with the instructions published in the Notice of Intent. This Letter of Interest will detail how the firm meets the criteria and requirements listed in the Notice of Intent. All contracts are negotiated through the District and/or Division as noted on the notice. The appropriate District/Division personnel stated on the

notice can provide detailed information about specific projects. The appropriate office then goes through a selection process to determine the best-qualified firm to do the work. 

TxDOT Road Lines James Dossett, Editor Pat Merrill, Assistant Editor

Gloria Brown, Copy Coordinator

This publication is published quarterly for customers of the Business Opportunity Programs Section (small and minority businesses, prime contractors, Chambers of Commerce, and TxDOT employees). Contents of TxDOT Road Lines are not necessarily official views of, or endorsed by TxDOT. Printed circulation: 7,000.

Contributors

Chasity Botello, R.D. Brown, Efrem Casarez, Berdell Collins, Cynthia Gonzales, Ray Mason, Scott Nichols, Dave Tovar, Mary Wells

Design and Publishing
TxDOT General Services Division
(Electronic Publishing Center)
(TxDOT Print Shop)

On-Line Business Applications

Precertification Application
Professional service contracts
<http://www.dot.state.tx.us/insdot/orgchart/des/continfo/precert.htm>

Prequalification Application
Construction & maintenance contracts
<http://www.dot.state.tx.us/business/prequalify.htm>

Bidder's Questionnaire
Maintenance & construction contracts
<http://www.dot.state.tx.us/business/prequalify.htm>

HUB Application
Goods & services
<http://www.gsc.state.tx.us/hub-bid/forms/index.html>

Order Form • Order Form • Order Form

- DBE Certification Application
- DBE Certification Application for Truck Owner-Operator
- Business Networking Resources
- Plan Room request form
- TxDOT's DBE/HUB/SBE Rules
- Technical Assistance information
- DBE/HUB/SBE Liaison Committee info
- List of TxDOT districts and purchasers
- Other (please specify) _____

Please send the items indicated above to:

Please type or print.

Name _____

Company _____

Address _____

City, State & Zip _____

Phone # _____

e-mail _____

*Do you have a question?
Or a suggestion!*

Let us hear from you.



Janice Jennings

Fort Worth District

Janice Jennings began her career at TxDOT twenty one years ago as a temporary summer employee in the Arlington Maintenance section. As a summer employee, her duties were to work with the road crews on various maintenance projects. She picked up litter, patched potholes, installed signs, trimmed trees, repaired guardrails and flagged traffic through work zones. The work was hot and dirty, but for Janice, really satisfying. "It felt good to see that the work we did made a difference to the traveling public. We had to make sure the traffic flowed smoothly and safely, we took pride in the appearance of the roadways" said Jennings.

Jennings is responsible for the support of Administrative, Engineering, Design, Construction and Maintenance operations of the department as well as purchasing everything from office supplies to roadway materials. As a Purchasing Materials Administrator, she is responsible for ensuring that we obtain the best quality of materials, services and supplies. Continually meeting and working with various suppliers and vendors is one way to secure such quality.

Small businesses interested in doing business with TxDOT are encouraged to: a) register on the General Services Commission's Centralized Master Bidders List (CMBL), to take advantage of the term contracts; b) become familiar with the materials and supplies utilized by TxDOT; c) meet with the district purchaser handling items the vendor or a supplier has to offer.

TxDOT, Fort Worth will be piloting a new E-Commerce program, which will provide businesses greater opportunity for doing business with TxDOT. "We will be able to draw from vendors from the contract program as well as the local vendors for items not on state contract" said Jennings. Check the General Services Commission website for information on the status of the program at WWW.GSC.state.tx.us. For timely completion of jobs, TxDOT relies on small businesses, supplying materials of good quality for best possible value. If you are a business that is certified as Historically Underutilized Business (HUB) and can provide such service, TxDOT would like to hear from you.

Janice Jennings can be reached at 817-370-6661 and will be happy to arrange for you an introductory appointment with a purchaser. 

Free Web Page!! Free advertising !!

For your business on the Internet via the Business Listing Section.

The **Texas Department of Economic Development** offers to registered users of the **Texas Marketplace** a **Directory of Registered Business Users**. This register allows businesses to post general information about their products and services using the new North American Industrial Classification System (NAICS) code system. For those businesses that need assistance in identifying the appropriate NAICS codes, the **Marketplace** provides a lookup database. To check out this service, go to: <http://www.marketplace.state.tx.us>. Click on "New Users Click Here," "Buy/Sell Exchange," "Register". Then complete the form and click "Submit."



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 175 AUSTIN, TX
POSTAGE WILL BE PAID BY ADDRESSEE

BUSINESS OPPORTUNITY PROGRAMS SECTION
CONSTRUCTION DIVISION
TEXAS DEPARTMENT OF TRANSPORTATION
125 E 11TH ST
AUSTIN TX 78701-9525



FACT NOTES:

Texas comprises 262,017 square miles and it is 600 miles from Austin to El Paso, so business on-site review travel can be a real challenge for the BOP's Disadvantaged Business Enterprise (DBE) certification staff. TxDOT conducts an on-site business office review for all of the new firms that apply for the DBE Program. Texas has three cities among the 10 largest in the nation and TxDOT has more than \$3 billion in current construction projects, under contract. The Federal DBE Program regulations require completion of the DBE application process within 90 days (including the on-site visit).

TxDOT currently has more than 1,000 certified DBEs. The surrounding four states have about 800 DBEs. Certified DBEs in other states are: Wyoming 70, Missouri 200 and Utah 200. Illinois, Michigan, Pennsylvania and Virginia each have less than 500 certified DBEs.

Azteca Enterprises, Inc.

Based in Dallas, TX, Azteca Enterprises, Inc. is a construction firm providing construction management and general contracting services on buildings, bridges, steel and concrete structures, paving, demolition, piping utilities and excavation. From its inception, the Company's owner Luis Spinola, has applied a conservative philosophy that has positioned Azteca as one of the strongest and most reputable enterprises in the business. This is evidenced by Azteca's 40 million dollars bonding capacity and strong financial status.

Since 1994, Azteca has been an 8(a) contractor and since last year an HUBZone company in accordance with the U.S. Small Business Administration. Azteca is also "HUB" and "minority enterprise" certified with the State of Texas and the North Central Texas Regional Certification Agency respectively. Additionally, Azteca Enterprises, Inc. and its sister company Omega Contracting, Inc. are certified as Prime contractors and minority businesses with the Texas Department of Transportation.

Azteca markets its services to the government and private sectors in regional, national and international levels. Through current and completed projects, the company has gained respect based upon its working results with federal government entities, local municipalities, private companies, and with the DFW International Airport, Texas Department of Transportation, Dallas Area Rapid Transit Authority, and Mexican commercial construction representatives in both countries.

Azteca has created an outstanding reputation in the industry and has been awarded Special Commendations from local and nation-wide organizations such as the Dallas Hispanic Chamber of Commerce, Southern Dallas Development Corporation and others, for example, the Quality Achievement Award in 1995 and the 2000 Quality Circle nomination from the Greater Dallas Hispanic Chamber of Commerce; its inclusion on the Hispanic Business List in June, 2001. Also Azteca has been a finalist in a national competition for the prestigious "Hispanic

Entrepreneur of the Year Award" where Azteca was competing with major national companies in unlimited categories, and, was awarded a letter of commendation from the DFW Airport Board for the outstanding work performed on their latest runway project. For 2001, Azteca has been nominated by the U.S. Army Corp of Engineers as the SBA Small Business Prime Contractor of the year award".

As said by its owner Luis Spinola: "At Azteca enterprises, Inc. there is a permanent commitment to perform beyond our clients' expectations. Everyone in the company understands our approach of working safely to provide construction services with quality and a cost-efficiency."

Contact: Luis Spinola, President; Pablo Romo, Div Director; Azteca Enterprises, Inc., 2818 Ruder St., Dallas, TX 75212; Phone:214-905-0612, Fax: 214-905-0828. 



Luis Spinola

Hicks & Company

Sandra Hicks, President of Hicks & Company, believes the success of the company is based upon the quality, professionalism, and teamwork of its employees. With assistance from DBE / HUB programs, Hicks & Company, based in Austin, has grown to 35 full-time employees since Ms. Hicks founded the company in 1988, following 10 years experience in environmental consulting.

Hicks & Company is currently pre-certified by TxDOT in 20 categories of expertise associated with environmental compliance and planning requirements of public roadway projects. These categories address a broad range of environmental and planning disciplines, including wetlands delineation and permitting, wildlife and endangered species studies, cultural resources (historic, pre-historic, and historic properties surveys), planning for Major Investment and feasibility studies, and preparation of environmental documents under the National Environmental Policy Act (NEPA).

In building a performance record with TxDOT and other public and private clients,

Hicks & Company has pursued the goal of producing high quality, professional work in a collegial working environment. Ms. Hicks states that "the integrity and professionalism of each of our employees is the foundation of the quality of the work we deliver to our clients. Respecting one another and listening to our clients and the public is the basis of the credibility we have worked hard to earn and maintain throughout the State."

In providing environmental services to TxDOT, Hicks & Company serves as both a prime and - more frequently - a subconsultant, working with some of the best engineering firms in the State. Among the projects the firm has successfully completed (or nearly completed) are Environmental Impact Statements for State Highway 130 (reliever route for IH 35 in Austin), Loop 49 in Tyler, and an Environmental Assessment for the JFK Causeway across Corpus Christi Bay. Hicks & Company has provided environmental expertise on several major TxDOT and multi-state feasibility studies, including a study of IH 35 from Laredo to Duluth, Minnesota, and the "Ports to Plains" study

of a transportation corridor from the Mexican border to Denver. The product of the latter study, a CD-ROM interactive environmental baseline report, recently won the Consulting Engineers Council of Texas' 2002 Engineering Excellence Award in the "Studies, Research" category. This document has been entered in the national competition of the American Council of Consulting Engineers. Airport projects include the EIS for the new Austin-Bergstrom International Airport and Master Plans, Part 150 studies, and EAs for several airports in Texas, Louisiana, and New Mexico. Non-transportation work includes the archeological study of the proposed Austin City Hall/CSC development, which involves excavation of a four-block area in downtown Austin, and the Regional Habitat Conservation Plan and EIS for the Edwards Aquifer Authority in San Antonio. 



Sandra Hicks

TXDOT

Business Opportunity Programs

Phone & Fax Numbers

AC 512

	Phone	Fax
Main number	486-5500	486-5509
Certification & Audit	486-5530	486-5539
Goal Setting & Data Reporting	486-5540	486-5519
Compliance & Complaints	486-5510	486-5519
Education & Outreach	486-5530	486-5529

New toll-free number: 866-480-2518

TxDOT Engineering Plans On-Line

TxDOT engineering plan sets for construction and state-let maintenance projects are on the TxDOT web site. To get to plans online:

Go to www.dot.state.tx.us

Click the Business link,

Click the Plans Online link.

If you should need assistance with this site, please call 1-888-900-7322 or e-mail us at plansol@dot.state.tx.us

Visit TXDOT on the Web

If additional assistance is needed please contact the BOP Section at our toll free number (866) 480-2518

TxDOT Home Page

www.dot.state.tx.us

“Doing Business with TxDOT”

click **Business**

“Texas Turnpike Authority Contract Information”

click **Business, Texas Turnpike Authority**

“Right of Way Acquisition Contract Information”

click **Business, Right of Way Acquisition**

“Specification Information”

click **Business, Specification Information**



Business Opportunity Programs Section
Construction Division
Texas Department of Transportation
125 E. 11th Street
Austin, Texas 78701-2483