

Expansion Request

DBE-Certified Work Areas and NAICS Codes

Firms seeking an expansion of their WisDOT DBE-certified work areas must submit the following documentation to the WisDOT DBE central office. Submit all questions about this form and documentation via email to: DBE_Alert@dot.wi.gov

Date of Request: _____

DBE Firm Name: _____

Contact Name and Phone: _____

DBE Certification Date: _____

Current NAICS codes: _____

Requested NAICS codes: _____

1. Expansion: State the work area(s) that the firm is requesting for an expansion of its certification. The work areas should be stated in a narrative description form, in addition to NAICS code(s).

2. Firm's Experience: Names of people in the company that have experience in and an understanding of (knowledge, training, work experience, etc.) the requested work area(s). If it is not the disadvantaged owner, submit the resume for the employee(s) as attachments. Also, clarify where/when/how the owner or employee gained that experience in the work area(s). If a license or credential is required to perform the work area, list the people in the company that have a license or credential and submit documentation (copy of a current license or credential, etc.) as attachments.

3. Supervision of Jobs: Clarify the company's process for supervising its jobs in the work area(s) - the people in the company that will supervise the jobs. Explain the company's approach and practices for the supervision of its jobs in these work areas, etc.

4. Equipment: List the equipment that the company uses or will use to perform the jobs in the work area(s) and clarify whether each piece of major equipment is owned or leased. Submit proof of purchase (copy of bills of sale, invoices, receipts, lease agreement, etc.) and proof of payment (copy of canceled check, etc.) for the equipment, as attachments.

5. Labor: Clarify the labor that the company uses or will use to perform jobs in each of the requested work areas- list the employees that will be involved, inclusion of union workers, signatory to unions, etc.

6. Contracts Performed: Submit copies of the largest three contracts the company has completed or is currently performing in each requested work area, as attachments.