

Introduction

In 2011, Wisconsin Department of Transportation's [WisDOT's] DBE Program and Consultant Services were pressed to reevaluate policy and practices as a result of several federal program reviews, staffing turnover, and stakeholder concerns about the application of the DBE program to Professional Service Consultant Contracting. In an effort to demonstrate compliance with the DBE

program regulations and address stakeholder concerns, DTSD leadership activated an internal partnership between DTSD Consultant Services Professionals and DBE Program Analysts and engaged the diverse expertise and perspectives of the Transportation Consultant Advisory Committee [TRANS-CAC] to document, refine and elucidate the implementation of the DBE program to professional service contracts.

USDOT requires recipients of federal funds to 1) certify DBE firms to participate in federally funded contracts; 2) establish overall annual narrowly-tailored goals for the participation of DBE certified firms; and 3) evaluate federally-funded contracts throughout the year to establish contract-specific DBE subcontracting goals to achieve the overall annual goal. Over half of WisDOT's infrastructure spending is supported by federal funds. Thus, DBE certification, DBE crediting, and DBE counting via commitments and monitoring are outlined as follows.

DBE Certification

DBE certification is the cornerstone of the DBE program. Inasmuch as the certification is designed to promote access and opportunity for the disadvantaged; certification is equally designed to prevent fraud and abuse. To be certified as a DBE, a firm must be a small business owned and controlled by socially and economically disadvantaged individuals.

Size

Under the Congressionally-approved DBE program, SBA categorizes business size standards by types of economic activity, or industry, using the North American Industry Classification System (NAICS). Size standards define whether a business entity is small and thus eligible for government programs and preferences reserved for small business concerns in federal contracting. The Census Bureau http://www.census.gov/eos/www/naics/ provides additional information about the details of the NAICS code.

Accordingly, each transportation bill establishes a size limit for participation in the USDOT DBE Program; under the current transportation bill titled SAFETEA-LU, the size cap for regular DBE certified companies is \$22.41 million in average gross receipts over the three (3) preceding years.

Owner's Disadvantage & Control

The DBE certification application process requires the applicant firm to prove social disadvantage, economic disadvantage and small business type and size. Those presumed to be disadvantaged, for the purposes of the program are Asian-Indian Americans, Asian-Pacific Americans, Black Americans, Hispanic Americans, Native Americans, and Women.

Certifiers make determinations based on personal interviews, on-site visits and documentation provided by applicant firms including signed affidavits to make determinations. In certifying a firm, the DBE Office grants DBE certification only for the specific types of activities/services which the socially and economically disadvantaged owners have demonstrated the ability to control in the firm.

NAICS Code

A correct NAICS code is one that describes, as specifically as possible, the principal goods or services which the DBE firm would provide on WisDOT contracts. The DBE firm has the primary responsibility to provide the detailed company information that the DBE Office needs to make an appropriate NAICS code designation. The Code of Federal Regulation 49 CFR Part 26 in paragraph 26.71 (n) states, "the types of work a firm can perform must be described in terms of the most specific NAICS code for that type of work".

Guiding Principles for Assigning NAICS Codes to Professional Services Firms

- The Certification team's desire is to assign one NAICS code to a particular narrative work area description.
- 2. In an effort to ensure that DBE firms are not missed when primes are searching the DBE Directory, the certification team will assign all NAICS codes that are sufficiently associated with the narrative work area description.

Directly Aligned NAICS Codes

If there is a NAICS code that perfectly aligns with the narrative work area description, then that NAICS code is assigned.

- a. We seek to be most specific and defined instead of vague and broad seeking consistency with regulations.
- b.In these cases, we are opposed to assigning a 2nd NAICS code in addition to the "perfect" NAICS code.
- c. The most simple case of this perfect alignment is when the key word in the NAICS description is actually a word in the NAICS industry title for a NAICS code and the key word is a central part of the NAICS code definition.

Examples

Narrative Work Area Description	NAICS Code and Title
Architecture	541310 Architectural Services
Drafting	541340 Drafting Services
Surveying	541370 Surveying
Environmental Consulting	541620 Environmental Consulting Services
Soils Testing	541380 Testing Laboratories

Closely-related NAICS Codes

If there is **not** a NAICS code that directly aligns with a NAICS narrative work area description, then the certification team looks for the NAICS code and NAICS code definition that is most closely related or connected to the narrative work area description.

- a. The certification team will assign the NAICS code that is most directly associated with the narrative work area description.
- b.The certification team seeks the NAICS match by inserting the key words that the DBE firm lists in its certification application process.
- c. If no "perfect" NAICS code exists, but there are two or more NAICS codes that are related or connected to the NAICS code definition, then multiple NAICS codes may be assigned for one NAICS code definition.

See Appendix 1 for a detailed description of how NAICS codes are assigned.

The Cross Walk

WisDOT attempted to relate NAICS codes to Consultant Activity Tasks per WisDOT's Facilities Development Manual in order to clarify the range and scope of professional service opportunity at Wisconsin DOT to serve as a guide in determining what services performed on a consultant contract solicited by WisDOT will be counted for DBE credit. The Cross Walk Exercise is Appendix 2 of this policy.

The consultant activity tasks in the crosswalk attachment are not exhaustive though the table is representative of the tasks utilized and solicited by WisDOT. Review and analysis of WisDOT's consultant activity task list revealed six NAICS codes representing the range of opportunity. We primarily solicit for professional engineering services represented by NAICS Code 541330 but the scope of services/codes are:

Professional Services	NAICS Code
Engineering Services	541330
Testing Laboratory	541380
Public Relations	541820
Environmental Consulting	541620
Drafting	541340
Administrative Management	541611

This crosswalk exercise was conducted by a stakeholder committee consisting of representatives from the American Council of Engineering Companies of Wisconsin [ACEC-WI], the National Association of Minority Contractors [NAMC], WisDOT's DTSD Consultant Services management and DBE Program staff called TRANS-CAC, Transportation Consultant Advisory Committee.

The crosswalk table is a tool that WisDOT and prime consultants will use to determine whether DBE credit will be granted when utilizing the particular services of a DBE firm. If a contract is solicited that lists one of the consultant

activity tasks that has a corresponding NAICS code, DBE credit will be granted for utilization of the certified DBE firm to execute the task(s).

WisDOT fully acknowledges that all professional service solicitation awards are based on Qualification Based Selection [QBS]. A NAICS code assignment or non-assignment is neither indicative of nor equal to a DBE firm's qualification in a task or activity. Refer to WisDOT's Bureau of Highway Construction for the Prequalification Statement. (Roster of Eligible Engineers?)

DBE Crediting

DBE crediting is subject to WisDOT's discretion consistent with federal requirements. The following DBE goal setting and crediting practices have been discontinued:

- Pre-set DBE goal of 20% on contracts valued over \$400,000 has been discontinued.
- Counting any/all work performed by a DBE firm for DBE credit, regardless of assigned NAICS code, has been discontinued.

The following conditions regarding DBE crediting were proposed by WisDOT and approved by FHWA-WI Division:

- 1. DBE firms working under executed contracts who are currently on project teams for multi-year contracts will receive DBE credit until the end of the FFY in which the DBE firm is decertified.
- 2. DBE firms selected as a prime or sub-consultant on unexecuted contracts that are under negotiation will not be counted for DBE credit on the executed contract. The prime <u>will not</u> be required to recruit additional DBE firms to achieve the contract DBE goal; the prime will need to follow the Good Faith Waiver process for amendments. The DBE goal credit will be spread among other eligible contracts.
- 3. DBE firms, whether Prime or sub-consultants, working on phased contracts will continue to receive DBE credit through the end of the phase for which the decertified DBE was contracted. The prime will be expected to maintain the remainder of its DBE commitment by utilizing currently certified DBE firms.

DBE credit can only be counted for the NAICS codes in which the DBE firm is certified. To assure appropriate crediting, the DBE office will review the DBE firms listed as prospective subcontractors and their work area/role in the contract. The DBE Office will confirm with the prime and the DTSD Consultant Services Section whether DBE credit will be allowed for utilizing the listed DBE for the type of work/role. Primes are highly encouraged to check the WisDOT UCP directory to verify the NAICS code in which a DBE is certified to receive credit prior to submitting commitment documents to WisDOT.

Only the work the DBE commits to performing with its own forces in its assigned NAICS code can be counted for DBE credit. DBE utilization will be documented consistent with the contract scope for the DBE firm and credited accordingly. The DBE utilization outlined in the contract and/or the Commitment form with its attachments will be reviewed by the DBE Office approving the countable amount of DBE credit.

If a DBE is the prime contractor, the DBE Office will review the contract scope for the work the DBE commits to perform with its own forces as well as any work committed to be performed by DBE subcontractors in their NAICS code then advise the DTSD Consultant Services Section of the countable DBE credit. WisDOT will track and monitor DBE achievement based on DBE credit approved at contract execution time. The fully negotiated contract and signed DBE Commitment form with attachments are legally binding.

WisDOT will expect fulfillment of that DBE commitment through the contract or subcontract and invoice/payment history unless an amendment or breach of contract occurs which will require written notification to WisDOT Project Leadership and the DBE Office.

Commitment to Subcontract to DBE Firm

When there is a DBE goal on a solicitation, as a matter of responsiveness and responsibility, the Prime Consultant **must** present its DBE commitment with initial proposals in the NOI process and under contract negotiation procedures.

When a DBE goal is assigned to a solicitation, the Notice of Interest form will include a question asking the respondent to list the DBE firm(s) they intend to use and describe their roles. That response is WisDOTs initial documentation of the prime's DBE commitment.

With the submission of the NOI, the preliminary Attachment A form is returned to the DBE Office that lists the DBE firm, its address and confirmation that the DBE has been contacted. This preliminary Attachment A represents intended commitment to DBE firms pending the primes' selection for contract award and the details of an executed contract. The submission of the preliminary Attachment A includes a disclaimer cover page clarifying that the commitment form it is not legally binding and that DBE utilization is dependent upon the primes' selection and the needs of WisDOT delineated at negotiation/execution time.

Finally, when the selected prime begins negotiations with the regional office supervision, the prime submits its proposed DBE utilization on the DBE Commitment form estimating the dollar amount of the participation of each DBE firm. Pre-award deletions of or substitutions for DBE firms between the NOI submission and the fully negotiated contract will require a written explanation to WisDOT and proof of notification to the deleted or substituted DBE firm.

The legally binding documentation of DBE commitment is the DBE Commitment form with its signed attachments provided at contract negotiation and finalized upon contract execution.

If the prime believes s/he is not able to meet the assigned DBE goal at the time of negotiation, s/he will submit a request for a Good Faith Waiver documenting all efforts to meet the DBE goal that will be reviewed and evaluated by the DBE office. Per 49 CFR Part 26.53, if the contract goal is not met, evidence of good faith efforts is required. If the waiver is approved, the legally-binding DBE commitment is to the DBE firm for the percentage documented in the approved waiver.

Meeting the DBE goal or the Good Faith Effort requirements are conditions of contract execution.

DBE Replacement

An executed contract requires that the signatory parties agree to all of the provisions that are part of the contract and annexed to it. The DBE Commitment form with signed Attachments A are requirements of your WisDOT contract. Any changes to the contract require written request, justification and approval to proceed. Accordingly, both pre-award and post-award deletions, substitutions, and/or terminations of DBE firms require the following steps:

- Written notice to the DBE firm of intent to replace them citing the reason
- Written request to the DOT to replace the DBE firm sent to Project Leader copying DBE Office
- WisDOT Project Leader concurrence with the request/reason to replace/terminate the DBE
- Prime consultant must identify a 'good cause to terminate the DBE. Per the DBE Regulations, 49 CFR Part 26, Good cause includes the following:
 - 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.
 - 3) The listed DBE subcontractor becomes bankrupt, insolvent, or exhibits credit unworthiness;
 - 4) The listed DBE subcontractor is ineligible to work on public works projects because of suspension and debarment proceedings pursuant to applicable state law;
 - 5) WisDOT determines that the listed DBE subcontractor is not a responsible contractor;
 - 6) The listed DBE subcontractor voluntarily withdraws from the project and provides to you written notice of its withdrawal:
 - 7) The listed DBE is ineligible to receive DBE credit for the type of work required;
 - 8) A DBE owner dies or becomes disabled with the result that the listed DBE contractor is unable to complete its work on the contract;
 - 9) Other documented good cause that WisDOT determines would compel the termination of the DBE subcontractor considered on a case-by-case basis.
- Documentation of prime consultant's efforts to maintain the assigned DBE goal on the contract after being approved to replace the original DBE firm(s) including solicitations, communication log, exchange of information relevant to contract needs, etc. This may include an explanation, supported by WisDOT project leadership that replacing the DBE is not feasible.

• A revised DBE Commitment form with signed Attachment A or a copy of the revised contract.

Wisconsin Unified Certification Program DBE Directory

The source for DBE certified firms and their NAICS codes is the Wisconsin Unified Certification Program DBE Directory which can be accessed at https://www.trsconsultants.com/wisdot/Reports/WisDotUCPDirectory.aspx. The website allows you to search for type of work and NAICS code as well as DBE firm contact information. The alignment of the narratives listed in the DBE Directory and on the Roster of Engineering firms is forthcoming.

Questions regarding these DBE program policies should be directed by e-mail to Michele Carter at Michele.carter@dot.wi.gov.

DBE Certification NAICS Code Assignment Flowchart

UCP DBE Application Packet ⇒

- ✓ Application
- ✓ Statement of Experience
- ✓ Affidavit of Certification
- ✓ Requested Work / Geographical Area Summary form
- ✓ Personal Financial Statement
- ✓ Application Checklist

Other Information Reviewed ⇒

- ✓ Out-of- state DBE certified firms
- ✓ SBA certified firms
- ✓ SDB certified firms
- ✓ Professional license, certificates, permits, etc.
- ✓ Dialogue with disadvantaged owner

49 CFR Part 26.71 ⇒

"The types of work a firm can perform must be described in terms of the most specific NAICS code for that type of work."

 DBE rules changes effective January 2, 2011, stress the confirmation of NAICS codes and descriptions in the DBE Directory

SBA Table of Small Business Size Standards ⇒

- ⇒ Industry Revenue Size standard cap
- ⇒ Industry size standard in number of employees
- ⇒ Utilize 3-year average annual gross receipts over previous fiscal years.

APPENDIX 1

Certification Team conducts preliminary review of the application packet for the following information:

Disadvantaged status (Section 3C)
Social Disadvantage (Affidavit of Certification)
Work area(s) / Size Standard(s) (Section 2B Business profile)



Certification Analyst conducts thorough analysis of application materials to determine NAICS code(s):

- 1) Contractor's Statement of Experience Form
- 2) Requested Work / Geographic Area Summary form
- 3) Review primary activities
- 4) Review licenses and permits
- 5) Review the list of largest and active contracts
- 6) Review owner's resume



Certification Analyst references NAICS code website inserting the work area activities and/or descriptors to examine the NAICS table and then assess applicable NAICS codes



Analyst evaluates all applicable NAICS code narratives determining the best match to the information provided by the applicant in its certification application packet.



Analyst reviews the assigned NAICS code with the Certification Team. If clarification is needed, discuss with UCP, BPD or CAU



Analyst matches assigned NAICS codes to the size standard using the SBA Table of Small Business Size Standards



Analyst issues certification approval letter listing NAICS codes eligible for DBE credit



Certification staff inputs firm, NAICS code(s), and narrative work area description in CRCS



APPENDIX 2

Cross Walk: Matching Consultant Activity Task List to North American Industrial Classification [NAICS] Codes

Drafted by Trans CAC subcommittee members: ACEC, NAMC, and DTSD Administration, DBE Office; reviewed by FHWA-WI Division {January 2012}

Drafted by Trans CAC s	subcommittee members: A	ACEC, NAMC, and DTSD Administration, DBE Office; reviewed by FHWA-WI Division {Januar			
Consultant Activity Task (Per FDM 8-10 Attachment 1-3)	WisDOT Task Description	NAICS Code	NAICS Code Description	NAICS Code	NAICS Code Description
208 Soils Engineering	Work includes all aspects of soils analysis, including report preparation	541330	Engineering Services: Establishments primarily engaged in applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, structures, processes, and systems. The assignments undertaken by these establishments may involve any of the following activities: provision of advice, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services.	541380	Testing Laboratories: Establishments primarily engaged in performing physical, chemical, and other analytical testing services, such as acoustics or vibration testing, assaying, biological testing (except medical and veterinary), calibration testing, electrical and electronic testing, geotechnical testing, mechanical testing, nondestructive testing, or thermal testing. The testing may occur in a laboratory or on-site.
277 Pavement Design, Materials	Work includes all aspects of pavement design, including pavement analysis and actual report preparation.	541330	Engineering Services		
644 Data Gathering & Boring	Work includes gathering all data for soils and pavement analysis including boring	541330	Engineering Services		
729 Survey General	General survey code for use by consultants only	541370	Surveying and Mapping Services Establishments primarily engaged in performing surveying and mapping services of the surface of the earth. These services may include surveying and mapping of areas above or below the surface of the earth, such as the creation of view easements or segregating rights in parcels of land by creating underground utility easements	541330	Engineering Services
737 Design- R/W Plats Recording	Work includes preparation and assimilation of R/W plats for documentation at the local place of record	541330	Engineering Services		
739 Response to Inquiries (Incl. General Public & Local/Elected Officials)	Work includes responding to inquiries from the general public and/or local or elected officials. This code may be used for a specific project or may be used for general inquiries with your appropriate non-participating project identification	541820	Public Relations Agencies: Establishments primarily engaged in designing and implementing public relations campaigns. These campaigns are designed to promote the interests and image of their clients. Establishments providing lobbying, political consulting, or public relations consulting are included in this industry.		

Consultant Activity Task (Per FDM 8-10 Attachment 1-3)	WisDOT Task Description	NAICS Code	NAICS Code Description	NAICS Code	NAICS Code Description
740 Project Development- Admin/Coordination	Work includes all tasks associated with project programming, staffing and scheduling by supervisors and managers	541330	Engineering Services		
741 Preliminary Design- General	Work includes developing title sheets, typical sections, traffic control concepts, staging, preliminary cost estimates, R/W needs, etc.	541330	Engineering Services: Establishments primarily engaged in applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, structures, processes, and systems. The assignments undertaken by these establishments may involve any of the aforementioned activities		
742 Finalize Design Elements	Work includes determining final horizontal and vertical alignment, geometric elements, earthwork analysis and other relevant tasks	541330	Engineering Services		
743 Public Info & Meetings & Hearings (Incl Prep & Response)	Work includes preparation and response as well as attending public information meetings and public hearings	541820	Public Relations Agencies: Establishments primarily engaged in designing and implementing public relations campaigns. These campaigns are designed to promote the interests and image of their clients. Establishments providing lobbying, political consulting, or public relations consulting are included in this industry.		
745 Design- R/W Plats Development	Work includes all aspects of right-of-way plat development including drafting	541330	Engineering Services		
746 Project Development- Utilities/RR/Agency	Work includes project contacts with utilities, railroads and other agencies (such as nonenvironmental State or Federal agencies, Regional Planning Commissions, etc.) to coordinate, negotiate or simply notify these groups of their possible involvement in the project.	541330	Engineering Services		
747 Project Development- Meetings	Work includes preparation and attending all project prosecution and progress meetings such as Operational Planning Meetings, Design Review Meetings, etc does not include Public Information Meetings and Public Hearings (See Activity Code 743 - Public Involvement).	541330	Engineering Services		

Consultant Activity Task (Per FDM 8-10 Attachment 1-3)	WisDOT Task Description	NAICS Code	NAICS Code Description	NAICS Code	NAICS Code Description
748 Design- Reports	Work includes preparation of all reports (EXCEPT Environmental, Pavement and Soils Reports which will be prepared under Activity Codes: 767 - Environmental Documents; 277 - Pavement Design; 208 - Soils Engineering), Reports may include Concept definition Reports, Exception to Standards Reports, Design Study Reports, STH Changes, Structure Survey Reports, etc.	541330	Engineering Services: Establishments primarily engaged in applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, structures, processes, and systems. The assignments undertaken by these establishments may involve any of the following activities: provision of advice, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services.		
749 Project Development- Negotiations	Work includes all tasks associated with negotiations with consultants and/or contractors for contracts, addenda or change orders.	541330	Engineering Services		
762 Environmental Impacts- Air Quality	Work includes activities associated with analysis of air quality including data gathering and modeling.	541330	Engineering Services	541620	Environmental Consulting Services: Establishments primarily engaged in providing advice and assistance to businesses and other organizations on environmental issues, such as the control of environmental contamination from pollutants, toxic substances, and hazardous materials. These establishments identify problems (e.g., inspect buildings for hazardous materials), measure and evaluate risks, and recommend solutions. They employ a multidisciplined staff of scientists, engineers, and other technicians with expertise in areas, such as air and water quality, asbestos contamination, remediation, and environmental law. Establishments providing sanitation or site remediation consulting services are included in this industry.
763 Environmental Impacts- Archeology	Work includes contracting for, meeting about, and assisting in archaeological surveys, investigations and data gathering.	541330	Engineering Services	541620	Environmental Consulting Services

Consultant Activity Task (Per FDM 8-10 Attachment 1-3)	WisDOT Task Description	NAICS Code	NAICS Code Description	NAICS Code	NAICS Code Description
765 Environmental Impacts- Contaminated Sites	Work includes contacts, meetings, site visits, negotiations and other tasks associated with all phases of contaminated site investigation and remediation.	541330	Engineering Services: Establishments primarily engaged in applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, structures, processes, and systems. The assignments undertaken by these establishments may involve any of the following activities: provision of advice, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services.	541620	Environmental Consulting Services: Establishments primarily engaged in providing advice and assistance to businesses and other organizations on environmental issues, such as the control of environmental contamination from pollutants, toxic substances, and hazardous materials. These establishments identify problems (e.g., inspect buildings for hazardous materials), measure and evaluate risks, and recommend solutions. They employ a multi-disciplined staff of scientists, engineers, and other technicians with expertise in areas, such as air and water quality, asbestos contamination, remediation, and environmental law. Establishments providing sanitation or site remediation consulting services are included in this industry.
766 Environmental Impacts- Drainage/Storm Water	Work includes all activities above and beyond normal roadway drainage practices, it includes design of storm water management best management practices including retention and catch basins. Also negotiation of storm water.	541330	Engineering Services	541620	Environmental Consulting Services
767 Environmental Impacts- Environmental Documents	Work includes activities to prepared environmental impact statements, environmental assessments and environmental reports. Include required meetings and time required to prepare and review environmental documents.	541330	Engineering Services	541620	Environmental Consulting Services
768 Environmental Impacts- Erosion Control	Work includes design and installation of project erosion control and landscaping. Include initial surveys and data gathering to determine the existence and potential impacts on and of archaeological and historical sites, contaminated sites, wetlands and air and noise analysis in the appropriate individual activity code	541330	Engineering Services	541620	Environmental Consulting Services

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Consultant Activity Task (Per FDM 8-10 Attachment 1-3)	WisDOT Task Description	NAICS Code	NAICS Code Description	NAICS Code	NAICS Code Description
769 Environmental Impacts- History	Work includes activities associated with the 106 and Chapter 44 processes to determine existence, impacts and any required mitigation of historical sites.	541330	Engineering Services: Establishments primarily engaged in applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, structures, processes, and systems. The assignments undertaken by these establishments may involve any of the following activities: provision of advice, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services.	541620	Environmental Consulting Services: Establishments primarily engaged in providing advice and assistance to businesses and other organizations on environmental issues, such as the control of environmental contamination from pollutants, toxic substances, and hazardous materials. These establishments identify problems, measure and evaluate risks, and recommend solutions. They employ a multi-disciplined staff of scientists, engineers, and other technicians with expertise in areas: air and water quality, asbestos contamination, remediation, environmental law. Establishments providing sanitation or site remediation consulting services are included in this industry.
770 Design- CADD Drafting	Work includes all CADDS drafting tasks for all aspects of an improvement project including details, plan and profile sheets, etc.	541330	Engineering Services	541340	Drafting Services: Establishments primarily engaged in drawing detailed layouts, plans, and illustrations of buildings, structures, systems, or components from engineering and architectural specifications.
771 Project Management	Work includes all aspects of project management including project scheduling, updating project management tasks, project budgeting, project monitoring and coordinating performance measure tasks.	541330	Engineering Services		
773 Consultant Management	Work includes all duties associated with managing a consultant project contact after negotiations are completed excluding plan review (See Activity Code 799 - Plan Review).	541330	Engineering Services		
775 Process Survey Data	Work includes all processing of survey data for use in roadway design. Includes loading, setup and translation of DTM's, Topo, etc.	541370	Surveying and Mapping Services Establishments primarily engaged in performing surveying and mapping services of the surface of the earth. These services may include surveying and mapping of areas above or below the surface of the earth i.e. creation of view easements or segregating rights in parcels of land by creating underground utility easements	541330	Engineering Services
776 Preliminary Design- Geometrics	Work includes developing horizontal and vertical alignment and earthwork analysis and design.	541330	Engineering Services		

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Consultant Activity Task (Per FDM 8-10 Attachment 1-3)	WisDOT Task Description	NAICS Code	NAICS Code Description	NAICS Code	NAICS Code Description
778 Preliminary Design- Drainage	Work includes pipe sizing, preliminary storm sewer design and other normal roadway drainage related tasks.	541330	Engineering Services: Establishments primarily engaged in applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, structures, processes, and systems. The assignments undertaken by these establishments may involve any of the following activities: provision of advice, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services.		
784 R/W Plat Preparation (Drafting)	Work includes CADDS drafting work on R/W plats.	541340	Drafting Services: Establishments primarily engaged in drawing detailed layouts, plans, and illustrations of buildings, structures, systems, or components from engineering and architectural specifications.	541330	Engineering Services
785 Signals & Lighting	Work includes preparation of final traffic signal and/or lighting plans.	541330	Engineering Services		
786 Compute Quantity & Details	Work includes computing quantities and preparing details for inclusion in the final plans, specifications and estimate package.	541330	Engineering Services:		
788 Traffic Control & Construction Staging	Work includes developing detour routes, developing pavement marking plans, signing Plans, determination and implementation of traffic mitigation measures, determining final staging plans for construction under traffic, etc.	541330	Engineering Services		
789 Final Design- Drainage	Work includes preparing final drainage and storm sewer plans for normal drainage practices (Not including storm water management practices such as detention/retention basins and mitigation methods, See Activity Code 766 - Drainage/Storm water Management).	541330	Engineering Services		

Consultant Activity Task	WisDOT	NAICS		NAICS	
(Per FDM 8-10 Attachment 1-3)	Task Description	Code	NAICS Code Description	Code	NAICS Code Description
790 Post PS&E Work- Addenda	Work includes all tasks needed to prepare an addenda for a project after it has been advertised for letting.	541330	Engineering Services: Establishments primarily engaged in applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, structures, processes, and systems. The assignments undertaken by these establishments may involve any of the following activities: provision of advice, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services.		
791 Design- R/W Plat- Revisions	Work includes all tasks involving any revisions to the R/W plat after the relocation order is signed.	541330	Engineering Services		
794 Plans, SPs and PS&E Documents	Work includes compilation of all elements of the design process into the final plans, specifications and estimate package that is submitted to central office for letting, including all associated exhibits such as time charts, plan letter, status reports, etc.	541330	Engineering Services		
796 Environmental Impacts- Sound Quality	Work includes analysis and data gathering of project noise impacts. Activities Associated with the design, procurement and installation of noise barriers.	541330	Engineering Services	541620	Environmental Consulting Services: Establishments primarily engaged in providing advice and assistance to businesses and other organizations on environmental issues, such as the control of environmental contamination from pollutants, toxic substances, and hazardous materials. These establishments identify problems (e.g., inspect buildings for hazardous materials), measure and evaluate risks, and recommend solutions. They employ a multidisciplined staff of scientists, engineers, and other technicians with expertise in areas, such as air and water quality, asbestos contamination, remediation, and environmental law. Establishments providing sanitation or site remediation consulting services are included in this industry.

Consultant Activity Task (Per FDM 8-10 Attachment 1-3)	WisDOT Task Description	NAICS Code	NAICS Code Description	NAICS Code	NAICS Code Description
797 Environmental Impacts- Species & Habitats	Work includes analysis of impacts on endangered and threatened species including development and implementation of conservation plans.	541330	Engineering Services: Establishments primarily engaged in applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, structures, processes, and systems. The assignments undertaken by these establishments may involve any of the following activities: provision of advice, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services.	541620	Environmental Consulting Services: Establishments primarily engaged in providing advice and assistance to businesses and other organizations on environmental issues, such as the control of environmental contamination from pollutants, toxic substances, and hazardous materials. These establishments identify problems (e.g., inspect buildings for hazardous materials), measure and evaluate risks, and recommend solutions. They employ a multidisciplined staff of scientists, engineers, and other technicians with expertise in areas, such as air and water quality, asbestos contamination, remediation, and environmental law. Establishments providing sanitation or site remediation consulting services are included in this industry.
798 Environmental Impacts- Wetlands & Waterways	Work includes analysis and data gathering of project wetland impacts; procurement of required permits and water quality certifications; design, installation, monitoring and maintenance of wetland mitigation sites including wetland bank sites.	541330	Engineering Services	541620	Environmental Consulting Services
799 Plan Review	Work includes all plan review including district review of consultant plans and central office preliminary and final review.	541330	Engineering Services		
826 Construction Finals Completion	Work includes all construction contract accounting activities completed after the contract time is stopped.	541330	Engineering Services		
852 Evaluate Construction Material Quality (Construction Project Testing)	Includes work such as material testing, sample gathering, documentation and materials test records.	541380	Testing Laboratories: Establishments primarily engaged in performing physical, chemical, and other analytical testing services, such as acoustics or vibration testing, assaying, biological testing (except medical and veterinary), calibration testing, electrical and electronic testing, geotechnical testing, mechanical testing, nondestructive testing, or thermal testing. The testing may occur in a laboratory or on-site.		

Consultant Activity Task (Per FDM 8-10 Attachment 1-3)	WisDOT Task Description	NAICS Code	NAICS Code Description	NAICS Code	NAICS Code Description
853 Evaluate Work Operation (Construction Inspection)	Work includes documentation, inspection of pavements, culvert pipe, curb, base course, etc.	541330	Engineering Services: Establishments primarily engaged in applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, structures, processes, and systems. The assignments undertaken by these establishments may involve any of the following activities: provision of advice, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services.		
854 Scoping	Scoping involves developing a workable plan to meet the needs that the project was undertaken to address. A project plan assures that all key tasks are identified and that time, money and staff are allocated to accomplish them.	541330	Engineering Services		
855 Post Letting Design	Includes work to document change in scope of project and the generation of plan work if needed.	541330	Engineering Services		
881 Construction Contract Accounting (computing, Entering & Checking Pay Quantities)	Work includes computing, entering and checking contract pay quantities and the documentation thereof (including project diaries and source documents) both during and after the actual construction of the project.	541330	Engineering Services		
885 Enforce Labor Provisions	Includes oversight of contractor payroll, apprentices, DBE verification and project investigation of labor provisions.	541611	Administrative Management & General Management Consulting Services: Establishments primarily engaged providing operating advice and assistance to businesses and other organizations on administrative management issues, such as financial planning and budgeting, equity and asset management, records management, office planning, strategic and organizational planning, site selection, new business startup, and business process improvement.		

Consultant Activity Task (Per FDM 8-10 Attachment 1-3)	WisDOT Task Description	NAICS Code	NAICS Code Description	NAICS Code	NAICS Code Description
1001 Preliminary Structure Design	Work includes all tasks associated with the preliminary design of structures.	541330	Engineering Services		
1002 Final Structure Design	Work includes all tasks associated with the final design of structures.	541330	Engineering Services		