

GOOD FAITH EFFORT GUIDELINES

This document is for reference and is to assist in the good faith effort (GFE) process for projects funded with Community Development Block Grant (CDBG) through the Department of Housing and Urban Development (HUD). This is not intended to be all-inclusive and bidder is to ensure documents submitted in response to a bid incorporate items identified in the bid solicitation. Questions regarding GFE should be directed to the contract specialist identified on the bid solicitation and in accordance with the Notice Inviting Bids.

CDBG HUD Good Faith Effort Guide:

1. Disadvantage Business Enterprise (DBE) Forms: AA61, AA62, AA63
 - a. GFE documentation and DBE forms shall be submitted within 4 working days of bid due date. Failure to submit shall cause the bid to be deemed **non-responsive**.
 - b. All forms must be completed in its entirety and filled out on City forms, which can be found in the bid solicitation. No alterations or recreations of City forms will be accepted.
 - c. A list of all sub-bidders, including sub-bidders not selected and non-DBE firms, as well as the bid amount for each item of work, shall be submitted on Form AA62. If a low bid was not selected, an explanation shall be provided.
2. Using the Services of the SBA Office
 - a. Bidders shall use SUB-Net to post subcontracting opportunities at least 15 working days prior to bid due date. Bidder **must** provide documentation verifying the date solicitation was posted. Failure to provide a date verifying the solicitation was posted at least 15 working days prior to bid due date shall cause the bidder to be deemed **non-responsive**.
 - b. Bidders shall use the SBA's Dynamic Business database to search for potential subcontractors, suppliers, and/or manufacturers. Bidder **must** provide copies of all search results from the SBA website clearly identifying NAICS code and list of certified firms with GFE documentation. Bidder must ensure to utilize certified DBEs from certifying agency provided in the solicitation and not a list from a third-party database.
3. Using the Services of the Local MBDA Office
 - a. Bidders are to provide documentation that the local Minority Business Development Agency (MBDA) offices or web sites were notified of the contracting bid opportunity at least 30 calendar days prior to bid due date.
 - b. If utilized, bidder shall post subcontractor opportunities at least 30 calendar days prior to bid due date. Failure to provide a date verifying the solicitation was posted at least 30 calendar days prior to bid due date shall cause the bidder to be deemed **non-responsive**.
4. Broad Base DBE solicitation.
 - a. Bidder shall provide documentation verifying solicitation to DBE firms at least 10 working days prior to bid due date. Information shall be documented using form AA63.

- b. The bidder shall send invitations to at least 3 (or all, if less than 3) DBE firms for each item of work made available.
 - c. The invitations shall adequately specify the items for which bids are requested. The record of "good faith" efforts shall indicate a real desire for a positive response, such as email or fax transmittal sheet. A regular letter or an unanswered telephone call is not an adequate "good faith" effort.
 - d. Copies of email or fax transmittal solicitations sent to potential DBE firms and responses received are to be included with the GFE documentation.
 - e. Bidder shall use form AA61 to identify the work that was made available for the project. City staff will use this document to verify the pool of available firms against the information provided by the bidder to help attract DBE participation. This is a reminder that 3 is the minimum number of invitations a bidder shall send, however, the level of effort by a bidder will be considered in this section. It is the bidder's responsibility to display their level of intent to attract & use DBEs on this project.
5. CALTRANS Maintains a Database of DBE firms.
- a. Bidder **must** provide copies of all search results from the Caltrans website identifying NAICS code and list of certified firms with GFE documentation. Bidder must ensure to utilize certified DBEs from certifying agency provided in the solicitation and not a list from a third-party database.
6. CPUC Maintains a Database of DBE Firms.
- a. Bidder **must** provide copies of all search results from the CPUC website clearly identifying NAICS code and list of certified firms with GFE documentation. Bidder must ensure to utilize certified DBEs from certifying agency provided in the solicitation and not a list from a third-party database.

INCORRECT

LIST OF WORK MADE AVAILABLE

List items of the Work the Bidder made available to DBE firms. Identify those items of the Work the Bidder might otherwise perform with its own forces and those items that have been broken down into economically feasible units to facilitate DBE participation. For each item listed, show the dollar amount and percentage of the Base Bid. The Bidder must demonstrate that enough work to meet the goal was made available to DBE firms.

ITEM OF WORK MADE AVAILABLE	NAICS CODE	BIDDER NORMALLY PERFORMS ITEM (Y/N)	ITEM BROKEN DOWN TO FACILITATE PARTICIPATION (Y/N)	AMOUNT	PERCENTAGE OF BASE BID
Concrete	238110	Y	Y	\$92,500	
Electrical	238210	N	Y	\$56,800	1.9%
Demolition		Y	Y	\$70,000	2.3%
Landscaping	541320	N	Y	\$94,200	3.1%
	237310	N		\$87,000	2.9%
	Incomplete form				

CORRECT

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Concrete	238110	Y	Y	\$92,500	3.1%
Electrical	238210	N	Y	\$56,800	1.9%
Demolition	238910	Y	Y	\$70,000	2.3%
Landscaping	541320	N	Y	\$94,200	3.1%
Asphalt Paving	237310	Y	Y	\$87,000	2.9%

INCORRECT

SUMMARY OF BIDS RECEIVED

Type of Job	NAICS CODES	Company Name	Selected (Y/N)	Bid Amount	DBE	Non-DBE	Explanation for not Selecting
Concrete	238110	Sub A		\$90,300	X		Higher than other contractor bid
Concrete	238110	Sub B	Y	\$86,000	X		
Concrete	238110	Sub C	N	\$88,500			
Electrical	238210	Sub D	Y	\$53,200	X		
Electrical	238210	Sub E	N	\$55,600		X	
Landscaping	541320	Sub F	Y	\$89,700	X		
Asphalt Paving		Sub G	Y	\$84,000	X		
	237310	Sub H		\$86,100		X	Higher than other contractor bid

Incomplete form

USE ADDITIONAL FORMS AS NECESSARY

CORRECT

SUMMARY OF BIDS RECEIVED

Type of Job	NAICS CODES	Company Name	Selected (Y/N)	Bid Amount	DBE	Non-DBE	Explanation for not Selecting
Concrete	238110	Sub A	N	\$90,300	X		Higher than other contractor bid
Concrete	238110	Sub B	Y	\$86,000	X		
Concrete	238110	Sub C	N	\$88,500	X		Higher than other contractor bid
Electrical	238210	Sub D	Y	\$53,200	X		
Eelectrical	238210	Sub E	N	\$55,600		X	Higher than other contractor bid
Landscaping	541320	Sub F	Y	\$89,700	X		
Asphalt Paving	237310	Sub G	Y	\$84,000	X		
Asphalt Paving	237310	Sub H	N	\$86,100		X	Higher than other contractor bid

USE ADDITIONAL FORMS AS NECESSARY

INCORRECT

DISADVANTAGE BUSINESS ENTERPRISE (DBE)

*Bid Opening: 5/21/2020

GOOD FAITH EFFORT LIST OF SUBCONTRACTORS SOLICITED

Contractor Name	Contractor Address	How Located	Date of Contact	Contact Method	Task Description	Response (Yes/No)
Sub A	Sub Address	SBA Subnet	5/5/2020	Email/Phone	Concrete Work - 238110	Yes
Sub B	Sub Address	SBA Subnet	5/5/2020	Email/Phone	Electrical Work- 238210	Yes
Sub C	Sub Address	SBA Subnet	5/5/2020		Demo Work - 238910	Yes
Sub D	Sub Address	SBA Subnet	5/5/2020	Fax/Phone	Landscaping Work - 541320	Yes
Sub E	Sub Address	SBA Subnet	5/5/2020	Email/Phone	Asphalt Paving - 237310	Yes
Sub F	Sub Address	Caltrans	5/5/2020	Email/Phone	Concrete Work - 238110	Yes
Sub G	Sub Address	Caltrans	5/5/2020	Email/Phone	Concrete Work - 238110	Yes
Sub H	Sub Address		5/5/2020	Email/Phone	Concrete Work - 238110	Yes
Sub I	Sub Address	Caltrans	5/5/2020	Email/Phone	Concrete Work - 238110	Yes
Sub J	Sub Address	Caltrans	5/5/2020	Fax/Phone	Electrical Work- 238210	Yes
Sub K	Sub Address	Caltrans	5/5/2020	Email/Phone	Electrical Work- 238210	Yes
Sub L	Sub Address	Caltrans	5/5/2020	Email/Phone	Electrical Work- 238210	Yes
Sub M		Caltrans	5/11/2020	Email/Phone	Demo Work - 238910	Yes
Sub N	Sub Address	Caltrans	5/11/2020	Fax/Phone	Demo Work - 238910	Yes

Incomplete Form

USE ADDITIONAL FORMS AS NECESSARY

Less than 10 working days

CORRECT

DISADVANTAGE BUSINESS ENTERPRISE (DBE)


***Bid Opening: 5/21/2020**

GOOD FAITH EFFORT LIST OF SUBCONTRACTORS SOLICITED

Contractor Name	Contractor Address	How Located	Date of Contact	Contact Method	Task Description	Response (Yes/No)
Sub A	Sub Address	SBA Subnet	5/5/2020	Email/Phone	Concrete Work - 238110	Yes
Sub B	Sub Address	SBA Subnet	5/5/2020	Email/Phone	Electrical Work- 238210	Yes
Sub C	Sub Address	SBA Subnet	5/5/2020	Email/Phone	Demo Work - 238910	Yes
Sub D	Sub Address	SBA Subnet	5/5/2020	Fax/Phone	Landscaping Work - 541320	Yes
Sub E	Sub Address	SBA Subnet	5/5/2020	Email/Phone	Asphalt Paving - 237310	Yes
Sub F	Sub Address	Caltrans	5/5/2020	Email/Phone	Concrete Work - 238110	Yes
Sub G	Sub Address	Caltrans	5/5/2020	Email/Phone	Concrete Work - 238110	Yes
Sub H	Sub Address	Caltrans	5/5/2020	Email/Phone	Concrete Work - 238110	Yes
Sub I	Sub Address	Caltrans	5/5/2020	Email/Phone	Concrete Work - 238110	Yes
Sub J	Sub Address	Caltrans	5/5/2020	Fax/Phone	Electrical Work- 238210	Yes
Sub K	Sub Address	Caltrans	5/5/2020	Email/Phone	Electrical Work- 238210	Yes
Sub L	Sub Address	Caltrans	5/5/2020	Email/Phone	Electrical Work- 238210	Yes
Sub M	Sub Address	Caltrans	5/5/2020	Email/Phone	Demo Work - 238910	Yes
Sub N	Sub Address	Caltrans	5/5/2020	Fax/Phone	Demo Work - 238910	Yes

USE ADDITIONAL FORMS AS NECESSARY

INCORRECT



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SubNet

Advanced SearchSB OpportunitiesPost-ModifyDisclaimersResources

Welcome [redacted]

The purpose of Subnet is to post/identify subcontracting opportunities (solicitations/NSS/events). Marketing material posted will be removed by SBA and will result in account closure.

Business InformationAll Solicitations/NSSSolicitations/NSS Details

Business Name: [redacted]

Type of Business Being Solicited

Women-Owned Small Business,Disadvantaged Business Enterprise (DBE),Small Business with Top Secret Security Clearance/Sensitive Compartmented Information (TS/SCI),Small Business with Top Secret Security Clearance (TS),Small Business with Secret Security Clearance (SC),Small Business (SB),SBA Certified HUBZone Small Business (HUBZone SB),SBA Certified 8a Program Participant,Small Disadvantaged Business (SDB),Women-Owned Small Business under the SBA Women-Owned Small Business Program,Economically Disadvantaged Women Owned Small Business,Veteran-Owned Small Business (VOSB),Service-Disabled Veteran-Owned Small Business (SDVOSB),Alaskan Native Corporations (ANC) and Indian Tribe,Tribally Owned,Native Hawaiian Org (NHO) Owned,Economically Disadvantaged Women-Owned Small Business under the Women-Owned Small Business Program,Women-Owned Small Business Joint Venture,Economically Disadvantaged Women-Owned Small Business Joint Venture

NAICS Code

541330 Engineering Services

Additional NAICS Code

• 238220 ;238210 ;238910 ;561730 ;238110 ;324121 ;332323 ;

Brief Solicitation Description

This project includes construction of ADA improvements that include upgrades to the play area , picnic area, landscap

Files Attached:

There are no files attached to this Solicitation.

Solicitation POC

First Name: [redacted]

Last Name: [redacted]

Phone: [redacted]

Ext:

Fax:

Email: [redacted]

Place of Performance

CA:San Diego

Performance Start Date

04/01/2020

Solicitation Closing Date

02/04/2020 - 2:00 AM

Time Zone: PDT

Solicitation: [redacted]

[Is this Solicitation inappropriate? \(Click here if this posting contains inappropriate or potentially offensive content. If checked, the Solicitation will be reviewed and removed if necessary\)](#) ☐

Bidder must provide copy of the display solicitation record identifying the date solicitation notice was posted.

CORRECT

File Edit View History Bookmarks Tools Help

SBA SubNet

https://eweb1.sba.gov/subnet/dsp_welcome.cfm?VerifyPassoff=7FE6E614247C81CE88C761F71FDEDEA024C815FAEE782CE72E04914720128D53&IMUserSessionSeqNmb=70483395

SBA SubNet Advanced Search SB Opportunities Post-Modify Disclaimers Resources

Welcome [redacted]

Edit Solicitation

This Solicitation has been posted successfully. Click List of Sol/NSS below to choose another function.

Note: Fields with asterisk are required fields.
This field can be edited.

*Business Name: [redacted]

*Solicitation : SOL-K-20-1853-008-3-A

Division/Department: [redacted]

***What Type of Business are you looking for? (Check all that apply.)**
To add, edit and delete Business types please email Subnet@SBA.gov

- ☒ Women-Owned Small Business
- ☒ Disadvantaged Business Enterprise (DBE)
- ☐ Small Business with Top Secret Security Clearance/Sensitive Compartmented Information (TS/SCI)
- ☐ Small Business with Top Secret Security Clearance (TS)
- ☐ Small Business with Secret Security Clearance (SC)
- ☒ Small Business (SB)
- ☒ SBA Certified HUBZone Small Business (HUBZone SB)
- ☒ SBA Certified 8a Program Participant
- ☒ Small Disadvantaged Business (SDB)
- ☒ Women-Owned Small Business under the SBA Women-Owned Small Business Program
- ☒ Economically Disadvantaged Women Owned Small Business
- ☒ Veteran-Owned Small Business (VOSB)
- ☒ Service-Disabled Veteran-Owned Small Business (SDVOSB)
- ☐ Alaskan Native Corporations (ANC) and Indian Tribe
- ☐ Tribally Owned
- ☐ Native Hawaiian Org (NHO) Owned
- ☒ Economically Disadvantaged Women-Owned Small Business under the Women-Owned Small Business Program

*Solicitation POC

*First Name: [redacted]

*Last Name: [redacted]

*Preferred Means of Communication:

☐ Phone ☐ Email ☒ Both

Phone: 610 [redacted]

Ext: 151

Fax: 610 [redacted]

Email: [redacted]

*Place of Performance:

Arkansas
American Samoa
Arizona
California
Colorado
Connecticut
Delaware
Florida
Georgia
Hawaii
Idaho
Illinois
Indiana
Iowa
Kansas
Kentucky
Louisiana
Maine
Maryland
Massachusetts
Michigan
Minnesota
Mississippi
Missouri
Montana
Nebraska
Nevada
New Hampshire
New Jersey
New Mexico
New York
North Carolina
North Dakota
Ohio
Oklahoma
Oregon
Pennsylvania
Rhode Island
South Carolina
South Dakota
Tennessee
Texas
Utah
Vermont
Virginia
Washington
West Virginia
Wisconsin
Wyoming

*State: California

Riverside
Sacramento
San Diego
San Jose
San Luis Obispo
Santa Barbara
Santa Clara
Santa Cruz
Santa Monica
Santa Rosa
Stockton
Tulare
Vallejo
Visalia
Yuba City

Metro Area: San Diego

Note: If you select more than one state, you can not select a Metropolitan Area. However, if you select one state you can add a Metropolitan Area and duplicate the solicitation to add more states with the Metropolitan Area.

This is the estimated date when the work will begin
Performance Start Date--> Mandatory for Solicitation/ Non-Mandatory for NSS

*Performance Start Date:

Privacy & Security Information Quality FOIA No Fear Act ADA

10:15:29 AM
Monday, January 13, 2020

January 2020

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today

Set up your calendars to see where you need to be

Get started

Hide agenda setup

Type here to search

Address

10:15 AM
1/13/2020

Solicitation Details

Business name

[REDACTED]

DUNS

[REDACTED]

Type Of Business Being Solicited

Women-Owned Small Business, SBA Certified HUBZone Small Business (HUBZone SB), Small Disadvantaged Business (SDB), Women-Owned Small Business under the SBA Women-Owned Small Business Program, Service-Disabled Veteran-Owned Small Business (SDVOSB)

NAICS Code

238990 All Other Specialty Trade Contractors

Additional NAICS Code

238990 ;524126 ;

Brief Solicitation Description

Construction of Clay Ave Mini Park: playground equipment and resilient surfacing, op

Solicitation POC

First Name: [REDACTED]

Last Name: [REDACTED]

Phone: [REDACTED]

Ext:

Fax: [REDACTED]

Email: [REDACTED]

Place Of Performance

CA:San Diego

Performance Start Date

05/12/2020

Solicitation Closing Date

03/12/2020 - 2:00 AM

Solicitation

SOL-K-20-1854-DBB-3-A

CORRECT

From: [REDACTED]
To: dan.sieu@pasadenamdbdcenter.com
Cc: [REDACTED]
Subject: MBDA Good Faith Effort (Gamma Street Mini Park)
Date: Monday, January 13, 2020 9:47:00 AM
Attachments: [image001.png](#)

Good Afternoon,

Our company is in the process of doing a good faith effort for the Gamma Street Mini Park project in San Diego. There are minority participation goals for this project. Part of the good faith effort process includes reaching out to the closest MDBA office to the project with appears to be the Pasadena office. We are inquiring if you have any resources of how we can either locate a list of minority businesses or if there is a website where we can post a solicitation. Any assistance is appreciated.

Thank you,

[REDACTED]



[REDACTED]

619 [REDACTED] Cell
619 [REDACTED] Phone
619 [REDACTED] Fax