

**SUPPLEMENTAL**

**INSTRUCTIONS TO ARCHITECTS, ENGINEERS, AND CONSULTANTS**

**FACILITIES DIVISION DBE PROGRAM – MBE/WBE PARTICIPATION**

1. The Facilities Division of the University Alabama at Birmingham (UAB or Owner) has established a Disadvantaged Business Enterprise (DBE) program. The goal of this program is to make good faith efforts to assist DBEs (Minority Business Enterprise/Women Business Enterprise or “MBE/WBE”) in gaining equal access and equal opportunities to receive contract and subcontract awards for UAB design and construction projects and to purchase supplies, materials, equipment, and services.

Special attention is called to step 2 below, which requires action by all Architects, Engineers, and Consultants, which will be a part of any successful agreement with UAB. The Article 16 “Amended and Special Provisions to Standard Articles of the Agreement between Owner and Architect” (for non-PSCA funded projects) as well as “Special Provisions to Standard Articles of the Agreement between Owner and Architect” (for PSCA funded projects) and any Consulting Agreement incorporate these “Supplemental Instructions to Architects, Engineers, and Consultants” requirements and conditions into the Contract Documents. **Also, a vendor’s failure to comply with the provisions of The Supplemental Instructions to Architects, Engineers, and Consultants, may at the Owner’s sole discretion, be cause for the rejection of the proposal for this Project and/or for future UAB projects.**

2. Under the DBE Program, the Architects, Engineers, and Consultants making a proposal on construction projects at UAB shall comply with the following program guidelines:
  - a. Identify the list of sub-consultants and engineers to be used for the project and specify those that are DBE-owned. For the reference the following sources of DBE vendors may be used: UAB Facilities Division DBE Master List, BCIA (“Birmingham Construction Industry Authority” – www.bcia1.org), ALDOT, and/or Birmingham Airport Authority.
  - b. Estimate the total dollar amount to be spent on such DBE sub-consultants and engineers (see Attachment 1 to the “Supplemental Instructions to Architects, Engineers, and Consultants”).
  - c. The selection of the Architect, Engineer, or Consultant for UAB construction projects may not be based solely on the submittal of DBE information but other relevant factors as well (experience, past history of projects (including UAB projects), etc.). Lack of good faith effort to comply with the provisions of the Supplemental Instructions to Architects, Engineers, and Consultants, may at the Owner’s sole discretion, be cause for the rejection of the proposal for this Project and/or for future UAB projects.
3. Upon completion of construction project the selected Architects, Engineers, and Consultants shall provide final DBE report on the sub-consultants and engineers (see Attachment 1 to the “Supplemental Instructions to Architects, Engineers, and Consultants”). Failure to comply with this provision may result, at the Owner’s sole discretion, in delay of payment of the final invoice until such reports is received and in rejection of the proposals for future UAB projects.

Additional information about this Program may be obtained from the Executive Director of Facilities Administration, FAB 140, 1530 3<sup>rd</sup> Avenue South, Birmingham, Alabama 35294-4554, telephone 205-934-5501.

