

DTFH68-03-C-00004

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FANN

Contracting, Inc.

PO Box 4356 • Prescott, AZ 86302 • Phone: 928-778-0170 • Fax: 928-778-5591 • License # A-071520

December 18, 2002

Federal Highway Administration
Central Federal Lands Highway Division
555 Zang Street, Room 259
Lakewood, CO 80228

Attn: Ms. Lee Ann Bush
A/E Contracting Specialist

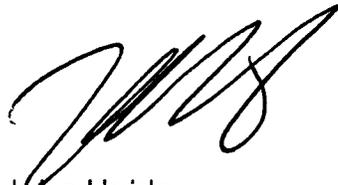
Re: AZ PRA GRCA 11(2), 11(3) & 12(2)
Desert View / South Entrance
Grand Canyon National Park
Coconino County, Arizona

Dear Ms. Bush:

Please find enclosed the original Small Business Subcontracting Plan, for the referenced project, a copy of which was faxed to your office on 12/17/02.

Please call me if you have any questions.

Sincerely,



John Heisley
General Superintendent

JH/ca

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Small Business Subcontracting Plan

Type of Work	Proposed Subcontractor	SB	SDB	WBE	HUB	Vet	Estimated Subcontract Amount
Road Conditioning & Milling	Arizona Pavement Profiling	no	no	no	no	no	120,521.88
Asphalt Curb	Asphalt Paving & Supply	Yes	no	no	no	no	20,556.00
Concrete Structures & Flat Work	Hunsaker Concrete	Yes	no	no	no	no	449,900.00
Guardrail, Fencing, Signs & Delineators	Mohave Fence	Yes	no	no	no	no	61,445.00
Stone Curb & Masonry Headwalls	Osorio's Masonry	Yes	Yes	no	no	no	137,120.00
Electrical	Perez Electric	Yes	Yes	no	no	no	139,141.00
Survey	Plateau Engineering	Yes	no	no	no	no	138,800.00
Silt Fence	Storm Water Control	Yes	no	no	Yes	no	4,680.00
Rumble Strip	T.L. Smith	Yes	Yes	Yes	no	no	5,000.00
Striping	Traffic Safety Inc.	Yes	no	no	no	no	56,025.00

Subcontractor Total

1,133,188.88

- (c) Do the above estimated costs include indirect costs? ___ Yes X No. If yes, describe the method used to determine the proportionate share of indirect costs to be included with (2) SB, (3) SDB, (4) WBE, (5) HUB, and (6) VET/SDVET concerns.
- (d) The following method was used in developing subcontract goals (i.e., statement explaining how the product and service areas to be subcontracted were established, how the SB, SDB, WBE, HUB, and VET/SDVET small business concerns' capabilities were determined, and identification of source lists and organizations contacted to obtain SB, SDB, WBE, HUB, and VET/SDVET sources.)

Please see attached Plan

2. The following individual will administer the subcontracting program:

Name: Don Holt

Title: Vice President/Chief Estimator

Address: P.O. Box 4356
Prescott, AZ 86302

Telephone: (928) 778-0170

This individual's specific duties, as they relate to the firms' subcontracting program, are as follows:

Due to Don Holt's position in this company, he works directly with all subcontractors. He is responsible for soliciting bids as well as developing new relationships with subcontractors. He is also responsible for monitoring DBE percentages.

General overall responsibility for review, monitoring, and execution of the plan, including but not limited to:

- (a) Obtaining SB, SDB, WBE, HUB, and VET/SDVET small business sources from all possible sources.
- (b) Assuring inclusion of SB, SDB, WBE, HUB, and VET/SDVET firms in all solicitations where applicable.
- (c) Attending or arranging for attendance at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
- (d) Conducting or arranging for the conduct of motivational training for purchasing personnel pursuant to the intent of Public Law 95-507.
- (e) Monitoring attainment of proposed goals.



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Small Business Subcontracting Plan

Fann Contracting has a policy of employing small and disadvantaged business concerns whenever possible, and aggressively solicits bids from these types of subcontractors. Fann has a policy of paying all subcontractors immediately upon receipt of payments from job owners, and works with small and disadvantaged subcontractors as needed to advance money for payrolls and material deliveries. Subcontractors are considered partners on the job, and are included in all partnering processes with job owners.

Over 95% of the subcontractors that Fann regularly does business with are small business concerns. We monitor trade publications and keep our ears open to find new subcontractors coming in to the marketplace and encourage them to submit bids and qualifications to us. We solicit bids from subcontractors through publishing of our name and address in Dodge bidding publications, but we also make follow up calls to subcontractors that we feel will be interested on the jobs that we're bidding.

We continually work to identify and contact minority owned and women owned subcontractors, and encourage them to get certified with the Arizona Department of Transportation civil rights office. We primarily use the ADOT list of DBE contractors to solicit bids as we bid individual projects. We identify types of work available for subcontracting on the job, and contact subcontractors who do that type of work. Preference is always given to the DBE subcontractor when bids are received.

Fann has always been able to meet DBE subcontracting goals on projects, and in most cases has exceeded the goals. Soliciting bids from and giving preference to disadvantaged and small business concerns is part of our normal contracting process.

- (f) Reviewing solicitations to delete statements, clauses, and other provisions which may tend to prohibit SB, SDB, WBE, HUB, and VET/SDVET participation.
 - (g) To help develop new suppliers, the following duties are added to or deleted from those specified above:
3. The following efforts will be taken to assure that SB, SDB, WBE, HUB, and VET/SDVET small business concerns will have an equitable opportunity to compete for subcontracts:
- (a) Outreach efforts will be made as follows:
 - (i) contacts with minority and small business trade associations,
 - (ii) contacts with business development organizations;
 - (iii) attendance at small and minority business procurement conferences and trade fairs;
 - (iv) sources will be requested from State highway department source lists and/or SBA's PRO-Net system at www.sba.gov.
 - (b) The following internal efforts will be made to guide and encourage buyers:
 - (i) workshops, seminars, and training programs will be conducted;
 - (ii) activities will be monitored to evaluate compliance with this subcontracting plan.
 - (c) SB, SDB, WBE, HUB, and VET/SDVET small business concern source lists, guides, and other data identifying SB, SDB, WBE, HUB, and VET/SDVET small business concerns will be maintained and utilized by buyers in soliciting subcontracts.
 - (d) Additions to (or deletions from) the above listed efforts are as follows:
4. The bidder (offeror) agrees that the clause entitled "Utilization of Small Business Concerns" will be included in all subcontracts which offer further subcontracting opportunities, and all subcontractors, except small business concerns, which receive subcontracts in excess of \$500,000 or in the case of a contract for the construction of any public facility, \$1,000,000, will be required to adopt and comply with a subcontracting plan similar to this one. Such plans will be reviewed by comparing them with the provisions of Public Law 95-507, and assuring that all minimum requirements of an acceptable subcontracting plan shall be determined on a case-by-case basis depending on the supplies/services involved, the availability of potential small and disadvantaged subcontractors, and prior experience. Once approved and implemented, plans will be monitored through the submission of periodic reports, and/or, as time and availability of funds permit, periodic visits to the subcontractor facilities or reviews of applicable records and subcontracting program progress.
5. The bidder (offeror) agrees to cooperate in any studies or surveys as may be required by the contracting agency or the Small Business Administration in order to determine the extent of compliance by the bidder (offeror) with the subcontracting plan. Additionally, the bidder (offeror) agrees to assure that its subcontractors agree to submit Standard Forms 294 and 295.

6. The bidder (offeror) agrees to maintain at least the following types of records to document compliance with this subcontracting plan:

- (a) SB, SDB, WBE, HUB, and VET/SDVET small business source lists, guides and other data identifying SB, SDB, WBE, HUB, and VET/SDVET vendors.
- (b) Organizations contacted for SB, SDB, WBE, HUB, and VET/SDVET small business sources.
- (c) On a contract-by-contract basis, records on all subcontract solicitations over \$100,000, indicating on each solicitation (1) whether small businesses were solicited, and if not, why not; (2) whether small disadvantaged businesses were solicited, and if not, why not; (3) whether women-owned small businesses were solicited, and if not, why not; (4) whether HUBZone small businesses were solicited, and if not, why not; (5) whether veteran-owned small businesses were solicited and if not, why not; (6) whether service-disabled veteran-owned small businesses were solicited and if not, why not, and reasons for the failure of solicited SB, SDB, WBE, HUB, or VET/SDVET small businesses to receive the subcontract award.
- (d) Records to support other outreach efforts: contacts with Minority and Small Business Trade Associations, Business Development Organizations, and attendance at small and minority business procurement conferences and trade fairs.
- (e) Records to support internal activities to guide and encourage buyers: workshops, seminars, training programs, and monitoring activities to evaluate compliance.
- (f) On a contract-by-contract basis, records to support award data submitted to the Government to include name and address of subcontractor.
- (g) Records to be maintained in addition to the above are as follows:

7. The bidder (offeror) agrees to:

- (a) Assist SB, SDB, WBE, HUB, and VET/SDVET small business concerns by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation by such concerns. Where the bidder's (offeror's) lists of potential SB, SDB, WBE, HUB, and VET/SDVET small business subcontractors are excessively long, reasonable effort shall be made to give all such concerns an opportunity to compete over a period of time.
- (b) Provide adequate and timely consideration of the potentialities of SB, SDB, WBE, HUB, and VET/SDVET small business concerns in all "make-or-buy" decisions.
- (c) Counsel and discuss subcontracting opportunities with representatives of SB, SDB, WBE, HUB, and VET/SDVET small business firms.

Plan Prepared by: 
Contract Administration

Date 12/11/02

TYPED NAME: Linda O'Brien

TITLE: Secretary/Treasurer

FIRM: Fann Contracting, Inc.

Plan Accepted by: 
FHWA - CFLHD Contracting Officer

Date 12/18/02