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## Chapter 6 – DBE & OJT Goal Creation

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## 6.1 DBE Goal

Creating a DBE goal for a proposal is performed entirely in AASHTOWare Project (AWP). The system is set up to allow both the RCCL User (Regional Contracts Compliance Liaison) role and the Proposal User role to select DBE items. However, those with the RCCL User role will create DBE goals in AWP and enter the goal data.

1. Log into AWP (see Chapter 1).
2. Make sure you are in the **RCCL User** role (see Chapter 2 for more info on roles).
3. (Figure 6.1) From the Proposal Overview component on the Dashboard, (A) search for and (B) select your proposal. NOTE: A minimum of a three (3) character string is required for the system to search. You can search by Proposal ID (State/IRIS number) or the Proposal Name.

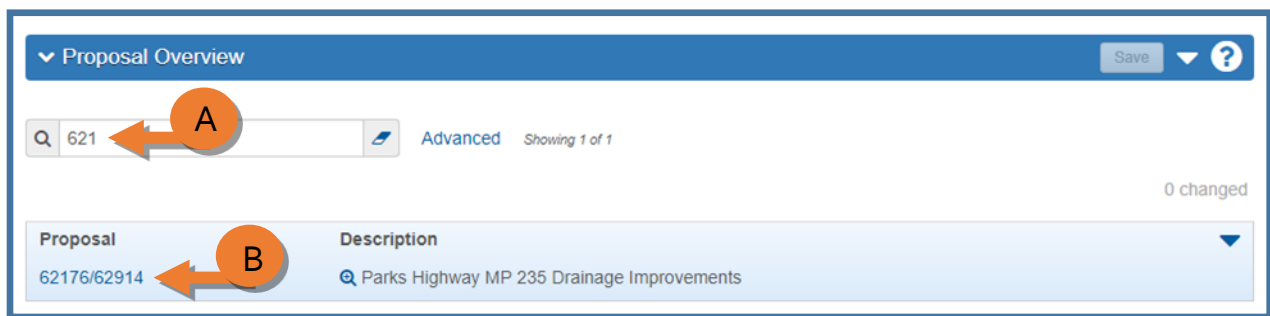


Figure 6.1

4. From the Proposal Summary component, select the Sections and Item quick link at the top (Figure 6.2).

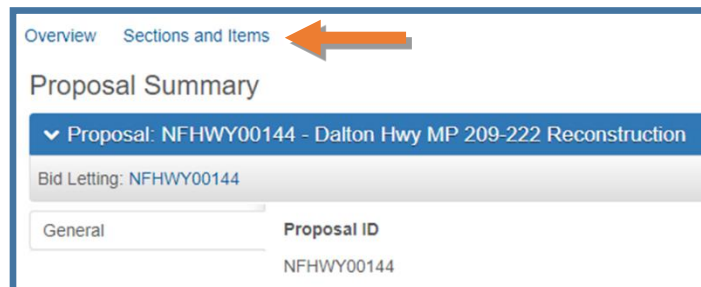


Figure 6.2

5. Select proposal items to be included in the DBE goal (*Figure 6.3*):
  - a. Locate the DBE item.
  - b. (A) Check the **DBE** checkbox.
  - c. (B) Search for and select the appropriate **DBE Work Category**.
  - d. Repeat for all DBE items.
  - e. (C) Click **<Save>**.

Proposal Sections and Items

▼ Proposal: NFHWY00144 - Dalton Hwy MP 209-222 Reconstruction

Proposal Items

Q Type search criteria or press Enter

Advanced Showing 38 of 38

Section ID No Filter

0 changed

Prop Line Num	Quantity	Unit	DBE	DBE Work Category	Bid Schedule Supp Description
10	8,000.000	SY - Square Yarn			
203.0009.0000					Obliteration of Roadway
20	190.000	ACRE - Acre	<input checked="" type="checkbox"/>	034 - CLEARING (MANUAL)	
201.0001.0000					Clearing
30	5,300.000	CY - Cubic Yard			
203.0002.0000					Rock Excavation

Figure 6.3

Once all DBE items have been selected and assigned a DBE Work Category, run the DBE Goal Set report (*Figure 6.4* and *Figure 6.5*).

6. Return to the Proposal Summary component by clicking on the **Proposal** quick link on top.
 

\*TIP: If you may need to modify the DBE item selections, right click on the Proposal quick link and open in a new tab. This will allow you to switch tabs quickly to reselect DBE items and rerun the DBE Goal Set report.
7. (A) Expand the Proposal Summary component **action menu**.
8. (B) Select the **DBE Goal Set** report.

Proposal Summary

▼ Proposal: NFHWY00144 - Dalton Hwy MP 209-222 Reconstruction

Bid Letting: NFHWY00144

General

Proposal ID  
NFHWY00144

Federal Project Number  
0655015

State Project Number  
30277

Proposal Description

Contract W  
REC - Rec

Primary Bc  
290 - Yuko

Primary Re  
NR - North

Actions

There are no actions available.

Views

Attachments

Bid Entry

Issues

Links

Reports

DBE Goal Set

OJT Goal Set

Figure 6.4

9. (C) In the Generate Reports window, click <Execute>.

Figure 6.5

The DBE Goal Set report groups the DBE items selected by DBE Work Category (Figure 6.6). The report divides the Proposal DBE Total amount by the Estimated Contract Amount to arrive at the Total Subcontract Percentage (or DBE Goal percentage).

DBE Goal Set				
Federal Number: 0002243		Proposal Descr: Nenana Little Goldstream Bridge Replacement (#2080)		Region: NR
State Number: Z635770000				
Work Category: STANDARD HIGHWAY SIGNS (PERMANENT INSTALLATION)				
Item Number	Item Description	Item Supp Description	Amount	
615.0005.0000	Delineator, Flexible		\$28,000.00	
			Work Category Subtotal	\$28,000.00
Work Category: SURVEYING LICENSED				
Item Number	Item Description	Item Supp Description	Amount	
642.0001.0000	Construction Surveying		\$30,000.00	
642.0003.000A	Three Person Survey Party		\$20,000.00	
			Work Category Subtotal	\$50,000.00
Work Category: TRAFFIC MAINTENANCE				
Item Number	Item Description	Item Supp Description	Amount	
643.0002.0000	Traffic Maintenance		\$200,000.00	
			Work Category Subtotal	\$200,000.00
Estimated Contract Amount:		\$936,532.00	Proposal DBE Total*:	\$278,000.00
DBE Goal (Estimated Total Subcontract Percentage):		29.68%	Note: Only DBE Work Categories with greater than or equal to three DBEs will appear on this report.	

Figure 6.6

If the DBE Goal (Estimated Total Subcontract Percentage) is over the 30% threshold, the number is displayed in red (Figure 6.7).

Estimated Contract Amount:	\$936,532.00
DBE Goal (Estimated Total Subcontract Percentage):	30.59%

Figure 6.7

NOTE: When de-selecting DBE items to stay under the 30% threshold, be sure to both uncheck the DBE box and clear out the DBE Work Category field.

When no DBE items are selected, no work categories are selected for the DBE items, or when there are not three (3) DBEs certified in your region in a selected work category, the report will display an error message when run (Figure 6.8).

DBE Goal Set		
Federal Number: <b>6512478</b>	Proposal Descr: <b>Lake Otis and Tudor Pedestrian Upgrades.</b>	Region: <b>CR</b>
State Number:		
No Valid Data: Must have DBE Items & Work Categories assigned on Proposal Items and minimum 3 DBEs certified in selected Work Categories for the Region		

Figure 6.8

10. Enter the DBE Goal percentage in the Proposal Summary component (Figure 6.9 and Figure 6.10).
  - a. Navigate to the **Contract Compliance – DBE** container in the lower part of the component.
  - b. (A) From the **DBE Goal** dropdown, select the appropriate DBE goal type for the proposal.
  - c. (B) In the **DBE Goal Percent** field, enter the DBE Goal percentage from the DBE Goal Set report (the Total Subcontract Percentage).
  - d. (C) In the **DBE Aspirational Goal Percent** field, enter the Department’s aspirational goal for race neutral proposals.
  - e. Scroll to the top of the page and click **<Save>**.

The screenshot shows the 'Contracts Compliance-DBE' form. It contains several input fields and a dropdown menu. Callout A points to the 'DBE Goal' dropdown menu, which is currently set to '04 - FHWA Race-Neutral'. Callout B points to the 'DBE Goal Percent' text input field, which contains the value '29.68'. Callout C points to the 'DBE Aspirational Goal Percent' text input field, which contains the value '8.46'. Below these fields are 'DBE Goal Approved By' (a search bar with the placeholder 'Begin typing to search or press !') and 'DBE Goal Approved Date' (a date picker). At the bottom is a 'DBE Comments' text area with a search icon on the right.

Figure 6.9

11. Save the DBE Goal Set report as a PDF to your files and attach to the Proposal Summary component (*Figure 6.10 – Figure 6.12*).
  - a. (A) Expand the Proposal Summary component **action menu**.
  - b. (B) Select **Attachments**.



Figure 6.10

12. (C) Click the **<Select File>** button.
13. Navigate to and select the DBE Goal Set report for your proposal.
14. (D) Click **<Open>**.

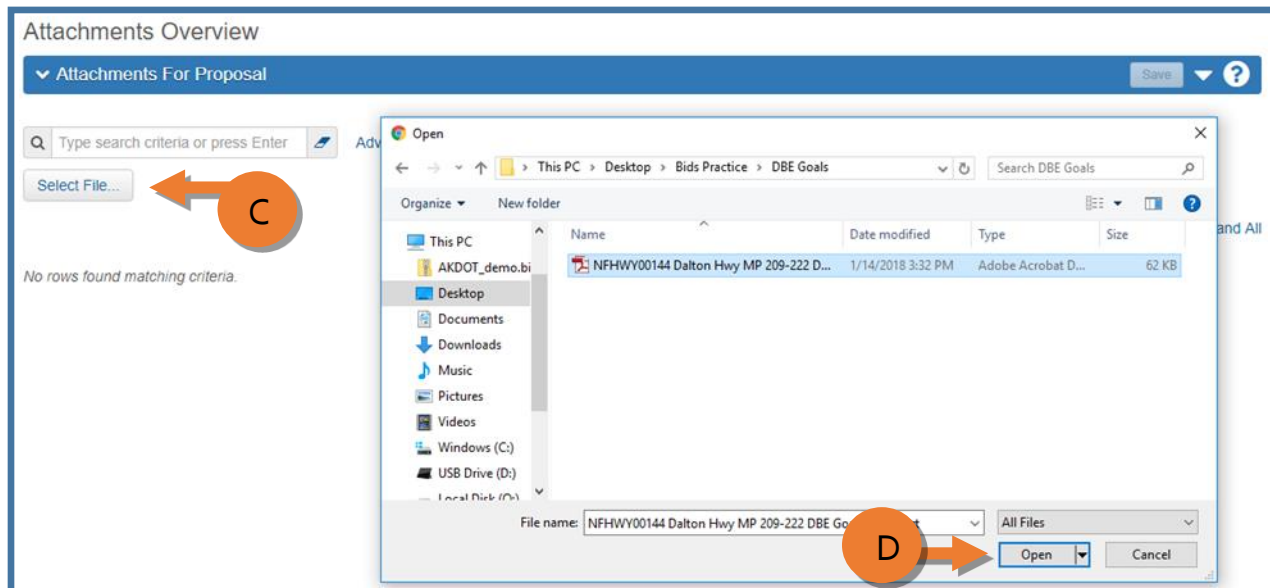


Figure 6.11

15. (E) In the **Description** field, enter the name of the attachment.
16. (F) Click **<Save>**.

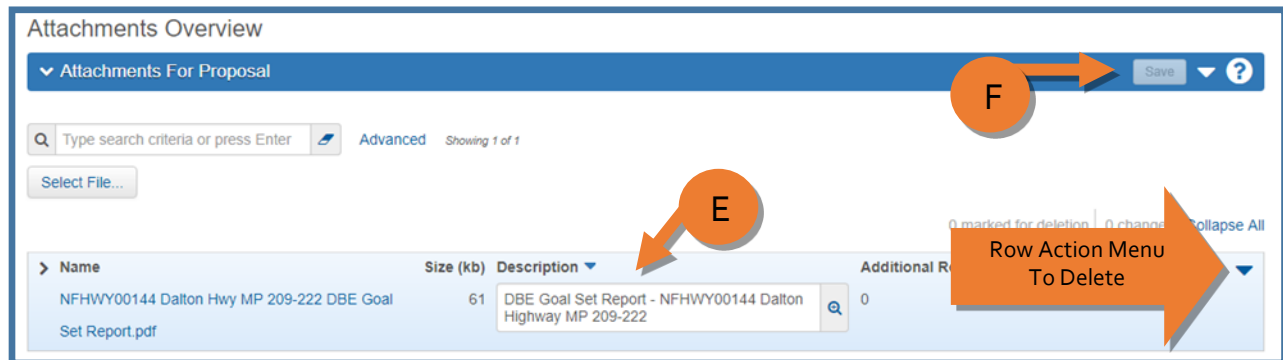


Figure 6.12

To delete an attachment:

1. Locate the attachment you want to delete.
2. Expand the **row actions menu** on the right side and select **Delete**. The attachment is marked for deletion and users may "undo" the action until the user clicks **<Save>**.

Once the DBE Goal information has been entered and the DBE Goal Set report attached, notify the CRO that the goal is ready to be reviewed.

## 6.2 OJT Goal

Creating an OJT goal for a proposal uses both AASHTOWare Project (AWP) and the OJT Goal excel worksheet. The RCCL User role has the ability to run the OJT Goal Set Report and enter goal information into the Proposal Summary component. This chapter assumes you have access to and are familiar with the OJT Goal worksheet.

1. Log into AWP (see Chapter 1).
2. Make sure you are in the **RCCL User** role (see Chapter 2 for more info on roles).
3. (Figure 6.13) From the Proposal Overview component on the RCCL User role dashboard, (A) search for and (B) select your proposal. NOTE: A minimum of a three (3) character string is required for the system to search. You can search by Proposal ID (State/IRIS number) or the Proposal Name.

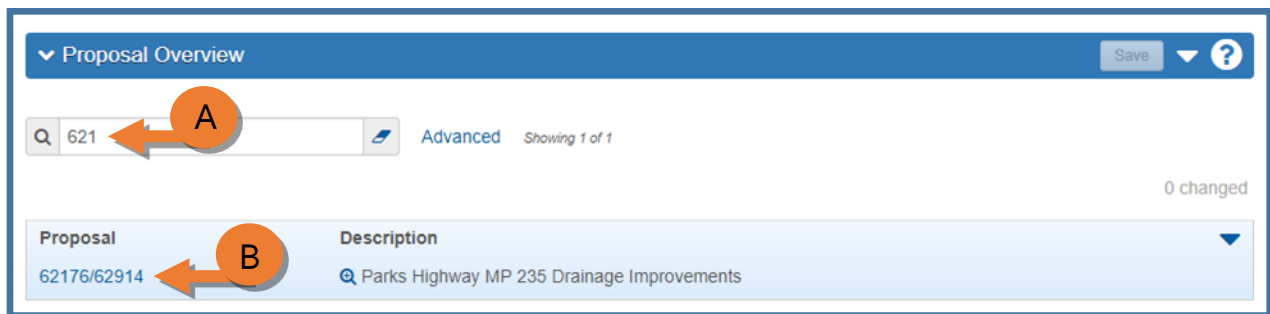


Figure 6.13

4. (C) Expand the Proposal Summary component **action menu** (Figure 6.14).
5. (D) Select **OJT Goal Set**.

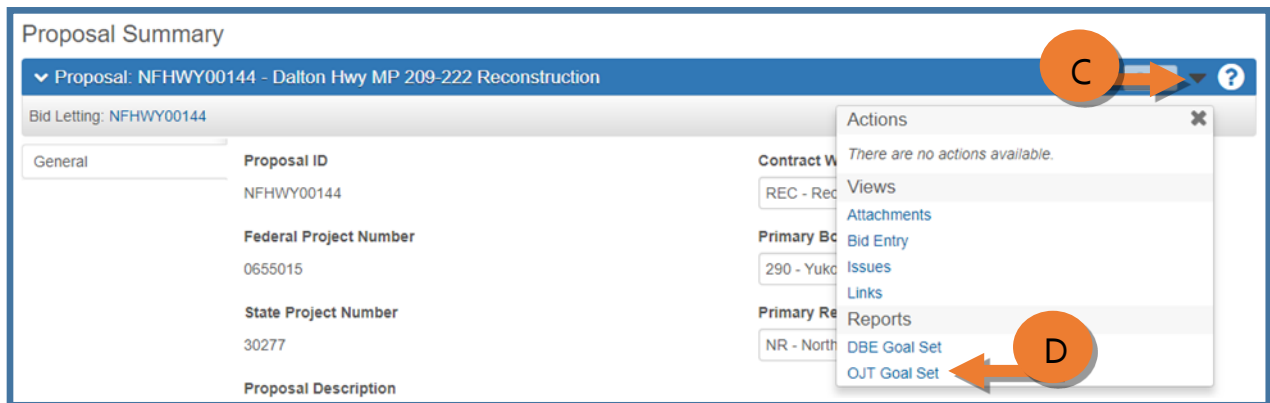


Figure 6.14



6. (E) In the Generate Reports window, click <Execute> (Figure 6.15).

Generate Report

Generate Report - DBE Goal Set

Settings Output Options 4 of 5

Output Type

- Generate as PDF
- Download PDF
- Generate as HTML

Report Layout Source

- Base
- Custom
- Test

Generate Available Data Output

Execute

Figure 6.15

Items are marked as either OJT or Non-OJT in the database. This report will pull proposal items marked as Non-OJT (Figure 6.16).

OJT Goal Set			
Federal Number:	05700032	Proposal Descr:	Steese Highway MP 0 - 5 Rehabilitation
State Number:	NFWY00404		
Item Number	Item Description	Item Supp Description	Amount
401.0004.5228	Asphalt Binder, Grade PG 52-28		\$700,000.00
401.0008.002B	HMA Price Adjustment, Type II; Class B		\$15,000.00
401.0009.0000	Longitudinal Joint Density Price Adjustment		\$15,000.00
401.0010.0001	Pavement Smoothness Price Adjustment, Method 1		\$15,000.00
401.0015.0000	Asphalt Material Price Adjustment		\$15,000.00
641.0001.0000	Erosion, Sediment and Pollution Control Administration		\$12,000.00
641.0003.0000	Temporary Erosion, Sediment and Pollution Control		\$15,000.00
641.0004.0000	Temporary Erosion, Sediment and Pollution Control Additives		\$2,500.00
641.0005.0000	Temporary Erosion, Sediment and Pollution Control by Directive		\$5,000.00
641.0006.0000	Withholding		\$0.00
641.0007.0000	SWPPP Manager		\$10,000.00
644.0001.0000	Field Office		\$25,000.00
644.0006.0000	Vehicles		\$30,000.00
Basic Bid Amount:		\$7,765,443.00	
		Proposal Non-OJT Items Total*:	\$859,500.00
*Enter Proposal Non-OJT Items Total in OJT Goal Worksheet to calculate OJT Goal.			

Figure 6.16

7. (F) Enter the Proposal Non-OJT Item total into the OJT Goal Worksheet (Figure 6.17).

0	<-Project Number	TOTAL	\$5,072,125.23	Include all 640, 641, 644, 645, & 646 bid items Also include any contingent sum items
Item #	Item Description	Unit Price		
	Proposal Non-OJT Item Total	\$859,500.00		
	Less cost of construction materials (40%)	\$2,762,377.20		\$859,500.00
	Less profit and overhead (35%)	\$1,450,248.03		\$3,621,877.20

Figure 6.17

(Figure 6.18)

8. (G) Enter the date and person who created the OJT Goal.
9. (H) Enter the Proposal Name.
10. (I) Enter the Project (Proposal) Number, Basic Bid Amount, and Non-Labor Cost information.
11. (J) Enter the Number of Positions and Hours calculated.

1/16/2018 E. Anderson			
Please include the following information from the project:			
Project Number:	NFHWY00404	Steese Hwy MP 0 - 5	
Basic Bid Amount:	\$7,765,443.00		
Non-Labor Cost:	\$859,500.00		
Minimum # of Positions	3.45	Round up only if over .75	
Minimum # of Hours	1657.43	Round to 500 hours per position	
If the basic bid amount is below \$1.5M there will be no 645 OJT goal.			
Goal: 3 Position			
1500 Hours			

Figure 6.18

12. Enter the OJT Hours and Positions in the Proposal Summary component (Figure 6.19).
  - a. Navigate to the **Contract Compliance – OJT** container in the lower part of the component.
  - b. (A) In the **OJT Goal – Hours** field, enter the goal hours from the OJT worksheet.
  - c. (B) In the **OJT Goal – Number of Trainees** field, enter goal positions from the OJT worksheet.
  - d. Scroll to the top of the page and click **<Save>**.

**Contracts Compliance-OJT**

**OJT Goal-Hours**

**OJT Goal-Number of Trainees**

**OJT Goal Approved By**

**OJT Goal Approved Date**

**OJT Comments**

Figure 6.19

13. Save the first page (Figure 6.18) of the OJT Goal worksheet as a PDF and a PDF of the OJT Goal Set report to your files and attach both to the Proposal Summary component (Figure 6.20 - Figure 6.22).
  - e. (A) Expand the Proposal Summary component **action menu**.
  - f. (B) Select **Attachments**.



Figure 6.20

14. (C) Click the <Select File> button.
15. Navigate to and select the OJT Goal Set report for your proposal.
16. (D) Click <Open>.

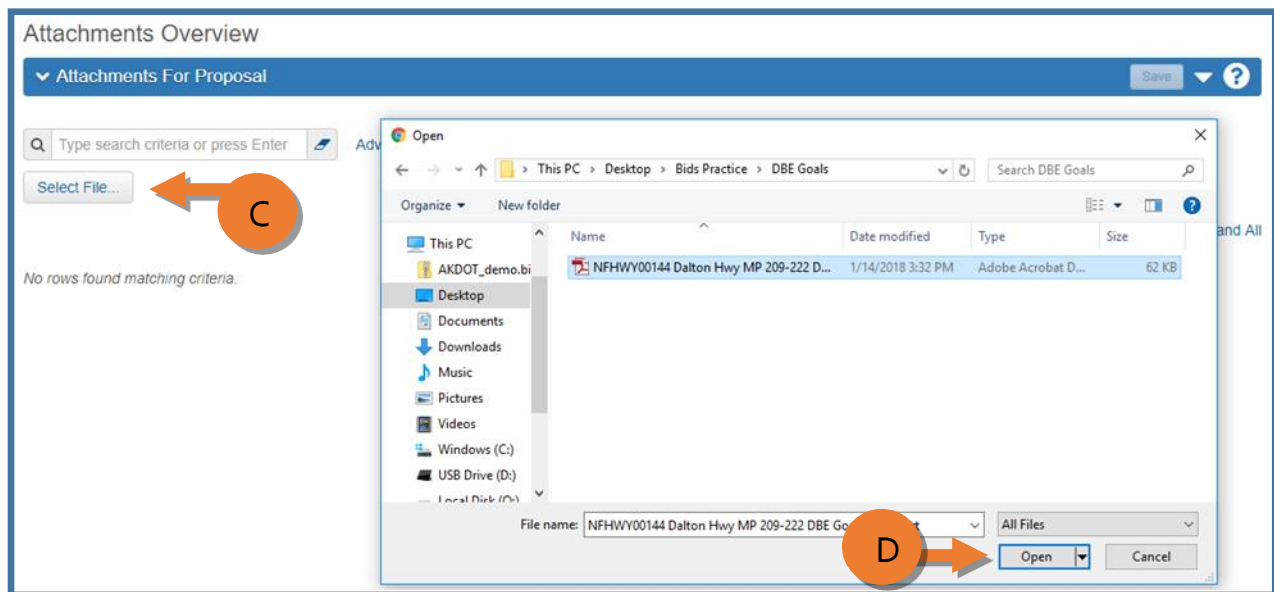


Figure 6.21

17. (E) In the **Description** field, enter the name of the attachment.
18. (F) Click <Save>.
19. Repeat to attach the PDF of the OJT Goal worksheet.

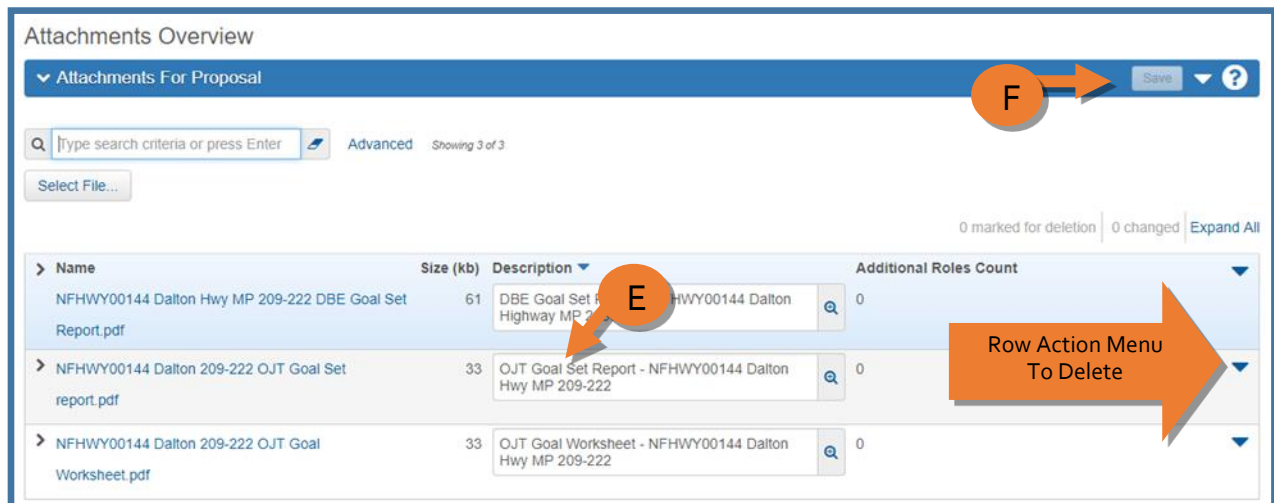



Figure 6.22

To delete an attachment:

1. Expand the Proposal Summary component **action menu**.
2. Select **Attachments**.
3. Locate the attachment you want to delete.
4. Expand the **row actions menu** on the right side and select **Delete**. The attachment is marked for deletion and users may "undo"  the action until the user clicks **<Save>**.

Once the OJT Goal information has been entered and the OJT Goal Set report and the PDF of the first page of the OJT Goal worksheet attached, notify the CRO that the goal is ready to be reviewed and let the Designer know the goal information to add the 645 training item to the engineer's estimate.

### 6.3 OJT Item Designation

The accuracy of the OJT Goal Set report depends upon the items being correctly marked as OJT or not. Regional module administrators create new items in AWP. When this happens, the RCCLs receive email notifications. Within this notification email is whether or not the item was marked as OJT or not (*Figure 6.23*).

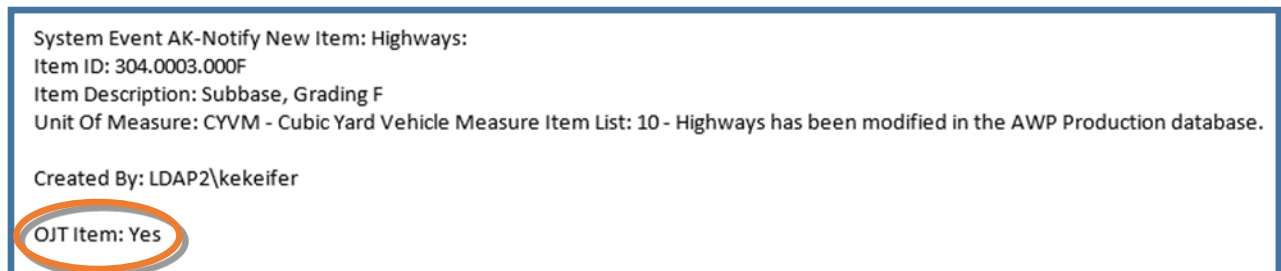


Figure 6.23

If the item has been marked correctly, there is nothing to do. If the item has been marked incorrectly, the RCCL User role has the ability to edit that field.

1. Log into AWP (see Chapter 1).
2. Make sure you are in the **RCCL User** role (see Chapter 2 for more info on roles).
3. In the Item Overview component, (A) search for and (B) select the item that needs modification (*Figure 6.24*).

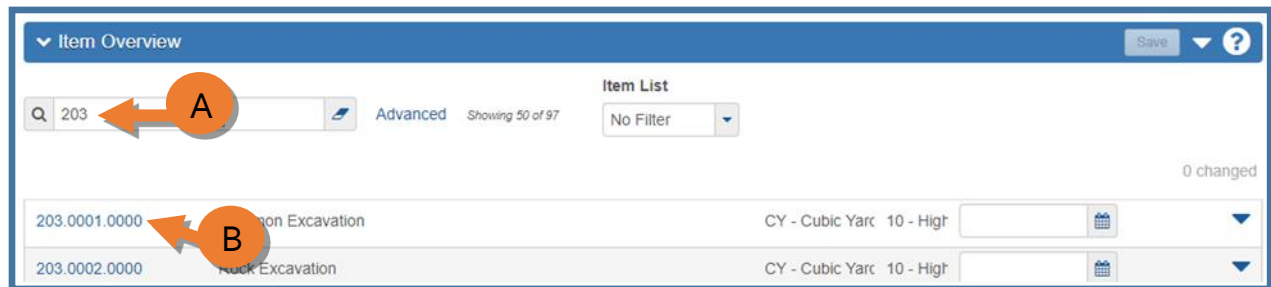


Figure 6.24

(Figure 6.25)

4. (C) Check or uncheck the **OJT Item** box as required.
5. (D) Click **<Save>**.

Item Summary

▼ Reference Item: 203.2025.0000 - Rockfall Mitigation, - 10 - Highways

General

Item ID  
203.2025.0000

Item Description  
Rockfall Mitigation,

Supplemental Description Required  
Yes

Supp Desc Instructions  
Name or Type

Furnished Material (Non Bid)  
No

Obsolete Date

Item List  
10 - Highways

2015 Spec Book's Item Number

OJT Item  
☒

Unit of Measure  
LS - Lump Sum

Created By  
LDAP2\jselmes

Save

Figure 6.25