How To Create a DBE Listing By Location and Scope

This guide was developed to provide OCTA's contracting community guidance on how to search for DBE firms based on location and scope of work.

1. First, visit the DBE Firm Database page on the Department of Transportation's website at https://dot.ca.gov/programs/civil-rights/dbe-search

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2. Click the "Access the DBE Query Form" link in blue.



- To find firms doing Construction Area Signs in Caltrans District 11, use [Caltrans Districts]>[11] [Work Category Codes] > scroll and select [C1200 Construction Area Signs]> [Start Search].
- 3. Click the "Start DBE Firms Query" link which will take you to the DBE search page.



4. You have now arrived at the California Unified Certification Program (CUCP) Database of certified DBE firms, see below:

DBE Search Caltrans	🗴 🔕 UCP Web Application - Main Fig. 🗴 🕂			
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		OCR Home	Caltrans Home	
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11 Agriculture, Fo	restry, Fishing, and Hunting	3	NAICS Coo	les

5. To get started, select a Caltrans District to add location parameters to your search:

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		OCR Home	Caltrans Home	
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View CT District Map				Download Work Category Code List
Certification Typ	Des	Race/Ethnicity		License Type
BBE (Gender	Asian Paoitlo Asian Subcontinent Black Caucestan		A General Engineering Contract ARC Architect ASB Asbestos B General Building Contractor

6. If you are unsure which District your project is located in, utilize the 'View CT District Map' link to identify the Counties included within each District:

← → C (a ucp.dot.ca.gov/img/distmap.html)



7. When selecting a District your search results will be narrowed to display DBE firms who have identified they are "ready, willing and able" to perform within the selected District. OCTA recommends that prospective proposers search in the districts surrounding the project work area as well to demonstrate a sufficient Good Faith Effort. There is also an option to search by County, to select more than one County just click the box next to each county you would like to include. For reference, OCTA's Market Area includes Orange, Los Angeles, San Bernardino and Riverside Counties.

Disadva	antaged Business Ent	erprise Firm Search		
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- 8. Now that you have selected your location parameters, you can move on to identifying a "scope" area. To search for DBE firms within a specific scope of work, you will select the applicable 'NAICS Categories' (NAICS) and/or 'Work Category Codes' (WCC) that is associated with the scope you would like to search. If you will be searching by WCC, proceed to step 13.
- 9. The North American Industry Classification System or NAICS (pronounced "nakes") is a classification of business establishments by type of economic activity (scope of work). If you are not familiar with the NAICS code associated with the scope of work you would like to search, visit <u>https://www.naics.com/search/</u> for assistance in identifying the correct NAICS category. This site will allow you to enter a keyword, that will subsequently be matched to a NAICS code.

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As an example, search for the relevant code for **Asphalt Paving work** on a Highway construction project:

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Home ***COV	Data Enrichment Business Lists ID-19***	Market Rese	arch × Produc	cts Q Company L	.ookup Q NAICS Code	
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asph	nalt paving		NAICS Se	earch Q	What are you Searching for? *	
Ente	r Keyword(s)		SIC Sea	rch Q	-Choose One-	~
NAICS	NAICS Title	Common	Keywords	<u>SIC</u> Crosswalk	Submit	
324121	Asphalt Paving Mixture and Block Manufacturing	Asphalt pavin made from p asphaltic mat	ng mixtures urchased terials	View SIC	Data Service Products	s &
324122	Asphalt Shingle and Coating Materials Manufacturing	Pitch, roofing purchased as	, made from phaltic materials	View SIC	<u>Business Lists</u> Data Appends	
324110	Petroleum Refineries	Asphalt paving mixtures made in petroleum refineries			<u>Data Append API</u> NAICS & SIC Manu	als
237310	Highway, Street, and Bridge Construction	Asphalt pavin road, street, p	ng (i.e., highway, public sidewalk)	View SIC		
327120	Clay Building Material and Refractories Manufacturing	Paving brick, manufacturin	clay, ng	View SIC	NAICS & SIC (Resources	lode
238990	All Other Specialty Trade Contractors	Concrete pav and commerce	ing, residential cial driveway and	View SIC	NAICS & SIC Search	<u>h</u> walk

Though multiple results are listed, it is always best to use the most specific work category. In this case, we will want to use the code associated with the actual asphalt paving work on a construction project. Therefore, we will utilize the **237310 Highway**, **Street and Bridge Construction** code associated with Asphalt Paving on a highway road, street, public sidewalk etc.

10. Upon identification of your NAICS code, return to the CUCP Database, scan down to the bottom left side where the "NAICS Categories" section is located. You will need to select the option that displays the first two numbers of your selected NAICS code. For the example above this would be the 23 Construction category:

Sacramento, CA 94274-0001

Firm ID		City	
DBA Name		Zip Code	
Firm Name		Area Code	
Caltrans Districts	County	Work Category Codes	
District 01 District 02 District 03 District 04 District 05	 Alameda Alpine Amador Butte Calaveras 	COMPARENT SUPPLIER	
View CT District Mep		Download Work Category Code List	
Certification Types	Race/Ethnicity	License Type	
DRE A	Asian Pacific	Contractor	
	Asian Subcontinent Black	C29 Masonry Contractor	1
Majority Owner Gender	Asian Subcontinent Black Caucasian Hispanic	C29 Masonry Contractor C31 Construction Zone Traffic Control Contractor	
Majority Owner Gender	 Asian Subcontinent Black Caucasian Hispanic 	C29 Masonry Contractor C31 Construction Zone Traffic Control Contractor NAICS Codes	

Once selected, the available NAICS codes within that category will be displayed in a bow to the right of the NAICS Categories box. Select your NAICS code. Click the box for **237310 Highway, Street, and Bridge Construction**.

- 11. Now your location and scope parameters have been set and you may proceed with submitting your query by clicking on the "Search-PDF Results" button at the bottom on page.
- 12. Success! You should now see a listing of DBE firms who have identified they are willing, ready and able to perform within your location parameters and are certified within the NAICS code you are running a search for.



13. Due to the broad nature of some NAICS categories, your search may return results that include DBE firms who may not specialize or be qualified to perform the scope of work you are looking for. In this case, it is recommended that you narrow your search by Work Category Code (WCC).

by utilizing a WCC. To find the appropriate WCC, click the "Download Work Category Code List" link underneath the respective "Work Category Codes" box.

DBA Name		Zip Code Area Code		
Caltrans Districts	County	— Г	Work Category Codes	
District 01 District 02 District 03 District 04 District 05	 Alameda Alpine Amador Butte Calaveras ✓ 		A0110 CASH GRAINS A0130 FIELD CROPS, EXCEPT CASH GRAINS A0160 VEGETABLES & MELONS	•
View CT District Map			Download Work Category Code List	
Certification Types	Race/Ethnicity		License Type	
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NAICS Categories		NAICS (Codes	
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NAICS Categories 11 Agriculture, Forestry, Fishing, and H 21 Mining 22 Utilities 32 Construction	Hunting		Codes	*

14. Upon clicking on the link, you will be prompted to download an Excel file inclusive of all available work categories. You can use this document to run a keyword search to identify which WCC is most applicable to the scope you are looking for.

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3 40130	EELD CROPS EXCEPT CASH GRAINS			
4 A0160	VEGETABLES & MELONS			
5 A0170	FRUITS & TREE NUTS			
6 A0180	HORTICULTURAL SPECIALTIES			
7 A0190	GENERAL FARMS, PRIMARILY CROP			
8 A0210	LIVESTOCK, EXCEPT DARY AND POULTRY			
9 A0240	DAIRY FARMS			
10 A0250	POULTRY & EGGS			
11 A0270	ANIMAL SPECIALTIES			
12 A0290	GENERAL FARMS, PRIMARILY ANIMAL			
13 A0710	SOIL PREPARATION SERVICES			
14 A0720	CROP SERVICES			
15 A0740	VETERINARY SERVICES			
16 A0750	ANIMAL SERVICES, EXCEPT VETERINARY			
17 A0751	Animal Control			
18 A0760	FARM LABOR & MANAGEMENT SERVICES			
19 A0780	LANDSCAPE & HORTICULTURAL SERVICES			
20 A0781	Landscaping, Tree Services			
21 A0810	TIMBER TRACTS			
22 A0830	FOREST PRODUCTS			
23 A0850	FORESTRY SERVICES			
24 A0910	COMMERCIAL FISHING			
25 A0920	FISH HATCHERIES & PRESERVES			
26 A0970	HUNTING, TRAPPING, GAME PROPAGATION			
27 81010	HON ORES			
28 81020	COPPER ORES			
29 81030	LEAD & ZINC ORES			
30 81040	GOLD & SILVEN UNES			

For example: Let us utilize our previous example of asphalt paving. Search 'Asphalt" and "Paving' independently using the "Find & Select" tool on Excel to get optimal results:

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C3862	Aerial/Photogrammetric Mapp	ing Servic	es		
C3901	ASPHALT CONCRETE	- 51			
C3910	PAVING ASPHALT (ASPHAL	T CONCR	RETE)		
C3930	PAVEMENT REINFORCING I	FABRIC			
C3940	PLACE ASPHALT CONCRET	E DIKE &	MISC		
C3990	RECYCLE, RECLAIM ASPHA	ALT CONC	RETE		

The 'Find' search shows that there are multiple WCC's that include our key words. It is important to review all options and select the code that best represents the scope of work you need performed. In this example we are looking for asphalt paving contractors which pertains to C3910- Paving Asphalt (Asphalt Concrete).

15. Upon identification of your WCC, return to the CUCP Database, within the "Work Category Code" section scan down until you find your WCC and check the box:

Work Category Codes

C3910 PAVING ASPHALT (ASPHALT CONCRETE)	0
C3930 PAVEMENT REINFORCING FABRIC	
C3940 PLACE ASPHALT CONCRETE DIKE & MISC	
C3990 RECYCLE, RECLAIM ASPHALT CONCRETE	
C4010 PORTLAND CEMENT & CONCRETE PAVEMENT	

License Type

- 16. Now that you have identified your location and scope parameters, click on the blue "Search PDF Results" button at the bottom of the page.
- 17. Success! You should now see a listing of DBE firms who have identified they are willing, ready and able to perform within your location parameters and are certified within the WCC you are running a search for.

Skip to Main Content	Back To Query Form					
Search Returned 18 Records						
Query Criteria						
Work Category Codes: C3910						
12000020						
Firm ID	36647					
DBA Name	BIG VALLEY ASPHALI					
Firm Name	SEAD REVAILURAY					
Address Line1	3010 DRIAN WAT					
Address Linez	BAKEDSEIELD					
State	CA CA					
Zin Code1	03408					
Zip Code?						
Mailing Address Line1	3510 BRIAN WAY					
Mailing Address Line2						
Mailing City	BAKERSFIELD					
Mailing State	CA					
Mailing Zip Code1	93308					
Mailing Zip Code2						
Certification Type	SWBE					
EMeil	donnawatson52@yahoo.com					
Contact Name	DONNA WATSON					
Area Code	661					
Phone Number	587-5837					
Extension						
Alt Area Code						
Alt Phone Number						
Extension						
Fex Area Code	661					
Fax Phone Number	326-8562					
Agency Name	DEPARTMENT OF TRANSPORTATION					
Counties	10; 15; 19; 39;					
Districts	06; 07; 10;					
DBE NAICS	237310; 238990;					
ACDBE NAICS						
Work Codes	C3910 PAVING ASPHALT (ASPHALT CONCRETE); C4040 CLEAN & SEAL PAVEMENT JOINTS - ROUT & SEAL CRACKS; C8501 PAVEMENT MARKER;					
Licenses	A General Engineering Contractor;					
Trucke	-					
Gender	P CAUCASIAN					
Emnicity						
Firm Type	SWBE					

18. As an additional resource in identifying the most appropriate NAICS and/or Work Category Code you can also download the Work Code Description Chart document by visiting the DBE Firm Database page on the Department of Transportation's website at https://dot.ca.gov/programs/civil-rights/dbe-search and clicking on the "Access the Work Code Description Chart" (shown below).



Home Programs Civil Rights DBE Search

DBE Search

Access the DBE Query Form

Caution: DBE regulation (49 CFR Part \$26.88) grants certifying agencies, such as Caltrans, authority to suspend DBE firms. Events that can trigger suspension include; death or incarceration of the DBE owner, DBE failing to notify in writing of any material change or if a DBE fails to timely complete and return its Annual Affidavit of no change mailed to it by a certifying agency. Certifying agencies will be implementing this policy beginning September 1, 2015.

Note: Contractors are cautioned to verify the real-time DBE database prior to hiring DBE firms. A suspended firm will have a notation on its DBE profile. While suspended, DBE firms may not be considered for contract goal on new contracts. The decision to immediately suspend a DBE is not appealable to the US Department of Transportation.

The Disadvantaged Business Enterprise (DBE) Database contains information on certified DBE firms and is updated daily. Use the database query form to find certified DBE firms to meet DBE goals on contracting requirements.

DBE Query Form Instructions / Tutorial *
 Sample Database Query / Powerpoint
 Access the Work Code Description Chart
 Caltrans District Map

Where there is a DBE goal on a contract, a Bidder must show that it took all necessary and reasonable steps to achieve a DBE goal or other requirement of <u>Appendix "A" to Part 26</u>, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient DBE participation, even if they were not fully successful.

Quick Search Tips:

- To find firms doing Construction Area Signs in Caltrans District 11, use [Caltrans Districts]>[11] [Work Category Codes] > scroll and select [C1200 Construction Area Signs]> [Start Search].
- 19. This document will provide a summary of work associated with each of the Work Category Code and the associated NAICS. It is recommended you select the "All Industries" tab on the bottom of the Excel Workbook to maximize the listing of Work Category Codes.

		-	-	-	-		
1	Work Code	Category	Description	License Requirement	NAICS Code(s)		
165 166	C3600	PENETRATION TREATMENT & PRIME COAT	Initial application of liquid to absorbent surface prepatory to construction; possibly the first coat in a series of applications.	A- General Engineering Contractor, C-12 Earthwork & Paving Contractor OR C-32 Parking & Highway Improvement - CSLB	238390 - Other Building Finishing Contractors 238990 - All Other Specialty Trade Contractors		
167							
168	BITUMINOUS	SEAL					
169	C3701	SEAL COAT	Application of asphaltic emulsion and screenings or an application of a mixture of asphaltic emulsion and added water.	C-32 Parking and Highway Improvement Coordinator OR A-General Engineering Contractor OR C-12 Earthwork & Paving Contractor - CSLB	238990 - All Other Specialty Trade Contractors		
170	C3862 same as C8762	AERIAL/PHOTOGRAMMETRIC MAPPING SERVICES See Professional Services					
171	ASPHALT CO	NCRETE					
172	C3901	ASPHALT CONCRETE	Furnishing and mixing aggregate and asphalt binder at a central mixing plant, spreading and compacting the mixture and furnishing and placing pavement reinforcing fabric.	C-12 Earthwork & Paving Contractor OR A- General Engineering Contractor-CSLB	237310 - Highway, Street, and Bridge Construction		
173	C3910	PAVING ASPHALT (ASPHALT CONCRETE)	High quality, hot mixture of asphalt cement & well graded aggregate.	C-12 Earthwork & Paving Contractor OR A- General Engineering Contractor-CSLB	237310 - Highway, Street, and Bridge Construction		
174	C3930	PAVEMENT REINFORCING FABRIC	Shall be placed on existing pavement to be surfaced or between layers of asphalt concrete when the work is shown on the plans or specified in the special provisions, or ordered by the Engineer.	C-12 Earthwork & Paving Contractor OR A- General Engineering Contractor-CSLB	237310 - Highway, Street, and Bridge Construction		
175	C3940	PLACE ASPHALT CONCRETE DIKE & MISC	Embankment used on roadways for controlling or holding back water and erosion control.	C-12 Earthwork & Paving Contractor OR A- General Engineering Contractor-CSLB	237310 - Highway, Street, and Bridge Construction		
176	C3990	RECYCLE, RECLAIM ASPHALT CONCRETE PAVEMENT	Common method of utilizing the left over rubble when structures made of concrete are demolished or renovated. Smaller pieces of concrete are used as gravel for new construction projects.	C-12 Earthwork & Paving Contractor OR A- General Engineering Contractor-CSLB	237310 - Highway, Street, and Bridge Construction		
177							
178 PORTLAND CEMENT CONCRETE PAVEMENT							
179	C4010	PORTLAND CEMENT & CONCRETE PAVEMENT	Consists of constructing a pavement of portland cement concrete on a prepared subgrade.	A- General Engineering Contractor, C-12 Earthwork & Paving Contractor OR C-8 Concrete Contractor - CSLB	238990 - All Other Specialty Trade Contractors OR 238110 - Poured Concrete Foundation and Structure Contractors		
180	C4040	CLEAN & SEAL PAVEMENT JOINTS - ROUT & SEAL CRACKS	Aids in waterproofing the pavement. Joints are sandblasted and then filled with heated sealant and may include sawing to provide a proper surface.	A-General Engineering Contractor, D-06 Concrete Related Services-CSLB OR C-8 Concrete Contractor-CSLB	238990 - All Other Specialty Trade Contractors		
181							
182 PAVEMENT SUBSEALING & JACKING		UBSEALING & JACKING					
183	C4101	PAVEMENT SUBSEALING & JACKING	Filling voids beneath existing portland cement concrete pavement, by drilling holes through the existing pavement, injecting grout through the holes and filling the drilled holes with mortar or concrete.	A-General Engineering Contractor, C-8 Concrete Contractor OR C- 61 / D-30 Pile Driving & Pressure Foundation Jacking Contractor- CSLB	561990 - All Other Support Services		
184							
10ELCDOOLT INT CONTRACTORS AND A CONTRACT							
	Construction supplier Professional services (fruckersætransportation All industries)						