

EWR Tenant MBE/WBE & Labor Force Program

MBE/WBE Program And Participation Plan Submission

1. All new Tenant Alteration Applications (TAA) must be accompanied by a complete **Minority Business Enterprise/Women Business Enterprise (MBE/WBE) Participation Plan**. Although not required at the time of initial submission, the completed plan should be submitted to EWR Tenant Facilities Office as soon as practical. Applications will be approved for construction only after the Port Authority has **reviewed and accepted** the proposed **MBE/WBE Participation Plan (See Figure V4 in section V)**.
2. The Plan should include the following information:
 - a). TAA No.
 - b). Name of Tenant
 - c). Name and telephone number of designated tenant MBE/WBE contact person
 - d). Project Title and Location
 - e). Name of Prime/General Contractor
 - f). Total Construction \$ Value
 - g). Name, addresses, and telephone #'s for proposed MBE/WBE contractor (s)
 - h). Description of work services to be provided by MBE/WBE contractor (s)
 - i). Approximated dollar value of work to be performed by each MBE/WBE contractor.
 - j). Percent of participation in relationship to the cost of the overall project for each MBE/WBE contractor.
3. Current Port Authority MBE/WBE Program participation goals are 12% MBE and 5% WBE of total A/E and construction project dollars and the submitted participation plan should meet or exceed these goals or good faith efforts need to be demonstrated if these goals are not met.
4. **MBE/WBE firms must be Port Authority certified**. A list of Port Authority certified MBE/WBE contractors is available from **Dolores Pollard, Affirmative Action Coordinator**, located at Newark International Airport, Building 70, Brewster Road, Newark, NJ 07114. Phone numbers 973/624-7692 or Barbara Gibson, Affirmative Action Administrator at 973/624-6970.
5. In order to assure that the planned goals are being met, a monthly **Statement of MBE/WBE Payments Report (see figure V-21 in section V)** must be submitted throughout the construction period.

NOTE: Monthly Statement of M/W/DBE Payments report should be submitted monthly to the EWR Affirmative Action Office throughout the life of the project.

Labor Force Program and Monthly Employment Utilization Report Submission.

6. In addition to MBE/WBE Program, it is important that the construction labor force reflect community demographics. Tenants are, therefore, requested to **submit a Monthly Employment Utilization Report (see Figure V-19 in section V)**, which itemizes the minority and female participation in the construction labor force during project construction.
7. The current minority participation goals for the work force - re 30% for skilled trades and 40% for laborers. The current female goals for skilled trades and laborers are 6.9%.

NOTE: Monthly Employment Utilization Reports should be submitted by the 15th day of each month for previous months work activity.

GENERAL: Both the **Statements of MBE/WBE Payments Report** and **Monthly Employment Utilization Report** should be submitted to Dolores Pollard, Affirmative Action Coordinator, Newark International Airport, Building 70, Brewster Road, Newark, NJ 07114. **Please remember to identify each submittal with the proper TAA number.**