

MEMORANDUM

To: District Engineering Administrators
District Construction Engineers

From: Clayton W. Richter, P.E., Director of Construction

RE: Addition of Section 107.1.2.6 to the 2004 Construction Manual

Date: July 1, 2025

Please see attached to this memorandum the Construction Manual addition of section 107.1.2.6 DBE Commercially Useful Function (CUF) Field Review Documentation.

Thank you for your assistance ensuring project documentation is in compliance with this updated guidance.

CWR:pkm

ec: Robert E. Isgett III, P.E., Chief Engineer for Alternative Delivery and Construction
Chris J. Gaskins, P.E., Director of Alternative Delivery
Greg Davis, Division Director, Minority & Small Business Affairs
Patrick McKenzie, P.E., State Construction Engineer
Josh Quattlebaum, P.E., State Bridge Construction Engineer
Carolyn Fisher, P.E., Construction Alternative Delivery Engineer
Merritt Vann, QMT Manager

File:Con/Construction Manual/2004 Updates



107.1.2.6 DBE Commercially Useful Function (CUF) Field Review Documentation

The SCDOT and prime contractor receive credit toward the DBE goal (contract and overall) only when a DBE working on a contract performs a CUF. The RCE will monitor DBE activity to ensure that all DBEs performing work on a contract are performing a CUF. During prosecution of the work, the RCE or designee are to perform a field CUF review of each DBE performing work on each contract a minimum of one time to ensure compliance. It is recommended that the review be performed as soon as practical after a DBE starts work on the contract to ensure DBEs not performing an acceptable CUF are identified as soon as possible. The prime contractor and DBEs working on the contract are to cooperate with the field review. Document review on SCDOT Form 100.26. The form is to be completed in its entirety. If any concerns or issues are found, note them in the Comments section and contact the Division of Minority and Small Business Affairs Technical Assistance Unit immediately. If no concerns or issues are observed during the review, note that as well in the Comments section. Form 100.26 is to be signed by the field reviewer and placed into the contract's ProjectWise project files. All CUFs performed each quarter on a contract are to be submitted to the Division of Minority and Small Business Affairs office once each quarter along with other DBE related quarterly submittals. All SCDOT personnel are required to maintain thorough and accurate project records using appropriate SCDOT Construction Forms and project file system.