

FLORIDA DEPARTMENT OF TRANSPORTATION
Procurement Office
605 Suwannee Street, MS 20
Tallahassee, Florida 32399-0450
Phone: (850) 414-4568
Fax: (850) 414-4951

ADDENDUM NO. 1

DATE: October 16, 2012

RFP NO: RFP-DOT-12/13-9010-JP

RFP TITLE: Disadvantaged Business Enterprises (DBE) Supportive Services Program

PROPOSAL DUE DATE AND TIME: October 23, 2012 at 3:00 P.M., LOCAL TIME

Notice is hereby given of the following attachments:

Questions and Answers

Interested Vendors List

Supportive Services Program contract

Quarterly Accomplishments Reports

Year End Report 2010 -2011

September 2012 BRG Monthly Report

Proposers must acknowledge receipt of this Addendum by completing and returning to the Procurement Office, by no later than the time and date of the proposal opening. **Failure to do so may subject the proposer to disqualification.**

Joyce Plummer, Procurement Agent

_____ Proposer

_____ Address

_____ Submitted by (Signature)

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Questions received from Prospective Proposers and FDOT Answers

RFP Title: Disadvantaged Business Enterprises (DBE) Supportive Services Program

RFP Number: RFP-DOT-12/13-9010-JP

1. For the price proposal, please confirm that expenses are only travel and per diem as authorized by Florida Statute 112.016? **FDOT Answer: No, other expenses in addition to travel can be included.**
 2. How do we price out the cost of a subcontractor who would be providing a portion of the work in the price proposal? Would we include the staff in the personnel classifications listing or would they be included as overhead costs in each salary line item? **FDOT Answer: Subcontractors should be included in the personnel classification listings.**
 3. How many DBE's are assisted each contract year? **FDOT Answer: Any Florida certified DBE seeking work on FDOT road and bridge contracts are eligible for assistance. As of October 4, 2012, FDOT had 1,112 certified DBEs.**
 4. Are the quarterly and/or annual performance reports for the past two program years available to bidders? **FDOT Answer: The quarterly and annual reports are available for the past year, see attached.**
 5. In the Scope of Work, Attachment A, page 22 last bullet – by consultant do you mean the CMDP consultant or the Supportive Services consultant (i.e., internal monitoring)? **FDOT Answer: Consultant is referring to the consultant who is awarded this contract.**
 6. Can you provide us with a copy of the attendees at the bidder's conference? **FDOT Answer: See Attached**
-
1. What is the average number of new DBEs that are certified each year? **FDOT Answer: About 200**
 2. Approximately how many DBEs are approved for Back Office Assistance? **FDOT Answer: NONE**
 3. If a firm request Back Office Assistance and are not approved by FDOT, is the successful bidder able to provide this support to a DBE or Prime for a charge? **FDOT Answer: NO.**
 4. How frequently does the FDOT desire training workshops and program? And, should they be in each District and Statewide? **FDOT Answer: The strategies to provide training workshops should be included in the proposals.**

Paul A. Nunnally
Chief Strategist

Meridian Point Consulting, LLC (Formerly Savant Ventures, LLC)
Website: www.meridianpointconsulting.com
Phone: 561.616.8001



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REQUEST FOR PROPOSAL REGISTRATION

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Company Name: Southern Florida Minority Supplier Development Council

Address: 9499 NE 2nd Avenue, Suite 201

City, State, Zip: Miami, FL, 33169

Telephone: (305) 762-6151 Fax Number: (305) 762-6158

Contact Person: Beatrice Louissaint

Internet E-Mail Address: beatrice@sfmsdc.org

For further information on this process, you may e-mail or telephone: Joyce Plummer at joyce.plummer@dot.state.fl.us Telephone: (850) 414-4568.

Plummer, Joyce

From: Marchilene Harlee [mharlee@telnet1consulting.com]
Sent: Wednesday, October 10, 2012 7:43 PM
To: Plummer, Joyce
Subject: Meeting attendance
Attachments: OSD MBE Certificate.pdf

Importance: High

Hi Joyce:

Per your request, this is just a note to let you know that I attended the meeting on the phone today for the RFP-DOT-12/13-9010-JP.

The Name of my company is TelNet 1 Consulting. I am interested in becoming a sub-contractor on this project, so if you can please forward me the contact information of the companies that was in attendance today, it will be greatly appreciated.

Thank you very much for your advice last week, and I look forward to getting that information from you soon.

Thanks

p.s. please see my certification attached, just in case you need it.

Marchilene Harlee

Business Consultant/Owner

Valrico, FL 33596

Ph: 813-703-6235

Cell: 813-270-3547

Fax: 813-651-2083

email: mharlee@telnet1consulting.com

www.telnet1consulting.com



For all your communication and network needs.

Plummer, Joyce

From: Jennifer Donald [jenniferdonald@mdcgconsulting.com]
Sent: Wednesday, October 10, 2012 5:04 PM
To: Plummer, Joyce
Subject: DBE Supportive Services Program Verification of Attendance @ Pre-Proposal Conference Call

Hello Joyce,

Just wanted to inform you that our company was present on the phone for the Pre- Proposal Conference call. Thanks so much and let us know if you need any additional information.

Jennifer Donald, President and CEO

Metropolitan Design and Consulting Group, Inc. (MDCG)

(850) 878-5818 (office)

e-mail: jdonald@mdcgconsulting.com

Plummer, Joyce

From: Beatrice Louissaint [Beatrice@sfmsdc.org]
Sent: Wednesday, October 10, 2012 1:59 PM
To: Plummer, Joyce
Subject: on call

Joyce,

I'm on the call.

Take care,

Beatrice Louissaint, President
Southern Florida Minority Supplier Development Council, SFMSDC Formerly Florida Regional Minority Business Council, FRMBC
9499 N.E. 2nd Avenue, Suite 201
Miami, FL 33138
Phone: (305) 762-6151
Fax: (305) 762-6158
www.sfmsdc.org

Save the Dates
September 28th
SFMSDC 37th Annual Awards Gala

December 7th
2012 Symposium

Initiatives: DoingWellWhileDoingGood™ | Industry Groups and Committees Social Media: FaceBook | YouTube | Twitter

SFMSDC is a 501(c)(3) non-profit organization and an affiliate of the National Minority Supplier Development Council (NMSDC)

CONFIDENTIALITY NOTICE: This e-mail/fax communication and any attachments may contain confidential and privileged information for the use of the designated recipients named above. If you are not the intended recipient, you are hereby notified that you have received this communication in error and that any review, disclosure, dissemination, distribution or

Plummer, Joyce

From: Keith Bowers [Thomas.Bowers@Famu.edu]
Sent: Wednesday, October 10, 2012 2:02 PM
To: Plummer, Joyce
Subject: Conference Call

Joyce,

I am on the call today as a Supportive Services Provider with Florida A&M University Construction Management Development and Bond Guarantee Program.

Keith Bowers
Regional Director SBDC
CMDP-BGP
850.561.2392

keith.bowers@fam.u.edu

"Helping Businesses Start, Grow & Succeed"



Plummer, Joyce

From: Keith Carr [keithcarr@forefrontllc.net]
Sent: Wednesday, October 10, 2012 2:24 PM
To: Plummer, Joyce
Subject: Conference Call Attendance

Mrs. Plummer,

Per your request, this email is to inform you that Forefront Consulting LLC participated on today's conference call. Thank you very much.

Sincerely,

Keith D. Carr

Keith D. Carr
Principal Consultant

#FOREFRONT

1477 Market Street
Tallahassee, FL 32312
850-545-1892 Tel.
850-894-3817 fax

keithcarr@forefrontllc.net
www.forefrontllc.net

Plummer, Joyce

From: Deirdre Kyle [ddkyle@dwilsongroup.net]
Sent: Wednesday, October 10, 2012 3:44 PM
To: Plummer, Joyce
Subject: FDOT Supportive Services

Hi Joyce,

I was a teleconference participant in pre-proposal. If you need any additional information for your list, please let me know.

Deirdre D. Kyle
Principal
D. Wilson Consulting Group, LLC
904-757-9300 Office
904-800-2478 Fax
www.dwilsongroup.net

8(a); D/M/WBE Management Consulting Firm

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Plummer, Joyce

From: Brown, Jacquelin J
Sent: Wednesday, October 10, 2012 4:58 PM
To: Plummer, Joyce
Subject: Pre-Proposal Conference for DBESSP

Just wanted to confirm my attendance at the teleconference today; subject above.

Jacquelin D. Brown

District Contract Compliance Manager

FDOT - District One

jacquelin.brown@dot.state.fl.us

863-519-2757

FAX: 863-534-0071

LEADERSHIP IS INFLUENCE

~ John C. Maxwell~

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Company Name: Miami Dade Chamber of Commerce

Address: 1951 NW 7th Avenue 3rd Floor

City, State, Zip: MIAMI, FL 33136

Telephone: 305 751-8648 Fax Number: (850) 758-3839

Contact Person: Bill Diggs

internet E-Mail Address: bdiggs@m-dcc.org

For further information on this process, you may e-mail or telephone: Joyce Plummer at joyce.plummer@dot.state.fl.us Telephone: (850) 414-4568.

State of Florida **RECEIVED**
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 TALLAHASSEE, FLA. 32399

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Company Name: ESP Media Corp.

Address: 1028 East Park Ave.

City, State, Zip: Tallahassee, FL, 32301

Telephone: 850 577-0789 Fax Number: (850) 224-7477

Contact Person: WINDELL PRIGE

Internet E-Mail Address: Windell@espmedia.net

For further information on this process, you may e-mail or telephone: Joyce Plummer at joyce.plummer@dot.state.fl.us Telephone: (850) 414-4568.

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Company Name: AHRMDCO International LLC

Address: 14405 Walters Road, Suite 1002

City, State, Zip: Houston, Texas 77014

Telephone: (713) 589-3688 Fax Number: (281) 764-1266

Contact Person: Roderick Lemon

Internet E-Mail Address: rlemon@ahrmddoint.com

For further information on this process, you may e-mail or telephone: Joyce Plummer at joyce.plummer@dot.state.fl.us Telephone: (850) 414-4568.

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Address: 9499 NE 2nd Avenue, Suite 201

City, State, Zip: Miami, FL, 33169

Telephone: (305) 762-6151 Fax Number: (305) 762-6158

Contact Person: Beatrice Louissaint

Internet E-Mail Address: beatrice@sfmsdc.org

For further information on this process, you may e-mail or telephone: Joyce Plummer at joyce.plummer@dot.state.fl.us Telephone: (850) 414-4568.

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Company Name: Focused Management Solutions

Address: 20 West University Avenue, Suite 301L

City, State, Zip: Gainesville, FL 32601

Telephone: (352) 872-5901 Fax Number: (352) 872-5908

Contact Person: Candace Phinney

Internet E-Mail Address: cphinney@fmsworks.com

For further information on this process, you may e-mail or telephone: Joyce Plummer at joyce.plummer@dot.state.fl.us Telephone: (850) 414-4568.

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Company Name: Gardant Technologies Inc.

Address: 804 South Military Trail

City, State, Zip: Deerfield Beach, FL 33442

Telephone: (1.866.855.3788) Fax Number: (1.888.340.8001)

Contact Person: Lorna Magill

Internet E-Mail Address: lorna@gardantglobal.com

For further information on this process, you may e-mail or telephone: Joyce Plummer at joyce.plummer@dot.state.fl.us Telephone: (850) 414-4568.

08-12

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Company Name: Forefront Consulting, LLC

Address: 1477 Market Street

City, State, Zip: Tallahassee, FL 32312

Telephone: (850) 894-3837 Fax Number: (850) 894-3817

Contact Person: Keith D. Carr

Internet E-Mail Address: Keithcarr@forefrontllc.net

For further information on this process, you may e-mail or telephone: Joyce Plummer at joyce.plummer@dot.state.fl.us Telephone: (850) 414-4568.

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Company Name: BLACKMON ROBERTS GROUP, INC.

Address: 902 SOUTH FLORIDA AVENUE, SUITE 205

City, State, Zip: LAKELAND FL 33803

Telephone: (863) 802-1280 Fax Number: (863) 802-1290

Contact Person: SYLVIA BLACKMON-ROBERTS

Internet E-Mail Address: SYLVIA@BLACKMONROBERTS.COM

For further information on this process, you may e-mail or telephone: Joyce Plummer at joyce.plummer@dot.state.fl.us Telephone: (850) 414-4568.

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Company Name: D. Wilson Consulting Group, LLC

Address: 14816 Amelia View Drive

City, State, Zip: Jacksonville, FL 32226

Telephone: (904) 757-9300 Fax Number: (904) 800-2478

Contact Person: Deirdre D. Kyle

Internet E-Mail Address: ddkyle@dwilsongroup.net

For further information on this process, you may e-mail or telephone: Joyce Plummer at joyce.plummer@dot.state.fl.us Telephone: (850) 414-4568.

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THE REQUEST FOR PROPOSAL DOCUMENT YOU RECEIVED IS SUBJECT TO CHANGE. Notice of changes (addenda), will be posted on the Florida Vendor Bid System at www.myflorida.com , under this RFP number (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", then click on "Search Advertisements", click on the drop-down arrow beside the box under Advertisement Type, select Competitive Solicitation, click on the drop-down arrow beside the box under Agency, select DEPARTMENT OF TRANSPORTATION, then go to the bottom of the same page and click on Initiate Search). It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting your proposal.

Company Name: Metropolitan Design and Consulting Group, Inc.

Address: 2415 North Monroe Street, Building 2038

City, State, Zip: Tallahassee, Florida 32303

Telephone: (850) 878-5818 Fax Number: (850) 878-5816

Contact Person: Jennifer Donald

Internet E-Mail Address: jdonald@mdcgroupconsulting.com

For further information on this process, you may e-mail or telephone: Joyce Plummer at joyce.plummer@dot.state.fl.us Telephone: (850) 414-4568.

State of Florida
Department of Transportation
Procurement Office
605 Suwannee Street, MS 20
Tallahassee, Florida 32399-0450

REQUEST FOR PROPOSAL REGISTRATION

**PLEASE COMPLETE AND RETURN THIS FORM ASAP
TO THE ABOVE ADDRESS OR FAX TO (850) 414-4951**

RFP Number: RFP-DOT-12/13-9010-JP

Title: Disadvantaged Business Enterprises (DBE) Supportive Services Program

Proposal Due Date & Time: October 23, 2012 at 3:00p.m., Local Time

Potential proposers should notify our office by returning this Registration Form as soon as possible after downloading. Complete the information below and fax this sheet only to the Florida Department of Transportation Procurement Office at (850) 414-4951, or mail to the address noted above.

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DEBORAH K. THOMPSON, CONSULTANTS

Company Name: _____

Address: 3120 Atlantic Blvd.

City, State, Zip: Jacksonville, Florida 32207

Telephone: (904) 472-7528 Fax Number: (904) 737-6523

Contact Person: DEBORAH K. THOMPSON, OWNER

Internet E-Mail Address: deborah@dkiconsultants.com

For further information on this process, you may e-mail or telephone: Joyce Plummer at joyce.plummer@dot.state.fl.us Telephone: (850) 414-4568.

State of Florida
Department of Transportation
Procurement Office
605 Suwannee Street, MS 20
Tallahassee, Florida 32399-0450

REQUEST FOR PROPOSAL REGISTRATION

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Company Name: TelNet 1 Consulting

Address: 3208 Fox Squirrel Lane

City, State, Zip: Valrico, FL 33596

Telephone: (813) 703-6235 Fax Number: (813) 651-2083.

Contact Person: Marchilene Harlee

Internet E-Mail Address: mharlee@telnet1consulting.com

For further information on this process, you may e-mail or telephone: Joyce Plummer at joyce.plummer@dot.state.fl.us Telephone: (850) 414-4568.

PRE-PROPOSAL CONFERENCE SIGN-IN SHEET
RFP-DOT-12/13-9010-JP

TITLE: Disadvantaged Business Enterprises (DBE) Supportive Services Program
October 10, 2012 @ 2:00 PM

| Representative Name (Please Print) | Company/Vendor Name (Please Print) | Telephone Number | E-mail Address |
|---------------------------------------|---------------------------------------|------------------|-----------------------------------|
| Candace Phinney | Focused Mgt. Solutions | 352-213-6102 | cphinney@fmsworks.com |
| MARCELA STANISLAUS | BRG | 802-1280 | MSTANISLAUS@BLACKMENROBERTS.COM |
| Sylvia Blackmon-Robert | BRG | " | syvia@blackmenroberts.com |
| Mark V. Thomas | BRG | 863-802-1280 | mvtomms@ " " |
| Dana Kimura | BRG | 407-228-6169 | Manalapinta@yahoo.com |
| Guendolya Colman Diasta | MH Miles, CPA | 404-633-4555 | gwdiasta@mhmcpa.com |
| JOSE FERNANDEZ | Florida Compass Group | 407-943-5350 | JOSE.FERNANDEZ@FLCOMPASS.COM |
| Nobuya Dantzer | FDOT | 386-943-5357 | Malaya.dantzer@dot.state.fl.us |
| Lorrie A. Matthews | FDOT | 386-943-5480 | Lorrie.A.Matthews@dot.state.fl.us |
| Ronald Baker | FDOT | 850-414-5272 | RON.BAKER@DOT.STATE.FL.US |
| VICTORIA MTH | FDOT | 850-414-4746 | Victoria.Smith@dot.state.fl.us |
| | | | |
| | | | |

PRE-PROPOSAL CONFERENCE SIGN-IN SHEET
RFP-DOT-12/13-9010-JP

TITLE: Disadvantaged Business Enterprises (DBE) Supportive Services Program
October 10, 2012 @ 2:00 PM

| Representative Name (Please Print) | Company/Vendor Name (Please Print) | Telephone Number | E-mail Address |
|---------------------------------------|---------------------------------------|---------------------|---------------------------------|
| Katherine Beck | Beck Consulting Group | 850 422-0111 | kbeck@beckconsultinggroup.us |
| Bridget Lee | " " | " " | " " |
| Sally Dawnic | " " | " " | releasas@hlc@hlc.com |
| Deborah K. Thompson | Deborah K. Thompson, Consultants | 904 472-7528 | info@dkconsultants.com |
| Melissa Hong | Visual Solutions, Inc | (904) 732-2343 | melissa@visualsolutionsinc.com |
| Dana Ford-Francis | Technology Con Demond LLC | 904-316-0410 | info@techcentral.com |
| Tom Russt | FDOT | 850 414 4808 | Tom.Russt@DOT.STATE.FL.US |
| Robert Newland | Newland | 407 771-4141 | rnewland@newland-associates.com |
| Terry V. Watson | FDOT | 850 414-4763 | terry.watson@dot.state.fl.us |
| Thomas Huggins | ABG / FDOT DBESDP | (813) 207-0003 | thomas@arielbusinessgroup.com |
| | | | |
| | | | |
| | | | |



DR. BRIDGET S. LEE
Diversity Coordinator
Sustainable Services

ORLANDO UTILITIES COMMISSION
Reliable Plaza at 100 West Anderson St
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407.434.2221 Fax
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Decatur, GA 30033
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WWW.MHM-CPA.COM



Thomas Huggins, III
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Katherine G. Beck
Government and Transportation Services

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kbeck@beckconsultinggroup.us

Office: (850) 422-1011
Cell: (850) 566-0999
Fax: (850) 422-1069



MBE, DBE, 8(a), and FMSDC
Certified Minority Company

Melissa Hong, PMP
President / CEO

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Fax: (904) 732-2345

9550 Regency Square Blvd., Suite #803
Jacksonville, FL 32225
Melissa@VisualSolutionsInc.com
www.VisualSolutionsInc.com



SeaPort-e
FL State Term

DEBORAH K. THOMPSON, CONSULTANTS

Deborah K. Thompson
OWNER
3120 Atlantic Boulevard
Jacksonville, Florida 32207



DEBORAH@DKTCONSULTANTS.COM

904.472.7528 p
904.737.6523 f



Jose Fernandez
President

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Orlando

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San Juan



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Roberts**
GROUP, INC.

Sylvia Blackmon-Roberts
PRESIDENT/CEO

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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
STANDARD WRITTEN AGREEMENT

375-040-19
PROCUREMENT - 02/07
Page 1 of 7

Agreement No.: BDP09
Financial Project I.D.: _____
F.E.I.D. No: F59-3198561-001
Procurement No.: RFP-DOT-08/09-9027-JP
D.M.S. Catalog Class No.: 973-165 & 973-290

BY THIS AGREEMENT, made and entered into this 16th day of November, 2009, by and between the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION, hereinafter called the "Department" and Blackmon Roberts Group, Inc.

of 902 South Florida Avenue - Suite 205, Lakeland, Florida 33803

duly authorized to conduct business in the State of Florida, hereinafter called "Vendor," hereby agree as follows:

1. SERVICES AND PERFORMANCE

A. In connection with Disadvantaged Business Enterprises (DBE) Supportive Services Program

the Department does hereby retain the Vendor to furnish certain services, information, and items as described in Exhibit "A," attached hereto and made a part hereof.

B. Before making any additions or deletions to the work described in this Agreement, and before undertaking any changes or revisions to such work, the parties shall negotiate any necessary cost changes and shall enter into an Amendment covering such work and compensation. Reference herein to this Agreement shall include any amendment(s).

C. All tracings, plans, specifications, maps, computer files, and reports prepared or obtained under this Agreement, as well as all data collected, together with summaries and charts derived therefrom, shall be the exclusive property of the Department without restriction or limitation on their use and shall be made available, upon request, to the Department at any time during the performance of such services and/or upon completion or termination of this Agreement. Upon delivery to the Department of said document(s), the Department shall become the custodian thereof in accordance with Chapter 119, Florida Statutes. The Vendor shall not copyright any material and products or patent any invention developed under this Agreement. The Department shall have the right to visit the site for inspection of the work and the products of the Vendor at any time.

D. All final plans, documents, reports, studies, and other data prepared by the Vendor shall bear the professional's seal/signature, in accordance with the applicable Florida Statutes, Administrative Rules promulgated by the Department of Business and Professional Regulation, and guidelines published by the Department, in effect at the time of execution of this Agreement. In the event that changes in the statutes or rules create a conflict with the requirements of published guidelines, requirements of the statutes and rules shall take precedence.

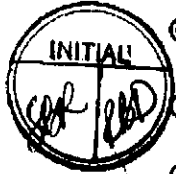
E. The Vendor agrees to provide project schedule progress reports in a format acceptable to the Department and at intervals established by the Department. The Department shall be entitled at all times to be advised, at its request, as to the status of work being done by the Vendor and of the details thereof. Coordination shall be maintained by the Vendor with representatives of the Department, or of other agencies interested in the project on behalf of the Department. Either party to this Agreement may request and be granted a conference.

F. All services shall be performed by the Vendor to the satisfaction of the Director who shall decide all questions, difficulties, and disputes of any nature whatsoever that may arise under or by reason of this Agreement, the prosecution and fulfillment of the services hereunder and the character, quality, amount of value thereof; and the decision upon all claims, questions, and disputes shall be final and binding upon the parties hereto. Adjustments of compensation and contract time because of any major changes in the work that may become necessary or desirable as the work progresses shall be subject to mutual agreement of the parties, and amendment(s) shall be entered into by the parties in accordance herewith.

Reference herein to the Director shall mean the
Director of Administration

2. TERM

- A. Initial Term. This Agreement shall begin on date of execution and shall remain in full force and effect through completion of all services required or _____, whichever occurs first. Subsequent to the execution of this Agreement by both parties, the services to be rendered by the Vendor shall commence and be completed in accordance with the option selected below. (Select box and indicate date(s) as appropriate):



- Upon date of execution
- Services shall commence ~~October 1, 2009~~ September 30, 2010 and shall be completed by Nov. 12, 2010 or date of termination, whichever occurs first.
- Services shall commence upon written notice from the Department's Contract Manager and shall be completed by _____ or date of termination, whichever occurs first.
- Other: See Exhibit "A"

B. RENEWALS (Select appropriate box):

- This Agreement may not be renewed.
- This Agreement may be renewed for a period that may not exceed three (3) years or the term of the original contract, whichever period is longer. Renewals shall be contingent upon satisfactory performance evaluations by the Department and subject to the availability of funds. Any renewal or extension shall be in writing and shall be subject to the same terms and conditions set forth in this Agreement.

- C. EXTENSIONS. In the event that circumstances arise which make performance by the Vendor impracticable or impossible within the time allowed or which prevent a new contract from being executed, the Department, in its discretion, may grant an extension of this Agreement. Extension of this Agreement shall be in writing for a period not to exceed six (6) months and shall be subject to the same terms and conditions set forth in this Agreement; provided the Department may, in its discretion, grant a proportional increase in the total dollar amount based on the method and rate established herein. There shall be only one extension of this Agreement unless the failure to meet the criteria set forth in this Agreement for completion of this Agreement is due to events beyond the control of the Vendor.

It shall be the responsibility of the Vendor to ensure at all times that sufficient time remains in the Project Schedule within which to complete services on the project. In the event there have been delays which would affect the project completion date, the Vendor shall submit a written request to the Department which identifies the reason(s) for the delay and the amount of time related to each reason. The Department shall review the request and make a determination as to granting all or part of the requested extension.

3. COMPENSATION AND PAYMENT

- A. Payment shall be made only after receipt and approval of goods and services unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Section 215.422(14), Florida Statutes.
- B. If this Agreement involves units of deliverables, then such units must be received and accepted in writing by the Contract Manager prior to payments.
- C. Bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper preaudit and postaudit thereof.
- D. The bills for any travel expenses, when authorized by terms of this Agreement and by the Department's Project Manager, shall be submitted in accordance with Section 112.061, Florida Statutes, and Chapter 3 - Travel, Department's Disbursement Operations Manual, 350-030-400.
- E. Vendors providing goods and services to the Department should be aware of the following time frames. Upon receipt, the Department has five (5) working days to inspect and approve the goods and services, unless otherwise specified herein. The Department has twenty (20) days to deliver a request for payment (voucher) to the Department of Financial Services. The twenty (20) days are measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved.

- F. If a payment is not available within forty (40) days, a separate interest penalty as established pursuant to Section 215.422, Florida Statutes, shall be due and payable, in addition to the invoice amount, to the Vendor. Interest penalties of less than one (1) dollar shall not be enforced unless the Vendor requests payment. Invoices which have to be returned to a Vendor because of Vendor preparation errors shall result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.
- G. The State of Florida, through the Department of Management Services, has instituted MyFloridaMarketPlace, a statewide eProcurement system. Pursuant to Section 287.057(23), Florida Statutes, all payments shall be assessed a transaction fee of one percent (1%), which the Vendor shall pay to the State. For payments within the State accounting system (FLAIR or its successor), the transaction fee shall, when possible, be automatically deducted from payments to the Vendor. If automatic deduction is not possible, the Vendor shall pay the transaction fee pursuant to Rule 60A-1.031 (2), Florida Administrative Code. By submission of these reports and corresponding payments, Vendor certifies their correctness. All such reports and payments shall be subject to audit by the State or its designee. The Vendor shall receive a credit for any transaction fee paid by the Vendor for the purchase of any item(s) if such item(s) are returned to the Vendor through no fault, act, or omission of the Vendor. Notwithstanding the foregoing, a transaction fee is non-refundable when an item is rejected or returned, or declined, due to the Vendor's failure to perform or comply with specifications or requirements of the Agreement. Failure to comply with these requirements shall constitute grounds for declaring the Vendor in default and recovering procurement costs from the Vendor in addition to all outstanding fees. **VENDORS DELINQUENT IN PAYING TRANSACTION FEES MAY BE EXCLUDED FROM CONDUCTING FUTURE BUSINESS WITH THE STATE.**
- H. A vendor ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516 or by calling the Consumer Hotline, 877-693-5236.
- I. Records of costs incurred under terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for three (3) years after final payment for the work pursuant to this Agreement is made. Copies of these documents and records shall be furnished to the Department upon request. Records of costs incurred shall include the Vendor's general accounting records and the project records, together with supporting documents and records of the Vendor and all subcontractors performing work on the project, and all other records of the Vendor and subcontractors considered necessary by the Department for a proper audit of project costs.
- J. The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding one (1) year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years. Accordingly, the Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature.

4. INDEMNITY AND PAYMENT FOR CLAIMS

- A. **INDEMNITY:** To the extent permitted by Florida Law, the Vendor shall indemnify and hold harmless the Department, its officers and employees from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by negligence, recklessness, or intentional wrongful misconduct of the Vendor and persons employed or utilized by the Vendor in the performance of this Agreement.

It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof, a third party beneficiary hereunder, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement.

PAYMENT FOR CLAIMS: The Vendor guarantees the payment of all just claims for materials, supplies, tools, or labor and other just claims against the Vendor or any subcontractor, in connection with the Agreement. The Department's final acceptance and payment does not release the Vendor's bond until all such claims are paid or released.

B. LIABILITY INSURANCE. (Select and complete as appropriate):

No general liability insurance is required.

The Vendor shall carry and keep in force during the term of this Agreement, a general liability insurance policy or policies with a company or companies authorized to do business in Florida, affording public liability insurance with a combined bodily injury limits of at least \$ _____ per person and \$ _____ each occurrence, and property damage insurance of at least \$ _____ each occurrence, for the services to be rendered in accordance with this Agreement.

The Vendor shall have and maintain during the term of this Agreement, a professional liability insurance policy or policies or an irrevocable letter of credit established pursuant to Chapter 675 Section 337.106, Florida Statutes, with a company or companies authorized to do business in the State of Florida, affording liability coverage for the professional services to be rendered in with this Agreement in the amount of \$ _____.

C. WORKERS' COMPENSATION. The Vendor shall also carry and keep in force Workers' Compensation insurance as required for the State of Florida under the Workers' Compensation Law.

D. PERFORMANCE AND PAYMENT BOND. (Select as appropriate):

No Bond is required.

Prior to commencement of any services pursuant to this Agreement and at all times during the term hereof, including renewals and extensions, the Vendor will supply to the Department and keep in force a bond provided by a surety authorized to do business in the State of Florida, payable to the Department and conditioned for the prompt, faithful, and efficient performance of this Agreement according to the terms and conditions hereof and within the time periods specified herein, and for the prompt payment of all persons furnishing labor, materials, equipment, and supplies therefor.

E. CERTIFICATION. With respect to any insurance policy required pursuant to this Agreement, all such policies shall be issued by companies licensed to do business in the State of Florida. The Vendor shall provide to the Department certificates showing the required coverage to be in effect and showing the Department to be an additional certificate holder. Such policies shall provide that the insurance is not cancelable except upon thirty (30) days prior written notice to the Department.

5. COMPLIANCE WITH LAWS

- A. The Vendor shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Vendor in conjunction with this Agreement. Failure by the Vendor to grant such public access shall be grounds for immediate unilateral cancellation of this Agreement by the Department.
- B. The Vendor agrees that it shall make no statements, press releases or publicity releases concerning this Agreement or its subject matter or otherwise disclose or permit to be disclosed any of the data or other information obtained or furnished in compliance with this Agreement, or any particulars thereof, during the period of the Agreement, without first notifying the Department's Contract Manager and securing prior written consent. The Vendor also agrees that it shall not publish, copyright, or patent any of the data developed under this Agreement, it being understood that such data or information are works made for hire and the property of the Department.
- C. The Vendor shall comply with all federal, state, and local laws and ordinances applicable to the work or payment for work thereof, and will not discriminate on the grounds of race, color, religion, sex, national origin, age, or disability in the performance of work under this Agreement.
- D. If the Vendor is licensed by the Department of Business and Professional Regulation to perform the services herein contracted, then Section 337.162, Florida Statutes, applies as follows:
- (1) If the Department has knowledge or reason to believe that any person has violated the provisions of state professional licensing laws or rules, it shall submit a complaint regarding the violations to the Department of Business and Professional Regulation. The complaint shall be confidential.

- (2) Any person who is employed by the Department and who is licensed by the Department of Business and Professional Regulation and who, through the course of the person's employment, has knowledge to believe that any person has violated the provisions of state professional licensing laws or rules shall submit a complaint regarding the violations to the Department of Business and Professional Regulation. Failure to submit a complaint about the violations may be grounds for disciplinary action pursuant to Chapter 455, Florida Statutes, and the state licensing law applicable to that licensee. The complaint shall be confidential.
- (3) Any complaints submitted to the Department of Business and Professional Regulation are confidential and exempt from Section 119.07(1), Florida Statutes, pursuant to Chapter 455, Florida Statutes, and applicable state law.

- E. The Vendor covenants and agrees that it and its employees and agents shall be bound by the standards of conduct provided in applicable law and applicable rules of the Board of Business and Professional Regulation as they relate to work performed under this Agreement. The Vendor further covenants and agrees that when a former state employee is employed by the Vendor, the Vendor shall require that strict adherence by the former state employee to Sections 112.313 and 112.3185, Florida Statutes, is a condition of employment for said former state employee. These statutes will by reference be made a part of this Agreement as though set forth in full. The Vendor agrees to incorporate the provisions of this paragraph in any subcontract into which it might enter with reference to the work performed pursuant to this Agreement.
- F. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity, may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids, proposals, or replies on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of thirty-six (36) months following the date of being placed on the convicted vendor list.
- G. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity, may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids, proposals, or replies on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity.
- H. The Department shall consider the employment by any vendor of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If the Vendor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this agreement.
- I. Pursuant to Section 216.347, Florida Statutes, the vendor may not expend any State funds for the purpose of lobbying the Legislature, the judicial branch, or a state agency.

6. TERMINATION AND DEFAULT

- A. This Agreement may be canceled by the Department in whole or in part at any time the interest of the Department requires such termination. The Department reserves the right to terminate or cancel this Agreement in the event an assignment be made for the benefit of creditors.
- B. If the Department determines that the performance of the Vendor is not satisfactory, the Department shall have the option of (a) immediately terminating the Agreement, or (b) notifying the Vendor of the deficiency with a requirement that the deficiency be corrected within a specified time, otherwise the Agreement will be terminated at the end of such time, or (c) taking whatever action is deemed appropriate by the Department.
- C. If the Department requires termination of the Agreement for reasons other than unsatisfactory performance of the Vendor, the Department shall notify the Vendor of such termination, with instructions as to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.

- D. If the Agreement is terminated before performance is completed, the Vendor shall be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed an amount which is the same percentage of the agreement price as the amount of work satisfactorily completed is a percentage of the total work called for by this Agreement. All work in progress shall become the property of the Department and shall be turned over promptly by the Vendor.

7. ASSIGNMENT AND SUBCONTRACTS

- A. The Vendor shall maintain an adequate and competent staff so as to enable the Vendor to timely perform under this Agreement and may associate with it such subcontractors, for the purpose of its services hereunder, without additional cost to the Department, other than those costs within the limits and terms of this Agreement. The Vendor is fully responsible for satisfactory completion of all subcontracted work. The Vendor, however, shall not sublet, assign, or transfer any work under this Agreement to other than subcontractors specified in the proposal, bid, and/or Agreement without the written consent of the Department.

- B. Select the appropriate box:

The following provision is not applicable to this Agreement:

The following provision is hereby incorporated in and made a part of this Agreement:

It is expressly understood and agreed that any articles that are the subject of, or required to carry out this Agreement shall be purchased from a nonprofit agency for the blind or for the severely handicapped that is qualified pursuant to Chapter 413, Florida Statutes, in the same manner and under the same procedures set forth in Section 413.036(1) and (2), Florida Statutes; and for purposes of this Agreement the person, firm, or other business entity (Vendor) carrying out the provisions of this Agreement shall be deemed to be substituted for the state agency (Department) insofar as dealings with such qualified nonprofit agency are concerned.

The following provision is hereby incorporated in and made a part of this Agreement:

It is expressly understood and agreed that any articles which are the subject of, or required to carry out this Agreement shall be purchased from the corporation identified under Chapter 946, Florida Statutes, in the same manner and under the procedures set forth in Sections 946.515(2) and (4), Florida Statutes; and for purposes of this Agreement the person, firm, or other business entity (Vendor) carrying out the provisions of this Agreement shall be deemed to be substituted for this agency (Department) insofar as dealings with such corporation are concerned.

The "corporation identified" is Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE). Available pricing, products, and delivery schedules may be obtained by contacting:

PRIDE Enterprises
12425 - 28th Street, North
St. Petersburg, FL 33716-1826
(800)643-8459

This Agreement involves the expenditure of federal funds and Section 946.515, Florida Statutes, as noted above, does not apply. However, Appendix I is applicable to all parties and is hereof made a part of this Agreement.

8. MISCELLANEOUS

- A. The Vendor and its employees, agents, representatives, or subcontractors are not employees of the Department and are not entitled to the benefits of State of Florida employees. Except to the extent expressly authorized herein, Vendor and its employees, agents, representatives, or subcontractors are not agents of the Department or the State for any purpose or authority such as to bind or represent the interests thereof, and shall not represent that it is an agent or that it is acting on the behalf of the Department or the State. The Department shall not be bound by any unauthorized acts or conduct of the Vendor or its employees, agents, representatives, or subcontractors. Vendor agrees to include this provision in all its subcontracts under this Agreement.
- B. All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular. All words used in any gender shall extend to and include all genders.

- C. This Agreement embodies the whole agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this Agreement shall supersede all previous communications, representations, or agreements, either verbal or written, between the parties hereto. The State of Florida terms and conditions, whether general or specific, shall take precedence over and supersede any inconsistent or conflicting provision in any attached terms and conditions of the Vendor.
- D. It is understood and agreed by the parties hereto that if any part, term or provision of this Agreement is by the courts held to be illegal or in conflict with any law of the State of Florida, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision held to be invalid.
- E. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.
- F. In any legal action related to this Agreement, instituted by either party, the Vendor hereby waives any and all privileges and rights it may have under Chapter 47 and Section 337.19, Florida Statutes, relating to venue, as it now exists or may hereafter be amended, and any and all such privileges and rights it may have under any other statute, rule, or case law, including, but not limited to those grounded on convenience. Any such legal action may be brought in the appropriate Court in the county chosen by the Department and in the event that any such legal action is filed by the Vendor, the Vendor hereby consents to the transfer of venue to the county chosen by the Department upon the Department filing a motion requesting the same.
- G. If this Agreement involves the purchase or maintenance of information technology as defined in Section 282.0041, Florida Statutes, the selected provisions of the attached Appendix II are made a part of this Agreement.
- H. If this Agreement is the result of a formal solicitation (Invitation to Bid, Request for Proposal or Invitation to Negotiate), the Department of Management Services Forms PUR1000 and PUR1001, included in the solicitation, are incorporated herein by reference and made a part of this Agreement.
- I. Time is of the essence as to each and every obligation under this Agreement.
- J. The following attachments are incorporated and made a part of this agreement:
Exhibit A, Scope of Services; Exhibit B, Method of Compensation
Exhibit C, Price Proposal
Terms for Federal Aid Contracts (Appendix 1)
- K. Other Provisions:

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized officers on the day, month and year set forth above.

Blackmon Roberts Group, Inc.

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

Name of Vendor

BY: Sylvia Blackmon-Roberts
Authorized Signature

BY: Ruth B. Dillard
Authorized Signature

Sylvia Blackmon-Roberts
(Print/Type)

Ruth B. Dillard
(Print/Type)

Title: President/CEO

Title: Director of Administration

FOR DEPARTMENT USE ONLY

APPROVED:
Joyce Plummer
Procurement Office

LEGAL REVIEW:
[Signature]

EXHIBIT "A"
SCOPE OF PROGRAM SERVICES

INTRODUCTION:

The Florida Department of Transportation (FDOT) is seeking an experienced and knowledgeable, results-oriented and innovative Disadvantaged Business Enterprise Program Supportive Services Provider (DBE/SSP) to provide supportive services to disadvantaged business enterprises conducting business with or planning to conduct business with FDOT. Supportive Services are those activities and services designed to contribute to the growth and eventual self-sufficiency of DBEs so that they may achieve proficiency in competing for prime contracts and subcontracts.

PROGRAM GOALS:

The primary goal of the DBE/SS program is to increase the number of DBEs participating on FDOT contracts and the dollar percentage awarded to DBEs by:

- Matching contractors/ consultants with certified DBEs as a subcontractor/sub-consultant/supplier;
- Assisting certified DBEs in becoming prime contractors/consultants and in obtaining contracts as a prime contractor/consultant on FDOT projects; and
- Increasing the number of certified DBE contractors and consultants doing business with the Florida Department of Transportation. (The Florida Department of Transportation will provide benchmarks to the selected DBE/SS consultant to measure accomplishment of the primary goals of the DBE/SS program.)

PROGRAM REQUIREMENTS:

The DBE/SS consultant is expected to **propose in detail their own methods** to accomplish the goals of this agreement, but will be required to provide these minimum program requirements:

- Provide extensive specialized assistance to specific DBEs to help them move from subs to prime, when requested and identified by the project manager.
- Conduct needs assessments of certified FDOT DBEs to determine their training and technical assistance needs, and then use this information to structure **ongoing** programs and services that will enable disadvantaged business enterprises to become better prepared to compete for and receive transportation –related contract awards. This can be done through written, electronic or telephone surveys; however, the needs assessment must also be conducted on all newly certified DBEs (estimated to be about 100 statewide). **The DBE/SS Program project manager must approve the needs assessment tool and receive a report of the results, including a summary and details by DBE.** Provide training to DBEs based upon the needs assessment as deemed necessary or as directed by the project manager. The training can be provided in a group or one-on-one setting or using on-line methods. A minimum of 300 DBEs statewide must be provided training based on their needs.

- Conduct on-site visits for all newly certified DBEs in Florida and phone contact with newly certified DBEs outside of Florida to explain the free services provided by the DBE/SS consultant within (60) days of certification. FDOT will provide a list of all newly certified DBEs monthly.
- Identify and assist eligible, non-certified firms in the highway construction industry in becoming DBE certified. The consultant must be knowledgeable of the DBE eligibility requirements as prescribed in 49 CFR Part 26 and the DBE certification process.
- Collaborate with the United States Small Business Administration, the Florida A&M University Small Business Development Center and other Small Business Development Centers across the state, the Florida Department of Management Services Office of Supplier Diversity, and other community-based organizations that provide general management, technical assistance, and training to disseminate additional resources and information available to DBEs and potential DBEs.
- Conduct outreach activities and disseminate information to potential DBEs with special emphasis in the North Florida region that have the potential for doing business in the transportation industry.
- Collaborate with banks and other lending institutions, and bonding companies to conduct workshops on financial assistance available to DBEs.
- Assist prime contractors and consultants with identifying DBE subcontractors and sub-consultants for sub contracting and sub consulting opportunities on FDOT projects.
- Attend Title VI assessment meetings with DBE Program Specialist to identify the needs of prime contractors and consultants with limited or no DBE participation on federally funded contracts. The consultant will identify DBE subcontractors and subconsultants for prime contractors and consultants for potential opportunities. This can be done written, electronic and/or telephone as well as meeting with contractor/consultant and DBE firm(s).
- Conduct at least one DBE Matchmaker conference in each of the Departments seven (7) operating Districts and the Turnpike Office for a total of eight (8) DBE Matchmaker Conferences during the contract performance period. A representative from the FDOT District Construction, Professional Services, and Maintenance Office need to be present.
- Identify DBEs for participation in the Construction Management Development and Bond Guarantee Program at the Florida A&M University Small Business Development Center.
- Assist DBEs with one-on-one matchmaking with prime contractors and consultants.
- Assist DBEs with identifying and bidding Business Development Initiative reserved contracts.
- Assist DBEs with identifying contracting opportunities on design build and public private partnership contracts.
- Assist DBE supplier firms with identifying contracting opportunities. The consultant must have some knowledge of the product evaluation process and qualified products list (QPL).
- Subscribe to the Office of Contract Administration's Bid Solicitation Notice (BSN) subscription to receive notification of advertised projects within FDOT, then disseminate to DBEs.
- Encourage DBEs and small businesses to subscribe to the Office of Contract Administration's BSN subscription to receive notification of advertised projects within FDOT.

- Provide assistance to DBEs needing assistance with the prequalification/ overhead audit processes.
- Conduct a survey of DBEs, not on the Department's bidder's list to find out why they are not bidding on FDOT contracts. **The DBE/SS Program project manager must approve the survey and survey tool and receive a detailed report of the results.** (FDOT will provide a list of DBEs on the Department's bidder's list.)

The DBE/SS consultant **must be qualified** and proficient in the six categories described below.

Category I: BONDING

Bonding – Provide a variety of bonding techniques that would enhance the DBE contractor's abilities to expand their bonding resources and provide a better understanding of bonding requirements and preparing the package for FDOT contracts.

Category II: CONSTRUCTION

Estimating – Effective methods or techniques needed to project a statement of the cost of work to be performed.

Plan Reading – Technical knowledge associated with reading, understanding, interpreting and utilizing contract plans for construction work.

Pre-bid Conferences – provide assistance to DBEs on understanding the responsibilities and FDOT expectations in reference to a pre-bid conference which may include, but is not limited to, a general review of the completed plans and specifications plus a detailed review of the project's special requirements.

Category III: ACCOUNTING & CASH FLOW MANAGEMENT

Accounting – Provide assistance and instruction in processing account receivables and payables, etc. Provide overhead audit preparation assistance.

Cash flow management – Provide assistance in determining cost associated with scheduling projects and mobilization costs and the utilization of the cash flow model using computer spreadsheet programs, time line and other methods to determine cost associated with construction or maintenance projects.

Category IV: BUSINESS MANAGEMENT, BUSINESS PLANS, & MARKETING

Business Management – Provide DBEs with instructions on effective business management, total quality management, etc.

Business Plans – Provide assistance in the development and modification of business plans.

Marketing – Assist DBE firms with marketing their business to prime contractors and FDOT during construction lettings. Assist DBEs with identifying prime contractor and prime consultant and FDOT expectations. Assist engineering firms with identification of potential projects and advise in the development of proposals.

Category V: BUSINESS LAW, EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION

Business Law – Provide specific employment information or instruction concerning business issues that may affect the ability of the DBE to perform such subcontract agreements, worker's compensation, Davis-Bacon wage rate compliance and other relevant issues addressed within FDOT contracts.

Equal Employment Opportunity (EEO) and Affirmative Action – Provide specific EEO, civil rights or affirmative action information and assistance to meet the requirements listed within the specifications for FDOT contracts.

Category VI: TRAINING

Computer Training – Training on the use of applications such as spreadsheets for business application, payroll, software, etc.

- Training on the use of the internet, especially how to navigate the FDOT website to identify available contracts and how to do business with the Department and Department required web sites to include the Equal Opportunity Reporting System (EORS) and Consultant Invoice Transmittal System (CITS), Bid Express and Expedite.
- Safety Requirements- Safety requirements mandated by federal and state regulations or statutes, in addition to the training or safety techniques necessary to carry out these duties.

MANDATORY REPORTING REQUIREMENTS:

A monthly activity report addressing all requirements and the achievements in accomplishing the goals of this contract and the purpose of the program is required within 15 days after the end of a calendar month. An annual report in a format provided by the Department is also required and is due within 45 days after the end of the contract period. The selected consultant is expected to have a functional database immediately to capture all data addressing the all program requirements.

The monthly activity report shall include, but is not limited to:

- Name of DBEs and total number of DBEs completing needs assessments.
- Name of DBEs and total number of DBEs trained and **type** of training provided.
- Name of DBEs assisted, primary work specialty, and dates of assistance; detailed explanation of the type of assistance provided; hours of assistance; physical location/address where assistance was provided.
- Names of newly certified DBEs visited (Florida firms) or called (out-of-state firms).
- Names of eligible highway-related firms that were recruited to submit a DBE application.
- Names and total number of firms recruited that obtained a DBE certification.
- Names and total number of DBEs assisted in completing a business plan.
- Names of DBEs assisted in obtaining a subcontract on a FDOT project (list contract number and dollar amount).

- Names of DBEs assisted in obtaining a FDOT contract as a prime (list contract number and dollar amount).
- Names of DBEs whose bond applications were approved as a result of your assistance.
- Names of DBEs that received their prequalification in construction or unlimited qualification in consulting as a result of your assistance.
- Names of DBEs that increased their bonding capacity as a result of your assistance.
- Names of DBEs with financial increase, i.e., line of credit, net income, cash balance, etc., as a result of your assistance.
- Any other activities and accomplishments.
- Concerns and barriers in goal accomplishment.

The comprehensive annual report shall include, but is not limited to:

- Comprehensive account of accomplishments.
- Concerns identified and resolutions implemented.
- Recommendations for improvement.
- Others items impacting performance.

FINANCIAL AND ACTIVITY REPORT:

The financial and activity report will be included as in integral part of the monthly invoice and be due to the Equal Opportunity Office within 15 days after the end of a calendar month. Documentation must be sufficient to justify the particular expenses incurred and billed to the DBE/SS program. To assist the Department with accurate tracking and reconciliation and to meet federal reporting requirements it is mandatory that the consultant includes the Department's assigned contract agreement number on all submitted invoices.

SATISFACTORY PERFORMANCE FOR CONTRACT RENEWAL:

Overall performance measures will be used by the Department to determine if this contract will be renewed annually. The performance measures are based upon the purpose of the program (to increase the number of certified DBEs participating in the highway program and to contribute to the growth and eventual self-sufficiency of DBE firms) and the primary goal of this contract (to increase the number of DBEs participating on FDOT contracts and the dollar percentage awarded to DBEs). The performance measures are:

1. Increase in the number of certified DBEs obtaining subcontracts on an FDOT project.
2. Increase in the number of certified DBEs obtaining prime contracts with FDOT.
3. Increase in the percentage of dollars awarded to DBEs on subcontracts.
4. Increase in the percentage of dollars awarded to DBEs on prime contracts.

The Department will provide the selected consultant with baseline data to assist with meeting the goals of this contract and to assist the Department in determining whether or not the consultant has accomplished the goals of this contract.

STAFFING/PERSONNEL:

If FDOT determines that the consultant's personnel/staff are unable to assist satisfactorily in their area of expertise or to communicate effectively, FDOT will request the immediate removal of that person(s) from the contract. Substitution of approved personnel may be made, but requires approval of the FDOT project manager before beginning work if references or past work performance is questionable or unfavorable. Work performed by staff/personnel not approved by the FDOT project manager will not be reimbursed by the Department.

The consultant's request to add or delete personnel/staff shall be done in writing to the FDOT project manager. All consultant personnel/staff shall meet minimum qualifications, have experience comparable to the person they are replacing and at no additional cost to FDOT. The consultant's personnel/staff can be rejected by FDOT if references or past work performance is questionable or unfavorable. The consultant is permitted to subcontract services if needed to address staffing deficiencies and/ or needs in the more technical areas and to assist with staff deficiencies due to turnover.

EXHIBIT "B"
METHOD OF COMPENSATION

1.0 **PURPOSE:**

This Exhibit defines the limits of compensation to be made to the contractor for the services set forth in Exhibit "A" and the method by which payments shall be made.

2.0 **COMPENSATION:**

For the satisfactory performance of services detailed in Exhibit "A", the Vendor shall be paid up to a Maximum Amount of \$500,000.00. The Department, based upon need and availability of funds, may increase or decrease the Maximum Amount by Amendment.

3.0 **PROGRESS PAYMENTS:**

The Vendor shall submit monthly invoices in a format acceptable to the Department. Payment for services shall be made at the hourly billing rates in Exhibit "C", as approved by the Department. The hourly billing rates shall include the costs of salaries, overhead, fringe benefits and operating margin. Payment for expenses shall be made on the basis of actual allowable cost incurred as authorized and approved by the Department. **The invoice shall include documentation of work-hours provided and itemization of costs incurred (including receipts), as well as the financial and activity report.**

Invoices shall be submitted to: Florida Department of Transportation
Equal Opportunity Office
Attn: Nita Jackson, DBE/SS Project Manager
605 Suwannee Street, MS 65
Tallahassee, Florida 32399-0450

4.0 **DETAILS OF COSTS AND FEES:**

Details of the Contractor's hourly billing rates for the performance of the services are contained in Exhibit "C", attached hereto and made a part hereof.

5.0 **TANGIBLE PERSONAL PROPERTY:**

This contract does not involve the purchase of Tangible Personal Property, as defined in Chapter 273, F.S.

Exhibit "C"

"PRICE PROPOSAL" FORM**Disadvantaged Business Enterprises (DBE) Supportive Services Program**

| <u>Personnel Classifications</u> | <u>Estimated Work-Hours*</u> | <u>Hourly Billing Rate**</u> | <u>Total</u> |
|----------------------------------|------------------------------|------------------------------|---------------------|
| <u>Project Administrator</u> | <u>218</u> | <u>\$55.00</u> | <u>11,990.00</u> |
| <u>Project Manager</u> | <u>436</u> | <u>55.00</u> | <u>23,980.00</u> |
| <u>Consultants</u> | <u>6124.6</u> | <u>50.00</u> | <u>306,230.00</u> |
| <u>Technical Support</u> | <u>2080</u> | <u>30.00</u> | <u>62,400.00</u> |
| <u>Project Support</u> | <u>1820</u> | <u>30.00</u> | <u>54,600.00</u> |
| <u>Sub-Consultants</u> | <u>416</u> | <u>50.00</u> | <u>20,800.00</u> |
| | | | <u>480,000.00</u> |
| | | | <u>20,000.00</u> |
| | | | <u>\$500,000.00</u> |

*The Estimated Work-Hours shall match hours proposed in the Work Plan of the Technical Proposal.

**The Hourly Billing Rates shall include the costs of salaries, overhead, fringe benefits and operating margin. These rates shall remain in effect for any contract renewals.

***Expenses – This is an estimated amount which shall be paid at actual allowable expenses incurred in accordance with Section 112.061, Florida Statutes.

NOTE: THE BUDGET FOR THIS PROJECT SHALL NOT EXCEED \$500,000.00. ANY PROPOSAL ABOVE THIS AMOUNT WILL BE CONSIDERED NON-RESPONSIVE.

NOTE: In submitting a response, the proposer acknowledges they have read and agree to the solicitation terms and conditions and their submission is made in conformance with those terms and conditions.

ACKNOWLEDGEMENT: I certify that I have read and agree to abide by all terms and conditions of this solicitation and that I am authorized to sign for the proposer. I certify that the response submitted is made in conformance with all requirements of the solicitation.

Proposer: Blackmon Roberts Group, Inc FEID # 59-3198561

Address: 902 S. Florida Ave., Ste. 205 City, State, Zip Lakeland, FL 33803

Authorized Signature: *Sylvia Blackmon-Roberts* Date: 2/10/2009

Printed / Typed: Sylvia Blackmon-Roberts Title: President/CEO

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
TERMS FOR FEDERAL AID CONTRACTS (APPENDIX 1):
CONTRACT (Purchase Order) # BDP 09

375-040-40
PROCUREMENT - 02/07
Page 1 of 2

The following terms apply to all contracts in which it is indicated in Section 7.B of the Standard Written Agreement, the Master Agreement Terms and Conditions, the Contractual Services Agreement, or the Purchase Order Terms and Conditions, that the contract involves the expenditure of federal funds:

- A. It is understood and agreed that all rights of the Department relating to inspection, review, approval, patents, copyrights, and audit of the work, tracing, plans, specifications, maps, data, and cost records relating to this Agreement shall also be reserved and held by authorized representatives of the United States of America.
- B. It is understood and agreed that, in order to permit federal participation, no supplemental agreement of any nature may be entered into by the parties hereto with regard to the work to be performed hereunder without the approval of U.S.D.O.T., anything to the contrary in this Agreement notwithstanding.
- C. **Compliance with Regulations:** The Consultant shall comply with the regulations of the U.S. Department of Transportation relative to nondiscrimination in federally-assisted programs of the U.S. Department of Transportation (Title 49, Code of Federal Regulations, Part 21, hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of the contract.
- D. **Nondiscrimination:** The Consultant, with regard to the work performed by him after award and prior to completion of the contract work, will not discriminate on the grounds of race, color, religion, sex or national origin in the selection and retention of subcontractors, including procurements of material and leases of equipment. The consultant will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the program set forth in Appendix B of the Regulations.
- E. **Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations made by competitive bidding or negotiation made by the Consultant for work to be performed under a subcontract, including procurements of materials and leases of equipment, each potential subcontractor, supplier or lessor shall be notified by a consultant of the consultant's obligations under this contract and the regulations relative to nondiscrimination on the grounds of race, color, religion, sex or national origin.
- F. **Information and Reports:** The Consultant will provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Department or U.S. Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall certify to the Department, or the U.S. Department of Transportation, as appropriate, and shall set forth what efforts it has made to obtain the information.
- G. **Sanctions of Noncompliance:** In the event of the Consultant's noncompliance with the nondiscrimination provisions of this contract, the State of Florida Department of Transportation shall impose such contract sanctions as it or the U.S. Department of Transportation may determine to be appropriate, including, but not limited to,
 - 1. withholding of payments to the Consultant under the contract until the Consultant complies and/or
 - 2. cancellation, termination or suspension of the contract, in whole or in part.
- H. **Incorporation or Provisions:** The Consultant will include the provisions of Paragraph A. through H. in every subcontract, including procurements of materials and leases of equipment unless exempt by the Regulations, order, or instructions issued pursuant thereto. The Consultant will take such action with respect to any subcontract or procurement as the State of Florida Department of Transportation or the U.S. Department of Transportation may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided, however, that, in the event a Consultant becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Consultant may request the State to enter into such litigation to protect the interests of the State, and, in addition, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.
- I. **Interest of Members of Congress:** No member of or delegate to the Congress of the United States be admitted to any share or part of this contract or to any benefit arising therefrom.
- J. **Interest of Public Officials:** No member, officer, or employee of the public body or of a local public body during his tenure or for one year thereafter shall be any interest, direct or indirect, in this contract or the proceeds thereof. For purposes of this provision, public body shall include municipalities and other political subdivisions of States; and public corporations, boards, and commissions established under the laws of any State.

- K. Participation by Minority Business Enterprises: The Consultant shall agree to abide by statements in Paragraph (1) and (2) which follow. These statements shall be included in all subsequent agreements between the Consultant and any subconsultant or contractor.
1. **"Policy:** It is the policy of the Department of Transportation that minority business enterprises as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this agreement. Consequently, the MBE requirements of 49 CFR Part 23 apply to this agreement."
 2. **"MBE Obligation:** The recipient or its contractor agrees to ensure that minority business enterprises, as defined in 49 CFR Part 23, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that minority business enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts."
- L. It is mutually understood and agreed that the willful falsification, distortion or misrepresentation with respect to any facts related to the project(s) described in this Agreement is a violation of the Federal Law. Accordingly, United States Code, Title 18, Section 1020, is hereby incorporated by reference and made a part of this Agreement.
- M. It is understood and agreed that if the Consultant at any time learns that the certification it provided the Department in compliance with 49 CFR, Section 23.51, was erroneous when submitted or has become erroneous by reason of changed circumstances, the Consultant shall provide immediate written notice to the Department. It is further agreed that the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" as set forth in 49 CFR, Section 29.510, shall be included by the Consultant in all lower tier covered transactions and in all aforementioned federal regulation.
- N. The Department hereby certifies that neither the consultant nor the consultant's representative has been required by the Department, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this contract, to
1. employ or retain, or agree to employ or retain, any firm or person, or
 2. pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration or any kind;
- The Department further acknowledges that this agreement will be furnished to a federal agency, in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.
- O. The Consultant hereby certifies that it has not:
1. employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above contractor) to solicit or secure this contract;
 2. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this contract; or
 3. paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above contractor) any fee contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract.

The Consultant further acknowledges that this agreement will be furnished to the State of Florida Department of Transportation and a federal agency in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

**FLORIDA DEPARTMENT OF TRANSPORTATION
EQUAL OPPORTUNITY OFFICE
DISADVANTAGED BUSINESS ENTERPRISE SUPPORTIVE SERVICES PROGRAM
1st QUARTER FFY 2011/12 (OCTOBER THRU DECEMBER 2011) ACCOMPLISHMENTS REPORT**

A. GENERAL INFORMATION/INTRODUCTION

This report contains highlights of the Disadvantaged Business Enterprise Supportive Services (DBE/SS) Program's accomplishments for the reporting period of October thru December, 2011. The contents of this report provide an overview of the DBE/SS Program's accomplishments and activities for the first quarter 2012 reporting period. The services provided by Florida Department Of Transportation's (FDOT) DBE/SS Program Provider, Blackmon Roberts Group (BRG), are designed to assist DBEs obtain road and bridge contracts , and help provide DBEs with the skills needed to grow and become self sufficient, with the ability to successfully compete with currently established businesses. Training for DBEs is designed to meet their individual needs, including both one-on-one and onsite field instruction.

The goal of the DBE/SS program is to increase both the number of qualified DBEs participating on FDOT contracts and the percentage of the dollar amount awarded by:

- Matching contractors and consultants with certified DBEs as a subcontractor, sub-consultant or supplier.
- Assisting certified DBEs in becoming prime contractors or consultants, and in obtaining contracts as a prime contractor or consultant on FDOT projects, as a result, increasing the number of certified DBE contractors and consultants doing business with FDOT.

The contract between BRG was amended in November, 2011 and resulted in a number of changes, in both the responsibilities of the service provider, and the reporting of services provided, including:

- **Consolidation of Program Requirements**
 - DBE Certification Support - Assist firms through the steps necessary to become DBE certified.
 - DBE Technical Assistance and Needs Assessments - Provide one-on-one assistance to certified firms in areas such as; bonding, statements of costs, accounting, business planning, business management and marketing. Provide ongoing communication to DBEs to better prepare them to compete for and receive transportation related awards.
 - DBE General Outreach - Participate in Matchmaker conferences, district meetings, and other events to identify opportunities for DBEs and share this information with DBEs.

- Contractor Assistance - Assist contractors and consultants identify DBE subcontractors and sub consultants, to increase opportunities for DBEs to compete for the opportunity to bid on FDOT projects.
- **Reporting of Monthly Activities:**
 - Names of DBEs and total number of DBEs trained or assisted, listing the type of DBE, the type of industry, the type of assistance, and whether the firm was a new, returning or continuing customer.
 - Names and total number of firms that requested assistance with DBE certification.
 - Names of DBEs assisted in obtaining a subcontract on a FDOT project.
 - Names of DBEs assisted in obtaining a FDOT contract as a prime.
- **Monthly Performance Results:**
 - Names of DBEs that received FDOT contracts as a prime or subcontractor or sub consultant during the month and the assistance provided to help the DBE obtain that contract.
 - Names of DBEs that submitted a bid or proposal on an FDOT contract during the previous month and the type of assistance provided to help the DBE bid on the contract.
 - Names of DBEs that were certified during the previous month and the type of assistance provided in helping the firm become a certified DBE.
 - Names of DBEs that graduated during the previous month and the type of assistance provided to help the firm graduate.
 - Percentage of DBEs assisted in cases where the DBE application did not require FDOT follow-up to obtain missing data.

B. DBE PROGRAM PERFORMANCE

| Prime DBE Awarded Contract Amount | DBE Prime Contracts | DBE Prime Commitment Amount |
|--|----------------------------|------------------------------------|
| \$15,815,239.75 | 43 | \$11,785,785.00 |

| DBE Sub Commitment Amount | Subcontracts Awarded |
|----------------------------------|-----------------------------|
| \$81,003,370 | 425 |

**Disadvantaged Business Enterprise Anticipated Participation
October thru December 2011
State Funded Dollars**

| District | *Construction | | | Professional Services | | | Total | | |
|--------------|----------------------|--------------------|--------------|-----------------------|---------------------|---------------|----------------------|---------------------|--------------|
| | Amount | DBE Dollars | DBE % | Amount | DBE Dollars | DBE % | Amount | DBE Dollars | DBE % |
| 1 | \$9,930,061 | \$598,967 | 6.03% | \$18,016,170 | \$3,394,434 | 18.84% | \$27,946,231 | \$3,993,401 | 14.29% |
| 2 | \$7,471,729 | \$281,521 | 3.77% | \$14,376,726 | \$1,863,962 | 12.97% | \$21,848,455 | \$2,145,483 | 9.82% |
| 3 | \$6,604,664 | \$105,856 | 1.60% | \$9,406,724 | \$1,355,740 | 14.41% | \$16,011,388 | \$1,461,596 | 9.13% |
| 4 | \$2,608,044 | \$513,661 | 19.70% | \$9,170,964 | \$2,852,951 | 31.11% | \$11,779,008 | \$3,366,612 | 28.58% |
| 5 | \$4,055,360 | \$103,702 | 2.56% | \$5,783,212 | \$499,227 | 8.63% | \$9,838,572 | \$602,929 | 6.13% |
| 6 | \$4,349,439 | \$440,073 | 10.12% | \$12,535,487 | \$2,058,585 | 16.42% | \$16,884,926 | \$2,498,658 | 14.80% |
| 7 | \$108,336,664 | \$4,007,916 | 3.70% | \$20,930,594 | \$3,990,986 | 19.07% | \$129,267,258 | \$7,998,902 | 6.19% |
| 8 | \$18,297,294 | \$932,813 | 5.10% | \$27,177,867 | \$3,131,350 | 11.52% | \$45,475,161 | \$4,064,163 | 8.94% |
| 9 | 0 | 0 | 0 | \$2,241,486 | \$112,814 | 5.03% | \$2,241,486 | \$112,814 | 5.03% |
| Total | \$161,653,255 | \$6,984,509 | 4.32% | \$119,639,230 | \$19,260,049 | 16.10% | \$281,292,485 | \$26,244,558 | 9.33% |

**Disadvantaged Business Enterprise Anticipated Participation
October thru December 2011
Federal Funded Dollars**

| District | *Construction | | | Professional Services | | | Total | | |
|--------------|----------------------|---------------------|---------------|-----------------------|--------------------|---------------|----------------------|---------------------|---------------|
| | Amount | DBE Dollars | DBE % | Amount | DBE Dollars | DBE % | Amount | DBE Dollars | DBE % |
| 1 | \$36,157,775 | \$868,928 | 2.40% | \$1,523,247 | \$71,830 | 4.72% | \$37,681,022 | \$940,758 | 2.50% |
| 2 | \$23,080,309 | \$1,662,227 | 7.20% | \$2,190,288 | \$427,806 | 19.53% | \$25,270,597 | \$2,090,033 | 8.27% |
| 3 | \$3,113,566 | \$609,581 | 19.58% | \$4,301,694 | \$533,714 | 12.41% | \$7,415,260 | \$1,143,295 | 15.42% |
| 4 | \$286,249,489 | \$33,135,240 | 11.58% | \$3,484,935 | \$585,951 | 16.81% | \$289,734,424 | \$33,721,191 | 11.64% |
| 5 | \$27,999,112 | \$3,394,350 | 12.12% | \$6,334,425 | \$311,790 | 4.92% | \$34,333,537 | \$3,706,140 | 10.79% |
| 6 | \$41,234,219 | \$11,066,476 | 26.84% | \$8,161,823 | \$1,195,596 | 14.65% | \$49,396,042 | \$12,262,072 | 24.82% |
| 7 | \$119,571,888 | \$10,901,453 | 9.12% | \$10,225,150 | \$4,279,427 | 41.85% | \$129,797,038 | \$15,180,880 | 11.70% |
| 8 | \$0 | \$531,975 | .00% | \$0 | \$0 | .00% | \$0 | \$531,975 | .00% |
| 9 | 0 | 0 | 0 | \$525,000 | \$0 | .00% | \$525,000 | \$0 | .00% |
| Total | \$537,406,358 | \$62,170,230 | 11.57% | \$36,746,562 | \$7,406,114 | 20.15% | \$574,152,920 | \$69,576,344 | 12.12% |

**Small Business Enterprise Anticipated Participation
October thru December 2011**

| DISTRICT | CONSTRUCTION | MAINTAINANCE | PROFESSIONAL SERVICES | TOTAL |
|--------------|---------------------|---------------------|-----------------------|-----------------------|
| 2 | | | \$237,250.00 | \$237,250.00 |
| 3 | \$108,297.25 | | | \$108,297.25 |
| 4 | | \$225,000.00 | | \$225,000.00 |
| 5 | \$384,000.00 | \$302,375.00 | | \$686,375.00 |
| TOTAL | \$492,297.25 | \$527,375.00 | \$237,250.00 | \$1,256,922.25 |

| Total FDOT DBE Certified by Ethnic Group December 2011 | |
|---|------------------------|
| Ethnic Group | # DBE Certified |
| African American | 248 |
| Hispanic | 259 |
| Nonminority Female | 440 |
| Asian Indian | 38 |
| Asian Pacific | 47 |
| Native American | 17 |

| Total FDOT DBE Certified by Ethnic Group October thru December 2011 | |
|--|------------------------|
| Ethnic Group | # DBE Certified |
| African American | 12 |
| Hispanic | 11 |
| Nonminority Female | 14 |
| Asian Indian | 3 |
| Asian Pacific | 0 |
| Native American | 1 |

C. DISADVANTAGED BUSINESS ENTERPRISE PROGRAM OUTREACH

Outreach workshops and events conducted by the BRG, including outreach events to promote FDOT’s 100 % race neutral Disadvantaged Business Enterprise Program.

1. Turnpike MBE Matchmaker & Conference – Orlando, October 13, 2011
2. District 4/6/Turnpike Quarterly Contractors Meeting – Pompano, October 13, 2011
3. District 5 Quarterly Contractors Meeting – Orlando, October 19, 2011
4. District 2 Quarterly Contractors Meeting – Jacksonville, October 27, 2011
5. District 7 Quarterly Contractors Meeting – Tampa, November 3, 2011
6. District 5 Bidding & Estimating Workshop – Orlando, November 10, 2011
7. D7 Mandatory Bid Meeting –Courtney Campbell Causeway Project – Tampa, November 10, 2011
8. Sun Rail Seminole County DBE/SBE Forum – Sanford Civic Center, November 15, 2011
9. OSD Matchmaker – Orlando – November 16-18, 2011
10. District 7 Mandatory Pre-Proposal Traffic Operations Design-Build – Tampa, November 22, 2011
11. District 7 Mandatory Pre-Proposal Meeting for I-275 FROM SR 60 TO HIMES AVENUE- Tampa, November 29, 2011
12. District 3 DBE Workshop- Milton, December 7, 2011
13. District 3 Quarterly Contractors Meeting – Milton, December 8, 2011
14. Sun Rail City of Orlando DBE/SBE Forum – Orlando Arena- December 16, 2011

DBE Assistance, October thru December 2011

- DBE’s Completed Needs Assessments 91
- DBE’s Receiving Bidding and Estimating Assistance 50
- DBE Application Assistance/Follow Up 100

Training and Workshops conducted for DBEs, October thru December 2011.

- District 5 Bidding and Estimating Workshop – Orlando, November 10, 2011
 - OSD Matchmaker – Orlando, November 17, 2011
 - Bidding & Estimating
 - ABC's of Joint Ventures
 - Bonding 101
 - Surviving “Prime” Expectations

- District 3 DBE Workshop- Milton, December 8, 2011
 - Emerging National Issues based on Program Reviews
 - How DBE Utilization is Tracked (What is in the Mix?)
 - Title VI –What Is It About?
 - Bidding and Estimating
 - Commercially Useful Function (CUFF)– DBE Responsibility
 - Bonding 101 –(How should I position?)
 - Certification (UCP Differences)
 - Business Development Initiative
 - Business Development (What's Time Got To Do With It?)

Bonding Seminars Conducted October thru December 2011

- OSD Matchmaker – Orlando, November 17, 2011

- District 3 DBE Workshop- Milton, December 8, 2011

D. NARRATIVE PROVIDED BY BLACKMON ROBERTS GROUP

The needs of DBEs are like fingerprints: at first glance, they all seem pretty much the same, but once examined, no two are ever alike. Effective assistance for DBEs could be as simple as providing standard answers or developing customized strategies or approaches. Obtaining the necessary outcome that moves the DBE from where they are to where they need to be means turning to BRG's collective 100 years of experience to develop

creative, innovative, entrepreneurial strategies and sound business practices. BRG often uses the same or similar words to describe how DBE need(s) are addressed, however consultants sometimes find it challenging to adequately show the complexity of the need(s), and those strategies undertaken to achieve the desired outcomes, using a qualitative reporting format. The following examples provide some insight into BRG's qualitative efforts.

DBE Application Assistance

During this quarter, BRG has worked with 100 firms in the area of DBE certification. These efforts required hundreds of hours of in-depth assistance. The following example is a common scenario:

Mrs. Gould had the following questions:

Proof of Ownership: What can she provide to prove ownership? We reminded her of the previous conversation where we discussed her not being listed on the Corporation papers, nor a signer on the bank account, or showing on any other record as the owner. She stressed again that she has owned the company for many years and that she planned to write a letter (to include with her application) addressing her ownership. She provided an extensive explanation of why she was not on any documents, including explaining again, that they had failed to update the Corporation records, but now they had been amended to show her as owner. We explained again the DBE program intent, and that simply adding her as the owner on the corporation papers would not satisfy this question. She must show that she has control as well. We spent extensive time attempting to explain ownership and control.

Statement addressing looking for work – Ms. Gould asked if she needed to write that they were looking for work. Consultant explained that she had an active company with active contracts so she did not have to do this statement, but instead she should show the pertinent pages of her two largest contracts.

Bonding – Ms. Gould asked if she was to send the bond from their Surety or if they wanted a copy of the bond they had with Hernando County. The consultant explained that the application was asking for a copy of the bonding application, and that sending the other documents was not necessary for the application.

Financials – Ms. Gould stated that the last financial statement she had was from May 2011, and that the December 2011 financials would not be done until taxes. Consultant explained that FDOT wanted to see the most up-to-date financials, but if she only did them semi-annually. She could then explain on the application that May 2011 was her most up to date.

PNW – Ms. Gould had many questions on the PNW section starting with Section 1 to PNW. Consultant explained that all she was required to report was her assets. If she owned any accounts jointly, she only needed to report her 50% ownership, or whatever ownership her part equals. Mrs. Gould stated that most of the questions in this section would be NA. Consultant suggested that she write NA in all sections that this response that was applicable, so that FDOT did not think she skipped any questions. After discussing the questions individually, additional questions were found to require a response. For example, they owned rental properties. She

questioned why she needed to list, since they had no renters. Consultant explained their real estate (even with no renters) was still an asset, and all assets must be listed. The Consultant was not sure if Applicant ever really understood explanation, as to why she had to include all assets for the PNW statement.

Lastly, the owner does not seem to understand the ownership or operations of her business. Mrs. Gould's responses caused Consultant to question if she understood the requirements or intent of the DBE program.

Outreach Event/ Sun Rail DBE/SBE Forum City of Orlando

At the request of D5 Staff, two Consultants attended the forum hosted by FDOT SunRail/City of Orlando/Orange County/Osceola County for disadvantaged business enterprises and minority business enterprises, at the Amway Center in Orlando. Presentations were made by Mayor Buddy Dwyer, Representative Daisy Lymons, FDOT Frank O'Dea and Tawny Olore (SunRail). After the presentations, they opened the event to networking. The primes that were in attendance were Archer Western/Railworks in addition to other prime vendors not identified. It was announced that Archer Western won the Station Finishes contract, which meant that the DBE firms would need to continue to approach and interact with Archer Western/Railworks Project Managers.

BRG shared a table with FAMU-CMBG and interacted with approximately 40 businesses. The questions/conversations ranged from certification, pre and post Supportive Services, to specific opportunities and strategies to be successful on Sun Rail, including how to market to the primes.

The Outreach Event created great interest, with 100s of hours projected to be used in strategies, approaches and business development.

DBE Technical Assistance & Training

Goal: Provide an Orientation Meeting for Disadvantaged Business Enterprise, perform a needs assessment, and uncover hidden needs and areas of improvement.

Outcome: BRG produced a framework for the creation of a strategic plan that will focus on the networking skills of the owner and investment in innovative and creative initiatives. This would set Disadvantaged Business Enterprise apart from its competitors by creating a compelling selling proposition resulting in a unique competitive advantage.

We met with Kenneth Moten to do an orientation meeting, and explained the nature of the Disadvantaged Business Enterprise program, the opportunities with the Florida Department of Transportation and the requirements to participate in competitive solicitations for the Florida Department of Transportation. The consultant explained the bonding and pre-qualification requirements for design/build projects. In addition, the Consultant explained what Blackmon Roberts Group does and the nature of our relationship with the Florida

Department of Transportation. The consultant proceeded to perform a needs assessment together with the Disadvantaged Business Enterprise. The greatest areas of need seem to be marketing and strategic planning. The consultant explained to Mr. Moten the value of having a clear marketing plan in place, and its key components, making emphasis on the type of things that need to be defined out before the marketing plan can be conceived. An example would be, Costco's life time warranty on some of the products it sells to its members. Another example is the need for differentiation of roles within the organization and the delineation between the administrative roles and the sales roles for the owner. Another example is the definition of the target client or customer, in order to better find ways to market and promote vehicles that will make the marketing efforts more effective and efficient.

Given the need for a strategic brainstorming session, the Consultant proceeded to uncover the unique competitive advantage for the Disadvantaged Business Enterprise. Mr. Moten expressed the nature of his business, his go to market strategy and his previous experience as Vice President of Human Resources for Lockheed Martin.

Finally, the Consultant uncovered two major areas of work where the Disadvantaged Business Enterprise principals need to focus, networking and business development efforts, and changing of limiting beliefs. The first area seems to be familiar to Mr. Moten, but he would apply business development skills in person, and without much consistency from meeting to meeting, making his efforts inefficient and ineffective. The consultant suggested a series of practices that will significantly improve his business development practices' effectiveness. An example of the skills facilitated, was how to create a compelling selling proposition that wills itself without the use of sales agents or recruiters, and that will be accepted.

E. MEASURES OF EFFECTIVENESS OF DBE SUPPORTIVE SERVICES

**DBE CERTIFICATION INITIATIVES
October thru December 2011**

Applications Completed:

| | |
|-------------------|----------|
| Certified | 45 |
| Denied | 5 |
| Closed | 1 |
| Withdrawn | 9 |
| Transferred | 0 |
| Graduated | 2 |
| <u>Incomplete</u> | <u>3</u> |
| | 65 |

Total Average Days to Complete New Applications: 114 Days

Total Average Days to Complete New Applications from Date Additional Information Received: 51 Days

Affidavits of Continuing Eligibility Completed: 195 Affidavits

Total Average Days to Complete Affidavits: 41 Days

Total Average Days to Complete Affidavits from Date Additional Information Received: 21 Days

Anniversary Letters Printed: 225

Appeals Filed: 0

Firms Removed from DBE Status: 9

F. CHALLENGES AND EMERGING ISSUES

During the first quarter, the Equal Opportunity Office was reorganized, resulting in the necessity to reassign responsibilities within the work group. This is problematic only in the short term, and should result in increased efficiencies, with a resulting improvement in the program's effectiveness. The addition of a new manager and staff turnover has required additional training and has temporarily increased the administrative work load. As noted previously, the contract with DBE/SS Program Provider was revised in November 2011. This has resulted in some changes to the monitoring and reporting process.

G. NEXT QUARTER'S GOALS

Develop methodology to measure DBE/SS Program customer satisfaction with services provided by:

- DBE/SS Program Areas
- DBE/SS Program Provider
- DBE/SS Staff

H. PROGRAM CONTACTS

Program Contacts:

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Disadvantaged Business Enterprise Manager

Florida Department of Transportation

Equal Opportunity Office

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Art Wright

Manager, Equal Opportunity Office

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Agency/Organization:

Florida Department of Transportation

Equal Opportunity Office

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Service Provider(s) Contacts:

Sylvia Blackmon-Roberts

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**FLORIDA DEPARTMENT OF TRANSPORTATION
 EQUAL OPPORTUNITY OFFICE
 DISADVANTAGED BUSINESS ENTERPRISE SUPPORTIVE SERVICES PROGRAM
 ACCOMPLISHMENTS REPORT – SECOND QUARTER FFY 2011-12**



A. GENERAL INFORMATION/INTRODUCTION

This report contains highlights of the Disadvantaged Business Enterprise Supportive Services (DBE/SS) Program’s accomplishments for the reporting period of January through March, 2012. The services provided by Florida Department of Transportation’s (FDOT) DBE/SS Program Provider, Blackmon Roberts Group (BRG), are designed to assist DBEs with obtaining road and bridge contracts, and help provide DBEs with the skills needed to grow and become self sufficient, with the ability to successfully compete with currently established businesses. Training for DBEs is designed to meet their individual needs, including both one-on-one and onsite field instruction.

The goal of the DBE/SS Program is to increase both the number of qualified DBEs participating on FDOT contracts and the percentage of the dollar amount awarded by:

- Matching contractors and consultants with certified DBEs as a subcontractor, sub-consultant or supplier.
- Assisting certified DBEs in becoming prime contractors or consultants, and in obtaining contracts as a prime contractor or consultant on FDOT projects, as a result, increasing the number of certified DBE contractors and consultants doing business with FDOT.

B. DBE PROGRAM PERFORMANCE

At Prime Level

| Prime DBE Awarded Contract Amount | DBE Prime Contracts | DBE Prime Commitment Amount |
|-----------------------------------|---------------------|-----------------------------|
| \$23,079,863.96 | 58 | \$ 18,911,373.00 |

At Sub level

| DBE Sub Commitment Amount | DBE Subcontracts awarded |
|---------------------------|--------------------------|
| \$63,149,890 | 321 |

**Disadvantaged Business Enterprise Anticipated Participation
January through March 2012
State Funded Dollars**

| District | *Construction/Maintenance | | | Professional Services | | | Total | | |
|--------------|---------------------------|---------------------|--------------|-----------------------|---------------------|---------------|----------------------|---------------------|---------------|
| | Amount | DBE Dollars | DBE % | Amount | DBE Dollars | DBE % | Amount | DBE Dollars | DBE % |
| 1 | \$52,618,416 | \$3,837,307 | 7.29% | \$61,234,500 | \$12,336,911 | 20.15% | \$113,852,916 | \$16,174,218 | 14.21% |
| 2 | \$11,395,362 | \$536,847 | 4.71% | \$29,418,188 | \$3,920,170 | 13.33% | \$40,813,550 | \$4,457,017 | 10.92% |
| 3 | \$22,864,386 | \$447,648 | 1.96% | \$17,857,028 | \$2,415,583 | 13.53% | \$40,721,414 | \$2,863,231 | 7.03% |
| 4 | \$5,807,646 | \$894,216 | 15.40% | \$27,359,093 | \$4,678,716 | 17.10% | \$33,166,739 | \$5,572,932 | 16.80% |
| 5 | \$50,658,669 | \$3,969,943 | 7.84% | \$13,914,947 | \$2,471,537 | 17.76% | \$64,573,616 | \$6,441,480 | 9.98% |
| 6 | \$7,132,098 | \$850,572 | 11.93% | \$29,581,653 | \$4,662,201 | 15.76% | \$36,713,751 | \$5,512,773 | 15.02% |
| 7 | \$119,093,037 | \$4,624,171 | 3.88% | \$36,041,739 | \$6,833,827 | 18.96% | \$155,134,776 | \$11,457,998 | 7.39% |
| 8 | \$33,990,250 | \$1,797,835 | 5.29% | \$44,358,222 | \$8,068,514 | 18.19% | \$78,348,472 | \$9,866,349 | 12.59% |
| 9 | 0 | 0 | 0 | \$41,199,111 | \$228,928 | .56% | \$41,199,111 | \$228,928 | .56% |
| Total | \$303,559,864 | \$16,958,539 | 5.59% | \$300,964,481 | \$45,616,387 | 15.16% | \$604,524,345 | \$62,574,926 | 10.35% |

**Disadvantaged Business Enterprise Anticipated Participation
January through March 2012
Federal Funded
Dollars**

| District | *Construction/Maintenance | | | Professional Services | | | Total | | |
|--------------|---------------------------|---------------------|---------------|-----------------------|---------------------|---------------|----------------------|----------------------|---------------|
| | Amount | DBE Dollars | DBE % | Amount | DBE Dollars | DBE % | Amount | DBE Dollars | DBE % |
| 1 | \$78,226,698 | \$3,933,591 | 5.03% | \$2,455,507 | \$102,021 | 4.15% | \$80,682,205 | \$4,035,612 | 5.00% |
| 2 | \$55,466,549 | \$3,153,842 | 5.69% | \$6,707,598 | \$1,407,016 | 20.98% | \$62,174,147 | \$4,560,858 | 7.34% |
| 3 | \$41,496,468 | \$2,980,885 | 7.18% | \$12,158,824 | \$1,624,575 | 13.36% | \$53,655,292 | \$4,605,460 | 8.58% |
| 4 | \$375,540,207 | \$42,654,284 | 11.36% | \$20,526,685 | \$4,022,122 | 19.59% | \$396,066,892 | \$46,676,406 | 11.78% |
| 5 | \$107,349,556 | \$13,079,763 | 12.18% | \$15,260,958 | \$2,233,993 | 14.64% | \$122,610,514 | \$15,313,756 | 12.49% |
| 6 | \$67,243,823 | \$13,185,190 | 19.61% | \$12,741,364 | \$2,790,624 | 21.90% | \$79,985,187 | \$15,975,814 | 19.97% |
| 7 | \$159,642,960 | \$15,293,493 | 9.58% | \$13,620,440 | \$4,758,331 | 34.94% | \$173,263,400 | \$20,051,824 | 11.57% |
| 8 | \$0 | \$540,345 | .00% | \$0 | \$0 | .00% | \$0 | \$540,345 | .00% |
| 9 | 0 | 0 | 0 | \$525,000 | \$0 | .00% | \$525,000 | \$0 | .00% |
| Total | \$884,966,261 | \$94,821,393 | 10.71% | \$83,996,376 | \$16,938,682 | 20.17% | \$968,962,637 | \$111,760,075 | 11.53% |

**Small Business Enterprise Anticipated Participation
January thru March 2012**

| District | Construction | Maintenance | Professional Services | Grand Total |
|--------------------|---------------------|---------------------|-----------------------|---------------------|
| 1 | \$378,866.69 | | | \$378,866.69 |
| 4 | \$103,676.83 | | | \$103,676.83 |
| 5 | \$148,460.00 | \$155,686.00 | | \$304,146.00 |
| 6 | | | \$210,921.00 | \$210,921.00 |
| Grand Total | \$631,003.52 | \$155,686.00 | \$210,921.00 | \$997,610.52 |

| Number of FDOT Certified Year to Date 4/13/2012 | |
|--|------------------------|
| Ethnic Group | # DBE Certified |
| Asian Pacific | 49 |
| Asian Indian | 37 |
| African American | 260 |
| Non Minority Female | 439 |
| Hispanic | 266 |
| Native American | 20 |
| Other | 1 |
| | 1,072 |

Note:
The program no longer tracks the number of anniversary letters printed.

| Total FDOT DBE Certified January – March 2012 | |
|--|------------------------|
| Ethnic Group | # DBE Certified |
| Asian Pacific | 1 |
| African American | 12 |
| Non minority Female | 17 |
| Hispanic | 6 |
| Native American | 2 |
| Other | 1 |
| | 39 |

DBE Assistance, January through March 2012 – a key task of the program is to administer detailed and comprehensive needs assessments to all DBEs.

- DBEs Completed Needs Assessments 95
- DBEs Receiving Bidding and Estimating Assistance 14
- DBE Application Assistance/Follow Up 55

An objective of the DBE/SS Program is to provide specialized training and financial assistance to DBEs in obtaining bonds and loans from financial institutions. BRG's role in the objective to increase the number of DBEs who receive bonds is one of a partnership with the FAMU/SBDC Construction Management Development and Bond Guarantee Programs, in which BRG provides technical assistance (TA) to DBEs. TA positions DBEs to meet the bonding qualifiers to successfully obtain bonding. This quarter the primary needs request was for assistance to increase DBE bonding limits. Activities for the reporting period included providing TA for increasing bonding capacity (Renetta Knight Construction, Absolute Tree and Asset Services, and RWH Construction Corp.), registering for FAMU CMDP workshop (Brown Brothers The Family, LLC), Bonding 101 training (The Palm Beach Consulting Group), and obtaining bonding (Seaddh LLC D/B/A Shilpan, \$250,000).

C. DBE PROGRAM OUTREACH & MATCHMAKING

The goal of objectives one through seven is that the DBE/SS Program assists 100% of the (1) FDOT newly certified DBEs through contact and assistance/training if desired, (2) identify underutilized firms through contact and training if desired, (3) potential DBEs seeking assistance, (4) DBEs seeking assistance with bonds, loans, or prequalification, and (5) prime contractors and consultants seeking assistance by identifying ready, willing, and able DBEs.

All of the program's activities are crucial to alleviating and overcoming barriers and to reduce the burden on DBEs seeking to conduct business with FDOT.

Outreach workshops and events conducted by the BRG, including outreach events to promote FDOT's 100 % race neutral Disadvantaged Business Enterprise Program.

1. Presenter District 7 Mandatory Pre-Proposal Meeting for I4, I-175, I-275 and I-375- January 26, 2012. Promoted the utilization of DBEs and DBE Program.
2. Preplanning activities for D3 DBE Spring Workshop – educational and promotional of the DBE program.
3. Presenter SMPS Small Business Outreach Event – Orlando 1/31/2012 – 44 participants. Promoting of the DBE program.
4. Participated in the Flatiron/Middlesex DBE Outreach Event – 2/15/2012 – 26 participants. Promoting of the DBE Program & Identification of potential DBE subcontractors.

Training and Workshops conducted for DBEs, January through March 2012

The majority of training this month was conducted in a one-on-one format addressing a specific need for a DBE; however, BRG staff did participate in DBE trainings conducted by others (Certified Payroll and Commercial Useful Function Training – District 1 and East Central Region Small Business Stakeholder Forum).

Bonding Seminars conducted January through March 2012

BRG sent email -blasts for bonding for FDOT contracts. The CMD/BG program sponsored the Bond Principles Seminar. BRG distributed to 700 DBEs email addresses. Rotational blast – January 20, 24th, February 14.

D. NARRATIVE PROVIDED BY BLACKMON ROBERTS GROUP

BRG’s observation of DBEs making needs requests was that they were willing to participate at a greater depth of engagement with Supportive Services. This engagement resulted in substantive outcomes of building DBE capacity to be “Ready, Willing, and Able” to bid on FDOT opportunities.

This quarter the majority of the DBEs were new to Supportive Services and appeared to bring a greater level of business savvy. No matter the request for bonding, construction, accounting & cash flow, business management, business law or technology the DBE was ready and willing to work with Supportive Services to formulate a plan, better yet work the plan to position for sub and prime contracting opportunities. Strategies developed to address these needs varied in the level of complexity.

Examples of Assistance:

IMHOTEP CONSTRUCTION GROUP, INCORPORATED

This DBE had an urgent need to revise its primary marketing documentation to have an upcoming professional presentation for a construction project in South Florida. BRG assisted re-creating the marketing material in a vector file system that was print ready and compatible with multiple systems with different file extensions. The main challenge of this task was that the current digitalization form of the marketing material was on a portable document format that did not allow for any modification. BRG had to recreate it in order to allow for vectorization.

ABSOLUTE TREE AND ASSET SERVICES

This is a DBE who since certification in 2009 has never engaged with Supportive Services. BRG conducted an onsite visit at the home office with owner Debra Pedone. BRG started the conversation with the needs that had been identified. Ms. Pedone stated that she could sum up the needs to cash flow and bonding.

Ms. Pedone provided an extensive history of her company from start-up to current. The company was started in 2009 and she continues to be classified as a part-time owner as she works full time at the Tampa Bay Times. She has been employed there for over 23 years and is working towards a goal of being full-time in the business by year-end. Her greatest challenge in expanding her business and retiring from her full-time job is cash flow. Cash flow is a critical marker for all her underwriting, particularly bonding. She shared that in order to keep her current bond she has to maintain 10% of cash in the bank. Having this restriction is limiting the DBE in going after new projects. Her idea bonding level is \$1.2 - 1.5 M, but that would require keeping \$100 - 150,000 in the bank. She cannot do that currently. She is keeping her job at the Times so that she does not have to pull a salary from the company and it allows her to keep the current \$80,000 necessary in the bank. (She has \$800,000 in bonding capacity currently).

BRG spoke about obtaining a line of credit. DBE would love to, but stated that at this time she had not found a bank willing to give her a line of credit even though she has steady revenue and excellent credit. BRG discussed the challenges of getting loans currently. BRG explained to DBE that Supportive Services would use resources to find out current underwriting markers that would best position her as an acceptable risk for a line of credit by a bank.

Bonding: DBE currently has \$800,000 in bonding capacity. To take on more jobs she needs her bonding to be around \$1.2 - 1.5 M. Under her current program, she cannot increase with putting up more cash. BRG provided

Gladys Keith of FBS Insurance’s contact information as an excellent resource for bonding. DBE is to follow up with referral.

BRG provided extensive assistance in business development for expansion as DBE is well connected on the procurement side. She has won several opportunities primarily as a Prime.

ALL AMERICAN COMPANIES

BRG conducted an onsite meeting to discuss modifications to the DBE’s marketing strategy and the deployment of business management tools that will allow them to better interact with the offices in New York State. The DBE is currently bootstrapped and does not possess the resources to install a commercial system that will streamline the communication between the milling operations conducted with the New York DOT and the efforts taking place in Florida to land a Florida DOT contract. There are now over seven employees with access to real time information about projects and management needs access to financials as well when off-site. In addition, DBE would like to explore a change in its marketing strategy and collateral so there can be a higher impact in the asphalt and milling Primes. The state of this particular subset area of the highway and road construction have margins very slim and the cost of maintaining and leasing the milling and asphalt equipment is very high and only justifiable if the machines are kept working continuously and the volume of the jobs is consistent and considerable. BRG explored the different tools that can be deployed and used free of charge. In addition, BRG explored the different benefits of a system that would allow for real time modification of estimates and competitive solicitations. Likewise, a repository of documents that will be accessible by anyone in the different states where the company has presence or remotely when on the road is a valuable tool to be able to cut on the time and cost it takes to communicate company wide. BRG will start the work to deploy such tools and schedule for training of the individual in the company that will be using them. A communication system with no cost phone numbers that can make long distance calls will be explored as well as many other tools that can make business management efficient and help the DBE to increase its revenue and cut on its operational costs.

**DBE CERTIFICATION INITIATIVES
January through March 2012**

| | |
|-------------|-----------|
| | |
| Certified | 29 |
| Denied | 9 |
| Closed | 0 |
| Withdrawn | 6 |
| Transferred | 2 |
| Graduated | 0 |
| Incomplete | 7 |
| | 53 |

| | |
|--|----------------|
| Total Average Days to Complete New Applications: | 121 days |
| Total Average Days to Complete New Applications from Date Additional Information Received: | 55 days |
| Affidavits of Continuing Eligibility Completed: | 198 affidavits |
| Total Average Days to Complete Affidavits: | 45 days |
| Total Average Days to Complete Affidavits from Date Additional Information Received: | 26 days |
| Appeals Filed: | 1 |

E. CHALLENGES AND EMERGING ISSUES

During the second quarter, the Equal Opportunity Office continued to improve the monitoring and reporting process by hiring a new DBE Program Manager and Supportive Services Project Manager, who have conducted on site visits and audits.

F. NEXT QUARTER'S GOALS

Initiate measurement of DBE/SS Program customer satisfaction with services provided by:

- DBE/SS Program Areas
- DBE/SS Program Provider
- DBE/SS Staff

G. PROGRAM CONTACTS

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**FLORIDA DEPARTMENT OF TRANSPORTATION
 EQUAL OPPORTUNITY OFFICE
 DISADVANTAGED BUSINESS ENTERPRISE SUPPORTIVE SERVICES PROGRAM
 ACCOMPLISHMENTS REPORT – THIRD QUARTER FFY 2011-12**



A. GENERAL INFORMATION/INTRODUCTION

This report contains highlights of the Disadvantaged Business Enterprise Supportive Services (DBE/SS) Program’s accomplishments for the reporting period of April through June, 2012. The services provided by Florida Department of Transportation’s (FDOT) DBE/SS Program Provider, Blackmon Roberts Group (BRG), are designed to assist DBEs with obtaining road and bridge contracts, and help provide DBEs with the skills needed to grow and become self sufficient, with the ability to successfully compete with currently established businesses. Training for DBEs is designed to meet their individual needs, including both one-on-one and onsite field instruction.

The goal of the DBE/SS Program is to increase both the number of qualified DBEs participating on FDOT contracts and the percentage of the dollar amount awarded by:

- Matching contractors and consultants with certified DBEs as a subcontractor, sub-consultant or supplier.
- Assisting certified DBEs in becoming prime contractors or consultants, and in obtaining contracts as a prime contractor or consultant on FDOT projects, as a result, increasing the number of certified DBE contractors and consultants doing business with FDOT.

B. DBE PROGRAM PERFORMANCE

At Prime Level (April-June 2012)

| Prime DBE Status | Awarded Contract Amount | DBE Commitment Amount | Number of Contracts |
|------------------|-------------------------|-----------------------|---------------------|
| DBE | \$25,698,573.64 | \$20,843,602.00 | 60 |

At Sub Level (April-June 2012)

| Sub DBE Status | DBE Sub Commitment Amount | DBE Subcontracts awarded |
|----------------|---------------------------|--------------------------|
| DBE | \$77,030,963.00 | 348 |

**Disadvantaged Business Enterprise Anticipated Participation
October 2011 through June 2012
State Funded Dollars**

| District | *Construction/Maintenance | | | Professional Services | | | Total | | |
|--------------|---------------------------|---------------------|--------------|-----------------------|---------------------|---------------|----------------------|----------------------|---------------|
| | Amount | DBE Dollars | DBE % | Amount | DBE Dollars | DBE % | Amount | DBE Dollars | DBE % |
| 1 | \$76,832,011 | \$5,986,639 | 7.79% | \$134,140,093 | \$25,434,633 | 18.96% | \$210,972,104 | \$31,421,272 | 14.89% |
| 2 | \$13,091,501 | \$636,392 | 4.86% | \$73,475,711 | \$10,262,577 | 13.97% | \$86,567,212 | \$10,898,969 | 12.59% |
| 3 | \$29,443,376 | \$836,921 | 2.84% | \$23,661,436 | \$3,104,936 | 13.12% | \$53,104,812 | \$3,941,857 | 7.42% |
| 4 | \$15,433,713 | \$1,088,442 | 7.05% | \$45,102,183 | \$10,709,187 | 23.74% | \$60,535,896 | \$11,797,629 | 19.49% |
| 5 | \$69,060,624 | \$4,745,511 | 6.87% | \$27,632,621 | \$2,744,892 | 9.93% | \$96,693,245 | \$7,490,403 | 7.75% |
| 6 | \$11,694,358 | \$1,251,542 | 10.70% | \$39,793,504 | \$6,617,282 | 16.63% | \$51,487,862 | \$7,868,824 | 15.28% |
| 7 | \$133,292,453 | \$5,880,784 | 4.41% | \$72,584,466 | \$15,113,804 | 20.82% | \$205,876,919 | \$20,994,588 | 10.20% |
| 8 | \$46,140,094 | \$2,278,476 | 4.94% | \$84,926,086 | \$16,581,134 | 19.52% | \$131,066,180 | \$18,859,610 | 14.39% |
| 9 | 0 | 0 | 0 | \$60,372,191 | \$3,481,508 | 5.77% | \$60,372,191 | \$3,481,508 | 5.77% |
| Total | \$394,988,130 | \$22,704,707 | 5.75% | \$561,688,291 | \$94,049,953 | 16.74% | \$956,676,421 | \$116,754,660 | 12.20% |

**Disadvantaged Business Enterprise Anticipated Participation
October 2011 through June 2012
Federal Funded Dollars**

| District | *Construction/Maintenance | | | Professional Services | | | Total | | |
|--------------|---------------------------|----------------------|--------------|-----------------------|---------------------|---------------|------------------------|----------------------|---------------|
| | Amount | DBE Dollars | DBE % | Amount | DBE Dollars | DBE % | Amount | DBE Dollars | DBE % |
| 1 | \$82,947,200 | \$6,300,699 | 7.60% | \$8,798,649 | \$3,262,322 | 37.08% | \$91,745,849 | \$9,563,021 | 10.42% |
| 2 | \$56,327,549 | \$3,579,689 | 6.36% | \$22,028,916 | \$4,701,436 | 21.34% | \$78,356,465 | \$8,281,125 | 10.57% |
| 3 | \$70,182,187 | \$3,374,363 | 4.81% | \$20,237,470 | \$3,072,979 | 15.18% | \$90,419,657 | \$6,447,342 | 7.13% |
| 4 | \$436,940,784 | \$43,924,474 | 10.05% | \$29,325,485 | \$5,120,696 | 17.46% | \$466,266,269 | \$49,045,170 | 10.52% |
| 5 | \$260,662,034 | \$27,741,199 | 10.64% | \$18,834,400 | \$2,726,248 | 14.47% | \$279,496,434 | \$30,467,447 | 10.90% |
| 6 | \$147,324,854 | \$21,968,515 | 14.91% | \$22,540,176 | \$5,569,055 | 24.71% | \$169,865,030 | \$27,537,570 | 16.21% |
| 7 | \$226,699,812 | \$17,629,037 | 7.78% | \$19,855,575 | \$6,597,542 | 33.23% | \$246,555,387 | \$24,226,579 | 9.83% |
| 8 | \$0 | \$540,345 | .00% | \$0 | \$0 | .00% | \$0 | \$540,345 | .00% |
| 9 | 0 | 0 | 0 | \$700,000 | \$0 | .00% | \$700,000 | \$0 | .00% |
| Total | \$1,281,084,420 | \$125,058,321 | 9.76% | \$142,320,671 | \$31,050,278 | 21.82% | \$1,423,405,091 | \$156,108,599 | 10.97% |

**Small Business Enterprise Anticipated Participation
April thru June 2012**

| Total Contract Amount by District | | | | |
|-----------------------------------|--------------|-------------|-----------------------|--------------|
| District | Construction | Maintenance | Professional Services | Total |
| 1 | \$51,232.00 | | | \$51,232.00 |
| 6 | | | \$210,921.00 | \$210,921.00 |
| Total | \$51,232.00 | | \$210,921.00 | \$262,153.00 |

| Number of FDOT Certified Year to Date 6/29/2012 | |
|---|-----------------|
| Ethnic Group | # DBE Certified |
| Asian Pacific | 51 |
| Asian Indian | 36 |
| African American | 265 |
| Non Minority Female | 441 |
| Hispanic | 271 |
| Native American | 20 |
| Other | 1 |
| | 1,085 |

| Total FDOT DBE Certified April - June 2012 | |
|---|-----------------|
| Ethnic Group | # DBE Certified |
| Asian Pacific | 3 |
| African American | 10 |
| Non minority Female | 19 |
| Hispanic | 9 |
| Native American | 1 |
| Other | 0 |
| | 42 |

Note: The program no longer tracks the number of anniversary letters printed.

DBE Assistance, January through March 2012 – a key task of the program is to administer detailed and comprehensive needs assessments to all DBEs.

| | |
|--|----|
| • DBEs Completed Needs Assessments | 92 |
| • DBEs Receiving Bidding and Estimating Assistance | 7 |
| • DBE Application Assistance/Follow Up | 45 |

One objective of the DBE/SS Program, is to provide specialized training and financial assistance to DBEs in obtaining bonds and loans from financial institutions. BRG's primary role in meeting this objective, is to increase the number of DBEs who receive bonds. BRG partners with the FAMU/SBDC Construction Management Development and Bond Guarantee Programs. The technical assistance provided by BRG is geared to best position DBEs to meet the bonding qualifiers in order to successfully obtain bonding for the DBE. This quarter the primary need request was for assistance increasing DBE bonding limits. Activities for this reporting period included:

- Smith & Son Sod Company, Inc. - provided TA in positioning for bonding
- Aldon Bookhardt Roofing, Inc. – provided TA regarding individual backed surety/irrevocable letter of credit
- AM-Rail – provided TA regarding bonding
- Absolute Tree and Asset Services – provided TA regarding increasing bonding capacity
- Cal-Tech Testing, Inc. – provided TA regarding expanding bonding to cover other specialties.
- JS-1 Construction Company D/B/A ASAP – provided TA in gathering financials for bonding application.
- Manna General Contractor – provide TA regarding obtaining bonding

DBE PROGRAM OUTREACH & MATCHMAKING

The goal of the DBE/SS Program is to provide outreach and assistance to:

- FDOT newly certified DBEs through contact, assistance and training
- Identify underutilized firms through contact and training
- Potential DBEs seeking assistance with certification
- DBEs seeking assistance with bonds, loans, or prequalification
- Prime contractors and consultants seeking assistance by identifying ready, willing, and able DBEs.

All of the program's activities are crucial in overcoming barriers and reducing the burden on DBEs seeking to conduct business with FDOT.

Outreach workshops and events conducted by the BRG, including outreach events to promote FDOT's 100 % race neutral Disadvantaged Business Enterprise Program.

1. Facilitated the District 3 DBE Workshop – Tallahassee, FL – 33 participants
2. District 1 Contractors Meeting. Promoted the utilization of DBEs and DBE Program.
3. District 2 Contractors Meetings. Promoted the utilization of DBEs and DBE Program.
4. District 5 Contractors Meetings. Promoted the utilization of DBEs and DBE Program.
5. District 7 Contractors Meetings. Promoted the utilization of DBEs and DBE Program.
6. Participated in D7 Pre-proposal meeting for Gandy Blvd Project
7. Participated with D7 in the Florida Economic Development Summit
8. Participated in the MDX 9th Annual S/D/M BEs outreach event
9. Participated in the Turnpike M/DBE outreach event

Training and Workshops conducted for DBEs, April through June 2012

The majority of training for the month was conducted in a one-on-one format addressing a specific need for a DBE. BRG staff conducted the following group training workshops:

- District 3 DBE Workshop
 - Contract Tips & Pitfalls Workshop
 - Bidding & Estimating

- Districts 2 & 5 Business Development & Listening Meetings –
 - Business Development Workshop
 - Contracts Tips & Pitfalls Workshop

In addition, email blast invitations were sent to DBEs for the following workshops and conferences that included information on bonding:

D3 DBE Informational Workshop and Listening Meeting

D2 DBE Informational Workshop and Listening Meeting

2012 Southwest FL Regional MM Workshops

C. NARRATIVE PROVIDED BY BLACKMON ROBERTS GROUP

BRG continues to observe a trend that more DBEs are identifying needs and are more willing to request assistance from Supportive Services. This willingness to accept assistance, will result in an increase in the number of DBEs “Ready, Willing and Able” to bid on FDOT opportunities.

This quarter, we were contacted by DBEs who were having payment issues with Primes. These problems tend to be complicated and the position of both sides must be considered when developing a recommended resolution. BRG used these issues as opportunities to work with the DBEs to improve their business processes and procedures to better prepare them to avoid, and if necessary, address contract issues.

DBE CERTIFICATION INITIATIVES

April through June 2012

| | |
|-------------|-----------|
| | |
| Certified | 42 |
| Denied | 3 |
| Closed | 0 |
| Withdrawn | 3 |
| Transferred | 1 |
| Graduated | 0 |
| Incomplete | 4 |
| | 53 |

| | |
|--|----------------|
| Total Average Days to Complete New Applications: | 109 days |
| Total Average Days to Complete New Applications from Date Additional Information Received: | 43 days |
| Affidavits of Continuing Eligibility Completed: | 189 affidavits |
| Total Average Days to Complete Affidavits: | 35 days |
| Total Average Days to Complete Affidavits from Date Additional Information Received: | 21 days |
| Appeals Filed: | 1 |
| Firms Removed from DBE Status: | 21 |

D. CHALLENGES AND EMERGING ISSUES

During the third quarter the Equal Opportunity Office, along with Blackmon Roberts Group, conducted Business Development and Listening Meetings in Districts 2 and 5. In addition to providing information and workshops for DBEs, time was dedicated to solicit input from DBEs about their opinion of the program. DBEs were encouraged to both ask questions and provide input. The information received from DBEs will be utilized to develop improvements to the program. Additional meetings are scheduled to be held in the remaining districts during the fourth quarter.

E. NEXT QUARTER'S GOALS

Complete measurement and begin analysis of DBE/SS Program customer satisfaction with services provided by:

- DBE/SS Program Areas
- DBE/SS Program Provider
- DBE/SS Staff

F. PROGRAM CONTACTS

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**FLORIDA DEPARTMENT OF TRANSPORTATION
EQUAL OPPORTUNITY OFFICE
DISADVANTAGED BUSINESS ENTERPRISE SUPPORTIVE SERVICES PROGRAM
ACCOMPLISHMENTS REPORT 4TH QUARTER FFY 2010-11**

A. GENERAL INFORMATION/INTRODUCTION

The following report contains highlights of Disadvantaged Business Enterprise Supportive Services Program accomplishments for the reporting period July through September 2011. The contents of this report are not a verbatim account of all Disadvantaged Business Enterprise Supportive Services Program accomplishments and activities for the 2011 fourth (4th) quarter reporting period. The services provided by FDOT's DBE/SS Program Provider, the Blackmon Roberts Group are designed to assist DBEs with obtaining work on road and bridge contracts and help DBEs grow for their long-term development so they may become self-sufficient and compete with the larger firms. Training for DBEs is designed to meet their individual needs and include one-on-one training or classroom training. Therefore, this report highlights the accomplishments and activities reflective of FDOT's Disadvantaged Business Enterprise (DBE) Supportive Services Program goals and objectives. The purpose of FDOT's DBE Supportive Services Program is to:

1. Match contractors/consultants with certified DBEs as a subcontractor/sub-consultant/supplier;
2. Assist certified DBEs in becoming prime contractors and consultants and in obtaining contracts as a prime contractor/consultant on FDOT projects; and
3. Increase the number of certified DBE contractors and consultants doing business with the Florida Department of Transportation.

The following is a summary of program implementation, DBE participation on FDOT contracts, outreach activities and events as well as upcoming goals and objectives.

ARRA RELATED EFFORTS

The DBE Supportive Services Provider, the Blackmon Roberts Group continues to actively engage DBEs through e-blasts to keep certified DBEs abreast of ARRA and other contracting opportunities. During the reporting period DBEs received a total of 18,560 recipients received e-blasts regarding information on ARRA projects and other FDOT contracting opportunities.

PROGRAM IMPLEMENTATION

This section highlights DBE participation on FDOT state and federal funded contracts as well DBE Supportive Services Program outreach activities and other relevant activities associated with accomplishing the goals and objectives of the DBE/SS Program to assist DBEs with becoming self-sufficient. This section also highlights other race neutral efforts to assist DBEs with becoming competitive in Florida's transportation industry.

1. DBE PARTICIPATION BREAKDOWN THRU AUGUST 31, 2011

| DBE Prime Contracts Awarded | DBE Awarded Contract Amount |
|-----------------------------|-----------------------------|
| 133 | \$80,337,524.16 |

| DBE Sub Contracts Awarded | DBE Sub Contract Dollars Awarded |
|---------------------------|----------------------------------|
| 982 | \$373,842,261.00 |

Below is a summary of DBE participation on FDOT contracts October 2010 through August 31, 2011

| | |
|---|--------|
| DBE Participation on Federal Funded Contracts | 8.74% |
| DBE Participation on State Funded Contracts | 12.33% |
| DBE Participation on Federal and State Funded Contracts | 10.05% |

DISADVANTAGED BUSINESS ENTERPRISE PROGRAM OUTREACH

This section highlights outreach workshops and/or events conducted by the DBE Program Supportive Services Provider as well as outreach events the Blackmon Roberts Group participated in to promote FDOT's 100 % race neutral Disadvantaged Business Enterprise Program.

| Outreach Activity/Event | Date | Location |
|--|----------------|-----------------|
| USDOT Bond Education Workshop | July 2011 | Miami |
| Conducted Marketing & Business Dev. Workshops | July 2011 | Bartow & Tampa |
| Contract Compliance Training Workshop | July 2011 | Deland |
| SUNRAIL DBE Participation Meeting | August 2011 | Orlando |
| I-275 Project Industry Forum | September | Tampa |
| Office of Supplier Diversity Workshop | September 2011 | Tallahassee |
| Florida Minority Supplier Development Council Opportunity Fair & Conference | September 2011 | Orlando |

2. DBE CERTIFICATION DATA

Currently, there are a total of **1,297** certified FDOT DBEs as of 10-14-2011. Below is a breakout of certified DBEs by ethnic group:

| ETHNIC GROUP | # DBE CERTIFIED |
|-----------------------------|------------------------|
| African American | 363 |
| Hispanic | 503 |
| Non-minority Female | 356 |
| Asian Indian | 30 |
| Asian Pacific | 33 |
| Native American | 8 |
| Other | 4 |
| Total Certified DBEs | 1,297 |

BUSINESS DEVELOPMENT INITIATIVE

During this reporting period certified DBEs were awarded Business Development Initiative contracts as primes for a total of \$211,250. Below is a summary of BDI activities during the reporting period.

| Type of Work | Project Description | DBE Prime Name | Sub Contract Award Amount |
|---------------------|--|---|--------------------------------------|
| Maintenance | Signing & Pavement marking | Gator Signage & Striping | \$175,000 |
| Construction | Mowing & Clean retention and detention ponds on I-95 & primary in Palm Beach County | FWAK, INC. | \$36,250.00 |

OTHER PROGRAM HIGHLIGHTS

TRAINING/WORKSHOPS CONDUCTED FOR DBEs

- Prequalification
- Marketing/Business Development
- Business Planning
- Bidding & Estimating/ Bid Solicitation Notices
- FDOT 101
- Bid/Proposal
- Overhead Audits
- Accounting
- Bonding
- Joint Ventures
- Plans & Specifications

OTHER DBE SUPPORTIVE SERVICES PROGRAM ACCOMPLISHMENTS/ACTIVITIES

| PROGRAM ACTIVITY | PROGRAM ACCOMPLISHMENT |
|---|-------------------------------|
| Needs Assessments Completed | 89 |
| DBEs Receiving Estimating & Bidding Assistance | 66 |
| DBE Application Assistance and/or Follow-up | 78 |

1ST QUARTER FFY 2012 GOALS

ADDITIONAL INFORMATION

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DISADVANTAGED BUSINESS ENTERPRISES (DBE) SUPPORTIVE SERVICES PROGRAM

ANNUAL REPORT | November 13, 2010 – November 12, 2011

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01 Executive Summary

Blackmon Roberts Group, Inc. is one of two Supportive Services Providers for the Florida Department of Transportation. Located in Lakeland, Miami and Jacksonville, BRG brings over 80 years of business develop experience to DBEs and the Supportive Services Program..

The following report is a comprehensive overview of the services and activities provided from November 13, 2010 to November 12, 2011, to satisfy the deliverables as outlined in Exhibit “A” Scope of Program Services (revised 11/08/10) for contract BDP09 – Disadvantaged Business Enterprises (DBE) Supportive Services Program.

2010/11 Program year was one of challenges, complexities and ever changing economies. The following are some of the primary factors that influenced strategies, approaches, techniques and tools to build DBEs capacity to be “Ready, Willing and Able” to participate on FDOT projects:

- BRG strategy and program focus was not only one of developing “Ready, Willing and Able” DBEs, but also one of assisting in positioning DBEs for sustainability in these challenging economic times with less resources and within industries climates of “giving more for less”.
- Over the year we continued to see an increase in the number of DBEs in the program. This trend started in January 2009 with Stimulus Projects Opportunities and continued on a steady pace of increase with high profile projects such as High Speed Rail and Sun Rail. It was noted in a FHWA report that Florida had seen a 100% increase in DBEs since 2008.
- Additional trends for the year saw an increase in the number of Design/Build and 3 P Projects which presented greater challenges and capacity for DBEs participation.

To ensure successfully achieving the established objectives and exceeding the contract deliverables as identified below in Exhibit “A” Scope of Program Services. Strategies and approaches were developed by a team of professionals with over 80 years of experience and expertise with extensive depth and breath of knowledge in the areas of business development, fiscal management, operations, management, administration, and entrepreneurship. BRG Consultants in addition brought over 50 years of combined road & bridge transportation experience. This experience and knowledge level was used to develop technical assistance strategies and program material that supported the primary program goal of DBE Program.

BRG skill-sets and industries knowledge we believe provided the ability to develop the “right responses/solutions” that contributed to the outcome of achieving the primary goal to increase the number of DBEs as Primes and Subs, Increase the number of DBEs bidding on FDOT project and most important Increase in the percentage of dollars awarded to DBEs as Primes and Subs.

02 Accomplishments

For the 2010/2011 year BRG's technical approach to achieve the program scope of services and goals as stated in Exhibit "A" was to continue building upon the proven effective strategies and approaches, but making adjustments for the state of the economy and changes in FDOT policies, practices and procedures.

EXHIBIT "A" SCOPE OF PROGRAM SERVICES

INTRODUCTION:

The Florida Department of Transportation (FDOT) is seeking an experienced and knowledgeable, results-oriented and innovative Disadvantaged Business Enterprise Program Supportive Services Provider (DBE/SSP) to provide supportive services to disadvantaged business enterprises conducting business with or planning to conduct business with FDOT. Supportive Services are those activities and services designed to contribute to the growth and eventual self-sufficiency of DBEs so that they may achieve proficiency in competing for prime contracts and subcontracts.

PROGRAM GOALS:

The primary goal of the DBE/SS program is to increase the number of DBEs participating on FDOT contracts and the dollar percentage awarded to DBEs by:

- Matching contractors/ consultants with certified DBEs as a subcontractor/sub-consultant/supplier;
- Assisting certified DBEs in becoming prime contractors/consultants and in obtaining contracts as a prime contractor/consultant on FDOT projects; and
- Increasing the number of certified DBE contractors and consultants doing business with the Florida Department of Transportation. (The Florida Department of Transportation will provide benchmarks to the selected DBE/SS consultant to measure accomplishment of the primary goals of the DBE/SS program.)

PROGRAM REQUIREMENTS:

The DBE/SS consultant is expected to propose in detail their own methods to accomplish the goals of this agreement, but will be required to provide these minimum program requirements:

- Provide extensive specialized assistance to specific DBEs to help them move from subs to prime, when requested and identified by the project manager.
- Conduct needs assessments of certified FDOT DBEs to determine their training and technical assistance needs, and then use this information to structure ongoing programs and services that will enable disadvantaged business enterprises to become better prepared to compete for and receive transportation –related contract awards. This can be done through written, electronic or telephone surveys; however, the needs assessment must also be conducted on all newly certified DBEs (estimated to be about 100 statewide). The DBE/SS Program project manager must approve the needs assessment tool and receive a report of the results, including a summary and

details by DBE. Provide training to DBEs based upon the needs assessment as deemed necessary or as directed by the project manager. The training can be provided in a group or one-on-one setting or using on-line methods. A minimum of 300 DBEs statewide must be provided training based on their needs.

- Conduct on-site visits for all newly certified DBEs in Florida and phone contact with newly certified DBEs outside of Florida to explain the free services provided by the DBE/SS consultant within (60) days of certification. FDOT will provide a list of all newly certified DBEs monthly.
- Identify and assist eligible, non-certified firms in the highway construction industry in becoming DBE certified. The consultant must be knowledgeable of the DBE eligibility requirements as prescribed in 49 CFR Part 26 and the DBE certification process.
- Collaborate with the United States Small Business Administration, the Florida A&M University Small Business Development Center and other Small Business Development Centers across the state, the Florida Department of Management Services Office of Supplier Diversity, and other community-based organizations that provide general management, technical assistance, and training to disseminate additional resources and information available to DBEs and potential DBEs.
- Conduct outreach activities and disseminate information to potential DBEs with special emphasis in the North Florida region that have the potential for doing business in the transportation industry.
- Collaborate with banks and other lending institutions, and bonding companies to conduct workshops on financial assistance available to DBEs.
- Assist prime contractors and consultants with identifying DBE subcontractors and sub-consultants for sub-contracting and sub consulting opportunities on FDOT projects.
- Attend Title VI assessment meetings with DBE Program Specialist to identify the needs of prime contractors and consultants with limited or no DBE participation on federally funded contracts. The consultant will identify DBE subcontractors and subconsultants for prime contractors and consultants for potential opportunities. This can be done written, electronic and/or telephone as well as meeting with contractor/consultant and DBE firm(s).
- Conduct at least one DBE Matchmaker conference in each of the Departments seven (7) operating Districts and the Turnpike Office for a total of eight (8) DBE Matchmaker Conferences during the contract performance period. A representative from the FDOT District Construction, Professional Services, and Maintenance Office need to be present.
- Identify DBEs for participation in the Construction Management Development and Bond Guarantee Program at the Florida A&M University Small Business Development Center.
- Assist DBEs with one-on-one matchmaking with prime contractors and consultants.
- Assist DBEs with identifying and bidding Business Development Initiative reserved contracts.

- Assist DBEs with identifying contracting opportunities on design build and public private partnership contracts.
- Assist DBE supplier firms with identifying contracting opportunities. The consultant must have some knowledge of the product evaluation process and qualified products list (QPL).
- Subscribe to the Office of Contract Administration's Bid Solicitation Notice (BSN) subscription to receive notification of advertised projects within FDOT, then disseminate to DBEs.
- Encourage DBEs and small businesses to subscribe to the Office of Contract Administration's BSN subscription to receive notification of advertised projects within FDOT.
- Provide assistance to DBEs needing assistance with the prequalification/ overhead audit processes.
- Conduct a survey of DBEs, not on the Department's bidder's list to find out why they are not bidding on FDOT contracts. The DBE/SS Program project manager must approve the survey and survey tool and receive a detailed report of the results. (FDOT will provide a list of DBEs on the Department's bidder's list.)

The DBE/SS consultant must be qualified and proficient in the six categories described below.

Category I: BONDING

Bonding – Provide a variety of bonding techniques that would enhance the DBE contractor's abilities to expand their bonding resources and provide a better understanding of bonding requirements and preparing the package for FDOT contracts.

Category II: CONSTRUCTION

Estimating – Effective methods or techniques needed to project a statement of the cost of work to be performed.

Plan Reading – Technical knowledge associated with reading, understanding, interpreting and utilizing contract plans for construction work.

Pre-bid Conferences – provide assistance to DBEs on understanding the responsibilities and FDOT expectations in reference to a pre-bid conference which may include, but is not limited to, a general review of the completed plans and specifications plus a detailed review of the project's special requirements.

Category III: ACCOUNTING & CASH FLOW MANAGEMENT

Accounting – Provide assistance and instruction in processing account receivables and payables, etc. Provide overhead audit preparation assistance.

Cash flow management – Provide assistance in determining cost associated with scheduling projects and mobilization costs and the utilization of the cash flow model using computer spreadsheet programs, time line and other methods to determine cost associated with construction or maintenance projects.

Category IV: BUSINESS MANAGEMENT, BUSINESS PLANS, & MARKETING

Business Management – Provide DBEs with instructions on effective business management, total quality management, etc.

Business Plans – Provide assistance in the development and modification of business plans.

Marketing – Assist DBE firms with marketing their business to prime contractors and FDOT during construction lettings. Assist DBEs with identifying prime contractor and prime consultant and FDOT expectations. Assist engineering firms with identification of potential projects and advise in the development of proposals.

Category V: BUSINESS LAW, EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION

Business Law – Provide specific employment information or instruction concerning business issues that may affect the ability of the DBE to perform such subcontract agreements, worker's compensation, Davis-Bacon wage rate compliance and other relevant issues addressed within FDOT contracts.

Equal Employment Opportunity (EEO) and Affirmative Action – Provide specific EEO, civil rights or affirmative action information and assistance to meet the requirements listed within the specifications for FDOT contracts.

Category VI: TRAINING

Computer Training – Training on the use of applications such as spreadsheets for business application, payroll, software, etc.

- Training on the use of the internet, especially how to navigate the FDOT website to identify available contracts and how to do business with the Department and Department required web sites to include the Equal Opportunity Reporting System (EORS) and Consultant Invoice Transmittal System (CITS), Bid Express and Expedite.
- Safety Requirements- Safety requirements mandated by federal and state regulations or statutes, in addition to the training or safety techniques necessary to carry out these duties.

BRG overall program strategy was assisting DBEs to enter the FDOT marketplace. DBE experiences varied from first time bidders with great interest to seasoned DBEs who desired market penetration strategies, business development advice and/or resource support. Consultants used their expertise, experience and knowledge to guide, recommend and develop DBE businesses.

Monthly reports have been included under the Appendix section to provide extensive details of accomplishments during this contract period. For space purpose we have chosen a sampling of

accomplishments we feel gives a general description of accomplishments. The following is a sample of some of DBE successes that resulted from supportive services activities:

- **DBE Prime Awards**

DBEs were awarded 100's of FDOT opportunities as a Prime or Sub. These projects ranged from thousands to million dollar plus. Success examples include:

Road Runner Highway Signs, Inc. - \$2.9 M

A Bernal Service Corp. - \$1.1 M

Ellipsis Engineering and Consulting, LLC - \$5M

Design Build Engineering - \$3.9 M

Cruz Trucking - \$1.5M

Denson Construction \$1.1M

- **Carlos E. Acevedo, PE – became prequalified**
- **All American Companies** – was able to secure financing to purchase a milling machine
- **Daly Engineering** – a sole practitioner firm, business development strategies allowed for the adding of another PE.
- **Bonding – Renitta Knight Construction** secured bonding for \$250,000.00
- **Promote program to 103 newly certified DBEs.**
- **Conducted 97 onsite visits statewide.**
- **Received 352 needs assessment.** Needs were identified in all categories; Bonding, Construction, Accounting and Cash Flow, Business Management, Business Plans & Marketing, Business Law, Equal employment Opportunity & Affirmative Action, and Training.
- **Developed/added five (5) additional trainings to schedule.**
 - Profit & Controls
 - Increasing Business Revenues
 - Marketing & Business Development
 - Developing Bid Proposals
 - Prequalification
- **Assisted 355 firms interested in becoming DBE certified.**
- **Conducted 132 orientations.**
- **Participated in 41 outreach events.** Program was promoted statewide. Some of the events included:
 - **Quarterly Contractors Meetings**
 - **Districts Projects Outreach Events**
 - **OSD Conference**
 - **High Speed Rail Industry Forums**
 - **Sun Rail Outreach Meetings**
 - **Florida State Hispanic Chamber**
 - **Baker Concrete/HNTB JV DBE Outreach Event**
 - **Central Florida Development Council French Delegation Meeting**
 - **Pinellas County Small/DBE/MBE outreach event**
 - **State Representative Thurston Economic Empowerment Workshop (held on a Saturday)**

- **State Representative Gary Siplin Community/Business Forum**
- **Society of Marketing Professionals M/W/DBE Outreach Event**
- **Marion County Government**
- **FMSDC Opportunity Fair & Conference**
- **Turnpike MBE Event**
- **MDX Outreach Event**
- **US DOT Bond Education Workshops**
- **Contacted by Primes 53 times for DBE assistance. These Primes were some of the largest in the industry. Primes included:**
 - Ranger Construction
 - Henkelman Construction
 - Transfield Services
 - Johnson Brothers
 - LeWare Construction
 - APAC
 - Turner
 - Construction Technology Group
 - SEMA
 - Wright Construction
 - PCL
 - Jorgensen
 - Volkert& Associates
 - Granite
 - Dragados USA
 - Middlesex Corp
 - Rail America
 - Demoya/Lane JV
 - Skanska
- **Created Prime Contractors/Consultants Online Request form for DBEs**
- **Communicated with DBEs via e-blasts 55,823 times.**
- **Provided DBE certification support to Pensacola Airport**
- **Updated the on-line DBE survey**
- **Created online registration program for Districts Events, Workshops, Training, Outreach Events, etc.**
- **Participated in High Speed Rail Goal Setting**
- **Assisted in the strategy development for STEP Program**
- **Completed 6 FHWA report requests**
- **Provided development support to the FHWA 2011 Statement of Work**
- **Created online needs assessment form**

03 Concerns/Resolutions

Unfortunately many of the concerns identified since 2008 continued to be the primary concerns of the 2010/11 contract year. Many of these concerns are challenges to DBEs successfully participating in FDOT program.

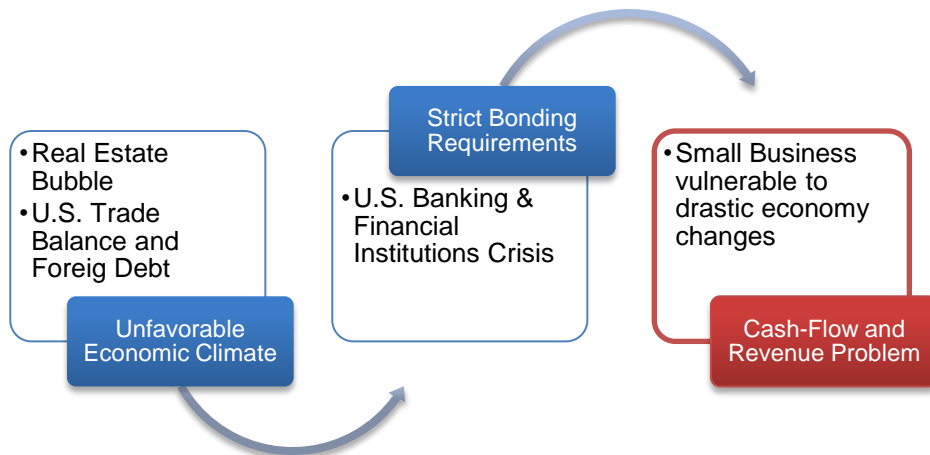
With a downturn in the economy, work opportunities are more competitive. DBEs like other majority own firms must streamline operations, do more with less, become more strategic and identify projects that are manageable from a financial, staffing and operational standpoint, yet try to be profitable. This is a “tall” order for any business, yet it is more challenging for most DBE with limited resources.

BRG understands this challenge and revamped/redirected resources to better address DBEs need in this the current economic climate. We take this opportunity to provide some insight into the most prominent barriers/needs currently undertaken by the DBEs. The report also speaks to effective strategies undertaken to address these needs and achieve the contract deliverables/program goal.

CURRENT CHALLENGES FACED BY DBES IN THE CURRENT ECONOMIC CLIMATE.

Bonding: The majority of the DBEs are not qualified to receive bonding under the current underwriting guidelines from surety and bond companies. Because of the current economic crisis faced by financial institutions as a result of the bursting of the Real Estate bubble, the requirements to obtain a bond, even for a bid bond, are more stringent. Most DBE’s are not even close to meeting the minimum requirements for obtaining a bond under the new underwriting guidelines. The biggest obstacle is cash flow and credit worthiness (poor credit score) and the enforcement of change from the accounting method traditionally used by most DBEs is the “cash” method because of its ease of use and understanding. A prevalent problem is that bonding companies now require DBE’s to present financial statements using either the accrual method or the more complicated percentage-of-completion method, and only a few DBE’s understand the differences in accounting methods and how they are implemented.

Some DBE’s has informed BRG that they are considering limiting their business to those projects that do not require bonding because of the difficulties to be become bondable. DBEs feel they have been forced to refrain from bidding on contracts, more specifically FDOT’s contracts, due to the difficulties and excessive cost to compile a bid or build a proposal and then loose the bid to lack of bonding.



Blackmon Roberts has been intimately involved in the process of helping DBE's to overcome the challenges of obtaining bonds. Unfortunately, when many DBE's seek help, it often is too late to save the situation, but in those cases where we are allowed to be an active resource for DBE's, the process to get them to comply with underwriting guidelines is tedious and long.

Accounts Receivables: The economic situation the Country is going through has negatively affected all business sizes in virtually all industries. However, small businesses are the ones in most danger of closing their doors because of their economic fragility. Recently, that fragility has been enhanced by the amount of uncollectable debt in their hands. We've encountered numerous DBE's with accounts receivables of more than 180 days representing a large % of their gross income. This is a major problem for small business that do not have access to lines of credit or investment capital, and where receivables of more than 60 days can and are driving DBEs out of business.

Under the hardships of the current economic climate, prime contractors relegate DBEs to the end of the line when paying bills because they have debtors with higher leverage than small businesses. Prime contractors who do this as a part of business practice usually know that DBEs do not have resources to initiate legal recourse in order to collect past due invoices. This is a business advantage for the Prime, but a tragedy for DBEs. The alternatives left for DBE's are just a few and very disadvantageous because most seek to sell their accounts receivable at a loss of at least 25%.

Resolution: Blackmon Roberts continue to assist DBEs with account receivables problems by educating them about the different options available to overcome the problem. We advise DBEs on the benefits and risk under different scenarios of factoring, payroll funding, sale of receivables, and the Exchange Market for Receivables. This is a part of the mentoring and coaching strategies. DBEs are also referred to FAMU program for assistance.

Cash-Flow/Liquidity: As a result of economy and competition for work, unfavorable payment terms stretched from a traditional 30 days payment to up to 90 days credit, lack of viable financing because of stringent underwriting guidelines, and increased in outstanding accounts receivables; DBE's cash flow and working capital has been compromised. This is potentially the most dangerous problem that DBEs face because it can effectively put them out of business in a very short period of time.

The traditional solutions to cash-flow and working capital problems are usually bank lines of credits or conventional loans. However, nowadays it is almost impossible to qualify for a loan without any personal guaranties and an exemplary credit history. This leaves DBEs with the only option of funding their operations by digging in the patrimony of the principal of the company, their life savings and/or retirement money. Without realistic sources for financial leverage, DBEs are destined to go only as far as their personal savings will take them. This is a critical time as the DBE Supportive Services Provider to ensure that the Consulting Staffing level is at the skills level necessary to guide DBEs through this tough time by identifying "real" resources that may be an options for DBEs. BRG is doing everything in its power and resources to be that stabilizer for these DBE firms understanding that livelihoods are connected to these businesses.

Resolution: BRG efforts to alleviate cash-flow and working capital problems are focused on giving sound financial advice and helping DBEs to structure their financials in a way that minimizes unnecessary costs and allows them to track expenses more efficiently. Although, the core results of this kind of help for DBEs are seen in the long run, there is a short-term impact on the personal finances for the owners, which are the entrepreneurs that need to have a sound base for when they get another chance to play the game.

ADDITIONAL STRATEGIES/SERVICES/SUCCESSSES

- Hiring of CPA as a part of the BRG team. BRG consultants are well versed in fiscal management, accounting and bookkeeping sound practices, but due to the change in the current underwriting requirements for bonds and loans it has been critical to have a team member that is well versed in professional accounting principles and practices as an advisory arm to the Consultants/Team.
- DBE Mentoring. BRG staff has taken on the role of mentor, coach and management team partner to many medium size DBEs firms. These firms traditionally did not require as much attention as start-ups and mom/pops operators, but due to the current economic climate these firms now find themselves in fragile business positions.
- Mini-Workshops. Conducted throughout the Districts mini workshops addresses key business topics such as Quick Books, Business Plans, and How to Interpret Financial Statements. Upcoming workshop topics will include Bonding, Overhead Audits, and Audits of Financial Statements. Workshops vary and location/topic is based upon current geographical need of DBEs.
- Onsite Visits. Onsite visits are conducted to provide New DBE Orientations and to provide more one-on-one consulting in all areas of business operations (Areas 1-6 of Contract). BRG Consultants find that the need of DBEs has become more complex and labor intensive.

04 Recommendations

- **Increase projects in the BDI Program**

05 Other/Appendices – following

- **Monthly Reports (November 2010 – November 12, 2011)**



DBE SUPPORTIVE SERVICES MONTHLY ACTIVITY REPORT

November 13-30, 2010

The following report contains highlights of services rendered to support the DBE Supportive Services Contract and successes from supportive services efforts. This report is not a verbatim account, but rather a summary report to provide insight into actions/tasks undertaken to reach the program objective, *“To increase the total number of minority and women owned businesses active in the highway contractual services, maintenance, professional services and construction programs, as well as, contribute to the growth and self sufficiency of DBEs to achieve proficiency in the competitive world of prime contractors and subcontractors.”*

OBJECTIVES:

To ensure that DBEs are aware, ready, willing, and able to seek FDOT contractual opportunities BRG is utilizing many strategies to empower, train, and develop DBEs in any area of technical, administrative, and organizational need. This month BRG made contact with DBEs via onsite, phone conferences, faxes, emails and broadcast emails. Our objective is to keep DBEs in the communication loop regarding “free” DBE Supportive Services including the “How To” in doing business with FDOT and what it takes to be “ready, willing and able” to compete in the transportation marketplace.

HIGHLIGHTS:

DBEs

BRG tracked all communication activities this month with DBEs/small businesses (emails, mail, phone, onsite, and faxes) which resulted in touching **1395** firms. The summations of those activities are listed below.

Renitta Knight Construction – obtained bonding up to \$250,000.00

With high profile projects such as High Speed Rail, DBEs are becoming more aware of Supportive Services. We continued to see a constant increase in the number of DBEs that may be newly certified or newly identified as a DBE. These firms’ capabilities and services run the gamut. This month 4 new DBEs and/or recertified DBEs were identified and provided with a welcome letter via mail or email to start the building of a working relationship for technical support services and positioning for future FDOT opportunities.

- Newly Certified DBEs identified during the month (sent welcome letters or introduction email).
 1. Cronin Construction
 2. KATCO Distributors, Inc.
 3. Vistra Communications, LLC
 4. TSG Enterprise d/b/a The Solis Group
- Site Visits.

BRG conducted 12 site visits this month. These visits continue to be influenced by DBEs becoming more aware of the necessity to be “ready, willing, and able” to compete for current and future FDOT/HSR opportunities.

1. Design Solutions FL, Inc.
 2. Linn Construction, LLC
 3. Myers Industrial Equipment Service
 4. Palm Coast Masonry Construction, Inc.
 5. PowerHousing Moving, LLC
 6. Carlson Studio Marketing
 7. Carter Enterprise
 8. C.A.P. Contracting
 9. Canty, Prince & Associates, LLC
 10. Marianne Moselle Grace Pest Control, Inc.
 11. Mettron Contracting
 12. A Construction Maintenance Group, Inc.
- 30 DBEs completed formal needs assessments and/or received Training/ TA Assistance. The complexity of needs continues to trend upwards. DBEs are striving to survive in these challenges times as they attempt to increase capacity and services, but do so with limited resources of cash flow, staff, and bonding.

This month the needs trended with the desires of more and more DBE firms desires to position to work on the High Speed Rail project. Other areas trended toward business development and operations.

1. Davis & Sons Drywall – Marketing
2. GA Maintenance – Coalition/JV
3. JIJ Construction – Marketing
4. John B. Webb & Associates –
5. Katherine Banko Survey and Mapping, LLC – HSR, business strategy, business planning
6. Ken Sandlin Welding Contractor, Inc. – Compliance/Non-payment
7. Lonnie Concrete Works, Inc. – Compliance/Non-payment
8. LSE Enterprise of Northwest Florida – Davis Bacon, Workers Comp, Website
9. Pierce- Smith Contracting, LLC – post orientation follow up
10. RWH Construction Inc. – Material supplier
11. Tezlyn Figaro-Turner – Matchmaker/Marketing
12. Ameer Juman Trucking – Bid Matching/Profile Update
13. Anne Karamer & Associates, LLC – Records update
14. Linn Construction, LLC – IT
15. LFL International, Inc. – HSR
16. Myers Industrial Equipment Service – HSR, Marketing, Business & Marketing plan
17. Palm Coast Masonry –business development
18. PowerHousing Moving, LLC – HSR, Program introduction
19. A/E Designs, Inc – profile update
20. Carlson Studio Marketing – Overhead Audit, Cash flow, Davis Bacon, ARRA, Labor, Estimating/Bidding, Contracts
21. C.A.P. Contracting – Business development, marketing
22. Canty, Prince & Associates, LLC – Business Planning, Time Management, Project Management, Marketing

23. Mettron Contracting, Inc. – Working capital, loans, bonding, business planning
 24. Renitta Knight Construction – Bonding
 25. S & D Engineering and Construction, - HSR
 26. Vistra Communications, LLC – Marketing, Project opportunities
 27. Elixson Transport, Inc. – 8a program
 28. Engineering & Applied Science – Overhead Audit
 29. A Construction Maintenance Group, Inc. – HSR, Marketing, Financial Projections
 30. Raulerson & Son – Bidding
- Outreach - Assisted with DBE application support and/or follow up
Outreach activities continued this month to be driven by those firms that was interested in the DBE program after attending one of the HSR meetings, those firms who received incomplete application letters from the EOO regarding their DBE applications submittals and those firms in District 3 Matchmaker/Outreach Event.
 1. A.W.B. Trucking, Inc.
 2. QB & Associates
 3. Imperial Cabinets
 4. J. Burt Construction
 5. SL King Technologies
 6. Hattaway Consulting, Inc d/b/a HCI
 7. Sams New Development, LLC
 8. Carter Enterprise
 9. J. Williams Services, Inc.
 10. New Directions Advertising, Inc.
 - New DBE Orientations.
 1. Cronin Construction
 2. Pierce Smith Contracting
 3. LSE Enterprises
 4. Velez Concrete Construction
 5. Katherine Banko Surveying and Mapping
 6. A.L. Wingate & Co
 - Broadcast emails
Broadcast emails goes to all DBEs with emails. These broadcasts are heavily opportunity related, but also could be of educational/or informative nature. This month the following emails were distributed.
 1. BSN Notifications for November
 2. High Speed Rail Updates/Industry Forum
 3. OSD Matchmaker Reminder
 4. Contractor Supplier EXPO – Port of Miami
 - Prime Contractors Activities
 1. Construction Technology Group, Inc. – list of qualified DBEs (referral from C. Thomas)
 2. Henkelman Construction – outreach event
 3. Transfield Services – requested 100 DBE program brochures for upcoming event
 4. Miratek Corporation

Training/Workshops/Meetings/Outreach Events

- OSD Matchmaker Event
- High Speed Rail Industry Forum
- Henkelman Construction/Greater Orlando Aviation Outreach Meeting
- Pinellas Economic Development DBE Outreach – panel participant
- Started the development of Profit and Financial Controls Workshop

BRG continues to work with DBEs in their efforts to secure FDOT opportunities. BRG key role has been providing bid matching, managerial and technical support to help DBEs to become “ready, willing and able” to compete and successful manage projects. DBEs continue to bid as 22 submitted bids this month.

It was a successful month for DBEs as 4 were the apparent lowest bidder including 1 contract valued at \$2.9 Million with a total value for all 4 over \$3.6 Million.

November Letting Results | 2010

| | | | |
|---------------------------|-----------------------------------|--------------------|--------------------|
| Contract No: E1J11 | Fin Prj No: 195766-3-52-01 | Bid Method: | County: LEE |
|---------------------------|-----------------------------------|--------------------|--------------------|

| CONTRACTOR'S NAME | VENDOR NUMBER | AMOUNT BID |
|-----------------------------------|---------------|--------------|
| ALL FLORIDA GUARDRAIL CORPORATION | F061692546 | \$56,430.00 |
| LAS CONTRACTING CORP | F593674850 | \$58,644.50 |
| ESTEP CONSTRUCTION, INC. | F593339339 | \$59,947.00 |
| R. J. P. ENTERPRISES, INC. | F593686474 | \$90,124.00 |
| SOUTHWEST UTILITY SYSTEMS, INC. | F591684363 | \$104,024.00 |

| | | | |
|---------------------------|-----------------------------------|--------------------|------------------------------|
| Contract No: E1J14 | Fin Prj No: 427399-2-52-01 | Bid Method: | County: DISTRICT WIDE |
|---------------------------|-----------------------------------|--------------------|------------------------------|

| CONTRACTOR'S NAME | VENDOR NUMBER | AMOUNT BID |
|----------------------------------|---------------|----------------|
| ROAD RUNNER HIGHWAY SIGNS, INC. | F650506853 | \$2,931,144.01 |
| FLORIDA SAFETY CONTRACTORS, INC. | F571191566 | \$3,193,644.71 |
| TRAFFIC CONTROL DEVICES, INC. | F591858994 | \$3,292,238.00 |
| HIGHWAY SAFETY DEVICES, INC. | F592934582 | \$3,406,371.20 |
| TRANSCORE ITS, LLC. | F943198006 | \$3,479,428.77 |

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| Contract No: E1J19-R0 | Fin Prj No: 429128-1-72-01 | Bid Method: | County: MANATEE |
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| CONTRACTOR'S NAME | VENDOR NUMBER | AMOUNT BID |
|---|-------------------|--------------------|
| ARBOR ONE INCORPORATED | F201770137 | \$30,020.00 |
| VALDEZ, FRANKIE CO., INC. | F582366587 | \$36,340.00 |
| ALL SEASONS LANDSCAPE CONTRACTORS, INC. | F592415899 | \$39,326.20 |
| M & M CONTRACTORS, INC. | F651026069 | \$39,338.84 |
| USA SERVICES OF FLORIDA, INC. | F592936530 | \$45,488.20 |

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| Contract No: E1J20-R0 | Fin Prj No: 425390-1-72-01 | Bid Method: | County: MANATEE |
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| CONTRACTOR'S NAME | VENDOR NUMBER | AMOUNT BID |
|---|-------------------|---------------------|
| ARBOR ONE INCORPORATED | F201770137 | \$117,420.00 |
| VALDEZ, FRANKIE CO., INC. | F582366587 | \$137,196.00 |
| ALL SEASONS LANDSCAPE CONTRACTORS, INC. | F592415899 | \$153,820.20 |
| M & M CONTRACTORS, INC. | F651026069 | \$153,869.64 |
| USA SERVICES OF FLORIDA, INC. | F592936530 | \$177,922.20 |

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| Contract No: E2M60 | Fin Prj No: 410213-1-72-50 | Bid Method: | County: ALACHUA |
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| CONTRACTOR'S NAME | VENDOR NUMBER | AMOUNT BID |
|---|-------------------|---------------------|
| HIPP, JOHN C., CONSTRUCTION EQUIPMENT CO | F591213468 | \$288,046.10 |
| APAC-SOUTHEAST, INC. | F581401468 | \$382,927.94 |

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| Contract No: E2O96-R0 | Fin Prj No: 410213-2-72-40 | Bid Method: | County: ALACHUA |
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| CONTRACTOR'S NAME | VENDOR NUMBER | AMOUNT BID |
|---------------------------------|---------------|-------------|
| FRANK J.CAPALLIA | F593643454 | \$61,327.50 |
| ABSOLUTE TREE AND ASSET SERVICE | F264066070 | \$70,815.00 |

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| EVANS CONTRACTING SERVICES, INC. | F593586613 | \$88,196.00 |
| CLEAR ZONE MAINTENANCE, INC. | F650526487 | \$113,525.00 |
| INNOVATIVE ENVIRONMENTAL SERVICES, INC. | F202767567 | \$118,410.00 |
| GRADING & BUSH HOG SERVICES, INC. | F593198636 | \$200,913.00 |
| SANTA CRUZ CONSTRUCTION, INC. | F591625608 | \$295,600.00 |

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| Contract No: E6G46-R0 | Fin Prj No: 420048-3-72-01 | Bid Method: | County: MIAMI-DADE |
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| CONTRACTOR'S NAME | VENDOR NUMBER | AMOUNT BID |
|--|-------------------|---------------------|
| MONROE LAWN CARE SERVICE LLC | F263271441 | \$49,398.72 |
| M & B LAWN MAINTENANCE SERVICE, INC. | F592225955 | \$57,883.20 |
| FLORIDA GARDEN CENTER, CORP. | F651037635 | \$73,101.68 |
| MYNDFRAME GROUP INC | F264207407 | \$74,159.89 |
| T & M LAWN-FENCE SERVICE INC | F208255780 | \$106,044.64 |
| MCINTYRE MAINTENANCE INC., | F721585022 | \$106,376.00 |
| ROGAR MANAGEMENT & CONSULTING OF FLORIDA | F743148751 | \$109,159.23 |
| OMARIS MUNDO | F270996038 | \$118,705.44 |
| TENUSA, INC. | F650796350 | \$132,291.20 |
| BOONE IMPROVEMENTS, INC. | F204392649 | \$133,289.04 |
| T.T.C. ENVIRONMENTAL, INC. | F760777493 | \$141,219.20 |
| KNIGHT PROPERTY MANAGEMENT SERVICE, INC. | F650306097 | \$149,917.46 |

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| Contract No: E6G47-R0 | Fin Prj No: 415452-3-72-01 | Bid Method: | County: MIAMI-DADE |
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| CONTRACTOR'S NAME | VENDOR NUMBER | AMOUNT BID |
|--|---------------|--------------|
| ROGAR MANAGEMENT & CONSULTING OF FLORIDA | F743148751 | \$163,557.50 |
| OGLESBY CONSTRUCTION, INC. | F341233573 | \$317,515.00 |

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| MCSHEA CONTRACTING, LLC | F264642586 | \$318,802.00 |
| HIGHWAY STRIPING, INC. | F262717557 | \$320,325.00 |
| AMERISEAL HIGHWAY STRIPING, INC. | F743032210 | \$325,837.50 |
| TRAFFIC SERVICES, INC. | F593601279 | \$349,100.00 |
| AKCA INC. | F341337287 | \$473,225.00 |

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| Contract No: E6G48-R0 | Fin Prj No: 428286-1-72-01 | Bid Method: | County: MIAMI-DADE |
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| CONTRACTOR'S NAME | VENDOR NUMBER | AMOUNT BID |
|--|-------------------|---------------------|
| A. BERNAL SERVICES CORP | F320120452 | \$143,549.25 |
| HORSEPOWER ELECTRIC, INC. | F592502221 | \$158,888.00 |
| AMERICAN LIGHTING AND SIGNALIZATION, INC | F592554039 | \$168,850.00 |
| PROFESSIONAL HIGHWAY MAINTENANCE | F593413487 | \$170,324.50 |
| R & D ELECTRIC, INC. | F611428335 | \$195,629.00 |
| MAGESCO, INC. | F592823283 | \$197,084.80 |
| SIGNAL TECHNOLOGY AND INSTALLATION CORP. | F650850057 | \$349,380.00 |
| INFRA SOURCE CONSTRUCTION SERVICES, LLC | F581696154 | \$373,107.79 |

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| Contract No: E6G49-R0 | Fin Prj No: 419494-2-72-01 | Bid Method: | County: MIAMI-DADE |
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| CONTRACTOR'S NAME | VENDOR NUMBER | AMOUNT BID |
|---|-------------------|--------------------|
| MONROE LAWN CARE SERVICE LLC | F263271441 | \$24,844.25 |
| M & B LAWN MAINTENANCE SERVICE, INC. | F592225955 | \$29,123.81 |
| RADCLIFFE LANDSCAPING AND LAWN SERVICE, | F592409337 | \$31,693.94 |
| CARSWELL PROPERTY MAINTENANCE, INC. | F743223530 | \$35,125.53 |
| FLORIDA GARDEN CENTER, CORP. | F651037635 | \$39,264.19 |
| MYNDFRAME GROUP INC | F264207407 | \$39,961.65 |
| T & M LAWN-FENCE SERVICE INC | F208255780 | \$45,326.78 |

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| OMARIS MUNDO | F270996038 | \$54,105.68 |
| BOONE IMPROVEMENTS, INC. | F204392649 | \$60,088.01 |
| ROGAR MANAGEMENT & CONSULTING OF FLORIDA | F743148751 | \$66,730.17 |
| MCINTYRE MAINTENANCE INC., | F721585022 | \$71,038.32 |
| ALL SEASONS LANDSCAPE CONTRACTORS, INC. | F592415899 | \$91,014.15 |
| TENUSA, INC. | F650796350 | \$94,222.32 |
| KNIGHT PROPERTY MANAGEMENT SERVICE, INC. | F650306097 | \$104,397.90 |
| C & W LAWN CARE, INC. | F650768605 | \$109,835.86 |
| DISTINCTIVE LANDSCAPE BORDERS, INC. | F202813011 | \$138,796.94 |
| T.T.C. ENVIRONMENTAL, INC. | F760777493 | \$148,155.72 |

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| Contract No: E6G50-R0 | Fin Prj No: 252679-3-72-01 | Bid Method: | County: MIAMI-DADE |
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| CONTRACTOR'S NAME | VENDOR NUMBER | AMOUNT BID |
|--|----------------------|---------------------|
| MONROE LAWN CARE SERVICE LLC | F263271441 | \$96,674.46 |
| M & B LAWN MAINTENANCE SERVICE, INC. | F592225955 | \$99,961.54 |
| RADCLIFFE LANDSCAPING AND LAWN SERVICE, | F592409337 | \$113,296.08 |
| BOONE IMPROVEMENTS, INC. | F204392649 | \$115,679.83 |
| OMARIS MUNDO | F270996038 | \$116,124.41 |
| OCEAN PALM ENTERPRISES, LLC | F260140900 | \$130,583.83 |
| GREEN ZONE HIGHWAY, INC. | F271954416 | \$133,525.44 |
| MYNDFRAME GROUP INC | F264207407 | \$138,971.83 |
| ROGAR MANAGEMENT & CONSULTING OF FLORIDA | F743148751 | \$146,167.47 |
| T.T.C. ENVIRONMENTAL, INC. | F760777493 | \$148,678.32 |
| MCINTYRE MAINTENANCE INC., | F721585022 | \$149,839.11 |
| TENUSA, INC. | F650796350 | \$188,408.74 |

KNIGHT PROPERTY MANAGEMENT SERVICE, INC. F650306097 \$283,512.60

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| Contract No: E6F73 | Fin Prj No: 425619-4-52-01 | Bid Method: Lump Sum | County: MIAMI-DADE |
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| CONTRACTOR'S NAME | VENDOR NUMBER | AMOUNT BID |
|---------------------------------|---------------|--------------|
| KAILAS CORP. | F201135954 | \$356,163.00 |
| JVA ENGINEERING CONTRACTOR, INC | F481277685 | \$410,131.00 |

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|---------------------------|-----------------------------------|--------------------|------------------------|
| Contract No: E8K88 | Fin Prj No: 190755-1-52-16 | Bid Method: | County: OSCEOLA |
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| CONTRACTOR'S NAME | VENDOR NUMBER | AMOUNT BID |
|---|---------------|-------------|
| ESTEP CONSTRUCTION, INC. | F593339339 | \$29,277.50 |
| ALL FLORIDA GUARDRAIL CORPORATION | F061692546 | \$38,132.50 |
| MIDWESTERN CONSTRUCTION, INC. | F593713459 | \$53,360.34 |
| ATLANTIC CIVIL CONSTRUCTORS CORPORATION | F731707896 | \$54,635.00 |
| SMITH & EDWARDS CONSTRUCTION CO | F593521831 | \$61,017.50 |
| SANTA CRUZ CONSTRUCTION, INC. | F591625608 | \$61,075.00 |
| MVB & ASSOCIATES, INC. | F592935218 | \$67,504.00 |
| PRICE CONSTRUCTION, INC. | F593140695 | \$67,975.00 |

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| Contract No: E8K95-R0 | Fin Prj No: 192769-1-72-05 | Bid Method: | County: TURNPIKE |
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| CONTRACTOR'S NAME | VENDOR NUMBER | AMOUNT BID |
|--------------------------------|---------------|--------------|
| CENTRAL SWEEPING SERVICE, INC. | F593216177 | \$159,121.80 |
| STAR CLEANING USA, INC. | F650684451 | \$200,748.60 |
| SFM SERVICES, INC. | F592766887 | \$214,848.00 |
| U.S. GROUNDS, INC. | F650457337 | \$298,773.00 |

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| Contract No: E8K77 | Fin Prj No: 417536-5-52-03 | Bid Method: | County: BROWARD |
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| CONTRACTOR'S NAME | VENDOR NUMBER | AMOUNT BID |
|--|----------------------|---------------------|
| SISCA CONSTRUCTION SERVICES, L.L.C. | F650957171 | \$109,131.00 |
| RPM GENERAL CONTRACTORS, INC. | F650429630 | \$117,390.07 |
| CBC GROUP | F272557725 | \$125,600.00 |
| EVANS CONTRACTING SERVICES, INC. | F593586613 | \$127,082.00 |
| EDGEWATER CONSTRUCTION GROUP, INC. | F650897462 | \$128,793.00 |
| GYNO-I, INC. | F591826470 | \$131,400.00 |
| GRAHAM SERVICES LTD. | F203251763 | \$131,999.12 |
| PROJECT 1 CONSTRUCTION, INC. | F201627559 | \$134,990.00 |
| G-IV ENTERPRISES U.S.A., INC. | F200865784 | \$135,968.00 |
| TIMOTHY H SMATHERS JR | F270806044 | \$140,000.00 |
| COSUGAS, LLC | F050540995 | \$144,470.00 |
| JMW CONSTRUCTION CORPORATION | F650092166 | \$145,000.00 |
| AWESOME CONSTRUCTION, INC. | F320058020 | \$148,080.00 |
| CANYON CONSTRUCTION, INC. | F900534013 | \$148,547.00 |
| ASSOCIATED CRAFTSMEN OF AMERICA, INC. | F592984798 | \$148,984.00 |
| COASTAL CONTRACTING AND DEVELOPMENT, INC | F650013610 | \$158,000.00 |
| OVERLAND CONSTRUCTION COMPANY, INC. | F590822418 | \$208,784.00 |

Other Activities

- Developed informational webpage for High Speed Rail
- Pensacola Airport DBE Outreach: Received a call from an outreach/marketing firm hired by Pensacola Airport to increase DBEs. Marketing firm was not familiar with the DBE application, the DBE program, or program regulations. She requested assistance with helping firms that had been denied certification or requested additional information by FDOT. Noted these were firms the marketing firm had assisted with the application. Explained BRG role in certification as one of pre-audit not content and encouraged marketing firm to work with FDOT staff to build their knowledge base. BRG could only provide assistance within the contractual scope of work and that we were uncomfortable working with a third party firm due to confidentiality issues. But we could take the referral and work directly with the applicant. The marketing firm had assisted 9 firms with application and all 9 was missing information/rejected for incompleteness.