

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. 2

DATE: February 29, 2012

RE: RFP NO: RFP-DOT-11/12-9015-JP

RFP TITLE: Disadvantaged Business Enterprises (DBE) Specialized Development Program

OPENING DATE: March 14, 2012 at 3:00 p.m., Local Time

Notice is hereby given of the following changes, Attachments and Questions and Answers to the above referenced RFP:

Delete: Pages 2, 8, 9 and 16,  
Page 2 of the Standard Written Agreement

Add: Pages 2, 8, 9, 16, revised 2/28/2012  
Page 2 of the Standard Written Agreement  
Drug-Free Workplace Program Certification

-Website for the 21<sup>ST</sup> Century Vision and other Large Projects

-Pre-Proposal Attendee and Interested Proposers List

-Questions and Answers

**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.

**Exhibit "C"  
"PRICE PROPOSAL FORM"  
Disadvantaged Business Enterprises (DBE) Specialized Development Program**

Personnel Classifications	Estimated Work-Hours*	Hourly Billing Rate**	Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
	Total Salary Related Costs		_____
	Expenses***		_____
	Maximum Amount	\$	_____

\*The Estimated Work-Hours shall match hours proposed in the Work Plan of the 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 \$400,000.00. ANY PROPOSAL ABOVE THIS AMOUNT WILL BE CONSIDERED NON-RESPONSIVE.**

**MFMP Transaction Fee:**

All payment(s) to the vendor resulting from this competitive solicitation **WILL** be subject to the 1% MFMP Transaction Fee in accordance with the attached Form PUR 1000 General Contract Condition #14.

**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: \_\_\_\_\_ FEID # \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed / Typed: \_\_\_\_\_ Title: \_\_\_\_\_

## INTRODUCTION SECTION

### 1) INVITATION

The State of Florida Department of Transportation, hereinafter referred to as the “Department”, requests written proposals from qualified Proposers to provide Disadvantaged Business Enterprises (DBE) Specialized Development Program. It is anticipated that the term of the contract will begin on June 1, 2012 and be effective through May 31, 2013.

The Department intends to award this contract to the responsive and responsible Proposer whose proposal is determined to be the most advantageous to the Department. After the award, said Proposer will be referred to as the “Vendor”. For the purpose of this document, the term "Proposer" means the prime Vendor acting on its own behalf and those individuals, partnerships, firms, or corporations comprising the Proposer team. The term "proposal" means the complete response of the Proposer to the Request for Proposals (RFP), including properly completed forms and supporting documentation.

### 2) TIMELINE

Provided below is a list of critical dates and actions. These dates are subject to change. Notices of changes (addenda) will be posted on the Florida Vendor Bid System at [www.myflorida.com](http://www.myflorida.com) (click on “BUSINESS”, click on “Doing Business with the State”, under “Everything for Vendors and Customers”, click on “Vendor Bid System (VBS)”, click on “Search Advertisements”) under this RFP number. It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting your proposal.

<u>ACTION / LOCATION</u>	<u>DATE</u>	<u>LOCAL TIME</u>
<b>PRE-PROPOSAL CONFERENCE</b> (non-mandatory) Florida Department of Transportation Orlando Urban Office 133 South Semoran Boulevard Lake George Room Orlando, FL 32807 <b>Vendor Call in: Toll Free 1-866-374-3368 Ext. 4976 or (850) 414-4976</b>	<b>2-22-12</b>	<b>2:00 PM</b>
<b>DEADLINE FOR TECHNICAL QUESTIONS</b> (There is no deadline for administrative questions)	<b>2-27-12</b>	<b>5:00 PM</b>
<b>PROPOSALS DUE (Technical and Price)</b> Florida Department of Transportation Procurement Office – Haydon Burns Building 605 Suwannee Street, Mail Station 20 Third Floor – Room SW125 Tallahassee, Florida 32399-0450	<b>3-14-12</b>	<b>3:00 PM</b>
<b>PUBLIC OPENING (Technical and Price)</b> Florida Department of Transportation Procurement Office – Haydon Burns Building Third Floor – Room 340 605 Suwannee Street, Tallahassee, Florida 32399-0450	<b>3-14-12</b>	<b>3:00 PM</b>
<b>PUBLIC MEETING</b> Florida Department of Transportation Haydon Burns Building 605 Suwannee Street, Room 129 Tallahassee, Florida	<b>3-29-12</b>	<b>3:00 PM</b>

<b>PUBLIC ANNOUCEMENT OF SHORTLIST</b> Florida Department of Transportation Haydon Burns Building 605 Suwannee Street, Room 129 Tallahassee, Florida	<b>3-30-12</b>	<b>10:00 AM</b>
<b>POSTING OF SHORTLIST ON VBS</b>	<b>3-30-12</b>	<b>5:00 PM</b>
<b>ORAL PRESENTATIONS <u>(not open to the public)</u></b> Florida Department of Transportation Haydon Burns Building 605 Suwannee Street, Conference Room 479 Tallahassee, Florida	<b>5-7-12 thru 5-11-12</b>	<b>Time to be Announced</b>
<b>SELECTION MEETING/INTENDED AWARD</b> Florida Department of Transportation Haydon Burns Building 605 Suwannee Street, Room 129 Tallahassee, Florida	<b>5-14-12</b>	<b>10:00 AM</b>
<b>POSTING OF INTENDED AWARD -</b>	<b>5-14-12</b>	<b>5:00 PM</b>

### **3) AGENDA FOR PUBLIC MEETINGS**

#### **Agenda – Meeting to Discuss Proposals and Short List Proposers**

Agenda Public Meeting for RFP-DOT-11/12-9015-JP

Starting Time: see "Timeline" in RFP solicitation

- General discussion of proposals received
- Summarize Total Scores (technical and price)
- Announce the firms that did not achieve the minimum technical/price score.
- Announce Short Listed Vendors
- Announce time and date decision will be posted on the Vendor Bid System (VBS)
- Adjourn

#### **Agenda – Meeting to Summarize Evaluations and Select Intended Award**

Agenda for Intended / Recommended Award meeting for RFP-DOT-11/12-9015-JP

Starting Time: see "Timeline" in RFP solicitation

- Summarize Total Scores (Oral Presentation)
- Announce Intended Award decision
- Announce time and date decision will be posted on the Vendor Bid System (VBS)
- Adjourn

### **4) SPECIAL ACCOMMODATIONS**

Any person with a qualified disability requiring special accommodations at a pre-proposal conference, public meeting, oral presentation and/or opening shall contact the contact person at the phone number, e-mail address or fax number provided on the title page at least five (5) working days prior to the event. If you are hearing or speech impaired, please contact this office by using the Florida Relay Services which can be reached at 1 (800) 955-8771 (TDD).

## **SPECIAL CONDITIONS**

### **1) MyFloridaMarketPlace**

Since July 1, 2003, the Department has been using the State of Florida's web-based electronic procurement system, MyFloridaMarketPlace. PROPOSERS MUST BE REGISTERED IN THE STATE OF FLORIDA'S

## 2. PROPOSER'S MANAGEMENT PLAN

### a. Management

The Proposer must describe how their business is managed, including but not limited to the following basic functions of management:

- **Planning** (the vision, mission and values; strategic plans; long and short term business plans; goals and objectives and how they will be accomplished; an explanation of your planning process)
- **Organizing/Staffing** (the allocation of resources to accomplish the goals and objectives established during the planning process; the organization structure showing an organizational chart, reporting relationships, responsibilities, and coordination required; the process to recruiting, selecting, hiring and training of employees)
- **Directing/Leading** (communicating the goals and objectives; establishing direction and influencing staff to follow that direction; problem solving; establishing individual performance goals; coaching and counseling; delegating; supervising actions of staff; developing positive interpersonal relationships)
- **Controlling** (monitoring and adjusting resources and processes to achieve goals and objectives; monitoring and evaluating the business success; monitoring and evaluating employees; measures used and evaluated to determine success; holding staff accountable; monitoring compliance with contractual requirements including the timely submittal of invoices and activity reports; management controlling strategies; cost control strategies; monitoring service provided)

### b. Personnel Qualifications

The Proposer must provide the names and resumes of each individual that will be working on this contract. Each resume must identify each employer with the years of service, the duties and responsibilities for that employer, and a phone number for a contact person. Identify each individual and the percent of time (percent should be based on an average over 12 months) that each person would be assigned to each major task in the Scope of Program Services.

For FDOT District Five work, the proposer must list the proposed staff for work in the District 5 Office.

### c. Business Qualifications

The Proposer must possess a minimum of three (3) years experience providing consulting services to assist businesses doing work with governmental entities. A Company Work History must be provided to support these years of experience that would include a listing of current and past types of work/contracts, the years worked on each contract, the length and scope of each contract, the name and phone number for each client's project manager. The Proposer must also provide the number of years of experience and the types of experience associated with the Disadvantaged Business Enterprise, minority business or construction management types of programs.

## 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):

- Services shall commence June 1, 2012 and shall be completed by May 31, 2013 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.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**DRUG-FREE WORKPLACE PROGRAM CERTIFICATION**

375-040-18  
PROCUREMENT  
09/03

287.087 Preference to businesses with drug-free workplace programs. --Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

(1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

(2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

(3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

(4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.

(5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

(6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

**Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statutes, as stated above?**

YES

NO

POTENTIAL LARGE PROJECTS FOR  
 DBE SPECIALIZED DEVELOPMENT PROGRAM CONTRACT  
 IN ADDITION TO THE 21<sup>ST</sup> CENTURY VISION PROJECTS FOUND AT  
[http://www.dot.state.fl.us/financialplanning/finance/private\\_transportation\\_facilities.shtm](http://www.dot.state.fl.us/financialplanning/finance/private_transportation_facilities.shtm)

FIDOT OWPB - WP Reports; 5 Year Work Program Item Detail - Windows Internet Explorer  
 http://www2.dot.state.fl.us/fmsupportapps/workprogram/Support/WPIItemRept.ASPX?RF=WP&IT=2133048

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### Five Year Work Program

2012-2016 AD  
 (Updated: 2/26/2012-19:15:01)  
 All in State  
 Item Number: 213304-3

[Display current records in a Report Style](#)

Project Summary

**Transportation System:** INTRASTATE INTERSTATE District 02 - Duval County  
**Description:** I-95 (Sr 9) S Hampton & Hendricks Ave Overland Bridge #720153  
**Type of Work:** BRIDGE REPLACEMENT [View Scheduled Activities](#)  
**Item Number:** 213304-3 **SIS**  
**Length:** 0.267

Project Detail

Fiscal Year:	2012	2013	2014	2015	2016
Highways/Preliminary Engineering	Amount: \$1,116,484				
Highways/Right of Way	Amount: \$56,864,307	\$2,560,462			
Highways/Railroad & Utilities	Amount: \$10,652,362				
Highways/Design Build	Amount: \$152,268,132				
Highways/Construction Support	Amount: \$17,656,622	\$4,185,614	\$102,325		
<b>Item Total:</b>	<b>\$238,557,907</b>	<b>\$6,746,076</b>	<b>\$102,325</b>		

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**POTENTIAL LARGE PROJECTS FOR  
 DBE SPECIALIZED DEVELOPMENT PROGRAM CONTRACT  
 IN ADDITION TO THE 21<sup>ST</sup> CENTURY VISION PROJECTS FOUND AT  
[http://www.dot.state.fl.us/financialplanning/finance/private\\_transportation\\_facilities.shtm](http://www.dot.state.fl.us/financialplanning/finance/private_transportation_facilities.shtm)**

FIDOT OWPB - WP Reports; 5 Year Work Program Item Detail - Windows Internet Explorer

http://www2.dot.state.fl.us/fmsupportapps/workprogram/Support/WPItemRept.ASPX?RF=WP&IT=416649-2

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### Five Year Work Program

2012-2016 AD  
 (Updated: 2/26/2012-19:15:01)  
**All in State**  
**Item Number: 416649-2**

[Display current records in a Report Style](#)

**Project Summary**

**Transportation System:** INTRASTATE INTERSTATE District 01 - Lee County  
**Description:** I-75 Airport Access At Southwest Florida Int'L Airport Cd System  
**Type of Work:** INTERCHANGE (NEW) [View Scheduled Activities](#)  
**Item Number:** 416649-2 **SIS**  
**Length:** 41.063

**Project Detail**

Fiscal Year:	2012	2013	2014	2015	2016
Highways/Preliminary Engineering					
<b>Amount:</b>	\$305,000				
Highways/Right of Way					
<b>Amount:</b>	\$19,098				
Highways/Environmental					
<b>Amount:</b>	\$3,330,000				
Highways/Design Build					
<b>Amount:</b>	\$72,523,865				
Highways/Construction Support					
<b>Amount:</b>	\$7,201,339				
<b>Item Total:</b>	<b>\$83,379,302</b>				

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## Plummer, Joyce

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**From:** Mbs General [mbsgeneral@cfl.rr.com]  
**Sent:** Monday, February 27, 2012 4:19 PM  
**To:** Plummer, Joyce  
**Subject:** RFP-DOT-11/12-9015-JP

As per our telephone conversation of Feb 27, please find my contact information for the above referenced RFP.

Could I please have my information passed on to the prime vendors as I am seeking to be considered a subcontractor.

**Contact Name:** Eva A. Miller  
**Business Name:** Miller Business Services, LLC  
**Contact Number:** 321-214-0099  
**Fax Number:** 321-206-0643  
**Email:** [mbsgeneral@cfl.rr.com](mailto:mbsgeneral@cfl.rr.com)

## Plummer, Joyce

---

**From:** Marla T Nance [marlanance@earthlink.net]  
**Sent:** Thursday, February 23, 2012 1:07 PM  
**To:** Plummer, Joyce  
**Cc:** Marla Nance  
**Subject:** Pre-Proposal Conference Attendee - DBE Specialized Development Program

Hi Ms. Plummer,

I am emailing to advise you that I participated in the Pre-Proposal Conference held yesterday in Orlando for the above referenced project via teleconference. Please add my contact information as an attendee.

**Commodities:**

973-165-000-0000

973-290-000-0000

Thank you,  
Marla

*Marla Nance*

**MTN Resources**

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New Smyrna Beach, FL 32189  
407-616-6890  
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**Dr. Florence Alexander**



President/CEO

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Service**

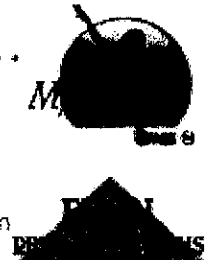
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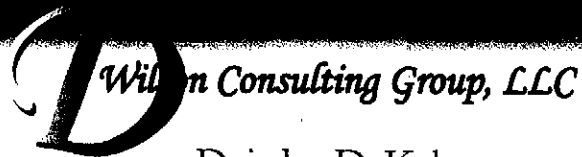
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LAKELAND JACKSONVILLE MIAMI

LAKELAND JACKSONVILLE MIAMI

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## MONTGOMERY CONSULTING GROUP

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**Monty Gettys**  
President

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Tel 407.539.7030 Fax 407.539.7035  
Web [www.mcgi-us.com](http://www.mcgi-us.com)

## MONTGOMERY CONSULTING GROUP

PLANNING | ENVIRONMENTAL | ENGINEERING  
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**Mariza A. Kennedy**  
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SIGN-IN SHEET FOR PRE-PROPOSAL CONFERENCE

RFP NUMBER: RFP-DOT-11/12-9015-JP

RFP TITLE: Disadvantaged Business Enterprises (DBE) Specialized Development Program  
February 22, 2012 AT 2:00pm - Orlando, Florida

Name (Please Print)	Company Name	E-mail (Please Print)	Contact Telephone Number
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RFP TITLE: Disadvantaged Business Enterprises (DBE) Specialized Development Program

February 22, 2012 AT 2:00pm - Orlando, Florida

Name (Please Print)	Company Name	E-mail (Please Print)	Contact Telephone Number
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## **RFP QUESTIONS AND FDOT ANSWERS**

Will the contract winner be precluded from providing or bidding on DBE or other opportunities since they have a representative as part of the DBE program office?

**FDOT ANSWER: NO**

Please clarify the meaning or intent in the first sentence below. Is the requirement for the proposer to have at least three(3) years of demonstrated consulting services to firms? Or Three (3) year experience is assisting businesses who are doing business with the state.

### c. Business Qualifications

The Proposer must possess a minimum of three (3) years experience providing consulting services to assist businesses doing work with governmental entity. A Company Work History must be provided to support these years of experience that would include a listing of current and past types of work/contracts, the years worked on each contract, the length and scope of each contract, the name and phone number for each client's project manager. The Proposer must also provide the number of years of experience and the types of experience associated with the Disadvantaged Business Enterprise, minority business or construction management types of programs.

**FDOT ANSWER: Three (3) years experience in assisting businesses doing work with the state.**

The RFP indicates that the Firm bidding **Must** have at least 3-years' experience with providing consulting services to firms that operate in the State of Florida, does this disqualify a firm that has this experience with businesses not operating in the State of Florida ?

**FDOT ANSWER: NO**

Does the DBE certification issued by Illinois count towards the DBE goal outlined in the RFP?

**FDOT ANSWER: NO**

Will you consider a non-local business for this opportunity?

**FDOT ANSWER: YES**