



STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION

**REQUEST FOR PROPOSALS # 40100-40060  
AMENDMENT # 1  
FOR Disadvantaged Business Enterprises Supportive  
Services**

**DATE: 9/23/2021**

EVENT	TIME (central time zone)	DATE
1. RFP Issued		Thursday, August 19, 2021
2. Disability Accommodation Request Deadline	2:00 p.m.	Tuesday, August 24, 2021
3. Pre-response Conference	10:00 a.m.	Thursday, September 2, 2021
4. Notice of Intent to Respond Deadline	2:00 p.m.	Friday, September 3, 2021
5. Written "Questions & Comments" Deadline	2:00 p.m.	Friday, September 10, 2021
6. State Response to Written "Questions & Comments"		Thursday, September 23, 2021
7. Response Deadline	2:00 p.m.	Thursday, September 30, 2021
8. State Completion of Technical Response Evaluations		Wednesday, October 13, 2021
9. State Opening & Scoring of Cost Proposals	2:00 p.m.	Thursday, October 14, 2021
10. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	Thursday, October 21, 2021
11. End of Open File Period		Friday, October 29, 2021
12. State sends contract to Contractor for signature		Monday, November 1, 2021
13. Contractor Signature Deadline	2:00 p.m.	Thursday, November 4, 2021

**RFP # 40100-40060 IS AMENDED AS FOLLOWS:**

**1. State responses to questions and comments in the table below amend and clarify this RFP.**

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
		<p>1. <u>DBE One-On-One Training:</u> Does custom-tailored DBE One-On-One training have to take place Face-to-Face at the DBE's place of business or with the DBE out in the field – can you not have remote DBE One-On-One training?</p>	<p>One-on-One training is the intended and preferred effective method. One-on-One training may be at the DBE's place of business, consultant's place of business, or in a business training environment and physical location that is conducive for effective learning, and where the training may be accomplished without compromising the training needs of the DBEs. Remote One-on-One DBE Training may be acceptable under certain circumstances but should not be a method to replace Face-to-Face training.</p>
		<p>2. <u>DBE Outreach:</u> What type of DBE outreach will the state share or collaborate with the supportive service program awardee?</p>	<p>The ways and means to DBE outreach would be the creation of the awardee, with TDOT's approval. It is the awardees responsibility to implement an outreach program to attract and assist potential DBEs per section A.7.:</p> <p><i>The Contractor shall perform marketing development by working with DBEs on how to market their services to government agencies and prime contractors. The Contractor shall implement and promote an outreach program designed to attract and assist eligible non-certified minority and women-owned firms doing highway, road and bridge construction in becoming certified DBEs with the State.</i></p> <p>See also A.17.e.:</p> <p><i>The Contractor shall recruit new DBE firms and work with CRD SBDP staff to clarify work areas of current DBEs. The Contractor shall be responsible for seeking out new firms to qualify as DBEs. The Contractor shall market the Supportive Services Program at various activities in the business community. Such activities may include, but are not limited to: vendor opportunity days, trade shows, US DOT Supportive Services Educational</i></p>

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			<p><i>Forums, Small Business Administration Expositions, Minority Enterprise Development Week (MED week), and any other venue or activity of which Contractor may have knowledge.</i></p> <p>[Other sections may also apply]</p>
		<p>3. <u>DBE Classroom Group Training &amp; Quarterly Meetings:</u>  The RFP Solicitation states that DBE classroom group training may be performed online. Are online quarterly meetings also permissible?</p>	<p>No. It is the expectation that quarterly meetings would be in person.</p>
		<p>4. <u>DBE Annual Meeting (2 days):</u>  What is the platform and the expected full scope of the 2-day DBE Annual Meeting activities?</p>	<p>The 2-day annual meeting is a way to bring all interested DBEs, small businesses, prime contractors, TDOT employees and TDOT partners, and others together to learn about contracting opportunities as well as how to succeed as a contractor both inside and outside TDOT. In the past we have had presentations/updates from TDOT Construction, the Civil Rights Division - DBE Office, FHWA as well as speakers from the business world to help give relevant information to all attendees. There have been speakers and events scattered throughout both days. In the past there have been engagement sessions for both DBEs and Primes, road construction related sessions, multiple topics going on at once, etc.</p> <p>See section A.5.e.:</p> <p><i>The Contractor shall coordinate, organize and deliver, with prior approval from the CRD Director or designee, an Annual DBE Meeting or Annual Regional DBE Meetings, at agreed upon location(s) and venue(s). This should be a two (2)-day event</i></p>

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			<p><i>open to DBEs, Prime Contractors and Small Business Owners wishing to network and receive training on a diverse range of topics, and, at the request of TDOT, will include a matchmaker event between State staff, Prime Contractors, DBEs and others.</i></p>
		<p>5. <u>Business Plans:</u></p> <ul style="list-style-type: none"> <li>• How many TDOT DBEs currently have Business Plans?</li> <li>• Will Business Plan Development be an offered service to be rendered on an as needed basis?</li> </ul>	<p>We do not have records of which DBEs have current business plans and those that do have business plans may vary in their worthiness for the purposes of the DBE Program. As business plans will fluctuate in relevance, scope and quality, any business plan already in place would need to be reviewed by the consultant per each DBE interaction as outlined in A.5.b.:</p> <p><i>The Contractor shall offer their services in developing a business plan for TDOT and TNUCP- certified DBEs as services are rendered. Each business plan shall be kept in electronic format to be viewed by the State on request. For any DBE already having a Business Plan, to the Contractor shall retrieve a copy for TDOT to have in the DBE's file. For any DBE that refuses assistance in developing a business plan, this should also be noted for the DBE's file</i></p> <p>No, business plan development is not rendered on an as needed basis. This assistance shall be offered upon services rendered with DBEs. See section A.5.b.</p> <p><i>The Contractor shall offer their services in developing a business plan for TDOT and TNUCP- certified DBEs as services are rendered. Each business plan shall be kept in electronic format to be viewed by the State on request. For any DBE already having a Business Plan, to the Contractor shall retrieve a copy for TDOT to have in the DBE's file. For any DBE that refuses assistance in developing a business plan, this</i></p>

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			<i>should also be noted for the DBE's file.</i>
		6. What is the overall DBE goal for Tennessee?	Currently the goal is 9.61% per Federal Fiscal Year. Each state DOT sets a three-year goal and the current goal is in effect from FFY 2021 – 2023.
		7. On how many contracts were DBEs the prime?	It varies each year and is a rare occurrence. We usually only have one or two each year. Recently, in 2020 TDOT had one DBE prime and 2019 TDOT had two DBE primes.
		8. If What is that as a percentage of total DBE contract involvement and how does that compare with total TDOT contracts for the past year?	In 2020, FHWA funded contracting dollars was \$623,522,458.00. Approximately \$58 million was awarded to DBEs. That is approximately 9.4% of spending and contract involvement.
		9. Is the total maximum liability of \$3,233,642.00 is for 5 years?	Yes.
		10. Does the E & O Malpractice Insurance need to be at the level of \$1,000,000.00 at the time of RFP submission or at the time of contract awarded?	After the State has issued the Notice of Intent to Award and before the contract start date. Only the awardee is required to fulfill this requirement.
		11. Can reference questionnaires use written and email methods of submission or do you have to chose one or the other?	Yes but email method is highly recommended as written questionnaires can be delayed in the mail or lost in our mailing processing (sometimes references forget to put the name of contact or floor # and then they are ultimately lost and not submitted before the bid submission deadline).
		12. Who is the incumbent vendor performing DBE support services for TDOT?	The Supportive Services position has been vacant since May 6, 2020. The previous vendor was Tyler Construction Engineers, P.C.
		13. Are TDOT DBE Support Services available exclusively to TN-based DBEs or can non-TN-based DBEs receive	In-state DBEs would have a priority due to their proximity and highway/transportation related industry work classifications.

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		<p>DBE Support Services as part of the scope of this contract?</p>	<p>However, much of this would depend on the value non-TN based firms brings to the TDOT program (i.e., heavy construction; road construction, engineering). DBEs in bordering states <i>may</i> be permissible on a case-by-case basis review with the Civil Rights Division, while those further out probably would not be eligible.</p> <p>Section A.3.b. speaks of prior approval:</p> <p><i>DBEs certified through TDOT and/or any TNUCP agency will be deemed eligible for supportive services. Those DBEs active in the highway construction industry, as demonstrated by their bidding on TDOT contracts, their past attainment of TDOT contracts, or through past performance that would show an interest and/or ability in attaining and performing on a TDOT contract, shall be given priority for supportive services and training. TDOT and TNUCP-certified DBEs that are active outside of the highway construction industry may also receive supportive services, but only if it does not interfere with training and or services provided for DBEs specializing in the highway construction industry. The Contractor must conduct a formal review of each DBE and request prior approval from the CRD Director or designee, before providing supportive services.</i></p>
		<p>14. Can I obtain a copy of the last award of the contract issued?</p>	<p>You may obtain a copy through a public records request or freedom of information act. For questions contact David Roberson by email at <a href="mailto:David.Roberson@Tn.gov">David.Roberson@Tn.gov</a> or visit: <a href="https://www.tn.gov/tdot/community-relations/public-involvement---communication/public-records-request.html">https://www.tn.gov/tdot/community-relations/public-involvement---communication/public-records-request.html</a></p>

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		15. Will multiple contracts be issued for this RFP?	No, a single contract will be awarded as a result of this RFP.
		16. Can the Awardee subcontract some of the requirement?	Yes, the primary contractor must abide by the requirements found in Section 4.4 Assignment & Subcontracting, 4.5 Right to Refuse Personnel or Subcontractors of the RFP. Respondents are to submit any intended subcontractors as part of they Technical Response found in RFP Attachment 6.2 Section B question B.14.

2. **RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.