



## Addendum No 2

DATE: 9/13/2022

Reference: RFP# 1-001-22-0002  
Commodity/Title: Project Management Support Services, Long Bridge Project  
Issue Date: 8/29/2022  
Proposal Due: **10/6/2022 (by 2:00 PM EST)**

TO ALL OFFERORS:

This Addendum No. 2 sets forth the DBE contract goal requirements and includes forms referenced in the RFP as Attachments D and F.

The DBE contract goal for this procurement is **12%**. Offeror's must complete the attached DBE Certification and Utilization Form (Form PD 50) and include a fully executed copy with their proposal submittal. Following the award of the Contract, the successful Offeror(s) shall report compliance with their DBE utilization plan using the attached Monthly DBE Participation Report (Form PD 51).

**NOTE: Offerors must acknowledge receipt of this Addendum in writing within the RFP Cover Page (FORM PD 07) at time of proposal submittal.**

Very truly yours,

A handwritten signature in black ink that reads "John Kostyniuk".

John Kostyniuk  
Director of Procurement

## DBE CERTIFICATION AND UTILIZATION FORM

CONTRACT NO.: \_\_\_\_\_  
 FTA NO. (if known): \_\_\_\_\_  
 DATE SUBMITTED: \_\_\_\_\_

This DBE Certification and Utilization Form applies solely to meeting the assigned DBE contract goal for DBE participation. If the assigned DBE contract goal is greater than zero, each Bidder/Offeror, including DBE prime Bidders/Offerors, shall complete and submit this form with their bid/proposal. SHOULD THE BIDDER/OFFEROR FAIL TO COMPLETELY FILL OUT, SIGN, AND SUBMIT THIS FORM WITH THE BID/PROPOSAL WHEN THE ASSIGNED DBE CONTRACT GOAL IS GREATER THAN ZERO, THE BIDDER/OFFEROR WILL BE CONSIDERED NON-RESPONSIVE.

### Instructions:

- A. If your firm is currently certified as a DBE by the DSBSD/MWAA, complete only Part I of this form in the event you intend the fulfill the DBE contract goal through work to be performed by your own forces.
- B. If your firm is not currently certified as a DBE by the DSBSD/MWAA, complete Part II of this form if you will meet or exceed the DBE contract goal and Parts II and III if you will not meet or exceed the DBE contract goal.

### Certification:

The undersigned Bidder/Offeror has satisfied the requirements of the bid specification/request for proposals terms in the following manner. (Please mark the appropriate box)

- The Bidder/Offeror is committed to a minimum of 12% DBE utilization on this contract.
- The Bidder/Offeror, while unable to meet the DBE contract goal of 12%, hereby commits to a minimum of \_\_\_\_\_% DBE utilization on this contract and submits the attached documentation as evidence demonstrating good faith efforts in seeking participation by certified DBE firms.

The Bidder/Offeror certifies this form accurately represents its solicitation and utilization or non-utilization, as indicated, of the firms listed below for performance of work on this contract. Bidder/Offeror certifies that it had direct contact with the named DBE firms regarding participation of this project. Bidder/Offeror certifies, if awarded this contract, that it shall award subcontracts to or enter into agreements with the named DBE's. If the Bidder/Offeror is submitting evidence of good faith efforts to secure participation, Bidder/Offeror certifies that the good faith efforts information/documentation is true, accurate and correctly reports the actions taken by the Bidder/Offeror.

The undersigned further understands that no changes to this statement may be made without prior approval from VPRA and any federal funding partner.

\_\_\_\_\_  
 Bidder's/Offeror's Firm Name

\_\_\_\_\_  
 Signature of Authorized Representative

\_\_\_\_\_  
 Date



1. List research efforts conducted by the firm to locate DSBSD/MWAA-certified DBE firms, including but not limited to, advertising in publications or in the classified section of the newspaper where DBEs are likely to see it. List specific research efforts and dates.
2. List subcontractor outreach meetings, conferences, or workshops conducted by the firm to locate DSBSD/MWAA-certified DBE firms—including the dates, participation numbers, and results.
3. Describe any support requested from DSBSD and/or MWAA to identify and solicit participation from DSBSD/MWAA-certified DBE firms on the contract.
4. Provide documentation of direct efforts to solicit participation by DSBSD/MWAA-certified DBE firms on the contract (e.g., telephone call logs, emails, certified letters, etc.). Be sure to list the DBE firm name and dates of contact.
5. Provide documentation of any follow-up efforts made with DSBSD/MWAA-certified DBE firms which your firm directly solicited for participation on the contract (e.g., telephone call logs, emails, certified letters, etc.). Be sure to list the DBE firm name and dates of contact.
6. Identify and describe all circumstances in which a DSBSD/MWAA-certified DBE firm was considered by your firm but ultimately rejected after negotiation due to price or other factors. Be sure to list the DBE firm name and all relevant information.
7. Provide documentation of any assistance offered to interested DSBSD/MWAA-certified DBE firms in obtaining bonds, lines of credit, and/or insurance for the contract.
8. Identify areas of work your firm has subcontracted to DSBSD/MWAA-certified DBE firms for other contracts. Include company names, dates, dollar amounts, and percentages on a per contract basis.
9. Provide documented correspondence (i.e., certified mail, email, receipt of fax transmissions, etc.) to DSBSD/MWAA-certified DBE firms from the lists provided by DSBSD and/or MWAA and other outreach agencies and organizations which indicate the solicitation of such for utilization of subcontracting opportunities on other contracts for which the business has competed.
10. List areas of work which the firm has subcontracted with DSBSD/MWAA-certified DBE firms for upcoming contracts—including the name of the business, certification number, dates, dollar amounts, and percentages on a per contract basis.
11. Please provide narrative details of any other efforts your firm undertook in an effort to attain the DBE contract goal.

## MONTHLY DBE PARTICIPATION REPORT

Contract No.: \_\_\_\_\_

Check Here if Final Report [  ]

Consultant/Contractor:	Reporting Period (Month/Year):	Report No.:
Contact:	Email:	Phone:

NAME OF CERTIFIED DBE FIRM (Subcontractor/Subconsultant)	DBE FIRM'S FEDERAL TAX ID NUMBER	DATE OF PAYMENT (To DBE)	AMOUNT PAID THIS MONTH (To DBE)	AMOUNT PAID TO DATE (To DBE)

The Consultant/Contractor certifies that the above amounts have been paid to those listed DBE's and that documentation of these payments are available for inspection upon request.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Type/Print Name \_\_\_\_\_  
 Title \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_

\_\_\_\_\_  
 Notary Public  
 My Commission Expires:

**For Internal Use:**  
 Reviewed by, \_\_\_\_\_  
 Dated: \_\_\_\_\_