BUSINESS DEVELOPMENT INITIATIVE
SMALL BUSINESS PROGRAM
GUIDANCE FOR RESERVING CONTRACTS

Construction and/or Maintenance Projects

1. Districts are responsible for reviewing their work program and identifying candidate projects for the Business Development Initiative (BDI) Program. This review and identification process should occur during the project candidate selection process and be finalized prior to lockdown of the upcoming fiscal years District Letting Plan. Annually, prior to lockdown of the upcoming fiscal years District Letting Plan, the District Program Management Office should identify (through coordination with the appropriate District Offices of Construction and Maintenance) a comprehensive list of all Construction and/or Maintenance project to be reserved for the BDI program. Identifying a construction or maintenance project for the BDI means that:
    a. The contract will be reserved for small businesses;
    b. The contract will be $1,500,000 or less;
    c. Prequalification per Rule 14-22 F.A.C. is not required;
    d. Performance bonds are waived on contracts under $250,000;
    e. Bid bonds are $500 for contracts over $150,000 and may be in the form of a cashier's check, the BDI Bond form, or the standard Bid or Proposal Bond Form (Form No. 375-020-09); and
    f. All subcontractors must be small businesses; and
    g. The contract will be procured under Florida Statute 337.025 (Innovative Highway Projects).

    In choosing candidate projects for the BDI, the districts should consider if the project is low risk and if there are sufficient small businesses available to bid on the contract. The Department has a small business listing for road and bridge construction, and maintenance contracts that is available at the following link: http://www2.dot.state.fl.us/sasweb/cgi-bin/broker.exe?_service=default&_program=inetprog.db2.smbusform.scl

2. Once a comprehensive list of Construction and/or Maintenance BDI candidate projects has been identified, the District Program Management Office must request approval from Central Office to reserve the candidate projects for the BDI Program. The request shall be submitted to State Construction Office (Attn: State Construction Administration Specialist). The State Construction Office will forward the request to the Equal Opportunity Office Manager for review and approval. The request shall include a description of each project, project scope, estimated project cost, FPID number, Letting Month/Year, estimated Contract Execution Month/Year, and the source of funds (state or federal). The request shall be made and approval obtained prior to adding the appropriate BDI Group Identifier(s) to the WP03 Screen in the Financial Management System (Refer to Part III/ Chapter 34 – Special Contracting Methods of the Work Program Instructions).

3. Once approval is obtained from Central Office, the District Program Management Office will forward Central Office approval to the District Work Program Office requesting that the appropriate BDI Group Identifier(s) be added to the WP03 screen in the Financial Management System as outlined in Part III, Chapter 34 of the Work Program Instructions. Once approved, the project will be added to the Equal Opportunity Office- BDI Reserved Contracts webpage.

4. Project scope should be continually monitored to ensure that as the project plans are further developed, the project estimate does not increase beyond the financial limitations described in 1.b. above. Should increases in project scope cause the financial limitations described in 1.b. above to be exceeded, the District Program Management Office shall notify the State Construction Office and the Equal Opportunity Office and request that the project be removed from the BDI Program. Should any project be removed from the BDI Program, the District Program Management Office will request that the District Work Program Office remove all BDI Group Identifiers from the WP03 screen in the Financial Management System.

5. For projects with a Letting Date prior to January 2016, when the previously approved BDI project has moved to the specifications development stage, the District Specifications Office must request to use the BDI Developmental Specifications from the State Specifications Office. The developmental specifications needed are:
    a. Dev002BDI-“Proposal Requirements and Conditions”
    b. Dev003BDI-“Award of Contract”
    c. Dev007BDI-“Legal Requirements and Responsibility to the Public – Insurance”
    d. Dev008BDI- “Prosecution and Progress”

    When submitting this request to the State Specifications Office for consideration, the District Specifications Office shall obtain and include the previously received approval from the District Program Management Office which signifies that both the State Construction Administration Specialist and the Equal Opportunity Office Manager have approved the project for the BDI program.

6. For projects with a Letting Date in or after January 2016, when the previously approved BDI project has moved to the specifications development stage, the District Specifications Office must request to use the BDI Special Provisions from the District Program Management Office.

    The Special Provisions needed are:
    a. SP0020201BDI-“Proposal Requirements and Conditions”
    b. SP0030201BDI-“Award and Execution of Contract”

c. SP0071302BDI-"Legal Requirements and Responsibility to the Public – Insurance"
d. SP00801000BDI- "Prosecution and Progress"

When submitting this request to the District Program Management Office for consideration, the District Specifications Office shall request and obtain the previously received approval which signifies that both the State Construction Administration Specialist and the Equal Opportunity Office Manager have approved the project for the BDI program.

7. Prior to issuance of the bid document by the Department, the contractor must complete and notarize BDI Affidavit and Profile Form (Form 275-000-01).

8. All bid packages must include BDI Reference Sheet (Form #275-000-02) completed by the contractor and submitted with the bid. The contractor is not required to be prequalified by the Department, so this Reference Sheet is designed to help determine if the contractor has successfully performed similar work on other contracts. The Construction or Maintenance Office (Central or District), whichever is appropriate, is responsible for approving the reference sheet depending on where the project is let. The contractor's experience must be similar to the scope of work outlined in the intent and scope of the project.

9. Prior to using a subcontractor, the prime must obtain a notarized Affidavit and Profile Form from the subcontractor and submit the form with the Request to Sublet and obtain approval from the Department.

10. The advertisement must contain the following information:
    a. Bidders must be a "Small Business" as defined by the Department. Prequalification per Rule 14-22 is not required.
    b. Bidders must complete and submit the BDI Affidavit and Profile (Form No. 275-000-01) for approval prior to receipt of bid documents.
    c. Bid Bonds of $500 are required for bids over $150,000 and may be in the form of a certified check, cashier's check, trust company treasurer's check, bank draft of any national or state bank made payable to the Florida Department of Transportation, the BDI Bid or Performance Bond (Form No. 375-020-16), or the standard Bid or Proposal Bond form (Form No. 375-020-09).
    d. Bidders must submit the BDI Reference Sheet (Form No. 275-000-02) with the bid.
    e. A Performance Bond is not required for contracts under $250,000.

11. Once the contract has been executed, update the project information on the BDI Project Sheet and send the information to Business Development Specialist. The

Business Development Specialist will update the information on the master list and update the website.

Professional Services/Consultant Contracts

1. Districts are responsible for reviewing their list of projects and identifying contracts that are good candidates for the Business Development Initiative (BDI). Identifying a professional services contract for the BDI means that:
    a. The contract will be reserved for small businesses;
    b. The contract will be $1,500,000 or less;
    c. No preference points are used for the contract;
    d. Teams must still be technically prequalified in all listed professional services work types; and
    e. An overhead audit is required for any contracts in excess of $500,000. The Department is offering a one-time job cost accounting system (JCAS) review to small business firms who are interested in competing for work above $500,000. The requirements for the JCAS review are found at the following link: http://www.dot.state.fl.us/procurement/prequalification.shtm. For questions about the JCAS review, please contact the Procurement Office, at (850)414-4539.

    In making the decision for candidate projects, the districts should consider if there are sufficient small businesses available to submit a proposal. The Department has a small business listing for professional services contracts; this is available at the following link: http://www2.dot.state.fl.us/procurement/ProfessionalServices/lppc/listmenu.htm

2. Districts should email a request to use the BDI to the Business Development Specialist. The Business Development Specialist will forward the request to the Central Office Procurement Manager, and copy the Equal Opportunity Office Manager. The request should have a description of the project, estimated cost, FPID number, the source of funds (state or federal), and advertisement/response date. The Central Office Procurement Manager will either approve or disapprove the request by responding to the email.

3. If approved, the following is an example of the advertisement that can be used for the BDI contract:

    This project has been reserved for competition among only small businesses, in accordance with the Department's Business Development Initiative Program. Letters of Response for this project will only be accepted from firms who qualify as a small business as defined by the Department. The prime consultant submitting a letter of response must meet the small business eligibility criteria below. All subconsultants utilized for the project must also meet the small

business eligibility criteria. Only subconsultants who are also themselves small businesses may be utilized on small business reserved projects.

SMALL BUSINESS ELIGIBILITY CRITERIA:

a. The prime firm and subconsultants proposed for this project must meet the small business definition provided by the Department. They are also required to submit a notarized copy of the Small Business Affidavit Certification Form with the Letter of Response. Firms who have previously submitted the Small Business Affidavit Certification Form (Form 275-000-03), and appear in the Department's Small Business listings are not required to resubmit the form. Please refer to the advertisement for other submittal requirements. http://www2.dot.state.fl.us/procurement/ProfessionalServices/lppc/listmenu.htm
b. Submitting firms that are small businesses must completely comply with the professional services prequalification process as described in Florida Administrative Code Chapter 14-75: http://www.dot.state.fl.us/procurement/pubs/Rule%2014-75new.pdf

4. Once the contract has been executed, update the project information on the BDI Project Sheet and send the information to the Business Development Specialist. The Business Development Specialist will update the information on the master list and update the website.

FLORIDA DEPARTMENT OF TRANSPORTATION
SMALL BUSINESS SIZE STANDARDS

TYPE OF WORK	AVG. GROSS AMOUNT (IN MIL) NOT TO EXCEED
Construction/Maintenance	$15.0
PROFESSIONAL SERVICES	$6.5

NOTE:
Size cap amounts are figured by the gross receipts of the business averaged over a three-year period.