



Amendment of Solicitation

Date of Issuance: 10/12/2020

Solicitation No. 3450004942

Requisition No. 21-TP-0007

Amendment No. 2

Hour and date specified for receipt of offers is changed: No Yes, to: October 21, 2020 3:00 PM CST

Pursuant to OAC 260:115-7-30(d), this document shall serve as official notice of amendment to the solicitation identified above. Such notice is being provided to all suppliers to which the original solicitation was sent.

Suppliers submitting bids or quotations shall acknowledge receipt of this solicitation amendment prior to the hour and date specified in the solicitation as follows:

- (1) Sign and return a copy of this amendment with the solicitation response being submitted; or,
- (2) If the supplier has already submitted a response, this acknowledgement must be signed and returned prior to the solicitation deadline. All amendment acknowledgements submitted separately shall have the solicitation number and bid opening date printed clearly on the front of the envelope.

ISSUED BY and RETURN TO:

U.S. Postal Delivery:

CRYSTAL WILLIAMS
Contracting Officer

or

Personal or Common Carrier Delivery:

405 – 588-3397
Phone Number

CJWILLIAMS@ODOT.ORG
E-Mail Address

,OK -

Description of Amendment:

a. This is to incorporate the following:

This amendment is post answers to questions received for solicitation and add DBE Requirements. Please see attached. Please return signed with solicitation response.

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**)

Title

Authorized Representative Signature

Questions Solicitation # 3450004942 21-TP-0007

1. With reference to the subject RFP:
 - Do you have a plan holders list to share? **No**
 - Is there a DBE goal for this project? **Yes**

2. In addition to the General provision (Section A pg. 7) and Special Provisions (Section A.30. pg. 12) in the Solicitation, are there other Terms and Conditions that will be included in the eventual contract? For instance, Purchase Order Terms and Conditions.
The contract will include FTA certifications and assurances and rules/regulations applicable to the federal funds associated with the subsequent contact agreement.

3. As it pertains to the solicitation request form (pg. 2 of the RFP) , what should we list for the following:
“unit cost” **Total cost**
“Ext cost” **Total cost**
“Lead time” **Leave blank**

4. Section A.2.4. pg. 7 states “Electronic responses must be submitted in the identical format contained in the solicitation (for example Microsoft Word, Microsoft Excel, but not Adobe PDF).” Does this mean we cannot submit our proposal response in PDF format, please clarify? **No, Due to Covid-19 responses can be sent via email**

5. Is our proposal required to follow the outline specified in Section F. Checklist pg. 15? **Yes**

6. Per the Solicitation Request Form (page 2 of the Solicitation Packet), a response is required for both the Unit Cost and Ext. Cost. Can ODOT please clarify what information is needed for each of these items? Without a specific scope it is difficult to estimate pricing on a given project. Can you please verify that ODOT does not require staff billing rates at this point? **This is on demand task order contract.**

7. Is there a plan holder’s list available of firms who have requested a copy of the solicitation? Will this be shared? **No, plan holders list**

8. Under D.1. Evaluation Criteria, you might ask: *What is meant by describing an “action plan?” Is this more a description of general project approach or a description of past work actions performed in the categories described in C.3.?* **General project approach**

9. Will each subconsultant be required to provide the following information as well per section F. Checklist pg. 15 of the RFP?
3 Recommendation Letters per Section D.1.2.4
Contact Information Section per D.1.2.2
Signed Addenda and Amendments

ODOT has to approve of the process that the contactor uses in choosing their subcontractors to make sure it in compliance with FTA guidelines. As far as the above forms, those are required by the consultant.

Disadvantaged Business Enterprise (DBE) Requirement

Solicitation # 3450004942 / 21-TP-0007 – 2.5% DBE Goal

Your solicitation response will include:

- Addresses and identifies a strategy in meeting the proposed DBE goal. Certified Oklahoma DBE firms are listed in the directory <https://okdot.gob2g.com/Default.asp>. A letter from any sub-consultant on that company's letterhead stating the intent to participate in the contract. If the respondent is a DBE, identify this in the statement. If your firm is unable to meet and/or exceed the DBE goal, instead of the required DBE statement on letterhead, the DBE Form 5T (Preconstruction) – Good Faith Efforts (GFE) <https://www.ok.gov/odot/documents/DBE%20form%205%20-%20FTA.pdf> must be included with your firm's response.

If you should have any general questions on DBE requirements, Please direct them to Crystal Williams by email at CJWILLIAMS@ODOT.ORG.