

The Hawaii Department of Transportation (HDOT) is soliciting proposals for a trainer to implement and teach its “Business Development Boot Camp”.

Overview of “Business Development Boot Camp”

Business Development Boot Camp will be tailored to 10 developmental and transitional DBEs and shall be done in two phases:

- Phase 1 – Business Basics – Series of Workshops with Trainer and Guest Speakers

The first phase will involve a series of progressive workshops to provide instruction on business basics for those in construction/construction related fields. This phase will start with the development of a mission and vision statement and will progress to the development of a five-year business plan. Once the foundation is laid, participants will receive more comprehensive advanced training on insurance and bonding, financial systems, key performance indicators, project forecasting, cash flow, employee responsibilities and compensation, and financial fitness for project managers.

- Phase 2 – Individualized Coaching Services

The second phase will provide individualized training/coaching by the trainer for the 10 developmental or transitional DBEs. While the coaching shall be tailored to meet the unique needs of the firms for those in construction/construction related fields, assistance may include, but shall not be limited to helping with matters relating to human resources, subcontractor pricing, bid hit ratios, work in progress schedules, budgets, and other services to help DBEs compete in HDOT’s contracting marketplace.

- Start: January 2022
- End: May 2022
- Minimum of 10 classes – classes should be held once a week
- Classes should not exceed 2 hours in length
- Survey completed at end of every class by participants
- Need to provide relevant guest speakers on current industry related topics
- Need to provide a summary by June 15, 2022 that includes:
 - progress of the DBEs including, but not limited to, the number of contracts or subcontracts each DBE is awarded
 - level of bonding achieved
 - number of DBEs that are approved for a loan or line of credit
- Total cost not to exceed \$37,947.00 (includes all applicable tax - local and state)

Instruction must be delivered virtually, until further notice. Please keep in mind the following for virtual delivery:

- The virtual platform that will be used
- Sessions shall be recorded and made available to attendees and HDOT
- Attendance records need to be kept and be provided to HDOT
- Handouts shall be made available to attendees and HDOT
- Attendees shall actively participate in the sessions

HDOT is looking for trainers who have experience in construction/construction related fields and can relay their best practices to the attendees.

A responsive submission shall include resume, plan to teach Phase 1 and Phase 2, plan to conduct surveys at the end of every class, and budget.

Resume – shall demonstrate proficiency as a leader in the construction industry. Resume shall include relevant construction experience, with at least:

- A minimum of 7-10 years of experience as a high-level officer of a medium to large size construction firm
- A minimum of 5 years as construction or construction-related industry consultant

Resume, plan to teach Phase 1 and Phase 2, plan to conduct surveys at the end of every class, and budget is due August 18, 2021 by 12:00 pm.

Email to Daniel Williams, DBE Program Supervisor
daniel.k.williams@hawaii.gov

If you have any questions, please contact Daniel Williams, DBE Program Supervisor, at 808-831-7914 or daniel.k.williams@hawaii.gov

23 CFR § 230.204 (e) “When the State highway agency provides supportive services by contract, formal advertising is not required by FHWA; however, the State highway agency shall solicit proposals from such qualified sources as will assure the competitive nature of the procurement.”