

FOCUS *on* DBE



Delaware Department of Transportation (DelDOT) encourages doing business with Delaware Certified Disadvantaged Business Enterprises (DBEs)

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A quarterly newsletter published by the DelDOT DBE Program

New Year Brings Renewed Focus for DelDOT DBEs

Along with this year's funding allocations comes a renewed effort through DelDOT's DBE Supportive Services Program to help disadvantaged firms certified through the program grow and increase business.

The Disadvantaged Business Enterprise Supportive Services (DBE/SS) Program was developed as an outgrowth of the federal Disadvantaged Business Enterprise (DBE) program. Its primary purpose is to provide training, assistance and services to certified DBEs to increase their activity in the program and to facilitate development into viable, self-sufficient organizations capable of competing for, and performing on federally assisted highway projects.

Since 1982, Congress has authorized \$10 million annually to accomplish these objectives. For Fiscal Year 2011, DelDOT received \$262,500 to implement the following four program initiatives:

Networking & Marketing

Being in the Right Places with the Right People
This initiative provides opportunities to meet and network with prime business partners in the construction industry. To accomplish this goal, DelDOT will sponsor a fixed number of certified DBE

firms as members of the Delaware Contractors Association (DCA). Selected DBE firms must commit to actively participate in the events and functions of the DCA for the sponsorship that will cover the costs of such activities.

Financial Coaching & Improvement

Assistance in Financial Planning & Management from a Professional

Once DelDOT has engaged a professional financial consultant, DBE firms will be selected to undergo a full financial assessment. This assessment will serve as a benchmark for evaluating improvement and the basis for a financial improvement plan. The plans will include specific steps and actions that need to be taken to improve the financial posture of the participating firm. To further assist DBE business owners, a financial consultant will meet with each firm at least monthly for nine months.

Contractors Assistance & Participation Series

A Training Program to increase capacity and competitiveness

The mission of this training is to increase the ability of participant firms in building capacity and, in turn, their ability to compete for larger contracts. The training will consist of a ten-week course, through the use of a contracted facilitator. Planned topics include: estimating and bidding; accounting and banking; marketing and business opportunity development; project management, scheduling, and cost control.

Construction Management Training

Adding to the skills of DBE Professional Services Firms

This initiative will assist in improving the participation of certified DBE firms in various construction management

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Meet the DeIDOT DBE Supportive Services Team



Carla E. Elliott



Travis Crawford



Hazel Hall



Ramon Ceballos



Linda Milligan



Amy Miller

Carla E. Elliott

Civil Rights Administrator

In addition to overseeing all Civil Rights Programs for DeIDOT, which includes compliance to Title VI and other civil rights programs and investigation of allegations of discrimination, Carla's responsibilities include: administration and monitoring of the On the Job Training (OJT) Supportive Services Program; contractor compliance/payment monitoring; and investigation of allegations of DBE fraud.

Travis Crawford

DBE Program Manager

Travis oversees daily operations of the DeIDOT DBE Program and serves to promote the advancement of DeIDOT's DBE policy and to fulfill the purpose of the federal program. He is responsible for reviewing and developing DBE goals on all federal-funded construction projects and professional services agreements. Travis analyzes, researches, and interprets applicable laws and regulations to ensure that the program and its participants comply with the provisions of 49 CFR Part 26. Additionally, his responsibilities include reviewing DBE subcontract agreements, federal reporting, participating in DBE recruitment and outreach, reviewing DBE certification applications, and serving as DeIDOT's Minority and Women Business Liaison in accordance with Executive Order 14.

Hazel Hall & Ramon Ceballos

DBE/EO Specialist

Both Hazel and Ramon review new DBE applications and assist in the three-year and annual re-certifications of DBEs. Additional responsibilities include: project monitoring; contractor compliance; investigation of complaints of discrimination; prompt payment/payment monitoring; attending pre-construction meetings; and outreach activities.

Linda Milligan

Supportive Services Coordinator

Linda is the newest addition to the DeIDOT DBE team. Her responsibilities include production of the DBE Newsletter; coordinating various Supportive Services activities and functions; and organizing training, networking, and information sessions.

Amy Miller

DBE Administrative Specialist

Amy performs the role as the first point of contact for DBEs and is responsible for the maintenance of all DBE contact information and the online and print DBE Directory. She also interacts and serves as a liaison between the Civil Rights section, prime contractors, DBE firms, and OJT candidates.

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activities for which outside consultants are engaged. The training will focus on areas where there are opportunities to provide DeIDOT approved services on federally funded projects. Participants successfully completing the training will receive a certificate.

To participate in any of the initiatives, an application process is required. Applicants will be screened and accepted based on

defined criteria for each initiative. Those firms evidencing the most potential for growth and improvement will be selected. Upon acceptance, each will be required to sign a commitment agreement to fulfill the expectations of each initiative.

"As we further implement these initiatives," Civil Rights Administrator Carla E. Elliott explained, "we will periodically be reaching out for input from

the DBE community, the prime business partner community, and others to share their experiences; improve on the initiatives we have developed; and identify additional methods to aid in the growth and development of DBE firms."

For more information, contact Linda Milligan at linda.milligan@state.de.us or 302-760-4835.

Finding Delaware Bid Opportunities is Easy

With the new online State of Delaware Bid Solicitation Directory, www.bids.delaware.gov, you can now search in one place for bid opportunities across all agencies, including DelDOT bid opportunities.

The directory provides an index of links to various state agencies across all three branches of state government that have an open *Request for Information* (RFI), *Invitation to Bid* (ITB), and/or a *Request for Proposal* (RFP). You can also receive notification based on your profile via email by registering online at <https://diss.state.de.us/DWS/public.diss> for the Vendor Contracts Notification Services.

Effective January 6, the DelDOT online site no longer contains advertisements for public works, professional services, materials, or equipment. However, it continues to contain general information, forms, and instructions on doing business with DelDOT. A link on the DelDOT website to the Delaware Bid Solicitation Directory makes it easy to search for DelDOT bid opportunities.

Here's how it works

Once on the website, click on the advertisement to view detailed information. The website contains current advertisements for all state agencies and has the ability to provide sorting of displayed information; RSS feeds; and notification of your selected types of advertisements.

The DelDOT website will continue to add information on an on-going basis, so check the site often for specific information on doing business with DelDOT at: <http://www.deldot.gov/information/business/>.

Making Business Cents

Marketing Your DBE Status Beyond DelDOT

Follow the money and you may find opportunity to attain federal contracts beyond DelDOT with other Delaware agencies plus other states like Pennsylvania, New Jersey and Maryland.

When you find out what agencies are receiving federal funds, determine if the agencies have disadvantaged business goals and then market your DBE status. You may be surprised by how much opportunity is out there when you market yourself as a certified disadvantaged woman or minority business.

In Delaware, DelDOT may be the only federal Disadvantaged Business Enterprise (DBE) certifying agent; however, DelDOT is not the only department receiving federal funds and mandated to participate in meeting DBE goals. For example, the Delaware River and Bay Authority (DRBA) uses DBE certification to calculate goals for federally assisted projects similar to DelDOT. Additionally, Delaware agencies the Department of Natural Resources and Environmental Control (DNREC) and Division of Public Health (DPH) receive federal funds from the U.S. Environmental Protection Agency (EPA).

DNREC's EPA funds are mostly awarded to municipalities while DPH's funds are directly tied to environmental public health projects including the federally-funded Healthy Homes awareness initiative which covers indoor/outdoor air quality, risks to children, and preventive measures to exposure during home renovations.

The Delaware Office of Minority and Women Business Enterprise (OMWBE) Director Jay Burks explained that there are differences between DelDOT and EPA DBE goal calculations. "Once the EPA goals are calculated, they are for all EPA funded projects. DelDOT calculates DBE goals on a project by project and task by task basis."

Burks noted that increasing the number of North American Industry Classification System (NAICS) codes that certified DBEs represent could potentially increase DBE goals. He also provided a few additional benefits:

- Your DBE certification automatically certifies you with the following entities: Delaware OWMBE, DRBA, Delaware Transit Corporation (DTC), and the Sussex County Engineering Department; and may prove beneficial when certifying to do business in other states;
- The EPA and other federal agencies recognizes your DBE certification as it is a federal certification; and
- You can market your DBE certification when looking for bid opportunities with other state DOT, EPA, and federally funded projects. Ask if there are DBE goals for the project.

For more information on how you can get the most out of your DBE status, contact DelDOT DBE Program Manager Travis Crawford at travis.crawford@state.de.us or OWMBE Director Jay Burks at ljay.burks@state.de.us.

DBEs Certified During 2010

The following businesses have successfully been awarded DelDOT's Disadvantaged Business Enterprise (DBE) certification in 2010. For more information about the services these businesses and all DelDOT certified DBEs offer, visit the online Unified Directory of Certified DBE Firms at www.deldot.gov/information/business/dbe/bulletin_board.shtml and click on DBE Resources.

AAHA—Applied Archaeology & History Associates, Inc.

Archaeology and cultural resources management and consulting

Airport Design Consultants, Inc.

Civil, Electrical, Structural Engineering Consulting; Other Heavy & Civil Engineering Construction (Airline/Airport Industry)

Amick Research (DBA: Raptor Component Supply)

Marketing research services; motor vehicle parts & accessories, automotive glass, tires and windshield wiper blades

Apostle Construction Company, Inc.

Roofing contractor-asphalt, rubber, shingles, metal siding, vinyl, wood, aluminum

April S. Lee & Associates, LLC

Broker of custom fabricated machine parts and sheet, ornamental, & architectural metal

Astec, Inc.

Remediation services: asbestos abatement services; asbestos removal contractor

Chilton Engineering, Inc.

Civil Engineering, Construction Engineering, surveying and mapping, and construction management for highways, roads, streets and bridges

Circle Janitorial Supplies, Inc.

Dealer of janitorial and sanitary equipment and supplies including janitorial chemicals

Commercial Contracting Supplies, LLC

Broker of roofing materials, solar panels, metal wall & roofing panels

Decision Distribution, LLC

Dealer of plumbing & heating equipment, lumber, plywood, electrical equipment, paint, varnish & related supplies. Broker of bulk metal, steel rail, industrial machinery, industrial supplies; brick, stone & related construction material

Delmar Land, Inc.

Civil engineering services, geotechnical and erosion control; construction management for single family building & residential remodeling

E. H. T. Traceries, Inc.

Historic preservation consulting, architectural history and resource evaluation

Ecoservices, LLC

Environmental remediation and consulting services

Filec Communications, LLC

Fiber optic cable installation; construction, traffic and design engineering (telecommunications, fiber optic); telecommunications & utilities management consulting; design, installation and visual inspection of fiber optic and telecommunications pathways and spaces

Fusion Foods, Inc.

Fast-food Restaurant; food concession contractor (e.g. airports, motorways)

Globenet Telecommunications, LLC

Electrical contractor; fiber optic cable (except transmission lines) installation

H & S Environmental, Inc.

Environmental remediation services: Asbestos removal surveys, deleading, hazardous waste site professionals, lead paint inspection, toxic use reduction planning, underground storage tanks, wastewater treatment

Insource Insurance Solutions, LLC

Commercial business insurance services; bonding, workers comp cost reduction, general liability and audit dispute services

J. Murphy Consulting, LLC

Civil Engineering; topographic surveying; computer-aided design and engineering services

KNJ, Inc. (DBA: Garcia Construction)

Highway construction, concrete wall barrier, curb & gutter, sidewalks & flatwork

M & G Hauling

Dump trucking (e.g. gravel, sand, top soil); snow clearing, highways and bridges

M. Wilson Accounting & Bookkeeping Services, LLC

Accounting services (except CPAs); income tax preparation

MCS Consulting, Inc.

Construction management, claims review, schedule review, CPM scheduling

Mundle & Associates, Inc.

Management, Human Resources, and public transportation management consulting services

Nasir and Associates, LLC

Supplier of highway safety construction materials and safety equipment; project management

National Transport Services, LLC

Transportation, shipping agent and freight forwarding broker

Phoenix Steel, Inc.

Install reinforcing steel in concrete; supply rebar & miscellaneous steel

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Message from DBE Program Manager

As we enter a new year, I find it natural to reflect on the previous accomplishments of the DelDOT DBE Program and the DBE Community, as well as look forward to our goals for 2011 and beyond. A recent federal assessment of our program served to support the assertion that DelDOT has made remarkable improvements in the DBE program within the past few years.

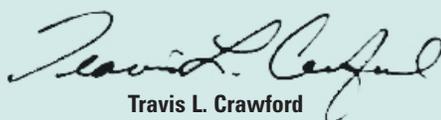
I firmly believe that the successes or failures of our program are a mirror image of the effort given by all of its participants. Here are a few highlights from 2010:

- Hiring of a DBE Supportive Services Coordinator
- Hiring of an additional DBE/EO Specialist
- Increased project monitoring and documentation of contractor compliance
- Revised the DBE Program Plan (available on the DBE site). Added steps for investigation and corrective action of non-compliance, enforcement against fraudulent activities, procedures for processing NAICS code updates, etc.
- Continued improvement of our data gathering, monitoring, and follow-up process for both construction and professional service contracts
- Enhanced oversight of DBE firm Commercially Useful Function on federal projects
- Improved turnaround time for DBE certification applications
- Met federal timeline for all required DBE standard reports
- DBE program staff received training in Title VI Training, Fraud Awareness, Internal EEO, DBE Certification, Investigating External Complaints, and Effectively Responding to Title VII, ADA, and ADEA Charges, among others.

In closing, I encourage you to choose to participate in the DBE program. Take advantage of the opportunities that are created by your certification by getting involved early and often.

If you wish to bid as a prime contractor, look to use other DBEs as partners. If you wish to be a subcontractor, get involved while the prime contractor is estimating a bid. Let them know the service that you can provide on the job and how you can help them meet the DBE goal on the contract. Form working relationships with others; communicate; and strive to be a dependable, professional, skilled, and flexible firm.

As always, please contact any DBE program staff member with your comments or questions. I wish all of you a safe and fulfilling 2011.



Travis L. Crawford

DBEs Certified During 2010

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Prosperity Construction, LLC

Building weatherization, insulation & drywall installation; wood framing; wall painting; floor tile installation

Quest Corporation of America, Inc.

Marketing consulting, advertising and related services; public relations consulting; graphic design; marketing analysis & research

S & E Sheet Metal, LLC

Installing architectural metal contractors; panel systems and metal roofing

The McKissack, Inc.

Commercial & institutional building construction management

Tom Sawyer Production

Telephone call center services

Urban Collaborative Services

Land use, transportation, streetscape and urban planning & design; transportation site location consulting services

Urban GIS, Inc.

Geographic Information System (GIS) Base Mapping Services

Utilisite, Inc.

Sewer, water line construction; sewer construction; construction management for water & sewer line; clearing & snow removal, underground tank removal (except hazardous material); excavation contractors; land clearing

Valerie J. Southern – Transportation Consultant, LLC

Consulting services: logistics management, traffic engineering, & administrative management

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Bid Opportunities

For hundreds of contracting opportunities, visit DeIDOT's online DBE website at www.deldot.gov/information/business/dbe/index.shtml and click on Upcoming Projects.