



July 2016

Title VI

The Idaho Transportation Department (The Idaho Transportation Department (ITD) is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. In accordance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975 and Executive Orders 12898 (Environmental Justice) and 13166 (Limited English Proficiency), ITD does not and will not exclude from participation in or deny the benefits of its programs or activities; or subject anyone to discrimination or treat persons unfavorably based on race, color, national origin, sex, age, disability, limited English proficiency or economic status. In addition, ITD will not retaliate against any person who complains of discrimination or who participates in an investigation of discrimination.

Liz Healas, Editor

Idaho Transportation Department
Office of Civil Rights



New Disparity Study Update

It's déjà vu all over again! BBC is conducting a disparity study for ITD.

After an exhaustive process of evaluating and scoring responses to ITD's most recent Request for Proposals to conduct a DBE Disparity Study, BBC Research & Consulting has been awarded the project.

BBC, a Denver-based consulting group,

has more than 5,000 research studies and worked in every state in the U.S.

BBC's particular specialty is conducting availability and disparity studies since 1989 — the same year that the U.S.

(Continued on page 5)

FHWA-1391

*If April showers bring May flowers, I guess we all know what July brings: The Federal-Aid Highway Construction Contractors Annual EEO Report, aka the FHWA-1391 form. Contract Compliance Officer **Russ Rivera** tells you the latest.*

You asked for it, so we provided it! ITD's online 1391 submission form now has 'print' functionality so you can print a copy of your completed 1391 and add it to your personnel files.

To use the print function, simply complete your online 1391 as you did in the past at <http://apps.itd.idaho.gov/Apps/>

[EEO1391Form/EEO1391](#).

Once complete, the system will generate a summary page that you can either email or print.

Just to remind everyone, 1391's are to be completed *for the company's last pay*

(Continued on page 6)

Thank-You Notes to Primes

Kootenai County Open House

WBC Shuts Down

B2GRealSoon

Newly Certified DBEs

Funding For OJT

Mechanical Lien/Payment Bond Workshop

ITD Procurement





Our Website Has It All (Mostly)

How about one-stop-shop website for all your ITD Civil Rights needs? www.itd.idaho.gov/ocr/index.aspx does it all for you! (Well, nearly all. We're delighted to take suggestions for additions or improvements.)

So go ahead and save this web address as one of your browser favorites. If you can't find what you're looking for, just click on the "Contact Us" graphic on the bottom of the page — after all, any website is a work in progress, and we're always tweaking ours.

Thank-You Notes to Our Primes

Sincere thanks to these prime contractors, who extend equal opportunity to our DBEs to participate on our projects.

Apollo, Inc.

Smith Creek to Sheep Creek Stage 1, Benewah County, awarded 9/14/15
DBE: *TraffiCorp*

C&A Paving Company, Inc.

FY15 Capital Maintenance ACHD, awarded 8/24/15
DBE: *Curtis Clean Sweep, Inc.*

Concrete Placing Co., Inc.

Garden City to Americana Greenbelt, Boise, awarded 10/09/15.
DBE: *Curtis Clean Sweep, Inc.*

Earthworks Northwest, Inc.

FY16 D1 ADA Improvements, awarded 10/23/15.
DBE: *TraffiCorp*

(Continued on page 4)

Newly Certified DBE Firms

24-7 Consulting, LLC

Mellisa McColley, President
2910 Kerry Forest Pkwy. D4256
Tallahassee, FL 32309-1234
Phone: 850-559-1967
Email: Corporate@247consultingllc.com
Homepage: www.247consultingllc.com
Administration, Communications, Compliance, Contract Support, Public Involvement, CEI Inspection Services, Website, Technical Writing.

All Star Striping LLC

Lauren Rogers, President
PO Box 3225, Ogden, UT 84409
Phone: 801-399-0099 FAX: 801-399-2299
Email: lauren@allstarstriping.com Homepage: www.allstarstriping.com
Pavement marking including traffic signs, parking lot, epoxy pavement marking, barriers and other striping and marking services.

(Continued on page 6)

What is a DBE?

A Disadvantaged Business Enterprise (DBE) is a small, for-profit business concern that is at least 51% owned and controlled by socially and economically disadvantaged individuals. The US Department of Transportation's (USDOT) DBE Program is designed to foster equal opportunity for minority, female and disadvantaged business owners on federal-aid transportation projects, and help them improve their business efficiency and flexibility.

This monthly newsletter is published by ITD's DBE Supportive Services as an informational and educational resource for DBs, contractors, consultants and federal-aid agencies on EEO, procurement and business issues. If you'd like to receive this newsletter regularly, please contact us for a **free subscription**.

Want to learn more about the DBE Program? Visit www.youtube.com/watch?v=5i1vZPLLOXE for a quick online presentation.

Looking for DBEs? It couldn't be easier. Just view our slick, new, continually updated online, on-demand **DBE Directory** at <https://itd.dbesystem.com>.

You can browse by work categories, keywords, NAICS Codes, or just download the whole thing to Excel.

Kootenai County Open House & DBE Training

Kootenai County invites you to attend an open house on July 19 on its Disadvantaged-Business Enterprise (DBE) program and Goal-Setting.

Kootenai County is requesting your participation in a meeting to discuss the Kootenai County Transit System's DBE program and annual DBE goal for federal fiscal year 2017-2019.

Additionally, this notice seeks to afford small business, minority, women-owned, and disadvantaged businesses the op-

(Continued on page 4)

Clue for this month's **"Where in Idaho are You?"** (*front page*) This small, eclectic museum has a fascinating collection encompassing, mining, ranching, farming, the Chinese in Idaho, the Nez Perce, local characters, antique weapons and more.



Answer to June Issue (*photo shown above*): The Cyrus Jacobs-Uberuaga Boardinghouse, part of the Basque Museum and Cultural Center complex in Boise. For past issues, visit www.itd.idaho.gov/ocr/ocrBUSINESSNEWS.aspx.

Funding for On-the-Job Training

ITD awarded one of eight FHWA job-training grants. Out of the whole country. Yeah, you heard that right. 😊

Citing a need for more skilled highway construction workers, the Idaho Transportation Department was one of eight state departments of transportation to share in job-training grants totaling \$3 million from the Federal Highway Administration (FHWA).

The "Ladders of Opportunity Initiative On-The-Job Training/Supportive Service (OJT/SS)" grants are part of an ongoing federal effort to improve the apprenticeships and training opportunities for underrepresented or disadvantaged people seeking careers in transportation, engineering or construction.

Idaho will receive more than \$198,000 to provide five weeks of training for new heavy-equipment operators and other skilled personnel.

"The Office of Civil Rights realized that we could create economic opportunity, while helping contractors identify skilled workers to build and maintain our transportation infrastructure," said Civil Rights Compliance Officer Russ Rivera.

"This effort falls directly in line with ITD's mission. And with this being a competitive grant process, it shows the rest of the country that ITD truly is one of the nation's best at developing On-the-Job



Tasty little action shots from last year's ITD Heavy Equipment Operator (HEO) Training program, which was held in Northern Idaho.

Training programs," he explained.

According to USDOT estimates, more than one-half of the current highway construction workforce is over the age of 45 and, with retirement separation and growth, more than a half-million highway construction jobs are projected over the next decade.

"Providing individuals with the job-training opportunities they need is critical to keeping our highway system up and running,"

said U.S. Transportation Secretary Anthony Foxx in announcing the awards. "Training programs like these create opportunities for workers in the short term, and ensure that the next generation is ready for the challenges that will face America's transportation system in the years ahead."

The grants focus specifically on supporting innovative, nationally and regionally significant highway construction workforce development programs that target specific workforce needs across the country and build ladders of opportunity to the middle class for American workers.

Other states awarded job-training grants are California, Colorado, Florida, Missouri, Montana, Virginia and Pennsylvania.

Reprinted from the ITD *Transporter*.

(THANK YOU, Continued from page 2)

Forsgren Associates Inc.

Smith's Ferry to Round Valley, awarded 1/21/16.

DBEs: *Bionomics Environmental, Inc.*
Lynda Friesz Public Relations, Inc.

Interstate Concrete & Asphalt Co.

Schweitzer Basin Cutoff Road, Sandpoint, awarded 11/13/15

DBE: *Eclipse Traffic Control & Flagging, Inc.*

J-U-B Engineers, Inc.

Pine Creek Road Bridge, Shoshone County, awarded 11/12/15.

DBEs: *Arrow Rock Architects, PLLC*
Wright Consulting Services LLC

Keller Associates Inc.

200 South Road, Jerome County, awarded 11/18/15.

DBE: *Bionomics Environmental, Inc.*

Kittelson & Associates, Inc.

Junction SH-75 Timmerman Study, awarded 11/18/15.

DBE: *Rosemary Brennan Curtin Inc.*

Paragon Consulting, Inc.

Midland Blvd. Pedestrian Signal & Lake Lowell Ave. Wilson Path Signal, Nampa, awarded 10/13/15.

DBE: *Axiom-Points, LLC*

Precision Engineering LLC

E. Greenhurst Road Stoddard Path Signals, Nampa, awarded 11/4/15.

DBE: *Bionomics Environmental, Inc.*

Poe Asphalt Paving Inc.

SH-8/Deary to Bovill, Latah County, awarded 7/14/15.

DBE: *Eclipse Traffic Control & Flagging, Inc.*

US-12, Dike Route, Lewiston, awarded 12/03/15.

DBE: *Eclipse Traffic Control & Flagging, Inc.*

T-O Engineers Inc.

Junction US-95 to Snake River, Marsing, awarded 12/09/15.

DBE: *Bionomics Environmental, Inc.*

Western Construction, Inc.

Thornton Interchange, awarded 1/05/16

DBE: *TA Dibble Excavation, Inc.*

Devils Creek to Marsh Valley Road

Overpass, awarded 2/19/15

DBE: *Idaho Traffic Safety Inc.*

Juniper Rest Area to Utah/Idaho State

Line EB & WB, awarded 7/27/15.

DBE: *Curtis Clean Sweep, Inc.*



Kootenai County Building in Coeur d'Alene. Not the worst views in the world, if you're into stunning lake scenery and that kind of thing.

(KOOTENAI, Continued from page 3)

portunity to learn more about Kootenai County's DBE program and the procedures to become a qualified DBE.

Elizabeth J. Healas, DBE Program Coordinator from Idaho Department of Transportation will conduct the DBE Certification Training. *Whoop-Whoop!*

The meeting will be held on **19 July 2016 from 1:00PM – 3:00PM** at the Kootenai County Administration Building, Room 1A, located at 451 Government Way, Coeur d'Alene, Idaho.

Please RSVP to khobson@kcgov.us.

Written public input for the Kootenai County Transit System's Triennial Goal should be sent to:

Kimberly Hobson
Program Specialist, 400 Northwest Boulevard
P.O. Box 9000
Coeur d'Alene, ID 83816-9000.

Kootenai County Transit System's DBE goal is posted at www.kcgov.us/departments/boardcommish/transit.

Public comments will be received until 29 July 2016.

WBC Is No More

We are sad to announce the closure of one of our partners, the Idaho Women's Business Center, as of last month. Below is a message from WBC Director Shari Chatterton explaining why.

It is with a heavy heart I announce the closure of the Women's Business Center of Idaho (WBC) as of June 30, 2016 and my departure from Jannus.

It has been an honor to serve as a conduit of change for entrepreneurs pursuing their dream of business ownership. We have been privileged to witness the transformation of the lives of hundreds of clients by inspiring, empowering and

educating them through business counseling, mentoring and trainings that have enabled them to start over 75 business in the past 5 years.

As many of you know, the WBC has been challenged with meeting the demands of the SBA Grant, especially the cash match requirements.

(Continued on page 5)

(WBC, Continued from page 4)

A lack of community financial support, organizational gaps, and limited resources have all contributed to the perfect storm of instability for the WBC program.

I want to publicly thank the Economic Opportunity (EO) team and especially Beth Geagan for her leadership and guidance. We could not have gotten this far without her. The EO team will continue to offer their services of credit building, financing for personal or business loans and Refugee Childcare Business Development (RCBD) and limited business development support.

I am deeply grateful to all of you.

Shari Chatterton, Director
Women's Business Center of Idaho

Free Mechanical Lien/Payment Bond Workshop

Mechanic's liens and payment bonds are important ways for contractors to secure payments owed by insolvent owners.

Law firm McConnell Wagner Sykes + Stacey PLLC's expert panel will explain the technical requirements of properly filing your next mechanic's lien or payment bond claim, the factors bonding underwriters consider to evaluate bonding capacity, and the legal consequences of indemnifying the surety against performance and payment bond claims.

When: Thursday, July 14, 11am-1pm

Where: Idaho AGC Office, Boise

To register for this free event (lunch included!), visit www.idahoagc.org/interchange.

(DISPARITY, Continued from page 1)

Supreme Court made its landmark decision on minority- and women-owned business programs in *City of Richmond v. J.A. Croson*.

BBC has specialized expertise in economic analysis, market research, policy research, and statistical analysis skills.

It has performed disparity studies (and successfully defended them against legal challenges) in states such as California, Colorado, Michigan and Nevada.

In fact, BBC conducted ITD's first DBE Disparity Study in 2007.

This time around, BBC Managing Director **Kevin Williams** will be leading ITD's new study.

He has conducted numerous research projects across the country ranging from an evaluation of marketplace conditions for minority- and woman-owned businesses in California to an analysis of the community and economic benefits of bicycling for the State of Michigan.

Kevin has helped BBC pioneer qualitative and quantitative research methods to help clients better understand their customers, stakeholders, and roles within their community.

Kevin has an M.P.Aff., Lyndon B. John-



Kevin Williams, Managing Director, BBC



Allie Hausladen, BBC Associate

son School of Public Affairs, The University of Texas at Austin; and a B.S. in Engineering Physics, University of Colorado at Boulder.

Allie Hausladen, a BBC Associate, will be

serving as the Assistant Project Manager. Allie serves as a project manager and lead data analyst for projects that identify distinct customer and stakeholder segments (customer segmentation);

optimize membership programs (membership research); assess support and awareness of environmental programs (environmental program evaluation); and measure outcomes for minority- and woman-owned

businesses (disparity studies).

She has an M.S. in Energy and Environmental Policy and a B.S. in Earth Systems, Urban Planning Focus, both from Stanford University.

The kick-off to the new study will be this month. Input on DBE availability, market conditions and contractor capacity will be requested in future surveys and one-on-one telephone interviews, so don't be surprised if you are contacted.

Further updates on the progress of this study will be published as milestones are accomplished.

For the curious and/or insomniac, we actually still have BBC's 2007 ITD DBE Disparity Study posted at: www.itd.idaho.gov/civil/disparity.htm. Nearly nine years and a global recession have happened since then.

(1391s, Continued from page 1)
period in July 2016. That typically (but not necessarily) means the last week of July.

What if you don't work in July, or only work two days the first week?

If there is no work in July but the project is still open in ITD's system, simply click the "No Work Performed" button after you provide your basic information. If

(NEW DBEs, Continued from page 2)

Andrew Michael Cortinas, Owner

2304 N. 7th St., Coeur d'Alene, ID 83814
Phone: 208-777-5001

Email: Druking01@gmail.com

End dump, dump truck: certified to haul 17.5 tons of any type of material (dirt, rock, sand, gravel, asphalt, boulders etc.). No hazardous materials.

Compass Solutions, LLC

Anthony Onyewuchi, Managing Partner
1401 K St. NW, Suite 802
Washington, DC 20005

Phone: 202-393-5454 FAX: 202-448-1701

Email: aonyewuc@compasscentral.com

Homepage: www.compasscentral.com

Information technology consulting services for systems and infrastructure.

Educators 4 Education

Anthony Singleton, President

527 Primos Ave., Folcroft, PA 19032

Phone: 215-792-3171

FAX: 484-497-8298

Email: info@educators4education.org

Homepage: www.educators4education.org

Variety of skill-building group sessions, seminars, training, professional development workshops and webinars for youth, parents, teachers and youth development professionals.

you only worked a portion of the month, then you will submit information from the last pay period recorded in July.

What if we don't complete the FHWA 1391?

The FHWA 1391 is a Federal requirement. If contractors do not submit the data then the state is forced to rely on existing information to determine if work-

(Continued on page 8)

GIA Group

Joseph Smith, President

2751 Hennepin Ave S Suite 18

Minneapolis, MN 55408

Phone: 763-783-7487

Email: clients@giallcservices.com

Homepage: www.giallcservices.com

Professional Residential Consulting Service, Construction Management, Real Estate Advisory and Valuation. Construction Management and Professional Management Consulting.

Global Gateway Concessions North America

Dane Grey, President

76 South Laura Street Suite 1702

Jacksonville, FL 32202

Phone: 904-297-4437 Ext. 1001

Email: danegrey@eliteparkingsoa.com

Administrative Management and General Management Consulting Services for Concessions.

R & J Coons Trucking, LLC

Janet Coons, President

PO Box 98, Ruidoso Downs, NM 88346

Phone: 505-362-4500

FAX: 575-378-5335

Email: Janetrjct@gmail.com

Homepage: www.rjcoonstrucking.com

Trucking, Hauling of Material, Belly Dump, Flat Bed.

B2GNow

B2GRealSoon

Remember how we were going to start prompt payment verification on July 1 for consultants working on ITD projects? Civil Rights Manager Diane Steiger gives you an update.



We launched the B2GNow Tracking for construction contracts in April and anticipated a target date of July 1, 2016 to launch the consulting agreements.

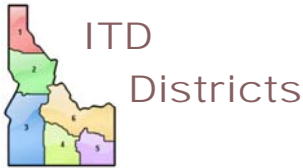
The interface with the existing database and the B2GNow Tracking system is in process. However, the July launch date is looking more like September now.

Consultants, if you weren't able to attend our March trainings, you'll now have additional time to view the recorded training video on our homepage and attend the training webinars provided by B2GNow in anticipation of the "go-live" date.

Just a reminder for those already using B2GNow: the prime payment activity is uploaded monthly, which can create a lag time. So if you log into the system expecting to see your recently-awarded contract (but don't), it could be that since the data upload happens at the beginning of the month, you won't be seeing your contract until after the next upload. It's all a question of timing.

However, if you *don't* see the contract in B2GNow by the second month, please contact your resident engineer or our office. We are still working through a few bugs and appreciate your assistance!

DBEs, take a moment to look at your directory entry at <https://itd.dbesystem.com>. Is everything correct and up-to-date?



- District 1** **Coeur d'Alene** (208) 772-1200
- District 2** **Lewiston** (208) 799-5090
- District 3** **Boise** (208) 334-8300
- District 4** **Shoshone** (208) 886-7800
- District 5** **Pocatello** (208) 239-3300
- District 6** **Rigby** (208) 745-7781

Other ITD Opportunities

Not all ITD procurement is highway construction-related. We buy goods and services for Maintenance, Safety, Aeronautics, Public Transportation and Motor Vehicles as well.

Visit www.itd.idaho.gov/business/business.htm (*Bid & Contract Information—ITD Goods & Services*) for bid notices for: Building Construction; Maintenance and Repair; Facility and Yard Improvements; Highway Maintenance and Repair; Site Clearing and Demolition.

These notices are available as free pdf documents and include relevant drawings and specifications. After bid opening, brief bid abstracts and award information are also posted.

Bigger solicitations of all sorts (services, consulting, equipment and supplies) are posted by the Idaho Division of Purchasing on its e-procurement page. For an overview of Idaho Electronic Procurement (IPRO), visit <http://purchasing.idaho.gov/ipro.html>.

ITD Procurement

ITD Highway Construction Plans & Specs

ITD highway construction plans and specifications are available only through Quest Construction Data Network (QuestCDN). To obtain or view plans, first visit ITD's Contractor Page at www.itd.idaho.gov/design/contractors/contrinfo.htm.



Curious to see our big Master Plan of design and construction? Visit www.itd.idaho.gov and click on the icon shown above for our five-year project list.

You'll need QuestCDN membership in order to do this: the cost is \$10 per each plan set. Monthly or annual download plans are also available. Instructions for accessing the QuestCDN site, creating an account and viewing plans are included on

the ITD Contractor Page. On the blue-shaded menu on the left side of the screen is the "Browse Projects & View Plan holders" option. This directs you to a screen where you can either search for projects, or choose "Show all."

After clicking on individual project names, you can view plan holders or addenda, and of course download plans and specifications.

the ITD Contractor Page.

At the main ITD Contractor Page you can also view bid openings and abstracts (when available), as well as contract awards.

Don't miss the link to the Local Highway Technology Assistance Center (LHTAC), where their plans and specifications are listed as pdf documents.

Consulting for ITD

Consultants: mark this website in your "favorites": www.itd.idaho.gov/design/cau/cau.htm. Learn here how ITD uses professional services for highway project development and improvements.

Requests for Proposal are posted here;

be sure to pay particular attention to getting on ITD's Term Agreement List, too!

You'll also find important contact information, overhead rates, and other important need-to-know information.

Invitations to Bid

Seeking bids from DBE subcontractors? Email civilrights@itd.idaho.gov with information about the project and the bid date, plus the specialty areas in which you plan to subcontract. To view current invitations, visit www.itd.idaho.gov/civil/invitations.htm.

Idaho Transportation Department
 Office of Civil Rights
 PO Box 7129
 Boise, ID 83707-1129

(1391s, Continued from page 6)
 forces are diverse and whether to apply training and employment goals on projects.

For example, last year there were fewer than 10 females reported in the trades on the FHWA 1391. This means 99.4% of the workforce was male.

While construction may be a male dominated profession, a 15% drop in females from previous years got the attention of the US Department of Labor and the Federal Highway Administration; and that typically means one thing: *Audits*.

Completing the form to the best of your abilities will help keep contractors audit-free.

Can we submit paper 1391's?

Paper 1391's will NOT be accepted by ITD.



[Frequently Asked Questions](#)

EEO 1391 Summary

EEO Registration Number 160

Project Information

Project No A012(345)
 Contract No 6789
 Key No 12345
 Dollar Amount \$525,600.00
 Project County ADA

Contractor Information

Company Name ITD 1391 Testing Co.
 City Boise
 State ID
 Contractor Type Sub

Ethnicity Information

Job Category	Ethnicity	Training	Gender	Activity
Clerical	White		Male	No
Supervisor	Hispanic or Latino		Female	No
Equipment Operator	Black or African American	OJT	Female	No
None				

Signature Information

Signed By Brick Tamland
 Title Admin
 Date Signed 6/24/2016 9:54:24 AM
 Status Submitted

[Print This Page](#) | [Done](#)



Many people were unhappy with the paper version of the FHWA 1391 form. As a result (and following the statewide trend of "going paperless"), ITD worked with contractors to develop an easier web-based process for submitting the same information.

This will be the third year using the online database.

How do we submit the electronic 1391?

ITD district offices will send contractors a link to the database during the first week of July. The submission period will close the second week of August. Please get your data submitted as soon as possible.

As always, please feel free to contact the ITD Office of Civil Rights with any additional questions or comments.

