



February 2017

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



Your Expressway to EEO, Contracting & Business Issues

Where in Idaho is this? Clue on page 3.

Hello Again, HEO!

Thanks to Russ Rivera, ITD's Contract Compliance Officer, ITD's **Heavy Equipment Operator (HEO) Training Program**, is once more available.

It's BAAAAAACK!!!

We've got ourselves a Heavy Equipment Operator (HEO) Program again!

HEO schools are few and far between — certified instructors are pretty hard to find. Factor in the cost of training, which can exceed \$20,000, and you'll see why qualified equipment operators are in high demand.

To help fill gaps in the construction applicant pool the Idaho Transportation Department is partnering with the Associated General Contractors (AGC) and a local trade



school to provide FREE certification for those interested in the heavy equipment operator occupation.

This year's program targets specifically Veterans and Disabled Veterans, but all are encouraged to apply.

Funding is provided by Federal Highway Administration (FHWA) On-the-Job Supportive Services (OJT/SS) Grant.

The OJT/SS Program is designed to increase training opportunities for

Exciting action-adventure shots from the 2015 HEO Program.

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ITD Procurement

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B2GNow Will Change Your Life





Our Website Has It All (Mostly)

How about one-stop-shop website for all your ITD Civil Rights needs? <http://apps.itd.idaho.gov/apps/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.

Quick Facts: Construction Equipment Operators	
Source: U.S. Bureau of Labor Statistics Occupational Outlook Handbook www.bls.gov/ooh/construction-and-extraction/construction-equipment-operators.htm	
2015 Median Pay	\$43,810 per year \$21.06 per hour
Typical Entry-Level Education	High school diploma or equivalent
Work Experience in Related Occupation	None
On-the-job Training	Moderate-term
Number of Jobs, 2014	424,800
Job Outlook, 2014-24	10% (Faster than average)
Employment Change, 2014-24	43,200

(*HEO*, Continued from page 1)
women, minorities and disadvantaged individuals seeking jobs on federal-aid transportation projects.

OJT/SS in turn supplements the federal Training Special Provision, which is aimed at training and upgrading of minorities and women toward journeymen status on federally-funded highway construction projects.

This is done by assigning training hours on certain federal-aid projects; prime

contractors must meet these hours (an actual contract line item) through adopting an approved apprenticeship program.

This marks the second year that ITD will provide a month-long training for those interested in learning to operate Heavy Equipment on heavy highway construction projects.

For more information please contact ITD Contract Compliance Officer Russ Rivera at Russ.Rivera@itd.idaho.gov.

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.

Looking for a nationwide directory? Try: <https://faa.dbesystem.com>

Idaho Legislature 2017

Here are some of this year's bills which have the potential to affect Idaho businesses. For the full text of the bills, visit <https://legislature.idaho.gov/sessioninfo/2017/legislation/minidata>.

House

H0008 Massage Therapists Amends existing law to require criminal history checks for licensing.

H0024 Taxes Amends existing law to establish the right of a taxpayer to an independent administrative redetermination and to provide restrictions on ex parte communications among State Tax Commission staff.

H0046 Sign Language Interpreters Amends and adds to existing law to provide for licensure of sign language interpreters as a quality control issue which may reduce
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Clue for this month's "Where in Idaho are You?" (front page) Sometimes falls can't fall because they're frozen (a lot of that happening this winter!). The town these falls give their name to was originally known as Eagle Rock until 1891.



Answer to January Issue (photo shown above): **Post Falls**, in Kootenai County, For past issues, visit <http://apps.itd.idaho.gov/apps/ocr/ocrBUSINESSNEWS.aspx>.

Idaho State Small Business Forum

ISBS is not at all BS, as any attendee can tell you. This year it will be held at the Coeur d'Alene Resort. Got your capability statements ready to go?

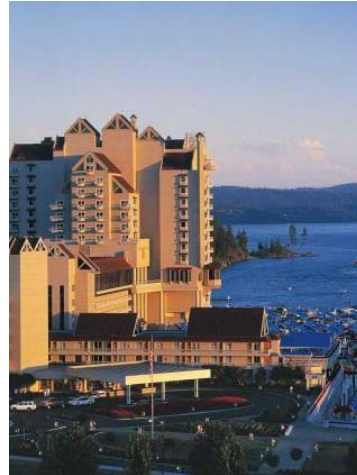
The Idaho Small Business Symposium is the best venue for Idaho businesses looking for new customers and expanded sales.

This annual marketing and networking event rotates around the state: this year it will be held at the Coeur d'Alene Resort on March 23.

This day-long event includes breakfast and lunch — prime networking opportunities.

As in years past there will be concurrent trainings in the morning and again in the afternoon on marketing and government contracting.

But what sets this event apart from all others is the opportunity for business owners to meet one-on-one with approximately 50 contracting officers and buy-



March isn't exactly prime water-skiing weather, but it'll be gorgeous in Coeur d'Alene nonetheless.

ers from government agencies and corporations.

Small business assistance agencies and organizations are also in attendance, including ITD Business News editor and DBE Program Coordinator, Liz Healas, live and in person.

This is a one-day conference that manufacturers, contractors, service providers and distributors will find productive and rewarding.

The conference is hosted by the Idaho Procurement Technical Assistance Center (PTAC). The registration fee is \$90 per person.

To register, visit: <http://idahosbdc.org/specialized-services/government-contracting-ptac/workshop-event-details>.

Safety Fest: Pocatello

Registration should open up on February 15. Don't lose any time in signing up: we're not kidding when we say that these classes fill up fast.

Safety Fest is an annual three-day training event that offers FREE safety and health training to workers, supervisors, and managers of all levels. This event focuses on methods to reduce hazards that may cause fatalities, injuries and illness.

The Pocatello Safety Fest will be held April 4-6 at the Red Lion Hotel Confer-

ence Center.

There will be 35-40 safety training courses over the three-day event, including:

- CPR/First Aid
- Fall Protection

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(SAFETY FEST, Conti. from page 3)

- Manufacturing Safety
- OSHA OSHA 10 hr. Construction
- OSHA 10 hr. General Industry
- Confined Spaces
- Combustible Dust
- Respiratory Protection
- First Aid
- Forklift Training
- Hazmat
- And More!



Another great moment in workplace safety! (Before you laugh, you might want to check on what your own employees are doing.)

Local highway agencies, small and large contractors in the construction and general industry, plus professional technical educators and anyone who desires to improve the safety performance of their business are all invited to attend.

Register at <http://safetyfest-pocatello.org>.

There's also a trade show on during the first two days. It's a great way for vendors to showcase their products and services to front line workers, supervisors, employers, managers, and community members. Booth Space rentals are \$300.

There may still be classroom space at the **Post Falls Safety Fest on February 22-24**. You never know! Visit www.nic.edu/websites/default.aspx?dpt=195&pageId=6356 to find out more.

Lizapalooza in Northern Idaho

"Lizapalooza" journeys to northern Idaho in February to provide beginner's orientations on the often confusing world of Doing Business with the Government. Great for newbies, great as a refresher, too!

Doing Business with the Government (aka "Lizapalooza") continues its 2016-2017 tour this month and in early March with engagements in Grangeville, Lewiston, Sandpoint, Kellogg and Post Falls.

Attendees will learn direct from experts from the Idaho Transportation Department Office of Civil Rights, the Small Business Administration, the Idaho Procurement Technical Assistance Center (PTAC) and "Federal Mystery Guests"

about identifying and competing for government projects, the various business certifications such as DBE, HUBZone and 8(a), and where to go for assistance.

Extra bonus: a great big resource handbook with helpful contact information.

Even if you've attended past sessions, it's always a good idea to get a refresh-

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(LEGISLATURE, Continued from page 3) general threats to the health and safety of deaf people statewide.

H0054 Business Entities Amends existing law to remove and revise fees charged by the Secretary of State for business filings.

H0061 Employers & Employees Amends existing law to remove a rebuttable presumption regarding non-compete clauses and to remove a requirement regarding an adverse effect on an employer's business interests.

H0069 Civil Rights, sex orientation/gender Amends existing law to provide that freedom from discrimination because of sexual orientation or gender identity is a civil right.

H0071 Commission on Human Rights Amends existing law to prohibit certain acts by an employer (i.e., preclude employers from asking job applicants about salary history).

H0072 Minimum Wages Amends existing law to increase Idaho's minimum wage, including that for a tipped employee and a youth worker.

Senate

S1007 Engineers & Surveyors Amends existing law to provide that the board may require mediation of disputes between professional land surveyors. The purpose is to reduce the prospect of litigation between property owners related to boundary disputes based on differing placement of corners by land surveyors.



The Idaho Statehouse in Boise, where all the action is (this time of the year, anyway).

Updated: ITD Prompt Payment Spec

ITD is in the final steps of updating its highway construction specification regarding partial payment, prompt payment and retainage. Take a look; any further changes will be minor.

109.05 Partial Payments.

(New language is italicized.)

[...]

If the Engineer or the Contractor discovers defective work or material or an overpayment based on quantity or unit price, or if the Engineer reasonably doubts the integrity of the completed work before the final acceptance and payment, the Engineer will deduct an amount equal to the value of the defective work or overpayment. The Engineer will not include this amount in subsequent estimates until the Contractor corrects the defect or addresses the Engineer's doubt. The Engineer will determine the suspect or defective work value or overpayment using the quantities or unit prices in the contract.

Pay each subcontractor or supplier by the 20th day after receiving payment from the Department, provided work performed by the subcontractor or supplier complies with the contract. Return retainage to each subcontractor or supplier by the 20th day after the subcontractor or supplier satisfactorily completes work. *The subcontractor may request the Engineer to make partial acceptance of the completed work.*

The Contractor will verify that payment or retainage has been released to the subcontractors or suppliers within the

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(LIZAPALOOZA, Continued from page 4)

er. After all, regulations are always changing, and we have a hard enough time keeping up with them ourselves!

The "Federal Mystery Guests" will vary from location to location, depending on which federal contracting officers we can coax into coming to speak about procurement processes at their particular agency.

Here are the registration links:

Grangeville, February 27

www.ptassist.com/services/ptac_register.php?id=9DCF249398

Lewiston, February 28

www.ptassist.com/services/ptac_register.php?id=3480249399

Sandpoint, March 1

www.ptassist.com/services/ptac_register.php?id=E9CC549400



Kellogg, March 2
www.ptassist.com/services/ptac_register.php?id=26F2B49401

Post Falls, March 3
www.ptassist.com/services/ptac_register.php?id=0F1FD49402

If you're truly interested in attending, don't dither on signing up online — if we have less than 5 people registered for a location, we'll cancel the workshop.

There's still time, by the way, to sign up for our **Payette workshop on February 2nd** at the Idaho Department of Labor. Register at www.ptassist.com/services/ptac_register.php?id=E1BE949274.

For all of these, come prepared with your favorite morning beverage! Since we don't charge fees, we can't serve refreshments, unless our host agencies at our various locations give us "pity coffee".



No Change Affidavits Due This Month

The online system we use for certifications is the same one we use for tracking DBE participation and prompt payment.

The beginning of calendar year 2017 launched the beginning of our DBE No-Change Affidavit Submission period for our DBE-certified firms.

All our DBEs (except for the ones who were certified in the last months of 2016) received email notifications and subsequent reminders from our B2GNow system to log into their company accounts to submit their No Change Affidavits to affirm continuing eligibility for DBE certification.

This month (February 15) marks the due date for all submissions.

Follow the instructions to download, complete, and upload the simple one-page form with notarized signature.

Company gross receipts for the past calendar year will be verified by uploading **2015 business tax returns** or Schedules C. Remember, these will be 2015 returns, since we realize that most of you won't

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VENDOR CERTIFICATION

Search and/or join our database of certified vendors

- DBE Directory
- Apply for Certification

VENDOR REGISTRATION

Search and/or join our database of registered vendors

- ITD Bidders List
- ITD Bidders List Registration

ABOUT THE SYSTEM

Learn more about this system and how it works today

- Information for Vendors

While you're in there, check to see if you've registered as a Bidder. This needs to be done, too!

Start at <https://itd.dbesystem.com> and choose "Apply for Certification". After that, click on the "Renew Your Certification" Option. Your username should be the email address as it appears in our DBE directory. If you can't remember your password, you can have a password reset email sent to yourself.

(NCAs, Continued from page 5)

have your 2016 taxes ready.

You *will not* be receiving a form in the mail. The whole process is paperless; all submissions will be done online.

Some of you have noticed that this is the same system we use for verifying payments to subcontractors and subconsultants, which ultimately tracks all our DBE participation.

Even better, this same system is used in many other states, so it'll probably seem

pretty familiar to a lot of you.

At any rate, if you're a certified DBE and/or a contractor, consultant or supplier for ITD, the Local Highway Technical Assistance Council (LHTAC) and Ada County Highway District (ACHD): usage of this system is not optional, but mandatory,

Live training webinars on how to navigate this system are given regularly. Just choose "System Training" on the homepage. There are also handy pdf user guides you can download.

Newly Certified DBEs

R H Chen Engineering, Inc. DBA RHC Engineering

Jingjuan "Jane" Li, President

720 3rd Ave Suite 1607 Seattle, WA 98104

Phone: (206) 330-7443

FAX: (206) 623-5984

Email: jane.li@rhcengineering.com

Homepage: www.rhcengineering.com

Civil and structural engineering in bridge design (seismic/earthquake, retrofit), analysis, inspection, reporting, and construction (shoring) support.

(PAYMENT, Continued from page 5) specified time for each partial payment or partial acceptance by the Department through entries in the Department's online diversity tracking system during the corresponding monthly audits.

Prompt payment will be monitored and enforced through the Contractor's reporting of monthly payments to its subcontractors and suppliers in the online diversity tracking system. Subcontractors, including lower tier subcontractors, suppliers, or both, will confirm the timeliness and the payment amounts received utilizing the online diversity tracking system. Discrepancies will be investigated by the Contract Compliance Officer and the Engineer. Payments to the subcontractors, including lower tier subcontractors, and including retainage release after the subcontractor or lower tier subcontractor's work has been accepted, will be reported monthly by the Contactor or the subcontractor.

The Contractor will ensure its subcontractors, including lower tier subcontractors, and suppliers meet these requirements.

Working on ITD Highway Construction Projects? Then know your Standard Specifications for Highway Construction manual, and keep it handy for continual reference! You can find it (and its supplementals) online at <http://apps.itd.idaho.gov/apps/manuals/manualsonline.html>. You should become particularly well-versed in the sections dealing with your line of work. Own a traffic control firm? Then you should be able to recite Section 626 from memory.

Many Thanks to Our Primes

Featured here are prime contractors and consultants who extend equal opportunity to DBEs to participate on ITD projects.

Forsgren Associates Inc.

Beaver Creek Br., Clark County, awarded 12/16/14. DBE: *Bionomics Environmental Inc.*

Little Salmon River Br., Idaho/Adams

County, awarded 10/02/14. DBE: *Bionomics Environmental Inc.*

N. Salem Rd., Fremont County

, awarded 1/07/16. DBE: *Bionomics Environmental Inc.*

HDR Engineering, Inc.

Canyon Canal Br., Canyon County, awarded 8/02/16. DBE: *The Arrowrock Group Inc.*

Intermountain Slurry Seal, Inc.,

FY16 D4 Distwide Seal Coats #2, awarded 8/01/16. DBE: *Idaho Traffic Safety Inc.*

Kittelson & Associates, Inc.

Jct. SH 75, Timmerman Study, awarded 11/18/15. DBE: *Rosemary Brennan Curtin Inc.*

Paragon Consulting, Inc.

S Midland Blvd. Pedestrian Signal, Nampa, awarded 10/11/15. DBEs: *The Arrowrock Group Inc., Axiom-Points LLC*

Parsons Brinckerhoff, Inc.,

Blue Creek Bay Br., EBL, Kootenai County, awarded 9/07/16. DBEs: *North Wind Resource Consulting LLC, Northwest Traffic Control Inc.*

T-O Engineers Inc.

Blackwell Slough to I-90 OPass IC #12, awarded 7/15/16. DBE: *TraffiCorp*

Jct US 95 to Snake Rv., Marsing

, awarded 12/09/15. DBEs: *Bionomics Environmental Inc., Rosemary Brennan Curtin Inc.*

Snake River Bridge, Marsing

, awarded 8/11/14. DBEs: *Bionomics Environmental Inc., Rosemary Brennan Curtin Inc., JH Construction Traffic Control Co LLC*

ITD Highway Construction, Design & Maintenance (And More)

Business

One-Stop Shop: <http://itd.idaho.gov/business>

Contractor Bidding

Solicitations - Non-Highway Projects

Alternative Contracts

OPIB Bulk Fuel

Consultant Agreements

ITD recently redesigned its website, and one of the changes we feel that you'll like is the consolidation of all procurement-related pages into one, with easy-to-follow tabs.

First, save "<http://itd.idaho.gov/business>" to your favorites on your browser.

The "**Contractor Bidding**" tab will take you to all highway construction projects currently being bid and awarded. While ITD highway construction plans and specifications are available only through Quest Construction Data Network (QuestCDN) for \$10 per set, you can still take a look at the bid schedule, planholders lists, and other key information for free. Bid abstracts are often available. There's a 90-Day Bid Forecast, too.

Another important part of our highway-related procurement is professional services: engineering, environmental, public involvement and all the other components of transportation design. To learn about these opportunities, visit the "**Consultant Agreements**" tab. 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.

Design-Builds? You'll find these notices under "**Alternative Contracts**" tab. There's even a presentation you can watch which explains the process.

Not all ITD procurement is highway-related. We buy goods and services for building construction, maintenance and repair; facility and yard improvements; highway maintenance and repair; site clearing and demolition. You'll find these solicitations on the "**Solicitations—Non-Highway Projects**" tab. These plans are posted as pdf documents. 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>.

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 <http://apps.itd.idaho.gov/apps/ocr/invitations.aspx>.

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

B2GNow ... more than ever

Russ Rivera, our Contract Compliance Officer, muses over the impact of on-line tracking of prompt payment and DBE participation. Will our lives ever be the same?

It's official, B2GNow is written into ITD's Standard Specifications, making participation in the online payment tracking system mandatory.

Contractors and Consultants must now enter their subcontractors into the system and verify monthly payments (including retention) using the system.

ITD has been slowly releasing this software over the last two years, and we have worked with the software developer to make B2GNow the most useful tool possible. Just look at some of the feedback we've seen from our users.

"... before B2GNow I barely had time to get home and make dinner for the kids, now I'm managing hedge funds for those kids and serving Soufflé au Chocolat for dessert."*



"Before" and "After": a satisfied B2GNow User

"B2GNow eliminated my sciatica and made it easier to track DBE participation on projects, which may reduce our chances of going back to conscious DBE goals. Not that there's anything wrong with that!"*

"Because of this [B2GNow] I'm not worried about tracking prompt payments or retainage, and my company stands to make literally billions of dollars in the next

four years!" ~ W&R Wall Constructors*

The Office of Civil Rights hopes that you find this tool as useful as we do! Feel free to contact our office with any questions regarding the B2GNow system and save your hedge fund questions for a professional investment counselor.

** Results not typical. B2GNow will not make you a better parent, cure illnesses, or make you any billions of dollars.*

Seriously, though, it will help verify that you are meeting federal requirements. The feedback we're been getting from contractors is that after an investment of time spent learning the system, it does save a lot of time and hassle.

It also makes former paper forms ITD-2892 and ITD-2921 obsolete: Old-Growth Cedar Stands, you're welcome!