



September 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



Your Expressway to EEO, Contracting & Business Issues

Where in Idaho is this? Clue on page 3.

Lots & Lots of Training

As we head into fall, business workshops crop up all over the state — including the famous Lizapalooza and SBDC offerings.

When the leaves start turning, you know it's time for Lizapalooza to go back on tour! Did you miss us? We missed you! We can't wait to get out and around the state again.

Our perennially popular (and free) **Doing Business with the Government** (aka Lizapalooza) presentations appear next month in Mountain Home, McCall

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Why Is That Still a Thing?

This month, Compliance Officer **Russ Rivera** asks himself, "Is that still a thing?" when it comes to people pre-judging on physical appearance.

I have a hair stylist: I'm not afraid to admit that. My hairstylist caters to all sorts of people, one of them being a high-ranking elected official at the Idaho Capitol who routinely gets his hair dyed gray. I know what you're saying, "who on earth would actually get their hair dyed to look older, and why?"

We'll get to that, but today we're going to explore just of a few of the crazy hoops that contractors have to jump

through to work on projects.

In this day and age one hopes that we judge contractors based on quality of work rather than using silly, inconsequential things like a person's race, gender, or physical abilities. Yet I see examples every day that say otherwise.

I know a contractor that was hired over the phone because of their excellent

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Thank-You Notes to Primes

Disparity Study Update

Census Survey Shows Biz Growth

Boise Airport Concession RFP

Newly Certified DBEs

AGC COE Certification

Meridian Biz Day

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.

Looking for DBE Contact information in other states? Visit www.transportation.gov/civil-rights/disadvantaged-business-enterprise/dbe-program-points-contact for names, addresses, telephone numbers and website addresses.

Thank-You Notes to Our Primes

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

Cannon Builders, Inc.

Allen Bridge, Near Salmon, awarded
12/09/15
DBE: *Idaho Traffic Safety*

Poe Asphalt Paving Inc

SH-41, Rathdrum to Jct. SH-54,
awarded 3/30/16
DBEs: *TraffiCorp, North Star Enterprises, Inc.*

Newly Certified DBE Firms



Peak View Performance Solutions, LLC

Karen Baerlocher, Managing Member
11626 W Peak View Ct., Boise, ID 83709
Phone: 208-608-6676

Email: karen@pvpsolution.com Homepage: www.pvpsolution.com

Peak View Performance Solutions, LLC, is a woman-owned, consulting firm focused on organizational engagement and performance improvement. PVPS is committed to partnering with government agencies, nonprofits and businesses of all sizes to focus on delivering timely solutions for customers to reach their peak performance.

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? Check out: <https://faa.dbesystem.com>

Disparity Study Update

As announced in previous newsletters, ITD has contracted BBC, Inc. to conduct its newest Disparity Study. What's new: availability surveys!

BBC, Inc. is currently conducting an availability survey by telephone to determine which firms are available and interested in working with ITD as contractors, consultants, service providers and suppliers on highway-related projects.

BBC will use this data in their analysis to determine how many firms are "ready, willing and able" in ITD's Market Area by industry, size, and capability.

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Clue for this month's "Where in Idaho are You?" (front page) Housed in an old academy building that trained disadvantaged youths during the Great Depression, this place (offers a fascinating miscellany of collections touching on the Holocaust, a baseball hall-of-famer, the history of irrigation, Native Americans and more.



Answer to August Issue (photo shown above): **Northern Pacific Depot Railroad Museum** in Wallace, Shoshone County. For past issues, visit www.itd.idaho.gov/ocr/ocrBUSINESSNEWS.aspx.

AGC COE Certification

If you want to contract with the Army Corps of Engineers, you must take Construction Quality Management (CQM) Training. The Idaho AGC is offering a certification class on October 4 in Boise.

Last year, a new federal regulation mandating **Contractor Quality Control** certification for all prime contractors working on Army Corps of Engineers projects quietly materialized.

When it was finally noticed, this new requirement stirred up a lot of consternation. How do you get certified if no one knows who's putting on the training, not to mention the where and when?

Fortunately, the Idaho Chapter of the Associated General Contractors (AGC) stepped into the breach and has been offering classes that provide CQM certification which is good for five years.

The next full-day training in Boise on



Installing a supplemental water intake chimney for the fish ladder at Lower Granite Dam.

October 4 covers:

- Contractor's Review
- Quality Management Planning
- Preconstruction Conference and Coordination
- Submittals
- Quality Management During Construction
- Making the System Work
- Resident Management System

The cost to attend (which includes lunch) is \$175 for AGC members, \$250 for non-members. To register, visit www.idahoagc.org/events.

New Census Survey Shows Biz Growth

Nearly 1 in 10 Businesses With Employees Are New, According to Inaugural Annual Survey of Entrepreneurs.

Among the 5.4 million U.S. firms with paid employees, 481,981, or 8.9%, had been in business for less than two years in 2014, according to findings from the U.S. Census Bureau's inaugural **Annual Survey of Entrepreneurs**.

In contrast to the employer firms that had been in business for less than two years, there were 167,917, or 3.1%, that had been in business for 16 years or more.

More than 4 in 10 employer firms (2.4 million, or 44.1%) have been in business between 11 and 15 years.

Beginning with September 1's release of 2014 statistics and continuing through the release of 2016 data, the Annual Survey of Entrepreneurs will supplement the Survey of Business Owners, conducted every five years.

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Meridian Business Day 2016

Register now for great networking opportunities on September 16 with great seminars to help promote your growth in your business.



Succeeding in today's business environment requires constant knowledge and professional association. **Meridian Business Day** is designed to help Treasure Valley businesses to network, socialize and develop positive business relationships.

Started in May 2009, Meridian Business Day is a half-day FREE business event of workshops, networking and a luncheon presented by local business owners and professionals at Meridian City Hall.

Meridian Business Day allows attendees to learn from local experts on how to succeed and survive in these tough economic times.

Workshop topics include:

- Turbocharge Your Business with Relationship Marketing
- Be Careful What You Ask For

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and Boise.

Attendees will learn direct from experts from the Idaho Transportation Department Office of Civil Rights, the U.S. Small Business Administration, the Ida-

- Automatic Customers: Tools to Automate and Energize Your Marketing
- Your Numbers are Telling a Story
- Mission Based Business - 6 Steps to Innovation
- Doctrine of Excellence

The keynote speaker will be Ron Price, Founder and CEO of Price Associates. Ron will share from over 45 years of experience leading and advising business and non-for-profit organizations. The insights he shares will provide a framework for evaluating the health of your organization and what you can do to make sure it is "Built to Last".

Meridian Business Day 2016 will be held on Friday, September 16, 8am-1pm; visit www.eventbrite.com/d/id--meridian/events to register.

ho Procurement Technical Assistance Center (PTAC) and various federal entities such as Mountain Home Air Force Base and the U.S. Forest Service about identifying and competing for government projects, the various business cer-

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BBC RESEARCH & CONSULTING

(DISPARITY, Continued from page 3)

If you are contacted by BBC for this survey,

BBC will be asking a lot of questions about your firm's line of work, whether you are interested in working for ITD, the areas of the state in which you are willing work, and the size of your company.

Don't be alarmed! Your firm is not being targeted for any special investigation. BBC is just gathering an overall demographic which will be part of the study determining DBE availability.

The survey takes about 15-20 minutes to complete and it is done by phone. If you are willing to participate in the survey but don't wish to complete it over the phone, you can always request a faxed or emailed survey.

If you would like to submit verbal testimony directly to BBC about your work experiences with ITD, visit www.itd.idaho.gov/ocr/contacts.aspx for more information.

Disparity Study Webpage

We've dedicated webpages just for our disparity study; the homepage is www.itd.idaho.gov/ocr/disparity.aspx. From here, you can keep up with the latest events, see the project schedule, take a look at the study team, view the Project Initiation slideshow, or merely acquaint yourself with the frequently asked questions (FAQs).

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references, only to have the offer rescinded after the prime met the wheelchair-bound owner. I know a contractor who sends her husband into contract negotiations because primes have refused to work with women. I know contractors who hire undocumented workers in an attempt to avoid paying Davis-Bacon Wage and Fringe.

When I hear about these types of issues I wonder "is that still a thing?" Are contractors still judging subs based on physical attributes rather than tangibles like safety, quality and cost of work?

If my answer is yes, then I have to begin the drawn-out process of gathering evidence that would either prove a contractor's innocence, or build a strong case against them. In either case, this documentation gets sent to several federal agencies, from FHWA all the way up to the FBI.

Back to the high ranking official. Could he be trying to hide his secret ginger roots? Did he find the Holy Grail and drink from the cup of everlasting life? Or is he perhaps trying to hide the fact that outdoor living is the true fountain of youth?

We may never know the truth. What I do know is this: a truly colorblind society would only care about the quality of work provided, regardless of person's race, color, national origin, sex, age, disability, veteran status, or political affiliation and funky hair preferences.

Don't hate me because I'm beautiful. Get to know me first.

I'll give you a reason.



(GROWTH, Continued from page 3)

The Annual Survey of Entrepreneurs provides a timely, more frequent socio-economic portrait of the nation's employer businesses by gender, ethnicity, race, and veteran status.

It includes a relevant topic not found in the Survey of Business Owners: the number of years a firm has been in business.

The 2014 Annual Survey of Entrepreneurs statistics show that there were 949,318 minority-owned firms with paid employees, comprising 17.5% of all employer firms.

These minority-owned employer firms generated \$1.1 trillion in receipts (approximately 3.3% of the receipts for all employer firms).

Among minority-owned employer firms, 12.9% had been in business for less than two years, while only 1.4% had been in business for 16 or more years.

Of the 949,318 minority-owned firms with paid employees, more than half (506,595, or 53.4%) were Asian-owned; 108,473 (11.4%) were black or African-American-owned; 26,757 (2.8%) were American Indian or Alaska Native-owned; 4,701 (0.5%) were Native Hawaiian and Other Pacific Islander-owned; and close to a third (298,563, or 31.5%) were Hispanic-owned.

Women owned approximately 1.1 million employer firms, or 19.4%, with receipts totaling \$1.3 trillion, or 4.0%. Of these, 10.8% had been in business for less

America's Entrepreneurs How Long Have America's Firms Been in Business?



Note: The number of years a firm has been in business is determined by the first year that the Census Bureau received administrative records data for the business. This graphic does not show firms that are equally owned by men and women owners and nonowners and nonowners who are not Hispanic and Non-Hispanic. Small percentages are rounded to the nearest percent.

than two years, whereas 1.9% had been in business for 16 or more years.

Veterans owned 405,235 employer firms, or 7.5%, with receipts of \$924.1 billion, or 2.8%. Of these, 6.8% had been in business for less than two years, while 3.6% had been in business for 16 or more years.

Other highlights:

- More than one third (36%) of the 50 most populous metropolitan statistical areas had approximately 20% or more minority ownership of their employer businesses.
- Among all employer firms in the educational services and the health care and social assistance sectors, 28% were women-owned.
- About one-quarter (254,260, or 24%) of all women-owned employer firms were minority-owned. More than half (137,321, or 54%) of these minority women-owned employer firms were Asian-owned.

Each year's release of the Annual Survey of Entrepreneurs will contain a module focusing on different topics. Later this month, the Census Bureau will release statistics from the 2014 module on the characteristics of businesses and their owners, including information on business innovation and research and development activities.

For more detailed information, visit www.census.gov/programs-surveys/ase.html.

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tifications such as DBE, HUBZone and 8(a), and where to go for assistance.

Here are the registration links:

Mountain Home, October 19
www.ptassist.com/services/ptac_register.php?id=7751F48402

McCall, October 26
www.ptassist.com/services/ptac_register.php?id=84FE048403

Boise, November 3
www.ptassist.com/services/ptac_register.php?id=A40AC48404

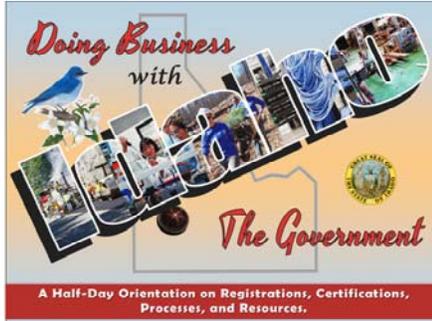
If you're truly interested in attending, don't dither on signing up online — if we have less than 5 people registered for a location, we'll cancel the workshop.

Stay tuned as we begin to confirm other Lizapalooza dates and locations throughout the state into 2017. All workshops will be posted at www.itd.idaho.gov/ocr/training.aspx.

We have other partners who offer great trainings, too. For instance, have you checked out the Idaho Small Business Development Center (SBDC)'s workshops?

The Region I (Post Falls) SBDC is offering up their fall Business **Acceleration Series**. You can take them singly for \$39, or take all four for \$120.

Marketing Strategy for Profit
Marketing is the engine of your business. What problem is your business trying to solve? How big a problem is it? Who has these problems more



Stay tuned as we firm up more workshops in Salmon, Idaho Falls and Soda Springs in December.

than any others? How much would they pay for your solution? Answers to these are the difference between thriving and just surviving. Understand what specific need you are meeting and how to create value that your customers will be willing to pay a premium for.

Sept. 16, 8:30am-Noon or Oct. 13, 5:30-9pm

Managing People & Operations for Profit

Your employees are the future of your business. Learn how to hire and keep winners. Also learn what key processes make up your business operations and improve productivity, effectiveness, and efficiency in your business for higher profit.

Sept. 23, 8:30am-Noon or Oct. 20, 5:30-9pm

Financial Management for Profit
Business financials are not just for paying taxes, they are essential for making good business decisions. Gain an understanding of essential financial statements and learn how to use them for business success.

Sept. 30, 8:30am-Noon or Oct. 27, 5:30-9pm

Planning for Business Success
If you fail to plan, you plan to fail. Learn why planning is so crucial and the right way to chart a course for your business success. Discover the essential ingredients for developing meaningful goals and a plan that will help you and your team achieve them.

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Boise Airport Concession RFP

Specialty Retail or Passenger Service Concession Opportunity at the Boise Airport effective September 6, 2016.

Boise Airport (BOI) has issued a request for proposals (RFP) for a one (1) unit specialty retail or passenger service concession opportunity for a five-year term.

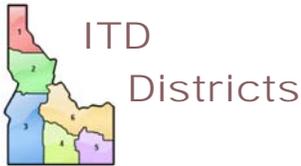
Proposals must be received at the Boise Airport Administrative Offices, 3201 Airport Way, Suite 1000, Boise, ID 83705, by **Thursday, November 3, 2016, 4:30 p.m. MST.**

A pre-proposal conference and tour of the terminal building will be held at the Boise Airport on Thursday, September 22, 2016, at 10:00 a.m. in the Salmon River Room, 3rd floor.

Contact for the RFP is Amy Snyder, Boise Airport, (208) 972-8411. Interested parties may obtain electronic RFP documents by contacting Amy Snyder, in writing, via e-mail at asnyder@cityofboise.org.

Small and Disadvantaged Business Enterprises will be afforded full opportunity to propose and will not be discriminated against on the grounds of race, religion, color, sex, age, national origin, or disability in the consideration of awarding these privilege(s).





- 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

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Oct. 7, 8:30am-Noon or Nov. 3, 5:30-9pm.

The Region I SBDC also offers a **Marketing & Media** series starting this month at \$49 per class. These workshops teach, step by step, how to become comfortable using social media for small business.

Social Media for Small Business 101

Sept.13, or Nov. 1, 5:30-8:30pm

Social Media for Small Business 201

Sept. 20 or Nov. 8, 5:30-8:30pm

Social Media for Small Business 301

Sept. 27 or Nov. 15, 5:30-8:30pm

Guerilla Marketing

Sept. 28, 6-9pm

There is also a variety of special interest workshops at \$39 each:

Driving Restaurant Profits

Oct. 3, 5:30-9:00pm



The North Idaho College Workforce Training Center in Post Falls, easily accessible south of I-90.

Succession Planning

Oct.12, 4-6pm

Thinking of Starting a Business in Idaho

Oct. 19, 8:30am-Noon

Protecting Your Intellectual Property

Oct. 25, 8:30am-Noon.

The Region III (Boise State University) SBDC is offering two marketing classes this month, both free with special coupon "SBDC":

Email Marketing: How to Nurture Leads & Grow Your Business

Sept. 15, 10am-Noon

The Power of WOW!

Sept. 15, 1:30-3:30pm.

They also offer this free, on-demand webinar:

Why Can't the Locals Find My Website?

The increases in mobile technology and use have made it a necessity for local businesses to be found on maps, in review sites, and in local listings. This webinar covers Local Search and its impact on whether or not your website is getting found by potential customers in your own hometown. To register, visit: www.theurldr.com/on-demand-webinar-registration.

To register for any SBDC class or for information about SBDC trainings in your area of Idaho, visit:

www.idahosbdc.org/regional-training.

