

**Transportation Commission of Colorado  
Small Business & Diversity Committee Agenda  
Wednesday, March 14, 2018  
4201 East Arkansas Avenue; Auditorium  
Denver, Colorado**

**STEVEN HOFMEISTER, Chairman  
District 11**

**KATHLEEN GILLILAND  
District 5**

**BILL THIEBAUT  
District 10**

**HERMAN STOCKINGER  
Policy and Government Relations Director/Secretary**

**The Chairman may change the item sequence or timing**

- 1. Call to order**
- 2. Minutes from May 2017**
- 3. Public Input/Comments**
- 4. Small Business Policy Directive**
  - a. FFY 2017 DBE Participation Analysis**
  - b. Latest DBE Participation Report (10/1/2017 – 12/31/2017)**
  - c. Upcoming Overall DBE Goal-Setting Process**
  - d. Connect2DOT Program Update (Small Business Outreach)**
- 5. Workforce Development Update**
- 6. ADA Title II Program Update**
- 7. Adjourn**



# COLORADO

## Transportation Commission

4201 East Arkansas Avenue, Room270  
Denver, CO 80222-3406

DATE: March 1, 2018  
TO: Transportation Commission  
FROM: Greg Diehl, Director, *Civil Rights & Business Resource Center (CRBRC)*  
SUBJECT: March Small Business & Diversity Committee Meeting

### Minutes

May 2017 Small Business & Diversity Committee Minutes attached.

### Small Business PD

In light of changing funding streams and a growing need to deliver construction projects via innovative contracting methods, CDOT has proposed adopting a Policy Directive on Fostering Small Business Capacity. This Policy is designed to codify CDOT's commitment to Colorado's transportation-related small business community through program development, creative contracting opportunities, and project manager awareness of the significant role small business plays in driving competition and ultimately decreasing cost of project delivery. The Policy is intentionally broad; future Procedural Directives related to small business programming would fall underneath this umbrella Policy if approved.

### DBE Participation Report

As shown in the attached DBE Participation Report for Construction Contracts, through the end of December 2017, CDOT is trending slightly ahead of its DBE overall annual goal of 12.15% with 12.9% in awards to DBEs. A historically high-leverage factor in CDOT's ability to meet and/or exceed its overall DBE goal has been the number of prime contracts awarded to DBE firms. As the December report shows, there have been zero prime contracts awarded to DBE firms thus far in the current Federal Fiscal Year (FFY). The CRBRC believes this fact continues to underscore the need for a continued focus on race-neutral (ESB Program) elements currently underway (i.e., ESB Restricted Project, Mentor Protégé Program etc.). The December report also shows 42 contracts (prime and subcontract) spread between 29 individual DBE firms.

### Small Business (DBE/ESB) Supportive Services - Connect2DOT Program Update

The Connect2DOT program reached more than 2,000 small business representatives in FFY16/17 and provided nearly 500 hours of one-on-one consulting support related to certification, business development, and technical assistance. This performance year, we have shifted some metrics to look at the success rate of DBEs/ESBs who have received Connect2DOT services winning contracts. As we look toward developing our Scope of Work for next performance year (FFY 18/19), we will further prioritize helping our certified small businesses be prepared to work with CDOT through targeted training, communication, and resource development.

### Workforce Development Program Update (On the Job Training (OJT) Program)

Previous Year OJT goal metric: 50,000  
OJT hours achieved: 52,694.90  
Number of enrolled trainees: 290

CDOT On-The-Job Supportive Services program is being branded as RISE - Resources Improving and Supporting Employment. Current contract with Community College of Denver and are working towards obtaining training partners in each region through the Community College network and the Regional Workforce Development Centers.

### ADA Transition Plan Update

CDOT's ADA Transition Plan has been reviewed by the FHWA Colorado Division and recommended for approval. The full plan (including appendices) is currently with the FHWA National Review team for final approval.

### Attachments

May 2017 DBE Small Business & Diversity Committee Meeting Minutes  
CDOT Small Business Policy Directive  
December DBE Participation Report  
FHWA ADA Transition Plan Memo



**Transportation Commission of Colorado  
Small Business & Diversity Committee Meeting Minutes  
May 17, 2017**

- **Call to Order:** The meeting was called to order at 4:21pm.
- **The following were in attendance:**
  - Steve Hoffmeister
  - Kathy Gilliland
  - Karen Stuart
  - Katherine Williams
  - Anna Mariotti
  - Greg Diehl
  - Megan Coontz McAllister
- **Approval of Minutes:**

Minutes were approved unanimously.
- **DBE Participation Report:** The DBE participation is looking good and on track to meet the overall goal. Right now we are at about 11%, with some good opportunities coming up.

CRBRC would like to schedule a training for the committee, which should last about one hour, for June or July. Committee suggests Wednesday morning in June at 10am.

Question from Commissioners: *What is the focus of CRBRC and CDOT's small business programs?*

Answer from CRBRC: *The DBE program is race-conscious program, however, a fundamental component of the DBE program is to expand our race-neutral efforts*

Question from CRBRC: *For the June training, what would you like to see or know about our initiatives?*

Answer from Commissioners: *A report on what you have accomplished and what you would like to do going forward.*

**Supportive Services: Connect2DOT Update:** We are restructuring our supportive services program, Connect2DOT. Connect2DOT is a technical training and supportive services program that is developed in partnerships with SBDCs under the Office of Economic Development and International Trade (OEDIT). We recently met with Kelly Manning, who is the Deputy Director of OEDIT about the Connect2DOT program. Out of the \$200,000 allocated, Connect2DOT clients were able to increase their contracting by over \$17 million. This is one of many accomplishment of the program.

Each year, we get money from FHWA to assist firms and build competition. Since we don't receive the FHWA money at the same time each year, the Transportation Commission allocates \$200,000 each year for the program and is reimbursed when FHWA funds are received. This past year FHWA allocated about \$176,000. We plan to submit a supplemental funding application for \$50,000 this summer.

Question from Commissioners: *What kind of training are you offering for the Central 70 project for small businesses and minorities in the area?*

Answer from CRBRC: *We are working with the Community College of Denver, CCA, and the Emily Griffith Technical College for workforce development. We are working with Kyle Lester in maintenance to see if we can use the maintenance facility for training. We also have a targeted certification outreach initiative in the area and we just completed a Leading Edge for Transportation course with a Central 70 focus, which is an intensive business development course. 32 participants will be graduating in June and we would love to invite you all to that event.*

Commissioner Answer: *We would love to go, just give us the dates and times.*

Question from Commissioners: *What is the graduation rate of the program?*

Answer from CRBRC: *100% for this class. The price is usually \$600, which was waved this course, so there is a really good commitment to finishing.*

Question from Commissioners: *We loved the Meet your Commissioner event last year, it would be wonderful to have a follow-up of that.*

- **Workforce Development Update:** We are adding workforce and ADA elements to this Committee. The ADA plan and update of the ADA procedural plan are going to the National Steering Committee and waiting for approval. This has to do with the \$85 million 5-year plan.
- **Question from Commissioners:** *Is the \$85 million in advance or an annual appropriation?*
- **Answer from CRBRC:** *It is an annual appropriation.*
  
- **Adjournment:** 5pm.

<b>COLORADO DEPARTMENT OF TRANSPORTATION</b>		<input checked="" type="checkbox"/> <b>POLICY DIRECTIVE</b> <input type="checkbox"/> <b>PROCEDURAL DIRECTIVE</b>	
Subject			Number
<b>Policy on Fostering Small Business Capacity</b>			<b>606.0</b>
Effective	Supersedes	Originating Office	
	New	<b>Civil Rights &amp; Business Resource Center</b>	

## I. PURPOSE

To foster equal access to contracting opportunities for small businesses in Colorado and the Department, and support these efforts by CDOT staff and representatives. This Policy Directive also supports the efforts to decrease bid costs and increase competitive capacity for Colorado's small business community.

## II. AUTHORITY

Transportation Commission pursuant to § 43-1-106(8), C.R.S.

## III. APPLICABILITY

This Policy Directive applies to all operations of CDOT, including all offices, divisions, regions, and branches of CDOT.

## IV. POLICY

A. To the extent feasible, it is CDOT's policy that decisions related to project delivery for the planning, design, construction, and operation of transportation projects consider the contracting opportunities for Colorado's small business community.

B. To the extent feasible, CDOT will encourage, facilitate, and sustain small business participation on transportation-related contracts by engaging in the following:

1. CDOT will commit to making the necessary resources available for ongoing program development, based on available funding, that decreases or removes barriers to small business participation on CDOT contracts. These resources may include, but are not limited to:
  - a) Supportive services to facilitate small business capacity building as it relates to the CDOT contracting process, and;
  - b) Tailoring and incentivizing contracts to facilitate small business participation.
2. CDOT employees involved in the scoping and procurement of transportation-related contracts will consider all reasonable options to make contracts feasible for bidding or proposal by small businesses. These options may include but are not limited to:

- a) Development and administration of CDOT contracts and programming in a manner that fosters small business capacity;
- b) Scoping and/or modifying contracting opportunities to facilitate small business participation, and;
- c) Collaboration with the Region Civil Rights Managers and the Civil Rights and Business Resource Center to ensure compliance and consistency regarding small business processes across all regions and project types.

## **V. IMPLEMENTATION PLAN**

The Office of Policy and Government Relations shall post this Policy Directive on CDOT's intranet and on public announcements.

CDOT's Civil Rights & Business Resource Center (CRBRC) and Regional Civil Rights Teams will implement the Policy Directive by coordinating resources and training to ensure compliance and by proactively facilitating communication and relationship development between CDOT and Colorado's small business community.

## **VI. REVIEW DATE**

This Policy Directive shall be reviewed on or before March 2022.

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Herman Stockinger, III  
Transportation Commission Secretary

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Date

**DBE MONTHLY REPORT FOR CONSTRUCTION CONTRACTS**

Federal Fiscal Year 2018 to Date (10/1/2017 - 12/31/2017)

Federal Dollars Only

	A	B	C	D	E	F	G	H	I
<b>AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD</b> (Total contracts and subcontracts committed during this reporting period)	Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs* (number)	Total to DBEs/Race Conscious (dollars)	Total to DBEs/Race Conscious (number)	Total to DBEs/Race Neutral (dollars)	Total to DBEs/Race Neutral (number)	Percentage of total dollars to DBEs
Prime contracts awarded this period	\$15,670,550	9	\$0	0			\$0	0	0.0%
Subcontracts awarded/committed this period	\$5,985,010	150	\$2,021,914	42	\$1,263,042	13	\$758,873	29	33.8%
<b>TOTAL</b>			\$2,021,914	42	\$1,263,042	13	\$758,873	29	12.9%

<b>BREAKDOWN BY ETHNICITY &amp; GENDER</b>	A			B			C			D			E			F		
	Total to DBE (dollar amount)						Total to DBE (number)											
	Women		Men		Total		Women		Men		Total							
Black American	\$8,742		\$123,127		\$131,869		1		3		4							
Hispanic American	\$73,719		\$524,181		\$597,900		4		15		19							
Native American	\$0		\$17,195		\$17,195		0		2		2							
Asian-Pacific American	\$0		\$0		\$0		0		0		0							
Subcontinent Asian Americans	\$0		\$0		\$0		0		0		0							
Non-Minority	\$1,272,311		\$2,639		\$1,274,950		15		2		17							
<b>TOTAL</b>	\$1,354,772		\$667,143		\$2,021,914		20		22		42							

\* The 42 prime and subcontracts shown in this column went to 29 individual DBE firms.



U.S. Department  
of Transportation  
**Federal Highway  
Administration**

# Memorandum

Subject: CDOT ADA Transition Plan

Date: November 3, 2017

From: John M. Cater, P.E.  
Division Administrator  
Lakewood, Colorado

In Reply Refer To:  
HDA-CO

To: Patrick E. Gomez  
Acting Program ADA Team Leader  
Office of Civil Rights (HCR30)  
Baltimore, Maryland

The Colorado Division has reviewed the Colorado Department of Transportation's (CDOT) Americans With Disabilities Act (ADA) Transition Plan submitted September 12, 2017. Based on this review, we find that CDOT's ADA Transition Plan meets FHWA guidelines and recommend approval.

We are submitting CDOT's ADA Transition Plan (including Appendices) and the ADA Transition plan checklist to the ADA Transition Plan Review Team for review and final approval.

If you have questions, or require additional information, please contact Nicole Bumpers at [nicole.bumpers@dot.gov](mailto:nicole.bumpers@dot.gov) or (720)963-3021.

John M. Cater, P.E.  
Division Administrator

Attachments: CDOT ADA Transition Plan and Appendices  
ADA Transition Plan checklist

cc: Shailen Bhatt, CDOT Executive Director  
Joshua Laipply, CDOT Chief Engineer  
Greg Diehl, CDOT Civil Rights & Business Resource Center Manager