

MDT Civil Rights Bureau

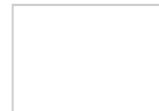
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DBE Supportive Services, Civil Rights Bureau
 Montana Department of Transportation
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 Helena, MT 59620-1001



Six-Year National Surface Transportation Bill is Signed



<http://www.fhwa.dot.gov/reauthorization/conference.htm>

On August 10, 2005; President Bush signed the \$286.4 billion national surface transportation bill. The new bill is titled STAFETEA-LU (Safe, Accountable, Flexible, and Efficient Transportation Equity Act) and provides funding for the next six (6) years. There were 6,371 special projects funded at \$24 billion. Montana will receive on average \$355 million per year with an additional \$153 million for 19 special projects. The link to the US Department of Transportation Reauthorization of TEA-21 web site has a wealth of information about the new bill such as breakdown of state appropriation for each year; list of special projects for each state; and a copy of the entire national transportation bill.

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WAY TO GO!

For MDT August 18, 2005 highway construction bid letting, the following contractors achieved DBE participation over the DBE program goal of 7.74%

- HL Construction - 60% DBE Participation
2002 Fencing - NE of Craig
- HL Construction - 100% DBE Participation
2002 Guardrail NE of Bozeman

MDT DBE Goal Participation

7.74%	MDT Yearly DBE Program Goal
7.59%	Current DBE Participation (Commitment/Award)

MONTANA DBE COMPANY MONTHLY UPDATE

Newly Certified DBE Companies

Ferris Fencing	Bobette L. Ferris	Twin Bridges	MT	Fencing
Burton Construction structural steel	Jerry Burton	Spokane	WA	Concrete work, construction, fencing, (install/erect)
Peachtree Telecommunications LLC	Sandra Kay Stewart	Norcross	GA	Telecommunications services International & equipment supplier
Professional Conveyor South	Tracy Jane Wieland	Fernandina Beach	FL	Equipment repair/maintenance services

Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results." **-Andrew Carnegie**



As Read MDT Bid Letting Results August 18, 2005

Project Number	Prime Contractor	Low \$ Bid Amount	DBE Participation	
			\$ Amount	%
NH 1-9(39)555 - Nashua - East & West	S K Construction	\$14,144,681.18	\$799,413.90	5.65%
IM 90-5(61)240 - Pipestone-Whitehall	Jim Gilman Construction	\$3,020,361.64		
BR 9002(27) BNR Overpass - Toluca	Sletten Construction	\$2,237,893.63	\$82,133.78	3.67%
STPHS 15-4(106)239 2002-Fencing-NE of Craig	HL Construction	\$299,273.05	\$179,563.83	60.00%
STPP-STPHS 35-1(10)0 Intersection Improvements - ST. Regis	United Rentals - Missoula	\$719,102.75		
STPHS86-1(31)19 2002-Guardrail-NE of Bozeman	HL Construction	\$174,800.00	\$174,800.00	100.00%
Total of all Federal-aid Projects for May 26, 2005 MDT Bid Letting		\$20,596,112.25	\$1,235,911.51	

MORE MT CONTRACTING OPPORTUNITIES

The following Opportunities can be viewed at: <http://ci.billings.mt.us/Online/rfp.php>

SID 1370 Interlachen Drive (Phase 1), City of Billings, Bid Due Date: 9/27/05, street reconstruction, curb and gutter, sidewalks, storm drains.

Application and Permitting Process for an Air Quality Permit at the Wastewater Treatment Plant, City of Billings, Due Date: 9/30/05.

Detailed Flood Hazard Assessment, City of Billings, Due Date: 9/23/05.

Lake Elmo Road, Main Street to Hansen Lane, STPE 1099(41), CN 5292, City of Billings, Bid Due Date: 9/27/05.

The following Opportunities can be viewed at: <http://www.discoveringmontana.com/doa/gsd/OSBS/Results.asp?List=All>

307633, MT Dept of Transportation, Highway Project Cost Estimation and Management System, Bid Due Date: 10/14/05

307660, MT Dept of Transportation, Great Falls Headquarter Office Building Roofing, Bid Due Date: 9/15/05

307643, MT Dept of Transportation, Hysham Rest Area Roofing, Bid Due Date: 9/14/05

307665, MT Dept of Transportation, Pavement Overlay Armells Creek South, Bid Due Date: 9/20/05

307666, MT Dept of Transportation, Pavement Overlay & Chip Seal Willow Creek Road, Bid Due Date: 9/20/05

307664, MT Dept of Transportation, Browning Airstrip Edge Lighting System, Bid Due Date: 9/15/05

Contact DBE Supportive Services for more bid information on the following opportunities:

Jew Mountain Trail #185, Bid Due Date: 9/09/05, Construction of new trail, jackleg fence, Ravalli County, MT, Lolo National Forest.

McDonald Pass Trailhead Construction, Bid Due Date: 9/09/05, Construction of new access road and trailhead road, parking area, new fence and gate, Helena National Forest

Beaver/Pony BMP Improvements, Bid Due Date: 9/12/05, Install metal pipe, drain dips, road ditch, brush barrier, riprap and seeding 7 miles of forest service road. Kootenai National Forest

Recreation Trail - Standard Ck Road Reconstruction and Wolverine Basin Road & Trailhead Construction, Bid Due Date: 9/12/05, 2005. Ennis, MT.

Cedar Creek Bridge Replacement, Bid Due Date: 9/14/05, project consists of the construction of a new bridge in Mineral County, West of Superior, MT.

Main Street Infrastructure, Bid Due Date: 9/14/05, project consists of removing & replacing sidewalks on the 600, 700 & 800 blocks of South Main Street in Butte, MT. The project also includes the installation of retaining walls, water & sewer services, fencing, storm drain improvements & period lighting. Butte, MT

Culvert Replacement-East Fork Willow Creek & Moose Creek, Bid Due Date: 9/15/05, This project is located on the Lincoln Ranger District of the Helena National Forest.

Frazer High School Demolition, Frazer, MT, Bid Due Date: 9/15/05, Spectrum Group Architects, Billings.

Fort Peck Reservation Water Treatment Plant, Fort Peck Reservation, Bid Due Date: 9/20/05, Morrison-Mierle, Inc.

INVITATION FOR BIDS LETTING OF SEPTEMBER 22, 2005

Sealed bids on the following projects will be received by the Montana Department of Transportation-Highways Division, Contract Plans Bureau, Room 101, 2701 Prospect, Helena, Montana until 9:00 a.m. on September 22, 2005 the bids being publicly opened and read thereafter at 10:00 a.m. in the Department's auditorium.

- 1 **VICINITY WHITE COYOTE RD. – SOUTH RAVALLI NH 5-2(120)20** — Grading, gravel surfacing, plant mix bituminous surfacing, seal and cover, structures, and other improvements on the Vicinity White Coyote Rd. – South Ravalli project in Lake County. The project is located entirely within the Flathead Indian Reservation MANDATORY PRE-BID CONFERENCE Representatives of MDT and the Confederated Salish and Kootenai Tribes Tribe will be present to describe the project and answer questions.

NOTE: Two-Month Advertisement, November 3, 2005 Bid Letting Date. We will make every attempt to have the advertised plans and bid files available for this project by Thursday, September 8, 2005.
- 2 **COLUMBUS – SOUTH - STPP 78-2(10)37**— Grade, gravel, cement treated base, plant mix surfacing, seal and cover, drainage culverts, irrigation system relocation and three bridges on the Columbus – South project in Stillwater County. The project is located south of Columbus, beginning at RP 37.0 and extends northeast 14. 2 kilometers to RP 45.9. The Disadvantaged Business Enterprises' contract goals are 4.0%.
- 3 **WEEKSVILLE – WEST STPP 6-1(76)65** — Grade, Gravel, Plant Mix Bituminous Surfacing, drainage, electrical and fencing. The Disadvantaged Business Enterprises' contract goals are 3.0%.
- 4 **BROADWAY PEDESTRIAN XING-MISSOULA CM 8128(1)** - Curb, sidewalk, seal and cover, electrical and pavement markings on the Broadway Pedestrian Xing - Missoula project in Missoula County. The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 5 **2000-SLOPE FLTN-10 KM W KALISPELL STPHS 1-2(132)113** - The 2000 – Slope Flattening – 10 km West of Kalispell project consists of grading/slope flattening. The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 6 **L & C INTERPRETIVE SITE – SULA SFCN 7-1(104)12** - Grade, gravel, PMBS, seeding and delineation on 0.12 miles on the Lewis & Clark Interpretive Site - Sula project in Ravalli County. The project is located near Sula on US 93 (RP 12.6). The Disadvantaged Business Enterprises' contract goals are 0.0%.
- 7 **IM-STPS 0002(814)** — Repair fire damage to guardrails, fences and retaining wall on the Fire Damage – Alberton E & W project. The Disadvantaged Business Enterprises' contract goals are 0.0%.

NOTE: Two-Week Advertisement September 8, 2005 Special Bid Letting Date for Project #7.

For currently uninsured small businesses

Description: Provides a monthly assistance payment for both the employer and the employee's portion of the health insurance premium. This assistance will pay the cost of an employee's health insurance when the employer has not offered insurance in the past, but begins to do so through the new State Health Insurance Purchasing Pool created by HB 667, or through a qualified Association Plan. About 60% of the available funding is designated to make these Employee Assistance Payments and Employer Premium Incentives. The funds will be distributed on a first come, first served basis. The size of each employee's Premium Assistance Payment will be established by the Purchasing Pool Board of Directors.

Employer/Employee Qualifications: To qualify for Premium Incentive and Assistance Payments employers and employees must meet the following criteria:

1. The employer does not currently provide employee health insurance;
2. The employer has a number of employees that meets the eligibility criteria established by the State Auditor's Office (between 2–5 employees; adjustable up to 9 depending on take-up and available revenue);
3. The employer begins to provide health insurance through the new State Health Insurance Purchasing Pool or another qualified Association Plan;
4. No employee is paid more than \$75,000 per year (owner excluded);

5. The employer provides health insurance to eligible employees as defined by the State Purchasing Pool Board of Directors; and

Employees must meet the income and other eligibility criteria established by the Board of Directors of the Purchasing Pool.

Please contact [Erin McGowan-Fincham](mailto:Erin.McGowan-Fincham@mt.gov) at the State Auditor's Office if you have additional questions:

<http://www.discoveringmontana.com/sao/other/consumerhelp.html> click on **NEW Small Business Health Insurance** or call 800-332-6148 ** 406-444-4613 ** Fax 406-444-3497

State Auditor's Office ■ 840 Helena Avenue
Helena, MT 59601

PRACTICAL ADVICE ON HUNDREDS OF TOPICS

Practical advice on hundreds of topics. It provides articles, templates, and links to services/products/other resources regarding that topic. There is a section dedicated to business in the areas of loan basics, management, marketing, human resources, insurance, etc. If you want to get some advice on a subject, you may want to check out this web site.

<http://humanresources.about.com/>

The following article was pulled from the Human Resources Section under Business.

In a team-oriented environment, you contribute to the overall success of the organization. You work with fellow members of the organization to produce these results. Even though you have a specific job function and you belong to a specific department, you are unified with other organization members to accomplish the overall objectives. The bigger picture drives your actions; your function exists to serve the bigger picture.

You need to differentiate this overall sense of teamwork from the task of developing an effective intact team that is formed to accomplish a specific goal. People confuse the two team building objectives. This is why so many team building seminars, meetings, retreats, and activities are deemed failures by their participants. Leaders failed to define the team they wanted to build. What you would do to develop an overall sense of team work is different from building an effective, focused work team.

TWELVE C'S FOR TEAM BUILDING

Executives, managers, and organization staff members universally explore ways to improve results. Many view team-based, horizontal, organization structures as the best design for involving all employees in creating business success. No matter what you call your team-based improvement effort: continuous improvement, total quality, or work teams, you are striving to improve results for customers. Few organizations, however, are totally pleased with the results their team improvement efforts produce. If your team improvement efforts are not living up to your expectations, this self-diagnosing checklist may tell you why. Successful team building, that creates effective, focused work teams, requires attention to each of the following.

- ⇒ Clear Expectations
- ⇒ Context
- ⇒ Commitment
- ⇒ Competence
- ⇒ Charter:
- ⇒ Control
- ⇒ Collaboration
- ⇒ Communication
- ⇒ Creative Innovation
- ⇒ Consequences
- ⇒ Coordination
- ⇒ Cultural Change

Spend time on these twelve tips and your work teams will contribute most effectively to the organization's success. Your team members will love you, your respect and appreciation will soar, and empowered people will "own" and be responsible for their work processes. Can (your work) life get any better than this? **If you're the boss, it's all up to you....**

Quote of the Month

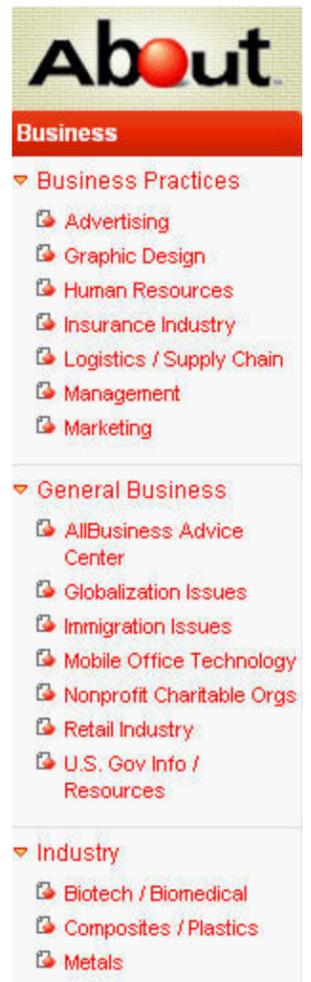
"Success usually comes to those who are too busy to be looking for it"

Henry David Thoreau (1817-1862)

FREE Newsletter

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<http://home.about.com/business/>



WORKSHOPS

"Montana Employer Rights and Responsibilities"

SEPTEMBER 22, 2005
Great Northern Hotel, Helena, MT
8:15 am to 4:30 pm

This workshop is designed as an intermediate level workshop for those with human resource management responsibilities who need to learn about Montana and federal laws, rules and regulations as they apply to the employment relationship and what to do to be in compliance with those rules. It would also be useful for those individuals who may need to become aware of recent HR related legal changes and court decisions.

For more information or to register contact:

Jim Nys, Personnel Plus! Consulting Services
910 E. Lyndale Ave Ste A,
Helena, MT 59601
jim@personnel-plus.com
ph 406-443-7169
fx 406-443-5803

This workshop is sponsored by The Helena Chapter of the Society for Human Resource Management and the Helena Job Service (SHRM).

Mark Your Calendar



"Helping Entrepreneurs Reach the Next Level Of Success"

The MCDC Small Business Development Center has teamed together with local banks and business sponsors to bring you the NxLevel™ business training program.

What is NxLevel™ For Entrepreneurs?

NxLevel™ Entrepreneurial Training is a 12-week course focused on advanced business principles and strategies. It is designed for entrepreneurs who wish to start a new venture, overhaul and expand their business, or take their business in a new direction.

- Cash Flow Projections;
- Financing Your Business;
- The Deal Making Process;

- Managing Future Growth;
- Developing an Exit Strategy;
- Management and Legal Structure;
- Market Analysis;
- Using Financial Statements

" SBDCs are a program supported by the U.S. Small Business Administration and extended to the public on a non-discriminatory basis. SBA cannot endorse any products, opinions, or services of any external parties or activities. Reasonable arrangements for persons with disabilities will be made if requested at least two weeks in advance. Contact Kaye Sloan at (406) 728-9234 ext. 200."

When/Where: First Session: September 14 – December 7, 2005 Wednesdays 6:00-9:00 pm
Farmers State Bank Data Center, Victor, MT

Second Session: September 21—December 14, 2005 Wednesdays 6:00-9:00 pm
Missoula Chamber of Commerce, 825 E. Front Street

Course Fee: \$350 includes all course materials, refreshments, and graduation event.
Scholarships: Partial Scholarships may be available through participating local banks.

DBE RULE CLARIFICATION

Required DBE Bid Documents

When bidding an MDT project, the prime bidder must always submit with their bid the following DBE documents:

1. Schedule of Participation (SOP)

Include the following information for **all** DBE-certified companies that provided a quote:

- ✓ Name of DBE company
- ✓ How DBE Company will be used - prime contractor, subcontractor, manufacturer, or jobber*/broker.
- ✓ Indicate if the quote was used.
- ✓ List specific work or materials provided by DBE company.

Reminder: If a DBE company is bidding as a prime contractor, they must complete a Schedule of Participation for their participation and include it with the bid documents.

If a Schedule of Participation form is not included on a project with a DBE goal, the bid could be considered non-responsive.

2. Bidder's List

Include a list of all companies providing quotes i.e., subcontractors, suppliers, manufacturers, and jobbers/brokers. If no quotes by companies were provided, write "None" on this list.

The bidder's list must be submitted within 48 hours of the Bid Letting. If the bidder's list is not received, the bid could be considered non-responsive.

Schedule of Participation and Bidder's List are required from all bidders, whether or not they are

This information is vital for the DBE Program Office to comply with federal regulations, determine appropriate DBE goals for upcoming fiscal years, and support the goal of encouraging DBE participation in the Montana transportation industry.

* A jobber buys merchandise from manufacturers and sells it to retailers.

Knowledge

is power,

Power is

knowledge..

EMPLOYER REFUNDABLE (ANNUAL) TAX CREDITS

Currently insured & uninsured small businesses

For currently insured small businesses

Employer Refundable (annual) Tax Credit provides a refundable state income tax credit to employers who currently pay some or all of the cost of group health insurance for their employees. Also provides additional Tax Credits when employers pay for insurance for the employee's spouse or their dependants. Approximately 40% of the available funding per year is designated to the Employer Tax Credit. The funds for tax credits will be distributed on a first come, first served basis until the money is fully allocated.

Employer Qualifications: In order to qualify for an Employer Tax Credit the employer must meet all the following criteria:

1. The employer already provides employee health insurance.
2. The employer has a number of employees that meets the eligibility criteria established by the State Auditor's Office (between 2–5 employees; adjustable up to 9 depending on take-up and available revenue).

3. The tax credit cannot be more than 50% of premiums paid.
4. No employee is paid more than \$75,000 per year (owner excluded).

Tax Credit Amounts: The following are the tax credits that may be claimed under HB 667 for each eligible employee, spouse and dependants:

	Employee Only	Employee's Spouse	Employee's Dependants
Employer Tax Credit	\$100/month	\$100/month	\$40/month

If the average age of employees is 45 or older, the tax credit for an employee increases to \$125.00.

Continued on Page 6—Currently Uninsured Small Businesses...