



DBE NEWSLETTER

MONTANA DEPARTMENT OF TRANSPORTATION
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Changes....

By Rebecca L. Johnson, DBE Newsletter Editor

This is the year of changes. You will see a new look for the newsletter. I have bombarded you with too much information in each monthly newsletter. I will have more pictures and space and fewer articles in each monthly newsletter. It will be friendlier and quicker to read. There is still going to be lots of good information in each newsletter. Please send me your requests or articles for submission. This is your newsletter – What do you want to see in it? What information will help you be a more effective business owner?
Rebecca



MONTANA DBE PROGRAM

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WORKSHOP FOR DBE BUSINESS OWNERS

March 6-7, 2002

MDT Auditorium, Helena, MT

I have developed a workshop to provide information that will assist you with your business. Darren Kaihlanen will present the new DBE OnLine Contract Payment System.

The flyer and agenda for the workshop is in this newsletter. A block of rooms at state rates have been set aside under MDT DBE Workshop at West Coast Colonial Hotel. Please call 406-443-2100 to make reservations. Mary Faure with the USDOT/The Bond Shop would like to schedule meetings with owners that would like to apply for bonding. Call Rebecca for more information.

DBE companies are eligible for up to \$200 reimbursement of travel expenses calculated at state rates (.315 cents per mile, \$23/day for meals, and \$35/night for lodging.

LATE PAYMENTS

Having trouble getting paid by a contractor on a highway construction project? Please call Vicky Koch, MDT Civil Rights Bureau Chief, at 406-444-6335 or e-mail her at vkoch@state.mt.us. She will help you get your payments for completed work. Call today.

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DBE COMPANY MONTHLY UPDATE

Newly Certified DBE Companies

The Heartland Consortium, Verni Nerren, Canton, OH, Right of Way Negotiation, Public Involvement in Environmental Issues Consulting, Feasibility Studies

Northwest Archeological Associates, Inc., Christian J. Miss, Seattle, WA, Consultant, Cultural Resource, Archaeological Research, Historical Research

Rimrock Archaeology, LLC, Lynn Peterson, Billings, MT, Consultant, Cultural Resource, Archaeological Research, Historical Research, Anthropology

Re-Certified DBE Companies

Beck Consulting, Barb Beck, Red Lodge, MT, Consultant, Cultural Diversity, Planning, Writing & Editing, Training – Conflict Management, Communication, Public Facilitator

L.A. Olson & Associates, Larry Olson, Billings, MT, Architect Consultant, Project Design, Management Planning, Engineering Consultant, Feasibility Studies, CAD Design

Petticoat Pipe Cleaning, Carol Gerovac, Belgrade, MT, Drainage Pipe and Culvert Installation, Cleaning Storm Drains and Culverts, Pipe, Water Line, and Sewer Installation

J&R Trucking, John Eneas, Elmo, MT, Truck Hauling and Moving Dirt and Aggregate Supplies

Sanchez Electric, Inc., Thomas Sanchez, Mills, WY, Trenching, Electrical Installation-Residential, Commercial and Industrial, Airport Electrical Signing, Interstate Lighting

C&A Small Trucking, Clayton Small, Jr., Busby, MT, Moving and Hauling Dirt and Aggregate Supplies, Concrete Forming and Finishing, Misc. Concrete Work

Apple Valley Backhoe Service, Milton “Nubby” Peterson, Black Eagle, MT, Grading, Drainage Work, Excavation, Sewer, Septic Tank, and Water Line Installation

Beard Environmental & Technical Assistance, Rebecca M. Beard, Elliston, MT, Technical Report Writing, Grant Writing, Public Relations, Research, Edit/Design/Publish Publications, Strategic Planning and Public Opinion Surveys Consultant

Kuck Trucking, Inc., Connie C. Kuck, Billings, MT, Truck Hauling Dirt/Aggregate Supplies, Road Oils, and Freight, Supply Asphalt and Oil Products, Refrigerated Trailers

Preferred Contracting, Inc., Cheryl J. Balbinot, Billings, MT, Concrete Median Rail, Permanent Signs, Soil Retention Fabric, Guardrail, Bridge Rail

Clancy Consultants, Inc., Ann Clancy, Billings, MT, Consultant, Local Government, Mediation, Organization, Strategy Setting, Problem Diagnosis,

LEARNING OPPORTUNITIES

Small Business Opportunities Conference 2002, Montana Procurement Technical Assistance Center, February 19, 2002, Doubletree Hotel, Missoula, \$65 registration fee, 406-256-6871 to register. This seminar is to get you, as business owner, together with the government officials that buy your products or services.

Bidding and Estimating Workshop, Billings, MT, March 9, 2002, Big Sky Economic Development Authority, co-sponsored by DBE Supportive Services. No Charge. Contact Rebecca Johnson for more information.

Business Rural Outreach Sessions Agenda, Feb. 19th 9-11AM Townsend Forest Service Building, 1-3PM Bank of Rockies White Sulphur Springs, Feb. 20th 8:30-10:30AM Harlowton Community Center, 2-4PM Yogo Inn Lewistown, Feb. 21st 8:30-10:30AM Roundup City Council Chambers, 2:30-4:30PM Miles City Community College, Room 106, Feb 22nd 8:30-10:30AM Forsyth City Hall Council Chambers, 1-3PM Hardin City Council Chambers. Inform about resources and assistance available to businesses. Contact Tony Rudback 406-243-2148 for more info.

The following web sites provide information on training scheduled in Montana:

SBA

<http://www.sba.gov/calendar/> and click on MT

Business Connections

<http://www.mbc.umt.edu/> and click on Business Calendar

Helena Business Resource Center

<http://www.ctibrc.org/brcevents.htm>

Equal Employment Opportunity or Davis Bacon Wage Rate Related Issues

By

Jim Phillips, Compliance Specialist, CRB

Disadvantaged Business Enterprise firms that have computers with access to the Internet have the "on line" opportunity to complete a payroll form for federal-aid highway construction. The payroll form is the standard U.S. Department of Labor form #WH-347. This form cannot be sent electronically but if you correctly key in the appropriate information the program will do some of the calculations for you. When you have completed the weekly payroll form it can be printed out and mailed to the Prime Contractor or the Engineering Project Manager.

USDOL form WH-347 can be located by typing in the Montana Department of Transportation web site, <http://www.mdt.state.mt.us/> in the address box of your Internet service provider. When you reach the website search the MDT Departments and News section and 'click' on Civil Rights Bureau. Scroll through the Civil Rights page until you find Labor Compliance. Look for Payroll Form WH347 and 'click' on that listing.

Like many program sites this one has some features that might take a little getting used to. The CRB suggests you access the site and practice some before you have to use the site for a payroll deadline. The CRB reports an increasing number of firms utilizing this site. MDT Engineering Project Managers have difficulty with unclear handwritten payrolls and appreciate receiving these printed forms. Because the site does some numerical calculations both you, the prime contractor and the MDT/EPM have a greater assurance of accuracy.

Employer Resources

Jim Phillips in the MDT Civil Rights Bureau is a great resource for questions about federal requirements of employers (postings, Davis Bacon wages, Affirmative Action Plan). His number is 406-444-6045 or jamphillips@state.mt.us

If you have any questions related to employee/employer related issues and state employment laws; contact your local Job Service office.

Rebecca has contact numbers to assist you with your questions about state unemployment, workers' compensation, and federal and state withholdings. A packet is available for new employers with a checklist of your requirements along with forms and contact numbers.



Kymm Stark and Natalie Heinzerth, Arrow Striping, Billings, MT

FREE METRIC CONVERSION TABLES

Free copy of two-page conversion tables (English to Metric). Call Rebecca for your copy today.



WORKSHOP FOR BUSINESS OWNERS

**MARCH 6-7, 2002
HELENA, MT, MDT AUDITORIUM**

**Small Fee for Lunch, No Other Fees
Register at 8:00-8:30AM,
Conference 8:30am-5:00pm on March 6 and 8:00-5:00pm on March 7**

Montana Economic Development Plan (Impact on Montana Businesses)
Dave Gibson, Montana State Chief Business Officer

The Essentials of a Good Contract, Prompt Payment – Steve Garrison, MDT Legal Services

Marketing Your Business – Ross Johnson, Small Business Development Center Director
Gateway Economic Development

Internet Architecture in MT – Geoff Feiss, MT Telecommunication Association

Resources available for Small Businesses - SBA/SCORE/SBDC/USDA/BIA/Job Service Representatives

Overview/Function - Civil Rights Bureau in Montana Department of Transportation

Bonding for Small Businesses – Mary Faure, USDOT/The Bond Shop

DBE On-Line Contract Payment Training – Darren Kaihlanen, DBE Program Manager

Bidding and Estimating – Karl Dehn, High Plains Development Authority

Job Costing, Capacity Planning – Al Deibert, Montana Manufacturing Extension Center

Subcontractors Association, Legislative Agenda
Carl Schweitzer, American Subcontractors Association of Montana

Presentations by Montana Business Entrepreneurs

PLEASE SEND RSVP TO REBECCA JOHNSON, DBE SUPPORTIVE SERVICES, 1-800-883-5811, 406-444-7287, rejohnson@state.mt.us Montana Department of Transportation (MDT), 2701 Prospect Avenue, Helena

Mary Faure is willing to meet with business owners one-on-one to discuss bonding issues and/or application for bonding. Rebecca has USDOT/The Bond Shop bonding applications. Please contact Rebecca to schedule a meeting with Mary Faure on March 6 or 7, 2002.

AGENDA - WORKSHOP FOR BUSINESS OWNERS
MARCH 6-7, 2002, HELENA, MT, MDT AUDITORIUM

March 6, 2002

8:00-8:30 AM Registration
8:30-9:00AM Opening (Dave Galt, Director, MT Dept of Transportation)
Introductions (Rebecca Johnson, MDT DBE Program)
9:00-10:00AM Montana Economic Development Plan (Impact on MT Businesses)
(Dave Gibson, Montana State Chief Business Officer)
10:00-11:00AM Marketing Your Business, Ross Johnson, Small Business Development
Center Director, Gateway Economic Development
11:00-11:15AM Break
11:15-12:15PM The Essentials of a Good Contract, Prompt Payment Law
(Steve Garrison, MDT Legal Services)
12:15-1:15PM Lunch (Box Lunches Provided at a Small Fee)
1:15-2:15PM Internet Architecture in Montana
(Geoff Feiss, MT Telecommunication Association)
2:15-5:00PM Services/Resources Available to Businesses
Presentations and Booths by SCORE, SBDC, Job Service, BIA, USDA,
and SBA

March 7, 2002

8:15-9:00AM Introduction of MDT Civil Rights Bureau Personnel
9:00-10:00AM DBE On-Line Contract Payment Training
(Darren Kaihlanen, DBE Program Manager)
10:00-10:15AM Break
10:15-11:15AM Equal Employment Opportunity/Davis Bacon Wage Rates
(Jim Phillips, EEO/Training Programs)
11:15-12:15PM Bonding for Businesses (Mary Faure, USDOT/The Bond Shop)
Presentations and Booths by local Bonding Agencies
12:15-1:15PM Lunch (Box Lunches Provided at a Small Fee)
1:15-2:00PM Legislative Agenda/Association
(Carl Schweitzer, American Subcontractors Association of Montana)
2:00-4:00PM Bidding and Estimating
(Karl Dehn, High Plains Development Authority)
4:00-5:00PM Job Costing, Capacity Planning
(Al Deibert, MT Manufacturing Extension Center)

**Training and Business Development
Reimbursement Program**

Training Reimbursement will include 75% of travel expenses calculated at state rates up to \$300 per year.

Free Advertising

All companies can put their company information on the largest national database. It is called PRO-Net. If you plan to do any business with the federal government get your company info on this database. If you don't, you may want to do it anyway. It is another way for you to advertise your business free. Go to www.sba.gov and click on PRO-Net and click on Register. Call Rebecca for assistance if you need help.



Anita and Clavton Small. C&A Small Trucking.

Montana Small Business Resource Guide

Free copies of this guide are available to you. It is a guide on how to start a small business and how to raise money for a small business. It provides an overview of the SBA program and lists key contact numbers for major state and local organizations that are available to assist you as you develop your small business.

Call Rebecca for a copy for this guide.

Quarterly Activity Report Form

Thank you for sending in this report!!
Keep submitting this form every quarter (next deadline is April 30th for the first quarter). Remember include all business activity (not just MDT related). Thank you.



Changes/Changes

If you change your business address, phone number, e-mail address, or changes in business services; please contact Rebecca or Debbie in the DBE office with this information.
Thank you.



Quote of the Month

Change your thoughts and
you change your world.
Norman Vincent Peale

Current Montana Transportation Department Highway Construction Projects

For the quickest and most complete notification information of these projects as they are advertised for bid, go to the web site <http://mdt.state.mt.us/cntrct/contract.htm> and click on Invitation for Bids. While the newsletter has notices posted, do not reply on this information alone. If you do not have Internet access, please contact Rebecca to get on a monthly mailing distribution list for a printed copy of the Invitation for Bids. Please note that for this bidding letting, the DBE contract goals are 0% for all projects listed below.

Invitation for Bids, Letting of February 28, 2002

Sealed bids on the following projects will be received by the Montana State Department of Transportation-Highways Division, Contract Plans Section, Room 101, 2701 Prospect, Helena, MT until 9:00am on February 28, 2002. The bids being publicly opened and read thereafter at 10:00am in the Department's auditorium. Bids proposals, plans, cross-sections, dirt runs if available, and full instructions to bidders are on file for examination, and may be obtained from the Contract Plans Section or go to web site <ftp://ftp.mdt.state.mt.us/contract/orderform.pdf> for order form. These documents may be requested by FAX (406) 444-7236, by mail or by calling (406) 444-6216, 6212 or 6215.

1. **2002-D3-Durable Pavement Markings Federal Aid Project No. STPS-NH-STPX-STPU-STPP-IM 0002(620)** Application of epoxy pavement markings on 705.1 kilometers of the 2002-D3 Durable Pavement Markings project in the Great Falls District, in Blain, Cascade, Chouteau, Hill, Lewis and Clark, Liberty, Pondera, Teton and Toole Counties. Contract to be completed by June 30, 2002. The estimated construction cost of this project is between \$800,000.00 and \$1,800,000.00.
2. **2002-D4-Durable Pavement Markings Federal Aid Project No. STPP-NH-STPS-IM-STPX 002(621)** Application of epoxy pavement markings on 545.5 kilometers of the 2002-D4 Durable Pavement Markings project in Rosebud, Fallon, Carter Prairie, Garfield, Dawson, McCone, Richland, Valley Phillips and Daniels Counties. Contract to be completed in 60 Working Days. The estimated construction cost of this project is between \$500,000.00 and \$800,000.00.
3. **Federal Aid Project Nos. NH 8-4 (36) 57 & IM 15-3 (60) 158** Winston-North & South and Basin-Boulder. Seal and cover on 19.7 kilometers on the following projects: NH 8-4(36) 57- Seal and cover on 10.3 kilometers of the Winston-North & South road on US 12 in Broadwater County. IM 15 -3 (60)158 - Seal and cover on 9.23 kilometers of the Basin-Boulder road on Interstate 15 in Jefferson County. Contract to be completed in 30 Working Days. The estimated construction cost of this project is between \$200,000.00 and \$500,000.00.
4. **Federal Aid Project No. IM 15-6 (32) 322** Brady-North & South (Southbound Only) Cold milling, plant mix overlay and guardrail on the Brady-North & South (Southbound Only) project in Teton and Pondera Counties. Contract to be completed in 90 Working Days. The estimated construction cost of this project is between \$41,800,000.00 and \$3,500,000.00.
5. **Federal Aid Project No. IM 15-8(56) 366** Shelby-North Leveling, plant mix overlay and seal & cover on 23.6 kilometers of the Shelby-North project on I-15 in Toole County. Contract to be completed in 90 Working Days. The estimated construction cost of this project is between \$2,000,000.00 and \$5,000,000.00.
6. **Federal Aid Project No. STPX 45 (29)** Dixon Wetland Mitigation Wetland mitigation at Dixon in Section 18, Township 18 North, Range 21 West in Sanders County on the Flathead Indian Reservation. Contract to be completed by June 1, 2002. The estimated construction cost of this project is between \$100,000.00 and \$400,000.00.
7. **Federal Aid Project No. BH 52-2(27)50** Spring Creek-East of Kalispell project. The project is located on Montana 35 at RP 50.487 approximately 3 kilometers east of Kalispell in Flathead County. Contract to be completed in 90 working Days. The estimated construction cost of this project is between \$200,000.00 and \$500,000.00.
8. **Federal Aid Project No. IM 90-2(102)106** Missoula-Bonner Crack and seal, plant mix surfacing overlay, seal and cover on 7.3 kilometers of Interstate 90 on the Missoula Bonner road in Missoula County. Contract to be completed in 90 working days. The estimated construction cost of this project is between \$1,000,000 and \$4,000,000.
9. **Federal Aid Project No. STPS 257-1(4)0** Superior-Southeast Plant mix overlay, seal and cover, slope flattening and bridge rail revision on the Superior-Southeast project in Mineral County contract to be completed in 90 Working Days. The estimated construction cost of this project is between \$600,000.00 and \$800,000.00.
10. **State Project No. SFCS 280-1(15)5** Warren School-East Leveling, Plant Mix Bituminous Surfacing Overlay and seal and Cover of 11.66 kilometers of the Warren School-East project in Lewis and Clark County. Contract to be completed in 60 Working Days. The estimated construction cost of this project is between \$500,000.00 and \$800,000.00.

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ADDRESS CORRECTION REQUESTED

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