



# WisDOT DBE Reporter

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AN E-NEWSLETTER FROM THE WISCONSIN DEPARTMENT OF TRANSPORTATION  
OFFICE OF BUSINESS OPPORTUNITY AND EQUITY COMPLIANCE

## WisDOT Disadvantaged Business Enterprise Support Services

Since 1983 support services to Disadvantaged Business Enterprise (DBE) firms have been an integral part of the WisDOT DBE Program. Following certification, a DBE firm may receive services offered at the Disadvantaged Business Enterprise Support Services (DBESS) office located at 6150 W. Fond du Lac Avenue in Milwaukee, Wisconsin. In 2013, our office sent out a survey that included questions regarding the DBE Program's support services. One of the major and surprising results from the survey was that 45% of the 184 DBE respondents were not aware of WisDOT's DBE professional support services. This percentage is too high to ignore, thus this article will help to explain what services are available to highway construction and consultant DBE firms that are doing business or want to do business with the Wisconsin Department of Transportation.

The DBESS office provides a variety of services and support to certified DBE firms and prime contractors upon request. The services are grouped in the following categories:

- ⇒ **Loan Mobilization**
- ⇒ **Financial Management Assistance**
- ⇒ **Technical Assistance**
- ⇒ **Outreach and Marketing**
- ⇒ **Legal Assistance**

The service most requested from the survey was technical assistance and training on a quarterly basis. The Business Capacity Building Program aka Technical and Marketing services helps firms to realize their full potential in business development and growth through the introduction and use of a full-range of business management tools, services and applications. Certified DBE firms can expect assistance with networking, marketing, reading plans, interpreting specifications, bid preparation/quotations, contract pre-qualifications and procurement and accessing the *Doing Business* website. DBE firms can also expect technical training in areas such as surveys and documentation, landscaping, trucking, erosion control, and concrete.

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**Mission Statement:** The Office of Business Opportunity and Equity Compliance (OBOEC) is dedicated to the assurance of civil rights and labor compliance, affirmative action, equal employment opportunity, and services for disadvantaged business enterprises for the Wisconsin Department of Transportation. It is the policy of WisDOT to support the fullest possible participation of firms owned and controlled by disadvantaged individuals in federal aid and state highway contracts within the state of Wisconsin. This includes assisting disadvantaged business enterprises throughout the life of contracts in which they participate.

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Financial management services help firms become better equipped to make informed decisions relating to the financial and accounting needs of their company by providing a wide range of services and solutions to their day-to-day business needs. DBE firm owners can request assistance with cash management, business valuation, loan packaging, and computer-based accounting systems. A DBE firm awarded a subcontract on a WisDOT project is eligible to obtain working capital through the Mobilization Loan Guarantee Program. Upon contract award the DBE firm can secure a loan up to 50% of the contract amount and the loan is guaranteed up to 90% not to exceed \$250,000. DBE firms who qualify can also apply for the USDOT Short-Term Lending Program with assistance from the DBESS Office. Legal assistance is another service DBEs have access to through the DBESS office. These services can include contract development, review, negotiation, employee agreements, non-competitive agreements, non-disclosure agreements, and joint venture agreements. The DBE support services mentioned in this article is not an exhaustive list. DBE firms in need of assistance can contact the WisDOT DBESS office for your business development needs.

During SFYs 2011 to 2014 the DBE Program successfully provided the following services and support to contractor and consultant DBE and prime firms:

<b>Mobilization Loan Program</b>	12 DBE firms
<b>One-on-One Financial Assistance</b>	30 DBE firms
<b>Highway Construction Technical Assistance</b>	
<i>Construction Training Workshops (including Annual Event)</i>	175 DBE & prime firms
<i>Consultant Training Workshops (including Annual Event)</i>	135 DBE & prime firms
<i>Small Business Network Training</i>	62 DBE firms, 65 prime firms and 14 Pre-DBE firms
<b>Legal Assistance</b>	
<i>EEO Reviews</i>	200 firms (primes and DBEs)
<i>Subcontract Review</i>	15 DBE firms
<b>Outreach and Marketing</b>	
<i>DBE Orientations</i>	25 DBE firms, 9 prime firms and 36 pre-DBE firms
<i>Mentoring Connections</i>	6 matches
<i>One-on-One Business Marketing Development</i>	10 DBE firms

To request DBE Support Services contact Rosalind Roberson at (414) 438-2154. The DBESS Consultants for SFY 2013 to 2015 are as follows:

<u>Outreach and Marketing</u>	<u>Technical Assistance</u>	<u>Financial/ Loan Mobilization</u>	<u>Legal Assistance</u>
AICCW	Bloom Companies	AICCW	4N Consultants
Chamness Consulting	KL Engineering	Heartland Information Research	Crump Law Firm
Prism Technical Management	M Squared Engineering	Prism Technical Management	
Serendipity Communications	J.W. Johnson & Associates		

**WisDOT Mentor-Protégé Program for Professional Services Firms**

The Mentor-Protégé Program (MP) is a WisDOT initiative established to provide an opportunity for DBE firms to receive developmental assistance in business and/or technical areas from prime consultants performing on WisDOT projects. The goal of the mentoring experience is to act as a catalyst for the protégé to become a successful sub-consultant to government agencies and consultants in the private sector. It is anticipated that this experience will foster a relationship between mentor and protégé, and provide increased opportunities that will contribute to the protégé's technical and business development and growth. The overall purpose is to assist the DBE firms to move into non-traditional areas of work and/or compete in the marketplace outside the DBE program.

A vital program component of the MP is the Memorandum of Understanding (MOU) that provides the framework for business development or technical assistance the mentor has agreed to provide to the protégé, as well as the conditions under which both parties will operate. This written development plan must clearly set forth objectives of the parties involved, respective roles, duration of the agreement and the services and resources to be provided by the mentor to the protégé. Other critical components include a stakeholder review panel, an orientation, training plans, monitoring and evaluations.

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**I-94 North-South Freeway Project  
(Milwaukee, Racine and Kenosha Counties)**

<b>DBE Contracting Update March 2013 Report</b>	<b>Construction Contracts</b>	<b>Design Engineering</b>	<b>Construction Management</b>
Total Contracted Amount	\$638,862,351	\$102,854,851	\$57,742,583
DBE Contracted Amount	\$116,236,796	\$29,727,559	\$14,504,678
DBE Share	18.20%	28.90%	25.12%
Total Paid Amounts	545,396,112	100,035,327	43,342,445
DBE Paid Amounts	105,005,648	28,480,168	11,456,079
DBE Share Paid	19.30%	28.47%	26.43%



**Verona Road Contracting Update  
(Dane County)**

**Design Contracts as of March 2013 Report**

Total Contracted Amount	\$17,111,997
DBE Contracted Amount	\$3,482,969
DBE Share	20.35%
Total Paid Amounts	\$11,133,464
DBE Paid Amounts	\$2,205,853
DBE Share Paid	19.81%



**I-39/90 Contracting Update  
(Dane County and Rock County)**

**Design Contracts as of March 2013 Report**

Total Contracted Amount	\$34,527,648
DBE Contracted Amount	\$6,753,901
DBE Share	19.56%
Total Paid Amounts	\$16,817,697
DBE Paid Amounts	\$3,028,504
DBE Share Paid	18.01%



**US 41 Corridor Expansion Project  
(Brown County and Winnebago County)**

<b>DBE Contracting Update March 2013 Report</b>	<b>Construction Contracts</b>	<b>Design Engineering</b>	<b>Construction Management</b>
Total Contracted Amount	\$640,178,505	\$85,609,381	\$70,047,913
DBE Contracted Amount	\$50,855,468	\$18,441,939	\$36,603,814
DBE Share	7.90%	21.50%	52.30%
Total Paid Amounts	\$492,846,918	\$78,780,975	\$45,585,264
DBE Paid Amounts	\$43,365,183	\$16,373,326	\$22,071,711
DBE Share Paid	8.80%	20.80%	48.40%

### WisDOT DBE Attainment Construction Projects Summary Report As of April 2013

Estimated FFY 2013 Federal Funds	\$500,000,000
FFY 2013 DBE Projections	\$59,500,000
Awarded Contracts Amount	\$427,585,720
Federal Contract Amount	\$377,984,923
Total DBE Committed	\$43,151,165
Total DBE Percent Committed (DBE / Federal)	11.42%

### Mentor-Protégé Program for Professional Services Firms

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To participate in the program both mentor and protégé must meet the eligibility requirements listed below:

1. Be in good standing with WisDOT, i.e., cannot be on the Suspended and Debarred Firms List,
2. Only firms certified as DBEs before they are proposed for participation in a mentor-protégé program are eligible to participate in the program,
3. The mentor must be on the WisDOT Consultant Roster or a registered professional engineer (PE) firm,
4. The Business Development Area selected by MP partners is consistent with the firm's primary line of business and/or beneficial to WisDOT's competitive environment,
5. Only one mentor protégé memorandum of understanding is allowed, and
6. Under no circumstances is the mentor permitted to have an ownership interest of any kind in the protégé firm.

The prerequisites for the protégé are a current DBE certification annual affidavit, submission of a formal business plan or the SBA 1010C Form, completion of an extension business assessment (small business development center assessment or customer feedback survey), and must be in operation for at least one year prior to initiating the MP pairing. The prerequisite for the mentor is a record of performance as a prime USDOT contractor or a record of quality performance as a subcontractor. The mentor cannot be named on the suspension and debarment list.

Once a final MOU is signed by both parties and approved by WisDOT officials the agreement will remain in effect for a minimum of three years (36 months) with the possibility of a two-year extension. Provisions are made for mentors who volunteer their time and expertise to training a qualified WisDOT DBE firm. WisDOT has two alternatives for mentor reimbursement either in the form of a small purchase contract or a contract-based incentive mark-up not to exceed 1% of the protégé's sub-contract with the prime as mentor.

For more details about the Mentor-Protégé Program for Professional Services Firms contact the Mentor-Protégé Program Coordinator, Rochelle Codlyn, at (608) 266-6961.

### WisDOT Mega Projects Construction Workforce Hours

I-94 North/South Freeway Work Hours		US 41 Corridor Expansion Project Work Hours	
<u>Work Hours Update as of March 2013 Report</u>		<u>Work Hours Update as of March 2013 Report</u>	
Total Hours Worked	2,540,297	Total Hours Worked	2,040,676
Total Minority Hours Worked	465,947	Total Minority Hours Worked	122,423
Minority Share	18.34%	Minority Share	6.00%
Total Female Hours	62,838	Total Female Hours	48,596
Female Share	2.47%	Female Share	2.38%