

## **TRANSPORTATION DBE ADVISORY COMMITTEE (TDAC) MEETING**

Wednesday, April 8, 2009

Hotel Roanoke, Roanoke, VA

2:00PM – 5:00PM

### **Present:**

Stanford Moore, K&M Enterprises  
Shay Hope, VDOT Civil Rights  
Betty Curtis, Curtis Contracting, Inc.  
Sandy Hutchens, Sandra's Marking Company  
Valerie Kirby Moore, K & M Enterprises  
David Sheppard, Valley Green Landscaping  
Cheryl Sheppard, Valley Green Landscaping  
Dan Clymore, Shirley Contracting, LLC  
Colleen Payne, UACSI, Inc  
James Squire, CHI Associates, Inc.  
John Kern, Chemung Contractors

Chris Tavenner, DMBE  
Mike Russell, DMBE  
Jay Openshaw, E.V. Williams  
Avery Hilliard – HICO Services, Inc.  
Devon Henry, Team Henry Enterprises  
Eddie Ramirez, Ramirez Contracting, Inc.  
Jeff Southard, VTCA  
Scott, Hunter, General Excavation, Inc.  
Lori Cook, VDOT-Salem District Civil Rights  
Chris Crain, VDOT-Salem District Civil Rights  
Karen Feagin, VDOT-BOWD Center

Stanford Moore opened the meeting and welcomed committee members and guests.

### **OVERVIEW OF TDAC ELIGIBILITY, PARTICIPATION, AND BY-LAWS REVIEW**

Stanford Moore provided an overview of the mission of TDAC and explained the appointment process, including eligibility to occupy a committee position. He encouraged regular participation of members and individuals interested in becoming members.

A committee was formed to research the participation level of members and make recommendations regarding the removal of inactive members. The committee consists of David Sheppard, Devon Henry, Sandy Hutchens, Dan Claymore, and Monica Esparza. Recommendations are due to the President within two weeks. Betty Curtis recommended that the members be categorized based upon their firm's designation in order to identify the type of membership that may need replacing. Stan Moore will forward recommendations to the VDOT Deputy Commissioner.

### **ELECTIONS AND OFFICER RECOMMENDATIONS**

The Nomination Committee, chaired by David Sheppard, held a meeting to discuss potential TDAC officers at the conclusion of the current term. The group made the following recommendations: Chair: Prescott Sherrod; Vice Chair: Stanford Moore and David Sheppard. Mr. Moore noted that a quorum was not present in order to conduct elections, and as a result, this action was postponed. Voting is expected to take place at the next TDAC meeting.

## **ECONOMIC STIMULUS PACKAGE**

VTCA President Jeff Southard joined the meeting and the floor was yielded in order to receive an update on the Stimulus Package. The first round of Virginia advertisements were released on April 7<sup>th</sup>. The second round is expected to consist of BRAC projects. Mike Russell recommended that advertisements be forwarded to the TDAC Committee and distributed to the DBE community. VDOT released RFP's for Bridge and Culvert Rehabilitation Design Build Projects. These projects are funded through the *American Recovery and Reinvestment Act*. This legislation was initiated by the Obama Administration and was recently passed by the United States Congress.

## **CERTIFICATION, PREQUALIFICATION, AND DBE GOALS**

Shay Hope discussed DBE goals and work code updates. Distinctions were made between the responsibilities of the Virginia Department of Transportation (VDOT) compared to the Department of Minority Business Enterprise (DMBE). Clarification was made that DMBE is responsible for DBE certification, whereas VDOT is responsible for pre-qualification. It was noted that in addition to DMBE, the Metropolitan Washington Airports Authority (MWAA) is also authorized to certify DBEs. John Kern discussed the challenges of the DMBE directory and Jay Openshaw concurred. DMBE s and VDOT representatives conceded that there are still some technological and administrative challenges. Colleen Payne suggested forwarding documented difficulties to appropriate VDOT personnel. It was mentioned that the DBE Directory has gotten better.

## **BID EXPRESS SMALL BUSINESS NETWORK AND AWARD NOTIFICATION**

Shay Hope is developing a proposal for a pilot program designed to permit prime contractors to request quotes from DBE subcontractors regarding upcoming bid projects through Bid Express' on-line bidding service, the Small Business Network. The Small Business Network will enable prime contractors to post solicitations to which DBEs can submit sub-quotes electronically. Any Prime contractor or DBE firm interested in participating in the pilot should contact Shay Hope.

Shay Hope also addressed an inquiry to extend the reporting timeframe whereby primes must submit the C-112 Certification of Binding Agreement. The C-112 must be submitted within two (2) working days subsequent to the bid opening. It has been suggested that the C-112 be extended to five (5) days. There was a general consensus by the DBE attendees to maintain the current reporting timeframe. A question arose as to whether C-112 documentation can be submitted via facsimile. Shay Hope will research whether a faxed C-112 is acceptable.

## **DBE SURVEY , GOAL SETTING, AND ZIP LISTS**

To ascertain the willingness of DBEs to travel and perform work, the VDOT Civil Rights Division will be conducting a survey. The survey will inquire as to whether DBEs are willing to work statewide, district-wide, or in select counties. The survey will also capture data on bonding capacity and gross receipts. The data from the survey will be analyzed to determine if there is sufficient information to assist with setting project goals.

Shay Hope introduced the VDOT's policy not to release zip packs to prime contractors based upon the advisement of the Attorney General's Office. The zip packs are considered part of the procurement record and is also exempt from the Freedom of Information Act (FOIA). Jeff Southard requested an informal poll of the TDAC members regarding the release of the zip pack to prime contractors. It was indicated that additional information was needed prior to rendering an opinion. Shay Hope invited representatives of the Advisory Council to visit the VDOT Central Office to learn more about the content of the zip pack before providing feedback to VTCA.

The group agreed, and the following individuals accepted the invitation by Ms. Hope: Stanford Moore, Betty Curtis, and Eddie Ramirez. If needed, following the exploratory meeting, Mr. Stanford Moore will discuss the Council's recommendations with Chief Deputy Commissioner Greg Whirley.

Stanford Moore honored Betty Curtis' commitment to TDAC and encouraged everyone to stay engaged so that DBE voices can continue to be heard.

The meeting was adjourned.