

**TDAC MINUTES FOR**  
**February 25, 2015**

**ROLL CALL**

Meeting was called to order by Devon Henry.

**Introductions:**

Angela Henry – Team Henry Enterprises  
Devon Henry – Team Henry Enterprises/Chair of TDAC  
John Kern – Chemung Contracting Corp.  
Cheryl Sheppard – Valley Green Landscaping  
David Sheppard – Valley Green Landscaping  
Timothy Hayes – Valley Green Landscaping  
Stan Moore – K&M Enterprises  
James Baldwin – QES Pavements  
Jay Openshaw – E.V. Williams  
Lotta Chi – Chi & Associates  
Sandy Hutchens – SanMarCo.  
Savanna Hutchens – SanMarCo.  
Tandrum Reid – Quinn Consulting Services  
Marc Williams – TMT Services International, LLC  
Marcel Curry – PEMMCO Inc.  
Ferrell Solomon – VDOT  
Rasheed Ibrahim – All Construction Services, LLC  
Charles Kilpatrick - VDOT  
Lamar Williams - VDOT  
Amy Morris – T3 Design  
Jennifer Strickland – SDC Contracting  
Syd Dorsey – Small Business & Supplier Diversity  
Doretha Davis – BOWD  
Loren Gasper – Ty’s Hauling and Paving  
George Hartsfield – Mallette Group  
Roderick Belcher – Belcher Consultants, Inc.  
Keturah Johnson – K.O.R.E. Enterprises, LLC  
Colette Rivers-Trotter- Unlimited Hauling, LLC  
Marvin Trotter – Unlimited Hauling, LLC  
Carol Rizzio – Land Studio PC  
Gamal Hassan - HWR

**CURRENT ROSTER**

Devon reported the roster consists of 15 voting members. Currently, we have 5 MBE’s, 3 Prime, 2 WBE’s, 1 VDOT Rep., 1 DMBE, 1 VTCA, and 1 FHWA.

**MBE Firms**

1. Team Henry Enterprises, LLC

2. PEMCCO
3. Valley Green Landscaping
4. K&M Enterprises, LLC
5. Chi and Associates

Prime Contractors:

1. E.V. Williams
2. Chemung Contracting
3. Lane Construction

WBE Firms:

1. SanMarCo
2. Court One Corporation

VDOT Rep:

1. Shay Ponquinette

SBSD Rep:

1. Calvin Thweatt

VTCA Rep:

1. Tom Witt

FHWA Rep:

1. Mohamed Dumbuya

ITS Rep:

1. No representative

Affiliates:

1. Gena Burr - GTT Enterprises
2. Andrew Gay- English Construction
3. Loren Glasper - Ty's Hauling and Paving
4. Joe Lewis – Business Transformation Group
5. Nicole McGowan - Spivey Pavement Markings
6. Sue Mitchell – Mitchell Utilities
7. Molly Morgan- Morgan Oil Corporation
8. Tandrumn Reid – Quinn Consulting Services
9. Valerie Southern – Transportation Consultant
10. Jennifer Strickland – SDC Contracting

## **4<sup>th</sup> QUARTER MEETING MINUTES**

The meeting minutes were approved and adopted.

## **TREASURER'S REPORT**

As of January, 27<sup>th</sup> the balance was \$1821.81.

## **COMMISSIONER'S ADDRESS**

Mr. Charles Kilpatrick reported the governor has set a goal of 42% for SWAM participation. Currently, we have 28% SWAM participation.

Mr. Kilpatrick asked what would improve the experience for SWAM participation? The responses were as follows:

\*Ease in which business owners can get registered.

\*Ensuring accuracy of all records for subcontractors.

Devon Henry asked what TAMS projects are coming out? The next TAMS maybe project on I-64 between Richmond and I-81 to Staunton.

John Kern suggested VDOT relax the requirements. Mr. Kilpatrick agreed we need to simplify our processes.

Loren Glasper stated prime contractors will use their paving services. However, if the prime has met his/her goal they will inform the subcontractor their services are no longer needed.

It was suggested that the DBE's make sure they protect themselves in their quotes.

It is still undecided if project US Route 460 will continue.

## **ITEMS OF INTREST**

### a. VDOT/TDAC Task Force update- Devon Henry

Members are as follows: Devon Henry, Co-Chair; Sandra Norman, Co- Chair; Jennifer Debruhl; Kerry Bates; Rob Cary; Jeff Rodgers; Lisa Pride; Derek Francis; Joe Lewis and Tandrumn Reid.

The purpose of the Committee is to work together in a partnering fashion to address both industry and VDOT issues related to the DBE program.

One the issues' the taskforce has resolved is listing when the prime contractor received payment. A link on VDOT's website will show the prime contractor, project and date paid.

Consultants are concerned when their invoices are unpaid for 6 months to a year. Due to the prime contractor not submitting the invoice in a timely fashion. At this time Jeff Rodgers is addressing this issue.

Devon reported the BOWD center will send out a survey asking DBE's what kind of training they should offer? Some suggestions were estimating and equipment training.

b. Training opportunities- Shay Ponquinette

The BOWD Center will offer CPR classes to meet OSHA requirements. There will also be a 5 day construction estimating training course.

c. Administrative Services Division – Mr. Lamar Williams

The Administrative Services Division (ASD), Virginia Department of Transportation (VDOT), through its Purchasing and General Services Sections, purchases over \$500 million worth of goods, services, building construction, and maintenance and renovation annually.

This information has been developed to increase the potential for business participation by outlining the procedures necessary to compete for the opportunity to supply goods and services to the Department.

Invitation for Bids (IFBs) are mailed to selected firms containing the quantity required, specifications, general instructions and any specific terms or conditions applicable to that commodity/service. Extreme care should be taken to comply with all instructions and conditions to avoid rejection of the bid. Any questions concerning the commodity or service, specifications or the instructions should be addressed to the applicable [Contract Officer](#) whose name, address and telephone number is listed on the solicitation. No exceptions to the specifications are allowed, and any questions regarding the specifications should be directed to the appropriate Contract Officer at least 48 hours prior to the bid opening. Complete the bid request in accordance with the instructions and deliver it before the closing date and time to the Administrative Services Division. Delivery can be made by hand, mail, or courier. Late bids are not considered and are returned.

Mr. Williams can be reached at 804-786-3568 or via email [lamar.williams@vdot.virginia.gov](mailto:lamar.williams@vdot.virginia.gov).

d. Local Assistance Division

VDOT's Local Assistance Division develops policy and provides guidance for special funding programs and other programs that impact work performed by localities, and serves as a liaison to local governments.

The division also:

- Manages several special funding programs
- Manages urban system changes
- Manages the local assistance payments program
- Provides oversight for locally administered projects
- Coordinates the urban construction program

Some of these projects have DBE goals and offer another opportunity to pursue contracts. The Local Program Workshop will be held in in Roanoke on Sept. 17th & 18th<sup>and</sup> in Williamsburg on Sept. 29<sup>th</sup> & Oct 1<sup>st</sup>.

e. GRTC – Greater Richmond Transit Company needs DBE’s

GRTC provides transportation services to the Richmond VA area and parts of Chesterfield and Henrico counties. These include fixed route and express route bus service, specialized services such as CARE and C-VAN, and Ride Finders.

GRTC uses many vendors to meet its various supply and service needs. Since GRTC receives federal, state, and local assistance, they also follow a procurement process that ensures full and open competition and requires that prices be verified as fair and reasonable. In accordance with this process, GRTC will formally solicit proposals or bids for large projects. Please contact Antoinette Hayes for further information.

**Antoinette Haynes**, Planning & Scheduling Coordinator  
DBE Liaison Officer  
GRTC Transit System  
301 E. Belt Boulevard  
Richmond, Virginia 23224  
804 358-3871  
ahayes@ridegrtc.com

f. 2015 TDAC Picnic Update

The picnic committee will meet to discuss the date and location.

g. 2015 DBE Training Symposium –

The 3<sup>rd</sup> Annual Symposium will be held on Oct. 21<sup>st</sup> – Oct. 22<sup>nd</sup> in Williamsburg or Richmond.

**AGENCY UPDATES**

a. VDOT- Shay Ponquinette

Shay reported the civil rights website will be up by the 2<sup>nd</sup> week in March. There is a TDAC webpage on the site. There will be goals will be set on consulting contracts. VDOT is implementing the AASHTOWare Project Civil Rights & Labor software system. After July 1<sup>st</sup> 2015, all prime contractors and subcontractors working on projects with federal funding will be required to use the system to submit certified payrolls. Please see the following attachment for more information.

As of Nov. 2014 the DBE Program size cap for gross receipts changed from \$22.41 to \$23.9. Also, the American Consulting Engineering Company is proposing a matchmaking event in May for consultants and sub consultants. Please contact Shay if you're interested.

b. SBSD- Syd Dorsey

There are two DBE Certifications postings; if you know someone who may be interested please let them know.

c. FHWA  
No Industry Update

### **INDUSTRY UPDATE**

a. VTCA  
No Industry Update

viii. Open Discussion

- Next Meeting is on April 15<sup>th</sup> in Hampton during the VTCA Spring Conference.
- Meeting adjourned at 3:05pm

