

DBE Advisory Committee Meeting

July 11th, 2024



ODOT Disadvantaged Business Enterprise (DBE)

Advisory Committee Meeting – Cohort 2

July 11, 2024 - 1pm to 3pm

Advisory Committee Purpose – To center the DBE perspective in the work to identify and address barriers that DBE certified firms face when competing for work with ODOT. Cohort 2 is tasked with continuing the work done in 2022-2023 by Cohort 1 to develop recommendations to address identified barriers. Cohort 2 will monitor ODOT's progress toward implementation.

Meeting Objectives

- Welcome Advisory Committee members and new ODOT staff
- Provide an update on the progress on the “Do Now” tasks previously identified
- Share the next steps as identified by the Technical Advisers
- Engage Cohort members in providing feedback on status of work

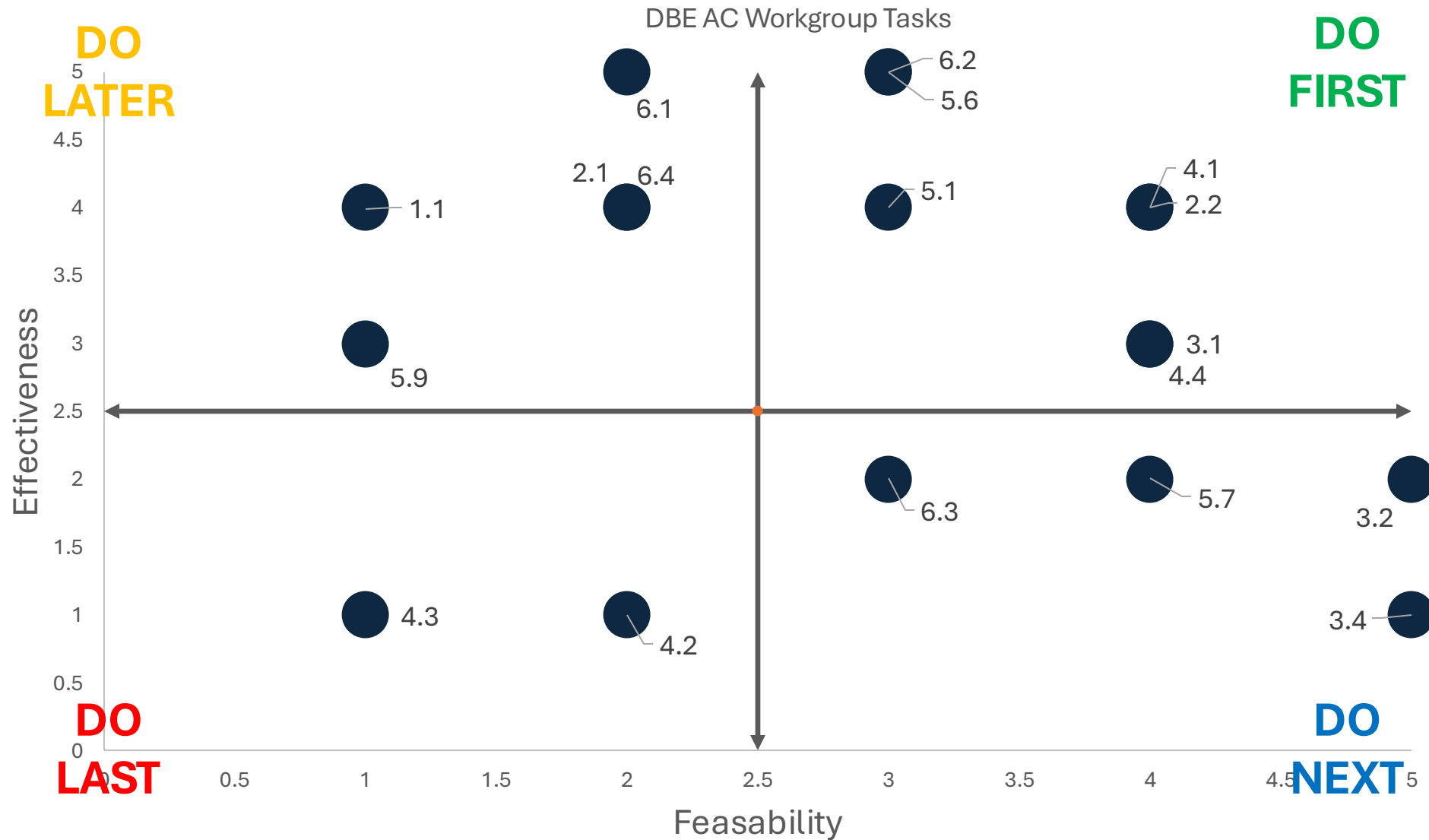
Meeting Agenda

1:00-1:20 pm	<ul style="list-style-type: none">▫ Welcome & Introduction▫ Committee membership	Joe / Susie
1:20 -1:30 pm	<ul style="list-style-type: none">▫ Recap of "Do First" barriers▫ Review of planned timeline	Joe / Susie
1:30 – 1:45 pm	<ul style="list-style-type: none">▫ Barrier Task #4.1▫ Illinois DOT Findings / Advance Allowance	Diponker Mukherjee /Greg Stellmach
1:45 – 2:00 pm	<ul style="list-style-type: none">▫ FHWA DBE Rule changes review and impact at ODOT	Diponker Mukherjee/Jason Bricker
2:00-2:15 pm	<ul style="list-style-type: none">▫ Barrier Task #2.2 & 4.4▫ Intro of Small Business Navigator role	Omar / Joe
2:15 – 2:35 pm	<ul style="list-style-type: none">▫ Barrier Task #3.1▫ AASHTOWare Overview	Vanessa Baker
2:35 – 2:45 pm	<ul style="list-style-type: none">▫ DBE Cohort Feedback▫ How to communicate trainings and other information to all DBE's	Joe Hanseling
2:45 - 3:00 pm	<ul style="list-style-type: none">▫ Closing▫ Final thoughts▫ Next meeting▫ Tasks to complete	Joe / Susie

Attendance for 7/11/24

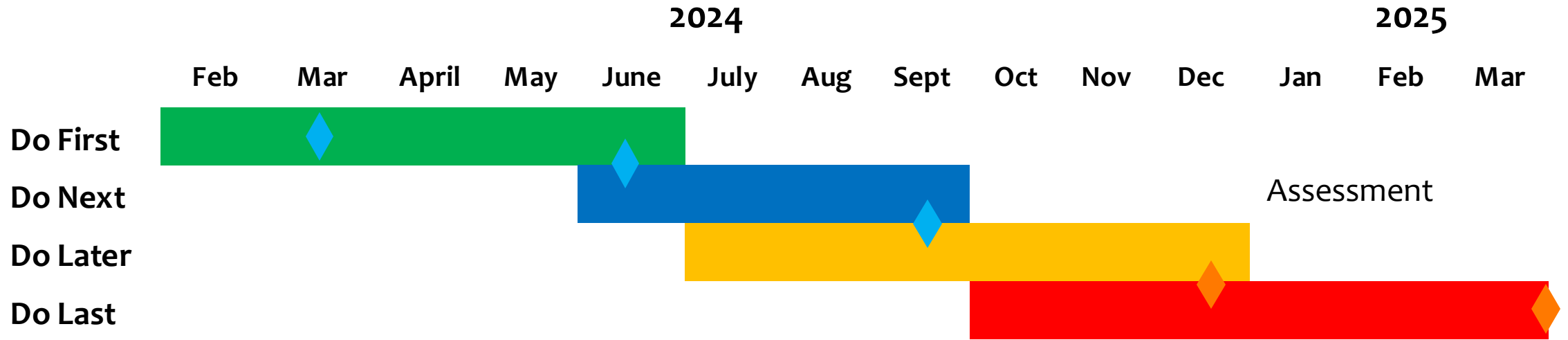
- Susie Ashenfelter – ODOT
- Diponker Mukherjee – ODOT
- Joe Hanseling – ODOT
- Anay Hausner – ODOT
- Holli Pick – ODOT
- Jesse Mairnes – External – Motolongo Concrete
- Kenyatta Trice – MBDA
- Benjamin Hart – David Evans
- Ivory Williams – ODOT
- Marie Wright – ODOT
- Justin Moderie – ODOT
- Joe Sky-Tucker – Business Impact NW
- Ashley Sisneros – ODOT
- Kevin Cassidy – ODOT
- Omar Alvarado – ODOT
- Melissa Canfield – ODOT
- Ashley Sisneros – ODOT
- Khang Tran – Humanus Labs
- James West – ODOT
- James Faison – External – Faison Construction
- Khanh Le – PBDG
- Bobbie Stewart – PBDG

Taking Action



1. Classification for Indigenous origins from countries in North, Central, and South America
2. Difficulty obtaining task approvals
3. Challenges with open communication and access to prime agreements
4. Payment schedule and lack of prompt pay
5. Low bid contracting
6. Access to work under bundled Architecture and Engineering (A&E) and construction contracts

Target Timelines





Disadvantaged Business Enterprise Program Rule Changes

Office of Equity and Civil Rights



Changes in Monitoring Compliance

- ❖ Effective May 9, 2024.
- ❖ Counting DBE Credit for firms decertified during contract performance
 - No credit if merged with or bought by a non-DBE firm
- ❖ DBE credit for distributors
 - 40%
 - drop-shipping, if the DBE assumes responsibility for the items after point of origin.
 - Pre-award verification required
- ❖ Open Ended Performance Plan for Design Build
 - Flexibility on DBE participation
 - GFE applies throughout the project
 - May have separate goals for Design and Construction
 - Committed DBE breakdowns not required at proposal submittal



Changes in Monitoring Compliance

- ❖ Running Tally on compliance and payment monitoring.
 - Project and overall DBE goal
 - Confirming CUF is performed

- ❖ Bidders List Update
 - Race and gender information of the owners
 - NAICS Codes for each scope of work proposed by the firm in its bid
 - FHWA will create the database where we submit this new information

- ❖ Uniform Report
 - Includes names of DBEs and NAICS codes performed in a contract
 - Federally assisted contract number(s) and \$\$\$ value of the contract.
 - ODOT would work with FHWA and submit the Uniform Report Form online
 - USDOT will create and post the Form online to their website.



Changes in Certification

- ❖ Programmatic cap is now \$30.72 million
 - Evaluated on a three-year average
 - Caps for NAICS codes evaluated on a five-year average
- ❖ Personal Net worth Cap changes
 - Increases to \$2.047 million
 - No longer includes Retirement income
- ❖ New rules refer to the socially and economically disadvantaged owner of a firm by the term SEDO 26.73(e)
- ❖ Declaration of Eligibility annually-- No more renewal cycle!
- ❖ Interstate applications will be processed within 10 days





*Certification Office for Business
Inclusion and Diversity*

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**Thank
you!**

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Oregon Department of Transportation
Office of Equity & Civil Rights
Diponker.mukherjee@odot.Oregon.gov
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Office of Equity & Civil Rights Small Business Navigators

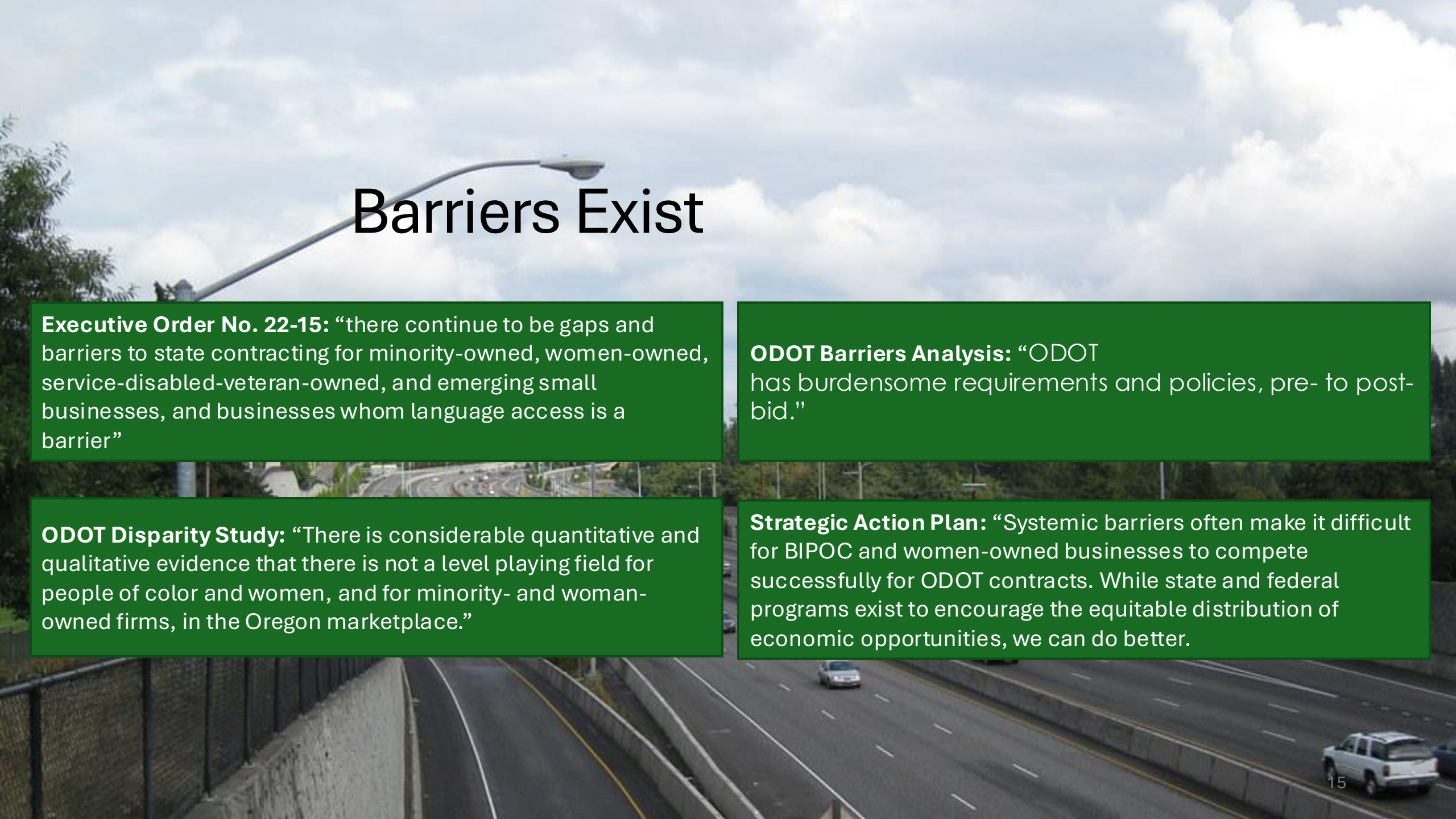
Who Are We



Omar Alvarado



Joe Hanseling



Barriers Exist

Executive Order No. 22-15: “there continue to be gaps and barriers to state contracting for minority-owned, women-owned, service-disabled-veteran-owned, and emerging small businesses, and businesses whom language access is a barrier”

ODOT Barriers Analysis: “ODOT has burdensome requirements and policies, pre- to post-bid.”

ODOT Disparity Study: “There is considerable quantitative and qualitative evidence that there is not a level playing field for people of color and women, and for minority- and woman-owned firms, in the Oregon marketplace.”

Strategic Action Plan: “Systemic barriers often make it difficult for BIPOC and women-owned businesses to compete successfully for ODOT contracts. While state and federal programs exist to encourage the equitable distribution of economic opportunities, we can do better.

Small Business Navigator Role

- Resource Navigation
 - Useful information and referrals
 - Technical assistance
 - Supportive services
- Outreach and Engagement
 - Events & Meetings
 - Advisory Committees
 - Deliver Training
 - Recruit new COBID eligible firms
- Point of contact
 - OECR and ODOT in general

OEER Small, Minority & Women-Owned Programs

Disadvantaged Business Enterprise
(DBE)

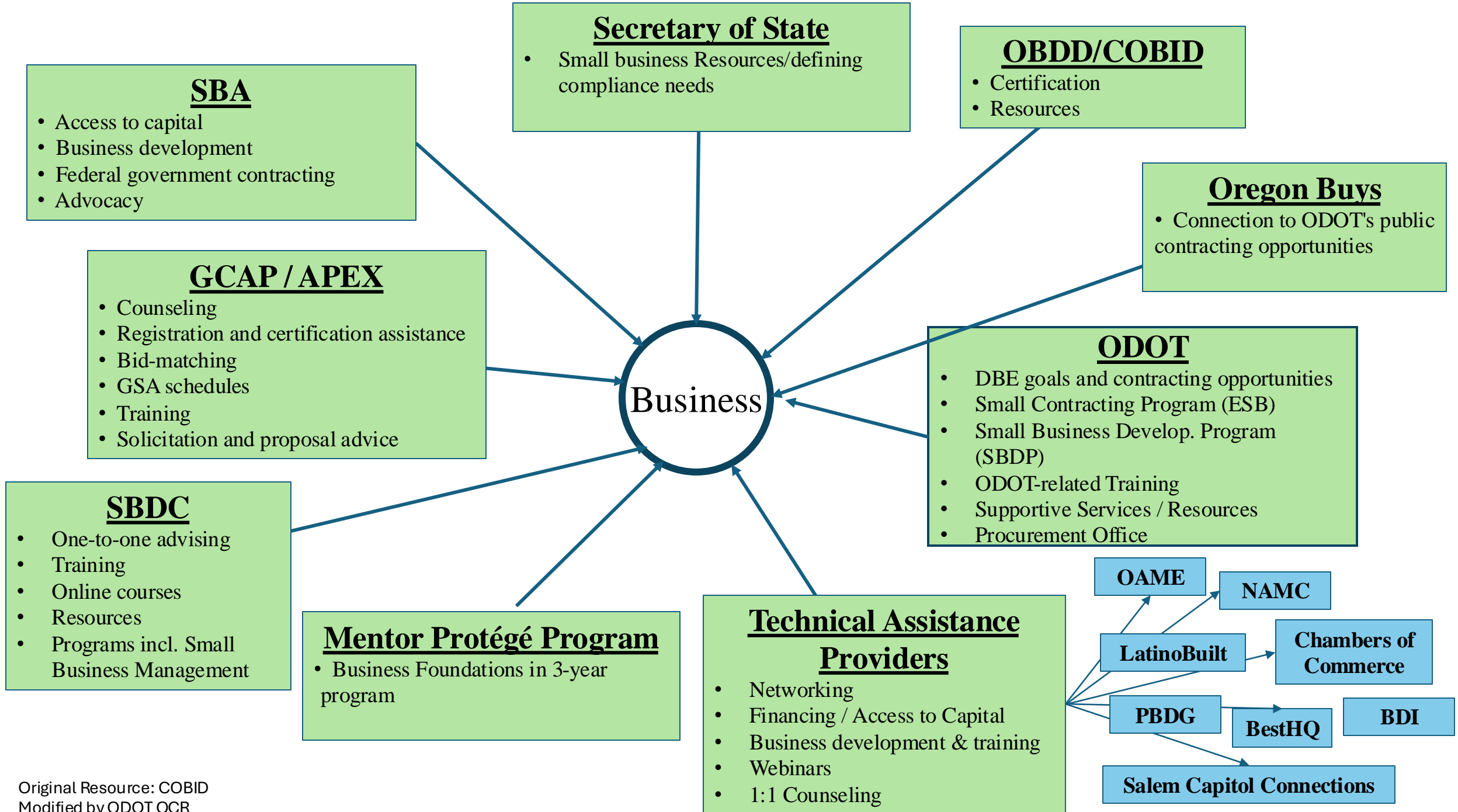
Federally
Funded

Emerging Small Business (ESB)

State
Funded

Small Business Development
Program (SBDP)

Approved



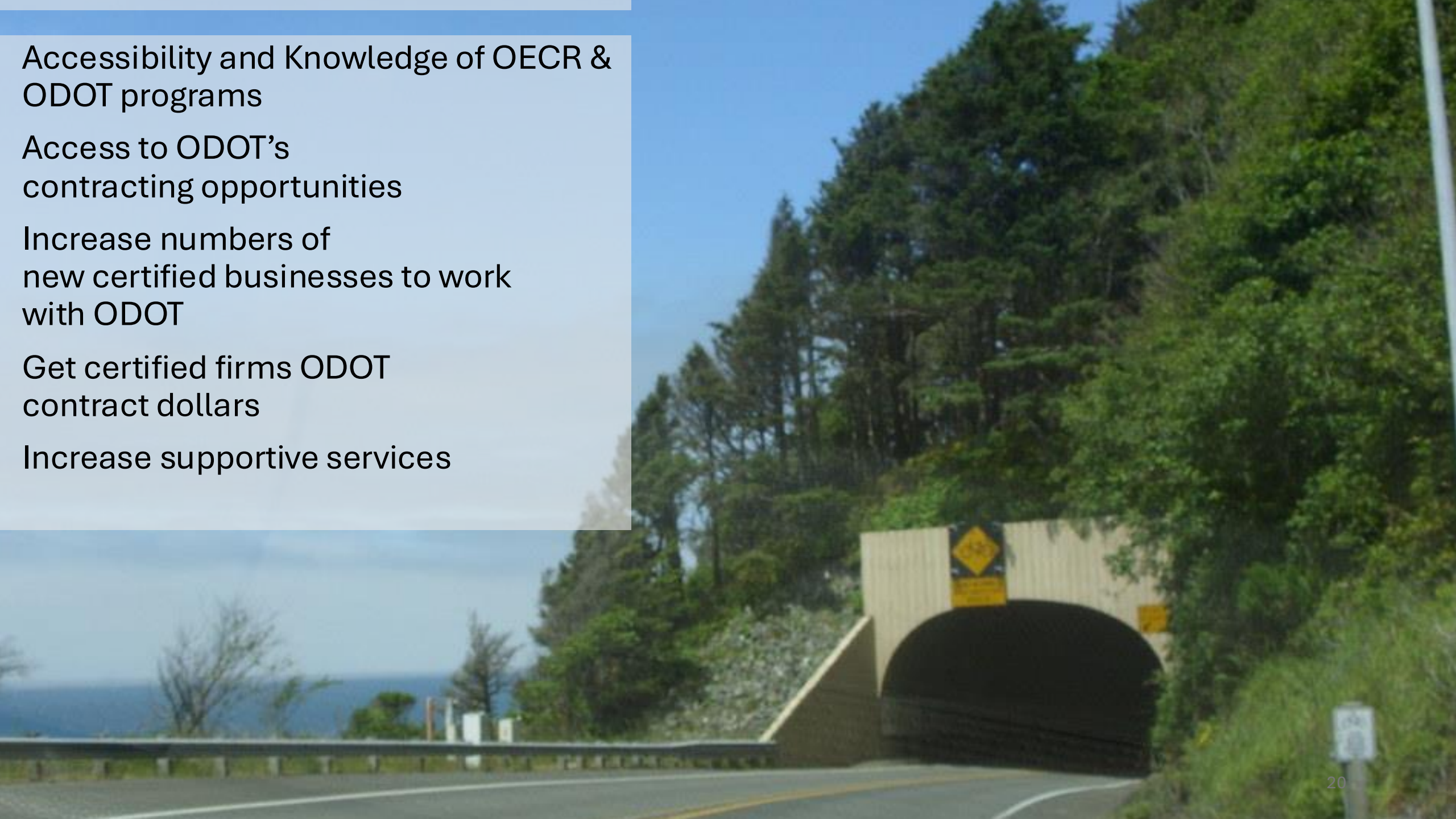
Accessibility and Knowledge of OECR & ODOT programs

Access to ODOT's contracting opportunities

Increase numbers of new certified businesses to work with ODOT

Get certified firms ODOT contract dollars

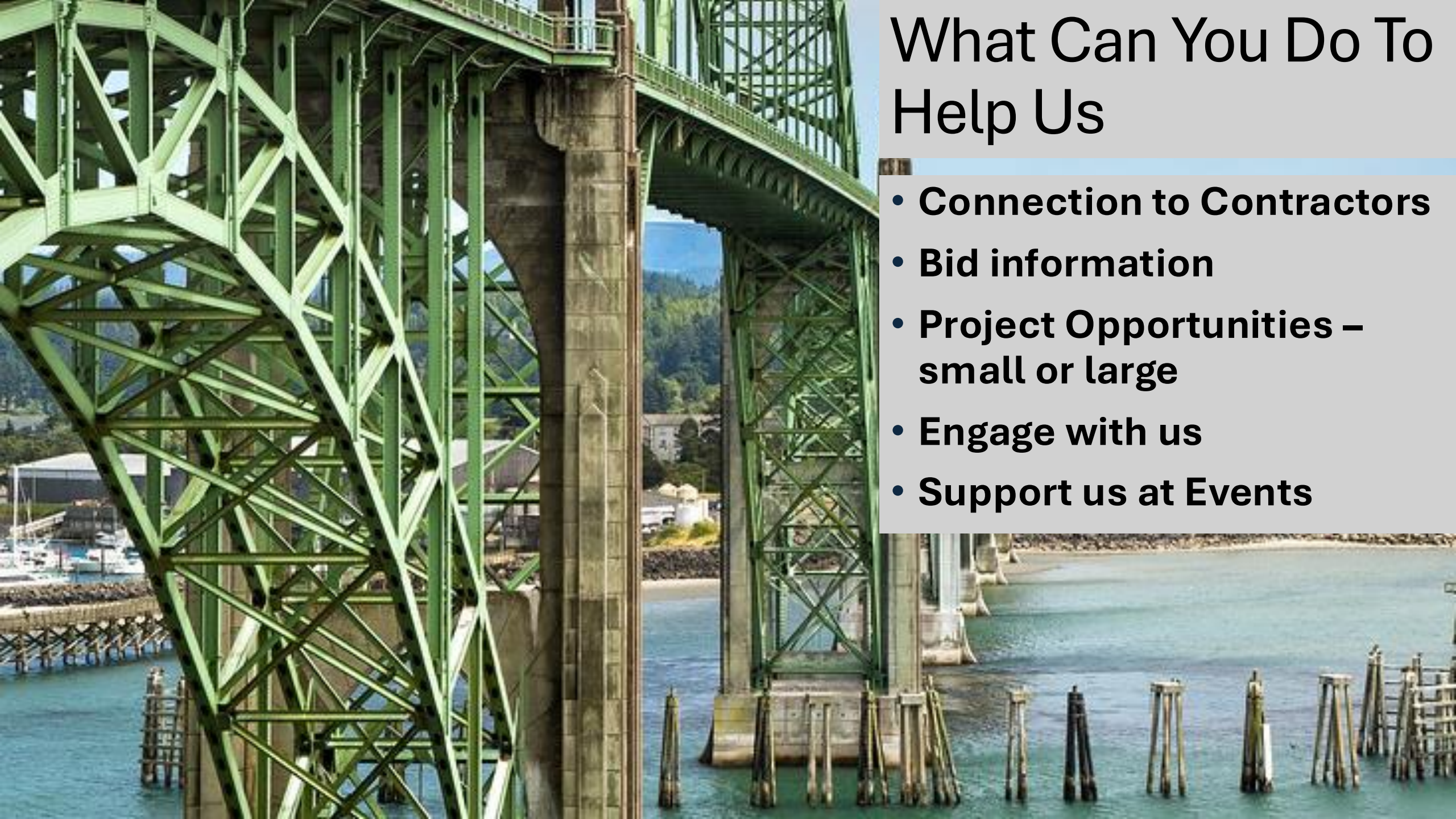
Increase supportive services





How will program goals be accomplished?

- **Proactive outreach and engagement**
- **Relationship Building**
- **Project Planning**
- **Procurement and Planning**



What Can You Do To Help Us

- **Connection to Contractors**
- **Bid information**
- **Project Opportunities – small or large**
- **Engage with us**
- **Support us at Events**



Any Questions for us?

Contact Us

- Omar Alvarado - omar.alvarado@odot.oregon.gov - 503-385-6694
- Joe Hanseling - joe.hanseling@odot.oregon.gov - 971-453-2889



AASHTOWare Project

Presented by: Vanessa Baker

odoteconstruction@odot.oregon.gov

AWPAdmin@odot.oregon.gov

E-Construction

Paperless Construction Contract Administration

Step 1:

Document
Management

Doc Express
in place for 6 yrs

Step 2:

Field Tools
iPads



Step 3:

Data
Management
AASHTOWare
Project

APOST= AWP One Source of Truth

- One data entry point, many uses “Collect once and use many”
- A unified database to simplify and standardize reporting
- Data from Pre-construction – Final Acceptance
- Remove technical debt and prepare to meet the needs of ODOT now and in the future.



What does this mean on our construction projects?

- AWP will be implemented for **new projects only** (no historical data)
- Work will happen in AWP and Doc Express
- Spec changes and special provisions 170.09
- Contractor/Subcontractors/Technicians will be adding data to AWP
- ODOT manages Access, Roles, and Permissions



What type of data will Primes and Subcontractors input?

CM-Prime	CM-Subcontractor	CM-Contractor Lab QC Manager	CM-Contractor Sample Tester	CM-Contractor Mix Design Entry
<p>Subcontracts: Trucking, truck types, DBE uniform report, detail and items</p> <p>Change Order</p> <p>Sample Records: summary, sources & facilities, associations, contract, tests</p> <p>Sample Process Flow: Review Tests</p> <p>Certified Payroll</p> <p>Vendor DBE Commitment</p>	<p>Certified Payroll Validating Payment (Prompt Payment)</p>	<p>Lab Summary: Testers and address</p> <p>Sample Records: summary, sources & facilities, associations, contract, tests, test</p> <p>Sample Record Test Summary: testers, reference specification, retests</p> <p>Sample Process Flow: Test Results and Maintain Test Queue</p>	<p>Sample Records: summary, sources & facilities, associations, contract, tests</p> <p>Sample Process Flow: Test Results</p>	<p>Mix Design</p> <p>Prime's review data submitted by subs, contractors and technicians in AWP prior to ODOT's review.</p> <p>This includes test results.</p>

Certified Payrolls

1. Submitting a Payroll Through Manual Entry in AWP.
2. Payroll Spreadsheet.
3. Create a payroll spreadsheet or from company's own payroll software to import into AWP.

Home Previous My Pages *** Hosted TEST *** Actions Help Log off

On this page: Vendor Payrolls Contract Overview Civil Rights & Labor Non-Agency

PROJECT Subcontractor External Access

Vendor Payrolls

Type search criteria or press Enter Advanced

0 changed

Enter search criteria above to see results or Show first 10

Civil Rights & Labor Non-Agency

- Unapproved Payrolls
- Contract Current DBE Commitment
- Contract Approved DBE Commitment

Home Page News

Subcontract Requirement Subcontract Requirement

Contract Overview

Type search criteria or press Enter Advanced

0 changed

Enter search criteria above to see results or Show first 10

Payment Validation AWP

Home Previous My Pages *** Hosted TEST ***

Actions Help Log off

Contract Payment

Add Subcontractor Payment

Contract: C15236_PT - US97: NELS ANDERSON PLACE - ROMAINE VILLAGE WAY SEC. Save ?

Number: 0000000001 Period: 03/06/2023 - 03/13/2023

Payer CV30001937 - KNIFE RIVER CORPORATION - NORTHWEST	DBE Firm Indicator No
Payee * <input type="text" value="Begin typing to search or press Enter"/>	DBE Commitment Indicator No
Payee Payment Number * <input type="text"/>	Payee Work Complete Indicator <input type="checkbox"/>
Date Paid * 06/11/2024 <input type="text"/>	
Payment Type * <input type="text"/>	
Paid Amount <input type="text"/>	

Doc Express

Payment Estimate for Contractor Report



AWP - DE Training Contract edit	
Training Contract	
AWP00A - Agency Submittal	
AWP00B - Agency Internal	
AWP01 - Prime Submittal	
AWP02 - RFI/Correspondence	
AWP03 - Contract Docs	
AWP04 - Civil Rights	
AWP05 - Inspection	
AWP06 - Quantity	
AWP07 - Quality Non field tested	
AWP08 - Quality Field tested	
AWP09 - Payments	

Projects Identified for Deployment

- Soft rollout of projects:
 - Initially start with 4 projects to make sure end users are getting training and support they need to be successful.
 - Success criteria identified for projects to meet prior to moving forward with more projects.
- Projects will continue to be hand picked for 6 months.
- Date will be selected by steering committee for all projects into AWP after a set date.

Bid Date	Key Number	PS&E Due Date	Project Name	Resident Engineer	STIP Construction Cost
6/6/2024	22776	04/15/2024	US97: REDMOND-BEND PHASE 2	Martin, Bill	\$7,236,091
6/13/2024	22435	04/15/2024	OR47/OR8/US30 CURB RAMPS	CONSULTANT	\$12,704,623
7/11/2024	21255	05/20/2024	US26 CURB RAMPS	Miller, Jamie	\$1,115,000
7/25/2024	20539	06/03/2024	I-84 FRONTAGE ROAD: MEACHAM CREEK & UNION PACIFIC RAILROAD	McCullough, Joshua	\$6,000,000

Training Plan



Just In Time Training: Project trainers will provide on site initial training right before project work begins. This means you apply what you discover right away to reinforce your learning. There will be no lag time between training and doing.



First projects will have ITI on site with ODOT trainers to help resolve issues and provide trainers with support.



After training:

Need to look things over? Forgot a step? Check out the quick reference guides (QRGs) or the computer-based training (CBTs) on your own time, when you need it.



Support Plan

- **System Administration team**
 - Open Teams channel for end users to call into for help. Able to screen share to get immediate assistance.
 - Support all AWP modules
 - Calls will be triaged and assigned as they come in by phone or email.
 - If sys admin are not able to complete the answer, subject matter experts are engaged.
 - Support Doc Express
 - Includes active projects and new projects with AWP.
- **AASHTOWare Document Directory (AWD)**
 - Allows user to look up form that are used to filling out to see if it is still required or just the data and where to add or submit (Doc Express or AWP).
- **Doc Express/AWP User Guides**

What's in it for me? WIIFM



Reduced number of forms needed for OCR compliance
(less paperwork, yay!)



Contractor Payments are documented and verified in a neutral site



The QPL will become a live document, with products/systems list
when approved.



Expedited review time on Mixed Designs



More transparency with designs that are in the system

Get Ready!

- ❑ **OregonBuys**- Register in OregonBuys to work with the state of Oregon on projects. If you haven't registered, click here: <https://oregonbuys.gov/bso/>. Whether you're working in AWP or not, everyone doing business with the state must be registered in OregonBuys. (Contractors, forward this link to your subcontractors so they can register, too.)
- ❑ **Workday Learning** – There are required training courses for AWP. To access courses, every individual on your staff needs a Workday Learning account. If you are an external users and you don't have an account, create it [here](#). After you establish your account, sign in and choose "Sign in using a Personal Device". Share this with your teams and subcontractors so they will be ready for training, too. (Links for role-based training will be provided in future newsletters.)
- ❑ **Staff List** – Identify staff at your office who will need AWP training. Determine individual roles. Consider what areas your team needs to work successfully in AWP. Contact odoteconstruction@odot.Oregon.gov for details.
- ❑ **Getting Started** – Before your user training, there is a prerequisite course in Workday. This will help you become familiar with some of the naming conventions and navigation in AWP. If you have taken it, you may take it again as a refresher. [Getting Started](#).



AASHTOWare Project

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Construction : State of Oregon](#)

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Our email:

[ODOTeConstruction@odot.oregon.gov](mailto:odoteconstruction@odot.oregon.gov)

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Reports in AWP

Report	Data
DBE Uniform Award Commitment Payment Report	Subcontract
Payment Verification Text	Subcontractor Payment
Payroll Exception Report	Cert. Payroll
Payroll Summary	Cert. Payroll
Payroll Verification Text	Cert. Payroll
Subcontract Listing	Contract
Subcontract payment Report	Subcontractor Payment



Subcontract Payment Report

Contract			
Contract ID:	C15236_PT	Awarded Contract Amount:	\$6,500,000.00
Description:	US97: NELS ANDERSON PLACE - ROMAINE VILLAGE WAY SEC.	Current Contract Amount:	\$8,308,721.00
Prime Contractor:	CV30001937 KNIFE RIVER CORPORATION NORTHWEST	Awarded Date:	
Federal Project No:	S004(217)	Closed for Civil Rights & Labor Date:	
State Project No:		Prompt Payment Days:	10
Overall Fed. Funding Percent:	98.55%	Retainage Released by Prime:	30
Subcontract Payment			
Paying Vendor:	CV30001937	KNIFE RIVER CORPORATION NORTHWEST	
Payee Payment Number:	0001	Payment Date:	03/14/2023
Payee ID:	264576	DBE Firm:	Yes DBE Commitment: Yes
Payee Name:	LYB ASPHALT SUPPLY & TRUCKING	Payment Type:	Progress
Paid Amount:	\$50.00		
Retainage Dollars Held :		Payee Work Complete Indicator:	No
Retainage Released:	No	Payment or Partial Amount Withheld:	No
Payer Comments:	No		
Amount Received:		Date Received:	
Payment Received:		Payee Comments:	No

Date: 06/11/2024

I, Vanessa Baker

do hereby state:

That I paid AAKEN CORPORATION ELECTRIC for work, material, labor, equipment and miscellaneous expenses associated with C15236_PT US97: NELS ANDERSON PLACE - ROMAINE VILLAGE WAY SEC.; with payment paid 03/14/2023.