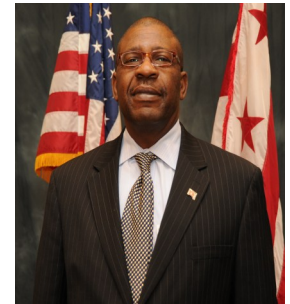


**d. District Department of Transportation  
Business Opportunity and Workforce Development Center**

# The DBE Insider

## Welcome from the Director

Welcome to the 4th edition of *The DBE Insider*! As the Director of the District Department of Transportation (DDOT), I want to welcome you to the Winter/Spring edition of *The DBE Insider*. There are exciting opportunities that are happening at DDOT. In December, we had a successful CBE/DBE Megaprojects Outreach Event that outlined our upcoming projects for the next few years. In January, our Anacostia Waterfront Initiative program staff organized the South Capitol Street Corridor Project Industry Day which provided our industry stakeholders an overview of the largest Megaproject the city has ever seen. Our Office of Civil Rights, in partnership with our DC Division of Federal Highway Administration is planning our 3rd Annual DBE Summit and Networking Event scheduled for May 7, 2013. More information will follow. All of these events provide you opportunities to plan and network with the prime contractor community, with the goal of competing and winning contracts on our federally-assisted projects. During FY2013, our DBE Supportive Services team is planning another year of robust technical assistance and training. Linda Fennell, Business Opportunity and Workforce Development Center Coordinator and DBE Supportive Services Manager will continue to collaborate with a team of consultants throughout the year to provide DBE firms with valuable business tools and strategies.



**Terry Bellamy**  
Director, DDOT

To date, “*Our Doing Business with DDOT*” webinar series and the “*11th Street Bridge Construction / DBE*” workshop series are designed to strengthen and build the business capacity of DBE and other small business firms who want to do business with DDOT. Our bi-monthly “*DDOT 101 Orientation*” webinar, in addition to our personalized orientation sessions, provides newly-certified firms with valuable strategies on how to partner with DDOT. We strongly encourage the small business community to take advantage of the upcoming networking events and trainings designed specifically with you in mind!

## Message from the Chief of the Office of Civil Rights



**Lisa Gregory, Esq.**  
Chief of the  
Office of Civil Rights

Greetings from the Office of Civil Rights! In this edition of *The DBE Insider*, we are pleased to spotlight the recent successes of our DBE firms during FY 2012. This diverse group of DBE firms demonstrate just a sampling of DDOT - certified firms who have years of professional experience in their specific field of expertise while providing excellent customer service. Through consistent networking, dedication to their craft, and persistence in the pursuit of opportunities, DBE firms such as Cheshil Consultants, Inc. and Shelton Federal Group, LLC, to name a few, have proven that hard work really does pay off. These firms have not only been awarded work with DDOT in the recent months, but are continuing to grow and change the face of business in the transportation industry.

*The DBE Insider* recognizes several members of our Business Assistance Program (BAP) who have worked closely with our DBE/SS team during this past year. Omni Excavators, Valerie J. Southern— Transportation Consultant, and 3D Building Supplies, are our featured firms. Lastly, during FY2012, a number of our DBE firms have been nationally recognized for their outstanding accomplishments in their communities. We congratulate Veronica O. Davis, P.E., a Ward 7 resident and community activist of the District and co-owner of Nspiregreen, LLC, who recently received recognition by the White House as a Transportation Innovator *Champion of Change*. Congratulations! We are looking forward to working with you and wish you a successful business year.

### Special Points Of Interest:

- Doing Business with Parsons Brinckerhoff Information and Networking Session
- Building vs. Infrastructure Workshop
- Design-Build: The Basics
- Save the Date: 3rd Annual DBE Summit and Networking Event

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During the past year, a number of DBE firms successfully won opportunities to support the Anacostia Waterfront Initiative (AWI). We want to highlight two firms, Shelton Federal Group, LLC and Cheshil Consultants, Inc. Congratulations!

## DBE Spotlight: 11th Street Bridge Project: Shelton Federal Group, LLC

The Shelton Federal Group, LLC, is a Washington, D.C. based heavy site contractor whose areas of expertise include construction management, design-build, heavy civil, highway and road construction for state, local and private entities. They are currently providing roadway materials and the installation of aggregate base and asphalt milling. The 18 employee, Veteran-owned firm is also 100% woman owned and a DBE construction partner on the 11th Street Bridge Project. The Shelton Group's office is only minutes away from the 11th Street Bridge Project Office in Ward 6. Rose Shelton, Firm Principal, is a Ward 5 resident of D.C. and a modern day Wonder Woman, balancing the nuances of owning a thriving business, being a successful author, and maintaining a strong balanced family unit. Rose realized early that there is no such thing as "overnight success." Methodically setting her course, Rose earnestly prepared herself to be able to fulfill her life goals. She earned a B.A in Architecture and Interior Design from George Washington University, a Master's degree in International Business from American Military University and an MBA from the University of Phoenix.



Rose Shelton, Principal  
Shelton Federal Group,  
LLC

In March 2012, Shelton Federal Group, LLC began working on the asphalt milling phase of the project. The work involves fine grading of the aggregate base of the ramps on the bridge. This allows construction workers to prepare the bridge for paving. To read more about Shelton Federal Group's contribution to the 11th Street Bridge Project, visit [www.anacostiawaterfront.org](http://www.anacostiawaterfront.org). To find out more about opportunities on the 11th Street Bridge Project contact David Janifer at [11thstbridge@btgworks.com](mailto:11thstbridge@btgworks.com) or 240-375-3345.

Article written by Tina Boyd and Associates

## DBE Spotlight – Contractor Joins AWI Program After Being Awarded First Contract with DDOT



The AWI Program is pleased to announce that Cheshil Consultants, Inc. (CCI) has been awarded its first contract with DDOT! CCI is a professional services firm founded in 1991 that specializes in information systems technology, systems engineering and management consulting. Chet Bhimani, CCI's founder and CEO, has over 45 years of system engineering experience. He holds an MBA from American University and has a passion for excellent customer service.

The contract award resulted from CCI attending a DDOT-hosted DBE Summit back in May 2012 and continuing to communicate about potential subcontractor opportunities with DDOT's AWI Program Manager, CH2MHill. In June, CCI employee Melany Cager began working as the full-time documents control specialist for the AWI Program. Given the complexity and comprehensive nature of the AWI, it is no surprise that CCI was chosen to utilize its 20-plus years of IT expertise.

Chet Bhimani,  
President

CCI is responsible for extracting files from individual hard drives and uploading them to a shared database. This is no easy task. After conducting a thorough systems evaluation, CCI built the computer-based infrastructure necessary to execute this task. As the files are uploaded, the contents

must be uniform, accurate and easily accessible to all project team members. This requires tedious attention to detail, trouble-shooting and 24-hour management of the files and servers. Congratulations CCI.

To help other Certified Business Enterprise (CBE)/Disadvantaged Business Enterprise (DBE) firms best access current and future contracting opportunities with the Anacostia Waterfront Initiative, visit the website at [www.anacostiawaterfront.org](http://www.anacostiawaterfront.org).

### Free Capability Statement Review Assistance & Consultation

If your firm is certified as a DBE by DDOT or WMATA and you would like your company's Capability Statement reviewed for effectiveness, email it to Mike Licht at [mike.licht@dc.gov](mailto:mike.licht@dc.gov).

## KEYS TO A COMPETITIVE BID ESTIMATE

To be competitive in today's construction market, you should have a good understanding of your costs and the competition's costs relative to the *real* cost of the project - sounds confusing but necessary. The following "keys" are areas where a special emphasis should be placed in preparation of the bid estimate:

**RESEARCH** -Review past bids similar in nature (project length, materials, labor, equipment, etc.). Are the selected bid's unit costs similar to your costs – are they higher or lower?

**ANALYSIS** -To prepare an accurate cost estimate the estimator must perform a careful and thorough analysis of the work to be performed. It is of utmost importance that the estimator read and understand all contract documents. The analysis should include:

- The type and quantity of work
- Type and size of equipment to be used
- Production rates of labor and equipment
- Other job site conditions
- Identify risks, uncertainties or unknown factors.

**METHODOLOGY** -Develop a process to begin to organize data for costing the bid estimate. To start, consider the following:

- Read **all** the notes on contract drawings
- Carefully read special provisions, especially **measure and payment**
- Make an estimate checklist for each major item of work to reduce the potential of overlooking a cost item.

At the costing stage of the estimate, there is typically a large amount of data that must be assembled, analyzed, and organized. Generally, the information gathered will fall into one of the following categories:

- a. Quantity take-offs – be sure to list quantities into different pay item categories and identify work and material items
- b. Material written/published costs
- c. Subcontractor quotes
- d. Equipment costs
- e. Cost analysis
- f. Historic cost data from previous projects

A system will be helpful to handle the data and to ensure that everything will get transferred accurately to the bid forms. Be sure to do an overall review for accuracy of all quantities, costs, materials, and equipment **before** submitting the final bid estimate for consideration. These tips will be helpful in providing a competitive bid estimate.

*Article written by Endrea Frazier, Vice President, Legion Design/Campbell & Associates*



## Transportation Innovator “Champion of Change”: Nspiregreen, LLC

The District Department of Transportation's Office of Civil Rights and the DBE Supportive Services team congratulates Veronica O. Davis, P.E., the co-owner of Nspiregreen, LLC, for being highlighted by the White House as a Transportation Innovator “Champion of Change” on July 31, 2012. The Champions of Change Program was created as a part of President Barack Obama's Winning the Future initiative to honor leaders whom are devoted to improving their communities' development. Veronica “inspires others by using her technical knowledge as a Civil Engineer to shape and assist the very community where she lives,” said Veronica's colleague, Chanceé Lundy. Nspiregreen, LLC is a unique consulting firm which sprung from a desire to mitigate environmental inequities and promote global environmental stewardship. With ten (10) years of experience in assisting businesses, governments, and not-for-profit organizations to develop and implement their sustainability goals, Nspiregreen, LLC is a firm asset in the Washington, DC area and abroad. We salute Nspiregreen, LLC for their commitment and dedication to our city!



**Veronica O. Davis, P.E.**  
Nspiregreen, LLC

## Doing Business with Parsons Brinckerhoff



**Greer Gillis, P.E.**  
**Area Manager**  
**Parsons Brinckerhoff**

In collaboration with the District Department of Transportation's Office of Civil Rights (DDOT- OCR), MHM Financial Services, Inc. (MHM-FS), the Disadvantaged Business Enterprise Supportive Services (DBE/SS) Consultant, is pleased to announce the success of its recent "Doing Business with Parsons Brinckerhoff Information and Networking Session." The event, held at DDOT Headquarters on Tuesday, October 16, 2012, was facilitated by Parsons Brinckerhoff staff as well as a representative from the District of Columbia Department of Small and Local Business Development (DSLBD). Thirty-eight DBE and small businesses attended the interactive networking session.

The session began with a welcome from Linda Fennell, DBE Supportive Services Program Manager, followed by remarks from Monica Miles, President of MHM-FS. Following Ms. Miles, the audience welcomed Greer Gillis, P.E., Area Manager of Parsons Brinckerhoff. Ms. Gillis presented information regarding the projects Parsons Brinckerhoff are involved in and the points of contact within the company. Additionally, Ms. Gillis provided insight on how DBE and small businesses can potentially collaborate with Parsons Brinckerhoff in the future and provided information regarding the company's prequalification of sub-consultants process. Following her presentation was a brief Q & A session in which firms were encouraged to ask questions related to the material presented by Parsons Brinckerhoff. Following Greer Gillis was a short presentation by Robert Summers, Chief of Staff, DC

DSLBD. Mr. Summers provided the audience with an overview of the Certified Business Enterprise (CBE) program and distributed his contact information to those interested in obtaining CBE certification in the District.

The final portion of the two hour event included a networking session in which attendees were strongly encouraged to speak with Greer Gillis and members of the Parsons Brinckerhoff staff including Daniel P. Davies, Area Operations Manager, and Said Cherifi, P.E., Design-Build Manager. During this time, the Parsons Brinckerhoff team was available to provide responses to heavy-hitting questions that were not previously addressed. Firms were also given the opportunity to "pitch" their services to the prime contractor. In addition, companies were encouraged to network with their fellow small businesses in order to establish working relationships in the future.

To request a copy of the Parsons Brinckerhoff Prequalification of Sub-Consultants Form distributed at the event, or a copy of the presentations, please visit the website at : [www.pbworld.com](http://www.pbworld.com)

### **d. DBE Spotlight: Business Assistance Program** **Valerie J. Southern-Transportation Consultant, LLC**



**Valerie J. Southern,**  
**President**  
**Valerie J. Southern-**  
**Transportation**  
**Consultant, LLC**

As one of the few transportation consulting firms owned by a woman of color, Valerie J. Southern Transportation Consultant, LLC (VJS-TC) has 14 years of professional consulting experience in an array of transportation systems planning, engineering, policy, analysis and program management services. Her company is an excellent example of how believing in your professional capabilities and promise can assist in making educated risks designed to further your business goals.

After years of working in senior and executive-level transportation positions within government, Ms. Southern decided to venture into the complex world of entrepreneurship. In 1998, she established VJS-TC. One of the firm's notable business accomplishments is the selection of VJS-TC by the Department of Defense Office of Inspector General to conduct an independent engineering assessment of the Army's decision to relocate 6,400 defense employees to the Mark Center in Alexandria, Virginia as part of the Base Realignment and Relocation Commission (BRAC) program.

Given Ms. Southern's 30-plus years of experience as a transportation professional, she is in a great position to impart a couple pieces of advice to anyone considering becoming an entrepreneur. First, it is imperative that all small business owners have a seasoned and trust- worthy accountant. Secondly, entrepreneurs need at least three confidants - people who you can talk to in confidence about your business plans, vision, concerns and needs. "Having people on whom you can depend to provide honest feedback is extremely valuable." Since entrepreneurs often face a complexity of fast moving issues, "Advisors help to calmly assess opportunities and pitfalls," Ms. Southern adds. As VJS-TC's business continues to expand, we look forward to the firm serving the DC area.

## Building vs. Infrastructure Workshop

Are you a building construction firm that has transferable skills that may apply to the infrastructure industry? Well, you are not alone. This is why the DBE/SS program teamed with the 11th Street Bridge DBE Project Management Team, District Department of Housing and Community Development and the District Department of Small and Local Business Development to host a two-part series called "Building vs. Infrastructure Workshop."

On July 12 and November 29, 2012, the small business community participated in lively discussion and learning experiences in comparing the differences and similarities of building construction (vertical) and heavy highway/infrastructure construction (horizontal). During Part I of the workshop, the audience was provided an overview of infrastructure-related business opportunities with DDOT's sister agencies. Agencies represented were DC Water, the Metropolitan Washington Airports Authority, and Skanska Facchina Joint Venture, contractor for the 11<sup>th</sup> Street Bridge Project. Additionally, a representative from the Department of General Services also shared information about contracting opportunities with their agency.

Part II focused on the nuisances within both standards, requisite skills, equipment and governing regulations for each industry. Overall, both panelists and attendees felt the event was a great success, a learning experience and a much needed opportunity. "Great Info," said Brian Waller, VP of L.R. Waller and Sons. "I was present at several workshops before this one and I will continue to come." Tammy Proctor, President of Elite Hauling Group Inc. said, "Not many organizations allow you to get this close and personal to the people that are part of making the decisions and as a DBE, these kind of events give me what I need to help build my business." To read more about this event and other past workshops, visit [www.anacostiawaterfront.org](http://www.anacostiawaterfront.org).

Article written by Tina Boyd and Associates



### d. DBE Spotlight: Business Assistance Program 3D Building Supplies, LLC



**Laura Prizzi, President  
3D Building Supplies,**

After identifying an untapped market and observing the issues facing her fellow colleagues in the manufacturing industry, Laura Prizzi decided to go into business for herself in 2009. Her company, 3D Building Supplies, LLC ("Three D") is a supplier of concrete repair products that specializes in building supplies such as grouting, epoxies, waterproof materials and caulking for windows.

Although Ms. Prizzi found the amount of paperwork and regulations pertaining to running a business to be quite daunting, she was able to make sense of the plethora of requirements. Her determination paid off when she secured her first lucrative contract in 2010. For this project, Three D supplied products for the refurbishing of DC's Union Station garage. The high visibility of this achievement was a great boost for the company's reputation. Three D's materials assisted in strengthening the structural preservation systems of the Union Station garage by providing epoxy overlay, primer and base coating. The successful completion of this project paved the way for winning future contracts. For instance, Three D is currently supplying products for the University of Baltimore's effort to help repair the University of Baltimore Law School. The company is also supplying fiberglass jackets, epoxies and water resistant materials for the Benjamin Harrison Memorial Bridge repair project initiated by the Virginia Department of Transportation (VDOT) in Hopewell, Virginia.

While reminiscing on the obstacles she faced during the formative years of Three D, Ms. Prizzi advised prospective entrepreneurs to thoroughly analyze the demand for the services they wish to provide. This is vital. By charting the demand, you will be equipped with the knowledge needed to enhance your business plan and fine-tune your revenue projections. Knowing the demand for your business will also help you to find a lucrative niche.

In closing, 3D Building Supplies, LLC is a unique company with DBE certifications in DC, Maryland, Virginia and Delaware. It has a vast potential for expansion, but in the meantime, Ms. Prizzi will continue strengthening the company's focus on concrete repair materials. After all, high-use roads, bridges and highways are always in disrepair, and will benefit immensely from Three D's specialization.

## d. DBE Spotlight: Business Assistance Program Omni Excavators, Inc.



**Rob Rafi, President  
Omni Excavators, Inc.**

Omni Excavators, Inc. (“Omni”) is a seasoned construction firm located in Ward 7 that provides site work and civil construction services, such as concrete work, storm-water management, sanitation, sewer and water main construction and water utilities services. Owner Rob Rafi has credited his company’s continued success with its commitment to a high standard of professionalism and tireless work ethic. With nearly 30 years of engineering experience, Mr. Rafi’s credentials provide a competitive advantage to his construction firm.

According to Mr. Rafi, Omni’s reputation for professionalism and stellar workmanship was one of the main reasons the company was chosen to complete water main installations as a subcontractor for DDOT’s Reconstruction of Pennsylvania Avenue, SE project in 2010. Mr. Rafi considers this to be one of the projects of which he is most proud. He also expresses great satisfaction when recounting Omni’s work on the DDOT Brentwood Road, NE project. Omni Excavators, Inc. provided pavers, granite curb and gutter workers to install pavement and perform road widening tasks for this project. The prime contractor was very pleased with Omni’s performance on such a demanding project.

A crucial element of professionalism is excellent customer service. Mr. Rafi recognizes that communities which are affected by projects must be consulted in order to avoid unreasonable risks and to alleviate undue burdens on community members. This is why Mr. Rafi attended various community meetings to inform the public on the nature of work associated with Omni’s construction projects. While at these meetings, Rob listened attentively to the citizens’ concerns and asked community members if they were experiencing difficulties accessing their parking lots or roads during Omni’s construction work on water mains and other utilities. In conclusion, Omni Excavators, Inc. completes complex projects with due consideration of the potential impacts on affected communities. Mr. Rafi measures the success of completed projects by balancing the quality of the finished product with the public satisfaction with the project. By doing this, Rob aims to ensure that Omni competently serves the needs of the DC Metropolitan community.

### Newly Certified DBE Firms (Abbreviated List)

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• 186 Engineering, LLC</li><li>• ARL Construction Group, LLC</li><li>• Amelie Construction &amp; Supply, LLC</li><li>• CMC Repro and Associates, LLC</li><li>• Henderson Energy Consulting, LLC</li><li>• Hermosa Construction Group, LLC</li><li>• J.A. Rice, Inc.</li><li>• Klavon Design Associates, Inc.</li><li>• L &amp; M Electric And Plumbing, LLC.</li><li>• M&amp; N Engineering and Diving Services, Inc.</li></ul> | <ul style="list-style-type: none"><li>• Miracle Cleaning and Maintenance Corporation dba Miracle Construction Company</li><li>• Myles Trucking, LLC</li><li>• Project Thinking, LLC</li><li>• R. Rea Corp</li><li>• Regent Development Consulting, Inc.</li><li>• Roy D. McQueen &amp; Associates, LTD</li><li>• Sabra, Wang &amp; Associates, Inc.</li><li>• TCT Cost Consultants, LLC</li><li>• The Reach Company, LLC</li><li>• Tyler Communications &amp; Associates, LLC.</li></ul> |
|---|--|

#### Welcome new DDOT DBE Firms!

For more information about certifications, please visit <http://ddot.dc.gov/DC/DDOT/About+DDOT/Who+We+Are/Civil+Rights/DBE>

### DDOT 101 Orientation Webinar for DBE Firms

How to Do Business with DDOT offers key details on the agency’s contract and procurement process. Required for all newly certified and re-evaluated DBE firms; also open to other small businesses interested in seeking procurement opportunities with the agency.

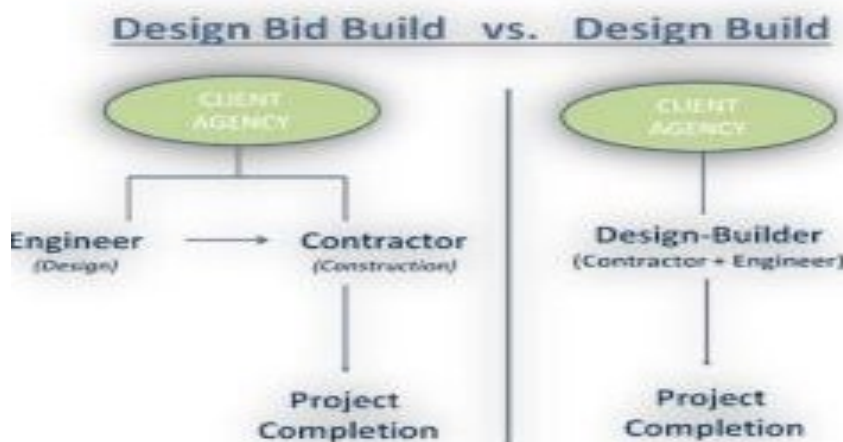
For more information, contact Chloe Miles at [cmiles@mhmls.com](mailto:cmiles@mhmls.com) or 202-525-2740.

## Design-Build: The Basics

Traditionally, municipal agencies (Owner) have utilized the **Design-Bid-Build (DBB)** method to deliver infrastructure projects. The DBB delivery method requires the Owner to contract separately with a designer and contractor. Under the DBB method, the Owner manages multiple contracts; multiple procurement processes; and deals with multiple points of contact.

**The Design-Build (DB)** delivery method however, combines the separate design and construction contracts into one contract with one point of contact. This delivery method works to reduce risks, overall costs, and time savings (schedule) for the owner. Over the last ten years, increasingly the DB has become the preferred method of project delivery within the infrastructure construction industry. The following are basic terms to know and understand when considering Design-Build (DB) projects: **Design-Build** is a construction project delivery method where design and construction services are combined into one contract. The "Design-builder" is often a general contractor, but in some cases a project may be led by a design professional - Architect, Engineer, or other professional designer.

To help you understand the design-build project delivery method, below is a basic tool you can use to understand the procurement process using this method.



### Owner (Client) Benefits– the benefits to the owner are may including:

- Accelerated project completion; Potential cost savings and; Single point of contact for responsibility.

### Types of Projects that are procured through the DB Method

Highways, Bridges, Water/Wastewater systems, Schools, Stadiums, Office Buildings, Residential, Transit systems.

### Design- Build selection process

A Design-Build team is typically selected under a two-phase process:

Phase I – From a pool of firms who respond to a Request for Qualifications (RFQ), selected firms (teams) are shortlisted based on technical qualifications (of team overall) and approach, and may also include past performance, capacity and other evaluation factors as listed in the RFQ.

Phase II – Shortlisted firms/teams are asked to respond to the Request for Proposals (RFP) which gives a more detailed project description and may include preliminary design plans; and also provide a project price proposal.

Selection is made after Owner/Client evaluations of technical and price proposals of each shortlisted firms/teams and oral interview and presentation (optional, determined by Owner/Client).

Data Source: "Current Design-Build Practices for Transportation Projects: A Compilation of Practices by the Transportation Design-Build Users Group." June 2009, A Compilation of Practices by the Transportation Design-Build Users Group, FHWA Report.

Article written by Endrea Frazier, Vice President, Legion Design/Campbell & Associates.

## Save the Date!!!

### 3rd Annual DBE Summit and Networking Event

DDOT's Office of Civil Rights and Federal Highway Administration DC Division present the 3rd Annual Disadvantaged Business Enterprise Summit and Networking Event. Each year over two hundred participants meet with Prime Contractors in heavy highway construction and civil engineering companies. The day is filled with industry related workshops. Hear about upcoming DDOT construction projects.

**WHEN: May 7, 2013 from 9:00 am– 3:30 pm**

**WHERE: Gallaudet University, Kellogg Conference Center Hotel located at 800 Florida Ave, NE Washington, DC 20002**

If you missed last year's summit, you can view video here <http://ddot.dc.gov/DC/DDOT/About+DDOT/Who+We+Are/Civil+Rights/DBE/Summit+and+Networking+Event+2012>. A listing of the prime contractors that participated is available for viewing here <https://www.google.com/fusiontables/data?docid=1kxpVorQyyfbogLm3T0mNg9YJgJp6qp7tJFtb030>. Registration materials to come in April 2013.

## Marketing for Future Success

The new year is here and now is the perfect time to sit down and work on your DBE Marketing Plan for 2013. Here are some tips you may want to incorporate:

- ◇ Carefully identify your audience (who your company is actually marketing to). You may even want to consider tailoring your business development / marketing efforts to specifically address your service offerings to both private and public clients.
- ◇ Create a pipeline of forecasted project opportunities for each private client / agency.
- ◇ Develop strong relationships with key decision makers in prime firms, municipal agencies and private clients. Use these contacts to leverage service offerings as a resource on potential teams. These contacts will also assist you in identifying and developing strategic partnerships with private clients and prime firms to pursue upcoming forecasted projects.
- ◇ Create or update your current brand image to include direct content and strong visual design continuity. Remember to identify qualities that make your company distinctive from competitors; brag a little on recent successes; note your company's greatest strengths; state what your company is known for; and state added values like certifications / professional memberships, etc.
- ◇ Keep website current with new hires, project profiles, new products, etc. Add a link to any sister company sites, if applicable.

Utilize the above tips, and you will be well on your way to a successful 2013!

*Article written by Monte Monash, President, Monash Advisory Group*

## FAR 31 Compliance Webinar Recap

MHM Financial Services, Inc. hosted a "FAR 31 Compliance" Webinar on Tuesday, September 25, 2012, from 10:00 am to 12:00 pm. This training was free of charge and open to DDOT's Disadvantaged Business Enterprise community as well as other small businesses in the Metropolitan Washington area. Webinar participants were provided with an overview of the Federal Acquisition Regulations (FAR) Part 31. State departments of transportation (DOTs) rely on FAR Part 31 for guidance when negotiating costs and reviewing project proposals with engineering consultants. The FAR contains cost principles and procedures for pricing contracts, subcontracts, and modifications to contracts. The training was facilitated by Monica Miles, President of MHM Financial Services, Inc., who discussed how the cost principles described in FAR 31 can be used as the building blocks for developing an adequate cost accounting system and related internal policies and procedures.



**Monica Miles, President  
MHM Financial Services, Inc.**

For those of you that missed this dynamic online training, you can request a PDF copy of the presentation at [cmiles@mhmmiles.com](mailto:cmiles@mhmmiles.com).



# Procurement Opportunities

## District Department of Transportation

### DCKA-2013-B-0010 Emergency Tree & Debris Removal

Closing Date: April 1, 2013

The Emergency Tree and Debris Removal Services are needed during a storm event or emergency situation, which will require the use of a crane or log truck to complete the work. It includes trees that fall into public space or from public space to private space and trees that have been identified as "standing hazardous trees" that need to be removed to prevent a public safety issue. The removal process includes the top (canopy), trunk and any parts of the tree involved in the emergency. In some cases, the stump may be removed by the log truck or crane if it has broken free of the root system.

### DCKA-2013-B-0007 FY-13 City Wide Alley Restoration

Closing Date: March 23, 2013

CBE: 35%

The District Department of Transportation (DDOT) is seeking a Contractor to provide all labor, materials and equipment for the city wide restoration of the District's alley system.

### DCKA-2013-B-0005 Construction of Pedestrian/Bicycle Bridge along the Metropolitan Trail over CSX Tracks at the Rhode Island Avenue Metro Station

Closing Date: March 22, 2013

DBE: 18%

Work under this contract consists of all labor, materials and equipment for citywide rehabilitation of sidewalks including curb and gutter, curb/wheelchair ramps, driveways and alley entrances at various locations in the District of Columbia.

Bid documents are available at the DDOT OCP Bid Room 55 M Street, SE 4th Floor Washington, D.C. 20003 and may be examined at the DDOT Business Opportunity and Workforce Development Center, 2311 Martin Luther King Jr. Avenue, SE during business hours (please call 202-645-8620 first).

## HAVE YOU COMPLETED THE DBE NEEDS ASSESSMENT QUESTIONNAIRE?



Data provided in the DBE Needs Assessment Tool is utilized to determine the areas of focus for technical assistance vehicles including workshops, webinars, conferences, roundtables, and networking events. If you need assistance with completing the questionnaire, please contact the DBE Supportive Services Team directly at (202) 525-2740.

Submit your Questionnaire today! [cmiles@mhmmiles.com](mailto:cmiles@mhmmiles.com)

District Department of Transportation  
Office of Civil Rights  
Business Opportunity and Workforce Development Center  
(202) 645-8620  
The DBE Insider

**d.** B.O.W.D.C

*Building Bridges, Linking Opportunities*

## The DBE Insider

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