

the NETWORK

RTD SMALL BUSINESS OPPORTUNITY OFFICE

spring 2007

An RTD Small Business Opportunity Office FREE Resource

WEST CORRIDOR CONTRACTING OPPORTUNITIES

Many contracting opportunities will be made available on the West Corridor project over the next several years. Following is a list of the types of contract work that will be solicited and awarded in 2007 and beyond. S/DBE firms that specialize in one or more of the areas listed below are encouraged to apply to the bonding program now, before bid packages are issued.

EARLY WORK

- Demolition (track, underground utilities)
- Surveying
- Traffic Management Devices
- Environmental (survey and clean up)

CONSTRUCTION PHASE OF WEST CORRIDOR

- Flatwork (sidewalks, platforms, misc. concrete)
- Fencing (all types)
- Glazing (station applications)
- Earthwork (evacuation, recycling, embankment)
- Demolition (structures, utilities)
- Walls (cast in place, precast, MSE, sound)
- Electrical (station and TPSS, OCS)
- Miscellaneous Metals (railings, bike storage, and assorted station furniture)
- Canopies (stations)
- Utility Relocation & Removal (removals, grouting and relocation)
- Striping (temporary and final)
- Landscaping (station and highway crossing locations)
- Trucking (on and off site)
- Rebar Placement (bridge subcontractors)
- Clean up & Removal (station areas, walls and general site)
- Surveying (track and civil, all types)
- Barricades (traffic control)
- Painting (walls, structures, stations)
- Portable toilets (lease and service)
- Water Supplies (bulk, ice and service)
- First Aid (on site cabinets and clinic services: employment testing and emergency)
- Small Tools & Equipment (various: carpenters, civil, mechanical, etc.)
- Paving (asphalt & CP, production and small areas)
- Welding (all types: rail, structures, and misc.)
- Signage (CDOT, RTD and city criteria)
- Curb & Gutter (cast in place and slip formed multiple locations)
- Roofing (metal)
- Embankment (purchase source, import and place)



THE NET WORD:

RTD's new bonding program will provide S/DBE firms with financial bonding for contracts up to \$500,000.

Bonding Program Opens Doors

New RTD Small Business Bonding Program first of its kind in the nation

The RTD Small Business Opportunity Office is paving the way for small and minority-owned businesses to be more competitive by providing them with a bonding alternative. This is another step in the mission to provide small and minority-owned businesses with tools to successfully pursue opportunities with RTD. The new bonding program is designed to provide financial bonds to a company that doesn't have the collateral to obtain bonding for a project.

In 2006, S/DBE firms identified "lack of bonding capability" as one of the primary obstacles to competing for larger contracts, thereby restricting potential growth. In response, the RTD Legal Department and Risk Management Division took

the lead and became the architects of a bonding program that is the first of its kind nationwide to be implemented by a transit agency.

RTD will hire an outside broker to insure businesses who bid on contracts of \$500,000 or less. The process begins with an assessment by the Opportunity Office to determine a business' eligibility for the program. Since the assessment process does take time, all businesses interested in taking advantage of the bonding program should get assessed as soon as possible. It is best for a company to be assessed prior to bidding on a job. A company awarded work under the bonding program will be monitored by RTD, along with RTD's Risk Management and Legal Departments,

throughout the life of the project. The program not only assists small businesses in obtaining work on projects, it also allows the business to develop an important relationship with a broker and establish financial credibility.

Just as it is important to get SBE and/or DBE certified, it is important for businesses to be assessed for this program. RTD will be piloting the program on the West Corridor. If it is successful, it may be offered on other corridor projects that are part of the FasTracks program. For more information on the bonding program, contact the Small Business Opportunity Office at 303-299-2111 or log onto the Business Center section of the FasTracks Web site at www.rtd-fastracks.com.



Christopher Martinez
RTD Chairman of the
Board of Directors



Juanita Chacon
RTD Director,
District C

Reaching Milestones in 2007

As we begin a new year on the FasTracks program, I look forward to the progress that RTD will see on both the program and with the agency itself. In 2007, we will break ground on the first FasTracks corridor project – the 12.1-mile West Corridor light rail line that will run from Denver Union Station through Lakewood to the Jefferson County Government Center in Golden.

As we prepare for exciting milestones like this, the RTD Small Business Opportunity Office is breaking ground with programs that maximize opportunities and resources for Small and Disadvantaged Business Enterprise (S/DBE) firms. We are very excited and proud to be launching a new bonding program for S/DBE firms (see full story on cover). This program was developed as a direct result of the feedback we've received from S/DBE firms who identified lack of bonding ability as a key barrier to growth.

We also are currently collaborating with the Colorado Department of Transportation (CDOT), Federal Highway Administration (FHWA), City and County of Denver (CCD), and the Colorado Contractors Association (CCA) along with prime contractors and Small and Disadvantaged Business Enterprise (S/DBE) firms to develop a mentor-protégé program that will further develop and expand the local and statewide talent pool. While this program is in the development stages, this new program, along with the bonding program, will provide S/DBE companies with more resources to succeed in obtaining contracts with RTD.

I also would like to introduce Director Juanita Chacon as the 2007 DBE Committee Chair. Juanita represents District C, which encompasses northwest Denver, a portion of southern Adams County and eastern Jefferson County. We are privileged to have Juanita as the Committee Chair. She is an active participant in a variety of civic and professional organizations, including the National Association of Realtors, Denver Board of Realtors and Hispanic Professionals in Real Estate. She is also active in Family Star Head Start Montessori and the Latina Chamber. I am confident that she will lead the DBE Committee to help meet the goals of the Small Business Opportunity Office.

Recently, I was honored to be recognized by the Hispanic Contractors of Colorado with the 2006 Community Advocate of the Year award. This award carries a special meaning for me because it represents my dedication to providing opportunities to the minority and small business community.

I invite you all to discover the opportunities that are available for S/DBE firms through the Small Business Opportunity Office. Please use this organization as a resource for business opportunities and development with RTD.

-Chris Martinez

PRIME ADVICE:

Networking, marketing, certification and experience keys to getting noticed by a prime

With more than 60 years of experience working on major transportation projects across the country, Carter & Burgess – the lead on the FasTracks Program Management Consultant team – has a long history of working with small and minority-owned businesses. Over the years, Carter & Burgess has developed working relationships with small businesses, allowing the company to have a reliable pool of S/DBEs to choose from when building a team.

Before selecting a sub-contractor, Carter & Burgess, often called C&B for short, first reviews a company's work history and experience. They also consider the resume and experience of the person who would provide the services for the company. Frequently, C&B works with businesses or individuals the firm has worked with in the past because the small business has built a good reputation with Carter & Burgess.

"In forming our team for FasTracks, we looked for relevant experience, a unique understanding of the program and its stakeholders, leading professionals, commitment to the program and diversity," said Mark A. Imhoff, Vice President and Managing Principal at C&B.

Carter & Burgess also recommends small/disadvantaged businesses stay in touch with the RTD Small Business Opportunity Office because they know what work is coming up. The office is used as a resource for primes when putting a team together or looking for a specialty service. For example, last year C&B brought on a historical documentation firm to assist with the Environmental Assessment process on the West Corridor. This is a specialty that C&B never expected to need when they were putting the initial team together. Don't rule your company out even if you think your expertise may not apply to FasTracks or another RTD program.

Julie Hazzard, Contracts Manager at Carter & Burgess, offers some advice to small businesses wanting to obtain work with a prime contractor:

- **Make sure your company is certified as a Small and/or Disadvantaged Business Enterprise.**
- **Utilize the RTD Small Business Opportunity Office staff. Ask questions – they are the key link to contracts that will be available and to how your business can network with companies that may offer opportunities for teaming.**
- **Get assessed for the bonding program.**
- **Market yourself and your company as much as possible. Go to industry meetings and send out information and resumes about your firm.**
- **Be patient – opportunities are coming. Get involved early so you can get on a team.**

Who are the SBE and DBE companies that are contracted with RTD?

360 Media – Video/Photography
ACEX Technologies – Communications and Central Control Design, CM Support

Alcam Metal Distribution – Construction Materials, Metal Bars, Shapes and Culverts

Alta Milla Electric – Electrical
Armand Resource Group, Inc. – Planning/Environmental, Construction Expertise in DBE/SBE Program Development Management

Aspen Graphics – Printing
BW Architects – Technical Assistance
Bolima Drafting & Design, Inc. – CADD Support

Carnes Creative – Graphic Design
Chief Masonry, Inc. – Masonry
Richard Chong & Associates – Architecture, Urban Planning/Design

Communication Infrastructure Group, LLC – Public Information, Communications and Public Outreach

M. Combs and Associates – Public Affairs and Community Outreach
Corey Electrical Engineering – System wide Electrical Design Support

DCM Science Laboratory Inc. – Materials Testing
DQP Enterprises, Inc. – Engineering/Project Control, Quality Assurance/Quality Control, Consulting, Advertising, and Public Involvement

Denver City Reprographics – Reprographic Services
Design Core LTD. – Art, Landscape, Station Committees, Visual

Doc1 Solutions – Printing/Copying
Doss Technical Services – Administration, DBE Program Support and Training
Elegant Catering – Food and Beverage

Environmental Chemistry Services, Inc. – Soils and Material Testing
LS Gallegos & Associates, LLC – Quality Management, Project Controls, Risk Assessment

Geocal, Inc. – Geotechnical Support
Goodbee & Associates, Inc. – Utilities Coordination, Hazmat and Civil Engineering

H.C. Peck & Associates, Inc. – Right of Way Services
Harris Kocher Smith – Land Surveying

Hartwig & Associates, Inc. – Independent Structural Design Checks, Constructability Review Civil Site Design, Roadway Design

Interactive Elements – System Safety
Jackson Construction – Construction
KM Chung Environmental, Inc. – Noise and Vibration

Kal Krishana Consulting Services, Inc. – Construction Management and Related Services
LFL International – Bridge and Tunnel Consulting

LKG-CMC, Inc. – Consulting, System Consulting, Construction Management and Related Services

59.5%

RTD S/DBE contracts awarded to minority-owned firms

37.1%

Denver/Boulder Metro Area minority population*

*Figures obtained from Denver Community Planning and Development "Denver Facts Fall 2006"

Meza Construction – Construction
Neighborhood Solutions – Public Involvement
Nelson/Nygaard Consulting Association, Inc. – Transit Planning

Ordonez & Vogelsang, LLC – Traffic Studies and Plans
PKM Design Group – Landscape Architecture, Urban Design/Community Interface

Perspectives3, LLC – Station Area Planning Coordination and Public Involvement
Pinyon Environmental Engineering Resources, Inc. – Hazardous Waste Coordination, Water Resources, Data Collection, Environmental Support

PlastiComm Industries – Public Involvement, Telecommunications, Electronics
Poitra Visual Communications, LLC – Visual/Aesthetics/Viewsheds/Visual Simulations/Web site, Graphics

Porras Engineers & Company – Civil, Structural and Roadway Engineering
Project Vision 21, LLC. – Spanish Language Translation and Media

PromoLinks – Promotional Supplies
Regnier & Associates, LLC. – Public Involvement Logistics

Rocky Mountain Signing – Traffic Control
RockSol Consulting Group, Inc. – Geological/Geotech Engineering

Romero & Wilson – Public Involvement
Roybal Corporation – Station Architecture and Station Committees

Seaborn Engineering – QA/QC
Silvercool Services – Roofing, Waterproofing
Studio 5G – Photography

SUMMIT Technical Resources – Environmental Services
Townsend Management Group – Consulting, System Consulting, Public Involvement

Triunity Engineering & Management, Inc. – Communications and Central Control Design, CM Support
Two Hundred Inc. – Web Design, Public Outreach

Vigil Land Consultants – Land Surveying
Villalobos Concrete – Concrete
Weecycle Environmental – Environmental Services, Water/Air Quality Studies

Xcelente Marketing and Advertising – Advertising/Public Involvement and Marketing
Yeh & Associates, Inc. – Geotechnical Engineering and Geology

For more information on the FasTracks DBE/SBE Program, call 303-299-2111 or you may visit our Web site at www.rtd-fastracks.com.

SBE SPEAKS:

Building relationships is key to working with prime contractors

“Networking is one of the least expensive, most effective ways for small firms to successfully market themselves.”

– Jonnie Thomas



Jonnie Thomas, CEO and Co-Founder, Triunity

Triunity Engineering & Management knows the value of building relationships. Currently subcontracted on the East, West and Gold Line Corridors, Triunity provides signal and communication engineering services, a specialty niche field in the transit market. Jonnie Thomas knows first-hand how networking can help a small business get work on a big program like FasTracks.

“Most importantly, we are dependent on others,” said Jonnie Thomas CEO and Co-Founder of Triunity. “On jobs the size of FasTracks, a small firm can’t take the program on by itself; it is important to have the advocacy of a prime contractor or the Small Business Opportunity Office.”

Founded by Jonnie and his brother Marvin in 2003, Triunity has contracted to perform work for other transit agencies throughout the country, including the Utah Transit Authority, Phoenix Valley Metro, the Tri-County Metropolitan Transportation District of Oregon, Sound Transit, and Hampton Roads in Virginia.

Thomas acknowledges that it is difficult for a small business to join a project cold without building relations with key people at key companies. He also notes that the best opportunity a small company can ask for is a chance to work on even the smallest project. He believes that this is the only way to “crack the door open” to other projects. Developing work history and experience is what gives S/DBE firms a chance to work with prime contractors on major programs like FasTracks. Building relationships with key prime companies like LTK, PBS&J

and Carter & Burgess also has been beneficial for Triunity’s ability to tap into other markets because they are now aware of opportunities in other states.

Small businesses also should use resources available like mentorship programs and assistance with obtaining certification. Thomas commends RTD’s Small Business Opportunity Office for alerting small businesses to opportunities. As a small company, Triunity has little budget or time to spend on business development and marketing, and the Opportunity Office has helped increase their visibility with potential clients.

Businesses like Triunity have benefited by touting their specific products and services. Companies with specialized services that have limited application in a given area should broaden their outreach outside of the local market. Triunity specializes in transit signals and communications, which is why the company networks with transit groups and agencies throughout the nation to get an inside track on potential jobs.

“I highly advise companies to diversify their client base by looking outside the local market,” said Thomas.

Networking and attending organizational meetings are also very helpful. Thomas credits attending Conference of Minority Transportation Officials (COMTO) meetings with being instrumental in keeping his company informed of transit opportunities throughout the country. When it comes to getting work, Thomas says he can’t say enough about networking.

“Networking is one of the least expensive, most effective ways for small firms to successfully market themselves,” said Thomas. “It’s simple – networking brings results.”

MARK YOUR CALENDAR

Here's a list of upcoming SBE/DBE events. If you'd like to share an upcoming networking opportunity, please contact Sara Fuentes at 303-523-5754.



Networking at the Colorado Women's Chamber of Commerce Summer event

Access

Opportunity Meetings

Tuesdays, April 17,
May 15, July 17,
8:30 a.m. – 11:30 a.m.

Location TBD

303-623-3037, www.rmmsdc.org

Associated General Contractors of Colorado

Construction Industry Job Fair

Thursday, April 19

Time and Location TBD

Contact Lee Blum, 303-388-2422,
lee@agccolorado.org

Business Opportunity Fair

Colorado Convention Center

Tuesday, Aug. 28 –

Wednesday, Aug. 29

Contact: 303-623-3037 or

www.rmmsdc.org

Colorado Association of Hispanic Real Estate Professionals

(CAHREP) General Membership

Monthly – Networking and

educational event featuring a

different speaker each month

Fridays, March 2, April 6,

May 4, June 8, July 13

8:45 a.m. – 11 a.m.

Contact Beverly Cribari

303-350-2650, www.cahrep.com

Colorado Women's Chamber of Commerce

Orchestrating Leadership

Thursday, March 8, 11 a.m. –

1 p.m. Boettcher Hall,

303-458-0220, www.cwcc.org

Downtown Luncheons

Wednesdays, March 21,

April 18, May 16, June 20,

July 18, 11 a.m. – 1 p.m.

Maggiano's Downtown

303-458-0220, www.cwcc.org

DTC Luncheons

Thursdays, April 5, June 7

11 a.m. – 1 p.m.

Maggiano's DTC

303-458-0220, www.cwcc.org

North Luncheons

Tuesdays, May 8, July 10

11 a.m. – 1 p.m.

Omni Interlocken

303-458-0220, www.cwcc.org

COMTO Colorado

General Meetings

Thursdays, March 22,

April 26, May 24, June 28,

Meeting at 5 p.m.

(45 min. networking session)

Arapahoe CentrePoint Plaza

14980 E. Alameda Dr.

Aurora, CO 80012

Scholarship Banquet

Saturday, March 24

Hyatt Regency Denver

Tech Center, 7800 E. Tufts Ave.

Networking Barbeque

Jazz Festival, Winter Park, CO

Saturday, July 28,

Location TBD

CO/WY American Concrete Pavement Association 2007 Concrete Pavement Workshop

Wednesday, March 21 –

Thursday, March 22

Contact Stephanie Yanker

303-297-1789

www.paveconcrete.org

Hispanic Contractors of Colorado 17th Annual Awards Banquet,

Honoring RTD Board Chair,

Chris Martinez,

Saturday, March 3

6 p.m. reception, 7 p.m. dinner

Arvada Center for the Arts

& Humanities, visit

www.hispanic-contractors.org

Minority & Women Chambers' Coalition Summit of the Chambers Reception

Thursday, June 7,

Time to be announced

Denver Center for

Performing Arts (DCPA)

Contact John Wright,

303-595-9737

Rocky Mountain Indian Chamber of Commerce 2nd Annual American Indian Business Expo

Tuesday, March 20 –

Thursday, March 22, 2007

303-629-0102, info@rmicc.org

RMMSDC

Growth Through Partnership

Thursday, March 22

7 a.m. – 3 p.m.

Contact Mary Sellers

303-623-3037, www.rmmsdc.org

THE SOURCE:



SMALL BUSINESS
OPPORTUNITY OFFICE

FORM E-2: WHAT'S IN IT FOR YOU?

Reporting ensures prompt payments to DBE/SBE Firms

Ensuring prompt payment to your business has now gotten a little bit easier. RTD has a reporting procedure to ensure that S/DBEs are paid on time and are able to perform the services for which they are subcontracted. The Form E-2 – Schedule of Payments Received – to be completed by the subcontractor, allows the Small Business Opportunity Office to monitor that both the prime and subcontractor are meeting invoicing and payment expectations.

The purpose of the Form E-2 Report is to ensure that S/DBEs are receiving payments in accordance with RTD's prompt payment provisions. All S/DBEs are required to submit the form on a monthly basis, whether or not they have provided services/supplies or received a formal notice to proceed. This process allows RTD an opportunity to verify when work is scheduled to be performed and when work actually starts.

Since the form is sent directly to RTD's Opportunity Office, it is a confidential method for S/DBEs to document any issues, challenges, or praises they wish to report concerning their relationship with the prime contractor.

While the S/DBE is required to submit the E-2, the prime is required to submit a Form E Report – Schedule of Payments to S/DBEs on a monthly basis. When combined, the Form E and Form E-2 Reports provide an important information source for the compliance process regarding payment and performance issues. Both the prime and S/DBE are required to identify common "red flags" that can trigger further investigations and/or a possible audit.

If you have any questions, please contact Kenn Hardin at 303-299-2111 or kenn.hardin@rtd-denver.com or Ty Perry at 303-299-2282 or ty.perry@rtd-fastracks.com.

TIPS FOR COMPLETING THE FORM E-2

All subcontractors who have signed a Letter of Intent to Perform and are listed on the prime contractor's Schedule of Participation are required to submit a Form E-2 whether or not you have a formal agreement/subcontract.

The Form E-2 is to be submitted on or before the seventh (7th) day of each month beginning with the month your firm was first projected to provide services, products or labor.

If you have multiple subcontracts/purchase orders with the same or different prime contractors, remember to submit individual Form E-2's for each subcontract/purchase order every month.

Use the comment section to communicate any positive feedback, issues or for items that do not have a category on the Form E-2.

The Form E-2 is not to be submitted to the prime or any of its subcontractors. Your comments will not be shared or used against you.

Remember to complete each section of the Form E-2; if a particular section does not apply, do not leave the section blank, but state N/A.

PRIME CONTRACTOR				Change Order Amount (+/-)	Change Order Date
Name of Firm:				n/a	
Address:					
Contact Person:					
Telephone:					
SUBCONTRACT INFORMATION:					
Subcontractor Name:		Original Subcontract Amount:		N/A	
INVOICES FIRST DUE:					
Invoice No.	Reference No.	No. Days Past Due	Amount	SUBMITTER SUBCONTRACTOR:	
				Name of Firm:	
				Address:	
				Contact Person:	
				Title:	
				Telephone:	
				E-mail Address:	
				Signature:	
COMMENTS:					