



TDOT DBE Fastrac

TENNESSEE DEPARTMENT OF TRANSPORTATION CIVIL RIGHTS OFFICE

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In This Issue

- 2 **TDOT Civil Rights Office Prime Dean's List**
- 3 **DBE Profiles**
- 4 **Improve Your Odds**
- 5 **Define Your Employee Culture**
- 6 **Executive Leadership Development**
- 7 **5 Quick Tips Pain-Free Tax Time**
- 8 **Welcome New DBEs**
- 8 **Recently Renewed Firms**
- 9 **2014 Letting Dates**

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Observations From 2013

While we are amazed at how fast the time goes by, we still have the same 24 hours in a day and 7 days in a week we had in 2012 (and 2011 and 2010...). So what is it about the past 365 days that made 2013 different from all these other years? Since I honestly don't have the definitive answer, I will offer a few observations. It appears the longer you live (and therefore the older you get) the cognitive skills used for reasoning feel sharper, so it doesn't take you as long to realize what is important and needs to be concentrated on, versus what amounts to a bunch of baloney to be ignored.

For business owners, this translates into not wasting time on things that will not produce a positive result. It goes without saying that 100 pennies will always equal a dollar, but that same dollar doesn't buy as much as it used to. Entrepreneurs need to find innovative ways to make that dollar last.

That may sound simple if you are in the technology field or working as a consultant. But how does that work if you tie steel, pour concrete or haul aggregate? Historically underutilized business owners/DBEs need to manage their precious 24 hours wisely. Business owners have to embrace current and emerging technology. At its simplest form, this can be in the utilization of emailing and texting information out in the field as opposed to waiting to use a fax machine or other devices back at the office.

Also, the turnaround time for information is becoming shorter every minute (no pun intended). Prime contractors used to have seven days after the Letting to submit who they intend to use as subcontractors, and now they must provide this same information in only three (and someday it may even be less than that). The point being: business people need to learn to adapt to changes as they come, big or small.

Recently the US DOT sponsored a Listening Session on the DBE Program Notice of Proposed Rule Making (NPRM). Speakers from across the country were given an opportunity to offer comments on three

specific aspects of the DBE NPRM of particular interest to the Department. At the end of the presentations on each specific topic, members of the audience were given an opportunity to respond to the information.



Jerry Hanner Speaks with Supportive Services Consultants Victor Tyler & Marshall Tabb

One of our own DBEs, Jerry Hanner, president of JM Hanner Construction in Chattanooga, TN, made the trip to the nation's capital to voice his concerns. We applaud Mr. Hanner for taking the time to share his views on matters that could impact every DBE in the country. Positive actions such as those displayed by Mr. Hanner should be a great motivator to all our DBEs. Every DBE should have their voice heard when they feel something can be improved, changed or if an on-the-job situation just does not feel right. This need not be burdensome and can begin simply by contacting the prime contractor, TDOT Small Business Office and/or a member of TDOT's Supportive Services staff in search of a resolution. Positive Actions invariably equal Positive Results.

In closing, now that the New Year is here, I encourage everyone to begin 2014 more focused, engaged and determined to make the next 365 days better than the last.

Deborah Luter

Director
TDOT Small Business Development Program

CIVIL RIGHTS MISSION STATEMENT: The Mission of the Civil Rights Office is to ensure adherence to Equal Employment Opportunity, Title VI and Small and Disadvantaged Business Initiatives.



Congratulations...

You Made the TDOT Civil Rights Office Prime Dean's List

The Tennessee Department of Transportation Civil Rights Office tracks the level of Disadvantaged Business Enterprise (DBE) utilization by prime contractors. TDOT's Civil Rights Office is pleased to recognize the following prime contractors for their high level of commitment in utilizing DBEs.

Prime Contractor	Total Prime Contract Dollars Awarded	Total Dollars Commitment to DBE Firms	Percentage Committed to DBE Firms	Number of DBE Firms Utilized
STANSELL ELECTRIC COMPANY, INC.	\$ 190,656.80	\$ 52,203.30	27.38%	3
VOLUNTEER HIGHWAY SUPPLY CO., INC.	\$ 230,881.70	\$ 44,691.50	19.36%	1
WHALEY & SON'S, INC.	\$ 1,729,965.58	\$ 208,500.22	12.05%	4
VOLUNTEER BRIDGE CONSTRUCTION, INC.	\$ 2,632,710.66	\$ 310,453.55	11.79%	8
TWIN K CONSTRUCTION, INC.	\$ 1,995,408.90	\$ 227,657.50	11.41%	3
MCKINNON CONSTRUCTION COMPANY, LLC	\$ 2,446,887.62	\$ 270,733.90	11.06%	3
VAUGHN CONTRACTORS, INC.	\$ 11,010,676.47	\$ 1,184,866.35	10.76%	3
MCCRORY ELECTRIC COMPANY	\$ 613,251.35	\$ 64,407.89	10.50%	1
KING CONSTRUCTION CO., INC.	\$ 249,519.48	\$ 24,957.80	10.00%	3
CONCRETE STRUCTURES, INC.	\$ 2,650,599.05	\$ 255,328.07	9.63%	7
DEMENT CONSTRUCTION COMPANY, LLC	\$ 8,082,166.76	\$ 769,040.91	9.52%	10
LOJAC ENTERPRISES, INC.	\$ 66,582,111.81	\$ 5,491,939.29	8.25%	15
PATTY CONSTRUCTION, INC.	\$ 196,084.35	\$ 15,732.32	8.02%	1
SIMPSON CONSTRUCTION COMPANY, INC.	\$ 13,130,594.51	\$ 1,036,444.13	7.89%	8
FERRELL PAVING, INC. TOTAL	\$ 4,641,112.74	\$ 333,673.00	7.19%	4
CHARLES BLALOCK & SONS, INC.	\$ 88,619,326.18	\$ 6,134,314.60	6.92%	25
DELTA CONTRACTING COMPANY, LLC	\$ 33,029,541.11	\$ 2,254,440.08	6.83%	19
KAY & KAY CONTRACTING, LLC	\$ 18,994,578.60	\$ 1,240,158.25	6.53%	11
MOUNTAIN STATES CONTRACTORS, LLC	\$ 21,394,233.47	\$ 1,382,206.36	6.46%	7



DBE Profiles



Judy Thomason
Thomason Company Inc.
BENTON, TENNESSEE



Thomason Company Inc. (TCI) formed in 1993, is a woman-owned business enterprise that specializes in “clearing and grubbing.” Clearing and grubbing refers to the removal of trees, shrubs, stumps and rubbish from an existing or future right-of-way transportation corridor (i.e. a highway), electric utility cut lines or the footprint of a structure.

The company is operated by its President, Judy Thomason. Judy handles the bidding, risk management, and helping to create valuable long-term client relationships. TCI is a TDOT certified DBE and operates with a full service fleet of state-of-the-art, specially designed, track-driven heavy equipment with father and son team, John and Anthony Thomason, as the company’s primary equipment operators. TCI’s other major markets and services offered include: electric utilities (transmission and distribution ROW’s), Public Works vegetation management, forestry management (selective thinning of parks and woodlands) and wetlands mitigation, commercial and residential development clearing, including selective thinning and clearing of building lots and roadways.

TCI is dedicated to a commitment of excellence and is considered one of the best at what they do. Because of their dedication to the family’s core values, TCI promises that every project is handled with superior customer service, high productivity & quality work, and timely completion while also paying special attention to meeting any program’s budgeted needs.

TCI has developed a standing reputation as one of Tennessee’s premier choices in vegetation management services and as a select contractor for right-of-way clearing. While the majority of TCI’s work is with the Tennessee Department of Transportation (TDOT), their project list also includes working for commercial land developers, Volkswagen in Chattanooga, the TN Dept. of Environment and Conservation (TDEC), TN Wildlife Resources Agency (TWRA), Simpson Construction and Highways, Inc.

Thomason Company Inc.
Phone: 423-650-0312
Email: judy@thomasonco.com



Timothy Pruett
PECS Construction
DECHERD, TENNESSEE



PECS Construction (PECS) is a minority owned company managed and operated by Timothy Pruett. PECS began operation in 1992 as a sole proprietorship in residential construction. With a limited line of heavy equipment, they successfully began paving and seal coating residential and commercial driveways and parking lots. In 2005, after more than a decade of experience in the construction area, PECS Construction became certified as a DBE with the Tennessee Department of Transportation. Their certification includes paving, flatwork, fencing & trucking. PECS currently works as a subcontractor on TDOT projects in Region 3.

PECS Construction Core Values with customers:

- On Schedule Completion
- Providing Quality Products & Services
- Developing & Maintaining a Professional Working Relationship With Customers
- Meeting EPA & TDOT Specifications
- Minimizing Costs While Maximizing Efficiency

To learn more about the services of PECS Construction, contact Timothy Pruett.

Phone: 931-703-1479
Email: pruett@bellsouth.net



Improve Your Odds of Getting Paid for Completed Work



How many hours of grueling research and number crunching do you spend developing bid proposals? And what an exciting moment it is when you finally get that call or email that you have been awarded the contract. After the hard work of marketing and performing the work, many businesses have difficulty getting paid by their customers in a timely manner. In order to improve your odds of getting paid for all of your hard work, there are a few extra steps you should consider performing in order to help you make more money, finish faster and reduce disputes.

First, immediately after you receive word of an award, start by verifying the complete scope of work. Most disputes arise from unclear contract language. Contracts should state everything that is expected. Make sure it's clear and the executed subcontract is the full agreement. Verbal conversations should always be followed up in writing and agreed to by both parties. Additionally, make sure the following items are written into the contract such as:



Price

Subcontract price should be fixed through the project completion.



Change orders

State that no extra work will be performed without prior written approval from the owner.



Schedule

Prime and subcontractors should share information and document project time requirements for respective scope of work.



Project meetings

Subcontractors should be notified of required construction project field meetings.



Insurance

Be sure to document and verify the correct amount of insurance you carry.



Authorized signers

The subcontract should list everyone who is authorized to sign progress payment lien releases and agreements.

After all is reviewed, meet with your customer (prime contractor/subcontractors) in person to review everything required to make the project successful.

Additionally, during contract execution keep your project files current with daily reports showing all labor, equipment and materials used; retain copies or access to all correspondence (emails and letters) including documenting verbal conversations via email follow-up; document change order requests, submittals/transmittals/release transmittals, purchase orders, payment requests, estimate vs. actual costs, meeting minutes/punch lists; and do not forget photos, videos, cut sheets, drawings, schedules, and any document in any format that was disseminated. Remember, you get paid for the work you document!

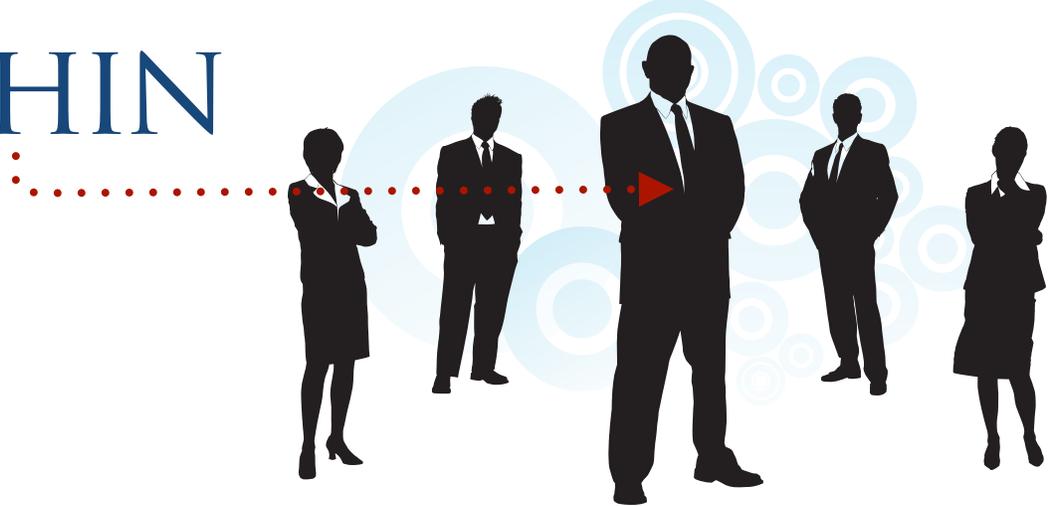
Every client has its own processes, so find out what is expected - the who, what, when, where, why, how much and how often. Now go get that contract, document the process and get paid!

Victor C. Tyler P.E.

Supportive Services Program Manager



DEFINE YOUR EMPLOYEE CULTURE BY LOOKING WITHIN



When we talk about employee culture we tend to think of it, sometimes robotically, as a set of words that merely describe the way we do our work and/or the environment we aspire to create for our business.

But the reality is it can be so much more. When we choose to articulate and describe the employee culture for our business we must first look within ourselves, our true authentic selves, to do our own evaluation of things that we hold dear - things that clearly describe our business or life's passion, things that describe in clear concise terms what it is we stand for and what it is we do in terms of our own value systems. To create sustainable, profitable businesses, it will take our willingness as small business owners to explore ourselves as if we are peeling back the layers of an onion to discover the wonders of a new layer, new possibilities, new ideas, a new way to promote a culture for your business that motivates your employees, creates a positive business reputation and most importantly leads to a more fulfilled life as a business owner. So take heart! You have what it takes to take the first step to creating a wonderful employee culture for your business, and that first step starts and ends with YOU! You can do it.

'we must first look within ourselves, our true authentic selves, to do our own evaluation of things that we hold dear'

Marie Y. Williams
Human Resource & Leadership Coaching





Executive Leadership Development

During the months of October and November, the TDOT Support Services Program conducted a full day of leadership development workshops in Nashville, Oak Ridge and Memphis, Tennessee. These workshops were developed based on DBE feedback and TDOT's Support Services Consultant's observation of today's small business leadership culture. The workshop objective was to show small business owners and key personnel how their leadership traits and communication style can influence their work environments and promote profitability.

Participants gained an insight in the following areas:

- **Recognizing their personal approach to small business leadership**
- **Developing an awareness of the advantages/disadvantages that accompany varying leadership styles**
- **Identification of personal values**
- **Promoting company vision and mission statements**
- **Understanding how leadership styles transform company culture**

During the leadership style segment, participants determined that a leader can employ several styles throughout the same day and that no one style is best.

The workshop concluded with participants teaming up to analyze a small business leadership case study, and you should have been there to hear the results!

The TDOT Support Services Program is planning on presenting more leadership related workshops in 2014 so check your email for dates.



Five Quick Tips Pain-Free Tax Time

The beginning of the new year is the perfect time to double-check your financial records, especially if your business year begins in January. The sooner you get your tax matters in check the better chance you have to save a few extra dollars. Remember: If you are incorporated and your business year ends in December, your date with the tax man will most likely be on March 15th. If you are a limited liability company (LLC), in all likelihood your date with the IRS will be April 15th. Here are five quick tips for you to feel more prepared about your financial status as you prepare to meet the tax man.

Avoid Penalties

This time of year is ideal to double-check your tax payments to make sure enough has been paid in, and even more important, to avoid overpaying so your money is not tied up unnecessarily. If you're not sure of your 2013 tax liability, check with your tax preparer.

Balanced Books

Rather than wait until the busiest time of year for accountants and bookkeepers, you should get a head start now on catching up your books. You'll have more of their attention and you may even avoid a rate increase if you get your books done early. Completed bank reconciliations are a very important part of catching up.

Forms

Make sure the required forms such as your W-2s, W-3s, 1099s, and 1096s are ready to be filed. January 31st is the first deadline to meet, as Employee W-2s and Contractor 1099s should be issued by the end of the month.

Records

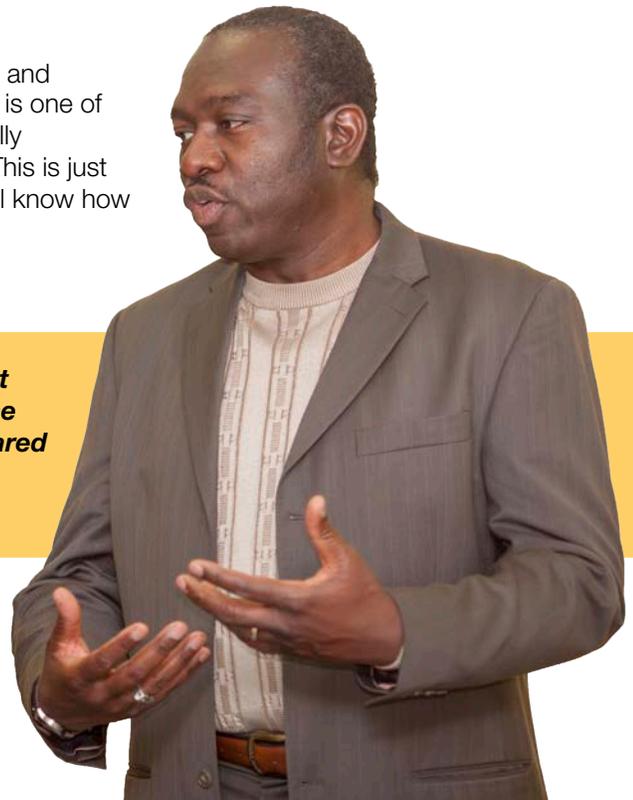
Information that's missing at the last minute can take up extra time and be costly. It's a great idea to do an audit now of W-9s to grab missing addresses and tax ID numbers of your contractors. Also do a scrub of your employee payroll records so that your W-2s will be complete and accurate.

New Tax Changes

Be sure to check with your advisors on new laws affecting individuals and businesses in 2014. The new health care requirements for individuals is one of the biggest changes you will want to familiarize yourself with, especially concerning compliance and the avoidance of any fines or penalties. This is just one of many new laws you'll want to get up to speed on so that you'll know how they affect your situation.

"We know it's not always exciting to be talking about taxes, but we're also all about helping you save money and time. Try these five tips so you'll have better peace of mind and be more prepared to close out the old year and begin anew. Have a happy and prosperous New Year!"

Jay B. Mercer
QuickBooks Pro-Advisor & Tax Specialist





Welcome

New DBEs

Region 1

Cannon & Cannon, Inc.
Angela Y. Cannon

Engineering Services; Surveying and Mapping (except Geophysical) Services

Region 2

Development & Environmental Planning Associates, LLC

Tina M. Burgess

Environmental and Ecological Consulting

Region 3

DataTel Network Services

Louis Collier

IT Solutions and Network Equipment Installations

LTA Consulting, LLC

Leslee T. Alexander

Environmental Consulting Services (Environmental consulting and planning company with expertise in public participation processes and communications)

Sunago Supply Corporation

David Tucker

Commercial Construction Materials

TollesonMcCoy, LLC

Laura McCoy and Ansley Tolleson

Graphic Design Services

Region 4

PDC Logistics, LLC

Eric H. Cooper, Jr.

3540 Summer Avenue, Suite 401
Domestic Shipping, International North America, International World Wide Freight Logistics Services for Large Construction Equipment, Construction Materials, Wholesale, Commercial and Consumer Goods, General Warehousing & Storage, Nonscheduled Chartered Freight Air Transportation, Scheduled Freight Air Transportation, Railroad Transportation, Line-haul and Deep Sea Freight Transportation

RazorTek, Inc.

Daniel H. Rodriguez

Mapping, GIS Services, Aerial & Satellite Collection, LiDAR, Collection, Database Design, CADD conversion to GIS Data, Computer and Software Merchant Wholesalers, Surveying and Mapping Services, Commercial Aerial Photography, Custom Computer Programming Services, Data Processing, Hosting and Related Services, Computer Training and Other Scientific and Technical Services

Recently Renewed Firms

Region 1

B & B Lawn Services, Inc.

Mr. Baffin R. Harper, Sr.

Poured Concrete Foundation and Structure Contractors, Erosion Control, Commercial Landscaping and Mowing, Traffic Control

Dayenesi, Inc.

Daksha Shah

Engineering Services

Hedstrom Design, LLC

Sara Hedstrom Pinnell

Landscape Architectural Services

Planet, Inc.

Janet M. Manuel

Commercial Painting and Sandblasting

Region 3

Don Hardin Group, LLC

Donald Hardin

Construction Management Agency

Earth Solutions, Inc.

Jamie Helton

Excavation, Grading, Site Work, Trucking, Earth Moving, Underground Utilities, Erosion Control, Drilling, Blasting, Rock Removal and Rock Crushing

I.C.F. Builders & Consultants, Inc.

Roger Ligon, Sr.

General Construction

R & M Contractors, Inc.

Robert Crutchfield

Underground Utilities, Drilling, Blasting

Region 4

Better Backflow Testing, Inc.

Greg Taylor

Electrical Contractor, HVAC, Commercial and Residential Plumbing Contractor and Backflow Testing, General Contractor, Landscaping Services

Interstate Transportation, LLC

Marsha Via

Transportation: Hauling asphalt, sand and gravel

Powers Hill Design, LLC

Nisha Powers

Civil Engineering Design and Consulting Services

Self Tucker & Architects, Inc.

Juan R. Self

Architecture, Interior Design, Master Planning



2014

February 14, April 4, May 23, July 11,
August 29, October 17, November 14
(mowing & litter) & December 5

TDOT DBE Supportive Services

BUSINESS DEVELOPMENT AND TRAINING

TECHNICAL ASSISTANCE

BUSINESS ASSISTANCE

- Business Planning
- Financial Analysis
- Leadership Development
- Business Coaching

ONE-ON-ONE TRAINING

- Strategic Marketing
- Accounting Software
- Construction Accounting
- Bidding & Estimating

- Project Management
- Contracts & Specifications
- Construction Plan Reading
- Project Controls

“However beautiful the strategy, you should occasionally look at the results.”

-Winston Churchill

Civil Rights Office Small Business Development Program Team

Deborah Luter

Director, Small Business
Development Program

David Neese

Small Business Development Coordinator/
Bond Guarantee
Program Manager

Elizabeth Michael

Contract Compliance Officer

Stephanie Brooks

Contract Compliance Officer

Sherri Mays

Contract Compliance Officer

Ross Webb

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Marshall Tabb

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Sandra T. Webb

Accounting Software Trainer

Ericka L. Hayes, CPA

Accounting - Business Organization
& Information Technology

Marie Y. Williams

Human Resource
& Leadership Coaching