



Appendix A-8

A-8 DBE

- A-8.1 KESP Plan
- A-8.2 Monthly Reports
- A-8.3 Mentoring Plan



SECTION 2: DOWNTOWN BRIDGE

APPENDIX A-8

Kentucky DBE Program



SECTION 2: DOWNTOWN BRIDGE

APPENDIX A-8.1

Kentucky DBE Program

KESP Plan

KESP Middle School Proposal

The KESP team realizes the earlier students are identified who have exceptional math and science scores in middle school can have a significant influence on future civil engineers. Students that are in the sixth, seventh and eighth grades have such a creative mindset, that if motivated in the right direction, would cause civil engineers to take a close look at approaching the same project but with a different perspective. Thus combining the old with the new will broaden endless possibilities in civil engineering.

Preliminary Tasks, Data Collection

Niche Marketing has the responsibility to research why more minority students are not going into engineering. Once the data is collected, we will devise a program for middle school age students to grasp and retain their attention in Civil Engineering. The first step towards our goal is to identify a middle school cluster that represents various areas of the Jefferson County School System. The processes that will be taken are as follows:

- Inquire and solicit at the local Board of Education for guidance and support concerning the KESP program
- Research local middle schools that have strong math and science programs mainly the Math, Science, and Technology (MST) middle schools
- Contact school officials at potential middle schools to identify interest in the KESP program
- Pursue interested middle schools by meeting with faculty, counselors and principals to inform them of KESP and identify potential students
- Identify students who have high math and science scores on their Career Assessment test taken in September (scores are received in October)

Goals and Objectives

Knowing the extensive interest the community has in the bridge projects, Niche Marketing's goal is to make the educational community aware of the endless possibilities their contribution to the bridge project will have. Identifying sixth, seventh, and eighth graders that have the potential to make a contribution to the project will give the community some ownership and pride in the seventeen year project. The objectives and goals for this program are to:

- Investigate why females and minorities don't enter into the Civil Engineering field
- Consult with the middle school counselors and teachers to ensure the students are given the appropriate classes
- Meet with the focus group on a consistent bases to keep their interest
- Introduce the middle school cluster to the high school cluster and pair them up creating a strong support group
- Set up a variety of fieldtrips through out the year to various sites where civil engineering is the main focus

Participants

Participation by various outside resources is essential to the success and longevity of this program. To ensure that success takes place, the following are contact people and/or organizations that will be consulted:

- Middle School eight grade counselors
- High School ninth grade counselors
- Middle School Family Resource Teachers
- Meyzeek Middle School-MST Program
- Newburg Middle School-MST Program
- Farnsley Middle School-MST Program
- Joyce Pryer-Kammer Middle School- Summer Career Awareness Camp
- Sandy Ledford, Middle School Supernatant, Jefferson County Public Schools

The Middle School Cluster-Kentucky Engineers Scholars Program will consist of several activities and meetings. The activities will consist of fieldtrips, shadowing, mentoring, speakers and attending bridge public meetings. The cluster meetings will consist of tutoring sessions with volunteer retired Spanish, math and science teachers along with other high school student volunteers, middle school and high school counselors to make sure the students are scheduled in the right courses. Other meetings will consist of the middle school students meeting with their Civil Engineer mentor/Big Brother/Big Sister, thus creating a Big Brother/Big Sister Civil Engineering organization. The students will also share their shadowing and/or fieldtrip experiences.

The middle school cluster will have some joint meetings with the high school cluster to ensure a smooth transition from the middle school to the high school cluster.

Organizations

The KESP Middle School team will tap into various organizations such as Black Achievers, Upward Bound, Whitney M. Young Scholars and Jack and Jill of America to give every middle school student a chance to be apart of our program.



SECTION 2: DOWNTOWN BRIDGE

APPENDIX A-8.2

Kentucky DBE Program

Monthly Reports

**LSIORB Project
Michael Baker, Inc. (Section 2)**

SDC2 DBE Program Report

Report Date: July 12, 2005
Reporting Period: April – June
Prepared by: Rohena Miller

MEETINGS:

Please find the meetings that have been attended by Rohena Miller, DBE Coordinator for SDC2.

April 12: Status Meeting
April 19: Status Meeting

May 2: Meeting with Michael Baker Team
May 3: DBE Coordinators Meeting
May 10: Status Meeting
May 17: Status Meeting
May 24: Status Meeting
May 31: Status Meeting

June 1: Scope Meeting at CTS
June 1: DBE Coordinators Meeting
June 3: Scope Meeting at CTS
June 7: Status Meeting
June 14: Status Meeting
June 21: Meeting at Urban League: Presentation by S. Williams
June 22: Meeting with Michael Baker Team
June 22: KMBC Trade Fair
June 23: Scope Meeting
June 28: Status Meeting

AAT MEETING: June 30

Niche Marketing planned the SDC2 AAT Meeting at the TARC Building. There were 52 attendees and the meeting was successful and informative by the responses from everyone.

STATUS OF DBE CONTRACTS:

Contracts have not been issued to any of the Michael Baker team members, because of continued negotiations on scope and assumptions. Niche Marketing is the only DBE company, as of today, that has an outstanding invoice. The totals are as follows:

January-April	\$3998.44
May	\$ 937.56
June	\$8629.32

MENTORING FIRMS:

Michael Baker will mentor Global Solutions in all phases of the contract and ClasSickles in the Phase 3. There will be a more complete report next month because we haven't started meeting with Global Solutions yet and will do so when the owner returns from India.

KENTUCKY ENGINEERING SCHOLARS PROGRAM (KESP):

Niche Marketing will create the new web pages for the KESP. These pages will cater to middle school, high school and college students as well as non-profit organizations. These web pages will be interactive and allow the students, in different phases, to learn how to build a bridge. The goal is to attract more minority students to the civil engineering field. This process must be approved by CTS and BMST.

UPCOMING EVENTS and ACTION ITEMS:

DBE Open House: Sharon K. Williams will plan conference call

AAT Meetings: Working with Laura Toole

Scope and Assumptions: Completed July 12, 2005

Middle School Meetings: September, 2005

DBE Report
Michael Baker, Inc.
SDC 2
September 15, 2005

Submitted to: Sharon K. Williams
J. B. Williams

Submitted by: Rohena Miller

Meetings:

- 8-2: Meeting with Cathy Myers
Status Meeting
DBE Meeting
- 8-9: Status Meeting
AAT Meeting in Jeffersonville, Indiana
- 8-10: Meeting with V. Polepalli and JB Williams
- 8-15: How to Build A Bridge Presentation
- 8-15: Submitted DBE Report
- 8-16: Status Meeting
- 8-22: Meeting with SDC2 and V. Polepalli
- 8-25: V. Polepalli and Ben Quinn meet on Mgmt.
Overhead

DBE Invoicing:

Total accumulative contract value to date: \$1,727,045.84

Total accumulative DBE firm contracts to date:
\$367,544.66

Percent DBE Contract Value: 21.3%

Other DBE Purchases:

Fourth Street Office Supplies:

June: 209.67

July: 1090.00

Aug: 1311.81

Other Activities:**AAT: August 9, 2005**

- Sent out all invitations
- Follow up with personal phone calls to all AAT Members
- Secured location
- Secured catering
- All printing needs
- Folders were made and distributed to all members
- Name Badges
- After Action Report

DBE Open House: September 13, 2005

- Sent out invitations to our database

- Sent Sharon K. Williams our power point for the meeting
- Participated in a conference call

Open House: September 20, 2005 / Jeffersonville, IN

- Scouted locations
- Secured location
- Secured catering
- Printing
- 2000 invitations: printed and mailed
- Follow up
- After Action Report

Open House: September 22, 2005 / Louisville, KY

- Scouted locations
- Secured Frazier Museum
- Printing
- Invitations: printed and mailed
- Follow up
- After Action Report

National Minority Supplier Development Council

- October 23-27, 2005 in Dallas, Texas
- Participate with booth at Trade Show

Web Pages

- Working with web designers and engineers to create interactive site for the three levels of participation

Research

- Hired teacher, Margaret Demaree, to help assist with research and focus groups
- Have secured all CATS Scores from all middle schools to start focus groups starting September 15

DBE Report
Michael Baker, Inc.
SDC 2
October 7, 2005

Submitted to: Sharon K. Williams
J. B. Williams

Submitted by: Rohena Miller

Meetings:

9-6: Status Meeting
9-13: Status Meeting
9-13: DBE Open House
9-15: DBE Report
9-20: Open House: New Albany
9-27: Open House: Louisville

DBE Invoicing:

This report will be sent by Cathy Myer. I didn't request that until today, so that is my fault.

Other DBE Purchases:

Fourth Street Office Suppliers: 1207.52

DBE Mentoring:

- Meeting with Vinay on a regular basis for his mentoring.
- American Engineer is meeting with Vinay on a regular basis mentoring him in financial responsibilities of a project this size
- Meeting with Anthony Sickles and have him involved with the KESP Program.
- Sharon Williams will meet with Vinay on Oct 17 or 18, 2005

National Minority Supplier Development Council:

- Oct. 23-27, 2005 in Dallas, Texas

Web Pages:

- Presented this to the DBE Strategic Meeting and making changes from all involved and then will present to the BSMT

Research:

- The research is completed. We are now in the stage of meeting with counselors and students

Project Management

- Worked with Michael Baker and team with scopes and assumptions for second contract for January – June 2006

November 10, 2005

Report to:

Sharon K. Williams

J. B. Williams

Steve Nicaise

From:

Rohena Miller

Niche Marketing, Inc.

SDC 2

Re:

Updates on Tasks and Deliverables

02.02.00.00.00

Task: DBE Program Scope

02.02.01.01.01

Establish & Monitor Goals and Objectives

Notes: Goals and Objectives are completed (see attachment #1) / Monitoring is on goind

02.02.01.01.02

Identify Prequalification Requirements

Note: COMPLETED

02.02.01.01.03

Publish Written Plan

Note: COMPLETED

02.02.01.01.05

Financial Project Management / Mentoring

Note: On going

02.02.01.01.06

Project Management Monitoring

Note: On going

02.02.01.01.07

Mentoring Assistance Engineering

Note: On going

02.02.01.01.08

Mentoring / Assistance in other areas

Note: On going

02.02.01.01.09

Mentoring with Project Control Manager

Note: On going

02.02.01.02.00

Task:

Mentoring Team

02.02.01.02.01

Kickoff meeting for Team Mentoring
COMPLETED AUG. 2005

02.02.01.02.02

Identify Team wide Mentoring Goals
Note: Completed (see Attachment #2)

02.02.01.02.03

Workshops

Note: On Going

1. DBE Meetings
2. NMSDC (National Minority Supplier Development Council)
3. KMBC (Kentucky Minority Business Council)
4. Lexington LGE Minority Outreach

02.02.01.02.04

Attend Network Meetings

Note: On going

WORK ITEM: 02.02.02.00.00

KESP Web Pages

Note: 95 percent is COMPLETED / Sharon has copy of updated pages

Task: 02.02.03.02.00

Middle School

02.02.03.02.01

Gather Data

Note: COMPLETED

02.02.03.02.02

Develop Goals & Objectives

Note: COMPLETED

02.02.03.02.03

Prepare Written Goals

Note: COMPLETED

02.02.03.02.04

Review & Revise Plan

Note: COMPLETED

02.02.03.02.05

Brochure

Note: COMPLETED

See attached

02.02.03.02.06

Select Participants

Note: On Going now

TASK: 02.02.03.03.00

High School

02.02.03.03.01

Review and Revise Plan

Note: COMPLETED

TASK: 02.02.03.04.01

College

02.02.03.04.01

Review and Revise Plan

Note: COMPLETED

WORK ITEM
DBE Program Administration
02.02.04.00.00

02.02.04.01.01
Prepare Written DBE Report
COMPLETED
Attached

02.02.04.01.02
Establish Tracking & Monitoring Strategy
Note: On going

02.02.04.01.03
Prepare Monthly Reports to Track DBE Activities
Note: On going

02.02.04.01.04
Report on Scope, Contracts and Partners
Note: On going

02.02.04.01.05
Provide Monthly Briefings to Baker Team
Note: On going

02.02.04.01.06
Identify PR Material, Service and Supply Needs
Note: COMPLETED

Task: 02.02.04.02.00
Meetings and Activities

02.02.04.02.01

Attend DBE Coordination Meetings

Note: On going

02.02.04.02.02

Participate in Public Relations Activities

Note: On going

02.02.04.02.03

Participate in GEC Tradeshow

Note: COMPLETED

02.02.04.02.04

Coordinate with KCEC

Note: On going

02.02.04.02.05

Provide information for DBE Database System

Note: On going

02.02.04.02.06

Participate in Quarterly Workshops for New Businesses

Note: On going

02.02.04.02.07

Participate in EDI

Note: Working with Sharon K. Williams

02.02.05.00.00: Community Outreach

02.02.05.01.00

Prepare exhibits and Handouts for meetings

Note: COMPLETED

02.02.05.02.00

Quarterly Meetings with Area Communities

Note: COMPLETED

Media: 02.02.05.03.00

02.02.05.03.01

Communications with the Media

Note: COMPLETED

02.02.05.03.02

Media Advisories

Note: COMPLETED

02.02.05.03.03

News Releases

Note: COMPLETED

Meetings: 02.02.05.04.00

02.02.05.04.01

Area Advisory Team Meetings

Note: COMPLETED

02.02.05.04.01

Regional Advisory Committee Meetings

Note: COMPLETED

WORK ITEM: 02.02.03.00.00
KESP

02.02.03.01.01

Conduct Presentations

Note: On going

02.02.03.01.01

Goals and Objectives

Note: Please see attachment #3

COMPLETED

02.02.03.01.03

Coordination

Note: On Going

November 10, 2005

DBE Monthly Report / SDC 2

Submitted to: Sharon K. Williams

Submitted from: Rohena Miller

SUMMARY OF MONTHLY EVENTS

- Oct 4: Strategic Planning Session
CTS / DBE Coordinators / FHWA / KYTC
Planning session for 2006

- Oct. 6: SDC 2 Status Meeting
SDC Team and CTS
Update

- Oct. 11: SDC 2 Status Meeting
SDC Team and CTS
Update

- Oct. 18: SDC 2 Status Meeting
SDC 2 Team and CTS
Update

- Oct. 22/26: National Minority Supplier Development Council
National Conference
700 Corporations / 5000 Minority Businesses
Attended to increase visibility of the project

MENTORING PROGRAM

Firms mentored: Global Solutions / Classickle

Global Solutions:

Oct. 12: Project Management Meeting

James Williams met with Vinay to discuss project management aspects of the project. Discussed Phase II-Steps 3 & 4 negotiation proceedings, the budget procedures and the renderings of the various bridge alternatives they are considering.

Oct. 20: Meeting to discuss Oracle software and budgets

Met with Cathy Myers of Michael Baker to discuss how Baker sets up the project using Oracle software and how the software is utilized in managing the financial aspects of the project. Cathy explained the set up of budgets for the project and they monitor the financial status of the project. Cathy also explained how she gathers the information from the project managers as well as the task managers.

Oct. 25: Status Meeting

Vinay attended the status meeting and also had a mentoring meeting that afternoon. Michael Baker Corp helped with Global Solution's business plan.

October 27: Open House

Vinay attended SDC Open House

STATUS OF CONTRACTS FOR DBE FIRMS

Niche Marketing, Global Solutions and ClasSickles all have contracts with Michael Baker Corp. There is a concern regarding CSS not being a certified DBE in the State of Kentucky and not having the capability of doing so. If that is the case, Michael Baker will have to become even more creative in the development of their DBE firms and increasing their minority spend.

STATUS OF DBE INVOLVEMENT

Cathy Myer has sent DBE Project dollars separately from this report and was received by Sharon Williams on the 9th of November.

Fourth Street Office Supplies: \$404.18

INTERNSHIPS AND OUTREACH (KESP)

Oct. 4: KESP Web pages were presented and changes were made and continue to be made.

Oct. 13: Conference with the following middle school counselors:

Beverly Johnson:	Barrett Traditional Middle
Dianne White:	Brown School
Heather Mohr:	Carrithers Middle School
Karen Anderson:	Conway Middle School
Nicole Mettling:	Crosby Middle School
John Robertson:	Farnesley Middle School
Cherryl Chandler:	Frost Middle School
Bruce Pierce:	Highland Middle School
Janis Preher:	Iroquois Middle School
Greg Judd:	Jefferson County Traditional School
Rebecca Johnson:	Johnson Traditional Middle School
Sondra Harris:	Krammerer Middle School
Todd Elder:	Knight Middle School
Cheryl Newberry:	Lassiter Middle School
James Bailey:	Meyzeek Middle School
Patricia Croudep:	Myers Middle School
Stacey Irvin:	Newburg Middle School
Holley Duke:	Noe Middle School
Carole Wetherm:	Southern Leadership Academy
Bette Hughes:	Stuart Middle School
Clarinda Corathers:	Thomas Jefferson Middle School
Ron Profuma:	Western Middle School
Carol Kuntz:	Westport Middle School

The middle school counselors were given the summary of the KESP and were asked to help submit applications from students they felt would benefit from this program. To date (11/9/05) we have received 22 applications from middle school students all over the county.

We will start the actual meetings with students in November.

COMMUNITY INVOLVEMENT

Oct. 20: Met with Milton Haskins on how the MBEIC can become more involved in securing additional contracts with the Bridge Project and will continue to work that area.

I have also been elected President of the National Minority Business Enterprise Input Committee, a committee of the National Minority Supplier Development Council. I will have direct access to 39 councils and some 6000-8000 minority business owners. I will closely work with Sharon Williams on our outreach for this project.

WORKFORCE DEVELOPMENT

I have nothing to report in this area

December 10, 2005

DBE Monthly Report / SDC 2

Submitted to: Sharon K. Williams

Submitted from: Rohena Miller

SUMMARY OF MONTHLY EVENTS

- November 1:** Status Meeting / SDC 2 Team and CTS
- November 1:** DBE Coordinators Meeting: Update / Reports
- November 4:** KESP Meeting with Jozi and Maurice to discuss the brochures and the web pages
- November 15:** Status Meeting/ SDC 2 Team and CTS
- November 15:** Meeting with Minority Business Input Committee to discuss the LSIORP and our initiatives
- November 16:** Meeting Sharon Williams / DBE Coordinators
- November 17:** Meeting with Greg Huelsman: KMBC
- November 18:** Meeting with Global Solutions: see below
- November 18:** Dinner with KMBC: Annual dinner and participating with group
- November 19:** Meeting with Middle School students: please see attached report
- November 20:** KESP: please see attached report
- November 22:** MBEIC Meeting: Participated with MBEIC (Minority Business Enterprise Input Committee) to keep updated on initiatives
- November 22:** Status Meeting: SDC 2 and CTS / Update
- November 28:** KESP Meeting with Jozi Legner and Maurice
- November 29:** Meeting with Urban League / weekly meeting
- November 29:** Open House: KESP students attended
- November 30:** Project Wise Training

MENTORING PROGRAM

Firms mentored: Global Solutions / Classickle

Global Solutions:

November 3: Attended AAT/RAC meeting at Frazier Museum. Baker team explained to AAT / RAC various alternatives and requested the participants to vote based on their bridge preferences

November 11: Meeting with JB Williams to discuss the previous weeks project progress. Discussed the bridge alternatives and the process by which Michael Baker will proceed.

November 17: American Engineers and Global discussed business plan.

November 18: Mentoring team met to discussed Global Solutions business plan. Team recommended to set goals that are measurable: both short and long term.

November 19: Open House

November 30: Attended Project Wise Training

STATUS OF CONTRACTS FOR DBE FIRMS

Niche Marketing, Global Solutions and ClasSickles all have contracts with Michael Baker Corp. Michael Baker is not counting CSS any longer in regards to the DBE Program

STATUS OF DBE INVOLVEMENT

Cathy Myer has sent DBE Project dollars separately from this report and was received by Sharon Williams on the 6th of December.

Fourth Street Office Supplies: 644.19

INTERNSHIPS AND OUTREACH (KESP)

KESP Web Pages: we have been making all the changes from CTS and KTA has the final changes to be made and those will be complete within one week.

KESP Brochures: ALL changes have been completed and will be presented to Bi-State

Middle School Cluster Report: PLEASE SEE ATTACHED

COMMUNITY INVOLVEMENT

November 15: Meeting with MBEIC Committee

November 17: Met Greg Huelsman, the new President of the Kentucky Minority Business Council, to discuss the initiatives for the LSIORP.

November 22: Meeting with MBEIC Committee

WORKFORCE DEVELOPMENT

Nothing to report

January 10, 2006

DBE Monthly Report / SDC 2

**Submitted to: James Williams
Sharon K. Williams**

Submitted from: Rohena Miller

Summary of Monthly Events / December 2005

December 5:

- Met with Jim Gallt with KTA to discuss their changes for KESP / will have completed in two weeks
- Met with DBE Coordinators to discuss DBE Open house and KESP Programs

December 6:

- Status meeting with CTS
- Met with Pat and Laura to discuss DBE Plan
- Conference call with DBE's about Open House

December 8:

- DBE Open House cancelled due to bad weather

December 9:

- Met with Tierra Turner of the State and Chris Posey about Workforce Development as a part of our community outreach. Chris Posey works with different federal grants

December 13:

- SDC 2 Status Meeting

December 16:

- Met with Sharon Williams to discuss DBE Program and the KESP
- Sent DBE Revised Plan

December 20:

- SDC 2 Status Meeting

December 21:

- Met with DBE Coordinators and CTS to discuss concerns regarding the DBE Activities and the plan
- Submitted article on Middle School for DBE Newsletter

**Mentoring Program
Global Solution**

December 5

- Met with JB Williams to discuss the progress of the previous weeks. Discussed ProjectWise benefits and how it will be utilized in this project

December 22

- Met with JB Williams to discuss the progress of the previous weeks and the status of Steps 1 & 2 and steps for 3 & 4 and the management of the project

Status of DBE Involvement:

Please see email from Cathy Myers sent January 5, 2006

Outreach (KESP):

Please see attached Middle School Report. Please note that school was out and therefore no activities the last two weeks of the December, 2005.

KESP Web Pages: Was waiting on changes from KTA / We are moving forward, per Steve Nicaise, and KTA will have to provide their changes then

KESP Brochures: All changes have been completed / Please see all changes

Concerns:

There has been confusion on the DBE Report, requested by CTS. After the December 21, there seems to be a clear understanding of what is being required. Please see DBE Updated Report for review.

LSIORP SDC 2 / MONTHLY DBE REPORT
February 2006

KYTC DBE Mentoring Program
Global Solutions (see attached)

ClasSickle (see attached)

Michael Baker

- *Completed Strategic Resources Team Report for Michael Baker*
- *Feb. 24: Meeting with JB Williams to discuss additional opportunities for DBEs within team*

Section 2 DBE Invoicing Record

Please see the report from Cathy Myers

Status Meetings

February 6

February 14

February 20

February 28

DBE Meetings

February 6: Conference call with DBE Program Manager
Discussed scope of work

February 7: Meeting with Coordinators

- *KESP Web Pages*
- *KESP Brochures*
- *Lexington Open House*
- *Timeline for DBE Coordinators*
- *SDC 2 DBE Plan is complete*

February 15: Meeting with Coordinators

- *Discussed solutions to flawed process*
- *Discussed communication processes*
- *Roi Templeton gave report for Sharon Williams*
- *Discussed more access to bi-state*

KESP

- *Brochures for all sections are complete*
- *Web Pages are now complete*
- *Feb. 8: Meeting with tutors for math and science for students*
- *Feb. 9: 24 students participated in program*
- *Feb. 10: Meeting with Doe Anderson*
- *Feb. 11: KESP and Black Achievers participated in hands on bridge building activity*
- *February 23: meeting with middle school counselors*
- *Feb. 27: meeting with Doe Anderson / web pages*
-

Other Meetings

- *Meeting with Urban League*
- *Meeting with KMBC: Advisory Meeting*
- *National Association of Minority Contractors*
- *Meeting with Lynn Rippey / Youth Build*
- *Meeting with Tierra Kavanaugh Turner about workforce development*
- *Conference call with Sharon Williams and Avis Yates Rivers about retreat for DBE Coordinators*

LSIORBP SDC 2 / MONTHLY DBE REPORT

May 2006

There will be an overview of DBE plans throughout our program. Mentoring / Measuring and Marketing!

1. KYTC DBE LSIORBP Mentoring Program Global Solutions

Because of the mentoring with Michael Baker, Global Solutions has been able to move out of the home into a new office in the downtown area and has taken on some new business. Meetings with Global Solutions are as follows:

- May 2: Status Meeting
- May 3: Attended HBAL meeting to network
- May 15: Mentoring meeting with JB to discuss project progress
- May 16: Attended HBAL meeting to network
- May 18: Meeting with Baker and CTS to discuss project control procedures

ClasSickle

2. Section 2 DBE Invoicing Record

Please see the report from Cathy Myers attached

3. OTHER DBE Participation

4. STATUS MEETINGS

May 2

May 16

May 30

5. DBE MEETINGS

May 10

May 16

May 30

6. KESP

We are proud to announce that we will give out two scholarships to Kentucky State University, through 828 Foundation. We are presently working on our summer plans to keep the youth engaged. We will a variety of speakers.

7. OTHER MEETINGS

- Dan Meachum: Right of Way Attorney in Atlanta / connected him with DBE Program Manager
- Ron Washington: National Association of Minority Contractors: have been working with for months and will connect him to new DBE Program Manager
- NMSDC National Board Meeting: May 22
- Billion Dollar Roundtable Meeting: May 23
- GLI to discuss KESP Program: they are working on a engineering program
- KMBC Advisory Board
- Youth Alive meeting
- Young Life meeting



SECTION 2: DOWNTOWN BRIDGE

APPENDIX A-8.3

Kentucky DBE Program

Mentoring Plan

Global Solutions, LLC
DBE – MENTORING PLAN

Prepared for:
CTS – General Engineering Consultant
305 N. Hurstbourne Parkway
Suite 100,
Louisville, KY 40222

Prepared by:
LISORB, Section 2 Mentoring Team
January, 2006

1. INTRODUCTION:

As part of the mentoring Program that is being adopted by KYTC on the LSIORB (Louisville Southern Indiana Bridge) Project, Global Solutions, LLC (GS) was selected as a protégé on the Section 2 of the LSIORB Project. One main objective of this federally sponsored program is to formally mentor DBE firms to increase the skill level and capacity of DBE/MBE firms and also provide opportunities to become a viable business. This process will continue through out the length of the Section 2 contract with KYTC.

To help achieve the goals of the Baker design team (Section 2) DBE Participation Plan and those of GS, the mentoring team comprising of experienced individuals from Baker, Burgess and Niple and American Engineers have been meeting on a regular basis with GS to identify the goals and objectives and help GS to achieve them accordingly.

The following table summarizes the involvement of various mentoring firms with the mentoring activities of Section 2.

MENTORING TASKS	FIRM
Financial project management	Baker & American
General project management	Baker
Engineering	Burgess & Niple
Other areas	Baker & Burgess & Niple

2. MENTORING PLAN:

The mentoring plan not only calls for assisting GS in achieving a higher level of expertise in the above mentoring tasks but also in guiding GS in realizing its short and long term business goals.

To help with the mentoring activities the above mentoring tasks are further subdivided into sub-tasks. Following are the sub-tasks in which the mentoring team will focus their energies on. Additional sub-tasks will be added to the following list as necessary to benefit GS in achieving a higher degree of expertise.

- Financial Project Management
 - a. Fee negotiation
 - b. Budgeting
 - c. Tracking and Monitoring the financial status of the project
 - d. Preparing and reviewing invoices.
 - e. Tracking overheads and understanding how to manage overhead rate to the benefit of the company.
 - f. How to negotiate fees for change in Scope

- General Project Management.
 - a. Understanding Project Controls
 - b. Using project control software.
 - c. Development of Project Controls.
 - d. Development of project schedules.
 - e. Utilizing project scheduling software.
 - f. Monitoring & revising project schedules.
 - g. Obtaining monthly schedule comparison report.
 - h. Preparation of contractual documents.
 - i. Execution of agreements.
 - j. Monitoring the project & subconsultant progress.
 - k. Preparing project progress reports.
 - l. Conducting technical and non-technical meetings and other meetings as appropriate.
 - m. Involvement in project meetings to understand how critical decisions are made.

- Engineering
 - a. Preparation of cost estimates for bridges.
 - b. Bridge Hydraulic Assessments.
 - c. Bridge Drainage Design and Analysis.

- Other Areas
 - a. Exposure to Computer modeling & Rendering.
 - b. Exposure to Bridge type selection process.
 - c. Exposure to Public involvement process.

To help GS realize its business goals, mentoring team incorporated GS's short and long term goals from the company business plan into the mentoring plan such that proper guidance will be provided to realize its short and long term goals.

One critical area in which the mentoring team will focus their energies on is to provide guidance to GS on how to win projects from various agencies especially using their minority/DBE status.

Mentoring team will also help GS with their partnering efforts especially partnering with various highway prime consulting firms to gain contracts as a sub-consultant from Kentucky Transportation Cabinet (KYTC). KYTC's Division of Professional Services and other prime highway engineering firms will be involved in this process to give exposure to GS to realize their goals in this area of their business.

Mentoring team will also facilitate meetings with local government agencies to give credibility to GS. Mentoring team will identify key individuals in these organizations and assist GS if necessary to meet these individuals in person to promote the company services and help win contracts with them which will in turn help GS realize its goals.

Mentoring team will also inform GS of upcoming events that will help GS with their networking activities as well as improve its client base.

Mentoring team will share information with GS regarding upcoming projects. Also mentoring team will direct GS in the right direction for teaming opportunities for these projects that will help GS win more projects as a subconsultant.

Finally, mentoring team will help GS devise a winning marketing strategy that will help GS maximize its opportunities as a DBE/MBE firm to win projects from various local government agencies (KYTC, MSD, Metro Louisville, Metro Parks, University of Louisville, LG&E, LWC, TARC, JCPS etc). This marketing strategy shall in turn help GS realize its most important goal of being one of the top three DBE firms in the state of Kentucky by January, 2009.

To help mentoring team understand GS company goals, the following short and long term goals are incorporated into the mentoring plan from GS business plan.

1. Global Solutions short term goals for the next year (2006 - 2007) are as follows:

- To obtain certification from MSD, LG&E, LWC, TARC, Uof L and JCPS
- To become a member in ACEC, ASCE, KSPE , ITE, and KBT
- To procure work as a sub-consulting DBE firm by teaming with prime highway/traffic engineering firms.
- To procure civil engineering work from two different architectural firms
- To procure traffic engineering work from five different clients.

2. Global Solutions long term goals for the next three years (2006 – 2009) are listed below:

- To increase the staff to three employees by the end of fiscal year 2007.
- To increase the staff to six employees by the end of fiscal year 2009.
- To get certified as a 8(a) firm by SBA by January, 2007.
- To get certified as a DBE firm by INDOT by June, 2007.
- To get certified as a DBE firm by ODOT by January, 2008.
- To procure work from federal government agencies as a sub-consultant by June 2007.
- To procure work from 25 different clients by January, 2009.
- To establish relationships with 10 different construction companies to improve the visibility of the company as well as pursue design build contracts by January, 2009.
- To have a Surveying division in the company in addition to Highway/Traffic and Civil engineering departments by January, 2009.

3. Global Solutions long term goals for the next five years (2006 – 2011) are listed below:

- To open a branch office in Southern Indiana to procure work from INDOT and local County and City agencies by January 2010.
- To increase the staff count to 10 by January, 2011.
- To procure work from 50 different clients by January 2011.
- To team with firms in southern Indiana to procure work from various local clients by January 2010.

- To team with firms in Northern Kentucky to procure work from various local clients by January 2010.

3. CONFIDENTIALITY

It is the intention of GS to treat this relationship with its mentors and mentoring coordinators with a great deal of respect and expect the same in return. GS will also treat its mentors as advisors during this time frame of the Section 2 project. GS will request its mentors and mentoring coordinators to treat any company related information that is discussed during this period be kept confidential and not discuss the same with others outside the mentoring team (which includes mentoring coordinators) that can potentially harm the viability of the company.