I-94 ADVANCED BRIDGES
SMALL BUSINESS (SBE) TRAINING PROGRAM FOR **CONSTRUCTION**

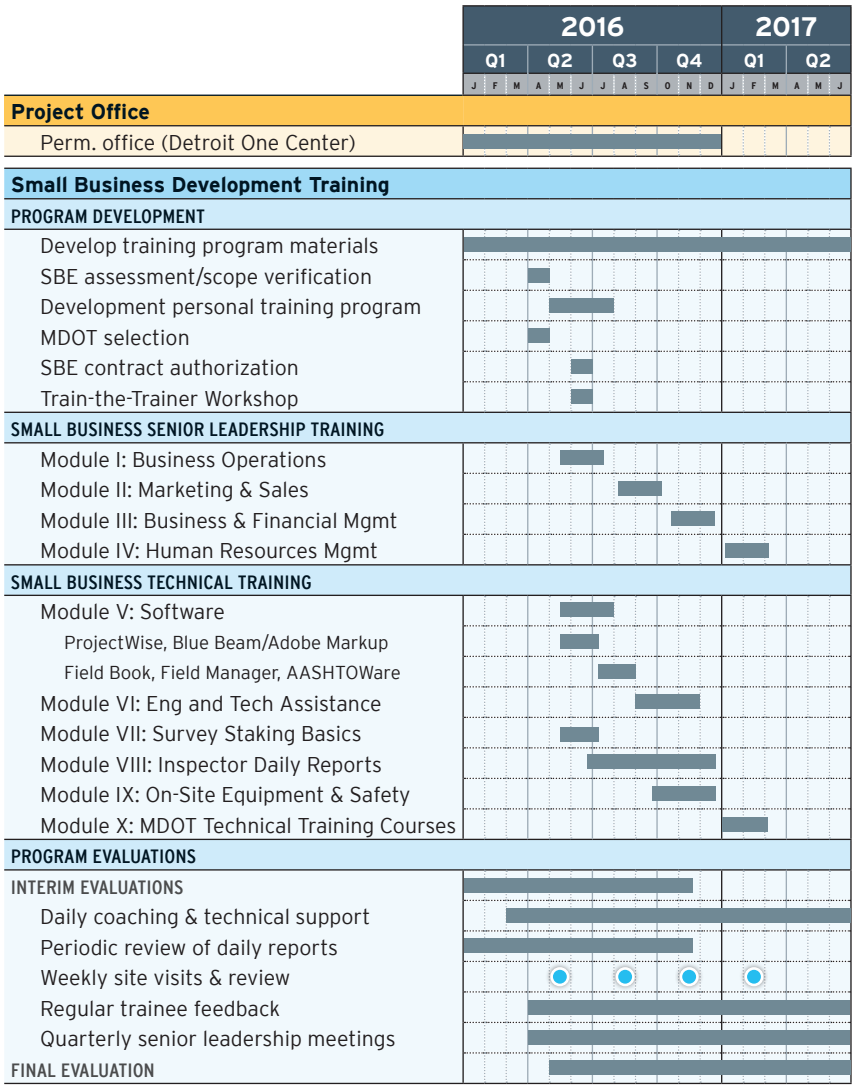
Training Goals

The I-94 Advanced Bridges Small Business Enterprise (SBE) Training Program is designed to provide up to five (5) certified SBEs with Construction Engineering, Inspection and Material Testing experience working collaboratively on the project site and project office to support future MDOT Service Prequalification in specific construction service prequalification categories. Goals of the program include:

- Small Businesses meet or exceed 20% participation on the Advanced Bridges construction.
- Increase the number of MDOT prequalified SBE consultants through the delivery of the I-94 Advanced Bridges Program.
- Increase the technical capacity of SBEs through project delivery experience gained in a mentoring environment.
- Enhance the business acumen of SBE owners through senior leadership training which focuses on project delivery, strategic planning, sales/marketing, business/operations and human resource management.

Training Schedule

The I-94 Advanced Bridges SBE Training Program will be implemented over several construction phases and may begin as early as construction on Trumbull Bridge. SBE training will be performed within a dedicated project office. The schedule below outlines the critical training program activities to be led by MDOT and their Owner's Representative Consultant over the life of the Advanced Bridges construction phases.



Key Training Elements

A tailored training and mentoring program will be developed for each SBE participant with the content of the training program to be based on an assessment of each SBE's needs identification and measurable performance goals. Training will focus on two categories—Senior Leadership training and Technical training. Training will be provided both in formal group sessions applicable to all SBEs and in informal one-on-one mentoring sessions where the training is personalized to the needs of a specific SBE.

Senior Leadership Training

One-on-one training sessions will be conducted monthly with each SBE owner to enhance their business skills. Additionally, at these training sessions MDOT will provide real-time feedback on SBE project performance by sharing the results of interim evaluations with SBE owners.

Technical Training

Technical training will include conducting core skills training first to enhance SBE technical staff experience utilizing MDOT required equipment and software needed to successfully complete their construction responsibilities. Software training may include ProjectWise and Adobe/Blue Beam for document control, Primvera/Microsoft Projects for scheduling and Field Manager or AASHTOWare for field documentation.

Program Evaluations

SBE performance will be monitored by MDOT and their Owner's Representative Consultant, with interim evaluations provided at a minimum of a quarterly basis. These interim evaluations will provide SBEs a scorecard on performance metrics and identify focus areas of future on-the-job training opportunities. Final completion of work or at the end of the construction season. Proposal packages have been submitted to MDOT. Additionally, SBEs will provide constructive feedback on MDOT's training program

Program Documentation

Documentation of the development, implementation and delivery of this SBE training program will be a key task on this pilot program. Thorough documentation of this program will support MDOT and potentially other agencies more quickly launch SBE training programs on upcoming infrastructure projects. Program documentation will capture program successes, best practices and lessons learned for application in the future.

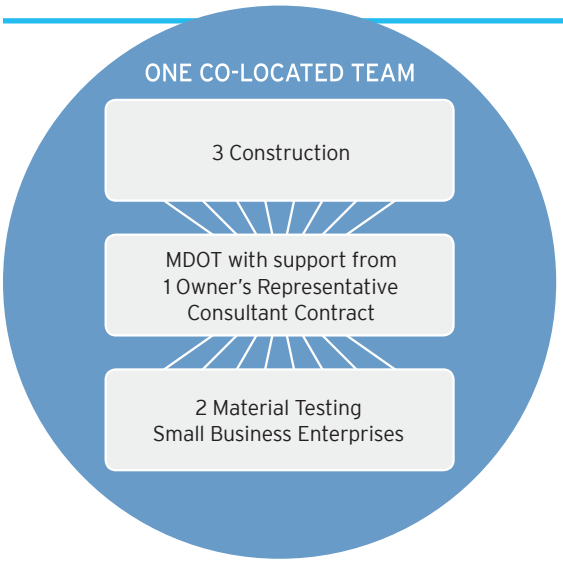
Project documentation will include:

- Training Module Facilitator Guides
- SBE Training Workbooks
- Training Videos
- Training Plans
- Evaluation Forms
- Training Presentations

Project Office

The project team will be co-located in a dedicated I-94 project office during most of the Advanced Bridges construction phase. Benefits of a project office include the following:

- Team collaboration and continuous communications to improve team productivity
- Mentoring environment to support SBE development with both formal group training sessions and one-on-one mentoring
- Equipment and software that enables MDOT's final design team to work off a single project file system
- Easy accessibility by project stakeholders who want to provide their input on the project to the project team
- Provides an SBE incubator for both SBE project participants and other interested SBEs who would like to participant in group training events
- Collaborative learning on business acumen and MDOT processes and procedures



Project Team

The team consists of MDOT and their Owner's Representative Consultant along with five SBEs. The SBEs will gain support and technical experience in some of the following MDOT construction service prequalification categories:

- Engineering assistance
- Bridge paint inspection
- HMA pavement inspection
- Roadway inspection
- Bridge inspection
- Traffic and safety inspection
- Office technician services
- Construction staking
- Agg/conc/density testing

MDOT Michigan Department of Transportation HNTB