

SMALL BUSINESS (SBE) TRAINING PROGRAM FOR CONSTRUCTION

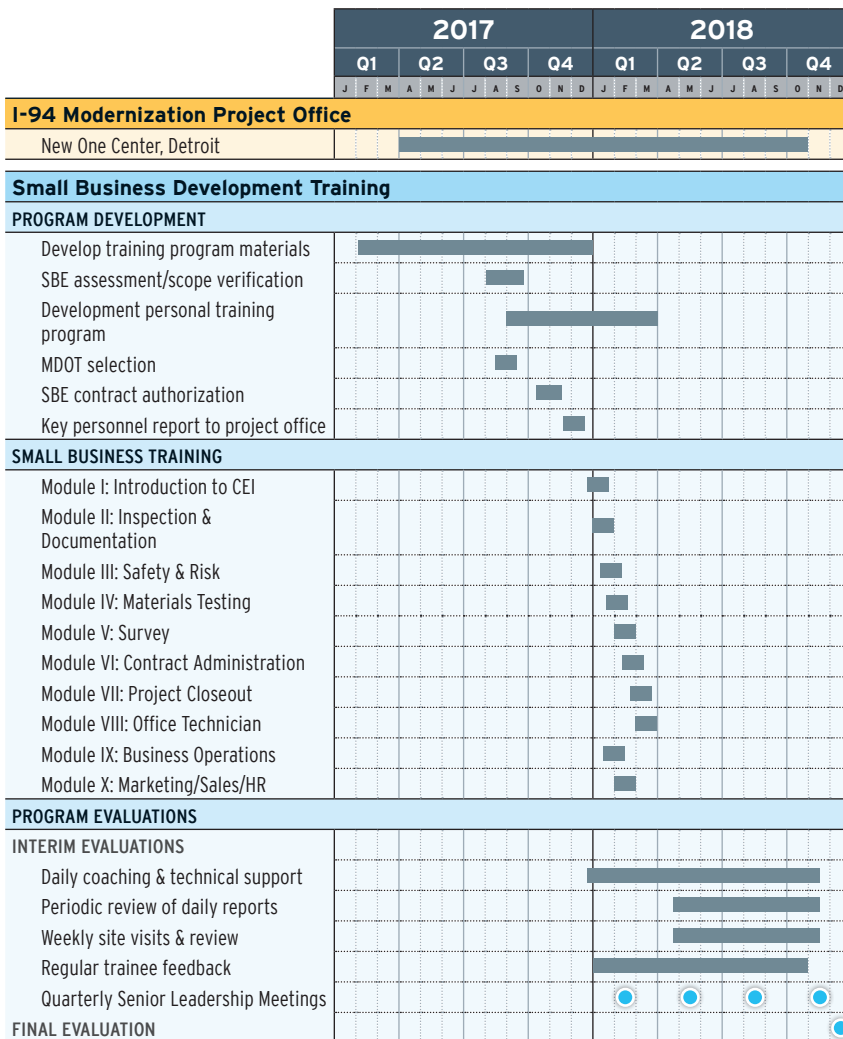
Training Goals

The I-94 Advanced Bridges Small Business Enterprise (SBE) Training Program is designed to provide up to ten (10) certified SBEs with Construction Engineering Assistance, Inspection, Material Testing, Survey, and Office Technician experience working collaboratively on the project site 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 program.
- Enhance the business knowledge of SBE owners through senior leadership training focused on project delivery, strategic business planning, business operations, financial management and human resource management.
- 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 just-in-time training/mentoring environment.

Training Schedule

The I-94 Advanced Bridges SBE Training Program will be implemented over several construction phases. 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 be provided in three tiers. Tier 1 training will be provided at workshops in the I-94 Project office, Tier 2 formal training will focus on obtaining certifications and Tier 3 informal on-the-job training will be provided in the field utilizing a mentor/protégé approach.

■ Tier 1 Formal Training (Technical & Business)

Technical training will focus on training SBE key staff to provide CEI support services "the MDOT way." Early training workshops will provide core skills training to include safety training and training related to MDOT required software and hardware. Later training workshops will focus on field inspection, documentation, testing and surveying along with project closeout.

■ Tier 2 Formal Training

Prequalification training will focus on assisting SBE staff obtain the required certifications to provide inspection and testing services in compliance with MDOT's quality assurance program. Required certification courses will be identified in each SBE's personal training program to ensure enrollment at the earliest opportunity. SBE technical staff will be accompanied by MDOT prequalified mentors in the field who will oversee their work efforts.

Project Team

For the Advanced Bridges Phase 1 – Package #1/3 the construction oversight team will consist of MDOT, their Owner’s Representative Consultant along with MDOT’s small business CEI support team. The small business team for these construction packages includes up to ten (10) SBE consultants who will work under the direction of MDOT and their Owner’s Representative consultant. The small business CEI support consultants will gain technical experience applicable to the following MDOT Service Prequalification categories:

- Construction Engineering: Bridges & Ancillary Structures
- Construction Engineering: Roadway
- Construction Engineering: Assistance
- Construction Inspection: Bridges & Ancillary Structures
- Construction Inspection: Roadway
- Construction Inspection: Traffic & Safety
- Construction Testing: Concrete, Density, HMA Assistance
- Surveying: Construction Staking
- Construction Services: Office Technician

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 and enable MDOT and potentially other agencies to 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 Trainee Workbooks
- Training Videos
- Mentor/Protégé Personalized Training Plans
- Evaluation Forms
- Training Presentations
- Training Journals/ White Papers

Program Evaluations

SBE performance will be monitored by MDOT and their Owner’s Representative Consultant, with interim evaluations provided on 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. Additionally, SBEs will provide constructive 360-degree feedback on MDOT’s training program.

Tier 2 Formal Training

It is anticipated that the following training and certifications will be required prior to SBE support staff being able to provide certain construction services in compliance with MDOT’s approved quality assurance program without the need for mentor oversight. The tier 2 training is offered externally for the certifications listed below with only the means of acquiring these certs discussed in the training program.

- Soils erosion and sediment control certification
- Storm water operator certification
- Concrete field testing Level 1 certification
- Certified aggregate technician
- Density technology certification
- Radiation safety training certification
- Field Manager training
- Prevailing wage training
- Computerized office technician certification
- Bituminous pavement/bituminous paving operations certification
- Bituminous lab technician certification
- Confined space entry
- OSHA HAZWOPER course
- Bridge coatings inspection or NACE Coating Inspector Program 1
- Bridge deck construction and bridge rehab inspection

Tier 3 Informal Training (On-the-job)

Informal training will focus on MDOT prequalified mentors being paired up SBE protégés providing construction services in the field. This “buddy system” approach will provide SBE CEI support staff with a personal mentor/coach who will provide on-the-job training and oversight necessary for the work to be performed in compliance with MDOT’s approved quality assurance program. As construction progresses and SBE key staff obtain the necessary experience and required certifications the role of the mentor will be reduced over time.