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**Deborah Luter**  
 Director  
 Small Business  
 Development Program

**Cammie Davenport Woodle**  
 Executive Director

**Gerald F. Nicely**  
 TDOT Commissioner

**DBE Supportive Services**

**Tyler Construction Engineers, P.C.**

1-888-385-9022  
 dbe\_supportive\_services  
 @tyler-engineers.com

## New DBE Supportive Services Program Consultant

The TDOT Civil Rights Office announces Tyler Construction Engineers, P.C. (**TCE**) as the new administrator and coordinator for the DBE Supportive Services Program. TCE is a construction engineering and management consulting firm with over a decade of extensive construction industry and consulting experience. They have experience working with individuals like you who are contractors and engineers, along with other enterprises related to the construction industry and TDOT.

As the DBE Supportive Services Program administrator, TCE will host workshops and classroom training for certified DBE and small businesses. Additionally, TDOT-certified DBEs will be eligible to receive personalized one-on-one technical and management training from a team of experienced construction industry professionals. The assistance is designed to share with you and your personnel successful business techniques, and knowledge about the transportation and highway construction industry. Their goal is to keep you informed and make you more competitive with bidding TDOT contracts.

To optimize the delivery of the DBE Supportive Services Program, a team of highly qualified professional consultants has been assembled to assist TCE. Each individual has the expertise and experience to bring effective and successful outcomes to you in areas of management and technical assistance.

"We are excited to officially welcome TCE as the new SS Provider for our DBEs," said Cammie Davenport Woodle, TDOT's Civil Rights Office Executive Director. "We are confident the knowledge, training and support they will provide will prove to be a valuable and advantageous resource for all DBEs as this vital service continues. Please make sure you take advantage of the services available through the SS Program."

Deborah Luter, Small Business Development Program Director, states that she is "looking forward to seeing TCE utilize their long history of working and helping small businesses within the framework of the DBE program. We at TDOT are expecting great things from TCE, and the DBEs are sure to benefit from their experienced and dedicated staff."

### Mission of the Small Business Development Program

The Mission of the Civil Rights Office Small Business Development Program is to assist and encourage business opportunities for Small and Disadvantaged Business Enterprises (DBEs) participating in federally funded projects in the highway construction and transportation industries.

## USDOT Announces Proposed DBE Rule Change

In the United States, small businesses employ just over half of private sector employment and 44% of the payroll in the United States. Small businesses generated 64% of our new jobs over the past 15 years. The focus of the American Reinvestment and Recovery Act (ARRA) is maintaining and creating jobs, so the transportation industry should be focused on utilization of small and disadvantaged businesses toward helping them succeed, not only on ARRA projects but on all Federal-aid projects. As Federal Highway Administration's new Tennessee Division Administrator (DA) and Assistant Division Administrator (ADA), we support this mission and are committed to ensuring the Disadvantaged Business Enterprise (DBE) program is a success. In cooperation with the Tennessee Department of Transportation (TDOT), we will provide more visibility of the DBE program and work to open the channels of communication among prime contractors, DBEs and other stakeholders and emphasize the importance of the DBE program to Tennessee.

The U.S. Department of Transportation has issued a proposed rulemaking in the Federal Register to improve the DBE Program [http://www.wipp.org/resource/resmgr/procurement\\_committee/dot\\_frdoc\\_0001-0366.pdf](http://www.wipp.org/resource/resmgr/procurement_committee/dot_frdoc_0001-0366.pdf).

Some of the changes include:

- The proposed rule requires greater accountability from state and local transportation agencies. Those that fail to meet established goals to include DBEs in their spending plans must analyze the reasons for the short-fall and offer corrective actions.
- The proposed rule adds safeguards to make sure that prime contractors fulfill commitments to use DBE subcontractors. State and local agencies would have to conduct post-award monitoring of each contract for this purpose, and prime contractors could not dismiss DBE subcontractors without good cause.
- Among the other provisions, the proposal reduces burdens on small businesses seeking DBE certification in more than one state. Any state would have to accept another's existing certification, unless it found good reason not to. Currently DBEs must seek certification in each state in which they wish to do business.

Finally, it is the intent of the Tennessee Division Office to be active in DBE program activities including the DBE Summit in September. Please plan to attend this event so that we can meet some of you.

## Nations First Female FHWA Division Administrator and Assistant Division Administrator are on board in Tennessee



**Pamela M. Kordenbrock,  
Division Administrator**

Pamela M. Kordenbrock has been selected for the position of Tennessee Division Administrator. Since April 2005, she served as the Assistant Division Administrator in New Mexico. Prior to this assignment, Pamela served for more than 4 years as a Senior Transportation Specialist in the Office of Operations. She holds a Bachelor's and Master's Degree in Civil Engineering from the University of Virginia.



**Sabrina David,  
Assistant Division Administrator**

Sabrina David has been selected for the position of Assistant Division Administrator, in the Tennessee Division. Since September 2007, she had been serving as the Director of Program Development in the Georgia Division. She also served as the Florida Division Planning Programs Team Leader for over five years. She holds a Bachelor's Degree in History and a Master's Degree in Urban Planning from Florida State University in Tallahassee, Florida.

## DBE Supportive Services

### Comprehensive Services

#### 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 Plans Reading  
Project Controls

### Technical and Business Assistance

The Supportive Services Program Team provides consultation assistance to DBEs which address the following common concerns: accounting, estimating and bidding, bonding and loan readiness; TDOT certification; leadership development, project management, completion of certified payrolls, contracting procedures, and marketing.

In order to facilitate your participation in the Program, we encourage DBEs to complete a confidential DBE Needs Assessment Form. Completion of the Assessment Form will provide the Supportive Services consultants with vital information about your firm's services, experience, resources and training needs.

Completion of the DBE Needs Assessment will assure that your firm will be among those that are included on DBE Supportive Services mailing lists, and that your firm will be among the companies receiving targeted information about upcoming contract opportunities, networking, informational meetings, and strategically designed workshops and seminars that will enhance your participation on TDOT projects.

A Supportive Services Consultant will be contacting each in-state DBE firm to complete the Needs Assessment survey. TDOT-certified DBEs may request assistance in any area of business expertise by calling the **DBE toll free Hotline 1-888-385-9022**. DBEs will receive an initial response within 3 business days, and an appointment for further one-on-one technical assistance with a consultant will be made at that time, or shortly thereafter.

### Seminars and Events

The DBE Supportive Services Program Team has developed a comprehensive training program, seminars, and event meetings designed to assist small businesses in competing successfully for contracts with TDOT and other entities.



Seminars and DBE Informational Meetings will be made available throughout the state of Tennessee. The primary focus of the DBE Informational Meetings is to disseminate contract and/ or industry-specific information about major TDOT Projects; to meet others who are working (or interested in working) on TDOT Projects; and to market your firm's capabilities, especially to prospective Prime contractors and their subcontractors.

If you would like the DBE Supportive Services Team to attend, and/or to make a presentation at your business or community meeting, please contact Ericka L. Hayes, CPA or Michael Johnson **toll free 1-888-385-9022** or email: [dbe\\_supportive\\_services@tyler-engineers.com](mailto:dbe_supportive_services@tyler-engineers.com)

**Mark your calendars**  
**TDOT DBE Annual Meeting - September 28 & 29, Nashville, TN**  
**Additional information will be sent by email.**

## Welcome - New DBEs

### Region I

**BDT Development and Management, LLC**

Leroy Thompson  
Knoxville, TN  
Construction Management, Project Management

**Intuitive Technologies, Inc.**

Susan Dakak  
Knoxville, TN  
Underwater Inspections

**Maxwell Coach Company**

Charles W. Maxwell  
Kingsport, TN  
Charter Bus Industry

**RK Consulting**

Renee Kesler  
Knoxville, TN  
Administrative Management and  
General Management Consulting Services

### Region II

**Richmond Trucking**

Ruth Richmond  
Cookeville, TN  
General Freight Trucking, Local

### Region III

**CME Systems, Inc.**

Don Collier  
Nashville, TN  
Electrical and Mechanical  
Contractors

### Region IV

**E & V Trucking**

Verna Bishop  
Memphis, TN  
Trucking and Hauling Contractor

**Johnson Heating and Air**

Donnie Johnson  
Union City, TN  
Heating, Ventilating and Air Conditioning Contractors

**Push 4J Construction, LLC**

LaFayette Johnson  
Dyer, TN  
Concrete Construction and General Contractor

## Recently Renewed Firms

### Region I

**ALH Construction Company**

Annetta L. Hall  
Elizabethton, TN  
Concrete flatwork, structures, and underground,  
General Construction, General Freight Hauling  
(Local)

**Cherokee Porcelain Enamel Corporation**

Vicki C. Helms  
Knoxville, TN  
Manufacturing of porcelain enamel over steel, porcelain signage

**Erby Contractors, Inc.**

Deborah H. Erby  
Newport, TN  
Concrete Flatwork, Concrete Ready Mix Plant, Excavation, Embankment, Trucking and Hauling, General Contracting (residential, commercial and public), Salt Bins, Aluminum Building Structures, Heavy Construction, Bridge Construction, Fencing, Underground Sanitary and Storm Sewers, Paving

**Gill Construction Support Services, LLC**

Andrea Gill  
Knoxville, TN  
Construction Staking, Line Grades and Surveying

*Region I continued*

**McBee/Bailey & Associates Construction**

Emanuel Bailey  
Knoxville, TN  
Commercial and Institutional Building Construction

**MPI Business Solutions, Inc.**

Jacqueline Whiteside  
Knoxville, TN  
Commercial and Institutional Building Construction, Facility Support Services, Administrative Management, General Management, Human Resources and Marketing Consulting Services

### **Scheduled 2010 Letting Dates**

**AUGUST 6**

**SEPTEMBER 17**

**OCTOBER 29**

**NOVEMBER TBA**

**(MOWING & LITTER REMOVAL)**

**DECEMBER 10**

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## Recently Renewed Firms - continued

### Region II

#### **American Custom Manufacturing**

Lee Ofis Burton  
Cleveland, TN  
Manufacturing and supplier of steel pressure vessels and handrails

#### **C.J. Enterprises**

Carolyn G. Jones  
Chattanooga, TN  
Records and Information Management, Administrative Services, Web Services, Record Management Training, General Management Consulting Services, Other Management Consulting Services,

#### **Edward L. Moore General Construction**

Edward L. Moore  
Decatur, TN  
Heavy Construction, Demolition, Excavating, Grading, Green Waste Grinding, Trucking, Hauling, Rip-Rap, Erosion Control, Silt Fencing, Septic Tanks, Sewer and Pipe Installation

#### **Gibco Construction, LLC**

Sharon Gilbert  
Cleveland, TN  
Excavating and Trucking

### Region III

#### **Atlantic Surveying and Mapping**

Robyn Jo Hamill  
Lebanon, TN  
Land Surveying

#### **BridgeSpan, Inc.**

Lindsay Winters & Whitney Hood  
Lawrenceburg, TN  
Supplier of Precast and Concrete Products, Pre-Stressed Concrete, Reinforcement Steel, Rebar, Wire, Stay and Place Metal Decking, Metal, Plastic and PVC Pipes

#### **Columbia Construction Co., Inc.**

Kim Willis  
Columbia, TN  
General Contracting/Construction

#### **D & D Trucking**

Ana Pena  
Columbia, TN  
Trucking and Hauling

#### **Elite Roofing Company**

D'Arcy Porter & Katherine Lee  
Nashville, TN  
Commercial, industrial and residential roofing

### *Region III continued*

#### **Geotek Engineering Company, Inc.**

John Rami Mishu  
Nashville, TN  
Geotechnical Engineering, Construction Materials Testing

#### **Grand Slam Universal, LLC**

Marcus Lillard  
Antioch, TN  
Low Voltage Structured Cabling Installation & Service, Temporary Help Services

#### **Jerry B. Young, Jr. Construction, Inc.**

Jerry B. Young, Jr.  
Lebanon, TN  
Water and Sewer Line; Highway, Street and Bridge; Poured Concrete Foundation and Structure Construction and Site Preparation Contractor; Demolition; Hauling

#### **Modern Day Wrecking**

Douglas Williams  
Nashville, TN  
Demolition and excavation

#### **Thornton and Associates**

Erlly Thornton  
Madison, TN  
Surveying and inspection

#### **Vega Concrete**

Diane Edmundson  
LaVergne, TN  
Concrete construction, building slabs, driveways, sidewalks, stamp concrete, retaining walls, footings/foundations

### Region IV

#### **Airfield, ETC., Inc.**

Stephanie Poole  
Memphis, TN  
Highway, street and bridge construction, traffic control, concrete work, electrical contractor

#### **Arnold Trucking and Leasing**

Francis Arnold  
Camden, TN  
Clearing grubbing, trucking and hauling, guardrail, fence, sodding, seeding, and catch basins

#### **Brighter Days and Nites, LLC**

Dorothy Sinclair  
Memphis, TN  
Lighting Supplier, Roadway Lighting, Construction Lighting & Electrical Materials, Highway Signing Materials, Electrical Contractors

### *Region IV continued*

#### **Charles H. Hill Contractors, Inc.**

Marcel Hill  
Memphis, TN  
Highway Construction, Site Preparation Contractors (Clearing, Excavating), Landscaping and Underdrains

#### **L. I. Smith and Associates**

Lucile Smith  
Paris, TN  
Highway construction, staking, highway bridge engineering, Land surveying and engineering

#### **Payne Steel Erectors**

Geoffrey Payne  
Kenton, TN  
Concrete flatwork, painting, trucking/hauling and steel work

#### **Superior Traffic Control - Memphis, Inc.**

Rebecca Wood  
Cordova, TN  
Traffic Control, pavement marking, permanent signage, sales and service

#### **T.H.Y. Inc.**

Teck M. Tang, P.E.  
Memphis, TN  
Engineering (transportation highways traffic and surveying)

#### **Toles and Associates, Inc.**

James Toles  
Memphis, TN  
Consultant engineers: Civil, Structural, Transportation and Surveying

#### **Tri - State Guardrail & Sign Company, Inc.**

Melynda F. Sammons  
Collierville, TN  
Highway guardrail and fence construction contractor and sign installation

#### **WMC Contracting Co., Inc.**

Dennis Garcia  
Trenton, TN  
Concrete (driveways, sidewalks, curb, gutter, catch basins, inlets, median barrier walls and parapet), Erosion Control, Fencing, General Freight Trucking (Local), Rip Rap, Aggregate, Base Stone, Liquid Asphalt



## Tracking and Measuring Your Performance

By Jay B. Mercer and Marshall Tabb

Sound financial management includes tracking your targets and staying on top of your progress. Excellent businesses make it a priority to set annual financial goals and keep track of their progress by running the follow reports:

- Job costing reports
- Completed contracts for current fiscal year
- Profit and Loss Statement
- Balance Sheet
- Working capital
- Cash flow projections
- Accounts receivable aging
- Accounts payable aging
- Cash balances – all bank accounts
- Payroll report
- Line of credit status
- Discounts available



It's hard to go broke with good financial systems in place. The only way to make a profit is to know your numbers and make them a top priority in your business. When you know and understand your financial health, you become much more efficient at identifying unproductive jobs and clients and removing them from your list.

Cash, capital, and equity are the lifeblood of a successful business.

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### Interesting Quote:

*If you don't drive your business, you will be driven out of business.*

**B. C. Forbes**

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### Civil Rights Office

### Small Business Development Team

**Deborah Luter**, Director

Small Business Development Program

**David Neese**, Small Business Development Coordinator/Bond Guarantee Program Manager

**Stephanie Brooks**, Contract Compliance Officer

**Sherri Mays**, Contract Compliance Officer

**Ross Webb**, Contract Compliance Coordinator

**Cammie Davenport Woodle**, Executive Director

**Gerald F. Nicely**, TDOT Commissioner

### DBE Supportive Services Provider

**TYLER**

Construction Engineers, P.C.

cost consultants | estimators | management consultants

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