



Preliminary Design Project
Dane County Stakeholder No. 8 Notes
Verona Road—Contract 1206-07-06/09
Wisconsin Department of Transportation (WisDOT)
May 2, 2012, 5:30 P.M.

Project: Verona Road Interchange, I.D. 1206-07-06/09

Strand Job No.: 1089.320

Meeting Location: Strand Associates, Inc.[®], 910 West Wingra Drive, Madison, Wisconsin

Meeting Purpose: Dane County Stakeholder Meeting No. 8

Present:

See attached Sign-In Sheet

In attendance by phone/Internet live meeting:

Norman Davis

Jim Zagars

Michele Carter

Rosalind Roberson

Alicia Griffen

Marge Wood

Meeting Handouts (provided via e-mail before the meeting)

- Sign-in sheet from April 4, 2012 meeting
- Meeting notes and presentations from April 4, 2012 meeting
- Meeting Agenda

Discussion:

Action:

1. Welcome and Opening Remarks

The group was welcomed by Rochelle and brief introductions were given.

Notes from the last meeting were provided on-screen for those present and attending by Internet live meeting and were reviewed. Rochelle asked if any changes were needed to the notes. Clay noted that he did not receive the meeting minutes. Joe noted that he sent them to Clay twice and the second time did not receive an undeliverable e-mail. Clay requested the meeting minutes be placed on the project Web site.

Joe will ask WisDOT about placing the notes on the Web site.

Joe provided project summaries for the I-39 and Verona Road projects based upon previously provided handouts to the group.

Joe noted the Verona Road Public information Meeting (PIM) is scheduled for May 17, 2012, 5 to 8 P.M. at the Fitchburg Public Library. From 4 to 5 P.M., there will also be a meeting and information about the five noise walls that are eligible for the project. Everyone is welcome and please spread the word to attend.

The project newsletter was shown on screen and was distributed to 5,500 people in and around the project. Joe anticipates 5 percent of those invited may attend the PIM, which should yield about 200 to 300 participants.



Discussion:

Action:

Clay: Asked if there were any changes to the project schedule?

Joe: The traffic mitigation work will begin in 2013, the Verona Road/Beltline work will take place between 2014-2016, and the Verona Road/CTH PD work will take place between 2017-2019.

Rochelle: Please forward any additional questions about I-39 or Verona Road projects to Joe Bunker.

Rochelle: For the June meeting, WisDOT is trying to secure presentations from Veterans Services, Darlene Pritchard, Karen Morgan, and Operation Fresh Start.

2. Presentation by Michele Carter on Office of Federal Contract Compliance Programs (OFCCP)–See attached handout from the meeting.

Michele gave an overview of the OFCCP office mission, reorganization, enforcement procedures, and rules associated with the agency. Also included in her presentation were ways that OFCCP works with Department of Justice (DOJ) and responsibilities of contract administration, and enforcement of AA/EO. The OFCCP also completes complaint investigations, which usually include wage/discrimination complaints. Michele took questions from the group as she presented as noted below.

Questions and Answers:

Clay: Previously the group was given a matrix that explains WisDOT's roles and responsibilities. Can this OFCCP handout be made into a matrix for the group?

Rochelle will prepare a Matrix of the OFCCP handout.

Michelle: Yes, Rochelle can do that.

Marge Wood: The message seems to be that DOJ cannot do everything, but the numbers do look better than for other trades.

Michele: It is important to look at where WisDOT has the ability to do something. This group will continue engagement to spread the information and get the point across. This is not to imply that WisDOT does not do anything but it is important to have the specifics of roles and responsibilities. It is also important to know that WisDOT has the ability to enforce and look at patterns of discrimination and to work with OFCCP on enforcement. OFCCP has the power to ensure no further contracts are awarded until compliance is met. Darlene will go into further detail during her presentation at the next meeting.

Michele discussed the Request for Proposal (RFP) process. See attached handout from the meeting.

Michele provided an overview of the RFP process and how TrANS providers are selected. Michele reviewed the handout of the process and added that in the selection process, price is not taken into account. The proposals are ranked on qualifications and applicants are scored. The selection committee (which includes an outsider of the agency and does not include Michele) may ask for additional information. If any additional information is asked of any one agency, all agencies are asked for the same additional information. The RFP



Discussion:

Action:

process can help an effort to try to change the face of the road construction workforce, promote apprenticeships, and get meaningful employment opportunities.

Questions and Answers:

Jim Zagars: Asked about the timing for the RFP process and if there is more than one funding cycle? Is there going to be an RFP for Verona Road?

Michele: The RFP is for the region. Right now this region is covered by the YWCA. The YWCA will need to recompetee for the contract in the future.

Keyvn: This may occur in the month of May or September in 2012.

Michele: WisDOT will look at the current provider to see that it is still able to meet the need. Michele thinks the current provider most likely can meet the need. There will not be an RFP for Verona Road, possibly an RFP for I-39.

Marge Wood: When RFPs are awarded, are they one or two years?

Michele: They are actually a three-year contract and they are reviewed/renewed annually to ensure that RFP recipient is meeting goals of the contract.

Tim Alston: Asked if there were any projects coming up with WisDOT that would broaden the possibility of funding except for TrANS.

Michele: Possibly on the I-39 project. This will depend on what is needed for the project and will depend on the numbers associated with opportunities or needs of the project.

Paul Zimmer: On the first page from the handout, where does facilitate meaningful fit into the back side of the form?

Michele: Numbers 4 and 5. Under contract requirements. Emphasizing that this is a very competitive process.

Clay: Regarding jobs and apprenticeships, are there any projections on the Verona Road or I-39 projects?

Michele: No placement goals have been established for the projects to date. WisDOT will be looking at the economic development to determine what is reasonable.

Clay: Related to TrANS graduates as well? (from question above)

Michele: Yes, a desired number of placements will be reviewed. WisDOT will take a look at what is reasonably needed and the factors that go into the need.

Marge: Retention is season to season. Is this built into the planning process?

Michele: Built into the program are skills building and resource development to add to ways for TrANS providers to provide agency support for the TrANS graduates.

Tim Alston: The expectation of goals has to do with Contractor and the prime contractor and how they value the project.

Michele: Yes, it depends on how the prime contractor will market the project. WisDOT is looking for cooperation on projects. WisDOT shares the information for prime contractors to help with opportunities to help others find work after the project is completed.



Discussion:

Action:

Norman Davis: When will labor contracts be let and will there be more than one contractor?

Michele: This question was previously asked and answered that the current provider can handle the contract. Rochelle will send out the date when new provider contracts are let. Michele added that WisDOT believes strongly in what the YWCA has been doing for WisDOT. Rochelle will send out the date when new provider contracts are let.

The presentations by Michele concluded.

Rochelle: Reviewed the timeline and noted that the group will continue with labor presentations in June. *She also noted the group will not meet in July.* The group will then move on to the business presentations in August 2012.

The meeting adjourned at approximately 7 P.M.

If there are any additions or comments on these minutes, please call (608) 251-4843 or e-mail Joe.

Prepared by Joe Bunker and Wyolanda Singleton and respectfully submitted to participants and invitees.

c: All Participants and Invitees



Dane County Stakeholder Committee Focus: Verona Rd & I-39/90 Projects

May 2, 2012
5:30 PM - 7:30 PM

Strand and Associates
910 West Wingra Drive
Madison, Wisconsin 53715

AGENDA

- **WELCOME AND INTRODUCTIONS**
(5mins.)
Rochelle Codlyn -WisDOT
Committee Facilitator
- **PROJECT UPDATES: UPDATES/QUESTIONS**
(5-10mins)
Project Team
- **WORKFORCE DEVELOPMENT PRESENTERS**
(June Presenters)
Rochelle Codlyn
- **PRESENTATIONS:**
OFCCP
TRANS RFP Process
Michele Carter
- **COMMITTEE NEXT STEPS: REVIEW TIMELINE**
(5mins)
Rochelle Codlyn -WisDOT
- **UPCOMING MEETING DATES/ANNOUNCEMENTS**
(5mins)
Rochelle Codlyn-WisDOT



Next Meeting

Date: June 6, 2012

Time: 5:30-7:30p.m



Dane County Stakeholder Committee (I-39/90 & US 18/151 (Verona Road)) Schedule and Timeline

	Step 1: Education and Development	Step 2: Opportunities and Barriers Analysis	Step 3: Results from Opportunities and Barriers Analysis	Step 4: Labor Presentations	Step 5: Business Presentations	Step 6: Labor & Business Development Subcommittees
T A S K S	Overview/Introduction of Committee	Open dialog for discussion on opportunities and barriers	Rank Opportunities	WisDOT Overview of Labor program/efforts	WisDOT Overview of DBE program/efforts	Edit/Finalize draft action plan
	Review WisDOT roles, responsibilities;	Collection of Strengths, Opportunities and Barriers Exercise	Identify resources to help address barriers	Presentations from workforce development entities identified by the committee incl. training agencies, apprentice programs, CBO's	Presentations from contractor organizations and business networking and support organizations identified by the committee	Separate/divide tasks for business or labor subcommittee
	Review generic Committee Descriptions/tasks	Categorize/Group results of the exercise	Identify tasks within WisDOT's jurisdiction	Examples: DWD, Unions, CWDA, TrANS provider, MATC, START, USDOL OFCCP, Tools for Tomorrow, Genesis, Workforce Investment Board	Examples: i.e. NAMC, WTBA, WWBIC, SBDC, AABA, Hispanic Chamber, Centro Hispano, MBE Program, Technical College	Ask attendees which subcommittee interests them most: propose meeting schedule, review membership
	Get to know attendees and learn who else may contribute	Discuss traditional barriers	Prioritize results collected from group		Create agreement for leveraged resources	Review standard meeting agenda topics to customize for Dane County
	Review glossary for WisDOT terminology	Rank strengths and opportunities	Review/Agree upon Draft Action Plan		Option 1: Draft a stakeholder & resource agreement: decide whether its is informal or to seek signatory	Denote emphasis areas that may warrant a task force within the subcommittee such as training, monitoring, networking
		Discuss how the committee will measure success		Option 2: Create an MOU for review and consensus that outlines access and communication methodology	Region staff or Design team reviews potential opportunity afforded by projects by phase	
		Discuss strategies				October
		Review binder contents				September
	December	January	February	March	April May June	July August
October	November					
2011			2012			

Updated 2-1-12

Office of Federal Contract Compliance Programs (OFCCP)

About OFCCP

Mission Statement

The purpose of the Office of Federal Contract Compliance Programs (OFCCP) is to enforce, for the benefit of job seekers and wage earners, the contractual promise of affirmative action and equal employment opportunity required of those who do business with the Federal government.

DOL's Reorganization

On November, 8, 2009, the Employment Standards Administration (ESA) was abolished and the four major program components of ESA—Office of Federal Contract Compliance Programs, Office of Labor Management Standards, Office of Workers' Compensation Programs and the Wage and Hour Division—became stand-alone programs reporting directly to the Secretary of Labor. The Office of the Assistant Secretary and the Office of Management, Administration and Planning (OMAP) were eliminated with administrative functions in OMAP transferred to the four programs or departmental administrative programs.

The purpose of the reorganization was to improve the efficiency of all four programs by eliminating a layer of review and decision-making, which allows DOL leadership to more quickly attend to policy matters in each program without having an added organization component review between the program heads and senior leadership.

OFCCP's ENFORCEMENT PROCEDURES

In carrying out its responsibilities, the OFCCP uses the following enforcement procedures:

- Offers technical assistance to federal contractors and subcontractors to help them understand the regulatory requirements and review process.
- Conducts compliance evaluations and complaint investigations of federal contractors and subcontractors personnel policies and procedures.
- Obtains Conciliation Agreements from contractors and subcontractors who are in violation of regulatory requirements.
- Monitors contractors and subcontractors progress in fulfilling the terms of their agreements through periodic compliance reports.
- Forms linkage agreements between contractors and Labor Department job training programs to help employers identify and recruit qualified workers.
- Recommends enforcement actions to the Solicitor of Labor.
- The ultimate sanction for violations is debarment - the loss of a company's federal contracts. Other forms of relief to victims of discrimination may also be available, including back pay for lost wages.

The OFCCP has close working relationships with other Departmental agencies, such as: the Department of Justice, the Equal Employment Opportunity Commission and the DOL, the Office of the Solicitor, which advises on ethical, legal and enforcement issues; the Women's Bureau, which emphasizes the needs of working women; the Bureau of Apprenticeship and Training, which establishes policies to promote equal opportunities in the recruitment and selection of apprentices; and, the Employment and Training Administration, which administers Labor Department job training programs for current workforce needs.

OFCCP has a national network of six Regional Offices, each with [District and Area Offices](#) in Major Metropolitan Centers. OFCCP focuses its resources on finding and resolving systemic discrimination. The agency has adopted this strategy to: (1) prioritize enforcement resources by focusing on the worst offenders; (2) encourage employers to engage in self audits of their employment practices; and (3) achieve maximum leverage of resources to protect the greatest number of workers from discrimination.

REQUEST FOR PROPOSAL PROCESS

What is an RFP?

The Request for Proposal (RFP) is the procurement method of awarding a contract when the award cannot be made strictly on specifications and price. A desired outcome may be known, but multiple vendors can propose various ways to reach the outcome. The submitted proposals are evaluated to determine the best solution. The contract is awarded to the proposer(s) whose proposal ranks highest, based on pre-established evaluation criteria, including a price factor.

How is a vendor/provider selected?

Winning vendor will have the highest score among the responsible responsive vendors

1. Vendors submit responses to the RFP Committee members who score each proposal
2. The RFP Selection Committee
 -  Up to 3 people
 -  Must include representative from WisDOT's construction or consultant industry
 -  At least one representative from Civil Rights
3. May request further documentation or interviews to clarify
4. Purchasing unit checks references

TrANS RFP Service Solicited

Coordinate overall labor development program designed as a single point of contact for contractor's needs for Laborers in a stated WisDOT region.

Construction labor force delivery measures:

-  Promote related careers including apprenticeship
-  Facilitate meaningful employment and retention of laborers
-  Deliver a diverse pool of non-traditional candidates for contractors to consider.

RFP Components

-  TrANS Model knowledge and application
-  Marketing Plan for Contractors and Community
-  Coordinated Service Delivery including community based partners
-  Deliverables for orientation, training, placements
-  Workforce Development Experience
-  Construction Industry Partnerships
-  Monthly Reporting Tools: *database and paper*

RFP TABLE OF CONTENTS

1.0 GENERAL INFORMATION

- 1.1 Introduction
- 1.2 Definitions
- 1.3 Scope
- 1.4 Clarification and/or revisions of this RFP
- 1.5 Reasonable accommodations
- 1.6 Calendar of events
- 1.7 Contract term and funding
- 1.8 Certification for collection of sales and use tax
- 1.9 VendorNet registration

2.0 PREPARING AND SUBMITTING A PROPOSAL

- 2.1 General instructions
- 2.2 Incurring costs
- 2.3 Submitting the proposal
- 2.4 Proposal organization and format
- 2.5 Multiple proposals
- 2.6 Withdrawal of proposals

3.0 PROPOSAL SELECTIONS AND AWARD PROCESS

- 3.1 Evaluation committee
- 3.2 Preliminary evaluation
- 3.3 Right to reject proposals
- 3.4 Proposal scoring
- 3.5 Evaluation criteria
- 3.6 Interviews/presentations
- 3.7 Final evaluation
- 3.8 Award and final offers
- 3.9 Notification of intent to award
- 3.10 Appeals process
- 3.11 Negotiate contract terms

4.0 PROPOSER INFORMATION

- 4.1 Organization capabilities
- 4.2 Staff qualifications
- 4.3 Proposer references

5.0 PROPOSER SOLUTIONS FOR CONTRACT REQUIREMENTS

- 5.1 Contract requirements
- 5.2 Proposer solutions

6.0 COST PROPOSAL

- 6.1 General instructions for the cost proposal and how it will be scored
- 6.2 Format for submitting cost proposal
- 6.3 Fixed price period
- 6.4 Inflationary adjustment

7.0 REQUIRED FORMS

- 7.1 Found in front section that precedes the Request for Proposal document:
- 7.2 Found in the back section of the Request for Proposal document:
 - Attachment A - Proposer Information Sheet
 - Attachment B - References Sheet
 - Attachment C - WisDOT MBE Program Awareness, Compliance & Action Plan
 - Attachment D - Cost Proposal Form

What is TrANS?

Transportation Alliance for New Solutions (TrANS) is a collaborative effort between unions, community based organizations, state, local and federal governments, and is funded primarily by the Wisconsin Department of Transportation. TrANS partners share the mission of empowering and leading people into profitable careers that will help diversify Wisconsin's construction workforce.

TrANS is a 120-hour industry awareness curriculum introducing participants to the road construction industry. TrANS curriculum is part of the Construct-U program. Construct-U graduates receive a TrANS Certificate and qualify for the Wisconsin ASP-1 contract incentives which provide financial incentives for contractors hiring graduates of this program.

Graduates are directly referred to interviews with local construction employers for jobs with family-sustaining wages, benefits and advancement potential.



YWCA
Empowerment Center
3101 Latham Dr
Madison, WI 53713

(608) 257-1436
Option 3

(608) 255-3378 (fax)

For more information,
please visit
www.ywcamadison.org

eliminating racism
empowering women
ywca
madison

Construct-U
A TrANS Program Service Provider
eliminating racism
empowering women **ywca**





Program Requirements

To participate in the Construct-U Program, you must meet the following criteria:

- Be at least 18 years of age;
- Hold a valid driver's license with good driving record;
- Have reliable transportation to various work sites in Southern Wisconsin;
- Have the ability to work a minimum 40 hour work week;
- Be physically able to do strenuous labor in extreme weather conditions;
- Have math and reading comprehension at a minimum of sixth grade level;
- Have the ability to work independently and safely; and
- Have the ability to pass a drug and alcohol test.

Ability, Attendance, Attitude

Interested individuals must be prepared and able to make a full commitment to the program. Construct-U has a strict attendance policy and students must come to class well rested, attentive, and prepared to work hard. Construction work is strenuous and dangerous work. Construct-U emphasizes hard work, respect for authority, and a "can-do" attitude.

Curriculum

Construct-U graduates receive four certificates including a Department of Transportation issued TrANS certificate and a national flagger's certificate.

The Construct-U curriculum combines classroom work with hands-on projects in the subjects of:

- Construction terminology,
- Tool identification and usage,
- Physical conditioning,
- Job site safety (OSHA),
- Construction math and measurements,
- Blue print reading,
- Surveying,
- Map reading,
- Flagging,
- Cement finishing,
- Job success skills, and
- Commercial Driver's License instruction.

Class Schedule

Construct-U is offered in the fall, winter and spring. Each session is 8-weeks long and classes meet 24 hours per week. Fall and Spring classes are offered in the evening and on Saturdays. Winter classes are offered during the day and on Saturdays.

This program is offered to students free of charge and all class supplies are provided.

How to get started

1. Come to the YWCA Empowerment Center to fill out an application or visit our website at www.ywcamadison.org to learn about future class dates!
2. Register for an orientation and schedule an interview with the Construct-U Coordinator.

Driver's License Recovery

The YWCA Driver's License Recovery Program helps people recover their suspended driver's license*. The program serves individuals who have a suspended license because of unpaid local traffic tickets and/or a Dane County Child Support lien AND need a license for employment, family transportation, and to maintain self-sufficiency. The program works with local courts to allow participants to pay off their fines through community service or set up a payment plan.

**Person's with suspensions due only to DUIs or OWIs are not eligible.*

