



# North Texas Tollway Authority

## FY2020 Relationships and Opportunities Advancing Diversity (ROAD) Program **Class Guide**

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## *I. INTRODUCTION: What is the purpose of the Class Guide?*

The purpose of the FY2020 Relationships and Opportunities Advancing Diversity (ROAD) Program Class Guide is to outline the NTTA ROAD Program's next steps, operating guidelines, program team expectations, the role of the Business Diversity Department and upcoming key dates and meeting schedules.

## *II. BUSINESS DIVERSITY DEPARTMENT (BDD): What is the role of the BDD?*

The mission of the Business Diversity Department (BDD) is to encourage and foster the inclusion and growth of Disadvantaged, Minority-, and Women-Owned Business Enterprises' (D/M/WBEs) participation in the procurement of and contracting for goods and services with the NTTA. The BDD is responsible for the implementation and coordination of all related program activities, including outreach, monitoring, tracking and reporting, for the disadvantaged, minority-, and women-owned business enterprise (D/M/WBE) programs. In addition, the BDD shall coordinate all compliance activities with internal and external stakeholders to ensure that the purpose and intent of the Board's Diversity Policy are fully implemented.

### **Mission Statement**

The mission of the BDD is to strengthen the Authority by the inclusion of disadvantaged, minority and women-owned business enterprises in the procurement of goods and services.

## *III. FY2020 NTTA ROAD PROGRAM TEAMS: Selected Prime and Consultant teams*

The following teams were selected to participate in the ROAD program and were formally notified and announced at the January 22, 2020 NTTA Board of Directors meeting:

**2020-2022 ROAD PROGRAM PARTICIPANTS**

| <b>PRIMES (MENTORS)</b>                 | <b>CONSULTANTS (PROTEGES)</b>                |
|---|--|
| Alliance Geotechnical Group, Inc.       | Saeed & Associates Consultants, Inc.         |
| Brown and Gay Engineers, Inc.           | Parades –Garcia & Associates                 |
| Burns & McDonnell Engineering Co., Inc. | Lamb-Star Engineering                        |
| CDM Smith                               | Skystream Aerial                             |
| Dannenbaum Engineering Corporation      | Priority Engineering, Inc.                   |
| Dikita Enterprises                      | DRGeoES, LLC (Dave Rambaran Geosciences, LLC |
| EJES, Inc                               | Acts 29 Consulting, LLC                      |
| Foster CM Group                         | TSIT Engineering & Consulting, LLC           |
| Hayden Consultants, Inc (A GEI Company) | Reyes Group, Ltd.                            |
| HDR Engineering, Inc.                   | TAM Consulting Services, LLC                 |
| HNTB Corporation                        | Keville Enterprises, Inc.                    |
| H.W. Lochner, Inc.                      | ReStl Engineers TX, LLC                      |
| Locke Lord, LLP                         | The Obi Law Firm, PLLC                       |
| Michael Baker International             | HVJ Associates, Inc.                         |
| Numbers Only, Inc                       | Kilan Solutions                              |
| SAM-Construction Services, LLC          | Othon  |
| Thomas Gallaway Corp dba Technogent     | B12 Consulting                               |

## *IV. 2020 NTTA ROAD PROGRAM NEXT STEPS: Roles and Responsibilities*

### **Selected Prime and Consultant Team Responsibilities:**

Following the formal notifications and team introductions, all teams are required to submit completed program documentations. The ROAD Program teams will officially commence upon the receipt by BDD of the signed and completed agreement and development plan documents.

Teams will be required to develop and provide a copy of the ROAD Program Agreement and Development Plan along with the Goal Tracker (in provided format) signed by both the Prime and Consultant firms with a due date of Thursday, March 26, 2020 (start date). The signed agreement form will clearly outline:

- i. That both teams have agreed to abide with the spirit and guidelines of the ROAD Program.
- ii. Specific team goals and objectives.
- iii. Tangible steps and actions to achieve each goal.

### ***Business Diversity Department Responsibilities:***

- BDD will be available to review and provide feedback on the development plan draft documents if requested to do so
- BDD will also make the Agreement and Development plans available to the Business Diversity Advisory Council (BDAC) for input and feedback
- BDD will serve as a facilitator to help address and resolve any issues and concerns
- BDD will be require teams to submit quarterly progress reports based on their goals as listed on their development plan.
- BDD will be responsible for the dissemination of related ROAD Program information to the teams and will schedule 'team mixers' to share experiences and lessons learned.
- BDD will provide the format for the Agreement and Development Plan, Goal Tracker and Quarterly Reporting Document to complete and submit.

Teams may be requested to make a presentation of their progress to the BDAC.

## *V. NTTA ROAD Program Quarterly Progress Reporting:*

In June 2020, BDD will require teams to begin submitting quarterly progress reports, indicating the status of their progress toward each of the goals stated in their plans. BDD will provide the report formats and make them available to the program teams. Teams will be required to submit reports within a timely fashion only in the format provided. The reports shall be signed by both the primes and consultants and will outline:

- i. Steps taken by the ROAD Program team during the previous period to further the development plan and foster the objective of the program.
- ii. List specific projects that the ROAD Program teams are working on.
- iii. The status of goals stated in the development plan, key achievements and accomplishments.
- iv. Steps taken by the primes to assist the consultants in achieving the goals and targets outlined in the development plan.

### *ROAD Program progress report due dates:*

|                                    |                                     |
|------------------------------------|-------------------------------------|
| <b>Thursday, June 4, 2020</b>      | First ROAD Program progress report  |
| <b>Thursday, October 8, 2020</b>   | Second ROAD Program progress report |
| <b>Thursday, February 4, 2021</b>  | Third ROAD Program progress report  |
| <b>Thursday, June 3, 2021</b>      | Fourth ROAD Program progress report |
| <b>Thursday, October 7, 2021</b>   | Fifth ROAD Program progress report  |
| <b>Thursday, December 16, 2021</b> | Sixth ROAD Program report           |
| <b>Thursday, March 24, 2022</b>    | Final ROAD report                   |

## *VI. NTTA ROAD Program 'Team Mixers':*

The BDD will schedule a series of ROAD Program 'team mixers' to allow participating teams to get together to discuss and exchange ideas as well as highlight accomplishments and successes achieved in the previous quarter. The 2020-2022 ROAD Program optional 'team mixer' tentative dates will be shared during the class orientation and is subject to change.

## *VII. EVALUATING THE SUCCESS OF THE ROAD PROGRAM: How well is the Program working?*

As mentioned, BDD will require teams to submit quarterly progress reports (using forms provided) on accomplishments and key achievements for the year. BDD will do an annual evaluation of the success of the ROAD Program using some but not limited to the following criteria:

- i. Improved capacity of the consultant in various areas
- ii. Steps taken by the primes to assist the consultants in achieving the goals and targets outlined in the development plan
- iii. Increased opportunities to participate on a team outside of the NTTA
- iv. Demonstrated mutually beneficially relationships between the Primes and Consultants

## *VIII. NTTA BUSINESS DIVERSITY DEPARTMENT CONTACT:*

**For additional information, please contact:**

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