



North Texas Tollway Authority

FY2022 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 FY2022 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. FY2022 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 February 2022 NTTA Board of Directors meeting:

2022-2024 ROAD PROGRAM PARTICIPANTS

PRIME CONTRACTORS	CONSULTANTS
Archer Western Construction	Eagle Barricade, LLC
Atkins North America	EPB Associates, Inc.
BGE, Inc.	Lambeth Engineering Associates, PLLC
EJES, Incorporated	Global Civil Solutions, LLC
GEI Consultants, Inc.	iCivil Engineering
HDR Engineering, Inc.	Transcend Engineers & Planners, LLC
HNTB Corporation	Integrated Construction Management Solutions (ICMS)
Jacobs Engineering Group, Inc.	Simon Engineering & Consulting, Inc.
LJA Engineering, Inc.	Bird Advocacy & Consulting
Locke Lord LLP	Simmons Legal PLLC
Michael Baker International, Inc.	Nathan D. Maier Consulting Engineers, Inc.
RS&H, Inc.	M-TO-PROS Development, Inc.
SAM-Construction Services, LLC	Beyond Engineering and Testing, LLC
Thomas Gallaway Corporation dba Technologent	Sology, Inc. dba Sology Solutions
VRX, Inc.	DGR Consultants, LLC

IV. 2022 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, April 21, 2022 (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 July 2022, 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 in 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:

Thursday, July 21, 2022	First ROAD Program progress report
Thursday, October 20, 2022	Second ROAD Program progress report
Thursday, January 19, 2023	Third ROAD Program progress report
Thursday, April 20, 2023	Fourth ROAD Program progress report
Thursday, July 20, 2023	Fifth ROAD Program progress report
Thursday, October 19, 2023	Sixth ROAD Program report
Thursday, January 18, 2024	Seventh ROAD report
Thursday, April 18, 2024	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 2022-2024 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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