

## **DBE Community Outreach Overview**

New Jersey Transit (NJ Transit) and the Port Authority of New York and New Jersey (PANYNJ), are coordinating community outreach and stakeholder participation for the proposed 8.7 billion Access to the Region's Core (ARC)/Trans Hudson Express Tunnel Project (THE Tunnel Project). Community Outreach efforts are conducted to maintain strict adherence to EO11246 and adherence to 46CFR, Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Programs. Community Outreach will take place with DBE, workforce labor, workforce training partners, and the community at-large. Maintaining effective contact with stakeholders over THE Tunnel Project lifespan will assist in preserving the public's trust and confidence while leveraging increased levels of project support.

### **DBE Community Outreach Efforts Include:**

- Notifying S/M/WBE and DBE firm of certification, technical assistance and supportive services to participate on THE Tunnel Project;
- Identifying specific DBEs that are certified to provide requested services or products;
- Delivery of project specific information by e-mail, fax or mail to inform certified DBEs of contract opportunities;
- Attendance at non-Tunnel Project networking, matchmaking, training seminars and other forums to promote THE Tunnel Project and inform DBEs of potential contracting opportunities;
- Providing DBE Outreach Contractors' Conferences as Tunnel Project information forums;
- Presentations at community meetings;
- Maintaining THE Tunnel Project Web site;
- Deploying the Tunnel Project Comprehensive Media Strategy which includes utilizing television, radio and internet advertisements;
- Contacting associations and organizations representing contractors in proposed work categories to leverage outreach efforts;
- Advertisement of methods to attain bid solicitations and offers of technical assistance currently available.

## **Schedule of Current Events**

**Thursday, August 26, 2010, DBE Capacity Building Seminar, NJ TRANSIT, Hosted by the Port Authority of NY & NJ Center for Learning and Achievement, One Madison Avenue, 5th Floor, New York, New York 10010 8:30AM - 1:00PM.** Topics: To Be Determined

**Thursday, July 29, 2010, DBE Capacity Building Seminar, NJ TRANSIT, Hosted by the NJ Transit Office of Business Diversity, NJ Transit Headquarters 9<sup>th</sup> Fl. Board Room, One Penn Plaza East, Newark, NJ 07105**  
Topics: To Be Determined

**Thursday, June 24, 2010, DBE Capacity Building Seminar, NJ TRANSIT, Hosted by the Port Authority of NY & NJ Center for Learning and Achievement, One Madison Avenue, 5th Floor, New York, New York 10010 8:30AM - 1:00PM.** Topics include:

- Overview of the Mass Transit Tunnel (MTT): THE Tunnel Project: DBE Opportunities
- Overview of the Hudson River Tunnels
- Top Ten Mistakes to Avoid When Submitting a Bid
- Audits & Bids: Financial Recordkeeping Procedures to Prepare Your Firm for an Audit following a Successful Bid, Award and Contract
- Joint Venturing: Pros, Cons and Strategies for Joint Venturing

**(Please continue to visit this website for the latest updated information)**

## Past Schedule of Events

**Monday, June 21, 2010, DBE Certification Application Technical Assistance Workshop, Hosted by the NJ Transit Office of Business Diversity & African American Chambers of Commerce of NJ; NJ Transit Headquarters 9<sup>th</sup> Fl. Board Room, One Penn Plaza East, Newark, NJ 07105**

Topics included:

- The NJUCP Program
- Requirements for completing the DBE Certification Application

**Monday, June 7, 2010, DBE Certification Application Technical Assistance Workshop, Hosted by the NJ Transit Office of Business Diversity & African American Chambers of Commerce of NJ; Mercer County Community College, James Kerney Campus North Broad Street & Academy Street Trenton, NJ 08608**

Topics included:

- The NJUCP Program
- Requirements for completing the DBE Certification Application

**Thursday, May 27, 2010, DBE Capacity Building Seminar, NJ TRANSIT, Hosted by the NJ Transit Office of Business Diversity, NJ Transit Headquarters 9<sup>th</sup> Fl. Board Room, One Penn Plaza East, Newark, NJ 07105**

Topics included:

- Overview of the Mass Transit Tunnel (MTT): THE Tunnel Project: DBE Opportunities
- Overview of the Hudson River Tunnels
- Top Ten Mistakes to Avoid When Submitting a Bid
- Audits & Bids: Financial Recordkeeping Procedures to Prepare Your Firm for an Audit following a Successful Bid, Award and Contract
- Joint Venturing: Pros, Cons and Strategies for Joint Venturing

**Friday, May 21, 2010, DBE Certification Application Technical Assistance Workshop, Hosted by the NJ Transit Office of Business Diversity & Small Business Development Center of NJ; Brookdale Community College, ATEC (Building) Rm. 218, 765 Newman Springs Rd, Lincroft NJ 07738**

Topics included:

- The NJUCP Program
- Requirements for completing the DBE Certification Application

**Friday, April 23, 2010, DBE Capacity Building Seminar, Hosted by the Port Authority of NY & NJ Center for Learning and Achievement, One Madison Avenue, 5th Floor, New York, New York 10010  
8:30AM - 1:00PM.**

Topics Included:

- Overview of the Mass Transit Tunnel (MTT): THE Tunnel Project
- Overview of the Hudson River Tunnels
- Business Resources for Working Capital Solutions
- Business Resources for Building Financial Capacity

**Tuesday, April 20, 2010, DBE Certification Application Technical Assistance Workshop, Hosted by the NJ Transit Office of Business Diversity & Small Business Development Center of NJ; Rutgers Camden Waterfront Technology Center, 200 Federal Street, Room #120, Camden, NJ 08103**

Topics included:

- The NJUCP Program
- Requirements for completing the DBE Certification Application

**Monday, March 29, 2010, DBE Certification Application Technical Assistance Workshop, Hosted by the NJ Transit Office of Business Diversity, NJ Transit Headquarters 9<sup>th</sup> Fl. Board Room, One Penn Plaza East, Newark, NJ 07105**

Topics included:

- Overview of the Mass Transit Tunnel (MTT): THE Tunnel Project: DBE Opportunities:
- The NJUCP Program
- Requirements for completing the DBE Certification Application

**Thursday, March 18, 2010, DBE Capacity Building Seminar, NJ TRANSIT General Office Building, 180 Boyden Avenue, Maplewood, NJ 07040, 5:30 PM – 8:30 PM.**

Topics Included:

- Overview of the Mass Transit Tunnel (MTT): THE Tunnel Project
- Overview of the Hudson River Tunnels
- Business Resources for Working Capital Solutions
- Business Resources for Building Financial Capacity

**Thursday, February 25, 2010, DBE Capacity Building Seminar, Hosted by the Port Authority of NY & NJ Center for Learning and Achievement, One Madison Avenue, 5th Floor, New York, New York 10010 8:30AM - 1:00PM.**

Topics Include:

- Overview of the Mass Transit Tunnel (MTT): THE Tunnel Project
- Overview of the Hudson River Tunnels
- Overview of the Construction Estimating Process

**Monday, February 22, 2010, DBE Certification Application Technical Assistance Workshop, Hosted by the NJ Transit Office of Business Diversity, NJ Transit Headquarters 9<sup>th</sup> Fl. Board Room, One Penn Plaza East, Newark, NJ 07105**

Topics included:

- Overview of the Mass Transit Tunnel (MTT): THE Tunnel Project: DBE Opportunities:
- NJ TRANSIT Disadvantage Business Enterprise Certification NJUCP Technical Workshop

**Thursday, January 28, 2010, DBE Capacity Building Seminar, NJ TRANSIT General Office Building, 180 Boyden Avenue, Maplewood, NJ 07040, 5:30 PM – 8:30 PM.**

Topics Included:

- Overview of the Mass Transit Tunnel (MTT): THE Tunnel Project
- Overview of the Hudson River Tunnels
- Overview of the Construction Estimating Process

**Friday, December 18, 2009, DBE Certification Application Technical Assistance Workshop, Hosted by the NJ Transit Office of Business Diversity, NJ Transit Headquarters 9<sup>th</sup> Fl. Board Room, One Penn Plaza East, Newark, NJ 07105**

Topics included:

- Overview of the Mass Transit Tunnel (MTT): THE Tunnel Project: DBE Opportunities:
- NJ TRANSIT Disadvantage Business Enterprise Certification NJUCP Technical Workshop

**Wednesday, December 9, 2009, DBE Capacity Building Seminar, Hosted by the Port Authority of NY & NJ Center for Learning and Achievement, One Madison Avenue, 5th Floor, New York, New York 10010 8:30AM - 1:00PM.**

Topics Include:

- Overview of the Mass Transit Tunnel (MTT): THE Tunnel Project
- Overview of the Palisades Tunnel Project
- "Owner Control Insurance Program (OCIP)"
- "Public Bonding Programs"

**Thursday, November 12, 2009, DBE Capacity Building Seminar, NJ TRANSIT General Office Building, 180 Boyden Avenue, Maplewood, NJ 07040, 5:30 PM – 8:30 PM.**

Topics Included:

- Overview of the Mass Transit Tunnel (MTT): THE Tunnel Project
- Overview of the Palisades Tunnel Project
- "Owner Control Insurance Program (OCIP)"
- "Public Bonding Programs"

**Thursday, October 22, 2009, DBE Capacity Building Seminar, Hosted by the Port Authority of NY & NJ Center for Learning and Achievement, One Madison Avenue, 5th Floor, New York, New York 10010 8:30AM - 1:00PM.**

Topics Included:

- Overview of Access to the Region's Core: Trans Hudson Tunnel Project
- Overview of the Palisades Tunnel Project
- "Business Resources for Working Capital Solutions"
- "Business Resources for Building Financial Capacity"

**Thursday, September 24, 2009, DBE Capacity Building Seminar, NJ TRANSIT General Office Building, 180 Boyden Avenue, Maplewood, NJ 07040, 5:30 PM – 8:30 PM.**

Topics Included:

- Overview of Access to the Region's Core: Trans Hudson Tunnel Project
- Overview of the Palisades Tunnel Project
- "Business Resources for Working Capital Solutions"
- "Business Resources for Building Financial Capacity"

**Thursday, August 27, 2009, DBE Capacity Building Seminar, Hosted by the Port Authority of NY & NJ Center for Learning and Achievement, One Madison Avenue, 5th Floor, New York, New York 10010 8:30 AM - 1:00 PM.**

Topics Included:

- Overview of Access to the Region's Core: Trans Hudson Tunnel Project
- Introduction to Requirements for the Palisades Tunnel Project
- DBE Contracting Requirements
- Business to Business Networking Tools

**Wednesday, July 29, 2009, DBE Certification Application Technical Assistance Workshop, Hosted by The Office of Supplier Diversity, / New Jersey Dept of Treasury and NJ Transit Corporation, Delaware River Port Authority, One Port Center, 2 Riverside Drive, Camden, NJ 08101**

Topics included:

- Overview of Access to the Region's Core: Trans Hudson Express Tunnel Project: DBE Opportunities:
- NJ TRANSIT Disadvantage Business Enterprise Certification NJUCP Technical Workshop

**Friday, June 26, 2009, DBE Capacity Building Seminar, Hosted by the Port Authority of NY & NJ Center for Learning and Achievement, One Madison Avenue, 5th Floor, New York, New York 10010 8:30AM - 1:00PM.**

Topics included:

- Overview of Access to the Region's Core: Trans Hudson Tunnel Project
- Update on the Manhattan Tunnel Project
- USDOT's DBE Program: History and Overview
- "Helpful Strategies for Creating Award Winning Relationships as DBE Sub & Prime Contractors"
- "Effective Strategies for Business to Business Networking and Marketing"

**Thursday, May 28, 2009, DBE Capacity Building Seminar, NJ TRANSIT General Office Building, 180 Boyden Avenue, Maplewood, NJ 07040, 5:30 PM – 8:30 PM.**

Topics included:

- An overview of the Manhattan Tunnel Project
- Individual business counseling and technical assistance courtesy of NJ Transit Team resource partners
- Methods to attract new business including guidelines to make an impression through greeting clients developing marketing materials, preparing follow up correspondence, proposals and marketing props.
- A special training session with presenters from the public and private sector
- Local small business resources networking to gain information on topics including access to capital, loans, insurance, DBE certification & qualification requirements, women and small disadvantaged business tools.

**Tuesday, April 21, 2009, DBE Capacity Building Seminar, Hosted by the Port Authority of NY/NJ, Center for Learning and Achievement, One Madison Avenue, 5th Floor, New York, New York 10010 8:30AM - 1:00PM.**

Topics included:

- Overview of Access to the Regions Core: Trans Hudson Tunnel Project
- Update on the Manhattan Tunnel
- Top 10 Mistakes to Avoid When Submitting a Bid
- Audits and Bids: Financial Recordkeeping Procedures to Prepare your Firm for a Financial Audit following a Successful Bid, Award, and Contract
- Joint Venturing: Pros, Cons, and Strategies for Joint Venturing

**Thursday, March 26, 2009 - DBE Capacity Building Seminar, NJ TRANSIT General Office Building, 180 Boyden Avenue, Maplewood, NJ 07040, 6:00 PM – 8:30 PM.**

Topics included:

- Overview of Access to the Regions Core: Trans Hudson Tunnel Project
- Update on the Manhattan Tunnel and Tonnelles Avenue Bridge Projects
- Top 10 Mistakes to Avoid When Submitting a Bid
- Audits and Bids: Financial Recordkeeping Procedures to Prepare your Firm for a Financial Audit following a Successful Bid, Award, and Contract
- Joint Venturing: Pros, Cons, and Strategies for Joint Venturing.

**Tuesday, December 11, 2008 – DBE Capacity Building Seminar, NJ TRANSIT General Office Building, 180 Boyden Avenue, Maplewood, NJ 07040, 10:30 AM – 12:30 PM.**

Topics included:

- Hands On Application DBE Certification Clinic:
- DBE/UPC Application and Certification Assistance
- Information on NJ Transit/PANYNJ Reciprocity
- DBE Question and Answer Period

**Tuesday, November 18th, 2008 – DBE Capacity Building Seminar, NJ TRANSIT General Office Building, 180 Boyden Avenue, Maplewood, NJ 07040, 10:30 AM – 12:30 PM.**

Topics included:

***Building Your Capacity Through Bonding Resources:*** This workshop reviewed the main types of bonds and assist participants with identifying the resources needed to obtain adequate bonding. Types of bonds covered included:

- Bid bonds - guarantees that the contractor will enter into contract at bid price
- Performance bonds – guarantees the work will be done
- Payment bonds – ensures subcontractors and suppliers are paid
- Fidelity bond – protects the employer in case of any loss of money or property due to employee dishonesty
- License bond – is required by some states for certain businesses and guarantees you will comply with statutes and regulations

**Tuesday, September 23rd, 2008 – DBE Capacity Building Seminar, NJ TRANSIT General Office Building, 180 Boyden Avenue, Maplewood, NJ 07040, 8:30 AM – 1:00 PM.**

Topics included:

***THE Tunnel Project's Manhattan Tunnel/Overview of Requirements for:***

- Demolition
- Utility Relocation
- Reinforcing Steel
- Pre-Cast Concrete
- Waterproofing
- Surveying Services
- Site Security
- Trucking
- Final Engineering Design

***Business Resources for building Financial Capacity including Program Overview and Panel Discussion moderated by the CM Consortium and presented by:***

- The Rutgers-Newark Small Business Development Center (SBDC)
- US Department of Transportation (USDOT)
- Small Business Administration (SBA), NJ District Office
- Greater Newark Business Development Center (GNBDC)
- Regional Director of Business Development-North New Jersey Economic Development Authority (EDA)

**Thursday, August 28th, 2008 - DBE Capacity Building Seminar, NJ TRANSIT General Office Building, 180 Boyden Avenue, Maplewood, NJ 07040, 8:30 AM – 12:00 PM.**

Topics included:

- THE Tunnel Project's Manhattan Tunnel
- Introduction to Reinforcing Steel Requirements
- Introduction to Concrete Requirements
- Review of Trucking Requirements
- Business Opportunity Networking
- Certification Application – Help Desk