



# MoDOT Mentor Protégé Program

# Objective and Purpose of the Program



The objective of MoDOT's Mentor/Protégé Program is to:

- Provide advice
- Provide assistance
- Provide training to the DBE protégé

The goal is to improve the DBE firm's management and operating skills for heavy highway design and construction. Subject to MoDOT and FHWA approval.





# Mentor Protégé Oversight Committee Members

- Prenness Josey, MoDOT Certification and Outreach-Kansas City and Southeast District
- Chris Redline, MoDOT District Engineer-Kansas City District
- Tom Evers, MoDOT Assistant District Engineer-St. Louis District
- George Philips, Philips & Associates
- David Dickey , Philips & Associates
- Kay Sanders, Bellwether, Ltd.
- Jamie Henry, Bellwether, Ltd.
- Francois Lyles-Wiggins, Business Diversity Development Director, St. Louis Lambert Airport
- Missy Stuedle, MoDOT External Civil Rights Director
- Lauren Paulwell, FHWA Civil Rights Manager
- April Hendricks-Brown, MoDOT External Civil Rights Specialist (Facilitator)



# Mentor Protégé Oversight Committee

- The Oversight Committee is the "working arm" of the Mentor/Protégé Program.
- The Committee annually evaluates the Mentor-Protégé relationship, including:
  1. Satisfactory progress toward the stated goals of the Development Plan;
  2. Protégé's increased capital and/or financial/bonding capacity; and
  3. Increased numbers of projects by Protégé with contractors/consultants including other than the Mentor.
- The Committee reviews the Mentor Protégé's **Quarterly Progress Reports**.



# Why Participate in MoDOT's DBE Mentor Protégé Program?

## Prime Contractors/ Consultants-Mentor

- Develop firms to become a valuable asset to Mentor and MoDOT.
- Opportunity to develop a positive relationship with DBE firms.
- Gain special recognition by MoDOT
- Gain an understanding of protégé perspectives and challenges of small firms.
- Enhance protégé job performance and capabilities for heavy highway design and construction.
- Assist in increasing the number of highly qualified DBE firms in the market.

# Why Participate in MoDOT's DBE Mentor Protégé Program?



## DBE Firms-Protégé

- To interact with prime contractor/consultant firms in order to better understand how to succeed in the heavy highway industry.
- Increase understanding and knowledge and skill set.
- Gain special MoDOT recognition.
- To strengthen DBE's place in industry through networking and relationship building.
- Become extremely competent in areas of need.
- To grow capabilities and/ or expand into new non-traditional markets.
- Assistance in overcoming barriers that may impede a DBE from success.

# Enrollment in the Program Mentor



## Mentor

- Must have at least **7 years** of experience as a contractor/consultant or equivalent
- Devote **15 hours** per month to work with the protégé or equivalent.
- Must be on MoDOT's approved contractors/ consultant list.
- Must specify the lead individual responsible for implementing the plan.

# Enrollment in the Program Protégé



## Protégé:

- 3 years of experience in the highway construction/Design industry.
- Protégés must be on MoDOT's approved contractors/vendor/ consultant list.
- Specify the lead individual responsible for implementing the plan.
- Devote a minimum of fifteen (15) hours per month to working with the mentor.





# General Program Guidelines



**What are the types of assistance that a mentor may provide a DBE Protégé?**

## Construction

- Business Planning
- Record Keeping
- Technical Assistance
- Introduction to working capital sources
- Financial Counseling
- Bonding Counseling
- Equipment Utilization
- Submitting Quotations
- Employee Management

## Design/ Consultants

- Project Management
- Structural Design
- Roadway Design
- Surveying
- Geotechnical Analysis
- Construction Inspection
- Public Relations & Involvement

# General Program Guidelines



- Mentor-provide technical and management assistance:
  - project management
  - construction techniques
  - plan interpretation
  - Estimating
  - cost accounting

## **The Mentor may provide, in limited instances,**

- Equipment, (if a written lease agreement)
- Skilled personnel,( if the personnel are on the payroll and under the direct supervision of the DBE Protégé).

# General Program Guidelines



**Need MoDOT & FHWA approval for financial investments, security, property, equipment, supplies or other services that are sold, rented, or donated to the Protégé and must be detailed in the Development Plan and further covered by bills of sale, lease agreements, etc. Mentor is not to assume control.**

# Mentor/Protégé Development Plan



- Clearly set forth the objective of the parties and their respective roles.
- Describe measurable benchmarks
- If resources of the mentor are utilized by the DBE Protégé in the performance of contracts or subcontracts for the mentor or for another contractor, the resources must be:
  - Separately identified and accounted for
  - and compensated directly by the DBE protégé to the mentor.
- The plan must also have a termination clause.  
**If there is extensive use of the mentor's resources by the DBE, the Oversight Committee will closely monitor.**

# Example Outline of Development Plan



- Section 1: **Identify the Mentor & Protégé** with contact information and brief history about the mentor and protégé firms.
- Section 2: **Describe Plan of Objectives**, Goals, Benefits to protégé.
- Section 3: **Describe Scope of Assistance/Training-** List the needs of the protégé. List the type of assistance and training that will be provided by the mentor. Be detailed.
- Section 4: **Define measurable bench marks.** List the bench marks for each area described in the Scope of Assistance/Training and how accomplishing task will be determined.
- Section 5: **Create a measuring tool such as an evaluation score card** or progress report for quarterly reporting.

# Example Outline of Development Plan



- Section 6-Duration of the Mentor Protégé Relationship- How long? It can be approved for up to three years.
- Section 7-Key Personnel-Identify Key personnel
- Section 8- Reimbursement- If applicable, must include a detailed fee schedule/plan that must be approved by MoDOT and FHWA to cover direct and indirect costs for services rendered by the Mentor for specific training and assistance to the DBE Protégé. This must be approved by MoDOT & FHWA and subject to availability of funding.
- Section 9-Prohibitions-State that the protégé cannot be forced into an exclusive arrangement with the Mentor. Under no circumstances is the Mentor permitted to have an ownership or control interest of any kind in Protégé.
- Section 10. Termination Clause-The Development Plan should include a provision that either party for any reason may dissolve the arrangement by notifying MoDOT, at least 30 day in advance.

# Participants in the MoDOT DBE Mentor Protégé Program

## Current Participant

- Kendall Hauling & Millstone Weber Inc.

## Past Graduates

- BRK Electric & Payne Crest
- Sabur & Intuition and Logic
- Access & HNTB





# MoDOT/ MRCC DBE Mentor Protégé Program – Recent Updates

1. MRCC Partners Participating in the Program
2. Added Mentor Protégé Language to Design Build





# DBE Mentor Protégé Information on MoDOT's Website

[www.modot.org/dbe-program](http://www.modot.org/dbe-program)

- Mentor Protégé Guidelines
- Mentor and Protégé applications.
- Outline for a Mentor Protégé Development Plan
- Sample Development Plan

## Mentor-Protégé Program



MoDOT's Mentor-Protégé Program centers on the development of mutually beneficial business relationships between DBE firms and prime contractors.

Mentor-Protégé teams come together for a specific project or for general capacity building and development of the DBE firm for up to three years.

MoDOT's Mentor-Protégé Program is consistent with goals and guidelines outlined within FHWA Title 49 CFR, Part 26.

- [MoDOT Mentor Protege Program](#) 
- [MoDOT Mentor Application](#) 
- [MoDOT Protege Application](#) 
- [MoDOT DBE Mentor Program 2013](#) 