



# N.C. DEPARTMENT OF TRANSPORTATION Office of Civil Rights

## Highway Construction Trades Academy (HCTA) Pre-Proposal and Information Session

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**Education and Training**  
**HCTA**  
 Construction Career Days  
 Advanced Training

- Establish, fund and monitor Highway Construction Trades Academy (HCTA) statewide
- Specialty Training Certs.
- Host Highway Construction informational opportunities for young adults

**Supportive Services**  
 Resources to offset barriers to training and employment

- Case Management
- Daycare
- Transportation
- PPE
- Remediation

**Alternate OJT**  
 Goal Setting and Utilization  
 "Apprenticeship-like"

- Contractor Goal Setting
- Contractor Utilization
- Contractor Utilization Monitoring
- Reporting

NC Highway  
Construction  
Workforce  
Demands

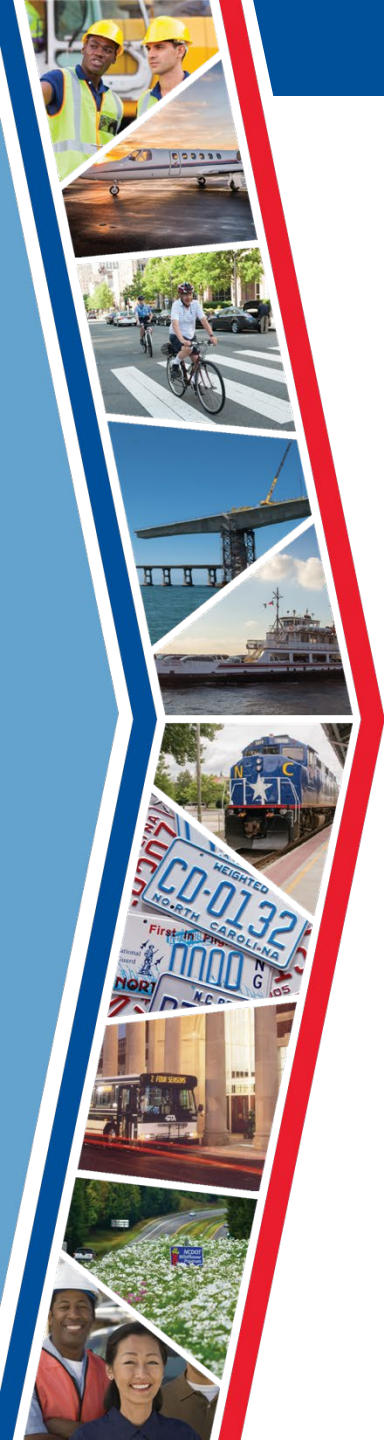
- Aging Work Force
- Shortage of Skilled Labor
- 750 highway projects over next 30 yrs. = \$123 billion

Needs  
Assessment

- NCDOT OJT/SS Program Delivery of Services
- NC Tier 1 Communities
- Tribal; Disabilities; Veterans
- Re-Entry (Post-Release)

OJT Goals

- Train and upgrade minorities, women and disadvantaged persons to journeyman level status in the highway construction industry
- Establish plentiful and diverse pool of skilled workers for the highway construction industry
- Demonstrate that equal opportunity exists in the highway construction industry





# Purpose of Highway Construction Trades Academy

*“Train participants... Graduate completers... Connect a talent pipeline to employment.”*

## Current and Former Academy Sites (Host)

- Ahoskie (Roanoke Chowan Community College)
- Charlotte (Urban League and CAF)
- Fayetteville (Hardy Group)
- Morganton (Olive Hill)
- Raleigh (Passage Home)
- Rocky Mount (OIC)



# Highway Construction Academy Best Practices

Identify, Train, Place

## Cheat Sheet

Everyone needs a little help keeping it together in the middle of the game. Here's a one-page summary of the plays to help you and your team focus on identifying, training, and placing workers. Use it as a hand out at meetings, a takeaway after presentations, or just tack it to your bulletin board.

### Play 1: Let Industry Quarterback Your Team

Define a lead role for the industry representatives on your working group. Construction firms have the best sense of the kinds of workers they need and the number needed to fill available and upcoming work.

### Play 2: Organize Your Players for Success

The most successful pilot locations had the deepest bench. Recruit as far and wide as possible from potential partners to form your working group.

### Play 3: Focus on Fundamentals

Construction firms prefer to train workers on the specific trade skills of their job. Look to provide workers with basic job and life skills, including basic math, oral and written communication skills, and initial safety training like OSHA 10-hour.

### Play 4: Communicate the Value of Highway Construction Careers

You must communicate the true value of a highway construction career. To help you get the word out, FHWA created a suite of free marketing materials that are available for download at [www.fhwa.dot.gov/innovativeprograms/centers/workforce\\_dev/hcwp/pilots/outreach\\_materials.aspx](http://www.fhwa.dot.gov/innovativeprograms/centers/workforce_dev/hcwp/pilots/outreach_materials.aspx)

### Play 5: Find and Fill the Small Cracks

Work with local community organizations beyond the transportation industry to help identify and fill the small cracks where people are leaving your workforce development system.

### Play 6: Bring Community Colleges into the Game

Community and tribal colleges are especially suited to addressing the workforce development needs of local communities. They can help define training needs, provide needed curricula or training aids, host training classes or events, and identify instructors.

### Play 7: Start with Proven Strategies

Existing programs and products offer the quickest path to addressing local highway workforce development shortfalls. Chances are someone, somewhere has developed and delivered a training and education solution that you can use.

### Play 8: Keep Your Eye on the Ball

Your efforts will not be a short term undertaking, so do not lose focus on the overriding mission. As time goes on, it is imperative that your team maintain its vision.

Now get in the game! Post your experiences using **#RoadsToYourFuture**.

[Source: U.S. Department of Transportation/Federal Highway Administration](#)



# 2021/22 NC HCTA Concept

➤ Curriculum developed in collaboration with OJT Contractors and NC DOT DOH Colleagues

➤ Sites selected by project construction over next 18 months

- |                          |                          |                |
|--------------------------|--------------------------|----------------|
| ➤ Charlotte              | Fayetteville             | Elizabeth City |
| ➤ Morganton              | Greensboro/Winston-Salem | Robeson        |
| ➤ Wake/Johnston          | Rocky Mount              | Asheville      |
| ➤ James City             | Cherokee                 |                |
| ➤ Warren/Vance/Granville | Wilmington               |                |

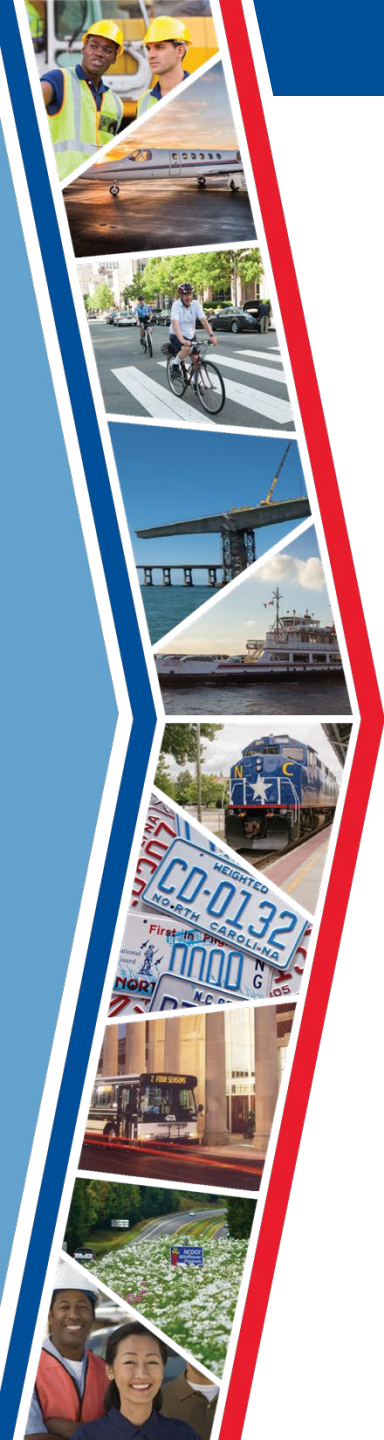
➤ Community and Community College Partnerships

- Lead partner should be the main entity that services the approved location/populations
  - **Regional partnerships between CBOs and Community Colleges are encouraged**
  - Community Partners Required (Letters of Commitment, inc. prime contractors)

# NCDOT Division Map/HCTA Locations

NCDOT Divisions





# 2022 NC HCTA Pre-Proposal Review



# Proposer/Host Requirements

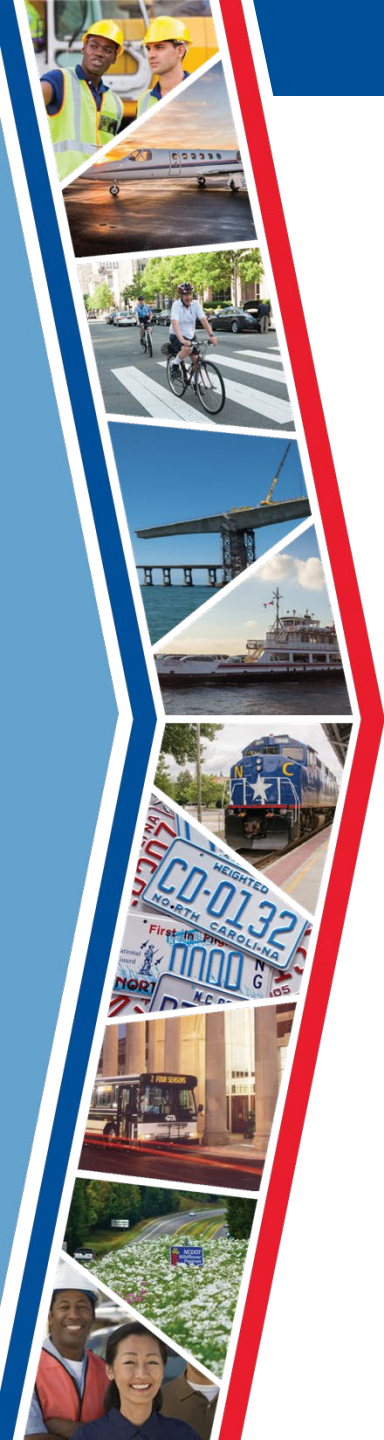
Registered with the Office of the Secretary of State, and with SAM.gov (System for Award Management) at <https://sam.gov/content/entity-registration>

The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00.

The firm(s) must have an adequate accounting system to identify and invoice costs chargeable to the project. Evidence of an acceptable accounting system may be audited prior to official award.

Instructors will need to be certified and verified by NCDOT via its approval process for qualified SME assurance

Documented ability to implement the listed Center for Disease Control and Prevention (CDC) guidelines for face-to-face instruction and/or provide similar virtual instruction as needed



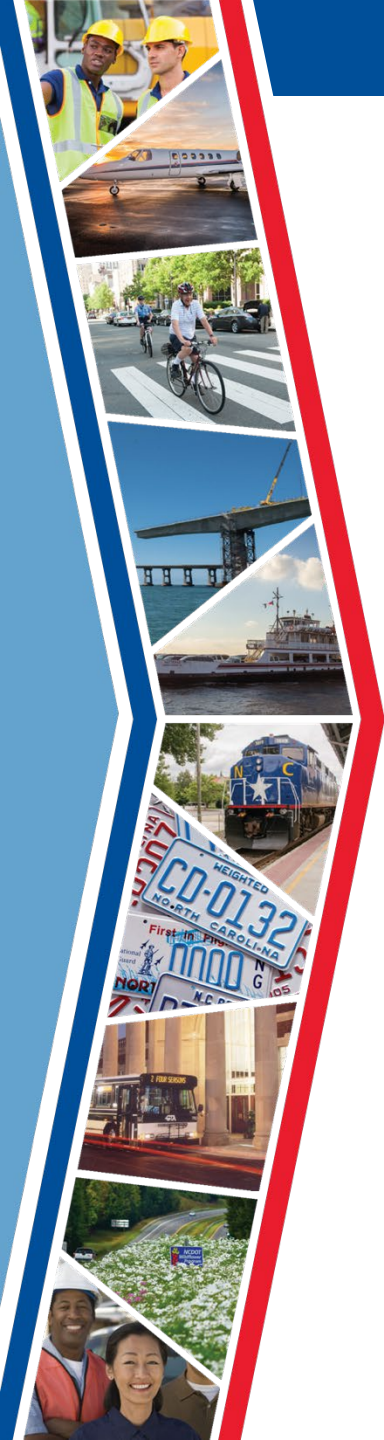
# LOI 101

- 10 pages MAX narrative (single spaced/one-sided) plus cover page, letters of commitment, budget/narrative, maybe resumes
- Only electronic submittal in pdf format via LOISS (link pg. 9)
- Deadline: 12 NOON EST Monday, February 21, 2022
- 4 Chapters (pgs. 11-12)
  - Introduction (Overall Quals to fulfill SOW)
  - Lead Entity Qualifications (Staff/sub credentials/experience)
  - Team Experience (Key Personnel, resumes, org chart)
  - Technical Approach (Scope and ability for the work)

# Scope of Work

Tasks/Deliverables: RFLOI Pages 3 – 6

- Participant Recruitment Plan (12 student MIN each cohort)
- Facilities/Supplies/Equipment
- Coordinate Soft Skills & Vocational Training (Curriculum)
- Staffing
- Workforce Partner Collaboration
- Job Placement

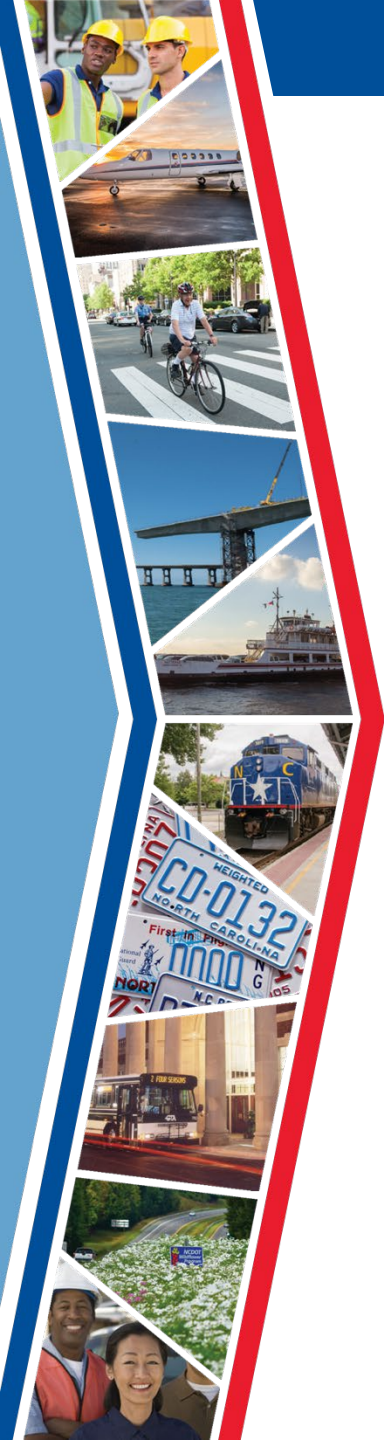




# Scope of Work – cont.

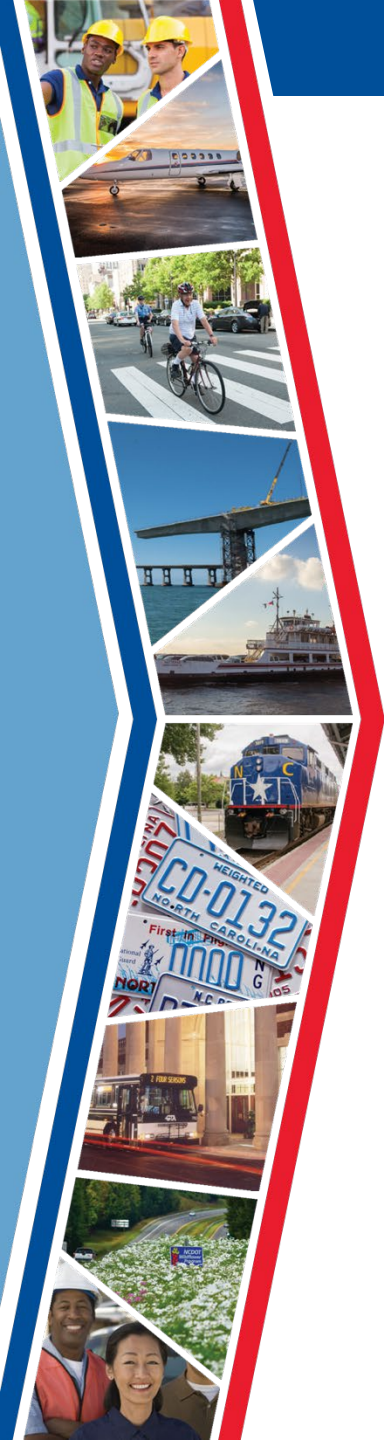
Tasks/Deliverables: RFLOI Pages 3 – 6

- Case Management (and Retention Follow-up)
- Project Calendar (6 weeks ; 4 X a year)
- Budget
- Marketing/Branding (Materials)
- Reporting & Evaluation
- Billing & Invoicing



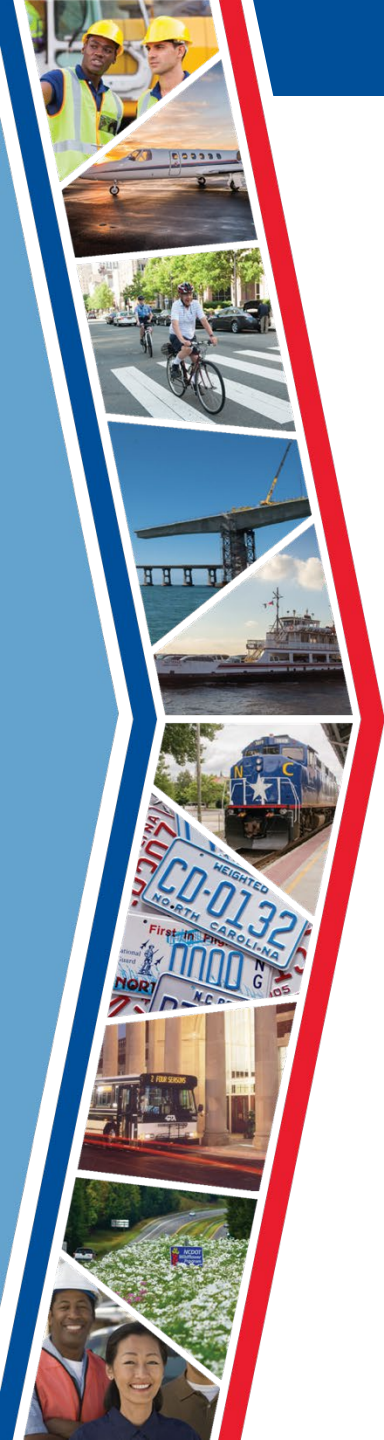
# Curriculum

- FHWA basic curriculum forms the foundation for **GENERAL LABORERS** (i.e., basic safety, construction math, drawings, OSHA 10; Flagger; CPR)
- NC Contractor inputs have led to addition of:
  - Increased focus on ‘soft’ interpersonal and employability skills
  - Increasing **SKILLED LABORER** prep - Hands-On Introduction to Heavy Equipment Operation, Asphalt/Paving, CDL Prep/License
- Job Getting and Keeping Skills
- 5 Modules (Weeks) plus 6<sup>th</sup> Job Placement week



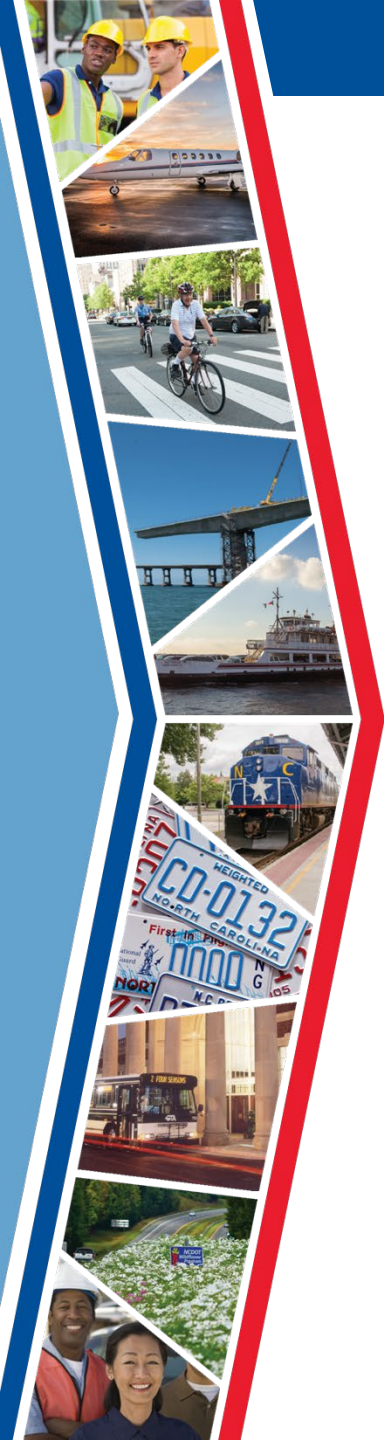
# Budget

- Provide a detailed/itemized budget by using the spreadsheet template provided with this RFLOI
- Also provide a separate Budget Narrative explaining each item in brief detail
- Applicants are encouraged to consult the Operational Guide, RFLOI and the Budget Instructions for rules regarding allowability of costs.
- Additional guidance can be found in Section 2 Code of Federal Regulations Part 200, Subpart B (Sections 200.400 through 200.475)
- Don't forget to list any and all in-kind (or cash) donations



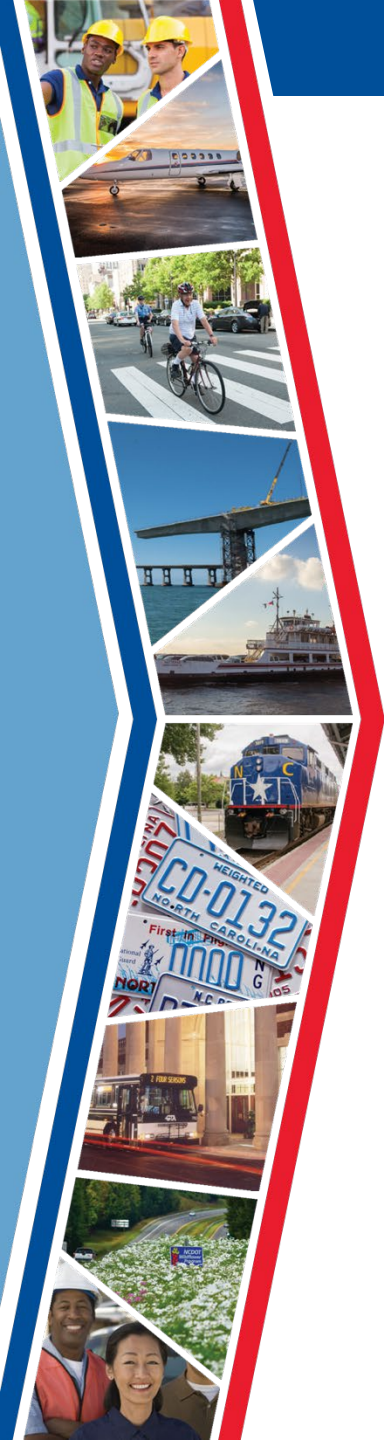


# Model Proposal Prototype



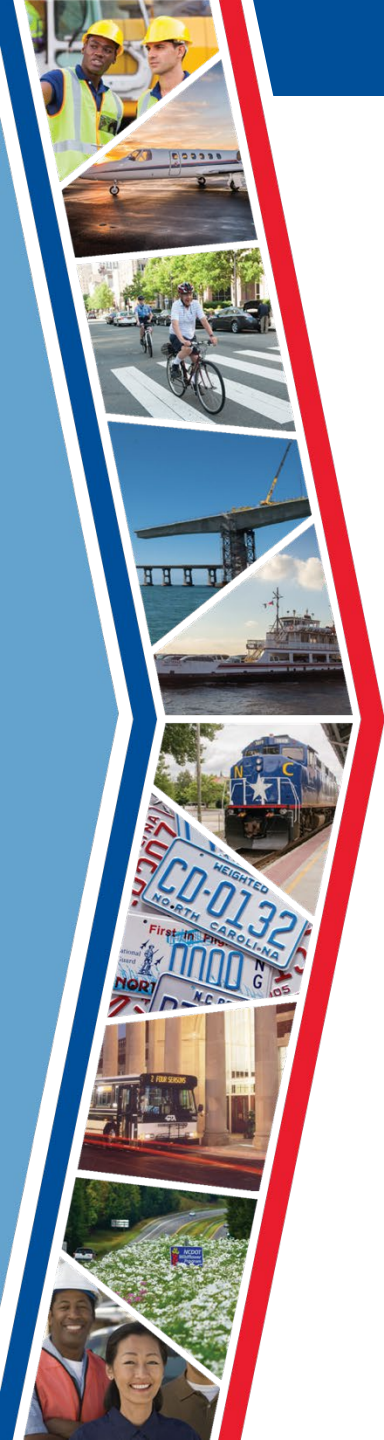
# Evaluation Scoring/Selection Criteria

- 10% = Ability to collect and analyze economic and workforce development data and develop solutions to impact employment and labor
- 40% = Qualifications of entity in developing/delivering training & education programs for the construction industry
- 20% = Demonstrated knowledge of FHWA/NCDOT regs. and/or workforce development programs re: highway construction; ability to administer programs, and evaluate effectiveness
- 25% = Demonstrated partnerships with training/education providers, community organizations, related gov't. entities, and prime contractors. Letters of Commitment inc. in-kind donations required.
- 5% = Documented ability to meet CDC guidelines for in-person training, and provide similar virtual instruction if necessary



# Dates to Remember (pg.12)

- Pre- Proposal Meeting January 28, 2022
- Question Asking End February 1, 2022
- NCDOT Response Made Available February 5, 2022
- Proposals due February 21, 2022 NOON
  - Shortlist Announced \* - **February 28, 2022**
  - Interviews (if needed) - Week of March 1, 2022
  - Firm Selection and Notification \*\* - **March 7, 2022**
  - Anticipated Notice to Proceed – **June 2022**





# Additional Q & A Instructions/Process

Please submit all questions to: Peggie Simpson, Administrative Officer for the Office of Civil Rights at [pmsimpson@ncdot.gov](mailto:pmsimpson@ncdot.gov)

