



City of Philadelphia  
LIFE • LIBERTY • AND YOU™

July 29, 2011

**Minority Contractor Training Program:**  
*Expand Your Capacity to Build Your Business*

This **free, six (6) month, (2 classes per month)**, course is designed to provide minority contractors with firsthand experience, market information, productive business relationships, and an opportunity to expand and enhance their business capacity. This program will enable minority contractors to work more independently on City-funded, public works projects. The program includes case studies from actual projects and offers insight to help business owners increase their competitive position.

The program can accommodate up to sixty (60) companies, 120 participants. Each minority construction company may select two representatives to participate in the program. We encourage the business owner to attend along with an employee.

Companies participating in this program will:

- o Increase their ability to profitably participate on public, non-profit and private sector contracts and
- o Be the first to receive invitations to participate in future capacity building programs (e.g. bonding coverage, mentor/protégé, teaming partners, financial services, small business initiative, etc.).

The City of Philadelphia will award a certificate of completion to individuals during the graduation ceremony. OEO will acknowledge companies with graduating participants on the OEO website.

These interactive classes will begin on **September 1, 2011 and run through February 16, 2012**. All classes will be held from 6:00 to 8:00 PM at The Enterprise Center located at 4548 Market Street, Philadelphia, PA 19139. Parking is available.

Applicants will be selected based on experience and a first come/first serve basis. For applications go to [www.phila.gov/o eo](http://www.phila.gov/o eo) or call 215-683-2057.

**The deadline for applications is August 12, 2011.**

# Minority Contractor Training Program: *Expand Your Capacity to Build Your Business*

## Class Schedule

<p><b>Session #1 – September 1, 2011</b></p> <p>Angela Dowd-Burton, Exec. Director <i>City of Philadelphia OEO</i></p> <p>Tom Bock, President <i>Ernest Bock &amp; Sons</i></p> <p>George Pallas, Esq. <i>Cohen Seglias Pallas Greenhall &amp; Furman, PC</i></p> <p>Joan Markman, Chief Integrity Officer, <i>City of Philadelphia</i></p>	<p><b><i>Construction Industry Overview</i></b></p> <ul style="list-style-type: none"> <li>• Purpose of this Program</li> <li>• Overview of the Construction Industry</li> <li>• What are the differences between Private and Public Sector Projects?</li> <li>• Business Outlook for 2012</li> <li>• What Business Infrastructure do you need to be successful?</li> <li>• Integrity Works</li> </ul>
<p><b>Session #2 – September 15, 2011</b></p> <p>Mort Kolman, V.P., <i>Community Banking</i></p> <p>Ann Mulderig, Branch Manager, V.P. <i>Firsttrust Bank</i></p> <p>Tony Braxton, Sr. VP, <i>United Bank</i></p> <p>Marla Hamilton, Vice President, <i>Philadelphia Industrial Development Corporation</i></p>	<p><b><i>Pre-Bid Phase - Part 1: Banking!</i></b></p> <ul style="list-style-type: none"> <li>• Identifying Your Niche – Marketing &amp; Networking</li> <li>• Setting up Cash Flow</li> <li>• Understanding Payment Terms</li> <li>• Need for Strong Banking Relationship Knowing Where the Funds Are! Gap Financing</li> </ul>
<p><b>Session #3 – September 29, 2011</b></p> <p>Kevin Adams and Marty Purcell <i>The Graham Company</i></p> <p>Jerry Vallery <i>Contract Support Systems, Inc.</i></p>	<p><b><i>Pre-Bid Phase – Part 2: Bonding &amp; Insurance</i></b></p> <ul style="list-style-type: none"> <li>• Bonding: What is it and how do you get it?</li> <li>• Insurance: Determining Your Needs</li> <li>• Insurance and Bonding: the Difference</li> </ul>
<p><b>Session #4 – October 20, 2011</b></p> <p>Philip M. Leinbach, AIA, NCARB, CSI <i>AEM Architects, Inc.</i></p>	<p><b><i>Bid Prep – Part 1: What the Client Wants –</i></b></p> <ul style="list-style-type: none"> <li>• Understanding Various Project Delivery Systems</li> <li>• How to Effectively Review Plans, Specifications: Scope of Work, Blueprint Reading</li> </ul>

Cecil L. Preston, President  
*C.L. Preston*

- Accessing Contracting Opportunities
- Pre-Bid Conferences: Are they Necessary?
- Business Relationships That Work

**Session #5 – October 27, 2011**

Anthony Palimore, AIA  
*Architecture & Construction Advisor*

***Bid Prep – Part 2: Capturing Hidden Costs***

- What are the Prevailing Wage Requirements?  
Sales Tax, Bidding, Pay Terms, Warranties

Craig Sabitino, Founder  
*INTECH Construction*

Driving Profitability and Safety on the Job

**Session #6 – November 10, 2011**

Ernest Bock, Jr.  
*Ernest Bock & Sons, Inc.*

***The Bid – Part 3: Completing the Estimate***

- Estimating Techniques to Win Jobs
- Staffing Needs

Sam Staten Jr., Business Manager  
*Laborers International Union of North America*  
&  
Joanna Harris  
*ARB Construction*

Union Labor, Apprentice Programs, Negotiating  
with the Union for Workforce

**Session #7 – November 17, 2011**

George Pallas, Esq.  
*Cohen Seglias Pallas Greenhall & Furman, PC*

***The Project is Awarded – Part 1***

- Applicable Contract Law,
- Know Your Rights!
- Written Contracts/Subcontracts: Are They Necessary?
- Important Contract Provisions

Billy Cromedy, President  
*Advantage Contracting*

Running a Profitable Business from the Ground  
Up

Pierce Keating, President  
*Daniel J. Keating Construction*

What You/I Need to Build a Profitable Business  
Relationship

**Session #8 – December 1, 2011**

George Pallas, Esq.  
*Cohen Seglias Pallas Greenhall & Furman, PC*

***The Project is Awarded – Part 2***

- Project Management – How to Run a  
Good/Profitable Job
- Record Keeping

E. Mitchell Swann, P.E., LEED AP  
*MDCSystems*

- Project Management – Industry Trends (BIM,  
IPD, etc.), Sustainability

Dr. Joi Spraggins, President  
*Legacy Pathways*

Communication

<p><b>Session #9 – December 15, 2011</b></p> <p>James A. Rogers, Jr. <i>Haefele, Flanagan &amp; Co. PC</i></p> <p>Dean Robateau <i>McKissack and McKissack</i></p>	<p><b><i>The Project is Awarded – Part 3</i></b></p> <ul style="list-style-type: none"> <li>• Requests for Payment: How to Prepare</li> <li>• Repair Credit Ratings</li> <li>• Accountability (Personal)</li> <li>• Accounting (Billing and Collection)</li> <li>• Project Coordination</li> </ul>
<p><b>Session #10 – January 5, 2012</b></p> <p>Richard Merkhofer <i>Wagner Hohns Inglis</i></p> <p>Maury Masucci <i>Hill International, Inc.</i></p> <p>James Baker, President <i>Baker &amp; Company</i></p>	<p><b><i>The Project is Awarded - Part 4</i></b></p> <ul style="list-style-type: none"> <li>• Project Scheduling: How to Read and Comply with Project Schedules</li> <li>• Economic Opportunity Plans – Driving Participation and Inclusion</li> </ul>
<p><b>Session #11 – January 19, 2012</b></p> <p>Marc Furman, Esq. and Jon Landesman, Esq. <i>Cohen Seglias Pallas Greenhall &amp; Furman, PC</i></p>	<p><b><i>Employment and Human Resources</i></b></p> <ul style="list-style-type: none"> <li>• Hiring &amp; Firing Requirements</li> <li>• I-9</li> <li>• FLSA</li> <li>• Record Keeping</li> <li>• Labor Relations</li> </ul>
<p><b>Session #12- February 2, 2012</b></p> <p>George Pallas, Esq. <i>Cohen Seglias Pallas Greenhall &amp; Furman, PC</i></p> <p>Michael Purcell, Special Agent <i>US Department of Transportation, Inspector General's Office</i></p> <p>Angela Dowd-Burton, Exec. Director City of Philadelphia OEO</p>	<p><b><i>Filing Payment Bond Claims</i></b></p> <ul style="list-style-type: none"> <li>• New Developments in Lien Law</li> <li>• Avoiding Fraud</li> <li>• On the Horizon</li> </ul>
<p><b>Special Guest Speaker</b></p>	<p><b><i>GRADUATION</i></b></p>

For more information or to register, please contact Zoë Klein at [zklein@cohenseglia.com](mailto:zklein@cohenseglia.com), 215.564.1700 or LaShawnda Tompkins at [LaShawnda.Tompkins@phila.gov](mailto:LaShawnda.Tompkins@phila.gov), 215-683-2057. This is a free program, however registration is required. The registration form is attached. Please note this schedule is subject to change.