

Updated December 2, 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

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

Lawrence Dibor, President <i>Adcon Consultants, Inc.</i>	<ul style="list-style-type: none"> <li>• Pre-Bid Conferences: Are they Necessary?</li> <li>• Business Relationships That Work!</li> </ul>
<b>Session #5 – October 27, 2011</b>	<b><i>Bid Prep – Part 2: Capturing Hidden Costs</i></b>
Anthony Palimore, AIA <i>Architecture &amp; Construction Advisor</i>	<ul style="list-style-type: none"> <li>• What are the Prevailing Wage Requirements? Sales Tax, Bidding, Pay Terms, Warranties</li> </ul>
Craig Sabitino, Founder <i>INTECH Construction</i>	Driving Profitability and Safety on the Job
Jonathan Landesman, Partner <i>Cohen Seglias Pallas Greenhall &amp; Furman, PC</i>	
<b>Session #6 – November 10, 2011</b>	<b><i>The Bid – Part 3: Completing the Estimate</i></b>
Ernest Bock, Jr. <i>Ernest Bock &amp; Sons, Inc.</i>	<ul style="list-style-type: none"> <li>• Estimating Techniques to Win Jobs</li> <li>• Staffing Needs</li> </ul>
	<ul style="list-style-type: none"> <li>• Union Labor, Apprentice Programs, Negotiating with the Union for Workforce</li> </ul>
William A. Carter, III	
<b>Session #7 – November 17, 2011</b>	<b><i>The Project is Awarded – Part 1</i></b>
George Pallas, Esq. <i>Cohen Seglias Pallas Greenhall &amp; Furman, PC</i>	<ul style="list-style-type: none"> <li>• Applicable Contract Law,</li> <li>• Know Your Rights!</li> <li>• Written Contracts/Subcontracts: Are They Necessary?</li> <li>• Important Contract Provisions</li> </ul>
Billy Cromedy, President <i>Advantage Contracting</i>	<ul style="list-style-type: none"> <li>• Running a Profitable Business from the Ground Up</li> </ul>
Anthony C. McIntosh, Executive Vice President <i>Philadelphia Housing Development Corporation</i>	
<b>Session #8 – December 1, 2011</b>	<b><i>The Project is Awarded – Part 2</i></b>
George Pallas, Esq. <i>Cohen Seglias Pallas Greenhall &amp; Furman, PC</i>	<ul style="list-style-type: none"> <li>• Project Management – How to Run a Good/Profitable Job</li> <li>• Record Keeping</li> </ul>
E. Mitchell Swann, P.E., LEED AP <i>MDCSystems</i>	<ul style="list-style-type: none"> <li>• Project Management – Industry Trends (BIM, IPD, etc.), Sustainability</li> </ul>
Dr. Joi Spraggins, President <i>Legacy Pathways</i>	Communication

<b>Session #9 – December 15, 2011</b>	<b><i>The Project is Awarded – Part 3</i></b>
James A. Rogers, Jr. <i>Haefele, Flanagan &amp; Co. PC</i>	<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> </ul>
Dean Robateau <i>McKissack and McKissack</i>	Project Coordination
Curtis J. Gregory <i>City of Philadelphia, Commerce Department, Office of Business Services (OBS)</i>	<ul style="list-style-type: none"> <li>• Services provided to businesses by the Office of Business Services (OBS)</li> </ul>
<b>Session #10 – January 5, 2012</b>	<b><i>The Project is Awarded - Part 4</i></b>
Richard Merkhofer <i>Wagner Hohns Inglis</i>	<ul style="list-style-type: none"> <li>• Project Scheduling: How to Read and Comply with Project Schedules</li> </ul>
Maury Masucci <i>Hill International, Inc.</i>	
James Baker, President <i>Baker &amp; Company</i>	<ul style="list-style-type: none"> <li>• Economic Opportunity Plans – Driving Participation and Inclusion</li> </ul>
Keith. J. Richardson, Revenue Commissioner <i>City of Philadelphia Revenue Department</i>	<ul style="list-style-type: none"> <li>• What are your Tax Obligations as a Contractor?</li> </ul>
<b>Session #11 – January 19, 2012</b>	<b><i>Employment and Human Resources</i></b>
Marc Furman, Esq. and Jon Landesman, Esq. <i>Cohen Seglias Pallas Greenhall &amp; Furman, PC</i>	<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>
Alberta Tracy Burton Tangent Construction Management Corp.	
<b>Session #12- February 2, 2012</b>	<b><i>Filing Payment Bond Claims</i></b>
George Pallas, Esq. <i>Cohen Seglias Pallas Greenhall &amp; Furman, PC</i>	<ul style="list-style-type: none"> <li>• New Developments in Lien Law</li> </ul>
Michael Purcell, Special Agent <i>US Department of Transportation, Inspector General's Office</i>	<ul style="list-style-type: none"> <li>• Avoiding Fraud</li> </ul>
Angela Dowd-Burton, Exec. Director City of Philadelphia OEO	<ul style="list-style-type: none"> <li>• On the Horizon</li> </ul>
<b>Special Guest Speaker</b>	<b><i>GRADUATION</i></b>

For more information or to register, please contact Zoë Klein at [zklein@cohenseglias.com](mailto:zklein@cohenseglias.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 and speakers are subject to change.