

# DBE/SBE TRAINING CALENDAR

WINTER - SPRING 2025

- 
- ◆ The ABC's Of Being a Tax Compliant Entrepreneur
  - ◆ Creating a Capability Statement
  - ◆ Microsoft Excel II
  - ◆ Responding to an RFP
  - ◆ Employee Handbook Essentials for Small Business Workshop
  - ◆ Drone Academy
  - ◆ Temporary Traffic Control Design & Supervision
  - ◆ Temporary Traffic Control Design & Supervision- Refresher Course
  - ◆ Basic Work Zone
  - ◆ OSHA 10 Hour – Construction
  - ◆ Flagger Instructor Training
  - ◆ Flagger – Novice
  - ◆ Certified Erosion Prevention and Sediment Control Inspector (CEPSCI)
  - ◆ CEPSCI SCDOT Recertification:
  - ◆ Growing and Maintaining Your Dump Truck Business
  - ◆ Estimating & Bidding in the Construction Transportation Arena
  - ◆ Blue Print Reading
  - ◆ Upcoming Training
  - ◆ DBE Hauling Forum

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*All Class Times & Date: Are Subject to Change*



Dear DBE/SBE,

The South Carolina Department of Transportation (SCDOT) Division of Minority & Small Business Affairs, Office of DBE Supportive Services, in partnership with the Federal Highway Administration (FHWA) strive to assist certified Disadvantaged/Small Business Enterprise (DBE/SBE) firms by offering classes that will allow them to excel and expand their knowledge for future growth and capacity.

Enclosed is the Certified Disadvantaged & Small Business Enterprise (DBE/SBE) training calendar, which runs from January through June 2025.

There are no enrollment costs for certified DBEs who register for any of the courses listed here. However, because there is a cost to SCDOT, we ask for your consideration when registering by making a commitment to attend. If your schedule changes, simply contact us at least three days in advance if you need to cancel. DBEs who register and subsequently "No-show" will be prevented from registering for future training offers.

**Please utilize the links applied to each class within the summary to register for each individual training class, for each person attending a class.**

In addition, if we do not offer a course that is essential to your firm, but it is offered elsewhere, please consult information regarding the Division's Training Tuition Assistance Program (TTA). You may be eligible for course fee/tuition reimbursement under this program. Requests must be submitted for approval prior to enrolling in any course.

**Please see the included application requirements and link or QR code to apply for Training Tuition Assistance approval.**

For more information about the program go to our website:  
<https://www.scdot.org/business/bus-development-center.aspx>

Finally, review the National Highway Institute Catalog for potential classes that we may reimburse with prior approval.

<https://www.nhi.fhwa.dot.gov/home.aspx>

<https://www.nhi.fhwa.dot.gov/course-search?tab=3>

Registration forms, questions and requests for additional information can be emailed to:

[DBEBusinessDevelopmentCenter@scdot.org](mailto:DBEBusinessDevelopmentCenter@scdot.org)

*Juanita P. Campbell*

*Training Coordinator, Supportive Services & Business Development*

*Division of Minority and Small Business Affairs*

Phone: 803-737-6426 Email: [CampbellJP@scdot.org](mailto:CampbellJP@scdot.org)

DATE	COURSE	
January 14-17, 2025 April 8-11, 2025	<b>Drone Academy</b> Columbia Blvd. Columbia, SC	Page 9
January 23, 2025	<b>ABCs of being a Tax Compliant Entrepreneur</b> In person, Headquarter Building, G-10 Columbia, SC	Page 6
January 30-31, 2025 March 6-7, 2025 May 7-8, 2025	<b>Temporary Traffic Control- Design &amp; Supervision</b> Onsite: Southeastern National Safety Council Irmo, SC	Page 10
March 4, 2025 May 13, 2025	<b>Basic Work Zone</b> On-site Southeastern National Safety Council Irmo, SC	Page 10
March 4-5, 2025	<b>OSHA 10 Hour- Construction</b> Hampton Inn – Killian Road Columbia, SC	Page 11
March 5, 2025 May 14, 2025	<b>Temporary Traffic Control- Design &amp; Sup Refresher- TTC</b> On-site Southeastern National Safety Council Irmo, SC	Page 9
March 12, 2025	<b>Creating a Capability Statement</b> In person- Headquarters G-10 Columbia, SC	Page 6
April 21, 2025 June 23, 2025	<b>Flagger Instructor Training</b> Onsite: Southeastern National Safety Council Irmo, SC	Page 12
April 16-17, 2025 September 25-26, 2025	<b>Certified Erosion Prevention &amp; Sediment Control Inspection (CEPSCI)</b> Onsite- Saluda Shoals Park, Columbia, SC	Page 13
May, 2, 2025	<b>Microsoft Excel II - Advanced</b> SCDOT - Headquarters Bldg. G-14 Columbia, SC	Page 6
May 8, 2025	<b>Growing and Maintaining Your Dump Truck Business</b> In person, Headquarter Building, G-10 Columbia, SC	Page 15
May 12, 2025	<b>Flagger - Novice</b> Onsite: Southeastern National Safety Council Irmo, SC	Page 13
May 22, 2025 June 11, 2025	<b>CEPSCI SCDOT Recertification</b> Onsite- Saluda Shoals Park, Columbia, SC	Page 14
May 22, 2025	<b>Responding to an RFP</b> In person- Headquarters G-20 Columbia, SC	Page 7

DATE	COURSE	
May 28, 2025	<b>Blue Print Reading</b> Carolina Construction School	Page 16
June 11-12, 2025	<b>Estimating &amp; Bidding in the Transportation</b> Construction Arena Hampton Inn – Killian Road Columbia, SC	Page 15
June 18, 2025	<b>Employee Handbook Essentials for Small Business Workshop</b> In person- Headquarters G-20 Columbia, SC	Page 7
Spring 2025	<b>DBE Hauling Forum</b> TBD Columbia, SC	Page 16





## THE ABC'S OF BEING A TAX COMPLIANT ENTREPRENEUR

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Let's look at what affects the small business owner;

News about what is changing in entertainment, depreciation, and home office costs that impact the bottom line in this tax season;

Organizational structures and how does this impact what you owe, segregating personal expenses, considering employer's credits that benefit the employees, and what is required from the entrepreneur during tax time that may affect your tax liability.

**Date:** January 23, 2025

**Time:** 9:00 a.m. - 4:00 p.m.

**Location:** SCDOT Headquarters  
Building- Room G-10  
Columbia S.C. 29223

**Facilitator:** Shelia Tutwieler-Dawkins

TutwielerDawkins LLC - Financial Services,  
Taxes, Tax Calculation

Registration: <https://forms.office.com/g/7whTsXQpnp>

## CREATING A CAPABILITY STATEMENT

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Unlock Opportunities: Create a Winning Capability Statement for Government Contracts

Are you ready to position your business for success in the competitive world of government contracting? A Capability Statement is more than just a document—it's your company's resume and your key to standing out in a crowded marketplace.

In this dynamic and interactive 3-hour workshop, you'll discover how to craft a powerful Capability Statement that:

- Captures attention and sets you apart from competitors.
- Clearly communicates who you are, what you do, and why you're the right choice.
- Opens doors to new opportunities by effectively showcasing your strengths to government agencies and prime contractors.

Don't miss this opportunity to equip your business with a critical tool that sells your value and helps you secure contracts. Join us and take the first step toward winning more business and expanding your reach in the government marketplace!

**Date:** March 12, 2025

**Time:** 9:00 a.m. – 12:00 p.m.

**Location:** SC Dept. of Transportation, G-20  
955 Park St  
Columbia, SC 29201

**Facilitator:** Karen R. Jenkins, CEO & President  
KRJ Consulting, LLC

<https://www.krjconsulting.com/>

Registration: <https://forms.office.com/g/L4vqeN7qhu>

## MICROSOFT EXCEL II

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Take Your Excel Skills to the Next Level: Microsoft Excel II

Are you ready to unlock the full power of Microsoft Excel and save time while maximizing your productivity? In this engaging and hands-on advanced Excel workshop, you'll discover how to harness the tools and features that Excel offers to simplify your work, manage data effectively, and make smarter business decisions.



In just a few hours, you'll learn:

- Advanced formulas and functions to supercharge your calculations.
- How to work with named ranges for cleaner, more efficient spreadsheets.
- PivotTable features to analyze and present data like a pro.
- Techniques for outlining, grouping, and managing complex data.
- How to resolve formula errors and create scenarios for what-if analysis.

Whether you're tracking finances, analyzing trends, or managing projects, these skills will take your Excel expertise to the next level—saving you time, reducing frustration, and boosting your productivity.

Don't miss this opportunity to transform the way you use Excel and empower your business with smarter data management!

**Date:** May 2, 2025  
**Time:** 09:00 A.M. – 01:00 P.M.  
**Location:** SCDOT Headquarters Building-  
 Room G-14  
 Columbia, SC  
**Facilitator:** KRJ Consulting, LLC

Registration: <https://forms.office.com/g/Rp7rP1jtrk>

\*Class size is limited to 16 DBEs

## RESPONDING TO AN RFP

For those new to the SCDOT DBE program, many have questions about preparing a Request for Proposal.

We will cover the following in the computer lab on our desktops and follow step by step:

- Brief overview of the Division of Procurement Website/SCBO
- Reviewing All Business Opportunity Categories
- Opening a SCDOT RFP and reading through key points, including requirements, pricing and submittal procedure.
- Signing into SCEIS, going through all steps to electronically submit an offer
- Questions and discussion

**Date:** May 22, 2025  
**Time:** 9:00 a.m. – 1:00 p.m.  
**Location:** SCDOT Headquarters Building  
 955 Park Street, G-14  
 Columbia S.C. 29201  
**Facilitator:** Integrity Contracting Solutions, LLC, Ms. Jennifer Shensky

[www.integritycontractingsolutionsllc.com](http://www.integritycontractingsolutionsllc.com)

Registration: <https://forms.office.com/g/BjFSbth0jp>

## EMPLOYEE HANDBOOK ESSENTIALS FOR SMALL BUSINESS WORKSHOP

This class will be conducted by our prior Human resource Specialist, Ms. Charlene Stephenson & Ms. Joyce Bailey. They are very knowledgeable and conducted our HR Employee Relations training last quarter and you wanted more... So we will help you prepare your Employee Handbook and ensure you know what policies and procedures you must adhere to.

In this course you will cover:

### Module 1: Employee Handbook Overview

- Understanding the importance of creating an Employee Handbook
- Legal protection and compliance considerations
- Creating employee engagement and cultural alignment
- Adhering to federal, state, and local labor law guidelines

### Employee Handbook Components

- Creating comprehensive company policies and procedures
- Review at-will disclaimer and employee acknowledgement statements



BUSINESS & ADMINISTRATIVE TRAINING

- Discuss company mission, vision and values statements
- Review core elements of the employee handbook (conduct, work hours, pay, benefits, holidays, health & safety, harassment, discipline, leaves of absence, etc.)

Employee Handbook Rollout and Implementation

- Best practices for distributing to existing and newly hired employees
- How to creating a positive and compliant workforce
- Importance of providing training to front line supervisors and managers

Enforcing Employee Handbook Guidelines

- Addressing employee noncompliance and progressive disciplinary actions
- Understanding your company's legal rights and obligations under South Carolina employment law
- Importance of creating and maintaining effective documentation

Employee Handbook Revisions and Distribution

- Addressing revisions to existing company policies and procedures

- Strategies and guidelines to updating the employee handbook
- Legal requirements surrounding electronic vs hardcopy distribution

Review and Discuss Employee Handbook Violation Cases

- Employee termination for attendance policy violation
- Manager suspension for stealing company time
- Employee write-up for health and safety violation

Date: June 18, 2025  
 Time: 8:30 a.m. - 4:00 p.m.  
 Location: SCDOT Headquarters Building  
 955 Park Street, G-10  
 Columbia S.C. 29201  
 Facilitator: Charlene Stephenson,  
 Strategic HR Solutions  
 Joyce Bailey, HRSP Solutions

[shr-solutions.com](http://shr-solutions.com)  
<https://hrspolutions.com/>

Registration: <https://forms.office.com/g/MgRf3PLJTA>





## DRONE ACADEMY

Drones have emerged as a useful tool in several industries to include construction, agriculture, and law enforcement to name a few. ND3 Inc. in partnership with the Minority & Small Business Affairs Unit via the South Carolina Department of Transportation will offer a full course on drone operations, flying lessons, best practices, and the FAA Part 107 license prep all in a four-day training event.

The FAA requires drone operators to be licensed to perform this type of commercial work. The license consists of taking an exam at an FAA approved testing facility.

Each student will not only learn how to fly but will have a paid voucher to take the FAA Drone license exam.

ND3 Drone Academy teaches you

- Basics of flight and FAA Exam prep
- Basics of fixed wing and multi rotor-copters
- Standard flight control systems
- Autonomous systems and flight plan prep
- A Combination of simulations and real flight time with certified instructors

Date: January 14-17 2025- Training #1  
April 8-11, 2025 - Training #2

Time: 8:00 a.m. - 4:00 p.m.

Location: 201 Columbia Mall Blvd  
Suite 201  
Columbia S.C. 29223

Facilitator: Nathan Durant, ND3 Inc.

<https://www.nd3inc.com/>

Registration: <https://forms.office.com/g/00G5FJDfDV>

\*\* Please note: enrollment capped at five participants, 1 person per firm

## TEMPORARY TRAFFIC CONTROL DESIGN & SUPERVISION

\*Additional SCNSC registration forms required two weeks before training

A two-day course, which prepares work zone supervisors to interpret, adapt, and implement Traffic Control Plans. It focuses on specific job responsibilities and covers information in parts I, V, and

VI of the Federal Highway Administration's Manual of Uniform Traffic Control Devices (MUTCD).

Traffic Control is based on the most current federal regulations, and reviewed by the leading industry experts. It's based on real-world situations.

Experienced instructors lead students through problem-solving exercises, using the



MUTCD and state guidelines. You can include state and local regulations as well as federal guidelines. Temporary Traffic Control is for workers responsible for:

- Establishing and maintaining traffic control devices in or near vehicle right-of-way.
- Keeping workers safe while in or near vehicle right-of-way.
- Installing signs and warning devices.
- Controlling traffic flow in construction, maintenance, or utility work zones.

Anyone with at least one year of documented experience in work zone traffic control can attend. It is also useful for project engineers who want to understand requirements imposed on site supervisors and outside contractors.

Temporary Traffic Control participants will:

- Become familiar with the MUTCD and learn to use it as a reference
- Get the skills and knowledge to interpret a Traffic Control Plan (TCP)
- Learn to verify the accuracy of existing TCPs and adapt or modify them using the MUTCD
- Learn to implement a safe TCP 2.0 Days

Date: January 30-31, 2025,  
March 6-7, 2025 & May 7-8, 2025

Time: 8:00 a.m. – 4:00 p.m.

Location: Southeastern Chapter National Safety Council Training Facility  
421 Mission Court, Irmo, SC

Facilitator: SCNSC Staff

Prerequisites: One year of documented experience in work zone traffic control.

Registration: <https://forms.office.com/g/xZsDh31TYk>

### TEMPORARY TRAFFIC CONTROL DESIGN & SUPERVISION- REFRESHER COURSE

The 6-hour Classroom Refresher Course is required by the SCDOT every 5 years to maintain South Carolina Temporary Traffic Control Design & Supervision Certification.

Date: March 5, 2025  
May 14, 2025

Time: 8:00 a.m. – 4:00 p.m.

Location: Southeastern Chapter National Safety Council Training Facility  
421 Mission Court, Irmo, SC

Facilitator: SCNSC Staff

Prerequisites: One year of documented experience in work zone traffic control.

Registration: <https://forms.office.com/g/b6k53CKic8>

## BASIC WORK ZONE

\*Additional SCNSC registration forms required two weeks before training

Controlling traffic through work areas is one of the most important -- and dangerous -- operations in construction maintenance. The Basic Work Zone course is an introduction to work zone set up, focusing on specific requirements from the MUTCD and the SCDOT Standard Drawings/SCDOT Work Zone Safety Handbook.

Who should attend?

Individuals with safety and health responsibilities in highway and street construction; bridge, tunnel, water or sewer construction; concrete, utilities, or paving industries; state transportation, and county or municipal street/public works departments.

The course covers:

- How to recognize and utilize the federal guidelines in The Manual on Uniform Traffic Control Devices (MUTCD)
- How to recognize the parts of a temporary traffic control zone
- The different types of tapers and how to set them up
- The different types of temporary traffic control devices and how to set up basic work zones based on the MUTCD and SCDOT guidelines

- Mobile Operations MUTCD and SCDOT requirements
- Flagging Operations MUTCD and SCDOT requirements
- Worker Safety requirements Attendees participate in tabletop exercises to practice setting up temporary work zones.

PLEASE NOTE:

- Previous Work Zone Experience is NOT required to attend this course.
- Completion of the course and passing exam grade are required for a certificate of completion.
- This is an 8-hour course.

Date: March 4, 2025 & May 13, 2025

Time: 8:00 a.m. – 4:00 p.m.

Location: The Southeastern Chapter  
National Safety Council  
Training Facility

Facilitator: SCNSC Staff  
National Safety Council Southeastern  
Chapter ([scnsc.org](https://scnsc.org))

March 4, 2025 - <https://forms.office.com/g/HfdAAj81bX>

May 13, 2025 - <https://forms.office.com/g/xqHMHVH3jWY>



## OSHA 10 HOUR – CONSTRUCTION

Upon completion of the OSHA Construction 10-hour course, you will be able to:

Identify common hazards for construction area sites. Special emphasis is placed on the most common worker injury or property damage issues. You are also briefed on basic instructional approaches, improving compliance communication, and training at the work site.

Who should attend?

Attend this course if you are an entry-level worker, safety and construction manager, or any worker interested in hazards in construction and/or general industry.

Why should you attend?

Facilitators identify safety and health principles that help you identify hazards, abate those hazards, and protect employees.

**Date:** March 4-5, 2025  
**Time:** 8:00 am - 4:30 pm ET  
**Location:** Hampton Inn- Killian Rd  
 Columbia, SC  
**Facilitator:** Bi Lingual Safety Services  
 Huntersville, NC

Registration: <https://forms.office.com/g/mkeUnr4YCz>

## FLAGGER INSTRUCTOR TRAINING

\* Additional SCNSC registration forms required two weeks before training.

Training goal in the Flagger Training Instructor Course, you will learn to teach work zone crews standard flagging procedures and how to provide safe passage in and around work areas.

Get certified to deliver the Flagger Training Course to your work zone crews. No prerequisites required.

Who should attend?

Individuals with safety and health responsibilities in highway and street construction; bridge, tunnel, water or sewer construction; concrete, utilities, or paving industries; state transportation, and county or municipal street/public works departments.



Why you should attend?

Controlling traffic through work zones is one of the most important and dangerous operations in road construction and maintenance.

The National Safety Council's 1-day Instructor Course for the Flagger Training Program will train you to teach standardized flagging procedures. Upon completion of the course, you will be able to apply the resources and information learned to protect your own crew and the public.

The course covers:

- The Manual on Uniform Traffic Control Devices (MUTCD)
- ANSI standard ISEA-107-2010
- How to get students involved in the course
- How to use course materials
- Administrative responsibilities
- Adult learning needs

Developing effective teaching skills Certification for a Flagger Instructor is contingent upon completion of the Flagger Training Instructor Course, affiliation with an organization maintaining status as an approved Flagger Training Center and successfully teaching one monitored probationary class. An organization may become an approved Flagger Training Center by signing a Training Center Agreement. 1-Day Course

**Date:** April 21, 2025 & June 23, 2025  
**Time:** 08:00 A.M. – 04:00 P.M.  
**Location:** Southeastern Chapter National Safety Council Training Facility  
 421 Mission Court, Irmo, SC

Facilitator: SCNSC Staff

April 21, 2025 - <https://forms.office.com/g/KiDU0n7Jux>

June 23, 2025 - <https://forms.office.com/g/fBa2JSJAsK>

## FLAGGER – NOVICE

\*Additional SCNSC registration forms required two weeks before training.

Controlling traffic through work areas is one of the most important -- and dangerous -- operations in construction maintenance.

The National Safety Council's Flagger Training Course is a comprehensive skill-building session that meets federal industry guidelines: the Manual on Uniform Traffic Control Devices (MUTCD) guidelines and the ANSI standard ISEA-107-1999. The Office of Highway Safety, the Federal Highway Administration, and several state Departments of Transportation have reviewed this program.

The primary objectives of the program are to train flaggers to provide safe passage of traffic through and around work areas and to minimize confusion by bringing standard flagging procedures to our nation's highways. To get your crewmembers trained and certified in safe flagging techniques in just four hours.

Who should attend?

This course is a must for novice construction work zone flaggers in both one- and two-person flagging operations. Experienced flaggers can attend this course as a refresher. All attendees receive a certificate of course completion.

What you will learn:

- **Thorough understanding of flagging procedures and proper use of required equipment.**
- **Improved flagging skills from hands-on training, classroom activities and a flagging skills test.**
- **Increased ability to coordinate traffic movement through the work zone.**

Date: May 12, 2025

Time: 8:00 a.m. - 12:00 p.m.

Location: Southeastern Chapter National Safety Council Training Facility  
421 Mission Court, Irmo, SC  
Facilitator: SCNSC Staff

National Safety Council Southeastern Chapter ([scnsc.org](https://scnsc.org))

Registration: <https://forms.office.com/g/2Nymm4MiBj>

\*\* Please note: enrollment capped at 15 participants.

## CERTIFIED EROSION PREVENTION AND SEDIMENT CONTROL INSPECTOR (CEPSCI)

Construction and land disturbing activities have significant potential to adversely impact water quality. In 2004, Clemson University initiated the development and implementation of a program designed to inform individuals about important construction-related best management practices. The purpose of the Certified Erosion Prevention and Sediment Control Inspector Program is to educate field personnel on the proper installation, maintenance, and inspection of erosion prevention and sediment control measures.

The series of one-day classes teaches attendees the latest techniques for erosion prevention and sediment control. It also introduces a variety of erosion control practices including the most environmentally effective techniques for different terrain. Instructors demonstrate how to review grading and drainage plans, as well as BMP details. Each participant is provided an opportunity to meet others involved in land disturbing activities and taught how to conduct a field inspection of erosion prevention and sediment control practices.

Over 10,000 people have participated in these classes with over 4,000 currently certified by passing the corresponding exam or through recertification. CEPSCI was developed through the cooperative effort of the Clemson University Cooperative Extension Service, SC Department of

Transportation (SCDOT), Greenville County Soil and Water Conservation District, SC Department of Environmental Services (SCDES), the SC Sea Grant Extension Program and Woolpert, Inc.

Successfully completing the class and exam will provide certification for three (3) years.

Day 2 will be set for in person exam 8:45 am – 12 pm.

**Date:** April 16-17, 2025  
**Time:** 8:30 a.m. – 04:00 p.m.  
**Location:** Saluda Shoals Park,  
 The River Center  
 5605 Bush River Rd  
 Columbia, SC 29212  
**Facilitator:** Clemson University  
[Initial Certification](#)

Registration: <https://forms.office.com/g/hYM1uzz6jk>

Please Note: Registration for this class is required two weeks prior to training. A Driver's License # is required.

### CEPSCI SCDOT RECERTIFICATION:

Prior to the expiration date shown on CEPSCI identification cards, Certified Erosion Prevention and Sediment Control Inspectors are required by SCDES to complete SCDES approved professional development training in order to be recertified.

Please recognize that any person who conducts an inspection without current certification, as well as any site inspected, is in violation of state requirements and may be subject to enforcement actions.

**Date:** May 22, 2025 or June 11, 2025  
**Time:** 8:30 a.m. – 04:00 p.m.  
**Location:** Saluda Shoals Park,  
 The River Center  
 5605 Bush River Rd  
 Columbia, SC 29212  
**Facilitator:** Clemson University

Registration: <https://forms.office.com/g/Xg2izNOGaK>





## GROWING AND MAINTAINING YOUR DUMP TRUCK BUSINESS

The National Dump Trucking Association (NDTA) is pleased to present a one-day training class titled "Growing & Maintaining Your Dump Trucking Business." This class is designed to equip participants with essential skills and knowledge to successfully grow and manage a dump trucking business.

### Who should attend?

- Certified SCDOT DBE/SBE: Dump Truck and Hauling Companies

### Objectives:

- Provide comprehensive training on maintaining & growing a successful dump trucking business
- Equip participants with practical business management skills
- Enhance understanding of legal and regulatory compliance in the industry
- Offer strategies for marketing, sales and securing contracts

Date: Thursday, May 8, 2025  
 Time: 9:00 a.m. – 4:30 p.m.  
 Location: SC Dept. of Transportation  
 955 Park Street, G-10  
 Columbia, SC 29223  
 Facilitator: National Dump Truck Association  
 Atlanta, GA  
[thendta.org](http://thendta.org)

Registration: <https://forms.office.com/g/zfQSifYnLg>

## ESTIMATING & BIDDING IN THE CONSTRUCTION TRANSPORTATION ARENA

In this fast paced and in depth 2-day course, attendees will gain greater insights and knowledge of how to estimate, bid and win SC DOT contracts. Work scopes covered may include but are not limited to Trucking, Material Hauling, Silt Fence Installation, Concrete Sidewalk, Placing Base Stone, Clearing and Grubbing, Excavation, depending on class makeup.

Attendees will be shown new techniques that will improve their confidence to accurately estimate and bid work, including how to properly calculate equipment ownership and operation cost such as Dump Trucks, Flat Bed Trailers, Excavators, etc. Most importantly, you will see how to use your accounting information to correctly determine billing rates for labor, equipment, overhead and profit. Stop guessing; discover exactly how much your employees, equipment and your office operations really cost.

The methods presented will change participants' way of thinking from that of a craftsman into thinking like a successful businessperson in the construction industry.

To be eligible for this course, potential attendees should have a working knowledge of / ability to do:

- Microsoft Excel
- Read, understand and interpret prints & SC DOT specifications
- Complete in class activities

**Note:**

- **Participants are encouraged to bring the following, if possible:**
  - Copies of bids you have submitted, both accepted and rejected;
  - A laptop
  - Equipment List
  - 2023 Year-end P&L Statement
  - 2023 Year-end Balance Sheet.
  - Copy of Business Capability Statement
- **A course instructor will contact each registrant two weeks prior to the start date to assure understanding and time commitment.**
- **The 2-day course outline and agenda will be forwarded one week prior to the start date for attendees chosen to attend. Attendance and active participation in this intensive course is essential to success in learning to estimate and bid SCDOT projects.**
- **Participants will receive guided instruction on how to complete a Business Model Canvas that will enhance their marketing strategy and bidding.**
- **For successfully completing class assignments, participants will receive a working copy of an Excel-based Estimating Template to practice on during and after the class.**
- **Capacity for this course is a maximum of 12 companies.**

**Dates:** June 11-12, 2025  
**Time :** 8:00 a.m. – 5:00 p.m.  
**Location:** Hampton Inn – Killian Road  
 1310 Roberts Branch Parkway,  
 Columbia, SC  
**Facilitators:** Victor C. Tyler, PE, President,  
 Tyler Construction Engineers P. C.  
 Nashville, TN

<https://tylerengineers.com/>

Registration: <https://forms.office.com/g/rB9jMLGGef>

**BLUE PRINT READING**

This course will begin with basic introduction to construction drawings. Participants will become familiar with engineering construction plans with an emphasis on SCDOT drawings – symbols, terminology, calculations and other basic information. Review of Plan Layout and Plan Reading Basics.

You will move forward to a more in-depth look at an actual Plan example and its applications; to include, Up-front Sheets, Plan Design Sheets, and Cross-sections, Basic Plan Readings, an Plan Applications; to include, calculations and quantity take-offs. A Q & A session will provide participants the opportunity to further discuss drawings and their importance to project work and completion.

**Date:** May 28, 2025  
**Time:** 8:00 a.m. - 5:00 p.m.  
**Location:** Carolina Construction School  
 1456 Kershaw Camden  
 Highway  
 Lancaster, SC 29720.  
**Facilitator:** Kim Lineberger  
 LCI-Lineberger Construction,  
 Inc.

Via Carolina Construction School  
<https://www.carolinaconstructionschool.com/>

Registration: <https://forms.office.com/g/zB2AXYsHJj>

**UPCOMING TRAINING****DBE HAULING FORUM**

Look for this Hauling Forum- Strictly for SCDOT DBE Haulers in the Spring of 2025



*Registration for each class must be submitted electronically  
by way of the link applied to each training class.*

*See the link to our SCDOT MSBA Website below:*

<https://www.scdot.org/business/bus-development-overview.html>

*THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE A CONTRACT BETWEEN THE FIRM AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT.*

## **DISADVANTAGED BUSINESS ENTERPRISE (DBE) TRAINING TUITION ASSISTANCE PROGRAM**

### **BACKGROUND**

The South Carolina Department of Transportation's Division of Minority & Small Business Affairs is committed to providing training and supportive services, to include tuition assistance, to enhance the business and workforce development of qualifying Disadvantaged Business Enterprises (DBEs). This initiative was implemented through former Business Opportunity and Workforce Development (BOWD) Program.

### **PURPOSE**

The DBE "Training Tuition Assistance Program" (TTA) is designed for eligible South Carolina DBE firms by providing financial assistance for training with the intent of developing the educational skill levels of employees, improving job-related or career-related capabilities, thereby, enhancing the firm's capacity. Areas qualifying for training assistance include, but are not limited to, technical/management development programs and relevant certifications.

### **PROGRAM COMPONENTS**

- Approved tuition assistance will be made in the form of reimbursement.
- Only SCDOT DBE certified firms, who have been on the Department's Unified Certification Program Directory list for the last two (2) years and are in good-standing, are eligible for consideration.
- Only "key" employees of the DBE firm will be approved for participation. A "key" employee is someone in a position whose decisions directly impact the day-to-day operations of the business.
- Firm must have attended at least two (2) SCDOT sponsored training events within the last two (2) years.
- Requested assistance must be directly related to training, which will enhance a firm's business skills allowing the firm to compete more successfully in the highway transportation industry.
- Requests for assistance must be made on the "DBE Training Tuition Assistance Request & Reimbursement Approval Form" (TTA-1). Request forms should be received at least thirty
- (30) days prior to the start of training. The TTA Program Coordinator will notify the firm, in writing, of approval or denial of the request.
- Assistance approval must be received, in writing, from the TTA Program Coordinator prior to attendance. Failure to receive proper approval prior to attendance will result in denial of the request for assistance.
- Request denials do not prohibit a firm from attending training. However, the denial does mean the Department will not provide the firm with financial assistance on the specific request.
- When evaluating requests for assistance, consideration will be given based on the adherence to the stipulated request process; the firm's program eligibility; the purpose of training and the benefit of the training to enhance the firm's business skills in the highway transportation industry.

- Assistance is limited to the availability of funds.
  - An eligible DBE firm may be provided approved assistance up to \$1,500 per year. (Based on the availability of funds, this amount is not guaranteed and may be subject to change.)
  - Prior to the issuance of reimbursement, the firm must submit, for each participant, a completed "Reimbursement Attendance Acknowledgement Form" (TTA-2) signed by the trainer, along with a copy of the completed training sponsor's registration form and a copy of the paid invoice. To expedite processing, forms should be returned to the TTA Program Coordinator within five (5) working days of completion of training.
1. Failure to provide the completed "Reimbursement Attendance Acknowledgement Form", TTA-2, and stipulated attachments within fifteen (15) calendar days of completion of training will result in the forfeiture of reimbursement. Failure to attend or satisfactorily complete training approved for reimbursement will result in forfeiture of reimbursement and in disqualification for future training tuition assistance for the DBE firm.
  2. Trainer's signature may be subject to verification.
  3. Denial of tuition assistance is at the final discretion of the Department.

Please send all correspondence to: South Carolina Department of Transportation, Division of Minority and Small Business Affairs, ATTN: TTA Program Coordinator- Business Development Center, PO Box 191, Columbia, South Carolina 29202

To Complete the Training Tuition Assistance Application  
please click on the link below

<https://forms.office.com/g/p8tVGZehE7>

Or

**SCAN HERE**



TRAINING TUITION ASSISTANCE APPLICATION WEBSITE



P.O. Box 191, Columbia, SC 29202, Ph: 803.737.6426, F: 803.737.4681  
<https://www.scdot.org/business/bus-development-overview.aspx>