



Montana Department of Transportation
DBE Program
Civil Rights Bureau
P.O. Box 201001
Helena, MT 59620-1001

60 Seconds to a Better Office Space Design

From [Darrell Zahorsky](#), former About.com Guide

With the growth of the Internet and other computing applications, small business and home offices today use computers in a wide range of business functions. According to research by U.S. Chamber of Commerce and IBM over 96% of small businesses have a personal computer. But does your office space design maximize your productivity and reduce stress?



You don't need to spend money on new keyboards or mice, for most small business budgets, improving your office space comes down to a little ergonomic sense. Take just 60 seconds to a better office space design.

0:60 Add a Little Tilt: Reduce eye and neck discomfort by tilting your computer monitor slightly up from the bottom. The top of the monitor should be further away from your eyes than the bottom. This will reduce eye strain and neck discomfort.

0:57 Find the Best Distance: The distance of your eyes to the computer monitor can place additional strain on your eyes and add more fatigue. Most ergonomic experts recommend the screen be at least 24 inches from your eyes.

0:45 A Refreshing Rate: Your computer monitor continuously repaints the entire image of your screen called a refresh rate. The rate is measured in seconds. The faster rates up to a certain point reduce the flickering of the image. A refresh rate set to low can cause eye strain and headaches. Typically experts recommend a 75 Hz or higher refresh rate. Consult with your monitor and video card instructions; your eyes will appreciate it.

0:30 It's All Light: Lighting in an office space design is taken for granted. A properly configured office space requires lighting suitable to the task. Consider ambient and natural light. If you spend considerable time on a computer dim the florescent lights and have a softer background light. Avoid one brightly lit room and create layers of lighting with lamps, task lights, and other lighting options.

0:20 Just an Arm's Reach: A better office space design is about making the little things in your office life a bit better. Your common office tools (pens, staplers, notepads) should be easily accessible. All regularly used files should be at an arm's reach on your desk. The less movement and twisting the better your office productivity will be.

0:10 The Feet Have It: Good office ergonomics must end with the feet. Proper pressure can be adjusted by using a footrest or even a small box to ensure the back of your knees are slightly higher than your chair seat.

0:00 A recent Microsoft Hardware Poll found 90% of employees stated their office space design had a direct effect on productivity. Do yourself a favor and take a few simple steps to better office design to help your well-being and bottom line.

We still have funding available to pay for your MCA (Montana Contractor's Assn) dues. This will help you with networking and meeting primes. Contact Shannon at 444-7287 if you are interested.

INROADS

Bid and Contracting Opportunities

**Welcome,
Recently
Certified DBEs!**

Judy Keintz
**Fencecrafters Helena
Inc**
Commercial Fencing

Lloyd Burke
Ironhide LLC
Concrete work, Curbs,
Tree Removal, Snow
Removal



MONTANA DEPARTMENT OF TRANSPORTATION
MDT holds two bid lettings each month.

Proposed for letting August 2010

UPN/UNIT	PROJECT ID	FINANCIAL DISTRICT	PROJECT DESIGNATION	TYPE OF CONSTRUCTION	LENGTH MILES
6921 000	IM 15-1(109)0	2	MONIDA-LIMA (SB)	MINOR REHABILITATION	17.1
6923 000	IM 15-1(107)0	2	MONIDA-LIMA (NB)	MINOR REHABILITATION	17.1
1420 001	NH 8-4(53)82	2	TOWNSEND-SOUTH PASSING LANES	RECONSTRUCTION-WITHOUT ADDED CAPACITY	4.2
1016 001	STPP 72-1(13)12	5	2 KM NORTH OF BELFRY-NORTH	RECONSTRUCTION-WITHOUT ADDED CAPACITY	4.0

The State of Montana offers one stop vendor information at the following link:
<http://svc.mt.gov/gsd/onestop/SolicitationDefault.aspx>

This website contains information from all agencies that are soliciting a contract. Check it out!

U.S. DOT Announces Signing of Recovery Act Grant to Reconstruct Highway, Improve Sidewalks in Whitefish, MT
Funds Will Improve Livability for Area Residents

WASHINGTON - The U.S. Department of Transportation signed an agreement with the City of Whitefish for \$3.5 million in American Recovery and Reinvestment Act (Recovery Act) funds to make major improvements to US 93/Second Street, U.S. Secretary of Transportation Secretary Ray LaHood announced.

"Investments like this demonstrate President Obama's commitment to creating jobs, rebuilding America's transportation infrastructure, and improving livability in communities across the country," said Secretary LaHood. "This grant makes possible road improvements that have been neglected for years."

In addition to a curb-to-curb reconstruction of the roadway in downtown Whitefish, improvements funded by the grant include installation of a modern traffic signal system, the addition of left turn lanes, and crosswalks that are compliant with the Americans with Disabilities Act.

The grant is part of the Transportation Investment Generating Economic Recovery (TIGER) grant program included in the Recovery Act to promote innovative, multi-modal and multi-jurisdictional transportation projects that provide significant economic and environmental benefits to an entire metropolitan area, region or the nation. It is the second TIGER grant awarded to central Montana.

"Given the reliance rural communities place on highways and streets, this money will significantly improve safety and overall livability for Whitefish residents, in addition to putting Montanans back to work," said Federal Highway Administrator Victor Mendez.

Whitefish, which is about 100 miles north of Missoula, is in Flathead County, an economically distressed area. Because of neighboring Glacier National Park and the Flathead and Kootenai National Forests, the route through Whitefish has seasonally high traffic and is very popular with pedestrians.

The U.S. Department of Transportation announced the selection of \$1.5 billion worth of TIGER grants for 51 projects as part of the one-year anniversary of the Recovery Act on February 17.

MDT Awarded Contracts for April and May and DBE participation:

Prime	Location	Project	DBE Participation
Blahnik Construction	Hamilton Urban	NH 7-1(127)46	9.72%
Colstrip Electric Inc	SF089 Sgnl Frntge Rd & Zoo Dr	IM-HSIP 1011(6)	5.72%
J and S Construction Inc	US 87 Slide – S Grass Range	NH 61-3(26)41	6.64%
Jim Gilman Excavating Inc	JCT I-90/MT-1 - Anaconda (WB) JCT I-90/MT-1 - Anaconda (EB)	STPP 19-1(50)0 STPP 19-1(46)0	0.00%
Knife River – Billings	SF069 - Parkhill/13 th St W – Blgs	HSIP 1099(52)	6.45%
L H C Inc	KBP-US 2 Widening	MT 15(93)	1.10%
Northern Improvement Co – Fargo	North Dakota Line – West (WB)	IM 94-7(30)244	0.00%
Penhall Company – Mukilteo	Clark Fork – SW of Paradise	BH 35-2(4)12	1.05%
Riverside Contracting Inc – Msla	MacDonald Pass – East	NH 8-1(35)27	12.61%
Riverside Contracting Inc – Msla	Bearmouth – E & W	IM 90-3(103)135	0.00%
Riverside Contracting Inc – Msla	Colstrip – North	STPP 39-1(41)24	2.18%
Riverside Contracting Inc – Msla	SW of Saint Xavier-SW Hardin to Jct S-384	STPS 313-1(22)34 STPP 48-1(29)0	0.00%
Schellinger Const Co Inc	Armington Jct N Slide Repair	NH 60-2(94)72	.82%
Sletten Construction Company	Yellowstone R – 6 Mi NE of Livingston	BH 59-1(24)2	.52%
Wickens Construction Inc	Redstone-E & W	STPP 22-1(11)15	0.00%
Average Participation			.95 %

Recovery Act Funds Lead to Skyline Drive Reconstruction and Other Lake County Transportation Improvements

WASHINGTON – Transportation Secretary Ray LaHood today announced that construction on Skyline Drive and on other roads, bike and pedestrian paths in Lake County can now move forward after the U.S. Department of Transportation signed a grant agreement with Montana's Lake County Community Development Corporation for \$12 million in American Recovery and Reinvestment Act (ARRA) funds.

"Rebuilding Skyline Drive and repairing roads and paths in Lake County are important examples of the Obama Administration's commitment to rebuilding our transportation infrastructure and creating jobs," said Secretary LaHood. "This Recovery Act grant is allowing us to improve safety by funding road improvement projects that wouldn't have been possible for years."

Though it is a primary access route to and from St. Joseph's Medical Center, one of only two hospitals in the county, Skyline Drive is in extremely poor condition. The Montana Department of Transportation identified the 2.4 miles of Skyline Drive, with its steep grades, sharp curves and narrow bridge, as a risk in its Safety Management Program. Funds will also be used to improve other roads and bike and pedestrian paths over a 30-mile wide area.

The \$12 million grant is more than six times the annual budget of the combined road and bridge budget for Lake County, which is considered an economically distressed area.

The grant is part of the Transportation Investment Generating Economic Recovery (TIGER) grant program included in ARRA to promote innovative, multi-modal and multi-jurisdictional transportation projects that provide significant economic and environmental benefits to an entire metropolitan area, region or the nation. (cont'd on page 4)

MDT Civil Rights Bureau Directory

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"It is critical to ensure roads in our rural communities get the attention they deserve," said Federal Highway Administrator Victor Mendez. "These funds will help the area's residents enjoy a better quality of life and greater roadway safety, and will also create jobs in an area that needs them."

Lake County, about 50 miles north of Missoula, is home to the Confederated Salish and Kootenai Tribes and lies within the Flathead Indian Reservation.

The U.S. Department of Transportation announced the selection of \$1.5 billion worth of TIGER grants for 51 projects as part of the one-year anniversary of ARRA on February 17.

Meetings, Workshops, and Training Opportunities

August

- 8/2 Montana Telecommunications Association Annual Meeting
Holiday Inn, West Yellowstone
Covering aspects of the National Broadband Plan and its effects on rural economic development
8 am
Contact: Geoff Feiss 442-4316 or visit:
www.telecomassn.org
- 8/10 - 11 Professional Development Workshops
MSU-B Downtown Campus, Billings
Managing an effective economic development organization and strategic planning.
8 am
Contact: Gloria O'Rourke 563-5259 or visit:
https://app.mt.gov/cgi-bin/confreg2/index.cgi?CONFERENCE_ID=343&ACTION=INTRO
Cost: Varies depending on how many days you will attend
- 8/12 How to Maximize Profits and Limit Exchange Rate Risk
At your computer (online)
10 am
Understanding exchange-rate risk and maximizing profits.
Contact: Montana World Trade Center 243-6982
- 8/31-9/1 Rural Community Conference
MSU-Bozeman
Breakout sessions include: Leadership Development, Increasing Assets and Wealth, Engaging Youth, and Entrepreneurship in Rural Communities
8 am
Contact: Betsy Webb 994-6694 or visit:
<http://www.msuextension.org/rcc>

Sites to look at for training:

<http://www.matr.net>

<http://www.prosperabusinessnetwork.org/>

<http://sbdc.mt.gov/default.mcp>

Mark your calendar

