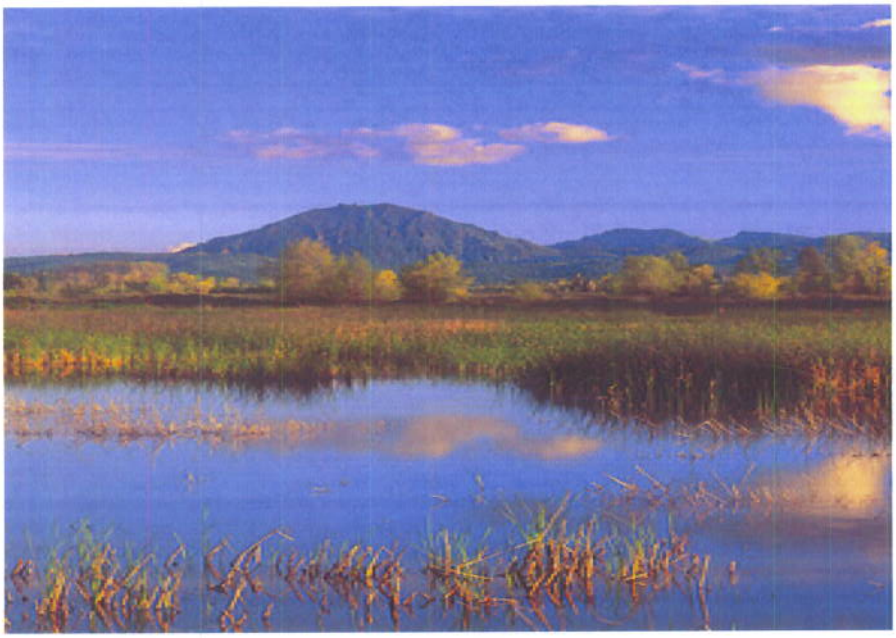
Calmentor *Program, North Region*



Promoting Involvement in Architectural & Engineering Projects in the North Region

Program Guidelines
September 2008

I. THE CALMENTOR PROGRAM

As a direct result of Governor Arnold Schwarzenegger's Executive Order S-11-06, which promotes the participation of small businesses, the State of California, Department of Transportation (Caltrans) North Region - Districts 1, 2, and 3 has partnered with the American Council of Engineering Companies of California (ACEC California) and is pleased to introduce the Calmentor Program. This program is designed to encourage and support small businesses, comprised of certified Small Business Enterprise (SBE), Disadvantaged Business Enterprise (DBE) and Disabled Veterans Business Enterprise (DVBE) certified firms, through voluntary partnerships with larger firms. Specifically, the program aims to increase the participation of small Architectural and Engineering (A&E) firms in public transportation projects in the Northern California region, from Sacramento north to the Oregon border.

In order to make the program effective, Caltrans and ACEC California established a Steering Committee consisting of Caltrans and several members of ACEC located in Districts 1, 2, and 3 to develop the program.

Mission Statement

The mission of the Calmentor Program is to increase the pool of small businesses participating in transportation projects by providing small firms opportunities to network and partner with established, larger firms.

Goals and Objectives

- Establish a mentoring program that pairs small businesses with large firms
- Establish an entry point for small firms who desire to do business with Caltrans and other public agencies
- Develop business relationships that foster new opportunities for both large and small firms
- Enhance small business operations to achieve their growth potential
- Create more small business opportunities and provide more meaningful participation on transportation projects
- Encourage non-certified firms to obtain certification from appropriate agencies
- Increase the pool of small businesses

II. PROGRAM GUIDELINES

Location

As an advocate for the Calmentoring Program, Caltrans will maintain all documents pertaining to the program and will maintain a Calmentor website. Caltrans District 3 District Office in Marysville will serve as the facility where participants meet and perpetuate the program.

Participants

Participants of the program are Mentors, Protégés, Program Sponsors, Steering Committee and Program Support members. Each participant is defined as follows:

A. Mentors

Established, larger firms are typically prime consultants willing to commit time to help certified small firms achieve their growth potential.

B. Protégés

Small firms seeking A&E contracts with Caltrans or other public agencies.

C. Program Sponsors

Caltrans

The Program's primary sponsor seeking to facilitate a forum for small firms seeking opportunities for growth.

ACEC California

The lead private organization sponsoring the program and working with Caltrans. ACEC California participation includes the Redwood Chapter, North Coast Chapter, and Sierra Chapter.

Other Public Agencies

Any public organization that also desires to sponsor the program.

Small Business Council

A group of small business trade associations that advise on Caltrans policies and processes affecting certified firm participation in Caltrans contracts.

D. Steering Committee

The Steering Committee, which guides and maintains the Calmentor Program:

- Establishes program goals and objectives and ensures that they are fulfilled
- Collects historical information on how the program is proceeding
- Reviews agreements
- Helps resolve disagreements
- Establishes grievance protocol
- Sets program policies and procedures
- Evaluates program performance
- Serves as an advisory body to Caltrans

E. Program Support

The Caltrans North Region Consultant Services Unit (CSU), under the Division of Program/Project Management, provides the administrative support for the Program. The Chief of CSU North Region is the Caltrans point of contact for all resources needed for the program. This administrative support includes providing/setting up the meeting facility, meeting facilitation, preparing meeting

agendas, handouts, minutes of meetings and other program-related documents. The North Region CSU is the central repository of program documents and maintains the Calmentor website.

Steering Committee Rules

A. Composition

The Steering Committee consists of nine members: four mentors, four protégés, and the Caltrans Chief of North Region CSU. Steering Committee members who are mentors or protégés may come from A&E consulting firms and professional trade associations, including ACEC and SBC.

B. Function

The Steering Committee has the authority and the responsibility to manage all affairs of the program that are not expressly precluded at the annual meeting.

C. Meetings

The Steering Committee meets four times a year. Caltrans North Region, the Steering Committee, or no less than one-fifth of the active Calmentor members may request special meetings as necessary.

D. Notice

The Steering Committee requires at least two days advance notice for special meetings. Such notice may be given in person, by mail, or by electronic media to each member of the Steering Committee.

E. Quorum

A majority of the Steering Committee members constitute a quorum for the transaction of business at any meeting of the Steering Committee. If less than a majority is present, a majority of those present may adjourn the meeting.

F. Action

An action of the Steering Committee quorum constitutes an action of the Steering Committee unless the act of a greater number is required by the guidelines.

G. Action by Written Consent

Any action of the Steering Committee may be taken without a meeting if consent in writing, setting forth the action taken, is approved by two-thirds of the members.

H. Vacancies

Any vacancy in the Steering Committee by reason of resignation, removal, or other means, and any newly created position shall be filled by the Steering Committee members.

I. Compensation

There is no compensation for non-Caltrans Steering Committee members; membership is strictly voluntary.

J. Members of the Steering Committee

The members of the Steering Committee include a Caltrans North Region Chair, a Co-Chair, and a Secretary. Steering Committee members vote the Co-Chair and Secretary. The Steering Committee may appoint members for special tasks, if deemed necessary; these members will serve until the next general members meeting.

Chair

The Chairperson is the Caltrans NR Consultant Services Unit Chief, who is responsible for chairing official businesses and events of the program. The Chairperson has the power to appoint sub-committees subject to the approval of the Steering Committee members. In general, the Chairperson is accountable for all program-related business.

Co-Chair

The Co-Chair is a non-Caltrans member who is voted by the 9-member Steering Committee. The Co-Chairperson works closely with the Chairperson on all program-related matters. The Co-Chair presides in the absence of the Chairperson.

Secretary

The Secretary is the guardian of the program's records. The Secretary is responsible for coordinating and utilizing the Program Support. The Program Support is responsible for taking and keeping meeting minutes, maintaining a current register of the address of each member, all official Program correspondence and notices, ensuring that a copy of these Calmentor Program Guidelines are available at all meetings, preparing the annual report, and performing any other duties assigned by the Chair, Co-Chair or Steering Committee.

K. Election and Tenure

Steering Committee members are appointed for a 2-year term commencing on the date of appointment. Appointments are made via mail or electronic media in a manner determined by the Steering Committee.

Any active member of the program is eligible to be a member of the Steering Committee. No member may serve more than two consecutive terms. A board member filing a mid-term vacancy may serve a maximum of two terms consecutively in that position. A mid-term position comprises one term, regardless of the actual length of service.

L. Removal and Replacement

Caltrans North Region may remove any member elected or appointed, if that removal serves the best interest of the program. The Steering Committee may

initiate such a removal, but it must have the approval of a majority of the Steering Committee members.

A member may be removed and replaced for any of the following reasons:

1) Resignation
2) Three consecutive absences at regularly scheduled meetings
3) Disruptive or abusive behavior
4) Non-observance of the mission, objectives and guidelines of the program

M. Filling a Vacancy

Any vacancy resulting from resignation, removal, disqualification, death, or other reason may be filled by the Steering Committee for the unexpired portion of the term. Applicants will submit an application form and a written request to the Steering Committee Chair; the applicant can fill the vacancy when a majority of the members give their approval.

III. PROGRAM STRUCTURE

Pairing Process

1. Mentors and Protégés submit Calmentor Application forms to Caltrans
2. Caltrans posts the names of accepted Mentors and Protégés on the Calmentor website
3. Potential Mentor and Protégé meet and interview each other
4. Mentor and Protégé agree on areas of support and development

Establishing a Formal Relationship

Mentors and Protégés should:

1. Describe the goals and objectives of the partnership
2. Develop method or approach to achieve the goals and objectives
3. Establish a mentoring duration
4. Develop and implement a voluntary Memorandum of Understanding (MOU)

Evaluation and Feedback

1. Mentor and Protégé review milestones in their MOU
2. File Progress Report with Caltrans each quarter

Recognition of Program Accomplishments

1. Participants evaluate accomplishments
2. Mentors and Sponsors review measurements to assess growth of Protégés
3. Participants celebrate success at annual meeting

IV. ADMINISTRATION

Program Maintenance

1. Monitor the status of existing Calmentor partnerships
2. Pair certified small firms with Mentors

3. Maintain the Calmentor website
4. Create a template for a standard MOU
5. Make a list of Frequently Asked Questions
6. Establish a calendar of Steering Committee meetings

Dispute Resolution

Participation if the Calmentor Program is voluntary. Disputes between two parties may be referred to the Steering Committee for discussion and recommendation.

Recruitment

1. Communicate to other professional associations, societies, etc. about the Program
2. Inform potential participants about the website
3. Participate in the annual meeting
4. Maintain and distribute a program brochure

Annual Meeting

An annual meeting is held for feedback, evaluation, networking, recognition and recruitment.