



## D4 Small Business Council Meeting Minutes

DATE: October 16, 2013

TIME: 1:00- 2:10pm

LOCATION: District 4, Executive Conference Room, 111 Grand Ave., Oakland, CA

<p><b><u>D4 CALTRANS STAFF:</u></b>                  Bijan Sartipi, District Director                  Dan McElhinney, Chief DDD                  Lenka Culik-Caro, DDD Design                  Premjit Rai, DDD Administration                  Ali Banani, Consultant Services                  Kim Byrne, Office of Business Mgmt                  George Crosby, Small Business Manager                  Romy Fuentes, Consultant Services                  Damien Harris, Office of Business Mgmt                  Adriana Harris, Small Business Program                  Stanley Ng, Maintenance                  Ray Pang, Construction                  Derek Pool, Toll Bridge SB Program</p> <p><b><u>HQ/AGENCY STAFF</u></b>                  None.</p>	<p><b><u>MEMBERS (Present/Absent)</u></b>                  Arvin Chaudhary (P)                  Marie Roberts De La Parra (A)                  Paul Guerrero (P)                  Diana LaCome (P)                  Eddy Lau (P)                  Victor Martinez (A)                  Peter Ramirez (A)                  Jesus Vargas (P)</p>	<p><b><u>REPRESENTING</u></b>                  ACEC CA                  OAACC - NCMSDC                  La Raza Roundtable                  NCA                  AAAE                  HCCAC                  SDVOC                  WTS</p>
	<p><b><u>ALTERNATES (Present/Absent)</u></b>                  Etta Jones (A)                  Michael Price (A)                  Miguel Barrigan (A)                  Leslie Sakai (P)                  Anthony DeVenuta (A)                  Shirley Douglas (A)</p>	<p><b><u>REPRESENTING</u></b>                  OAACC - NCMSDC                  La Raza Roundtable                  NCA                  AAAE                  SDVOC                  WTS</p>
	<p><b><u>GUESTS:</u></b>                  Jim Bailey, California Pavement Maintenance                  Raewyn Butcher, Ghirardelli Associates                  Sarah Davis, GCAP Services                  Pat Padilla, Padilla &amp; Associates                  MC Yu, AAAE</p>	

### Item #1: Introductions

District Director Bijan Sartipi welcomed everyone to the October meeting, and the attendees introduced themselves.

### Item #2: Approval of Minutes

**August 21, 2013 Minutes:**

Motion: Mr. Jesus Vargas; Second: Ms. Diana LaCome; Opposed: None; Approved by consensus

### Item #3: District 4 Updates

**Construction Update:**

Mr. Ray Pang provided the Construction reports. Mr. Pang noted that EA #s 0A5341 and 0A7101 had Mandatory Pre Bids scheduled. Mr. Vargas asked about the goals for EA #3G4841, and Mr. Pang said that the TBD in the DVBE column signified that the goals were not set yet. Mr. Pang let the council know that

the Department is going through an internal transition, and Office Engineer in Sacramento will no longer prepare draft contracts for most of the jobs. Mr. Sartipi said that to increase efficiency and accelerate construction projects, OE prep work is shifting back to the districts. Every district has a transition plan, and this was determined by program review. Ms. LaCome asked about goal setting, and Mr. Sartipi said that that would still be done by the OE. Mr. Pang said that the OE would also be doing the advertisement and award phase. Mr. Sartipi said that the Construction Look Ahead may be modified to reflect transition of work from OE. Regarding EA#1G5601, Mr. Lau made the point that the subs were not mainstream, and Mr. Sartipi said that because it is a job to upgrade median barrier, there isn't a lot of mainstream work to be done. Mr. Lau said that in the A&E contracts, he sees progress in getting mainstream work for subs, and Mr. Guerrero noted that a barrier on the construction side is that heavy equipment is often needed to do the work. Mr. Guerrero said that subs may not be able to provide the necessary equipment.

**Maintenance Update:**

Mr. Stanley Ng presented the Maintenance reports. The council had no questions or comments.

**Design Update:**

Ms. Lenka Culik-Caro presented the Design reports. Regarding EA #1F8901, Mr. Vargas asked what would be being installed and would it include replacing existing signs, and Ms. Culik-Caro said that she would check on that. Mr. Guerrero asked if the \$270K project size would be increasing in January, and Ms. Culik-Caro said that she would check.

**A&E Update:**

Mr. Romy Fuentes presented the A&E reports. Mr. Fuentes said that he would be reporting only on the monthly reports today, and the quarterly reports would be submitted for the Statewide SBC meeting. He highlighted the number of former or current Calmentor members who had been awarded contracts. Arvin Chaudhary asked if contract #04A2968 would be re-advertised, and Mr. Ali Banani said that it would not.

**Toll Bridge Program Update:**

Mr. Derek Pool said that the Dumbarton Bridge report reflects a more accurate representation of the contract award value. He also let the council know that since June 30<sup>th</sup>, the TB Small Business Program has documented payments to SBs, DBEs, and DVBEs of \$259M. He highlighted the 77-78% local participation rate. Mr. Pool said that students from UC Berkeley are currently working on an economic impact report that will be shared with the council at the appropriate time. Then, Ms. Pat Padilla shared the details of the Toll Bridge Program report. Regarding YBITS1, Ms. LaCome asked if the current contract value includes the increase of \$7.8M, and Ms. Padilla said that it did. Ms. Padilla said that it is significant that 84 SBs have participated on this project. She noted that all DBEs except for Bleyco, Inc. are also certified as SBs or DVBEs. Ms. LaCome commented that the participation of SBs and DVBEs on such large projects should benefit them in terms of future business opportunities, and Mr. Pool said that he agrees. Ms. LaCome said that the numbers are impressive. Mr. Vargas suggested that Mr. Pool and Ms. Padilla showcase success stories. Ms. LaCome asked if anyone is capturing this, and Mr. Sartipi said that this would be captured in a final document. He also encouraged council members to publicize these successes. Ms. LaCome suggested that both primes and subs be honored with a ceremony and/or award.

**District 4 Small Business Update:**

Mr. George Crosby provided the Small Business report. Ms. Adriana Harris reminded the council to turn in their annual renewal applications to the Statewide SBC by November 1<sup>st</sup>. She said that the District 4

renewal applications are due in December, which should either be sent by fax (510-286-7015) or brought to the December meeting. Mr. Crosby said that on 9/26 he attended the Transbay Terminal Center Outreach to the LGBT Business Community. He noted that this event was well-attended and was in support of AB1960. Mr. Crosby reported that on 9/26, Ms. Adriana Harris and Mr. Osayahde Nesbitt conducted a Mandatory Pre-Bid Outreach event in Suisun City for contract #04-0A5344 valued at \$56M with a 10%. There were 12 primes and 18 subs attending. On 10/15, Mr. Crosby noted that there was another Mandatory Pre-Bid Outreach event for contract 04-0A7104 valued at \$52M and with a 7% DBE goal. There were 14 primes and 14 subs in attendance. Mr. Crosby introduced Ms. Sarah Davis of GCAP Services to discuss the Free Assistance for DBEs flyer in the meeting folder. Ms. Davis said that the Caltrans Northern California DBE Supportive Services Program offers a variety of workshops and technical assistance, and their website is [www.gcapservices.com/dbe-support-services](http://www.gcapservices.com/dbe-support-services). Mr. Lau suggested that the HQ Caltrans website post this flyer, and Mr. Sartipi said that the OBEO website (<http://www.dot.ca.gov/hq/bep/>) has a link to it. Mr. Harris also noted that it was posted on the District 4 website located at <http://www.dot.ca.gov/dist4/smallbusiness/>. The council asked to have this flyer emailed to them so that they can distribute this information to their networks and contacts, and Mr. Premjit Rai said that the flyer would be emailed to the council. Mr. Sartipi said that he would talk to Ms. Renee Halverson to have the flyer sent to the Statewide SBC members.

**Item #4: Review of Action Items**

Mr. Premjit Rai noted that there were no open action items.

**Item #5: New Business**

Mr. Fuentes announced that there would be a Calmentor meeting on 11/7 from 1pm to 3:30pm, with a mixer event afterwards at Vo’s Restaurant in Oakland from 4:30pm. A flyer will be sent out soon.

**Item #6: Adjourn**

Mr. Sartipi adjourned the meeting, and announced that the next meeting would be held on December 18, 2013.

**District 4 Small Business Council Action Items as of October 16, 2013:**

No. / Starting Date / Assignee	Item & Notes
	There are no open action items.

**2013 District 4 Small Business Council Meeting Schedule**

All meetings will be held in the Executive Conference Room, 15-240, unless otherwise noted.

Month	Date & Time
December	Wednesday, <b>December 18</b> , 2013 from 1:00 pm – 2:30 pm