



D4 Small Business Council Meeting Minutes

DATE: December 18, 2013

TIME: 1:00- 2:10pm

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

<p><u>D4 CALTRANS STAFF:</u> Dan McElhinney, Chief DDD Lenka Culik-Caro, DDD Design Bob Finney, DDD Construction Premjit Rai, DDD Administration Ali Banani, Consultant Services Kim Byrne, Office of Business Mgmt George Crosby, Small Business Manager Adriana Harris, Small Business Program Osayahde Nesbitt, Small Business Program Stanley Ng, Maintenance Ray Pang, Construction</p> <p><u>HQ/AGENCY STAFF</u> None.</p>	<p><u>MEMBERS (Present/Absent)</u> Arvin Chaudhary (P) Marie Roberts De La Parra (P) Paul Guerrero (P) Diana LaCome (P) Eddy Lau (P) Victor Martinez (P) Peter Ramirez (A) Jesus Vargas (P)</p>	<p><u>REPRESENTING</u> ACEC CA OAACC - WRSDC La Raza Roundtable NCA AAAE HCCAC SDVOC WTS</p>
	<p><u>ALTERNATES (Present/Absent)</u> Etta Jones (A) Michael Price (A) Miguel Barrigan (A) Leslie Sakai (A) Anthony DeVenuta (A) Shirley Douglas (A)</p>	<p><u>REPRESENTING</u> OAACC - WRSDC La Raza Roundtable NCA AAAE SDVOC WTS</p>
	<p><u>GUESTS:</u> None.</p>	

Item #1: Introductions

Chief Deputy District Director Dan McElhinney welcomed everyone to the December 2013 District 4 Small Business Council meeting. Mr. McElhinney acknowledged the D4 council members and expressed his appreciation for their experience, advice, insight, and assistance in emphasizing small business utilization in the District, over the years and in 2013 in particular. He recognized the council members who also participate in the Department’s Statewide Small Business Council, as well. Mr. McElhinney noted the leadership role of Caltrans’ key managers for project delivery at each meeting as well as that of the Small Business support team, led by Mr. George Crosby, Mr. Damien Harris, and Mr. Premjit Rai. He observed that there is always more to do in small business outreach and said that 2014 would need full focus and attention as a council. On behalf of the District and District Director Bijan Sartipi, who was unable to attend because he was at the monthly Executive Board meeting in Sacramento, Mr. McElhinney wished the council happy holidays and happy New Year. He thanked everyone for a successful 2013 and said he looked forward to more Small Business Program success in 2014. He also noted that the Small Business team had provided coffee and cookies for everyone to enjoy.

Item #2: Approval of Minutes

October 16, 2013 Minutes:

Motion: Ms. Diana LaCome. Second: Mr. Victor Martinez. Opposed: None; Approved by consensus

Item #3: District 4 Updates

Construction Update:

Mr. McElhinney introduced Mr. Ray Pang and Mr. Bob Finney. Mr. Pang provided the Construction reports. Mr. McElhinney said that EA #3G4841 was Caltrans' first bridge painting contract in the Bay Area with an estimated bid opening in Spring. In the section Projects Bid Opened / Currently Awaiting Award, Mr. Pang noted that the bids were 10% under engineer's estimate. He said that the DBE goal for EA #1A6711 is 10% with 4.1% so far certified. He added that Caltrans is checking to ensure that the good faith effort is adequate. Mr. Eddy Lau noted that this project is already 3 months past bid opening date, and asked what the options were for awarding the project. Mr. Pang said that there were unresolved bid protests holding up award. Mr. Finney said that the council can find bid protest details on the Caltrans Office Engineer webpage. Mr. Lau asked how long the bid can be held, and Mr. Pang said that after 30 days Caltrans will ask the all bidders if they can still honor the bids. Mr. Pang said that the advertisement for EA #013521 was estimated for March 2014. Regarding EA #014101 to construct the SFOBB warehouse, Mr. Pang said that it was expected that there would be small business outreach for this project. Mr. McElhinney asked Mr. George Crosby to report on whether there would be a mandatory pre-bid outreach for EA #014101, the SFOBB warehouse project [Action Item #1713]. Mr. Jesus Vargas asked if EA #014101 was one of the last project to be reviewed by HQ OE process, and Mr. Pang said it was the last for this fiscal year. Mr. Lau observed that EA #014101 is small enough to target a small business as the prime contractor. Ms. LaCome responded that this project is not that small at \$14M. Mr. Lau said that he raises the issue because it seems to be a relatively simple project. Ms. Culik-Caro said that she would talk to Mr. Bob Travis and see what can be done. Mr. Finney let the council know that the majority of upcoming projects will be maintenance projects because the bond projects are winding down. Mr. Paul Guerrero asked about the contracts without DBE participation in the Projects Bid Opened / Currently Awaiting Award section, and Mr. Finney said they haven't been awarded yet because there are technical issues holding up certification of the projects.

Action Item #1713 for Mr. George Crosby.

Maintenance Update:

Mr. McElhinney introduced Mr. Stanley Ng who presented the Maintenance reports. Mr. McElhinney noted that in past years there has been higher small business participation on emergency contracts by this point in the fiscal year. He encouraged Maintenance to keep their focus on reaching out to small businesses and increasing participation during the next 6 months to echo the success of past years. Mr. McElhinney asked Mr. Crosby to follow up with the Toll Bridge Small Business Program so that they provide an outline at the next meeting of the status of the contracts for the SFOBB demolition. Ms. LaCome also asked for an estimate of the time frames for the contracts [Action Item #1813].

Action Item #1813 for Mr. Derek Pool

Design Update:

Mr. McElhinney introduced Ms. Lenka Culik-Caro who presented the Design reports. Regarding EA #4S070, Mr. Guerrero asked Ms. Culik-Caro share the reason for the protest on this project, and Ms. Culik-Caro said that she would try and get information on that. Regarding EA #2G311, Mr. Lau asked about the process for advertising this project to small businesses since it is a state contract with federal funding. He wondered if it would have to go to DBEs. Ms. Culik-Caro said that she would check on that. Mr. McElhinney pointed out that 100% of these projects go to small business. Mr. Guerrero said that he wished all of the districts provided such opportunities for small businesses and if they did, then some headway would be made. Mr. McElhinney said that under District Director Sartipi's leadership and Ms. Culik-Caro's stewardship, District 4 is successfully following the longstanding DPAC process. Mr. Guerrero said that District 4 should be lauded for the job it is doing on outreach. Mr. McElhinney said that he has charged Ms. Culik-Caro with the challenge of increasing the number of projects, but there are budgetary constraints to consider. Ms. LaCome asked about the list used to contact prospective contractors, and Ms. Culik-Caro said that the contractors are contacted by Mr. Finney's staff. Ms. LaCome asked Mr. Finney to check and see if a company called Golden Bay Fence is on the list [Action Item #1913]. Regarding the council's question last meeting about the signs in EA #1F8901, Ms. Culik-Caro said that there are 26 replacement signs and 40 new signs. Mr. McElhinney asked Mr. Finney at the next meeting to give a very brief update of the use of the Construction database as a tool for emergency contract outreach [Action Item #1913].

Action Item #1913 for Mr. Finney

A&E Update:

Mr. McElhinney introduced Mr. Ali Banani who presented the A&E reports. In the section Upcoming New A&E contracts, he updated the council that contract #04A4338 and #04A4340 were recently executed and awarded to PB Americas, which proposed 20% DBE, exceeding the goal of 18%. Also, he let the council know that contract #04A4339 and #04NEW433-14 are still in cost negotiation. Mr. Banani reported that contract #04A4336 and #04A4337 were recently executed and awarded to Geocon Consultants. Mr. Arvin Chaudhary asked the status of contract #04A4353 for right of way engineering, and Mr. Banani said that contract #04A4353 and 2 other contracts should have been included on the report, and they are all in cost negotiation. A 3-year, \$1.5M landscape visual impact and analysis contract will advertise in January. Mr. McElhinney asked Mr. Banani to follow up so that these contracts are included in the reports for next meeting. He also said that Mr. Banani should meet with his contract managers remind them to underscore with prime consultants the importance of SBE, DVBE and DBE achievement on their projects.

Toll Bridge Update:

Mr. McElhinney said that there was no Toll Bridge update provided this month. He said that Mr. Derek Pool sends his regards and his report would be at the top of the list at the February meeting.

District 4 Small Business Update:

Mr. McElhinney introduced Mr. George Crosby who provided the Small Business report. Mr. Crosby drew the council's attention to flyers for two upcoming mandatory pre-bid outreach events on January 8th and January 9th. [NOTE: The MPB outreach originally scheduled for January 16th was cancelled.] He let the council know that there was a Quarterly Outreach Event on December 12th at SFCTA providing a preview

of upcoming Caltrans construction projects valued at over \$120M as well as guidance on the contracting process for SFCTA. Mr. Crosby said that in the 3rd week in January District 4 will hold its annual Procurement Fair. Mr. McElhinney noted the active teamwork among Construction, Design, A&E, Toll Bridge, Maintenance & the Small Business Program that makes such mandatory pre-bid outreach events a success. Mr. Guerrero said that it's important to have the primes well-identified at these events, and Mr. Crosby said that he ensures that the primes themselves attend and do not send surrogates. Mr. McElhinney said that District 4 has from 10 to 12 mandatory events per year. He encouraged the council to share D4's record and ideas at the Statewide SBC meetings.

Item #4: Review of Action Items

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

Item #5: New Business

Mr. Rai asked the council if it would consider changing the meeting schedule from the 3rd Wednesday every other month to the 3rd Tuesday. This was because of a conflict in Mr. Sartipi's schedule since he attends the Executive Board Meetings. The council agreed to this change. Ms. LaCome said that she would like to know status of the bonding around stop notices and two party checks. Mr. McElhinney asked Mr. Rai and Mr. Crosby to provide this update. [NOTE: In response to these questions, Mr. Crosby let the council know on 12/19/13 via email that AGC has brought these topics forward again and the Director has asked for further analysis. The SBC will be included in the coming months in discussions on these issues before a decision is made.] Also, Mr. Victor Martinez let the council know that this would be his last meeting. He thanked Mr. Sartipi, all of the managers, the SBC, and the small business program staff. He said that he has observed that the D4 SBC works very well because of the interpersonal dynamics and expertise of the members. He said it has been a pleasure for him to be here for the past two years. Mr. McElhinney and the council thanked Mr. Martinez for his service. Ms. Marie De La Parra let the council know that she has founded a non-profit organization that is both treasury-certified and state-certified as a lending entity with the purpose of putting affordable financial capital on the street. She has launched a contractor project financing program to give smaller businesses get access to capital. As a Community Development Financial Institution (CDFI) that does its own underwriting and servicing of loans, it would be beneficial to have a stronger relationship with Caltrans. Mr. McElhinney asked Ms. De La Parra to share the details of her organization with Mr. Crosby. He also suggested that Ms. De La Parra be a speaker at mandatory pre-bid and other outreach events to get the word out about her organization.

Item #6: Adjourn

Mr. McElhinney adjourned the meeting, and announced that the next meeting would be held on Tuesday, February 18, 2014.

District 4 Small Business Council Action Items as of December 18, 2013:

No. / Starting Date / Assignee	Item & Notes
#1713 / 12-18-13 / Mr. Crosby	Mr. McElhinney asked Mr. Crosby to report on whether there would be a mandatory pre-bid outreach for EA #014101 (the SFOBB warehouse project).
#1813 / 12-18-13 / Mr. Pool	Mr. McElhinney asked Mr. Crosby to follow up with the Toll Bridge Small Business Program so that they provide an outline at the next meeting of the status of the contracts for the SFOBB demolition. Ms. LaCome also asked for an estimate of the time frames for the contracts.
#1913 / 12-18-13 / Mr. Finney	Mr. McElhinney asked Mr. Finney at the next meeting to give a very brief update of the use of the Construction database as a tool for emergency contract outreach. Ms. LaCome asked to check if Golden Bay Fence is on the list.

2014 District 4 Small Business Council Meeting Schedule
Tuesday, February 18, 2014
Tuesday, April 15, 2014
Tuesday, June 17, 2014
Tuesday, August 19, 2014
Tuesday, October 21, 2014
Tuesday, December 16, 2014

All meetings are held from 1pm in the Mountain View Room, 15-230, unless otherwise noted.