



D4 Small Business Council Meeting Minutes

DATE: February 18, 2014

TIME: 1:00- 2:00pm

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

<p><u>D4 CALTRANS STAFF:</u> Bijan Sartipi, District Director Dan McElhinney, Chief DDD Lenka Culik-Caro, DDD Design Bob Finney, DDD Construction Premjit Rai, DDD Administration Kim Byrne, Office of Business Mgmt George Crosby, Small Business Manager Adriana Harris, Small Business Program Damien Harris, Office of Business Mgmt Rob Kobal, Construction Stanley Ng, Maintenance Ray Pang, Construction Derek Pool, Toll Bridge Small Business</p> <p><u>HQ/AGENCY STAFF</u> None.</p>	<p><u>MEMBERS (Present/Absent)</u> Arvin Chaudhary (A) Marie Roberts De La Parra (A) Paul Guerrero (P) Diana LaCome (P) Eddy Lau (P) Peter Ramirez (A) Jesus Vargas (P)</p>	<p><u>REPRESENTING</u> ACEC CA OAACC - WRSDC La Raza Roundtable NCA AAAE SDVOC WTS</p>
	<p><u>ALTERNATES (Present/Absent)</u> Etta Jones (A) Michael Price (A) Miguel Barrigan (A) Leslie Sakai (P) 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> Pat Padilla, Padilla & Associates (via phone)</p>		

Item #1: Introductions

District Director Bijan Sartipi welcomed everyone to the first Tuesday meeting. Attendees introduced themselves.

Item #2: Approval of Minutes

December 18, 2013 Minutes:

Motion: Mr. Eddy Lau. Second: Mr. Jesus Vargas. Ms. Diana LaCome requested that the minutes be amended. She asked that Action Item #1913 be revised to include her request to Mr. Bob Finney to check if Golden Bay Fence was on the emergency contact list used by Construction. Opposed: None; Approved by consensus. [NOTE: The minutes were revised and redistributed via email to the council on 3/3/14.]

Item #3: District 4 Updates

Construction Update:

Mr. Sartipi introduced Mr. Bob Finney to provide the Construction update. Mr. Finney updated the council that the bid opening date for EA #3A8701 was postponed until March 5th. He added that bid opening dates for both EA #3G4841 and EA #2A2501 would most likely be delayed. He noted that the last of the

TCIF projects are EA #0A5341 and EA #0A7101. Regarding EA #1A6711, Mr. Finney updated the council that the project was ultimately awarded to Bay Line Cutting because lowest bidder Myers & Sons Construction did not pass Good Faith Effort. He also noted that EA #4S0501 will be pulled and re-advertised.

Maintenance Update:

Mr. Sartipi introduced Mr. Stanley Ng who provided the Maintenance report. Mr. Ng updated the council that Director's Order contract EA #0J4004 shown as awarded to Bleyco should be corrected as awarded to Rosendin. Mr. Jesus Vargas asked if the dollar amount would remain the same, and Mr. Ng said that the amount would remain the same because Caltrans sets the amount for force account contracts.

Design Update:

Mr. Sartipi introduced Ms. Lenka Culik-Caro who gave the Design report. Regarding EA #1F8901, Mr. Guerrero reminded Ms. Culik-Caro to correct the capitalization of the 3rd bidder's name (should be E.D. Safety Services, not Ed Safety Services), and she said she would make that change. Ms. Culik-Caro let the council know that EA #2G311 was federally-funded and that a DBE goal of 6.75% had been established for the project. The project had bid opening on 2/11/14. The most qualified bidder Mike Brown Electric was not a small business but seems to be able to meet the DBE goal. Ms. Culik-Caro said that while Mike Brown may get the award, 2nd bidder Nor-Cal is an SBE/DBE and may be able to claim the project with the 5% preference. Caltrans is still evaluating the bids. Ms. Culik-Caro said that 7 prospective Small Business bidders were contacted and encouraged to bid, even though the project was officially advertised because it had federal funding. Regarding EA #4S070, Ms. Culik-Caro said that the bid protest had been resolved and the contract would be awarded to 2nd bidder Robert Frank. The reason for the bid protest was that Kitchell Construction had listed a subcontractor but failed to list the percentage that would be subbed.

A&E Update:

Mr. Sartipi introduced Mr. Romy Fuentes who presented the A&E report. He highlighted that 16 A&E contracts had been awarded since the beginning of the fiscal year. Of these, 4 were SBEs and/or DBEs: Wreco, Alta Vista, Chaudhary, and Hana Group. He also noted that 14 out of 16 of these were Calmentor members. Mr. Fuentes noted that the 3 Non-A&E contracts awarded since the beginning of the fiscal year were awarded to SBEs. Mr. Fuentes said that 2 Upcoming New Non A&E contracts are targeted towards SBEs: 04NEW442-14 and 04NEW444-14, both TMP (PIO CMAS) contracts.

Toll Bridge Update:

Mr. Sartipi introduced Ms. Pat Padilla and Mr. Derek Pool who provided the Toll Bridge Small Business report. Mr. Pool updated the council that OTB2 will end this summer. He also said that YBITS1 would end in May. Mr. Pool pointed out that Total DVBE Dollars Paid since Previous Report is listed at \$0.00; this is because the owner of JJ Investments passed away and the business folded since last report. Mr. Pool said that SAS will be wrapping up in August. He underscored the excellent relationship with American Bridge/Fluor project manager Brian Petersen, noting the exceptional SB/DVBE/DBE attainment of over \$118M. Ms. LaCome asked whether Toll Bridge Small Business Program could provide a total percentage that has been committed to small business once these four projects come to an end. Mr. Pool said that once final accounting is completed, the reports will be updated as to final utilization. Mr. Pool let the council know that 07/14/14 is the advertisement date for the infrastructure dismantling contract. He

said that after the March 4th meeting, he would be able to let the council know more details about the schedule.

District 4 Small Business Update:

Mr. Sartipi introduced Mr. George Crosby to present the Small Business report. Mr. Crosby said that on 2/20/14 Mr. Osayahde Nesbitt and Ms. Adriana Harris would be representing the District at a Business Matchmaking Event targeting small businesses at the Oakland Marriot, City Center. He also drew the council's attention to two flyers in the meeting folders: for the 2014 D4 Business Procurement Fair on 2/27/14 to be held in the District Office and for a Fremont Chamber of Commerce sponsored B2B Procurement Fair on 2/28/14 at the Fremont Main Library. He pointed out that the schedule for 2014 was in the meeting folders. All meetings will be in the Mountain View Room. Mr. Sartipi asked how outreach was done for the D4 Procurement Fair, and Mr. Crosby said that invitations were emailed to vendors with a URL for online registration. CalCard holders were notified at a meeting last week. SBC members and others were given the flyer and asked to share with any interested vendors. Mr. Sartipi asked the council to share the flyer with their constituents. Ms. LaCome asked who handles recycling in the building, and Mr. Damien Harris said that vendors are contacted to come for a site visit and then bid for the recycling contracts. Ms. LaCome asked for a copy of the list that Mr. Harris is using to contact recycling vendors. Mr. Sartipi asked about the process followed. Mr. Harris said that it depends on what kind of recycling is needed; vendors are contacted from a list as well as searched from the DGS database. Mr. Sartipi asked if these contracts show up on any reports distributed to the SBC, and Mr. Harris said they did not. Mr. Crosby said that by the next SBC meeting Mr. Harris and he will work together to find out the answer to this question. Mr. Premjit Rai said that these numbers are captured in DPAC reporting.

Item #4: Review of Action Items

Mr. Premjit Rai led discussion of last meeting's action items:

Action Item #1713 is ongoing: *"Mr. McElhinney asked Mr. Crosby to report on whether there would be a mandatory pre-bid outreach for EA #014101 (the SFOBB warehouse project)." Mr. Crosby said the mandatory pre bid for this project has been postponed until March or April. This item was continued until a firm date was set for the outreach.*

Action Item #1813 is ongoing: *"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." Mr. Pool let the council know that 07/14/14 is the advertisement date for the infrastructure dismantling contract. He said that after the March 4th meeting, he would be able to let the council know more details about the schedule. This item was continued until Mr. Pool's next report.*

Action Item #1913 is closed: *"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." Mr. Crosby reported that Golden Bay is on the list and had been contacted multiple times. On 2/20/12, GBF was contacted, was interested and was invited to the outreach but did not submit a bid. On 5/20/11, GBF was called for interest but did not return call;*

were invited but did not attend. On 3/20/10, GBF was contacted, was interested and was invited to the outreach but did not submit a bid.

Item #5: New Business

Mr. Jesus Vargas announced his departure from the SBC and that there was not a replacement for him from the Women’s Transportation Seminar in spite of his best efforts. Mr. Vargas said he would come back periodically and observed that his involvement on the council for the past 7 years had been a very good experience for him. He thanked Mr. Sartipi for his commitment to the council and noted the high level of active participation by council members. Mr. Vargas said that District 4 is the model. Ms. LaCome and others agreed. Mr. Vargas said that he had learned a lot and wanted to continue his work on other committees, such as at the High Speed Rail. He said he wanted to share examples of D4’s reports. Mr. Sartipi thanked Mr. Vargas for the work had had done and effort he and the other council members put in. Mr. Sartipi said that it was a gain for the High Speed Rail and a loss for the D4 SBC. Mr. Sartipi encouraged Mr. Vargas to keep in touch with WTS in case they identify a representative in the future for the D4 SBC. Ms. LaCome said that no other district provides the kind of information that D4 provides. Mr. Crosby said that with the loss of Mr. Victor Martinez, the quorum would now be four since there were now seven members. He also reminded the council to send in their renewal letters if they had not already done so.

Item #6: Adjourn

Mr. Sartipi adjourned the February meeting and said that the next meeting would be on Tuesday, April 15, 2014.

District 4 Small Business Council Action Items as of February 18, 2014:

No. / Starting Date / Assignee	Item & Notes
#1713 /12-18-13 / Mr. Crosby	Action Item #1713 is ongoing: “Mr. McElhinney asked Mr. Crosby to report on whether there would be a mandatory pre-bid outreach for EA #014101 (the SFOBB warehouse project).” At February meeting, Mr. Crosby said the mandatory pre bid for this project has been postponed until March or April.
#1813 /12-18-13 / Mr. Pool	Action Item #1813 is ongoing: “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.” Mr. Pool let the council know that 07/14/14 is the advertisement date for the infrastructure dismantling contract. He said that after the March 4th meeting, he would be able to let the council know more details about the schedule.