



**D4 Small Business Council Meeting Minutes**

DATE: December 16, 2014

TIME: 1:00- 1:50pm

LOCATION: District 4, Mountain View 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                  Bob Finney, DDD Construction                  Premjit Rai, DDD, Administration                  Kim Byrne, Office of Business Mgmt                  George Crosby, Small Business Manager                  Romy Fuentes, A&amp;E Program                  Adriana Harris, Small Business Program                  Damien Harris, Office of Business Mgmt                  Osayahde Nesbitt, Small Business Program                  Stanley Ng, Maintenance</p> <p><b><u>HQ/AGENCY STAFF</u></b>                  Michele Hoffman, HQ OBEO (phone)                  Loi Tran, HQ OBEO (phone)</p>	<p><b><u>MEMBERS (Present/Absent)</u></b>                  Arvin Chaudhary (P)                  Marie Roberts De La Parra (P)                  Paul Guerrero (P)                  Diana LaCome (P)                  Eddy Lau (P)                  Peter Ramirez (A)</p>	<p><b><u>REPRESENTING</u></b>                  ACEC CA                  OAACC - WRSDC                  La Raza Roundtable                  NCA                  AAAE                  SDVOC</p>
	<p><b><u>ALTERNATES (Present/Absent)</u></b>                  Etta Jones (A)                  Michael Price (A)                  Miguel Barrigan (A)                  Leslie Sakai (P)                  Anthony DeVenuta (A)</p>	<p><b><u>REPRESENTING</u></b>                  OAACC - WRSDC                  La Raza Roundtable                  NCA                  AAAE                  SDVOC</p>
<p><b><u>GUESTS:</u></b>                  none</p>		

**Item #1: Introductions**

District 4 Director Bijan Sartipi welcomed everyone to the December meeting, and the attendees introduced themselves.

**Item #2: Approval of Minutes**

**October 21, 2014 Minutes:**

Motion: Ms. Diana LaCome. Second: Mr. Eddy Lau. Opposed: None; Approved by consensus.

**Item #3: District 4 Updates**

**Construction Update:**

Mr. Sartipi introduced Mr. Bob Finney who provided the Construction update. Mr. Finney noted that the awards of EA #2G8601 and #1S5021 are delayed due to lawsuits by unsuccessful bidder Gordon Ball.

**Maintenance Update:**

Mr. Sartipi introduced Mr. Stanley Ng who provided the Maintenance report. Mr. Ng highlighted that Director’s Order contract #3J0404 will be canceled. Also, he let the council know that there were 4 additional Director’s Order contracts in the following amounts: 1) \$2.5M awarded to Ghilotti Construction to repair slip-out; 2) \$650K awarded to Yerba Buena (DBE) to repair washout; 3) \$750K awarded to DeSilva Gates to reconstruct flood-damaged pavement; and 4) \$500K not yet awarded for injection grouting.

## **APPROVED BY COUNCIL ON 2-17-15**

Regarding the District Office FLS/BMS Emergency Contract, Mr. Paul Guerrero asked why the DVBE attainment was so low, and Mr. Lau noted that DVBEs were not being used for any technical participation. Mr. Osayahde Nesbitt said that the projection is 2.1% and is on track to meet that goal. In addition, Mr. Nesbitt said that Caltrans is in dialogue with the prime to identify uncommitted items to utilize DVBEs. Mr. Sartipi said that because this contract was not awarded to a small business he has asked Mr. Premjit Rai and his team to commit to work with the contractor to get as much small business participation as possible. Mr. Sartipi emphasized that Caltrans has taken the extra steps to report subcontractor participation, showing the progress being made to increase the role of small businesses. Mr. Sartipi said that the prime is working very hard to meet Caltrans' goals. Mr. Damien Harris noted that the prime has a lot of specialized skills for this project and nevertheless has gone out of its way to divert work to subcontractors ---particularly local businesses---at Caltrans' request. Mr. Harris added that the project manager is a disabled vet and has a personal interest in increasing DVBE participation. Ms. LaCome said that these kinds of efforts make a real difference to the small business community and this is why District 4 is the best District. Mr. Guerrero said that District 4 is carrying the State of California and he has been asking Department of General Services to change its reporting to reflect this. Mr. Dan McElhinney said that simply expressing our values can encourage a contractor to move in the right direction. Mr. Sartipi said that the Department as a whole is committed to increasing small business participation, from the Director Malcolm Dougherty down to District 4's project managers.

### **Design Update:**

Mr. Sartipi introduced Ms. Lenka Culik-Caro who provided the Design update. Ms. LaCome asked why there is such a discrepancy between the programmed amounts and engineer's estimates, and Ms. Culik-Caro said that the programmed amounts are determined very early on and are also conservative. Mr. Sartipi added that the engineer's estimates take into consideration specific project details. Ms. LaCome asked what happens to the difference, and Ms. Culik-Caro said that it stays with the program and goes to other projects.

### **A&E Update:**

Mr. Sartipi introduced Mr. Romy Fuentes who presented the A&E report. Mr. Fuentes updated the council that contract #04A4611 will be advertised from December 24<sup>th</sup> to January 27<sup>th</sup>. Mr. Arvin Chaudhary asked if contract #04A4611 will use the Pilot Procurement method, and Mr. Fuentes said that it would be using the traditional method. Mr. Fuentes added that he anticipates that contract #04A4614 will also use the traditional method. Mr. Guerrero pointed out that the contract advertisement status for contract #04NEW457-14 should be 2015, not 2014, and Mr. Fuentes said that it was an error. Referring to the DBE Utilization Quarterly Update, Mr. Fuentes highlighted that 44% of the contracts are expired and 88% of the expired contracts met or exceeded at least one of their contract goals. He noted that the ongoing contracts seem to be on track for meeting their goals, as well. Regarding the SBE & DVBE Utilization Report, only 1 of the 13 contracts expired and this one exceeded the SBE goal. Mr. Chaudhary asked how the SBE participation for contract #04A2871 could be 98.17% with Hill International as prime contractor, and Mr. Fuentes said that SBE TRS Consultants Inc. used to be the prime on this project and the participation was counted before Hill International bought out TRS.

### **District 4 Small Business Update:**

Mr. Sartipi introduced Mr. George Crosby who presented the Small Business report. Mr. Crosby drew the council's attention to the 2015 District 4 Small Business Council meeting schedule in the meeting folders.

## APPROVED BY COUNCIL ON 2-17-15

Mr. Crosby reported that District 4 held two Procurement Fairs in 2014 that netted a total of \$1.3M in purchases from small business. He said the next fair is scheduled for February 2015. Ms. Marie Roberts De La Parra asked if safety equipment was purchased, and Mr. Crosby said that safety products were purchased by Maintenance. Mr. Crosby also let the council know that there will be a Mandatory Pre-Bid Outreach in Petaluma on January 8<sup>th</sup> for contract #04-264094 and noted the flyer in the meeting folders for this event. Mr. McElhinney said that primes who want to bid on this project must attend the outreach event.

### Item #4: Review of Action Items

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

### Item #5: New Business

Mr. McElhinney wished everyone happy holidays. He then recognized long standing Statewide and District 4 council member Mr. Paul Guerrero on the occasion of his 86<sup>th</sup> birthday. The council heartily wished him a happy birthday.

### Item #6: Adjourn

Mr. Sartipi adjourned the October meeting and said that the next meeting would be on Tuesday, February 17, 2015.

#### District 4 Small Business Council Action Items as of December 16, 2014:

No. / Starting Date / Assignee	Item & Notes
	<i>There are no pending action items.</i>

#### District 4 Small Business Council 2015 Meeting Schedule

February 17
April 21
June 16
August 18
October 20
December 15

*The D4 Small Business Council meets the third Tuesday every other month in the Executive Conference Room, 111 Grand Avenue, Oakland, CA 94612. Meetings begin at 1pm and run until about 2:30. Please visit <http://dot.ca.gov/dist4/smallbusiness/sbc.htm> to view past meeting minutes.*