



**D4 Small Business Council Meeting Minutes**

DATE: April 21, 2015

TIME: 1:00- 2:00pm

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                  Kim Le, Maintenance</p> <p><b><u>HQ/AGENCY STAFF:</u></b>                  Alicia Sequiera-Smith, OBEO</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)                  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>                  Keyvan Fotoohi                  Hoy Kwok                  MC Yu</p>	<p><b><u>REPRESENTING</u></b>                  AGS, Inc                  S. Kwok Engineers                  AAAE</p>

**Item #1: Introductions**

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

**Item #2: Approval of Minutes**

**February 17, 2015 Minutes:**  
 Motion: Mr. Paul Guerrero. Second: Mr. Arvin Chaudhary. Opposed: None. Approved by consensus.

**Item #3: District 4 Updates**

**Construction Update:**

Mr. Sartipi introduced Mr. Bob Finney who presented the Construction report. Mr. Finney said that there are currently 15 projects advertised and bid opening date for EA #264091, the San Antonio Curve Correction project, had been postponed but was now scheduled for 10-20-15. He noted that EA #2G8601 and #1SS021 are involved in a lawsuit which is postponing award. Mr. Eddy Lau observed that bids are coming in higher than engineer's estimates, and Mr. Sartipi said that overall we are seeing bids higher than engineer's estimates, but this has improved in the past as the economy has

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gotten better. Mr. Keyvan Fotoohi asked which projects require SBEs, and Mr. Finney said that projects that are state-funded are the ones that utilize SBEs, but it is not mandatory to utilize SBEs. Mr. Finney said that the state-funded projects can be identified on the report if they have a DVBE goal.

### **Maintenance Update:**

Mr. Sartipi introduced Ms. Kim Le who provided the Maintenance report. Mr. Sartipi asked why the "Director's Order - Informal Bid" chart was on page 4 with the District Director's Orders instead of on page 2 with the Director's Orders, and Ms. Le said that she would check with Stan Ng.

### **Design Update:**

Mr. Sartipi introduced Ms. Lenka Culik-Caro to provide the Design update. Ms. Culik-Caro reported that there had been only one bidder for each of the projects on the report "Under \$281K but Not Funded from Minor B Program" even though 9 bid packages had been sent out. Once the advertising period was extended and additional outreach was conducted, however, each contract got at least 2 bidders. Ms. Culik-Caro said that some of the reasons for not bidding included too many projects and problems with insurance. On the Minor B Program report, Ms. Culik-Caro said that EA #2L7701 received 2 bidders but one bidder may not qualify. If that is the case, the bid period may be extended in order to do additional outreach. Ms. Culik-Caro said that the bid opening date for EA #2L8301 has not been set yet.

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

Mr. Sartipi introduced Mr. Romy Fuentes to provide the A&E Report. Mr. Fuentes highlighted that on Upcoming New A&E contract #04A4712 for Biological Monitoring for SFOBB Projects, the DVBE goal was increased from 5% to 10%. Mr. Fuentes also explained that Upcoming New Non-A&E contract #04A4645 for District-wide On-Call Hazardous Waste/Materials/Contamination/Spills had a lower than usual 6% DBE goal because OBEO agreed to lower it. This is because this contract has historically had a lot of risk and liability for the sub consultant trucking companies, and achievement has only been at most 10% in the past. Ms. LaCome asked if Mr. Fuentes had ever heard of a small business or DBE specializing in hazardous waste, and Mr. Fuentes said only a very limited number of them, DBE firms usually being the labs such as for soil testing, because bonding and insurance requirements are so high. Mr. Fuentes highlighted that state-funded New Non-A&E contracts automatically have a 100% SBE goal because these use the simplified process. Regarding the quarterly report on DBE Utilization, Mr. Arvin Chaudhary pointed out that Vali Cooper is not a DBE, and Mr. Fuentes said he would make that change. On the quarterly SBE & DVBE Utilization report, Mr. Fuentes said that the 9.88% DVBE achievement should go up next quarter because of the 10% DVBE goal on contract #04A4645. Mr. Guerrero commended District 4 for the 40.53% SBE Achieved to Date and said that District 4 should be a mentor to other districts.

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

Mr. Sartipi introduced Mr. George Crosby to present the Small Business report. Mr. Crosby reported to the council that the preliminary total for purchases at the Procurement Fair on March 25<sup>th</sup> was \$794K. The event was attended by 57 companies and over 90 individuals. He said that all Caltrans divisions were represented with an especially strong presence by Maintenance, Construction and

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Design. He added that the onsite feedback from vendors was very positive. Mr. Crosby said that on March 20<sup>th</sup> the Small Business Program represented the District at the 2015 Contractors and Suppliers Expo hosted by the Turner Group. He also reported that the Small Business procurements to date for FY 14/15 are \$6.8M, which includes the \$794K from the Procurement Fair. Mr. Sartipi questioned whether this number was just for procurements in FY 14/15. Mr. Premjit Rai said that this figure is for Small Business procurements to date for FY 14/15. Mr. Sartipi asked Mr. Rai to check on this, and Mr. Rai said that this figure may include service contracts and that he would check with Budgets. Mr. Sartipi observed that the \$6.8M number must be for "Small Business Purchases, All Programs." Mr. Crosby drew the council's attention to a flyer in the meeting folders for the B2B Procurement Fair on April 22<sup>nd</sup> sponsored by the Fremont Chamber of Commerce. Mr. Crosby announced that there will be a Small Business Outreach event on May 7<sup>th</sup> from 9am to 11am at the Elihu Harris Building, 1515 Clay Street in Oakland. A flyer for that event was also in the meeting folder. Regarding the draft of FY 14/15 Annual Delivery Plan Projects, Mr. Sartipi noted that there was a typo in the Programmed Capital Cost for EA 04-26409 the San Antonio Curve Correction project: it should be over \$60M, not \$3.8M. Also included in meeting folders was a letter from Natalie Bayton, Co-Owner of BayDot Supply, thanking Mr. Crosby and his staff for their excellent work: "Over the last year, I have had the pleasure of attending several outstanding events organized by the Caltrans District 4 Small Business Program....Thank you and your hard working staff for enthusiastic, creative, and effective approaches to increasing small business participation in California's economy."

### Item #4: Review of Action Items

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

### Item #5: New Business

Mr. Crosby reminded the council members to turn in their annual renewal letters if they haven't already done so.

### Item #6: Adjourn

Mr. Sartipi adjourned the April meeting and said that the next meeting would be on Tuesday, June 16, 2015.

### 2015 D4 SBC Upcoming Meeting Schedule

June 16  
August 18  
October 20  
December 15

*The D4 SBC meets every other month in the Executive Conference Room 15-200, 111 Grand Avenue, Oakland, CA 94612. Meetings begin at 1pm and run until about 2:00.*