


D4 Small Business Council Meeting Minutes

DATE: February 16, 2016

TIME: 1:00- 2:30pm

LOCATION: District 4, Executive Conference Room-15-240, 111 Grand Ave., Oakland, CA

<u>D4 CALTRANS STAFF:</u> Bijan Sartipi, District Director Dan McElhinney, Chief Deputy District Director Bob Finney, DDD-Construction Premjit Rai, DDD-Administration Adriana Harris, Small Business Prog. Aung Maung, Traffic Operations Damien Harris, Office of Business Management Deo Blas, Consultant Services Osayahde Nesbitt, Small Business Prog. Rajit Sharma, DPAC Ray Pang, Construction Stan Ng, Maintenance <u>HQ/AGENCY STAFF:</u> Alicia Sequeira, OBEO Damon Dorn, OBEO	<u>MEMBERS (Present/Absent)</u> Arvin Chaudhary (P) Paul Guerrero (P) Eddy Lau (P) Diana LaCome (A) Frederick Jordan (A)	<u>REPRESENTING</u> ACEC CA La Raza Roundtable AAAE NCA SFAACC
	<u>ALTERNATES (Present/Absent)</u> Raewyn Butcher (A) Victor Garza (A) Miguel Barrigan (P) Leslie Sakai (A) Anthony DeVenuta (A) Dr. Caesar Churchwell (A)	<u>REPRESENTING</u> ACEC CA La Raza Roundtable NCA AAAE SDVOC SFAACC
	<u>GUESTS:</u> Ming-Chen (M.C.) Yu (P)	<u>REPRESENTING</u> AAAE

Item #1: Introductions

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

Item #2: Approval of Minutes

December 15, 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. Ray Pang who presented the Construction report. Mr. Pang reported that there were 3 Advertised and Upcoming Projects estimated at approximately \$4.8 mil. He explained that EA #1SS021 received 7 bids and was awarded to RGW for \$3.25mil, slightly below the Engineers' Estimate. He acknowledged that work was slowing down, and he expected work to pick up in the

middle of August. Mr. Pang explained that there were 8 Projects Opened and Awaiting Award. He mentioned that EA #3G3051 went to bidder number three, and there was a possibility that it would have to be re-advertised. As far as EA #1J3201, it was determined that the lowest bidder did not meet the Good Faith Effort (GFE). Therefore the bid was going to the second bidder. He said, EA #2J0701 was going through a bid protest. Mr. Pang reported that there were 7 projects that had been awarded since the last report in January 2016. He added that 5 of the 7 projects were advertised with very high DBE Goals, and the lowest bidders had done a very good GFE, so the projects had been awarded to them. Mr. Eddy Lau asked why EA #2J1501 had such a high DBE Goal of 40 percent. Mr. Bob Finney responded that it could be due to the safety contractors doing the lane closures. Mr. Pang explained that there were 4 small projects waiting to be funded, and 9 projects under Quality Assurance Review.

Maintenance Update:

Mr. Sartipi introduced Mr. Stan Ng who provided the Maintenance report. Mr. Ng reported that there were 21 contracts on the Director's Order Force Account that totaled \$23.8 mil. Thirty-eight percent were awarded to SBEs and 62% to Non-SBE's. Mr. Ng informed the Council that the yellow highlights were updates since the last meeting. He explained that items 13, 17, and 21 were newly added contracts, while items 14, 19 and 20 had updated information. He mentioned that the District Director's Order Force Account had 12 contracts totaling over \$2.9 mil in which 73% had been awarded to SBEs and 27% to Non-SBEs. He pointed out that items 11 and 12 were newly added contracts, while items 7, 9 and 10 had been updated since the last report. Mr. Ng concluded his presentation with the District Office Fire Life System Report. He explained that the project was nearing at its end, and there was only 1% of the funds remaining. The percentages paid for this project were 49% to SBEs, 48% to Non-SBEs and 2% to a DVBE. Mr. Sartipi noted that the contract was coming to an end and that there were only a few items left.

Design Update:

Mr. Sartipi updated the Council on the Design Report. He explained that items 3, 4, and 11-13 would be removed from the Minor B Report because the scope of work had changed, and the cost had increased beyond the \$280K threshold. He explained that those contracts required a higher level of involvement in documentation, about 2 years. The remaining projects, in blue font, had been updated either in cost or the tentative schedule for the PS&E going to DPAC. Mr. McElhinney added that item 11 would be back on the list in a couple of years, and item 13 would be back next year with the environmental process.

A&E Update:

Mr. Sartipi introduced Mr. Deo Blas to provide the A&E Report. Mr. Blas highlighted that there were currently 5 Recently Executed A&E Contracts, 3 of which had been awarded to Calmentor Members. He noted that EA #04A4785 had been awarded to WRECO, a DBE Firm. He mentioned that there were 2 Recently Executed non A&E Contracts. He brought attention to EA #04A4645, noting that it had been awarded to Summit and Associates & GEOCON, a multi-provider. He explained that Summit was a DBE, and GEOCON was a Calmentor Member. Mr. Blas reported that there were 6 Upcoming New-A&E Contracts and 7 Upcoming Non A&E Contracts. In regards to the New-A&E Contracts, only the first two had been awarded, while the remaining four contracts were expected to be advertised this year. Mr. Blas went on to report that EA #04NEW491-16 was re-advertised since the original contract failed twice in the advertisement process. He explained that the new

contract was now advertised at \$930K and was opened to all businesses. Mr. Sartipi asked if the previous contract was advertised at 100% DBE. Mr. Blas answered that he was correct, and that the contract goal had been lowered to 50% DBE. Finally, Mr. Blas pointed out that EA #04NEW488-16 was the new contract for the Calmentor Meeting Facilitator. He mentioned that they were looking for a replacement or an incumbent. Mr. Arvin Chaudhary asked why the DBE percentage for EA #04NEW495-16 and #04NEW496-16 was only 10%, considering that the projects were in the Bay Area. Mr. Eddy Lau suggested that Mr. Blas look into the previous contracts to see what goal was set. Mr. Sartipi concurred and asked for Mr. Blas to review the goal setting process on these two contracts [**Action Item 2016-07**]. Mr. Lau also requested Mr. Blas to look into EA # 04NEW488-16 and verify if the previous contract was a CMAS contract [**Action Item 2016-08**]. Lastly, Mr. Chaudhary requested more information on the scope of work required for EA # 04NEW472-12 and 04NEW473-16 [**Action Item 2016-09**].

District 4 Small Business Update:

Mr. Sartipi introduced Mr. Osayahde Nesbitt to provide the Small Business Update. Mr. Nesbitt reported that on Jan. 19th Mr. George Crosby represented the District at the GoBiz Grow CA Business & Summit sponsored by the Governor's Office. On Jan. 28th, the District assisted OBEO with the Prime Contractors' Training Workshop. On the same day, Mr. Crosby represented the District at the High Speed Rail Certification Workshop. Mr. Nesbitt reminded the Council and extended an invitation to the second Prime-DBE Cooperative (PDC), which would be held in the District Office on Feb. 25th. He explained that there were four committed prime contractors, one of which was being replaced with Shimmick. He reported that the event was completely booked due to the high interest from DBEs.

OBEO Update

Mr. Sartipi introduced Ms. Alicia Sequeira to report the OBEO Update. Ms. Sequeira reported that the Caltrans' 2015 Disparity Study public comment period had been extended to March 15, 2016 and that written submissions could be made via email to: Caltrans.2015Disparity@bbcresearch.com. She also mentioned that OBEO had conducted four prime contractor trainings throughout the State since Nov. 2015. Ms. Sequeira also provided updates on the Caltrans' overall numbers. She reported that the current DBE achievements were 11.46% and 2.92% for DVBEs. She clarified that the YTD DVBE goal did not include procurement and service contracts. There were 148 federally funded contracts awarded and 197 state funded contracts. Eight of the federal funded contracts had been awarded to DBE primes. Nine state funded contracts were awarded to DVBEs and 127 to SBE primes.

Item #4: Review of Action Items

Mr. Sartipi introduced Mr. Premjit Rai to report on the opened Action Item. Mr. Rai referred to **Action Item #2015-06-Assignee-Romy Fuentes and Aung Maung**. Mr. Aung deferred the action item to Mr. Rajit Sharma from Division of Procurements and Contracts (DPAC). Mr. Sharma explained that prior to award, all Non-A&E and Service Contracts were internally reviewed to ensure that the bidders were responsive and had no performance issues in the past. He also stated that these contracts were advertised on Cal *e-Procure* and were subject to competitive bidding. Mr. Sartipi added that any Caltrans Contract could be subject to audit for management purposes, including Construction Contracts. The Council members were satisfied with DPAC's explanation and the action item was closed.

Item #5: New Business

Mr. Guerrero extended an invitation to Caltrans to attend the La Raza Roundtable de CA monthly meetings, held in San Jose on the last Friday of every month.

Item #6: Adjourn

Mr. Sartipi adjourned the February meeting and said that the next meeting would be on Tuesday, April 19th, 2016.

District 4 Small Business Council Action Items as of February 15th, 2016:

No. / Starting Date / Assignee			Item Description (Originator)
#2016-07	2-16-16	Fuentes/Blas	Council members Chaudhary and Lau requested that Mr. Fuentes reviewed the goal setting process for contracts #04NEW495-16 and #04NEW496-16
#2016-08	2-16-16	Fuentes/Blas	Mr. Lau requested Mr. Blas to look into EA # 04NEW488-16 and verify if the previous contract was a CMAS contract
#2016-09	2-16-16	Fuentes/Blas	Mr. Chaudhary requested more information on the scope of work required for EA # 04NEW472-12 and 04NEW473-16

2016 D4 SBC Upcoming Meeting Schedule

April 19th
 June 21th
 August 16st
 October 18th
 December 20th

The D4 SBC meets every other month in the Executive Conference Room 15-240, 111 Grand Avenue, Oakland, CA 94612. Meetings begin at 1pm and run until about 2:30pm.