



# CONTRACT MONITORING DIVISION OFFICE OF THE CITY ADMINISTRATOR



## Local Business Enterprise Advisory Committee (LBEAC) August 4, 2022 Meeting Minutes

### 1. Call to Order/Introduction

Chair Galarza called the meeting to order at 10:04 a.m.

*Committee Members Present:* Jason Chin, Juliana Choy-Sommer, Darolyn Davis, Elahe Enssani, Miguel Galarza, Bruce Giron, Dwayne Jones, Sailaja Kurella, Queena Lu, Greg Lyman, Wayne Perry, Stephanie Tang, Todd Senigar.

*Committee Members Absent:* Matthew Ajiake.

*CMD Staff Present:* Romulus Asenloo, Seth Benkle, Regina Chan, Jason Chow, Michelle Kassatly, Mindy Lee, Ivan Oldenkamp, Linda Rainaldi, Kate Svyatets, Nichole Truax, La'uton Wells.

*Other City Personnel:* Stacy Bradley, Recreation and Park Department; Carlos Colon, SF Port; Elizabeth Connely, PUC; Madeleine Galvin, Recreation and Park Department.

*Members of the Public Present:* Noelle Bonner, Bonner Communications; Anne Cervantes, Cervantes Design Associates; Tricia Gregory, HVYW8 Trucking Inc.; Rusty Hoseley, Hoseley Corporation; Daniel Wanner, Hoseley Corporation; Triston Williams, Streamline Drywall Inc.

### 2. Update on the Status of the Mentor Protégé Program

- a. Peter Joblanski provided updates on the Mentor Protégé Program.
  - i. Cohort 3 of the MPP just kicked off with 14 pairings and the program will last two (2) years.
  - ii. Mentors provide leadership and expertise to proteges.
  - iii. The CAPP program lends money to LBEs who win City contracts which helps marginalized communities.
- b. Comments from the Committee:
  - i. A Committee member asked if the Chapter 14B Legislative changes were implemented into the current Cohort of the program.
    1. Yes, the changes have been incorporated in this Cohort.
  - ii. Another member asked how the City will know which firms get a 1% bid discount.
    1. CMD has given the qualifying firms letters to present with their bid documents; CMD also maintains a list of Mentors.
- c. Comments from the Public:
  - i. A member of the public asked about the process for establishing cohort 3 and when the pairings were finalized.

1. All Micro-LBEs in Construction and General Services categories were informed of the upcoming cohort and recruiting started in August 2021.
    2. Interested protégés answered questionnaire and self-assessment forms.
    3. CMD reviewed responses and matched proteges to available mentors.
  - ii. Another member of the public asked about the response to pairings that don't work out well.
    1. CMD uses a standardized process to match mentorship partners and they attempt to step in and remedy situations when they arise.
3. Presentation by the Port of San Francisco: Waterfront Resilience Program
  - a. Carlos Colon, program administrator for the Waterfront Resilience Program, presented the following information:
    - i. The program spans 7 ½ miles of San Francisco waterfront.
    - ii. Goal of program is to address risks facing the Embarcadero due to flooding, earthquake, and shoreline erosion.
    - iii. New contracting opportunities will be in detailed design & entitlements, construction, construction management, and design & delivery.
  - b. Comments from the Committee:
    - i. A Committee member asked about the issues that LBEs should expect to encounter regarding to scale of contracts and Contractors' license requirements.
      1. A list is being compiled and will be presented at the LBEAC in approximately six (6) months.
  - c. Comments from the Public:
    - i. A member of the public asked about the process for breaking down contracts so LBE engineers can participate on these waterfront projects.
      1. The Port is working with consultants to increase participation by LBEs.
4. Presentation by San Francisco Recreation and Parks: Department Procurement Update
  - a. Stacy Bradley, director of Capital and Planning Division, informed the committee about upcoming Rec & Park projects:
    - i. A successful bond proposal in 2020 provided funding for new projects like Herz Playground Recreation Center and Twin Peaks Trails Improvement.
    - ii. Rec & Park has a variety of projects in the pipeline with various delivery methods including Design-build, Micro-LBE Set-Aside, and Best Value.
  - b. Comments from the Public:
    - i. A member of the public asked about the department's utilization of LBEs for professional services on Rec & Park projects.
      1. Rec & Park is currently using Public Works for Architectural Services and contracting out when Public Works doesn't have the capacity to spare, or when there are donations of design services from partners.
5. Presentation by San Francisco Public Works: Department Procurement Update
  - a. DPW presenter was unable to attend, but committee member Jason Chin was able to provide updates:
    - i. There is still no permanent replacement for Nicholas King.
    - ii. Deputy Director for Building is preparing response to SF Board of Supervisors regarding grand jury findings.

- iii. Public Works is working with departments to update procurement language to meet new requirements set forth by Admin Code Chapter 14B updates.
  - iv. Golden Gate Park Middle Lake contract has just been advertised and there are 6 more projects advertising soon.
6. Review and Approval of the June 2, 2022 LBEAC Meeting Minutes
- a. Greg Lyman, seconded by Darolyn Davis, moved to approve the April 7, 2022 and May 24, 2022 LBEAC Meeting Minutes.
    - i. Ayes: Enssani, Galarza, Chin, Choy-Sommer, Giron, Jones, Kurella, Lyman, Lu
    - ii. Abstain: Stephanie Tang.
7. Staff Report
- a. CMD Director, Asenloo presented on the latest developments at CMD:
    - i. CMD is working with other City departments to find opportunities to implement the Micro-LBE Trucking pilot program.
      - 1. Projects need to be CM/GC or Design-Build projects.
      - 2. Possible contenders: Folsom Stormwater Improvement Project, Castro & Mission Sewer Project, Baltimore Way Median Improvement, and Selma Arts Cultural Center.
      - 3. Rec & Park projects in the Sunset and northwest area of City.
    - ii. Regina Chan, distinguished member of support staff for the LBEAC, has accepted a position at the MTA and will be replaced by Selormey Dzikunu.
  - b. Comments from the Committee:
    - i. Greg Lyman suggested a future agenda item to discuss enforcement mechanism for Chapter 14B rule breakers.
  - c. Comments from the Public:
    - i. A member of the public asked about how professional services contracts are handled by the Neighborhood Preference Program.
      - 1. The NPP only covers Admin Code Chapter 6 projects, which are mainly construction.
    - ii. Another member of the public commented on the difficulty finding opportunities for professional services and construction contracts on the SF City Partner website.
      - 1. Director Asenloo suggested inviting a Controller's Office representative to discuss the website and procurement advertising.
    - iii. A member of the public suggested a future agenda items to discuss contractors who repeatedly act in bad faith and the reason why some LBEs are certified as different sizes for different categories.
8. Adjournment
- a. Meeting adjourned at 11:54 a.m.