Caltrans Statewide Small Business Council
October 20, 2006 Minutes

Caltrans, Office of Civil Rights
1823 14th Street
Sacramento, CA
Telephone: ((16) 324-0449

Guests:

DeGross, Shane California DVBE Alliance (Representative)
Padilla, Pat DBE Consultant SR 125 Design Build Project
Fei, Ed Glowlite, Inc.
Fei, Richard Glowlite, Inc.
Herringer, Laura GCAP Services

Welcome/Introductions/Opening Remarks:

Chair Fonseca began the meeting by welcoming and thanking all present for their attendance. Introductions were made around the room. Chair Fonseca commented on the Council's fixed schedule to meet on the third Friday of each month. However, she said Director Kempton is committed to attending Council meetings and asked that the Council members remain flexible in case a future meeting date needs to be changed on short notice to accommodate Director Kempton. Director Kempton sent regrets he could not attend this meeting; he will be attending the November 17, 2006 meeting.

In compliance with safety and security regulations, Chair Fonseca described the evacuation plan and procedures for Conference Room #207. She also announced the availability of two defibrillators in the building and staff certified and trained in the unlikely event an emergency might require immediate attention.

In addition, Chair Fonseca announced "picture day" for Councilmembers obtaining a Caltrans identification badge. The meeting would end an hour early to accommodate going to Headquarters to obtain the identification badge.

ITEM #1: Approval of Statewide SB Council Meeting Minutes

August 18, 2006 Meeting
Motion: Councilmember Lau
Second: Councilmember Guerrero
Approved by consensus with corrections to add Zeke Patten as attending and correcting the organizational names for Councilmembers Lau and Llewellyn.

September 15, 2006 Meeting
Motion: Councilmember Patten
Second: Councilmember Lau
Approved by consensus with corrections to add Zeke Patten as attending and correcting the last name for guest, Gunner Schalin.

ITEM #2: Presentation on Plain Language Version Specification-Bid Book by John McMillan, Office Engineer (handout provided).

Mr. Millan provided information on the Caltrans efforts to use Plain Language as the standard for the Standard Specifications. The objective of Plain Language is to write specifications simply, clearly and succinctly for today's busy construction project delivery. The handout provides eleven (11) slides that describes what is Plain Language, the objectives, implementation schedule and one value which is reducing the number of bid books.

ITEM #3: Presentation on Advertising Schedule by Kris Kuhl, Office Engineer (handouts provided).

Mr. Kuhl provided two handouts; 12-month Ready to Advertise List, and Provide Contractors More Time for Estimating and Bidding. The advertise list is the fiscal year 2006-2007 "look ahead" list of contracts waiting for the California Transportation Commission to approve $2.5 billion for project delivery. The estimating and bidding handout describes the objective to determine if current advertising schedules are adequate for competitive bidding. If not, what basis should be used to determine the schedules. The Office Engineer completed a survey of other State Department of Transportations to determine their advertising periods. Most states advertise for 4 weeks, and large complex jobs are advertised for 6-8 weeks. An Internet survey was also

completed and Councilmembers were previously invited to participate. A majority (77%) of the internet survey respondents indicated the advertising period is sufficient to prepare competitive bids. The Caltrans Project Delivery Advisory Council will be considering the Office Engineer proposal which in summary increases advertising periods for contracts with more than 100 items or plan sheets and as necessary to balance bid opening schedules, construction windows, etc.

Action Items: Councilmember Patten asked 1) that a hard copy of the 12-month Ready to Advertise List be included in future meeting packets; and 2) a presentation on how to access the Office Engineer website.

ITEM #4: Presentation on *GoCalifornia!* By Elizabeth Dooher, Construction Division.

Ms. Dooher addressed five Industry Capacity Expansion workplan activities.

- Equipment and Materials Availability – to create a coordinated statewide strategy to work with communities and other state agencies to secure adequate materials for California's needs. There are 11 tasks associated with Equipment and Materials Availability. Caltrans is partnering and engaging with stakeholders which includes local government, suppliers, manufacturers, permit agencies, and the business community to identify current and future needs.
- Make Caltrans the Customer of Choice – to promote effective working relationships and trust between Caltrans and industry to make it easy to do business with Caltrans and to promote two-way responsiveness between Caltrans and industry – for Caltrans to be the customer of choice and for industry to treat Caltrans as such. Promote a philosophical change within Caltrans and industry to support partnering and problem solving approaches. Empower field staff to implement solutions.
- Expand the use of Partnering in the Contract Process – Expand implementation of existing partnering protocols and processes. Use partnering methods between Caltrans and the construction industry in the contract process. Include subcontractors and small businesses in this partnership framework and focus on finding solutions.
- Project Quality – ensure all construction projects meet or exceed quality standards.
- Create a Joint Marketing Coalition – build a coalition to market the construction industry around the state, particularly to the public and in schools. An emphasis should be placed on showing the career potential of the construction trades, marketing the successes of the industry, and explaining the benefits of projects to the public.

Councilmember Hassoun reminded everyone of the Construction Career Day, October 27, 2006 to be held at the Orange County Fair and Exposition Center from 9 a.m. to noon.

ITEM #5: Presentation on Strategic Growth Plan Update by Tom West, Director's Office (handout provided).

The Strategic Growth Plan calls for $222 billion infrastructure improvement program. The Plan includes a comprehensive transportation investment package designed to decrease congestion, improve travel times, and increase safety, while accommodating future growth in the population and the economy. The Plan calls for investing $107 billion in transportation infrastructure during the next decade. Funding includes $47 billion in existing transportation funding sources such as the gas tax, Proposition 42, and federal funds. Caltrans has initiated and established workgroups to provide Caltrans advice: The workgroup topics are Corridor Improvement (the guide is on the California Transportation Commission (CTC) website; CTC Mobility Improvement Account Public Private Partnership; State and Local Parternship and Performance Measures workgroup to name a few workgroup efforts.

Action Item: Chair Fonseca will arrange for a presentation on the role and responsibilities of the CTC for the November 2006 Statewide SBC meeting.

Business, Transportation & Housing Agency (Agency) Update
Jim Bourgart, Deputy Secretary for Transportation, commented on the need to educate the public and construction industry on the infrastructure bonds. The Industry Capacity Expansion Plan and the Strategic Growth Plan are both good resources on how Caltrans and Agency will deliver the commitments in the infrastructure transportation bonds. Several meetings have already taken place with various partners. For instance, the San Mateo County and Agency are looking for ways to extend a quarry that addresses the materials availability. He announced the Bond Advisory Committee meeting is on November 3, 2006.

Sam Wallace, Small Enterprise Officer, provided an update on the activities he is engaged in which includes attending several business outreach events and presenting the key components of the July 21, 2006 Executive Order. The Partnership Agreement group met and discussed insurance requirements. He indicated he developed a 2-year Small Business Strategic Plan on his activities. He mentioned Secretary Sunne Wright McPeak is moving forward to establish an Agency Small Business Council and he will be recruiting members from the Caltrans Statewide Small Business Council for the Agency Council.

Councilmember Guerrero asked the status of the insurance requirements? He mentioned during the October 5, 2006 Partnership Agreement meeting, Director Kempton asked Caltrans staff to provide additional considerations on the insurance requirements. Chair Fonseca indicated Director Kempton was planning to meet with the Construction Division to discuss the proposed insurance requirement levels.

Councilmember Hou suggested the future Partnership Agreement group should have a subgroup to address Architect and Engineering issues.

Action Item: Mr. Wallace agreed to provide a copy of the two-year Small Business Strategic plan to Councilmember Hou.

ITEM #6: District Updates

District 7, Deborah Robertson announced the District 7 Small Business Council meeting is November 9, 2006. Audits and Investigation is on the agenda to present Pre and Post Audit processes. Chair Fonseca announced Maura Twomey would report on November 1, 2006 to the California Transportation Commission. Ms. Robertson reminded everyone of the Department of General Services presentation on the CMAS process.

District 11, Joanne Einhorn announced the Contractor Award breakfast is December 8, 2006.

ITEM #7: Statewide Committee Reports

CONSTRUCTION:

The Construction Committee met the night before.

- New Construction Committee Action Item – Request information on the process for notifying manufacturers of changes in test methods and standard specs. The Committee would expect that procedures for all manufacturers be consistent and that all manufacturers be required to comply equally.
- See Action Item listing for further updates.

PROFESSIONAL SERVICES:

The Professional Services Committee met the night before.

- New Professional Services Action Item: Need a partner to provide the software to a higher learning institution. Approximately $50,000 is needed to sponsor the InRoads software with the California State University at Sacramento to provide the InRoads training to small businesses for a small fee. The sponsorship will assist in removing barriers to small businesses in obtaining the required training.
- See Action Item listing for further updates.

COMMODITIES:

The Commodities Committee met in the morning.

- Held a teleconference with the District Small Business Liaisons. Nine Districts participated.
- The Liaisons will provide input to the Procurement Fair Guide before finalizing it.
- District 6 Procurement Fair is October 26, 2006. New Action Item: Chair Fonseca to contact District 6 Director to ensure District buyers support the Procurement Fair.
- See Action Item listing for further updates.

EXECUTIVE COMMITTEE

The Executive Committee did not meet.

ITEM #8: Public Comment/Good of the Order

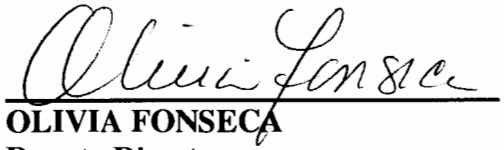
Councilmember Yang asked for a copy of the Partnership Agreement signed on July 21, 2006. Chair Fonseca indicated color copies were provided at today's Council meeting.

As an action item from the September meeting, Chair Fonseca, reminded members that re-confirmed Councilmembers would obtain a Caltrans identification badge after today's meeting.

Councilmember LaCome announced that on September 30, 2006 the California Hispanic Chambers of Commerce honored Councilmember Guerrero with the Small Business Advocate Award.

Next Meeting: Friday, November 17, 2006 in Sacramento

Approved by:



OLIVIA FONSECA
Deputy Director,
Office of Civil Rights