

Caltrans Statewide Small Business Council – Meeting Record
 Lanatt St. Training Center, 3390 Lanatt St., Sacramento, CA 95819

March 15, 2013, 8:30 a.m. to 12:00 p.m.

Action/Task	Who is responsible/ presented	By when	Status
A. Meeting called to order at 8:42 a.m. by René Halverson, Assistant Director, OBEO and Council Chair.			
B. Action Items to Date			
Carry over from the July 2012 SBC meeting:			
<ul style="list-style-type: none"> Provide data tracking DBE utilization performance of primes and subs, specifically, professional service (A&E) contracts. 	Ramon Carlos	5/17/13	ASSIGNED – Mr. Carlos continues to work with Mr. Lau on this matter.
<ul style="list-style-type: none"> Provide the Caltrans plan to foster small business participation approved by FHWA to SBC members. 	René Halverson to coordinate	5/17/13	COMPLETED – FHWA approval sent to Caltrans Director Dougherty on 3/27/13.
Carry over from the November 2012 SBC meeting:			
<ul style="list-style-type: none"> Provide DBE information by ethnic group on the quarterly Award Tracker Report 	Ramon Carlos	3/15/13	COMPLETED – Award Tracker Report (Dec. 2012) in January meeting packet. Mr. Carlos provided a report which provided a breakdown by ethnic group; the report will continue to develop through suggestions from council members and Mr. Carlos' team.
<ul style="list-style-type: none"> Provide a presentation on A+B contracts. 	Ramon Carlos	3/14/13	COMPLETED – Presentation provided to the Construction Committee.
<ul style="list-style-type: none"> Provide an update on Design/Build contracts, the pros and cons for SBs. 	Ray Tritt	3/15/13	COMPLETED – Mr. Tritt provided a presentation to the full council.
<ul style="list-style-type: none"> How many SBs have used set asides in California and across the U.S.? Outcomes? 	Ramon Carlos	3/15/13	ASSIGNED – work continues on this; progress report during the May SBC meeting.
Carry over from the January 2013 SBC meeting:			
<ul style="list-style-type: none"> Coordinate events to bring Specialty Contractors and DBEs together with the primes. 	Julian Camacho	3/15/13	ASSIGNED – Mr. Camacho was not present to provide an update on this action item; to be carried forth to the May SBC meeting.
<ul style="list-style-type: none"> Provide OBEO's plan for 2013, especially in regards to DBE. 	René Halverson and Ramon Carlos	3/15/13	COMPLETED – Information regarding OBEO's plan recently approved by FHWA included in meeting packets.
ACTION ITEMS from the March 2013 SBC meeting:			
<ol style="list-style-type: none"> During pre-bid conference, notify participants the DBE goal can be reached through purchase of contract specific commodities or consultant services from DBE vendors. 	Ramon Carlos and Mario Solis to coordinate	5/17/13	ASSIGNED – update on progress; will involve DPAC, Contracts Evaluation, and the Office Engineer.
<ol style="list-style-type: none"> Include the request on the full council meeting agenda (to those present) to turn off cell phones and/or take phone conversations outside while the meeting is being conducted. 	Carole Ching	5/17/13 forward	COMPLETED.

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Agenda review and remarks			
1. Unfinished business			
a. Re: monthly meetings – the council schedule established will remain unchanged, however, if council members would like to meet on their own, they are welcome to do so. Meetings held outside of the established meeting schedule will not be eligible for travel reimbursement. Director Dougherty added the current Caltrans policy to reduce travel applies to council work.			
b. Re: name change from OBEO to Civil Rights – per the meeting record of March 12, 2012, Mr. Dougherty stated the name OBEO will remain, which was further confirmed by him at this meeting. Members responded the work with DBEs is a civil rights matter. Mr. Dougherty pointed out the inclusion of other groups, such as veterans, women; OBEO is most appropriate because it also takes these groups into consideration. Chair Halverson added the current name of the office is in alignment with the Governor’s position.			
c. Re: membership – as of this meeting, letters to confirm membership with the council have been sent out. If a member did not receive a confirmation letter, OBEO is still working him or her to receive an application and/or further information.			
2. Action item review – List of action items carried over from previous meetings; new action items from January reviewed; see page 1 of this document for status of action items.			
3. Other discussion			
a. Re: DBE Participation Committee – mix of construction primes and DBEs; meet quarterly; will provide updates as relevant; will be evaluating work accomplished every 12 months. It was decided to focus on construction projects because they pose the greatest challenge in meeting contract goals. Per Mr. Dougherty, the focus may change to A&E in the future.			
b. Re: support services contract – contract should be publicized in both northern and southern California on Thursday; OBEO is working with DPAC to develop outreach events in the north and south.			
c. Re: utilizing commodities vendors who are DBEs to fulfill the contract DBE goal – publicizing this through the pre-bid conference. d. Encouraging purchases from DBEs - La Sonja Boulware, District 11, mentioned the manual created by former Deputy Director Olivia Fonseca for mandatory pre-bid conferences, then described what her Business Services Unit (BSU) does to encourage utilization of DBEs: purchasers will forward their Calcard or Visa statements to the BSU, which tracks and tallies the quarterly totals for each purchaser to determine who has spent the most with qualifying SBs. The purchaser who has made the most purchases with qualified SBs receives a certificate of appreciation and a gift card donated by a local business. A photo of the winner and an acknowledgment of their support of qualified SBs is posted to the district’s web site as well as the district’s internal newsletter, <i>Freeways and Faces</i> . A gift card of slightly increased value donated by a local business is awarded to the purchaser who buys the highest dollar amount with qualified SBs they met through the fair from the date of the procurement fair to the end of the quarter. This model has proven to be very successful, and one that can be duplicated elsewhere.			
ACTION ITEM #1: During pre-bid conference, notify participants the DBE goal can be reached through purchase of contract specific commodities or consultant services from DBE vendors.			
C. SBC Code of Conduct – Council Member Debbie Hunsaker			
1. Ms. Hunsaker thanked Ms. Boulware, District 11, and Council Member Paul Guerrero for their assistance.			
2. The Construction Committee unanimously approved the revised Code of Conduct.			
3. Re: turning cell phones off and no texting during meetings – agreed to include this request as part of the meeting agenda, but not in the Code of Conduct.			

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<p>Director Dougherty and other members noted due to the nature of their work, completely complying with such a request may not be possible. The main issue was the disturbance caused by texting and talking, as well as inattentiveness of the individual while the meeting is being conducted. Such behavior falls under common courtesy and respect for others, which the code of conduct addresses.</p> <ol style="list-style-type: none"> 4. Council Member Rebecca Lewellyn made a motion to the full council to approve the Code of Conduct as revised. 5. Council Member Jesus Vargas proposed a friendly amendment to remove the section on page 1 under "Conduct and personal behavior" regarding regular attendance and missing meetings, because it is already covered in the SBC operating guidelines. 6. Council Member Rodrigo made the motion to make a friendly amendment as stated by Mr. Vargas to Ms. Lewellyn's motion; Ms. Lewellyn accepted the friendly amendment and made a motion to approve the Code of Conduct as revised and amended. Council Member Chris Chavez seconded the motion. With no further discussion, a vote was called; the ayes have it, motion passed. 7. Mr. Vargas suggested members consider going through code of ethics training. 			
<p>ACTION ITEM #2: Include a request on the full council meeting agenda (to those present) to turn off cell phones while the meeting is being conducted.</p>			
<p>D. Highlights from the Director's Office – Malcolm Dougherty, Director</p> <ol style="list-style-type: none"> 1. Re: next year's budget – slight decrease in overall resources mainly due to the sunset of 1B Proposition funds; there are concerns regarding a return to normal level of funding. 2. Capital delivery progress – decreasing with a shift from pre-construction phase to construction; construction will be robust. Currently have 641 projects at \$12.5 billion, which is expected to go up in the summer. <ol style="list-style-type: none"> a. Very few of these projects have state-only funding. b. The dollar amount is the value of all of these contracts, which might be spread over multiple years. c. Attainment is tracked on a quarterly basis; the 8.1% utilization is based on numbers not dollars. 3. Federal bill that will replace MAP-21 – this is a transforming bill; not sure if it will change radically again, but the main discussion will be focused on revenue. 4. State level working group – beginning April and for the next six to nine months following, the Governor has requested a working group be formed to prioritize the state's greatest needs and what revenues will pay for those needs. Mr. Dougherty will be having in depth conversations about how to take transportation needs forward. 5. Main focus – improve numbers in regards to construction, A&E, Local Assistance. 6. The new Transportation Agency is scheduled to become official as of 7/1/13; the acting Secretary will remain the same until a permanent one is appointed. 			
<p>Other discussion:</p> <ol style="list-style-type: none"> 1. Investment in programs to stimulate job readiness in the construction field, eg., apprenticeships, for returning veterans, minority communities impacted by high unemployment – Director Dougherty is open to improvement in this area. 2. Will contract goals associated with the movement of 99 to accommodate HSR needs follow race conscious or race neutral guidelines? Vincent Mammamo, FHWA, stated this cannot be resolved within this discussion. 3. Design/Build concerns – Mr. Dougherty stated evaluation of the Design/Build pilots will determine whether things should be done differently. 4. Buy America – Mr. Mammamo stated Buy America applies to steel, not A&E; if members want to advocate for keeping jobs and contracts within the U.S., need to avoid using Buy America as a rallying point. 5. Using set aside dollars for job training – per Mr. Mammamo, there are funds for this purpose. Mr. Dougherty stated these funds may have been redirected after the response last year to a call for proposals was low; the funds are still in California. Mr. Dougherty will provide a recommendation on the status of these funds, 			

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<p>and, if available, the contract language that should be used to apply for them.</p> <p>6. Analyzing GFE – mandated to review every contract; per Lance Yokota, FHWA, four contracts did not meet goal due to the scrutiny of Certifications. Mr. Dougherty added Caltrans is aggressive on goal setting and GFE; if a contract goes to the second bidder, the industry pays attention.</p> <p>7. Using the term “value added” – suggested to use this term in addition to low bid terminology in determining contract awards; use a value added “eye” to analyze proposals. Design/Build, for example, selects on the basis of half low bid, half best value.</p>			
<p>E. FHWA updates – Vincent Mammamo</p> <p>1. Opportunity for proposed rulemaking submissions is closed; new rules will be available in late spring; comments submitted will be referenced in the final rule preamble (as opposed to listing verbatim).</p> <p>2. Impact of sequestration will be minimal, exempt for the most part, because their revenues are from a trust fund; the New Starts, Small Starts program will be affected; in the process of discussing furloughs.</p> <p>3. Federal Rail Authority (FRA) – Mr. Mammamo has spoken with the FRA in regards to DBE utilization, and found them to be both understanding and receptive. FRA funding will be “good” for the next two years, however, if the Continuing Resolution is not passed by Congress by March 27, they will have challenges in covering their expenses for the rest of the Federal fiscal year.</p>			
<p>F. DGS updates – Angel Carrerra</p> <p>1. Listing SB and DVBE advocates on the agency home page – Mr. Carrerra has been encouraging other state agencies to follow Caltrans’ example.</p> <p>2. Should you have any questions when doing construction work for other state agencies, contact Danetta Jackson, DGS, Outreach Manager for Construction Projects. Administration of the Courts; Ms. Jackson’s contact information is (916) 375-4463.</p> <p>3. DGS SB/DVBE certification is different from the Caltrans DBE certification; when other local agencies accept DGS SB/DVBE certification, it is because that agency has a reciprocal relationship with DGS.</p> <p>4. Re: Civil Rights (former name of OBE) presence on the A&E contractor selection committee – Mr. Carrerra clarified the presence of Civil Rights was to address work force issues related to Equal Employment Opportunity (EEO), not to go into the technical aspects of the evaluation. Because this was the only reason for a Civil Rights staff to be present, it was eventually determined staff time could be better spent elsewhere.</p>			
<p>G. Presentation: Design/Build Program update – Raymond Tritt, Division of Design, Office of Special Projects</p> <p>1. Design/Build projects are awarded to a single entity; requests for proposal are sent out, responses are reviewed for low bid or best value.</p> <p>a. Each proposal must include a plan explaining how the firm will meet the goal; this is evaluated by OBE Certifications.</p> <p>b. Every project requires a pre-bid conference.</p> <p>c. Once awarded, monthly reports and quarterly meetings are required of the firm to track whether they are meeting goals.</p> <p>2. Current status of projects:</p> <p>a. Metro 110 – at 16% (16.2% goal)</p> <p>b. Madera 99 – at 15% (13% goal)</p> <p>c. San Mateo 101 – at 10.3% (10% goal)</p> <p>d. Fresno 180 – will hit 14% and more than likely exceed that (13.5% goal)</p> <p>Contractors have been doing a good job meeting goals.</p> <p>3. Two upcoming projects – no goals have yet been set; currently in the process of developing procurement goals.</p> <p>4. All parts of the design must be approved by Caltrans.</p>			

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<ol style="list-style-type: none"> Monitoring subs – yes; must adhere to standard specs, not Blue Book specs as was used by a contractor. Goals are applied to construction and design efforts; design is usually 10% of the contract. Reporting on A&E and construction sides – yes, this can be done. Method of DBE search per 49CFR 44b - Mr. Mammano will work with OBEO on this. Criteria for low bid and best value – in the process of developing this; will eventually be published. Inspectors – Design/Build has their own; subs can be included on the evaluation; liability is shared with the prime – contract specifically states to what degree. 			
H. District Director updates			
Jody Jones, District 3			
<ol style="list-style-type: none"> DPAC report for FY 2011-12 – 4.3% DVB E participation, 59% SB participation; including CalCard and Purchase Order participation. OE contracts achieved 8.1% DBE participation in the first half of the year. DBE outreach events – Liza Whitmore, District 3 DSBL, has been utilizing these events as a vehicle to educate SB and DBE in the area; recent event drew nearly 30 firms that learned about how to become DBE certified. Intent is to increase the pool of DBE firms in the North Region area, particularly because construction-related DBE firms are less represented. Mock Contract Workshop, 3/14/13 in Marysville – Ms. Whitmore coordinated; it is the only one held thus far in the Northern California region this year. Attended by 24 contractors and construction-related businesses; “How to Submit a Responsive Bid,” presented by Office of Engineer (OE) staff, which featured information on the new electronic bidding system scheduled to go live 7/1/13. Spring Mixer for North Region Calmentor Program, 3/19/13 – sold out event indicating an increase in interest in Calmentor (mentors and mentees), which the Steering Committee will help grow the program. Mandatory Pre-Bid Meetings – scheduled for mid-May and September; dates to be determined. DBE certified businesses having difficulty gaining participation in Local Agency projects – Brian Viray, new District 3 Local Agency DBE Coordinator and Ms. Whitmore are working together to develop strategies to address these concerns. Business Information Seminar, 5/8/13 – to teach businesses how to sell goods and services to Caltrans; joint effort involving DGS, District 3 DSBL, and local Small Business Development Center staff. 			
NOTE: Chair Halverson reminded the council the Caltrans Event Calendar on the Caltrans web site provides event information statewide throughout the year.			
Bijan Sartipi, District 4			
<ol style="list-style-type: none"> As of 3/10/13 - 189 active projects under construction contract valued at \$5.27 billion. As of 3/11/13 – 13 construction contracts with estimated value of \$19,390,000 either advertised or ready to be advertised. 9 contracts valued of \$58.9 million have opened bid and awaiting award. 4 contracts with bid values of \$38.2 million awarded since the Feb. 7 report. 7 Ready to List (RTL) projects for \$7.4 million – not yet funded or voted by the California Transportation Commission. 12 projects, HQ Office Engineer – estimated value of \$180 million to soon be RTL. As of 3/13/13 – 18 Director’s Orders (DO) value of \$46 million – there will be 14 contractors working on these DO, 18.9% of the awarded contracts are using SBs and 8.1% DBE; of the total DO: 17%, SB, 7.3% DBE. 9 smaller District Director’s Orders – estimated \$2.1 million; 4 SB, 1 DBE; 45% of the total amount awarded to SB, 12.7% to DBE. 			

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<ol style="list-style-type: none"> 9. 3 projects to be advertised through the simplified process – total cost, \$745,000. These three projects are in addition to the 7 Minor B projects identified for the current fiscal year valued at \$.07 million targeted towards SB. 10. A&E contract achievements – 14.26% non-UDBE; 17.65% UDBE; 26.24% DBE; 11.54% DVBE; and 40.11% SB. These percentages are based on actual dollars paid. <ol style="list-style-type: none"> a. 31 federally funded contracts, value of \$107.9 million. b. 12 non-federally funded contracts, value of \$131 million. c. Total district A&E contracts valued at \$239 million. 11. Mandatory pre-bid outreach events – to date, the district has conducted eight events for twelve projects valued at \$488 million, in addition to two quarterly outreach events to advertise 90 projects with an estimated value of \$900 million. 12. Small Business Outreach, 3/21/13, Oakland – to advertise 25 contracts valued at \$100 million. 			
<p>Lorrie Rice (representing District Director Laurie Berman), District 11</p> <ol style="list-style-type: none"> 1. Highway Workers Memorial Day – two dates 4/24/13 at the District 11 Office, 5/7/13 in Imperial County. 2. Safety Awareness Week – Kick-Off Fair on 4/29/13; booths with resources focused on general safe work practices; let Lorna know if you would like to set up a booth. 3. Prime Contractors Awards Brunch held on 2/27/13 – first place winner in A&E with 36% SB utilization – the highest percentage in the district - is AECOM Technical Services, Inc. In construction, first place winner with 34% DBE utilization is Hazard Construction Company. 4. DPAC report for procurement and contracting – SB participation, \$11.4 million (51.7%); DVBE participation, \$364,000 (1.6%); and DBE participation, \$1.4 million (5.6%). 5. Minor B contracts – for fiscal year 2012/13, 12 contracts have been awarded for total \$2 million; \$1.7 million awarded to SB contractors; 3 additional Minor B projects are pending budget authorization. 6. 9th Annual Procurement Fair, 3/20/13, Balboa Park Club – over 20 public agencies to attend; over 1,200 registered guests to attend; workshops include Certification presented by DGS and Step by Step Government Contracting presented by the Small Business Development Center. 7. Calmentor Program – 20 successful pairings; current cycle ends in June; kick-off event for the next cycle is 5/2/13. 8. I-805 Design Build project – project goal is 8%; to date, the UDBE utilization is 21%. There are upcoming Skanska bid package opportunities with an advertised date after 3/18/13 in the area of bridge demo, overhead sign removal, and highway electrical installation. 			
<p>David Knudsen (representing District Director Bassem Mualllem), District 8</p> <ol style="list-style-type: none"> 1. In keeping with the commitment to play a larger role in the SB and DBE communities, the district has held several events and workshops aimed at certifying more small businesses and DBEs. <ol style="list-style-type: none"> a. The district has held several events and workshops aimed at certifying more SBs and DBEs, including a special A&E outreach event to inform DBEs and SBs on how to compete for certain A&E on-call contracts. b. The district is reviewing plans to develop a formalized working group within the district to advocate for and logistically plan out the use of more SBs and DBEs in its contracting. c. Currently developing a procurement event. d. Procurement Fair, 3/20/13 – joint effort with District 11. e. Small Business Expo, tentatively scheduled for 7/27/13 – joint effort of District 8 with the Small Business Partnering with the Riverside County Transportation 			

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2. In addition, the district will be sending its representatives to the Statewide SBC meetings.			
1. January 18, 2013 Meeting Record approval – René Halverson 1. Changes – add Council Members Alice Perez and Frank Ramirez to the list of those present via teleconference. 2. Motion to approve the meeting record as amended, Council Member Debbie Hunsaker; seconded by Council Member Jesus Vargas. 3. The ayes have it; the meeting record of January 18, 2013 is approved.			
1. Committee Meeting Reports 1. Construction – Debbie Hunsaker, Chair a. Ms. Hunsaker thanked everyone for their help in developing the SBC Code of Conduct. b. Council Members Diana LaCome, Paul Guerrero, and Rebecca Llewellyn will be working on marketing SBC successes. c. Executive Order to attain 25% utilization goal – Ms. Llewellyn will be taking the lead to work with on legislation to make this goal permanent. Council Member Fred Jordan stated a bill already exists, but has been buried in committee; per Angel Carrera, it is on the Governor’s desk, but may not be moving. d. Presentation on A+B contracts – special thanks to Angela Shell and Ramon Carlos for arranging for the excellent presentation by Perry Mayer; valuable information – some highlights include how to get a project done quickly and how to protect subs. e. Pat Maloney, Caltrans Labor Compliance and Capital Outlay, provided good information on fraud. f. Contractor listing – per Angela Shell, the form is being updated; asked for feedback on this matter. g. SB474, which will impact subs – Mr. Guerrero is taking the lead on this; to include such topics as prevailing wage, indemnity clause.			
2. Professional Services – Johnathan Hou, Chair a. Work code 8715 – Council Member Arvin Chaudhary will be taking the lead on this. b. DBE tracking and utilization – form from DPAC; information gathered will be beneficial to the committee’s work; may contribute towards curbing abuse regarding DBE utilization. c. DBE utilization data – the committee has requested a report from Ramon Carlos, OBEO. d. A&E bench contract list – list for rotation to be revisited; Council Members Fred Jordan and Rodrigo Garcia will be focusing on this. e. Emergency response contracts for A&E – Messrs. Jordan and Garcia to develop a draft for Caltrans consideration. f. DVBE – Council Member Bill Ulmer is coordinating a teleconference to further develop his task group goals and objectives. g. Notification of award – requesting a letter be sent out to project team members to notify them of contract award. h. New CFR fostering SB – Council Member Richard Hernandez will be coordinating this effort; progress report at the next SBC meeting.			
3. Commodities – Chris Chavez, Chair (newly elected) a. The committee wants DBE certified subs that are suppliers to know that they can be utilized by primes to fulfill their DBE goal. b. RE: itemizing supplies on the Caltrans web site – clarified this is the primes’ responsibility, not Caltrans.			

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<p>c. Reciprocity – would like to see Caltrans certification honored by other governmental agencies. Per Mr. Carrera, this can be done through agreements forged between outside agencies and Caltrans; he has encouraged this, but it sometimes is a matter of differences in thresholds and definitions – how Caltrans defines a SB may not be the same definition used by another state agency.</p> <p>d. Quarterly SB competition model – used by District 11; explained by Ms. La Sonja Boulware:</p> <p>e. OBEO name change – discussed; considered a work in progress.</p> <p>f. Monthly committee meetings – discussed; considered a work in progress.</p>			
<p>4. Local Assistance – Richard Hernandez, Chair (newly elected)</p> <p>a. The committee will continue to work with Deniz Anbiah, Local Assistance (Caltrans) to address the strategies and sub-categories developed during the January planning meeting. A copy of the strategies, goals, action items, action item timeline, and a report from Mr. Anbiah will all be shared with the council during the next SBC meeting in May.</p> <p>b. Local Assistance web site – well rounded, includes upcoming training, list of all approved federally funded projects, a look ahead report that extends 6 months into the future.</p> <p>c. Sidebar – requested the committee meetings be staggered instead of occurring simultaneously.</p>			
<p>NOTE: Chair Halverson informed the council the Executive Committee, which is composed of the standing committee chairs, meets via teleconference during the months when the council does not gather to discuss committee matters, potential guest presentations, and the full council meeting agenda.</p>			
<p>K. Ad Hoc Committee Report – African American DBE Participation, Eddy Lau, Chair</p> <ol style="list-style-type: none"> The January meeting in San Diego was attended by 19. Ms. LaCome is writing the concept paper. The committee would like to see their recommendations implemented in Districts 4, 7 and 11; discussions with District 7 planned. Next meeting is scheduled after the full council meeting at 1:30 p.m. at OBEO Room 207. 			
<p>L. Presentation: Internet Bidding – Chris Rice [refer to handout provided]</p> <ol style="list-style-type: none"> Design was developed through a partnership with AASHTO (American Association of State Highway and Transportation Officials); similar models are used by 38 other states. Strictly for bidding purposes on projects \$250,000 or more. Everything in the contract is open for bid. Go to the web site to search for specific materials needed for projects. All plans are posted; specifications remain on the web site. Bidders can request a bid book by clicking on “ebook.” Electronic signature – stored in a database maintained in Florida. Bid report can be downloaded. Currently conducting outreach to raise the level of participation in internet bidding. Re: bid errors – Mr. Rice stated this is being addressed; a four-day grace period is still in place. Listing of construction contracts – currently at four, which is minimal; should be seven to ten by the end of the fiscal year. Their goal is 100%. Re: list of suppliers – Francesca Negri, DPAC, will be contacting the OE (Office Engineer) to look further into this matter. 			

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M. New Business – Chair Halverson, Facilitator

1. Mandatory pre-bid meeting in District 11 – see the Caltrans online Event Calendar.
2. Design Build – goal setting for Design Build projects – assigned to the DBE Participation Committee.
3. OJT funding – update requested.
4. Supportive services contract – update requested.

N. Public Comment – Chair Halverson, Facilitator

1. Ms. LaCome thanked Mr. Sartipi for bringing in coffee and morning snacks for everyone.
2. Ms. Bouliware announced a special overnight rate of \$75 for those attending the District 11 procurement fair; check the Caltrans Event Calendar for specific details regarding the procurement fair.

Meeting adjourned: 12:23 p.m.

Next meeting: May 17, 2013, Irvine, specific details to be sent to members.	Carole Ching to notify SBC members.	4/15/13	Lodging information sent out to members.
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DOCUMENTS included in the meeting packet:

- Meeting agenda
- SBC meeting record, draft, January 18, 2012
- Code of Conduct, revised
- Spreadsheet, “DBEs that have received contracts with Construction between Oct. 1, 2012-Dec. 31, 2012
- Award Tracker Report, December 2012
- Caltrans letter to FHWA, 1/16/13 regarding fulfillment of the Caltrans DBE goal; response from FHWA to Caltrans, 1/29/13
- Handout for PowerPoint presentation, “Electronic Bidding”

PRESENT

Council Members:

- | | |
|-------------------------------------|------------------------|
| 1. Ajiake, Matthew (teleconference) | 7. Garcia, Rodrigo |
| 2. Bley, Ruth (Alt.) | 8. Guerrero, Paul |
| 3. Chaudhary, Arvin | 9. Halm, Eric |
| 4. Chavez, Chris | 10. Hernandez, Richard |
| 5. Cunningham, Lee | 11. Hou, Johnathan |
| 6. Diaz, Juan (Alt.) | 12. Hunsaker, Debbie |
| | 13. Jordan, Fred |

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March 15, 2013, 8:30 a.m. to 12:00 p.m.

14. LaCome, Diana
15. Lau, Eddy
16. Leslie, Scott
17. Llewellyn, Rebecca
18. Lowry, Patrick
19. Ortiz, Leonard
20. Patten, Zeke (teleconference)
21. Perez, Alice
22. Frank Ramirez
23. Stone, Aubry
24. Ulmer, Bill
25. Vargas, Jesus
26. Yu, M.C. (Alt.)

Caltrans Staff:

1. Malcolm Dougherty, Director
2. Halverson, René, Assistant Director, OBEO & Council Chair
3. Anbiah, Deniz
4. Boulware, La Sonja, District 11 (teleconference)
5. Carlos, Ramon, OBEO
6. Ching, Carole, OBEO
7. Effinger, Rob, Project Delivery (teleconference)
8. Gastinell, Sherrri, OBEO (teleconference)
9. Gongora, Michelle, District 11 (teleconference)
10. Jones, Jody, District 3
11. Knox, Thomas, District 7 (teleconference)
12. Knudsen, David, District 8
13. Maloney, Pat, Construction
14. McGowan, Cyndee, District 11 (teleconference)
15. Negri, Francesca, DPAC
16. Rice, Chris, OE

17. Rice, Lorna, District 11
18. Salais, Janice, OBEO
19. Sartipi, Bijan, District 4
20. Sequeira, Alicia, OBEO (teleconference)
21. Shell, Angela, Construction
22. Silva, Anna, OBEO (teleconference)
23. Solis, Mario, OBEO
24. Tritt, Raymond, Design

Guests:

1. Carrera, Angel, DGS
 2. Hassoun, Sam, AGC
 3. Lelo-Butcher, Raewyn, Ghirardelli Associates; CallMentor (teleconference)
 4. Mammamo, Vincent, FHWA
 5. Quintara, Brenda, Latino Business Association
 6. Yokota, Lance, FHWA
- Public Participants:** None listed.

Approved by:



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