

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION  
**CALMENTOR PARTICIPANT APPLICATION**  
D4-ADM-002 (NEW 12/2019)

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The Guidelines of the Caltrans District 4 Architectural & Engineering (A&E) Calmentor Program state that any Public Agency or Department that resides within the regional boundaries of District 4 may apply to be a Public Agency Participant.

Does the applicant reside within the Caltrans District 4 regional boundaries?

- Yes  
 No

In accordance with the Calmentor Guidelines, the applicant would be willing to provide the following support to the Caltrans District 4 A&E Calmentor Program:

Applicant to designate one staff member to attend each of the Quarterly A&E Calmentor Meetings.

- Yes  
 No

Applicant would Prepare/Distribute quarterly "look-ahead" reports regarding relevant upcoming contracting opportunities at each of the Quarterly A&E Calmentor Meetings.

- Yes  
 No

Applicant would provide Caltrans with a "link" to the appropriate page on its web site that highlights upcoming contracting opportunities.

- Yes  
 No

Applicant would attend Calmentor events and provide at least one individual to staff an informational table about BOC and its contracting opportunities.

- Yes  
 No

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Applicant Contact Information

Representative

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Title

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Address

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Web Site Home Page

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Applicant Representative's Signature

Date

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Caltrans District 4 A&E Calmentor  
Program Representative's Signature

Date

The Calmentor Program provides mutual benefit for local agencies by capitalizing on resource sharing. Upon approval, the Public Agency will receive direct access to contact information for local A&E firms as well as relevant certification information. The District 4 A&E Calmentor Program commits to support the Applicant at its events.

**California Department of Transportation District 4  
 Application for the Calmentor Program for Potential Protégé Firms**

**Application Date**

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**Business Name**

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**Address**

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**Website**

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**Contact Person**

**Title**

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**Phone Number**

**Email Address**

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Please list non-Caltrans professional references and their relationship to your firm.

Name	Firm Name	Phone	Prime	Sub	Client/Owner
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**1. Please list three specific goals your firm would like to gain from a mentoring relationship.**

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

**2. Please list three architectural & engineering specialties or areas of expertise your firm brings to the relationship (structural engineering, seismic evaluation, landscape architecture, etc.)**

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

**3. Please list disadvantaged/small business certifications below.**

a. Classification	Agency	Exp. Date
b. Classification	Agency	Exp. Date
c. Classification	Agency	Exp. Date

**4. If no certifications are listed above, do you meet certification criteria?**  Yes  No

For SBE/DVBE requirements: [www.dgs.ca.gov](http://www.dgs.ca.gov)  
 For DBE requirements: [www.dot.ca.gov/](http://www.dot.ca.gov/)

**5. Has your firm worked with any of the following agencies?**

Caltrans  Yes  No      Federal Agencies  Yes  No  
 Local Agencies (including CMAs)  Yes  No      Other Government Agencies  Yes  No  
 Total Value of Public Agency Contracts \$

**6. How long has your firm been in business (years)?**

**For Caltrans Use Only**

Date Received \_\_\_\_\_ Received By \_\_\_\_\_ Approved  Yes  No Date \_\_\_\_\_

**California Department of Transportation District 4 Mentor Firm Application**

The Calmentor Program seeks to grow the pool of qualified small architectural & engineering (A&E) firms through a yearlong mentoring relationship with larger, more established A&E firms (annual contract value of \$5 million+ or a Calmentor graduate protege firm). The commitment of mentor firms includes an annual pairing with a small firm, attendance at three Calmentor quarterly meetings and the annual luncheon, and quarterly meetings with a paired protege firm to help them meet program milestones and business goals aimed at increasing the firm's knowledge about the public contracting process, preparing necessary documents (e.g., SF 330 Form), understanding FAR compliance, and developing new business contacts. Calmentor is not intended as a program for small firms to obtain new contracts. Thank you for your interest in Calmentor!

<b>Date of Application</b>	<b>Estimated Annual Contract Value \$</b>
<b>Firm Name</b>	
<b>Mailing Address</b>	
<b>Designated Calmentor Representative</b>	
<b>Calmentor Contact Staff Name</b>	
<b>Title</b>	
<b>Phone Number</b>	<b>Email Address</b>

**1. Please circle areas where your firm would have capacity to mentor a potential protégé firm.**

Accounting Procedures	Advertising	Business Development	Contract Opportunities
Interview Process	Financing	Proposal/Bid Submittal	Labor Compliance
Coaching	Networking	Project Team Development	Other

**2. Please indicate below public agencies with which your firm has worked and scope of work.**

Alameda County Transportation Commission

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BART

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Caltrans District #

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Golden Gate Bridge, Highway and Transportation District

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Metropolitan Transportation Authority

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Santa Clara Valley Transportation Authority

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Other

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Please return completed application to **Lupe Ramos**, Caltrans District 4 Calmentor Facilitator, at [Facilitator@outsourcexecs.com](mailto:Facilitator@outsourcexecs.com)  
 For Questions contact us at: 760-257-5130

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Date Reviewed by District: Steering Committee

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Approved	Not Approved	Reason
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