

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

Applicant Contact Information

Representative

Title

Address

Web Site Home Page

Applicant Representative's Signature

Date

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

Business Name

Address

Website

Contact Person

Title

Phone Number

Email Address

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

Name	Firm Name	Phone	Prime	Sub	Client/Owner
			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ 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

For DBE requirements: 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)?

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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.

Date of Application

Estimated Annual Contract Value \$

Firm Name

Mailing Address

**Designated Calmentor
Representative**

Calmentor Contact Staff Name

Title

Phone Number

Email Address

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

☐ BART

☐ Caltrans District #

☐ Golden Gate Bridge, Highway and Transportation District

☐ Metropolitan Transportation Authority

☐ Santa Clara Valley Transportation Authority

☐ Other

Submit completed applications via email to Karen Strickland, Golden Bear Associates, Caltrans District 4 Calmentor Facilitator, at KStrickland@goldenbearassociates.com.

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Date Reviewed by District: Steering Committee

Approved

Not Approved

Reason