



# CONTRACT MONITORING DIVISION OFFICE OF THE CITY ADMINISTRATOR



Edwin M. Lee, Mayor  
Naomi M. Kelly, City Administrator

Romulus Asenloo, Acting Director

## LBEAC December 1, 2016 Meeting Minutes

### 1. Call to Order

Chair Galarza called the meeting to order at 10:08 a.m.

*Committee Members present:* Matthew Ajiake, Emylene Aspillá, Clifton Burch, Stacey Camillo, Juliana Choy-Sommer, Darolyn Davis, Boris Delepine, Elahe Enssani, Miguel Galarza, Alan Guy, Virginia Harmon, Robert Lo, Iris Martin-Lopez, Wayne Perry, Ruben Santana

*Committee Members Absent:* None

*Staff Present: CMD:* Romulus Asenloo, Lupe Arreola, Evelyn Davidson, Ivy Hankins, Yumiko Maeda, Stephanie Tang, Nichole Truax, La'uton Wells, Ryan Young

*Other City Personnel:* Nicolas King, DPW; Dana Lang, SFO; Monica Lim, SFPUC

*Public Present:* Bruce Giron; Mike Hester

*Chair Galarza reminded the LBEAC about the attendance requirements. Members were also given another copy of Mayor Lee's January 28, 2016 letter regarding LBEAC Member Attendance.*

### 2. Update and Discussion on the Best Value Public Works Procurement

- a. Nicholas King of Public Works presented an update on the Best Value Public Works Procurement.
  - i. No major updates. The form needs additional work. Will need to flush out questions and will need feedback on the questions and rankings. Working to develop Rules with the City Attorney's Office
  - ii. The technological lead is the Controller's Office
  - iii. Project will be revisited in 2017

### 3. Update, Presentation and Discussion on the Mentor-Protégé Program

- Lupe Arreola briefly discussed the main points of the program and provided an update on the program's progress:
  - i. It is a capacity building program
  - ii. It is no longer a pilot program
  - iii. Expectations of the partners
  - iv. Benefit – waiver of good faith outreach requirement for 2 years
  - v. Need for more mentors as there are lots of protégés
  - vi. Will create a report by next summer summarizing the progress of the program
  - vii. Currently have 10 Teams and hope to increase the number of teams
  - viii. Will have another jump start event to outreach and market the program
  - ix. May collaborate with the DOD on their Mentor-Protégé program

- x. Presented Mike Hester with official letter that he can provide to awarding departments to waive "Good Faith Outreach" for two years; even though his mentor responsibilities will be fulfilled in one year
  - xi. Introduced the following mentor-protégé team that has been working together on several projects
    - Mike Hester of McGuire and Hester (Mentor) and Bruce Giron (Protégé) discussed their experiences, successes and advantages of the program:
      - i. Bruce Giron discussed his experience as a protégé, being able to work with a company with value and over 90 years of experience
        - Quality mentoring to assist with accounting, and other administrative functions
        - Ability to work in an environment that will help you be successful and learn to do things right
        - This is a great first step and thankful for the program
      - ii. Mike Hester discussed the benefits of the program, his role as a mentor, how it was an opportunity for him to give back and provide support to someone else:
        - Waive Good Faith requirement
        - This is a true Joint Venture - separate company
        - Collaborate together, do not point fingers
        - Have done \$2.6M in JV work
        - Outside of the JV, his firm has listed the protégé as a subcontractor
    - Other comments and questions regarding the program:
      - I. Members asked the mentor what he sees as the challenges of the program
      - II. Protégé should help find their own mentors to assist with the success of the program
4. Discussion and Action item Regarding Recommendations to the City Administrator's Office on Changes to the Rules and Regulations Applicable to LBE Supplier Certification and the Bid Discount/Rating Bonus for LBE Suppliers Bidding as Primes.
- Acting Director, Romulus Asenloo, provided background information regarding this item, including a two page handout that included the recommendations
  - There was a motion brought by Member Camillo and seconded by Member Santana to strike "an active office", "continuously" and "to the public" in Recommendation No. 1. The recommendation with changes was unanimously approved. The final approved language for Recommendation No. 1 is as follows:
 

"In addition to the local office requirements identified above, suppliers must maintain a warehouse in San Francisco that is stocked with inventory consistent with their certification. The warehouse shall be a fixed location that is open during the regular business hours."
  - There was a motion brought by Member Camillo and seconded by Member Enssani to approve Recommendation No. 2 as drafted. The recommendation was unanimously approved. The final approved language for Recommendation No. 2 is as follows:

“To be eligible for the bid discount, a certified prime supplier must stock items of the general character consistent with their certification and must take possession and control of the item(s) to be supplied and delivered to the City rather than drop-shipping to the job site. Bid discounts shall not apply to commodities contracts for specially/specialty manufactured items.”

- There was a motion brought by Member Camillo and seconded by Member Santana to strike Recommendation No. 3 in its entirety. The motion to strike Recommendation No. 3 was unanimously approved.

5. Approval of Meeting Minutes

- a. The LBEAC Meeting minutes of October 6, 2016 and November 3, 2016 were approved by the following vote: All members present approved the minutes with the exception of one abstention by Member Perry

6. Staff Reports/Updates

- a. None

7. Suggestions from Committee Members on Future Agendas

- a. FSP updates - Invite Julie Ansell from Controller's office to present information on FSP.
- b. Best Value
- c. Updates on Newly Certified Firms

8. Adjournment

The meeting adjourned at 11:53 p.m.