



# CONTRACT MONITORING DIVISION OFFICE OF THE CITY ADMINISTRATOR



## LBEAC December 7, 2017 Meeting Minutes

### 1. Call to Order

Chair Galarza called the meeting to order at 10:05 a.m.

*Committee Members present:* Matthew Ajiake, Emylene Aspillá, Juliana Choy-Sommer, Alaric Degrafinried, Boris Delepine, Elahe Enssani, Miguel Galarza, Bruce Giron, Dwayne Jones, Iris Martin-Lopez, Wayne Perry, Ruben Santana

*Committee Members Absent:* Alan Guy

*Staff Present:* CMD: Romulus Asenloo, Regina Chan, Andrea Chicas, Mindy Lee, Stephanie Tang, Nichole Truax

*Other City Personnel:* David Broekelschen, OCA; Veronica Ng, PUC

*Public Present:* Padraic Ryan, Eco Bay Services

### 2. Election

- a. The Committee moved to nominate Miguel Galarza as Chair, and Juliana Choy-Sommer and Boris Delepine as Co-Chairs. The motion carried with the following affirmative votes: Emylene Aspillá, Juliana Choy-Sommer, Alaric Degrafinried, Boris Delepine, Miguel Galarza, Dwayne Jones, Iris Martin-Lopez, Wayne Perry, Ruben Santana. Bruce Giron abstained.

### 3. Project Labor Agreement Update

- a. The PLA legislation has been tabled. Letters were sent out by some members of the Committee and by the contracting community.
- b. A PLA legislation was passed in San Jose, California and will likely impact the PLA legislation in San Francisco.
  - i. Chair Galarza has been traveling to San Jose to participate in the legislative process so that a reasonable precedent could be set for San Francisco.
  - ii. San Jose's PLA legislation will serve as a good starting point for negotiation with the San Francisco Board of Supervisors.

### 4. Professional Services, A/E, and Design Build Joint Venture Pilot Incentive Program

- a. The Board of Supervisors passed the joint venture rating bonus and core disciplines incentive pilot program that applies to professional services, A/E, and design build contracts.
- b. There is no definitive plan to institutionalize the program; it is currently a pilot program and will be implemented at the awarding department's discretion.

### 5. Approval of Meeting Minutes

- a. The Committee moved to approve the LBEAC Meeting Minutes of October 5, 2017. The motion carried.

6. Updates from the Port of San Francisco
  - a. Boris Delepine presented on the Port's contracting activity in the 2016-17 fiscal year.
    - i. 55% of contract dollars were awarded to LBE primes.
  - b. Some of the contracting accomplishments include: Contracts Open House, the Award of the Seawall Design Contract, the Pier 70 LBE Plan, and the Mission Rock LBE Plan.
  - c. Upcoming opportunities include Pier 35 and Pier 40 restaurant leases that require LBE plans in the proposals.
  - d. Some of the challenges include: FSP implementation, sustaining high LBE performance as contract amounts increase, developing creative outreach strategies, and diversifying the pool of LBE firms.
7. Prequalification Fees
  - a. A LBE firm received a letter from Brown and Caldwell to complete its prequalification through a third party company; the prequalification requires an activation fee as well as an annual fee.
  - b. LBEs should be informed that any third party qualification offer is not required by the City and County of San Francisco for any of its contracts.
8. Staff Reports/Updates
  - a. CMD Certification Staff presented the accomplishments of the 14B Certification program.
9. Adjournment

The Committee adjourned at 12:00 p.m.