



# CONTRACT MONITORING DIVISION OFFICE OF THE CITY ADMINISTRATOR



## LBEAC April 5, 2018 Meeting Minutes

### 1. Call to Order

Chair Galarza called the meeting to order at 10:02 a.m.

*Committee Members present:* Matthew Ajiake, Emylene Aspilla, Juliana Choy-Sommer, Darolyn Davis, Boris Delepine, Elahe Enssani, Miguel Galarza, Bruce Giron, Alan Guy, Virginia Harmon, Dwayne Jones, Wayne Perry

*Committee Members Absent:* Alaric Degrafinried, Iris Martin-Lopez, Ruben Santana

*Staff Present:* CMD: Romulus Asenloo, Regina Chan, Andrea Chicas, Stephanie Tang

*Other City Personnel:* Lome Aseron, MTA; Kelly Hernandez, Risk Management; Jennifer Johnston, City Administrator's Office; Nicolas King, Public Works; Sean McFadden, Recreation & Park; Ashish Patel, MTA; Jamie Querubin, SFCIF

*Public Present:* Steve Boullianne, Ipso Facto; Elizabaeth Canela, Forest City; Jennifer Elmore, Contractor Development at MWIS

### 2. Best Value Public Works Procurement and Project Evaluation Update

- a. The website is not yet public facing and is being refined to meet the City's needs.
- b. Bidders will be notified before the bid due date and before Notice to Proceed of the requirements related to the Project Evaluation.

### 3. Report on the Development Project By Pier 70

- a. Liz Canela of the Development Team at Forest City presented on the development project in progress near Pier 70.
- b. The development is a decade long project that covers approximately 28 acres and involves community benefits, local hire, and LBE participation.
- c. The project will carve out opportunities for LBEs, including micro set-aside projects, and the team will try to provide support to maximize LBE participation.
- d. A representative from Forest City plans to present quarterly updates.

### 4. Financial Systems Replacement Project Update

- a. Julie Ansell, formerly the Change Manager, is now the Director of Procurement.
- b. The user interface of Peoplesoft will be improved so that it will be more user friendly and intuitive.
- c. The F&P team's challenge is to convince departments to adopt the existing functionality of Peoplesoft.
- d. The F&P Help Desk can be reached at (415)994-2442. The F&P support team is located at 1155 Market Street, on the sixth floor.

5. Updates from San Francisco Recreation and Park
  - a. Sean McFadden spoke regarding the contracts and procurement at SF Rec & Park.
  - b. There are only a few City staff who work on SF Rec & Park contracts, most projects are administered by SF Public Works.
  - c. Most SF Rec & Park contracts have LBE requirements and the department has been successful with micro set-aside contracts.
  - d. Future opportunities include a lot of landscape and irrigation work and the procurement plan is to solicit most of the work as micro set-aside contracts.
6. Updates from San Francisco Municipal Transportation Authority
  - a. Lome Aseron and Ashish Patel presented on behalf of SF MTA.
  - b. Vast majority of SF MTA projects are funded with FTA funds but San Francisco LBEs can utilize the SF LBE certification to meet SBA goals.
  - c. Many contracts are commodities contracts and many of the professional services contracts are related to Sustainable Streets program.
7. Staff Reports/Updates
  - a. Stephanie Tang provided an update about CMD certification team's outreach efforts.
    - i. CMD has obtained from the State License Board a list of contractors located in San Francisco.
    - ii. CMD plans to work with the Treasurer and Tax Collector to use the City's data to outreach to newly registered businesses so that the businesses can learn about the LBE program.
  - b. Romulus Asenloo explained the need for SFCIF to provide additional funding to contractors and the need for small businesses to be able to access capital.
    - i. The City is not permitted to prepay.
    - ii. A survey was conducted to capture information regarding LBEs' capital.
    - iii. There is a barrier for small businesses because banks are not willing to lend to some small businesses.
    - iv. For LBEs working with the City's bonding program, a financial review of the business may be an option.
8. Approval of Meeting Minutes
  - a. Boris Delepine, seconded by Alan Guy, moved to approve the LBEAC Meeting Minutes of February 1, 2018. The motion carried by the following vote:  
Ayes: Aspilla, Choy-Sommer, Davis, Delepine, Enssani, Giron, Guy, Jones,  
Abstained: Ajiake, Galarza, Harmon, Perry
9. Adjournment

The Committee adjourned at 11:58 p.m.