



# CONTRACT MONITORING DIVISION OFFICE OF THE CITY ADMINISTRATOR



## Local Business Enterprise Advisory Committee (LBEAC) July 1, 2021 Meeting Minutes

### 1. Call to Order/Introduction

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

*Committee Members Present:* Matthew Ajiake, Juliana Choy-Sommer, Darolyn Davis, Elahe Enssani, Miguel Galarza, Bruce Giron, Dawyne Jones, Nicolas King, Sailaja Kurella, Wayne Perry, Stephanie Tang, Kimberly Wilson.

*Committee Members Absent:* Todd Senigar

*CMD Staff Present:* Romulus Asenloo, Regina Chan, Jason Chow, Daniel Guarente, Mindy Lee, Linda Rainaldi, Kate Svyatets, Nichole Truax, Lauton Wells

*Other City Staff Present:* Jennifer Johnston, Deputy City Administrator; Greg Lyman, SFPUC; Kyndra Cox, SFPUC.

*Public Present:* Unidentified Caller; Jack Adams; Noelle Bonner, Bonner Communications; Randy Collins, FTF Engineering; Oscar Perez Forez, Montez Group; Ralph Hoseley, Hoseley Corporation; LaSonia Mansfield, Mansfield & Mansfield Construction Clean-Up; Crystal Miks; Padraic Ryan, Eco Bay Services; Jae Shin, Ground Cover Landscape; Susanne Souva, Bonner Communications; Daniel Wanner

### 2. Update from Deputy City Administrator, Jennifer Johnston, Regarding Legislative Changes to Chapter 14B

#### a. Jennifer Johnston provided the following updates:

- i. Chapter 14B legislation is being revised and is planned to be introduced to the Board of Supervisors July 13<sup>th</sup>.
- ii. Jennifer Johnston can review the proposed legislation with the Committee after it has been introduced to the Board of Supervisors. However, this document will not be shared prior.
- iii. Ask to the Committee: Upon the determination of where contracting dollars are spent, the Committee should be thinking through and building pilot programs for suggestion.

#### b. The Committee asked Jennifer Johnston questions related to the proposed ordinance.

- i. Asked whether or not it would be possible to expand the contractor development program to include more small businesses on federally funded projects, the response was that the contractor loan program is only for LBEs on City projects where Chapter 14B is applicable.

- ii. It was asked and confirmed that there is language in the proposed revisions to Chapter 14B that encourages departments to break up contracts to maximize LBE opportunity.
    - iii. Other than asking departments to break up large contracts to maximize LBE opportunities, there will not be new language in 14B to mandate LBE participation on partially federally funded contracts.
  - c. Public Comment on the proposed legislative changes:
    - i. A member of the public asked how the Mentor Protégé program will be changed. The proposed changes are that incentives are being reworked to ensure large companies' participation in the Program.
    - ii. A member of the public raised the issue that some currently certified LBEs are over the threshold amounts, that San Francisco is not using the state guidelines for who can perform construction management work, and that federal funding guidelines are not already fully known.
3. UCSF Procurement Outreach Presentation
- a. Ailene Estalilla of UCSF presented the following concerning their recent outreach event:
    - i. The outreach event had two areas of focus: 1) to provide information about contracting opportunities to small, diverse, disadvantaged firms and, 2) to obtain an understanding about current challenges and barriers to entry into their complex procurement system.
    - ii. Three main areas of feedback were received:
      - (1) Bidding/RFOs are very time consuming and daunting for small firms to prepare, concern that the smaller firms cannot compete with larger firms in this area.
      - (2) Smaller firms cannot compete with larger firms unless they partner, and they would like to have more opportunities for partnerships.
      - (3) UCSF only does business with a handful of contractors and firms responded that they would like to see opportunities for new firms.
    - iii. UCSF will be starting a diverse vendor list to increase participation at UCSF for small and local businesses.
  - b. Director Asenloo suggested template forms; the current Professional Service Request for Qualifications may disadvantage small businesses, since larger firms have more resources to create better presentations so pre-set forms would mitigate this disparity.
4. Updates from the LBEAC Subcommittees
- a. The following updates were provided for the Trucking subcommittee:
    - i. Originally scheduled to meet on July 8th, 2021 but rescheduled due to conflict.
  - b. The following updates were provided for the Tech Marketplace subcommittee:
    - i. There has been one meeting.
    - ii. The Office of Contract Administration went over proposed changes as to how LBEs are given preference for contracts in the tech marketplace. At the next meeting, which will occur sometime in July, the Office of Contract Administration will further present on the proposed changes with feedback obtained from the first meeting.
  - c. The following updates were provided for the Construction Management subcommittee:
    - i. There have been two meetings.

- ii. The subcommittee is developing recommendations to avoid LBE construction management firms from being negatively impacted from varying interpretations of the definition of “construction management” and who is able to perform it.
  - iii. At the last meeting, the group determined they will explore the possibility of having a third-party (potentially an insurer) determine the eligibility for the LBE certification of construction management.
- 5. Discussion and Possible Revision of the LBEAC Guidelines
  - a. Staff provided the following updates to the committee:
    - i. Following recent changes to LBEAC membership, there may be a need to revise the LBEAC Guidelines to reflect the Committee’s desired quorum and number of committee members.
      - (1) Currently, the language limits the Committee to fourteen (14) members and specifies that eight (8) are required for a quorum.
    - ii. Chair Galarza requested Staff to provide a list of the current LBEAC members that are from LBE firms and indicate their certification information.
  - b. Public Comment
    - i. Two members of the public raised the issue that the LBEAC has too many committee members from professional service firms and not enough to represent the construction community of LBEs.
    - ii. A member of the public asked about term limits for LBEAC committee members. Staff answered there are no term limits since members serve at the discretion of the mayor.
- 6. Review and Approval of the June 10, 2021 Special LBEAC Meeting Minutes
  - a. Elahe Enssani, seconded by Bruce Giron, moved to approve the June 10, 2021 special LBEAC meeting minutes. The motion carried by the following vote.
    - Ayes: Ajiake, Choy-Sommer, Davis, Enssani, Galarza, Giron, Jones, King, Kurella, Perry, Tang, Wilson.
- 7. Staff Report/Public Comment
  - a. Staff provided the following updates:
    - i. CMD’s Mentor Protégé Program has started recruitment for its third cohort—any questions and/or interest to the program can be emailed to [MPP@sfgov.org](mailto:MPP@sfgov.org).
  - b. Public Comment
    - i. No further public comments.
- 8. Adjournment
  - a. The committee adjourned at 11:44 a.m.