



CONTRACT MONITORING DIVISION OFFICE OF THE CITY ADMINISTRATOR



LBEAC September 5, 2019 Special Meeting Minutes

1. Call to order

Chair Galarza called the meeting to order at 10:11a.m.

Committee Members Present: Matthew Ajiake, Bruce Giron, Juliana Choy-Sommer, Darolyn Davis, Alaric Degrafinried, Miguel Galarza, Iris Martin-Lopez.

Committee Members Absent: Emylene Aspilla, Boris Delepine, Elahe Ensanni, Alan Guy, Virginia Harmon, Dwayne Jones, Wayne Perry, Ruben Santana

Staff Present: CMD: Romulus Asenloo, Regina Chan, Jason Chow, Mindy Lee, Vivian Liu, Stephanie Tang, Nichole Truax

Other City Personnel: Ivy Fine, SFPUC; Jennifer Johnston, City Administrator

Public Present: Jay Rooney, D & A Communications

2. Discussion and Action Item Regarding Recommendations on the Application of the Bid Discount/Rating Bonus and Subcontracting Credit for LBE Certification Categories.

a. Two possible approaches:

- i. The more inclusive approach: Applicability is based on the ability of the LBE to perform the work that is sought. This approach minimizes non-responsiveness determination, maximizes the amount of available LBEs that can be utilized especially on larger Design Build/CMGC contracts. This approach may lead to confusion and in some cases, it may pit firms in higher economic threshold against firms in low economic thresholds.
- ii. Applicability is based strictly on the LBE's certification category.

b. Discussion and proposed ideas/suggestions:

- i. Firms that have the ability to do the work should contact CMD Certification Unit to get certified. This is an opportunity to get firms in multiple disciplines to get cross certified. This approach will also allow more transparency in the bidding process. Firms will know who they are competing against in a category.
 1. The process to get certified in other categories is a truncated process. If there is true common-sense overlap, then the firm can be certified for multiple categories quickly.
 2. Member suggestion: the Certification Unit should send out the list of all subcategories to the LBE database and offering an opportunity for firms that are interested to get certified.
 3. The Department should include in the bid specifications and mention in the pre-bid/pre-submittal conferences which work categories were used to set the LBE requirement and which category of firms may be utilized to meet the requirements.

- ii. Develop a blog/newsletter/short stories that can be sent out to the LBE community on a regular basis highlighting circumstances LBEs faced during the contracting process.
- c. Ad-hoc committee was formed to further discuss the issue with City Departments. Committee members include Darolyn Davis and Miguel Galarza.
 - i. Chairman Galarza will setup a meeting with Ivy Fine, Alaric Degrafinried, and Darolyn Davis mid-September to further discuss this issue and will report back to the committee.

3. Adjournment

The Committee adjourned at 11:04 a.m.