



# CONTRACT MONITORING DIVISION OFFICE OF THE CITY ADMINISTRATOR



## LBEAC February 7, 2019 Meeting Minutes

### 1. Call to Order

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

*Committee Members Present:* Matthew Ajiake, Emylene Aspilla, Bruce Giron, Juliana Choy-Sommer, Darolyn Davis, Alaric Degrafinried, Boris Delepine, Elahe Enssani, Miguel Galarza, Alan Guy, Virginia Harmon, Dwayne Jones, Iris Martin-Lopez, Wayne Perry, Ruben Santana.

*Staff Present:* CMD: Romulus Asenloo, Regina Chan, Jason Chow, Mindy Lee, Vivian Liu, Shinji Sakai-Egi, Stephanie Tang, Nichole Truax.

*Other City Personnel:* Ivy Fine, PUC; Jennifer Johnston, Office of the City Administrator; Nicolas King, Public Works; Monica Lim, PUC; Greg Lyman, PUC; Michael West, Controller's Office; Kevane Wong, Controller's Office; Dirya Gopal, HRC; Cathy Meyer, HRC; Kelly Hernandez, Risk Management Division; Joshua Arce, OEWD; Dannielle Glover, HRC; Lauran Acevedo, OEWD; Sheryl Davis, HRC.

*Public Present:* David Plotkin, William Duff Architects; Steve Boullianne, IPSOFACTO IT Service; John Miller, MWIS; Jack Tse, Brookfield.

### 2. San Francisco Public Utilities Commission's Contracting Opportunities

#### a. Ivy Fine presented on SFPUC's professional services Contracts.

- i. In 2018, 12 out of 46 contracts under \$10M were awarded to LBE Primes. In addition, 2 out of 5 contracts over \$10M were awarded to LBE Primes.
- ii. A trend in Professional Services Contracts in 2019 will be to award multiple contracts under one RFP.
- iii. PUC receives over 600 invoices/month and is working diligently to make sure payments are sent out on time.

#### b. Greg Lyman presented on SFPUC's construction contracts.

- i. In 2018, 19 out of 28 contracts were awarded to LBE primes.
- ii. New contract opportunities in 2019: 33 contracts are planned in the following categories: Hetch Hetchy Water Plant (HHWP); Water system and other maintenance; Water system improvements; Sewer system maintenance; Sewer system improvements
- iii. SFPUC is starting to use Master As-Needed contracts as a new construction contracting vehicle.

#### c. Monica Lim presented on SFPUC's job order contracts.

- i. In 2018, 100% of the awarded contracts were awarded to LBEs.
- ii. In 2019, there are 9 contracts slated to be advertised, 5 of those contracts are micro-set-asides (worth \$8M).

3. Discussion and Possible Action Item on Legislative Outreach
  - a. Chair Galarza proposed that the LBE Advisory Committee meet with each member of the Board of Supervisors and present the LBE program and mission.
4. FSP's Re-Skin Initiative
  - a. The goal of this project is to modernize the look and feel of the Supplier Portal to make it more user friendly for bidders and suppliers.
  - b. InFlight server will put a user interface layer on top of the existing front end in order to make the user experience more seamless and accessible.
  - c. Target date for go-live: April 15, 2019.
  - d. Supplier testing for the new portal is currently available. Interested parties can contact Kevane Wong ([kevane.wong@sfgov.org](mailto:kevane.wong@sfgov.org)) or Michael West ([Michael.J.West@sfgov.org](mailto:Michael.J.West@sfgov.org)) or [con.systems@sfgov.org](mailto:con.systems@sfgov.org) subject heading: "Supplier Testing" to participate.
5. Opportunities for All (OFA) initiative
  - a. The OFA initiative aims to fight systemic inequality by connecting high school students who are ready and interested in working to paid internships, employment, training, and educational opportunities so that all young people can be a part of SF's thriving economy.
  - b. The initiative is committed in creating an additional 1,000 opportunities for new programs focused on addressing gaps in skills and opportunities.
  - c. OFA would like to encourage the LBE community to become an active member in this initiative and hire young people for internships, become mentors, or host workshops and site visits. Providing youth with opportunities to learn basic and applied skills will be critical in preparing them to be workforce ready.
6. Approval of Meeting Minutes
  - a. Elahe Enssani, seconded by Boris Delepine, moved to approve the LBEAC Meeting Minutes of December 6, 2018. The motion carried by the following vote:
    - i. Ayes: Ajiake, Aspilla, Giron, Davis, Degrafinried, Delepine, Enssani, Galarza, Guy, Harmon, Jones, Martin-Lopez, Perry, Santana.
    - ii. Abstained: Choy-Sommer
7. Staff Report/Updates
  - a. Director Romulus Asenloo provided an overview of the Contractor Accelerated Payment Program.
    - i. San Francisco Community Investment Fund (SFCIF) has agreed to authorize \$1M in funds for approved loan packages to qualified LBE Contractors bidding on City Construction related contracts.
    - ii. The program is currently not actively seeking participants; only LBEs working with Merriweather & Williams can qualify for the program.
    - iii. This program is on a trial basis for one year.

8. Suggestions from Committee Members on Future Agendas/Public Comment

- a. Discussions on increasing the threshold on Professional Services categories.

9. Adjournment

The Committee adjourned at 12:01pm