

Memorandum

DATE: 7/29/16

TO: Lisa Marie Alley, Chief of Communications

FROM: Alice Rodriguez, Small Business Advocate

SUBJECT: Small Business Program Summary – July 2016

Small Business outreach activities for July continued to focus on meeting and uniting with external partners to maintain and build new partnerships.

The team continues to advance the Vendor Registry. User acceptance testing commenced the last week on July. We anticipate a soft launch of the online database toward the end of August or early September. The communications team has already sketched a blueprint of a coordinated rollout plan.

Moving forward, the small business team is prepared and excited to roll out their new process for Small Business Workshops. The team will be hosting a “meet the primes” outreach event in the Nor Cal Region. This event will take place Tuesday, August 23 at the Arrillaga Family Recreation Center from 10:00 AM – 1:00 PM, in Menlo Park and will be in partnership with local transportation agencies like VTA, BART, SamTrams, and more.

Small Business Outreach Overview

- On July 8, Alice Rodriguez and Small Business Associate, Meilani Sabadlab participated in their first Business Outreach Committee (BOC) teleconference. The BOC is a consortium of 19 Bay Area transportation agencies with a common goal to assist small and disadvantaged local firms in doing business on local transportation projects. The BOC invited the Authority to join their consortium and will partner with many of them at the Small Business workshop on August 23.
- Convened the bi-monthly teleconference with the Federal Railroad Administration (FRA) on July 8. We provided a status update concerning the project, the Small and Disadvantaged Business Enterprise Program, Small Business utilization and compliance and Title VI.
- Information Officer, Karen Massie, and Meilani Sabadlab participated in an all-day event on July 12 hosted by the Disabled Veteran Business Alliance. The 2016 Information Technology and Professional Services Expo was held in San Ramon. The Small Business Team attended the DVBA’s panel, “An Insider’s Guide to Successful Contracting in the IT and Professional Services Markets.” Additionally, Karen conducted one-on-one match making sessions with 10+ small businesses. Whereas Meilani staffed a booth and engaged with over 30 small businesses and responded to general public inquiries.

- Alice Rodriguez participated in the Small Business Administration's (SBA's) Government Contracting workshop for Small Businesses in Fresno on July 21. The workshop was free to all interested small businesses and suggested ways for a small business to complete the procurement process and compete effectively for Federal and State contracts – including High-Speed Rail contracting opportunities. There was an overview of SBA's various contracting program including the 8(a) Program and HUBZone Program, the SBA Surety Bond Program, along with contracting information for women-owned and veteran-owned businesses. Representatives from Construction Package 2-3 and Construction Package 4 were also in attendance to discuss current and future small business opportunities.
- On July 27, Alice attended the SBA's 4th Annual Los Angeles District – Office Faith-Based Small Business Summit. The Summit was a free and educational event available to local small businesses. The Summit featured a Resource Fair which included community and government based organizations that discussed: business growth strategies, financial access, risk management, and emergency preparedness information.
- Also on July 27, Diana Gomez – Central Valley Regional Director was joined by Elizabeth Jonasson – Information Officer at the 2016 Valley Small Business Construction Diversity Expo in Bakersfield. Diana participated as a keynote speaker and Elizabeth staffed a booth. The event was hosted by the Valley Small Business and Construction Report, which is a weekly publication designed to give industry professionals an inside scoop regarding opportunities within the Western states.
- The 11th Annual, 2016 California Construction (CalCon) Expo took place on July 28 in Long Beach. Small Business team members from Southern California, Rachel Kesting and Kevin Alvarado, staffed a table while Alice participated in a panel alongside representatives from Caltrans, California Department of Corrections and Rehabilitation and the Department of General Services. CalCon was the premiere gathering for contractors, designers, construction professionals, suppliers and construction workers. There were over 1,500 attendees at the event. This event supports the effort to educate and promote the Small Business and Disabled Veteran Business Enterprise community within California.
- Elizabeth Jonasson attended the State Route 99 Project Job Workshop on July 29, hosted by the SBA. Elizabeth provided information and answered questions about jobs on the High-Speed Rail Project – including creating jobs opportunities for disadvantaged workers.

External Partner Meetings

- Alice Rodriguez and Meilani Sabadlab met with President and Senior Railway Engineer – Antonio Arribas of European Railway Interoperability Institute on July 20, at the Sacramento headquarters. Antonio showcased information about a trade show his firm is hosting – High-Speed Technology California, Conference and Trade Show, in March 2017. The Conference is meant to be the biggest international trade show on High-speed Rail technologies in the USA. The conference will bring firms from all over the world, together in Los Angeles at the Convention Center. Additionally, Alice provided Antonio with an overview of the small business program.

Business Advisory Council

The Business Advisory Council (BAC) held there last meeting on Thursday, June 16, 2016 at the Department of General Services Building, in West Sacramento. The meeting included presentations and reports of the following:

- Prompt Payment Presentation – Russell Fong, Chief Financial Officer
- Small Business Program Summary – Alice Rodriguez, Small Business Advocate
- Contract Compliance Update – Austin Kidwell
- High-Speed Rail Project Update
 - Lisa Marie Alley, Chief of Communications
 - Darin Kishiyama, Supervising Transportation Engineer
- Construction Package (CP) Updates
 - Construction Package 1 – Maurice Young, TPZP
 - Construction Package 2-3 – John James, Dragados Flatiron
 - Construction Package 4 – Amanda Craft California Rail Builders
- Planning Meeting Committee Updates
 - Construction Update – Diana LaCome
 - Professional Services – Linden Nishinaga

Complete BAC minutes and member packets can be viewed under the Small Business webpage of the Authority website, www.hrs.ca.gov.

The Small Business team is already preparing for the next BAC meeting scheduled for Thursday, August 18, 2016 in West Sacramento. In addition to the August meeting, the team is also preparing for the October BAC construction tour. The council will tour active construction sites in Fresno, CA on Thursday, October 20.

Moving forward, the Authority is planning to work with the BAC committee chairs to enhance existing policies and procedures, including revamping the Operating Guidelines. Together, we will develop new and innovative approaches to improve the overall success of the Business Advisory Council.

Below is a compiled list of requests and/or goals submitted by the BAC members based on the last Business Advisory Council meeting:

Completed Requests	Request Date	Status Detail	Status
Breakdown of Caltrans’ contract (SR-99) by small business goal, small business certification and the dollar value for each sub consultants’ year to date expenses.	April 20, 2016	The document was included in the BAC member packet during the June 16, 2016 BAC meeting.	Closed - June 16, 2016
Requested to have the Chief Financial Officer (CFO) attend more BAC meetings.	June 16, 2016	Council Chair Alley acknowledged the request during the June 16, 2016 meeting and proposed to have the CFO attend one (1) BAC meeting per year.	Closed - June 30, 2016

Pending Request	Request Date	Status Detail	Status
Requested contract specific utilization for Construction Packages - break down of the Primes' sub-contractors	April 20, 2016	Creating two (2) reports to reflect the specifics of the BAC's request. The information will be distributed following the June 16, 2016 meeting. The reports cover the respective Construction Packages (CP), CP 1 and CP 2-3 small business utilization.	Pending
Request the Authority to provide payment notifications when Primes are paid, either by email or posted on our website.	June 16, 2016	We are working with the CFO and the Finance and Audit Committee, to create a system to improve their current method(s) to ensure this action comes to fruition and will notify the BAC members when the new system is implemented.	Pending
Requested to know the percentage of Professional Services within SR-99's overall utilization and invite Caltrans personnel to attend one (1) future BAC meeting.	June 16, 2016	We will research this information.	Pending
Requested a decision from the Authority regarding adopting the Safe Harbor Rates program.	June 16, 2016	We will work to fulfill this request.	Pending
Requested for travel reimbursement for the Business Advisory Council members.	June 16, 2016	The team will conduct research for possible consideration of amending the travel reimbursement policy.	Pending
BAC members are interested in learning more about Title VI. BAC requested to conduct a Title VI presentation at the next BAC meeting on August 18, 2016.	June 16, 2016	The Title VI team will deliver an update on Title VI activities at the August 18, 2016 Council meeting.	Pending
Requested an Authority staff member with construction and engineering expertise to attend the Construction Committee meetings.	June 16, 2016	Scott Jarvis, Chief Engineer, has identified Dane Hudson – Design Build Manager/Construction Support, who will now attend the Construction Committee Meeting, effective August 18, 2016.	Pending; Tentative Close date – August 18, 2016
Requested the percentage that has gone to small businesses for the design of CP 1.	June 16, 2016	The Authority will collaborate with Maurice Young and have this information available during the next BAC meeting on August 18, 2016.	Pending