San Francisco Water Power Sewer
Operator of the Hetch Hetchy Regional Water System

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San Francisco Public Utilities Commission
Water System Improvement Program
Small Firm Advisory Committee
January 18, 2012
10:30 a.m. – 12:30 p.m.
City of San Carlos
Peninsula Builders Exchange
735 Industrial Road
San Carlos, CA 94070

Members

Lisa Vigil **(Chair)**
Tom McGinley
Estela Tarano
Bryant Fields **(Vice-Chair)**
Marie McKenzie (excused absence)

Minutes

Staff Liaison: Iris Martin Lopez

1. Call to order – 10:45 a.m.

2. Roll Call – all members present with exception of Marie McKenzie's excused absence.

3. Public Comment - none at this time.

4. August 25, 2011 regular meeting minutes and October 25, 2011 special meeting minutes were approved by all members present.

5. Discussion and possible action on 2012 Water System Improvement Program (WSIP) Small Firm Advisory Committee meeting dates and locations:

   - April 18, 2012 at the City of San Carlos' Peninsula Builders Exchange
   - July 18, 2012 at Local 713 Carpenter's Union Hall in Hayward
   - October 17, 2012 SFPUC headquarters 525 Golden Gate Avenue

   Future 2012 Small Firm Advisory Committee meetings will be held quarterly at the above locations from 10:30 a.m. – 12:30 p.m.

Edwin M. Lee
Mayor
Francesca Vietor
President
Anson Moran
Vice President
Ann Moller Caen
Commissioner
Art Torres
Commissioner
Vince Courtney
Commissioner
Ed Harrington
General Manager

6. Update on the revision to the SFPUC Local Business Enterprise (SFPUC-LBE) Program, expansion on non-WSIP construction projects was provided by **Ms. Veronica Ng, Manager, SF Human Rights Commission (HRC), Equal Employment Opportunity Unit.**

    - Currently, the legislation is on hiatus due to the 2011 Mayoral elections.
    - Multiple revisions are being made to Chapter 14B. One of the revisions will include possible eligibility of SFPUC-LBEs on non-WSIP construction projects located 70 miles or more outside of the City and County of San Francisco.
    - In April 2011, the HRC-LBE Advisory Committee adopted the revised legislation for Chapter 14B.5. This was followed by the full body Commission approval and adoption on May 22, 2011. Final adoption will be attained by the SF Board of Supervisors.

7. Discussion and possible action on the Small Firm Advisory Committee goals and recommendations. The Committee drafted the following language for their 2012 Goals and Recommendations:

Committee's 2012 Goals

- **Support current revisions to San Francisco Administrative Code Chapter 14B of the Public Utilities Commission's Local Business Enterprise (SFPUC-LBE) Program.**

- **Continue working with the SFPUC to develop ongoing and future Micro Set Aside projects.**

- **Enhance the current LBE outreach program in the service areas outside of San Francisco.**

    - **Continue outreaching to certified firms to increase LBE participation on SFPUC regional construction projects.**

- **Target construction outreach on specific SFPUC regional construction projects.**

Committee's Recommendations for SFPUC

- **Host informational construction contract workshops for SFPUC - LBEs wanting to work on SF's regional projects. Workshops will provide information on LBE certification, bonding, general City bidding requirements, financial statement assistance, and the elations system.**

- **Develop strategic materials to further assist LBE contractor participation on regional projects.**

- **Recommend voluntary one on one prime and LBE networking events on selected SFPUC regional construction projects**

8. Discussion and planning for the 2012 Small Firm Advisory Committee Tips and Tricks for Success Workshop in Manteca. The workshop planning has been postponed until further discussion at the April 18, 2012 Committee meeting.

9. Update on SFPUC Local Business Enterprise Program

    - 227 small construction firms are certified under the SFPUC-LBE Program

    - $113 Million was awarded to LBEs on 31 WSIP regional construction projects

10. Comments, suggestions and requests for future agenda items by members of the Small Firm Advisory Committee and members of the public

    Upcoming Small Firm Advisory Committee Meeting Dates
    - April 18, 2012
    - July 18, 2012
    - October 17, 2012

    Future Agenda Items
    - Final discussion and possible action on the Small Firm Advisory Committee's 2012 goals and recommendations.
    - Site tour of the WSIP Peninsula construction projects
    - Update on the revision to expand the SFPUC-LBE Program to non-WSIP regional construction projects.

11. Adjournment – 1:03 p.m.