



**San Francisco Office of the City Administrator**

# LBEAC Director's Report

February 1, 2024

# Agenda

- 1) Introduce LBE Certification Team
- 2) CMD Work and 2024 Priorities
- 3) Deliverables
- 4) Outreach Event Announcements

# CMD LBE Work

LBE Certification

LBE Compliance  
– Public  
Contracts

LBE Compliance  
– Private –  
Public Contracts

Support and  
Enforcement for  
LBEs

Technical  
Assistance  
Programs

And More...

**LBE Certification** – New Application Reviews, Recertifications, Process changes to Certifications, Site Visits, Investigations, Support FSP and Maintain Directory, Wednesday Workshop

**LBE Compliance for Contracting Process on Public Contracts** – Requirement Setting, Encouraging Micro Set-Asides/Smaller Contracts, Separate Micro/Small/SBA goals, Pilot Neighborhood Discount Program Reviewing RFPs for fairness, Pre-bids/submittals, Answer bid related questions, Panel Interviews, Review of Bid Discounts/Rating Bonus/JV agreements, Kick-offs, Review of bids/proposals, Determine outcome of protests, Issue memos, Review Task Orders, Firm Additions/Substitutions, Ensure LBE Participation on Amended/Modified Contracts, Routine Monitoring, Closeouts, Assess penalties, Issue and record warnings, Waiver reviews, Educate Departments, Research processes and policies impacting LBEs

**LBE Compliance for Contracting Process on Private-Public Contracts** Learning Specifics of this Program, Goal Setting, Encouraging Set-Asides/Smaller Contracts, Pre-bids/Kick-offs, Collaborate with Project Sponsors on LBE/SBE Procurement Plans, Affirming Bid Discounts/Rating Bonus, Routine Monitoring, Support to Developers/Projects Sponsors, Negotiating Small Business Inclusion Plan, Educate Project Sponsors and General Contractors.

**Support and enforcement for LBEs** – Answering Questions, 1-1s to review bidding and compliance forms, Support to Enforcement Portal, Wednesday Workshops, Prompt Payment Reviews, Dispute Escalation/Resolution, Investigations, Conference and Conciliation

**Technical Assistance Programs** – Contractor Development Program, Bonding Program, Mentor Protegee Program, CAPP program, SF Lends

**And More** - Outreach Events, Collaboration with Other Inclusion Programs, Policy Initiatives, Ensure LBE Participation is Included in System of Record, Reporting, Audits, Disseminate Contracting Opportunities, Support the LBEAC

### Small Business Inclusion Program Improvements

Do Program Evaluation Selection Process, Execute Contract, and Start Work

Implement Strategies for Improved Micro Inclusion

Support MOHCD in Program Guide Improvements

Revise and Complete CMD Reporting

### Communications and Outreach

Improve Communications to LBE Community

Support Networking Events

Launch Housing Outreach Event

Report to LBEAC on Annual Report

Communicate MOHCD Program to Community

### Technical Assistance Program Improvements

Support SF Lends in Year 1 of project

Negotiate and Launch TIDA MPP Program

Work with SFCIF on CAPP Permanence

### Internal System Improvements

Complete LBE Directory Move to Peoplesoft

Improve CMD Requirement Setting Through Central Intake System

### 12B Improvements

Complete Backlog

Provisional Compliance Reviews

# 2024 Work Areas

# Completed Item 1: Easier Search of MOHCD-Funded Opportunities

## Issue:

LBEs have trouble navigating SF City Partner and learning about housing-related funded projects

## Implement:

CMD partnered with MOHCD to launch this webpage

<https://www.sf.gov/information/professional-services-and-construction-opportunities>

## Impact:

LBEs can better access HOUSING opportunities



Services Departments

## Professional Services and Construction Opportunities

See opportunities to submit a proposal/bid for housing or community development Professional Services and/or Construction Services for MOHCD-funded projects. Projects listed here have SBE or LBE goals.

### 1234 Great Highway Architectural Svcs

#### TNDC & Self-Help for the Elderly

The City and County of San Francisco (the "City"), acting through the Mayor's Office of Housing and Community Development (MOHCD), and TNDC and Self-Help for the Elderly (SHLE), the developer of the parcel at 1234 Great Highway (the "Site"), intend to construct affordable housing for formerly homeless and low-income seniors, including an on-site Adult Day Health Care Center.

Seeking: **Architect**

Goal: 25% SBE

**Bids Due: February 23, 2024**

Contact: Jackson Rabinowitz at [jrabinowitz@tndc.org](mailto:jrabinowitz@tndc.org)

[Link to SF City Partner Post](#) - Search for Event ID 0000009130

#### Related

#### [View the development forecast](#)

Development projects are not directly administered by the City but often have LBE and SBE contracting goals.

### MNHC Excelsior Clinic Tenant Improvement - GC

**Mission Neighborhood Health Center** will accept sealed bids for a construction contract to furnish all labor, materials and related costs to construct a 9,570 square foot OSHPD 3 tenant improvement clinic which includes primary care, dental care and administrative service spaces. The project is located at 453A Mission Street, San Francisco.

Seeking: **General Contractor with subcontracting team**

Goal: 20% LBE

**Mandatory 24h Walk: January 22, 2024**

Contact: Brenda Storey at [brendastorey@mnhc.org](mailto:brendastorey@mnhc.org)

[Link to SF City Partner Post](#) - Search for Event ID 0000009019

# Completed Item 2: CMD Starts Email Newsletter

## Issue:

LBEs need more information about the LBE program. This is a missed opportunity to support LBEs with information, resources and support.

## Implement:


CMD launched newsletter and emailed 1/24/24 to all LBEs and key stakeholders.

## Impact:

LBEs delivered resources and program support to their inbox.



**NEWS FROM CMD** **JAN 2024**



### SF Lends - New Program Provides LBEs Access to Capital

The Office of the Treasurer & Tax Collector and CMD have launched a new program for LBEs called SF Lends. SF Lends connects LBEs to banks for affordable loans and lines of credit for their day-to-day cashflow needs. This is available to LBEs in construction, trucking, professional services, general services, and commodities.

[Learn more about SF Lends here.](#)

#### Upcoming Outreach Events

February 27, 2024 9:00 AM	<b>2024 SFO Resource Fair</b> 49 S Van Ness Ave. SF, CA 94103 This fair connects jobseekers and businesses with access to information and opportunities.	<a href="#">More Info</a>
March 21, 2024	<b>SF Port Contract Open House</b> Details available in February.	

#### Upcoming Contract Opportunities

	<b>As-Needed Professional Energy Engineering Consulting Services</b> PUC.PRO.0291 SFPUC Assist with the development and implementation of SFPUC's energy efficiency and electrification initiatives.	<b>Due: 1/30/24 11:00 AM</b>
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#### Monthly CMD Workshops

February 7, 2024 10AM - 12PM	<b>1st Wednesday Workshop: LBE Certification</b>	<a href="#">RSVP</a>
February 14, 2024 10AM - 12PM	<b>2nd Wednesday Workshop: Bidding on City Contracts</b>	<a href="#">RSVP</a>

#### Helpful Links

<a href="#">CMD Website</a>	<a href="#">LBE Directory</a>
<a href="#">LBE Contracts</a>	<a href="#">LBE Enforcement Portal</a>
<a href="#">CAMP Loan Program</a>	<a href="#">LBE Advisory Committee</a>



# Completed Item 3: Contracting Forecasts Updated

## Issue:

LBEs need to be able to PLAN work. Forecasts were delivered in 2023.

## Implement:

Update the development forecast.

<https://www.sf.gov/resource/2023/future-contracting-opportunities>

## Impact:

LBEs have resources to better understand opportunities and can pursue teaming.

**Upcoming Development Projects**

The following information is being provided to help you and your business prepare for 2024 and 2025 based on forecast information with other public development projects. The information provided herein is subject to change without notice. The estimated project dates, descriptions, and values of the specific projects are subject to change. The information is not guaranteed and is for informational purposes only. The information is not intended to be used for marketing purposes. The actual amount of the estimated total value of the project may differ from the project total value as the project progresses. The information is not intended to be used for marketing purposes. The actual amount of the estimated total value of the project may differ from the project total value as the project progresses.

Project Name	Location	Developer	Est. Value	Project Type	Estimated Start Date	Estimated End Date	Contracted	Small Business	Notes
<b>Project 1: Office Building</b>	San Francisco	ABC Corp	\$100M	Office Building	2024	2026	Yes	10%	Office Building
<b>Project 2: Residential Development</b>	San Francisco	DEF Inc	\$50M	Residential	2024	2025	Yes	5%	Residential
<b>Project 3: Public Works</b>	San Francisco	GHI LLC	\$20M	Public Works	2024	2024	Yes	0%	Public Works
<b>Project 4: Commercial Center</b>	San Francisco	JKL Corp	\$75M	Commercial	2025	2027	No	15%	Commercial
<b>Project 5: Industrial Facility</b>	San Francisco	MNO LLC	\$30M	Industrial	2025	2026	No	8%	Industrial
<b>Project 6: Transportation</b>	San Francisco	PQR Inc	\$15M	Transportation	2025	2025	Yes	0%	Transportation
<b>Project 7: Healthcare</b>	San Francisco	STU LLC	\$40M	Healthcare	2025	2026	No	12%	Healthcare
<b>Project 8: Education</b>	San Francisco	VWX Inc	\$25M	Education	2025	2026	No	7%	Education
<b>Project 9: Energy</b>	San Francisco	YZA LLC	\$18M	Energy	2025	2025	Yes	0%	Energy
<b>Project 10: Water/Wastewater</b>	San Francisco	BCD Inc	\$12M	Water/Wastewater	2025	2025	Yes	0%	Water/Wastewater
<b>Project 11: Airport</b>	San Francisco	EFG LLC	\$8M	Airport	2025	2025	Yes	0%	Airport
<b>Project 12: Prison</b>	San Francisco	HIJ Inc	\$6M	Prison	2025	2025	Yes	0%	Prison
<b>Project 13: Correctional Facility</b>	San Francisco	LMN LLC	\$4M	Correctional Facility	2025	2025	Yes	0%	Correctional Facility
<b>Project 14: Court House</b>	San Francisco	OPQ Inc	\$3M	Court House	2025	2025	Yes	0%	Court House
<b>Project 15: Police Station</b>	San Francisco	RST LLC	\$2M	Police Station	2025	2025	Yes	0%	Police Station
<b>Project 16: Fire Station</b>	San Francisco	UVW Inc	\$1.5M	Fire Station	2025	2025	Yes	0%	Fire Station
<b>Project 17: Jail</b>	San Francisco	XYZ LLC	\$1M	Jail	2025	2025	Yes	0%	Jail
<b>Project 18: Prison</b>	San Francisco	ABC Inc	\$0.5M	Prison	2025	2025	Yes	0%	Prison
<b>Project 19: Correctional Facility</b>	San Francisco	DEF LLC	\$0.5M	Correctional Facility	2025	2025	Yes	0%	Correctional Facility
<b>Project 20: Court House</b>	San Francisco	GHI Inc	\$0.5M	Court House	2025	2025	Yes	0%	Court House
<b>Project 21: Police Station</b>	San Francisco	JKL LLC	\$0.5M	Police Station	2025	2025	Yes	0%	Police Station
<b>Project 22: Fire Station</b>	San Francisco	MNO Inc	\$0.5M	Fire Station	2025	2025	Yes	0%	Fire Station
<b>Project 23: Jail</b>	San Francisco	PQR LLC	\$0.5M	Jail	2025	2025	Yes	0%	Jail
<b>Project 24: Prison</b>	San Francisco	STU Inc	\$0.5M	Prison	2025	2025	Yes	0%	Prison
<b>Project 25: Correctional Facility</b>	San Francisco	VWX LLC	\$0.5M	Correctional Facility	2025	2025	Yes	0%	Correctional Facility

# December LBEAC Follow-Ups

## Pilot Neighborhood LBE Programs Applies to both Construction and Professional Service Contracts

### SEC. 14B.22. PILOT NEIGHBORHOOD LBE PROGRAM.



(a) The Director shall develop and implement a pilot neighborhood, hyper-local preference program, outlined in subsections (b)-(e), to encourage participation by neighborhood businesses on City public works projects located in their neighborhood.

(b) **Eligible Contracts.** This neighborhood LBE program shall apply to Administrative Code **Chapter 6 Contracts** for projects located within the jurisdictional boundary of San Francisco estimated to cost over \$10,000 and less than \$10,000,000. The program shall not apply to Job Order Contracts (JOC), As-Needed contracts, or other contracts where no specific project location is specified at the time of Bid.

C. **Pilot Neighborhood LBE Program.** Pursuant to Section 14B.22, the Director shall implement a five-year long pilot neighborhood preference program. CMD will implement this pilot program in phases. The initial “roll-out” phase will occur in fiscal year 2022-2023.

a) Contract Selection in First Year. During fiscal year 2022-2023, CMD will apply the pilot Neighborhood LBE Program to a total of eight Contracts. The Program will apply to the first two contracts – if possible, one professional service contract and one construction contract -- solicited on or after July 1, 2022 from Public Works, PUC, Recreation and Park, and Port of San Francisco departments that meet the following criteria:

- 1) Contracts procured under Administrative Code Chapter 6, including both construction and professional service Contracts; (ii) Are for projects located within the jurisdictional boundary of San Francisco; (iii) estimated to cost over \$10,000 and less than \$10,000,000; (iv) a specific project location is specified at the time of bid; (v) the project location is in a HUB Zone or a New Market Tax Credit ZIP Code area in the following order of priority: 94124, 94110, 94107, 94134, or 94103; and (vi) has an LBE subcontracting participation requirement of 15% or higher.

# December LBEAC Follow-Ups

## **Public Works Emergency Contracts**

- Chapter 6.60 is for Emergency Contracts and 6.76 is for Public Works Addressing Homeless
- Public Works Commission has awarded three contracts related to emergencies for declared emergencies related to Laguna Honda Hospital, Severe Weather, and San Francisco Public Library
- Public Works Commission does not need to approve contracts that have been waived by the Board under 6.76. There was one public contract awarded related to under Tiny Homes.

# Upcoming Outreach Reminders

- SFO Social Responsibility Team Resource Fair February 27 from 9 am – 1 pm <https://www.flysfo.com/sites/default/files/2024-01/Resource%20Fair%202024%20-%20FINAL%20-tagged.pdf>
- Hill International Outreach Event on February 7, 2024 from 4-6 pm - [https://www.hillintl.com/wp-content/uploads/2024/01/LBE-Outreach-Event-Invite\\_FINAL.pdf](https://www.hillintl.com/wp-content/uploads/2024/01/LBE-Outreach-Event-Invite_FINAL.pdf).
- UCSF New Hospital at Parnassus Heights outreach event on February 8 from 3-6 pm <https://app.smartsheet.com/b/form/932da037a2f9418fbe14a96a53b0bc02>

**Questions**