

San Francisco Office of the City Administrator

LBEAC Director's Report

April 4, 2024

Agenda

- Deliverable 1: Micro Inclusion Strategies
- Update 1: New Legislation
- Outreach Event Announcements

Deliverable 1: Micro-Inclusion

MICRO SET ASIDE OPPORTUNITIES

CMD renewed efforts for micro set-aside opportunities and working with departments on breaking up contracts.

Specifically:

- SFO broke up larger contracts to create Micro Set-Aside opportunities for (1) Traffic Systems Maintenance. Another Micro-Set-Aside will advertise soon.
- PUC has opportunities for (1) JOC for landscaping, Another Micro Set-Aside will advertise soon.
- Public Works did first ever Micro Set-Aside for As-Needed Janitorial/Street Cleaning
- OCA did first ever Micro Set-Aside for translation services

REASONABLE MINIMUM QUALIFICATIONS

CMD staff are reviewing Minimum Qualifications with a closer look to ensure fairness and reasonableness. For example:

- How is experience prior to creating a business considered?
- Are the years of experience for this business, owner, or qualified staff?
- Are the years of experience for a subcontractor reasonable?
- Is prohibitively high cash flow required?
- Is there government experience required?
- Are the education or certification requirements that are unreasonable or cost prohibitive?
- Were MQs written to protect incumbent firms?

Update 1: New Legislation

File number 230835 is Passed

Ordinance creates Labor and Employment Code(LEC). Redesignated existing codes from Administrative and Police code into LEC. 14B was **not moved.**

File number <u>240301</u> is Introduced.

Ordinance amends how City/County contracts with other government entities. 14B would be exempt.

Newsletter Feedback

Newsletter is currently monthly. Distribution ~1000 emails.

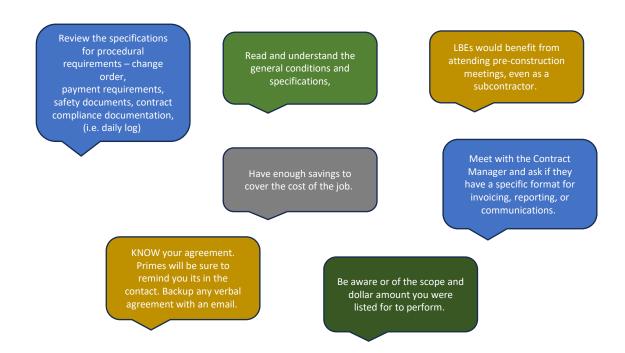
One LBE asked me,

"I'm on a job. Now what? How do I ensure my success?"

Great Question! CMD asked LBEAC, City Departments, and all recipients of newsletter for their feedback.

Responses on next three slides:

Advice to a New LBE – "What should a new LBE know about how to be successful on a job?"



"What do you wish you had known or a new LBE knew about performing on City or private/public contracts?"

Know the post-bid process peer review on estimate, confirm scope, exclusions and price, insurance and bonding, liquidated damaged, payment requirements and process. Know how to fill out the paperwork yourself and build time into your schedule to get this done

> Construction and field work are the fun and exciting items to work on, the administrative portion of the contract is what you also need to dedicate resources

Reputation is important

City cannot cut corners or accept substandard work. Enforcement of the specifications is not a personal attack, it is the standard

That you will not get paid in a timely period.

That prime contractors do not provide resource on their project to explain compliance, textura, certified payroll, OCIP/CCIP

"The best resources for an LBE To get help on a job include"



Reminders/Updates

Program Evaluation

- Proposals are due Friday, April 5.

-Scoring written proposals and interviews are next.

SAVE THE DATE

NEW! May 8, 2024 - Public Works Event, Contractor Connections: A Gathering of the Contracting Community and City Officials to Learn about City-Led Projects May 17, 2024 – Public Utilities Commission (PUC) – Contractor's Breakfast

Office Move

- CMD is part of the City Departments likely to relocate from 1155 to 1455 in the upcoming months. I will share more in June regarding continuity of operations.

Questions