



**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 240301 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?"

Review the specifications for procedural requirements – change order, payment requirements, safety documents, contract compliance documentation, (i.e. daily log)

Read and understand the general conditions and specifications,

LBEs would benefit from attending pre-construction meetings, even as a subcontractor.

Have enough savings to cover the cost of the job.

Meet with the Contract Manager and ask if they have a specific format for invoicing, reporting, or communications.

KNOW your agreement. Primes will be sure to remind you its in the contract. Backup any verbal agreement with an email.

Be aware or of the scope and dollar amount you were listed for to perform.

# "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 damages, payment requirements and process.

Know how to fill out the paperwork yourself and build time into your schedule to get this done

Reputation is important

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 to.

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, texture, certified payroll, OCIP/CCIP

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

Learn from the prime  
contractors to understand  
the process.

City departments – CMD,  
OLSE, the Project Managers,  
Contract Administrators

Someone who has worked in  
the on these jobs before is a  
great resource

Meriwether and Williams  
team is great for assistance  
on bonding and on how to  
bid.



# 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**