



**Local Business Enterprise Advisory Committee (LBEAC)  
April 4, 2024 Meeting Minutes**

1. Call to Order/Introduction

Chair Galarza called the meeting to order at 10:05 a.m.

*Committee Members Present:* Matthew Ajiake, Severino Caranto, Elahe Enssani, Miguel Galarza, Bruce Giron, Tricia Gregory, Sailaja Kurella, Kent Lim, Queena Lu, Wayne Perry, Jae Shin.

*Committee Members Absent:* Darolyn Davis, Greg Lyman, Todd Senigar, Tiffany Tatum.

*CMD Staff Present:* Regina Chan, Caitlin Flammer, Ivan Oldenkamp, Stephanie Tang.

*Members of the Public Present:* See Guest Sign-In Sheet posted on LBEAC Meeting page.

2. Supervisor Rafael Mandelman, District 8 Supervisor

a. Supervisor Mandelman provided the following updates:

- i. A letter of inquiry was sent to the City Administrator's Office about ways to improve the Chapter 21 procurement and contracting process.
  1. Chapter 21 covers professional services, general services, and commodities.
- ii. Procurement thresholds vary widely by department, efficiencies might be possible by standardizing non-14B procurements.
- iii. Chapter 14B, which governs CMD's LBE program, is not being changed.

3. Upcoming Industry Day for Hunter's Point Naval Shipyard – Michael Pound, U.S. Navy

a. Michael Pound, Base Realignment and Closure Environmental Coordinator for the U.S. Navy, reported the following:

- i. The U.S. Navy is demolishing all buildings and cleaning up the Hunters Point Naval Shipyard and giving over the property to the City and County of San Francisco.
- ii. Phase 1 of the project (Parcel G) has a 23% Qualified Local Business subcontracting goal. The Navy will conduct annual performance appraisals of prime contractors to ensure they use good faith efforts to meet the subcontracting goal.
- iii. The prime contractors for Parcel G will be bidding soon, so LBEs should network with them. Any LBE who wants to work as a subcontractor on a federal project like this one must be registered with SAM.gov first.
- iv. Examples of subcontracting scopes include: demolition, concrete sawing, hazardous materials abatement, utility disconnection, site prep, debris hauling, dust control, and security.

4. Director's Report – Stephanie Tang, Director of CMD

a. Stephanie Tang presented the following information:

- i. CMD is carefully examining Minimum Qualifications on City contracts to prevent LBEs being disadvantaged or frozen out by overly stringent requirements.
    - ii. CMD has been working with City departments to split up large contracts into pieces that can be set aside exclusively for Micro-LBEs.
  - b. Stacy Bradley, Deputy Director of Capital & Planning Division for the Recreation and Parks Department, presented information on cooperative purchasing agreements.
    - i. RPD has proposed a way to build playgrounds and park restrooms which would decrease cost for equipment by leveraging cooperative purchasing agreements.
    - ii. This procurement method would allow City departments to use prices that have been negotiated with suppliers by dozens of other cities and counties.
    - iii. This would affect about 10% of RPD projects per year and it would not remove the LBE subcontracting requirements.
- 5. Review and approval of the February 1, 2024 LBEAC meeting minutes
  - a. Elahe Enssani, seconded by Jae Shin, moved to approve the February 1, 2024 LBEAC Meeting Minutes.
    - i. Ayes: Ajiake, Caranto, Enssani, Galarza, Giron, Gregory, Kurella, Lim, Lu, Shin.
    - ii. Abstain: Perry.
- 6. Public Comment
  - a. An attendee expressed concern that LBEs in the Bayview area won't get selected to be subcontractors on the Hunters Point Naval Shipyard project even with first consideration.
  - b. One asked about how LBE firms can be prime contractors on cooperative purchasing agreement contracts.
  - c. A member of the public remarked that LBEs can provide some equipment like fencing even cheaper than a cooperative purchasing supplier.
  - d. Another asked about whether RPD will be standardizing their playground equipment and restrooms in all City parks.
- 7. Adjournment
  - a. The meeting was adjourned at 12:11 pm.