SDCCD Design/Build
Subcontracting Plan Preparation Workshop

April 7, 2015
SDCCD Design/Build Subcontracting Plan Preparation Workshop

Welcome
Chris Manis
Vice Chancellor, Facilities Management

Purpose
To share information useful in increasing the competitiveness of Design/Build proposers seeking Propositions S & N projects
SDCCD Design/Build Subcontracting Plan Preparation Workshop

Introductions

Outreach Team
• Rachel Fischer, San Diego Contracting Opportunities Center
• Andrew Schweizer, Gafcon Inc.
• Roz Winstead, Winstead & Company
SDCCD Design/Build Subcontracting Plan Preparation Workshop

Agenda

• Ground rules
• Key points of the Subcontracting Participation Plan
• Review revised Subcontracting Plan & Scoring Matrix
• Provide strategies and recommendations to enhance competitiveness
• Review resources for identifying targeted business groups
The plan will be used to assess the proposers’ experience, commitment and ability to integrate the SDCCD’s Contractor Outreach Program objectives in the project delivery process.

The plan accounts for 10% (100 points) of the overall score used in selecting a Design/Build team for the project.
The plan will become part of any subsequent contract with the District. *Failure to undertake reasonable efforts to achieve the stated utilization percentages has resulted in suspended negotiations for a Guaranteed Maximum Price (GMP).*

Audits will be conducted at various project milestones to monitor S/HUBE utilization and Plan compliance. Audit findings and outreach program outcomes are routinely reported to District Administration, the Board of Trustees, and the Citizens’ Oversight Committee (COC).
S/HUBE utilization targets include:
- Design
- Construction
- Furniture, fixtures, and equipment (FF&E)
- Vendors and suppliers for all phases

Self-certified firms are no longer recognized by the District and may not be counted toward utilization targets.

SDCCD Certification Verification Form is no longer required.

A Letter of Acknowledgement for each S/HUBE firm listed is required and must be submitted on the firm’s letterhead using only the template provided in the RFP documents.
Only current certification verification documents from District-approved certifying agencies will be accepted.

Subcontracting Participation Plans must be submitted using the template provided in the RFP. Plans submitted in any other format will not be reviewed or scored. An electronic copy must be submitted as well. Contractors are encouraged to retain an electronic version for future reference.

Supporting documentation for past performance projects must be submitted to verify reported outcomes.

Supplemental materials are limited to 10 pages.
Subcontracting Plan – Submittal Organization

All materials related to the Subcontracting Plan must be included in the same section of the proposal and should be organized as follows:

<table>
<thead>
<tr>
<th>Section</th>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Subcontracting Participation Plan for Small and Historically Underutilized Firms</td>
</tr>
<tr>
<td>II</td>
<td>Certification Documents from District-approved Agencies</td>
</tr>
<tr>
<td>III</td>
<td>Letters of Acknowledgement from providers of professional services (A&amp;E), construction services, construction material suppliers/vendors; and FF&amp;E suppliers/ vendors</td>
</tr>
<tr>
<td>IV</td>
<td>Supporting Documentation for Past Performance Projects</td>
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<tr>
<td>V</td>
<td>Supplemental Materials</td>
</tr>
</tbody>
</table>
Approved certifying agencies:

• California Department of General Services (DGS)
• California Public Utilities Commission (CPUC) Supplier Clearinghouse
• California Unified Certification Program (CUCP) (Caltrans)
• City of San Diego
• Los Angeles County Metropolitan Transportation Authority (METRO)
• Small Business Administration (SBA) (8(a) program participants only)
SDCCD Design/Build Subcontracting Plan Preparation Workshop
Certification Standards & Submittals

Submittals

• Copies of certifications or database printouts from approved agencies with expiration dates
• Letter of Acknowledgement (template provided in RFQ)
• Required for all listed firms

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**LETTER OF ACKNOWLEDGEMENT - TEMPLATE**

**COMPANY ABC, INC LETTERHEAD**

**DATE**

**DESIGN-BUILD PROPOSER REPRESENTATIVE**

**COMPANY NAME**

**COMPLETE ADDRESS**

**(DESIGN-BUILD PROPOSER REPRESENTATIVE)**

This letter acknowledges and confirms that [DESIGN-BUILD PROPOSER NAME], in accordance with the requirements of the Request for Qualifications (RFQ) issued to [COMPANY ABC, INC], has submitted all required documentation as specified in the RFQ. The documents include:

- [List of required documents]

By submitting these documents, [COMPANY ABC, INC] acknowledges the receipt of the above-listed documents and agrees to abide by the terms and conditions outlined in the RFQ.

[Signature]

Design-Build Proposal Submission Date: [Date]

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**Active Certifications**

<table>
<thead>
<tr>
<th>License</th>
<th>Status</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBE</td>
<td>Approved</td>
<td>Sep 10, 2011</td>
<td>Aug 31, 2016</td>
</tr>
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</table>

**Certification History**

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
<th>From</th>
<th>To</th>
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**Conan Construction - #1020553**

**Supplier Profile**

<table>
<thead>
<tr>
<th>Companion Name</th>
<th>Contact</th>
<th>Email</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conan Construction, Inc.</td>
<td>Feliciano C. Soto Jr.</td>
<td><a href="mailto:app@conanconstruction.com">app@conanconstruction.com</a></td>
<td>3638 Broadway</td>
<td>(619) 286-1119</td>
<td>(619) 380-8334</td>
</tr>
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</table>

**Construction License Types**

- General Building Contractor
- D-46 - Tree Service
- D-111 - Single family dwelling construction services
- D-122 - Non-residential building and warehouse construction services
- D-212 - Commercial and office building construction services
- D-231 - Specialized Public Building Construction Services
- D-412 - Industrial Plant Construction Services
- D-413 - Affiliates and Related Facility Construction Services
- D-414 - Detection Facility Construction and Repair Services
- D-415 - Occupancy Services
- D-416 - Affiliates and Related Facility Construction Services

**Conan Construction - #1020553**

**Address**

13670 Danube Street
Suite G
Powy, San Diego, California 92064

**Contact**

Feliciano C. Soto Jr.

**Certification Expiration Date**

03-21-2015

**Business Description**

Land survey, engineering services
Solicits relevant information used to evaluate Design/Build proposer’s:

- S/HUBE planned and past performance
- Ability to successfully integrate outreach program objectives in the project delivery
- Knowledge of proven strategies that promote opportunities for S/HUBEs in all phases and at all tiers.
- Use of viable, local resources to identify and assess the capabilities of S/HUBEs.

### Section 1 – Subcontracting Participation Goals

<table>
<thead>
<tr>
<th>Name of Firm</th>
<th>Services or Products</th>
<th>Certification #/Agency</th>
<th>Expiration</th>
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The following goals are established for the proposed Design/Build project:

1. A. Total Contract Value: $ ____________________
2. B. Total Subcontracted $ ____________________  % of 1.A (This figure represents all planned subcontracting to all businesses, regardless of size.)
3. C. Total Subcontracted to Small/ Historically Underutilized Businesses $ % of 1.B. above.

The following dollars and percentage goals are applicable to the project cited above:

A. Disadvantaged Business Enterprise (DBE) $ ____________________  % of 1.B. (This number represents total planned subcontracting dollars under this contract planned for award to subcontractors, professional service providers, and vendors/suppliers that are small or historically underutilized business concerns, including SBE, DBE, MBE, WBE, and DVBE businesses. This figure must equal the combined figures for Bims 2A through 2E in following section.)

B. Minority Business Enterprise (MBE) $ ____________________  % of 1.B.
1. **Subcontracting Participation Goals – No Points Assigned**
   - Identifies total amount to be subcontracted to small and historically underutilized business (S/HUBE).

2. **Percentage Participation Goals – 0-10 points**
   - Percentage goals are accurately calculated and are set for overall S/HUBE participation as well as subgroups.
   - Additional points may be earned for goals set at 5% or higher for D/M/W/DVBE firms.

2. **Percentage Goals/Contract Volume for S/HUBE – 0-20 points**
   - Identifies specific scopes/services/material purchases to be subcontracted **and** lists firm commitments.
   - Provides requested certification documentation for all listed firms.
   - Provides *Letters of Acknowledgement* for all listed firms.
   - Describes steps taken to assess technical capabilities of listed firms to determine their suitability for the project.
4. **Strategies used to Address Historical Barriers – 0-25 points**
   - Describes strategies used to mitigate historical barriers for S/HUBE firms on previous projects; lists specific strategies to be used for S/HUBEs for the Dramatic and Fine Arts project.
   - Describes strategies used to mitigate historical barriers specifically for historically underutilized (D/M/W/DVBEs) firms; lists specific strategies to be used for these groups for the Dramatic and Fine Arts project.

5. **Contracting and Workforce Diversity Methodology – 0-20 points**
   - Describes activities undertaken to address diversity in internal (corporate) workforce.
   - Describes activities undertaken to address diversity in subcontracting pool and at lower tiers on previously completed projects.
   - Describes activities undertaken to help S/HUBEs meet prequalification requirements.
6. **Past Performance – 0-25 points**
   - Details projects with mandatory goals completed in California within the past three years that demonstrate your firm’s ability to meet S/HUBE participation goals.
   - Details projects with voluntary goals completed in California within the past three years that demonstrate your firm’s ability to assure a diverse pool of subcontractors and effectively utilize S/HUBEs.
   - Provides documentation verifying reported achievements.
   - Describes resources used to identify local S/HUBEs for this project.
   - Provides names of certified S/HUBE firms which have worked with you.

7. **Subcontracting Plan Administration – No Points Assigned**
   - Identifies Design/Build team member to administer plan.

8. **Supplemental Materials – No Points Assigned**
   - Includes relevant supplemental materials and backup documentation.
Procurement Strategies

The Public Contract Code and the Education Code governing procurement activities of community colleges permits the use of the following procurement methods for Design/Build contracting:

- **Hard Bid**: A competitive process resulting in award to lowest responsive bidder.

- **Best Value**: Responsible proposer to be determined by Best Value scoring method. Scoring criteria factors must be included in the bid documents.

- **Direct Source**: To meet or exceed outreach goals, Design/Builder may contract directly with contractors who are certified as an S/D/M/W/DVBE by a recognized and approved agency.
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Strategies & Recommendations

Review RFP carefully as there have been substantial changes:

- Be careful of cutting/pasting from previous submittals, as your previous answers may not fit well with the revised questions.

- Make sure your team has a clear understanding of components of the District’s Contractor Outreach Program, accepted certifications, and accepted certifying agencies.

- Thoroughly research the diversity of firms available in a particular trade to help you size packages that will increase the participation of S/HUBE firms in the bidding pool.

- Conduct aggressive outreach and engage S/HUBEs early in the process of preparing your proposal.
SDCCD Propositions S and N
Small Business Outreach Program

Resources to identify S/HUBE firms
Publicly-available databases are available to help you identify firms from all five of the subsets tracked by the District:

California Department of General Services (DGS)
http://www.bidsync.com/DPXBisCASB

California Unified Certification Program (CUCP)
http://www.dot.ca.gov/hq/bep/find_certified.htm

California Public Utilities Commission (CPUC) Supplier Clearinghouse
http://www.suppliernetwork.net/

You can also submit a Request for Contractors/Suppliers with SDCOC
http://ptac-sandiego.org/request-for-sub/
Check calculations for accuracy

**Proofread** Subcontracting Plan responses and narratives

Anticipate monitoring and auditing activities during the project to assess committed vs. actual performance and outcomes

Maintain records of S/D/M/W/DVBE participation at all tiers
SDCCD Design/Build Subcontracting Plan Preparation Workshop Strategies & Recommendations

Use workshop handouts and Propositions S & N website as resources
http://public.sdccdprops-n.com/Pages/Home.aspx
Questions?

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