

Subcontracting Participation Plan for Small and Historically Underutilized Businesses

(Contractor's Name)

(Address)

(Date Prepared)

Design/Build proposers should be aware of the following when completing the Subcontracting Participation Plan for Small and Historically Underutilized Business Enterprises (S/HUBE):

- The Plan will be used to assess the proposers' experience, commitment and ability to integrate the San Diego Community College District's (SDCCD) Small and Historically Underutilized Business Enterprise (S/HUBE) Outreach Program objectives in the project delivery process.
- The Plan will be reviewed and scored, and constitutes 10% of the overall score used in selecting the design-builder for the project.
- This Plan will become part of any subsequent contract with the District. The failure to undertake reasonable efforts to achieve committed S/HUBE utilization percentages has resulted in suspended negotiations for a Guaranteed Maximum Price (GMP).
- Design/Build 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 Propositions S and N Construction Bond Program Citizens' Oversight Committee (COC) and the Board of Trustees.

The following member of the Design/Build team is the designee responsible for Plan compliance, and related reporting by the Plan Administrator:

Signature: _____ **Date:** _____

Printed name: _____

Title: _____

Subcontracting Plan for Participation of Small & Historically Underutilized Businesses ***Instructions and Information***

Design/Build proposers are encouraged to thoroughly review the *Subcontracting Participation Plan for Small and Historically Underutilized Businesses* in its entirety as substantive changes have been made when compared to previous iterations. Responses submitted in previous plans may no longer be applicable to this revised plan. The revised Subcontracting Participation Plan solicits information for both the design and construction phases of the project, as well as furniture, fixtures and equipment (FF&E). New submittal and certification-related guidelines have been developed to streamline the Plan's preparation and review processes.

The D/B Subcontracting Participation Plan template provided in the RFP must be used in preparing your submittal; any changes to the template will negatively impact scores. Plans submitted in any other format will not be reviewed. (Standard 8.5 "x 11" paper in a portrait rather than landscape orientation is preferred.) Proposers are encouraged to provide all of the information requested and to be concise in their responses.

Only current certification verification documents from District-approved certifying agencies will be accepted for this and future D/B projects. (*View approved agency directive at http://public.sdccdprops-n.com/CR/Forms/ACAP_Directive.pdf*) Proposers are no longer required to submit the SDCCD Certification Verification Form.

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

- Section I. Subcontracting Participation Plan for Small/Historically Underutilized Firms
- Section II. Certification Documents from District-approved Agencies
- Section III. Letters of Acknowledgement from providers of professional services (A&E), construction services, construction material suppliers/vendors; and FF&E suppliers/ vendors
- Section IV. Supporting Documentation for Past Performance Projects
- Section V. Supplemental Materials

Letters of Acknowledgement must be on letterhead, identify the project, and include date, name, title of the signatory, and a signature. The letter should also identify the prospective scope, trade or products planned for subcontracting or award; and S/HUBE certification status, if applicable. (*A Letter of Acknowledgement template is provided in this RFP*)

Supplemental materials are to be limited to 10 pages and should be relevant and thoughtfully selected.

Supporting documentation for Past Performance projects must be submitted to verify reported outcomes on previous **projects with mandatory goals**. The documentation should clearly identify the project, include start/completion dates, and outcomes at project completion. For federally-funded projects, a copy of the final or most recent Standard Form 294 (SF294) or Individual Subcontracting Report (ISR) is preferred. (The submittal of internal reports on company letterhead is discouraged.) Complete and accurate contact information that may be used for verification of reported outcomes on Past Performance projects must be provided.

Documentation submitted to verify reported outcomes on **projects with voluntary goals** should include spreadsheets identifying the bid pool composition and awards. Any direct source or “Best Value” awards should be identified.

Section 1 – Subcontracting Participation Goals	No Score Assigned
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The following goals are established for the proposed Design Build project:

1. A. Total Contract Value: \$ _____

B. Total Subcontracted \$ _____ % of 1.A.

(This figure represents all planned subcontracting to all businesses, regardless of size.)

C. Total Subcontracted to Small/Historically Underutilized Businesses

\$ _____ % of 1.B, above.

(This figure represents total planned subcontracting dollars under this contract planned for award to subcontractors, professional service providers, and vendors/suppliers (including *furniture, fixtures and equipment* (FF&E) 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 items 2A through 2E in following section.**)

Section 2 – Percentage Goals/Contract Volume for Business Subsets	10 points possible
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Please review Section 2 of the Scoring Matrix for scoring allocation.

2. 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/vendors who meet State/Federal definitions for DBE)

B. Minority Business Enterprise (MBE) \$ _____ % of 1.B.

(This number represents total subcontracting dollars under this contract planned for award to subcontractors/professional service providers/vendors who meet State/Federal definitions for MBE)

C. Disabled Veteran Business Enterprise (DVBE) \$ _____ % of **1.B.**

(This number represents total subcontracting dollars under this contract planned for award to subcontractors/professional service providers/vendors who meet State/Federal definitions for DVBE)

D. Woman Business Enterprise (WBE) \$ _____ % of **1.B.**

(This number represents total subcontracting dollars under this contract planned for award to subcontractors/professional service providers/vendors who meet State/Federal definitions for WBE)

E. Small Business Enterprise (SBE) \$ _____ % of **1.B.**

(This number represents total subcontracting dollars under this contract planned for award to subcontractors/professional service providers/vendors who meet State/Federal definitions for SBE)

(NOTE: Sum of 2.A through 2.E. must match 1.C. above)

F. Other Business Enterprise \$ _____ % of **1.B.**

(This number represents total subcontracting dollars under this contract planned for award to subcontractors/professional service providers/vendors who do not have a certification as a small or historically underutilized business.)

(NOTE: Sum of 2.E + 2.F. must match 1.B. above)

Section 3 – Goals for Small/Historically Underutilized Business Subsets **20 points possible**
Please review Section 3 of the Scoring Matrix for scoring allocation.

3. A. Please list all firm commitments within the appropriate certification categories specified. Identify the respective trades/services/scopes and materials anticipated to be contracted to S/D/M/W/DVBEs in both the design and construction phases of the project – including firms that provide *furniture, fixtures and equipment* (FF&E). Please list firms with multiple certifications in **one category only**, recognizing that SBEs are more readily available and meaningful D/M/W/DVBE utilization is desired.

a. Firm name; trades, professional services, or materials planned for subcontracting and subconsulting to **Disadvantaged Business Enterprises (DBE)**; and the respective District-approved certification agency, number and expiration date.

Name of Firm	Services or Products	Certification #/Agency	Expiration
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

b. Firm name; trades, professional services, or materials planned for subcontracting and subconsulting to **Disabled Veteran Business Enterprises (DVBE)**; and the respective District-approved certification agency, number and expiration date.

Name of Firm	Services or Products	Certification #/Agency	Expiration
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

c. Firm name; trades, professional services, or materials planned for subcontracting and subconsulting to **Minority Business Enterprises (MBE)**; and the respective District-approved certification agency, number and expiration date.

Name of Firm	Services or Products	Certification #/Agency	Expiration
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

d. Firm name; trades, professional services, or materials planned for subcontracting and subconsulting to **Women Business Enterprises (WBE)**; and the respective District-approved certification agency, number and expiration date.

Name of Firm	Services or Products	Certification #/Agency	Expiration
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. C. Please submit as **Section III** of your submittal *Letters of Acknowledgement* from providers of professional services (A&E), construction services, construction material suppliers/vendors, and *furniture, fixtures and equipment* (FF&E) suppliers/ vendors confirming outreach, engagement and knowledge of inclusion in the Subcontracting Participation Plan for each S/HUBE firm commitment identified in the Plan. *(A template Letter of Acknowledgement is included in this RFP.)*

3. D. Please describe steps taken to assess technical capabilities of listed S/HUBE firms to determine their suitability for this project:

Section 4 – Strategies Used to Address Historical Barriers	25 points possible
<i>Please review Section 4 of the Scoring Matrix for scoring allocation.</i>	

4. A. Please identify specific strategies implemented to mitigate historical barriers for S/HUBEs on previous projects; and the respective outcomes.

4. B. Please identify strategies that will be implemented on this project to mitigate historical barriers for S/HUBEs.

4. C. Please identify specific strategies previously implemented to mitigate historical barriers for specifically D/M/W/DVBEs. Please provide a detailed description of outcomes.

4. D. Please identify specific strategies that will be implemented on this project to mitigate historical barriers for D/M/W/DVBEs.

4. E. Please identify the volume and composition of your internal subcontractor database. *(No Score Assigned)*

Certified DBE _____ Certified MBE _____ Certified WBE _____

Certified DVBE _____ Certified SBE _____ Other _____

Database Volume _____

Section 5 – Proactive Outreach & Workforce Diversity	20 points possible
<i>Please review Section 5 of the Scoring Matrix for scoring allocation.</i>	

5. A. Please describe activities your design/build team has initiated or participated in during the last year to enhance diversity of your internal (corporate) workforce or in the broader architectural, engineering and/or construction industries:

Section 6 – Past Performance

25 points possible

Please review Section 6 of the Scoring Matrix for scoring allocation.

6. A. Please identify a project which is either substantially complete (fully bid-out) or completed in California within the last three years that had **mandatory goals** for small and underutilized businesses. Previous SDCCD projects may not be included. If no projects with mandatory goals were completed, please identify a project with voluntary S/D/M/W/DVBE goals and with participation in at least three certification categories/subsets. Please list goals and achievements using owner-specified certification categories.

Project #1: _____ Budget: _____

Owner: _____

Date started/completed: _____

Please identify the certification type, goal, outcome and subcontracted/total volume for this project:

Certification Type	Goal	Achieved Outcome	Subcontracted Volume
<i>Example: DVBE</i>	<i>3%</i>	<i>7.5%</i>	<i>\$135,000 out of \$1,800,000</i>

Please list the three key factors that contributed to your success:

Please provide project reference and contact information.

Name/Title: _____

Phone/Email: _____

Please provide in **Section IV** of your submittal all documents/data verifying the achievements reported for the project listed above.

6. B. Please identify a project completed/substantially completed in California within the last three years with **voluntary goals** that demonstrates your design/build team's best efforts to utilize S/HUBEs. Previous SDCCD projects may not be included. Firms with multiple certifications should be counted in only one category/subset. Please include goals, outcomes, and a detailed description of strategies employed.

Project #2: _____ Budget: _____

Owner: _____

Date started/completed: _____

Please identify the certification type, goal, outcome and subcontracted/total volume for this project:

Certification Type	Goal	Achieved Outcome	Subcontracted Volume
<i>Example: DVBE</i>	<i>3%</i>	<i>7.5%</i>	<i>\$135,000 out of \$1,800,000</i>

Please list the three key factors that contributed to your success:

Please provide project reference and contact information.

Name/Title: _____

Phone/Email: _____

within five working days to assure continuity in monitoring and reporting compliance with this Plan's stated S/HUBE utilization commitments.

NAME: _____

TITLE: _____

ADDRESS: _____

TELEPHONE #: _____ FAX #: _____

EMAIL: _____

Section 8 – Supplemental Materials	No points assigned
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8. Please submit as **Section V** of the submittal only supplemental materials that are relevant to this project and/or reference the content of the Subcontracting Plan. Please limit materials to 10 pages and provide a list of the materials. *(Documents submitted in an Appendix will not be reviewed)*

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____
- F. _____
- G. _____