



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: MCAC Subcommittee on Contracting

DATE: March 28, 2008

FR: Administration and Technology Services

RE: April 2008 - Contracting and Outreach Efforts Update

MTC Outreach Efforts

On December 12, 2007, MTC held a Procurement Workshop and Networking event. Although turnout at the event was less than anticipated (likely due to the holidays and late evening), the feedback by those who attended was positive. Based on feedback, the MTC website was updated to include information on awarded contracts including awardee and contract amount. Additionally, staff plans to host future outreach events on-site.

Business Outreach Committee

MTC, along with AC Transit, BART, CCCTA, GGHBTD, SFMTA, SamTrans, and VTA has established the Business Outreach Committee (BOC) whose aim is to encourage local, small and minority business participation in contracting. The BOC has developed a brochure, and a quarterly newsletter which both have information pertinent to DBE and SBE firms. MTC takes lead in producing the newsletter. Attached is the first one that was issued on March 20, 2008.

Other Outreach Efforts and Events

MTC has recently updated its website to include a downloadable version of the MTC Consultant Form, and to include the BOC quarterly newsletter.

Staff participated in Congresswoman Ellen Tauscher's Small Business Government Contracting Seminars on February 14, 2008 held at the Solano County Government Building in Fairfield, CA.

Staff will also be participating in the April 3, 2008 Cal Mentor Annual Meeting, hosted by Caltrans. Business and Transportation and Housing Agency Secretary, Dale Bonner, and Caltrans Director, Will Kempton will be attending this event, which matches prime contractors with A/E protégés.

MTC will host the California Unified Certification Program (CUCP) Public Participation Meeting on April 23, 2008, which seeks contractors and the public's input into the annual DBE availability setting process.

Denise Rodrigues, Contract Administrator

Attachments

J:\SECTION\ADMIN\Denise Rodrigues\mcac\MCAC Memo Update 4.08.doc



SEARCH MTC SITE

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Job Openings

- **High School Internships**
Applications are due by **Friday, March 28, 2008.**
- **College Internships**
Applications are due by **Wednesday, April 2, 2008.**
- **Building Services Assistant**
Applications are due by **Monday, April 14, 2008.**
- **TransLink® Senior Program Coordinator**
Applications are due by **Wednesday, April 30, 2008.**

DOWNLOAD:

- [Employment Application \(PDF\)](#)

You will need the free [Acrobat Reader](#) to view and print the application.

Please mail the completed application to MTC. No faxed or e-mailed applications can be accepted.

If you would like more information about job postings, please contact our Job Hotline at jobhotline@mtc.ca.gov or (510) 817-5818.

Requests for Proposals/Qualifications (RFPs/RFQs)

- **Cash Counting & Armored Car Services for Toll Bridges in SF Bay Area**
Proposals are due by **Friday, April 18, 2008.**
- **Professional Auditing Services**
Proposals are due by **Friday, April 18, 2008.**

Solicitations of Quotations (SOQs)

- **HVAC Annual Maintenance & Inspection (PDF)**
Quotations are due by **Tuesday, April 1, 2008.**
 - [Addendum 1 \(PDF\)](#)
Posted 3-20-08

Recently Awarded Contracts (PDF)
Information on contracts awarded this Fiscal Year
Updated 3-25-08

Vendor Consultant Database
MTC maintains a vendor/consultant database. If you would like to be included in the database, please complete the [CONSULTANT FORM \(PDF\)](#) and return the document to Denise Rodrigues at drodri@mtc.ca.gov or 101 8th St, Oakland, CA 94607.

Disadvantaged Business Enterprise (DBE) Program and Database
Information regarding MTC's DBE program and the Statewide DBE Database and certification process.

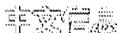
Contracting Newsletter
Quarterly newsletter with important information on upcoming contracting opportunities and upcoming events.

- [March 2008 \(PDF\)](#)

Contacts • Accessibility Information • Site Help

info@mtc.ca.gov • Report Web site comments

Información en Español



Metropolitan Transportation Commission • 101 Eighth Street, Oakland, California 94607
Phone: 510.817.5700, Fax: 510.817.5848

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CONTRACT AWARDS FOR MTC, SAFE, BATA & RAFC FOR FISCAL YEAR 07/08

2/27Description/Contract	Bid Due Date	Type of Solicitation	Bid Award Date	Awarded To:	Award Amount
Staffing Analysis of the California Highway Patrol (CHP) Freeway Service Patrol (FSP) Unit	January 18, 2008	RFP	March 11, 2008	CPS Human Resource Services	\$75,000
Printing MTC's 2007 Annual Report	February 13, 2008	SOP	March 4, 2008	California Lithographers, Concord, CA	\$47,031.11
Printing MTC's 29 th Report to U.S. Congress	February 8, 2008	SOP	February 27, 2008	Alonzo Printing	\$4,146.64
BATA Violation Enforcement System	December 12, 2007	RFP	February 13, 2008	TRMI Systems Integration, Accord NY	\$7,549,007
Preparation Of The Environmental Impact Report for the Transportation 2035 Plan	January 18, 2008	RFP	February 13, 2008	Dyett & Bhatia, San Francisco, CA	\$240,000
Video Tolling Demonstration Project	January 11, 2008	RFP	February 13, 2008	PBS&J, San Francisco, CA	\$596,721
Office Paper and Envelopes	January 8, 2008	IFB	January 31, 2008	Golden West Envelope, Hayward, CA JC Paper, Fremont, CA	As-Needed Supplies No Specific Award Amount
On-call painting services	November 30, 2007	IFB	January 9, 2008	Billinger Painting, Daly City, CA, Fox Brothers Painting, Bakersfield, CA, Andy's Painting, Berkeley, CA	As-Needed Services, No Specific Award Amount
Provide technical assistance to Bay Area jurisdictions through the Regional Signal Timing Program (RSTP)	October 24, 2007	RFQ	December 14, 2007	Iteris, Inc., Kimley Horn & Associates, Inc., TJKM Transportation Consultants, Inc.	TJKM -\$750,000 Kimley -\$750,000 Iteris, Inc. -\$750,000
Regional Hub Signage Program	September 21, 2007	RFQ	December 14, 2007	Jacobs Carter Burgess	\$483,153
Professional movers for the MetroCenter Retrofit	November 2, 2007	SOP	November 13, 2007	NorCal Moving Services	As-Needed Services, No Specific Award Amount
Printing the update of MTC's 511 Getting There on Transit Guide	July 27, 2007	SOP	November 6, 2007	Fong & Fong Printers, Sacramento, CA	\$43,424
Provision of Mailing Services	September 7, 2007	RFP	November 5, 2007	Mail Stream, Concord, CA	\$23,000

Key: IFB-Invitation for Bid
RFQ-Request for Qualifications

RFP-Request for Proposal
SOQ-Solicitation of Quotations

SOP-Solicitation of Proposals

If you have any questions or comments, please contact Denise Rodrigues, Contractor Administrator at drodri@mtc.ca.gov or 510-817-5897.

As of March 24, 2008

CONTRACT AWARDS FOR MTC, SAFE, BATA & RAFC FOR FISCAL YEAR 07/08

Description/Contract	Bid Due Date	Type of Solicitation	Bid Award Date	Awarded To:	Award Amount
Provide a new 2007 or 2008 Toyota Camry Hybrid	October 15, 2007	SOQ	November 1, 2007	Toyota of Sunnyvale, Sunnyvale CA	\$27,392.58
Printing several pieces of collateral for the joint MTC – ABAG Bay Area on the Move Conference	October 12, 2007	SOP	October 30, 2007	Alonzo Printing, Hayward, CA	\$10,144.76
Analysis of Cost to Sustain Traffic Operations System	September 27, 2007	RFP	October 12, 2007	Cambridge Systematics, Inc.	\$200,000
Printing: ABCs of MTC	October 3, 2007	SOP	October 9, 2007	PRINTEAM/Hatcher Press	\$33,970.19
Construction-Seismic Retrofit of the MetroCenter	August 28, 2007	IFB	October 3, 2007	Wm. Young Construction, Inc.	\$3,086,433

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CONTRACT AWARDS FOR MTC, SAFE, BATA & RAFC FOR FISCAL YEAR 07/08

CONTRACTS PENDING AWARD

Description/Contract	Bid Due Date	Type of Solicitation	Bid Award Date	Awarded To:	Award Amount
Professional Auditing Services	April 18, 2008	RFP	TBD	TBD	TBD
Cash Counting & Armored Car Services for Toll Bridges in SF Bay Area	April 18, 2008	RFP	TBD	TBD	TBD
HVAC Annual Maintenance & Inspection	April 1, 2008	SOQ	TBD	TBD	TBD
Transportation 2035 Plan Community-Based Outreach and Involvement	March 24, 2008	RFP	TBD	TBD	TBD
Employee Benefits Management	February 21, 2008	RFQ	TBD	TBD	TBD
Phase 2 –Regional Airport System Plan Analysis	February 15, 2008	RFQ/RFP	TBD	TBD	TBD
Printing MTC’s 2008 Report to the California State Legislature	February 13, 2008	SOP	TBD	TBD	TBD
TransLink® Consortium Assistance	January 30, 2008	RFP	TBD	TBD	TBD
Ergonomic Evaluation Services	December 19, 2007	RFP	TBD	TBD	TBD
Printing the publication Moving Costs: A Transportation Funding Guide for the San Francisco Bay Area	December 5, 2007	SOP	TBD	TBD	TBD
Live Scan for CHP FSP Project	Canceled	SOQ	N/A	Canceled	N/A

Key: IFB-Invitation for Bid
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Who We Are

People you should know at each agency:

Alameda Contra Costa Transit District (AC Transit) www.actransit.org

DBE Liaison Officer: Lynda McBroom;
lmcbroom@actransit.org;
510-577-8818

Procurement: Lynda McBroom/510-577-8818

Bay Area Rapid Transit District (BART)

www.bart.gov

DBE Liaison Officer: Linda Wells-Grogan;
LWellsG@bart.gov;

510 464-6195

Procurement: William Barnes/510-464-6375

Central Contra Costa Transit Authority (CCCTA)

www.cccta.org

DBE Liaison Officer: Janet Madrigal;
madrigal@cccta.org;

925-676-1976

Procurement: Bob Ferguson/925-687-0290;
ferguson@cccta.org

Golden Gate Bridge, Highway & Transportation District (GGBHTD) www.goldengate.org

DBE Liaison Officer: Gail Jackson;
gjackson@goldengate.org;

415-257-4581

Procurement: Bridge/Lori Murray: 415-923-2208

Bus: Nicole Gilardi/415-247-4455

Ferry: Jeff Kellogg/415-925-5583

Administration: Lori Murray: 415-923-2208

Metropolitan Transportation Commission (MTC)

www.mtc.gov

DBE Liaison Officer: Denise Rodrigues;
d Rodrigues@mtc.ca.gov;

(510) 817-5897

Procurement: Denise Rodrigues/510-817-5897

San Francisco Municipal Transportation Agency (Muni) www.sfmuni.gov

DBE Liaison Officer: Sheila Evans-Peguese;

Sheila.Evans-Peguese@sfmta.com;
(415) 701-4436

Procurement: Sheila.Evans-Peguese/
415-701-4736

San Mateo County Transit District

(SamTrans) www.samtrans.com/RFP

DBE Liaison Officer: Raymond Lee
650-508-7939

Procurement:
650-508-6498

Santa Clara Valley Transportation Authority (VTA) www.vta.org

Office of Small Disadvantaged

Businesses: Andy Flores

andy.flores@vta.org
(408) 952-4105

Procurement:
Pam Sarabia (408) 321-5576
pam.sarabia@vta.org

How We Can Help

BOC members can:

- Explain DBE program goals and needs
- Alert you about upcoming bids/RFPs at individual agencies
- Answer questions about specific bid opportunities
- Offer DBE certification classes for your area
- Provide contact information of prime contractors on specific jobs
- Add your firm to small procurement bidders lists
- Help you locate support services
- Serve as liaisons to assist DBEs with agency contracts



Sponsored by DBE Program Staff at San Francisco Bay Area Transit Agencies: AC Transit • BART • CCCTA • GGBHTD • MTC • Muni • SamTrans • VTA

Doing Business with Bay Area Transit Agencies

The Business Outreach Committee is here to assist Disadvantaged Business Enterprises (DBEs) and other small and/or local companies with expansion of their businesses by developing relationships with transit agency staffs and the contracting community of the San Francisco Bay Area.

DBE programs are required by the U.S. Department of Transportation, Federal Transit Administration (DOT FTA). As recipients of DOT FTA funding, transit agencies adopt DBE programs and policies, establish overall annual and contract specific DBE goals, encourage utilization of certified DBE firms, and provide information and assistance to DBEs. Some agencies have also adopted Small and/or Local Business Programs that apply to non-federally funded procurement and contracts.

This brochure contains contact names at each transit agency and ideas on what we can do to help your business expand. Give any of the DBE liaisons listed a phone call or email if you'd like more information or if we can help you navigate the procurement process.

What Is a DBE?

A DBE is defined as a small business concern owned and controlled by disadvantaged individuals. Such individuals could be Black, Asian Indian, Asian Pacific, Hispanic, Native American, and women of any race, and, on a case-by-case basis, any other individual found to be socially and economically disadvantaged. There are income and personal net worth qualifications as well.

All the BOC agencies participate in the California Unified Certification Program (CUCP), which offers "one stop shopping" to companies interested in becoming DBE-certified. A company only has to apply once to become certified by all the participating transit agencies in California.

How to Become a Certified DBE

Follow these easy steps to become certified by a CUCP member agency:

- ❖ Obtain a certification application form from a CUCP member agency or download it from their website. If you have a current SBA certification as an 8(a) and/or SDB firm, you may be eligible for a streamlined certification application process.
- ❖ Complete and mail notarized application form and supporting documents to a CUCP certifying agency **in your region**. Contact your local transit agency to locate the nearest certifying agency.
- ❖ The CUCP certifying agency will determine whether a firm qualifies for DBE certification after a thorough review of the firm's application, documentation and information obtained from an on-site visit.

- ❖ Again, it is not necessary to apply to more than one CUCP member agency. A DBE certification issued to a firm by one CUCP member will be accepted by all other CUCP member agencies.

*AC Transit, GGBHTD, and MTC *are not* certifying agencies.

Links: General DBE information/certification forms:

<http://www.dot.ca.gov/hq/bep/ucp.htm>
<http://www.californiaucp.com/5.html>

A business owned and operated by socially and economically disadvantaged individual(s) **does not have to be certified as a DBE in order to bid on or be awarded contracts.

How Can We Be of Service to You?

- Contact me regarding bidding opportunities. (*Note: most outreach notification is via email.*)
- Share my company information with procurement officers.
- Organize a DBE certification workshop in my area.
- _____
- _____

Name/Title _____

Company Name _____

Address _____

City/State/Zip _____

E-Mail Address _____

Telephone _____

I am a certified DBE Yes No

My company is a Supplier; Construction Trade; Consultant;
 Manufacturer; Other, specifically _____

The main focus of my company is (for example, paving contractor, office supply supplier, construction mgmt, etc.) _____

NAICS codes/categories for which my company qualifies (if known) _____

**Submit this form via fax 415-257-4555, or email to gjackson@goldengate.org.
Information submitted will be disseminated to the DBE Liaison Officer at each of the
Business Outreach Committee agencies.**

- What is the Business Outreach Committee, Pg. 1
- Upcoming Events, Pg. 1
- Upcoming Contracting Opportunities, Pg. 1
- Where to Find Contracting Opportunities, Pg. 1
- Local Assistance Agencies, Pg. 2
- Important Contacts, Pg. 2

Contracting Newsletter



The Business Outreach Committee includes Civil Rights Officers and Contract Administrators from:



The goal of this quarterly newsletter is to assist DBE and SBE firms in doing business with Bay Area Transportation Agencies. It will provide one document that offers:

- Links to agency procurement information
- Agency Contact Information
- Information on upcoming DBE and SBE events

UPCOMING CONTRACTING OPPORTUNITIES:

	Agency	Issue Date	Est. \$
Window Washing Services Fasteners for the District	AC	Issue Date: TBD	Est. \$: TBD
		Issue Date: TBD	Est. \$: TBD
Rockridge Station West Oakland Station North Oakland Aerials West Oakland Aerials	BART	Issue Date: 5/08	Est. \$: 7-10M
		Issue Date: 5/08	Est. \$: 11M
		Issue Date: 5/08	Est. \$: 60-70M
		Issue Date: 7/08	Est. \$: 36M
Radar & Automatic Identification Sys. For Ferryboats & Installation Larkspur Ferry Terminal Parking & Access Improvements Golden Gate Bridge So. Approach / South Pier Physical Security Improvements San Rafael District Administration Building HVAC Improvements	GGBHTD	Issue Date: TBD	Est. \$: TBD
		Issue Date: TBD	Est. \$: TBD
		Issue Date: TBD	Est. \$: TBD
		Issue Date: TBD	Est. \$: TBD
Security Services Energy Efficient Lighting	MTC	Issue Date: TBD	Est. \$: TBD
		Issue Date: TBD	Est. \$: TBD
<u>Railroad Engineering, Construction Support & Surveying</u>	SamTrans	Issue Date: TBD	Est. \$: TBD
Cable Car Propulsion Sys DC Motor Drives Green Facility Roof - Phase II St. Francis Circle Rail Replacement Project	SFMTA	Issue Date: 4/08	Est. \$: 3.6M
		Issue Date: 4/08	Est. \$: 5.6M
		Issue Date: 4/08	Est. \$: 8M
Replace Roofs - Guadalupe Facility	VTA	Due 4/8/08	Est. \$: 250-425K

UPCOMING EVENTS:

April 23, 2008 CUCP Public Participation Meeting 4-7 pm
MTC, Joseph P. Bort MetroCenter,
101 Eighth Street, Oakland, CA 94607
to RSVP, call Sheila Evans-Peguese at
(415) 701-4436 or
Sheila.Evans-Peguese@sfmta.com

CONGRESSWOMAN ELLEN O. TAUSCHER'S 2008 SMALL BUSINESS GOVERNMENT CONTRACTING SEMINARS In Conjunction With U.S. SMALL BUSINESS ADMINISTRATION, CONTRA COSTA SMALL BUSINESS DEVELOPMENT CENTER, SOLANO COLLEGE SMALL BUSINESS DEVELOPMENT CENTER & THE FEDERAL TECHNOLOGY CENTER

July 8, 2008: Introduction to Federal Contracting, 3-5pm, Walnut Creek City Hall, City Council Chambers, 1666 N Main St., Walnut Creek

July 10, 2008: Introduction to Federal Contracting, 3-5pm, Solano County Gov. Center, Supervisors Chambers, 675 Texas St., Fairfield

To RSVP or for information, please call (925) 932-8899 or (707) 428-7792

WHERE TO FIND CONTRACTING OPPORTUNITIES:

AC TRANSIT	http://www.actransit.org/purchasing/
BART:	http://www.bart.gov/about/business/contracts.asp
CCCTA:	http://www.cccta.org/wb/
GGBHD:	http://www.goldengate.org/contracts/
MTC:	http://www.mtc.ca.gov/jobs/
SAMTRANS:	http://www.samtrans.com/rfppub/
SF MTA:	http://www.sfgov.org/site/oca_index.asp?id=26507
VTA:	http://www.vta.org/procurement/solications/

Local Assistance Agencies

Many resources in the Bay Area provide assistance to disadvantaged and small business owners. Listed below are some of the local agencies that are available to assist you:

- **US Small Business Administration** is an independent agency of the federal government to aid, counsel, assist, and protect the interests of small business concerns. For More information please visit: <http://www.sba.gov/localresources/district/ca/sf/index.html>
- The **East Bay Small Business Development Center** provides tools and expertise to business owners interested in accelerating the success of their ventures. For More information please visit: <http://www.eastbaysbdc.org/>
- The **10th Congressional District Small Business Advisory Committee**. For more information please visit: <http://www.house.gov/tauscher/Press2005/06-27-05-02.htm>
- **US Small Business Administration** Small Business Answer Desk 1-800-U-ASK-SBA or San Francisco District Office (415) 744-6820. For more information please visit: www.sba.gov/ca/sf
- **SCORE** provides counseling to small businesses. For more information please visit: www.eastbayscore.org
- **Federal Technology Center** For more information please visit: www.theftc.org
- **Northern Cal. Minority Business Enterprise Center** is funded by the MBDATM. For more information please visit: www.norcalmbec.com
- The **San Francisco Small Business Development Center** assists entrepreneurs with launching, expanding, and/or strengthening their businesses. For more information please visit: <http://www.sfsbdc.org/>
- The **Silicon Valley Small Business Development Center** is dedicated to the success of small businesses and "business ready" entrepreneurs in the Greater Silicon Valley including Santa Clara County and Southern San Mateo County. For more information please visit: www.siliconvalley-sbdc.org
- The **Women's Initiative** is a one-stop shop where high-potential, lower-income women can receive training to start and grow their business. The Women's Initiative has offices located throughout the Bay Area. For more information please visit: <http://www.womensinitiative.org/index.htm>
- The **Renaissance Entrepreneurship Center** is located in San Francisco and offers a wide range of services including training and financial resources. For more information please visit: www.rencenter.org
- **Anew America** promotes long-term economic empowerment of new Americans and encourages their full participation in the political, social, and cultural growth of America. For more information please visit: www.anewamerica.org
- The **Technology Advisory Program** provides technology solutions to business owners from Silicon Valley and the San Francisco Bay Area. TAP offers **free and low cost** consulting, training and tools to businesses in the Bay Area. For more information please visit: <http://www.sbdctap.com/>
- **Small Business Development Centers Solano**. For more information please visit: www.solanosbdc.org or for Contra Costa www.contracostameansbusiness.com

Agency Contacts

AC Transit: Lynda McBroom
DBE Liaison Officer
510-577-8818 or
lmcbroom@actransit.org

BART: Linda Wells-Grogan
DBE Program Manager
Office of Civil Rights
(510) 464-6195 or lwells@bart.gov

CCCTA: Janet Madrigal
Civil Rights Administrator
925-676-1976
or madrigal@cccta.org

GGBHTD: Gail Jackson
DBE Program Administrator
(415) 257-4581 or
gjackson@goldengate.org

MTC: Denise Rodrigues
Contract Administrator
(510) 817-5897
or drodri@mtc.ca.gov

SamTrans: Raymond Lee
DBE Officer
650-508-7939
or leer@samtrans.com

SFMTA: Sheila Evans-Peguese
Contract Compliance Officer
415-701-4436 or sheila.evans-peguese@sfmta.com

VTA: Hayden Lee
DBE/SBE Consultant
408-321-5574
or hayden.lee@vta.org

*If you have any questions, or would like a more extensive listing of local assistance agencies, please contact: Denise Rodrigues at outreach@mtc.ca.gov or 510-817-5897.

We need your help to make sure that this newsletter brings you the information you want. Please send any suggestions or requests to improve the newsletter content to: outreach@mtc.ca.gov