

- 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:

	AC	Issue Date:	Est. \$:
Window Washing Services		TBD	TBD
Fasteners for the District		TBD	TBD
	BART		
Rockridge Station		5/08	7-10M
West Oakland Station		5/08	11M
North Oakland Aerials		5/08	60-70M
West Oakland Aerials		7/08	36M
	GGBHTD		
Radar & Automatic Identification Sys. For Ferryboats & Installation		TBD	TBD
Larkspur Ferry Terminal Parking & Access Improvements		TBD	TBD
Golden Gate Bridge So. Approach / South Pier Physical Security Improvements		TBD	TBD
San Rafael District Administration Building HVAC Improvements		TBD	TBD
	MTC		
Security Services		TBD	TBD
Energy Efficient Lighting		TBD	TBD
	SamTrans		
<u>Railroad Engineering, Construction Support &amp; Surveying</u>		TBD	TBD
	SFMTA		
Cable Car Propulsion Sys DC Motor Drives		4/08	3.6M
Green Facility Roof - Phase II		4/08	5.6M
St. Francis Circle Rail Replacement Project		4/08	8M
	VTA		
Replace Roofs - Guadalupe Facility		Due 4/8/08	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	<a href="http://www.actransit.org/purchasing/">http://www.actransit.org/purchasing/</a>
BART:	<a href="http://www.bart.gov/about/business/contracts.asp">http://www.bart.gov/about/business/contracts.asp</a>
CCCTA:	<a href="http://www.cccta.org/wb/">http://www.cccta.org/wb/</a>
GGBHD:	<a href="http://www.goldengate.org/contracts/">http://www.goldengate.org/contracts/</a>
MTC:	<a href="http://www.mtc.ca.gov/jobs/">http://www.mtc.ca.gov/jobs/</a>
SAMTRANS:	<a href="http://www.samtrans.com/rfppub/">http://www.samtrans.com/rfppub/</a>
SF MTA:	<a href="http://www.sfgov.org/site/oca_index.asp?id=26507">http://www.sfgov.org/site/oca_index.asp?id=26507</a>
VTA:	<a href="http://www.vta.org/procurement/solications/">http://www.vta.org/procurement/solications/</a>

# 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 **10<sup>th</sup> 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](http://www.sba.gov/ca/sf)
- **SCORE** provides counseling to small businesses. For more information please visit: [www.eastbaySCORE.org](http://www.eastbaySCORE.org)
- **Federal Technology Center** For more information please visit: [www.theftc.org](http://www.theftc.org)
- **Northern Cal. Minority Business Enterprise Center** is funded by the MBDA<sup>TM</sup>. For more information please visit: [www.norcalmbec.com](http://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](http://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](http://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](http://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](http://www.solanosbdc.org) or for Contra Costa [www.contracostameansbusiness.com](http://www.contracostameansbusiness.com)

## Agency Contacts

**AC Transit:** Lynda McBroom  
DBE Liaison Officer  
510-577-8818 or  
[lmcbroom@actransit.org](mailto:lmcbroom@actransit.org)

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

**CCCTA:** Janet Madrigal  
Civil Rights Administrator  
925-676-1976  
or [madrigal@cccta.org](mailto:madrigal@cccta.org)

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

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

**SamTrans:** Raymond Lee  
DBE Officer  
650-508-7939  
or [leer@samtrans.com](mailto:leer@samtrans.com)

**SFMTA:** Sheila Evans-Peguese  
Contract Compliance Officer  
415-701-4436 or [sheila.evans-peguese@sfmta.com](mailto:sheila.evans-peguese@sfmta.com)

**VTA:** Hayden Lee  
DBE/SBE Consultant  
408-321-5574  
or [hayden.lee@vta.org](mailto: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](mailto: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](mailto:outreach@mtc.ca.gov)



## Business Outreach Committee Contracting Newsletter #2, June 2008



### UPCOMING CONTRACTING OPPORTUNITIES:

#### BART

Construction of BART Earthquake Safety Program Rockridge Station	Issue Date: 6/08	Est. \$: TBD
Demolition and Installation of Street Level Elevator Enclosures at Civic Center, Embarcadero, Montgomery St. & Powell St. Stations	Issue Date: 6/08	Est. \$: TBD
On-Site Calibration & Repair Services on Mechanical Tools & Measuring Devices	Issue Date: 6/08	Est. \$: TBD
Cleaning and Repair of Transit Vehicle Passenger Seat Covers with Assemblies	Issue Date: 6/08	Est. \$: TBD

#### CCCTA

Design & Installation of Access Control Systems	Issue Date: 10/08	Est. \$: TBD
---	-------------------	--------------

#### GGBHTD

Environmental Studies and Design for Moveable Median Barrier on Golden Gate Bridge	Issue Date: 7/08	Est. \$2M
Larkspur Ferry Terminal Parking Garage A&E	Issue Date: 8/08	Est. \$1.8M
Golden Gate Bridge South Approach & South Pier Physical Security Improvements	Issue Date: 12/08	Est. \$4.25M

#### MTC

Publication Printing Services	Issue Date: 7/08	Est. \$: TBD
-------------------------------	------------------	--------------

#### SAMTRANS

Railroad Engineering, Construction Support & Surveying	Issue Date: TBD	Est. \$: TBD
Typesetting and Printing of Tickets	Issue Date: TBD	Est. \$: TBD
IFB For HVAC Preventative Maintenance & As-Needed	Issue Date: 6/08	Est. \$: TBD
Travel Training for Adults with Developmental Disabilities	Issue Date: TBD	Est. \$: TBD

#### SFMTA

Capital Asset Management Program for Off-Street Parking Facility	Issue Date: 7/08	Est. \$: TBD
Green Facility Roof-Phase II	Issue Date: 8/08	Est. \$5.6M
Misc. Rail Replacement	Issue Date: 10/08	Est. \$6M
Project Control Services & System for Central Subway	Issue Date: 10/08	Est. \$: TBD

#### VTA

Chaboya Bus Wash Replacement	Issue Date: TBD	Est. \$0.8M
Light Rail Public Address System	Issue Date: TBD	Est. \$1.1M
Bus Farebox Replacement	Issue Date: TBD	Est. \$: TBD
State Route 87 Landscaping	Issue Date: TBD	Est. \$: TBD

#### WETA

So SF Ferry Terminal, Demolition & Dredging	Issue Date: Summer 08	Est. \$1.9M
So SF Ferry Terminal, Construction of Viewing Terrace & Pier	Issue Date: Summer 08	Est. \$6.8M
So SF Ferry Terminal, Construction of Gangway & Float	Issue Date: Summer 08	Est. \$9.5M

\*All Dates subject to change.

### BOC EVENTS & INFORMATION

**On April 23<sup>rd</sup> the BOC held its 1st public participation meeting.**

*The event was a huge success with over fifty attendees. The BOC is working to provide assistance with the issues raised by the meeting participants.*

*If you were unable to attend the meeting, but have an issue that you would like the BOC to look into or provide information on in this newsletter, please e-mail [outreach@mtc.ca.gov](mailto:outreach@mtc.ca.gov)*

### WELCOME TO NEW MEMBERS:

*The BOC is pleased to announce the addition of the Alameda County Congestion Management Agency (ACCMA)*



*And the Water Emergency Transportation Authority (WETA)*



### WHERE TO FIND CONTRACTING OPPORTUNITIES:

ACCMA:	<a href="http://www.accma.ca.gov/pages/RFPsRFQsPresent.aspx">http://www.accma.ca.gov/pages/RFPsRFQsPresent.aspx</a>
AC TRANSIT:	<a href="http://www.actransit.org/purchasing/">http://www.actransit.org/purchasing/</a>
BART:	<a href="http://www.bart.gov/about/business/contracts.asp">http://www.bart.gov/about/business/contracts.asp</a>
CCCTA:	<a href="http://www.cccta.org/wb/">http://www.cccta.org/wb/</a>
GGBHTD:	<a href="http://www.goldengate.org/contracts/">http://www.goldengate.org/contracts/</a>
MTC:	<a href="http://www.mtc.ca.gov/jobs/">http://www.mtc.ca.gov/jobs/</a>
SAMTRANS:	<a href="http://www.samtrans.com/rfppub/">http://www.samtrans.com/rfppub/</a>
SF MTA:	<a href="http://www.sfgov.org/site/oca_index.asp?id=26507">http://www.sfgov.org/site/oca_index.asp?id=26507</a>
VTA:	<a href="http://www.vta.org/procurement/solications/">http://www.vta.org/procurement/solications/</a>
WETA:	<a href="http://www.watertransit.org/contract_oop.aspx">http://www.watertransit.org/contract_oop.aspx</a>

## FREE CLASSES

Getting Started in Government Contracting  
**Description: The certification qualifications, benefits and application websites for the following federal and state certifications.**

August 5, 2008 - 1:00 pm to 4:00 pm  
[Cal State East Bay Small Business Development Center \(SBDC\)](#)  
 1000 Broadway, Suite 109  
 Oakland, CA 94612

E-Commerce for Government Contracting  
**Description: Introductory course that discusses the initial steps vendors must take to conduct e-commerce with the government.**

August 14, 2008 - 9:00 am to 12:00 pm  
[Alameda County Public Works Agency](#)  
 951 Turner Court  
 Hayward, CA 94545

Government Subcontracting  
**Description: Basics for prime contractors who are managing subcontracts and subcontractors working with primes or managing other subcontractors.**

September 9, 2008 - 1:00 pm to 4:00 pm  
[Silicon Valley Small Business Development Center \(SBDC\)](#)  
 84 W. Santa Clara Street, Suite 100  
 San Jose, CA 95113

Register online at [www.TheFTC.org](http://www.TheFTC.org) or call 866-382-7822.

## UPCOMING EVENTS

**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

## TIPS FOR RESPONDING TO BIDS

Each participating BOC agency has different bid formats, and each type of solicitation (construction, professional services, etc.) has different requirements. This can make it difficult for companies, because what constitutes a responsive bid may vary greatly. Key things that potential bidders should always review regardless of agency or type are:

- **Bid Due Date**  
 This is critical. Due dates are absolute. If an agency does not receive your bid by the date and time listed, it will not be eligible for consideration.
- **Minimum Qualifications**  
 If your company doesn't meet the minimum qualifications, if you submit a bid, it will not be considered responsive. Companies that don't meet the minimum qualifications, are NOT precluded from performing as subcontractors.
- **Point of Contact (POC)**  
 Always feel free to call the POC with questions. The POC is your resource for questions, such as: Who are the primes bidding on this project, are there any sub-contracting opportunities? The POC can also help you with any other questions you may have about your bid submission.
- **Required Proposal Content**  
 This section will identify those things your company must provide in its proposal to be deemed responsive. Be careful when reviewing this section. Always double check your bid to be sure you've submitted all the required items. If you forget to submit required information, you run the risk of having your bid being found non-responsive.
- **Scope of Work**  
 This section describes the type of service or supply for which the agency is seeking to issue a contract.
- **Insurance/Bonding Requirements**  
 This section will inform you of the required insurance and bonds your company must submit in order to have your bid considered responsive.

## AGENCY CONTACTS

**ACCMA:** Liz Brazil  
 Contracts Administrator  
 (510) 350-2333 [lbrazil@accma.ca.gov](mailto:lbrazil@accma.ca.gov)

**AC Transit:** Lynda McBroom  
 DBE Liaison Officer  
 510-577-8818 or  
[lmcbroom@actransit.org](mailto:lmcbroom@actransit.org)

**BART:** Linda Wells-Grogan  
 DBE Program Manager  
 Office of Civil Rights  
 (510) 464-6195 or [lwellsq@bart.gov](mailto:lwellsq@bart.gov)

**CCCTA:** Janet Madrigal  
 Civil Rights Administrator  
 925-676-1976 or [madrigal@cccta.org](mailto:madrigal@cccta.org)

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

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

**SamTrans:** Raymond Lee  
 DBE Officer  
 650-508-7939  
 or [leer@samtrans.com](mailto:leer@samtrans.com)

**SFMTA:** Sheila Evans-Peguese  
 Contract Compliance Officer  
 415-701-4436 or [sheila.evans-peguese@sfmta.com](mailto:sheila.evans-peguese@sfmta.com)

**VTA:** Hayden Lee  
 DBE/SBE Consultant  
 408-321-5574 or [hayden.lee@vta.org](mailto:hayden.lee@vta.org)

**WETA:** Shirley Douglas  
 Community Relations Manager  
 415-364-3191 or  
[douglas@watertransit.org](mailto:douglas@watertransit.org)

## CALTRANS CALMENTOR PROGRAM

Caltrans, District 4 has implemented a small business Architectural & Engineering (A&E) mentor-protégé program, also known as "[Calmentor](#)." In promoting partnership with the private consulting industry, Calmentor supports the participation of certified SBE, DBE, and DVBE firms in District 4 A&E contracts. For more information, please visit: [www.dot.ca.gov/dist4/calmentor/](http://www.dot.ca.gov/dist4/calmentor/)

\*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](mailto: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](mailto:outreach@mtc.ca.gov)