

EXHIBIT 9-B LOCAL AGENCY DBE ANNUAL SUBMITTAL FORM

TO: CALTRANS DISTRICT 4
District Local Assistance Engineer

The amount of the Annual Anticipated DBE Participation Level (AADPL) and methodology are presented herein, in accordance with Title 49 of the Code of Federal Regulations (CFR), Part 26, and the State of California Department of Transportation Disadvantaged Business Enterprise (DBE) Program Plan.

The ~~City/County/Region of~~ Metropolitan Transportation Commission (MTC) submits our AADPL information. We have established an AADPL of 10 % (2 % Race Neutral; 8 % Race Conscious) for the Federal Fiscal Year 09 / 10, beginning on October 1 and ending on September 30.

Methodology

(Please attach the methodology used to determine the AADPL. See Chapter 9, Section 9.7 of the *Local Assistance Procedures Manual* (LAPM) for guidance in developing the AADPL.) See attached.

Disadvantaged Business Enterprise Liaison Officer (DBELO)

(Please provide the name, address, phone number, fax number, and electronic mail address of the DBELO for the coming Federal Fiscal Year.)

Teri Green, Director, Admin. & Technology Serv.
MTC, 101 Eighth Street, Oakland, CA 94607-4700
Phone 510-817-5750, Fax 510-817-5848

Planned Race Neutral Measures

E-mail tgreen@mtc.ca.gov

(Please detail the race neutral measures your local agency plans to implement for the upcoming Federal Fiscal Year per 49 CFR, Part 26.51 and Section V of the California Department of Transportation DBE Program Implementation Agreement for Local Agencies.) See attached.

Prompt Pay

Federal regulation (49 CFR 26.29) requires one of three methods be used in federal-aid contracts to ensure prompt and full payment of any retainage kept by the prime contractor or subcontractor to a subcontractor. (Attached is a listing of the three methods. On the attachment, please designate which prompt payment provision the local agency will use.)

Prompt Pay Enforcement Mechanism

49 CFR, Part 26.29(d) requires providing appropriate means to enforce prompt payment. These means may include appropriate penalties for failure to comply with the terms and conditions of the contract. The means may also provide that any delay or postponement of payment among the parties may take place only for good cause with the local agency's prior written approval. **Please briefly describe the monitoring and enforcement mechanisms in place to ensure that all subcontractors, including DBEs, are promptly paid.**

See attached for more information.

(Signature) 

Date 9/18/09

(Print Name and Title)
ADMINISTERING AGENCY
(Authorized Governing Body Representative)

510-817-5700
510-817-5700
Phone Number

(Signature of Caltrans District Local Assistance Engineer [DLAE])

Date

Distribution: (1) Original - DLAE
(2) Signed copy by the DLAE – Local Agency

DBE Annual Submittal Form (07/31/09)

(Attachment)

Prompt Payment of Withheld Funds to Subcontractors

Federal regulation (49 CFR 26.29) requires one of the following three methods be used in federal-aid contracts to ensure prompt and full payment of any retainage kept by the prime contractor or subcontractor to a subcontractor.

Please check the box of the method chosen by the local agency to ensure prompt and full payment of any retainage.

- Method 1:** No retainage will be held by the agency from progress payments due to the prime contractor. Prime contractors and subcontractors are prohibited from holding retainage from subcontractors. Any delay or postponement of payment may take place only for good cause and with the agency's prior written approval. Any violation of these provisions shall subject the violating contractor or subcontractor to the penalties, sanctions, and other remedies specified in Section 7108.5 of the California Business and Professions Code. This requirement shall not be construed to limit or impair any contractual, administrative or judicial remedies, otherwise available to the contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the contractor, deficient subcontractor performance and/or noncompliance by a subcontractor. This clause applies to both DBE and non-DBE subcontractors.
- Method 2:** No retainage will be held by the agency from progress payments due the prime contractor. Any retainage kept by the prime contractor or by a subcontractor must be paid in full to the earning subcontractor in 30 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment may take place only for good cause and with the agency's prior written approval. Any violation of these provisions shall subject the violating contractor or subcontractor to the penalties, sanctions, and remedies specified in Section 7108.5 of the California Business and Professions Code. This requirement shall not be construed to limit or impair any contractual, administrative or judicial remedies, otherwise available to the contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the contractor, deficient subcontractor performance and/or noncompliance by a subcontractor. This clause applies to both DBE and non-DBE subcontractors.
- Method 3:** The agency shall hold retainage from the prime contractor and shall make prompt and regular incremental acceptances of portions, as determined by the agency of the contract work and pay retainage to the prime contractor based on these acceptances. The prime contractor or subcontractor shall return all monies withheld in retention from all subcontractors within 30 days after receiving payment for work satisfactorily completed and accepted including incremental acceptances of portions of the contract work by the agency. Any delay or postponement of payment may take place only for good cause and with the agency's prior written approval. Any violation of these provisions shall subject the violating prime contractor to the penalties, sanctions, and other remedies specified in Section 7108.5 of the California Business and Professions Code. This requirement shall not be construed to limit or impair any contractual, administrative or judicial remedies otherwise available to the contractor or subcontractor in the event of: a dispute involving late payment or nonpayment by the contractor; deficient subcontractor performance and/or noncompliance by a subcontractor. This clause applies to both DBE and non-DBE subcontractors.

Attachment to Exhibit 9-B
MTC FY 09-10 AADPL

Notes on Prompt Payment:

The majority of MTC contracts are for professional services, which do not utilize progress payments based on percentage completion. MTC will utilize the language selected on the attached, per federal regulation (49 CFR 26.29), in any federal-aid contracts with such progress payment provisions to ensure prompt and full payment to a subcontractor of any retainage kept by the prime contractor or subcontractor.

It should be noted that individual MTC Project Managers monitor payments to primes and subs as projects are invoiced (either monthly (for time and materials or cost reimbursement type contracts), or per acceptance of deliverable/milestones (for deliverables based contracts)) to ensure that subcontractors are paid as required. If the MTC Project Manager holds a kick-off meeting they will inform the primes and subs (if in attendance) of the prompt payment requirements included in the contract.

Attachment A

MTC

FY 2009 – 2010

ANNUAL ANTICIPATED DBE PARTICIPATION LEVEL

DRAFT Report

September 9, 2009

I. INTRODUCTION

The Metropolitan Transportation Commission (MTC) hereby submits its FY 2009-2010 Disadvantaged Business Enterprises (DBE) Annual Anticipated DBE Participation Level Draft Report (“the AADPL Report”). This report was prepared in accordance with 49 CFR Part 26, Subpart C - Participation by DBEs in Department of Transportation (DOT) Financial Assistance Program, Goals (“the Regulations”) for the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) third party federally-funded contracts. MTC adopted the Race Conscious DBE program imposed by the California Department of Transportation (Caltrans) on June 2, 2009.

A. Summary of Availability Setting Analysis and Methodology

The proposed DBE availability is based on new contracting opportunities available in FY 2009-10. This methodology includes an assessment of:

1. The number, type, and total dollar value of all federally-assisted contracting opportunities;
2. A two-step process prescribed in the Regulations consisting, first, of development of a base figure indicating the availability of DBE contractors/subcontractors relative to all businesses that are ready, willing, and able to participate (referred to as “relative availability of DBEs”), followed by an adjustment of the base figure, based on regional circumstances, to develop an overall DBE availability for each funding source;
3. Development of a race-conscious goal for each contract based on the subcontracting opportunities it provides and the availability of Underutilized Disadvantaged Business Enterprises (UDBEs) which include
 - African American,
 - Asian-Pacific American,
 - Women, and
 - Native American businesses;
4. A description of the use of race-neutral methods utilized to reach the availability level.

B. Summary of Overall Availability

In summary, the FY 2009-10 Overall Annual DBE Availability for new contracting opportunities:

Funding Source	New Federally-Funded Third Party Contracts	Projected DBE Participation (Race Neutral)	Projected UDBE Goal (Race Conscious)	Overall Annual Anticipated DBE Participation
MTC-FHWA	\$23,549,587	2%	8%	10%
MTC/SAFE-FHWA	None	N/A	N/A	N/A
MTC – FTA	\$31,183,840	1%	5%	6%

C. Federally-Assisted Contracting Opportunities

MTC's new FY 2009-2010 contracting opportunities using MTC-FHWA, MTC/SAFE-FHWA, and MTC-FTA funds are included as Attachment A-1.

II. Establishment of Base Figures for Relative Availability of DBE'S & UDBE GOAL

A. Local Market Area

After examining relevant available evidence, MTC identified the local market area as: 1) the area where the substantial majority of the contractors and subcontractors with which MTC does business is located, and 2) the area in which MTC spends the substantial majority of its contracting dollars. The local market area is the 9-county Bay Area including Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma counties.

To determine the number of firms (UDBEs, DBEs and non-DBEs), MTC included the number of firms included the Census Bureau's 2002 Economic Census Geographic Area Series for California using relevant NAICS Codes. To determine the relative availability of UDBE and DBE firms, MTC utilized the official statewide DBE database from the California Uniform Certification Program (UCP) using the same NAICS codes and included UDBE, and DBE firms located or available to work within the local market.

B. Options for Determining Base Availability Figure.

Title 49 CFR Section 26.45 provides five options for determining the Base Figure or percentage of the overall federally-funded contracts that should go to UDBEs and DBEs if there was a level playing field: (1) use of DBE directories and Census Bureau data; (2) use of a bidders' list; (3) use of data from a disparity study; (4) use of the goal of a similar recipient; and (5) alternative methods based on demonstrable local market conditions.

(1) Use of DBE directories and Census Bureau data

On March 13, 2002, U.S. DOT approved the California Unified Certification Program (UCP). The UCP is the official statewide DBE database of firms certified to conduct business throughout California. The UCP provides the information necessary to determine the number of ready, willing, and able DBE firms that could potentially participate in upcoming contract opportunities. The U.S. Department of Commerce, Bureau of the Census, 2002 Economic Census Geographic Area Series for California information provides data necessary to determine the total number of all firms (UDBEs, DBEs and non-DBEs) ready, willing and able to bid on contracts.

(2) Use of a Bidders' List

The Regulations (Section 26.11) require the establishment of a Bidders' List that reflects the actual availability of DBEs based on their participation or attempted participation in previously awarded MTC contracts. The Bidders' List is a very focused measure of firms "ready, willing, and able" to bid on MTC projects (see Section 26.45(b) of the Regulations), in that it requires a

demonstration of the firms' desire and ability to participate in the competitive selection process through submission of a proposal.

(3) Use of data from a disparity study

Caltrans completed a state-wide disparity study covering the contracting opportunities it funds in June, 2007. The Caltrans disparity study found underutilization of four groups:

1. African Americans;
2. Asian-Pacific Americans;
3. women; and
4. Native Americans.

Two of the six DBE groups were found to be at or near parity: Hispanic and Sub-continent Asian Males. The findings revealed that Caltrans should return to a race conscious program to address underutilization. As such, the study was submitted to FHWA for review, with the request that a 6.75 percent race-conscious goal and a 6.75 percent race-neutral goal (overall 13.5 percent program goal) be approved. On February 25, 2009, the Federal Highway Administration (FHWA) approved Caltrans Federal Fiscal Year (FFY) 2009 Disadvantaged Business Enterprise (DBE) Goal and Methodology. The approved 2009 Goal and Methodology provides for a 6.75 percent race-conscious goal and a 6.75 percent race-neutral goal for an overall 13.5 percent program goal. Caltrans instructed its subrecipients to implement and begin to follow this methodology no later than June 2, 2009.

(4) Use of the goal of another DOT recipient

MTC is not aware of any other DOT recipient whose functions and contracting opportunities permit an analogy in terms of relative availability of DBEs. MTC is the single metropolitan planning organization for the San Francisco Bay Area. No other Bay Area DOT recipient shares the blend of transportation planning, analysis, operations, and software and database contracts that are the bulk of MTC contracting opportunities.

(5) Other methods

MTC is not aware of other methods that could be used to make adjustments to the base figure in Step 2.

C. MTC-FHWA – Step 1 Base Figure

The Step 1 base figure was calculated using the following data:

1. DBE Directory and Census Bureau Data:

To determine the number of UDBE and DBE firms, MTC reviewed the California UCP databases for currently certified UDBE and DBE firms by NAICS code expertise. The number of firms was narrowed to include firms that are located and/or willing to do business within the 9-bay area county. All of the certified UDBE and DBE firms in these classifications in the statewide database were considered in determining the Step 1 Base Figure for DBE availability.

To determine the number of all firms (DBEs and non DBEs) in MTC’s local market area that are ready, willing and able to bid on the contracts, MTC reviewed the Census Bureau’s 2007 County Business Patterns for California. These data were utilized because they closely matched the location of the firms that have previously conducted business with MTC. We note that Census Bureau statistics are not broken down by DBE sub-group, which was a requirement of the Ninth Circuit’s order in *Western States Paving Co., Inc. v. Washington State Department of Transportation (WSDOT)*.

2. Step 1 Base Figure

Reviewing the sources under the viable methodologies indicated above, the Step 1 Base Figures are included as Attachment A-2.

III. Base Figure Adjustment – Step 2 and Overall Goal

Step 2 of the availability is to examine all evidence available in MTC and MTC SAFE jurisdictions to determine what adjustment, if any, is needed to the base figure to reflect actual DBE availability (Section 26.45(d)).

A. MTC FHWA, MTC FTA, and MTC-SAFE FHWA – Step 2 Adjustments to Base Figure and Overall Availability

MTC has determined that the Census data and UCP DBE database represent a realistic number of contractors that could potentially bid on these contracts.

The Step 2 Base Figure Adjustments results in an Overall Annual DBE Participation as follows:

	Total Federal Funding	Step 1 Base Figure	Step 2 Base Figure Adjustment	Projected DBE Participation (Race Neutral)	Projected UDBE Goal (Race Conscious)	Overall Annual Anticipated DBE Participation
MTC-FHWA	\$23,549,587	10%	None	2%	8%	10%
MTC/SAFE-FHWA	None	N/A	None	N/A	N/A	N/A
MTC – FTA	\$31,183,840	6%	None	1%	5%	6%

IV. RACE-NEUTRAL PROJECTIONS

A. Summary of Race-Neutral Methods of Achieving DBE Participation

The Regulations require that the maximum feasible portion of the DBE overall availability be achieved by using race-neutral means (Section 26.51), and that MTC include a projection of the overall availability of DBE effort to be met through race-neutral means. Race-neutral means making efforts to ensure that bidding and contract requirements facilitate participation by DBEs and other small businesses; unbundling large contracts to make them more accessible to small businesses; encouraging prime contractors to subcontract portions of the work they might

otherwise perform themselves; and providing technical assistance, communications programs and other support services to facilitate consideration of DBEs and other small businesses.

B. Race Neutral Methods of Overall Annual Goal Achievement

In the opinion of the U.S. Court of Appeals, Ninth Circuit for the *Western States Paving Co., Inc. v. Washington State Department of Transportation (WSDOT)* case, the court upheld the constitutionality of the DBE regulations, but found that the WSDOT program was not narrowly tailored to groups that have suffered discrimination and was therefore unconstitutional. Without supporting documentation, such as a disparity study, the court deemed that there was not conclusive evidence of discrimination to warrant contract specific goals. The regulations require that a U. S. Department of Transportation (DOT) recipient utilize contract-specific goals, only after it determines either that it cannot meet the overall annual DBE goal otherwise, or that there is documented evidence of a disparity between DBE availability and contracting dollars the recipient receives.

MTC will continue to utilize race-neutral methods to facilitate DBE participation by: 1) participating in DBE workshops and outreach efforts, 2) publishing all contracting opportunities on the MTC website (www.mtc.ca.gov), , and 3) reviewing pending solicitations to determine the feasibility of breaking the proposed contract into smaller scopes of work aimed at providing more opportunities for minority, women, local and small business participation. The DBE Liaison Officer will also assist prospective contractors to identify DBE firms that are ready, willing, and able to subcontract.

MTC will also mail DBE's notices of procurements; advertise (as necessary) in regional newspapers and publications targeted to minorities and women; and actively participate with other agencies in their DBE and minority outreach efforts.

V. PUBLIC PARTICIPATION PROCESS

Working in concert with the Alameda County Public Works Agency (ACPWA), and members of the Business Outreach Committee (BOC), a public participation session was held on April 22, 2009, at the Metropolitan Transportation Commission (MTC) offices. Representatives from Caltrans and the Federal Transit Administration (FTA) also participated in the session. The BOC was formed in November 2007, with the mission to help disadvantaged business enterprises and other small and/or local companies to expand of their businesses by developing relationships with transit agency staffs and the contracting community of the San Francisco Bay Area. Its membership has grown to include thirteen agencies including:

- San Francisco Municipal Transportation Agency (SFMTA)
- Valley Transportation Authority (VTA)
- Alameda-Contra Costa Transit District (AC Transit)
- Metropolitan Transportation Commission (MTC)
- Alameda County Congestion Management Agency (ACCMA),
- Golden Gate Bridge, Highway and Transportation District (GGBHTD)
- Bay Area Rapid Transit (BART)
- San Mateo County Transit District (SamTrans/Caltrain)
- Central Contra Costa Transit Authority (The County Connection)
- SF Bay Area Water Emergency Transportation Authority (WETA)

- Alameda County Transportation Improvement Authority (ACTIA)
- City of Rio Vista
- Western Contra Costa County Transit (WestCat)

The BOC and the other participating agencies sent approximately 1,000 email invitations to the public participation session. Invitations were sent to the CUCP DBE listing, minority and women businesses, community organizations, small business resources centers, DOT grantees, and consultants/contractors in the MTC consultant database.

The session was conducted to provide information about Caltrans' Race Conscious DBE program, and to obtain pertinent input from businesses and organizations that are most impacted by the DBE goals established for U.S. Department of Transportation (DOT)-assisted contracts. The session also provided information about the availability of certified and potential DBEs willing and able to compete for DOT-assisted contracts, to discuss their concerns, and perspectives on how DOT recipients might more effectively administer their programs to improve DBE participation. During the public participation session, MTC and other agencies discussed their respective DOT-assisted contracting opportunities projected for FY 2009-2010.

Of the approximately 90 firms that attended the meeting, many emphasized the need for more outreach to the DBE community and the need for notification about upcoming procurement activities. Other issues included:

- Concern about the inability of DBEs to compete on large projects when no specific contract goals are established,
- The concern about "presumed" pre-selection of favored or preferred firms by agencies prior to the issuance of an IFB or RFP, and
- Difficulty in identifying and establishing a working relationship with the prime contractors bidding on federally funded projects.

Participants were advised that the BOC is currently addressing these issues by holding quarterly events (such as networking sessions, etc.); and issuing a quarterly newsletter with upcoming contracting opportunities, helpful hints on how to respond to bids, information on no-cost educational courses, and contact information for each BOC members DBE Liaison and/or Contracts Administrator.

VI. OUTREACH EFFORTS

The MTC website includes information on awarded contracts including awardees and contract amount, and a downloadable version of the MTC Consultant Form. Over the last year, MTC revised its website to make it easier to navigate, to include the BOC newsletter; "tips for responding to MTC procurements"; information on projects that receive funding from MTC, but are administered and contracted for through other transportation and local agencies in the nine-county Bay Area; and notices of upcoming events.

Additionally, MTC staff:

1. took the lead on drafting and issuing the BOC newsletter;

2. participated in the BOC's January 28, 2009 Meet the Buyer event (hosted by MTC), and March 25, 2009 DBE certification event at SFMTA;
3. organized, planned and participated in the BOC's DBE certification events on June 25, 2009 in Fremont, CA, and July 30, 2009 in Concord, CA; and
4. Worked with the MTC Minority Citizens Advisory Committee (MCAC) and the MTC Advisory Committee to develop the "tips for responding to MTC procurements" which has been posted to the MTC website to assist potential bidders; and determine ways in which MTC can improve outreach to Minority firms.

Recent issues of the BOC newsletter, the "tips for responding to MTC procurements"; and invitations to the January, March, June and July 2009, events are attached as Attachment B.

VII. NEXT STEPS

As a BOC member, MTC will continue to assist DBE, SBE, and WBE's to find contracting opportunities. Also, MTC staff will continue to take the lead in drafting and issuing the BOC newsletter, and assist in the planning of a BOC workshop. Potential workshop sessions include: 1) contract compliance/prevaling wage; 2) legal updates/pitfalls; 3) advice from a prime contractor; 4) overview of navigating the UCP database; 5) pitfalls of bidding; 6) what is a UDBE; 7) information on the Caltrans construction mentor/protégé program; and 8) local bonding assistance programs (such as the one offered by Alameda County).

The MTC Contract Administrator will also continue to: 1) attend monthly CUCP meetings; 2) finalize and issue a checklist of documents that must be retained by all Project Managers for any solicitations and resultant contracts issued by MTC; 4) meet as needed with MCAC.

**ATTACHMENT-1
FY 2009-2010 CONTRACTING OPPORTUNITIES**

FHWA – FUNDED PROJECTS			
Project	Description	Source	Total \$'s
Climate Protection Campaign - Outreach and Marketing (Spare the Air Day)	Marketing and customer communication activities, and maintain and host Agency program Web sites.	FHWA	\$500,000
Congestion Monitoring	Collect and analyze congestion data on Bay Area freeways	FHWA	\$463,120
TransLink® Operations	Capital phase II (Design, Build, Maintain) for the TransLink® program.	FHWA	\$1,296,748
Ridesharing Program Operations	A comprehensive program designed to facilitate the use of carpools and vanpools by Bay Area travelers.	FHWA	\$3,200,000
ITS/511 Program Technical Advisor	CONSULTANT provides technical advice, project evaluation and strategic planning services for 511 and other Intelligent Transportation Systems (ITS) projects.	FHWA	\$428,485
Regional Operations Program Marketing, Web Communications Services	Marketing and customer communication activities, and maintain and host Agency program Web sites.	FHWA	\$1,404,700
Traveler Information System	Project management, project control, facility leasing, reporting and administrative support for the 511 Traffic project	FHWA	\$5,924,427
Bike Mapper	Web based automated bicycle trip planning tool for disseminating regional bicycling information, including bike route maps, and preferred routes for traveling by bicycle and connections to transit systems. The Bike Trip Planner will take input from the user including a starting point and destination for a trip.	FHWA	\$112,956
P-TAP Projects	Pavement management technical assistance program to assist jurisdictions with implementation & maintenance of an effective management system.	FHWA	\$1,350,000
Regional Trip Plan System, Transit Info Database	Project management, project control, reporting and administrative support for RTIS.	FHWA	\$2,655,900
Arterial Corridor Management	Update and implement timing plans for traffic signal systems, and perform before-and-after studies.	FHWA	\$1,240,000
Software Training Support	Develop and conduct StreetSaver training workshops, and provide pavement management system guidance.	FHWA	\$180,000
Capital phase II (Design, Build, Maintain)	Capital phase II (Design, Build, Maintain) for the TransLink® program.	FHWA	\$3,703,252
Regional STP ABAG/MTC Planning	Consultants or Consultant teams to assist local jurisdictions and the regional agencies with specific technical assistance projects that support smart growth generally, and Transit Oriented Development (TOD) in particular. The types of work to be completed will depend on the exact needs of both local jurisdictions responsible with land use authority and the needs of the regional agencies that expect to modify key grant programs to advance TOD to the greatest extent possible.	FHWA	\$540,000
MTC/ABAG Database Integration	Create a common GIS Infrastructure that will allow the GIS Staff members at both ABAG and MTC to share data between both agencies. Data must be accessible using GIS software and other digital file management tools in use at both agencies.	FHWA	\$50,000
Corridor Analysis Study	Assistance in evaluating existing performance problems on freeways and major arterials, performing traffic analyses, and developing and assessing short-term and long-term solutions to mitigate traffic congestion on major corridors in the Bay Area.	FHWA	\$500,000
Total FHWA:			\$23,549,588

FHWA MTC-SAFE – FUNDED PROJECTS			
Project	Description	Source	Total \$'s
None	N/A	FHWA	N/A
Total FHWA MTC-SAFE:			N/A

FTA – FUNDED PROJECTS			
Project	Description	Source	Total \$'s
Transit Sustainability & Demographic study	Consultant to perform a transit sustainability and demographic study.	FTA	\$1,155,000
<i>Various Projects -Cycle II</i> Analyze project data & outcomes of Lifeline Transportation Program	Consultant to analyze project data and outcomes to evaluate how effectively the Lifeline Transportation Program is meeting its policy objective of improving mobility for the region's low-income communities.	FTA	\$150,000
LightHouse for the Blind Accessible BART Maps	Develop and distribute a booklet of accessible maps of BART stations, above and beyond what is currently available, to facilitate safe and more effective travel for individuals who are blind or visually impaired.	FTA	\$174,400
Outreach & Escort Mobility Management Center - Santa Clara Co.	Establish a Mobility Management Center to coordinate transportation resources for seniors and individuals with disabilities. Focus would be on emergency preparedness planning and coordination of transp. resources in response to an emergency event.	FTA	\$399,440
BTWD Promotion	Marketing and customer communication activities for bike to work day.	FTA	\$155,000
Capital phase II (Design, Build, Maintain)	Capital phase II (Design, Build, Maintain) for the TransLink® program at SFMTA locations.	FTA	\$29,150,000
Total FTA:			\$31,183,840

**ATTACHMENT A-2
STEP 1 BASE FIGURES**

MTC-FHWA										
Project	NAICS/ Description	Total DBE	Total UDBE	Total All Firms	Weight	DBE Relative Availability	UDBE Goal	Race Neutral %	Projected Federal \$	Projected DBE \$
Climate Protection Campaign - Outreach and Marketing (Spare the Air Day)	541613 Marketing consulting services	98	92	943	1	10%	10%	1%	\$500,000	\$51,961.82
Congestion Monitoring	54161 -- Management Consulting Serv	218	182	3718	1	6%	5%	1%	\$463,120	\$27,154.43
TransLink® Operations	541512 Computer Systems Design & Related Serv	231	171	2357	1	10%	7%	3%	\$1,296,748	\$127,089.01
Ridesharing Program Operations	541512 Computer Systems Design & Related Serv	231	171	2357	1	10%	7%	3%	\$3,200,000	\$313,619.01
ITS/511 Program Technical Advisor	54161 -- Management Consulting Serv	218	182	3718	1	6%	5%	1%	\$428,485	\$25,123.65
Regional Operations Program Marketing, Web Communications Services	541613 Marketing consulting services	98	92	943	1	10%	10%	1%	\$1,404,700	\$145,982.00
Traveler Information System	541512 Computer Systems Design & Related Serv	231	171	2357	1	10%	7%	3%	\$5,924,427	\$580,629.04
Bike Mapper	541512 Computer Systems Design & Related Serv	231	171	2357	1	10%	7%	3%	\$112,956	\$11,070.36
P-TAP Projects	541330 engineering	330	218	2165	1	15%	10%	5%	\$1,350,000	\$205,773.67
Regional Trip Plan System, Transit Info Database	541512 Computer Systems Design & Related Serv	231	171	2357	1	10%	7%	3%	\$2,655,900	\$260,293.98
Arterial Corridor Management	54133 Engineering Services	330	218	2165	1	15%	10%	5%	\$1,240,000	\$189,006.93
Software Training Support	541512 Computer Systems Design & Related Serv	231	171	2357	1	10%	7%	3%	\$180,000	\$17,641.07
Capital phase II (Design, Build, Maintain)	541512 Computer Systems Design & Related Serv	231	171	2357	1	10%	7%	3%	\$3,703,252	\$362,940.69
ABAG/MTC Database Integration	541512 Computer Systems Design & Related Serv	231	171	2357	1	10%	7%	3%	\$50,000	\$4,900.30
Regional STP ABAG/MTC Planning	54161 -- Management Consulting Serv	218	182	3718	1	6%	5%	1%	\$540,000	\$31,662.18
Corridor Analysis Study	54161 -- Management Consulting Serv	218	182	3718	1	6%	5%	1%	\$500,000	\$29,316.84
Total MTC FHWA:									\$23,549,587	\$2,384,164.98
Overall Availability:									10%	
Total UDBE Goal:									8%	
Total DBE Availability:									2%	

MTC FY 2009 - 2010
ANNUAL ANTICIPATED DBE PARTICIPATION LEVEL DRAFT REPORT
September 9, 2009

MTC-SAFE FHWA										
Project	NAICS/ Description	Total DBE	Total UDBE	Total All Firms	Weight	DBE Relative Availability	UDBE Goal	Race Neutral %	Projected Federal \$	Projected DBE \$
None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total MTC SAFE FHWA:									N/A	N/A
Overall Availability:									0%	
Total UDBE Goal:									0%	
Total DBE Availability:									0%	

MTC-FTA										
Project	NAICS/ Description	Total DBE	Total UDBE	Total All Firms	Weight	DBE Relative Availability	UDBE Goal	Race Neutral %	Projected Federal \$	Projected DBE \$
Transit Sustainability & Demographic study	54161 -- Management Consulting Serv	218	182	3718	1	6%	5%	1%	\$1,155,000	\$67,721.89
<i>Various Projects -Cycle II</i> Analyze project data & outcomes of Lifeline Transportation Program	54161 -- Management Consulting Serv	218	182	3718	1	6%	5%	1%	\$150,000	\$8,795.05
NF FY07 LightHouse for the Blind Accessible BART Maps	339950 Sign Manufacturing	6	4	624	1	1%	1%	0.3%	\$174,400	\$1,676.92
NF FY07 Outreach & Escort Mobility Management Center - Santa Clara Co.	624230 Emergency and Other Relief Services	1	1	42	1	2%	2%	0%	\$399,440	\$9,510.48
BTWD Promotion	541613 Marketing consulting services	98	92	943	1	10%	10%	1%	\$155,000	\$16,108.17
Capital phase II (Design, Build, Maintain)	541512 Computer Systems Design & Related Serv	231	171	2357	1	10%	7%	3%	\$29,150,000	\$ 2,856,873.14
Total MTC FTA:									\$31,183,840	\$2,960,685.65
Overall Availability:									6%	
Total UDBE Goal:									5%	
Total DBE Availability:									1%	

**ATTACHMENT B
BOC NEWSLETTERS, INVITATIONS TO BOC EVENTS, AND “TIPS FOR
RESPONDING TO MTC PROCUREMENT”**



BUSINESS NETWORKING EVENT

You're Invited!

As an owner of a small disadvantaged business in the field of architecture or engineering, the Business Outreach Committee (BOC) invites you to meet key representatives of major architectural, engineering, and related technical prime consulting firms.

Time and Place

Wednesday, July 23, 2008

4 p.m. to 7 p.m.

ATRIUM

One South Van Ness Avenue, 2nd Floor, San Francisco

Confirmed Prime Consultants

URS Corporation

HNTB

Earth Tech

Booz Allen Hamilton

PB Americas

Parsons Transportation

...many other prime consulting firms

Light refreshments will be served. Please RSVP by July 18th to Franceen Weisert at VTA at (408) 321-5552, fax at (408) 995-9729, or franceen.weisert@vta.org.

Attendees, # & Names: _____

Company Name: _____

Address/City/St/ZIP: _____

Tel: _____ Email: _____

Specialty: _____

UNABLE TO ATTEND? Sorry if you're unable to attend, but we'll like to invite you to future events!

Please check this box if you are not able to join us on July 23rd and return the completed form by fax or mail to be notified of upcoming BOC events. Thank you!

The BOC is comprised of the San Francisco Municipal Transportation Agency (SFMTA), Bay Area Rapid Transit (BART), Valley Transportation Authority (VTA), San Mateo County Transit District (SamTrans/Caltrain), Alameda-Contra Costa Transit District (AC Transit), Golden Gate Bridge, Highway and Transportation District (GGBHTD), Metropolitan Transportation Commission (MTC), Central Contra Costa Transit Authority (The County Connection), Alameda County Congestion Management Agency (ACCOMA), and the SF Bay Area Water Emergency Transportation Authority (WETA)

-- Your attendance is highly encouraged --

**Driving Directions to One South Van Ness:
From East Bay**

Take the **I-80 WEST** toward **SAN FRANCISCO** - go **8.2** mi

Take the **MISSION ST.** exit onto
US-101 NORTH – go 0.8 mi

Take the **MISSION St** exit – go 0.3 mi

Bear **Left** onto **South Van Ness Avenue** – go 0.2 mi

Arrive at 1 South Van Ness Avenue - Continue on escalator to **2nd Floor**

From South Bay

Take **US-101 NORTH** toward **SAN FRANCISCO** - go **23.0** mi

Take the **MISSION ST.** exit onto
US-101 NORTH – go 0.8 mi

Take the **MISSION St** exit – go 0.3 mi

Bear **Left** onto **South Van Ness Avenue** – go 0.2 mi

Arrive at 1 South Van Ness Avenue - Continue on escalator to **2nd Floor**

BART Directions:

Get off at **CIVIC CENTER** Station

Go upstairs to **Muni Metro / Down to Muni Metro Light Rail Trains**

Take **(OUTBOUND)** Muni Train to **CIVIC CENTER**

Take Stairs/Escalator to **11th Street**

Arrive in front of Bank of America

Go **right** toward South Van Ness Avenue

Go **left** around corner to office building entrance (1 South Van Ness Avenue)

Continue on escalator to **2nd Floor**

October 1, 2008

**Invitation to Contractor-Subcontractor Outreach Event
October 22, 2008**

Dear Business Owner:

On behalf of the Business Outreach Committee (BOC), a consortium of Bay Area transit and transportation agencies with small disadvantaged business enterprise (DBE) programs, I invite you to join us on October 22, 2008, in the Auditorium of the Metropolitan Transportation Commission (MTC) at 101 8th Street, Oakland, California, from 4 p.m. to 7 p.m. to hear about upcoming public works projects in and around the Bay Area and meet with prime contractors and agency personnel.

The Business Outreach Committee's mission is to assist disadvantaged business enterprises 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. This event will focus on helping the subcontracting community build effective relationships with primes, and facilitate the introduction and matchmaking of small and disadvantaged businesses with prime contractors who bid and perform on major transportation projects in Northern California. Don't miss this opportunity to meet key decision makers!

Enclosed is a flyer and registration form. Please note, over twenty primes with current and past business relationships with BOC agencies have been invited to participate in this event, and we encourage you to make multiple copies of the attached registration and business profile form to distribute at the event, to be used as your business resume of sorts. We hope you will join us for this worthy event. Light refreshments will be served.

Please RSVP by October 15, 2008, to Jennifer Rodriguez via fax at (650) 508-7738 or email at rodriguezj@samtrans.com. For further information or questions, please contact her at (650) 508-6287. We look forward to seeing you at the event.

Very truly yours,

Raymond Lee
DBE Officer
San Mateo County Transit District
Peninsula Corridor Joint Powers Board

The BOC is comprised of Metropolitan Transportation Commission (MTC); San Francisco Municipal Transportation Agency (SFMTA); San Francisco Bay Area Rapid Transit District (BART); Santa Clara Valley Transportation Authority (VTA); San Mateo County Transit District (SamTrans)/Peninsula Corridor Joint Powers Board (Caltrain); Golden Gate Bridge, Highway and Transportation District (GGBHTD); Alameda-Contra Costa Transit District (AC Transit); Central Contra Costa Transit Authority (County Connection); Alameda County Congestion Management Agency (ACCMMA); City of Rio Vista (Delta Breeze); and the SF Bay Area Water Emergency Transportation Authority (WETA).



Business Outreach Committee
c/o San Mateo County Transit District
Peninsula Corridor Joint Powers Board (Caltrain)
1250 San Carlos Avenue
San Carlos, CA 94070-1306
(650) 508-7939

Public Works Program

Contractor-Subcontractor Outreach Event

You Are Invited! The Bay Area Transportation **Business Outreach Committee (BOC)** invites you to its Outreach event.

Why should you attend?

- Learn about upcoming construction projects from transportation agencies in and around the Bay Area
- Hear advice on best practices for subcontractors
- **NETWORK** with prime contractors, subcontractors, and agency personnel.

Don't miss this opportunity to join us & meet key decision makers!

Speakers include **Stacy & Witbeck, Inc.** and **Yerba Buena Engineering & Construction**, providing you firsthand insight on what it takes to build effective relationships and grow your business! Learn more about how to bid and perform on major transportation projects in Northern California.

Wednesday, October 22, 2008

4:00 p.m. to 7:00 p.m.

**Metropolitan Transportation Commission
Auditorium
101 Eighth Street, Oakland, CA**

To register, please return the attached form by fax or email:

Fax: (650) 508-7738 • Email: rodriguezj@samtrans.com

BOC recommends subcontractors make multiple copies of the completed Registration and Business Profile form to distribute to prime contractors at the event.



San Francisco Municipal Transportation Agency



Business Outreach Committee
c/o San Mateo County Transit District
Peninsula Corridor Joint Powers Board (Caltrain)
1250 San Carlos Avenue
San Carlos, CA 94070-1306
More Info: (650) 508-7939

BOC Registration and Business Profile Form



Business Information		
Name of Company:		
Contact Name(s):		
Address:		
City:	State:	ZIP:
Phone:	Email:	
Website:		
How many years has the firm been in business?		
How many years of experience do you have in the construction industry?		
Is the firm a subsidiary or affiliate of another firm? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Parent/Affiliate Company Name(s):	Describe Relationship:	

Service and/or Product Information
<i>Please describe the type(s) of work your firm provides or product(s) sold:</i>

Industry and Bonding Information	
Contractor Licenses: License #	Class
Bonding Company Name:	
What is your firm's bonding range? \$	Single Project \$ Aggregate (all projects)

Work History
<i>Please describe your three largest projects over the past five years, including values</i>
1.
2.
3.

Projects of Interest	
<i>Please identify the size of construction projects your firm is interested in performing (check all boxes that apply):</i>	
Small construction projects less than \$50,000 <input type="checkbox"/>	Projects \$500,001 - \$1,000,000 <input type="checkbox"/>
Projects between \$50,001 - \$100,000 <input type="checkbox"/>	Projects \$1,000,001 - \$3,000,000 <input type="checkbox"/>
Projects between \$100,001 - \$500,000 <input type="checkbox"/>	Projects greater than \$3,000,000 <input type="checkbox"/>
<i>Please list Counties in which your firm is willing to perform:</i>	

To register for the BOC Contractor-Subcontractor Event, please return this form to Jennifer Rodriguez via email at rodriguezj@samtrans.com or fax at (650) 508-7738. BOC recommends subcontractors make multiple copies of this completed form to distribute to prime contractors at the event. Thank you and we look forward to seeing you at MTC (101 8th Street, Oakland, CA) from 4-7 p.m. on October 22, 2008!



PROCUREMENT FORUM MEET THE BUYERS

You Are Invited!

The Business Outreach Committee (BOC) invites you, as the owner of a small business selling supplies and equipment, to meet the buyers of your local transportation agencies.

Thursday, January 29, 2009

1:00 p.m. to 3:00 p.m.

at the Metropolitan Transportation Commission

in the Lawrence D. Dahms Auditorium

101 – 8th Street

Oakland, California

(Conveniently located across the street from the Lake Merritt BART station)

Preregistration is not required. We encourage you to drop in during the time listed above, and meet the transportation agency buyers. Please complete and bring copies of the attached Business Profile Form to distribute to the buyers.

Light refreshments will be provided.

The BOC is comprised of the Alameda-Contra Costa Transit District (*AC Transit*), Alameda County Congestion Management Agency (*ACCMA*), Bay Area Rapid Transit District (*BART*), Central Contra Costa Transit Authority (*CCCTA*), Golden Gate Bridge, Highway and Transportation District (*GGBHTD*), Metropolitan Transportation Commission (*MTC*), San Francisco Bay Area Water Emergency Transportation Authority (*WETA*), San Francisco Municipal Transportation Agency (*SFMTA*), San Mateo County Transit District (*SamTrans/Caltrain*), and the Santa Clara Valley Transportation Authority (*VTA*).

-- Your attendance is highly encouraged --



- Alameda County Congestion Management Agency (ACOMA)
- Alameda-Contra Costa Transit District (AC Transit)
- Bay Area Rapid Transit (BART)
- Central Contra Costa Transit Authority (CCCTA)
- Golden Gate Bridge, Highway and Transportation District (GGBH&TD)
- Metropolitan Transportation Commission (MTC)
- Peninsula Corridor Joint Powers Board (Caltrain)
- San Francisco Bay Area Water Emergency Transportation Authority (WETA)
- San Francisco Municipal Transportation Agency (SFMTA)
- San Mateo County Transit District (SamTrans)
- Santa Clara Valley Transportation Authority (VTA)

Business Profile Form

Name of Company: _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

My firm is a: _____Manufacturer _____Retailer _____Wholesaler

Please check all that apply: _____DBE _____MBE _____WBE _____SBE _____LBE

Certified by (list agencies): _____

Describe the major types(s) of product(s) you sell:

- Chemicals, fuels, lubrication products: _____
- Cleaning supplies and equipment: _____
- Clothing, uniforms, badges, pins: _____
- Computers, printers, software: _____
- Construction supplies and equipment: _____
- Electrical supplies and equipment, cables: _____
- Furniture, appliances, floor/wall coverings: _____
- Green products: _____
- Radio, television, camera, electronic equipment: _____
- Safety and first aid supplies and equipment: _____
- Stationery supplies, office equipment: _____
- Transportation vehicles, parts, lamps, tires: _____
- Other: _____

Please complete this form and attach a business card, line card, brochure, and/or other marketing materials that describe your company's products.



**CALIFORNIA UNIFIED CERTIFICATION PROGRAM
DISADVANTAGED BUSINESS ENTERPRISE
CERTIFICATION WORKSHOP**



**THE BUSINESS OUTREACH COMMITTEE INVITES YOU TO LEARN
ABOUT THE DISADVANTAGED BUSINESS ENTERPRISE (DBE)
CERTIFICATION PROGRAM**

DATE: MARCH 25, 2009
TIME: 1:00 pm - 4:00 pm
PLACE: One South Van Ness Avenue (BofA Bldg. @ Market Street)
2nd Floor Atrium Conference Room
San Francisco, CA 94103
RSVP: (415) 701-4436 or sheila.evans-pequese@sfmta.com

WHY YOU SHOULD ATTEND:

LEARN HOW A DBE CERTIFICATION CAN PROVIDE YOU ACCESS TO FEDERALLY FUNDED PROJECTS

BRING YOUR DBE CERTIFICATION APPLICATION AND RECEIVE ONE-ON-ONE ASSISTANCE WITH COMPLETING YOUR APPLICATION

RECEIVE INFORMATION ON UPCOMING PROJECTS FROM AGENCIES THROUGHOUT THE DISTRICT

MINIMUM QUALIFICATIONS FOR DBE CERTIFICATION:

The firm must be at least 51% owned by one or more socially and economically disadvantaged individuals.

The firm must be an independent business, and one or more of the socially and economically disadvantaged owners must control its management and daily operations.

Only existing for-profit "Small Business Concerns," as defined by the Small Business Act and Small Business Administration (SBA) regulations may be certified. The average annual gross receipts for the firm (including its affiliates) over the previous three fiscal years must not exceed U.S. DOT's cap of \$20.41 million.

The Personal Net Worth (PNW) of each socially and economically disadvantaged owner must not exceed \$750,000, excluding the individual's ownership interest in the applicant firm and the equity in his/her primary residence.

Socially and economically disadvantaged individual means any individual who is a citizen of the United States (or lawfully admitted permanent resident) and who is a member of the following groups: Black American, Hispanic American, Native American, Asian-Pacific American, Subcontinent Asian American, or Women, or Any individual found to be socially and economically disadvantaged on a case-by-case basis by a certifying agency pursuant to the standards of the U.S. DOT 49 CFR Part 26.

The BOC is comprised of the San Francisco Municipal Transportation Agency (SFMTA), Bay Area Rapid Transit (BART), Valley Transportation Authority (VTA), San Mateo County Transit District (SamTrans/Caltrain), Alameda-Contra Costa Transit District (AC Transit), Golden Gate Bridge, Highway and Transportation District (GGBHTD), Metropolitan Transportation Commission (MTC), Central Contra Costa Transit Authority (The County Connection), Alameda County Congestion Management Agency (ACCMA), SF Bay Area Water Emergency Transportation Authority (WETA), and the Alameda County Transportation Improvement Authority (ACTIA).

Business Outreach Committee c/o San Francisco Municipal Transportation Agency
1 South Van Ness Avenue, 3rd Fl. • San Francisco, CA 94103

Public Notice

You are invited to a Public Participation Session to get advance notice on upcoming contracting opportunities available from 13 Bay Area transit and transportation agencies. This is your chance to offer your input on the availability of DBEs to participate in these opportunities.

Wednesday, April 22nd, 2009

4 p.m. to 6 p.m.

Metropolitan Transportation Commission (MTC)
101 8th Street (Auditorium)
Oakland, California 94607

Program Highlights:

***American Recovery and Reinvestment Act:
Where will stimulus funds be spent in the
San Francisco Bay Area?***

***Caltrans' return to race-conscious contracting:
What will this mean for DBEs?***



Program:

- Derrin Jourdan, FTA Civil Rights Officer: American Recovery and Reinvestment Act
- Robert Padilla, Caltrans Disparity Study Project Manager: Caltrans return to race-conscious contracting
- Bay Area Transportation Agencies: Fiscal Year 2009/10 contracting opportunities
- Be heard: Share your view on the relative availability of DBEs ready, willing and able to participate in upcoming contracting
- Networking

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

It is the policy of the BOC members that small businesses owned and controlled by socially and economically disadvantaged individuals are provided equal opportunity to participate in the construction, professional service, and procurement activities of their agencies. The BOC hereby notifies all interested parties that member agencies are beginning the process of establishing annual overall goals for participation of DBEs in contracts and procurements which may be financed in whole or in part by the Department of Transportation (DOT) for Fiscal Year (FY) 2009/2010.

Please contact meeting coordinator Gail Jackson at (415) 257-4581 if you have questions or want additional information about the meeting. If you cannot attend, but wish to submit comments, please send your written comments to Gail Jackson, DBE Program Administrator, Golden Gate Bridge, Highway and Transportation District, 1011 Andersen Drive, San Rafael, CA 94901, or via facsimile to (415) 257-4555, or via electronic mail to gjackson@goldengate.org.

Projected FY 2009/10 DOT-assisted contracting opportunities at BOC agencies participating in this meeting will be discussed at this session. If you wish advance information specific to upcoming DOT-assisted projects at each agency, please contact the agency staff listed below.

AC TRANSIT	Lynda McBroom	(510) 577-8818
ACCMA	Liz Brazil	(510) 350-2333
ACTIA	Joan Fisher	(510) 267-6133
CCCTA	Janet Madrigal	(925) 860-2044
DELTA BREEZE	John Andoh	(707) 374-5337
GGBHTD	Gail Jackson	(415) 257-4581
MTC	Denise Rodrigues	(510) 817-5897
SFBART	Ron Granada	(510) 464-6103
SF WETA	Shirley Douglas	(415) 364-3191
SFMTA	Sheila Evans-Peguese	(415) 701-4436
SAMTRANS/JPB	Raymond Lee	(650) 508-7939
VTA	Pam Sarabia	(408) 321-5576

Your attendance is strongly encouraged.

This event is sponsored by the
Business Outreach Committee, a consortium of
Bay Area Transit and Transportation Agencies.

**This event is open to all small businesses,
resource agencies, contracting groups and
professional associations.**



San Francisco Municipal Transportation Agency





CALIFORNIA UNIFIED CERTIFICATION PROGRAM DISADVANTAGED BUSINESS ENTERPRISE (DBE) CERTIFICATION WORKSHOP



**THE BUSINESS OUTREACH COMMITTEE (BOC)
INVITES YOU TO LEARN ABOUT THE DBE CERTIFICATION PROGRAM**

DATE: JUNE 25, 2009
TIME: 3:30 pm - 5:30 pm
PLACE: Fremont Main Library
2400 Stevenson Blvd
Fremont, CA 94538

RSVP: See attached Google map with walking directions from Fremont BART
To confirm your attendance, provide your information on the attached form, and return it via email or fax to outreach@mtc.ca.gov or (510) 817-5848, no later than June 19, 2009.

WHY YOU SHOULD ATTEND?

Learn how a DBE certification can provide you access to federally-funded projects.

Bring your DBE certification application and receive one-on-one assistance completing your application (Go to <http://www.dot.ca.gov/hq/bep/> to download application).

Receive information on upcoming projects from BOC member agencies.

MINIMUM QUALIFICATIONS FOR DBE CERTIFICATION:

The firm must be at least 51% owned by one or more socially and economically disadvantaged individuals.

The firm must be an independent business, and one or more of the socially and economically disadvantaged owners must control its management and daily operations.

Only existing for-profit "Small Business Concerns," as defined by the Small Business Act and Small Business Administration (SBA) regulations may be certified. DBE applicants are first subject to the applicable small business size standards of the SBA. Second, the average annual gross receipts for the firm (including its affiliates) over the previous three fiscal years must not exceed U.S. DOT's cap of \$22.41 million.

The Personal Net Worth (PNW) of each socially and economically disadvantaged owner must not exceed \$750,000, excluding the individual's ownership interest in the applicant firm and the equity in his/her primary residence.

The BOC is comprised of the San Francisco Municipal Transportation Agency (SFMTA), Bay Area Rapid Transit (BART), Valley Transportation Authority (VTA), San Mateo County Transit District (SamTrans/Caltrain), Alameda-Contra Costa Transit District (AC Transit), Golden Gate Bridge, Highway and Transportation District (GGBHTD), Metropolitan Transportation Commission (MTC), Central Contra Costa Transit Authority (The County Connection), Alameda County Congestion Management Agency (ACCA), SF Bay Area Water Emergency Transportation Authority (WETA), and the Alameda County Transportation Improvement Authority (ACTIA). The goal of the BOC is to assist small disadvantaged and local firms in doing business with Bay Area Transportation Agencies.

Can't make this event?

Another certification workshop will be held this July in the Walnut Creek/Concord area.
Watch for further details.

Business Outreach Committee c/o Metropolitan Transportation Commission
101 8th Street • Oakland, CA 94607



San Francisco Municipal Transportation Agency





Please RSVP my firm for the June 25, 2009, DBE Certification Workshop:

Attendee Name & Title: _____
Company: _____
Address: _____
City, State & Zip Code: _____
Phone Number: _____
Fax Number: _____
Email: _____

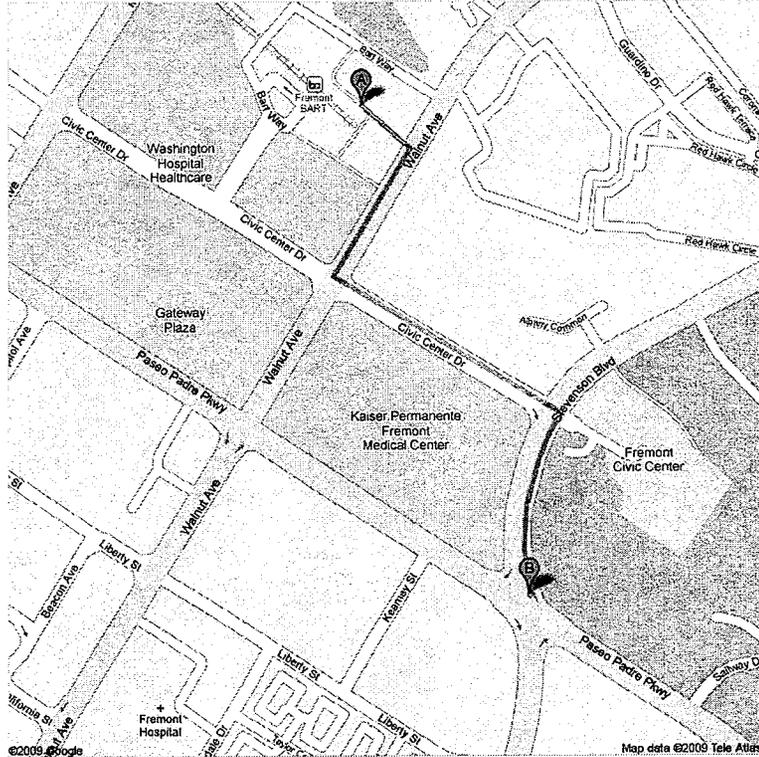
I'd like to reserve a time to meet one-on-one about my certification application.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Please e-mail or fax this completed form
no later than June 19, 2009,
to outreach@mtc.ca.gov or (510) 817-5848.



Directions to 2400 Stevenson Blvd, Fremont, CA 94538
0.7 mi – about 14 mins



Fremont BART Station

1. **Head southeast toward Walnut Ave**
About 1 min go 377 ft
total 377 ft
2. **Turn right at Walnut Ave**
About 3 mins go 0.2 mi
total 0.2 mi
3. **Turn left at Civic Center Dr**
About 6 mins go 0.3 mi
total 0.5 mi
4. **Turn right at Stevenson Blvd**
About 4 mins go 0.2 mi
total 0.7 mi

2400 Stevenson Blvd, Fremont, CA 94538

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2009, Tele Atlas



CALIFORNIA UNIFIED CERTIFICATION PROGRAM DISADVANTAGED BUSINESS ENTERPRISE (DBE) CERTIFICATION WORKSHOP



**THE BUSINESS OUTREACH COMMITTEE (BOC)
INVITES YOU TO LEARN ABOUT THE DBE CERTIFICATION PROGRAM**



DATE: JULY 30, 2009
TIME: 2:00 pm - 4:00 pm
PLACE: Contra Costa County Transit Authority (CCCTA) Board Room
2477 Arnold Industrial Way
Concord, CA



For information on taking public transit to the event, please visit <http://www.511.org/>



RSVP: To confirm your attendance, provide your information on the attached form and return it via email madrigal@cccta.org or fax to (925) 686-2630, no later than July 23, 2009.



WHY YOU SHOULD ATTEND?

Learn how a DBE certification can provide you access to federally-funded projects.

Bring your DBE certification application and receive one-on-one assistance completing your application (Go to <http://www.dot.ca.gov/hq/bep/> to download application).

Receive information on upcoming projects from BOC member agencies.



MINIMUM QUALIFICATIONS FOR DBE CERTIFICATION:

The firm must be at least 51% owned by one or more socially and economically disadvantaged individuals.

The firm must be an independent business, and one or more of the socially and economically disadvantaged owners must control its management and daily operations.

Only existing for-profit "Small Business Concerns," as defined by the Small Business Act and Small Business Administration (SBA) regulations may be certified. DBE applicants are first subject to the applicable small business size standards of the SBA. Second, the average annual gross receipts for the firm (including its affiliates) over the previous three fiscal years must not exceed U.S. DOT's cap of \$22.41 million.

The Personal Net Worth (PNW) of each socially and economically disadvantaged owner must not exceed \$750,000, excluding the individual's ownership interest in the applicant firm and the equity in his/her primary residence.

The BOC is comprised of the San Francisco Municipal Transportation Agency (SFMTA), Bay Area Rapid Transit (BART), Valley Transportation Authority (VTA), San Mateo County Transit District (SamTrans/Caltrain), Alameda-Contra Costa Transit District (AC Transit), Golden Gate Bridge, Highway and Transportation District (GGBHTD), Metropolitan Transportation Commission (MTC), Central Contra Costa Transit Authority (The County Connection), Alameda County Congestion Management Agency (ACCMA), SF Bay Area Water Emergency Transportation Authority (WETA), City of Rio Vista, Western Contra Costa County Transit (WestCat), and the Alameda County Transportation Improvement Authority (ACTIA). The goal of the BOC is to assist small disadvantaged and local firms in doing business with Bay Area Transportation Agencies.





Please RSVP my firm for the July 30, 2009, DBE Certification Workshop:

Attendee Name & Title: _____
Company: _____
Address: _____
City, State & Zip Code: _____
Phone Number: _____
Fax Number: _____
Email: _____

I'd like to reserve a time to meet one-on-one about my certification application.

Yes	No

Please e-mail madrigal@cccta.org or fax (925) 686-2630 this completed form no later than July 23, 2009.



Business Outreach Committee Contracting Newsletter #4, January 2009

The goal of the Business Outreach Committee (BOC) is to assist DBE, SBE, LBE, and WBE firms in doing business with Bay Area Transportation Agencies.

UPCOMING BOC EVENTS

Over the next year, the BOC plans to hold several events.

The first scheduled event is a Procurement and Business Networking event that will be held from 1 to 3 pm on January 29, 2009, at the Metropolitan Transportation Commission located at 101 8th Street, in Oakland CA, across the street from the Lake Merritt BART Station. Plan to attend if you have products, supplies or equipment to sell.

Other tentative events include a Public Participation Meeting that will include an update on local agency disparity studies in April 2009, an Outreach Event for Professional Service Consultants, and Training Courses on (1) Marketing, and (2) Financing/Bonding/Insurance.



San Francisco Municipal Transportation Agency



UPCOMING CONTRACTING OPPORTUNITIES:

AC TRANSIT

Eastmont Mall Transit Center	Issue Date*: 1/09	Est. \$: 250K
Fire Panel Inspection Services	Issue Date*: 2/09	Est. \$: TBD
Bike Rack Purchases	Issue Date*: TBD	Est. \$: TBD

BART

Calibration and Repair of Mechanical Tools & Measuring Devices	Bid Due Date: 1/27/09	Est. \$: TBD
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GGBHTD

San Rafael Data Center	Issue Date*: 1/09	Est. \$: 1.6M
Toll Plaza Pavement & Access Improvements	Issue Date*: 1 st Qtr '09	Est. \$: 3.1M
Golden Gate Bridge South Approach & Pier Physical Security Improvements	Issue Date*: 1 st Qtr '09	Est. \$: TBD

MTC

New Advanced Toll Collection & Accounting System for State-owned Bridges in Bay Area	Issue Date*: 1/09	Est. \$: TBD
Office Supplies	Issue Date*: 2/09	Est. \$: TBD
Retro Commissioning Implementation Services	Issue Date*: 2/09	Est. \$: TBD

SAMTRANS

<u>Communications Based Overlay Signal System</u>	Issue Date*: TBD	Est. \$: TBD
<u>Federal Legislative Advocacy Services</u>	Issue Date*: TBD	Est. \$: TBD
<u>Furnishing Brake Parts and Related Items</u>	Issue Date*: 3/10/09	Est. \$: TBD
<u>Bus Shelter and Signage Maintenance</u>	Issue Date*: TBD	Est. \$: TBD
<u>Providing Automatic Farebox Collection System</u>	Issue Date*: TBD	Est. \$: TBD

SFMTA

Capital Asset Mgmt Program for Off-street Parking Facilities	Issue Date*: 2/09	Est. \$: TBD
Metro East Facility Wheel Truing Machine & Miscellaneous Equip. Project	Issue Date*: 2/09	Est. \$: 4.5M
Misc. Rail Replacement	Issue Date*: 2/09	Est. \$: 8.5M
Muni Station E & Richmond Substation Project	Issue Date*: 2/09	Est. \$: 6.5M
A&E Serv. for Final Design for Central Subway	Issue Date*: 2/09	Est. \$: TBD

VTA

Surface Mounted Bike Racks	Bid Due Date: 2/3/09	Est. \$: TBD
Cerone O & R Security Improvements	Bid Due Date: 2/6/09	Est. \$: 90-200K
Replacement of Bus Wash at Chaboya Division	Bid Due Date: 2/5/09	Est. \$: 500K-3M

WETA

Treasure Island Ferry Terminal Design Services	Issue Date*: 1/20/09	Est. \$: TBD
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*All Dates subject to change, check agency websites for more information.

Caltrans District 4 Contractor Outreach for Prime Contractors, Sub- contractors, & DVBES

At this free event, general bid information will be given on upcoming projects with anticipated advertisement dates in the next four months. There are approximately 47 projects with construction costs of nearly \$660 million. Several projects have estimated costs that start in the \$150,000 range and go up to \$290 million. Don't miss this opportunity to make new contacts and get your questions answered!

When: January 29, 2009
10:00 am to 1:00 pm
Where: Elihu M. Harris
State Building,
1515 Clay Street, Room 1,
Oakland CA 94607

RSVP at:
http://www.dot.ca.gov/dist4/smallbusiness/registration_outreach_012909.htm

WHERE TO FIND CONTRACTING OPPORTUNITIES:

ACCOMA:	http://www.accma.ca.gov/pages/RFPsRFQsPresent.aspx
AC TRANSIT:	http://www.actransit.org/purchasing/
BART:	http://www.bart.gov/about/business/contracts.asp
CCCTA:	http://www.cccta.org/wb/
CITY OF RIO VISTA:	http://www.rio-vista-ca.com/rfp.htm
GGBHTD:	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/
WETA:	http://www.watertransit.org/contract_oop.aspx

SFMTA PROFESSIONAL FINAL DESIGN SERVICES FOR CENTRAL SUBWAY REQUEST FOR INFORMATION (RFI)
SFMTA will hold an informational meeting at 3:00PM, 1/27/09, at SFMTA, 1 So. Van Ness, 2nd Floor, San Francisco, CA

For Professional Final Design Services RFI for Central Subway Project SFMTA invites your input & Comments on development of competitive solicitation for A&E services. Direct request for RFI, questions/comments to Mario Gallardo at (415) 701-4348 (phone)
Deadline for comments: 1/29/09

FREE COURSES AND SEMINARS

Connect to the Net- How to Launch

Your Website Quickly

SBA Entrepreneur Center
455 Market St., 6th Floor
San Francisco, CA 94105
Monday, Feb. 02, 2009
6:00 PM - 8:30 PM

Business Law Basics

SBA Entrepreneur Center
455 Market St., 6th Floor
San Francisco, CA 94105
Wednesday, Feb. 04, 2009
3:30 PM - 5:30 PM

Starting a Business in San Francisco

SBA Entrepreneur Center
455 Market St., 6th Floor
San Francisco, CA 94105
Wednesday, Feb. 04, 2009
10:00 AM - 12:00 PM

Small Business Marketing

Plans that Work

SBA Entrepreneur Center
455 Market St., 6th Floor
San Francisco, CA 94105
Tuesday, Feb. 17, 2009
6:00 PM - 8:30 PM

Responding to RFPs

San Francisco SBDC
455 Market Street, 6th Floor
San Francisco, CA 94105
Thursday, February 5, 2009
9:00 am to 12:00 pm

Doing Business with Alameda County

Alameda County Conference Center
125 12th Street, 4th Floor
Oakland, CA 94607
February 19, 2009
9:00 am to 12:00 pm



Successful Contractor Outreach Event!

On October 22, 2008, the BOC held a Contractor-Subcontractor Outreach Event at the Metropolitan Transportation Commission in Oakland, California.

The event provided:

- Information on upcoming construction projects that will be undertaken by local transportation agencies,
- Advice on best practices for subcontractors,
- Advice on how to bid and perform on major transportation projects in the San Francisco Bay Area, and
- The opportunity to network with primes and subcontractors and agency personnel.

Speakers included Golden Gate Bridge, Highway and Transportation District and SamTrans staff, representatives from Stacy & Witbeck, Incorporated, and Yerba Buena Engineering and Construction.

There were over 70 attendees at this event, and, based on feedback received from those in attendance, we are happy to say that the event was a success.

We will be having more events of this type in the future and we welcome your suggestions. We are specifically seeking your input on what topics you'd like us to focus on in the future, and what time and location is the most convenient for you to attend.

AGENCY CONTACTS

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

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) 680-2044 or madrigal@cccta.org

CITY OF RIO VISTA: John Andoh
 Transit Coordinator
 (707) 374-5337 or
jandoh@ci.rio-vista.ca.us

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

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

Other Transportation Links:

Altamont Commuter Express
<http://www.acerail.com/about-ace/rfp/default.htm>

Solano Transportation Authority
<http://www.sta.dst.ca.us/stajobs.htm#rfp>

Alameda County Transportation Authority
<http://www.acta2002.com/opportunities.html>

The BOC needs your help to make sure this newsletter brings you the information you want. Please send any suggestions to improve the newsletter content to: outreach@mtc.ca.gov



Business Outreach Committee Contracting Newsletter #5, March 2009

The goal of the Business Outreach Committee (BOC) is to assist DBE, SBE, LBE, and WBE firms in doing business with Bay Area Transportation Agencies.

IMPORTANT UPDATE: Caltrans has received conditional approval from the Federal Highway Administration (FHWA) to immediately implement its Federal Fiscal Year (FFY) 2009 DBE Goal and Methodology. The 2009 Goal and Methodology provides for a 6.75 percent race-conscious goal and a 6.75 percent race-neutral goal for an overall 13.5 percent program goal. By March 30, 2009, the Division of Engineering Services and the Division of Procurement and Contracts will begin including an appropriate DBE race-conscious goal to include African American, Asian-Pacific American, Women, and Native American businesses, in the advertised contracts for federally funded projects. These four groups together will be referred to as Underutilized Disadvantaged Business Enterprises (UDBEs). The race-conscious goal established for each contract will be based on the subcontracting opportunities it provides and the availability of UDBEs. Please visit <http://www.dot.ca.gov/hq/bep/> for more information.

UPCOMING CONTRACTING OPPORTUNITIES:

ACTIA

Lewelling/East Lewelling Boulevard Widening	Issue Date*: 4/09	Est. \$: 13.8M
Route 84 Expressway Constructability Review	Issue Date*: 3/09	Est. \$: 50K
I-880 Broadway-Jackson Interchange Improvement	Issue Date*: 3/09	Est. \$: TBD
Preliminary Engineering Study & Project Manager		

AC TRANSIT

Paint Booth	Issue Date*: 5/09	Est. \$: TBD
Chiller purchases	Issue Date*: TBD	Est. \$: TBD

BART

Procurement of Fasteners	Issue Date*: 4/09	Est. \$: TBD
Landscape Maint. for West Livermore, Pittsburg & Antioch Park and Ride Lots	Issue Date*: 4/09	Est. \$: TBD
Repaint Outdoor Substations & Gap Breakers	Issue Date*: 4/09	Est. \$: TBD
Aerial Structure Fall Protection, West Oakland	Issue Date*: 4/09	Est. \$: TBD

CCCTA

Paratransit and Flex Route Services	Issue Date 2/28/09	Est. \$: TBD
Construction & Mgmt of DVC Transit Center	Issue Date*: TBD	Est. \$: TBD
Construction & Mgmt of Pacheco Transit Hub	Issue Date*: TBD	Est. \$: TBD

MTC

Furnishing & Delivery of Office Supplies	Issue Date*: 3/09	Est. \$: TBD
Window Washing Services	Issue Date*: 3/09	Est. \$: TBD
As-Needed Electrical Services	Issue Date*: 4/09	Est. \$: TBD
As-Needed Plumbing Services	Issue Date*: 4/09	Est. \$: TBD
Landscape Maintenance	Issue Date*: 4/09	Est. \$: TBD

SAMTRANS

<u>Providing Automatic Farebox Collection System</u>	Issue Date*: TBD	Est. \$: TBD
<u>Furnishing & Delivery of Office Supplies</u>	Issue Date*: TBD	Est. \$: TBD
<u>OPEB Annual Actuarial Valuation</u>	Issue Date*: TBD	Est. \$: TBD
<u>Bus Stop Maintenance Services</u>	Issue Date*: TBD	Est. \$: TBD

SFMTA

A&E Services-Final Design Central Subway Project	Issue Date*: 4/09	Est. \$: TBD
Cable Car Propulsion Sys DC Motor Drives Upgrade	Issue Date*: 4/09	Est. \$: 7.2M
Wayside Fare Collection Equip. Replacement	Issue Date*: 4/09	Est. \$: 17M
Central Control Computer Room HVAC	Issue Date*: 5/09	Est. \$: 250K
Central Control UPS Replacement	Issue Date*: 5/09	Est. \$: 300K

WESTCAT

Site Security Upgrade	Issue Date*: TBD	Est. \$: TBD
Auxiliary Power Supply for the facility	Issue Date*: TBD	Est. \$: 100K
Bus Support Lifts	Issue Date*: TBD	Est. \$: 68K

*All Dates subject to change, check agency websites for more information.

You are Invited to the:

BOC Public Participation Session
on Wednesday, April 22, 2009, from 4 to 6 p.m. at MTC, 101 8th Street, Oakland, CA 94607

The BOC's annual Public Participation session is aimed at providing SBE, DBE, and WBE firms with information about U.S. Department of Transportation (DOT)-assisted contracting opportunities in the upcoming fiscal year. SBE, DBE, WBE firms, and general contracting groups are encouraged to share information on the availability of ready, willing, and able DBEs to participate in DOT-assisted contracts let by transit and transportation agencies throughout the region.

This meeting will have a special focus on new contracting opportunities made possible by funding from the American Recovery and Reinvestment Act (ARRA), aka "the federal Stimulus Package." See Page 2 of this newsletter for more information on the ARRA.

WHERE TO FIND CONTRACTING OPPORTUNITIES:

ACTIA:	http://www.acta2002.com/opportunities.html
ACCOMA:	http://www.accoma.ca.gov/pages/RFPsRFQsPresent.aspx
AC TRANSIT:	http://www.actransit.org/purchasing/
BART:	http://www.bart.gov/about/business/contracts.asp
CCCTA:	http://www.cccta.org/wb/
CITY OF RIO VISTA:	http://www.rio-vista-ca.com/rfp.htm
GGBHTD:	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/
WETA:	http://www.watertransit.org/contract_oop.aspx

LEARN ABOUT THE DBE CERTIFICATION PROGRAM

MARCH 25, 2009 from 1 to 4 p.m. at the SFMTA Offices
1 South Van Ness Ave, 2nd flr Atrium at the meeting you will:

- Learn how DBE certification can provide access to federally funded projects;
 - Get one-on-one help with applications;
 - Receive information on upcoming projects throughout the district
- RSVP at: (415) 701-4436 or sheila.evans-peguese@sfmta.com



American Recovery and Reinvestment Act (ARRA) ***Anticipated funding for Bay Area Transit Agencies***

BOC member agencies and other local agencies are anticipating \$271 million in ARRA funds for Public Transit System Preservation Projects. Funding will be available for infrastructure, repairs, and maintenance; BOC member highlights are identified below. For more information on the region's formula-based share of the ARRA, please visit: <http://www.mtc.ca.gov/news/info/stimulus2.htm>

As these projects come up for bid, complete details will be available on agency websites. A more in-depth review of these projects will also be available at the BOC's public participation session scheduled for April 22, 2009 (see Page 1 of this newsletter for detailed information on that event).

Agency	Project	ARRA Funding (in millions)
BART	480V Switchgear Replacement	\$20
	Pleasant Hill Crossover	\$13
	Balboa Station Walkway Safety	\$2
	Anode and Cable replacement, Transbay Tube	\$5.1
	Coverboard Replacement	\$4.1
	Capacity Interior Reconfiguration, 105 cars	\$1
	Floor and Seat Cushion Replacement, 50 cars	\$2.5
	Auxiliary Power Supply Equipment Replacement, 30 cars	\$4.8
	Between-Car Barriers	\$2.3
	Project Development, Concord Shop Wheel Truing Machine	\$0.3
Caltrain	Track and Infrastructure Rehab	\$5.5
	San Mateo County Railroad Bridge Replacement	\$1.8
	Operations Control Center System Replacement	\$2.9
GGHBTD	Ferry Refurbishment	\$9.4
SFMTA	LRV Doors and Steps Reconditioning, Collision Repairs	\$33
	Motor Coach Component Rehab	\$16
	Central Control & Communications Interim Line Mgmt Center	\$0.4
	ATCS Inductive Loop Cable in the Muni Metro Subway	\$1
	Capital Project Controls Software & Support	\$0.5
	Capital Planning and Grant Mgmt Application	\$0.25
	Bus Yard Workstation Replacement	\$0.1
	Cable Car Kiosks	\$0.35
	Change Machines	\$0.04
	67 Ticket Vending Machines	\$11
	Facility Enhancement	\$4
Maintenance of Track Switches	\$1	
SamTrans	Bus Replacement	\$3.8
VTA	Hybrid Bus Replacements	\$47.5
	Bus Stop Enhancements	\$0.35

We need your help to make sure this newsletter brings you the information you want. Send suggestions to improve newsletter content to: outreach@mtc.ca.gov

Free Seminars Offered by the Northern California SBDC Network

Successful Advertising & Marketing Plans Seminar in Danville, Tuesday, March 31, 2009, 9-12pm

Learn how conventional media (cable TV, print, yellow pages, radio) and online marketing can be utilized to increase sales, gain market share, and build profits. You will gain a better understanding of Advertising, Marketing, and Promotions planning, and be positioned to determine the most cost effective mix of mediums for your business.

[Click HERE to register for this seminar](#)

Starting-a-Business Seminar in Oakland, Tuesday, April 7, 2009 from 2 to 5pm

This is a new class which will integrate several aspects of the entrepreneurial experience necessary to all successful new businesses. The seminar will include key business planning, accessing capital, legal, technology, and human resource issues critical to being a successful entrepreneur. This class is a **must** for anyone interested in starting their own business and is designed to work in concert with other Alameda County SBDC classes.

There will be a panel discussion as part of the program and time for one-on-one networking with the panelists at the end of the program.

[Click HERE to register for this Seminar](#)

Successful Business Plans Seminar in Fremont, Wednesday, April 15, 2009, from 2 to 5pm

This class is a building block for any small business owner or entrepreneur in search of a simple and sure fire way to understand the fundamentals of writing an excellent business plan for their specific business.

The Business Plan is the foundation for profitable growth, raising capital, communicating with employees, vendors and customers, and without one, the business simply isn't being well-managed and won't be successful. This class is a must for business in all industries, of all types and at all stages of development.

[Click Here to Register for this Seminar](#)

SUCCESSFUL MEET THE BUYER EVENT

The BOC held a "Meet the Buyer" event on January 29, 2009. The event allowed the over seventy-three companies that attended to have a chance to meet the buyers of the local transportation agencies that participate in the BOC.



SPOTLIGHT ON SUCCESSFUL DBE

Incorporated in 2005, L. Luster & Associates (LLA) is a professional service consulting firm founded and located in Oakland, California. L. Luster & Associates, Inc. has over 20 years of consulting experience and a well-established reputation for excellent service in the SF Bay Area and beyond.

LLA is a woman-owned and minority-owned small business, whose certifications include: California Unified Certification Program-BART (DBE); Alameda County Transportation Improvement Authority (LBE/SLBE/VSLBE); Port of Oakland (LIABE/SBE/VSBE); Alameda County (SLEB); California Public Utilities Commission (WMBE).

Dr. Laura Luster, LLA's principal, has built her firm on a reputation for honesty, integrity, and excellence in service. LLA works with both public and private sector clients, specializing in transportation and large infrastructure construction. The firm currently serves as the Contract Equity consultant to ACTIA, providing business outreach and certification, as well as being the CityBuild consultant to the SF Mayor's Office of Economic and Workforce Development.

L. Luster & Associates assists clients with: Business outreach and community inclusion; Local workforce inclusion & Overall workforce development; Contract and labor compliance; Policy development and Strategic planning; and Research and development of innovative business/program models associated with workforce trends and needs.

Many Bay Area agencies set goals for the inclusion of small/local businesses on their contracts. Dr. Luster remarked that obtaining the requisite certifications has led to expanded opportunities for obtaining work as a prime, which is not typically the case for very small start up firms.

AGENCY CONTACTS

ACTIA: Joan Fisher
Business Outreach & Contract Compliance
(510) 267-6133 or
outreach@actia2022.com

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

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) 680-2044 or madrigal@cccta.org

CITY OF RIO VISTA: John Andoh
Transit Coordinator
(707) 374-5337 or jandoh@ci.rio-vista.ca.us

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

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

Small Business Transportation Resource Center (SBTRC) Offers Free Consulting Sessions

Explore how your business might fit in the DOT contracting picture.

- SBTRC provides 45-minute free consulting sessions on Monday afternoons from 3-5 PM. Reservations are honored on a first come, first serve basis.
- RSVP at 415.348.6262 and speak to Carolyn Kubota or Tom Trent or email carolyn@uspaacc.com or tom@uspaacc.com.
- Please make sure you tell us your business name, and focus of your work. This is critical as we need this to match you with US DOT funding, if possible.
- SBTRC-SW, 275 5th Street, San Francisco, CA 94103.



Business Outreach Committee Contracting Newsletter #6, July 2009

The goal of the BOC is to assist small disadvantaged and local firms in doing business with Bay Area Transportation Agencies.



CERTIFICATION WORKSHOPS

The BOC held Certification Events on March 25, 2009 in San Francisco, and on June 25, 2009 in Fremont. These events gave the over seventy-five companies that attended information on the benefits of getting certified as a DBE and allowed them to meet with certifying agency staff to review and discuss the DBE application/process. Another Certification Event is scheduled on July 30, 2009 from 2:00 p.m. to 4:00 p.m., at the Central Costa County Transit Authority (CCCTA), Board Room, located at: 2477 Arnold Industrial Way, Concord, CA. At the event, BOC members will provide:

- * Information on how DBE certification can provide access to federally-funded projects; and
- * One-on-one help with application package

More information on this event, including how to RSVP, can be found at the following link: <http://www.mtc.ca.gov/jobs/>

UPCOMING CONTRACTING OPPORTUNITIES:

BART

Stations R Line - El Cerrito Plaza, El Cerrito del Norte	UDBE Goal: N/A	Issue Date*: 7/09	Est. \$: 10-12M
Concord Station	UDBE Goal: N/A	Issue Date*: 7/09	Est. \$: 1-1.5M
System Wide Equipment	UDBE Goal: N/A	Issue Date*: 8/09	Est. \$: 7-8M
Aerial Structures - M Line	UDBE Goal: N/A	Issue Date*: 8/09	Est. \$: 20-25M
Stations A Line	UDBE Goal: N/A	Issue Date*: 8/09	Est. \$: 22-27M

CCCTA

Construction of the Diablo Valley College Transit Center	DBE Goal: N/A	Bid Due Date: 8/7/09	Est. \$: TBD
Oil/Water Separator for Fuel Island	DBE Goal: N/A	Issue Date*: TBD	Est. \$: TBD

GGBHDT

Lead Cleanup Phase II Feasibility Study Remedial Action Plan & Construction Drawings Golden Gate Bridge No. & So. Approaches	UDBE Goal: N/A	Issue Date*: 7/09	Est. \$: TBD
San Francisco Bus Facility Paving and Site Work	UDBE Goal: N/A	Issue Date*: 8/09	Est. \$: 2.6M
GG Bridge So. Approach & Pier Physical Security Improvements	UDBE Goal: N/A	Issue Date*: 11/09	Est. \$: 3M
Rehabilitate Larkspur Maintenance Facility	UDBE Goal: N/A	Issue Date*: TBD	Est. \$: 617,000

MTC

Window Washing Services	UDBE Goal: N/A	Issue Date*: TBD	Est. \$: TBD
As-Needed Electrical Services	UDBE Goal: N/A	Issue Date*: TBD	Est. \$: TBD
As-Needed Plumbing Services	UDBE Goal: N/A	Issue Date*: TBD	Est. \$: TBD
Landscape Maintenance	UDBE Goal: N/A	Issue Date*: TBD	Est. \$: TBD

SAMTRANS

<u>On-Call Transportation and Environmental Planning</u>	UDBE Goal: N/A	Issue Date*: TBD	Est. \$: TBD
<u>San Mateo Bridges Retrofit Project</u>	UDBE Goal: TBD	Issue Date*: TBD	Est. \$: TBD
<u>Real Estate Appraisals & Real Estate Appraisal Reviewer</u>	UDBE Goal: N/A	Issue Date*: 7/09	Est. \$: TBD
<u>Automotive & Bus Upholstery Services</u>	UDBE Goal: N/A	Issue Date*: TBD	Est. \$: TBD

SFMTA

John Woods Motor Coach Facility-Vehicle Lift Replacement Phase I	UDBE Goal: N/A	Issue Date*: 7/09	Est. \$: 2.5M
Cable Care Propulsion System DC Motor Drives Upgrade	UDBE Goal: N/A	Issue Date*: 7/09	Est. \$: 7.2M
SFMTA Project Control System	UDBE Goal: N/A	Issue Date*: 8/09	Est. \$: TBD
Islais Creek Facility Motor Coach Maintenance & Operations Facility	UDBE Goal: N/A	Issue Date*: 8/09	Est. \$: 70M

VTA

Long-term Landscaping Maintenance	UDBE Goal: N/A	Issue Date*: 7/09	Est. \$: 500K-\$1M
CCTV at Light Rail Stations, Phase II	UDBE Goal: TBD	Issue Date*: 7/09	Est. \$: 500K-\$1M
LRV Paint Mix Room Improvements	UDBE Goal: N/A	Issue Date*: 8/09	Est. \$: 50K-200K
South Line Elevator & Escalator Retrofit	UDBE Goal: N/A	Issue Date*: 11/09	Est. \$: 1M-4M

WETA

Construction of Viewing Terrace and Pier	UDBE Goal: N/A	Issue Date*: TBD	Est. \$: 6.8M
Construction of Gangway and Float	UDBE Goal: N/A	Issue Date*: TBD	Est. \$: 9.5M

*All Dates subject to change, check agency websites for more information.

WHERE TO FIND CONTRACTING OPPORTUNITIES:

ACTIA:	http://www.acta2002.com/opportunities.html
ACCOMA:	http://www.accoma.ca.gov/pages/RFPsRFQsPresent.aspx
AC TRANSIT:	http://www.actransit.org/purchasing/
BART:	http://www.bart.gov/about/business/contracts.asp
CCCTA:	http://www.cccta.org/
CITY OF RIO VISTA:	http://www.rio-vista-ca.com/rfp.htm
GGBHDT:	http://www.goldengate.org/contracts/
MTC:	http://www.mtc.ca.gov/jobs/
SAMTRANS:	http://www.samtrans.com/rfppub/
SFMTA:	http://www.sfgov.org/site/oca_index.asp?id=26507
For upcoming SFMTA American Recovery & Redevelopment Act of 2009 Projects go to www.sfmta.com , and click on Recovery & Redevelopment Act of 2009	
VTA:	http://www.vta.org/procurement/solicitations/
WETA:	http://www.watertransit.org/contract_oop.aspx
WESTCAT:	http://www.westcat.org/procurement/index.html

Alameda County Contractor Bonding Assistance Program (CBAP)

on July 15, 2009, from 4 to 7 p.m.
at the Snow Building, Oakland Zoo
9777 Golf Links Road
Oakland, CA 94605

A meeting will be held to:

- Provide info on the CBAP
- upcoming contracting opportunities, and
- Prime contractors

RSVP by email joanlla@comcast.net
or phone 510-677-8008,
or fax 510-440-8008



San Francisco Municipal Transportation Agency



The Federal Technology Center (The FTC) is a **not-for-profit public benefit corporation** that promotes economic development in California by teaching small businesses **how to successfully compete for government contracts**. FTC counselors/instructors have over 200 years combined expertise in government contracting. They provide the following valuable services to small businesses:

- **Free Education** - workshops and seminars on a variety of topics of interest to small businesses that want to do business with the government.
- **Free Counseling** - advice and assistance to small businesses to identify marketing opportunities and strategies, prepare and submit certification applications, research and understand regulations, respond to solicitations, pursue subcontracting opportunities, and comply with post contract award administration.
- **Free Assistance with Small Business Government Qualification Processes** - DUNS Numbers, Central Contractors Registration (CCR), General Services Agency (GSA) Schedule, California Multiple Award Schedules (CMAS). See our *Getting Started* webpage to get your company set up: www.TheFTC.org/gettingstarted.
- **Free Certification Assistance** - 8(a), Small Disadvantaged Business (SDB), Historically Underutilized Business (HUB) Zone Programs, State of California Small Businesses, Disabled Veteran Business Enterprise (DVBE), and CalTrans Disadvantaged Businesses Enterprise (DBE) Programs, California Public Utilities Women and Minority Business Enterprise (WMBE) Clearinghouse
- **GovLink Bid-Matching Service** - For the cost of pennies per day, The FTC will notify you when your products or services match what the government wants to buy. See our GovLink Bid-Matching Service webpage: www.TheFTC.org/bid-matching

California Construction Program Contracting

You are encouraged to attend and learn first-hand, from an expert team of training consultants who intimately understand Caltrans and local agencies' bidding and award processes as current and former contractors and business owners.

Module descriptions for year two of the California Construction Contracting Program Module Training Series can be found by clicking on the following link:

http://buildcalifornia.org/html/free_training.html

The Small Business Development Center (SBDC) offers individual advice and guidance concerning the formation, management, financing and operation of your business. Counseling is provided at no charge to qualified businesses (may be costs for certain out-of-pocket expenses). To qualify for counseling, a business must have less than 500 employees. Individuals considering starting a business are also eligible for counseling. SBDC counselors have significant experience in the private sector, and many have extensive management and financial consulting backgrounds. Many SBDCs use qualified faculty, students and volunteers to enhance their counseling services. SBDC counselors are highly regarded by clients for their business skills and expertise. All counseling is confidential. You can check out your local SBDC website to see the full range of their services. **If you want to make an appointment with a counselor you can do so online.** Someone from your local SBDC will contact you in most cases by the next business day.

Caltrans District 4

Contractor Outreach for Prime Contractors, Sub-contractors, SBE's and DVBEs.

General bid information will be provided on projects anticipated to be advertised in the next four months. There are approximately twenty-five projects with construction costs of nearly \$750 million.

This free event will be held on Thursday, July 23rd, 2009, from 10:00 am to 1:00 pm at the Elihu M. Harris State Building, 1515 Clay Street, Room 2, Oakland CA 94607

You can register for this event online at: [CaltransDist4Event](#)

Please pre-register by Monday July 20th, 2009

QUESTIONS? Please call the Caltrans Small Business Office at **510-286-7096** or email Adriana Harris at adriana_harris@dot.ca.gov.

AGENCY CONTACTS

ACTIA: Joan Fisher
Business Outreach & Contract
Compliance
(510) 267-6133 or
outreach@actia2022.com

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

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

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We need your help to make sure this newsletter brings you the information you want. Send suggestions to improve newsletter content to: outreach@mtc.ca.gov

TIPS FOR RESPONDING TO MTC PROCUREMENTS

MTC issues several types of procurements, and each has specific requirements for respondents. Listed below are key things that potential bidders should always look for when reviewing procurements:

Ø Type of Procurement

Determine what type of procurement you are looking at; this will let you know how the responses will be evaluated. If it's an Invitation for Bid (IFB) or Solicitation of Quotation (SOQ), the proposals will be awarded to the lowest responsive bidder. If the procurement is a Request for Proposal (RFP), Request for Quotation (RFQ), or Solicitation of Proposal (SOP), then several factors (with cost effectiveness being one) will be used to determine the best overall proposal.

Ø Bid Due Date

When is the bid due? It is critical to take note of the bid due date, as they are absolute. If MTC does not receive your bid by the date and time listed, it will not be eligible for consideration.

Ø Minimum Qualifications

Review the procurement to determine if Minimum Qualifications (MQs) are listed. If they are, you need to determine if your firm meets these qualifications. If your firm does not meet the qualifications, your bid will not be considered responsive. Companies that don't meet the minimum qualifications are NOT precluded from performing as subcontractors.

Ø Project Manager (PM)

Call the PM with questions. The PM is your resource to find out: Who are the prime contractors bidding on this project? Are there any subcontracting opportunities? The PM can provide bid addendums (if applicable), Excel or Word forms for the proposal (if available), and answer any other question(s) you may have about the procurement.

Ø Form of Proposal

This section identifies the order in which to present information that your company must provide for 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 that your bid will be deemed non-responsive.

Ø Scope of Work

This section describes the type of service or equipment for which the agency is seeking to issue a contract. Review this section thoroughly. If you win the bid, you will be required to provide the services/equipment as listed in this section.

Ø 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.

THINGS A POTENTIAL BIDDER SHOULD DO BEFORE A BID IS DUE

1. Ask questions.
2. Attend the bidders' conference (if applicable).
3. If your firm doesn't meet the MQ's, find out what prime contractors are on the bid list, and contact them about possible subcontracting work.