



Business Outreach Committee (BOC)

A Consortium of Bay Area Transit and Transportation Agencies

CONSULTATION MEETING 2019

Tuesday, April 2, 2019

12:00 PM – 1:00 PM

Alameda-Contra Costa Transit District (AC Transit)
1600 Franklin Street, Board Room
Oakland, CA 94612

MINUTES

1. Introduction/Background

- Artemise Davenport (BOC Chair/GGBHTD) began the meeting and gave a brief background of the BOC and the purpose of the consultation meeting.

- BOC member agency introductions:
 - Artemise Davenport, Golden Gate Bridge, Highway & Transportation District (GGBHTD)
 - Brooklyn Moore-Green, Alameda Contra Costa Transit District (AC Transit)
 - Phillip Halley, Alameda Contra Costa Transit District (AC Transit)
 - Tania Babcock, Eastern Contra Costa Transit Authority (Tri-Delta Transit)
 - Mike Furnary, Western Contra Costa Transit Authority (WestCat)
 - Sheila Evans-Peguese, San Francisco Municipal Transportation Agency (SFMTA)
 - Todd Senigor, San Francisco Municipal Transportation Agency (SFMTA)
 - Olga Medina, Santa Clara Valley Transportation Authority (VTA)
 - Liz Brazil, Santa Clara Valley Transportation Authority (VTA)
 - Dennis Ybarra, Solano County Transit (SolTrans)
 - Joseph Towner, San Francisco Bay Area Rapid Transit District (BART)
 - Hoa Sin, San Francisco Bay Area Rapid Transit District (BART)
 - Renee Kulick, Napa Valley Transportation Authority (NVTA)
 - Lauren Gularte, San Francisco Bay Ferry/Water Emergency Transportation Authority (WETA)
 - Kristina Martinez, Central Contra Costa Transit Authority (County Connection)
 - Luz Campos, Metropolitan Transportation Commission (MTC)

- Participant introductions:
 - Adam Gehlert, VSCE, Inc.
 - Cheryl Chambers, VSCE, Inc.

2. Roundtable Discussion

- Proposed Roundtable Discussion Topics
 - What are the major barriers for your members in competing for contracting opportunities?
 - What trades are there a lack/plethora of DBE participation?
 - What types of technical assistance do your members need most?
 - Do you have suggestions for resources and references that the BOC should develop, maintain, and disseminate to your members?
 - How can the Business Outreach Committee assist you in your mission?
- Artemise Davenport (GGBHTD) began the discussion by letting participants know each of the agencies present were in the process of establishing their three-year overall DBE goals for FFY 2020-2022. The BOC is seeking feedback from participants on items such as:
 - Issues within the DBE/SBE community.
 - Challenges to the DBE program.
 - What agencies can do to assist DBE/SBEs.
- Adam Gehlert (VSCE, Inc.) asked how the BOC could better reach contractors since his firm was the only participant in attendance during this session. Ms. Davenport noted that the BOC utilizes a variety of avenues to get information out, including mass e-mail distribution. Individual agencies also have registration options on their respective websites to receive notifications of events, procurements, etc. Mr. Gehlert stated that it would be great to have one main website (at least at the regional level) of all agency contracting opportunities instead of having to register through each individual website.
- Sheila Evans-Peguese (SFMTA) asked VSCE how they get in front of job opportunities before they hit the street. Mr. Gehlert replied that they participate in many networking opportunities and agency events. Liz Brazil (VTA) noted match-making events to build connections with prime contractors. Ms. Davenport also noted that the BOC may consider fine-tuning its annual “Meet the Primes” events to create more 1-on-1 opportunities/interviews for DBEs/SBEs and prime contractors.
- Cheryl Chambers (VSCE, Inc.) stated that DBEs need assistance on financial forms in the procurement process if they have not done it before. Ms. Evans-Peguese asked if it would be helpful for agencies to hold separate sessions to assist in completing all required forms. Ms. Chambers answered yes, indicating all involved departments should be present at those meetings.
- Phillip Halley (AC Transit) asked VSCE what types of financial requirements they have for firms they work with. Mr. Gehlert stated they generally have payment mechanisms in place that are consistent with state law. Agencies asked how others were encouraging their primes to submit bills on time and what types of different payment mechanisms were there to ensure subcontractors were being paid on time and primes were being held accountable. Ms. Brazil noted that one payment mechanism was through the use of an escrow account to ensure subcontractors were being paid on time. This is something agencies can consider during the contract negotiations process.
- Artemise Davenport (GGBHTD) asked if VSCE had any suggestions for resources and how the BOC could assist. Ms. Chambers noted more outreach and partnering up with different organizations (i.e. Conference of Minority Transportation Officials (COMTO)).

- Cheryl Chambers (VSCE) asked what the difference was between both sessions being held. Ms. Davenport explained the first session was geared towards business organizations, chambers of commerce, etc. that may be able to provide feedback on the DBE/SBE communities they work with. The second session is open to the general public and DBE/SBE community where they are able to comment on the goal-setting methodology agencies use to establish their overall goals and/or the DBE Program in general.
- Phillip Halley (AC Transit) asked VSCE how busy their organization was at this time. He noted that AC Transit has had a number of solicitations with a lack of, or no bids. He sought input on different advertising strategies and how other agencies were getting their information out.

ADJOURNMENT