

## NBWRP, SVCS D Treatment Plant, Pumping and Piping Upgrades

PRE BID CONFERENCE

Conference Minutes

22675 Eighth Street East

Sonoma, CA

Tuesday

July 12, 2016

10:00 AM

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WA Attendees: Mollie Asay (MA), Melissa MacDonald

Planholders/Contractors: Steve Njrich, Stephen Welling, Jesse Jardin, Jim Huppert, Michele Van Stone for Steve Lydon, and Dana Wilkons.

Agenda:

1. Grant Funding – MA

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- Project has US Department of Interior Bureau of Reclamation WaterSmart grant funding, a federal source.
- Please ensure you submit all required documents in Envelope “B”. Refer to Document 00815, sec. 1.9 (Funding Compliance Forms).
- The funding agency requires utilization of Small Business Administration (SBA), and Minority Business Development Agency (MBDA) in your outreach to Disadvantaged Business Enterprises (DBEs). SBA and MBDA allow you to both post opportunities and search for firms. The intent of the requirement is to ensure that disadvantaged business enterprises, including minority-owned and women-owned businesses, and small business enterprises have opportunities to compete for projects funded by federal money.
- Provide documentation of searches and contact with DBEs. Refer to 00815 Attachment D.
- Attachment D is a summary that explains outreach and how to do it. Affirmative steps must be completed by owner and contractor. Required to outreach to businesses through Minority Business Development Agency (MBDA), and Small Business Administration (SBA) websites as shown on page D3, and D4.
- You are required to perform and document outreach efforts to DBE/SBE firms.
- You are required to retain that documentation and make it available upon demand to Owner or federal or state entities for at least 7 years (Audit).
- There is no requirement to hire these businesses, only to level the playing field by making efforts to include them in solicitations for this work. No goals associated with these efforts.
- Submit Document 00457 at time of bid, certifying that you have taken the affirmative steps, have retained supporting documentation, and understand the requirements of 00815, sec. 1.4A (Audit).

- Contractor will be required to submit the DBE steps checklist, document 457, and sign certification at bid time. Contractor must retain in their records all advertisements, postings in newspapers, trade journals, websites, etc. Evidence that both SBA and MBDA\* websites were used must also be retained.

\*Note – if the websites are not working properly, please take a screen shot of the website showing it is not working for your documentation.

- Outreach to Disadvantaged Business Enterprises (DBE) must be conducted prior to submitting bid and throughout the project. Outreach prior to bid opening should be conducted within a reasonable amount of time. The Water Agency performed their outreach at least 1 month prior to advertisement. See 00815, Attachment D on how to conduct and report.
- Davis Bacon Act/Federal and State Prevailing Wage Rates apply
- CPR records for all subs will be required to be submitted via the DIR
- The labor compliance for this project will be monitored by our consultant, North Valley Labor Compliance. After we issue the Notice of Award, our consultant will contact the Contractor to go over additional labor compliance requirements.
- Any questions can be taken via [BidderQuestions@scwa.ca.gov](mailto:BidderQuestions@scwa.ca.gov)

Questions:

*Contractor Question:* “Is there any discount or benefit to hiring these businesses?”

*MA Response:* Although it is encouraged to hire DBE’s, there is no discount for Contractors to hire DBE/SBE firms.

*Contractor Question:* “When will the sign-in sheet be posted?”

*MA Response:* Sign-in sheets are usually posted on our website within a couple of business days.

*Contractor Question:* “When is the Notice to Proceed date?”

*MA Response:* Please ask the Inspector, Oscar Martin or submit your question to [BidderQuestions@scwa.ca.gov](mailto:BidderQuestions@scwa.ca.gov)

End of meeting.