

# **PRE-BID MEETING AGENDA**

1. INTRODUCTIONS OF CITY STAFF
2. OVERVIEW OF BID SOLICITATION
3. FTA GRANT REQUIREMENTS
4. DBE/SBE REQUIREMENTS
5. DEADLINES
6. QUESTIONS AND ANSWERS

7-11-2024

# Introductions of City Staff

Kevin McGowan – Director of Public Works and City Engineer  
The Engineer of Record for the Project  
E-Mail: [kmcgowan@sausalito.gov](mailto:kmcgowan@sausalito.gov)  
Work Phone: 415-289-4176

Andrew Davidson – Senior Civil Engineer - Public Works  
E-Mail: [adavidson@sausalito.gov](mailto:adavidson@sausalito.gov)  
Work Phone: 415-289-4180

Sara Khorshidifard – Project Manager - Public Woks  
E-Mail: [skhorshidifard@sausalito.gov](mailto:skhorshidifard@sausalito.gov)  
Work Phone: 628-288-9914

# Overview of Bid Solicitation

**Ferry Landside Improvement Project** supports expansion of existing concrete pedestrian plaza at the ferry dock, and mainly makes landscaping and site improvements including to pedestrian walkability and bicycle circulation of the area.

Detailed project description on page 5 of [Project Specifications](#).

Bids are due no later than 2 PM Monday, July 22, 2024, at the office of the City Hall.

Addendum 1 has been issued in response to four RFI questions.

Addendum 2 will be issued including minor revisions due to permitting comments.

# FTA Grant Requirements

The Project receives financial assistance from the U.S. Department of Transportation. Therefore, all bidders must follow the **FEDERAL TERMS AND CONDITIONS** section of the Project Specifications' **SPECIAL CONDITIONS** and must submit each of the required **attachments**.

Mandates include, but are not limited to, signage requirements, economic sanction clauses, Fly America and Buy America provisions, and Davis-Bacon Act requirements.

## **S10.10 DAVIS-BACON ACT REQUIREMENTS**

**Minimum wage rates for this Project, as determined by the U.S. Secretary of Labor, are explained and set forth in the “S10.10 DAVIS-BACON ACT REQUIREMENTS” section and “Exhibit E - Davis-Bacon Act Wages” of the bid solicitation documents. If there is a difference between the minimum wage rates determined by the Secretary of Labor and the prevailing wage rates -6- 00 11 16 – NOTICE INVITING BIDS 38072.00001\34443465.1 determined by the State for similar classifications of labor, Contractor and its subcontractors shall pay no less than the higher wage rate.**

[Exhibit E-Davis-Bacon Act Wages Document](#) (Posted at 9:10AM on 6/25/2024)

**Submittals that fail to follow the above-mentioned provisions will be rejected and deemed non-responsive.**

# DBE/SBE Requirements

This Public Works contract is federally-assisted by the Federal Transit Administration (FTA). A Small Business Enterprise (SBE) contract-specific goal of **25.5%** has been established for this Contract.

Bidders are required to solicit to DBEs and Small Business Enterprises (SBEs) during the bid preparation process and submit the following DBE/SBE forms **with their bid submittal**.

## Required DBE/SBE Forms Contained in Special Conditions and Exhibit D:

- Prime Contractor and Subcontractor/Subconsultant/Supplier Report (**Exhibit D**)
- SBE Goal Declaration (**Attachment G**)
- Good Faith Efforts Documentation (**Attachment I**)
- Small Business Enterprise Affidavit of Size (**Attachment H**)

**Submittals that fail to document the solicitation of DBE/SBE participation will be rejected and deemed as non-responsive.**

# DBE/SBE Requirements

## HIGHLIGHTS OF DIVERSITY PROGRAM REQUIREMENTS

CONTRACT NO. 03.01.001, CITY OF SAUSALITO FERRY LANDSIDE IMPROVEMENT PROJECT

- ◆ This is a Public Works Federal Transit Administration (FTA) assisted project with an established Small Business Enterprise (SBE) goal of 25.5%.
- ◆ Diversity Program documentation must be submitted with Bid. Bidders are required to solicit and select subcontractors/subconsultants/suppliers DURING the bid preparation process. If no subcontractors/subconsultants/suppliers will be used for this project, please indicate N/A on the SBE and Disadvantaged Business Enterprise (DBE) forms required with your bid submittal. Submittals that fail to document the solicitation of DBE/SBE participation may be rejected as non-responsive.
- ◆ Bidders should carefully review the Diversity Program for Contracts for DBE/SBE requirements applicable to this Contract found in Special Conditions Section 11.
- ◆ Diversity Program DBE/SBE documents required for submittal:
  - Prime Contractor and Subcontractor/Subconsultant/Supplier Report. Each bidder is required to provide Exhibit D. Bidder's must identify all subbids received whether subbidders were selected for the project or not. Include the DBE Regular Dealer/Distributor Affirmation form.
  - SBE Goal Declaration. Each bidder shall provide Attachment G to identify SBE goal attainment.
  - Good Faith Efforts Documentation. Each bidder shall provide Attachment I for sufficient steps taken to identify and select DBE/SBE subcontractors/subconsultants/suppliers to be included in this Contract. Include the DBE/SBE Confirmation of Participation in Contract form.
  - Proof of DBE/SBE Certification. Firms must be DBE/SBE certified at the time of bid submittal. See page 138-139 for acceptable comparable SBE certifications. To locate DBE/SBE certified firms, see Section S11.03 for resources and use the Guide for Searching DBE/SBE Firms included in this packet. Where applicable, bidders must also submit a Small Business Affidavit of Size (Attachment H) from each SBE subcontractor/subconsultant/supplier for this contract.

### Resources for Small Businesses

- The Small Business Development Center and **North** Procurement Technical Assistance Center offers counseling, training to new and existing small businesses and DBE assistance. Check their website: <http://www.norcaldbdc.org> | <http://www.norcalptac.org>.
- For further assistance, please contact the DBE Office at [skhorshidifard@sausalito.gov](mailto:skhorshidifard@sausalito.gov).

## BIDDER REQUEST FOR ASSISTANCE



TO: Sara Khorshidifard, Project Manager  
Telephone: (415) 289-4103  
E-Mail: [skhorshidifard@sausalito.gov](mailto:skhorshidifard@sausalito.gov)

FROM: Name \_\_\_\_\_ Title \_\_\_\_\_  
Firm \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_  
E-Mail \_\_\_\_\_  
DATE: \_\_\_\_\_

CONTRACT: SAUSALITO, CALIFORNIA FERRY LANDSIDE IMPROVEMENT PROJECT

SUBCONTRACTING OPPORTUNITIES FOR THIS CONTRACT INCLUDE BUT ARE NOT LIMITED TO:

NAICS Code(s)	Subcontractor Work
237110	Water and Sewer Line and Related Structures Construction (Irrigation & Planting)
237310	Highway, Street, and Bridge Construction (Striping and Pavement Marking)
238210	Electrical Contractors and Other Wiring Installation Contractors (Electrical Work)
561730	Landscaping Services (Landscaping)
561990	All Other Support Services (Traffic Control)

### FIRM WILL BID AS:

PRIME  SUBCONTRACTOR  SUPPLIER

### FIRM REQUESTS:

ASSISTANCE IN OBTAINING LISTS OF SMALL BUSINESSES/DBEs FOR FOLLOWING NAICS CODES AND TITLES:

- CUCP DBE Database: <https://caltrans.dbesystem.com/>
- California Department of General Services Small Business/Disabled Veteran Business Enterprise Database: <https://calprocure.ca.gov/pages/PublicSearch/supplier-search.aspx>
- Small Business Administration 8(a) certification Database: [https://web.sba.gov/pro-net/search/dsp\\_dbs\\_fm](https://web.sba.gov/pro-net/search/dsp_dbs_fm)

- IDENTIFICATION OF SMALL BUSINESS/DBE FOCUS MEDIA FOR ADVERTISEMENT PURPOSE
- IDENTIFICATION OF SMALL BUSINESS/DBE FOCUS ORGANIZATIONS
- ASSISTANCE IN CONTACTING PRIME BIDDERS
- ASSISTANCE WITH DBE/SBE CERTIFICATION
- OTHER: (PLEASE SPECIFY) \_\_\_\_\_

## GUIDE FOR SEARCHING FOR DBE/SBE FIRMS

\* Please note: Prime contractors and subcontractors are expected to create their own list of DBE firms.

### DBE

To help better assist firms with navigating through the California Unified Certification Program (CUCP) website to search for DBE firms, below are easy steps to follow.

Go to the CUCP DBE Directory webpage: <https://caltrans.dbesystem.com/>

- Click: Search Directory of CUCP DBE Certified Firms
- Click: Search for Certified Firms
- Enter search criteria, including certification type and commodity codes
- Click: Click to Lookup Commodity Codes
- Enter North American Industry Classification System (NAICS) code or Browse Codes
- Click: Add to add all applicable NAICS codes
- Click: Finished
- Select: Match any codes with same number code or Include any lower level codes of those selected or choose both options
- Check "I'm not a robot"
- Click: Search
- Click: Download Search Results



# Required DBE/SBE Forms

Required forms due at the time of bid submittal

Attachment L

**City of Sausalito**  
**Prime Contractor and Subcontractor/Subconsultant/Supplier Report**

Bidder's Name: \_\_\_\_\_ Contract # and Name: **03.01.001 and Ferry Landside Improvement Project**  
 Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Is your firm a Disadvantaged Business Enterprise: Yes \_\_\_\_\_ No \_\_\_\_\_  
 Owner or Contact Person: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
 E-Mail: \_\_\_\_\_ Ethnicity: \_\_\_\_\_ Gender: \_\_\_\_\_ Annual Gross Receipts: \_\_\_\_\_ Age of Firm: \_\_\_\_\_

INSTRUCTIONS: Please provide information on ALL firms (subcontractors/subconsultants/suppliers) that provided Bidder a bid, quote, or proposal to perform work, provide labor, render services or provide supplies in connection with this contract **WHETHER BID WAS ACCEPTED OR NOT**. You shall provide this information for all sub-bidders regardless of tier for both DBEs and non-DBEs alike. Include all bid acceptance(s) AND rejection(s). If no subcontractors/subconsultants/suppliers will be used, mark "N/A" and sign the form.

Provide the North American Industry Classification System (NAICS) code(s) applicable to each scope of work the firm is sought out to perform on the contract. NAICS search <https://www.census.gov/naics/>.

Ethnicity: Indicate whether the majority owner is (AS) Asian-Pacific; (B) Black; (H) Hispanic; (N) Native; (SA) Subcontinent Asian; (NM) Non-Minority, or (O) Other

Gender: Indicate gender for the majority owner, either (M) Male or (F) Female. Make a copy of this form for additional firms.

Signature is required on page two of this form to be deemed responsive.

Subcontractor/Subconsultant/Supplier Firm Name/Address/Contact Information	Contractor's License No. DIR Registration No.	DBE/SBE (Yes*/No)	Portion of Work or Type of Materials/Supplies (DBE suppliers must complete the DBE Supplier Form)	NAICS Code(s) for each work item	Dollar Amount of Work Materials/Supplies	Bid/Quote Accepted (Yes**/No)	DBE/SBE Amount***	Annual Gross Receipts
1 Name: Address: Zip Code: Contact Person: E-mail: Phone: Ethnicity: Gender:								< \$1 Million < \$5 Million < \$10 Million < \$15 Million + Age of Firm: _____
2 Name: Address: Zip Code: Contact Person: E-mail: Phone: Ethnicity: Gender:								< \$1 Million < \$5 Million < \$10 Million < \$15 Million + Age of Firm: _____
3 Name: Address: Zip Code: Contact Person: E-mail: Phone: Ethnicity: Gender:								< \$1 Million < \$5 Million < \$10 Million < \$15 Million + Age of Firm: _____

Attachment L

Prime Contractor and Subcontractor/Subconsultant/Supplier Report (Continued)

Subcontractor/Subconsultant/Supplier Firm Name/Address/Contact Information	Contractor's License No. DIR Registration No.	DBE/SBE (Yes*/No)	Portion of Work or Type of Materials/Supplies (DBE suppliers must complete the DBE Supplier Form)	NAICS Code(s) for each work item	Dollar Amount of Work Materials/Supplies	Bid/Quote Accepted (Yes**/No)	DBE/SBE Amount***	Annual Gross Receipts
4 Name: Address: Zip Code: Contact Person: E-mail: Phone: Ethnicity: Gender:								< \$1 Million < \$5 Million < \$10 Million < \$15 Million + Age of Firm: _____
5 Name: Address: Zip Code: Contact Person: E-mail: Phone: Ethnicity: Gender:								< \$1 Million < \$5 Million < \$10 Million < \$15 Million + Age of Firm: _____
6 Name: Address: Zip Code: Contact Person: E-mail: Phone: Ethnicity: Gender:								< \$1 Million < \$5 Million < \$10 Million < \$15 Million + Age of Firm: _____

Attach additional sheets as necessary.

DBE/SBE Amount: \$ \_\_\_\_\_ = \_\_\_\_\_ % Bidder's DBE/SBE Achievement  
 Total Bid Amount: \$ \_\_\_\_\_

- \* If Yes, please also provide certification number or [California Unified Certification Program Firm ID](#) number.
- \*\* Do not indicate more than one "Yes" for alternative subcontractors for the same work. Do not indicate TBD for "Bid Quote Accepted."
- \*\*\* DBE participation includes that portion of the work actually performed by a certified DBE with its own forces. The **DBE Regular Dealer/Distributor Affirmation Form** must be submitted to confirm counting determinations for DBE supplier/distributor credit. Count 60% of the cost of materials and supplies or 40% for DBE distributor.

The undersigned agrees that if it is the successful bidder and is awarded the contract with **City of Sausalito**, it will enter into a formal agreement with the subcontractor(s), subconsultant(s) and/or supplier(s) whose bid/quote was accepted for the work as indicated above. I certify that the information included on this form is accurate and true.

Signature of Owner or Authorized Representative \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
 Rev June 2024

# Required DBE/SBE Forms

Required forms due at the time of bid submittal



## DBE Regular Dealer/Distributor Affirmation Form

Bidder's Name: \_\_\_\_\_  
 Contract Number/Name: \_\_\_\_\_  
 03.01.001 and Ferry Landside Improvement Project

Sections 26.53(c)(1) of Title 49 Code of Federal Regulations requires recipients to make a preliminary counting determination for each DBE listed as a regular dealer or distributor to assess its eligibility for 60 or 40 percent credit, respectively, of the cost of materials and supplies based on its demonstrated capacity and intent to perform as a regular dealer or distributor, as defined in section 26.55(e)(2)(iv)(A),(B),(C), and (3) under the contract at issue. The regulation requires the recipient's preliminary determination to be made based on the DBE's written responses to relevant questions and its affirmation that its subsequent performance of a commercially useful function will be consistent with the preliminary counting of such participation. The U.S. Department of Transportation is providing this form as a tool for recipients, prime contractors, regular dealers, and distributors to use to carry out their respective responsibilities under this regulation. The form may be used by each DBE supplier whose participation is submitted by a bidder for regular dealer or distributor credit on a federally-assisted contract with a DBE or SBE participation goal. The form may also be used by prime contractors in connection with DBE regular dealer or distributor participation submitted after a contract has been awarded providing such participation is subject to the recipient's prior evaluation and approval. This form must be accompanied by the bidder's commitment, contract, or purchase order showing the materials the DBE regular dealer or distributor is supplying.

DBE Name: \_\_\_\_\_ Total Subcontract/Purchase Order Amount: \_\_\_\_\_  
 Authorized DBE Representative (Name and Title): \_\_\_\_\_ NAICS Code(s) Related to the Items to be Sold/Leased: \_\_\_\_\_

1. Will **all** items sold or leased be provided from the on-hand inventory at your establishment?  YES  NO  
 (If "YES," you have indicated that your performance will satisfy the regular dealer requirements and may be counted at 60%. **STOP here. Read and sign the affirmation below.** If "NO" Continue.)

a) Are you selling bulk items (e.g., petroleum products, steel, concrete, concrete products, sand, gravel, asphalt, etc.) or items not typically stocked due to their unique characteristics (aka specialty items)?  YES  NO (If "YES," Go to Question 2. If "NO" Continue.)

b) Will at least 51% of the items you are selling be provided from the inventory maintained at your establishment, and will the minor quantities of items delivered from and by other sources be of the general character as those provided from your inventory?  YES  NO\* (If "YES," you have indicated that your performance will satisfy the regular dealer requirements and may be counted at 60%. **STOP here. Read and sign the affirmation below.**

\*If 1, 1.a), and 1. b) above are "NO," your performance on the whole will not satisfy the regular dealer requirements; therefore, only the value of items to be sold or leased from inventory can be counted at 60%. (Go to Question 3; to determine if the items delivered from and by other sources are eligible for Distributor credit.)

2. Will you deliver all bulk or specialty items using distribution equipment you own (or under a long-term lease) and operate?  YES  NO<sup>1</sup>  
 (If "YES," you have indicated that your performance will satisfy the requirements for a regular dealer of bulk items and may be counted at 60%. **STOP here. Read and sign the affirmation below.**)  
<sup>1</sup> If "NO," your performance will not satisfy the requirements for a regular dealer of bulk items; the value of items to be sold or leased cannot be counted at 60%. (Go to Question 3.)

3. Will the written terms of your purchase order or bill of lading from a third party transfer responsibility, including risk for loss or damage, to your company at the point of origin (e.g. a manufacturer's facility)?  YES<sup>2</sup>  NO<sup>2</sup>

a) Will you be using sources **other than** the manufacturer (or other seller) to deliver or arrange delivery of the items sold or leased?  YES<sup>2</sup>  NO<sup>2</sup>

<sup>2</sup> If your responses to 3 and 3.a) are "YES," you have indicated that your performance will satisfy the requirements of a distributor; therefore, the value of items sold or leased may be counted at 40%.

<sup>3</sup> If you responded "NO" to either 3 or 3.a), counting of your participation is limited to the reasonable cost of fees or commissions charged, including transportation charges for the delivery of materials or supplies; the cost of materials or supplies may not be counted.

I affirm that the information that I provided above is true and correct and that my company's subsequent performance of a commercially useful function will be consistent with the above responses. I further affirm that my company will independently negotiate price, order specified quantities, and pay for the items listed in the bidder's commitment. This includes my company's responsibility for the quality of such items in terms of necessary repairs, exchanges, or processing of any warranty claims for damaged or defective materials.

Printed Name and Signature of DBE Owner/Authorized Representative: \_\_\_\_\_

The bidder acknowledges its responsibility for verifying the information provided by the DBE named above and ensuring that the counting of the DBE's participation is accurate. Any shortfall caused by errors in counting are the responsibility of the bidder.

Printed Name and Signature of Bidder's Authorized Representative: \_\_\_\_\_

## Attachment G

### SBE GOAL DECLARATION

Prime Contractor \_\_\_\_\_  
 03.01.001 and Ferry Landside Improvement Project  
 Contract Number and Name \_\_\_\_\_

a) **Check one or more that apply:**  
 \_\_\_\_\_ The Bidder/Proposer is a certified SBE in accordance with CITY OF SAUSALITO standards. A copy of our Certification (and, if required, Affidavit of Size) is enclosed.  
 \_\_\_\_\_ The Bidder/Proposer commits to subcontract at least \_\_\_\_\_% of its Total Bid Price with one or more certified SBEs for a Commercially Useful Function in the performance of the Contract.  
 \_\_\_\_\_ The Bidder/Proposer has NOT met the contract SBE goal and is not itself a certified SBE.

All Bidders must submit documentation of a verifiable Good Faith Effort with their Bid Proposal.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Documents to Be Included with Bid with SBE Goal

	Invitation for Bid
SBE Goal Declaration	X
List of Subcontractors	X
Prime Contractor and Subcontractor/Subconsultant/Supplier Report	X
List of SBEs	X
Copies of SBE Certifications	X
Small Business Enterprise Affidavit of Size (as required; see list of acceptable certifications)	X
Good Faith Efforts Documentation	X

## Attachment H

### SMALL BUSINESS ENTERPRISE AFFIDAVIT OF SIZE

**Who should submit this form:**  
 If your business was certified by any of the following, please complete and submit this form with a copy of your Certification. This form may be used for Prime Contractors, Subcontractors, Subconsultants, and Suppliers. Your firm's average annual gross receipts must fall below the U.S. Small Business Administration (SBA) industry-specific size cap and in no case exceed \$30.72 million. (View SBA size table here: <https://www.sba.gov/content/table-small-business-size-standards> and click on size standards table link at bottom of web page.)

- S/MBE/SWBE Certification by state other than California.
- SB/MICRO/SB-PW Certification by the California Department of General Services (DGS).
- SBA 8(a) Certification by the Small Business Administration.
- SBE/MBE/WBE Certification by other California county or local government-certifying agency or out-of-state government-certifying agency that conform with CITY OF SAUSALITO requirements.

See Special Provisions S11.02, SBE Eligibility, subsections A.1.a. and A.1.b., for further information on business size, and subsection B for list of all acceptable certifications.

I HEREBY DECLARE AND AFFIRM that I am the \_\_\_\_\_ (Title)  
 and duly authorized representative of \_\_\_\_\_ (Name of Firm)  
 whose address is \_\_\_\_\_  
 and whose phone is \_\_\_\_\_

I HEREBY DECLARE AND AFFIRM that the firm is a Small Business Enterprise (SBE) in accordance with CITY OF SAUSALITO (CITY OF SAUSALITO) standards as defined in its Diversity Program for Contracts. The firm is certified as of the date that the CITY OF SAUSALITO receives the bid/proposal for **Contract No. 0301001-000, FERRY LANDSIDE IMPROVEMENT PROJECT.**

**I will provide the certification to document this fact with this enclosure.**  
 I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING STATEMENTS ARE TRUE AND CORRECT, AND THAT I AM AUTHORIZED, ON BEHALF OF THE ABOVE FIRM, TO MAKE THIS AFFIDAVIT.

(Date) (Affirm) (Title)



# Required DBE/SBE Forms

## Required forms due at the time of bid submittal

### Attachment I

#### GOOD FAITH EFFORTS DOCUMENTATION

**Instructions:** Bidder must document Good Faith Efforts to meet the contract-specific SBE goal of 25.5%, even if the Bidder has met the goal. This form protects the Bidder's eligibility for award of the contract if the City of Sausalito determines that the Bidder failed to meet the goal for various reasons, e.g., a DBE/SBE firm was not certified at bid opening, or the Bidder made a mathematical error.

Contract # and Name: Contract No. 03.01.001 and Ferrv Landside Improvement Project  
Bidder's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Owner or Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Bidder must provide a narrative description of steps taken to obtain SBE participation, including the following elements: (Please attach additional sheets as necessary.)

- A. *A Company representative attended the pre-bid meeting.* Yes \_\_\_ No \_\_\_
- B. *Soliciting SBEs to participate through all reasonable and available means within sufficient time to allow the SBEs to respond to the solicitation.*

List the names and dates of each publication in which a request for SBE participation for this project was placed by the bidder (**attach copies of advertisements**).

Publications \_\_\_\_\_ Dates of Advertisements \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- C. *Selecting portions of the work that are economically feasible for SBEs.*

List items of work which the bidder made available to SBEs, including, where appropriate, any breaking down of the contract work items (including those items normally performed by the bidder with its own forces) into economically feasible units to facilitate SBE participation. It is the bidder's responsibility to demonstrate that sufficient work to facilitate SBE participation was made available to SBEs.

Items of Work \_\_\_\_\_ Breakdown of Items \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### DBE/SBE CONFIRMATION OF PARTICIPATION IN CONTRACT

This form is to be completed by each DBE/SBE owner whose sub-bid was accepted. Please make additional copies of form as necessary.

As a condition to the award of Contract No. 03.01.001, Ferrv Landside Improvement Project  
*Contract # and Name*

I, \_\_\_\_\_, do hereby confirm that  
*Name of DBE/SBE Owner*

\_\_\_\_\_ will be  
*Name of DBE/SBE Firm*

performing/providing the following services:

\_\_\_\_\_  
\_\_\_\_\_

The above services will be provided to \_\_\_\_\_  
*Name of Prime Contractor*

for the agreed upon dollar amount of \$ \_\_\_\_\_.

I declare under penalty of perjury that the foregoing statement is accurate and true.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Deadlines

Bids are due no later than 2 PM Monday, July 22, 2024, at the office of the City Hall.

# Q&A

# HIGHLIGHTS OF DIVERSITY PROGRAM REQUIREMENTS

## CONTRACT NO. 03.01.001, CITY OF SAUSALITO FERRY LANDSIDE IMPROVEMENT PROJECT

- ◆ **This is a Public Works Federal Transit Administration (FTA) assisted project with an established Small Business Enterprise (SBE) goal of 25.5%.**
- ◆ Diversity Program documentation **must be submitted with Bid**. Bidders are required to solicit and select subcontractors/subconsultants/suppliers **DURING the bid preparation process**. If no subcontractors/subconsultants/suppliers will be used for this project, please indicate N/A on the SBE and Disadvantaged Business Enterprise (DBE) forms required with your bid submittal. **Submittals that fail to document the solicitation of DBE/SBE participation may be rejected as non-responsive.**
- ◆ Bidders should carefully review the *Diversity Program for Contracts* for DBE/SBE requirements applicable to this Contract found in Special Conditions Section 11.
- ◆ **Diversity Program DBE/SBE documents required for submittal:**
  - **Prime Contractor and Subcontractor/Subconsultant/Supplier Report.** Each bidder is required to provide **Exhibit D**. Bidder's must identify all subbids received whether subbidders were selected for the project or not. Include the *DBE Regular Dealer/Distributor Affirmation* form.
  - **SBE Goal Declaration.** Each bidder shall provide **Attachment G** to identify SBE goal attainment.
  - **Good Faith Efforts Documentation.** Each bidder shall provide **Attachment I** for sufficient steps taken to identify and select DBE/SBE subcontractors/subconsultants/suppliers to be included in this Contract. Include the *DBE/SBE Confirmation of Participation in Contract* form.
  - **Proof of DBE/SBE Certification.** Firms must be DBE/SBE certified at the time of bid submittal. See page 138-139 for acceptable comparable SBE certifications. To locate DBE/SBE certified firms, see Section S11.03 for resources and use the *Guide for Searching DBE/SBE Firms* included in this packet. Where applicable, bidders must also submit a *Small Business Affidavit of Size (Attachment H)* from each SBE subcontractor/subconsultant/supplier for this contract.

### *Resources for Small Businesses*

- The Small Business Development Center and Norcal Procurement Technical Assistance Center offers counseling, training to new and existing small businesses and DBE assistance. Check their website: <http://www.norcal sbdc.org> | <http://www.norcal ptac.org>.
- For further assistance, please contact the DBE Office at [skhorshidifard@sausalito.gov](mailto:skhorshidifard@sausalito.gov).

# BIDDER REQUEST FOR ASSISTANCE



TO: Sara Khorshidifard, Project Manager  
Work Cellphone: (628) 288-9914  
Telephone: (415) 289-4103  
E-Mail: [skhorshidifard@sausalito.gov](mailto:skhorshidifard@sausalito.gov)

FROM: Name \_\_\_\_\_ Title \_\_\_\_\_  
Firm \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_  
E-Mail \_\_\_\_\_  
DATE: \_\_\_\_\_

CONTRACT: **SAUSALITO, CALIFORNIA FERRY LANDSIDE IMPROVEMENT PROJECT**

SUBCONTRACTING OPPORTUNITIES FOR THIS CONTRACT INCLUDE BUT ARE NOT LIMITED TO:

NAICS Code(s)	Subcontractor Work
237110	<i>Water and Sewer Line and Related Structures Construction (Irrigation &amp; Planting)</i>
237310	<i>Highway, Street, and Bridge Construction (Striping and Pavement Marking)</i>
238210	<i>Electrical Contractors and Other Wiring Installation Contractors (Electrical Work)</i>
561730	<i>Landscaping Services (Landscaping)</i>
561990	<i>All Other Support Services (Traffic Control)</i>

## **FIRM WILL BID AS:**

PRIME       SUBCONTRACTOR       SUPPLIER

## **FIRM REQUESTS:**

ASSISTANCE IN OBTAINING LISTS OF SMALL BUSINESSES/DBEs FOR FOLLOWING NAICS CODES AND TITLES:

\_\_\_\_\_

- CUCP DBE Database: <https://caltrans.dbesystem.com/>
- California Department of General Services Small Business/Disabled Veteran Business Enterprise Database: <https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx>
- Small Business Administration 8(a) certification Database: [https://web.sba.gov/pro-net/search/dsp\\_dsbs.cfm](https://web.sba.gov/pro-net/search/dsp_dsbs.cfm)

- IDENTIFICATION OF SMALL BUSINESS/DBE FOCUS MEDIA FOR ADVERTISEMENT PURPOSE
- IDENTIFICATION OF SMALL BUSINESS/DBE FOCUS ORGANIZATIONS
- ASSISTANCE IN CONTACTING PRIME BIDDERS
- ASSISTANCE WITH DBE/SBE CERTIFICATION
- OTHER: (PLEASE SPECIFY) \_\_\_\_\_

## GUIDE FOR SEARCHING FOR DBE/SBE FIRMS

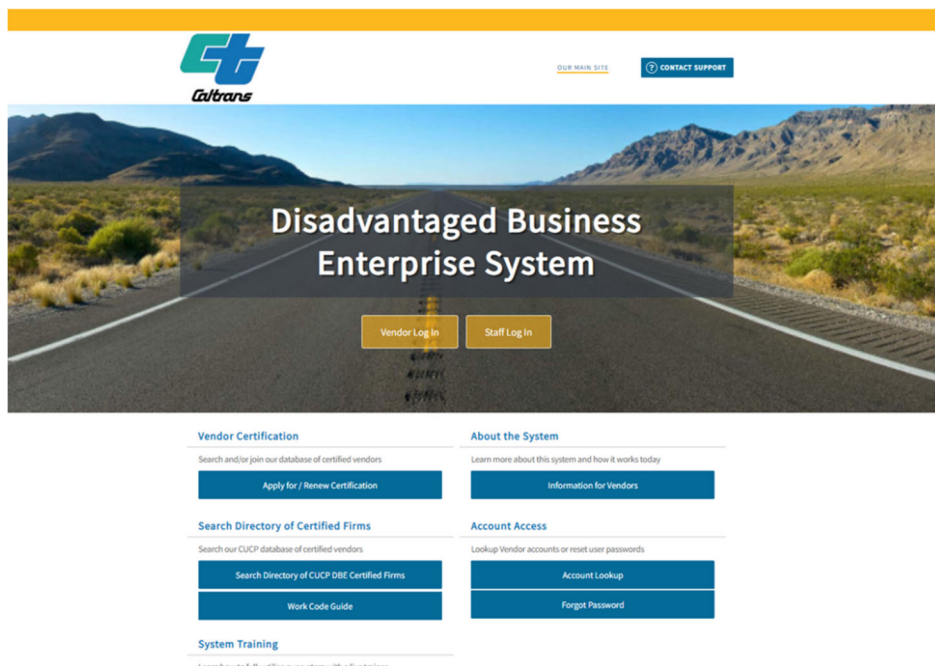
**\* Please note: Prime contractors and subcontractors are expected to create their own list of DBE firms.**

### DBE

To help better assist firms with navigating through the California Unified Certification Program (CUCP) website to search for DBE firms, below are easy steps to follow.

Go to the CUCP DBE Directory webpage: <https://caltrans.dbesystem.com/>

- Click: **Search Directory of CUCP DBE Certified Firms**
- Click: **Search for Certified Firms**
- Enter search criteria, including certification type and commodity codes
- Click: **Click to Lookup Commodity Codes**
- Enter North American Industry Classification System (NAICS) code or **Browse Codes**
- Click: **Add** to add all applicable NAICS codes
- Click: **Finished**
- Select: **Match any codes with same number code** or **Include any lower level codes of those selected** or choose both options
- Check “I’m not a robot”
- Click: **Search**
- Click: **Download Search Results**



# SBE FIRMS

## STATE MINORITY BUSINESS ENTERPRISE – STATE WOMEN BUSINESS ENTERPRISE

To search for State Minority Business Enterprise (SMBE) and State Women Business Enterprise (SWBE), go to <https://dot.ca.gov/programs/civil-rights/dbe-search> and scroll down until you get to SMBE/SWBE section.

- Click on: **Access the SMBE/SWBE Query Form**
- Click on: **Start SMBE/SWBE Firms Query**
- Select the county(ies) of your choice or District. Use the **CTRL** button to select multiple counties or districts
- Select the appropriate NAICS Categories to view NAICS codes. The NAICS category is identified by the first 2-digits of the NAICS code. Once selected, the NAICS Codes will appear
- Scroll down to search and select NAICS code
- Once all selections have been made, click on search preference (Start Search – PDF Results or Start Search – Export Options)

State Minority Business Enterprise/State Women Business Enterprise Thu Jun 11 05:49:29 PDT 2020

[DBE Home](#) [Caltrans Home](#)

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**Note:**

- If using the "Firm Name" for your search criteria and the DBE profile does not display, use the "DBA Name" search criteria to locate a specific firm if the Firm ID is unknown.
- The DBE Certification does not expire. Firms that do not continue to meet the DBE criteria are decertified and removed from the database.
- **For Bidders:** It is recommended that when making a query to locate certified DBEs for subcontracting opportunities, your search include, at minimum, "Work Categories" and "NAICS Categories".
- To report problems, email [DBE.Certification@dot.ca.gov](mailto:DBE.Certification@dot.ca.gov) or call (916) 324-1700

• **PLEASE NOTE OUR MAILING ADDRESS CHANGE effective immediately:**  
Caltrans - Office of Civil Rights  
Certification Branch  
PO Box 942874, MS 79  
Sacramento, CA 95814

Firm ID   
DBA Name   
Firm Name

City   
Zip Code   
Area Code

Caltrans Districts  
 District 01  
 District 02  
 District 03  
 District 04  
 District 05  
[View CA District Map](#)

County  
 Alameda  
 Alpine  
 Amador  
 Butte  
 Calaveras

Work Category Codes  
 A0110 CASH GRAINS  
 A0130 FIELD CROPS, EXCEPT CASH GRAINS  
 A0160 VEGETABLES & MELONS  
 A0170 FRUITS & TREE NUTS  
 A0180 HORTICULTURAL SPECIALTIES  
[Download Work Category Code List](#)

Majority Owner Gender  
 Male  Female

Race/Ethnicity  
 Asian Pacific  
 Asian Subcontinent  
 Black  
 Caucasian  
 Hispanic

License Type  
 A General Engineering Contractor  
 ARC Architect  
 ASB Asbestos  
 B General Building Contractor  
 C02 Insulation and Acoustical Contractor

NAICS Categories  
 11 Agriculture, Forestry, Fishing, and Hunting  
 21 Mining  
 22 Utilities  
 23 Construction  
 31 Manufacturing

NAICS Codes

[Search - PDF Results](#) [Search - Export Options](#) [Clear Form](#)

## SMALL/MICRO BUSINESS – SMALL BUSINESS FOR THE PURPOSE OF PUBLIC WORKS

To search for Small Businesses using the Department of General Services database, go to California Small Business/Disabled Veteran Business Enterprise: <https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx> and check all applicable certification types. Type the opportunity in the Keywords selection box, then click search.

California is responding to the spread of a respiratory illness caused by a coronavirus (COVID-19), as such FI\$Cal Service Center analysts are working remotely. If you need assistance with Cal eProcure, please leave a voicemail message and one of our analysts will return your call. Please review our [Contact](#) page for all contact options. You can also email us at [vendors@fiscal.ca.gov](mailto:vendors@fiscal.ca.gov). We apologize for the inconvenience and thank you for your patience.

Can your business help with the state's COVID-19 response? California needs medical, sanitizing and respiratory supplies. The list of needs is growing daily. Find out how to help here: <https://contributions.covid19.ca.gov>.



Home News / Events FAQ Help ▾ Quicklinks ▾

Login / Register

### The State of California Certifications

#### Search Criteria

Business Name

UNSPSC Classifications

Certification ID

NAICS Classifications (only used by manufacturers)

- Certification Type
- Micro Business (MB)
  - Small Business (SB)
  - Small Business for the Purpose of Public Works (SB-PW)
  - Disabled Veteran Business Enterprise (DVBE)
  - Non-Profit Veteran Service Agency (NVSA)
  - Non-Profit Recognition (NP)

Contractor's License Classifications

Service Area (County)

Keywords

- Business Type
- Construction
  - Manufacturer
  - Non-Manufacturer
  - Service

Zip Code



## SMALL BUSINESS ADMINISTRATION – 8(a) CERTIFIED FIRMS

To search for 8(a) Certified firms, go to the Small Business Administration Dynamic Small Business Search (DSBS) database: [https://web.sba.gov/pro-net/search/dsp\\_dsbs.cfm](https://web.sba.gov/pro-net/search/dsp_dsbs.cfm) and follow the steps below:

- Under “Location of Profile”, select **California**
- Under “Government Certifications”, select **Required (Active Certification Only)** radio button for 8(a) or 8(a) Joint Venture
- Under “Specific Nature of Business”, enter 6-digit NAICS code
- Select desired Search Result Display Options
- Click “Search Using These Criteria”

The screenshot shows the SBA DSBS website interface. At the top, there is a navigation bar with the SBA logo and links for Mobile View, Print, Exit, Help, DSBS, Quick Market Search, and TM OnLine. Below the navigation bar, a welcome message reads "Welcome to the Dynamic Small Business Search". A note states "All search form hotlinks open a new browser window." and another note says "All form fields that require typing in data have 'tooltips' with data format information." A red starburst icon highlights "NEW FEATURES FOR MOBILE USERS: Phone number hotlinks can be used to dial the number on mobile phones. Address hotlinks can be used to show the address in Google Maps." A red warning message states: "This is generally a self-certifying database. The SBA does not make any representation as to the accuracy of any of the data included, other than certifications relating to 8(a) Business Development, HUBZone or Small Disadvantaged Business status. The SBA strongly recommends that contracting officers diligently review a bidder's small business self-certification before awarding a contract." The "Location of Profile" section includes a dropdown menu for "States:" with "CA - California" selected, a "Searching within a State:" section with a note "(Requires exactly one state from the State list at left.)", a "Congressional District:" field with a "Help" link, a "County:" dropdown menu with "Select 1 State, then press Lookup" and a "Lookup Help" link, and four input fields for "Area Code or Phone Number Initial Fragment", "Metropolitan Statistical Area", "SBA Servicing Office", and "Zip Code or Zip Code Initial Fragment", each with a "Help" link. The "Government Certifications" section has two columns: "8(a) Certified or 8(a) Joint Venture:" with radio buttons for "Required (Active Certifications only)", "Required (Active Certifications and Previously Certified)", and "Required (Active Certifications, Previously Certified, and HUBZone or Small Disadvantaged Business Status)"; and "Small Disadvantaged Business:" with radio buttons for "Required (Active Certifications only)", "Required (Active Certifications and Previously Certified)", and "Required (Active Certifications, Previously Certified, and HUBZone or Small Disadvantaged Business Status)".