

San Diego Community College District Propositions S & N Construction Bond Program
Recognition for Exemplary Performance in Small Business Outreach & Engagement
Small and Diverse Awards

Overview

The San Diego Community College District is proud of the increased participation of small and historically underutilized businesses (S/HUBE) on the District's \$1.555 billion Propositions S and N Construction Bond Program. The District has established a recognition program to acknowledge and celebrate excellence in the efforts of small and diverse firms performing on Propositions S and N projects located at City College, Mesa College, Miramar College and six Continuing Education campuses. The Recognition Awards for Exemplary Performance by Small and Diverse Businesses will highlight the exemplary performance of small firms on construction bond program projects.

Small and Diverse Business Award Categories

- Recognition Award for Exemplary Performance by Small Business Enterprise (SBE)
- Recognition Award for Exemplary Performance by Disadvantaged Business Enterprise (DBE)
- Recognition Award for Exemplary Performance by Minority Business Enterprise (MBE)
- Recognition Award for Exemplary Performance by Woman-owned Business Enterprise (WBE)
- Recognition Award for Exemplary Performance by Disabled-Veteran Business Enterprise (DVBE)

Eligibility

Small or diverse firms that have completed prime or subcontract work on a Propositions S and N projects dated between January 1, 2011 and December 31, 2011.

Evaluation

Applications will be scored by a team composed of multiple stakeholders including the District's Facilities Management personnel, Campus Project Managers, Propositions S and N contractors and consultants, and Labor Compliance support staff. Statistical and other data collected and maintained by the District's Program Management consultant will be reviewed as a part of the award recipient selection process.

Nomination & Award Process

- 1) Nominations will be solicited from Construction Managers (CMs) or General Contractors (GCs) from City, Mesa and Miramar Colleges, and Continuing Education campuses where construction or design activity was performed during the timeframe of January 1, 2011 through December 31, 2011. Nominations will be submitted using *Small Business Recognition Award Nomination Form* for the appropriate category. Nomination forms will be provided to the appropriate Campus Project Manager (CPM).
- 2) Campus Project Managers (CPMs) will perform the initial vetting of the nominations, using the *Small Business Recognition Award Scoring Matrix* to document evaluation of nominations and provide additional input as appropriate based on experiences working with the firms. The CPMs will prepare a shortlist of four firms. The nomination forms and matrices will be provided to the District's Outreach Coordinator, Ursula Kroemer, to distribute to Outreach and Labor Compliance team members for secondary review and additional input based on experiences working with the shortlisted firms.
- 3) The compiled worksheets and data will be provided to Facilities Management for a third and final review for additional input if needed and to develop recommendations with rankings.
- 4) Worksheets, recommendations and suggested rankings will be provided to Facilities Management Vice Chancellor Dave Umstot for selection of awardees.

**San Diego Community College District Recognition Program for Exemplary Performance
Small & Diverse Business Award
Nomination Solicitation Form – 2011**

I. CONTRACT/PROJECT INFORMATION	
Nominee:	
Nominee Contact Information:	Phone #s: Email: Mailing Address:
Award Category:	
Project Name: <i>Multiple projects completed by the nominated firm may be listed if applicable.</i>	
Project Description: <i>Brief synopsis of the Prop S & N project including any unique or relevant characteristics impacting small and historically underutilized firms.</i>	
Project Size: <i>Please list the dollar amount of the project (portion completed by Nominee).</i>	\$
Campus:	
Nomination Submitted By:	
Nominator Contact Information:	Phone #s: Email: Mailing Address:
Basis for Nomination: <i>Brief synopsis of nomination rationale. Please include any available quantitative data.</i>	
Signature: The undersigned nominates the firm identified herein for consideration of the Recognition for Exemplary Performance Award.	
_____ Signature	_____ Date

NOMINATION EVALUATION QUESTIONS

Please answer the questions utilizing specific examples. Explain each item in 250 words or less.

- A) How did the firm work collaboratively with other contractors and with District personnel on the project? Please describe two examples of exemplary collaboration. **(25 points)**.

Examples may include:

- Consistently participated in meetings held by the project team or District staff to address field issues, safety, schedule, etc.
- Respect for the skills, abilities, and efforts of other contractors on the project
- Willingness to help other contractors on the project
- Demonstrated and communicated the importance of team play to their workers/employees
- Clear and continual communication with all team members
- Proactively communicated issues that may have impacted the project
- Consistently responded to issues brought to the firm's attention during the project, i.e., was responsive
- Cooperated in addressing potentially contentious issues

- B) Please describe the firm's professionalism on the job, including clear and accurate communication, adherence to schedule and deadlines, and preparedness. **(25 points)**

Examples may include:

- Communicated clearly and accurately
- Successfully followed the project schedule, meeting all deadlines
- Demonstrated knowledge and understanding of startup phase tasks and requirements
- Arrived prepared for all meetings and scheduled work
- Accommodated contract financing to mitigate worker issues and delays
- Managed personnel to encourage performance and accountability
- Demonstrated competence in completing required reports; submitted all project-related reports, updates, and paperwork on time
- Demonstrated possession of requisite communications skills to assure successful project delivery
- When encountering challenges on the project, demonstrated a proactive (rather than reactive) approach to achieve resolution
- Demonstrated ability to mitigate obstacles in schedule adherence
- Demonstrated contingency planning with regard to workers, materials and equipment availability

C) Please describe how the firm performed on the project in relation to completion of work within allotted schedule, completion of work within budget, as well as compliance with safety and regulatory requirements. **(25 Points)**

Examples may include:

- Successfully followed the project schedule, meeting all deadlines
- Completed scope of work within the allotted budget
- Demonstrated knowledge and understanding of District expectations regarding worksite safety
- Demonstrated preparation sufficient to avoid delays and rework on the jobsite
- Demonstrated knowledge and understanding of Public Contract Code
- Demonstrated knowledge and understanding of Labor Standards
- Cooperated in learning/utilizing LCP Tracker and other resources required to assure data accuracy and regulatory compliance
- Complied with all safety requirements, including following fall protection guidelines, equipment safety guidelines, project site fire safety guidelines, waste and hazardous material disposal procedures, personal protective equipment guidelines, recordkeeping and incident reporting procedures, timely submittal of safety reports, etc.
- Complied with all regulatory requirements, such as prevailing wage requirements, labor compliance reporting, environmental requirements, storm water prevention regulations, etc.

D) Please describe any proactive efforts taken by the firm to assure on-the-job performance is consistent with project requirements and District expectations. **(25 points)**

Examples may include:

- Asked questions for clarification to ensure highest quality of work was delivered
- Collaborated with other contractors on the project
- Consistently participated in meetings held by the project team or District staff to address field issues, safety, schedule, etc.
- Demonstrated knowledge of risk mitigation strategies on the jobsite
- Demonstrate understanding of staging area issues and safety requirements
- Maintain relevant manuals and instructional materials to address jobsite activities and performance
- Demonstrate responsible equipment and material handling and storage procedures
- Demonstrate familiarity with construction jobsite storm water, waste management, dust and other environmental regulatory requirements
- Demonstrate knowledge of worker hours, breaks and mealtime regulations

Optional Question

- E) Please describe the firm's interest in accessing and utilizing available resources to enhance business capacity and marketability, including technical assistance, training, bonding and financial assistance, and additional business certifications. **(10 Bonus Points)**

This question may be answered in partnership with the District's Outreach Team.

Examples may include:

- Attendance at outreach events and workshops
- Completed SDCCD Certification Verification Form
- Attended SDCOC workshops or received SDCOC technical assistance
- Applied for additional small business certifications
- Solicited technical assistance to enhance knowledge and competence regarding:
 - Bonding
 - Contract Financing
 - Prevailing Wages
- Purchased scheduling or other software to enhance project management proficiency & competitiveness
- Pursued and /or participated in a mentor/protégé program