

Contra Costa County Professional/Personal Services Outreach Program

This program applies to all service contracts, both formal and informal, including purchase orders for services. The following are exempt from this program: contracts less than \$2,500; emergencies, as defined in Ordinance Code Section 1108-2.206(c); special expert services (criminal investigation, prosecution, etc.) pursuant to Ordinance Code Section 1108-2.214(b)(3); and unique circumstances where the County Administrator determines that an exception is necessary.

Outreach—Informal Contracts

When a request for services is made informally (i.e., not with a request for proposals, request for quotation, or statement of qualifications), it is the department's responsibility to solicit consultants/service providers and to award the contract in a manner that is consistent with this program.

Outreach by Consultant—Formal Contracts

When a request for services is made formally (i.e., with a request for proposals, request for quotation, or statement of qualifications), consultants/service providers are encouraged to make the following outreach efforts:

- a. Contact the following acceptable certifying agencies for listings of MBEs, WBEs, SBEs, and LBEs:
 - (1) City of Oakland
Office of Public Works
One City Hall Plaza
Oakland, CA 94612
(510) 238-3970
(510) 238-2233/fax

- (2) Metropolitan Transportation Commission
Regional Transit Coordinating Council

Golden Gate Bridge, Highway and Transportation District,
Chair
1011 Andersen Drive #108
San Rafael, CA 94901-5381
(415) 257-4536
(415) 257-4555/fax
Cgonzale@ggbhtd.dst.ca.us

Includes listings for the following agencies—

Alameda Contra Costa Transit District (AC Transit)
(510) 577-8812
(510) 577-8839/fax
Sandy@pacbell.net

Bay Area Rapid Transit District (BART)
(510) 464-6610
(510) 464-7587/fax
Jmackl@bart.dst.ca.us

Central Contra Costa Transit Authority (CCCTA or County Connection)
(510) 676-1976 x223
(510) 686-2630/fax

Metropolitan Transportation Commission
(510) 464-7750
(510) 464-7848/fax
Jmiyaz@mtc.dst.ca.us

San Mateo County Transit District (Samtrans)
(415) 508-6417
(415) 508-6415/fax

San Francisco Public Transportation
(415) 923-6139
(415) 923-6137
(415) 923-6180/fax

Santa Clara Valley Transportation Authority
(408) 321-5606
(408) 955-0892/fax
Andy.flores@vta.org

- (3) San Francisco Human Rights Commission
25 Van Ness Avenue, Suite 800
San Francisco, CA 94102-6033
(415) 252-2500
(415) 431-5764/fax
 - (4) State of California Department of Transportation
Division of Civil Rights
1120 N Street, Room 2445
Sacramento, CA 95814
(916) 654-7048
[Http://www.dot.ca.gov/hq/bep/](http://www.dot.ca.gov/hq/bep/)
 - (5) Port of Oakland
530 Water Street
Oakland, CA 94607
(510) 272-1390
(510) 272-1172/fax
 - (6) Los Angeles Transportation Commission
Contract Compliance
818 West 7th Street, 4th Floor
Los Angeles, CA 90017
 - (7) U.S. Small Business Administration
Regional Office
71 Stevenson Street, 20th Floor
San Francisco, CA 94105-2939
(415) 744-6808
- b. Request assistance in identifying and notifying MBEs, WBEs, SBEs, and LBEs from community organizations; consultant groups; local, state, or federal business assistance offices; and/or other agencies or organizations that provide assistance in the recruitment and placement of MBEs, WBEs, SBEs, and LBEs.
- c. Conduct broad-based outreach to potential subconsultants, including MBEs, WBEs, SBEs, and LBEs, by notifying those firms of the project (via fax, newspaper advertisements, etc.),

by providing project information (proposal due date, description of the project, and other pertinent information), and by inviting quotations from all interested firms.

Outreach by Department—Formal Contracts

Departments are responsible for the following outreach efforts:

- a. Provide pre-solicitation meetings and identify items of work to be performed by the consultant/service provider, including licenses and bonding requirements.
- b. Advertise projects in daily or weekly newspapers or other media, including minority and women publications or other media. The advertisement(s) should state the following at a minimum:
 - (1) Proposal due date;
 - (2) Description of the entire project;
 - (3) Items of work to be performed in the project;
 - (4) Bonding requirements and other special license requirements; and
 - (5) Other pertinent information.
- c. Maintain a list of certified MBEs, WBEs, and SBEs by using the Caltrans directory, the County directory, and the directories of other certifying agencies acceptable to the County.
- d. Annually and upon request, revise the list of MBE, WBE, and SBE consultants/service providers maintained by the department to include updated information from the Caltrans directory, the County directory, and the directories of other certifying agencies acceptable to the County.
- e. Continue to submit to the Contract Compliance Officer, upon request, documentation on projects.
- f. Review the feasibility of identifying contracts that would allow for the selection of a pool of consultants/service providers to receive contract awards on a rotational basis. The pool of consultants/service providers would include MBEs, WBEs, SBEs, and LBEs.

Verification of Performance

Upon completion of services, the consultant/service provider shall submit a completed "Verification of Performance" form for each identified first tier subconsultant utilized by the consultant/service provider in connection with the project. Where possible, the form shall be signed by the subconsultant and shall identify the item(s) of work performed and the actual dollar amount received

or to be received. Consultants/service providers should submit the forms to the department, which shall forward copies of the completed forms to the Contract Compliance Officer prior to final payment for work done.