



# SMALL BUSINESS ADVISORY BOARD

## Meeting Notice and Agenda

TUESDAY, March 25, 2025

**In-Person** Meeting, 8:30 a.m. – 10:00 a.m.

Location: Civic Center Plaza, 14<sup>th</sup> Floor Conference Room –  
1200 3<sup>rd</sup> Ave, San Diego, CA 92101

**Chair:** Austin Evans | **Vice Chair:** Natasha Salgado

**Board Members:** Ania Kaminska, Austin Evans, Brandon S. Johnson, Christian Gomez, Donna Deberry, Jenna Hanson, Juliet Terramin, Natasha Salgado, Sarah Mattinson, and Sunny Lee.

**Staff Liaisons:** Alex Southard and Sean Karafin.

### Public Comment

**Public Comment on an Agenda Item:** If you wish to address the Board on an item for today's agenda, please complete and submit a speaker form before the Board hears the agenda item. You will be called at the time the item is heard.

**Public Comment on Matters Not on the Agenda:** You may address the Board on any matter not listed on today's agenda. Please complete and submit a speaker form. However, California's open meeting laws do not permit the Board to discuss or take any action on the matter at today's meeting. At its discretion, the Board may add the item to a future meeting agenda or refer the matter to staff or committee. Individuals' comments are limited to three minutes per speaker. At the discretion of the Chair, if a large number of people wish to speak on the same item, comments may be limited to a set period of time per item.

Item 1: Call to Order (Chair Evans)

Item 2: Action: Roll Call (Chair Evans)

Item 3: Conversation with Council President Joe LaCava

Item 4: Action: Approval of February 25, 2025 Minutes (Chair Evans)

Item 5: Action: Rescheduling the April 22, 2025 Meeting (Chair Evans)

Item 6: Discussion: San Ysidro Business Improvement District Advisory Committee (Liaison Southard)

- Item 7: Action: Draft Advising Letter (Chair Evans)
- Item 8: Staff Report
  - a. Economic Development Department (Liaison Southard)
- Item 9: Board Member Comments
  - a. Suggested items for future meetings
- Item 10: Non-Agenda Public Comment
- Item 11: Adjournment

#### REQUESTS FOR ACCESSIBILITY MODIFICATIONS OR ACCOMMODATIONS

This information will be made available in alternative formats upon request, as required by the Americans with Disabilities Act (ADA), by contacting Sean Karafin at [sdbusiness@sanidiego.gov](mailto:sdbusiness@sanidiego.gov) or 619-236-6700. Requests for disability-related modifications or accommodations required to facilitate meeting participation, including requests for alternatives to observing meetings and offering public comment as noted above, may be made by contacting Sean Karafin at [sdbusiness@sanidiego.gov](mailto:sdbusiness@sanidiego.gov) or 619-236-6700. Requests for disability-related modifications or accommodations required to facilitate meeting participation, including requests for auxiliary aids, services or interpreters, require different lead times, ranging from five business days to two weeks. Please keep this in mind and provide as much advance notice as possible in order to ensure availability. The City is committed to resolving accessibility requests swiftly in order to maximize accessibility.



# SMALL BUSINESS ADVISORY BOARD

## Meeting Minutes

TUESDAY, February 25, 2025

8:30 a.m. – 10:00 a.m.

Location: Civic Center Plaza, 14<sup>th</sup> Floor Conference Room –  
1200 3<sup>rd</sup> Ave, San Diego, CA 92101

**Chair:** Austin Evans | Vice Chair: Natasha Salgado

**Board Members:** Ania Kaminska, Austin Evans, Brandon S. Johnson, Christian Gomez, Donna Deberry, Jenna Hanson, Juliet Terramin, Natasha Salgado, Sarah Mattinson, and Sunny Lee.

**Staff Liaisons:** Alex Southard and Sean Karafin.

Item 1: Call to Order (Chair Evans)

- Meeting was called to order at 8:30 AM.

Item 2: Action: Roll Call (Chair Evans)

- In attendance: Ania Kaminska, Austin Evans, Brandon S. Johnson, Christian Gomez, Donna Deberry, Jenna Hanson, Juliet Terramin, Natasha Salgado, and Sarah Mattinson.
- City Staff: Berric Doringo, Myrna Dayton, Fadi Kabro, Jose Lopez, Alex Southard, and Viridiana Quintana.
- Members of the Public: Simone Weinstein.

Item 3: Presentation from the Purchasing & Contracting Department on Contractor Selection Process

- Berric Doringo, Deputy Director for the City's Purchasing & Contracting Department, shared information regarding the selection process of contractors.
- There is a prequalification program to encourage businesses to apply and submit their financials, references from past projects, and more.
- When soliciting bids, staff will verify all documents including evaluate licenses and contact primes if applicable.
- Staff reviews applications, including calling references. Qualifying applications are on a list for 2 years.
- Staff makes a determination and issues a notice to intent award for the applicant deemed a good fit.
- The City has a "minor repair program" for projects under \$250,000.
- Myrna Dayton shared if a contractor's work is not satisfactory, the City can send a notice of violation, citations, and address the issues in the contractor's final evaluation.
- Evaluation outcome can be excellent, needs improvement, or unsatisfactory.

- If unsatisfactory 2 times, they cannot contract with the City for 2+ years. If contractor defaults, City Council can seek a debarment.
- Natasha Salgado shared many businesses in City Heights have been impacted by the construction project along University Avenue. 5 have gone out of business and 10 are near closing.
- Claims submitted to Risk Management go to either the contractor or the City.

Item 4: Presentation from Engineering & Capital Projects on Contractor Selection Process

- Fadi Kabro, Senior Civil Engineer with the City's Engineering & Capital Projects Department, shared information regarding the delivery methods for construction projects.
- The most common delivery methods include a Design Bid Build and Design Build, among others.
- There are prequalification requirements including insurance and bonds.
- The City has a project finder webpage- [www.sandiego.gov/cip/projectinfo](http://www.sandiego.gov/cip/projectinfo)
- Jose Lopez shared notices should list 2 contacts including the Resident Engineer's information and a 24/7 contact.
- The City Heights project area should be open by March 27<sup>th</sup>.

Item 5: Action: Approval of January 28, 2025 Minutes (Chair Evans)

- With a motion by Sarah Mattinson and a second by Natasha Salgado, the Board voted to approve the January 28, 2025 minutes.
  - Yes: Ania Kaminska, Austin Evans, Brandon S. Johnson, Christian Gomez, Donna Deberry, Jenna Hanson, Juliet Terramin, Natasha Salgado, and Sarah Mattinson.
  - Abstain: None.
  - Absent: Sunny Lee.

Item 6: Discussion: San Ysidro Business Improvement District Advisory Committee (Liaison Southard)

- Alex Southard shared an update on the San Ysidro BID activities.
- EDD has been hosting two meetings per month in the district- updates and working meetings.
- Members voted to move forward with the discussion regarding entity formation of a 501(c)3 and 501(c)6. They will hear different legal counsel presentations/proposals at the next meeting.
- Civic Community Partners has hired an intern to support with technical assistance to businesses.
- The February updates meeting included a presentation from SANDAG regarding San Ysidro land use planning studies and future projects.

Item 7: Update on the Technical Advisory Ad Hoc Committee (Chair Evans)

- There is an opportunity to be a liaison for the Technical Advisory Ad Hoc Committee through the Development Services Department. The board can assign one or more liaisons to this committee.

- At the January meeting, Sunny Lee expressed interest in attending. Donna Deberry interested in attending the next committee meeting.

Item 8: Action: Draft Advising Letter (Chair Evans)

- None.

Item 9: Staff Report

a. Economic Development Department (Liaison Southard)

- Alex Southard provided an update from the Economic Development Department.
- Jason Paguio resigned from the board. There is 1 vacancy on the board.
- The Mayor has begun to make changes due to the significant budget deficit. Changes include- Mayor assuming the role and responsibilities of city manager; consolidation of various offices/departments; and additional reductions of unclassified management positions.
  - The Department of Cultural Affairs will transfer into a division of the Economic Development Department.

Item 10: Board Member Comments

a. Suggested items for future meetings

- Presentation from the Risk Management Department, Cultural Affairs, and the proposal for a minimum wage increase for tourism workers.

Item 11: Non-Agenda Public Comment

- Simone Weinstein gave a public comment asking the board what they are doing to ensure small businesses (brick and mortars) keep doors open.

Item 12: Adjournment

- The meeting was adjourned at 9:45 AM.

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Engineering and Capital Projects (E&CP) Department

## Capital Improvement Program (CIP)

# Delivery Methods for Construction Projects

Presenter: Fadi Kabro, Senior Civil Engineer – E&CP

Prepared for: Small Business Advisory Board

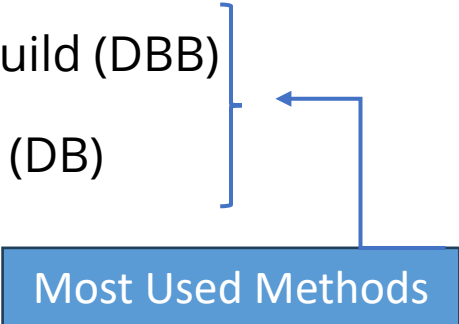
February 25, 2025

**CIP Delivery Method** is the process used to design, procure, and construct the project. It defines the roles, responsibilities and contractual relationship between the project owner and contractors.

The delivery method is usually selected during the early stages of project initiation depending on the following **factors**:

- Budget
- Timeline and Schedule
- Project Scope and Complexity

**Type** of Delivery Methods:

- Design Bid Build (DBB)
  - Design Build (DB)
- 
- Job Order Contract (JOC)
  - Multiple Award Construction Contract (MACC)
  - Construction Manager at Risk (CMAR)
  - Emergency and Sole Source (EMR – SS)

## Design-Bid-Build (DBB) Delivery Method

DBB is the traditional “**low bid**” and most commonly used project delivery method.

### Key Features:

- The **design** phase of the project has been completed **before** engaging the contractor
  - Well Defined Scope
  - Design Control
- The **construction** phase of the project is to be **contracted out**
  - No Contractor Input in Design

### Award Process:

- Awarded to the lowest responsive, responsible bidder
  - Pursuant to San Diego Municipal Code §22.3003, Responsible or Responsibility refers to the quality, fitness, and capacity of a bidder to satisfactorily perform the proposed work. A responsible bidder has the quality, fitness, and capacity to satisfactorily perform the proposed work, while a non-responsible bidder does not.





## Design-Build (DB) Delivery Method

The DB method is utilized when the owner contracts out the design and construction phases of a project to a single entity (i.e., Design-Builder). The owner shall provide bridging documents as part of the contract solicitation.

### Key Features:

- The design-builder is responsible for the **design and construction** phases of the project
  - DB allows for overlapping design and construction phases
- The Design-Builder is required to submit a **Technical Proposal** as part of the bidding package that includes:
  - Technical Approach
  - Design Concept
  - Construction Plan
- There are two types of Design-Build Delivery Method
  - DB 1-Step – all qualification requirements must be included in the Request for proposal (RFP)
  - DB 2-Step – 1<sup>st</sup> step is to issue a Request for Qualifications only, Firms will be short-listed, 2<sup>nd</sup> step is to issue RFP

### Award Process:

- The contract is awarded to a responsive, responsible bidder based on a **combination** of qualifications and cost



## Less Commonly Used Delivery Methods:

### Job Order Contract (JOC) Delivery Method

- Only construction services are to be contracted for repetitive and simple projects
- Indefinite Delivery Indefinite Quantity
- Awarded to the lowest responsive, responsible bidder
- Projects are completed by the issuance of task orders

### Multiple Award Construction Contract (MACC) Delivery Method

- Design and construction services are to be contracted
- Indefinite Delivery Indefinite Quantity
- Projects are completed by the issuance of task orders

### Construction Manager at Risk (CMAR) Delivery Method

- Owner contracts with both an Architect/Engineer and a Construction Manager (CM)
- The CM assumes the responsibility and risk of budget and schedule management for the project
- Used for large scale or complex projects (think stadium, convention center, etc.)

### Sole Source (SS) Contracts

- A contract awarded without a competitive process
- The department must provide a "Sole Source Certification Request" form and accompanying documents or justification to the Purchasing and Contracting Department

### Emergency (EMR) Contracts

- Emergency contracts are actually sole source contracts, with the emergency as the justification for an award without a competitive process

## Contractor's License and Prequalification Requirements

Prime contractors desiring to bid on the City of San Diego Public Works projects must satisfy the following conditions:

- Licensed by the **Contractors State License Board**
- Prequalified with the City of San Diego through the **Contractor Prequalification Program**
  - ***San Diego Municipal Code §22.3004*** requires contractors to be qualified based on:
    - ❖ Financial strength;
    - ❖ Technical expertise;
    - ❖ Experience;
    - ❖ Satisfactory record of past performance; and
    - ❖ Compliance with the law
  - To continue eligibility, **bi-annual renewal** of prequalification is required



## Insurance and Bonds Requirements

In accordance with the [\*Municipal Code, Chapter 2, Article 2, Division 30, Section § 22.3005 "Insurance and Bonds"\*](#)

- The City is authorized to require contractors to provide insurance and surety bonds for contracts.
- Bidder shall submit proof of insurance or surety bonds, or both, acceptable to the City prior to award.

### **Construction contracts require the following standard insurance:**

- General Liability Insurance
- Commercial Automobile Liability Insurance
- Workers' Compensation Insurance and Employers Liability Insurance

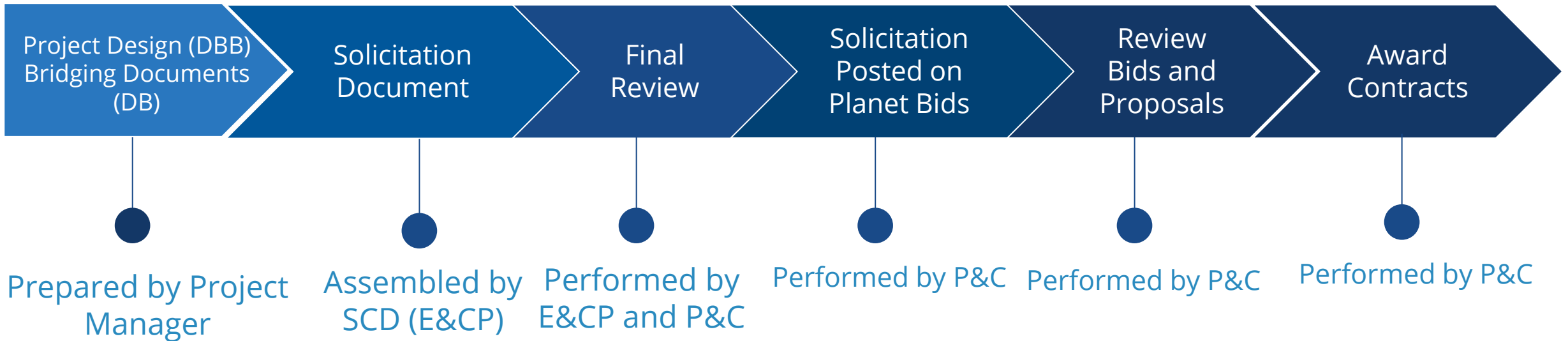
### **Depending on the Scope of Work, additional insurance may be required, such as:**

- Contractors Pollution Liability Insurance
- Contractors Hazardous Transporters Pollution Liability Insurance
- Contractors Builders Risk Property Insurance
- Errors and Omissions Insurance

### **Construction contracts require the following Bond requirements:**

- Bidders are required to submit bid security equal to 10% of the contract price
- Bidders are required to provide Performance Bond and Labor and Materialmen's Bond

# Construction Projects Advertisement Process





# Questions?