

# Capital Projects Advisory Review Board (CPARB)

## JOC Evaluation Committee

### Meeting Minutes

*Date | time* 6/17/2021 2:00 PM | *Call in number:* 1-206-899-2838, Conf ID 421 544 356#

*Location:* Microsoft Teams

Meeting called by	Linda Shilley	Voting Members:
Type of meeting	Monthly Committee	✓ Quinn Dolan <input type="checkbox"/> Randy Horn Gordian) ✓ Aleanna Kondelis ✓ Anna Daeuble ✓ Brent LeVander <input type="checkbox"/> Eric Lindstrom ✓ Gina Owens ✓ Linda Shilley
Facilitator	Quinn Dolan	✓ Brian Thomas ✓ Amanda Lanier ✓ Maja Huff
Note taker	Jess Georg	Invitees:
		✓ Tollen Bramby <input type="checkbox"/> Garrett Buckingham <input type="checkbox"/> Debra Delzell <input type="checkbox"/> Michel Ligtenberg ✓ Diana Peterson <input type="checkbox"/> Jena Richmond <input type="checkbox"/> Melissa Van Gorkom <input type="checkbox"/> Amanda Witt <input type="checkbox"/> Norman Glover <input type="checkbox"/> Rex Brown <input type="checkbox"/> Melissa Jordan
		✓ Cindy Magruder ✓ Angela Peterson ✓ Olivia Yang
		✓ Santosh Kuruvilla ✓ Dan (Platinum Business Group)

#### Agenda Items

Topic	Presenter	Time allotted
✓ Welcome and Roll Call 2:03pm	Linda & Quinn	5 Minutes
✓ Introduce Special Guests: Santosh Kuruvilla and Olivia Yang, CPARB Business Equity/Diverse Business Inclusion Committee Chair and Co- Chair	Quinn	2 Minutes
✓ Review Best Practice Guidelines Slides related to Diverse Business Inclusion	Linda/Quinn	45 Minutes
✓ Schedule for Completing BPG	Linda	5 Minutes
✓ General Items	All	20 Minutes

#### Notes

- **Purpose of this Meeting:**

- Share our Best Practice Guidelines slides 13, 14, 18, 19, 28, 32 and 37 and collaborate with our guests to ensure that the Diverse Business Inclusion slides contain information compliant with the statutes and provides adequate guidance to public agencies and contractors for outreach and utilization of diverse businesses.

#### Meeting Notes:

- Olivia Yang-We have 2 sub categories established : Stakeholder engagement and Best Practices; Best Practices. Best Practices will discuss urgent for action plans started at least a month ago. These will be reported in September of 2021 with a final due date of June 2022.
- Santosh Kuruvilla-Content of these discussions will be available on the CPARB website along with last meeting notes. The workplan itself has already been created and an out reach for best practices.
- Aleanna-This is a high level outline but synergy is happening!
- Quinn-Today our focus is on the featured slides and building more of that synergy. We can use these BPG in a presentation and from two points of view. One view may be that of the GC and the other that of the sub. Notes areas have more details for your use as well.
- #13-Intro Slide that shows RCW updates, how public bodies establish committees and requirements, moving on to an intro of the following slides.
- #14-Encouraging people to get the word out. Businesses vs. Non-Profits: The current listed websites are available on Google and are only suggestions as to who to include. What if we forget one and how do we determine who is on our list?
- Angela-A caveat should be added that these are suggestions, some have a subscription based platform and this is in no way an endorsement of any listed resources.
- Organization of our resources could be broken out by *type*: non-profit, subscription,etc.
- Some concern expressed on unfair treatment and OMWBE certification being verified before hand.
- Quinn-These resources can be listed in BPG Appendix A; Outreach Distribution List in a table form and slide #47 can be considered a summary.
- Dan-Entrepreneur info would like to be included.
- Linda-Certified sub list and minority sub lists may be two different things. We can help the subs categorize themselves. Also, a target audience list may be helpful. Let's discuss further those that didn't make it into Appendix A.
- Website education seems to be split: How to become a sub on this list vs. How to find a sub on these lists, as many subs are already established.
- This exercise is also great for understanding markets.
- Advertising a JOC-this could be another list category. Which agencies?
- Santosh-The committee should have an overall strong sense of the small business community. These businesses need access to the portals of advertisement, as many times it is too late for them once they learn of the project. Per-solicitation notices would be helpful to forecast ahead of time and provide small businesses the opportunity to seek capital.
- Gina-City of Seattle does do this through a posted PDF. Also, COS encourages the attendance of pre-bid meetings and attention to the blog.
- Linda-Contractors have requested comprehensive lists for JOC rather than individual sites.
- #18 & 19-Slides where the meat is added: Selection process, RCW requirements, OMWBE, RFP. For a resource on this process, help is offered through OWWBE as well.

- Olivia-Very happy with the slides, CPARB general concepts. GCCM and Design Build can take advantage of this as well as public agencies.
- #28-Procurement Process Slide for Agency vs. Contractor Diverse Participation: RFP, work order, etc. Emphasis and repetition is used. This slide is evolving. Another opportunity for Appendix A to post contractor outreach intent for certain trades?
- #32-Slide adding contractors opportunity to write and develop scope in order to fully utilize diverse subs. COS requires subs to sign off on scope while PMs monitor the actual utilization through DBE forms.
- Linda-Inclusion plan representatives need to get together. After the contract is awarded what happens? Focus needs to be reinforced throughout.
- Proposed-Should an evaluation of JOC language be performed to ensure that it allows for inclusion? If more firms become Primes that is a step in the right direction.
- Quinn-Next meeting let's work page by page to address the latest comments. Process will be on CPARB website. The document will also have a bibliography at the conclusion. We will create a JOC specific folder asking for sample documents as well.
- AGC may make this the basis for a training course. They have an education foundation that provides a forum for this. This allows them to handle the logistics and the funds help them with their scholarships, etc. When we are ready, an education coordinator can be contacted who can teach the course. Usually these training sessions happen two times per year with a capped enrollment of 75 people. We are currently on a schedule to provide a training. Let's get the CPARB approval in September to begin using it. Keep in mind standardized content is great so it can be used by anyone, anywhere.
- Gina-motion to close; Eric 2<sup>nd</sup> aye to close.

**General Items** – Members input

**Next Meeting**

July 15, 2021 at 2:00 p.m.