City & County of San Francisco
Daniel Lurie, Mayor

Office of the City Administrator
Carmen Chu, City Administrator

Contract Monitoring Division
Regina Chan, Director

Local Business Enterprise Advisory Committee (LBEAC)
August 7, 2025 Meeting Minutes

1. Call to Order/Introduction

   Chair Galarza called the meeting to order at 10:07 AM

   Committee Members Present: Kyndra Cox, Miguel Galarza, Tricia Gregory, Kamal Hubbard, Kent Lim, Queena Lu, Wayne Perry, Jae Shin, Elahe Enssani (attending virtually)

   Committee Members Absent: Matthew Ajiake, Darolyn Davis, Alaric Degrafinried, Bruce Giron, Sailaja Kurella, Tiffany Tatum

   CMD Staff Present: Regina Chan, Queena Chen, Caitlin Flammer, Ivan Oldenkamp

   Members of the Public Present: See Guest Sign-In Sheet posted on LBEAC Meeting page.

2. Project Update: Hunters Point Naval Shipyard – Michael Pound, NAVFAC BRAC Environmental Coordinator, US Navy BRAC, and Kaiulani Watson, PG, ECC Infrastructure LLC
   a. Michael Pound, NAVFAC BRAC Environmental Coordinator, presented the following:
      i. The Navy has a 23% local subcontracting and local hiring requirement on this project.
      ii. Currently, they are in the post-award kickoff phase, establishing the team and planning how to execute the project.
      iii. The project was awarded on April 23, 2025 to ECC Infrastructure LLC. Work is expected to begin February 2026 and go through May 2027. They expect to have a developed workplan and get through the regulatory review cycle by the end of December 2025.
      iv. The following will be included in the workplan: demolition, abatement, an environmental protection plan, a stormwater pollution prevention plan, a dust monitoring plan, a traffic control plan, a waste management plan, an accident prevention plan/health and safety plan, and a quality control plan.
   b. Kaiulani Watson, PG, presented the following:
      i. The biggest area of subcontracting need is trucking hazardous materials.
      ii. Outreach and engagement have been ongoing. ECC will also be providing free training.
      iii. To pursue work on this project, businesses should be registered on SAM.gov.
      iv. Visit the ECC website or email ECC at HPNSContracts@ecc.net with questions.
      v. Upcoming events include September 18, 2025 CAC meeting and November 20, 2025 Career and Subcontractor Opportunities Fair. At the November 20th event, the main subcontractors will attend and take resumes. Bid sheets and bid packages will also be available with instructions.
      vi. Businesses interested in this opportunity should work on their SAM registration as soon as possible. NorCal APEX Accelerator is a helpful resource. To provide feedback on barriers to getting registered on SAM, contact Michael Pound at michael.j.pound.civ@us.navy.mil.

3. Upcoming Project: Southeast Water Pollution Control Plant Nutrient Reduction – Jignesh Desai, Senior Project Manager, PUC
    a. Jignesh Desai, Senior Project Manager, presented the following:
        i. There is a new project at the Southeast Plant (SEP) to reduce nutrient.
        ii. There is a new requirement for PUC to reduce nutrient discharge from 11,000 kg/day to 15 mg /year in 2039. In 2039, PUC's discharge permit is up for renewal.
        iii. This project will be a best value progressive design-build project, and PUC is now looking to pick one design-builder. There are 2 potential construction joint ventures: Jacobs Project Management Company & PCL and Sundt Corporation, Inc. & Carollo Engineers, Inc. Once the RFP is announced this month, there will be a pre-proposal meeting. The target budget is $1B.
        iv. Potential LBE subcontractor opportunities include: Civil Engineering, Geotechnical, Potholing, HVAC, Mechanical, Structural Rehab, Misc Utilities, Site Civil and Concrete, Steel, Plumbing, and Trucking/Hauling.
        v. The LBE requirement for this project is 10% for preconstruction/design and 13% for construction, totaling approximately $127M

4. Director's Report - Regina Chan, Director, CMD
    a. CMD is working to publicize the early retention release provision. Both Primes and LBEs are not always aware of this provision. All CMD Contract Compliance Officers will make this provision known in all Pre-Construction meetings. CMD has a template letter ready for General Contractors. There is no required turnaround time for the early retention release in the Code.
    b. There's a virtual LBE Program Evaluation Community Engagement Session on August 26th. Survey calls are ongoing. Please pick up the call. If you can't pick up the call, please email your thoughts to SFContractingEquity@bbcresearch.com.
    c. There was a small business workshop on April 23rd 2025 hosted by GovOps. The next one will be on September 10th 2025.
    d. CMD is currently recruiting for the fourth cohort of the Mentor Protégé Program.

5. Tricia Gregory, seconded by Jae Shin, moved to hold LBEAC meetings once a month for at least the next 6 months. The motion did not pass.
        i. Ayes: Miguel Galarza, Tricia Gregory, Wayne Perry, Jae Shin
            - Elahe Enssani voted Aye. However, her vote was not counted because she was attending remotely.
        ii. Nays: Kent Lim
        iii. Abstain: Queena Lu, Kyndra Cox, Kamal Hubbard

6. Review and approval of April 3, 2025 LBEAC meeting minutes
    a. Wayne Perry, seconded by Jae Shin, moved to approve of June 5, 2025 LBEAC Meeting Minutes.
        i. Ayes: Kyndra Cox, Miguel Galarza, Kamal Hubbard, Kent Lim, Queena Lu
        ii. Abstain: Tricia Gregory

7. Public Comment
    a. Questions and Comment for Hunters Point Naval Shipyard (HPNS):
        i. Who will manage the trucking on this project? An ECC employee will do this.

ii. How can LBEs get involved? Register on SAM.gov and attend outreach events.
iii. Are there budgets or durations for the subcontracting work? This is dependent on the scope.
iv. How do firms receive information about available subcontracting opportunities? Register in person or via email with ECC to receive updates.
v. Is the training you are providing free or paid? Training will be free.
vi. Need an update on promised business liaison.
vii. SAM requires bonding information. That requirement needs to be removed so small businesses can register.

b. Questions for PUC:
   i. Is the sea wall tied to your project? This project must comply with City's climate adaptation plans.
   ii. When will one of the 2 shortlisted contractors be awarded the project? PUC hopes to award the RFP in early 2026.
c. Question for CMD:
   i. Can CMD give LBEs a template to request early retention release from Primes? No specific form is needed to request early retention from primes.
   ii. CMD should make a new form or add a section to the closeout form for early retention release.
d. General Comments: TIDA should be invited to another LBEAC meeting; Webcor airport team should be invited to a LBEAC meeting.

8. Adjournment
   a. The meeting was adjourned at 12:00 PM.