

SPONSOR AGENCY PROCUREMENT PROCESS: CONSTRUCTION

The Sponsor Agency must follow these requirements in procuring a construction contract:

- 1. Local Business Contract Equity (LBCE) Program Compliance.** Sponsor Agency shall review the LBCE Program to ensure compliance with all program requirements, including but not limited to LBCE Program Appendix B (Responsibilities of Sponsor Agencies).
- 2. Outreach to Firms Certified by Alameda County Transportation Commission (Alameda CTC).** Sponsor Agency shall distribute, or request that Alameda CTC distribute, the procurement notice to Alameda CTC-certified Local Business Enterprise (LBE), Small LBE (SLBE), and/or Very Small LBE (VSLBE) firms. Sponsor Agency should document its outreach efforts. Further, Alameda CTC recommends that the Sponsor Agency advertise the procurement notice in one or more newspapers, technical publications, professional associations, societies, and/or business development centers, to solicit firms eligible to be certified as LBE, SLBE, and/or VSLBE firms that are interested in participating in the opportunity.
- 3. Pre-bid Meeting.** Alameda CTC recommends that not less than ten (10) business days before bids are due for each contract subject to this LBCE Program, Sponsor Agency shall hold a pre-bid meeting in Alameda County and invite prospective prime contractors and subcontractors, including LBE, SLBE and VSLBE firms. During the meeting, Sponsor Agency may explain the contract work to be performed and the process for bidding, and Alameda CTC or Sponsor Agency will explain the provisions of this LBCE Program, including the LBCE Program Exhibits. Sponsor Agency shall discuss and provide the list of certified LBE, SLBE and VSLBE firms (available at www.alamedactc.org/contract-equity) to prospective bidders at the meeting.
- 4. Participation Verification.** Sponsor Agency shall validate the participation percentage for each goal.
- 5. Good Faith Efforts Requirements.** Sponsor Agency shall direct the prime contractor to comply with all of the requirements for submitting a bid as prescribed by the LBCE Program, including but not limited to LBCE Program Appendix C (Good Faith Efforts for Construction Contracts) and LBCE Program Exhibit B2 (Sample Program Compliance Language: Construction).