

Memorandum

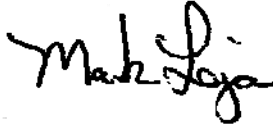
*Flex your power!
Be energy efficient!*

To: DEPUTY DISTRICT DIRECTORS, Construction
DEPUTY DIVISION CHIEF, Structure Construction
CONSTRUCTION MANAGERS
SENIOR CONSTRUCTION ENGINEERS
RESIDENT ENGINEERS

Date: February 25, 2010

File: Division of Construction
CPD 10-1

From: MARK LEJA
Chief
Division of Construction



Subject: Small Business Utilization Report Pilot Program Extension

This Construction Procedure Directive extends the Small Business Utilization Program Pilot Program, initiated in CPD 09-3, until June 30, 2010.

The Department of Transportation (Caltrans) developed a pilot study program to analyze the use of small businesses on selected Caltrans projects. For certain projects, contractors were asked to submit the Small Business Utilization Report on a voluntary basis for which Caltrans would compensate the contractor a fixed amount of \$250.00 per report.

The pilot program was originally scheduled to last until December 31, 2009. The final quarterly pilot program is extended until June 30, 2010. Selected projects with contract acceptance dates on or before June 30, 2010, should submit a final Small Business Utilization Report form, but projects with contract acceptance dates later than June 30, 2010, do not have to submit a final report.

Resident engineers must continue to mail, fax, or email the report to the Office of Business and Economic Opportunity (see address below).

Reports are due for the quarter on the 15th of the month following the end of that quarter. This due date allows enough time to include payment on the next estimate. Since Caltrans requires current information, no payment is made for late reports, and contractors are not penalized for non-submittal. Resident engineers will review the reports for accuracy and completeness and should encourage the contractor to submit the report early so it can be reviewed. If a report is incomplete, a contractor may correct it before the submittal deadline. Resident engineers are prohibited from making partial payment for late or incomplete reports or for any other reason.

Resident engineers will file the original report in the project records.

Section 4-1.03B, “Increased or Decreased Quantities,” of the *Standard Specifications* requires adjustments for increases and decreases in the total pay quantity for the contract item of work to prepare the report. However, the contract special provision for the Small Business Utilization Report exempts resident engineers from having to adjust the item for additional reports provided or non-submittal of the reports by the contractor.

If you have questions regarding preparation and submittal of the reports, please contact Robert Padilla, Disadvantaged Business Enterprise program manager, at (916) 324-0552 or Robert.Padilla@dot.ca.gov. For other questions, please contact Rick Gifford, Division of Construction, at (916) 657-5211 or rick.gifford@dot.ca.gov.

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