

**City of Pasadena
Department of Finance, Purchasing Division**

**Pasadena First Buy Local
Local Participation Update for Glenarm Repowering Project (Project)**

November 2013, December 2013, and January 2014 Report

- 1) Staff began preparing the recommended web based certified payroll tracking system. The service provider (LCPtracker) has been briefed on the project and the goals. LCPtracker is preparing a training course for the eventual selected contractor and their subcontractors. Briefing material has already been provided to the pre-qualified primes.
- 2) Staff secured a consultant to assist with the Local Participation Plan.
- 3) Staff began meeting with community organizations to brief them on the Local Participation Plan. Some of the groups included: NAACP; Women at Work; Pasadena Chamber of Commerce; the Pasadena Latino Coalition, and the Pasadena Armenian Coalition.
- 4) Staff finalized bid language relative to the Subcontractor Solicitation process.
- 5) Staff coordinated with the Project Team (Team) to begin outreach for the Opportunity Fairs for Pasadena Businesses. Coordination included a list of trades identified by the Team. This list was provided to the pre-qualified contractors in the GT5 bid package.
- 6) Staff participated in a pre-bid meeting with the pre-qualified contractors. Staff briefed the contractors on the two outreach components (local hiring, and local subcontracting and procurement). Staff briefed the contractors on the Subcontractor Solicitation Process which is part of the bid, and answered various questions relative to the 15% local subcontracting and procurement goal.
- 7) Staff executed outreach for two Opportunity Fairs scheduled for January 8th and January 22nd. Staff contacted and invited over 200 Pasadena businesses. Staff also coordinated outreach with the Pasadena Chamber of Commerce. Additionally, staff coordinated technical assistance with Pacific Coast Regional (SBCD), and Merriweather Williams Bonding and Insurance. The January 8th meeting was positively received by the pre-qualified contractors. It is estimated that approximately 25 Pasadena businesses attended this first meeting. The purpose of this Opportunity Fair was to give the pre-qualified primes an opportunity to meet Pasadena businesses face to face, exchange information and potentially do business.

Pasadena Businesses were invited to pitch their product, services, and supplies to the pre-qualified contractors. Some of the trades that were

included were:

- Equipment/Tool Rentals
- Environmental Services
- Engineering Services
- Testing Services
- Temp office staffing
- Electrical
- Electrical Supplies
- Concrete
- Roofing
- Earthwork
- Fencing
- Asphalt Paving
- Drywall
- Painting
- Hauling

Attendance of this event (by the pre-qualified primes) does not satisfy the requirements of the Subcontractor Solicitation Process in the bid package. Contractors were carefully advised by staff that they should continue their own outreach efforts to utilize Pasadena businesses.

- 8) Staff conducted follow up with community organizations to brief them on the outcome of the first Opportunity Fair.