Community Benefits Program – External Training

Strategic Partnerships for Positive Social Impacts

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Introduction
Disparity Study

Prime Contractor Disparity Findings
Sub-Contractor Disparity Findings
Race and Gender Mandatory Goals
Formalize Community Benefits Program
Implement Small Local Business Enterprise Program
MSD’s Community Benefits Policy Statement

MSD is committed to the goal of developing an inclusive and comprehensive Program to better serve and foster partnerships within our local communities, build a water workforce pipeline to support MSD core services and ensure all local communities within the MSD service area experience public benefits.
The Community Benefits Program Outcomes

- Create advocates from ratepayers and non-traditional partners
- Enhance and expand workforce development training programs for careers in water infrastructure
- Strengthen the local water infrastructure workforce pipeline by offering Curriculum Support Resources
Utilities Are Embracing Community Benefits

- Atlanta Department of Watershed Management
- Camden County Municipal Utilities Authority
- D.C. Water Works
- Los Angeles Bureau of Sanitation
- Metropolitan Sewage District of Cincinnati
- Metropolitan St. Louis Sewer District
- Milwaukee Metropolitan Sewage District
- Portland Water Bureau
- San Francisco Public Utilities Commission
- Seattle Public Utilities
Community Benefits in Contracts

• We invite our contractors to adhere to our Community Benefits Policy by embedding community benefits criteria into MSD Invitation to Bids and Request for Proposals of $2 million and above.

• Our goal is to partner with contractors who have a strong commitment to community benefits and corporate social responsibility.

• Contractor commitments must be:
  – Consistent with the goals and outcomes of the Community Benefits Policy.
  – Firm, quantifiable, and measurable.
  – Performed during the life of the Agreement.
  – Working together, our goal is to make significant, positive community impact in the communities and neighborhoods throughout the Agency’s service area.
Community Benefits Program Parameters

• Community Benefits applies to construction contracts valued at $2M or more, and professional services contracts valued at $200K or more.

• Bidders must deliver Community Benefits at no cost to MSD.

• Community Benefits becomes a binding part of a vendor’s contract award.

• MSD reserves a right to impose a maximum penalty equal to 2% or up to the maximum of percentage of the awarded contract for each percentage point the bidder falls short of its commitment.

• Bidders’ proposals must be outcome-oriented in the areas of education, environmental justice, workforce development, and small business development.

• Bidders must commit to one or more of the following: financial contributions, volunteer hours, and/or in-kind services.

• Bidders’ community benefits must directly benefit communities impacted by MSD’s operations.

• Bidders’ community benefits must go directly to schools and nonprofit corporations qualified to do business in the Commonwealth of Kentucky as a registered organization with the Kentucky Secretary of State.
Examples of Community Benefits
(for illustrative purposes only)

Workforce
- Removing employment barriers (e.g. reliable transportation)
- Soft skills training (e.g. problem solving, business etiquette)
- On-the-job training for transitional aged youth and adults

Education
- Developing eco-literacy curriculum for K-12 schools
- Certificate programs to qualify residents for utility jobs
- Internships & Apprenticeship Programs

Business
- Mentor-mentee protégé programs for small businesses
- Financial assistance for small contractors
- Local procurement policies (e.g. local catering preferences)
The Process
Community Benefits will become part of the procurement process, modeled after MSD’s Local Labor Preferences.

- Community Benefits included in applicable bids.
- Firms submit their Community Benefits Commitments with their proposals.
- Community Benefits Commitments are scored.
LOUISVILLE & JEFFERSON COUNTY METROPOLITAN SEWER DISTRICT

INVITATION TO BID

Sealed bids addressed to the Louisville and Jefferson County Metropolitan Sewer District, 700 West Liberty St., Louisville, Kentucky 40203 for the construction of ______ will be received at the office of MSD until ______ Local Time, and will be publicly opened and read at that place and time. Description and location of Project: _______________________

All work shall be done in accordance with MSD’s Standard Specifications. There will be a pre-bid meeting held for this project. _______________________

The Estimated Construction Cost Estimate for this project is between $____ to __________. The bid documents will be available on ______, online at www.ldsuds.com. The charge for each set of bid documents is outlined on the above-referenced website. Bidders wishing to view the bid documents may do so online at www.ldsuds.com or at the following locations: Bidders Exchange of Louisville, Inc., 300 Meriwether Drive, Louisville, KY 40203; and the Associated General Contractors of Kentucky, 200 Fort Worth Drive, Suite 112, Lexington, Kentucky.

The Project Manager for this Invitation to Bid is __________. All inquiries and questions prior to the bid opening shall be directed, in writing, to MSD’s’ Select one ______________________ at ______ Local Time. Questions received less than ______ Local Time prior to the date for opening of bids may not be answered. Only answers by formal written Addenda will be binding. Oral or other interpretations or clarifications will be without legal effect. All inquiries and questions between the bid opening and the contract awarding shall be directed, in writing, to MSD’s’ Chief Engineer, Angela Ashridge, P.E.

IF THE ENGINEER’S CONSTRUCTION COST ESTIMATE IS $10,000 OR MORE, the Minority Business Enterprises and Women’s Business Enterprises (MBE/WBE) participation goals shall be applicable to all contracts and comply with MSD’s’ Intern Supplier Diversity Policy and Guidelines (Intern Policy). The Intern Policy is considered as one of the elements of responsiveness in a bid. Bidders must subcontract at least 15.0% of the total amount of the Contract and price to a certified MBE and 6.0% to a certified WBE, or if the Contractor is unable to meet the goal, must demonstrate adequate “GOOD FAITH EFFORTS” in accordance with the Intern Policy. (See MSD Construction Related MBE/WBE Documents and Forms at http://www.ldsuds.com/msd/masds/division/)

All inquiries and questions prior to the bid opening shall be directed, in writing, to MSD’s’ Select one ______________________.

MSD Intern Supplier Diversity Policy and Guidelines for this project is as follows:

15% MBE and 6% WBE participation Select one: ________ required for this project.

LOCAL LABOR PREFERENCE: Select one

COMMUNITY BENEFITS PROGRAM: Select one

The contract will be awarded Select one: subject to the approval of the MSD Board. MSD reserves the right to reject any or all bids or waive any requirement in any bid.

COMMUNITY BENEFITS COMMITMENT

I, the undersigned on behalf of ___________, do hereby voluntarily agree to participate in the MSD Community Benefits Program (“CB Program”). We will commit to provide ________ in direct financial contributions; and/or ________ in volunteer hours; and/or ________ in-kind contributions. We hereby commit to a minimum contribution of ________ over the term and duration of the Agreement. I further certify and acknowledge that I am familiar with the requirements of the CB Program and fully understand that there will be penalties assessed against said company if we fail to comply with the commitment contained herein. I agree to provide MSD all the required and necessary records to determine whether said company has complied with its commitment as set forth above.

IN WITNESS WHEREOF, the undersigned has affixed his/her signature this ______ day of __________, 20________, on behalf of ________ (Company Name)

(Signature)

Title: ________

Date: ________

COMMONWEALTH OF KENTUCKY )

COUNTY OF JEFFERSON )

I, the undersigned Notary Public in and for the Commonwealth and County aforesaid, do hereby certify that on the ______ day of __________, 20________, the foregoing Community Benefits Commitment Affidavit (“Affidavit”) was this day presented to me by ________, who being by me first duly sworn, declared that he/she signed the foregoing Affidavit as his/her voluntary act and deed.

My Commission Expires: ______

NOTARY PUBLIC
Community Benefits is scored in the same manner at Local Labor Preferences.

<table>
<thead>
<tr>
<th>Contractor Name (City and State)</th>
<th>As Read Bid (Error in calculation)</th>
<th>Non-Resident Reciprocal Penalty</th>
<th>Assigned Price Pt (90%)</th>
<th>Contractor’s Local Labor Commitment (%)</th>
<th>Assigned Local Labor Pts. (5)</th>
<th>Assigned Community Benefits Commitment (%)</th>
<th>Assigned Community Benefits Pts. (5)</th>
<th>Final Bid</th>
<th>Assigned Pts 50% to Bid &amp; 5% LL &amp; 5% CB%</th>
<th>Ranking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidder A</td>
<td>$8,491,000.00</td>
<td>NO</td>
<td>90.00</td>
<td>85.00</td>
<td>4.72</td>
<td>2.00</td>
<td>4.55</td>
<td>$8,491,000.00</td>
<td>99.27</td>
<td>1</td>
</tr>
<tr>
<td>Bidder B</td>
<td>$9,279,000.00</td>
<td>NO</td>
<td>82.35</td>
<td>70.00</td>
<td>3.89</td>
<td>0.50</td>
<td>1.14</td>
<td>$9,279,000.00</td>
<td>87.38</td>
<td>2</td>
</tr>
<tr>
<td>Bidder C</td>
<td>$9,450,000.00</td>
<td>NO</td>
<td>88.53</td>
<td>70.00</td>
<td>3.89</td>
<td>1.00</td>
<td>2.27</td>
<td>$9,450,000.00</td>
<td>85.59</td>
<td>3</td>
</tr>
<tr>
<td>Bidder D</td>
<td>$10,787,000.00</td>
<td>NO</td>
<td>79.84</td>
<td>90.00</td>
<td>5.00</td>
<td>2.20</td>
<td>5.00</td>
<td>$10,787,000.00</td>
<td>89.84</td>
<td>4</td>
</tr>
</tbody>
</table>

Prepared by: MSD Supplier Diversity Department, Community Benefits Department.

This information is provided with no proof as to the Contractor’s responsiveness or responsibility. This is all of the information that should be considered public until this Contract is awarded by the MSD Board.
# Sample Scoresheet – CB Only

**Louisville and Jefferson County Metropolitan Sewer District**

**SUMMARY OF PUBLIC BID OPENING**

<table>
<thead>
<tr>
<th>Contractor Name (City and State)</th>
<th>As Read Bid</th>
<th>Revised Bid (Error in calculation)</th>
<th>Non-Resident Reciprocal Penalty</th>
<th>Assigned Price Pt (95%)</th>
<th>Assigned Community Benefits Commitment (%)</th>
<th>Assigned Community Benefits Pts. (5)</th>
<th>Final Bid</th>
<th>Assigned Pts 95% to Bid &amp; 5% CB%</th>
<th>Ranking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidder A</td>
<td>$8,491,000.00</td>
<td>NO</td>
<td>95.00</td>
<td>2.00</td>
<td>4.55</td>
<td>$8,491,000.00</td>
<td>99.55</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Bidder B</td>
<td>$9,279,000.00</td>
<td>NO</td>
<td>88.93</td>
<td>0.50</td>
<td>1.14</td>
<td>$9,279,000.00</td>
<td>88.07</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Bidder C</td>
<td>$9,490,000.00</td>
<td>NO</td>
<td>85.00</td>
<td>1.00</td>
<td>2.27</td>
<td>$9,490,000.00</td>
<td>87.27</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Bidder D</td>
<td>$10,787,000.00</td>
<td>NO</td>
<td>74.78</td>
<td>2.20</td>
<td>5.00</td>
<td>$10,787,000.00</td>
<td>79.78</td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>

*With the inclusion of CB, formulas have been recalculated to include CB.*

This information is provided without proof as to the Contractor’s responsiveness or responsibility. This is all of the information that should be considered public until this contract is awarded by the MSD Board.
Community Benefits Program Parameters

Prior to the Notice of Proceed being issued, the firm must submit the following:

• Community Benefits Plan (less than 5 pages)
  – Details the who, what, when, how
• Completed Community Benefits Table
• Complete & Notarized Statement of Understanding
• Once plan is approved the CBP will become part of the contract.
## Community Benefits Table

Bidders must use the following Community Benefits Table in their proposals to explain their community benefit commitments.

*(Example below based on $2,500,000 bid with 2% CB Commitment)*

<table>
<thead>
<tr>
<th>Focus Area</th>
<th>Community Partner</th>
<th>Expected Outcomes</th>
<th>(A) Financial Contributions</th>
<th>(B) Volunteer Hours</th>
<th>(C) Standard Volunteer Hourly Rate</th>
<th>(D) Value of Volunteer Hours (B x C)</th>
<th>(E) In-Kind Contributions</th>
<th>(F) Total Contributions (A + D + E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>JCPS – Coleridge Taylor</td>
<td>Improve test scores for disadvantaged children in STEM Program</td>
<td>$5,000</td>
<td>50</td>
<td>$80/hr.</td>
<td>$4,000</td>
<td>$1,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Workforce Devel</td>
<td>Goodwill Industries</td>
<td>Remove barriers to entry for Second Chance Residents</td>
<td>$25,000</td>
<td>n/a</td>
<td>$80/hr.</td>
<td>$</td>
<td>$</td>
<td>$25,000</td>
</tr>
<tr>
<td>Economic Devel</td>
<td></td>
<td>Provide mentoring/mentor opp to Small Biz to understand bid estimating</td>
<td>$5,000</td>
<td>120</td>
<td>$80/hr.</td>
<td>$9,600</td>
<td>$400</td>
<td>$15,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td>$35,000</td>
<td>170</td>
<td>$80/hr.</td>
<td>$13,600</td>
<td>$1,400</td>
<td>$50,000</td>
</tr>
</tbody>
</table>
Statement of Understanding

The Proposer must acknowledge in their CB Submittal that they understand the following statements:

- All instructions for the CB Submittal have been followed.
- Any of the CB Commitments that the Proposer voluntarily commits to should directly benefit the communities, neighborhoods, and/or residents served by or impacted by MSD.
- CB Commitments must support nonprofit, charitable, or related activities.
- CB Commitments shall not go to nor benefit any Public Official, MSD Board member or employee, or otherwise conflict or violate provisions of MSD Ethics Policy.
- CB Commitments are separate from and in addition to any regulatory or legal requirements related to the Agreement.
- CB Commitments must be delivered at zero dollar cost to MSD.
- The total commitment amount listed in the Community Benefits Summary Table in the final Agreement is considered binding.
- Only activities commenced after the first NTP for this Agreement is issued will count towards the fulfillment of Proposer’s CB Commitments.
- Proposer commits to complying with MSD’s reporting requirements.
- Proposer commits to the Terms and Conditions set forth in this section and in the Agreement.

IN WITNESS WHEREOF, the undersigned has affixed his/her signature this _______ day of____, 20____, on behalf of _______________________________ (Company Name)

[Signature]

Title: ______________________________
Date: ______________________________

STATE OF ____________________________
COUNTY OF __________________________
WITNESS my hand this ____________ day of ____________, 20____.

Notary Public: __________________________

[Notary Public Signature]
Introduction

Brown and Caldwell is an employee-owned company and the largest engineering consulting firm solely focused on the U.S. environmental sector. We have a strong commitment to social responsibility on both the national and local level. For the Community Benefits Program for the fifth year to identify and support the needs of San Francisco’s communities, mainly in the Bayview area. This year we focused our efforts on education and workforce development in Bayview.

Spark

Last fall, our team partnered with Spark! on a program that inspired students in underserved communities to succeed. Our team mentored a student from Willie Brown Middle School and met with her once a week to teach skills such as time management, communication, and problem solving. We also worked on a project to understand the scientific method by creating different types of slime. Our mentor created a hypothesis on how different types and amounts of ingredients would mix. We hope to continue our involvement with Spark in the future.

by the numbers: 30 hours, 62 students

SSIP

Our team continued our involvement with the CityWorksSSIP Internship program, which provides students with work experience and gives them exposure to possible careers. This summer, CH2M hired three interns and hosted one intern. The interns got hands-on engineering experience that involved interviews for San Mateo Wastewater Treatment Plant. The team also volunteered hours to help the internship a valuable learning experience that included other site tours, being interviewed for their CAS enrollment, and giving them topic presentations. We look forward to continuing to work with the CityWorksSSIP Internship program in the following years.

by the numbers: 48,000, 48 hours, 3 interns

Education

Lincoln High

Our team worked with students at Lincoln High by helping prepare for job and internship interviews. At the mock interview event, we talked to two students at a time and asked them questions that would typically be asked during a real interview. After the interviews, we gave them feedback on what they did well and what they could improve upon. The event was also a great day for students to ask questions directly to people in different careers.

by the numbers: 3 hours, 14 students

SSIP CityWorks Student Intern

CPM and Alta had the privilege of hosting an SSIP CityWorks student intern during the summer of 2017. Our intern learned the ins and outs of running a home office, shadowed staff, learned about what it takes to oversee a successful construction project and received some estimating training as well.

Education

Guest Speaker for Introduction to CM Courses

Each semester, Wendy Glassett from CPM is invited to participate as a guest speaker in one of the CM 100 courses at City College of San Francisco. She and a colleague spend an hour teaching the students about the life cycle of a construction project from the perspective of both the owner and consultant.

Results:

By the Numbers

- Queesada Neighbors 2016
  - $1,500 donated
  - Day of fun for a deserving community
  - Excellent attendance and positive feedback from the organizers
- CCBUILD Presentation
  - 16 hours of volunteer time
  - Approximately 25 students present in class
  - Future presentation opportunities are being discussed with CityBuild staff
- SSIP CityWorks Intern
  - $5,000 donated
  - 50 hours of volunteer time
  - One student served
  - We will continue to participate in the SSIP CityWorks Internship program for the duration of our contract
- CCSF CM 1101 Course
  - 10 hours of volunteer time
  - Approximately 60 students served through the year
  - We are committed to sharing our industry experience with CCSF students as long as we are invited to do so
The Impact
Together The Community Benefits
Question and Answers