

**MINUTES OF THE  
DBE & DEVELOPMENT COMMITTEE MEETING OF THE  
CONVENTION CENTER AUTHORITY OF THE  
METROPOLITAN GOVERNMENT OF NASHVILLE &  
DAVIDSON COUNTY**

The DBE & Development Committee Meeting of the Convention Center Authority of the Metropolitan Government of Nashville and Davidson County (CCA) was held on June 19, 2014 at 9:03 a.m., in the Administrative Board Room of the Administrative Offices at the Music City Center, Nashville, Tennessee.

**DBE & DEVELOPMENT COMMITTEE MEMBERS PRESENT:** Francis Guess, Vonda McDaniel, Luke Simons, and Mona Lisa Warren

**DBE & DEVELOPMENT COMMITTEE MEMBERS NOT PRESENT:** Leo Waters and Marty Dickens, Ex-Officio

**OTHERS PRESENT:** Charles Starks, Elisa Putman, Jasmine Quattlebaum, Charles Robert Bone, and Joe Steele

The meeting was opened for business by Committee Chair Vonda McDaniel.

**ACTION:** Luke Simons made a motion to approve the DBE & Procurement Committee minutes of January 31, 2013. The motion was seconded by Mona Lisa Warren and approved unanimously by the committee.

Jasmine Quattlebaum was asked to give an overview of the DBE program and recommendations and there was discussion. (Attachment #1)

**ACTION:** Francis Guess made a motion that the DBE & Development Committee recommend to the full Authority Board that the procurement policy be amended to provide for the combination of the procurement non-discrimination program requirements with the small business incentive for procurement evaluations. The motion was seconded by Luke Simons and approved unanimously by the Committee.

The Committee discussed further evaluating the possibility of providing a pricing discount option for SWMBE prospective vendors.

There was additional discussion about the procurement policy and processes.

\*Denotes departure of Francis Guess

There was closing discussion and with no additional business a motion was made to adjourn, with no objection the DBE & Development committee of the CCA adjourned at 9:54 a.m.

Respectfully submitted,



---

Charles L. Starks  
President & CEO  
Convention Center Authority

Approved:



---

Vonda McDaniel, Committee Chair  
CCA DBE & Development Committee  
Meeting Minutes of June 19, 2014

# DBE & Development Committee

June 19, 2014

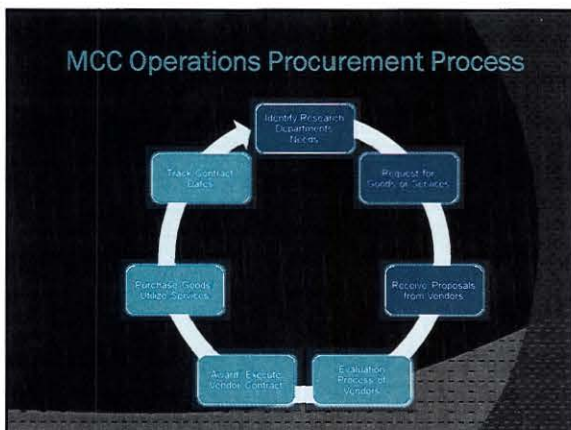
# Music City Center DBE Program Overview

## Music City Center DBE Overview

- I. Construction DBE vs. Operation DBE
- II. Procurement Process
- III. Current Certification Requirements
- IV. Recommendations/Opportunities

## Construction DBE vs. Operations DBE

<ul style="list-style-type: none"> <li>• <b>Construction</b></li> <li>• <b>Drywall (\$18.2M)</b> <ul style="list-style-type: none"> <li>4 Prime Bidders</li> <li>6 DBE firms</li> <li>6 MBE</li> <li>1 WBE</li> <li>1 SBE</li> </ul> </li> <li>• <b>Mechanical/Plumbing (\$53.5M)</b> <ul style="list-style-type: none"> <li>5 Prime Bidders</li> <li>16 DBE firms</li> <li>12 MBE</li> <li>3 WBE</li> <li>2 SBE</li> </ul> </li> <li>• <b>Painting (\$2.1M)</b> <ul style="list-style-type: none"> <li>2 Prime Bidders</li> <li>7 DBE firms</li> <li>3 MBE</li> <li>2 WBE</li> <li>2 SBE</li> </ul> </li> <li>• <b>Parking Control Equipment (\$381K)</b> <ul style="list-style-type: none"> <li>2 Prime Bidders</li> <li>0 DBE firms</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Operations</b></li> <li>• <b>Emergency Medical Technician (\$100K)</b> <ul style="list-style-type: none"> <li>3 Prime Bidders</li> <li>5 DBE firms</li> <li>1 MBE</li> <li>4 WBE</li> </ul> </li> <li>• <b>Event Security (\$575K)</b> <ul style="list-style-type: none"> <li>9 Prime Bidders</li> <li>10 DBE firms</li> <li>3 MBE</li> <li>4 WBE</li> <li>3 SBE</li> </ul> </li> <li>• <b>Housekeeping Services (\$300K)</b> <ul style="list-style-type: none"> <li>9 Prime Bidders</li> <li>13 DBE firms</li> <li>7 WBE</li> <li>4 MBE</li> <li>1 SBE</li> </ul> </li> <li>• <b>Temp Labor (\$200K)</b> <ul style="list-style-type: none"> <li>6 Prime Bidders</li> <li>14 DBE firms</li> <li>4 MBE</li> <li>8 WBE</li> <li>4 SBE</li> </ul> </li> </ul>
---	--



- ## Identify/Research
- Scopes/Services
  - Capacity
  - Certification

## Scopes/Services: Construction vs. Operations

- Construction Scopes
  - Elevators/Escalators
  - Mechanical/Plumbing
  - Electrical
  - Landscaping
- Operation Purchases/Services
  - General Purchases/Services
    - Industrial Supplies
    - Linen Rentals
    - Copier Services
    - Office Supplies/Paper
  - Pouring Rights
  - Electrical
  - Exterior/Interior Landscaping
- Coordination and/or installation of materials
- Purchase, repair, maintain, and/or replace

## Capacity

- Department needs/requirements
- Size of the service
- Intricacy of service

## Certifications

- Must have certifications from one of the following agencies:
  - GOBE
  - MTA
  - TDOT
  - MNAA
  - SBA – 8a only
  - TMSDC
  - NWBOC
  - WBENC
  - Metro Small Business
- Registered in Metro's iSupplier as DBE vendor

## Common Certifications Requirements

- Completed Application
- Review of the company's ownership including, but not limited to, financial statements, by-laws, charter, stock certificates, lease agreements, salaries of owners, number of employees, licenses/authorities etc.
- Must be already established and have a business license.
- The firm must meet ownership criteria
- Participate in annual reviews and updates as required.
- On-Site visits

## Request for Goods/Services

- Reserve Procurements
- Segment Out Services
- Evaluation Consideration

## DBE Bid Evaluation

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Procurement Non-Discrimination Program</li> <li>• Contact at least three (3) Minority or Women owned business</li> <li>• Good Faith Effort</li> <li>• Signed Affidavit with proof of outreach</li> </ul> | <ul style="list-style-type: none"> <li>• SBE Incentive                             <ul style="list-style-type: none"> <li>• Receive evaluation points for commitment</li> <li>• Small and Service Disabled Veteran businesses only</li> <li>• Prime Bidder can receive points if qualified as SBE/SDVBE</li> </ul> </li> </ul> |
|---|--|

Required

Optional

## MCC DBE Program Opportunities

- Review current procurement policy
  - Combine PNP/SBE Incentive for RFP evaluations
  - Pricing discounts for SBE suppliers
- Conduct quarterly DBE Informational Sessions
  - Utilize social media
  - Qualification Application
- Increase relationships with various chambers
- Annual DBE Luncheon
- Long Term: Business Development/Mentorships

## DBE & Development Committee

June 19, 2014