

**MINUTES OF THE DIVERSITY BUSINESS ENTERPRISE &  
PROCUREMENT COMMITTEE MEETING OF THE  
CONVENTION CENTER AUTHORITY OF THE  
METROPOLITAN GOVERNMENT OF NASHVILLE &  
DAVIDSON COUNTY**

The Diversity Business Enterprise (DBE) & Procurement Committee of the Convention Center Authority of the Metropolitan Government of Nashville and Davidson County (CCA) met on August 26, 2010 at 9:44 a.m., in Room 211 at the Nashville Convention Center, Nashville, Tennessee.

**DBE & PROCUREMENT COMMITTEE MEMBERS PRESENT:** \*Marty Dickens, Vonda McDaniel, and Willie McDonald

**DBE & PROCUREMENT COMMITTEE MEMBERS NOT PRESENT:** Darrell Drumwright and Leo Waters

**OTHERS PRESENT:** Charles Robert Bone, Scott Black, Mark Sturtevant, Roxianne Bethune, Gary Schalmo, Barbara Solari, Debbie Frank, Susan McDonald, and Vincent Alexander

Vonda McDaniel, Chair of the DBE & Procurement Committee, opened the meeting for business.

**ACTION:** Willie McDonald made a motion to approve the Diversity Business Enterprise & Procurement Committee minutes of July 29, 2010. The motion was seconded by Vonda McDaniel and approved unanimously by the committee.

Ms. McDaniel began by asking Gary Schalmo to give a procurement update. There were questions and discussion.

\*Denotes arrival of Marty Dickens

Roxianne Bethune was then asked to report. She began by talking about the updated procurement log. (Attachment #1) There was discussion.

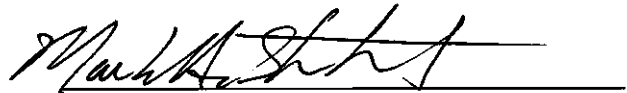
\*Denotes departure of Marty Dickens

Ms. Bethune then discussed DBE and the contract compliance. (Attachment #2) In conclusion, she gave a Surety Assistance Program update. (Attachment #3) There was discussion.

Debbie Frank was then asked to give an update on Workforce Development after which there was discussion.

With no additional business a motion was made to adjourn, with no objection the DBE & Procurement Committee of the CCA adjourned at 10:08 a.m.

Respectfully submitted,



Mark Sturtevant  
Project Manager  
Music City Center

Approved:



Vonda McDaniel, Chair  
CCA DBE & Procurement Committee  
Meeting Minutes of August 26, 2010

# Music City Center - Bell/Clark Construction Procurement Log

Item #	Bid Package Description	Contractor/Office Location	Awarded Amount	DBE Forecasted Breakdown			Forecasted Local Material, Labor & Equip.
				MBE Forecast	WBE Forecast	SBE Forecast	
1.a.a	Site Surveying	DSC - Nashville, TN	\$ 29,990.00	100%	100%	100%	100%
1.a.b	Fencing/Baricades	LU - Nashville, TN	\$ 122,957.00	40%	40%	40%	100%
1.a	Utility Relocations/Temp Service	Summit Constructors - Nashville, TN	\$ 506,000.00	25%	25%	25%	100%
1.b	Demo and Abatement	Bonar - Nashville, TN	\$ 267,200.00	100%	100%	100%	100%
2.a	Excavation	Mountain States Construction - Nashville, TN	\$ 5,393,000.00	20%	20%	20%	100%
3.a	Partial Arena Ramp	CCK Construction - Orlando, FL	\$ 2,966,698.00	57%	57%	57%	55%
3.b	Structural Concrete	Ceco - St. Louis MO	\$ 42,550,000.00	25%	25%	25%	84%
5.a	Structural Steel	Lenex Steel Company - Indianapolis, IN	\$ 39,503,000.00	10%	10%	10%	50%
7.a	Metal Panels	Kovach - Chandler, AZ	\$ 11,915,000.00	23.80%	23.80%	23.80%	80%
10.a	Operable Walls	Hufcor, Inc - Janesville, WI	\$ 3,897,136.00	100%	100%	100%	25%
14.a	Vertical Transportation	Nashville Machine Elevator - Nashville, TN	\$ 5,524,128.00	100%	100%	100%	100%
26.a	Temp Electric	Edwards Electric - Nashville, TN	\$ 560,000.00	49%	49%	49%	66%
26.b	Electrical, Fire Alarm, A.V., Telecom	Conti Electric - Sterling Heights, Michigan	\$ 40,950,000.00	15%	15%	15%	100%
33.a	Site Utilities	Mountain States Construction - Nashville, TN	\$ 1,185,700.00	5%	5%	5%	100%
33.c	NES Peabody Foundations	Bell and Associates Construction - Nashville, TN	\$ 3,271,524.00	64.0%	64.0%	64.0%	100%
33.d	Underground Electric Duct Bank - Package #1	Stansell Electric and Summit - Nashville, TN	\$ 3,298,655.00	66.6%	66.6%	66.6%	100%
33.d	Underground Electric Duct Bank - Package #2	Stansell Electric and Summit - Nashville, TN	\$ 3,544,210.00	66.6%	66.6%	66.6%	100%
<b>Total Awarded to Date</b>			<b>\$ 165,505,198.00</b>	<b>15.023678</b>	<b>15.023678</b>	<b>15.023678</b>	<b>\$ 119,372,832</b>

**Percent of Total Contract Awarded to Date (Less Construction Manager Cost)**

**Total DBE Percentage of the Above Awarded Packages** 47.4%

**\*\*Actual Percentage Calculated at Time of Payment** 28.4%

**Total Percent Local Awarded to Date** 71.5%

**\*\*Each of the above line items, when awarded, is backed by a Payment and Performed Bond(s) for the full contract amount.**



## **MCC DBE Contract Compliance Plan**

**Contract Compliance involves the review and enforcement of specified Diversity Business Enterprise (DBE) utilization plan of the terms and conditions associated with Music City Center related contracts.**

**The process involves, but not limited to, the collection and review of payment data and supporting documentation to ascertain the that committed levels of DBE participation are met.**

- **DBE utilization reports and review Prime contractors DBE utilization plan/commitment.**
- **Prompt payment procedures / DBE Pay within 45 days**
- **One on One interview with DBE firms to determine Status of the job.**
- **Work to support the DBE firms and ensure that they are advancing according to the budget and schedule.**
- **Interview majority Contractors, Architects, Suppliers and Engineers to identify potential areas of disputes before problems arise.**
- **Provide a scope close-out report on all scopes DBEs self-performed to ensure that any changes in the scope have been accounted.**
- **Changes and change orders that do not alter the type of trades originally required but simply increase the amount of work required may be accomplished by using the existing DBEs under contract.  
(2005 needed only)**
- **All DBE substitution changes should be in writing and Harmony given the opportunity to provide a list of “willing able ready” SMWBEs to perform the task(s).**
- **Investigate allegations of unfair treatment of DBEs**
- **Mediate disputes and act as a liaison between DBEs, lead contractor, major subcontractors**



## Surety Assistance Program Backup

### Month of July

#### Current Activity:

Seven Hills Granite: Owner will not commit to the time to complete form. However, I am certain she will be back in August due to the final bids and the River Front Project Pre-Bid.

CMG: Painting: Received partially completed bond questionnaire, this month. Not enough information was received to make an initial analysis. Firm missed the workshop on the 27<sup>th</sup>, but will attend the August 10<sup>th</sup> workshop. We will cover as a class all of the information CMG has outstanding.

A Action Air: Firm reactivated, needs assistance in financial management. Setting up appointment for program accountant to visit.

The Don Hardin Group: Deborah Lipscomb to follow up

Nashville Natives: Victor Alexander to follow up

Nate Hatcher: Deborah Lipscomb to follow up

Straightway Construction: Victor Alexander to follow up

Hudson Construction: Victor Alexander to follow up

Trinity 3 Mechanical: Firm Ready to submit for small first bond \$50,000- \$100,000.

CD Steger Construction: Contractor had CPA to prepare his Reviewed Financial Statements with notes and schedules. Bond ready - to increase his bonding line of credit. Working on marketing skills, attended all MCC networking events in July.

JCS Janitorial, Inc.: Have received his resume and business plan, has attended all the MCC workshops with technical assistance in banking-line of credit. Working on having a CPA prepare his financial statements, firm will be bond ready when F/S are done. Attended all networking events for MCC in July - working on marketing skills.

## Firms Receiving Surety or Capital Offers in July

Bestway Janitorial, Inc. - has received a bond line of credit for \$3,000,000; from Merchants Bonding. And will be bidding as a subcontractor for MCC-construction clean up. Firm still needs Key Man life Insurance we will arrange appointment for Maria (life specialist) to talk to them.

Remnant Construction Management - Firm bondable up to \$100,000. Full submission has been forwarded to Surety Company.

SUNAGO – Firm received its first bid bond offer of \$1,000,000 for UT renovation project from Viking Bonding.

Paratus Group – Firm received a bid bond offer of \$312,000 for Knoxville School project from Viking Bonding. Firm's Previous bonding capacity was \$250,000.

CD Steger Construction, Inc. - Contractor had CPA to prepare his Reviewed Financial Statements with notes and schedules. Submitted re-packaged application to surety for increased capacity, current limit \$800,000 request to surety to increase bond line of credit to \$1,500,000.

We are still working with client to improve on marketing skills. Firm attended all MCC networking sessions in July.

## Networking Events

### JULY OUTREACH EFFORTS

Workshop Kickoff – Main Library Down Town  
First Workshop Session – July 27<sup>th</sup>

Participated In Metro' Vendor Fair - July 14<sup>th</sup>

Participated on Nashville Black Chamber Panel – July 20<sup>th</sup>

Participated in MCC Networking events made Surety Assistance presentation to contractor's assembled:

July 7<sup>th</sup>

July 14<sup>th</sup>

July 22<sup>nd</sup>

July 28<sup>th</sup>

### AUGUST UPCOMING EVENTS

Surety Workshops August 10<sup>th</sup>

Surety Workshops August 24<sup>th</sup>



**Surety Assistance Program Overview**

