



**AGC / CALTRANS DISTRICT 4
CONSTRUCTION
MENTOR-PROTÉGÉ PROGRAM**



DATE: October 1, 2008

NAME
COMPANY
ADDRESS

Dear [NAME]:

On behalf of the California Department of Transportation, District 4 (Caltrans) and the Associated General Contractors of California (AGC), we would like to invite you to apply to participate in the AGC-Caltrans Mentor-Protégé Program.

This joint effort by AGC and Caltrans is designed to assist small construction companies that may be new to the industry to develop the skills, relationships and infrastructure needed to prosper in the public works arena. The goal of the program is to increase the number of companies that are able to successfully bid and complete public works projects in general, and Caltrans transportation improvement projects in particular. This program is consistent with the Governor's Executive Order No. S-11-06 to increase the participation of Small Business (SBE) firms and Disadvantaged Business Enterprises (DBE) in the procurement and contracting of public works projects. Minority-owned, women-owned and disabled veteran-owned businesses are strongly urged to apply.

If accepted into the program, applicants may be matched up with a mentor firm that has a proven track record of success in public works contracting. The mentor and protégé will be expected to attend all meetings, review relevant business documents provided by the protégé, recommend areas for improvement and follow-up on mutual agreements for action.

The program sponsors, Caltrans and AGC, will be monitoring the progress of all protégé and looking for indicators that the protégés are benefiting from the program, such as increases in your working capital, bonding capacity and other key areas.

This is a two-year commitment and includes a free membership to Associated General Contractors of California. Participants will also receive a free AGC Safety & Health Program Development Manual (a \$225 value), which includes six essential safety programs for contractors, plus a free consultation with the AGC Director of Safety & Health.

Make no mistake: participation in the mentor-protégé program is not a gift – it's an opportunity that requires you to commit your time and effort to get the most out of it. Specifically, protégé accepted into the program will be required to attend all meetings, present up-to-date and complete business information, implement changes mutually agreed upon and request assistance as necessary.

Before you apply to be accepted into the program, it's important that you consider the following points regarding what the Mentor-Protégé Program is, and is not:

The Mentor-Protégé Program is NOT:

- A means for a mentor or a protégé to receive any preferential treatment in the awarding of public works contracts.
- A guarantee that a mentor or a protégé will be successful in construction.
- A way for a prime contractor to create an exclusive relationship with a subcontractor as a way to gain a competitive advantage

The Mentor-Protégé Program IS:

- A way for protégé firms to learn valuable lessons about how to run a profitable construction company in the unique public works market.
- A way to encourage the formation of new relationships in the industry.
- A way for mentor firms to contribute to the creation of a diverse pool of construction companies to promote the long-term health and credibility of the industry.

Please complete the Mentor-Protégé application and return it to the address provided. All applications will be screened, and you will receive notification if you are admitted to the pool of protégé candidates. Any questions should be directed to Mr. Bonny Nyaga of Caltrans at (510) 286-5849 or via email at bonny_nyaga@dot.ca.gov.

To be considered for the first pool of applicants for the mentor-protégé program, we must have your completed application **no later than October 10, 2008**.

Thank you in advance for your interest. With your help, we will build the critical infrastructure projects Californians expect and deserve, with the broadest business participation possible.

Sincerely,



MIGUEL GALARAZA
Co-Chair Mentor-Protégé Program
President, Yerba Buena Engineering



BIJAN SARTIPI
District Director
Caltrans District 4



PROTÉGÉ APPLICATION

(All information provided is confidential and will not be shared outside the program)

Company Information

Company Name	
Owner / Responsible Managing Partner Name	
Company Address	
Company Phone:	
Cell Phone	
No. of full-time employees	
No. of part-time employees	

License Information

California State Contractor's License Board (CSLB) Contractor License Number	
Type of License	
Business Starting Date	
Specialty	

Insurance Information

Name of Insurance Company	
Agent	
Phone Number	
Insurance \$ Amount	
Type of Coverage	

Check next to all the categories where you need assistance:

- Business Plan
- Implementation and action plans
- Organization structure
- Market analysis
- Operations assessment
- Blueprint reading
- Reading & interpreting plans & specifications
- Scheduling & purchasing
- Construction equipment & materials
- Obtaining permits & subcontracts
- Preparing & negotiating change orders, job budgets, trade payment breakdowns
- Prompt payment procedures
- Records & contract management
- Troubleshooting and avoidance delay
- Personnel management
- Project planning & scheduling
- Accounting records preparation & maintenance
- Cost accounting
- Bonding & insurance
- Banking services
- Job cost & work in progress
- Payrolls (federal, state fringe benefits)
- Competitive marketplace overhead
- Analysis of major fixed and variable cost components
- Post award bid assessment of successful & unsuccessful bidders
- Take-offs

Please list the major customers or projects of the business for the last two years (the most recent first). If new business, list previous business references:

Customer	Phone	Name	Project	Amount	Year	Type*

***Indicate whether you were (P) Prime contractor, (JV) joint venture or (SUB) sub-contractor.**

I understand that by applying to participate in the AGC-Caltrans Mentor-Protégé program, I agree to abide by the program guidelines and Mentor-Protégé agreement, including providing information when requested and attending meetings and following through on action plans. I further understand that the AGC-Caltrans Mentor-Protégé program is completely voluntary, and that AGC and Caltrans make no warranties, neither expressed nor implied, about the program.

Signature

Date

Print Name

Title

Please return completed application to:

**Department of Transportation
Division of Construction - Mail Station 3B
Attention: Mr. Bonny Nyaga
P. O. Box 23660
Oakland, CA 94623-0660**

Direct questions about the program to:

**Mr. Kevin Rowe
Associated General Contractors of California
1390 Willow Pass Road, Suite 1030
Concord, CA 94520
(925) 827-2422**