

# SMALL CONTRACTOR BOOT CAMP

## BuildLACCD

Boot Camp is a six-week program that will provide small contractors with the tools necessary to improve their competitive capacity through a comprehensive, hands-on curriculum. At the conclusion of the program, small contractors will be ready to bid on BuildLACCD contracts. The program will serve to expand the District's pool of qualified contractors.

### ENROLLMENT

Applications are due by  
Please contact BuildLACCD at:

[www.build-laccd.org](http://www.build-laccd.org)

(213) 593-8041

LSEDVInfo@build-laccd.org

### PROMISSORY COMMITMENT

Contractors enrolled in the program must attend and actively participate in the six (6) seminars in order to graduate from the Small Contractor Boot Camp. Each seminar is approximately three hours in the evening, one seminar per week, and will require homework. There is no enrollment cost to participate, however, there is a significant investment of time that is required of each contractor and contractors must possess a valid contractor's license.

-WEEK 1-	<p><b>Bonding &amp; Certification</b> Learn how to increase your company's bonding capacity through the US SBA's Surety Bond Guarantee Program. Contractors will learn how to apply for Small Business Enterprise (SBE) certification to capitalize on the District's 30% Local Small Emerging Disabled Veteran (LSEDEV) participation goal.</p> <p><b>Access to Capital</b> Public and private sector financial services professionals will guide contractors through eligibility criteria, loan options, and lending terms for small business loans.</p>
-WEEK 2-	<p><b>Public Contract Law &amp; OCIP</b> An LACCD attorney will provide a thorough overview of the General Conditions to acquaint contractors with common public sector contracting terms and conditions. This seminar also includes a briefing on the District's Owner Controlled Insurance Program (OCIP), the Field Act and the process for stop notices, change orders, and subcontractor substitution.</p> <p><b>How to Bid on BuildLACCD Contracts</b> Learn how to prepare a bid for LACCD informal (under \$175,000) and formal contracts (above \$175,000); and receive an overview of the contract process, from the pre-bid phase, through the bid and award phase, and project completion.</p>
-WEEK 3-	<p><b>The Principles of Estimating</b> An engineer will show contractors how to break down project costs and prepare a price estimate utilizing standard industry principles.</p>
-WEEK 4-	<p><b>The Principles of Scheduling</b> A seasoned construction scheduler will show contractors the principles of developing a project schedule using Primavera software.</p>
-WEEK 5-	<p><b>How to Develop a Safety Plan</b> Safety experts will guide you through the process of developing an Injury &amp; Illness Prevention Program (IIPP) and Hazard Communication Program to facilitate compliance with Cal OSHA. The District's safety requirements and protocols will also be shared to ensure contractor readiness.</p>
-WEEK 6-	<p><b>Labor Compliance</b> Obtain the information you need to determine and comply with public works prevailing wage requirements and regulations. Get an overview of BuildLACCD's electronic certified payroll system and learn how to avoid common Labor Compliance violations and mistakes.</p> <p><b>Project Labor Agreement</b> Learn how to successfully perform work under the BuildLACCD Project Labor Agreement. Get an overview of the required procedures for working with the signatory craft unions, hiring craft workers, making employee benefit contributions and other policies established by the PLA.</p> <p><b>Local Hire</b> The seminar also includes learning about the BuildLACCD Local Worker Hiring Program (LWHP) best practices on how the prime and sub-contractors can meet their local hire and disadvantaged participation goals.</p>



# SMALL CONTRACTOR BOOT CAMP APPLICATION

## Section I. Contact Information

Date: \_\_\_\_\_ Are you the business owner? YES  NO

Mr. / Ms. \_\_\_\_\_  
*First Name M.I. Last Name*

Title: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_

*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Website: \_\_\_\_\_

## Section II. General Business Information

Business Type:  Sole Proprietorship  Partnership  Corporation  LLC

Date Business Established: \_\_\_\_\_ Contractor's License #: \_\_\_\_\_ Class: \_\_\_\_\_

EIN #: \_\_\_\_\_ Fed ID #: \_\_\_\_\_

Provide the firm's Primary North American Industrial Classification System Code (NAICS) \_\_\_\_\_  
*You can determine your NAICS code by logging on to the US Census Bureau at <http://www.census.gov/eos/www/naics/>*

Provide any other applicable NAICS code: \_\_\_\_\_

Small Business:  
 According to U.S. SBA size standards annual revenue may not exceed  \$36.5 Million (General Contractor)  
 \$15 Million (Specialty Trade)

Is your company certified as a Small Business Enterprise (SBE)? YES  NO  If yes, by what agency: \_\_\_\_\_

Is your company certified as a Disabled Veteran Owned Business Enterprise (DVBE)? YES  NO  If yes, by what agency: \_\_\_\_\_

Is your company an Emerging Business Enterprise (in business less than 5 years)? YES  NO  Date Business Started: \_\_\_\_\_

Is the company a Local Business Enterprise (headquartered in Los Angeles County for the previous 12 months)? YES  NO

Have you worked on any government public works project?      YES   NO   If yes, by what  
         agency: \_\_\_\_\_

Value of the largest contract awarded to your firm in the last 3 years \$ \_\_\_\_\_ Agency: \_\_\_\_\_

Referred by:     Chamber of Commerce       Government Agency       BuildLACCD Email  
                       Client / Word of Mouth       Industry Association       Local Economic Development Corporation  
                       LABAVN                               Training Seminar             Other \_\_\_\_\_

**Section III. Statistical Information (Optional)**

Gender/Race:     Male    Female      Disabled?    Yes    No  
  
                       African American     Aleut             American Indian    Asian American     Caucasian  
                       Eskimo                 Hasidic Jew       Hispanic            Pacific Islander     Other  
  
Military Status    Non-Veteran    Veteran    Vietnam-Era Veteran    Disabled Veteran    Disabled Vietnam Veteran

**Section IV. Promissory Statement**

I hereby promise the following:  
  
The statements regarding my company are true and correct as provided in Sections I and II.  
  
I will attend and actively participate in the six (6) seminars required to graduate from the Small Contractor Boot Camp, which will help my company improve its competitive capacity to bid on BuildLACCD contracts and pursue contracts with other public agencies. My company will reimburse BuildLACCD and/or its agency partners for any program related costs associated with my failure to complete the six-week seminar program.  
  
My signature affirms my understanding of my promise to the Small Contractor Boot Camp program and its agencies.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Application deadline . Please send completed application to:**  
  
Small Business Outreach Coordinator BuildLACCD                              (213) 593-8041 - phone  
515 S. Flower Street, 9<sup>th</sup> Floor    (213) 559-0807 - fax  
Los Angeles, CA 90071