



THE SAN FRANCISCO-OAKLAND BAY BRIDGE

SEISMIC SAFETY PROJECTS

FACT SHEET

Capacity Building & Technical Assistance

Building the Capacity of Small Businesses through Key Business Development



OVERVIEW

Capacity Building is a comprehensive effort to provide small businesses with the assistance needed to increase their business management skills, long-term viability and success on public projects.

The Toll Bridge Small Business Program offers one-on-one no-cost training and technical assistance to help small businesses build capacity. These support services provide an in-depth review of subject matter that is essential to the success of every small business supplier, vendor or contractor when contracting with Caltrans and other public agencies.

CAPACITY BUILDING

Success in securing and completing contracts on capital improvement projects requires small businesses to be well organized; to plan well, and to utilize an effective structured project management system. Project management is a key component for success on any public works project

Capacity Building is a method used to provide project management development. The Toll Bridge Small Business Program has established a **Capacity Building Program (CBP)** designed to help small businesses resolve increasingly complex issues they face in public agency contracting.

TRAINING COURSES

Training courses are jointly taught by participating Prime Contractors and the Toll Bridge Small Business Team subject matter experts. Real-world examples and scenarios from Caltrans projects are used as part of the CBP to help build a stronger foundation of knowledge. Building a foundation for success using examples from public agency construction projects will assist small businesses in their pursuit of contracting with public agencies.

PROJECT AND CONSTRUCTION MANAGEMENT

- Plan review assistance
- Bid preparation assistance
- Prime/subcontractor relations
- Prime/Subcontractor agreements
- Project management/Construction management
- Prevailing wages
- Project safety plans
- Invoicing
- Change order management
- Safety
- Construction management processes
- Construction administration
- Construction worksite interactions
- Control of materials, facilities, and equipment



For additional information on the CBP, please contact the Toll Bridge Small Business Program at (510) 286-0974 or email: smallbizconstruction@dot.ca.gov.

For more information about the Bay Bridge Seismic Safety Projects, visit: baybridgeinfo.org