



# 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](mailto:smallbizconstruction@dot.ca.gov).

For more information about the Bay Bridge Seismic Safety Projects, visit: [baybridgeinfo.org](http://baybridgeinfo.org)