



# CITY OF COLUMBIA

## Department of Utilities and Engineering Division of Engineering

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### MENTOR-PROTÉGÉ PROGRAM 2014 GUIDELINE STATEMENT

On February 4, 2014, City Council approved revisions to our Mentor Protégé Program. The following is a brief explanation of the significant changes.

Each Firm/Participant in the Mentor Protégé Program must declare that they intend to participate as either a Mentor or Protégé. Each Firm must also identify which one or all of the project type(s) or division(s) they will operate within. The Utilities and Engineering Department will utilize the following areas in Professional Services: 1) Water Treatment 2) Waste Water Treatment 3) Water Distribution 4) Waste Water Collection and 5) Storm Water. In Construction Services the Firms will operate within the following areas: 1) Water Line (WL) Division and/or 2) Water Plant (WP) Division.

#### PROTÉGÉ GUIDELINE CHANGES:

- Protégés' annual gross receipts for water & sewer projects averaged over the last three (3) years may not exceed:
  - \$ 3.5 Million for professional services and/or
  - \$ 5 Million for construction services
- Established office location for a minimum of 1 year in the Columbia-Newberry Combined Statistical Area ("CSA")- These counties are: Richland County, Lexington County, Kershaw County, Fairfield County, Saluda County, Calhoun County, and Newberry County.
- Submit financial compilations from a CPA for the three (3) most recent tax years specifically highlighting gross revenues from the firm's water and sewer projects.
- Protégés who perform construction work that requires a License must commit to obtain a W.P. (Water Plant) and / or W. L. (Water line) certification within one (1) year of application.

#### MENTOR GUIDELINE CHANGES:

- Mentors' annual gross receipts for water & sewer projects averaged over the last three (3) years must equal or exceed:
  - \$ 3.5 Million for professional services and/or
  - \$ 5 Million for construction services
- Submit financial compilations for the three (3) most recent tax years specifically highlighting gross revenues from the firm's water and sewer projects.
- Be a registered Vendor with the City of Columbia's Centralized Bidder Registration (CBR) "Bidder Online" System.
- Mentors are required to designate a minimum of 20 % of the total contract amount to the Team's Protégé selected for the project.

Note: A Mentor Protégé Program Project may consist of the Mentor Protégé Team as well as other named Protégés that will be utilized as subcontractors for the project. However, subcontractors that are also protégés DO NOT count toward the 20% minimum for requirement.

#### TEAM REQUIREMENTS CHANGES:

A Mentor Protégé team agreement cannot exceed four (4) years. After four (4) years, the Mentor and Protégé must choose another firm. Note that once a teaming agreement has expired, the Protégé can continue to perform with that Mentor as a subcontractor in addition to the new protégé.

- Collaborate, Coordinate and Submit the following reports as a Team, jointly, to Compliance Staff:
  - One Quarterly Report per team (due 10<sup>th</sup> day of: January, April, July, and October)
  - Annual Report (due: April 15<sup>th</sup> each year) Consists of:
    - Updated Business Plan (one per team) (Form 706ps (for professional services) or Form 706cs (for construction services)
    - Updated Company Profile (one per firm) (Form 707)
    - Updated financial compilation for the three (3) most recent tax years specifically highlighting gross revenues from the firm's water and sewer projects.

**RECERTIFICATION OF FIRMS APPROVED PRIOR TO THE 2014 REVISED POLICY:**

- Mentor and/ or Protégé Firms will need to recertify within the time frame released. Each Firm will do so by submitting all applications to the Compliance Division.
- Current Mentors who have successfully completed a project in the Mentor Protégé Program will be able to remain a Mentor.
- Mentor-Protégé Teams will have to submit the team application in order to update their eligibility information. They will need to indicate a Mentor Protégé Team for each of the division(s).
  - Each Firm must notify any Mentor and/or Protégé in which they are currently teamed with by giving 30 days written notice to dissolve their partnership. This notice is to be shared with the Compliance Division and the Office of Business Opportunities.

**TYPES OF PROJECT STRUCTURES:**

Public Solicitations, i.e.: Invitation for Bids (IFBs) and/or Request for Proposals (RFPs) will require the Mentor-Protégé Team to be approved prior to submittal date. Teams not approved prior to this date will be deemed Non-Responsive.

Mentor-Protégé Project (traditional) - Mentors are the Prime Contractor on these projects and will be required to award a minimum of 20% of the total contract price to the Protégé.

Protégé Lead Projects - The Mentor-Protégé Team will work together with the Protégé managing and facilitating the project with the assistance of the Mentor. The protégé must have a minimum of 51% of the total contract awarded.

Protégé Only Projects - Protégés that are currently active in the program with an approved Mentor Protégé team may compete for Protégé only projects. These projects will be chosen by the Director of Utilities and Engineering. Protégés will manage and facilitate the project with mentorship from the mentor.

**PROTÉGÉ GRADUATION:**

Protégés will be required to graduate after eight (8) years. Current Protégé's will be required to submit documentation to determine if they have reached Mentor status. Applications will be reviewed by Compliance Staff. Upon successful completion of the program (graduation), the Mentor and Protégé will receive a Certificate of Completion.

**VOLUNTARY TERMINATION FROM THE MENTOR-PROTÉGÉ PROGRAM:**

The MPP Agreement is intended to foster a long-term relationship that exceeds the duration of the program. There may be many reasons why an Agreement and Business Plan between the Mentor and the Protégé cannot be completed. If either the Mentor or the Protégé wants to dissolve the Agreement, the Mentor and/or Protégé shall submit notification to the Department of Utilities & Engineering, Compliance Division, in writing stating the reasons why the Mentor Protégé Agreement is to be dissolved. According to the Mentor Protégé Program agreement, a party that decides to dissolve a team relationship is required to give the other party a 30 day notice.

**TERMINATION OR SUSPENSION FROM THE MENTOR-PROTÉGÉ PROGRAM:**

The Department of Utilities & Engineering, Compliance Division with consultation of the Office of Business Opportunities, may recommend to the Director of Utilities and Engineering suspension or termination of the Mentor, Protégé and/or Mentor Protégé team based upon its observance of the Mentor/Protégé relationship. A staff recommendation of suspension or termination may be a result of poor workmanship, project completion delays, safety concerns, damage to public/private property, noncompliance with program guidelines and/or administration such as required documentation and/or any action/activity that would hinder the quality of the project.

All suspensions and/or terminations will be reviewed by the Advisory Committee. Ultimately, the Director of the Department of Utilities and Engineering will determine suspension and/or termination.

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By signing this Mentor Protégé Program statement we understand and intend to comply with all Mentor Protégé Program guidelines (Form 701).

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FIRM NAME

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PRINT NAME

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SIGNATURE

\_\_\_\_\_  
DATE