



**Facilities Design and Construction  
San Francisco Unified School District**

135 Van Ness Avenue  
San Francisco, CA 94102

Phone: (415)241-6152 Fax: (415)355-6988

**RUTH ASAWA – SCHOOL OF THE ARTS  
TRACK IMPROVEMENTS  
MANDATORY JOB WALK AGENDA**

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**Held:**

Mandatory Job Walk

Thursday, February 28, 2013, 2:30 PM

Ruth Asawa – School of the Arts, 555 Portola Street, San Francisco, CA 94131

Meet at the Track Area – Lower Campus

**Agenda:**

**1. Meeting called to Order**

**2. Introduction of Project Team members:**

- SFUSD:
  - Project Manager: Joel Cadiz (415) 241-4312; [cadizj@sfusd.edu](mailto:cadizj@sfusd.edu)
  - Labor Compliance Officer - Lin Robertson, Peter Robertson
  - SFUSD Inspector – Michael Yam (415) 355-6979 Ext. 1521
- SFUSD Consultants:
  - Landscape Architects – Verde Design, Inc., Rico Lardizabal (408)985-7200, (408)985-7260 F, [rico@verdedesigninc.com](mailto:rico@verdedesigninc.com)

**3. Plan Availability:**

- Plans & Specs available at: ARC(Formerly FORD Graphics), 945 Bryant Street, San Francisco, CA 94103. (415)495-2773 or call Pryantha DePinto (415)537-2235. Plans available as of, Friday, March 1, 2013.
- Cost of Plans & Specs - non refundable, please call ARC for pricing. Make checks payable to ARC.

**4. Bid Date & Time:**

- **Due Tuesday, March 19, 2013 @ 11:00 AM PST @ 135 Van Ness Avenue Lobby, San Francisco, CA 94102**
- Approximate Construction Value: \$650,000.00

**5. Scope of Work Description**

- Renovation and resurfacing of existing track.
- Inside track curb reconstruction
- Perimeter paving, grading drainage, and irrigation improvements

## 6. Bidding and Contract Award Requirements (Responsive Bid):

- License Requirement – Class A, General Engineering
- Bid Security in the amount for 10% of bid including additive alternates, must accompany bid.
- Bidder Qualification Statement must be included with Bid Proposal or Bid Proposal will be rendered non-responsive and rejected. This needs to be completely filled out with complete reference names, contact numbers, site or branch names (for bank references), school names and their locations and the name of their district (if applicable)
- Designated Subcontractors List (Specification section 00455) needs to be completely filled out with Subcontractor name, portion of work, license number and amount of subcontract must be included with Bid Proposal or Bid Proposal will be rendered non-responsive and rejected.
- Bond and Insurance Requirements
  - Proposal Form
  - Completed Forms
  - **NO** exclusions
  - No faxes or phone bids
  - Bids good for 90 days
- LCP – Labor Compliance Program – prevailing wages
- Outreach Certification – **Section 00630 differs from DVBE Certification.** Advertisement is with **two** of the listed publications on the form and can happen up to one calendar day before bid opening. (Doubling advertisement on one publication is not acceptable). Proof should be attached (ad copy, acknowledgement in writing from the publication itself, or fax and acknowledgement of receipt of company's ad copy to their selected outreach advertising sources.
- 3% participation goal for DVBE – (This differs entirely from Section 00630 – Outreach Certification) Good faith efforts mean advertisement a minimum of 14 calendar days before bid opening to verifiable DVBE-outreach publications.

If a contractor is able to get a DVBE subcontractor under their bid, they must provide the state DVBE letter verifying that company's CURRENT DVBE status. If the contractor fails to find a DVBE sub, they must provide documentation of their effort to solicit bids (copies of published ads with the date of publication present for verifiable proof of adherence to the 14-day rule.)

In all cases, DVBE certification will not be complete without signature at the signature and date block at the bottom of the form in the section called "Certification". Signature certifies the contractor is aware, under penalty of treble damages for making false claims that they have provided all answers truthfully and have documentation verifying their DVBE outreach efforts. **Lack of signature in section will deem their bid non-responsive.**

## 7. Project Schedule

Last date to Submit RFIs	March 12, 2013
<b>Last Addendum</b>	<b>March 14, 2013</b>
Bid Opening	March 19, 2013, 11:00 AM
Board Approval	April 9, 2013
Notice to Proceed	April 26, 2013
Submittals	April 29 – May 13, 2013
Start of Construction	May 13, 2013
Last Day of School	May 31, 2013
Substantial Completion	August 9, 2013
Final Completion	August 16, 2013
First Day of School	August 19, 2013

- **All work must be achieved within 7 days of Substantial Completion.**

## 8. Liquidated Damages - Assessed for each phase:

- \$500/day to Substantial Completion
- \$500/day to Final Completion

## 9. Site Information

- Site Access, Facilities, Parking and Lay-down Areas
- Project Security
- Contractor's Working Hours
- Other Special/Unique Requirements or Restrictions

## 10. Addenda – Last Addendum issued no later than 72 hours before bid date.

Please submit all RFIs/Clarifications to Verde Design c/o Rico Lardizabal (rico@verdedesigninc.com) via e-mail and copy SFUSD Project Manager Joel Cadiz, (cadizj@sfusd.edu). If necessary fax (408)985-7260 and copy Joel Cadiz, fax (415)355-6988.

- RFI's received less than 7 days prior to bid date will not be answered.

## 11. Adjournment & Site Walk

***Important note: Responses to inquiries and discussions occurring at this pre-bid walk-through shall in no way change or modify the bid documents. The bid documents will be affected only by written addenda issued prior to the bid date.***

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