

***Flooring Projects at 3 School Sites
And Steam Pipe Replacement at
Commodore Sloat Elementary School***

MANDATORY JOB WALK AGENDA

Held:

Mandatory Job Walk – Bidders must sign in at all three school sites (Everett, Lowell, Sloat)

Thursday, April 19, 2:00 PM

Everett Middle School – 450 Church Street, Start at 2:00 PM, Meet in front of the school

Lowell High School – 1101 Eucalyptus, Start at 3:30 PM

Commodore Sloat E.S. – 50 Darien Way, Start at 4:30 PM

Agenda:

1. Meeting called to Order

2. Introduction of Project Team members:

- SFUSD:
 - Project Manager: Joel Cadiz (415)241-4312, cadizj@sfusd.edu
 - Labor Compliance Officer - Lin Robertson, Peter Robertson
 - SFUSD Inspector – Michael Yam
- SFUSD Consultants:
 - Industrial Hygienist – SES, Mitch Edwards, (925)689-9737, (925)689-1420 F

3. Plan Availability:

- Plans & Specs available at: ARC, 945 Bryant Street, San Francisco, CA 94103. (415)495-2773 or call Pryantha DePinto (415)537-2235
- Cost of plans - non refundable, check with ARC for approximate cost - by check made payable to ARC.

4. Bid Date & Time:

- **Due Tuesday, May 8, 2012 @ 11:00 AM PST @ 135 Van Ness Avenue Lobby, San Francisco, CA 94102**
- Approximate Construction Value: \$100,000.00

5. Scope of Work Description

- **Everett Middle School** – Removal of existing carpet, padding, and linoleum underneath, and replace with new carpeting.
- **Lowell High School** – Removal of existing carpeting and padding, and vct tiles at library entry. Replace with new carpeting and linoleum flooring as shown in the plans.
- **Commodore Sloat Elementary School** – Demolish approximately 20 foot of the corridor adjacent to the auditorium. Included in the demolition is the flooring, sub floor, and floor joist that are damaged by moisture. Replace approximately 20 foot of steam piping underneath the corridor. Re-build corridor and provide new access panel and flooring. There is hazmat work associated with this work.

- **Abatement Work** – See Appendix A. The crawlspace is known to contain asbestos as well as pipe insulation.

6. Lead Based Material Certification

- The **Environmental Protection Agency (EPA) regulation 40 CFR Part 745** became fully effective June 23, 2008 which requires all firms, including sub-contracted firms who impact lead-based paint (LBP) at Child Occupied Facilities to:
 - be EPA certified
 - have an EPA “Certified Renovator”
 - provide “on-the-job” training for workers
 - conduct pre-renovation notifications
 - follow specific work practice procedures for containment, disturbance and final clean-up; and inspection requirements
- Renovation is defined as the modification to any existing structure or portion that results in the disturbance of LBP surfaces, unless the activity is performed as part of abatement.
- In essence this regulation includes all work construction activities that disturb LBP surfaces.

7. Bidding and Contract Award Requirements (Responsive Bid):

- License Requirement – “B” General Contractor
- 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.**

8. Project Schedule

Bid Opening	May 8, 2012, 11:00 AM
Board Approval	May 22, 2012
Letter of Intent to Award	May 23, 2012 →
First Day of Construction	May 26, 2012
Substantial Completion	August 1, 2012
Final Completion	August 9, 2012
First Day of School	August 20, 2012

- **All work must be achieved within 8 days of Substantial Completion.**

9. Liquidated Damages - Assessed for each phase:

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

10. Site Information

- Site Access – Site visits are advised and encouraged, but contractors are advised to make arrangements **48 hours prior** so that schools may be notified. Contact SFUSD Project Manager.
- Project Security
- Contractor's Working Hours
- Other Special/Unique Requirements or Restrictions

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

(Friday, May 4).

- Please submit all RFIs/Clarifications to Joel Cadiz, via e-mail at cadizj@sfusd.edu.
- Last day to submit RFI is Tuesday, May 1.

12. 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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