



**Glen Park ES & Guadalupe ES Greening
MANDATORY PRE-CONSTRUCTION JOB WALK AGENDA –
(Non PLA Project)**

Called By:

San Francisco Unified School District

Held:

Tuesday, February 26, 2013 – 10:00 AM

Tuesday, March 5, 2013 – 10:00 AM

Glen Park ES (151 Lippard Avenue, San Francisco, CA 94131) &
Guadalupe ES (859 Prague Street, San Francisco, CA 94112)

AGENDA:

1. MEETING CALLED TO ORDER

2. INTRODUCTION OF PROJECT TEAM MEMBERS:

- SFUSD:
 - Project Managers – Lori Shelton & Tamar Barlev
 - Labor Compliance Officer – Peter Robertson / Lin Robertson
- SFUSD Consultants
 - Landscape Architect: Miller Company Landscape Architects – Aaron Parr & Maya Nagasaka
 - HazMat Consultant: Sensible Environmental Solutions, Inc.- Bob Sutton (or SES representative)
 - Inspector of Record – TBD

3. PLAN AVAILABILITY:

- Plans available at ARC Northern California - Bid Services, 945 Bryant Street, San Francisco, CA 94103 - Contact: Priyantha De Pinto or Teddy Salonga (Tel: 415-537-2235; Fax: 415-348-0684; Email: sf@e-arc.com, (8:00 AM to 4:30 PM).
- Cost of plans – \$75.00/set - Non-Refundable, by check made payable to ARC.

4. BID DATE & TIME (Specification Section 00100):

- Due March 20, 2013 at 2:00 PM PST at 135 Van Ness, San Francisco, CA 94102, Room 209
- Approximate Construction Value: \$140,000.00

5. BIDDING AND CONTRACT AWARD REQUIREMENTS (RESPONSIVE BID):

- License Requirement – Class A (General Engineering Contractor), Class B (General Building Contractor) or C-27 (Landscape Contractor), all with Asbestos and Lead

Certification or Sub-Contractor with Asbestos and Lead Certification performing the Work

- 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. The form must be included with the Bid Proposal or else it will be found non-responsive and rejected.
- Bond and Insurance Requirements
- Proposal Form
 - Completed Forms
 - **NO** exclusions
 - No faxes or phone bids
 - Bids good for 90 days
- 5% retention will be held on this project.
- 125% of any Stop Notices will be deducted from monthly Payment Applications until officially cleared in writing.
- Project Management Software (PMS) EADOC is the District selected PMS to be used on this Project.
- 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.**

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. SCOPE OF WORK DESCRIPTION

- Scope of Work: Schoolyard improvements including but not limited to the demolition and installation of asphalt and concrete, hazardous materials abatement and remediation, construction of new planting and seating areas, installation of site furniture, and installation of plumbing/irrigation systems.

8. ADDITIVE ALTERNATES AND ALLOWANCE

- Alternative (see section 01230 for more detail)
 - Alternate #1 (Glen Park): Stabilized Decomposed Granite Paving and Boulders Surrounding Stabilized DG Paving @ Bird and Butterfly Garden
 - Alternates #2 (Glen Park): Non-Stabilized Decomposed Granite Paving and Boulders Surrounding Non-Stabilized DG Paving @ Bid and Butterfly Garden
 - Alternate #1 (Guadalupe): Boulders
 - Alternate #2 (Guadalupe): Pavement Markings
 - Alternate #3 (Guadalupe): Concrete Bleacher
- Allowance (see section 01210 for more detail)
 - NA

9. PROJECT SCHEDULE & PHASE DESCRIPTION (SPECIFICATION SECTION 00800)

- Notice To Proceed (NTP): April 22,2013
- Phase 1: 4/22/13 – 6/2/13
- Phase 2: 6/3/13 - 8/2/13
- Final Completion: 9/1/13. All work must be achieved within 30 days of Substantial Completion of Phase 2, 8/2/13, 133 calendar days from Notice to Proceed.

10. LIQUIDATED DAMAGES

- Assessed for each phase:
 - \$1,000/day to Substantial Completion
 - \$500/day to Final Completion

11. SITE INFORMATION

- Site Access, Facilities, Parking and Lay-down Areas
- Project Security

- Contractor's Working Hours
- Other Special/Unique Requirements or Restrictions – Children will be on site at both Glen Park and Guadalupe ES. See Section 00700 Fingerprinting requirements.

12. ADDENDA – LAST ADDENDUM ISSUED NO LATER THAN 72 HOURS PRIOR TO BID DATE: MARCH 13, 2013

13. QUESTIONS AND ANSWERS

- Submit in the format of an RFI and e-mail to the project manager.
- RFI's received after **March 11, 2013 at 12 P.M.** will not be answered.

14. 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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