



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

135 Van Ness Avenue
San Francisco, CA 94102
Phone: (415)241-4312 Fax: (415)355-6988

**COMMODORE SLOAT ELEMENTARY SCHOOL
SUB-FLOOR REPAIR & NEW FLOORING AT
MULTI-USE BUILDING**

MANDATORY JOB WALK AGENDA

Held:

Mandatory Job Walk
Thursday, February 14, 2013
Commodore Sloat Elementary School, 50 Darien Way, San Francisco, CA 94127
Meet at the front of the school on Darien Way

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, (415) 355-6979, Ext. 1521

SFUSD Consultants:

Industrial Hygienist – PSI, Inc., Jerry Stallworth, (510) 434-9200, X18
(510) 434-7676 F, jerry.stallworth@psiusa.com

Plan Availability:

Plans & Specs available at: ARC/Ford Graphics, 945 Bryant Street, San Francisco, 94103. (415)495-2773 or call Pryantha DePinto (415)537-2235

Cost of Plans & Specs - non refundable, please confirm with ARC for cost of plans, purchase plans by check made payable to ARC/Ford Graphics.

3. Bid Date & Time:

Due Tuesday, March 5, 2013 @ 10:00 A.M. PST @ 135 Van Ness Avenue Lobby, San Francisco, CA 94102

Approximate Construction Value: \$55,000.00

4. Scope of Work Description

Flooring Installation and painting of room off stage.

Work for includes but is not limited to:

- Removal of existing linoleum flooring including all glue and oil residue.
- Repair of approximately 64 SF of sub-floor or floor joist.
- Installation of 1/4" plywood underlayment

- Installation of new linoleum flooring
- Installation of new 4" rubber base.
- Painting of room MP-3 – walls, ceilings, base and trim

Abatement Work – lead based painted materials , See Appendix Section in the Project Manual

Furniture/Equipment – certain furniture and equipment – cafeteria tables, tables and chairs, that are located on the main floor of the multi-use room will need to stay. Contractors are expected to move them from one end of the multi-use room to the other, in order to install the underlayment and flooring.

5. 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.

6. 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.

7. Project Schedule

Last date to Submit RFIs	February 26, 2013
Last Addendum	February 28, 2013
Bid Opening	March 5, 2013, 10:00 AM
Board Approval	April 9, 2013
Notice to Proceed	April 26, 2013 (Possibly earlier)
Submittals	April 29 – May 15, 2013
Last Day of School	May 31, 2013
First Day of Construction	June 3, 2013
Substantial Completion	June 26, 2013●
Final Completion	July 3, 2013

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

8. Liquidated Damages - Assessed for each phase:

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

9. Site Information

The school will be partially occupied for the entire duration of the work.
 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 SFUSD Project Manager (Joel Cadiz) via e-mail at cadizj@sfusd.edu. If necessary, via fax at 415-355-6988.

RFI's received less than 7 days (after February 26) 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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