



**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

**WATER BOTTLE FILLING STATION INSTALLATION
AT VARIOUS SCHOOL SITES**

(Dianne Feinstein Elementary School, Leonard Flynn Elementary School, Grattan Elementary School, Independence High School, Lakeshore Elementary School, Claire Lilienthal Elementary School Madison Campus, Sanchez Elementary School, Clarendon Elementary School, and West Portal Elementary School)

MANDATORY JOB WALK AGENDA

Held:

Mandatory Job Walk
Tuesday, April 2, 2013

Claire Lilienthal Elementary School – 3950 Sacramento Street, San Francisco, CA 94118
Meet at the front of the school on Sacramento Street

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. Plans available as of March 26, 2013.

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 **Thursday, April 25 at 11:00 A.M. PST** at 135 Van Ness Avenue Lobby, San Francisco, CA 94102.

Approximate Construction Value: \$90,000.00

4. Scope of Work Description

- Installation of water bottle filling station at nine school sites. Water bottle filling unit to be provided by the District.
- Contractor to provide and install water meter within the unit via an access panel.

- Hazardous Materials abatement work, mostly lead based paint. See Appendix Section of the Project Manual.
- Tech 21 Apprenticeship program
2 high school students/apprentice per school site will shadow with the contractor. Contractor will need to explain in clear concise manner, the work that is being done, from demolition to installation.
- Contractor to provide 4' x 6' splash mat at each installation

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.

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

Last date to Submit RFIs	Tuesday, April 16, 2013
Last Addendum	Thursday, April 18, 2013
Bid Opening	Thursday, April 25, 2013, 11:00 AM
Board Approval	Tuesday, May 14, 2013
Notice to Proceed	Friday, May 31, 2013
Last Day of School	Friday, May 31, 2013
First Day of Construction	Saturday, June 1, 2013
Substantial Completion	Monday, August 12, 2013●
Final Completion	Monday, August 19, 2013
First Day of School	Monday, August 19, 2013

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

9. Liquidated Damages - Assessed for each phase:

\$200/day to Substantial Completion
 \$200/day to Final Completion

10. Site Information

Different for all sites.

Some sites will be empty and some sites will be partially occupied.

Leoard Flynn – CDC
 Grattan – CDC
 Sanchez - CDC

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.

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.

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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