



**SFUSD** SAN FRANCISCO  
PUBLIC SCHOOLS  
FACILITIES DESIGN AND CONSTRUCTION

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**Joel Cadiz**

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**Junipero Serra Elementary School, EMS Replacement Project  
Pre-Bid Conference/Walk  
10 May 2011, 3:00 PM**

- I. Introduction – Project Team
  - a. SFUSD Project Manager – Joel Cadiz (415)241-4312, [cadizj@sfusd.edu](mailto:cadizj@sfusd.edu)
  - b. Architect – Ferdinand Vergeire, SIM Architects (415) 362-8081 ext. 106, [fvergeire@simarchitectsinc.com](mailto:fvergeire@simarchitectsinc.com)
  - c. Mech. Engineer – Mansour Firouzian, Engineering Network (925) 370-6191, [mfirouzian@comcast.net](mailto:mfirouzian@comcast.net)
  - d. Elect. Engineer – Fernando San Buenaventura, SB Associates (510)673-8385, [sbassoc8s@gmail.com](mailto:sbassoc8s@gmail.com)
  - e. Labor Compliance – Lin Robertson/Peter Robertson
  - c. Project Inspector – Michael Yam/Allen Yee
- II. Sign-In
  - a. All contractors/subcontractors must sign the “Pre-Bid Conference” sign-in sheet in order for their bids to be considered. **PLEASE WRITE CLEARLY**
- III. Labor Compliance
  - a. **LABOR COMPLIANCE NOTICE:** San Francisco Unified School District operates an Approved Labor Compliance Program. Under this program, the District, in part, will review and audit payroll records to verify compliance with labor laws and shall have the right to withhold payments and enforce penalties for noncompliance. For questions concerning the Initially Approved Program, contact the Labor Compliance Office, 3<sup>rd</sup> Floor, 135 Van Ness Ave., San Francisco, CA 94102 or telephone (408) 516-7238.
- IV. Contract Documents
  - a. The drawings and project manual are available by calling ARC-Ford Graphics (945 Bryant Street) at 415/537-2200, ask for the Planwell Department. The project is listed under Junipero Serra EMS. The bid docs were just uploaded today but if you call, you can place an order for “will call” and should be available tomorrow morning.
- V. Bid Opening
  - a. Bids will be due and opened at **11:00 AM, Friday, May 27** at the lobby of the District Office at 135 Van Ness Avenue. Please have the receptionist stamp your bid and proceed to the conference room. Incomplete bids and late bids will not be read. Please leave your bid package with the receptionist.
- VI. RFI/Clarification and Addendum
  - a. Last day to submit RFIs/Clarification is at 5:00 PM, Wednesday, May 18, 2011.
  - b. Last addendum will be issued on 5:00 PM, Monday, May 23. Call Ford Graphics to verify whether any addenda were issued.
  - c. All Clarifications/RFIs should be addressed to: Ferdinand Vergeire at SIM Architects. Please copy the SFUSD Project Manager, Joel Cadiz, [cadizj@sfusd.edu](mailto:cadizj@sfusd.edu),
- VII. Scope of Work
  - a) Demolish (E) windows EMS system.
  - b) Install new EMS and connect duct furnaces, rooftop units, restroom fans, and closet type mechanical unit in Room 223 to the (N) EMS, Remove and replace existing sensors and thermostats.
  - c) Provide new power and data outlets to (N) EMS.
  - d) Replace weatherproof smoke duct detectors for all rooftop units.
  - e) Check operational condition of all duct furnaces.

IX. Project Schedule:

May 27, 2011	Bid Opening
June 14, 2011	Board Meeting
June 15, 2011	Letter of Intent to Award, Pre-Construction Meeting, Prepare Submittals
June 23, 2011	Approval of all submittals
June 24, 2011	Notice to Proceed
June 27, 2011	Phase I work, to be completed by July 11, 2011
July 12, 2011	Phase II work, to be completed by July 22, 2011
July 23, 2011	Phase III work, to be completed by August 4, 2011
August 4, 2011	Substantial Completion
August 8, 2011	Final Completion

X. DVBE Requirements:

- a. Please refer to the Section 00470 of the project manual.

XI. School Site Visits

- a. Contractors are welcome to re-visit the campus but only after 3:00 PM. Keep in mind that the school has an afterschool program so please make arrangements with the SFUSD project manager (Joel Cadiz 415/241-4312) at least 24 hours in advance. **DO NOT VISIT THE SCHOOL WITHOUT PRIOR ARRANGEMENTS.**