



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

135 Van Ness Avenue
San Francisco, CA 94102
Phone: (415)241-6152 Fax: (415)355-6988

**LONGFELLOW ELEMENTARY SCHOOL
Partial Building Maintenance/Seismic Strengthening**

MANDATORY JOB WALK AGENDA

Held:

Mandatory Job Walk
Thursday, March 1, 2012 – 2:30 PM
Longfellow Elementary School – 755 Morse Street, San Francisco, CA 94112
Meet at the front of the school.

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 – Allen Yee (415) 355-6979 Ext. 1522
 - SFUSD Consultants:
 - Architects – SIM Architects, Ferdinand Vergeire (415)362-8081, (415)362-8082 F
fvergeire@simarchitectsinc.com
 - Industrial Hygienist – PSI, L.J. Stallworth, (510) 934-9200
- 3. Plan Availability:**
 - Plans & Specs available at: Ford Graphics, 945 Bryant Street, San Francisco, CA 94103. (415)495-2773 or call Pryantha DePinto (415)537-2235
 - Cost of Plans & Specs - non refundable \$70.00 - by check made payable to Ford Graphics
- 4. Bid Date & Time:**
 - **Due Wednesday, March 21, 2012 @ 2:30 PM PST @ 135 Van Ness Avenue Lobby, San Francisco, CA 94102**
 - Approximate Construction Value: \$1,000,000.00
- 5. Scope of Work Description**
 - Seismic strengthening of the multi-purpose/auditorium building
 - **Work for includes but is not limited to:**
 - Base Bid:**
 - Replacement of selected Conc. columns on west and east face of main building
 - Seismic strengthening of existing retaining wall.
 - Removal, repair, and re-installation of radiators along window
 - Modification/relocation or replacement of fire alarm devices
 - Modification of student toilet rooms in the ground and first floors.

- New drinking fountain installation
 - Modification of handrails/guard rails affected by the structural work
 - Signage
 - Custodial cleaning of the school as noted in the appendix
- **Abatement Work** – lead based painted materials and manufactured asbestos containing materials, see appendix.
 - **Furniture/Equipment** – moving furniture and equipment from the areas of construction will be the responsibility of the District. Protecting them will be the responsibility of the contractor.

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

Last date to Submit RFIs	March 12, 2012
Last Addendum	March 16, 2012
Bid Opening	March 21, 2012 – 2:30 PM
Board Approval	April 10, 2012
Notice to Proceed	April 30, 2012
Submittals	May 1 – May 27, 2012
Last Day of School	May 25, 2012
First Day of Construction	May 26, 2012
Substantial Completion	August 1, 2012
Final Cleaning	August 6, 2012 – August 19, 2012
Final Completion	August 10 2012
First Day of School	August 20, 2012

- **All work must be achieved within 16 days of Substantial Completion of Phase 1.**

9. Liquidated Damages - Assessed for each phase:

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

10. Site Information

- Site Access, Facilities, Parking and Lay-down Areas
- 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 SIM Architects c/o Ferdinand Vergeire, via e-mail and copy SFUSD Project Manager. If necessary fax (415)362-8082 and copy Joel Cadiz, fax (415)355-6988.
- RFI's received less than 7 days 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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