



**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

***NOURSE AUDITORIUM
TOILET ROOM RENOVATION
135 Van Ness Avenue***

MANDATORY JOB WALK AGENDA

Held:

Mandatory Job Walk
Friday, October 18, 2013
Nourse Auditorium, 135 Van Ness Avenue, San Francisco, CA 94104
Meet at the lobby by Receptionist

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

MEP – American Consulting Engineers Electrical, Keith Chow (Electrical) & Steven Xu (Plumbing), (408) 236-2312 PH, (408)236-2316 FAX

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 and specs will be available by Monday noon.

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 Friday, November 22, 2013 @ 11:00 A.M. PST @ 135 Van Ness Avenue Lobby,
San Francisco, CA 94102

Approximate Construction Value: \$80,000.00

4. Scope of Work Description

Toilet room renovation.

Work includes but is not limited to:

- Demolition of all toilet fixtures, gang sinks and mop sink

- Demolition of marble wainscoting and existing doors
- Demolition of Plumbing closet, toilet room ceiling
- New walls ceilings, toilet fixtures, lavatories, and mop sink
- Installation of FRP door
- New paint and ceramic tile finishes

Abatement Work – lead based painted materials , See Appendix Section in the Project Manual for scope of work.

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.

7. Project Schedule

Last date to Submit RFIs	Wednesday, November 13, 2013, 5:00 PM
Last Addendum Issued	Tuesday, November 19, 2013
Bid Opening	Friday, November 22, 2013, 11:00 AM
Board Approval	Tuesday, December 10, 2013
Notice to Proceed	Monday, December 23, 2013 (Possibly earlier)
First Day of Construction	Tuesday, December 24, 2013
Substantial Completion●	Monday, January 27, 2013
Final Completion	Friday, January 31, 2013

- **All work must be achieved within 4 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

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 past the date mentioned in Item 7 above, 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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