



**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

***Ruth Asawa School of the Arts
Security Camera System Installation***

MANDATORY JOB WALK AGENDA

Held:

Mandatory Job Walk
Thursday, April 12, 2012 – 3:30 PM
Ruth Asawa School of the Arts – 555 Portola Drive, San Francisco, 94131
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
 - Labor Compliance Officer - Lin Robertson, Peter Robertson
 - SFUSD Inspector – Michael Yam
- SFUSD Consultants:
 - Security Consultant – Security Integration, James Gracey, (415) 810-6919
 - Industrial Hygienist – In house (SFUSD)
 - 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 - non refundable, call to confirm cost of plans and specs

3. Bid Date & Time:

- **Due Friday, May 4, 2012** at 11:00 AM PST @ 135 Van Ness Avenue Lobby, San Francisco, CA 94102
- Approximate Construction Value: \$45,000.00

4. Scope of Work Description

- Installation of security cameras and equipment purchased from the District's security consultant, See Div 16 of specs for equipment list.
- Installation of conduits from server room in the 2nd floor to the cameras.
- Installation of equipment racks in the server room.

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 – “C-10” Electrical or “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.**

Project Schedule

Last Day to Submit RFI	April 25, 2012
Last Addenda Issued	April 30, 2012
Bid Opening	May 4, 2012, 11:00 AM
Notice to Proceed	June 8, 2012
Last Day of School	May 25, 2012
Submittals	June 9 – June 15, 2012
First Day of Construction	June 16, 2012
Substantial Completion	July 27, 2012
Punch List/Cleaning	August 6, 2012 – August 10, 2012
Final Completion	August 12, 2012
First Day of School	August 20, 2012

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

7. Liquidated Damages - Assessed for each phase:

- \$500/day to Substantial Completion
- \$500/day to Final Completion
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8. Site Information

- Site Access, Facilities, Parking and Lay-down Areas
- Project Security
- Contractor's Working Hours
- Other Special/Unique Requirements or Restrictions
- If you need to visit the site, please make arrangements 24 hours prior to visiting the site by calling the District PM at 241-4312.

9. Addenda – Last Addendum issued no later than 72 hours before bid date.

- Please submit all RFIs/Clarifications to Joel Cadiz, via e-mail at cadizj@sfusd.edu.
- RFI's received less than 9 days prior to bid date will not be answered

10. 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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