



Joel Cadiz

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**Miraloma Elementary School
Window and Door Replacement
Pre-Bid Conference/Walk
9 November 2010, 3:30 PM**

- I. Introduction – Project Team
 - a. SFUSD Project Manager – Joel Cadiz (415)241-4312
 - b. Labor Compliance – Lin Robertson/Peter Robertson
 - c. Project Inspector – Michael Yam/Allen Yee
 - d. ATI Architects – Rup Chand/Frank Hernandez
- 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, 3rd 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 Ford Graphics (981 Mission Street Branch) at 415/537-2200, ask for the Planwell Department. The project is listed under 11343 Miraloma E.S. The bid docs will be available by Thursday afternoon.
- V. Bid Opening
 - a. Bids will be due and opened at **2:00 PM, Thursday, December 16** 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, Thursday, December 9, 2010.
 - b. Last addendum will be issued on 5:00 PM, Friday, December 10. Call Ford Graphics to verify whether any addenda were issued.
 - c. All Clarifications/RFIs should be addressed to: Mr. Rup Chand of ATI Architects & Engineers, rchand@atiae.com, fax # (925) 648-8811. Please copy the SFUSD Project Manager, Joel Cadiz, cadizj@sfusd.edu, fax# (415)355-6988.
- VII. Scope of Work
 - a) Demolish (E) windows and doors per demolition plan, and install new aluminum windows and FRP doors.
 - b) Hazmat component lead paint, and asbestos in floor mastic and window putty. See “Hazmat Materials Review,” as well as abatement specs which will be issued as an addendum.
 - c) Minimal ADA scope – casework modification and door landing.
 - d) Contractors are to take extra precaution of all electrical/fire alarm items within the project area, and ensure that they are in working order at project closeout.

e) SFUSD will be responsible for moving items to the center of the classroom away from the project area.

IX. Project Schedule:

16 December 2010	Bid Opening
11 January 2011	Board Meeting
12 January 2011	Letter of Intent to Award, Pre-Construction Meeting
14 February 2011	Notice to Proceed
15 February 2011 – 7 March 2011	Prepare, Review and Approval of Submittals
8 March 2011	Order Windows/Doors
9 March 2011 – 27 May 2011	Fabrication and Delivery of Windows/Doors
30 May 2011 – 31 May 2011	Corovan move furniture (District Responsibility)
1 June 2011 – 8 June 2011	Set up containment/Criticals, Start sawcutting for door landings
9 June 2011 – 15 June 2011	Abate First Floor Windows/Doors (7 Days)
16 June 2011 – 23 June 2011	Abatement Second Floor Windows, Play yard side (7 Days)
24 June 2011 – 1 July 2011	Abatement Second Floor Windows/Doors, floor tiles etc., Myra Way side (7 Days)
2 July 2011 – 8 July 2011	Window install First Floor, finish casework modification at 2 nd flr. Classrooms at Myra Way side. Pour concrete for exterior door landings.
9 July 2011 – 14 July 2011	Window install at 2 nd floor classrooms play yard side.
15 July 2011 – 22 July 2011	Window/Door install at classrooms, Myra Way side.
23 July 2011 – 29 July 2011	Punchlist items and Cleaning
1 August 2011	Staff returns to Miraloma
8 August 2011	School Opening

X. DVBE Requirements:

- a. Please refer to the Section Q and Section O of the project manual. Any projects over \$75,000.00 will require DVBE participation – minimum participation is 3% of contract.

XI. School Site Visits

- a. Contractors are welcome to re-visit the campus but only after 3:30 PM. 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.**