

# Port of San Francisco ROUNDHOUSE 2: ROOF, SOLARIUM, AND WINDOWS REPLACEMENT



**Contract No. 2848**  
**January 18, 2023**

# Agenda

1. Welcome & Introductions – Andre Antonio
2. Project Overview – Erica Petersen
3. General Information, Contractor Qualifications, Safety – Andre Antonio
4. CMD / LBE Program – Melinda Kanios
5. OLSE – Anna Liu
6. OEWD – Joyce Wong
7. Bid Documents – Andre Antonio
8. Site Visit – Erica Petersen
9. Questions

# Project Overview



## AREA OF WORK LOCATION MAP

Eng. Est: \$6,000,000

# OVERVIEW CONTINUED



## Scope of Work:

- Roof
- Solarium Replacement
- Window Replacement on floors 2, 3, and 4
- Mechanical/Plumbing/Electrical work in areas affected by the demo/replacement
- Design-Build Fire Sprinkler Work in MEP Enclosure
- Tenant Coordination and Scheduling

# ROOF REPLACEMENT



**"MEP  
ENCLOSURE"**

# NEW ROOF ON MEP ENCLOSURE



NORTH ELEVATION OF PENTHOUSE

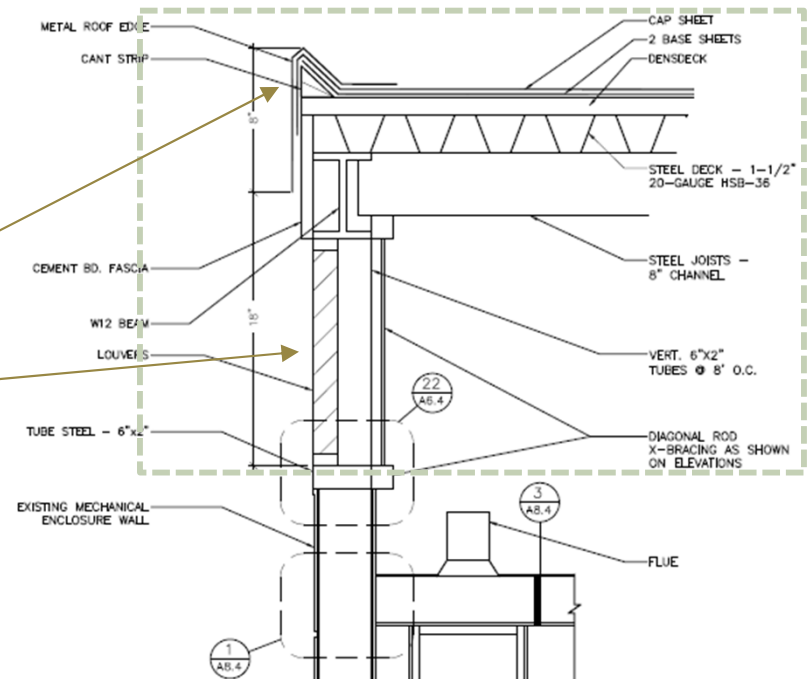


CROSS SECTION OF NEW ROOF



**Materials:**

- ❖ STEEL DECK WITH BITUMINUS ROOF ON TOP
- ❖ LOUVERS AROUND SIDE

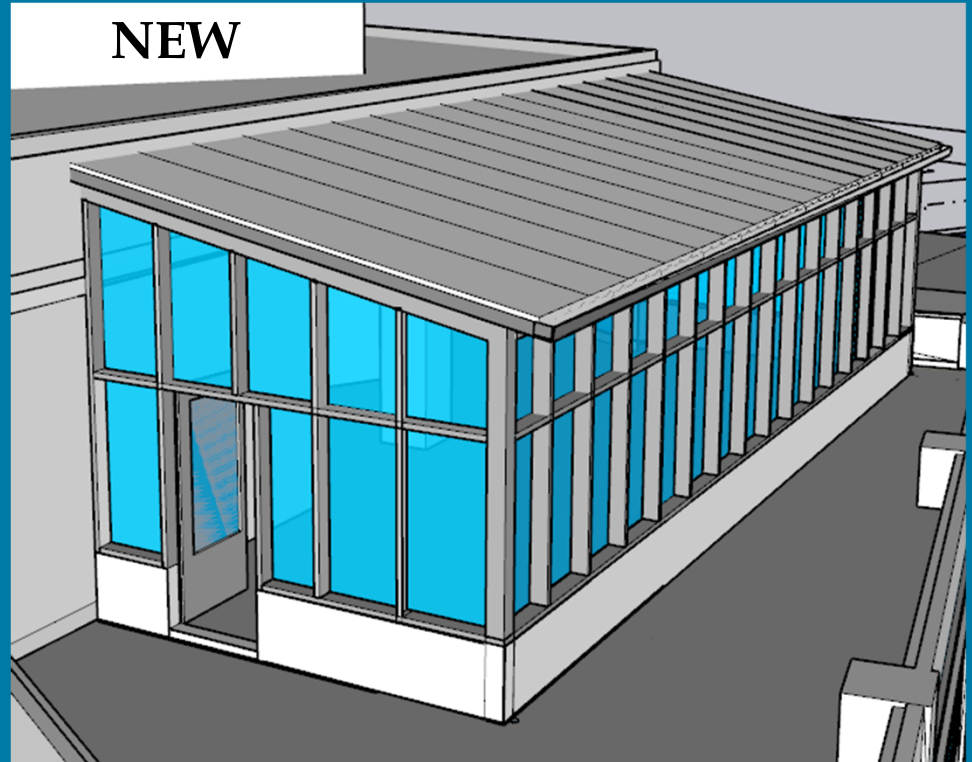


# SOLARIUM REPLACEMENT

EXISTING



NEW



# WINDOW REPLACEMENT



- Design based on Hope's One55 Series
- 2<sup>ND</sup> thru 4<sup>TH</sup> floors
- Construction Phasing & Tenant Protection Plan (00 11 00)
- Start with 4<sup>th</sup> Floor
- Window lead time





**SCHEDULE OF BID PRICES**

Bid Item No.	Bid Item Description	Estimated Quantity	Unit	Unit Price	Extension
1	Demolition	1	LS	N/A	\$
2	Scaffolding	1	LS	N/A	\$
3	Tenant Protection and Coordination	1	LS	N/A	\$
4	Roof	1	LS	N/A	\$
5	Solarium	1	LS	N/A	\$
6	Windows	1	LS	N/A	\$
7	Fire Suppression	1	LS	N/A	\$
8	Electrical	1	LS	N/A	\$
9	Lump Sum Payment for Timely Measurement and Solarium Materials within 90 calendar days of NTP	1	LS	N/A	\$ 1,000
10	Allowance for Concrete Deck Crack & Spall Repairs	1	AL	N/A	\$ 5,000
11	Allowance for Hazardous Materials Abatement	1	AL	N/A	\$ 50,000
12	Allowance for Connection of Valve to Drain in MEP Enclosure	1	AL	N/A	\$ 1,500
13	Allowance for Tree Trimming	1	AL	N/A	\$ 7,500
14	Allowance for Partnering	1	AL	N/A	\$ 15,000
15	Mobilization and Demobilization ( <i>Maximum 5% of the sum of Bid Items 1 through 8</i> )	1	LS	N/A	\$
<b>TOTAL BID PRICE (Summation of Bid items 1 through 15)</b>				<b>\$</b>	



\*Note: LS = Lump Sum; EA= Each; LF = Linear Feet; SF = Square Feet; CY = Cubic Yards; AL = Allowance

# Project Schedule (Anticipated)

- Advertisement Date January 11, 2023
- Bid Opening February 8, 2023
- Award of Contract February/March 2023
- NTP, Construction Start May 2023
- Substantial Completion December 2024
- Final Completion February 2025

\* 600 days duration due  
to expected long lead items



# Key Points

- **Duration** due to long lead items
  - Bid Item 9 for ordering windows and solarium
- **Tenant Coordination** –
  - 00 11 00 **Summary of Work**
  - 01 31 13 (Project Coordination)
- **Hazardous Materials** – 00 31 00 Available Project Information lists reference documents including hazmat reports. Assume windows have lead paint.
- **Qualifications for Subcontractors**
  - Technical Specs list qualifications for subcontractors
  - Roofer needs to demonstrate experience
  - Window Installer needs to demonstrate experience



SECTION 00 11 13

ADVERTISEMENT FOR BIDS

This Document includes a facsimile of the legal notice informing all qualified Bidders of the City's intent to solicit and receive Bids for the construction of the Project covered by the Bid Documents as defined herein for Contract No. 2848.

INVITATION FOR BIDS  
For  
Contract No. 2848  
ROUNDHOUSE 2 ROOF, SOLARIUM, AND WINDOWS REPLACEMENT

Optional Pre-Bid Meeting: 01/18/2023, at 10:00 A.M.,

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MjcyNGlyMTItMjAxNi00MjMyLWFiMTItMDJkYTtyNDM5NTgy%40thread.v2/0?context=%7b%22Tid%22%3a%2222d5c2cf-ce3e-443d-9a7f-dfcc0231f73f%22%2c%22Oid%22%3a%22cc6f83b6-9851-447f-b195-e61e184e2899%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MjcyNGlyMTItMjAxNi00MjMyLWFiMTItMDJkYTtyNDM5NTgy%40thread.v2/0?context=%7b%22Tid%22%3a%2222d5c2cf-ce3e-443d-9a7f-dfcc0231f73f%22%2c%22Oid%22%3a%22cc6f83b6-9851-447f-b195-e61e184e2899%22%7d)

To join the pre-bid mtg. copy/paste this link into your browser.

Teleconference with PDF Presentation  
1-888-363-4735  
Code: 2242348

Bids shall be submitted via email to [constructionbids@sfpport.com](mailto:constructionbids@sfpport.com) prior to the due date and time with the following in the Subject: **"ROUNDHOUSE 2 ROOF, SOLARIUM, AND WINDOWS REPLACEMENT: BID CONTRACT NO. 2848"**.

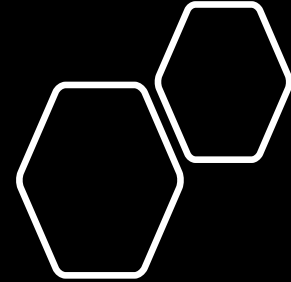
Hard copy bids shall be received by the Port on the due date or earlier. For more details see Section 00 21 13, Article 1.14.

Bids will be opened and read in public via Microsoft Teams meeting on 02/08/2023 2022 10:00 A.M. at:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NTU0MmlwYjYtZjZjOS00Yjg3LWFhMzAtZTlzZWY5ODQ5Mjc1%40thread.v2/0?context=%7b%22Tid%22%3a%2222d5c2cf-ce3e-443d-9a7f-dfcc0231f73f%22%2c%22Oid%22%3a%22cc6f83b6-9851-447f-b195-e61e184e2899%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NTU0MmlwYjYtZjZjOS00Yjg3LWFhMzAtZTlzZWY5ODQ5Mjc1%40thread.v2/0?context=%7b%22Tid%22%3a%2222d5c2cf-ce3e-443d-9a7f-dfcc0231f73f%22%2c%22Oid%22%3a%22cc6f83b6-9851-447f-b195-e61e184e2899%22%7d)

To join the Bid Opening, copy/paste this link into your browser.

The Port of San Francisco (the "Port") announces an Invitation for Bids ("IFB") for construction on ROUNDHOUSE 2 ROOF, SOLARIUM, AND WINDOWS REPLACEMENT in San Francisco, CA. The Work will consist of demolition of the existing roofing system at the Roundhouse 2 building, including insulation, repair to structural concrete deck, installation of new insulation and roofing system. A new roof structure will be constructed over the existing mechanical equipment enclosure on the roof. The scope also includes demolition of the existing solarium on the 4th floor and installation of a new solarium. Included will be demolition of the existing windows on the 2nd, 3rd, and 4th floors, and installation of new windows of a similar style. Finally, the Work includes project mobilization, tenant coordination and protection, temporary facilities, related mechanical, plumbing, and electrical work, as required. Note that due to the expected long lead time for the windows and solarium materials, a lump sum payment for ordering the materials within a certain timeframe is included in the bid schedule.



Contract Estimate:	\$6,000,000
Time Allowed for Completion:	600 consecutive calendar days (Conditional, refer to Section 00 73 02)
Liquidated Damages:	Varies, refer to Section 00 73 02 for details
Contract Basis:	Lump Sum Bid Items
License Required:	Class "B" California Contractors License
Contract Monitoring Division Local Business Enterprise (LBE) Subcontracting Requirement:	LBE = 16%

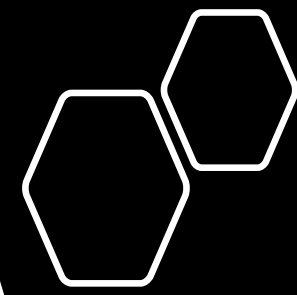
Bid discounts may be applied as per San Francisco Administrative Code Chapter 14B. The Local Business Enterprise (LBE) subcontracting requirement is 16.00%. The LBE subcontracting requirement can only be met with CMD certified San Francisco Micro and Small-LBEs. The LBE subcontractor participation requirement for this Contract is less than 20% for the following reasons: Due to a high percentage of the cost tied to materials. The building is located on a historic landmark site. The Project will involve replacing over 60 windows that will need to be custom-made in order to match the existing aesthetic of the building to comply with San Francisco Planning Department's requirement to maintain the historic nature of the building site. Prime and Joint Venture level LBE participation cannot be counted towards meeting any of the established LBE subcontracting requirement(s). LBE subcontractors must be certified with CMD in the scope of work they are being listed to perform. All Bidders shall submit documented Good Faith efforts with their Bids as directed on CMD Form 2B, except those who exceed the above-stated subcontracting requirement(s) by at least 35%. Refer to CMD Attachment 1. Failure to comply with Chapter 14B requirements may result in a Bid being deemed non-responsive and ineligible for Contract award. Please contact Melinda Kanios at (415) 274-0511 and [Melinda.Kanios@sfgov.org](mailto:Melinda.Kanios@sfgov.org) for further information. Subcontracting opportunities may include, but not limited, to the following major types of work: construction equipment suppliers, concrete contractor, electrical contractor, HVAC, roofing contractor, plumbing contractor, steel & steel products, structural steel contractor.

In addition, the Port of San Francisco seeks to promote diversity within its contracting opportunities. Thus, the Port of San Francisco strongly encourages bids from Bidders that optimize the use of S.F. Small and Micro-LBE certified subcontracting firms. The Port of San Francisco also seeks to further optimize the use of contractor teams that reflect the diversity of the City and County of San Francisco. As such, the City recommends that Bidders consider the composition of their teams in terms of gender, age, ethnicity, and race, and to utilize teams that include a diverse mix of staff at all organizational levels.

If necessary, the Port will issue bid date changes by addendum and will post the current date for receiving bids on the Bids and Contracts page at the Port's website address: <https://sfport.com/construction-opportunities>.

This notice is for information only. Please refer to the bid documents for specific requirements.

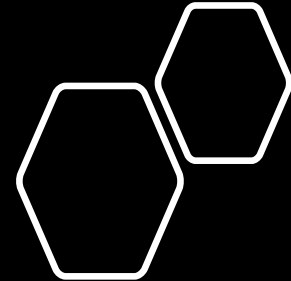
**Insurance Requirements:** Please refer to Section 00 73 16. The winning Bidder will be required to submit requisite insurance documentation within ten (10) working days after the date on which the contract is awarded.





**Prime Contractor Qualifications: The Bidders for this contract must meet the following minimum qualifications to be considered:**

1. Valid contractor's license for Class "B" issued by the California Contractor's State Licensing Board with at least five (5) years of experience working on related projects,
2. Contractor shall have documented experience in performing a minimum of three (3) similar construction projects with similar work as shown in the Contract Documents over the last 5 years,
3. Contractor shall have documented experience with a minimum three (3) public works projects over the last 5 years, and
4. Safety Qualification: Submit the 'Appendix A: Safety Qualification Form (Section 00 49 00- APPA-A), along with the required OSHA 300A forms.



SECTION 00 40 13

BIDDING FORMS CHECKLIST

*To be submitted with Bid for:*

**ROUNDHOUSE 2 ROOF, SOLARIUM, AND WINDOWS REPLACEMENT  
(Port of San Francisco Contract No. 2848)**

- A. Each Bidder shall submit with its Bid the following forms, properly completed and executed:
- Executed Bid Form (Section 00 41 00), with contractor's license number and expiration date.
  - Bid security equal to 10% of the Bid (Section 00 43 13).
  - Acknowledgment of Receipt of Addenda (Section 00 43 20).
  - Proposed Subcontractors Form (Section 00 43 36).
  - Bidder's Qualifications (Section 00 45 13).
  - Release and Waiver Agreement (Section 00 45 16).
  - Highest Prevailing Wage Rate Certification (Section 00 45 60).
  - Certificate of Bidder Regarding Apprenticeship Training Program (Section 00 45 65).
  - Certificate of Bidder Regarding Nondiscrimination in Contracts and Benefits (Section 00 45 70).
  - CERTIFICATE OF BIDDER REGARDING CONTRACTING IN STATES THAT HAVE ENACTED DISCRIMINATORY LGBT, RESTRICTIVE ABORTION, OR VOTER SUPPRESSION LAWS (Section 00 45 78)
  - Non-collusion Affidavit (Section 00 45 80).
  - Certification of Bidder Regarding Debarment and Suspension (Section 00 45 82).
  - FORM 2B: "Good Faith Outreach" Requirement Form, and supporting documentation for Items 2 and 4 of the Form.
- B. Envelopes containing Bids shall be sealed, addressed to San Francisco Port Commission, and designated as "Bid for ROUNDHOUSE 2 ROOF, SOLARIUM, AND WINDOWS REPLACEMENT (Port of San Francisco Contract No. 2848)". Envelopes shall bear the name and address of the Bidder.
- C. The Executive Director of the Port of San Francisco reserves the right after opening Bids to reject any or all Bids, and to waive any minor irregularity in a Bid.
- D. Bids must be submitted via email to [constructionbids@sfport.com](mailto:constructionbids@sfport.com) no later than the date and time specified in the Advertisement for Bids, or as subsequently specified if changed by Addendum.

SECTION 00 49 00

SUPPLEMENTARY BIDDING FORMS CHECKLIST

*To be submitted after bid opening for:*

**ROUNDHOUSE 2 ROOF, SOLARIUM, AND WINDOWS REPLACEMENT  
(Port of San Francisco Contract No. 2848)**

- A. No later than **5 working days** after the date of Bid opening the apparent low Bidder, and any other Bidder so requested, shall submit to the Contract Compliance Officer the following CMD forms, completed and properly signed:

- FORM 3: CMD Non-Discrimination Affidavit.
- FORM 6: CMD LBE Subcontractor Participation Affidavit.
- FORM 6A: CMD LBE Trucking Form.

*Email above forms to: Melinda Kanios (ADM) [melinda.kanios@sfgov.org](mailto:melinda.kanios@sfgov.org) Contract Monitoring Division, Pier 1, The Embarcadero, San Francisco, CA 94111 WITH A COPY TO: [constructionbids@sfport.com](mailto:constructionbids@sfport.com)*

- B. Within **5 working days** after the date of the Bid opening the apparent low Bidder and any other Bidder so requested shall submit the following completed forms and additional sheets as necessary:

- Experience Statement (Section 00 49 12).
- Certification of Subcontractor, Lower-Tier Subcontractor or Supplier Regarding Debarment and Suspension (Section 00 49 14), completed by each subcontractor, lower-tier subcontractor and supplier for lower tier covered transactions of \$25,000 or more.
- Certificate of Subcontractor Regarding Apprenticeship Training Program form (Section 00 49 15).

- Appendix A: Safety Qualification Form (Section 00 49 00-APPA-1). Request the Excel spreadsheet from: [constructionbids@sfport.com](mailto:constructionbids@sfport.com). <https://sfport.com/port-construction-management-forms>

*Email above forms to: [constructionbids@sfport.com](mailto:constructionbids@sfport.com)*

- C. Email Local Hiring Requirements: Refer to Section 00 73 30 for Local Hiring forms required to be submitted after Award of Contract to: (1) [local.hire.ordinance@sfgov.org](mailto:local.hire.ordinance@sfgov.org) with a copy to (2) [constructionbids@sfport.com](mailto:constructionbids@sfport.com)



# Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

### Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
_____	_____	_____	_____
(G)	(H)	(I)	(J)

### Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
_____	_____
(K)	(L)

### Injury and Illness Types

Total number of . . .	
(M)	
(1) Injuries _____	(4) Poisonings _____
(2) Skin disorders _____	(5) Hearing loss _____
(3) Respiratory conditions _____	(6) All other illnesses _____

**Post this Summary page from February 1 to April 30 of the year following the year covered by the form.**

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

### Establishment information

Your establishment name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Industry description (e.g., *Manufacture of motor truck trailers*) \_\_\_\_\_

Standard Industrial Classification (SIC), if known (e.g., 3715) \_\_\_\_\_

OR

North American Industrial Classification (NAICS), if known (e.g., 336212) \_\_\_\_\_

**Employment information** (If you don't have these figures, see the Worksheet on the back of this page to estimate.)

Annual average number of employees \_\_\_\_\_

Total hours worked by all employees last year \_\_\_\_\_

### Sign here

**Knowingly falsifying this document may result in a fine.**

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

\_\_\_\_\_  
Company executive Title

(\_\_\_\_) \_\_\_\_\_ / /  
Phone Date

# **Contract Monitoring Division (CMD)**

## **Local Business Enterprise (LBE) Program Requirements**

Contract Compliance Officer: Melinda Kanios  
[Melinda.Kanios@sfgov.org](mailto:Melinda.Kanios@sfgov.org)

# CMD Attachment 1 (version July 1, 2022)

[www.sfgov.org/cmd](http://www.sfgov.org/cmd)

## CITY & COUNTY OF SAN FRANCISCO CONTRACT MONITORING DIVISION



### **CMD ATTACHMENT 1**

#### ***Requirements for Construction Contracts***

**For Contracts equal or greater than 50% of the Threshold Amount  
and that are Advertised on or after July 1, 2022**

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#### **PART I. GENERAL**

##### **1.01 SAN FRANCISCO ADMINISTRATIVE CODE CHAPTERS 12B AND 14B**

- A. To be eligible for this contract award, Bidders must agree to comply with the Local Business Enterprise ("LBE") requirements sanctioned by San Francisco Administrative Code Chapter 12B, Section 12B.4, and Chapter 14B (where applicable), and its implementing Rules and Regulations. Chapters 12B and 14B are administered and monitored by the San Francisco Contract Monitoring Division ("CMD").
- B. Chapters 12B and 14B and their implementing Rules and Regulations are incorporated by reference herein as though fully set forth and provide that the failure of any Bidder or Contractor to comply in good faith with these requirements shall be deemed a material breach of contract. Copies of both Chapters 12B and 14B and their implementing Rules and Regulations are available on the CMD website at <http://www.sfgov.org/cmd>.
- C. Chapter 14B allows for bid discounts for CMD certified firms, subject to certain limitations and exceptions. The Certification application is available on the CMD website at <http://www.sfgov.org/cmd>.

**IMPORTANT NOTICE: In this CMD Attachment 1, the term "LBE" refers to only San Francisco ("SF") CMD Certified LBES and NPEs and, therefore, does not include PUC-LBES.**

# LBE Subcontracting Requirements

- ▣ **16% LBE Subcontracting Requirement**
- ▣ **How can a proposer meet the LBE participation requirements?**
  - Utilize only San Francisco Micro- and/or Small-LBEs.
  - SBA- & SFPUC-LBEs will not receive participation credit towards the requirement.
  - LBE subconsultants and subcontractors must be CMD certified by the bid due date and must be certified in the scopes of work/trade(s) listed on the bid document.
  - CMD is available prior to the Bid Due date to ask questions, schedule permitting.

# Credit Rules: Trucking & Equipment Rental

- ▣ **Trucking:**
  - List all lower tier trucking subs on CMD Form 6A.
  - 100% credit when an LBE-owned trailer is pulled by an LBE-owned cab and the driver of the cab is an employee/owner of the LBE firm.
  - Only 60% participation credit when an LBE owned trailer is pulled by a non-LBE owned cab. And vice versa.
  - Disposal and dump fees do not count towards meeting the LBE subcontracting requirement.
- ▣ **LBE Equipment Rental Firms:**
  - 60% of the equipment rental fee (current market rate) will be given for equipment owned by the LBE and certified by CMD.
  - Construction equipment such as storage tanks, grit separators, debris boxes etc. utilized in conjunction with trucking and hauling operation are not considered under the “Trucking and Hauling” category. Crediting rules for equipment rental will apply.

## Credit Rules: LBE Manufacturers/Suppliers/Subcontractor (Non-Specially Manufactured Items)

- ▣ If a bidder obtains materials, supplies, articles or equipment from:
  - LBE Manufacturers: 100% of the cost of the item regardless of who installs the item.
  - LBE Suppliers:
    - ▣ 60% of the cost of the item if the supplier performs a Commercially Useful Function by taking possession of the items and assuming the risk of their delivery.
    - ▣ Only 5% if the supplier does not take possession and assume the risk of delivery (i.e. broker or agent).
  - LBE Construction Subcontractors:
    - ▣ 100% of the cost of the item and labor

# Forms to be Submitted from CMD Attachment 1

## ▣ At time of Bid:

- Form 00 43 36: Listing all LBE regardless of participation in order to receive credit
- Form 2B: “Good Faith Outreach” Requirements.  
3 Approaches: Choose 1
  - ▣ Approach A - 35% Approach  
Achieve 21.6% total LBE Subcontracting Participation  
 $35\% \text{ of } 16\% = 5.6\%$   
 $5.6\% + 16\% = 21.6\%$
  - ▣ Approach B - Inclusion of Micro-LBE  
Use a new Micro- LBE Subcontractor, a sub you’ve never listed on a prior City contract
  - ▣ Approach C - Good Faith Negotiations  
You must achieve 50 points with a combination of outreach efforts
- Form 3 Affidavit

# Forms to be Submitted from CMD Attachment 1

## ▣ 5 Days after Bid:

- Form 6: CMD LBE Subcontractor Participation Affidavit **with Bid Quotes**
- Form 6A: LBE Trucking Form



# Contractor's Assistance Center

(run by the SFPUC)

LBEs: For Technical Assistance such as assistance in estimating and building insurance rates into your bid documents.

150 Executive Park Blvd #1300, San Francisco, CA 94134

**Phone:** (415) 467-1040

Email: [acp@sfwater.org](mailto:acp@sfwater.org)

Hours of Operations: Monday - Friday, 8:30 AM-5:30 PM

# Office of Labor Standards Enforcement (OLSE)

For questions, contact: Anna Liu  
 Anna.Liu@sfgov.org

## Labor Standards Fact Sheet

Information and requirements for contractors and subcontractors bidding on public works contracts in the City and County of San Francisco:

- Pay workers the correct prevailing wage rates for each craft, classification and type of work performed. *SF Administrative Code 6.22(e)(1); CA State Labor Code Section 1773 and 1774*
- Submit certified payroll reports and fringe benefit statements into the City's electronic payroll reporting system (LCPTracker). *SF Administrative Code 6.22(e)(6); CA State LC Section 1776*
- Maintain Office of Labor Standards Enforcement (OLSE) daily sign in sheets documenting all hours worked and the classifications of work performed. *SF Administrative Code 6.22(e)(7)(C)*
- Display OLSE provided posters at the jobsite, informing workers of Prevailing Wage requirements. *SF Administrative Code 6.22(e)(7)(D)*
- Furnish employees with itemized pay stubs and retain payroll records. *CA State Labor Code Section 226*
- Employ apprentices registered in a state-approved apprenticeship program and make apprenticeship training contributions. *CA State Labor Code Section 1777.5*
- Register with the California Department of Industrial Relations (DIR). *CA State Labor Code Section 1725.5*
- Comply with local labor laws including the *Minimum Compensation Ordinance, Health Care Accountability Ordinance, Health Care Security Ordinance, Fair Chance Ordinance and miscellaneous Prevailing Wage Ordinances* where applicable. *SF Administrative Code Ch. 14, 12P, 12Q, 12T and 21C*

- All work is subject to compliance monitoring and enforcement by the San Francisco Office of Labor Standards Enforcement (OLSE). *SF Administrative Code 6.24 and 6.22(e)(7)(A)*
- OLSE Compliance Officers have the right to engage in random inspections of job sites and to have access to the employees of the contractor, employee time sheets, inspection logs, payroll records and employee paychecks. *SF Administrative Code 6.22(e)(7)(B)*
- Failure to comply with prevailing wage requirements shall result in a forfeiture of back wages due plus penalties of not less than \$50 per day per worker, and may result in disqualification as a contractor or subcontractor on any public work or improvement for the City and County of San Francisco for a period of up to five years. *SF Administrative Code 6.22(e)(8)(A); CA State Labor Code Section 1775*

## Labor Standards Resources

The current prevailing wage rates are available on the Internet, from OLSE or the Awarding Department. For specific information about prevailing wage requirements you can visit the websites listed below:

OLSE Website	<a href="https://sfgov.org/olse/prevailing-wage">https://sfgov.org/olse/prevailing-wage</a> <ul style="list-style-type: none"> <li>• Prevailing Wage News</li> <li>• Public Works Requirements</li> <li>• Public Works Tools and Resources for Contractors</li> <li>• Links to Statutory Authority Regarding Prevailing Wage                             <ul style="list-style-type: none"> <li>➢ SF Administrative Code, Ch. 6.22</li> <li>➢ SF Administrative Code, Ch. 21C</li> <li>➢ CA Labor Code sections pertaining to Public Works</li> </ul> </li> <li>• Link to LCPTracker</li> </ul>
DIR Prevailing Wage Rates (including Scope of Work, Travel, and Holiday Provisions)	<a href="http://www.dir.ca.gov/OPRL/PWD/">http://www.dir.ca.gov/OPRL/PWD/</a>
DIR Public Works Contractor Registration	<a href="https://www.dir.ca.gov/Public-Works/Contractor-Registration.html">https://www.dir.ca.gov/Public-Works/Contractor-Registration.html</a>
DIR Public Works Manual	<a href="http://www.dir.ca.gov/dlse/PWManualCombined.pdf">http://www.dir.ca.gov/dlse/PWManualCombined.pdf</a>
Apprentice Wage Rates	<a href="https://www.dir.ca.gov/oprl/pwappwage/PWAppWageStart.asp">https://www.dir.ca.gov/oprl/pwappwage/PWAppWageStart.asp</a>
Apprenticeship Programs, Requirements & Forms	<a href="http://www.dir.ca.gov/DAS/PublicWorksForms.htm">http://www.dir.ca.gov/DAS/PublicWorksForms.htm</a>
Contractors State License Status	<a href="https://www.cslb.ca.gov/OnlineServices/CheckLicense/checklicense.aspx">https://www.cslb.ca.gov/OnlineServices/CheckLicense/checklicense.aspx</a>
Information on laws for non-trade employees performing work on City Contracts	<a href="http://www.sfgov.org/olse">www.sfgov.org/olse</a> <ul style="list-style-type: none"> <li>• Minimum Compensation Ordinance (MCO)</li> <li>• Health Care Accountability Ordinance (HCAO)</li> <li>• Health Care Security Ordinance (HCSO)</li> <li>• Paid Sick Leave Ordinance (PSLO)</li> <li>• Paid Parental Leave Ordinance (PPLLO)</li> <li>• Fair Chance Ordinance (FCO)</li> </ul>

For more information, call OLSE at (415) 554-6573 or email [prevailingwage@sfgov.org](mailto:prevailingwage@sfgov.org)

# Office of Labor Standards Enforcement (OLSE)

## 2023 OLSE/LCPtracker Training Schedule

No fees or registration required

### Payroll Reporting Training

*Includes an overview of prevailing wage and Citywide PLA*

*(2<sup>nd</sup> Tuesday of the Month)*

<del>Tuesday, January 10, 2023*</del>	Tuesday, July 11, 2023*
Tuesday, February 14, 2023*	Tuesday, August 8, 2023*
Tuesday, March 14, 2023*	Tuesday, September 12, 2023*
Tuesday, April 11, 2023*	Tuesday, October 10, 2023*
Tuesday, May 9, 2023*	Tuesday, November 14, 2023*
Tuesday, June 13, 2023*	<i>No Training in December 2023</i>

\*Live webinars will be conducted on Microsoft Teams. Please visit OLSE's website for up-to-date information.

<https://sf.gov/take-payroll-training>

#### Time:

For City Staff - upon request - please email [prevailingwage@sfgov.org](mailto:prevailingwage@sfgov.org)

10:30 am - 12:00 pm - City Contractor & Subcontractors

#### Webinar:

Available 24/7 & covers the basics of submitting certified payrolls.

<https://sf.gov/take-payroll-training>

For certified payroll reporting training questions, please contact Jimmy Hewitt:  
(415) 554-6211, [james.hewitt@sfgov.org](mailto:james.hewitt@sfgov.org)

# Office of Labor Standards Enforcement (OLSE)

## San Francisco Labor Laws for City Contractors

Effective July 1, 2022

### Minimum Compensation Ordinance (MCO) – 12P

#### Wages and Paid Time Off (PTO)

For a company that has 5 employees or greater, anywhere in the world. Includes subcontractors.

Any employee who works on a City contract for services:

- For-profit rate is \$19.15/hour as of 7/1/22
- Non-profit rate is \$17.90/hour as of 7/1/22
- Public Entities rate is \$18.75/hour as of 7/1/22
- 0.04615 hours of Paid Time Off (PTO) per hour worked (can be used as vacation or sick leave, and is vested and cashed out at termination)
- 0.03846 hours of Unpaid Time Off per hour worked – allowed without consequence
- Employee must sign a “Know Your Rights” form
- Posting Requirement

### Health Care Accountability Ordinance (HCAO) – 12Q

For a company that has > 20 workers (for profit)/ > 50 workers (nonprofit), anywhere in the world – Includes subcontractors

Any employee who works at least 20 hours a week on a City contract for services:

- Either:
  - A) Offer a compliant health plan with no premium charge to the employee. See Minimum Standards
  - OR
  - B) Pay \$6.10 per hour to SF General Hospital (not Healthy San Francisco and not a benefit to employees)
  - OR
  - C) Pay \$6.10 per hour to covered employee. N/A to SFO and San Bruno Jail locations. Employee must live outside of SF and work on a City contract outside of SF. See HCAO for more details.
- Employee must sign a “Know Your Rights” form
- Posting Requirement

Video

<https://youtu.be/Jgy5OpPzQqM>

\*\* Rate changes every July 1

### Health Care Security Ordinance (HCSO)

Any employee who works an average of 8 hours a week in the City of San Francisco (whether or not on a City contract) and is not covered by the HCAO:

- As of 1/1/23, spend \$2.27\* or \$3.40\* (depending on your size) per hour on their health care (e.g. health insurance, or a contribution to Healthy San Francisco)
- Employee can only waive their rights:
  - o By signing an official HCSO voluntary waiver, and
  - o If they show they have insurance through another employer
- Posting Requirement

\*Rate changes every January 1

Contact the HCSO Unit: [hcsosf@sfgov.org](mailto:hcsosf@sfgov.org) and (415) 554-7892

### Fair Chance Ordinance (FCO) – 12T

#### Hiring Process

- You may not ask about criminal background in a job application or at the start of the hiring process
- Job announcements must include language specified by the law
- You may inquire into criminal background after an interview or once a conditional offer has been made
- If you intend to consider criminal background in your hiring decision, you must give the applicant the opportunity to provide evidence of rehabilitation or mitigating circumstances
- Posting Requirement

Office of Labor Standards and Enforcement (OLSE)

City Hall Room, 430

1 Dr. Carlton B. Goodlett Place

San Francisco, CA 94102

(415) 554-7903

[mco@sfgov.org](mailto:mco@sfgov.org)

[hcao@sfgov.org](mailto:hcao@sfgov.org)

For more information, or to sign up for email updates on the MCO and HCAO, visit our website: [sf.gov/OLSE](http://sf.gov/OLSE)

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# OEWD Requirements

For questions, contact: Joyce Wong  
Joyce.S.Wong@sfgov.org

## OVERVIEW

- Applies to contracts for public work or improvement projects in excess of \$1,000,000.
- The mandatory participation level is 30% of all project hours within each trade to be performed by local residents.
- At least 50% of the project work hours performed by apprentices within each trade shall be performed by local residents.
- A local resident is defined as an individual who is domiciled within the City and County of San Francisco at least 7 days prior to commencing work on the project. An individual may have only one domicile, which is their principal residence and where they intend to return when they are absent.

## GUIDELINES

- **Form 1: Local Hiring Plan:** Must be submitted to CityBuild within 15 days from Notice of Award. Contractors are required to identify trade(s) and estimated total and local work hours to be utilized on the project.

Pursuant to Chapter 82 of the San Francisco Administrative Code, all local hire forms must be submitted PRIOR to the Awarding Department issuing a Notice to Proceed (NTP).

- **City's Electronic Certified Payroll System:** All contractors will be required to submit certified payroll for all workers through the City's Electronic Certified Payroll System. An account is required to access the system.
- **Evaluation:** Compliance of the Policy requirements will be evaluated on the actual work hours reported through the City's Electronic Certified Payroll System.

## PENALTIES

- The ordinance establishes various consequences of non-compliance with the policy, including the authority of assessment of penalties against contractors that do not meet the local hiring requirements.
- The penalty for failing to meet the local hiring requirement shall be the amount equal to the journeyman or apprentice prevailing wage rate for the primary trade used by the contractor for each hour the contractor fell short.
- Contractors may request a conditional waiver from local hiring requirements on a project-specific basis for "specialized trades," by receiving credit for local hiring on non-covered projects, sponsoring new apprentices, or making "direct-entry" hires.

# QBD ⇒ Addendum

DOCUMENT 00 21 14

## QUESTIONS ON BID DOCUMENTS (QBD)

*Potential Bidders must complete this QBD Form and submit to the address below no later than 4:00 PM and three (3) business days before the bid opening date.*

Project: ROUNDHOUSE 2 ROOF, SOLARIUM, AND WINDOWS REPLACEMENT

Contract No. 2848

To: Port of San Francisco  
San Francisco, CA  
Attention: Erica Petersen  
Email: [constructionbids@sfport.com](mailto:constructionbids@sfport.com)

City Use Only	
QBD No.	
Received by:	
Date Received:	
Addendum Issued?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Sent	
Response:	

### CONTRACTOR'S QUESTIONS

Company Name: _____	Date: _____
Contact Name: _____	Tel: _____
Title: _____	Fax: _____
<i>Check One Only (Use separate form for each specifications and drawing question.)</i>	
<input type="checkbox"/> Spec. Section: _____	Paragraph(s): _____
<input type="checkbox"/> Drawing Sheet: _____	Detail(s): _____
Question:	

### CITY'S REPLY

<input type="checkbox"/> Mark this box if the QBD can be answered by Bidder's review of the documents. Reply with location(s) where the information can be obtained.		
Reply:		
By: _____	Bureau/Firm: _____	Date: _____

The reply is an answer to a Bidder's question. The reply does not change the Bid Documents unless the information contained therein is issued in an Addendum. At the sole discretion of the City, the question and reply may be returned to the questioner and distributed to all bidding general contractors for informational purposes.

SECTION 00 40 13

## BIDDING FORMS CHECKLIST

*To be submitted with Bid for:*

### ROUNDHOUSE 2 ROOF, SOLARIUM, AND WINDOWS REPLACEMENT (Port of San Francisco Contract No. 2848)

- A. Each Bidder shall submit with its Bid the following forms, properly completed and executed:
- Executed Bid Form (Section 00 41 00), with contractor's license number and expiration date.
  - Bid security equal to 10% of the Bid (Section 00 43 13).
  - Acknowledgment of Receipt of Addenda (Section 00 43 20).
  - Proposed Subcontractors Form (Section 00 43 36).
  - Bidder's Qualifications (Section 00 45 13).
  - Release and Waiver Agreement (Section 00 45 16).
  - Highest Prevailing Wage Rate Certification (Section 00 45 60).
  - Certificate of Bidder Regarding Apprenticeship Training Program (Section 00 45 65).
  - Certificate of Bidder Regarding Nondiscrimination in Contracts and Benefits (Section 00 45 70).
  - CERTIFICATE OF BIDDER REGARDING CONTRACTING IN STATES THAT HAVE ENACTED DISCRIMINATORY LGBT, RESTRICTIVE ABORTION, OR VOTER SUPPRESSION LAWS (Section 00 45 78)
  - Non-collusion Affidavit (Section 00 45 80).
  - Certification of Bidder Regarding Debarment and Suspension (Section 00 45 82).
  - FORM 2B: "Good Faith Outreach" Requirement Form, and supporting documentation for Items 2 and 4 of the Form.
- B. Envelopes containing Bids shall be sealed, addressed to San Francisco Port Commission, and designated as "Bid for ROUNDHOUSE 2 ROOF, SOLARIUM, AND WINDOWS REPLACEMENT (Port of San Francisco Contract No. 2848)". Envelopes shall bear the name and address of the Bidder.
- C. The Executive Director of the Port of San Francisco reserves the right after opening Bids to reject any or all Bids, and to waive any minor irregularity in a Bid.
- D. Bids must be submitted via email to [constructionbids@sfport.com](mailto:constructionbids@sfport.com) no later than the date and time specified in the Advertisement for Bids, or as subsequently specified if changed by Addendum.

# Site Visit/Bid Walk

Port staff escorted site visit on:

January 20, 2023 at 10 AM

Meet at 10 Lombard St  
Entrance to building

Contact:

Erica.Petersen@sfport.com  
415-819-1889



An alternative site visit may be scheduled directly with Erica

# Questions?

Pre-bid Attendance  
Email Erica:

**Contact:**  
[Erica.Petersen@sfport.com](mailto:Erica.Petersen@sfport.com)