

Port of San Francisco

Pier 94 Backlands Improvement

Contract No. 2786

March 29, 2018



City and County of San Francisco
PORT OF SAN FRANCISCO

PIER 94 BACKLANDS IMPROVEMENT



CONTRACT NO. 2786

PROJECT MANUAL

ADVERTISE: **March 18, 2018**

PRE-BID MEETING: **March 29, 2018**

BIDS OPEN: **April 17, 2018**

(Division 00)

March 2018

Addendum 01

Each Bid shall be enclosed in an envelope bearing the description:
"BID FOR PIER 94 BACKLANDS IMPROVEMENT (Port of San Francisco Contract No. 2786)".

The Port of San Francisco manages the waterfront as the gateway to a world-class city, and advances environmentally and financially sustainable maritime, recreational and economic opportunities to serve the City, Bay Area, and California.



Printed on 30% post-consumer recycled stock

Contract No. 2786
Pier 94 Backlands Improvement

AGENDA

- 1. Welcome & Introductions - Andre Antonio**
- 2. Project Overview - Ken Chu, Arlen Ung, Kathryn Purcell**
- 3. CMD - Finbarr Jewell**
- 4. OLSE- Anna Liu**
- 5. OEWD - Ian Fernando**
- 6. ENVIRONMENTAL - Soko Made**
- 7. Bid Documents - Andre Antonio**
- 8. Questions**

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. 2786.

**INVITATION FOR BIDS
For
Contract No. 2786
PIER 94 BACKLANDS IMPROVEMENT**

**Pre-Bid Meeting (and ensuing Jobsite visit): March 29, 2018 at 10:30 A.M.,
Port of San Francisco Offices
Pier 1, The Embarcadero
San Francisco, CA 94111**

**Bid Opening Date: April 17, 2018 at 10:30 A.M.,
Port of San Francisco Offices
Pier 1, The Embarcadero
San Francisco, CA 94111**

The Port of San Francisco (the "Port") announces an Invitation for Bids ("IFB") for construction on PIER 94 BACKLANDS IMPROVEMENT in San Francisco, CA. The work will consist of demolition, clearing and grubbing, earthwork, capping regulated landfill area, and construction of a new access road, storm drain management system, street lighting, and other utilities.

For more information, contact the Project Engineer, Ken Chu at 415-274-0593.



Contract Estimate:	\$7,000,000
Time Allowed for Completion:	150 consecutive calendar days, 12 months or one full season to include October through April for the plant establishment period (Conditional, refer to Section 00 73 02 and Section 32 93 60).
Liquidated Damages:	Varies, refer to Section 00 73 02 for details
Contract Basis:	Lump Sum Bid Items With Unit Prices
License Required:	Class "A" California Contractors License
Contract Monitoring Division (CMD) Subcontracting Goal:	LBE = 20%
Partnering Requirements:	Partnering Level 1. Refer to Section 01 31 33 for more details.

Local Business Enterprise Prime Contractor bid discounts may be applied as per San Francisco Administrative Code Chapter 14B.

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

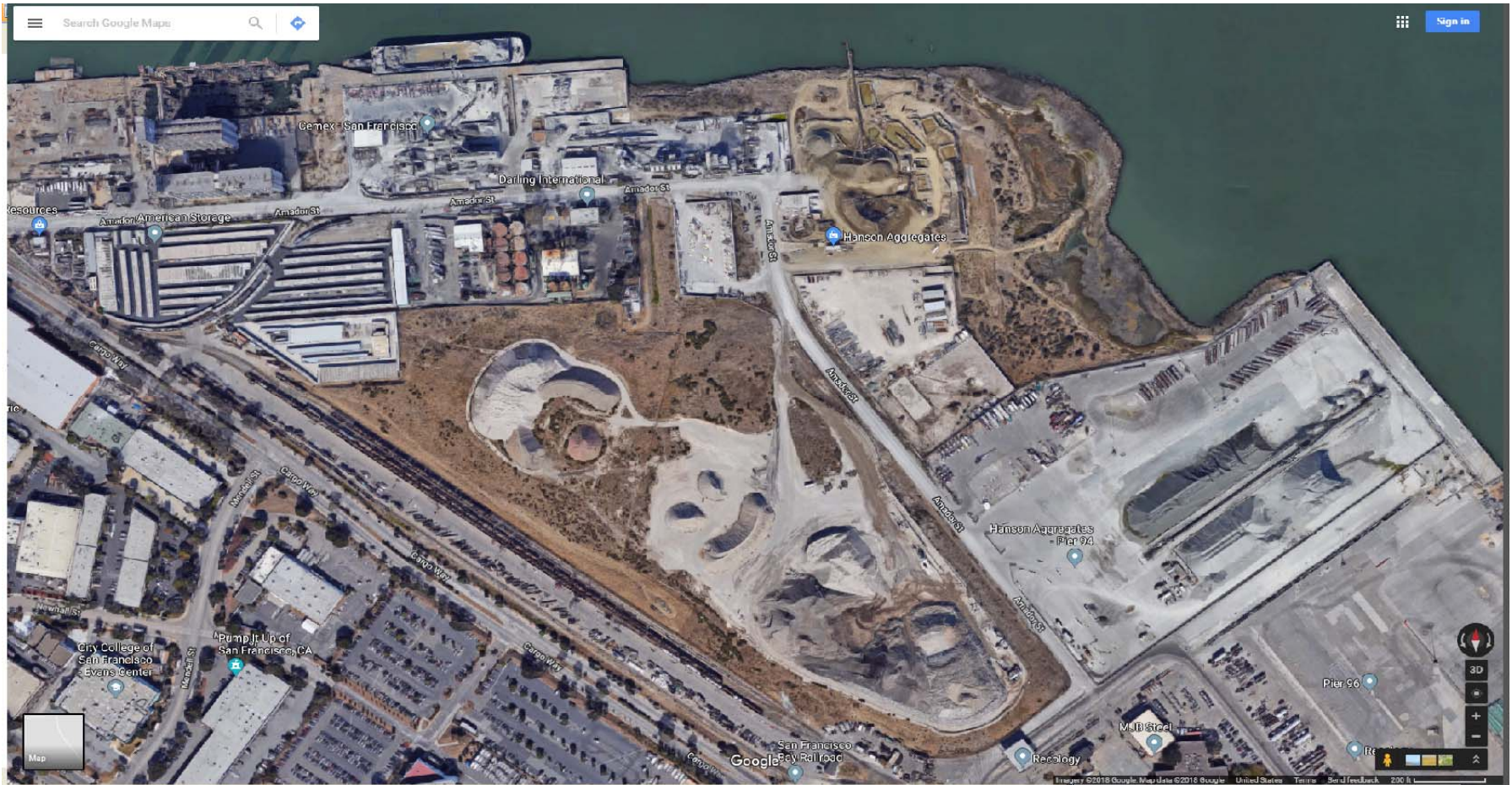
This notice is for information only. Please refer to the bid documents for specific requirements.

Insurance Requirements: Please refer to Section 00 73 16, and submit requisite insurance documentation within ten (10) working days after the date on which the contract is awarded.

Project Schedule (Anticipated)

- Award of Contract May 2018
- NTP, Construction Start June 2018
- Construction Term 150 Consecutive Calendar Days
- Substantial Completion November 2018
- Plant Establishment Period 12 Months or one full season October to April
- Final Completion 30 Days after Plant Establishment Period

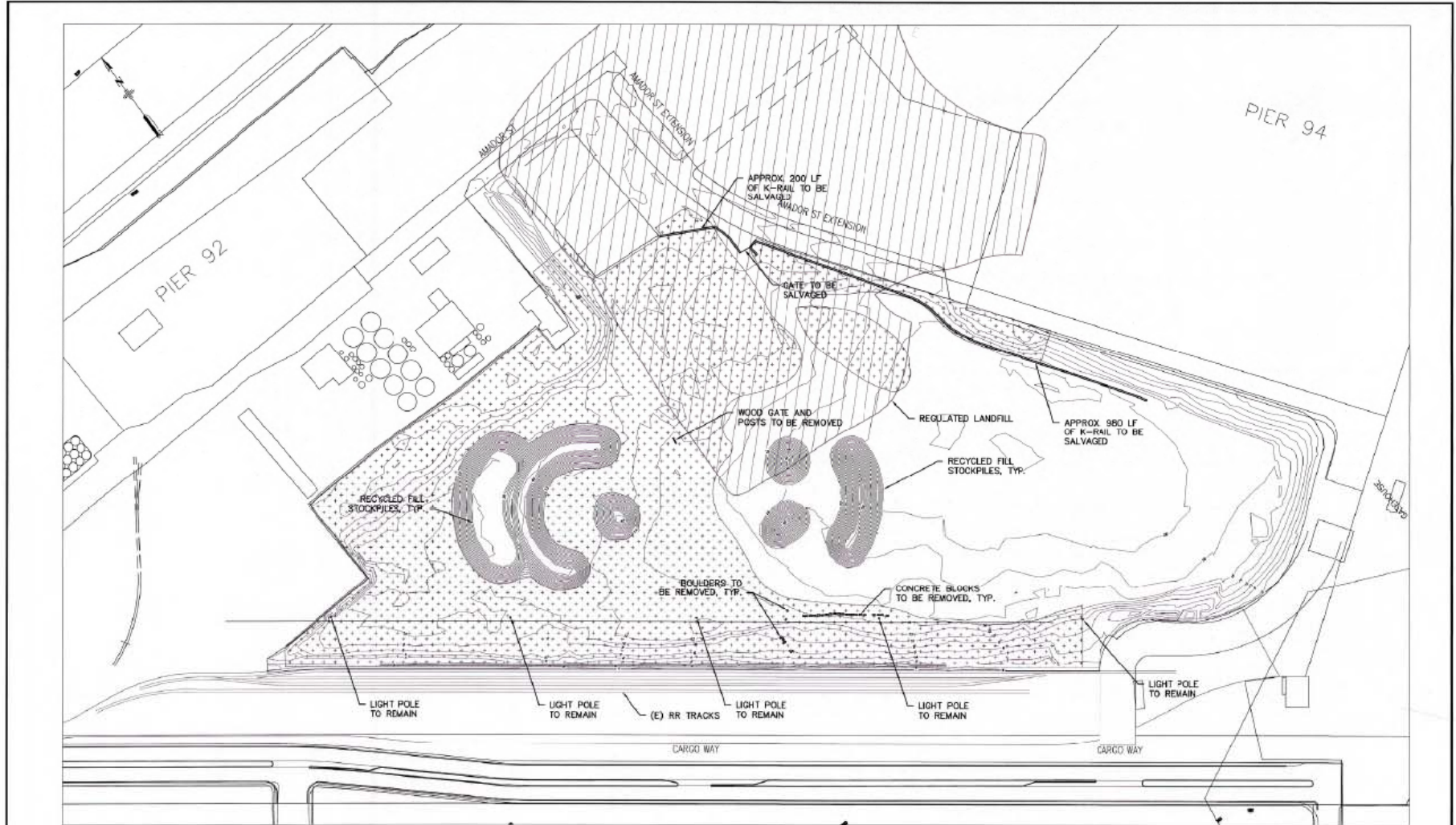
Project Site



Project Scope

- Demolition, Clearing and Grubbing
- Capping the Regulated Landfill Area
- Access Road
- Storm Water Management System
- Street Lights
- Perimeter Landscape and Other Work

Existing Conditions



PUBLIC WORKS JOB ORDER NUMBER: 1615J FILE NO. 106,941

NO.	DATE	DESCRIPTION	BY	APP.
TABLE OF REVISIONS				

REFERENCE INFORMATION & FILE NO. OF SURVEYS



SAN FRANCISCO PORT COMMISSION
PORT OF SAN FRANCISCO
 DEPARTMENT OF ENGINEERING



DESIGNED: DATE: 2/21/18
 DRAWN: DATE: 2/21/18
 CHECKED: DATE: 2/21/18
 C. YU 2/21/18

STORM APPROVALS
 APPROVED BY: SAN FRANCISCO PORT COMMISSION
 DATE: 3/2/18
 CHIEF TRIBUNE ENGINEER

SCALE: 1"=100'
 REV. NO.: 0

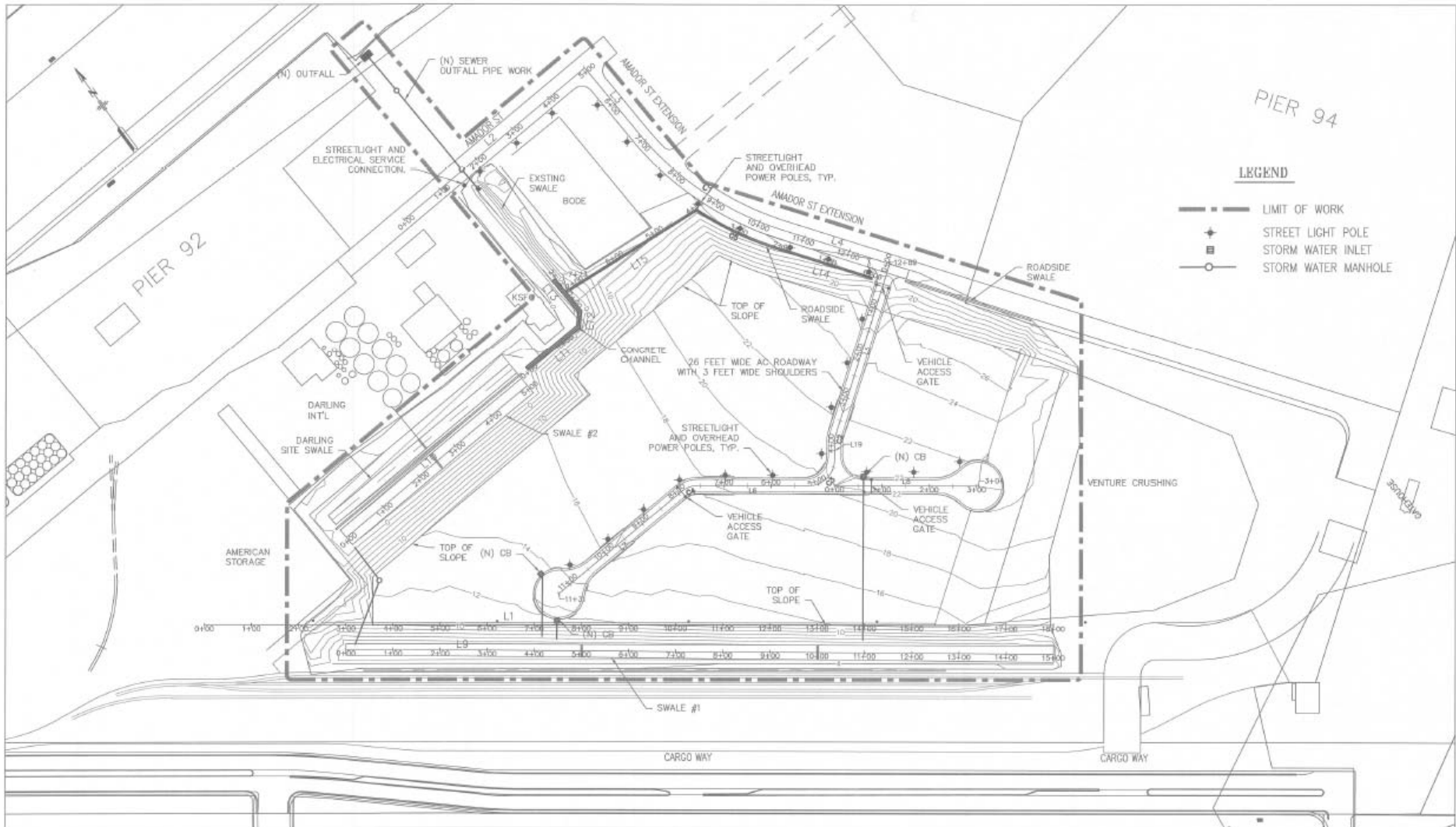
PIER 94 BACKLANDS IMPROVEMENTS PROJECT
SITE DEMOLITION PLAN AND EXISTING CONDITIONS

CONTRACT NO. 2786
 DRAWING NO. 19041-344-C
 SHEET NO. SHEETS C-1
 7 OF 56

Demolition, Clearing and Grubbing



Site Map



PUBLIC WORKS JOB ORDER NUMBER: 1616J FILE NO. 106,939

C. DATE	DESCRIPTION	BY	APP.
TABLE OF REVISIONS			

REFERENCE INFORMATION & FILE NO. OF SURVEYS



SAN FRANCISCO PORT COMMISSION
PORT OF SAN FRANCISCO
 DEPARTMENT OF ENGINEERING



DESIGNED: DATE: 2/23/18
 A. UNG
 DRAWN: DATE: 2/23/18
 A. UNG
 CHECKED: DATE: 2/23/18
 C. YU

123PW APPROVALS
 SECTION MANAGER: [Signature]
 DEPUTY BUREAU MANAGER: [Signature]
 BUREAU MANAGER: [Signature]

APPROVED BY: [Signature]
 SAN FRANCISCO PORT COMMISSION
 CHIEF HARBOR ENGINEER

SCALE: 1"=100'
 REV. NO.: 0

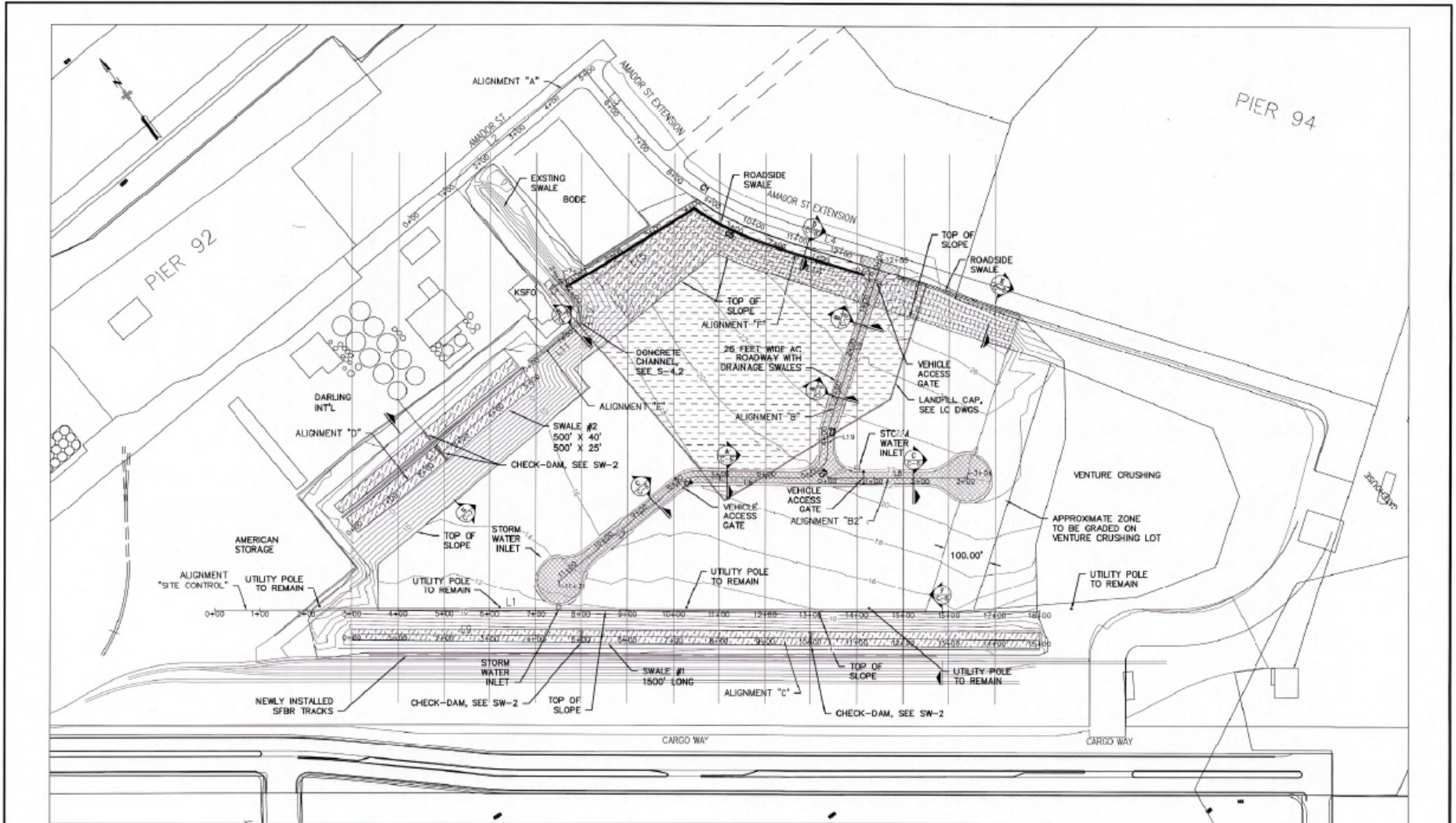
PIER 94 BACKLANDS IMPROVEMENTS PROJECT
SITE MAP

CONTRACT NO. 2786
 DRAWING NO. 19039-344-C
 SHEET OF SHEETS 0-4
 4 OF 56

Photo of Existing Stockpiles



Grading Plan - General Layout



<table border="1"> <thead> <tr> <th>NO.</th> <th>DATE</th> <th>DESCRIPTION</th> <th>BY</th> <th>APP.</th> </tr> </thead> <tbody> <tr> <td colspan="5">TABLE OF REVISIONS</td> </tr> </tbody> </table>		NO.	DATE	DESCRIPTION	BY	APP.	TABLE OF REVISIONS					REFERENCE INFORMATION & FILE NO. OF SURVEYS	SAN FRANCISCO PORT COMMISSION PORT OF SAN FRANCISCO DEPARTMENT OF ENGINEERING	REGISTERED PROFESSIONAL ENGINEER STEPHEN R. UNG CIVIL STATE OF CALIFORNIA	DESIGNED: DATE: A. UNG 3/23/18 DRAWN: DATE: A. UNG 3/23/18 CHECKED: DATE: C. YU 3/23/18	STORM APPROVALS SUPERVISOR: [Signature] DATE: 3/27/18 DEPUTY SUPERVISOR: [Signature] DATE: 3/27/18 MANAGER: [Signature] DATE: 3/27/18	APPROVED BY: SAN FRANCISCO PORT COMMISSION DATE: 3/27/18 [Signature] CHIEF HARBOR ENGINEER	SCALE: 1"=100' REV. NO.: 0	PUBLIC WORKS JOB ORDER NUMBER: 1616J FILE NO. 106,942	CONTRACT NO.: 2786 DRAWING NO.: 19042-344-C SHEET OF SHEETS: C-2 B OF 56
NO.	DATE	DESCRIPTION	BY	APP.																
TABLE OF REVISIONS																				

PIER 94 BACKLANDS IMPROVEMENTS PROJECT
 GRADING PLAN GENERAL LAYOUT
 12

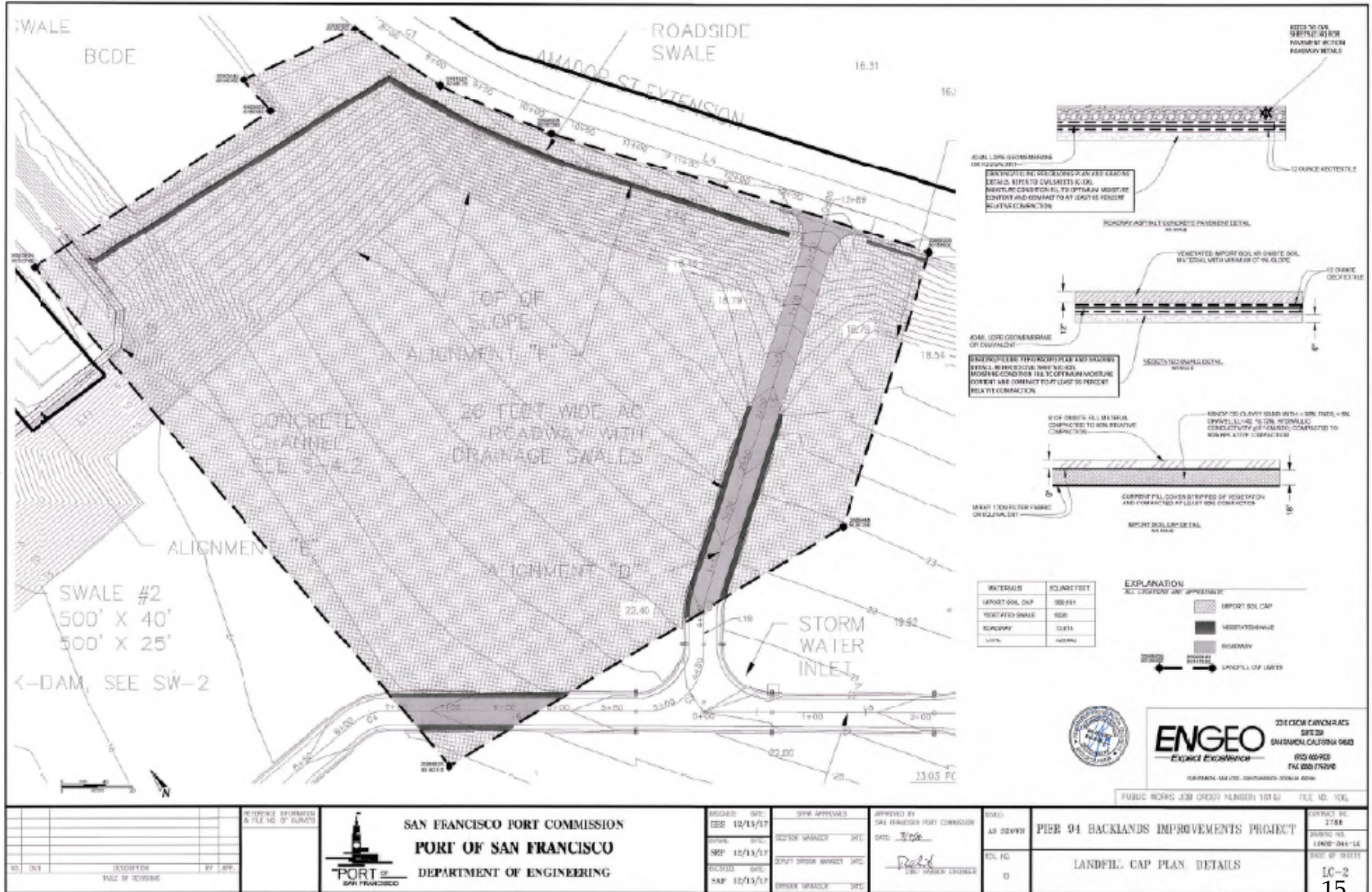
Photo of Area for Swale #1



Photo of Outfall Pipe Location



Landfill Cap Plan



NO.	DATE	DESCRIPTION	BY	CHKD.

INTRODUCE REVISIONS & FILE NO. OF SURVET



SAN FRANCISCO PORT COMMISSION
PORT OF SAN FRANCISCO
 DEPARTMENT OF ENGINEERING

DESIGNED BY: SEE 12/13/17
 CHECKED BY: SRP 12/13/17
 APPROVED BY: SRP 12/13/17

APPROVED BY: SAN FRANCISCO PORT COMMISSION
 DATE: [Signature]
 TITLE: [Signature]

SCALE: AS SHOWN
 ETL NO: 0

PIER 94 BACKLANDS IMPROVEMENTS PROJECT
 LANDFILL CAP PLAN DETAILS

CONTRACT NO. 2758
 DRAWING NO. 12000-044-1E
 DATE OF SHEET: 12/13/17
 15

ENGEO *Expert Excellence*
 224 COLUMBIAN AVENUE
 SAN FRANCISCO, CALIFORNIA 94102
 415 442-7200
 415 442-7200

Photo of Landfill Area



Environmental Sections/References

- 01 35 45 - Health and Safety Criteria
- 01 41 00 - Regulatory Requirements
- 01 57 13 - Erosion and Sediment Controls (BMPs)
- 01 57 19 - Environmental Mitigation Measures
- 01 57 20 - Construction In Water Bodies or Near San Francisco Bay
Environmental Requirements
- Site Mitigation Plan, SFDPH'S Article 22A Compliance, Pier 94/Seawall Lot
Backlands Improvement, San Francisco, California, March 9, 2018

Environmental / Permit Conditions

Over Water or In-Bay Work

- U.S. Longshore and Harborworkers' Act Insurance (Section 00 73 16)
- Section 01 57 20 – Construction in Water Bodies or Near San Francisco Bay Environmental Requirements
 - RWQCB Order R2-2016-0039 Waste Discharge Requirements & Water Quality Certification for Port of San Francisco Maintenance Program, San Francisco, CA, dated September 16, 2016.
 - NOAA/NMFS Concurrence & Response for Port of SF Maintenance Program
 - USACE Regional General Permit (RGP22), Permit No. 2015-00016S, dated December 15, 2016.
 - NMFS, Federal Endangered Species Act Section 7 Biological Opinion (BO) Concurrence Letter, dated February 3, 2016.
 - BCDC Permit No. M1977.017 and all relevant amendments
- Submittals
 - Spill Prevention and Control Plan
 - Environmental Health and Safety Plan
 - Best Management Practices (BMPs). See drawings and Section 01 57 13.

Key Points

- Addendum 01
- Plant Establishment Period
 - Section 32 93 60
 - Section 00 73 02 – 1.2
 - **B.** The Plant Establishment Period of 12 months, or one full season to include October through April begins on the next day after the final application of Hydroseeding is completed in accordance with Section 32 93 60. Dates to be determined by the Engineer. Contractor to maintain hydroseeded areas per Section 32 93 60-3.04. Retention to be withheld in accordance with Section 00 72 00-9.04 during the Plant Establishment period.
 - **C.** Final Completion shall occur no later than 30 consecutive calendar days after the completion of the Plant Establishment Period.




Schedule of Bid Prices

Bid Item No.	Bid Item Description	Estimated Quantity	Unit*	Unit Price	Extension
1	Transportation Of Non-RCRA Hazardous Waste To Class I Disposal Facilities	90	CY	\$ _____	\$ _____
2	Handling And Disposal Of Non-RCRA Hazardous Waste To Class I Disposal Facilities	90	CY	\$ _____	\$ _____
3	Transportation Of Non-RCRA Hazardous Wastes To Class II or Class III Disposal Facilities	250	CY	\$ _____	\$ _____
4	Handling, And Disposal Of Non-RCRA Hazardous Wastes To Class II or Class III Disposal Facilities	250	CY	\$ _____	\$ _____
5	Demolition	1	LS	\$ _____	\$ _____
6	Clearing and Grubbing	1	LS	\$ _____	\$ _____
7	Earthwork - Excavation	112,000	CY	\$ _____	\$ _____
8	Earthwork - Embankment	98,000	CY	\$ _____	\$ _____
9	Hot Mix Asphalt Concrete (Type A ½-Inch Maximum with Medium Grading)	2,033	TON	\$ _____	\$ _____

Bid Item No.	Bid Item Description	Estimated Quantity	Unit*	Unit Price	Extension
10	Class II Aggregate Base	4,360	CY	\$ _____	\$ _____
11	Geogrid	6,020	SY	\$ _____	\$ _____
12	Hydroseeding with Jute Netting	17,490	SY	\$ _____	\$ _____
13	Topsoil	3,500	CY	\$ _____	\$ _____
14	Vehicle Access Gates	3	EA	\$ _____	\$ _____
15	Reinforced Concrete Apron	1	LS	\$ _____	\$ _____
16	Transportation and Disposal of Unsuitable Soil	1	AL	\$10,000	\$10,000
17	Trench And Excavation Support Work For Drainage Work	1	LS	\$ _____	\$ _____
18	Concrete Manhole For 27-Inch To 48-Inch Diameter Sewers With Frame And Cover Per SFDPW Standard Plan 87,182	3	EA	\$ _____	\$ _____
19	14-Inch Diameter Nominal Size SDR-17 HDPE On Crushed Rock Encasement and Wrapped in Geotextile Fabric	502	LF	\$ _____	\$ _____
20	30-Inch Diameter Nominal Size SDR-17 HDPE On Crushed Rock Encasement and Wrapped in Geotextile Fabric	224	LF	\$ _____	\$ _____
21	36-inch Diameter Nominal Size SDR-17 HDPE With Crushed Rock Encasement and Wrapped in Geotextile Fabric	47	LF	\$ _____	\$ _____
22	Slip-Line 32-Inch Diameter Nominal Size SDR 17 HDPE Inside 36-Inch Diameter CMP	214	LF	\$ _____	\$ _____
23	36 -Inch Diameter RCP Sewer on Crushed Rock Bedding Wrapped in Geotextile Fabric	94	LF	\$ _____	\$ _____



Bid Item No.	Bid Item Description	Estimated Quantity	Unit*	Unit Price	Extension
24	36"x36" Concrete Storm Water Inlet With New Frame and Grating and Cast Iron Water Trap	3	EA	\$ _____	\$ _____
25	Post-Construction Television Inspection Of Newly Constructed Storm Drain	1	LS	\$ _____	\$ _____
26	Furnish And Install Slotted Inlet With Base Plate	1	EA	\$ _____	\$ _____
27	Furnish and Install Removable Rat Guard For HDPE Storm Drain Pipe	5	EA	\$ _____	\$ _____
28	Earthen Check Dam	30	CY	\$ _____	\$ _____
29	Furnish and Install Duckbill Check Valve	1	EA	\$ _____	\$ _____
30	Contingency Allowance To Perform Cleaning of 36-Inch Diameter CMP Including Transportation And Disposal of Removed Materials	1	AL	\$60,000	\$60,000
31	Contingency Allowance To Perform Necessary Work Due To Unforeseen Conditions Related to Drainage Work	1	AL	\$9,000	\$9,000
32	Electrical Work	1	LS	\$ _____	\$ _____
33	Concrete Headwall	1	LS	\$ _____	\$ _____
34	Concrete Channel	270	LF	\$ _____	\$ _____
35	40-mil. LDPE Geomembrane	18,834	SF	\$ _____	\$ _____
36	12 oz. Geotextile Fabric	37,668	SF	\$ _____	\$ _____
37	Mirafi 170N Filter Fabric	306,191	SF	\$ _____	\$ _____
38	Landfill Cap – Import Soil Cap	306,191	SF	\$ _____	\$ _____

Bid Item No.	Bid Item Description	Estimated Quantity	Unit*	Unit Price	Extension
 39	Plant Establishment	1	LS	\$ _____	\$ _____
 40	Partnering Allowance	1	AL	\$15,000	\$15,000
 41	Mobilization Lump Sum (Maximum 5% of the sum of Bid Items 1 through 15, 17 through 29, and 32 through 39).	1	LS	\$ _____	\$ _____
TOTAL BASE BID PRICE				\$ _____	

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

Additive Alternate Bid Items

Alternate Bid Item No.	Alternate Bid Item Description	Estimated Quantity	Unit*	Unit Price	Extension
A1	DEDUCTIVE: 32-Inch Diameter Nominal Size SDR 17 HDPE By Pipe Bursting Method Or By A Trenchless Method As Approved By City Representative In Lieu of Base Bid Item No. 22	214	LF	\$ _____	\$ _____



22	Slip-Line 32-Inch Diameter Nominal Size SDR 17 HDPE Inside 36-Inch Diameter CMP	214	LF	\$ _____	\$ _____
----	---	-----	----	----------	----------

Addendum #1

- ▣ Revision of Drawings
- ▣ Revision of Specs.


Contractor Qualifications



Contractor Qualifications:

1. Valid contractor's license for Class "A" issued by the California Contractor's State Licensing Board with at least five (5) years of experience working on related civil projects,
2. Contractor shall have documented experience in performing a minimum of three (3) civil engineering 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. Has either state or federal OSHA cited and assessed penalties against your firm for any "serious," "willful," or "repeat" violations of its safety or health regulations in the past five years and either:
 - a) Your firm's average gross revenue for the last three years was less than \$50 million and your firm had three (3) or more instances of "serious," "willful," or "repeat" violations; OR
 - b) Your firm's average gross revenue for the last three years was more than \$50 million and your firm had six (6) or more instances of "serious," "willful," or "repeat" violations?

YES NO If "yes," your firm is not qualified to bid.


SECTION 00 45 13 

BIDDER'S QUALIFICATIONS

Refer to Section 00 21 13 (Instructions to Bidders – Contractor Bidder Qualifications) for instructions. Add additional sheets as necessary to demonstrate compliance with the requirements specified in Section 00 21 13.

1. RECENT WORK SIMILAR IN CHARACTER TO THAT REQUIRED IN THE PROPOSED CONTRACT, WHICH BIDDER HAS COMPLETED IN THE PAST 5 YEARS: 

(a)

PROJECT TITLE:					
PROJECT DESCRIPTION / SCOPE OF WORK:					
LOCATION: <i>Address, City, State</i>					
START DATE:		PLANNED COMPLETION DATE:		ACTUAL COMPLETION DATE:	
CONTRACT AMOUNT: \$			CHANGE ORDER AMOUNT: \$		
ROLE (Check One):		IF GENERAL CONTRACTOR, LIST NAMES OF MAJOR SUBCONTRACTORS EMPLOYED:			
<input type="checkbox"/> General Contractor					
<input type="checkbox"/> Subcontractor					
NAME OF OWNER'S REPRESENTATIVE:					
TITLE:				TELEPHONE:	
BUSINESS ADDRESS:					
<p>SAFETY: HAS THE CALIFORNIA DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (DOSH), BETTER KNOWN AS CAL/OSHA, FEDERAL OSHA, OR ANY OTHER STATE'S OCCUPATIONAL SAFETY AND HEALTH AGENCY CITED YOUR (LOCAL) FIRM FOR ANY "SERIOUS," OR "REPEAT," VIOLATIONS OF ITS SAFETY OR HEALTH REGULATIONS IN THE PAST FIVE (5) YEARS?</p> <p><input type="checkbox"/> Yes, <input type="checkbox"/> No </p>					
<p>DOSH EXPERIENCE FACTOR: LIST THE EXPERIENCE RATING (ER) (WORKER'S COMPENSATION RATING BUREAU OF CALIFORNIA [WCIRB]) OF YOUR FIRM FOR EACH OF THE PAST THREE YEARS. NOTE: AN <u>EXPERIENCE MODIFICATION</u>, WHICH IS EXPRESSED AS A PERCENTAGE, COMPARES THE LOSS OR CLAIMS HISTORY OF ONE COMPANY TO ALL OTHER COMPANIES IN THE SAME INDUSTRY THAT ARE SIMILAR IN SIZE. GENERALLY, AN EXPERIENCE MODIFICATION OF LESS THAN 100% REFLECTS BETTER THAN-AVERAGE EXPERIENCE, WHILE AN EXPERIENCE MODIFICATION OF MORE THAN 100% REFLECTS WORSE-THAN-AVERAGE EXPERIENCE. ACCORDINGLY, AN EXPERIENCE MODIFICATION THAT IS GREATER THAN 100% USUALLY INCREASES THE COST OF AN EMPLOYER'S WORKERS' COMPENSATION INSURANCE PREMIUMS, WHILE AN EXPERIENCE MODIFICATION THAT IS LESS THAN 100% USUALLY DECREASES THE COST OF AN EMPLOYER'S WORKERS' COMPENSATION INSURANCE PREMIUMS.</p>					
Current year:		Previous year:		Year to previous year:	
<p>DEMONSTRATION OF SAFETY: ATTACH WITH THIS DOCUMENT A COPY OF YOUR FIRM'S SUMMARY FOR ACCIDENT PREVENTION (IIPP) AND HOW YOU MANAGE SUBCONTRACTOR SAFETY.</p>					

California Department of Industrial Relations Registration

All contractors and subcontractors who bid or work on a public works project register and pay an annual fee to the California Department of Industrial Relations ("DIR"). No contractor or subcontractor may be listed in a bid for a public works project unless registered with the DIR as required by Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)]. No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the DIR pursuant to Labor Code section 1725.5.

Contract Monitoring Division (CMD)

Presented By: Finbarr Jewell

- Local Business Enterprise Goal = 20%

6.7% MBE 3.5% WBE 9.8% OBE

- Refer to Section 00 22 11 for details.

CMD Local Business Utilization/F&P Training:
Contact Romulus Asenloo – 415-581-2320
romulus.asenloo@sfgov.org

CITY & COUNTY OF SAN FRANCISCO
CONTRACT MONITORING DIVISION



CMD ATTACHMENT 1

Requirements for Construction Contracts

For Contracts \$300,000 & over that are Advertised on or after August 1, 2016



PROGRAM SUCCESESSES

\$302 MILLION

CONSTRUCTION CONTRACTS BID ON BY
PROGRAM PARTICIPANTS

\$87 MILLION

CONSTRUCTION CONTRACTS AWARDED
TO PROGRAM PARTICIPANTS

\$6.1 MILLION

AMOUNT IN WORKING CAPITAL LOANS
OBTAINED BY PROGRAM PARTICIPANTS

Administered by
Merriwether & Williams Insurance Services
For additional program information contact:
Surety Department

bond@imwis.com
415-986-3999 (main)
415-986-4421 (fax)
www.IMWIS.com

A photograph of the Golden Gate Bridge in San Francisco, viewed from a low angle looking up at one of the towers. The bridge's orange-red steel structure is prominent against a clear blue sky with some light clouds. The water of the bay is visible at the bottom.

BRIDGE TO OPPORTUNITY

City and County of San Francisco
Surety Bond & Contractor
Development Program

SURETY BOND & FINANCE ASSISTANCE PROGRAM

The City and County of San Francisco is committed to providing local small and emerging contractors access to contract opportunities on City construction projects.

The Surety Bond & Finance Program provides you, the contractor, with the tools needed to become competitive for public works construction projects.

Recognizing that bonding and working capital are common barriers contractors face when bidding and completing contracts, the program addresses these challenges.

The program positively benefits both the contractors and the City's economy by reducing public work construction costs and increasing job opportunities available to local contractors. Securing the employment of more local contractors, results in a strong local economy and keeps money cycling within the City.

SERVICES

- Bid, Performance & Payment Bond Guarantees
- Contract Financing Guarantees
- Accounting Assistance and Referrals
- Third Party Funds Administration
- Bonding & Financing Consultation & Technical Assistance
- Individual Counseling & Group Workshops on Contractor Related Topics

WHAT WE DO



Individual Counseling Available:

- In depth explanation of the bonding and lending process

Provide Group Workshops Such As:

- Outreach to contractors and subcontractors regarding upcoming work
- Explanation of bonding and lending process
- Explanation of bookkeeping essentials and the necessity of financial statements
- Explanation of funds control process
- How to estimate for upcoming bids
- Wage Determination and Scope of Work

Technical Assistance:

- Assistance with completion of Paperwork/Package required by sureties and lenders
- Identify possible deficiencies that might preclude contractor/subcontractor from bonding and/or lending
- Determine means to overcome possible deficiencies

Assist contractors/subcontractors in obtaining first bond/loan and/or in increasing their bonding/loan capacity

HOW WE DO IT

ELIGIBILITY - This program is for:

- Contract Monitoring Division certified Small or Micro LBE Contractors bidding on City construction contracts. For eligibility or to become certified, call (415) 581-2310.
- SF PUC Water System Improvement Program certified Contractors bidding on SFPUC contracts. For eligibility or to become certified, visit <http://contracts.sfwater.org>.

COST

- Contractors/Subcontractors are responsible for bond premiums to Surety Companies
- Program may subsidize fees associated with Third Party Funds Administration up to \$5,000
- Program may subsidize fees associated with Accounting Assistance up to \$3,200 *
- Subsidy Provided Based Upon Availability of Funds

RELATIONSHIPS

- Assemble team to best assist contractor's/subcontractor's needs, i.e. surety broker, surety company, lender, and professional services
- Work with contractor's/subcontractor's existing relationships, i.e. surety broker, surety-company, and lender

Loan Guarantee & Surety Bond Program

City & County of San Francisco

The City & County of San Francisco's Loan Guarantee & Surety Bond Programs, sponsored by the Risk Management and the Contract Monitoring Divisions, were developed to encourage and increase participation of Disadvantaged Business Enterprises in city construction and public works projects. The programs have been designed to assist contractors and subcontractors in accessing technical assistance, bonding and financing for City of San Francisco construction projects.

PARTICIPATING DEPARTMENTS

- Department of Public Works
- Recreation & Parks
- Public Utilities Commission
- Port of San Francisco
- San Francisco International Airport
- Mayor's Office of Housing
- Office of Contract Administration
- San Francisco Municipal Transportation Agency

For more information contact:

- **Program Administrator**
Merriwether & Williams (MWIS)
Jennifer Elmore, Program Manager
P: 415.986.3999 | F: 415.986.4421
Email: jelmore@imwis.com
- **Risk Management Division**
City & County of San Francisco
Kelly Hines-Hernandez
P: 415.554.2301 | F: 415.554.2357
Email: Kelly.hernandez@sfgov.org

ENROLLMENT ELIGIBILITY



Contract Monitoring Division
30 Van Ness Avenue, Suite 200
San Francisco, CA 94102

Phone: 415.581.2310 | Fax: 415.581.2351 | www.sfgov.org/CMD
Link to LBE Certification: <http://sfgov.org/cmd/LBE-CERTIFICATION-0>

Contractors must be certified with the City's Contract Monitoring Division as a Local Business Enterprise (LBE). LBE's are defined as businesses whose average gross receipts in three fiscal years do not exceed \$20,000,000 for Public Works/Construction, \$10,000,000 for Specialty Construction and \$2,500,000 for Professional Services.

PROGRAM SERVICES

- 1) **TRAINING**—individual counseling and group workshops on bonding, financing and business management, specifically:
 - * Business Plan Development
 - * Estimating/Bidding
 - * Financial Analysis/Consulting Services
 - * Project Scheduling
 - * Loan Packaging Services
- 2) **ACCOUNTING**— Cost subsidy for financial statements up to \$3,200. Subject to approval and contractor pays the first \$500.
- 3) **FUNDS CONTROL**— Payment of funds control fees up to 1% of the contract amount, up to \$5,000.
- 4) **LOAN GUARANTEE/LINE OF CREDIT**—to financial institutions up to 50% of loan /line of credit amount or \$750,000, whichever is less.
- 5) **BID, PERFORMANCE & PAYMENT BOND GUARANTEES**—to Surety Companies up to 40% of the bond amount or \$750,000,

COSTS

Program services are provided **free of charge** to contractors with the exception of a \$500 fee for financial statements. Relationships are important. The program administrator, Merriwether & Williams work with your existing broker, banker, financial institution and CPA. If relationships are not already established, there are many program partners to choose from and they strive to match you to the right one.

Office of Labor Standards Enforcement (OLSE)

Presented By: Anna Liu

CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE, MAYOR

OFFICE OF LABOR STANDARDS ENFORCEMENT
DONNA LEVITT, MANAGER



Pre-Bid and Pre-Construction Information Labor Standards Requirements

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

- o Proper Contractors' Licenses at the Time of Bid
- o Current Public Works Contractor (PWC) Registration with the Department of Industrial Relations
- o List Subcontractors at the Time of Bid
- o Pay Employees the Correct Prevailing Wage Rates for Each Craft, Classification and Type of Work Performed
- o If Employees Perform Multiple Crafts, Keep Accurate Records & Pay Prevailing Wage for Each Craft
- o Workers Compensation Coverage
- o Submit Certified Payroll Records in the Elation Electronic System
- o Submit Fringe Benefits Statement in the Elation Electronic System
- o Furnish Employees with Itemized Pay Stubs and Retain Payroll Records
- o Employ Electricians Certified by Division of Labor Standards Enforcement
- o Employ Apprentices Registered in a State-Approved Apprenticeship program
- o Make Apprenticeship Training Contributions
- o Cooperate with OLSE Jobsite Visits and Employee Interviews
- o Use OLSE Daily Sign In Sheet with each Worker Signing In and Out
- o Display OLSE Posters at the Jobsite, Informing Workers of the Prevailing Wage Requirements.
- o Penalties of \$50-\$200 per Worker per Day Apply for Non-payment of Prevailing Wage
- o Comply with Local Labor Laws including the *San Francisco Paid Sick Leave Ordinance* and the *Health Care Security Ordinance* for Work Performed Within the Geographic Boundaries of the City & County of San Francisco

City Hall, Room 430 1 Dr. Carlton B. Goodlett Place Tel. (415) 554-6235 Fax (415) 554-6291 San Francisco CA 94102-4685
Revised 1/16

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	www.sfgov.org/olse (select Prevailing Wage option) <ul style="list-style-type: none"> • Prevailing Wage News • Public Works Requirements • Public Works Tools and Resources for Contractors • Links to Statutory Authority Regarding Prevailing Wage <ul style="list-style-type: none"> ➢ SF Administrative Code, Ch. 6.22 ➢ SF Administrative Code, Ch. 21C ➢ CA Labor Code sections pertaining to Public Works • Link to Elation Systems
DIR Prevailing Wage Rates (including Scope of Work, Travel, and Holiday Provisions)	http://www.dir.ca.gov/OPRL/PWD/
DIR Public Works Contractor Registration	https://efiling.dir.ca.gov/PWCR/
DIR Public Works Manual	http://www.dir.ca.gov/dise/PWManualCombined.pdf
Apprentice Wage Rates	http://www.dir.ca.gov/DAS/PWAppWage/PWAppWageStart.asp
Apprenticeship Programs, Requirements & Forms	http://www.dir.ca.gov/DAS/PublicWorksForms.htm
Contractors State License Status	https://www2.cslb.ca.gov/OnlineServices/CheckLicense/CheckLicense.aspx
Information on laws for non-trade employees performing work on City Contracts	www.sfgov.org/olse <ul style="list-style-type: none"> • Minimum Compensation Ordinance (MCO) • Health Care Accountability Ordinance (HCAO) • Health Care Security Ordinance (HCSCO) • Paid Sick Leave Ordinance (PSLO) • Paid Parental Leave Ordinance (PPLLO) • Fair Chance Ordinance (FCO)

For more information call OLSE at (415) 554-6573.

City and County of San Francisco
Edwin M. Lee
Mayor



Office of Labor Standards Enforcement
Donna Levitt, Manager

DAILY SIGN-IN SHEET

INSTRUCTIONS: EACH WORKER MUST SIGN THEMSELVES IN AND OUT/ CADA TRABAJADOR DEBE DE MARCAR SU PROPIO TIEMPO A LA ENTRADA Y LA SALIDA. 每個工人必須親自標記上下班時間。

PROJECT NAME / SPEC #							
DATE/日期	NAME/NOMBRE/姓名	EMPLOYER/雇主	CRAFT/工種	APPRENTICE (A) or JOURNEYMAN (J)	TIME IN	TIME OUT	

Rev 1/13/11
City Hall, Room 430 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102 Tel. (415) 554-6235 Fax (415) 554-6291



OFFICE OF LABOR STANDARDS ENFORCEMENT
415-554-OLSE (6573)

California law requires that workers employed on City funded projects be paid not less than the prevailing wage rate.

KEY ELEMENTS OF PREVAILING WAGE MONITORING

- Monitor jobsites and interview employees regarding rates of pay and the craft jurisdiction of work performed.
- Review certified payroll records, Inspector's logs, sign-in sheets, and employee paychecks to verify proper payment of prevailing wages, appropriate classification of workers, correct payroll deductions, adherence to apprenticeship regulations, and other labor standards.
- Investigate discrepancies and complaints and take corrective action.
- Seek penalties and debarment of contractors, if necessary.

If you have any questions or require additional information, please call 415-554-OLSE (6573).
Si usted tiene preguntas o requiere más información, favor de llamar al número 415-554-OLSE (6573).
Kung meron kayong katanungan o kailangang impormasyon, tumawag sa 415-554-OLSE (6573).
如果你有任何問題，或需要其他資料，請打電話。415-554-OLSE (6573)。
Если у Вас есть какие-либо вопросы, или Вам нужна дополнительная информация, пожалуйста, позвоните по телефону 415-554-OLSE (6573).

Office of Contract Administration, OLSE • City Hall, Room 430 • 1 Dr. Carlton B. Goodlett Place • San Francisco, CA 94102

Created and produced by the CCSF Reproduction and Mail Services

Elation Training

2018 Elation System Trainings*

Payroll Reporting Training (2nd Tuesday of the Month)

Tuesday, January 9, 2018
Tuesday, February 13, 2018
Tuesday, March 13, 2018
Tuesday, April 10, 2018
Tuesday, May 08, 2018
Tuesday, June 12, 2018

Section 3 and Local Hire Training (4th Tuesday of the Month)

Tuesday, January 23, 2018
Tuesday, February 27, 2018
Tuesday, March 27, 2018
Tuesday, April 24, 2018
Tuesday, May 22, 2018
Tuesday, June 26, 2018

***No fees or registration required**

Time:

9:30 am - 10:30 am - City Staff
10:30 am - 12:00 pm - City Contractors & Subcontractors

Location:

City Hall, Room 421
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4685

As of July 1, 2017 Elation will no longer be providing training for CMD's LBEUTS System. To receive training on CMD's F&P please contact CMD directly at:

Romulus Asenloo – 415-581-2320
romulus.asenloo@sfgov.org

For questions, please contact Jimmy Hewitt at (415) 554-6211, james.hewitt@sfgov.org

City Labor Ordinances

Employers need to match or exceed the City's Ordinances for the following:

- Prevailing Wages
- Sick Leave
- Health Care
- Worker Compensation

Businesses with 20+ Employees (and Nonprofits with 50+ Employees) Must Post This Notice.

OFFICIAL 2017 NOTICE

Health Care Security Ordinance (HCSO)

Businesses with 20 or more employees (and nonprofit organizations with 50 or more employees) must spend a minimum amount on health care benefits for each of their "covered employees" – generally, those employees who work 8 or more hours per week in San Francisco and have been employed for more than 90 days.

Employers with 20-99 employees must spend at least \$1.76 for each hour payable for each covered employee. Employers with 100+ employees must spend at least \$2.64 for each hour payable for each covered employee. These expenditures must be made for each employee within 30 days following the end of each calendar quarter.

As long as they make the minimum required expenditures, employers may choose how they spend the money. For example, employers may pay for health insurance, make payments to the City's health benefit program (called the City Option), etc.

The City may investigate possible violations of the Ordinance, and can order employers who violate the Ordinance to pay penalties and make payments for health care benefits. Employers may not punish employees who exercise their rights under the Ordinance or who cooperate with the City in enforcing the Ordinance.

If you have any questions or require additional information, please contact your employer or the City's Office of Labor Standards Enforcement (OLSE) at (415) 554-7892 or HCSO@sfgov.org, or visit the OLSE website at www.sfgov.org/olse/hcso.



California Healthy Workplaces/Healthy Families Act & SF Paid Sick Leave Ordinance

Employees in San Francisco are entitled to paid sick leave under both California and local San Francisco law.

How Much Paid Sick Leave Do San Francisco Employees Accrue?

- One hour of paid sick leave for every 30 hours worked
- Employees begin accruing sick leave on the 1st day of employment
- Employers with 10 or more employees must allow employees to accrue at least up to 72 hours.
- Employers with less than 10 employees may provide paid sick leave in different ways:

- Allow employees to accrue up to at least 48 hours; or
- Provide an "advance" of 24 hours or 3 days of paid sick leave to comply with the State law "up-front option," and later allow employees to accrue up to 40 hours to comply with SF law.

- Accrued paid sick leave carries over from year to year
- Amount of available paid sick leave must be listed on each paycheck or wage statement

Retaliation or discrimination against an employee who requests and/or uses paid sick days is prohibited. An employee can file a complaint against an employer who retaliates or discriminates against the employee or who fails to provide required sick leave. For more information, contact: California Labor Commissioner's San Francisco Office: (415) 703-5300 http://www.dir.ca.gov/dlse/paid_sick_leave.htm San Francisco Office of Labor Standards Enforcement: (415) 554-6271; pal@sfgov.org

When and How Can Employees Use Paid Sick Leave?

- Can start using paid sick leave on the 90th day of employment
- May use paid sick leave for an existing health condition or preventive care, or for specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking
- May use paid sick leave for employee's own care or care of a specified family member or designated person

**ONE HOUR EARNED
for every
30 WORKED**

Licencia por enfermedad

- Su empleador está obligado a proporcionar por enfermedad corta

- Usted puede tomar licencia por enfermedad para cuidar de sí mismo o un miembro de la familia

- Si su empleador no sigue la ley o si tiene alguna pregunta acerca de la ley, llame a la Oficina de Normas Laborales en San Francisco al 415-554-6271 o llame al Oficina del Comisionado Laboral del Estado de California a (415) 703-5300

- La licencia por enfermedad se acumulan a razón de 1 hora de licencia por cada 30 horas trabajadas

- Su empleador no está autorizado a tomar represalias contra usted por denunciar una violación

帶薪病假

- 你的僱主必須提供帶薪病假

- 你可以請病假照顧自己或家庭成員

- 如果你的僱主不遵守法律，如果您有關於法律問題，請

- 致電 San Francisco OLSE 在 415-554-6271 或致電 (415) 703-5300 聯絡加州勞工專員

- 病假 1 小時休假的進度累積 每 30 工作小時

- 你的僱主不得打擊報復您舉報違規

Iwan May Nabayaran Na

- Ang iyong tagapag-empayo ay kinakailangan upang magbigay ng bayad na sick leave

- Masari kang kumuha ng sick leave sa pag-aalaga para sa iyong sarili o isang miyembro ng pamilya

- Kung ang iyong tagapag-empayo ay hindi sumusunod sa batas o kung mayroon kang mga katanungan tungkol sa batas

- Itawagan San Francisco OLSE sa 415-554-6271 o itawagan ang Komisyoner ng Pagawin ng California sa (415) 703-5300.

- Sick leave nakakalipon sa rate ng 1 oras ng leave para sa bawat 30

- oras nagtrabaho

- Ang iyong tagapag-empayo ay hindi pinahihintulutan na gumanti sa iyo sa pag-uulat ng paglabag

Office of Labor Standards Enforcement
(415) 554-6271

For more information
please visit www.sfgov.org/ols

City Labor Ordinances

San Francisco Labor Laws for City Contractors Effective July 1, 2017

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 at least 4 hours a week on a City contract for services:

- Contractors performing work outside of SF must pay at least the MCO Rate of \$13.64 per hour effective 7/1/17
- Contractors (including nonprofits) performing work inside SF must pay no less than the San Francisco Minimum Wage, \$14.00/hour effective 7/1/17
- 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)
- 0.0392 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 \$4.95** per hour to SF General Hospital (not Healthy San Francisco and not a benefit to employees)
 - OR
 - C) Pay \$4.95** 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

** 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:

- Spend \$1.76 or \$2.64 (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

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

Beverly Popek, Compliance Officer

Office of Labor Standards and Enforcement (OLSE)

City Hall Room, 430

1 Dr. Carlton B. Goodlet Place

San Francisco, CA 94102

(415) 554-6238

beverly.popek@sfgov.org

For more information, or to sign up for email updates on the MCO and HCAO, visit our website: sfgov.org/OLSE

For more information, or to sign up for email updates on the MCO and HCAO, visit our website: sfgov.org/OLSE

Office of Economic and Workforce Development (OEWD)

- Required per San Francisco Administrative Code Section 6.22(g) and Chapter 82
- See Section 00 73 30 for details
- Applies to both Prime Contractor and ALL Subcontractors
- **Local Hire Requirement 30% by trade**
- At least 50% of Apprentice project work hours within each trade shall be performed by local residents.



San Francisco Department of the Environment

Construction & Demolition (C&D) Debris Management Requirements

- See Section 01 74 50 for details
- **Minimum Diversion Rate of 75% Required**
 - Source-separated C&D debris material must be taken to a facility that reuses and/or recycles that material
 - MIXED C&D debris material must be taken to a REGISTERED FACILITY by a REGISTERED TRANSPORTER
- **Diversion Reporting – Use Form C for initial, monthly, and final reports**
 - Weight Tags are required for monthly reporting
 - Contractor **MUST** include materials from **ALL Subcontractors** in reports
 - City Representative **is responsible** for reviewing, signing, and approving all reports submitted by the Contractor.

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 three (3) business days before the bid opening date.

Project: PIER 94 BACKLANDS IMPROVEMENT

Contract No. 2786

To: Port of San Francisco
 Pier 1, The Embarcadero
 San Francisco, CA 94111
 Tel: 415-274-0593 Fax: 415-274-0551
 Attention: Ken Chu
 Email: Kenneth.Chu@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 43 20

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

If Addenda to the Bid Documents have been issued for this Contract, please indicate receipt thereof by filling in the appropriate Addendum number and filling in date received below. If there are any questions on any Addenda that may have been issued, please contact Ken Chu, City and County of San Francisco, Port of San Francisco, Pier 1, The Embarcadero, San Francisco, CA 94111, telephone 415-274-0593.

Addendum No. _____	Date Received _____
Addendum No. _____	Date Received _____
Addendum No. _____	Date Received _____
Addendum No. _____	Date Received _____
Addendum No. _____	Date Received _____
Addendum No. _____	Date Received _____
Addendum No. _____	Date Received _____
Addendum No. _____	Date Received _____
Addendum No. _____	Date Received _____

A BID MAY BE RENDERED NONRESPONSIVE IF THE BIDDER DOES NOT ACKNOWLEDGE THE RECEIPT OF ALL ADDENDA WHICH MAY HAVE BEEN ISSUED FOR THIS CONTRACT.

Note: The above form is part of the Bid. Signing the Bid Form (Section 00 41 00) shall also constitute signature of this form and Bidder acknowledges that information provided above is true and correct.

END OF SECTION

← from Pier 1 The Embarcadero, San Francisco, CA 94105
to Hanson Aggregates - Pier 94, San Francisco, CA 94...

24 min (5.2 miles)

via I-280 S

Fastest route, despite the usual traffic

Pier 1 The Embarcadero

San Francisco, CA 94105

> Take The Embarcadero and I-280 S to Cargo Way

16 min (4.2 mi)

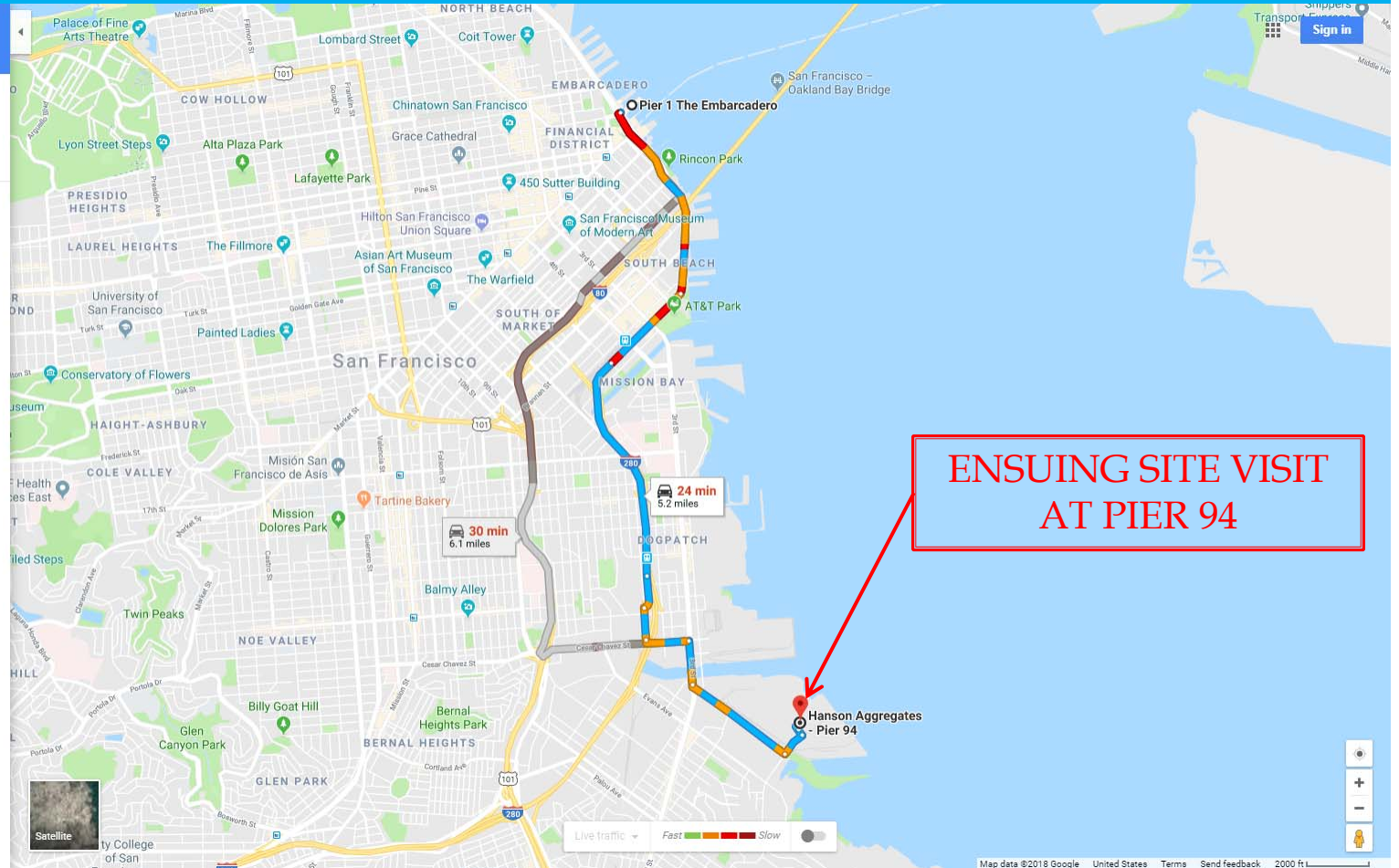
> Continue on Cargo Way. Drive to Amador St

4 min (0.9 mi)

Hanson Aggregates - Pier 94

San Francisco, CA 94124

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.



Questions?

