



# Port of San Francisco

## HERON'S HEAD PARK PATH & ELECTRICAL IMPROVEMENTS

**Contract No. 2795**

**October 28, 2020**

# Agenda

1. Welcome, Introductions, & General Information – Andre Antonio
2. Project Overview – Noel Aquino
3. LBE Program – Selormey Dzikunu
4. OLSE– Anna Liu
5. Environmental – Soko Made
6. Bid Documents – Andre Antonio
7. Questions



# Overview Continued

**AREA OF WORK LOCATION MAP**



# Project Schedule (Anticipated)

- Bid Opening November 10<sup>th</sup>, 2020
- Award of Contract December 8<sup>th</sup>, 2020
- NTP, Construction Start February, 2021
- Construction Term 180 Consecutive Calendar Days
- Substantial Completion August, 2021
- Final Completion October, 2021

**SCHEDULE OF BID PRICES**

Bid Item No.	Bid Item Description	Estimated Quantity	Unit	Unit Price	Extension
01	Mobilization and Demobilization (Maximum 5% of the sum of Bid Items 2 through 9)	1	LS		\$
02	Site Clearing and Demolition	1	LS		\$
03	Grading and Drainage	1	LS		\$
04	Paving, Concrete, and Site Work	1	LS		\$
05	Planting and Irrigation	1	LS		\$
06	365 Day Landscape Maintenance	1	LS		\$
07	EcoCenter Solar Power Replacement	1	LS		\$
08	Path Lighting	1	LS		\$
09	Fencing	2,122	LF	\$	\$
10	Biologist allowance during nesting season	1	AL	\$ 30,000	\$ 30,000
11	Partnering Allowance	1	AL	\$ 25,000	\$ 25,000
<b>TOTAL BASE BID PRICE</b>				<b>\$</b>	

\*Note: LS = Lump Sum; TN = Ton; CY = Cubic Yards; AL = Allowance; LF = Linear Feet; SF = Square Feet; GAL = Gallon.

**ALTERNATE BID ITEM SCHEDULE**

Alternate Bid Item No.	Alternate Bid Item Description	Estimated Quantity	Unit*	Unit Price	Extension
A1	ADDITIVE: EcoCenter stairs, ramp, paving, hydroseeding and irrigation	1	LS	\$ _____	\$ _____

# Description of Bid Items

## 1. Bid Item 1: Mobilization and Demobilization

The lump sum price for Mobilization and Demobilizations, which is capped at a maximum of 5% of the sum of bid items 2 through 9, shall cover all costs, including labor, supervision, management, materials and equipment, as described in Section 01 21 50.

## 2. Bid Item 2: Site Clearing and Demolition

This lump sum price shall cover all costs, including labor, design, supervision, management, materials and equipment for Work related to Site Clearing and Demolition, as specified and shown on the drawings and in the project manual. Work to be performed includes, but is not limited to the following:

- Demolition of existing stabilized gravel paving, wood and plastic headers as indicated on plans
- Clear and grub for new pathway alignment
- Remove and salvage for reinstallation designated precast concrete benches
- Protect existing trees and shrubs as noted on plans
- Protect sensitive wildlife habitat
- Demolish wood retaining wall

## 3. Bid Item 3: Grading and Drainage

This lump sum price shall cover all costs, including labor, design, supervision, management, materials and equipment for Work related to Grading and Drainage, as specified and shown on the drawings and in the project manual. Work to be performed includes, but is not limited to the following:

- All grading for paths and concrete bench foundations as indicated on plans
- Install gravel filter strip at path edges
- Install erosion control systems

## 4. Bid Item 4: Paving, Concrete, and Site Work

This lump sum price shall cover all costs, including labor, design, supervision, management, materials and equipment for Work related to Paving, Concrete,

# Description of Bid Items Continued

and Site Work, as specified and shown on the drawings and in the project manual. Work to be performed includes, but is not limited to the following:

- Install new integrally colored asphalt paving with metal edging; including new path from parking lot to EcoCenter north side
- Install concrete foundations and reinstall pre-cast concrete benches
- Install stacked timber concrete trail edging
- Install new concrete site wall at pond area

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## 5. Bid Item 5: Planting and Irrigation

This lump sum price shall cover all costs, including labor, design, supervision, management, materials and equipment for Work related to Planting and Irrigation, as specified and shown on the drawings and in the project manual.

Work to be performed includes, but is not limited to the following:

- Hydroseeding along path to EcoCenter
- Install solar controller, backflow preventer, pop-up irrigation, remote control valves, quick-coupling valves, other valves, and laterals off main irrigation line as indicated on plans

## 6. Bid Item 6: 365 Day Landscape Maintenance

This lump sum price shall cover all costs, including labor, design, supervision, management, materials and equipment for Work related to 365 Day Landscape Maintenance, as specified and shown on the drawings and in the project manual. Work to be performed includes, but is not limited to the following:

- Scope described in Section 32 94 90 365 Day Landscape Maintenance

## 7. Bid Item 7: EcoCenter Solar Power Replacement

This lump sum price shall cover all costs, including labor, design, supervision, management, materials and equipment for Work related to EcoCenter Solar Power Replacement, as specified and shown on the drawings and in the project manual. Work to be performed includes, but is not limited to the following:

- Provide shop drawings for review and approval by the Port of the EcoCenter Solar Power Replacement;
- Demolish existing solar panels, flooded lead acid batteries, inverter, and charging system as contractor's property; and
- Procure and install new solar generation and battery storage system.

## 8. Bid Item 8: Path Lighting

This lump sum price shall cover all costs, including labor, design, supervision, management, materials and equipment for Work related to Path Lighting, as specified and shown on the drawings and in the project manual. Work to be performed includes, but is not limited to the following:

- Provide and install bollard lighting



# Description of Bid Items Continued

## 9. Bid Item 9: Fencing

This lump sum price shall cover all costs, including labor, design, supervision, management, materials and equipment for Work related to Fencing, as specified and shown on the drawings and in the project manual. Work to be performed includes, but is not limited to the following:

- Install new habitat protection fencing, including gates
- Remove existing habitat protection fencing
- Salvage existing signage and install on new fencing

## 10. Bid Item 10: Biologist Allowance

This allowance is for costs associated with hiring a biologist to provide inspection, monitoring, and construction guidance services. A biologist is required when work is performed within 300 ft radius of the primary tidal inundation channel during bird nesting season.

- Bird nesting season is January 15 through August 15.
- Primary tidal inundation channel and approximate 300 ft radius circle is shown below
- The area of work that falls within this radius is Bid Item 9 (Fence)
- Contractor shall prioritize fence work within the 300 ft radius to occur *outside* of nesting season.

If biologist services are required, biologist shall provide 1 day of pre-construction study, followed by one visit per week during nesting season (only while disruptive construction activities are occurring within the 300 ft radius). Biologist and Port will provide recommendations on working within 300 ft vicinity to contractor after each visit is complete. Contractor shall coordinate with Port at pre-construction stage to review schedule and determine need for a biologist. Once biologist need is determined, Contractor shall submit biologist qualifications to Port for review and acceptance.



# Key Points

- Liquidated Damages as follows:

Day 1 through 14: .....	\$167/day
Day 15 through 28: .....	\$200/day
Day 29 on: .....	\$1,000/day

- Include alternate additive bid item price into Bid Item A1
- Email [Erica.Petersen@sfport.com](mailto:Erica.Petersen@sfport.com) for site walk access.

INVITATION FOR BIDS  
For  
Contract No. 2795  
HERON'S HEAD PARK PATH & ELECTRICAL IMPROVEMENTS

Optional Pre-Bid Meeting: October 28, 2020 at 2:00 PM

Choose either:

- 1) Hyperlink to join through Microsoft Teams (audio and visual):

[Join Microsoft Teams Meeting](#)

- 2) If you don't have Teams, call in (audio only) and follow along in the PDF of the Power Point:

Call-in Number: 1-415-906-4659  
Phone Conference ID: 389 232 660#

Since the pre-bid meeting is virtual, there will not be an ensuing Bid Walk. Bidders must contact the Project Manager to schedule a site visit. Refer to Section 00 21 13 (Instructions to Bidders), paragraph § 1.5 for details.

Bid Opening Date: November 10, 2020 at 10:30 AM

Bids shall be submitted via email to [constructionbids@sfport.com](mailto:constructionbids@sfport.com) prior to the due date and time with the following in the Subject: "Title: BID CONTRACT 2795".

Hard copy bids shall be postmark stamped by due date or earlier. For more details see Section 00 21 13, Article 1.14.

Bids will be opened and read in public via Webex teleconference at:

<https://www.teleconference.att.com/servlet/AWMlogin>

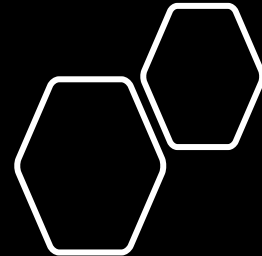
Meeting Number: 888-363-4735 (hyphens ok)  
Code: 2242348

For audio, please call the teleconference line at:  
1-888-363-4735  
Code: 2242348.

The Port of San Francisco (the "Port") announces an Invitation for Bids ("IFB") for construction on HERON'S HEAD PARK PATH & ELECTRICAL IMPROVEMENTS in San Francisco, CA. The scope of the project includes civil and electrical improvements at Heron's Head Park. The secondary path to the PG&E shoreline will be paved with colored asphalt, along with construction of a small retaining wall. Portions of the main park path will also be re-paved with colored asphalt. A habitat protection fence will be installed. Hydroseeding of any disturbed area will be included. Electrical upgrades will be constructed at the EcoCenter, which includes replacing the solar panels system and installing bollard path lighting from the parking lot to the EcoCenter. The bid alternate scope is to construct a stairs and ramp from the east doors

of the EcoCenter down to the picnic area. The picnic area and north patio will be re-paved, and the disturbed landscape area will be hydroseeded. The bid alternate also includes upgrades to the irrigation system.

For more information, contact the Project Manager, Erica Petersen at 415-274-8119, [erica.petersen@sfport.com](mailto:erica.petersen@sfport.com).



# Contractor Qualifications



## Contractor Minimum Qualifications:

1. Valid Class A contractor's license, issued by the California Contractor's State Licensing Board.
2. Contractor shall have documented experience in performing a minimum of three (3) projects with similar work as shown in the Contract Documents over the last 10 years,
3. Contractor shall have documented experience with a minimum three (3) public works projects over the last 10 years, and
4. Safety History: Has either state or federal OSHA cited and assessed penalties against the Contractor for any "serious," "willful," or "repeat" violations of its safety or health regulations in the past five (5) years and either:
  - a) Contractor'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) Contractor'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.

Upon request by the Port, Contractor shall provide verification of annual gross revenue.

## 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. FOR THE LAST THREE YEARS, BIDDER'S AVERAGE GROSS REVENUE IS:
  - LESS THAN \$50 MILLION.
  - MORE THAN \$50 MILLION.
2. 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: Address, City, State					
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:					
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?					
<input type="checkbox"/> Yes, <input type="checkbox"/> No					
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.					
Current year:		Previous year:		Year to previous year:	

## SECTION 00 40 13

## BIDDING FORMS CHECKLIST

*To be submitted with Bid for:*

**HERON'S HEAD PARK PATH & ELECTRICAL IMPROVEMENTS  
(Port of San Francisco Contract No. 2795)**

- 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).
  - Proposed Subcontractors Form for Alternate Bid Items (Section 00 43 37)
  - 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 Allow Discrimination Against LGBT Individuals (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 HERON'S HEAD PARK PATH & ELECTRICAL IMPROVEMENTS (Port of San Francisco Contract No. 2795)". 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) prior to the due date and time

SECTION 00 49 00

SUPPLEMENTARY BIDDING FORMS CHECKLIST

*To be submitted after bid opening for:*

**HERON'S HEAD PARK PATH & ELECTRICAL IMPROVEMENTS  
(Port of San Francisco Contract No. 2795)**

- 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: Alexander-Tut, Alysabeth (ADM) [alysabeth.alexander-tut@sfgov.org](mailto:alysabeth.alexander-tut@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
- 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: [constructionbids@sfport.com](mailto:constructionbids@sfport.com)

END OF SECTION



# Summary of Work-Related Injuries and Illnesses

Year 20\_\_



U.S. Department of Labor  
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

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: Alysabeth Alexander-Tut

# CMD Attachment 1 (version 8/1/16)

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

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#### PART I. GENERAL

##### L01 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 SFUC LBEs.

*For assistance with this CMD Attachment  
and/or assistance with the Equal Benefits Program,  
please contact the CMD Main Office at (415) 581-2310*

# LBE Subcontracting Requirements

- ▣ **11% 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.

# Crediting 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.

## Crediting 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 Submittal:

- Form 00 43 36: Listing all LBE regardless of participation in order to receive credit
- Form 2B: “Good Faith Outreach” Requirements Form
  - ▣ 35% approach: 14.85% total LBE Subcontracting Participation
    - $35\% \text{ of } 11\% = 3.85\%$
    - $3.08\% + 11\% = 14.85\%$
  - ▣ 80 Point Approach, you must achieve 80 of 100 points

### ▣ 5 Days after Submittal:

- Form 3
- 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

# PROGRAM SUCCESSSES

**\$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](mailto:bond@imwis.com)  
415-986-3999 (main)  
415-986-4421 (fax)  
[www.IMWIS.com](http://www.IMWIS.com)

A photograph of the Golden Gate Bridge in San Francisco, showing the iconic orange-red towers and suspension cables against a clear blue sky. The bridge spans across a body of water.

## 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](http://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  
anna.liu@sfgov.org

CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED, MAYOR

OFFICE OF LABOR STANDARDS ENFORCEMENT  
PATRICK MULLIGAN, DIRECTOR



## Labor Standards Fact Sheet (Dual-Funded Projects)

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

- Pay the higher rate of pay when comparing Davis-Bacon vs. *California Department of Industrial Relations (DIR)* prevailing wages. Pay workers the correct prevailing wage rates for each craft, classification and type of work performed. *SF Administrative Code 6.22(e)(1); CA Labor Code § 1773 and 1774; 40 USC §3141 et seq; CCR 8 §16001*
- 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 Labor Code §1776; 29 CFR 5.5(a)(3)(ii)(A)*
- Post the applicable *Davis-Bacon* wage determination with the *Davis-Bacon poster (WH-1321)* and OLSE prevailing wage poster on the jobsite in a prominent and accessible place. *SF Administrative Code 6.22(e)(7)(D); 48 CFR § 22.404-10*
- Employ apprentices registered in a DIR-approved apprenticeship program and with the Department of Labor (DOL). Submit DIR apprentice certifications and DOL-approved apprentice certifications into LCPTracker. *CA Labor Code §1777.5; 29 CFR 5.5(a)(4)(i)*
- 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)*
- Furnish employees with itemized pay stubs and retain payroll records. *CA State LC §226*
- Register with the DIR. *CA State Labor Code §1725.5*
- Comply with local labor laws including *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, 12Q, 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 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	<p><a href="http://www.sfgov.org/olse">www.sfgov.org/olse</a> (select Prevailing Wage option)</p> <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/OPRU/PWD/">http://www.dir.ca.gov/OPRU/PWD/</a>
Davis-Bacon Wage Rates	<a href="https://wdolhome.sam.gov/">https://wdolhome.sam.gov/</a>
Davis-Bacon and Related Acts (DBRA) FAQs	<p><a href="https://beta.sam.gov/help/wage-determinations">https://beta.sam.gov/help/wage-determinations</a></p> <p><a href="https://beta.sam.gov/help/wage-determinations">https://beta.sam.gov/help/wage-determinations</a></p>
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="http://www.dir.ca.gov/DAS/PWAppWage/PWAppWageStart.asp">http://www.dir.ca.gov/DAS/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://www2.cslb.ca.gov/OnlineServices/CheckLicense/CheckLicense.aspx">https://www2.cslb.ca.gov/OnlineServices/CheckLicense/CheckLicense.aspx</a>
Information on laws for non-trade employees performing work on City Contracts	<p><a href="http://www.sfgov.org/olse">www.sfgov.org/olse</a></p> <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 (PPLO)</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)



# OLSE Requirements



City and County of San Francisco

London N. Breed  
Mayor

Office of Labor Standards Enforcement

Patrick Mulligan  
Director

## 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/每個工人必須自己親自上下班簽到。

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. 7/18/18  
City Hall, Room 430 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102 Tel. (415) 554-6573 Fax (415) 554-6291



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

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

### TO ENSURE LABOR STANDARDS COMPLIANCE, THE OLSE:

- Visits jobsites and interviews workers regarding rates of pay and types of work performed
- Investigates complaints to verify that workers receive prevailing wages including fringe benefits, travel and subsistence, holiday, overtime, and other required payments
- Conducts audits by reviewing certified payroll records, fringe benefit statements, inspector's logs, sign-in sheets, and pay check stubs to verify payment of prevailing wage and proper classification of work
- Assesses penalties for non-submission of records or non-payment of prevailing wage

For additional information, please visit the OLSE website at [www.sfgov.org/OLSE](http://www.sfgov.org/OLSE) and/or email us at [prevailingwage@sfgov.org](mailto:prevailingwage@sfgov.org)

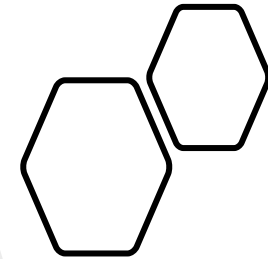
If you have any questions or would like to file a complaint, please call (415) 554-6573.  
Si tiene alguna pregunta, o si desea presentar una queja, por favor llame al (415) 554-6573.  
如果您有任何疑問或想提出投訴, 請致電 (415) 554-6573.  
Kung mayroon kayong katanungan o nais ninyong magampa ng reklamo, mangyari pong tumawag sa (415) 554-6573.  
Если у Вас есть какие-либо вопросы, или Вы хотите подать жалобу, пожалуйста, позвоните по телефону (415) 554-6573.  
Nếu bạn có bất cứ câu hỏi nào hoặc muốn nộp đơn khiếu nại, xin hãy gọi (415) 554-6573.

## 2020 OLSE/LCPtracker Training Schedule

No fees or registration required

### Payroll Reporting Training

<del>Tuesday, January 14, 2020</del>
<del>Tuesday, February 11, 2020</del>
<del>Tuesday, March 10, 2020</del>
<del>Tuesday, April 14, 2020 <a href="#">online only click here.</a></del>
<del>Tuesday, May 12, 2020 <a href="#">online only click here.</a></del>
<del>Tuesday, June 9, 2020 <a href="#">online only click here.</a></del>
<del>Tuesday, July 14, 2020 <a href="#">online only click here.</a></del>
<del>Tuesday, August 11, 2020 <a href="#">online only click here.</a></del>
<del>Tuesday, September 8, 2020 <a href="#">online only click here.</a></del>
<del>Tuesday, October 13, 2020 <a href="#">online only click here.</a></del>
Tuesday, November 10, 2020
No December Training due to holidays



# LCPtracker System 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

**Location:**

City Hall, Room 421

1 Dr. Carlton B. Goodlett Pl., San Francisco CA ([Map](#))

San Francisco, CA 94102-4685

# City Labor Ordinances

## San Francisco Labor Laws for City Contractors

Effective July 1, 2020

### 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 \$18.24/hour as of 7/1/20
- Non-profit rate is \$16.50/hour as of 7/1/19
- Public Entities rate is \$16.50/hour as of 7/1/19
- 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)
- 0.0384 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 \$5.60\*\* per hour to SF General Hospital (not Healthy San Francisco and not a benefit to employees)
  - OR
  - C) Pay \$5.60\*\* 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/Igy5OpPzQqM>

\*\* 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 \$2.05 or \$3.08 (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

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)

# City Labor Ordinances

## San Francisco Labor Laws for City Contractors

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- 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:

- Spend \$2.12 or \$3.18 (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

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- You may not ask about criminal background in a job application or at the start of the hiring process
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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: [sfgov.org/OLSE](http://sfgov.org/OLSE)

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# San Francisco Department of the Environment

Presented by: Soko Made

[rusununguko.made@sfgov.org](mailto:rusununguko.made@sfgov.org)

## 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.

DOCUMENT 00 21 14

**QBD ⇒ Addendum**

SECTION 00 40 13

QUESTIONS ON BID DOCUMENTS (QBD)

BIDDING FORMS CHECKLIST

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.

To be submitted with Bid for:

Project: HERON'S HEAD PARK PATH & ELECTRICAL IMPROVEMENTS

Contract No. 2795

To: Port of San Francisco  
Pier 1, The Embarcadero  
San Francisco, CA 94111

Attention: Contract No. 2795 QBD  
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:	

A.

**HERON'S HEAD PARK PATH & ELECTRICAL IMPROVEMENTS**  
(Port of San Francisco Contract No. 2795)

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).
- Proposed Subcontractors Form for Alternate Bid Items (Section 00 43 37)
- 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 Allow Discrimination Against LGBT Individuals (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 HERON'S HEAD PARK PATH & ELECTRICAL IMPROVEMENTS (Port of San Francisco Contract No. 2795)". 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) prior to the due date and time with the following in the Subject: "Title: BID CONTRACT 2831". Hard copy bids shall be postmark stamped by due date or earlier, to the Port of San Francisco offices,

END OF SECTION

**CONTRACTOR'S QUESTIONS**

Company Name: \_\_\_\_\_ Date \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Tel: \_\_\_\_\_  
Title: \_\_\_\_\_ Fax: \_\_\_\_\_

Check One Only (Use separate form for each specifications and drawing question.)

- Spec. Section: \_\_\_\_\_ Paragraph(s): \_\_\_\_\_  
 Drawing Sheet: \_\_\_\_\_ Detail(s): \_\_\_\_\_

Question:

**CITY'S REPLY**

- 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.



# Questions?

Send contact information to:

[Erica.Petersen@sport.com](mailto:Erica.Petersen@sport.com)