



Port of San Francisco

19th and Georgia St Roadway Improvements

Contract No. 2813

March 24, 2020

Agenda

1. Welcome, Introductions, & General Information – Andre Antonio
2. Project Overview – Erica Petersen
3. OLSE– Anna Liu
4. Environmental – Soko Made
5. Bid Documents – Andre Antonio
6. Questions

SECTION 00 11 13
(Addendum 01)

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. 2813.

INVITATION FOR BIDS
For
Contract No. 2813
19TH AND GEORGIA ST. ROADWAY IMPROVEMENTS
PORT OF SAN FRANCISCO

Optional Pre-Bid Meeting: March 24, 2020 at 10:00 A.M.

Teleconference Only with PDF Presentation
1-888-363-4735
Code: 224348

There will not be an ensuing Bid Walk following the presentation.

Bid Opening Date: April 6, 2020 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 19TH AND GEORGIA ST. ROADWAY IMPROVEMENTS, PORT OF SAN FRANCISCO in the City and County of San Francisco, CA. The work will consist of construction for approximately 1,000 feet of roadway, which include sidewalks, curb ramps, driveways, streetlights, and combined sewer.

For more information, contact the Project Manager, Erica Petersen at 415-274-0559.

Contract Estimate:	\$3,200,000
Time Allowed for Completion:	274 consecutive calendar days (Conditional, refer to Section 00 73 02)
Liquidated Damages:	Varies, refer to Section 00 73 02 for details
Contract Basis:	Lump Sum Bid Items
License Required:	Active California Contractor's License Class A
Goal for Disadvantaged Business Enterprise:	18%. Only Caltrans certifications can be used to calculate the DBE participation.

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:

<https://sfport.com/contracting-opportunities>

Bidders are advised that this is a federal-aid project subject to equal employment opportunity provisions and Caltrans Race Conscious Disadvantaged Business Enterprise (DBE) program. Only Caltrans certifications can be used to calculate the DBE participation. The CMD Bid Discount is not applicable to this Contract.

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

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. 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 EXPERIENCE MODIFICATION, 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:	

SECTION 00 45 86

Approved by OMB
0348-0046

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

<p>1. Type of Federal Action: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance</p>	<p>2. Status of Federal Action: a. bid/offer/application b. initial award c. post-award</p>	<p>3. Report Type: a. initial filing b. material change</p> <p>For material change only: Year _____ quarter _____ Date of last report _____</p>
<p>4. Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier _____, if Known:</p> <p>Congressional District, if known:</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, if known:</p>	
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>CFDA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known: \$ _____</p>	
<p>10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i></p>	<p>b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i></p>	
<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____</p>	
<p>Federal Use Only</p>	<p>Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)</p>	

SECTION 00 45 88 (Rev. 1)

BUY AMERICA CERTIFICATION

If steel, iron, or manufactured products (as defined in 49 CFR Sections 661.3 and 661.5) are being procured, the appropriate certification as set forth below shall be completed and submitted by each bidder in accordance with the requirement contained in 49 CFR Sec. 661.13(b).

Bidder shall certify EITHER COMPLIANCE OR NON-COMPLIANCE (not both)

Certification of Compliance with Buy America Requirements

Bidder hereby certifies that it will comply with the requirements of 49 U.S.C. 5323(j)(1), and the applicable regulations in 49 CFR Part 661.

Name of Firm, Corporation, Partnership or Joint Venture

Name and Title of Authorized Representative

Signature of Bidder or Authorized Representative

Date

Certification of Non-Compliance with Buy America Requirements

Bidder hereby certifies that it cannot comply with the requirements of 49 U.S.C. 5323(j), but it may qualify for an exception to the requirement pursuant to 49 U.S.C. 5323(j)(2), as amended, and the applicable regulations in 49 CFR Part 661.

Name of Firm, Corporation, Partnership or Joint Venture

Name and Title of Authorized Representative

Signature of Bidder or Authorized Representative

Date

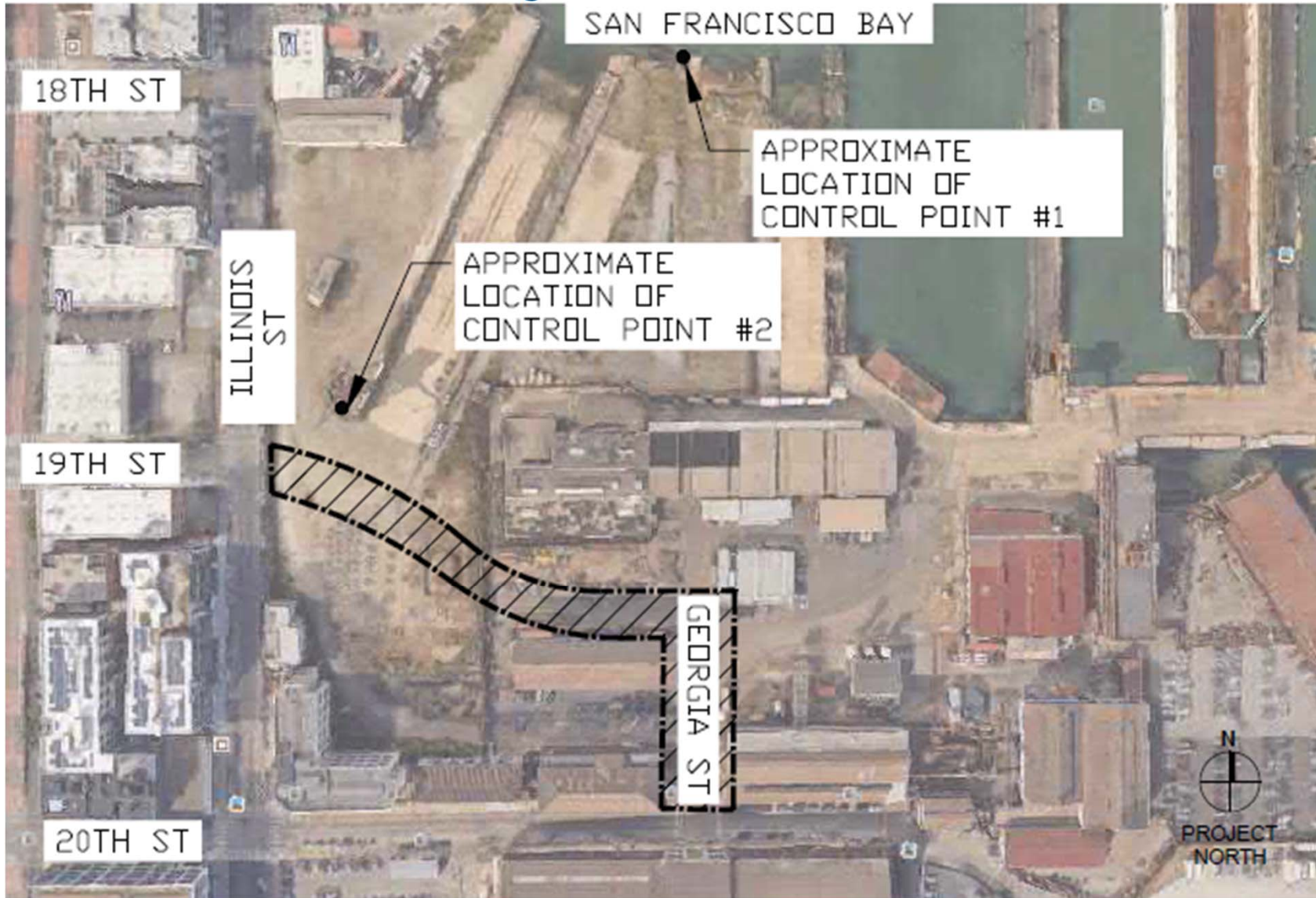
Bidder must submit this completed form with its Bid.

END OF SECTION

Additional Requirements

- Section 01 45 00 - Quality Control
 - Contractor to develop at Quality Control Plan (QCP)
 - Describe testing type and frequencies
 - Contractor to provide and pay for the services of a qualified testing laboratory(s)
- Follow Caltrans Procedures and Forms:
<https://dot.ca.gov/programs/construction/forms>
- Material Acceptance
 - Submit CEM-3101 Notice of Materials to be Used
 - Materials must be accepted by either Certificate of Compliance or via Source Inspection

Project Overview



AREA OF WORK LOCATION MAP



Scope

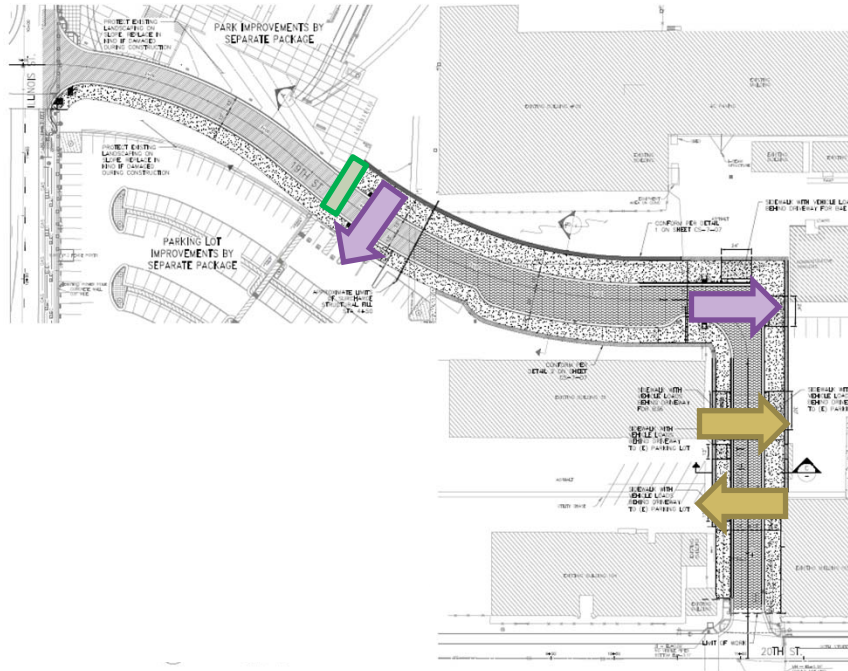
- 950' Roadway
- Sewer
- Fire Hydrants
- Sidewalks/Driveways
- Streetlights
- Traffic Signals on SE Corner of Illinois/19th
- Striping and Signage

Project Schedule (Anticipated)

- Bid Opening April 6th, 2020
- Award of Contract April 28th, 2020
- NTP, Construction Start July 2020
- Construction Term 274 Consecutive Calendar Days
- Substantial Completion April 2021
- Final Completion June 2021

Key Points

- Project phasing and tenant access
- Pedestrian access
- Shoring for sewer excavation
- Tie-in and traffic control
- Not anticipated, but potentially off-haul Class I non-RCRA (See Bidlist)
- Pier 70 RMP – Background Documents



Schedule of Bid Prices (Addendum 01)

ITEM NO.	ITEM	UNIT OF MEASURE*	QUANTITY	UNIT PRICE (IN FIGURES)	ITEM TOTAL (IN FIGURES)
1	Demolition, Site Preparation, & Utility Protection	LS	1	N/A	
2	Grading and Paving	LS	1	N/A	
3	Signage and Striping	LS	1	N/A	
4	Utilities: Demolition and Existing Conditions	LS	1	N/A	
5	New Utility Work	LS	1	N/A	
6	Street Lighting	LS	1	N/A	
7	Traffic Signal Work	LS	1	N/A	
8	Soils Off-Haul Transportation & Disposal of Surplus California Class I (RCRA) Hazardous Waste (Soils) to a Class I Disposal Facility	TON	875 (estimated)		
9	Soils Off-Haul Transportation & Disposal of Surplus California Class I (Non-RCRA) Hazardous Waste (Soils) to a Class I Disposal Facility California Designated Waste to an appropriately permitted Class II Disposal Facility	TON	875 (estimated)		
11	Soils Off-haul Transportation of Surplus Non-hazardous Soils (Class III) to appropriately permitted Class III Disposal Facility	TON	875 (estimated)		
12	Allowance for Providing Temporary Pedestrian Access	AL	\$25,000	N/A	\$25,000
13	Allowance to Perform Necessary Work due to Unforeseen Underground Utilities	AL	\$15,000	N/A	\$15,000
14	Asbestos Dust Monitoring Allowance	AL	\$50,000	N/A	\$50,000
15	Partnering	AL	\$25,000	N/A	\$25,000
16	Mobilization (Maximum 5% of Bid Item 1 thru 11)	LS	1	N/A	
TOTAL BID PRICE					\$

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

DBE Requirements/ Female and Minority Goals

Presented By: Erica Petersen, Port PM

- Disadvantaged Business Enterprise (DBE) Subcontracting Goal = **18%**
- Refer to Section 00 22 13, 00 64 00 for forms.
- Good Faith Effort in Exhibit 15-H
- Only Caltrans certifications can be used to calculate the DBE participation.
- The CMD Bid Discount is not applicable to this Contract.
- Female Utilization Goal = **6.9%**
- Minority Utilization Goal = **25.6%**



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, 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
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, 12P, 12Q, 12T and 21C*

All work is subject to compliance monitoring and enforcement by the San Francisco Office of Labor Standards Enforcement (OLSE). *SF Administrative Code 6.24 and 6.22(e)(7)(A)*

OLSE Compliance Officers have the right to engage in random inspections of job sites and to have access to the employees of the contractor, employee time sheets, inspection logs, payroll records and employee paychecks. *SF Administrative Code 6.22(e)(7)(B)*

Failure to comply with prevailing wage requirements shall result in a forfeiture of back wages due plus penalties of not less than \$50 per day per worker, and may result in disqualification as a contractor or subcontractor on any public work or improvement for the City and County of San Francisco for a period of up to five years. *SF Administrative Code 6.22(e)(8)(A); CA 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	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 LCPTracker
DIR Prevailing Wage Rates (including Scope of Work, Travel, and Holiday Provisions)	http://www.dir.ca.gov/OPRU/PWD/
Davis-Bacon Wage Rates	https://wdolhome.sam.gov/
Davis-Bacon and Related Acts (DBRA) FAQs	https://beta.sam.gov/help/wage-determinations https://beta.sam.gov/help/wage-determinations
DIR Public Works Contractor Registration	https://www.dir.ca.gov/Public-Works/Contractor-Registration.html
DIR Public Works Manual	http://www.dir.ca.gov/dlse/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 (HCSO) • Paid Sick Leave Ordinance (PSLO) • Paid Parental Leave Ordinance (PPLLO) • Fair Chance Ordinance (FCO)

For more information, call OLSE at (415) 554-6573 or email 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. 7/18/16

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 and/or email us at 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 maglamit 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.

LCPtracker System Training

Payroll Reporting Training

Includes an overview of prevailing wage

(2nd Tuesday of the Month)

Tuesday, January 14, 2020

Tuesday, February 11, 2020

Tuesday, March 10, 2020

Tuesday, April 14, 2020

Tuesday, May 12, 2020

Tuesday, June 9, 2020

Tuesday, July 14, 2020

Tuesday, August 11, 2020

Tuesday, September 8, 2020

Tuesday, October 13, 2020

Tuesday, November 10, 2020

No Training in December 2020

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

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

Visit <https://sfgov.org/olse/educational-presentations-materials>

City Labor Ordinances

San Francisco Labor Laws for City Contractors

Effective July 1, 2019

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 \$17.66/hour as of 7/1/19
- Non-profit rate is \$16.50/hour as of 7/1/19
- Public Entities rate is \$16.00/hour as of 2/1/19; Effective 7/1/17 - \$16.50/hour
- 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 \$5.40** per hour to SF General Hospital (not Healthy San Francisco and not a benefit to employees)
 - OR
 - C) Pay \$5.40** 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/1gy5OpPzQqM>

** 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 \$1.89 or \$2.93 (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. Goodlett 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

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San Francisco Department of the Environment

Presented by: Soko Made

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.

QBD ⇒ Addendum

DOCUMENT 00 22 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: 19TH AND GEORGIA ST. ROADWAY IMPROVEMENTS

Contract No. 2813

To: Port of San Francisco
 Pier 1, The Embarcadero
 San Francisco, CA 94111
 Tel: 415-274-0559 Fax: 415-274-0551
 Attention: Erica Petersen and Tim Leung
 Email: Erica.Petersen@sfpport.com and Tim.Y.Leung@sfpport.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 Erica Petersen, City and County of San Francisco, Port of San Francisco, Pier 1, The Embarcadero, San Francisco, CA 94111, telephone 415-274-0559.

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

Questions?

