

Mission Bay Ferry Landing Project
Contract No. 2819
Pre-Bid meeting October 21, 2019



AGENDA

1. General Information – Andre Antonio
2. Project Overview – Jonathan Roman
3. Mentoring and Contractor Development-
Ingrid Merriwether
4. Permits (Environmental)- Kathryn Purcell
5. OLSE– Anna Liu
6. OEWD – Joyce Wong
7. C&D Recovery Requirements – Soko Made
8. CMD – Alysabeth Alexander-Tut
9. Surety Bond & Contractor Bonding Program
10. Contract Documents – Andre Antonio
11. Questions
12. Matchmaking Instructions



Port of San Francisco

Mission Bay Ferry Landing Project

RFQ/RFP Contract 2819

*Request for Qualifications and
Proposals for:*

*Pre-Construction, Early-
Construction (Dredging) and
Construction Services (Construction
Manager / General Contractor)*

Issued for Bid - October 13, 2019

Volume 1 of 2

**PORT OF
SAN FRANCISCO
CITY AND COUNTY OF SAN FRANCISCO
PIER 1, THE EMBARCADERO
SAN FRANCISCO, CALIFORNIA 94111**

Advertisement of RFQ/RFP

The Port of San Francisco (the "Port"), a department of the City and County of San Francisco (the "City") invites proposals for a Construction Manager/General Contractor ("CM/GC") contract referred to as MISSION BAY FERRY LANDING RFP/RFQ, Contract #2819 (the "Project"). The Port intends to award the CM/GC contract under Best Value criteria. The Project includes construction of a single-float, two-berth landing which consists of a pier, connecting ramp, gangway, and a covered translucent canopy located at the intersection of 16th Street and Terry Francois Blvd. Other components of the Project include dredging approximately 109,200 cubic yards of material, installation of a sediment cap as well as construction to the surrounding plaza and upgrades to Agua Vista Park.

For more information, contact the Project Engineer, Jonathan Roman at 415-274-0619.

Contract Estimate:	\$34,000,000
Time Allowed for Completion:	Varies, refer to Appendix E for details
Liquidated Damages:	Varies, refer to Section 00 73 02 for details
Contract Basis:	Lump Sum Proposal Items and Unit Proposal Items
License Required:	Class "A" California Contractors License
CMD Subcontracting Goal:	LBE Subcontractor Participation = 8%
Partnering Requirements:	Partnering Level 2. Refer to Section 01 31 33 for more details.

Contractor Minimum Qualifications (See Appendix A1)



CM/GC Proposer Qualifications:

1. Valid contractor's license for Class A issued by the California Contractor's State Licensing Board,
2. CM/GC Proposer shall have documented experience in completing construction on at least two marine related projects with landside components within the last 10 years with a minimum construction cost of \$10,000,000,
3. CM/GC Proposer shall have constructed within the last 10 years, at least one project using the CM-At-Risk, CM/GC, or Design-Build project delivery method,
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 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 or more instances of "serious", "willful" or "repeat" violations?

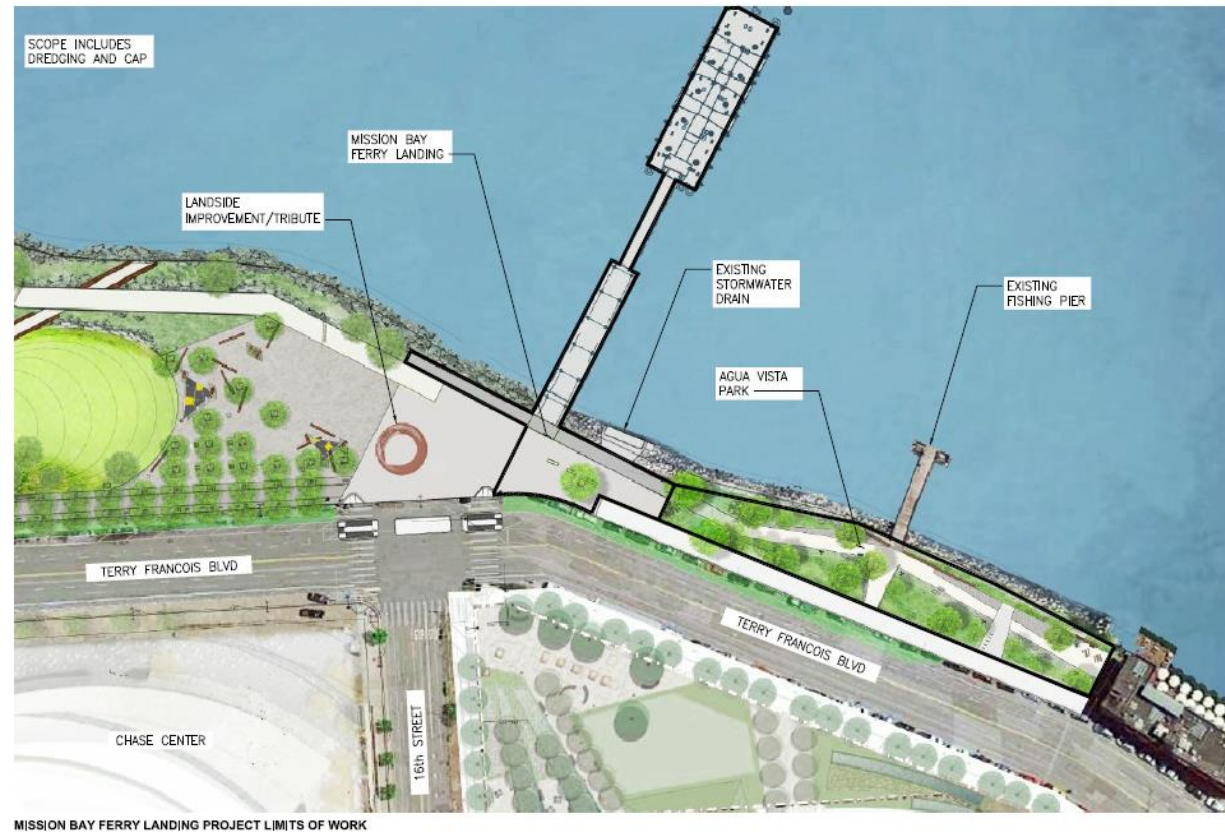
YES NO If "yes," your firm is not qualified to bid.

Project Overview/Limits of Work

PROJECT DESCRIPTION

PROJECT DRAWING SETS:

1. MISSION BAY FERRY LANDING
2. AGUA VISTA PARK IMPROVEMENT PROJECT
3. "LANDSIDE IMPROVEMENT/TRIBUTE"



*Water Taxi Landing is not in the Scope

Project Perspective Views



CM/GC PROJECT PHASES

1. Bid/Award- Best Value- 52% Non-Cost/48% Price

2. Pre-Construction Services

3. Early-Construction (Demolition, Dredging & Cap)

▣ *Concurrent with Pre-Construction*

4. Construction



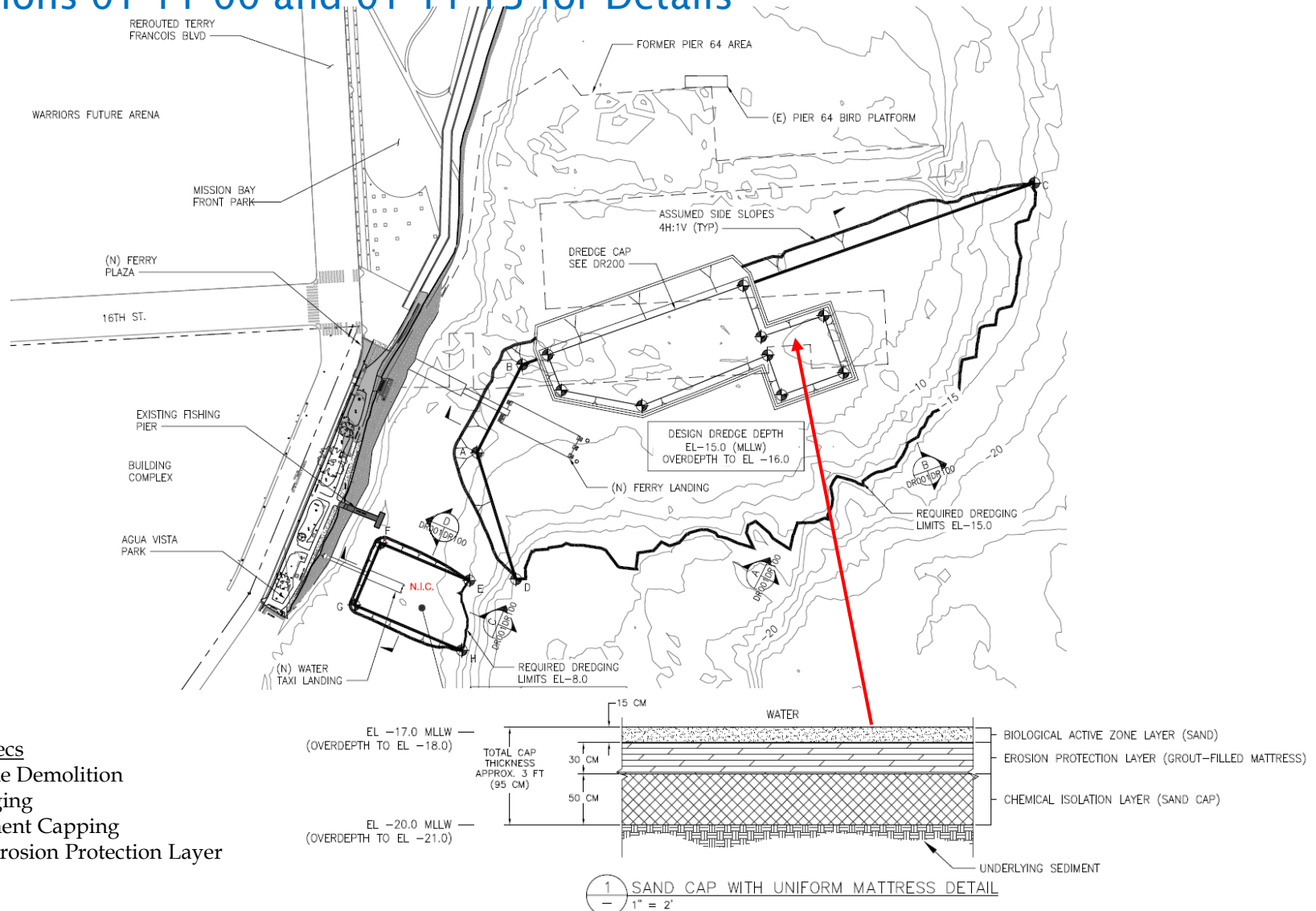
“Pre-Construction Services” Phase

See Sections 01 11 00 and 01 11 13 for details:

- Task 1 - Constructability, Design, and Permitting Review
- Task 2 - Construction Staging Strategy Plan
- Task 3 - Project Schedule
- Task 4 - Subcontractor Trade Package and Bid
- Task 5 - Fabricated/Purchased Equipment Procurement Plan
- Task 6 - Cost Estimates and Guaranteed Maximum Price
- Task 7 - “Landside Improvement/Tribute” Procurement, Installation Plan
- Task 8 - Partnering Allowance

“Early-Construction” Phase Demolition, Dredging and Cap

Complete within the June 1- Nov 30, 2020 In-water work window
See Sections 01 11 00 and 01 11 13 for Details



Construction Phase

(See Sections 01 11 00 and 01 11 13 for details)

Implement Guaranteed Maximum Price:

1. Mobilize and Stage
2. Purchase Equipment and Materials
3. Construct Agua Vista Park and Utilities
4. Drive Piles and form Fixed Pier
5. Install Float and Gangway
6. Install Roof and Supports, Handrails, Gates
7. Finish Utilities, Lighting, etc.
8. Install “Landside Improvement/Tribute”
9. Test and Commission
10. Disposal, Closeout, and Demobilize

“Landside Improvement/Tribute”



Project Schedule (Anticipated)

- NTP- Pre & Early Construction 3/17/20
- Pre- Construction 3/17-8/24/20
- Early Construction (Dredging/Cap) 6/1-11/30/20
- Finalize GMP 8/24/20
- NTP- Construction 10/12/20
- Construction Duration 10/12/20- 11/30/21
- Substantial Completion 12/1/21
- Final Completion 3/31/2022

Table 1- Best Value Non-Cost Scoring

Appendix	Criteria	Max. Points		Raw Score
A0.	<u>Cover Letter</u> : Signed by an individual authorized to obligate the CM/GC to fulfill the commitments contained in the Proposal. Content fulfills requirements.	5		
A1	Proposer Organization, History, And Organizational Performance	Information Only		
	Essential Requirements for Proposer Qualifications	Pass/Fail		
	Relevant Project Experience Identified and summarized firm's experience in past projects, and relevant to this project.	105		
	Key/Lead Team Individuals Identified and summarized roles and responsibilities of Key/Lead Team Members and included organizational chart and resumes of relevant and valuable individuals to this project.	40		
	Subtotal (A0 + A1)		150	
A2	Cost Proposal- See Cost Scoring Section Below	-	-	-
A3	Pre-Construction Plan Approach to effectively carry out all pre-construction services per Task, to ensure development of cost effective and high quality Construction Documents.	80		
	Construction Plan: Approach to effectively carry out all construction services.	40		
	Subtotal for Written Plans		120	
A4	<u>Mentoring and Contractor Development</u>	50	50	
	Total Points Non-Cost Proposal:		320	
	Oral Interview	200	200	
	Total Points Non-Cost		520	

Best Value Evaluation, Selection Criteria, and Scoring

Price Proposal-Appendix A2- Table A

TABLE A - PRE-CONSTRUCTION SERVICES

Refer to Section 01 11 13 for detailed description

	Cost of Proposed Pre-Construction Services (=A)	
Task 1: Constructability, Design, and Permitting Review	= \$	+
Task 2: Construction Staging Strategy	= \$	+
Task 3: Project Schedule	= \$	+
Task 4: Subcontractor/Trade Package Plan	= \$	+
Task 5: Fabricated/Purchased Equipment Procurement Plan	= \$	+
Task 6: Cost Estimate and GMP Proposal	= \$	+
Task 7: "Landside Improvement/Tribute" Procurement, Fabrication, and Installation Cost	= \$	+
Task 8: Host LBE Technical W		
Task 8: Partnering Allowance per Section 01 31 33	= \$15,000	+
Proposed Pre-Construction Services Compensation (Contractor stipulates this cost shall not exceed \$480,000)	= \$ _____	(=A)

Price Proposal-Appendix A2- Table B

TABLE B

EARLY-CONSTRUCTION PHASE

[NOTE TO PROPOSERS – ENTER PROPOSED LUMP-SUM AMOUNT TO COMPLETE THE EARLY CONSTRUCTION WORK DESCRIBED IN SECTION 01 11 00 SUMMARY OF WORK AND SECTION 01 11 13 SCOPE OF CM/GC SERVICES

Part B – Base Proposal Lump-Sum amount for Early Construction Work Compensation (in \$US)	\$ _____ (=B)
--	---------------

Proposer proposes the “Early Construction Work Compensation” amount indicated above as the total lump-sum price from Port for Proposer to perform all Early Construction Work under the Agreement (Phase One Work).

Part 2 – Itemized Breakdown

Base Proposal Lump-Sum Amount for Early Construction Work Compensation – The following is an itemized breakdown of the Early Work Compensation. Unit costs are for +/- listed amount. The Port will pay on actual verified quantities.

Item	Proposal Item Description	Estimated Quantity	Unit*	Unit Price	Extended Amount
01	Mobilization and Demobilization	1	LS	\$	\$
02	Demolition	1	LS	\$	\$
03	Transport and disposal of solid marine debris to an approved <u>site</u> (Ton)		AL	\$ /TN	\$
04	Dredging of suitable for unconfined aquatic disposal (SUAD) materials, transport and disposal at Ocean Site, SFDODS	78,250	CY	\$	\$
05	Dredging of not suitable for confined aquatic disposal (NUAD) materials, transport and offload to Pier 94 or 96 for <u>rehandling</u>	33,600	CY	\$	\$
06	Dewater and transport not suitable for confined aquatic disposal (NUAD) materials from Pier 94 or 96, and disposal at approved Class II landfill (Assuming Density of 110 <u>lb</u> /ft ³)	50,000	TN	\$	\$
07	Dredge and Placement of Clean Sand Cap at Project Site	7,650	CY	\$	\$
08	Placement of Cap Mattress and Articulating Block Mattress	1	LS	\$	\$
09	Third-party pre and post dredge, and post cap placement multi-beam surveys and volume calculations	---	AL	---	\$
10	Testing of material for landfill disposal	---	AL	---	\$
11	Early Construction General Conditions	1	LS	\$	\$
12	Partnering	15,000	AL		15,000

Alternative Proposal Lump-Sum Amount for Early Construction Work Compensation – The following Specifications – Early Construction Work) of the Agreement.

Item	Proposal Item Description	Estimated Quantity	Unit*	Unit Price	Extended Amount
04-A	Dredging of suitable for beneficial reuse, transport and disposal at Montezuma Wetlands Restoration Project Site, as COVER material	18,925	CY	\$	\$
04-B	Dredging of suitable for beneficial reuse, transport and disposal at Montezuma Wetlands Project Site, as Non-Cover material	59,300	CY	\$	\$
06-A	Transport not suitable for confined aquatic disposal (NUAD) materials from Pier 94 or 96, and disposal at approved Class I landfill	7,400	TN	\$	\$

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

Price Proposal-Appendix A2- Table C

NOTE: Early-Construction/Dredging from Table B shall NOT be included in Table C and is subtracted from the estimated cost below. For purposes of this table, it is assumed that Early Construction/Dredging is \$10,000,000 and should not be reflected or indication on the actual value of dredging. Therefore, the Estimated Total Construction fee is \$34,000,000-\$10,000,000 = \$24,000,000.

TABLE C- CONSTRUCTION CM/GC FEE

	Construction Fee	Proposed Fixed Fee Percentage overhead for construction	Estimated Cost	Extended Cost
C1.1	Fee (%) for all Subcontractor Performed Work	_____ %	X \$8,000,000	= \$ _____ +
C1.2	Fee (%) for all Self-Performed Work	_____ %	X \$8,000,000	= \$ _____ +
C1.3	Fee (%) for all Fabricated Equipment	_____ %	X \$8,000,000	= \$ _____ +
C1.4	Construction General Conditions Cost	1	X \$ _____	= \$ _____ +
C	Proposed Construction CM/GC FEE			\$ (C= C1.1+C1.2+C1.3+C1.4)

Price Proposal-Appendix A2- Table D & E

TABLE E- MONTHLY CM/GC RATE

In Table E below, enter a Proposed Monthly Cost for CM/GC if the estimated Substantial Completion date is exceeded, except as specified in accordance with Paragraph 4.00, Section 01 11 13. The CITY will pay this monthly cost as well as applicable Reimbursable Expenses after which such costs for Construction Services. This rate will be used up to 12 months.

TABLE E

CM/GC Proposed Monthly Rate for General Conditions
\$ _____ x (=E)

D. BOND PREMIUM

Proposer shall provide a bond premium cost for performance and payment bonds, each in the amount of the Proposed Cost for Part B- Early Construction (B); The CITY shall pay the actual premium cost up to the amount set forth in this Proposal as a Reimbursable Expense, as such cost is actually incurred in conformance with the terms and conditions of the Contract, and each conforming to the requirements set forth in the Contract Documents (Agreement (Section 00 52 00), Performance and Payment Bond (Section 00 61 00), and General Conditions (Section 00 72 00.10)). This Premium shall not include Pre-Construction Services or Construction Phase.

TABLE D

Performance and Payment Bond Premium for Early Construction (= D):
\$ _____

Price Proposal-Appendix A2-Table F

F. TOTAL PROPOSAL PRICE

The Proposer shall calculate its Total Proposal Price in Dollars using Table F, below.

TABLE F

Proposed Fee For Pre-Construction Services (A):	\$ _____ +
Proposed Fee For Early-Construction Services (B):	\$ _____ +
Proposed CM/GC Fee Total <u>For</u> Construction Services (C):	\$ _____ +
Performance and Payment Bond Premium for Early Construction (= D):	\$ _____ +
Monthly CM/GC FEE (= E) x 12 <u>Months</u> :	\$ _____ +
TOTAL PROPOSAL PRICE (F):	\$ _____ =

Sample Scoring

	Proposer A	Proposer B	Proposer C
Total Proposal Price:	\$13,356,000	\$12,480,000	\$13,155,000
Cost Score (& Cost Subtotal):	448.5	480	455.4

Proposer B receives 480 points because it has the lowest Total Proposed Price. Proposer A will receive $(\$12,480,000/\$13,356,000) \times 480$ points = 448.5 points. Proposer C will receive $(\$12,480,000/\$13,155,000) \times 480$ = 455.4 points.

Mentoring and Contractor Development (Appendix A4)

Demonstrating Inclusivity

LBE Participation

Suggestions Taken From What Other Primes Have Proposed on Inclusivity

Prior to Proposal Submission

- Visibility and Transparency – promote project subcontracting opportunities prior to proposal submittal
- Establish dedicated resources to receive and respond to LBE inquiries and qualification submittals
- Demonstrate open and receptive consideration of LBE partners
- In assessing LBE firm capacity, include what more is possible with your support and mentoring

In Conjunction with Proposal Submittal

- Assess overall project requirements to identify best avenues to create LBE specific opportunities. Include areas of dedicated work for LBE performance in the proposal.
- Create direct to you LBE contracting opportunities as much as possible
- Demonstrate knowledge of project LBE barriers and innovative strategies and solutions to address them
- Highlight capacity building and growth opportunities in your approach for LBE participation
- Meet the 8% LBE goal!

PROJECT PERMITS / ENVIRONMENTAL CONDITIONS

Project Permits / Environmental Conditions

Regulatory Agency Permits – being obtained by Port

- San Francisco Regional Water Quality Control Board - Clean Water Act Section 401 Water Quality Certification for placement of fill into waters of the United States and for approval of dredging and sediment capping. CIWQS Place ID 841395
- San Francisco Bay Conservation and Development Commission Major Permit, BCDC Permit No. 2017.008.00
- U.S. Army Corps of Engineers Clean Water Act Section 404 and Rivers and Harbors Act Section 10 Individual Permit for placement of fill into waters of the United States, for structures and work in navigable waters, and for approval of dredging and sediment capping. USACE File No. 2017-00264S

Project Permits / Environmental Conditions

Project Permits and Authorizations - received to date

- City of San Francisco Planning Department - Adoption of Mitigated Negative Declaration, 2017-008824ENV, July 6, 2018.
- Dredge Material Management Office Disposal Suitability Determination (File No. 2017-00264S, Episode 1) issued December 18, 2017.
- California Department of Fish and Wildlife – California Endangered Species Act, Incidental Take Permit No. 2081-2018-062-07 issued August 24, 2018.
- National Marine Fisheries Service: Marine Mammal Protection Act Incidental Harassment Authorization, issued October 16, 2018.
- National Marine Fisheries Service: Endangered Species Act Section 7(a)(2) Concurrence Letter and Magnuson-Stevens Fishery Conservation and Management Act Essential Fish Habitat Response for the Mission Bay Ferry Landing and Water Taxi Landing (Corps File No. 2017-00264S), issued August 9, 2019.
- Water Quality Monitoring Plan for the Port of San Francisco, Mission Bay Ferry Landing and Water Taxi Landing Project, issued June 18, 2019.
- Sound and Marine Mammal Monitoring Plan for the Port of San Francisco, Mission Bay Ferry Landing and Water Taxi Landing Project, issued January 22, 2019.

Project Permits / Environmental Conditions

During cap offset dredging and construction, the Port will monitor water quality (turbidity, dissolved oxygen, pH, PAHs, and total suspended solids) per the June 2019 Water Quality Monitoring Plan.

Contractor submittals include:

- Dredge Operations Plan
- Sediment Processing and Construction Water Management Plan to address sediment decant water and any other effluent that may be generated through material rehandling activities at Pier 96.
- Post-Dredge and Cap Construction Completion Report
- Project Construction Completion Report

OLSE

Office of Labor Standards Enforcement

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 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/OPRL/PWD/
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.csib.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)

Labor Standards Fact Sheet

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

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

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

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



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

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

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 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.

LCPtracker System Training

Tuesday, January 8, 2019
Tuesday, February 12, 2019
Tuesday, March 12, 2019
Tuesday, April 9, 2019
Tuesday, May 14, 2019
Tuesday, June 11, 2019
Tuesday, July 9, 2019
Tuesday, August 13, 2019
Tuesday, September 10, 2019
Tuesday, October 8, 2019
Tuesday, November 12, 2019
No December Training due to holidays

Time:

9:30 am - 10:30 am - City Staff

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

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

For Section 3 and local hiring questions, please contact Ken Nim at (415) 701-4853, ken.nim@sfgov.org

City Labor Ordinances

San Francisco Labor Laws for City Contractors

Effective February 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 \$17.00/hour as of 11/11/18
- Non-profit rate at least SF Minimum Wage (\$15.00/hour) as of 7/1/18; Effective 7/1/19 - \$16.50/hour
- Public Entities rate effective 2/1/19 - \$16.00/hour; Effective 7/1/19 \$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)
- 0.0392 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 \$5.15** per hour to SF General Hospital (not Healthy San Francisco and not a benefit to employees)
 - OR
 - C) Pay \$5.15** 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:

- Effective 1/1/19 - Spend \$1.95 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

OEWD



Office of Economic and Workforce Development (OEWD)

Presented by: Joyce Wong
joyce.s.wong@sfgov.org

- 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.



Department of Environment



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.

Contract Monitoring Division (CMD)

Local Business Enterprise (LBE) Program Requirements

Mission Bay Ferry Landing
Port of San Francisco

Pre-Bid
October 21, 2019

CMD Attachment 7 (version 8/1/16)

www.sfgov.org/cmd

CITY & COUNTY OF SAN FRANCISCO CONTRACT MONITORING DIVISION



CMD ATTACHMENT 7

Requirements for Design-Build and Construction Manager/General Contractor Contracts

For contracts \$300,000 and over

For Contracts Advertised on or after **August 1, 2016**

PART I. GENERAL

1.01 SAN FRANCISCO ADMINISTRATIVE CODE CHAPTERS 12B AND 14B

- A. To be eligible for contract award, bidders/proposers 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/proposer 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 a rating discount, referred to in this Attachment as a "rating bonus," 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: For all City Departments, in this CMD Attachment 7, the term "LBE" refers to only San Francisco ("SF") CMD Certified LBEs and NPEs and, therefore, does not include PUC LBEs. However, PUC LBEs may be used if a project is designated as a SFPUC Regional Project and falls under one of the following three criteria:

1. It is a PUC Regional Project that is to be performed outside of the jurisdictional boundaries of San Francisco that is identified as regional project and included in the formally approved Capital Improvement Program of the SFPUC's approximately \$4.6 billion project to seismically reinforce and otherwise enhance the Hetch Hetchy water supply system, also known as the Water System Improvement Program ("WSIP"), as it may be amended from time to time.
2. It is a PUC Regional Project that will be performed exclusively 70 miles or more beyond the jurisdictional boundaries of San Francisco
3. It is a PUC Regional Project that will be exclusively outside the jurisdictional boundaries of San Francisco for which some or all of the cost will be shared by members of BAWSCA.

Note: Pursuant to Section 14B.5(D), for PUC Regional Projects that will be performed exclusively 70 miles or more beyond the jurisdictional boundaries of San Francisco and, for which no cost will be shared by members of BAWSCA, Contract Awarding Authorities shall only apply bid discount/rating bonuses to Bids/Proposals from PUC LBEs for the purpose of determining the apparent highest ranked proposal or the apparent lowest Bid, where application of the bid discount/rating bonus will not adversely impact the ranking for negotiation or award process of a Bid/Proposal submitted by any Micro-LBE, Small-LBE, or SBA-LBE certified under Section 14B.3. For Water System Improvement Program projects, and projects outside of the jurisdictional boundaries of San Francisco where all or some cost is shared by members of BAWSCA, PUC-LBEs shall have the same status as 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*

08/01/2016

LBE Bid Discount

- ▶ Is the LBE bid discount/rating bonus applicable to the RFP?
 - No. The LBE bid discount does not apply

LBE Subcontracting Requirements

8% LBE Requirement on Total Contract Value

Combination of Pre-Construction and Construction Services

Plan your Pre-Construction Team with the total contract value in mind

LBE Subcontracting Requirements

- ▶ 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.

LBE Subcontracting Requirements Set on each Trade Package

- ▶ CMD will review and set a unique LBE subcontracting requirement on each Trade Package. Please review Attachment 7 for details on this process.
- ▶ What happens if a trade package bidder does not meet the LBE requirements within the two (2) week grace period?
 - ▶ The TP bidder may be rejected as non-responsive and may be ineligible for the award of the trade package.
 - ▶ Prime and CMD shall evaluate the 2nd low TP bidder in the same manner for potential contract award.

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 TP 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

Crediting Rules: Specially Manufactured Items (SMI)

- ▶ If the TP bid documents identify one or more SMI, CMD will calculate LBE participation according to the following rules:
 - ▶ If manufactured by and purchased from a CMD-certified LBE manufacturer, 100% of the purchase order amount will be credited
 - ▶ If purchased from a CMD-certified supplier, only 5% of the purchase price of the item will be credited
 - ▶ If supplied and installed by a CMD-certified LBE construction subcontractor then 5% of the SMI purchase price of the item and 100% of the installation labor cost will be credited
 - ▶ A bidder may receive 100% for any labor associated with the installation of a SMI provided the installation is performed by a CMD-certified construction subcontractor in accordance with normal industry practices.

Forms to be submitted from CMD Attachment 7

▶ At time of Submittal:

- ▶ CMD Form 2A
- ▶ Form 3

▶ Please read CMD Attachment 7 for information on CMD forms related to Trade Packages

Questions?

Contact Information

Contract Compliance Officer: Alysabeth Alexander-Tut

Email: alysabeth.Alexander-Tut@sfgov.org

Phone: 415-274-0511

SURETY BOND & CONTRACTOR
DEVELOPMENT PROGRAM
(Technical Assistance Available)

Port Sponsored Mission Bay Ferry Landing LBE Technical Workshop

October 30,2019 9:30 to 11:00am
Offices of Merriwether & Williams Insurance Services
550 Montgomery, Suite550

- Strategies to Best Position, Promote and Demonstrate Your Qualifications for Subcontracting Consideration
- Tell us more about your needs – complete the technical assistance workshop survey today!

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
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.

CONTRACT DOCUMENTS

Schedule for RFP/RFQ

1.02 RFP/RFQ Schedule

- A. The Port has established the following target dates for issuance, receipt and evaluation of Proposals in addition to award of a CM/GC Agreement in response to this RFQ/RFP. The following dates are tentative, non-binding and are subject to change without prior notice:

Issuance of RFQ/RFP	October 13, 2019
MANDATORY Pre-Bid Conference/Workshop.....	9:30 AM, October 21, 2019
Site Visit	(immediately after Pre-Submittal Conference)
Deadlines for Question to Bid Documents	November 8, 2019
Port Issue Addendum (if required)	November 12, 2019
Minimum Qualifications Applications and Proposals Due:	November 15, 2019 <i>(All requests for information concerning the RFQ/RFP, whether submitted before or after the pre-submittal conference, must be directed to jonathan.roman@sfport.com)</i>
RFQ Results Determined.....	November 26, 2019
Oral Interviews	December 6, 2019
Public Bid Opening/Announce Ranking	December 10, 2019
Port Commission Award ¹	January 14, 2020
Pre-Construction Notice to Proceed	March 17, 2020

Proposal Submission

7.00 PROPOSAL SUBMITTAL

7.01 Proposers must submit two sealed submittals together at the same per the below instructions and requirements:

A. Submittal One – Non-Cost Submittal:

1. In a separate sealed envelope/box clearly labeled “*Non-Cost Submittal – Contract 2819-Mission Bay Ferry Landing by [Proposer’s Name]*”, the Proposer shall provide six hard copies and one electronic PDF file (via USB thumb drive) of the following:
 - a. Appendix A0- Cover Letter
 - b. Appendix A1-Minimum Qualifications Application
 - c. Appendix A3- Pre-Construction and Construction Plan
 - d. Appendix A4- Mentoring and Contractor Development Plan
 - e. Section 00 43 20.01 – Acknowledgement of Receipt of Addenda: Complete and submit 1 original and 1 hard copy

Do not include any pricing content in these copies

The PDF file may be a scan of the completed original printout or a compilation of (a) scanned wet-signed originals and/or hand-filled originals and (b) electronically converted native files.

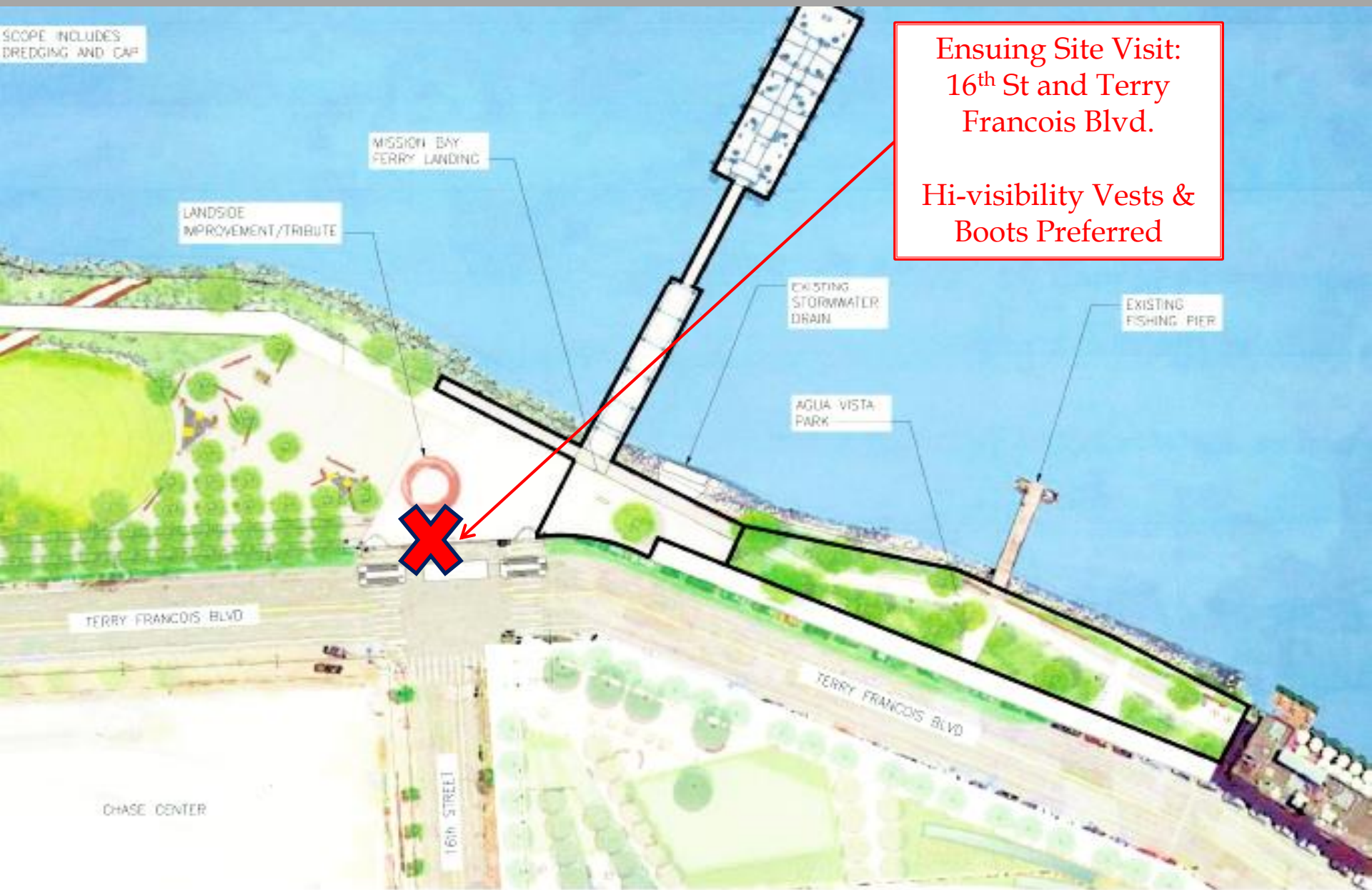
B. Submittal Two - Price Proposal: In a separate sealed envelope/box clearly labeled “*Price Proposal – Contract 2819-Mission Bay Ferry Landing by [Proposer’s Name]*”, the Proposer shall provide 1 hard copy and one electronic PDF file (via USB thumb drive) of the following:

- a. Appendix A0- Cover Letter
- b. Appendix A2 (Section 00 41 11)- Price Proposal and other requested information in this Appendix
- c. Section 00 43 13.01 – Bid Security Form: Complete and submit 1 original and 1 hard copy.
- d. 1) CMD Certificate of Commitment, 2) FORM 2A: CMD Contract Participation Form (Pre-Construction Services and Early-Phase Only), and 3) Form 3: CMD Compliance Affidavit. See CMD Attachment 7, Section 1.02(C); refer to Appendix F
- e. Section 00 45 70.01 – Certificate of Proposer Regarding Nondiscrimination in Contracts and Benefits: Complete and submit 1 original and 1 hard copy.
- f. Section 00 45 82.01 – Certification of Proposer Regarding Debarment and Suspension: Complete and submit 1 original and 1 hard copy

The PDF file may be a scan of the completed original printout or a compilation of (a) scanned wet-signed originals and/or hand-filled originals and (b) electronically converted native files.

SITE VISIT

SCOPE INCLUDES
DREDGING AND CAP



Ensuing Site Visit:
16th St and Terry
Francois Blvd.

Hi-visibility Vests &
Boots Preferred

Questions?



CMD

Contract Monitoring Division

Contract Monitoring Division (CMD)

Presented By: Alysabeth Alexander-Tut
alysabeth.alexander-tut@sfgov.org

- **Local Business Enterprise (LBE)
Subcontracting Goal = 8%**
- Pre-construction Services: Only Micro- or Small-LBEs may be used (Form 2A) for credit.
- 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 7

*Requirements for Design-Build and
Construction Manager/General Contractor Contracts*

For contracts \$300,000 and over

For Contracts Advertised on or after August 1, 2016

