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750 Brannan – Collections

PW SFPL 750 Brannan CLLCTN; Sourcing Event ID No. 0000007088

Pre-Bid Conference July 20, 2022

Agenda

1. Welcome & Introductions (5 minutes)
2. Project Overview (5 minutes)
 - a. Mobile Shelving, Fire Alarm, Fire Suppression
 - b. Engineer's Cost Estimate: ~~\$3,055,000~~ **\$3,305,102** ← CORRECT ENGINEER'S ESTIMATE — AS STATED IN PROJECT MANUAL
 - c. Duration: 270 Calendar Days to Substantial Completion
 - d. Bid Opening: August 10, 2 pm, 1155 Market Street
 - e. Substitution Requests
 - f. QBDs
 - g. Work Scheduling
3. Contracts Monitoring (15 minutes)
4. Labor Standards Enforcement (5 minutes)
5. Economic & Workforce Development (5 minutes)
6. Access and Staging (5-10 minutes)
7. Site Walk (10 - 15 minutes)
8. Questions (10 - 20 minutes)



CONTRACT MONITORING DIVISION CITY ADMINISTRATOR'S OFFICE



London N. Breed, Mayor
Carmen Chu, City Administrator

Romulus Asenloo, Director

CMD OVERVIEW TO MEET LBE REQUIRMENTS

San Francisco Public Library

750 Brannan-Collections

PW SFPL 750 Brannan CLLCTN

Sourcing Event ID No: 000007088

Chapter 14B Local Business Enterprise (LBE) Requirements

July 20, 2022

CMD Contact Information

Finbarr Jewell, Contract Monitoring Division, Finbarr.Jewell@sfgov.org

CMD Attachment 1. Please read CMD Attachment 1 carefully. CMD 14B requirements are included in Attachment 1, which can be found:

On CMD's website:

<https://sfgov.org/cmd/important-forms>

The LBE subcontracting requirement for this project is 13%.

Bidders MUST MEET the 13% subcontracting requirement and identify all LBE subcontractors at time of bid due date and time. The listed LBE must be certified on the day of the bid no exceptions. Furthermore,

A Bidder shall list on Document 00435 or Section 00 43 36 ALL LBE subcontractors, suppliers, and service contractors (such as truckers), including their respective subcontract dollar toward the Contract's LBE subcontracting participation requirement

If a bidder obtains materials, supplies, articles or equipment from an LBE supplier, up to 60% of the cost of the items will count toward the LBE subcontracting requirement only if the supplier performs a Commercially Useful Function by taking possession of the items and assuming risk of delivery.

LBE Bid Discount

The Micro-LBE and Small-LBE Bid discount provisions will apply to this project. The application of the rating discount is as follows:

A 10% bid discount to and/or small or micro LBE

Good Faith Outreach

Please be advised that under the recently amended 14B Ordinance it is no longer sufficient to just meet the subcontracting requirement. Under the amended 14B Ordinance:

The Prime Contractor must meet the subcontracting participation requirement and must also submit CMD Form 2B, the Good Faith Outreach Requirements Form, along with all supporting documentation. Of particular importance, the Prime Contractor must advertise and contact the requisite number of subcontractors.

or

The Prime Contractor must exceed the project's stated LBE participation requirement by 35%. In the instant case, to qualify for the good faith outreach exemption the prime contractor's LBE participation must meet or exceed 17.55%.

Other Requirements

If you are interested in becoming certified for this project, you must get in touch with our certification unit as soon as possible. Let the certification unit know you are Proposing on a project (including the proposal due date) and they will try to get you certified quickly. However, please be aware that CMD may not be able to complete the certification of new firms by the proposal due date.

SBA LBE CERTIFIED FIRMS CANNOT BE LISTED TO MEET THE LBE PARTICIPATION REQUIREMENT

PUC LBE CERTIFIED FIRMS CANNOT BE LISTED TO MEET THE LBE PARTICIPATION REQUIREMENT

ARE YOU 12B COMPLIANT? YOU WILL NEED TO BE BEFORE

AWARDING DEPARTMENT CAN AWARD CONTRACT

PRIME MUST LIST AMOUNT OF SUBCONTRACT WORK FOR LBE AT TIME OF BID.

CONSIDERING LISTING LBE FOR SHELVING INSTALLATION. PLEASE REFER TO BID SPECIFICATION PROJECT MANUAL SECTION 00 22 11, 1.3 LBE SUBCONTRACTOR PARTICIPATION, D (4). ALSO, REVIEW BID SPECIFICATION PROJECT MANUAL SECTION 10 56 00 METAL SHELVING.

Form CMD Form 2B Must Be Submitted with Bid

The apparent low will submit the following 5 days after bid opening

- **Form 3 – CMD Non-Discrimination Affidavit**
- **Form 6 – LBE Subcontractor Participation Affidavit**
- **Form 6A–LBE Trucking Form (IF APPLICABLE)**

DIR REGISTRATION: YOUR LBEs MUST BE REGISTERED AT THE TIME OF BID. IF LBE SUB IS NOT; CMD CANNOT TABULATE LBE PARTICIPATION CREDIT.

1145 Market Street, 4th Floor 200, San Francisco, CA 94103
Telephone (415) 581-2310; Fax (415) 581-2351

I strongly encourage each Prime bidding on this contract to contact me if you have any questions regarding any of the CMD requirements or forms.

OFFICE OF LABOR STANDARDS ENFORCEMENT

PATRICK MULLIGAN, DIRECTOR



Labor Standards Fact Sheet

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

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

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

Labor Standards Resources

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

OLSE Website	https://sfgov.org/olse/prevailing-wage <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	https://www.dir.ca.gov/oprl/pwappwage/PWAppWageStart.asp
Apprenticeship Programs, Requirements & Forms	http://www.dir.ca.gov/DAS/PublicWorksForms.htm
Contractors State License Status	https://www.cslb.ca.gov/OnlineServices/CheckLicenseII/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 (PPLO) • Fair Chance Ordinance (FCO)

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

GENERAL SERVICES AGENCY
OFFICE OF LABOR STANDARDS ENFORCEMENT
 PATRICK MULLIGAN, DIRECTOR



2022 OLSE/LCPtracker Training Schedule

No fees or registration required

Payroll Reporting Training

Includes an overview of prevailing wage and Citywide PLA

(2nd Tuesday of the Month)

Tuesday, January 11, 2022*	Tuesday, July 12, 2022*
Tuesday, February 8, 2022*	Tuesday, August 9, 2022*
Tuesday, March 8, 2022*	Tuesday, September 13, 2022*
Tuesday, April 12, 2022*	Tuesday, October 11, 2022*
Tuesday, May 10, 2022*	Tuesday, November 8, 2022*
Tuesday, June 14, 2022*	<i>No Training in December 2022</i>

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

<https://sfgov.org/olse/trainings>

Time:

For City Staff - upon request - please email prevailingwage@sfgov.org

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

Webinar:

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

<https://sfgov.org/olse/trainings>

For certified payroll reporting training questions, please contact Jimmy Hewitt:

(415) 554-6211, james.hewitt@sfgov.org

San Francisco Labor Laws for City Contractors

Effective July 1, 2022

Minimum Compensation Ordinance (MCO) – 12P

Wages and Paid Time Off (PTO)

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

Any employee who works on a City contract for services:

- For-profit rate is \$19.15/hour as of 7/1/22
- Non-profit rate is \$17.34/hour as of 7/1/21
- Public Entities rate is \$18.00/hour as of 7/1/21
- 0.04615 hours of Paid Time Off (PTO) per hour worked (can be used as vacation or sick leave, and is vested and cashed out at termination)
- 0.03846 hours of Unpaid Time Off per hour worked – allowed without consequence
- Employee must sign a “Know Your Rights” form
- Posting Requirement

Health Care Accountability Ordinance (HCAO) – 12Q

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

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

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

Video

<https://youtu.be/Jgy5OpPzQqM>

** Rate changes every July 1

Health Care Security Ordinance (HCSO)

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

- Spend \$2.20 or \$3.30 (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

hcao@sfgov.org



SAN FRANCISCO LOCAL HIRING POLICY FOR CONSTRUCTION FACT SHEET

OVERVIEW

- Applies to contracts for public work or improvement projects in excess of \$706,000.
- The mandatory participation level is 30% of all project hours within each trade to be performed by local residents.
- At least 50% of the project work hours performed by apprentices within each trade shall be performed by local residents.
- A local resident is defined as an individual who is domiciled within the City and County of San Francisco at least 7 days prior to commencing work on the project. An individual may have only one domicile, which is their principal residence and where they intend to return when they are absent.

GUIDELINES

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

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

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

PENALTIES

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