



Laguna Honda Hospital and Rehabilitation Center

Main Sewer Replacement

Project Address: 375 Laguna Honda Blvd
Sourcing Event ID No. 0000006869

Pre-Bid Meeting:
Location: MS Teams
Date: August 10, 2022
Time: 10:00AM - 11:00AM



San Francisco Health Network
Laguna Honda Hospital and Rehabilitation Center

LAGUNA HONDA HOSPITAL AND REHABILITATION CENTER
MAIN SEWER RELACEMENT

Pre-Bid Meeting | August 10, 2022

Agenda



Introductions

- a. Sign-in/Attendance
- b. Project Team



City Programs

- a. Contract Monitoring Division (CMD)
- b. Local Business Enterprise (LBE)
- c. Office of Economic and Workforce Development (OEWD)
- d. Office of Labor Standards Enforcement (OLSE)



Schedule



Project Overview and Summary of Work



Bid Information



Site Visit



Questions



Introductions

Project Team

- **San Francisco Department of Public Health**

Benito Olguin, Client/Project Manager

- **San Francisco Public Works – BOA/BOE**

Frederic Simmons, Project Manager

Satnam Kaur, Project Lead/Engineer





Introductions

City Programs

- **Contract Monitoring Division (CMD)**
Local Business Enterprise (LBE) Compliance
Selormey Dzikunu, Contract Compliance Officer
- **Office of Economic and Workforce Development (OEWD)**
Local Hire Policy
Ricardo Arias, Contract Compliance Officer
- **Office of Labor Standards Enforcement (OLSE)**
Prevailing Wage Compliance
Anna Liu, Compliance Officer



City Programs

Contract Monitoring Division (CMD)

CMD Policies & Requirements for LBE Compliance

- Certified LBE Subcontracting Goal: **20%** (MBE, WBE, OBE)
- CMD Forms (See Section 00 22 11, Paragraph 1.6 CMD Non-Discrimination Affidavit)
- 10% LBE Bid Discounts will be applied per Administrative Code Chapter 14 B.
- Other CMD requirements shall apply.
- Questions: Selormey Dzikunu, Contract Compliance Officer
(628) 271-2094
Selormey.dzikunu@sfgov.org





City Programs

Office of Economic Workforce Development (OEWD)

OEWD Policies & Requirements for Local Hire Policy

- San Francisco Administrative Code Chapter 82 and 6.22(G)
- Local Hiring Requirements (See Section 00 73 30)
 - 30% of total work hours, by trade, must be performed by San Francisco residents
 - Where apprentices are utilized, 50% of total apprentice hours, by trade, must be performed by San Francisco residents
- The City will not issue a Notice to Proceed (NTP) until Contractor and all Subcontractors performing work on the project complete and submit:
 - Form 1: Local Hiring Workforce Projection





City Programs

Office of Economic Workforce Development (OEWD)

OEWD Policies & Requirements for Local Hire Policy (Continued)

- **Exemptions**

- Any trade that performs less than 5% of total project hours, assessed at the end of the project, is exempt from the local hiring requirement

- **Waivers/Off-Ramps**

- Waivers can be applied for at the beginning of the project, and corrective action off-ramps can be applied at project closeout, to offset any outstanding deficiencies.
- Trade deficiencies can be offset via corrective action off-ramps, including, but not limited to, the following:
 1. Sponsorship of an OEWD-specified number of local residents into a trade apprenticeship program.



City Programs

Office of Economic Workforce Development (OEWD)

2. Hiring of an OEWD-specified number of local residents who entered into the trade through Direct Entry Agreements with specific unions.
3. Off-site credit hours of local residents employed on non-covered projects.

- **Penalties**

- Financial penalties are equal to the hours deficient in a trade multiplied by the median prevailing wage rate for the trade.
- For deficiencies in apprentice participation, the penalty would be calculated using the median apprentice prevailing wage rate for the trade.
- Penalties can be avoided through negotiating corrective action with assigned Compliance Officer.



City Programs

Office of Economic Workforce Development (OEWD)

OEWD Policies & Requirements for Local Hire Policy (Continued)

- **Information Resources**

- OEWD Website: www.workforcedevelopmentsf.org
- Local Hire Hotline: (415) 581-2363
- Local Hire General Email: Local.Hire.Ordinance@sfgov.org

- **Questions**

Ricardo Arias, Contract Compliance Officer

Ricardo.Arias@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.



City Programs

Office of Labor Standards Enforcement (OLSE)

OLSE Policies & Requirements for Prevailing Wage Compliance

- **Questions:**

Anna Liu, Contract Compliance Officer

(415) 554-5404

Anna.Liu@sfgov.org

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 to the City's electronic payroll reporting system (LCP Tracker). *SF Administrative Code 6.22(e)(6); CA State Labor Code 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 all 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 LCP Tracker
DIR Prevailing Wage Rates (including Scope of Work, Travel, and Holiday Provisions)	http://www.dir.ca.gov/OPRL/PWD/
DIR Public Works Contractor Registration	http://www.dir.ca.gov/Public-Works/Contractor-Registration.html
DIR Public Works Manual	http://www.dir.ca.gov/dlse/PWManualCombinated.pdf
Apprentice Wage Rates	http://www.dir.ca.gov/OWP/PWA/QWageStart.aspx
Apprenticeship Programs, Requirements & Forms	http://www.dir.ca.gov/DAS/PublicWorksForms.htm
Contractors State License Status	https://www.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 (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*	No Training in December 2022

*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



Schedule

Bid Advertisement June 28, 2022

Pre-Bid Meeting August 10, 2022, 10-11AM

Site Walk August 10, 2022, 1-2:30PM

Last Day for Questions on Bid Docs August 21, 2022

Sealed Bids Due via ShareFile (SEE 00 01 03 FOR LINK) August 31, 2022, 2:30 PM

Supplemental Bid Forms Due from Apparent Low Bidder September 8, 2022 (ESTIMATED)

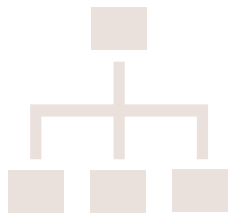
Notice of Award October 7, 2022 (ESTIMATED)

Contract, Bonds & Insurance Due from Contractor November 25, 2022 (ESTIMATED)

NTP (STARTS CONTRACT TIME) February 28, 2023 (ESTIMATED)

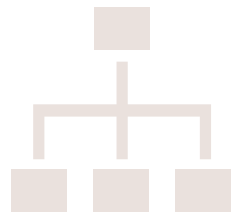
Substantial Completion (116 CALENDAR DAYS FROM NTP) June 24, 2023 (ESTIMATED)

Final Completion (45 CALENDAR DAYS FROM SUBSTANTIAL COMPLETION) August 8, 2023 (ESTIMATED)



Summary of Work





Summary of Work

Bid Documents Consist Of:

- Drawings:
 - 0000006869 Drawings
- Project Manual:
 - 0000006869 Project Manual
- Bid Addendum 1:
 - 0000006869 Addendum No. 1



Bid Information

Bid Questions, Total Contract Time, Partnering Requirements, and Bid Form

- Bid Questions: Satnam Kaur, Project Lead/Engineer
Satnam.Kaur@sfdpw.org
 - Use Questions on Bid Documents (QBD) Form in Section 00 21 14
 - Submit Questions no later than August 21, 2022.
 - Only written answers in reply to questions on this form alter the contract documents.
 - If Satnam is out of office, forward QBD to person indicated on out of office message.
- Total Contract Time: **116** Consecutive Calendar Days from NTP to Substantial Completion





Site Visit

Date/Time, Requirements, Meeting Point, and Route

- **Date/Time: August 10, 2022, 1:00- 2:30PM.**
 - Plan on being at the Pavilion Main Entrance by 12:50PM
- **Requirements: Per Section 00 01 03:**
 - All attendees must have proof of COVID-19 vaccination and be tested for COVID-19 onsite. All visitors must test negative for COVID-19 within 72 hours of their first day at LHH if tested at LHH and within 120-hours, or five-days, if tested by another testing site. Self-administered tests are not acceptable. Attendees are required to be fully masked while on the LHH Campus.
- **Other Information:**
 - Please bring Driver's License and Proof of Vaccination to site visit.
 - A limited number of 3-hr visitor parking spaces are available, see campus map on following page.
 - Alternatively, site is easily accessible via MUNI Metro Forrest Hill Station (Lines K, L, & M).





Site Visit



Attachment A - LHHRC Campus

? Questions

