

San Francisco Rent Board Tenant Improvement

Project Address: 25 Van Ness Ave., Suite 700

Contract No: 0000007736

Pre-Bid Conference:

Location: 25 Van Ness., Suite 700

Date: March 22, 2023

Time: 1 PM – 2 PM

Agenda:

- Introductions
 - Project Organization
- City Programs:
 - Contract Monitoring Division (CMD) - **Contract Compliance** (Sheila Tagle)
 - Office of Economic and Workforce Development (OEWD) – **Local Hiring Policy** (Ricardo Arias)
 - Office of Labor Standards Enforcements (OLSE) – **Prevailing Wages** (Anna Liu)
- Project Information: Summary of Tentative Project Schedule
- Project Information: Project Scope of Work
- Questions?
- Site Walk

Project Organization/ Introductions

- **Client, San Francisco Rent Board, Eileen O'Neill**
- **San Francisco Real Estate Department, Gerald Sui**
- **SF Public Works Project Architect, Building Design & Construction, Irene Aquino**
- **SF Public Works Designer, Building Design & Construction, Samfe Gaye**
- **SF Public Works Project CM, Sunee Pradhan**
- **City Programs:**
 - **Contract Monitoring Division (CMD), LBE Compliance, Finbarr Jewell/Sheila Tagle**
 - **Office of Economic and Workforce Development (OEWD), Local Hire Policy, Ricardo Arias**
 - **Office of Labor Standards Enforcements (OLSE), Prevailing Wage Compliance, Anna Liu**

CMD Policies and Requirements

- LBE Subcontracting Goal: 25%
 - MBE, WBE, OBE
- CMD Forms (see Section 00 22 11, Paragraph 1.6 CMD BIDDING FORMS)
- **25% certified LBE goal: 13% MBE, 2% WBE, 10% OBE**
 - 10% LBE Bid discounts will be applied as per Administrative Code Chapter 14B.
 - Other CMD requirements shall apply.
- Please contact Finbarr Jewell with any questions or more info

Finbarr Jewell, Contract Compliance Officer

Contract Monitoring Division (CMD)

(415) 581-2307

finbarr.jewell@sfgov.org

Local Hiring Policy for Construction (OEWD)

- San Francisco Administrative Code Chapter 6.22(G)
- Local Hiring Requirements (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 NTP until Contractor completes and submits the following:
 - Form 1: Local Hiring Workforce Projection
- Contact Information:
Ricardo Arias, Contract Compliance Officer
Office of Economic & Workforce Development (OEWD)
1 South Van Ness Avenue, 5th Floor
San Francisco, CA 94103
ricardo.arias@sfgov.org

Local Hiring Policy for Construction (OEWD)

- Exemptions

1. 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.
2. Any trade on the OEWD-approved list of specialized trades is exempt from the requirement. That list can be found at www.workforcedevelopmentsf.org

- Waivers / Off-Ramps

1. Waivers can be applied for at the beginning of the project, and at project close-out if there are any deficiencies
2. If a contractor sponsors an OEWD-specified number of local residents into the apprenticeship program of the deficient trade, the deficiencies will be waived.
3. If a contractor hires an OEWD-specified number of local residents who entered into the trade through a direct entry agreement, the deficiencies will be waived.
4. A contractor may utilize off-site credits hours by employing San Francisco residents on non-covered projects.

Local Hiring Policy for Construction (OEWD)

- Penalties
 - Financial penalties are equal to the number of hours deficient in a trade multiplied by the prevailing wage rate for the trade.
 - For deficiencies in apprentice participation, the penalty would be calculated using the average apprentice wage rate for the trade.
 - Penalties can be avoided the use of waivers/off-ramps.
- Information Resources:
 - OEWD Website: www.workforcedevelopmentsf.org
 - Local Hire Hotline: (415) 581-2363
 - Local Hire General Email: Local.Hire.Ordinance@sfgov.org
- Ricardo Arias 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.

Office of Labor Standards Enforcement

Contact Information:

Anna Liu
Compliance Officer
City and County of San Francisco
Office of Labor Standards Enforcement
Phone: (415) 554-5404
Email: anna.liu@sfgov.org

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

Office of Labor Standards Enforcement

Contact Information:

Anna Liu
Compliance Officer
City and County of San Francisco
Office of Labor Standards Enforcement
Phone: (415) 554-5404
Email: anna.liu@sfgov.org

2023 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 10, 2023*	Tuesday, July 11, 2023*
Tuesday, February 14, 2023*	Tuesday, August 8, 2023*
Tuesday, March 14, 2023*	Tuesday, September 12, 2023*
Tuesday, April 11, 2023*	Tuesday, October 10, 2023*
Tuesday, May 9, 2023*	Tuesday, November 14, 2023*
Tuesday, June 13, 2023*	No Training in December 2023

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

<https://sf.gov/take-payroll-training>

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://sf.gov/take-payroll-training>

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

Office of Labor Standards Enforcement

San Francisco Labor Laws for City Contractors Effective July 1, 2022

Contact Information:

Anna Liu
Compliance Officer
City and County of San Francisco
Office of Labor Standards Enforcement
Phone: (415) 554-5404
Email: anna.liu@sfgov.org

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 \$17.90/hour as of 7/1/22
- Public Entities rate is \$18.75/hour as of 7/1/22
- 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**:

- As of 1/1/23, spend \$2.27* or \$3.40* (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

*Rate changes every January 1

Contact the HCSO Unit: hcsos@sfgov.org and (415) 554-7892

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

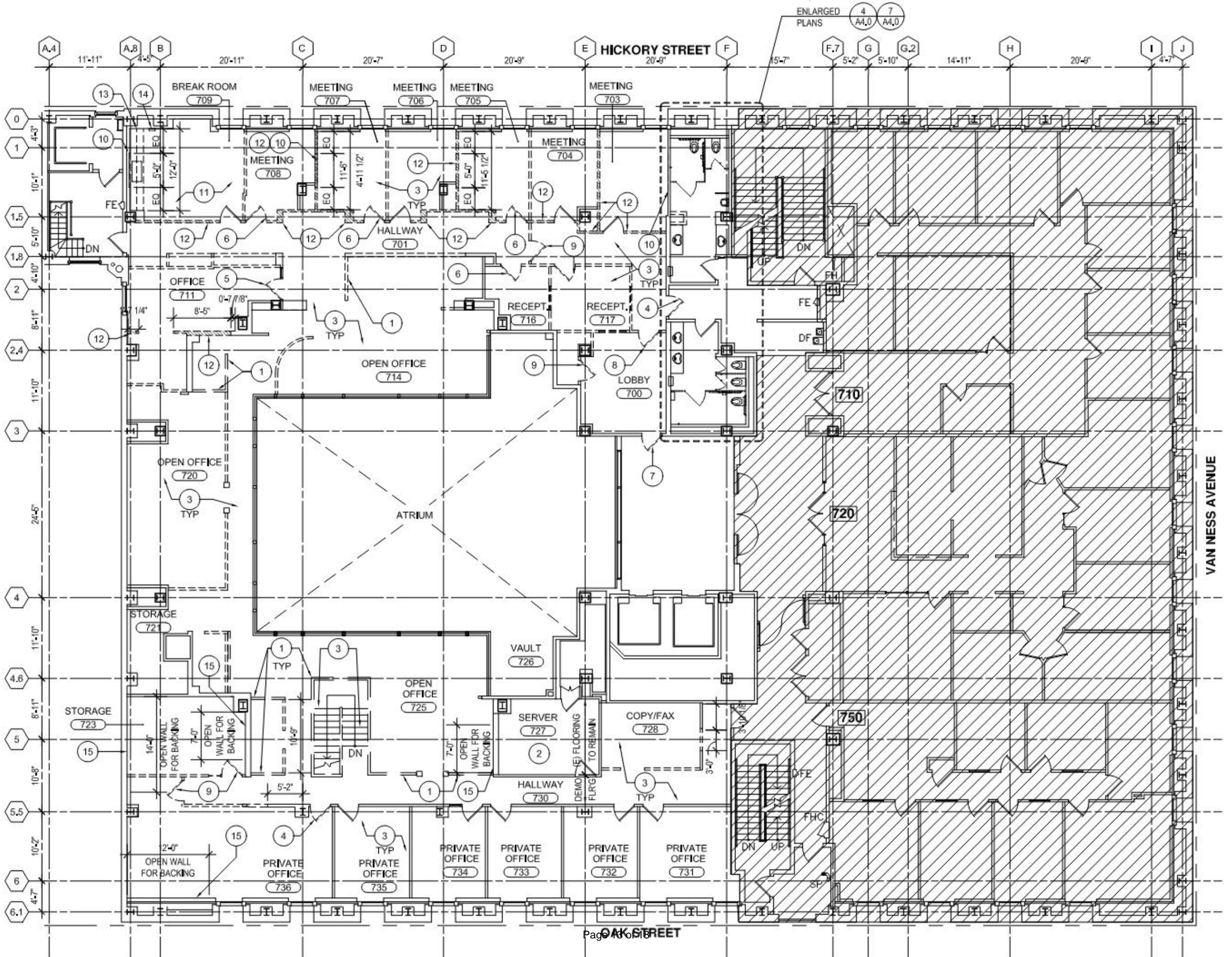
Project Information

Summary of *Tentative* Project Schedule

Bid Advertisement	March 9, 2023
Bid Conference	March 22, 2023, TODAY
Last Day for Questions on Bid Docs	March 26, 2023
Sealed Bids Due via ShareFile	April 5, 2023, 2:30 PM

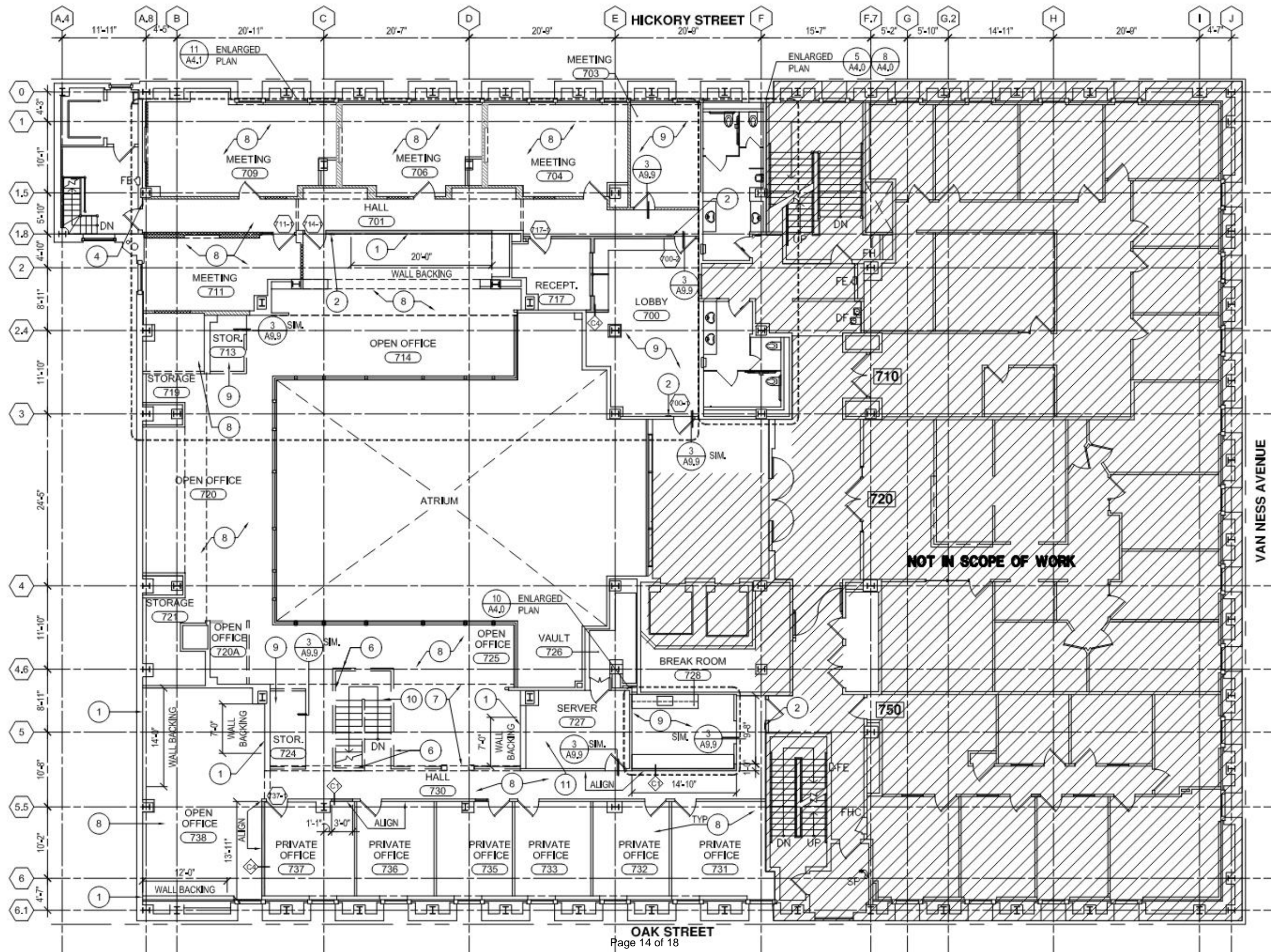
Project Information

7th Floor - Demolition Plan



Project Information

7th Floor – Floor Plan



Project Information

Building Construction Rules

1. Contractor shall in no way interfere or delay the work of any other contractors authorized by CCSF to do work in the building.
2. A pre-construction meeting and daily coordination meetings must be held between Contractor and CCSF to clarify what work is to be done after hours, coordinate schedules, access, etc.
3. Music is **not allowed** at the worksite under any circumstances.
4. Excessive/loud work will be done after hours so as not to disrupt business during the day and requires a "Contractor Work Authorization Request." CCSF may require Contractor to stop disruptive work and reschedule it for off hours.
5. If the contractor disrupts phones, data or power on occupied floors of the building, CCSF has the right to do whatever is necessary to restore service immediately, at the Contractor's expense.
6. Contractor shall abide by rules or regulations made by CCSF with respect to the use of freight, loading dock and service elevators, storage and coordination of work.
7. Adequate and appropriate insurance must be in place prior to commencement of Contractor's work, as required by the Work Letter governing Contractor's work at the Premises.
8. Contractor shall be responsible for any material, equipment, tools, etc. used in its work. CCSF shall not be responsible for loss or theft of same.
9. Contractor shall furnish a full list of personnel on the site and any personnel not on the list may be denied access to the Building.
10. CCSF must be regularly informed of Contractor's work hours, and Contractor shall check in with building management personnel upon entering and leaving premises.
11. All substantial deliveries of the Contractor will be made on between 6:00 AM – 6:00 PM. Deliveries made outside this time frame must be coordinated with and approved by CCSF.
12. Contractor shall keep all spaces affected by the Contractor's work clean at all times.
13. Contractor shall erect and maintain dust barriers, etc. and protect all floors, walls, elevators, etc. from damage.
14. All utility shut downs need to be coordinated with CCSF and all other Contractors working at the Building. All building shut downs must be done after hours with prior approval and may require significant notice for coordination.
15. All Contractors' work that in any way influences or affects other construction at the Building must be coordinated with CCSF and other contractors.
16. Contractors, by use of their own containers and/or trucks, must remove all generated debris from the site. Location of debris boxes to be coordinated with CCSF.
17. Contractor shall store all flammable or hazardous materials in approved containers and dispose of these materials in an approved manner. CCSF must be notified and give approval prior to storage of said materials on site.
18. Any painting or varnishing must be approved by CCSF 24 hours in advance and done after hours with adequate ventilation to ensure fumes do not enter other spaces or building systems. Any spray painting of solvent-based paints must be pre-approved by the San Francisco Fire Department and a copy of the approval given to CCSF.
19. Contractor must provide CCSF with MSDS for all chemicals used on job and submit them with the Contractor Work Authorization Request.
20. Contractor shall not block open stairway or electric room doors nor shall stairwells and fire exits leading to stairwells be blocked with any materials.
21. All smoke detectors in the construction areas are to be protected by Contractor. Such protection must be installed and removed each day and only after approval by CCSF.
22. Any damage to existing base building systems, fixtures or property caused by Contractor's personnel or sub-contractors shall be repaired at Contractor's expense.
23. Any connection or programming to the fire alarm system will require a "CWAR," with advance notice and must take place after hours. Contractor shall be required to check in with the on-site building engineer prior to and at the end of each shift involving such work. All fire alarm system and fire sprinkler work shall be performed by CCSF approved vendors.
24. For any work requiring any system to be disabled to prevent alarms, Contractor shall coordinate with the building engineers and provide appropriate notice.
25. Contractor is to provide and keep serviceable and readily available two #10 ABC fire extinguishers per space.
26. CCSF shall approve all core boring and a designated structural engineer shall review plans and approve any penetrations of the building steel, concrete or other structural elements at Contractor's expense.
27. Any damage by Contractor to the building is Contractor's sole responsibility and shall be repaired promptly at Contractor's expense.
28. Contractor must protect all return air outlets and remove coverings at the completion of dust generating work.

Project Information

Building Construction Rules

29. No openings are to be made by Contractor in the corridor walls or exterior wall unless required for delivery of materials and only after such opening is approved by CCSF. It is the responsibility of Contractor to repair openings, maintain fire ratings and any warranties associated with any assemblies that have been disturbed.
30. No radios or non-functional sound producing equipment will be permitted.
31. All work performed within the building's conduits, risers and pathways must be approved by and coordinated with CCSF.
32. Contractor shall not be allowed to endanger the building, occupants, etc. and CCSF reserves the right to take steps to remedy any dangerous conditions.
33. All traffic control, flagmen, barricades, etc., as may be required by any agency having jurisdiction shall be the sole responsibility and expense of Contractor.
34. There is no parking available on site. Illegal or improperly parked vehicles will be towed at owner's expense.
35. All material storage shall be limited to the space that is under construction by the Contractor. No staging of trucks or materials will be allowed in areas which may affect traffic flow to surrounding properties, ingress, egress, fire lanes, parking, etc. Contractor is to coordinate all work and delivery and storage of materials with CCSF. There will be no storage of materials at any time in the arcade area of the building directly front of the any retail storefronts.
36. Contractor shall provide safety barricades, cables with toe boards, covers or other appropriate protection at all floor penetrations.
37. All signage is to be approved by CCSF.
38. A job walk and sign-off by CCSF is required on all finishes prior to Contractor starting work in a space, i.e. window frames, glass, sheetrock walls, electrical panels, finished concrete surfaces, etc.
39. Contractor shall be responsible for assuring their trades properly dispose of all debris in designated containers.
40. Contractor shall maintain "zero" tolerance for graffiti on the project. Contractor shall coordinate efforts to immediately remove any occurrences.
41. Contractors shall not allow any smoking in the building or on site, nor use of any type of tobacco, alcohol or illegal drugs.
42. Contractor's employees and sub-contractors shall not take breaks in the common areas of the building during building operating hours of M-Fri 6am to 6pm

Questions

Submit all questions using form for formal response via bid addenda:

- Form: 00 21 14
- Last day: March 26, 2023
- **Submit written questions on BDQ form**
 - Irene.Aquino@sfdpw.org & Samfe.Gaye@sfdpw.org

Only written answers in reply to questions on this form alter the contract documents.

Potential Bidders must complete this QBD Form and submit to the address below no later than 10 calendar days before the bid opening date.

Project: **SAN FRANCISCO RENT BOARD TENANT IMPROVEMENT**
Sourcing Event No. 0000007736
To: **San Francisco Public Works**
Bureau of Architecture
49 South Van Ness, Suite 1100
San Francisco, CA 94103
Phone: (628) 271.2921
Attention: Irene Aquino
Email: Irene.Aquino@sfdpw.org

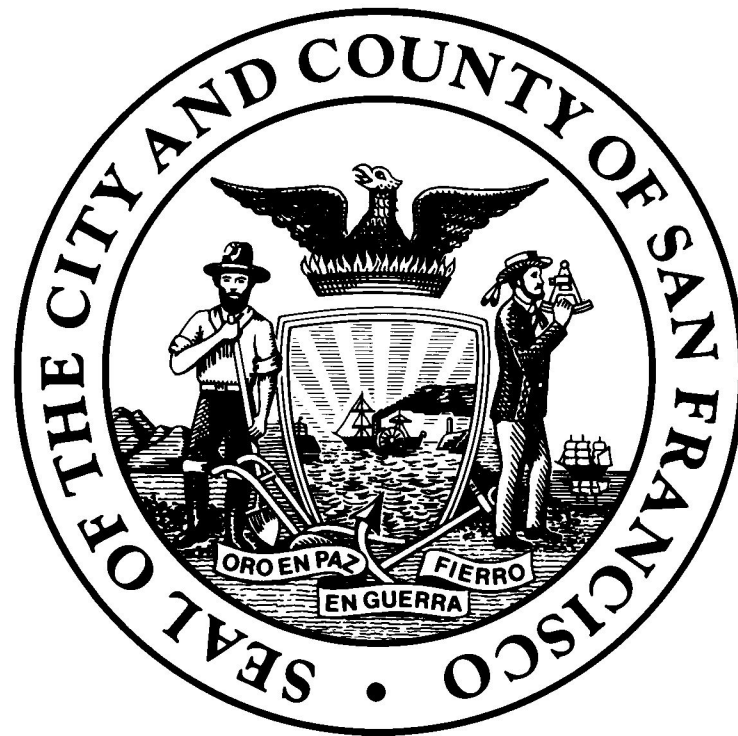
City Use Only	
QBD No.	
Received by:	
Date Received:	
Addendum Issued?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Sent Response:	

BIDDER'S QUESTION	
Company Name: _____	Date: _____
Contact Name: _____	Tel: _____
Title: _____	Fax: _____
Check One Only (Use separate form for each specification and drawing question.)	
<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.

Site walk



San Francisco Rent Board

Download Bid Documents:

<https://bidopportunities.apps.sfdpw.org/CaseLoad/Details/2423>