

# 1 South Van Ness Avenue Elevator Modernization



**Pre-Bid Meeting  
July 20, 2023**

Sourcing Event ID: 0000008330



to verify attendance for this meeting, please sign-in using this link

<https://forms.office.com/g/6TRH0EJ5Ad>

[www.sfdpw.org](http://www.sfdpw.org)

# Agenda

1. Housekeeping
2. Project Description
3. Contract Details
4. City Requirements
  - Contract Monitoring Division (CMD)
  - Office of Economic Workforce Development (OEWD)
  - Office of Labor Standards Enforcement (OLSE)
    - LCPTracker
5. Contractor and Subcontractor Qualifications
6. Bid Items
7. Temporary Facilities and Controls
8. Pre-Construction Submittals
9. Material Reduction and Recovery Plan
10. Bid Form Checklist
11. Bid/ Quotation Submission
12. Q&A



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sign-in using this link

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San Francisco City Hall  
Elevator Modernization

# Housekeeping

1. Please mute your microphone during presentation. There will be an opportunity for questions at the end of the meeting



2. To verify attendance, please sign-in using this link during the meeting:

<https://forms.office.com/g/6TRH0EJ5Ad>

3. The purpose of this meeting is to introduce the project to all bidders. In case of discrepancies, the official Contract Documents and addenda, if any, shall govern.
4. A pre-bid site walk is scheduled on July 20, at 11am. Bidders are encouraged to attend the pre-bid site walk and become familiar with the site. Please arrive promptly at 11am and meet at the Lobby on the first floor .

**Location:** 1 South Van Ness Avenue, 1<sup>st</sup> floor lobby



# Project Description

The work to be done under this contract is elevator modernization, the scope of work includes but are not limited to:

1. Demolition
2. Hazardous material abatement
3. Elevator machine, equipment, and control panel replacement
4. New elevator cab interior finishes
5. Electrical modification
6. Mechanical modification
7. Accessibility upgrade
8. Fire protection system modification

Refer to Contract Drawings and Spec  
Section 01 11 00 SUMMARY OF WORK of  
the Project Manual



# Contract Details

**Sourcing Event ID:** 0000008330

**Title:** 1 South Van Ness Avenue Elevator Modernization

**Project Site Address:** 1 South Van Ness Avenue, SF, CA 94103

**Duration:** 550 calendar days for substantial completion; 60 calendar days for final completion.

**Liquidated Damages:** \$2,000 per day

## **Bid/Quotation Submission:**

Bids shall be submitted **online** via ShareFile **until 2:30:00 p.m., PST on August 09, 2023**, after which the bid opening will be conducted live online via Microsoft Teams. Contract Administration will email the Microsoft Teams meeting information to all Plan Holders approximately 24 hours prior to Bid opening.

Refer to Project Manual Section 00 21 13 for specific bid submission instructions.



# Contract Details

## Questions on Bid Documents:

Send to Lisa Zhuo at [lisa.zhuo@sfdpw.org](mailto:lisa.zhuo@sfdpw.org)

Refer to Project Manual Section 00 21 14

SECTION 00 21 14																	
QUESTION ON BID DOCUMENTS (QBD) FORM																	
<i>Potential Bidders must complete this QBD Form and submit to the address below no later than 10 calendar days before the bid opening date.</i>																	
Project:	1 SOUTH VAN NESS AVENUE ELEVATOR MODERNIZATION																
Sourcing Event No.	0000008330																
To:	<b>San Francisco Public Works</b> 49 South Van Ness Avenue, Suite 1000 San Francisco, California 94103 Telephone: (628) 271-2777 Attention: <b>Lisa Zhuo</b> Email: <a href="mailto:Lisa.Zhuo@sfdpw.org">Lisa.Zhuo@sfdpw.org</a>																
<table border="1"><thead><tr><th colspan="2">City Use Only</th></tr></thead><tbody><tr><td colspan="2">QBD No.</td></tr><tr><td colspan="2">Received by:</td></tr><tr><td colspan="2">Date Received:</td></tr><tr><td>Addendum Issued?</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td></tr><tr><td colspan="2">Date Sent Response:</td></tr></tbody></table>		City Use Only		QBD No.		Received by:		Date Received:		Addendum Issued?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Sent Response:					
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Question:																	



# City Requirements

## Contract Monitoring Division (CMD)

**Contact:** Selormey.Dzikunu@sfdpw.org  
628-271-2094  
[Selormey.Dzikunu@sfdpw.org](mailto:Selormey.Dzikunu@sfdpw.org)

- 10% Bid Discount for Small-LBE or Micro LBE Bidders
- Refer to Section 00 22 11 for more details

## There are **NO** Requirements for LBE Subcontracting Participation Requirement and Good Faith Efforts

- Other CMD requirements shall apply



# City Requirements

## Office of Economic Workforce Development (OEWD)

Contact: Ricardo Arias

[ricardo.arias@sfgov.org](mailto:ricardo.arias@sfgov.org)



FOR QUESTIONS, CONTACT CITYBUILD:  
415.701.4848 (P)  
CITYBUILD@SFGOV.ORG  
WWW.OEWD.ORG

### SAN FRANCISCO LOCAL HIRING POLICY FOR CONSTRUCTION FACT SHEET

#### OVERVIEW

- Applies to contracts for public work or improvement projects in excess of \$1,000,000.
- 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.

Effective July 2022



San Francisco City Hall  
Elevator Modernization

# City Requirements

## Office of Labor Standards Enforcement (OLSE)

### Contact

Anna Liu

(415)554-5404

[anna.liu@sfgov.org](mailto:anna.liu@sfgov.org)



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Elevator Modernization

CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED, MAYOR

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 8.22(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 8.22(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 8.22(e)(7)(C)*
- Display OLSE provided posters at the jobsite, informing workers of Prevailing Wage requirements. *SF Administrative Code 8.22(e)(7)(D)*
- Furnish employees with itemized pay stubs and retain payroll records. *CA State Labor Code Section 228*
- 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 8.24 and 8.22(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 8.22(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 8.22(e)(8)(A); CA State Labor Code Section 1775*

City Hall, Room 430 1 Dr. Carlton B. Goodlett Place Tel. (415) 554-6573 Fax (415) 554-6291 San Francisco CA 94102-4685  
Revised 4/20

# Contractor and Subcontractor Qualifications

Spec. § 00 21 13

Bidder shall submit with its Bid:

- (i) a completed Bidder's Qualifications form (§ 00 45 13)
- (ii) a completed Bidder's Safety Record form (§ 00 45 14)

## Bidder's Qualifications Statement

1. Submit sufficient information on the Bidder's Qualifications form (Section 00 45 13), and additional sheets as necessary, to demonstrate to the satisfaction of the City that the Prime Contractor has successfully completed a minimum of two (2) projects that include similar scope and complexity during the last six (6) years involving elevator modernization, replacement or new installation with a minimum contract value of \$2,000,000 and at least 2 subcontracted trades.
2. Submit sufficient information on the Safety Prequalification Form and additional documentation as necessary (per Section 00 45 14 Bidder's Safety Record) to demonstrate to the satisfaction of the City that the Prime Contractor substantiates its record of safe performance on construction projects.



# Contractor and Subcontractor Qualifications

Spec. § 00 21 13

Experience Statements *(submit within 10 working days after the date of the City's notification of the lowest bidder):*

**General Contractor's Project Manager:** Min. 10 years; at least 2 projects of min. \$2M value with similar scope.

**General Contractor's Site Superintendent:** Min. 10 years; at least 3 projects of min. \$2M value with similar scope.

**Elevator Subcontractor - Project Manager:** Min. 3 years; at least 3 projects of min. \$2M value with similar scope.

**Elevator Subcontractor – Site Superintendent:** Min 10 years supervising field teams in execution of elevator modernizations.

**Elevator Subcontractor – Modernization Mechanics:** Min. 10 modernization projects of comparable size and complexity.

**Elevator Subcontractor – Service Superintendent:** Min. 10 years supervising field service technicians and repair teams.

**Elevator Subcontractor – Service Technicians:** Min. 10 years conducting preventive maintenance and restorative repairs

*Please refer to Spec Section 00 21 13 and 14 21 23 for details.*



# Bid Items

Spec. § 00 41 00

## SCHEDULE OF BID PRICES

### SCHEDULE A: CONSTRUCTION CONTRACT

Bid Item No.	Bid Item Name	Estimated Quantity	Unit*	Unit Price	Extension
A1	Base Bid: Modernization of Two Passenger Elevators (Excluding bid items listed below)	--	LS	--	\$_____
A2	Allowance for Unforeseen Environmental Work	--	AL	--	\$25,000
A3	Allowance for Partnering Facilitation and Related Costs	--	AL	--	\$22,500
A4	Elevator Maintenance and Service During Construction	18	M	\$_____	\$_____
A5	Elevator Repair Service During Construction – Straight Time	150	HR	\$_____	\$_____
A6	Elevator Repair Service During Construction – Premium Time	150	HR	\$_____	\$_____
TOTAL BID PRICE OF SCHEDULE A (Summation of All Bid Items):				\$_____	

\*Note: LS = Lump Sum; AL = Allowance

← Contract amount

### SCHEDULE B: SERVICE CONTRACT AFTER CONSTRUCTION

Schedule B will count towards determination of low bid but will not be included in the contract award. The bid items from Schedule B shall be part of a separate contract between the Elevator Maintenance Service Provider and Real Estate Division. Refer to Section 01 20 00 – Price and Payment Procedures.

Bid Item No.	Bid Item Name	Estimated Quantity	Unit*	Unit Price	Extension
B1	Elevator Maintenance and Service After Substantial Completion	60	M	\$_____	\$_____
B2	Elevator Repair Service After Substantial Completion – Straight Time	500	HR	\$_____	\$_____
B3	Elevator Repair Service After Substantial Completion – Premium Time	500	HR	\$_____	\$_____
TOTAL BID PRICE OF SCHEDULE B (Summation of All Bid Items):				\$_____	

\*Note: LS = Lump Sum; HR = hour; M = month.

← Separate. contract to commence after substantial completion

### SUM TOTAL OF SCHEDULE A & SCHEDULE B:

The following sum shall be used to determine the low bid.

SUM OF TOTAL BID PRICE OF SCHEDULE A + SCHEDULE B:	\$_____
--	---------

← Amount to determine low bid



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# Bid Items

Spec. § 00 41 00

Bid Alt. No.	Alternate	Amount
1	Modernization of Freight Elevator. Add Lump Sum:	\$ _____

← Bid alternate #1

# Temporary Facilities and Controls

Spec. § 01 50 00

**Work Hours:** 7:00am to 5:00pm Monday – Friday

## **Check-in Process:**

- All contractors will need to report to the Building Manager or Engineer every morning.
- Sign in/out using the binder provided by contractor
- Foreman will check out with the chief engineer to give a status report for the day's activities

## **Noise Control and Mitigation:**

The building will be occupied during construction. To minimize construction noise and vibration impact, all high noise and vibration construction activities occurring on a business day such as demolition, hammering, saw cutting, and drilling shall be done outside of business hours (8:00AM to 6:00PM) in the early morning before 8:00AM and coordinated with the Building Manager or Building Engineer prior to work.



# Temporary Facilities and Controls

Spec. § 01 50 00

## Construction Sequencing

Contractor must complete the modernization work of each passenger elevator individually and in sequential order. No more than one passenger elevator shall be out of service at any given time during construction. The Contractor must start the work on one passenger elevator, complete all modernization scope that pertains to that elevator, secure inspection and approval from approving agencies, return the elevator back to public service, and obtain approval from City Representative prior to starting work on the other passenger elevator. When Contractor foresees the need to turn off more than one elevator concurrently, this must be properly communicated with the City Representative in advance.

- The work on both passenger elevators must be completed first before the work on the freight elevator may begin.

## Construction Rules and Regulations

Refer to Section 01 50 00C for rules and regulations pertaining to construction in at 1 South Van Ness Avenue.



# Pre-Construction Submittals

Spec. § 01 33 00

## **Within 14 calendar days of the Notice to Proceed:**

- Construction Schedule
- Submittal Schedule
- Submittal Registry
- Schedule of Values

## **Within 60 calendar days of the Notice to Proceed:**

- All submittals pertaining to Section 14 21 13 ELECTRIC TRACTION FREIGHT ELEVATOR and Section 14 21 23 ELECTRIC TRACTION PASSENGER ELEVATOR
- Fire Alarm Permit
- Fire Sprinkler Permit

*Refer to the Project Manual for all other required submittals.*



# Material Reduction and Recovery Plan

Spec. § 01 74 50

Contractor shall submit MRRP, monthly summaries, supporting documentation and final report in electronic format (Green Halo Systems Platform): <http://sfgov.wastetracking.com/>

Green Halo Tracking Number:

**GH590-947-6746**



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# Bidding Forms Checklist

Spec. § 00 40 13

A. Each Bidder shall submit with its Bid the following forms, properly completed and executed:

- ☐ Executed Bid Form (Section 00 41 00) with contractor's license number and expiration date.
- ☐ Bid security equal to 10% of the Bid (Section 00 43 13).
- ☐ Acknowledgment of Receipt of Addenda (Section 00 43 20).
- ☐ Proposed Subcontractors Form (Section 00 43 36).
- ☐ Bidder's Qualifications (Section 00 45 13)
- ☐ Bidder's Safety Record (Section 00 45 14)
- ☐ Release and Waiver Agreement (Section 00 45 16).
- ☐ Highest Prevailing Wage Rate Certification (Section 00 45 60).
- ☐ Certificate of Bidder Regarding Apprenticeship Training Program (Section 00 45 65).
- ☐ Certificate of Bidder Regarding Nondiscrimination in Contracts and Benefits (Section 00 45 70).
- ☐ Non-collusion Affidavit (Section 00 45 80).
- ☐ Certification of Bidder Regarding Debarment and Suspension (Section 00 45 82).

# Bid/ Quotation Submission

Spec. § 00 21 13 Appendix A

Responses to the RFQ for the project shall be submitted online via ShareFile at the following URL:

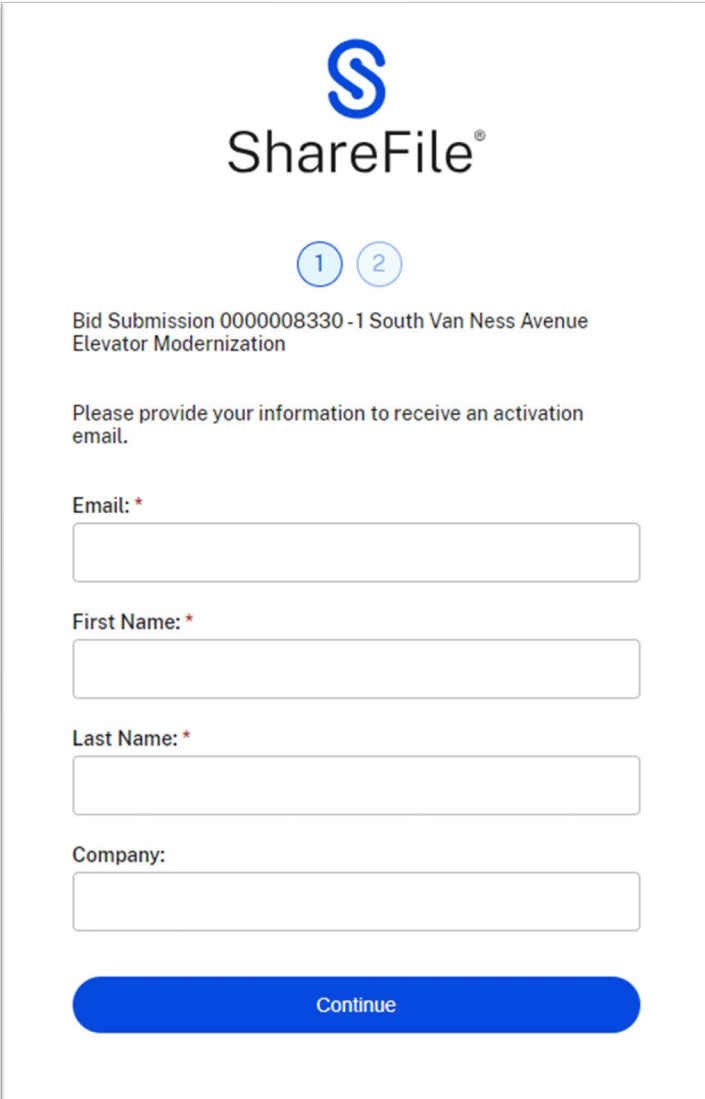
<https://sanfranciscopublicworks.sharefile.com/i/i9b3acbd96924a07a>


Submit as a single file in PDF format containing all pages of the Bid and named as “Bid for Sourcing Event ID No. 0000008330 by <Bidder Name>.pdf” by **August 09, 2023 until 2:30PM, PST**

Late submissions will not be considered

*(please leave sufficient time for the document to upload)*

Any questions please email: [contractadmin.staff@sfdpw.org](mailto:contractadmin.staff@sfdpw.org)



  
ShareFile®

1 2

Bid Submission 0000008330 - 1 South Van Ness Avenue  
Elevator Modernization

Please provide your information to receive an activation email.

Email: \*

First Name: \*

Last Name: \*

Company:

Continue



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Elevator Modernization

# Q&A

1. A site walk will be held **today, July 20 at 11am**

Location: 1 South Van Ness Avenue, 1<sup>st</sup> floor Lobby

For questions, please use Questions on Bid Documents (QBD) Form – Spec. § 00 21 14

Send questions to: Lisa Zhuo, [lisa.zhuo@sfdpw.org](mailto:lisa.zhuo@sfdpw.org)

Quote Submission Date: **August 09, 2023 until 2:30PM, PST** – electronic submission ONLY



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