

# Davies Symphony Hall

## Elevator Modernization – Phase 2



Pre-Bid Meeting  
September 06, 2023

Sourcing Event ID: 0000008312



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

# Agenda

1. Introduction
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)
    - LCPTTracker
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



# Introduction

1. 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.
2. A pre-bid site walk is scheduled on 9/6/2023 at 11am. Bidders are encouraged to attend the pre-bid site walk and become familiar with the site.

**Location:** Davies Symphony Hall  
201 Van Ness Avenue (*meet at Grove Street entrance*)



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# 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. Hall fixtures, buttons, and signage replacement
5. Electrical / lighting modification
6. Fire alarm system modification

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



## Contract Details

**Sourcing Event ID:** 0000008312

**Title:** Davies Symphony Hall Elevator Modernization – Phase 2

**Project Site Address:** 201 Van Ness Avenue

**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 October 18, 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.



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# 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

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### SECTION 00 21 14

#### QUESTION ON BID DOCUMENTS (QBD) FORM

*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: DAVIES SYMPHONY HALL ELEVATOR  
MODERNIZATION - PHASE 2

Sourcing Event No. 0000008312

To: **San Francisco Public Works**  
49 South Van Ness Avenue, Suite 1000  
San Francisco, California 94103  
Telephone: (628) 271-2777  
Attention: **Lisa Zhuo**  
Email: [Lisa.Zhuo@sfdpw.org](mailto:Lisa.Zhuo@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: _____
<i>Check One Only (Use separate form for each specification and drawing question.)</i>	
<input type="checkbox"/> Spec. Section: _____	Paragraph(s): _____
<input type="checkbox"/> Drawing Sheet: _____	Detail(s): _____
Question:	



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# 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



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# City Requirements

## **Office of Economic Workforce Development (OEWD)**

### Contact:

Lilli Morales

(415)701-4860

[Lilli.Morales@sfgov.org](mailto:Lilli.Morales@sfgov.org)

## **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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# Contractor and Subcontractor Qualifications

Spec. § 00 21 13

## **Bidder shall submit with its Bid:**

- (1) a completed Bidder's Qualifications form (§ 00 45 13)
- (2) a completed and executed Release and Waiver Agreement (§ 00 45 16)
- (3) a completed Bidder's Safety Record form (§ 00 45 14)

## **Bidder's Qualifications (Section 14 21 23, subsection 1.10):**

1. Possess a C-11 license.
2. Bidder shall have completed a minimum (3) three elevator modernization, replacement, or new installation with a min. contract value of \$2M of similar scope and complexity in the last (6) six years.
3. Bidder shall occupy an office within 50 miles of the project site and directly employ no fewer than (3) three qualified, State-licensed service mechanics whose primary residence is within 50 miles of the project site.



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# Contractor and Subcontractor Qualifications

Spec. § 00 21 13 & 14 21 23

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

**Prime Contractor's Project Manager:** Min. 10 years of experience; completed at least 2 projects of min. \$2M value with similar scope within last 6 years.

**Prime Contractor's Site Superintendent:** Min. 10 years of experience; completed at least 3 projects of min. \$2M value with similar scope within last 8 years.

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

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

**Elevator Modernization Mechanics (3):** Min. 10 modernization projects of comparable size and complexity.

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

**Elevator Service Technicians (3):** Min. 10 years conducting preventive maintenance and restorative repairs

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



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# Bid Items

Spec.    § 00 41 00  
           § 01 20 00

## SCHEDULE A: CONSTRUCTION CONTRACT

Bid Item No.	Bid Item Name	Estimated Quantity	Unit*	Unit Price	Extension
A1	Base Bid: Work as Indicated in the Plans and Specifications (Excluding bid items listed below)	--	LS	--	\$ _____
A2	Allowance for 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):				\$ _____	

← Contract amount

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

## 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 the War Memorial & Performing Arts Center. 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	36	M	\$ _____	\$ _____
B2	Elevator Repair Service After Substantial Completion – Straight Time	200	HR	\$ _____	\$ _____
B3	Elevator Repair Service After Substantial Completion – Premium Time	200	HR	\$ _____	\$ _____
TOTAL BID PRICE OF SCHEDULE B (Summation of All Bid Items):				\$ _____	

← Separate. contract to commence after substantial completion

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

## 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:	\$ _____
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← Amount to determine low bid



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# 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 between 6am – 12noon. During special events, high noise activities may be prohibited. Contract shall coordinate with facilities engineers prior to any work requiring equipment that may result in high noises that could impact performances.



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# 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.



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# 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 30 calendar days of the Notice to Proceed:**

- Draft Elevator Maintenance Plan

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

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

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



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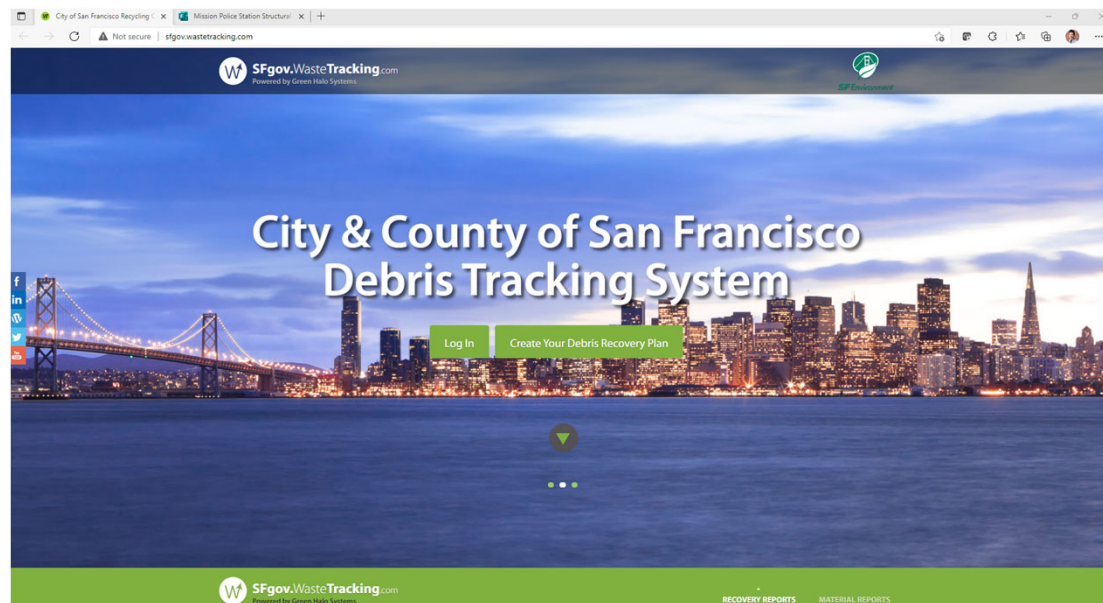
# Material Reduction and Recovery Plan

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:

**GH872-119-4841**



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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).



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# 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:

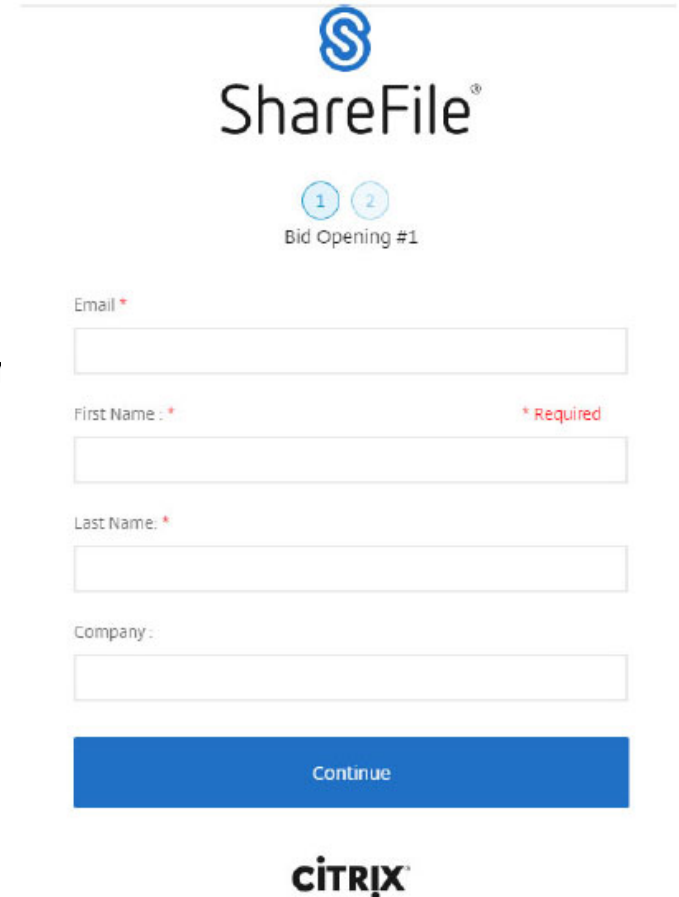
<https://sanfranciscopublicworks.sharefile.com/i/id457abf84db4cbcb>

Submit as a single file in PDF format containing all pages of the Bid ar named as “Bid for Sourcing Event ID No. 0000008312 by <Bidder Name>.pdf” by **October 18, 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)



The image shows a ShareFile login interface. At the top, there is the ShareFile logo (a blue 'S' in a circle) and the text 'ShareFile®'. Below the logo, there are two small circular icons with the numbers '1' and '2', and the text 'Bid Opening #1'. The form consists of several input fields: 'Email \*' with a red asterisk, 'First Name : \*' with a red asterisk and '\* Required' in red text to the right, and 'Last Name : \*' with a red asterisk. There is also a 'Company :' label. At the bottom of the form is a blue button labeled 'Continue'. Below the form is the Citrix logo.



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# Q&A

1. A site walk will be held **today, 9/6 at 11am**

**Location:** 201 Van Ness (*meet at Grove Street entrance*)

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: **October 18, 2023 until 2:30PM, PST** – electronic submission ONLY

