



# CONTRACT MONITORING DIVISION CITY ADMINISTRATOR'S OFFICE



London N. Breed, Mayor  
Carmen Chu, City Administrator

Stephanie Tang, Director

## Request for External Solicitation of Contracts

Complete this form to request external solicitation of bids on the San Francisco City Partner website. All external solicitations will be posted on the following URL:

<https://sfcitypartner.sfgov.org/pages/index.aspx>

External Solicitation is a requirement for all applicable contracts for the Mayor's Office of Housing Community Development (*MOHCD*) and Development Agreements for the Office of Economic and Workforce Development (*OEWD*).

### Section 1: Select Type of Contract

- Construction Contract
- Architect, Engineering or Professional Services Contract
- General Services or Commodity Contracts

### Section 2: Master Project Name: Gene Friend Recreation Center

### Section 3: Contract Name: Gene Friend Recreation Center

### Section 4: Advertisement – The ad should include the following info (if applicable):

The proposed SFRPD Gene Friend Recreation Center project will consist of complete demolition of the existing recreation center and site and construction of a new recreation center of approximately 25,000-GSF and all new site and landscape. Addendum #1 Bid Packages Include the following Bid Packages:

- BP31.1 - Earthwork
- BP33.1 - Site Utilities

**Bid Documents Released Wednesday 7/10/24.**

#### **Subcontractors Prequalification:**

All subcontractors must be prequalified with Swinerton before submitting bids. Bids will not be accepted if the subcontractor has not initiated the prequalification process.

Please use the link below to start the process. Send any questions to [subcontractorprequal@swinerton.com](mailto:subcontractorprequal@swinerton.com).

**Prequal Link:** <https://swinerton.com/subcontractor-prequalification/>

All bidders will be expected to enter into a Master Service Agreement upon award.

**Project Labor Agreement:** Please refer to Project Manual sections 00 52 10 & 00 73 34.

**LEED Requirement:** The scope of work is to include analysis and coordination to develop and maintain a strategy and checklist to achieve a minimum LEED Gold certification by the GBCI under LEED V4.

LBE REQUIREMENTS PER TRADE:

- Earthwork: 60% Required
- Site Utilities: 20% Required

Please reach out to Swinerton Project Manager, Jeff Stephenson with any questions. Thank you.

Jeff Stephenson  
Project Manager  
SWINERTON  
260 Townsend Street  
San Francisco, CA 94107  
D 415.852.8925  
E [jstephenson@swinerton.com](mailto:jstephenson@swinerton.com)  
[swinerton.com](http://swinerton.com)

**Section 5: Contact Person** (*Who can bidders contact for additional contract information*)

Name Jeff Stephenson

Phone 415.852.8925

Email [jstephenson@swinerton.com](mailto:jstephenson@swinerton.com)

**Section 6: Advertisement Start Date**

Date 06/28/2024

Time 5PM

**Section 7: Advertisement End Date** (*Posting will be removed on the provided date and time*)

Date 7/31/2023

Time 5PM

**Section 8 Is your contract with the Mayor's Office of Housing Community Development (MOHCD)?**

**Yes** (If yes, please attach the MOHCD Notice of Intent to Solicit Bids Form. If you need assistance on this section, please contact (415)701-5513 or [erin.carson@sfgov.org](mailto:erin.carson@sfgov.org))

**No**

## **Section 9: Local Business Enterprise (LBE) & Small Business Enterprise (SBE) Goal**

The Gene Friend project is required to meet the project 20% LBE. LBE firms are those certified by the City of San Francisco's Contract Monitoring Division (CMD) as an LBE. See specific scopes of work for LBE % requirements for each bid package.

See specification section 00 41 00 Swinerton Bid Form and for CMD Form 2A TP/NP, Form 6 TP/NP, Form 6 TP/NP Trucking (if applicable).

See specification section 00 73 73 Statutory Requirements.

Each Subcontractor will be required to confirm payments received from Swinerton, and if contracting with lower-tier Subcontractors, enter invoice and payment data for lower-tier Subcontractors to confirm. All done through the City's PeopleSoft System.

Link for all Subcontractor's who will subcontract to lower tier vendors:

<https://sfcitypartnersupport.sfgov.org/support/solutions/folders/11000075769>

Link for LBEs to confirm payments:

<https://sfcitypartnersupport.sfgov.org/support/solutions/folders/11000075770>

If more information is needed, please visit [www.oewd.org](http://www.oewd.org) or contact (415) 701-4894 or email Finbarr Jewell, Contract Compliance Officer, at [finbarr.jewell@sfgov.org](mailto:finbarr.jewell@sfgov.org).

## **Section 10: Attachments**

Please provide all attachments that need to be included with the bid announcement such as but not limited to RFP package, letter to prospective bidders and any additional instructions to bidders.

Link below is to Swinerton's BuildingConnected.com bid portal, where all bid documents are located.

<https://app.buildingconnected.com/public/565395ced928350a00e70b61/projects/667056623cd4e701c1fd1281>

## **Section 11: Submit Form**

Send completed form and all necessary attachments to [james.chung@sfgov.org](mailto:james.chung@sfgov.org); and [selormey.dzikunu@sfdpw.org](mailto:selormey.dzikunu@sfdpw.org) (MOH/OEWD) or [melinda.kanios@sfgov.org](mailto:melinda.kanios@sfgov.org) (Port)