



## SF ANIMAL CARE & CONTROL TENANT IMPROVEMENT [CITYWIDE PLA]

SOURCING EVENT ID NUMBER: 0000009772



## **PRE-BID CONFERENCE**

## SF ANIMAL CARE & CONTROL TENANT IMPROVEMENT [CITYWIDE PLA]

Sourcing Event ID 0000009772

Date: Tuesday October 15, 2024

Time: 9:00am

Location: SFACC - 1419 Bryant Street

San Francisco Public Works

Project Lead: Jennifer Dameron

Email: jennifer.dameron@sfdpw.org

Phone: (628) 271-2899

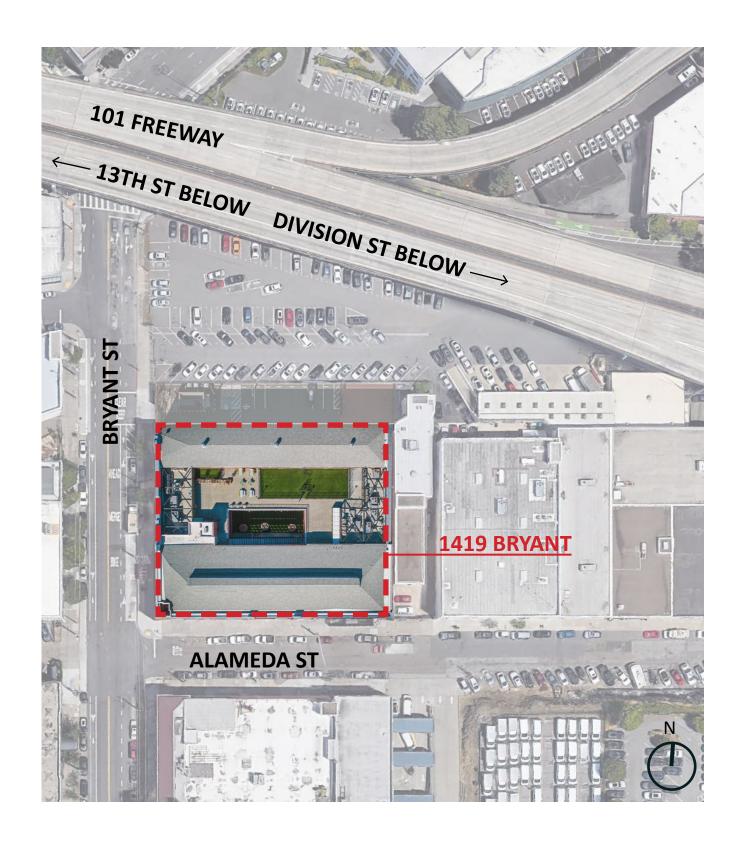
**PLEASE USE SIGN-IN SHEET** 

## **AGENDA**

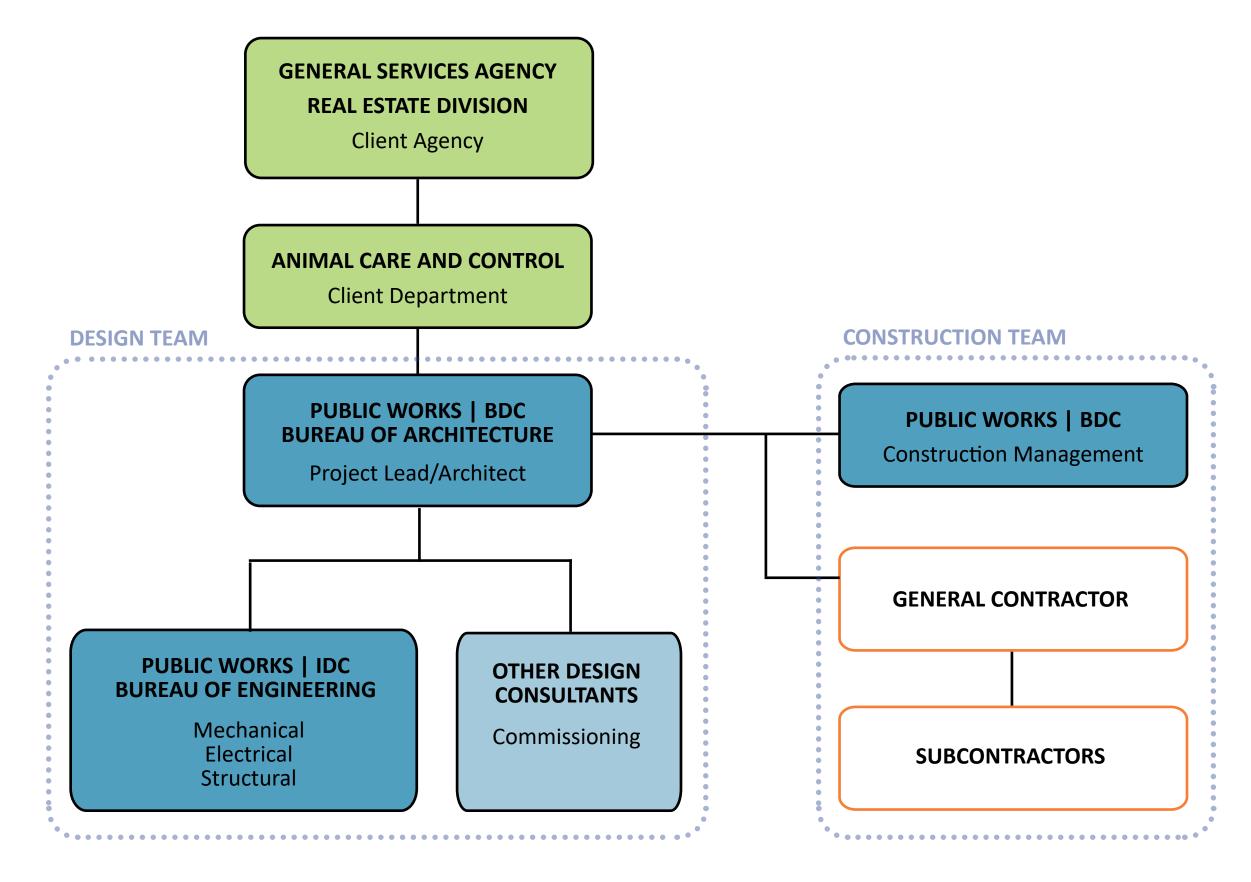
- Introduction & Overview
- Contracting & Labor Requirements
  - OLSE Presentation
  - CMD Presentation
  - CDP Information
- Project Details
- Bid Submission and Opening
- Questions
- Onsite Pre-Bid Walkthrough (immediately following presentation)

## **INTRODUCTION & OVERVIEW**

- Project Location: 1419 Bryant Street
- About Animal Care & Control
- Tenant Improvement Work:
  - Buildout of unoccupied third floor space
  - Other improvements to existing building elements and systems
- Contract Duration: 215 consecutive calendar days from NTP to Substantial Completion
- Tentative NTP: March '25
- Estimate: Approx. \$2,410,000



## **PROJECT TEAM**



## **OLSE PRESENTATION**

Lucio Sánchez, Office of Labor Standards Enforcement

## **CONTACT**

Anna Liu, Compliance Officer

City and County of San Francisco

Office of Labor Standards Enforceement

Phone: (415) 554-5404

Email: anna.liu@sfgov.org

## **DOCUMENTS**

- Labor Standards Fact Sheet
- Labor Standards Resources

#### 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 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, Labor and Employment Code Articles 111, 121, 142 and 102.
- 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://sf.gov/information/understanding-prevailing-wage			
	<ul> <li>Prevailing Wage News</li> <li>Public Works Requirements</li> <li>Public Works Tools and Resources for Contractors</li> <li>Links to Statutory Authority Regarding Prevailing Wage</li> <li>SF Administrative Code, Ch. 6.22</li> <li>SF Administrative Code, Ch. 21C</li> <li>CA Labor Code sections pertaining to Public Works</li> <li>Link to LCPtracker</li> </ul>			
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	<ul> <li>www.sf.gov/olse</li> <li>Minimum Compensation Ordinance (MCO)</li> <li>Health Care Accountability Ordnance (HCAO)</li> <li>Health Care Security Ordinance (HCSO)</li> <li>Paid Sick Leave Ordinance (PSLO)</li> <li>Paid Parental Leave Ordinance (PPLO)</li> <li>Fair Chance Ordinance (FCO)</li> </ul>			

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



#### 2024 OLSE/LCPtracker Training Schedule

No fees or registration required

#### **Payroll Reporting Training**

Includes an overview of prevailing wage and Citywide PLA (2<sup>nd</sup> Tuesday of the Month)

Tuesday, January 09, 2024*	Tuesday, July 09, 2024*		
Tuesday, February 13, 2024*	Tuesday, August 13, 2024*		
Tuesday, March 12, 2024*	Tuesday, September 10, 2024*		
Tuesday, April 09, 2024*	Tuesday, October 08, 2024*		
Tuesday, May 14, 2024*	Tuesday, November 12, 2024*		
Tuesday, June 11, 2024*	No Training in December 2024		

<sup>\*</sup>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, <a href="mailto:james.hewitt@sfgov.org">james.hewitt@sfgov.org</a>

## GENERAL SERVICES AGENCY OFFICE OF LABOR STANDARDS ENFORCEMENT

PATRICK MULLIGAN, DIRECTOR



## Citywide Project Labor Agreement (PLA) (SF Public Works and SF Recreation and Parks Only)

<u>Background</u>: On February 18, 2019, the San Francisco Board of Supervisors passed the Citywide Project Labor Agreement Ordinance (<u>Section 6.27 of the SF Administrative Code</u>). This Ordinance directed the City to negotiate a Project Labor Agreement (PLA) with the San Francisco Building Construction Trades Council.

Effective Date: July 14, 2020

#### **COVERED PROJECTS:**

- (1) Funded wholly or in part by a general obligation bond or a revenue bond with an estimated project value which exceeds the following threshold amounts:
  - o \$5 Million from 7/14/2020 7/13/2021
  - o \$3 Million from 7/14/2021 7/13/2022
  - o \$1 Million from 7/14/2022 7/13/2040
- (2) Funded by a source other than a general obligation bond or a revenue bond with an estimated project value which exceeds \$10 million

#### **COVERED CONTRACTORS** are required to:

- 1. Utilize trade appropriate union hiring halls to hire workers
- 2. Pay fringe benefit contributions on behalf of workers directly to appropriate Union Trust Fund programs
- 3. Complete and sign a Letter of Assent, Craft Assignment Form or Statement of Exemptions (for LBE)
- 4. Attend a mandatory pre-job conference

#### **CERTIFIED LOCAL BUSINESS ENTERPRISE (LBE) EXEMPTION:**

- 1. Exempt until payments of \$5 million are issued on covered projects
- 2. The LBE contractor has 30 days to sign a *Letter of Assent* and must comply with the PLA across all current, ongoing, and subsequent covered projects when the LBE reaches \$5M threshold on covered projects
- 3. LBEs wishing to be exempt from the terms and conditions of the PLA must complete and sign a *Statement of Exemption* form prior to project participation and payroll reporting.

#### FOR MORE INFORMATION

Visit OLSE website at: <a href="https://sfgov.org/olse/citywide-project-labor-agreement">https://sfgov.org/olse/citywide-project-labor-agreement</a>

PLA Hotline: (415) 554-6573

Email: prevailingwage@sfgov.org

## San Francisco Labor Laws for City Contractors

## Effective July 1, 2024

(Revised: June 2024)

## Minimum Compensation Ordinance (MCO) 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 \$20.96/hour as of 7/1/24
- **Non-profit rate** is \$18.93/hour as of 7/1/23
- Public Entities rate is \$20.75/hour as of 1/1/2024
- 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

Contact the MCO unit: mco@sfgov.org and (415) 554-7903

## **Health Care Accountability Ordinance (HCAO)**

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 \$6.75\* per hour to SF General Hospital (not Healthy San Francisco and not a benefit to employees)
    OR
  - C) Pay \$6.75\* 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

\* Rate changes every July 1

Contact the MCO unit: <a href="https://hcao@sfgov.org">hcao@sfgov.org</a> and (415) 554-7903

#### **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 1/1/2024, spend \$2.34\* or \$3.51\* (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 1st

Contact the HCSO unit: <a href="hcso@sfgov.org">hcso@sfgov.org</a> and (415) 554-7892

## **Fair Chance Ordinance (FCO)**

### **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

Contact the FCO unit: fco@sfgov.org and (415) 554-5192

Office of Labor Standards and Enforcement (OLSE)

City Hall Room, 430

1 Dr. Carlton B. Goodlett Place

San Francisco, CA 94102

## **CMD PRESENTATION**

Queena Chen, Contract Monitoring Division

## **CONTACT**

Queena Chen, Contract Compliance Officer

City and County of San Francisco

**Contract Monitoring Division** 

Phone: (415) 581-2328

Email: queena.chen@sfgov.org



## Contract Monitoring Division

We oversee the City's contracting process to ensure economic justice for all.



## **CITY & COUNTY OF SAN FRANCISCO**

## LBE Program & Resources



San Francisco aims to promote policies that stimulate fair and equitable involvement of local, economically disadvantaged businesses.



The Contract Monitoring Division certifies local businesses as SF LBEs and implements the mandate to include LBEs on City contracts



Monthly Workshop:
Register 1st or 2nd Wednesday of each month



**Certification Unit:**Apply to become a LBE or find a LBE to work with

**CMD Contact** 

Queena Chen@sfgov.org

CMD Attachment

Attachment 1

LBE Subcontracting Requirement

**15%** Total Contract

## Ch. 14B applies to this bid in 3 ways



# Bid discount: CMD certified local businesses are eligible to receive a 10% bid discount



requirement:
percentage of the
contract must list CMD
certified local
businesses

**Subcontracting** 



Good faith efforts:

Demonstrate equitable practices that include local businesses

10% for CMD Certified Micro and Small LBE Prime Bidders

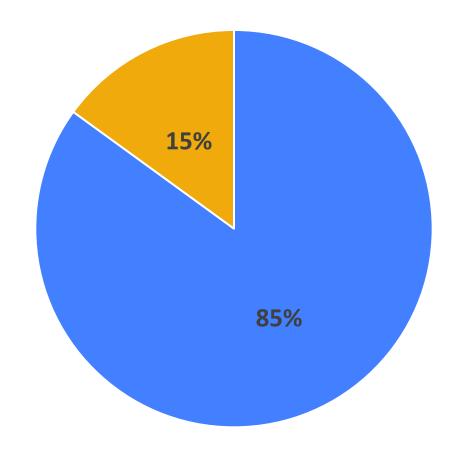
5% for CMD Certified SBA-LBE Prime Bidder, only if Micro or Small LBE is not adversely affected

LBE Primes must be certified on the bid due date.

Interested in becoming a certified LBE firm?

Contact lbecert@sfgov.org or call (415) 581-2310

Bidders must meet this 15% LBE Subcontracting Requirement.



## LBE Subcontracting Requirement

Bid Item No.	Bid Item Description	Estimated Quantity	Unit <sup>1</sup>	Unit Price	Extension
R-17	PULL BOX TYPE III (CONTINGENCY BID ITEM)	27	EA	\$	\$
R-18	TEMPORARY TREE PROTECTION (CONTINGENCY BID ITEM)	5	EA	\$	\$
R-19	RESET EXISTING GRANITE CURB (CONTINGENCY BID ITEM)	62	LF	\$	\$
SW-8	ALLOWANCE TO PERFORM NECESSARY WORK DUE TO UNFORESEEN CONDITIONS RELATED TO DRAINAGE WORK		AL		\$ 15,000.00

## LBE Subcontracting Requirement

Copy this page as need	Page of				
1. TYPE OF SUBCONTRACTOR: ☐ First Tier; ☐ Lower Tier; ☐ Supplier; ☐ Service Contractor (e.g. Trucker)					
ST & RC Traffic Control, Inc		EMAIL			
3. ADDRESS					
4. BID ITEMS/PORTION OF WO	oncrete/Cement				
5. DIR REGISTRATION NO.	SUPPLIER ID	7. FEDERAL ID NO.			
8. LICENSE NO.	9. SF BUSINESS TAX REG. NO.	10. AMOUNT OF SUB- CONTRACT WORK: \$ 100,000			
11. CERTIFIED Yes; ☐ No	12. IF LBE, CHECK ☐ MBE; ☐ WBE; ☐ OBE	Small LBE; ☑ Micro LBE; ☐ SBA-LBE			
1. TYPE OF SUBCONTRACTOR:	X First Tier;	Service Contractor (e.g. Trucker)			
2. SUBCONTRACTOR NAME Supe	EMAIL COMM				
3. ADDRESS	nu	PHONE NO.			
A BID ITEMS/DORTION OF WORK	lumbing				
5. DIR REGISTRATION NO	6. SUPPLIER ID	7. FEDERAL ID NO.			
8. LICENSE NO.	9. SF BUSINESS TAX REG. NO.	10. AMOUNT OF SUB- CONTRACT WORK: \$ TBD			
11. CERTIFIED   LBE?   No	12. IF LBE, CHECK	Small LBE; Micro Lbe, SBA-LBE			
1. TYPE OF SUBCONTRACTOR:	☐ First Tier; ☐ Lower Tier; ☐ Supplier; ☐:	Service Contractor (e.g. Trucker)			
2. SUBCONTRACTOR NAME	- I was the first the firs	EMAIL			
3. ADDRESS		PHONE NO.			
4. BID ITEMS/PORTION OF WORK					
5. DIR REGISTRATION NO.	6. SUPPLIER ID	7. FEDERAL ID NO.			
8. LICENSE NO.	9. SF BUSINESS TAX REG. NO.	10. AMOUNT OF SUB- CONTRACT WORK: \$			
11. CERTIFIED Yes; No	12. IF LBE, CHECK MBE; WBE; OBE'	☐ Small LBE; ☐ Micro LBE; ☐ SBA-LBE			
* MBE = Minority Business Enterprise, WBE = Women Business Enterprise, OBE = Other Business Enterprise.					
If this is the last page, complete the following:					
LBE Subcontractor Participation Requirement for this Contract:					
TOTAL LBE PARTICIPATION CLAIMED FOR BASE BID WORK: 13.25%					

END OF SECTION

## **Good Faith Effort Requirements**



## **Exceed the 15% LBE Participation by 35%**

35% = 5.25% for a total of 20.25% for this project.

B

Use a micro-LBE you've never used before



Good Faith Negotiations, Achieve 50 pts



CMD Form 2B has instructions on all 3 approaches to meet good faith effort.

## Due at time of Bid

- Section 00 43 36
- CMD Form 2B
  - Supporting documents

# Apparent Low Bidder - 5 days

- CMD Form 3 CMD
   Compliance Affidavit
- CMD Form 6 LBE
   Subcontracting
   Participation
   Affidavit
- CMD Form 6A (if applicable) – LBE Trucking Form

# Questions?

Queena Chen

Queena.Chen@sfgov.org

Please note: If the information presented here conflicts with the Bid Documents, the Bid Documents prevail.

## **CONTRACTOR DEVELOPMENT PROGRAM**

Overseen by Merriwether and Williams Insurance Services with CCSF

## **BACKGROUND**

- CDP's purpose is to assist LBE contractors in bidding on CCSF projects.
- Provides a wide range of no-cost support services including:
  - Surety Bond Program: offers guarantee to LBE to increase or obtain bonding on qualifying CCSF projects
  - Contractor Accelerated Payment Program: will lend project specific working capital up to \$250,000 to support prime and subcontractors on qualifying CCSF projects

## **CONTACT**

Phone: (415) 986-3999

Email: cdp@imwis

# Contractors!



## What do you Need to Know to Become Successful in your Construction Business?

Through its administration of the City & County of San Francisco's Contractor Development Program (CDP), Merriwether & Williams will show you how to overcome obstacles, plan for the future, and grow your company! Technical assistance is offered at no cost to contractors enrolled in the CDP:

- Review of your company's operational, financial, and strategic planning needs
- Assistance with the preparation of a strategic development plan
- Resources for implementing your strategic development plan

Here are some of the services offered to qualified LBEs on City and County of San Francisco projects:

- Assistance with bonding including a CCSF backed guarantee to support an initial bond or increase in bonding, if necessary
- Help with financing providing a pathway to enrollment in the Contractor Accelerated Payment Program (CAPP) for project specific working capital loans
- Funds administration to ensure that you have solid project funds management and risk mitigation
- Introduction to construction-versed bookkeepers and CPAs, including a CCSF subsidy, if necessary

We invite you to talk with us about enrolling in CCSF's CDP to reach your goals of business success and to find out how to qualify for financial assistance! Contact us at <a href="mailto:cdp@imwis.com">cdp@imwis.com</a> and check out our website at <a href="www.imwis.com">www.imwis.com</a> for more information.



## **PROJECT DETAILS**

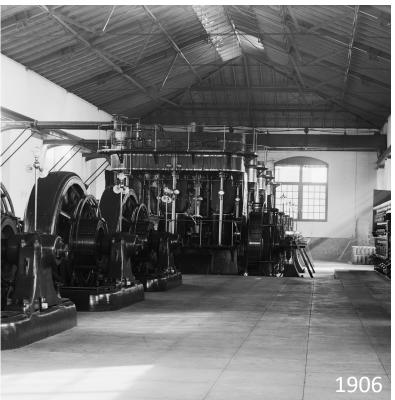
- Building History
- Project Scope
- Site Access & Staging
- Floor Plans

## **BUILDING HISTORY**

**1893** | CONSTRUCTED AS MARKET ST. RAILWAY POWERHOUSE FOR ELECTRIC STREETCARS

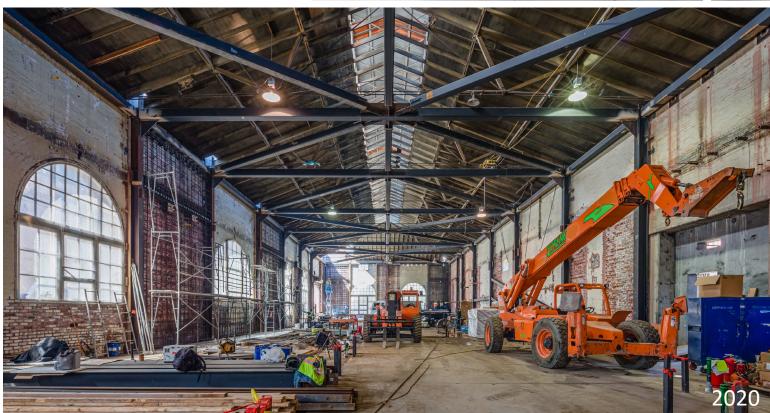
**1944** | OWNERSHIP CHANGED TO SF MUNICIPAL RAILWAY

**2021** | SEISMIC UPGRADE AND RENOVATION COMPLETED











## **PROJECT SCOPE**

## MISC. BUILDING IMPROVEMENTS

#### **DOG KENNEL UPGRADES**

- —Replace wall finish with tile
- —Replace damaged kennel components

#### **WALL FINISHES**

Added wall protection at select doorways and hallways

#### THIRD FLOOR ROOF DECK

- —Acoustic Blankets at Mechanical Equipment
- Modification of existing mechanical yard fence
- —Door Awnings
- —New exterior doorway and roof deck patch

#### **AV MODIFICATIONS AND UPGRADES**

 Upgrade existing paging system, including rezoning of existing speakers

## **BUILDOUT OF UNIMPROVED AREAS**

#### THIRD FLOOR NORTH SHELL SPACE

- —Storage Room
- —Gym
- —Locker Room
- —Janitor
- —Electrical Room
- —All Gender Restrooms
- —Conference Room
- Roof penetrations for intake hoods and tubular skylights

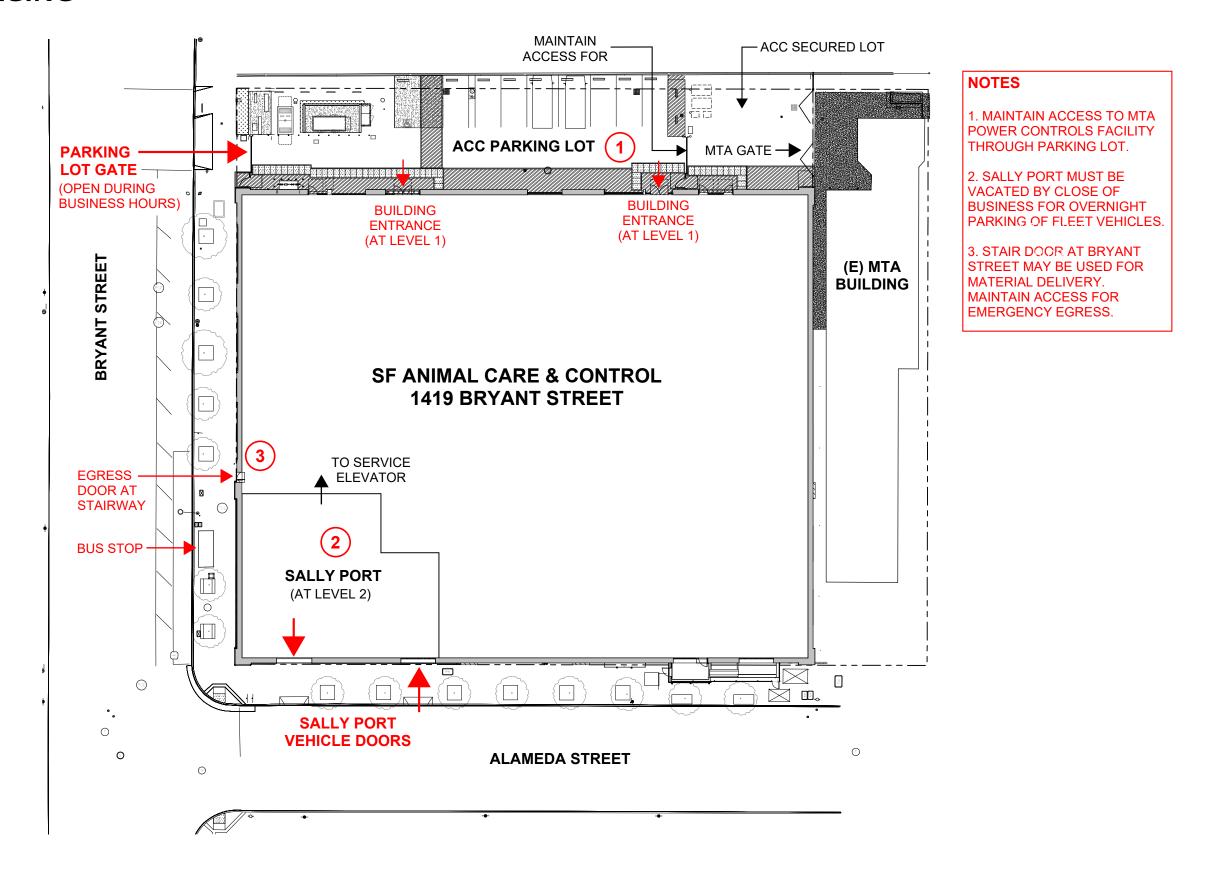
## THIRD FLOOR SOUTH SHELL SPACE

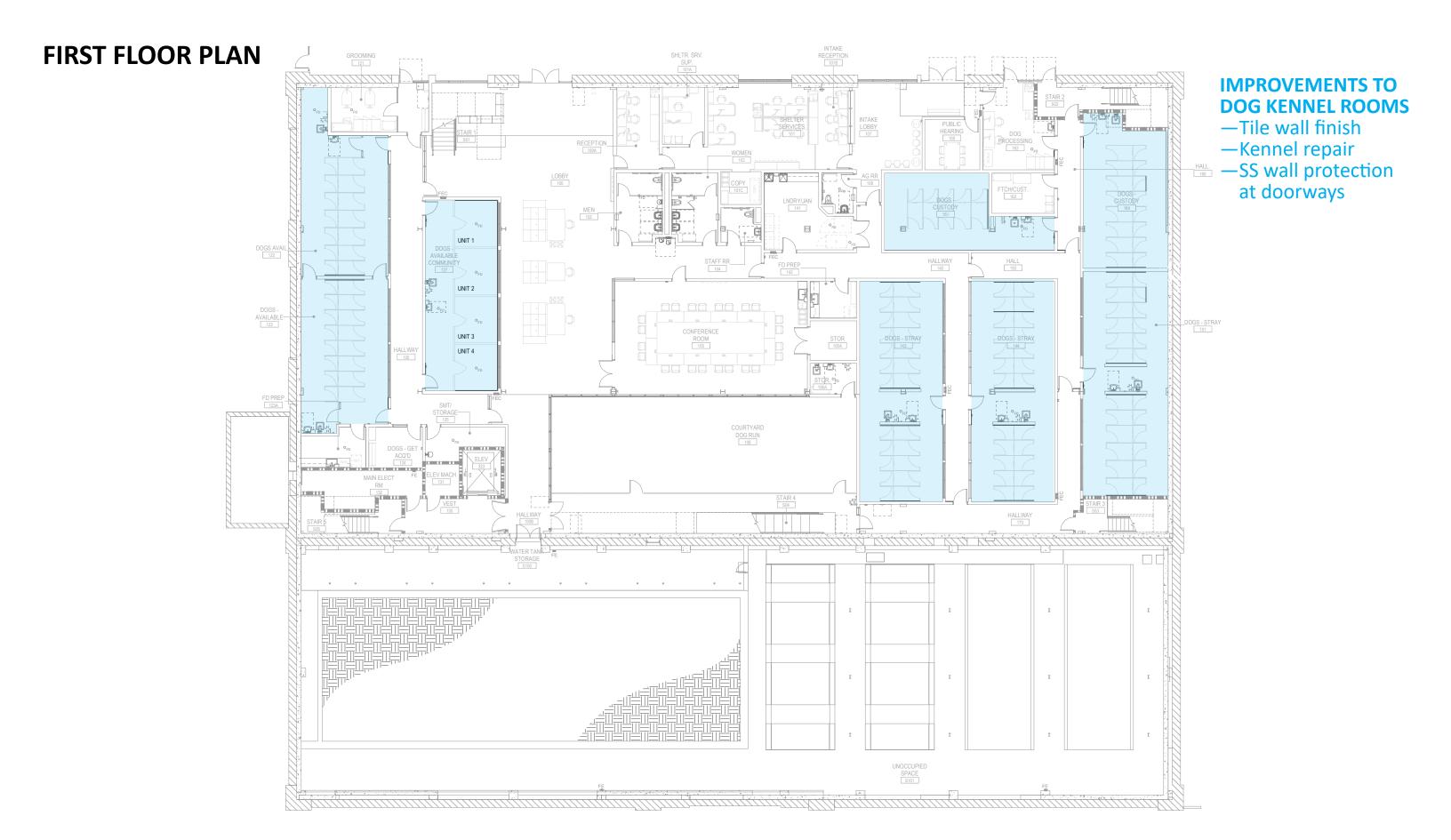
- —Storage Room with pallet storage racks
- —Ramp
- —Barrier Rail
- —Reinforcement of brick door header

## TIE-IN TO EXISTING BUILDING SYSTEMS

Demo/repair required for plumbing waste line connections

## **SITE ACCESS & STAGING**

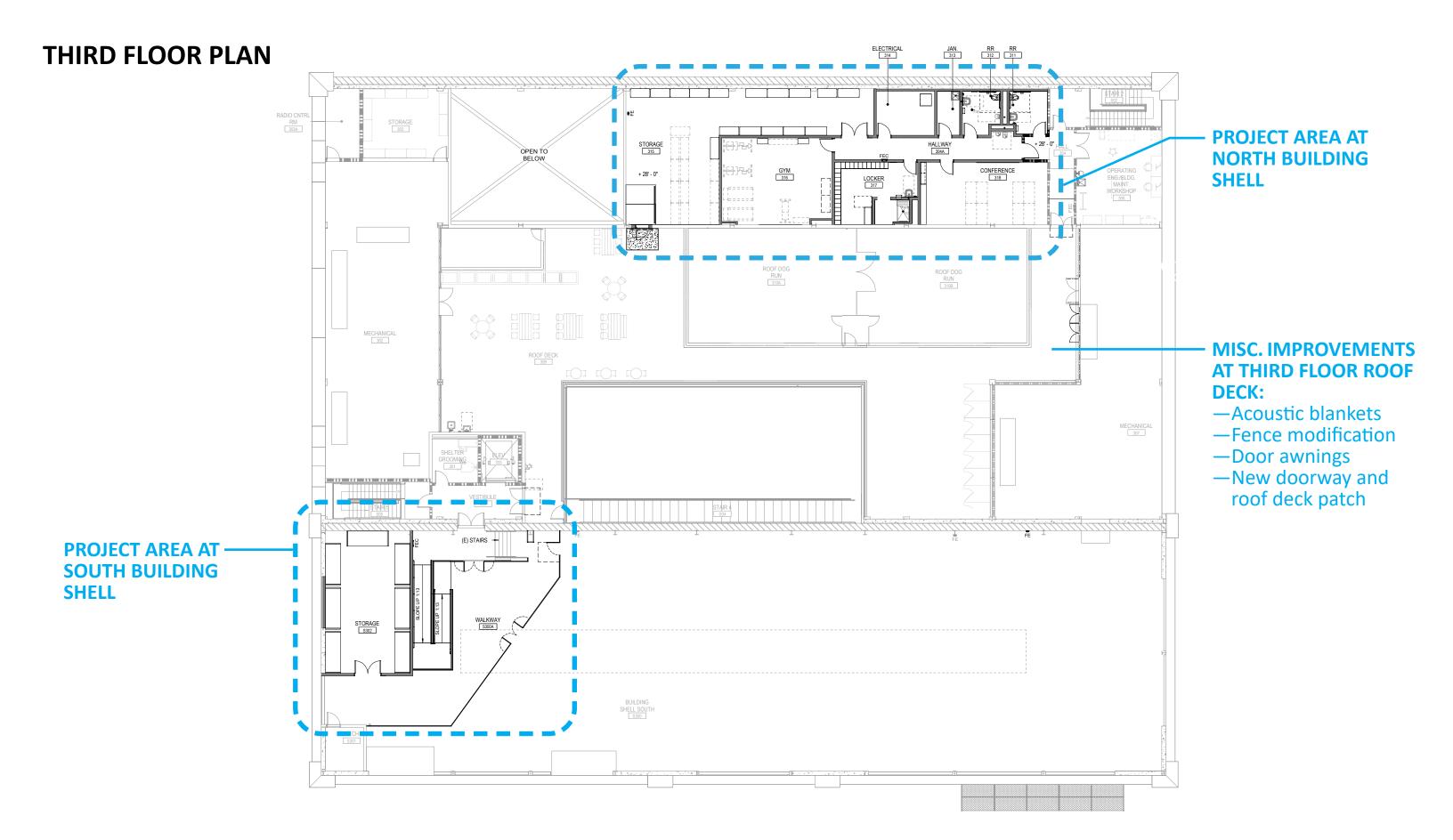




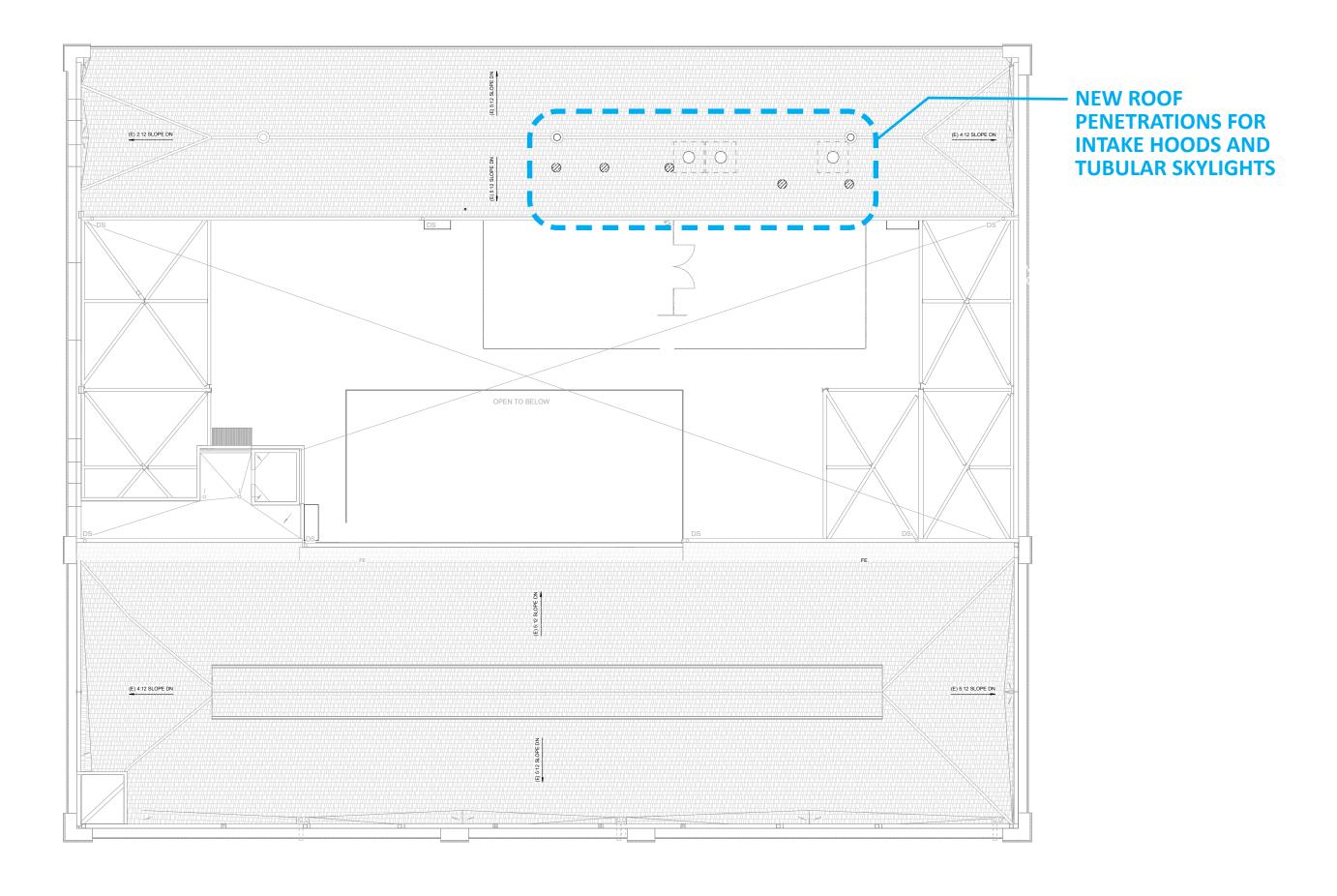
# **SECOND FLOOR PLAN** LOBBY 200 HALLWAY 2000 HALLWAY 200B **DEMO/REPAIR WORK AT CAT ROOMS CEILINGS TO TIE IN THIRD FLOOR PLUMBING** o<sub>FD</sub> SALLY PORT

(12) EXISTING CLASS I

DOUBLE-DECKER LIFT-ASSIST
BICYCLE PARKING SPACES



## **ROOF PLAN**



## THIRD FLOOR - NORTH SHELL IMPROVEMENTS

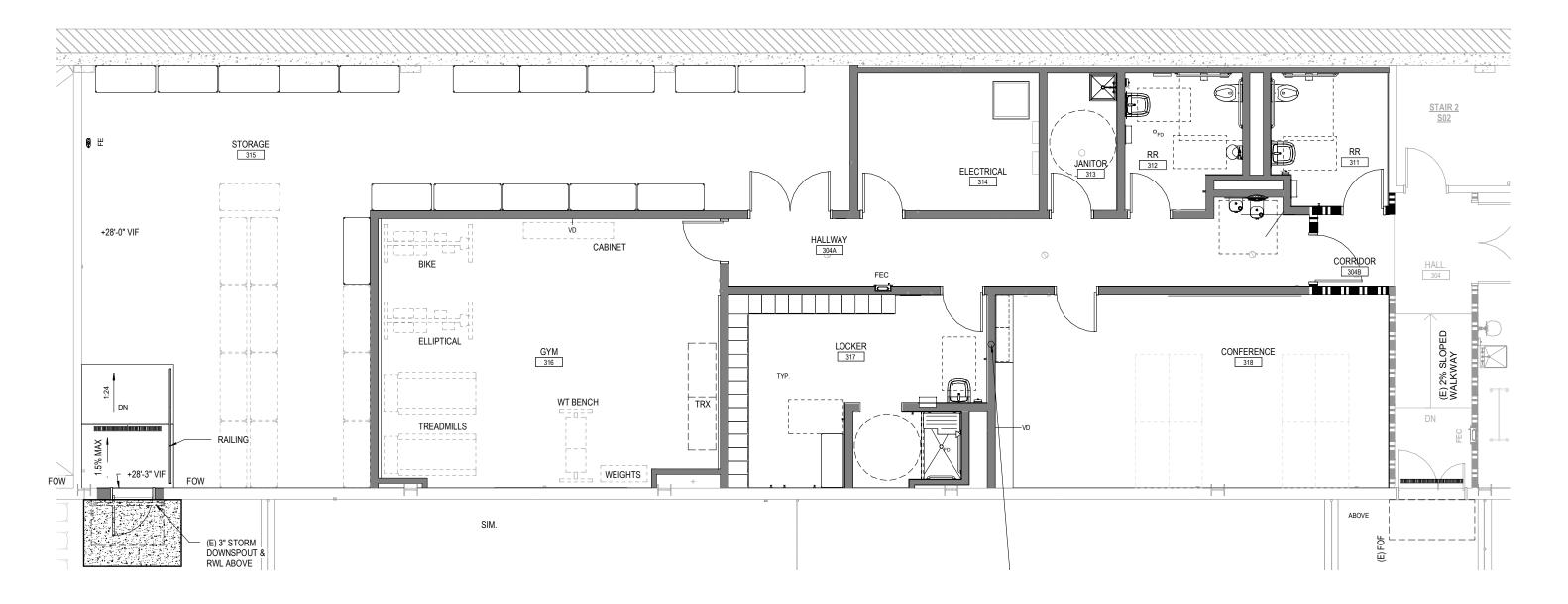
—Storage Room —All Gender Restrooms

—Gym —Conference Room

Locker RoomRoof penetrations for intake

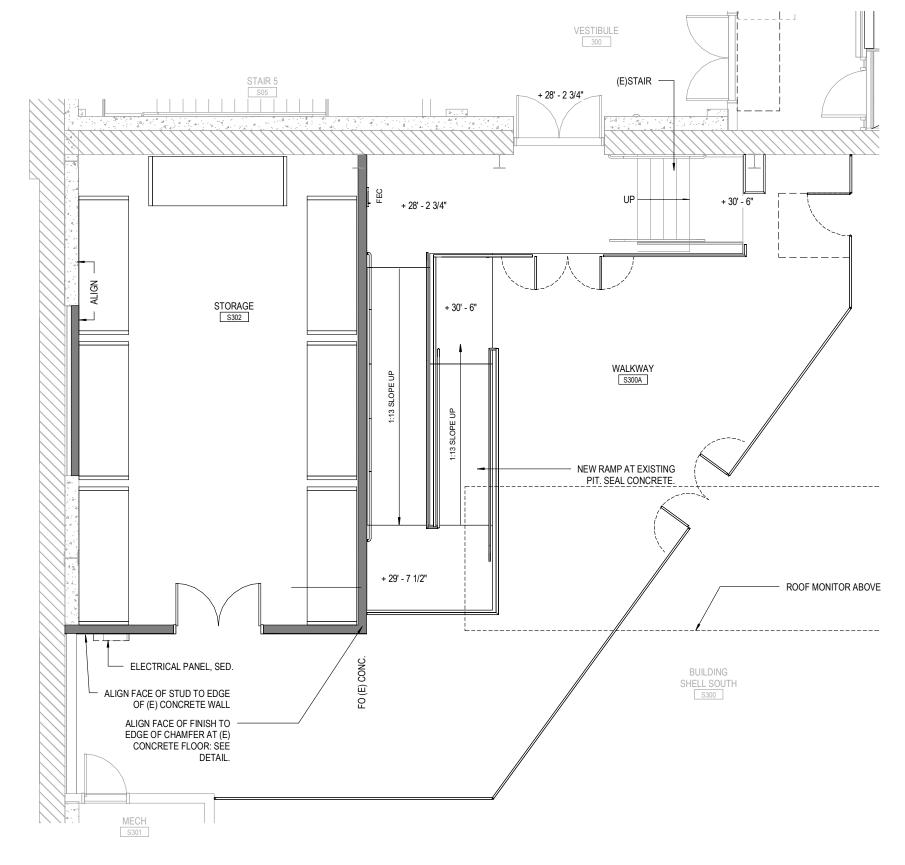
—Janitor hoods and tubular skylights

—Electrical Room —New exterior doorway



## **THIRD FLOOR - SOUTH SHELL IMPROVEMENTS**

- —Storage Room with pallet storage racks
- —Ramp
- —Barrier Rail
- Reinforcement of brick door header



## **BID SUBMISSION AND OPENING**

## **BID SUBMISSION**

November 6, 2024 until 2:30:00 pm See Project Manual Section 00 21 13 for specific bid submission instructions. Bids shall be submitted online via ShareFile:

https://sanfranciscopublicworks.sharefile.com/i/i8e26b2fd1a84a0ea

## **BID OPENING**

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.

## **QUESTIONS?**

(SITE WALK TO FOLLOW)

