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## MEETING

**Project:** **SOUTHEAST HEALTH CENTER PHASE 3 RENOVATION**  
**Project ID#:** 0000009561  
**Subject:** **Pre-Bid Conference & Site Walk**

**City Department:** **DPH**  
**Meeting Date:** Tuesday, January 14, 2025  
**Meeting Time:** 10:30 AM  
**Location:** 2401 Keith Street, San Francisco, CA – Conference Room  
**Prepared By:** DPW - BOA

## AGENDA

### A. ATTENDEES SIGN-IN & INTRODUCTIONS

### B. SUMMARY BID INFORMATION – SFPW

#### 1. Bid information – Section 00 01 03 Project Information

- Bid Submission Date: Due by 2:30 p.m. on Wednesday, February 5, 2025
- Digital files of Bid Documents and Addenda:

SFPW Bid Opportunities:

<https://bidopportunities.apps.sfdpw.org/CaseLoad/Details/2597>

#### 2. Instructions To Bidders - Section 00 21 13

- a. Bid Forms to be submitted with bid (Section 00 41 00)
  - Bidding Forms Checklist (Section 00 40 13)
  - Submit Question on Bid Documents (QBD) Form (Section 00 21 14) to [Colin.Mosher@sfdpw.org](mailto:Colin.Mosher@sfdpw.org); do not fax.
  - Contact Selormey Dzikunu ([Selormey.Dzikunu@sfdpw.org](mailto:Selormey.Dzikunu@sfdpw.org), (628) 271-2094) for questions on the SBE, MBE, and WBE requirements.
  - For information on the City's Contractor Development Program, call (415) 986-3999 or email [cdp@imwis.com](mailto:cdp@imwis.com)
- b. Local Hire Requirements – Section 00 73 30
- c. Bid Discounts do not apply. The Small Business Enterprise (SBE) participation goal is 10%, Minority-Owned Small Business Enterprise (MBE) participation goal is 11%, and the Woman-Owned Business Enterprise (WBE) participation goal is 4%. Each of these goals is to be individually achieved. However, a Firm's participation in excess of an achieved goal may be considered a good faith effort and counted towards the achievement of another goal, provided the firm's certification status qualifies it to be counted towards those goals. For details, on the SBE, MBE, and WBE requirements, contact Selormey Dzikunu ([Selormey.Dzikunu@sfdpw.org](mailto:Selormey.Dzikunu@sfdpw.org), (628) 271-2094).
- d. Partnering Requirements: Partnering Level 2 - Section 01 31 33

- e. Bidder Qualifications – Section 00 21 13
  - General Contractor’s experience: successfully completed a minimum of 3 new building construction or building renovation projects of similar scope and complexity within the last 10 years with a minimum contract value of \$3,000,000 each.
    - At least 1 of these projects shall have a minimum contract value of \$8,000,000 with a minimum of 2 subcontracted trades.
    - At least 1 of these projects shall involve building construction on a public building owned or leased by the city, county, state.
    - At least 1 of these projects shall involve construction in an existing building that is occupied and operational during construction and includes work within occupied areas.
  - General Contractor shall possess a Class “B” license at time of bid opening
  - No Contractor or Subcontractor may bid, be listed in a bid, or be awarded a contract for public work unless registered with the California Department of Industrial Relations (DIR) under California Labor Code section 1725.5
- f. Forms to be submitted after bid - Sections 00 49 00 through 00 49 18
  - Do not submit Request for Substitution (Section 00 49 18) prior to bid opening – submit QBD instead (00 21 14)

**C. OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT (OEWD) - [www.oewd.org](http://www.oewd.org)**

- 1. Local Hiring Requirements
- 2. Contact for related questions: Emily Chea ([emily.chea@sfgov.org](mailto:emily.chea@sfgov.org))
- 3. OEWD Documents:
  - a. San Francisco Local Hiring Policy for Construction Fact Sheet

**D. OFFICE OF LABOR STANDARDS REQUIREMENTS (OLSE) - [www.sfgov.org/olse](http://www.sfgov.org/olse)**

- 1. Contact for related questions: Anna Liu ([Anna.Liu@sfgov.org](mailto:Anna.Liu@sfgov.org))
- 2. OLSE Documents:
  - a. Labor Standards Fact Sheet
  - b. LCPTracker Training Schedule: Training held on 2nd Tuesday of the Month
  - c. San Francisco Labor Laws for City Contractors: Applicable to your non-craft workers

**E. HAZMAT & INFECTION CONTROL**

- 1. General Contractor shall be responsible for Hazardous Materials Abatement – Section 01 35 44 – Building Related Hazardous Materials
- 2. General Contractor required to submit a Hazardous Materials Management Plan (HMMP), including a Waste Management Plan (WMP) to City Representative and DPH OSH for review and approval prior to start of construction.

**F. SUMMARY OF WORK**

- 1. This project is the tenant improvement of the Southeast Health Center clinic building at 2401 Keith Street. Interior work scope includes modification of partitions, ceilings, finishes, and improvements to mechanical, plumbing, fire protection, fire alarm, electrical, telecommunications and security systems. Limited exterior scope includes facades refresh, windows/storefront system replacements, and minor roof patching, including after rooftop unit upgrades and removal of metal screen. Site work includes upgrades to the building courtyards and modifications to the sidewalk landscape strip along Armstrong Avenue for new street trees, plantings and extended irrigation coverage. – Section 01 11 00
- 2. Dental Clinic and associated lobby access will need to remain in operation through most phases of construction. The adjacent 2403 Keith Street primary care clinic shall remain in operation during the extent of construction. See drawings for construction phasing, Dental Clinic operational hours and additional requirements. – Section 01 50 00 Temporary Facilities and Controls

**G. QUESTIONS**

**H. SITE WALKTHROUGH**