

Bill Graham Civic Auditorium Phase 2 Roofing



Pre-Bid Meeting
January 23, 2025
10:00am

Sourcing Event ID No: 0000010241



www.sfdpw.org

Agenda

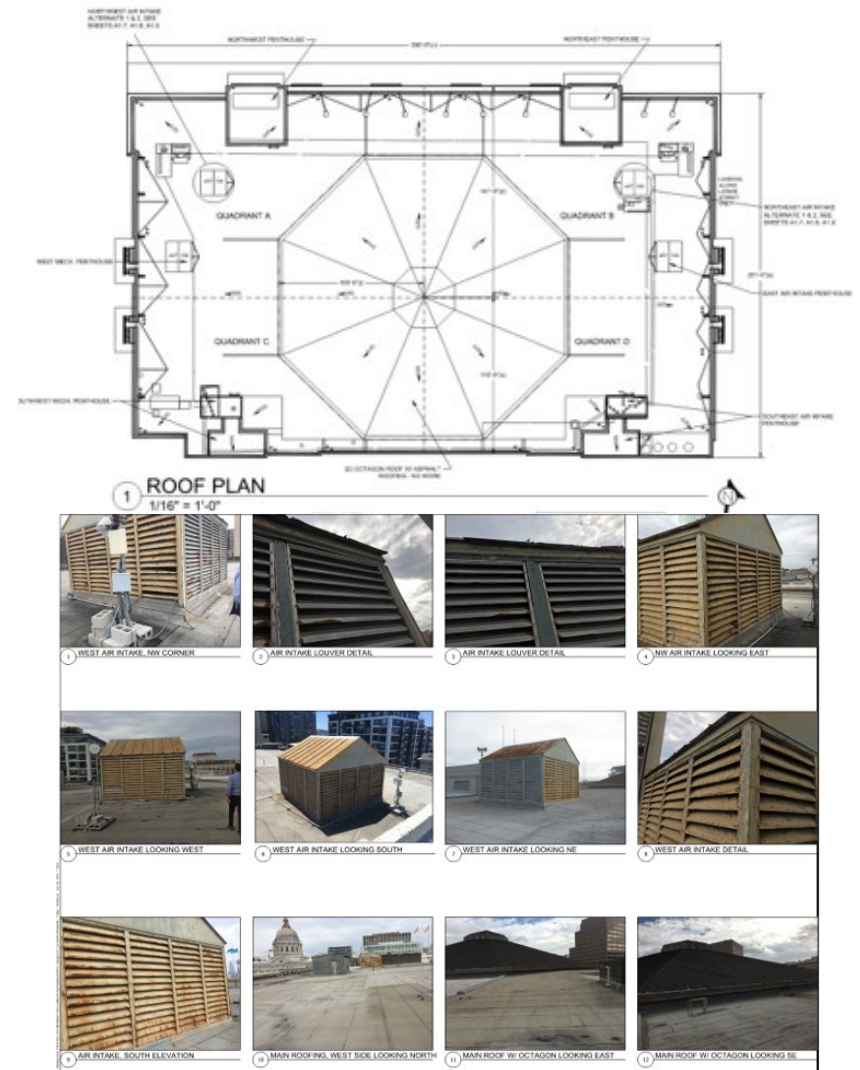
1. Project Description
2. Contract Details
3. City Requirements
 - Contract Monitoring Division (CMD)
 - Office of Economic Workforce Development (OEWD)
 - Office of Labor Standards Enforcement (OLSE)
4. Contractor and Subcontractor Qualifications
5. Bid Items
6. Temporary Facilities and Controls
7.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



Project Description

Bill Graham Civic Auditorium is an occupied historic building located at 99 Grove Street, San Francisco in Civic Center that hosts events, concerts and meetings. The building was completed in 1915 as part of the Panama-Pacific International Exposition. The existing roof at Bill Graham Civic Auditorium (BGCA) consists of a flat roof area and an elevated octagonal area in the center of the building with four mechanical penthouses. The proposed work is to install new single ply roofing membrane over existing roof membrane throughout the low sloped roof. The project also includes demo and replacement of sheet metal flashings, drain replacements, and repointing of the stone parapet cap as indicated on drawings. The project also replaces the penthouse metal roof and metal wall panels/louvers.

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



Contract Details

Sourcing Event ID: 0000010241

Title: Bill Graham Civic Auditorium Phase 2 Roofing

Project Site Address: 99 Grove Street, San Francisco, CA 94102

BID Submission Date: Wednesday, February 12, 2025 until 2:30:00 PM, PST.

Bids shall be submitted online via ShareFile. See Project Manual Section 00 21 13 for specific bid submission instructions. ShareFile URL: <https://sanfranciscopublicworks.sharefile.com/i/ib70b7820a6945b0a>

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.

Duration: 150 consecutive calendar days from NTP to Substantial Completion.

60 consecutive calendar days from Substantial Completion to Final Completion.

Liquidated Damages: \$2,000.00 for each calendar day that transpires with the Work not Substantially Completed after the time limit for achieving Substantial Completion. \$500.00 for each calendar day that transpires with the Project not Finally Completed after the time limit for achieving Final Completion. Refer to Project Manual 00 73 02.

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



Bill Graham Civic Auditorium
Phase 2 Roofing

Contract Details

Question on Bid Documents:

Send to Rafael Gutierrez at
Rafael.Gutierrez@sfdpw.org

Potential Bidders must complete a QBD form and submit no later than 10 calendar days before the bid opening date.

Refer to Project Manual Section 00 21 14

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: BILL GRAHAM CIVIC AUDITORIUM
 PHASE 2 ROOFING

Sourcing Event No. 0000010241

To: San Francisco Public Works
 Bureau of Architecture
 49 South Van Ness Avenue, Suite 1100
 San Francisco, CA 94103
 Phone: (650) 580-0616
 Attention: **Rafael Gutierrez**
 Email: Rafael.Gutierrez@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:	

CITY'S REPLY	
<input type="checkbox"/> Mark this box if the QBD can be answered by Bidder's review of the documents. Reply with location(s) where the information can be obtained.	
Reply:	
By: _____	Date: _____
Bureau/Firm: _____	

The reply is an answer to a Bidder's question. The reply does not change the Bid Documents unless the information contained therein is issued in an Addendum. At the sole discretion of the City, the question and reply may be returned to the questioner and distributed to all bidding general contractors for informational purposes.



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City Requirements

Contract Monitoring Division (CMD)

Contact: James Chung
james.chung@sfgov.org
415-554-0640

Bid Discounts

- 10% to SF Micro and Small-LBEs
- 5% (if applicable) to SBA-LBEs

LBE Requirement

- **20% LBE subcontracting requirement**- only SF Micro and/or Small-LBE firms can be used to meet the 20% requirement
- LBE primes cannot count their self-participation towards the LBE requirement
- Bidders must meet the 20% LBE requirement at time of bid on document 00 43 36

Good Faith Efforts (CMD Form 2B)

Bidders will utilize one of the following three approaches to meet the good faith requirement with their bid:

- Approach A – Exceed the 20% LBE requirement by 35%
 - 35% of 20% is 7%. Bidders must commit at least **27%** (20% + 7%) to LBE subcontractors with their bid
- Approach B – Utilizing a new micro-LBE
- Approach C – Achieve at least 50 points



Bill Graham Civic Auditorium
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City Requirements

Office of Economic Workforce Development (OEWD)

Contact: Emily Chea

emily.chea@sfgov.org



Bill Graham Civic Auditorium
Phase 2 Roofing



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

City Requirements

Office of Labor Standards Enforcement (OLSE)

Contact: Anna Liu


anna.liu@sfgov.org

(415) 554-5404



Bill Graham Civic Auditorium
Phase 2 Roofing

CITY AND COUNTY OF SAN FRANCISCO DANIEL LURIE, 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 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*

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: Prime Contractor

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 3 building renovation or new building construction projects during the last 6 years with a minimum contract value of \$1,500,000 each.
 - a. At least one of these projects shall have a minimum contract value of \$2,000,000 with a minimum of 3 subcontracted trades.
 - b. At least one of these project shall involve installing at least 50,000 s.f. of new roofing or reroofing.
 - c. At least one of these projects shall involve work on a historic building.
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.



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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):*

1. **Project Manager:** The "Project Manager" is the individual responsible for managing the overall contract for the work to be performed. The Project Manager shall demonstrate a minimum of 5 years of experience managing construction projects and have successfully completed at least 3 building renovation or new building construction projects of similar scope and complexity in the last 6 years with a minimum contract value of \$1,500,000 each.
 - a. At least one of these projects shall have a minimum contract value of \$2,000,000 with a minimum of 3 subcontracted trades.
 - b. At least one of these project shall involve construction on a public building owned or leased by a local city, county or state.
 - c. Management experience shall include but not limited to managing project schedule, budget and subcontractors



Bill Graham Civic Auditorium
Phase 2 Roofing

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):*

2. **Superintendent:** The "Superintendent" is the individual responsible for supervising the construction work to be performed. The Project Superintendent shall demonstrate a minimum of 8 years of experience serving as the superintendent for building construction and have successfully completed at least 3 building renovation or new building construction projects that include similar scope and complexity in the last 8 years with a minimum contract value of \$1,500,000.
 - a. At least one of these projects shall have a minimum contract value of \$2,000,000 with a minimum of 3 subcontracted trades.
 - b. At least one of these project shall involve installing at least 50,000 s.f. of new roofing or reroofing.
 - c. At one of these projects shall involve work on a historic building.
 - b. At least one of these project shall involve construction on a public building owned or leased by a local city, county or state.



Bill Graham Civic Auditorium
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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*):

3. **Roofing Subcontractor:** The Roofing Subcontractor that will be performing the roofing work per specification Section 07 52 20 – *Fluid-Applied Roofing & Wall Restoration* and Section 07 53 20 – *Membrane Roof* shall demonstrate possession of a California C-39 Roofing Contractor license, installer certification from the specified roofing manufacturers, and have successfully completed 5 roofing projects in the last 5 years each with a minimum contract value of \$1,000,000. At least one of these projects shall involve reroofing a historic building.
 - a. If the Prime Contractor intends to self-perform the roofing work on this project, then the Prime Contractor shall demonstrate meeting all of the requirements of the Roofing Subcontractor above. The same projects used to meet the Prime Contractor requirements can also be re-used to meet the Roof Subcontractor requirements.



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*):

4. **Sheet Metal Subcontractor:** The Roofing Subcontractor that will be performing the sheet metal flashing (per Section 07 65 00 – *Sheet Metal Flashing and Trim*), roof panel (per Section 07 41 13 – *Metal Roof Panels*), and wall panel work (per Section 07 41 50 – *Metal Wall Panels*) shall demonstrate possession of a California C-43 Sheet Metal Contractor license, installer certification from the specified roof and wall panel manufacturers, and have successfully completed 5 building construction projects of similar scope and complexity in the last 5 years each with a minimum contract value of \$1,000,000. At least one of these projects shall involve work on a historic building.
 - a. If the Prime Contractor intends to self-perform sheet metal, roof panel, and wall panel work on this project, then the Prime Contractor shall demonstrate meeting all of the requirements of the Sheet Metal Subcontractor above. The same projects used to meet the Prime Contractor requirements can also be re-used to meet the Sheet Metal Subcontractor requirements.
 - b. If the Roofing Subcontractor intends to self-perform sheet metal, roof panel, and wall panel work on this project, then the Roofing Subcontractor shall demonstrate meeting all of the requirements of the Sheet Metal Subcontractor above. The same projects used to meet the Roofing Subcontractor requirements can also be re-used to meet the Sheet Metal Subcontractor requirements.



Bid Items – Schedule of Bid Prices

Spec. § 00 41 00

SCHEDULE OF BID PRICES

Bid Item No.	Bid Item	Amount
1	The Work per Indicated Plans and Specifications (Excluding bid items listed below)	\$ _____
2	Allowance for Unforeseen Hazardous Materials Abatement	\$15,000
3	Allowance for Partnering Facilitation and Related Costs	\$10,000
TOTAL BID PRICE (Summation of All Bid Items):		\$ _____



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Bid Items - Alternate

Spec. § 00 41 00

Bid Alternate No.	Alternate	Amount
1	Replace Metal Roofs at Air-Intake Penthouses. ADD Lump Sum:	\$ _____
2	Replace Metal Wall Panels & Louvers at Air-Intake Penthouses. ADD Lump Sum:	\$ _____
3	Fluid Applied Roofing at Octagon Roof Cornice. ADD Lump Sum:	\$ _____
4	Fluid Applied Roofing at Perimeter Parapet Walls. ADD Lump Sum:	\$ _____



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Phase 2 Roofing

Temporary Facilities and Controls

Spec. § 01 50 00

Work Hours:

The building facility will be occupied and open to the public during the Work of this Contract. The Contractor shall take all necessary precautions and implement mitigation controls to minimize disruption to occupied areas. Contractor shall maintain access to these areas at all times during construction including entrances, accessible path of travel, and egress.

Monday-Friday: 7am to 5pm

Check-in Process:

Contractors will need to sign in and out at the security desk located at the corner of Polk & Grove every day prior to beginning any work.

Site Access:

If vehicular or pedestrian access is limited at any time during construction including access to properties adjacent to the limit of work, the Contractor shall notify the City Representative in writing and obtain approval prior to closing vehicular or pedestrian access.

Construction Access and Staging Plan:

Refer to spec section 01 50 00 for details.



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Temporary Facilities and Controls

Spec. § 01 50 00

Freight Elevator Access:

- Contractor may use 1 of 2 freight elevators while there are no events or activities occurring at the facility.
- Both freight elevators do not go up to the roof level. The 4th floor is the highest floor level they can access. The roof is accessed from the 4th floor by a set of stairs.
- Contractor may use the freight elevators for personnel and tools but not for heavy materials or equipment because of their load capacity.

Work Scheduling:

The Contractor shall coordinate its operations with the City and shall incorporate in its Progress Schedule activities for all special events that will require the Contractor to suspend its operations at the project site.

Work Blackout Dates:

Events are scheduled on the following dates at the facility.

Wednesday, May 14, 2025, Wednesday, May 21, 2025, Thursday, May 22, 2025, Friday, May 30, 2025, Friday, June 6, 2025.

There shall be no construction work on those days, and the Contractor shall schedule the work around those days. The work areas must be clean, safe and secured from the public during the events. All heavy equipment and materials shall be temporarily relocated as required. The streets around the facility shall be not be blocked or obstructed by any construction related items including but not limited to materials, equipment, or vehicles. Vehicular and pedestrian traffic in the public right-of-way shall not be blocked under any circumstances.



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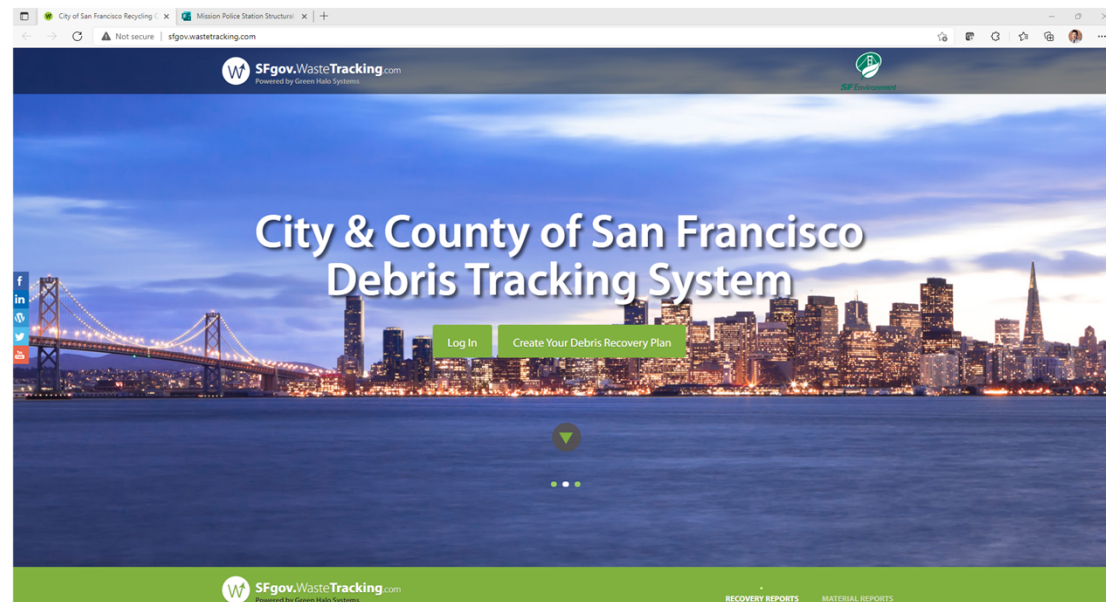
Material Reduction and Recovery Plan

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:

GH663-471-5657



Bill Graham Civic Auditorium
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Bidding Forms Checklist

Spec. § 00 40 13

SECTION 00 40 13

BIDDING FORMS CHECKLIST

To be submitted with Bid for:

BILL GRAHAM CIVIC AUDITORIUM PHASE 2 ROOFING
(San Francisco Public Works Sourcing Event ID No. 0000010241)

- 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).
 - Proposed Subcontractors Form for Alternate Bid Items (Section 00 43 37)
 - 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).
 - FORM 2B: "Good Faith Efforts" Requirement Form and any required supporting documentation.
- B. Digital file of the Bid shall be submitted by following the instructions in Section 00 21 13 Appendix A. Submitted Bid shall be a single file in PDF format containing all pages of the Bid and named as **"Bid for Sourcing Event ID No. 0000010241 by <Bidder Name>.pdf"**. Unreadable files or pages may result in a Bid being found non-responsive.
- C. The Director of the San Francisco Public Works reserves the right after opening Bids to reject any or all Bids, and to waive any minor irregularity in a Bid.
- D. Bids must be submitted no later than the date and time specified in the Advertisement for Bids, or as subsequently specified if changed by Addendum by following the instructions provided in Section 00 21 13 Instructions to Bidders.



Bill Graham Civic Auditorium
Phase 2 Roofing

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:

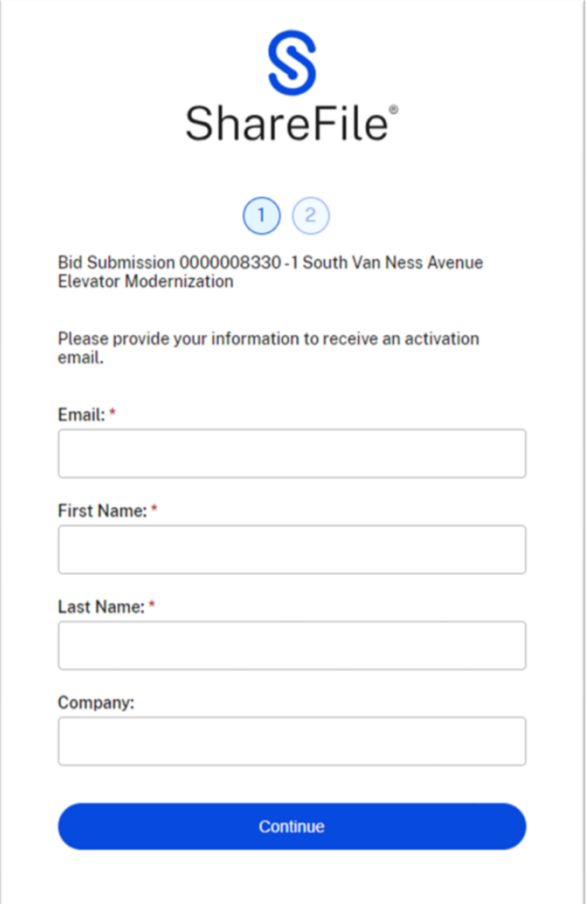
<https://sanfranciscopublicworks.sharefile.com/i/ib70b7820a6945b0a>

Submit as a single file in PDF format containing all pages of the Bid and named as “Bid for Sourcing Event ID No. 0000010241 by <Bidder Name>.pdf” by **February 12, 2025 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



The image shows a ShareFile registration form. At the top is the ShareFile logo. Below it are two numbered steps in circles: 1 and 2. The text reads: "Bid Submission 0000008330 - 1 South Van Ness Avenue Elevator Modernization". Below this is the instruction: "Please provide your information to receive an activation email." The form contains four input fields: "Email: *", "First Name: *", "Last Name: *", and "Company:". Each field is followed by a text input box. At the bottom of the form is a blue button labeled "Continue".



Bill Graham Civic Auditorium
Phase 2 Roofing

Q&A

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

Send questions to: Rafael Gutierrez, rafael.gutierrez@sfdpw.org

Bid Submission Date: Wednesday, February 12, 2025 until 2:30:00 PM, PST

Electronic Submission ONLY



Bill Graham Civic Auditorium
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