

# SFFD Fire Station 9 Roofing Replacement



Pre-Bid Meeting  
April 8, 2025  
10:00am

Sourcing Event ID No: 0000010541



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

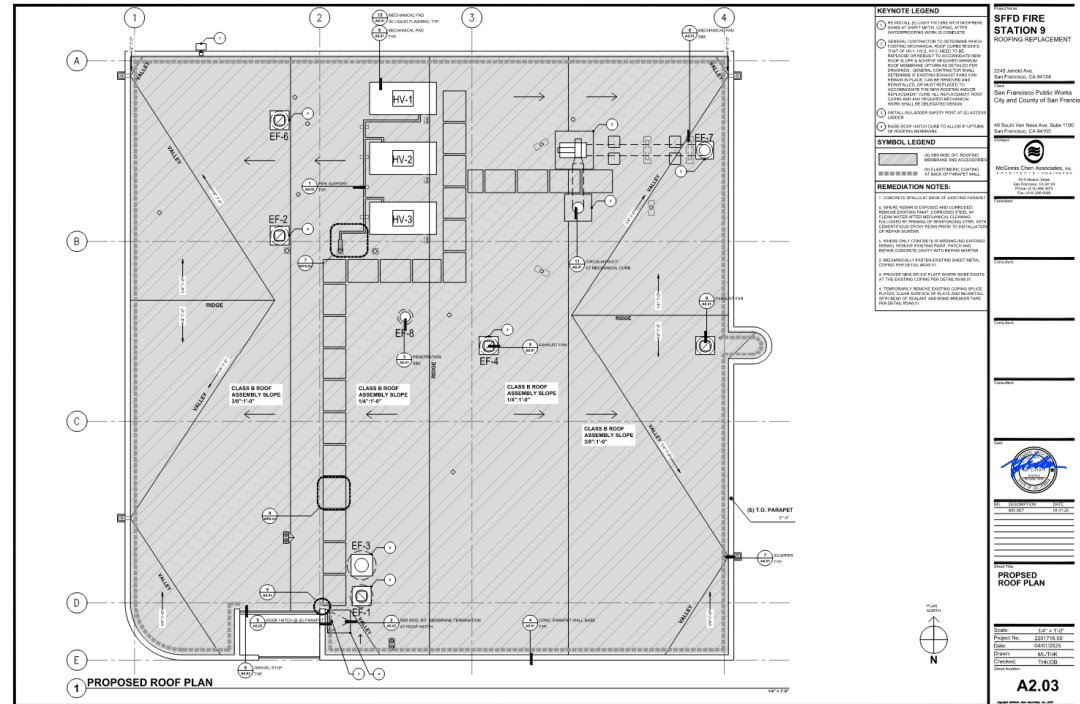
# Agenda

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. Allowances / Delegated Design Requirements
7. Temporary Facilities and Controls
8. Material Reduction and Recovery Plan
9. Bidding Forms Checklist
10. Bid/Quotation Submission
11. Reminder / Site Walk



# Project Description

The Work is to replace the existing roof at SFFD Fire Station No. 9, which is a two-story building approximately 80'x80' in footprint and located at 2245 Jerrold Avenue. The existing roofing is a tar-and-gravel roof system approximately 6,400 square feet in area. The roof is generally flat with a few mechanical equipment on top of the roof. There are some existing fans, vents, and small amounts of exposed ducts/pipe. The project scope involves demolishing the existing built-up roofing system including gravel ballast, roofing membrane, pitch pockets, and elastomeric coating upturns. Install new roofing system, roof hatch safety post, new elastomeric coating on inside face of existing concrete parapet. Raise roof curbs where required to achieve sufficient roof upturn. Remove and re-install existing roof hatch on new raised concrete curb, to accommodate new insulation thickness. Patch and repair existing cavities and corroded rebar on inside face of existing concrete parapet.



Refer to Contract Drawings and Spec Section 01 11 00 Summary of Work of the Project Manual for more information.



## Contract Details

**Sourcing Event ID:** 0000010541  
**Project Title:** SFFD Fire Station 9 Roofing Replacement  
**Project Site Address:** 2245 Jerold Avenue, San Francisco, CA 94124

**BID Submission Date: Wednesday, April 23, 2025 until 2:30:00 PM, PST.**

Quotes 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/ibe08bd9e85d49a59>

**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.

**Contract Duration:** 60 consecutive calendar days from NTP to Substantial Completion.  
30 consecutive calendar days from Substantial Completion to Final Completion.

**Requirements:** Class “B” license required to bid. Only San Francisco Contract Monitoring Division (CMD) certified Micro-LBE contractors are eligible to bid on this Set-Aside Contract in accordance with Administrative Code Chapter 14B.

**Liquidated Damages:** \$1,000.00 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.



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# City Requirements

## Contract Monitoring Division (CMD)

**Contact:** James Chung  
[james.chung@sfgov.org](mailto:james.chung@sfgov.org)  
415-554-0640

### Bid Discounts

- Only the Neighborhood LBE Pilot Program discount is applicable to this project. Refer to [CMD Attachment 4](#), Section 2.01 for details.
- <https://www.sf.gov/resource--2022--lbe-contract-requirements-cmd-attachments>.

### Requirements

- Under the Micro-LBE Set-Aside Program, the Micro-LBE prime must self-perform at least 25% of the contract work.



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## CITY & COUNTY OF SAN FRANCISCO CONTRACT MONITORING DIVISION



### CMD ATTACHMENT 4

*Requirements for Micro-LBE Set-Aside Construction Contracts*  
For Contracts less than or equal to the Threshold Amount  
and that are advertised on or after July 1, 2024

#### PART I. GENERAL

- 1.01 SAN FRANCISCO LABOR AND EMPLOYMENT CODE ARTICLE 131 (FORMERLY KNOWN AS ADMINISTRATIVE CODE CHAPTER 12B) AND ADMINISTRATIVE CODE CHAPTER 14B**
- A. To be eligible for this contract award, Bidders must agree to comply with the Local Business Enterprise ("LBE") requirements sanctioned by San Francisco Labor and Employment Code Article 131 ("Article 131"), and San Francisco Administrative Code Chapter 14B ("Chapter 14B") and its implementing Rules and Regulations. Article 131 and Chapter 14B are administered and monitored by the San Francisco Contract Monitoring Division ("CMD").
- B. Article 131 and Chapter 14B and its implementing Rules and Regulations are incorporated by reference herein as though fully set forth and provide that the failure of any Bidder or Contractor to comply in good faith with these requirements shall be deemed a material breach of contract. Copies of both Article 131 and Chapter 14B and its implementing Rules and Regulations are available on the CMD website at <http://www.sfgov.org/cmd>.
- C. Micro-LBE Set-Aside Program
- Under Section 14B.7(K)(1) of the Ordinance, the City may set-aside for competitive award to Micro-LBEs any construction contract estimated by the Contract Awarding Authority to be less than or equal to the Threshold Amount. The Certification application is available on the CMD website at <http://www.sfgov.org/cmd>.
- The competitive award requirements shall otherwise apply to Contracts for the set-aside program, except that if (a) fewer than two Micro-LBEs submit Bids, or (b) the Contract Awarding Authority determines that the Contract would not be awarded at a fair market price, then the Contract Awarding Authority may reject all Bids and remove the Contract from the set-aside program.

*For assistance with this CMD Attachment  
and/or assistance with the Equal Benefits Program,  
please contact the CMD Main Office at (415) 554-0630*

- 1 -  
07/01/2024

# City Requirements

## Office of Economic Workforce Development (OEWD)

Contact: **Ricardo Arias**

[ricardo.arias@sfgov.org](mailto:ricardo.arias@sfgov.org)



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FOR QUESTIONS, CONTACT CITYBUILD:  
628.652.8400 (P)  
CITYBUILD@SFGOV.ORG  
WWW.OEWD.ORG

### FIRST SOURCE HIRING PROGRAM FOR CONSTRUCTION

#### OVERVIEW

- Applies to private construction projects consisting of 10 or more residential units and/or 25,000 square feet or more of commercial space, or to public contracts in excess of \$350,000.
- Contractors are required to work in good faith with the CityBuild unit within the San Francisco Office of Economic and Workforce Development (OEWD) to employ economically disadvantaged individuals in 50% of all new hiring opportunities.
- Contractors must provide CityBuild with a list of Core Employees who will be working on the project, and must notify CityBuild of **all new hiring opportunities**.
- Core Employees are defined as workers who are documented on contractor's active payroll 60 of the previous 100 working days prior to award of contract. New hiring opportunities are work that will not be performed by a contractor's Core Employees. CityBuild has the discretion to require contractors to submit payroll records to verify that employees listed meet the definition of Core Employees.

#### GUIDELINES

- Prior to starting work on a project, a CityBuild Workforce Meeting is scheduled to discuss construction schedule and labor needs.
- **Form 1: Workforce Projection.** Must be submitted to CityBuild by the Contractors and Subcontractors prior to commencement of onsite work. Contractors are required to list work projections and provide a list of Core Employees who will work on the project.
- Monthly Workforce Reporting:
  - a. Form 4: First Source Monthly Workforce Summary Report is to be submitted by every contractor performing work on the project during the previous month. The prime contractor must collect and submit these to CityBuild by the 10th of each month; or
  - b. Contractors shall utilize the City's certified payroll system on City-awarded projects
- **Form 3: Job Notice** should be submitted to CityBuild at least 3 business days in advance of a new hire start date.

#### PENALTIES

- Liquidated Damages may be assessed for each instance of non-compliance: \$5,000 for the first "New Hire" not properly noticed and \$10,000 for each subsequent violation.
- Failure to comply may lead to delay in release of permits by the Department of Building Inspections.
- A Corrective Action Plan may be negotiated to avoid penalties.

# City Requirements

## Office of Labor Standards Enforcement (OLSE)

**Contact:** Anna Liu

[anna.liu@sfgov.org](mailto:anna.liu@sfgov.org)

(415) 554-5404


This project is subject to prevailing wage requirements and that the applicable wage determination is 2025-1.



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CITY AND COUNTY OF SAN FRANCISCO DANIEL LURIE, MAYOR

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GENERAL SERVICES AGENCY  
**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. *San Francisco Labor & Employment Code § 101.1, 103.1; CA Labor Code § 1773 and 1774*
- Submit certified payroll reports and fringe benefit statements into the City's electronic payroll reporting system (LCPtracker). *San Francisco Labor & Employment Code § 103.3(e)(2)(A); CA Labor Code § 1776*
- Maintain Office of Labor Standards Enforcement (OLSE) daily sign-in sheets documenting all hours worked and the classifications of work performed. *San Francisco Labor & Employment Code § 103.3(c)(3)*
- Display OLSE provided posters at the jobsite, informing workers of Prevailing Wage requirements. *San Francisco Labor & Employment Code § 103.3(c)(4)*
- Furnish employees with itemized pay stubs and retain payroll records. *San Francisco Labor & Employment Code § 103.3(e)(1) and (2); CA State LC § 226*
- Employ apprentices registered in a state-approved apprenticeship program and make apprenticeship training contributions. *San Francisco Labor & Employment Code § 104.2 ; CA Labor Code § 1777.5*
- Register with the California Department of Industrial Relations (DIR). *CA State Labor Code § 1725.5*
- Comply with local labor laws including Minimum Compensation Ordinance, Health Care Accountability Ordinance, Health Care Security Ordinance, Fair Chance Ordinance and Prevailing Wage Provisions in Covered Contracts. *SF Labor and Employment Code Articles 111, 21, 142, and 102*
- For projects awarded under CM/GC or Design-Build contracting models: OLSE will use the bid advertisement date or contract date of the trade package to calculate the applicable Prevailing Wage determination. *8 CCR § 16000; CA Public Works Manual*

- All work is subject to compliance monitoring and enforcement by OLSE. *San Francisco Labor & Employment Code § 103.3(c)(1)*
- 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. *San Francisco Labor & Employment Code § 103.3(c)(2)*
- Failure to comply with Prevailing Wage regulations may result in penalties between \$50 and \$200 per day, per worker, and may lead to disqualification from public works with the City and County of San Francisco. *San Francisco Labor & Employment Code § 103.3(c)(5); CA Labor Code Section § 1776(h)*

City Hall, Room 430 1 Dr. Carlton B. Goodlett Place Tel. (415) 554-6573 Fax (415) 554-6291 San Francisco CA 94102-4685  
Revised 3/25



# 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**

#### B. Bidder's Qualification Statement

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 3 building renovation or new building construction projects involving roof replacement or new roofing during the last 5 years with a minimum contract value of \$1,000,000 each.
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.

#### C. Experience Statements

Within five (5) working days after the date of the City's notification of the lowest Bidder, the apparent low Bidder and any other Bidder so requested shall submit (as directed in Section 00 49 00 Supplementary Bidding Forms Checklist) sufficient information on completed Experience Statement forms (Section 00 49 12), and additional sheets as necessary, to demonstrate to the satisfaction of the City the qualifications and experience of the key personnel and Subcontractors identified below. Submit a separate Experience Statement for each key person and Subcontractor identified below:



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# Contractor and Subcontractor Qualifications

Spec. § 00 21 13

Experience Statements *(submit within five (5) working days after 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 5 years with a minimum contract value of \$1,000,000 each.
  - a. At least one of these project shall involve construction on a public building owned or leased by a local city, county or state.
  - b. Management experience shall include but not limited to managing project schedule, budget and subcontractors
  
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 5 years with a minimum contract value of \$1,000,000 each.
  - a. At least one of these project shall involve construction on a public building owned or leased by a local city, county or state.



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# Contractor and Subcontractor Qualifications

Spec. § 00 21 13

Experience Statements (*submit within five (5) working days after date of the City's notification of the lowest bidder*):

3. **Roofing Subcontractor:** The Subcontractor that will be performing the roofing work per specification Section 07 52 16 – SBS Modified Bituminous Membrane Roofing shall demonstrate possession of a California C-39 Roofing Contractor license, installer certification from the specified roofing manufacturers and that is eligible to receive manufacturer's special warranty, and have successfully completed 5 roofing projects in the last 5 years each with a minimum contract value of \$1,000,000 each. For products required to be installed by workers approved by product manufacturers, include letters of acceptance by product manufacturers certifying that installers are approved to apply their products.
4. **Painting Subcontractor:** The Subcontractor that will be performing performing the painting work per specification Section 09 96 53 – Elastomeric Coatings shall meet the following: A firm or individual experienced in applying elastomeric coating systems similar in material and extent to those indicated for this Project, whose work has resulted in applications with a record of successful in-service performance and who is certified by manufacturer. For products required to be installed by workers approved by product manufacturers, include letters of acceptance by product manufacturers certifying that installers are approved to apply their products. The Company specializing in performing the work of this section with minimum five (5) years of experience. The Workers: Thoroughly skilled and specially trained in the techniques applying coatings. Applicators shall be able to demonstrate acceptable level of skill for review and acceptance by the City Representative.
5. **Project Safety Representative (PSR):** Refer to Section 01 35 45 – Health and Safety Criteria, paragraph 1.3B.
6. **Asbestos Competent Person (ACP):** Refer to Section 01 35 45 – Health and Safety Criteria, paragraph 1.3B.



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## Bid Items – Schedule of Bid Prices

Spec. § 00 41 00

Spec. § 01 21 00 - Allowances

### SCHEDULE OF BID PRICES

Bid Item No.	Bid Item	Amount
1	The Work per Plans and Specifications (Excluding bid items listed below)	\$ _____
2	Hazardous Materials Abatement Work	\$ _____
3	Allowance for Roof Mechanical System and Piping Work	\$25,000
TOTAL BID PRICE (Summation of All Bid Items):		\$ _____



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# Allowances / Delegated Design Requirements

Spec. § 01 21 00 & Spec. § 01 35 73

## 2.1 **Bid Item No. 3:** Allowance for Roof Mechanical System and Piping Work

- A. A preset allowance of **\$25,000** as shown in the Schedule of Bid Prices will be paid as directed by the City Representative for any roof mechanical system and piping work required in order to replace the roofing in accordance with the drawings and specifications including but not limited to the following:
  - 1. Modifying or replacing roof exhaust fan curbs as needed.
  - 2. Replacing any roof exhaust fans as needed.
  - 3. Re-routing any existing gas piping as needed.
  
- B. Since roof mechanical system and piping work is delegated design per Section 01 35 73 – Delegated Design Requirements, this allowance shall cover the cost associated with the delegated design of any required mechanical system or piping work including but not limited to:
  - 1. Mechanical design and engineering.
  - 2. Preparing review and permit documents such as calculations, specifications, and shop drawings.
  
  - 3. Obtaining any applicable permits from the Authority with Jurisdiction (AHJ).
  
- C. It is possible that some or all of the preset allowance amount may be used. The unused portion of the cash allowance shall be credited to the City.

# Temporary Facilities and Controls

Spec. § 01 50 00

## **Work Restrictions:**

The building will be occupied and operational 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.

Contractors will need to sign in on a log with City Representative / Construction Management Team every day prior to start of work. The number of personnel on site each day shall be documented.

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.

The path of travel on the east side of the station may never be obstructed as it is the entry for the SFFD ambulance facility.

Contractor will not be allowed to park vehicles inside the security fencing and may not block the passage of fire equipment/apparatus or the passage of ambulances or SFFD member's vehicles.

## **Construction Access and Staging Plan:**

Refer to spec section 01 50 00 and 01 33 00 for details.



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# Temporary Facilities and Controls

Spec. § 01 50 00

## **Roof Access Restrictions:**

There is no elevator at the site and the interior stairs should not be used for material/equipment transport. Contractor shall access roof behind Station 9. The scaffold/stairs installation shall minimize the impact to the personal vehicle parking in the rear of the station.

## **Work Scheduling Restrictions:**

Since the building will be occupied and operational during the Work of this Contract, only one roof mounted exhaust fan can be taken out of commission at a time to be worked on or replaced and cannot be offline for more than 3 consecutive days each. The remaining exhaust fans must always be operational and function normally. This does not include the exhaust fans that are a part of engine exhaust removal system. Coordinate any and all mechanical shutdowns with the City Representative and SFFD at least 48 hours in advance prior to shutdown.

The engine exhaust removal system is vital for the safe operation of apparatus bay and cannot be offline for more than 1 day to accommodate any roof work. Any temporary shutdown of the engine exhaust removal system must be coordinated and approved with the City Representative and SFFD at least 48 hours in advance prior to shutdown.

## **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



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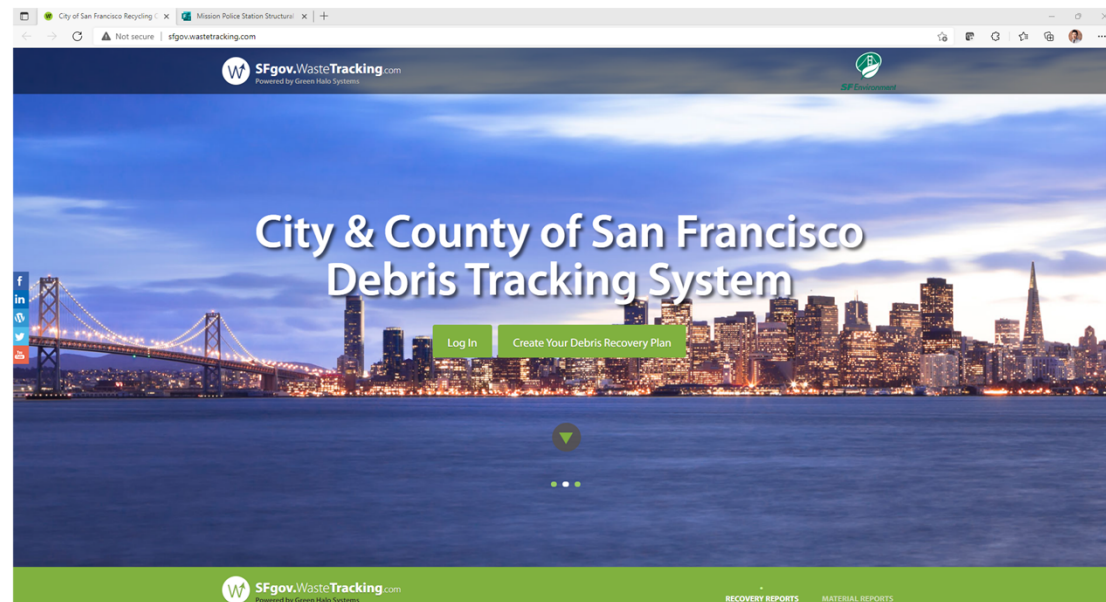
# Material Reduction and Recovery Plan

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:

**GH616-362-1893**



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# Bidding Forms Checklist

Spec. § 00 40 13

## SECTION 00 40 13

### BIDDING FORMS CHECKLIST

To be submitted with Bid for:

**SFFD FIRE STATION 9 ROOFING REPLACEMENT**  
(San Francisco Public Works Sourcing Event ID No. 0000010541)

- 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).
  - Subcontractors Form for Micro-LBE Set-Aside (Section 00 43 45).
  - Bidder's Qualifications (Section 00 45 13)
  - Bidder's Safety Record (Section 00 45 14)
  - Release and Waiver Agreement (Section 00 45 16).
  - Citybuild/First Source Referral Program Certification (Section 00 45 57)
  - 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).
- B. Digital file of the Quote shall be submitted by following the instructions in Section 00 21 13 Appendix A. Submitted Quote shall be a single file in PDF format containing all pages of the Quote and named as "**Quote for Sourcing Event ID No. 0000010541 by <Bidder Name>.pdf**". Unreadable files or pages may result in a Quote 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. Quotes must be submitted no later than the date and time specified in the Invitation for Quotation, or as subsequently specified if changed by Addendum by following the instructions provided in Section 00 21 13 Instructions to Bidders.



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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:

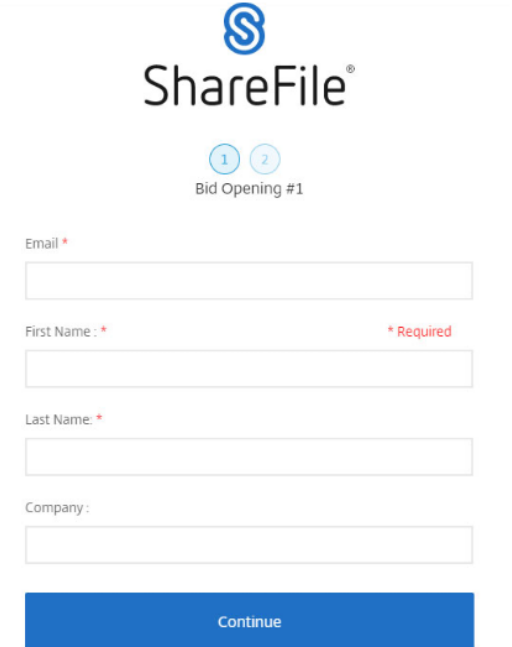
<https://sanfranciscopublicworks.sharefile.com/i/ibe08bd9e85d49a59>

Submit as a single file in PDF format containing all pages of the Bid and named as “Bid for Sourcing Event ID No. 0000010541 by <Bidder Name>.pdf” by **April 23, 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](mailto:contractadmin.staff@sfdpw.org)



The image shows a ShareFile login interface. At the top is the ShareFile logo. Below it are two numbered steps in circles (1 and 2) and the text "Bid Opening #1". The form contains the following fields:

- Email \* (with a red asterisk)
- First Name : \* (with a red asterisk and "\* Required" to the right)
- Last Name : \*
- Company :

Each field is followed by a white input box. At the bottom of the form is a blue button labeled "Continue".

**CITRIX**



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# Reminder

Bid Submission Date: **Wednesday, April 23, 2025 until 2:30:00 PM, PST**

Electronic Submission ONLY



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