

Downtown High School Trailer Relocation

Pre-Bid Meeting and Site Walk

Date: May 20, 2025
Time: 3:00pm – 4:00pm
Location: 693 Vermont Street, San Francisco, California 94107

1. PROJECT DESCRIPTION

The project scope includes the installation of an owner-furnished five- compartment shower / toilet trailer at Downtown High School located at 693 Vermont Street. The contractor's work includes the installation of an owner-furnished ramp and landing, re-locate an existing storage shed as indicated on drawings, new utility connections including sanitary sewer, plumbing, and electrical, site excavation, minor wood floor repair and replacement, and other interior finish work as indicated on drawings and specifications.

2. CONTRACT DETAILS

- a. **Sourcing Event ID:** 0000010761
- b. **Project Title:** DOWNTOWN HS TRAILER RELOCATION
- c. **BID Submission Date:**

Thursday, May 22, 2025, until 2:30:00 PM.

Quotes shall be submitted online via ShareFile. ShareFile URL:

<https://sanfranciscopublicworks.sharefile.com/i/i403a53b52304b36a>

- d. **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 the bid opening.
- e. **Contract Duration:** 20 Consecutive calendar days to achieve Substantial Completion; 10 consecutive calendar days to achieve Final Completion.
- f. **License Required:** Class 'B'

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

3. CITY REQUIREMENTS

- a. **Office of Economic Workforce Development (OEWD):** Not Applicable
- b. **Office of Labor Standards Enforcement (OLSE):** See handout for Labor Standards Fact Sheet; contact OLSE Compliance Officer for details.

Compliance Officer: Anna Liu
Email: anna.liu@sfgov.org
Phone: 415-554-5404

- c. **Contract Monitoring Division (CMD):** LBE Subcontracting Participation Requirement and Good Faith Efforts are not required. However, we encourage bidders to consider utilizing LBEs on the project.

4. BIDDER'S QUALIFICATION

- a. Prime Contractor must have successfully completed a minimum of 2 projects that include similar scope and complexity during the last 3 years involving site and utility work with a minimum contract value of \$200,000 each.
 - i. At least one of the projects shall have a minimum of 2 subcontracted trades.

5. BID ITEMS

Bid Item No.	Bid Item	Amount
1	The Work per Plans and Specifications (Excluding bid items listed below)	\$ _____
2	Allowance For Hazardous Materials Work And Environmental Work	\$25,000
TOTAL BID PRICE (Summation of All Bid Items):		\$ _____

6. TEMPORARY FACILITIES AND CONTROLS

- a. The school will be occupied and in session 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.
- b. 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.
- c. Work involving potential hazardous materials or hazardous material abatement must be performed between June 5th to June 8th while school is not in session.
- d. The Contractor's working hours shall accommodate SF Unified School District's (USD) Summer School schedule at Downtown High School. Summer School is in session from June 9th to June 30th, 9:00 AM to 1:00 PM. Contractor shall begin work after 1:00 PM when Summer School is in session. Work after hours and on weekends are allowed with approval in writing by the City Representative.

Refer to Project Manual Section 01 50 00 for more details.

7. ENVIRONMENTAL PROCEDURES

- a. Archaeological Resource Protection –
 - i. Before any soil-disturbing activities below two feet, distribute the San Francisco Planning Department Archaeological Resource "ALERT" sheet to all project personnel, subcontractors, utility firms, and field personnel involved in excavation.

Provide the City Representative with a signed affidavit confirming distribution. The "ALERT" sheet and affidavit are available at:
<https://www.sfpublishworks.org/services/project-manual-and-reference-documents>.

- b. ALERT Affidavit – Provide to the City within 2 weeks of onset of construction
- c. Naturally Occurring Asbestos (NOA)
- d. Other Building related hazardous materials

Refer to Project Manual Section 01 35 43 and 01 35 44 for more details.

8. MATERIAL REDUCTION AND RECOVERY PLAN

- a. Green Halo Tracking # GH545-758-9201
- b. MRRP requirements are exempted.

9. BIDDING FORM CHECKLIST

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.
- ☐ Acknowledgment of Receipt of Addenda (Section 00 43 20).
- ☐ Proposed Subcontractors Form (Section 00 43 36).
- ☐ 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).

10. Q&A

- a. Questions on bid submission, Contact contractadmin.staff@sfdpw.org
- b. Questions on contract documents, Contact lisa.zhuo@sfdpw.org