Bid Form Guide
Introduction

Purpose

The purpose of this document is to provide guidelines to subcontractors on how to complete and submit the required forms in Exhibit F3 and parts of Exhibit J during the proposal, bidding, construction, and close-out phase of their contract.

Definitions

- **CMD** – Contract Monitoring Division
- **OEWD** – Office of Economic and Workforce Development
- **LBE** - Local Business Enterprise
- **Prime** – Package Bidder / Prime Contractor / Prime Proposer

Submission of Bids

For detailed instructions to submit bids, please review "Section 4 – Instruction to Bidders" in the RFP.

- Failure to follow may jeopardize the on-time receipt of sealed bids and/or cause a Bid to be deemed non-responsive.

Exhibit F3 Forms

Exhibit F3a - Bid Bond
00 41 10.10 - Schedule of Bid Prices
00 43 20.01 - Acknowledgment of Receipt of Addenda
00 43 36 - Proposed Subcontractors Form
00 43 37 - Proposed Subcontractors Form for Alternate Work
00 45 19.13 - Non-Collusion Affidavit
00 45 57 - PLA Certificate
00 45 60.13 - Highest Prevailing Wage
00 45 70.01 - Nondiscrimination
00 45 85.01 - Business Tax Registration Declaration
00 45 88.01 - Certificate of Subcontractor Regarding Apprenticeship Training Program

- SWRCB Form 4500-2 - DBE Subcontractor Participation Form
- SWRCB Form 4500-3 - DBE Subcontractor Performance Form
- SWRCB Form 4500-4 - DBE Subcontractor Utilization Form
- 00 48 11.02 - DBE Good Faith Effort Certification
- 00 48 12.02 - DBE Bidder's List
- 00 48 13.02 - American Iron Steel Compliance Certification
- 00 48 14 - American Iron Steel Sample Certification
- 00 48 15.02 - Lobbying Restriction Certification

00 49 07 - CMD Attachment 7 Information and Forms

- Form 2A – CMD Contract Participation From (Pre-Construction Services Only)
- Form 2A/TP/NP - CMD Contract Participation Form
- Form 2A/TP/NP Alt - CMD Contract Participation (Alternate Work)
- Form 3 - CMD Compliance Affidavit
- Form 6/TP/NP - CMD LBE Subcontractor Participation Affidavit
- Form 6A/TP/NP - CMD LBE Trucking Form
- Form 7 – CMD Progress Payment Form
- Form 8 – CMD Exit Report and Affidavit
- Form 9 – CMD Payment Affidavit
- Form 10 – CMD Contract Modification Form

00 49 11.01 - Equipment Suppliers List
00 49 14 - Certification Sub Lower-tier Sub/Supplier – Debarment
00 52 10 - Project Labor Agreement Letter of Assent
00 73 29 - First Source Hiring Program for Pre-Construction Services
SFPUC CAB – Construction Firm Addition Request Form

Exhibit F3a - Bid Bond

Who Completes?	Prime bidder/proposer.
Submission Info	Submit with bid by the due date and time indicated in the RFP Package Summary Page.
Additional Info	Required attachments: 1. Notary acknowledgement. 2. Power of attorney from Surety Company.

Instructions

1. Enter "Ten Percent (10%) of the total amount bid"
2. **Trade Package No:** Enter the trade package number AND trade package name that you are currently bidding.

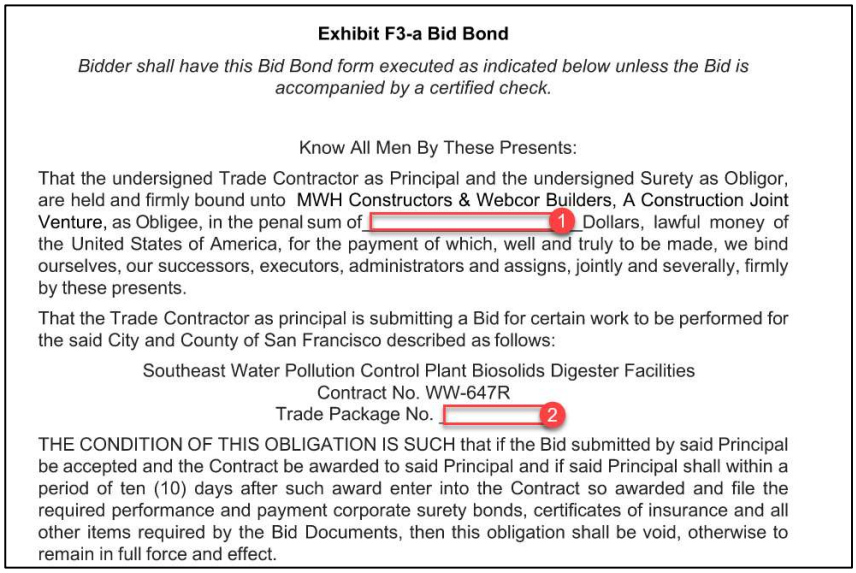


Exhibit F3-a Bid Bond

Bidder shall have this Bid Bond form executed as indicated below unless the Bid is accompanied by a certified check.

Know All Men By These Presents:

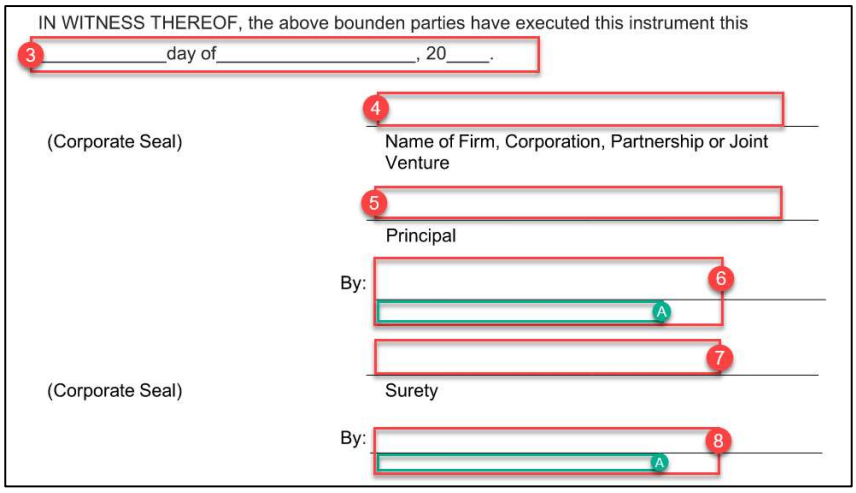
That the undersigned Trade Contractor as Principal and the undersigned Surety as Obligor, are held and firmly bound unto MWH Constructors & Webcor Builders, A Construction Joint Venture, as Obligee, in the penal sum of [1] Dollars, lawful money of the United States of America, for the payment of which, well and truly to be made, we bind ourselves, our successors, executors, administrators and assigns, jointly and severally, firmly by these presents.

That the Trade Contractor as principal is submitting a Bid for certain work to be performed for the said City and County of San Francisco described as follows:

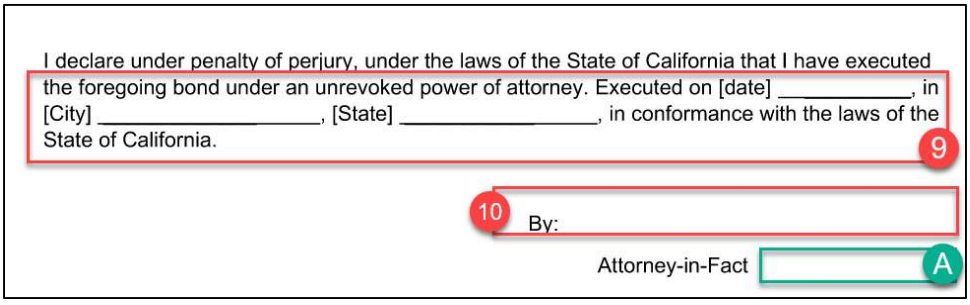
Southeast Water Pollution Control Plant Biosolids Digester Facilities
Contract No. WW-647R
Trade Package No. [2]

THE CONDITION OF THIS OBLIGATION IS SUCH that if the Bid submitted by said Principal be accepted and the Contract be awarded to said Principal and if said Principal shall within a period of ten (10) days after such award enter into the Contract so awarded and file the required performance and payment corporate surety bonds, certificates of insurance and all other items required by the Bid Documents, then this obligation shall be void, otherwise to remain in full force and effect.

3. Enter date, month, and last two digits of the year.
4. **Name of Firm:** Prime bidder's firm name.
5. **Principal:** Prime bidder's firm name.
6. **By:** Prime bidder's point person signature.
    A. Enter full name and title of the prime bidder's point person.
7. **Surety:** Surety's firm name.
8. **By:** Surety's point person signature.
    A. Enter the full name and title of the surety's point person.



9. On page 2, complete the date, city, and state field.
10. **By:** Attorney's signature.
    A. Enter the attorney's full name below the signature line.

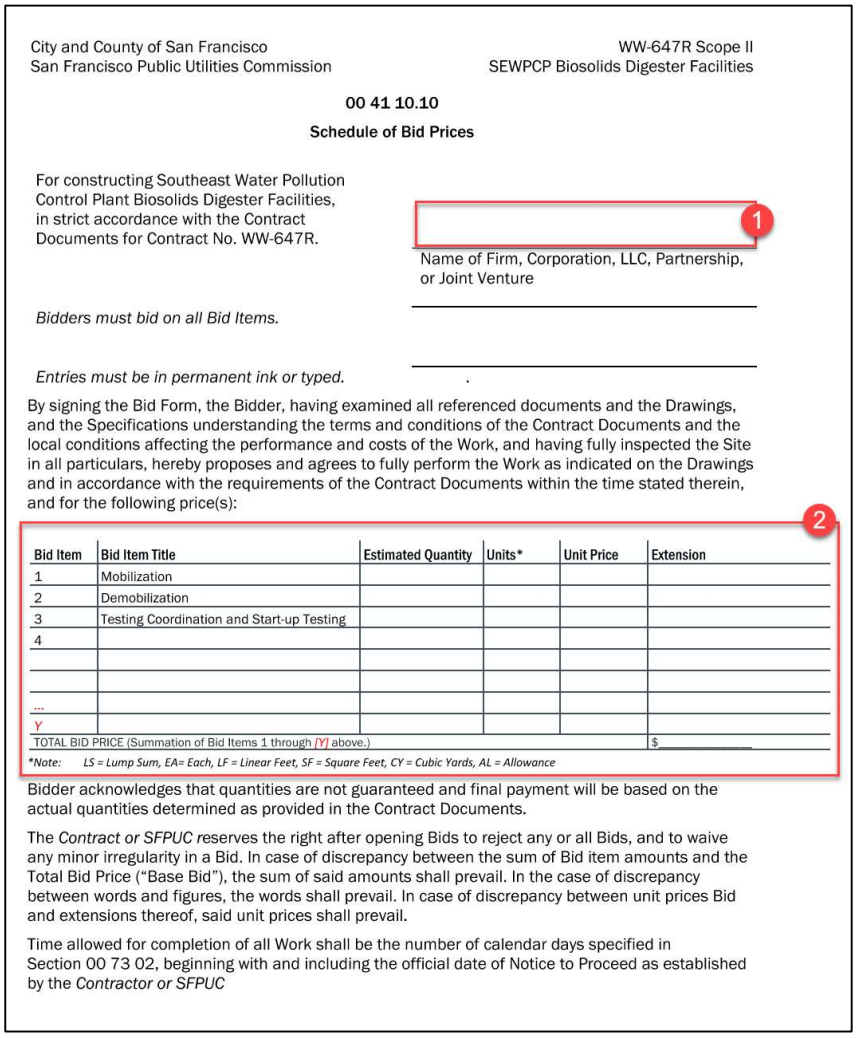


00 41 10.10 - Schedule of Bid Prices

Who Completes?	Prime bidder/proposer.
Submission Info	Submit with bid by the due date and time indicated in the RFP Package Summary Page.
Additional Info	N/A

Instructions

1. **Name of firm:** Prime bidder's firm name.
2. **Schedule of Bid Prices:** Complete the fields in this box.
   - Extend or duplicate the table if needed.



City and County of San Francisco
San Francisco Public Utilities Commission

WW-647R Scope II
SEWPCP Biosolids Digester Facilities

00 41 10.10

Schedule of Bid Prices

For constructing Southeast Water Pollution Control Plant Biosolids Digester Facilities, in strict accordance with the Contract Documents for Contract No. WW-647R.

1

Name of Firm, Corporation, LLC, Partnership, or Joint Venture

Bidders must bid on all Bid Items.

Entries must be in permanent ink or typed.

By signing the Bid Form, the Bidder, having examined all referenced documents and the Drawings, and the Specifications understanding the terms and conditions of the Contract Documents and the local conditions affecting the performance and costs of the Work, and having fully inspected the Site in all particulars, hereby proposes and agrees to fully perform the Work as indicated on the Drawings and in accordance with the requirements of the Contract Documents within the time stated therein, and for the following price(s):

2

Bid Item	Bid Item Title	Estimated Quantity	Units*	Unit Price	Extension
1	Mobilization				
2	Demobilization				
3	Testing Coordination and Start-up Testing				
4					
...					
Y					
TOTAL BID PRICE (Summation of Bid Items 1 through [Y] above.)					$

*Note: LS = Lump Sum, EA= Each, LF = Linear Feet, SF = Square Feet, CY = Cubic Yards, AL = Allowance

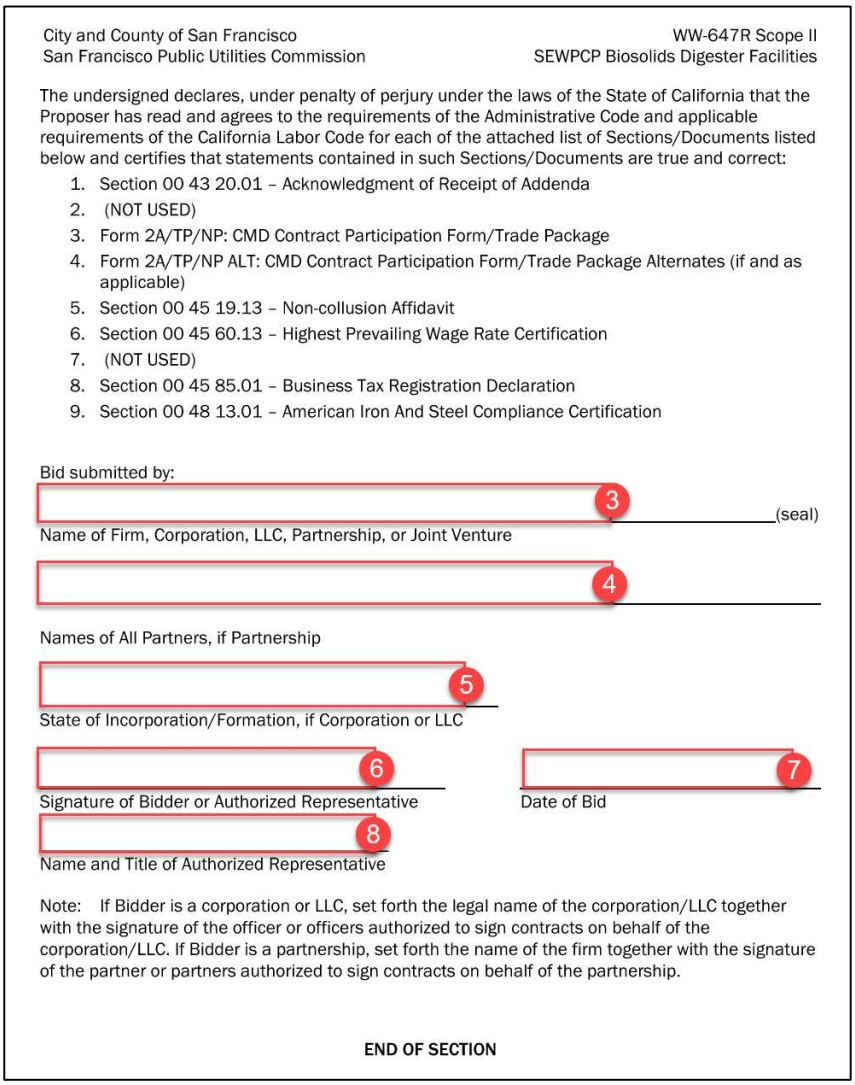
Bidder acknowledges that quantities are not guaranteed and final payment will be based on the actual quantities determined as provided in the Contract Documents.

The *Contract or SFPUC* reserves the right after opening Bids to reject any or all Bids, and to waive any minor irregularity in a Bid. In case of discrepancy between the sum of Bid item amounts and the Total Bid Price ("Base Bid"), the sum of said amounts shall prevail. In the case of discrepancy between words and figures, the words shall prevail. In case of discrepancy between unit prices Bid and extensions thereof, said unit prices shall prevail.

Time allowed for completion of all Work shall be the number of calendar days specified in Section 00 73 02, beginning with and including the official date of Notice to Proceed as established by the *Contractor or SFPUC*

3. **Bid submitted by:** Prime bidder's firm name.
4. **Name of all partners:** If this is not applicable, leave blank.

5. **State of Incorporation/Formation:** If the prime bidder is a corporation/LLC, enter the state where the company was registered.
    - i.e., Company is registered in California, enter in the field "State of California."
6. **Signature of Bidder:** Signature of the prime bidder's point person or authorized representative.
7. **Date of Bid:** Date format - "DD/MM/YY."
8. **Name and Title of Authorized Representative:** Full name and title of the prime bidder's point person or authorized representative.



City and County of San Francisco
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WW-647R Scope II
SEWPCP Biosolids Digester Facilities

The undersigned declares, under penalty of perjury under the laws of the State of California that the Proposer has read and agrees to the requirements of the Administrative Code and applicable requirements of the California Labor Code for each of the attached list of Sections/Documents listed below and certifies that statements contained in such Sections/Documents are true and correct:

1. Section 00 43 20.01 – Acknowledgment of Receipt of Addenda
2. (NOT USED)
3. Form 2A/TP/NP: CMD Contract Participation Form/Trade Package
4. Form 2A/TP/NP ALT: CMD Contract Participation Form/Trade Package Alternates (if and as applicable)
5. Section 00 45 19.13 – Non-collusion Affidavit
6. Section 00 45 60.13 – Highest Prevailing Wage Rate Certification
7. (NOT USED)
8. Section 00 45 85.01 – Business Tax Registration Declaration
9. Section 00 48 13.01 – American Iron And Steel Compliance Certification

Bid submitted by:

3 _____(seal)
Name of Firm, Corporation, LLC, Partnership, or Joint Venture

4 _____
Names of All Partners, if Partnership

5 _____
State of Incorporation/Formation, if Corporation or LLC

6 _____ 7 _____
Signature of Bidder or Authorized Representative — Date of Bid

8 _____
Name and Title of Authorized Representative

Note: If Bidder is a corporation or LLC, set forth the legal name of the corporation/LLC together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation/LLC. If Bidder is a partnership, set forth the name of the firm together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership.

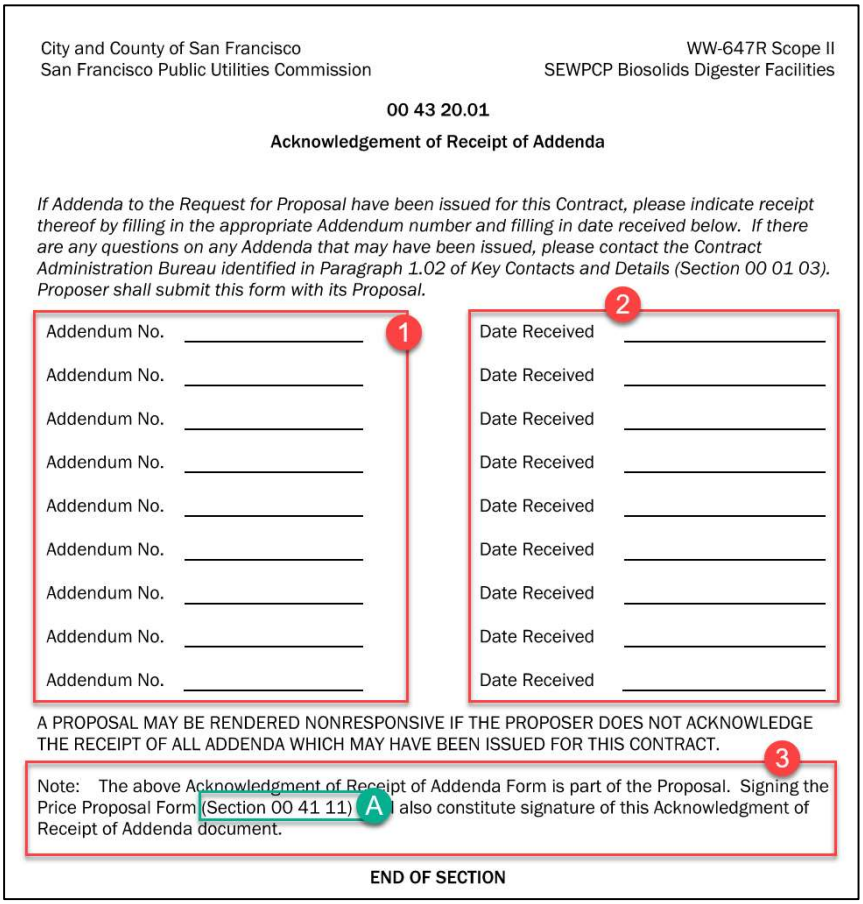
END OF SECTION

00 43 20.01 – Acknowledgment of Receipt Addenda

Who Completes?	Prime bidder/proposer.
Submission Info	Submit with bid by the due date and time indicated in the RFP Package Summary Page.
Additional Info	If the form is not applicable, mark "Not Applicable" at the top of the form.

Instructions

1. **Addendum No:** Complete a field for each addendum received.
   - If you need more rows, please make a copy of this section.
2. **Date Received:** Enter the date for each addendum received.
   - Date format "DD/MM/YY."
3. Signing the Schedule of Bid Prices (Section 00 41 10.10) shall constitute signature of this Acknowledgment of Receipt of Addenda (Section 00 43 20.01).
   A. Price Proposal Form (section 00 41 11) is referred to Schedule of Bid Prices (Section 00 41 10.10) in Exhibit F3.



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SEWPCP Biosolids Digester Facilities

00 43 20.01

Acknowledgement of Receipt of Addenda

If Addenda to the Request for Proposal have been issued for this Contract, please indicate receipt thereof by filling in the appropriate Addendum number and filling in date received below. If there are any questions on any Addenda that may have been issued, please contact the Contract Administration Bureau identified in Paragraph 1.02 of Key Contacts and Details (Section 00 01 03). Proposer shall submit this form with its Proposal.

Addendum No. _____	Date Received _____
Addendum No. _____	Date Received _____
Addendum No. _____	Date Received _____
Addendum No. _____	Date Received _____
Addendum No. _____	Date Received _____
Addendum No. _____	Date Received _____
Addendum No. _____	Date Received _____
Addendum No. _____	Date Received _____
Addendum No. _____	Date Received _____

A PROPOSAL MAY BE RENDERED NONRESPONSIVE IF THE PROPOSER DOES NOT ACKNOWLEDGE THE RECEIPT OF ALL ADDENDA WHICH MAY HAVE BEEN ISSUED FOR THIS CONTRACT.

Note: The above Acknowledgment of Receipt of Addenda Form is part of the Proposal. Signing the Price Proposal Form (Section 00 41 11) A also constitute signature of this Acknowledgment of Receipt of Addenda document.

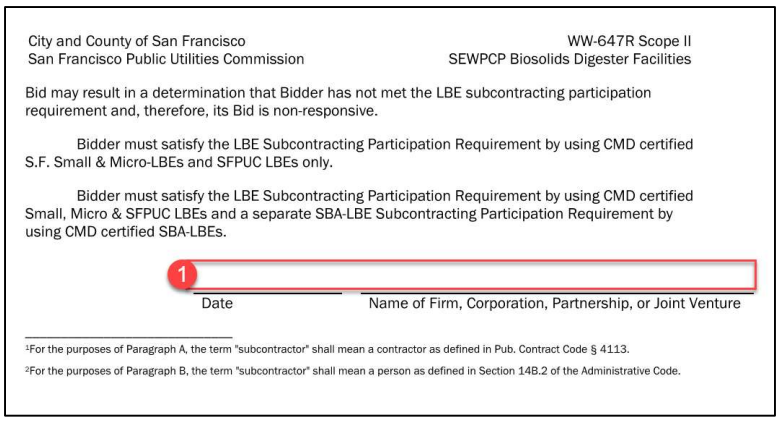
END OF SECTION

00 43 36 - Proposed Subcontractors Form

Who Completes?	Prime bidder/proposer.
Submission Info.	Submit with bid by the due date and time indicated in the RFP Package Summary Page.
Additional Info.	N/A

Instructions

1. On page 2, enter the current date and the prime bidder's name.



City and County of San Francisco
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WW-647R Scope II
SEWPCP Biosolids Digester Facilities

Bid may result in a determination that Bidder has not met the LBE subcontracting participation requirement and, therefore, its Bid is non-responsive.

Bidder must satisfy the LBE Subcontracting Participation Requirement by using CMD certified S.F. Small & Micro-LBEs and SFPUC LBEs only.

Bidder must satisfy the LBE Subcontracting Participation Requirement by using CMD certified Small, Micro & SFPUC LBEs and a separate SBA-LBE Subcontracting Participation Requirement by using CMD certified SBA-LBEs.

1

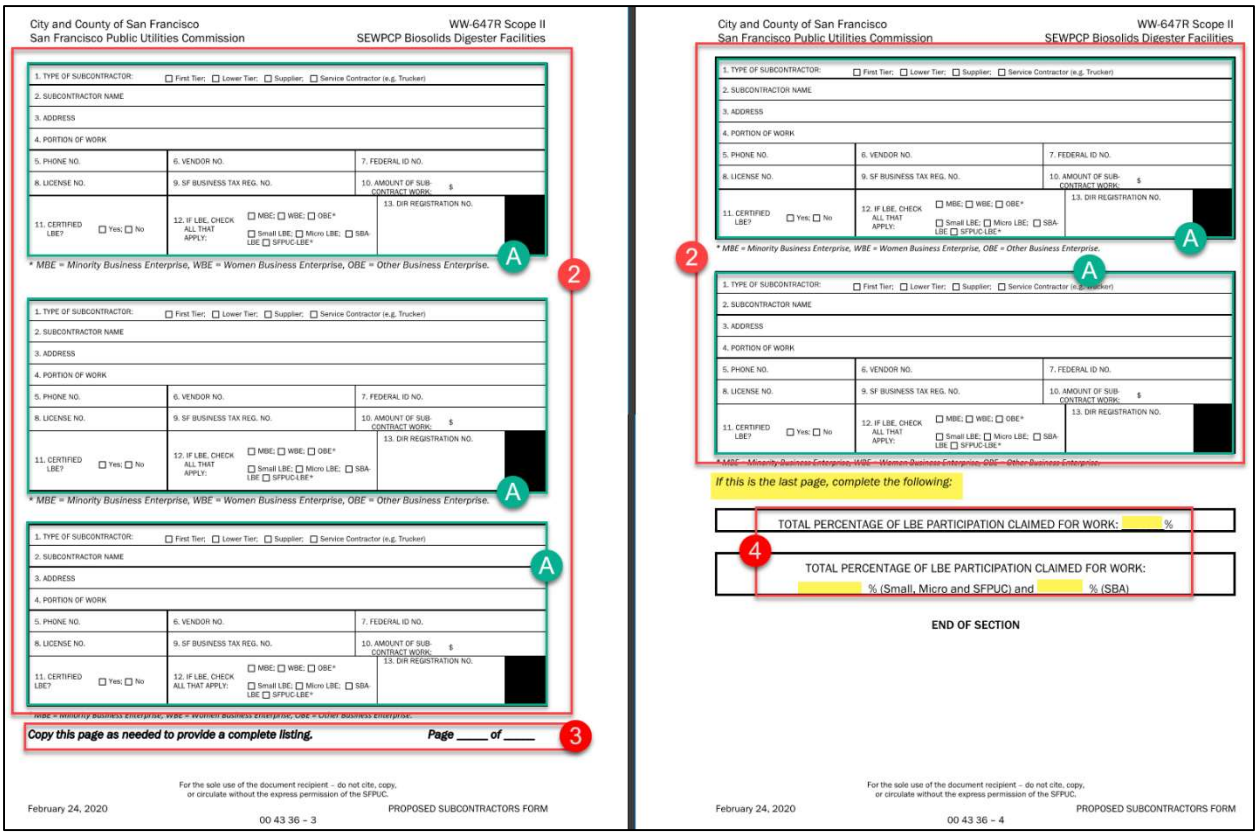
Date

Name of Firm, Corporation, Partnership, or Joint Venture

[1]For the purposes of Paragraph A, the term "subcontractor" shall mean a contractor as defined in Pub. Contract Code § 4113.

[2]For the purposes of Paragraph B, the term "subcontractor" shall mean a person as defined in Section 14B.2 of the Administrative Code.

2. On pages 3-4, list all subcontractors planned to be used for the package based on the following requirements:
    - Subcontractors who will perform work in excess of ½ of 1% of the Total Bid Price
    - LBE Subcontractors, suppliers, service contractors regardless of the dollar amount of subcontract work.
        A. Complete each box per subcontractor.
        B. **NOTE:** For prime bidders with lower-tier subcontractors, do **NOT** put the total bid price as the subcontract amount since this will account for lower-tier amounts.
3. If you need more boxes to enter subcontractor information, make a copy of page three.
4. Total LBE Participation percentage must be indicated.
    - If no LBE is used in the package, enter "0" in the highlighted fields.



City and County of San Francisco
San Francisco Public Utilities Commission

WW-647R Scope II
SEWPCP Biosolids Digester Facilities

1. TYPE OF SUBCONTRACTOR: ☐ First Tier; ☐ Lower Tier; ☐ Supplier; ☐ Service Contractor (e.g. Trucker)		
2. SUBCONTRACTOR NAME		
3. ADDRESS		
4. PORTION OF WORK		
5. PHONE NO.	6. VENDOR NO.	7. FEDERAL ID NO.
8. LICENSE NO.	9. SF BUSINESS TAX REG. NO.	10. AMOUNT OF SUB-CONTRACT WORK: $
11. CERTIFIED LBE? ☐ Yes; ☐ No	12. IF LBE, CHECK ALL THAT APPLY: ☐ MBE; ☐ WBE; ☐ OBE*; ☐ Small LBE; ☐ Micro LBE; ☐ SBA-LBE ☐ SFPUC-LBE*	13. DIR REGISTRATION NO. [redacted]

A

* MBE = Minority Business Enterprise, WBE = Women Business Enterprise, OBE = Other Business Enterprise.

2

1. TYPE OF SUBCONTRACTOR: ☐ First Tier; ☐ Lower Tier; ☐ Supplier; ☐ Service Contractor (e.g. Trucker)		
2. SUBCONTRACTOR NAME		
3. ADDRESS		
4. PORTION OF WORK		
5. PHONE NO.	6. VENDOR NO.	7. FEDERAL ID NO.
8. LICENSE NO.	9. SF BUSINESS TAX REG. NO.	10. AMOUNT OF SUB-CONTRACT WORK: $
11. CERTIFIED LBE? ☐ Yes; ☐ No	12. IF LBE, CHECK ALL THAT APPLY: ☐ MBE; ☐ WBE; ☐ OBE*; ☐ Small LBE; ☐ Micro LBE; ☐ SBA-LBE ☐ SFPUC-LBE*	13. DIR REGISTRATION NO. [redacted]

A

* MBE = Minority Business Enterprise, WBE = Women Business Enterprise, OBE = Other Business Enterprise.

1. TYPE OF SUBCONTRACTOR: ☐ First Tier; ☐ Lower Tier; ☐ Supplier; ☐ Service Contractor (e.g. Trucker)		
2. SUBCONTRACTOR NAME		
3. ADDRESS		
4. PORTION OF WORK		
5. PHONE NO.	6. VENDOR NO.	7. FEDERAL ID NO.
8. LICENSE NO.	9. SF BUSINESS TAX REG. NO.	10. AMOUNT OF SUB-CONTRACT WORK: $
11. CERTIFIED LBE? ☐ Yes; ☐ No	12. IF LBE, CHECK ALL THAT APPLY: ☐ MBE; ☐ WBE; ☐ OBE*; ☐ Small LBE; ☐ Micro LBE; ☐ SBA-LBE ☐ SFPUC-LBE*	13. DIR REGISTRATION NO. [redacted]

A

Copy this page as needed to provide a complete listing. *Page ____ of ____*

3

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City and County of San Francisco
San Francisco Public Utilities Commission

WW-647R Scope II
SEWPCP Biosolids Digester Facilities

1. TYPE OF SUBCONTRACTOR: ☐ First Tier; ☐ Lower Tier; ☐ Supplier; ☐ Service Contractor (e.g. Trucker)		
2. SUBCONTRACTOR NAME		
3. ADDRESS		
4. PORTION OF WORK		
5. PHONE NO.	6. VENDOR NO.	7. FEDERAL ID NO.
8. LICENSE NO.	9. SF BUSINESS TAX REG. NO.	10. AMOUNT OF SUB-CONTRACT WORK: $
11. CERTIFIED LBE? ☐ Yes; ☐ No	12. IF LBE, CHECK ALL THAT APPLY: ☐ MBE; ☐ WBE; ☐ OBE*; ☐ Small LBE; ☐ Micro LBE; ☐ SBA-LBE ☐ SFPUC-LBE*	13. DIR REGISTRATION NO. [redacted]

A

* MBE = Minority Business Enterprise, WBE = Women Business Enterprise, OBE = Other Business Enterprise.

2

1. TYPE OF SUBCONTRACTOR: ☐ First Tier; ☐ Lower Tier; ☐ Supplier; ☐ Service Contractor (e.g. Trucker)		
2. SUBCONTRACTOR NAME		
3. ADDRESS		
4. PORTION OF WORK		
5. PHONE NO.	6. VENDOR NO.	7. FEDERAL ID NO.
8. LICENSE NO.	9. SF BUSINESS TAX REG. NO.	10. AMOUNT OF SUB-CONTRACT WORK: $
11. CERTIFIED LBE? ☐ Yes; ☐ No	12. IF LBE, CHECK ALL THAT APPLY: ☐ MBE; ☐ WBE; ☐ OBE*; ☐ Small LBE; ☐ Micro LBE; ☐ SBA-LBE ☐ SFPUC-LBE*	13. DIR REGISTRATION NO.

A

If this is the last page, complete the following:

TOTAL PERCENTAGE OF LBE PARTICIPATION CLAIMED FOR WORK: ____ %

4

TOTAL PERCENTAGE OF LBE PARTICIPATION CLAIMED FOR WORK:
____ % (Small, Micro and SFPUC) and ____ % (SBA)

END OF SECTION

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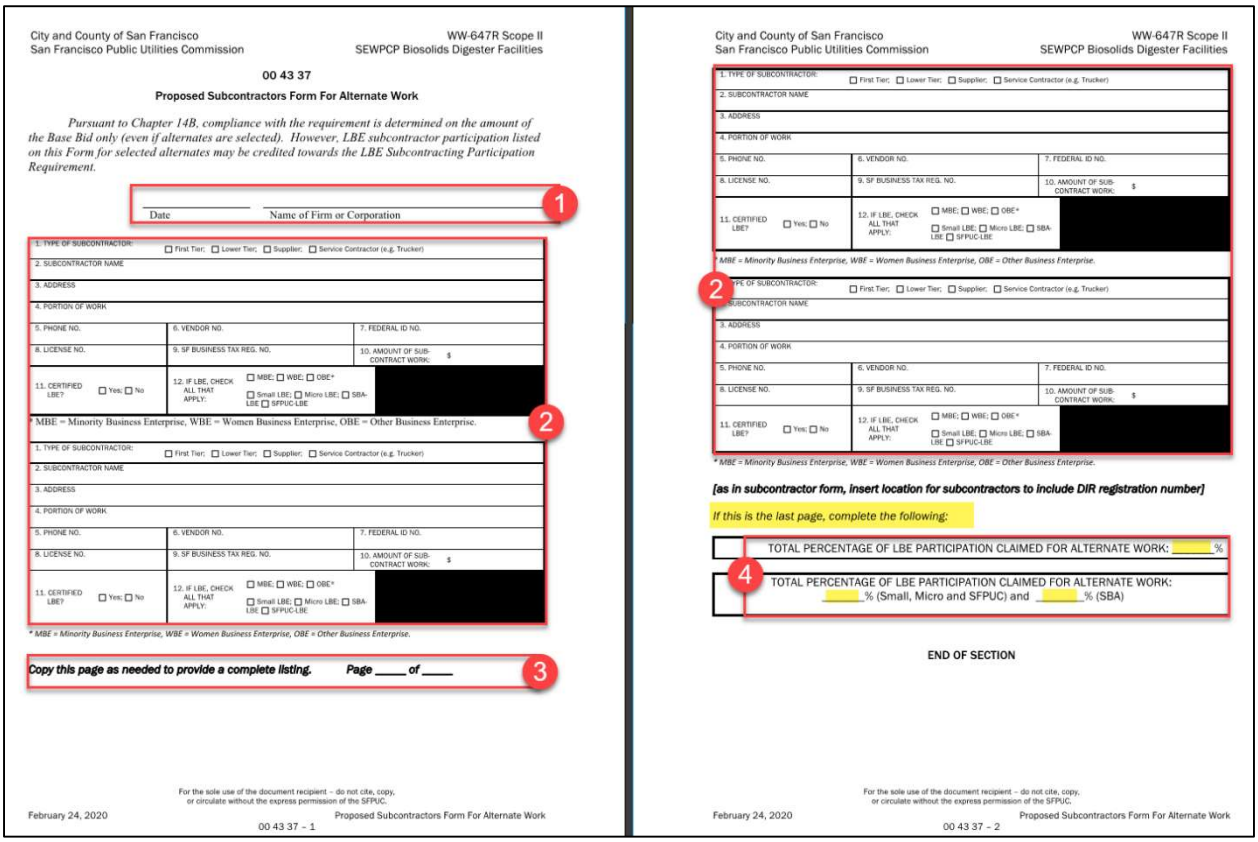
00 43 37 - Proposed Subcontractors Form for Alternate Work

Who Completes?	Prime bidder/proposer.
Submission Info.	Submit with bid by the due date and time indicated in the RFP Package Summary Page.
Additional Info.	○ Required only if the package requires an alternate. ○ If the form is not applicable, mark "Not Applicable" at the top of the form.

Instructions

1. Enter the current date and the prime bidder's name.
2. Each subcontractor who has provided a proposal, bid, or quote to perform work for the package must be listed in the boxes on pages 1 or 2.
   - **NOTE:** For prime bidders with lower-tier subcontractors, do **NOT** put the total bid price as the subcontract amount since this will account for lower-tier amounts.
3. If you need more boxes to enter subcontractor information, make a copy of page two.
4. Total LBE Participation percentage must be indicated if the package has LBE subcontractors.
   - If no LBE and/or SBA is used in the package, enter "0" in the highlighted fields.



City and County of San Francisco
San Francisco Public Utilities Commission

WW-647R Scope II
SEWPCP Biosolids Digester Facilities

00 43 37

Proposed Subcontractors Form For Alternate Work

Pursuant to Chapter 14B, compliance with the requirement is determined on the amount of the Base Bid only (even if alternates are selected). However, LBE subcontractor participation listed on this Form for selected alternates may be credited towards the LBE Subcontracting Participation Requirement.

Date _____ Name of Firm or Corporation _____ 1

1. TYPE OF SUBCONTRACTOR: ☐ First Tier; ☐ Lower Tier; ☐ Supplier; ☐ Service Contractor (e.g. Trucker)
2. SUBCONTRACTOR NAME
3. ADDRESS
4. PORTION OF WORK
5. PHONE NO. | 6. VENDOR NO. | 7. FEDERAL ID NO.
8. LICENSE NO. | 9. SF BUSINESS TAX REG. NO. | 10. AMOUNT OF SUB-CONTRACT WORK: $
11. CERTIFIED LBE? ☐ Yes; ☐ No | 12. IF LBE, CHECK ALL THAT APPLY: ☐ MBE; ☐ WBE; ☐ OBE* ☐ Small LBE; ☐ Micro LBE; ☐ SBA-LBE ☐ SFPUC-LBE

* MBE = Minority Business Enterprise, WBE = Women Business Enterprise, OBE = Other Business Enterprise. 2

1. TYPE OF SUBCONTRACTOR: ☐ First Tier; ☐ Lower Tier; ☐ Supplier; ☐ Service Contractor (e.g. Trucker)
2. SUBCONTRACTOR NAME
3. ADDRESS
4. PORTION OF WORK
5. PHONE NO. | 6. VENDOR NO. | 7. FEDERAL ID NO.
8. LICENSE NO. | 9. SF BUSINESS TAX REG. NO. | 10. AMOUNT OF SUB-CONTRACT WORK: $
11. CERTIFIED LBE? ☐ Yes; ☐ No | 12. IF LBE, CHECK ALL THAT APPLY: ☐ MBE; ☐ WBE; ☐ OBE* ☐ Small LBE; ☐ Micro LBE; ☐ SBA-LBE ☐ SFPUC-LBE

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Copy this page as needed to provide a complete listing. *Page ____ of ____* 3

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February 24, 2020 Proposed Subcontractors Form For Alternate Work
00 43 37 – 1

City and County of San Francisco
San Francisco Public Utilities Commission

WW-647R Scope II
SEWPCP Biosolids Digester Facilities

1. TYPE OF SUBCONTRACTOR: ☐ First Tier; ☐ Lower Tier; ☐ Supplier; ☐ Service Contractor (e.g. Trucker)
2. SUBCONTRACTOR NAME
3. ADDRESS
4. PORTION OF WORK
5. PHONE NO. | 6. VENDOR NO. | 7. FEDERAL ID NO.
8. LICENSE NO. | 9. SF BUSINESS TAX REG. NO. | 10. AMOUNT OF SUB-CONTRACT WORK: $
11. CERTIFIED LBE? ☐ Yes; ☐ No | 12. IF LBE, CHECK ALL THAT APPLY: ☐ MBE; ☐ WBE; ☐ OBE* ☐ Small LBE; ☐ Micro LBE; ☐ SBA-LBE ☐ SFPUC-LBE

* MBE = Minority Business Enterprise, WBE = Women Business Enterprise, OBE = Other Business Enterprise.

2 TYPE OF SUBCONTRACTOR: ☐ First Tier; ☐ Lower Tier; ☐ Supplier; ☐ Service Contractor (e.g. Trucker)
SUBCONTRACTOR NAME
3. ADDRESS
4. PORTION OF WORK
5. PHONE NO. | 6. VENDOR NO. | 7. FEDERAL ID NO.
8. LICENSE NO. | 9. SF BUSINESS TAX REG. NO. | 10. AMOUNT OF SUB-CONTRACT WORK: $
11. CERTIFIED LBE? ☐ Yes; ☐ No | 12. IF LBE, CHECK ALL THAT APPLY: ☐ MBE; ☐ WBE; ☐ OBE* ☐ Small LBE; ☐ Micro LBE; ☐ SBA-LBE ☐ SFPUC-LBE

* MBE = Minority Business Enterprise, WBE = Women Business Enterprise, OBE = Other Business Enterprise.

[as in subcontractor form, insert location for subcontractors to include DIR registration number]

If this is the last page, complete the following:

TOTAL PERCENTAGE OF LBE PARTICIPATION CLAIMED FOR ALTERNATE WORK: _____%

4 TOTAL PERCENTAGE OF LBE PARTICIPATION CLAIMED FOR ALTERNATE WORK: _____% (Small, Micro and SFPUC) and _____% (SBA)

END OF SECTION

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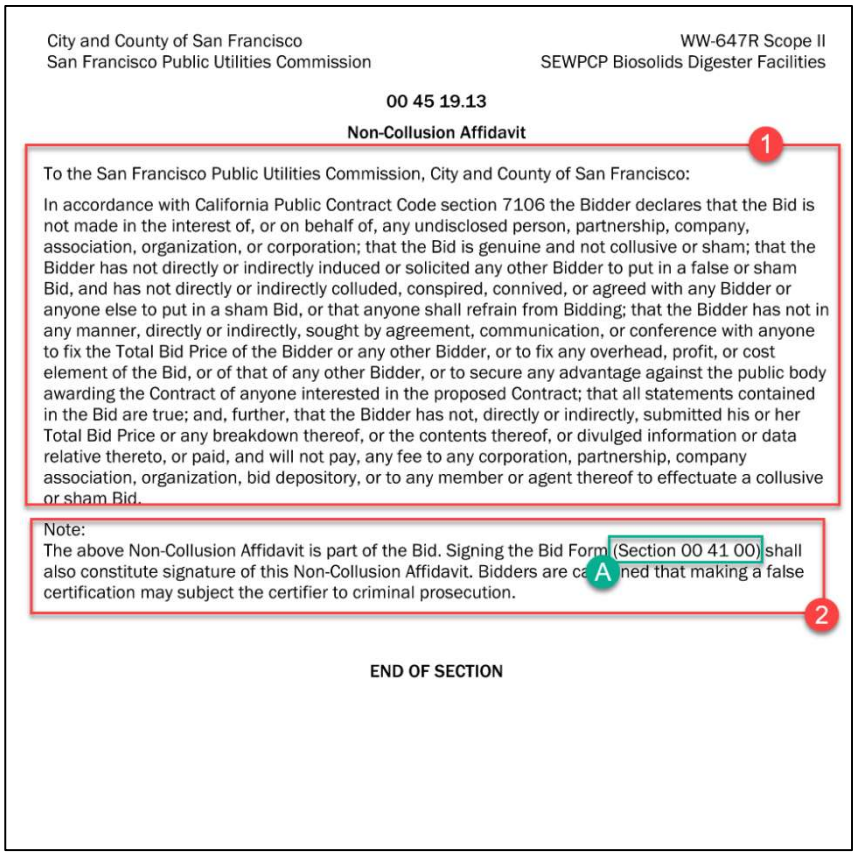
February 24, 2020 Proposed Subcontractors Form For Alternate Work
00 43 37 – 2

00 45 19.13 - Non-Collusion Affidavit

Who Completes?	Prime bidder/proposer.
Submission Info	Submit with bid by the due date and time indicated in the RFP Package Summary Page.
Additional Info	N/A

Instructions

1. Make sure to read this affidavit. No further actions needed to complete this section.
2. Signing the Schedule of Bid Prices (Section 00 41 10.10) shall constitute signature of this Non-Collusion Affidavit (Section 00 45 19.13).
    A. Bid Form (section 00 41 00) is referred to Schedule of Bid Prices (Section 00 41 10.10) in Exhibit F3.



City and County of San Francisco
San Francisco Public Utilities Commission

WW-647R Scope II
SEWPCP Biosolids Digester Facilities

00 45 19.13

Non-Collusion Affidavit

1

To the San Francisco Public Utilities Commission, City and County of San Francisco:

In accordance with California Public Contract Code section 7106 the Bidder declares that the Bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Bid is genuine and not collusive or sham; that the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham Bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone else to put in a sham Bid, or that anyone shall refrain from Bidding; that the Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Total Bid Price of the Bidder or any other Bidder, or to fix any overhead, profit, or cost element of the Bid, or of that of any other Bidder, or to secure any advantage against the public body awarding the Contract of anyone interested in the proposed Contract; that all statements contained in the Bid are true; and, further, that the Bidder has not, directly or indirectly, submitted his or her Total Bid Price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham Bid.

Note:
The above Non-Collusion Affidavit is part of the Bid. Signing the Bid Form (Section 00 41 00) shall also constitute signature of this Non-Collusion Affidavit. Bidders are ca[A]ned that making a false certification may subject the certifier to criminal prosecution.

2

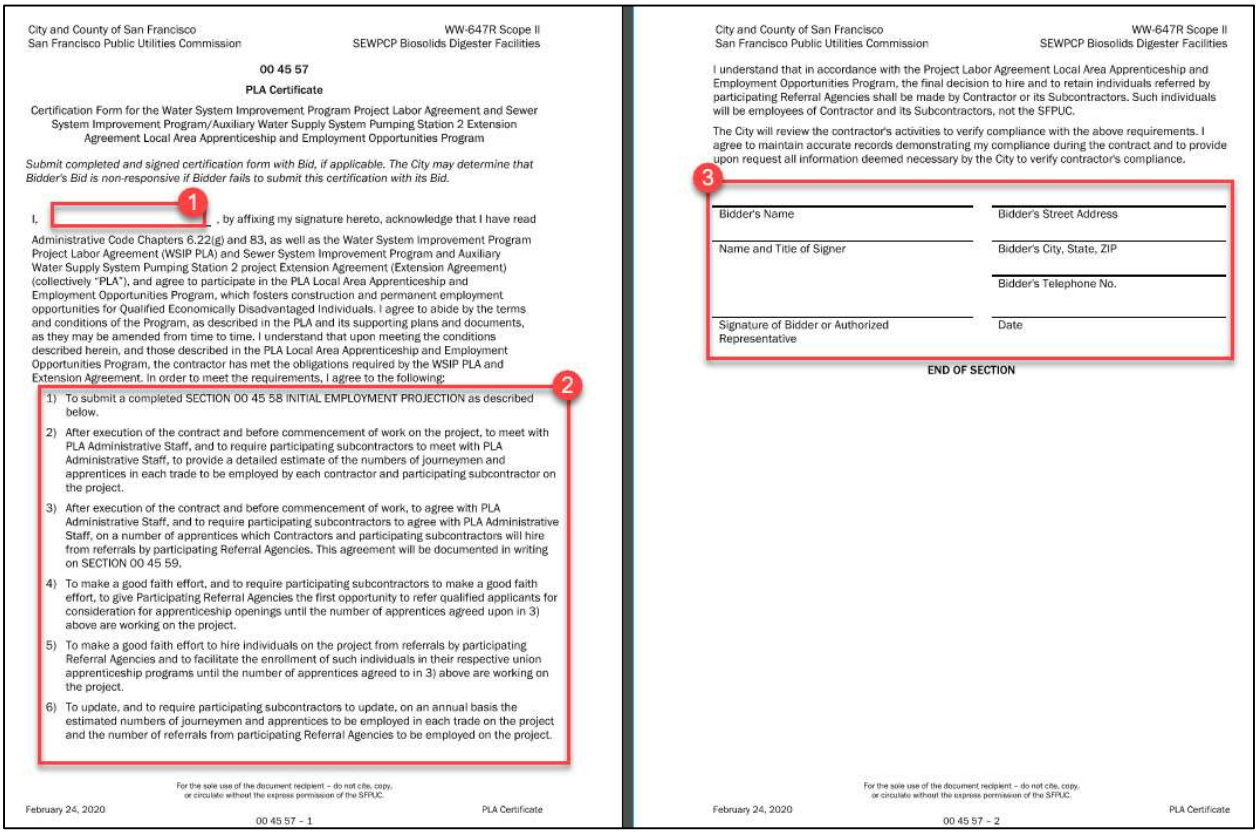
END OF SECTION

00 45 57 - PLA Certificate

Who Completes?	Prime bidder/proposer.
Submission Info	Submit with bid by the due date and time indicated in the RFP Package Summary Page.
Additional Info	○ **Trade Bid Package:** Required to submit. ○ **Equipment Package:** Complete if the package has labor onsite. Otherwise, mark "Not Applicable" at the top.

Instructions

1. Full name of the prime bidder's point person or authorized representative.
2. Make sure to fulfill requirements #1-6. Forms mentioned are in Exhibit J.
   - Initial Employment Projection (Section 00 45 58)
   - Agreement to Hire Apprentices from Referral Agencies (Section 00 45 59)
3. Complete **all fields** in the box with the prime bidder's information.



City and County of San Francisco
San Francisco Public Utilities Commission

WW-647R Scope II
SEWPCP Biosolids Digester Facilities

00 45 57
PLA Certificate

Certification Form for the Water System Improvement Program Project Labor Agreement and Sewer System Improvement Program/Auxiliary Water Supply System Pumping Station 2 Extension Agreement Local Area Apprenticeship and Employment Opportunities Program

Submit completed and signed certification form with Bid, if applicable. The City may determine that Bidder's Bid is non-responsive if Bidder fails to submit this certification with its Bid.

1

I, _____, by affixing my signature hereto, acknowledge that I have read Administrative Code Chapters 6.22(g) and 83, as well as the Water System Improvement Program Project Labor Agreement (WSIP PLA) and Sewer System Improvement Program and Auxiliary Water Supply System Pumping Station 2 project Extension Agreement (Extension Agreement) (collectively "PLA"), and agree to participate in the PLA Local Area Apprenticeship and Employment Opportunities Program, which fosters construction and permanent employment opportunities for Qualified Economically Disadvantaged Individuals. I agree to abide by the terms and conditions of the Program, as described in the PLA and its supporting plans and documents, as they may be amended from time to time. I understand that upon meeting the conditions described herein, and those described in the PLA Local Area Apprenticeship and Employment Opportunities Program, the contractor has met the obligations required by the WSIP PLA and Extension Agreement. In order to meet the requirements, I agree to the following:

2

1) To submit a completed SECTION 00 45 58 INITIAL EMPLOYMENT PROJECTION as described below.
2) After execution of the contract and before commencement of work on the project, to meet with PLA Administrative Staff, and to require participating subcontractors to meet with PLA Administrative Staff, to provide a detailed estimate of the numbers of journeymen and apprentices in each trade to be employed by each contractor and participating subcontractor on the project.
3) After execution of the contract and before commencement of work, to agree with PLA Administrative Staff, and to require participating subcontractors to agree with PLA Administrative Staff, on a number of apprentices which Contractors and participating subcontractors will hire from referrals by participating Referral Agencies. This agreement will be documented in writing on SECTION 00 45 59.
4) To make a good faith effort, and to require participating subcontractors to make a good faith effort, to give Participating Referral Agencies the first opportunity to refer qualified applicants for consideration for apprenticeship openings until the number of apprentices agreed upon in 3) above are working on the project.
5) To make a good faith effort to hire individuals on the project from referrals by participating Referral Agencies and to facilitate the enrollment of such individuals in their respective union apprenticeship programs until the number of apprentices agreed to in 3) above are working on the project.
6) To update, and to require participating subcontractors to update, on an annual basis the estimated numbers of journeymen and apprentices to be employed in each trade on the project and the number of referrals from participating Referral Agencies to be employed on the project.

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City and County of San Francisco
San Francisco Public Utilities Commission

WW-647R Scope II
SEWPCP Biosolids Digester Facilities

I understand that in accordance with the Project Labor Agreement Local Area Apprenticeship and Employment Opportunities Program, the final decision to hire and to retain individuals referred by participating Referral Agencies shall be made by Contractor or its Subcontractors. Such individuals will be employees of Contractor and its Subcontractors, not the SFPUC.

The City will review the contractor's activities to verify compliance with the above requirements. I agree to maintain accurate records demonstrating my compliance during the contract and to provide upon request all information deemed necessary by the City to verify contractor's compliance.

3

Bidder's Name	Bidder's Street Address
Name and Title of Signer	Bidder's City, State, ZIP
	Bidder's Telephone No.
Signature of Bidder or Authorized Representative	Date

END OF SECTION

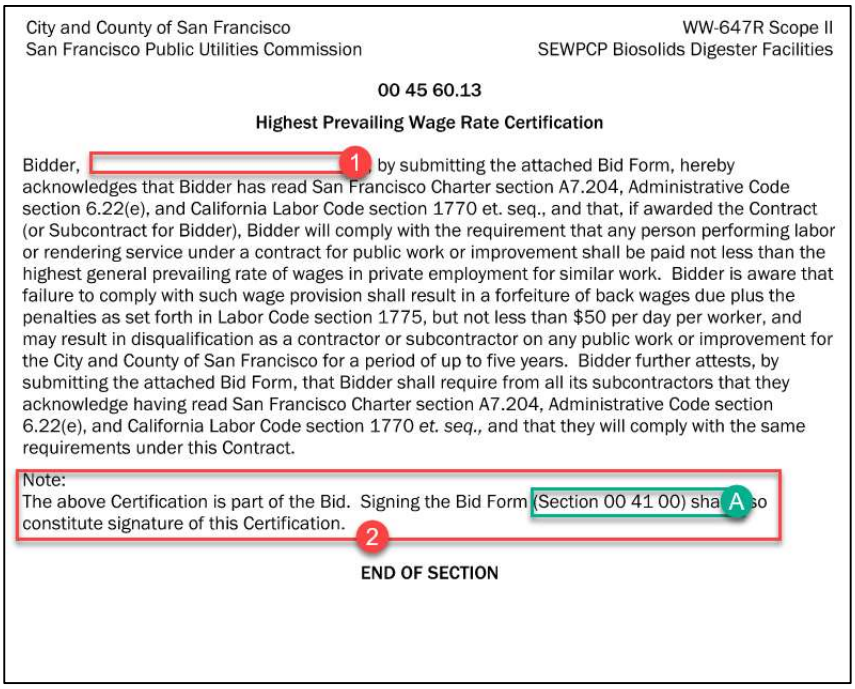
For the sole use of the document recipient – do not cite, copy, or circulate without the express permission of the SFPUC.

00 45 60.13 - Highest Prevailing Wage

Who Completes?	Prime bidder/proposer.
Submission Info	Submit with bid by the due date and time indicated in the RFP Package Summary Page.
Additional Info	If the form is not applicable, mark "Not Applicable" at the top of the form.

Instructions

1. Prime Bidder's firm name.
2. Signing the Schedule of Bid Prices (Section 00 41 10.10) shall constitute signature of this Highest Prevailing Wage Rate Certification (Section 00 45 60.13).
    A. Bid Form (section 00 41 00) is referred to Schedule of Bid Prices (Section 00 41 10.10) in Exhibit F3.



City and County of San Francisco
San Francisco Public Utilities Commission

WW-647R Scope II
SEWPCP Biosolids Digester Facilities

00 45 60.13

Highest Prevailing Wage Rate Certification

Bidder, [1] by submitting the attached Bid Form, hereby acknowledges that Bidder has read San Francisco Charter section A7.204, Administrative Code section 6.22(e), and California Labor Code section 1770 et. seq., and that, if awarded the Contract (or Subcontract for Bidder), Bidder will comply with the requirement that any person performing labor or rendering service under a contract for public work or improvement shall be paid not less than the highest general prevailing rate of wages in private employment for similar work. Bidder is aware that failure to comply with such wage provision shall result in a forfeiture of back wages due plus the penalties as set forth in Labor Code section 1775, but 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. Bidder further attests, by submitting the attached Bid Form, that Bidder shall require from all its subcontractors that they acknowledge having read San Francisco Charter section A7.204, Administrative Code section 6.22(e), and California Labor Code section 1770 *et. seq.*, and that they will comply with the same requirements under this Contract.

Note:
The above Certification is part of the Bid. Signing the Bid Form (Section 00 41 00) sha[A]so constitute signature of this Certification. [2]

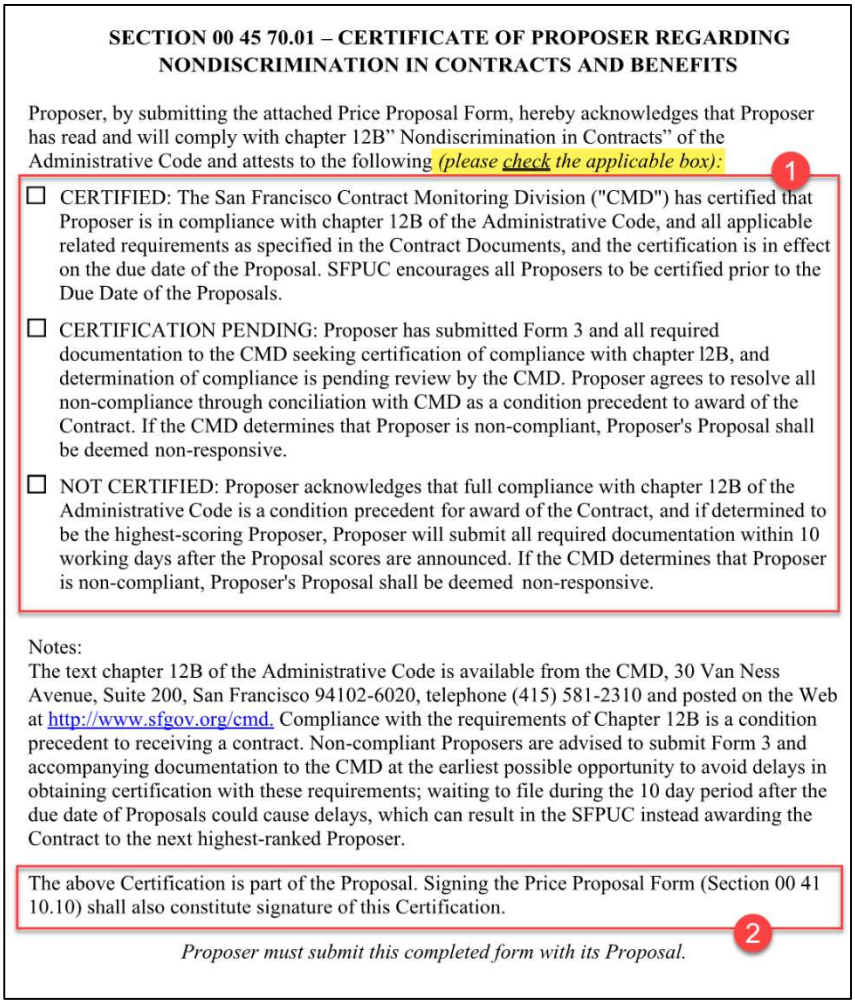
END OF SECTION

00 45 70.01 - Nondiscrimination

Who Completes?	Prime bidder/proposer.
Submission Info	Submit with bid by the due date and time indicated in the RFP Package Summary Page.
Additional Info	Compliance with the requirements of Chapter 12B is a condition precedent to receiving a contract for this project.

Instructions

1. Select one of the three options.
    - Learn how to comply with Chapter 12B
2. Signing the Schedule of Bid Prices (Section 00 41 10.10) shall constitute signature of this Certificate of Proposer Regarding Nondiscrimination in Contracts and Benefits (Section 00 45 70.01).



SECTION 00 45 70.01 – CERTIFICATE OF PROPOSER REGARDING NONDISCRIMINATION IN CONTRACTS AND BENEFITS

Proposer, by submitting the attached Price Proposal Form, hereby acknowledges that Proposer has read and will comply with chapter 12B" Nondiscrimination in Contracts" of the Administrative Code and attests to the following *(please check the applicable box):*

1

☐ CERTIFIED: The San Francisco Contract Monitoring Division ("CMD") has certified that Proposer is in compliance with chapter 12B of the Administrative Code, and all applicable related requirements as specified in the Contract Documents, and the certification is in effect on the due date of the Proposal. SFPUC encourages all Proposers to be certified prior to the Due Date of the Proposals.

☐ CERTIFICATION PENDING: Proposer has submitted Form 3 and all required documentation to the CMD seeking certification of compliance with chapter 12B, and determination of compliance is pending review by the CMD. Proposer agrees to resolve all non-compliance through conciliation with CMD as a condition precedent to award of the Contract. If the CMD determines that Proposer is non-compliant, Proposer's Proposal shall be deemed non-responsive.

☐ NOT CERTIFIED: Proposer acknowledges that full compliance with chapter 12B of the Administrative Code is a condition precedent for award of the Contract, and if determined to be the highest-scoring Proposer, Proposer will submit all required documentation within 10 working days after the Proposal scores are announced. If the CMD determines that Proposer is non-compliant, Proposer's Proposal shall be deemed non-responsive.

Notes:
The text chapter 12B of the Administrative Code is available from the CMD, 30 Van Ness Avenue, Suite 200, San Francisco 94102-6020, telephone (415) 581-2310 and posted on the Web at http://www.sfgov.org/cmd. Compliance with the requirements of Chapter 12B is a condition precedent to receiving a contract. Non-compliant Proposers are advised to submit Form 3 and accompanying documentation to the CMD at the earliest possible opportunity to avoid delays in obtaining certification with these requirements; waiting to file during the 10 day period after the due date of Proposals could cause delays, which can result in the SFPUC instead awarding the Contract to the next highest-ranked Proposer.

The above Certification is part of the Proposal. Signing the Price Proposal Form (Section 00 41 10.10) shall also constitute signature of this Certification.

2

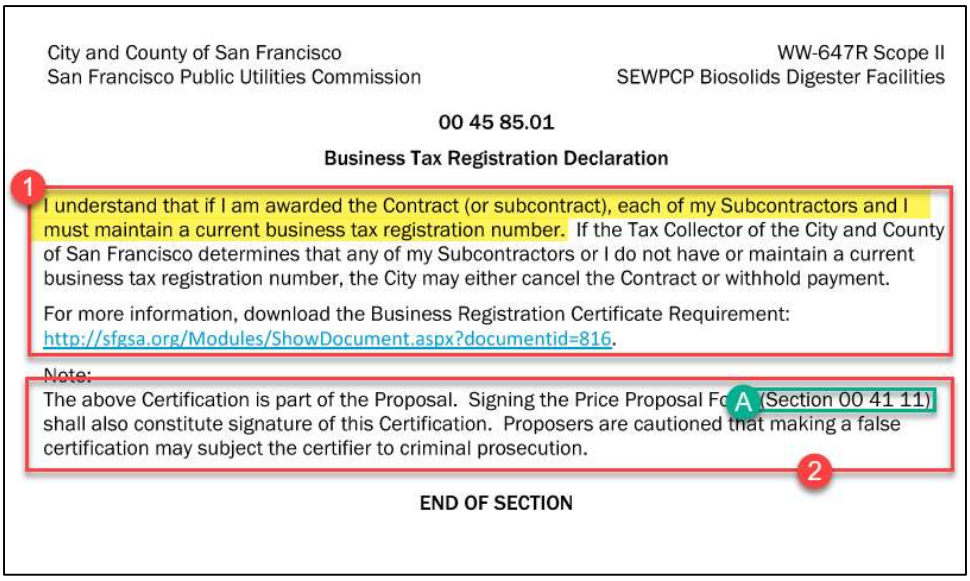
Proposer must submit this completed form with its Proposal.

00 45 85.01 - Business Tax Registration Declaration

Who Completes?	Prime bidder/proposer and lower tier subcontractors
Submission Info	Submit with bid by the due date and time indicated in the RFP Package Summary Page.
Additional Info	N/A

Instructions

1. If awarded the Contract, the prime bidder and lower tier subcontractor must maintain a current business tax registration number.
    - San Francisco Business Registration
2. Signing the Schedule of Bid Prices (Section 00 41 10.10) shall constitute signature of this Business Tax Registration Declaration (Section 00 45 85.01).
    A. Price Proposal Form (section 00 41 11) is referred to Schedule of Bid Prices (Section 00 41 10.10) in Exhibit F3.



City and County of San Francisco
San Francisco Public Utilities Commission

WW-647R Scope II
SEWPCP Biosolids Digester Facilities

00 45 85.01

Business Tax Registration Declaration

1

I understand that if I am awarded the Contract (or subcontract), each of my Subcontractors and I must maintain a current business tax registration number. If the Tax Collector of the City and County of San Francisco determines that any of my Subcontractors or I do not have or maintain a current business tax registration number, the City may either cancel the Contract or withhold payment.

For more information, download the Business Registration Certificate Requirement: http://sfgsa.org/Modules/ShowDocument.aspx?documentid=816.

Note:
The above Certification is part of the Proposal. Signing the Price Proposal Fo A (Section 00 41 11) shall also constitute signature of this Certification. Proposers are cautioned that making a false certification may subject the certifier to criminal prosecution.

2

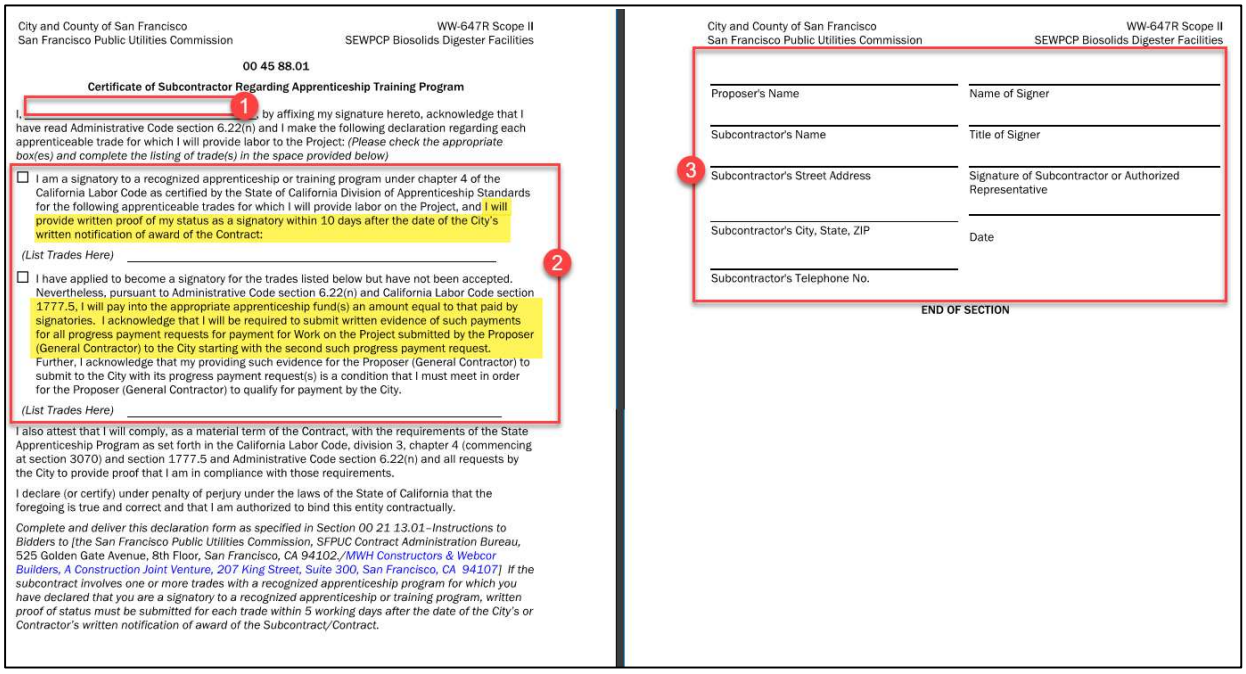
END OF SECTION

00 45 88.01 - Certificate of Subcontractor Regarding Apprenticeship Training Program

Who Completes?	Prime bidder/proposer.
Submission Info	Submit within 15 business days from the receipt of the fully executed Subcontract.
Additional Info	If the form is not applicable, mark "Not Applicable" at the top of the form.

Instructions

1. Enter the full name of the prime bidder's point person.
2. Select one of the two options and list trade.
    - **List Trades Here** – Specify type of trade and union name.
        A. i.e., "Laborers – Local 304", "Operating Engineers – Local 3 Surveyors".
    - Depending on which option you choose, it is imperative to fulfill the highlighted requirement.
3. Complete **all fields** in the box.
    - **Proposer's Name:** Enter **"**MWH Webcor JV".



City and County of San Francisco
San Francisco Public Utilities Commission

WW-647R Scope II
SEWPCP Biosolids Digester Facilities

00 45 88.01

Certificate of Subcontractor Regarding Apprenticeship Training Program

I, _____ (1), by affixing my signature hereto, acknowledge that I have read Administrative Code section 6.22(n) and I make the following declaration regarding each apprenticeable trade for which I will provide labor to the Project: *(Please check the appropriate box(es) and complete the listing of trade(s) in the space provided below)*

☐ I am a signatory to a recognized apprenticeship or training program under chapter 4 of the California Labor Code as certified by the State of California Division of Apprenticeship Standards for the following apprenticeable trades for which I will provide labor on the Project, and I will provide written proof of my status as a signatory within 10 days after the date of the City's written notification of award of the Contract:

(List Trades Here) _____

☐ I have applied to become a signatory for the trades listed below but have not been accepted. Nevertheless, pursuant to Administrative Code section 6.22(n) and California Labor Code section 1777.5, I will pay into the appropriate apprenticeship fund(s) an amount equal to that paid by signatories. I acknowledge that I will be required to submit written evidence of such payments for all progress payment requests for payment for Work on the Project submitted by the Proposer (General Contractor) to the City starting with the second such progress payment request. Further, I acknowledge that my providing such evidence for the Proposer (General Contractor) to submit to the City with its progress payment request(s) is a condition that I must meet in order for the Proposer (General Contractor) to qualify for payment by the City.

(2)

(List Trades Here) _____

I also attest that I will comply, as a material term of the Contract, with the requirements of the State Apprenticeship Program as set forth in the California Labor Code, division 3, chapter 4 (commencing at section 3070) and section 1777.5 and Administrative Code section 6.22(n) and all requests by the City to provide proof that I am in compliance with those requirements.

I declare (or certify) under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that I am authorized to bind this entity contractually.

Complete and deliver this declaration form as specified in Section 00 21 13.01–Instructions to Bidders to [the San Francisco Public Utilities Commission, SFPUC Contract Administration Bureau, 525 Golden Gate Avenue, 8th Floor, San Francisco, CA 94102,/MWH Constructors & Webcor Builders, A Construction Joint Venture, 207 King Street, Suite 300, San Francisco, CA 94107] If the subcontract involves one or more trades with a recognized apprenticeship program for which you have declared that you are a signatory to a recognized apprenticeship or training program, written proof of status must be submitted for each trade within 5 working days after the date of the City's or Contractor's written notification of award of the Subcontract/Contract.

City and County of San Francisco
San Francisco Public Utilities Commission

WW-647R Scope II
SEWPCP Biosolids Digester Facilities

Proposer's Name

Name of Signer

Subcontractor's Name

Title of Signer

(3) Subcontractor's Street Address

Signature of Subcontractor or Authorized Representative

Subcontractor's City, State, ZIP

Date

Subcontractor's Telephone No.

END OF SECTION

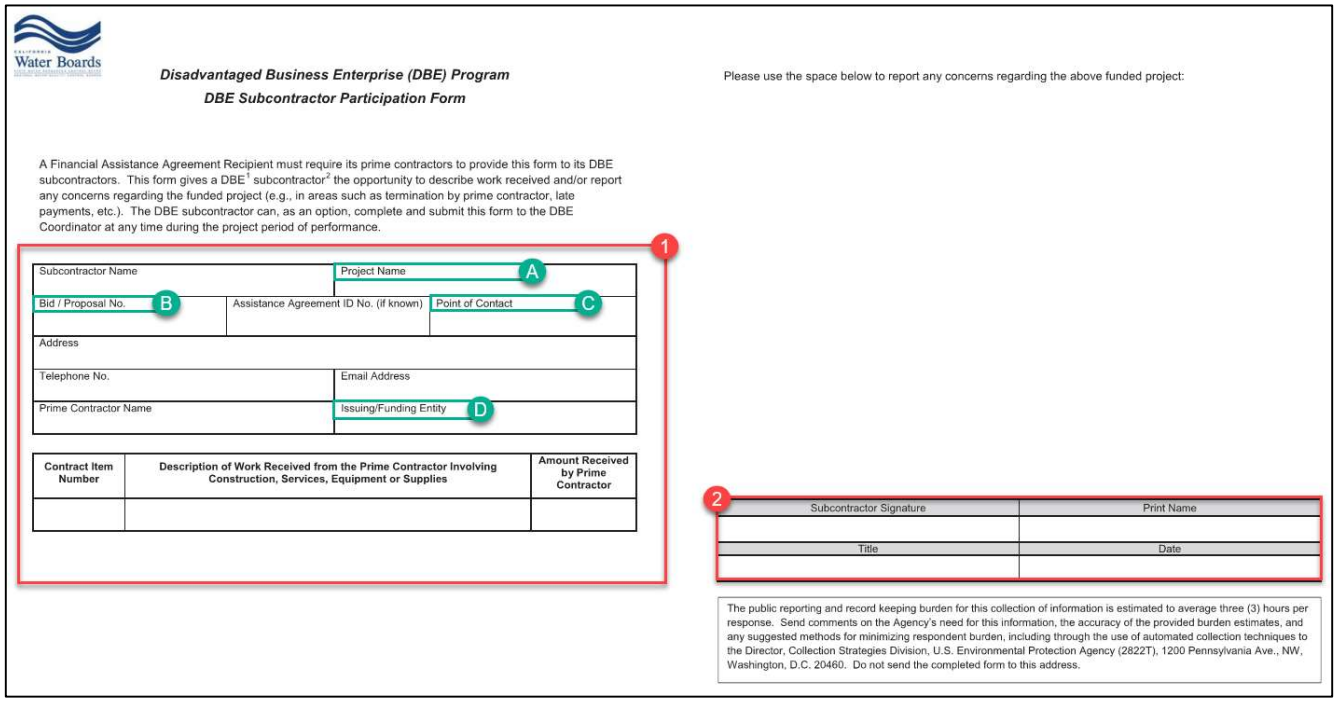
00 48 10.01 - Clean Water State Revolving Fund

SWRCB Form 4500-2 - DBE Subcontractor Participation Form

Who Completes?	**DBE** Prime bidder/proposer and lower tier **DBE** subcontractors.
Submission Info	Submit with bid by the due date and time indicated in the RFP Package Summary Page.
Additional Info	○ Prime bidder is responsible for distributing, collecting, and submitting each lower-tier subcontractor's form 4500-2 with their bid. ○ If the form is not applicable, mark "Not Applicable" at the top of the form.

Instructions

1. Complete the fields in the box.
    A. **Project Name** – WW-647R SEWPCP Biosolids Digester Facilities.
    B. **Bid / Proposal No.** – [Bid Package Number] and [Bid Package Name].
    C. **Point of Contact** – Full name**.**
    D. **Issuing/Funding Entity** – "SFPUC".
2. Complete **all fields** in the box.



Water Boards

Disadvantaged Business Enterprise (DBE) Program
DBE Subcontractor Participation Form

A Financial Assistance Agreement Recipient must require its prime contractors to provide this form to its DBE subcontractors. This form gives a DBE[1] subcontractor[2] the opportunity to describe work received and/or report any concerns regarding the funded project (e.g., in areas such as termination by prime contractor, late payments, etc.). The DBE subcontractor can, as an option, complete and submit this form to the DBE Coordinator at any time during the project period of performance.

1

Subcontractor Name	Project Name (A)	
Bid / Proposal No. (B)	Assistance Agreement ID No. (if known)	Point of Contact (C)
Address		
Telephone No.	Email Address	
Prime Contractor Name	Issuing/Funding Entity (D)	

Contract Item Number	Description of Work Received from the Prime Contractor Involving Construction, Services, Equipment or Supplies	Amount Received by Prime Contractor

Please use the space below to report any concerns regarding the above funded project:

2

Subcontractor Signature	Print Name
Title	Date

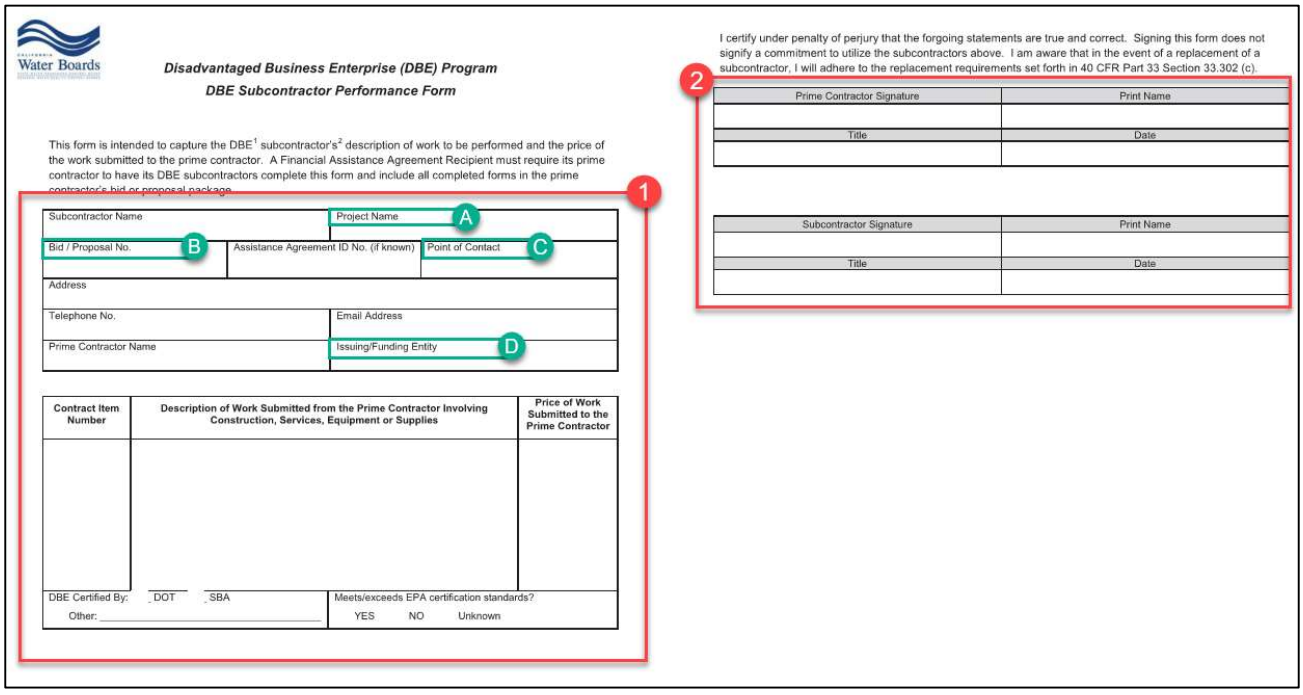
The public reporting and record keeping burden for this collection of information is estimated to average three (3) hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Do not send the completed form to this address.

SWRCB Form 4500-3 - DBE Subcontractor Performance Form

Who Completes?	**DBE** Prime bidder/proposer and lower tier **DBE** subcontractors
Submission Info	Submit with bid by the due date and time indicated in the RFP Package Summary Page.
Additional Info	○ Prime bidder is responsible for distributing, collecting, and submitting each lower-tier **DBE** subcontractor's form 4500-3 with their bid. ○ If the form is not applicable, mark "Not Applicable" at the top of the form.

Instructions

1. Complete the fields in the box.
    A. **Project Name** – WW-647R SEWPCP Biosolids Digester Facilities.
    B. **Bid / Proposal No.** – [Bid Package Number] and [Bid Package Name].
    C. **Point of Contact** – Full name**.**
    D. **Issuing/Funding Entity** – SFPUC.
2. Complete **all fields** in the box.

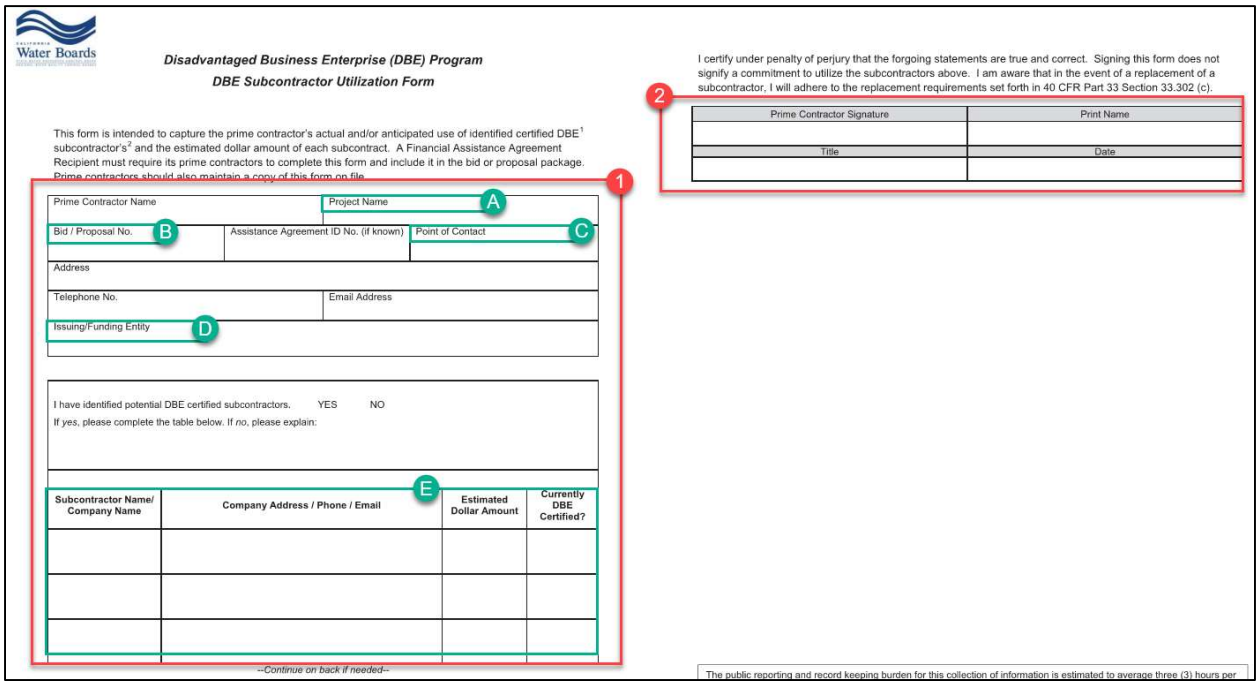


SWRCB Form 4500-4 - DBE Subcontractor Utilization Form

Who Completes?	Prime bidder/proposer.
Submission Info	Submit with bid by the due date and time indicated in the RFP Package Summary Page.
Additional Info	If the form is not applicable, mark "Not Applicable" at the top of the form.

Instructions

1. Complete the fields in the box.
    A. **Project Name** – WW-647R SEWPCP Biosolids Digester Facilities.
    B. **Bid / Proposal No.** – [Bid Package Number] and [Bid Package Name].
    C. **Point of Contact** – Full name**.**
    D. **Issuing/Funding Entity** – SFPUC.
    E. List only DBE certified subcontractors for the package.
2. Complete **all fields** in the box.



Water Boards

Disadvantaged Business Enterprise (DBE) Program
DBE Subcontractor Utilization Form

This form is intended to capture the prime contractor's actual and/or anticipated use of identified certified DBE[1] subcontractor's[2] and the estimated dollar amount of each subcontract. A Financial Assistance Agreement Recipient must require its prime contractors to complete this form and include it in the bid or proposal package. Prime contractors should also maintain a copy of this form on file.

1

Prime Contractor Name	Project Name (A)
Bid / Proposal No. (B)	Assistance Agreement ID No. (if known) / Point of Contact (C)
Address	
Telephone No. / Email Address	
Issuing/Funding Entity (D)	

I have identified potential DBE certified subcontractors. YES NO
If *yes*, please complete the table below. If *no*, please explain:

Subcontractor Name/ Company Name (E)	Company Address / Phone / Email	Estimated Dollar Amount	Currently DBE Certified?

--Continue on back if needed--

2

I certify under penalty of perjury that the forgoing statements are true and correct. Signing this form does not signify a commitment to utilize the subcontractors above. I am aware that in the event of a replacement of a subcontractor, I will adhere to the replacement requirements set forth in 40 CFR Part 33 Section 33.302 (c).

Prime Contractor Signature	Print Name
Title	Date

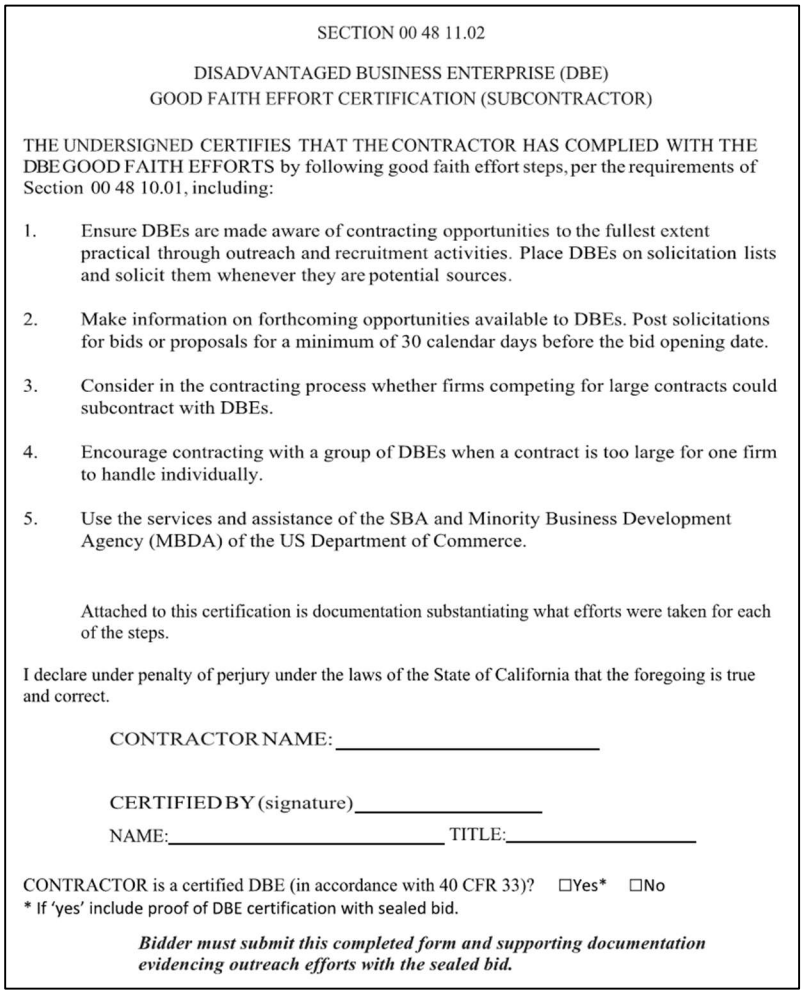
The public reporting and record keeping burden for this collection of information is estimated to average three (3) hours per

00 48 11.02 - DBE Good Faith Effort Certification

Who Completes?	CM/GC
Submission Info	Prime bidder does not need to submit with bid.
Additional Info	Mark "Not Applicable" at the top of the form.

Instructions

- Prime bidder mark "Not Applicable" at the top of the form.



SECTION 00 48 11.02

DISADVANTAGED BUSINESS ENTERPRISE (DBE)
GOOD FAITH EFFORT CERTIFICATION (SUBCONTRACTOR)

THE UNDERSIGNED CERTIFIES THAT THE CONTRACTOR HAS COMPLIED WITH THE DBE GOOD FAITH EFFORTS by following good faith effort steps, per the requirements of Section 00 48 10.01, including:

1. Ensure DBEs are made aware of contracting opportunities to the fullest extent practical through outreach and recruitment activities. Place DBEs on solicitation lists and solicit them whenever they are potential sources.

2. Make information on forthcoming opportunities available to DBEs. Post solicitations for bids or proposals for a minimum of 30 calendar days before the bid opening date.

3. Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs.

4. Encourage contracting with a group of DBEs when a contract is too large for one firm to handle individually.

5. Use the services and assistance of the SBA and Minority Business Development Agency (MBDA) of the US Department of Commerce.

Attached to this certification is documentation substantiating what efforts were taken for each of the steps.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

CONTRACTOR NAME: _____

CERTIFIED BY (signature) _____

NAME: _____ TITLE: _____

CONTRACTOR is a certified DBE (in accordance with 40 CFR 33)? ☐Yes* ☐No
* If 'yes' include proof of DBE certification with sealed bid.

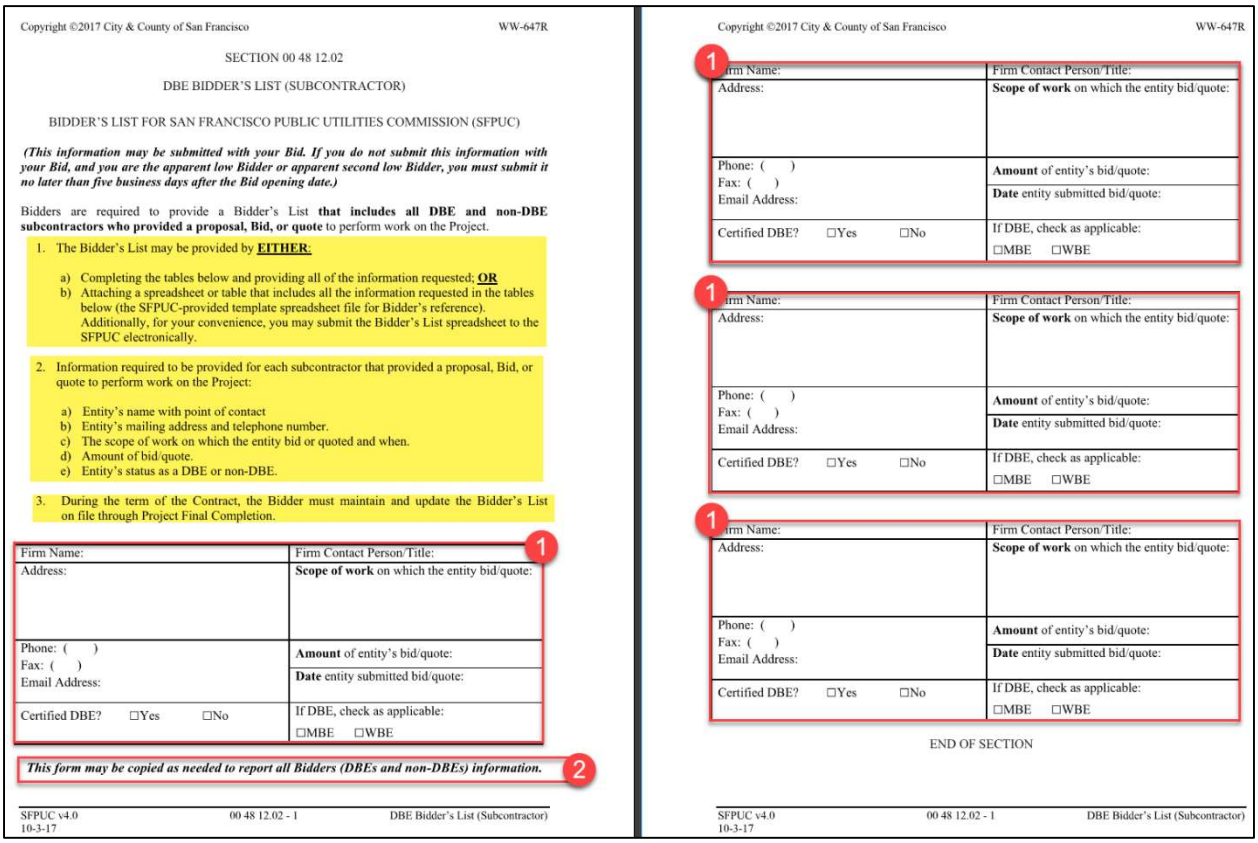
Bidder must submit this completed form and supporting documentation evidencing outreach efforts with the sealed bid.

00 48 12.02 - DBE Bidder's List

Who Completes?	Prime bidder/proposer.
Submission Info	Submit with bid by the due date and time indicated in the RFP Package Summary Page.
Additional Info	If the form is not applicable, mark "Not Applicable" at the top of the form.

Instructions

1. Each subcontractor (prime and lower tier) who has provided a proposal, bid, or quote to perform work for the package must be listed with their information in the boxes on pages 1 or 2.
    - For each box, **all fields** must be completed.
    - **NOTE:** For prime bidders with lower-tier subcontractors, do **NOT** put the total bid price as the subcontract amount since this will account for lower-tier amounts.
2. If you need more boxes to enter subcontractor information, make a copy of page two.



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SECTION 00 48 12.02

DBE BIDDER'S LIST (SUBCONTRACTOR)

BIDDER'S LIST FOR SAN FRANCISCO PUBLIC UTILITIES COMMISSION (SFPUC)

(This information may be submitted with your Bid. If you do not submit this information with your Bid, and you are the apparent low Bidder or apparent second low Bidder, you must submit it no later than five business days after the Bid opening date.)

Bidders are required to provide a Bidder's List **that includes all DBE and non-DBE subcontractors who provided a proposal, Bid, or quote** to perform work on the Project.

1. The Bidder's List may be provided by **EITHER:**
   a) Completing the tables below and providing all of the information requested; **OR**
   b) Attaching a spreadsheet or table that includes all the information requested in the tables below (the SFPUC-provided template spreadsheet file for Bidder's reference). Additionally, for your convenience, you may submit the Bidder's List spreadsheet to the SFPUC electronically.
2. Information required to be provided for each subcontractor that provided a proposal, Bid, or quote to perform work on the Project:
   a) Entity's name with point of contact
   b) Entity's mailing address and telephone number.
   c) The scope of work on which the entity bid or quoted and when.
   d) Amount of bid/quote.
   e) Entity's status as a DBE or non-DBE.
3. During the term of the Contract, the Bidder must maintain and update the Bidder's List on file through Project Final Completion.

Firm Name:	Firm Contact Person/Title:
Address:	**Scope of work** on which the entity bid/quote:
Phone: ( ) Fax: ( ) Email Address:	**Amount** of entity's bid/quote: **Date** entity submitted bid/quote:
Certified DBE? ☐Yes ☐No	If DBE, check as applicable: ☐MBE ☐WBE

This form may be copied as needed to report all Bidders (DBEs and non-DBEs) information.

SFPUC v4.0 10-3-17 | 00 48 12.02 - 1 | DBE Bidder's List (Subcontractor)

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Firm Name:	Firm Contact Person/Title:
Address:	**Scope of work** on which the entity bid/quote:
Phone: ( ) Fax: ( ) Email Address:	**Amount** of entity's bid/quote: **Date** entity submitted bid/quote:
Certified DBE? ☐Yes ☐No	If DBE, check as applicable: ☐MBE ☐WBE

Firm Name:	Firm Contact Person/Title:
Address:	**Scope of work** on which the entity bid/quote:
Phone: ( ) Fax: ( ) Email Address:	**Amount** of entity's bid/quote: **Date** entity submitted bid/quote:
Certified DBE? ☐Yes ☐No	If DBE, check as applicable: ☐MBE ☐WBE

Firm Name:	Firm Contact Person/Title:
Address:	**Scope of work** on which the entity bid/quote:
Phone: ( ) Fax: ( ) Email Address:	**Amount** of entity's bid/quote: **Date** entity submitted bid/quote:
Certified DBE? ☐Yes ☐No	If DBE, check as applicable: ☐MBE ☐WBE

END OF SECTION

SFPUC v4.0 10-3-17 | 00 48 12.02 - 1 | DBE Bidder's List (Subcontractor)

00 48 13.02 - American Iron Steel Compliance Certification

Who Completes?	Prime bidder/proposer.
Submission Info	Submit with bid by the due date and time indicated in the RFP Package Summary Page.
Additional Info	If the form is not applicable, mark "Not Applicable" at the top of the form.

Instructions

1. Complete all fields in the box.
    - If you plan on using iron and steel for the package, you will need to include a letter of certification to comply with AIS.
    - Review American Iron Steel Sample Certification (Section 00 48 14).

SECTION 00 48 13.02

AMERICAN IRON AND STEEL COMPLIANCE CERTIFICATION (SUBCONTRACTOR)

THE UNDERSIGNED CERTIFIES THAT THE CONTRACTOR will comply with the following:

1. Contractor acknowledges to and for the benefit of the City that it understands that goods and services under this Agreement are being funded with monies made available by the Clean Water State Revolving Fund that have statutory requirements commonly known as "American Iron and Steel;" and that requires all of the applicable iron and steel products used in the project to be produced in the United States ("American Iron and Steel Requirement") including iron and steel products provided by the Contactor pursuant to this Agreement.

2. Contractor represents and warrants to and for the benefit of the City and the State that (a) the Contractor has reviewed and understands the American Iron and Steel Requirement, (b) all of the applicable iron and steel products used in the project will be and/or have been produced in the United States in a manner that complies with the American Iron and Steel Requirement, unless a waiver of the requirement is approved, and (c) the Contractor will provide any further verified information, certification or assurance of compliance with this paragraph, or information necessary to support a waiver of the American Iron and Steel Requirement, as may be requested by the City or the State.

3. Contractor agrees that the Contractor, subcontractors, vendors and suppliers will comply with the American Iron and Steel Requirement in a timely manner and that the Contractor's Total Bid Price reflects all costs and the ability to meet the schedule governed by the Project Manual's Contract Time. Contractor acknowledges that it will not be allowed (a) additional time free of liquidated damages and/or (b) additional payment to meet the American Iron and Steel Requirement.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

CONTRACTOR NAME: _____

CERTIFIED BY (signature) _____

NAME: _____ TITLE: _____

1

Bidder must submit this completed form with the sealed bid.

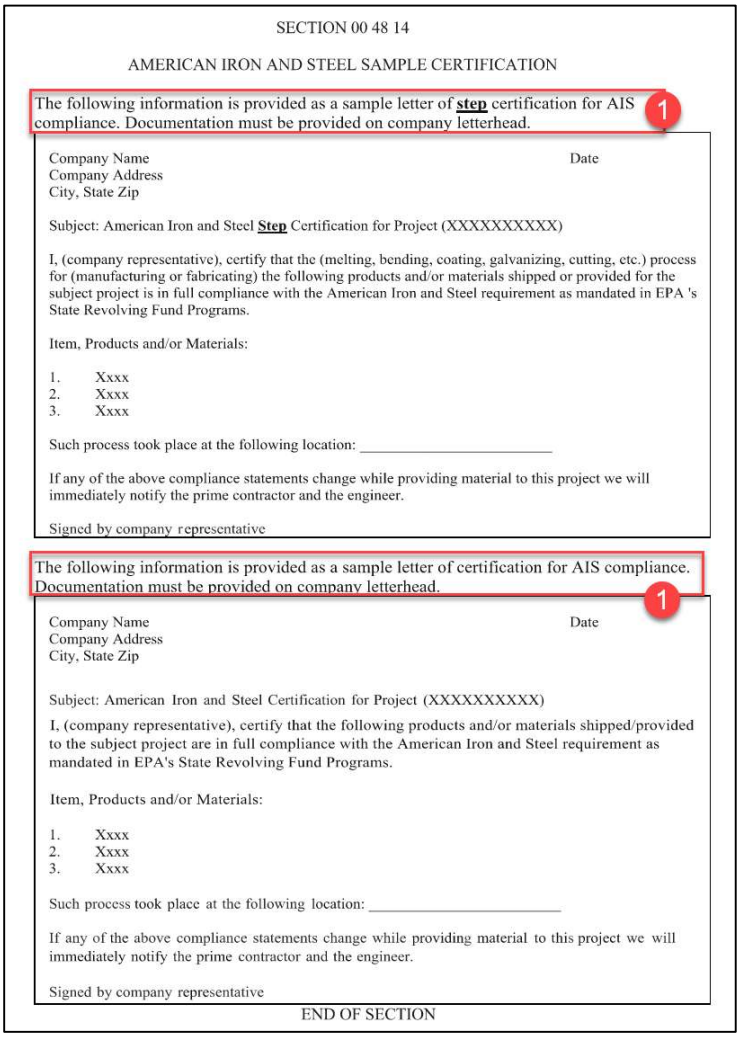
END OF SECTION

00 48 14 - American Iron Steel Sample Certification

Who Completes?	Prime bidder/proposer.
Submission Info	N/A
Additional Info	N/A

Instructions

1. Contractors who completed American Iron Steel Compliance Certification (Section 00 48 13.02) **and** plan on using iron and steel products **must** provide a letter that proves the materials used in the project are in full compliance with the American Iron and Steel requirement.



SECTION 00 48 14

AMERICAN IRON AND STEEL SAMPLE CERTIFICATION

The following information is provided as a sample letter of **step** certification for AIS compliance. Documentation must be provided on company letterhead. 1

Company Name
Company Address
City, State Zip

Date

Subject: American Iron and Steel **Step** Certification for Project (XXXXXXXXXX)

I, (company representative), certify that the (melting, bending, coating, galvanizing, cutting, etc.) process for (manufacturing or fabricating) the following products and/or materials shipped or provided for the subject project is in full compliance with the American Iron and Steel requirement as mandated in EPA 's State Revolving Fund Programs.

Item, Products and/or Materials:

1. Xxxx
2. Xxxx
3. Xxxx

Such process took place at the following location: _____

If any of the above compliance statements change while providing material to this project we will immediately notify the prime contractor and the engineer.

Signed by company representative

The following information is provided as a sample letter of certification for AIS compliance. Documentation must be provided on company letterhead. 1

Company Name
Company Address
City, State Zip

Date

Subject: American Iron and Steel Certification for Project (XXXXXXXXXX)

I, (company representative), certify that the following products and/or materials shipped/provided to the subject project are in full compliance with the American Iron and Steel requirement as mandated in EPA's State Revolving Fund Programs.

Item, Products and/or Materials:

1. Xxxx
2. Xxxx
3. Xxxx

Such process took place at the following location: _____

If any of the above compliance statements change while providing material to this project we will immediately notify the prime contractor and the engineer.

Signed by company representative

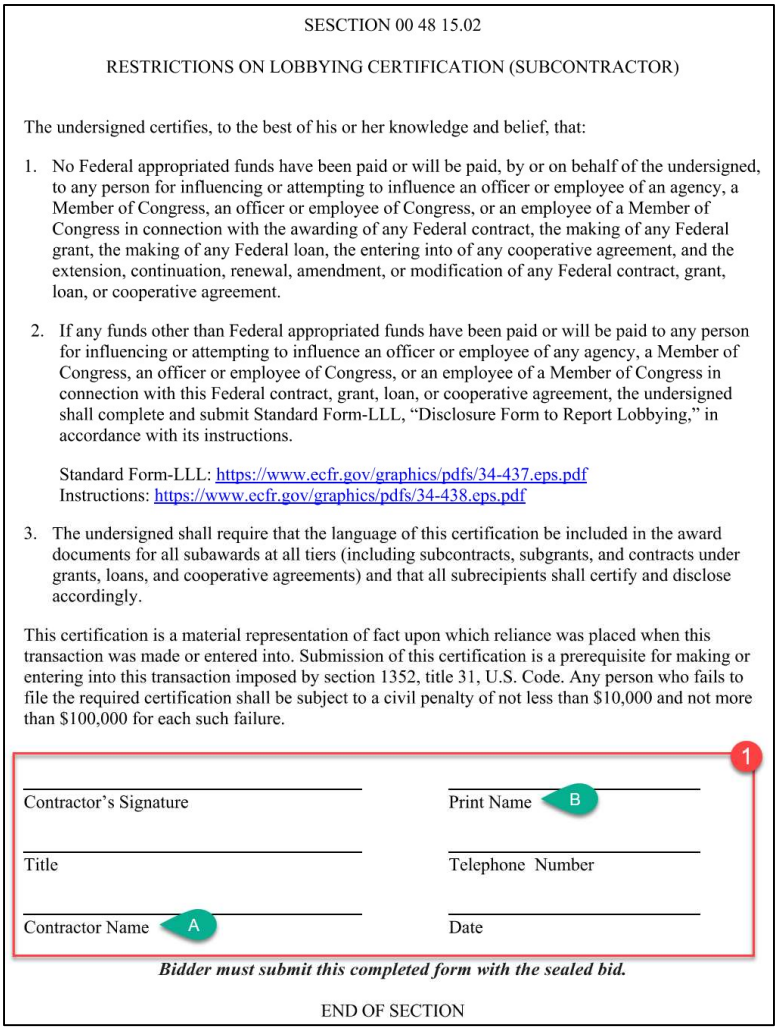
END OF SECTION

00 48 15.02 - Lobbying Restriction Certification

Who Completes?	Prime bidder/proposer.
Submission Info	Submit with bid by the due date and time indicated in the RFP Package Summary Page.
Additional Info	Prime bidder is responsible for distributing, collecting, and submitting each lower-tier subcontractor's section 00 48 15.02 with their bid.

Instructions

1. Each subcontractor must complete **all fields** in the box.
    A. **Contractor Name:** Name of subcontractor's firm.
    B. **Print Name:** Full name of the subcontractor's point person or authorized representative.



SESCTION 00 48 15.02

RESTRICTIONS ON LOBBYING CERTIFICATION (SUBCONTRACTOR)

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

   Standard Form-LLL: https://www.ecfr.gov/graphics/pdfs/34-437.eps.pdf
   Instructions: https://www.ecfr.gov/graphics/pdfs/34-438.eps.pdf

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

1

Contractor's Signature

Print Name B

Title

Telephone Number

Contractor Name A

Date

Bidder must submit this completed form with the sealed bid.

END OF SECTION

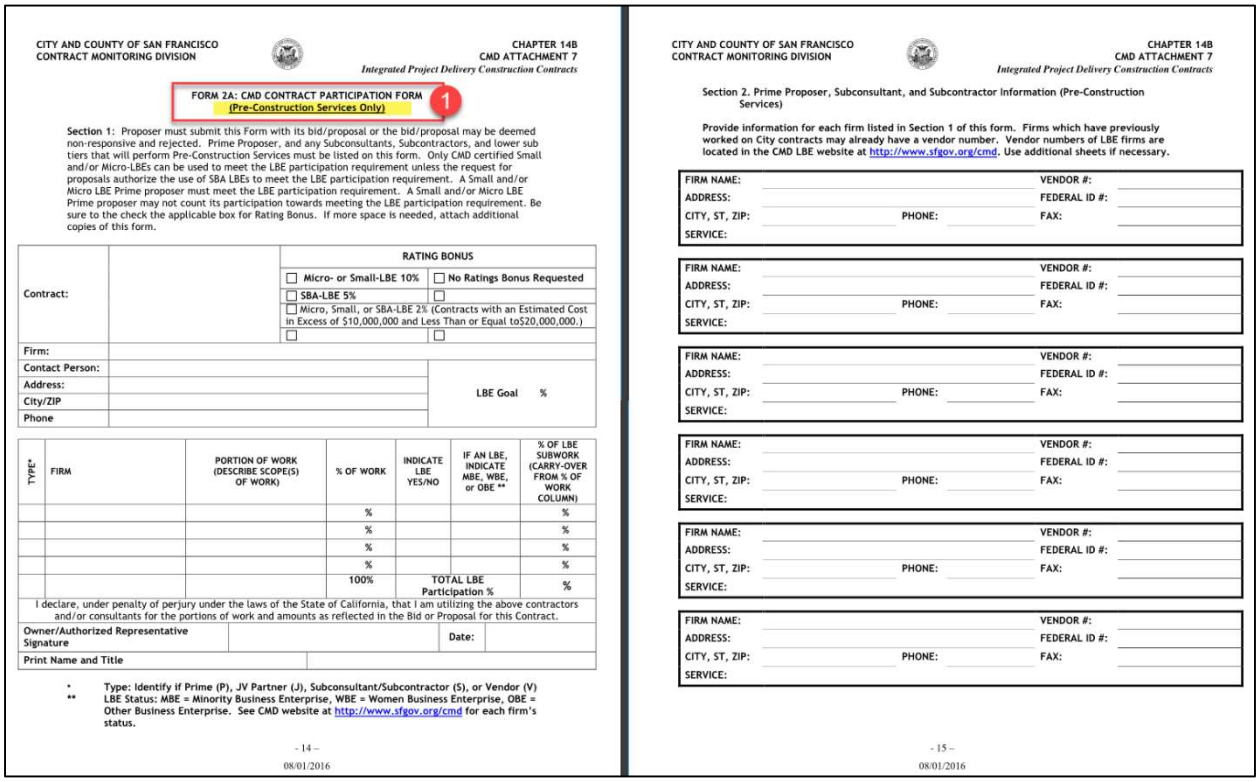
00 49 07 - CMD Attachment 7 Information and Forms

Form 2A – CMD Contract Participation Form (Pre-Construction Services Only)

Who Completes?	CM/GC
Submission Info	Prime bidder does not need to submit with bid.
Additional Info	N/A

Instructions

1. Prime bidder does not need to submit Form 2A with bid.



CITY AND COUNTY OF SAN FRANCISCO
CONTRACT MONITORING DIVISION

CHAPTER 14B
CMD ATTACHMENT 7
Integrated Project Delivery Construction Contracts

FORM 2A: CMD CONTRACT PARTICIPATION FORM
(Pre-Construction Services Only) 1

Section 1: Proposer must submit this Form with its bid/proposal or the bid/proposal may be deemed non-responsive and rejected. Prime Proposer, and any Subconsultants, Subcontractors, and lower sub tiers that will perform Pre-Construction Services must be listed on this form. Only CMD certified Small and/or Micro-LBEs can be used to meet the LBE participation requirement unless the request for proposals authorize the use of SBA LBEs to meet the LBE participation requirement. A Small and/or Micro LBE Prime proposer must meet the LBE participation requirement. A Small and/or Micro LBE Prime proposer may not count its participation towards meeting the LBE participation requirement. Be sure to the check the applicable box for Rating Bonus. If more space is needed, attach additional copies of this form.

		RATING BONUS	
Contract:		☐ Micro- or Small-LBE 10%	☐ No Ratings Bonus Requested
		☐ SBA-LBE 5%	☐
		☐ Micro, Small, or SBA-LBE 2% (Contracts with an Estimated Cost in Excess of $10,000,000 and Less Than or Equal to$20,000,000.)	
		☐	☐
Firm:			
Contact Person:			
Address:		LBE Goal %	
City/ZIP			
Phone			

TYPE*	FIRM	PORTION OF WORK (DESCRIBE SCOPE(S) OF WORK)	% OF WORK	INDICATE LBE YES/NO	IF AN LBE, INDICATE MBE, WBE, or OBE **	% OF LBE SUBWORK (CARRY-OVER FROM % OF WORK COLUMN)
			%			%
			%			%
			%			%
			%			%
			100%	TOTAL LBE Participation %		%

I declare, under penalty of perjury under the laws of the State of California, that I am utilizing the above contractors and/or consultants for the portions of work and amounts as reflected in the Bid or Proposal for this Contract.

Owner/Authorized Representative Signature		Date:	
Print Name and Title			

* Type: Identify if Prime (P), JV Partner (J), Subconsultant/Subcontractor (S), or Vendor (V)
** LBE Status: MBE = Minority Business Enterprise, WBE = Women Business Enterprise, OBE = Other Business Enterprise. See CMD website at http://www.sfgov.org/cmd for each firm's status.

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08/01/2016

CITY AND COUNTY OF SAN FRANCISCO
CONTRACT MONITORING DIVISION

CHAPTER 14B
CMD ATTACHMENT 7
Integrated Project Delivery Construction Contracts

Section 2. Prime Proposer, Subconsultant, and Subcontractor Information (Pre-Construction Services)

Provide information for each firm listed in Section 1 of this form. Firms which have previously worked on City contracts may already have a vendor number. Vendor numbers of LBE firms are located in the CMD LBE website at http://www.sfgov.org/cmd. Use additional sheets if necessary.

FIRM NAME:		VENDOR #:	
ADDRESS:		FEDERAL ID #:	
CITY, ST, ZIP:	PHONE:	FAX:	
SERVICE:			

FIRM NAME:		VENDOR #:	
ADDRESS:		FEDERAL ID #:	
CITY, ST, ZIP:	PHONE:	FAX:	
SERVICE:			

FIRM NAME:		VENDOR #:	
ADDRESS:		FEDERAL ID #:	
CITY, ST, ZIP:	PHONE:	FAX:	
SERVICE:			

FIRM NAME:		VENDOR #:	
ADDRESS:		FEDERAL ID #:	
CITY, ST, ZIP:	PHONE:	FAX:	
SERVICE:			

FIRM NAME:		VENDOR #:	
ADDRESS:		FEDERAL ID #:	
CITY, ST, ZIP:	PHONE:	FAX:	
SERVICE:			

FIRM NAME:		VENDOR #:	
ADDRESS:		FEDERAL ID #:	
CITY, ST, ZIP:	PHONE:	FAX:	
SERVICE:			

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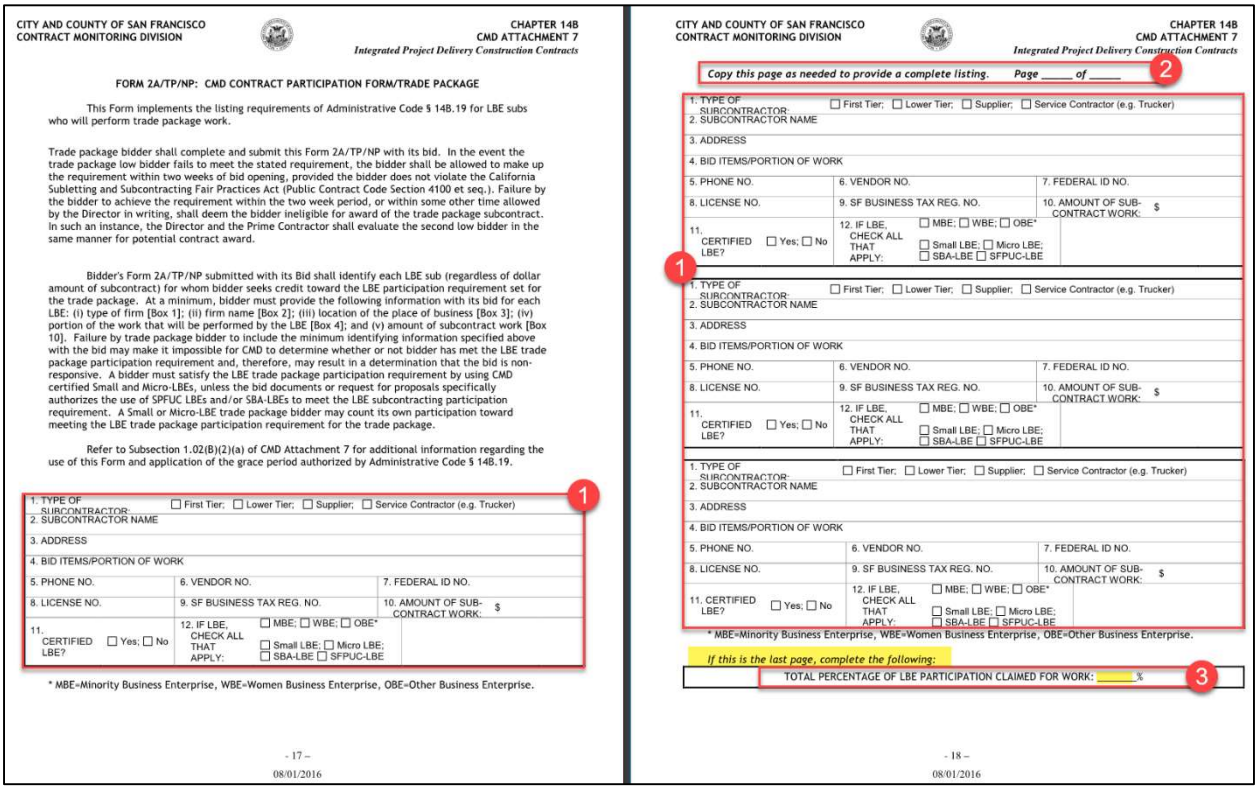
08/01/2016

Form 2A/TP/NP - CMD Contract Participation Form

Who Completes?	Prime bidder/proposer
Submission Info	Submit with bid by the due date and time indicated in the RFP Package Summary Page.
Additional Info	**Trade Bid Package:** Required to submit. **Equipment Package:** No need to complete, mark "Not Applicable" at the top.

Instructions

1. The prime subcontractor who has provided a bid proposal must list all LBE subcontractors who will perform trade package work.
    - For each box, **all fields** must be completed.
    - **NOTE:** For prime bidders with lower-tier subcontractors, do **NOT** put the total bid price as the subcontract amount since this will account for lower-tier amounts.
2. If you need more boxes to enter subcontractor information, make a copy of page two.
3. Total LBE Participation percentage must be indicated.
    - If LBE participation is 0, enter "0".



CITY AND COUNTY OF SAN FRANCISCO
CONTRACT MONITORING DIVISION

CHAPTER 14B
CMD ATTACHMENT 7
Integrated Project Delivery Construction Contracts

FORM 2A/TP/NP: CMD CONTRACT PARTICIPATION FORM/TRADE PACKAGE

This Form implements the listing requirements of Administrative Code § 14B.19 for LBE subs who will perform trade package work.

Trade package bidder shall complete and submit this Form 2A/TP/NP with its bid. In the event the trade package low bidder fails to meet the stated requirement, the bidder shall be allowed to make up the requirement within two weeks of bid opening, provided the bidder does not violate the California Subletting and Subcontracting Fair Practices Act (Public Contract Code Section 4100 et seq.). Failure by the bidder to achieve the requirement within the two week period, or within some other time allowed by the Director in writing, shall deem the bidder ineligible for award of the trade package subcontract. In such an instance, the Director and the Prime Contractor shall evaluate the second low bidder in the same manner for potential contract award.

Bidder's Form 2A/TP/NP submitted with its Bid shall identify each LBE sub (regardless of dollar amount of subcontract) for whom bidder seeks credit toward the LBE participation requirement set for the trade package. At a minimum, bidder must provide the following information with its bid for each LBE: (i) type of firm [Box 1]; (ii) firm name [Box 2]; (iii) location of the place of business [Box 3]; (iv) portion of the work that will be performed by the LBE [Box 4]; and (v) amount of subcontract work [Box 10]. Failure by trade package bidder to include the minimum identifying information specified above with the bid may make it impossible for CMD to determine whether or not bidder has met the LBE trade package participation requirement and, therefore, may result in a determination that the bid is non-responsive. A bidder must satisfy the LBE trade package participation requirement by using CMD certified Small and Micro-LBEs, unless the bid documents or request for proposals specifically authorizes the use of SPFUC LBEs and/or SBA-LBEs to meet the LBE subcontracting participation requirement. A Small or Micro-LBE trade package bidder may count its own participation toward meeting the LBE trade package participation requirement for the trade package.

Refer to Subsection 1.02(B)(2)(a) of CMD Attachment 7 for additional information regarding the use of this Form and application of the grace period authorized by Administrative Code § 14B.19.

1. TYPE OF SUBCONTRACTOR: ☐ First Tier; ☐ Lower Tier; ☐ Supplier; ☐ Service Contractor (e.g. Trucker)
2. SUBCONTRACTOR NAME
3. ADDRESS
4. BID ITEMS/PORTION OF WORK
5. PHONE NO. | 6. VENDOR NO. | 7. FEDERAL ID NO.
8. LICENSE NO. | 9. SF BUSINESS TAX REG. NO. | 10. AMOUNT OF SUB-CONTRACT WORK: $
11. CERTIFIED LBE? ☐ Yes; ☐ No | 12. IF LBE, CHECK ALL THAT APPLY: ☐ MBE; ☐ WBE; ☐ OBE* ☐ Small LBE; ☐ Micro LBE; ☐ SBA-LBE ☐ SFPUC-LBE

* MBE=Minority Business Enterprise, WBE=Women Business Enterprise, OBE=Other Business Enterprise.

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CITY AND COUNTY OF SAN FRANCISCO
CONTRACT MONITORING DIVISION

CHAPTER 14B
CMD ATTACHMENT 7
Integrated Project Delivery Construction Contracts

Copy this page as needed to provide a complete listing. *Page _____ of _____*

1. TYPE OF SUBCONTRACTOR: ☐ First Tier; ☐ Lower Tier; ☐ Supplier; ☐ Service Contractor (e.g. Trucker)
2. SUBCONTRACTOR NAME
3. ADDRESS
4. BID ITEMS/PORTION OF WORK
5. PHONE NO. | 6. VENDOR NO. | 7. FEDERAL ID NO.
8. LICENSE NO. | 9. SF BUSINESS TAX REG. NO. | 10. AMOUNT OF SUB-CONTRACT WORK: $
11. CERTIFIED LBE? ☐ Yes; ☐ No | 12. IF LBE, CHECK ALL THAT APPLY: ☐ MBE; ☐ WBE; ☐ OBE* ☐ Small LBE; ☐ Micro LBE; ☐ SBA-LBE ☐ SFPUC-LBE

1. TYPE OF SUBCONTRACTOR: ☐ First Tier; ☐ Lower Tier; ☐ Supplier; ☐ Service Contractor (e.g. Trucker)
2. SUBCONTRACTOR NAME
3. ADDRESS
4. BID ITEMS/PORTION OF WORK
5. PHONE NO. | 6. VENDOR NO. | 7. FEDERAL ID NO.
8. LICENSE NO. | 9. SF BUSINESS TAX REG. NO. | 10. AMOUNT OF SUB-CONTRACT WORK: $
11. CERTIFIED LBE? ☐ Yes; ☐ No | 12. IF LBE, CHECK ALL THAT APPLY: ☐ MBE; ☐ WBE; ☐ OBE* ☐ Small LBE; ☐ Micro LBE; ☐ SBA-LBE ☐ SFPUC-LBE

1. TYPE OF SUBCONTRACTOR: ☐ First Tier; ☐ Lower Tier; ☐ Supplier; ☐ Service Contractor (e.g. Trucker)
2. SUBCONTRACTOR NAME
3. ADDRESS
4. BID ITEMS/PORTION OF WORK
5. PHONE NO. | 6. VENDOR NO. | 7. FEDERAL ID NO.
8. LICENSE NO. | 9. SF BUSINESS TAX REG. NO. | 10. AMOUNT OF SUB-CONTRACT WORK: $
11. CERTIFIED LBE? ☐ Yes; ☐ No | 12. IF LBE, CHECK ALL THAT APPLY: ☐ MBE; ☐ WBE; ☐ OBE* ☐ Small LBE; ☐ Micro LBE; ☐ SBA-LBE ☐ SFPUC-LBE

* MBE=Minority Business Enterprise, WBE=Women Business Enterprise, OBE=Other Business Enterprise.

If this is the last page, complete the following:

TOTAL PERCENTAGE OF LBE PARTICIPATION CLAIMED FOR WORK: _____%

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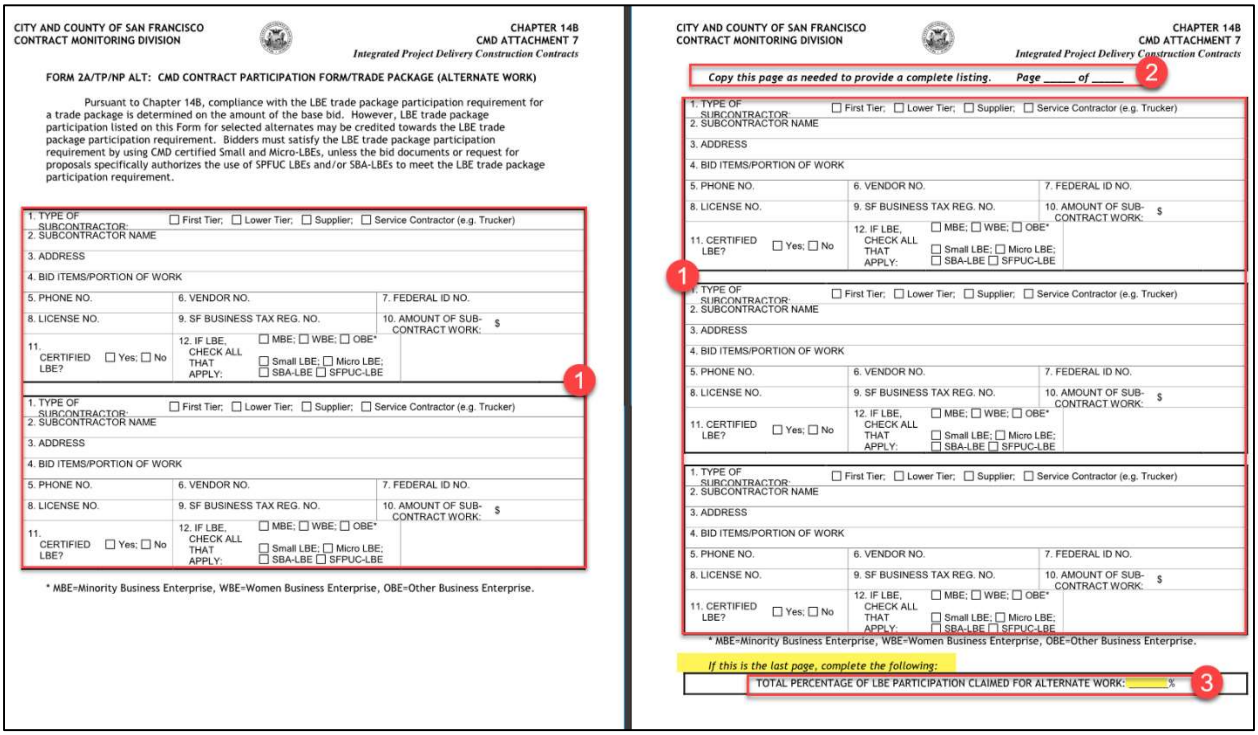
08/01/2016

Form 2A/TP/NP Alt - CMD Contract Participation (Alternate Work)

Who Completes?	Prime bidder/proposer
Submission Info	Submit with bid by the due date and time indicated in the RFP Package Summary Page.
Additional Info	Required only if the proposer has received authorization for the use of SFPUC LBEs and/or SBA-LBEs to meet the LBE trade package participation requirement. ○ If the form is not applicable, mark "Not Applicable" at the top of the form. **Trade Bid Package:** Required to submit if applicable. **Equipment Package:** No need to complete, mark "Not Applicable" at the top.

Instructions

1. The prime subcontractor who has provided a bid proposal must list all LBE subcontractors who will perform trade package work.
   - For each box, **all fields** must be completed.
   - **NOTE:** For prime bidders with lower-tier subcontractors, do **NOT** put the total bid price as the subcontract amount since this will account for lower-tier amounts.
2. If you need more boxes to enter LBE subcontractors' information, make a copy of page two.
3. Total LBE Participation percentage must be indicated.
   - If LBE participation is 0, enter "0".



CITY AND COUNTY OF SAN FRANCISCO
CONTRACT MONITORING DIVISION

CHAPTER 14B
CMD ATTACHMENT 7
Integrated Project Delivery Construction Contracts

FORM 2A/TP/NP ALT: CMD CONTRACT PARTICIPATION FORM/TRADE PACKAGE (ALTERNATE WORK)

Pursuant to Chapter 14B, compliance with the LBE trade package participation requirement for a trade package is determined on the amount of the base bid. However, LBE trade package participation listed on this Form for selected alternates may be credited towards the LBE trade package participation requirement. Bidders must satisfy the LBE trade package participation requirement by using CMD certified Small and Micro-LBEs, unless the bid documents or request for proposals specifically authorizes the use of SPFUC LBEs and/or SBA-LBEs to meet the LBE trade package participation requirement.

1. TYPE OF SUBCONTRACTOR: ☐ First Tier; ☐ Lower Tier; ☐ Supplier; ☐ Service Contractor (e.g. Trucker)
2. SUBCONTRACTOR NAME
3. ADDRESS
4. BID ITEMS/PORTION OF WORK
5. PHONE NO. | 6. VENDOR NO. | 7. FEDERAL ID NO.
8. LICENSE NO. | 9. SF BUSINESS TAX REG. NO. | 10. AMOUNT OF SUB-CONTRACT WORK: $
11. CERTIFIED LBE? ☐ Yes; ☐ No | 12. IF LBE, CHECK ALL THAT APPLY: ☐ MBE; ☐ WBE; ☐ OBE* ☐ Small LBE; ☐ Micro LBE; ☐ SBA-LBE ☐ SFPUC-LBE

1

1. TYPE OF SUBCONTRACTOR: ☐ First Tier; ☐ Lower Tier; ☐ Supplier; ☐ Service Contractor (e.g. Trucker)
2. SUBCONTRACTOR NAME
3. ADDRESS
4. BID ITEMS/PORTION OF WORK
5. PHONE NO. | 6. VENDOR NO. | 7. FEDERAL ID NO.
8. LICENSE NO. | 9. SF BUSINESS TAX REG. NO. | 10. AMOUNT OF SUB-CONTRACT WORK: $
11. CERTIFIED LBE? ☐ Yes; ☐ No | 12. IF LBE, CHECK ALL THAT APPLY: ☐ MBE; ☐ WBE; ☐ OBE* ☐ Small LBE; ☐ Micro LBE; ☐ SBA-LBE ☐ SFPUC-LBE

* MBE=Minority Business Enterprise, WBE=Women Business Enterprise, OBE=Other Business Enterprise.

CITY AND COUNTY OF SAN FRANCISCO
CONTRACT MONITORING DIVISION

CHAPTER 14B
CMD ATTACHMENT 7
Integrated Project Delivery Construction Contracts

Copy this page as needed to provide a complete listing. *Page _____ of _____* 2

1. TYPE OF SUBCONTRACTOR: ☐ First Tier; ☐ Lower Tier; ☐ Supplier; ☐ Service Contractor (e.g. Trucker)
2. SUBCONTRACTOR NAME
3. ADDRESS
4. BID ITEMS/PORTION OF WORK
5. PHONE NO. | 6. VENDOR NO. | 7. FEDERAL ID NO.
8. LICENSE NO. | 9. SF BUSINESS TAX REG. NO. | 10. AMOUNT OF SUB-CONTRACT WORK: $
11. CERTIFIED LBE? ☐ Yes; ☐ No | 12. IF LBE, CHECK ALL THAT APPLY: ☐ MBE; ☐ WBE; ☐ OBE* ☐ Small LBE; ☐ Micro LBE; ☐ SBA-LBE ☐ SFPUC-LBE

1

1. TYPE OF SUBCONTRACTOR: ☐ First Tier; ☐ Lower Tier; ☐ Supplier; ☐ Service Contractor (e.g. Trucker)
2. SUBCONTRACTOR NAME
3. ADDRESS
4. BID ITEMS/PORTION OF WORK
5. PHONE NO. | 6. VENDOR NO. | 7. FEDERAL ID NO.
8. LICENSE NO. | 9. SF BUSINESS TAX REG. NO. | 10. AMOUNT OF SUB-CONTRACT WORK: $
11. CERTIFIED LBE? ☐ Yes; ☐ No | 12. IF LBE, CHECK ALL THAT APPLY: ☐ MBE; ☐ WBE; ☐ OBE* ☐ Small LBE; ☐ Micro LBE; ☐ SBA-LBE ☐ SFPUC-LBE

1. TYPE OF SUBCONTRACTOR: ☐ First Tier; ☐ Lower Tier; ☐ Supplier; ☐ Service Contractor (e.g. Trucker)
2. SUBCONTRACTOR NAME
3. ADDRESS
4. BID ITEMS/PORTION OF WORK
5. PHONE NO. | 6. VENDOR NO. | 7. FEDERAL ID NO.
8. LICENSE NO. | 9. SF BUSINESS TAX REG. NO. | 10. AMOUNT OF SUB-CONTRACT WORK: $
11. CERTIFIED LBE? ☐ Yes; ☐ No | 12. IF LBE, CHECK ALL THAT APPLY: ☐ MBE; ☐ WBE; ☐ OBE* ☐ Small LBE; ☐ Micro LBE; ☐ SBA-LBE ☐ SFPUC-LBE

* MBE=Minority Business Enterprise, WBE=Women Business Enterprise, OBE=Other Business Enterprise.

If this is the last page, complete the following:

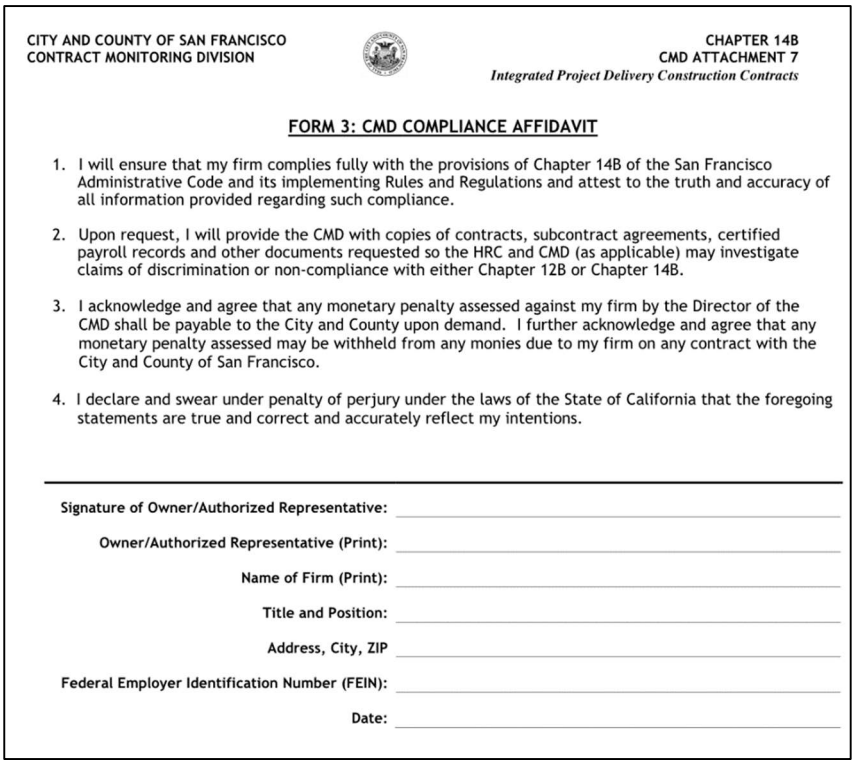
TOTAL PERCENTAGE OF LBE PARTICIPATION CLAIMED FOR ALTERNATE WORK: _____% 3

Form 3 - CMD Compliance Affidavit

Who Completes?	CM/GC
Submission Info	Prime bidder does not need to submit with bid.
Additional Info	Mark "Not Applicable" at the top of the form.

Instructions

- Prime bidder mark "Not Applicable" at the top of the form.



CITY AND COUNTY OF SAN FRANCISCO
CONTRACT MONITORING DIVISION

CHAPTER 14B
CMD ATTACHMENT 7
Integrated Project Delivery Construction Contracts

FORM 3: CMD COMPLIANCE AFFIDAVIT

1. I will ensure that my firm complies fully with the provisions of Chapter 14B of the San Francisco Administrative Code and its implementing Rules and Regulations and attest to the truth and accuracy of all information provided regarding such compliance.
2. Upon request, I will provide the CMD with copies of contracts, subcontract agreements, certified payroll records and other documents requested so the HRC and CMD (as applicable) may investigate claims of discrimination or non-compliance with either Chapter 12B or Chapter 14B.
3. I acknowledge and agree that any monetary penalty assessed against my firm by the Director of the CMD shall be payable to the City and County upon demand. I further acknowledge and agree that any monetary penalty assessed may be withheld from any monies due to my firm on any contract with the City and County of San Francisco.
4. I declare and swear under penalty of perjury under the laws of the State of California that the foregoing statements are true and correct and accurately reflect my intentions.

Signature of Owner/Authorized Representative: _____

Owner/Authorized Representative (Print): _____

Name of Firm (Print): _____

Title and Position: _____

Address, City, ZIP _____

Federal Employer Identification Number (FEIN): _____

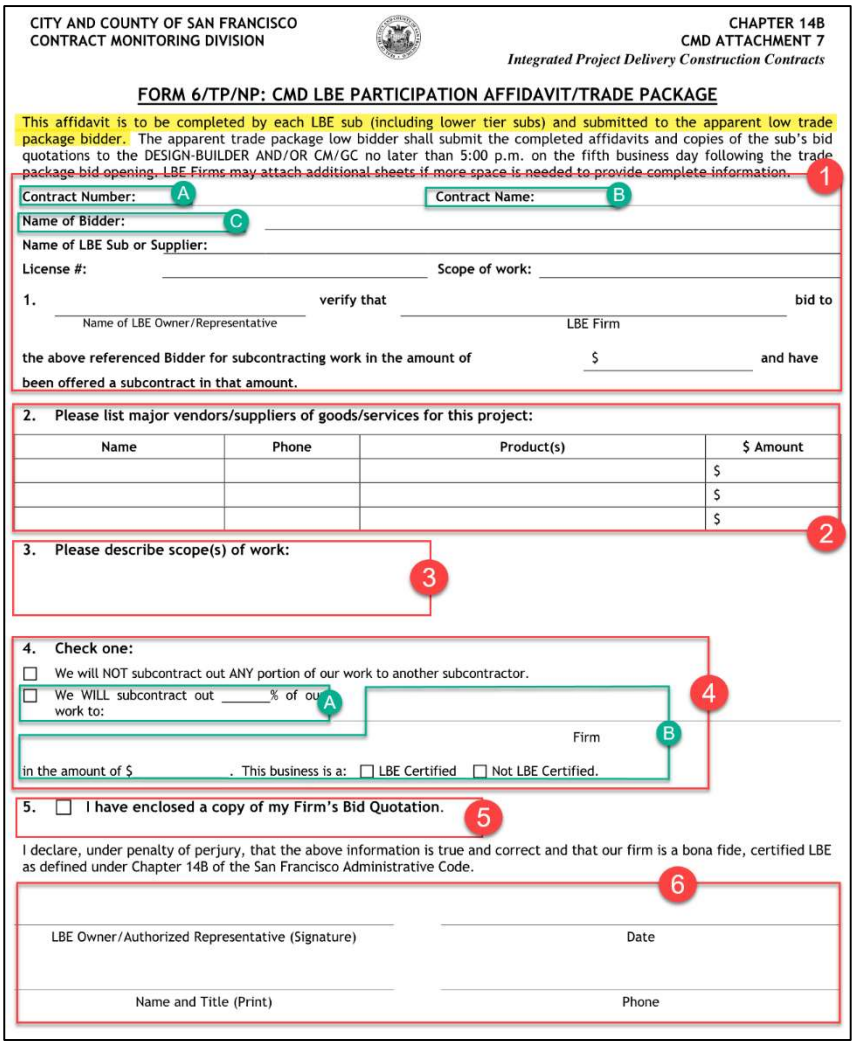
Date: _____

Form 6/TP/NP - CMD LBE Subcontractor Participation Affidavit

Who Completes?	**LBE** Prime bidder/proposer and lower tier **LBE** subcontractors.
Submission Info	Submit with bid by the due date and time indicated in the RFP Package Summary Page.
Additional Info	Prime bidder is responsible for distributing, collecting, and submitting each lower-tier LBE subcontractor's form 6/TP/NP with their bid. ○ If the form is not applicable, mark "Not Applicable" at the top of the form. **Trade Bid Package:** Required to submit. **Equipment Package:** No need to complete, mark "Not Applicable" at the top.

Instructions

1. Complete the fields in the box.
    A. **Contract Number** – Enter "WW-647R"
    B. **Contract Name** – Enter "SFPUC BDFP – " **and** Package Number and Name
    C. **Name of Bidder** – Prime Bidder's firm name
2. Leave this section blank if you have no major vendors/suppliers of goods/services for the package.
3. **Please describe the scope of work** – Either copy and paste the information entered above next to "Scope of Work" OR when enclosing a bid quotation, enter "See enclosed Bid Quotation."
4. Complete the fields in the box.
    1. Enter the total percentage you plan to subcontract.
    2. If you are listing more than one lower tier subcontractor, enter like the example below above the "Firm" line.
        A. Name of Firm 1, Firm 1's Subcontract Amount, and specify if Firm 1 is "LBE Certified" OR "Not LBE Certified."
        B. Name of Firm 2, Firm 2's Subcontract Amount, and specify if Firm 2 is "LBE Certified" OR "Not LBE Certified."
        C. Name of Firm 3, Firm 3's Subcontract Amount, and specify if Firm 3 is "LBE Certified" OR "Not LBE Certified."
5. Each subcontractor completing form 6/TP/NP **MUST** enclose a bid quotation.
6. Complete **all fields** in this box.



CITY AND COUNTY OF SAN FRANCISCO
CONTRACT MONITORING DIVISION

CHAPTER 14B
CMD ATTACHMENT 7
Integrated Project Delivery Construction Contracts

FORM 6/TP/NP: CMD LBE PARTICIPATION AFFIDAVIT/TRADE PACKAGE

This affidavit is to be completed by each LBE sub (including lower tier subs) and submitted to the apparent low trade package bidder. The apparent trade package low bidder shall submit the completed affidavits and copies of the sub's bid quotations to the DESIGN-BUILDER AND/OR CM/GC no later than 5:00 p.m. on the fifth business day following the trade package bid opening. LBE Firms may attach additional sheets if more space is needed to provide complete information. 1

Contract Number: A Contract Name: B

Name of Bidder: C

Name of LBE Sub or Supplier:

License #: Scope of work:

1. _____ verify that _____ bid to
Name of LBE Owner/Representative LBE Firm

the above referenced Bidder for subcontracting work in the amount of $ _____ and have been offered a subcontract in that amount.

2. Please list major vendors/suppliers of goods/services for this project:

Name	Phone	Product(s)	$ Amount
			$
			$
			$

2

3. Please describe scope(s) of work: 3

4. Check one: 4

☐ We will NOT subcontract out ANY portion of our work to another subcontractor.

☐ We WILL subcontract out _____% of our work to: A

Firm B

in the amount of $ _____. This business is a: ☐ LBE Certified ☐ Not LBE Certified.

5. ☐ I have enclosed a copy of my Firm's Bid Quotation. 5

I declare, under penalty of perjury, that the above information is true and correct and that our firm is a bona fide, certified LBE as defined under Chapter 14B of the San Francisco Administrative Code. 6

LBE Owner/Authorized Representative (Signature) Date

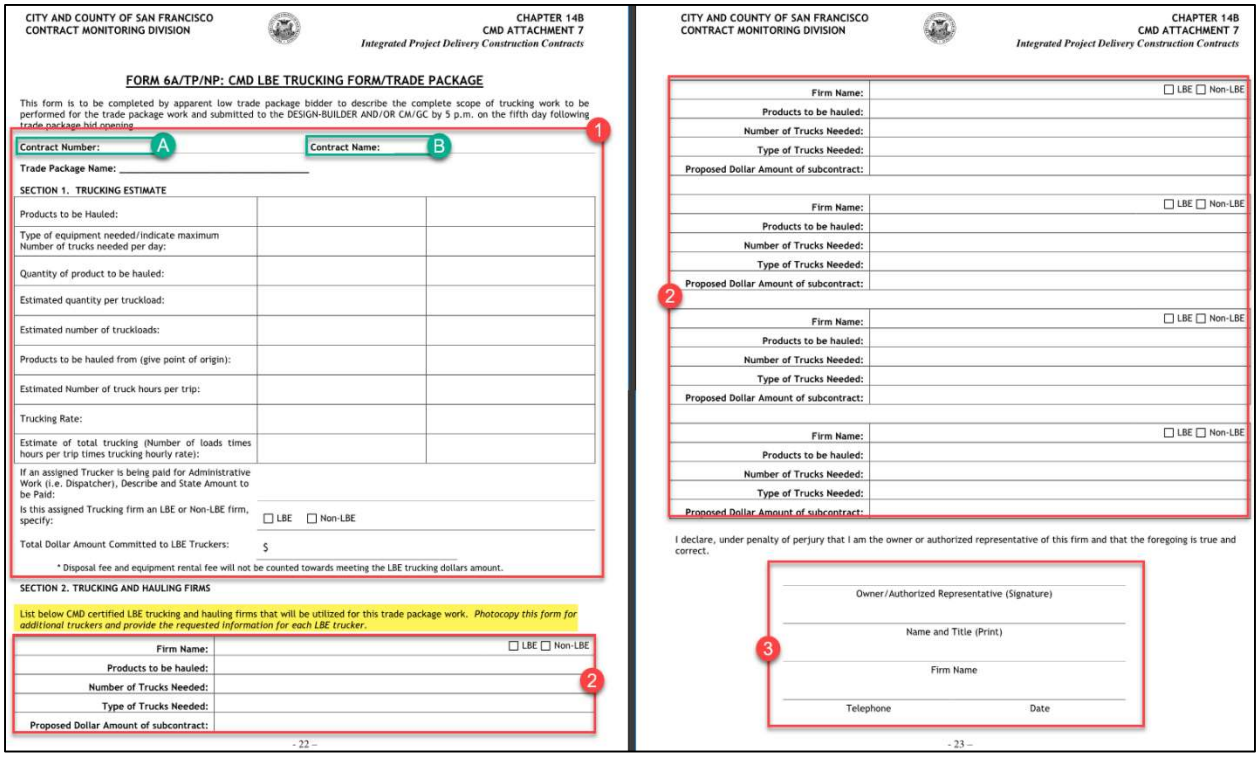
Name and Title (Print) Phone

Form 6A/TP/NP - CMD LBE Trucking Form

Who Completes?	Prime bidder/proposer.
Submission Info	Submit with bid by the due date and time indicated in the RFP Package Summary Page.
Additional Info	○ If the form is not applicable, mark "Not Applicable" at the top of the form. ○ **Trade Bid Package:** Required to submit. ○ **Equipment Package:** No need to complete, mark "Not Applicable" at the top.

Instructions

1. Complete the fields in the box.
   - **Contract Number** – WW-647R.
   - **Contract Name** – Enter "SFPUC BDFP – " **and** Package Number and Name
2. Complete the fields in the box by listing CMD certified LBE trucking and hauling firms that will be utilized for this trade package work.
3. Complete **all fields** in the box.
   - i.e., **Owner/Authorized Representative** – prime bidder's point person.



CITY AND COUNTY OF SAN FRANCISCO
CONTRACT MONITORING DIVISION

CHAPTER 14B
CMD ATTACHMENT 7
Integrated Project Delivery Construction Contracts

FORM 6A/TP/NP: CMD LBE TRUCKING FORM/TRADE PACKAGE

This form is to be completed by apparent low trade package bidder to describe the complete scope of trucking work to be performed for the trade package work and submitted to the DESIGN-BUILDER AND/OR CM/GC by 5 p.m. on the fifth day following trade package bid opening.

1

Contract Number: A Contract Name: B

Trade Package Name: _____

SECTION 1. TRUCKING ESTIMATE

Products to be Hauled:		
Type of equipment needed/indicate maximum Number of trucks needed per day:		
Quantity of product to be hauled:		
Estimated quantity per truckload:		
Estimated number of truckloads:		
Products to be hauled from (give point of origin):		
Estimated Number of truck hours per trip:		
Trucking Rate:		
Estimate of total trucking (Number of loads times hours per trip times trucking hourly rate):		

If an assigned Trucker is being paid for Administrative Work (i.e. Dispatcher), Describe and State Amount to be Paid:

Is this assigned Trucking firm an LBE or Non-LBE firm, specify: ☐ LBE ☐ Non-LBE

Total Dollar Amount Committed to LBE Truckers: $

* Disposal fee and equipment rental fee will not be counted towards meeting the LBE trucking dollars amount.

SECTION 2. TRUCKING AND HAULING FIRMS

List below CMD certified LBE trucking and hauling firms that will be utilized for this trade package work. *Photocopy this form for additional truckers and provide the requested information for each LBE trucker.*

Firm Name:	☐ LBE ☐ Non-LBE
Products to be hauled:	
Number of Trucks Needed:	
Type of Trucks Needed:	
Proposed Dollar Amount of subcontract:	

2

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CITY AND COUNTY OF SAN FRANCISCO
CONTRACT MONITORING DIVISION

CHAPTER 14B
CMD ATTACHMENT 7
Integrated Project Delivery Construction Contracts

Firm Name:	☐ LBE ☐ Non-LBE
Products to be hauled:	
Number of Trucks Needed:	
Type of Trucks Needed:	
Proposed Dollar Amount of subcontract:	
Firm Name:	☐ LBE ☐ Non-LBE
Products to be hauled:	
Number of Trucks Needed:	
Type of Trucks Needed:	
Proposed Dollar Amount of subcontract:	
Firm Name:	☐ LBE ☐ Non-LBE
Products to be hauled:	
Number of Trucks Needed:	
Type of Trucks Needed:	
Proposed Dollar Amount of subcontract:	
Firm Name:	☐ LBE ☐ Non-LBE
Products to be hauled:	
Number of Trucks Needed:	
Type of Trucks Needed:	
Proposed Dollar Amount of subcontract:	

2

I declare, under penalty of perjury that I am the owner or authorized representative of this firm and that the foregoing is true and correct.

3

Owner/Authorized Representative (Signature)

Name and Title (Print)

Firm Name

Telephone Date

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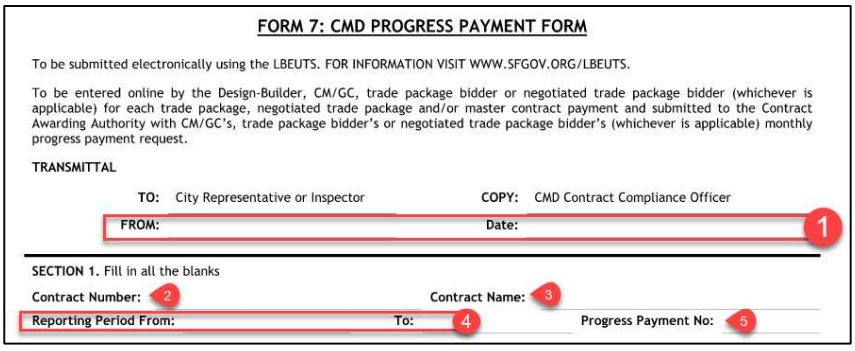
Form 7 – CMD Progress Payment Form

Who Completes?	Prime bidder/proposer.
Submission Info	Submit during construction and close-out phase.
Additional Info	For each period invoiced, the prime **must do the following**: ○ Submit a completed Form 7 with invoice backup on **Textura** by the end of the billing month. - i.e., April 2021 billing period, form 7 items must be submitted by April 30th close of business. ○ Provide a copy of their own and subcontractor's invoice to the CM/GC as supporting documents to verify the information on Section 1 and 2 of the form 7. ○ Make sure the amounts in section 1 and 2 of the current Form 7 is consistent with the last Form 7. ○ If an inconsistency exists, the prime contractor **must** revise and reupload their form 7 on Textura. Failure to submit all required information as instructed below may result in the withholding of progress payments and final payment pursuant to Chapter 14B

Section 1 Instructions

1. Prime bidder's firm name and current date.
2. **Contract Number** – 10-digit number: 32900.00XXX (replace the X with the last three digits of your package number).
3. **Contract Name** – Enter "WW-647R – " and "Package Number and Name"
   - i.e., "WW-647R – T01.00 Package Name"
4. **Reporting Period** – Enter the beginning and ending date of the period you are invoicing.
   - Date format: DD/MM/YY
5. **Progress Payment No** – First CMD form 7, enter "1"; second CMD form 7, enter "2"; etc. Continue this pattern until you reach your last CMD form 7, which you will enter "FINAL."



FORM 7: CMD PROGRESS PAYMENT FORM

To be submitted electronically using the LBEUTS. FOR INFORMATION VISIT WWW.SFGOV.ORG/LBEUTS.

To be entered online by the Design-Builder, CM/GC, trade package bidder or negotiated trade package bidder (whichever is applicable) for each trade package, negotiated trade package and/or master contract payment and submitted to the Contract Awarding Authority with CM/GC's, trade package bidder's or negotiated trade package bidder's (whichever is applicable) monthly progress payment request.

TRANSMITTAL

TO: City Representative or Inspector COPY: CMD Contract Compliance Officer

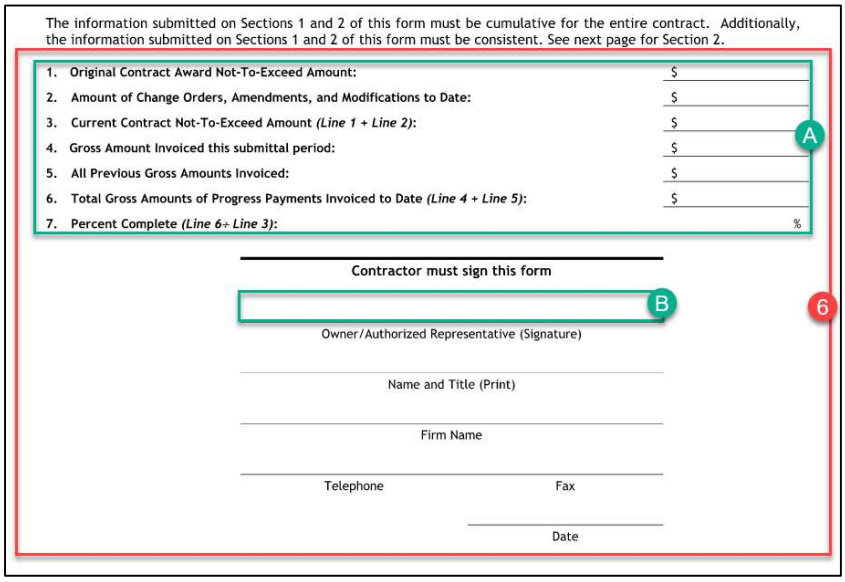
FROM: Date: 1

SECTION 1. Fill in all the blanks

Contract Number: 2 Contract Name: 3

Reporting Period From: To: 4 Progress Payment No: 5

6. Complete the fields in the box.
    A. #1-4 and #6-7 **must** be consistent with the totals in section 2.
        - #5 **must** be consistent with the previous progress payment invoice total.
    B. Signature must be wet signed (printed, signed, and submitted as PDF) or an electronically used signature from Docu-Sign, Adobe or Bluebeam only. (We do not accept copied or typed signatures, as this is a legal document). I noticed the instruction section of the document from CMD doesn't specify this, so I'll be adjusting that paragraph to avoid future confusions.


The information submitted on Sections 1 and 2 of this form must be cumulative for the entire contract. Additionally, the information submitted on Sections 1 and 2 of this form must be consistent. See next page for Section 2.

1.	Original Contract Award Not-To-Exceed Amount:	$
2.	Amount of Change Orders, Amendments, and Modifications to Date:	$
3.	Current Contract Not-To-Exceed Amount *(Line 1 + Line 2)*:	$
4.	Gross Amount Invoiced this submittal period:	$
5.	All Previous Gross Amounts Invoiced:	$
6.	Total Gross Amounts of Progress Payments Invoiced to Date *(Line 4 + Line 5)*:	$
7.	Percent Complete *(Line 6÷ Line 3)*:	%

A

Contractor must sign this form

B

6

Owner/Authorized Representative (Signature)

Name and Title (Print)

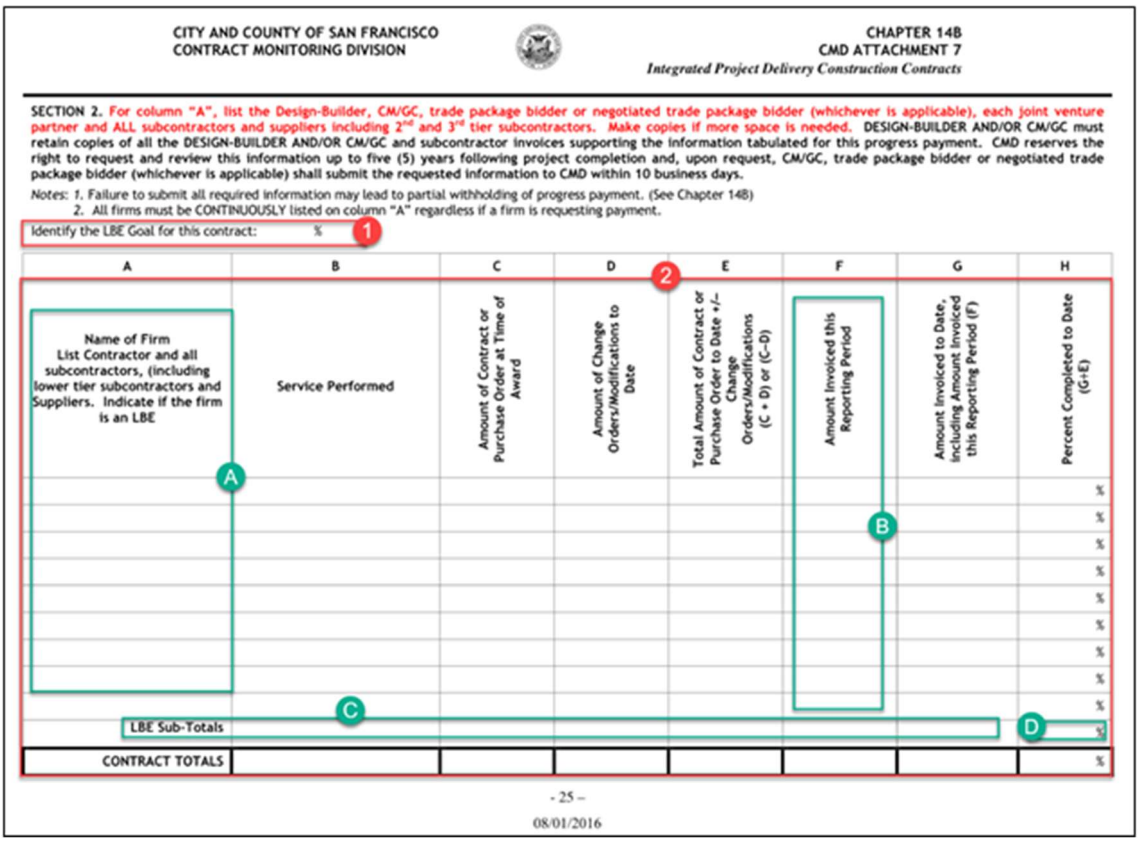
Firm Name

Telephone Fax

Date

Section 2 Instructions:

1. Enter the agreed LBE percentage as stated in the contract.
2. Complete the fields in the box.
    A. List **all subcontractors** (prime and lower tier) involved in the package even if they are not invoicing for the month.
        i. If a subcontractor is an LBE, indicate it next to their name.
        ii. For BDFP project, if a firm is a vendor (not a sub) and are solely being used to procure equipment, they do not need to be listed.
    B. If a subcontractor is not billing for the month, enter $0.
    C. For each column, sum amounts that are from LBE companies.
        i. Make sure to ONLY sum amounts that count towards LBE participation because not all services an LBE perform can count towards LBE participation. Please review your contract for the agreed breakdowns.
    D. LBE subtotal percentage represents the current LBE participation percentage to-date.
        i. Equation: LBE Subtotal Column E / Contract Total Column E



CITY AND COUNTY OF SAN FRANCISCO
CONTRACT MONITORING DIVISION

CHAPTER 14B
CMD ATTACHMENT 7
Integrated Project Delivery Construction Contracts

SECTION 2. For column "A", list the Design-Builder, CM/GC, trade package bidder or negotiated trade package bidder (whichever is applicable), each joint venture partner and ALL subcontractors and suppliers including 2nd and 3rd tier subcontractors. Make copies if more space is needed. DESIGN-BUILDER AND/OR CM/GC must retain copies of all the DESIGN-BUILDER AND/OR CM/GC and subcontractor invoices supporting the information tabulated for this progress payment. CMD reserves the right to request and review this information up to five (5) years following project completion and, upon request, CM/GC, trade package bidder or negotiated trade package bidder (whichever is applicable) shall submit the requested information to CMD within 10 business days.

Notes: 1. Failure to submit all required information may lead to partial withholding of progress payment. (See Chapter 14B)
2. All firms must be CONTINUOUSLY listed on column "A" regardless if a firm is requesting payment.

Identify the LBE Goal for this contract: %

A	B	C	D	E	F	G	H
Name of Firm List Contractor and all subcontractors, (including lower tier subcontractors and Suppliers. Indicate if the firm is an LBE	Service Performed	Amount of Contract or Purchase Order at Time of Award	Amount of Change Orders/Modifications to Date	Total Amount of Contract or Purchase Order to Date +/- Change Orders/Modifications (C + D) or (C–D)	Amount Invoiced this Reporting Period	Amount Invoiced to Date, Including Amount Invoiced this Reporting Period (F)	Percent Completed to Date (G÷E)
							%
							%
							%
							%
							%
							%
							%
							%
LBE Sub-Totals							%
CONTRACT TOTALS							%

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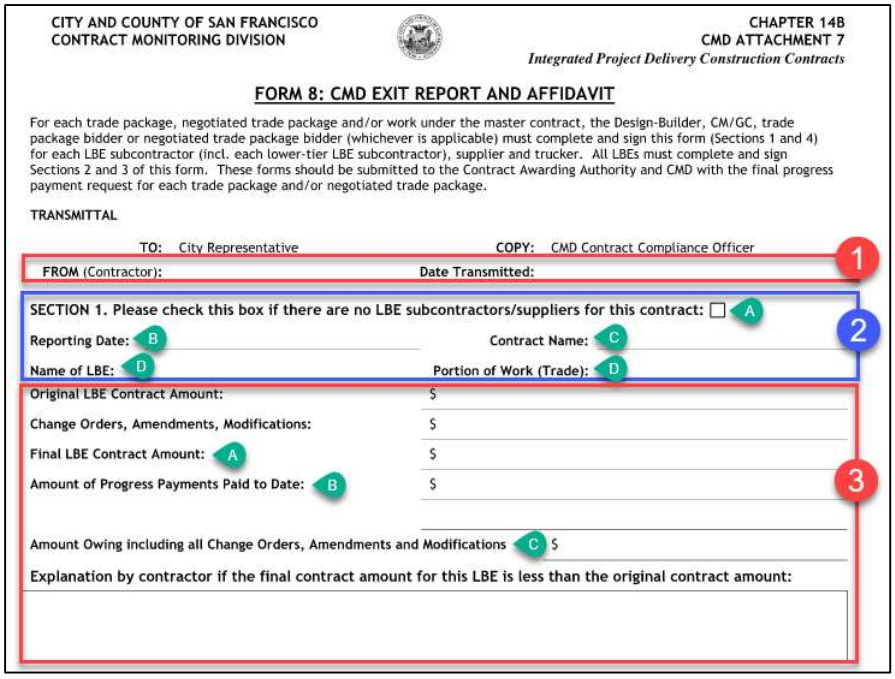
08/01/2016

Form 8 – CMD Exit Report and Affidavit

Who Completes?	**LBE** prime bidder/proposer and **LBE** lower tier subcontractors.
Submission Info	Submit close-out **with the final CMD Form 7**
Additional Info	It is the prime's responsibility to distribute, collect, and submit each **LBE** subcontractor's completed form 8.

Instructions

1. Prime bidder's name of firm and date the form was transmitted.
2. Prime bidder completes all fields in Section 1 if they are an LBE **or** if they have an LBE lower tier.
    A. **Check box:** If you do not have LBE subcontractors, check the box.
    B. **Reporting Date:** Final reporting date as indicated in the final CMD form 7.
    C. **Contract Name:** Enter "WW-647R – " and "Package Number and Name"
        - i.e., "WW-647R – T01.00 Package Name"
    D. **Name of LBE:** LBE prime or sub's firm name.
    E. **Portion of Work (Trade):** LBE prime or sub's trade type for the package.
3. For the following totals below, the prime will need to make sure their own (if LBE) or LBE sub-tiers amount match with the final CMD form 7.
    A. **Final LBE Contract Amount** = Original Contract Amount + Total contract change orders.
    B. **Amount Paid to Date** = Total amount paid to-date.
    C. **Amount Owing** = Final LBE Contract Amount – Amount Paid to Date.



CITY AND COUNTY OF SAN FRANCISCO
CONTRACT MONITORING DIVISION

CHAPTER 14B
CMD ATTACHMENT 7
Integrated Project Delivery Construction Contracts

FORM 8: CMD EXIT REPORT AND AFFIDAVIT

For each trade package, negotiated trade package and/or work under the master contract, the Design-Builder, CM/GC, trade package bidder or negotiated trade package bidder (whichever is applicable) must complete and sign this form (Sections 1 and 4) for each LBE subcontractor (incl. each lower-tier LBE subcontractor), supplier and trucker. All LBEs must complete and sign Sections 2 and 3 of this form. These forms should be submitted to the Contract Awarding Authority and CMD with the final progress payment request for each trade package and/or negotiated trade package.

TRANSMITTAL

TO: City Representative COPY: CMD Contract Compliance Officer

FROM (Contractor): Date Transmitted:

1

SECTION 1. Please check this box if there are no LBE subcontractors/suppliers for this contract: ☐ A

Reporting Date: B Contract Name: C

Name of LBE: D Portion of Work (Trade): D

2

Original LBE Contract Amount: $

Change Orders, Amendments, Modifications: $

Final LBE Contract Amount: A $

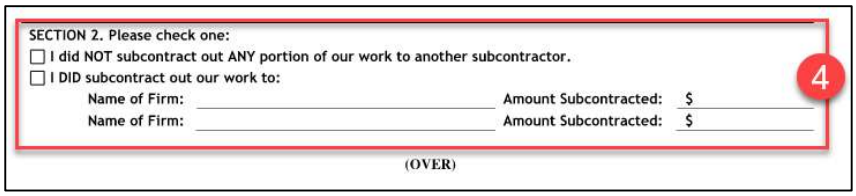
Amount of Progress Payments Paid to Date: B $

3

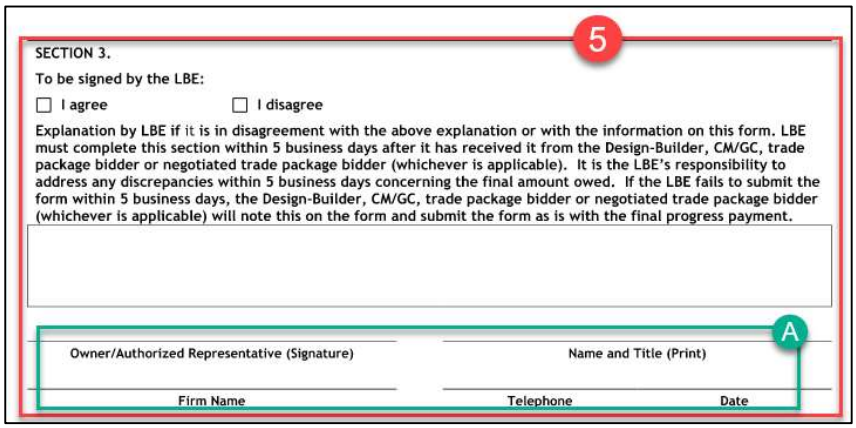
Amount Owing including all Change Orders, Amendments and Modifications C $

Explanation by contractor if the final contract amount for this LBE is less than the original contract amount:

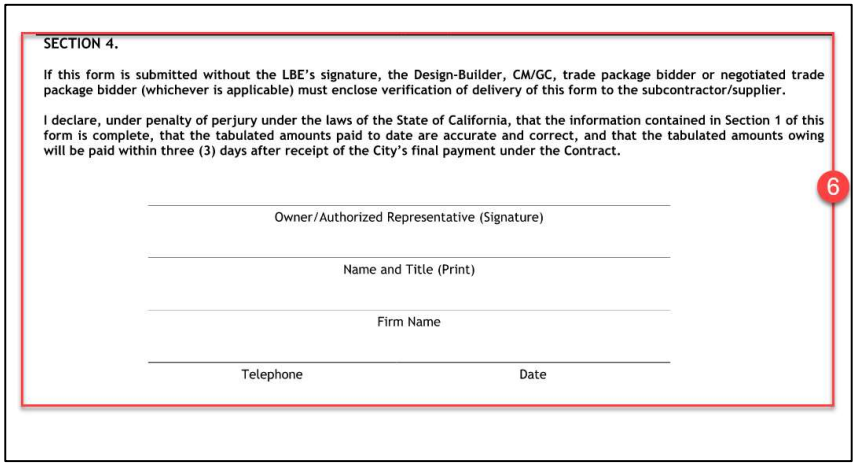
4. LBE Prime or LBE lower tier will need to check one of the two options in section 2.
    - If you did subcontract work, list the name of firms and the amount subcontracted.



5. LBE Prime or LBE lower tier will need to check one of the two options in section 3.
    A. Please sign **all** fields.



6. Prime bidder completes all fields in Section 4 if they are an LBE **or** if they have an LBE lower tier.

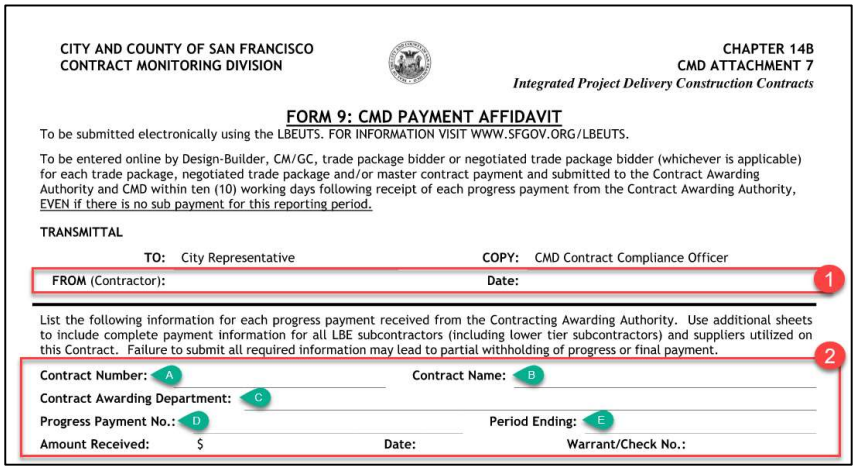


Form 9 – CMD Payment Affidavit

Who Completes?	Prime bidder/proposer and lower tier subcontractors who have 1st tier subcontractors (review bullet "G" under instructions).
Submission Info	Submit during construction and close-out phase.
Additional Info	It is the prime's responsibility to distribute, collect, and submit each subcontractor's completed form 9. ○ The prime **must** upload their own and subcontractors Form 9 on **Textura** within 10 working days after receiving payment from the Contract Awarding Authority. ○ If an inconsistency exists, the prime **must** revise and reupload their form 9 on Textura. Failure to submit all required information as instructed below may result in the withholding of progress payments and final payment pursuant to Chapter 14B.

Instructions

1. Prime bidder's firm name and current date.
2. Complete all fields in the box.
    a. **Contract Number** – 10-digit number: 32900.00XXX (replace the X with the last three digits of your package number).
    b. **Contract Name** – Enter "WW-647R –" and "Package Number and Name"
        ○ i.e., "WW-647R – TX.XX Concrete"
    c. **Contract Awarding Department** – Enter "San Francisco Public Utilities Commission (SFPUC)
    d. **Progress Payment No** – Enter the same number as the CMD form 7 referred. If it is the last CMD form 9, enter "FINAL."
        ○ i.e., If the check received was for progress payment number 4, enter "4."
    e. **Period Ending** – Enter the same reporting period ending date as the CMD form 7 referred.



CITY AND COUNTY OF SAN FRANCISCO
CONTRACT MONITORING DIVISION

CHAPTER 14B
CMD ATTACHMENT 7
Integrated Project Delivery Construction Contracts

FORM 9: CMD PAYMENT AFFIDAVIT

To be submitted electronically using the LBEUTS. FOR INFORMATION VISIT WWW.SFGOV.ORG/LBEUTS.

To be entered online by Design-Builder, CM/GC, trade package bidder or negotiated trade package bidder (whichever is applicable) for each trade package, negotiated trade package and/or master contract payment and submitted to the Contract Awarding Authority and CMD within ten (10) working days following receipt of each progress payment from the Contract Awarding Authority, EVEN if there is no sub payment for this reporting period.

TRANSMITTAL

TO: City Representative COPY: CMD Contract Compliance Officer

FROM (Contractor): Date: 1

List the following information for each progress payment received from the Contracting Awarding Authority. Use additional sheets to include complete payment information for all LBE subcontractors (including lower tier subcontractors) and suppliers utilized on this Contract. Failure to submit all required information may lead to partial withholding of progress or final payment. 2

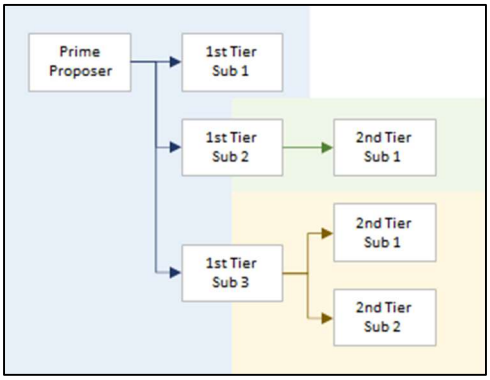
Contract Number: A Contract Name: B

Contract Awarding Department: C

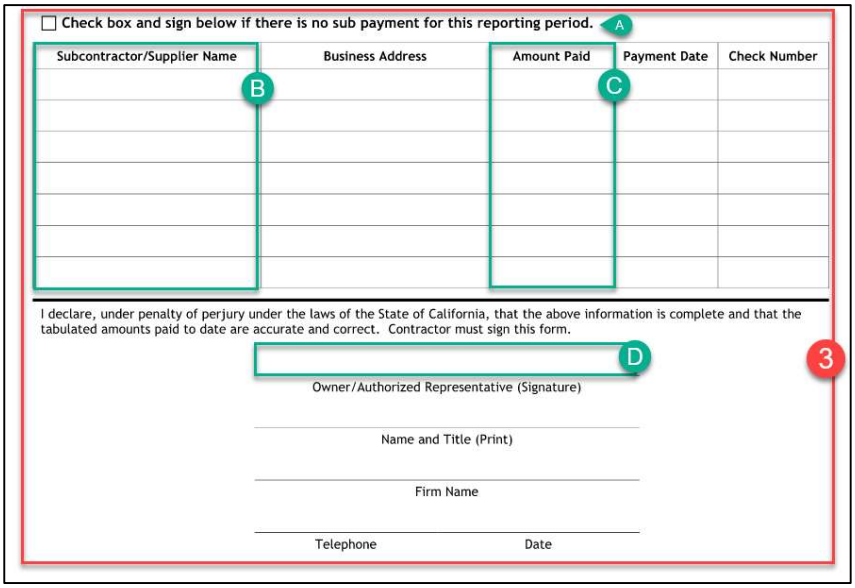
Progress Payment No.: D Period Ending: E

Amount Received: $ Date: Warrant/Check No.:

3. Complete all fields in the box.
    a. If there are no subcontractor payments for the current reporting period, make sure to check this box. You will still need to list all subcontractors in box G.
    b. List **all 1st tier subcontractors** into the table even if they are not paid for the month. 2nd tier subcontractors and beyond do not need to be listed in the prime's form 9. Instead, they will be listed on a separate form 9 completed by lower tier subs who have subcontractors.
        - If a subcontractor is an LBE, indicate it next to their name.
        - Visual example: Notice prime proposer (blue shaded area) will list in their CMD form 9 only 1st Tier Sub 1, 2, and 3 while 1st Tier Sub 3 will list in their CMD form 9 their direct subs in the yellow shaded area.



    c. If a subcontractor is not receiving payment for the month, enter $0.
    d. Signature must be wet signed (printed, signed, and submitted as PDF) or an electronically used signature from Docu-Sign, Adobe or Bluebeam only. (We do not accept copied or typed signatures, as this is a legal document). I noticed the instruction section of the document from CMD doesn't specify this, so I'll be adjusting that paragraph to avoid future confusions.

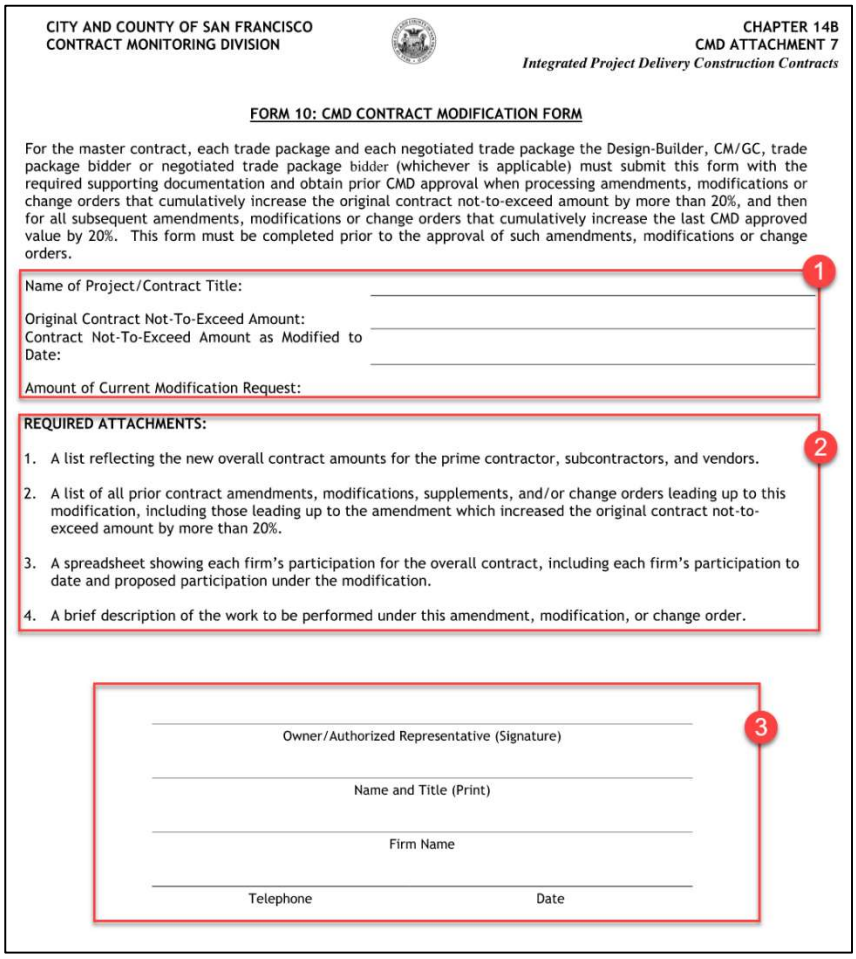


Form 10 – CMD Contract Modification Form

Who Completes?	CM/GC or Prime Bidder
Submission Info	Submit if needed.
Additional Info	N/A

Instructions

1. Complete **all fields** in the box.
    - **Name of Project:** Enter "WW-647R - SFPUC BDFP – " **and** Package Number and Name
2. Fulfill requirements #1-4.
3. Complete **all fields** in the box.



CITY AND COUNTY OF SAN FRANCISCO
CONTRACT MONITORING DIVISION

CHAPTER 14B
CMD ATTACHMENT 7
Integrated Project Delivery Construction Contracts

FORM 10: CMD CONTRACT MODIFICATION FORM

For the master contract, each trade package and each negotiated trade package the Design-Builder, CM/GC, trade package bidder or negotiated trade package bidder (whichever is applicable) must submit this form with the required supporting documentation and obtain prior CMD approval when processing amendments, modifications or change orders that cumulatively increase the original contract not-to-exceed amount by more than 20%, and then for all subsequent amendments, modifications or change orders that cumulatively increase the last CMD approved value by 20%. This form must be completed prior to the approval of such amendments, modifications or change orders.

1

Name of Project/Contract Title: _____

Original Contract Not-To-Exceed Amount: _____

Contract Not-To-Exceed Amount as Modified to Date: _____

Amount of Current Modification Request:

2

REQUIRED ATTACHMENTS:

1. A list reflecting the new overall contract amounts for the prime contractor, subcontractors, and vendors.
2. A list of all prior contract amendments, modifications, supplements, and/or change orders leading up to this modification, including those leading up to the amendment which increased the original contract not-to-exceed amount by more than 20%.
3. A spreadsheet showing each firm's participation for the overall contract, including each firm's participation to date and proposed participation under the modification.
4. A brief description of the work to be performed under this amendment, modification, or change order.

3

_____
Owner/Authorized Representative (Signature)

_____
Name and Title (Print)

_____
Firm Name

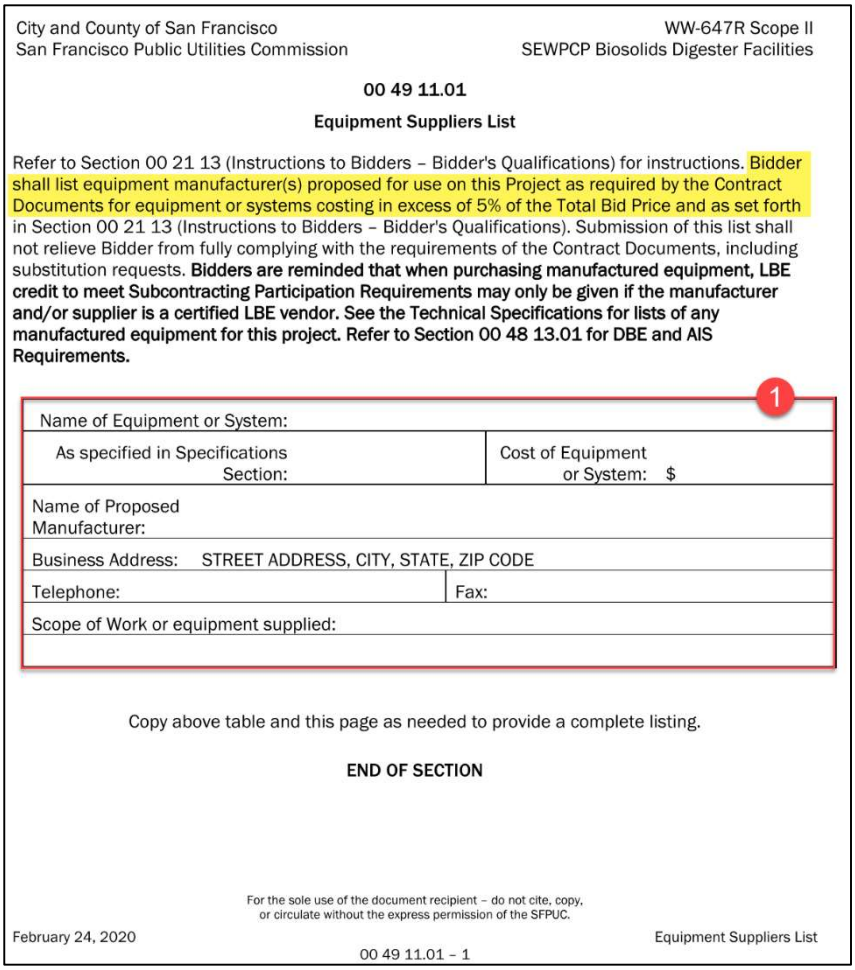
_____
Telephone Date

00 49 11.01 - Equipment Suppliers List

Who Completes?	Prime bidder/proposer.
Submission Info	Submit with bid by the due date and time indicated in the RFP Package Summary Page.
Additional Info	If the form is not applicable, mark "Not Applicable" at the top of the form.

Instructions

1. Complete **all fields** in this box.
    - Copy above table and page if more boxes are needed.



City and County of San Francisco
San Francisco Public Utilities Commission

WW-647R Scope II
SEWPCP Biosolids Digester Facilities

00 49 11.01

Equipment Suppliers List

Refer to Section 00 21 13 (Instructions to Bidders – Bidder's Qualifications) for instructions. Bidder shall list equipment manufacturer(s) proposed for use on this Project as required by the Contract Documents for equipment or systems costing in excess of 5% of the Total Bid Price and as set forth in Section 00 21 13 (Instructions to Bidders – Bidder's Qualifications). Submission of this list shall not relieve Bidder from fully complying with the requirements of the Contract Documents, including substitution requests. **Bidders are reminded that when purchasing manufactured equipment, LBE credit to meet Subcontracting Participation Requirements may only be given if the manufacturer and/or supplier is a certified LBE vendor. See the Technical Specifications for lists of any manufactured equipment for this project. Refer to Section 00 48 13.01 for DBE and AIS Requirements.**

1

Name of Equipment or System:	
As specified in Specifications Section:	Cost of Equipment or System: $
Name of Proposed Manufacturer:	
Business Address: STREET ADDRESS, CITY, STATE, ZIP CODE	
Telephone:	Fax:
Scope of Work or equipment supplied:	

Copy above table and this page as needed to provide a complete listing.

END OF SECTION

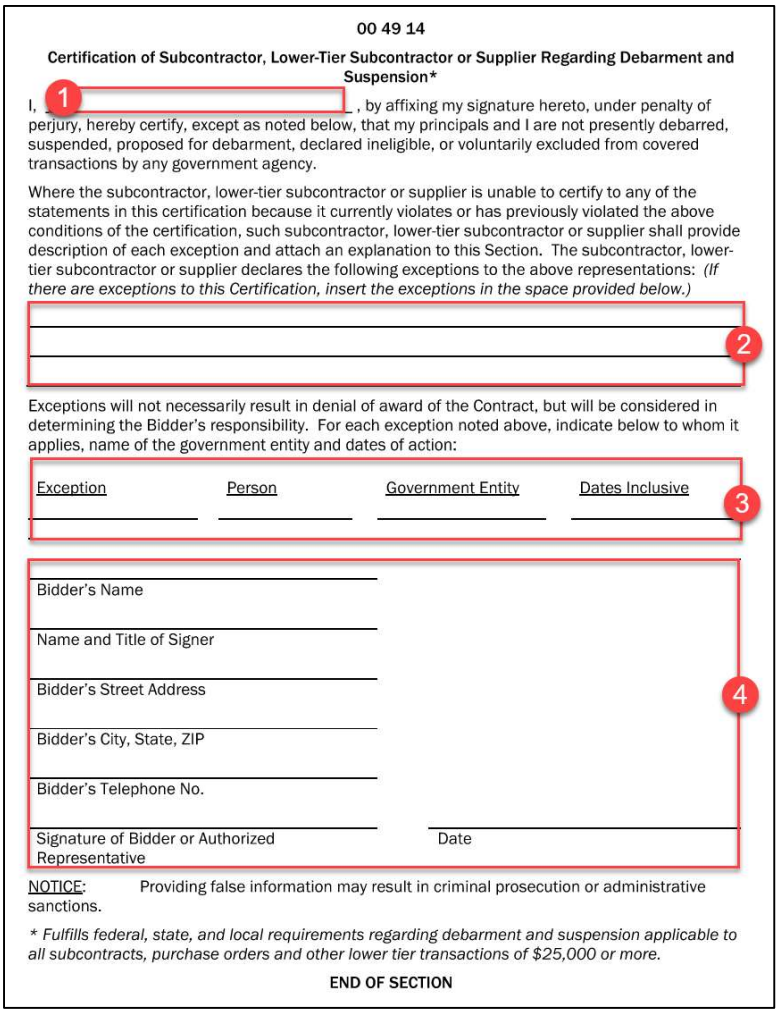
For the sole use of the document recipient – do not cite, copy, or circulate without the express permission of the SFPUC.

00 49 14 - Certification Sub Lower-tier Sub/Supplier – Debarment

Who Completes?	Prime bidder/proposer
Submission Info	Submit with bid by the due date and time indicated in the RFP Package Summary Page.
Additional Info	Prime bidder is responsible for distributing, collecting, and submitting each lower-tier subcontractor's form 00 49 14 with their bid.

Instructions

1. Full name of the subcontractor's point person or authorized representative.
2. If statement above the box does not apply, leave the field blank.
3. If box 2 did not apply, leave the fields blank.
4. Complete all fields in the box with the subcontractor's information.



00 49 14

Certification of Subcontractor, Lower-Tier Subcontractor or Supplier Regarding Debarment and Suspension*

I, 1 , by affixing my signature hereto, under penalty of perjury, hereby certify, except as noted below, that my principals and I are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any government agency.

Where the subcontractor, lower-tier subcontractor or supplier is unable to certify to any of the statements in this certification because it currently violates or has previously violated the above conditions of the certification, such subcontractor, lower-tier subcontractor or supplier shall provide description of each exception and attach an explanation to this Section. The subcontractor, lower-tier subcontractor or supplier declares the following exceptions to the above representations: *(If there are exceptions to this Certification, insert the exceptions in the space provided below.)*

2

Exceptions will not necessarily result in denial of award of the Contract, but will be considered in determining the Bidder's responsibility. For each exception noted above, indicate below to whom it applies, name of the government entity and dates of action:

Exception	Person	Government Entity	Dates Inclusive

3

Bidder's Name

Name and Title of Signer

Bidder's Street Address

Bidder's City, State, ZIP

Bidder's Telephone No.

Signature of Bidder or Authorized Representative

Date

4

NOTICE: Providing false information may result in criminal prosecution or administrative sanctions.

** Fulfills federal, state, and local requirements regarding debarment and suspension applicable to all subcontracts, purchase orders and other lower tier transactions of $25,000 or more.*

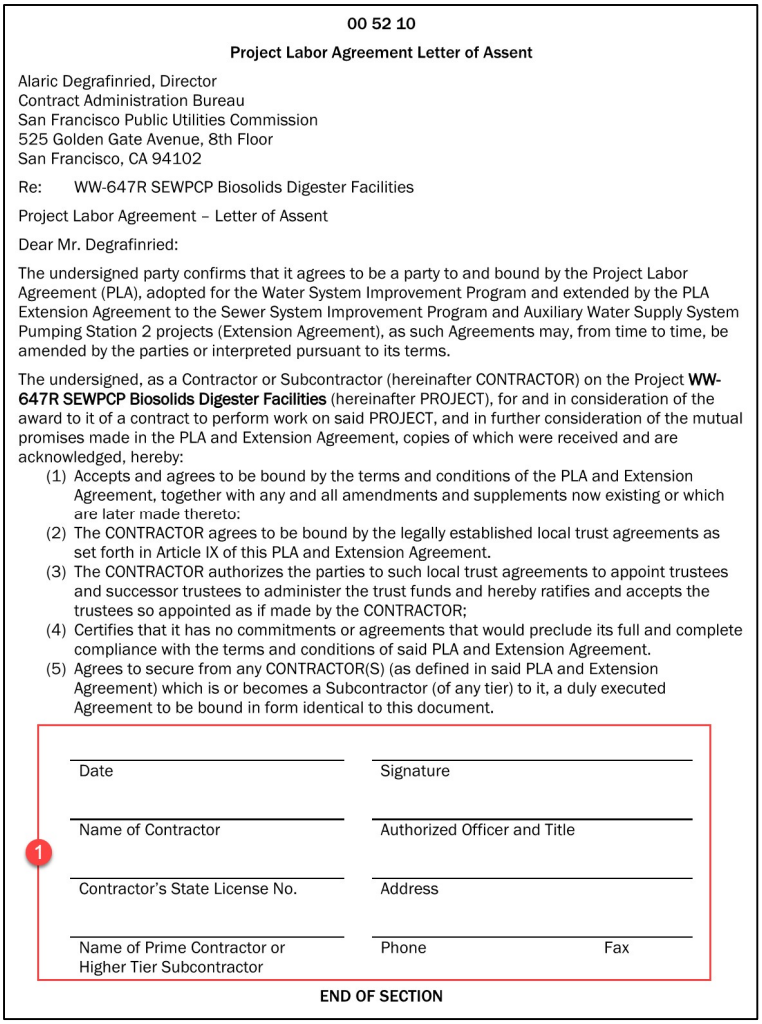
END OF SECTION

00 52 10 - Project Labor Agreement Letter of Assent

Who Completes?	Prime bidder/proposer and lower tier subcontractors.
Submission Info	Submit within 5 business days of notification of lowest responsive bidder.
Additional Info	○ Prime bidder is responsible for distributing, collecting, and submitting each lower-tier subcontractor's section 00 52 10 with their bid. ○ **Trade Bid Package:** Required to submit. ○ **Equipment Package:** Complete if the package has labor onsite. Otherwise, mark "Not Applicable" at the top.

Instructions

1. Complete all fields in this box.



00 52 10

Project Labor Agreement Letter of Assent

Alaric Degrafinried, Director
Contract Administration Bureau
San Francisco Public Utilities Commission
525 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102

Re: WW-647R SEWPCP Biosolids Digester Facilities

Project Labor Agreement – Letter of Assent

Dear Mr. Degrafinried:

The undersigned party confirms that it agrees to be a party to and bound by the Project Labor Agreement (PLA), adopted for the Water System Improvement Program and extended by the PLA Extension Agreement to the Sewer System Improvement Program and Auxiliary Water Supply System Pumping Station 2 projects (Extension Agreement), as such Agreements may, from time to time, be amended by the parties or interpreted pursuant to its terms.

The undersigned, as a Contractor or Subcontractor (hereinafter CONTRACTOR) on the Project **WW-647R SEWPCP Biosolids Digester Facilities** (hereinafter PROJECT), for and in consideration of the award to it of a contract to perform work on said PROJECT, and in further consideration of the mutual promises made in the PLA and Extension Agreement, copies of which were received and are acknowledged, hereby:

(1) Accepts and agrees to be bound by the terms and conditions of the PLA and Extension Agreement, together with any and all amendments and supplements now existing or which are later made thereto:
(2) The CONTRACTOR agrees to be bound by the legally established local trust agreements as set forth in Article IX of this PLA and Extension Agreement.
(3) The CONTRACTOR authorizes the parties to such local trust agreements to appoint trustees and successor trustees to administer the trust funds and hereby ratifies and accepts the trustees so appointed as if made by the CONTRACTOR;
(4) Certifies that it has no commitments or agreements that would preclude its full and complete compliance with the terms and conditions of said PLA and Extension Agreement.
(5) Agrees to secure from any CONTRACTOR(S) (as defined in said PLA and Extension Agreement) which is or becomes a Subcontractor (of any tier) to it, a duly executed Agreement to be bound in form identical to this document.

Date | Signature

Name of Contractor | Authorized Officer and Title

1

Contractor's State License No. | Address

Name of Prime Contractor or Higher Tier Subcontractor | Phone | Fax

END OF SECTION

00 73 29 - First Source Hiring Program for Pre-Construction Services

Who Completes?	Prime bidder/proposer.
Submission Info	Submit with bid by the due date and time indicated in the RFP Package Summary Page.
Additional Info	If the form is not applicable, mark "Not Applicable" at the top of the form.

Instructions

1. Complete the necessary fields in the box.
    - First Source Hiring is for subcontractors who plan to hire entry level administrative positions. For field labor, refer to Local Hire forms.

SAN FRANCISCO
Office of Economic and Workforce Development

CITY AND COUNTY OF SAN FRANCISCO

FIRST SOURCE HIRING PROGRAM
PRE-CONSTRUCTION SERVICES
Office of Economic and Workforce Development
1 South Van Ness Avenue 5th Floor
San Francisco, CA, 94103
Tel. (415)701-4848 Fax (415)701- 4896

First Source Hiring Agreement for Pre-Construction Services

1

City Agency: _____ Contract Number and Name: _____

Consultant Name: _____ Main Contact: _____

Phone: _____ Email: _____

Signature of Authorized Representative* | Name of Authorized Representative | Date

**By signing the First Source Hiring Agreement, the Consultant agrees to participate and comply with the provisions of the First Source Hiring Program pursuant to San Francisco Administrative Code Chapter 83*

Instructions:

- All bidders must complete, sign and submit a *First Source Hiring Agreement* with bidder's Proposal.
- In Section 2, list the estimated number of Entry Level Positions for the Prime Consultant / CM/GC and all sub-consultants. The Consultant / CM/GC shall make good faith efforts to hire Trainees referred by the First Source Hiring Program to fulfill all available Entry Level Positions.
- Reference specification section, *First Source Hiring Program* for workforce obligations. Questions and assistance, please contact A.J. Thomas: Email: aj.thomas@sfgov.org : (415)701-4858.

Section 1: Select all that apply

☐ Administrative Services	☐ Financial Services	☐ Mechanical/Electrical Engineering
☐ Architecture	☐ Geotechnical Engineering	☐ Property Management
☐ Asbestos and Lead	☐ Green Building Consulting	☐ Real Estate Services
☐ As-Needed	☐ Health/Medical Services	☐ Sediment Analysis
☐ Civil/Structural/Hydraulic Engineering	☐ IT/Technical Services	☐ Special Inspection and Testing
☐ Construction Management	☐ Landscape Architecture	☐ Surveying
☐ Design Services	☐ Will require an office or trailer near the project site	
☐ Environmental Services	☐ I don't see my services *(please describe)*_____	

Section 2: List Entry Level Positions

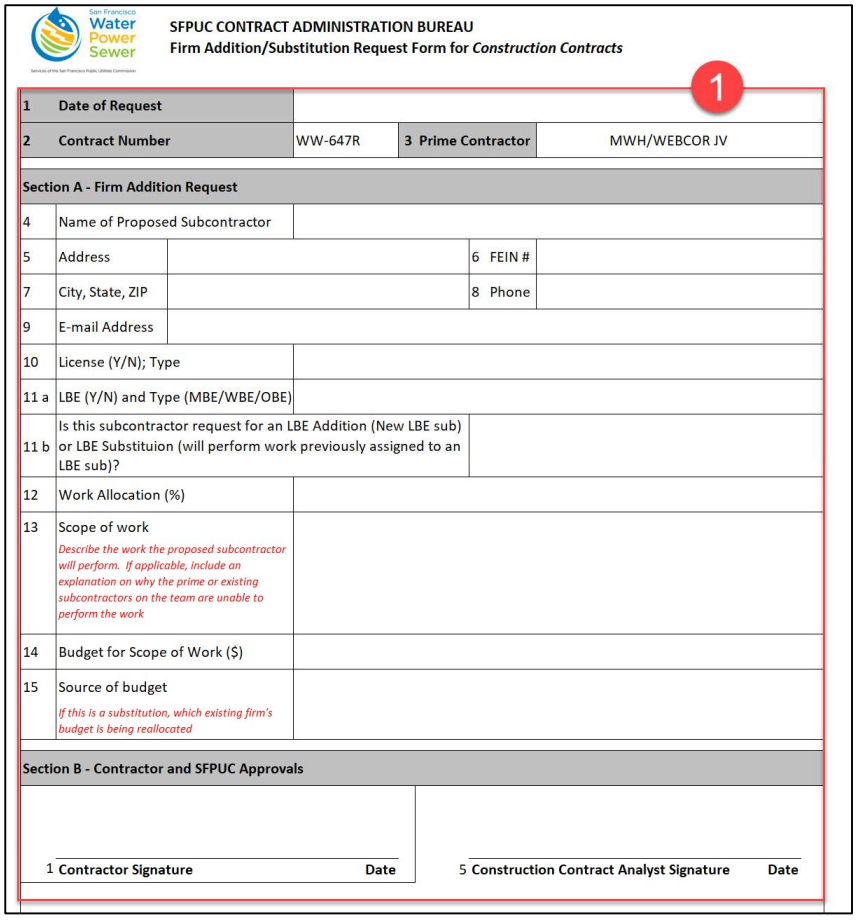
Job Title	Job Description	Number of Trainee Hires

SFPUC CAB – Construction Firm Addition Request Form

Who Completes?	CM/GC and Prime bidder/proposer.
Submission Info	Submitted after award of contract.
Additional Info	For each subcontractor performing work for the contract, a firm addition **MUST** be submitted **BEFORE** the subcontractor enters the project site.

Instructions

1. Firm Addition form will be initiated and completed by the CM/GC PM Team.
    - CM/GC PM Team sends the completed Firm Addition form and additional questions to the Prime bidder for review.
    - Prime bidder responds to the CM/GC questions and validates if the firm addition is accurate.
2. No signature required from the prime bidder.



SFPUC CONTRACT ADMINISTRATION BUREAU
Firm Addition/Substitution Request Form for *Construction Contracts*

1

1	**Date of Request**			
2	**Contract Number**	WW-647R	**3 Prime Contractor**	MWH/WEBCOR JV

Section A - Firm Addition Request				
4	Name of Proposed Subcontractor			
5	Address		6 FEIN #	
7	City, State, ZIP		8 Phone	
9	E-mail Address			
10	License (Y/N); Type			
11 a	LBE (Y/N) and Type (MBE/WBE/OBE)			
11 b	Is this subcontractor request for an LBE Addition (New LBE sub) or LBE Substituion (will perform work previously assigned to an LBE sub)?			
12	Work Allocation (%)			
13	Scope of work *Describe the work the proposed subcontractor will perform. If applicable, include an explanation on why the prime or existing subcontractors on the team are unable to perform the work*			
14	Budget for Scope of Work ($)			
15	Source of budget *If this is a substitution, which existing firm's budget is being reallocated*			

Section B - Contractor and SFPUC Approvals	
1 **Contractor Signature** **Date**	5 **Construction Contract Analyst Signature** **Date**

Exhibit J Forms

00 49 16.01 - DIR Registration
00 49 18.01 - Request for Product Substitution
00 45 58 - Initial Employment Projection
00 45 59 - Agreement to Hire Apprentices from Referral Agencies
00 73 30 - Local Hiring & Required Forms

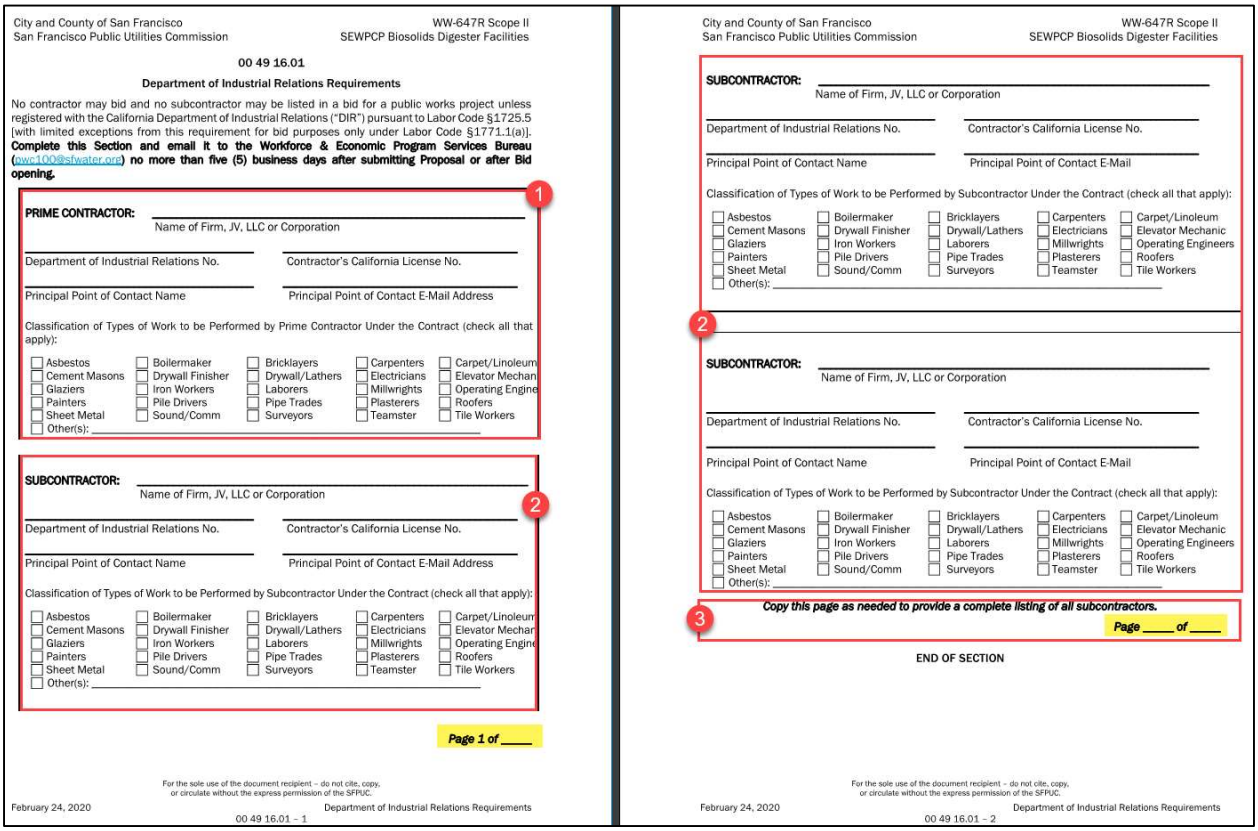
- Form 1 - Local Hiring Workforce Projection
- Form 2 - Local Hiring Plan
- Form 4 - Conditional Waiver

00 49 16.01 - DIR Registration

Who Completes?	Prime bidder/proposer.
Submission Info	Within 5 business days of notification of lowest responsive bidder.
Additional Info	N/A

Instructions

1. Complete all fields in this box.
2. List each subcontractor who are registered with the California Department of Industrial Relation (DIR).
    - DIR is required for subcontractors to be listed in a bid for a public works project.
3. If you need more boxes to enter subcontractor information, make a copy of page two.



City and County of San Francisco
San Francisco Public Utilities Commission

WW-647R Scope II
SEWPCP Biosolids Digester Facilities

00 49 16.01

Department of Industrial Relations Requirements

No contractor may bid and no subcontractor may be listed in a bid for a public works project unless registered with the California Department of Industrial Relations ("DIR") pursuant to Labor Code §1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code §1771.1(a)]. **Complete this Section and email it to the Workforce & Economic Program Services Bureau (pwc100@sfwater.org) no more than five (5) business days after submitting Proposal or after Bid opening.**

1

PRIME CONTRACTOR: _____
Name of Firm, JV, LLC or Corporation

Department of Industrial Relations No. | Contractor's California License No.

Principal Point of Contact Name | Principal Point of Contact E-Mail Address

Classification of Types of Work to be Performed by Prime Contractor Under the Contract (check all that apply):

☐ Asbestos ☐ Boilermaker ☐ Bricklayers ☐ Carpenters ☐ Carpet/Linoleum
☐ Cement Masons ☐ Drywall Finisher ☐ Drywall/Lathers ☐ Electricians ☐ Elevator Mechan
☐ Glaziers ☐ Iron Workers ☐ Laborers ☐ Millwrights ☐ Operating Engine
☐ Painters ☐ Pile Drivers ☐ Pipe Trades ☐ Plasterers ☐ Roofers
☐ Sheet Metal ☐ Sound/Comm ☐ Surveyors ☐ Teamster ☐ Tile Workers
☐ Other(s): _____

2

SUBCONTRACTOR: _____
Name of Firm, JV, LLC or Corporation

Department of Industrial Relations No. | Contractor's California License No.

Principal Point of Contact Name | Principal Point of Contact E-Mail Address

Classification of Types of Work to be Performed by Subcontractor Under the Contract (check all that apply):

☐ Asbestos ☐ Boilermaker ☐ Bricklayers ☐ Carpenters ☐ Carpet/Linoleum
☐ Cement Masons ☐ Drywall Finisher ☐ Drywall/Lathers ☐ Electricians ☐ Elevator Mechan
☐ Glaziers ☐ Iron Workers ☐ Laborers ☐ Millwrights ☐ Operating Engine
☐ Painters ☐ Pile Drivers ☐ Pipe Trades ☐ Plasterers ☐ Roofers
☐ Sheet Metal ☐ Sound/Comm ☐ Surveyors ☐ Teamster ☐ Tile Workers
☐ Other(s): _____

Page 1 of ____

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February 24, 2020 — Department of Industrial Relations Requirements
00 49 16.01 – 1

City and County of San Francisco
San Francisco Public Utilities Commission

WW-647R Scope II
SEWPCP Biosolids Digester Facilities

SUBCONTRACTOR: _____
Name of Firm, JV, LLC or Corporation

Department of Industrial Relations No. | Contractor's California License No.

Principal Point of Contact Name | Principal Point of Contact E-Mail

Classification of Types of Work to be Performed by Subcontractor Under the Contract (check all that apply):

☐ Asbestos ☐ Boilermaker ☐ Bricklayers ☐ Carpenters ☐ Carpet/Linoleum
☐ Cement Masons ☐ Drywall Finisher ☐ Drywall/Lathers ☐ Electricians ☐ Elevator Mechanic
☐ Glaziers ☐ Iron Workers ☐ Laborers ☐ Millwrights ☐ Operating Engineers
☐ Painters ☐ Pile Drivers ☐ Pipe Trades ☐ Plasterers ☐ Roofers
☐ Sheet Metal ☐ Sound/Comm ☐ Surveyors ☐ Teamster ☐ Tile Workers
☐ Other(s): _____

2

SUBCONTRACTOR: _____
Name of Firm, JV, LLC or Corporation

Department of Industrial Relations No. | Contractor's California License No.

Principal Point of Contact Name | Principal Point of Contact E-Mail

Classification of Types of Work to be Performed by Subcontractor Under the Contract (check all that apply):

☐ Asbestos ☐ Boilermaker ☐ Bricklayers ☐ Carpenters ☐ Carpet/Linoleum
☐ Cement Masons ☐ Drywall Finisher ☐ Drywall/Lathers ☐ Electricians ☐ Elevator Mechanic
☐ Glaziers ☐ Iron Workers ☐ Laborers ☐ Millwrights ☐ Operating Engineers
☐ Painters ☐ Pile Drivers ☐ Pipe Trades ☐ Plasterers ☐ Roofers
☐ Sheet Metal ☐ Sound/Comm ☐ Surveyors ☐ Teamster ☐ Tile Workers
☐ Other(s): _____

3

Copy this page as needed to provide a complete listing of all subcontractors.

Page ____ of ____

END OF SECTION

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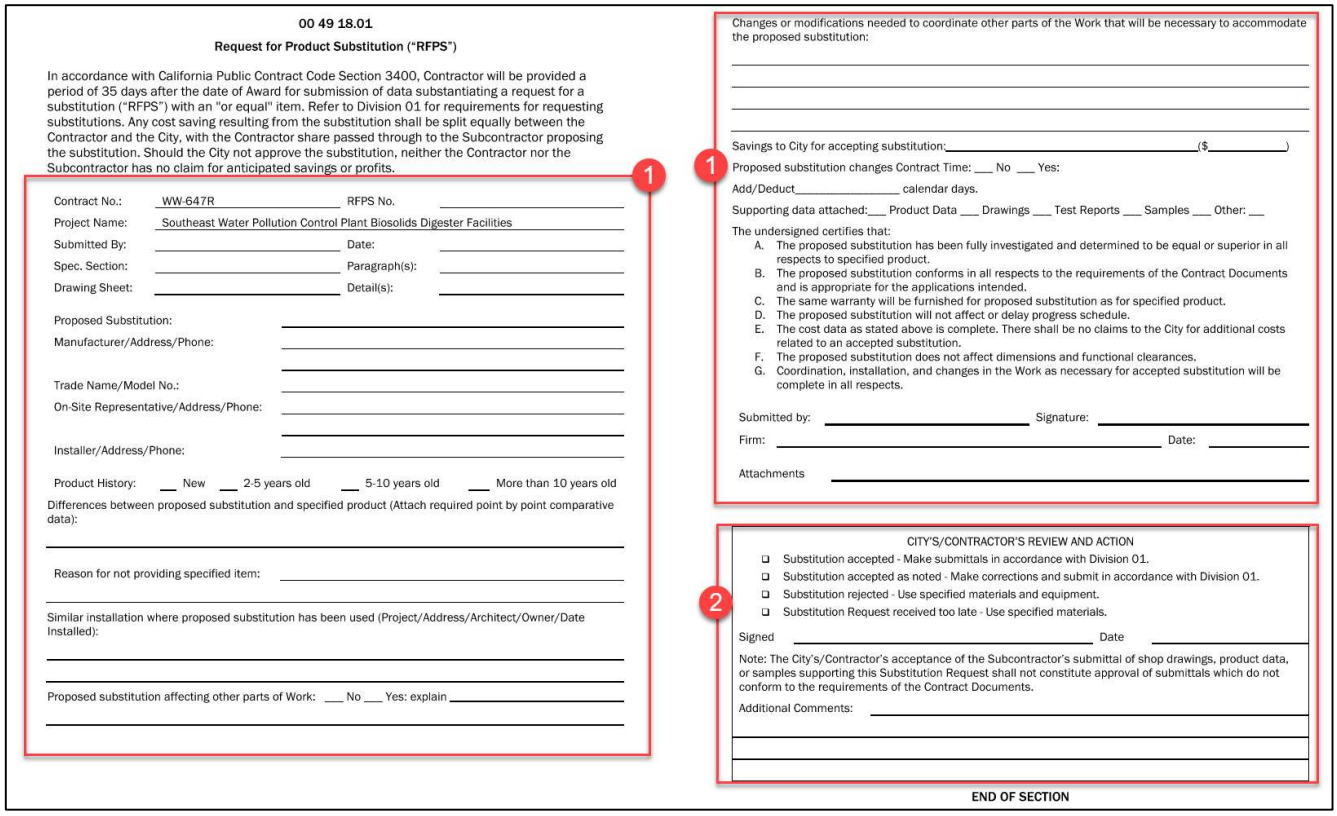
February 24, 2020 — Department of Industrial Relations Requirements
00 49 16.01 – 2

00 49 18.01 - Request for Product Substitution

Who Completes?	Prime bidder/proposer.
Submission Info	Submit if needed within 35 days after the date of award.
Additional Info	If the form is not applicable, do not submit.

Instructions

1. Prime bidder's complete fields as needed.
2. CM/GC or City will complete this section.



00 49 18.01

Request for Product Substitution ("RFPS")

In accordance with California Public Contract Code Section 3400, Contractor will be provided a period of 35 days after the date of Award for submission of data substantiating a request for a substitution ("RFPS") with an "or equal" item. Refer to Division 01 for requirements for requesting substitutions. Any cost saving resulting from the substitution shall be split equally between the Contractor and the City, with the Contractor share passed through to the Subcontractor proposing the substitution. Should the City not approve the substitution, neither the Contractor nor the Subcontractor has no claim for anticipated savings or profits.

1

Contract No.: WW-647R RFPS No.

Project Name: Southeast Water Pollution Control Plant Biosolids Digester Facilities

Submitted By: Date:

Spec. Section: Paragraph(s):

Drawing Sheet: Detail(s):

Proposed Substitution:

Manufacturer/Address/Phone:

Trade Name/Model No.:

On-Site Representative/Address/Phone:

Installer/Address/Phone:

Product History: ___ New ___ 2-5 years old ___ 5-10 years old ___ More than 10 years old

Differences between proposed substitution and specified product (Attach required point by point comparative data):

Reason for not providing specified item:

Similar installation where proposed substitution has been used (Project/Address/Architect/Owner/Date Installed):

Proposed substitution affecting other parts of Work: ___ No ___ Yes: explain

1

Changes or modifications needed to coordinate other parts of the Work that will be necessary to accommodate the proposed substitution:

Savings to City for accepting substitution: ($)

Proposed substitution changes Contract Time: ___ No ___ Yes:

Add/Deduct calendar days.

Supporting data attached: ___ Product Data ___ Drawings ___ Test Reports ___ Samples ___ Other: ___

The undersigned certifies that:

A. The proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product.
B. The proposed substitution conforms in all respects to the requirements of the Contract Documents and is appropriate for the applications intended.
C. The same warranty will be furnished for proposed substitution as for specified product.
D. The proposed substitution will not affect or delay progress schedule.
E. The cost data as stated above is complete. There shall be no claims to the City for additional costs related to an accepted substitution.
F. The proposed substitution does not affect dimensions and functional clearances.
G. Coordination, installation, and changes in the Work as necessary for accepted substitution will be complete in all respects.

Submitted by: Signature:

Firm: Date:

Attachments

2

CITY'S/CONTRACTOR'S REVIEW AND ACTION

- ❑ Substitution accepted - Make submittals in accordance with Division 01.
- ❑ Substitution accepted as noted - Make corrections and submit in accordance with Division 01.
- ❑ Substitution rejected - Use specified materials and equipment.
- ❑ Substitution Request received too late - Use specified materials.

Signed Date

Note: The City's/Contractor's acceptance of the Subcontractor's submittal of shop drawings, product data, or samples supporting this Substitution Request shall not constitute approval of submittals which do not conform to the requirements of the Contract Documents.

Additional Comments:

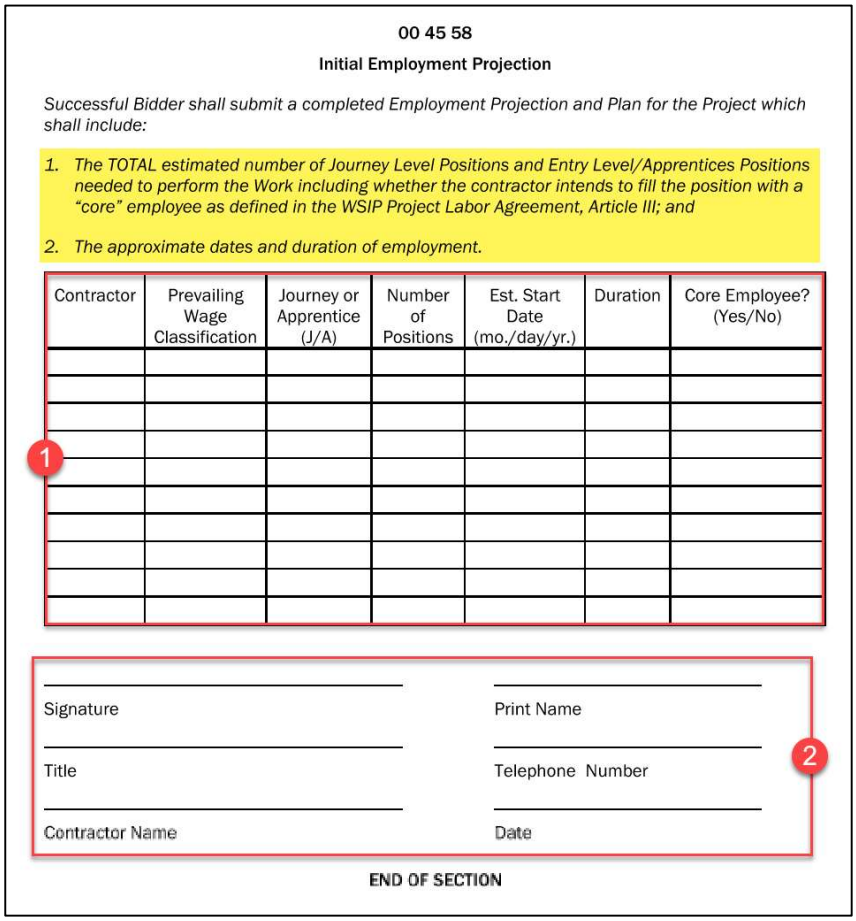
END OF SECTION

00 45 58 - Initial Employment Projection

Who Completes?	Prime bidder/proposer.
Submission Info	Submit within 5 business days of notification of lowest responsive bidder.
Additional Info	○ This section is a requirement for PLA Certificate (Section 00 45 57) ○ **Trade Bid Package:** Required to submit. ○ **Equipment Package:** Complete if the package has labor onsite. Otherwise, mark "Not Applicable" at the top.

Instructions

1. Enter information according to the highlighted instructions.
2. Complete **all fields** in this box.



00 45 58

Initial Employment Projection

Successful Bidder shall submit a completed Employment Projection and Plan for the Project which shall include:

1. *The TOTAL estimated number of Journey Level Positions and Entry Level/Apprentices Positions needed to perform the Work including whether the contractor intends to fill the position with a "core" employee as defined in the WSIP Project Labor Agreement, Article III; and*
2. *The approximate dates and duration of employment.*

Contractor	Prevailing Wage Classification	Journey or Apprentice (J/A)	Number of Positions	Est. Start Date (mo./day/yr.)	Duration	Core Employee? (Yes/No)

1

Signature | Print Name

Title | Telephone Number

Contractor Name | Date

2

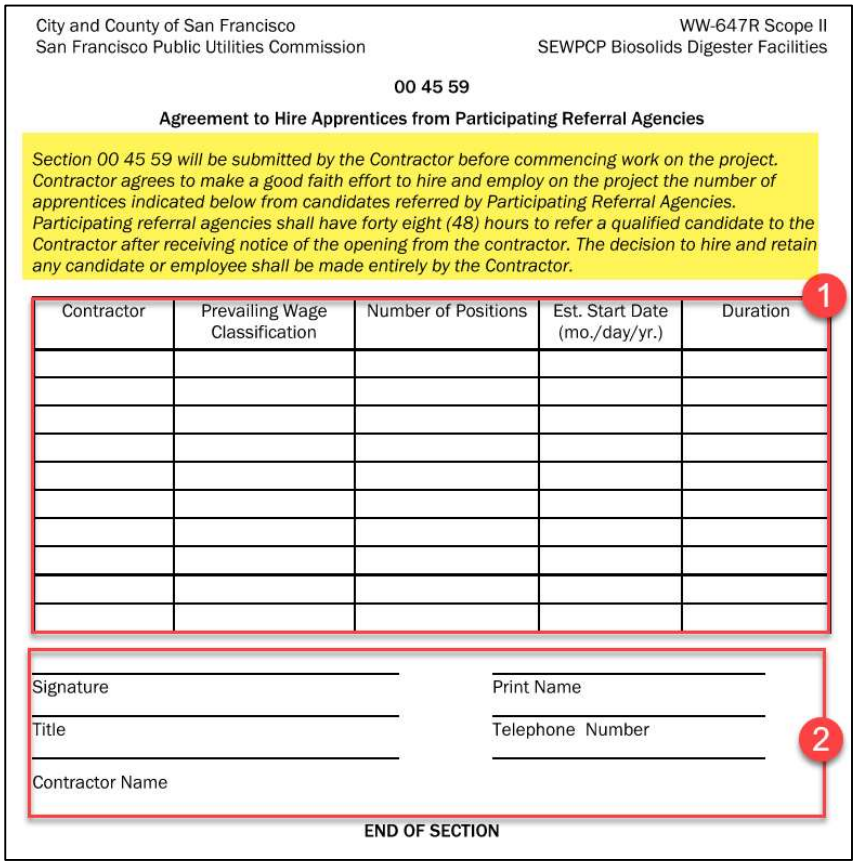
END OF SECTION

00 45 59 - Agreement to Hire Apprentices from Referral Agencies

Who Completes?	Prime bidder/proposer.
Submission Info	Submit within 5 business days of notification of lowest responsive bidder.
Additional Info	○ This section is a requirement for PLA Certificate (Section 00 45 57) ○ **Trade Bid Package:** Required to submit. ○ **Equipment Package:** Complete if the package has labor onsite. Otherwise, mark "Not Applicable" at the top.

Instructions

1. Enter information according to the highlighted instructions.
2. Complete **all fields** in this box.



City and County of San Francisco
San Francisco Public Utilities Commission

WW-647R Scope II
SEWPCP Biosolids Digester Facilities

00 45 59

Agreement to Hire Apprentices from Participating Referral Agencies

Section 00 45 59 will be submitted by the Contractor before commencing work on the project. Contractor agrees to make a good faith effort to hire and employ on the project the number of apprentices indicated below from candidates referred by Participating Referral Agencies. Participating referral agencies shall have forty eight (48) hours to refer a qualified candidate to the Contractor after receiving notice of the opening from the contractor. The decision to hire and retain any candidate or employee shall be made entirely by the Contractor.

1

Contractor	Prevailing Wage Classification	Number of Positions	Est. Start Date (mo./day/yr.)	Duration

Signature _____ Print Name _____

Title _____ Telephone Number _____

Contractor Name _____

2

END OF SECTION

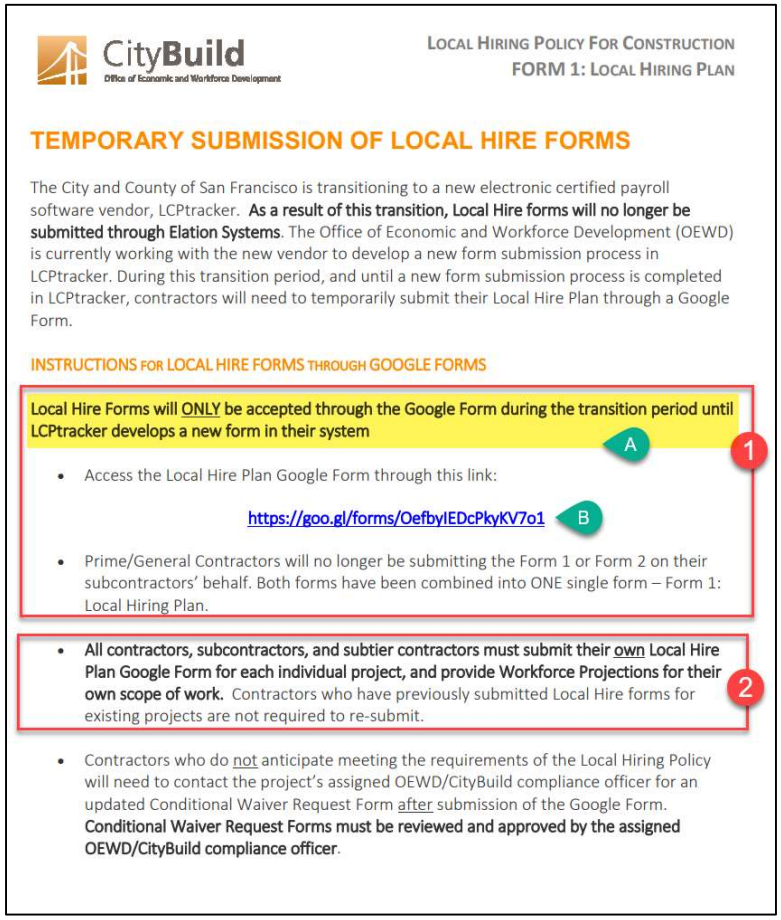
00 73 30 - Local Hiring & Required Forms

Form 1 - Local Hiring Workforce Projection

Who Completes?	Prime bidder/proposer and lower tier subcontractors.
Submission Info	Submit within 15 calendar days from Notice of Award.
Additional Info	N/A

Instructions

1. Local Hire Form 1 and Form 2 have been combined into one single form – Form 1: Local Hiring Plan.
   A. Form 1 will **ONLY** be accepted through the Google Form during the transition period until LCPTracker develops a new form in their system.
   B. **Google Form Link:** https://goo.gl/forms/OefbyIEDcPkyKV7o1
2. All contractors, subcontractors, and subtler contractors must submit their own Local Hire Plan.



CityBuild
Office of Economic and Workforce Development

LOCAL HIRING POLICY FOR CONSTRUCTION
FORM 1: LOCAL HIRING PLAN

TEMPORARY SUBMISSION OF LOCAL HIRE FORMS

The City and County of San Francisco is transitioning to a new electronic certified payroll software vendor, LCPtracker. **As a result of this transition, Local Hire forms will no longer be submitted through Elation Systems**. The Office of Economic and Workforce Development (OEWD) is currently working with the new vendor to develop a new form submission process in LCPtracker. During this transition period, and until a new form submission process is completed in LCPtracker, contractors will need to temporarily submit their Local Hire Plan through a Google Form.

INSTRUCTIONS FOR LOCAL HIRE FORMS THROUGH GOOGLE FORMS

Local Hire Forms will ONLY be accepted through the Google Form during the transition period until LCPtracker develops a new form in their system (A) (1)

- Access the Local Hire Plan Google Form through this link:

  https://goo.gl/forms/OefbyIEDcPkyKV7o1 (B)

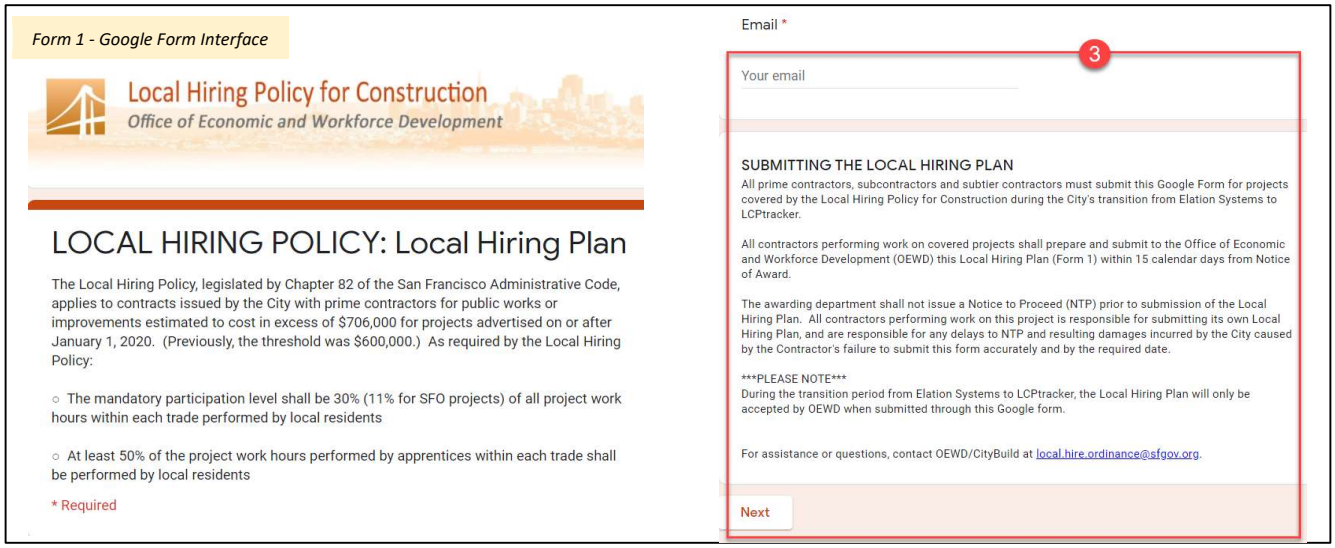
- Prime/General Contractors will no longer be submitting the Form 1 or Form 2 on their subcontractors' behalf. Both forms have been combined into ONE single form – Form 1: Local Hiring Plan.

- **All contractors, subcontractors, and subtier contractors must submit their own Local Hire Plan Google Form for each individual project, and provide Workforce Projections for their own scope of work.** Contractors who have previously submitted Local Hire forms for existing projects are not required to re-submit. (2)

- Contractors who do not anticipate meeting the requirements of the Local Hiring Policy will need to contact the project's assigned OEWD/CityBuild compliance officer for an updated Conditional Waiver Request Form after submission of the Google Form. **Conditional Waiver Request Forms must be reviewed and approved by the assigned OEWD/CityBuild compliance officer.**

3. Google Form 1 interface – enter email and select next.

Form 1 - Google Form Interface



Local Hiring Policy for Construction
Office of Economic and Workforce Development

LOCAL HIRING POLICY: Local Hiring Plan

The Local Hiring Policy, legislated by Chapter 82 of the San Francisco Administrative Code, applies to contracts issued by the City with prime contractors for public works or improvements estimated to cost in excess of $706,000 for projects advertised on or after January 1, 2020. (Previously, the threshold was $600,000.) As required by the Local Hiring Policy:

○ The mandatory participation level shall be 30% (11% for SFO projects) of all project work hours within each trade performed by local residents

○ At least 50% of the project work hours performed by apprentices within each trade shall be performed by local residents

* Required

Email *

3

Your email

SUBMITTING THE LOCAL HIRING PLAN

All prime contractors, subcontractors and subtier contractors must submit this Google Form for projects covered by the Local Hiring Policy for Construction during the City's transition from Elation Systems to LCPtracker.

All contractors performing work on covered projects shall prepare and submit to the Office of Economic and Workforce Development (OEWD) this Local Hiring Plan (Form 1) within 15 calendar days from Notice of Award.

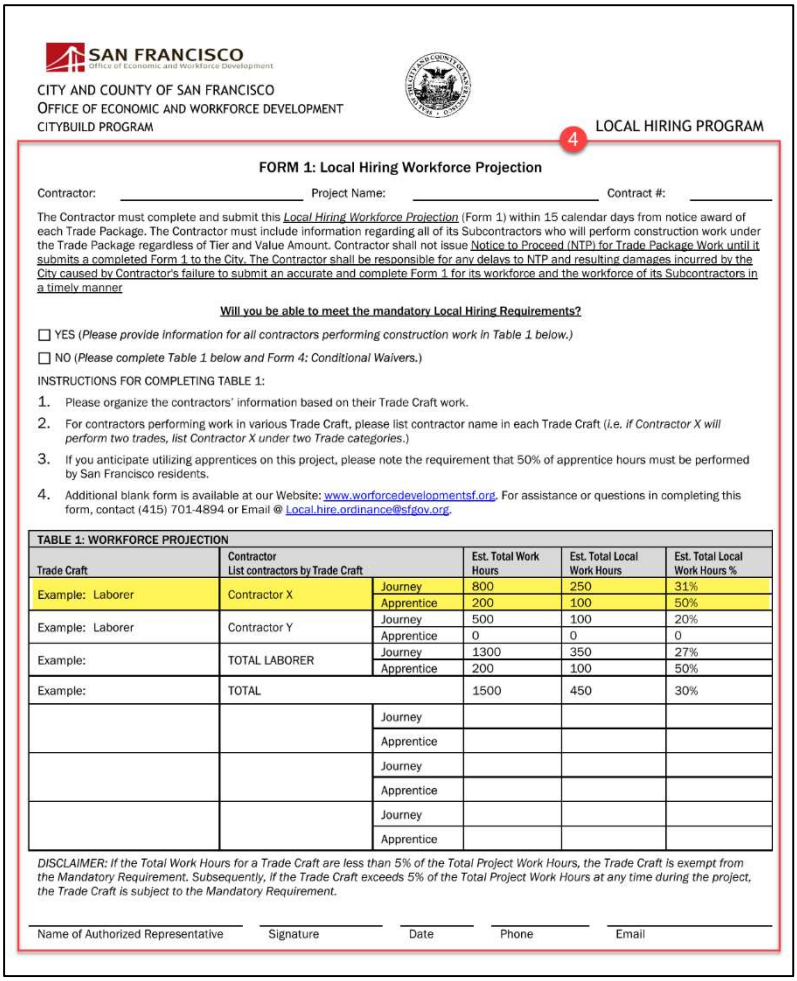
The awarding department shall not issue a Notice to Proceed (NTP) prior to submission of the Local Hiring Plan. All contractors performing work on this project is responsible for submitting its own Local Hiring Plan, and are responsible for any delays to NTP and resulting damages incurred by the City caused by the Contractor's failure to submit this form accurately and by the required date.

PLEASE NOTE
During the transition period from Elation Systems to LCPtracker, the Local Hiring Plan will only be accepted by OEWD when submitted through this Google form.

For assistance or questions, contact OEWD/CityBuild at local.hire.ordinance@sfgov.org.

Next

4. For reference, this is a screenshot of the Form 1: Local Hiring Workforce Projection.



SAN FRANCISCO
Office of Economic and Workforce Development

CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT
CITYBUILD PROGRAM

LOCAL HIRING PROGRAM

4

FORM 1: Local Hiring Workforce Projection

Contractor: _____ Project Name: _____ Contract #: _____

The Contractor must complete and submit this *Local Hiring Workforce Projection* (Form 1) within 15 calendar days from notice award of each Trade Package. The Contractor must include information regarding all of its Subcontractors who will perform construction work under the Trade Package regardless of Tier and Value Amount. Contractor shall not issue Notice to Proceed (NTP) for Trade Package Work until it submits a completed Form 1 to the City. The Contractor shall be responsible for any delays to NTP and resulting damages incurred by the City caused by Contractor's failure to submit an accurate and complete Form 1 for its workforce and the workforce of its Subcontractors in a timely manner

Will you be able to meet the mandatory Local Hiring Requirements?

☐ YES (*Please provide information for all contractors performing construction work in Table 1 below.)*

☐ NO (*Please complete Table 1 below and Form 4: Conditional Waivers.*)

INSTRUCTIONS FOR COMPLETING TABLE 1:

1. Please organize the contractors' information based on their Trade Craft work.
2. For contractors performing work in various Trade Craft, please list contractor name in each Trade Craft (*i.e. if Contractor X will perform two trades, list Contractor X under two Trade categories.*)
3. If you anticipate utilizing apprentices on this project, please note the requirement that 50% of apprentice hours must be performed by San Francisco residents.
4. Additional blank form is available at our Website: www.workforcedevelopmentsf.org. For assistance or questions in completing this form, contact (415) 701-4894 or Email @ Local.hire.ordinance@sfgov.org.

TABLE 1: WORKFORCE PROJECTION

Trade Craft	Contractor List contractors by Trade Craft		Est. Total Work Hours	Est. Total Local Work Hours	Est. Total Local Work Hours %
Example: Laborer	Contractor X	Journey	800	250	31%
		Apprentice	200	100	50%
Example: Laborer	Contractor Y	Journey	500	100	20%
		Apprentice	0	0	0
Example:	TOTAL LABORER	Journey	1300	350	27%
		Apprentice	200	100	50%
Example:	TOTAL		1500	450	30%
		Journey			
		Apprentice			
		Journey			
		Apprentice			
		Journey			
		Apprentice			

DISCLAIMER: If the Total Work Hours for a Trade Craft are less than 5% of the Total Project Work Hours, the Trade Craft is exempt from the Mandatory Requirement. Subsequently, If the Trade Craft exceeds 5% of the Total Project Work Hours at any time during the project, the Trade Craft is subject to the Mandatory Requirement.

Name of Authorized Representative | Signature | Date | Phone | Email

Form 2 - Local Hiring Plan

Who Completes?	Prime bidder/proposer and lower tier subcontractors.
Submission Info	Submit within 15 calendar days from Notice of Award.
Additional Info	N/A

Instructions

1. Local Hire Form 1 and Form 2 have been combined into one single form – Form 1: Local Hiring Plan.
   A. Form 1 will **ONLY** be accepted through the Google Form during the transition period until LCPTracker develops a new form in their system.
   B. **Google Form Link:** https://goo.gl/forms/OefbyIEDcPkyKV7o1
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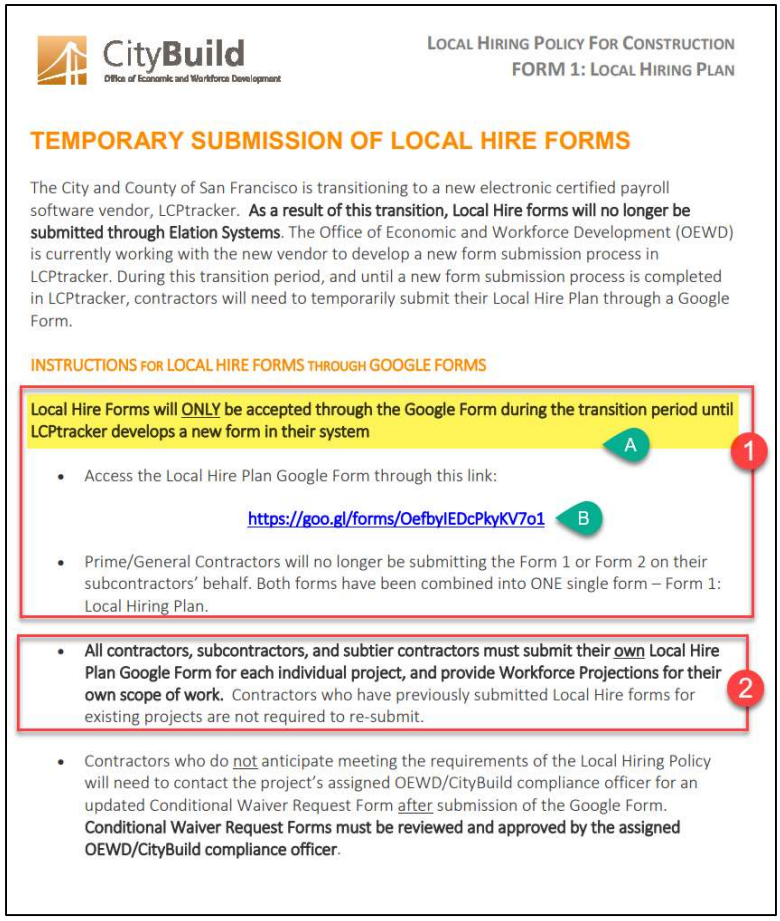

CityBuild
Office of Economic and Workforce Development

LOCAL HIRING POLICY FOR CONSTRUCTION
FORM 1: LOCAL HIRING PLAN

TEMPORARY SUBMISSION OF LOCAL HIRE FORMS

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INSTRUCTIONS FOR LOCAL HIRE FORMS THROUGH GOOGLE FORMS

Local Hire Forms will ONLY be accepted through the Google Form during the transition period until LCPtracker develops a new form in their system A 1

- Access the Local Hire Plan Google Form through this link:

https://goo.gl/forms/OefbyIEDcPkyKV7o1 B

- Prime/General Contractors will no longer be submitting the Form 1 or Form 2 on their subcontractors' behalf. Both forms have been combined into ONE single form – Form 1: Local Hiring Plan.

- **All contractors, subcontractors, and subtier contractors must submit their own Local Hire Plan Google Form for each individual project, and provide Workforce Projections for their own scope of work.** Contractors who have previously submitted Local Hire forms for existing projects are not required to re-submit. 2

- Contractors who do not anticipate meeting the requirements of the Local Hiring Policy will need to contact the project's assigned OEWD/CityBuild compliance officer for an updated Conditional Waiver Request Form after submission of the Google Form. **Conditional Waiver Request Forms must be reviewed and approved by the assigned OEWD/CityBuild compliance officer.**

3. Google Form 1 interface – enter email and select next.

Form 1 - Google Form Interface

Local Hiring Policy for Construction
Office of Economic and Workforce Development

LOCAL HIRING POLICY: Local Hiring Plan

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- The mandatory participation level shall be 30% (11% for SFO projects) of all project work hours within each trade performed by local residents
- At least 50% of the project work hours performed by apprentices within each trade shall be performed by local residents

* Required

Email *

3

Your email

SUBMITTING THE LOCAL HIRING PLAN

All prime contractors, subcontractors and subtier contractors must submit this Google Form for projects covered by the Local Hiring Policy for Construction during the City's transition from Elation Systems to LCPtracker.

All contractors performing work on covered projects shall prepare and submit to the Office of Economic and Workforce Development (OEWD) this Local Hiring Plan (Form 1) within 15 calendar days from Notice of Award.

The awarding department shall not issue a Notice to Proceed (NTP) prior to submission of the Local Hiring Plan. All contractors performing work on this project is responsible for submitting its own Local Hiring Plan, and are responsible for any delays to NTP and resulting damages incurred by the City caused by the Contractor's failure to submit this form accurately and by the required date.

PLEASE NOTE
During the transition period from Elation Systems to LCPtracker, the Local Hiring Plan will only be accepted by OEWD when submitted through this Google form.

For assistance or questions, contact OEWD/CityBuild at local.hire.ordinance@sfgov.org.

Next

4. For reference, this is a screenshot of the Form 2: Local Hiring Plan.

SAN FRANCISCO
Office of Economic and Workforce Development

CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT
CITYBUILD PROGRAM

LOCAL HIRING PROGRAM

1

FORM 2: Local Hiring Plan

Contractor: _____ **Project Name:** _____ **Contract #:** _____

For each Trade Package estimated to cost in excess of $1 million, Contractor must submit a *Local Hiring Plan* using this Form 2 through the City's Project Reporting System. Contractor shall not issue NTP for the applicable Trade Package until it submits a completed Form 2 to the City. Contractor shall be responsible for any delays to NTP and resulting damages incurred by the City caused by the Contractor's failure to submit a completed Form 2 in a timely manner. The Local Hiring Plan must be approved in writing by OEWD before any Application for Payment can be approved and progress payment paid to Contractor for the Trade Package Work. The OEWD-approved Local Hiring Plan will be a Contract Document and will be a basis for determining Contractor's and its Subcontractors' compliance with the local hiring requirements. Any OEWD-approved *Conditional Waivers* (Form 4) will be incorporated into the OEWD-approved Local Hiring Plan.

COMPLETE AND SUBMIT A SEPARATE FORM 2 FOR EACH TRADE THAT WILL BE UTILIZED ON THIS TRADE PACKAGE. INSTRUCTIONS:

1. Please complete tables below for Contractor and all Subcontractors that will be contributing Project Work Hours to meet the Local Hiring Requirement.
2. Please note that a Form 2 will need to be developed and approved separately for each trade craft that will be utilized on this trade package.
3. If you anticipate utilizing apprentices on this project, please note the requirement that 50% of apprentice hours must be performed by San Francisco residents.
4. The Contractor and each Subcontractor identified in the Local Hiring Plan must sign this form before it will be considered for approval by OEWD.
5. If applicable, please attach all OEWD-approved Form 4 Conditional Waivers.
6. Additional blank form is available at our Website: www.workforcedevelopmentsf.org. For assistance or questions in completing this form, contact (415) 701-4894 or Email @ Local.hire.ordinance@sfgov.org.

List Trade Craft. Add numerical values from Form 1: Local Hiring Workforce Projection and input in the table below.

Trade Craft	Total Work Hours	Total Local Work Hours	Local Work Hours%	Total Apprentice Work Hours	Total Local Apprentice Work Hours	Local Apprentice Work Hours %
Example: Laborer	1500	450	30%	200	100	50%

List all contractors contributing to the project work hours to meet the Local Hiring Requirements for the above Trade Craft

Contractor and Authorized Representative	Local Journey Hours	Local Apprentice Hours	Total Local Work Hours	Start Date	Number of Working Days	*Contractor Signature
Contractor X Joe Smith	250	100	350	3/25/13	60	Joe Smith
Contractor Y Michael Lee	100	0	100	5/25/13	30	Michael Lee

**We the undersigned, have reviewed Form 2 and agree to deliver the hours set forth in this document.*

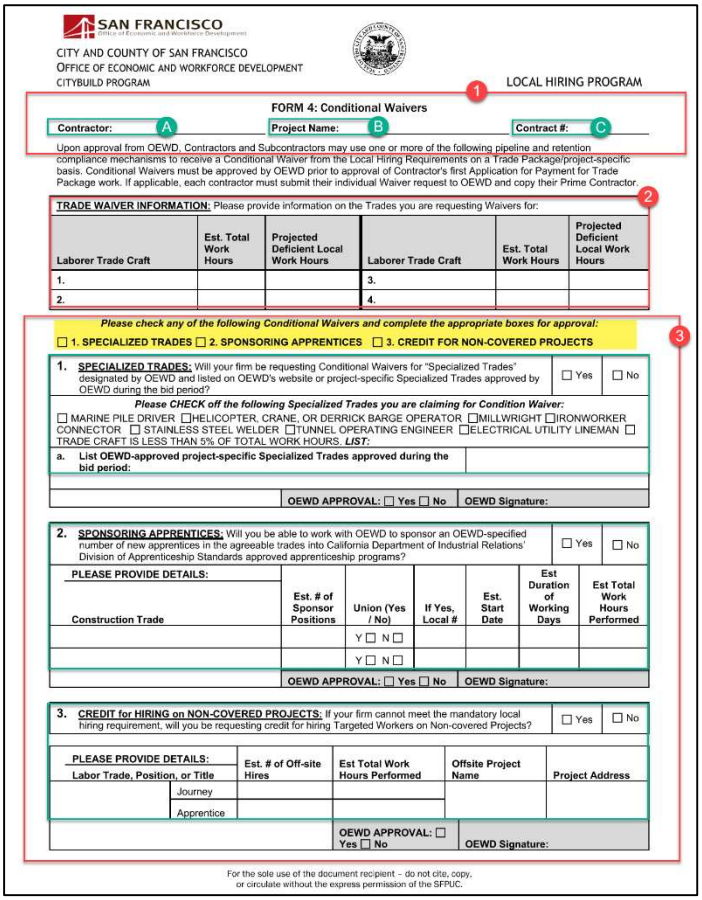
City Use Only	
OEWD Approval	☐ Yes ☐ No
Signature and Date:	

Form 4 - Conditional Waiver

Who Completes?	Prime bidder/proposer and lower tier subcontractors.
Submission Info	Submit within 15 calendar days from Notice of Award.
Additional Info	If the form is not applicable, do not submit.

Instructions

1. Complete all fields in the box.
    A. **Contractor** – Enter your firm's name.
    B. **Project Name** – SFPUC BDFP – " **and** Package Number and Name.
    C. **Contract #** – Enter "WW-647R"
2. Complete all fields in the box.
3. Check any of the conditional waivers (highlighted in yellow) and complete the appropriate boxes in green.



SAN FRANCISCO
Office of Economic and Workforce Development

CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT
CITYBUILD PROGRAM

LOCAL HIRING PROGRAM

FORM 4: Conditional Waivers

Contractor: A | Project Name: B | Contract #: C

Upon approval from OEWD, Contractors and Subcontractors may use one or more of the following pipeline and retention compliance mechanisms to receive a Conditional Waiver from the Local Hiring Requirements on a Trade Package/project-specific basis. Conditional Waivers must be approved by OEWD prior to approval of Contractor's first Application for Payment for Trade Package work. If applicable, each contractor must submit their individual Waiver request to OEWD and copy their Prime Contractor.

TRADE WAIVER INFORMATION: Please provide information on the Trades you are requesting Waivers for:

Laborer Trade Craft	Est. Total Work Hours	Projected Deficient Local Work Hours	Laborer Trade Craft	Est. Total Work Hours	Projected Deficient Local Work Hours
1.			3.		
2.			4.		

Please check any of the following Conditional Waivers and complete the appropriate boxes for approval:

☐ 1. SPECIALIZED TRADES ☐ 2. SPONSORING APPRENTICES ☐ 3. CREDIT FOR NON-COVERED PROJECTS

1. **SPECIALIZED TRADES:** Will your firm be requesting Conditional Waivers for "Specialized Trades" designated by OEWD and listed on OEWD's website or project-specific Specialized Trades approved by OEWD during the bid period? ☐ Yes ☐ No

Please CHECK off the following Specialized Trades you are claiming for Condition Waiver:

☐ MARINE PILE DRIVER ☐HELICOPTER, CRANE, OR DERRICK BARGE OPERATOR ☐MILLWRIGHT ☐IRONWORKER CONNECTOR ☐ STAINLESS STEEL WELDER ☐TUNNEL OPERATING ENGINEER ☐ELECTRICAL UTILITY LINEMAN ☐ TRADE CRAFT IS LESS THAN 5% OF TOTAL WORK HOURS. ***LIST:***

a. **List OEWD-approved project-specific Specialized Trades approved during the bid period:**

OEWD APPROVAL: ☐ Yes ☐ No | OEWD Signature:

2. **SPONSORING APPRENTICES:** Will you be able to work with OEWD to sponsor an OEWD-specified number of new apprentices in the agreeable trades into California Department of Industrial Relations' Division of Apprenticeship Standards approved apprenticeship programs? ☐ Yes ☐ No

PLEASE PROVIDE DETAILS: Construction Trade	Est. # of Sponsor Positions	Union (Yes / No)	If Yes, Local #	Est. Start Date	Est Duration of Working Days	Est Total Work Hours Performed
		Y ☐ N ☐				
		Y ☐ N ☐				

OEWD APPROVAL: ☐ Yes ☐ No | OEWD Signature:

3. **CREDIT for HIRING on NON-COVERED PROJECTS:** If your firm cannot meet the mandatory local hiring requirement, will you be requesting credit for hiring Targeted Workers on Non-covered Projects? ☐ Yes ☐ No

PLEASE PROVIDE DETAILS: Labor Trade, Position, or Title		Est. # of Off-site Hires	Est Total Work Hours Performed	Offsite Project Name	Project Address
	Journey				
	Apprentice				

OEWD APPROVAL: ☐ Yes ☐ No | OEWD Signature:

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