The Center is an integral part of the City and County of San Francisco’s efforts to support economic, workforce and business development. The SFPUC will manage the Center and work closely with other City departments and City contract awarding agencies.
FINDING THE WORK
Finding the Work SFPUC’s Website

SFPUC’s HOME PAGE
To find contracting opportunities with the SFPUC, go to SFPUC’s Home Page at www.sfwater.org. Click on the Construction tab, at the top of the page. Then click on Contracts and Bids, then select Construction Bid Opportunities.

DIRECT LINK TO CONTRACT OPPORTUNITIES PAGE
http://www.sfwater.org/contracts
Projects are listed here starting at advertisement. Additional information specific to the project is available by clicking on the individual projects.

DIRECT LINK TO CONSTRUCTION CONTRACTS & BIDS PAGE
http://sfwater.org/bids/bidlist.aspx?bidtype=1
Finding the Work SFPUC’s Website

BID DETAILS PAGE

Important project specific information is located on each project’s Details tab, including a project description, bid due date information, downloadable documents specific to the bid or project, interested parties who have logged into and downloaded project documents and more.

Details: a brief project description, important dates and other key information

Documents: project specific documents available for download

Sub Requests: a way to advertise subcontracting opportunities in compliance with CMD good faith outreach (for primes) and to offer one’s services (for LBE’s)

Interested Parties: contact information of all parties that have downloaded contract related documents
Finding the Work SFPUC’s Website

PROJECT DOCUMENTS TAB

Click on Documents to find documents specific to the project that will provide you with the necessary information/context to use when developing your bid, including the plans and specifications in some instances.

Documents: project specific documents available for download

You must be a registered user to download any documents for a project. If you are not registered you will be redirected to the Registration Page. Registration is free and easy.

DIRECT LINK TO REGISTRATION PAGE
Finding the Work SFPUC’s Website

SUB REQUESTS TAB

The Sub Requests tab is where prime contractors advertise contracting opportunities in compliance with the Contract Monitoring Division’s Good Faith Outreach requirements.

By posting Prime Bidders’ requests for subcontracting opportunities, SFPUC makes no representations to the reader that the listed Prime Bidders are qualified or authorized to advertise services as licensed contractors.

Sub Requests: requests from prime contractors to LBE firms to fulfill subcontracts
Finding the Work OCA’s Website

OFFICE OF CONTRACT ADMINISTRATION VENDOR OPPORTUNITIES PAGE
A repository of the City’s current business opportunities. The OCA’s bid database is where you’ll find bids for construction, architectural and design services, or professional consulting services.
SUBSCRIBING TO AN RSS FEED

The RSS feed will notify you of new contracts when they are posted based on the categories you subscribe to.

Select a link to the desired RSS feed and paste it into your RSS reader. Some readers will auto detect the presence of an RSS feed on a website and you can choose to subscribe.

DIRECT LINK TO OCA’S RSS FEED
Finding the Work  OCA’s Website

BIDS AND CONTRACTS DATABASE

All current bids and Request for Proposals (RFPs) are listed in this database and can be searched by keyword or category.
Finding the Work OCA's Website

PROJECT SPECIFIC PAGE

Each project page contains important information to use when developing your bid, including a project description, bid due date information, and downloadable documents.
BIDDING 
THE WORK
Bidding the Work Bid Forms Checklist

TIPS TO SUBMIT A COMPLETE BID PACKAGE

Below is a checklist of all of the documents that need to be returned for a construction bid and what needs to be done to complete them.

Bid Day Submittals

1. Bid Forms Checklist (Section 00 40 13)
   Checklist of documents due at time of bid, five, seven and ten days after the bid; this document actually informs you what documents need to be completed and returned and when for your specific project. Use this checklist as a guide but always confirm with your specific project.

2. Bid Form (Section 00 41 00)
   - Page 1
     - Initial in two places
   - Page 2
     - Contractor’s license number, expiration date
     - SF Business Tax ID
     - Company name, address and phone number
     - Signature of company officer (that has the authority to bid the company)
     - Indicate CMD registration status (if applicable)
     - Indicate apprenticeship program affiliation (if applicable)

3. Schedule of Bid Prices (Section 00 40 10)
   - Bid on ALL items, SFPUC’s calculation controls
   - Final Page: signature binding company to bid

4. Bid Bond (Section 00 43 13)
   - Three Signatures (one by firm; two by Attorney-in-Fact)
   - Must match Power of Attorney, giving Attorney-in-Fact authority

5. Acknowledgment of Receipt of Addenda (Section 00 43 20)
   - Acknowledge receipt of all addenda (if applicable)

6. Subcontractor List (Section 00 43 36)
   - Fill out all indentifying information of subcontractors so they can be identified on bid day
   - Fill out type and amount of work to receive credit for an LBE subcontractor towards the LBE subcontracting participation requirement

7. Non-Collusion Affidavit (Section 00 45 19)
   - Simply return with the rest of the bid documents

8. Highest General Prevailing Rate Certification (Section 00 45 60)
   - Name of company officer, return with the rest of the documents

9. Certificate of Bidder Regarding Nondiscrimination in Contracts and Benefits (Section 00 45 70)
   - Check appropriate box; must be 12B compliant to work with the City, but not at the time of the bid

10. Certification of Bidder Regarding Debarment and Suspension (Section 00 45 82)
    - Provide information regarding debarment, if applicable; return form regardless

11. Business Tax Registration Declaration (Section 00 45 85)
    - Company information
    - Signature of Company Officer
Bid Forms Checklist

Bidding the Work

Bid Day Submittals (continued)

12. Certificate of Bidder Regarding Apprenticeship Training Program (Section 00 45 87)
   - Complete applicable information (your firm does not have to be a signatory but your firm does have to comply with California Apprenticeship Requirements)
   - Complete identifying information

5 Day Submittals

13. S.F. Administrative Code Chapters 12B & 12C – Declaration: Nondiscrimination in Contracts and Benefits (Section CMD-12B-101)
   - Complete to begin process to become 12B compliant, if not already 12B compliant

14. FORM 3: HRC Non-Discrimination Affidavit
   - Fill out identifying information

15. Bidder’s Qualifications Statement (Section 00 45 13)
   - Fill out work experience that qualifies you for the project, meets minimum qualification requirements; there may be multiple requirements (minimal qualifications are usually detailed in Section 00 21 13 Instructions to Bidders)
   - Financial qualifications and backing are also required

16. Experience Statement (Section 00 49 12)
   - Fill out work experience that qualifies specific key personnel for the project, meets minimum qualification requirements; there may be multiple requirements

7 Day Submittals

17. Certificate of Subcontractor Regarding Apprenticeship Training Program (Section 00 45 88)
   - Completed by each subcontractor who employs journeymen or apprentices in an apprenticeable craft or trade
   - Complete identifying information (but your firm does have to comply with California Apprenticeship Requirements)

18. Certificate of Subcontractor, Lower-Tier Subcontractor or Supplier Regarding Debarment and Suspension (Section 00 49 14)
   - Complete by each subcontractor, lower-tier subcontractor and supplier for lower tier
   - Complete applicable information
   - Complete identifying information

10 Day Submittals

19. Escrow Bid Documents Declaration (Section 00 67 00)
   - Submit a sealed set of your escrow bid documents, if you have been confirmed as the apparent low bidder, craft or trade
BIDDING FORMS

The Bidding Forms packet is the collection of forms that a prime contractor must complete in order to bid on a specific project. The Bidding Forms are provided to firms when they purchase the plans and specifications for a specific project.

BIDDING FORMS

FOR

HH-960

SPECIAL NOTICE TO PROSPECTIVE BIDDERS

Bidders are hereby advised that the Contractor to whom the Contract is awarded must be certified by the Contract Monitoring Division as being in compliance with the Equal Benefits Provisions of Chapter 12B of the City’s Administrative Code within two weeks after notification of award by the SFPUC General Manager. In the event that the Contractor is not compliant, the General Manager may demand forfeiture of the bid bond. The General Manager may sequentially execute a contract with the next low bidder(s) provided the next low bidder(s) is/are compliant within two weeks after notification of award by the General Manager. In the event that no bidder is compliant and/or otherwise acceptable, the General Manager is authorized to re-bid the Contract.

To be certified by the Contract Monitoring Division as being in compliance with the Equal Benefits Provisions of Chapter 12B often involves the submittal of supporting documentation and the review of that documentation by the Contract Monitoring Division. Since this process takes time, bidders are very strongly urged to start the process of becoming compliant immediately.

For further information and assistance, please contact CMD 12B Equal Benefits Unit, Chapter 12B Liaison, at (415) 581-2310. Documents for initiating the process are enclosed in this packet.
Section 00 40 13 Bidding Forms Checklist

Items listed on this checklist are subject to change with each project. Be sure to review this checklist thoroughly to ensure you include all necessary items. Failure to include required forms may result in your bid being rejected.

All items in Section A must be included with your bid.

<table>
<thead>
<tr>
<th>A. Each Bidder shall submit with its Bid the following forms, properly completed and executed with all required documentation as applicable:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executed Bid Form (Section 00 41 00), with Contractor's license number and expiration date.</td>
</tr>
<tr>
<td>Schedule of Bid Prices (Section 00 41 10).</td>
</tr>
<tr>
<td>Bid Bond (Section 00 43 13).</td>
</tr>
<tr>
<td>Acknowledgment of Receipt of Addenda (Section 00 43 20).</td>
</tr>
<tr>
<td>Proposed Subcontractors Form (Section 00 43 36).</td>
</tr>
<tr>
<td>Non-collusion Affidavit (Section 00 45 19).</td>
</tr>
<tr>
<td>Highest General Prevailing Rate Certification (Section 00 45 60).</td>
</tr>
<tr>
<td>Certificate of Bidder Regarding Nondiscrimination in Contracts and Benefits (Section 00 45 70).</td>
</tr>
<tr>
<td>Certificate of Bidder Regarding Apprenticeship Program (Section 00 45 87).</td>
</tr>
<tr>
<td>FORM 2B: &quot;Good Faith Outreach&quot; Requirements Form (CMD2B).</td>
</tr>
</tbody>
</table>

Bidding the Work

Sample Bid Forms

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Bidding the Work  Sample Bid Forms

Section 00 41 00 Bid Form

This form binds your company to the bid. It is this form expressly states your firm’s recognition of the requirements of the job and your firm’s willingness to provide the work and provide the necessary materials. As a result this form’s accurate completion is among the most important of the Bid Forms.

Be sure to place initials in both of the places indicated on this page, certifying the terms of the bid are understood and that all information submitted are true and correct. Person initialing should be signatory on the next page and have the authority to bind the company to the bid.
**Bidding the Work** Sample Bid Forms

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**Section 00 40 10 Schedule of Bid Prices**

This document establishes the price for which your firm will perform the contract work. There is an order of authority for the prices listed by the contractor on this document: unit price prevails over the extension thereof and the sum of the bid items amounts prevails over the Total Bid Price.

**Contact information and signature section:**
Use your company’s contact information and physical address.

**Unit Price:**
Price per designated unit of the bid item; refer to abbreviations at the bottom of the table for unit measurements

**Extension:**
Your unit price X estimated quantity

**Must bid on all items**
Unit Prices bid prevail over Extensions of same

The SFPUC will check the arithmetic of each bid and confirm that actual prices bid, the SFPUC’s calculation will control. Try to avoid mathematical errors as they could significantly change your price and ultimately eliminate you from being awarded the contract.

**Total Bid Price:**
Sum of Bid Items prevails over Total Bid Price

SFPUC’s Calculation Controls

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![Sample Bid Forms]

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Contact information and signature section:
Use your company’s contact information and physical address. Person signing must have the authority to bind the company to the bid.
Bidding the Work Sample Bid Forms

Bid Bond Section 00 43 13

This is probably the singularly most important document in the Bid Forms. It is your company’s financial pledge to perform the work for the price bid. If there is anything wrong with the document it will impact the rest of your bid and cannot be fixed after the bids are opened.

The document is so important because it is the SFPUC’s defense against losing a satisfactory low bidder – it is financial protect to bridge the gap between the lowest bidder and the next lowest bidder.

Enter the words “10% of total bid price” or the dollar amount equal to 10% of your total bid price.

Contact information and signature section:
Fill out your company’s name, the principal’s name, principal’s signature. You will also need the name of your bonding company and Attorney-in-Fact’s name and signature. Your Surety should fill this form out themselves; but it is always good to verify the accuracy.

In addition, it is the only form, required at the time of bid, that requires the completion and signature of someone outside your firm.

This document must be accompanied by a Power of Attorney granting the Attorney-in-Fact the authority to sign the bid bond on the surety’s behalf.

*Attorney-in-Fact: An Attorney-in-Fact is the representative of your surety and must sign both designated places.
Section 00 43 20
Acknowledgment of Receipt of Addenda

This document is important because if there is an addendum issued during the bidding process, you must acknowledge receipt here. Acknowledging receipt is significant because if you do not, the SFPUC does not know that you are bidding on the project it intends to be built or if you are objecting to the addenda.
Section 00 43 36
Proposed Subcontractors Form

This is one of the most important documents in the Bid Forms. It requires prime contractors to list subcontractors that will perform work on the contract in excess of one-half of one percent of the Total Bid Price, in accordance with the Subcontractor Listing Act, and any LBE subcontractors, suppliers or service contractors regardless of the value of their work. Both of these requirements must be fulfilled at the time of the bid and there is very little leniency to correct errors or omissions.

Instructions regarding Subcontractor Listing Act

Instructions regarding listing LBEs for subcontractor participation credit

Date and company name only
Bidding the Work  Sample Bid Forms

Section 00 43 36
Proposed Subcontractors Form

If a firm is not listed correctly, the default is the prime contractor will self-perform that scope of work and if it cannot the prime bidder can be found non-responsive and have its bid rejected.

Alternatively, this section governs the LBE subcontractor participation percentage and if a prime contractor’s LBE participation is deficient, its bid will be rejected as non-responsive.

Subcontractor Listing
At the time of bid submission, at minimum, the Subcontractor’s name, address, license number and portion of work and/or amount of subcontract work fields must be completed, so that the Subcontractor can be properly identified (fields 2, 3, 4, 8 and 10). You have up to 24 hours after the bid has been submitted to correct any errors or omissions, but not to change the listed firms or their scopes of work.

* LBE Subcontractor Listing
To receive credit for work done by a LBE subcontractor (whether first tier or lower) and have it count towards the subcontracting requirement, you must provide the dollar amount of the work the LBE will be responsible for (fields 4 and 10) at the time the bid is submitted. No correction of emissions or errors is permitted.

Section 00 45 19 Non-Collusion Affidavit

No signature is required on this form, however it must be returned with the bid. Signing the Bid Form (section 00 41 00) shall constitute acceptance of this Non-Collusion Affidavit.

Section 00 45 60 Highest Prevailing Wage Rate Certification

No signature is required on this form, however it must be returned with the bid. This form is an acknowledgement that your firm and all of your subcontractors must pay the current prevailing wage rate on the project.
Section 00 45 70
Certificate of Bidder Regarding Nondiscrimination in Contracts and Benefits

Equal Benefits certification takes approximately one month to complete. Waiting to begin the certification process may result in delays awarding the project and may cause postponement of project start date.

You must check one box. You do not have to be certified at the time of the bid.
Bidding the Work  Sample Bid Forms

CMD-128-101
DSF City & County Declaration: Nondiscrimination in Contracts and Benefits

It is important to complete all sections of this form entirely and accurately. However you only need to complete this form once. If your firm is already Equal Benefits compliant, you do not need to complete this again.

Question 2. Nondiscrimination – Protected Classes

A. Does your company agree it will not discriminate against its employees, applicants for employment, employees of the City, or members of the public on the basis of the factors or perception of a person’s membership in the categories listed below? Please enter a “YES” answer is required for compliance. Please answer “YES” or “NO” to each category.

- Gender
- Race
- Color
- Religion
- National Origin
- Disability
- Marital Status
- Age
- Sexual Orientation
- Sexual Identity
- Gender Identity

B. Does your company agree to include “domestic partner” in any bid documents you enter into for the performance of a substantial portion of the contract you have with the City? Please enter a “YES” answer is required if you do not intend to enter into any subcontracts.

Question 3. Domestic Partners

A. Is your firm currently Equal Benefits compliant? Please check "YES" if you are currently compliant.

B. Are any of your employees covered by a collective bargaining agreement or union trust fund?

C. Does your company agree it will not discriminate against its employees, applicants for employment, employees of the City, or members of the public on the basis of the factors or perception of a person’s membership in any state or local government domestic partnership registry? Yes or No.

Question 4. Reasonable Measures

A. Is your company currently Equal Benefits compliant? Please check "YES" if you are currently compliant.

B. Are any of your employees covered by a collective bargaining agreement or union trust fund?

C. Does your company agree it will not discriminate against its employees, applicants for employment, employees of the City, or members of the public on the basis of the factors or perception of a person’s membership in any state or local government domestic partnership registry? Yes or No.

City and County of San Francisco

Mayor

Director

Contract Monitoring Division

Contractor Monitoring Division

Equal Benefits Documentation Guide

<table>
<thead>
<tr>
<th>Benefit Type</th>
<th>Description</th>
<th>Standard Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Insurance</td>
<td>A copy of the benefit plan(s) must be submitted.</td>
<td>A copy of the benefit plan(s) must be submitted.</td>
</tr>
<tr>
<td>Vision</td>
<td>A copy of the benefit plan(s) must be submitted.</td>
<td>A copy of the benefit plan(s) must be submitted.</td>
</tr>
<tr>
<td>Dental</td>
<td>A copy of the benefit plan(s) must be submitted.</td>
<td>A copy of the benefit plan(s) must be submitted.</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>A copy of the benefit plan(s) must be submitted.</td>
<td>A copy of the benefit plan(s) must be submitted.</td>
</tr>
<tr>
<td>Disability</td>
<td>A copy of the benefit plan(s) must be submitted.</td>
<td>A copy of the benefit plan(s) must be submitted.</td>
</tr>
<tr>
<td>Retirement (Pension, 401(k), etc.)</td>
<td>A copy of the benefit plan(s) must be submitted.</td>
<td>A copy of the benefit plan(s) must be submitted.</td>
</tr>
<tr>
<td>Leave</td>
<td>A copy of the benefit plan(s) must be submitted.</td>
<td>A copy of the benefit plan(s) must be submitted.</td>
</tr>
<tr>
<td>Education</td>
<td>A copy of the benefit plan(s) must be submitted.</td>
<td>A copy of the benefit plan(s) must be submitted.</td>
</tr>
<tr>
<td>Child Care</td>
<td>A copy of the benefit plan(s) must be submitted.</td>
<td>A copy of the benefit plan(s) must be submitted.</td>
</tr>
<tr>
<td>Dependent Life Insurance</td>
<td>A copy of the benefit plan(s) must be submitted.</td>
<td>A copy of the benefit plan(s) must be submitted.</td>
</tr>
</tbody>
</table>

Note: If you entered "NO" to both Questions 2A and 2B, please continue to Question 2C.

PG 1

PG 2

PG 3
Section 00 45 82
Certification of Bidder Regarding Debarment and Suspension

This a form that simply certifies that the bidder is eligible to bid and be awarded a project with a government agency. It is conforming that the bidder has a positive history of completing the work it is awarded by government agencies.

Name of company officer that signed the Bid Form (Section 00 41 00)

Section 00 45 85
Business Tax Registration Declaration

This form is simply an acknowledgement of the requirement for the prime contractor and all of its subcontractors must maintain a Business Tax Registration. Payments throughout the course of the project can be withheld if even one contractor fails to maintain it Business Tax Registration.

Contact information and signature section:
Use your company’s contact information and physical address. Same as has been provided before. Same signatory as well.
Section 00 45 86
Business Registration Certificate Requirement

This is the application for the Business Tax Registration Certificate. A firm only needs to fill it out once. If a contractor already has a Business Tax Registration, it is not required to submit these forms.

It is important to complete all sections of this form entirely and accurately. Only needs to be completed once; if your firm has an active business tax registration that is sufficient.
Section 00 45 87
Certificate of Bidder Regarding Apprenticeship Training Program

This form is simply an acknowledgement of the requirement for prime and subcontractors to comply with the requirements State Apprenticeship Program. In addition, if the prime contractor is signatory or has applied to be signatory to the apprenticeship programs of particular trade unions. Being or applying to be a signatory is not a requirement.

Check the appropriate box or no box and list trade(s) if applicable.

Fill out with your company's name, complete contact information and signature. Same as previous forms.
CMD2B Form 2B: “Good Faith Outreach” Requirements Form

This details the steps that a prime contractor must take to fulfill its Good Faith Outreach requirements which are required as part of the LBE subcontracting participation requirement. The form details the Good Faith Outreach requirements step by step and explains when the contractor must keep records of its efforts. This can be a very significant form and should be very carefully reviewed during the bid development period.

SECTION A

1. The apparent low bidder shall submit the following documentation with its CMD 5-Day Submittal Package:

   a. The apparent low bidder shall submit the following documentation with its CMD 5-Day Submittal Package:

      1. Copies of all written bids submitted, including those from non-LBEs;
      2. A full and complete statement of the reasons for selection of the subcontractors for each trade. If the reason is based on relative qualifications, the statement must address the particular qualification at issue.
      3. A copy of any follow-up contacts with interested LBE firms. If the apparent low bidder fails to follow up with interested LBE firms, the contractor will receive no points.

2. The apparent low bidder shall submit the following documentation with its CMD 5-Day Submittal Package:

   a. Copies of all written bids submitted, including those from non-LBEs;
   b. A full and complete statement of the reasons for selection of the subcontractors for each trade. If the reason is based on relative qualifications, the statement must address the particular qualification at issue.
   c. A copy of any follow-up contacts with interested LBE firms. If the apparent low bidder fails to follow up with interested LBE firms, the contractor will receive no points.

3. The apparent low bidder shall submit the following documentation with its CMD 5-Day Submittal Package:

   a. Copies of all written bids submitted, including those from non-LBEs;
   b. A full and complete statement of the reasons for selection of the subcontractors for each trade. If the reason is based on relative qualifications, the statement must address the particular qualification at issue.
   c. A copy of any follow-up contacts with interested LBE firms. If the apparent low bidder fails to follow up with interested LBE firms, the contractor will receive no points.

4. The apparent low bidder shall submit the following documentation with its CMD 5-Day Submittal Package:

   a. Copies of all written bids submitted, including those from non-LBEs;
   b. A full and complete statement of the reasons for selection of the subcontractors for each trade. If the reason is based on relative qualifications, the statement must address the particular qualification at issue.
   c. A copy of any follow-up contacts with interested LBE firms. If the apparent low bidder fails to follow up with interested LBE firms, the contractor will receive no points.

5. The apparent low bidder shall submit the following documentation with its CMD 5-Day Submittal Package:

   a. Copies of all written bids submitted, including those from non-LBEs;
   b. A full and complete statement of the reasons for selection of the subcontractors for each trade. If the reason is based on relative qualifications, the statement must address the particular qualification at issue.
   c. A copy of any follow-up contacts with interested LBE firms. If the apparent low bidder fails to follow up with interested LBE firms, the contractor will receive no points.

6. The apparent low bidder shall submit the following documentation with its CMD 5-Day Submittal Package:

   a. Copies of all written bids submitted, including those from non-LBEs;
   b. A full and complete statement of the reasons for selection of the subcontractors for each trade. If the reason is based on relative qualifications, the statement must address the particular qualification at issue.
   c. A copy of any follow-up contacts with interested LBE firms. If the apparent low bidder fails to follow up with interested LBE firms, the contractor will receive no points.

7. The apparent low bidder shall submit the following documentation with its CMD 5-Day Submittal Package:

   a. Copies of all written bids submitted, including those from non-LBEs;
   b. A full and complete statement of the reasons for selection of the subcontractors for each trade. If the reason is based on relative qualifications, the statement must address the particular qualification at issue.
   c. A copy of any follow-up contacts with interested LBE firms. If the apparent low bidder fails to follow up with interested LBE firms, the contractor will receive no points.

8. The apparent low bidder shall submit the following documentation with its CMD 5-Day Submittal Package:

   a. Copies of all written bids submitted, including those from non-LBEs;
   b. A full and complete statement of the reasons for selection of the subcontractors for each trade. If the reason is based on relative qualifications, the statement must address the particular qualification at issue.
   c. A copy of any follow-up contacts with interested LBE firms. If the apparent low bidder fails to follow up with interested LBE firms, the contractor will receive no points.

9. The apparent low bidder shall submit the following documentation with its CMD 5-Day Submittal Package:

   a. Copies of all written bids submitted, including those from non-LBEs;
   b. A full and complete statement of the reasons for selection of the subcontractors for each trade. If the reason is based on relative qualifications, the statement must address the particular qualification at issue.
   c. A copy of any follow-up contacts with interested LBE firms. If the apparent low bidder fails to follow up with interested LBE firms, the contractor will receive no points.

10. The apparent low bidder shall submit the following documentation with its CMD 5-Day Submittal Package:

    a. Copies of all written bids submitted, including those from non-LBEs;
    b. A full and complete statement of the reasons for selection of the subcontractors for each trade. If the reason is based on relative qualifications, the statement must address the particular qualification at issue.
    c. A copy of any follow-up contacts with interested LBE firms. If the apparent low bidder fails to follow up with interested LBE firms, the contractor will receive no points.

11. The apparent low bidder shall submit the following documentation with its CMD 5-Day Submittal Package:

    a. Copies of all written bids submitted, including those from non-LBEs;
    b. A full and complete statement of the reasons for selection of the subcontractors for each trade. If the reason is based on relative qualifications, the statement must address the particular qualification at issue.
    c. A copy of any follow-up contacts with interested LBE firms. If the apparent low bidder fails to follow up with interested LBE firms, the contractor will receive no points.

12. The apparent low bidder shall submit the following documentation with its CMD 5-Day Submittal Package:

    a. Copies of all written bids submitted, including those from non-LBEs;
    b. A full and complete statement of the reasons for selection of the subcontractors for each trade. If the reason is based on relative qualifications, the statement must address the particular qualification at issue.
    c. A copy of any follow-up contacts with interested LBE firms. If the apparent low bidder fails to follow up with interested LBE firms, the contractor will receive no points.

13. The apparent low bidder shall submit the following documentation with its CMD 5-Day Submittal Package:

    a. Copies of all written bids submitted, including those from non-LBEs;
    b. A full and complete statement of the reasons for selection of the subcontractors for each trade. If the reason is based on relative qualifications, the statement must address the particular qualification at issue.
    c. A copy of any follow-up contacts with interested LBE firms. If the apparent low bidder fails to follow up with interested LBE firms, the contractor will receive no points.

14. The apparent low bidder shall submit the following documentation with its CMD 5-Day Submittal Package:

    a. Copies of all written bids submitted, including those from non-LBEs;
    b. A full and complete statement of the reasons for selection of the subcontractors for each trade. If the reason is based on relative qualifications, the statement must address the particular qualification at issue.
    c. A copy of any follow-up contacts with interested LBE firms. If the apparent low bidder fails to follow up with interested LBE firms, the contractor will receive no points.

15. The apparent low bidder shall submit the following documentation with its CMD 5-Day Submittal Package:

    a. Copies of all written bids submitted, including those from non-LBEs;
    b. A full and complete statement of the reasons for selection of the subcontractors for each trade. If the reason is based on relative qualifications, the statement must address the particular qualification at issue.
    c. A copy of any follow-up contacts with interested LBE firms. If the apparent low bidder fails to follow up with interested LBE firms, the contractor will receive no points.

16. The apparent low bidder shall submit the following documentation with its CMD 5-Day Submittal Package:

    a. Copies of all written bids submitted, including those from non-LBEs;
    b. A full and complete statement of the reasons for selection of the subcontractors for each trade. If the reason is based on relative qualifications, the statement must address the particular qualification at issue.
    c. A copy of any follow-up contacts with interested LBE firms. If the apparent low bidder fails to follow up with interested LBE firms, the contractor will receive no points.

17. The apparent low bidder shall submit the following documentation with its CMD 5-Day Submittal Package:

    a. Copies of all written bids submitted, including those from non-LBEs;
    b. A full and complete statement of the reasons for selection of the subcontractors for each trade. If the reason is based on relative qualifications, the statement must address the particular qualification at issue.
    c. A copy of any follow-up contacts with interested LBE firms. If the apparent low bidder fails to follow up with interested LBE firms, the contractor will receive no points.

18. The apparent low bidder shall submit the following documentation with its CMD 5-Day Submittal Package:

    a. Copies of all written bids submitted, including those from non-LBEs;
    b. A full and complete statement of the reasons for selection of the subcontractors for each trade. If the reason is based on relative qualifications, the statement must address the particular qualification at issue.
    c. A copy of any follow-up contacts with interested LBE firms. If the apparent low bidder fails to follow up with interested LBE firms, the contractor will receive no points.

19. The apparent low bidder shall submit the following documentation with its CMD 5-Day Submittal Package:

    a. Copies of all written bids submitted, including those from non-LBEs;
    b. A full and complete statement of the reasons for selection of the subcontractors for each trade. If the reason is based on relative qualifications, the statement must address the particular qualification at issue.
    c. A copy of any follow-up contacts with interested LBE firms. If the apparent low bidder fails to follow up with interested LBE firms, the contractor will receive no points.

20. The apparent low bidder shall submit the following documentation with its CMD 5-Day Submittal Package:

    a. Copies of all written bids submitted, including those from non-LBEs;
    b. A full and complete statement of the reasons for selection of the subcontractors for each trade. If the reason is based on relative qualifications, the statement must address the particular qualification at issue.
    c. A copy of any follow-up contacts with interested LBE firms. If the apparent low bidder fails to follow up with interested LBE firms, the contractor will receive no points.
CMD2B Form 2B: “Good Faith Outreach” Requirements Form (continued)

If your firm is an LBE and self performing work that it needs to get credit towards exceeding the LBE participation requirements by 35%; identify the value of the work here.

Contact information and signature section:
Use your company’s contact information and physical address. Same as has been provided before. Same signatory as well.

CMD3 Form 3: CMD Compliance Affidavit

This is a participation and compliance affidavit relating to the requirements of the LBE program. It is certification by the prime contractor that they will abide by the LBE program’s requirements. Complete and sign as with previous documents.

Contact information and signature section:
Use your company’s contact information and physical address. Same as has been provided before. Same signatory as well.
**CMD6 Form 6: CMD LBE Subcontractor Participation Affidavit**

This affidavit form must be completed by each LBE subcontractor or supplier and returned to the prime contractor after the bid opening (in the case that the prime contractor is one of the lowest three bidders).

It is a form confirming the value of the subcontract and confirming the amount of that subcontract the LBE firm will perform. This will confirm whether the LBE subcontracting participation requirement was been met.
CMD6A Form 6A: CMD LBE Trucking Form

This form is used to estimate the complete scope of the trucking and hauling work for a project and the LBE credit that should be given to a bid because of the nature of the LBE trucking rules and requirements. The three apparent low bidders must complete and return this form after the bid opening.
SMALL BUSINESS POLICIES AND REGULATIONS
Local Business Enterprise Program

Contract Monitoring Division
The City and County of San Francisco’s Contract Monitoring Division (“CMD”) administers the City’s Chapter 14B Local Business Enterprise (“LBE”) Program. The purpose of the LBE Program is to help small, local businesses compete effectively for City contracts.

LBE Certification Eligibility
Certification promotes the utilization and participation of small businesses on City contracts. To realize the benefit of utilization, a business must be certified with the San Francisco Contract Monitoring Division on the bid due date. The main requirements for certification are summarized below.

1. **Business Location:** The business must be headquartered or have the principal place of business within the City and County of San Francisco, or within the Hetch Hetchy water service area for SFPUC LBEs.
2. **Home Office:** A residence may qualify as an office only if: (a) the persons who own or control the business do not also maintain an office outside the residence in the same or related field and (b) the persons who own or control the business claimed a business deduction on the prior year’s income tax return or, for businesses started after the last tax return, would qualify for a deduction on the next tax return.
3. **Storage of Trucking and Hauling Vehicles:** Businesses that provide trucking and hauling services must park their registered vehicles and trailers within San Francisco, or within the Hetch Hetchy water service area for SFPUC-LBEs, when not on a job site.
4. **Exception for Suppliers:** Suppliers are required to maintain a fixed office in San Francisco or the Hetch Hetchy service territory for SFPUC-LBEs. That office need not be the suppliers’ primary place of business. However, suppliers must maintain a warehouse in San Francisco, or the Hetch Hetchy service territory for SFPUC-LBEs, that is continuously stocked with inventory consistent with their certification.
5. **Business License:** Must be operating in San Francisco or the SFPUC region with a current Business License for at least 6 months.
6. **Commercially Useful Function:** The business must perform a commercially useful function.
7. **Experience:** The business owner(s) must have the requisite expertise, license, or experience in the certification category in which the business is seeking certification.
8. **Business Record:** The business owners must be able to prove that the business or its owners have performed work in the industry in which the business is seeking certification.
9. **Economic Thresholds:** The aggregate average gross annual receipts of all of the businesses under common ownership must not exceed the below limits in the prior 3 years:

<table>
<thead>
<tr>
<th>Certification Category</th>
<th>Micro-LBE Threshold</th>
<th>Small-LBE Threshold</th>
<th>SBA-LBE Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class A and Class B General Contractors</td>
<td>$10,000,000</td>
<td>$20,000,000</td>
<td>$33,500,000</td>
</tr>
<tr>
<td>Specialty Construction Contractors</td>
<td>$5,000,000</td>
<td>$10,000,000</td>
<td>$17,000,000</td>
</tr>
<tr>
<td>Goods/Materials/Equipment &amp; General Services</td>
<td>$5,000,000</td>
<td>$10,000,000</td>
<td>$17,000,000</td>
</tr>
<tr>
<td>Trucking</td>
<td>$1,750,000</td>
<td>$3,500,000</td>
<td>$8,500,000</td>
</tr>
</tbody>
</table>

10. **Commonly-Owned Businesses:** All businesses owned by married spouses or domestic partners are considered under common ownership unless the businesses are in unrelated industries and no community property or other jointly owned assets were used to establish or are used to operate either business.
Small Business Policies and Regulations LBE Program

Benefits
Certified businesses benefit from bid discounts, subcontracting participation requirements and Micro-LBE set asides that are set for most City contracts. A business must be certified as an LBE on the bid due date to be eligible for the benefits.

- **Prime Contractor:** Small or Micro-LBEs are eligible for a 10% bid discount when bidding for contracts less than or equal to $10M. For contracts with an estimated cost in excess of $400,000 and less than or equal to $10M, SBA-LBEs are eligible for a 5% bid discount if the apparent low bidder is NOT a Small or Micro-LBE. For contracts in excess of $10M and less than or equal to $20M, Small, Micro and SBA-LBEs are all eligible for a 2% bid discount.

- **Subcontractor:** LBEs are eligible to be utilized to meet the LBE subcontracting requirement (each applicable contract has a required LBE subcontracting participation requirement that all prime bidders must meet).

- **Micro-LBE Set Aside:** Contracts that are $600,000 or less may be eligible to be set-aside for Micro-LBEs; only certified Micro-LBEs and/or Micro SFPUC-LBEs would be eligible to submit bids. The Micro-LBE prime must self-perform at least 25% of the work.

LBE Subcontracting
Subcontracting requirements are established contract by contract, based on a breakdown of the scope of work and the availability of LBEs in the relevant certification categories.

Good Faith Outreach
To be eligible for award of a contract, the prime contractor must meet or exceed the subcontracting requirement set for that project and conduct Good Faith Outreach to do so. There are two ways for a prime contractor to establish that it conducted Good Faith Outreach:

- A bidder must achieve 80 points out of 100 points on CMD Form 2B. Points are achieved by completing and recording the specific outreach steps detailed below.

- OR -

- A bidder can demonstrate in its bid that it exceeded the established LBE subcontracting requirement by 35% or more. If a bidder does so, the bidder is not required to prove that it conducted the good faith outreach steps on CMD Form 2B.
Small Business Policies and Regulations  LBE Program

CMD Form 2B

A bidder must achieve at least 80 points, as determined by CMD, to be deemed compliant with the “good faith outreach” requirements. A bidder who fails to achieve at least 80 points will be declared non-responsive, and the bid will be rejected even if the bidder otherwise satisfied the LBE subcontracting participation requirement.

Supporting documentation for Items 2 and 4, below, must be submitted with the bid. Supporting documentation for Items 5 and 6, below, shall be submitted by the apparent low bidder on the fifth business day following bid opening.

1. Did your firm attend the pre-bid meeting scheduled by the City to inform all bidders of the LBE program requirements for this project? If the City does not hold a pre-bid meeting, all bidders will receive 15 points.

   □ YES (15 points)  □ NO (0 points)

2. Did your firm advertise, not less than 10 calendar days before the due date of the bid, in one or more daily or weekly newspapers, trade association publications, LBE trade oriented publications, trade journals, or other media, such as: Daily Pacific Builder, Daily Construction Service, San Francisco Builder’s Exchange, Small Business Exchange, SFPUC Contracts & Bids website (sfwater.org/contracts), or the Bids Contracts Section of the Office of Contract Administration’s website (mission.sfgov.org/OCABidPublication)? If so, you must enclose a copy of the advertisement with your bid.

   The advertisement must provide LBES with adequate information about the plans, specifications, and requirements for the work. If the City gave public notice of the project less than 15 calendar days prior to the bid due date, no advertisement is required, and all bidders will receive 10 points

   □ YES (10 points)  □ NO (0 points)

3. Did your firm identify and select trades (as categorized in CMD’s LBE Directory) to meet the LBE subcontracting participation requirement? If so, please identify the trades below:

   □ YES (0 points)  □ NO (0 points)

4. Did your firm contact LBE firms (LBE firms include MBEs, WBEs and OBEs) identified by trade (see #3 above), not less than 10 calendar days prior to the due date of the bid? If so, you must include such documentation with your bid (i.e. phone logs, emails, faxes and/or etc.) to verify that contacts were made. The purpose of contacting LBE firms is to provide notice of interest in bidding for this project.

   A bidder who contacts those LBE firms certified in the trades identified, not less than 10 calendar days prior to due date of the bids, will receive up to 45 points. If a bidder does not comply with paragraphs a. & b. below, one point will be deducted for each LBE firm within each identified trade that is not contacted.

   a. If there are less than 25 firms within an identified trade, a bidder should contact all of them.

   b. If there are 25 or more firms within an identified trade, a bidder should contact at least 25 firms within such identified trade.

   If a bidder does not contact any LBE firms, the bidder will receive no points.

   When contacting LBEs, you should provide adequate information about the plans, specifications, and requirements for the work. If the City gave public notice of the project less than 15 calendar days prior to the bid due date, the allocation of points above still applies, except that the bidder may contact those LBE firms certified in the trades identified less than 10 calendar days prior to the due date of the bid.

   □ YES (Up to 45 points)  □ NO (0 points)
5. Did your firm follow-up and negotiate in good faith with interested LBEs*? If applicable, your follow-up contact with interested LBEs should provide information on the City’s bonding and financial assistance programs.

The apparent low bidder shall submit with its CMD 5-day submittal package, documentation (i.e. phone logs, emails, faxes and/or etc.) to verify that follow-up contacts were made.

For each interested LBE firm that the bidder does not follow-up with, a point will be deducted.

A bidder who does not perform any follow-up contact with interested LBEs will receive no points.

* “Interested LBE” shall mean an LBE firm, contacted by the bidder pursuant to Item #4 above, that expresses interest in being a subcontractor/supplier to the bidder.

6. The apparent low bidder shall submit the following documentation with its CMD 5-Day Submittal Package:

(1) Copies of all written bids submitted, including those from non-LBEs;

(2) If oral bids were received, a list of all such bids, including those from non-LBEs. The trade and dollar amounts for each such bid must be specified; and

(3) A full and complete statement of the reasons for selection of the subcontractors for each trade. If the reason is based on relative qualifications, the statement must address the particular qualification at issue. If the reason is based on the bid amounts, the statement must include the amounts and describe the similarities and/or dissimilarities in the scope of work covered by the bids.

Pursuant to Section 14B.8(E) of the Ordinance, all bidders shall maintain the documentation described under this item for three years following submission of the bid or completion of the contract, whichever is later.

--- OR ---

**Exceeding the LBE Subcontracting Requirement By 35%**

If a bid demonstrates total LBE participation that exceeds the established LBE subcontracting participation requirement for the project by 35%, the bidder will not be required to prove that it conducted good faith outreach efforts or to submit evidence of good faith outreach efforts. Note that a Small or Micro-LBE prime bidder may count its own Contract Work toward the 35% good faith efforts exception, but not the subcontracting requirement.

**Example:** If the LBE subcontracting requirement is 10%, Good Faith Outreach requirements are not required if the Bidder has a total LBE participation that equals or exceeds 13.5% of the base bid amount (the 13.5% represents the 10% LBE subcontracting requirement plus 35% of that 10% participation requirement).

**CONTACT:**

Nichole Truax, LBE Program  
(415) 554-3104, ntruax@sfwater.org

Ryan B. Young, LBE Certification  
(415) 581-2301, ryan.b.young@sfgov.org

www.sfgov.org/cmd
Regional SFPUC Local Business Enterprise Program

The SFPUC's Local Business Enterprise (SFPUC-LBE) Program makes disadvantaged small regional firms, located in the Hetch Hetchy water service territory, eligible to be certified by CMD as LBEs for contracting opportunities on specified SFPUC projects.

In September 2006, the Regional SFPUC-LBE Program, Chapter 14.B5 of the San Francisco Administrative Code, was created to provide disadvantaged small construction firms, located outside of the City and County of San Francisco, but within the Hetch Hetchy water service area, opportunities to bid and compete for contracts under the $4.6 Billion Water System Improvement Program (WSIP). The WSIP is a shared cost capital improvement program, with two-thirds of the cost paid by the SFPUC's regional customers, and one-third paid by San Francisco ratepayers. The Regional SFPUC-LBE Program was an addition to the existing LBE program, Chapter 14.B of the San Francisco Administrative Code.

Under WSIP, Regional SFPUC-LBEs could receive LBE prime contractor discounts and be utilized to meet LBE subcontracting requirements on WSIP construction projects. In April 2013, with WSIP progressing and the number of projects diminishing, the Regional SFPUC-LBE Program was revised to make SFPUC-LBEs eligible for Program benefits (bid discounts and subcontracting participation credit) on all shared cost regional construction projects (repair and replacement and capital improvement projects) and non shared cost projects located 70 miles beyond the jurisdictional boundaries of the City and County of San Francisco.

Until July 2015 the Regional SFPUC-LBE Program only applied to public works/construction services, construction materials supplies, construction equipment rental, and/or trucking firms. However, effective July 1, 2015, the Program has been expended to include regional architecture, engineering and construction management firms. Those professional services firms are eligible to be certified as Regional SFPUC-LBEs and, thus, receive Program benefits (bid discounts and subcontracting participation credit) on SFPUC regional projects depending on the project’s status as shared or non shared cost.

Non Shared Cost Projects

On non shared cost projects beyond 70 miles of the jurisdictional boundaries of the City and County of San Francisco, the awarding department will apply the 10% bid discount for SFPUC-LBEs when application of the discount would not adversely impact the ranking of a bid submitted by a local San Francisco Micro-LBE, Small-LBE or SBA-LBE (i.e. if an LBE firm is the apparent low bidder the awarding department will not apply the 10% bid discount to the SFPUC-LBE's bid).

In addition, SFPUC-LBEs are eligible to be utilized to satisfy the LBE subcontracting goal for all non shared cost projects located 70 miles outside of the City and County of San Francisco.

Shared Cost Projects

For shared cost projects outside of the jurisdictional boundaries of the City and County of San Francisco, SFPUC-LBEs are eligible for the 10% prime bid discount and are eligible to be utilized to meet the LBE subcontracting goal.

Shared cost projects are regional WSIP projects, regional repair and replacement projects, and regional capital improvement program projects with two-thirds of the project cost paid by the Bay Area Water Supply Conservation Agency (BAWSCA) and one-third paid by San Francisco ratepayers.

CONTACT:
Iris Martin-Lopez, Coordinator,
SFPUC Local Business Enterprise Program
(415) 554-3222  ilopez@sfwater.org
Regional SFPUC-LBE Program

Bid review for Non-Shared Cost projects

BIDS RECEIVED

APPLICATION OF SF-LBE

10% BID DISCOUNT

YES → SBA LBE LOW BIDDER

NO

APPLICATION OF SBA LBE

2% BID DISCOUNT

YES → SBA LBE LOW BIDDER

NO

APPLICATION OF SFPUC-LBE

10% BID DISCOUNT

YES → SBA LBE LOW BIDDER

NO

LOWEST OVERALL BID

DONE
Small Business Policies & Regulations  Shared Cost Projects

Regional SFPUC-LBE Program
Bid review for Shared Cost projects

BIDS RECEIVED

APPLICATION OF SFPUC-LBE
10% BID DISCOUNT

YES

SFPU-LBE OR SF
LBE LOW BIDDER

YES

NO

APPLICATION OF SBA
2% BID DISCOUNT

YES

SBA LOW BIDDER

YES

YES

LOWEST OVERALL BID

DONE
WORKFORCE POLICIES AND REGULATIONS
The Water System Improvement Program (WSIP) Project Labor Agreement (PLA) is an historic agreement between contractors, labor organizations, the SFPUC, and community-based organizations. The PLA has contributed to the overall success of the $4.8B WSIP, helping to safely deliver PLA-covered projects on time, on budget, with labor harmony and successful project completion.

The SFPUC, contractors, labor partners, and community organizations have established a collaborative process, through the PLA, for ensuring SFPUC ratepayers and other stakeholders have been able to contribute to the program's workforce and project completion goals. Through the WSIP, new or improved pipelines, dams, reservoirs, treatment facilities, pump stations and other infrastructure have been seismically upgraded, helping to ensure the system will be able to deliver safe drinking water within 24 hours of an seismic event, safeguarding the health and welfare of more than 2.5 million San Francisco and regional customers across three separate Bay Area counties.

As a general rule, all WSIP-funded projects are covered by the PLA. Since 2007, when the PLA was authorized, 50 WSIP projects, with a cumulative total construction budget of approximately $2B, have been awarded.

**Project Labor Agreement Requirements**

All contractors and sub-contractors on a PLA-covered project are required to complete a Letter of Assent (Document 00521) and two PLA related documents: Initial Employment Projection (Document 00458) and Agreement to Hire Apprentices from Participating Referral Agencies (Document 00459). The Prime Contractor must also submit Certification Form for the Water System Improvement Program Project Labor Agreement, Local Area Apprenticeship and Employment Opportunities Program (Document 00457/PLA). For contracts over $350,000, contractors must also submit Form 1: CityBuild Workforce Projections.
San Francisco and Regional Service Territory Participation Goals

The PLA has set a goal that 50% of total project hours and 50% of apprentice labor hours be executed by employees that reside within San Francisco and the SFPUC Water System Service Territory (as defined by zip code). To date 48% of total construction hours have been performed by San Francisco and SFPUC Service Territory Residents and 72% of all apprentice hours have been worked by San Francisco and SFPUC Service Territory Residents.

Project Labor Plan Development

Prime contractors and subcontractors meet with SFPUC Labor Relations Specialists to discuss scope of work, projected start dates, review forms, and to provide a list of key employees from the service territory. Estimated start dates for hiring apprentices from referral agencies are also considered. PLA administrative staff will assist contractors with achieving the local hiring goals and meeting State apprenticeship requirements.

California Prevailing Wage Laws and Apprenticeship Ratios

PLA administrative staff track and monitor contractors’ payroll reports to ensure workforce participation complies with the California Department of Industrial Relation’s Division of Apprenticeship Standards mandated ratios of journey to apprentice within each craft.

Community-Based Workforce and Training Organizations

The SFPUC, contractors, labor, and workforce stakeholders have agreed to support efforts to work with pre-apprenticeship training agencies in San Francisco and throughout the SFPUC Service Territory. In an effort maximize employment opportunities for those residents of communities impacted by the SFPUC’s regional $4.8B WSIP, qualified and determined individuals are supported in their efforts to find entry-level opportunities that may be available through the program’s collaborative training and referral service process.

Partner Referral Agencies

- San Francisco City and County’s CityBuild Academy
- Alameda County’s Cypress Mandela Training Center, Inc.
- San Mateo County’s JobTrain – Project Build
- San Joaquin County’s YouthBuild
**Workforce Policies and Regulations**

**Workforce Development Policies**

**KNOW THE SAN FRANCISCO CONSTRUCTION WORKFORCE DEVELOPMENT POLICIES**

Construction projects in San Francisco may include different workforce development policies. This guide provides a broad overview of the applicable workforce development policies. Additional details about the San Francisco specific policies follow. For information about an individual project, contact CityBuild at (415) 701-4848.

<table>
<thead>
<tr>
<th>Policy Name</th>
<th>Policy Description</th>
<th>Policy Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Source</strong></td>
<td>Most private large scale “new construction” projects and public works projects which are fully or partially federally funded.</td>
<td>Good Faith Effort that 50% of all new hires be First Source Eligible. Contractors must notify CityBuild of all new hiring opportunities. There are no mandatory local percentage requirements on these projects.</td>
</tr>
<tr>
<td><strong>Notable current projects:</strong></td>
<td>1 Rincon, 45 Lansing, 181 Fremont, 1321 Mission, 1400 Mission, 2558 Mission, Central Subway, Presidio Parkway, SFO Air Traffic Control Tower, Transbay Terminal.</td>
<td></td>
</tr>
<tr>
<td><strong>Local Hiring Policy</strong></td>
<td>Applies to City public works and improvement projects valued above $400,000 since March 25th, 2011.</td>
<td>Mandatory local participation requirements apply. Local residents must perform 30% of overall work hours, by trade; and 50% of all apprentice hours, by trade.</td>
</tr>
<tr>
<td><strong>Notable current projects:</strong></td>
<td>Most projects administered by the SFPUC, DPW, MTA, PORT, Rec &amp; Park and SFO, including park, street, and sewer repair projects as well as new construction and renovation of City buildings such as the War Memorial Building and SFO Terminals.</td>
<td></td>
</tr>
<tr>
<td><strong>Office of Community Investment &amp; Infrastructure (OCII)</strong></td>
<td>Applies to projects receiving funding from the US Department of Housing and Urban Development (HUD) and administered by the Mayor’s Office of Housing or OCII.</td>
<td>Good Faith Effort that 50% of all work hours be performed by local residents, with priority given to project area residents. However, there are no mandatory local percentage requirements.</td>
</tr>
<tr>
<td><strong>Notable current projects:</strong></td>
<td>Most Mission Bay Development projects and the Hunter’s Point Shipyard.</td>
<td></td>
</tr>
<tr>
<td><strong>Section 3</strong></td>
<td>Applies to projects receiving funding by HUD and administered by the Mayor’s Office of Housing or OCII.</td>
<td>30% of all new hires shall be Section 3 Residents. Overall project goal of 30% participation by Section 3 Residents. Section 3 Residents are (1) a resident of public housing or (2) a low income resident of San Francisco. Federal Goals pertaining to female and minority participation also apply.</td>
</tr>
<tr>
<td><strong>Notable current projects:</strong></td>
<td>121 Golden Gate, Franciscan Towers, Western Park Apts. 1100 Ocean, 201 Turk.W</td>
<td></td>
</tr>
<tr>
<td><strong>Federal Workforce Goals</strong></td>
<td>For all federal funded or partially federally funded contracts over $10,000.</td>
<td>Workforce goal of 6.9% female participation by trade and 25.6% minority participation by trade. These goals are administered by the Office of Federal Contract Compliance Programs.</td>
</tr>
<tr>
<td><strong>Notable current projects:</strong></td>
<td>Central Subway, Naval Shipyard, SFO Air Traffic Control Tower, SFO Runway Safety Improvement Project, Transbay Transit Center.</td>
<td></td>
</tr>
</tbody>
</table>
Overview

Contracts first advertised for bid on or after March 25, 2011, for public work or improvement in excess of $400,000, are covered by the San Francisco Local Hiring Policy. The Office of Economic and Workforce Development is charged with the enforcement of this policy.

Mandatory Participation

The mandatory participation level applies to all project hours, within each trade, and requires that 30% of the project hours be performed by local residents, with no less than 15% of all project work hours within each trade to be performed by disadvantaged workers. All contractors, regardless of tier, are subject to these requirements.

The mandatory participation level will increase annually over seven years up to a mandatory participation level of 50% of project work hours, within each trade, performed by local residents, with no less than 25% of all project hours within each trade performed by disadvantaged workers.

Local Resident

A local resident is defined as an individual who is domiciled within the City and County of San Francisco at least 7 days prior to commencing work on the project. An individual may have only one domicile, which is their principal residence and where they intend to return when they are absent.

Apprentice Participation

In addition to the mandatory participation level, at least 50% of the project work hours must be performed by apprentices, within each trade, shall be performed by local residents, with no less than 25% of project work hours performed by apprentices, within each trade, to be performed by disadvantaged workers.

Trade Exemptions

The following Construction Specialty Crafts are exempted from the requirements of the Local Hiring Policy. For a project covered by the policy, contractors shall report all work hours performed for each designated exempt trade. These work hours will be excluded from the required local hiring percentages of the project:

1. **De Minimus Work Hours**: trades that perform less than 5% of the total project work hours based on the City’s Payroll Report System.
2. **Pile Driver**: any marine diving, underwater, or marine-related pile-driving work.
3. **Operating Engineers**: specifically a helicopter pilot, crane operators and oilers, boat, barge, dredge and/or floating equipment operators, deck engineers and oilers.
4. **Tunnel/Underground Work performed by the Operating Engineers or Laborers trade**.
5. **Electrical Utility Lineman**: lineman / cable splicer
6. **Stainless Steel Welding**: regardless of craft
7. **Ironworker Connector**
8. **Millwright**
Penalties
The ordinance establishes various consequences of non-compliance with the policy, including the authority to assess penalties against contractors that do not meet the local hiring requirements.

The penalty for failing to meet the local hiring requirement shall be the amount equal to the journeyman or apprentice prevailing wage rate for the primary trade used by the contractor for each hour the contractor fell short.

Waiver
Contractors may request a conditional waiver from local hiring requirements on a project-specific basis for “specialized trades,” by receiving credit for local hiring on non-covered projects, or sponsoring new apprentices.

Employer Assistance
A contractor may utilize the Office of Economic and Workforce Development’s CityBuild Referral Program if their preferred method of hiring does not enable them to meet the local hiring requirements of the policy.

CONTACT:
For more information on the San Francisco Local Hiring Policy or the Office of Economic and Workforce Development:
(415) 701-4894 or (415) 581-2335
Local.Hire.Ordinance@sfgov.org / workforcedevelopment@sfgov.org
www.workforcedevelopmentsf.org
www.oewd.org
FIRST SOURCE HIRING PROGRAM APPLIES TO PRIVATE CONSTRUCTION PROJECTS

The First Source Hiring Program applies to private construction projects consisting of 10 or more residential units and/or 25,000 square feet or more of commercial space.

Contractors are required to work in good faith with the CityBuild unit within the San Francisco Office of Economic and Workforce Development (OEWD) to employ economically disadvantaged workers in 50% of all new hiring opportunities.

Contractors must provide CityBuild with a list of Core Employees who will be working on the project, and must notify CityBuild of all new hiring opportunities. A Form 1: CityBuild Workforce Projections must be submitted by the prime contractor for approval within 30 days of contract award. Contractors are required to list work projections and provide a list of Core Employees who will work on the project on the form.

Core Employees are workers who are documented on contractor’s active payroll 60 of the previous 100 working days prior to award of contract. CityBuild has the discretion to require contractors to submit payroll records to verify that employees listed meet the definition of Core Employees.

A new hiring opportunity is work that will not be performed by a contractor’s Core Employees.

Prior to starting work on a project, a CityBuild Workforce Meeting is scheduled to discuss construction schedule and labor needs.

During the project, each contractor performing work on the project during the previous month must submit a Form 4: First Source Monthly Workforce Summary Report. The prime contractor must collect and submit these to CityBuild by the 10th day of each month.

At least 3 business days in advance of a new hire start date a Form 3: Job Notice should be submitted to CityBuild.

Liquidated Damages may be assessed for each instance of non-compliance: $5,000 for the first “New Hire” not properly noticed and $10,000 for each subsequent violation.

A failure to comply with the First Source Hiring Program may lead to delay in release of permits by the Department of Building Inspections. Alternatively, a Corrective Action Plan may be negotiated to avoid penalties.
CityBuild Academy aims to meet the demands of the construction industry by providing comprehensive pre-apprenticeship and construction administration training to San Francisco residents. CityBuild began in 2006 as an effort to coordinate City-wide construction training and employment programs. CityBuild Academy is administered by the Office of Economic and Workforce Development (OEWD) in partnership with the City College of San Francisco, various community non-profit organizations, labor unions, and industry employers.

**CityBuild Academy**

CityBuild Academy offers an 18-week pre-apprenticeship and construction skills training program at the City College of San Francisco, Evans Campus. Trainees can earn up to 15 college credits while learning foundational skills and knowledge to enter the construction trades and succeed as new apprentices. Trainees are given the opportunity to obtain construction-related certifications such as OSHA 10, Forklift, Skid Steer, CPR and First Aid. Several program instructors are construction industry specialists with years of field experience. Since 2006, more than 753 San Francisco residents have graduated from CityBuild Academy and more than 658 graduates have secured employment programs in various construction trades.

**Construction Administration and Professional Service Academy (CAPSA)**

CAPSA is a semester-long program offered at the City College of San Francisco, Mission Campus. The program prepares San Francisco residents for entry-level careers as professional construction office administrators. The bi-annual training is intensive and participants graduate with knowledge of the construction sequence of work, construction office accounting cycle, role of the Construction Project Coordinator and other professional skills. Since 2010, more than 181 San Francisco residents have completed the program and over 121 graduates have been placed in administrative positions.

**CityBuild Employment Networking Services**

To assist contractors in meeting workforce requirements, CityBuild offers Employment Networking Services connecting experienced construction trade workers with employers on private and publicly funded projects.

**CONTACT CITYBUILD:**

For more information on CityBuild Academy, CAPSA, and Employment Networking Services: (415) 701-4848

[www.workforcedevelopmentsf.org/jobseekerservices](http://www.workforcedevelopmentsf.org/jobseekerservices)
PRE-BID AND PRE-CONSTRUCTION INFORMATION LABOR STANDARDS REQUIREMENTS

Labor Standards Resources
The current prevailing wage rates are available on the Internet, or from OLSE or the Contracting Department. For specific information about prevailing wage requirements you can visit the websites listed below:

**OLSE Website** [www.sfgov.org/olse](http://www.sfgov.org/olse) *(Select the Prevailing Wage option)*

Also available on this site, find:
- Sign in Sheets
- CPR Form
- Paid Sick Leave Ordinance
- Health Care Security Ordinance
- OLSE Video
- SF Administrative Code, Chapter 6
- Link to Elation Systems

**DIR Prevailing Wage Rates** [www.dir.ca.gov/OPRL/PWD/](http://www.dir.ca.gov/OPRL/PWD/)

Using this site, you can locate a particular journeyman craft or classification’s prevailing wage determination, holiday, advisory scope of work, or travel and subsistence provision.

**DIR Public Works Manual** [www.dir.ca.gov/dlse/PWManualCombined.pdf](http://www.dir.ca.gov/dlse/PWManualCombined.pdf)

This manual reflects changes in the law, structural changes in public works enforcement, internal improvement and streamlining of tools and processes, and was developed to ensure consistent, timely, and accurate enforcement Statewide.
PRE-BID AND PRE-CONSTRUCTION INFORMATION LABOR STANDARDS REQUIREMENTS

Labor Standards Resources (continued)

Contractors are encouraged to call OLSE for information or to answer any questions about labor standards requirements. You can contact them at (415) 554-6235.

Apprentice Wage Rates  http://www.dir.ca.gov/DAS/PWAppWage/PWAppWageStart.asp

The list found on this web page is limited to apprenticeship wage information that has already been published. If you do not find the information for your area - please make a request to your local Division of Apprenticeship Standards (DAS) office.

Apprenticeship Programs, Requirements, & Forms  http://www.dir.ca.gov/das/das.html

The Division of Apprenticeship Standards (DAS) creates opportunities for Californians to gain employable lifetime skills and provides employers with a highly skilled and experienced workforce while strengthening California’s economy.

Contractors State License Status  https://www2.cslb.ca.gov/onlineservices/

Use this site to look up and verify your subcontractors state contractor license status.
SMALL BUSINESS ADMINISTRATION
SURETY BOND AND CONTRACTOR DEVELOPMENT PROGRAM

The City and County of San Francisco is committed to providing local small and emerging contractors access to contract opportunities on City construction projects.

The Surety Bond & Contractor Development Program facilitates this objective by providing you, the contractor, with the tools needed to become competitive for public works construction projects.

Recognizing that bonding and working capital are common barriers contractors face when bidding and completing contracts, the program addresses these challenges.

The program benefits both the contractors and the City’s economy in a positive way by reducing public work construction costs and increasing job opportunities available to local contractors. Securing the employment of more local contractors, results in a strong local economy and keeps money recycling within the City.

Eligibility

The program is for Contract Monitoring Division certified Small or Micro LBE Contractors bidding on City construction contracts.

The program is for Regional SFPUC-LBE certified contractors bidding on applicable SFPUC contracts.

Services

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<td>Bonding and Financing Consultation and Technical Assistance</td>
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** - Contractors/Subcontractors are responsible for bond premiums to Surety Companies

Individual Counseling:

- In depth explanation of the bonding and lending process

Provide Group Workshops, such as:

- Outreach to contractors and subcontractors regarding upcoming work
- Explanation of bonding and lending process
- Explanation of bookkeeping essentials and the necessity of financial statements
- Explanation of funds control process
- How to estimate for upcoming bids
- Wage Determination and Scope of Work
Technical Assistance:

- Assistance with completion of paperwork/package required by sureties and lenders
- Identify possible deficiencies that might preclude contractor/subcontractor from bonding and/or lending
- Determine means to overcome possible deficiencies
- Assist contractors/subcontractors in obtaining first bond/loan and/or in increasing their bonding/loan capacity

Relationships

Assemble team to best assist contractor’s/subcontractor’s needs, i.e. surety broker, surety company, lender, and professional services

Work with contractor’s/subcontractor’s existing relationships, i.e. surety broker, surety-company, and lender

Examples

- Utilize guarantee, when necessary, to obtain bond/loan
- Bond/Loan have been approved through obtaining better quality financial statements
- Funds Administration has been utilized with or without a guarantee to mitigate risk on the bond and/or loan
- Introduced to a surety broker with surety markets responsive to small and emerging contractors
- Introduced to a lender responsive to contractors

Cost

Program may subsidize fees associated with Third Party Funds Administration up to $5,000 *

Program may subsidize fees associated with Accounting Assistance up to $3,200 *

* - Subsidy Provided Based Upon Availability of Funds

Successes

Contractors and Subcontractors have been able to bid on $302 million in contracts
Contractors and Subcontractors have been awarded $87 million in construction contracts
Contractors and Subcontractors have obtained $6.1 million in working capital loans