



# San Diego Unified School District

PHYSICAL PLANT OPERATIONS CENTER ANNEX  
4860 Ruffner Street, San Diego, CA 92111-1522

(858) 496-1902  
Fax: (858) 496-1953

Graham Champion  
Labor Compliance and  
Construction Contracts Supervisor ☐

March 22, 2021

Mr. Stephen Thompson  
Solpac Construction, Inc.  
dba Soltek Pacific Construction Company  
2424 Congress Street  
San Diego, CA 92110

Dear Mr. Thompson:

**Subject: CZ-19-0859-42 – Design Build Construction of Heating, Ventilation, and Air Conditioning (HVAC) at Multiple Sites – Package B (SDUSD Project #91030071.1)**

**Notice to Proceed: No. 06R3– HVAC Construction at Field Elementary School**

This letter constitutes your *revised* notice to proceed with HVAC work at Field ES per the unilateral cost reduction NTP request submitted by Darren Hollis on March 10, 2021, a reduction of \$225,587, for a not-to-exceed amount of ~~\$3,361,942.21~~ **\$3,136,355.21**

NTP 06 Field ES Construction ~~\$3,088,109.00~~ **\$2,862,522**  
NTP 06 Field ES Contingency \$273,833.21

Work shall begin on August 7, 2019, and be completed by June 15, 2020.

Please refer to this NTP number on all your correspondence and invoices.

Original invoice should be sent to:  
San Diego Unified School District  
PPO Center, Attn: Catherine Bendixen  
4860 Ruffner Street  
San Diego, CA 92111

Please call your construction manager if you have any questions regarding this NTP. Invoicing inquiries should be directed to Catherine Bendixen at (858) 637-6246.

Sincerely,

A handwritten signature in black ink, appearing to read "G. Champion".

Graham Champion  
Labor Compliance and Construction Contracts Supervisor

GC: mf

Attachment

C: D. Nestor, D. Hollis, R. Musin, S. Hawkins, PSA

San Diego Unified School District  
 Construction Office  
 4860 Ruffner Street  
 San Diego, CA 92111

Attention: Mr. Radik Musin, Project Manager  
 Contract No. CZ-19-859-42 HVAC Design Build Package B  
 Reference: Field Elementary School  
 Subject: Notice to Proceed for Construction Pricing - Revised

Mr. Shroyer,

This correspondence is sent to formally request the for-construction Notice to Proceed (NTP) in the amount of \$3,374,227.04. The NTP will allow Soltek Pacific Construction to commence construction activities at the referenced school site. The Budget, which will be the basis for the Field Elementary School project NTP is:

<b>CONSTRUCTION - PHASE II</b>	
General Requirements	\$ 155,209.00
Existing Conditions	\$ 170,550.00
Concrete	\$ 8,824.00
Metals	\$ 18,600.00
Wood, pLastics and Composites	\$ 300,000.00
Thermal and Moisture Protection	\$ 194,135.00
Openings	\$ -
Finishes	\$ 156,652.00
Specialties	
Equipment	\$ -
Furnishings	\$ -
Plumbing	\$ 150,000.00
Heating, Ventilating and Air Conditioning	\$ 696,250.00
Electrical	\$ 630,450.00
Earthwork	\$ 1,350.00
Exterior Improvements	\$ 5,300.00
<b>Total Construction Costs</b>	<b>\$ 2,487,320.00</b>
General Conditions	\$ 133,193.00
Overhead and Profit	\$ 183,142.00
Bonds and Insurance	\$ 32,704.00
Contractor Contingency	\$ 26,163.00
Screening of Existing Rooftop Equipment	\$ 225,587.00
<b>SUBTOTAL</b>	<b>\$ 3,088,109.00</b>
<b>DESIGN CONTINGENCY ADJUSTMENTS</b>	
HazMat Abatement/Repairs (see CAP 001)	\$ 286,168.04
<b>FIELD ES TOTAL COST</b>	<b>\$ 3,374,277.04</b>

## Flores Mayra

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**From:** Hollis Darren  
**Sent:** Thursday, March 11, 2021 7:33 PM  
**To:** Flores Mayra  
**Cc:** Suydam Dave; Urena Salvador  
**Subject:** Barnard/Field ES NTP revision

**Importance:** High

Hi Mayra,

I saw that you sent back the NTP revisions for Barnard and Field ES back to me requesting a letter from Soltek. Unfortunately we are having issues closing these projects with Soltek, who despite repeated attempts refuse to provide proposal letter to close out the NTP's. We were hoping to somehow issue a unilateral NTP on work that was not performed (screening of rooftop equipment) to move on. Barnard/Field will be the first of 14 schools. Soltek have already stated they are intending to file a claim for the work.

Perhaps a MS teams meeting to discuss?

## NTP Request (Add line to PO)

Upper Form   Line Items

### Record Information

Record Number

NTPRA-000005

Creator

[Darren Hollis](#)

Project Name

Barnard @ Bayview Terrace HVAC Phase 2

Creation Date

03/10/2021 02:12 PM (UT

Project Number

90230071.1

Status

Pending

Record Last Update Date

03/11/2021 07:20 AM (UT

### NTP Information

Title \*

D/Build Const. of HVAC Package B at Barnard ES

NTP Number

Estimated Task Order Amount \*

Line Item Total Amount

### NTP Processing (Informational Only)

This is for information only - does not affect the workflow.

Contract Specialist

Linda Weekly

FPC Director / PPO \*

Don Webb

PPO Lead

### Contract Details

Reference SOV

[PO-000006](#)

Peoplesoft PO Number

Vendor Name

Thanks,

Darren Hollis  
Senior Building Systems Project Manager  
Project Management, Facilities Planning & Construction  
4860 Ruffner Street, San Diego, CA 92111  
Cell:619- 608-7404  
Fax: 858-496-1698  
[dhollis@sandi.net](mailto:dhollis@sandi.net)

## Flores Mayra

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**From:** Musin Radik  
**Sent:** Monday, June 1, 2020 7:14 AM  
**To:** Hollis Darren  
**Cc:** Nestor Don  
**Subject:** Equipment Screening

Darren,

It was determined that screening wasn't feasible in most cases (due to unforeseen DSA requirements). Please request Soltek to credit back full amount of screening cost that was included in Construction NTP.



**Radik Musin P.E., LEED AP BD+C**

**Project Manager**

Facilities Planning and Construction

4860 Ruffner Street San Diego, CA 92111

(951) 445-7213 | [rmusin@sandi.net](mailto:rmusin@sandi.net)

## Flores Mayra

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**From:** Hollis Darren  
**Sent:** Friday, December 11, 2020 9:58 AM  
**To:** Mark Hofmann  
**Cc:** Suydam Dave; Musin Radik  
**Subject:** RE: Barnard HVAC '04-116082\_301 Notification of Requirements for Certification'

Mark,

Just following up on the CAP.

Thanks,

Darren Hollis  
Senior Building Systems Project Manager  
Project Management, Facilities Planning & Construction  
4860 Ruffner Street, San Diego, CA 92111  
Cell:619- 608-7404  
Fax: 858-496-1698  
[dhollis@sandi.net](mailto:dhollis@sandi.net)

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**From:** Mark Hofmann [mailto:[mhofmann@soltekpacific.com](mailto:mhofmann@soltekpacific.com)]  
**Sent:** Monday, November 30, 2020 2:11 PM  
**To:** Hollis Darren <[dhollis@sandi.net](mailto:dhollis@sandi.net)>  
**Cc:** Suydam Dave <[dsuydam@sandi.net](mailto:dsuydam@sandi.net)>; Musin Radik <[rmusin@sandi.net](mailto:rmusin@sandi.net)>  
**Subject:** RE: Barnard HVAC '04-116082\_301 Notification of Requirements for Certification'

Darren,

I am out of the office for a couple days on medical leave. I will get it to you by week's end.

**Mark Hofmann**  
Sr. Project Manager  
[mhofmann@soltekpacific.com](mailto:mhofmann@soltekpacific.com)



**O: 619.876.4722 ext. 133 C: 858.888.3975**  
**2424 Congress Street, San Diego, CA 92110**  
**[www.soltekpacific.com](http://www.soltekpacific.com) Contractor License**  
**#886641 EOE**

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**From:** Hollis Darren <[dhollis@sandi.net](mailto:dhollis@sandi.net)>  
**Sent:** Monday, November 30, 2020 9:21 AM  
**To:** Mark Hofmann <[mhofmann@soltekpacific.com](mailto:mhofmann@soltekpacific.com)>  
**Cc:** Suydam Dave <[dsuydam@sandi.net](mailto:dsuydam@sandi.net)>; Musin Radik <[rmusin@sandi.net](mailto:rmusin@sandi.net)>  
**Subject:** RE: Barnard HVAC '04-116082\_301 Notification of Requirements for Certification'

Mark,

I never received this. Please forward.

Thanks,

Darren Hollis  
Senior Building Systems Project Manager  
Project Management, Facilities Planning & Construction  
4860 Ruffner Street, San Diego, CA 92111  
Cell:619- 608-7404  
Fax: 858-496-1698  
[dhollis@sandi.net](mailto:dhollis@sandi.net)

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**From:** Mark Hofmann <[mhofmann@soltekpacific.com](mailto:mhofmann@soltekpacific.com)>  
**Sent:** Wednesday, November 18, 2020 12:49 PM  
**To:** Hollis Darren <[dhollis@sandi.net](mailto:dhollis@sandi.net)>  
**Cc:** Suydam Dave <[dsuydam@sandi.net](mailto:dsuydam@sandi.net)>; Musin Radik <[rmusin@sandi.net](mailto:rmusin@sandi.net)>  
**Subject:** RE: Barnard HVAC '04-116082\_301 Notification of Requirements for Certification'

Darren,

We will have the CAP to you next week.

**Mark Hofmann**  
**Sr. Project Manager**  
[mhofmann@soltekpacific.com](mailto:mhofmann@soltekpacific.com)



**P: 619.876.4777 ext. 133 C: 658.888.9975**  
**2424 Congress Street, San Diego, CA 92110**  
**[www.soltekpacific.com](http://www.soltekpacific.com) Contractor License**  
**#886611 EOE**

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**From:** Hollis Darren <[dhollis@sandi.net](mailto:dhollis@sandi.net)>  
**Sent:** Wednesday, November 18, 2020 12:47 PM  
**To:** Mark Hofmann <[mhofmann@soltekpacific.com](mailto:mhofmann@soltekpacific.com)>  
**Cc:** Suydam Dave <[dsuydam@sandi.net](mailto:dsuydam@sandi.net)>; Musin Radik <[rmusin@sandi.net](mailto:rmusin@sandi.net)>  
**Subject:** FW: Barnard HVAC '04-116082\_301 Notification of Requirements for Certification'

Mark,

Any word on the NTP revision to delete the HVAC screening work that did not proceed?

Thanks,

Darren Hollis  
Senior Building Systems Project Manager  
Project Management, Facilities Planning & Construction  
4860 Ruffner Street, San Diego, CA 92111  
Cell:619- 608-7404  
Fax: 858-496-1698  
[dhollis@sandi.net](mailto:dhollis@sandi.net)

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**From:** Ramos Anne <[aramos@sandi.net](mailto:aramos@sandi.net)>  
**Sent:** Wednesday, November 18, 2020 12:42 PM  
**To:** Hollis Darren <[dhollis@sandi.net](mailto:dhollis@sandi.net)>  
**Subject:** FW: Barnard HVAC '04-116082\_301 Notification of Requirements for Certification'



Hello Darren,

When you have a chance, I wanted to ask if there was final cost information for the Barnard Elementary HVAC project?

Thanks,  
Anne

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**From:** Susan Sharp <[ssharp@studiowc.net](mailto:ssharp@studiowc.net)>  
**Sent:** Wednesday, November 18, 2020 10:42 AM  
**To:** Ramos Anne <[aramos@sandi.net](mailto:aramos@sandi.net)>  
**Cc:** David Brewer <[dbrewer@studiowc.net](mailto:dbrewer@studiowc.net)>; Bob Webb <[bwebb@studiowc.net](mailto:bwebb@studiowc.net)>  
**Subject:** FW: New items were added to '04-116082\_301 Notification of Requirements for Certification'

Anne,  
We received notice of a 301N being filed on this project (Barnard HVAC 2000) can you let me know when the 168 will be filed.

**Susan Sharp**  
Construction Admin  
**StudioWC** Architecture and Engineering  
515 Encinitas Boulevard, Suite 201  
Encinitas, CA 92024  
760.753.6800  
Cell: 760-415-0557

**\*\*\*StudioWC remains fully operational while its staff works from home – should you need to reach us via phone, please do so via cell. We thank you for your patience during this unprecedented time\*\*\***

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**From:** Box Updates <[noreply@box.com](mailto:noreply@box.com)>  
**Sent:** Wednesday, November 18, 2020 10:17 AM  
**To:** Susan Sharp <[ssharp@studiowc.net](mailto:ssharp@studiowc.net)>  
**Subject:** New items were added to '04-116082\_301 Notification of Requirements for Certification'

Michael Ballard Uploaded



04-116082\_301N\_20-11-18.pdf

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## Flores Mayra

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**From:** Hollis Darren  
**Sent:** Wednesday, March 10, 2021 12:49 PM  
**To:** Ramos Anne  
**Subject:** RE: Field ES HVAC DSA# 04-115931\_301N\_21-01-22.pdf

Hi Anne

I am in the process for negotiating the revision of the NTP to delete the screening portion of work.

Hopefully I will have something for your shortly.

Thanks,

Darren Hollis  
Senior Building Systems Project Manager  
Project Management, Facilities Planning & Construction  
4860 Ruffner Street, San Diego, CA 92111  
Cell:619- 608-7404  
Fax: 858-496-1698  
[dhollis@sandi.net](mailto:dhollis@sandi.net)

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**From:** Ramos Anne <[aramos@sandi.net](mailto:aramos@sandi.net)>  
**Sent:** Wednesday, March 10, 2021 12:13 PM  
**To:** Hollis Darren <[dhollis@sandi.net](mailto:dhollis@sandi.net)>  
**Subject:** FW: Field ES HVAC DSA# 04-115931\_301N\_21-01-22.pdf'

Hi Daren,

I hope you're doing well!

When you have a chance, I wanted ask about final cost of the Field Elementary HVAC project. DSA is asking for the final cost report.

Thanks,  
Anne

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**From:** Michael Ballard via Box <[noreply@box.com](mailto:noreply@box.com)>  
**Sent:** Wednesday, March 10, 2021 10:01 AM  
**To:** Ramos Anne <[aramos@sandi.net](mailto:aramos@sandi.net)>  
**Subject:** Michael Ballard mentioned you in a comment on '04-115931\_301N\_21-01-22.pdf'

**Michael Ballard** mentioned you in a comment on [04-115931\\_301N\\_21-01-22.pdf](#)

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### NTP Request (Add line to PO)

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#### Upper Form

##### Record Information

Record Number: NTPRA-000010	Creator: Darren Hollis
Project Name: Field ES HVAC Phase 2	Creation Date: 03/10/2021 02:02 PM (UTC-8)
Project Number: 91030071.1	Status: Approved
	Record Last Update Date: 03/22/2021 10:59 AM (UTC-8)

##### NTP Information

Title: Design Build Const. of HVAC Package B at Field ES
NTP Number: NTP 06R3 Field ES
Estimated Task Order Amount: (\$225,587.00)
Line Item Total Amount: (\$225,587.00)

##### NTP Processing

Contract Specialist: Mayra Flores
FPC Director / PPO: Don Webb
PPO Lead:

##### Contract Details

Reference SOV: PO-000006	
Peoplesoft PO Number: 0000355320	Vendor Name: Soltek Pacific
Reference Contract: CON-000261	
Contract Number: CZ19-0859	Contract Title: D/B Construction of HVAC at Multiple Sites PKG B

##### Task Order Description

Description: Design Build Construction of HVAC Package B at Field ES
Justification: Due to issues with obtaining DSA approval, SDUSD staff and the DB contractor agreed not to perform the "Screening of existing equipment" portion of work as outlined in the NTP. NTP reduction is to credit the unused amount of NTP back to the program.
Have you attached a proposal?: Not Required

PPO Request for Service

Campus/Tenant Name:  
 Is this a result of a Request for Service?:  
 Linked FPC Non-Site Discretionary RS:  
 Linked FPC Site Discretionary RS:

Job Order Contract (JOC) Required Fields

To activate these fields, verify a JOC Contract has been selected above.  
 Is a completed Job Order Cost Evaluation PDF attached and does it demonstrate the contractor's proposed fee for this project is reasonable and cost effective?:  
 Is contractor's complete list of employees and signed background check certification statement attached?:  
 Is contractor's complete list of subcontractors and signed certification statement attached?:  
 Is contractor's proposal attached and is it complete and accurate?:

Task Order Location

Proposed Task Order Start 03/16/2021 Date:	Final Task Order Start 08/07/2019 Date:
Proposed Task Order End 03/19/2021 Date:	Final Task Order End 06/15/2020 Date:

Project Costing Data

Business Unit: SDUSD	Peoplesoft Activity ID: (H) Construction
Project Name: Field ES HVAC Phase 2	Project Costing Resource: SVCS
Project ID: 91030071.1	

Budget Analyst Fields

Budget Transfer Journal: tbd  
 Budget Journal: tbd

Integration Rejection Comments

If a record is rejected in PeopleSoft, comments will be displayed here.  
 Rejection Comments:

Administrative Revision

Revision Description:
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Integrated Commitment

Integrated Commitment?: Non-Integrated
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 **Task Details**

**Record has been closed.**

Workflow Progress

Step Name	Assignee	Company	Status	Action	Completion Date
Creation (CM)	Darren Hollis	SDUSD	Completed	Request NTP	03/10/2021 02:02 PM
01 Contracts Specialist	Linda Weekly	SDUSD	Closed	Return to CM	03/11/2021 07:10 AM
01x Creator Revision	Darren Hollis	SDUSD	Completed	Send to Contract Specialist	03/12/2021 10:25 AM
01 Contracts Specialist	Mayra Flores	SDUSD	Completed	Send to CSE	03/12/2021 10:48 AM
02 CSE	Wazira Salem	SDUSD	Completed	Send to PM	03/12/2021 04:09 PM
03 PM	Radik Musin	SDUSD	Completed	Send to CM Director	03/16/2021 08:17 PM
04 CM Director	Don Webb	SDUSD	Completed	Send for Funding	03/17/2021 06:56 AM
05 Lead CSE	Greg McFarlane	SDUSD	Closed	Send to Budget Analyst	03/17/2021 09:25 AM
06 Budget Analyst	Linda Bravo	SDUSD	Closed	Return to Controls	03/17/2021 04:55 PM
05 Lead CSE	Greg McFarlane	SDUSD	Completed	Send to Budget Analyst	03/18/2021 07:38 AM
06 Budget Analyst	Linda Bravo	SDUSD	Completed	Send to Contract Specialist	03/19/2021 05:18 PM
07 Contract Specialist	Mayra Flores	SDUSD	Completed	Send to Contracts Supervisor	03/22/2021 09:37 AM
08 Contract Supervisor	Graham Champion	SDUSD	Completed	Approve	03/22/2021 09:38 AM
09 CS Pplsoft	Mayra Flores	SDUSD	Completed	Close NTP Revision	03/22/2021 10:59 AM

 **Line Items**

1 Item(s)

No.	Budget String	Revise Existing Line?	SOV Line	Cost Code	Code Name	Short Description	Amount	Line Type (for IDIQ)	Bond Series
001	9103-90403-00-6200-8500-0000-21500-8611	Yes	1	9103-Z.FPC-6200-8611-CONST	Z.FPC Construction NHVAC	NTP 06R3 Field ES Construction	(\$225,587.00)	Base Item	21500-A ST

Total Amount (\$225,587.00)

 **Record - General Comments**

3 Item(s)

Comment Date	Created By	Company
03/11/2021 07:10 AM (UTC-8)	Linda Weekly	SDUSD
<p><b>Comment Text</b></p> <p>Hello Darren, Can you please request a letter from Soltek to confirm the credit and attach to the NTP request. Thank you, mf</p>		
03/17/2021 04:55 PM (UTC-8)	Linda Bravo	SDUSD
<p><b>Comment Text</b></p> <p>PO used resource 90403; please update budget string provided.</p>		
03/18/2021 07:37 AM (UTC-8)	Greg McFarlane	SDUSD
<p><b>Comment Text</b></p> <p>I have revised with 90403-21500. Thanks, Greg</p>		

**Attachments (6)**

**Linked Records (1)**

**Linked Mail (0)**