



San Diego Unified School District

Facilities Management, Construction Management Department
4860 Ruffner Street, San Diego, CA 92111-1522 858-637-6227

PRE-CONSTRUCTION CONFERENCE

Date: February 15, 2024

**Project: Roosevelt International Middle School Site Modernization Phase 1
LLB**

Contract #: CC23-0345-08.A1.G1

**Contractor: SOLPAC Construction, Inc. dba Soltek Pacific Construction
Company**

The General Conditions, Supplementary Conditions and Division 1 Specifications are the governing basis for any errors or omissions contained within this agenda.

Introductions, Project background and roles and responsibilities:

o District's Representatives

- Director, Construction Management (DCM) – Dion Harrington
- Project Manager (PM) – Gabriela Soriano
- Construction Manager (CM) – Omar Jalili
- Project Inspector (PI) – Azar Nejad
- Document Control Specialist (DCS) – Nicole Threadgill
- Construction Schedule Engineer (CSE) – Essie Rahbari
- Commissioning Agent (CxA) – TBD
- Physical Plant Operations Zone Management Representative (PPO)- John Hensley
- Environmental/Hazmat Manager– Joe Kinhead
- District Communications Director – Samer Naji
- SWPPP Consultant - Rick Engineering – Jason Dorney/Mark Anderson
- Safety Consultant – ISPI, Inc. – Brad Prill

o Site Administrative Staff

- Principal (P) – Bernard Steinberger
- Building Site Supervisor (BSS) – Jose Blanco

o Contract Compliance

- PSA Labor Relations Specialist (LRS) – Rey Pedregon

o Architect and Consultants

- Architect (A) - Sprotte + Watson Architecture & Planning – Martha Gottfried
- Civil Engineer (CE) – Snipes Dye Associates
- Structural Engineer (SE) – Wiseman and Rohy Structural Engineer
- Landscape Architect (LA) – George Mercer Associates
- Electrical Engineer (EE) – Turpin & Rattan Engineers
- Plumbing and Mechanical Engineer (ME) – Pocock Design Solutions
- Fire Protection Engineer (FPE) – Jensen Hughes

- **Contractor : SOLPAC Construction, Inc. dba Soltek Pacific Construction Company**
 - Project Manager (CPM) – Andy Velarde
 - Construction Superintendent (CCS) – Nick McAvene
 - Assistant Superintendent (ACCS) – Ernesto Adapon
 - Project Engineer (CPE) – Fernando Silva
 - Project Coordinator – Kate Kern
 - Project Executive – Derek Good

- **Trade or Subcontractor(s)**
 - N/A

All attendees shall fill out the sign-in sheet with name, company, position, phone number and email address. The CM shall prepare and issue meeting minutes to attendees and interested parties no later than two (2) days after the meeting date.

DISCUSSION ITEMS:

1. Labor Compliance:

As of January 1, 2012 the San Diego Unified School District no longer administers the in-house Labor Compliance Program for all construction projects. Prevailing wage requirements will still apply to all public works projects and must be followed per Article 17 of the General Conditions of Contract.

2. EBE Participation Program Policy:

- Contractor to meet or exceed the mandatory 3% DVBE participation requirements.
- Contractor to submit monthly EBE participation report with each pay application.

3. Work Schedule and Coordination with School site(s):

Attached please find the following:

- *2023-2024 - Bell Schedule*
- *Important Dates 2023-2024 - School Year (Refer to Appendix 10 for testing & events)*
 - Feb. 16th & 19th (Presidents Day observed)
 - April 1st – 5th (Spring Break)
 - June 6th (Last day of school)
 - August 12th (First day of School)

The working hours of the Contract shall be observed. If the school is in session, all work will be done as not to disturb the students. Suitable barricades (partitions, wood or chain link) may be required to achieve this requirement. The PI may shut

down any work that in his/her opinion is disruptive, including noise, vibration and objectionable fumes. Contractor may be required to work a modified work week (outlined in detail in the Supplementary Conditions). Work hours will be 8 hrs shifts between the hours of 7am – 7pm. If weekend work is necessary, contractor must notify District 2-3 working days before and coordinate with school administration.

4. Temporary Fencing & Staging Area:

- Review requirements for safety fencing around all work areas including the Storage unit/lay down area. Provide 8' tall temporary fencing and gates with privacy fabric perimeter. Preliminary Site Plan RNR comments provided to Soltek, Soltek preliminary site plan re-submitted 02/15/24.

5. Safety plan and SWPPP requirements:

- Contractor to provide the CM a copy of their safety plan.
- Contractor to implement BMP's indicated in the BMP Handbook required to prevent or minimize dust and storm water pollution at no cost to District.
- The District employs third party Safety and SWPPP consultants to provide site audits.
- District to finalize SWPPP NOI 02/15/24, CM to forward NOI Fee Invoice to Soltek.
- Soltek to ensure 2022 CGP Requirements are reviewed and fulfilled for this project.
- D-SWPPP approved, Contractor to provide C-SWPPP for review/approval.

6. Meetings:

Job site progress meetings will be held weekly (Time and date to be established at Pre-Construction Conference). Attendees; The Contractor's Superintendent, the PI, PM, DCS, CSE, the CM and a representative of the A, shall attend the meeting. The meetings will last approximately 1-1/2 hrs. The Contractor and A's consultants and subcontractors are welcome as deemed necessary. School administrators and the BSS or POS are welcome to attend the meetings and will have the first 15 minutes to discuss any outstanding issues.

- Proposed Date & Time: Wednesday's at 1:30 PM
- Location: On-Site & Virtual

7. Contact Information:

The Contractor will provide the CM and PI, in writing, within 10 days of Contract Time, a list of their key personnel assignments, their telephone/cell numbers and Email addresses for emergencies.

8. Schedule:

Per the Notice to Proceed, the contract work will be substantially completed no later than **June 23, 2026**. This project has the requirement for a cost-loaded schedule as set forth in the project specifications.

At this conference, the Contractor is expected to address a short-term construction schedule, phasing, critical work sequencing and material long lead delivery items. Further information is provided in a separate document, "Preconstruction Conference: Look-Ahead & Baseline Schedules".

Delayed Baseline, late Monthly Schedule Updates and incomplete late Time Impact Analysis submittals are all subject to deductions from monthly progress payments.

9. Schedule of Values:

The Schedule of Values (detailed estimate) must be completed and accepted by the A, PI and CM prior to the first payment request. The total value of all items must add up to **\$35,860,378.53**. The schedule of values shall be submitted on the AIA G702 and G703 form.

Please include the following components:

1. Base Contract Scope Broken out by trade/activity/phase/building.
2. Bonds and Insurance
3. General Conditions (Break down per GMP GC & GR Detail discussed w/ District during GMP Mtgs)
4. Mobilization
5. **Allowances- project has 10 allowances with a total value of \$887,116.**
6. Alternatives – project is proceeding with Alternate #3 – Interim Feeder which has been accepted by the District.
7. Final Clean Up
8. De-mobilization
9. SWPPP
10. Close out deliverables including As-Builts, O&Ms and Warranties.

10. Submittals:

Using the District's web browser-based contract management application (Unifier) the Contractor is to start their submittal process immediately upon receipt of the Notice to Proceed. Submittals should be sent to the A in order of urgency (critical path). Send copies of the (submittal) transmittal letters to the CM and DCS. The A will review and return them to the CM within fifteen (15) days of receipt for distribution. Anything contrary to the Contract Documents must be identified in all copies of the submittal and proper identification must be included. Number of action, informational, samples, closeout and shop drawing submittal copies to be confirmed with all parties.

Contractor Unifier Training scheduled for 02/22/24 @ 10 AM.

11. Field Correspondence:

The Contractor is to manage, monitor, generate correspondence and store documentation for this project in Unifier. The subject and contents of RFIs, daily reports, submittals, meeting minutes, CPM schedules, Schedules of Values, applications for payment, change order requests and other correspondence must be school location specific. Documents should be sequentially numbered with no gaps in numbering. District requires all correspondence to be in electronic format, followed up with a hard copy. Distribution on all hard copy and electronic documents should include the Document Control Specialist assigned to the project. This includes all project related documentation.

12. Contractor's Daily Reports:

The Contractor is to submit copies of their Contractor's Daily Reports in Unifier to the Construction Manager by 9 AM on the day following the date of the report. Daily Reports for the previous week are due no later than Monday of the following week.

13. Subcontractor list and contact information:

The Contractor is asked to submit a Subcontractors list with contact names and phone numbers to the Construction Manager. This list should be updated each month until all subcontracts are complete.

14. Request for Information (RFI):

When questions arise, they are to be brought to the attention of the PI. If the PI cannot answer the question an RFI will be generated by the Contractor on the form contained within the District's web browser based contract management applications (Unifier) and forwarded to the A. The response to an RFI is not to be interpreted as a change to the Contract. Subcontractor communication should only go through the Contractor's Project Superintendent. District requires all correspondence to be in electronic format, followed up with a hard copy. Per the Contract, **the Contractor is to allow the A up to five (5) work days to provide their RFI response.**

15. Change Order (CO), Allowance Payment Record (APR) and Field Work Order (FWO):

In the event that a CO or APR becomes necessary, the CM will issue the CO or APR. This proposal will contain the scope of work and justification. The proposal will go to the Contractor for pricing and time impact determination. Upon receipt of the Contractor's written offer using the "Exhibit A" as the formula for computing the cost of changes, the CM and A will review the proposal and conduct negotiations, if necessary. Once a fair and reasonable price and/or time request has been determined, the Chief, Facilities Planning and Construction will sign and accept the CO or APR and the signed CO will then constitute a change to the Contract. The Contractor may bill for the Work upon completion. District will only pay prevailing wage classification rates and markups that are predetermined in "Exhibit A".

The Applicable DIR Wage Determinations for the life of this contract is 2023-2.

If time will not allow a CO or APR to be issued and negotiated before the Work is to begin, a FWO may be prepared by the CM for approval and final signature by the Director, Construction Management Department. The approval signature must be obtained prior to commencement of Work. Upon FWO signature, Work must commence.

16. Payments:

The Contractor will receive an "Application for Progress Payment (Periodic Estimate)" which indicates when the Contractor will need to provide their partial payment request to the CM for processing. All requests are to be delivered by the Contractor to the Construction Management office, with all required signatures except for the Director, Construction Management by the 5th of the month unless that date falls on a weekend and/or a holiday. Three (3) complete signed original sets are required. The schedule of values (detailed estimate) must be completed and accepted by the A, PI and CM prior to the first payment request. The Contractor must reference the District's CO numbering on the Application for Progress Payment. Each accepted CO or APR must appear individually, in numerical sequence, on the schedule of values. Attention is drawn to the required progress and final payment "proper" payment accompanying documentation as stated in articles 7.2.2 and 7.4.2 of the General Conditions of Contract.

17. Supervision of Work:

The Contractor must supervise the work of their subcontractors and contractor personnel with a District approved Project Superintendent. **The Project Superintendent must be on the school site at all times when work is underway including weekends and overtime.** The contractor's superintendent is required to keep a daily sign in/sign out sheet for all personnel. Contractor project team is qualified project site supervisors.

18. Security:

Site security is the responsibility of the Contractor until achievement of Substantial Completion. Contractor may request, sign for and be issued a site "master" key for access to areas under their scope of work. Contractor will be responsible for the cost, up to \$60K, of re-keying the entire site if "master" key is lost. Gate keys can be issued if necessary for this project. The Master Key request form is attached. Visible identification badges or other acceptable visible identification are required at all times when on-site. District contact for school site keys is Sofia Martinez 858 637-6266.

Soltek PM obtained District Keys.

19. Safety:

The Contractor is required to designate a responsible member of their organization at the site whose duty shall be the prevention of accidents and the implementation and maintenance of safety precautions and programs. The Contractor must advise the PI and CM of the name of this designated Project safety coordinator in writing. The Contractor's Project Safety Coordinator will conduct safety meetings weekly with the Contractor's employees, subcontractors and any tiers thereof. In addition, the Contractor must provide the CM and PI with a copy of its safety plan and copies of safety plans from each of the Contractor's subcontractors at the start of the Project. The Contractor is required to keep both the school site and the construction zone in a clean and safe condition. The Contractor and their Subs shall comply with the District's Employee Fingerprint Verification process as detailed in the Contract Supplementary Conditions.

Contractor Superintendent Nicke McAvene & Safety QSD/QSP Mike Hagler designated member for safety implementation & maintenance.

20. Inspection/Tests:

All communications regarding inspection and testing will be through the PI using Unifer. Direct communication with the A and on occasion with his or her consultants, will be provided at the weekly job site meetings. Questions, which cannot be answered by the PI, shall be written on the RFI form as described above.

The PI will schedule testing laboratories. **A two (2) working day written notice is required, as this is consistent with the District's contract with their testing labs.**

Contractor to submit inspection requests via Unifier and include all pertinent documentations.

21. Record Drawings:

As-built drawings will be continuously maintained in the Contractor's field office. As-built conditions will be recorded and located prior to cover up. **Updated as-built drawings will be verified and certified by the PI monthly as a condition of the monthly pay application.** Prior to approval of the final pay request, this information will be verified on the final as-built set by the PI and A.

21. Prevailing Wage / Project Stabilization Agreement:

For Projects in excess of \$1 Million in awarded value, the project is subject to Project Stabilization Agreement (PSA) adopted by the Board of Education on July 28, 2009. All cost to maintain are included in the Total Contract Price. **Prior to the start of work, a follow-up statutorily required PSA Pre-Job conference will be scheduled.**

Contractor to provide mobilization sub-contractors to District PSA LRS.
March 7th Formal PSA Meeting.

22. Project Management and Coordination:

The Contractor is required to use the District's web browser based contract management application (Unifier) for submitting all Requests for Information (RFI), submittals, daily reports, pay applications, change orders and allowance payment requests, including supporting documentation. Training, support and access to the District's web browser will be provided by the District. Oracle Primavera Unifier is the project management application tool and Primavera P 6 scheduling software are being used to document and manage this contract.

PO # Pending in Unifier, scheduled to be finalized next week.

23. Open Discussion Items:

- Acknowledgement of boring logs, subsurface and soils (geotechnical) reports.
- Acknowledgement of Hazmat report.
- Acknowledgement of Water Pollution Control Plan.
- Quality Assurance/Quality Control.
- Product substitutions.
- Commissioning requirements and procedures.
 - Appendix 31 Contains Cx OPR, BOD 900 & 100
 - Contractor to provide list of subcontractors contact information
- Indoor/outdoor environmental air quality management during construction.
- Responsibility for temporary facilities and controls.
- Procedures for moisture and mold control.
- Construction waste management and recycling.
- Parking availability, access routes and no drive areas.
- Equipment deliveries and priorities.
- CHPS requirements.
- OFCI & OFOI requirements.
- Start-up of systems.
- Systems demonstration.
- Close-out.
- Environmental Procedures: 72 hr advance notice for Tree Removals Jan – August.
 - Environmental Consultant to install microphone equipment in construction work area to monitor and collect data. CM to forward Demo plan to Paul & Kelsey. March 19, 2024 scheduled date for install of temporary fence of Bldg. 1000.

24. Open Forum/Roundtable.

ATTACHMENTS

- i. School Bell Schedule (2023 - 2024) (Appendix 7)
- ii. Important Dates/ 2023 – 2024 - School Year (Appendix 10)
- iii. Baseline and Look-Ahead Schedule Information

- iv. Sample ASI, PCO, FWO, CO, APR forms, Periodic Estimate and AIA 702, AIA 703 forms, Master Key Request Form (See Contract Documents 013900)
- v. Project Administrative Checklist

PROJECT ADMINISTRATION CHECKLIST

TO BE FURNISHED PRIOR TO THE PRECONSTRUCTION CONFERENCE

- Signed Agreement. (Instruction to Bidders 20.).
- Within five (5) business days of award, Contractor to deliver Certification Regarding Background Checks, and other required documents. (Instruction to Bidders 21.).
- The District shall furnish the Contractor, free of charge, **XX** copies of the Drawings and Contract Documents upon award of the Contract (Supplementary Conditions 17).
- Contractor to submit to the District within ten (10) calendar days of award a list of individuals authorized to execute documents and instruments (General Conditions 4.3.7).
- Contractor may request the substitution of eligible and equivalent securities for monies to be withheld by the District within ten (10) calendar days following award. (General Conditions 7.6.1).

FIRST THIRTY (30) CALENDAR DAYS FROM THE NOTICE TO PROCEED (NTP)

- Contractor to submit a Schedule of Values within fifteen (15) calendar days of the NTP (General Conditions 7.1.1.2).
- Contractor to submit a written Environmental Safety and Health Execution Plan within thirty (30) days after contract award and in any event prior to commencing Work at the jobsite (General Conditions 12.2.1).
- District to submit to the Contractor within twenty (20) calendar days after the establishment of the Accepted Contract Schedule a list of special tests or inspections to be paid for by the District (General Conditions 13.1.3.). Ninoy & Moore NTP form 103 approved.
- Unless otherwise indicated, the Work shall commence on the date stated in the District's Notice to Proceed (Supplemental Conditions 18).
- Contractor to locate all existing utility lines on the work site prior to beginning work (Supplementary Conditions 9).
- Contract may contain a Pre-Construction Documentation period of 33 calendar days, starting at NTP (Specification 011000).
- Architect will consider requests for substitution if received within thirty five (35) calendar days after the NTP (Specification 012500).
- Within ten (10) calendar days of Contract Time, Contractor is to submit a list of key personnel assignments (Specification 013100).
- Contractor to submit within three (3) calendar days of the NTP the resume of scheduling personnel retained or employed by the Contractor (Specification 013204).
- If Contract requires, Contractor is to submit a short term, first 90-day, CPM schedule within the first twenty (20) days of Contract Time. (Specification 013204).
- Contractor to submit their initial baseline CPM to CM for review within sixty (60) calendar days from the NTP (Specification 013204).
- Contractor to furnish their first look ahead schedule within five (5) working days from the NTP or first progress meeting, whichever comes first (Specification 013204).

- Before commencement of Work, Contractor is to perform a survey of existing conditions and take photographs of all project areas, interiors and exteriors (Specification 013233).
- Contractor shall make a video (DVD) showing the entire work site work area not less than five (5) calendar days prior to the commencement of Work activities (Specification 013233).
- Within seven (7) days after the Pre-Construction Conference, the Contractor is to submit a completed Submittal Register within the contract management application software. (Specification 013300). Review comments to provided on submittal register 02/21/24.
- Contractor to submit a Schedule of Tests and Inspections within thirty (30) days of the NTP (Spec. 014000).
- Contractor to provide District Field Office trailer(s) within two (2) calendar weeks from the NTP (Spec. 015000).
- If required, Contractor to submit request for site master key access to Project site. (Contractor Master Key Responsibility Agreement form).

End of Pre-Con Document.