



**San Diego Unified**  
SCHOOL DISTRICT

**George A. Harris III**  
Director, Fiscal Controls and Information Systems  
Facilities Planning and Construction  
P - 858.637.6269  
gharris@sandi.net

December 7, 2023

Soltek Pacific Construction  
Attention: Mark Hofmann  
2424 Congress Street, Suite A  
San Diego, CA 92110

Ivory J. Anderson, Jr.  
Phone # (916) 835-7349  
Email: [ianderson1@sandi.net](mailto:ianderson1@sandi.net)

Mr. Hofmann:

Congratulations on the award of contract C24-0119-24-00-00 Wilson Middle School Joint Use Field, Fencing, and Off-Site Improvements. The Pre-Job Conference will be Thursday, December 21, 2023, 9:00 a.m., via Zoom.

To give you some background on the pre-job conference meeting, the general contractor is required by PSA Articles 8 and 16 to conduct a PSA Pre-Job Conference with the local construction unions. Section 8.5 describes the purpose of the Pre-Job Conference.

- In order to avoid jurisdictional disputes, it is required that a pre-job conference be held prior to the start of work by the Contractor for the covered project covered by this Agreement. The Subcontractors/Owner Operators will be advised in advance of such conferences and may participate if they wish. The purpose of the conference will be to, among other things, determine craft and manpower needs, schedule of work for the contract and project work rules/owner rules.

Section 16.1 titled Work Assignments describes the key deliverable from the Pre-Job Conference.

- Consistent with Article VIII, Section 8.5, all work assignments should be disclosed by the Contractor at a pre-job conference held in accordance with industry practice. The Contractor shall notify the Project Labor Coordinator at least two weeks before starting work under this Agreement, and the Project Labor Coordinator shall coordinate the scheduling of a pre-job conference with the Council, the Contractor(s) and the affected Union(s).

To accomplish the purpose and deliverables we expect the Contractor to complete a Pre-Job Conference Form, all subcontractors regardless of tier also must complete a Pre-Job Conference Form and all subcontractors regardless of tier are to provide a copy of a Letter of Assent.

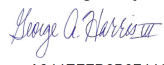
Representatives from each of the signatory unions are invited to attend the pre-job conference. They may have questions regarding manpower needs, and/or how the work will be executed. We encourage all subcontractors to be present and able to answer such questions at the pre-job conference.

As the General Contractor for this project you are expected to provide a person knowledgeable about the project who is capable of conducting the pre-job conference.

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As a member of the district's PSA team your primary contact and a resource during the pre-job conference will be Ivory J. Anderson, Jr., (916) 835-7349 and [ianderson1@sandi.net](mailto:ianderson1@sandi.net).

Sincerely,

DocuSigned by:  


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George A. Harris III  
Project Labor Coordinator

GAH:lk

cc: Ivory J. Anderson, Jr.