

Pre-Bid Conference

Date: 1/31/2020

Richmond Parkway Transit Center

2:30 PM

Project: 2064 IFB 2020-1486

Team Members AC Transit – Michael Silk, Michael Hass
Invited: All Potential Bidders

Agenda

1. **Introductions** (Michael Silk)
2. **AC Transit Procurement** (Michael Silk)
 - **Commercial items**
 - i. Sole contact for any questions. Extra copies available
 - ii. Questions will be taken until Friday **February 7th 2020**
 1. Email written questions to: Michael Silk at msilk@actransit.org
 2. Request for Substitutions – Also due by **February 7th 2020**
 3. Responses will be posted by addendum on the AC Transit website by **February 13th 2020**
 4. Bids will be Received until **February 27th 2020**.
 - iii. Complete Bid Includes (all forms included in IFB Package):
Bid Forms
 - iv. Please register as a vendor at
<http://www.actransit.org/purchasing/acpronet/?page=register>

Bid Forms (Page 13 of IFB Manual)

1. **Bid Letter** (including acknowledgement of receipt of Addenda)
 - Equal Opportunity Certification
 - Disqualification Questionnaire
 - Acknowledgement of Insurance Requirements
 - Certification Regarding Debarment, Suspension, and Other Ineligibility Voluntary Exclusion Matters
 - Non-Collusion Certification



2. **Bidder's Statement of Qualifications and Business References**
3. **List of All Subcontractors (6% SBE Goal Prime at 25% of work)**
4. **Prime Contractor & Subcontractor/Supplier Report (for SBE purposes)**
5. **Bidder's Guaranty: Bidder's Bond - 5%**
6. Lobbying Certification for Contracts Grants, Loans and Cooperative Agreements
7. Disclosure of Lobbying Activities (SF-LLL)
8. **Bid Form (Stipulated Sum)- include base bid and allowance items**
9. Contract Offer and Acceptance Form + Insurance Requirements (Review)
10. Performance Bond or LoC
11. Payment Bond
12. ****Don't forget to sign all forms!!!***
13. Addenda + Amendments

3. Contract Compliance (*Brooklyn Moore-Green bpmgreen@actransit.org or Contracts Compliance contractscompliance@actransit.org)*

i. <http://www.actransit.org/purchasing/dbe-slbe/>



- ii. California Public Works Requirements
- iii. DIR Registration
- iv. Subcontract
- v. Certified Payroll Requirements
- vi. SBE Requirements
- vii. Apprenticeship requirements

4. Project Overview (*Michael Hass*)

- i. General Overview of Project Scope
- ii. Schedule and Time Frame for Completion - NTP
- iii. Status of Permits

5. Other Issues (*Michael Hass*)

- i. Schedule
- ii. Security
- iii. Site and Project Safety

6. Conduct Site Walk (*Group*)

Alameda-Contra Costa Transit District: Contractor Information Sheet

This document is offered by the Alameda-Contra Costa Transit District (AC-Transit) as a general guide to prospective contractors considering, or actively pursuing contract work with AC Transit as either primes, or subcontractors. The information provided is not associated with any one particular contracting opportunity and should not be assumed to be encompassing of all AC Transit contract requirements. For specifics pertaining a particular contracting opportunity, please refer to the requirements of that particular procurement or contact the assigned Contracts Specialist for assistance.

Public Works Projects – Note, all Public Works projects are subject to monitoring by the California Department of Industrial Relations.

- California Department of Industrial Relations (DIR) Registration** - In order to bid or work on any Public Works project, at any tier, you must first be registered with the California Department of Industrial Relations (DIR) as a Public Works Contractor. If awarded a contract or subcontract on a Public Works project, the contractor must remain registered with the DIR throughout the duration of the project.
- Prevailing Wage** - When the Prime Contract exceed \$1,000 (\$2,000 for federally funded contracts), contractors are required to pay employees working on the project the corresponding prevailing wage rate or higher. Prevailing Wage Rates are applied for each craft/trade employed on the project. Prevailing Wage is determined by DIR, and/or the Department of Labor (DOL) for federally funded projects. In instances where a public works project contains both federal and state funding, contractors must pay covered workers the higher of the two applicable wages.
- Certified Payroll** - On all Public Works projects, the DIR requires the submission of electronic certified payroll (eCPRs) documents using their website. If awarded a contract, the requirements to submit eCPRs are outlined on the DIR website. In addition, if the project has federal funding, you may also be required to submit eCPRs directly to AC Transit.
- Apprentice Requirements** - When the prime contract exceeds \$30,000, the DIR stipulates that each contractor and subcontractor on the project must hire apprentices at a minimum ratio of one hour for every five hours of journeyman hours, or 20% by the end of the contract period. Apprenticeship requirements are applicable only to apprenticeship trades. At contract award, the prime contractor must **(1)** submit contract award data to an authorized apprenticeship program prior to the commencement of work, **(2)** request dispatch of Division of Apprenticeship Standards (DAS) apprentices as required, **(3)** employ DAS-registered apprentices, including compliance with minimum ratios of work hours performed by apprentices to journeyman.
- Department of Labor Hiring Goals** – On Federally funded construction projects, and pursuant to Executive Order 11246, the Department of Labor has established a 25.6% minority and 6.9% female hiring goal. The District will monitor compliance with these established goals via periodic workforce

reports of ethnicity and gender. These goals are applicable to a contractor's entire workforce as opposed to only those assigned to the District's project. In the event that either, or neither goal is satisfied, the District may require the submittal of good faith effort documentation from contractors showing steps that were, and are taken to satisfy the goals. This process is subject to review by the U.S. Department of Labor.

Contract Goals & Monitoring

B2G - The District currently utilizes a contract monitoring tool called B2GNow. This is an interactive tool, i.e., utilized jointly by the District, prime and subcontractors to ensure compliance with contract specific utilization goals, if any (DBE, SBE, SLBE), prompt payment and insurance requirements. Unless the District's Contracts Compliance Department determines otherwise, contractors of all tiers are required to utilize this tool upon contract award, and contractors unfamiliar with the program can obtain training at no additional cost to themselves.

Buy America – For federally funded construction contracts with a combined labor and materials value equal to or greater than \$150,000, all steel, iron, or manufactured products must be of American origin. This requirement is applicable to individual contracts at all tiers, i.e., between the District and prime contractor; prime and subcontractor, etc. Splitting up contracts for the purpose of circumventing the \$150,000 threshold is strictly prohibited and does not preclude the District from combining the value of individual contracts of similar purchases in order to implement Buy America provisions. The District reserves the right to perform Buy America audits at its sole discretion, and require the replacement of non-complying material at no additional cost to the District.

Questions prior to contract award regarding any of the above information, please contact the District's Contract's Specialist assigned to this procurement. Post-award questions should be made directly to the District's Contracts Compliance Officer, Phillip Halley at phalley@actransit.org