

HEBER PUBLIC UTILITY DISTRICT REPORT TO BOARD OF DIRECTORS

MEETING DATE: May 18, 2020

FROM: Laura Fischer, General Manager

SUBJECT: Information Only Regarding Recreation Center Project

INFORMATION ONLY: Recreation Center Project

BACKGROUND:

The HPUD Board authorized a construction contract with A & N Construction to build the Recreation Center at 156 Littlefield Way in Heber. This project was awarded for an amount not to exceed \$535,000.

FISCAL IMPACT:

Project Budget and Funding Source Tables:

Recreation Center Budget	
Design Eng	35,000
Construct	535,000
Contingency	16,050
TOTAL	586,050
Recreation Center Funding Source	
IID Local Entity	75,000
IID Local Entity	80,000
HPUD Trash Fund	80,000
HPUD Parks Fund	351,050
TOTAL	586,050

DISCUSSION:

Staff has executed the contract with A&N Construction, and they have submitted all necessary documentation to begin construction. Staff has executed the Notice of Award and the Notice to Proceed. HPUD engineers and staff attended a pre-construction meeting and a copy of the meeting memo is attached for your review.

A follow up phone call was held with the contractor and HPUD staff to review outstanding issues and the Notice to Proceed was approved. Currently the project is on schedule and construction should be completed by January 23, 2021.

Respectfully Submitted,

Laura Fischer,
General Manager

16. NOTICE TO PROCEED

Dated: April 17, 2020

Project: HPUD Recreation Center Project	Owner: Heber Public Utility District 1078 Dogwood Road, Suite 103 Heber, CA 92249	Owner's Contract No.:
Contract:		Engineer's Project No.: 744.077
Contractor: A & N Quality Builders, Inc.		
Contractor's Address (send Certified Mail, Return Receipt requested): 998 Industry Way, El Centro, CA 92243		

You are notified that the Contract Times under the above contract will commence to run on **April 28, 2020**. On or before that date, you are to start performing your obligations under the Contract Documents.

Before you may start any Work at the Site, Paragraph 2.01.B of the General Conditions provides that you and the Owner must each deliver to the other (with copies to the Engineer and other identified additional insured's) Certificates of Insurance which each is required to purchase and maintain in accordance with the Contract Documents.

You are required to return an acknowledged copy of this NOTICE TO PROCEED to the OWNER.

A&N Quality Builders, Inc
Contractor

Given by: 
Authorized Signature

Vice president
Title

April 28, 2020
Date

Heber Public Utility District
Owner

Given by: 
Authorized Signature

General Manager
Title

April 17, 2020
Date

Copy to Engineer



PRE-CONSTRUCTION CONFERENCE MEMORANDUM

Project: **Heber Public Utility District –
Recreation Center Project
THG Project No. 744.077E**

Date: April 23, 2020

Originator: Juny Marmolejo, P.E., Project Engineer, The Holt Group, Inc.

Distribution: HEBER PUBLIC UTILITY DISTRICT (HPUD)
Laura Fischer, General Manager
Graciela Lopez, Finance Manager
Francisco Rodriguez, Chief Operator

A&N QUALITY BUILDERS, INC (A&N)
John Agatep, Project Manager

THE HOLT GROUP, INC. (THG)
James G. “Jack” Holt, P.E., Principal Engineer
Sameer Patel, Resident Engineer

LABOR COMPLIANCE CONSULTANTS OF SOUTHERN CALIFORNIA (LCC)
Crystal Ransdell, Labor Compliance Officer

A Pre-Construction Conference (Pre-Con) for the Heber Public Utility District – Recreation Center Project was conducted via conference call at 10:00 a.m. on Thursday, April 23, 2020. A Pre-Con Agenda was distributed to those attending. The Pre-Con Agenda is an attachment to this Memorandum (Memo). The following items were discussed at the Pre-Con:

Agenda Item No. 1 – Introduction for the Project.

John Agatep (with A&N Quality Builders) and Juny Marmolejo participated in the pre-construction conference.

Agenda Item No. 2 – Review of the Construction Schedule.

A. Construction Schedule

- i. The Notice to Proceed is scheduled for Tuesday, April 28, 2020.

- ii. The duration of construction is two hundred seventy (270) calendar days.
- iii. The end date of the contract construction period is Saturday, January 23, 2021.

B. Additional topic discussed regarding project delays due to COVID 19.

A&N Quality Builders are to get started with the submittals contract set up with subcontractors and suppliers for the project. It will be a month before a schedule can be developed. A&N Quality Builders may request a project suspension or additional days if there is a substantial delay or hold up due to the slow operational conditions experienced from the COVID 19's shelter in place measures.

Agenda Item No. 3 – Labor Compliance Guidelines

A. Labor Compliance Handout

A labor compliance handout was attached to the Pre-Con Agenda. It was requested for A&N Quality Builders and subcontractors to review.

The labor compliance requirements for this project were reviewed. This Project is subject to the State of California Department of Industrial Relations Prevailing Wage Determinations and applicable California Labor Code requirements.

B. Set Up of DIR Number

The Holt Group is to coordinate with HPUD to set up registration for the subject project. The DIR number is to be shared with A&N Quality Builders upon receipt.

Agenda Item No. 4 – Review Addendum Nos. 1 and 2

A. Addendum No. 1

Addendum No. 1 extended the contract days of the project, revised specifications, clarified and responded to questions.

B. Addendum No. 2

Addendum No. 2 revised contract documents, revised specifications, clarified and responded to questions.

Agenda Item No. 5 – General Contract Documents

A. Contract Documents have been executed.

It was acknowledged that all contract documents had been executed. Conformed specifications had been provided to HPUD and A&N Quality Builders.

It was acknowledged that the Notice To Proceed had a construction contract time of 210 calendar days and the actual days were 270 calendar days.

B. Points of Contact for A&N Quality Builders

It was noted that all correspondence be forwarded to John Agatep, and cc to office email (Attn: Ruby).

C. Progress Payment

i. Monthly Date for Submittal of Payment Request

The payment request will be submitted at the end of each month.

ii. Five percent (5%) retention

Five percent retention is to be held for this project.

D. No DBE Requirement

It was acknowledged that there are no Disadvantage Business Enterprise (DBE) requirements for this project.

Agenda Item No. 6 – Special Conditions – Section 00840

A. The project scope of work was briefly reviewed.

B. Building Permits

A&N Quality Builders is responsible for preparation and coordination for County of Imperial Building Permit for the subject project.

Any building permit fees are to be reimbursed to A&N Quality Builders via a project change order.

C. Inspection of Work

The Holt Group is to provide part-time Resident Engineering and Inspection. It is acknowledged that most inspections are to be conducted and approved by the County of Imperial Building Department.

D. Surplus Native Material Export

Excess native material resulting from excavation work shall be stockpiled shall be disposed by A&N Quality Builders. Any additional soil required shall be brought in by A&N Quality Builders.

E. Air Pollution Control District Requirements

A&N Quality Builders is to attain any permits required by County of Imperial's Air Pollution Control District.

F. Electrical Power and Telephone Service Coordination

A Customer Service Proposal (CSP) is to be submitted to Imperial Irrigation District Power Division of new power. The process may be held up if COVID 19 shelter in home measures are still active and delay the CSP process. A&N Quality Builders is to assist with coordination.

The same situation is expected for AT&T or Spectrum.

E. Project Sign, section 0810

The details of the project specific information to be placed on the Project Identification Signs were briefly discussed. The Holt Group shall provide the sign details including the project name, logo, and other information to be placed on the sign. A&N Quality Builders will then attain the project sign.

Agenda Item No. 7 – Technical Specifications

Highlights of the Technical Specifications were briefly reviewed.

A. Contractor Submittals, Section 01300

- i. It was requested that A&N Quality Builders provide construction documentation, specifically the construction schedule, Schedule of Values, and Project Superintendent.

- ii. The Holt Group requested for A&N Quality Builders to provide material and equipment submittals via email. A&N Quality Builders stated that they have commenced the process of attaining the shop drawings for the metal building.

B. Progress Meeting, Section 01312 - Bi-weekly

It was agreed that progress meetings are to be conducted during construction phase of the Project. Meetings are to commence the week that construction start. The frequency of the meetings will be agreed upon at which time construction starts and will be based on pace of construction work.

C. Mobilization, Section 01505 -

Mobilization includes restroom facilities, staging area, submittal preparation, scheduling preparation, obtaining permits, obtaining insurance and bonds.

D. Site Access and Storage, Section 01550

A&N Quality Builders will analyze the need to install temporary fencing and barricades for the project site. It was noted that there were no issues with the access to the project site.

E. As-Builts, Section 01783

As-Builts are required to be submitted by A&N Quality Builders at the conclusion of construction activities. THG will also keep a set of as-built drawings.

Agenda Item No. 8 - Safety

A. Personal Protective Equipment

It was noted that A&N Quality Builders are to work personal protective equipment during construction.

B. OSHA Guidelines

All the OSHA Guidelines are to be adhered to for all the construction related activities.

C. Safety Representative

A&N Quality Builders has a safety representative that conducts frequent visits to the project sites and educates workers on safety practices.

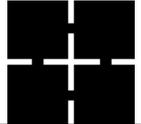
Agenda Item No. 9 – Other Items

Value Engineering was briefly discussed as a cost saving measures for the project. A&N Quality Builders mentioned removal of stucco for textured panels for the exterior walls, as a cost saving measure. A&N Quality Builders also mentioned flooring changes as cost saving measures. The Value Engineering change are to be reviewed in another meeting within the coming weeks with HPUD.

Agenda Item No. 10 – Visit of the Project Site

There was no need to visit the project site as all are familiar with the project site.

Attachments: Pre-Con Conference Agenda



THURSDAY, APRIL 23, 2020, 10:00 A.M.

PRECONSTRUCTION CONFERENCE AGENDA

**PROJECT: HEBER PUBLIC UTILITY DISTRICT –
WATER TREATMENT PLANT EXPANSION**

THG PROJECT NO. 744.055E

1. Introduction and circulation of Attendance List for the Project.
2. Review the Construction Schedule
 - A. Construction Schedule
 - i. Issuance of Notice to Proceed date: April 28, 2020
 - ii. Construction Duration per Agreement: 270 Calendar Days
 - iii. End of Construction date: January 23, 2021
3. Labor Compliance Guidelines –
 - A. Labor Compliance Handout
 - B. Set up of DIR Number.
4. Review Addendum Nos. 1 & 2
 - A. Addendum No. 1
 - B. Addendum No. 2

5. General Contract Documents

- A. Contract Documents have been executed.
- B. Point(s) of Contact for A&N Quality Builders
- C. Progress Payment
 - i. Monthly Date for Submittal of Payment Request
 - ii. Five percent (5%) retention
- D. No DBE Requirements

6. Special Conditions – Section 00840 of Contract Documents

- A. Project Description
- B. Building Permit
- C. Inspection of Work
- D. Surplus Native Material Export
- E. Air Pollution Control District Requirements
- F. Electrical Power and Telephone Service Coordination
- G. Temporary Construction Sign

7. Technical Specifications

- A. Contractor Submittals, section 01300
 - i. Project Documentation
 - ii. Material and Equipment submittals
- B. Progress Meeting, section 01312 – bi-weekly
- C. Mobilization, section 01505
- D. Site Access and Storage, section 01550
- E. As-Builts, section 01783

8. Safety –

- A. Personnel Protective Equipment
- B. OSHA Guidelines
- C. Safety Representative

9. Other Items

10. Visit Project Site

THE HOLT GROUP

STATE LABOR STANDARDS COMPLIANCE

PRE-CONSTRUCTION CONFERENCE MEETING AGENDA

PROJECT NAME: HPUD Recreation Center

DATE: 04/23/2020

TIME: 10:00 AM

DIR PROJECT REGISTRATION # TBD – Need to Register Project
PROJECT NUMBER: THG744.077

PROJECT LOCATION: 156 Littlefield Way, Heber, CA

STATE WAGE DECISION NO: IMPERIAL 2019-2 DATED August 22, 2019 AND VARIOUS PREDETERMINED INCREASES

A pre-construction conference concerning labor standards provisions, administration and enforcement was conducted for the above project on this date. This project is subject to:

- California Department of Industrial Relations (DIR), prevailing wage determinations and all applicable California Labor Codes (CLC) that pertain to a Public Works project as required.
- Proper Licensing - Contractors are required to be licensed properly and to require that all subcontractors be properly licensed. Penalties are required for employing workers while unlicensed under Labor Code §1021 and under the California Contractor License Law found at *Business and Professions Code Section 7000 et seq.*
- California Department of Industrial Relations requirements, per SB-854, requiring that all contractors that bid on or enter into a contract to perform work that requires the payment of prevailing wages must be registered. Certified payrolls must be submitted online at the DIR website.
- Payment of Prevailing Wage Rates - A contract that has been awarded to a contractor and its subcontractors, of every tier, hired to execute a public works project is required to pay not less than the specified general prevailing wage rates to all worker, under *Labor Code 1770 et seq.* Included is the Wage Determination for this project, including any pre-determined increase for future work.
- Certified Payroll Records - Under Labor Code §1776, contractors and subcontractors are required to keep accurate payroll records showing the name, address, social security number and work classification of each employee and owner performing work; also the straight time and overtime hours worked each day and each week, the fringe benefits, and the actual “per diem” wages paid to each owner, journey person, apprentice worker or other employee hired in connection with the public works project.
- SB854 Public Works Registration - Contractors and subcontractors must be registered to be qualified to bid on or engage in any public works contract (Labor Code 1725.5) <https://efiling.dir.ca.gov/PWCR/>
- California Apprentice Hiring Requirements - per California Labor Code 1777.5 & 1777.7. The required ratio of apprentices to journeyman is one hour of apprentice work for every five hours performed by a journeyman level worker. The penalty for apprenticeship violations is \$100 per day.

Signage requirements – Project Identity sign, Federal and State required contractor’s employee notices and posters. The prime contractor must post the job site notices prescribed by regulation. (See 8 Calif. Code Reg. §16451(d) (Both Federal and State postings and notices and the current wage decisions)

Failure to comply with the labor standards requirements can result in the withholding of sufficient payments to insure the proper payment of all workers and any liquidated damages.

The following labor standards materials will be provided electronically to the General Contractor and the payroll administrator for the General Contractor.

Required Forms

State Contract Language Inclusion (January 2020)

List of Trades/Crafts/Classifications – Wage determination chart

Certification of Understanding and Authorization

Notification of Tiered Subcontractor

Division of Apprenticeship Standards DAS-140 (Contractor Notification)

Division of Apprenticeship Standards DAS-142 (Request for Dispatch)

Fringe Benefit Statement

Calif A-1-131 Certified Payroll Report with proof of DIR submission – CPR must show workers name, address and full social security number

Employee Authorized Deduction Form – for any worker with deductions other than taxes, social security, etc.

Proof of apprenticeship training contributions paid to approved training facilities or Union Status Letter

Final Affirmation of Compliance

Signage Requirements

Project Identity Sign

Prime Contractor Identity Sign with Emergency After hours contact information

State & Federal Required Posters and Notices (EEO, Osha 3165 poster)

TMELINE FOR FORM SUBMITAL

To Be Submitted When Contract is signed

State Contract Language Inclusion

Certification of Understanding and Authorization (signatory)

DAS-140 with proof of submission

To Be Submitted with First Certified Payroll Report

Calif A-1-131 with Statement of Compliance - CPR or Non-Performance Statement to be submitted weekly

Proof of payroll submission to DIR

DAS-142 with proof of submission

To Be Submitted Monthly

Proof of Apprenticeship Training Contributions paid to DIR recognized training Facility

To Be Submitted when contractor has completed their scope of work for the project

Final Affirmation of Compliance

Documentation must be submitted to:

The Holt Group, Attn: Labor Compliance, 1601 N. Imperial Avenue, El Centro, CA 92243.

All documents and certified payroll reports must be originals.

Each person at the meeting was requested to register their name on an attendance sheet, a copy which is attached and made part of this agenda.

During the course of the meeting all of the California State Labor Standards and wage requirements which are applicable to the construction work to be performed were discussed in full. Prior to adjournment, the participants were invited to ask questions so that there would be no misunderstanding of what is necessary in order for the construction contractor and any subcontractors to demonstrate compliance with the labor standards clauses above.

For additional information concerning labor standards and wage requirements, please contact the Labor Standards Compliance Monitoring agent.

Special notations for this project or matters which could not be resolved at the conference are listed in the space below:

Crystal Ransdell

Crystal Ransdell
Labor Compliance Consultants of Southern California
P.O. Box 2660
El Centro, CA 92244
760-791-6914
cransdell@lccsc.net

