

**INFORMAL PROPOSAL FOR SMALL PROJECT CONSTRUCTION**

**FOR THE**

**SKYLINE COLLEGE UPPER SOCCER TRENCH DRAIN**

**Proposal Due Date: April 7, 2015  
RFP Number: 86712**

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

**3401 CSM DRIVE  
SAN MATEO, CALIFORNIA 94402**

Architect: Verde Design

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## REQUEST FOR PROPOSALS

The District invites contractors to submit a proposal for the following project:

**Skyline College Upper Soccer Trench Drain Installation**

Skyline College  
3300 College Drive  
San Bruno, CA 94066

**1. Project Description**

- a. **Summary of Work.** This project consists of the procurement and installation of the trench drain and associated outlets on the north side of the existing Skyline College Upper Soccer field in order to capture and divert surface runoff. The work consists of approximately 360 LF of neutral sloped trench drain and approximately 50 LF of 4” diameter pvc drain pipe.

The project scope includes, but is not limited to: providing all work shown on the contract drawing labeled ‘Skyline College Soccer Field Improvements Drainage Plan’ as prepared by Verde Design.

The scope includes, but is not limited to all work shown per the contract documents including earthwork, demolition, trenching, concrete, rebar, asphalt patching, and drainage. Contractor shall survey, if needed, layout, sawcut and excavate as required. Demolish and dispose off site of all removed materials. Provide all rebar, formwork, concrete, drainage, asphalt, and associated materials and equipment to complete the work. Backfill and patch asphalt as required to restore existing conditions.

Protect the existing synthetic turf field from construction dust and debris, particularly during demolition and concrete pour activities. Vehicular traffic and staging of materials on the turf is prohibited. The Upper Soccer Field will be closed for the duration of construction.

The Contractor shall provide temporary barricades, signage, fencing, traffic control, trash dumpsters, and portable toilets as required. The work site shall be secured to prevent access from public pedestrians. The Contractor shall perform noise, dust and erosion control as required in the General Conditions. The Contractor shall keep the jobsite clean and, on a daily basis, haul away and safely and legally dispose of all trash and debris resulting from the prosecution of this work. The Contractor shall protect existing improvements, restore the jobsite and staging area to their pre-construction condition, and replace in kind any existing improvements damaged as a result of the Contractor’s construction activities.

Final exams for the Spring Semester are scheduled from May 26, 2015 through June 1, 2015. Commencement ceremonies will be held on May 29, 2015. Contractor should minimize noisy and disruptive activities during this period. Road or lane closures for the road to the north of the project site will not be allowed on these dates.

There will be no pre-proposal conference or job walk scheduled. Contractor is responsible for verifying site conditions.

- b. **Location.** The work is located on the north side of the Upper Soccer field. The Upper Soccer field is adjacent to Lot R, Lot P, and the baseball field. Skyline College is located at 3300 College Drive, San Bruno, CA 94066. Refer to the campus map on the District’s website at <http://www.skylinecollege.edu/maps/>.
- Contractor parking can be arranged for Lot R; coordinate with the District Construction Project Manager.
  - The asphalt area on the north side of the field can be used for contractor staging. Additional staging

- The closest water source is at the quick coupler valves at the corners of the field; the Contractor is responsible for providing its own quick coupler connection. Power is available at the Scoring area at the midfield line.
- c. **Owner supplied/contractor installed material.** The following materials are to be supplied by the District and installed by the Contractor:
- o None
- d. **Contract Documents.** The following documents are provided as part of the contract documents.
- Skyline College Soccer Field Improvements Drainage Plan Sheet 1 with Revision 1 dated 3/27/15.
  - Section 00 11 19 Request For Proposal, General Conditions
  - Section 00 73 17 Contractor Provided Insurance
  - Section 01 74 00 Solid Waste Reporting Log
- e. **Other Documents.** The following documents are provided as reference for the Contractor's benefit, but are not part of the contract documents:
- None
2. **Pre-Proposal Conference, Acceptance of Proposals and Award of Contract**
- a. **Pre-Proposal Conference.** N/A
- b. **Acceptance of Proposals.** Contractors may submit proposals up until **3:00 p.m. on April 7, 2015.** Proposals are to be submitted as follows:
- **Email to [taic@smccd.edu](mailto:taic@smccd.edu)**
  - **Mail or deliver in person** to Swinerton Management & Consulting, San Mateo County Community College District, Attn: Christine Tai, 1700 West Hillsdale Blvd., Building 1, Room 269, San Mateo, CA 94402. If mailed, the proposal must be received by the due date (date stamp does not satisfy the deadline requirement).
- c. **Award of Contract.** Upon receipt of proposals, District will evaluate each proposal for conformance with the project requirements, and award a contract to the Contractor whose proposal represents the best value to the District. It is anticipated that the District will issue a Notice of Award on April 8, 2015 and commence the contract time on **May 18, 2015.**
3. **PREVAILING WAGE:** The successful bidder shall be required to pay its workers on this project a sum not less than the general prevailing wage rate of per diem wages and not less than the general prevailing rate for holiday and overtime work for work of a similar character in the locality in which the project is performed as provided under California Labor Code section 1770 et sec. The District has determined the prevailing rate of per diem wages and the general prevailing rate for holidays and overtime work in the locality in which this project is to be performed for each craft, classification or type of work needed to execute the work.

Contractor shall be required to post job site notices, at each job site, including a copy of such prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations, prescribed by regulation.

**Contractor Registration.** Each Firm submitting a proposal to complete the work, labor, materials and/or services ("Work") subject to this proposal must be a Department of Industrial Relations registered contractor pursuant to Labor Code §1725.5 ("DIR Registered Contractor"). A Firm who is not a DIR Registered Contractor when submitting a proposal for the Work is deemed "not qualified" and the proposal of such a Firm will be rejected for non-responsiveness. Pursuant to Labor Code §1725.5, all Subcontractors identified in a Firms' Subcontractors' List shall be DIR Registered Contractors. If awarded the Contract for the Work, at all times during performance of the Work, the Firm and all Subcontractors, of any tier, shall be DIR Registered Contractors. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations pursuant to Labor Code Section 1771.5.

**4. Contract Time and Liquidated Damages.**

- a. **Substantial Completion.** Contractor shall achieve Substantial Completion of the entire Work by **June 11, 2015**. The work will be Substantially Complete when, in the opinion of District, the Work is sufficiently complete, in accordance with Contract Documents, so that the Work (or specified part) can be utilized for the purposes for which it is intended.
- b. **Final Completion.** Contractor shall achieve Final Completion of the entire Work and be ready for Final Payment within **14** days from the date of acceptance of Substantial Completion. Requirements for Final Acceptance/Final Completion include, but are not limited to:
  - 1) All systems having been tested and accepted as having met requirements of Contract Documents.
  - 2) All required instructions and training sessions having been given by Contractor.
  - 3) All Project Record Documents having been submitted by Contractor, reviewed by District and accepted by District.
  - 4) All punch list work, as directed by District, having been completed by Contractor.
  - 5) Generally all Work, except Contractor maintenance after Final Acceptance, having been completed to satisfaction of District.
- c. **Liquidated Damages.** District and Contractor recognize that time is of the essence of this Agreement and that District will suffer financial loss in the form of contract administration expenses (such as project management and consultant expenses), if all or any part of the Work is not completed including consequential loss of use and disruption of normal operations within the times specified above. Contractor and District agree that because of the nature of the Project, it would be impractical or extremely difficult to fix the amount of actual damages incurred by District because of a delay in completion of the Work. Accordingly, District and Contractor agree that as liquidated damages for delay Contractor shall pay District:
  - **\$100** for each Day that expires after the time specified herein for Contractor to achieve Substantial Completion of the work, until achieved.
  - **\$100** for each Day that expires after the time specified herein for Contractor to achieve Final Completion of the work, until achieved.

Liquidated damages for delay shall only cover administrative, overhead, interest on bonds, and general loss of public use damages suffered by District as a result of delay or costs of substitute facilities. Liquidated damages shall not cover the cost of completion of the Work, damages resulting from defective Work, lost revenues or damages suffered by others who then seek to recover their damages from District (for example, delay claims of other contractors, subcontractors, tenants, or other third-parties), and defense costs thereof.

**5. District Representative.**

District has designated an individual to act as District's Representative(s), who will represent District in performing District's duties and responsibilities and exercising District's rights and authorities in Contract Documents. District may change the individual(s) acting as District's Representative(s), or delegate one or more specific functions to one or more specific District's Representatives. All notices or demands to District under the Contract Documents shall be submitted to the District's Representative at:

José Nuñez  
 Vice Chancellor, Facilities Planning, Maintenance & Operations  
 San Mateo County Community College District  
 3401 CSM Drive  
 San Mateo, CA 94402

**6. General Conditions**

- a. Each contractor submitting a quotation shall be skilled and regularly engaged in the general class or type of work called for under this contract.
- b. Each quotation must conform and be responsive to these contract documents. Any questions about the project may be directed to the Project Manager.
- c. Quotations shall include all applicable state and local taxes, but shall not include Federal Excise Tax from which the District is exempt.

- d. The work shall be performed in accordance with all applicable codes and regulations.
- e. Each contractor shall familiarize himself with site, access to, location of, and conditions affecting the proposed work before submitting his quotation. It is the contractor's responsibility to obtain and have knowledge of all measurements and site conditions. No additional compensation will be granted because of lack of knowledge of any unusual conditions. Access to the site may be coordinated through the District's Representative.
- f. The contractor shall at all times conduct his operations in a manner that will ensure the least inconvenience to the District.
- g. All work shall be coordinated with the Project Manager. No work is to be started, nor shall any electrical, plumbing, heating or water services be temporarily disconnected without first discussing the procedure and protection to be provided with the District.
- h. The contractor shall place a competent and experienced foreman/superintendent in charge of all work. Such foreman/superintendent is not to be discharged or relocated to another job without written notice by the contractor to the District. The foreman/superintendent shall be on the premises at all times while the work is in progress.
- i. The contractor's materials and equipment shall be confined to the areas in which the contractor is actively engaged and as directed and agreed to by the Project Manager.
- j. The contractor shall not park vehicles, store materials or in any other manner block any drive or walkway to the campus or building. Travel lanes and fire lanes shall be kept clear and clean at all times.
- k. Upon completion of each phase of the work, tools and equipment shall be removed and the facility and premises shall be clean and ready for instruction and other college operations.
- l. Care shall be taken in driving vehicles onto school grounds. Any damage to lawns, landscape, etc. shall be repaired at the contractor's expense.
- m. All vehicles must have a parking permit displayed on the dashboard. Vehicles not displaying District-provided parking permits may be cited and/or towed at the owner's expense. Project Manager will issue parking permits prior to the start of the job.
- n. The contractor shall be held responsible for the correction and/or reimbursement to the District for any and all damages to the premises occurring in connection with the work under this contract.
- o. Workers: Contractor shall at all times enforce strict discipline and good order among his employees and shall not employ on work unfit persons or anyone not skilled in work assigned to him.
  - 1) Any person in the employ of the contractor, whom the District may deem incompetent or unfit, shall be dismissed from work, and shall not again be employed on it except with written consent of District.
  - 2) All persons on the campus site must be sensitive to common courtesies on a college facility. Any persons behaving inappropriately will be asked to leave the premises and not return.
- p. The Contractor will be issued key(s) as needed to provide access to the facility. Contractor shall return key(s) upon completion of the work.
- q. Copies of the general prevailing rates of per diem wages for each craft, classification, or type of worker needed to execute the Contract, as determined by Director of the State of California Department of Industrial Relations, are available through the Department of Industrial Relations and are deemed included in the Contract Documents by reference. See <http://www.dir.ca.gov/dir/databases.html>
- r. Contractor shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical conditions, disability, or any other reason.

## 7. Other Contract Requirements

- a. **Insurance.** Contractor shall conform to the requirements of Section 00 73 17 Insurance.
- b. **Guaranty.** Contractor hereby grants to District for a period of one year following the date of Final Completion, or such longer period specified in the Contract Documents, its unconditional warranty of the quality and adequacy of all of the Work including, without limitation, all labor,

materials and equipment provided by Contractor and its Subcontractors of all tiers in connection with the Work.

1. **Correction Period:** If within one year after the date of Final Completion, or such longer period of time as may be prescribed by laws or regulations, or by the terms of Contract Documents, any Work is found to be defective, Contractor shall promptly, without cost to District and in accordance with District's written instructions, correct such Defective Work.
- c. **Cleaning.** Contractor shall keep District property, including buildings, outdoor campus areas including but not limited to roadways and parking lots, clean and free of dust, mud, and debris resulting from Contractor's operations. Daily cleanup throughout the job will be necessary as Contractor progresses with its Work, but extra attention to cleanup shall be made prior to weekends and holidays. Without limiting the foregoing, Contractor shall remove trench spoils along traveled ways daily; grade and vacuum broom surfaces initially where applicable and later water flush with high-pressure sprays, being careful to avoid downstream contamination.
1. **Progress Cleaning**
    - a. Contractor shall perform periodic cleaning to ensure that buildings, streets, roadways and other District properties affected by the project are maintained free from accumulation of waste materials, dust, mud, and debris.
    - b. All dust, mud, spoils, and construction debris shall be removed daily.
    - c. Dispose of all construction debris, dirt and spoils resulting from the Work at sites chosen by Contractor in accordance with applicable local, state, and federal regulations.
    - d. Contractor shall estimate, log and submit regular reports to the District, an estimate of quantities of waste materials disposed of for District's compliance with solid waste reduction requirements. Documentation requirements, including the nature of materials, destination, volume and tonnage, shall be submitted monthly, annually and at final completion. Refer to Section 01 74 00 Solid Waste Reporting Log.
    - e. Contractor shall take care to mitigate dust during interior renovation activities through proper use of dust controls. Dust controls will include, but not be limited to: dust barricades, walk-off mats, negative air machines and daily custodial clean-up employed by the Contract and at no additional cost to the District
  2. **Final Cleaning**
    - a. Contractor shall execute final cleaning prior to final inspection, using only properly skilled workers.
    - b. Remove grease, dust, dirt, stains, labels, fingerprints, and other foreign materials from exposed interior and exterior finished surfaces.
    - c. Repair, patch, and touch up marred surfaces to match adjacent finishes.
    - d. Clean interior and exterior surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.
    - e. Clean equipment and fixtures to a sanitary condition, clean or replace filters of mechanical equipment operated during construction, clean ducts, blowers and coils of units operated without filters during construction.
    - f. Clean Site; mechanically sweep paved areas.
    - g. Remove waste and surplus materials, rubbish, and construction facilities from Site.
- d. **Temporary Utilities and Controls.** Contractor shall keep District property, including buildings, outdoor campus areas including but not limited to roadways and parking lots, clean and free of dust, mud, and debris resulting from Contractor's operations. Daily cleanup throughout the job will be necessary as Contractor progresses with its Work, but extra attention to cleanup shall be made prior to weekends and holidays. Without limiting the foregoing, Contractor shall remove trench spoils along traveled ways daily; grade and vacuum broom surfaces initially where applicable and later water flush with high-pressure sprays, being careful to avoid downstream

contamination.

1. Temporary Power may be obtained from District at no cost to Contractor, but Contractor must provide all necessary wiring and appurtenances for connection to District's system. Contractor must coordinate point of connection with the District.
  2. Temporary Water may be obtained from District at no cost to Contractor, but Contractor shall furnish necessary pipe, hose, nozzles, tools and perform all necessary labor to connect to the District's system. Unnecessary waste of water will not be permitted. Special hydrant wrenches shall be used for opening and closing fire hydrants; in no case shall pipe wrenches be used for this purpose.
    - a. Contractor must provide all necessary piping and appurtenances for connection to District's system. Contractor must coordinate point of connection with the District.
  3. Temporary Sanitary Facilities. Contractor may use District's existing sanitary facilities, unless otherwise noted.
    - a. If Contractor is to provide temporary sanitary facilities, sanitary facilities shall be of reasonable capacity, properly maintained throughout the construction period, and obscured from public view to the greatest practical extent. If toilets of the chemically treated type are used, at least one toilet will be furnished for each 20 persons. Contractor shall enforce the use of such sanitary facilities by all personnel at the Site.
    - b. Comply with all minimum requirements of the Health Department or other public agency having jurisdiction; maintain in a sanitary condition at all times.
    - c. If District's existing sanitary facilities will be disrupted by the work of this project, Contractor shall provide adequate temporary sanitary facilities to maintain College's operations during sanitary facility interruptions.
    - d. Remove temporary sanitary facilities prior to final inspection; clean and repair damage caused by installation or use of temporary sanitary facilities.
  4. Temporary Barriers and Enclosures
    - a. Provide barriers to prevent unauthorized entry to construction areas, and to protect existing facilities and adjacent properties from damage from construction operations.
    - b. Provide barricades to allow for continued safe use of adjacent College facilities.
    - c. Remove temporary barriers and enclosures prior to final inspection; clean and repair damage caused by installation or use of temporary sanitary facilities.
- e. **Site Security and Safety.** In order to continue support of our educational mission, the District's campuses and many of its facilities will remain occupied during completion of the Work, making Site Security and Safety of paramount importance. Campuses are visited, on a daily basis, by an ever-changing and diverse population. Students, District staff, visitors, the public at large and contractor personnel will encounter real and potential safety hazards on a regular basis. Among this population, knowledge of safety and security hazards varies from considerable to none. This makes the risk of an injury of utmost concern to the District. Contractor shall assume overall responsibility for project safety compliance.
1. Protection: Continuously maintain protection as necessary to protect the Work, as a whole and in part, and adjacent property and improvements from accidents, injuries or damage.
  2. Control of Site: Ensure that no alcohol, firearms, weapons, or controlled substance enters or is used at the Site. Immediately and permanently remove from the Site any employee, contractor, subcontractor, vendor or consultant found in violation of this provision.
  3. Isolate the Project Work Site:
    - a. For exterior work- through the use of "pre-paneled" 6-foot high chain link fence. Fence panels shall include end clips/brackets with which the individual panels can be made into a "fence section" of indefinite length.
    - b. For interior work - through the combined use of plywood and plastic sheeting walls constructed to prevent accidental entry to the work area and keep dust from entering occupied areas. Walls shall include end clips/brackets with which the individual panels can be made into a "wall section" of indefinite length.



- c. Contractor shall be responsible for posting, and maintaining, no less than the following construction site signage: CAUTION CONSTRUCTION; HARD HAT AREA; AND KEEP OUT.
  4. Site Security: Protect and maintain the security of persons, existing facilities and property at the Site, including without limitation preventing theft, loss, vandalism and improper concealment of personal property of the District and all persons lawfully present on the Site, and including times where workers are not present on the Site.
  5. Safety Program: Within ten (10) days after Notice to Proceed, submit a Safety Program that includes at a minimum the following components:
    - a. Injury and Illness Prevention Program (IIPP): Conforming to the General Industrial Safety Orders (CCR Title 8, Division 1, Chapter 4, Subchapter 7, Section 3203), and the California Labor Code (Section 6401.7).
    - b. Site-Specific Safety and Health Plan (SSHP): Describing health and safety procedures that shall be implemented during the Work in order to ensure safety of the public and those performing the Work. Follow the guidelines for a SSHP listed in CCR Title 8, Division 1, Chapter 4, Subchapter 7, Section 5192, Item (b) (4) f.
    - c. Confined Space Program as set forth in the General Industrial Safety Orders (CCR Title 8, Division 1, Chapter 4, Subchapter 7, Section 5157). During entry operations, or at the conclusion of entry operations, verbally notify Engineer of the permit space program followed and of any hazards confronted or created in permit spaces during entry operations.
    - d. Emergency Response Plan (ERP): Describe procedures that shall be implemented in the event an incident or emergency occurs at the Project Site. The ERP should model multiple incident scenarios (e.g. minor injury, earthquake, fatality, fire, etc.). Special attention should be paid to Project Site access/egress and contractor personnel evacuation/staging areas. The District will provide contact information for designated internal staff.
- f. **Schedule:** Contractor shall develop a network plan and schedule for the project demonstrating complete fulfillment of all contract requirements, shall keep the network plans up to date and shall utilize the Critical Path Method (CPM) in planning, coordinating, performing and reporting the work under this contract, including all activities of Subcontractors, equipment vendors, and suppliers, and in assisting District and District's Project Manager in monitoring the progress of the Work. Prepare the schedule as a time-scaled CPM network showing continuous flow from left to right. Durations and specific calendar dates shall be clearly and legibly shown for the start and finish of each work activity in sufficient detail to demonstrate logical planning for the Work and to represent a practical plan to complete the Work within the Contract Time.
  1. Submit an initial contract schedule no later than three (3) days after the Notice to Proceed has been issued. Contractor shall also submit an electronic copy of this document. The initial contract schedule shall include but not be limited to:
    - a. A legend of scheduled activities.
    - b. Scheduled work activities that clearly indicate the scope of work to be completed.
    - c. Major milestones, which are critical to the completion of the work, including but not limited to the following: NTP date; mobilization; coordination review and detailing activities; contractor quality control review activities; substantial completion and contract completion.
    - d. Major work activity categories to be included in the Initial Contract Schedule.
    - e. Submittals Section, containing submission, review, procurement and delivery of all project materials.
    - f. OFCI/OFOI items.
    - g. Substantial Completion.
    - h. Punch list formulation and correction.
    - i. Contractor closeout documentation and training.
    - j. Contractor punch list corrective work.

- k. Demobilization and project completion.
          - l. Inclement weather days.
          - m. Calendar designations identifying all holidays and non-working days.
          - n. Special events on the calendar:
            1. Final Exams: May 26 through June 1, 2015
            2. Commencement: May 29, 2015
  2. Once approved by District, Contractor's final contract schedule shall be used by Contractor for executing the Work of the Contract, including planning, organizing and directing the Work, and reporting its progress until subsequently revised. No unilateral changes shall be made to the schedule without the prior approval and consent of the District, excepting only the reporting of Actual Start, Actual Finish, and Activity Progress.
  3. Contractor shall submit an updated schedule to District monthly to document actual progress made to date, activities started and completed to date, and the percentage of work completed to date on each activity started but not completed.
  4. Upon completion of the joint review, Contractor shall prepare the updated Baseline Schedule and submit it to District.
  5. Contractor agrees, whenever it becomes apparent from the current updated schedule that the contract completion date will not be met, it will take some or all of the following actions, as approved by District, at no additional cost to District:
    - a. Increase construction manpower in such quantities and crafts as will substantially eliminate the backlog of work. Also, increase material, equipment and other items as required.
    - b. Increase the number of working hours per shift, shifts per working day, working days per week, or the amount of construction equipment, or any combination of the foregoing, sufficiently to substantially eliminate the backlog of work.
    - c. Reschedule activities to achieve maximum practical concurrence of accomplishment of activities.
- g. **Project Record Documents**
  1. Record Drawings: During the construction period, maintain a set of drawings of Contract Drawings and Shop Drawings for Project Record Document purposes. Label each document "PROJECT RECORD" in 2-inch high printed letters. Keep record documents current. Mark these Drawings to indicate the actual installation where the installation varies appreciably from the installation shown originally. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later. Immediately prior to inspection for Substantial Completion, review completed marked-up Project Record Drawings with District to consolidate and ensure accuracy of information.
  2. Record Specifications: During the construction period, maintain one copy of the Contract Specifications, including addenda and modifications issued, for Project Record Document purposes. Mark the Specifications to indicate the actual installation where the installation varies substantially from that indicated in Specifications and Modifications issued. Immediately prior to inspection for Substantial Completion, review completed marked-up Specifications with District to consolidate and ensure accuracy of information.
  3. Prior to Final Completion, submit Project Record Drawings and Specifications to District for District's records.
- h. **Installation, Operation and Maintenance Manuals:** Contractor shall compile two (2) sets of O&M manuals for every piece of equipment and building operating or electrical system, commissioned or not, with the following formats:
  1. Hard Media Format:
    - a. Size: 8½ x 11 inch, 3 ring loose-leaf binders. Use as many binders as required for each element as listed below. Do not overload binders.
    - b. Binding: Bind in stiff, metal-hinged, three-ring binder(s) with standard three-hole punching. Binders shall be 3-inch maximum. Use white or black colored binders with integrated clear plastic covers to enable insertion of binder titles.
    - c. Sheet lifters: Provide plastic sheet lifters prior to first page and following last

- page.
- d. Binder titles: Include the following title on front and spine of binder:
- NAME OF PROJECT (YEAR)**  
**INSTALLATION, OPERATION AND MAINTENANCE MANUAL**
- e. Sheet Size: 8½ x 11 inch
- f. Drawing Size: Reduce drawings or diagrams to an 8½ x 11 inch or 11 x 17 inch size. However, where reduction is not practical to ensure readability, fold larger drawings separately and place in vinyl envelopes bound into the binder. Identify vinyl envelopes with drawing numbers.
- g. Dividers: Use dividers with permanently marked tabs of card stock to separate each section and sub section. Tab labels shall not be handwritten. Use a main tab for each specification section. Behind the section number tab there shall be the equipment ID tag sub-tab for each piece of major equipment (or group, if small or numerous). These sub-tabs shall be similar to the specification number tabs but of a different color.
- h. Contents
1. Title page, which shall be a duplicate of front binder title
  2. Table of Contents
  3. Equipment Sections and Sub sections
    - (i) Contractor. The first page behind the equipment tab shall be the Contractor's name, address and telephone number of the manufacturer and installing contractor and the 24-hour number for emergency service for all equipment in this section, identified by equipment.
    - (ii) Submittal and Product Data. This section shall include all approved submittal data, cut sheets, data base sheets and appropriate shop drawings. If submittal was not required for approval, descriptive product data shall be included.
    - (iii) Operation and Maintenance Instructions. These shall be the written manufacturer's data with the model and features of this installation clearly marked and edited to omit reference to products or data not applicable to this installation. This section shall include data on the following:
      1. Model number, serial number and nameplate data for each piece of equipment and any subcomponent.
      2. Installation, startup and break-in instructions.
      3. All starting, normal shutdown, emergency shutdown, manual operation and normal and emergency operating procedures and data, including any special limitations.
        - i. Step-by-step procedure for system startup, including a pre-start checklist. Refer to controls and indicators by nomenclature consistent with that used on panels and in control diagrams.
        - ii. Sequence of operation, with detailed instruction in proper sequence, for each mode of operation (i.e., day-night; staging of equipment).
        - iii. Emergency operation: If some functions of the equipment can be operated while other functions are disabled, give instructions for operations under these conditions. Include here only those alternate methods of operations (from normal) which the operator can follow when there is a partial failure or malfunctioning of components, or other unusual condition.
        - iv. Shutdown procedure: Include instructions for stopping and securing the equipment after operation. If a particular sequence is required, give step-by-step instructions in that order.

4. O&M and installation instructions that were shipped with the unit.
5. Preventative and corrective maintenance, with service procedures and schedules:
  - i. Provide a schedule for preventive maintenance in a printed format and an electronic format compatible with owner's system. State, preferably in tabular form, the recommended frequency of performance for each preventive maintenance task, cleaning, inspection and scheduled overhauls.
  - ii. Cleaning: Provide instructions and schedules for all routine cleaning and inspection with recommended lubricants.
  - iii. Inspection: If periodic inspection of equipment is required for operation, cleaning or other reasons, indicate the items to be inspected and give the inspection criteria for: motors; controls; filters and any other maintenance items.
  - iv. Provide instructions for minor repairs or adjustments required for preventive maintenance routines. Identify test points and give values for each. Include sensor calibration requirements and methods by sensor type.
  - v. Corrective maintenance instructions shall be predicated upon a logical effect-to-cause troubleshooting philosophy and a rapid replacement procedure to minimize equipment downtime.
  - vi. Troubleshooting: Troubleshooting tables, charts, or diagrams shall be used to present specified procedures. A guide to this type shall be a three-column chart. The columns shall be titled: malfunction, probable cause and recommended action.
  - vii. Repair and Replacement: Indicate repair and replacement procedures most likely to be required in the maintenance of the equipment.
  - viii. A list of recommended spare parts with a price list and a list of spare parts provided under this Contract.
  - ix. Outline, cross-section, and assembly drawings; engineering data; and electrical diagrams, including elementary diagrams, labeled wiring diagrams, connection diagrams, word description of wiring diagrams and interconnection diagram
6. Safety Precautions: This subsection shall comprise a listing of safety precautions and instructions to be followed before, during and after making repairs, adjustments or routine maintenance.
7. Manufacturers' brochures (including controls): Manufacturers' descriptive literature covering devices and equipment used in the system, together with illustrations, exploded views and renewal parts lists. Manufacturers' standard brochures and parts list shall be corrected so that information applying to the actual installed equipment is clearly defined.
8. Supply any special tools required to service or maintain the equipment.
9. Performance data, ratings and curves.
10. Warranty and guarantee, which clearly lists conditions to be maintained to keep warranty in effect and conditions that would affect the validity of the warranty.
11. Any service contracts issued.

4. Supplemental Data. Prepare written text and/or special drawings to provide necessary information, where manufacturer's standard printed data is not available and information is necessary for a proper understanding and operation and maintenance of equipment or systems, or where it is necessary to provide additional information to supplement data included in the manual or project documents.
  5. Control Diagrams/Drawings. Include the as-built control diagrams/drawings for the piece of equipment and its components, including full points list, full print out of all schedules and set points after testing and acceptance of the system, and copies of all checkout tests and calibrations performed by the contractor (not commissioning tests).
  6. Specifications. This section is comprised of the component or system specification section copied and inserted complete with all addenda.
  7. System Description. This section shall include the individual equipment portion of the overall system Design Basis Narrative.
2. Electronic Media Format: Electronic media format shall be Adobe pdf, with chapter markers and/or bookmarks inserted in place of the equivalent hard copy section tabs. Electronic copy shall include all tables, charts, drawings, codes and all other matters reflected in hard copies. Electronic media files shall be delivered on a unique CD-ROM.

**End of RFP**

## SECTION 00 73 17

**CONTRACTOR-PROVIDED INSURANCE**

- A. At or before the date specified in Section 00 11 19 (Instructions to Bidders), Contractor shall furnish to District satisfactory proof that Contractor has taken out for the entire period covered by the Contract the following classes of insurance in the form and with limits and deductibles specified below:
1. Workers' Compensation Insurance for all persons whom the Contractor may employ in carrying out Work contemplated under Contract Documents, in accordance with the Act of Legislature of State of California, known as "Workers' Compensation Insurance and Safety Act," approved May 26, 1913, and all acts amendatory or supplemental thereto, in the statutory amount. Employers Liability Limit shall be not less than \$2,000,000.
  2. Comprehensive General Liability Insurance covering claims for personal injury, bodily injury and property damage arising out of the Work and in a form providing coverage not less than that of a standard Commercial General Liability Insurance policy ("Occurrence Form"). Such insurance shall provide for all operations and include independent contractors, products liability, completed operations for one year after Final Completion of the last Phase to be completed and acceptance of the final payment for the Work, contractual liability, and coverage for explosion, collapse and underground hazards. The limits of such insurance shall be not less than [\$2,000,000] each occurrence, [\$4,000,000] general aggregate limit, and [\$4,000,000] aggregate for products and completed operations. The policies shall be endorsed to provide Broad Form Property Damage Coverage.
  3. Comprehensive Automobile Liability Insurance covering all owned, non-owned, and hired vehicles. Such insurance shall provide coverage not less than the standard Comprehensive Automobile Liability policy with limits not less than [\$1,000,000] each person Bodily Injury, [\$1,000,000] each occurrence Bodily Injury, and [\$1,000,000] each occurrence Property Damage.
- B. All policies of insurance shall be placed with insurers acceptable to District. The insurance underwriter(s) must have an A. M. Best Company rating of [A-IX] or better. Required minimum amounts of insurance may be increased should conditions of Work, in opinion of District, warrant such increase. Contractor shall increase required insurance amounts upon direction by District.

## Required Endorsements:

1. Name San Mateo County Community College District, its Board of Trustees, and their employees, representatives, consultants, agents and Architect/Engineer as additional insured ATIMA (As Their Interest May Appear) on the Commercial General Liability Policy and Automobile Policy but only with respect to liability arising out of the activities of the Named Insured..
  2. Commercial General Liability additional insured endorsement shall be ISO version CG 20 10 (11/85 edition) or its equivalent.
  3. Each such policy shall apply separately to each insured against which claim is made or suit is brought, except with respect to the limit of the insurance company's liability required under paragraphs A.1, A3 & A6 of this Section 00 73 17.
  4. Insurance shall be primary and no other insurance or self-insured retention carried or held by District shall be called upon to contribute to a loss covered by insurance for the named insured.
  5. Insurance shall contain a provision requiring the insurance carriers to waive their rights of subrogation against District and all additional insured, as well as other insurance carriers for the Work.
  6. Insurance certificates shall be addressed to: San Mateo County Community College District, 3401 CSM Drive, San Mateo, 94402, Attention Facilities Planning and Operations Department.
- C. Certificates of insurance and endorsements shall have clearly typed thereon District Bid Number and title of Contract Documents. Written notice of cancellation, non-renewal, or reduction in coverage of any policy shall be mailed to District (Attention: Contract Administration/Inspection) at the address listed in Section 00 52 00 (Agreement), sixty (60) Days in advance of the effective date of the cancellation, non-renewal, or reduction in

coverage. Contractor shall maintain insurance in full force and effect during entire period of performance of Contract Documents. Contractor shall keep insurance in force during warranty and guarantee periods, except that Contractor may discontinue All-Risk Course of Construction Insurance after Final Payment. At time of making application for extension of time, and during all periods exceeding the Contract Time resulting from any cause, Contractor shall submit evidence that insurance policies will be in effect during requested additional period of time. Upon District's request, Contractor shall submit to District, within thirty (30) Days, copies of the actual insurance policies or renewals or replacements.

- D. Contractor shall pay all insurance premiums, including any charges for required waivers of subrogation or the endorsement of additional insured. If Contractor fails to maintain insurance, District may take out comparable insurance, and deduct and retain amount of premium from any sums due Contractor under Contract Documents.
- E. If injury occurs to any employee of Contractor, Subcontractor or sub-subcontractor for which the employee, or the employee's dependents in the event of employee's death, is entitled to compensation from District under provisions of the Workers' Compensation Insurance and Safety Act, as amended, or for which compensation is claimed from District, District may retain out of sums due Contractor under Contract Documents, amount sufficient to cover such compensation, as fixed by the Act, as amended, until such compensation is paid, or until it is determined that no compensation is due. If District is compelled to pay compensation, District may, in its discretion, either deduct and retain from the Contract Sum the amount so paid, or require Contractor to reimburse District.
- F. Nothing in this Section 00 73 17 shall be construed as limiting in any way the extent to which Contractor or any Subcontractor may be held responsible for payment of damages resulting from their operations.
- G. Except that Subcontractors need obtain only **[\$1,000,000]** of Comprehensive General Liability insurance, all Subcontractors shall maintain the same insurance required to be maintained by Contractor with respect to their portions of the Work, and Contractor shall cause the Subcontractors to furnish proof thereof to District within ten (10) Days of District's request.
- H. The following provisions apply to any licensed professional engaged by Contractor to perform portions of the Work ("Professional").
  - 1. Each Professional shall maintain the following insurance at its sole cost and expense:
    - a. Provided such insurance is customarily required by District when professionals engaged in the profession practiced by Professional directly contract with District, Professional Liability Insurance, insuring against professional errors and omissions arising from Professional's work on the Project, with a limit of not less than **[\$2,000,000]** for each claim. If Professional cannot provide an occurrence policy, Professional shall provide insurance covering claims made as a result of performance of Work on this Project and shall maintain such insurance in effect for not less than two years following Final Completion of the Project.
    - b. All insurance required by paragraphs A.1, A.2 and A.6 of this Section 00 73 17. Professional shall satisfy all other provisions of paragraphs A, B, C, D, E and F of this Section 00 73 17 relating to that insurance, including without limitation providing required insurance certificates (containing the required endorsements) before commencing its Work on the Project.

END OF SECTION

**SKYLINE COLLEGE UPPER SOCCER TRENCH DRAIN**  
RFP Number 86712

**To: San Mateo County Community College District**  
Attention: **John Doctor**  
C/O  
**3300 College Drive, Building 21**  
**doctorj@smccd.edu**  
**PM Telephone: (650) 738-4115 Fax: (650) 738-4113**

**From:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DISPOSAL DATE	NATURE OF MATERIALS DISPOSED	DESTINATION	VOLUME	TONNAGE	% RECYCLED

- A current and up-to-date copy of this log is to be submitted with each Application for Payment.
- A summary report for each calendar year shall be submitted to the District’s Representative by January 31<sup>st</sup> of each year or at the end of the project as part of the contract closeout. The data shall be summarized by ‘Nature of Materials Disposed’ and ‘Destination’ for the entire calendar year.