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# Transbay Transit Center

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Project Request for Proposal  
Manual Dated: 2010-11-18

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CM/GC Contract No. 08-04-CMGC-000  
Project No. 30100

REVISION 8 Dated December 13, 2010



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## I. INTRODUCTION

### PROJECT DESCRIPTION

The Transbay Joint Powers Authority's new Transbay Transit Center Building (TCB) is to be built on the current site of the Transbay Terminal in downtown San Francisco and will serve ten transportation systems: AC Transit, BART, Caltrain, Golden Gate Transit, Greyhound, Muni, SamTrans, WestCAT Lynx, Amtrak and future California High Speed Rail. As a new one million square foot regional transportation facility serving San Francisco the TCB is comprised of the following levels:

- Train Station Passenger Platform Level
- Train Concourse Level
- Ground Level
- Second Level
- Elevated Bus Level
- 5.4 acre Park Level Roof

The project has three components:

**Transbay Transit Center Building:** Bounded to the East by Main Street, to the West by 2<sup>nd</sup> Street, to the North Minna Street and the South by Natoma Street. The TCB will be approximately 1600 feet long, 180 feet wide, 60 feet below grade and 60 feet above grade.

**Utility Relocation:** Scope is for purposes of adjusting utilities in vicinity of the TCB. The work encompasses the area between 2<sup>nd</sup> Street and Main Street and between Market Street and Howard Street. It involves relocation of water lines, sewer lines, sludge lines, demolition of existing utilities and coordination with PG&E and all telecom agencies.

**Bus Ramp:** Scope includes elevated roadways connecting the Elevated Bus Level with the San Francisco-Oakland Bay Bridge and with bus storage under the Bay Bridge's West Approach structure. These ramps will approach the TCB from the south and connect to the TCB at the southwest corner.

End Section I - Introduction

## II. PROJECT INFORMATION

### A. OWNER – Transbay Joint Powers Authority

The TJPA is a collaborative group of government and transportation bodies responsible for the funding, design, construction, maintenance and operation of the new intermodal Transbay Transit Center (TTC) and rail extension in downtown San Francisco.

Transbay Joint Powers Authority (TJPA)  
201 Mission Street, Suite 2100  
San Francisco, CA 94105

### B. PROGRAM MANAGER/PROGRAM CONTROLS CONSULTANT (PM/PC) – URS

The PM/PC provides various services to support the management and administration of the TTC Program including project management and coordination, standards and procedures, performance monitoring, design review, quality assurance and assistance with contract administration, liaison with user agencies and San Francisco City departments, and right-of-way acquisition.

URS  
201 Mission Street, Suite 2750  
San Francisco, CA 94105

### C. CONSTRUCTION MANAGER OVERSIGHT (CMO) – Turner Construction

The CMO provides construction management oversight services, including communication, documentation, record keeping, cost management, schedule management, technical support, environmental monitoring, coordination with other agencies, and agreement administration services, including but not limited to progress reporting and quality assurance services (testing and inspection) for the TCB, Utility Relocation and Bus Ramps.

Turner Construction  
201 Mission Street, Suite 560  
San Francisco, CA 94105

### D. CONSTRUCTION MANAGER/GENERAL CONTRACTOR – Webcor/Obayashi Joint Venture

The CM/GC is responsible to deliver the services required to construct the Transbay Transit Center Building, Utility Relocation and Bus Ramps scope for the Transbay Transit Center Project. Contractor is used throughout this document interchangeably with CM/GC and both reference Webcor/Obayashi Joint Venture.

Webcor/Obayashi Joint Venture  
183 Fremont Street  
San Francisco, CA 94105

### E. ARCHITECT /ENGINEER – Pelli Clarke Pelli Architects/AECOM

The Architect provides complete construction documents for the Transit Center Building and Bus Ramps scopes of work within the TTC Program.

Pelli Clarke Pelli Architects (PCPA)  
1056 Chapel Street  
New Haven, CT 06510

The Engineer provides complete construction documents for the Utility Relocation scope of work within the TTC Program.

AECOM  
405 Howard Street  
San Francisco, CA 94105

End Section II – Project Information

### III. INSTRUCTION TO TRADE SUBCONTRACTORS

Webcor/Obayashi Joint Venture reserves the right to postpone selection for its own convenience, to withdraw this Request for Proposal at any time, and to reject any and all submittals without indicating any reason for such rejection. As a function of the Request for Proposal (RFP) process, Webcor/Obayashi Joint Venture reserves the right to remedy technical errors in the RFP and to modify the published scope of services. Webcor/Obayashi Joint Venture will reserve the right to request that specific personnel with specific expertise be added to the team, if Webcor/Obayashi Joint Venture determines that specific expertise is lacking in the project team.

Statements and other materials submitted will not be returned.

Webcor/Obayashi Joint Venture reserves the right to abandon this RFP process and/or change its procurement process for the contract at anytime if it is determined that abandonment and/or change would be in Webcor/Obayashi Joint Venture's best interest. In the event of an abandonment or change, Webcor/Obayashi Joint Venture will not be liable to any Trade Subcontractor for any costs or damages arising out of its response to the RFP.

The issuance of this RFP does not constitute an agreement by Webcor/Obayashi Joint Venture and the TJPA that any contract will actually be entered into by Webcor/Obayashi Joint Venture.

Webcor/Obayashi Joint Venture expressly reserves the right at any time to:

- waive or correct any defect or informality in any qualification, submittal or submittal procedure, as determined by Webcor/Obayashi Joint Venture and the TJPA in its sole discretion
- reject any or all Proposals, without indicating any reason for such rejection and to waive any minor irregularity in a Proposal
- reissue an RFP
- modify all or any portion of the selection procedures prior to submission deadline for proposals, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals
- request that one or more Trade Subcontractors clarify, supplement or modify the information submitted
- extend deadlines for accepting responses; request amendments to responses after the expiration of deadlines and request clarifications.
- procure any materials, equipment or services specified in this RFP by any other means

Any interpretation of, or change in, this RFP will be made by addendum, and shall become part of the Proposal Documents. ***All Struck Out portions of this Manual are not applicable for RFP submission.***

Trade Subcontractors will be required to comply with the Federal procurement rules and guidelines set forth in Federal Transit Administration Circular 4220.1.F, the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, in the FTA Best Practices Procurement Manual, and at 49 CFR Part 18 and Part 26. Trade Subcontractors will also be required to comply with all provisions of section 1770 et seq. of the California Labor Code. Procurement will be without regard to race, gender, religion, affiliation, or sexual orientation.

Trade Subcontractor's cost of the general work, overhead, office cost, permission/legal fee, administration, bonds, insurances, contingency, profit and other necessary activities for this project should be included in the Proposal amount and distributed into the Proposal Items.

A. Trade Subcontractor's Representation

1. Proposal

a) Trade Subcontractor by making its Proposal represents that Trade Subcontractor has carefully examined, read, reviewed and understands the Request for Proposal Documents, the project site, is fully informed of existing conditions and limitations, including all items contained in the Request for Proposal Documents and their Proposal is made in accordance therewith. As such Trade Subcontractor will sign, date and return the last page of this Project Request for Proposal Manual, Acknowledgement of Receipt and Review (ARR in Forms Section), with their Proposal.

B. Obtaining Request for Proposal Documents

1. Document Availability

a) ~~Trade Subcontractor is responsible for obtaining the Request for Proposal Documents at cost to Trade Subcontractor.~~

(1) ~~Ford Graphics ordering (415) 537-2200.~~

(2) ~~Plan Rooms:~~

(a) ~~San Francisco Builder's Exchange  
850 South Van Ness Ave.  
San Francisco, CA 94110  
(415) 282-8220~~

(b) ~~Business Development Inc.  
1485 Bayshore Blvd., Suite 210  
San Francisco, CA 94124  
(415) 671-2150~~

(c) ~~Business Development Inc.  
1330 Broadway, Suite 728  
Oakland, CA 94612  
(510) 874-7877~~

(d) ~~Peninsula Builder's Exchange  
735 Industrial Rd.  
San Carlos, CA 94070  
(650) 591-4486~~

(e) ~~McGraw Hill/Dodge Daily Pacific Builders.  
11875 Dublin Blvd., Suite A118  
Dublin, CA 94568  
(925) 833-9750~~

(f) ~~Sacramento Builder's Exchange  
1331 T Street  
Sacramento, CA 95814  
(916) 442-8991~~

(g) ~~Santa Clara Builder's Exchange~~

400 Reed Street  
Santa Clara, CA 95050  
(408) 727-4000

~~(h) McGraw Hill  
1325 N Red Gum St.  
Anaheim, CA 92806  
(714) 666-1663~~

~~(i) Northern California MBEC  
ASIAN, Inc.  
1167 Mission St., 4<sup>th</sup> Floor  
San Francisco, CA 94103  
(415) 928-5910~~

~~(j) Bayview Builders Exchange  
3450 3<sup>rd</sup> Street Building 4A  
San Francisco, CA 94124  
(415) 824-9791~~

(3) TJPA Website – <http://transbaycenter.org/tjpa/doing-business-with-the-tjpa/current-contract-opportunities>. ~~Note that Plans and Specifications are not available on TJPA Website~~

C. Examination of Request for Proposal Documents and Project Site

1. Project Conditions

a) Trade Subcontractor shall give due consideration to the intricate and difficult conditions which involve coordinating and interfacing with other Trade Subcontractors at the Site and which may affect the scheduling of the Work.

2. Contract Document Review

a) Trade Subcontractor is required to review the Contract Documents and Site Conditions in accordance with all requirements set forth in the Prime Contract with respect to its scope of work (See Document 00 07 00 – General Conditions, Article 3.03). This shall include, without limitation, the obligation to carefully review the appropriate portions of the Contract Documents a minimum of 35 days in advance of the Work to be executed for the express purposes of checking for any errors, omissions, discrepancies or ambiguities and notifying Webcor/Obayashi Joint Venture in writing promptly within this time period upon discovery of errors, omissions, discrepancies or ambiguities so that Webcor/Obayashi Joint Venture can properly notify the TJPA within the 30 day time period prescribed in Document 00 07 00 – General Conditions, Article 3.03.C. In addition, if Trade Subcontractor performs work that it knows, or reasonably should have known, to be contrary to the Code or other applicable laws, statutes, ordinances, rules and regulations without written notice to Webcor/Obayashi Joint Venture, Trade Subcontractor shall assume responsibility for such Work and shall bear all costs of correction (See Document 00 07 00 – General Conditions, Article 3.08.E).

D. Request for Proposal Process and Procedures

1. General Process Overview

a) Trade Subcontractors who are not qualified shall refer to Exhibit A for the qualification process.

- b) Trade Subcontractors are required to attend a mandatory pre-proposal conference per the Key RFP Dates.
- c) ~~Trade Subcontractors' Proposals will be opened publicly.~~
- d) ~~The construction Subcontract, if awarded, will be awarded to the responsible and qualified Trade Subcontractor submitting the lowest responsive lump sum Proposal for the Work.~~

2. Form and Style of Proposals

- a) Proposals shall be submitted on the Proposal Form included in Exhibit A.
- b) All Proposal Items shall be completed on the Proposal Form typed or printed legibly in ink. ~~Sums shall be expressed in figures.~~
- c) The Proposal shall be deemed non-responsive if all Proposal Items are not completed on the Proposal Form.
- d) ~~Include numerical dollar amounts for all requested Unit Prices, Allowances and/or Alternates in the Proposal. In case of discrepancy between the sum of Proposal item amounts and the Grand Total Proposal Price, the sum of said amounts shall prevail.~~
- e) ~~In the case of discrepancy between words and figures, the words shall prevail.~~
- f) Terminology such as “No Proposal”, “Not Applicable”, “No Change” or “Does Not Apply” shall not be used.
- g) The Proposal shall include the legal name of the Trade Subcontractor and a statement that the Trade Subcontractor is a sole proprietor, a partnership, a corporation or identified as some other legal entity. Proposals shall be signed by the person or persons legally authorized to bind the Trade Subcontractor to a contract of the size and scope of the Subcontract. A Proposal submitted by an Agent shall have a current power of attorney attached certifying the Agent's authority to bind the Trade Subcontractor.
- h) The work in an individual Proposal Package described in these documents is the sole responsibility of the successful Trade Subcontractor. Proposals will only be accepted on the full scope of Work outlined in and in strict conformity of all requirements in the Request for Proposal Documents.

3. Submission of Proposals

- a) Submission of a Proposal constitutes an incontrovertible representation by Trade Subcontractor that the Trade Subcontractor has complied with every requirement in the Request for Proposal Documents; ~~the price is premised upon performing and furnishing the Work required by the Request for Proposal Documents without exception;~~ that the Request for Proposal Documents are sufficient in scope and detail to accurately describe all terms and conditions for the performance of the Work; and the Trade Subcontractor accepts the terms of the Webcor/Obayashi Joint Venture Long Form Subcontract.
- b) Proposals shall be submitted no later than the date and time specified in Exhibit A for Proposals or as subsequently specified if changed by Addendum.
  - (1) The deadline for submitting Proposals will be the time stated in the Advertisement for Proposals, exactly.
  - (2) No Proposals received after the specific date and time will be accepted.

- c) Trade Subcontractor shall fill in all blanks as appropriate on the Proposal form and shall submit with its Proposal the forms noted herein and as listed in the Request for Proposal Checklist (~~PC in Forms Section~~) properly completed and executed.
- d) One copy of the Proposal, ~~Proposal Security~~ and all other documents required to be submitted with the Proposal shall be enclosed in a sealed opaque envelope. "SEALED PROPOSAL ENCLOSED" shall be written on the face of the envelope. The envelope shall identify the Project name, Trade Subcontractor name and address and the specific Proposal Package as per Exhibit A.
- e) Proposals sent via overnight mail or messenger require that the sealed Proposal envelope be enclosed in a separate mailing envelope. The overnight mail cover shall also identify the Project name, Trade Subcontractor name and address as well as the Proposal Package. It shall be the Trade Subcontractor's responsibility to see that Proposals are sent in sufficient time to be received at the specified address and taken to the place of the Proposal opening prior to the time specified in the Advertisement for Proposals.
- f) Oral, telephonic, email, facsimile or telegraphic Proposals are invalid and will be rejected.
- g) ~~The location designated for the receipt of Proposals is:~~  
~~Transbay Joint Power Authority (TJPA)~~  
~~201 Mission Street, Suite 2100~~  
~~San Francisco, CA 94105~~
- h) Proposals which are in any way conditional or which make alterations, omissions, or qualifications to the terms of the Proposal Documents shall be rejected as incomplete, unqualified or non-responsive.
- i) All Proposal data, except signatures, shall be typed or printed legibly in ink. Mistakes may be crossed out and corrections inserted adjacent to the crossed-out text, with each correction initialed in ink by the signer of the Proposal.
- j) Each Proposal shall show the full business address of the Trade Subcontractor and be executed with its usual signature. A Proposal by a partnership shall furnish the full names of all partners and shall be signed in the partnership name by one member of the partnership or by an authorized representative, followed by the signature and title of the person signing. A Proposal by a corporation, with corporate seal affixed, shall be executed with the legal name of the corporation, followed by the name of the state of incorporation and the signature and title of the person executing. The name and title of the person executing shall also be typed or printed below the signature. When required by Webcor/Obayashi Joint Venture, satisfactory evidence of the authority of the officer executing on behalf of the corporation shall be furnished.
- k) ~~Proposals will only be accepted for individual Proposal Packages.~~ Trade Subcontractors are required to propose the entire Proposal Package. ~~Trade Subcontractors may propose more than one Proposal Package; however, separate Proposals are required for each Proposal Package.~~
- l) Webcor/Obayashi Joint Venture reserves the right after opening Proposals to reject any or all Proposals, and to waive any minor irregularity in a Proposal.

4. ~~Proposal Security~~

- a) ~~A Proposal Security in the amount equal to five percent (5%) of the Base Proposal total shall be submitted with each Proposal.~~
  - b) ~~The Proposal Security may be in the form of a corporate surety bond or an irrevocable letter of credit from a bank or trust company doing business and having an office in the State of California, having a combined capital and surplus of at least \$50,000,000 and subject to supervision and examination by Federal or State authority as provided in the San Francisco Administrative Code section 6.21.A.4.~~
  - c) ~~In the event the Proposal Security is \$15,000 or less in amount, the Proposal Security may be in the form of a Certified Check from a bank or trust company doing business in the State of California, having a combined capital and surplus of at least \$50,000,000 and subject to supervision and examination by Federal or State authority, payable to Webcor/Obayashi Joint Venture.~~
  - d) ~~A notarized Proposal Bond Form (BB) shall be submitted unless the Proposal is accompanied by a Certified Check or irrevocable letter of credit.~~
  - e) ~~Failure to provide a Proposal Security and a notarized Proposal Bond Form with the Proposal will render the Trade Subcontractor's Proposal non responsive and as such it will be rejected. Trade Subcontractor should refer to the Request for Proposal Documents for additional bond requirements.~~
5. Modification or Withdrawal of Proposal
- a) In submitting its Proposal the Trade Subcontractor agrees that the Proposal shall not be modified, withdrawn or cancelled by the Trade Subcontractor after the stipulated time period and date designated for the receipt of Proposals.
  - b) Prior to the time and date designated for receipt of Proposals, any Proposal submitted may be modified or withdrawn by notice to the party receiving Proposals at the place designated for their receipt. Such notice shall be in writing over the signature of the Trade Subcontractor.
  - c) Withdrawn Proposals may be resubmitted up to the time designated for the receipt of Proposals provided they are then fully in conformance with the RFP.
  - d) Those Proposals not withdrawn prior to the scheduled time for receipt of Proposals shall not be withdrawn for a period of ninety (90) days thereafter.
6. Statutory Request for Proposal Requirements
- a) ~~Subcontractor Tier Listing~~
    - (1) ~~Trade Subcontractor must submit on the Subcontractor List (SL in Forms Section) form with the Proposal form information regarding lower tier Subcontractors and supplier(s) that Trade Subcontractor intends to employ to perform Work in an amount in excess of one half of one percent (0.5%) if the Contract is awarded to Trade Subcontractor. Trade Subcontractor shall list only one such lower tier Subcontractor for each portion of the Work. Trade Subcontractor shall complete and submit the Subcontractor List form with its Proposal.~~
  - b) Tax Registration
    - (1) Trade Subcontractor shall submit the Business Tax Registration Declaration (Section 00 04 54).

- (2) A Trade Subcontractor who does not hold the license(s) required to perform the Work shall be considered non-responsive and the Proposal may be rejected.
- c) Nondiscrimination
- (1) Trade Subcontractor shall execute and submit with its Proposal the Certificate of Bidders Regarding Nondiscrimination in Contracts and Benefits form attached to the Proposal form (Section 00 04 70). If a Trade Subcontractor fails to submit the form as required, then the Trade Subcontractor may be deemed non-responsive, and its Proposal may be rejected.
- d) Highest Prevailing Wage
- (1) Trade Subcontractor shall complete and submit with its Proposal a Highest Prevailing Wage Rate Certification form (Section 00 04 60) certifying its intention to comply with section A7.204 of the San Francisco Charter and section 6.22E of the San Francisco Administrative Code.
- e) ~~Apprenticeship Training~~
- (1) ~~Trade Subcontractor shall complete and submit with its Proposal a Certificate of Trade Subcontractor Regarding Apprenticeship Training Program form (Section 00 04 65).~~
- (2) ~~Upon award the Trade Subcontractor shall complete and submit a Certificate of Subcontractor Regarding Apprenticeship Training Program form (Section 00 04 66).~~
- f) CityBuild/First Source
- (1) ~~If the Grand Total Proposal Price including applicable selected Alternates prior to the date of the written notification of award of the Contract, exceed \$350,000, Trade Subcontractor shall complete and submit with its Proposal a CityBuild/First Source Referral Program Certification (Section 00 04 57). Refer to Section 00 08 20 for CityBuild/First Source Hiring Program contracting requirements. The Trade Subcontractor's signature on the Proposal Form shall constitute signature of the CityBuild/First Source Referral Program Certification. In the event the successful Trade Subcontractor whose Grand Total Proposal Price and selected Alternates, if applicable, exceed \$350,000 fails to submit timely said certification, the successful Trade Subcontractor may forfeit the amount of its Proposal bond or certified check, and consideration for Contract award may pass to the next lowest responsive, responsible Trade Subcontractor at the discretion of Webcor/Obayashi Joint Venture.~~
- g) Debarment and Suspension
- (1) Trade Subcontractor shall complete and submit with its Proposal the Certification of Trade Subcontractor Regarding Debarment and Suspension form (Section 00 08 13/APA).
- (2) Trade Subcontractor further agrees by submitting this Proposal that it will require its Subcontractors, lower-tier Subcontractors, and suppliers to complete and submit to Webcor/Obayashi Joint Venture within ten (10) calendar days after the date of Proposal opening the Certification of Subcontractor,

Lower-Tier Subcontractor or Supplier Regarding Debarment and Suspension form (Section 00 04 83) for lower-tier covered transactions of \$25,000 or more.

(3) The inability of Trade Subcontractor or its lower-tier Subcontractors, or suppliers to provide the above certifications will not necessarily result in denial of award of the Contract. In the event that Trade Subcontractor or its lower-tier Subcontractor, or supplier is unable to provide such certification because it currently violates or has previously violated conditions of the certification, a description of each instance of violation and explanation shall be attached to its certification. The certification or explanation will be considered in connection with the determination of whether to award the Contract. However, failure of Trade Subcontractor or its lower-tier Subcontractor, or suppliers to furnish a certification or an explanation may disqualify such Trade Subcontractor from eligibility for award of the Contract.

(4) Trade Subcontractor agrees by submitting this Proposal that, should the Contract be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this Contract, unless authorized in writing by Webcor/Obayashi Joint Venture.

(5) The certifications (Section 00 08 13/APA and Section 00 04 83) are a material representation of fact upon which reliance is placed when determining to enter into this Contract. Trade Subcontractor shall provide immediate written notice to Webcor/Obayashi Joint Venture if at any time Trade Subcontractor learns that its certification or the certification of a lower-tier participant was erroneous when submitted or has become erroneous by reason of changed circumstances.

(6) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower-tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this Article, "Debarment and Suspension Certification Requirements," shall have the meanings set forth in the "Definitions" and "Coverage" sections of rules implementing Federal Executive Order 12549.

(7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the nonprocurement portion of the "Lists of Parties Excluded from Federal Procurement or Nonprocurement Programs," which is compiled by the General Services Administration.

(8) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required. The knowledge and information of participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(9) Except for transactions authorized under Paragraph 2 above, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this Contract, in addition to other remedies available, Webcor/Obayashi Joint Venture, Owner or other government agency may terminate this Contract for cause or default.

h) ~~Escrow Proposal Documents~~

(1) ~~The three lowest Trade Subcontractors shall each submit a completed Escrow Bid Document Declaration (Section 00-04-52) with their escrow Proposal Documents within three working days (3) after the Proposal opening date; refer to Section 00-02-12.~~

i) Additional Certifications required with Proposal submission (See Request for Proposal Checklist, (PC) in Forms Section)

E. Additional Request for Proposal Notes

1. Interpretation or Correction of Request for Proposal Documents

a) Trade Subcontractor shall notify Webcor/Obayashi Joint Venture of all ambiguities, inconsistencies or errors discovered upon examination of the Request for Proposal Documents, the Project site and local conditions. Trade Subcontractor shall provide request in writing describing any ambiguities, inconsistencies or errors with Webcor/Obayashi Joint Venture's Question on Proposal Documents Form (QPD in Forms Section). Each submitted QPD question and its associated response will be posted to the TJPA website for all Trade Subcontractors to review.

(1) In the event that the response required does not reside within the Request for Proposal Documents and a response is determined required by Webcor/Obayashi Joint Venture a written and binding clarification will be issued as an Addendum to all Trade Subcontractors of record. Webcor/Obayashi Joint Venture is not responsible for oral explanation or interpretations of the Request for Proposal Documents.

(2) A mandatory Pre-Proposal Conference shall be held to allow for Trade Subcontractor's clarification(s) of the intent of the Request for Proposal Documents, dissemination of information and a site visit/tour. Refer to Exhibit A for further information.

(3) Refer to Exhibit A for the QPD deadline.

2. Substitution of Unspecified Products

a) Products specified in the Request for Proposal Documents establish a minimum standard of required type, function and quality that substitutions must meet to be considered acceptable for the project. To obtain acceptance of unspecified products, Trade Subcontractors shall submit written requests at least ten (10) calendar days prior to the date of receiving Proposals using the QPD form accompanied by a Request for Substitution form (Section 00-04-40) together with required supporting documentation.

(1) The burden of proof of the merit of the proposed substitute item is upon the Trade Subcontractor.

- (2) The decision of approval or disapproval of a proposed substitute item will be final.
    - (3) If approved the approval shall be set forth in an Addendum issued to all prospective Trade Subcontractors.
  - b) Questions or requests for substitution received less than ten (10) calendar days prior to the Proposal date and time will not be answered.
  - c) Requests for Substitution post Bid date and time
    - (1) If a Trade Subcontractor wishes to propose an "or equal" or other product substitution, Trade Subcontractor must make such request no later than ten (10) business days following the date of bid opening. Requests shall be granted or denied at Webcor/Obayashi Joint Venture's sole discretion. If Webcor/Obayashi Joint Venture does not accept the substitution prior to the date of Award, the request is deemed denied; Trade Subcontractors must use only the price of approved products in calculating their Bids. Refer to Section 00 04 40.
- 3. Exclusions/Clarifications/Qualifications
  - a) Bids which include any exclusion, alteration, omission or qualification of the terms of the Request for Proposal Documents shall be rejected as non-responsive.
- 4. Addenda
  - a) Addenda will be distributed to all Pre-Qualified (if a pre-qualification process is conducted) prospective Trade Subcontractors and made available as per the Obtaining Request for Proposal Documents section above.
  - b) All Trade Subcontractors shall ascertain receipt of all Addenda prior to submission of a Proposal. Submit the Acknowledgement of Receipt of Addenda Form (ARA in Forms Section). Failure to complete and submit this form may cause Trade Subcontractor to be non-responsive and its Proposal may be rejected.
- ~~5. Unit Prices and Allowances~~
  - ~~a) Unit Prices and Allowances are listed as per Unit Prices and Allowances (Section 01-10 20).~~
  - ~~b) Trade Subcontractors must bid on all Unit Prices listed in the Request for Proposal Documents.~~
  - ~~c) Successful Trade Subcontractors shall perform all Work required for complete execution of accepted Unit Prices and such Unit Prices shall include all overhead and profit for the Work required.~~
- 6. Tax
  - a) The Trade Subcontractor's Cost Proposal shall include all applicable taxes including but not limited to Sales Tax and /or Use Tax
  - b) San Francisco, California shall be designated the point of sale for all materials purchased. Submit the Business Tax Declaration Registration Form (Section 00 04 54).
- 7. Phases of Construction
  - a) Trade Subcontractors acknowledge that if awarded the Subcontract, the project is administered under a method referred to as phased construction whereby construction

commences prior to the completion of all working construction documents for subsequent Work.

F. Award & Execution of Contract

1. Award

- a) In accordance with TJPA Procurement Policy, no bid is accepted and no construction contract in excess of \$400,000 is awarded by the TJPA until such time as the TJPA recommends the Contract for award, and the TJPA Board of Directors then adopts a resolution awarding the Contract.
- b) All contract awards are subject to certification by the TJPA Finance Coordinator as to the availability of funds.
- c) ~~The Contract, if awarded, will be awarded to the responsible Trade Subcontractor who submits the lowest responsive Bid.~~

2. Execution

- a) The successful Trade Subcontractor shall deliver within five (5) working days after the date of Webcor/Obayashi Joint Venture's written notification of award of the Contract, the following properly completed and signed documents to Webcor/Obayashi Joint Venture:
  - (1) Subcontract, two (2) original copies with the successful Trade Subcontractor's signature affixed thereto. If successful Trade Subcontractor is "doing business as" company, attach a copy of "dba" certificate filed with and certified by the County Clerk.
  - (2) ~~Performance Bond and Payment (Labor and Material) Bond (Section 00 06 10), two (2) original copies of each.~~
  - (3) Insurance certificates and endorsements (see Exhibit D), two (2) original copies of each, including the following:
    - (a) The Contract number and Project title "Transbay Transit Center," the agent names and telephone numbers, and the name of the certificate holder as follows:

Webcor/Obayashi Joint Venture  
Attn: Project Accountant  
183 Fremont St.  
San Francisco CA 94105
    - (b) Name as additional insured the parties as specified in section 00 08 05 with endorsement attached.
    - (c) If the standard Accord form is used, delete the wording "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives."
  - (4) Corporate authority in the form of resolution or certified extract from the minutes authorizing the signatory to sign on behalf of the corporation.
  - (5) ~~Power of Attorney authorizing signatories to execute Performance and Payment Bonds.~~
  - (6) ~~Proof of Status as Signatory to Apprenticeship Program or Proof of Payment:~~

~~(a) — If successful Trade Subcontractor declared that it is a signatory to a recognized apprenticeship or training program on the Certificate of Trade Subcontractor Regarding Apprenticeship Training Program form (Section 00-04-65), successful Trade Subcontractor shall submit written proof of its status as a signatory.~~

~~(b) — For each lower tier Subcontractor or supplier that declared it is a signatory to a recognized apprenticeship or training program on the Certificate of Subcontractor Regarding Apprenticeship Training Program form (Section 00-04-66), successful Trade Subcontractor shall submit written proof of each such lower tier Subcontractor's or supplier's status as a signatory.~~

~~(c) — Successful Trade Subcontractor and/or its lower tier Subcontractor(s) or suppliers that are not signatories to a recognized apprenticeship or training program as described herein shall be required after award of the Contract to submit with each progress payment request, beginning with the second such request, proof that successful Trade Subcontractor or its lower tier Subcontractor(s) or supplier(s) contribute to a fund or funds to administer and conduct the apprenticeship program(s) in the area of the Site for each apprenticeable trade or craft for which Trade Subcontractor or its Lower tier Subcontractor(s) or supplier(s) is providing labor on the Project. Such contributions shall be made on the same basis and in the same manner as those of contractors who are signatories to a recognized apprenticeship or training program. Where the trust fund administrators are unable to accept such funds, Trade Subcontractor and its lower tier Subcontractor(s) or supplier(s) must provide written proof of payment of a like amount to the California Apprenticeship Council.~~

(7) Failure to deliver to Webcor/Obayashi Joint Venture one or more of the documents listed shall constitute a refusal to enter into the Contract and may result in forfeiture of Trade Subcontractor's proposal security.

End of Section III – Instructions To Trade Subcontractors

## IV. TRADE SUBCONTRACTOR REQUIREMENTS

### A. General Information

The complete Request for Proposal including this Project Request for Proposal Manual will be incorporated into the successful Trade Subcontractor's Long Form Subcontract.

Subcontractor is also designated as Trade Subcontractor and thus these names (Subcontractor / Trade Subcontractor) can and will be used interchangeably. Where "Contractor" is specified in the Request for Proposal Documents including, but not limited to the plans and specifications, it shall be understood that the Trade Subcontractor is responsible for compliance for any requirement therein.

Work to be performed by Trade Subcontractors shall be in accordance with the complete Request for Proposal (RFP).

This Project Request for Proposal Manual is supplemental in nature and is not intended to replace the plans and specifications. If any conflicts exist between any of the documents provided to the Trade Subcontractor, the most stringent condition applies. At its sole discretion, Webcor/Obayashi Joint Venture shall determine the more stringent condition.

#### 1. Codes

- a) Trade Subcontractor shall operate, furnish and install work in accordance with all applicable local, state, national codes, and governing authorities including, but not limited to ADA access requirements.

#### 2. Office Space

- a) No Trade Subcontractor office space will be provided on or off site.

#### 3. Parking and Staging

- a) Trade Subcontractor is responsible for all of their parking for their employees, tier subcontractors, vendors, etc. as no parking is provided.
- b) Webcor/Obayashi Joint Venture will not provide areas for staging unless specifically noted in the Request for Proposal Documents. Staging areas will remain in control of Webcor/Obayashi Joint Venture at all times. Arrangements for use of staging areas must be approved in advance by Webcor/Obayashi Joint Venture. All arrangements for use of any other properties by Trade Subcontractors will be made by that Trade Subcontractor.
- c) "MUNI" Hump will be made available to Webcor/Obayashi Joint Venture as needed for direct construction activities. Currently, it is available to the demolition contractor until Spring 2011. After that it becomes available during shoring wall installation activities. Following, this area will be made available to Webcor/Obayashi Joint Venmture for other ongoing construction activities until such time as development of this parcel is ready for construction. That date is not currently known but it is not expected to occur before the late months of 2012.

#### 4. Daily Reports

- a) The Trade Subcontractor shall submit its official Daily Report format upon award for Webcor/Obayashi Joint Venture approval.

b) Trade Subcontractor shall provide a record copy of the daily report to Webcor/Obayashi Joint Venture by 9am the following work day including all required information pursuant to Request for Proposal Documents including, but not limited to plans and specifications, and the following additional information:

- (1) Schedule Activity ID for all activities underway
- (2) Delays/Impacts to the Work
- (3) Damage to the Work
- (4) Daily Maintenance Checks for all Trade Subcontractor installed systems
- (5) Daily quantities associated with the day's Work, Trade Subcontractor shall coordinate with Webcor/Obayashi regarding what quantities to report.
- (6) Number of employees per trade (including but not limited to: foreman, journeyman, apprentices and administrative personnel.)

c) Staying current with submission of the complete Daily Reports is a requirement for Progress Payment.

5. Weekly Meetings

a) Subcontractor agrees that its Superintendent and/or Project Manager will attend all meetings as required by Section 01 10 40 and Section 01 12 00 and as requested by Webcor/Obayashi Joint Venture.

6. Permits

a) Trade Subcontractor shall obtain all required ancillary permits to complete their scope in a timely manner. Refer to Specification Section 01 14 10 for project permits.

~~7. Inspections and Testing~~

~~a) All Work will be inspected and/or tested. Assume there will be a minimum of four (4) separate inspections of the Work:~~

- ~~(1) Subcontractor's own quality control inspection as outlined in their Webcor/Obayashi Joint Venture approved Quality Control/Quality Assurance Program~~
- ~~(2) Webcor/Obayashi Joint Venture inspection~~
- ~~(3) Building inspection~~
- ~~(4) Special inspection~~

~~b) All Trade Subcontractors are responsible to schedule all applicable inspections required for the complete and timely execution of the Work. Any missed inspections will not be grounds for an extension of time. Trade Subcontractor is to pay any fines resulting from lack of compliance with applicable codes, liquidated damages and consequential damages.~~

~~c) Trade Subcontractor shall be responsible for, not limited to, all governmental agency fees, licensing fees, individual trade permit fees, local fees and applicable sales and use taxes.~~

~~d) Trade Subcontractor will provide manpower and means of access to assist in these inspections in the cost of their work. Trade Subcontractors will be required to submit a Request for Inspection to Webcor/Obayashi Joint Venture a minimum of three working days in advance of each inspection and/or test. If a Trade Subcontractor's work does not pass inspection and/or testing, that Trade Subcontractor will be responsible for all applicable re-inspection and/or retesting costs.~~

- e) ~~Trade Subcontractors with late requests for inspection will be responsible for all resulting schedule and financial impacts.~~
  - f) ~~Trade Subcontractors shall perform all testing and inspections required by the Contract Documents, as they relate to Temporary Work.~~
8. Surveying, Staking and Layout
- a) ~~Webcor/Obayashi Joint Venture will provide control and benchmark elevations.~~
  - b) Trade Subcontractor shall include all staking, elevation control, line, grade and field layout required to complete the Work.
  - c) Trade Subcontractor shall protect and maintain layout from weather and other trades.
  - d) Any discrepancies in the Documents or other Trade Subcontractors Work not brought to Webcor/Obayashi Joint Venture's attention in a timely manner so as not to affect the schedule prior to beginning the installation of the Trade Subcontractor's work shall be the responsibility of the Trade Subcontractor.
9. ~~Embedded Items~~
- a) ~~Include supply, installation and protection of all embedded items including but not limited to embeds, inserts, sleeves, electrical items, plumbing, block outs, etc. required for Trade Subcontractor's Work.~~
  - b) ~~Trade Subcontractor will include personnel for pour watch and will be responsible for checking and correcting placement of embeded items prior to and during concrete pours.~~
  - c) ~~Any damage created by the installation of Trade Subcontractors embeds or damage to other Trade Subcontractor work shall be the responsibility of the Trade Subcontractor to cure.~~
  - d) ~~No lead containing anchors or connectors shall be used.~~
  - e) ~~All embeded items shall be stored in a location approved by Webcor/Obayashi Joint Venture and ready to install a minimum of four (4) weeks prior to the scheduled installation date. Trade Subcontractor to verify with Webcor/Obayashi Joint Venture that the items are onsite even if the items are being provided F.O.B. Installation dates shall be coordinated with Webcor/Obayashi Joint Venture's Superintendent.~~
10. ~~Penetrations~~
- a) ~~Include all layout, reinforcement, sleeving, coring, blockouts and deck burning etc. for all penetrations required for Trade Subcontractor's Work.~~
  - b) ~~Trade Subcontractor shall seal all penetrations (whether required to be rated or not) in accordance with all required sound ratings, fire ratings and applicable codes, including being air tight and watertight in the areas penetrated.~~
  - c) ~~Trade Subcontractor shall cover and maintain coverage for all penetrations and openings. Coverings shall be designed, labeled and secured per CalOSHA regulations and requirements. Webcor/Obayashi Joint Venture will address any out of compliance penetrations and openings at Trade Subcontractor expense. Trade Subcontractor shall coordinate the coverage and maintenance with other Trade Subcontractors who require access to this work.~~
11. ~~Cutting/Patchwork~~
- a) ~~Include all required cutting and patchwork as required by or for your scope of work.~~
12. ~~Leave Out Areas~~

a) ~~The use of hoists (personnel/material hoists and stairs) on this project will necessitate the completion of the leave out areas of the building and at those areas following the completion of the interior elevators on the project. Trade Subcontractor shall include in the Proposal all costs associated with performing the completion of the work affected by the leave out areas as out of sequence work. Note the general hoist locations are per Site Logistics plan in Exhibit A. Final locations are to be submitted by Trade Subcontractor and approved by Webcor/Obayashi Joint Venture.~~

13. Protection of Work

a) ~~Trade Subcontractor shall effectively secure, protect and maintain responsibility for the Work during transport, hoisting, temporary site storage, during installation and after fully installed. Trade Subcontractor is fully responsible for maintaining protection, cleaning and final acceptance of the Work including removal of their protection. Replace all damaged or defective work, materials, and equipment before requesting final acceptance.~~

b) ~~All of Subcontractor's work shall be protected from damage or deterioration until completion, acceptance by the Owner, substantial completion and start of warranty period. Trade Subcontractor shall be liable for any loss or damage to any work in place or to any equipment and materials on the project site caused by Trade Subcontractor, employees, guests or agents thereof.~~

c) Webcor/Obayashi Joint Venture will not be responsible for costs, repair, etc., for any damage caused by other trades. Trade Subcontractors shall be responsible for all costs associated with Trade Damage.

d) Trade Subcontractor shall settle all Trade Damage costs with affected Trade Subcontractors. Upon submission of the executed agreement between the parties involved, Webcor/Obayashi Joint Venture will issue the corresponding additive/deductive change orders as necessary.

14. Security

a) Trade Subcontractor will be required to provide 100% of the necessary Security measures to protect their materials, work space, equipment and other elements of their work. Any Trade Subcontractor materials or equipment that is lost or damaged will be the responsibility of the Trade Subcontractor.

15. Weather Protection

a) It is the responsibility of the Trade Subcontractor to take all reasonable measures to protect in-progress Work from inclement weather.

b) ~~In the event the building requires weather protection and rain water control due to Trade Subcontractor's Work not being completed in accordance with the project schedule, Trade Subcontractor shall furnish and install all weather protection as required for subsequent Work to continue unabated and will be liable for damage to other Work or costs for weather protection installation directed by Webcor/Obayashi Joint Venture.~~

16. Temporary Toilets and Sanitary Facilities

a) Trade Subcontractor will provide temporary toilet and hand washing facilities for their employees.

17. Temporary Power

- a) Webcor/Obayashi Joint Venture will provide temporary power to distribution points ~~in the Site Logistics plan (see Exhibit A)~~ for the project. Subcontractor shall be responsible for all temporary power needs to complete their work beyond the distribution points provided by Webcor/Obayashi Joint Venture. Webcor/Obayashi Joint Venture will not provide temporary power for welding.
18. Temporary Lighting
- a) Trade Subcontractor shall provide all code required temporary lighting.
  - b) Trade Subcontractor shall include all task lighting for proper installation of your Work.
19. Temporary Water
- a) ~~Trade Subcontractor is responsible for all hoses, pumps, metering from hydrants, payments for water, or any other means and methods required for connecting to and providing water to execute subcontractor's work.~~ Trade Subcontractor is responsible for supplying their own drinking water, cups and trash receptacles.
  - b) ~~Trade Subcontractor shall provide Webcor/Obayashi Joint Venture with a plan for approval prior to installation of temporary water system.~~
  - c) ~~Trade Subcontractor shall perform a daily maintenance check of any installed systems and note status in the Daily Report.~~
20. Notification Requirements
- a) Trade Subcontractor shall provide all required notifications to Webcor/Obayashi Joint Venture as reasonably required to permit Webcor/Obayashi Joint Venture to comply with its notice requirements as set forth in the Request for Proposal Documents.
- ~~21. Utility Shut Down Requirements~~
- a) ~~Tie ins and shutdowns of existing utilities may have to be performed during off hours. Trade Subcontractors are to include any required premium time in their Base Proposal.~~
22. Existing Utilities/Existing Condition
- a) No changes will be issued due to Trade Subcontractor not taking into account all existing conditions that are observable or that are evident in the Request for Proposal Documents.
  - b) Trade Subcontractor will be responsible to adequately locate all existing utilities that may be encountered in the completion of Trade Subcontractor's work.
23. Delivery Requirements
- a) Trade Subcontractor shall provide all necessary equipment and personnel to stock construction materials including overtime when required by Webcor/Obayashi Joint Venture.
  - b) All deliveries of materials to the jobsite shall be scheduled in writing with the Webcor/Obayashi Joint Venture's superintendent (minimum 48 hours written notice) with respect to date, time, and unloading or storage location. If requested, provide a detailed outline of delivery schedule and sequence(s).
  - c) Unscheduled deliveries are subject to being turned away.
  - d) Do not schedule weekend deliveries.
  - e) Trade Subcontractor to provide traffic and pedestrian control as required for deliveries.
24. Traffic

- a) Trade Subcontractor shall follow all traffic control measures as indicated in the Proposal Documents
  - b) Trade Subcontractor is responsible for all traffic control to complete Work.
25. Sidewalk and Street Coordination
- a) Trade Subcontractor shall include all street cleaning, certified flag persons, street and pedestrian traffic coordination for the Work on a daily basis.
  - b) Trade Subcontractor shall include any special routing provisions as required by governmental agencies or Webeor/Obayashi Joint Venture. All personnel provided shall be trained per the Site Specific Safety Plan as well as Section 01 15 70.
  - c) Trade Subcontractor includes all street use permits and fees as required to complete the Work.
  - d) ~~Trade Subcontractor shall construct, maintain and relocate temporary pedestrian walkways and/or shore existing sidewalks when required to maintain public pedestrian access. Maintenance shall include the removal of graffiti on a daily basis.~~
26. ~~Cranes/Hoisting~~
- a) ~~Webeor/Obayashi Joint Venture will not provide cranes/hoisting. Trade Subcontractor shall include all hoisting, crane Certification(s), unloading, scaffolding, high reach equipment, platforms, or bracing, etc. as required to complete the Work.~~
  - b) ~~Trade Subcontractor will provide Certified riggers, operators and flaggers to complete the Work.~~
  - c) ~~Trade Subcontractor shall provide a competent person to perform a complete review/inspection of equipment required to complete the Work on a daily basis before start of Work and shall provide proof of such review/inspection.~~
27. Personnel/Material Access
- a) ~~Trade Subcontractor will be required to coordinate the placement of their temporary means of access with Webeor/Obayashi Joint Venture.~~
  - b) Trade Subcontractor's temporary access will be made available to all Trade Subcontractors.
28. Vehicle Maintenance
- a) It will be the responsibility of Trade Subcontractor to maintain all their vehicles and equipment used on-site and comply with the following items:
    - (1) Maintained to prevent oil and/or other fluid leaks.
    - (2) Kept clean as necessary to prevent excessive build-up of oil and grease.
    - (3) Repaired off-site. No vehicular repairs are allowed to be made on-site.
    - (4) Incoming vehicles and equipment, inspected by Trade Subcontractor for leaking oil and fluids. Leaking vehicles and/or equipment shall not be allowed on-site.
    - (5) Cleanup and proper disposal of any oil or fluid leak.
29. Superintendent
- a) The Trade Subcontractor shall provide a minimum of one field Superintendent for each designated work zone. These field Superintendents shall answer to the Trade Subcontractors general Superintendent in charge of the entire project. An approved fluent English speaking

field Superintendent, Foreman level or above, that is able to act on direction from Webcor/Obayashi Joint Venture shall be provided at all times while workmen are on site. The designated field Superintendents ~~shall be non-working and~~ shall be equipped with a cellular phone at no cost to Webcor/Obayashi Joint Venture to expedite jobsite communications between Webcor/Obayashi Joint Venture and Trade Subcontractor. Trade Subcontractor shall provide office support staff, including project manager to service the project to the satisfaction of Webcor/Obayashi Joint Venture. Refer to Exhibit A for all additional Trade Subcontractor Supervision requirements.

30. Team Resume

- a) Trade Subcontractor shall include a resume of the proposed jobsite foremen/superintendents with the Proposal. This person will work directly with Webcor/Obayashi personnel to schedule deliveries, provide adequate manpower, and insure the project is completed in a cost effective, efficient manner. Trade Subcontractor will also provide a 24-hour contact who can be contacted in an emergency and a project organizational chart upon award.
- b) Trade Subcontractor shall provide resumes of key personnel who will manage and supervise the construction at request of Webcor/Obayashi Joint Venture in order to validate consistency with those identified at the time of qualification.

31. No Smoking

- a) Smoking is strictly prohibited on the jobsite and is grounds for removal from the project site.

32. Specific Project Requirements

- a) With regard to Specification Sections 00 08 13 Specific Project Requirements and 01 35 65 Mitigation Measures and Monitoring, Trade Subcontractor shall hire a credentialed independent industry specialist (i.e. acoustician, industrial hygienist, etc.) as appropriate to develop, implement, monitor, and enforce Trade Subcontractor and Project specific work plans for compliance with all governing agency requirements.

33. Wet Site

- a) When the project site conditions are wet, Trade Subcontractor will be responsible for cleaning all of the Trade Subcontractor's vehicles to ensure mud and debris are not tracked onto the public right of way.

34. ~~Storm Water Pollution Prevention, Erosion, and Sediment Control Plan~~

- a) ~~Trade Subcontractor shall be responsible for the preparation, submission, and execution of the project Storm Water Pollution, Erosion, and Sediment Control Plan, per the plans and specifications.~~

35. Submittals

- a) Consistent with the requirements set forth in the Request for Proposal Documents, Trade Subcontractor is required to provide electronic copies of the submittals.
- b) At Webcor/Obayashi Joint Venture's option, the Trade Subcontractor may be required to use an Internet based Project Management program where submittals are uploaded directly to the website by each respective Trade Subcontractor. See Communications section below and Request for Proposal Documents for further information.

- c) Trade Subcontractor shall provide submittals as defined in the technical specifications pursuant to section 01 13 00 and in compliance with the Project Schedule.
  - (1) Trade Subcontractor shall provide the Trade Subcontractor's Submittal Schedule no more than ten days after Award. Procurement lead times must be indicated on the submission.
  - (2) Webcor/Obayashi Joint Venture shall provide an electronic Microsoft Excel form for Submittal Schedule and determine required grouping of submittal packages. All fields must be filled in.
  - (3) Trade Subcontractor shall incorporate all submittals into their Trade Package Progress Schedule (See subsection C of General Requirements section of this Project Request for Proposal Manual.
- d) In their detailed shop drawings Trade Subcontractor shall identify all elements of work that are required to remain uninstalled until the Work of other Trades is installed. Trade Subcontractor may install, remove and reinstall their work as required or make other arrangements at their cost so as not to impact the schedule or other Trade Subcontractors.
- e) In addition to the electronic submission at the Trade Subcontractor's expense, shop drawings shall be submitted to a Small Business Enterprise reprographic company electronically for printing and delivery of two additional copies to the quantity outlined in the Request for Proposal Documents to Webcor/Obayashi Joint Venture.
- f) Trade Subcontractor shall update the Excel submittal form and reconcile it with the Trade Package Progress Schedule no less than twice a month. Payment may be contingent on the receipt of this form.

36. ~~Substitutions~~

- a) ~~No substitutions shall be made in the Trade Subcontractor's Work unless permitted in the Contract Documents.~~

37. Billing Projection

- a) Successful lowest responsible Trade Subcontractor shall provide a Billing projection anticipated throughout the course of the project upon award and update monthly thereafter for submission with payment. Refer to PC for submission requirements.

38. Manpower Projection

- a) Successful lowest responsible Trade Subcontractor shall provide a month-by-month projection of average jobsite manpower and resources which ties to the total man-hours provided on the Proposal Form. This projection shall be updated monthly with the payment request. Refer to PC for submission requirements.

39. Escalation

- a) Trade Subcontractor shall include all escalation for their Scope of Work for the duration of the Project (Refer to Exhibit I for Trade Package Progress Schedule).

40. ~~LEED NC Version 3.0~~

- a) ~~This is a LEED project with target set to achieve LEED Silver Certification. Trade Subcontractor shall have a thorough understanding and fully comply with all requirements noted in specification section 01 81 13 in conjunction with the Request for Proposal Documents and Exhibit E to provide all required documentation and satisfy timely~~

~~compliance. Monthly summaries and deliverables are required with each progress payment requisition in addition to the specific requirements noted in the specification and Request for Proposal Documents.~~

~~b) Any and all material, labor and documentation that is or may be required to comply with the USGBC LEED requirements for which this project is registered, shall be a cost of the project and included in the base proposal, all alternates, proposal addenda or changes incurred or presented throughout the duration of the project..~~

~~c) The USGBC LEED certification credit matrix as included in the Request for Proposal Documents provides a guide to the LEED credits that are under consideration for this project. This matrix is subject to change at any time during the project and the Trade Subcontractor is responsible to comply with these changes by the LEED Consultant. Costs to provide documentation for the Design Review Submittal (DRS) and Construction Review Submittal (CRS) components as applicable are included in the project proposal(s) as submitted. If there is a conflict between any portion of the specifications section(s), drawings or other documents, those that are most applicable to the requirement as outlined by USGBC for the specific credit(s) take precedence.~~

~~d) Trade Subcontractors, lower tier subcontractors, suppliers and providers are responsible to ensure that any substitutions or changes are in full accordance with USGBC LEED requirements. Any materials, methods or processes that are not in full compliance shall not be submitted for inclusion or consideration. If items are submitted, or actions taken, or noncompliance with required actions that do not fully meet the USGBC LEED requirements the firms, subcontractors, suppliers and providers are responsible to fully remedy the situation including the removal, reinstallation, remediation, correction of their work and compensation to others for related work that may be impacted by their actions and activities.~~

41. ~~Warranty~~

~~a) Refer to Request for Proposal Documents for Warranty requirements and Exhibit B for form.~~

42. Communications

a) Trade Subcontractor shall direct all communications concerning the Trade Subcontractor's work to Webcor/Obayashi Joint Venture's Project Manager or Project Superintendent, as applicable copying Webcor/Obayashi Joint Venture's designated Document Control personell. In no case shall communications be made directly to the Owner's representatives (architects, engineers, etc.) unless specifically directed by Webcor/Obayashi Joint Venture. Trade Subcontractor shall meet or exceed the requirements listed in the Request for Proposal Documents and the following minimum requirements outlined below as necessary to facilitate project communication:

- (1) Full time Internet connection, (phone dial-up is not acceptable). E-mail system that will handle attachments of at least 8MB (AOL or similar is not acceptable).
- (2) Internet Explorer, version 7.0 or later.
- (3) Scanner capable of handling at least 8 1/2 x 11 sheets.
- (4) Trade Subcontractor, if requested to use, shall utilize an Internet-Based Project Management System providing collaboration tools for the Project and an

Internet Base Document Sharing Website, which may be used to facilitate the electronic dissemination of Project Information. Refer to Request for Proposal Documents for additional information.

43. Distribution of Contract Documents
  - a) All distribution of Contract Documents will be done through email notifications from a web based system. This includes revisions to the original scope of work including addendums, instructional bulletins, etc.
44. Upon Execution of the Subcontract
  - a) One electronic set including drawings and specifications of the conforming Construction Documents will be provided to the Trade Subcontractor. Costs for hard copies or additional electronic copies of Construction Documents or Request for Proposal Documents, if desired by the Trade Subcontractor, shall be borne by the Trade Subcontractor. Architectural bulletins, changes, addenda and revisions to the plans shall be handled in the same manner.
  - b) Trade Subcontractor shall provide Webcor/Obayashi a copy of all applicable codes, reference guides, standards, etc. as requested by Webcor/Obayashi Joint Venture in addition to those required to be purchased by Webcor/Obayashi Joint Venture or Trade Subcontractor and be made available on site at all times.
45. ~~Quality Assurance/Quality Control/Punch List Process~~

~~Prior to the beginning of any work, a Quality Control (CQC) Plan shall be developed pursuant to specification section 01-14-00 and submitted by Trade Subcontractor to Webcor/Obayashi Joint Venture for review and approval. Refer to Request for Proposal Documents for additional information.~~
46. ~~Final Punch List~~
  - a) ~~During the Final Inspection/Punch list process Trade Subcontractors will be back charged for each punch list item pertaining to an aspect of their work that is scheduled to be complete and is found to be incomplete or unacceptable during back check.~~
  - b) ~~A minimum flat rate fee of \$100.00 shall be assigned to each Trade Subcontractor item to recoup costs for Webcor/Obayashi Joint Venture's inspection time and management fees in addition to any charges from TJPA or its representatives.~~
  - c) ~~Trade Subcontractor shall provide Webcor/Obayashi Joint Venture written notice that they are ready for the punchlist process in a timely manner that allows Webcor/Obayashi Joint Venture adequate time to verify completion of the noted area so as not to impact the project schedule.~~
  - d) ~~Trade Subcontractor shall use the project's designated Punchlist tracking system.~~
  - e) ~~The Trade Subcontractor is responsible for protection of and cleaning completed work until Final Acceptance by the Owner.~~
47. Final Cleaning
  - a) Trade Subcontractor shall provide final cleanup of Trade Subcontractor's installed material surfaces immediately prior to acceptance by the Owner and Architect/Engineer.
48. Damaged Material
  - a) Damage/breakage of material during and/or caused by the installation will not be an excuse for delays in the project schedule.

49. Use of Webcor/Obayashi Joint Venture's Equipment

- a) Notwithstanding any provision of the construction contract or any proposal document to the contrary, if at the request of Trade Subcontractor, Webcor/Obayashi Joint Venture permits Trade Subcontractor personnel to use Webcor/Obayashi Joint Venture's equipment such as hoisting equipment, safety planks, ladders, and scaffolds, Trade Subcontractor will indemnify Webcor/Obayashi Joint Venture and hold Webcor/Obayashi Joint Venture harmless from any and all liability, claims, actions, demands, damages, and expenses, including without limitation, reasonable attorneys' fees arising out of injury to persons or property in any way connected with such use of any project services, facilities, or equipment.

B. Safety

The Webcor/Obayashi Joint Venture Site Specific Safety Plan is provided as Exhibit H. Webcor/Obayashi Joint Venture retains the right to modify this safety program during the execution of any contract. It will be incorporated into the Trade Subcontractor's contract without any cost.

Procurement, installation and maintenance of impalement protection devices shall be the responsibility of the Trade Subcontractor who installed the potential hazard. Impalement hazards include but are not limited to rebar, conduit, piping, etc. The Trade Subcontractor shall also be responsible for coordinating their removal and disposal of the protection devices with all other Trade Subcontractors and Webcor/Obayashi Joint Venture in order to maintain a safe project site.

Trade Subcontractors submit their Health and Safety Plan a minimum of thirty calendar days prior to start of work and as per the Request for Proposal Checklist (PC in Forms Section).

Exhibit H defines all project safety and crisis management requirements including online safety training (ClickSafety), online safety performance tracking (Safe Site One), Job Hazard Analysis (JHAs), meetings, fines, etc.

Being current with the submission of the meeting minutes and JHA reports is a requirement of Progress Payment.

C. Scheduling and Phasing

Each Trade Subcontractor is to carefully examine the Concept Schedule (Exhibit I) and Project Milestones enclosed in the Request for Proposal Documents. Each Trade Subcontractor shall be prepared to review at the post-proposal/pre-award meetings a schedule for the engineering, fabrication, delivery and installation of its Work. This information will be considered in the award recommendation.

~~1. Trade Package Progress Schedule~~

- ~~a) Trade Subcontractor shall provide a Trade Package Progress Schedule as defined in the technical specifications pursuant to section 01-13-10, the Trade Package RFP and this Project Request for Proposal Manual. The most stringent shall apply if any conflict between the documents should arise.~~
- ~~b) Trade Subcontractor shall provide a CPM Trade Package Progress Schedule in P6, for approval, within ten business days of award of the Trade Subcontract.~~

- (1) ~~Trade Subcontractor shall meet with Webecor/Obayashi Joint Venture to review the Trade Package Progress Schedule.~~
- (2) ~~Trade Subcontractor shall incorporate Webecor/Obayashi Joint Venture's comments into the Trade Package Progress Schedule and resubmit within ten calendar days.~~
- c) ~~The Trade Package Progress Schedule shall include all submittal packages (Submittal Schedule) fully incorporated with relationship ties to construction activities.~~
- d) ~~Trade Subcontractor shall structure the Trade Package Progress Schedule utilizing the WBS and Activity ID format provided by Webecor/Obayashi Joint Venture.~~
- e) ~~Trade Package Progress Schedule shall adhere to the zoning and phasing diagrams as well as specific Project Milestones provided by Webecor/Obayashi Joint Venture.~~
- f) ~~Work shall be performed in general accordance with Exhibit A. Trade Subcontractors shall list required materials release dates with corresponding logic narrative in their proposals in order to procure materials as required to meet the Project Milestones and their required procurement method consistent with dates per the Trade Package Progress Schedule~~
- g) ~~Trade Subcontractor shall be responsible for scheduling and coordination of submittals (e.g. shop drawings, samples, mock ups, etc.), fabrication, delivery and installation of the work on the jobsite with the progress of construction. Trade Subcontractor shall provide the following at a minimum: shop drawings, approvals, release date for fabrication, fabrication, delivery, stocking, layout and installation durations. Furthermore, Trade Subcontractor will fully participate in detailed schedule discussions with the other Trade Subcontractors to refine and add detailed sequence operations throughout the coordination and construction process.~~
- h) ~~Trade Subcontractors shall include in their Base Proposal all costs associated with any required overtime or premium time required to meet the Project Milestones. No additional consideration will be allowed for compliance. This includes the design, construction, utility shut down/tie ins, startup, commissioning and acceptance testing periods.~~
- i) ~~Trade Subcontractor shall provide Webecor/Obayashi Joint Venture with a Four Week Look Ahead Schedule updated weekly.~~
  - (1) ~~The Four Week Look Ahead Schedule shall be submitted a minimum of two working days prior to Webecor/Obayashi Joint Venture's regularly scheduled weekly Coordination meeting.~~
  - (2) ~~The Four Week Look Ahead Schedule shall include scheduled activities for the next three weeks and completed activities for the prior week.~~
- j) ~~Trade Subcontractor shall provide an updated Trade Package Progress Schedule update and submit with each monthly progress payment request. Trade Package Progress Schedule shall be submitted in electronic format (.xer). Payment may be withheld if Trade Package Progress Schedule is not submitted.~~

D. SBE Program

Trade Subcontractor shall abide by the SBE rules and regulations set forth in the Prime Contract and Specification Section 00 08 21 and submit required forms.

There will be SBE participation requirements for each scope of work. Refer to Exhibit A for SBE participation requirements. Trade Subcontractors shall provide Good Faith Outreach Documentation for SBE participation requirements.

E. Coordination

1. Site
  - a) Trade Subcontractor, at no additional cost, shall relocate or move site office, stored material or equipment if required by Webcor/Obayashi Joint Venture.
2. With Other Trades
  - a) Trade Subcontractor shall provide coordination with all other trades as necessary for a complete installation. Some of Trade Subcontractor's work may have to be performed on a piece meal basis to allow the project as a whole to proceed in a productive manner.
3. With Consultants
  - a) Trade Subcontractor shall schedule all required inspections with the Architect, Inspector and/or other consultants through Webcor/Obayashi Joint Venture.
4. With Governing Agencies
  - a) Trade Subcontractor will perform all coordination with public agencies as indicated in the Request for Proposal Documents, at the request of Webcor/Obayashi Joint Venture and as required to complete execution of the Work at no additional cost to the project.

F. Logistics

The site access points provided in Trade Subcontractor's Site Logistics plan are subject to Webcor/Obayashi Joint Venture's review and/or approval prior to Trade Contractor proceeding. The plan shall conform to Webcor/Obayashi Joint Venture's Site Logistics Plan included in Exhibit A.

~~G. Building Information Modeling (BIM)~~

~~Project Summary~~

~~The project uses a Virtual Building process that integrates Cost, Schedule and 3D Coordination for analysis and projection of Trade Subcontractor progress.~~

~~The database is organized by building systems coded in CSI UniFormat code and activities that describe how the building systems are built coded in CSI MasterFormat.~~

~~The activity costs are broken down into a material and a labor component. The labor component of each activity consists of productivity and cost per labor hour. The material component lists all materials separately that are needed to perform the activity including the material unit cost.~~

~~This unit cost and productivity database is linked to a 3D model linking quantities from the model with unit cost and productivities from the database. This multi dimensional model produces an estimate that not only calculates cost distribution by system and activity but also provides labor distribution reports.~~

~~Each activity in the schedule is directly linked to an estimate cost line item coded in CSI MasterFormat. This integrated process also allows tracking of submittals by specification / Estimate section and visualization of buyout status in the 3D model.~~

~~1. Modeling Requirements~~

The 3D model consists of a base model developed by Webecor/Obayashi Joint Venture and the design team and system models which shall be provided by the Trade Subcontractors. Together the base and system models include the entire project scope as needed for 3D coordination and quantity definition required for schedule and cost planning.

The base file contains topographic information and some civil scope as well as elements provided by the design team as references. The system models are the Trade Subcontractor's responsibility. The level of detail and accuracy of the system models shall be high enough to be suitable for trade coordination as well as shop drawing production.

All information in the system models shall be consistent with and based on the contract documents. All 2D shop drawing submittals shall be extracted from the coordination system models by the Trade Subcontractor. Trade Subcontractor shall maintain the system model through the entire construction phase including updates for as built conditions.

To allow for model quantity extraction for cost and schedule information Trade Subcontractor shall coordinate breakdown and classification of systems in system model with Webecor/Obayashi Joint Venture.

To coordinate base file and system models Trade Subcontractor shall participate in BIM coordination meetings scheduled as necessary. Trade Subcontractor shall include multiple model revisions as needed for iterative coordination. To accommodate collaboration with the design team and other stakeholders, multi-day coordination meetings shall be included by the Trade Subcontractor as cost of work in the Proposal.

#### Cost and Productivity Data Requirements

To facilitate 4-D (time dimension) and 5-D (cost dimension) modeling, Trade Subcontractor shall provide cost and productivity information to be imported into project data base. Data base information shall be broken down such that line items describe work activities for each building system included in Trade Subcontractor's scope.

At a minimum Trade Subcontractor shall provide

a) **BIM & Schedule**

Trade Subcontractor shall provide detailed scheduling information as follows:

- (1) Provide list of tasks which identify continuous activities that can be performed without interference with other trades.
- (2) Provide list of predecessor tasks for each above defined task that needs to be complete before Trade Subcontractor can start subject task.
- (3) Provide list of preferred minimum work area break down. This breakdown shall be based on the minimum work area that will be necessary for this Trade Subcontractor to work efficiently.

b) **BIM & Estimating**

To facilitate 5-D (cost) modeling information during construction the Trade Subcontractor shall provide detailed cost estimating information including, but not limited to:

- (1) Cost Plan broken down into separate line items for each schedule task defined as continuous Trade Subcontractor activity without interference from other trades and no less than one task per crew in each work area identified in the Master Schedule and coordinated with Trade Subcontractor's task list per 4D (time dimension) above.
  - (2) Each estimate line item shall provide labor, material and equipment pricing.
  - (3) Labor component shall include applicable hourly rate(s) and productivity in units per man-hour as well as crew composition. The submission shall be of sufficient level of detail to provide total man hours per estimate / schedule line item.
  - (4) Material component shall be of sufficient level of detail to provide unit pricing per estimate / schedule line item.
  - (5) Equipment component shall include equipment type productivity in unit per machine hour as well as equipment unit cost.
- c) Production Control
- (1) Trade Subcontractor to provide written report on task progress in each location on a weekly basis including actual man hours worked and actual crew size/make-up allocated per activity.

Apparent low Trade Subcontractor will be required to fill out the BIM Breakdown Sheet (Exhibit F) within ten business days of award. Webcor/Obayashi Joint Venture will work with the apparent low Trade Subcontractor to properly complete the form.

Webcor Builders																	
Responsible person: Frank Haase P.E.																	
2																	
Zone1	110	111	120	121	130	131	140	141	150	151	160	161	170	171	180		
	101	102															
Zone2	412	413	514	515	611	612	712	713	824	825	915	916	1012	1013	1102		
	31	34	413	05													
Zone3	322	412	422	514	62	611	712	713	82	829	1015	113	1115	1130	1212		
	225	31	41	410													
Zone3	322	325	422	425	522	52	71	713	825	92	101	1015	111	1115	121		
	222	225	322	41													
Zone4	210	322	322	422	511	522	622	71	715	825	91	101	1015	111	121		
	211	322	322	322													
Zone5	212	215	315	322	55	511	521	522	525	715	91	92	101	1015	114		
	212	215	212	225	41	422	512	521									
		DIR/WALL LAYOUT		TOP TRACK		DIR/WALL FINISHING		HANG BOARD		D/W INSULATION		FIBERGLASS D/W		H/W CALL-OUT		TAPE FINISH	

2. Format

Information provided by the Trade Subcontractor shall be organized by building system coded in CSI UniFormat code including activities describing the constructions of such building systems coded in CSI MasterFormat consistent with the Request for Proposal Documents. The level of detail and accuracy of the Trade Subcontractor system models shall equate to the level required for coordination and shop drawing production. All 2-D shop drawing submittals shall be extracted from the Trade Subcontractor's coordination system model(s).

The activity breakdown is further defined by its unique combination of individual labor, material and equipment components. The labor component of each activity consists of productivity and cost per labor hour. The material component lists all required materials to complete the activity separately with each unit cost. The equipment component of each activity consists of productivity and cost per hour per piece of equipment.

All system models shall be compatible with Autodesk Revit 2010 (.rvt) or Tekla 15 and be provided in native Revit 2010 or Tekla 15 format as well as Navis 2010 (.nwd) and AutoCad 2010 (.dwg).

H. Clean Up

Daily Subcontractor Clean Up

At all times, and specifically at the end of each day, during the course of construction, Trade Subcontractor shall perform his work so as to maintain the site in a clean, safe and orderly condition.

If Trade Subcontractor fails to comply within 24 hours of a written (email) warning by Webcor/Obayashi Joint Venture, a minimum fine of \$500 in addition to the cost of work plus 15% mark-up will be back-charged to the Trade Subcontractor's account, per occurrence.

Trade Subcontractor shall provide its own break area and will be responsible for its own trash can for Trade Subcontractor's employee's lunch / break trash. This trash shall be emptied by Trade Subcontractor on a daily basis. Webcor/Obayashi Joint Venture will designate break area.

~~Composite Crew Clean Up~~

~~Trade Subcontractor shall include in the Proposal two man hours of cleanup for every forty man hours of work. This Labor, provided by Trade Subcontractor, will be used as part of a Composite Project clean up crew, which shall be in addition to Trade Subcontractor's own efforts to maintain a clean work area. The actual clean up hours used versus the number of hours owed (tracked through certified payroll) will be reconciled. Webcor/Obayashi Joint Venture has option to deduct this from Trade Subcontractor's scope of Work incrementally or in its entirety and execute the Composite Project clean up.~~

I. Insurance Requirements

Refer to Section 16 of the subcontract, the Prime Contract, and Exhibit A for specific insurance requirements.

Prior to commencement of any work and as per the Request for Proposal Checklist (PC in Forms Section) Trade Subcontractor shall submit certificates of Insurance and the Additional Insured Endorsement in which the Owner, Webcor/Obayashi Joint Venture, their officers, agents, directors, representatives and employees (and all other parties required as noted in Request for Proposal Documents) shall be designated as additional insured under Trade Subcontractor's general liability insurance policy.

J. Audit

Webcor/Obayashi Joint Venture and TJPA shall have the right to examine, copy and audit all documents (whether paper, electronic, or other media) and electronically stored information, including, but not limited to, any and all books, estimates, records, contracts, escrow proposal documents, proposal cost data, schedules, subcontracts, job cost reports, and other data, including computations and projections, of Trade Subcontractor, Lower-Tier Subcontractors and Suppliers related to Request for Proposal, negotiating, pricing, or performing the Work covered by: (i) a Change Order Request or Proposed Change Order; (ii) Force Account Work; or (iii) a Contract Claim. In the event that Trade Subcontractor is a joint venture, said right to examine, copy, and audit shall apply collaterally and to the same extent to the records of the joint venture sponsor,

and those of each individual joint venture member. These limitations do not affect any other audit rights, including but not limited to the right to audit Trade Subcontractor books and records.

Upon written notice by Webcor/Obayashi Joint Venture or TJPA, Trade Subcontractor immediately shall make available at its office at all reasonable times the materials noted above for examination, audit, or reproduction. Notice shall be in writing, delivered by hand or by certified mail, and shall provide no fewer than five-days' notice of the examination and/or audit. Webcor/Obayashi Joint Venture and TJPA may take possession of the records and materials noted in above by reproducing documents for off-site review or audit. When requested in Webcor/Obayashi Joint Venture's or TJPA's written notice of examination and/or audit, Trade Subcontractor shall provide Webcor/Obayashi Joint Venture and TJPA with copies of electronic documents and electronically stored information in a reasonably usable format that allows Webcor/Obayashi Joint Venture and TJPA to access and analyze all such documents and information. For documents and information that require proprietary software to access and analyze, Trade Subcontractor shall provide Webcor/Obayashi Joint Venture and TJPA with two licenses each with maintenance agreements authorizing Webcor/Obayashi Joint Venture and TJPA to access and analyze all such documents and information.

Webcor/Obayashi Joint Venture and TJPA have sole discretion as to the selection of an examiner or auditor and the scope of the examination or audit.

Webcor/Obayashi Joint Venture and TJPA may examine, audit, or reproduce the materials and records under this Paragraph from the date of award until four years after Final Completion, unless such period is extended by written notice from Webcor/Obayashi Joint Venture and TJPA to the Trade Subcontractor within the four-year period.

Failure by the Trade Subcontractor to make available any of the records or materials noted above or refusal to cooperate with a notice of audit shall be deemed a material breach of the Contract and grounds for Termination For Cause.

Trade Subcontractor shall insert a clause containing all the provisions of this Paragraph in all subcontracts of Lower-Tier Subcontractors and Suppliers for this Contract over \$10,000.

#### K. Closeout

1. As-Builts
  - a) Trade Subcontractor shall maintain a set of up-to-date as-built drawings on site at all times. Proof of up-to-date as-builts will be a requirement for monthly invoice approval and progress payment.
  - b) In addition to requirements outlined in the Request for Proposal Documents, Electronic copies shall be provided by Trade Subcontractor in PDF form, colored, with changes marked in red for review.
  - c) ~~Each sheet of the As-Builts shall be separate electronic files, labeled by sheet name.~~
  - d) Trade Subcontractor shall e-mail the electronic As-Builts to Document Control by the last working weekday of the month. If files are too large a CD may be sent to Webcor/Obayashi by the last weekday of each month.

- e) At conclusion of construction, prior to Webcor/Obayashi Joint Venture releasing retention/final payment to Trade Subcontractor, Trade Subcontractor must provide one compact disk containing electronic files in .dwg format and PDF format and three (3) sets of accurate and complete As-Built drawings.
- f) ~~Operation and Maintenance Manuals shall be submitted 12 months prior to start of Commissioning. Complete As-Built drawings are due upon completion or payment will be withheld until received and approved.~~

End of Section IV – Trade Subcontractor Requirements

V. Webcor/Obayashi Request for Proposal Forms

A. ~~Request for Proposal Checklist (PC) SEE EXHIBIT A~~

1. ~~Non pre-qualified Trade Subcontractors shall submit **to Webcor/Obayashi Joint Venture** the completed RFQ package **at least ten (10) calendar days prior** to the date of receipt of Proposals:~~

~~RFQ Package~~

2. ~~Trade Subcontractors shall use the following form in conjunction with specification section Product Options and Substitution (Section 01-16-30) for questions and requests for substitution. Such forms must be submitted **to Webcor/Obayashi Joint Venture no later than the date and time specified in Exhibit A:**~~

~~Questions on Proposal Documents (QPD)~~

3. ~~Each Trade Subcontractor shall **submit with its Proposal** the following forms, properly completed and executed:~~

~~Request for Proposal Checklist (BCLPC)~~

~~Executed Proposal Form with contractor's license number and expiration date.~~

~~Notarized Proposal Bond Form (BB), including Proposal Bond equal to five percent (5%) of the Base Proposal OR Certified Check OR Letter of Credit~~

~~Subcontractor List (SL)~~

~~Trade Subcontractors/Proposers Information Request Form (Section 00-08-21/AT3-B)~~

~~Business Tax Registration Declaration (Section 00-04-54)~~

~~Current Business Tax Registration Certificate~~

~~Certified, audited financial statement verifying Qualification information~~

~~Acknowledgment of Receipt of Addenda (ARA)~~

~~Signed Original Acknowledgment of Receipt and Review - Project Request for Proposal Manual (ARR)~~

~~Highest Prevailing Rate Certification (Section 00-04-60)~~

~~Certificate of Trade Subcontractor Regarding Apprenticeship Training Program (Section 00-04-65)~~

~~Certificate of Trade Subcontractor Regarding Nondiscrimination in Contracts and Benefits (Section 00-04-70)~~

~~Noncollusion Affidavit (Section 00-04-80)~~

~~Certification of Trade Subcontractor Regarding Debarment and Suspension (Section 00-04-82)~~

~~Fly America Certification (00-08-13/APA)~~

~~Buy America Certification (00-08-13/APA)~~

~~New Restrictions on Lobbying Certification (Section 00-08-13/APA)~~

~~Resumes of the Trade Subcontractor's proposed project team~~

~~Labor and Equipment Hourly Rate Sheet for the Trade Subcontractor~~

~~Certification Regarding Debarment, Suspension, and Other Responsibility Matters (Section 00-08-13/APA)~~

~~SBE Participation Good Faith Efforts Form (Section 00-08-21/AT3-C)~~

4. ~~Envelopes containing Proposals shall be sealed, addressed to the TJPA Executive Director and designated as Transbay Transit Center (Webcor/Obayashi Joint Venture Contract No. 30100. Envelopes shall bear the name and address of the Trade Subcontractor.~~

~~Transbay Joint Powers Authority~~

~~201 Mission Street, Suite 2100~~

~~San Francisco, CA 94105~~

~~Attn: Webcor/Obayashi Joint Venture~~

5. ~~Within three (3) business days after the date of Proposal opening~~, the apparent three (3) low Trade Subcontractors shall submit ~~to the TJPA~~, a set of Eserow Proposal Documents specified in Section 00-02-12 accompanied by a signed Eserow Proposal Document Declaration form (refer to Section 00-04-52).
6. ~~Within five (5) business days and no later than 5 p.m. on the fifth business day after the date of Proposal opening~~, the apparent low Trade Subcontractor, and any other Trade Subcontractor so requested, shall submit ~~to the TJPA~~, the following Proposal forms and documentation, completed and properly signed:
- ~~Trade Subcontractors/Proposers Information Request Form (Section 00-08-21/AT3-B) (If updated since Proposal opening)~~
7. ~~Within ten (10) business days after the date of Proposal opening~~, Trade Subcontractors shall submit ~~to the TJPA~~, the following:
- ~~Requests for Substitution— for “or equal” product (Section 00-04-40)~~
  - ~~Certification of Lower Tier Subcontractor or Supplier Regarding Debarment and Suspension (Section 00-04-83) completed by each Subcontractor, lower tier Subcontractor, and supplier for lower tier covered transactions of \$25,000 or more.~~
8. ~~Within ten (10) business days after the Notice of Intent to Award~~, Successful Trade Subcontractor shall submit ~~to Webecor/Obayashi Joint Venture~~, the following:
- ~~Corporate Authority~~
  - ~~Power of Attorney~~
  - ~~Proof of Status as Signatory to Apprenticeship Program OR Proof of Payment~~
  - ~~Trade Subcontractor Daily Report Form for Review and Approval~~
  - ~~Subcontracting Request Form (SR)~~
  - ~~W-9 Form~~
  - ~~Description of Proposal Items and Schedule of Values (Section 01-10-26)~~
  - ~~Quality Assurance/Quality Control (QA/QC) Program~~
  - ~~Health and Safety Plan~~
  - ~~HPP~~
  - ~~Logistics Plan~~
  - ~~Trade Subcontractor’s Project Organizational Chart~~
  - ~~Traffic Control Plans (Section 01-15-70)~~
  - ~~Parking and Storage Plans (Section 01-15-70)~~
  - ~~Certification of four or more flag persons, as necessary (Section 01-15-70)~~
  - ~~Material Specifications (Section 01-15-70)~~
  - ~~Sign Inventory Form (Section 01-15-70/AT3)~~
9. ~~Within five (5) business days after the Award/Subcontract~~, Successful Trade Subcontractor shall submit ~~to Webecor/Obayashi Joint Venture~~, the following:
- ~~Certificate of Subcontractor Regarding Apprenticeship Training Program (Section 00-04-66) completed by each Subcontractor who employs journeymen or apprentices in an apprenticeable craft or trade~~
  - ~~Billing Projection~~
  - ~~Month by month Manpower/Resource Projection~~
  - ~~Submittal Schedule~~
  - ~~Complete MSDS package~~
  - ~~CPM Trade Package Progress Schedule~~
  - ~~BIM Breakdown Sheet (Exhibit F)~~
  - ~~CityBuild Workforce Projection Form (Section 00-08-20/AT1)~~
  - ~~Noise Mitigation Plan (Section 00-08-13)~~
  - ~~Air Quality Plan (Section 00-08-13)~~

- ~~Executed Long Form Subcontract, two (2) original signed copies~~
- ~~Copy of the “dba” certificate filed and certified by the County Clerk, if applicable~~
- ~~Performance and Payment Bond (Section 00-06-10), two (2) original signed copies~~
- ~~Insurance Certificates and Endorsements, two (2) original signed copies~~
- ~~Construction and Demolition Debris Management Plan/Solid Waste Management Plan~~
- ~~Storm Water Prevention Plan(SWPPP), if applicable~~

10. Webcor/Obayashi Joint Venture reserves the right after opening Proposals to reject any or all Proposals, and to waive any minor irregularity in a Proposal.

END OF PC

B. Questions On Request for Proposal Documents (QPD)

Project: Transbay Transit Center

Contract No.

To: Webcor/Obayashi Joint Venture

(See Exhibit A for Contact Information)

From: \_\_\_\_\_ Date \_\_\_\_\_  
Firm: \_\_\_\_\_ Tel: \_\_\_\_\_  
\_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_

Spec. Paragraph(s):  
Section: \_\_\_\_\_

Drawing Detail(s):  
Sheet: \_\_\_\_\_

Question: \_\_\_\_\_  
\_\_\_\_\_

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{WEBCOR/OBAYASHI USE} QPD No. \_\_\_\_  
Rec'd: \_\_\_\_\_  
TJPA to: \_\_\_\_ Date: \_\_\_\_\_  
Cnslt to TJPA: \_\_\_\_\_  
Adden. Req'd: Yes \_\_\_\_ No \_\_\_\_  
To Trade Subcontractors: Yes \_\_\_\_ No \_\_\_\_

o Mark this circle if the QPD can be answered by Trade Subcontractor's review of the documents. Reply with location(s) where the information can be obtained.

Reply: \_\_\_\_\_

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By: \_\_\_\_\_ Firm: \_\_\_\_\_ Date: \_\_\_\_\_

The reply is an answer to a Trade Subcontractor's question. The reply does not change the Proposal Documents unless the information contained therein is issued in an Addendum. At the sole discretion of Webcor/Obayashi Joint Venture, the question and reply may be returned to the questioner and distributed to those on the Plan Holders List for informational purposes.

END OF QPD

Acknowledgment of Receipt of Addenda (ARA)

*If Addenda to the Proposal Documents have been issued for this Contract, please indicate receipt thereof by filling in the appropriate Addendum number and filling in date received below.*

Addendum No.	_____	Date Received	_____
Addendum No.	_____	Date Received	_____
Addendum No.	_____	Date Received	_____
Addendum No.	_____	Date Received	_____
Addendum No.	_____	Date Received	_____
Addendum No.	_____	Date Received	_____
Addendum No.	_____	Date Received	_____

A PROPOSAL MAY BE RENDERED NONRESPONSIVE IF THE TRADE SUBCONTRACTOR DOES NOT ACKNOWLEDGE THE RECEIPT OF ALL ADDENDA WHICH MAY HAVE BEEN ISSUED FOR THIS CONTRACT.

\_\_\_\_\_  
Trade Subcontractor's Name

\_\_\_\_\_  
Name and Title of Signer

\_\_\_\_\_  
Trade Subcontractor's Street Address

\_\_\_\_\_  
Trade Subcontractor's City, State, ZIP

\_\_\_\_\_  
Trade Subcontractor's Telephone No.

\_\_\_\_\_  
Signature of Trade Subcontractor or Authorized Representative

\_\_\_\_\_  
Date

END OF ARA

C. Subcontracting Request (SR)

Prior to starting Work to be subcontracted, Trade Subcontractor shall submit for Webcor/Obayashi Joint Venture's acceptance the following statement of the Work to be subcontracted, the names of Lower-tier Subcontractors, suppliers and truckers and description and amount of Work to be subcontracted, and attesting that such subcontracting will conform to the requirements of the Contract Documents. Submit one (1) completed Subcontractor Request for each subcontract under the Contract. Substitution or replacement of such Subcontractors shall be made only when approved in writing by Webcor/Obayashi Joint Venture as set forth in California Public Contract Code section 4107.

Contract No. \_\_\_\_\_ Contract Title: \_\_\_\_\_  
Trade Subcontractor's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

**I certify that the following subcontracting conforms to the requirements of the Contract Documents and that executed subcontract(s) will incorporate all applicable provisions of the Contract Documents in accordance with the requirements of the Long Form Subcontract**

Signature of Trade Subcontractor's authorized representative: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Lower-tier Subcontractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Portion of Work or Proposal Item, if applicable: \_\_\_\_\_

Percent of Portion or Proposal Item Subcontracted: \_\_\_\_\_ % Amount of Subcontract: \$ \_\_\_\_\_

Percent of Portion or Proposal Item performed by SBE joint venture partner, if applicable: \_\_\_\_\_ %

Describe Work if less than 100% of Portion or Proposal Item is Subcontracted: \_\_\_\_\_

**Subcontracting Type (check applicable boxes):**

- Specialty; California specialty license: \_\_\_\_\_ expiration date: \_\_\_\_\_
- Listed on SL – Subcontractor List
- Caltrans certified DBE; date certified as DBE: \_\_\_\_\_
- Certified SBE; certified by: \_\_\_\_\_ date certified: \_\_\_\_\_

Transmit to:  Webcor/Obayashi Joint Venture; date transmitted: \_\_\_\_\_

END OF SR

D. Acknowledgment of Receipt and Review - Project Request for Proposal Manual (ARR)

*The Project Request for Proposal Manual has been issued for this Contract, please indicate receipt and review thereof by filling in the appropriate date received and signing below.*

Project Request for Proposal Manual Date. \_\_\_\_\_ Date Received & Reviewed \_\_\_\_\_

A PROPOSAL MAY BE RENDERED NONRESPONSIVE IF THE TRADE SUBCONTRACTOR DOES NOT ACKNOWLEDGE THE RECEIPT AND REVIEW OF THE PROJECT REQUEST FOR PROPOSAL MANUAL ISSUED FOR THIS CONTRACT.

\_\_\_\_\_  
Trade Subcontractor's Name (Sign)

\_\_\_\_\_  
Name and Title of Signer (Print)

\_\_\_\_\_  
Trade Subcontractor's Street Address

END OF ARR

ISSUANCE/REVIEW LOG

REV No.	ISSUE	DATE
0	Not Issued w/ RFP	2010-07-30
1	Not Issued w/ RFP	2010-08-30
2	Not Issued w/ RFP	2010-09-10
3	Not Issued w/ RFP	2010-09-22
4	Not Issued w/ RFP	2010-10-01
5	Not Issued w/ RFP	2010-10-13
6	Not Issued w/ RFP	2010-10-29
7	Not Issued w/ RFP	2010-11-03
8	Issued with RFP Addendum 1	2010-12-13

END OF PROJECT REQUEST FOR PROPOSAL MANUAL