



COUNTY OF ALAMEDA

ADDENDUM No. 2

to

RFQ No. 18010

for

**Project Management Support and Construction Management
(PM/CM) Professional Services
For The
Camp Sweeney Replacement Project and Various Santa Rita Jail Projects**

**RFQ Clarification/Modification, Q&A Responses, and Recap of the Networking Conferences
Held on October 16 and 17, 2017**

This County of Alameda, General Services Agency (GSA), RFQ Addendum has been electronically issued to potential candidate firms via e-mail. E-mail addresses used are those in the County's Small Local Emerging Business (SLEB) Vendor Database or from other sources. If you have registered or are certified as a SLEB, please ensure that the complete and accurate e-mail address is noted and kept updated in the SLEB Vendor Database. This RFQ Addendum will also be posted on the GSA Contracting Opportunities website located at http://www.acgov.org/gsa/purchasing/bid_content/ContractOpportunities.jsp.



Alameda County is committed to reducing environmental impacts across our entire supply chain.

If printing this document, please print only what you need, print double-sided, and use recycled-content paper.

The following RFQ Sections have been modified to read as shown below.

Changes made to the original RFP document are in **bold** print and **highlighted**, and deletions have a ~~strike through~~.

1. Title Page: Response due date has been revised as follows: ~~November 13, 2017~~ **November 14, 2017**.

2. Acronym and Term Glossary, page 1, has been revised with the addition of a new acronym: **ACSO – Alameda County Sheriff's Office.**

3. Page 4, item “3)”, shall be revised as follows:

“Smaller miscellaneous SRJ projects as needed. These may include, but are not necessarily limited to, drafting and implementing a storm water pollution prevention plan, remodel of the Nurses’ stations, and several other small projects happening concurrently with the two major projects, **and other work at ACSO sites as necessary.**”

4. Item B, Calendar of Events, pages 6 and 7, has been revised as follows:

Event	Date/Location	
RFQ Issued	Monday, October 2, 2017	
Mandatory Conference: Information/Registration for all RFQ Candidate Firms (firms wishing to participate in this project as the prime consultant MUST attend the Mandatory Conference)	MONDAY , OCTOBER 16, 2017 2:00 PM <u>LOCATION:</u> GENERAL SERVICES AGENCY 11th Floor, Conf. Rm. 1107 1401 Lakeside Drive Oakland, CA 94612	Additional Information: <i>Please allow enough time for parking at metered street parking or public parking lot. Paid parking is also available at the nearby County “Alcopark” parking garage on Jackson Street between 12th & 13th Streets. Please also allow enough time for entry into secure building.</i>
Non-Mandatory Networking Conference: Networking Opportunity Meeting for all prospective RFQ participants (Prime consultant and sub-consultant firms)	TUESDAY, OCTOBER 17, 2017 2:00 PM <u>LOCATION:</u> 1111 JACKSON STREET, 2ND FLOOR, ROOM 226 Oakland, CA 94612	Additional Information: <i>Please allow enough time for parking at metered street parking or public parking lot. Paid parking is also available at the nearby County “Alcopark” parking garage on Jackson Street between 12th & 13th Streets. Please also allow enough time for entry into secure building.</i>
Written Questions Due	<u>BY</u> 2:00 PM on October 20, 2017 to County Contact	
Addendum #1 Issued	October 27, 2017 October 23, 2017	
Addendum #2 Issued	October 30, 2017	
Response (SOQ) Due	NOVEMBER 13, 2017 NOVEMBER 14, 2017 <u>NO LATER THAN</u> 2:00 p.m.	
Proposal Evaluation Period	November 14 to December 4, 2017 November 15 to December 5, 2017	
Shortlist Published	December 5, 2017 December 6, 2017	
Santa Rita Jail Projects Interviews/Oral Presentations	December 14, 2017	

Camp Sweeney Interviews/Oral Presentations	December 15, 2017
Notice of Intent to Award	December 22, 2017 – Date is approximate
Board Award Date	Early February 2018
Contract Execution Date	Mid-February 2018
Contract Start Date NTP	March, 2018

5. Page 10 has been revised as follows:

- A. Item “a)”, revision to the existing language: “~~Organization and Approach~~ **Experience and Organization of Proposed Team**”
- B. Item “2”, revision of the following language: “Describe your project **management** and **construction** management approach.”
- C. Item “3” revision of the following language: “Describe the roles **and technical background** of key individuals on the firm team(s), including...”
- D. In Item “3”, addition of a third bullet as follows: “**Key staff have appropriate licenses, registrations, and certifications.**”

- 6. Page 11, Item “g”, addition of language as follows: “Indicate if your firm has ever been involved in any litigation, **in the last 5 years**, in connection...”
- 7. Item “b.4”, page 11, is deleted, as it was a duplicate of Item “e)” on page 11.
- 8. Page 13, second paragraph, the language has been revised as follows:

“Each of the Evaluation Criteria below will be used in ranking and determining the quality of bidders’ proposals **the SOQ’s**. ~~Proposals~~ **Each SOQ** will be evaluated according to each Evaluation Criteria, and scored on the zero to five-point scale outlined below. The scores for all Evaluation Criteria will then be added, according to their assigned weight (below), to arrive at a weighted score for each proposal **SOQ**. An ~~proposal~~ **SOQ** with a high weighted total will be deemed of higher quality than an ~~proposal~~ **SOQ** with a lesser-weighted total. The final maximum score for any project is five hundred ~~fifty (550)~~ **(500)** points, ~~including the possible fifty (50) points for local and small, local and emerging, or local preference points (maximum 10% of final score).~~ Each of the following Evaluation Criteria below will be used in ranking and determining the quality of Proposer’s proposals **each Candidate firm’s submittal. SOQs** Proposals will be evaluated ...”

9. Page 13, the last sentence has been revised as follows:

“The Evaluation Criteria and their respective weights are as follows **below. Refer to section F on page 9 for more information on Response/Content.**”

10. Evaluation Criteria, page 14, has been revised as follows:

“Provide a fee **an hourly rate** schedule(s) for each firm and for representative positions within each firm for each key consultant/team member.”

11. Evaluation Criteria, page 15, Section E, second bullet, has been revised as follows:

“Team leadership understands the nature of public sector work, ~~and~~ its decision-making process, **and indicates how the team will assist the County during the project.**”

12. Evaluation Criteria, page 15, Section G, second bullet, has been revised as follows:

“The **sample** schedules and **sample monthly reports** address all...”

13. Evaluation Criteria, page 15, Section I, Litigation History, has been revised as follows:

“~~Three references for the lead firm on similar projects are provided~~ **Indicate if your firm has ever been involved in any litigation, in the last 5 years, in connection with your services. If yes, briefly describe the nature of the litigation, your firm’s involvement, and the result.**”

14. Evaluation Criteria, Page 15, **Small Local Emerging Business Preference**

- The “Local Preference” of 5% and the “Certified Small and Local or Emerging and Local Preference” of 5% have been deleted and will not be part of the evaluation of SOQ’s (Procurements for PM/CM services are specifically and solely qualifications and competency based per Government Code 4526).
- The requirement for 20% SLEB participation remains unchanged.

15. Page 20, Item C.1, County Provisions, the text is revised as follows:

“Small and Emerging Locally Owned Business: The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County’s purchase of goods and services. As a result of the County’s commitment to advance the economic opportunities of these businesses, Candidate firms must meet the County’s Small and Emerging Locally Owned Business requirements in order to be considered for the contract award. These requirements can be found online at: <http://acgov.org/auditor/sleb/overview.htm> . **However, while the 20% SLEB participation requirements remain as part of this project, the “Local Preference” of 5% and the “Certified Small and Local or Emerging and Local Preference” of 5% have been deleted.** For purposes of this RFQ, applicable industries include, but are not necessarily limited to, the following NAICS Code(s): 541330, 541350, 541370, 541380, 54149, 54161, 541611, 541618, 541690, 541990, 236220, 237130.”

Responses to Questions at the Networking Conferences and Email Questions

Q1) How can we achieve the 20% SLEB requirement?

A1) **Requirements for the SLEB are found in the RFQ on page 5, Item D; page 19, Item C; and, at this link on the County website: <http://www.acgov.org/auditor/sleb/aboutus.htm>**

Q2) Can you provide the list of sub-consultants to the bridging design teams?

A2) **We can provide the names and contact information of the prime bridging design consultants:**

- **Camp Sweeney:**
Komorous-Towey Architects – Thomas J. Towey
410 12th Street, Suite 300, Oakland Ca 94607
510-446-2244
tj@ktarch.com
- **Santa Rita Jail SB863 Health Program and Services Unit Project and Miscellaneous SRJ Projects:**
DLR Group – Darrell L. Stelling, AIA
1050 20th Street, Suite 250, Sacramento, CA 95811
916-446-0206
dstelling@dlrgroup.com
- **Santa Rita Jail Network Infrastructure Upgrade Project:**
YEI Engineering – George Cheung, Principal
7677 Oakport St. Suite 200, Oakland, CA 94621
510-383-1050
GCheung@yeiengineers.com

Q3) Can the prime bridging consultants of the Camp Sweeney and SRJ projects be part of the PM/CM teams?
A3) **No. The prime bridging design consultants are precluded from serving as sub-consultants to the PM/CM on their respective projects.**

Q4) Can we have access to the County's Capital Improvements Plan?
A4) **The County's 2017-2022 CIP can be accessed here: <http://acgov.org/MS/OpenBudget/pdf/FY17-18/FINAL%20FY17-22%20Capital%20Improvement%20Plan.pdf>**

Q5) Who were the attendees at the two Networking Conferences?
A5) **The County published the list on 10/23/17. The link is here: http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractingdetail.jsp?BID_ID=1865**

Q6) How far back should we report on our litigation history?
A6) **5 years.**

Q7) Can the County provide design-build criteria for each project?
A7) **DB criteria for each project is as follows:**

- **Camp Sweeney:** performance criterial bridging documents.
- **Santa Rita Jail SB863 Health Program and Services Unit Project:** performance criteria bridging documents.
- **Santa Rita Jail Network Infrastructure Upgrade Project:** full bridging design drawings and specs.

Q8) Can the County provide the approximate schedule for the projects?
A8) **The project timelines/milestones are found in Exhibit J of the original RFQ.**

Q9) Will the PM/CM contracts be full services for the projects?
A9) **Full services are expected, fees permitting (the highest-ranked PM/CM team will provide an itemized breakdown so the County can determine what fits within each project budget), for the large projects**

(Sweeney, SRJ SB863, SRJ Network Infrastructure). For the other miscellaneous SRJ projects, the services will be defined on a case-by-case basis.

Q10) Who are the Authorities Having Jurisdiction (AHJ) for the projects?

A10) The AHJ's for each project are as follows:

- **Camp Sweeney**: This project is both County and State funded. Due to the State source of funds, the Authorities having Jurisdiction are: the State Fire Marshal (SFM) for fire and life safety; the Division of the State Architect (DSA) for accessibility (only); and the Board of State and Community Corrections (BSCC) for detention compliance.
- **Santa Rita Jail SB863 Health Program and Services Unit Project**: This project is both County and State funded. Due to the State source of funds, the Authorities having Jurisdiction are: the State Fire Marshal (SFM) for fire and life safety; the Division of the State Architect (DSA) for accessibility (only); and the Board of State and Community Corrections (BSCC) for detention compliance.
- **Santa Rita Jail Network Infrastructure Upgrade Project**: This project is County-funded, and will utilize miscellaneous 3rd party inspectors under the PM/CM for code compliance.
- **For all projects**: The Alameda County Fire Department will also provide plan reviews, as they are the first responders to the Camp Sweeney and Santa Rita Jail sites.

Q11) Are special clearances required for Santa Rita Jail?

A11) **Background checks will be required for all SRJ projects. Non-disclosure agreements will be required for all SRJ projects and Camp Sweeney.**

Q12) Does the County have a labor agreement?

A12) **Yes. It is attached here as part of this addendum (Exhibit A). It is applicable to all projects over \$1,000,000.**

Q13) Is there a required methodology for cost estimating?

A13) **State and County projects will vary in methodology, to be confirmed when project contract starts for each project.**

Q14) Can the County publish the Camp Sweeney bridging documents now?

A14) **No. The Sweeney bridging documents cannot be published until after the State completes their review.**

Q15) Is the security design for the SRJ Network Infrastructure project "set in stone"?

A15) **Yes. It is the standard for the site, and other projects on the site, such as SB 863, will need to follow that specification.**

Q16) Does the security design for the SRJ Network Infrastructure project apply to the Camp Sweeney site too?

A16) **No, the Camp Sweeney bridging documents are less prescriptive.**

Q17) What is the total project budget for Camp Sweeney, and what part of that is soft costs?

A17) **Approximately \$65 Million total budget, with approximately \$18 Million for soft cost.**

Q18) What is the structural scope for design review?

A18) The structural scope for design review is as follows.

- **Camp Sweeney:** There is a performance spec for structural.
- **Santa Rita Jail SB863 Health Program and Services Unit Project:** There is a performance spec for structural.
- **Santa Rita Jail Network Infrastructure Upgrade Project:** There is a performance spec for the minor structural elements of the project.

Q19) Will the contract for the design-build teams be stipulated sum?

A19) Yes.

Q20) Does the County typically exercise control of the Design-Build team's selection of sub-consultants and sub-contractors?

A20) No.

Q21) Will one County Selection Panel (CSC) be reviewing Camp Sweeney and the Santa Rita Jail projects?

A21) No. There will be two separate CSC panels, one for Camp Sweeney and one for the SRJ projects.

Responses to Written Questions

Q22) Email Question: Will Cx, IOR, Materials and Testing, and LEED fall under the scope of the PM/CM or is it usually contracted separately?

A22) These services will fall under the scope of the PM/CM.

Q23) Email Question: If a firm missed the mandatory Networking Conference, are they disqualified? If so, may I get a list of attendees for possible sub-contracting?

A23) If you are a prime, you are disqualified if you missed the Mandatory Networking Conference. If you wish to participate as a sub-consultant, you are not disqualified from being a sub-consultant for any of the projects. The link to the list of networking conference attendees is here:

http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractingdetail.jsp?BID_ID=1865

Q24) Email Question: Page 11 of the RFQ, item b.4: *Provide a sample monthly report with milestones and benchmark information for proposed project management reporting* is duplicate of page 11, item e. Does the County want two sample monthly reports in response to both sections?

A24) This is a duplicate item. One will be sufficient.

Q25) Email Question: Can the sample schedule be 11 x 17? (page 11, item c.1 of RFQ)?

A25) 11x17 will be sufficient, as long as it is readable.

Q26) Email Question: Hourly Rate Schedule: Does the County want the Hourly Rate Schedule(s) in a separately sealed envelope or bound within the proposal?

A26) It can be bound within the SOQ.

Q27) Email Question: Are rate schedules required for all sub-consultants in addition to the Prime Consultant?

A27) Yes.

- Q28) Email Question: Standard Form 330: Does the County want a SF330 for each sub-consultant who is part of the prime's team?
- A28) Only the prime needs to fill out the SF 330, but there are sheets for the subs data to be incorporated.**
- Q29) Email Question: Please clarify if Exhibits H, I, J & K are for informational purposes only and do not need to be completed, signed and included in the submission.
- A29) Exhibits H, I, J & K are for informational purposes only and do not have to be part of your SOQ.**
- Q30) Email Question: Does having an active Alameda County business license qualify a firm for local preference?
- A30) Not quite. In order to qualify for a local preference, a firm must have a physical presence – a fixed office and street address – in the County for at least six (6) months prior to the RFQ opportunity. The six (6) months business residency must be verifiable through utility bills, deed of trust or rental agreement. In addition, the firm must have a business license issued by the County or one of the cities within the County. See Exhibit A, page 3 of 7 for more information.**
- Q31) Email Question: Does the response content/submittals material starting on page 9 of the RFQ (such as organization and approach, scope of services provided, schedule or work, hourly rate schedule, project management reporting, references, and litigation) have to be provided using SF 330 form H – Additional Information? Or can that narrative be provided on company letterhead?
- A31) A narrative response is a key document that the CSC reviews, so it should address all criteria as requested. The SF 330 form is a support document that should also be included and be filled out in a fairly succinct manner, as we also refer to these during the review.**
- Q32) Email Question: Evaluation Criteria item I "Litigation History" (page 15 of RFQ) states, "three references for the lead firm on similar projects are provided". Is that item titled incorrectly and really should be titled "References"?
- A32) No. Evaluation Criteria item I, Litigation History (page 15 of RFQ) has been revised to read as follows: "Indicate if your firm has ever been involved in any litigation, in the last 5 years, in connection with your services. If yes, briefly describe the nature of the litigation, your firm's involvement, and the result." See also Litigation, Item g.1 on page 11. References are noted on page 11, Item f.1, and page 13 in the Pass/Fail section of the Evaluation Criteria.**

Alameda County Project Stabilization/ Community Benefits Agreement (PSCBA) Implementation Program Guidebook

Please provide this packet to all prime contractors with instructions for them to provide it to all lower tier subcontractors. The design-build or prime contractor is ultimately responsible for PSCBA compliance on the entire project.

PSCBA Coordinator (Lead)
Cleminatu (Atu) Fields
(510) 986-1100 x1
afields@a2ventures.com

PSCBA Coordinator (Pre-Job)
Kitty Creech
(510) 835-7603x24
kitty@davilliersloan.com

PSCBA Coordinator (DRW)
Kamika Dunlap
(510) 986-1100 x4
kdunlap@a2ventures.com

The information in this Guidebook is for general guidance on the matters of Alameda County Project Stabilization/Community Benefits Agreement (PSCBA) monitoring. Davillier-Sloan, Inc. and A Squared Ventures, Inc. make every attempt to insure that the information contained in this Guidebook is free from errors and obtained from accurate and current sources. Davillier-Sloan, Inc. and A Squared Ventures, Inc. reserve the right, at their discretion, to change or modify all or any part of this packet. Periodically revised updated copies may be obtained by emailing a request to afields@a2ventures.com.

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Overview

Davillier-Sloan, Inc. (DSI) and A Squared Ventures, Inc. (A²V) is the third party PSCBA Coordinator for County of Alameda. This PSCBA Guidebook has been developed for contractor's reference and highlights the requirements, submittals and timeliness necessary to be compliant with the PSCBA. The complete PSCBA may be obtained from the bid specifications prior to award or prime contractor. The County of Alameda urges contractors working under the PSCBA to review it in its entirety and to become familiar with its provisions and should be especially aware of some important traditional and non-traditional components of the PSCBA as discussed below.

Electronic copies of the forms will be emailed to you by the PSCBA Coordinator lead, Cleminatu (Atu) Fields. All filled out forms for the covered project must be submitted to prime contractor who in turn will provide to Atu Fields.

- **Agreement to be Bound (aka Letter of Assent)**

All general contractors and all sub-contractors, regardless of tier, must sign a Letter of Assent (LOA) to the PSCBA. This letter binds the contractor to the terms of the PSCBA for the awarded project only. It does not bind any contractor to a union agreement. For more details, see Required Forms section.

- **Local Workforce Hiring Goals**

Residents of Alameda County should work 40% of all hours worked on the project on a craft-by-craft basis if workers are available, capable and willing to work on the project. Local Residents are defined as anyone who has lived in Alameda County for a period of not less than thirty (30) calendar days prior to the date of dispatch/referral or not less than thirty (30) calendar days prior to applying for work or inclusion in the Local Hire Program. There are opportunities to apply for off-site credit and good faith efforts to aid in meeting the 40% participation.

- **Apprentice/Disadvantaged Resident Workers**

Contractor(s) must hire at least 1 new disadvantaged worker apprentice for first \$1M of construction and 1 more new disadvantaged work apprentice for each successive \$5M based on the total construction contract value, as 1st or 2nd stage apprentices. Disadvantaged worker are Alameda County residents who:

- | | |
|---|--|
| • Household income below 50% of Alameda County median; or | • Involvement with criminal justice system; or |
| • Non-minor dependent youth/emancipated foster youth; or | • Unemployed; or |
| • Welfare recipient; or | • Single parent; or |
| | • Homeless |

Reporting - Contractors must report hours worked to Joint Administrative Committee as well as any good faith efforts which may include any hours worked on non-covered projects within the 9 Bay Area counties during the life of the covered projects to DSI. Apprentice Dispatch requests must be made in writing to local union or Joint Apprenticeship Training Committee with mandatory copies submitted to DSI.

Off-site credit - Credit towards the goal can also be met by hiring disadvantaged worker apprentices and working them on non-PSCBA projects within the 9 Bay Area Counties performed during the life of the covered projects with documentation submitted to DSI.

- **Core Employees**

Non-signatory contractors may use up to a maximum of 5 core employees who are Alameda County residents, if they also comply with the following criteria:

1. possess any license and/or certifications required by state or federal law for the Project work to be performed;
2. have worked a total of at least one thousand (1,000) hours in the construction craft during the prior three (3) years;
3. were on the Contractors' active payroll for at least sixty (60) out of the one hundred forty (140) calendar days prior to the contract award;
4. have the ability to perform safely the basic functions of the applicable trade; and
5. be a resident of Alameda County at least six months prior to the hire date.

Contractors shall provide core employee verification information to DSI prior to starting work on project. Once verified by DSI, contractors shall be dispatched workers on an alternating basis with first worker coming from Union hall, second from core employee list and so forth.

- **Fringe Benefit Payments**

Non-signatory contractors should note that you are required to make payment on behalf of your "core" employees into the established labor-management vacation, pension or other form of deferred compensation plan, apprenticeship, and health benefit funds for each hour worked.

- **Wages Scales & Fringe Benefits**

Contractors shall recognize increases in wages and fringe benefits as negotiated between the various Unions as set forth in the applicable master labor agreements. The Unions shall notify the contractors in writing of the specific increases in wages and recognized fringe benefits and the date on which they become effective.

- **Employment of Veterans**

Contractors are encouraged to utilize the services of the Center for Military Recruitment and "Helmets to Hardhats" as a source for apprenticeship and employment referrals.

- **Trucking**

Any trucking at and on the site of construction including construction building material delivery (if the material is for direct incorporation) and removal truckers, trucking companies and trucking brokers, including the operating of construction equipment is covered by the PSCBA. Owner/Operators (related only to hauling of workers and materials) are covered. Owner/operators performing hauling may be dispatched to job first only if in compliance with all registration requirements prior to dispatch. For all covered trucking, certified payrolls are required using Elation Systems.

- **Pre-Job Conference**

The successful prime contractor and all subcontractors shall attend a pre-job conference with the County of Alameda Building & Construction Trades Council prior to start of construction. Prime contractor shall provide requested information to Davillier-Sloan in order to coordinate meeting. For more details, see Meetings section.

- **Grievances**

Should a dispute arise, a grievance may be initiated by the contractors or the union regarding any of the provisions of the PSCBA not covered by Article 6 (work assignments or jurisdictional disputes) and 1 (no strikes or lockouts). Steps 1 & 2 occur between the contractor(s) and related union representative(s) only within the specified time requirements. The PSCBA coordinator only becomes involved once Step 2 has occurred and if the grievance reaches Step 3. For more details, refer to Article 23 of the PSCBA.

Meetings

Kick Off – (prior to construction)

The prime contractor may be asked to meet with the PSCBA Coordinator to review PSCBA requirements and provides an opportunity before work begins to answer questions on logistics, procedures, DRWs, etc. This meeting may be scheduled in conjunction with other kick off meetings or may be stand alone.

Pre-Job Conference – (prior to construction)

The prime contractor and all lower tier contractors must attend a pre-job conference with the Building and Construction Trades Council of Alameda County prior to starting work on-site. The prime contractor is responsible for providing the Pre-Job Conference Request Form and Letters of Assent to the PSCBA Coordinator, at least two weeks prior to starting work on-site. The PSCBA Coordinator will then assist with scheduling of this meeting. At the meeting, contractors will be asked to answer questions regarding scope, schedule, to which trade they will assign their work and related questions. There may be more than one pre-job meeting to meet the schedule of on-boarding subcontractors for the project.

PSCBA Compliance – (during construction)

The prime contractor may be invited to periodic meetings by the PSCBA Coordinator to discuss efforts and achievements in regards to the local hire program and apprentice utilization goals of the PSCBA.

Joint Administrative Committee – (during construction)

The prime contractor will be invited to attend the Joint Administrative Committee (JAC) meeting at least once during the course of their project. Design build contractors will be invited within 60 days of the Notice to Proceed and prime contractors on hard bid contracts will be invited within 45 days of the Notice to Proceed to introduce them to the JAC. In addition to promoting harmonious labor/management relations, the JAC monitors compliance with the local hire program and apprentice utilization goals of the PSCBA. During construction, the JAC, through the PSCBA Coordinator may invite the design build or prime contractor to make presentations on their efforts to reach the local hire program, apprentice goals and or labor compliance requirements.

Required Forms

The required forms are included as attachments to this document for reference only. The PSCBA Coordinator will email the prime contractor the full packet of forms and information sheets to be filled out by the prime contractor and/or its lower tier subcontractors, as necessary, prior to construction (except DRW credit or off-site credit request) and submitted by the prime contractor for review and if complete, prime contractor will submit to PSCBA Coordinator lead, Atu Fields.

Project Information (prior to construction)

The Project Information Form, filled out by the prime contractor only, must be submitted within 7 days of the Notice of Award. This form is utilized to collect information from the prime about their Alameda County PSCBA covered project, their related scope of work and their contract with Alameda County as well as the prime contractor's project manager and certified payroll contact.

V012413

Alameda County PS/CBA PROJECT INFORMATION FORM
To be filled out by project prime contractor only. Please type or print clearly.

Complete Alameda County Project #/Name _____

General Contractor _____ Contract Amount _____

Address, City, State, Zip _____

Scope of Work _____

(Further explanation can be attached on separate sheet of paper)

Project Manager _____

Phone Number (office) _____ (cell) _____

E-mail Address _____

Certified payroll contact _____

Phone Number (certified payroll) _____ (fax) _____

E-mail Address _____

Estimated Start Date _____ Estimated Completion Date _____

Please attach a subcontractor list and notify DSI when a new subcontractor (any tier) begins work on-site.

Please fax to: (510) 835-7613 or
Email this form to: kitty@davillier-sloan.com

Subcontractor List (prior to construction)

The Subcontractor List, filled out by the prime contractor only, must be submitted within 7 days of the Notice of Award. The list must be updated by the prime contractor during construction and as needed. This form is utilized to collect information from the prime about all tiers of all subcontractors and related contact information, contractor's license, scope of work, submission of Letter of Assent and union affiliation.

SUBCONTRACTOR LIST

W/15/15

Complete Project #/Name: _____

General Contractor _____

Subcontractor: Name, Project Manager, Address, Phone, Email	License # & Expiration Date	Scope of Work	Agreement to be Bound attached? (Y/N)	Signatory to one or more unions? (Y/N) Please list
[[]	
[[]	
[[]	
[[]	
[[]	
[[]	
[[]	
[[]	

Please fax to: (510) 835-7613 or
Email this form to: kitty@davillier-sloan.com

Letter of Assent (LOA) (prior to construction)

Prime Contractor

The prime contractor must fill out and submit a Letter of Assent for itself, and cause all lower tiers of subcontractors to do the same. This form must be submitted within 7 days of Notice of Award.

Lower Tier Subs

All tiers of all subcontractors must fill out and submit a Letter of Assent for themselves and submit the form to their prime contractor. The prime contractor is responsible for collecting the submitted LOAs and transmitting them to the Atu Fields - PSCBA Coordinator prior to any covered work starting as delineated by the PSCBA.

EXHIBIT A

PROJECT STABILIZATION/COMMUNITY BENEFITS AGREEMENT

for the

COUNTY OF ALAMEDA
"LETTER OF ASSENT"

The undersigned, as a Contractor or Subcontractor (CONTRACTOR) on the County of Alameda _____ [insert project name(s) here] _____ (hereinafter PROJECTS), for and in consideration of the award to it of a contract to perform work on said PROJECTS, and in further consideration of the mutual promises made in the "Project Stabilization/Community Benefits Agreement for the County of Alameda Project" (hereinafter AGREEMENT), a copy of which was received and is acknowledged, hereby:

- (1) Accepts and agrees to be bound by the terms and conditions of the AGREEMENT, together with any and all amendments and supplements now existing or which are later made thereto;
- (2) The CONTRACTOR agrees to be bound by the legally established local trust agreements as set forth in Article 14 of this AGREEMENT.
- (3) The CONTRACTOR authorizes the parties to such local trust agreements to appoint trustees and successor trustees to administer the trust funds and hereby ratifies and accepts the trustees so appointed as if made by the CONTRACTOR;
- (4) Certifies that it has no commitments or agreements which would preclude its full and complete compliance with the terms and conditions of said AGREEMENT.
- (5) Agrees to secure from any CONTRACTORS (as defined in said AGREEMENT) which is or becomes a Subcontractor (of any tier) to it, a duly executed Letter of Assent in form identical to this document.

Dated: _____

(Name of Contractor)_____
(Name of Prime Contractor or Higher Level Subcontractor)_____
(Authorized Officer & Title)_____
(CA Contractor License No.)_____
(Signature)

Contract or Project #: _____

(Address)_____
(Phone)_____
(Fax)

Pre-Job Conference Request (prior to construction)

The Pre-Job Conference Request form, filled out by prime contractor only, must be submitted to the PSCBA Coordinator at least 2 weeks prior to first day of on-site construction. The prime contractor must detail the project that they are requesting the pre-job meeting for as well as the general scope, project manager name and contact information, the contract amount and start date. The prime contractor must also list all subcontractors participating in the noted pre-job, as well as information related to the project. The Prime Contractor must also provide each listed subcontractor's contact person and related contact information, California State Licensing Board number and indicate prior or current submission of the mandatory Letter of Assent.

There may be more than one pre-job meeting requested, and therefore conducted, to meet the schedule of on-boarding subcontractors for the project. The Pre-Job Conference Request form may be submitted as many times as necessary to ensure that all tiers of all subcontractors performing covered work have described their work on the project, the trades that they assigned the work to, start and stop dates, and any other pertinent information necessary to ensure that the parameters of the PSCBA coverage is fully delineated and understood by all parties performing covered work. As with the first Pre-Job Conference Request form, submission must be at least 2 weeks prior to the prime contractor or any tier of subcontractor's first day of on-site construction.

To be filled out by project prime contractor and submitted to PSCBA Coordinator at
kitty@davisliarsloan.com at least 2 weeks prior to contractor is expected to start on-site.
 Submit this form as MSWord only please (not Excel or pdf).
 Include each subcontractor's LOAs and LH Compliance Plans.

PRE-JOB CONFERENCE REQUEST

Name of Job: _____
 General Scope of Job: _____
 Date of Pre-Job request: (to be filled in by DSI/A2V): _____
 Time of Pre-Job request: (to be filled in by DSI/A2V): _____
 Project Address: _____

General Contractor: _____
 PM Contact: Name, Phone Number, Email address: _____
 Contract Amount: _____
 Start Date: _____

1. Subcontractor Name _____ If not direct sub to GC (Lower Tier to _____)
 Scope: _____ (description of work)
 Contact Person: _____ and phone _____
 CSLB: _____
 Paperwork Attached: _____ (Letter of Assent & Local Hiring Compliance Plan)
2. Subcontractor Name _____ If not direct sub to GC (Lower Tier to _____)
 Scope: _____ (description of work)
 Contact Person: _____ and phone _____
 CSLB: _____
 Paperwork Attached: _____ (Letter of Assent & Local Hiring Compliance Plan)
3. Subcontractor Name _____ If not direct sub to GC (Lower Tier to _____)
 Scope: _____ (description of work)
 Contact Person: _____ and phone _____
 CSLB: _____
 Paperwork Attached: _____ (Letter of Assent & Local Hiring Compliance Plan)
4. Subcontractor Name _____ If not direct sub to GC (Lower Tier to _____)
 Scope: _____ (description of work)
 Contact Person: _____ and phone _____
 CSLB: _____
 Paperwork Attached: _____ (Letter of Assent & Local Hiring Compliance Plan)
5. Subcontractor Name _____ If not direct sub to GC (Lower Tier to _____)
 Scope: _____ (description of work)
 Contact Person: _____ and phone _____
 CSLB: _____
 Paperwork Attached: _____ (Letter of Assent & Local Hiring Compliance Plan)

Local Hiring Compliance Plan (prior to construction)

Prime Contractor

The prime contractor must submit a Local Hiring Compliance Plan. The Local Hire Compliance Plans are to be submitted in conjunction with the Pre-Job Request Form and the Letter of Assent at least 2 weeks prior to the prime contractor's first day of on-site construction. The Local Hiring Compliance Plan asks for pertinent covered project information, contract contact information, trades being utilized by the prime contractor, union signatory status and information used to determine potential sponsorship of new apprentices. There is information requested if the prime contractor wants to set up a follow-up meeting if necessary. There is also an overview of the PSCBA Local Hiring Program, Disadvantaged Resident Worker (DRW) utilization and related good faith efforts on the back of the Local Hiring Compliance Plan.

Lower Tier Subs

All tiers of all subcontractors must submit a Local Hiring Compliance Plan. The Local Hire Compliance Plans are to be submitted in conjunction with the Pre-Job Request Form and the Letter of Assent at least 2 weeks prior to the subcontractor's first day of on-site construction. The Local Hiring Compliance Plan asks for pertinent covered project information, contract contact information, trades being utilized by the subcontractor, union signatory status and information used to determine potential sponsorship of new apprentices that could qualify as Disadvantaged Resident Workers (DRWs). There is also information requested if the subcontractor wants to set up a follow-up meeting if necessary. There is also an overview of the PSCBA Local Hiring Program, DRW utilization and related good faith efforts on the back page of the Local Hiring Compliance Plan.

All contractors regardless of tier shall
complete and send to project prime
contractor and prime contractor will
submit to Davillier-Sloan, Inc.

Alameda County PS/CBA Local Hiring Compliance Plan

To be filled out by contractors at every tier. Please type or print clearly.

Alameda County Project Name: _____

Contractor Name: _____ ☐ GC or ☐ Subcontractor

Scope of Work: _____
(Further explanation can be attached on separate sheet of paper)

Contract Amount: _____ Phone & Email: _____

Estimated Start Date: _____ Estimated Completion Date: _____

List all trades anticipated: _____

If craft area allows, are you willing to sponsor new apprentices? Yes ☐ No ☐

Are you signatory to one or more unions? Yes ☐ No ☐ Please list: _____

Estimated number of peak workforce: _____ Estimated peak workforce date: _____

Estimated number of journeypersons to be hired: _____

Estimated number of hours to be worked by journeypersons: _____

Estimated number of apprentices to be hired: _____

Estimated number of hours to be worked by apprentices: _____

Contractor's narrative description of plan for hiring local area journeypersons and apprentices:

Follow-up meeting: _____

Agreement confirmed: _____ Contractor Representative: _____

Jake Sloan
Davillier Sloan, Inc.
Date: _____

Sign & Print Name: _____
Date: _____

1630 12th Street, Oakland, CA 94607 * Phone (510) 835-7603 * Fax (510) 835-7613
Website: www.davilliersloan.com * E-mail: info@davilliersloan.com

Project Stabilization/Community Benefits Agreement Local Hiring Program & Good Faith Efforts

The following is a summary of the Local Hiring Program. Please refer to the PS/CBA for detail.

- Alameda County residents will perform up to 40% of all hours worked on the PS/CBA covered project, on a craft-by-craft basis, if such workers are available, capable and willing to work on the Project, together with the apprentice goals in Article 18.
- Contractors shall make good faith efforts to reach these goals. Unions shall make good faith efforts to assist the contractor in reaching this goal.
- For this PS/CBA project, the Design-Build Entity will be responsible to ensure that it and/or its subcontractors hire at least one (1) new stage apprentice for the first \$1 million of the Design-Build Agreement construction value and for each succeeding \$5 million of construction value, the Design-Build Entity and/or its subcontractors will be required to hire at least one (1) additional new first stage apprentice.

The following are some of the "Good Faith" steps that a contractor can take to demonstrate that it has made every effort to reach the local hiring goals of the PS/CBA. This list is a minimum and additional efforts may be required.

- The Contractors shall attend the scheduled pre-job meetings. At this meeting, the Contractor must submit written workforce projections and projected man-hours on a craft-by-craft basis, consistent with the Contractor's bid proposal. In the event the pre-job meeting is waived, the Contractor must submit written workforce projections to the Coordinator within five (5) days.
- Within one week of the issuance of the Notice to Proceed, the Contractors shall meet with the Coordinator to review and approve its compliance plan for reaching the Local Hiring Goals, using the required compliance plan form provided by the County.
- The Contractors shall submit copies of hiring hall dispatch requests and responses to the Coordinator within ten (10) days of Coordinator's request at any point during the execution of the Project.
- The Contractors shall immediately contact the Coordinator if a union hiring hall dispatcher will not or cannot, upon request of the Contractor, dispatch local Residents.
- The Contractors shall use the "Name Call," "Rehire" or other available hiring hall procedures to reach goals and shall provide documentation of such requests to the Coordinator upon request.
- The Contractors shall use community based organizations as a resource for local labor resources, if a union will not or cannot provide local Residents as requested, and in conformity with the collectively bargained union hiring hall agreement.
- The Contractors shall sponsor local Residents as defined herein for apprenticeship, when possible.
- The Contractors shall maintain records for each Resident of Alameda County who was referred but not hired along with an explanation why the worker was not hired. Upon request, such records shall be made available for review by the County, Coordinator, and JAC for the duration of the Covered Project.
- The Contractors shall document participation in any local employment training program and submit documentation of such to the Coordinator within ten (10) days if requested by Coordinator.
- Contractor may qualify for full credit toward the goal by employing Alameda County Residents for other work the Contractor is performing in any of the nine Bay Area counties of Alameda, Contra Costa, San Francisco, San Mateo, Santa Clara, Marin, Solano, Napa and Sonoma. Credit will only be given for work performed during the life of the Covered Project. In order to receive such credit, the Contractor must submit certified payrolls as documentation to the Coordinator. No credit for off-site work will be allowed until the Contractor has demonstrated a good faith effort to reach the goal on the Covered Project and has received approval from the JAC.

Disadvantaged Resident Worker (DRW) Credit Request (during construction)

The PSCBA contains a requirement for the prime contractor or any tier of their subcontractors to utilize Disadvantaged Resident Workers per dollar value of construction expended on the covered project. The DRW Credit Request informs the PSCBA Coordinator that a DRW has been hired and the prime contractor is requesting credit. The form requires the prime contractor to list the prime and lower tier subcontractor (as applicable) utilizing the DRW(s) on the covered project and applicable information regarding the DRW. Once the 'DRW Credit Request Form' is received, DSI will attempt to validate the DRW through the weekly labor compliance site visit. If the site visit validation is not successful, prime contractor will be asked to fill out the 'DRW Credit Request Validation Form'.

v9/30/15

Complete and send to project prime
contractor and prime contractor will
submit to Davillier-Sloan, Inc.

**Alameda County PS/CBA DISADVANTAGED RESIDENT WORKER
(DRW) CREDIT REQUEST FORM**

To be filled out by contractor. Please type or print clearly.

Complete Alameda County Project #/Name _____
Contractor requesting DRW credit _____ Are you a Subcontractor? Y / N
Who is your Prime Contractor _____ Project Prime Contractor _____
Contractor Address _____
Phone _____ Email _____
Prepared by _____ Signature _____

Apprentice Name Home Address Social Security # (at least last 4 digits)	Craft & Apprentice level	Meets criteria for Disadvantaged Resident Worker	Referred by	Date of Hire
1. <i>Example</i> <i>Jane Smith</i> <i>123 Main Street</i> <i>SS# 123-45-6789</i>	<i>Sheet Metal Worker</i> <i>10% apprentice</i>	<i>Yes</i>	<i>DRW database</i> <i>(DSI) or Sheet</i> <i>Metal Workers</i> <i>Union</i>	<i>1/5/2015</i>
2. []	[]	[]	[]	[]
3. []	[]	[]	[]	[]

NOTE: Under PS/CBA Article 18.4 For each Covered Project, the Contractors will be responsible to ensure that it and/or its subcontractors hire at least one (1) new apprentice for the first \$1 million of construction value and for each succeeding \$5 million of construction contract value, the Contractors and/or their subcontractors will be required to hire at least one (1) additional new apprentice... All the pre-apprenticeship program graduates must be Residents of Alameda County and members of a Disadvantaged Population, as described in Article 1. See PSCBA for details. Disadvantaged Population shall mean those Residents of Alameda County who meet at least one of the following criteria: household income below 50% of the Alameda County median, non-minor dependent youth (AB-12 youth – emancipated foster youth), homeless, welfare recipients, have a history of involvement with the criminal justice system, are unemployed, or a single parent. Disadvantaged Resident Worker = Alameda County resident, first stage apprentice and meets at least one of the Disadvantaged Population criteria above.

PLEASE ATTACH RELEVANT SUPPORTING DOCUMENTATION
i.e. CA driver's license and proof of apprenticeship

Project prime contractor, please fax to: (510) 835-7613 or Email this form to: kitty@davillier-sloan.com

Forms as Necessary

Core Employee Verification (prior to construction)

As the PSCBA allows for a non-signatory contractor's use of core employees as stipulated by the agreement, the contractor dispatching the core-employee to the job-site per the PSCBA procedures must fill out a Core Employee Verification form. This form calls for information about the project, the contractor requesting dispatch of the core employee – including scope of work and relevant project manager contact information, the name of the prime contractor and higher tier sub, if any. The form includes language directly from the PSCBA describing the requirements for designation as a core employee that must be fulfilled by providing qualifying information.

In addition, contractor must work with the applicable union to sign up and dispatch qualified core employees prior to the start of work.

Complete and send to project prime
contractor and prime contractor will
submit to Davillier-Sloan, Inc.

12/2/2015

Alameda County PS/CBA CORE EMPLOYEE VERIFICATION

To be filled out by contractor. Please type or print clearly.

Complete Alameda County Project #/Name _____

Contractor requesting core employee _____ Are you a Subcontractor? Y / N []

Who is your Prime Contractor _____ Project Prime Contractor _____

Scope of Work _____
(Further explanation can be attached on separate sheet of paper)

Project Manager _____ E-mail Address _____

Phone Number (office) _____ (cell) _____

To qualify as a core employee, contractor must demonstrate prior to starting on the project that the employee complies with the following requirements:

- possess any license and/or certifications required by state or federal law for the Project work to be performed;
- have worked a total of at least one thousand (1,000) hours in the construction craft during the prior three (3) years;
- were on the Contractors' active payroll for at least sixty (60) out of the one hundred forty (140) calendar days prior to the contract award;
- have the ability to perform safely the basic functions of the applicable trade; and
- be a resident of Alameda County at least six months prior to the hire date.

For more details, please refer to Article 19 (Referral Process) of the Countywide PS/CBA.

Please list names of proposed core employees:

1. _____ 2. _____

3. _____ 4. _____

5. _____

Provide the following supportive documentation for each proposed core employee:

- Copy of applicable license and/or certification by state or federal law;
- Proof of working at least 1,000 hours in construction craft during the prior three years;
- Proof of active payroll;
- Proof of passing safety classes and or test;
- Government issued identification (i.e. driver's license, passport, state ID card);
- Two additional proof of address dated within 180 days of contractor's hire date:
 - o Utility bills and or
 - o Homeowner's/renter's insurance policy and or
 - o Rental/Lease agreement or Grant Deed or Title

Project prime contractor, please fax to: (510) 835-7513 or Email this form to: info@davillier-sloan.com

Off-Site Credit Request (during construction)

The PSCBA allows for off-site credit for Alameda County workforce utilization and Disadvantaged Resident Worker after a prime or any tier of its subcontractors demonstrates a good faith effort to meet the participation requirements on the covered project. The prime contractor or any tier of its subcontractor can make such a request for credit per the requirement of the relevant sections of the PSCBA.

v7h4n5

Complete and send to project prime
contractor and prime contractor will
submit to Davillier-Sloan, Inc.

Alameda County PS/CBA OFF SITE CREDIT REQUEST FORM

To be filled out by contractor. Please type or print clearly.

Complete Alameda County Project #/Name _____

Contractor requesting off site credit _____ Are you a Subcontractor? Y / N

Who is your Prime Contractor _____ Project Prime Contractor _____

Contractor Address _____

Phone _____ Email _____

Prepared by _____ Signature _____

Journey or Apprentice Name Home Address Social Security # (at least last 4 digits)	Craft & Apprentice level, if applicable	Off-Site Job Address Phone Contact #	Hours worked	Week Ending
1.]]	[[]
2.]]	[[]

NOTE: Under PS/CBA Article 17.7 a Contractor may qualify for full credit toward the goal by employing Alameda County Residents for other work the Contractor is performing in any of the nine Bay Area counties of: Alameda, Contra Costa, San Francisco, San Mateo, Santa Clara, Marin, Solano, Napa and Sonoma. Credit will only be given for work performed during the life of the Covered Project. In order to receive such credit, the Contractor must submit certified payrolls as documentation to the Coordinator. No credit for off-site work will be allowed until the Contractor has demonstrated a good faith effort to reach the goal on the Covered Projects and has received approval from the Joint Administrative Committee (JAC). Similarly, in Article 18.4.5, Contractor may qualify for full credit toward the goal by employing Alameda County Residents as apprentices for other work the Contractor is performing in any of the nine Bay Area counties. No credit for off-site work will be allowed until the Contractor has demonstrated a good faith effort to reach the goal on the Covered Projects and has received approval from the JAC.

PLEASE ATTACH RELEVANT SUPPORTING DOCUMENTATION
i.e. CA driver's license, proof of apprenticeship and copies of certified payroll reports

Project prime contractor, please fax to: (510) 835-7613 or Email this form to: kitt@davillier-sloan.com

Sole Proprietor – Supplemental Instructions (prior to construction)

The prime contractor must utilize the supplemental instructions regarding use of sole proprietors and related compliance with the PSCBA. The prime contractor must provide to PSCBA Coordinator the completed Supplemental Instruction and Affidavit by the sole proprietor at least 45 days prior to sole proprietor is scheduled to work. The PSCBA coordinator will follow the instructions in bringing the request to utilize the sole proprietor before the Joint Administrative Committee meeting for their approval or denial in writing, which also must be done prior to the sole proprietor's begins covered work.

Supplemental Instruction

Sole Proprietors

This Supplemental Instruction is intended to provide further definition and clarification of Article 19.2 of the County-wide PS/CBA as it relates to its implementation. With supporting documentation, when a Sole Proprietor decides to execute a work assignment without hiring any other worker, such Sole Proprietor must notify any upper tier responsible contractors who must then notify the general contractor, as applicable. The general contractor must then notify the PSCBA Coordinator, in writing, at least 45 days before the Sole Proprietor is scheduled to start work. The PSCBA Coordinator will bring the request before the PS/CBA Joint Administrative Committee (JAC) at its next regularly scheduled meeting. The applicable JAC Subcommittee must approve the request before the Sole Proprietor can execute any work on the affected project. The approval will be in writing and will identify any conditions of the approval. Any requests for changes in the status of the approval must be submitted to the Coordinator and the JAC for approval.

In the case of an unforeseen need for the utilization of a sole proprietor, a contractor can request, through the Coordinator, a special, call meeting of the JAC to seek approval of such utilization.

By signing this form you are attesting to your adherence to the description of a Sole Proprietor delineated in Article 19.2 and further distinguished within the definition of Sole Proprietor in Article 1. You will be required to comply with Articles 19.2 and 19.3 if you are assigned additional scope that requires you to hire employees. Accordingly, you are agreeing to follow the rules of Article 19.2 regarding dispatching all such employees through the union hall where the first shall come from the hiring hall out-of-work list, the second from the core employees who verifiably meet the definition as delineated in Article 19.1.1-19.1.5, up to a maximum of 5 core employees.

Prime Contractor Signature: _____

Prime Contractor Name: _____

Company Name: _____ Date: _____

Sole Proprietor Signature: _____

Sole Proprietor Name: _____

Company Name: _____ Date: _____

DRAFT
ALAMEDA COUNTY
BOARD OF SUPERVISORS'
PROCUREMENT AND CONTRACTING POLICY COMMITTEE

Monday, June 6, 2016
3:00 p.m.

Location: **Board of Supervisors' Chamber – Room 512 – 5th Floor**

County Administration Building
1221 Oak Street, Oakland, CA 94612

Supervisor Nate Miley
Supervisor Keith Carson

Staff: Steve Manning, Auditor-Controller
Daniel Woldesenbet, Director, Public Works Agency
Willie Hopkins, Jr., Director, General Services Agency
Susan S. Muranishi, County Administrator

AGENDA

- I. Quarterly Auditor-Controller Procurement Contracting Report
ECOP/COP/CCP Report**
Steve Manning, Auditor-Controller, Auditor- Controller Agency
Willie Hopkins, Jr., Director, General Services Agency
Daniel Woldesenbet, Director, Public Works Agency
- II. Progress Report on Project Stabilization Community Benefit Agreement
Workforce Utilization – Davillier-Sloan, Inc**
- III. Update on the General Services Agency's Department Survey – General Services
Agency**
- IV. Progress on the Online Pilot for Informal Quotations – General Services Agency**
- V. Update on the Marketing Analysis – General Services Agency**
- VI. Update on the General Services Agency Outreach – General Services Agency**
- VII. Workforce Development – County Administrator's Office**

PUBLIC COMMENT

Board of Supervisors' Committees agendas are available via Internet at: www.acgov.org