



**MJM MANAGEMENT
GROUP**

Erling Kristiansen
Project Manager

TEL 415.820.3550
FAX 415.820.3554

February 28, 2020

750 HOWARD STREET
SAN FRANCISCO
CALIFORNIA 94103

Security Surveillance Cameras & Control Room Upgrade Addendum 2

This addendum contains the following documents relating to the pre-bid conference held on February 26, 2020:

Meeting minutes
Sign-in sheet
Presentation



MJM Management Group

PRE-BID MEETING AGENDA AND MEETING NOTES

750 Howard Street, San Francisco, CA 94103 Tel: 415.820.3550 www.mjmmg.com

DATE OF MEETING	Wednesday, February 26, 2020	PROJECT	Security Surveillance Cameras & Control Room Upgrade
TO	Saul Estrada, Sr. Project Manager MJM Management Group Phone 516.581.2841 sestrada@ybgardens.com		Yerba Buena Gardens San Francisco, California

Meeting Attendees	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Michael Wright</td> <td>California Technical Concepts (CTC), Designer of Record</td> </tr> <tr> <td>Brian Sales</td> <td>MJM Management Group (MJM), Project Manager</td> </tr> <tr> <td>Angelo Ferreras</td> <td>MJM Management Group (MJM), Project Manager</td> </tr> <tr> <td>Erling Kristiansen</td> <td>MJM Management Group (MJM), Project Manager</td> </tr> <tr> <td>Saul Estrada</td> <td>MJM Management Group (MJM), Sr. Project Manager</td> </tr> <tr> <td>Daniel Gonzalez</td> <td>MJM Management Group (MJM), YBG Engineer</td> </tr> <tr> <td>Tarik Boukhari</td> <td>MJM Management Group (MJM), YBG General Manage</td> </tr> <tr> <td>Scott Rowitz</td> <td>Yerba Buena Gardens Conservancy (YBGC), Executive Director</td> </tr> <tr> <td>Jason Zimmerman</td> <td>Yerba Buena Center for the Arts, Facilities Director</td> </tr> <tr> <td>Brett Shipman</td> <td>Applied Video Solutions (AVS), Project Manager</td> </tr> <tr> <td>Michael Achey</td> <td>Business Technologies Partnership, (BTP)</td> </tr> <tr> <td>Joshua Aaron</td> <td>Business Technologies Partnership, (BTP)</td> </tr> <tr> <td>Mike Harris</td> <td>Verkada, Direct Partner to BTP</td> </tr> </table>	Michael Wright	California Technical Concepts (CTC), Designer of Record	Brian Sales	MJM Management Group (MJM), Project Manager	Angelo Ferreras	MJM Management Group (MJM), Project Manager	Erling Kristiansen	MJM Management Group (MJM), Project Manager	Saul Estrada	MJM Management Group (MJM), Sr. Project Manager	Daniel Gonzalez	MJM Management Group (MJM), YBG Engineer	Tarik Boukhari	MJM Management Group (MJM), YBG General Manage	Scott Rowitz	Yerba Buena Gardens Conservancy (YBGC), Executive Director	Jason Zimmerman	Yerba Buena Center for the Arts, Facilities Director	Brett Shipman	Applied Video Solutions (AVS), Project Manager	Michael Achey	Business Technologies Partnership, (BTP)	Joshua Aaron	Business Technologies Partnership, (BTP)	Mike Harris	Verkada, Direct Partner to BTP
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AGENDA ITEM

RESPONSIBLE

1. Call to Order:

MJM PM

The Pre-Bid meeting start time was 10:00am. Today's goal is to review all the project documentation and talk about general project requirements/logistics. Included in this is an introduction of the YBG team and the contractors bidding on this project. Questions/RFI's are encouraged.

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2. All Parties to Confirm Receipt of Project Manuals, Bid Forms, Scope of Work and Drawings MJM PM
 - All bidders confirmed receipt of all IFB materials.

3. Review General Nature and Background of Project MJM PM | CTC

YBG is located in downtown San Francisco and consists of three city blocks, CB1, CB2 & CB3. Within this property there are a number of different tenants; Moscone, YBCA, CCM, CDC, YBGF, Samovar, B's, The Ice Rink/Bowling Alley & The Carousel. This project is a security enhancement for the entirety of this space, there will be camera upgrades/additions, speaker additions, and a redevelopment of the SOC.

 - YBG is a City Asset and this project is funded in part by federal funds, because of this all contractors must be registered as a Public Works Contractor with the DIR & they'll be required to pay prevailing wage and provide CPR's. CPR's will be provided via email & they'll need to be submitted through LCP Tracker, the city's payroll monitoring system.
 - The California Department of Industrial Relations (DIR) requires that all construction contractors performing prevailing wage work to be registered with the Public Works Contractor Registration database.
 - City of San Francisco has a course consideration program for a Local Business Enterprise (LBE) company based in the City that's meets certain income threshold would qualify to be a LBE and would be first consideration on the Project with a 50% small business goal.
 - Question No. 01 | Question from Saul Estrada to the Prospect Contractors present: How many of you are LBE?
 - AVS Response: AVS is a LBE
 - BTP Response: BTP is not a LBE
 - All compliance items regarding this project have been included in the IFB documents.

4. Review General Conditions MJM PM

Generally, there is an urgency to minimize any downtime with cameras/the SOC.

5. Review Scope of Work, General, Quality Control, Products, Execution MJM PM | CTC

All RFI's will be due by 3/4/2020. Our responses will be sent back out on 3/11/2020 and then final bids will be due on 3/18/2020.

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6. Review Drawings, Photos, Plan Views, Sections and Building Envelope Details

MJM PM | CTC

There were no specific questions regarding general specifications of the project. BTP requested if YBG would be interested in considering Verkada recording software. Michael Wright stated that there is no substitution to the Avigilon recording software, however, if they wanted to submit it as an alternative they're welcome to. ES1.1 is the schedule of what needs to get done and where. The plans provided are the only drawings available, anything in yellow is preexisting cameras with IP, anything in white is Coax, & there is one wireless camera located on CB3 which will have a speaker added to it. There is a lot of existing infrastructure located on the property, all locations have existing power.

7. Review Bid Form, Instructions to Bidders, Objectives, Bid Date, Base Bid, Alternates, Unit Pricing

MJM PM | CTC

- IFB SPECIAL PROVISIONS Page SP-3, Item 8 states that all requests for substitution be submitted in the same time frame as the RFI's, 1 week after the bid walk date.
- IFB Bid Forms Page B-2 lists ADD ALTERNATES at the bottom of the form.
 - Please note that it has been decided not to include ADD ALTERNATES in this process since there is no defined SOW to say what the end result needs to be for the contractor. Please strike the requirement for now. Each of the 2 Add Alternate items could be handled separately through a Change Order process after the successful bidder is selected and a suitable SOW has been developed and agreed to for those efforts.
- IFB Specification Section 01 33 00 conflicts with 28 23 00 Section 1.6 SUBMITTALS.
 - Since these 2 sections describe different requirements to the same contractor deliverable, the impact could be significant in that the contractor has no clear direction which section requirements to adhere to. Since this is a security project and not a general construction project, please note that 28 23 00 Section 1.6 overrules all other spec sections in the event of conflict.
- IFB Spec Section 26 05 19 LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES, Section 1.02 MEASUREMENT AND PAYMENT, section A, sentence 2 mentions "All costs in connection with the Work specified herein will be considered to be included as part of the lump sum price for the Work of this Contract and shall be in compliance with the requirements stated in the Johnson Controls "Instructions to Bidders". This sentence is incorrectly stated and should be stricken

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8. Review Project Schedule, Notice to Proceed, Start Date, Project Duration, Substantial Completion and Project Completion Date MJM PM | CTC

It's important to note that we need to have zero downtime and minimize the overall construction time as much as possible.

- As discussed during the walkthrough bidders are asked to provide a schedule estimate along with their bids which details out estimated preconstruction, submittals/procurement, and actual construction durations.
- The temporary security center will need to be set up prior to any work commencing in the actual SOC room. As discussed this temporary security center will be in the adjacent room.

Important Dates to Remember:

- a) February 26, 2020: Pre-Bid Meeting
 - b) March 4, 2020:
 - a. Deadline for Request of Information (RFI's) submitted by the Contractors with additional Project Related inquiries and/or clarifications are due by 5:00 PM, PST.
 - c) Deadline for equipment substitution requests submitted by the Contractors are due by 5 PM PST. March 11, 2020: RFI Responses Due – Project Team responses to Contractor submitted RFI's is due by 5:00 PM, PST.
 - d) March 18, 2020: Contractors Bids due by 10:00 AM, PST.
9. Review Insurance Requirements, and Bonds and Permits Required MJM PM
- \$5,000 security will be filed with bid: certified or cashier's check, bidder's bond, or irrevocable standby letter of credit. Insurance is detailed in the special provisions. Contractor will be required to procure all permits; this cost will be reimbursed by a CO to the contract.
10. Review Any Black-Out Days Where No Work May Occur on Site or Ongoing Event MJM PM

Upcoming Events at YBG

- Game Developer Conference (GDC): March 15th – March 21st
- Google Next: April 2nd – April 10th
- IBM: May 3rd – May 8th
- VM Ware: August 29th – September 3rd
- National Nurses Rally: September 9th – 10th
- Dreamforce: November 3rd – November 16th

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11. Review General Need for Full Coordination of Work, Thorough Property and Personnel Protection, and Aspects of Quality Control Required MJM PM | CTC

When working at YBG, close coordination will be required with YBG's Project Managers Saul Estrada & Erling Kristiansen.

Project Leads

- Saul Estrada, Senior PM, 516-581-2841, SEstrada@ybgardens.com
- Erling Kristiansen, PM, 631-702-3186 EKristiansen@ybgardens.com
- Michael Wright, Designer, 925-695-6687, Michaelw@caltechconcepts.com

12. Review Site Plan and Briefly Explain Locations of Site Access, Any Restricted Areas, Egress and Public Safety Screen/Barricade Walls MJM PM

This information was reviewed during our site walkthrough.

13. Review Potential On-Site Material Storage, Staging, and Equipment Set-Up Locations, Parking, Etc. MJM PM

The SOC will need to be temporarily relocated to the adjacent room; this will be done by both the Contractor & MJM. MJM will need to coordinate with our own phone, IT & Radio/Communication vendors.

There is no parking available for contractors.

14. Review General Security Requirements MJM PM

Contractors will be required to follow the same rules as everyone else in the park. Contractor will need to check in/out every day with YBG's PMs. If access is needed to a specific location, the contractor will need to coordinate with YBG's PMs.

15. Review Contractors' Hours of Work MJM PM

YBG is a 24/7 facility, within that we have working hours set aside, 7:00am-5:00pm, however we are flexible. If contractors would like to start earlier than 7:00am we can find ways to accommodate this.

16. Review Environmental Items, Including Housekeeping, Expected Behavior, Noise control, Etc. MJM PM

This is a public space; we're here for the people. We have a responsibility to operate in such a way. No smoking on site, no drinking, etc... Please reference the general project requirements in the IFB for more specific information.

17. Review Potential Usage of Facilities (e.g., Utilities): MJM PM

Bathroom facilities will be available to the contractors in CB3, you'll be required to check out a key at the gardens SOC.

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18. Discuss General Safety Requirements, Fall Protection, Fire Safety, Caution Regarding Use of Open Flames at Site, Etc. MJM PM | CTC
- We need to abide by all OSHA standards and general electrical standards.
19. Michael Wright is our architect on record and is under contract to support the MJM Team with Construction Administration. MJM PM | CTC
20. Review and Discuss Any Other Items, Field Questions, Etc. MJM PM | CTC
- This is addressed in line item #22.
21. Review Any Potential Addendum to Project Bid Documents MJM PM | CTC
- Addendum #1, Important Dates:
- a) February 26, 2020: Pre-Bid Meeting
 - b) March 4, 2020: Deadline for Equipment Substitution Request and Request of Information (RFI's) submitted by the Contractors with additional Project Related inquiries and/or clarifications are due by 5:00 PM, PST.
 - c) March 11, 2020: RFI Responses Due – Project Team responses to Contractor submitted RFI's are due by 5:00 PM, PST.
- March 18, 2020: Contractors Bids are due by 10:00 AM, PST.
22. Conduct a Walk-through of the Grounds, IDF Locations, Camera Locations, & Existing Security Operation Center. MJM PM | CTC
- Following the IFB presentation, YBG, CTC & prospective bidders walked the entire property. We reviewed existing conditions & locations of all the IDF's on the property; The East/West Monument, inside and outside of the Engineering office, the CCM wire closet, the YBCA Basement, The Bowling Alley & the Ice Rink Basement. While on the roof at the CCM, YBG PM's pointed out the location of the wireless camera/receiver. Following the walkthrough of CB2 & CB3 we finished off by walking through and reviewing the SOC in the gardens management office. Regarding the SOC, there needs to be a temporary/operational SOC during the remodel; this will be located in the adjacent room. YBG will be in charge of moving & relocating the servers, the phones, the monitors & the radios. One of the monitors in the SOC receives feed from other entities in the garden; this will have to be reestablished as well. As discussed on the walkthrough we're requesting that contractors review the IFB documents thoroughly and respond with RFI's for any & all questions/discrepancies.
23. Adjourn

End of Pre-Bid Meeting Agenda.



INVITATION FOR BIDS (IFB) Pre-Bid Meeting
Yerba Buena Gardens
SECURITY SURVEILLANCE CAMERAS & CONTROL ROOM UPGRADES
February 26, 2020 /10:00 AM/ Yerba Buena Gardens



SIGN IN FORM

Name	Organization	Phone	Email Address
MICHAEL ACHEY	BTP	646-442-4721	MACHEY@BTP.NET
JOSHUA AARON	BTP (www.btp.net)	646-442-4711	jaaron@btp.net
Mike Harris	Verkada	925-818-1784	mike.harris@verkada.com
Brian Sales	MJM	(650) 392-9698	bsales@ybgardens.com
SCOTT KOWITZ	VISGE	415-509-2343	SKOWITZ@YBGANSECURITY.ORG
Tarik Bruckner	MJM	415-755-7479	tarikbruckner@ybgardens.com
Angelo Ferreras	MJM	650-296-1850	aferreras@ybgardens.com

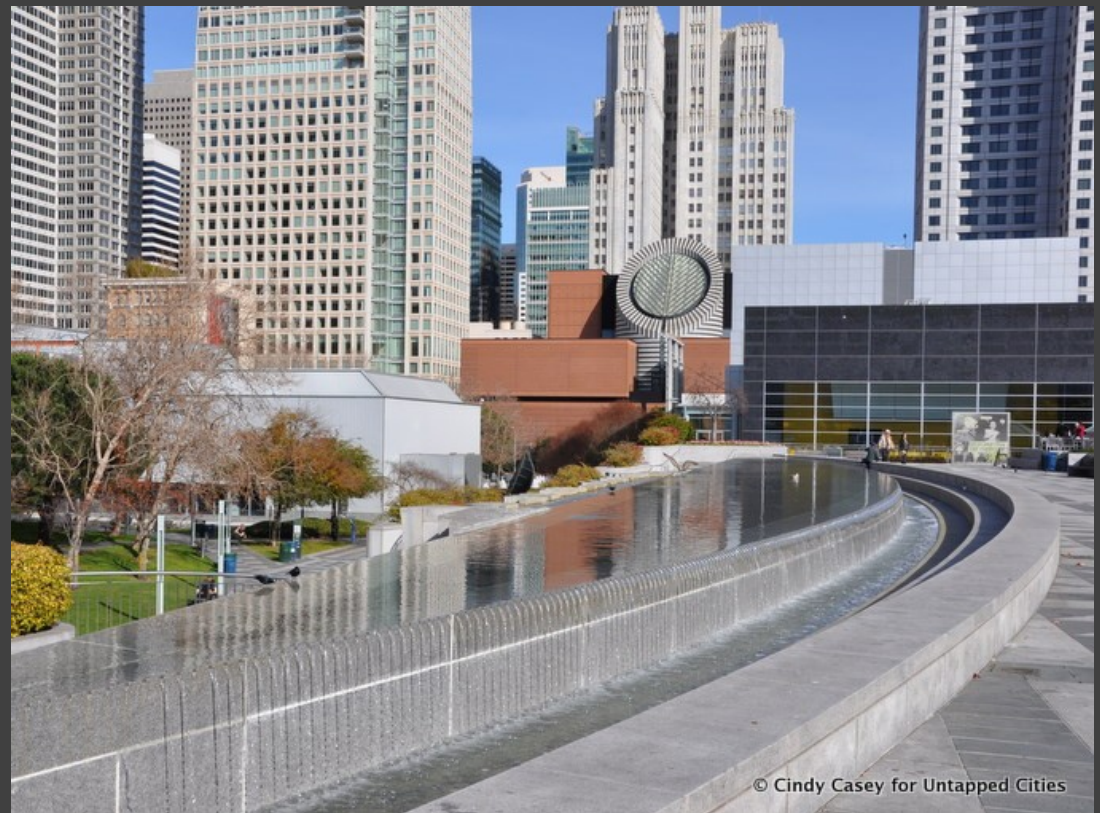
Security Surveillance Cameras & Control Room Upgrade Project



MJM Management Group
Turning Public Space into Community Value

Introductions:

- MJM Management Group (MJM)
- Yerba Buena Gardens Conservancy (YBGC)
- California Technical Concepts (CTC)



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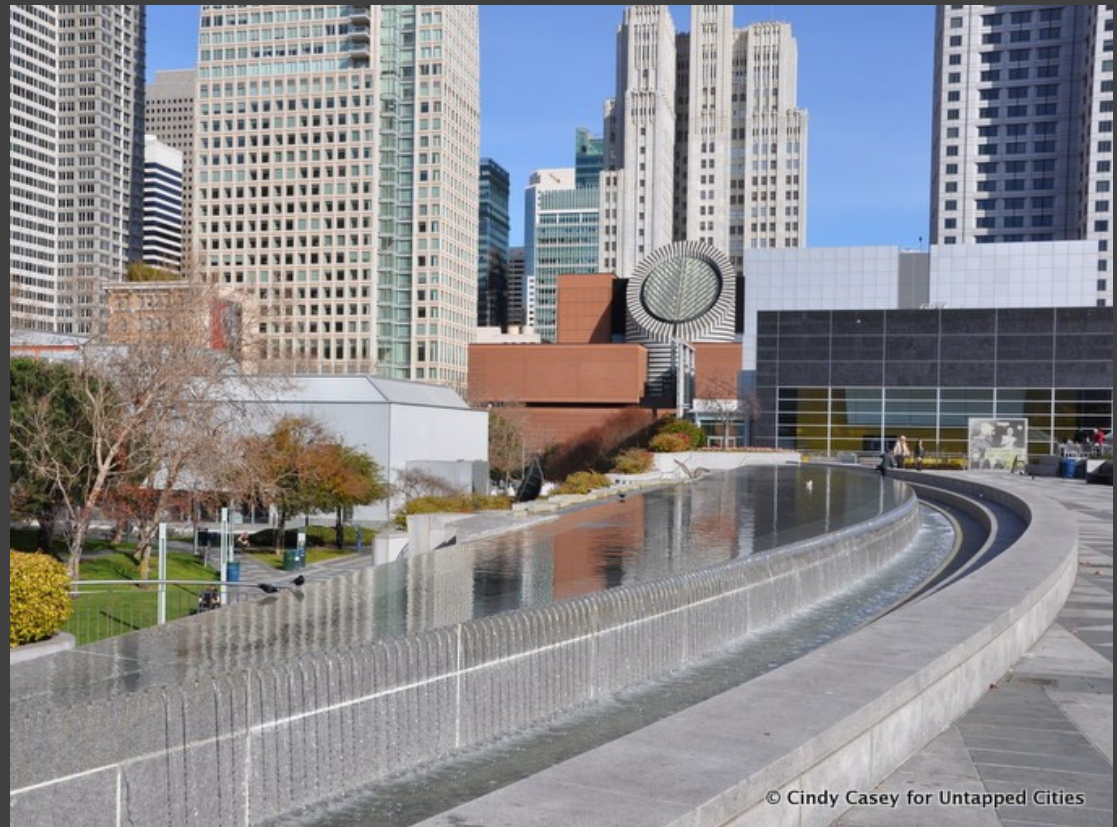
Security Surveillance Cameras & Control Room Upgrade Project



MJM Management Group
Turning Public Space into Community Value

Yerba Buena Gardens is a community gathering place with many stakeholders.

- YBCA
- Gardens Festival
- Metreon
- Moscone
- MoMA
- SamovarTea
- B Restaurant



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Site Map



MJM Management Group
Turning Public Space into Community Value

Site Conditions



**MJM Management
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*Turning Public Space
into Community Value*

- Coordination: contractor must coordinate closely with YBG management regarding work days and activities
- Park has 24-7 security but contractors should be vigilant
- Work hours: 7:00 AM – 5:00 PM M-F
- Excessive noise limited to 8:00 AM – 4:00 PM
- Public enjoyment and park rules: clean worksite; odor and dust control; no smoking
- Safety: contractor expected to comply with all state, local, and federal laws. Special consideration for public safety

Bonds, Insurance, and Permits



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*Turning Public Space
into Community Value*

- \$5,000 security to be filed with bid: certified or cashier's check, bidder's bond, or irrevocable standby letter of credit.
- Insurance: \$2M/4M general liability - detailed in Special Provisions
- Permits: Contractor to procure all necessary permits; fees to be paid by MJM

Plans & Specifications



**MJM Management
Group**
*Turning Public Space
into Community Value*

Review important dates to remember.
Review plans included in IFB Package.

Thank You



**MJM Management
Group**
*Turning Public Space
into Community Value*

Please send all follow-up requests to the team listed below.

Saul Estrada
sestrada@ybgardens.com

Erling Kristiansen
ekristiansen@ybgardens.com

Michael Wright
michaelw@caltechconcepts.com