



## **NOTICE TO PROCEED**

January 29, 2021

TO: Fast-Track Construction Company  
("Contractor")

ADDRESS: 5711 W Slauson Avenue, #170, Culver City, CA 90230

PROJECT: **New HVAC Modernization at Channel Islands High School**

PROJECT/CONTRACT NO.: **Bid 633** between the Oxnard Union High School District and Contractor ("Contract").

1. It is hereby understood and agreed that the Work under this Contract shall be **completed for: Channel Islands High School by March 7, 2023**
2. You must submit the following documents by 5:00 p.m. of the TENTH (10th) calendar day following the date of this Notice to Proceed:
  - a. Contractor's preliminary schedule of construction.
  - b. Contractor's preliminary schedule of values for all of the Work.
  - c. Contractor's preliminary schedule of submittals, including Shop Drawings, Product Data, and Samples submittals
  - d. Contractor's Safety Plan specifically adapted for the Project.
  - e. Registered Subcontractors List: A complete subcontractors list for all tiers, including the name, address, telephone number, email address, California State Contractors License number, license classification, Department of Industrial Relations registration number, and monetary value of all Subcontracts.
3. **Bidder acknowledges that the Channel Islands High School is fully occupied, and that students and School District staff have the right of way within the classroom buildings whenever school is in session. Please see the Oxnard Union High School District calendar at [oxnardunion.org](http://oxnardunion.org) for an example of typical school occupancy. Students typically begin at 8:00AM and are released at 3:00PM each school day.**
4. The General Contractor shall carry **an allowance of Ten Thousand US Dollars (\$10,000.00)** for CM Field & Office Supply **in their Base Bid.**
5. **District will stage no more than eight (8) classroom relocatable units on the campus for students and staff to use while construction is occurring in their permanent classrooms. Consequently, no more than 12 permanent classrooms can be emptied at any given time to allow for construction activities to occur within the permanent classrooms.**
6. **The Prime General Contractor will pay for each classroom's contents to be**



removed, stored and returned to same permanent classroom after each phase of work is complete. Contractor will provide (6) 10' X 40' weather tight storage containers for all miscellaneous FF&E on each campus.

The District will only box and move personal and study/text items from classrooms.

7. The awarded contractor will be required to provide a document control system. The specific system is noted within the following. Centralizing Data and Document Management is critical to the success of construction projects. The Contractor, District, Architect and Construction Manager will have access along with all associated team members.
8. The Contractor will implement the use of the following project documentation system. The system license will be purchased by the Contractor for the duration of the project as below.

**Duration: 26 Months; Project: Channel Islands High School, Oxnard Union High School District; Construction Manager: Bernards.** Each General Contractor (Bidder) is to incorporate within their proposal a value of (\$5,500.00) Five Thousand Five Hundred Dollars and Zero Cents per year. The system will be accessible to all parties related to the project.

The contractor will also provide an electronic copy of the entire documentation of the project to OUHSD as a portion of the closeout documents.

System provider information listed:

Owner Insite, LLC. Contact Phil Burke Main: 888-336-3393 Direct: 512-637-6369. [www.owner-insite.com](http://www.owner-insite.com)

9. The District will disconnect, box, move, address, relocate, and reconnect all IT issues related to classroom relocations.
10. **Special Requirements:** The Contractor shall avoid any excessive noise or vibration adjacent to occupied classrooms. Such practices will not be tolerated and must occur off normal school hours.
11. **Contractor shall provide adequate procedures for the COVID 19 PANDEMIC.** Contractor shall provide procedures within their submitted IIPP addressing such issue. See attached Exhibit A for further information.
11. **REQUIRED CONTRACTOR'S CORE CREW**

**CONTRACTOR shall provide,** at a minimum, the following core management personnel:

1. **Project Manager (PM)** - CONTRACTOR shall provide, at a minimum, **One (1)** competent English-speaking PM. The PM shall represent the CONTRACTOR and any communications given to the PM shall be as binding as if given to the



CONTRACTOR. The PM shall be authorized to sign documents on behalf of the Contractor including, but not limited to, Change Orders. The PM shall have a proven track record of successful accomplishment on previous projects of similar complexity and scope to this Project. The PM shall attend all weekly construction meetings. **The PM shall be on-site full-time from the issuance of NTP thru the completion of the Substantial Completion and Closeout period.**

2. **Full Time Project Superintendents (PS)** - CONTRACTOR shall provide, at a minimum, **One (1) assigned to the Project** competent and qualified English-speaking PS with the appropriate number of years supervising all trades and coordinating projects of this scope and complexity as evidenced by submitted background information. This person shall be physically present at the Project site while any aspect of the Work is being performed and shall have the responsibility of directing and coordinating all aspects of the Work. The PS shall be retained at this capacity for the duration of the Work. PS is responsible for QA/QC **at a minimum, the PS shall be on-site full-time from Start of Construction thru the completion of the Substantial Completion.**
3. **Full Time Project Engineer (PE)** – CONTRACTOR shall provide, at a minimum, of **One (1)** competent and qualified full-time English- speaking Project Engineer. This individual shall be physically present at the Project site while any aspect of the Work is being performed and shall have the responsibility for directing and coordinating all aspects of the Work. The PE shall have provable experience in their area of focus and on projects of similar scope and complexity to this Project. The PE shall attend all weekly construction meetings. **Project Engineer shall be on-site full time from the issuance of NTP thru the completion of the Project Closeout period.**
4. **Part Time Project Safety Engineer (SE)** – CONTRACTOR shall designate, at a minimum, **One (1)** part-time, competent and qualified English-speaking Safety Engineer. Individual must have a minimum 30-hr OSHA certification. **The Project Safety Engineer should not hold any other titles.** This individual shall be physically present at the Project site once a week onsite while Work is being performed and shall have the responsibility for directing, correcting and coordinating all aspects of Safety. The SE shall have provable experience in their area of focus and on projects of similar scope and complexity to this Project. The SE shall provide a weekly update of project conditions and shall attend all weekly construction meetings to present findings. **The Safety Engineer shall be on-site from Start of Construction thru substantial completion.**

Thank you. We look forward to a very successful Project.

**OXNARD UNION HIGH SCHOOL DISTRICT**

*Deanna Rantz*

**Director of Purchasing**