



Welcome to our team! We are looking forward to a mutually beneficial and successful project. Please utilize the following information to assist you for this project and future AMG & Associates projects:

**Project:** CSUS Child Development Center

**Description:** The facility will include approximately 14,308 gross square feet. New construction of a child development and research center for higher education which contains offices, research spaces, and various sizes of daycare classrooms for children age 5 and under. This includes exterior play yard spaces for the children, as well as study and gathering spaces for university students, faculty staff and parents. The site includes short term drop-off and pick-up parking for parents, and new fire access lane.

**Location:** One University Circle, Turlock, CA 95382

**Job site Mailing Address:** AMG Construction Trailer  
One University Circle  
Turlock, CA 95382

<b>Job Site Staff:</b>	<b>Cell Phone</b>	<b>Office Phone</b>
<b>Principal in Charge,</b> Anthony R. Traverso <a href="mailto:tony@amgassociatesinc.com">tony@amgassociatesinc.com</a>	661-435-3808	661-251-7401
<b>VP of Construction,</b> Randy Hartman <a href="mailto:rhartman@amgassociatesinc.com">rhartman@amgassociatesinc.com</a>	909-376-7011	661-251-7401
<b>Project Manager,</b> David Probst <a href="mailto:dprobst@amgassociatesinc.com">dprobst@amgassociatesinc.com</a>	530-701-6624	661-251-7401
<b>Project Superintendent,</b> John Woodall <a href="mailto:jwoodall@amgassociatesinc.com">jwoodall@amgassociatesinc.com</a>	661-505-0192	661-251-7401
<b>Project Engineer,</b> Abdul Hamidi <a href="mailto:ahamidi@amgassociatesinc.com">ahamidi@amgassociatesinc.com</a>	661-904-2198	661-251-7401

**Home Office Staff: (Phone: 661-251-7401 / Fax 661-251-7405)**

**Accounts Payable** e-mail: [ap@amgassociatesinc.com](mailto:ap@amgassociatesinc.com)

**Certified Payrolls:** Diana Fisher ext. 113, e-mail: [dfisher@amgassociatesinc.com](mailto:dfisher@amgassociatesinc.com)

**Purchasing, Contracts & Insurance:** Lucy Melkonian ext. 116, e-mail: [purchasing@amgassociatesinc.com](mailto:purchasing@amgassociatesinc.com)

**Estimating:** David Silva ext. 107, e-mail: [estimating@amgassociatesinc.com](mailto:estimating@amgassociatesinc.com)

Below is a list of several key requirements that are very important to our mutual success:

1. Please immediately begin compiling your submittals as outlined in the contract documents. Some of our projects process submittals electronically. Please coordinate with our Project Manager for the preferred method on this project.
2. Coordinate the required samples with our Project Engineer.
3. Send all submittals electronically to **Chandra Sutton**, Project Engineer.
4. Certificates of Insurance: The insurance requirements have been identified in the subcontract agreement. An important item is to list **AMG & Associates, Inc., California State University, Stanislaus, CM, Architect, Inspector, the State of California, their officers, employees, agents and independent contractors** as additional insured with the proper endorsements.
5. Please sign your subcontract agreement via DocuSign within 5 working days of receipt.
6. Please submit your Schedule of Values to [AP@amgassociatesinc.com](mailto:AP@amgassociatesinc.com) broken down by building and sitework.
7. **2<sup>nd</sup> Tier Subcontractors must** provide all required Labor Compliance Documents and Insurance certificates prior to starting work.
8. Subcontractor billings need to be submitted and reviewed with the **Project Manager and Superintendent** on or prior to the 25<sup>th</sup> of each month. Once your percentages have been approved by the owner, you will be notified with all required documents and releases that need to be submitted to our A/P Department.
9. The CPM schedule is or will be posted on our web site under the specific project tab. Each subcontractor is responsible for being familiar with their work activities, durations, and the overall project schedule. Please notify the Superintendent and Project Manager of any scheduling concerns that you may have regarding your scope of work.
10. For all public works projects, there are very important facts that your firm must comply with during the duration of this project:
  - a. **Prevailing wages:** For union and non-union subcontractors, your firm is required to comply with the State of California prevailing wages as established by the Division of Industrial Relations. The web site link will provide you the wage rates affecting your scope of work. DLSR web site, [www.dir.ca.gov/dlsr/statistics\\_research.html](http://www.dir.ca.gov/dlsr/statistics_research.html).
  - b. **Certified Payrolls:** Each subcontractor is required to provide certified payrolls for each week of work performed on our projects. You will not be paid if the certified payrolls are not current and a wet signature copy is not in our office. All certified payrolls are to be sent to **Lori McConnell**, Certified Payroll Administrator. She will be closely monitoring



your wage rates for compliance with (Department of Industrial Relations/Department of Labor Standard Enforcement (DIR/DLSE). It is your responsibility to pay the appropriate wage rates.

- c. **Apprentices:** Each subcontractor is required to request apprentices affecting their scope of work. The following links provide the required forms, DAS 140 and DAS 142 that must be completed and submitted to the Division of Apprentice Standards. We require each subcontractor to provide copies of the DAS 140/142 forms with proof of submittal it was sent to the apprenticeship program(s) to our office. The DAS 140 form must be submitted to the DAS before any work begins in the field. Failure to provide the required forms will delay payment to your firm.  
<http://www.dir.ca.gov/DAS/DASForm140.pdf>  
<http://www.dir.ca.gov/DAS/DASForm142.pdf>
- d. **Labor Compliance Packet:** required forms can be downloaded from our website  
<https://www.amgassociatesinc.com/projects/csus-child-development-center/>
- e. **Project DIR#:** 416817

Our primary goal on all of our projects is to make certain that every subcontractor is successful. Your compliance with all contractual requirements, state and federal regulations is paramount to that success. We are here to support you in that effort, please feel free to contact us for assistance at any time.

Sincerely,

Anthony R. Traverso  
Vice President