



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: Paramount Ranch & Rock Oaks Admin Areas

Description: 14,208 GSF of new buildings. This project will rebuild facilities that were destroyed or lost in the Woolsey Fire of 2018. Paramount Ranch construction will include four (4) buildings plus utilities and associated site Work similar to those burned. Facilities will have the same program of visitor use, special events, and film interpretation. Rocky Oaks construction will include four (4) housing units and an administration building, plus utilities and associated site work.

Location: 2903 Cornell Rd., Agoura Hills, CA 91301

Job site Mailing Address: AMG Construction Trailer / Paramount Ranch
2903 Cornell Rd.
Agoura Hills, CA 91301

Job Site Staff:	Cell Phone	Office Phone
Principal in Charge, Albert M. Giacomazzi albert@amgassociatesinc.com	661-435-5161	661-251-7401
VP of Construction, Randy Hartman rhartman@amgassociatesinc.com	909-376-7011	661-251-7401
Sr. Project Manager, Randy Goss rgoss@amgassociatesinc.com	661-625-3760	661-251-7401
Project Superintendent, Timothy McNicol tmcnicol@amgassociatesinc.com	661-625-3488	661-251-7401
Project Engineer, Khaled Soliman ksoliman@amgassociatesinc.com	661-625-1234	6661-251-7401
Safety Officer, Jon Broyles jbroyles@amgassociatesinc.com	805-235-4037	661-251-7401

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

Accounts Payable e-mail: ap@amgassociatesinc.com

Certified Payrolls: Diana Fisher ext. 113, e-mail: dfisher@amgassociatesinc.com



Purchasing, Contracts: Lucy Melkonian
& Insurance

e-mail: purchasing@amgassociatesinc.com

Estimating: David Silva

ext. 107, e-mail: 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 **Randy Goss**, Sr. Project Manager.
4. Certificates of Insurance: The insurance requirements have been identified in the subcontract agreement. An important item is to list **AMG & Associates, Inc., National Park Service, and their respective officers, directors, shareholders, employees, agents and representatives** 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 broken down by building and sitework.
7. Subcontractor billings need to be submitted and reviewed with the **Project Manager and Superintendent** on or prior to the 20th 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.
8. 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.
9. All lower tier subcontractors (including owner-operators) performing onsite labor will be required to provide the same insurance certificates and labor compliance documents as detailed in the contract. Be sure to advise your tier-subcontractors of these pass-thru requirements.
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 federal projects, your firm is required to comply with the State of Arizona prevailing wages as established by the Davis-Bacon Act. The web site link will provide you the wage rates affecting your scope of work. DLSR web site, www.wdol.gov.



- 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. All certified payrolls are to be sent to **Diana Fisher**, Certified Payroll Administrator. She will be closely monitoring your wage rates for compliance with Davis Bacon Act. It is your responsibility to pay the appropriate wage rates.

- c. **Labor Compliance Packet:** required forms can be downloaded from our website <https://www.amgassociatesinc.com/projects/paramount-ranch-rocky-oaks-admin-areas/>

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,

Albert M. Giacomazzi
President