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: **Newport Beach Library Lecture Hall**

Description: Building construction of new 9,814 sf single story lecture hall building with courtyard and parking lot expansion. Demo of all subservice existing utilities and site works, new site work to include new utility systems, site paving, pavement markings, signage, site walls, site lighting, trash and equipment enclosures and landscape plantings.

Location: 998 Avocado Avenue Newport Beach, CA 92660

Job site Mailing Address: AMG Construction Trailer
998 Avocado Avenue
Newport Beach, CA 92660

Job Site Staff:	**Cell Phone**	**Office Phone**
Principal in Charge, Albert Giacomazzi albert@amgassociatesinc.com	661-435-5161	661-251-7401
Project Executive, Jim Nies jnies@amgassociatesinc.com	661-964-8520	661-251-7401
Project Manager, Abdul Saadat asaadat@amgassociatesinc.com	661-857-2795	661-251-7401
Project Engineer, Steven Haywood shaywood@amgassociatesinc.com	661-481-6736	661-251-7401
Project Superintendent, Adam Turner aturner@amgassociatesinc.com	661-714-2032	661-251-7401
Corporate 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: email: ap@amgassociatesinc.com

Certified Payrolls: Diana Fisher email: cpr@amgassociatesinc.com

Purchasing: David Bai email: purchasing@amgassociatesinc.com

Contracts: David Bai email: dbai@amgassociatesinc.com

Insurance: email: insurance@amgassociatesinc.com

Estimating: David Silva ext. 109, email: 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 the 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., and The City of Newport Beach, 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 non-union/non-signatory subcontractors on non-federal projects, 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.

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 the Certified Payroll Department. They 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://amgassociatesinc.com/subcontractors/

e. The **DIR Number** for this project is 507776.
https://amgassociatesinc.com/projects/newport-beach-library-lecture-hall/

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