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: **Santa Ana Memorial Park Aquatic Center**

Description: This project shall include complete demolition and re-building the aquatics center, including the existing bathhouse building, pool, pool equipment building & adjacent site work. The new aquatics center will include a new aquatic building (9,683 sf), two swimming pools (recreational & competition) & pool deck with seating areas. Additional improvements will include but are not limited to, exterior lighting, cameras, lighting fixtures, landscape, irrigation, site furnishings, entrance walkways, meeting rooms, and flooring.

Location: 2102 S. Flower St. Santa Ana, CA 92707

Job site Mailing Address: AMG Construction Trailer
2102 S. Flower St. Santa Ana, CA 92707

Job Site Staff:	**Cell Phone**	**Office Phone**
Principal in Charge, Albert M. Giacomazzi albert@amgassociatesinc.com	661-435-5161	661-251-7401
Projects Executive, Jim Nies jnies@amgassociatesinc.com	661-964-8520	661-251-7401
Project Manager, Zaldy Barte ebarte@amgassociatesinc.com	661-607-2313	661-251-7401
Asst. Project Manager: Nour Totounji ntotounji@amgassociatesinc.com	661-812-0890	661-251-7401
Project Engineer, Chandra Sutton csutton@amgassociatesinc.com	661-414-6752	661-251-7401
Project Superintendent, John Marino jmarino@amgassociatesinc.com	661-812-2883	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: Maria Fulgium ext. 110, email: ap@amgassociatesinc.com

Certified Payrolls: Ann DeMuro ext. 107, email: cpr@amgassociatesinc.com

Purchasing: Megan Delia	ext. 116, email: purchasing@amgassociatesinc.com
Contracts: Bari Heiden	ext. 117, email: bheiden@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., City of Santa Ana, 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. 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/projects/santa-ana-memorial-park-aquatic-center/

e. **CWA Agreement:** There is a Community Workforce Agreement on this project. Please see Appendix 1 of the Specifications for more information. **You will need to turn in a letter of asset before you can start work.** https://amgassociatesinc.com/projects/santa-ana-memorial-park-aquatic-center/

f. The **DIR Number -** TBD. https://amgassociatesinc.com/projects/santa-ana-memorial-park-aquatic-center/

g. There is a Buy American Requirement on this project.

h. There is a CARB requirement on this project. **You will need to turn in your fleet certificate before starting work.**

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