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

Project: **4th Street Community Center and Park**

Description: Construction of a 18,546 sf community center, parking lot, Mini-pitch soccer field, splash pad, challenge course, rock climbing boulder, pump-track, fitness areas, sidewalks, trash enclosure, picnic areas, shade structures, playground, and landscaping. Electrical utilities, including the extension of new service to the site for community center, pedestrian and parking lot lighting. Site utilities, including storm-drain, sewer and water. Stormwater management utilizing bmps including bioretention basins. New irrigation system utilizing recycled water and potable water at new points of connection. New tree, shrub, and turf-grass planting. Demolition of existing curb, gutter, and asphalt along Henderson Ave.

Location: 175 E. Henderson Ave. Porterville, CA 93257

Job site Mailing Address: AMG Construction Trailer
175 E. Henderson Ave. Porterville, CA 93257

Job Site Staff:	Cell Phone	Office Phone
Principal in Charge, Tony Traverso tony@amgassociatesinc.com	661-435-3808	661-251-7401
Projects Executive, Mitch Gaasch mgaasch@amgassociatesinc.com	559-939-1672	661-251-7401
Asst. Project Manager, Kevin Duarte kduarte@amgassociatesinc.com	559-767-1014	661-251-7401
Project Engineer, Daniel Menchaca dmenchaca@amgassociatesinc.com	661-812-0986	661-251-7401
General Superintendent, Chad Sanchez mrueda@amgassociatesinc.com	559-757-5673	661-251-7401
Project Superintendent, Jeff Sanchez jsanchez@amgassociatesinc.com	559-400-1267	661-251-7401
Project Superintendent, Doug Lilly dlilly@amgassociatesinc.com	661-388-6075	661-251-7401
Corporate Safety Officer, Jon Broyles jbroyles@amgassociatesinc.com	805-235-4037	661-251-7401

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

Accounts Payable: Hailey email: ap@amgassociatesinc.com

Certified Payrolls: Ann email: cpr@amgassociatesinc.com

Purchasing: David Bai email: purchasing@amgassociatesinc.com

Contracts: David Bai email: dbai@amgassociatesinc.com

Insurance: email: insurance@amgassociatesinc.com

Safety: Amber email: safety@amgassociatesinc.com

Estimating: David Silva 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/ Project Engineer 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 and the project specifications. An important item is to list **AMG & Associates, Inc., The City of Porterville, 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 or send back any changes in a red-lined version to David Bai at dbai@amgassociatesinc.com.

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. Please see the AP procedures Document for more information on getting paid on time.

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. Make sure to notify AMG's AP/ CPR/ Insurance departments of any tiered subcontractors via Exhibit H on your subcontract.

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/porterville-4th-street-community-center-and-park/

    e. The **DIR Number -** 20250573366. https://amgassociatesinc.com/projects/porterville-4th-street-community-center-and-park/

    f. AMG's **Bond number** is – 108183093. Please call our bonding agent or surety if you need a copy of the bond. Their information is listed on the Prelim info sheet.

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,

Tony Traverso
Vice President