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:

Project: **Interim Fire Station No. 7**

Description: Construction of an interim fire station on a 1.9-acre site including soil remediation, dewatering, rough grading, concrete foundations and paving, utility installation, plumbing, mechanical and electrical systems, generator connections, modular office/apparatus bay/gym building support, bio-swale stormwater improvements, sewer clarifier installation, driveway replacement, landscaping, retaining walls, fencing, and associated sitework.

Document Location: All the project documents will be available in Procore and on our website under the current projects tab. Please use this link to access the website. It does **not** require an account.
Interim Fire Station No. 7 - AMG & Associates, Inc.

Location: 2269 Alessandro Drive, Ventura, CA 93001

Job site Mailing Address: TBD

Job Site Staff:	**Cell Phone**	**Office Phone**
Principal in Charge, Tony Traverso tony@amgassociatesinc.com	661-435-3808	661-251-7401
Projects Executive, Richard Sykes rsykes@amgassociatesinc.com	661-678-5729	661-251-7401
Project Manager, Sal Palomera spalomera@amgassociatesinc.com	661-714-0936	661-251-7401
Project Engineer, Poppy Crandall pcrandall@amgassociatesinc.com	661-812-6223	661-251-7401
Project Superintendent, Sonny Paz spaz@amgassociatesinc.com	661-425-6194	661-251-7401
Project Superintendent, Grant Crandall gcrandall@amgassociatesinc.com	661-755-1599	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:	email: cpr@amgassociatesinc.com
Purchasing:	email: purchasing@amgassociatesinc.com
Contracts: David Bai	email: dbai@amgassociatesinc.com
Insurance:	email: insurance@amgassociatesinc.com
Safety:	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 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 San Buenaventura, California, their respective officers, officials, construction managers, directors, shareholders, employees, agents, representatives, volunteers, independent contractors, 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 Gabriele Manni at gmanni@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. ***See attached Accounts Payable Instructions***

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 Subcontractors - AMG & Associates, Inc.

    e. The **DIR Number -** 20260657871

    f. Our **Bond number** is – 108558804

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
Executive Vice President