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: **Fire Station No. 02 Reconstruction**

Description: Construction of a new 9,445 SF (Footprint) 8,630 SF (Usable), Fire Station building, single story, Type V-B, Sprinklered. In addition to related site improvements on a 0.8-acre lot, including PV arrays in the city Costa Mesa, State of California.

Location: 800 Baker Street, Costa Mesa, CA 92626

Job site Mailing Address: AMG Construction Trailer – address TBD

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: Nour Totounji ntotounji@amgassociatesinc.com	661-812-0890	661-251-7401
Project Engineer, Ben Park bpark@amgassociatesinc.com	661-812-4708	661-251-7401
Project Superintendent, TBD		
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: David Bai	email: purchasing@amgassociatesinc.com
Contracts: David Bai	email: dbai@amgassociatesinc.com
Insurance:	email: insurance@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., and their respective officers, directors, shareholders, employees, agents, and representatives as well as City of Costa Mesa and its elected and appointed boards, officers, agents, and employees** as additional insured with the proper endorsements.

5. Please sign your subcontract agreement via DocuSign within 5 business 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.

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. **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.**

f. The **DIR Number -** TBD

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