



Department of Public Works  
Engineering Division

December 17, 2024

CITY OF BERKELEY  
STRAWBERRY CREEK CULVERT MAINTENANCE PROJECT – PHASE 1  
SPECIFICATION NO. 25-11689-C  
ADDENDUM NO. 5

Dear Bidder:

The following amendments are hereby made to the subject documents:

1. **Specifications: Notice to Bidders (Page 1):**  
Item 1, first Paragraph: Delete text: “~~and two (2) additional original signature pages (Page 9)~~”
2. **Specifications: Bidder’s and Contractor’s Checklist (Page 5)**  
Replace page with revised Page 5, see Attachment 1.

The Bid Opening time and date remain at 2:00 PM, Thursday, December 19, 2024. All other provisions of the contract documents shall remain the same. **Bidders shall submit a signed acknowledgment of Addendum No. 5 along with their Bidder’s Proposal. Failure to do so may result in bid rejection.**

Sincerely,

Srinivas Muktevi  
Supervising Civil Engineer

**BIDDER’S ACKNOWLEDGEMENT:**

Name of Company: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Attachment 1: Revised Page 5 of Specifications

**BIDDER’S AND CONTRACTOR’S CHECK LIST**

**Items Required at Bid Opening: 2:00 pm, Thursday, December 19, 2024.**

- Bidder's Proposals (One full set of originals)
- Addenda (if any)
- Bid Bond – At least 10% of Total Base Bid
- Experience and Financial Qualifications
- Taxpayer Identification Report
- Nuclear Free Zone Disclosure Form
- Oppressive States Compliance Statement
- Sanctuary City Compliance Statement
- Equal Benefits Ordinance Disclosure Form

**Items Required at Pre-Award (Non-Discrimination and Contract Compliance) Conference:**

**11:00 A.M., Tuesday, January 14, 2025**

- Memorandum of Understanding
- Work Force Composition Form
- Agreement for Change in Sub-Contractors
- Right to Audit Form
- Certification of Compliance with Equal Benefits Ordinance (Form EBO-1)
- First Source Agreement (Engineer’s Estimate less than \$500,000)

**OR**

Community Workforce Agreement To Be Bound and Hiring Plan (Engineer’s Estimate of \$500,000 or greater)

- MBE/WBE Certification from Caltrans, Oakland, or San Francisco
- Proof of Compliance with SB 854

**Items Required After Contract Award by City Council and Prior to Construction:**

- Commercial General and Automobile Liability Endorsement form
- Worker's Compensation Insurance - Statutory Amount
- Liability Insurance - \$2,000,000
- Performance Bond - 100% (executed on enclosed Performance Bond form)
- Labor and Material Bond- 100%
- Copy of City of Berkeley Business License
- Copy of State of California Contractor’s License
- Work Schedule
- Submittals required at pre-construction meeting

**Items Required During Construction:**

- Work Schedule updates
- Weekly Payroll Statement (Fed Form WH-347 or equivalent)
- Community Workforce – Agreement – Agreements to be Bound and Hiring Plans for any subcontractors added to project:
- Correspondence with unions and minority/female organizations

**Items Required Upon Completion of Project:**

- Guarantee Bond - 10%
- As-Built Drawings

\* This project is subject to the Community Workforce Agreement

\*\* DPR-State Department of Parks and Recreation