



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: El Segundo Unified School District Summer Modernizations

Description: Includes modernizations to four separate campuses within the District.

- Richmond Street Elementary School: Addition of a Security Vestibule, Replacement of Existing Windows at the main classroom/ Administration building. Installation of a 20'x 40' shade structure (PC approved by Dave Bang) and concrete slab, Installation of ornamental fence and gates, Accessibility upgrade to restrooms. Material for shade structure will be provided.
- El Segundo Middle School: Alteration of existing Administration Office, addition of 800sqft office space into existing covered breezeway.
- Center Street Elementary School: Addition of two (2) shade structures (PC approved by Dave Bang) at two locations on campus. Site improvements; walkways and landscaping. Material for shade structures will be provided.
- El Segundo High School: Security Vestibule in the Main Building, Replacement of Engineering Building windows, Replacement of baseball field fencing, replace hoops, bleachers, refinish flooring in the South Gymnasium, Replace flooring in the North Gymnasium.

Location: Richmond Street Elementary School, El Segundo Middle School, Center Street Elementary School, and El Segundo High School

Job site Mailing Address: Richmond Street Elementary School, El Segundo Middle School, Center Street Elementary School, and El Segundo High School

Job Site Staff:	Cell Phone	Office Phone
Principal in Charge , Albert M. Giacomazzi albert@amgassociatesinc.com	661-435-5161	661-251-7401
Senior Project Manager , David Probst dprobst@amgassociatesinc.com	661-670-9967	661-251-7401
Project Engineer , Bhavin Shah bshah@amgassociatesinc.com	909-636-3613	661-251-7401

Project Superintendents

Richmond Elementary School, Chris Pankey	661-714-0027, cpankey@amgassociatesinc.com
El Segundo Middle School, Ben Gregory	661-383-3445, bgregory@amgassociatesinc.com
Center Street, Jose Plascencia	661-713-5349, jplascencia@amgassociatesinc.com
El Segundo High School, Bryan Hartman	951-233-7605, bhartman@amgassociatesinc.com



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

Accounts Payable: Adee Castrellon

ext. 117, e-mail: AP@amgassociatesinc.com

Certified Payrolls: Lori McConnell

ext. 111, e-mail: CPR@amgassociatesinc.com

**Purchasing, Contracts:
& Insurance** Lucy Melkonian

ext. 116, e-mail: purchasing@amgassociatesinc.com

Estimating: David Silva

ext. 109, e-mail: 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 Manager.
3. Send all submittals electronically to 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., El Segundo Unified School District, and their respective trustees, officers, directors, shareholders, employees, agents and representatives as additional insured with the proper endorsements.
5. Please sign and return your subcontract agreement or purchase order via email to **Lucy Melkonian** within 5 working days of receipt.
6. Please coordinate your Schedule of Values submittals with the **Project Manager**.
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. 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 and a wet signature copy is not in our office. All certified payrolls are to be sent to **Lori McConnell**, Certified Payroll Administrator. She 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://www.amgassociatesinc.com/projects/el-segundo-unified-school-district-summer-modernizations/>

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 Giacomazzi
President