

CITY OF OAKLAND



DALZIEL BUILDING • 250 FRANK H. OGAWA PLAZA, SUITE 4314 • OAKLAND, CALIFORNIA 94612

Public Works Agency
Contract Services

(510) 238-7270
FAX (510) 238-2346
TDD (510) 238-3254

June 7, 2013

Ms. Susan Gallardo
AMEC Environmental and Infrastructure, Inc.
2101 Webster Street, 12th Floor
Oakland, CA 94612

VIA EMAIL ONLY: Courtney.simpson@amec.com

RE: On-Call Environmental Consulting Services

Dear Ms. Gallardo:

Congratulations on being awarded the agreement for the above-named project. Included with this transmittal are all the documents “checked off” in the table below. Please review, complete and return these documents **no later than June 21, 2013** to the address below. Thank you in advance for your prompt attention.

City of Oakland
Public Works Agency Contract Services
250 Frank H. Ogawa Plaza, Suite 4314
Oakland, CA 94612
Attn: Calvin Hao

Only the documents checked are required at this point:			
<input checked="" type="checkbox"/>	1.	Contract/ Agreement	Photocopy the form provided and return <u>3</u> wet-signed originals.
<input checked="" type="checkbox"/>	2.	Insurance Requirements	<p>Provide evidence of insurance coverage in <u>strict compliance</u> with Schedule Q included in the Bid Specifications or RFP/RFQ. Insurance submitted incorrectly <u>will be rejected</u>.</p> <ul style="list-style-type: none"> <input type="checkbox"/> List the <u>Project Name and Number</u> in the “Description of Operations/ Locations” section. <input type="checkbox"/> Follow Section b.i. “<u>Additional Insureds</u>” very carefully. <input type="checkbox"/> Include the <u>General Liability policy number</u> on endorsement. <input type="checkbox"/> List the Certificate holder as: <i>City of Oakland, PWA – Contract Services, 250 Frank H. Ogawa Plaza, Suite 4314, Oakland, CA 94612.</i>
<input checked="" type="checkbox"/>	3.	Oakland	Provide a copy of a current certificate. If you do not yet have one, you must



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		Business License	apply <u>immediately</u> . Information and forms are available at http://www.oaklandnet.com/government/fwawebiste/revenue/revenue_biztax.htm
<input checked="" type="checkbox"/>	4.	IRS W-9	Provide a completed W-9 form (Taxpayer Identification Number Certification).
<input checked="" type="checkbox"/>	5.	Schedule B-2	Arizona Resolution
<input checked="" type="checkbox"/>	6.	Schedules C-1,P,U,V Combined	Americans With Disabilities Act; Nuclear Free Zone Disclosure; Compliance Commitment Agreement; Affidavit of Non-Disciplinary or Investigatory Action
<input checked="" type="checkbox"/>	7.	Schedule D	Ownership, Ethnicity & Gender Questionnaire
<input type="checkbox"/>	8.	Schedule E	Project Consultant Team
<input checked="" type="checkbox"/>	9.	Schedule K	Pending Dispute Resolution
<input checked="" type="checkbox"/>	10.	Schedule M	Independent Contractor Questionnaire, Part A
<input checked="" type="checkbox"/>	11.	Schedule N	Living Wage Ordinance
<input checked="" type="checkbox"/>	12.	Schedule N-1	Equal Benefits Ordinance (<i>n/a if under \$25,000</i>)
<input checked="" type="checkbox"/>	13.	Schedule O	Campaign Contribution Limits

Our office will send you a complete set upon execution of the contract documents. Please don't hesitate to contact our office at 510-238-7270 or chao@oaklandnet.com if you any questions or need additional information.

Sincerely,



Calvin Hao
Contract Services Supervisor

CH: tb
Enclosures per checklist

cc: Nancy Humphrey - PWA



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