



9601 McAllister Frwy
San Antonio, TX 78216
Phone: 210-861-2996
Fax: 210-541-0201

March 27, 2019

Satterfield & Pontikes Construction, Inc.
12823 Wetmore Road
San Antonio, Texas 78247

Attn: Brad Shearer

Re: Notice of Award – Northside Alternative Middle School Science Classroom Addition/Renovation

Dear Mr. Shearer:

The Northside I.S.D. Board of Trustees formally accepted the selection of Satterfield & Pontikes Construction, Inc., the recommended proposer at the March 26, 2019 Board meeting. This letter shall serve as the Notice of Award of the Contract by Northside Independent School District to Satterfield & Pontikes Construction, Inc., to perform the work described in RFCSP# 2019-14 for a total contract amount of \$770,000.00.

Attached are two (2) copies of the Agreement Between Owner and Contractor for this Project for your signature. Return complete contract package (both signed copies of Agreement Between Owner and Contractor, Insurance documents and Payment and Performance Bonds as required by Owner's Supplementary Conditions, Article 11, and completed HB Form 1295) to our office in a timely manner, as the complete package must be received by the District within ten (10) days of Notice of Award. After execution by the Owner, a completed Agreement Between Owner and Contractor will be returned to you for your record.

A Kick-Off meeting is scheduled for April 2, 2019 at 1:00 PM. The meeting will be held at Northside ISD – Facilities & Operations Conference Room, 5900 Evers Road, Building "C", San Antonio, Texas 78238, for the Contractor only - please plan to attend with Project Manager and Superintendent. A Pre-Construction Conference will be scheduled during the Kick-Off meeting, which will require attendance by you and all major Subcontractors working on this project site. Regular Project Meetings will be held 2nd and 4th Tuesday of each month at 10:30 a.m.

Once the Agreement is executed by both parties, a Notice to Proceed will be issued.

We look forward to working with your company on this project.

Respectfully,

Chris Lammers, AIA
Managing Partner

CC: Leroy San Miguel, Assistant Superintendent of Facilities and Operations, NISD (via email)
Henry Acosta, Executive Director of Construction & Engineering (via email)
James Berg, Director Facilities Construction, NISD (via email)
Marilyn Sevedge, Project Manager, NISD (via email + original document)
Melani Hardy, Contract Coordinator, NISD (via email)

Attachment: NISD Project Insurance Requirements



Jim Berg AIA
Director of
Facilities Construction

Director's Memorandum

DATE: February 21, 2019
TO: All General Contractors
FROM: Jim Berg, Director of Facilities Construction
RE: Project Insurance Requirements

Certificates of Insurance acceptable to the Owner shall be filed within ten (10) days after Notice of Award to Contractor and prior to commencement of the Work. Please refer to the attached checklist for requirements for each policy and provide it, along with this memorandum, to your insurance carrier. Copies of all required endorsements must be provided, and each endorsement should reference the corresponding policy number or numbers, either on the endorsement itself or on an attached Schedule or Endorsements.

The following shall apply to all insurance certificates:

- Insurance documents may be emailed to Melani Hardy, Contract Coordinator (melani.hardy@nisd.net) for review prior to submitting contract. One (1) hard copy should be submitted with the contract package.
- The Certificates shall be ACORD Form 25.
- Northside ISD shall be named as the Certificate Holder, with the exception of the Certificate for Owner's and Contractor's Protective Liability (refer to Insurance Checklist).
- The Description of Operations section of the Certificate shall reference the related RFCSP number and name.
- All insurance policies shall be provided by a company or companies with a rating of not less than B+ in the last available Best's Rating Guide.
- Owner's and Contractor's Protective Liability and Builder's Risk or Installation Floater policies shall remain active until construction is complete. All other policies shall remain active until warranty expiration.

Thank you for your assistance in this matter.

5900 Evers Road, Bldg. C
San Antonio, Texas
78238-1606
Tel: 210.397.1221
james.berg@nisd.net

Attachment: Northside ISD Insurance Checklist

MLH/JKB

DM-02-022119

Northside ISD Insurance Checklist

(Required by Article 11 of the NISD Supplementary Conditions to the AIA General Conditions)

Commercial General Liability (article 11.1.2.1.2)

- \$2,000,000 general aggregate;
 - \$1,000,000 products/completed operations aggregate;
 - \$1,000,000 personal and advertising injury;
 - \$1,000,000 each occurrence;
 - \$50,000 fire damage (Typically indicated as "Damage to Rented Premises");
 - \$5,000 medical expense.
- Policy issued upon an "occurrence" basis, as distinguished from a "claims" basis.

- * **Required endorsements:**
- Additional Insured.
 - Waiver of Subrogation.
 - 30-day notice of cancellation.

Automobile Liability (article 11.1.2.1.3)

- All vehicles (any auto) owned by, hired by or used on behalf of the Contractor, with minimum Combined Single Limit of \$1,000,000.

- * **Required endorsements:**
- Additional Insured.
 - Waiver of Subrogation.
 - 30-day notice of cancellation.

Umbrella Liability (article 11.1.2.1.5)

Insurance written on an occurrence basis, with minimum limits in the amount of:

<u>Contract Sum</u>	<u>Min. Limit Required</u> (Per occurrence/aggregate)
Up to \$2,499,999	\$1,000,000
\$2,500,000 - \$4,999,999	\$2,000,000
\$5,000,000 - \$7,499,999	\$3,000,000
\$7,500,000 and over	\$4,000,000

- * **Required endorsements:**
- Additional Insured.
 - Waiver of Subrogation.
 - 30-day notice of cancellation.

Worker's Compensation (article 11.1.2.1.1): Statutory Limits required.

Employers' Liability (article 11.1.2.1.1)

- \$500,000 each accident;
- \$500,000 disease - policy limit;
- \$500,000 disease - each employee.
- If any Proprietor/Partner/Executive Officer/Member is excluded from coverage, describe under "Description of Operations" section of the Certificate.

- * **Required endorsements:**
- Waiver of Subrogation.
 - 30-day notice of cancellation.

Owner's and Contractor's Protective Liability Insurance * (article 11.1.2.1.4)

- Separate ACORD Form with Northside ISD indicated as the insured.
- General Contractor shall be named as the Certificate Holder.
- \$500,000 bodily injury
- \$500,000 property damage

- * **Required endorsements:**
- Waiver of Governmental Immunity.
 - 30-day notice of cancellation.

Builders Risk or Installation Floater Policy (article 11.3.1)

- Shall cover the entire Work at the site for the full insurable value of the Work, including transit thereto and materials stored offsite and destined to become a part of the Work.
- Maintained until final payment is made to the Contractor pursuant to Article 9 of NISD's Supplementary Conditions.
- No deductibles shall exceed \$5,000 without prior written approval of the Owner.
- The policy shall insure the respective interests of the Owner and the Contractor in the Work.

- * **Builders Risk Required Endorsements:**
- Permission to Occupy.
 - 30-day notice of cancellation.

- * **Installation Floater Required Endorsements:**
- 30-day notice of cancellation.

IMPORTANT NOTE: Copies of each required endorsement must be included, and each should reference the corresponding policy number(s).