



**LETTER OF AGREEMENT BETWEEN  
 SAN FRANCISCO PUBLIC UTILITIES COMMISSION POWER ENTERPRISE AND  
 THE SAN FRANCISCO HOUSING AUTHORITY**

This LETTER OF AGREEMENT (LOA) between the SAN FRANCISCO PUBLIC UTILITIES COMMISSION POWER ENTERPRISE (SFPUC-Power) and the SAN FRANCISCO HOUSING AUTHORITY(SFHA) formalizes the responsibilities, costs, and scope of work associated with the implementation of replacing the heating systems servicing two buildings located in Potrero Terrace: Building E-4: 900-914 Connecticut Street & Building G-6: 918-946 Connecticut Street.

**RESPONSIBILITIES OF PARTIES**

Under this agreement, SFPUC-Power will be responsible for project management, construction, construction management, contract procurement, and contract management to implement the Scope of Work under this agreement. SFPUC-Power and the SFHA agree that the SFPUC-Power's procurement and performance of the work under this LOA shall be administered under San Francisco Administrative Code Chapter 6.

SFPUC-Power will select a contractor who will be required to make a good faith effort in complying with SFHA's Resident Hiring Goals in compliance with Section 3 of the Housing and Urban Development Act of 1968, 24 CFR 135.34 Resolution NO. 4967.

The SFHA will be named additional insured on the contractor's Certificate of Liability Insurance document.

The SFHA will be responsible for facilitating correspondence between their consultant, ACIES Engineering, providing 120 V electrical power, potable water, site access, and a designated on-site project construction coordinator. Attachment A further defines the responsibilities of SFPUC-Power and the SFHA as well as other parties, including SFHA Engineering Consultant ACIES Engineering and the SFPUC-Infrastructure Construction Management Bureau. ACIES Engineering will be the Engineer on Record.

SFPUC-Power will fund the project and provide the scope of services described below:

**SCOPE OF WORK AND ASSOCIATED COST ESTIMATE**

The Scope of Work will include replacement of the space heating boilers, water heater, and the distribution piping of these two systems serving Buildings E-4 and G-6 defined in the engineering drawings designed by the SFHA's engineering consultant, ACIES Engineering, titled "CAL 1-2 Potrero Terrace 1095 Connecticut Street San Francisco, CA 94107 Building Energy Improvements."

The project budget components being funded by SFPUC-Power include project management by SFPUC-Power Energy Efficiency Services, construction and permit costs by the contractor, construction management by the SFPUC-Infrastructure Construction Management Bureau, and contract management by the SFPUC-Infrastructure Contract Administration Bureau.

- Edwin M. Lee**  
Mayor
- Vince Courtney**  
President
- Ann Moller Caen**  
Vice President
- Francesca Viotor**  
Commissioner
- Anson Moran**  
Commissioner
- Art Torres**  
Commissioner
- Harlan L. Kelly, Jr.**  
General Manager



The total estimated project budget is not to exceed \$850,000.00. In the event the project costs exceed the project budget, SFPUC-Power shall be responsible for determining whether to fund and proceed with the full scope of work.

This LOA shall become effective on the date of execution by both parties. Termination of this LOA shall be 18 months from date of execution unless modified by the Parties.

**ACCEPTED**



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SFPUC - Harlan L. Kelly, Jr. General Manager

9/2/14

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Date

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SFHA - Barbara Smith, Acting Executive Director

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Date

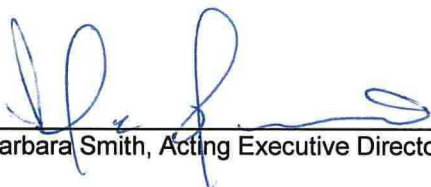
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**ACCEPTED**

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SFPUC - Harlan L. Kelly, Jr., General Manager

\_\_\_\_\_  
Date



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SFHA - Barbara Smith, Acting Executive Director

8/29/14  
\_\_\_\_\_  
Date

for Barbara Smith

## Attachment A: Responsibility Matrix

**Project: San Francisco Housing Authority  
Building Energy Improvement Project  
Potrero Terrace Buildings E-4 and G-6**

Task	SFPUC Power	Department Site (SFHA)	SFHA Consultant ACIES Engineering	PUC CMB	Contractor
<b>Design</b>					
Develop Design/Specifications	R	R/A	P	R	
Develop Scope of Work	R	R/A	P	R	
Develop Design Drawings	R	R/A	P	R	
<b>Construction</b>					
Conducts Job Walk	P	S			P
Selects Contractor	P	R		R	
Issues Contract	P			R	R
Secures Construction Permit	S/R	S		S/R	P
Prepares Construction Schedule	R	R		R	P
Performs Construction	R	R	R	R	P
Document Management	P	R		P/S	
Submittals and RFIs	S/R	R	S/R	S/R	P
Approves Contractor Invoices	P			S/R	
Inspection of Work	S	R	R	P	
Construction Progress Reports/Log	R		R	R	P
Initiate Change Orders	P/R	R	R	R	P/R
Prepare Meeting Agendas/Minutes	P	R	S	S	S
Attend Project Meetings	P	P	S	P	P
Develop Punch Lists	S	S/R	S/R	P	R
Perform Punch List Items	R	R	R	R	P
Test & Final Inspection	R	R	R	R	P
O&M Training	S				P
Acceptance	P	R	R	S/R	
As-Built Drawings	S/R	R	R	R	P

P = Primary; S = Support; R = Review; A = Approval

**SFPUC** = San Francisco Public Utilities Commission; **SFPUC Power** = SFPUC Power Enterprise;  
**PUC CMB** = SFPUC Construction Management Bureau; **Department Site** = SFHA: San Francisco Housing Authority; **SFHA Consultant** = ACIES Engineering; **Contractor** = To Be Determined