



Business Services

Contracts Office

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June 9, 2025

Allison Otto
John F. Otto dba Otto Construction
1717 Second Street
Sacramento CA 95811

email: aotto@ottoconstruction.com

**RE: Notice to Proceed Design Build Contract
Ethel I. Baker Elementary School Construction Project
RFP #0108-461**

On behalf of the Sacramento City Unified School District, we are pleased to give you the Notice to Proceed with design build services work on Contract **#0108-461**. Your contract date is **June 5, 2025** (Board Approval Date). The District notes the submittal of the design for construction shall be approved by the Division of the State Architect no later than **January 01, 2027**, and anticipates that construction will commence on or around **July 01, 2027**. A copy of the executed contract will be sent upon execution.

The following documents must be provided to the District prior to you beginning design build services work:

- Determination document
- W9
- General Liability Insurance certificate, in the amount required by the contract
- Automobile Liability Insurance certificate, in the amount required by the contract
- Umbrella/Excess Liability Insurance certificate, in the amount required by the contract
- Local surety contact name(s)
- List of signature authorities

The date of this notice starts the formal time period during which your firm must submit DAS 140 forms to the appropriate Apprenticeship Committee for each craft to be employed on this Project. Pursuant to Title 8, Section 230 of the California Code of Regulations, the Contract Award Information (DAS 140) shall be provided within ten (10) days of the date of the executed contract or the Notice to Proceed, whichever is earlier, but in no event later than the first day in which workers will be employed upon the public works jobsite. Even though you have not yet entered into subcontracts, you must submit a DAS 140 for all crafts that will be employed on this Project. The District understands that you may have to estimate certain information on those forms at this time, and anticipates that you will submit updated forms, if necessary, prior to commencement of construction. When you have entered into subcontracts, each subcontractor must submit new DAS 140s within ten (10) days of contract date, and before any work on that craft starts on the Project.

The first weekly meeting will occur on **TBD**.

We are looking forward to working with you on this project.

Sincerely,

Tina Alvarez-Bevens

Tina Alvarez-Bevens
Contract Analyst

Cc: Ryan Wade, KCEM