



**Business Services  
Contracts Office**

5735 47th Avenue • Sacramento, CA 95824  
(916) 643-2464

*Lisa Allen, Interim Superintendent  
Jesse Castillo, Assistant Superintendent*

**BOARD OF EDUCATION**

*Chinua Rhodes  
President  
Trustee Area 5*

*Lavinia Grace Phillips  
1<sup>st</sup> Vice President  
Trustee Area 7*

*Jasjit Singh  
2<sup>nd</sup> Vice President  
Trustee Area 2*

*Tara Jeane  
Trustee Area 1*

*Christina Pritchett  
Trustee Area 3*

*Jamee Villa  
Trustee Area 4*

*Taylor Kayatta  
Trustee Area 6*

*Liliana Miller Segura  
Student Board Member*

**NOTICE TO PROCEED WITH CONSTRUCTION OF  
INCREMENT #1**

October 6, 2023

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

RE: **NOTICE TO PROCEED WITH CONSTRUCTION WORK RELATED TO INCREMENT #1**  
Oak Ridge Elementary School, Sacramento Unified School District  
Project: #0265-461, Oak Ridge Elementary School New School

Dear Mr. Hayward:

On behalf of the Sacramento Unified School District, we are pleased to give you Notice to Proceed with Construction work on Project #0265-461 Increment 1. Your construction completion date is September 5, 2025, in accordance with the Preliminary Project Schedule completed during Preconstruction Services. The following documents must be provided to the District prior to you or your subcontractors beginning any construction work on the site:

- Builder's Risk insurance certificate.
- List of all subcontractors and suppliers (regardless of contract amount). It is your responsibility to notify the District when one of their subcontractors further subcontracts a portion of the work.
- Developer's Preliminary Schedule of Construction.
- Developer's Preliminary Schedule of Values for all of the work.
- Developer's Schedule of Submittals, Including Shop Dwg's., Product Data, and Sample Submittals.

In addition, your firm should have submitted Contract Award Information (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 and California Labor Code section 1777.5(e). You should now submit updated DAS 140 forms, within 10 days of this Notice to Proceed but in no event later than the first day in which workers will be employed upon the public works jobsite, for any craft for which the information on the original forms has changed. Each new subcontractor must submit new DAS 140s within 10 days of their subcontract date, and before any work on that craft starts on the Project.

The first weekly meeting will occur on site on TBD at TBD a.m./p.m.

Please email the above documents no later than 5:00 p.m. on the Tenth (10<sup>th</sup>) calendar day from receipt of this NTP with Construction letter to: Tina Alvarez-Bevens at [Tina-Alvarez-Bevens@scusd.edu](mailto:Tina-Alvarez-Bevens@scusd.edu) and Meredith Collins at [meredith@icscm.com](mailto:meredith@icscm.com) and Isaac White at [isaac@icscm.com](mailto:isaac@icscm.com).

Sincerely,

*Tina Alvarez-Bevens*

Tina Alvarez-Bevens  
Contract Analyst

Cc: Facilities – Planning and Construction  
Meredith Collins and Isaac White, ICS