



Project Labor Agreement

Pre-Job Conference Form

In accordance with PLA Article 16, each Contractor is required to conduct a Pre-Job Conference with the Unions not later than ten (10) calendar days prior to commencing work.

General Contractor Information	
Prime Contractor: Swinerton Builders	
Address: 16798 West Bernardo Drive, San Diego, CA 92127	
Phone: 858-622-4040	
Email: richardstrong@swinerton.com (interim)	Fax: 858-622-4044
Prime Contractor's License Number: 92	
DBE Status: <input type="checkbox"/> Yes <input type="checkbox"/> No	DBE Certifying Agency:
PLA Pre Job Conference Meeting Information	
Date & Time: 04/13/2026 at 9:00 am	
Location: Microsoft Teams	
General Contract Information	
Contract Name:	City Heights Library Performance Annex Improvements
Project Address:	3795 Fairmount Ave, San Diego, CA 92105
City Contract No:	K-25-2371-DB2-3-A
Contract Award Amount:	\$ 5,417,724.00
Estimated Start Date:	October 2025
Estimated End Date:	May 2026
Project Description:	Design-Build project to add approx 995 sq. ft. expansion to the existing City Heights Library Performance Annex. Addition of two dressing/makeup rooms, a green room, a ticket booth and a vestibule. Interior lighting upgrade, and the HVAC equipment will be relocated and upgraded. Renovation of existing bathrooms within library space serving courtyard.

Jobsite Information	
Site Phone: +1 (415) 686-6103	Email: richardstrong@swinerton.com (interim)
Fax: N/A	Jobsite Labor Rep: Jennifer Correa
Project Manager: Chris Gaitan (Richard Strong interim)	Jobsite Safety Rep: Bryan Gray
Job Superintendent: Jonathan Weaver	Workforce Ordered By:
Jobsite Scheduling Information	
Number of Shifts: 1	Start / Stop Times: 7AM - 5PM
Pay Day:	Ending Day of Pay Period:
Jobsite Facilities	
Location(s) of First Aid Facilities: City Heights Performance Bldg.	
Location(s) of Sanitary Facilities: Adjacent to site/park	
Location(s) of Drinking Water Facilities: City Heights Performance Bldg.	
Description of Jobsite Parking: Street Parking	
Name of Selected Hospital: Scripps Mercy Hospital	
Hospital Address: 4077 Fifth Ave., San Diego, CA 92103	
Hospital Phone Number: 619-294-8111	
Heavy Equipment to Be Utilized on Job	By Contractor
none	JEC Electric, Inc.
Project Craft Workforce Estimate	
Craft	Workforce needed for Project
Sample: Widget Installer	5
Soundman	4

Subcontractor Information – Complete or Attach Subcontractor Listing

Subcontractor Name: JEC Electric, Inc	
Type/Scope of Work: Verkada surveillance cameras, Alarm system, and data cabling installation	
Address: 3001 Redhill Ave #3-105, Costa Mesa CA 92626	
Estimated Start Date: 4/20/2026	Estimated End Date: 4/29/2026
Contact Person: Junior Chapple	Phone: 949-431-0113 / 323-359-7985
Email: jchapple@jceelectricusa.com	Contractor License Number: 951931
Subcontractor Name:	
Type/Scope of Work:	
Address:	
Estimated Start Date:	Estimated End Date:
Contact Person:	Phone:
Email:	Contractor License Number:
Subcontractor Name: N/A	
Type/Scope of Work:	
Address:	
Estimated Start Date:	Estimated End Date:
Contact Person:	Phone:
Email:	Contractor License Number:
Subcontractor Name: N/A	
Type/Scope of Work:	
Address:	
Estimated Start Date:	Estimated End Date:
Contact Person:	Phone:
Email:	Contractor License Number:
Subcontractor Name: N/A	
Type/Scope of Work:	
Address:	
Estimated Start Date:	Estimated End Date:
Contact Person:	Phone:
Email:	Contractor License Number:
Subcontractor Name: N/A	
Type/Scope of Work:	
Address:	
Estimated Start Date:	Estimated End Date:
Contact Person:	Phone:
Email:	Contractor License Number: