EXHIBIT B

SMALL AND SMALL DISADVANTAGED BUSINESS CERTIFICATION

The University of New Mexico participates in the Government's Small and Small Disadvantaged Business programs. This requires written certification from our suppliers and contractors as to their business status. Please furnish the information requested below.

1.0 Small Business – An enterprise independently owned and operated, not dominant in its field and meets employment and/or sales standards developed by the Small Business Administration. See 13 CFR 121.201

1.a Small Disadvantaged Business – a Small Business Concern owned and controlled by socially and economically disadvantaged individuals; and

(1) Which is at least 51% owned by one or more socially and economically disadvantaged individuals; or in the case of any publicly owned business, at least 51% of the stock of which is owned by one or more socially and economically disadvantaged individuals and

(2) Whose management of daily operations is controlled by one or more such individuals. The contractor shall presume Black Americans, Hispanic Americans, Native Americans (such as American Indians, Eskimos, Aleuts and Native Hawaiians), Asian-Pacific Americans and other minorities or any other individual found to be disadvantaged by the Administration pursuant to Section 8 (a) of the Small Business Act and

(3) Is certified by the SBA as a Small Disadvantaged Business.

1.b Women-Owned Business Concern – A business that is at least 51% owned by a woman or women who also control and operate it. Control in this context means exercising the power to make policy decisions. Operate in this context means being actively involved in the day-to-day management.

1.c HUBZone Small Business Concern – A business that is located in historically underutilized business zones, in an effort to increase employment opportunities, investment and economic development in those areas as determined by the Small Business Administration's (SBA) List of Qualified HUBZone Small Business Concerns.

1.d Veteran-Owned Small Business Concern – A business that is at least 51% owned by one or more veterans; or in the case of any publicly owned business, at least 51% of the stock of which is owned and controlled by one or more veterans and the management and daily business operations of which are controlled by one or more veterans.

1.e Service Disabled Veteran-Owned Small Business – A business that is at least 51% owned by one or more service disabled veterans; or in the case of any publicly owned business, at least 51% of the stock of which is owned and controlled by one or more service disabled veterans and the management and daily business operations of which are controlled by one or more service disabled veterans. Service disabled veteran means a veteran as defined in 38 U.S.C. 101(2) with a disability that is service connected as defined in 13 U.S.C. 101(16).

Company Name: HB Construction, Inc. Telephone: 505.856.0404

Street Address: 3010 Monte Vista Blvd. Ne County: Bernalillo

City: Albuquerque State & Zip: New Mexico 87106

Is this firm a (please check): ☐ Division ☐ Subsidiary ☐ Affiliated? Primary NAICS Code: 236210

If an item above is checked, please provide the name and address of the Parent Company below:

_____

_____

Check All Categories That Apply:

- ☐ *1. Small Business*
- ☐ *2. Small Disadvantaged Business* ***(Must be SBA Certified)***
- ☐ *3. Woman Owned Small Business*
- ☐ *4. HUBZone Small Business Concern* ***(Must be SBA Certified)***
- ☐ *5. Veteran Owned Small Business*
- ☐ *6. Disabled Veteran Owned Small Business*
- ☐ *7. Historically Black College/University or Minority Institution*
- ☑ *8. Large Business*

Signature and Title of Individual Completing Form:

Jason W. Harvey

Date 11/17/2022

Please return this form to:	**NOTE:**
The University of New Mexico Purchasing Department MSC01 1240 Albuquerque, NM 87131 505-277-2036 (voice) 505-277-7774 (fax)	This certification is valid for a one year period. It is your responsibility to notify us if your size or ownership status changes during this period. After one year, you are required to re-certify with us.

THANK YOU FOR YOUR COOPERATION

Notice: In accordance with U.S.C. 645(d)., any person who misrepresents a firm's proper size classification shall (1) be punished by imposition of a fine, imprisonment, or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

If you have difficulty determining your size status, you may contact the Small Business Administration at 1-800-U-ASK-SBA or 202-205-6618. You may also access the SBA website at www.sba.gov/size or you may contact the SBA Government Contracting Office at 817-684-5301. (Rev. 6/2002)

Appendix D – Approach to Recycling

Complete Appendix D by describing your company's approach to recycling.

APPENDIX D- APPROACH TO RECYCLING

REDUCING CONSTRUCTION IMPACT

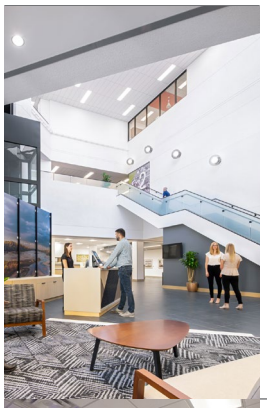
Our team continues to seek out opportunities to enhance the sustainability goals for each of our projects. For example, on the first phase of Sandia High School, we were only required to divert 75% of waste from the landfill, and we achieved a 96% diversion rate.

PROVEN LEED SUCCESS

HB Construction has provided oversight on approximately $100M of LEED® projects. For many of our past projects, HB has pursued credits for waste management, recycled content, and low emitting materials to successfully attain your LEED® Certification goals.

SUSTAINABLE EXPERTISE

HB Construction understands and appreciates the importance of reducing our environmental impacts. We are familiar with ASHRAE 90.1 Energy Standards for Buildings, and we currently have several projects under construction which are seeking LEED® Silver or Gold Certification or other energy-efficiency standards. We are well-prepared to execute the necessary construction-related credits to achieve project specific sustainability goals.



BernCo @ Alvarado Square **LEED Gold** **2022 ENR Excellence in Sustainability Award**

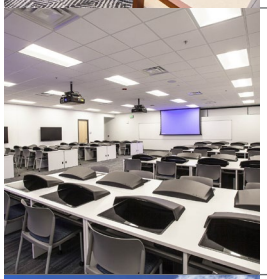
The design-build partnership leveraged the strengths and ideas from each member of the expansive team to innovate and strategize solutions that exceeded sustainability goals while maintaining functionality and budget goals. Bernalillo County's goal was a LEED Silver rating and one-star Fitwel rating, and the design-build team achieved LEED Gold and Fitwel two-star. Through its extreme makeover, Alvarado Square now runs with the latest in energy-saving, healthy HVAC systems and equipment. No refrigerants known to cause ozone depletion were used in the building's HVAC systems. Sustaible acievements for this project include:

The project used 42.1% recycled materials for construction.

Construction Waste Management: 60.88% of the Construction waste from the project was diverted.

Indoor Water Use Reduction: A total of 701,730 gallons of water saved by the use of water efficient fixtures.

All regularly occupied entrances contain walk-off mats, all chemical use spaces are exhausted, all the densely occupied spaces in the project contains CO2 monitors to ensure enhanced indoor air quality.

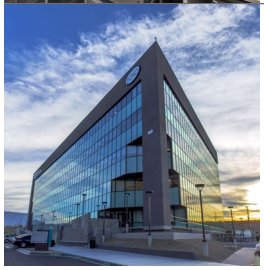


NM Tech Allied Health **LEED Silver**

The Allied Health project team incorporated innovative design and sustainable construction strategies, earning the facility LEED Silver certification. During construction, the team implemented and reported on the following:

Indoor Air Quality Plan and reduced emissions and pollutants in the facility by using Low-Emitting Materials.

Waste Management Plan, salvaged and refurbished materials, regionally manufactured materials, and certified wood products (chain of custody).



UNM HSC Business & Communications Center **LEED Silver**

LEED services for this major higher-ed renovation

Sustainable Systems Installed: 40% reduction in potable water use, 26% reduction in power required for lighting systems, and 24% total HVAC energy cost.

Recycled Materials: 19% of the total building materials are recycled; 100% low-emitting adhesives, sealants, flooring systems, paints, and coatings were installed.

Indoor Air Quality Plan and Waste Management Plan during construction.

Appendix H – Comparable Construction Experience
General Construction Projects

Applicable to Firms Submitting a Proposal for General Construction Contracts

Proponent's Name: HB Construction

Agency / Client Name: University of New Mexico

Project Name: UNM CCC Surgical Suite

Project Number: n/a **Project Value:** $305,177

Achieved or Anticipated Final Acceptance after January 1, 2018 ☑ Yes ☐ No

Company Role: ☐ Sub Contractor ☑ Prime / JV Contractor

Agency: ☑ Public ☐ Private

Location: ☑ On a UNM Campus ☐ Within State of New Mexico

Estimated Self Performance (%): 50%
(Based on actual hours through the working foreperson. **Supervisory hours do NOT apply**.)

Project Type: (The project type should correspond to the applicable Contract the proposal is being submitted for: General Construction, MEP, Roofing)

☑ General Construction ☐ Mechanical, Electrical, and Plumbing ☐ Roofing ☐ Painting

Project Scope: (Briefly describe the scope of work and the trades involved. The project scope should correspond to the applicable trade Contract the proposer is submitting for: General Construction, MEP, Roofing)

Renovation of existing Surgical Suite to accommodate new programmatic requirements for radiation shielding for new C-Arm, Interventional Radiology and Dermatology. Demolition of casework, gypsum board, flooring, ceiling, HVAC and surgical lighting. HB installed new lead-lined gypsum board with level-5 finish, HVAC systems, surgical lighting, and OR TELETOM Boom Arm which included Med-Gas systems.

Building HVAC and exhaust system improvements to soiled utility room and sterile processing room to meet ASHRAE and Joint Commission requirements scope covered multiple areas across active hospital.

Construction work required for all shut-downs and noise pollution to take place after business hours in close coordination with CID inspectors and with prior approvals by UNMH Facilities Maintenance personnel. Dust and infectious control barriers were built in place with Edge Guard's hospital grade products to maintain negative air pressure in construction zone with HEPA filtration systems to prevent pollution and maintain air quality.

Client Reference for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Stewart Livsies **Title** Facilities Services Manager

Telephone: 505. 272.0051 Email Address: livsies@salud.unm.edu

Briefly describe the project: Attached additional page, if necessary.

ARCHITECT SURVEY

PROJECT

UNM Comprehensive Cancer Center
Surgical Suite Renovation

NAME

Dave Ellin

TITLE

Project Manager

ORGANIZATION

UNM Comprehensive Cancer Center

Q1. How likely are you to recommend HB Construction to another organization?

Not likely to recommend	1	2	3	4	5	6	7	8	9	10	Extremely likely to recommend

Q2. How would you rate the communication & accessibility of the project team?

Poor	Marginal	Satisfactory	Very Good	Exceptional

Comments: HB office and field supervision worked excellent with the owner rep and my self. The project was in a sensitive location that required night work by your team. There were no issues. I want to work with this team again at UNMH Cancer Center.

Q3. How would you rate the quality of construction for this project?

Poor	Marginal	Satisfactory	Very Good	Exceptional

Comments: The quality of the work by the GC and Subs was excellent quality.

Q4. How would you rate the performance of the Project Superintendent?

Poor	Marginal	Satisfactory	Very Good	Exceptional

Q5. How would you rate the performance of the Project Manager?

Poor	Marginal	Satisfactory	Very Good	Exceptional

Q6. How would you rate the project team's ability to complete the project in a timely fashion?

Poor	Marginal	Satisfactory	Very Good	Exceptional

OWNER SURVEY

PROJECT

UNM Comprehensive Cancer Center
Surgical Suite Renovation

NAME

Stewart Livsie

TITLE

Manager, Maintenance & Construction

ORGANIZATION

UNM Comprehensive Cancer Center

Q1. How likely are you to recommend HB Construction to another organization?

Not likely to recommend	1	2	3	4	5	6	7	8	**9**	10	Extremely likely to recommend

Q2. How would you rate the communication & accessibility of the project team?

Poor	Marginal	Satisfactory	**Very Good**	Exceptional

Q3. How would you rate the quality of construction for this project?

Poor	Marginal	Satisfactory	**Very Good**	Exceptional

Q4. How would you rate the performance of the Project Superintendent?

Poor	Marginal	Satisfactory	Very Good	**Exceptional**

Q5. How would you rate the performance of the Project Manager?

Poor	Marginal	Satisfactory	**Very Good**	Exceptional

Q6. How would you rate the project team's ability to complete the project in a timely fashion?

Poor	Marginal	Satisfactory	Very Good	**Exceptional**

Appendix H – Comparable Construction Experience
General Construction Projects

Applicable to Firms Submitting a Proposal for General Construction Contracts

Proponent's Name: HB Construction

Agency / Client Name: University Medical Center

Project Name: UMC Hospital Basement Renovation

Project Number: n/a **Project Value:** $616,683

Achieved or Anticipated Final Acceptance after January 1, 2018 ☑ Yes ☐ No

Company Role: ☐ Sub Contractor ☑ Prime / JV Contractor

Agency: ☑ Public ☐ Private

Location: ☐ On a UNM Campus ☐ Within State of New Mexico

Estimated Self Performance (%): 20%
(Based on actual hours through the working foreperson. **Supervisory hours do NOT apply**.)

Project Type: (The project type should correspond to the applicable Contract the proposal is being submitted for: General Construction, MEP, Roofing)

☑ General Construction ☐ Mechanical, Electrical, and Plumbing ☐ Roofing ☐ Painting

Project Scope: (Briefly describe the scope of work and the trades involved. The project scope should correspond to the applicable trade Contract the proposer is submitting for: General Construction, MEP, Roofing)

Various structural, mechanical, plumbing, and electrical upgrades were completed on this active hospital project. Renovation of the existing tenant space in the basement of the University Medical Center Hospital was converted into office space with meeting rooms.

- Construction within active and occupied medical facility.
- Department of Health standards and inspections met.
- Specialized coordination with owner furnished equipment.

Client Reference for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Zach Sawyer **Title** Director of Construction Services

Telephone: 806.761.0532 Email Address: _____

Briefly describe the project: Attached additional page, if necessary.

OWNER SURVEY

PROJECT

UMC Healthpoint Additions & Renovations

NAME

Zach Sawyer

TITLE

Director of Construction Services

ORGANIZATION

University Medical Center

Q1. The Organization's responsiveness and professionalism in all aspects of project management and supervision met my expectations.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

Q2. The Organization's on-site supervisor was present at the site, and adequate for the project's technical demands and schedule.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

Q3. The Organization's on-site supervision was knowledgeable about the necessary trades, and knew the project specifications and drawings.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

Q4. The organization submitted only legitimate change orders.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

Q5. The work performed by the Organization on the project was in conformance with the project specifications and drawings. Substantive parts of the work did not require removal and correction due to non-conformance.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

Q6. There were no substantial scheduling delays due to the Organization performing their duties below a reasonable standard of care. This excludes acceptable delays due to unforeseen conditions, design errors and omissions, or owner or architect directed changes.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

Appendix H – Comparable Construction Experience
General Construction Projects

Applicable to Firms Submitting a Proposal for General Construction Contracts

Proponent's Name: HB Construction

Agency / Client Name: New Mexico Junior College

Project Name: Allied Health Building

Project Number: n/a **Project Value:** $9,000,000

Achieved or Anticipated Final Acceptance after January 1, 2018 ☑ Yes ☐ No

Company Role: ☐ Sub Contractor ☑ Prime / JV Contractor

Agency: ☑ Public ☐ Private

Location: ☐ On a UNM Campus ☑ Within State of New Mexico

Estimated Self Performance (%): 10%
(Based on actual hours through the working foreperson. **Supervisory hours do NOT apply**.)

Project Type: (The project type should correspond to the applicable Contract the proposal is being submitted for: General Construction, MEP, Roofing)

☑ General Construction ☐ Mechanical, Electrical, and Plumbing ☐ Roofing ☐ Painting

Project Scope: (Briefly describe the scope of work and the trades involved. The project scope should correspond to the applicable trade Contract the proposer is submitting for: General Construction, MEP, Roofing)

The newest addition to the NMJC campus houses their Allied Health and Nursing Program. In addition to bolstering one of the nation's top 10 nursing programs, NMJC sought to keep graduates in Lea County and create a facility with a "wow" factor through education on display, technology, and an environment of professionalism. The resulting facility features active learning classrooms, a nursing lab, and an integrated simulation center where students receive hands-on training with patient care manikins. The site bridges the NMJC campus with Lea Regional Medical Center, connecting students with real training and career growth opportunities.

The project was delivered in a Construction Manager at Risk format, with HB delivering preconstruction services including budget management, site investigation, and constructability reviews. Our team was awarded the project with schematic design documents and was able to reach final GMP at 90% CD's in three months. During that time eight detailed budgets were submitted. HB proposed over $650,000 in VE solutions that included budget conscious alternates.

Client Reference for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Dr. Charley Carrol **Title** Physical Plant Director

Telephone: 575.492.2660 Email Address: ccarroll@nmjc.edu

Briefly describe the project: Attached additional page, if necessary.

OWNER SURVEY

PROJECT

NMJC Allied Health Building

NAME

Dr. Charley Carrol

TITLE

Physical Plant Director

ORGANIZATION

New Mexico Junior College

Q1. How likely are you to recommend HB Construction to another organization?

Not likely to recommend	1	2	3	4	5	6	7	8	9	**10**	Extremely likely to recommend

Q2. How would you rate the communication & accessibility of the project team?

Poor	Marginal	Satisfactory	Very Good	**Exceptional**

Additional Comments: I cannot say enough about the high level of communication that occurred and when an issue came up we would sit and discuss and a resolution always prevailed. I would certainly use HB Construction for another campus project and would recommend them to anyone who is looking for honesty, integrity, and quality at an equitable price.

Q3. How would you rate the quality of construction for this project?

Poor	Marginal	Satisfactory	Very Good	**Exceptional**

Q4. How would you rate the performance of the Project Superintendent?

Poor	Marginal	Satisfactory	Very Good	**Exceptional**

Q5. How would you rate the performance of the Project Manager?

Poor	Marginal	**Satisfactory**	Very Good	Exceptional

Q6. How would you rate the project team's ability to complete the project in a timely fashion?

Poor	Marginal	Satisfactory	Very Good	**Exceptional**

DIVERSITY VENDOR CERTIFICATION PARTICIPATION

Diversity Vendor Certification Participation - It is the policy of some Members participating in Omnia Partners to involve minority and women business enterprises (M/WBE), small and/or disadvantaged business enterprises, disable veterans business enterprises, historically utilized businesses (HUB) and other diversity recognized businesses in the purchase of goods and services. Respondents shall indicate below whether or not they hold certification in any of the classified areas and include proof of such certification with their response.

1. Minority Women Business Enterprise
   Respondent certifies that this firm is an MWBE ☐ Yes ☑ No
   List certifying agency: _____

2. Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE)
   Respondent certifies that this firm is a SBE or DBE ☐ Yes ☑ No
   List certifying agency: _____

3. Disabled Veterans Business Enterprise (DVBE)
   Respondent certifies that this firm is an DVBE ☐ Yes ☑ No
   List certifying agency: _____

4. Historically Underutilized Businesses (HUB)
   Respondent certifies that this firm is an HUB ☐ Yes ☑ No
   List certifying agency: _____

5. Historically Underutilized Business Zone Enterprise (HUBZone)
   Respondent certifies that this firm is an HUBZone ☐ Yes ☑ No
   List certifying agency: _____

6. Other
   Respondent certifies that this firm is a recognized diversity certificate holder ☐ Yes ☑ No
   List certifying agency: _____

Expressed as a dollar amount.

Appendix L – Price Proposal

University of New Mexico

BID FOR JOB ORDER CONTRACT (PRICE PROPOSAL)

Date of Bid: 11/17/2022
New Mexico State Contractor's License No. 32220
Resident Contractor's Preference Certificate No. L1512022832
Contractor's New Mexico Gross Receipts Tax No. 02-165566-00-9
Contractor's Federal Employee Identification No. 85-0393716
Dept. Workforce Solutions Registered Contractors Number 019037211616

UNM Job Order Contracting

Request for Proposals No. 2379-23

Bid (Price Proposal) of (company name): HB Construction, Inc.
(hereinafter called the "Bidder") organized and existing under the laws of the State of New Mexico, doing business as a Corporation, Partnership or Individual. (Circle correct one).

To: The Regents of The University of New Mexico, Albuquerque, New Mexico
(hereinafter called the "Owner").

The undersigned, as an authorized representative for the Bidder named above, in compliance with the Request For proposals (RFP) for Job Order Contracting services, having examined the Contract Documents, hereby proposes to furnish all labor, materials and supplies, and to construct the project in accordance with the contract documents at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the contract documents, of which this proposal is a part.

Offeror must agree to commence work on a date specified in a written "Notice to Proceed" issued by the Owner. The Offeror must agree to complete the Project within the Job Order Completion Time stipulated date in the "Notice of Proceed". At the sole discretion of the Owner, liquidated damages will be assessed, if at all, on a Job Order-by-Job-Order basis. For each calendar day that the Detailed Scope of Work for a Job Order shall remain incomplete after the Job Order Completion Time, as amended pursuant to this Contract, the amount per calendar will be determined with each Job Order, and that amount will be deducted from any money due the Contractor, not as a penalty but as liquidated damages.

The following information is required for state reporting purposes only, and will not be used in evaluating or awarding the contract.

Is project material offered grown, produced or wholly manufactured in New Mexico? (Depends on project scope)

Business Size / Classification:

___Small Business Concern	___Disadvantaged Business Concern
✓Large Business Concern	___Women Owned Business Concern

The Contractor shall perform all Work required called for in each individual Job Order issued under this Contract using the Construction Task Catalog® and Technical Specifications incorporated herein. Contractor shall perform any or all functions called for in the Contract Documents in the quantities specified in individual Job Orders against this Contract for the Unit Prices specified in the Construction Task Catalog® (CTC) multiplied by the Adjustment Factors being proposed.

The Bidder shall set forth Adjustment Factors in clearly legible figures in the respective space provided. Failure to submit Adjustment Factors for all categories may result in the Proposal being deemed non-responsive. **All amounts shall exclude NM Gross Receipts Tax.** The Contractor shall perform the Tasks required by each individual Job Order using the following Adjustment Factors:

The Schedule of Prices is contained in a separate Microsoft Excel document. Complete the Microsoft Excel document and submit as part of this Appendix L. Be sure to enter Adjustment Factors for each campus and trade being proposed.

PART 1: SCHEDULE OF PRICES:

Attach Schedule of Prices from the Microsoft Excel document. On the Microsoft Excel document, be sure to enter Adjustment Factors for each campus and trade being proposed.

Has the Part 1: Schedule of Prices been attached to this Appendix L: ☑ Yes ☐ No

PART 2: SIGNATURES

The Bidder understands that the contract(s) will be awarded in accordance with the all terms and conditions contained in this RFP and that the Owner reserves the right to reject any or all bids and to waive any formalities in the bidding.

The Bidder agrees that this response will be good and may not be withdrawn for a period of thirty (30) calendar days after the scheduled closing time for receiving bids.

Respectfully Submitted,

By:(Authorized Signature) Jason W. Harrington Date: 11/17/2022

By:(Same Name, Printed or Typed) Jason Harrington

Title: CEO

Company: HB Construction, Inc.

Address: 3010 Monte Vista Blvd. NE, Albuquerque NM

Zip: 87106

Phone: 505.856.0404 Fax: 505.856.0480 Email: jasonh@hbconstruction.com

(Affix Corporate Seal if response by Corporation):

Part 1 Schedule of Prices

Attach this schedule of Prices to Appendix L

OFFEROR'S NAME: HB Construction, Inc.

For the UNM Job Order Contracting Program the Offeror shall complete the cells highlighted grey below. Failure to submit all the Adjustment Factors for the Campus/Contract Type being proposes may result in the bid for that Campus/Contract Type being deemed non-responsive. **The Contractor is to include the administrative fee of 2.98% into their responding adjustment factors.** The Contractor shall perform the Tasks required by each individual Job Order using the following Adjustment Factors:

UNM Job Order Contracting Program		CONTRACT TYPES		
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Main Campus (Albuquerque)	Normal Working Hours (60%)	1.29		
	Other Than Normal Working Hours (30%)	1.31		
	Non Pre-Priced (10%)	1.29		
	Award Criteria Figure	1.2960	0.0000	0.0000
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Northern New Mexico Branch Campuses	Normal Working Hours (60%)	1.31		
	Other Than Normal Working Hours (30%)	1.32		
	Non Pre-Priced (10%)	1.31		
	Award Criteria Figure	1.3130	0.0000	0.0000
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Southern New Mexico Branch Campuses	Normal Working Hours (60%)	1.29		
	Other Than Normal Working Hours (30%)	1.31		
	Non Pre-Priced (10%)	1.29		
	Award Criteria Figure	1.2960	0.0000	0.0000

For the UNM Cooperative Purchasing Job Order Contracting Program the Offeror shall complete the cells highlighted grey below. Failure to submit all the Adjustment Factors for the Region/Contract Type being propose may result in the bid for that Region/Contract Type being deemed non-responsive. A complete map of the regions can be found in the Purpose of this RFP Document. **The Contractor is to include the administrative fee of 7.50% into their responding adjustment factors.** The Contractor shall perform the Tasks required by each individual Job Order using the following Adjustment Factors:

NOTES TO OFFERERS

1. **The Other Than Normal Working Hours Adjustment Factors must be greater than or equal to the Normal Working Hours Adjustment Factors.**

2. **The Non Pre-Priced Adjustment Factor must be greater than or equal to 1.000**

3. The weighted multipliers above are for the purpose of calculating an Award Criteria Figure only. No assurances are made by the owner that Work will be ordered under the Contract in a distribution consistent with the weightede persentages abouve. The Award Criteria Figure is only used for the purpose of determing the Bid.

4. When.s ubmitting Job Order Price Proposals related to specific Job Orders, the Bidder shall utilize one or more of the Adjustment Factors applicable to the Work being Performed.

5. Make sure to attach this Part 1: Schedule of Prices to Appendix L in your proposal

By: Authorized Signature: Jason W. Harrington

By: Same Name and title Printed or typed: Jason Harrington

Date: 11/17/2022

UNM Cooperative Purchasing Job Order Contracting Program		CONTRACT TYPES		
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Region #1	Normal Working Hours (60%)	1.35		
	Other Than Normal Working Hours (30%)	1.36		
	Non Pre-Priced (10%)	1.35		
	Award Criteria Figure	1.3530	0.0000	0.0000
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Region #2	Normal Working Hours (60%)	1.34		
	Other Than Normal Working Hours (30%)	1.35		
	Non Pre-Priced (10%)	1.34		
	Award Criteria Figure	1.3430	0.0000	0.0000
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Region #3	Normal Working Hours (60%)	1.37		
	Other Than Normal Working Hours (30%)	1.38		
	Non Pre-Priced (10%)	1.37		
	Award Criteria Figure	1.3730	0.0000	0.0000
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Region #4	Normal Working Hours (60%)	1.35		
	Other Than Normal Working Hours (30%)	1.36		
	Non Pre-Priced (10%)	1.35		
	Award Criteria Figure	1.3530	0.0000	0.0000
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Region #5	Normal Working Hours (60%)	1.35		
	Other Than Normal Working Hours (30%)	1.36		
	Non Pre-Priced (10%)	1.35		
	Award Criteria Figure	1.3530	0.0000	0.0000

HBCONST-02 CBUTLER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 11/15/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0757776 HUB International Insurance Services (SOW) 6565 Americas Parkway Suite 720 Albuquerque, NM 87110	CONTACT NAME: Carrie Butler PHONE (A/C, No, Ext): (505) 262-9412 9412 FAX (A/C, No): (866) 487-3972 E-MAIL ADDRESS: Carrie.Butler@hubinternational.com
	INSURER(S) AFFORDING COVERAGE — NAIC #
	INSURER A : National Fire Insurance Company of Hartford — 20478
INSURED HB Construction, Inc. 3010 Monte Vista NE Albuquerque, NM 87106	INSURER B : Transportation Insurance Company — 20494
	INSURER C : The Continental Insurance Company — 35289
	INSURER D :
	INSURER E :
	INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC OTHER:			2099373317	12/31/2021	12/31/2022	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 500,000 $ 15,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS HIRED AUTOS ONLY NON-OWNED AUTOS ONLY			2099374144	12/31/2021	12/31/2022	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
C	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000			2099373351	12/31/2021	12/31/2022	EACH OCCURRENCE AGGREGATE	$ 10,000,000 $ 10,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N: Y If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		2099374046	12/31/2021	12/31/2022	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: RFP #-2379-23

CERTIFICATE HOLDER

The University of New Mexico
1700 Lomas NE, Suite 2600
Albuquerque, NM 87131-0001

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

STATE OF NEW MEXICO

TAXATION AND REVENUE DEPARTMENT

RESIDENT CONTRACTOR CERTIFICATE

Issued to: **HB CONSTRUCTION, INC.**

DBA: **HB CONSTRUCTION, INC.**
3010 MONTE VISTA BLVD NE
ALBUQUERQUE, NM 87106-2117

Expires: **15-Oct-2023**

Certificate Number:

L1992711856

Stephanie Schardin Clarke
Cabinet Secretary

THIS CERTIFICATE IS NOT TRANSFERABLE

Appendix K – Indefinite Quantity Contract Experience

General

1 Agency Name: Cooperative Education Services JOC, Rio Rancho Public Schools

2 Contract #: n/a

Reference Information

3 Reference Name, Position: Cooperative Education Services

4 Address: 4216 Balloon Park Road NE

5 City, State Zip Code: Albuquerque, NM 87109

6 Phone Number: 505.344.5470

7 E-mail Address:

Contract Time:

8 Potential Maximum Time:* Multiple contracts

9 Award Date: 2012

10 Expiration / Termination Date (Or Still Active): 2016

Contract Amounts:

11 Potential Maximum Amount:** $500,000 per project

12 Total Amount of Work Issued ($): $590,000

13 Total Number of Job Orders Issued (#): 4

Key Personnel

14 Name and Position: Zach Gruen, Project Manager

15 Name and Position: Jason Harrington, CEO

16 Name and Position:

17 Name and Position:

18 Yes or No, Did Any of the Key Personnel Proposed for the ~~Naperville~~ UNM's Current JOC Program Contract Work on this Contract? No

19 If Answer to Above Question is "Yes," and if Those Individuals are NOT Listed as a Key Personnel Above, List the Name and Position Below:

* **Potential Maximum Time** shall mean the the entire possible duration of the Contract. The Potential Maximum Time is calculated by adding together the base term plus all possible option terms.

** **Potential Maximum Amount** shall be the sum of the Potential Maximum for the base term and ALL possible option terms. Expressed as a Dollar Amount.

Appendix K – Indefinite Quantity Contract Experience

General

1 Agency Name: Texas Tech University

2 Contract #: n/a

Reference Information

3 Reference Name, Position: Jesus Martinez, Project Manager

4 Address: TTU Operations Division

5 City, State Zip Code: PO Box 43142

6 Phone Number: 806.834.8609

7 E-mail Address: jesus.martinez@ttu.edu

Contract Time:

8 Potential Maximum Time:* 2 years

9 Award Date: 2015

10 Expiration / Termination Date (Or Still Active): 2016

Contract Amounts:

11 Potential Maximum Amount:** $500,000 per project

12 Total Amount of Work Issued ($): $338,736

13 Total Number of Job Orders Issued (#): 8

Key Personnel

14 Name and Position: Chris Lauer, Project Manager

15 Name and Position:

16 Name and Position:

17 Name and Position:

18 Yes or No, Did Any of the Key Personnel Proposed for the ~~Naperville~~ UNM's Current JOC Program Contract Work on this Contract?

19 If Answer to Above Question is "Yes," and if Those Individuals are NOT Listed as a Key Personnel Above, List the Name and Position Below:

* **Potential Maximum Time** shall mean the the entire possible duration of the Contract. The Potential Maximum Time is calculated by adding together the base term plus all possible option terms.

** **Potential Maximum Amount** shall be the sum of the Potential Maximum for the base term and ALL possible option terms. Expressed as a Dollar Amount.

JOC & ON-CALL EXPERIENCE

HB Construction has valued JOC and On-Call projects since we started back in 1991. These projects have allowed us to gain critical experience and forge strong relationships with valued clients. HB has held the following On-Call, JOC, or multiple-award contracts for major clients:

Cooperative Education Services JOC, RRPS

HB completed seven JOC projects for Rio Rancho Public Schools totaling $634,000. Contracts were facilitated through Cooperative Education Services (CES).

Texas Tech University JOC

HB completed over $500,000 through eight Job Order Contracts with Texas Tech University. Work consisted of renovations to existing and operational facilities, including the Rawls College of Business, Student Union Building, Ag Pavilion, and several site improvement projects.

UNM CCC Small Projects

We have enjoyed a strong relationship with UNM Comprehensive Cancer Center through the execution of small projects like the Surgical Suite Renovation. This $280,000 renovation within an active medical facility was completed within a tight delivery timeline by the HB team. HB has also provided dedicated estimating and budget modeling services to UNM CCC.

Spaceport America Gateway to Space Task Orders

Our teams performed five task orders at the Spaceport with a combined value of over $5 million. Projects included a string of tenant improvement build-outs.

UNM Office of Capital Projects and UNM SRMC JOC

HB is currently contracted with the University of New Mexico and UNM SRMC through its JOC program, which uses Gordian pricing.

Kirtland Air Force Base MATOC

HB currently holds a Maximum Allowable Task Order Contract with Kirtland Air Force Base, which could allows for up to $100 million in awarded contracts.

Bernalillo County General Contractor On-Demand

HB was recently awarded an On-Demand project with Bernalillo County. Our successful experience with the County includes the $56 million Alvarado Square Government Center, which consists of renovation, new, and TI projects.

UNM CCC Flood Repairs

This project featured $21,000 of repairs at the UNM Cancer Center.

Appendix A – Management Plan

Attach a copy of the firm's management plan for this project. Per the evaluation criteria set forth in the Proposal Evaluation, the management plan shall include the following:

1) Provide a brief history and description of your company, including an overview and experience providing similar projects and services relating to the Contract being bid:
   - General Construction
   - Mechanical, Electrical, and Plumbing (MEP)
   - Roofing

2) Describe your general understanding of the JOC system to include the joint scoping of work, the preparation of price proposals and Job Order proposals, using the Construction Task Catalog®, meeting the contractual deadlines of proposal development, the rapid mobilization and start-up of Job Orders, and the expedient closeout of Job Orders)

3) Provide a subcontracting plan to include the purchasing of subcontractor services, and work to be accomplished with in-house forces. Identify the amount and type of subcontracting anticipated. Demonstrate in writing your ability to coordinate multiple subcontractors on multiple projects at multiple locations.

4) Provide a list of contemplated subcontractors.

5) The Contractor's input during the development of the Detailed Scope of Work is a valued component of any JOC program. Outline and describe the Value-Engineering processes you have employed over the last 5 years identifying what worked best and what did not.

6) Demonstrate your firm's ability to understand the Design and Build environment and how the JOC process can partner with this concept. UNM is seeking a full function contracting relationship that will allow a willing partnership in both design and execution of remodeling projects. Design and flexibility will be crucial to our customer base and successful Proposers must be willing to cooperate with this process.

7) Please provide contact information for the person(s) who will be responsible for the following areas. If not applicable, write "Not Applicable"

Executive Contact:

Contact Person: Jason Harrington

Title: CEO

Phone: 505.856.0404 Fax: 505.856.0480

Email: jasonh@hbconstruction.com

Marketing:

Contact Person: Heith Carver

Title: Senior VP

Phone: 505.856.0404 Fax: 505.856.0480

Email: heithc@hbconstruction.com

Account Manager/Sales Lead:

Contact Person: Brian Rodriguez

Title: VP of Preconstruction & Estimating

Phone: 505.856.0404 Fax: 505.856.0480

Email: brianr@hbconstruction.com

Sales Support:

Contact Person: John Cully

Title: Project Manager & Estimator

Phone: 505.856.0404 Fax: 505.856.0480

Email: johnc@hbconstruction.com

Contract Management (if different than sales lead):

Contact Person: John Cully

Title: Project Manager & Estimator

Phone: 505.856.0404 Fax: 505.856.0480

Email: johnc@hbconstruction.com

Financial Reporting:

Contact Person: David Winsor

Title: VP of Finance

Phone: 505.856.0404 Fax: 505.856.0480

Email: davidw@hbconstruction.com

APPENDIX A- MANAGEMENT PLAN

1. *Provide an overview of your experience working in projects related to the Contract being bid: General Construction.*

FIRM INTRODUCTION

HB Construction was founded in 1991 with only three employees working side by side in a one-room office. In the span of 31 years, we've grown to employ 90 construction professionals while continually raising the standard for client service and dependability. We specialize in delivering education, medical, judicial, and other facilities essential to communities large and small.

OUR MISSION

We exist to create opportunities for people, families, and communities to thrive. This means going beyond the minimum requirements to create opportunities for our partners and employees alike.

BUILT FOR CUSTOMERS

We're best defined by our willingness to rethink convention in order to solve problems for our clients, no matter where those problems originate. Using customer needs as a starting point, HB breaks through industry assumptions to offer new services, new technology, and new ideas. We are one of the first New Mexico general contractors to invest in Building Information Modeling, and we still maintain an in-house BIM and construction software team today.

NEW MEXICO FOCUS

We're proud of our work with clients that represent the passion and determination of New Mexico communities small and large. From maximizing local project labor to partnering with New Mexico nonprofits to expand opportunities, we're intentional about our impact on people's lives. We currently hold contracts with UNMH and UNM CCC and are dedicated to serving UNM for the long term.

SUPPORT & COMMITMENT

Our wide-ranging staff can support construction and renovations throughout the state. With our Albuquerque headquarters and a fully-staffed office in Las Cruces, we're positioned to serve UNM and NM clients from every direction.

ACCREDITED QUALITY & SAFETY

HB is nationally recognized by Associated Builders and Contractors (ABC) for excellence in quality and safety. The Accredited Quality Contractor and the Step Diamond Awards are a testament to our efforts to continuously improve quality, safety, management education, craft training, employee benefits, and community relations.

2022 AQC
Associated Builders and Contractors, Inc.

NM CUSTOMERS SERVED

- City of Las Cruces
- New Mexico State University
- Western New Mexico University
- New Mexico Junior College
- US District Attorney—Las Cruces
- New Mexico School for the Blind and Visually Impaired
- State of New Mexico
- Central New Mexico Community College
- University of New Mexico
- University of New Mexico Hospital
- University of New Mexico Health Science Center
- University of New Mexico Taos
- Albuquerque Public Schools (7 projects)
- City of Albuquerque (7 projects)
- Rio Rancho Public Schools (6 projects)
- Santa Fe Public Schools
- Lovelace Medical Group
- Presbyterian Medical Group
- Sandia National Labs
- Los Alamos National Labs
- Los Alamos County
- Bernalillo County

MAJOR AWARDS—PAST FIVE YEARS

- Albuquerque Business First Best Place to Work—Large Company Category (7-time winner)
- ABCNM Diamond Step Award
- ENR SW Best Project: Bernco @ Alvarado Square
- ENR Sustainability Award: Bernco @ Alvarado Square
- DBIA Desing- Build Merit Award: Bernco @ Alvarado Square
- ENR SW Best Project: NMSU Devasthali Hall Art Building
- Albuquerque Business First Top Family Owned Business
- NM Family-Friendly Business
  ABC Accredited Contractor

2. *Describe your general understanding of the JOC system to include the joint scoping of work, the preparation of price proposals and Job Order proposals, using the Construction Task Catalog®, meeting the contractual deadlines of proposal development, the rapid mobilization and start-up of Job Orders, and the expedient closeout of Job Orders)*

JOB ORDER MANAGEMENT

HB will combine three areas of expertise to execute in the JOC system as outlined by UNM, Omnia, and Gordian::

- ✓ Previous Job Order and on-call contracting experience with Cooperative Education Services, Texas Tech University, Kirtland Air Force Base, and others.
- ✓ Core competency: active facility additions and renovations, including experience with renovations at higher education facilities.
- ✓ Our office is seconds away from UNM main campus. This proximity allows for more responsive project management and greater availability.

HB brings wide-ranging experience at UNM facilities, including North Campus.

JOINT SCOPING OF WORK

HB is committed to a "best for project" mentality whereby adversarial relationships are eliminated. We will work with UNM procurement staff to eliminate misunderstandings and reach mutually agreed-on Detailed Scope of Work. Joint scoping will include:

- Involvement of HB subcontractors with the proven ability to perform. We bring an understanding of labor capabilities in markets across NM.
- Schedule expectations will be confirmed and committed to at our earliest involvement, including identification of due dates, review periods, lead times, permitting, abatement, and other items.
- If needed, leadership of integrated engineers/designers, using HB Design-Build standards.
- HB has the ability to apply preconstruction services at this time, including in-house value engineering, constructability, and BIM design visualization.

PROPOSAL PREPARATION & SUBMISSION

Proposal packages will include, at minimum: price proposal, proposed schedule, list of subcontractors including amounts, associated drawings, and material/equipment submittals. Cost and schedule will be independently verified by HB's Project Manager and Superintendent. HB will use previous experience with Gordian JOC solutions (at the UNM Comprehensive Cancer Center) to fully capture Construction Task Catalog® requirements and submit proposals expediently. HB will also adhere to Technical Specifications for submittals including, but not limited to:

- Cutting and patching
- Testing
- Existing Condition Documentation
- Asbestos-containing removal or containment
- [illegible]nce

HB incorporates Design-Build and Integrated Project Delivery (IPD) best practices into all projects. *Pictured: the Bernalillo County Government Center Renovation, the largest Design-Build by a NM state agency.*

A TOP TEAM

Our team's procurement and labor approach is built specifically for UNM. Procurement experience on Job Order projects throughout the region allows us to leverage established relationships with area subcontractors, increase competition, and secure the team that's right for the project at hand. Critically, our position in both the public and private sectors allow us to solicit a wider range of subcontractors and deliver greater value.

HIGHLY QUALIFIED TEAM

HB uses a best value approach to prequalifying and selecting subcontractors. The subcontractor team will be assembled not only based on price, but also known experience, current availability, complete scope coverage, past projects, safety record, and financial stability. HB promotes integrity and fairness in this process.

Project Manager John Cully will lead the subcontractor procurement effort, integrating UNM into the process. By creating clear expectations and leveraging the knowledge of all parties, our team will procure the right partners for each unique project.

CLEAR EXPECTATIONS

For larger projects HB will conduct preconstruction coordination with bidders to communicate procurement procedures and discuss project details, including budget, schedule, and quality expectations. The project schedule will be outlined, allowing subcontractors to accurately calculate manpower into their estimates. During the walk-through, our team will review the site safety plan, communicating expectations for subcontractor performance, site logistics, and behavior.

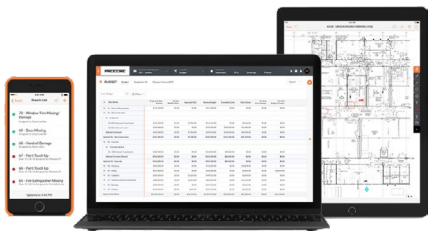
MOBILIZATION & EXECUTION

HB is prepared to rapidly mobilize to UNM Main and branch campuses, following execution requirements as well as facility-specific access or usage requirements.

Superintendent Erik Matthews will continually reinforce schedule milestones to subcontractors on site. Subcontractor Kickoff Meetings, Site Safety Orientation, Daily Task Planning, Pre-installation Meetings, and other coordination will provide continual opportunities for schedule communication and evaluation.

EXPEDIENT CLOSEOUT

Our team will make a holistic effort to ensure quality and eliminate re-work. This effort will span subcontractor procurement, submittal integrity and accuracy, and on-site quality reviews. HB will integrate walk-throughs and corrective work into the project schedule, ensuring UNM approvers have advanced notice of walk-throughs.



HB uses the Procore punchlist tool to proactively correct nonconforming work and perform touch-ups prior to Owner punch.

3. *Provide a subcontracting plan to include the purchasing of subcontractor services, and work to be accomplished with in-house forces. Identify the amount and type of subcontracting anticipated. Demonstrate in writing your ability to coordinate multiple subcontractors on multiple projects at multiple locations.*

SUBCONTRACTOR SELECTION & MANAGEMENT

Our subcontractor team will be selected based on the following factors:

Minimum Requirements	Ability to Meet Current Market Conditions	Value for UNM JOC Projects
Proven Experience, including Renovation and Occupied Site Projects; Safety Record/EMR; Required Licensing, Insurance, Bonding; Financial Stability; Quality and Safety Programs.	Firm workload; Staffing plan; Ability to provide pricing per UNM/ Omnia requirements; Demonstrated understanding and confirmation of lead times	Submitted price and extent of coverage; Proposed performance duration / viability of sequence per requirements; Mechanical/ Controls/ Special Systems: demonstrated understanding system installation and commissioning; Contractor design / shop drawing and prefabrication ability; Submitted Value Engineering options.

SUBCONTRACTOR MANAGEMENT

Balance of Support and Accountability. Prompt payment and honest communication are the basis for strong subcontractor relationships. Our project management and finance teams work hard to get our subcontractors paid on time, even using an automated pay app software, Flashtract, to eliminate errors and streamline paperwork. In turn, we hold subcontractors accountable for project requirements.

Start Right. Our team will use clearly written scopes of work and requirements align the project workforce with UNM expectations. HB will conduct comprehensive Contract Review Meeting with every subcontractor, with the following agenda items included:

Unbroken Communication. HB will use a host of additional touchpoints, including a Subcontractor Kickoff meeting, Site Orientations, weekly Foreman's Meetings, Pre-installation Meetings, and daily Task Planning to maintain unbroken communication with subcontractors. The superintendent and the HB support staff will also apply the HB Safety Plan, and Quality Plan to the entire project workforce. These plans are updated bi-annually to capture lessons learned and evolving industry requirements.

SELF-PERFORMANCE CAPABILITIES

HB brings significant self-perform capabilities to the table, giving us greater control of schedule performance and execution. Our in-house trades include casework, flooring, interior framing, and drywall, which are well-suited for interior renovation work. For a majority of the UNM JOC projects, depending on scope, requirements, and value for UNM, HB anticipates subcontracting 75% of the work.

4. Provide a separate list of contemplated subcontractors.

We are also prepared to procure subcontractors through our statewide offices and ongoing, large-scale projects. UNM staff input will also be garnered for subcontractor selection.

HB is already developing a bench of interested subcontractors for this project. While this is not an exhaustive list, we view the following subcontractor partners as well-suited to UNM on-call projects:

CONCRETE
Cambro Construction
Chavez Concrete
The Noel Company
Intercon

MASONRY
Precision Masonry
Beaty Masonry
Peerless Masonry

STEEL
Allstate Steel
Pace Metals

FRAMING / DRYWALL
Empire Builders
Commercial Enterprises
Pelletier Construction
Firebird
Rock On Steel

FIRE SUPPRESSION
Western States
American Fire
Valley
Complete
Alliance

PLUMBING
Donner
Miller Bonded
TLC
KDC
ISHC
Ortega's
Hanna

HVAC
KDC Mechanical
Yearout
Orteg's
Futures

ELECTRIC
Theco
Atlas
Wilson

HB has delivered projects for UNM branch campuses with local NM subcontractors. At the UNM Taos Student Success Center, HB worked with UNM staff to pick a subcontractor team right for the project.

HB prizes clear expectations and honest business dealings with subcontractors. We take pride in our transparent bidding and contracting policies, ensuring fair competition for all scopes of work.

5. *The Contractor's input during the development of the Detailed Scope of Work is a valued component of any JOC program. Outline and describe the Value-Engineering processes you have employed over the last 5 years identifying what worked best and what did not.*

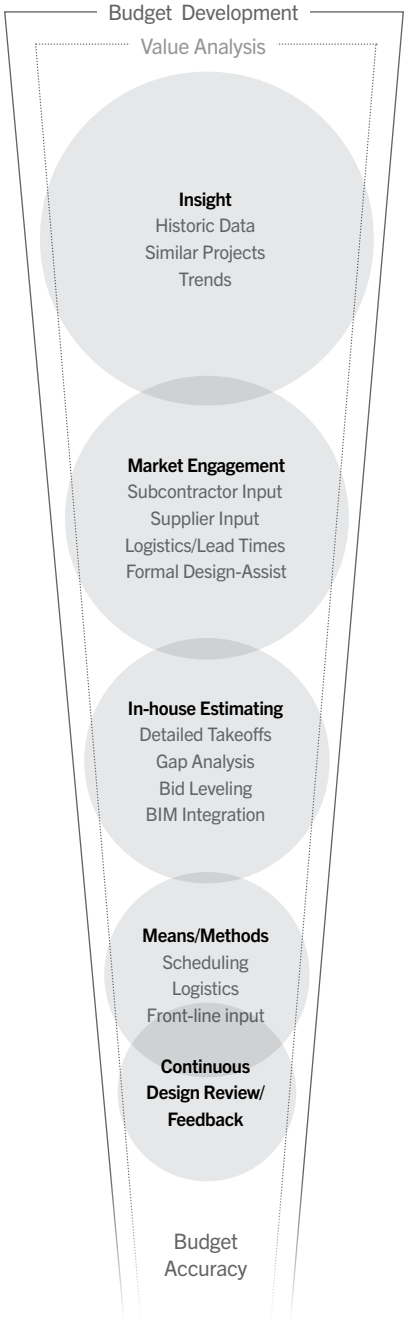
ESTIMATING / BUDGET MANAGEMENT

HB uses sustained **Value Analysis** to add flexibility to the project budget. This includes holistic exploration of alternative materials, construction means and methods, schedule compression, and other budget opportunities. Unlike value engineering, where scope is brought back into budget as a reactionary measure, Value Analysis is a systematic and structured approach to optimize cost and function. HB will facilitate communication between designers, contractors, suppliers, and the Owner team to develop relevant value options. Development and presentation of these options will continue through the construction phase, providing for unused contingency funds or cost savings.

Trade supplier and **contractor integration** is a key driver of **HB Value Analysis** . We consult with these subject matter experts as soon as possible, using their expertise to verify initial budget targets. As design moves forward, these informal consultations evolve into the bidding phase or formal Design-Assist partnerships.

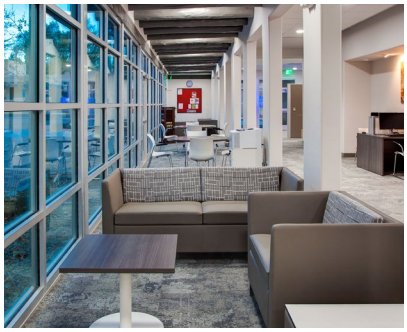
Over the last five years, we have found greatest return on value analysis in the following areas:

- ✓ Lighting packages
- ✓ Finishes; flooring, ceilings
- ✓ Glass and glazing
- ✓ Controls and special systems
- ✓ Constructability, i.e. driving down labor hours required to install.
- ✓ Consideration of maintenance and replacement costs.
- ✓ OPRs: Starting with owner performance requirements (OPRs) and then designing/selecting best value materials, in contrast to starting with a design and then value engineering.



VALUE ANALYSIS EXAMPLES

HB project teams have been able to consistently deliver VE solutions while maintaining the integrity of design. We will continuously propose material, layout, and budget alternatives that stretch every dollar while prioritizing long-term value. Here are some of the past examples where our team uncovered value without slashing scope:



UNM TAOS

At the UNM Taos Health Career Training Center, HB used Intelligent Budget Forecasting, a method which allows owners to see where the budget lies at any point, resulting in $200,000 in value engineering substitutions to UNM.

SANTA FE INDIAN SCHOOL

Through extensive collaboration with the project team, HB was able to offer $620,00 in value engineering options, which SFIS accepted and subsequently added in additional scope of work.

LOVELACE INDEPENDENCE SQUARE

At Lovelace Independence Square, the project team provided 9 preconstruction estimates in a 6 week period, offering $1.2 million in value engineering solutions to help reach budget a consensus, going from design intent statements to full Construction Documents (CDs) in just over 5 months.

EPISD ADMINISTRATIVE COMPLEX

HB's team worked with local subcontractors to identify alternate equivalent products and more efficient installation methods for the structural items and finishes. Throughout the process the team identified $1,168,127 in VE options to meet the owner's budget requirements and allowed for the project to move forward into construction.

UNM HSC BUSINESS & COMMUNICATION CENTER

At this UNM project, value engineering options were presented to the owner. Of the $400,000 suggested, the owner accepted $300,000 of the options. The owner then reinvested the savings to add scope to the project: landscaping, completed parking lot, exterior finish, and a secured, valuable art storage facility.

HB's performance at **UNM HSC Business & Communication Center**—a complex multi-story renovation—drew this review from the Group Manager, Mary Day Gauer:

"Having experienced this type of handoff already and understanding the challenges, I was very impressed with the collaboration by your team with the other GC. Never once did I hear the typical remark, 'that's not my problem.' Instead it was always a positive remark, 'well take care of it."

6. *Demonstrate your firm's ability to understand the Design and Build environment and how the JOC process can partner with this concept. UNM is seeking a full function contracting relationship that will allow a willing partnership in both design and execution of remodeling projects. Design and flexibility will be crucial to our customer base and successful Proposers must be willing to cooperate with this process.*

DESIGN-BUILD EXPERTISE

HB Construction is the leading public sector Design-Build firm in New Mexico, as evidenced by multiple recent, high-profile, and successful Design-Build projects. The Bernalillo County Government Center at Alvarado Square, a $56 million project to establish a consolidated headquarters for the state's largest county, received accolades from Design Build Institute of America (DBIA) for Best Renovation Project and even Best in Process, an award that highlights commitment to Design-Build principles of collaboration, teamwork, and integration. The project also received awards from Engineering News Record for Best Project-Renovation and Excellence in Sustainability.

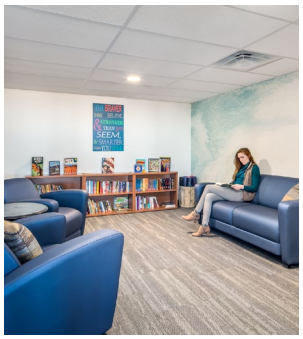
PROVEN EXPERIENCE

In addition, HB nearing completion of the State of NM Pinetree Campus Headquarters in Albuquerque. This Design-Build project is a three-phase campus renovation completed for the State of New Mexico. Phases II and III have been awarded by the State based on quality and schedule performance that met the needs of agencies like CYFD and the Department of Veteran's Affairs.

LEVERAGING D/B FOR JOC

As a company, we have invested in education on Design-Build Done Right and continually recommended this delivery method to public sector customers. We would look to do the same for UNM JOC projects. Our experience in managing design progression and ensuring a "design-to-budget" approach would help UNM balance scope and cost for JOC projects while eliminating the time-wasting gaps between design, procurement, and construction. This effort would be led by our in-house Preconstruction Services Department, a group that specializes in assessing Owner needs and providing real-world options that meet those needs.

At the 2022 Design Build Institute of America Awards celebration, HB was honored alongside Bernalillo County and D/P/S Architects for two Design-Build awards.



CYFD CHILDREN'S WELLNESS CENTER

HB used intensive collaboration to fast-track multiple work packages and begin renovations before design was complete. In addition, we deployed in-house framing, flooring, casework, and finish contractors to maintain greater control over the schedule. The use of fast-tracking and self-performance helped the team meet CYFD's schedule and complete construction in 164 days.

Appendix B – Contractor's Statement of Qualification

1. ORGANIZATION

Name: HB Construction, Inc. Address:

Principal Office:

[✓] Corporation [ ] Partnership [ ] Sole Proprietorship [ ] Joint Venture

[ ] Other

a. How many years has your organization been in business as a contractor? 31

b. How many years has your organization been in business under its present business name?

31

c. Under what other or former names has your organization operated? n/a

d. Department of Work Force Solutions Contracting Registration # 019037211616

Effective Dates: 7/28/2016 to 8/26/2024

e. Submit FEIN and Dunn & Bradstreet report.

FEIN: 85-0393716

D&B Report Attached

f. Describe any present or past litigation, bankruptcy or reorganization involving supplier. N/A

g. Felony Conviction Notice: Indicate if the supplier N/A

- is a publicly held corporation and this reporting requirement is not applicable;
- is not owned or operated by anyone who has been convicted of a felony; or
- is owned or operated by and individual(s) who has been convicted of a felony and provide the names and convictions.

h. Describe any debarment or suspension actions taken against supplier

N/A

2. LICENSING

a. Name of license holder (or qualifying party) exactly as on file with the State of New Mexico Construction Industries Division:

Jason Harrington

b. License Classification: General Contractor

c. License

Number: 32220 License Code: GB98, GA01, GF01, GF02, GF03, GF04, GF05

d. Issue Date: 8/3/2018 Expiration Date: 7/31/2024

e. Is the firm's contractor's license free of ever being suspended or revoked by the CID or by the appropriate licensing agency in any other state?
[✓] Yes [ ] No (attach explanation)

f. Does your firm hold all applicable business licenses required by state and local law?

- License Number: BRC-2002-280992 Jurisdiction: City of Albuquerque
  Name of License Holder, exactly as it appears on file with jurisdictional authorities.
  HB Construction Inc.
  Issue Date: 8/1/2022 Expiration Date: 7/31/2023

- License Number: ZBL-10477 Jurisdiction: Bernalillo County
  Name of License Holder, exactly as it appears on file with jurisdictional authorities.
  HB Construction Inc.
  Issue Date: 7/11/2022 Expiration Date: 7/11/2023

- License Number: _____ Jurisdiction: _____
  Name of License Holder, exactly as it appears on file with jurisdictional authorities.
  _____
  Issue Date: _____ Expiration Date: _____

g. Is your firm registered with the State of New Mexico's Purchasing Department with a Resident Preference Number? [✓] Yes [ ] No
Resident Preference Number: L1512022832 Issue Date: 10/15/2023
Name of number holder, exactly as it appears on file with State Purchasing.
HB Construction, Inc.

h. Is your firm free from formal debarment from public works, federal, state or local jurisdictions?
[✓] Yes [ ] No (attach explanation*)

(1) Total number of current employees: 71

Project Managers	15
Estimators	3
Superintendents	20
Foremen	4
Tradesmen	16

Administration 11
Others 3

3. CAPACITY AND CAPABILITY TO PERFORM THE WORK

a. Resources.

(2) Does your firm have the immediate capacity to perform the work required for this project?

[✓] Yes [ ] No

(3) What is the number and location of support centers, if applicable, and location of corporate offices?

HB Constrtuction has 3 offices located in Albuquerque (HB Headquarters), Las Cruces, NM, and El Paso, TX

(4) What was your annual construction volume over the last three (3) fiscal years?

$143,000,000

(5) What are your overall public sector sales, excluding Federal Government, for last three (3) years? $205M

(6) What is your strategy to increase market share in the public sector?

See attachment.

(7) What differentiates your company from competitors in the public sector?

See attachment.

(8) Describe any green or environmental initiatives or policies.

See attachment.

(9) Provide any necessary detail as it relates to standard ordering methods and payment terms.

See attachment.

(10) If Contractor requires additional agreements with Participating Public Agencies, provide a copy of the proposed agreement herein.

N/A

4. SURETY

a. Firm's current surety company: LaMair Mulock-Condon Co.

Will this surety be used for the construction contract for this project?

[✓] Yes

[ ] No (attach explanation*)

Contact Agent: Joseph Schmit Telephone: 515.244.0166

Years utilizing this surety: 31 Maximum capacity: $100M per occurrence $200M aggregate

Aggregate Total of current surety in force: $30M

b. Is the surety company to be used on this project licensed to do business in the State of New Mexico?
[✓] Yes [ ] No (attach explanation*)

c. Is your firm free of having any construction contracts taken over by a surety for completion in the past five (5) years?
[✓] Yes [ ] No (attach explanation*)

d. *Complete Attachment A (Notarized Declaration of Surety)* Provide a letter from your bonding company setting forth your company's available bonding capacity and availability and confirming that, if required, your company could provide labor and material payment bonds and performance bonds for certain projects up to the bonding capacity.
See attachment.

5. SAFETY

a. Does your firm have a written safety program compliant with current state regulations?
[✓] Yes [ ] No (attach explanation*)

(*NOTE: Selected contractor will be required to provide a copy of their firm's written safety program at the time of contracting.*)

b. Provide the Recordable Incident Rate for the past calendar year: .0

c. Is your firm free of committing serious or willful violations of federal or state safety laws as determined by a final non-appealable decision of a court or government agency?
[✓] Yes [ ] No (attach explanation*)

d. Provide your safety record, safety rating, EMR and worker's compensation rate where available.
See attachment.

6. INSURANCE & CLAIMS HISTORY

a. Is your firm free from any court judgments, pending litigation, arbitration and final agency decisions filed within the last five (5) years in a construction related matter in which the contractor, or any officer, is or was party?
[ ] Yes [✓] No (attach explanation*)

b. Has your firm during the past five (5) years been free of a determination by a court of competent jurisdiction that it filed a false claim with any federal, state, or local government entity?

In response to question 6a. above:
Resolved: 2019 lawsuit with a Texas subcontractor.
Dismissed: In 2019, HB went through an insurance claim dispute on one of our projects.
Pending: Dispute with owner regarding inspection of public records.
In addition, there have been periodic small subcontractor issues/claims typical to general contracting.

[✓] Yes [ ] No (attach explanation*)

c. Does your firm have the ability to provide the required insurance in the limit stated in the project documents?
[✓] Yes [ ] No (attach explanation*)

d. ***Complete Attachment B (Proof of Insurance)*** by providing a letter from an insurance carrier stating that the firm is able to obtain insurance in the limits required in the RFP.
See attachment.

7. QUALITY ASSURANCE

a. Does your firm have a written Quality Assurance Program?
[✓] Yes [ ] No (attach explanation*)

b. ***Complete Attachment C (Copy of Quality Assurance)*** Program by providing a copy of the written Quality Assurance Program.
See attachment.

8. PROJECT SCHEDULING

a. Has the firm been involved with a construction project within the past five (5) years, where the schedule was not met?
[ ] Yes [✓] No

If yes, please explain

- Project 1 Name: _____
  Reason for Delay: _____
  _____
- Project 2 Name: _____
  Reason for Delay: _____
  _____
- Project 3 Name: _____
  Reason for Delay: _____
  _____

b. Has the firm been assessed liquidated damages due to scheduling for any project in the past five (5) years?
[ ] Yes [✓] No

If yes, please list project(s)

- Project 1 Name: _____

- Project 2 Name: _____
- Project 3 Name: _____

9. LABOR CODE VIOLATIONS

a. Has your firm, during the past five (5) years, been free of any determinations by a court or an administrative agency of repeated or willful violations of laws and/or regulations pertaining to the payment of prevailing wages or employment of apprentices of public works projects?
[✓] Yes [ ] No (attach explanation*)

b. ***Complete Attachment D (Affidavit of Non-Violation of Labor Codes)*** by providing requested affidavit of non-violation of labor codes.
See attachment.

c. Is the firm free of all sub-contractor Fair Practices Act violations for the past five (5) years?
[✓] Yes [ ] No (attach explanation*)

10. **VALUE STATEMENT**

UNM places a strong emphasis on diversity, quality management and sustainable efforts and strives to utilize these practices in its everyday activities. ***Complete Attachment E (Copy of Value Statement)*** by describing your firm's value system and note how you would demonstrate such practices on this project? See attachment.

11. **CONTRACTOR'S COMMENTS**

a. ***Complete Attachment F (Clarifications, and Explanations)*** if you have selected any answers in the qualification statement
that require further explanation. Note the question number and proceed with the explanation. This attachment may also be used if necessary to further clarify any of the answers to the above qualification questions, by noting the question number and posting the clarification. N/A

b. ***Complete Attachment G (Additional Information (Optional)*** if you would like to provide additional information about your firm and/or proposal. N/A

The undersigned certifies that all of the qualification information submitted with this form is true and correct.

Signature of authorized representative Jason W. Harrington

Printed or typed name Jason Harrington

Title CEO

Date 11/17/2022

Company name HB Construction, Inc.

Address 3010 Monte Vista Blvd. NE

City/State/Zip Albuquerque, NM 87106

Telephone 505.856.0404 Fax 505.856.0480

Email jasonh@hbconstruction.com

ATTACHMENTS INCLUDED - 12

Please check all attachments included in the proposal

- [✓] A Notarized Declaration of Surety
- [✓] B Proof of Insurance
- [✓] C Copy of Quality Assurance Program
- [✓] D Affidavit of Non-Violation of Labor Codes
- [✓] E Copy of Value Statement
- [✓] F Clarifications, and Explanations
- [✓] G Additional Information (Optional)

---------- END OF **PRIMARY CONTRACTOR'S** QUALIFICATION STATEMENT ---------

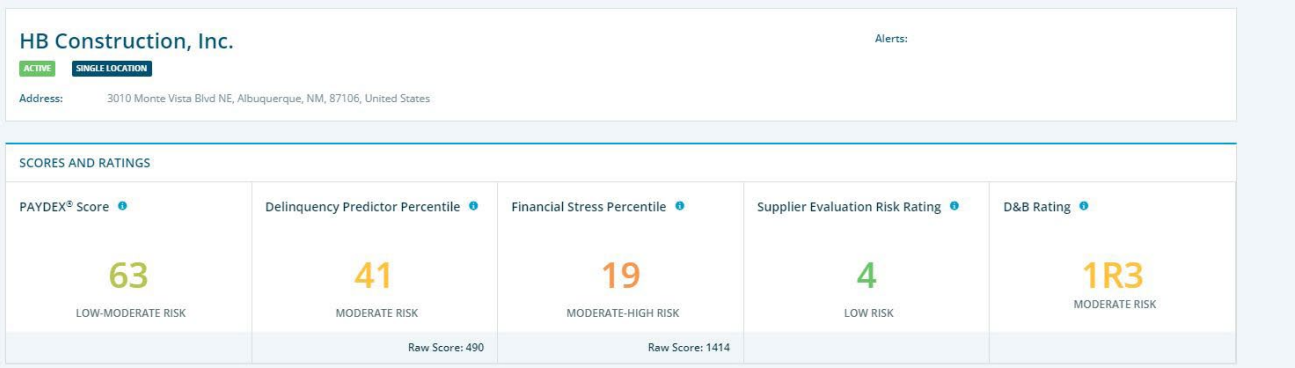
- - - - -

1. E. DUNN & BRADSTREET REPORT

NOTE: D & B reporting does not present an accurate, complete, or up-to-date view of HB Construction billings, payments, or financials. The information presented in D&B systems/reports are not approved by HB Construction.

D&B is a private credit rating company that charges fees for account update or support services. We caution against the use of D&B reports as a reliable credit or stability indicator, especially for small and medium size businesses.

In the interest of complying with the RFP, we have included our D&B scores below:



HB Construction, Inc.

ACTIVE SINGLE LOCATION

Alerts:

Address: 3010 Monte Vista Blvd NE, Albuquerque, NM, 87106, United States

SCORES AND RATINGS

PAYDEX® Score	Delinquency Predictor Percentile	Financial Stress Percentile	Supplier Evaluation Risk Rating	D&B Rating
63	41	19	4	1R3
LOW-MODERATE RISK	MODERATE RISK	MODERATE-HIGH RISK	LOW RISK	MODERATE RISK
	Raw Score: 490	Raw Score: 1414		

3. A. ADDITIONAL QUESTIONNAIRE ITEMS

6. What is your strategy to increase market share in the public sector?

HB implements the following strategies to increase market share for public works JOC projects.

- ✓ Establish a sales program targeting specific agencies and contracting officers.
- ✓ Designated account managers to focus on key clients.
- ✓ Task order pipeline to identify, track, and continually discuss.
- ✓ In-house Marketing department for proposal and marketing material production.
- ✓ Leadership support.
- ✓ Case studies of past successful task orders and "lessons learned" library.

7. What differentiates your company from competitors in the public sector?

Today's busy construction market has many contractors accepting more work than they can handle. HB Construction takes a more disciplined approach. With our company practice of reserving backlog for key customers, HB Construction is uniquely positioned to provide a surplus of dedicated hours to UNM.

8. Describe any green or environmental initiatives or policies.

Part of our commitment to Better Partnerships, Projects, and Communities includes delivering facilities that future generations can rely on. We are eager to support UNM in the pursuit of sustainable building solutions that make sense for JOC projects. While design solutions like solar panels get the most fanfare, construction sourcing and waste management have a dramatic impact on sustainability. With this in mind, our team can provide a blueprint for construction-side LEED or Green Globes points while also providing "what if" options pricing for all sustainable solutions.

Best Practice: In-house checklist management. Depending on project goals, HB can look to maximize construction waste diversion from landfill, maximize use and documentation of recycled materials, and confirm a construction indoor air quality plan.

9. Provide any necessary detail as it relates to standard ordering methods and payment terms.

Our payment terms are Net 30.

AssuredPartners

4200 University Avenue, Suite 200
West Des Moines, IA 50266-5945
515-244-0166
www.assuredpartners.com

November 15th, 2022

Contractor:HB Construction, Inc.
Project: University of New Mexico Job Order Contracting (JOC) RFP #-2379-23

Ladies and Gentlemen:

Please be advised that Federal Insurance Company is the surety for HB Construction, Inc. Federal Insurance Company (NAIC #: 2028) is a member of the Chubb Group of Companies, which carries an A.M. Best Rating of A++ XV (Superior) and a Treasury Limit of $1,821,777,000 and is an admitted surety in the State of New Mexico. Federal Insurance Company has authorized our firm to issue bid and performance bonds on single projects in excess of $100,000,000 with an aggregate capacity of $200,000,000.

HB Construction, Inc. is about to submit a proposal for the University of New Mexico Job Order Contracting (JOC) RFP #-2379-23 project.
This contractor currently has sufficient unutilized surety credit to meet the performance and payment bond obligations as set forth in the referenced bid documents, it is our present intention, pending HB Construction, Inc.'s direct instructions to do so, to become surety on the performance bond and labor and material bond required by the contract. The performance and payment bond will cover 100% of the contract sum.

The execution of any final bond(s) would be contingent upon normal underwriting procedures. It is understood, of course, that any arrangement for performance and payment bonds is a matter between HB Construction, Inc. and Federal Insurance Company and we assume no liability to third parties or to you if for any reason we do not execute said bonds.

We continue to be confident in the ability of HB Construction, Inc. to perform and we highly recommend them for your favorable consideration.

Sincerely,

AssuredPartners Great Plains LLC

NOTARIAL SEAL IOWA
COURTNEY GORDON
Commission Number 831441
My Commission Expires
April 16, 2024

Joseph Schmit, AFSB
Vice President of AssuredPartners Great Plains and as
Attorney-In-Fact for Federal Insurance Company

HUB Southwest

6565 Americas Parkway NE, Suiter 720
Albuquerque, NM 87110
Toll-free: 800-800-5661

hubinternational.com

November 15, 2022

The University of New Mexico
1700 Lomas NE, Suite 2600
Albuquerque, NM 87131-0001

RE: RFP #-2379-23
UNM Job Order Contracting (JOC)

Dear Ladies & Gentlemen:

HUB International is the Insurance Broker representing HB Construction, Inc. I have reviewed the specifications and I can confirm that HB Construction currently carries substantial coverage, or they are capable of obtaining the coverage required in the referenced RFP.

Should you have any questions or if I may be of service to you, please let me know. Thank you.

Sincerely,

Carrie Butler
Account Manager II

CJB/hs

CC: Jason Harrington, President
HB Construction, Inc.

HBCONST-02 CBUTLER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 11/15/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0757776 HUB International Insurance Services (SOW) 6565 Americas Parkway Suite 720 Albuquerque, NM 87110	CONTACT NAME: Carrie Butler PHONE (A/C, No, Ext): (505) 262-9412 9412 FAX (A/C, No): (866) 487-3972 E-MAIL ADDRESS: Carrie.Butler@hubinternational.com
INSURED HB Construction, Inc. 3010 Monte Vista NE Albuquerque, NM 87106	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : National Fire Insurance Company of Hartford — 20478 INSURER B : Transportation Insurance Company — 20494 INSURER C : The Continental Insurance Company — 35289 INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC OTHER:			2099373317	12/31/2021	12/31/2022	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 500,000 $ 15,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS HIRED AUTOS ONLY NON-OWNED AUTOS ONLY			2099374144	12/31/2021	12/31/2022	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
C	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000			2099373351	12/31/2021	12/31/2022	EACH OCCURRENCE AGGREGATE	$ 10,000,000 $ 10,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N: Y If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		2099374046	12/31/2021	12/31/2022	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: RFP #-2379-23

CERTIFICATE HOLDER

The University of New Mexico
1700 Lomas NE, Suite 2600
Albuquerque, NM 87131-0001

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

HB QUALITY PROGRAM

QUALITY PLANNING, QUALITY EXECUTION
OPERATIONAL EXCELLENCE

HB QUALITY PROGRAM

Table of Contents

I. PURPOSE

The purpose of the HB Quality Program (HBQP) is to improve project delivery and the processes associated with observation, inspection, and execution of quality. We created this plan to be realistic, process-oriented, supportable, and practical for those charged with its implementation. The guidelines specified in this document offer clarity to our subcontractor partners, minimize corrective work in the field, and deliver projects of the highest quality to our clients, executed in strict conformance with the Contract Documents.

Quality planning results in quality execution. At HB, planning and early coordination for every scope of work are given equal priority to construction supervision and inspections. Our full-circle approach also includes the integration of quality requirements with the project schedule. This practice establishes accountability and ensures all team members are fully prepared to deliver quality work. When performed in full, the HBQP will elevate the performance of the Project Team and continue to fulfill HB's goal of *Operational Excellence*, defined by Safety, Quality, Schedule, and Budget excellence.

1. Primary HB Quality Program Goals

- Prevent construction defects from occurring.
- Ensure work conforms to the contract documents and functional performance requirements
- Select and manage qualified, quality-oriented subcontractors.
- Ensure that products and workmanship required by the contract documents are installed correctly by knowledgeable personnel.
- Perform timely inspections and tests by HB, subcontractors, building inspectors, and third-party personnel.
- Achieve a zero or near zero punchlist at substantial completion and reach final completion ahead of the contract deadline.
- Minimize punchlists and re-work throughout construction.
- Ensure warranties are preserved.
- Use Quality to support other three tenets of Operational Excellence: Safety, Schedule, and Budget.

2. HB Staff Responsibilities

All HB Construction field and office personnel must understand the HBQP. All employees are expected to act responsibly and in accordance with these guidelines to improve the services of HB Construction and continually enhance our customer service practices.

At the completion of a project, HB will solicit feedback from our customer and design team about our performance. HB will also request comments from subcontractors and suppliers on ways to improve our communication and support practices.

3. Three Phases of Quality

The HBQP implements three stages of quality: Preconstruction, Construction, and Closeout. Procedures and inspections for all three phases will be implemented for every Definable Feature of Work (DFW).

At the completion of a project, HB will solicit feedback from our customer and design team about our performance. HB will also request comments from subcontractors and suppliers on ways to improve our communication and support practices.

II. ROLES & RESPONSIBILITIES

HB Construction's **Board of Directors** (BOD) is responsible for communicating the importance and need for this program. The board is committed to providing adequate training, support, and resources to ensure HBQP success.

HB Construction's **General Superintendent** and **Director of Project Management** are responsible for communication of the HBQP to HB Project Teams. They will be responsible for the following activities:

- Annual review of the Policy and implementation of company-wide Lessons Learned.
- Conduct site and documentation audits for conformance with HBQP.
- Track evolving Owner and industry quality requirements and advance the HBQP accordingly.
- Support thorough quality documentation using project management software.
- Create and sustain *Better Partnerships* with owners, subcontractors, testing agencies, AHJs, and other consultants.
- Track and communicate *Better Project* practices including lessons learned and best practices identified by HB project teams.

HB Construction's **Project Manager** is responsible for all aspects of contract and subcontract administration. The Project Manager will conduct the following activities:

- Quality Control Matrix generation to include all Definable Features of Work. Matrix will include assigned responsibilities for all internal and external participants.
- Master schedule development and maintenance to include QA/QC activities.
- Submittal generation, review, and submission in accordance with contract documents and HB document management protocols.
- Submission of clear RFIs and change requests to identify design deficiencies and improve constructability.
- With Project Superintendent, conduct project-specific quality reviews including Pre-Enclosure Inspection, Envelope Review, Internal Punchlist, Owner/Architect Punchlist preparation, etc.
- Supervision of Assistant Project Manager, Project Coordinator, or other Project Team staff, who support the above tasks.

HB Construction's **Superintendent** is the on-site quality supervisor charged with communicating QA/QC procedures to HB subcontractors. The Superintendent will conduct the following activities:

- On-site coordination with the Owner, A/E team, subcontractors, inspectors, and testing agencies.
- Scheduling of on-site activities with subcontractors and HB self-performed trade professionals.
- Ensure 100% material conformance to the contract documents and approved submittals.
- Daily inspection and preparation of Issue Items for any non-conforming aspect of work.
- With Project Superintendent, conduct scheduled quality reviews specific to the scope of work. These reviews include but are not limited to: Pre-Enclosure Inspection, Envelope Review, Internal Punchlist, Owner/Architect Punchlist preparation, etc.
- Supervise HB Site Foremen or other staff designated staff, who support the above tasks.

Subcontractors and/or HB in-house trade professionals are responsible for executing the Scope of Work according to the contract documents and applicable building codes. These trade experts will be selected based on best value to the Owner, with criteria including but not limited to: licensing, insurance, safety record, financial capability, established QA/QC Plan, project Staffing Plan, past performance, and complete coverage/understanding of contract documents. Project subcontractors must:

- Adhere to the requirements of HB's HBQP, Responsibility Matrix, and any other project-specific quality plans.
- Designate a Site Quality Representative (SQR) that shall be present at all times the subcontractor is working on-site. The SQR will typically be the subcontractor's foreman.
- Perform daily quality inspections and tests.
- Upon request, submit daily jobsite photos.

III. PRE-CONSTRUCTION

1. QUALITY CONTROL MATRIX

The Project Manager will populate the Quality Control Matrix during the pre-construction phase of the project. The PM will extract all contractual quality control requirements from the construction documents as well as document all internal processes, resulting in an itemized outline of the specific quality control tasks to be performed. This matrix should include specific contract dates, where applicable, and the Definable Features of Work should be included in the Project Schedule to ensure proper sequential implementation.

2. CONSTRUCTABILITY REVIEW

Project teams will create the opportunity, during *project pricing*, to review the construction documents for special construction circumstances or issues in the project's constructability detailing. The intent is to identify any design detailing that would uniquely impact pricing provision or present difficulties or impossibilities to the field team during construction. If a constructability issue is found, the Project Team will generate an RFI to the design team or issue a question during the pricing period for clarification. If a unique design issue is found, the Project Team will communicate with the estimating department to share strategic resolution and ensure cost coverage of that item.

3. PROJECT SPECIFIC SCOPE SHEETS

The Project Team will compile complete Scope Sheets related to the project. These scope sheets outline the typical sequence of execution for that scope and include a list of best practices and lessons learned. Scope sheets will be created and reviewed prior to finalizing Subcontractor Agreements.

4. PRE-CONSTRUCTION MEETING

The Superintendent and Project Manager will conduct a subcontractor Pre-construction Meeting at the jobsite for each subcontractor prior to the start of their Scope of Work. Meeting agenda (attached) will include:

- Establish chain of command; roles and responsibilities.
- Confirm licensure of subcontractor staff, including any training required by the manufacturer.
- Establish weekly project meeting location, time, and expectations.
- Establish Pre-Installation Meeting or other coordination dates.
- Review contract documents and subcontract agreement.
- Review change procedures, including ASI, PCO, and pricing procedures.
- Review billing procedures.
- Review relevant submittals.
- Review material status, mock-up requirements, storage guidelines, and procedures for protection of work.
- Review project schedule and confirm what precedent activities must be complete prior to start of work.
- Review site logistic constraints and site safety challenges.
- Review Testing, Inspections, Permits.

5. BIM

During pre-construction, HB BIM Division services may be used to allow Contractor/Owner/Design team to visualize design issues that can be easily corrected before project's crews and equipment are mobilized. Depending on the level of model in place, a simple fly-thru in preconstruction will provide the field team enough information to streamline site logistics and buildability.

If BIM is in fact agreed to by the team, the Project Manager will work with HB's BIM Director, the Owner, and the design team to create a BIM Execution Plan. The BIM Execution Plan (BxP) will specify the following:

- Major project BIM goals and uses.
- Key Contacts including participating subcontractors and/or third party consultant staff members.
- Project coordination sequence with model approval dates.
- Level of detail, information exchange, software use, and other protocols to ensure seamless coordination between trades.
- Needed meetings and quality control checkpoints.
- Project deliverables with assigned responsibilities and due dates.
- The plan must be signed by participating firms/individuals and returned to HB Construction.

The HB BIM Division may provide an accurate 4D scheduling which will provide the project team with a timeline and visual 3D graphic representation of the project as is proposed to be built. The BIM team may also provide model-based takeoffs to ensure the project is tracking within budget.

6. QUALITY CONTROL SCHEDULE INTEGRATION

The Project Team will integrate all QA/QC tasks into the *Baseline Schedule*. This would include items like product/system mock-ups, product installation quality inspections, material deliveries for quality assurance verification, pre-installation meetings, *Pre-Closure Verifications*, third party or AHJ testing and inspections, and all closeout tasks on a project.

7. DOCUMENTING EXISTING CONDITIONS (AS APPLICABLE)

Depending on the particular scope of work, a designated member of the HB project team will inspect and create a photographic and/or video record that documents existing conditions paying particular attention to pre-existing physical defects. Items to be photographed include:

- Existing structures within or directly adjacent to the construction limits which are to remain
- Adjacent buildings and structures outside the construction limits which may affected by construction activities
- Sidewalks, curbs, paving and drainage structures
- Trees and existing vegetation
- Above-ground utilities
- Operable devices, such as, doors and windows

IV. CONSTRUCTION

1. PRE-INSTALLATION MEETINGS

The HB Superintendent will coordinate, execute, and document pre-installation meetings with subcontractors, design team, Owner, product representatives, and third-party consultants as identified in the Construction Documents. The project team will also hold pre-installation meetings for any additional scopes deemed critical by the Project Team. Topics covered must include:

- Review of the drawings and specifications.
- Review the approved submittals and shop drawings.
- Verification of material delivery.
- Review and acceptance of related/adjacent/precedent scopes of work.
- Review of mock-up.
- Discussion of site logistics and constructability details.
- Review installation quality expectations.
- Establish the timing and scope for the First Work-in-Place Phase and Follow-on Phase inspections including a review of the appropriateness of the applicable inspection checklist
- Check that arrangements have been made for the required tests and inspections with the appropriate parties.
- Discuss qualifications of foreman and crews, construction methods, schedule of installation, tolerances, workmanship, standards and the approach to providing quality work by pre-planning and identifying potential problems, including high moisture field conditions or temperature restraints, as applicable.
- Review safety hazard analysis.
- Confirm required Safety Data Sheets (SDS) are available and readily accessible to work crews.

All pre-installation meetings should be included in the Project Schedule. Use the attached Pre-Installation Meeting Minutes as a guide for meeting agenda and documentation.

2. BUILDING ENVELOPE PRE-INSTALLATION MEETING

The Project Team will coordinate a Pre-Installation Meeting and follow-up for all facets of the building envelope. This coordination and review should be held with all relative subcontractors to ensure detail accuracy, shop drawings, and warranty compliance. Any discrepancies in the contract documents should be clarified through the RFI process. This envelope review should also inform and drive the exterior systems mock-up(s).

3. MOCK-UPS

The Superintendent will coordinate the development of the product or system mock-up for those scopes required by the Construction Documents, and also, as determined necessary by the Project Team. The mock-up shall be reviewed for compliance by the design team prior to commencement on the product installation and approval of the mockup shall be formally documented. Any areas of risk to HB Construction or the subcontractor shall be noted and communicated to the design team for resolution. All mock-up installations shall be included in the Project Schedule.

4. MATERIAL VERIFICATION

The Superintendent will visually verify each material delivery as it arrives on site. The materials will be checked for proper quantities, compliance with the contract documents, including the approved submittal, damage or defect, and that the material is off-loaded and protected for proper storage on the project site. This process will be documented utilizing the Material Verification Template within Procore's Inspection Tool.

1. Using the Inspection Tool, create a new item.

2. Select the Material Delivery Verification under the Quality menu
3. Fill out the applicable information and click “Create” at the bottom of the page.
4. Fill out the template and should any item need corrective action or further documentation, click “Create Observation”.
5. Assign the item an observation type (Quality Control – Corrective Action)
6. Provide issue description and attach a photographic image.
7. Assign a responsible person (subcontractor) to address the deficient item.
8. Save the issue and Procore will email the assigned subcontractor.
9. After distribution to the responsible party, the item should be tracked until it is addressed by the responsible party and closed in Procore by a member of the HB Project Team.

Of particular importance are drywall tapes, drywall joint compounds, mastics, caulking, grout, fasteners, welding supplies, and other consumable or mixed supplies.

During Follow-up inspections/observations, the Superintendent should continue to verify that approved materials are being installed. Unapproved material substitutions should be prevented at all times.

It is best practice to have subcontractors certify, in writing that all materials they procured and delivered to the jobsite continue to conform to project requirements.

5. FIRST WORK IN PLACE MEETING & INSPECTION

A First Work-in-Place Phase meeting and inspection will be accomplished immediately prior to and at commencement of construction of a significant construction activity or Definable Feature of Work (DFW) to ensure compliance with project requirements. This First Work-in-Place meeting and inspection will be conducted by HB’s project superintendent and attended by the following individuals, as appropriate:

1. HB’s Superintendent and subcontractor’s SQR.
2. Owner’s representative
3. Design professional(s)
4. Third party QC consultants hired by the owner, ABC or subcontractors
5. The craft supervisor (either ABC or subcontractor) responsible for the work activity under review
6. Manufacturer’s representatives for building envelope components or other high risk construction assemblies.

ABC’s project superintendent or SCQS will perform the following activities as part of the First Work-in-Place process on each significant construction activity or Definable Feature of Work (DFW.)

1. Review the minutes from the Pre-installation meeting above with the actual installation crew to install the First Work-in-Place
2. Examine and photograph work area to assure all preliminary work has been accomplished.
3. Check dimensions.
4. Verify that all materials are in strict compliance with construction documents, samples, submittals and shop drawings
5. Check for use of defective or damaged materials.
6. Verify that manufacturer’s installation instruction are being followed.
7. Check new work for compliance with construction documents.
8. Review and approve testing and inspection results.
9. Establish the acceptable level of workmanship.
10. Check for omissions and resolve any differences of interpretation.

11. Check safety compliance.
12. Complete the First Work-in-Place Inspection Checklist and inspection form, as applicable.

6. FOLLOW-UP PHASE OR DAILY INSPECTIONS

Follow-up phase inspections will be performed daily. Inspection personnel will continually refer to the standards established in the Pre-installation and First Work In Place Phases above when making these daily inspections/observations.

Follow-up phase (Daily) inspections/observations will:

- Ensure work continues to conform to the construction documents
- Ensure quality of workmanship is maintained
- Ensure required tests and inspections are being performed
- Ensure that non-conforming or deficient work is being corrected
- Ensure work is taking place safely
- Ensure required certifications, calibrations and measurements are accurate

NOTE: Additional Pre-installation and First Work-in-Place Phase inspections will be conducted on the same construction activity if:

- The quality of on-going work is unacceptable
- There are changes to personnel in the responsible third party QC consultant's organization
- There are changes in onsite production supervision or work crews
- Work on a construction activity is resumed after a substantial period of inactivity, or
- Other problems develop

Final Follow-up inspections will be conducted by the Superintendent when conducting the final acceptance walk-through with the owner, architect and consultants (See Section 3.2 above.)

7. NON-CONFORMANCE IDENTIFICATION, TRACKING, AND CORRECTION

A non-conformance, also known as a deficiency, is work that does not meet project requirements. A non-conformance can be either material-related, workmanship related, design-related or a combination thereof. In almost all cases, non-conforming work must be re-worked or corrected.

Whenever a member of HB's Project Team, owner, architect or consultant notes a non-conformance—partially complete or complete—installation of the non-conforming item in question will not continue until the non-conforming work has been corrected and conforms with the requirements of the contract documents.

Non-conforming items will be documented and tracked by the HB Project Team. The Project Team should continuously observe all product installations for overall quality control. Any deficiencies in work or scope installations that require a corrective action, a new Issue Item shall be created within Procore.

1. Using the Observation Tool, create a new item.
2. Assign the item an observation type (Quality Control – Corrective Action)
3. Provide issue description and attach a photographic image.
4. Assign a responsible person (subcontractor) to address the deficient item.
5. Save the issue and Procore will email the assigned subcontractor.
6. After distribution to the responsible party, the item should be tracked until it is addressed by the responsible party and closed in Procore by a member of the HB Project Team.

The Project Team will be responsible for ensuring all corrective action items created within the Observation Tool in Procore are closed out and an issue log should be generated and distributed to and reviewed with all the subcontractors during the project's regular Foreman Meetings.

8. PRE-CLOSURE INSPECTION

For those scopes identified in the Project's Quality Control Matrix, a pre-closure inspection will be performed by the Project Team as well as the Owner, design team, and building inspector as appropriate. These inspections shall be performed prior to the scope being concealed behind or within other scopes of work and are intended to ensure that concealed work has been performed according to the contract documents. All pre-closure inspection dates should be included in the Project Schedule and properly linked to all relevant tasks.

1. Using the Inspection Tool, create a new item.
2. Select the Pre-Closure Inspection under the Quality menu.
3. Fill out the applicable information and click Create at the bottom of the page.
4. Fill out the template and should any item need corrective action or further documentation, click Create Observation.
5. Assign the item an observation type (Quality Control – Corrective Action)
6. Provide issue description and attach a photographic image.
7. Assign a responsible person (subcontractor) to address the deficient item.
8. Save the issue and Procore will email the assigned subcontractor.
9. After distribution to the responsible party, the item should be tracked until it is addressed by the responsible party and closed in Procore by a member of the HB Project Team.

9. TESTING AND INSPECTIONS

All testing and inspections, as required by the Contract Documents as well as those required to achieve a Certificate of Occupancy with the Authority Having Jurisdiction (AHJ), will be broken out and confirmed in the Project's Quality Control Matrix.

The Project Superintendent is responsible for notifying/scheduling all required inspections and testing.

In the case of a failed test or inspection, a new issue item should be created within Procore.

1. Using the Observation Tool, create a new item.
2. Assign the item an observation type (Quality Control – Corrective Action)
3. Provide issue description and attach a photographic image and/or failed inspection report.
4. Assign a responsible person (subcontractor) to address the deficient item.
5. Save the issue and Procore will email the assigned subcontractor.
6. After distribution to the responsible party, the item should be tracked until it is addressed by the responsible party and closed in Procore by a member of the HB Project Team.
7. All testing and inspection dates should be included in the Project Schedule and properly linked to all relevant tasks.

10. PHOTOGRAPHIC VERIFICATION

Inclusion of photographic documentation is critical to all quality control processes and any additional photos taken for documentation, not part of a specific process, should be stored within the Procore Documents folder structure. Photos not tied directly to a Procore process should include a date and time stamp.

11. BIM

HB Construction's BIM Coordination Team is available to assist the Project Team in determining the best possible manner of installation of all the various systems and construction types throughout the construction phase of the project.

V. CLOSEOUT

1. PRE-CLOSEOUT MEETING

A Pre-Closeout Meeting will occur at 75% of overall project completion. Utilizing the *Pre-closeout Meeting Agenda Template* in Procore, each Project Team will conduct a pre-closeout meeting with the relevant members of the design team and Owner representatives in accordance with the Project Criteria Timeline. The intent of the meeting is to confirm the requirements for project closeout and to set milestone dates, based on the Contract, for completion of all closeout items. The pre-closeout meeting will be included in the Project Schedule and properly linked to all relevant tasks.

2. HB CONSTRUCTION PUNCHLIST

HB Construction Project Team members will conduct a punchlist walk of the project to include the building interior, exterior and sitework. The punchlist walk will be performed prior to requesting substantial completion from the design team and a copy of the punchlist items should be transmitted with the substantial completion request to the design team. Completed within Procore, HB Construction's punchlist will be linked to the drawings and include photographic support.

1. Ensure locations for each room, exterior elevations and site areas have been generated in Procore.
2. Using the *Punchlist Tool*, create a new punchlist item.
3. Assign the item a punchlist type (*Internal*).
4. Populate the item's location.
5. Provide punchlist item description and attach a photographic image.
6. Assign a responsible person (subcontractor) to address the deficient item.
7. Save the punchlist item.
8. After all items have been generated within Procore, distribute the punchlist to the assigned person(s).
9. After distribution to the responsible party, the item should be tracked until it is addressed by the responsible party and closed in Procore by a member of the HB Project Team.

For repetitive items, like paint touch-up, a general punchlist item can be created and the specific location marked in the field using blue painter's tape.

The punchlist development and completion timeline will be included in the Project Schedule and properly linked to all relevant tasks.

3. OWNER/ARCHITECT/ENGINEER PUNCHLIST

After the substantial completion request to the design team, HB Construction Project Team members will conduct a punchlist walk with the Owner representatives, Design Team members, and design team consultants to include

the building interior, exterior and sitework. It is important for a member of the HB Construction team be present during the Owner/Design Team punchlist walk. Completed within Procore, the Owner/Design Team punchlist will be linked to the drawings and include photographic support. If separate lists are provided by the design team, the items should be entered into Procore so that each item can be tracked to completion.

1. Ensure locations for each room, exterior elevations and site areas have been generated in Procore.
2. Using the *Punchlist Tool*, create a new punchlist item.
3. Assign the item a punchlist type (*Design*).
4. Populate the item's location.
5. Provide punchlist item description and attach a photographic image.
6. Assign a responsible person (subcontractor) to address the deficient item.
7. Save the punchlist item.
8. After all items have been generated within Procore, distribute the punchlist to the assigned person(s).
9. After distribution to the responsible party, the item should be tracked until it is addressed by the responsible party and closed in Procore by a member of the HB Project Team.

For repetitive items, like paint touch-up, a general punchlist item can be created and the specific location marked in the field using blue painter's tape.

The punchlist development and completion timeline will be included in the Project Schedule and properly linked to all relevant tasks. Once all items are completed, notification should be sent to the Owner/Design Team requesting a final walk for approval of the completed punchlist.

4. COMMISSIONING

If the project has MEP system or LEED commissioning, the HB Project Team should coordinate an introductory meeting with the Commissioning Agent, Owner Representative, Design Team and Consultants, and the relevant subcontracting team members.

The HB Project Team will distribute pre-functional checklists to the subcontractors and collect the completed checklists before transmitting to the Commissioning Agent.

A continuous commissioning issue log will be maintained in Procore, either with direct input from the Commissioning Agent or input by the HB Project Team from a list provided by the Commissioning Agent. This will ensure accountability for the unresolved items and provide a method of tracking until completion by the subcontractor and closure by an HB Project Team member.

1. Using the *Observation Tool*, create a new item.
2. Assign the item an observation type (*Commissioning – Commissioning*).
3. Provide issue description and attach a photographic image.
4. Assign a responsible person (subcontractor) to address the deficient commissioning item.
5. Save the issue and Procore will email the assigned subcontractor.
6. After distribution to the responsible subcontractor, the item should be tracked until it is addressed by the subcontractor and closed in Procore by a member of the HB Project Team.

The HB Project Team will notify the Owner Representative and Commissioning Agent of all equipment startup dates.

The HB Project Team will transmit to the Owner Representative, Design Team and Commissioning Agent, a copy of the completed Test and Balance Report and the completed commissioning issue list prior to the scheduling the commissioning walk-thru.

All commissioning tasks will be included in the Project Schedule and properly linked to relevant tasks.

5. SUBCONTRACTOR GRADING SYSTEM

After project completion, the project team should fill out a subcontractor grading score sheet for each subcontractor on the project. The purpose of the grading system is to increase understanding of past subcontractor performance that will help influence the appropriate utilization of a subcontractor on future HB Construction projects.

6. CLOSEOUT DOCUMENTATION

All closeout documentation will be recorded in the Quality Control Matrix during the pre-construction phase and verified during the Pre-Closeout Meeting. Upon completion of the project's product submittals, the Project Management Team should begin to compile the necessary documents for closeout. Each of the required closeout document timelines should be included in the Project Schedule. Completion of the closeout documentation in a timely, efficient and thorough manner, will leave our clients with a lasting impression of competency and professionalism.

AS-BUILTS

As-builts, both electronic and hard copy, will be maintained concurrent with the project progress. Current drawings should be accessible to all subcontractors through Procore and confirmation of use of the most up-to-date set of drawings should be done at the Project's regular Foreman Meetings and during any pre-installation meeting relating to the install of a particular product or material. HB Construction's BIM Department can assist with electronic as-built drawing maintenance.

At project completion, hard copy as-builts and/or the electronic as-builts should be transmitted to the Design Team in accordance with the contractual closeout requirements.

PROJECT MANUALS (O&Ms, WARRANTY)

Per the requirements outlined in the Contract Documents and verified in the Pre-Closeout Meeting, the Project Team should prepare and transmit project manuals to the Design Team for approval via the submittal process in Procore.

DEMONSTRATION & TRAINING

The Project Team will coordinate demonstration and training presentations to the Owner in accordance with the contract requirements. All products requiring training, per the Specifications, should be documented in the Quality Control Matrix during pre-construction. An agenda template for Demonstration and Training is available within Procore under the *Meetings Tool*. If video recording of the demonstration and training is required, the HB Marketing Department should be contacted and scheduled to perform the videography.

EXTRA MATERIALS

The Project Team will transmit all required attic stock or extra materials as required by the Contract Documents, to the Owner's Representative. Two copies of a formal transmittal will be generated and should include an itemized list with quantities of all materials being transmitted. Both copies should be signed by the person receiving the materials and one copy should be provided to the Owner's Representative while the other copy should be kept and electronically saved into the appropriate Procore Documents folder.

KEYS

Keys for all casework, accessories and other equipment should be transmitted to the Owner's Representative. Two copies of a formal transmittal should be generated and will include an itemized list with quantities of all keys being transmitted. Both copies should be signed by the person receiving the

keys and one copy should be provided to the Owner's Representative while the other copy should be kept and electronically saved into the appropriate Procore Documents folder.

UTILITY TRANSFER

Upon determination of the project's Substantial Completion Certificate, the Project Manager will notify the Owner's Representative, in writing, that all utilities (electric, water, gas, sewer, etc.) need to be transferred out of HB Construction's responsibility and into the Owner's responsibility.

7. FINAL PROJECT PHOTOS

The project Superintendent is responsible for coordinating the date and time for final photography, either with HB Marketing or with an appointed third-party professional. The project Architect should be consulted at the Pre Closeout Meeting regarding combining efforts and/or resources for final photography. The following conditions must be met for final photos:

1. All spaces must be clear of all signs of construction activity, including protective measures, site fencing, unconnected wiring, etc.
2. Furniture and equipment must be placed / installed.
3. Final cleaning must occur.
4. For renovation projects, Existing Condition photos must be taken before work commences. These photos must be consulted to generate accurate "before and after" photos.

Final project photos or videos should be shared with the Owner when possible.

8. OWNER/ARCHITECT SURVEYS

Direct Owner and Architect feedback is a critical to continually improving quality and process. Surveys are to be given to the Owner and Architect at a minimum of two intervals:

1. The project Midpoint, defined as the midpoint between the contractual Notice to Proceed and date of Substantial Completion
2. no less than sixty (60) days after Substantial Completion.

Owner surveys are to be shared directly with the HB Board of Directors, who will determine required actions or changes to policy. HB Marketing is responsible for facilitating survey communication.

When possible, HB project teams should arrange to complete Letters of Recommendation for Architect, Subcontractor, or Owner partners.

VI. POST CONSTRUCTION/WARRANTY

Post-construction/Turnover quality activities start shortly before construction and will be completed and continue through the warranty period established by the contract documents.

1. WARRANTY INTRODUCTION

HB's Warranty Director will initiate introduction to facility management personnel no later than 90% of overall project completion. During this meeting, the Warranty Director will:

- Introduce digital ticketing system.
- Explain HB warranty response procedures.
- Coordinate/schedule appropriate walkthroughs.

2. WARRANTY

HB's standard warranty program (1 year) provides for a single point of contact for all warranty requests. Typically, this will be HB's Warranty Technician assigned to the project. HB will log warranty work order requests, differentiating between maintenance and warranty matters and ensuring prompt response by HB or its subcontractors to warranty issues during the warranty period. All warranty work orders will be tracked with a requirement that there will be closure to each issue. Depending on subcontract requirements, HB may be requested to participate in an inspection of its work 11 months after the date of acceptance.

3. WARRANTY CALL-BACKS DURING THE WARRANTY PERIOD

HB will endeavor to satisfy the warranty and post-construction issues of its customers during the contractual warranty period by following the specific terms and conditions of the construction contract. HB will respond to all warranty work orders within 24 hours, 7 days per week, and requires similar responsiveness on the part of its subcontractors. Emergency conditions will receive immediate response and coordination. It is HB's goal to resolve each warranty call within 30 days after receiving a warranty call-back request and requires a similar commitment on the part of all subcontractors.

4. WARRANTY CALL-BACKS AFTER THE WARRANTY PERIOD

We stand behind our work and take a "customer for life" approach. Although once the warranty period has expired and potentially responsible subcontractors and suppliers may no longer be under a contractual obligation to respond, it is nevertheless HB's goal to try to resolve all further complaints or issues if it is commercially feasible.

PRE-CONSTRUCTION MEETING AGENDA

Project Name:				
Subcontractor/Supplier:				
Date:				
Attendees:				
1	SAFETY			
	A	Safety Preparatory		
		☐	Separate Pre-con. Safety Conference will be conducted prior to subcontractor commencing work on site.	
		☐	Schedule safety orientation for trade contractor crew members.	
		☐	Zero tolerance safety policy will be enforced.	
2	COMMUNICATION			
	A	Establish Chain of Command; roles & responsibilities		
		☐	Identify: project manager, site leader, safety manager, etc.	
			☐	Identify second tier trade contractor and major material suppliers.
			☐	Develop specific responsibilities and levels of authority.
			☐	Identify the lead point of contact for official correspondence.
			☐	Identify points of contact for correspondence.
			☐	Review & understand levels of authority; Verify sub onsite individual w/ authority
			☐	Identify second tier trade contractor and major material suppliers.
		☐	Develop call list: work, mobile, emergency, home, e-mail	
	B	Weekly Project Meetings		
		☐	Establish weekly meeting location, time	
		☐	Review expectations of weekly meeting; Schedule direction, review and proceed with changes as needed	
		☐	Identify who will attend weekly meeting	
	C	Other Meetings		
		☐	Coordination Meetings Required	
		☐	Pre-Installation Meeting	
3	CONTRACT DOCUMENTS			
	A	Review Contract Documents		
		☐	Specifications, Plans, Addenda	
		☐	RFI, ASI, CCD	
		☐	Change Orders	
		☐	Location of trade as-built set of drawings	
4	SUBCONTRACT AGREEMENT			
	A	Review Subcontract Agreement		
5	SCOPE CHANGE PROCEDURE			
	A	Review Procedure for Proceeding on:		
		☐	ASI, CCD, Proposal Requests, Field Extra Work Orders,	
		☐	Subcontractor response time for change order pricing	

6	PAYMENT PROCEDURE		
	A	Review Billing Procedures	
		☐	Review the project billing form and required information with trade contractor.
		☐	Review contracts to determine dates for progress billing cycle
		☐	Identify lien waiver form and requirements for each progress billing.
		☐	Identify stored material billing requirements: off and on site.
		☐	Confirm trade contractor has submitted and met Dawson's insurance requirements.

		☐	Confirm date when trade contractor will have P&P bond in place.	
7	SUBMITTALS			
	A	Review Submittal schedule.		
8	MATERIALS			
	A	Material Status		
		☐	Fabrication & delivery lead time	
		☐	Special conditions required for storing materials on jobsite	
		☐	What materials are at risk for theft? How will they be protected?	
		☐	What materials will be stored off site? If yes, where?	
	B	Mock-Up Requirements		
		☐	Where is mock-up to be located	
		☐	Will mock-up be complete and approved prior to start of work?	
	C	Mold Risk Management		
		☐	Identify any proposed materials that can support the growth of mold.	
		☐	Identify if there are any new market materials that do not support mold growth.	
		☐	Establish precautions to prevent mold growth.	
	D	Protection of Finished Materials		
		☐	What materials must be protected once installed?	
		☐	How will finish materials be protected after they are installed and prior to turnover?	
9	SCHEDULING			
	A	Review Project Schedule		
		☐	Review scheduled activities and durations in the subcontract	
		☐	Review current master and look ahead schedules	
		☐	Confirm what precedent activities must be complete prior to start of work	
		☐	Confirm precedent activities are accepted by subcontractor or date to confirm	
		☐	Identify potential delay issues	
		☐	Review make-up days for weather (Saturdays)	
10	LOGISTICS			
	A	Review Site Logistic Constraints		
		☐	Review site logistics with trade contractor	
		☐	Establish storage areas and delivery entrances for materials	
		☐	Establish vehicle parking off and on site	
		☐	Establish housekeeping rules (clean up of trade generated debris and purpose of composite clean-up crew)	
		☐	Review work rules	
		☐	Establish security perimeter and building security rules	
11	TESTING			
	A	Review Testing Requirements		
		☐	Establish what, when, where, and who (owner, contractor, subcontractor, government) is testing.	
		☐	Establish distribution of test results?	

12	INSPECTIONS, PERMITS, LICENSES		
	A	Inspections--who calls them in?	
	B	Has subcontractor obtained required permits?	
		☐	Identify if any local permits are required prior to start of work
		☐	Identify if any certification of training are required by material manufacturer

	D	Identify Quality Control lead for Trade Contractor		
		☐	Review response time line and procedure for discrepancy lists, failed inspections, etc.	
13	OTHER ITEMS			
	A			
	B			
	C			
	D			

NON-CONFORMANCE REPORT

PROJECT NAME:

DATE:

TO SUBCONTRACTOR:

FROM:

RE:

DATE OF INSPECTION:		**TIME OF INSPECTION:**	
INSPECTOR:			
TRADE ITEM:		**SPECIFICATION SECTION:**	
LOCATION:			
EXPLANATION OF NON-CONFORMANCE:			

Be advised that you are hereby directed to cease the non-conforming work indicated above and to correct the non-conformance by the date of the re-inspection indicated below. Failure to do so may result in a directive tostop all or part of your work in this area. If applicable and until corrective action is completed, no monies will be paid for the non-conforming work. The cost of all corrective action will be borne by you.

DATE RE-INSPECTION REQUESTED:		**ACTUAL DATE OF RE-INSPECTION:**	
TIME:		**TIME:**	

Accepted:	**Rejected:**
EXPLANATION OF REJECTION: (Photographs of the corrected condition must be attached)	

Signed: _____ Date: _____

HB CONSTRUCTION PRE-INSTALLATION MEETING

SPEC SECTION	DATE

Project Name	DEFINABLE FEATURE OF WORK		

PERSONNEL PRESENT

NAME	POSITION	COMPANY

SUBMITTALS

REVIEW SUBMITTALS AND/OR SUBMITTAL REGISTER. HAVE ALL SUBMITTALS BEEN APPROVED? YES NO

IF NO, WHAT ITEMS HAVE NOT BEEN SUBMITTED?

ARE ALL MATERIALS ON HAND? YES NO

IF NO, WHAT ITEMS ARE MISSING?

CHECK APPROVED SUBMITTALS AGAINST DELIVERED MATERIAL. (THIS SHOULD BE DONE AS MATERIAL ARRIVES.)

COMMENTS:

MATERIAL STORAGE

ARE MATERIALS STORED PROPERLY? YES NO

IF NO, WHAT ACTION IS TAKEN?

SPECIFICATIONS

REVIEW EACH PARAGRAPH OF SPECIFICATIONS.

DISCUSS PROCEDURE FOR ACCOMPLISHING THE WORK.

CLARIFY ANY DIFFERENCES.

PRELIMINARY WORK & PERMITS

ENSURE PRELIMINARY WORK IS CORRECT AND PERMITS ARE ON FILE.

IF NOT, WHAT ACTION IS TAKEN?

TESTING	IDENTIFY TEST TO BE PERFORMED, FREQUENCY, AND BY WHOM. _____
	WHEN REQUIRED? _____
	WHERE REQUIRED? _____
	REVIEW TESTING PLAN. _____
	HAS TEST FACILITIES BEEN APPROVED? _____
SAFETY	REVIEW ACTIVITY HAZARD ANALYSIS AND APPLICABLE SAFETY STANDARDS _____
MEETING COMMENTS	COMMENTS DURING MEETING.
	_____ NAME

FIRST WORK IN PLACE REVIEW

SPEC SECTION	DATE

JOB NAME	DEFINABLE FEATURE OF WORK		

PERSONNEL PRESENT

NAME	POSITION	COMPANY

PROCEDURE CONFORMANCE

IDENTIFIY FULL COMPLIANCE WITH PROCEDURES IDENTIFIED AT PREPARATORY. COORDINATE PLANS, SPECIFICATIONS, AND SUBMITTALS.

COMMENTS: _____

PRELIMINARY WORK

ENSURE PRELIMINARY WORK IS COMPLETE AND CORRECT. IF NOT, WHAT ACTION IS TAKEN?

WORKMANSHIP

ESTABLISH LEVEL OF WORKMANSHIP.

WHERE IS WORK LOCATED? _____

IS SAMPLE PANEL REQUIRED? YES NO

WILL THE INIITAL WORK BE CONSIDERED AS A SAMPLE? YES NO

(IF YES, MAINTAIN IN PRESENT CONDITION AS LONG AS POSSIBLE AND DESCRIBE LOCATION OF SAMPLE) _____

RESOLUTION

RESOLVE ANY DIFFERENCES.

COMMENTS: _____

CHECK SAFETY

REVIEW JOB CONDITIONS

COMMENTS: _____

OTHER

OTHER ITEMS OR REMARKS

_____

NAME

PRE-CLOSURE INSPECTION FORM

Project No.:		
Project Name:		
Location		
By signing below, the signatories certify that all Work to be covered up has been installed in strict accordance with theContract Documents and applicable codes.		
Subcontractor Names:	**Subcontractor Signatures**	**Date:**
Electrical		
Mechanical/Plumbing		
Security		
Data/Communication		
Fire Caulking		
Insulator		
Fire Protection		
Control/Data		
Other		
Other		
Other		
In addition, the attached photos document the results of this inspection. Photos to be taken by a GC representative. Attach inspection documentation from state or local officials verifying inspection.		
This form is to be used to document all systems and sub-systems that have been installed in accordance with Contract Documents and applicable Codes.		

Attachment D

Affidavit of Non-Violation of Labor Codes

Supplemental to Subcontractor's Statement of Qualifications

Name of Firm: HB Construction, Inc.

Address: 3010 Monte Vista Blvd. NE Albuquerque, NM 87106

Project: UNM Job Order Contracting

Reference: -

Request for Proposal No: 2379-23

Affidavit of Non-violation of Labor Codes

To: The University of New Mexico

The undersigned officer of HB Construction, Inc. hereby states that HB Construction, Inc. has, during the past five years, been free of any determinations by a court or an administrative agency, of repeated or willful violations of laws and/or regulations pertaining to the payment of prevailing wages or employment of apprentices of public works projects.

Jason W. Harrington

Signature

11/15/2022

Date

Jason Harrington

Name

CEO

Title

NOTARY

State of New Mexico)

)

County of Bernalillo)

Signed or attested before me on 11/15/2022 by Jason Harrington

seal

Julia Ellis

My Commission Expires: 10/22/2023

1. *Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing Respondent to perform the covered services including, but not limited to licenses, registrations or certifications. M/WBE, HUB, DVBE, small and disadvantaged business certifications and other diverse business certifications, as well as manufacturer certifications for sales and service must be included if applicable. If certifications and other documentation were already previously provided in above sections, there is no need to duplicate.*

See attached licenses.

2. *Acknowledge that your organization agrees to provide its company logo(s) to UNM and OMNIA Partners and agrees to provide permission for reproduction of such logo in marketing communications and promotions.*

HB Construction agrees to provide logo for use in marketing and promotions.

3. *Provide a detailed plan beginning from award date of the Master Agreement describing the strategy to immediately implement the Master Agreement as supplier's primary go to market strategy for Public Agencies to supplier's teams, to include, but not limited to:*

   -Executive leadership endorsement and sponsorship of the award as the public sector go-to-market strategy within first 10 days

   - Training and education of Supplier's employees (and if applicable sales force) with participation from the Supplier's executive leadership, along with the OMNIA Partners team within first 90 days

Our first priority is to serving and providing value to the University of New Mexico. After award, HB would like to meet with UNM to establish a mutual understanding of the JOC process and future opportunities. Meeting with UNM design and construction staff will help will help further our understanding of current and future project needs.

As we have done for previous JOCs, HB will inform our employees of the Master Agreement, presenting it as a strong alternative procurement tool that can save owners time and money. Our executive and business development teams are available for to meet with Omnia immediately after award to establish consensus around market strategy.

4. *Provide a detailed plan beginning from award date of the Master Agreement describing the strategy to market the Master Agreement to current Participating Public Agencies, existing Public Agency customers of Supplier, as well as to prospective Public Agencies immediately upon award.*

Sales and Marketing Strategy for OMNIA projects:

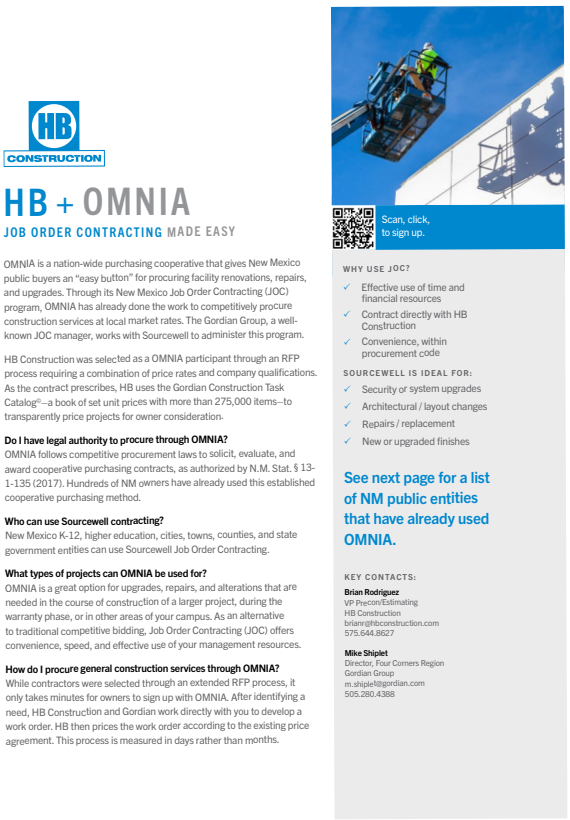
- Establish a sales program targeting specific agencies and contracting officers.
- Designated account manager to focus on key clients.
- Task order pipeline to identify and track potential opportunities.
- In-house Marketing department for proposal and marketing material production.
- Leadership support and investment into sales program.
- Case studies of past successful task orders and "lessons learned" library.
- Website and social media marketing.

John Cully- Project Manager & Estimator (Monthly)

John is a driven construction professional with over 13 years of experience working with NM clients. During his career, he has established key relationships with clients and will be dedicated to maximizing our presence and identifying JOC opportunities.

Julia Ellis- Marketing Manager (Monthly)

Julia Ellis is a construction marketing professional with 10 years of experience in the industry. She will work with the sales and leadership team to execute responsive proposals and create marketing material to win and solicit OMNIA opportunities.



HB CONSTRUCTION

HB + OMNIA

JOB ORDER CONTRACTING MADE EASY

OMNIA is a nation-wide purchasing cooperative that gives New Mexico public buyers an "easy button" for procuring facility renovations, repairs, and upgrades. Through its New Mexico Job Order Contracting (JOC) program, OMNIA has already done the work to competitively procure construction services at local market rates. The Gordian Group, a well-known JOC manager, works with Sourcewell to administer this program.

HB Construction was selected as a OMNIA participant through an RFP process requiring a combination of price rates and company qualifications. As the contract prescribes, HB uses the Gordian Construction Task Catalog®—a book of set unit prices with more than 275,000 items—to transparently price projects for owner consideration.

Do I have legal authority to procure through OMNIA?
OMNIA follows competitive procurement laws to solicit, evaluate, and award cooperative purchasing contracts, as authorized by N.M. Stat. § 13-1-135 (2017). Hundreds of NM owners have already used this established cooperative purchasing method.

Who can use Sourcewell contracting?
New Mexico K-12, higher education, cities, towns, counties, and state government entities can use Sourcewell Job Order Contracting.

What types of projects can OMNIA be used for?
OMNIA is a great option for upgrades, repairs, and alterations that are needed in the course of construction of a larger project, during the warranty phase, or in other areas of your campus. As an alternative to traditional competitive bidding, Job Order Contracting (JOC) offers convenience, speed, and effective use of your management resources.

How do I procure general construction services through OMNIA?
While contractors were selected through an extended RFP process, it only takes minutes for owners to sign up with OMNIA. After identifying a need, HB Construction and Gordian work directly with you to develop a work order. HB then prices the work order according to the existing price agreement. This process is measured in days rather than months.

Scan, click, to sign up.

WHY USE JOC?

- ✓ Effective use of time and financial resources
- ✓ Contract directly with HB Construction
- ✓ Convenience, within procurement code

SOURCEWELL IS IDEAL FOR:

- ✓ Security or system upgrades
- ✓ Architectural / layout changes
- ✓ Repairs / replacement
- ✓ New or upgraded finishes

See next page for a list of NM public entities that have already used OMNIA.

KEY CONTACTS:

Brian Rodriguez
VP Precon/Estimating
HB Construction
brianr@hbconstruction.com
575.644.8627

Mike Shiplet
Director, Four Corners Region
Gordian Group
m.shiplet@gordian.com
505.280.4388

Example of marketing material created for similar JOC's.

5. *Describe how Supplier will transition any existing Public Agency customers' accounts to the Master Agreement available through OMNIA Partners. Include a list of current cooperative contracts (regional and national) Supplier holds and describe how the Master Agreement will be positioned among the other cooperative agreements.*

HB Construction is always looking for the best way to deliver projects to clients and will work with Owners to find opportunities to use OMNIA for alternative procurement solutions.

CURRENT COOPERATIVE CONTRACTS

Sourcewell IDIQ

Cooperative Education Services JOC

UNM SRMC JOC

Bernalillo County GC On-Demand

UNMH On-Call

6. *Acknowledge Supplier agrees to provide its logo(s) to OMNIA Partners and agrees to provide permission for reproduction of such logo in marketing communications and promotions. Acknowledge that use of OMNIA Partners logo will require permission for reproduction, as well.*

HB Construction acknowledges and agrees to provide logo for marketing, communications, promotions, and reproduction.

7. *Confirm Supplier will be proactive in direct sales of Supplier's goods and services to Public Agencies and the timely follow up to leads established by OMNIA Partners. All sales materials are to use the OMNIA Partners logo.*

HB Construction confirms it will be proactive in direct sales and timely follow up on leads.

8. *Confirm Supplier will train its sales force on the Master Agreement. At a minimum, sales training should include:*
   - *Key features of Master Agreement*
   - *Working knowledge of the solicitation process*
   - *Awareness of the range of Public Agencies that can utilize the Master Agreement through OMNIA Partners*
   - *Knowledge of benefits of the use of cooperative contracts*

HB Construction will train its sales force on the Master Agreement.

9. *Describe in detail how Supplier's organization (and if applicable, sales force) is structured, including contact information for the highest-level executive in charge of the sales team. Explain in detail how the sales teams will work with Gordian and the OMNIA Partners team to implement, grow and service the program.*

See Appendix A. Management Plan.

10. *Explain in detail how Supplier will manage the overall program throughout the term of the Master Agreement, including ongoing coordination of marketing and sales efforts, timely new Participating Public Agency account set-up, timely contract administration, etc.*

Along with our efforts outlined in response to question 4., Project Manager and Estimator John Cully will oversee the timely account set up and overall contract administration for new clients.

11. *State the amount of Supplier's Public Agency sales for the previous fiscal year. Provide a list of Supplier's top 5 Public Agency customers, the total purchases for each for the previous fiscal year along with a key contact for each.*

Total Public Agency Contracts 2021- $128M

PROJECT NAME	OWNER	CONTACT	AMOUNT
New Mexico State University NMDA Lab Building	NMSU	Jose Loera jloera@nmsu.edu	$10.2M
City of Las Cruces Community Competition Pool	City of Las Cruces	Sreedevi B Mohanraj 575.541.2538	$15.2M
El Paso Fire Station #36	City of El Paso	Gilbert Guerrero guerrerogx@elpasotexas.gov	$7.3M
CYFD Children's Wellness Center Campus Renovation Phase III	State of NM	John Jaramillo JohnC.Jaramillo@state.nm.us	$7.9M
EPISD Coronado High School Campus Replacement	EPISD	Alan Wierrnicki aawierni@episd.org	$54M

12. *Describe Supplier's information systems capabilities and limitations regarding order management through receipt of payment, including description of multiple platforms that may be used for any of these functions.*

HB Construction uses Procore for project management and Vista for accounting/ ERP. In order to streamline payment to subcontractors, HB uses Flashtract. Payment can be received by check or electronic deposit.

13. *Even though it is anticipated many Public Agencies will be able to utilize the Master Agreement without further formal solicitation, there may be circumstances where Public Agencies will issue their own solicitations. The following options are available when responding to a solicitation for Products covered under the Master Agreement.*

    • *Respond with Master Agreement pricing (Contract Sales reported to OMNIA Partners).*

    • *If competitive conditions require pricing lower than the standard Master Agreement not-to-exceed pricing, Supplier may respond with lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales are reported as Contract Sales to OMNIA Partners under the Master Agreement.*

    • *Respond with pricing higher than Master Agreement only in the unlikely event that the Public Agency refuses to utilize Master Agreement (Contract Sales are not reported to OMNIA Partners).*

    • *If alternative or multiple proposals are permitted, respond with pricing higher than Master Agreement, and include Master Agreement as the alternate or additional proposal.*

HB Construction acknowledges the options.

14. *Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing Respondent to perform the covered services including, but not limited to licenses, registrations or certifications. M/WBE, HUB, DVBE, small and disadvantaged business certifications and other diverse business certifications, as well as manufacturer certifications for sales and service must be included if applicable.*

NM CRS (NM Tax ID) 02-165566-00-9
NM Resident Preference Number: L1512022832 exp.10/15/2023
City of Las Cruces Business Registration: #166515-20 exp. 11/29/2023
City of Deming Business Registration: #4149 exp 12/21/2023
Bernalillo County Business Registration:ZBL-10477 exp 7/11/2023
City of Albuquerque Business Registration: BRC-2002-280992 exp 7/31/2023
City of Rio Rancho Business Registration: # 21-00005358 exp 8/31/2023

Additionally see attached NM License and NMDWFS Certificate.

15. *Please include any additional products and/or services not included in the scope of the solicitation that you think will enhance and/or add value to this contract participating agencies.*

Recent UNMH Behavioral Health Crisis Center groundbreaking event.

NEW MEXICO GROWN

Ken and Kathy Harrington started HB Construction during a kitchen table discussion in 1991. Ken, a construction project manager, was ready to stop moving his family around the country from project to project. He wanted to put down roots and start his own company. They pulled their young sons, Adam and Jason, into the conversation, and the family business was born. Kathy did the company books at night and took on an educational assistant position to help pay the bills while the business got its legs.

A Higher Calling. Today, HB Construction is one of the largest family-owned New Mexico businesses, employing 71 people. HB is in its second generation as a family business, with Jason Harrington serving as CEO and Adam Harrington serving as CFO. Although we've grown over the years, our long-term plan is to do great work in dedicated markets.

Construction Excellence. From the start, HB was built around customer service and personal accountability, which is often missing from the construction process. We're proud of the accomplishments of our people, including over 80 industry awards since 2010 alone. In 2021 HB won Albuquerque Business First Best Place to Work in the Large Company Category. The winner was determined based on employee voting.

Non-Profit Support. Along with creating construction jobs and building some of the state's most critical facilities, HB supports local non-profits. We set aside a percentage of profits yearly to donate to organizations that provide support to families in need through the HB endowment fund. Recent non-profit partners include the Casa de Peregrinos Food Rescue Warehouse, Carrie Tingley Hospital Foundation, Saranam, Big Brothers Big Sisters, and United Way. HB employees also take the time to volunteer as a part of their yearly contribution.

FIRM PRINCIPALS

Jason Harrington, CEO
Adam Harrington, CFO

STAFFING RESOURCES

15	Project Management
3	Estimating/Preconstruction
20	Superintendents
4	Trades
11	Administration
2	Quality Staff
2	BIM Staff
1	Licensed Architects

2021 REVENUE

$70,000,000

BONDING CAPACITY

$100M per occurrence
$200M in the aggregate

LICENSING

NM CID License: 32220
Federal Tax ID: 85-0393716
NM Tax ID: 02-165566-00-9
Duns & Brad # (DUNS) 78 209 2977

OUR VALUES

Service: exceed expectations by providing the highest level of service and accountability.

Community: Enrich lives through respect, compassion, and giving.

Integrity: Be honest, transparent, and trustworthy. Always keep your word and do the right thing.

Teamwork: Treat each other like family. Help one another to get the job done right.

Workforce: Be passionate about the work you do, and we will help you reach your personal and professional goals.

Sustainability: Make decisions that help our company succeed over the long term.

Safety: Create an environment of safety and trust in all your dealings.

Michelle Lujan Grisham
Governor

Clay Bailey
Director

Marguerite Salazar
Superintendent

State of New Mexico

Regulation and Licensing Department

CONSTRUCTION INDUSTRIES DIVISION

2550 Cerillos Rd.
Santa Fe, New Mexico 87505

This is to certify that: **HB CONSTRUCTION, INC.**

PERMANENT LICENSE #32220

Located at: **3010 MONTE VISTA BLVD. NE, ALBUQUERQUE, NM 87106**

Has complied with all the requirements of the law and is hereby licensed as a contractor, to operate under the classification(s) of:

GA01, GB98, GF01, GF02, GF03, GF04, GF05

And to permit or contract projects singly in New Mexico of a dollar amount up to:

UNLIMITED

Given under my signature and the seal of the Construction Industries Division at Santa Fe, New Mexico on

07/22/1991

Jason Hampton
Signature of Contractor

Clay Bailey
Clay Bailey
Director

NOTE: This Certificate is now and shall remain the property of the CONSTRUCTION INDUSTRIES DIVISION and shall be surrendered at any time upon demand. This certificate is not transferable

Certificate of Contractor Registration

This is to certify that

HB Construction, Inc.

HB Construction

3010 MONTE VISTA BLVD NE

ALBUQUERQUE, NM, 87106-2117

has registered with the Department of Workforce Solutions

Registration Date: 8/22/2022 **Registration Number: 0190372011616**

This certificate <u>does not</u> show the current status of the company.
To see the current status for this company please go to the Public Works and Apprenticeship Application (PWAA) at
https://www.dws.state.nm.us/pwaa

New Mexico Department of Workforce Solutions, Labor Relations Division, Public Works, 121 Tijeras Ave NE. Suite 3000, Albuquerque, NM 87102, (505) 841-4400

Appendix E – Key Personnel
Project Manager

Name: John Cully

Name: -

Title: Project Manager & Estimator

# of Years with the Firm: 4

Experience with the Following Type of Construction Services:

☑ General Construction ☐ Mechanical, Electrical, and Plumbing ☐ Roofing

# of Years as a Project Manager for Type of Construction Services Selected Above: 13

Check All Relevant Experience:

☑ Projects for Higher Education Owners ☐ Laboratory Renovations ☐ Clinical / Medical Environment

☑ General Construction ☑ Roofing Replacement/Repair ☑ Mechanical Upgrades ☑ Electrical Upgrades

☑ Interior Renovation ☑ Asbestos abatement ☑ Exterior / Interior painting ☐ Boiler Replacement

☑ Bituminous Paving ☑ Concrete ☑ Masonry ☑ Exterior Facade ☑ Security Camera Installation

☑ Canopy Replacement/Repair ☐ Elevator Repair/Replacement ☐ Escalator Repair/Replacement

☑ Overhead Doors ☑ Glass Installation ☑ Steel Erection ☑ Concrete Floor

☐ Duct bank repair / installation ☑ Outdoor light installation ☑ Fire Suppression System Installation

☑ Landscaping ☑ Fencing ☑ Earthwork / Site Work ☑ Demolition ☑ Paintin

ATTACH RESUME Yes ☑

Client Reference #1 for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Gloria Martinez **Title** Director of Construction

Telephone: 575.644.1292 Email Address: glomartinez@lcps.net

Client Reference #2 for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Rob Price **Title** Architect

Telephone: - Email Address: robprice@asa-architects.com

JOHN CULLY

PROJECT MANAGER & ESTIMATOR

John Cully offers over 13 years of construction industry experience. His history of working with NM clients to deliver fast-paced projects paired with extensive estimating experience will allow him to drive subcontractor interest and ensure scopes are covered for a complete bid.

As Project Manager, John will oversee expedient responses to work order requests and will work closely with General Superintendent Erik Matthews to manage and execute delivery in partnership with public clients.

EXPERIENCE

13 years in construction

EDUCATION/TRAINING

NMSU Bachelor of Arts
General Management

First Aid/CPR Certified

OSHA 10-Hour Certified

LEED® Green Associate

NMPSFA Team Quality Award - Las Cruces

REFERENCES

Gloria Martinez
Director of Construction
Las Cruces Public Schools
575.644.1292

Rob Price
Architect
ASA Architects
robprice@asa-architects.com

SIMILAR EXPERIENCE	VALUE
Las Cruces High School Phase I *Las Cruces, NM* Demolition and replacement of multiple campus wings. Included fully enclosed pedestrian bridge crossing a major city street.	$24M
EPISD Coronado High School *El Paso, TX* Transformation of high school campus including demolition of buildings, construction of new classroom and administrative buildings, new field-house, extensive site improvements, and renovations.	$54M
Las Cruces Museum of Nature & Science *Las Cruces, NM* New museum and exhibit construction in downtown Las Cruces.	$4.0M
Chaparral Elementary School Additions & Renovations *Chaparral, NM* Additions and renovations to active campus.	$13.0M
Deming High School Hofacket Remodel *Deming, NM* 58,000 square foot remodel and partial demo of the 1991 Deming High School building.	$6.0M
Silver Consolidated Schools HS Renovation *Silver City, NM* Renovations to occupied Silver HS campus.	$5.4M
Silver Consolidated Schools Various Projects *Silver City, NM* Multi-site projects including gym addition, kitchen/bathroom remodel, and daycare facility.	$4.3M
Las Cruces Convention Center Expansion *Las Cruces, NM* Expansion to occupied Convention Center, completed through CMAR project delivery.	$5.2M
NMSU Barnes & Noble Bookstore *Las Cruces, NM* New LEED® Silver construction at occupied NMSU campus.	$20.0M
Gadsden HS Remodel Phase III *Gadsden, NM* Renovations to occupied high school.	$4.0M

ZACH GRUEN

PROJECT EXECUTIVE

Zach offers a distinguished project management record serving New Mexico public sector clients. His experience with complex projects will allow him to drive successful project outcomes through leadership and collaboration.

In his role as the dedicated Project Executive for UNM JOC, Zach will provide support to the project team, ensuring all schedule and budget goals are achieved.

"I have heartfelt gratitude for Zach Gruen, your project manager, for his intelligence, knowledge, clarity on the issues, drive and his extraordinary execution of the contract and scope."

Mary Day Gauer, CFM, IFMA Fellow
HSC Group Manager, UNM OCP
(former)

EDUCATION/TRAINING

Autodesk BIM 360 Glue

OSHA 10-Hour Certified

Storm Water Professional

Fall Protection

SDS Training

REFERENCES

Shiree McKenzie
Bernalillo County
505.377.0880

Mary Gauer, CFM, IFMA Fellow
Project/Construction Manager (retired)
UNM Office of Capital Projects
(505) 934-6593

Dr. Kate O'Neill
UNM HSC-Taos
575.737.6200
koneill@UNM HSC.edu

SIMILAR EXPERIENCE	VALUE
UNM HSC Health Sciences Center Phase III *Albuquerque, NM* Ties directly into two medical training facilities, including through a second-story pedestrian bridge. Classrooms, offices, and lab space for the school. Built to LEED® Platinum certification.	$17.7M
UNM HSC Business and Communications Center *Albuquerque, NM* 120,000 sq ft renovation with extensive HVAC/MEP upgrades. Built to LEED® Platinum certification.	$6.3M
UNM HSC Taos Health Careers Training Center *Taos, NM* Complete renovation of existing facility, including MEP, site utilities, finishes, and openings.	$2.7M
UNM Taos Student Success Center *Taos, NM* 7,600 sq ft addition to Padre Martinez Hall.	$2.2M
BernCo @ Alvarado Square Design-Build *Albuquerque, NM* Six-story Design-Build transformation of existing facility into advanced operational and customer service headquarters for Bernalillo County.	$56M
CYFD Children's Wellness Center Design-Build *Albuquerque, NM* The facility included a new receiving center, protective services, family visitation space, statewide central call center, juvenile justice, IT, training academy, and modern office space.	$35.1M
Jal Public Schools *Jal, NM* 175,000 sq ft multi-campus project, including replacement elementary school, new middle school, and renovation of two gyms, central administration building, aquatic center, and high school.	$45M
Van Horn K-12 Campus Replacement *Van Horn, TX* Multi-phase, multi-site demolition, additions, and renovations to replace Van Horn's campus for Culberson-Allamoore County ISD. Use of multiple GMPs accelerated project delivery timeline.	$26.3M
NMJC Allied Health Building *Hobbs, NM* The new, LEED® Silver, 23,000 sq ft, one-story building on an active campus includes three classrooms, laboratory space, faculty offices, and student support and study areas.	$9.0M
Lovelace Independence Square Clinic Phase I & II Design-Build 43,000 sq ft primary care facility that features over 100 exam rooms and houses 30 to 40 primary care physicians and over 100 staff.	$14.6M
Moore County Hospital Expansion *Dumas, TX* New 55,000 sq ft, two-story hospital addition that features patient care facilities, imaging suite, emergency/trauma wing, and labor/delivery.	$31M

Appendix C – Quality Control Plan and Safety

Attach a copy of the firm's quality control plan and safety. Per the evaluation criteria set forth in proposal evaluation, the quality control plan shall include the following:

1) Propose a mechanism for addressing the preparation, submittal and re-submittal of proposals, transmittals, reports, drawings, and data.

2) Proposed plan for insuring that the price proposal, submittals, and documents are complete and accurate.

3) Proposed organizational approach for quality control and procedures to ensure that projects are constructed according to the scope of work, standards and specifications.

4) Explain the firm's approach to safety and procedures that you will follow to insure site safety and accident prevention on all jobs.

5) Please describe your company's approach to recycling. **(Complete Appendix D)**

APPENDIX C- QUALITY CONTROL & SAFETY

1. *Propose a mechanism for addressing the preparation, submittal and re-submittal of proposals, transmittals, reports, drawings, and data.*

PROPOSAL SUBMISSION

HB will use UNM's desired procurement software interface to submit proposals. We have experience using eGordian in collaboration with UNM Comprehensive Cancer Center, and can build on that experience for On-Call projects.

DOCUMENT MANAGEMENT

Our team uses Procore software for project management. This interface provides for consistent tracking of all project documents. We are currently using Procore as a central hub of coordination on two UNM Health System projects.

2. *Proposed plan for insuring that the price proposal, submittals, and documents are complete and accurate.*

Led by Project Manager John Cully, HB will apply the same standard for estimating integrity and document control that we do for large projects. Before submission, all submittals will be reviewed for:

- ✓ Adherence to the contract documents including addendum including Detailed Scope of Work.
- ✓ Adherence to Construction Task Catalog and Gordian ground rules.

3. *Proposed organizational approach for quality control and procedures to ensure that projects are constructed according to the scope of work, standards and specifications.*

Our organization-wide approach to quality consists of:

- ✓ Accuracy in submittal preparation, review, and orders.
- ✓ 100% material verification on site.
- ✓ Pre-closure inspection sign-off procedure.
- ✓ Continuous punchlist methodology, managed and enforced by the HB project team and by HB management.
- ✓ Weekly owner walkthroughs for Owner and Design teams, with punchlist published weekly.

TYPICAL PROPOSAL MECHANISM

Scoping meeting

↓

Scoping letter

↓

Complete quantity takeoff

↓

Subcontractor consultation

↓

Backup/justification for alternative pricing (if needed)

↓

In-person pricing review

↓

Detailed Scope of Work generated

TYPICAL PUNCH LISTS

Wall pre-closure punch

Above ceiling punch

Interior/Exterior work lists

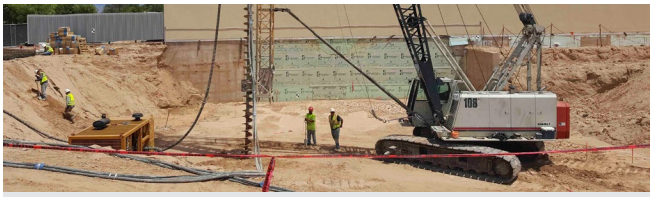
Final punch

4. Explain the firm's approach to safety and procedures that you will follow to insure site safety and accident prevention on all jobs.

START WITH SAFETY

The HB Safety Plan accounts for all aspects of safety planning, training, communication, and on-site verification. Adherence to the HB Safety Plan, as well as all UNM requirements, will be clearly mandated in each subcontract, then communicated and enforced daily. Features of the HB safety approach include:

Safety Leads. At HB, we believe that builders should Start with Safety. In other words, a safe and healthful work environment is the best starting point for construction and project delivery excellence. Those who work safely almost always offer the highest level of quality, organization, and schedule adherence. The same is true of organizations. That's why our safety culture is led by CEO Jason Harrington, who ensures safety stays at the forefront of every meeting agenda, daily plan, and project discussion.



Independent Auditing. HB's safety approach incorporates weekly on-site safety audits to ensure safe practices are executed. Any safety concerns arising from these visits are addressed through formal corrective action. Safety scores, based on number of safe observations, are published company-wide each week to drive safe behaviors.

100% documentation. HB promotes safety coordination and inspection through our project management software, Procore. This integration streamlines inspections and puts safety front and center in our organization. Digital report tracking allows project teams to analyze and improve safety performance through the life of each unique project.

Empowerment through training. Safety Coordinator Dusty Byers is an OSHA-licensed instructor who can perform OSHA 10-Hour, OSHA 30-Hour, and site or equipment-specific safety training.

Continuous Hazard Recognition and Planning. We believe that safety and health incidents on site are simply the result of a lack of training or planning. HB weaves the following priorities into all project coordination:

- ✓ Subcontractor work plans, which are analyzed during our Kickoff and Pre-Installation Meetings.
- ✓ Public right-of-way work and the observed or potential movement of pedestrians and vehicles.
- ✓ Specified Owner work requirements.
- ✓ Emergency response contingencies specific to the location.
- ✓ Vetting of subcontractor OSHA training, work licensing, and equipment operation licensing.
- ✓ Identification of high-risk activities including trenching, crane operation/rigging, overhead work, and others.
- ✓ Infectious disease prevention and response plan. Regardless of current COVID mandates, HB has incorporated long-term cleanliness and infectious disease control measures into our everyday work practices.

PROJECT-LEVEL SAFETY SYSTEMS

At a project like the Operations Center, safety must underpin all planning and coordination activities. Our team will use the following controls to ensure that a thoughtful safety plan is carried out from groundbreaking through closeout:

Bidding and Subcontracting: HB uses company safety policies, EMR, and known safety reputation as primary factors in subcontractor selection. Additionally, all Scope Packages and HB subcontracts will detail project-specific safety protocols. We use a Contract Review Meeting to review the contract and align expectations regarding safety and performance.

Personnel Vetting: Every worker entering the site will be properly vetted and badged according to HB standards. Subcontractors will be required to submit a list of personnel requiring access to the site along with their qualifications to perform work safely. Mandatory Site Orientation training will be a key requirement for access to all UNM sites.

Kickoff: Safety is a major topic of coordination during our Subcontractor Kickoff Meetings. HB will present the approved Site Safety Plan during this time.

Site Orientation: Any individual entering the site will be given a site specific orientation. During this orientation, the Superintendent will communicate site safety and logistic procedures as well as the unique risks present. Required work licenses will also be reviewed during this time. After meeting these requirements, HB will issue a numbered badge signifying the worker's completion of the orientation.

Construction: A host of documented procedures will be used to communicate safety standards and highlight concerns throughout construction. The Superintendent will ensure Daily Task Planning occurs before work begins each day, setting the tone for continuous hazard recognition and reporting. HB uses progressive disciplinary action for any safety violations, ranging from verbal warning and reorientation to dismissal from the jobsite.

Inspection: Dusty Byers will independently audit site safety on a weekly basis, using a checklist to inspect all aspects of HB policy, worker PPE, physical controls, practices, and equipment condition. Jobsites are scored according to safety performance, with reports given directly to HB leadership.

COMPETENT PERSON

Dusty Byers is the competent person responsible for, and capable of, implementing HB's safety and health program.

EMPOWERMENT

Every member of the HB project team, subcontractor workforce, and any other participant is empowered and entrusted to report safety hazards or incidents. Reporting of near-misses or perceived minor issues improves workplace safety for everyone.

HB QUALITY PROGRAM

QUALITY PLANNING, QUALITY EXECUTION
OPERATIONAL EXCELLENCE

HB QUALITY PROGRAM

Table of Contents

I. PURPOSE

The purpose of the HB Quality Program (HBQP) is to improve project delivery and the processes associated with observation, inspection, and execution of quality. We created this plan to be realistic, process-oriented, supportable, and practical for those charged with its implementation. The guidelines specified in this document offer clarity to our subcontractor partners, minimize corrective work in the field, and deliver projects of the highest quality to our clients, executed in strict conformance with the Contract Documents.

Quality planning results in quality execution. At HB, planning and early coordination for every scope of work are given equal priority to construction supervision and inspections. Our full-circle approach also includes the integration of quality requirements with the project schedule. This practice establishes accountability and ensures all team members are fully prepared to deliver quality work. When performed in full, the HBQP will elevate the performance of the Project Team and continue to fulfill HB's goal of *Operational Excellence*, defined by Safety, Quality, Schedule, and Budget excellence.

1. Primary HB Quality Program Goals

- Prevent construction defects from occurring.
- Ensure work conforms to the contract documents and functional performance requirements
- Select and manage qualified, quality-oriented subcontractors.
- Ensure that products and workmanship required by the contract documents are installed correctly by knowledgeable personnel.
- Perform timely inspections and tests by HB, subcontractors, building inspectors, and third-party personnel.
- Achieve a zero or near zero punchlist at substantial completion and reach final completion ahead of the contract deadline.
- Minimize punchlists and re-work throughout construction.
- Ensure warranties are preserved.
- Use Quality to support other three tenets of Operational Excellence: Safety, Schedule, and Budget.

2. HB Staff Responsibilities

All HB Construction field and office personnel must understand the HBQP. All employees are expected to act responsibly and in accordance with these guidelines to improve the services of HB Construction and continually enhance our customer service practices.

At the completion of a project, HB will solicit feedback from our customer and design team about our performance. HB will also request comments from subcontractors and suppliers on ways to improve our communication and support practices.

3. Three Phases of Quality

The HBQP implements three stages of quality: Preconstruction, Construction, and Closeout. Procedures and inspections for all three phases will be implemented for every Definable Feature of Work (DFW).

At the completion of a project, HB will solicit feedback from our customer and design team about our performance. HB will also request comments from subcontractors and suppliers on ways to improve our communication and support practices.

II. ROLES & RESPONSIBILITIES

HB Construction's **Board of Directors** (BOD) is responsible for communicating the importance and need for this program. The board is committed to providing adequate training, support, and resources to ensure HBQP success.

HB Construction's **General Superintendent** and **Director of Project Management** are responsible for communication of the HBQP to HB Project Teams. They will be responsible for the following activities:

- Annual review of the Policy and implementation of company-wide Lessons Learned.
- Conduct site and documentation audits for conformance with HBQP.
- Track evolving Owner and industry quality requirements and advance the HBQP accordingly.
- Support thorough quality documentation using project management software.
- Create and sustain *Better Partnerships* with owners, subcontractors, testing agencies, AHJs, and other consultants.
- Track and communicate *Better Project* practices including lessons learned and best practices identified by HB project teams.

HB Construction's **Project Manager** is responsible for all aspects of contract and subcontract administration. The Project Manager will conduct the following activities:

- Quality Control Matrix generation to include all Definable Features of Work. Matrix will include assigned responsibilities for all internal and external participants.
- Master schedule development and maintenance to include QA/QC activities.
- Submittal generation, review, and submission in accordance with contract documents and HB document management protocols.
- Submission of clear RFIs and change requests to identify design deficiencies and improve constructability.
- With Project Superintendent, conduct project-specific quality reviews including Pre-Enclosure Inspection, Envelope Review, Internal Punchlist, Owner/Architect Punchlist preparation, etc.
- Supervision of Assistant Project Manager, Project Coordinator, or other Project Team staff, who support the above tasks.

HB Construction's **Superintendent** is the on-site quality supervisor charged with communicating QA/QC procedures to HB subcontractors. The Superintendent will conduct the following activities:

- On-site coordination with the Owner, A/E team, subcontractors, inspectors, and testing agencies.
- Scheduling of on-site activities with subcontractors and HB self-performed trade professionals.
- Ensure 100% material conformance to the contract documents and approved submittals.
- Daily inspection and preparation of Issue Items for any non-conforming aspect of work.
- With Project Superintendent, conduct scheduled quality reviews specific to the scope of work. These reviews include but are not limited to: Pre-Enclosure Inspection, Envelope Review, Internal Punchlist, Owner/Architect Punchlist preparation, etc.
- Supervise HB Site Foremen or other staff designated staff, who support the above tasks.

Subcontractors and/or HB in-house trade professionals are responsible for executing the Scope of Work according to the contract documents and applicable building codes. These trade experts will be selected based on best value to the Owner, with criteria including but not limited to: licensing, insurance, safety record, financial capability, established QA/QC Plan, project Staffing Plan, past performance, and complete coverage/understanding of contract documents. Project subcontractors must:

- Adhere to the requirements of HB's HBQP, Responsibility Matrix, and any other project-specific quality plans.
- Designate a Site Quality Representative (SQR) that shall be present at all times the subcontractor is working on-site. The SQR will typically be the subcontractor's foreman.
- Perform daily quality inspections and tests.
- Upon request, submit daily jobsite photos.

III. PRE-CONSTRUCTION

1. QUALITY CONTROL MATRIX

The Project Manager will populate the Quality Control Matrix during the pre-construction phase of the project. The PM will extract all contractual quality control requirements from the construction documents as well as document all internal processes, resulting in an itemized outline of the specific quality control tasks to be performed. This matrix should include specific contract dates, where applicable, and the Definable Features of Work should be included in the Project Schedule to ensure proper sequential implementation.

2. CONSTRUCTABILITY REVIEW

Project teams will create the opportunity, during *project pricing*, to review the construction documents for special construction circumstances or issues in the project's constructability detailing. The intent is to identify any design detailing that would uniquely impact pricing provision or present difficulties or impossibilities to the field team during construction. If a constructability issue is found, the Project Team will generate an RFI to the design team or issue a question during the pricing period for clarification. If a unique design issue is found, the Project Team will communicate with the estimating department to share strategic resolution and ensure cost coverage of that item.

3. PROJECT SPECIFIC SCOPE SHEETS

The Project Team will compile complete Scope Sheets related to the project. These scope sheets outline the typical sequence of execution for that scope and include a list of best practices and lessons learned. Scope sheets will be created and reviewed prior to finalizing Subcontractor Agreements.

4. PRE-CONSTRUCTION MEETING

The Superintendent and Project Manager will conduct a subcontractor Pre-construction Meeting at the jobsite for each subcontractor prior to the start of their Scope of Work. Meeting agenda (attached) will include:

- Establish chain of command; roles and responsibilities.
- Confirm licensure of subcontractor staff, including any training required by the manufacturer.
- Establish weekly project meeting location, time, and expectations.
- Establish Pre-Installation Meeting or other coordination dates.
- Review contract documents and subcontract agreement.
- Review change procedures, including ASI, PCO, and pricing procedures.
- Review billing procedures.
- Review relevant submittals.
- Review material status, mock-up requirements, storage guidelines, and procedures for protection of work.
- Review project schedule and confirm what precedent activities must be complete prior to start of work.
- Review site logistic constraints and site safety challenges.
- Review Testing, Inspections, Permits.

5. BIM

During pre-construction, HB BIM Division services may be used to allow Contractor/Owner/Design team to visualize design issues that can be easily corrected before project's crews and equipment are mobilized. Depending on the level of model in place, a simple fly-thru in preconstruction will provide the field team enough information to streamline site logistics and buildability.

If BIM is in fact agreed to by the team, the Project Manager will work with HB's BIM Director, the Owner, and the design team to create a BIM Execution Plan. The BIM Execution Plan (BxP) will specify the following:

- Major project BIM goals and uses.
- Key Contacts including participating subcontractors and/or third party consultant staff members.
- Project coordination sequence with model approval dates.
- Level of detail, information exchange, software use, and other protocols to ensure seamless coordination between trades.
- Needed meetings and quality control checkpoints.
- Project deliverables with assigned responsibilities and due dates.
- The plan must be signed by participating firms/individuals and returned to HB Construction.

The HB BIM Division may provide an accurate 4D scheduling which will provide the project team with a timeline and visual 3D graphic representation of the project as is proposed to be built. The BIM team may also provide model-based takeoffs to ensure the project is tracking within budget.

6. QUALITY CONTROL SCHEDULE INTEGRATION

The Project Team will integrate all QA/QC tasks into the *Baseline Schedule*. This would include items like product/system mock-ups, product installation quality inspections, material deliveries for quality assurance verification, pre-installation meetings, *Pre-Closure Verifications*, third party or AHJ testing and inspections, and all closeout tasks on a project.

7. DOCUMENTING EXISTING CONDITIONS (AS APPLICABLE)

Depending on the particular scope of work, a designated member of the HB project team will inspect and create a photographic and/or video record that documents existing conditions paying particular attention to pre-existing physical defects. Items to be photographed include:

- Existing structures within or directly adjacent to the construction limits which are to remain
- Adjacent buildings and structures outside the construction limits which may affected by construction activities
- Sidewalks, curbs, paving and drainage structures
- Trees and existing vegetation
- Above-ground utilities
- Operable devices, such as, doors and windows

IV. CONSTRUCTION

1. PRE-INSTALLATION MEETINGS

The HB Superintendent will coordinate, execute, and document pre-installation meetings with subcontractors, design team, Owner, product representatives, and third-party consultants as identified in the Construction Documents. The project team will also hold pre-installation meetings for any additional scopes deemed critical by the Project Team. Topics covered must include:

- Review of the drawings and specifications.
- Review the approved submittals and shop drawings.
- Verification of material delivery.
- Review and acceptance of related/adjacent/precedent scopes of work.
- Review of mock-up.
- Discussion of site logistics and constructability details.
- Review installation quality expectations.
- Establish the timing and scope for the First Work-in-Place Phase and Follow-on Phase inspections including a review of the appropriateness of the applicable inspection checklist
- Check that arrangements have been made for the required tests and inspections with the appropriate parties.
- Discuss qualifications of foreman and crews, construction methods, schedule of installation, tolerances, workmanship, standards and the approach to providing quality work by pre-planning and identifying potential problems, including high moisture field conditions or temperature restraints, as applicable.
- Review safety hazard analysis.
- Confirm required Safety Data Sheets (SDS) are available and readily accessible to work crews.

All pre-installation meetings should be included in the Project Schedule. Use the attached Pre-Installation Meeting Minutes as a guide for meeting agenda and documentation.

2. BUILDING ENVELOPE PRE-INSTALLATION MEETING

The Project Team will coordinate a Pre-Installation Meeting and follow-up for all facets of the building envelope. This coordination and review should be held with all relative subcontractors to ensure detail accuracy, shop drawings, and warranty compliance. Any discrepancies in the contract documents should be clarified through the RFI process. This envelope review should also inform and drive the exterior systems mock-up(s).

3. MOCK-UPS

The Superintendent will coordinate the development of the product or system mock-up for those scopes required by the Construction Documents, and also, as determined necessary by the Project Team. The mock-up shall be reviewed for compliance by the design team prior to commencement on the product installation and approval of the mockup shall be formally documented. Any areas of risk to HB Construction or the subcontractor shall be noted and communicated to the design team for resolution. All mock-up installations shall be included in the Project Schedule.

4. MATERIAL VERIFICATION

The Superintendent will visually verify each material delivery as it arrives on site. The materials will be checked for proper quantities, compliance with the contract documents, including the approved submittal, damage or defect, and that the material is off-loaded and protected for proper storage on the project site. This process will be documented utilizing the Material Verification Template within Procore's Inspection Tool.

1. Using the Inspection Tool, create a new item.

2. Select the Material Delivery Verification under the Quality menu
3. Fill out the applicable information and click “Create” at the bottom of the page.
4. Fill out the template and should any item need corrective action or further documentation, click “Create Observation”.
5. Assign the item an observation type (Quality Control – Corrective Action)
6. Provide issue description and attach a photographic image.
7. Assign a responsible person (subcontractor) to address the deficient item.
8. Save the issue and Procore will email the assigned subcontractor.
9. After distribution to the responsible party, the item should be tracked until it is addressed by the responsible party and closed in Procore by a member of the HB Project Team.

Of particular importance are drywall tapes, drywall joint compounds, mastics, caulking, grout, fasteners, welding supplies, and other consumable or mixed supplies.

During Follow-up inspections/observations, the Superintendent should continue to verify that approved materials are being installed. Unapproved material substitutions should be prevented at all times.

It is best practice to have subcontractors certify, in writing that all materials they procured and delivered to the jobsite continue to conform to project requirements.

5. FIRST WORK IN PLACE MEETING & INSPECTION

A First Work-in-Place Phase meeting and inspection will be accomplished immediately prior to and at commencement of construction of a significant construction activity or Definable Feature of Work (DFW) to ensure compliance with project requirements. This First Work-in-Place meeting and inspection will be conducted by HB’s project superintendent and attended by the following individuals, as appropriate:

1. HB’s Superintendent and subcontractor’s SQR.
2. Owner’s representative
3. Design professional(s)
4. Third party QC consultants hired by the owner, ABC or subcontractors
5. The craft supervisor (either ABC or subcontractor) responsible for the work activity under review
6. Manufacturer’s representatives for building envelope components or other high risk construction assemblies.

ABC’s project superintendent or SCQS will perform the following activities as part of the First Work-in-Place process on each significant construction activity or Definable Feature of Work (DFW.)

1. Review the minutes from the Pre-installation meeting above with the actual installation crew to install the First Work-in-Place
2. Examine and photograph work area to assure all preliminary work has been accomplished.
3. Check dimensions.
4. Verify that all materials are in strict compliance with construction documents, samples, submittals and shop drawings
5. Check for use of defective or damaged materials.
6. Verify that manufacturer’s installation instruction are being followed.
7. Check new work for compliance with construction documents.
8. Review and approve testing and inspection results.
9. Establish the acceptable level of workmanship.
10. Check for omissions and resolve any differences of interpretation.

11. Check safety compliance.
12. Complete the First Work-in-Place Inspection Checklist and inspection form, as applicable.

6. FOLLOW-UP PHASE OR DAILY INSPECTIONS

Follow-up phase inspections will be performed daily. Inspection personnel will continually refer to the standards established in the Pre-installation and First Work In Place Phases above when making these daily inspections/observations.

Follow-up phase (Daily) inspections/observations will:

- Ensure work continues to conform to the construction documents
- Ensure quality of workmanship is maintained
- Ensure required tests and inspections are being performed
- Ensure that non-conforming or deficient work is being corrected
- Ensure work is taking place safely
- Ensure required certifications, calibrations and measurements are accurate

NOTE: Additional Pre-installation and First Work-in-Place Phase inspections will be conducted on the same construction activity if:

- The quality of on-going work is unacceptable
- There are changes to personnel in the responsible third party QC consultant's organization
- There are changes in onsite production supervision or work crews
- Work on a construction activity is resumed after a substantial period of inactivity, or
- Other problems develop

Final Follow-up inspections will be conducted by the Superintendent when conducting the final acceptance walk-through with the owner, architect and consultants (See Section 3.2 above.)

7. NON-CONFORMANCE IDENTIFICATION, TRACKING, AND CORRECTION

A non-conformance, also known as a deficiency, is work that does not meet project requirements. A non-conformance can be either material-related, workmanship related, design-related or a combination thereof. In almost all cases, non-conforming work must be re-worked or corrected.

Whenever a member of HB's Project Team, owner, architect or consultant notes a non-conformance—partially complete or complete—installation of the non-conforming item in question will not continue until the non-conforming work has been corrected and conforms with the requirements of the contract documents.

Non-conforming items will be documented and tracked by the HB Project Team. The Project Team should continuously observe all product installations for overall quality control. Any deficiencies in work or scope installations that require a corrective action, a new Issue Item shall be created within Procore.

1. Using the Observation Tool, create a new item.
2. Assign the item an observation type (Quality Control – Corrective Action)
3. Provide issue description and attach a photographic image.
4. Assign a responsible person (subcontractor) to address the deficient item.
5. Save the issue and Procore will email the assigned subcontractor.
6. After distribution to the responsible party, the item should be tracked until it is addressed by the responsible party and closed in Procore by a member of the HB Project Team.

The Project Team will be responsible for ensuring all corrective action items created within the Observation Tool in Procore are closed out and an issue log should be generated and distributed to and reviewed with all the subcontractors during the project's regular Foreman Meetings.

8. PRE-CLOSURE INSPECTION

For those scopes identified in the Project's Quality Control Matrix, a pre-closure inspection will be performed by the Project Team as well as the Owner, design team, and building inspector as appropriate. These inspections shall be performed prior to the scope being concealed behind or within other scopes of work and are intended to ensure that concealed work has been performed according to the contract documents. All pre-closure inspection dates should be included in the Project Schedule and properly linked to all relevant tasks.

1. Using the Inspection Tool, create a new item.
2. Select the Pre-Closure Inspection under the Quality menu.
3. Fill out the applicable information and click Create at the bottom of the page.
4. Fill out the template and should any item need corrective action or further documentation, click Create Observation.
5. Assign the item an observation type (Quality Control – Corrective Action)
6. Provide issue description and attach a photographic image.
7. Assign a responsible person (subcontractor) to address the deficient item.
8. Save the issue and Procore will email the assigned subcontractor.
9. After distribution to the responsible party, the item should be tracked until it is addressed by the responsible party and closed in Procore by a member of the HB Project Team.

9. TESTING AND INSPECTIONS

All testing and inspections, as required by the Contract Documents as well as those required to achieve a Certificate of Occupancy with the Authority Having Jurisdiction (AHJ), will be broken out and confirmed in the Project's Quality Control Matrix.

The Project Superintendent is responsible for notifying/scheduling all required inspections and testing.

In the case of a failed test or inspection, a new issue item should be created within Procore.

1. Using the Observation Tool, create a new item.
2. Assign the item an observation type (Quality Control – Corrective Action)
3. Provide issue description and attach a photographic image and/or failed inspection report.
4. Assign a responsible person (subcontractor) to address the deficient item.
5. Save the issue and Procore will email the assigned subcontractor.
6. After distribution to the responsible party, the item should be tracked until it is addressed by the responsible party and closed in Procore by a member of the HB Project Team.
7. All testing and inspection dates should be included in the Project Schedule and properly linked to all relevant tasks.

10. PHOTOGRAPHIC VERIFICATION

Inclusion of photographic documentation is critical to all quality control processes and any additional photos taken for documentation, not part of a specific process, should be stored within the Procore Documents folder structure. Photos not tied directly to a Procore process should include a date and time stamp.

11. BIM

HB Construction's BIM Coordination Team is available to assist the Project Team in determining the best possible manner of installation of all the various systems and construction types throughout the construction phase of the project.

V. CLOSEOUT

1. PRE-CLOSEOUT MEETING

A Pre-Closeout Meeting will occur at 75% of overall project completion. Utilizing the *Pre-closeout Meeting Agenda Template* in Procore, each Project Team will conduct a pre-closeout meeting with the relevant members of the design team and Owner representatives in accordance with the Project Criteria Timeline. The intent of the meeting is to confirm the requirements for project closeout and to set milestone dates, based on the Contract, for completion of all closeout items. The pre-closeout meeting will be included in the Project Schedule and properly linked to all relevant tasks.

2. HB CONSTRUCTION PUNCHLIST

HB Construction Project Team members will conduct a punchlist walk of the project to include the building interior, exterior and sitework. The punchlist walk will be performed prior to requesting substantial completion from the design team and a copy of the punchlist items should be transmitted with the substantial completion request to the design team. Completed within Procore, HB Construction's punchlist will be linked to the drawings and include photographic support.

1. Ensure locations for each room, exterior elevations and site areas have been generated in Procore.
2. Using the *Punchlist Tool*, create a new punchlist item.
3. Assign the item a punchlist type (*Internal*).
4. Populate the item's location.
5. Provide punchlist item description and attach a photographic image.
6. Assign a responsible person (subcontractor) to address the deficient item.
7. Save the punchlist item.
8. After all items have been generated within Procore, distribute the punchlist to the assigned person(s).
9. After distribution to the responsible party, the item should be tracked until it is addressed by the responsible party and closed in Procore by a member of the HB Project Team.

For repetitive items, like paint touch-up, a general punchlist item can be created and the specific location marked in the field using blue painter's tape.

The punchlist development and completion timeline will be included in the Project Schedule and properly linked to all relevant tasks.

3. OWNER/ARCHITECT/ENGINEER PUNCHLIST

After the substantial completion request to the design team, HB Construction Project Team members will conduct a punchlist walk with the Owner representatives, Design Team members, and design team consultants to include

the building interior, exterior and sitework. It is important for a member of the HB Construction team be present during the Owner/Design Team punchlist walk. Completed within Procore, the Owner/Design Team punchlist will be linked to the drawings and include photographic support. If separate lists are provided by the design team, the items should be entered into Procore so that each item can be tracked to completion.

1. Ensure locations for each room, exterior elevations and site areas have been generated in Procore.
2. Using the *Punchlist Tool*, create a new punchlist item.
3. Assign the item a punchlist type (*Design*).
4. Populate the item's location.
5. Provide punchlist item description and attach a photographic image.
6. Assign a responsible person (subcontractor) to address the deficient item.
7. Save the punchlist item.
8. After all items have been generated within Procore, distribute the punchlist to the assigned person(s).
9. After distribution to the responsible party, the item should be tracked until it is addressed by the responsible party and closed in Procore by a member of the HB Project Team.

For repetitive items, like paint touch-up, a general punchlist item can be created and the specific location marked in the field using blue painter's tape.

The punchlist development and completion timeline will be included in the Project Schedule and properly linked to all relevant tasks. Once all items are completed, notification should be sent to the Owner/Design Team requesting a final walk for approval of the completed punchlist.

4. COMMISSIONING

If the project has MEP system or LEED commissioning, the HB Project Team should coordinate an introductory meeting with the Commissioning Agent, Owner Representative, Design Team and Consultants, and the relevant subcontracting team members.

The HB Project Team will distribute pre-functional checklists to the subcontractors and collect the completed checklists before transmitting to the Commissioning Agent.

A continuous commissioning issue log will be maintained in Procore, either with direct input from the Commissioning Agent or input by the HB Project Team from a list provided by the Commissioning Agent. This will ensure accountability for the unresolved items and provide a method of tracking until completion by the subcontractor and closure by an HB Project Team member.

1. Using the *Observation Tool*, create a new item.
2. Assign the item an observation type (*Commissioning – Commissioning*).
3. Provide issue description and attach a photographic image.
4. Assign a responsible person (subcontractor) to address the deficient commissioning item.
5. Save the issue and Procore will email the assigned subcontractor.
6. After distribution to the responsible subcontractor, the item should be tracked until it is addressed by the subcontractor and closed in Procore by a member of the HB Project Team.

The HB Project Team will notify the Owner Representative and Commissioning Agent of all equipment startup dates.

The HB Project Team will transmit to the Owner Representative, Design Team and Commissioning Agent, a copy of the completed Test and Balance Report and the completed commissioning issue list prior to the scheduling the commissioning walk-thru.

All commissioning tasks will be included in the Project Schedule and properly linked to relevant tasks.

5. SUBCONTRACTOR GRADING SYSTEM

After project completion, the project team should fill out a subcontractor grading score sheet for each subcontractor on the project. The purpose of the grading system is to increase understanding of past subcontractor performance that will help influence the appropriate utilization of a subcontractor on future HB Construction projects.

6. CLOSEOUT DOCUMENTATION

All closeout documentation will be recorded in the Quality Control Matrix during the pre-construction phase and verified during the Pre-Closeout Meeting. Upon completion of the project's product submittals, the Project Management Team should begin to compile the necessary documents for closeout. Each of the required closeout document timelines should be included in the Project Schedule. Completion of the closeout documentation in a timely, efficient and thorough manner, will leave our clients with a lasting impression of competency and professionalism.

AS-BUILTS

As-builts, both electronic and hard copy, will be maintained concurrent with the project progress. Current drawings should be accessible to all subcontractors through Procore and confirmation of use of the most up-to-date set of drawings should be done at the Project's regular Foreman Meetings and during any pre-installation meeting relating to the install of a particular product or material. HB Construction's BIM Department can assist with electronic as-built drawing maintenance.

At project completion, hard copy as-builts and/or the electronic as-builts should be transmitted to the Design Team in accordance with the contractual closeout requirements.

PROJECT MANUALS (O&Ms, WARRANTY)

Per the requirements outlined in the Contract Documents and verified in the Pre-Closeout Meeting, the Project Team should prepare and transmit project manuals to the Design Team for approval via the submittal process in Procore.

DEMONSTRATION & TRAINING

The Project Team will coordinate demonstration and training presentations to the Owner in accordance with the contract requirements. All products requiring training, per the Specifications, should be documented in the Quality Control Matrix during pre-construction. An agenda template for Demonstration and Training is available within Procore under the *Meetings Tool*. If video recording of the demonstration and training is required, the HB Marketing Department should be contacted and scheduled to perform the videography.

EXTRA MATERIALS

The Project Team will transmit all required attic stock or extra materials as required by the Contract Documents, to the Owner's Representative. Two copies of a formal transmittal will be generated and should include an itemized list with quantities of all materials being transmitted. Both copies should be signed by the person receiving the materials and one copy should be provided to the Owner's Representative while the other copy should be kept and electronically saved into the appropriate Procore Documents folder.

KEYS

Keys for all casework, accessories and other equipment should be transmitted to the Owner's Representative. Two copies of a formal transmittal should be generated and will include an itemized list with quantities of all keys being transmitted. Both copies should be signed by the person receiving the

keys and one copy should be provided to the Owner's Representative while the other copy should be kept and electronically saved into the appropriate Procore Documents folder.

UTILITY TRANSFER

Upon determination of the project's Substantial Completion Certificate, the Project Manager will notify the Owner's Representative, in writing, that all utilities (electric, water, gas, sewer, etc.) need to be transferred out of HB Construction's responsibility and into the Owner's responsibility.

7. FINAL PROJECT PHOTOS

The project Superintendent is responsible for coordinating the date and time for final photography, either with HB Marketing or with an appointed third-party professional. The project Architect should be consulted at the Pre Closeout Meeting regarding combining efforts and/or resources for final photography. The following conditions must be met for final photos:

1. All spaces must be clear of all signs of construction activity, including protective measures, site fencing, unconnected wiring, etc.
2. Furniture and equipment must be placed / installed.
3. Final cleaning must occur.
4. For renovation projects, Existing Condition photos must be taken before work commences. These photos must be consulted to generate accurate "before and after" photos.

Final project photos or videos should be shared with the Owner when possible.

8. OWNER/ARCHITECT SURVEYS

Direct Owner and Architect feedback is a critical to continually improving quality and process. Surveys are to be given to the Owner and Architect at a minimum of two intervals:

1. The project Midpoint, defined as the midpoint between the contractual Notice to Proceed and date of Substantial Completion
2. no less than sixty (60) days after Substantial Completion.

Owner surveys are to be shared directly with the HB Board of Directors, who will determine required actions or changes to policy. HB Marketing is responsible for facilitating survey communication.

When possible, HB project teams should arrange to complete Letters of Recommendation for Architect, Subcontractor, or Owner partners.

VI. POST CONSTRUCTION/WARRANTY

Post-construction/Turnover quality activities start shortly before construction and will be completed and continue through the warranty period established by the contract documents.

1. WARRANTY INTRODUCTION

HB's Warranty Director will initiate introduction to facility management personnel no later than 90% of overall project completion. During this meeting, the Warranty Director will:

- Introduce digital ticketing system.
- Explain HB warranty response procedures.
- Coordinate/schedule appropriate walkthroughs.

2. WARRANTY

HB's standard warranty program (1 year) provides for a single point of contact for all warranty requests. Typically, this will be HB's Warranty Technician assigned to the project. HB will log warranty work order requests, differentiating between maintenance and warranty matters and ensuring prompt response by HB or its subcontractors to warranty issues during the warranty period. All warranty work orders will be tracked with a requirement that there will be closure to each issue. Depending on subcontract requirements, HB may be requested to participate in an inspection of its work 11 months after the date of acceptance.

3. WARRANTY CALL-BACKS DURING THE WARRANTY PERIOD

HB will endeavor to satisfy the warranty and post-construction issues of its customers during the contractual warranty period by following the specific terms and conditions of the construction contract. HB will respond to all warranty work orders within 24 hours, 7 days per week, and requires similar responsiveness on the part of its subcontractors. Emergency conditions will receive immediate response and coordination. It is HB's goal to resolve each warranty call within 30 days after receiving a warranty call-back request and requires a similar commitment on the part of all subcontractors.

4. WARRANTY CALL-BACKS AFTER THE WARRANTY PERIOD

We stand behind our work and take a "customer for life" approach. Although once the warranty period has expired and potentially responsible subcontractors and suppliers may no longer be under a contractual obligation to respond, it is nevertheless HB's goal to try to resolve all further complaints or issues if it is commercially feasible.

PRE-CONSTRUCTION MEETING AGENDA

Project Name:				
Subcontractor/Supplier:				
Date:				
Attendees:				
1	SAFETY			
	A	Safety Preparatory		
		☐	Separate Pre-con. Safety Conference will be conducted prior to subcontractor commencing work on site.	
		☐	Schedule safety orientation for trade contractor crew members.	
		☐	Zero tolerance safety policy will be enforced.	
2	COMMUNICATION			
	A	Establish Chain of Command; roles & responsibilities		
		☐	Identify: project manager, site leader, safety manager, etc.	
			☐	Identify second tier trade contractor and major material suppliers.
			☐	Develop specific responsibilities and levels of authority.
			☐	Identify the lead point of contact for official correspondence.
			☐	Identify points of contact for correspondence.
			☐	Review & understand levels of authority; Verify sub onsite individual w/ authority
			☐	Identify second tier trade contractor and major material suppliers.
		☐	Develop call list: work, mobile, emergency, home, e-mail	
	B	Weekly Project Meetings		
		☐	Establish weekly meeting location, time	
		☐	Review expectations of weekly meeting; Schedule direction, review and proceed with changes as needed	
		☐	Identify who will attend weekly meeting	
	C	Other Meetings		
		☐	Coordination Meetings Required	
		☐	Pre-Installation Meeting	
3	CONTRACT DOCUMENTS			
	A	Review Contract Documents		
		☐	Specifications, Plans, Addenda	
		☐	RFI, ASI, CCD	
		☐	Change Orders	
		☐	Location of trade as-built set of drawings	
4	SUBCONTRACT AGREEMENT			
	A	Review Subcontract Agreement		
5	SCOPE CHANGE PROCEDURE			
	A	Review Procedure for Proceeding on:		
		☐	ASI, CCD, Proposal Requests, Field Extra Work Orders,	
		☐	Subcontractor response time for change order pricing	

6	PAYMENT PROCEDURE		
	A	Review Billing Procedures	
		☐	Review the project billing form and required information with trade contractor.
		☐	Review contracts to determine dates for progress billing cycle
		☐	Identify lien waiver form and requirements for each progress billing.
		☐	Identify stored material billing requirements: off and on site.
		☐	Confirm trade contractor has submitted and met Dawson's insurance requirements.

		☐	Confirm date when trade contractor will have P&P bond in place.	
7	SUBMITTALS			
	A	Review Submittal schedule.		
8	MATERIALS			
	A	Material Status		
		☐	Fabrication & delivery lead time	
		☐	Special conditions required for storing materials on jobsite	
		☐	What materials are at risk for theft? How will they be protected?	
		☐	What materials will be stored off site? If yes, where?	
	B	Mock-Up Requirements		
		☐	Where is mock-up to be located	
		☐	Will mock-up be complete and approved prior to start of work?	
	C	Mold Risk Management		
		☐	Identify any proposed materials that can support the growth of mold.	
		☐	Identify if there are any new market materials that do not support mold growth.	
		☐	Establish precautions to prevent mold growth.	
	D	Protection of Finished Materials		
		☐	What materials must be protected once installed?	
		☐	How will finish materials be protected after they are installed and prior to turnover?	
9	SCHEDULING			
	A	Review Project Schedule		
		☐	Review scheduled activities and durations in the subcontract	
		☐	Review current master and look ahead schedules	
		☐	Confirm what precedent activities must be complete prior to start of work	
		☐	Confirm precedent activities are accepted by subcontractor or date to confirm	
		☐	Identify potential delay issues	
		☐	Review make-up days for weather (Saturdays)	
10	LOGISTICS			
	A	Review Site Logistic Constraints		
		☐	Review site logistics with trade contractor	
		☐	Establish storage areas and delivery entrances for materials	
		☐	Establish vehicle parking off and on site	
		☐	Establish housekeeping rules (clean up of trade generated debris and purpose of composite clean-up crew)	
		☐	Review work rules	
		☐	Establish security perimeter and building security rules	
11	TESTING			
	A	Review Testing Requirements		
		☐	Establish what, when, where, and who (owner, contractor, subcontractor, government) is testing.	
		☐	Establish distribution of test results?	

12	INSPECTIONS, PERMITS, LICENSES		
	A	Inspections--who calls them in?	
	B	Has subcontractor obtained required permits?	
		☐	Identify if any local permits are required prior to start of work
		☐	Identify if any certification of training are required by material manufacturer

	D	Identify Quality Control lead for Trade Contractor		
		☐	Review response time line and procedure for discrepancy lists, failed inspections, etc.	
13	OTHER ITEMS			
	A			
	B			
	C			
	D			

NON-CONFORMANCE REPORT

PROJECT NAME:

DATE:

TO SUBCONTRACTOR:

FROM:

RE:

DATE OF INSPECTION:		**TIME OF INSPECTION:**	
INSPECTOR:			
TRADE ITEM:		**SPECIFICATION SECTION:**	
LOCATION:			
EXPLANATION OF NON-CONFORMANCE:			

Be advised that you are hereby directed to cease the non-conforming work indicated above and to correct the non-conformance by the date of the re-inspection indicated below. Failure to do so may result in a directive tostop all or part of your work in this area. If applicable and until corrective action is completed, no monies will be paid for the non-conforming work. The cost of all corrective action will be borne by you.

DATE RE-INSPECTION REQUESTED:		**ACTUAL DATE OF RE-INSPECTION:**	
TIME:		**TIME:**	

Accepted:	**Rejected:**
EXPLANATION OF REJECTION: (Photographs of the corrected condition must be attached)	

Signed: _____ Date: _____

HB CONSTRUCTION PRE-INSTALLATION MEETING

SPEC SECTION	DATE

Project Name	DEFINABLE FEATURE OF WORK		

PERSONNEL PRESENT

NAME	POSITION	COMPANY

SUBMITTALS

REVIEW SUBMITTALS AND/OR SUBMITTAL REGISTER. HAVE ALL SUBMITTALS BEEN APPROVED? YES NO

IF NO, WHAT ITEMS HAVE NOT BEEN SUBMITTED?

ARE ALL MATERIALS ON HAND? YES NO

IF NO, WHAT ITEMS ARE MISSING?

CHECK APPROVED SUBMITTALS AGAINST DELIVERED MATERIAL. (THIS SHOULD BE DONE AS MATERIAL ARRIVES.)

COMMENTS:

MATERIAL STORAGE

ARE MATERIALS STORED PROPERLY? YES NO

IF NO, WHAT ACTION IS TAKEN?

SPECIFICATIONS

REVIEW EACH PARAGRAPH OF SPECIFICATIONS.

DISCUSS PROCEDURE FOR ACCOMPLISHING THE WORK.

CLARIFY ANY DIFFERENCES.

PRELIMINARY WORK & PERMITS

ENSURE PRELIMINARY WORK IS CORRECT AND PERMITS ARE ON FILE.

IF NOT, WHAT ACTION IS TAKEN?

TESTING	IDENTIFY TEST TO BE PERFORMED, FREQUENCY, AND BY WHOM. _____
	WHEN REQUIRED? _____
	WHERE REQUIRED? _____
	REVIEW TESTING PLAN. _____
	HAS TEST FACILITIES BEEN APPROVED? _____
SAFETY	REVIEW ACTIVITY HAZARD ANALYSIS AND APPLICABLE SAFETY STANDARDS _____
MEETING COMMENTS	COMMENTS DURING MEETING.
	_____ NAME

FIRST WORK IN PLACE REVIEW

SPEC SECTION	DATE

JOB NAME	DEFINABLE FEATURE OF WORK		

PERSONNEL PRESENT

NAME	POSITION	COMPANY

PROCEDURE CONFORMANCE

IDENTIFIY FULL COMPLIANCE WITH PROCEDURES IDENTIFIED AT PREPARATORY. COORDINATE PLANS, SPECIFICATIONS, AND SUBMITTALS.

COMMENTS: _____

PRELIMINARY WORK

ENSURE PRELIMINARY WORK IS COMPLETE AND CORRECT. IF NOT, WHAT ACTION IS TAKEN?

WORKMANSHIP

ESTABLISH LEVEL OF WORKMANSHIP.

WHERE IS WORK LOCATED? _____

IS SAMPLE PANEL REQUIRED? YES NO

WILL THE INIITAL WORK BE CONSIDERED AS A SAMPLE? YES NO

(IF YES, MAINTAIN IN PRESENT CONDITION AS LONG AS POSSIBLE AND DESCRIBE LOCATION OF SAMPLE) _____

RESOLUTION

RESOLVE ANY DIFFERENCES.

COMMENTS: _____

CHECK SAFETY

REVIEW JOB CONDITIONS

COMMENTS: _____

OTHER

OTHER ITEMS OR REMARKS

_____

NAME

PRE-CLOSURE INSPECTION FORM

Project No.:		
Project Name:		
Location		
By signing below, the signatories certify that all Work to be covered up has been installed in strict accordance with theContract Documents and applicable codes.		
Subcontractor Names:	**Subcontractor Signatures**	**Date:**
Electrical		
Mechanical/Plumbing		
Security		
Data/Communication		
Fire Caulking		
Insulator		
Fire Protection		
Control/Data		
Other		
Other		
Other		
In addition, the attached photos document the results of this inspection. Photos to be taken by a GC representative. Attach inspection documentation from state or local officials verifying inspection.		
This form is to be used to document all systems and sub-systems that have been installed in accordance with Contract Documents and applicable Codes.		

HB SAFETY PROGRAM

POLICIES & PROCEDURES

HB SAFETY PROGRAM

Table of Contents

I. SAFETY POLICY STATEMNT

HB Construction is committed to providing a safe and healthy working environment for our employees, clients, and subcontractors.

Safety is of the utmost importance to us in order to protect not only our staff and subcontractors, but those living near, working on, or visiting one of our sites. HB Construction takes a proactive approach to safety, incorporating multiple layers of strategies designed to ensure the safety of everyone who steps foot on one of our jobsites.

Our goal of achieving compliance with OSHA statutory regulations, relating to employee health and safety, are met through cooperation and participation. This program will be reviewed semiannually to determine the overall success in meeting all goals and objectives to ensure deficiencies are identified, the program is appropriately revised, and that all aspects of the program are constantly evolving and moving in a proactive direction.

Employees and subcontractors are expected to perform their respective job duties in a manner that is safe for themselves and those around them. Employees and subcontractors are required to comply with all safety and health policies, procedures and regulations established by HB Construction, our clients, Federal or State OSHA, and any non-standard site-specific procedures or policies.

HB Construction is renowned for the caliber of our safety programs and our reputation for maintaining safe jobsites. As part of our commitment to our Incident and Injury Free vision, our project team challenges the status quo to improve our safety management systems. We demand and develop safety skills, behaviors, and attitudes in everyone we work with. Our unyielding approach to safety has earned us an EMR that is superior to the industry average.

Jason Harrington
CEO
HB Construction

II. ROLES & RESPONSIBILITIES

The HB Construction **Safety Director** and team is responsible for providing resources and guidance for the development, maintenance and implementation of the safety and health process and all policies or procedures with it.

The Safety Director and employees are responsible and will be held accountable for the overall implementation of the working policies and procedures. The Safety Director has the authority to delegate any or all portions of the program to employees, but will be held accountable for the overall performance of the process.

Management personnel are responsible and will be held accountable to ensure that all employees under their control follow all safety and health policies, procedures, and rules or regulations established by HB Construction. They are also responsible for administering training and guidance to employees under their direction. Management personnel have the authority to reprimand and recommend disciplinary actions against employees that violate the safety and health policies of HB Construction.

Employees are responsible and will be held accountable for providing HB Construction with a commitment to safety abiding by the policies, procedures, rules set forth by HB Construction. Employees must be actively involved in the process to assist in providing a safe and healthful workplace for all involved.

This safety policy is for both direct and indirect employees, it applies to all parties individually and companies contracted to conduct work with or for HB Construction. With OSHA, NIOSH and ANSI standards acting as the minimum required regulations, the policies and procedures provided herein shall supersede all other policies provided by contracted companies or clients. Exceptions to these policies and procedures will only be made when provided with a standard, policy or procedure that exceeds those set forth by HB Construction. Upon these occurrences prior to any changes being made final, all information will be provided to the HB Construction Safety Director for further review and judgment on implementation or deviation from current HB Construction policy.

Superintendent and Supervisor's Responsibilities

Safety is as much a part of the superintendent's or supervisor's responsibility, as that of getting the job done efficiently. The superintendent or supervisor in charge is ultimately responsible for site and employee safety throughout the life of the project. Important responsibilities for the superintendent or supervisor include, but are not limited to:

- Use simple, easily understood instructions. Follow up to ensure compliance with those instructions. And provide coaching when and where necessary.
- Correct or have corrected all reported hazards, immediately. Operating under known hazardous conditions will not be tolerated.
- Do not permit new or inexperienced employees to work with power tools or complex equipment without proper instruction and supervision.
- Ensure that proper tools, and/or equipment are available for the job at hand, and that they are in safe and proper operating condition prior to use.
- Ensure that proper PPE (Personal Protective Equipment) is available and that employees use it when required. As a supervisor, always set a good example using all required PPE.
- Do not allow the use of unsafe tools or equipment. As a supervisor, it is your responsibility to ensure your employees have the necessary and proper tools for the job.
- Consistently enforce the Safety Policies and its rules, equally and fairly.
- Ensure that all employees under your supervision have been provided with a copy of the safety and health policies, and that you have reviewed these with them, prior to commencement of their work.

- Encourage safety suggestions, reporting of hazardous conditions/equipment from employees under your supervision.
- Participate in making an Emergency Action Plan to obtain prompt first aid or emergency services for injured employees on your site.
- Immediately after rendering first aid for an injured employee, perform an investigation to determine root cause of all incidents. Determine what occurred and what will be necessary to prevent the reoccurrence. Report all injuries or illness to the safety director immediately.
- Provide or arrange to have on-the-job training or refresher training provided for those in need, or when and if new equipment or procedures are in place.

Employee's and Subcontractor Responsibilities

All employees and subcontractors are responsible and accountable for the overall environmental safety and health process, and aiding in the success of the safety program. All employees and subcontractors must be aware of their actions, be in an alert, coherent, mental state, be physically fit for their job and its conditions, and maintain a proper attitude for their work requirements and the job requirements overall as this will directly affect the safety of each employee.

Employee and subcontractor responsibilities include but are not limited to:

- Employees and subcontractors need to know their job, follow instructions, and think before you act. If questions or concerns arise prior to or throughout the process of a task or scope of work regarding the overall safety of an employee, task or surrounding environment, the employee or task shall stop work immediately and consult with the HB Construction superintendent or supervisor on site.
- Always stop work if you are unsure, in doubt, need help, or, are unclear of your duties, job requirements or equipment usage, until a clear and proper answer is obtained from the HB Construction superintendent or supervisor.
- Use PPE as required for the work that you are performing.
- Work according to good safety practices, as posted, instructed, and discussed.
- Refrain from any unsafe act that might endanger themselves or fellow workers.
- Use all safety devices provided for their protection, or as required for the job at hand.
- Report any unsafe situation or act to their supervisor or safety director immediately, and refrain from continuing the job until it is safe to do so.
- Follow the safety policy and refer to it with any questions.
- Never operate any machinery or equipment that you are not familiar with or trained to operate, or equipment that is defective or in need of repair. It is your responsibility to immediately notify your supervisor of any machinery or equipment that you find is unsafe, defective or in need of repair until it has been removed, repaired or replaced.
- Regardless of severity report all accidents, injuries, or near miss incidents, as soon as they occur. All of the occurrences must be reported to your supervisor immediately.

III. TRAINING & SAFETY MEETINGS

Weekly safety meetings are to be held by HB Construction with every employee on site. An employee sign in sheet shall be used to verify the topic of discussion and those in attendance. A copy of the sign in sheet shall be provided to the HB Construction safety director at the end of each month.

Discussions of new safety rules, possible hazards to be encountered, or changes in procedures or equipment are examples of some topics which should be covered.

Employee Training & Record Keeping

Training will be provided to employees of HB Construction and will include, but is not limited to:

1. CPR/1st Aid
2. OSHA 10 Construction- All HB Employees
3. OSHA 30 Construction – All HB Superintendents
4. Hazard Recognition
5. Accident Reporting/investigation
6. Job site safety
7. Hazard Communication
8. Forklift
9. Fall Protection
10. Ladder and scaffold safety

The Safety Director is responsible for ensuring this training is conducted in timely and proper manner for all current and new hire HB Construction employees.

Subcontractors are responsible for training of all employees scheduled to perform work on a HB Construction project. Prior to the start of work, employee training records shall be provided to the HB Construction superintendent or supervisor. Records for any employee that will be operating motorized or powered equipment, specialty tools, and/ or working in an IDLH (Immediate Danger to Life & Health) atmosphere shall be on hand for immediate reference.

Employees performing work without these records on hand will be immediately stopped, and work postponed until records have been provided. These delays or impacts will be at the time and expense of the subcontractor responsible for providing such training and associated records.

Disciplinary Actions

The success of this safety program is dependent on cooperation and compliance with established safety rules, regulations, policies, etc.

First Safety Infraction:
Management, supervisors and workers who break or disregard safety and/or health rules or established work procedures will be required to attend verbal reorientation. This reorientation will be conducted by the HB Construction superintendent or safety director to cover the affected area(s) for the initial infraction.

Second Safety Infraction:

This will result in a written warning to the employee signed by both the employee's supervisor and the HB Construction superintendent or supervisor. The written warning will contain: the rule violation. The employee will then be required to attend safety training on the infraction and provide documentation to the HB Superintendent and safety director.

Third Safety Infraction:

These violations will be referred to the HB Construction Safety Director and other associated HB Construction management for immediate review. During this review process the employee in violation will be required to leave the job site temporarily, and pending the result of the management review, may result in permanent dismissal or removal from the job site or company.

Certain infractions or violations of the regulating safety policies and procedures (HB Construction, OSHA, NIOSH, ANSI, or owner/ site/ task specific) are grounds for immediate dismissal upon first violation without further review or notice. These types of violations include but are not limited to: Sexual/ Verbal/ Racial/ or Physical Harassment, Fighting, Possession or Use of a Firearm or Recreational Knife, Use or Abuse of Alcohol and/or Drugs, Committing and act that endangers their life or the lives of those working around them, Blatant disregard for any IDLH safety policy or procedure, etc.

Should an employee believe that he/she is being requested to perform a task that disregards established safety rules or otherwise hazardous work, that employee has the right to refuse to perform the task without fear of retaliation or penalty. To establish a safe procedure, the topic will be discussed with the employee, their respective supervisor, and the HB Construction superintendent or supervisor on site.

Statutory Safety and Health Requirements

It is HB Construction's policy to achieve voluntary compliance with the OSHA Safety and Health Requirements. Supervisors will be familiar with these requirements and work diligently to meet the stated objectives. HB Construction will maintain a partnership with OHSA actively looking for ways to improve the safety culture within the company.

Hazardous Health and Safety Condition Control

- Employees shall notify the HB Construction superintendent or supervisor on site of hazardous conditions. Employees will not suffer reprisal for reporting a hazardous condition.
- All employees are encouraged, and required to report any unsafe conditions observed or noted.
- In the case the HB Construction superintendent or supervisor on site is unable to establish an acceptable plan of remediation, the HB Construction Safety Director will provide direction on how to proceed.

Recognized Hazard Correction

Superintendents will coordinate efforts with management and employees for the correction and control of recognized hazards.

Where and when feasible, engineering controls shall be implemented to eliminate hazards or provide prevention of a hazard. HB Construction will provide Personal Protective Equipment (PPE) to protect its internal employees and any site visitors against identified hazards.

Subcontractors are responsible for providing the appropriate PPE to their respective employees per the task each employee will be performing. The HB Construction superintendent or supervisor will perform a job hazard analysis to ultimately determine the type and extent of PPE necessary for each job or task.

Management will establish safety and health rules and safe work procedures for general employee activities as a means of administrative controls. Management, supervisors and employees will read and implement these procedures and rules in their everyday activities.

Report newly identified hazards to the superintendent. The hazard will be evaluated and assessed, and procedures implemented to prevent possible health and safety problems. Employees shall be thoroughly trained regarding the hazards they may be exposed to.

Accident and Near-miss Incidents

Employees shall report accidents, near-miss incidents and injury/illness immediately, to their supervisor or the HB Construction superintendent/ supervisor. The supervisor will report incidents requiring reporting (those requiring intervention beyond First Aid) within 24 hours of the incident, and in full compliance with all stated regulations for accident, injury or illness reporting. Incidents not requiring reporting (First Aid) will be investigated to determine cause and corrective action. All injuries and illness will be recorded per regulatory standards, trends will be monitored to identify common causes, and necessary corrective actions taken to mitigate future reoccurrence.

Failure to report an incident and/or near-miss incident will result in disciplinary action up to and including termination and may also result in a denial of worker's compensation benefits and/or loss of payment.

IV. SITE SAFETY

Pre-Task Safety Training & Planning

All work shall be discussed and documented with employees prior to the start of work each day. Employees assigned to tasks that require additional or more extensive safety requirements shall receive all necessary instruction, training, equipment or tools, and PPE from their supervisor prior to being assigned to and starting work. Employees should notify their supervisor if they have not received proper training on any equipment or tools required to perform the task, have training in or general knowledge on how to perform the task assigned, or generally do not feel comfortable performing the task. A Daily and/ or High Hazard Pre Task Safety Plan shall be filled out, have signatures from all associated employees.

High Hazard Activities

No high hazard activities which possess an IDLH environment or task shall be conducted without this document transferred to and reviewed by the HB Construction superintendent/ supervisor on site and the Safety Director. Where and when necessary all other trades/ subcontractors and associated employees, and or adjacent buildings or structures which are conducting normal daily business that are working in, near, or attached to the High Hazard work area where those employees or the work they are performing may be affected, are to be notified in writing a minimum of 24 hours in advance so they may adjust their respective work plan as necessary to avoid any unforeseen safety issues. Deviation from this standard may result in the immediate stoppage of work, with the High Hazard activities being shut down until further review by all affected parties can be conducted and a clear path forward defined and accepted.

P.P.E.

Employees are required to inspect their personal protective equipment before each use. If equipment shows signs of excessive wear or damage, DO NOT USE IT. Ask for a replacement immediately.

Workers will not be assigned, allowed, or required to work alone in areas where hazardous conditions exist that could endanger his/her safety, unless he/she can communicate with others; be heard or be seen.

Drinking Water

Drinking water will be in sanitary metal or plastic "cooler type" containers, clearly labeled as to its contents. A common drinking cup is prohibited. Disposable drinking cups and a container for their disposal will be available.

Facilities

Toilet facilities are furnished, no less than one for every twenty workers. When necessary gender specific, or ADA compliant facilities will also be provided.

Warning Signs, Signals, and Barricades

Warning signs, signals, and barricades will be posted to alert workers and the public of construction hazards. These hazard safeguards shall be adhered to at all times. Crossing through, over, under, or dismantling these safeguards is strictly prohibited and will result in disciplinary action. Only those subcontractors or employees associated with the hazard area shall modify or remove these safeguards, and shall perform consistent/ routine maintenance on all guarding or signage in place.

Housekeeping Procedures

Daily cleanup shall be performed in all work areas, materials storage or handling areas, site offices, and common areas/ walkways. All trash and scraps shall be picked up throughout the working day with a final cleanup at the end of each day. No work area, temporary office space, materials storage/ handling area, or common area/ walking path should be left cluttered or obstructed in any way. All areas shall be clean and ready for the following day's work, and maintained throughout each working day. Work in any area shall be stopped immediately when it is deemed hazardous due to clutter, trash/ scraps, or other misc. materials or equipment that impede the overall safety of those employees working in or around it. Work shall not commence until that area has been cleaned to the satisfaction of the HB Construction superintendent/ supervisor and/ or Safety Director.

Trash and Recycling

Trash and recycling areas and mass collection containers shall be provided by HB Construction and designated/ organized per site; please consult with the superintendent or supervisor assigned to the project for location and segregation requirements. HB Construction will also provide a number of smaller trash containers for daily task clean up or general trash use, however for those trades creating a larger amount of waste over a shorter span of time will be required to supply/ provide waste bins or containers of their own, respective to their scope of work, and at their own cost.

Equipment and Material Storage

Equipment and materials stored at heights or levels above "ground level" must be at least 6 feet from the edge of the floor. They must also be out of major walking paths or work areas where they may pose an obstruction to an emergency exit. All materials at these heights or levels shall be secured to prevent accidental dislodging to the level below. All materials on "ground level" or outside the building shall be stored in a safe and secure manner, out of walking/ driving paths or work areas at all times. No materials shall be stored at a stacked height of more than 6 feet, and all flammable materials shall be appropriately marked, segregated, and secured away from vehicles/ equipment and buildings.

Company Vehicles and Equipment

Company owned vehicles and/ or equipment are the only vehicles allowed to park on the site premises (within site fencing and/or permitted construction property boundaries). Unless otherwise advised by the HB Construction superintendent or supervisor on site, or the project dictates other such requirements. All company owned vehicles and equipment shall be parked away from the building as often as possible, out of main walking or driving paths, and shall never block a building or site access point unless an alternate means of egress has been established. All general employees will be required to park in designated site staff parking areas that will be decided on and established by the HB Construction superintendent or supervisor on site.

Traffic Safety Laws

Site speed limit and traffic safety laws apply to all personnel on the project equally, and apply to both regular vehicles as well as heavy/ mobilized equipment. Established speed limit on a HB Construction project is 5mph. Any heavy/ mobilized equipment in general transport or transporting materials, to and from the project and are doing so outside project permitted boundaries, shall have a vehicle or employee escort at all times. These escorts shall be trained in proper traffic safety and employ all necessary signage/ flagging, lighting, PPE, etc. when participating in these types of procedures. Large or oversized loads being transported around the project, while within site boundaries, shall also have an escort to ensure clear path and safety of those employees or work areas within the path of transportation. No horseplay while operating equipment will be tolerated. No passengers shall ride on (standing/ sitting/ or otherwise) a piece of equipment or vehicle that does not have a designated passenger seat with its own safety devices.

Smoking and Vaping

Smoking and vaping is prohibited at all times on all of HB Construction's project sites. Smoking inside buildings, restroom facilities, temporary office or storage trailers, and/ or near flammable materials is strictly prohibited at all times.

Material Receiving and Storage

Receiving and storage of materials shall be planned with the HB Construction superintendent or supervisor on site, 48 hours in advance whenever possible, with no less than a 24-hour notice. All materials being received are the responsibility of the subcontractor or employee that placed the original order, and shall be on site whenever possible to receive ordered materials directly. In the instance that the originator of the order is not available and coordination has been made with HB Construction staff on site to receive materials on their behalf; at no time will HB Construction be responsible for missing, damaged, incorrect, or unprotected materials being received on behalf of the subcontractor or employee. Furthermore, short or long term storage shall be coordinated with the HB Construction superintendent or supervisor on site to ensure materials are stored in a safe area. Once placed in the designated area the protection, security, and cleanliness of this area are the responsibility of the subcontractor who owns the material until it has been installed in its final designed or engineered location. NOTE: Depending on project location, HB Construction may add overall site security measures to ensure overall safety and security of the job site and all materials and/or equipment within its boundaries. This will be on an "as needed" basis only.

Equipment Maintenance Program

Superintendents will be responsible for monitoring the condition of company owned or rented equipment maintenance. The condition of company owned or rented equipment shall be recorded and records maintained until the completion of the project. Daily, pre-use inspections shall be performed and documented by any and all employees who will be operating a piece of equipment. all operators of heavy, mobilized or specialty equipment shall be trained in the safe and proper operation of that equipment and training records shall be on site for immediate use or referral.

Postings

Job site postings should accommodate the following material, and be accessible to all employees:

1. Copy of Safety and Health Protection on the Job (OSHA Poster)
2. Emergency numbers of fire department, ambulance, hospital and clinics
3. State Worker's Compensation Act Poster
4. Safety Posters & Job Safety Rules
5. Location of Safety Programs (GHS, Confined Space Entry, etc.)
6. Location and time of "All Hands Safety Meetings"
7. Any site-specific critical hazards.

Analysis

1. The Safety Director, or an employee designated, will review and analyze all records and documentation pertaining to the safety and health programs to each respective project. Ultimately, the responsibility for ensuring the analysis is performed is that of the Safety Director.
2. This review will be conducted on a Quarterly Basis, each March, June, September, and December of each calendar year. It will focus on hazard analysis and recognition of developing trends. Trend analysis will identify recurring accidents and near miss incidents resulting in, or having the potential to involving, injury, illness, and/or property damage. The analysis will also recognize repeat hazards/violations needing corrective action to establish what program component needs to be addressed or corrected.

3. Supervisors will provide information and make recommendations for corrective measures, for trends developing in their area. Employees will be made aware of developing trends and hazard exposures as they are recognized. Trends of accidents or hazard recurrences will be a focal point for corrective action and employee training as needed. Corrective measures will be followed by the Safety Director or the employee designated, until the causing factor(s) has been eliminated or controlled.
4. Employee training records will also be reviewed on a regular basis to ensure an adequate and effective training program is maintained.

Mobile Devices and Technology

The use of mobile phones or other electronic devices will be restricted to only those employees designated by each subcontractor as “supervisory”. All other employees shall leave all cell phones, tablets, computers, cameras, and other technology in their vehicles at all times or to only be used during breaks, for emergencies, or for work purposes.

V. FIRST AID AND MEDICAL SERVICES

It is HB Construction's Policy to assure that a job is as safe as possible. All employees working on a HB Construction project are required to report all injuries immediately, no matter how minor, to their direct supervisor as well as the HB Construction superintendent/ supervisor on site.

HB Construction does not provide medical facilities/ coverage beyond first aid support and/ or supplies on the jobsites that have access to public emergency medical response within 3-5 minutes. When jobsites are outside of this limitation, HB Construction will ensure that enough trained first aid responders are on site, and appropriate additional equipment and/ or supplies are available for use by the trained first responders. HB Construction will provide contact information and directions to the nearest emergency facility in the site office.

Injury/Illness Reporting: All job-related injuries and illness must be reported to a supervisor immediately. Failure to do so will result in disciplinary action up to and including termination and may also result in a denial of worker's compensation benefits.

OSHA Reporting

29 CFR 1904.8 requires that employers will report the following to OSHA:

Within 8 Hours: Work related fatality

Within 24 hours: Work related hospitalization, amputation, or loss of an eye.

Notification shall include: Employer's name, location of incident, time of incident, number of fatalities or hospitalized employees, contact person, phone number, brief description of incident.

These incidents shall also be reported to the HB Construction Safety Director immediately, who shall follow up within 24 hours of notice to perform an in person site or incident audit and investigation. The Safety Director shall also advise other HB Construction management members as necessary for additional support with affected employee family support and medical services, media and public relations, and/ or other industry regulating agencies.

Upon these types of incidents, the job site shall be shut down in its entirety until all affected employees have been treated, affected areas barricaded or safe guarded from further incident, investigations have been performed, witness statements taken, photographs of the incident area taken, and a complete site audit for other hazard areas has been performed and all hazards mitigated.

Transportation

No injured or ill employee shall transport themselves to an emergency or treatment facility. All injured or ill employees shall report to their supervisor and be transported in person by that supervisor to the emergency or treatment facility. Use of suitable means of transporting for non-emergency injuries and/or illnesses to a treatment facility is acceptable only if the person is mobile and has a non-life-threatening injury or illness. If the person is not mobile, generally unresponsive, has more severe injuries or is experiencing a more severe illness, or the extent of severity is at all questionable emergency services shall be contacted immediately.

Injury Management

An employee who has sustained an on-the-job injury or illness (beyond first aid) may return to work only with a physician or physician's assistant written permission. Any work restrictions and limitations must be listed.

Employees with work restrictions due to casts, braces, etc., or who require crutches may not return to work unless permitted by special review of the individual's case.

Employees involved in incidents and/or significant near miss incidents will be required to undergo a drug test as soon as is reasonably possible following the incident.

Medical Recordkeeping & Incident Reports

The safety-related reports concerning occupational injury and/or illnesses shall be properly and timely executed and maintained. Immediately forward copies to the Safety Director, and when the Safety Director deems necessary the Safety Director shall perform an investigation of their own in support of any initial investigations.

OSHA 300 LOG (Yearly Summary of Occupational Injury & Illness)

The Safety Director or designee will update this log as required after each injury is reported, and is to be posted on bulletin boards from February 1 through April 30 of each year on each job site.

Accident Injury Investigation Report

The immediate supervisor of the employee completes this report within 4 hours of the incident. This report shall be filled out and filed with HB Construction for all injuries or property damage within 8 hours and forward to the Safety Director by end of business on the day of the injury. Copies shall be kept on file. (NOTE: Photos shall be taken immediately and whenever possible for visual confirmation or reference.)

Employer's First Report of Injury (Worker's Compensation Form)

This form will be conducted only by the Safety Director or designee. Use this form to advise the insurance company of a Worker's Compensation claim. Complete this report, in detail, as soon as possible after an injury occurs. A copy shall be kept on file.

Notice To Doctor/Release Form

The attending physician must provide and complete this form. It must be returned to the superintendent before the individual returns to work.

VI. EMERGENCY ACTION PLANNING & RESPONSE

Plan Development is mandatory and shall be conducted, coordinated, and controlled by the HB Construction project specific team assigned to each respective project. Consultation from the contracted owner, architectural firm, and surrounding emergency response facilities shall be conducted whenever possible. Plan development shall be completed and ready for implementation no later than two weeks after initial site mobilization.

Implementation shall take place no later than two weeks after initial site mobilization, and shall be an ever evolving plan. Upon each subcontractor's mobilization they shall be educated on the most current Emergency Action & Response Plan directly and only by HB Construction on site staff. Each subcontractor shall designate one supervisory employee as their main point of contact, who will be responsible for their respective trade or employees in case of an emergency, and/ or who may be required to participate in a portion of the response plan.

Areas of coverage shall include but not be limited to:

- Floor plans of each level posted at each main egress point, with Emergency Exit locations and directions of travel clearly marked.
- An abbreviated copy of the emergency action plan with associated contact information shall also be posted at the main egress points to each level.
- Main site access points shall be clearly marked and unblocked.
- Define emergency pathways when or where necessary to ensure unobstructed path to exits. Define procedures for alerting fellow workers as well as supervisory personnel.
- Define assembly areas respective to exit points from the building or area, and have all employees remain in area until employee head counts have been received.
- Employees shall immediately report any noted missing co-workers and their last known location. And at no time shall an employee re-enter the evacuated building or area for any reason and are required to wait for emergency response personnel to clear the area for re-entry.
- Establish a response control team with various supervisors from a variety of subcontractors. This will ensure participation, knowledge, and overall response time in case of emergency.
- Conduct period "mock ups'
- Emergencies and evacuations for training purposes and include local emergency/ first responders as often as possible.

VII. HAZARD COMMUNICATION AND GHS PROGRAM

This program follows the requirement set forth in OSHA 1910.1200 “Hazard Communication” and is consistent with the provisions of the United Nations Globally Harmonized System of Classification and Labeling of Chemicals (GHS) Revision 3. by providing information to subcontractors and HB Construction employees, concerning chemical products to which they may be exposed as follows:

HB Construction will:

1. Maintain a list of all hazardous chemicals to be used in the workplace or jobsite, these chemicals will have corresponding SDS sheets wherever the chemical is present.
2. Train employees on and make available Safety Data Sheets (SDS) for all chemicals used.
3. Provide Hazard Communication and GHS training to employees.
4. All subcontractors will be required to meet HB Constructions Hazard Communication Program requirements.

Listing of chemical products:

1. HB Construction shall maintain a list of all chemical products used in the execution of work. All subcontractors must give the HB Construction a copy of their chemical list before starting work.
2. Potential health exposures and hazards related to a particular chemical must be evaluated prior to use and employees trained on the hazards, SDS sheets etc.
3. All chemicals must be listed in a fashion that the SDS sheets correlate.
4. HB Construction will obtain the SDS from all chemical suppliers, and keep a copy of the chemical list and the SDS on site readily available for all employees & subcontractors.

Labels and Other Forms of Warning:

1. All chemical products brought on site shall be properly labeled by the manufacturer in English and any other languages needed. If labels are not provided, they shall not be allowed on site. All chemical labels shall provide the following information:

a. Product identifier
b. Signal word
c. Hazard statement(s)
d. Pictogram(s)
e. Precautionary statement(s)
f. Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.

2. Signs or placards shall be posted in chemical storage areas to identify all materials and potential hazards.
3. Secondary container labeling shall refer to OSHA 1910.1200 (f)

Health, Safety and Emergency Procedures

HB Construction shall have a safety data sheet in the workplace for each hazardous chemical which they use. To ensure that required information is available and accessible during an emergency, such as a chemical spill, the following information shall be made available to employees, local, State or Federal authorities upon request:

All SDS will contain the following and be in this specific format:

- Section 1, Identification
- Section 2, Hazard(s) identification
- Section 3, Composition/information on ingredients
- Section 4, First-aid measures
- Section 5, Fire-fighting measures
- Section 6, Accidental release measures
- Section 7, Handling and storage
- Section 8, Exposure controls/personal protection
- Section 9, Physical and chemical properties
- Section 10, Stability and reactivity
- Section 11, Toxicological information
- Section 12, Ecological information
- Section 13, Disposal considerations
- Section 14, Transport information
- Section 15, Regulatory information
- Section 16, Other information, including date of preparation or last revision

Training

No employee may be exposed to or handle chemicals on a work site unless properly trained. Employees will be trained initially upon hire and then as needed when new chemicals are added or procedures change. Subcontractors will be informed of the precautionary measures prior to starting activity. The training will be done by HB Construction. The training program will provide the following information:

1. Requirements of the Hazard Communication Policy.
2. Locations of all chemical products used during day-to-day operations.
3. Locations where hazardous chemicals will be used.
4. Location and availability of Safety Data Sheets (SDS) and chemical inventory list to include those of subcontractors.
5. Interpretation of SDS data and what is required to be on an SDS and chemical labeling, physical and health hazards of the chemicals.
6. Observation techniques to detect the presence of a chemical spill or accidental release into the work area as an SDS specifies.
7. Methodologies to enable employees to protect themselves, such as work procedures, emergency procedures and personal protective equipment as the SDS specifies.
8. Emergency response procedures.
9. Health hazards of the chemicals
10. Measures employees are to take to protect themselves from the chemicals.
11. The details of the program.

VIII. PERSONAL PROTECTIVE EQUIPMENT

Supervisors, employees, and all visitors are required to wear PPE as it is required by OSHA regulations and this written Safety Program.

1. All employees will fully comply with HB Construction Safety and Health Rules and State and Federal OSHA Standards.
2. HB Construction employees will be provided a hard hat, safety vest, gloves, safety glasses, and ear plugs upon hire. Employees, maintenance and general upkeep of these items are the responsibility of each employee. Replacements shall be provided on an as needed basis due to damage, loss, or task specific requirement. For visitors, all visitors are responsible for general maintenance and upkeep of these items while on site and in possession of them during their site visit.
3. Subcontractor employees are to come and be prepared with all the necessary and appropriate PPE to enter the job site and perform the various tasks of their respective scope(s) of work. All subcontractor employee PPE shall be provided by, maintained, and reissued by that company which employs that employee. At no time will HB Construction be responsible for providing subcontractor employees with PPE to perform their contracted, day-to-day work.
4. All employees and visitors will be required to wear the appropriate footwear to enter the site. This footwear shall be a full coverage leather work shoe. Where and as necessary it may be required for employees performing certain tasks to use specialty shoes that provide added protection such as electrical shock isolation, or safety toes. At no time will tennis, below ankle, open toed, or high heeled shoes be acceptable forms of footwear.
5. Hard hats shall meet all applicable regulatory standards and requirements for use (per current OSHA, NIOSH, ANSI standards). They shall be in good visual and physical condition, with no serious or extremely damaging cracks or scratches. They should also be clean of any chemicals, solvents, glues or other acidic type liquids, foams or powders that may solidify on or eat through the surface. All internal support systems should be clean and in good working condition, providing the appropriate amount of suspension and adjustment. If at any time a hard hat has been dropped from extreme height, crushed or warped from excessive heat, has received severe damage or abuse of any kind, it shall be replaced immediately.
6. Safety glasses and other forms of eye protection shall meet all applicable regulatory standards and requirements for use (per current OSHA, NIOSH, ANSI standards). They shall be in good visual and physical condition, with no serious scratching, hazing, cracking, penetrations, or general deformity. Glasses being worn shall consistently apply/ coincide to the environment in which the employee is working or task that is being performed During certain job related tasks such as grinding, cutting, welding, use of compressed air, or those tasks which may produce flying particles and/ or debris, a full-face shield or hood shall be worn. All face shields or hoods shall also comply with all regulatory standards, and be in good visual and physical condition.
7. Ear or hearing protection shall meet all applicable regulatory standards and requirements for use (per current OSHA, NIOSH, ANSI standards). It shall be worn on an as needed basis, and is mandatory when performing a task where excessively high noise levels will be present. All employees shall apply hearing protection to their respective task(s) with noise levels exceeding 85 DBA regardless of the duration. They shall also be aware of their surroundings at all times and apply hearing protection where and as necessary to protect themselves and those working around them. HB Construction shall provide hearing conservation testing and remediation for HB employees, in compliance with all regulatory standards, within working environments or tasks in which excessively high noise levels will be present. It is recommended that employees always carry a set of ear plugs with them throughout their working day.
8. Gloves and hand protection shall be worn on an as needed basis, and is mandatory when performing a task where handling of sharp, jagged, fragile/ breakable, or chemical material is necessary. All employees shall apply hand protection practices to their respective task(s) per all applicable regulatory standards. During welding or torch cutting procedures, structural/ non-structural metal or store front framing and/or fabrication,

sheet or heavy metal fabrication, the handling of glass, or handling of hazardous chemicals glove use will be mandatory. All gloves in use shall comply with all applicable regulatory standards and requirements for their respective and intended use (per current OSHA, NIOSH, ANSI standards).

9. Safety vests and hi-visibility clothing shall be worn at all times and the color green is mandatory when performing a task where certain visibility of employees is required. All subcontractors and respective employees directly involved with tasks such as (but not limited to) excavation, dirt/ earth work, landscaping, concrete work, crane operation or hoisting of materials and/ or equipment, or general site traffic control, shall be required wear a safety vest or hi-visibility clothing at all times. All subcontractors and respective employees not directly associated with these types of tasks will be required to wear a safety vest or hi-visibility clothing on an as needed basis per the task they are performing; or as the HB Construction superintendent/ supervisor on site advises them to do so based on concerns of employee safety.
10. 1Respiratory protection shall be worn on an as needed basis, or may be mandatory per the task the employee is performing. All dust, filtration, or respirator masks shall meet all applicable standards for type and use (per current OSHA, NIOSH, ANSI standards). General dust and filtration masks shall be one use and then disposed of. No dirty or clogged masks shall be used. All employees required to use half or full face respirators shall have completed a respirator use training and fit test, with documentation provided to the HB Construction superintendent/ supervisor on site. Employees are also required to be aware of their surrounds and recommended to use proper respiration protection when working around other activities which may cause respiratory concerns. The on-site HB Construction superintendent or supervisor may also require employees to use respiratory protection at any time if they so feel it is necessary for the protection of the employee, or the environment within the task being performed has warranted that respiratory protection is required.

Any employee that is observed working without the proper and required PPE will be immediately direct to stop work and advised to retain the proper and required PPE prior to returning to work.

IX. CRANE & RIGGING SAFETY

All crane lifts will require 24-hour notice be given to the HB Construction superintendent or supervisor on site for proper planning and coordination. A "Crane Lift Plan" and copies of all operators, signalman, rigger and equipment certifications and inspections shall be filled out and filed with the HB Construction superintendent prior to the start of any crane lifting procedure.

Prior to Crane Lift Activities

1. The crane and all its attached or attachable components shall be inspected on an annual basis and before each use. A copy of the annual inspection certification shall be provided along with the operator's certification/ license to HB Construction prior to use.
2. A competent person shall inspect all hoisting equipment before and during use, to make sure it is in safe operating condition.
3. A competent person will inspect all rigging, wire rope, slings, shackles, etc. Before each use, and take damaged rigging and equipment out of service as necessary.
4. All wire rope, shackles, rings, master links and other rigging hardware must be capable of supporting at least five times the maximum intended load. All rotation resistant rope (slings) shall be capable of supporting at least ten times the maximum load.
5. Remove rigging equipment when not in use.
6. Do not secure wire rope by knots.
7. Eye splices made in wire rope will have at least 3 full tucks and will not be formed by wire rope clips or knots.
8. Wire rope, used in hoisting or lowering loads, shall be 1 continuous piece without knot or splice.
9. Rated capacities for rigging shall be per OSHA CFR 1926.251 H-1 through H-17.
10. Barricade all accessible areas within the swing radius of a rotating crane to prevent entry.
11. A fire extinguisher shall be available in cabs of hoisting equipment.
12. Minimum clearance between electrical lines under 50 kv and any part of the crane or load shall be at least 10 feet.
13. Minimum clearance between electrical lines over 50 kv and any part of the crane or load shall
14. Be 10 feet plus 1 inch for each 1 kv, or twice the length of the line insulator.
15. Consider all overhead wires energized unless the utility company authorities indicate that it is not, and it is visibly grounded. The anti-two block devices, which prevent contact between the load block or headache ball and the boom tip or head pulley, shall be maintained in good working order.
16. The load line hoist drum shall have a system or device on the power train, other than the load hoist brake, which regulates the lowering rate of speed of the hoist mechanism (controlled load lowering).
17. Free fall of loads is prohibited.
18. Use taglines whenever possible when lifting or guiding loads.
19. Rate load capacities recommended operating speeds, and special hazard warnings shall be conspicuously posted on all equipment.
20. Employees are never allowed to ride or pass under loads.
21. Use softeners whenever there is a possibility of damage to slings or wire rope.
22. All employees associated with a crane lift shall be properly trained in current crane lifting and rigging procedures, including hand signals and general communication.
23. All employees associated with a crane lift shall wear a safety vest or hi-visibility clothing and always maintain as clear and direct site-line to the operator and load as possible.
24. All employees working at elevated heights in association with a crane lift shall be use fall protection and prevention measures whenever it is required or possible.

Only ONE (1) employee shall be designated as the signalman at all times. Relays may be necessary to ensure proper communication back to the crane operator when loss of vision to the load occurs, however all communication should be constant and through a single, trained, source to the crane operator to ensure consistent, open and clear signaling or directions.

Wind speeds will be monitored consistently during any lift. The crane operator or HB Construction will terminate a lift when wind speeds pose imminent danger. Acceptable wind speeds will be up to 20mph. No lifts will be permitted with wind speeds over 20mph.

X. FALL PREVENTION AND PROTECTION

Fall Protection Training will be provided to each employee that may be assigned to work more than 6 feet above the ground or level below. Training will be completed before new employees are assigned to duties where fall hazards exist, and on an annual interval basis.

Personal Fall Arrest System & Component Requirements

1. A Personal Fall Arrest System (PFAS) consisting of a full Body harness, shock absorbing lanyard and anchor point, are mandatory for all work performed over 6 feet from the ground or next lower level not addressed by alternate means such guardrails, warning lines or a safety monitor system.
2. Lifelines when used, will be at least 5/8-inch nylon rope and capable of withstanding a tensile loading of 5000 pounds.
3. Lanyards All lanyards shall be of the shock absorbing style with no more than a 6ft. fully extended length. All lanyards shall have large tie back hooks with safety guards/ clasps to ensure hooks cannot accidentally open.
4. Lifelines and lanyards shall be secured above the point of operation to an anchorage or structural member capable of supporting a minimum dead weight of at least 5000 pounds or 2 times the maximum intended load.
5. Body harnesses, lanyards and lifelines will be rigged to prevent a fall of no more than 6 feet from any portion of an upper level or roof. Slack and tension of lifelines will be adjusted and maintained at all times to prevent employees from traveling beyond the edge of the roofs when used as a fall restraint and/or prevent contact with any surface below.
6. When accessing the upper level or roof surface from a ladder, scaffold system or aerial lift, lanyards shall be attached to lifelines before stepping onto the upper level or roof surface.
7. Safety harnesses, lanyards lifelines and anchor points will be inspected daily, before use and maintained in good working condition. Equipment found to have defects must be immediately replaced. Field repair of fall protection equipment is strictly prohibited.

Fall protection Plan

The purpose of this plan is to ensure that every employee who works for or under the authority of HB Construction, directly or indirectly, recognizes workplace fall hazards and takes the appropriate measures to address and protect themselves and others against those hazards.

Open Hole Covers: Secure temporary covers against displacement. All unused openings in floors, temporary or permanent shall be completely planked over, guarded with guardrails, and clearly marked as a hole. Hole covers must be capable of withstanding 2 times their intended load. All holes 2’ and greater in diameter must be covered.

Guardrail Systems: Guardrail systems shall always comply with all regulatory standards. Upon implementation of a guardrail system, it shall be capable of withstanding (without failure) a 200-pound load within any outward or downward direction. It shall have a top rail at a height no less than 42 inches (plus or minus up to 3 inches) from the floor surface it is mounted to, with a mid-rail at 21inches (plus or minus 3 inches, withstand 150 pounds outward downward), and a toe board (minimum of 3 inches withstand 50 pounds) at the bottom to prevent materials from being displaced over any unprotected edge to a lower level. No guardrails shall be removed without appropriate warning or hazard signage being posted, adequate fall protection measures being implemented, and the HB Construction superintendent or supervisor on site being made aware of such an occurrence prior to the removal of the barrier or guardrail system.

Warning Line Systems: Shall be used on all roof or floor areas where a leading-edge hazard exists. All warning lines shall be clearly marked, visible, and always maintained. All warning lines shall be established 15 feet from all leading edges to a maximum of 6 feet as roofing work may designate.

All employees working in or associated with a task that poses a fall hazard shall wear the appropriate fall protection and adhere to all fall protection policies and procedures associated with that area or task, at all times.

Constant awareness of and respect for fall hazards and compliance with all safety rules are a condition of employment.

XI. LADDER USE AND SAFETY

HB Construction will provide a training program for all internal employees using ladders before being assigned to tasks requiring ladder use. This training will be provided on an annual basis. Training will enable each employee to recognize hazards related to ladders and give procedures that will minimize these hazards.

1. Employees shall be trained by a competent person in the following:
    a. The nature of ladder use fall hazards in the work area.
    b. The proper construction, use, placement, and care in handling of ladders.
    c. The maximum intended load-carrying capacities of ladders.
    d. Good work practices for safe ladder use and placement.

2. All ladders, including job made ladders, will be capable of supporting at least 4 times the maximum intended load.
3. A competent person must inspect all ladders for visible defects regularly and after any occurrence that could affect safe use.
4. Inspect all ladders before use, store in safe locations, and maintain in good condition.
5. Ladders with defects must be marked "Do Not Use".
6. Never tie or fasten ladders together to provide longer sections unless specifically designed for such use.
7. Stepladders shall have a metal spreader or locking device to hold the front and back sections in an open position during use, as well as metal slide guides to hold the two sections together.
8. The surface of ladders will be coated or maintained to prevent injury from punctures or lacerations, slip/ falls, and to prevent snagging of clothing.
9. Identification or warning labels shall be placed on the side rail, and shall be visible at all times.
10. Keep ladders free of oil, grease and other slipping hazards.
11. Only use ladders for their designed purpose.
12. Use portable extension ladders at an angle where the horizontal distance from the top support to the foot of the ladder is 1/4 of the working length of the ladder. (Example: The base of a 20-ft. ladder should be 5’ from the structure.)
13. Portable ladder side rails must extend at least 3 feet above the upper landing surface when used to access an upper landing surface, and shall be secured at both the top and bottom.
14. If the length or designed use of the ladder is limited and adequate access to the work area or landing surface cannot be reached by safe means, the task shall be re-evaluated and other equipment shall be implemented when necessary to achieve safe and adequate access.
15. Only use ladders on stable, level surfaces and secured to prevent displacement.
16. Secure ladders to prevent accidental displacement by work activities or traffic, or add barricades to keep activities or traffic away from the ladder.
17. Keep the area around the top and bottom of ladders clear.
18. Place the top of a portable extension ladder so that the two rails are supported equally.
19. Never move, shift, or extend a ladder while it is occupied.
20. Use ladders with non-conductive side rails where the employee or the ladder could contact exposed energized electrical equipment.
21. Never use, stand or sit on the top rung.
22. The user shall face the ladder when ascending or descending. All workers shall use, at least one hand to grasp the ladder when moving up or down. (3 points of contact) And employees shall not carry objects or loads that could cause them to lose balance and fall, or general alter the 3 points of contact rule**.**

XII. SCAFFOLD SAFETY

HB Construction shall provide to all internal employees prior to the use of any type of scaffold for direction or general use purposes, proper training covering safe erection and use practices. All employees internal to HB Construction, or those working for a subcontractor, while performing work on HB Construction projects shall be properly trained in the safe work practices respective to general use and/or erection of scaffolds depending on appropriate to the employee's scope of work.

Scaffold Erection, Inspection & General Use

- All Scaffolding shall be erected under the supervision of a competent person, and all inspections shall be performed by a competent person prior to use each day. Scaffold erection, inspection, and use shall comply with this document and all other regulatory requirements at all times.
- Scaffold platforms over 10 feet from the ground or lower level, will be equipped with guardrails, mid-rails and toe-boards. Toe-boards will be required over any entrance no matter the height of the scaffold.
- Guardrails will be capable of supporting 200 pounds capacity and approximately 42 inches from the working platform.
- Mid-rails will be capable of supporting 100 pounds capacity and evenly spaced between the guardrail and the toe-board, (Approximately 21 inches from the walking/working surface.)
- Toe-boards will be a minimum of 3 ½ inches in height.
- Scaffol platforms shall be constructed with only scaffold grade lumber.
- Assemble scaffolds on a secure and level footing and maintain level plumb. All assembly and disassembly processes shall be performed with fall protection policies and procedures in use as often as possible.
- Maintain scaffold platforms free of slippery conditions and accumulation of excessive materials, tools and debris at all times.
- For 36" wide scaffold over 26' in height, shall be securely braced or attached to the building at an interval or 3:1 not to exceed 20' horizontally and 30 feet vertically.
- Use of ladders shall be implemented on all scaffolds for safe access to working platforms at all times. All ladders shall be secured at the top and bottom, and extend 3 feet past the accessible working platform at all times.
- Climbing cross braces to access working platforms, shall be strictly prohibited.
- Ladder rungs must be no less than 11 ½ inches wide horizontally and no more than 16 ¾ inches apart vertically.
- The first rung of the ladder will not be more than 24" from the ground or floor surface the scaffold is on.

Scaffold Framing & Platform Construction

- All scaffold, work platform systems, or temporary stairs shall be constructed on hard packed, level ground at all times, and out of walking or driving paths whenever possible.
- Scaffold erection/ construction shall only be performed by qualified personnel trained in the proper safe work practices, general construction of, and inspection of the scaffold system being constructed or modified.
- Each platform on all working levels of scaffolds shall be fully planked or decked between the front uprights and the guardrail supports as follows:

    1. Install each platform unit so the space between adjacent units and the space between the platform and the uprights is no more than 1 inch wide.
    2. The requirement to provide full planking or decking also applies to platforms used solely as walkways, stairs, or during scaffold erection or dismantling.

- Except as provided, each scaffold platform and walkway shall be at least 24 inches wide.
- Where the area is too narrow for platforms and walkways to be at least 24 inches wide, platforms and walkways shall be as wide as feasible.
- Employees on such platforms and walkways shall be protected from fall hazards by the use of guardrails and/or personal fall arrest systems.
- The front edge of all platforms shall not be more than 12 inches (18 inches for plastering) from the face of the work, unless guardrail systems are erected along the front edge or personal fall arrest systems are used.
- The ends of platforms unless cleated or otherwise restrained, shall extend over the centerline of its support at least 6 inches.
- Each end of a platform 10 feet or less in length shall not extend over its support more than 12 inches. Exception: If the platform is designed and installed to support employees and materials without tipping, or has guardrails which block employee access to the cantilevered end.
- On scaffolds where platforms are overlapping to create a long platform, the overlap shall occur only over supports, and shall not be less than 12 inches unless the platforms are nailed together or otherwise restrained to prevent movement.
- At points of a scaffold where the platform changes direction, (turning a corner), platforms resting on a bearer, at an angle other than a right angle, will be laid first. Platforms at right angles over the same bearer will be laid second, on top of the first platform.
- Do not cover wood platforms with opaque finishes. Platform edges may be covered or marked for identification.
- Scaffold components by different manufacturers shall not be intermixed unless the components fit together without force and the user maintains the structural integrity of the scaffold.
- Do not modify scaffold components by different manufacturers in order to intermix them unless a competent person determines the resulting scaffold is structurally sound.
- Scaffold components made of dissimilar metals shall not be used together unless a competent person has determined that galvanic action will not reduce the strength of any component to a level below that required.

General Access & Use

Direct Access to or from another surface shall be used only when the scaffold is not more than 14 inches horizontally and not more than 24 inches vertically from the other surface.

Access to, or use of a scaffold system of any kind, for any purpose, or length of time by employees who have not been adequately trained to the safe use requirements stated within this document and/or any other regulatory requirements, shall be restricted and strictly prohibited.

Inspection tags shall always be applied appropriate to the current status of the scaffold system. When a red, “Danger”, “NO ACCESS” tag has been posted it shall provide a description warning of the hazards present. NO employees shall be allowed to access a scaffold system tagged in such a way with direct, authorized, approval from the inspector or owner of the equipment who has posted the tag.

Scaffold Use

1. Never load a scaffold or scaffold components over the maximum intended loads or rated capacities.
2. A competent person shall inspect scaffolds and scaffold components before and after each work shift, and after any occurrence that could affect structural integrity. Upon a completed inspection a tag shall be applied at the access point, reflecting the current status of the scaffold system and available of use.
3. Immediately replace or repair any part of a scaffold that is damaged or weakened.

4. Scaffolds shall not be erected, used, dismantled, altered, or moved near energized power lines, unless necessary for performance of work. Then only after the utility company or electrical system operator has been notified of the need to work closer and the lines have been de-energized, relocated, or protective coverings installed to prevent contact.
5. A competent, qualified person will erect, move, dismantle, or alter scaffolding.
6. Never work on scaffolds covered with snow, ice, or other slippery material except as necessary for removal of such materials.
7. When hoisting or swinging loads onto or near scaffolds, use taglines to control the loads at all times and ensure a secured safe area below to protect against falling debris.
8. Never work on or from scaffolds in storms or high winds. Exception: When protected by a personal fall arrest system or wind screens certified by a competent person.
9. Never let debris accumulate on platforms.
10. Never use makeshift devices on top of scaffold platforms to increase the working height.
11. Ladders are acceptable to increase the working height of employees, only on large area scaffolds with the approval of a competent person.
12. Platforms shall not deflect more than 1/60 of the span when loaded. (2 inches for every 10 feet)
13. All tools and materials used or stored on the work platform area shall be always secured against accidental displacement to a lower level.

XIII. HAND AND POWER TOOL SAFETY

Tools shall be used according to their designed purpose and at no time shall be used for other than that. Improper use of a tool for any other purpose than it's designed use shall result in the immediate stoppage of work, employees removal from the project and possible termination of employment.

All tools regardless of type or intended use shall be inspected for safe and proper operation, free of any broken or loose parts, prior to use. All tools found to have serious damage and may pose a hazard shall be removed from service immediately, tagged out of service, and set aside for the necessary repairs to be made.

All tools shall be stored in safe, secure locations when not in use throughout the working day and at the end of each day.

All tools provided or designed from the factory with safety shields or guards of any kind shall be used with such safety devices in place at all times. (Exceptions for removal or altered use shall be approved only by the HB Construction superintendent or supervisor on site, and only for task specific purposes.) Removal of these devices for any reason without proper authorization shall be strictly prohibited.

All tools shall be maintained and repaired according to the manufacturers specification or requirements, and shall only be repaired by trained and certified technicians and/ or repair shops.

Specialty tools or tools that pose a higher hazard level, and require user specific training shall be conducted prior to the use of such tools. Employees found to be using these types of tools, for any reason without proper training and/or certifications shall be immediately stopped.

Powder actuated tools shall be handled with extreme care at all times, and only those employees properly trained to use such tools shall be allowed to. All unused rounds shall be disposed of properly (according to manufacturer and/ or OSHA recommendations) or returned to a secure storage area away from all working or common areas and sources of high heat or open flame. Practices to avoid accidental discharge shall be implemented at all times.

Pneumatic or hydraulically actuated tools shall be handled with extreme care at all times, and only those employees trained in proper use of such tools shall be allowed to use them. All fittings, hoses or other parts associated with these types of tools or supporting systems of, shall be in safe working condition at all times.

All electrically powered tools shall be in safe working condition at all times, with no potential for electrical shock. All outer cases and/or cords shall be free from any cracks, cuts, tears, or other defects that may cause electrical shock.

PPE associated with specific pieces or types of tools, as prescribed by the manufacturer, this document, and/ or all other regulating agencies, shall be implemented and worn at all times as necessary.

XIV. VEHICLE & EQUIPMENT USE

Applicable Vehicles or Equipment (Company Owned or Rented)

- All regular, street driven, DOT approved highway, vehicles.
- Aerial Lifts:
  - Scissor
  - Snorkel/ Boom
- Earthmoving
  - Skid Steer
  - Backhoe
  - Loader
  - Grader
  - Scraper
  - Excavator
  - Dump Trucks/ Material
  - Haulers
- Forklifts
  - Reach
  - All-terrain
  - Warehouse
  - Straight Mast
  - Truck/ Tail Back
  - Trencher/ Trenching
- Paving or Concrete
  - Rollers
  - Rolling Compactors
  - Jumping Jack Compactors
  - Mixers
  - Finishers
  - Planters

General Operational Guidelines

1. All company owned, rental vehicles or mobile equipment shall be registered and insured according to all state and federal government regulations at all times.
2. All employees shall be trained and certified in the proper inspection and safe operation of the vehicle or piece of equipment they will be operating. Operator certifications shall be provided to the HB Construction superintendent
3. All company owned, rental vehicles, and/ or mobile equipment shall be inspected prior to use. All vehicles or equipment shall be in good and proper, physical and/or mechanical, working condition as it was manufactured. All safety devices shall be in good and proper working condition, with any malfunctioning or defective devices noted and repaired prior to use. Vehicles or equipment with electrical, mechanical, hydraulic/ fluid, ROPS issues shall be removed from service immediately and all necessary repairs made prior to use.
4. All damage or operational issues that arise during use shall be immediately documented and reported to the supervisor in ownership of that vehicle or piece of equipment. It is the express and sole responsibility of the operator to report such issues immediately, address any repairs that need to be made, and remove the vehicle or piece of equipment from service if necessary.
5. All servicing or fueling of equipment shall be performed outside and away from the building whenever possible. If this is not achievable it is the responsibility of the vehicle or equipment owner and/or operator to safeguard the surrounding area as required by the regulations within this document and all other regulatory standards.
6. Any employee observed operating a vehicle or piece of equipment without proper, accepted, training or certifications shall be immediately stopped and removed from the vehicle or piece of equipment. Verification of training shall be provided to the HB Construction superintendent or supervisor on site prior to the start of work, and shall be available at any time upon inquiry during operation directly from the operator.
7. Any employee observed operating a vehicle or piece of equipment in an improper or unsafe manner shall be immediately stopped and removed from the vehicle or piece of equipment.

8. All loads shall be lowered to the ground whenever possible, with no loads being left suspended for extended time periods without an operator present and in control at all times.
9. All loads shall be properly secured against accidental displacement to a lower level at all times.
10. Operators of equipment which are hoisting loads for any purpose shall remain at the controls of the equipment used for the hoisting activity at all times. No operator shall be allowed to walk away from a suspended load.
11. When operating a vehicle or piece of equipment that provides a seat belt or other type of passive restraint system, these systems shall be used as designed by all operators at all times.
12. No passengers shall be allowed to ride on or in a vehicle or piece of equipment that does not have a factory installed passenger seat with additional passenger restraint systems.
13. For those vehicles or pieces of equipment that do provide such capabilities, there must be an appropriate amount of additional seating and restraint systems for the number of passengers present, and all passengers much apply proper designed use of the restraint systems provided.
14. Deviation from any of the above by any employee, without proper exception from the HB Construction superintendent/ supervisor on site or the Safety Director, shall result in immediate disciplinary action up to and including termination of employment.

Pre-Use Inspection

1. A complete inspection of the piece of equipment or vehicle to be used shall be performed, documented, and filed with the HB Construction site office, prior to the start of work or use of the equipment.
2. Refer to and ensure that all factory prescribed and scheduled maintenance and/or repairs are being performed and recorded.
3. Test vehicle or equipment controls before every use, and determine that controls are in safe working condition. Check for fluid leaks, any corroded or unsecured electrical connections, and ensure that all factory/ manufacturer installed safety devices are in place and in proper working condition.
4. All tools and/ or materials being used while a vehicle or piece of equipment is in use shall be secured from accidental displacement at all times.
5. All walking/ working surfaces of the aerial lifts shall remain clean and clear of all debris, trash, scraps, tools, or materials at all times.
6. Only authorized employees shall operate a company owned or rented vehicle or piece of equipment.
7. Refer to the manufacturer's requirements for fall protection depending on the type of equipment in use.
8. Vehicle or equipment load and/ or reach limits shall be observed and strictly followed at all times.
9. All vehicle lights, back up alarms, forward or warning horns, parking brakes, windshields, tires, and all roll over protection systems (ROPS), shall be free from serious damage and/ or defect and shall be in proper operational condition at all times. Any defects or damage to these components shall be reported immediately and the vehicle or piece of equipment removed from service until appropriate repairs have been made. All damage or repairs made to these components shall be documented whenever possible.

Special Requirements for Aerial Lifts (Snorkel/ Boom or Scissor)

1. Snorkel type lifts require a personal fall arrest system and 100% tie off at the provided anchor point inside the basket, at all times.
2. All employees regardless of task involvement, assigned to work with or in/ on this type of lift shall be properly trained and certified prior to use.
3. All reach and/or load capacity limits shall be strictly followed at all times.
4. The lift shall not be used as a general or alternate means of relocating or transporting materials, and those materials that are to be used during a task shall be secured from accidental displacement at all times.

5. Careful consideration and planning shall be performed prior to the use of a snorkel type lift to ensure a clear travel path, work area, and necessary protection measures taken to protect surround areas depending on location of work to be performed and associated placement of the lift.
6. All ground surfaces shall be packed and flat whenever possible to ensure equipment stability. Traveling over extremely rough terrain, placement of the lift that blocks a means of egress without proper safeguards in place, and/ or placement of the lift for task specific purposes on extremely uneven or soft/ unpacked ground shall be strictly prohibited.

XV. EXCAVATION & TRENCHING

All excavations or trenching activities shall follow the requirements within this document and/or all other regulatory agencies to ensure that all employees involved with such tasks are applying safe work practices and working within a safe environment at all times. Deviation from these or other regulations shall be strictly prohibited, resulting in immediate disciplinary action up to and including termination of employment and/or contract.

Determination and location of all underground utility installations, such as sewer, telephone, fuel, electric, water lines, etc., which are expected during excavation work, shall be performed prior to the start of work. Each subcontractor which will be required to perform such work per their respective contractual scope, regardless of depth, shall be held expressly responsible for the determination and location of all utilities which may be located in their work area. At no time shall HB Construction be held accountable for the determination or locating of such utilities when it does not directly apply to work being performed by HB Construction employees, nor will HB Construction be held liable for any lost time, materials or general cost associated with damaged utilities that were not properly spotted prior to the start of work. All subcontractors are responsible to contact the appropriate companies or owners, to ensure this requirement has been met prior to the start of work. Any work being performed without this requirement having been fulfilled shall be strictly prohibited.

Measure all trench and excavation depths from the base of the cavity to the top of the adjacent material (spoil, dirt, rock, etc.) pile.

For all excavations or trenches which will be at a depth of more than 4 feet, prior to any excavation or trenching activities starting an “Excavation & Trenching Permit” shall be filled out and filed with the HB Construction superintendent or supervisor on site. No work shall be performed on these types of excavations or trenches until this document has been completed.

All soil conditions shall be considered type ‘C’ and when at a depth of 5 feet or more shall be shored, sloped, or protected as necessary to prevent cave-in.

All excavations or trenches where these prevention measures are necessary/ required, sloping shall be a minimum ratio of 1 1/2:1, and shoring systems shall meet all the applicable requirements set forth within this document and all other regulations, with metal shoring systems being used whenever possible.

All trenching or excavations being performed where underground utilities may be present shall require that a spotter be assigned to assist the equipment operator in predetermining and locating underground utilities throughout the trenching or excavation dig process.

In trench excavations, 4 feet or more in depth, a means of egress shall be provided to workers within 25 feet of lateral travel.

Workers are never permitted under loads handled by lifting or digging equipment. Operators shall remain in the cabs of equipment being loaded or unloaded, until the task being performed has been completed and suspended loads can or have been brought to the ground. At no time shall it be acceptable for an operator to leave a suspended load.

If vehicle operators do not have a clear and direct view of the edge of the excavation, a warning system shall be used (such as barricades, mechanical signals or stop logs).

In excavations where oxygen deficiency or a hazardous atmosphere exists or could be expected exist, the atmosphere in the excavation shall be tested before employees enter.

Emergency rescue equipment, such as breathing apparatus, safety harness and line, basket stretcher, etc., shall be available and attended where hazardous atmospheric conditions exist or may reasonably be expected to develop.

Employees entering bell-bottom pier holes or similar deep and confined footing excavations shall wear a harness with a lifeline securely attached.

Employees shall not work in excavations where there is accumulated water, or where water is accumulating, unless adequate precautions are in place to protect the employee.

Provide support systems such as shoring, bracing or underpinning where excavation operations endanger the stability of adjoining buildings, walls or other structures.

Always provide a support system when sidewalks, pavements, etc. are undermined. Provide adequate protection to protect employees from loose rock or soil.

Materials, equipment, and/ or spoils shall be kept at least 2 feet from the edge of excavations.

A competent person will make daily inspections of excavations, the adjacent areas and protective systems.

Provide walkways or bridges with standard guardrails where employees or equipment are required or permitted to cross over excavations.

Protective systems shall have the capacity to resist, without failure, all intended loads expected to be transmitted to the system.

Members of support systems shall be securely connected together to prevent sliding, falling, kick- outs or other predictable failure.

Removal of the support system shall slowly begin at, and progress from, the bottom of the excavation.

If the support system is designed to withstand a cave-in, and there are no indications, while the trench is open, of possible loss of soil from behind or below the bottom of the support system, excavation of material to a level no greater than 2 feet below the bottom of the support system is permitted.

XVI. CONCRETE & MASONRY WORK

All employees associated with concrete or masonry activities shall be properly trained in the chemical hazards associated with this work.

Concrete work shall be performed under strict compliance with this document and all other regulatory requirements. Applying caution to not just employee safety but environmental safety as well.

Employees performing this type of work shall wear all necessary PPE appropriate within the specific task being performed. Exceptions to PPE requirements shall be directed only from the HB Construction superintendent/ supervisor on site or the Safety Director. Minimum required PPE shall include: Hard Hat, Safety Glass (appropriate to lighting conditions), Gloves (appropriate to the materials being handled), and a Safety Vest or other Hi-Visibility clothing.

Bar or post caps shall be installed on all pipes, stakes, rebar or other objects that would create an impalement hazard to any employee.

Work areas where high dust levels, excessive noise levels, hazardous breathing atmospheres, wet or unstable/ unfinished surfaces are present, shall all be safe guarded against general employee traffic exposure.

All joint or general material cutting shall be performed in a well-ventilated area using wet methods when necessary, as well as systems to supply circulated air when necessary. All cutting shall be performed with the use of a full face shield that meets all ANSI and OSHA requirements.

Mixer trucks and/or pump trucks shall not at any time be allowed to enter or exit the site into or from public pathways with the pour shoot or pump lines extended

All materials left from a pour shall be disposed of within the proper, supplied, waste bin. Any dumping of left over materials, cleaning of equipment, or general spillage of materials outside the intended pour area or approved disposal area shall be strictly prohibited.

Employees working at elevated heights suspended or working from a platform, shall be provided with adequate fall protection and associated training.

XVII. ELECTRICAL SAFETY

All 120-volt electrical power sources shall be equipped with ground fault circuit interrupters.

All temporary power sources shall be set up/ designed in such ways to provide safe work practices at all times, meeting all requirements set forth within this document and/or all other regulatory agencies concerning electrical safety.

All temporary power systems shall be clearly marked/ labeled and safe guarded as necessary, and shall apply all necessary grounding to accommodate all work loads that may be expected to draw from power from these sources.

Extension cords shall be kept out of walkways and work areas, and be run overhead or along handrails whenever possible. When cords are run across roadways or through doorways, they must be bridged or buried and clearly marked as to their location.

All power tools or equipment in use shall apply the use of a GFCI when one is not already provided by other means, at all times.

The assured equipment grounding program covers all cord sets, receptacles which are not a part of the permanent wiring of the building or structure, and equipment connected by cord and plug which are available for use or used by employees.

Electrical equipment noted in the assured equipment grounding program must be visually

inspected for damage or defects before each day's use. Any damaged or defective equipment must not be used by the employee until repaired.

A continuity test to ensure that the equipment grounding is electrically continuous will be conducted after any repairs, after damage is suspected to have occurred.

Designate completion of test by placing appropriate colored tape at male end of cords.

Electrical equipment, tools and extension cords shall be grounded properly either by double insulation or a third wire ground and three prong plug. Remove any damaged cords immediately and repair or discard.

Insulated tools approved by associated industry regulations provided by such sources as ANSI, NIOSH or OSHA, shall be used at all times.

At no time shall an employee assume a system or component of a system has been grounded, or temporarily disabled without following proper measures to ensure that amperage and/or voltage is not present.

All employees involved with electrical work shall be properly trained in the policies and procedures to be follow for each respective task.

Fire extinguishers shall be located within 50 feet of any active electrical power source, temporary or otherwise.

Lock Out Tag Out procedures implemented on any task or scope of work that requires such safe guarding, shall comply with all requirements within this document and all other regulatory requirements. NOTE: Where it is necessary to apply LOTO the HB Construction superintendent or supervisor on site shall be notified immediately and provided a completed "Requirement for LOTO" form respective to the work performed and component or system to be locked out.

Tools, mobile, or stationary equipment that require electrical repairs shall be repaired only by trained and qualified personnel.

Location of temporary power sources shall be carefully considered at all times. Outlets and or the supply lines to them shall be out of walk and working paths at all times. All components of temporary power systems shall be inspected daily with any damage being documented and reported back to the HB Construction superintendent or supervisor on site.

Flammable materials or fuels shall not be stored within 25 feet of any main electrical component or equipment at any time.

Electrical rooms, closets, or cabinets shall not be used as storage rooms for materials or equipment of any kind, for any length of time, other than during installation purposes directly associated with that room.

Temporary power requirements and locations of installation shall be determined only by the HB Construction superintendent or supervisor on site.

Upon final power connections and application of permanent power, access to electrical equipment shall be restricted at all times, allowing access only to those trained and certified to perform work within live systems.

XVIII. DEMOLITION PROCEDURES

Preparatory Operations

1. Prior to starting Demolition Operations, a survey shall be made by the superintendent to determine the condition of the framing, floors, and walls, and the unplanned possibility of collapse of any portion of the structure.
2. Any adjacent structure where employees may be exposed shall also be similarly checked.
3. Before any work can be performed in a building that has been damaged by fire, flood, explosion, or other disaster, the walls, and floors, shall be adequately braced or shored.
4. All electric, gas, water, steam, sewer, and other service lines, shall be shut off, capped, locked out, tagged, or otherwise controlled outside the building line before demolition work is started.
5. Any utility company that is involved will be notified in advance. No material shall be dropped to any point lying outside the exterior walls of the structure unless the area is effectively protected and controlled for unauthorized entry.
6. Chutes will be used whenever possible to remove material from elevated floors, and be constructed of materials adequate to eliminate failure due to impact of materials.
7. All chutes installed over 45 degrees from the horizontal, shall be entirely enclosed.
8. The outlet end of all chutes shall be guarded or barricaded to prevent workers from entering the danger zone.
9. All access and egress from the building, and demolition site shall be established and maintained in a safe condition.
10. Adequate fire protection, medical response, and emergency plan procedures shall be implemented, before any demolition work begins.
11. A competent person shall be on site during all demolition operations.

XIX. RESPIRATORY PROTECTION PROGRAM

It is the primary intention of HB Construction to provide our employees with a workplace free of hazards due to air contamination caused by dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors.

This is done in several ways:

1. Control by engineering measures such as general and local ventilation.
2. Enclosure or confinement of the work operation to prevent employee exposure.
3. The selection and use of non-toxic or less toxic substitute materials.
4. The use of respiratory protection for the employee if all efforts to eliminate the hazard are not successful.

Respiratory protection shall be provided when necessary to protect the health of the employee and shall be applicable and suitable for the purpose intended.

HB Construction shall be responsible for the establishment and maintenance of a respiratory protection program with employee input.

The employee shall use the provided respiratory protection in accordance with the instructions and training received.

The employee shall be free of facial hair, eyeglasses with temple bars that protrude through the sealing surface, and if wearing dentures, the dentures are to remain in the mouth. Partial dentures should be removed to prevent dislodging or swallowing.

Each respirator will have a snug airtight fit to prevent air contaminant seepage between the face and respirator.

Minimum Requirements for a Respirator Protection Policy

Instruction and training in the proper selection of respirators.

Instruction and training proper use, maintenance and cleaning of respirators and their imitations. When practical, employees will be assigned respirators for their exclusive use.

Respirators shall be regularly cleaned and disinfected. Those issued for the exclusive use of one worker should be cleaned daily after use or as often as necessary. Disinfect as necessary. Those used by more than one worker shall be thoroughly cleaned and disinfected after each use.

Respirators shall be stored in a convenient, clean and sanitary location, preferably in respirator storage bags.

Respirators used routinely shall be inspected during cleaning. Worn or deteriorated parts shall be replaced. Respirators for emergency use such as self-contained devices, shall be thoroughly inspected at least once a month and after each use.

Inspections of respirators and related equipment will be recorded on tags attached to the equipment.

Appropriate surveillance of work area conditions and degree of employee exposure or stress shall be maintained.

There shall be regular inspections and evaluations, including evaluations by employees, to determine the continued effectiveness of this program.

Employees will not be assigned to tasks requiring use of respirators unless it has been determined by completion of a medical survey (by the employee) that they are physically able to perform the work and use the equipment. The respirator user's medical status should be reviewed periodically (at least annually).

Employees will only use approved respirators designed for particular hazard according to standards established by competent authorities.

Selection of Respiratory Protection - Use the following as a guide to selection.

Determining Factors - Various factors will determine the selection of respiratory protection. Employees should be aware that in some instances, more than one air contaminant may be present and may cause serious health consequences. Consider this when making your selection.

Identify the substances against which protection is necessary. Information to identify hazardous chemicals is in the SDS's.

Know the hazards and the significant properties (chemical, toxic, ignitability, physical, etc.) of each air contaminant. This information is also on the SDS.

Determine:

- The method of exposure and levels of concentration for each air contaminant.
- The nature of the hazardous operation or process.
- The time that respiratory protection will be necessary.
- Location of the hazardous area in respect to a source of uncontaminated, breathable air.
- The physical health and limitations of the individual who will use respiratory protection.
- The functional and physical characteristics of the respiratory device.

Use only NIOSH approved respiratory devices.

Types of Respiratory Protection

There are many types of respiratory protection available and each has a specific intended use. Therefore, the type selected is critical.

Chemical Cartridge Respirators: Chemical cartridge respirators normally consist of a face piece connected directly to cartridge containers. Cartridges use various chemicals. Each chemical removes a specific contaminant. Chemical cartridge respirators are only for non-emergency situations. Do not use in atmospheres that are immediately hazardous to life. Do not use in atmospheres that have an oxygen deficiency of less than 19.5%.

Replacement of chemical cartridges depends on activity during use, concentration of air contaminants and the type of chemical cartridge being used (multi-purpose chemical cartridges generally do not last as long as single purpose chemical cartridges). Change cartridge immediately when user can taste or smell whatever is being filtered out.

Three important rules for chemical cartridge respirators:

- Do not use for exposure to contaminants that cannot be detected by odor.
- Do not use against contaminants in concentrations that irritate eyes.
- Do not use as protection against air contaminants that are not effectively controlled by chemical cartridges, regardless of concentration.

Particulate Filter Respirator: A particulate (mechanical) filter respirator is designed to give protection against particulate air contaminants, such as non-volatile dust, mists or metal fumes. When using this respirator, consider resistance to breathing caused by the filtering element, the fit of face piece, and the size of the particulate being filtered out.

This filter is spent when breathing becomes impaired. Change filter immediately. This respirator does not protect against oxygen deficiency, carbon monoxide, gases, or vapors.

Specific particulate filters are available for use with chemical cartridge respirators when contaminants require a multiple-purpose respirator.

Airline Respirators: The airline respirator is connected to a compressed air by a hose that delivers the breathable air to the user, continuously or intermittently, to meet breathing requirements. The face piece normally provides full-face (mouth, nose and eye) coverage, but is available in a half-face (mouth and nose) model.

The respirator must operate in positive pressure mode, and it must be fitted with its own independent emergency escape air cylinder.

Assure that the safe escape route does not exceed escape cylinder duration. Do not use the emergency escape air cylinder to enter an IDLH (Immediately Dangerous to Life and Health) atmosphere for any purpose.

Airline respirators should only be used in atmospheres where the air contaminants are not immediately harmful to life or from where the wearer can escape without the use of the respirator. This limitation is necessary because the air supply is solely dependent upon an outside source that is not readily available to the wearer.

Airline respirators must receive a minimum of 4-CFM (cubic feet per minute) at all times. Do not use compressed oxygen. Hood respirators must have a minimum of 6 CFM. The air must be at least Grade D. The maximum distance of an airline from source of air to user is 300 feet. Make sure that all respirable air system piping, tubing, fittings and couplings are incompatible with non-respirable gas systems.

Note: Compressed air supplied by a mechanically produced source must conform to all standards and requirements concerning quality of breathable air. This is due to induction of carbon monoxide and other harmful gases that are internally produced in the compressor or are drawn from other outside sources.

Cleaning, Maintenance and Storage of Respirators

Respirators shall be regularly collected, cleaned and disinfected. Those that are issued for the exclusive use of one worker shall be cleaned after each day's use and more often if necessary, and disinfected at least once a week. Respirators used by more than one individual shall be cleaned and disinfected after each use.

The following is a guide for an effective cleaning program:

- Remove any filters, cartridges or canisters. Do not reuse if they no longer meet requirements.
- Wash face piece and breathing tubes or hoses in approved cleaner-disinfectant solution. Use a hand brush to remove dirt.
- Rinse completely in clean, warm water and air-dry in a clean area.
- Clean respirator parts/accessories as recommended by the manufacturer's specifications.
- Inspect valves, head-straps, face piece and other parts for damage and/or deterioration.
- Insert new filters, cartridges or canisters. Check seal to ensure seals are tight.
- Place in clean plastic bag or other approved storage container.
- Storage - Protect the respirator against dust, sunlight, heat, extreme cold, excessive moisture, damaging chemicals and to prevent the distortion of the face piece or valves.

Inspection of Respirators

Inspect all respirators before and after each use. Inspect respirators that are kept ready for emergency use, before and after each use and at least monthly. Replace if it is not in satisfactory working condition. Inspection shall include checking the tightness of connections and the condition of the face piece, headbands, valves, connecting tube and canisters. Inspect rubber or elastic parts for pliability and signs of deterioration. Stretch and manipulate

rubber or elastic parts with a massaging action to keep them pliable, flexible and to prevent hardening during storage.

Frequent and regular inspections of work areas shall be made, and records of such inspections will be maintained. Records will include the results of the type and the concentration of air contaminants found.

Training

For safe use of any respirator, it is essential that the user complete training in its selection, use and maintenance. A competent person will train all employees using respirators. A minimum training procedure shall include at least the following:

1. Instruction in the nature of the hazard (acute, chronic or both), and consequences if respirator is not used.
2. Explanation of why engineering controls are not feasible, including recognition that every reasonable effort to reduce or eliminate the need for respirators is being done.
3. A discussion of why this is the proper type of respirator for the particular purpose, and the respirator's capabilities and limitations.
4. Instruction and training in the actual use of the respirator (especially a respirator designated for emergency use) and close and frequent supervision to assure that the protection continues to be properly used.
5. Discussions and training to recognize and react with emergency situations.

The discussion and training as needed for special use. Training includes an opportunity to handle the respirator, have it fitted properly, test its face piece to face seal, wear it in normal air for a long familiarity period, and if possible, wear it in a test atmosphere.

Superintendents, Supervisors and Foreman - This page must be copied and given to any employee who voluntarily wears disposable paper respirators where he or she is not exposed to contaminates above the permissible exposure level: Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.

XX. SILICA CONTROL PROGRAM

This Written Exposure Control Plan applies to personnel who are potentially exposed to airborne concentrations of respirable crystalline silica (silica) because of their work activities or proximity to the work locations where airborne silica is being emitted. This Plan also applies to HB Construction superintendents, foremen or safety personnel who may be responsible for overseeing a subcontractor's operations that have the potential to expose personnel to airborne concentrations of silica at or above regulatory and industry action levels and exposure limits.

Scope

This plan describes the hazards associated with projects involving potential exposure to airborne concentrations of silica and the issues to be addressed during these projects. These projects include, but are not limited to: Any blasting, chipping, crushing, cutting, demolishing, drilling, grinding, hammering, housekeeping, installing, milling, modifying, mudding, penetrating, sanding, sweeping, taping, texturing and including any tooling work that has potential to cause silica or any other product containing quartz to become released and airborne with the potential to expose any personnel to respiratory risk.

Regulatory Review

Occupational Safety and Health Administration (OSHA) 29 CFR 1926.1153: Respirable Crystalline Silica (Construction Industry) and 29 CFR 1910.1053: Respirable Crystalline Silica (General Industry), contain regulatory requirements specific to respirable crystalline silica. This Written Exposure Control Plan is developed in accordance with the requirements in 29 CFR 1926.1153(g).

Training

Employees who anticipate working on projects where they could be exposed to airborne silica will be provided training in silica hazards in accordance the HB Construction program established to comply with the hazard communication standard (29 CFR 1910.1200). Each employee will have access to labels on containers of crystalline silica and safety data sheets, and be provided information on the health hazards of silica including cancer, lung effects, immune system effects, and kidney effects. In addition, HB Construction employees will be provided training and information regarding specific activities identified in this Plan that could result in airborne silica exposure, and the specific engineering controls, work practices and respiratory protection requirements to mitigate the potential airborne silica exposures. This training will provide a discussion of silica hazards, initial exposure determination either by complying with 29 CFR 1926.1153 Table 1 requirements or air monitoring, specific engineering and work practice control measures, personal protective equipment (PPE) and medical surveillance requirements. The training will also identify the HB Construction competent person for silica exposure identification and determination of control requirements. All HB Construction employees will be provided with access to a copy of 29 CFR 1910.1053 and be trained on the contents of 29 CFR 1926.1153.

Medical Surveillance

HB Construction shall institute medical surveillance for any employees required by this Plan to wear a respirator 30 or more days per year. Initial medical surveillance consists of medical and work history with emphasis on: past, present and anticipated exposure to silica, dust and other agents affecting the respiratory system; any history of respiratory system dysfunction, including signs and symptoms of respiratory disease (e.g., shortness of breath, cough, wheezing); history of tuberculosis and smoking status history; a physical examination with emphasis on the respiratory system; chest X-ray (a single posterior-anterior radiographic projection or radiograph of the chest at full

inspiration recorded on either film (no less than 14x 17 inches and no more than 16x17 inches) or digital radiography systems), interpreted and classified according to the International Labor Office (ILO) International Classification of Radiographs of Pneumoconiosis by a NIOSH-certified B Reader; a pulmonary function test to include forced vital capacity (FVC) and forced expiratory volume in one second (FEV1) and FEV1/FVC ratio, administered by a spirometry technician with a current certificate from a NIOSH approved spirometry course; testing for latent tuberculosis infection and other tests deemed appropriate by the Occupational Medicine Provider. Subcontractors are responsible for implementing a medical surveillance program for their employees.

Competent Person Requirements

HB Construction shall identify a competent person to inspect and oversee all activities with potential airborne silica exposure. Subcontractors working on projects within the scope of this program shall appoint a competent person capable of executing the duties described herein. The competent person must have training in the inspection of work areas and equipment and in the determination of safe working conditions. This person shall have a working knowledge of the 1926.1153 standards, shall be capable of identifying airborne silica hazards, shall determine the need for initial and additional exposure monitoring, shall recommend and implement engineering and work practice controls, shall establish levels of PPE, and shall have the authority to take action to eliminate hazards and correct incidences of noncompliance.

Planning Activities

Projects where anticipated activities involve concrete cutting, grinding, sandblasting, drilling, coring or other abrasive operations are treated as potential sources for airborne silica exposure. Additionally, existing structures and materials such as sheetrock, any painted surfaces with low volatile organic compounds, tile, brick, or some insulation products may contain silica. Likewise, new material installation may involve silica-Containing mortar, paints or insulation. Where process knowledge indicates the presence of silica, HB Construction will either implement all controls required by 1926.1153 Table 1- Exposure Control Methods for Selected Construction Operations or conduct an initial determination in accordance with 29 CFR 1926.1153(d)(2).

Exposure Assessment

HB Construction will either comply with and implement all controls required by 1926.1153 Table 1-Exposure Control Methods for Selected Construction Operations or conduct and initial determination in accordance with 29 CFR 1926.1153(d)(2). HB Construction must detail here the specific activities that they perform with potential for airborne silica exposure and identify all requirements specified in 1926.1153 Table 1 or describe the exposure assessment they will perform to determine airborne silica exposure levels and the required interim control measures that will be used to protect employees until the exposure levels have been established and final control measures can be identified. If not following 1926.1153 Table 1 requirements or performing and activity with potential airborne silica exposure not identified in Table 1 the exposure assessment must contain elements listed below.

An exposure assessment is required when employees may be exposed to airborne silica at or above the action level in order to determine the extent to which employees are exposed and the appropriate exposure controls required.

An initial determination of exposure shall be made at the beginning of operations. The determination shall consist of the collection of personal air samples representative of a full shift including at least one sample for each job classification in each work area, either for each shift or for the shift with the highest exposure level.

During the initial determination, until such time that actual airborne concentrations are determined, personnel shall be protected by respiratory protection base on task-specific anticipated airborne concentrations of silica as illustrated in Table 1.

During the initial determination and in addition to the levels of respiratory protection required, personnel shall be provided with protective clothing, equipment, hygiene facilities and training.

Whenever a change in equipment, process, controls or personnel occurs or a new task has been initiated an additional exposure assessment is required.

When an assessment determines that exposure has occurred above the action level but below the PEL, additional monitoring shall be required at least every 6 months. Additional monitoring shall continue until such time that the monitoring results fall below the action level on two separate occasions at least 7 days apart.

When monitoring yields results above the PEL, then quarterly monitoring is required. In addition, the quarterly monitoring may be suspended when additional monitoring results fall below the action level on two separate occasions at least 7 days apart.

When the competent person can clearly demonstrate, in the absence of air monitoring data, that a work activity will not create airborne silica concentrations in excess of the action level, then air monitoring may be unwarranted. Where negative initial determination is reached without air monitoring, the competent person must develop a written explanation as to why exposures are not expected to exceed the action level.

Hazard Communication

Each employee shall be provided training and demonstrate knowledge and understanding of the following:

- Health hazards associated with exposure to respirable crystalline silica
- Specific tasks that could result in exposure to respirable crystalline silica
- Specific measures that are required to protect employees from exposure to respirable crystalline silica, including engineering controls, work practices and required use of respiratory protection
- The contents of the 29 CFR 1926.1153
- The identity of the competent person
- Purpose and description of the medical surveillance program

Controls Methods

Engineering and work practice controls, including administrative controls, shall be implemented to reduce and maintain employee exposure to silica at or below the PEL, to the extent that such controls are feasible.

Where all feasible engineering and work practice controls that can be instituted are not sufficient to reduce employee exposure to or below the PEL, such controls shall be used, nonetheless, to reduce employee exposure to the lowest feasible level (and in conjunction with respiratory protection).

Respiratory protection shall be selected based on guidance in 1926.1153 Table 1 or based on a Certified Industrial Hygienist's or competent person's assessment of the potential airborne exposure that may be created by the means and methods of work (high energy operations with high airborne dust generation or low energy operations with low dust generation).

When using mechanical ventilation to control exposure, regularly evaluate the system's ability to effectively control exposure.

If administrative controls are used to limit exposure, establish and implement a job rotation schedule that includes employee identification as well as the duration and exposure levels at each job or workstation where each affected employee is located.

A written compliance program shall be established and implemented prior to the start of operations within the scope of this Written Compliance Plan. The written program shall outline the plans for maintaining employee exposure below the PEL.

Maintain all surfaces as free as possible from accumulations of silica. Select methods for cleaning surfaces and floors that minimize the likelihood of silica becoming airborne (such as using a HEPA vacuum).

If vacuuming is the method selected, specialized vacuums with HEPA filtration are required. Methods to use and empty vacuums in a manner that minimizes the reentry of silica into the workplace shall be described and used. Use of household vacuums with HEPA filters are not allowed at any time for the collection of dust or debris that contains silica.

Never use compressed air to remove silica from any surface unless it is used in conjunction with a ventilation system designed to capture the airborne dust created while using the compressed air.

Employees shall not eat, drink, smoke, chew tobacco or gum, or apply cosmetics in any areas where exposure to silica is above the PEL (in other words, regulated areas).

Do not allow employees to leave the workplace wearing any protective clothing or equipment that is required to be worn during their work shift without HEPA vacuum removal of dust.

Where feasible, install shower facilities and require employees who work in regulated areas to shower at the end of their work shift. Also provide an adequate supply of cleaning agents and clean towels.

Provide hand washing facilities for use by employees working in regulated areas. Furthermore, require employees to wash their hands and face at the end of the work shift and prior to eating or entering eating facilities, drinking, smoking or applying cosmetics.

Eating facilities or areas shall be provided for employees working in regulated areas. These facilities shall be maintained free of silica contamination and shall be readily accessible to those employees.

PPE

Respiratory protection must be used for the following conditions:

- During periods when employee exposure to airborne silica exceeds the PEL
- For work operations where engineering and work-practice controls are not sufficient to reduce employee exposure to or below the PEL
- During periods when an employee requests a respirator
- During periods when respirators are required to provide interim protection while conducting initial exposure assessments
- Powered air-purifying respirators (PAPR) shall be provided to employees who request such a respirator to use where it will provide adequate protection.
- Employees shall be provided, at no cost, protective work clothing and equipment including cotton coveralls or similar full-body clothing, gloves, hats, shoes or disposable shoe coverlets, face shields, vented goggles or other appropriate PPE.

ATTENTION all Superintendents, Supervisors and Foreman - This Page MUST be reviewed with any employee who voluntarily wears disposable paper respirators where he or she is not exposed to contaminates above the permissible exposure level.

11.10 a - Respiratory protection 1910 Subpart I, Personal Protective Equipment, Appendix D to Section 1910.134 (Mandatory) Information for Employees Using Respirators When No Required Under the Standard.

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for our voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

<u>You should do the following:</u>

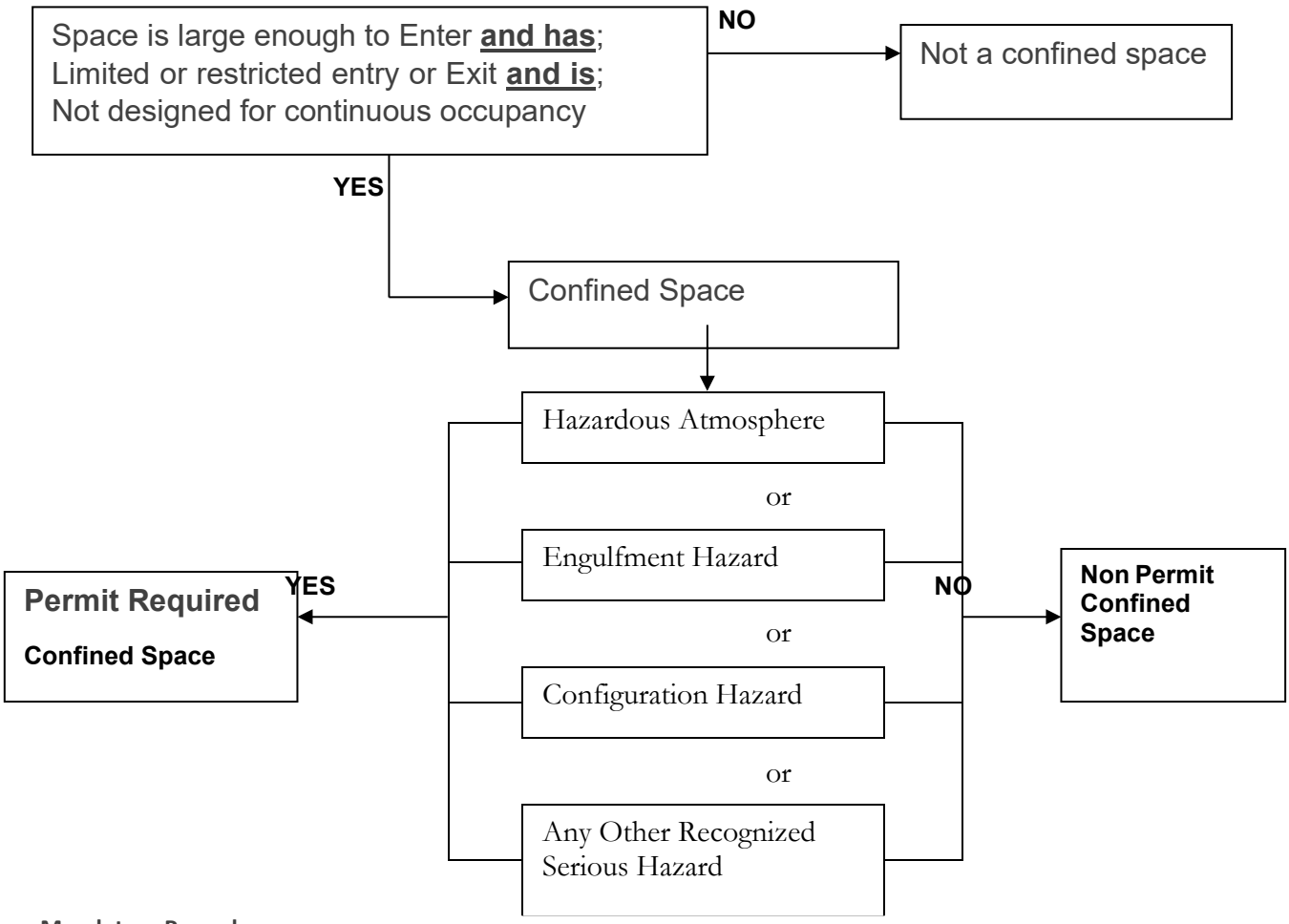
Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warning regarding the respirator's limitations.

- Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
- Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particle will not protect you against gases, vapors, or very small particles of fumes or smoke.
- Keep track of your respirator so that you do not mistakenly use someone else's respirator.

XXI. CONFINED SPACE ENTRY PROCEDURES

This policy establishes HB Construction's minimum requirements for entering and working in a permit required confined space.

Entering a confined space is extremely dangerous. Many workers and their rescuers have died because confined space entry procedures were not followed.



Mandatory Procedures

A permit system is required for all confined spaces where a safe atmosphere cannot be maintained by mechanical ventilation alone. Consider all spaces permit required confined spaces until the pre- entry procedures demonstrate otherwise.

Supervisors will complete a Confined Space Pre-Entry Survey before work begins in confined spaces.

The required permit must be posted at the entrance to all confined spaces. It certifies that the hazards have been evaluated and that all necessary protective measures are in place to insure the safe and healthy work conditions for personnel in the area.

Confined Space Entry Permit forms are in the form section of this manual, only qualified persons will complete such forms.

Employees are strictly forbidden to enter a confined space where a permit is not posted or has expired. All permits require the signature of a responsible supervisor and/or the authorized atmospheric testing person and must be dated for the current workday.

Atmospheric Testing is required before anyone enters a confined space. A competent person will perform testing, from outside of the space, to establish oxygen content, flammability, and the concentration of toxic substances, in the confined space atmosphere. The results of these tests will determine the need for additional, constant or periodic monitoring.

Deliver all results from atmospheric testing to the responsible supervisor and post at the entrance to the confined space. Any changes in process, application, work practices or materials will immediately trigger a requirement to re-test the space and evaluate the necessity for changes in procedures.

Medical Surveillance is required on all workers before they receive approval to enter any confined space.

Medical surveillance will include evaluating a worker's ability to wear a respirator, maintain visual clarity, hear warnings, and perform duties in this confined space.

Respirator Fit Testing is required before employees enter a confined space. For more information, refer to the company respiratory program.

Training is required for all personnel before entering a confined space.Training will include entry and exit procedures, respirator use, lockout-tag out procedures, safety equipment use, rescue procedures, the permit system, and all other specific work practices and procedures used in the confined space.

Labeling and Posting is required for all entrances to confined spaces. Labels include safety equipment, rescue equipment, and specific work practices.

Emergency procedures and telephone numbers will be conspicuously posted at or near the entrance to a confined space.

A Lockout-Tag out Procedure will be used whenever an employee puts any part of his/her body inside a confined space. At a minimum, the Lockout-Tag out procedure will include the following:

All workers will have their own locks and, except for authorized supervisors, the only key to each of their locks. The individual who places the lock is the only one, except for authorized supervisors, permitted to remove it.

All valves, pumps, compressors, serving lines, electric panels, energy sources, moving parts etc., related to the confined space, will be isolated, locked out and tagged, prior to atmospheric testing and entry.

Bleed, drain and clean out all serving lines. There must not be any pressure in the lines or the reservoirs leading to the confined space or the machines and equipment that service it. Blank off, disconnect or blind serving lines

Release and block all mechanisms under pressure or. Use blocking, and/or rigging to support machinery that could fall.

Specific Work Practices will be developed by a competent person for each confined space. Project supervisors will review the work practices and insure that they are adequate for the specific project.

Work practice plans will include all specifications for equipment, tools, and cleaning requirements for the confined space.

Entrance Attendants are required in all confined spaces. HB Construction will keep written records on training, practice drills, inspections, tests, permits, and medical surveillance.

XXII. LOCK-OUT/TAG-OUT PROCEDURES (LO/TO)

Lock-out/ Tag-out is the required method of isolating machines and equipment from their energy sources, such as, electrical, mechanical, hydraulic, steam and pneumatic or a combination of sources. These procedures have been implemented to prevent injuries from the unsuspected startup or movement of machine or equipment components.

Responsibility

Instruction is provided for appropriate employees in the safety significance of the Lockout-Tag out procedure.

Only qualified, authorized employees will lockout machines and equipment. Unauthorized employees are instructed in the purpose and use of this procedure.

Affected employees will be notified and components tagged when authorized personnel have locked out a machine or piece of equipment.

Locks and keys will be issued to authorized personnel only. Only use personalized locks that are clearly marked by a number system that identifies the authorized user.

Under no circumstances may anyone other than the authorized individual that locked out the device, remove a lock. In case of emergency, contact an authorized supervisor who after verifying that all lockout-tag out system procedures for restoring machines or equipment to normal production operations have been followed may remove the lock.

Sequence of Lockout and/or Tag out Procedures

1. Notify your supervisor and all affected employees that a lockout-tag out procedure is in effect.
2. Shut down the machine or equipment by the normal stopping procedure.
3. Move all switches, valves, levers etc. to the off position. Stored energy, such as springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) Must be dissipated or restrained by methods such as repositioning, blocking, or bleeding down.
4. Lock and tag out the machine or equipment's main and/or auxiliary power source, in the off position. If necessary, use additional safety measures to ensure that all energy sources have been disconnected and all movement of components has been disabled
5. Ensure that all personnel are clear, and then turn the normal operating control(s) to the on position to verify that the energy sources have been isolated.
6. Caution! Return operating control(s) to the "OFF" position after the test.
7. Lockout is completed
8. Fill out an "out of service" tag including your name, date, contact information, and estimated completion. Attach the tag to the normal operating control, as a notice to other personnel.
9. Now you may service the machine or equipment.

Restoring to Normal Production Operations

1. Remove all tools and service materials and clear the area. Ensure that all affected personnel are clear and aware of startup procedures.
2. Remove all locks and tags.
3. Activate all energy sources.
4. Slowly, move the normal control device to the on position, checking to make sure that the device is functioning properly.

5. If the device is operating properly, notify all affected personnel that the device in back in service.
6. If equipment malfunctions, it must be locked out before adjusting.

Basic rule - All equipment shall be locked out and/or tagged out to protect against accidental or inadvertent operation or movement that would cause injury to personnel. Do not attempt to operate a switch, valve, or other energy-isolating device when it is locked or tagged out.

Appendix G – Key Personnel
Safety Manager

Name: Dusty Byers

Name: -

Title: Safety Manager

# of Years with the Firm: 4

Experience with the Following Type of Construction Services:

☑ General Construction ☑ Mechanical, Electrical, and Plumbing ☑ Roofing

# of Years as a Project Manager for Type of Construction Services Selected Above: 13

Check All Relevant Experience:

☑ Projects for Higher Education Owners ☑ Laboratory Renovations ☑ Clinical / Medical Environment

☑ General Construction ☑ Roofing Replacement/Repair ☑ Mechanical Upgrades ☑ Electrical Upgrades

☑ Interior Renovation ☑ Asbestos abatement ☑ Exterior / Interior painting ☑ Boiler Replacement

☑ Bituminous Paving ☑ Concrete ☑ Masonry ☑ Exterior Facade ☑ Security Camera Installation

☑ Canopy Replacement/Repair ☑ Elevator Repair/Replacement ☑ Escalator Repair/Replacement

☑ Overhead Doors ☑ Glass Installation ☑ Steel Erection ☑ Concrete Floor

☑ Duct bank repair / installation ☑ Outdoor light installation ☑ Fire Suppression System Installation

☑ Landscaping ☑ Fencing ☑ Earthwork / Site Work ☑ Demolition ☑ Painting

ATTACH RESUME ☑ Yes

Client Reference #1 for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Brock Carter **Title** President

Telephone: 505-259-8354 Email Address: Brock@safetycounselling.com

Client Reference #2 for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name - **Title** -

Telephone: - Email Address: -

DUSTY BYERS

SAFETY MANAGER

Dusty is a committed safety professional with experience in a wide range of construction environments. Dusty's persistent focus on safety training and compliance is an asset for subcontractors, owners, and occupied facility users.

As UNM JOC projects progress, Dusty will oversee weekly safety audits of work. Working with HB's General Superintendent, Dusty will enforce with all OSHA requirements as well as UNM-specific guidelines.

EXPERIENCE

13 years

EDUCATION/TRAINING

OSHA 30 Certified

OSHA 510
Occupational Safety and Health Standards

Trenching and Excavation

Permit Confined Space

Scaffolding Certified

Fall Protection Certified

Incident and Accident Investigation

CPR/First Aid Certified

AED Certified

REFERENCES

Brock Carter
President
Safety Counseling
Brock@safetycounselling.com

SIMILAR EXPERIENCE	VALUE
Bernalillo County Government Center *Albuquerque, NM* Renovation of 280,000 sq ft building will house approximately 900 employees. Consolidates six facilities into a single building.	$56M
CYFD Children's Wellness Center *Albuquerque, NM* Complete transformation of 150,000 sq ft campus infrastructure and buildings for the consolidation of the NM Child, Youth, and Families Department	$12.9 M
Jal Public Schools *Jal, NM* 175,000 sq ft multi-campus project, including replacement elementary school, new middle school, and renovation of two gyms, central administration building, aquatic facility, and high school.	$44.0M
EPISD Coronado High School *El Paso, TX* Transformation of high school campus including demolition of buildings, construction of new classroom and administrative buildings, new field-house, extensive site improvements, and renovations.	$54M
Silver Consolidated Schools HS Renovation *Silver City, NM* Renovations to occupied Silver HS campus.	$5.4M
Silver Consolidated Schools Various Projects *Silver City, NM* Multi-site projects including gym addition, kitchen/bathroom remodel, and daycare facility.	$4.3M
Las Cruces Convention Center Expansion *Las Cruces, NM* Expansion to occupied Convention Center, completed through CMAR project delivery.	$5.2M

Appendix F – Key Personnel
Lead Superintendent

Name: Erik Matthews

Name: -

Title: General Superintendent

# of Years with the Firm: 3

Experience with the Following Type of Construction Services:

☑ General Construction ☐ Electrical ☐ Mechanical ☐ Roofing

# of Years as a Project Manager for Type of Construction Services Selected Above: 26

Check All Relevant Experience:

☑ Projects for Higher Education Owners ☑ Laboratory Renovations ☑ Clinical / Medical Environment

☑ General Construction ☑ Roofing Replacement/Repair ☑ Mechanical Upgrades ☑ Electrical Upgrades

☑ Interior Renovation ☑ Asbestos abatement ☑ Exterior / Interior painting ☑ Boiler Replacement

☑ Bituminous Paving ☑ Concrete ☑ Masonry ☑ Exterior Facade ☑ Security Camera Installation

☑ Canopy Replacement/Repair ☑ Elevator Repair/Replacement ☐ Escalator Repair/Replacement

☑ Overhead Doors ☑ Glass Installation ☑ Steel Erection ☑ Concrete Floor

☑ Duct bank repair / installation ☑ Outdoor light installation ☑ Fire Suppression System Installation

☑ Landscaping ☑ Fencing ☑ Earthwork / Site Work ☑ Demolition ☑ Painting

ATTACH RESUME ☑ Yes

Client Reference #1 for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Shiree McKenzie **Title** Facilities Construction Program Manager- BernCo

Telephone: 505.377.0080 Email Address: smckenzie@bernco.gov

Client Reference #2 for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Matt Dobson **Title** Project Manager

Telephone: 505.353.1979 Email Address: n/a

ERIK MATTHEWS

GENERAL SUPERINTENDENT

As a seasoned construction industry professional, Erik takes great pride in each of his projects. He offers 26 years of construction experience including extensive public facilities. As one of the state's top superintendents, Erik will bring next-level leadership during the construction of UNM JOC projects.

As General Superintendent, Erik will lead assignment of additional field personnel. He will supervise task planning, quality control, and safety. He will manage and drive timely execution of purchase orders, coordinating manpower and allocating resources as necessary.

EXPERIENCE

26 years in construction

EDUCATION/TRAINING

OSHA 30-Hour

AGC Certified Journeyman Carpenter

AGC Construction Supervisor Series

Dale Carnegie Course Graduate

AGC NM Superintendent of the Year

REFERENCES

Matt Dobson
Senior PM
Flintco
505.353.1979

Paul Stevenson
Senior PM
Los Alamos National Labs
505.695.6297

KEY EXPERIENCE	VALUE
BernCo @ Alvarado Square *Albuquerque, NM* Six-story Design-Build project to create an operational and customer service headquarters for Bernalillo County.	$56M
TTU Health Science Building *Odessa, TX* 51,000 sq ft, two-story building centrally sited on the main Odessa campus. Includes lecture halls & classrooms, research laboratories, conferencing areas, and specialized support spaces.	$16M
Nina Otero K-8 Schools *Santa Fe, NM* Pre-K through 8th grade facility with new classrooms, cafetorium, media center, two gymnasiums with locker room, science labs, art, music and special-ed classrooms.	$30M
Santa Fe Opera *Santa Fe, NM* Renovation and additions to the Picnic Plaza, Concession Stand, Box Office, and Opera Shop. Other improvements included utility and site work.	$20M
Prebyterian Rust Medical Center *Rio Rancho, NM* 450,000-square-foot, 140-bed hospital project included: a five-story patient tower, two-story Diagnostic & Treatment building, and central plant.	$60M
Pueblo of Acoma Community Center *Acoma, NM* 51,000 sq ft building that includes a new 600 seat gymnasium, weight room, and natatorium.	$10.5M
Sandia National Labs MESA Microfab *Albuquerque, NM* Lab and research facility.	$50M
Bernalillo County Detention Center *Albuquerque, NM* 85,000 sq ft inmate housing facility.	$10M