



CAM CONSTRUCTION Co., INC.
BID MANUAL – GMP-2 BID
PACKAGE 6A GENERAL TRADES

MONTEBELLO ELEMENTARY/MIDDLE SCHOOL
ADDITION AND RENOVATIONS GMP-2

2020 EAST 32ND STREET
BALTIMORE, MD 21218

December 18, 2020

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MONTBELLO ELEMENTARY/MIDDLE SCHOOL
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- a. 00_MEMS Bid Package 6A (GMP-2) Addendum 1
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NOTICE TO BIDDERS | INVITATION TO BID
GMP II-MONTEBELLO EMS-RENOVATION & ADDITIONS
GMP-2 Bid Package 6A
2020 32ND STREET
BALTIMORE, MD 21218

CAM Construction will be bidding **Bid Package 6A General Trades** GMP-2 Montebello EMS Renovation and Addition and request your participation. Bids will be received for **Bid Package 6A - Montebello EMS-Renovation & Additions** to CAM Construction Co., Inc. electronically or faxed (410-560-1572) on or before January 12, 2021 at 4:00PM.

BIDS DUE ON OR BEFORE: Tuesday January 12, 2021, 4:00 PM

Proposals must be submitted on provided "BID FORM" (Section 000300) and may be mailed, hand delivered, emailed (John@CAMbuilds.com or Laura@CAMbuilds.com) or faxed (410-560-1572).

PRE-BID CONFERENCE & SITE VISIT: Thursday December 23, 2020 @ 9:00AM

LAST DAY FOR QUESTIONS: Wednesday December 30, 2020 at 4:00 PM

BUILDINGCONNECTED.COM IS BEING USED FOR DISTRIBUTION OF ALL BID DOCUMENTS AND CORRESPONDENCE. PLEASE RESPOND TO THE ITB THRU THE WEB-BASED SYSTEM. RESPONDING "INTERESTED" WILL ENSURE YOU RECEIVE ALL DOCUMENTS AND CORRESPONDENCE FOR PROJECT WHILE ALLOWING YOU TO MESSAGE US DIRECTLY. IF YOU ARE NOT INTERESTED, RESPONDING AS SUCH WILL ELIMINATE ALL FUTURE MESSAGES REGARDING THIS PROJECT.

MDOT certified Minority Business Enterprises are encouraged to respond to this solicitation notice. The project has an overall MBE participation goal of 30% inclusive of 11% Woman Owned and 8% African American sub-goals. MBE and Workforce participation will be evaluated as part of the award.

Prevailing Wage rates will apply.

Project Summary

The Work consists of steel bearing superstructure, metal deck, restoration of existing masonry and masonry veneer, membrane roofing, aluminum storefront, doors, frames, hardware and interior finishes (flooring, drywall, paint. Specified mechanical façade at the new addition. The school will not be occupied during construction. Work of the project will occur in multiple phases. Generally, the new construction consists of steel bearing superstructure, metal deck, single-ply membrane roofing, d/f/h, aluminum storefront systems, and interior finishes along with the specified mechanical, electrical, plumbing and fire protection systems. The Project is designed and shall be constructed to achieve LEED Silver certification.

The conditions contained in this Notice to Bidders - Invitation to Bid, are a part of the bid documents. The Owner/Construction Manager reserve the right to waive any informality in, or to reject any or all bids.

MONTBELLO ELEMENTARY/MIDDLE SCHOOL
Addition and Renovations
GPM-2 Bid Package 6A General Trades

CAM Construction Co., Inc. 6A Bid Package Sections

Sections included in this Bid Package:

1. Section 061000 Rough Carpentry
2. Section 064450 Architectural Fiberglass
3. Section 081113 Hollow Metal Doors and Frames
4. Section 081416 Flush Wood Doors
5. Section 083113 Access Doors (as Applicable)
6. Section 087100 Door Hardware
7. Section 099623 Graffiti Resistant Coatings
8. Section 101000 Specialty Building Products
9. Section 101100 Visual Display Units
10. Section 101200 Display Cases
11. Section 101416 Plaques
12. Section 101419 Dimensional Letter Signage
13. Section 101423 Panel Signs
14. Section 102113 Toilet Compartments
15. Section 102123 Cubicle Tracks and Curtains
16. Section 102800 Toilet and Bath Accessories
17. Section 104413 Fire Extinguisher Cabinets
18. Section 104416 Fire Extinguisher
19. Section 105000 Metal Lockers
20. Section 107500 Flagpole
21. Section 107529 Plaza Mounted Flagpoles
22. Section 115413 Electric Kilns
23. Section 323300 Site Furnishings (all except Bollards, see below)

Montebello EMS

Division 00 - CAM Construction Bid Manual Section 001015 | Trade Contractor General Requirements

I. BID PACKAGE SUBMISSION

1. Bids must be received by CAM before the time and date listed as formal bid date and be submitted on Section 000300 – Bid Form.
2. Bid package proposals must comply with Sections: 00200 Notice to Bidders, and 00300 Bid Forms. Bids/proposals with qualifications, exclusions and/or exceptions will not be considered for award.
3. Submission of a Bid Package Proposal (bid) is confirmation to CAM Construction that the Bidder agrees and acknowledges the following:
 - A. All contract documents have been reviewed and analyzed. This includes but is not limited to drawing notes, specification sections (including those referenced in other spec sections), addenda, RFI's, reports, bulletins, existing conditions drawings, exhibits, etc. All work and scope items have been included as required and are reflected in the bid value.
 - B. All contractual and construction terms, conditions, requirements (including general design intent) are met or exceeded.
 - C. All specified material, manufacturers, finishes, colors, etc. are included.
4. In the event of a conflict between drawings or specified requirements, the Trade Contractor is responsible to provide the superior quality, quantity, or more costly product and/or installation method deemed by the Construction Manager, Owner or Architect (if the conflict is not formally resolved during the bid period). Directives in the form of addenda, RFI Response, Bulletin, or revised documentation, etc., issued by the CM, Owner, Architect of Record or Engineer of Record are the only resolutions recognized in terms of contractual obligation.
5. Conflicts include, but are not limited to quantity discrepancies, material conflicts, manufacturer's recommendation vs. actual building design, etc. Resolutions issued post bid will be addressed through revised pricing request.
6. The terms Contractor, Trade Contractor, Subcontractor, Supplier, Second Tier Subcontractor, etc. are considered interchangeable when it comes to both the General and Specific scope line items, Contracts and or Purchase Orders.
7. The term "Provide" when used means: "to acquire or purchase, ship to the site, unload and store, install in position, connect to utilities, and make ready for use."
8. No modifications to these bid documents, specifically the Construction Manager Trade Contract Agreement, will be considered or allowed. Only modifications or changes issued by the Architect of Record (or the Engineers and design professionals under contract) are recognized as official changes. Modifications by others are not accepted.
9. Contractors may bid on multiple bid packages; however, each bid package must use separate Bid Forms, MBE percentages, etc.

10. Should a bidder be in doubt as to the meaning of any notations shown on the Construction Documents, or should any discrepancy or omission be discovered, the CM shall promptly be notified in writing. All questions regarding the bid documents are due no later than seven (7) business days prior to the bid date. All bidders will be notified of responses, in writing, by means of addenda.
11. All systems in all divisions are to be bid and constructed as a fully functional system. Any doubts by the Trade Contractor as to the intent of the Construction Documents for such total systems must be verified before bidding. Any discrepancies shall be brought to the CM immediately as identified in item H above.
12. Each Trade Contractor will be considered to have familiarized itself with all Construction Documents of this project, including all specifications as well as General, Civil, Landscape, Architectural, Structural, Food Service, Mechanical, Plumbing, Electrical, and Technology drawings so as to avoid coordination errors, omissions, and misinterpretations. No additional compensation will be permitted for alleged errors, omissions, or misinterpretations as failure to comply with this requirement.
13. All Trade Contract proposals must include all items in the trade package. No exceptions, exclusions, or qualifications are permitted.

II. BASIS OF CONTRACT AWARD:

- A.** The basis of Trade Contract awards will be made on best value. In addition to project experience and price consideration, the following program requirements, and the participation commitments made for each will have a large impact on contract award.
- B. Baltimore City Program Requirements – See SECTION 001100-APPENDIX C**
 1. Trade Contractor will include a Utilization Estimate, illustrating the total number of the hours that are required to complete the subcontracted work and the number of hours this work can be performed by the City residents. See “New Hire Supporting Documentation” – “Form F”.
 2. Each Trade Contractor must complete a Monthly Local Hiring Report which will indicate the total number of Baltimore City residents hired and the total number of hours worked by each Baltimore City resident. This report shall be updated and submitted as part of the monthly requisition process. The Monthly Local Hiring Report format shall be provided to the Trade Contractor by the CM. This is a condition of payment.
 3. Trade Contractor will be trained and utilize LCP Tracker for all payroll report filing. This will be coordinated with Workforce Development and the background check program.
 4. Trade Contractors shall make all final hiring decisions. Each new hire must bring completed background and finger printing request form and screen fee as outlined on “Background Check and Fingerprinting, Form-C”.
 5. As a condition of payment, each Trade Contractor must complete a Monthly New Hire Supporting Documentation which will indicate the total number of Baltimore City residents hired and the total number of hours worked by each Baltimore City

resident. This report shall be updated and submitted as part of the monthly requisition process. Additionally, Trade Contractors will be required to submit the Baltimore City Resident Jobs – Quarterly Projection and Skill Requirements to document workforce needs for next 90 days out. The Monthly New Hire Supporting Documentation format shall be provided to the Trade Contractor by the CM.

6. Development Process Guide of Section 000710 – MBE, Workforce Development & BCPS Background Check and Fingerprinting Process.

C. Workforce Development | Local Hiring Plan – See SECTION 001100-APPENDIX C

1. Participation in the “Workforce Development Program” is an outlined requirement for contract award for this project. Trade contractors must participate, record, and submit documentation to maintain program compliance. This program is explained and described in Section _____ of this Specification Manual). The Mayor’s Office of Employment Development (MOED) leads Programs’ initiatives to concurrently address the needs of the city’s job seekers and employers. Participation will include attendance at project specific Job Fairs hosted by the Construction Manager, working with MOED and its partners on new hires for this project.

A. Resources for this program include:

1. MOED: <http://www.moedworks.com>
2. 21st Century Schools:
<http://baltimore21stcenturyschools.org/opportunities/jobs>
3. Youth Works (MOED group dedicated to helping job seekers 14-21yrs):
<https://youthworks.oedworks.com/#employer>
4. JumpStart (Local Construction Training Program):
<http://www.jotf.org/Programs/JumpStart/tabid/83/Default.aspx>
5. Baltimore City Schools Career and Technology Education Pathways:
<http://www.baltimorecityschools.org/Page/24398>
6. Living Classrooms: <https://livingclassrooms.com>

D. Background Check | Security – See SECTION 001100-APPENDIX C

1. The Trade Contractor shall pay special attention to the 100% drug testing requirement contained within the CAM Project Specific Safety Plan.
2. Under no circumstance shall trades be working without clear separation from staff and or students, Contractor’s employee(s) are required to have undergone Baltimore City Public School’s background check per Specification Section 001100 prior to being allowed onsite. Contractor includes any and all costs for each employee undergoing the background check as part of the base bid. Employees which fail to comply with this regulation will be immediately removed from the project.

E. Minority Business Enterprise (MBE) Participation Requirements - See SECTION 001100 – APPENDIX A

1. The Project has established an overall Minority Business Enterprise (MBE) participation goal of 30%.
2. The project has established sub-goals within the 30% overall goal of 11% Women Owned and 8% African American owned.
3. MBE firms must be certified by the Maryland Department of Transportation (MDOT) to be counted towards the goals.
4. The Trade Contractor shall endeavor to maximize participation by MDOT certified minority firms in its bid. Trade contractors shall complete and submit all required MBE forms for this project and shall include in its agreements with certified MBE subcontractors a requirement to submit these MBE forms to the Owner.
5. In the event MBE participation cannot be achieved, documentation must be provided as described in Section 001100 Appendix A.
6. Trade Contractor must submit a monthly sworn statement that identifies all lower-tier or MBE contractors and suppliers and confirms payment to same. Additionally, as a condition precedent to payment, Trade Contractor must also submit monthly lien waivers for each lower-tier contractor and supplier
7. As part of the Owner's commitment to assist firms with legal and contractual requirements, the Owner maintains a web-based MBE compliance system. The system was design to improve project reporting. This system will monitor compliance for each Trade Contractor's MBE participation. Subcontractors awarded contracts will be required to use the web-based system to submit project information. Owner may require additional information related to the contract to be provided electronically through the system at any time before, during, or after contract award.

F. Prevailing Wage Rate – See SECTION 001100 – APPENDIX D

1. The Maryland Stadium Authority has issued Prevailing Wage Rates, enforceable for the duration of this project per Specification Section 000600. Trade Contractor shall pay wages to workers in strict accordance with above mentioned Wage for this Contract. Trade Contractor shall comply with all applicable Labor Standards Provisions Trade Contractor is also responsible for ensuring that all subsequent tier Contractors comply with the submission on their required payrolls
2. All certified payroll reports shall be submitted electronically through LCP Tracker and confirmation receipts are to be emailed to CAM Construction at info@CAMbuilds.com. Any fines incurred for failure to comply and improper or untimely reporting shall be back-charged directly to Trade Contractor.
3. The Owner maintains a web-based prevailing wage compliance system which automates various workflows, improving the reporting process. This system monitors each Trade Contractor's certification of payments (made and received) and certified payroll records. Owner may require additional information be provided through the system at any time, before, during or after contract award.

G. Sustainability Design Requirements (LEED)

1. This project is required to achieve LEED Silver certification. Comply with all LEED requirements for your work including, but not limited to submittals, special materials, recycled contents, Provide regional materials, and certifications in accordance with this RFP and the Contract Documents. All invoices for divisions 2 through 12 must separate materials from labor and equipment for preparation of LEED documentation.
2. If applicable, provide the percentage of material that will be recycled content for divisions 2 through 12 and 21-33.
3. Provide data on regional criteria for all materials divisions 2 through 12 and 21-33. CAM reserves the right to request materials from within the 500 mile radius to meet the regional requirements.
4. Submission of inaccurate or incomplete LEED submittal information may be grounds for reducing or withholding payment.
5. All products used on-site must meet low VOC requirements and all requirements of credits EQ 4.1 thru 4.4. Any reworking or repairs due to incorrect material will be back charged to the Trade Contractor.
6. Any substitute materials must be approved and meet the LEED requirements as well as meeting other requirements of the specifications.
7. All Trade Contractors must participate in the Waste Recycling Plan as required for LEED compliance.
8. All Trade contractors to comply with all requirements of CAM's IAQ plan and Construction Waste Management Plan.
9. For contractor's required to participate in LEED, a 1% line item will be created on the requisition which will be billed as the project progresses.

H. OCIP (Owner Controlled Insurance Program) - See SECTION 001100 APPENDIX B

1. The owner shall procure the Builder's Risk Insurance Policy, as identified in the Owner Controlled Insurance Program (OCIP). The deductible portion shall be paid by the Trade Contractor responsible for any claims against the Builders' Risk Insurance, as identified in the Summary of OCIP Coverages found in the OCIP Subcontractor Contract Addendum (see paragraphs 9 and 10).
2. The owner shall provide insurance through the Owner Controlled Insurance Program (OCIP).
3. All eligible Trade Contractors must be enrolled in the Owner Controlled Insurance Program (OCIP) prior to entering the project site. If a Trade Contractor is not enrolled into the OCIP, then the Trade Contractor shall provide the proper insurance requirements as identified in the OCIP. These added insurance costs should be identified on the Bid Proposal Form.

III. ADMINISTRATIVE & CONTRACTUAL OBLIGATIONS

I. General

1. It is the responsibility of this Trade Contractor to fully review the Project Specifications and Drawings which you are specifically responsible for and advise the Construction Manager of any outdated references or items that are not applicable to your scope of work.
2. All Conflicts of Interpretation in the Contract Documents are the responsibility of the Trade Contractor.
3. Trade Contractor will be responsible to coordinate and provide all the necessary information to execute and coordinate work between multiple trade packages.
4. All material, labor and equipment escalation costs are inclusive with this Contract and therefore, have been fully priced according to the project duration.
5. The Contractor shall provide all labor, materials, tools, equipment and supervision necessary to complete all of the work required by the Specification Sections designated in Section 000850, Contract Package as being part of the Contract Package for which he is submitting a proposal.
6. Contractor shall provide all labor, material, equipment, and supervision necessary for and reasonably incidental to the completion of the scope in accordance with the complete set of Contract Documents.
7. The Contract Package instructions are provided to highlight the major portions of the work of each Contract Package and to include supplemental requirements. The Contract Package instructions are not intended to list every portion of the work that is required by the specifications assigned to each Contract Package.
8. A duplication of any portion(s) of the work in another Contract Package shall not relieve the Contractor of their responsibility to perform all of the work required by their Contract Bid Package instructions. If any such duplication of work is discovered, the Construction Manager shall decide which contract(s) shall be adjusted to eliminate any such duplication of work.
9. This Trade Contractor shall provide power and equipment for welding required to complete their scope of work. No gas-powered equipment will be allowed in enclosed areas. Off-loading of welders will be required due to parking constraints. Trade Contractor shall provide hook up costs for welders.
10. In the case of conflict between the Owner Conditions of the Contract between Owner and Contractor or the "General Conditions for Trade Contractors under Construction Management Agreements-Updated 2012", the more stringent shall apply.
11. Daily Reports shall be provided by the Subcontractor for each day work is performed on the project and copy shall be provided to the CAM Construction no later than The close of the following work day. At minimum, the report shall contain the date work performed, the manpower onsite, working hours, work performed (based on the CMP Schedule, including any major deliveries and/or delays to the schedule

II. Insurance, Bonds & Releases

1. The owner shall procure the Builder's Risk Insurance Policy, as identified in the Owner Controlled Insurance Program (OCIP). The deductible portion shall be paid by the Trade Contractor responsible for any claims against the Builders' Risk Insurance, as identified in the Summary of OCIP Coverages found in the OCIP Subcontractor Contract Addendum (see paragraphs 9 and 10).
2. Trade Contractor Packages which are over the amount of \$250,000 are to include the costs of 100% performance bond and 100% payment bond in their bid. Bonds shall be from a surety company acceptable to the Construction Manager. The value of the bond shall be stipulated on the bid form either by percentage or dollar value. Note it is the CM's discretion as to whether the payment and performance bond will be required.
3. Contractor to include with all progress and final pay applications lien releases, not only for self, but for any and all subsequent tier subcontractors and or suppliers performing work on the project valued at over \$500.00
4. Contractor shall comply with all insurance regulations as required by local jurisdictions and the contract documents. Additionally, the Contractor is required to provide insurance certificates for each of his subcontractors and material suppliers who will be onsite. All insurance certificates must be submitted prior to start of work onsite, Trade Contractor(s) failing to complete and or coordinate their respective scope with other trades to allow for the overall Project Substantial Completion date shall be liable to the Owner for any and all actual damages sustained as a result of the delay, not as a penalty, but as actual damages for delay until the Work is substantially or finally completed, and the Owner has full and intended use of the facility.
5. Limited site parking will be available. All site parking is only within the area as designated by the CM and logistic plans. This parking will be in a separate secured fenced area within the project site limits.

III. Project Documentation

1. Permits

- A. The Owner shall provide the general building permit and MDE permit. All other permits necessary for the performance of work under this work scope shall be the responsibility of this Trade Contractor.
- B. Contractor shall provide full cooperation with all testing agencies, all materials to be tested, and lastly test reports when performing own testing.
- C. Contractor shall coordinate with all jurisdictional agencies and inspectors.
- D. Contractor shall provide any and all trade certifications, licenses, and sign-offs required to secure any and all approvals, permits, and certifications.

2. Submittals | Shop Drawings | As-Built's

- A. Contractor shall provide all required submittals to the Construction Manager within sixty (60) days after issuance of a "Letter of Intent" or the Contract,

whichever is issued first or sooner if necessary to avoid delay to work of all other Contractors. Contractor shall use a submittal cover sheet with all applicable required information completed; conforming and in accordance with the intent of the document.

- B. All submittal data, shop drawings, samples and quality assurance certificates are to be no less than what is specified/required in section 013300 Submittals for each product and/or system.
- C. Unless specified elsewhere, Contractor to submit for approval one (1) pdf of all submittals for proper distribution to Architect, Consultants, and Engineers for review. Contractor to submit additional hardcopies to Jurisdiction Having Authority upon request at no additional cost. After submittals are approved for use, Contractor to then scan and return one (1) pdf copy back to the Construction Manager for distribution to other trades for coordination. Contractor acknowledges the design team is allotted a minimum of 15 calendar days for review of submittals and cannot claim delay due to submittal review if reviewed within this allotment. Hard copies of submittals shall be provided upon request.
- D. Should this Trade Contractors scope of work require Engineered Shop Drawings and/or submittals, the first submission shall include all applicable calculations and PE stamps. Waiting for approval of the first submission prior to providing calculations and stamps is not permitted
- E. As-Built's are to be updated on a daily basis as required to onsite drawings.

3. Substitutions

- A. Where a specific manufacturer or trade name is designated, it is to establish a standard of material, design function, finish and quality. Only products of the designated manufacturers are to be used in the bidder's **proposal**.
- B. The Trade Contractor shall be responsible for determining what model or product of the designated manufacturer meets the specified standards. Other products which will perform equally the duties imposed by the general design will be considered providing submittal for substitutions is in strict accordance with Section 012500 – Substitution Procedures.

4. O&M's | Warranty's | Training

- A. General Warranty and Guarantee period is two (2) years upon substantial completion unless a longer duration is stated. Warranty Inspections are at the following intervals: 6-months, 12-months, 18-months and 24-months.
- B. Unless noted otherwise, all warrantees and guarantees will commence upon substantial completion of the Project phasing as documented by the Architect's issuance of a Certificate of Substantial Completion. Any/all costs to extend the start date of all warrantees/guarantees from any earlier date (i.e. delivery, in service dates, etc.) to the date of substantial completion of the Project are included within the cost of the work.

- C. The Trade Contractor will participate in a Project walk through(s) immediately prior to the expiration of all warranties and/or guarantees provided under the work of this contract. Any deficiencies noted will be corrected by this Trade Contractor at no additional cost to the Construction Manager/Owner
- D. Provide start up services, testing, turnover and warranty of all materials and equipment, as per specifications. Submit a turnover plan as part of the submittal process indicating the equipment, testing, reporting and witnessing requirements.
- E. After completion of Commissioning, Contractor shall be responsible for all training and demonstration requirements for all equipment and systems it has installed per the specifications. Contractor includes professional recording of all required training. Media to be provided within seven (7) days of each training session. In addition to the training requirements of respective specifications, Contractor to include an additional training of 8 hours per system installed, to be used at Owner's discretion. All additional training to be tracked via ticket basis, any unused hours will be credited back to the Owner.

5. Punchlist's

- A. Trade Contractor shall maintain a set of as-built drawings as required by the contract documents. Contractor will also assist the Construction Manager with updating the Construction Manager's field as-built drawings. Contractor understands that as-built drawings will be checked on a monthly basis and will be reviewed as a prerequisite to requisition approval. Contractor shall submit three (3) hard copy sets and (1) pdf copy of final certified as-built drawings within ten (10) days prior to substantial completion to the Construction Manager. Trade Contractor shall provide complete operation and maintenance manuals with spare parts list a minimum of ten(10) days prior to substantial completion to the Construction Manager.
- B. All punch list work must be completed within twenty (20) calendar days of issuance of such list. In the event the Contractor fails to complete all list items, which pertain to their scope of work, within the twenty (20) day time frame, the Construction Manager will proceed to complete this Work and back-charge all associated cost accordingly.
- C. Contractor to create a line item on the schedule of values called "Punchlist", as acceptable to the CM. This value will be billed at the completion and acceptance of the Punchlist.

IV. **SITE LOGISTICS | DAILY PROCEDURES**

A. General

- 1. Trade Contractor shall ensure that there is always an English-speaking supervisor for their work crews. Interpreters will be required to attend safety meetings with all employees unable to understand English.

2. The trade contractor shall always have a qualified supervisor on site when their scope of work is being performed. In know circumstances shall workers be left on site without qualified supervision.
3. The trade contractor project manager and/or superintendent shall attend weekly safety and coordination meetings while on site and at least 3 weeks prior to their schedule start date.
4. The trade contractor project manager and/or superintendent shall attend Biweekly (no less than two times per month) progress meetings while on site and at least 2 meetings prior to their schedule start date.
5. CAM will not provide use of any equipment, tools, lifts, or manpower to Trade Contractor's. Trade Contractor are responsible for the following (a summarized list, not to be used as all inclusive) as required to complete this Trade Contractor's scope of work.
6. Scaffolding, construction lifts, loading, unloading, hoisting, and erection as required to complete this Trade Contractor's scope of work.
7. Erecting, dismantling, and/or removal of temporary facilities and equipment provided by this Trade Contractor or put in place by this Trade Contractor.
8. All traffic control requirements, street cleaning, equipment, devices, flagging, etc. in accordance with the contract documents and as necessary for the performance of work of this bid package.
9. Coordination and receival of all deliveries. Plan and organize storage and lay-down space with the CM site superintendent in advance. Due to the limited site, onsite lay-down will be limited to no more material than can be installed in (48) hours of material receipt.
10. Field engineering. Trade Contractors to provide all layout or surveying required to complete the work of this Contract. A set of control points for the building will be provided by CAM. This Trade Contractor must verify all existing field conditions and dimensions as they relate to the construction. The Construction Manager must be notified in writing of any discrepancies prior to commencing work.
11. Furnish, maintain, and manage all rainwater dewatering required for his work.
12. All Trade Contractors utilizing cutting and threading machines within the building shall provide a 4' x 8' lined box with sand filler to prevent oil from dripping on the floors from each machine. Boxes shall be disposed of by the Trade Contractor providing same and are to be maintained on a regular basis to prevent seepage of oils.
13. Remove all debris generated by their activities on a daily and ongoing basis. Any flammable or hazardous disposal shall be by this Trade Contractor's own disposal unit.
14. Contractor shall furnish and install covering and protection for all equipment provided or installed by this Contractor.
15. Contractor includes all provisions and labor necessary to construct all mockups listed throughout the construction documents and specifications

V. Site Logistics

1. Lunches are to be consumed only in areas designated by the Construction Manager. Trash is to be disposed of in containers as directed. All Trades must abide by the Pest Control Plan established by the CM.
2. Limited onsite parking will be available as designated by CAM. Parking by the trade contractors' workers will be their responsibility.
3. All Trade Contractors shall pay special attention to areas where the concrete slab is to remain exposed at the completion of the Project. Layout in these areas shall be performed in a way that does not leave permanent markings on the floor. Any trades that violate this shall be fully responsible for the cost to clean and/or remove and replace concrete as required to satisfy the Owner or Architect.
4. CAM will employ cell phones as the preferred means of communication at the jobsite. If reception proves to be inadequate within the building, CAM may elect to augment the system with two-way radios. All Trade Contractors are required to maintain at least one device on this network for communication with the project management team. Workers, except for supervisory personnel, shall not be permitted to use cell phones around the construction area. Headphones or similar devices are banned on the construction site.
5. Normal working hours will be 6:30 am to 4:00 pm, Monday through Saturday. Earlier start times and extended finish times may be permitted when necessary but will require advance approval by CAM and the Owner. Normal work hours constitute as starting of equipment, moving of materials, and any work creating noise. This project is located in a residential neighborhood.
6. Smoking, Vaping and use of any tobacco products onsite or within the building shall not be permitted. Smoking/Vaping areas shall be located no closer than 20 ft. from the property line. Compliance shall be in accordance with LEED and the Drug Free School Zone Policy.

VI. Temporary Power & Heating Provisions

1. Three (3) temporary power connection points have been provided on each floor of each building area. Total service shall be a 400AMP service 120/240V. This service has been provided by the 26A Trade Contractor in GMP-1. If additional service is required to perform your trade contract work, that service will be the trade contractor's responsibility.
2. Temporary lighting is provided and maintained by 26B Trade Contractor in accordance with OSHA requirements. This service was supplied by the 26A Trade Contractor GMP-1.
3. Temporary heat of building will be provided by the 22A Plumbing & HVAC Trade Contractor when the building is able to be closed in enough to maintain a constant temperature of not less than 50 degrees. This shall be at the discretion of the CM. All other temporary heat that is required for each Trade Contractors Work that is not part of the overall building enclosure shall be included in each of the trade contractors cost of the work.

VII. Clean Up

1. The Contractor shall provide daily clean-up and disposal of all trash, debris, and excess material generated by this work and or workers. Contractor includes all required brooms, shovels, employee PPE, etc. Means and Methods shall be as required within the Construction Manager's Waste Management Plan for the Project. Should the Contractor's cleanup be unsatisfactory, the Construction Manager shall perform the work at the contractor's expense and deduct said costs from respective contractor's contract. A formal notice to cure is not required for Construction Manager to cleanup on the contractor's behalf.
2. Contractor shall be responsible for all street cleaning as necessary for dirt and debris that may be generated by its trucks and / or equipment and including this Contractor's suppliers and subcontractors. Contractor includes washing of own vehicles prior to exiting the site.
3. Contractor to create a 1% (of total contract value) line item on the schedule of values called "Cleanup." This value will be billed as the job progresses.

VIII. Schedule

1. This work shall be performed in accordance with the schedule as updated irrespective of the amount of overtime or level of manpower, equipment, and supervision required. The Contractor shall not be entitled to any damages or other compensation from the Owner or Construction Manager by reason of delay or interruption of its work caused by other Contractors working on the project, weather impact, plan approval and/or permit issuance, or Owner delays, other than a time extension. Incorporated into the project schedule are days for inclement weather based on the last five-year average for the area. Neither the Owner nor Construction Manager will be charged for any incidental stand-by-time by the Contractor, or any of its agents, sub-subcontractors, suppliers, vendors, or deliveries.
2. Contractor shall be responsible for coordinating his work with the other trades so that conflicts are avoided and that the expeditious progress of the project is not hampered. Any Contractor who believes that a potential conflict may exist shall notify the Construction Manager immediately and follow-up in writing within three (3) days.
3. All trade contractor will be required to participate in the update of the schedule based on actual start, finish and percent complete data. This information will be updated and reviewed at the weekly project coordination meetings.

IV. QUALITY ASSURANCE/TESTING, SAFETY REQUIREMENTS, & COVID PRACTICES

I. Quality Assurance | Testing

1. All Trade Contractor's shall initiate and maintain a Quality Assurance/Quality Control (QA/QC) Program that will ensure quality construction practices, perform tests, and document results for items specified in the Contract Documents. The Trade Contractor shall designate Quality Control Professionals who will report to CAM's QA/QC manager for status of on-going construction activities.

2. All work must be in strict accordance with the Erosion and Sediment Control Drawings and sequences therein. Trade Contractors are required to maintain all road and entrances to the project. Wheel wash stations will be provided for use by all trades. All trades must man the wheel wash stations as required to facilitate each trade's scope of work. Street sweeping and cleaning will be required by the respective trades that create the sediment deposit
3. Contractor shall perform all work to comply with the rules and the regulations of the governing bodies and state local laws. Contractor shall obtain all required bonds and permits, secure all inspections, and provide all tests and certifications required by code. Contractor shall provide copies of all its permits and inspection certificates to the Construction Manager for their records.
4. Trade Contractors shall be required to perform all tests as required by the contract documents. A Third-Party Independent Testing Agency shall be provided by others. Trade Contractor shall provide full cooperation and safe access for all inspections and tests
5. Contractor is responsible for providing the required testing and certification through an approved agency for all equipment assemblies that require a UL rating

II. Safety

1. The Trade Contractor shall adhere to all safety requirements. Trade Contractor specifically acknowledges and shall comply with the requirements contained within the CAM Project Safety Plan. All personnel shall attend a one-hour safety orientation session before starting work on their first day on site.
2. Any rolling or stationary equipment used within the building shall be equipped with absorbent safety shields to prevent oil from dripping on the floors.
3. Perimeter and floor opening protection will be installed and maintained by designated Trade Contractors. If this protection interferes with completion of his work, then this Trade Contractor shall remove and replace the protection in compliance with the CAM Project Safety Plan and all OSHA/MOSH standards. If the Trade Contractor creates a hole or opening, the Trade Contractor must properly cover, secure and label the hole.
4. Contractor shall be required to conduct his activities in a safe manner and shall be responsible for observing the safety regulations of MOSH, OSHA, and local life safety agencies. Contractor shall comply with applicable laws, ordinances, rules, regulations and orders of governing authorities having jurisdiction including the Construction Manager or Third Party Inspection service, for the safety of persons and property to protect them from damage, injury or loss, immediately and without recourse to additional cost.
5. Contractor shall furnish, install, and maintain all safety and/or warning signs as required for this work and/or per the direction of the authorities having jurisdiction over the work.
6. Contractor shall furnish, install, and maintain all fall protection and barricades, including toe boards, full screening, and pedestrian exclusion zones with its

scaffolding systems. Contractor shall provide formally documented safety orientations and education to any trades which will be working on its scaffold. Any scaffolding which is being erected, taken down or in any way being modified will require 100% tie-off, no exceptions. All scaffolding shall be inspected and properly tagged for use on a daily basis by an appropriately trained competent person.

7. If the use of heavy any equipment (i.e. bobcats, skid loaders and/or lifts) is to be used to perform the demolition or new work on elevated floors it is the responsibility of the trade contractor to provide the necessary engineering, by a Maryland certified structural engineer, to determine if the existing floor structures can support same. Any monitoring, shoring or temporary support for the floors if heavy equipment is to be used shall be the responsibility of the trade contractor requesting same. Documentation and shoring of existing floors as determined by this trade package engineer shall be submitted for review. All costs associated with this item shall be part of this trade package.

MONTBELLO ELEMENTARY/MIDDLE SCHOOL
Addition and Renovations
GPM-2 Bid Package 6A General Trades

CAM Construction Co., Inc. 6A Bid Package Sections

Sections included in this Bid Package:

1. Section 061000 Rough Carpentry
2. Section 064450 Architectural Fiberglass
3. Section 081113 Hollow Metal Doors and Frames
4. Section 081416 Flush Wood Doors
5. Section 083113 Access Doors (as Applicable)
6. Section 087100 Door Hardware
7. Section 099623 Graffiti Resistant Coatings
8. Section 101000 Specialty Building Products
9. Section 101100 Visual Display Units
10. Section 101200 Display Cases
11. Section 101416 Plaques
12. Section 101419 Dimensional Letter Signage
13. Section 101423 Panel Signs
14. Section 102113 Toilet Compartments
15. Section 102123 Cubicle Tracks and Curtains
16. Section 102800 Toilet and Bath Accessories
17. Section 104413 Fire Extinguisher Cabinets
18. Section 104416 Fire Extinguisher
19. Section 105000 Metal Lockers
20. Section 107500 Flagpole
21. Section 107529 Plaza Mounted Flagpoles
22. Section 115413 Electric Kilns
23. Section 323300 Site Furnishings (all except Bollards, see below)

Montebello EMS

Division 00 - CAM Construction Bid Manual Section 001020 | Scopes of Work Bid Package 06A-General Trades

I. General

1. Trade package contractor to furnish all labor, materials, equipment, supervision, services and logical extensions of same, as required to satisfactorily complete all GENERAL TRADES work (and work per listed Specification sections below) herein known as Bid Package 06A for the construction and completion of Montebello Elementary & Middle School Addition & Renovations. All work is required to be in accordance with all Bid Documents (including but not limited to the Drawings and Specifications) issued by Crabtree, Rohrbaugh Architects, CAM Construction (including CAM's Bid Manual), MSA, governing municipalities and/or organizations and Project Consultants.
2. Drawings and general provisions of the contract, including general and supplementary conditions (issued by CRA, CAM, MSA, governing municipalities or organizations and/or Project Consultants), and Divisions 0 and 1 of the specifications, apply to this trade package. This includes Section 001015 – General Requirements for All Trades.
3. Except for items specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall include (but is not limited to) the following specification sections and scope:

A. CAM Construction Bid Manual (dated November 16, 2020)

B. Volume 1 - Division 0 and 1 Project Manual (CRA, dated 11-16-2020)

Any reference (whether direct or indirect) to work, material, and/or methods referenced in the following sections are specifically part of 06A-Rough Carpentry. The inclusion of these sections does not indicate these are only sections which a secondary reference is noted. The following is only a guide and does not limit contractual liability to the inclusion of any and all references in the Construction Documents to requirements.

1. Section 015000 – Temporary Facilities & Controls
2. Section 017419 – Construction Waste Management
3. Section 018113 – Sustainable Design Requirements
4. Section 018120 – Indoor Air Quality (IAQ) Requirements

C. Volume 2- Division 2-14 Technical Specifications (CRA, dated 11-16-2020)

Furnish, Receive, Inventory & Install:

1. Section 061000 Rough Carpentry
2. Section 064450 Architectural Fiberglass
3. Section 081113 Hollow Metal Doors and Frames
4. Section 081416 Flush Wood Doors
5. Section 083113 Access Doors (as Applicable)
6. Section 087100 Door Hardware
7. Section 099623 Graffiti Resistant Coatings
8. Section 101000 Specialty Building Products
9. Section 101100 Visual Display Units
10. Section 101200 Display Cases
11. Section 101416 Plaques
12. Section 101419 Dimensional Letter Signage
13. Section 101423 Panel Signs

14. Section 102113 Toilet Compartments
 15. Section 102123 Cubicle Tracks and Curtains
 16. Section 102800 Toilet and Bath Accessories
 17. Section 104413 Fire Extinguisher Cabinets
 18. Section 104416 Fire Extinguisher
 19. Section 105000 Metal Lockers
 20. Section 107500 Flagpole
 21. Section 107529 Plaza Mounted Flagpoles
 22. Section 115413 Electric Kilns
 23. Section 323300 Site Furnishings (all except Bollards, see below)
5. Provide all traffic control and flaggers as required and in accordance with local jurisdiction to perform your work and entry into the public streets.
 6. Provide and comply with all LEED requirements, documentation and tracking of waste management, and material disposal.
 7. The trade contractor shall always have a qualified supervisor on site when their scope of work is being performed. In know circumstances shall workers be left on site without qualified supervision.
 8. Compliance with all testing requirements, certifications, reports, installer qualifications (Section 014000), training, and experience is required. No exceptions or exclusions to these requirements, which are located both in Division 01 and in Trade Specific Specification.

Specific General Management Requirements:

1. The Trade Contractor shall bind all vendors and tiered contractor to the same terms and conditions of the sub-contractor agreement with CAM.
2. The Trade Contractor shall provide a full-time project superintendent to coordinate, manage and supervise the work. Coordination with all bid packages will be required. If additional supervision is deemed necessary due to no fault of the Owner and/or CM, the trade contractor will provide additional supervision at the request of the CM at no additional cost.
3. The Trade Contractor's Superintendent will be on site at all times when any tiered sub-contractor is performing work and/or delivery. The tiered contractor's supervision is not considered a substitute for this requirement.
4. The Trade Contractor shall not remove the superintendent without prior notification to the CM.
5. The Trade Contractor shall attend all weekly coordination and safety meetings and all meetings required by individual tiered sub-contractors. This includes all preconstruction, demonstrations, and project orientation meetings.
6. The Contractor's Project Manager will be required to attend all PM meetings, project schedule updates and requisition review meetings throughout the duration of the project.

II. Scope

The following is a brief summary of scope and may not represent all items to be included in this trade contract. It is the responsibility of this trade contractor to thoroughly review all documents and provide all items of work necessary for a complete and functional system to complete this scope of work.

1. Provide all labor, equipment, and materials to complete all rough carpentry work as indicated on the documents and as specified.
2. This contractor shall include (320) man-hours for additional carpentry services as directed by the CM. This work will be documented, and unused hours will be credited.
3. Contractor shall include all in wall wood blocking in drywall partitions for architectural items mounted to the walls. Note base and wall cabinets to have 3 rows of blocking
4. Include and maintain temporary rails at existing stairs.

5. Install temporary wall rails at new stairs. Bid package 05A to provide temporary center rails and guard rails.
6. Provide all in-wall wood blocking for projectors (PR) and wall-mounted TV's.
7. Provide ¾" FRT Plywood in MDF room and all TR rooms. Plywood is to be installed on all walls and mounted 4" above floor to 8'-0" high. Note Fire Treated Label must be exposed.
8. Provide all wall and floor expansion joint cover assemblies at interior and exterior expansion joints where shown and required.
9. Receive, inventory, store, and install all hollow metal frames and doors, and wood doors. Store all materials per the manufacturer's instructions.
10. Receive, inventory, store, and install all door hardware. CM to provide a secure location on site.
11. Receive and install the flagpole (furnished by 10A). In-ground sleeve to be delivered to the Site Concrete Trade (32A) for installation.
12. All safety rails and cables at perimeter, and floor/roof openings will be installed by Metals contractor (05A). Cables will be taken down and stored on site by General Trades Contractor (06A) for removal from site by Metals trade contractor (05A).
13. This trade contractor shall supply a fulltime labor for all general clean up and disposal of debris to the dumpster including broom sweeping while on site. When this trade contractor's manpower exceeds 10 men an additional labor shall be provided. A line item for this work shall be established on the requisition
14. Coordinate, schedule delivery and inventory all HM Frames located in drywall partitions with 09A Trade Contractor. Trade Contractor 09A to install all HM frames in drywall partitions. This trade contractor 6A to install all other HMF.
15. Provide all labor, equipment, and materials to furnish and install all doors, frames, and hardware as indicated on the documents and as specified.
16. This trade package is responsible for all hardware sets for hollow metal doors and wood doors. Furnish all cylinders.
17. Provide and set up the key cabinet.
18. Include 8 meetings with the owner to review hardware, keying and security sequences.
19. Provide 15 additional door closers for the typical closer utilized on wood and hollow metal doors.
20. Furnish and install Kiln and associated devices. Coordinate with the MEP Trade Contractors. Kiln to be demonstrated by a factory representative.
21. Provide and install all wall and floor expansion joint cover assemblies at interior and exterior expansion joints where shown and required.
22. It is it this contractor's responsibility to protect all finished floors with " "".
23. Provide graffiti protection. Cleaning of the surface prior to application (per manufacturer's recommendations) is responsibility of this Trade Contractor (06A).
24. Install temporary handrails at all existing stairwells.
25. All storage for the components of this Trade Contractor's discipline shall be the responsibility of this Trade Contractor. Storage may not be available inside the building.
26. Provide floor protection for all finished floors. Provide 100% protection at corridors and 50% of the room area at all other spaces. Material to be fully taped at seams. Floor protection to be similar to .046 Ramboard. Protective covering to be removed by cleaning service.

III. Description of Work Excluded

1. Roof Blocking including associated plywood for roof related activities.
2. Aluminum Door Hardware and Auto Operators with associated devices.
3. Setting of flagpole base

IV. Unit Prices

Provide the unit cost for each item as indicated. Unit costs should include all applicable tax, burden, etc.
Provide all unit prices on Bid Form, Section 000300:

<u>Ref</u>		<u>Description</u>	<u>Unit</u>	<u>Value</u>
UP-06A	1.			ALL PRICING IS TO BE INCLUDED ON BID FORM SECTION 000300
UP-06A	2.			ALL PRICING IS TO BE INCLUDED ON BID FORM SECTION 000300
UP-06A	3.			ALL PRICING IS TO BE INCLUDED ON BID FORM SECTION 000300
UP-06A	4.			ALL PRICING IS TO BE INCLUDED ON BID FORM SECTION 000300
UP-06A	5.			ALL PRICING IS TO BE INCLUDED ON BID FORM SECTION 000300

V. Alternates

Provide the alternate cost for each item indicated. Circle "A" for "Add", "D" for "Deduct". *Voluntary Alternates are welcome. Alternate prices on Bid Form, Section 000300:*

<u>Ref</u>		<u>Description</u>	<u>Add/Deduct</u>	<u>Value</u>
AP-06A	1.		A D	ALL PRICING IS TO BE INCLUDED ON BID FORM SECTION 000300
AP-06A	2.		A D	ALL PRICING IS TO BE INCLUDED ON BID FORM SECTION 000300
AP-06A	3.		A D	ALL PRICING IS TO BE INCLUDED ON BID FORM SECTION 000300
AP-06A	4.		A D	ALL PRICING IS TO BE INCLUDED ON BID FORM SECTION 000300
AP-06A	5.		A D	ALL PRICING IS TO BE INCLUDED ON BID FORM SECTION 000300

Division 00 – Cam Construction Co., Inc. Bid Manual

Section 001100 – MSA | 21st Century School Participation Requirements for Programs

I. TABLE OF CONTENTS

This “Table of Contents” serves as a cover page indicating the location and order which the “MSA | 21st Century Schools Required Program Obligations” have been organized. The forms, documents, and guidelines included in Appendix A thru Appendix D are issued by MSA and 21st Century Schools, and are included in this Bid Manual in compliance with contractual obligations.

- APPENDIX A. MBE REQUIREMENTS
- APPENDIX B. OWNER CONTROLLED INSURANCE PROGRAM – OCIP
- APPENDIX C. WORKFORCE DEVELOPMENT & LOCAL HIRING
- APPENDIX D. WAGE RATES

SECTION 001100

MSA | 21st CENTURY SCHOOL PARTICIPATION REQUIREMENTS FOR PROGRAMS
MBE, WORKFORCE DEVELOPMENT, OCIP & WAGE RATE

APPENDIX A

MBE

**MBE ATTACHMENT D-1A:
MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT
& MBE PARTICIPATION SCHEDULE**

PART 1 - INSTRUCTIONS

PLEASE READ BEFORE COMPLETING THIS DOCUMENT

This form includes Instructions and the MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule which must be submitted with the bid/proposal. If the bidder/offeror fails to accurately complete and submit this Affidavit and Schedule with the bid or proposal, the Procurement Officer shall deem the bid non-responsive or shall determine that the proposal is not reasonably susceptible of being selected for award.

1. Contractor shall structure its procedures for the performance of the work required in this Contract to attempt to achieve the minority business enterprise (MBE) subcontractor participation goal stated in the Invitation for Bids or Request for Proposals. Contractor agrees to exercise good faith efforts to carry out the requirements set forth in these Instructions, as authorized by the Code of Maryland Regulations (COMAR) 21.11.03.
2. MBE Goals and Subgoals: Please review the solicitation for information regarding the Contract's MBE overall participation goals and subgoals. After satisfying the requirements for any established subgoals, the Contractor is encouraged to use a diverse group of subcontractors and suppliers from the various MBE classifications to meet the remainder of the overall MBE participation goal.
3. MBE means a minority business enterprise that is certified by the Maryland Department of Transportation ("MDOT"). Only MBEs certified by MDOT may be counted for purposes of achieving the MBE participation goals. In order to be counted for purposes of achieving the MBE participation goals, the MBE firm, including a MBE prime, must be MDOT-certified for the services, materials or supplies that it is committed to perform on the MBE Participation Schedule. A firm whose MBE certification application is pending may not be counted.
4. Please refer to the MDOT MBE Directory at <https://mbe.mdot.maryland.gov/directory/> to determine if a firm is certified with the appropriate North American Industry Classification System ("NAICS") code **and** the product/services description (specific product that a firm is certified to provide or specific areas of work that a firm is certified to perform). For more general information about NAICS codes, please visit <https://www.census.gov/eos/www/naics/>. Only those specific products and/or services for which a firm is certified in the MDOT Directory can be used for purposes of achieving the MBE participation goals. **CAUTION:** If the firm's NAICS code is in graduated status, such services/products may not be counted for purposes of achieving the MBE participation goals. A NAICS code is in the graduated status if the term "Graduated" follows the code in the MDOT MBE Directory.
5. **Guidelines Regarding MBE Prime Self-Performance.** Please note that when a certified MBE firm participates as a prime contractor on a Contract, a procurement agency may count the distinct, clearly defined portion of the work of the Contract that the certified MBE firm performs with its own workforce toward fulfilling up to, but no more than, fifty-percent (50%) of the overall MBE participation goal, including up to one hundred percent (100%) of not more than one of the MBE participation subgoals, if any, established for the Contract.

- ✓ In order to receive credit for self-performance, an MBE prime must be certified in the appropriate NAICS code to do the work and must list its firm in the MBE Participation Schedule, including the certification category under which the MBE prime is self-performing and include information regarding the work it will self-perform.
 - ✓ For the remaining portion of the overall goal and the remaining subgoals, the MBE prime must also identify on the MBE Participation Schedule the other certified MBE subcontractors used to meet those goals or request a waiver.
 - ✓ These guidelines apply to the work performed by the MBE Prime that can be counted for purposes of meeting the MBE participation goals. These requirements do not affect the MBE Prime's ability to self-perform a greater portion of the work in excess of what is counted for purposes of meeting the MBE participation goals.
 - ✓ Please note that the requirements to meet the MBE participation overall goal and subgoals are distinct and separate. If the contract has subgoals, regardless of MBE Prime's ability to self-perform up to 50% of the overall goal (including up to 100% of any subgoal), the MBE Prime must either commit to use other MBEs for each of any remaining subgoals or request a waiver. As set forth in Attachment 1-B Waiver Guidance, the MBE Prime's ability to self-perform certain portions of the work of the Contract will not be deemed a substitute for the good faith efforts to meet any remaining subgoal or the balance of the overall goal.
 - ✓ In certain instances where the percentages allocated to MBE participation subgoals add up to more than 50% of the overall goal, the portion of self-performed work that an MBE Prime may count toward the overall goal may be limited to less than 50%. Please refer to the Governor's Office of Small Minority & Women Business Affairs' website for the MBE Prime Regulations Q&A for illustrative examples.
http://www.goMDsmallbiz.maryland.gov/Documents/MBE_Toolkit/MBEPrimeRegulation_QA.pdf
6. Subject to items 1 through 5 above, when a certified MBE performs as a participant in a joint venture, a procurement agency may count a portion of the total dollar value of the Contract equal to the distinct, clearly-defined portion of the work of the Contract that the certified MBE performs with its own forces toward fulfilling the Contract goal, and not more than one of the Contract subgoals, if any.
7. The work performed by a certified MBE firm, including an MBE prime, can only be counted towards the MBE participation goal(s) if the MBE firm is performing a commercially useful function on the Contract. Please refer to COMAR 21.11.03.12-1 for more information regarding these requirements.

8. **Materials and Supplies: New Guidelines Regarding MBE Participation.**

- ✓ **Regular Dealer** (generally identified as a wholesaler or supplier in the MDOT Directory): Up to 60% of the costs of materials and supplies provided by a certified MBE may be counted towards the MBE participation goal(s) if such MBE is a Regular Dealer of such materials and supplies. Regular Dealer is defined as a firm that owns, operates, or maintains a store, a warehouse, or any other establishment in which the materials, supplies, articles, or equipment are of the general character described by the specifications required under the contract and are bought, kept in stock, or regularly sold or leased to the public in the usual course of business; and does not include a packager, a broker, a manufacturer's representative, or any other person that arranges or expedites transactions.

Example for illustrative purposes of applying the 60% rule

Overall contract value: \$2,000,000

Total value of supplies: \$100,000

Calculate Percentage of Supplies to overall contract value:

\$100,000 divided by \$2,000,000 = 5%

Apply 60% Rule - Total percentage of Supplies/Products 5% x 60% = 3%

3% would be counted towards achieving the MBE Participation Goal and Subgoal, if any, for the MBE supplier in this example.

- ✓ **Manufacturer**: A certified MBE firm's participation may be counted in full if the MBE is certified in the appropriate NAICS code(s) to provide products and services as a manufacturer.
- ✓ **Broker**: With respect to materials or supplies purchased from a certified MBE that is neither a manufacturer nor a regular dealer, a unit may apply the entire amount of fees or commissions charged for assistance in the procurement of the materials and supplies, fees, or transportation charges for the delivery of materials and supplies required on a procurement toward the MBE contract goals, provided a unit determines the fees to be reasonable and not excessive as compared with fees customarily allowed for similar services. A unit may not apply any portion of the costs of the materials and supplies toward MBE goals.
- ✓ **Furnish and Install and other Services**: The participation of a certified MBE supplier, wholesaler, and/or regular dealer certified in the proper NAICS code(s) to furnish and install materials necessary for successful contract completion may be counted in full. Includes the participation of other MBE service providers in the proper NAICS code(s) may be counted in full.

9. **Dually certified firms.** An MBE that is certified in more than one subgroup category may only be counted toward goal fulfillment of ONE of those categories with regard to a particular contract.

Example: A woman-owned Hispanic American (dually certified) firm may be used to fulfill the women-owned OR Hispanic American subgoal, but not both on the same contract.

10. CAUTION: The percentage of MBE participation, computed using the percentage amounts determined for all of the MBE firms listed in Part 3, MUST meet or exceed the MBE participation goal and subgoals (if applicable) as set forth in Part 2- for this solicitation. If a bidder/offeror is unable to meet the MBE participation goal or any subgoals (if applicable), then the bidder/offeror must request a waiver in Part 2 or the bid will be deemed not responsive, or the proposal not reasonably susceptible of being selected

for award. You may wish to use the attached Goal/Subgoal Worksheet to assist in calculating the percentages and confirming that your commitment meets or exceeds the applicable MBE participation goal and subgoals (if any).

11. If you have any questions as to whether a firm is certified to perform the specific services or provide specific products, please contact MDOT's Office of Minority Business Enterprise at 1-800-544-6056 or via email to mbe@mdot.state.md.us sufficiently prior to the submission due date.

Subgoals (if applicable)

Total African American MBE Participation:	_____8_____%
Total Asian American MBE Participation:	_____ %
Total Hispanic American MBE Participation:	_____ %
Total Women-Owned MBE Participation:	_____11_____%

Overall Goal

Total MBE Participation (include all categories):	_____30_____%
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PART 2 - MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT

This MBE Utilization and Fair Solicitation Affidavit and MBE Participation Schedule must be completed and included with the bid/proposal. If the bidder/offeror fails to accurately complete and submit this Affidavit and the Schedule in Part 3 with the bid or proposal as required, the Procurement Officer shall deem the bid non-responsive or shall determine that the proposal is not reasonably susceptible of being selected for award.

In connection with the bid/proposal submitted in response Construction Phase – Montebello Elementary/Middle School, I affirm the following:

1. MBE Participation (PLEASE CHECK ONLY ONE)

I acknowledge and intend to meet IN FULL both the overall certified Minority Business Enterprise (MBE) participation goal of 30% percent and all of the following subgoal:

8% percent for African American-owned MBE firms

11% percent for Women-owned MBE firms

Therefore, I am not seeking a waiver pursuant to COMAR 21.11.03.11. I acknowledge that by checking the above box and agreeing to meet the stated goal and subgoal(s), if any, I **must** complete Part 3 - MBE Participation Schedule and Signature Page in order to be considered for award.

OR

I conclude that I am unable to achieve the MBE participation goal and/or subgoals. I hereby request a waiver, in whole or in part, of the overall goal and/or subgoals. I acknowledge that by checking this box and requesting a partial waiver of the stated goal and/or one or more of the stated subgoal(s) if any, I **must** complete Part 3, the MBE Participation Schedule and Signature Page for the portion of the goal and/or subgoal(s) if any, for which I am not seeking a waiver, in order to be considered for award. I acknowledge that by checking this box and requesting a full waiver of the stated goal and the stated subgoal(s) if any, I **must** complete the Signature Page in order to be considered for award.

Additional MBE Documentation

I understand that if I am notified that I am the apparent awardee or as requested by the Procurement Officer, I must submit the following documentation within 10 working days of receiving notice of the potential award or from the date of conditional award (per COMAR 21.11.03.10), whichever is earlier:

- (a) Good Faith Efforts Documentation to Support Waiver Request (Attachment D-1C)
- (b) Outreach Efforts Compliance Statement (Attachment D-2);
- (c) MBE Subcontractor/MBE Prime Project Participation Statement (Attachments D-3A and 3B);
- (d) Any other documentation, including additional waiver documentation if applicable, required by the Procurement Officer to ascertain bidder or offeror responsibility in connection with the certified MBE participation goal and subgoals, if any.

I understand that if I fail to return each completed document within the required time, the Procurement Officer may determine that I am not responsible and therefore not eligible for contract award. If the contract has already been awarded, the award is voidable.

Information Provided to MBE firms

In the solicitation of subcontract quotations or offers, MBE firms were provided not less than the same information and amount of time to respond as were non-MBE firms.

MBE Attachment D- 2
OUTREACH EFFORTS COMPLIANCE STATEMENT

Complete and submit this form within 10 working days of notification of apparent award or actual award, whichever is earlier.

In conjunction with the bid/proposal submitted in response to Solicitation No. _____, I state the following:

1. Bidder/Offeror identified subcontracting opportunities in these specific work categories:

2. Attached to this form are copies of written solicitations (with bidding/proposal instructions) used to solicit certified MBE firms for these subcontract opportunities.

3. Bidder/Offeror made the following attempts to personally contact the solicited MDOT-certified MBE firms: _____

4. **Please Check One:**

- This project does not involve bonding requirements.
- Bidder/Offeror assisted MDOT-certified MBE firms to fulfill or seek waiver of bonding requirements. (DESCRIBE EFFORTS): _____

5. **Please Check One:**

- Bidder/Offeror did attend the pre-bid/pre-proposal conference.
- No pre-bid/pre-proposal meeting/conference was held.
- Bidder/Offeror did not attend the pre-bid/pre-proposal conference.

Company Name

Signature of Representative

Address

Printed Name and Title

City, State and Zip Code

Date

**MBE Attachment D-3A
MBE SUBCONTRACTOR PROJECT PARTICIPATION CERTIFICATION**

PLEASE COMPLETE AND SUBMIT ONE FORM FOR EACH CERTIFIED MBE FIRM LISTED ON THE MBE PARTICIPATION SCHEDULE (ATTACHMENT D-1A) WITHIN 10 WORKING DAYS OF NOTIFICATION OF APPARENT AWARD. IF THE BIDDER/OFFEROR FAILS TO RETURN THIS FORM WITHIN THE REQUIRED TIME, THE PROCUREMENT OFFICER MAY DETERMINE THAT THE BIDDER/OFFEROR IS NOT RESPONSIBLE AND THEREFORE NOT ELIGIBLE FOR CONTRACT AWARD.

Provided that _____ (Prime Contractor) is awarded the State contract in conjunction with _____ (Project Name), such Prime Contractor intends to enter into a subcontract with _____ (Second Tier) committing to participation by the MBE firm _____ (Name of Second or Third Tier as applicable) with MDOT Certification Number _____, which will receive at least __% of the Total Payments made to the Prime Contractor for performing the products/services for the State contract. The initial commitment to the MBE firm is \$_____ (Contract Amount) based on the Prime Contractor's contract amount minus the amounts identified for Owner's contingency, allowances, and reimbursable expenses as described in the RFP.

NAICS CODE	WORK ITEM, SPECIFICATION NUMBER, LINE ITEMS OR WORK CATEGORIES (IF APPLICABLE)	DESCRIPTION OF SPECIFIC PRODUCTS AND/OR SERVICES

Each of the Contractor and Subcontractor acknowledges that, for purposes of determining the accuracy of the information provided herein, the Procurement Officer may request additional information, including, without limitation, copies of the subcontract agreements and quotes. Each of the Contractor and Subcontractor solemnly affirms under the penalties of perjury that: (i) the information provided in this MBE Subcontractor Project Participation Affidavit is true to the best of its knowledge, information and belief, and (ii) has fully complied and will comply with the State Minority Business Enterprise law, State Finance and Procurement Article §14-308(a)(2), Annotated Code of Maryland (Procurement Article) which provides that, except as otherwise provided by law, a contractor may not identify a certified minority business enterprise in a Bid/Proposal and:

- (1) fail to request, receive, or otherwise obtain authorization from the certified minority business enterprise to identify the certified Minority Business Enterprise in its Bid/Proposal;
- (2) fail to notify the certified Minority Business Enterprise before execution of the Contract of its inclusion of the Bid/Proposal;
- (3) fail to use the certified Minority Business Enterprise in the performance of the Contract; or
- (4) pay the certified Minority Business Enterprise solely for the use of its name in the Bid/Proposal.

Further, each signatory agrees that the MBE firm will be performing a commercially useful function as required by the Procurement Article and the Code of Maryland Regulations. Each signatory solemnly affirms under the penalties of perjury that the information provided in this form is true to the best of their knowledge, information and belief.

<p>PRIME CONTRACTOR</p> <p>Signature of Representative: _____</p> <p>Printed Name and Title: _____</p> <p>Firm's Name: _____</p> <p>Federal Identification Number: _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>Date: _____</p>	<p>SUBCONTRACTOR (SECOND-TIER)</p> <p>Signature of Representative: _____</p> <p>Printed Name and Title: _____</p> <p>Firm's Name: _____</p> <p>Federal Identification Number: _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>Date: _____</p>	<p>SUBCONTRACTOR (THIRD-TIER):</p> <p>Signature of Representative: _____</p> <p>Printed Name and Title: _____</p> <p>Firm's Name: _____</p> <p>Federal Identification Number: _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>Date: _____</p>
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PART 3 - MBE PARTICIPATION SCHEDULE

Set forth below are the (i) certified MBEs I intend to use, (ii) the percentage of the total Contract value allocated to each MBE for this project and, (iii) the items of work each MBE will provide under the Contract. I have confirmed with the MDOT database that the MBE firms identified below (including any self-performing MBE prime firms) are performing work activities for which they are MDOT-certified.

Prime Contractor	Project Description	Project Name

LIST INFORMATION FOR EACH CERTIFIED MBE FIRM YOU AGREE TO USE TO ACHIEVE THE MBE PARTICIPATION GOAL AND SUBGOALS, IF ANY. MBE PRIMES: PLEASE COMPLETE BOTH SECTIONS A AND B BELOW.

SECTION A: For MBE Prime Contractors ONLY (including MBE Primes in a Joint Venture)

<p>MBE Prime Firm Name: _____</p> <p>MBE Certification Number: _____</p> <p>(If dually certified, check only one box.)</p> <p><input type="checkbox"/> African American-Owned <input type="checkbox"/> Hispanic American- Owned <input type="checkbox"/> Asian American-Owned <input type="checkbox"/> Women-Owned <input type="checkbox"/> Other MBE Classification</p> <p>NAICS code: _____</p>	<p>Please refer to Item #8 of this document for new MBE participation guidelines regarding materials and supplies.</p> <p><input type="checkbox"/> Supplier, wholesaler and/or regular dealer (count 60%) <input type="checkbox"/> Manufacturer (count 100%) <input type="checkbox"/> Broker (count reasonable fee/commission only) <input type="checkbox"/> Furnish and Install and other Services (count 100%)</p> <p>Complete the applicable prompt (select only one) from prompts A-C below that applies to the type of work that the MBE firm named to the left will be performing to calculate the amount to be counted towards achieving the MBE Participation Goal and Subgoal, if any.</p> <p>A. Contract amount of subcontract where the MBE Prime firm is being used for manufacturer, furnish and install, and/or services (excluding products / services from suppliers, wholesalers, regular dealers and brokers): \$ _____</p> <p>B. Contract amount for items of work where the MBE Prime firm is being used as supplier, wholesaler, and/or regular dealer (60% Rule). Total percentage of Supplies/Products \$_____ x 60% = \$_____</p> <p>C. Amount of fee where the MBE Prime firm is being used as broker (count reasonable fee/commission only):\$ _____</p> <p>Description of the Work to be performed with MBE prime's own forces: _____ _____</p>
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SECTION B: For all Contractors (including MBE Primes and MBE Primes in a Joint Venture)

<p>MBE Firm Name: _____</p> <p>MBE Certification Number: _____</p> <p>(If dually certified, check only one box.)</p> <p><input type="checkbox"/> African American-Owned</p> <p><input type="checkbox"/> Hispanic American- Owned</p> <p><input type="checkbox"/> Asian American-Owned</p> <p><input type="checkbox"/> Women-Owned</p> <p><input type="checkbox"/> Other MBE Classification</p> <p>NAICS code: _____</p>	<p>Please refer to Item #8 of this document for new MBE participation guidelines regarding materials and supplies.</p> <p><input type="checkbox"/> Supplier, wholesaler and/or regular dealer (count 60%)</p> <p><input type="checkbox"/> Manufacturer (count 100%)</p> <p><input type="checkbox"/> Broker (count reasonable fee/commission only)</p> <p><input type="checkbox"/> Furnish and Install and other Services (count 100%)</p> <p>Complete the applicable prompt (select only one) from prompts A-C below that applies to the type of work that the MBE firm named to the left will be performing to calculate the amount to be counted towards achieving the MBE Participation Goal and Subgoal, if any.</p> <p>A. Contract amount of subcontract where the MBE firm is being used for manufacturer, furnish and install, and/or services (excluding products/services from suppliers, wholesalers, regular dealers and brokers): \$ _____</p> <p>B. Contract amount for items of work where the MBE firm is being used as supplier, wholesaler, and/or regular dealer (60% Rule). Total percentage of Supplies/Products: \$ _____ X 60% = \$ _____</p> <p>C. Amount of fee where the MBE firm is being used as broker (count reasonable fee/commission only): \$ _____</p> <p>Description of the Work to be Performed: _____</p>
<p>MBE Firm Name: _____</p> <p>MBE Certification Number: _____</p> <p>(If dually certified, check only one box.)</p> <p><input type="checkbox"/> African American-Owned</p> <p><input type="checkbox"/> Hispanic American- Owned</p> <p><input type="checkbox"/> Asian American-Owned</p> <p><input type="checkbox"/> Women-Owned</p> <p><input type="checkbox"/> Other MBE Classification</p> <p>NAICS code: _____</p>	<p>Please refer to Item #8 of this document for new MBE participation guidelines regarding materials and supplies.</p> <p><input type="checkbox"/> Supplier, wholesaler and/or regular dealer (count 60%)</p> <p><input type="checkbox"/> Manufacturer (count 100%)</p> <p><input type="checkbox"/> Broker (count reasonable fee/commission only)</p> <p><input type="checkbox"/> Furnish and Install and other Services (count 100%)</p> <p>Complete the applicable prompt (select only one) from prompts A-C below that applies to the type of work that the MBE firm named to the left will be performing to calculate the amount to be counted towards achieving the MBE Participation Goal and Subgoal, if any.</p> <p>A. Contract amount of subcontract where the MBE firm is being used for manufacturer, furnish and install, and/or services (excluding products/services from suppliers, wholesalers, regular dealers and brokers): \$ _____</p> <p>B. Contract amount for items of work where the MBE firm is being used as supplier, wholesaler, and/or regular dealer (60% Rule). Total percentage of Supplies/Products: \$ _____ X 60% = \$ _____</p> <p>C. Amount of fee where the MBE firm is being used as broker (count reasonable fee/commission only): \$ _____</p> <p>Description of the Work to be Performed: _____</p>

<p>MBE Firm Name: _____</p> <p>MBE Certification Number: _____</p> <p>(If dually certified, check only one box.)</p> <p><input type="checkbox"/> African American-Owned</p> <p><input type="checkbox"/> Hispanic American- Owned</p> <p><input type="checkbox"/> Asian American-Owned</p> <p><input type="checkbox"/> Women-Owned</p> <p><input type="checkbox"/> Other MBE Classification</p> <p>NAICS code: _____</p>	<p>Please refer to Item #8 of this document for new MBE participation guidelines regarding materials and supplies.</p> <p><input type="checkbox"/> Supplier, wholesaler and/or regular dealer (count 60%)</p> <p><input type="checkbox"/> Manufacturer (count 100%)</p> <p><input type="checkbox"/> Broker (count reasonable fee/commission only)</p> <p><input type="checkbox"/> Furnish and Install and other Services (count 100%)</p> <p>Complete the applicable prompt (select only one) from prompts A-C below that applies to the type of work that the MBE firm named to the left will be performing to calculate the amount to be counted towards achieving the MBE Participation Goal and Subgoal, if any.</p> <p>A. Contract amount of subcontract where the MBE firm is being used for manufacturer, furnish and install, and/or services (excluding products/services from suppliers, wholesalers, regular dealers and brokers): \$ _____</p> <p>B. Contract amount for items of work where the MBE firm is being used as supplier, wholesaler, and/or regular dealer (60% Rule)). Total percentage of Supplies/Products: \$ _____ X 60% = \$ _____</p> <p>C. Amount of fee where the MBE firm is being used as broker (count reasonable fee/commission only): \$ _____</p> <p>Description of the Work to be Performed: _____</p>
<p>MBE Firm Name: _____</p> <p>MBE Certification Number: _____</p> <p>(If dually certified, check only one box.)</p> <p><input type="checkbox"/> African American-Owned</p> <p><input type="checkbox"/> Hispanic American- Owned</p> <p><input type="checkbox"/> Asian American-Owned</p> <p><input type="checkbox"/> Women-Owned</p> <p><input type="checkbox"/> Other MBE Classification</p> <p>NAICS code: _____</p>	<p>Please refer to Item #8 of this document for new MBE participation guidelines regarding materials and supplies.</p> <p><input type="checkbox"/> Supplier, wholesaler and/or regular dealer (count 60%)</p> <p><input type="checkbox"/> Manufacturer (count 100%)</p> <p><input type="checkbox"/> Broker (count reasonable fee/commission only)</p> <p><input type="checkbox"/> Furnish and Install and other Services (count 100%)</p> <p>Complete the applicable prompt (select only one) from prompts A-C below that applies to the type of work that the MBE firm named to the left will be performing to calculate the amount to be counted towards achieving the MBE Participation Goal and Subgoal, if any.</p> <p>A. Contract amount of subcontract where the MBE firm is being used for manufacturer, furnish and install, and/or services (excluding products/services from suppliers, wholesalers, regular dealers and brokers): \$ _____</p> <p>B. Contract amount for items of work where the MBE firm is being used as supplier, wholesaler, and/or regular dealer (60% Rule)). Total percentage of Supplies/Products: \$ _____ X 60% = \$ _____</p> <p>C. Amount of fee where the MBE firm is being used as broker (count reasonable fee/commission only): \$ _____</p> <p>Description of the Work to be Performed: _____</p>

CONTINUE ON SEPARATE PAGE IF NEEDED

SIGNATURE PAGE
Bidder/Offeror must sign below

I solemnly affirm under the penalties of perjury that: (i) I have reviewed the instructions for the MBE Utilization & Fair Solicitation Affidavit and MBE Schedule; (ii) In the solicitation of subcontract quotations or offers, MBE firms were provided not less than the same information and amount of time to respond as were non-MBE firms; and (iii) the information contained in the MBE Utilization & Fair Solicitation Affidavit and MBE Schedule is true to the best of my knowledge, information and belief.

Bidder/Offeror Name
(PLEASE PRINT OR TYPE)

Signature of Authorized Representative

Address

Printed Name and Title

City, State and Zip Code

Date

SUBMIT THIS AFFIDAVIT WITH BID/PROPOSAL

SECTION 001100

MSA | 21st CENTURY SCHOOL PARTICIPATION REQUIREMENTS FOR PROGRAMS
MBE, WORKFORCE DEVELOPMENT, OCIP & WAGE RATE

APPENDIX B

Owner's Controlled Insurance Program OCIP

Part I - MSA OCIP Contractor Manual 9-19-2019

Part II - MSA OCIP Safety Standards 9-19-2019

Part III - MSA OCIP Net Bid CM Agreement



Maryland Stadium Authority

Owner Controlled Insurance Program

Addendum 1 dated 5/4/2020 to the Contractor's Manual (version 9/19/19)

Experience Modification Rating Maximum Threshold (1.25)

As part of the OCIP verification process, all contractors, regardless of tier, are required to identify and provide evidence of their Experience Modification Rating (EMR) as part of the submission of documents for participation in the Project. ***Maryland Stadium Authority (MSA) has established a maximum EMR threshold of 1.25 for all Eligible Parties***, as defined in the MSA OCIP Contractors Insurance Manual.

Alliant Insurance Services, as the OCIP Administrator for MSA's OCIP Program, will then identify any contractor that exceeds the 1.25 EMR threshold. These contractors will then be required to provide supporting documentation to determine if they will be allowed to work in the Project. At a minimum, contractors will need to submit the following documents to MSA: (a) loss runs for the last five years; (b) OSHA 300 logs for the last three years; (c) Corporate Safety Program; and (d) a letter signed by a high-ranking officer of the company indicating the plans to address safety for the project. This review process may take up to twelve (12) business days. Approval may be contingent on additional safety measures implemented by the contractor, which will be provided at no cost to MSA.

NOTE: Please be advised that there will be no site access granted nor any work allowed to begin at the Project by the contractor until a decision has been made by MSA. MSA's decision regarding the contractor's participation and eligibility to work at the project site is FINAL.

Once approved, Alliant, in consultation with MSA, will determine if the contractor will be designated as an Enrolled Party or Excluded Party.

Questions regarding these requirements should be directed to Carmina Perez-Fowler, Assistant Vice President, Procurement, Compliance, and Risk Management, Maryland Stadium Authority at cperezfowler@mdstad.com or (410) 223-4129.



MARYLAND STADIUM AUTHORITY

Owner Controlled Insurance Program

CONTRACTOR'S MANUAL

21st. CENTURY SCHOOLS

September 19, 2019

BALTIMORE



Alliant

Alliant Insurance Services, Inc.

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1.0 INTRODUCTION

1.1 Overview

The Maryland Stadium Authority (Owner) has elected to use an Owner Controlled Insurance Program (OCIP) for the 21st Century Schools Construction Program. Under an OCIP the Owner purchases certain insurance policies for protection of some (but not all) of the insurable risks that exist on a construction project. The OCIP insurance purchased by the Owner will be endorsed to extend coverage under the OCIP policies to the Construction Manager and Trade Contractors who have properly enrolled in the OCIP. The Construction Manager and Trade Contractors on the Project should carefully consider the OCIP and its implications to their company before executing a contract requiring their participation in the OCIP.

The OCIP provides the following insurance for the Construction Manager and all eligible Trade Contractors, regardless of tier, that are approved for participation in the insurance program:

- Commercial General/ Excess Liability
- Workers' Compensation

The following additional coverages are provided outside of the OCIP – Coverage is automatic:

- Builders' Risk
- Contractors Pollution Liability

Certain Trade Contractors are ineligible for this program. These parties are identified in the Definitions, Section 3.0 of this manual.

The Owner will pay all insurance premiums for the OCIP, and will also provide the Builder's Risk and Contractors Pollution Liability coverage. You should notify your insurer(s) to delete from your insurance program charges and coverage for the on-site activities of this Project that are covered under the OCIP.

Alliant Insurance Services, Inc. ("Alliant") is the OCIP Administrator, and will be administering the OCIP on the behalf of the Owner. It will be primary insurance for the benefit of insured parties on this Project.

Insurance coverage and limits provided under the OCIP are limited in scope and specific to this Project only. Your insurance representative should review this information. Any additional coverage you may wish to purchase will be at your own expense.

The guidelines in this manual are to be used for informational purposes only. Any conflict between this document and any contract or subcontract, the contract or subcontract will govern. Any difference with the actual OCIP policies will control in the event of any inconsistency or misunderstanding.

1.2 About this Manual

This manual is designed to identify, define, and assign responsibilities for the administration of the OCIP. The guidelines in this manual are to be used for informational purposes only.

This Manual:

- Generally describes the OCIP
- Identifies responsibilities of the various parties involved in the Project
- Provides a basic description of the OCIP operation
- Describes audit and administration procedures
- Provides answers to basic questions about the OCIP
- Will be updated throughout the course of the Project if necessary

This Manual does not:

- Provide coverage interpretations
- Provide complete information about coverage
- Provide answers to specific claims questions

Specific questions about the OCIP, its administration, or the coverage provided should be referred to the OCIP Program Manager identified in the Project Directory section immediately following this introduction.

1.3 Responsibilities Concerning Loss Control & Claim Reporting

It will be the responsibility of the Construction Manager and all Trade Contractors of any tier to exercise every reasonable action to prevent work related injuries, property and equipment damage at the Project Site, as well as to minimize the exposure of risk to the public and third party property. The Construction Manager and all Trade Contractors of any tier will conduct loss control prevention practices according to those requirements set by Federal, State and Local Laws, statutes, and specific procedures developed for this Project.

In the event of an accident, it will be the obligation of the Construction Manager and/or the responsible Trade Contractor of any tier to see that the injured workers or members of the public are given immediate medical treatment. Also, all appropriate medical and claim forms must be filed with the appropriate Authorities, the Primary OCIP Carrier, Site Safety Personnel, and the OCIP Program Manager.

2.0 PROJECT DIRECTORY

OCIP PROGRAM MANAGER	
Alliant Insurance Services Construction Services Group 3424 Peachtree NE, Ste 1400 Atlanta GA 30326	John Drew Office: 916-539-6002 john.drew@alliant.com

PLEASE DIRECT ALL OCIP COVERAGE QUESTIONS TO THE OCIP PROGRAM MANAGER

OCIP PROGRAM ADMINISTRATOR	
Alliant Insurance Services Construction Services Group 333 South Hope, St, Suite 3750 Los Angeles, CA 90071	LaTonya Johnson Office: 214-649-5640 latonya.johnson@alliant.com

PLEASE DIRECT ALL ENROLLMENT, INSURANCE DEDUCT, PAYROLL REPORTING, AND CLAIMS REPORTING QUESTIONS TO THE OCIP PROGRAM ADMINISTRATOR

INSURANCE CARRIER	POLICIES
Astrus Chubb	Workers' Compensation
Astrus Chubb	General Liability
Astrus Chubb	Excess Liability

EMERGENCY NUMBERS - CLAIMS & ACCIDENTS	
Serious Accident	911 Re: School Project

Employee Injury-First Report (See MSA OCIP Claim Form)	Site Safety – Bryant Simowitz Phone: 410-215-2030 MSA Administrator: Carmina Perez Fowler Phone: 410-258-9151 (cperezfowler@mdstad.com)
Property Damage- 3rd Parties (See MSA OCIP Claim Form)	Site Safety – Bryant Simowitz Phone: 410-215-2030 MSA Administrator: Carmina Perez Fowler Phone: 410-258-9151 (cperezfowler@mdstad.com)
Property Damage-Work	Site Safety – Bryant Simowitz Phone: 410-215-2030 MSA Administrator: Carmina Perez Fowler Phone: 410-258-9151 (cperezfowler@mdstad.com)

MANDATORY REPORTING PROTOCOLS:

For all Employee Injury and Property Damage incidents, you are required to contact the Site Safety client representative referenced above first and then follow up by contacting the MSA Administrator client representative referenced above.

3.0 DEFINITIONS

The following definitions apply to this manual:

Approved Additional Sites:

Storage yards or staging areas used solely in connection with performing work at the Project Site. All locations must be approved by the insurer and scheduled.

Certificate of Insurance:

A document providing evidence of the existence of coverage for a particular insurance policy or policies.

Contract:

A written agreement between the Owner and the Construction Manager for the Project. Also an agreement between the Construction Manager and any Trade Contractor, or an agreement between a Trade Contractor and a Trade Contractor of a lower tier.

Deductible:

The amount that the Construction Manager and Trade Contractor are responsible for paying as their contribution for settlement of an insured loss.

Eligible Parties:

The Construction Manager and a Trade Contractor of any tier, except for a Trade Contractor that is an Excluded Party.

Employer:

Any individual, firm, or corporation that provides direct construction labor for work performed at the Project Site.

Enrolled Party:

Applies to the Construction Manager and those eligible Trade Contractors that have submitted all necessary enrollment forms and have been accepted into the OCIP as evidenced by a Certificate of Insurance. *Also described in this manual as a Participating Contractor.*

PROJECT DEFINITIONS

Excluded Parties:

Applies to those parties that are not eligible for, and are excluded from the OCIP. Excluded Parties are:

- a. Hazardous materials remediation, removal and/or transport companies and their consultants;
- b. Architects, surveyors, engineers, and soil testing engineers, and their consultants;
- c. Vendors, suppliers, fabricators, material dealers, truckers, haulers, drivers and others who merely transport, pick up, deliver, or carry materials, personnel, parts or equipment, or any other items or persons to or from the Project site;
- d. Temporary leasing and staffing firms and contracted workers and/or employees;
- e. Individuals deemed self-employed or independent contractors under applicable law;
- f. Any Subcontractor of any tier that does not perform any actual labor on the Project site; and
- g. Any other party or entity not specifically identified herein, that is excluded by Owner in its sole discretion, even if such party or entity is otherwise eligible.

Insured:

The Owner, and any Enrolled Party, including but not limited to the Construction Manager, and any enrolled Trade Contractor, and any other party so named in the insurance policy.

Insurer:

The insurance company named on a policy or certificate of insurance that provided coverage for the OCIP.

Owner:

Maryland Stadium Authority

OCIP Program Administrator:

Alliant Insurance Services, Inc. *Also referred to in this manual as OCIP Program Manager and OCIP Broker.*

Participating Contractor:

See Enrolled Party.

Project:

Project shall have the same meaning as the term "Project" in the agreement between the Owner and the Construction Manager, and refers to the total construction to be performed under the agreement between the Owner and the Construction Manager.

PROJECT DEFINITIONS

Project Site:

Project Site shall mean those areas designated in writing by Owner for performance of the Work and such additional areas as may be designated in writing by Owner for use by the Construction Manager or a Trade Contractor in the performance of the Work. Subject to notification and other requirements for off-site locations, the term Project Site shall also include (a) field office sites, (b) property used for bonded storage of material for the Project approved by Owner, (c) staging areas dedicated to the Project, and (d) areas where activities incidental to the Project are being performed by Construction Manager or Trade Contractors covered by the workers' compensation policy included in the OCIP, but excluding any permanent locations of Construction Manager or such covered Trade Contractors.

Trade Contractor:

Those persons, firms, joint ventures, corporations, or other parties that enter into a written agreement with the Construction Manager, or another Trade Contractor to perform a portion of the Work of the Project. For purposes of this manual, Trade Contractor refers to Trade Contractors of any tier.

Work:

Shall have the same meaning as the term "Work" in the agreement between the Owner and the Construction Manager, and refers to the aggregate of all the labor and materials required to complete the Project, consisting of construction that the Construction Manager is to perform with its own forces and the construction to be performed by each of the Trade Contractors.

4.0 CONTRACTOR OCIP RESPONSIBILITIES

All Eligible Parties of any tier are required to cooperate fully with the Owner and its OCIP Program Administrator in all aspects of OCIP operation and administration. All Eligible Parties of any tier will be required to provide information necessary to bind coverage under the OCIP on a “per contract” basis. Responsibilities of Eligible Parties (of all tiers) include:

- Comply with the submission and completion of the Insurance Cost Worksheet including providing policy declaration and rate pages
- Submission of all OCIP enrollment information
- Including the OCIP provisions in all trade contract agreements as appropriate
- Notifying the OCIP Program Administrator of all trade contract agreements awarded through submission of Notice of Award Form
- Assisting with enrollment of all Eligible Parties in OCIP, as required
- Maintaining and reporting monthly payroll records
- Cooperating with the OCIP Program Administrator’s requests for information
- Complying with insurance, claim, and safety procedures
- Paying deductibles promptly as required
- Notifying the OCIP Program Administrator immediately of any insurance cancellation or non-renewal (contractor-required insurance)

4.1 Alliant WrapX Overview

Alliant WrapX (WrapX) is a proprietary Risk Management Information System (RMIS). All relevant OCIP information will be captured and stored online in a “paperless” format through WrapX. Information to be stored includes award notifications, enrollment information, OCIP payroll, and notice of work completion for all contractors on a per project basis. Alliant Insurance will provide all OCIP Eligible Parties a project welcome letter detailing instructions for utilizing the WrapX contractor portal upon receipt of a Notice of Award for the awarded contractor.

Submission of all OCIP related documents should be sent by e-mail at alliantwrapx@alliantinsurance.com, fax (866) 867-5811 or uploaded online via the Alliant WrapX Contractor Portal

If you should have any questions or require additional information about this process or other matters related to the (OCIP), please contact your OCIP Program Manager identified in Section 2: Project Directory of this Manual.

CONTRACTOR OCIP RESPONSIBILITIES

4.2 Net Bid Approach – Exclude Cost of OCIP Coverages

Construction Manager and each Trade Contractor shall exclude from their bids all costs of insurance coverage provided under the OCIP (“Cost of OCIP Coverage.”) The “Cost of OCIP Coverage” is defined as all of Construction Manager’s and all Trade Contractor’s costs, charges, or expenses for insurance coverages that are provided by the Owner under the OCIP, and includes but is not limited to reduction in insurance premiums, related taxes and assessments, markup on the insurance premiums and losses retained through the use of a self-funded program, self-insured retention, or deductible program. Change orders must also be priced to exclude the Cost of OCIP Coverage. The Program Administrator has been directed by Owner to verify that the Cost of OCIP Coverages have been properly excluded from all bids. Construction Manager and all Trade Contractors shall comply with Program Administrator’s verification.

4.3 Calculation of Insurance Costs

Overview

Adjustments for Eligible Parties insurance cost evaluation shall reflect the Eligible Parties' total cost of risk for insurance of the types provided by the OCIP. “Cost of risk” includes, without limitation, Eligible Parties' actual insurance company premium rates and claim costs rates (including, without limitation, loss adjustment costs) within deductibles or self-insured retentions.

Procedures

At the time a Trade Contractor bid is submitted and before the start of work at the School Jobsite, Trade Contractor shall provide the OCIP Program Administrator along with enrollment data, an estimate of the Trade Contractor’s costs of insurance for like kinds of coverages to be provided by the OCIP, by completing and submitting, and having its eligible lower tier Trade Contractor’s complete and submit, the Insurance Cost Worksheet Form, which is included in Section 8 of this manual.

In order to verify that the Cost of OCIP Coverages have been properly identified, Construction Manager and all Trade Contractors shall submit all documentation reasonably requested by Maryland Stadium Authority and/or the OCIP Program Administrator in connection therewith, including, without limitation:

1. Copies of insurance policies and rate schedule pages,
2. Deductible or retention pages,
3. If applicable, information on self-insured retention programs and documentation of the total cost of risk in any self-insured program, including five (5) year actuarial studies and prior loss histories.

CONTRACTOR OCIP RESPONSIBILITIES

The OCIP Program Administrator will review the insurance cost information entered online and other data submitted by the Construction Manager and all Trade Contractors for accuracy.

Construction Manager and each Trade Contractor hereby represents and covenants that all insurance cost information submitted to Owner or to the OCIP Program Administrator to verify insurance costs removed from the bid is or shall be accurate and complete.

4.4 Enrollment

Enrollment into the OCIP is required but not automatic. Eligible Parties must complete the online enrollment and participate in the enrollment process for the OCIP coverage to apply. Access to the Project Site will not be permitted until the enrollment is complete. **Eligible Parties must be designated as an Enrolled Party prior to start of work.**

Each Participating Contractor of any tier shall provide details about any lower tier trade contractor as necessary to enroll them in the OCIP. The OCIP Program Administrator will need all of the information requested on the Contractor Insurance Enrollment Form (Online Form A). This information must be completed and submitted to the OCIP Program Administrator prior to mobilization to obtain coverage under the OCIP.

Separate Contractor Enrollment is required for each Contract under which a Participating Contractor is performing Work; however, only one Workers' Compensation policy will be issued for each Participating Contractor.

When an Eligible Party of any tier is accepted into the OCIP, they will receive a Certificate of Insurance from Alliant acknowledging that they have been enrolled in the OCIP as a Participating Contractor.

4.5 Assignment of Return Premiums

The Owner will pay the cost of the OCIP insurance coverage. The Owner will be the sole recipient of any return OCIP premiums or dividends. All Participating Contractors shall assign to Owner all adjustments, refunds, premium discounts, dividends, credits, or any other monies due from the OCIP insurers.

4.6. Payroll Reports

Each Participating Contractor must submit Monthly Payroll Reports online identifying man-hours and payroll for all work performed at the Project Site on a "per contract" basis.

CONTRACTOR OCIP RESPONSIBILITIES

This information will be used to provide the insurance company with the information required to determine the premium for the OCIP.

The monthly man-hour reports should include supervisory and clerical personnel on site and shall certify all Work performed at or emanating directly from the Project Site.

A separate Monthly Payroll Report is required for each Contract for Work under which a Participating Contractor is performing.

4.7 Insurance Company Payroll Audit

Each Participating Contractor is required to maintain payroll records for the Project Site in accordance with the Basic Manual of Rules, Classifications, and Experience Rating Plan for Workers' Compensation and Employers Liability Insurance. Such records shall allocate the payroll by Workers' Compensation Classification(s), including any cost pertaining to the value of work in place, and shall exclude the excess or premium paid for overtime (i.e., only the straight time rate shall apply to overtime hours worked). Furthermore, such records shall limit the payroll for Owners and Executive Officers as stated in manual rules.

4.8 Completion of Work

When a Participating Contractor has completed its work, such Participating Contractor shall complete a Notice of Work Completion online and submit it to the OCIP Program Administrator. The Owner will not release final payment until all necessary information has been submitted. It is the upper-tier Participating Contractor's responsibility to assure that the lower-tier Participating Contractors complete the Notice of Completion online. A separate form must be completed for each contract.

4.9 Off-Site Locations

The Construction Manager is responsible, on behalf of itself and for all Trade Contractors, for applying for approval to have off-site locations covered by the OCIP. The Construction Manager, prior to the use of a site by any Participating Contractor, shall notify the OCIP Program Manager of the need and shall request approval of the site. The request should include the location address, description of the site, intended use, and the duration of the work to be performed at the site. The off-site location must be dedicated 100% to the School Project.

CONTRACTOR OCIP RESPONSIBILITIES

4.10 Safety Procedures

Participating Contractors of any tier are required to establish a written safety program and to provide a full-time qualified Safety Manager or designated competent safety representative who shall be onsite when any Work is in progress. Non-compliance with project loss control requirements could be considered to be the same as non-compliance with another contractual condition. Minimum standards for contractor programs are outlined in the Maryland Stadium Authority OCIP Project Safety Manual.

The Owner or its loss control representatives will have the right to “Stop Work” when serious defective conditions, unsafe work activities, or life threatening hazards are identified. In accordance with contract requirements, if deemed necessary, the Owner may remove any Participating Contractor and/or its employees that violate these requirements. The Owner, at its discretion, will designate an individual to act on its behalf, in all matters relating to work site safety and health.

4.11 Claims Reporting

Participating Contractors of any tier shall follow the claims procedures outlined in Section 7.0 of this manual, and as established by the Construction Manager. Participating Contractors of any tier agree to assist and cooperate in every manner possible in connection with the adjustment of all claims and demands in which the OCIP Insurer is called upon to adjust or defend.

4.12 Change Order Procedures

Change orders will also be priced by a Participating Contractor and its lower tier Participating Contractors to exclude their cost of insurance for the coverages that are provided by Owner. Procedures as outlined in “Calculation of Insurance Costs” will also apply to change orders.

4.13 Close Out and Audit Procedures

When a Participating Contractor has completed its Work at the Project and will no longer have on-site workers, the Participating Contractor shall notify the OCIP Program Administrator by submitting the Notice of Work Completion online for the final reporting and audit of payroll and man-hours.

Any deductibles that the Participating Contractor is responsible for will be considered at the time of the Contract close-out unless the actual cost of the claim has been established and considered prior to close-out.

5.0 CONTRACTOR REQUIRED COVERAGE

Participating Contractors of any tier are required to maintain insurance coverage that protects the Owner from liabilities arising from the Participating Contractor's operations performed away from the Project Site, for types of coverage not provided by the OCIP, and for operations performed in connection with ineligible or otherwise excluded parties operating under the Participating Contractor's control or direction.

Verification of insurance shall be submitted in the form of a Certificate of Insurance on a standard ACORD Form 25-S. A sample of an acceptable Certificate of Insurance and other documentation is provided in Appendix A.

Participating Contractors are responsible for monitoring Certificates of Insurance for their Trade Contractors and Excluded Party Certificates. The Owner reserves the right to disapprove the use of Trade Contractors unable to meet the insurance requirements. Certificates evidencing compliance shall be submitted to Owner.

The limits of liability shown for the insurance required of the Construction Manager and Trade Contractors are minimum limits only and are not intended to restrict the liability imposed on the Construction Manager and Trade Contractors for Work performed under their respective Contracts.

Participating Contractors of any tier agree to obtain and maintain the following minimum insurance requirements during the performance of Work for the Project. Participating Contractors of any tier shall pay the premiums for such insurance.

5.1 Business Auto Liability

All Participating Contractors will maintain at their own expense Automobile Liability Insurance covering the operations, maintenance, use and loading and unloading of all owned, non-owned, and hired vehicles. As such, all contractors of any tier shall furnish to the Owner a Certificate of Insurance showing such coverage with the following minimum limits of liability:

Bodily Injury: \$1,000,000 Combined Single Limit for Bodily Injury and/or Property Damage

The policy or policies will be endorsed to name the Owner, the State of Maryland, the Mayor and City Council of the City of Baltimore, the Baltimore City Board of School

CONTRACTOR REQUIRED COVERAGE

Commissioners and Baltimore City Public Schools System, and, for Trade Contractors, the Construction Manager, and their respective members, officers, employees, representatives, volunteers and agents (collectively, the "**Additional Insured Parties**") as additional insureds.

Automobile Liability coverage IS NOT provided under the OCIP.

5.2 Construction Equipment Insurance

Any policies maintained by the Participating Contractors on their owned and/or rented equipment and materials shall contain a provision requiring the insurance carriers to waive their rights of subrogation against the Owner and all other indemnitees named in their contract documents

Construction Equipment IS NOT covered under the OCIP.

5.3 General Liability (Off-Site)

All Participating Contractors shall maintain at their own expense Commercial General Liability (CGL) Insurance applicable to all off-site operations. This insurance shall include coverage for bodily injury, property damage, and personal injury with limits of no less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in the aggregate annually. A certificate of insurance evidencing this coverage shall be provided to the Owner. This insurance shall be endorsed to name the Additional Insured Parties as additional insureds.

5.4 Workers' Compensation (Off-Site)

All Participating Contractors shall maintain at their own expense Workers' Compensation Insurance applicable to all employees and contractors hired by the insured, who are not covered under the OCIP workers' compensation policy. The insurance shall include statutory workers' compensation coverage and no less than one million dollars (\$1,000,000) employers' liability. A certificate of insurance evidencing this coverage shall be provided to the Owner.

5.5 Professional Liability Insurance (Errors & Omissions)

In the event any contract specification requires a Participating Contractor, including any professional service provider, to perform professional services, such as, but not limited to, architectural, engineering, construction management, surveying, design, etc., a certificate of insurance must be provided to the Owner prior to commencing work evidencing the Participating Contractor has obtained professional liability insurance

CONTRACTOR REQUIRED COVERAGE

providing coverage for such professional services. Change in limits, coverage, or loss of aggregate limit due to outstanding claims must be reported to the Owner within thirty (30) days of any such event.

Professional Liability coverage IS NOT provided under the OCIP.

5.6 Watercraft and Aviation Insurance

In the event watercraft, or fixed or rotary aircraft are used in connection with this Agreement and/or execution of the work, a minimum of five million (\$5,000,000) of liability insurance must be maintained with the following requirements:

- a) The Additional Insured Parties must be named as an “additional insured” and a waiver of hull damage must be provided in favor of the Additional Insured Parties.
- b) Also, if any aircraft is to be used to perform lifts at the Project site, a “slung cargo” endorsement must be included to cover the full replacement value of any liability and equipment to material being lifted. All such lifts must be coordinated with the Owner for approval prior to lift execution.

Watercraft and aviation equipment ARE NOT covered under the OCIP.

5.7 Environmental and Asbestos Abatement Coverage

If a Contract involves the removal of asbestos, the removal/replacement of underground tanks, or use of toxic chemicals and substances, the Participating Contractor will be required to provide adequate coverage, not less than five million (\$5,000,000) per claim basis, for such exposures subject to requirements and approval of the Owner.

5.8 Conditions of Understanding

The amount and types of insurance coverage required herein shall not be construed to be a limitation of the liability of the Participating Contractors or any other Trade Contractors to the Additional Insured Parties. Any type of insurance, or any greater limits of liability than described above, which the Construction Manager or a Trade Contractor requires for their own protection or on account of statute, shall be the responsibility of that party at its own expense. The carrying of the insurance described shall in no way be interpreted as relieving the Construction Manager or any Trade Contractor of any tier, whether Participating or Non-Participating, of any responsibility of liability under their respective Contracts.

CONTRACTOR REQUIRED COVERAGE

5.9 Other Insurance Required of All Participating Contractors

Each Participating Contractor shall file certificates of such insurance with OCIP Program Manager which shall be subject to the Owner's approval for adequacy of protection, including the satisfactory character of any insurer. If requested by OCIP Program Manager or Owner, a certified copy of the actual policy(s) with the appropriate endorsement(s) and other documents shall be provided to the Owner and the Contractor.

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

In the event of failure of any Participating Contractor of any tier to furnish and maintain said insurance and to furnish satisfactory evidence thereof, the Owner shall have the right to take out and maintain same coverage for all parties on behalf of such Participating Contractor, who also agrees to furnish all necessary information thereof and to pay the cost thereof to the Owner immediately upon presentation of a premium invoice.

6.0 INSURANCE COVERAGE

6.1 Covered Parties

All Eligible Parties must be designated as an Enrolled Party in the OCIP by the Broker appointed by the Owner upon completion and acceptance of enrollment forms regarding insurance furnished by the OCIP Program Administrator. Eligible Parties of any tier must enroll in the OCIP before coverage is available to them for any loss. Therefore no Eligible Parties of any tier shall begin work on site until they have been properly designated as an Enrolled Party in the OCIP. All insurance, underwriting, payroll, rating or loss history information (including evidence of other insurance required under Section 5 requested by the OCIP Program Manager) must be provided to the OCIP Program Manager by a Participating Contractor of any tier within five (5) working days of the request. An Eligible Party shall not be deemed to be a Participating Contractor and shall not be permitted to work on the Project until designated as an Enrolled Party in the OCIP by the OCIP Program Administrator. Enrollment will be established only upon issuance by the OCIP Program Administrator of an OCIP Certificate of Insurance to the Participating Contractor. Every Participating Contractor shall, at all times during and after the Project, cooperate with the Owner, the OCIP Program Manager, and the OCIP insurers and adjusters concerning matters relating to the OCIP.

6.2 Parties Not Covered

Excluded Parties shall not be permitted to work on the Project until: (1) they have provided to the OCIP Program Administrator evidence of their compliance with the insurance requirements as outlined in the Contract document, and (2) they have been approved to work onsite by the OCIP Program Administrator.

6.3 Exclusion of Contractors from the OCIP

The Owner has the exclusive right to exclude Trade Contractors or other parties from participating in the OCIP. Such Excluded Parties, who will not be covered under the OCIP, must comply with the insurance requirements as outlined in the Contract document.

6.4 Evidence of OCIP Coverage

Each Participating Contractor will be issued an individual Workers' Compensation policy including Employer's Liability coverage. The OCIP Program Administrator will also provide a Certificate of Insurance evidencing General Liability, and Excess Liability insurance to each Participating Contractor, each of whom will be a named insured on the policy. Other documentation including forms, posting notices, if any, will be furnished to

each Participating Contractor. A complete copy of the policy will be furnished to an authorized representative of each Participating Contractor upon written request.

6.5 OCIP Termination or Modification

The Owner reserves the right to terminate or modify the OCIP or any portion thereof. If the Owner exercises this right, Participating Contractors will be provided notice as required by the terms of their individual Contracts. Pursuant to policy guidelines normal coverage under the OCIP will end once receipt of the permanent Certificate of Occupancy (COO) is accepted by the Owner or when coverage under the OCIP policy has expired, whichever event occurs first. At its option, Owner may procure alternate coverage or may require the Participating Contractors to procure and maintain alternate insurance coverage.

6.6 Description of OCIP Coverages

The following coverage summaries are provided for informational purposes only. The actual terms and conditions of the coverage provided are contained in the insurance policies under the OCIP, and Participating Contractors and others shall not rely upon this summary in lieu of the policies themselves. Copies of the policies will be made available to all Eligible Parties and Participating Contractors upon written request.

6.6.1 Workers’ Compensation and Employer’s Liability Insurance

<p>a. Policy Coverage A</p>	<p>Statutory Benefits Liability imposed by the Workers’ Compensation and/or Occupational Disease statute of the State in which the work is performed and any other state or governmental authority having jurisdiction or if related to the work performed on the project</p>	
<p>b. Policy Limits</p>	<p>\$ 1,000,000</p>	<p>Bodily Injury per Accident/employee</p>
	<p>\$ 1,000,000</p>	<p>Bodily Injury per Disease/employee</p>
	<p>\$1,000,000</p>	<p>Policy limit by Disease</p>

6.6.2 Commercial General Liability Insurance (General Aggregate Limit Reinstates Annually)

Commercial General Liability

	Limits of Liability Shared by All Insureds for All Projects
General Aggregate Limit	\$ 4,000,000
Products/ Completed Operations Aggregate Limit	\$ 4,000,000
Personal/ Advertising Injury Limit	\$ 2,000,000
Each Occurrence Limit	\$ 2,000,000
Damage to Premises Rented to You Limit	\$ 50,000

A Single General Liability policy will be issued covering all insureds.

- Underwritten by Executive Risk Indemnity under policy #54306150.
- Broad Named Insured
- Fungus Exclusion (Bodily Injury and Personal/Advertising Injury Only)
- Annual Reinstatement of all aggregates including the Products/Completed Operations Aggregate during the policy period.
- Ten (10) Year/Statute of Limitation Products/Completed Operations Extension

If a general liability claim results from any construction activity, the responsible Participating Contractor shall pay an administrative fee to the Owner based on initial contract value. A change order will be written to recover this fee.

Contract Value	Fee Amount
Up to \$1,000,000	\$1,000
\$1,000,001 to \$10,000,000	\$5,000
Greater than \$10,000,000	\$10,000

6.6.3 Excess Liability Insurance

Excess Liability

	Limits of Liability Shared by All Insureds
Each Occurrence Limit	\$ 100,000,000
Annual General Aggregate Limit	\$ 100,000,000
Products/Completed Operations Aggregate	\$ 100,000,000

First Layer: \$25,000,000

- Allied World Assurance Co policy #03104947

Second Layer:

\$25,000,000

- Westchester Surplus Lines policy #G28200262001

Third Layer:

\$50,000,000

- Great American Assurance policy #EXC4100678
- Navigators Specialty policy #LA16FXS890752IV

Follow Form Excess Policy, following all terms, conditions and exclusions of the underlying General Liability policy.

6.7 Additional Owner Provided Insurance Coverages (outside of the OCIP)

6.7.1 Builders' Risk Insurance

The Owner shall obtain and maintain in force during the term of this Agreement, a Builders' Risk Insurance policy separate from the OCIP, which shall insure against all risks of physical loss and/ or damage including flood, subject to all policy terms, conditions and exclusions, covering buildings and materials in the course of construction, reconstruction or renovation. The Builders' Risk policy shall be endorsed to add the Construction Manager and Trade Contractors of any tier as additional insureds, as their interests may appear. Unless required otherwise by Owner, claims under Builders' Risk insurance are subject to a deductible amount. The responsible Participating Contractor shall pay the deductible amount. All Builders' Risk losses will be adjusted with and payable to the Owner or the designee for the benefit of all parties as their interest may appear. Each Participating Contractor shall be responsible for a deductible of \$25,000 per occurrence for broad form loss and a \$50,000 deductible for broad form loss causing water damage.

The Owner shall not be responsible for loss or damage to, or obtaining and/or maintaining in force insurance on temporary structures, construction equipment, tool or personal effects, owned or rented to or in the care, custody, and control of any Participating Contractor or other Trade Contractor.

6.7.2 Contractors Pollution Liability Insurance

Contractor's Pollution Liability (CPL)

Limits of Liability

	Shared by All Insureds
Each Loss Limit	\$ 10,000,000
Annual Aggregate Limit	\$10,000,000

Each Participating Contractor shall be responsible at its own expense for the first \$25,000 of each occurrence including court costs, attorney fees and costs of defense for bodily injury or property damage to the extent losses payable are attributable to that Participating Contractor's acts or omissions for claims covered under the CPL policy.

- Underwritten by Allied World Assurance Co under policy # 0310-4922.
- Amended transfer, storage or disposal facilities exclusion to include non-owned disposal sites.
- Completed operations coverage retroactive date:
- Fungi coverage endorsement

7.0 CLAIM PROCEDURES

This section describes the basic procedures for reporting various types of claims: workers' compensation, general liability, and damage to the project. A claims kit will be provided to the controlling Contractor at the Project site. It will include details about claim reporting and is intended for use at the job site.

7.1 Workers' Compensation Claims

The main responsibility for any Participating Contractor is first to see that the injured worker receives immediate medical care. Next, the Participating Contractor should notify the CM On-Site Safety Supervisor and MSA representatives immediately in the event of a serious injury or accident (see Section 2).

A Workers' Compensation Report of Accident Form must be completed and submitted to the CM On-Site Safety Representative. The CM On-Site Safety Representative will then complete and submit the MSA OCIP Claim Form and any additional supporting documentation to MSA for further processing.

The MSA Administrator will provide a claims kit to the CM. The kit will include the necessary claim forms and specific instructions for filing claims. Additional claim forms may be obtained from the MSA Administrator.

A list of carrier approved occupational health practitioners who can address all minor and non-threatening injuries will be made available at each project site location. The list of occupational health practitioners, while recommended, is not all inclusive and contractors may select practitioners of their choosing for medical care. The practitioners should be made aware of the Return to Work protocols established for the OCIP.

Participating Contractors must designate a representative at the site to take injured employees to the medical center, and to report the claim. This individual should remain with the injured employee at the center while he/she is being treated. The treating physician should provide a written description of whether or not the injured worker can return to work, a list of restrictions, if any, and the estimated length of time he/she will stay on modified duty.

CLAIMS PROCEDURES

The Owner and their insurer will arrange with the local 911 emergency ambulance services for response to any serious traumatic life threatening injuries.

7.2 General Liability Claims

Accidents at or around the job site resulting in damage to property of others (other than the Work itself), or personal injury or death to a member of the public, must be reported immediately to the CM On-Site Safety Supervisor. The MSA OCIP Claim Form shall be completed by the CM On-Site Safety Supervisor and submitted to the MSA Administrator for further processing.

Participating Contractors shall not voluntarily admit liability and shall cooperate with the Owner or insurer representatives in the accident investigation.

If a Participating Contractor receives notice of a claim, or forthcoming lawsuit, or is served with a lawsuit arising out of its involvement with this project, the Participating Contractor must forward a copy of the documentation as referenced in the claims kit.

7.3 Property Claims

Any damages to a Participating Contractor's Work or the Work of any other Participating Contractor or other Trade Contractor must be reported to the CM On-Site Safety Supervisor utilizing the MSA OCIP Claim Form. The MSA OCIP Claim Form must then be submitted to the MSA Administrator for further processing.

Participating Contractors shall be held responsible for any applicable deductible as outlined in Section 6.7 of this Manual.

7.4 Pollution Claims

Exposures or incidents involving environmental or hazardous materials involving Participating Contractor's or other Trade Contractor must be reported to the CM On-Site Safety Supervisor utilizing the MSA OCIP Claim Form. This form must then be submitted to the MSA Administrator for further processing.

Participating Contractors shall be held responsible for any applicable deductible as outlined in Section 6.7 of this Manual.

CLAIMS PROCEDURES

7.5 Automobile Claims

No coverage is provided for automobile accidents under the OCIP. It is the sole responsibility of each Participating Contractor to report accidents involving their automobiles to their own insurers.

In addition to reporting the claim to its own insurer, each Participating Contractor shall report all accidents occurring in or around the job site to the CM On-Site Safety Supervisor. These accidents will be investigated with regard to any liability arising out of the Project construction activities that could result in future claims. Each Participating Contractor shall cooperate in the investigation of all automobile accidents.

8.0 PROJECT FORMS

- **Form A:** Contractor Enrollment Form – **ONLINE SUBMISSION REQUIRED (not attached)**
- **Form B:** Insurance Cost Worksheet – **ONLINE SUBMISSION REQUIRED (form attached for your reference).**
- **Form D:** Monthly On-Site Payroll Report – **ONLINE SUBMISSION REQUIRED (not attached)**
- **Form E:** Notice of Work Termination – **ONLINE SUBMISSION REQUIRED (not attached)**
- **Form F:** Notice of Subcontract Award –To be used to notify Alliant for all new subcontractors **(form attached for your reference)**
- **Exhibit 1:** Sample Certificate of Insurance **(attached)**

For Access to the Alliant WrapX system, please contact:

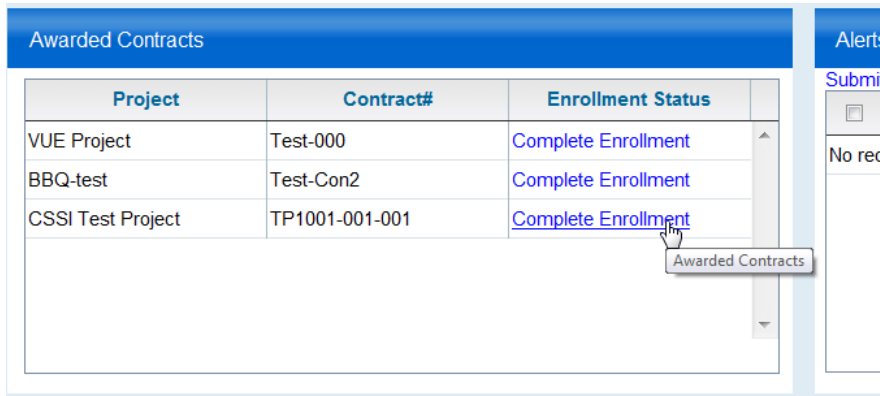
LaTonya Johnson

Office: 214-649-5640

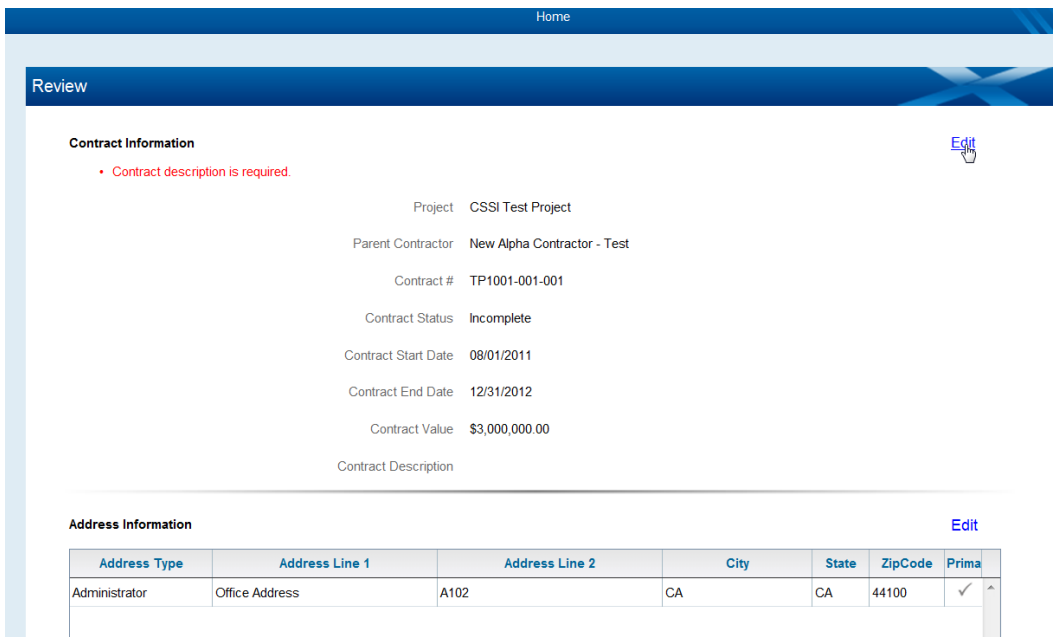
latonya.johnson@alliant.com

Alliant WrapX Enrollment Process

- Enrollment into the project will be completed online.
- You will receive access to the online system: Alliant WrapX, within three days after Alliant has been notified of your awarded contract.
- Please contact the Wrap Administrator if you have not been given a login ID and Password
- Link to the Contractor Portal: <https://alliantwrapx.alliantinsurance.com/ContractorPortal>
- After logging into the system, find your newly awarded contract under the Awarded Contracts window.



- Click on [Complete Enrollment](#) to begin the process
- The enrollment wizard will start on the Review page. Any section that is not compliant will be listed in **Red**. Click Edit to begin updating that section, and continue through the enrollment wizard by clicking Next



- Please see the required information listed below so you can have all the information ready when you are attempting to enroll.

Required Information for Online Enrollment

Required Information		Help
1	Contractor name	May include type of company: Corporation, LLC, etc...
2	Parent contractor name	Name of company you are contracted with
3	Contractor Federal ID Number	Check Alliant data and update
4	Start Date at project site	Day physical work starts at jobsite
5	Estimated completion date	Can be an estimate
6	Contract Value	
7	Contract Description	Scope of work
8	Contractor Address	Physical address of office. Any P.O. Box should be entered under Mailing address
9	Contractor Main Phone and Fax numbers	
10	Contractor Primary Contact Name	
11	Contact position	
12	Contact phone and fax numbers, and email address	Email is preferred method for communication
13	Contractor Payroll Contact Name	Can be the same as the Primary Contact
14	Payroll Contact phone and fax numbers, and email address	Email is preferred method for communication
15	Workers' Compensation Class Codes to be used on job	Can be found in your company WC rate pages
16	Estimated Man hours and Payroll	Required for enrollment
17	Risk ID #	Also called Rating Board file #
18	Rating Bureau	NCCI or WCRIB or similar name
19	Experience Modifier (EMR)	Can be found in your company WC rate pages
20	WC Offsite Carrier	Corporate WC carrier name
21	WC Offsite Policy #	Corporate WC policy number
22	WC effective date	Corporate WC effective date
23	Policy Expiration Date	Corporate WC expiration date
24	If any work is being subcontracted out, please include information about subcontractors so enrollment can be started for each contractor	At a minimum: Contractor name; estimated start date; contact name, email and phone number; and contract value for subcontracted work.

INSURANCE COST WORKSHEET

Section I

Contract/Bid Information

Contractor Name:	Alliant Assigned Contract #
Gross Contract Value(including insurance cost): \$	Net Contract Value(excluding insurance Cost): \$
Estimated On Site Payroll: (Auto-fill from Section II) \$	Estimated Work Hours: (Auto-fill from Section II)

Section II

Calculate your insurance premium.

WC Trade Classification	WC Class Code	Work Hours	Estimated Payrolls*	Current WC Rate	Premium = Est. Payrolls x WC Rate
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$

Attach separate worksheet if more codes apply.

* Use Project Site Payroll only to calculate Total Insurance cost.

Total Manual Premium	\$
x Experience Mod	
= Modified Premium	\$

Description		Rate	Modified \$	Running Total
	+ or -		\$	\$
	+ or -		\$	\$
	+ or -		\$	\$
	+ or -		\$	\$
= Total WC Premium				\$
WC Premium Rate (Cost/Payroll)				\$

General Liability Do you have a Large Deductible Program? Yes

Current Rate	Factor 100/1000	Payroll OR Receipts	Premium
		\$	\$
Deductible Amount:	\$		

Excess Liability Is your Excess coverage Auditable (Flat)? Yes *

Current Rate	Factor 100/1000	Payroll OR Receipts	Premium
		\$	\$

O & P % (Overhead and Profit Percentage)	%	\$
TOTAL INSURANCE COST		\$
Insurance Rate (Cost/Payroll)		\$

I hereby warrant that this worksheet reflects the projected insurance cost that would apply in the event that my regular insurance program was in force at this location. I also recognize that Maryland Stadium Authority or their Representative - Wrap-Up Administrator, Alliant may request copies of my actual policies to confirm these costs.

Please be sure to attach your applicable WC, GL and Umbrella/Excess rate pages so that we may verify the information supplied on this form

Signature: _____ Date: _____
 Name: _____ Title: _____

EXHIBIT I - SAMPLE CERTIFICATE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)

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 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 Broker Name Broker Address	CONTACT NAME:	
	PHONE (A/C No. Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
INSURED Subcontractor Name Subcontractor Address	INSURER A:	
	INSURER B:	
	INSURER C:	
	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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			GL #			EACH OCCURRENCE	\$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y	Y				DAMAGE TO RENTED PREMISES (Ea occurrence)	
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	
	<input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY	\$1,000,000
				GENERAL AGGREGATE	\$2,000,000			
				PRODUCTS – COMP/OP AGG	\$2,000,000			
A	AUTOMOBILE LIABILITY			AUTO #			COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	<input checked="" type="checkbox"/> ANY AUTO	Y					BODILY INJURY (Per person)	
	<input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS		BODILY INJURY (Per accident)					
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		PROPERTY DAMAGE (Per accident)					
B	UMBRELLA LIAB						EACH OCCURRENCE	
	EXCESS LIAB						AGGREGATE	
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	DED	RETENTION \$					
C	WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY			WC #			WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y/N	Y				E.L. EACH ACCIDENT	\$ 1,000,000
		E.L. DISEASE – EA EMPLOYEE					\$ 1,000,000	
		E.L. DISEASE – POLICY LIMIT					\$ 1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required).
 PROJECT: [Insert Name of Project]
 [Insert Name of General Contractor, Construction Manager or Design Builder], Maryland Stadium Authority, the State of Maryland, the Mayor and City Council of the City of Baltimore, the Baltimore City Board of School Commissioners and Baltimore City Public Schools System, and their respective members, officers, employees, representatives, volunteers and agents and any other parties required by contract are added as additional insureds to the above liability policies on a primary and non-contributory basis following the terms of the contract. General Liability and Worker's Compensation are for off-site coverage only. [Excluded Parties' certificates should state "All coverages are for on-site and off-site."] Waiver of subrogation applies per contract terms. [Attach relevant endorsements.]

CERTIFICATE HOLDER [INSERT NAME OF PROJECT] c/o Alliant Insurance Services, Inc. 2300 W. Sahara Ave, Ste 800 Las Vegas, NV 89102	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



FORM – F NOTICE OF SUBCONTRACT AWARD

CONTRACTOR INFORMATION:

SUBCONTRACTOR MAKING AWARD:	ALLIANT ASSIGNED CONTRACT #
BY:	TITLE:
PHONE:	FAX:
EMAIL ADDRESS:	DATE:

SUBCONTRACT AWARDED AS FOLLOWS:

SUBCONTRACTOR NAME:	SUBCONTRACTOR FEIN
ESTIMATED ON-SITE START DATE:	CONTRACT VALUE:
SCOPE OF WORK:	
SUBCONTRACTOR ADDRESS:	
CONTACT NAME:	EMAIL ADDRESS:
CONTACT PHONE:	CONTACT FAX:

Please Note: It is the responsibility of the Contractor awarding Subcontract to ensure that their tier sub(s) fill out, maintain, and file all necessary Wrap-up Enrollment forms and Insurance documentation with the Wrap-up Administrator. No hired tier sub may commence work until they are properly designated as an Enrolled Party into the Wrap-up program, as evidenced by a Certificate of Insurance provided by the Wrap-up Administrator

Please return by Email or Fax to:

LaTonya Johnson
Alliant Insurance Services, Inc.
333 South Hope Street, Ste 3750
Los Angeles, CA 90071

Email: latonya.johnson@alliant.com
Fax: 866-687-5811
Direct: 214-649-5640

Exhibit “__” to Subcontract Agreement

Owner Controlled Insurance Program - Insurance Requirements (Net Bid)

1. Owner Controlled Insurance Program. Owner reserves the right to implement an Owner Controlled Insurance Program (“OCIP”) for the Project. The OCIP is more fully described in the insurance manual (the “Insurance Manual”) for the Project, which is incorporated herein by this reference as a Contract Document. Owner has designated Alliant Insurance Services, Inc. as the OCIP Administrator (“OCIP Administrator”) for the Project. The OCIP will include Workers’ Compensation and Employer’s Liability insurance, Commercial General Liability insurance, and Excess Liability insurance, as summarily described below, in connection with the Project. The insurance provided under the OCIP shall be referred to herein as “OCIP Coverages.”

2. Eligible and Enrolled Parties. Parties eligible to enroll in the OCIP are the Contractor, and Subcontractors performing a portion of the Work on the Project site (“Eligible Parties”). The term “Subcontractor” as used herein shall a Subcontractor of any tier. Upon enrollment, an Eligible Party shall become an “Enrolled Party.”

3. Excluded Parties. Parties that are not eligible to enroll in the OCIP, and who are excluded from the OCIP, are:

- (a) Hazardous materials remediation, removal and/or transport companies and their consultants;
- (b) Architects, surveyors, engineers, and soil testing engineers, and their consultants;
- (c) Vendors, suppliers, fabricators, material dealers, truckers, haulers, drivers and others who merely transport, pick up, deliver, or carry materials, personnel, parts or equipment, or any other items or persons to or from the Project site;
- (d) Temporary leasing and staffing firms and their contracted workers and/or employees;
- (e) Individuals deemed self-employed or independent contractors under applicable law;
- (f) Any Subcontractor of any tier that does not perform any actual labor on the Project site; and
- (g) Any other party or entity not specifically identified herein, that is excluded by Owner in its sole discretion, even if such party or entity is otherwise eligible.

4. Summary of OCIP Coverages. The OCIP Coverages shall apply only to those operations of each Enrolled Party performed at the Project site in connection with the Work, and only to Enrolled Parties that are eligible for the OCIP. OCIP Coverages shall not apply to ineligible parties, even if they are erroneously enrolled in the OCIP. An Enrolled Party’s operations away from the Project site, including product manufacturing, assembling, or otherwise, shall only be covered if such off-site operations are identified and are dedicated solely to the Project. OCIP Coverages shall not cover off-site operations until the Enrolled Party

requesting off-site coverage receives written acknowledgment of such coverage from the OCIP Administrator. A summary of the coverages provided under the OCIP is set out below.

SUMMARY OF OCIP COVERAGES

A. Workers’ Compensation/Employer’s Liability Insurance

Worker’s Compensation	Statutory Limit
Employer’s Liability	
Bodily Injury By Accident, each accident	\$1,000,000
Bodily Injury By Disease, each employee	\$1,000,000
Bodily Injury By Disease, policy limit	\$1,000,000

**B. Commercial General Liability Insurance
Form Equivalent to Most Current ISO Occurrence Form**

Each Occurrence Limit	\$2,000,000
Personal/Advertising Injury Limit (Each Occurrence)	\$2,000,000
General Aggregate Limit for all Enrolled Parties (Other Than Products/Completed Operations)	\$4,000,000
Products and Completed Operations Aggregate (for all Enrolled Parties)	\$4,000,000
Ten (10) Years Products & Completed Operations Extension	

C. Excess Liability Insurance (over Commercial General Liability)

Each Occurrence Limit	\$100,000,000
Annual General Aggregate for all Enrolled Parties	\$100,000,000
Products & Completed Operations Aggregate (for all Enrolled Parties)	\$100,000,000
Ten (10) Years Products & Completed Operations Extension	
Follow Form Excess Policy, following all terms, conditions, and exclusions of the underlying general liability policy	

5. Owner’s OCIP Obligations. Owner shall pay the costs of premiums for the OCIP. Owner will receive or pay, as the case may be, all adjustments to such costs, whether by way of dividends, retroactive adjustments, return premiums, other moneys due, audits or otherwise. Subcontractor hereby assigns to Owner the right to receive all such adjustments. Owner assumes no obligation to provide insurance other than that specified in this Exhibit “__” and in the OCIP insurance policies, or as otherwise required under the Agreement. Owner’s furnishing of the OCIP shall in no way relieve or limit, or be construed to relieve or limit, any responsibility, liability, or obligation imposed on Subcontractor, under the Contract Documents, the OCIP

insurance policies, or by law, including, without limitation, any indemnification obligations which such parties have agreed. Owner reserves the right at its option, without obligation to do so, to furnish other insurance coverages of various types and limits provided that such coverage is not less than that specified in this Exhibit “__”.

6. Subcontractor’s OCIP Obligations. Subcontractor agrees to comply with the following obligations:

6(a). Subcontractor shall incorporate by reference the insurance requirements set out in this Exhibit “__” into all lower tier subcontractor agreements.

6(b). Subcontractor shall enroll in the OCIP prior to the commencement of construction activities at the Project. Subcontractor shall ensure that all of its lower tier subcontractors who are Eligible Parties enroll in the OCIP prior to their commencement of construction activities at the Project, and maintain enrollment during the course of the Project.

6(c). Subcontractor shall comply with all of the requirements of the OCIP insurance policies, and the OCIP Insurance Manual. Subcontractor shall provide to each of its lower tier subcontractors a copy of the Insurance Manual, and ensure lower tier subcontractor compliance with all provisions of the OCIP insurance policies, and the OCIP Insurance Manual.

6(d). Subcontractor shall acknowledge, and require all of its subcontractors of every tier to acknowledge, in writing, that Owner and the OCIP Administrator are not agents, partners or guarantors of any OCIP insurer, that neither Owner nor the OCIP Administrator are responsible for any claims or disputes between or among Contractor, any Subcontractor, and any OCIP Insurer(s), and that neither Owner nor OCIP Administrator guarantees the solvency or the availability of limits of any OCIP Insurer(s).

6(e). Subcontractor shall Provide, within five (5) days of Owners request, any information related to Subcontractor’s insurance costs, including but not limited to payroll records, certified copies of insurance policies, declaration and rate pages, certificates of insurance, underwriting data, and prior loss history information, or such other data or information as Owner, the OCIP Administrator, or OCIP Insurers may request in the administration of the OCIP. Subcontractor shall require its lower tier subcontractors to provide the same information, upon request.

6(f). Subcontractor shall comply, and require all of its lower subcontractors to comply with OCIP Administrator’s instructions for electronically enrolling in the OCIP through an online enrollment process. This enrollment process includes, but is not limited to providing all information contained in the online Enrollment Form, and completion of the Insurance Cost Worksheet along with submission of declaration and rate pages from the enrolling parties’ non-OCIP insurance policies for the purpose of verifying that the Cost of OCIP Coverages have been properly removed from the enrolling parties bid or of contract price.

6(g). Subcontractor shall pay to Owner a sum of up to \$10,000 for each occurrence, including court costs, attorney’s fees and costs of defense for bodily injury or property damage to the extent losses payable under the OCIP Commercial General Liability insurance are attributable to Subcontractor's Work, acts, or omissions, or the Work, acts or omissions of any other entity or party for whom Subcontractors is responsible (“General

Liability Obligation”). The General Liability Obligation shall remain uninsured by Contractor, and shall not be covered by the OCIP Coverages.

7. Net Bid Approach – Contract Price Excludes Cost of OCIP Coverages. Contractor and each Subcontractor shall exclude from their bids all costs of insurance coverage provided under the OCIP (“Cost of OCIP Coverage.”) The “Cost of OCIP Coverage” is defined as the amount of Contractor’s and all Subcontractors’ reduction in insurance costs due to eligibility for the OCIP, and includes reduction in insurance premiums, related taxes and assessments, markup on the insurance premiums and losses retained through the use of a self-funded program, self-insured retention, or deductible program. Change orders must also be priced to exclude the Cost of OCIP Coverage. The Program Administrator has been directed by Owner to verify that the Cost of OCIP Coverages have been properly excluded from all bids. Contractor and all Subcontractors shall comply with Program Administrator’s verification.

8. Additional Insurance Required From Enrolled Parties and Excluded Parties. By enrollment in the OCIP Subcontractors shall be deemed to have complied with the insurance requirements set forth in Article 7 of the Master Subcontractor Agreement regarding obtaining and maintain workers’ compensation/employer’s liability insurance, and commercial general liability insurance for on-site risks. Subcontractors must still maintain workers’ compensation/employer’s liability insurance and commercial general liability insurance for off-site risks in accordance with the requirements set forth in the Master Subcontract Agreement. The OCIP does not provide commercial or business automobile liability insurance, and Subcontractors must still comply with all requirements set out in the Master Subcontract Agreement regarding obtaining and maintaining commercial or business automobile liability insurance. Parties that are not enrolled in the OCIP, or are Excluded Parties shall fully comply at all times with all of the insurance requirements as set forth in the Agreement.

9. Builder’s Risk Insurance. In addition to the OCIP, Owner shall also purchase and maintain property insurance written on a builder’s risk “all-risk” policy form, in the amount of the initial Contract Sum, plus the value of subsequent Contract Modifications and cost of materials supplied or installed by others, comprising total value for the entire Project at the site on a replacement cost basis without optional deductibles. Such insurance shall be maintained in place until final payment has been made under the Agreement and no person other than the Owner has an insurance interest in the Project. The builder’s risk insurance shall include the interests of the Contractor and Subcontractors in the Project. The builder’s risk insurance shall be on an “all-risk” or equivalent policy form and shall include, without limitation, insurance against the perils of fire (with extended coverage) theft, vandalism, malicious mischief, collapse, earthquake, flood, windstorm, falsework, testing and start up, temporary buildings and debris removal occasioned by enforcement of any applicable legal requirements, and shall cover reasonable compensation for Architect’s and Contractor’s services and expenses required as a result of such insurance loss. Contractor shall be responsible for paying a deductible of \$25,000 per occurrence in the event of a loss, and shall be responsible for paying a deductible of \$50,000 per occurrence in the event of water damage.

10. Contractor’s Pollution Liability. In addition to the OCIP, Owner shall provide Contractor’s Pollution Liability (“CPL”) insurance, providing coverage for claims for bodily

injury, property damage, clean-up costs, and related legal defense expense for pollution conditions that result from, or are disrupted by, the services rendered in performance of the contract by or on behalf of Contractor or any Subcontractor. Coverage will include extensions for transportation and disposal, will include full severability of interests, and will not be restricted by any time element limitations, mold, asbestos, or lead based paint exclusions. Coverage will apply to pollution conditions on, at, under, or migrating from the Project site. The CPL insurance shall have the following limits:

Each Loss	\$10,000,000
Aggregate	\$10,000,000

11. Representations and Warranties. Subcontract represents and warrants to Owner and Contractor, and shall use its best efforts to ensure that all lower tier subcontractors represent and warrant to Owner and Contractor that:

11(a). All information submitted to Owner, Contractor, or to the OCIP Administrator, shall be accurate and complete.

11(b). They have had the opportunity to read and analyze copies of the OCIP insurance policies that are available on request, and that they understand the OCIP. Any reference or summary in this Exhibit, to the amount, nature, type or extent of OCIP Coverages and/or potential applicability to any potential claim or loss is for reference only. Subcontractor has not relied upon said reference, but solely upon their own independent review and analysis of the OCIP Coverages in formulating any understanding and/or belief as to amount, nature, type or extent of any OCIP Coverage and/or its potential applicability to any potential claim or loss.

11(c). Once enrolled Subcontractor shall not include in any request for payment any sums to provide or obtain insurance that is being maintained under the OCIP.

12. Waiver of Subrogation. Where permitted by law, Subcontractor hereby waives all rights of recovery by way of subrogation, because of deductible clauses, inadequacy of limits of any insurance policy, limitations or exclusions of coverage, or any other reason against Owner, Contractor, the OCIP Administrator, its or their officers, agents, or employees, and any other subcontractor performing Work or rendering services in connection with the planning, development and construction of the Project. Subcontractor also agrees that all additional insurance maintained by Subcontractor under this Exhibit “__” shall include clauses providing that each insurer shall waive all of its rights of recovery by subrogation against Owner, Contractor, or any Subcontractor. A waiver of subrogation shall be effective as to any individual or entity even if such individual or entity (a) would otherwise have a duty of indemnification, contractual or otherwise, (b) did not pay the insurance premium directly or indirectly, and (c) whether or not such individual or entity has an insurable interest in the property damaged.

13. Audit. Subcontractor agrees that Owner, the OCIP Administrator, and/or any OCIP insurer may audit their payroll records, books and records, insurance coverages, insurance cost information, and project cost records to confirm their accuracy, and to ensure that the Owner has not been billed for any cost of insurance that is being provided under the OCIP. In the event any audit reveals that Owner has been billed by Subcontractor for any cost of insurance that is

being provided by Owner under the OCIP, Owner shall have the right to deduct from any amounts payable to Subcontractor such cost, including all expenses and fees of audit.

14. Conflicts. In the event of a conflict between the provisions of this Exhibit, the Insurance Manual, and the provisions of the OCIP insurance policies, the terms of the OCIP Insurance Policies shall govern, then the provisions of this Exhibit, then the provisions of the Insurance Manual.



MARYLAND STADIUM AUTHORITY

Owner Controlled Insurance Program

SAFETY STANDARDS

21^{st.} CENTURY SCHOOLS

October 16, 2019

BALTIMORE



Alliant

Alliant Insurance Services, Inc.

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INTRODUCTION

The purpose of this document is to set forth the Owner's safety policy, to identify and define the safety responsibilities of the OCIP Safety Team, the Contractor, and all Subcontractors working on the Project, and to identify and define the safety standards that must be met or exceeded by the Contractor and all Subcontractors working on the Project, including identifying and defining specific OCIP safety standards and health procedures applicable to the Project.

The Safety Standards set forth in this document shall be considered a Contract Document, and shall be incorporated by reference into the Owner's prime contract with the Contractor, and into the subcontract agreements with all Subcontractors of any tier.

DEFINITIONS

The following acronyms and titles may not reflect the actual titles and acronyms in use by all entities on the Project and do not have any force or effect beyond their use in the Safety Standards. Due to such differences in nomenclature among Owners and Contractors, the following are used throughout the OCIP Safety Standards to establish the functional framework for the OCIP Safety Program.

Alliant Insurance Services (Alliant). Is the Insurance Broker & Administrator of the OCIP.

Authorized Person. (In reference to an employee's assignment) Selected by the employer for that purpose.

Competent Person. One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

Contractor. The entity with which the Owner enters into this contract.

Contractor's Safety Representative (CSR). Contractor's on-site designated and authorized employee assigned the responsibility of implementing the Contractor's Site-Specific Safety Program, including ongoing identification and correction of hazards.

Employee. Person employed by an Employer as defined by this section.

Employer. Firm or entity that has Employees working on site and is enrolled in the OCIP program. The term Employer includes the Contractor and Subcontractors of all tiers.

Project. The entire scope of work, including the provision of labor, equipment, materials and services as described in the contract between the Owner and the Contractor.

Project Safety Team. A team comprised of the Contractor's Project Manager, the Contractor's Safety Representative, and all Subcontractor Safety Representatives.

MRO. Medical Review Officer

OCIP Safety Team. The Owner's project management and risk management representatives, Alliant, and representatives from the OCIP insurance carrier(s).

OSHA. OSHA as used in the context of these Safety Standards refers to Federal and or State agencies with jurisdiction over workplace occupational safety and health at the project site.

Owner. The entity for which the project is being performed, Maryland Stadium Authority

Owner Controlled Insurance Program (OCIP). Owner's wrap-up insurance program which provides insurance coverage for eligible and enrolled owner's representatives, Contractors, and Subcontractors of any tier, working on the Project sites. The Owner identifies program participants.

Qualified Person. A person designated by the employer who by possession of a recognized degree, certificate, or professional standing, or who, by extensive knowledge, training and experience, has successfully demonstrated his/her ability to solve or resolve problems relating to the subject matter, the work, or the Project.

Site-Specific Safety Program (SSSP). The Contractor's Site-Specific Safety Program prepared in accordance with the requirements of these Safety Standards and the Contract.

Subcontractor. Firm or other entity awarded work by a Contractor for the Project. Subcontractor as used herein shall apply to all tiers of Subcontractors, as well as vendors, suppliers, and service providers performing work for the benefit of the Contractor or any Subcontractor. For the purposes of the Safety Standards, vendors, suppliers, and service providers on the Project are covered by this definition and are subject to the provisions of the Safety Standards even though they may not be enrolled in the OCIP.

Subcontractor Safety Representative (SSR). Subcontractor Employee assigned the responsibility of implementing the Contractor's Injury and Illness Prevention Program, including ongoing identification and correction of hazards.

PROJECT SAFETY POLICY

A. Owner's Safety Policy

It is the policy of the Owner that all work being performed for the Project will be performed in a safe manner to protect all employees, visitors, the public, the property comprising the Project, and adjacent property. Safety is an integral part of the construction process. The Contractor shall supervise and direct the work, using its best management skills and technical expertise. The Contractor shall be solely responsible for all construction means, methods, techniques, sequences, and procedures. The Contractor shall be responsible for initiating, maintaining, supervising, and enforcing all safety precautions and programs in connection with the performance of the work. Each Subcontractor shall also be responsible for complying with all safety precautions and programs in connection with the Subcontractor's scope of work for the project.

The Contractor and all Subcontractors shall perform all work in compliance with all federal, state, and local laws, and all ordinances, codes, and regulations affecting safety and health, and in compliance with these Safety Standards.

The Safety Standards set forth in this document are intended to promote the use of proactive safety processes on the Project. Owner, Contractor and all Subcontractor's shall be committed to the goal of eliminating all incidents, by eliminating the sources of hazards and unsafe acts, by incorporating planning, orientation, safety controls, training, safe operating procedures, and the use of personal protective equipment to meet this goal.

B. Proactive Safety Process

The OCIP Safety Team will utilize a proactive safety process for the Project. The proactive safety process is a practical approach to the prevention of accidents. This process emphasizes discovering the causes of accidents and identifying the stage in the work process where those causes are likely to occur. Only by breaking the cycle of accident evolution can accidents be controlled.

Accident prevention is a continuing process, not a fixed program. While it is the responsibility of each individual to work safely, it is ultimately the responsibility of the Contractor and each Subcontractor to see that all rules and practices relating to safety and health are followed and enforced. Active participation by the Contractor and all Subcontractors in construction safety and loss prevention programs is mandatory. The Contractor and all Subcontractors must demonstrate to their employee's complete support and continuing involvement in all safety and loss prevention efforts.

Safety is not to be sacrificed for production. Safety must be considered an integral part of the construction process. The goal of the OCIP Safety Team, the Contractor, and all Subcontractors is to eliminate accidents. The Contractor and all Subcontractors are charged with the responsibility of adhering to and enforcing the safety and loss prevention program for the Project in an effort to achieve this goal.

RESPONSIBILITIES

A. Contractor's Site Specific Safety Program

The Contractor shall establish and maintain a Site-Specific Safety Program that meets or exceeds all federal, state, and local laws, including OSHA, and all ordinances, codes, and regulations affecting safety and health, and that meets or exceeds these Safety Standards. Contractor shall submit its Site-Specific Safety Plan to the OCIP Safety Team for review and approval. The SSSP shall meet or exceed all applicable federal, state, and local laws, and all ordinances, codes, and regulations of those governing bodies having jurisdiction over the work, and shall meet or exceed these Safety Standards. Contractor shall also provide the OCIP Safety Team with the Documented Project Specific Safety Items listed below:

Documented Project Specific Safety Items:

- a. Assignment, accountability and 24-hour contact information of personnel responsible for safety on the project
- b. Scope of work evaluation
- c. Site Logistics Plan
- d. Fire Prevention Program
- e. Emergency Response and Evacuation Plan
- f. Public Protection Plan

If any Subcontractor undertakes any construction or demolition activities not covered by this program, an activity specific plan must be submitted to the Contractor prior to commencement of work. The Contractor and all Subcontractors are solely responsible for implementing and carrying out their safety and loss prevention programs. The Contractor and each Subcontractor shall designate a competent on-site employee to carry out this responsibility. This employee is directly responsible for ensuring that their program and employee actions comply with the minimum safety specifications required by OSHA, local codes, ordinances, regulations, and the safety guidelines set forth in these standards. Alliant will monitor and evaluate compliance with the Site-Specific Safety Plan.

B. Contractor and Subcontractor Responsibilities

Expectations

Contractor and all Subcontractors have the responsibility to perform the work in compliance with all federal, state, and local laws, and all ordinances, codes, and regulations affecting safety and health, and in compliance with these Safety Standards. In the case of conflict or inconsistency between codes, reference standards, drawings, and other contract documents, the most stringent requirements shall govern.

Safety Representatives

Contractor and each Subcontractor shall have a designated Safety Representative available at the site assigned the responsibilities of managing all aspects of safety related to Employees under their direct control. These duties may be performed by a field superintendent or foreman having the required training, experience and qualifications listed in these Safety Standards. These Employees may have duties other than safety. The qualifications of the designated Contractor Safety Representative must be submitted to the Owner for approval prior to assignment to the

site.

If the Contractor has a field work force greater than forty-five (45) Employees, the Contractor shall have a full time dedicated Safety Representative on site to oversee safety related items. If a Subcontractor has a total combined field work force of fifty (50) or more of its own Employees on site, the Subcontractor must have a full time dedicated Safety Representative on site to oversee safety related items. A second full time Safety Representative must be added if the Subcontractor's onsite workforce reaches or exceeds 150 Employees. This representative will have no other duties other than safety. Qualifications of the dedicated Subcontractor Safety Representative must be submitted to the Contractor Safety Representative for approval prior to assignment to the site.

Approval will be based on:

- Construction experience
- Knowledge of safety officer responsibilities
- Safety training as outlined in this manual

The Contractor Safety Representative must have the following minimum qualifications:

- The CSR shall have a minimum of five (5) years of qualified project safety experience which may include time spent in the role of a superintendent/safety representative on large, similar type construction projects that are representative of the planned construction activities
- Evidence of completing the OSHA 30 Hour Construction Outreach Training or equivalent within the last 3 years
- Current CPR/First Aid Certification provided by The American National Red Cross or equivalent training
- Ability to stop work in the event of workplace hazards until corrective action has been implemented
- Understanding of federal, state and OCIP safety standards and regulations
- Ability to conduct appropriate incident investigations
- Ability to communicate with field personnel and project staff on relevant health and safety items

All Subcontractor Safety Representative's must have the following minimum qualifications:

- The SSR shall have minimum of (3) years of qualified project safety experience on similar type construction projects
- Evidence of completing the 10 Hour Construction Outreach Training or equivalent with the past 3 years
- Current First Aid/CPR certification provided by The American National Red Cross or equivalent training
- Ability to stop work in the event of a workplace hazard, until corrective action has been implemented
- Understanding of federal, state, and OCIP safety standards and regulations
- Ability to conduct appropriate incident investigations.
- Ability to communicate with field personnel and project staff on relevant health and safety items.

- Vendors, suppliers, and service providers must have a designated safety representative; however, that safety representative is not required to meet the SSR minimum safety qualifications, unless otherwise required by the Contractor.

On-Site Subcontractor Safety Representative or Designee Responsibilities

Specific responsibilities of the subcontractor safety designee or dedicated safety representative include, but are not limited to the following:

- a. Employee Safety Orientation and Training
 - Conduct orientation sessions for employees new to the site, prior to their beginning work
 - Participate in weekly tool box safety meetings; assist field supervisors, as requested, with meetings
 - Conduct weekly documented safety inspections of work areas
 - Conduct weekly supervisor safety meetings
 - Instruct supervisors on safety rules and regulations
 - Instruct employees on the proper use and care of personal protective equipment
 - Instruct employees concerning special procedures (e.g. lock-out, excavation, confined space entry, etc.) as required by OSHA or this manual
 - Conduct emergency evacuation training
- b. Record Keeping
 - Complete OSHA, state, federal, company and project specific reports
 - Complete accident investigation reports
 - Complete inspection reports
 - Maintain training documentation
 - Complete and process OCIP safety and health reporting requirements, this includes but is not limited to inspections, incident/ accident reports and training logs.
- c. Safety Standards, Rules and Regulations Enforcement
 - Authority to stop work
 - Authority to take immediate corrective action
 - Implement, maintain, and update, as required, conditions and project site specific safety policies and procedures
 - Interpret and implement site specific safety policies and procedures
 - Demonstrate, by example, proper safety behavior
- d. First Aid/ Medical Treatment
 - Ensure first aid supplies are adequate
 - Investigate accidents and complete or obtain accident reports
 - Coordinate transportation of employees with minor injuries to contractor's first aid station or designated medical facility
- e. General Responsibilities
 - Keep the Contractor Safety Team apprised of any safety related problems that have or may develop
 - Conduct work area safety inspections and forward results to the Contractor Safety Team
 - Conduct investigations of all accidents and incidents and forward reports to the Contractor Safety Team

Orientation

One of the requirements of the Contractor and all Subcontractors and their safety representatives or designees is to ensure that a complete basic safety orientation is conducted for all their Employees new to the site. A project orientation by the Contractor is required before an Employee can receive a project ID and enter the field. The purpose of the orientation is to provide Employees awareness of what they can expect and what is expected of them on site.

Topics may include, but are not limited to:

- Type and history of the project, including Owner and final product
- Explanation of Sponsor/Owner's Safety Philosophy
- Sponsor/ Owners' Safety Rules
- Employer's Safety Rules (to include the Code of Safe Practices)
- Sponsor's Site-Specific Safety Rules
- Project map, including entrances, exits, and parking areas
- Emergency procedures
- Evacuation procedures
- Fire protection and prevention procedures and practices – initial site-specific training
- Incident reporting procedures
- Near-miss Incident reporting procedures
- Procedures to report unsafe acts and/or conditions
- Location of First-Aid kits, clinic(s) and hospital
- Location of project Bulletin Board
- Day, time, and location of Safety Meetings
- Personal Protective Equipment requirements, including how, when and where to obtain/replace
- Project dress code
- Hazard Communication training (site-specific)
- Fall Protection – initial site-specific training
- Confined Spaces – initial site-specific training
- Electrical Safety – initial site-specific training
- Ladder safety – initial site-specific training
- Scaffold safety – initial site-specific training
- Hot work safety – initial site-specific training
- Control of hazardous energy (including Lockout-Tagout) – initial site-specific training
- Site vehicle safety requirements
- Housekeeping requirements
- Drug testing policies and procedures
- Employee safety requirements and policies
- Site Specific Safety and Health rules
- Emergency alarms and evacuation procedures

Documentation

All Employees must complete an orientation acknowledge form, at the end of the orientation supplied by the Contractor. Upon successful completion the Employee will receive a hard hat sticker with an identification number to be worn on the Employee's hard hat at all times while on the Project. Documentation of successful orientation and identification of said Employees will be

kept by the Contractor Safety Representative, and be made available upon request by the Owner or OCIP Safety Team.

Record Keeping

Proper documentation and record keeping of safety and related functions are essential. All required documentation shall to be maintained on site, available to the Owner or the OCIP Safety Team upon request. The Project Manager for the Contractor and each Subcontractor are responsible for ensuring that record keeping and related requirements are accurate and up-to-date.

Permits

Unless otherwise relieved via contract provisions, each Employer shall obtain relevant permits and licenses pertinent to the safety of Employees and operations in compliance with all applicable legal requirements.

Permits shall be available for review at the job site upon request of the Contractor's Safety Representative, Authorized Representative, or OCIP Safety Team.

Contractors must obtain and post OSHA Activity Permits for the following construction activities:

- Construction of trenches or excavations which are 5 feet or deeper and into which a person is required to descend.
- Construction of any building, structure, scaffolding or false work more than 3 stories high, or the equivalent height (36 feet).
- Demolition of any building structure, or dismantling of scaffolding or false work more than 3 stories high, or the equivalent height (36 feet).
- Erection or dismantling of vertical shoring systems more than 3 stories high, or the equivalent height (36 feet).
- Use of fixed or mobile tower cranes.

Posting Requirements

The Contractor shall be required to construct a weatherproof job site bulletin board. Federal and State regulations require Employers to conspicuously display all required posters at locations where Employees report each day.

At minimum, the following items shall be posted:

- Pay Day Notice
- OSHA "Job Safety and Health Protection"
- Employer's "Code of Safe Practices" / Safety Rules
- Discrimination in Employment is Prohibited by Law
- Sexual Harassment Poster
- Americans with Disabilities Act (ADA)
- Notice of Compensation Carrier
- Notice to Employees of Unemployment Insurance and Disability Insurance
- OSHA Operating Rules for Industrial Trucks
- Emergency Telephone Numbers

Accident and Incident Investigations

- **Accidents**

All accidents which result in first aid treatment must be investigated by the Contractor's or Subcontractor's safety representative or designee and documented on a Project Accident Investigation Report. The report must be completed and submitted to the Contractor's Safety Representative if it involves a subcontractor and to the OCIP Safety Team if it involves Employees of the Contractor.

- **Major Accidents**

Only after appropriate actions have been taken to address the safety and care of personnel and/or property immediately notify the Owner, the OCIP Safety Team, and the CSR of all major accidents.

All accidents resulting in a lost time injury, fatality, or damage to property or equipment shall be investigated by the Contractor's or Subcontractor's field supervisor or safety representative. A representative of the OCIP Safety Team may join in the investigation.

A thorough in-depth accident investigation should include, but is not limited to the following:

- An analysis of the accident
- A documented signed witness statement
- Accident scene photographs, sketches, and drawings
- Recommendations to prevent re-occurrence

Forms to be utilized in accident investigation reporting may include:

- Project Accident Investigation reports
- First Report of Injury
- Report of Disabling or Fatality, or other equivalent materials

- **Incidents**

All incidents, whether they involve injury or not (near miss) should be investigated by the CSR, SSR, or other designee and documented.

Emergency Response

All job site emergencies must be reported immediately to the CSR and to the OCIP Safety Team. Emergencies include but are not limited to the following:

- Medical emergencies (e.g., amputations, thermal or chemical burns, unconsciousness, electrocution, poisoning, breathing difficulties, traumatic impact)
- Fatalities
- Bomb threats
- Workplace violence
- Civil disturbances
- Hazardous materials incidents
- Environmental contamination
- Property/utility damage

- Pedestrian injuries
- Structural failures and collapses
- Crane failures/Hoisting incidents
- Suspicious activities, items or deliveries
- Vehicular accidents
- Any other events that would potentially impact the health and safety of those working at the site or the general public

Job site emergency telephone numbers shall be posted on the job site bulletin board. A local street map clearly identifying the Project and active entrances shall be maintained and posted on the job site bulletin board. In the event that there are no hard-wire (“land line”) telephones available at the job site, the Contractor shall identify and post an alternate number (in addition to 911) to be used to contact emergency service providers via cell phone. This is necessary, as dialing 911 on a cell phone does not always provide a direct connection to local emergency services.

A sufficient number of Employees shall be trained in First Aid and CPR to provide for adequate coverage of the project.

An outside contractor or vendor is not permitted to be employed to perform first-aid treatment or medical treatment of an injured worker on site without the express authorization of the Owner or their authorized representative. This requirement does not apply to local city or county emergency services.

Emergency Action Plan

The Contractor shall have a comprehensive and enforceable emergency action plan, prior to the commencement of work, addressing, at a minimum, locations of all emergency egress routes, emergency vehicle access routes, alarm systems, evacuation routes, post-evacuation assembly locations and personnel accounting, and response to medical emergencies. The Contractor should review and revise this plan quarterly, based upon any changes in the scope of work, existing site conditions, or the intended method of execution.

The emergency action plan should be communicated to all first-line supervisors, and should be posted throughout the jobsite and contractor shanties, and communicated to workers during the safety orientation and weekly safety meetings.

Each Contractor shall maintain at minimum the following documents at their jobsite, and shall make available to all responders:

- Twenty-four hour contact list for project supervisory staff
- Site plans identifying stairs, scaffold stairs, hoist, evacuation and muster points, emergency vehicle access/exit points, firefighting equipment, flammable and combustible storage, compressed gas cylinder storage
- List of Hazardous Materials used on site and copies of Material Safety Data Sheets/Safety Data Sheets

Emergency Notification (Fire or Medical)

Call 911/ Local Emergency Services or follow Project Specific (EAP) Procedures:

At minimum caller should provide:

- Location of accident or incident
- Location and number of injured worker(s) (Medical)
- The body part affected (medical)
- Cause of injury
- Company working for
- Call back cell phone number
- Caller name

Security – Parking, Identification Procedures, Vehicles, Delivery

Personnel

- All construction project access will be through the entrances designated by the Owner and/or Contractor Supervisory representative
- Employees must park in designated construction parking areas; no parking will be permitted in un-designated areas; violation of this policy may result in the vehicle being towed at the vehicles owners' expense
- All visitors shall check in and sign in with an appropriate site representative
- Overtime and weekend work must be scheduled and coordinated with Owner
- All new hires are to report to the appropriate contractor's hiring trailer or facility
- Following project orientation, successful drug screening and required identification sticker, the Employee shall proceed to his/her work location or trailer on the construction site

Safety Observations

The OCIP Safety Team may complete written safety observations of work activities that are not in compliance with the Project Safety Standards. If Contractor or a Subcontractor receives a safety observation notification, they should immediately correct the hazard noted on the notice, document the corrective action, or reason for delayed abatement, and return the report to the OCIP Safety Team.

Subcontractor safety violation corrective action forms must also be submitted to the CSR.

The Contractor is responsible for the correction of non-compliant items observed on site.

The OCIP Safety Team reserves the right to audit the Project site at its discretion. Project specific check-in policies should, and are expected to be followed by all members of the OCIP Safety Team.

The Safety Survey and Corrective Action Forms are listed in the Appendix of this document.

All Subcontractors shall comply with the project Safety Standards and the Contractor's Site Specific Safety Program even though some of the requirements may be above and beyond the Subcontractor's own safety policies, and federal and state regulatory requirements.

All Subcontractors are responsible for the administration of the site safety and security procedures, including but not limited to:

- Providing a list to the Contractor of all competent or qualified personnel required for their scope of work
- Providing the names of all CPR/First Aid certified employees on site
- Providing the Contractor with a list of all Hazardous Materials or items used on site with all updated MSDS/SDS sheets
- Providing a list of supervisory personnel including off duty contact information
- Adequately identifying and inspecting tools and equipment
- Securing all tools and equipment at the end of the shift to prevent vandalism, theft or unauthorized use
- Assuring all subcontractor employees comply with project rules and regulations
- Assuring proper identification is acceptable and displayed while on site

Project Rules and Regulations

Good conduct is essential to the common good of all employees and the efficient progress of the job. Undesirable conduct including, but not limited to the following will not be tolerated and could be grounds for dismissal from the project.

- Unauthorized possession of any project property or material
- Possession of or use of intoxicants on premises, regardless of source
- Engaging in disorderly conduct
- Gambling, including sale of chances
- Fighting on project premises
- Unauthorized sleeping on the job during working hours
- Failure to wear or use required safety equipment
- Failure to observe safety, sanitary or medical rules and practices
- Illegal possession or use of narcotics or non-prescribed tranquilizers or pep pills on premises, or attempting to bring them on site
- Possession or use of firearms, weapons, or explosives is expressly prohibited on the project premises
- Willful defacing or damaging of equipment, tools, material or other property of the project or contractors
- Distributing or posting literature, photographs or other printed material, soliciting or attempting to solicit or collect funds without prior permission from Owner

Enforcement

The OCIP Safety Team reserves the right to enforce all Safety Standards, the Site-Specific Safety Program, and any federal, state, or local law or regulation relating to health and safety, if such safety standards are not being properly enforced by the Contractor or a Subcontractor. Surveys made of the jobsite premises and/or operations by the OCIP Safety Team or its representatives are not intended to detect all potential causes of loss, code violations, or exceptions to good practice and does not relieve the Contractor/Subcontractor of any responsibilities to identify and correct unsafe practices or conditions. The Owner, Alliant, and the OCIP insurers assume no liability as a result of conducting or providing such service.

Alliant's services are advisory in nature, and intended for the sole benefit of the Owner in monitoring compliance with the Project Safety Standards, and monitoring compliance with the safety requirements set forth in the OCIP, and set forth in the Contractor's SSSP.

Alliant does not guaranty or warrant the safety of the job site as to any particular individual, and does not guaranty or warrant that the job site is in compliance with all applicable safety standards.

Field Supervisors or Foreman

Field Supervisors have the responsibility for overall training, control, and conduct of personnel on their crew. As first line supervisors, their role in the safety and health program is crucial because they set standards by which their employees work.

The Field Supervisors' safety responsibilities include, but are not limited to:

- Task specific safety training
- Safety inspection
- Toll box safety meetings
- Accident investigation
- Pre-Task Planning/Daily Briefing

Every work operation should have a Pre-Task Plan, Job Hazard Analysis (JHA) to identify work operations, potential hazards, and control of hazards through engineering controls and/or through PPE (Personal Protective Equipment). JHA's are to be completed by a supervisor familiar with the task to be performed.

Daily Briefing

Each Contractor and Subcontractor shall conduct a pre-shift production and safety meeting at the start of each shift. A daily briefing form should be utilized to discuss and review the day's operations with each trade signed by all participants. This form should be an original, signed by all participants and made available to the Contractor Safety Representative.

C. Project Safety Team

The Project Safety Team shall meet on a monthly basis. The Contractor's Project Manager, the Contractor's Safety Representative, and all first-tier Subcontractor Safety Representatives shall attend the monthly meeting of the Project Safety Team. Representatives of the OCIP Safety Team may also attend this meeting at their discretion.

The responsibilities of the committee shall include:

- Review the performance of the safety program
- Develop project specific goals and objectives
- Incident review
- Open safety observation notices and program trends
- Construction plans and job hazard analysis for upcoming work
- Status updates on Environmental Performance Commitment
- Sharing best practices

D. OCIP Safety Team

The OCIP Safety Team will monitor and evaluate compliance with the Safety Standards and the SSSP. Tasks of the OCIP Safety Team will include the following:

1. Compiling and maintaining safety performance statistics for the project.
2. Communicating safety information to the project's senior management to ensure they are informed and involved in the safety program.
3. Keeping apprised of new regulations and developments to keep the safety policies and procedures current and effective.
4. Conducting safety surveys of contractors' and subcontractors' activities to observe safety performance and make appropriate recommendations.
5. Reviewing and recommending methods and procedures to foster the highest level of accident prevention performance possible. Providing such information to the safety representative or designee.
6. Providing consultation to contractors and subcontractors regarding problems and challenges that may arise on the project.
7. Conducting accident investigations, if required.
8. Assisting with the administration of the Project safety incentive program, if one is implemented.
9. Assisting with the review of accident investigation reports to ensure thorough investigations were conducted to control future accidents.
10. Disseminating safety bulletins.
11. Assisting with the distribution of written information to the safety representative or designee regarding new pro-active requirements, regulations or developments in safety.
12. Review and evaluation of contractors' safety meeting minutes when applicable to ensure that quality safety meetings are held.
13. Assisting Contractor with coordination with public and regulatory agencies, where applicable.
14. Providing the availability of OSHA 10- and 30-hour OSHA Construction Outreach Training and other pertinent safety related awareness courses to Owner Representatives, Contractor Personnel and Subcontractor employees. Training would be conducted exclusively at the discretion of the Project Safety Team.

OCIP SAFETY STANDARDS AND HEALTH PROCEDURES

The Contractor is solely responsible for all construction means, methods, techniques sequences, and procedures, and is solely responsible for job site safety. Each Subcontractor shall also be responsible for all safety precautions and programs in connection with the Subcontractor's work. The Contractor's SSSP shall meet or exceed all applicable federal, state, and local laws, and all ordinances, codes, and regulations of those governing bodies having jurisdiction over the work, and shall meet or exceed these Safety Standards. The Contractor's SSSP must specifically meet or exceed the following OCIP specific safety specifications listed below:

A. Fall Protection

Contractor and all Subcontractors will be responsible for implementing 100% fall protection at elevations which are six (6) feet or greater in height above a lower level/surface. This includes work on scaffolding, decks and steel erection/connection activities. Fall protection may be in the form of conventional fall protection such as: personal fall protection systems (harness, lanyard and anchorage point), guardrails, safety nets etc., and/or a fall protection system/plan.

- The only allowable type of body restraint system will be a full body harness with a lifeline, lanyard, and deceleration device. Safety belts are not permitted for fall arrest or fall restraint
- (Exception: Work from ladders and work around excavations, where those work exposures maintain compliance with OSHA specifications)
- Rescue shall be addressed in all fall protection policies and fall protection training

B. Boom Lifts (Anti Crush Device Requirement)

Contractor and all Subcontractors will be responsible for ensuring that all boom lifts are fitted with the appropriate primary or secondary guarding devices in an effort to eliminate operator crushing incidents. Contractors and all Subcontractors utilizing such equipment will be required demonstrate and provide evidence that such guarding devices have been installed on the boom lift and that it has been installed and approved by a designated representative from the manufacturer or rental company (if equipment is leased/rented).

- A primary guarding device is designated as a physical structure **permanently attached** to the boom lift that prevents the operator from being crushed.
- A secondary guarding devices is designated as an alarm or sensor bar that alerts ground personnel when the operator is exposed to a potential crush hazard. **This system must be attached permanently to the boom lift and must be operational and functional at all times the boom lift is in operation.**

C. Personal Protective Equipment

All Employers shall assess the workplace to determine if hazards are present, or likely to be present, which necessitates the use of personal protective equipment (PPE)

- Employers must select and have affected Employees use properly fitted personal

protective equipment (PPE) suitable for protection from existing hazards

- Employees must, at all times unless otherwise directed, wear an approved hard hat that meets the specifications of (ANSI Z89.1-2009) while on the job site
- Employers must supply all personal protective equipment
- Safety glasses with permanently affixed side shields are required at all times when working on MSA project sites.
- Employees working in locations where there is operational risk of receiving eye injuries, such as punctures, abrasions, contusions, or burns, shall be safeguarded by means of appropriate eye or face protection.
- All safety glasses, goggles, and face shields must have the ANSI-Z87.1 approval.
- Where prescription glasses are worn, over the glass eye protection meeting ANSI Z87.1 specifications must be worn or ANSI approved prescription glasses with appropriate side shielding
- Shaded lenses are not permitted within enclosed structures except as required by specific work activities like welding, cutting/burning, etc.
- Employees on the job site shall not wear tennis shoes, running shoes, casual street shoes, sandals or shoes made of other thin material. Sturdy work boots are required.
- Shirts must have a minimum 4" sleeve (no tank tops or shirtless attire); shorts are not allowed.
- Proper professional work attire must be worn at all times.
- At minimum a high visibility shirt or vest shall be worn at all times while on site.
- Respiratory, hearing, face, skin, and hand protection are required for any applicable areas on the job site.
- Employees who are required to wear respiratory protection must receive a medical assessment of their physical ability to wear the equipment, be properly fit tested, and be trained in the use, care, maintenance, and limitations of the respiratory device.

D. Excavations

- Daily inspections of excavations, the adjacent areas, and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions. An inspection shall be conducted by the competent person prior to the start of work and as needed throughout the shift. Inspections shall also be made after every rainstorm or other hazard increasing occurrence. These inspections are only required when employee exposure can be reasonably anticipated.

- A competent person from the excavation employer must be on site at all times during trenching or excavation activities.

E. Safety Representative

Each Contractor/Subcontractor shall have a designated Safety Representative available at the site assigned the responsibilities of managing all aspects of safety related to employees under their direction. (See Section Responsibilities – Contractor and Subcontractor Responsibilities - Safety Representatives for details.)

F. Orientation

A Project Orientation by the Contractor is required before an Employee can receive a project ID and enter the field. The purpose of the orientation is to provide Employees awareness of what they can expect and what is expected of them on site. (See Section Responsibilities - Contractor and Subcontractor Responsibilities - Orientation for details.)

G. Drug Free Work Environment (Maryland)

Introduction:

The Owner of this project recognizes the need to maintain a safe working environment. In part, maintaining a drug-free workplace serves that purpose. To that end, the *OCIP Substance Abuse Prevention Policy* (the “Policy”) has been established. Each Employer-Contractor on this project must, at a minimum, incorporate the requirements of this Policy into their own policies. Without exception, these requirements must be applied to each employee and independent worker (“worker”) on this project.

General Requirements and Prohibitions:

Requirements – Drug Free Work Place

- a. Contractors and all Subcontractors shall implement and enforce a policy that prohibits the possession, distribution, promotion, manufacture, sale, use or abuse of illegal and unauthorized drugs, drug paraphernalia, controlled substances and alcoholic beverages by Employees, agents or any person otherwise under the control of the Employer, including Employees and agents of Subcontractors and consultants while on the work site, or while otherwise covered by the OCIP while working on the project. Further, Employees shall be prohibited from reporting to the premises after using alcohol or drugs or being under the influence of drugs or alcohol at work.
- b. Contractors and all Subcontractors shall ensure that policy applies to all personnel, including but not limited to regular, part-time, probationary, casual and contract Employees of the company, as well as to Employees and agents of Subcontractors and consultants. The Employer shall take whatever legally permissible steps are necessary or appropriate to enforce compliance with the policy.
- c. Safety-sensitive Employees governed by this policy may possess a prescription medication in its original container and prescribed for current use of the person in possession by an authorized medical practitioner; provided that the Employee taking the

prescription medicine perform no duties which may affect the Employee's work ability (particularly their alertness and coordination), safety and the safety of others.

WARNING: In the event of a report of such a prescription use to the MRO, the MRO may advise the employer of a potential safety issue.

Marijuana: Because marijuana remains illegal under federal law and because of the safety-sensitive nature of the work performed on this project, workers on this project will not allow medical marijuana cards or prescriptions permitting their use.

Drug and Alcohol Testing:

Drug and/or alcohol testing will, when appropriate, be required of each individual on this project. Testing will be carried out under the following criteria:

a. Notice and Verification:

Prior to access to the site, each individual will receive advance notification of the testing procedures and protocols by the Contractor. All workers (whether employees or independents) must sign a copy of orientation verifying receipt of the orientation & advance notice of testing and sign a release form supplied by the Contractor, acknowledging that pre-employment, post-accident/incident and reasonable suspicion drug screening and testing are part of the program and they are subject to such testing.

The Contractor shall maintain a file copy of the advance notice signed by the Employees. The Owner or the Owner's Agent will be provided access to all drug and alcohol testing-related documents upon request, including a copy of the Contractor's policy incorporating the Policy.

b. Pre-employment/Pre-access testing:

Where permitted, an industry-accepted preliminary screening procedure utilizing a "single use test device" will be used for pre-employment/pre-access assessments of workers.

At a minimum, any Employee covered under the OCIP shall be subjected to a pre-project drug screening/testing protocol for drug use in accordance with the provisions of the OCIP program within 48 hours of the commencement of any work activities. A negative assessment result must be obtained prior to commencement of employment of this project.

c. Current workers:

Current workers will be subject to post-incident and reasonable suspicion testing utilizing urine.

Post-incident testing:

Any Employee covered under the OCIP shall be drug and alcohol tested in accordance with the provisions of the OCIP Program when involved in any type of incident requiring third party first aid, a clinical visit and/or resulting in property damage in excess of \$500 dollars.

Costs: Employers are responsible for the cost of required tests. Job applicants, employees, or other workers shall pay the costs of any independent testing including any costs associated with specimen handling and transportation.

Refusal to test: Any individual who fails or refuses to take a drug screen or drug and alcohol test in accordance with the terms of these Safety Standards, or any Contractor or Subcontractor policy, shall be removed from the Project and not allowed back on the Project for a period of 6 months. Any Employee who is absent from the Project for more than 90 days must complete drug screening prior to resumption of work.

d. Specimen Collection:

1. Only properly trained and qualified individuals will perform preliminary screening procedures utilizing approved collection and handling procedures;
2. Only FDA-approved preliminary screening devices will be used.
3. All non-negative preliminary screening tests will be confirmed at an approved laboratory.

However, where possible, post incident screenings will be performed at the treatment location that the injured Employee was dispatched to, or as otherwise mandated by the OCIP.

c. Laboratory and Cutoff levels:

All tests will be analyzed by a Maryland certified laboratory utilizing test methodology and cutoff levels established by the United States Department of Health and Human Services (SAMHSA). Cutoff levels will be as follows:

Drug test cutoff concentrations for undiluted oral fluid

Initial test analyte Initial test cutoff (ng/mL) Confirmatory test analyte Confirmatory test cutoff concentration (ng/mL)

Initial Test Analyte	Initial test cutoff (ng/mL)	Confirmatory Test Analyte	Confirmatory Test Cutoff (ng/mL)
Amphetamine/Methamphetamine	25 ¹	Amphetamine	15
		Methamphetamine	15
Cocaine/Benzoyllecgonine	15 ¹	Cocaine	8
		Benzoyllecgonine	8

¹ *Immunoassay:* The test must be calibrated with one analyte from the group identified as the target analyte. The cross reactivity of the immunoassay to the other analyte(s) within the group must be 80 percent or greater; if not, separate immunoassays must be used for the analytes within the group.

Alternate technology: Either one analyte or all analytes from the group must be used for calibration, depending on the technology. At least one analyte within the group must have a concentration equal to or greater than the initial test cutoff or, alternatively, the sum of the analytes present (i.e., equal to or greater than the laboratory's validated limit of quantification) must be equal to or greater than the initial test cutoff.

Codeine/Morphine	30 ¹	Codeine	15
		Morphine	15
Hydrocodone/Hydromorphone	30 ¹	Hydrocodone	15
		Hydromorphone	15
Marijuana (THC) ²	4	THC	2
MDMA ³ /MDA ⁴ /MDEA ⁵	25 ¹	MDMA ³	15
		MDA ⁴	15
		MDEA ⁵	15
Oxycodone/Oxymorphone	30 ¹	Oxycodone	15
		Oxymorphone	15
Phencyclidine	25	Phencyclidine	2
6-Acetylmorphine	3	6-Acetylmorphine	2

² D-9-Tetrahydrocannabinol (THC).

³ Methylenedioxyamphetamine (MDMA).

⁴ Methylenedioxyamphetamine (MDA)

⁵ Methylenedioxyethylamphetamine (MDEA).

Drug test cutoff concentrations for urine.

NAME OF DRUG	SCREENING THRESHOLD (Urine)	CONFIRMATION THRESHOLD (Urine)
Methamphetamine	500 ng/ml	250 ng/ml
THC (Marijuana)	50 ng/ml	15 ng/ml
Cocaine	150 ng/ml	100 ng/ml
Amphetamines (Amp)	500 ng/ml	250 ng/ml
Phencyclidine (PCP)	25 ng/ml	25 ng/ml
Opiates "(Opi)	2000 ng/ml	2000 ng/ml

Initial drug screening protocol will be used to obtain preliminary results only. A negative result on the initial screen concludes the test and it will be reported to the Employer as negative.

Confirmation and MRO:

When an initial screen test is not conclusively negative, urine must be sent to a SAMHSA certified laboratory for GCMS confirmation, followed by MRO (Medical Review Officer) review if revealed positive by the laboratory. Specimens confirmed positive by the MRO will be reported to the Employer and/or designated OCIP representative.

Notice of Positive:

The Employer must provide to the job applicant, employee, or contractor with a confirmed positive test result:

- (a) A copy of the laboratory test indicating the test results;
- (b) A copy or written summary of the employer's policy covering an employee, contractor, or job applicant with a confirmed positive test result;
- (c) If applicable, written notice of the employer's intent to take disciplinary action, terminate employment, or change the conditions of continued employment; and
- (d) A statement or copy of the provisions set forth in this Policy permitting a job applicant, employee, or contractor to request independent testing of the same sample for verification of the test result.

The employer shall deliver the information regarding the positive result and right to independent testing to the job applicant, employee, or contractor:

- (a) Either in person or by certified mail; and
- (b) Within 7 days from the date confirmed positive test results are received by the employer.

Right to an Independent Test.

(1) **Independent Test Process:** A job applicant, employee, or contractor who is required to submit to job-related alcohol or controlled dangerous substances testing may request that an independent test be performed on the same specimen in a confirmation test by:

- (a) Notifying the employer and the laboratory that performed the confirmation test of the challenge to that test result; and
- (b) Requesting that laboratory submit a sufficient portion of the original specimen to a different laboratory chosen by the job applicant, employee, or contractor and licensed to perform alcohol or controlled dangerous substances testing.

(2) **Testing Sensitivity:** The job applicant, employee, or contractor shall employ as an independent testing laboratory one that will perform the independent test using detection levels for alcohol or controlled dangerous substances equal to or lower than those provided by the laboratory that performed the initial confirmation test.

(3) **Costs:** The job applicant, employee, or contractor shall pay all costs of independent testing including any costs associated with specimen handling and transport.

Confidentiality

All information, interviews, reports, statements, memoranda, and test results received or produced as a result of job-related alcohol or controlled dangerous substances testing are confidential and may be released only under a lawful subpoena, court order, or a release signed by the individual tested, or, in the case of a minor, by the individual's parent or legal guardian.

Nonprescription and Medically Prescribed Drugs. In the course of obtaining information for, or as a result of, conducting job-related alcohol or controlled dangerous substances testing for an employer, a laboratory, a physician, including a physician retained by the employer, or any other person, may not reveal to the employer information regarding the use of a:

- (1) Nonprescription drug, excluding alcohol, that is not prohibited under the laws of the State; or
- (2) Medically prescribed drug, unless the individual being tested is unable to establish that the drug was medically prescribed under the laws of the State. **NOTE:** Marijuana is not a "prescribed" substance and is not tolerated in this workplace.

H. Return to Work Program

All Contractors and Subcontractors are required to establish and implement a Return to Work Program. The purpose of the Return to Work Program is to place Employees in temporary job positions while recovering from on the job injuries. Owner and the OCIP insurers are committed to working together to promote safety, recovery, and the successful return of injured Employees to temporary, modified work following a work related injury. Contractor and all Subcontractors agree to cooperate with the OCIP insurers to facilitate the return to work of any injured Employee capable of modified work status.

APPENDIX: FORMS

Safety Survey Form

Corrective Action Form

Safety Survey Form



Project:	Weather Condition:										Positive Notes	Comments	
	Observation	C/NC	Hazard Rating	Observation	C/NC	Hazard Rating	Observation	C/NC	Hazard Rating	Observation			
Date:													
Inspected By:													
Contractor / Subcontractor:													
Olson Co.													
Comp. gases/Flammables/Combustibles													
Competent Person													
Confined Space													
Cranes/Rigging/Inspections													
Dangerous Act, Area-Procedure													
Electrical Safety - Low Voltage <600vits													
Electrical Safety - High Voltage >600vits													
Environmental - SWPP's													
Excavations (Protective Systems)													
Fall Protection													
Fire Protection													
First Aid/CPR													
Forklifts/Elevating Platforms/Aerial Devices													
Guardrails													
HazCom													
Heavy Construction Equipment													
Heat Illness Prevention													
Hot Work													
Housekeeping													
Ladders													
PPE													
Posting Requirements													
Respiratory Protection/Use/Storage													
Scaffolding													
Struck By/Caught-Inbetween/Ergo													
Tools and Equipment													
Traffic Control - Vehicular/Pedestrian													
Training													

Notes: The recent survey made of your premises and/or operations, was not intended to detect all potential causes of loss, code violations, or exceptions to good practice and does not relieve you of any of your responsibilities to identify and correct unsafe practices or conditions on the premises and in its operations. We do not assume any liability because of conducting or providing such service.

Exhibit “__” to Construction Management Agreement

Owner Controlled Insurance Program - Insurance Requirements (Net Bid)

This Exhibit is an addendum to the Negotiated Maximum Price Construction Management Agreement (“Agreement”) between the Maryland Stadium Authority (“Owner”) and _____ (“Construction Manager”). The terms of this Exhibit modify the Agreement as set forth herein. Capitalized terms used herein shall have the same meaning set forth in the Agreement.

1. Owner Controlled Insurance Program. Owner shall implement an Owner Controlled Insurance Program (“OCIP”) for the Project. The OCIP is more fully described in the Owner Controlled Insurance Project Contractor’s Manual (the “Contractor’s Manual”) for the Project, which is incorporated herein by this reference as a Contract Document. Owner has designated Alliant Insurance Services, Inc. as the OCIP Administrator (“OCIP Administrator”) for the Project. The OCIP will include Workers’ Compensation and Employer’s Liability insurance, Commercial General Liability insurance, and Excess Liability insurance, as summarily described below, in connection with the Project. The insurance provided under the OCIP shall be referred to herein as “OCIP Coverages.”

2. Eligible and Enrolled Parties. Parties eligible to enroll in the OCIP are the Construction Manager, and Trade Contractors performing a portion of the Work on the Project site (“Eligible Parties”). The term “Trade Contractor” as used herein shall refer to a Trade Contractor of any tier. Upon enrollment in the OCIP, an Eligible Party shall become an “Enrolled Party.”

3. Excluded Parties. Parties that are not eligible to enroll in the OCIP, and who are excluded from the OCIP, are:

- (a) Hazardous materials remediation, removal and/or transport companies and their consultants;
- (b) Architects, surveyors, engineers, and soil testing engineers, and their consultants;
- (c) Vendors, suppliers, fabricators, material dealers, truckers, haulers, drivers and others who merely transport, pick up, deliver, or carry materials, personnel, parts or equipment, or any other items or persons to or from the Project site;
- (d) Temporary leasing and staffing firms and their contracted workers and/or employees;
- (e) Individuals deemed self-employed or independent contractors under applicable law;
- (f) A Trade Contractor of any tier that does not perform any actual labor on the Project site; and
- (g) Any other party or entity not specifically identified herein, that is excluded by Owner in its sole discretion, even if such party or entity is otherwise eligible.

4. Summary of OCIP Coverages. The OCIP Coverages shall apply only to those operations of an Enrolled Party performed at the Project site in connection with the Work, and only to Enrolled Parties that are eligible for the OCIP. OCIP Coverages shall not apply to ineligible parties, even if they are erroneously enrolled in the OCIP. An Enrolled Party's operations away from the Project site, including product manufacturing, assembling, or otherwise, shall only be covered if such off-site operations are identified and are dedicated solely to the Project. OCIP Coverages shall not cover off-site operations until the Enrolled Party requesting off-site coverage receives written acknowledgment of such coverage from the OCIP Administrator. A summary of the coverages provided under the OCIP is set out below.

SUMMARY OF OCIP COVERAGES

A. Workers' Compensation/Employer's Liability Insurance

Worker's Compensation	Statutory Limit
Employer's Liability	
Bodily Injury By Accident, each accident	\$1,000,000
Bodily Injury By Disease, each employee	\$1,000,000
Bodily Injury By Disease, policy limit	\$1,000,000

**B. Commercial General Liability Insurance
Form Equivalent to Most Current ISO Occurrence Form**

Each Occurrence Limit	\$2,000,000
Personal/Advertising Injury Limit (Each Occurrence)	\$2,000,000
General Aggregate Limit for all Enrolled Parties (Other Than Products/Completed Operations)	\$4,000,000
Products and Completed Operations Aggregate (for all Enrolled Parties)	\$4,000,000
Ten (10) Years Products & Completed Operations Extension	

C. Excess Liability Insurance (over Commercial General Liability)

Combined Single Limit	\$100,000,000
General Annual Aggregate for all Enrolled Parties	\$100,000,000
Products & Completed Operations Aggregate (for all Enrolled Parties)	\$100,000,000
Ten (10) Years Products & Completed Operations Extension	

5. Owner's OCIP Obligations. Owner shall pay the costs of premiums for the OCIP. Owner will receive or pay, as the case may be, all adjustments to such costs, whether by way of dividends, retroactive adjustments, return premiums, other moneys due, audits or otherwise. Construction Manager hereby assigns to Owner the right to receive all such adjustments. All Trade Contractors shall be required by written agreement to assign to Owner the right to receive all such adjustments. Owner assumes no obligation to provide insurance other than that specified in this Exhibit and in the OCIP insurance policies, or as otherwise required under the

Agreement. Owner's furnishing of the OCIP shall in no way relieve or limit, or be construed to relieve or limit, any responsibility, liability, or obligation imposed on Construction Manager, or any Trade Contractor, under the Contract Documents, the OCIP insurance policies, or by law, including, without limitation, any indemnification obligations which such parties have agreed. Owner reserves the right at its option, without obligation to do so, to furnish other insurance coverages of various types and limits provided that such coverage is not less than that specified in this Exhibit.

6. Construction Manager's OCIP Obligations. Construction Manager agrees to comply with the following obligations:

(a) Construction Manager shall incorporate by reference the insurance requirements set out in this Exhibit into all Trade Contractor agreements.

(b) Construction Manager shall enroll in the OCIP prior to the commencement of construction activities at the Project. Construction Manager shall ensure that all Trade Contractors who are Eligible Parties enroll in the OCIP prior to their commencement of construction activities at the Project, and maintain enrollment during the course of the Project.

(c) Construction Manager shall comply with all of the requirements of the OCIP insurance policies, and the OCIP Insurance Manual. Construction Manager shall provide to each Trade Contractor a copy of the Contractor's Manual, and ensure Trade Contractor compliance with all provisions of the OCIP insurance policies, and the Contractor's Manual.

(d) Construction Manager shall acknowledge, and require all Trade Contractors of every tier to acknowledge, in writing, that Owner and the OCIP Administrator are not agents, partners or guarantors of any OCIP insurer, that neither Owner nor the OCIP Administrator are responsible for any claims or disputes between or among Construction Manager, its Trade Contractors of any tier, and any OCIP Insurer(s), and that neither Owner nor OCIP Administrator guarantees the solvency or the availability of limits of any OCIP Insurer(s).

(e) Construction Manager shall provide, within five (5) days of Owner's request, any information related to Construction Manager's insurance costs, including but not limited to payroll records, certified copies of insurance policies, declaration and rate pages, certificates of insurance, underwriting data, and prior loss history information, or such other data or information as Owner, the OCIP Administrator, or OCIP Insurers may request in the administration of the OCIP. Construction Manager shall require all Trade Contractors to provide the same information, upon request.

(f) Construction Manager shall comply, and require all of its Trade Contractors to comply with OCIP Administrator's instructions for electronically enrolling in the OCIP through an online enrollment process. This enrollment process includes, but is not limited to providing all information contained in the online Enrollment Form, and completion of the Insurance Cost Worksheet along with submission of declaration and rate pages from the enrolling parties' non-OCIP insurance policies for the purpose of verifying that the Cost of OCIP Coverages (as defined below) have been properly removed from the enrolling parties bid or of contract price.

(g) Construction Manager shall pay to Owner a sum of up to \$10,000 for each occurrence, including court costs, attorney's fees and costs of defense for bodily injury or property damage to the extent losses payable under the OCIP Commercial General Liability insurance are attributable to (i) Construction Manager's Work, acts, or omissions, (ii) the Work,

acts, or omissions of any of Trade Contractor, or (iii) the Work, acts or omissions of any other entity or party for whom Construction Manager or a Trade Contractor may be responsible (“General Liability Obligation”). The General Liability Obligation shall remain uninsured by Construction Manager, and shall not be covered by the OCIP Coverages.

7. Net Bid Approach – Contract Price Excludes Cost of OCIP Coverages. Construction Manager and each Trade Contractor shall exclude from their bids all costs of insurance coverage provided under the OCIP (“Cost of OCIP Coverage.”) The “Cost of OCIP Coverage” is defined as all of Construction Manager’s and all Trade Contractor’s costs, charges, or expenses for insurance coverages that are provided by the Owner under the OCIP, and includes but is not limited to reduction in insurance premiums, related taxes and assessments, markup on the insurance premiums and losses retained through the use of a self-funded program, self-insured retention, or deductible program. Change orders must also be priced to exclude the Cost of OCIP Coverage. The Program Administrator has been directed by Owner to verify that the Cost of OCIP Coverages have been properly excluded from all bids. Construction Manager and all Trade Contractors shall comply with Program Administrator’s verification.

8. Additional Insurance Required From Enrolled Parties and Excluded Parties. Construction Manager shall obtain and maintain, and shall require each of its Trade Contractors of all tiers to obtain and maintain, those insurance coverages required under the Agreement that are not provided by the OCIP. By enrollment in the OCIP, Construction Manager and any Trade Contractor properly enrolled shall be deemed to have complied with the insurance requirements set forth in the Agreement regarding obtaining and maintain workers’ compensation/employer’s liability insurance, and commercial general liability insurance for on-site risks. Construction Manager and all Trade Contractors must still maintain workers’ compensation/employer’s liability insurance and commercial general liability insurance for off-site risks. The OCIP does not provide commercial or business automobile liability insurance, and Construction Manager and all Trade Contractors must still comply with all requirements set out in the Agreement regarding obtaining and maintaining commercial or business automobile liability insurance. Parties that are Ineligible Parties shall fully comply at all times with all of the insurance requirements as set forth in the Agreement.

9. Builder’s Risk Insurance. In addition to the OCIP, Owner shall also purchase and maintain property insurance written on a builder’s risk “all-risk” policy form, in the amount of the initial Contract Sum, plus the value of subsequent Contract Modifications and cost of materials supplied or installed by others, comprising total value for the entire Project at the site on a replacement cost basis without optional deductibles. Such insurance shall be maintained in place until Substantial Completion of the Project. . The builder’s risk insurance shall include the interests of the Construction Manager and the Trade Contractors in the Project. The builder’s risk insurance shall be on an “all-risk” or equivalent policy form and shall include, without limitation, insurance against the perils of fire (with extended coverage) theft, vandalism, malicious mischief, collapse, earthquake, floor, windstorm, falsework, testing and start up, temporary buildings and debris removal occasioned by enforcement of any applicable legal requirements, and shall cover reasonable compensation for Architect’s and Construction Manager’s services and expenses required as a result of such insurance loss. Construction Manager shall be responsible for paying a deductible of \$25,000 per occurrence in the event of a

loss, and shall be responsible for paying a deductible of \$50,000 per occurrence in the event of water damage.

10. Contractor’s Pollution Liability. In addition to the OCIP, Owner shall provide Contractor’s Pollution Liability (“CPL”) insurance, providing coverage for claims for bodily injury, property damage, clean-up costs, and related legal defense expense for pollution conditions that result from, or are disrupted by, the services rendered in performance of the contract by or on behalf of Construction Manager or any Trade Contractor. Coverage will include extensions for transportation and disposal, will include full severability of interests, and will not be restricted by any time element limitations, mold, asbestos, or lead based paint exclusions. Coverage will apply to pollution conditions on, at, under, or migrating from the Project site. The CPL insurance shall have the following limits:

Each Loss	\$10,000,000
Aggregate	\$10,000,000

Construction Manager shall be responsible for paying a deductible of \$25,000 per occurrence in the event of a loss including court costs, attorney fees and costs of defense for bodily injury or property damage to the extent losses payable are attributable to the Construction Manager’s acts, or omissions, the acts, or omissions of any of Trade Contractor, or the acts or omissions of any other entity or party for whom Construction Manager or a Trade Contractor may be responsible.

11. Representations and Warranties. Construction Manager represents and warrants to Owner, and shall use its best efforts to ensure that each of its Trade Contractors of every tier represent and warrant to Owner, that:

(a) All information submitted to Owner or to the OCIP Administrator shall be accurate and complete.

(b) They have had the opportunity to read and analyze copies of the OCIP insurance policies that are available on request, and that they understand the OCIP. Any reference or summary in this Exhibit, to the amount, nature, type or extent of OCIP Coverages and/or potential applicability to any potential claim or loss is for reference only. Construction Manager and its Trade Contractors of all tiers have not relied upon said reference, but solely upon their own independent review and analysis of the OCIP Coverages in formulating any understanding and/or belief as to amount, nature, type or extent of any OCIP Coverage and/or its potential applicability to any potential claim or loss.

(c) Construction Manager shall not include in any request for payment any sums to provide or obtain insurance that is being maintained under the OCIP.

12. Waiver of Subrogation. To the fullest extent permitted by law, Construction Manager hereby waives all rights of recovery by way of subrogation (whether because of deductible clauses, inadequacy of limits of any insurance policy, limitations or exclusions of coverage, or any other reason) against Owner, the OCIP Administrator, its or their officers, agents, or employees, and any other Trade Contractor performing Work or rendering services on behalf of Owner in connection with the planning, development and construction of the Project. Construction Manager also agrees that all additional insurance maintained by Construction

Manager or any Trade Contractor under this Exhibit shall include clauses providing that each insurer shall waive all of its rights of recovery by subrogation against Owner, Construction Manager, or any other Trade Contractor. A waiver of subrogation shall be effective as to any individual or entity even if such individual or entity (a) would otherwise have a duty of indemnification, contractual or otherwise, (b) did not pay the insurance premium directly or indirectly, and/or (c) has or does not have an insurable interest in the property damaged.

13. Audit. Construction Manager and all Trade Contractors agree that Owner, the OCIP Administrator, and/or any OCIP insurer may audit their payroll records, books and records, insurance coverages, insurance cost information, and project cost records to confirm their accuracy and to ensure that the Owner has not been billed for any cost of insurance that is being provided under the OCIP. In the event any audit reveals that Owner has been billed by Construction Manager or any Trade Contractor for any cost of insurance that is being provided by Owner under the OCIP, Owner shall have the right to deduct from any amounts payable to Construction Manager such cost, including all expenses and fees of audit.

14. Conflicts. In the event of a conflict between the provisions of this Exhibit, the Contractor's Manual, and the provisions of the OCIP insurance policies, the terms of the OCIP Insurance Policies shall govern, then the provisions of this Exhibit, and then the provisions of the Contractor's Manual.



Maryland Stadium Authority

Owner Controlled Insurance Program

Addendum 1 dated 5/4/2020 to the Contractor's Manual (version 9/19/19)

Experience Modification Rating Maximum Threshold (1.25)

As part of the OCIP verification process, all contractors, regardless of tier, are required to identify and provide evidence of their Experience Modification Rating (EMR) as part of the submission of documents for participation in the Project. ***Maryland Stadium Authority (MSA) has established a maximum EMR threshold of 1.25 for all Eligible Parties***, as defined in the MSA OCIP Contractors Insurance Manual.

Alliant Insurance Services, as the OCIP Administrator for MSA's OCIP Program, will then identify any contractor that exceeds the 1.25 EMR threshold. These contractors will then be required to provide supporting documentation to determine if they will be allowed to work in the Project. At a minimum, contractors will need to submit the following documents to MSA: (a) loss runs for the last five years; (b) OSHA 300 logs for the last three years; (c) Corporate Safety Program; and (d) a letter signed by a high-ranking officer of the company indicating the plans to address safety for the project. This review process may take up to twelve (12) business days. Approval may be contingent on additional safety measures implemented by the contractor, which will be provided at no cost to MSA.

NOTE: Please be advised that there will be no site access granted nor any work allowed to begin at the Project by the contractor until a decision has been made by MSA. MSA's decision regarding the contractor's participation and eligibility to work at the project site is FINAL.

Once approved, Alliant, in consultation with MSA, will determine if the contractor will be designated as an Enrolled Party or Excluded Party.

Questions regarding these requirements should be directed to Carmina Perez-Fowler, Assistant Vice President, Procurement, Compliance, and Risk Management, Maryland Stadium Authority at cperezfowler@mdstad.com or (410) 223-4129.

SECTION 001100

MSA | 21st CENTURY SCHOOL PARTICIPATION REQUIREMENTS FOR PROGRAMS
MBE, WORKFORCE DEVELOPMENT, OCIP & WAGE RATE

APPENDIX C

WORKFORCE DEVELOPMENT & LOCAL HIRING



21st CENTURY SCHOOLS

BALTIMORE

BALTIMORE CITY
PUBLIC SCHOOLS



Employer's Workforce Development Process Guide

Revised 1/2020



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***All forms/attachments are available electronically in LCP Tracker under the E-Documents tab – *View Document Templates* section.**



Baltimore 21st Century School Buildings Program Recruiting, Selection, and Hiring Process

Recruiting, selection and hiring process for construction management companies and their subcontractors.

- Contractors and subcontractors submit job postings to the Mayor's Office of Employment Development (MOED) (schoolconstruction@oedworks.com), the 21st Century School Buildings Program (21stcenturybuildings@bcps.k12.md.us) and the Maryland Stadium Authority (MSA) (schoolsconstruction@mdstad.com) using the School Construction job posting form (**Attachment A**). This form is also available on the MOED website (www.oedworks.com) and the 21st Century Schools website (www.baltimore21stcenturyschools.org). Employers receive a reply email from MOED to confirming receipt of the job posting.
- MOED assigns a Business Services Representative (BSR) to screen candidates for posted job(s). The BSR will contact employers within one business day after receipt of the job posting to confirm the company's contact information and obtain additional information, if necessary. Direct contact between the employers and jobseekers prior to BSR screening is discouraged.
- The BSR works in partnership with job training providers to select candidates that meet the job posting requirements. MOED maintains a database of resumes for candidates who have expressed interest in working with the school construction program. The possibility exists that a significant number of candidates have trade experience, while others are recent graduates from a construction training program. In the unlikely event that the applicant pool does not have qualified candidates to for referral, the employer will be notified by the BSR and the company is encouraged to pursue other avenues for recruitment.
- All Baltimore City residents recommended by MOED will be prescreened before referral to an employer.
- Construction Managers and subcontractors agree to provide feedback on each candidate referred for interview within two business days after the interview using the School Construction Referral Feedback form (**Attachment B**). The completed form should be emailed to MOED at schoolconstruction@oedworks.com.
- Construction Managers are responsible for submitting the Quarterly Job Projections and Skill Requirements Form for all positions (including sub-contractor positions) through the term of the contract no later than the first Monday of each quarter (January, April, July, & October). This form must be emailed to MSA at schoolsconstruction@mdstad.com (**Attachment G**). From there, it will be forwarded to MOED.



Baltimore 21st Century School Buildings Program Baltimore City Background Check and Fingerprinting Instructions

All employees working on-site at any of the 21st Century schools are required to submit a completed and signed Background Check and Fingerprinting Request Form (**Attachment C**) and pass a Baltimore City School’s background screening. Qualifications can be found at:

www.baltimore21stcenturyschools.org/more/frequently-asked-question.com

Payment Options	
<p>IDEMIA (City Schools Contractor) offers the following payment options for this service:</p> <ol style="list-style-type: none"> 1. Employers can provide each employee with a check or money order in the amount of \$61.25 made out to <i>IDEMIA</i> to be paid at time of service. 2. Employers can set up an IDEMIA Account by calling 1 (877) 467-9215 for assistance. This payment method provides employers with an authorization code to be included on the Background Check and Fingerprinting Form under “Payment Method” 	
Background Check and Fingerprinting Process for Employers	
<p>Employers must direct all potential hires and existing staff who will be working on-site at any of the 21st Century schools to:</p> <p>Baltimore City Public Schools Headquarters, Pre-Employment Office 200 East North Avenue, Room 120, Baltimore, MD 21202</p> <p>Hours for Background Check Services: Monday- Friday 8:30am - 3:30pm</p> <p>Contact: Damon Robinson (DGRobinson@bcps.k12.md.us) or Nekia Weaver (NSWeaver@bcps.k12.md.us)</p>	
Step 1:	<p>Employers MUST complete and sign the <i>Background Check and Fingerprinting Request Form</i> for each potential hire and existing staff member who will be working on the school construction site.</p>
Step 2:	<p>Employers will provide each individual with the following:</p> <ul style="list-style-type: none"> • A completed and signed <i>Background Check and Fingerprinting Request Form</i> (if employers have set up an IDEMIA Account, the authorization code must be on form as the payment method). • The date and location to get background screening completed. • A check or money order for \$61.25 made out to IDEMIA (if an IDEMIA Account has not been set up as a payment method). • Cash will not be accepted. <p>NOTE: Advise all individuals to bring a valid state or federally issued photo ID to be presented to the background check technician. Expired ID’s will not be accepted.</p>
Step 3:	<ul style="list-style-type: none"> • Background check results will be sent to the appropriate project official within 5 business days. • Construction Managers will be responsible for notifying their subcontractors. • Final hiring decisions, compliance with any conditions of employment (such as drug testing), issuance of access control identification and other hiring or security-related processes are the sole responsibility of the hiring company. • Questions concerning background screening and fingerprinting decisions and appeal process should be addressed to Baltimore City Public Schools c/o Damon Robinson (DGRobinson@bcps.k12.md.us) or Nekia Weaver (NSWeaver@bcps.k12.md.us)

Baltimore 21st Century School Buildings Program Workforce Development Monitoring and Tracking Process

The Maryland Stadium Authority (MSA), Baltimore City Schools, and City School Partners are committed to ensuring that a strong measurement strategy is implemented to analyze issues, risks, and trends, and to support metrics that align with project and local commitments. The MSA staff are available to review the templates introduced below at any point during the process. All forms are available electronically.

FORMS

Job Projections and Skill Requirements (Due during Pre-Construction)

Construction Managers (CM) are responsible for submitting consolidated Workforce Development (WFD) projections for all GMP Packages. This form must be submitted with the Pre-Construction Request for Proposal (RFP). **(Attachment D)**

Job Commitments and Skill Requirements (Due with Early Packages and Final GMP)

Construction Managers are responsible for submitting consolidated WFD commitments for all GMP Packages. This includes early packages and final GMP submission. **(Attachment E)**

New Hire Supporting Documentation (Due the first Monday of each Month)

Construction Managers will be responsible for submitting a consolidated list of Baltimore City New Hires for all subcontractor throughout the term of the contract. This form is due MONTHLY and must be emailed to MSA at schoolsconstruction@mdstad.com no later than the first Monday of each month. **(Attachment F)**

Quarterly Job Projections and Skill Requirements (Due the first Monday of each Quarter)

In order to help MOED their partners train, recruit, and identify candidates for work on school construction projects, MSA requires contractors to submit reliable projections of upcoming job opportunities. Construction Managers are responsible for submitting consolidated projections for all positions (including sub-contractor positions) through the term of the contract no later than the first Monday of each quarter (January, April, July, & October.) This form must be emailed to MSA at schoolsconstruction@mdstad.com. **(Attachment G)**

Additional Information

Quarterly Review Process

Review of the WFD contract deliverables will be conducted quarterly. This process entails reviewing Certified Payroll submissions provided by subcontractors on the project (in LCP Tracker) and a comparison of the information available in the New Hire Supporting Documentation report to verify Baltimore City resident new hires. MSA issues a letter detailing the results of the review. **(Attachment H)** CM's are then required to provide a response letter along with revised New Hire Supporting Documentation form within 30 days. **(Attachment I)**

Manpower Report

This report is generated by MSA, using all certified payrolls within LCP Tracker. The report monitors the commitments of the CM and includes: total workers on payroll, total number of Baltimore City residents on payroll, new positions filled, new positions filled by Baltimore City residents, total labor-hours for the project, and total labor-hours for Baltimore City residents.

Baltimore City Resident New Hire Requirements

LCP Tracker

The following information must match in LCP Tracker to receive credit for a Baltimore City Resident New Hire. Everything must be spelled correctly and match the supporting documentation provided monthly.

- Name
- Address
- Contractor
- Hire Date
- New Hire Status

Zip Code

MSA verifies the number of City residents employed, by confirming employee's address, through certified payroll record submission process.

Several Baltimore City zip codes are considered "crossover zip codes". These zip codes cross Baltimore City boundaries and are shared with another jurisdiction. When an address for a new hire is submitted in one of these zip codes, the address must be verified as a Baltimore City address before the CM can receive credit for the hire.

MSA consolidates all data and communicates a status report in the monthly Collaborative Meeting as needed.

Minimum Hours Worked Requirement

An employee must work a minimum of 40 hours to receive credit as a Baltimore City Resident New Hire.

Year 2 New Hire Requirement

Any Baltimore City Resident New Hire reported as a new hire at a Year 1 school, will not qualify as a new hire at a Year 2 school.

Monitoring Good Faith Efforts

The CM and its respective subcontractors shall make good faith efforts as noted below, but not limited to: Ensuring that MOED, MSA and City Schools are made aware of employment opportunities fully through outreach and recruitment activities, in accordance with the Local Hiring Plan.

Actively recruit City of Baltimore residents via MOED, City Schools, and collective and independent job fair recruiting efforts.

Hiring Baltimore City residents for job opportunities with the intention of maintaining their employment on the project for as long as possible.

E-Documents

Construction Managers and subcontractors may upload certified payroll for Baltimore City residents submitted on the New Hire Supporting Documentation form who are non-prevailing wage or administrative staff.

If an unverified address is submitted into LCP Tracker you will receive an error message and you will not be allowed to certify payroll or enter new employees.

ATTACHMENTS



Baltimore 21st Century School Buildings Program
Job Posting Form - ATTACHMENT – A



Job Posting Form

COMPANY INFORMATION		
Company		FEIN
Street Address		
City Baltimore	State MD	ZIP
Website/URL	# of Employees	Industry
Contact Name		Title
Email Address	Phone	Contract #/Name
JOB POSTING INFORMATION		
Job Title		Job/School Location
Hours of Work to	Number of Open Positions	Status: FT <input type="checkbox"/> PT <input type="checkbox"/> Temp <input type="checkbox"/>
Salary/ Hr. Wage	Benefits: NO <input type="checkbox"/> YES <input type="checkbox"/>	Type License
Level of Education Required: H.S. /G.E.D. <input type="checkbox"/> College <input type="checkbox"/> Tech <input type="checkbox"/> Degree		Licenses/Certification Required: NO <input type="checkbox"/> YES <input type="checkbox"/> List:
Car Required: NO <input type="checkbox"/> YES <input type="checkbox"/>	Is the company accessible by public transportation? NO <input type="checkbox"/> YES <input type="checkbox"/> Bus#	
Pre-Employment Screening: Alcohol/Drug Test <input type="checkbox"/> Credit <input type="checkbox"/> References <input type="checkbox"/> Criminal Background Check <input type="checkbox"/> Other		
JOB DESCRIPTION		
Experience/ Skills Required:		
EMPLOYER CERTIFICATION		
I certify that the information on this job posting is accurate and is provided to recruit for a valid employment opportunity.		
Signature/Title		Date
MOED STAFF OFFICE USE ONLY		
Post in MWE? NO <input type="checkbox"/> YES <input type="checkbox"/>	MWE #	Show name? NO <input type="checkbox"/> YES <input type="checkbox"/>
MOED Services Requested	Direct Hire <input type="checkbox"/>	Tax Credit <input type="checkbox"/> Customized Training <input type="checkbox"/> LMI <input type="checkbox"/> BDC <input type="checkbox"/>
Referral Process	Status: Position filled <input type="checkbox"/> Not filled <input type="checkbox"/> Reason	
Follow-up results:	Date:	
	SCBSR Assigned/Date:	

Return completed form to: schoolconstruction@oedworks.com, 21stcenturybuildings@bcps.k12.md.us, and schoolsconstruction@mdstad.com



Baltimore 21st Century School Buildings Program School Construction Referral Feedback Form

ATTACHMENT – B

Updated 03/2019

Thank you for using the School Construction recruitment services. Recently, we referred candidates to interview for a position with your company. Please provide feedback regarding the status of the interview(s) on the chart below. You can email the completed chart to Deral Falls at: schoolconstruction@oedworks.com or call us at 443-984-3014 to discuss the referral status in detail.

Company Name: _____

Interviewer Name: _____

Candidate Name	Position	Status- Hired <i>(provide hire date)</i>	Salary rate <i>(provide exact hourly rate)</i>	Status- Pending <i>(please provide future interview or hire date here)</i>	Status- Not Hired <i>(provide reason)</i>

Completed by:

Company Rep. Name: _____

Date _____

Phone #: _____

Email Address: _____



Baltimore 21st Century School Buildings Program Background Check and Fingerprinting Form

ATTACHMENT – C

Baltimore City Public Schools requires individuals who work in schools AND on school sites to meet State of Maryland law and Maryland State Department of Education guidelines. All applicants must undergo a background check and fingerprinting. Results will indicate suitability for working on projects. City School's background check qualifications can be found at: www.baltimore21stcenturyschools.org/more/frequently-asked-questions

This form MUST be COMPLETED and submitted to BALTIMORE CITY PUBLIC SCHOOLS HEADQUARTERS:

Location: 200 E. North Ave, Baltimore, MD 21202 (Pre-Employment Office)

Hours: Monday- Friday 8:30am-3:30pm

Each individual MUST bring the following:

This completed request form (**INDIVIDUALS WILL BE REJECTED IF NOT FULLY COMPLETED**)

Check or money order (paid by the selected firm) for \$61.25 made out to IDEMIA (If account hasn't been established)

Valid State or Federal ID (**EXPIRED ID's WILL NOT BE ACCEPTED**)

Project Information		Updated 12/2019
SCHOOL PROJECT NAME:	Primary CM/AE Firm Name:	
Applicant Information		
Full Name:		
Job Title:		
Start Date:	End Date:	
Employer Information		
Company Name:	Company Phone:	
Company Address:		
Company E-mail:		
Payment Method		
<input type="checkbox"/> Check	<input type="checkbox"/> Money Order	IDEMIA Account #: _____ (issued by IDEMIA)
Badge		
<input type="checkbox"/> City Schools Badge requested (Project PMrequest)	City Schools Approval Signature: (21 st Century Office)	
Company Representative Approvals		
Company Representative Name (Print):		
Company Representative Name (Sign):	Date:	

Baltimore City Public Schools USE ONLY below this line	
___ PASS FAIL	
Pre-Employment Approval Manager Name (Print):	
Pre-Employment Approval Manager Name (Sign):	Date:

For questions, please contact the Baltimore City Public Schools One Call Center at (410) 396-8885



**Baltimore 21st Century School Buildings Program
Job Projections and Skill Requirements**

Instructions: Construction Managers are responsible for submitting consolidated Workforce Development projections for all GMP Packages. This form must be submitted with the Pre-Construction Request for Proposal (RFP).

Construction Management Firm: _____ **Date:** _____

Name of School: _____

Positions (Please adjust positions as necessary)	Total Employees	Total Baltimore City Resident Employees	Total Baltimore City Resident "New" Hires	Total Overall Labor Hours	Total Baltimore City Resident Labor Hours	Total Baltimore City Resident "New" Hire Labor Hours	Total Student Intern Positions (Urban Alliance)
Abatement Laborer							
Carpenters							
Cement Mason							
Clerical/ Admin.							
Drywall Finisher							
Electricians							
Equipment Operator							
HVAC							
Insulators							
Ironworkers							
Mason							
Plumber/Pipefitters							
Skilled Laborer							
Sprinkler Fitter							
Tile Setters							
Unskilled Laborers							
Welders							
Other Positions:							
Grand Total:	0	0	0	0.00	0.00	0.00	0

Preparer's Name: _____ **Title:** _____

ATTACHMENT – D

Baltimore City Resident Job Projections and Skill Requirement – Due w/ Pre-Construction RFP

- **Positions:** Listing of positions needed over the life of the project. This column should then stay the same quarter to quarter.
- **Total Employees:** Projected number of all employees. This includes new and existing Non Baltimore City and Baltimore City Residents.
- **Total Baltimore City Resident Employees:** Projected number of new and existing Baltimore City Residents.
- **Total Baltimore City Resident "New" Hires:** Projected number of Baltimore City Resident to be hired.
- **Total Overall Labor Hours:** Projected number of all labor hours to be worked by new and existing Non Baltimore City and Baltimore City Residents.
- **Total Baltimore City Resident Labor Hours:** Projected number of hours to be worked by new and existing Baltimore City Residents.
- **Total Baltimore City Resident "New" Hire Labor Hours:** Projected number of hours to be worked by Baltimore City Resident New Hires.
- **Total Number of Student Interns:** Projection number of Interns acquired through Urban Alliance.



Baltimore 21st Century School Buildings Program
Job Commitments and Skill Requirements

Instructions: Construction Managers are responsible for submitting consolidated Workforce Development commitments for all GMP Packages. This includes all early packages and Final GMP submission.

Construction Management Firm: _____ **Date:** _____

Name of School: _____

Trade Packages (Please adjust below trades packages as necessary)	Total Employees	Total Baltimore City Resident Employees	Total Baltimore City Resident "New" Hires	Position(s) of Baltimore City Resident "New" Hires	Total Overall Labor Hours	Total Baltimore City Resident Labor Hours	Total Baltimore City Resident "New" Hire Labor Hours	Total Student Intern Positions (Urban Alliance)
Division 01 - General Requirements								
Division 02 - Existing Conditions								
Division 03 - Concrete								
Division 04 - Masonry								
Division 05 - Metals								
Division 06 - Wood, Plastics, Composites								
Division 07 - Thermal and Moisture Protection								
Division 08 - Openings								
Division 09 - Finishes								
Division 10 - Specialties								
Division 11 - Equipment								
Division 12 - Furnishings								
Division 13 - Special Construction								
Division 14 - Conveying Equipment								
Division 21 - Fire Suppression								
Division 22 - Plumbing								
Division 23 - Heating, Ventilating, and Air Conditioning (HVAC)								
Division 25 - Integrated Automation								
Division 26 - Electrical								
Division 27 - Communications								
Division 28 - Electronic Safety and Security								
Division 31 - Earthwork								
Division 32 - Exterior Improvements								
Division 33 - Utilities								
Division 34 - Transportation								
Division 35 - Waterway and Marine Construction								
Division 40 - Process Integration								
Division 41 - Material Processing and Handling Equipment								
Division 42 - Process Heating, Cooling, and Drying Equipment								
Division 43 - Process Gas and Liquid Handling, Purification and Storage Equipment								
Division 44 - Pollution and Waste Control Equipment								
Division 45 - Industry-Specific Manufacturing Equipment								
Division 46 - Water and Wastewater Equipment								
Division 48 - Electrical Power Generation								
Grand Total:	0	0	0		0.00	0.00	0.00	0

Preparer's Name: _____ **Title:** _____

ATTACHMENT – E

Baltimore City Resident Job Commitments and Skill Requirement – Due with GMP Packages and Final GMP

- **Trade Packages:** Trade Packages from projects GMP.
- **Total Employees:** Committed number of all employees. This includes new and existing Non Baltimore City and Baltimore City Residents.
- **Total Baltimore City Resident Employees:** Committed number of new and existing Baltimore City Residents.
- **Total Baltimore City Resident "New" Hires:** Committed number of Baltimore City Residents to be hired.
- **Position(s) of Baltimore City Resident "New" Hires:** Actual position title for every Baltimore City Resident to be hired per GMP Package
- **Total Overall Labor Hours:** Committed number of all labor hours to be worked by new and existing Non Baltimore City and Baltimore City Residents.
- **Total Baltimore City Resident Labor Hours:** Committed number of hours to be worked by new and existing Baltimore City Residents.
- **Total Baltimore City Resident "New" Hire Labor Hours:** Committed number of hours to be worked by Baltimore City Resident New Hires.
- **Total Number of Student Interns:** Committed number of Interns acquired through Urban Alliance.



Baltimore 21st Century School Buildings Program
Baltimore City Resident New Hire Supporting Documentation

Instructions: Construction Managers will be responsible for submitting a consolidated list of Baltimore City New Hires for all sub contractors throughout the term of the contract. This form is due MONTHLY and must be emailed to MSA (schoolsconstruction@mdstad.com) no later than the first Monday of each month.

Construction Management Firm:				Date:	
Name of School:				Reporting Month:	
Baltimore City Resident New Hire - Employee Name	Baltimore City Resident New Hire - Employee Position	Employee Address	Employee Zip Code	Sub Contractor Company Name	Employee Hire Date
Jun-19					
Jul-19					
Aug-19					
Sep-19					
Oct-19					
Nov-19					
Preparer's Name:				Title:	

ATTACHMENT – F

Baltimore City Resident New Hire Supporting Documentation – Due Monthly

- **Reporting Month:** The month the employee is reported to Maryland Stadium Authority (MSA)
- **Baltimore City Resident New Hire - Employee Name:** Employees full name from certified payroll and driver’s license/identification card.
- **Baltimore City Resident New Hire - Employee Position:** Position employee was hired to fill.
- **Employee Address:** Employees address from certified payroll and driver’s license/identification card.
- **Employee Zip Code:** Employees zip code from certified payroll and driver’s license/identification card.
- **Subcontractor Company Name:** Subcontractor that submits the employees certified payroll to LCP Tracker
- **Employee Hire Date:** Date the employee begins work on the project.



**Baltimore 21st Century School Buildings Program
Baltimore City Resident Quarterly Job Projections and Skill Requirements**

Instructions: Construction Managers will be responsible for submitting consolidated projections for all positions (including sub-contractor positions) through the term of the contract. This form must be emailed to MSA (schoolsconstruction@mdstad.com) no later than the first Monday of each quarter (January, April, July, & October.)					
Construction Management Firm:					Date:
Name of School:					
Positions <small>(Please adjust positions as necessary)</small>	Total Baltimore City Resident "New" Hires <small>(Total Reported On Commitment Form)</small>	Already Filled - Baltimore City Resident "New" Hires	New Positions Open To Baltimore City Residents - Anticipated This Quarter	New Positions Currently Advertised	Hiring Requirements <small>(including experience, certifications and licenses)</small>
Abatement Laborer					
Carpenters					
Cement Mason					
Clerical/ Admin.					
Drywall Finisher					
Electricians					
Equipment Operator					
HVAC					
Insulators					
Ironworkers					
Mason					
Plumber/Pipefitters					
Skilled Laborer					
Sprinkler Fitter					
Tile Setters					
Unskilled Laborers					
Welders					
Other Positions:					
Grand Total:	0	0	0	0	
Preparer's Name:					Title:

ATTACHMENT – G

Baltimore City Resident Quarterly Job Projections and Skill Requirement – Due Quarterly

- **Positions:** Listing of positions needed over the life of the project. This column should then stay the same quarter to quarter.
- **Total Baltimore City Resident "New" Hires:** Committed number of Baltimore City Residents to be hired.
- **Already Filled – Baltimore City Resident "New" Hires:** Job vacancies that have been filled to date by Baltimore City residents in the given positions. This column will be updated each quarter.
- **New Positions Open To Baltimore City Residents – Anticipated This Quarter:** Job Vacancies to be filled by Baltimore City Residents. This column will be updated each quarter.
- **New Positions Currently Advertised:** Number of current public job postings advertised through Mayors Office of Employment Development (MOED). This column will need to be updated each quarter.
- **Hiring Requirements:** Such as experience, certifications, licenses, etc. that will be needed for the vacant positions coming up during the quarter. This could also include whether this is an apprenticeship, whether the position must be union, etc. This column will be updated each quarter.

Quarterly Review Verification Letter

Attachment – H



July 26, 2017

VIA E-MAIL AND FIRST-CLASS MAIL

Larry Hogan
Governor

Ms. Michelle Douglas
Douglas Construction
987 Pear Lane
Gaithersburg, MD 20878

Michael J. Frenz
Executive Director

RE: 2017 Quarter 1 Review
Baltimore High School

Members

Thomas F. Kelso
Chairman

Dear Ms. Douglas,

Leonard J. Attman
Joseph C. Bryce
Tisha Edwards
Gary L. Mangum
Manervia W. Riddick
Jodi C. Stanalonis

Our office has completed a review of Douglas Construction's Quarterly Projection and Supporting Documentation (SD) Reports for April 2017. This process entails reviewing certified payroll (CP) submissions provided by subcontractors on the project and a comparison of the information provided in your reports to verify Baltimore City (BC) local new hires.

During our review 2 employees were verified.
(Verification does not include background checks. All employees must have background check before working on site.)

- Ben Jones
- Tiana Brook

The following discrepancies were identified for the reasons listed below:

- Employee address could not be verified as a Baltimore City address via USPS:
 - o John Doe
- Employee listed as *Non New Hire on Project* in LCP Tracker:
 - o Dexter White
 - o John Doe
- Employee has no certified payroll submissions in LCP Tracker:
 - o Tammy Lane

Please reconcile these items with the appropriate subcontractor or hiring personnel for each employee within 30 days of the date of this letter. All information should be submitted to schoolsconstruction@mdstad.com.

If you have questions, please feel free to contact the Maryland Stadium Authority, Office of Collaborative Development at 410-223-4150.

Capital Projects
Development
Group

Gary McGuigan
Senior Vice President

Eric Johnson
Vice President

Maryland Stadium Authority
The Warehouse at Camden Yards
331 W. Camden Street, Suite 500
Baltimore, MD 21201
410-223-4150
1877 MUSEUM
Fax: 410-223-2880

sp@info@mdstad.com
www.mdstad.com

Voice: 800-201-7105
TTY: 800-735-2258

Construction Manager Quarterly Response Letter Example

ATTACHMENT – I

July 26, 2017

VIA E-MAIL

Ms. Kym Douglas
351 W. Camden Street, Suite 500
Baltimore, MD 21201

RE: Response – 2017 Quarter 1 Review
Baltimore High School

Dear Ms. Douglas,

The chart below addresses the discrepancies cited in the Quarter 1 Review related to report verification of Baltimore City (BC) local new hires for the Baltimore High School project.

Discrepancy	Status of Reconciliation
1. Employee address could not be verified as a Baltimore City address via USPS: <ul style="list-style-type: none">o John Doe	<ul style="list-style-type: none">o The employees correct address is: 1231 Cherry Lane, MD 21201 Block Construction submitted a copy of Mr. White’s driver’s license and the address was verified by the USPS zip code map as a Baltimore City address. The new address replaced the old address in LCP Tracker and will be reflected in the August 2017 New Hire Supporting Documentation report.
2. Employee listed as <i>Non New Hire on Project</i> in LCP Tracker: <ul style="list-style-type: none">o Dexter Whiteo John Doe	<ul style="list-style-type: none">o Dexter White – Concrete Paving corrected the demographic information in LCP Tracker to identify Mr. White as a <i>New Hire</i> on the project.o John Doe – Block Construction identified Mr. Doe as an existing employee and has removed him from the New Hire Supporting Documentation report.
3. Employee has no certified payroll submissions in LCP Tracker: <ul style="list-style-type: none">o Tammy Lane	<ul style="list-style-type: none">o Brick Construction was notified of this issue. This employee has been removed from the New Hire Supporting Documentation report.

If you have questions, please feel free to contact Ms. Jane Doe by email at Janedoe@gmail.com or by phone at 410-967-8638.

Baltimore 21st Century School Buildings Program
Point of Contact(s)

City of Baltimore, Mayors Office of Employment Development (MOED)

Contact: Deral Falls

dfalls@oedworks.com

(443) 984-3014

**Baltimore City Public Schools, 21st Century School Buildings
Background Check and Fingerprinting Services**

Contact: Damon Robinson (DGRobinson@bcps.k12.md.us)

or Nekia Weaver (NSWeaver@bcps.k12.md.us)

Maryland Stadium Authority, Office of Collaborative Development

Contact: Nicole Matthews

nmatthews@mdstad.com

(410) 385-4660

BALTIMORE CITY
PUBLIC SCHOOLS



SECTION 001100

APPENDIX D
WAGE RATES



STATE OF MARYLAND

Maryland Stadium Authority
Capital Projects Development Group
351 W. Camden Street, Suite 300
Baltimore, MD 21201
(410) 223-4150
cpdgprocurement@mdstad.com

The wage rates to be paid laborers and mechanics for the locality described below is announced by order of Commissioner of Labor and Industry.

It is mandatory upon the successful bidder and any subcontractor under him, to pay not less than the specific rates to all workers employed by them in executing contracts in this locality. Reference: Annotated Code of Maryland State Finance and Procurement, Section 17-201 thru 17-226.

These wage rates were taken from the locality survey of 2019 for Baltimore City, issued pursuant to the Commissioner's authority under State Finance and Procurement Article Section 17-209, Annotated Code of Maryland or subsequent modification.

*Note: If additional Prevailing Wage Rates are needed for this project beyond those listed below, contact the Maryland Stadium Authority, Capital Projects Development Group. Phone: (410) 223-4150, email: cpdgprocurement@mdstad.com.

Department, Agency or Bureau: Maryland Stadium Authority
351 W. Camden Street, Suite 300
Baltimore, MD 21201

Project Number
BCS-02-014-GMP

Location and Description of work:
Montebello Elementary/Middle School
2040 E. 32nd St.
Baltimore MD 21218

Baltimore City: Complete renovation of the existing Montebello E/M School along with the construction of a small cafeteria addition. Scope will consist of abatement and selective demolition, all existing mechanical, electrical and plumbing components with be removed and upgraded along with roofing, windows, doors and interior finishes. All classrooms will receive new 21st Century teaching displays and components.

Date of Issue: Oct 16, 2020

BUILDING CONSTRUCTION

CLASSIFICATION	MODIFICATION REASON	BASIC HOURLY RATE	BORROWED FROM	FRINGE BENEFIT PAYMENT
BALANCING TECHNICIAN	AD	\$40.77		\$21.38
BOILERMAKER	AD	\$42.85	005	\$17.51
BRICKLAYER	AD	\$32.00		\$11.56
CARPENTER	AD	\$26.66		\$15.00
CARPENTER - SHORING SCAFFOLD BUILDER	AD	\$26.66		\$15.00
CARPET LAYER	AD	\$25.00		\$0.00
CEMENT MASON	AD	\$23.60		\$8.75
COMMUNICATION INSTALLER TECHNICIAN	AD	\$27.53	005	\$13.98
DRYWALL - SPACKLING, TAPING, & FINISHING	AD	\$26.66		\$15.00
ELECTRICIAN	AD	\$38.00		\$18.19

ELEVATOR MECHANIC	AD	\$46.88		\$39.37
FIRESTOPPER	AD	\$29.16	003	\$8.13
GLAZIER	AD	\$30.13		\$22.20
INSULATION WORKER	AD	\$36.53		\$16.57
IRONWORKER - FENCE ERECTOR	AD	\$29.88		\$22.20
IRONWORKER - ORNAMENTAL	AD	\$31.77		\$21.32
IRONWORKER - REINFORCING	AD	\$30.13		\$22.20
IRONWORKER - STRUCTURAL	AD	\$30.13		\$22.20
MILLWRIGHT	AD	\$32.11	005	\$16.75
PAINTER	AD	\$25.20		\$10.42
PILEDRIVER	AD	\$31.13		\$15.65
PLASTERER	AD	\$29.70	005	\$7.48
PLASTERER - MIXER	AD	\$23.50		\$3.78
PLUMBER	AD	\$40.10		\$20.31
POWER EQUIPMENT OPERATOR - BACKHOE	AD	\$29.05		\$12.10
POWER EQUIPMENT OPERATOR - BELT PRESS	AD	\$24.06	005	\$12.63
POWER EQUIPMENT OPERATOR - BROOM / SWEEPER	AD	\$28.15		\$12.10
POWER EQUIPMENT OPERATOR - BULLDOZER	AD	\$29.05		\$12.10
POWER EQUIPMENT OPERATOR - CONCRETE PUMP	AD	\$30.23		\$13.17
POWER EQUIPMENT OPERATOR - CRANE	AD	\$35.70		\$15.90
POWER EQUIPMENT OPERATOR - DRILL - RIG	AD	\$30.23		\$13.17
POWER EQUIPMENT OPERATOR - EXCAVATOR	AD	\$29.05		\$12.10
POWER EQUIPMENT OPERATOR - FORKLIFT	AD	\$30.23		\$13.17
POWER EQUIPMENT OPERATOR - GRADALL	AD	\$30.05		\$12.10
POWER EQUIPMENT OPERATOR - GRADER	AD	\$30.05	005	\$12.10
POWER EQUIPMENT OPERATOR - GUARD RAIL POST DRIVER	AD	\$26.60	003	\$5.25
POWER EQUIPMENT OPERATOR - HOIST	AD	\$30.23		\$13.17
POWER EQUIPMENT OPERATOR - LOADER	AD	\$30.23		\$13.17
POWER EQUIPMENT OPERATOR - MECHANIC	AD	\$30.23		\$13.17
POWER EQUIPMENT OPERATOR - MILLING MACHINE	AD	\$29.05		\$12.10
POWER EQUIPMENT OPERATOR - OILER	AD	\$23.55	005	\$11.80
POWER EQUIPMENT OPERATOR - PAVER	AD	\$28.15		\$12.10
POWER EQUIPMENT OPERATOR - ROLLER - ASPHALT	AD	\$28.15		\$12.10
POWER EQUIPMENT OPERATOR - ROLLER - EARTH	AD	\$28.15		\$12.10
POWER EQUIPMENT OPERATOR - SCREED	AD	\$21.90	005	\$4.86
POWER EQUIPMENT OPERATOR - SKID STEER (BOBCAT)	AD	\$26.09		\$12.10
POWER EQUIPMENT OPERATOR - SPREADER	AD	\$25.00		\$4.14
POWER EQUIPMENT OPERATOR - TRENCHER	AD	\$24.09	003	\$2.84
RESILIENT FLOOR	AD	\$29.22		\$13.40
ROOFER/WATERPROOFER	AD	\$29.75		\$12.74
SHEETMETAL WORKER (INCLUDING METAL ROOFING)	AD	\$40.77		\$21.38
SPRINKLERFITTER	AD	\$28.58		\$16.80
STEAMFITTER/PIPEFITTER	AD	\$40.10		\$20.31
STONE MASON	AD	\$38.81		\$18.29
TILE & TERRAZZO FINISHER	AD	\$24.10		\$11.24
TILE & TERRAZZO MECHANIC	AD	\$29.12		\$12.27

TRUCK DRIVER - DUMP	AD	\$17.64		\$1.82
TRUCK DRIVER - LOWBOY	AD	\$25.88		\$8.11
TRUCK DRIVER - TACK/TAR TRUCK	AD	\$25.59		\$8.11
TRUCK DRIVER - TANDEM	AD	\$22.00	005	\$10.06
TRUCK DRIVER - WATER	AD	\$19.25	005	\$8.16

LABORER GROUP II

LABORER - ASPHALT RAKER	AD	\$17.45		\$6.14
LABORER - COMMON	AD	\$17.45		\$6.14
LABORER - CONCRETE PUDDLER	AD	\$17.45		\$6.14
LABORER - CONCRETE TENDER	AD	\$17.45		\$6.14
LABORER - CONCRETE VIBRATOR	AD	\$17.45		\$6.14
LABORER - DENSITY GAUGE	AD	\$17.45		\$6.14
LABORER - FIREPROOFER - MIXER	AD	\$17.45		\$6.14
LABORER - FLAGGER	AD	\$17.45		\$6.14
LABORER - GRADE CHECKER	AD	\$17.45		\$6.14
LABORER - HAND ROLLER	AD	\$17.45		\$6.14
LABORER - JACKHAMMER	AD	\$17.45		\$6.14
LABORER - LANDSCAPING	AD	\$17.45		\$6.14
LABORER - LAYOUT	AD	\$17.45		\$6.14
LABORER - LUTEMAN	AD	\$17.45		\$6.14
LABORER - MORTAR MIXER	AD	\$17.45		\$6.14
LABORER - PLASTERER - HANDLER	AD	\$17.45		\$6.14
LABORER - TAMPER	AD	\$17.45		\$6.14

LABORERS GROUP I

LABORER - AIR TOOL OPERATOR	AD	\$23.71		\$7.49
LABORER - ASPHALT PAVER	AD	\$23.71		\$7.49
LABORER - BLASTER - DYNAMITE	AD	\$23.71		\$7.49
LABORER - BURNER	AD	\$23.71		\$7.49
LABORER - CONCRETE SURFACER	AD	\$23.71		\$7.49
LABORER - HAZARDOUS MATERIAL HANDLER	AD	\$23.71		\$7.49
LABORER - MASON TENDER	AD	\$23.71		\$7.49
LABORER - PIPELAYER	AD	\$23.71		\$7.49
LABORER - SCAFFOLD BUILDER	AD	\$23.71		\$7.49

Incidental Craft Data: Caulker, Man Lift Operator, Rigger, Scaffold Builder, and Welder receive the wage and fringe rates prescribed for the craft performing the operation to which welding, scaffold building, rigging, operating a Man Lift, or caulking is incidental.

These **Informational Prevailing Wage Rates** may not be substituted for the requirements of pre-advertisement or onsite job posting for a public work contract that exceeds \$500,000 in value and either of the following criteria are met: (1) the contracting body is a unit of State government or an instrumentality of the State and there is any State funding for the project; or (2) the contracting body is a political subdivision, agency, person or entity (such as a county) and the State funds 50% or more of the project.

Modification Codes:

- (AD) 17-209 Annual Determination from Survey Wage Data Received
 - (CH) 17-211 Commissioners' Hearing
 - (CR) 17-208 Commissioners' Review
 - (SR) 17-208 Survey Review by Staff
-

Each "Borrowed From" county is identified with the FIPS 3-digit county code unique for the specific jurisdiction in Maryland.

For additional information on the FIPS (Federal Information Processing Standard) code, see <http://www.census.gov/datamap/fipslist/AllSt.txt>

The Prevailing Wage rates appearing on this form were originally derived from Maryland's annual Wage Survey. The Commissioner of Labor & Industry encourages all contractors and interested groups to participate in the voluntary Wage Survey, detailing wage rates paid to workers on various types of construction throughout Maryland.

A mail list of both street and email addresses is maintained by the Prevailing Wage Unit to enable up-to-date prevailing wage information, including Wage Survey notices to be sent to contractors and other interested parties. If you would like to be included in the mailing list, please forward (1) your Name, (2) the name of your company (if applicable), (3) your complete postal mailing address, (4) your email address and (5) your telephone number to PWMAILINGLIST@dllr.state.md.us. Requests for inclusion can also be mailed to: Prevailing Wage, 1100 N. Eutaw Street - Room 607, Baltimore MD 21201-2201.

PREVAILING WAGE INSTRUCTIONS FOR THE CONTRACTOR & SUBCONTRACTOR

The contractor shall electronically submit completed copies of certified payroll records to the www.lcptracker.net and following the instructions for submitting payroll information (NOTE: A contractor must register prior to submitting on-line certified payroll information).

All certified payroll records shall have an accurate week beginning and ending date. The contractor shall be responsible for certifying and submitting to the Maryland Stadium Authority, payroll records covering work performed directly at the work site. By certifying the payroll records, the contractor is attesting to the fact that the wage rates contained in the payroll records are not less than those established by the Commissioner as set forth in the contract, the classification set forth for each worker or apprentice conforms with the work performed, and the contractor or subcontractor has complied with the provisions of the law.

A contractor or subcontractor may make deductions that are (1) required by law; (2) required by a collective bargaining agreement between a bona fide labor organization and the contractor or subcontractor; or (3) contained in a written agreement between an employee and an employer undertaken at the beginning of employment, if the agreement is submitted by the employer to the public body awarding the public work and is approved by the public body as fair and reasonable.

A contractor or subcontractor is required to submit information on-line on their fringe benefit packages including a list of fringe benefits for each craft employed by the contractor or subcontractor, by benefit and hourly amount. Where fringe benefits are paid in cash to the employee or to an approved plan, fund, or program, the contribution is required to be indicated.

Payroll records must be electronically submitted and received within 14 calendar days after the end of each payroll period.

Only apprentices registered with the Maryland Apprenticeship and Training Council shall be employed on prevailing wage projects. Apprentices shall be paid a percentage of the determined journey person 's wage for the specific craft.

Overtime rates shall be paid by the contractor and any subcontractors under its contracts and agreements with their employees which in no event shall be less than time and one-half the prevailing hourly rate of wages for all hours worked in excess of ten (10) hours in any one calendar day; in excess of forty (40) hours per workweek; and work performed on Sundays and legal holidays.

Contractors and subcontractors employing a classification of worker for which a wage rate was not issued SHALL notify the Maryland Stadium Authority for the purpose of obtaining the wage rate for said classification PRIOR TO BEING EMPLOYED on the project. To obtain a prevailing wage rate which was NOT listed on the Wage Determination.

Contractors and subcontractors shall maintain a valid copy of proper State and county licenses that permit the contractor and a subcontractor to perform construction work in the State of Maryland. These licenses must be retained at the worksite.

1. Post a clearly legible statement of each prevailing wage rate to be paid under the project; and
 2. Keep the statement posted during the full time that any employee is employed on the project.
 3. The statement of prevailing wage rates shall be posted in a prominent and easily accessible place at the site of the project.
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****The Maryland Stadium Authority does not require contribution to the Maryland Apprenticeship and Training Council for their Guaranteed Maximum Price (GMP) construction contracts.**

Laborers may NOT assist mechanics in the performance of the mechanic's work, NOR USE TOOLS peculiar to established trades.

ALL contractors and subcontractors shall employ only competent workers and apprentices and may NOT employ any individual classified as a HELPER or TRAINEE on a prevailing wage project.

Division 00 – CAM Construction Bid Manual
Section 001200 – Project Specific Supplemental Information

I. TABLE OF CONTENTS

This “Table of Contents” serves as a cover page indicating the location and order of “Project Specific Supplemental Information” which has been created by CAM to be used as a reference.

APPENDIX 1. CAM PRELIMINARY SCHEDULE

APPENDIX 2. CONCRETE SKETCHES

- a. SKETCH 03a-19A
- b. SKETCH 03a-19B
- c. SKETCH 03a-19C
- d. SKETCH 03a-19D
- e. SKETCH 03a-19E

Activity ID	Activity Name	OD	RD	Start	Finish	2021												2022												2023	
						Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
MONTEBELLO ELEMENTARY-MIDDLE SCHOOL																															
MILESTONES																															
MS.125	GMP 1 START	0	0	19-Jan-21*																											
MS.130	GMP 2 START	0	0	15-Feb-21*																											
MS.150	SUBSTANTIAL COMPELTION (JULY 31, 2022)	0	0																												
MS.160	COMMISSIONING COMPLETE (AUG 15, 2022)	0	0																												
MS.170	OWNER OCCUPANCY (AUG 30, 2022)	0	0																												
PROCUREMENT																															
ADMIN.110	CRITICAL PROCUREMENT	33	33	15-Feb-21	31-Mar-21																										
CONSTRUCTION																															
SITWORK																															
EARLY SITEWORK / MOBILIZATION																															
SW-1000	MOBILIZATION/ OFFICE SET UP	3	3	19-Jan-21	21-Jan-21																										
SW-1020	PEDESTRIAN/ PROPERTY PROTECTION	3	3	22-Jan-21	26-Jan-21																										
SW-1040	SCHEDULE SITE PRE-CON MTG(S)	2	2	27-Jan-21	28-Jan-21																										
SW-1060	LAYOUT FOR L.O.D. & S&EC	5	5	29-Jan-21	04-Feb-21																										
SW-1100	PERIMETER CONTROLS/ TREE/INLET PROTECTION	3	3	05-Feb-21	09-Feb-21																										
SW-1070	SITE SECURITY FENCING	3	3	05-Feb-21	09-Feb-21																										
SW-1080	CONSTRUCTION PARKING AREA	3	3	05-Feb-21	09-Feb-21																										
SW-1120	INTERIOR SITE SEC DEVICES & TRAPS / INSPECTIONS	3	3	10-Feb-21	12-Feb-21																										
SW-1140	SITE EXCAVATION	10	10	19-Apr-21	30-Apr-21																										
SW-1130	SITE GRADING	20	20	29-Jul-21	25-Aug-21																										
SITE FINISHES																															
SW-3000	SITE/PRKG: FINAL GRADE/SITE ELEC ROUGH-INS	10	10	26-Aug-21	08-Sep-21																										
SW-3020	SITE/PRKG: SITE CONCRETE / BASE / FINAL PAVE / STRIPING	40	40	09-Sep-21	03-Nov-21																										
SW-3040	SITE/PRKG: SITE LIGHTING / FURNISHING	20	20	04-Nov-21	01-Dec-21																										
SW-3060	SITE/PRKG: LANDSCAPE / BIO-RETENTION POND	40	40	02-Dec-21	26-Jan-22																										
SW-3010	SITE/PRKG: NEW PLAYGROUND STRUCTURES	40	40	27-Jan-22	23-Mar-22																										
BUILDING DEMOLITION																															
DEMO: BUILDING A																															
DEM-1000	A/DEM: BUILDING MAKE SAFE	5	5	15-Feb-21	19-Feb-21																										
DEM-1010	A/DEM: HAZMAT REMOVAL 2ND FLOOR	10	10	22-Feb-21	05-Mar-21																										
DEM-1040	A/DEM: HAZMAT REMOVAL BASEMENT	10	10	01-Mar-21	12-Mar-21																										
DEM-1020	A/DEM: DEMOLITION 2ND FLOOR	10	10	08-Mar-21	19-Mar-21																										
DEM-1050	A/DEM: DEMOLITION BASEMENT	10	10	15-Mar-21	26-Mar-21																										
DEM-1070	A/DEM: HAZMAT REMOVAL 1ST FLOOR	10	10	15-Mar-21	26-Mar-21																										
DEM-1090	A/DEM: DEMOLITION 1ST FLOOR	10	10	15-Mar-21	26-Mar-21																										
DEM-1030	A/DEM: PROTECT OPENINGS 2ND FLOOR	3	3	22-Mar-21	24-Mar-21																										
DEM-1060	A/DEM: PROTECT OPENINGS BASEMENT	3	3	29-Mar-21	31-Mar-21																										
DEM-1130	A/DEM: HAZMAT REMOVAL GROUND FLOOR	5	5	29-Mar-21	02-Apr-21																										
DEM-1110	A/DEM: PROTECT OPENINGS 1ST FLOOR	3	3	01-Apr-21	05-Apr-21																										
DEM-1150	A/DEM: DEMOLITION GROUND FLOOR	10	10	05-Apr-21	16-Apr-21																										
DEM-1170	A/DEM: PROTECT OPENINGS GROUND FLOOR	4	4	13-Apr-21	16-Apr-21																										
DEMO: BUILDING B																															
DEM-2000	B/DEM: HAZMAT REMOVAL 1ST FLOOR	5	5	22-Mar-21	26-Mar-21																										
DEM-2010	B/DEM: DEMOLITION 1ST FLOOR	8	8	29-Mar-21	07-Apr-21																										
DEM-2030	B/DEM: HAZMAT REMOVAL GROUND FLOOR	5	5	29-Mar-21	02-Apr-21																										
DEM-2040	B/DEM: DEMOLITION GROUND FLOOR	10	10	05-Apr-21	16-Apr-21																										
DEM-2020	B/DEM: PROTECT OPENINGS 1ST FLOOR	3	3	08-Apr-21	12-Apr-21																										
DEM-2050	B/DEM: PROTECT OPENINGS GROUND FLOOR	3	3	14-Apr-21	16-Apr-21																										
BUILDING STRUCTURE REMOVAL (CONNECTION)																															
DEM-3030	PORTABLES DEMOLITION	20	20	22-Mar-21	16-Apr-21																										
DEM-3000	HAZMAT REMOVAL BUILDING LINK	2	2	29-Mar-21	30-Mar-21																										
DEM-3010	DEMOLITION BUILDING LINK	7	7	31-Mar-21	08-Apr-21																										
DEM-3020	BACKFILL BUILDING LINK	5	5	09-Apr-21	15-Apr-21																										
DEM-3040	DEMOLITION DEMOBILIZATION	2	2	15-Apr-21	16-Apr-21																										
AREA C: STRUCTURE																															
AREA C: CAFE AND CONNECTION AREA SUBSTRUCTURE																															
ST-1000	C/CAFE: PERIMETER FOOTINGS	10	10	03-May-21	14-May-21																										
ST-1020	C/CAFE: CMU FOUNDATIONS WALLS	6	6	17-May-21	24-May-21																										
ST-1042	C/CAFE: F/R/P ELEVATOR PIT	3	3	17-May-21	19-May-21																										
ST-1052	C/CAFE: WATERPROOF ELEVATOR PIT	2	2	20-May-21	21-May-21																										
ST-1040	C/CAFE: U/G PLUMBING ROUGH-INS	5	5	25-May-21	31-May-21																										
ST-1060	C/CAFE: STONE FILL / SLAB PREP	3	3	01-Jun-21	03-Jun-21																										

■ Actual Work ◆ Milestone
■ Remaining Work
■ Critical Remaining Work

00 ALL ACTIVITIES
 MONTEBELLO ELEMENTARY-MIDDLE SCHOOL
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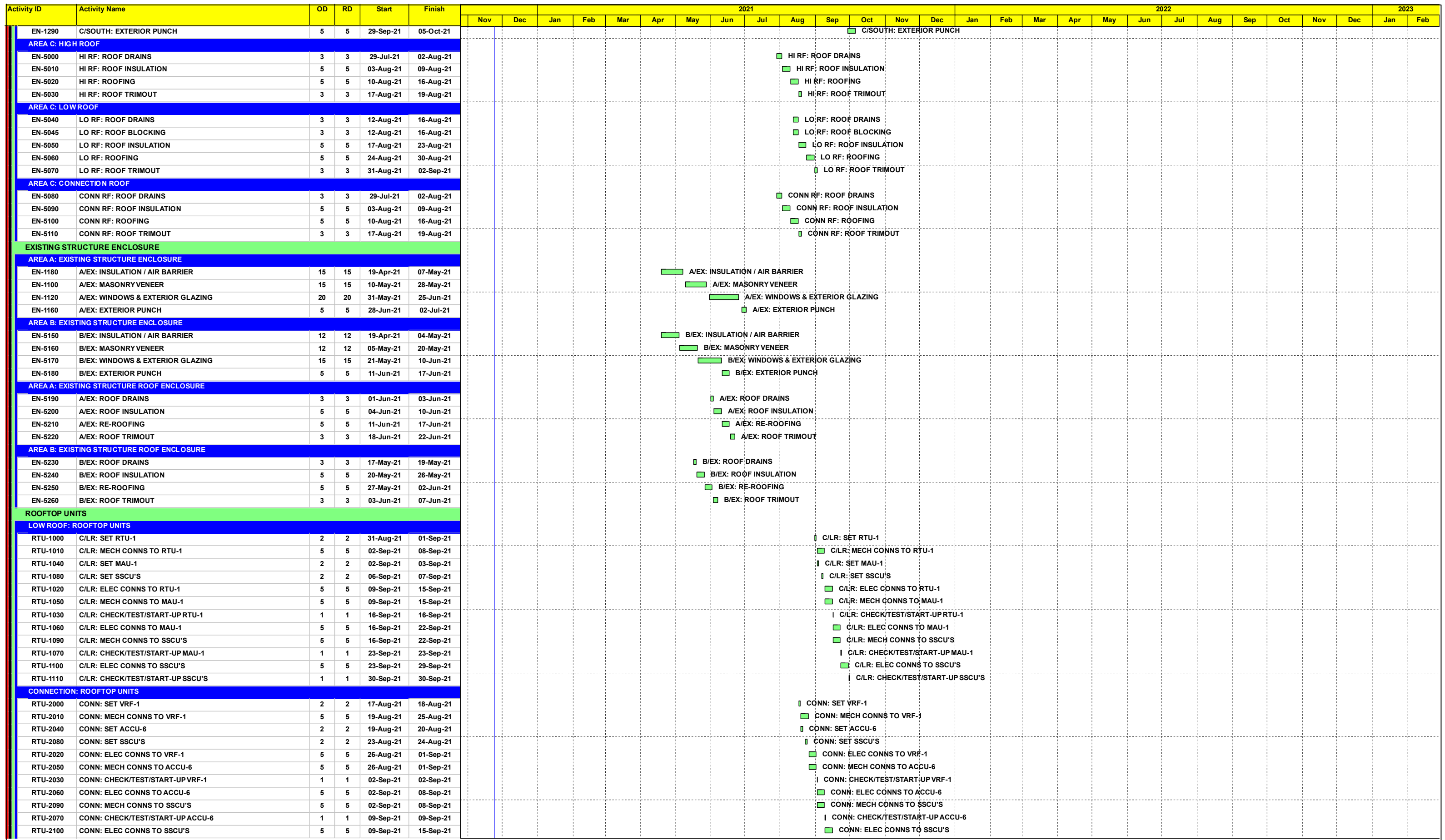


Activity ID	Activity Name	OD	RD	Start	Finish	2021												2022												2023			
						Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
						ST-1080	C/CAFE: U/S ELEC ROUGH-INS	2	2	04-Jun-21	07-Jun-21																						
ST-1100	C/CAFE: PREP & POUR SLAB ON GRADE	2	2	08-Jun-21	09-Jun-21																												
AREA C: KITCHEN SUBSTRUCTURE																																	
ST-1200	C/KIT: PERIMETER FOOTINGS	8	8	17-May-21	26-May-21																												
ST-1210	C/KIT: CMU FOUNDATIONS WALLS	5	5	27-May-21	02-Jun-21																												
ST-1220	C/KIT: U/G PLUMBING ROUGH-INS	8	8	03-Jun-21	14-Jun-21																												
ST-1230	C/KIT: STONE FILL / SLAB PREP	3	3	15-Jun-21	17-Jun-21																												
ST-1240	C/KIT: U/S ELEC ROUGH-INS	2	2	18-Jun-21	21-Jun-21																												
ST-1250	C/KIT: PREP & POUR SLAB ON GRADE	2	2	22-Jun-21	23-Jun-21																												
AREA C: CAFE AND CONNECTION AREA SUPERSTRUCTURE																																	
ST-1500	C/CAFE: CMU BEARING WALLS	20	20	10-Jun-21	07-Jul-21																												
ST-1510	C/CAFE: SET ROOF TRUSSES	5	5	08-Jul-21	14-Jul-21																												
ST-1540	C/CAFE: CMU BEARING WALL TO ROOF IN CONNECTION AREA	5	5	08-Jul-21	14-Jul-21																												
ST-1520	C/CAFE: ROOF DECKING	5	5	15-Jul-21	21-Jul-21																												
ST-1550	C/CAFE: SET BEAMS/ROOF TRUSSES IN CONNECTION AREA	4	4	15-Jul-21	20-Jul-21																												
ST-1560	C/CAFE: ROOF DECKING IN CONNECTION AREA	3	3	21-Jul-21	23-Jul-21																												
ST-1530	C/CAFE: ROOF DETAILING	5	5	22-Jul-21	28-Jul-21																												
ST-1570	C/CAFE: ROOF DETAILING IN CONNECTION AREA	3	3	26-Jul-21	28-Jul-21																												
AREA C: KITCHEN SUPERSTRUCTURE																																	
ST-1700	C/KIT: CMU BEARING WALLS	10	10	08-Jul-21	21-Jul-21																												
ST-1710	C/KIT: SET ROOF TRUSSES	5	5	22-Jul-21	28-Jul-21																												
ST-1720	C/KIT: ROOF DECKING	5	5	29-Jul-21	04-Aug-21																												
ST-1730	C/KIT: ROOF DETAILING	5	5	05-Aug-21	11-Aug-21																												
EXISTING STRUCTURAL MODIFICATIONS																																	
AREA A: STRUCTURAL MODIFICATIONS																																	
ST-2510	A/BASE: INTERIOR WALL FOOTINGS	10	10	01-Apr-21	14-Apr-21																												
ST-2520	A/BASE: CMU MASONRY WALLS	10	10	15-Apr-21	28-Apr-21																												
ST-2530	A/BASE: EPS GEOFOAM BLOCKS	3	3	29-Apr-21	03-May-21																												
ST-2560	A/GF: CMU MASONRY WALLS	5	5	29-Apr-21	05-May-21																												
ST-2540	A/BASE: POUR RAMP	3	3	04-May-21	06-May-21																												
ST-2550	A/BASE: POUR TOPPING SLAB	2	2	07-May-21	10-May-21																												
ST-2570	A/GF: POUR INFILL SLAB	2	2	11-May-21	12-May-21																												
ST-2580	A/1F: POUR INFILL SLAB	3	3	13-May-21	17-May-21																												
ST-2600	A/2F: POUR INFILL SLAB	3	3	18-May-21	20-May-21																												
ST-2585	A/1F: DEMO WALLS FOR STRUCTURAL LINTELS	2	2	18-May-21	19-May-21																												
ST-2590	A/1F: STRUCTURAL LINTELS	4	4	20-May-21	25-May-21																												
ST-2605	A/2F: DEMO WALLS FOR STRUCTURAL LINTELS	2	2	21-May-21	24-May-21																												
ST-2610	A/2F: STRUCTURAL LINTELS	4	4	26-May-21	31-May-21																												
AREA B: STRUCTURAL MODIFICATIONS																																	
ST-3000	EX. B: TOPPING SLAB AT TV STUDIO	5	5	19-Apr-21	23-Apr-21																												
ST-3010	EX. B: STRUCTURAL MODIFICATIONS @ GYM TRUSSES	15	15	26-Apr-21	14-May-21																												
AREA C: ENCLOSURE																																	
AREA C: WEST																																	
EN-1000	C/WEST: INSULATION / AIR BARRIER	5	5	29-Jul-21	04-Aug-21																												
EN-1020	C/WEST: MASONRY VENEER	8	8	05-Aug-21	16-Aug-21																												
EN-1040	C/WEST: WINDOWS & EXTERIOR GLAZING	5	5	17-Aug-21	23-Aug-21																												
EN-1080	C/WEST: EXTERIOR PUNCH	5	5	24-Aug-21	30-Aug-21																												
AREA C: NORTH																																	
EN-1185	C/NORTH: INSULATION / AIR BARRIER	5	5	12-Aug-21	18-Aug-21																												
EN-1190	C/NORTH: MASONRY VENEER	6	6	19-Aug-21	26-Aug-21																												
EN-1200	C/NORTH: WINDOWS & EXTERIOR GLAZING	5	5	27-Aug-21	02-Sep-21																												
EN-1210	C/NORTH: EXTERIOR PUNCH	5	5	03-Sep-21	09-Sep-21																												
AREA C: EAST ABOVE KITCHEN																																	
EN-5120	C/KIT: INSULATION / AIR BARRIER	5	5	19-Aug-21	25-Aug-21																												
EN-5130	C/KIT: MASONRY VENEER	6	6	27-Aug-21	03-Sep-21																												
EN-5140	C/KIT: EXTERIOR PUNCH	5	5	06-Sep-21	10-Sep-21																												
AREA C: EAST																																	
EN-1225	C/EAST: INSULATION / AIR BARRIER	5	5	26-Aug-21	01-Sep-21																												
EN-1230	C/EAST: MASONRY VENEER	6	6	06-Sep-21	13-Sep-21																												
EN-1240	C/EAST: WINDOWS & EXTERIOR GLAZING	5	5	14-Sep-21	20-Sep-21																												
EN-1250	C/EAST: EXTERIOR PUNCH	5	5	21-Sep-21	27-Sep-21																												
AREA C: SOUTH																																	
EN-1265	C/SOUTH: INSULATION / AIR BARRIER	5	5	02-Sep-21	08-Sep-21																												
EN-1270	C/SOUTH: MASONRY VENEER	6	6	14-Sep-21	21-Sep-21																												
EN-1280	C/SOUTH: WINDOWS & EXTERIOR GLAZING	5	5	22-Sep-21	28-Sep-21																												

Actual Work
 Remaining Work
 Critical Remaining Work
 ◆ Milestone

00 ALL ACTIVITIES
 MONTEBELLO ELEMENTARY-MIDDLE SCHOOL
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Activity ID	Activity Name	OD	RD	Start	Finish	2021												2022												2023										
						Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb							
GYM-1060	GYM: PAINT EXPOSE STRUCTURE & 1ST COAT OF PAINT	15	15	23-Nov-21	13-Dec-21																																			
GYM-1080	GYM: GRID/LIGHTS/GRD'S/SPRK DROPS	15	15	14-Dec-21	03-Jan-22																																			
GYM-1100	GYM: FLOORING & GYM EQUIPMENT & FINISHES	20	20	04-Jan-22	31-Jan-22																																			
GYM-1120	GYM: WORK TO COMPLETE LIST	10	10	01-Feb-22	14-Feb-22																																			
GYM-1140	GYM: PUNCHLIST INSPECTIONS	5	5	15-Feb-22	21-Feb-22																																			
GYM-1160	GYM: PUNCHLIST WORK	15	15	22-Feb-22	14-Mar-22																																			
VERTICAL CONSTRUCTION																																								
VT-1020	BUILD OUT NEW STAIRS	30	30	29-Jul-21	08-Sep-21																																			
VT-1050	BUILD OUT NEW ELEVATORS	90	90	24-Aug-21	27-Dec-21																																			
CLOSE OUT																																								
CO-1080	LIFE SAFETY INSPECTIONS	29	29	21-Jun-22	29-Jul-22																																			
CO-1100	BUILDING COMMISSIONING	30	30	05-Jul-22	15-Aug-22																																			
CO-1130	CLOSE OUT PROCEDURES AND DOCUMENTATION	22	22	01-Aug-22	30-Aug-22																																			
CO-1110	BUILDING SYSTEM CHECKS	11	11	16-Aug-22	30-Aug-22																																			

■ Actual Work ◆ Milestone
■ Remaining Work
■ Critical Remaining Work

