



CONSTRUCTION MANAGER'S MANUAL

Project: HVAC Upgrade

Bentonville West High School

Lincoln Junior High School

Arends Arts Center

Issue Date: 2/19/2026

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1.00 INVITATION TO BID

Nabholz Construction Corporation (herein after referred to as “Nabholz” or “Construction Manager”) is accepting specialty contractor and supplier proposals for the below referenced project. All proposals or bids received shall be submitted in accordance with the requirements of the Construction Manager’s Manual (the “CM Manual”). Plans and bidding documents will be available via internet link, or at various reprographic locations. Bidders should contact Nabholz for access to bidding documents.

Bid Packages will be due at the time and date listed below. Additional instructions and details pertaining to bid submission are listed herein.

NOTICE: Beginning January 1, 2026, Nabholz will require all workers on our job sites to be outfitted with Type 2 construction helmets with chin straps. Traditional Type 1 hard hats will no longer be permitted. Please begin to plan for this transition. Visit nabholz.com/head-protection-requirements for more information.

.01 Project Information

Project Name:	HVAC Upgrades for BWJS, LISH, and Arends Art Center
Nabholz Job Number:	
Jobsite Address:	Bentonville/ Centerton Arkansas
Job Description:	Chiller replacement at all 3 locations, new roof at Arends Art
LEED Certification:	NA
Approximate Construction Start:	June 1, 2026
Approximate Construction Finish:	July 31, 2026
Are BIM/VDC Practices Required?	No
Is this a “Nothing Hits the Floor” Project?	No
Is this a CCIP Project? (Contractor Controlled Insurance Program)	No
Is this an OCIP Project? (Owner Controlled Insurance Program)	No
Is this job prevailing wage?	No
Is this job taxable?	Yes
Work Hours Requirement:	Monday through Friday from 7:00AM to 4:00PM unless otherwise notified.

.02 Bidding Procedure

Bid Date:	2/26/2026
Bid Time:	2:00 pm
Bid Submission Procedure:	Bids should be emailed to leo.castillo@nabholz.com or maria.tripodi@nabholz.com ; or submitted via the Building Connected website.
Private or Public Opening:	Private or Public – add additional info as needed
Bid Bond Required:	Bid Security for proposals greater than \$100,000 – 5% Bid Bond. Obligee is Nabholz Construction Corporation.
RFI/Bid Question Deadline:	2:00 PM on 2/17/2026

RFI/Bid Question Process:	Bidders shall submit questions in writing (email is preferred) by the established deadline. Questions should reference specific details, plan sheets, specifications, or bid manual sections.
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.04 Project Team Information

Nabholz Office:	3301 N. Second Street, Rogers, AR 72756
Nabholz Project Manager:	Ann Miller, 479-619-8052, ann.miller@nabholz.com
Nabholz Superintendent:	TBD
Nabholz Estimator(s):	Leo Castillo, 479-659-7849, leo.castillo@nabholz.com
Architect:	Hight Jackson Associates
Architect Contact:	Michelle McClafin
Architect Address:	5201 V Village Parkway, Suite 300, Rogers, AR 72758

.05 Site Specific Safety Considerations

Project Safety Considerations	1. There may be times that there are students/faculty on site. Need to watch for people.
(in addition to Nabholz Safety Standards)	2.
	3.
	4.
	5.

Construction Manager will use the standard Master Contract, Project Contract, and any amendments thereto, collectively, (the “Subcontract”), for all Subcontractors. Construction Manager will use standard Purchase Order (“PO”) for all Suppliers. Copies of these documents are available in electronic or hard copy upon request. We may also require performance and payment bonds for Subcontractors using Consensus 706 and 707 by an acceptable surety company or require other forms of surety.

Job Conditions and Job Safety in accordance with all safety regulations, including, federal (OSHA), state, and local, Construction Manager policy, and Subcontract or Purchase Order shall be required of all personnel on the Project including Subcontractors, Suppliers, and second tier Subcontractors and Suppliers. Reference Site-Specific Safety Considerations (Section 1.05 of this Manual) and Nabholz Safety Standards (Section 5.02 of this Manual). In addition, Construction Manager will enforce a NO SUBSTANCE ABUSE policy, and will not permit the use of tobacco on the Project site.

Construction Manager is an AA/EOE. All Women Owned Businesses (WBE), Minority Owned Businesses (MBE), and Disadvantaged Business Enterprises (DBE), including women, minority, disabled or veteran-owned business, are encouraged to submit a proposal or bid.

2.00 BIDDING INSTRUCTIONS AND SUPPLEMENTAL INFORMATION

.01 Instructions to Bidders

The following instructions apply to all proposals.

1. **Beginning January 1, 2026, Nabholz will require all workers on our job sites to be outfitted with Type 2 construction helmets with chin straps. Traditional Type 1 hard hats will no longer be permitted.**
2. All bids shall be submitted on the bid form found in section 3.00 of this manual, inclusive of the scope of work specified in the applicable bid package.
3. Bid bonds are required for subcontractor proposals over \$100,000, unless stated otherwise in section 1.02.
4. Bidders must fulfill prequalification requirements in accordance with CM's trade contractor procurement policy prior to the award of any Bid Package contract. Prequalification Questionnaires and applicable supporting documents are required annually and are available by contacting Ann Miller, 479-619-8052, ann.miller@nabholz.com
5. Modification to Bid Packages may be cause for rejection of proposal.
6. Bidders warrant they have visited the Project site prior to submission of proposals or have attended the pre-bid meeting(s) for the purpose of understanding and accepting all conditions in and around the Project site.
7. Bidders warrant that proposals are submitted in accordance with the requirements of CM Manual and Contract Documents. Bidders also warrant that proposals are submitted in accordance with the specification sections and drawings relating to the scope of the Bid Package.
8. Bidders must submit questions in writing to the CM no later than seven (7) days prior to the Bid Date or by the established RFI deadline. Responses to Bidders' RFI(s) will be distributed in the form of an Addendum or Clarification to all Bidders. Addenda may be issued during the bidding period. Bidders must acknowledge all addenda on the Form of Proposal. Addenda become part of the Contract Documents.
9. Bidders must, immediately notify CM in writing of errors, omissions, discrepancies, or noncompliance with applicable codes and regulations within the Contract Documents or any work which will not fit or properly function if installed as indicated in the drawings and specifications. This requirement does not relieve the Architect of design or professional service responsibilities.
10. Bidders must comply with all federal, state, local laws, and the rules and regulations of all authorities having jurisdiction over construction of the Project shall apply to the Subcontract or Purchase Order ("PO") throughout. Statutes will be deemed to be included in the Subcontract or PO, the same as though herein written out in full.
11. Subcontracts and PO will be awarded based on the lowest responsible qualified proposal, provided it is in the best interest of the Owner and/or CM. The Owner and/or CM reserves the right to reject any and all proposals and to waive any informality in the proposals.

12. To determine the lowest responsible qualified proposal, the CM will evaluate proposals based on the following considerations:
 - a. Total amount of Bidders' proposal, including Base Bid and Alternate Bids;
 - b. Acknowledgement of issued Addenda;
 - c. Bidders' bonding rate and capacity;
 - d. Sufficiency of Bidders' financial resources;
 - e. Evaluation of Bidder's labor rates;
 - f. Bidders' ability to perform in accordance with the Contract Documents;
 - g. Bidders' ability to perform without delay or interference to other trades or scopes of work;
 - h. Bidders' history of performance on previous projects with CM or Owner;
 - i. Responsibility and reputation of Bidders;
 - j. Evaluation of Bidders' safety record;
 - k. Bidder's history of compliance with applicable laws, codes, and regulations;
 - l. Quality and availability of Bidders' personnel and resources; and
 - m. Amount and nature of Bidders' current or pending litigation.
13. Bidders bonding capacity and rate will be evaluated by CM and Owner. The cost of providing Bidders Performance and Payment Bonds may be added to Base Bid to assist in evaluating the lowest responsible qualified proposal. Bidders will be required to use the ConsensusDocs 706 and 707 for bonds, as provided at <https://www.nabholz.com/bidding-and-contract-documents/>
14. CM may perform an investigation of Bidders' financial condition. Bidders agree to assist in any such investigation, which may include a request for Bidders most recent audited or reviewed financial statements, a review of Bidders "Business Information Report" as prepared by Dun & Bradstreet, Inc., or discussions with Bidders' surety and banking agents.
15. Bidders are required to provide a price for each specified Alternate Bid, Unit Price, or Price Breakout that affects Bidders' Bid Package.
16. Bidders are required to provide unit prices for all labor classifications that apply to Bidder's Bid Package. Labor unit prices will be used to calculate labor for all change order requests.
17. The Contract Documents will include all documents identified as Contract Documents in the Agreement between the Construction Manager and Owner, The Master Contract & Project Contract between Construction Manager and Subcontractor, as well as the following attachments and any Addenda and Supplementary Conditions.
 - a. Exhibit A – Bid Package Description
18. All attachments and exhibits to the Contract between Construction Manager and Owner shall be recognized by Subcontract or PO between Bidders and Construction Manager.
19. Bidders' proposal shall include, but not limited to, the following costs:
 - a. All applicable Sales Tax and Freight on Board to Project site unless stated otherwise in the trade specific Bid Package.
 - b. Prevailing wage rates and documentation if required by Contract Documents.

- c. Employee orientation, safety training, infection control training, and photo ID badging, as required.
- d. Attendance at preconstruction and project coordination meetings, as required by specifications and Construction Manager's Quality Management System ("QMS"). Subcontractor is required to send foreman, project manager or owner to all weekly Project site coordination meetings pertaining to the Scope of Work and/or as required by Construction Manager's Project Superintendent. Employees attending meetings must have the authority to make commitments on Subcontractor's resources (manpower, equipment, tools, etc.) to maintain Project Schedule or meet milestone dates.
- e. Delivery of submittals, including but not limited to shop drawings, product data, samples, mock-ups, operating service and maintenance manuals, Material Safety Data Sheets (MSDS), and other documents and submittal materials required by the specifications.
- f. All product testing documentation required by specifications, including test certificates
- g. Coordination for field testing and inspections required by specifications and Construction Manager's QMS. Laboratory testing by others; any re-testing required due to initial failed testing under Scope of Work is the responsibility of Subcontractor. This requirement does not apply to air test & balance tests
- h. Hook-up and consumption charges for temporary utility and telephone services for Bidders' trailers and sheds, including maintenance of temporary services and removal of services when no longer needed.
- i. Task lighting and special electrical service requirements, including but not limited to:
 - i. Electrical Subcontractor will provide temporary power to accommodate the use of power tools, lighting, and masonry saws.
 - ii. Temporary electrical outlets will be spaced so that the entire area of construction can be reached by power tools on a single 100-foot extension cord; and
 - iii. General temporary illumination will be maintained at a level of 5 foot-candles.
- j. Telephones, computers, and internet access.
- k. Drinking water and ice.
- l. Storage sheds, office trailers, and labor sheds.
- m. Portable, gas-driven welders.
- n. All parking for employees shall be coordinated with Construction Manager's Project Superintendent at Bidders' expense.
- o. All material handling equipment, including but not limited to hoisting with certified operators, bracing, shoring, engineering of shoring/bracing, scaffolding as necessary to move materials and complete Scope of Work.
- p. Daily clean up and removal of all identifiable debris, including but not limited to:
 - i. Site Cleanup. Subcontractor shall keep the Project site and work areas clean at all times and must sweep each work area and remove all debris prior to discontinuing work in each area. If the Subcontractor fails to immediately

commence compliance with cleanup duties within forty-eight (48) hours after written notification from the Contractor of noncompliance, the Contractor may implement appropriate cleanup measures without further notice and deduct the cost thereof from any amounts due or to become due the Subcontractor under this Contract. Unless otherwise specified or required by law or regulation, all debris will be sorted as required and deposited on the Project site at a location designated by the project superintendent. Subcontractor shall comply with Contractor's on-site recycling and refuse programs. Subcontractors shall follow any Nabholz sustainability plans and programs regardless of whether the job is certified by the U.S. Green Building Council, Green Globes, or any other building certification entity. Temporary protection of work and stored materials. Protect adjacent materials and finishes. Damage caused by performing this work will be the responsibility of this trade contractor.

- q. Weather protection as required to protect and perform the Work unless specifically excluded in Bid Package.
 - r. All applicable trade permits, licenses, and inspection fees, including bonds required for the Scope of Work.
 - s. Engineering layout, professional surveys, grade control and field dimensions associated with the Scope of Work.
 - t. Touch-up painting of any prefinished items as required.
 - u. Dewatering of all excavations associated with the Scope of Work, as required, preserving structural integrity and workability.
 - v. Provide enclosures, temporary heat, blankets, additives, etc. as needed to protect Work and materials from cold weather conditions.
 - w. Removal of existing materials in existing facilities, if considered part of the Scope of Work and legally dispose of offsite.
 - x. Provide and install firestopping at penetrations in fire walls resulting from Work in accordance with specifications and code requirements. Allow 5-10% destructive testing. Obtain approved submittal before installing firestopping.
20. Bidders shall strictly comply with Construction Manager's safety policies and OSHA safety regulations. Construction Manager's complete Safety Standards can be reviewed at Construction Manager's offices or <https://www.nabholz.com/bidding-and-contract-documents/> Hard hats and safety glasses, and high-visibility clothing are mandatory for all Project site employees during all phases of the project and must be worn at all times. Prior to working on a Construction Manager's Project, the viewing of Construction Manager's Safety Video by the construction personnel of all Bidders is a mandatory requirement. Hardhat stickers will be given to those construction workers who are confirmed to have viewed the safety video. All workers must have the current calendar year hard hat sticker on their hard hats in order to perform work on Construction Manager's Project.

21. Compliance with and weekly updating of Construction Manager's Site Specific Combustibles Storage Plan.
22. Compliance with all requirements of Construction Manager's substance abuse and security policies.
23. Compliance with Construction Manager's insurance requirements. Reference Section 5.01 of the CM Manual.
24. Bidders' work shall strictly comply with all adopted Building Codes. Any code-related conflict in drawings and specifications shall be clarified and approved by the local Code Authority prior to installation.
25. Bidders shall be held responsible for submission of all submittals within three weeks of Notice of Intent to Award, including but not limited to shop drawings, product data, samples, mock-ups, operating, service and maintenance manuals, material safety data sheet information, and other submittals required by the specifications and Construction Manager's QMS. Submittals to be checked and signed off on by Bidders' representative indicating a review has been completed. Shop Drawings should be started upon Notice of Intent to Award and completed expeditiously to not delay construction. Coordinate with existing conditions and other Subcontractors as needed for locations, sizes and penetrations required. Color samples to be treated as part of the submittal process.
26. Bidders shall provide closeout documents per Contract Documents and Master Contract including, but not limited to, attic stock, as built drawings, testing, warranties and equipment operation manuals before Substantial Completion as a prerequisite to Final Payment. Provide equipment operation instructions to Owner representative, as required.
27. Bidders shall provide warranty from date of Substantial Completion of Subcontractor's Work and for the duration per specification. All Warranty and call-back Work resulting from the Scope of Work shall be at no cost to the Owner or Construction Manager. Temporary use of equipment during construction will not affect the Warranty or call-back periods required by the specifications.
28. Bidders may not remove or replace its Superintendent or Foreman without prior written consent from Construction Manager.
29. Bidders shall coordinate delivery of required materials associated with the Bid Package. Bidders shall provide equipment and personnel necessary to unload, stack, protect, and store materials on Project site. Bidders shall inventory all delivered items and inspect for damage or missing items. Note damaged or missing items on the bill of lading. Construction Manager is not responsible for damaged or misplaced materials or equipment. Bidders shall file all damage claims with insurance carrier(s). Placement of staged items shall be coordinated with Construction Manager's Project Superintendent.
30. Stored materials are to be protected from heat and humidity as required by the manufacturer. All materials must be tagged with Project and Construction Manager's name. The items above are subject to the specifications and Owner requirements. Coordinate location of Project site storage containers with Project Superintendent.
31. Bidders shall coordinate Work with the Construction Manager and other trades affecting their Scope of Work.

32. Bidders shall contact the Project Superintendent if the substrate is unacceptable before installation of the Scope of Work. Installation of materials over substrate implies acceptance of substrate.
33. Time is of the essence. Provide a detailed schedule in bar chart format for the Scope of Work within 10 days of receiving Notice of Intent to Award. Comply with the Project Schedule furnishing necessary resources, including overtime, to maintaining project schedule. Should Bidders fall behind schedule due to conditions within Bidders' control, Bidder shall implement whatever means are necessary to accelerate the Bidders' Scope of Work until it is in compliance with the schedule. The cost of accelerating the Work shall be borne by the Bidders. Certain areas may be completed earlier than originally indicated on schedule. Subcontractor must be prepared for any minor adjustments to the schedule as Work progresses.
34. Time lost due to weather conditions must be made up by Bidders.
35. Bidders shall comply with the established work hours or Owner-specified durations necessary to minimize impact on Owner operations.
36. Construction Manager maintains ownership of all schedule free float.
37. Bidders shall sequence Work as directed by Construction Manager.
38. Bidders must be and have been regularly engaged in Work to be performed for the past 5 years using at least partially their own workforce skilled in that type of work. Project site foreman must be employed directly by Subcontractor and professionally qualified for Work to be performed with at least 10 years' experience.
39. Bidders must participate and comply with the Construction Manager's QMS as relevant to the Scope of Work.
40. Punch lists issued by Construction Manager, Architect, or Owner will be completed within fourteen (14) calendar days from the date of issue. If Bidders fails to comply with this requirement, Construction Manager reserves the right to perform the Work for the Bidders and back-charge the Bidders for the cost of the Work.
41. Prior to commencing work, bidders must provide company specific safety plan and silica exposure plan to superintendent, in either digital or physical copy.

.02 Declaration Regarding Prohibition of Sex Offenders and Convicted Felons on School Premises

(TO BE SUBMITTED PRIOR TO AWARD FOR PROJECTS PERFORMED ON SCHOOL PREMISES)

_____ (“Subcontractor”) hereby acknowledges that it has a contract with Nabholz Construction for Work to be performed on the _____ (Name of School District or School Facility Project) premises. This applies to both green field and renovation/expansion school projects. Subcontractor declares that it has verified (and will continue to verify at least annually) that none of its employees and none of their sub-tier subcontractor employees working on the school premises noted above have been convicted, entered a plea of guilty or a plea of nolo contendere, or received a suspended sentence for a crime or an attempt a crime in the State of Arkansas, the United States or any other state for

1. any sex offense subject to a Sex Offenders Registration Act, and/or
2. any felony offense within the last ten (10) years unless such an employee has received a presidential or gubernatorial pardon.

Subcontractor acknowledges that it is unlawful for any person who is a registered pursuant to the Sex Offenders Registration Act to work with children or to work on school premises.

DECLARATION BY SUBCONTRACTOR

The undersigned _____ represent that he/she is the Owner or an officer of _____, who has the authority to make this declaration to Nabholz Construction.

I declare under oath that no employee working on school premises under the authority of the above-named company or business has been convicted in this State, United States or another state of any sex offense subject to the Sex Offenders Registration Act or is subject to state or federal sex offender registrations provisions. I further declare that no employee working on school premises under the authority of the above-named company or business has been convicted of a felony offense within the past ten (10) years in this State, the United States, or another state.

DATED this ____ day of _____, 20____.

Subcontractor _____

By _____ Title _____

Attest: _____

Subscribed and sworn to before me this

day of _____, 20____.

Notary Public

3.00 BID PACKAGES AND BID FORMS

.01 General Scope Requirements

All trade specific bid packages shall be inclusive of the General Scope Requirements listed below.

1. Refer to Instructions for Bidders, for general requirements.
2. Subcontractor agrees to follow all safety procedures and safety regulations of Nabholz, including those that are more stringent than Subcontractor's own safety policy or OSHA standards.
3. Nabholz project teams, including on-site trade partners and vendors, shall maintain orderly job sites and clean work areas to promote safety, efficiency, first-time quality, and a professional work environment. Clean work areas reduce trip hazards and improve productivity. Organized and properly staged materials are less likely to be damaged before installation. For a full document on Jobsite Cleanup Standards click the link <https://rb.gy/teadb>.
4. All employees must wear hard hats, eye protection, and high visibility vests at all times on site.
5. Subcontractor is responsible for the protection of the SWPPP devices in place. If Subcontractor is required to move a SWPPP device in order to complete work, Subcontractor must replace that device as installed. Coordinate removal and replacement of SWPPP device with Project Superintendent.
6. Construction Manager will provide layout to building corners. Subcontractor is responsible for layout beyond these points.
7. Coordinate on-site employee parking with Project Superintendent.
8. Coordinate location of on-site storage containers with Project Superintendent
9. Employees shall avoid harassment of students, faculty, or staff. Employees who violate this requirement may be removed from the jobsite by Project Superintendent.
10. Subcontractor will actively participate in the Nabholz Quality Management System.
11. Subcontractor agrees to follow the Project Schedule and meet the milestone dates. Certain areas may be made earlier than originally indicated on Schedule. Subcontractor must be prepared for any minor adjustments to the Schedule as work progresses.
12. Subcontractor must attend weekly coordination meetings. Employees attending meetings must have the authority to make commitments on manpower to maintain Project Schedule or meet milestone dates.
13. All Subcontractors and Suppliers will be required to write a site-specific safety plan to address Nabholz 12 Commitments To Live By (C2LB).
14. The Project will be staged on an existing, occupied, operating school campus. Avoid interaction with owner's employees, students, teachers and/or staff. Any harassment of personnel listed above will not be tolerated. All questions or comments from such should be referred to Project Superintendent. Violation of this requirement will not be tolerated and may be grounds for immediate dismissal from Project and/or legal action.

15. Deliveries of building materials will give right of way to school bus traffic during drop-off and pick-up times.
16. In accordance with Arkansas State Law as described in Arkansas Code 6-21-609, smoking, the use of tobacco, or the use of products containing tobacco in any form is prohibited on any property owned or leased by a public-school district.
17. Prior to award, Subcontractors will be required to complete the Declaration Regarding Prohibition of Sex Offenders and Convicted Felons on School Premises form located in Section 3.02 or such declarations otherwise required by the Owner.

.02 Bid Form (BPS HVAC Upgrades)

Date of Bid _____

Submitting Company ("Bidder")

Company Name _____

Legal Name _____

Project State License Number _____

Company Representative

Name _____

Email Address _____

Cell Phone _____

Scope of Work

Bid Package Number _____

Bid Package Description _____

Addenda

Bidder acknowledges receipt of the following addenda:

Addendum # _____ Dated _____

Base Bid

By submitting this proposal form, bidder acknowledges receipt of and compliance with Nabholz minimum insurance requirements, Master Contract Agreement, Project Contract Agreement, Performance and Payment Bond requirements, Purchase Order, CCIP Program Addendum, and Safety Standards.

Bidder agrees to complete the Scope of Work listed above for a lump sum of:

\$ _____

HVAC Manufacturer

Manufacturer Bid is based on _____ Lead time _____

Voluntary Alternates

1. _____ Add/Deduct \$ _____

2. _____ Add/Deduct \$ _____

Work in Progress & Project Specific Qualifications

Bidders may be required as part of the overall evaluation to submit a Work in Progress (WIP) Report that lists the ten (10) largest projects currently being constructed. Final evaluation of Bidder’s proposal shall be conditional on review of WIP Report, and Bidder’s experience with similar scope and projects. The (WIP) document is not required at the time of bid submission.

Completion Time

All Work shall be completed within the schedules prepared by and agreed to by Nabholz. Bidder shall provide adequate manpower and submit documentation for approval necessary to work within the timeframe scheduled. Estimated time period for construction is June 1, 2026 – July 31, 2026.

Bonding

Bond Rate Cost in Percent _____

Bidder can provide a Performance and Payment Bond and can meet the requirements set forth in the “Project Contact”.

(circle one)

Yes/No

Name of Surety Agent _____

Surety Agent Phone

Number _____

Acceptance of Contract Forms

Bidder acknowledges that they have reviewed and accept the Contract Performance and Administration, Sample Master Contract, Sample Project Contract, Payment and Performance Bonds, Sample Purchase Order, Contractor-Controlled Insurance Program Addendum to Master Contract and the Nabholz Safety Standards forms linked in Section 5.02. Proposed modifications must be submitted with bid.

Signature

Bidder agrees that this proposal remains valid for a period of 60 days. Bidder understands that Nabholz and the Owner reserve the right to reject any or all bids. Bidder acknowledges Nabholz minimum insurance requirements and understands that the Master Contract shall be the basis of any contract

offered by Nabholz Construction to Bidder. Proposed modifications of Master Contract language must be submitted with bid. Attach additional sheets if necessary. Upon receipt of notice of acceptance of bid, Bidder agrees to execute and return the contract and required insurance certificates within two weeks of notification.

By _____

Title _____

Printed name of individual signing this
proposal _____

Contact phone
number _____

Date _____

END OF PROPOSAL FORM

02.0 Demolition/Concrete

SCOPE OF WORK

Subcontractor or Supplier agrees that the Base Bid amount entered above includes the following project-related activities and Scope of Work in accordance with the requirements of the specifications, drawings, and CM Manual. Unless noted otherwise subcontractor will furnish all equipment, materials, labor, supplies, tools, scaffolding, hoisting, transportation, unloading, and handling necessary for the proper installation and completion of this work.

APPLICABLE SPECIFICATIONS

- Division 0 – Conditions of the Contract
- Division 1 – General Requirements
- Division 2 – Existing Conditions
- Division 3 - Concrete

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Subcontractor must comply with all environmental laws during demolition.
2. All asbestos materials will be abated and removed by the Owner outside of the scope of this contract.
3. All materials removed under this scope of work will be disposed of on a daily basis. Any materials to be salvaged shall be turned over to the Owner and delivered to a location on site as designated by the Owner. Reasonable care shall be exercised in removing any and all items to be retained.
4. Ensure utilities are disconnected prior to the commencement of demolition activities.
5. Coordinate demolition sequence with the project superintendent.
6. Include all means and measure to protect existing finishes, materials, structures and equipment from damage and dust due to demolition activities. Damage of such will be repaired at the expense of the demolition contractor.
7. Demolition must be performed in strict coordination with Mechanical and Electrical trades and in strict accordance with the Owner to minimize disturbances or interruptions to operations. Note that demolition of electrical, plumbing, mechanical and fire sprinkler services is not included in this bid package and is included with those trades in their respective bid packages.
8. Leave job site “shovel clean” in areas of building demolition.
9. Leave jobsite “broom clean” in areas of interior demolition.

Section B: Project Specific Requirements:

1. Demolition of Masonry wall at BWHS
2. Concrete turn down and footing at BWHS

Section C: Project-Specific Exclusions:

1. Mechanical pads

END OF BID PACKAGE

07.1 Exterior Insulation Finish System (EIFS)

SCOPE OF WORK

Subcontractor or Supplier agrees that the Base Bid amount entered above includes the following project-related activities and Scope of Work in accordance with the requirements of the specifications, drawings, and CM Manual. Unless noted otherwise subcontractor will furnish all equipment, materials, labor, supplies, tools, scaffolding, hoisting, transportation, unloading, and handling necessary for the proper installation and completion of this work.

APPLICABLE SPECIFICATIONS

- Division 0 – Conditions of the Contract
- Division 1 – General Requirements
- Spec Section 02 26 23 Asbestos Precautions and Procedures
- Spec Section 07 24 21 Exterior Insulation Finish System Restoration
- Spec Section 07 92 00 Joint Sealants

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Furnish and install required scaffolding in strict accordance Construction Manager's safety policy. Comply with tie-off rules when working higher than 6 feet above grade. Provide necessary grade work as required to accommodate areas with steep slopes for erection of scaffolding systems.
2. Protect adjacent surfaces and finishes during EIFS installation.
3. Furnish and install flashing behind EIFS required for drainage as shown.
4. Furnish and install all materials required for an EIFS system in strict accordance with the construction documents and manufacturer's requirements.
5. Furnish and install all materials required for control joints in EIFS.
6. Furnish and install EIFS-to-EIFS joint sealants. EIFS-to-other joint sealant will be provided by others.
7. Furnish and install all materials required for reveal and accent details in EIFS.

Section B: Project Specific Requirements:

1. Patching of EIFS per plans
2. Cleaning, repair and recoat of EIFS at BHS

Section C: Project-Specific Exclusions:

1. N/A

Section D: Project Alternates:

1. N/A

END OF BID PACKAGE

07.4 Roofing, Flashing, Sheet Metal

SCOPE OF WORK

Subcontractor or Supplier agrees that the Base Bid amount entered above includes the following project-related activities and Scope of Work in accordance with the requirements of the specifications, drawings, and CM Manual. Unless noted otherwise subcontractor will furnish all equipment, materials, labor, supplies, tools, scaffolding, hoisting, transportation, unloading, and handling necessary for the proper installation and completion of this work.

APPLICABLE SPECIFICATIONS

- Division 0 – Conditions of the Contract
- Division 1 – General Requirements
- Spec Section 02 26 23 Asbestos Precautions and Procedures
- Spec Section 07 54 23 Thermoplastic Membrane Roofing System
- Spec Section 07 62 00 Sheet Metal Flashing & Trim
- Spec Section 07 92 00 Joint Sealants

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Confirm that materials furnished for this Bid Package are compatible with other materials furnished for other Bid Packages.
2. Should the roofing product manufacturer require standard details that conflict with the contract documents, drawings, details, or notes, Subcontractor must immediately notify Construction Manager in writing with a proposed method of resolution.
3. Review, approve, and accept all subsurfaces prior to installation.
4. All work shall, as a minimum, comply with industry accepted “best practices” and with the SMACNA “Architectural Sheet Metal Manual” criteria.
5. Comply with all wind uplift requirements of Owner and Owner agents.
6. Coordinate all deliveries of material with Project Superintendent. Secure, store, and protect all materials from weather.
7. Provide hoisting for materials provided in this Bid Package.
8. Provide a complete watertight roof system with related tapered insulation, flashing and counter flashing, coping, scuppers, expansion joints, ballast, gutters and downspouts, and caulking.
9. Provide manpower or safety barriers below all roof penetrations for protection of others during kettle discharge operation. Provide daily reports showing kettle discharge temperatures.
10. Provide a complete insulation system to provide positive drainage to roof drain, and to prevent ponding of water on roof surface. Provide tapered crickets at rooftop units, equipment, and roof perimeter.
11. Provide roof system that meets minimum insulation value as specified. Clearly confirm the minimum “R” value rating on shop drawings.
12. Cover all insulation installed each day. Do not shake out or leave unprotected any insulation which may become wet with dew or rainfall.

13. Coordinate all metal flashing and trim so that metal products match in color to the metal roof copings, flashing and trim.
14. Provide pitch pockets and flashing for miscellaneous penetrations of the roof.
15. Provide roof expansion joints and covers.
16. Provide walk-pads at the HVAC equipment as required to properly access all rooftop equipment.
17. Provide all miscellaneous roof accessories.
18. Coordinate with the HVAC and plumbing subcontractors to ensure that proposed locations of plumbing vents and rooftop equipment do not conflict with roofing manufacturer warranty requirements.
19. Immediately clean all areas or surfaces soiled by roofing operations.
20. Prior to demobilization, Subcontractor agrees to coordinate with Project Superintendent for the purpose of conducting a waterproof test.
21. All warranties must be signed by the roofing manufacturer's representative.

Section B: Project Specific Requirements:

1. Demolition of existing roof at BHS
2. Coordinate with other trades for removing, protection and installation of equipment
3. Include removal of threshold, install new flashing and reinstall threshold per not 11 on A2.1
4. Include new treated wood kick plate and reinstall threshold per note 24 on A2.1
5. Provide new roof flashing per notes on A2.1

Section C: Project-Specific Exclusions:

1. N/A

Section D: Project Alternates:

1. N/A

Section E: Unit Pricing:

1. N/A

END OF BID PACKAGE

09.4 Painting

SCOPE OF WORK

Subcontractor or Supplier agrees that the Base Bid amount entered above includes the following project-related activities and Scope of Work in accordance with the requirements of the specifications, drawings, and CM Manual. Unless noted otherwise subcontractor will furnish all equipment, materials, labor, supplies, tools, scaffolding, hoisting, transportation, unloading, and handling necessary for the proper installation and completion of this work.

APPLICABLE SPECIFICATIONS

- Division 0 – Conditions of the Contract
- Division 1 – General Requirements
- Division 9 - Finishes

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Include surface preparation.
2. Preparation – before applying paint or other surface treatments, clean the substrates of substances that could impair the bond of various coatings, remove oil and grease before cleaning. Do not begin to apply paint until unsatisfactory conditions have been corrected and surfaces are thoroughly dry. Remove efflorescence before painting cementations and masonry materials. Prepare and paint all miscellaneous metals include handrails, stairs, ladders and metal flashing which are not pre-finished.
3. Protect all adjacent surfaces against painting.
4. Provide all interior and exterior painting and staining of all surfaces shown to be field finished. Scope includes, but is not limited to, gypsum board, doors, frames, millwork, wood surfaces, metals, exposed concrete, and CMU.
5. Paint mechanical and electrical equipment, ductwork, conduit and piping as required.

Section B: Project Specific Requirements:

1. Paint roof ladder at Arends Arts Center
2. Paint Chiller piping per plans

Section C: Project-Specific Exclusions:

1. N/A

END OF BID PACKAGE

23.1 Mechanical

SCOPE OF WORK

Subcontractor or Supplier agrees that the Base Bid amount entered above includes the following project-related activities and Scope of Work in accordance with the requirements of the specifications, drawings, and CM Manual. Unless noted otherwise subcontractor will furnish all equipment, materials, labor, supplies, tools, scaffolding, hoisting, transportation, unloading, and handling necessary for the proper installation and completion of this work.

APPLICABLE SPECIFICATIONS

- Division 0 – Conditions of the Contract
- Division 1 – General Requirements
- Spec Section 07 84 00 - Firestopping
- Division 23 – Heating, Ventilating, and Air-Conditioning (HVAC)

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

Plumbing

1. In the case of discrepancy between drawings, specifications, codes, local and state laws, ordinances, or contract documents, the most stringent governs.
2. Because of the drawing scales it is not possible to indicate all fittings and accessories that may be required. Include any and all fittings, offset, valves, etc., for a complete system.
3. Mechanical contractor is to lay out all lines and elevations associated with this scope of work.
4. It is the responsibility of the plumbing contractor to verify the locations of all existing utilities and services as indicated on the drawings that are to be tied into prior to submitting a bid proposal. Failure to do so will result in the Mechanical contractor assuming responsibility for any deviations of existing utilities from the construction documents.
5. Upon completion of Mechanical contractor's underground work, Mechanical contractor is responsible to re-grade area, back fill and compaction to restore slopes and elevations to prevent standing water. Remove all spoils off site. Restore areas to the same state or better before work was commenced.
6. Include removal and replacement of concrete and masonry as required to tie into existing services and utilities.
7. Verify locations of services prior to submitting a bid proposal.
8. Furnish and install complete plumbing system per construction documents.
9. Include all natural gas piping required for this scope of work.
10. Include any utility company fees, impact costs, metering or vault costs Include penetration sleeves, saw cutting, and coring required for this scope of work.
11. Furnish on site storage as required by the construction manager for the storage of fixtures and equipment.
12. Include all hoisting and scaffolding as required.
13. Include selective demolition required to install work in existing building. Remove plumbing items per plumbing plans shown to be removed and legally dispose of off site. Cap existing lines.
14. Include pipe supports associated with this scope of work. All miscellaneous steel, uni-strut, all thread rod and accessories required for pipe support, wall or floor penetrations and blocking as required.

15. Coordinate with other trades to locate sleeves and to ensure plumbing does not interfere with any other items.
16. Include cutting, coring and patching required for plumbing installations.
17. Supply roof drains to be installed by roofing contractor. Include roof drain piping and connection to roof drains.
18. Include fire-stopping for penetrations created by this scope of work.
19. Ensure all equipment has adequate maintenance access when in place.
20. Clean up waste and debris generated by this scope of work and dispose on a daily basis and as directed by the construction manager.
21. All warranties for fixtures, devices, and equipment begin at date of Substantial Completion of Project.

HVAC

1. Mechanical contractor to provide equipment shop drawings for coordination with other trades. Shop drawings are to include the locations and sizes of all duct work, equipment and equipment maintenance access.
2. In the case of discrepancy between drawings, specifications, codes, local and state laws, ordinances, or contract documents, the most stringent governs.
3. Include all selective demolition required to install work in the existing building. Remove all HVAC items per HVAC or demolition plans and legally dispose of off site.
4. Furnish and install a complete HVAC system.
5. Because of the drawing scales it is not possible to indicate all fittings and accessories that may be required. Include any and all fittings, offset, valves, etc., for a complete system.
6. Provide all sleeves, blocking, coring, and other associated caulking required for this scope of work.
7. Include concrete cutting, coring and patching as required for the mechanical scope of work.
8. Include roof curbs and penetration enclosures as required and per the roofing manufacturer's requirements to preserve the roof warranty.
9. Include condensate piping.
10. Furnish, install and maintain all roof penetrations, openings and curbs associated with this scope of work until all equipment has been installed and flashed in permanently. Remove and dispose of covers at the completion of work.
11. Include fire-stopping, fire sealing and caulking for penetrations created by this scope of work.
12. Coordinate with the electrical contractor for the location, size and installation of disconnects. The electrical contractor is to furnish and install disconnects. The locations are to be provided by the MECHANICAL contractor.
13. Include testing, adjusting and balancing per contract documents.
14. Include Commissioning per construction documents as required.
15. Include documented instructional training to the owner's representative regarding the operation and maintenance of the plumbing systems.
16. All warranties for fixtures, devices, and equipment begin at date of Substantial Completion of Project.

Section B: Project Specific Requirements:

1. Demo and repour of concrete pads at LJHS
2. If Trane is the manufacturer for the equipment at BWHS, include extension of concrete pad in base bid.
3. Mechanical contractor to dispose/haul off all demoed equipment. This is all to be done with accordance of any Environmental, State & local regulations.

Section C: Project-Specific Exclusions:

1. N/A

END OF BID PACKAGE

26.1 Electrical

SCOPE OF WORK

Subcontractor or Supplier agrees that the Base Bid amount entered above includes the following project-related activities and Scope of Work in accordance with the requirements of the specifications, drawings, and CM Manual. Unless noted otherwise subcontractor will furnish all equipment, materials, labor, supplies, tools, scaffolding, hoisting, transportation, unloading, and handling necessary for the proper installation and completion of this work.

APPLICABLE SPECIFICATIONS

- Division 0 – Conditions of the Contract
- Division 1 – General Requirements
- Spec Section 07 84 00 - Firestopping
- Division 26 - Electrical

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Provide fire stopping for all penetrations created by this scope.
2. Provide all final connections and terminations for Owner Furnished Equipment.
3. Provide all final electrical connections and terminations as required to equipment furnished and installed by other bid packages.
4. Provide equipment and device testing, checkout and/or load studies as required per plans and specifications.
5. In the case of difference between drawings, specification, codes local & state laws, ordinances or contract documents, the most stringent governs.
6. All warranties for fixtures, devices, equipment and gear begin at the date of the Project's Substantial Completion.

Section B: Project Specific Requirements:

1. Demo of existing electrical as required by plans
2. Coordinate with Mechanical for demo and installation of equipment

Section C: Project-Specific Exclusions:

1. N/A

Section D: Project Alternates:

1. N/A

END OF BID PACKAGE

32.5 Fencing

SCOPE OF WORK

Subcontractor or Supplier agrees that the Base Bid amount entered above includes the following project-related activities and Scope of Work in accordance with the requirements of the specifications, drawings, and CM Manual. Unless noted otherwise subcontractor will furnish all equipment, materials, labor, supplies, tools, scaffolding, hoisting, transportation, unloading, and handling necessary for the proper installation and completion of this work.

APPLICABLE SPECIFICATIONS

- Division 0 – Conditions of the Contract
- Division 1 – General Requirements
- Spec section 32 92 23 - Sodding

All General Scope Requirements as outlined in Section 3.01.

Section A: Trade- Specific Requirements

1. Provide barricades, excavation protection, traffic control, and flagmen as necessary for this work.
2. Provide all layout and field measurements.
3. Furnish and install all materials necessary for a complete fencing system as shown in the construction documents.
4. Provide any concrete necessary to complete this work.
5. Furnish all hardware necessary to complete this work.

Section B: Project Specific Requirements:

1. Concrete footers per plans

Section C: Project-Specific Exclusions:

1. N/A

END OF BID PACKAGE

4.00 SCHEDULE

1. All activities related to Bidder's Scope of Work shall be completed within the schedules prepared by and agreed to by Construction Manager. All Subcontractors and Suppliers shall procure materials and provide the manpower necessary to meet the Project Construction Schedule. Estimated time periods for construction are:

June 1, 2026 – July 31, 2026

Arends Art Center portion cannot start until June 15th.

2. A Preliminary Construction Schedule will be provided to all Subcontractors and Suppliers with Project Contracts. Meetings will then be held with all Subcontractors and Suppliers for the purpose of receiving and coordinating input relating to duration and scheduling of project activities, which will be used to produce the actual Project Construction Schedule.
3. All Subcontractors and Suppliers shall be ready to commence work as required by the Project Construction Schedule and immediately upon receiving Notice to Proceed; and receipt from Subcontractor of executed Master and Project Contract Documents, Insurance that complies with Nabholz requirements, and Performance and Payment bonds (if required). In addition, all Subcontractors and Suppliers shall be prepared to provide shop drawings and/or submittals immediately upon award of contract and in no case no later than 30 days after award of contract.

5.00 OTHER FORMS

.01 Insurance Requirements

CONSTRUCTION MANAGER WILL NOT AUTHORIZE PAYMENTS TO SUBCONTRACTOR UNLESS SUBCONTRACTOR'S CURRENT CERTIFICATE OF INSURANCE AND CERTIFICATE OF SAFETY AND HEALTH IS ON FILE AND APPROVED.

FOLLOWING ARE MINIMAL INSURANCE REQUIREMENTS FOR SUBCONTRACTORS. WHERE THESE GENERAL REQUIREMENTS ARE LESS THAN THE REQUIREMENTS SET BY THE CONTRACT DOCUMENTS, THE CONTRACT DOCUMENTS WILL PREVAIL.

1. Commercial General Liability, no less than:

Each occurrence:	\$2,000,000
General aggregate (project specific):	\$2,000,000
Products/completed operations aggregate:	\$2,000,000

Policy shall contain no less than the following:

- a. Policy form ISO CG 00 01, or equivalent.
- b. Coverage shall be primary and non-contributory.
- c. ISO standard severability of interest's clause and separation of insureds clause.
- d. Claims-made policies are not acceptable
- e. Policy shall contain no EIFS exclusion.
- f. Policy shall contain no subsidence or earth movement exclusions.
- g. Policy shall contain no prior work exclusions.
- h. Policy shall contain no cross-liability exclusion, except for Named Insureds.
- i. Policy shall contain no breach of contract exclusions.
- j. Policy shall contain no action-over or similar employee-injury exclusion.
- k. Policy shall contain no exclusion for work from heights.
- l. Policy shall contain no exclusions for occurrences causing continuous or progressively deteriorating injury or damage.
- m. Policy shall contain no exclusion for damage to work performed by subcontractors on your behalf.
- n. Any professional liability exclusion must contain an exception for construction means and methods.
- o. ISO CG 24 04, or equivalent endorsement form waiving subrogation.

- p. ISO CG 20 10 10 01 and CG 20 37 10 01, or equivalent blanket additional insured endorsement(s) for ongoing and completed operations. Additional insured status shall not be limited to comparative negligence or vicarious liability of the Construction Manager, or respondeat superior liability for the acts or omissions of Subcontractor. In the event this requirement is not permitted by state law, the provision shall be interpreted and applied to the extent permitted by applicable law. Regardless of the form of endorsement used, it shall require the maximum scope of coverage allowed under law.
- q. Additional insured endorsements shall accompany Certificate of Insurance.

2. Commercial Automobile Liability Insurance, no less than:

Combined single limit: \$2,000,000

Policy shall contain no less than the following:

- a. Coverage for “any auto,” including owned, non-owned, and hired motor vehicles.
- b. Additional insured endorsement or omnibus clause.
- c. Waiver of subrogation endorsement.
- d. ISO CA 20 70, if Subcontractor’s work will be performed within 50 feet of a railroad.
- e. ISO CA 99 48 10 01 and MCS-90, if Subcontractor’s work involves the transport of pollutants.

3. Workers’ Compensation and Employer’s Liability Insurance, no less than:

Workers’ Compensation:	Per Statute
EL Each Accident	\$1,000,000
EL Disease – EA Employee	\$1,000,000
EL Disease – Policy Limit	\$1,000,000

Policy shall contain no less than the following:

- a. Other States coverage shall be included.
- b. Jones Act coverage shall be included, if applicable.
- c. USL&H coverage shall be included, if applicable.
- d. Policy shall contain a Voluntary Compensation Endorsement (or equivalent) providing coverage for executive officers, partners, and sole proprietors if coverage is not otherwise scheduled on the workers’ compensation policy.
- e. Waiver of subrogation endorsement, if permitted by law.
- f. Alternate Employer Endorsement of NCCI Form WC 00 03 01 A, if Subcontractor uses an employee leasing firm or will supply equipment with an operator.
- g. Maritime Coverage Endorsement, if applicable.

4. Umbrella Liability or Excess Liability Insurance, no less than:

Each Occurrence	\$1,000,000
General Aggregate	\$1,000,000

If Subcontractor uses Umbrella or Excess Liability Insurance to arrive at the limits required herein for Commercial General Liability, Automobile Liability, or Employer's Liability insurance, such insurance shall follow-form with any primary policies and must retain a minimum limit of \$1,000,000 after accounting for partial application of its limits to underlying policies.

5. Pollution Liability Insurance

Pollution Liability Insurance is required if Subcontractor will be performing mechanical, electrical, plumbing, drilling/subsurface activities, demolition, drywall/insulation, building envelope system, moisture barrier protection application, environmental remediation, or if Subcontractor will be handling, disposing, or installing hazardous materials or pollutants. If applicable, limits shall be no less than:

Each Occurrence	\$2,000,000
General Aggregate	\$2,000,000

Policy shall contain no less than the following:

- a. Coverage may be provided on a Pollution Liability policy or endorsement to Commercial General Liability policy that provide coverage for bodily injury and property damage arising from a sudden or gradual pollution event in connection with Subcontractor's activities and those activities of its subcontractors.
- b. Coverage shall protect against the actual or alleged liability and costs arising from the sudden, gradual, and accidental release or discharge or pollutants.
- c. Contractual liability coverage shall apply.
- d. Policy shall have no exclusions for silica, mold, or fungi.
- e. Policy shall contain no cross-suits exclusions, except for Named Insureds.
- f. Coverage shall be primary and non-contributory.
- g. Additional insured endorsement, including competed operations.
- h. Waiver of subrogation endorsement.

6. Professional Liability Insurance

Professional Liability Insurance is required if Subcontractor's Scope of Work includes any professional, design, or engineering service responsibility, including delegated design-assist or design review responsibilities. If applicable, limits shall be no less than:

Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000

Policy shall contain no less than the following:

- a. Coverage for claims that arise from the actual or alleged negligent acts, errors, or omissions of Subcontractor or any entity for which the Subcontractor is legally responsible, in the provision of professional services. Insurance shall be obtained by the party performing the professional, design, engineering, or delegated design-assist service.
- b. Policy shall not exclude coverage related to the scope of services being provided, third-party bodily injury and property damage, pollution conditions arising out of professional services, delays in project completion and cost overruns, mold or microbial matter, or design-build or contractor-driven projects.
- c. Waiver of subrogation endorsement.

7. Asbestos or Lead Abatement Liability Insurance

Asbestos or Lead Abatement Liability is required if Subcontractor's Scope of Work includes asbestos or lead abatement. If applicable, limits shall be no less than:

Each Occurrence	\$5,000,000
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8. Protection and Indemnity Insurance

Protection and Indemnity Insurance is required if Subcontractor's Scope of Work involves the use of watercraft. Coverage shall apply to all crew members as well passengers. If applicable, limits shall be no less than \$5,000,000, or the value of the watercraft, whichever is greater.

9. Contractors Equipment Floater Insurance

Policy shall contain no less than the following:

- a. Coverage shall apply to all equipment utilized by the Subcontractor in the performance of the Subcontract and all equipment rented or leased to the Construction Manager by the Subcontractor as part of the Subcontract.
- b. Limits of liability shall be not less than the replacement value of Subcontractor's owned, rented, leased, or borrowed equipment, except such items which are included in and remain part of the permanent construction.
- c. Waiver of subrogation endorsement

10. Riggers Liability Insurance

Riggers Liability Insurance is required if Subcontractor's Scope of Work involves conveying the property of others by hoist, crane, or mobile equipment to facilitate its installation. If applicable, limits shall be no less than:

Each Occurrence	\$1,000,000
General Aggregate	\$1,000,000

Policy shall contain no less than the following:

- a. Coverage may be provided through a Riggers Liability Insurance policy, endorsement to Commercial General Liability policy, or through an Installation Floater policy.
- b. If coverage is provided by an endorsement to an existing Commercial General Liability policy, the endorsement must delete the exclusion of personal property in the insured's care, custody or control and delete the exclusion of "that particular part of real property" on which the Named Insured is performing operations.
- c. If coverage is provided by an Installation Floater insurance policy, an endorsement to cover loss of property of others must be included.
- d. Increased limits may be required depending on the value of property or equipment being lifted or moved for Owner or others.
- e. Waiver of subrogation endorsement

11. Cyber Liability Insurance

Cyber Liability Insurance is required if Subcontractor will have access to any person's or organization's confidential or personal information. If applicable, limits shall be no less than:

Each Claim	\$1,000,000
Aggregate	\$2,000,000

Policy shall contain no less than the following:

- a. Coverage shall apply to claims involving privacy violations (including alleged violations of any federal, state, local or foreign privacy protection laws and regulations), information theft, damage to or destruction of electronic information, infringement of intellectual property, intentional and/or unintentional release of confidential or private information, alteration of electronic information, extortion, and network security arising from Subcontractor's work.
- b. Coverage shall include expenses of notifying affected individuals/entities and providing credit monitoring or similar services for those affected.

12. Electronic Data Liability Insurance

Electronic Data Liability Insurance is required if Subcontractor's work is in or adjacent to a server room or data center. If applicable, limits shall be no less than:

Each Claim	\$1,000,000
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Policy shall contain no less than the following:

- a. Coverage shall be provided on an Electronic Data Liability ISO CG 00 65 12 07 or on a Commercial General Liability policy endorsed with ISO CG 07 37 04 13.
- b. Coverage shall be primary and non-contributory.

c. Additional insured endorsement shall be provided.

13. Drone Liability Insurance

Drone Liability Insurance is required if drones will be used by Subcontractor or on Subcontractor’s behalf. Coverage shall apply to any owned, leased, borrowed, rented, or hired unmanned aircraft. If applicable, limits shall be no less than:

Each Occurrence/ Combined Single Limit –	
Bodily Injury and Property Damage	\$1,000,000
Personal Injury	\$1,000,000

14. Boiler and Machinery Insurance.

Boiler and Machinery Insurance is required if Subcontractor’s work involves installation, maintenance, or any work involving boilers, machinery, or refrigeration units. If applicable, limits shall not be less than:

Each Occurrence	\$1,000,000
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15. Motor Trucker Cargo and/or Warehouseman’s Legal Liability Insurance

Motor Trucker Cargo and/or Warehouseman’s Legal Liability Insurance is required if Subcontractor’s Scope of Work involves moving, transportation, and/or storage of Owner’s property.

If applicable, policy shall contain no less than the following:

- a. Limits shall not be less than the replacement value of the property, artifacts, equipment and/or material.
- b. While such property is in the care, custody, and control of Subcontractor, coverage shall include loading, unloading, transportation, and return of said artifacts, equipment, and/or material up to the acceptance by Owner.
- c. Policy shall have no exclusion or contain an endorsement limiting coverage with respect to fine arts, historic documents, antiques, or breakage.

16. Railroad Protective Liability Insurance

Railroad Protective Liability Insurance is required if Subcontractor’s Scope of Work is within 50 feet of a railroad, including without limitation WMATA, VRE, etc. Limits and terms of coverage shall be set forth by the railway operator.

17. Builders Risk Insurance

Builders Risk Insurance may be provided by Owner or Construction Manager; however, Subcontractor has the option to purchase and maintain, at its own cost and expense, any supplementary property insurance that Subcontractor deems necessary to protect Subcontractor’s interest in the Work, including without limitation of offsite stored materials and materials in transit.

18. Other Insurance

Other Insurance coverages may be required based on Subcontractor's Scope of Work.

19. Additional Insured Entities.

Each insurance policy (except for workers' compensation and employer's liability insurance) shall

include the following entities as additional insured parties:

- a. Nabholz Construction Corporation, its parent, subsidiary, related and affiliated companies
- b. Project Owner
- c. Project Architect and Engineers
- d. Each of their respective employees, agents, members, officers, managers, and principals
- e. Others as required by the Contract Documents

20. Subcontractor must maintain insurance throughout the duration of the Project and such time Subcontractor may be held legally liable for its Work, including the warranty period, or for such longer period as may be required under the terms of the Contract Documents.

21. If permitted by law, the certificate of insurance must include a 30-day written cancellation notice.

22. See sample certificate of insurance at <https://www.nabholz.com/bidding-and-contract-documents/>

.02 Example Contracts, Forms, and Other Documents

Effective March 1, 2022, Nabholz began using an updated form of the Master Contract. If you previously had a Master Contract with Nabholz that is dated prior to March 1, 2022, you will need to execute a new Master Contract for subcontracts issued after March 1, 2022. Any subcontract issued prior to March 1, 2022, will be governed by the previous Master Contract form. Executing this new Master Contract will not affect projects already completed or currently under subcontract with Nabholz.

The following documents are available at <https://www.nabholz.com/bidding-and-contract-documents/> and should be reviewed prior to bid submission:

1. Contract Performance and Administration
2. Sample Master Contract
3. Sample Project Contract
4. Sample Performance and Payment Bonds
5. Sample Purchase Order
6. Sample Certificate of Insurance
7. Contractor-Controlled Insurance Program Addendum to Master Contract
8. Safety Standards

.04 Project-Specific Plan for Lean Practices

Subcontractor will actively participate in the lean construction practices employed by Nabholz. ***Lean construction is a management philosophy to improve flow and efficiency by reducing waste, adding value, and continuously improving.***

DEFINITIONS

1. Goals of lean construction practices
 - a. Reduce waste to add value
 - b. Create reliable workflow
 - c. Continuously improve
2. Waste – any effort that does not add value
 - a. Defects – work not installed correctly, causing rework
 - b. Overproduction – building too much or out of sequence, making downstream work difficult
 - c. Waiting – unable to work due to missing information, materials, or prerequisite work
 - d. Non-Utilized (or under-utilized) Talent – failure to take full advantage of the best knowledge, experience, and ideas from all members of the team
 - e. Transportation – excess movement of materials or equipment before final installation
 - f. Inventory – excess materials delivered before needed, causing congestion in the workplace
 - g. Motion – excess movement by workers to complete tasks
 - h. Extra Processing – unnecessary steps to complete work, often the result of other wastes
3. 5S – a methodology to optimize productivity, organization, and efficiency
 - a. Sort – eliminate what’s not needed
 - b. Straighten – organize what remains and prioritize for maximum efficiency
 - c. Shine – improve cleanliness and ensure good working order
 - d. Standardize – develop system to replicate and maintain improvements
 - e. Sustain – maintain improvements and seek to do better

PROJECT-SPECIFIC PLAN

The following lean practices will be utilized on the project if checked in the matrix.

<input type="checkbox"/>	Nothing Hits the Floor	Materials, tools, and equipment on wheels or palettes
<input type="checkbox"/>	Phase Planning (pull planning)	Collaborative planning to establish workflow to intermediate milestones
<input type="checkbox"/>	6-Week Look-Ahead Planning	Detailed plan of activities for upcoming work
<input type="checkbox"/>	Percent Planned Complete	Measurement of activities completed according to plan
<input type="checkbox"/>	Daily Huddle	Short daily review of activities and constraints
<input type="checkbox"/>	Right Time Material Delivery	Minimize duration of material storage on site
<input type="checkbox"/>	Prefabrication	Assemble building elements away from the work area

LEAN PRACTICES

Subcontractor agrees to actively participate in the following lean practices, which include but are not limited to the activities described.

1. Nothing Hits the Floor

- a. Definition – Keep materials, tools, and equipment on wheels or palettes to the greatest extent possible.
- b. Goals
 - i. Improve housekeeping by eliminating accumulated debris piles
 - ii. Reduce trip hazards
 - iii. Improve efficiency of work areas by eliminating obstacles
- c. Execution
 - i. All materials shall be loaded onto wheeled carts, dollies, or palettes to allow easy movement and facilitate organization within the work areas.
 - ii. Plan work activities to minimize or eliminate off-cuts, debris, and excess materials from piling up on the floor. Debris containers shall be wheeled to facilitate efficient placement and ease of debris transport.
 - iii. All work areas shall be kept clean, organized, and broom swept, with no materials left on the floor at the end of the workday.
 - iv. All materials and small tools are to be neatly stored and organized and work areas kept free of debris, surplus equipment, and surplus materials.
 - v. Whenever feasible, assembly of components and preparation of materials shall be accomplished at tabletop height to encourage healthy posture for workers.
 - vi. Wherever feasible, Subcontractors shall unpackage materials and dispose of packaging waste at their own shops rather than the job site.
 - vii. Wherever feasible, Subcontractors shall endeavor to utilize cordless tools to eliminate the trip hazards associated with electrical extension cords.

2. Phase Planning (pull planning)

- a. Definition – Collaborative work session in which activities are pulled forward from identified intermediate milestones to establish workflow and sequence.
- b. Goals
 - i. Develop reliable workflow
 - ii. Commit as a team and as individuals to the dates and work sequence agreed upon
 - iii. Identify potential constraints early in order to manage and mitigate them
- c. Execution
 - i. Nabholz will identify intermediate project milestones within the Master Project Schedule. Milestones shall not typically extend past 4 months.

- ii. When invited, Subcontractor shall actively participate in planning meeting, represented by a foreman or superintendent with knowledge of the work and authority to commit to dates and crew sizes.
 - iii. If requested by Nabholz, Subcontractor shall prepare for meeting ahead of time and submit activities and durations to be sequenced in planning session.
 - iv. Following the meeting, Nabholz shall import the activities, durations, and sequence into the Master Project Schedule.
 - v. Nabholz shall maintain visual communication tools such as constraint boards to manage and mitigate potential issues that arise in pull planning work sessions.
- 3. 6-Week Look-Ahead Planning
 - a. Definition – Detailed plan of activities scheduled to occur in the next six weeks.
 - b. Goals
 - i. Identify and prepare for specific upcoming tasks
 - ii. Ensure that all materials, tools, equipment, or information are secured for upcoming tasks
 - iii. Identify and mitigate constraints that may prohibit tasks from being completed
 - iv. Consistently make work ready in order to maintain project flow
 - c. Execution
 - i. Nabholz will develop the 6-week look-ahead plan based on the Phase Plan (pull plan) and Master Project Schedule.
 - ii. When invited, Subcontractor shall actively participate in weekly planning meeting with Nabholz superintendent, represented by a foreman, superintendent, or project manager with knowledge of the work and authority to commit to dates and crew sizes.
 - iii. Nabholz shall distribute completed 6-week look-ahead plan to all subcontractors.
 - iv. Nabholz shall maintain visual communication tools such as constraint boards to manage and mitigate potential issues that arise in look-ahead planning meetings.
- 4. Percent Planned Complete
 - a. Definition – Measurement of completion of the tasks to which the team committed, and analysis of the root causes for missed dates.
 - b. Goals
 - i. Analyze root causes of missed dates to eliminate constraints and improve performance
 - ii. Keep the team accountable to their commitments
 - c. Execution
 - i. At the 6-week look-ahead planning meeting, Nabholz will lead a review of the previous week’s plan and record whether or not each task was completed on time.
 - ii. If a task was not completed as planned, the team will briefly discuss why and select a root cause to categorize the missed commitment.
 - iii. Nabholz will maintain records of weekly performance and overall project to date.
- 5. Daily Huddle
 - a. Definition – A short coordination meeting to review daily planned activities and constraints.

- b. Goals
 - i. Collaborate among crew leaders
 - ii. Ensure reliable workflow
 - c. Execution
 - i. If Subcontractor is working on site that day, Subcontractor's foreman shall join the Nabholz superintendent for a 20-minute coordination meeting to review planned activities and to discuss constraints.
 - ii. Nabholz superintendent will determine time and location of huddle.
 - iii. Discussion typically reviews planned tasks, crew sizes, material deliveries, and constraints.
 - iv. Nabholz shall maintain visual communication tools such as constraint boards to manage and mitigate potential issues that arise in daily huddles.
6. Right Time Material Delivery
- a. Definition – Deliver to the job site only the quantity of materials that may be consumed within a defined timeframe, typically two weeks.
 - b. Goals
 - i. Eliminate long-duration stored materials in the work area
 - ii. Decrease congestion in the work area, improving efficiency and productivity
 - iii. Reduce the chances for material damage while materials await installation
 - c. Execution
 - i. Materials stored on site shall be labeled with Subcontractor's name, phone number for Subcontractor's foreman or superintendent, and the date of material delivery.
 - ii. Materials delivered shall be incorporated into the work within 10 working days of delivery.
 - iii. Exceptions may be approved by Nabholz.
7. Prefabrication
- a. Definition – Assemble elements of construction away from the work area, typically off-site in a warehouse or shop, and deliver complete assemblies to jobsite ready for installation.
 - b. Goals
 - i. Reduce man-hours on the job site
 - ii. Reduce the overall on-site duration
 - iii. Improve the quality of constructed elements
 - iv. Improve worker safety away from jobsite hazards
 - c. Execution
 - i. Wherever feasible, and with prior Nabholz approval, Subcontractor shall plan to prefabricate components off-site in a shop or other controlled environment.
 - ii. Prefabricated assemblies should be carefully coordinated with the adjacent work of other trades, preferably within a virtual model.
1. When testing is required of a completed system, such as air testing in a plumbing assembly, testing may be completed off-site as part of the prefabrication process. Requirements for testing documentation do not change.