WORK PACKAGE AUTHORIZATION NO. #1

Project: **JPS Temporary Parking – East Campus (the "Project")**

Date: **October 13th, 2022**

To: **H.J. Russell & Company ("Design-Builder")**

Agreement: **Standard Form of Agreement Between Owner and Design-Builder AIA Document A141 – 2014, dated May 24, 2022 (the "Agreement")**

Capitalized terms as used herein such as "Owner", "Design-Builder", "Contractor", and "Project" shall each have the meanings set forth in the Agreement. Definitions set forth in Section 1.4 of the Agreement are hereby fully incorporated into this Work Package Authorization as if copied verbatim herein.

Pursuant to Section 4.3 of the Agreement, the following scope of Work is authorized as a Work Package in connection with the above-referenced Project:

1. Scope of Work:

(a) Design-Builder is authorized to proceed with the following scope of Work:

Area	Scope of Work
Lot A	*Construct a new temporary asphalt parking lot per conceptual design drawings*
Lot B	*Demolition and abatement of Eligibility Center Building and construct a new temporary asphalt parking lot per conceptual design drawings*
Lot C	*Demolition and abatement of Church Building and construct a temporary lot per conceptual design drawings*
Lot D	*Construct a new temporary lot per conceptual design drawings.*
Lot E	*Construct a new temporary gravel lot per conceptual design drawings*
Lot F	Not in this Work Package
Parking Garage Entrance	*Construct a new parking garage entrance per conceptual design drawings.*

(b) Design-Builder intends to utilize the following Contractors in connection with the Work Package:

Contractor	Scope of Work	Contract Amount
Procurement in Progress	Demolition & Abatement	$ 187,000
Procurement in Progress	Site Furnishings	$ 5,000
Procurement in Progress	Earthwork	$ 1,290,000
Procurement in Progress	Fences & Gates	$ 93,500
Procurement in Progress	Pavement Markings	$ 110,500
Procurement in Progress	Site Utilities	$ 872,500
Procurement in Progress	Landscape & Irrigation	$ 112,500
Procurement in Progress	Concrete	$ 1,242,240
Procurement in Progress	Asphalt/Paving	$ 2,673,000
Procurement in Progress	Masonry	$ -

Contractor	Scope of Work	Contract Amount
Procurement in Progress	Steel & Miscellaneous Metals	$ 7,500
Procurement in Progress	Waterproofing and Sealants	$ 24,500
Procurement in Progress	Spray Fireproofing & Insulation	$ -
Procurement in Progress	Firestopping	$ -
Procurement in Progress	Glass & Glazing	$ 2,500
Procurement in Progress	Doors & Hardware	$ -
Procurement in Progress	Overhead Doors	$ -
Procurement in Progress	Painting	$ -
Procurement in Progress	Drywall, Framing	$ -
Procurement in Progress	Relocation Allowance	$ 350,000
Procurement in Progress	Signage	$ 26,300
Procurement in Progress	Ticket Booth	$ 15,000
Procurement in Progress	Bus stop Canopies	$ 68,000
Procurement in Progress	Canopies	$ 200,000
Procurement in Progress	Fire Protection	$ 30,000
Procurement in Progress	Plumbing, HVAC	$ -
Procurement in Progress	Electrical	$ 650,000
Procurement in Progress	Communications	$ 330,000
Procurement in Progress	Security	$ 299,250
	Total	**$8,589,290**

(c) Design-Builder intends to self-perform the following scope of Work:

[None]

2. Notice to Proceed: Design-Builder is hereby given Notice to Proceed with the scope of Work described above as of the **13th day of October, 2022**.

3. Authorized Amount:

The authorized amount of this Work Package Authorization ("Authorized Amount"), subject to approved Change Orders, shall not exceed *(check one)*:

☐	A lump sum amount of $_____, which sum is inclusive of all labor, materials, equipment, fees, and profit/mark-ups.
☒	**$11,823,777**, which sum includes (a) the Cost of the Work, plus (b) Design-Builder's Fee of **$428,264** (4.25%). This amount will be included in **Exhibit A**, the Design Build Amendment, upon approval by Owner. This Work Package amount includes the following contingencies and allowances to be managed by Owner: (a) Construction Contingency of **$759,988** (b) Design Contingency of **$85,893**

	(c) Owner Contingency of **$429,465** And the following Fees and Costs for Insurance and Bonds for the overall Project, necessary for Work to begin under this Work Package Authorization: (e) Builder's Risk Insurance: **$54,922** (f) General Liability Insurance: **$97,131** (g) Project Payment and Performance Bonds: **$100,519**

The Authorized Amount shall not be exceeded without the express written authorization of Owner.

4. Allowances:

The following Allowances are included in the Authorized Amount:

(a) *Market Escalation Allowance of $40,838*

(b) *Abatement Allowance of $20,000 for Eligibility Center.*

(c) *Signage $26,300*

(*d) Relocation Allowance of $350,000 for Owner personnel movement for Eligibility Center*

5. Alternates:

The following Alternates have been accepted by Owner and are included in the Authorized Amount: **N/A**

6. Unit Prices:

The Authorized Amount is based upon the following Unit Prices: **N/A**

Supporting Documentation Attached *(Check if Applicable)*:

- ☒ Design-Builder's Schedule of Values is attached hereto as **Attachment 1**.
- ☒ A breakdown of Design-Builder's General Conditions Costs is attached hereto as **Attachment 2**.
- ☒ Design-Builder's Labor Burden Schedule is attached hereto as **Attachment 3**.
- ☒ A list of Drawings and Specifications is attached hereto as **Attachment 4**.
- ☒ A schedule for the scope of Work authorized herein is attached hereto as **Attachment 5**.
- ☒ Assumptions, Clarifications, and Qualifications for the scope of Work authorized herein are attached hereto as **Attachment 6**.
- ☒ A list of the Design-Builder's Key Personnel is attached hereto as **Attachment 7**.
- ☒ A list of Design-Builder-Owned Equipment Rental Rates is attached hereto as **Attachment 8**.
- ☒ Design-Builder's Quality Control Plan for the scope of Work authorized herein is attached hereto as **Attachment 9**.
- ☐ Design-Builder's Performance and Payment Bonds for the Work covered under this Work Package Authorization.

In accordance with the requirements of *Tex. Gov't. Code § 2269.311 and § 2253.001 et seq*. and **Exhibit B to the Agreement, the performance and payment bonds must be in penal sums equal to 100% of the Project and in the form required by Owner, attached as **Attachment 10**.

☐ Certificates of Insurance (Contractors):

(No Work shall be performed unless and until Design-Builder has verification that the Contractors performing Work under this Work Package Authorization have provided the insurance coverages with the designated policy limits required under **Exhibit B** to the Agreement. Design-Builder shall send evidence of Contractors' insurance coverage to Owner.)

The Authorized Amount of this Work Package Authorization will be included in the final Guaranteed Maximum Price as set forth in Section 4.3 of the Agreement. Any fee included in this Work Package Authorization shall be deducted from the Work Package Authorization if, upon determination of the Guaranteed Maximum Price, the Work under the Work Package Authorization is incomplete. Design-Builder's Design-Build Fee shall be included in the Guaranteed Maximum Price only once. Design Fees and Preconstruction Fees are included in the Schedule of Values for purposes of billing only and are not part of the Work Package GMP Amount. All terms and conditions of the Agreement shall continue in full force and effect and shall apply to the scope of Work to be performed under this Work Package Authorization.

OWNER:	**DESIGN-BUILDER:**
TARRANT COUNTY HOSPITAL DISTRICT D/B/A JPS HEALTH NETWORK	**H.J. RUSSELL & COMPANY**
By: _____	By: _____
Name: _____	Name: Damien Lee
Title: _____	Title: Director of Operations

ATTACHMENT 1– SCHEDULE OF VALUES

(Attached)

CONTINUATION SHEET

JPS Temporary Parking

AIA DOCUMENT G703, APPLICATION AND CERTIFICATE FOR PAYMENT,
containing Contractor's signed Certification, is attached.
In tabulations below, amounts are stated to the nearest dollar.

APPLICATION NO. 0
APPLICATION DATE:
PROJECT NO:
Architect: KAI
Contractor: H.J. Russell & Co

A	B	C	D	E	F	G	H	I	J	K	L	M	N
			WORK COMPLETED and STORED MATERIAL										
Item Number	DESCRIPTION	SCHEDULED VALUE	FROM PREVIOUS APPLICATION		THIS PERIOD		LESS CURRENT MONTH RETAINAGE	CURRENT PAYMENT DUE	TOTAL COMPLETED and STORED TO DATE	% COMPLETE	BALANCE TO FINISH	PREVIOUSLY WITHELD RETAINAGE	RETAINAGE TO DATE
			Work Completed	Stored Material	Work Completed	Stored Material		(F+G)	(D+E+F+G)	(J/C)	(C-J)		(H+M)
	General Conditions	$ 1,472,860	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 1,472,860		$ -
	Preconstruction Services	$ 40,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 40,000		$ -
	Fee	$ 428,264	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 428,264		$ -
	Design Services	$ 450,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 450,000		$ -
	Permit	$ 17,179	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 17,179		$ -
	Construction Contingency	$ 759,988	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 759,988	$ -	$ -
	Design Contingency	$ 85,893	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 85,893		
	Owner Contingency	$ 429,465	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 429,465		
	Market Escalation	$ 40,838	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 40,838	$ -	$ -
	Demolition & Abatement	$ 187,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 187,000	$ -	$ -
	Site Furnishings	$ 5,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 5,000	$ -	$ -
	Earthwork	$ 1,290,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 1,290,000	$ -	$ -
	Fences & Gates	$ 93,500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 93,500	$ -	$ -
	Pavement Markings	$ 110,500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 110,500	$ -	$ -
	Site Utilities	$ 872,500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 872,500	$ -	$ -
	Landscape & Irrigation	$ 112,500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 112,500	$ -	$ -
	Concrete	$ 1,242,240								0%	$ 1,242,240		
	Asphalt/Paving	$ 2,673,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 2,673,000	$ -	$ -
	Masonry	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -	$ -	$ -
	Steel & Miscellaneous Metals	$ 7,500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 7,500	$ -	$ -
	Waterproofing and Sealants	$ 24,500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 24,500	$ -	$ -
	Spray Fireproofing & Insulation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -	$ -	$ -
	Firestopping	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -	$ -	$ -
	Glass & Glazing	$ 2,500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 2,500	$ -	$ -
	Doors & Hardware	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -	$ -	$ -
	Overhead Doors	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -	$ -	$ -
	Painting	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -	$ -	$ -
	Drywall, Framing	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -	$ -	$ -
	Relocation Allowance	$ 350,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 350,000	$ -	$ -
	Signage	$ 26,300	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 26,300	$ -	$ -
	Ticket Booth	$ 15,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 15,000		
	Bus stop Canopies	$ 68,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 68,000	$ -	$ -
	Canopies	$ 200,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 200,000	$ -	$ -
	Fire Protection	$ 30,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 30,000	$ -	$ -
	Plumbing, HVAC	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -	$ -	$ -
	Electrical	$ 650,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 650,000	$ -	$ -
	Communications	$ 330,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 330,000	$ -	$ -
	Security	$ 299,250	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ 299,250	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -	$ -	$ -
	TOTAL	**$ 12,313,777**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 12,313,777**	**$ -**	**$ -**

ATTACHMENT 2 – GENERAL CONDITIONS COSTS

General Conditions Cost Categories	Amount
On-Site Project Management Staff:	
Project Executive/Director	
Sr. Project Manager(s)	
Project Manager(s)	$281,200
Project Support Staff:	
Accountant(s)	$63,492
Estimator(s)	
Expeditor(s)	
Loss Prevention Coordinator(s)	
Quality Control Engineer(s)/Coordinator(s)	$83,028
Scheduler(s)	
Diversity Program Manager/Coordinator	$20,000
Superintendent(s)	$156,288
Assistant Superintendent(s)	$107,448
Safety Manager/Coordinator/Assistant(s)	$97,680
Bonds and Insurance:	
Builder's Risk Insurance	$54,042
General Liability Insurance (unless OCIP)	$100,109
Payment and Performance Bonds	$117,067
Other Project Insurance as Required by the Agreement	
Temporary Project Utilities:	
Dumpsters	$21,250
Fencing and Covered Walkways	$82,606
Monthly Telephone/Internet Service	$9,000
Project Electricity	$11,375
Project Entrance(s)	$25,000
Project Water	$5,500
Site Erosion Control (BMP)	$30,557
Street Rental and Barricades	$8,950
Temporary Toilets	$61,200
Telephone/Internet System Installation	
Trash Removal/Cleanup	$33,593
Temporary Fire Protection	

EXHIBIT H: GENERAL CONDITIONS COST TEMPLATE

Temp Water Distribution and Meters Temp	$5,000
Electrical Distribution and Meters	$5,000
Field Offices and Office Supplies:	
AGC Fees	
Drinking Water and Accessories	$5,600
Employee Identification System	
First Aid Supplies	$4,600
Job Photos/Videos	$2,500
Mobilization and Demobilization (Equipment Only)	
Monthly Office Supplies	$6,375
Monthly Office Trailer Rental Costs	$44,600
Move-In/Out and Office Setup	$7,000
Office Clean-Up/Janitorial Services	
Project Specific Signage	$10,000
Postage/Special Shipping	$2,400
Project/As-Built Drawings	$1,000
Partnering Costs*	
Project Reference Manuals	
Project Milestone Event(s)*	
Security System/Watchman	
Radios	
Remote Parking Expenses*	
Reproduction Services	
Safety Material and Equipment	$6,000
Storage Trailers	
Copier Rental	$3,400
Mobile Phones	

*Design-Builder shall submit specific justification and all estimated costs to Owner for approval prior to incurring any such costs.

Items that the Design-Builder intends to keep after the completion of the Project shall not be included in the General Conditions. Examples include, but are not limited to, company computers, laptops, projectors, IPads, printers, and furniture.

EXHIBIT H: GENERAL CONDITIONS COST TEMPLATE

ATTACHMENT 3 – LABOR BURDEN SCHEDULE

(Attached)

JPS - Temporary Parking - Labor Burden Schedule

1 Field staff administration and supervision based on schedule provided

		Raw Costs		Burden		% of Time		No. of Weeks					
ON SITE STAFF AND SUPERVISION													
Sr. Project Manager	$		/wk x		% x		% x		wks	=	$		
Project Manager	$	3,000	/wk x	0.48	% x	90	% x	33	wks	=	$	$ 146,520.00	
Assistant Project Manager	$	2,600	/wk x	0.48	% x	100	% x	35	wks	=	$	$ 134,680.00	
Project Engineer	$	1,700	/wk x	0.48	% x	90	% x	33	wks	=	$	$ 83,028.00	
Project Engineer	$	-	/wk x		% x		% x		wks	=	$	$ -	
Sr. Project Engineer	$	-	/wk x		% x		% x		wks	=	$	$ -	
Superintendent	$	3,200	/wk x	0.48	% x	90	% x	33	wks	=	$	$ 156,288.00	
Assistant Superintendent	$	2,200	/wk x	0.48	% x	90	% x	33	wks	=	$	$ 107,448.00	
Quality Control Manager	$		/wk x		% x		% x		wks	=	$	$ -	
Field Office Manager/PA	$	1,300	/wk x	0.48	% x	100	% x	33	wks	=	$	$ 63,492.00	
Safety Manager	$		/wk x		% x		% x		wks	=	$	$ -	
Pre-construction Manager	$		/wk x		% x		% x		wks	=	$	$ -	
Pre-construction Engineer	$		/wk x		% x		% x		wks	=	$	$ -	
BIM Manager	$		/wk x		% x		% x		wks	=	$	$ -	
Project Intern	$		/wk x		% x		% x		wks	=	$	$ -	

ATTACHMENT 4 – LIST OF DRAWINGS AND SPECIFICATIONS

CSI	Category
Division 00	General Requirements
Division 02	Existing Conditions
Division 03	Concrete
Division 04	Masonry
Division 05	Metals
Division 06	Wood, Plastics, and 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
Division 26	Electrical
Division 27	Communications
Division 28	Electronic Safety and Security
Division 31	Earthwork
Division 32	Exterior Improvements
Division 33	Utilities

Sheet No	Description
G - 100	
L101	Landscaping
L102	Landscaping
L103	Landscaping
L104	Landscaping
L105	Landscaping
L106	Landscaping
L107	Landscaping
L108	Landscaping
ASI101	Architectural Site Plan
G-A101	Garage Plan
W-A201	Building Elevations
SP-A	Site Plan Lot A
SP-B	Site Plan Lot B
SP-C	Site Plan Lot C
SP-D	Site Plan Lot D
SP-E	Site Plan Lot E
P-0G	Paving Plan Garage Entrance
GP-A	Grading Plan Lot A
GP-B	Grading Plan Lot B
GP-C	Grading Plan Lot C
GP-D	Grading Plan Lot D
GP-E	Grading Plan Lot E
GP-GE	Grading Plan Garage Entrance

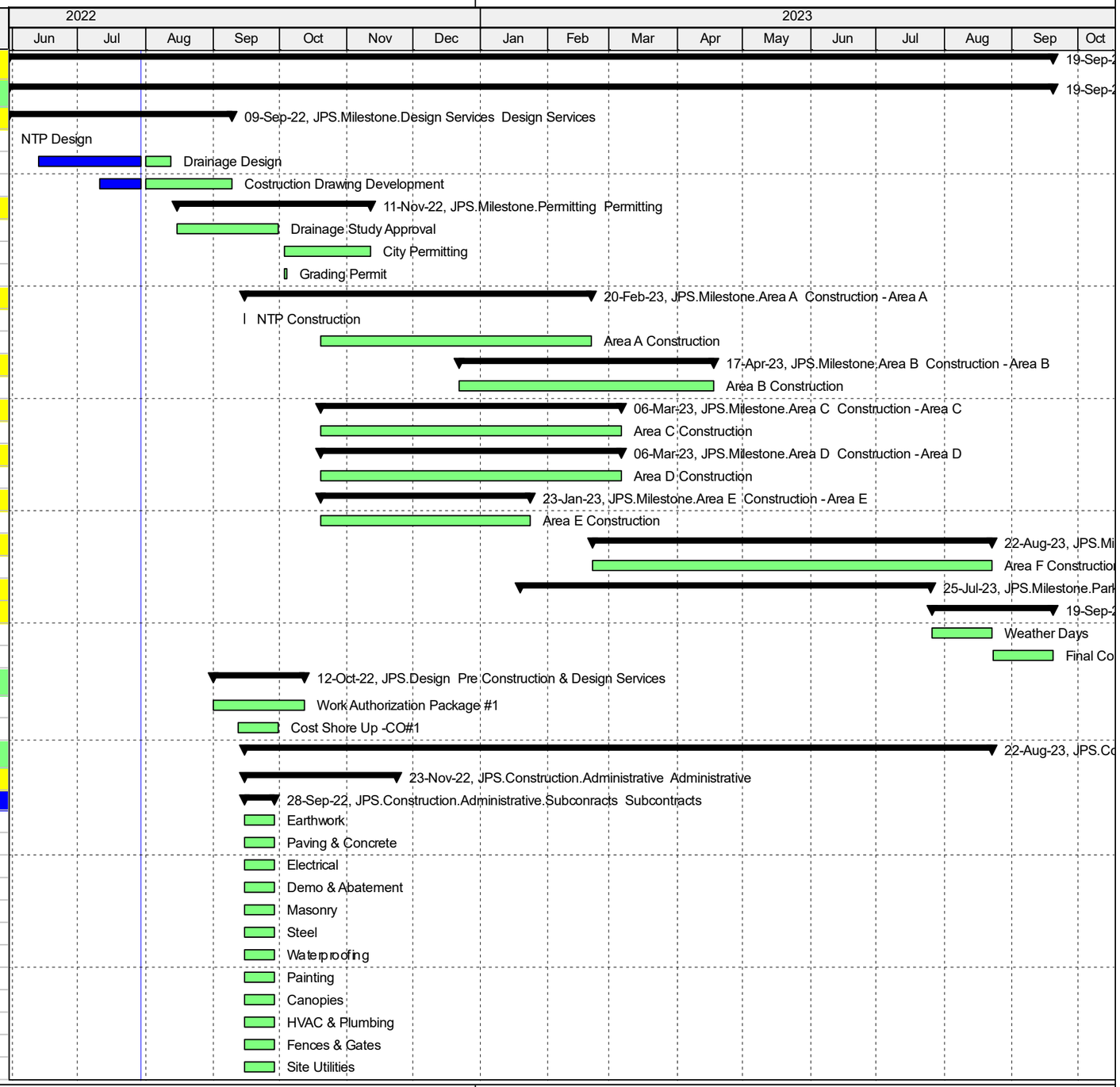
EXHIBIT H: GENERAL CONDITIONS COST TEMPLATE

ATTACHMENT 5 – SCHEDULE FOR THE WORK

(Attached)

EXHIBIT H: GENERAL CONDITIONS COST TEMPLATE

Activity ID	Activity Name	Original Duration	Start	Finish
JPS	**JPS Temporary Parking & Campus Improvements**	342	30-May-22 A	19-Sep-23
JPS.Milestone	**Project Milestones**	342	30-May-22 A	19-Sep-23
JPS.Milestone.Design Services	**Design Services**	125	30-May-22 A	09-Sep-22
A1150	NTP Design	0	30-May-22 A	30-May-22 A
A1160	Drainage Design	40	13-Jun-22 A	12-Aug-22
A1170	Costruction Drawing Development	40	11-Jul-22 A	09-Sep-22
JPS.Milestone.Permitting	**Permitting**	65	15-Aug-22	11-Nov-22
A1200	Drainage Study Approval	35	15-Aug-22	30-Sep-22
A1230	City Permitting	30	03-Oct-22	11-Nov-22
A1240	Grading Permit	2	03-Oct-22	04-Oct-22
JPS.Milestone.Area A	**Construction - Area A**	113	15-Sep-22	20-Feb-23
A1250	NTP Construction	0	15-Sep-22	15-Sep-22
A1310	Area A Construction	88	20-Oct-22	20-Feb-23
JPS.Milestone.Area B	**Construction - Area B**	83	22-Dec-22	17-Apr-23
A1260	Area B Construction	83	22-Dec-22	17-Apr-23
JPS.Milestone.Area C	**Construction - Area C**	98	20-Oct-22	06-Mar-23
A1270	Area C Construction	98	20-Oct-22	06-Mar-23
JPS.Milestone.Area D	**Construction - Area D**	98	20-Oct-22	06-Mar-23
A1280	Area D Construction	98	20-Oct-22	06-Mar-23
JPS.Milestone.Area E	**Construction - Area E**	68	20-Oct-22	23-Jan-23
A1290	Area E Construction	68	20-Oct-22	23-Jan-23
JPS.Milestone.Area F	**Construction - Area F**	131	21-Feb-23	22-Aug-23
A1300	Area F Construction	131	21-Feb-23	22-Aug-23
JPS.Milestone.Parking Entrance	**Construction - Parking Entrance**	134	19-Jan-23	25-Jul-23
JPS.Milestone.Final Completion	**Construction - Final Completion**	40	26-Jul-23	19-Sep-23
A1330	Weather Days	20	26-Jul-23	22-Aug-23
A1340	Final Completion	20	23-Aug-23	19-Sep-23
JPS.Design	**Pre Construction & Design Services**	30	01-Sep-22	12-Oct-22
A1210	Work Authorization Package #1	30	01-Sep-22*	12-Oct-22
A1220	Cost Shore Up -CO#1	15	12-Sep-22	30-Sep-22
JPS.Construction	**Construction**	244	15-Sep-22	22-Aug-23
JPS.Construction.Administrative	**Administrative**	50	15-Sep-22	23-Nov-22
JPS.Construction.Administrative.Subconracts	**Subcontracts**	10	15-Sep-22	28-Sep-22
SC1240	Earthwork	10	15-Sep-22	28-Sep-22
SC1250	Paving & Concrete	10	15-Sep-22	28-Sep-22
SC1260	Electrical	10	15-Sep-22	28-Sep-22
SC1270	Demo & Abatement	10	15-Sep-22	28-Sep-22
SC1280	Masonry	10	15-Sep-22	28-Sep-22
SC1290	Steel	10	15-Sep-22	28-Sep-22
SC1300	Waterproofing	10	15-Sep-22	28-Sep-22
SC1310	Painting	10	15-Sep-22	28-Sep-22
SC1320	Canopies	10	15-Sep-22	28-Sep-22
SC1330	HVAC & Plumbing	10	15-Sep-22	28-Sep-22
SC1340	Fences & Gates	10	15-Sep-22	28-Sep-22
SC1350	Site Utilities	10	15-Sep-22	28-Sep-22



Actual Work | Remaining Work | Critical Remaining Work | Summary | Milestone

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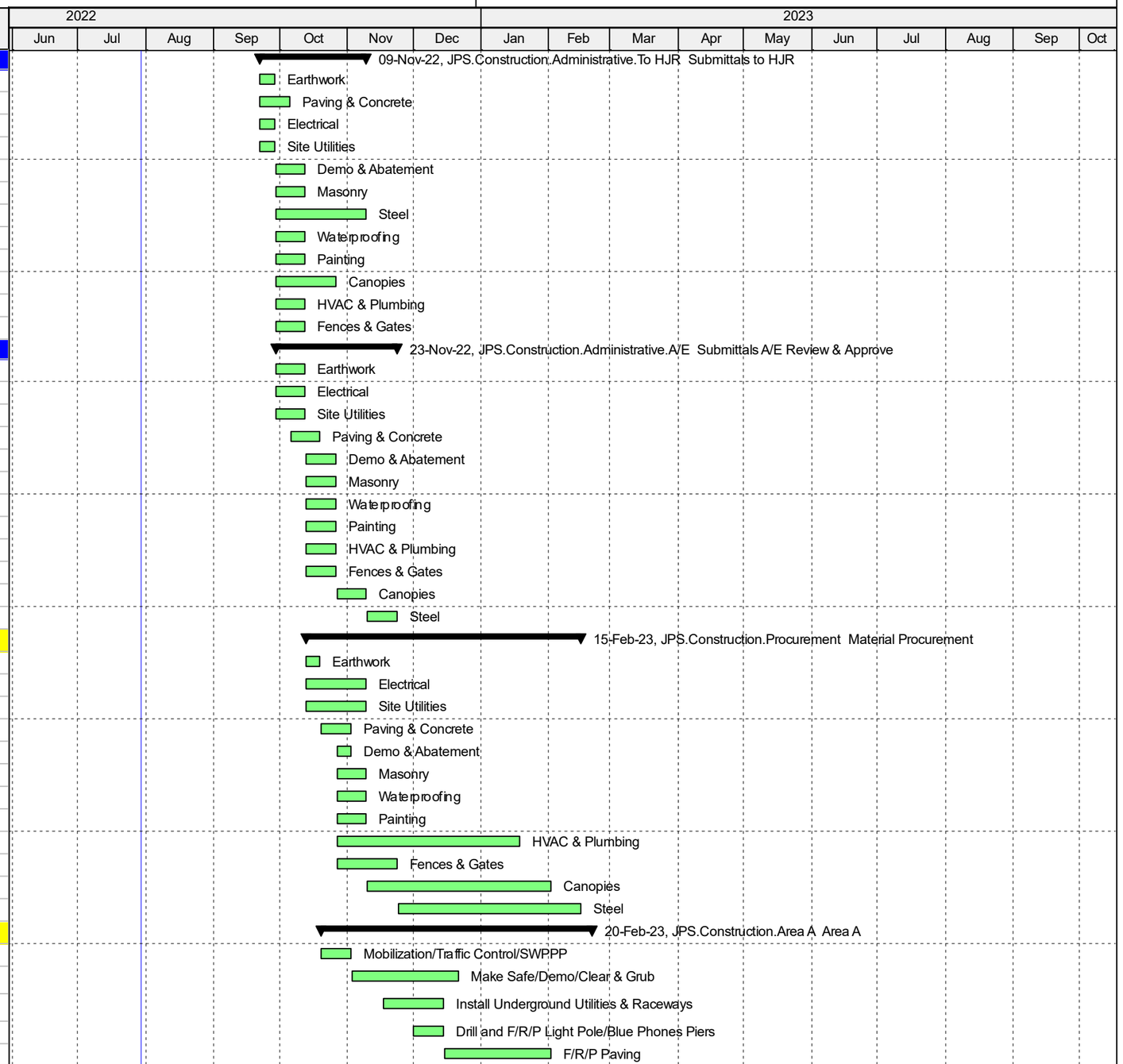
Activity ID	Activity Name	Original Duration	Start	Finish
JPS.Construction.Administrative.To HJR Submittals to HJR		35	22-Sep-22	09-Nov-22
SB1000	Earthwork	5	22-Sep-22	28-Sep-22
SB1010	Paving & Concrete	10	22-Sep-22	05-Oct-22
SB1020	Electrical	5	22-Sep-22	28-Sep-22
SB1110	Site Utilities	5	22-Sep-22	28-Sep-22
SB1030	Demo & Abatement	10	29-Sep-22	12-Oct-22
SB1040	Masonry	10	29-Sep-22	12-Oct-22
SB1050	Steel	30	29-Sep-22	09-Nov-22
SB1060	Waterproofing	10	29-Sep-22	12-Oct-22
SB1070	Painting	10	29-Sep-22	12-Oct-22
SB1080	Canopies	20	29-Sep-22	26-Oct-22
SB1090	HVAC & Plumbing	10	29-Sep-22	12-Oct-22
SB1100	Fences & Gates	10	29-Sep-22	12-Oct-22
JPS.Construction.Administrative.A/E Submittals A/E Review & Approve		40	29-Sep-22	23-Nov-22
AE1000	Earthwork	10	29-Sep-22	12-Oct-22
AE1020	Electrical	10	29-Sep-22	12-Oct-22
AE1110	Site Utilities	10	29-Sep-22	12-Oct-22
AE1010	Paving & Concrete	10	06-Oct-22	19-Oct-22
AE1030	Demo & Abatement	10	13-Oct-22	26-Oct-22
AE1040	Masonry	10	13-Oct-22	26-Oct-22
AE1060	Waterproofing	10	13-Oct-22	26-Oct-22
AE1070	Painting	10	13-Oct-22	26-Oct-22
AE1090	HVAC & Plumbing	10	13-Oct-22	26-Oct-22
AE1100	Fences & Gates	10	13-Oct-22	26-Oct-22
AE1080	Canopies	10	27-Oct-22	09-Nov-22
AE1050	Steel	10	10-Nov-22	23-Nov-22
JPS.Construction.Procurement Material Procurement		90	13-Oct-22	15-Feb-23
MP1000	Earthwork	5	13-Oct-22	19-Oct-22
MP1020	Electrical	20	13-Oct-22	09-Nov-22
MP1110	Site Utilities	20	13-Oct-22	09-Nov-22
MP1010	Paving & Concrete	10	20-Oct-22	02-Nov-22
MP1030	Demo & Abatement	5	27-Oct-22	02-Nov-22
MP1040	Masonry	10	27-Oct-22	09-Nov-22
MP1060	Waterproofing	10	27-Oct-22	09-Nov-22
MP1070	Painting	10	27-Oct-22	09-Nov-22
MP1090	HVAC & Plumbing	60	27-Oct-22	18-Jan-23
MP1100	Fences & Gates	20	27-Oct-22	23-Nov-22
MP1080	Canopies	60	10-Nov-22	01-Feb-23
MP1050	Steel	60	24-Nov-22	15-Feb-23
JPS.Construction.Area A Area A		88	20-Oct-22	20-Feb-23
A1000	Mobilization/Traffic Control/SWPPP	10	20-Oct-22	02-Nov-22
A1010	Make Safe/Demo/Clear & Grub	35	03-Nov-22	21-Dec-22
A1020	Install Underground Utilities & Raceways	20	17-Nov-22	14-Dec-22
A1030	Drill and F/R/P Light Pole/Blue Phones Piers	10	01-Dec-22	14-Dec-22
A1040	F/R/P Paving	35	15-Dec-22	01-Feb-23



Actual Work | Remaining Work | Critical Remaining Work | Milestone | Summary

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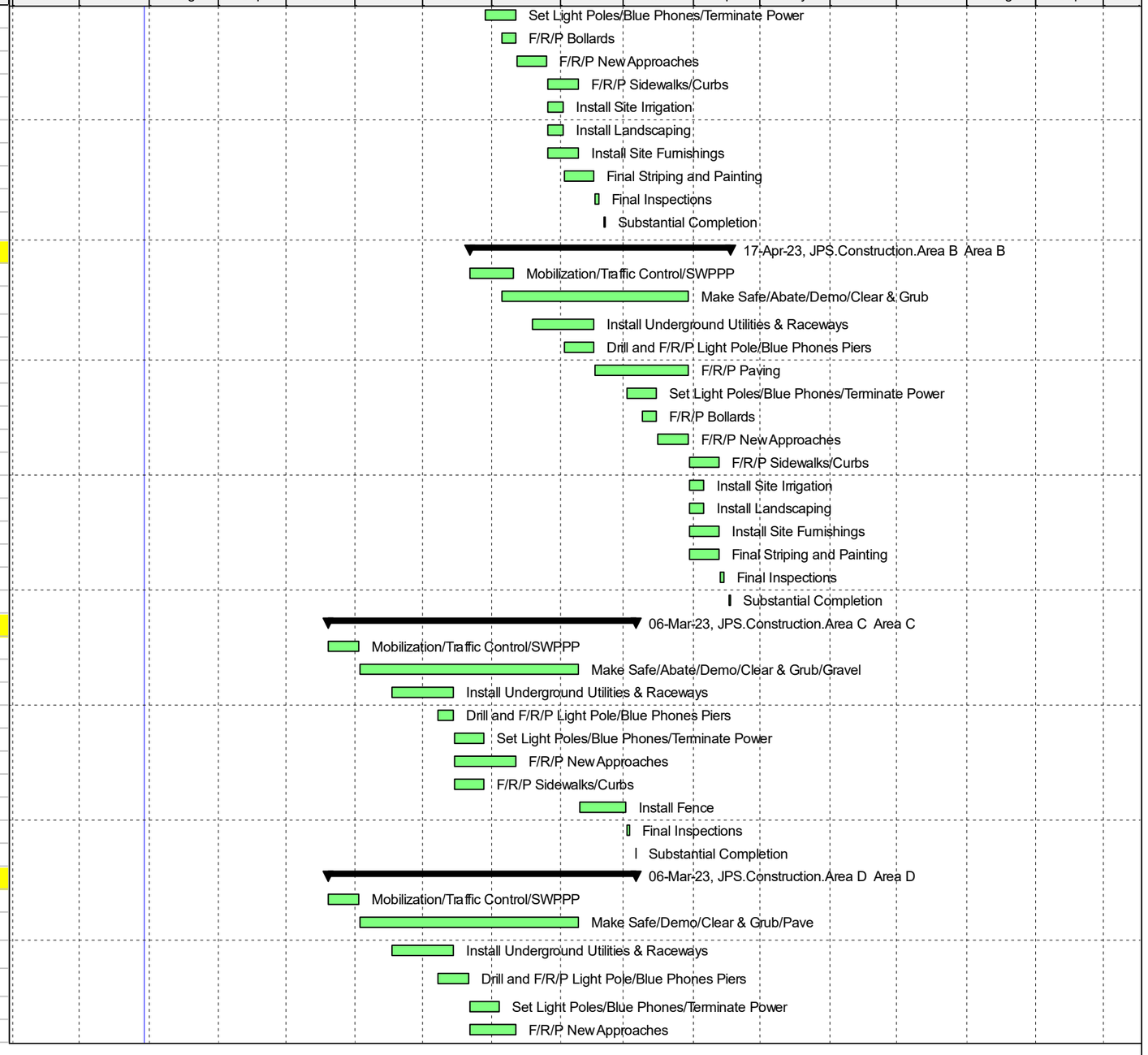
Activity ID	Activity Name	Original Duration	Start	Finish
A1060	Set Light Poles/Blue Phones/Terminate Power	10	29-Dec-22	11-Jan-23
A1050	F/R/P Bollards	5	05-Jan-23	11-Jan-23
A1070	F/R/P New Approaches	10	12-Jan-23	25-Jan-23
A1080	F/R/P Sidewalks/Curbs	10	26-Jan-23	08-Feb-23
A1090	Install Site Irrigation	5	26-Jan-23	01-Feb-23
A1100	Install Landscaping	5	26-Jan-23	01-Feb-23
A1110	Install Site Furnishings	10	26-Jan-23	08-Feb-23
A1120	Final Striping and Painting	10	02-Feb-23	15-Feb-23
A1130	Final Inspections	2	16-Feb-23	17-Feb-23
A1140	Substantial Completion	1	20-Feb-23	20-Feb-23
JPS.Construction.Area B Area B		83	22-Dec-22	17-Apr-23
B1000	Mobilization/Traffic Control/SWPPP	14	22-Dec-22	10-Jan-23
B1010	Make Safe/Abate/Demo/Clear & Grub	60	05-Jan-23	29-Mar-23
B1020	Install Underground Utilities & Raceways	20	19-Jan-23	15-Feb-23
B1030	Drill and F/R/P Light Pole/Blue Phones Piers	10	02-Feb-23	15-Feb-23
B1040	F/R/P Paving	30	16-Feb-23	29-Mar-23
B1050	Set Light Poles/Blue Phones/Terminate Power	10	02-Mar-23	15-Mar-23
B1060	F/R/P Bollards	5	09-Mar-23	15-Mar-23
B1070	F/R/P New Approaches	10	16-Mar-23	29-Mar-23
B1090	F/R/P Sidewalks/Curbs	10	30-Mar-23	12-Apr-23
B1100	Install Site Irrigation	5	30-Mar-23	05-Apr-23
B1110	Install Landscaping	5	30-Mar-23	05-Apr-23
B1120	Install Site Furnishings	10	30-Mar-23	12-Apr-23
B1080	Final Striping and Painting	10	30-Mar-23	12-Apr-23
B1130	Final Inspections	2	13-Apr-23	14-Apr-23
B1140	Substantial Completion	1	17-Apr-23	17-Apr-23
JPS.Construction.Area C Area C		98	20-Oct-22	06-Mar-23
C1000	Mobilization/Traffic Control/SWPPP	10	20-Oct-22	02-Nov-22
C1010	Make Safe/Abate/Demo/Clear & Grub/Gravel	70	03-Nov-22	08-Feb-23
C1020	Install Underground Utilities & Raceways	20	17-Nov-22	14-Dec-22
C1030	Drill and F/R/P Light Pole/Blue Phones Piers	5	08-Dec-22	14-Dec-22
C1040	Set Light Poles/Blue Phones/Terminate Power	10	15-Dec-22	28-Dec-22
C1050	F/R/P New Approaches	20	15-Dec-22	11-Jan-23
C1060	F/R/P Sidewalks/Curbs	10	15-Dec-22	28-Dec-22
C1070	Install Fence	15	09-Feb-23	01-Mar-23
C1080	Final Inspections	2	02-Mar-23	03-Mar-23
C1090	Substantial Completion	1	06-Mar-23	06-Mar-23
JPS.Construction.Area D Area D		98	20-Oct-22	06-Mar-23
D1000	Mobilization/Traffic Control/SWPPP	10	20-Oct-22	02-Nov-22
D1010	Make Safe/Demo/Clear & Grub/Pave	70	03-Nov-22	08-Feb-23
D1020	Install Underground Utilities & Raceways	20	17-Nov-22	14-Dec-22
D1030	Drill and F/R/P Light Pole/Blue Phones Piers	10	08-Dec-22	21-Dec-22
D1040	Set Light Poles/Blue Phones/Terminate Power	10	22-Dec-22	04-Jan-23
D1050	F/R/P New Approaches	15	22-Dec-22	11-Jan-23



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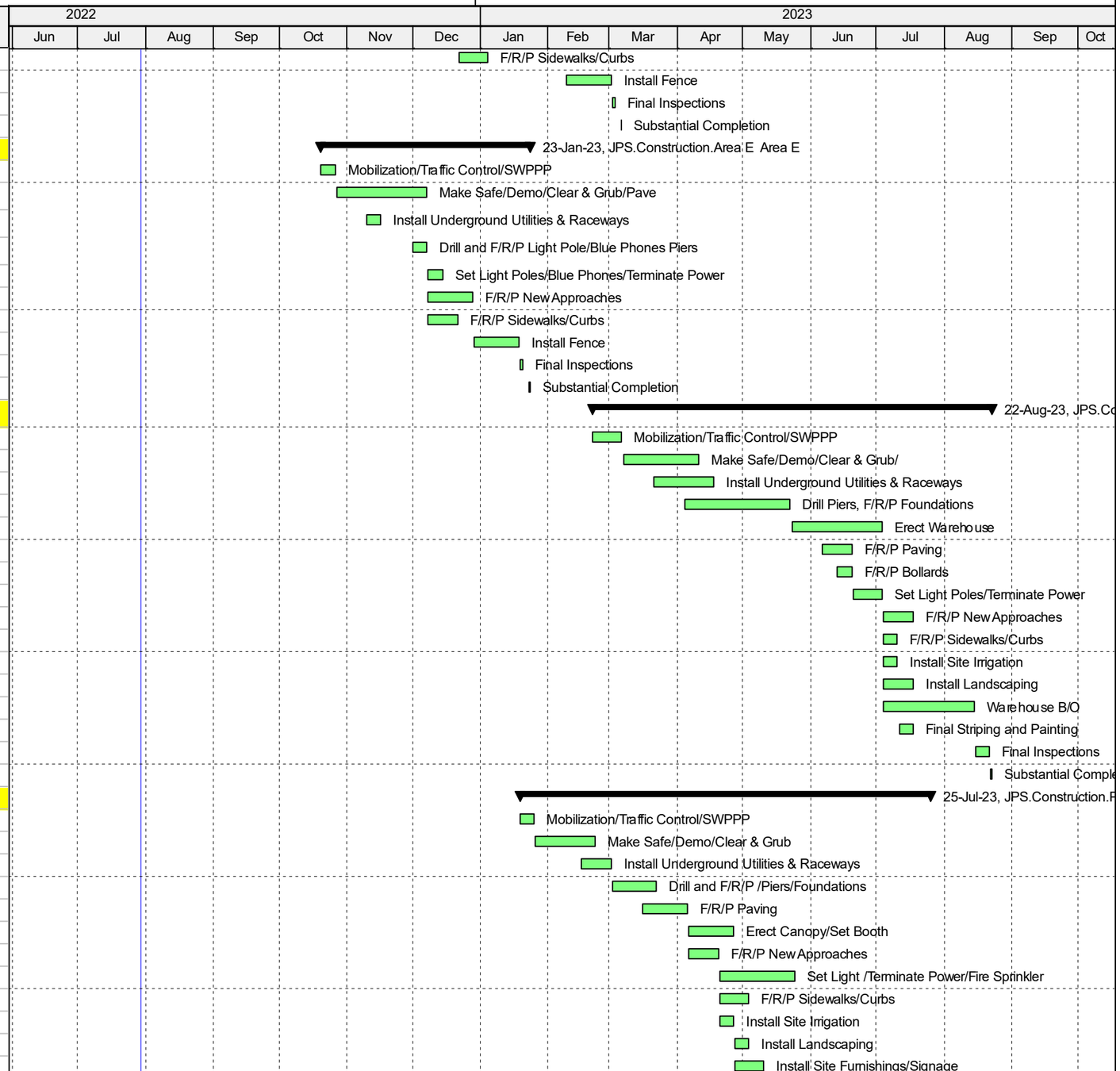
Activity ID	Activity Name	Original Duration	Start	Finish
D1060	F/R/P Sidewalks/Curbs	10	22-Dec-22	04-Jan-23
D1070	Install Fence	15	09-Feb-23	01-Mar-23
D1080	Final Inspections	2	02-Mar-23	03-Mar-23
D1090	Substantial Completion	1	06-Mar-23	06-Mar-23
JPS.Construction.Area E Area E		68	20-Oct-22	23-Jan-23
E1000	Mobilization/Traffic Control/SWPPP	5	20-Oct-22	26-Oct-22
E1010	Make Safe/Demo/Clear & Grub/Pave	30	27-Oct-22	07-Dec-22
E1020	Install Underground Utilities & Raceways	5	10-Nov-22	16-Nov-22
E1030	Drill and F/R/P Light Pole/Blue Phones Piers	5	01-Dec-22	07-Dec-22
E1040	Set Light Poles/Blue Phones/Terminate Power	5	08-Dec-22	14-Dec-22
E1050	F/R/P New Approaches	15	08-Dec-22	28-Dec-22
E1060	F/R/P Sidewalks/Curbs	10	08-Dec-22	21-Dec-22
E1070	Install Fence	15	29-Dec-22	18-Jan-23
E1080	Final Inspections	2	19-Jan-23	20-Jan-23
E1090	Substantial Completion	1	23-Jan-23	23-Jan-23
JPS.Construction.Area F Area F		131	21-Feb-23	22-Aug-23
F1000	Mobilization/Traffic Control/SWPPP	10	21-Feb-23	06-Mar-23
F1010	Make Safe/Demo/Clear & Grub/	25	07-Mar-23	10-Apr-23
F1020	Install Underground Utilities & Raceways	20	21-Mar-23	17-Apr-23
F1030	Drill Piers, F/R/P Foundations	35	04-Apr-23	22-May-23
F1040	Erect Warehouse	30	23-May-23	03-Jul-23
F1050	F/R/P Paving	10	06-Jun-23	19-Jun-23
F1060	F/R/P Bollards	5	13-Jun-23	19-Jun-23
F1070	Set Light Poles/Terminate Power	10	20-Jun-23	03-Jul-23
F1080	F/R/P New Approaches	10	04-Jul-23	17-Jul-23
F1090	F/R/P Sidewalks/Curbs	5	04-Jul-23	10-Jul-23
F1100	Install Site Irrigation	5	04-Jul-23	10-Jul-23
F1110	Install Landscaping	10	04-Jul-23	17-Jul-23
F1120	Warehouse B/O	30	04-Jul-23	14-Aug-23
F1130	Final Striping and Painting	5	11-Jul-23	17-Jul-23
F1140	Final Inspections	5	15-Aug-23	21-Aug-23
F1150	Substantial Completion	1	22-Aug-23	22-Aug-23
JPS.Construction.Parking Entrance Parking Entrance		134	19-Jan-23	25-Jul-23
PE1000	Mobilization/Traffic Control/SWPPP	5	19-Jan-23	25-Jan-23
PE1010	Make Safe/Demo/Clear & Grub	20	26-Jan-23	22-Feb-23
PE1020	Install Underground Utilities & Raceways	10	16-Feb-23	01-Mar-23
PE1030	Drill and F/R/P /Piers/Foundations	15	02-Mar-23	22-Mar-23
PE1040	F/R/P Paving	15	16-Mar-23	05-Apr-23
PE1050	Erect Canopy/Set Booth	15	06-Apr-23	26-Apr-23
PE1070	F/R/P New Approaches	10	06-Apr-23	19-Apr-23
PE1060	Set Light /Terminate Power/Fire Sprinkler	25	20-Apr-23	24-May-23
PE1080	F/R/P Sidewalks/Curbs	10	20-Apr-23	03-May-23
PE1090	Install Site Irrigation	5	20-Apr-23	26-Apr-23
PE1100	Install Landscaping	5	27-Apr-23	03-May-23
PE1110	Install Site Furnishings/Signage	10	27-Apr-23	10-May-23



Actual Work | Critical Remaining Work | Summary
Remaining Work | Milestone

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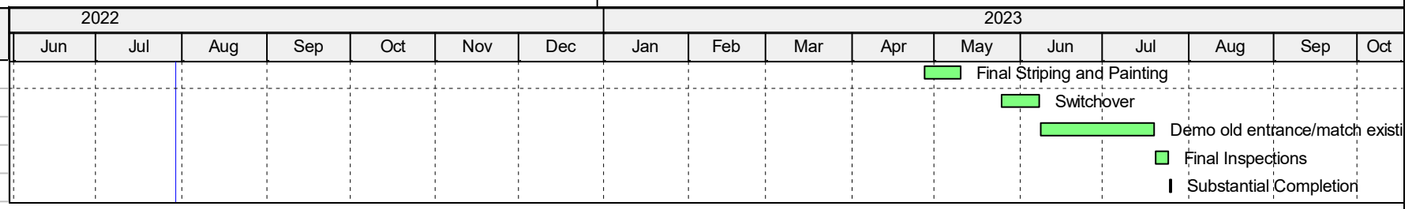
Activity ID	Activity Name	Original Duration	Start	Finish
PE1120	Final Striping and Painting	10	27-Apr-23	10-May-23
PE1150	Switchover	10	25-May-23	07-Jun-23
PE1160	Demo old entrance/match existing	30	08-Jun-23	19-Jul-23
PE1130	Final Inspections	3	20-Jul-23	24-Jul-23
PE1140	Substantial Completion	1	25-Jul-23	25-Jul-23



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ATTACHMENT 6 – ASSUMPTIONS, CLARIFICATIONS, AND QUALIFICATIONS

1. This estimate **does not include**:
    a. Any work associated with Lot F.
    b. Any work associated with Demolition, or relocation of the Warehouse.
    c. Retaining walls or detention ponds.
    d. Sidewalks around Lot's C, D, E or F.
    e. Any I.T. Rooms that may be needed for security, blue phones needed for Lot's C, and D.
    f. Entrance gates, badge access for Lot's A, B, C, D, E or F.
    g. Cost for any removal of any hazardous material except abatement of the Church Building on Lot C.
    h. Any upgrades to current site utilities or city utilities.
    i. Any Near Southside requirements.
    j. Any major street repairs.
    k. Design or pre-construction services for relocation of staff.
    l. Design or pre-construction services for any city requirements for upgrades of utilities
    m. Any landscaping requirements per city or near southside comments.
    n. Premium time allowance to accelerate schedule.

2. This estimate includes a relocation allowance of $350,000 for the movement of staff out of the Eligibility Building. This scope has not been designed or discussed.
3. The construction market is volatile, and costs can fluctuate quickly for various materials and labor. We've included a market escalation allowance of $40,838. We recommend the Owner carries an additional allowance for Market Escalation. Owner shall act on the Design-Build Proposal within the time stated on the Final GMP Design-Build Proposal in order to allow Design Builder to guarantee pricing and lock in such pricing with Contractor and Subcontractors during the buy-out phase.

Division 02 – Existing Conditions

a. This estimate includes pricing for demolition of Eligibility Center and Church Building.
b. This estimate includes abatement of Church Building.
c. Selective Demolition is included including the removal and storage of current fixed material (bus stops, benches, blue phones)

Division 03 – Concrete & Continuous Cleanup

a. This estimate includes continuous cleanup
b. This estimate includes concrete curbs, approaches, new road for emergency service, new sidewalks around Lot A, light pole foundations.
c. This estimate includes asphalt paving in Lot's A, B, C, and D. No lime stabilization.
d. This estimate includes minor road repair.

Division 04 – Masonry

A. None

Division 05 – Metals

A. This estimate includes bollards for Parking Garage entrance

Division 06 – Wood, Plastic

a. None

Division 07 – Thermal and Moisture Protection

A. This estimate includes joint sealants for new approaches.

Division 08 – Openings

a. None

Division 09 – Finishes

a. None

Division 10 – Specialties

a. This estimate includes an allowance for $26,300 for any signage.
b. This estimate includes an Avadeck Canopy at the Parking Entrance.
c. This estimate includes (1) Ticket Booth
d. This estimate includes (6) Bus Stop Canopies at $11,250/ea

Division 11 – Equipment

a. None

Division 12 – Furnishings

a. This estimate includes (2) new benches at $2,500/ea

Division 13 – Special Construction

a. None

Division 14 – Conveying Equipment

a. None

Division 21 – Fire Suppression

a. This estimate includes Fire Suppression underneath the new canopy

at the Parking Entrance

Division 22 – Plumbing

a. None

Division 23 – HVAC

a. None

Division 26 – Electrical

a. This estimate includes electrical requirements for light poles, blue phones, security cameras, new parking entrance.

Division 27 – Communications

A. This estimate includes
    a. Relocation of Blue Phones in Lot A
    b. (2) blue phones in Lot B
    c. (1) Blue phone in Lot C
    d. (1) Blue Phone in Lot D
    e. Relocation of the entry and exit badge readers for Parking Entrance.

Division 28 – Electronic Safety and Security

A. This estimate includes
    a. (2) New Security Cameras in Lot A
    b. (2) New Security Cameras in Lot B
    c. (1) New Security camera in Lot C
    d. (1) New security Camera in Lot D
    e. Relocation of existing security cameras at Parking Entrance.

Division 31 – Earthwork

a. This estimate includes grading for new asphalt pavement.
b. This estimate includes gravel in Lot E.
c. This estimate includes chain link fencing around Lots C,D, and E

Division 33 – Utilities

a. This estimate includes the relocation of current storm system at new Parking Garage entrance.

ATTACHMENT 7 – DESIGN-BUILDER'S KEY PERSONNEL

(Attached)

EXHIBIT H: GENERAL CONDITIONS COST TEMPLATE

Melissa Williams
Project Manager

Firm

H.J. Russell & Company

Years of Experience

6 Years

Years with Firm

1 Year

Education

B.S., Construction Management Technology – Building Option, Oklahoma State University – ABET Accredited

B.S., Construction Management Technology – Heavy Civil Option, Minor in Entrepreneurship, Oklahoma State University – ABET Accredited

Licenses & Certifications

OSHA 30-Hour Card
TEXO Safety First

PROJECT ASSIGNMENT/ROLE DESCRIPTION

Melissa Williams is an innovative Project Manager with project management experience in commercial construction valued at $20M-300M+. She brings a diverse background in construction—through managing various phases of construction projects as well as successful and efficient application of program management best practices. For this project, Melissa will function as H.J. Russell's on-site team leader. She is onsite full time. She will assist in the negotiation and buy out of contracts and purchase orders, finalize the master construction schedule and coordinates contractor activities and manpower requirements. Melissa will have responsibility for final review and approval of the schedule of values and monthly pay request. She will chair construction meetings and will coordinate equipment start up, final inspections, owner instructions and building occupancy.

PROJECT REFERENCES

Texas Health Hospital, Frisco, TX
Size: 325,000 SF | Cost: $270M

New construction of an acute care hospital and multispecialty clinic complex located on 20 acres off the Dallas North Tollway in northwest Collin County, Texas Health Frisco will feature a 325,000-sq.-ft., 80-bed acute care hospital that will include a 24-7 emergency room, surgical services, women's services, and a neonatal intensive care unit.

Dallas/Fort Worth International Airport Terminal C – High C Gates Demolition and Rebuild
Size: 80,000 SF | Cost: $110M

$110M, Design-Build, Six Terminal Gate Demo and Re-build, 80,000sf Renovation, First Prefabricated Modular Terminal Gates in United States

UTSW Medical Center – Clements Jr. University Hospital Tower, Houston, TX
Size:650,000 SF | Cost: $480M

New 12-story third tower wing added 300 additional beds, operating rooms, and increased the capacity of the emergency department by more than 50 percent. The expansion project also includes the addition of specialty units for acute stroke care, epilepsy monitoring, and specialized psychiatric services.

Chad Peery
Superintendent

Firm

H.J. Russell & Company

Years of Experience

25 + Years

Years with Firm

1 Year

Education

B.S., Texas A&M Commerce
A.S., Business Management, Paris Junior College

Licenses & Certifications

OSHA 30
Dallas SWPP

PROJECT ASSIGNMENT/ROLE DESCRIPTION

Chad Perry brings over 25 years of experience in construction project management and supervision. He is exceptional with problem solving, planning, and project implementation skills from design through construction. He has worked with multiple project managers on large-scale construction projections while successfully supervising teams on their day-to-day tasks and milestones. For this role, Chad will be responsible for leading and managing daily field operations. Drive and ensure safety culture, management of the project schedule, program compliance and lead QC/QA program.

PROJECT REFERENCES

Dallas County – Jackson St Parking Garage, Dallas, TX
Size: 203,000 SF | Budget: $40M | Cost: $40M | Status: Under Construction
Role: Project Superintendent
$40M, 12 Story, 1,200 Space, Cast in Place Parking Structure

Children's Medical Center, Specialty Center Renovations, Plano, TX
Size: 203,000 SF | Budget: $38M Cost: $38M| Status: Complete
Role: Project Superintendent
Demolition, remodel, and renovations of pediatric health care facility including clinics, radiology center, surgery rooms, and common areas.

Texas Women's University, Residence and Dining Hall, Denton, TX
Size: 100,000SF | Budget: $100M Cost: $100M| Status: Complete
Role: Project Superintendent
New and expanded services including a Four Story 800 Bed Residence Hall and a $26,000 square foot Dining Facilities.

Baylor Scott & White Sports Therapy & Research at the Star, Frisco TX
Size: 311,500 SF | Budget: $87M | Cost: $87M | Status: Complete
Role: Project Superintendent
Construction of a new medical and sports performance facility that includes an 11-story hospital and sports therapy research center with a 5-story cast in place parking structure.

ATTACHMENT 8 – DESIGN-BUILDER-OWNED EQUIPMENT RENTAL RATES

(NONE)

ATTACHMENT 9 – QUALITY CONTROL PLAN

(Attached)

EXHIBIT H: GENERAL CONDITIONS COST TEMPLATE

H. J. Russell & Company

QUALITY ASSURANCE/QUALITY CONTROL CORPORATE PROGRAM

"Quality is never an accident. Quality is the result of intelligent effort"

-John Ruskin-

Revision Date: July 22, 2018

INTRODUCTION

There are many facets to establishing and maintaining consistent quality with all of the varied designers and installers. At H. J. RUSSELL & COMPANY, quality management is founded on intelligent effort.

This manual describes a comprehensive quality management system that starts with pre-construction services --- monitored throughout the physical construction phase --- and continues through post construction, operations and maintenance.

Consistent quality is a result of commitment and participation of every H. J. RUSSELL & COMPANY project team member --- this includes participation by the Owner, architect and consultants. Quality starts at the top and is an essential element of H. J. Russell & Company's core values. Superintendents, foremen, craftspeople, project managers, estimators, project engineers, project administrators, subcontractors, suppliers, Owners, architects and consultants all play key roles in managing and enforcing quality on H. J. RUSSELL & COMPANY's projects. H. J. RUSSELL & COMPANY in order to be successful must continue to raise the bar to remain a leader in quality, safety and customer satisfaction.

This Corporate Quality Assurance/Quality Control Program, the "Program", defines the procedures for assuring quality for all products, equipment, materials, services and workmanship on a project during pre-construction, construction and post-construction activities.

This manual sets forth the program's goals, details and procedures for project teams to tailor to a specific project. The result is called the site specific Quality Plan. The site specific Quality Plan --- prepared in accordance with these guidelines --- will be utilized in conjunction with any additional requirements under the Owner/H. J. RUSSELL & COMPANY contract.

1. **CORPORATE** QA/QC PROGRAM

1.1 GOALS

Goals of the program are:

- To ensure that quality materials that comply with the contract documents are incorporated into the project
- To select qualified, quality-oriented subcontractors
- To ensure that workmanship required by the contract documents is performed by knowledgeable H. J. RUSSELL & COMPANY craftspeople and subcontractors
- To perform timely inspections and tests
- To ensure conformance with the contract documents and functional performance requirements
- To achieve zero punchlist at substantial completion
- To minimize punchlists
- To minimize rework
- To maintain adequate documentation for post-construction inspections, warranty callbacks and maintenance activities

1.2 GENERAL CONTENT – SITE SPECIFIC QUALITY PLAN

The site specific Quality Plan will be developed by H. J. RUSSELL & COMPANY's project team with input from the Owner, architect and consultants. If feasible, the Quality Plan will be developed in time to allow it to be included in bid solicitations from subcontractors.

The site specific Quality Plan will include:

- Pre-construction Procedures
- Construction Procedures
- Post-construction Procedures

The elements of each phase is outlined in this document. These guidelines will provide the basis for H. J. RUSSELL & COMPANY's project team to prepare the site specific Quality Plan.

1.3 ROLES AND RESPONSIBILITIES

H. J. RUSSELL & COMPANY’s executive management team is responsible to define the Corporate QA/QC Program and to monitor compliance with it at the Home Office and field locations. In addition, the executive management team is responsible to periodically review the effectiveness of the Program and to make revisions, as appropriate.

The executive management team is committed to provide adequate training and other resources to ensure the Program’s success.

A new position, the Quality Director (QD), has been created to mange the Corporate QA/QC Program.

The QD will be responsible for the following activities:

- Suggest revisions to the Program
- Assist project teams with development of site specific Quality Plans
- Monitor H. J. RUSSELL & COMPANY's and subcontractor's inspection activities
- Assist with development of employee training materials
- Audit compliance with the Program
- Assist project teams in managing and resolving quality issues
- Chair the executive management committee responsible for the Program

Project teams headed by either the project manger or superintendent are responsible for implementing the Program on assigned projects. For any project greater than one million dollars or at the direction of the executive management team, preparation of a site specific Quality Plan is mandatory. The QD will assist project teams in interpreting the requirements of the Program and will have final approval of the contents of each site specific Quality Plan.

The goals of the site specific Quality Plan are the same as the corporate program above.

2. BASIC ELEMENTS OF A QUALITY PLAN

The basic elements of a site specific Quality Plan are:

- A testing and inspection plan
- Testing and inspection checklists
- Non-conformance tracking
- Digital photography requirements
- A Zero Defects Program (ZDP)
- Quality control documentation during the following phases:
  - Preparatory phase
  - First work approval phase
  - Follow-up phase
- 100% materials verification
- Pre-closure inspections and photographs

Each of the above elements is described in detail in the following sections. An outline of the Table of Contents for a Quality Plan is provided as Attachment 1.

3. TESTING AND INSPECTION PLAN

Prior to the start of work on a project, H. J. RUSSELL & COMPANY's project team will prepare a testing and inspection plan. This information will be organized in CSI specification order and include:

- CSI section, paragraph and item number
- Responsible craftsperson or trade subcontractor

- Responsible testing personnel or consultant
- Testing or inspection description
- Testing or inspection frequency
- Testing or inspection form to be used

See Attachment 2, Sample Testing, and Inspection Plan.

4. TESTING AND INSPECTION CHECKLISTS

Testing and Inspections Checklists (Attachment 3) have been developed as an aid to field personnel in making quality inspections/observations. The checklists have been prepared in two sections. The first section lists common topics where quality related issues have developed from past project experience. The second section is open for the project team to add special inspection requirements for your specific project.

Upon subcontractor award, each subcontractor will be asked by H. J. RUSSELL & COMPANY's project team to review the checklist associated with their scope of work and to propose additions or modifications based on the project's requirements.

5. NON-CONFORMANCE TRACKING

A non-conformance is any material or installation that deviates from the construction documents, but which cannot be corrected within the scope of such documents; that is, satisfactory disposition requires input from the design professional, building official or material manufacturer in order to resolve the non-conformance. Non-conforming items are recorded on a Non-conformance Report (Attachment 4) and tracked on a Non-conformance Log (Attachment 5.)

A related but different quality concept is unsatisfactory work. Unsatisfactory work is any material or installation that deviates from the construction documents, but which can be corrected within the scope of such documents. These items are tracked and recorded on punchlists.

H. J. RUSSELL & COMPANY's project team is responsible to track non-conforming and unsatisfactory work performed by H. J. RUSSELL & COMPANY and subcontractors.

6. DIGITAL PHOTOGRAPHY REQUIREMENTS

Photos are an integral part of the site specific Quality Plan. Every jobsite will be issued iPads to insure a photographic record of construction progress and quality related issues is taken and uploaded to Procore. By taking photos on a frequent and regular basis and organizing them logically and labeling them accurately, a complete pictorial record can be assembled post construction that will document that specific construction assemblies comply with the construction documents.

H. J. RUSSELL & COMPANY's digital photography guidelines:

- Digital photos should be taken at regular intervals, at least daily
- Make sure the auto date feature is turned on and the date is accurate

- Upload photos to Procore on a daily basis
- If the scale of a photo will not be clear to others, include a tape measure or other object in the picture for reference
- Take a combination of wide angle and close-up photos
- Any photo of a non-conforming or punchlist item must have a corresponding photograph of the conforming or acceptable work condition

7. ZERO DEFECTS PROGRAM (ZDP)

Goals for H. J. RUSSELL & COMPANY's Zero Defects Program (ZDP) are:

- T complete H. J. RUSSELL & COMPANY's scope of work with a zero punchlist at the time of substantial completion
- T correct outstanding non-conformances during the course of construction within seven (7) calendar days of identification, if possible
- No item will remain on a punchlist for longer than 30 days

It is H. J. RUSSELL & COMPANY's desire to obtain 100% buy-in from our subcontractors as partners in implementing H. J. RUSSELL & COMPANY's ZDP.

Definitions:

Substantial Completion
The time the project is completed for its intended use. The Owner will occupy the building and spaces with great confidence that operating systems, areas and equipment connections are ready for their intended uses. When professional staff and moving crews are moving into the building, there will be no construction contractors completing or correcting work.

Punchlist
A list of unsatisfactory items that need to be reworked before the Owner, architect or consulting engineer or H. J. RUSSELL & COMPANY will sign-off as complying with the contract documents.

Zero Punchlist
All corrective work is completed by the time of substantial completion.

Responsibilities of H. J. RUSSELL & COMPANY's project team are:

- To promote the ZDP
- To explain the ZDP to the Owner, architect, consulting engineers and subcontractors
- To conduct a ZDP kick-off meeting with the Owner, architect/engineers, and subcontractors
- To set responsibilities for ZDP administration
- To publish punchlists weekly
- To schedule and conduct quality tours with Owner, architect, H. J. RUSSELL & COMPANY, and subcontractor representatives
- To be responsible for developing the final punchlist

H. J. RUSSELL & COMPANY's project team will make weekly or bi-weekly quality tours depending on the point in the project's construction schedule. Quality tour members will be comprised of representatives from the following organizations:

- Owner
- Architect
- Engineering Team (MEP, structural, etc.)
- Subcontractors' representatives
- H. J. RUSSELL & COMPANY supervision

After each quality tour, a member of the H. J. RUSSELL & COMPANY project team will issue a list of items deemed unsatisfactory or non-conforming with project quality standards. This punchlist (including non-conforming items) will be distributed to all of the parties involved within 48 hours of the quality tour. Each punchlist or non-conforming item must be completed within 5 calendar days of notification (7 calendar days after identification) unless materials need to be re-ordered or the disposition of the non-conforming item has not been resolved by the Owner/design professional. Under no circumstances will a punchlist item remain for longer than 30 days.

Upon completion of the corrective work, the subcontractor is responsible to notify H. J. RUSSELL & COMPANY that corrections have been completed and the work is ready for re-inspection.

8. THE 3 PHASES OF QUALITY CONTROL

A project's quality depends on effective planning, coordination, communication, supervision and testing. H. J. RUSSELL & COMPANY's project team uses the following tools to achieve quality:

- Quality planning meetings documented by meeting minutes
- Confirming materials meet project requirements at the time of purchase and delivery to the jobsite
- Periodic inspections during construction
- Recordkeeping

8.1 The 3 Phases of Quality Control

Quality control consists of tests, inspections and observations before installation takes place, during first work installation and periodically while installation continues.

The three phases of control are:

- Preparatory phase
- First work approval phase
- Follow-up phase

The 3 phases of quality control allows H. J. RUSSELL & COMPANY to plan and schedule work in an orderly, consistent way that minimizes rework.

8.2 Preparatory Phase or Pre-Installation Inspections

Preparatory phase inspections are performed before commencing construction of each significant construction activity.

This phase is the most important and requires the most time and attention.

This phase will include a pre-installation meeting conducted by the project manager or superintendent and attended by the following individuals:

- Owner's representative
- Design professional(s)
- Third party QC consultants hired by the Owner
- The craft supervisor (either H. J. RUSSELL & COMPANY or subcontractor) responsible for the work activity under review
- H. J. RUSSELL & COMPANY administrator

The goal of this meeting is to focus H. J. RUSSELL & COMPANY's and subcontractor's quality efforts on preventing deficiencies rather than detecting deficiencies.

The following documents will be made available at this meeting:

- Approved submittals and shop drawings
- Manufacturer's installation instructions
- Applicable building codes
- Approved shop drawings
- Approved contract drawings
- Approved contract specifications
- Safety hazard analysis

The H. J. RUSSELL & COMPANY administrator will notify all attendees of the meeting at least 24 hours in advance. The H. J. RUSSELL & COMPANY administrator will document and publish minutes of the preparatory phase meeting to all attendees.

The project manager or superintendent or designee will perform the following activities before beginning work on each significant construction activity:

- Review contract specifications
- Review contract drawings, shop drawings, samples and submittals
- Review code requirements
- Review manufacturer's installation instructions
- Review mock-up requirements, if any
- Establish the timing for the first work approval phase inspection
- Verify receipt of approved factory test results
- Check all material and equipment are on hand and have been tested, submitted, and approved as required

- Check that provisions include required testing and inspections
- Define all preliminary work that is necessary for the work to be accomplished
- Examine and photograph the work area to ensure that required preliminary work has been completed
- Review site access, materials handling, and storage requirements
- Check all required tools and materials are correct and available
- Discuss qualifications of foreman and crews, construction methods, schedule of installation, tolerances, workmanship, standards and the approach to providing quality construction by pre-planning and identifying potential problems
- Review safety hazard analysis
- Confirm required Material Safety Data Sheets (MSDSs) are available

8.3 First Work Approval Phase Inspections

First work approval phase inspections will be accomplished immediately prior to or at commencement of construction of a significant construction activity to ensure compliance with project requirements.

This first work inspection will be conducted by the project manager or superintendent or designee and attended by the following individuals:

- Owner's representative
- Design professional(s)
- Third party QC consultant hired by the Owner
- The craft supervisor (either H. J. RUSSELL & COMPANY or subcontractor) is responsible for the significant construction activity.

The H. J. RUSSELL & COMPANY administrator notify all attendees of the inspection at least 24 hours in advance. The H. J. RUSSELL & COMPANY administrator will document and publish minutes of the first work approval inspections to all attendees.

NOTE: This first work approval inspection will be repeated and documented by minutes for each new crew to work onsite or whenever acceptable levels of specified quality are not met.

The project manager or superintendent or designee will perform the following activities as part of the first work approval process for each significant construction activity:

- Review the minutes from the preparatory phase or pre-installation meeting above
- Examine and photograph work area to assure all preliminary work has been accomplished
- Check dimensions
- Verify that all materials are in strict compliance with construction documents, samples, submittals and shop drawings
- Check for use of defective or damaged materials
- Verify that manufacturer's installation instruction are being followed
- Check new work for compliance with construction documents
- Review and approve testing and inspection results

- Establish the acceptable level of workmanship
- Check for omissions and resolve any differences of interpretation
- Check safety compliance

8.4 Follow-up Phase Inspections

Follow-up phase inspections will be performed periodically by the same individuals identified in the preceding phases above until completion of all work for a significant construction activity. These inspections will use the Testing and Inspection Checklists identified above in Section 4 and will be recorded on the daily report. All deficiencies identified will be corrected before the start of subsequent construction activities. Inspection personnel will continually refer to the standards established in the preparatory and first work approval phases above when making these daily inspections/observations.

Final follow-up checks will be conducted by the project manager or superintendent or designee when conducting the final acceptance walk-through with the Owner, architect and its consultants.

Follow-up phase inspections/observations will:

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

NOTE: Additional preparatory and first work approval phase inspections will be conducted on the same construction activity if:

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

9. 100% MATERIAL VERIFICATION

As described in the Sections 8.2 and 8.3 above for all significant construction activities, the project manager, superintendent or designee shall verify that all materials received at the jobsite are in strict compliance with construction documents, samples, submittals and shop drawings. This can be accomplished during the pre-installation or the first work approval phases. Of particular importance are mastics, caulking, grout, fasteners, welding supplies, and other consumable supplies. This procedure ensures that unapproved materials are not installed on your job.

Even for minor construction activities, H. J. RUSSELL & COMPANY's project team should follow the above procedure to verify that all delivered materials meet project requirements.

During follow-up inspections/observations, H. J. RUSSELL & COMPANY's project team members should continue to verify that approved materials are being installed on your project. Unapproved material substitutions is a fairly typical occurrence that you should be careful to prevent.

It is best practice to have subcontractor's certify each week to H. J. RUSSELL & COMPANY that all materials they have procured and delivered to your jobsite continue to conform to project requirements.

10. PRE-CLOSURE INSPECTIONS AND PHOTOGRAPHS

This proven procedure uses digital photographs uploaded to Procore to prove that all work that will be covered up or enclosed is shown to complies with project requirements. Remember: "prove your innocence, not defend your guilt."

This procedure applies to floors, ceilings, walls, soffits and below groundwork, such as, footings, stem walls, basement walls, and below ground utilities.

An example of a Pre-closure Inspection Form is provided as Attachment 6.

This procedure requires at least a 3 day inspection/documentation time period before closure or cover up can commence. The project manager or superintendent or designee is responsible to implement and enforce this procedure. The procedure works this way:

- On day 1, the area to be enclosed or covered up is walked by the responsible H. J. RUSSELL & COMPANY team member and each of the trade subcontractor supervisors to assess completion and conformance with project requirements. Any and all incomplete, unsatisfactory or non-conforming work will be identified and photographed.
- On day 2, responsible parties, H. J. RUSSELL & COMPANY crews and/or trade subcontractors, must complete all incomplete, unsatisfactory or non-conforming work. H. J. RUSSELL & COMPANY is notified by the trade subcontractor that their work is now in conformance with project requirements. The responsible H. J. RUSSELL & COMPANY team member verifies and photographs all incomplete, unsatisfactory or non-conforming work has been completed.
- On day 3, the responsible H. J. RUSSELL & COMPANY team member walks the area with the Owner, the architect, consultants and the building code compliance inspector to obtain their approval. Any incomplete, unsatisfactory or non-conforming work will be documented and photographed.
- On day 3 or later, the process in the day 2 paragraph will be repeated and an Owner, architect, consultant and building code compliance re-inspection will be conducted. If there is no incomplete, unsatisfactory or non-conforming work, the responsible H. J. RUSSELL & COMPANY team member obtains the trade subcontractor's supervisor on the Pre-closure Inspection Form.

- After the Pre-closure Inspection Form has been signed by all parties, the responsible H. J. RUSSELL & COMPANY team member takes overlapping digital photography of every square foot of surface area to covered up or enclosed. These photographs will be filed as an attachment to the signed Pre-closure Inspection Form.
- After the digital photographs have been taken and uploaded to Procore, cover up or enclosure work may commence.

11. PRE-CONSTRUCTION

Pre-construction activities include those taking place prior to commencing physical construction at the jobsite. This frequently involves various decisions that significantly impact the constructability and performance of a project. H. J. RUSSELL & COMPANY will coordinate its pre-construction services with the Owner, architect and other consultants.

The site specific Quality Plan will address the following items pertinent to pre-construction activity:

11.1 Constructability Reviews

Coordinate with project consultants to review designs for constructability issues. Early and continuous involvement in this capacity will assist in reducing the likelihood of including products/designs prone to installation or functional difficulties.

11.2 Project Specific Quality Plan

When it is feasible, the Quality Plan will be developed in time to allow it to be included in bid solicitations to trade subcontractors.

11.3 Review and recommend to the Owner specific subcontractors for key trades

Selection will include quality and experience evaluations as well as pricing, with the goal of avoiding a "lowest-bid focus." Selection will be based on quality, experience and ability to successfully complete the project as intended.

12. CONSTRUCTION

The project specific Quality Plan shall contain a section addressing the following items:

12.1 Project Team

H. J. RUSSELL & COMPANY team members will be assigned responsibility for enforcing the Quality Plan. These H. J. RUSSELL & COMPANY team members, typically, the superintendent, foreman, craft foreman, project manager, project engineer and project administrator will be the points of contact for ensuring consistency and responsiveness for resolving quality issues, such as:

- Conduct project quality meetings
- Review checklists with subcontractors prior to starting so that quality goals are understood at the outset

- Assist key subcontractors in assuring quality materials and installation
- Coordinate shop drawings reviews by consultants and primary designers
- Monitor work for conformance with drawings, specifications, performance criteria, testing and other contract document requirements
- Coordinate inspections and tests for each significant construction activity
- Maintain logs, as appropriate
- Coordinate corrective actions in order to maintain compliance with the Quality Plan
- Develop a start-up program with subcontractors and coordinate implementation
- Ensure that a photographic history of the project is developed maintained and archived along with other Quality Plan documents
- Organize O&M packages, Owner training and attic stock materials

The H. J. RUSSELL & COMPANY project team has authority to stop work that does not comply with the contract documents or H. J. RUSSELL & COMPANY's standards.

12.2 General Procedures during Construction

- Mock-ups. H. J. RUSSELL & COMPANY's project team will schedule mock-ups to be constructed on specific scopes of work. These will include contract required mock-ups as well as products that are unfamiliar to the project team or items deemed to potentially cause a liability risk or schedule delay. Key building components will be mocked-up and tested, especially items related to building envelope and fenestrations, for example, window, door or other penetrations through the envelope.
- Quality Meetings. Regular quality meetings with the Owner, the design team and subcontractors will be held. These can be a one-on-one meeting with a specific sub as needed or a more general approach combined with other regularly scheduled meetings. The purpose of these meetings is to focus quality efforts on preventing deficiencies as well as detecting deficiencies and track progress using the Non-conformance Log.
- Designer/Consultant Review and Inspections. Under most circumstances; designers and consultants, including waterproofing, acoustical, MEP and other specialties will review details and submittals. Sometimes, they will also participate in inspecting and checking off installed systems for compliance with design requirements.
- Testing and Inspections. Independent laboratory /inspection agencies will supplement government inspections when needed or required.
- Punchlists. A dedicated punchlist team will be comprised of H. J. RUSSELL & COMPANY and the Owner's representative as set forth in the Zero Defects Program (ZDP.) The Quality Plan will require individual unit or room sign-off's.

13. POST-CONSTRUCTION

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

13.1 Warranty

- The standard warranty program (1 year) will provide a single point of contact for all warranty requests. Typically, this will be the project manager.
- The warranty program will log the requests, differentiate between maintenance and warranty matters and ensure prompt subcontractor response to warranty issues during the warranty period.
- All warranty work will be completed utilizing a Work Request Form (Attachment 7,) enabling documented cost and closure to each issue.
- H. J. RUSSELL & COMPANY, subcontractors and/or suppliers may be required to inspect the work 11 months after completion. A warranty inspection report will be published after this 11 month inspection. This inspection will be visual only, unless the visual inspection determines further investigation is required. The inspection report will document the current condition of the work in place, repairs necessary or performed and other findings that are pertinent. The inspection will include, but not be limited to the following building components:
  - Building Envelope
  - Exterior Window and Door Seals
  - Grade Around the Building
  - Roofing and Flashing
  - Mechanical Systems
  - Plumbing
  - Electrical Systems
  - Other

13.2 Documentation

Project documents will be maintained on Procore for at least a period of 10 years from the date of substantial completion.

- As-Builts. As-built documentation will be kept up to date and maintained at the jobsite by each key subcontractor performing work and verified monthly by a designed H. J. RUSSELL & COMPANY project team member as a precondition to subcontract payment.
- Certificate of Substantial Completion A certificate of substantial completion will be filed on all projects in order to substantiate the warranty period and acknowledge to the Owner and architect that the project is substantially complete.
- Operation and Maintenance (O&M) Manuals. A list will be developed by the project administrator then checked by the project manager and superintendent. This list will identify all subcontractors or suppliers and the information they need to provide in order to complete the O&M manual. This document will give the subcontractor and suppliers time to generate their information and allow time for the project administrator to compile the data into the manual. The O&M manual should be delivered to the Owner (and others) not more than 1 month after final completion.
- Owner/Maintenance Staff Training. All systems training should take place as soon as reasonably possible and be documented with names of those who attended, what systems were involved and signatures of the attendees. Video and voice records will be maintained when necessary.

14. WATER INTRUSION PREVENTION

14.1 Pre-construction

As part of the pre-construction process, the project manager or superintendent, as applicable, will review the project specific materials list and the sequence of construction.

H. J. RUSSELL & COMPANY will make a good faith effort to identify work practices, materials, or inadequate design that may create or expose vulnerable materials to elevated moisture conditions during or after construction. In general, the following factors may contribute to creating these conditions and should be evaluated during this stage:

- Improper use of vulnerable materials that are exposed to high moisture conditions
- Improper or inadequate design creating high moisture conditions
- Improper design or construction critical building systems (i.e.; roof, exterior wall and window systems) that compromises the building envelope and allows uncontrolled moisture intrusion to occur.
- Improper or inadequate mechanical systems that contribute to high moisture conditions due to mechanical failures, or high relative humidity conditions
- Improper construction sequencing that exposes the building or vulnerable materials to high moisture conditions.
- A list of the potentially problematic areas, work practices, and construction materials to be considered during the pre-construction phase will be maintained by the Home Office and periodically updated as additional items of concern are identified. H. J. RUSSELL & COMPANY will maintain a log of alternate construction materials that offer improved resistance to mold and moisture. The project team may either reference this log or confer with vendors when proposing the use of alternate materials.

14.2 Construction Scheduling

Under most circumstances, H. J. RUSSELL & COMPANY is responsible for creating the construction schedule and scheduling subcontractor's activities. The development of this schedule typically is set based on work-start dates and interim and final deadlines for completion. Where possible, the project team will attempt to schedule work in order to prevent the building and vulnerable construction materials from being exposed to high moisture conditions during construction.

Consideration must be given to the three distinct construction periods when evaluating the potential for building and vulnerable construction materials being exposed to high moisture conditions.

These include:

- *"Exposed Phase":* This includes the period when all building materials are exposed to precipitation, which typically includes framing and placing of concrete.

- *"Partially enclosed" Phase:* This includes the period after the roof deck is installed but the building is not fully weathered in. Typically, many vulnerable materials are installed during this phase of construction.
- *"Enclosed Phase":* This includes the phase when the building envelope and the roofing system are complete and the interior finishes are being installed.
- Whenever possible, the construction schedule will be developed so that vulnerable materials are protected to the maximum extent possible and the building envelope is completed prior to the installation of any interior finishes or other vulnerable materials.

14.3 Inspections During Construction

The project manager, superintendent or other member of the project team will inspect the project site during construction documenting the inspection on the daily report. The site will be inspected to assure it is being maintained in a manner to control water intrusion and to prevent mold growth. The inspection frequency will be dependent on project conditions but at a minimum should be completed every two weeks.

Inspections that are more frequent may be necessary during:

- Extended periods of inclement weather
- Particular stages of work such as the installation of critical building envelope components

A member of the project team will document the inspections on the daily report and these must be reviewed periodically and supplemented with any noteworthy project specific information. This team member must identify "at risk" conditions, document any response action required to correct any deficiencies and document the date and time the inspection was completed.

14.4 Water Intrusion Plan and Procedure

It is H. J. RUSSELL & COMPANY's policy to not only undertake all precautions, but also in the event of water infiltration, to immediately remove any wet organic materials that have the potential of mold growth.

- The project schedule will be reviewed as to the start date of construction and the start date of interior finishes as they relate to the region's cyclical wet weather conditions and make recommendations as to the hazards associated with such schedule conditions.
- In low and mid-rise projects, depending upon the exterior facade materials, it may be practical to install a screening on the exterior scaffolding, which will help in the prevention of water intrusion into the building.
- In high-rise projects whose exterior is a form of a prefabricated panel, the schedule will be prepared so that the exterior skin can be erected in a sequence that works with the structure sequence, allowing earlier enclosure of the

facade at the lower levels of the building. Pre-cast panels must be designed when practical so that windows can be pre-glazed in the panels at the yard instead of on site.

- Additional floor protection will be utilized at specific strategic floors at shaft openings and other slab penetrations, such as sealing openings, providing temporary dams around openings, as field conditions dictate.
- Providing temporary roofing, or first layer of roofing, is critical as soon as practical after the roof structure is poured if the schedule dictates that this occurs immediately prior to during the wet weather season.
- Drains must be tied in at all possible locations from the roof down through the building to drain rain water as soon as practical

ATTACHMENT 10 – FORM OF PERFORMANCE AND PAYMENT BONDS

(To Be Added)

EXHIBIT H: GENERAL CONDITIONS COST TEMPLATE