

REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL CONSTRUCTION AND PROJECT MANAGEMENT SERVICES
FOR THE HAWAI'I CONVENTION CENTER

RFQ No. 2024-20

HONOLULU, HAWAII

APRIL 2024

Qualification Submissions Due: Friday, May 24, 2024

For Information, Contact: Mari Tait
HCC's Contracting Officer
at hccrfp@hccasm.com

**NOTICE TO PROVIDERS OF PROFESSIONAL CONSTRUCTION AND
PROJECT MANAGEMENT SERVICES**

AEG Management HCC, LLC a wholly owned subsidiary of ASM Global (“HCC”) is seeking qualified Firms to provide professional construction and project management support services for upcoming construction projects at the Hawaii Convention Center. The HCC will select a Construction Management/Project Management Consultant (CM/PM) to provide construction and project management support services to the HCC. Qualification submittals must be submitted to HCC via email (as indicated herein) **no later than 2:00 p.m. Hawai’i Standard Time (“HST”), on Friday, May 24, 2024.**

The CM/PM will be working under the direction of the General Manager of the HCC and HCC management staff. The CM/PM will serve as an extension of HCC staff, providing construction and project management support services as requested, including procurement, design support, cost estimating, scheduling, constructability review, project controls, and construction administration. In addition, the CM/PM shall have State/Government contracting experience as stated herein.

The CM/PM shall demonstrate substantial experience in undertaking and completing the type of work required.

Written questions regarding this RFQ may be submitted via email to the Contracting Officer by **2:00 p.m. HST on Friday, May 10, 2024.**

Questions about this RFQ should be directed to:

Contracting Officer – Ms. Mari Tait
AEG/Hawaii Convention Center
1801 Kalakaua Avenue
Honolulu, Hawaii 96815
Email: hccrfp@hccasm.com

This RFQ does not commit HCC to award a contract, nor to pay any costs incurred in the preparation and submission of Proposals in anticipation of a contract. HCC also reserves the right to unilaterally cancel this solicitation at any time without any liability.

GENERAL INFORMATION / INSTRUCTIONS TO PROPOSERS

Deadline For Proposals

Proposals **MUST** be submitted via email to the Contracting Officer no later than **2:00 p.m. HST, Friday, May 24, 2024**. Proper delivery of the proposal is the sole responsibility of the Offeror.

Contracting Officer

The Contracting Officer is responsible for administrating/facilitating all requirements of the RFQ solicitation process. The Contracting Officer will also be responsible for "contractual actions" throughout the term of the contract. The Contracting Officer is:

Contracting Officer -- Ms. Mari Tait
AEG/Hawai'i Convention Center
1801 Kalakaua Avenue
Honolulu, HI 96815
Email: hccrfp@hccasm.com

AEG Company Overview

ASM Global is the world's leading venue management and services company. The company was formed by the combination of AEG Facilities and SMG, global leaders in venue and event strategy and management. The company's elite venue network spans five continents, with a portfolio of more than 300 of the world's most prestigious arenas, stadiums, conventions, and exhibition centers, and performing arts venues. For more information, please visit www.asmglobal.com.

Facility Overview

The Hawaii Convention Center opened to the public in June 1998 and is used for a variety of events, including conventions, trade shows, public shows, meetings, and sporting events. The Hawaii Convention Center offers approximately 350,000 square feet of rentable space, including 51 meeting rooms. AEG Management HCC, LLC, a part of the ASM Global collection of companies, is the manager of the HCC pursuant to a Contract for Professional Services effective as of January 1, 2014, as may have been amended, with the Hawai'i Tourism Authority ("HTA"), a duly organized authority of the State of Hawai'i (the "State").

For more information on HCC, please visit <https://www.meethawaii.com/convention-center/>

1.1 PROCUREMENT TIMETABLE and SIGNIFICANT DEADLINES

The Timetable and Significant Deadlines set out herein; represents HCC's best estimate of the schedule to be followed in the RFQ process. If an activity of the timetable (i.e., Proposal Due Date for Receipt of Proposals) is delayed, the rest of the timetable deadlines may be shifted by the same number of days. HCC will advise Offerors by issuing an addendum to the RFP of any changes to the proposed timetable.

Activity

Scheduled Date

RFQ Announcement

Sunday, April 28, 2024

RFQ Issue	Monday, April 29, 2024
Register by	Friday, May 3, 2024
Closing Date for Receipt of Questions	Friday, May 10, 2024
HCC's Response to Offeror's Questions	Wednesday, May 15, 2024
Proposal Due Date	Friday, May 24, 2024
Selection/Award of Contract	June 2024

1.2 SUBMISSION OF QUESTIONS

Offerors are encouraged to submit written questions pertaining to the RFQ. Questions must be submitted in writing via email to the Contracting Officer. All written questions will receive an official written response from HCC and become addendums to the RFQ. The only official position of HCC is that which is stated in writing and issued in the RFQ as addenda thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response/statement, and may not be relied upon.

1.3 SOLICITATION REVIEW

Offerors should carefully review this solicitation for defects and questionable or objectionable matter. Comments concerning defects and questionable or objectionable matter must be made in writing and should be received by the Contracting Officer no later than **2:00 p.m. HST on Friday, May 10, 2024**. This will allow issuance of any necessary amendments to the RFQ. It will also assist in preventing the opening of proposals upon which award may not be made due to a defective solicitation package. Offerors may not raise any issues with the contents of the RFQ after Proposals have been submitted.

1.4 RFQ AMENDMENTS and ADDENDA

HCC reserves the right to amend the RFQ any time prior to the ending date for proposal review/evaluation period. Such changes shall come in the form of amendments or Addenda.

1.5 CANCELLATION OF RFQ

The RFQ may be unilaterally canceled by HCC at any time if such cancellation is determined by HCC in its sole discretion to be in the best interests of HCC.

1.6 CONDITIONS AND LIMITATIONS

The proposal and any information made a part of the proposal will become part of HCC's official files without obligation on HCC's part to return them to the original Offerors.

This RFQ and the selected Offeror's response will, by reference, become part of the formal

Contract between HCC and the selected Offeror resulting from this solicitation.

Offerors shall not offer any gratuities, favors, or anything of monetary value to any official or employee of HCC or the State for the purpose of influencing consideration of a proposal.

1.7 RULES OF CONTACT AND COMMUNICATIONS

Offerors may not contact HCC officials, employees, or representatives concerning this RFQ while the solicitation process is in progress, except as expressly required or permitted by these General Instructions, the RFQ Documents, or other instruction from HCC. The solicitation process begins when the RFQ is issued and will be completed with the award of the Contract. Any contact determined to be improper, at the sole discretion of HCC, may result in disqualification.

SCOPE OF WORK

Introduction

HCC is seeking a CM/PM to provide construction and project management support services for certain construction projects at the HCC and to assist with the development of the projects through the Preconstruction Phase, Construction Phase, Project Close-out Phase and Post-Construction Phase of the projects. The CM/PM shall retain full responsibility for all procurement, construction and project management support services provided.

The following scope of services is included as a guide for the Firm. It is designed to identify the minimum service level expected from the successful Firm and as such should be modified and augmented, based upon the experience of the Firm, as necessary to complete the Projects.

The scope of services to be performed by the CM/PM will be re-evaluated as deemed necessary by the HCC at key milestone dates. Award of contract neither guarantees all or a portion of the work described herein.

This RFQ sets forth the minimum qualifications required, describes the anticipated scope of the work, and defines the selection process. Please read these requirements carefully, as the selection of the most qualified Proposer will be based on criteria contained in this document.

The HCC construction projects are contingent upon appropriation of funds by the Hawaii Tourism Authority ("HTA").

2.1 ADMINISTRATION and PRE-CONSTRUCTION TASKS

- Provide and maintain a Project Construction Controls Systems (PCCS) acceptable to the HCC. The PCCS will be implemented to facilitate and document communication among the CM, general contractor and core subcontractors, the architect/engineer (if applicable), the HCC, and other consultants, and will continue to be used throughout the construction to post-construction phases. PCCS shall include the following minimum features: change order and change order request tracking and management, contract management, project and program dashboard, project reporting, project logs tracking RFIs/submittals, document management and archival, photo management, punch list, and cost management. Copies of samples of the proposer's PCCS should be submitted with its qualifications.
- Develop detailed project budget and cash flow projections for the specific project, to be approved by HCC.
- Provide functional integration with HCC/AEG data-based reporting systems and coordination with HCC staff in the implementation and maintenance of the PCCS.
- Provide access and support services to the PCCS for the general contractor, the architect/engineer (is applicable), HCC staff, and other consultants.
- Review and provide input on the HCC's Procurement Procedures for Construction Projects Manual that will be utilized during construction, including all forms, documents, logs, and procedures requiring review and approval.
- Comply with all aspects of the HCC's Procurement Procedures for Construction Projects Manual and Part III of chapter 103D of the Hawaii Procurement Code and its relevant Hawaii Administrative Rules when procuring and administering construction contracts.

- Develop and provide bid documents and construction contracts in accordance with Part III of chapter 103D of the Hawaii Procurement Code and the HCC's Procurement Procedures for Construction for all construction contracts on each project
- Manage project procurement process to contract award.
- Collect and maintain all certificates and documents required by construction contracts.
- Maintain and provide records in electronic format of all correspondences throughout the project.
- Manage construction projects using a design/build approach or design, bid, build approach.
- Select and coordinate all architectural, design, engineering, or other consulting services for each project. Please note that final approval of the selected design shall be with HCC.
- Work with the design team to complete all design elements necessary for each project.
- Facilitate and direct implementation of program requirements to project architect and finalize program document with project and/or design team.
- Facilitate design coordination with regulating state/city agencies to ensure conformance and timely approvals.
- Provide detailed review and recommendations throughout the development of schematic design, design development and constructions documents.
- When applicable, assist project architect in preparation of special conditions, general conditions and project specifications with particular emphasis on material selections and construction phasing and sequencing.
- Serve as HCC representative throughout design phase to maximize revenue potential, when applicable, maximize cost savings and satisfy operating requirements, including project meetings.
- Facilitate the design of all tenant improvements including the timely and accurate development of all vendor-occupied areas and assist HCC with compliance with the requirements of the Americans with Disabilities Act of 1990 (ADA), including hiring consultants to assist with compliance with such ADA requirements.
- Assist HCC in preparing all required planning, building, and zoning applications and obtain necessary entitlements and/or permits if necessary.
- Assist HCC with any environmental abatement program, coordinate demolition and site preparation, and supervise utility installations or relocations.
- Ensure that the design and construction of all projects comply with all applicable Federal, State, and County laws, codes, ordinances, and Rules, including but not limited to ADA and the State Disability and Communication Access Board requirements (HRS Section 103-50).
- Evaluate alternatives for project delivery methods with HCC and make recommendation regarding most effective and appropriate method.
- Solicit and evaluate general contractor candidates and recommend selection to HCC as well as architectural and/or engineer/design firm(s).
- Review subcontractors selected by general contractor.
- Review the actual completed work and provide recommendations to the HCC as they relate to Contractor's payment requests. Assist HCC Staff in the approval of Contractor's progress payments.
- Provide certified payroll submissions to the Department of Labor as necessary.
- If the project involves upgrades or implementation of building systems, the CM/PM shall assist with the training of operation and maintenance of the building system. Provide digital recordings of all such training for record purposes, unless otherwise determined to be performed by the general contractor, or others.

- Provide advice and recommendations on resolving technical and contractual issues and/or disputes that arise during construction.
- Review, coordinate and recommend action on all deliverables and submittals from consultants, the general contractor, and key subcontractors on the projects.
- Assist the HCC in ensuring that the general contractors and subcontractors honor their warranty responsibilities in a timely manner.
- Where advantageous and upon request by the HCC, make digital video camera records of the work. If this task is included in the specifications as a Contractor's requirement, then the CM/PM shall coordinate and maintain the records.
- Assist the HCC in preparation for and defending against any legal claim or court suit as needed.
- Establish processes and procedures and roles and responsibilities of the Project Team to ensure the timely resolution of all issues, including but not limited to, RFIs, Submittals, LEED-related Documentations, Proposed Change Orders (PCOs), Change Orders (CO), Change Order Requests (CORs), Correction Notices, Non-conforming Work Reports, etc.
- Assist with the coordination LEED close-out documentation and other close-out activities as outlined in the Contract Documents.
- Develop a system for the tracking of punch list items. Coordinate with the general contractor, and subcontractors on the timely correction and completion of all punch list items.
- Coordinate and track the delivery of all spare parts, operation and maintenance manuals, warranty documents, training logs, as built/record drawings, keys, and any other items necessary to the HCC.
- Prepare monthly reports to detail preconstruction and construction activities; make recommendations to resolve project risks; and allocate remaining CM/PM contract amount towards projected Construction Management tasks.

2.2 CONSTRUCTION, POST-CONSTRUCTION, & BUDGET/COST ESTIMATE TASKS

- Review and analyze the Contractor's baseline Critical Path Method (CPM) schedules, schedule updates (monthly or at a HCC-specified frequency), and construction "look-ahead" schedules.
- Monitor construction progress with respect to schedule and procedures and implement actions necessary to maintain or improve construction progress.
- Prepare and submit reports detailing the review and approval of the CPM schedules.
- All construction project schedules will be prepared utilizing the CPM.
- Prepare periodic progress status reports.
- Prepare recommendations on how to recover from schedule slippages.
- Analyze impacts to schedule resulting from proposed change orders and pending/approved change orders on the project duration and schedule, including time extension requests and rain or other weather-related delay days.
- Assist with negotiation of change order requests and change orders as they relate to time impact to the construction schedule and impact to the original scope of work
- Provide schedule updates during critical points of the design phases to assure completion of the design within the baseline schedule timeline. Provide recommendations, as necessary, to ensure that the projects can meet the schedule milestones.
- Complete project closeout including punch list generation and monitor final acceptance of equipment and facilities, compilation and review of all operations and maintenance manuals, and training of all operations staff.

- Review/oversee “request for information” process and cause log to be maintained.
- Review/oversee shop drawing/submittal process and cause log to be maintained.
- Implement punch list procedure and continue to participate through correction and completion of all punch list items.
- Responsible for securing, reviewing, accepting, and distributing all as-builts, warranties and other turnover documents.
- Assist with compliance with the Occupational Safety and Health Act.
- Coordinate and obtain appropriate lien waivers and related releases from contractors and subcontractors working on the Project, including recording (or causing the applicable contract to record) such lien releases in accordance with applicable law.
- Ensure that the HCC’s Health and Safety Procedures are followed by the General Contractor and all workers on the projects. The HCC’s Health and Safety Procedures are contained in Appendix B.
- Review, evaluate, validate, and reconcile construction cost estimates and project cost projections and escalations prepared by architect/engineering team and general contractor to facilitate the establishment of a value targeted budget and scope.
- When requested by the HCC, prepare independent cost estimates at each major design milestone for all trade packages, as requested.
- Provide cost budget, cost forecasts, and cost monitoring management services. Provide cost estimates at key design phase milestones to assure completion of the Project within the cost budgets approved by the HCC.
- Assist in negotiations of change order requests and change orders for cost and provide appropriate recommendations to the HCC.
- Prepare construction cost estimates for the major design phases: 100% Design Development (DD), and 50% and 90% Construction Drawings (CD).
- Develop and implement a tracking system to monitor and control the status of construction change orders, change order requests, and proposed change orders. Review and advise the HCC on change order requests.
- Prepare reports monitoring construction progress and construction budget expenditures.
- Participate in the evaluation and recommendation of Value Engineering measures.
- Provide input on potential impacts and risks of proposed construction measures and review comments by general contractors, or the design team.
- Review and advise on contractor's and its subcontractors' shop drawings, fabrication drawings, coordination drawings, submittals, and RFIs for compliance with the Contract Documents.

GENERAL REQUIREMENTS

Qualifications reflect the anticipated level of responsibility of the disciplines needed for this contract. RFQ responses must include Statements of Qualifications and resumes for each of the key personnel proposed for the CM/PM Team to document that they meet or exceed the minimum qualifications listed.

3.1 CM/PM FIRM QUALIFICATIONS

The CM/PM Firm shall meet the following requirements:

- A minimum of fifteen (15) years in business providing construction and project management and the proposed scope of services outlined in this RFQ.
- The CM/PM Firm shall demonstrate relevant and requisite experience, providing construction and project management services for projects similar to the projects proposed for the HCC. Provide specific examples of tools and measures utilized in providing CM/PM support services for projects similar to those proposed for the HCC.
- The CM/PM Firm shall also demonstrate relevant project experience where Leadership in Energy and Environmental Design (LEED) requirements were incorporated into the design and construction with a minimum of LEED Gold certification. The CM/PM shall have at least one (1) LEED Accredited Professional on their staff in a key leadership and management position, as an employee, not as a specialty consultant member of the team.
- The CM/PM Firm shall have significant State of Hawaii government contracting experience.
- The CM/PM Firm shall have experience submitting Certified Payroll pursuant to the Hawaii State labor laws.

3.2.1 KEY PERSONNEL /LEAD TEAM MEMBER QUALIFICATIONS

3.2.A CONSTRUCTION / PROJECT MANAGER (LEAD)

To qualify as the Project Manager for this RFQ, an individual within the CM/PM Firm must possess the following qualifications:

- Minimum of fifteen (15) years of recent experience in construction and project management relative to medium to large and complex construction projects. Demonstrate relevant and requisite experience providing construction and project management services for projects similar to those proposed for the HCC.
- Relevant experience within the last ten (10) years serving in the capacity as the Construction Manager.
- The ideal candidate will possess one or more certificates from an industry related association, such as a Certified Construction Manager (CCM) certified by the Construction Management Association of America – CMAA, or Project Management Professional (PMP) certified by the Project Management Institute.
- Current registration as a Professional Engineer or Registered Architect in the State of Hawaii, and LEED accreditation from the U.S. Green Building Council is highly desirable.
- A minimum of two (2) years experience with State of Hawaii Procurement Code Projects.

3.2.B SCHEDULER

To qualify as a Scheduler for this RFQ, an individual within the CM/PM must possess the following qualifications:

- * Minimum of ten (10) years of recent experience in scheduling relative to medium to large construction projects. Demonstrate relevant and requisite experience providing

construction and project management services for projects similar to those proposed for the HCC.

- * Relevant experience within the last five (5) years serving in the capacity as the Lead Scheduler on complex building projects.
- * Fully knowledgeable of construction scheduling utilizing the Critical Path Method with resource and cost loading. The proposed scheduling engineer shall also demonstrate experience evaluating and analyzing time and cost impacts as they relate to Contractor's delay claims.
- * The ideal candidate will possess one or more certifications from an industry related association such as the Association for the Advancement of Cost International (AACEI), such as a Certified Cost Engineer/Consultant (CCE/CCC); a certified Planning and Scheduling Professional (PSP), or other similar certifications (e.g. Certified Construction Manager - CCM certified by the Construction Management Association of America - CMAA)

3.2.C COST ESTIMATOR

To qualify as the Lead Cost Estimator for this RFQ, an individual within the CM/PM must possess the following qualifications:

- Minimum of fifteen (15) years of recent experience in cost estimating relative to medium to large building projects. Demonstrate relevant and requisite experience providing construction management services for projects similar to the projects proposed for the HCC.
- Relevant experience within the last ten (10) years serving in the capacity as the Lead Cost Estimator on complex building projects.
- Fully knowledgeable of construction cost estimating and development of project budgets, cost models, cost projections, and value engineering analysis. The cost engineer shall also demonstrate experience evaluating and analyzing time and cost impacts as they relate to Contractor's delay claims and reviewing and negotiating change orders.
- The ideal candidate will possess one or more certifications from an industry-related association such as a certified Planning and Scheduling Professional (PSP); a Certified Cost Engineer/Consultant (CCE/CCC) from the Association for the Advancement of Cost International (AACEI), a certified Professional Estimator (CPE) by the American Society of Professional Estimators; or similar certifications from other industry related associations (e.g. Construction Management Association of America- CMAA)

THE SELECTION PROCESS

Although the HCC's selection of the Firm under this RFQ is not subject to Section 103D-304, Hawaii Revised Statutes, and Section 3-122 Subchapter 7, Hawaii Administrative Rules, as amended, nevertheless, HCC will follow the spirit of the foregoing in its selection of the Firm for the Projects. The selection criteria employed in descending order of importance shall be:

1. Experience and professional qualifications relevant to the project type as provided herein;
2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies; and
3. Capacity to accomplish the work in the required time.

SUBMITTAL REQUIREMENTS AND DUE DATE/TIME

Firms interested in providing professional services must submit the following items to hccrfp@hccasm.com (5 MB maximum aggregate size for attachments) with subject line "RFQ 2024-20 Construction and Project Management Services at the Hawai'i Convention Center" no later than **2:00 p.m. HST on Friday, May 24, 2024:**

5.1 Completed DPW Form 120 (Revised 6/99) including Supplement 1 (MS Word file for the form is included with this solicitation). A copy of DPW Form 120 is attached hereto as Appendix A.

5.2 Statement of Qualifications (SQQ) for the project which includes:

5.2.a Firm's experience and professional qualifications relevant to the project type.

- o Describe firm's experience (including roles and responsibilities) in providing services for relevant past projects.
- o Identify individuals (and provide their qualifications) who will be assigned and working on this project for the entire design team including the subconsultants.
- o Provide the number of projects of this type that firm has been involved with (in total and in the last five years). Indicate if experience was as a prime consultant or subconsultant.

5.2.b Firm's past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies.

- o Provide past projects' title, location, year completed, and scope and describe:
 - successful elements of the past projects.
 - challenges (and how they were overcome) on the past projects.
 - how success or lessons learned can apply to this project.
- o Include any evaluation forms, letters of recommendations, testimonials, etc. that attest to the firm's past performance and quality of work.

5.2.c Firm's capacity to accomplish work in the required time.

- o For the individuals who will be assigned and working on this project: Identify all other projects assigned to the persons and the time commitments for those projects.

5.2.d Firms with home offices outside of Hawaii: Indicate whether or not the firm has an office in Hawaii or affiliation with another firm having a Hawaii office. If not, explain how firm will conduct business with HCC during normal Hawaii State business hours of 7:45 a.m. to 4:30 p.m. HST.

5.3 Names and phone numbers of a minimum of three (maximum of five) clients who may be contacted, including at least two for whom services were rendered during the preceding year.

- 5.4 Statement indicating any objections to retaining specialty sub-consultant(s) under the prime contract. Objections may affect the firm's consideration for the project. Note that it is HCC's intent that all subconsultants shall come under the prime consultant's contract.
- 5.5 Firm's COVC. Provide a current Certificate of Vendor Compliance via Hawai'i Compliance Express (<http://vendors.ehawaii.gov>) issued by the State of Hawai'i.
- 5.6 Incomplete and Late Submittals.
 - a. Submittals received by the aforementioned due date/time but with missing or deficient information will be accepted "as-is".
 - b. Submittals received after the aforementioned due date/time will be considered non-responsive to this notice.

INSURANCE

- 6.1 Insurance: Firms are not required to submit insurance documentation at this time. However, firms are advised that the listed coverages that follow are required to be awarded a contract after selection for a project:
- 6.1.a Commercial General Liability insurance, written on an occurrence form, with policy limits of not less than two million dollars (\$2,000,000) each occurrence and four million dollars (\$4,000,000) general aggregate and follow a form umbrella or excess liability with a limit of ten million dollars (\$10,000,000). The HCC, HTA and the STATE shall be named as additional insureds.
 - 6.1.b Automobile Liability insurance covering vehicles owned, and non-owned vehicles used, by the Firm, with policy limits of not less than one million dollars (\$1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the management, maintenance and use of those motor vehicles along with any other statutorily required automobile coverage. Automobile Liability insurance shall include coverage for automobile contractual liability. The HCC, HTA, and the STATE shall be named as additional insureds.
 - 6.1.c Professional Liability/Errors & Omissions insurance for limit of not less than two million dollars (\$2,000,000) per claim and five million dollars (\$5,000,000) annual aggregate. Deductible/retention is limited to one hundred thousand (\$100,000). Continuous coverage or tail coverage is required for at least three (3) years post completion of the project. The Professional Liability/Errors & Omissions insurance shall be for protection of claims arising out of negligent acts, professional services/errors and omissions by or for the Firm.
 - 6.1.d Worker's Compensation and Employer's Liability (where required by HRS 386). The minimum limit of liability for workers compensation is the HRS 386 statutory limit. The Minimum limit of employer's liability for bodily injury from each accident is one million dollars (\$1,000,000). The Minimum limit of employer's liability for bodily injury from disease per employee is one million dollars (\$1,000,000). Minimum limit of employer's liability for bodily injury from disease one million dollars (\$1,000,000).

APPENDIX A
DPW FORM 120 (Rev. 6/99)

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

QUESTIONNAIRE FOR ARCHITECTS, ENGINEERS AND OTHER PROFESSIONAL SERVICES

QUESTIONNAIRE FOR: (LIST DISCIPLINE)	OTHER QUESTIONNAIRES SUBMITTED: (LIST DISCIPLINES)	DATE
FIRM NAME	ESTABLISHED YEAR STATE	TYPE OF ORGANIZATION (Underline) INDIVIDUAL PARTNERSHIP CORPORATION JOINT VENTURE OTHER
BUSINESS ADDRESS, TELEPHONE & FAX NO. OF HAWAII OFFICE	AGE OF FIRM	FEDERAL ID NO. YEARS ESTABLISHED IN HAWAII
PRINCIPALS OF FIRM: (NAMES)	ASSOCIATE MEMBERS OF FIRM: (NAMES)	
PRESENT BRANCH OFFICE(s): (ADDRESS, TELEPHONE & FAX NO.)	PERSON IN CHARGE: (NAMES)	

NUMBER OF PERSONNEL IN YOUR PRESENT ORGANIZATION

LOCATED AT	PRINCIPALS & KEY PERSONNEL			OTHER PERSONNEL										TOTAL		
	Architect	Engineer	Others	Architect	Engineers				Draftsmen	Spec. Writer	Estimator	Inspector	Surveyor		Balance	
					Mech.	Electri	Civil	Others								
HOME OFFICE																
BRANCH IN																
TOTAL																
TECHNICAL PERSONNEL:				NUMBER OF PERSONNEL WITH HAWAII LICENSES					NUMBER OF PERSONNEL WITHOUT HAWAII LICENSES							

PERSONAL HISTORY STATEMENT OF PRINCIPALS AND ASSOCIATES WITHIN YOUR FIRM							
NAME			RESIDENT OF		NAME		RESIDENT
TITLE				TITLE			
YEARS OF EXPERIENCE	AS PRINCIPAL IN THIS FIRM	AS PRINCIPAL IN OTHER FIRMS	OTHER THAN PRINCIPAL	YEARS OF EXPERIENCE	AS PRINCIPAL IN THIS FIRM	AS PRINCIPAL IN OTHER FIRMS	OTHER THAN PRINCIPAL
EDUCATION (COLLEGE, DEGREE, YEAR, SPECIALIZATION)				EDUCATION (COLLEGE, DEGREE, YEAR, SPECIALIZATION)			
MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS				MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS			
REGISTRATION (TYPE, YEAR, STATE)				REGISTRATION (TYPE, YEAR, STATE)			
NAME			RESIDENT OF		NAME		RESIDENT OF
TITLE				TITLE			
YEARS OF EXPERIENCE	AS PRINCIPAL IN THIS FIRM	AS PRINCIPAL IN OTHER FIRMS	OTHER THAN PRINCIPAL	YEARS OF EXPERIENCE	AS PRINCIPAL IN THIS FIRM	AS PRINCIPAL IN OTHER FIRMS	OTHER THAN PRINCIPAL
EDUCATION (COLLEGE, DEGREE, YEAR, SPECIALIZATION)				EDUCATION (COLLEGE, DEGREE, YEAR, SPECIALIZATION)			
MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS				MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS			
REGISTRATION (TYPE, YEAR, STATE)				REGISTRATION (TYPE, YEAR, STATE)			

PERSONAL HISTORY STATEMENT OF TECHNICAL PERSONNEL WITHIN YOUR FIRM

NAME		STATUS (Underline) Full-Time Part-Time	NAME		STATUS (Underline) Full-Time Part-Time
TITLE OR POSITION		YEARS OF EXPERIENCE	TITLE OR POSITION		YEARS OF EXPERIENCE
WITH THIS FIRM	WITH LAST FIRM (NAME & NO. OF YEARS)	WITH OTHER FIRMS	WITH THIS FIRM	WITH LAST FIRM (NAME & NO. OF YEARS)	WITH OTHER FIRMS
EDUCATION (COLLEGE, DEGREE, YEAR, SPECIALIZATION)			EDUCATION (COLLEGE, DEGREE, YEAR, SPECIALIZATION)		
REGISTRATION (TYPE, YEAR, STATE)			REGISTRATION (TYPE, YEAR, STATE)		
NAME		STATUS (Underline) Full-Time Part-Time	NAME		STATUS (Underline) Full-Time Part-Time
TITLE OR POSITION		YEARS OF EXPERIENCE	TITLE OR POSITION		YEARS OF EXPERIENCE
WITH THIS FIRM	WITH LAST FIRM (NAME & NO. OF YEARS)	WITH OTHER FIRMS	WITH THIS FIRM	WITH LAST FIRM (NAME & NO. OF YEARS)	WITH OTHER FIRMS
EDUCATION (COLLEGE, DEGREE, YEAR, SPECIALIZATION)			EDUCATION (COLLEGE, DEGREE, YEAR, SPECIALIZATION)		
REGISTRATION (TYPE, YEAR, STATE)			REGISTRATION (TYPE, YEAR, STATE)		
NAME		STATUS (Underline) Full-Time Part-Time	NAME		STATUS (Underline) Full-Time Part-Time
TITLE OR POSITION		YEARS OF EXPERIENCE	TITLE OR POSITION		YEARS OF EXPERIENCE
WITH THIS FIRM	WITH LAST FIRM (NAME & NO. OF YEARS)	WITH OTHER FIRMS	WITH THIS FIRM	WITH LAST FIRM (NAME & NO. OF YEARS)	WITH OTHER FIRMS
EDUCATION (COLLEGE, DEGREE, YEAR, SPECIALIZATION)			EDUCATION (COLLEGE, DEGREE, YEAR, SPECIALIZATION)		
REGISTRATION (TYPE, YEAR, STATE)			REGISTRATION (TYPE, YEAR, STATE)		

OUTSIDE ASSOCIATES AND CONSULTANTS USUALLY EMPLOYED

DISCIPLINE	NAME OF FIRM OR INDIVIDUAL	DISCIPLINE	NAME OF FIRM OR INDIVIDUAL

ERRORS AND OMISSIONS INSURANCE

DOES YOUR FIRM HAVE ERRORS & OMISSION (E&O) INSURANCE? (Underline)			AMOUNT OF COVERAGE PER CLAIM	AMOUNT OF DEDUCTIBLE
YES	NO	PROJECT INSURANCE	\$	\$

Submit proof of insurance or insurability from your insurance carrier with this form.

**SUMMARY OF YOUR FIRM'S COMPLETED AND PRESENT PROJECTS DURING THE LAST TEN YEARS
AS A PRIME A/E CONSULTANT**

TOTAL NUMBER OF COMPLETED PROJECTS	
TOTAL ESTIMATED CONSTRUCTION COST OF COMPLETED PROJECTS	\$
TOTAL NUMBER OF PRESENT PROJECTS	
TOTAL ESTIMATED CONSTRUCTION COST OF PRESENT PROJECTS	\$

AS AN ASSOCIATE WITH OTHER A/E CONSULTANTS

TOTAL NUMBER OF COMPLETED PROJECTS	
TOTAL ESTIMATED CONSTRUCTION COST OF COMPLETED PROJECTS (ONLY THE PORTION OF WORK FOR WHICH YOUR FIRM WAS RESPONSIBLE)	\$
TOTAL NUMBER OF PRESENT PROJECTS	
TOTAL ESTIMATED CONSTRUCTION COST OF PRESENT PROJECTS (ONLY THE PORTION OF WORK FOR WHICH YOUR FIRM IS RESPONSIBLE)	\$

CLASS OF WORK AND PROJECT TYPE SPECIALIZATION

TYPE OF PROJECT	TOTAL NO. OF COMPLETED PROJECTS	TOTAL ESTIMATED CONSTRUCTION COST	TOTAL ESTIMATED PROJECT SIZE (G.S.F.)

Categorize your firm's class for work during the last ten years by project type. Examples of project types include Educational, Commercial, Industrial, Residential, Health Care, Correctional and Judicial Facilities. Work may also be categorized as planning, civil sitework, renovation/alteration, architectural barrier removal, fire alarm system, etc.

PRESENT/COMPLETED PROJECTS IN WHICH YOUR FIRM IS/WAS DESIGNATED THE PRIME CONSULTANT (BY TYPE)

(LIST A MAXIMUM OF 10 PROJECTS FOR EACH DISCIPLINE/TYPE OF WORK BEING APPLIED FOR. LIST PROJECTS THAT REFLECT YOUR ABILITY TO PROVIDE QUALITY WORK FOR YOUR REQUESTED PROJECTS.)

TYPE :							
YEAR	NAME AND LOCATION OF THE PROJECT	NAME OF LEAD DESIGNER	NAME, ADDRESS, PHONE & FAX NO. OF THE OWNER	ESTIMATED CONST. COST (\$)	DURATION FOR DESIGN (MONTHS)	% COMPLETED	
						DESIGN	CONST.

PRESENT/COMPLETED PROJECTS THAT YOUR FIRM IS/WAS ASSOCIATED WITH OTHERS (BY TYPE)

(LIST A MAXIMUM OF 10 PROJECTS FOR EACH DISCIPLINE/TYPE OF WORK BEING APPLIED FOR. LIST PROJECTS THAT REFLECT YOUR ABILITY TO PROVIDE QUALITY WORK FOR YOUR REQUESTED PROJECTS.)

TYPE :								
YEAR	NAME AND LOCATION OF THE PROJECT	NAME, ADDRESS, PHONE & FAX NO. OF THE OWNER	ESTIMATED CONSTRUCTION COST		DURATION FOR DESIGN (MONTHS)	PRIME FIRM ASSOCIATED WITH	% COMPLETED	
			ENTIRE PROJECT	YOUR FIRM'S WORK			DESIGN	CONST.

Explain firm's individual project assignment, project management structure, project execution (work flow and responsibilities) and quality control process. In the event the spaces provided on this form are not sufficient for entries, or if you wish to furnish additional information, it may be inserted here or on separate sheets, with appropriate references.

[Empty space for providing details on project assignment, management structure, execution, and quality control process.]

As of this date _____ the foregoing is a true statement of facts.

NAME OF FIRM OR INDIVIDUAL SUBMITTING QUESTIONNAIRE	TYPE NAME AND TITLE OF PERSON SIGNING	SIGNATURE

NOTE: It is to a firm's advantage to maintain its experience record on a current basis. This may be accomplished by periodically forwarding current data to DAGS.

NAME	TITLE AND POSITION	YEARS WITH FIRM
MAJOR RESPONSIBILITIES WITH THIS FIRM		

PRIOR EMPLOYMENT

(START WITH LATEST EMPLOYMENT PRIOR TO JOINING THIS FIRM AND PROVIDE SIMILAR INFORMATION FOR EACH SEPARATE EMPLOYMENT OR MAJOR CHANGES IN DUTIES WITH THE SAME EMPLOYER.)

FIRM:	DATE FROM: TO:	FIRM:	DATE FROM: TO:
ADDRESS:		ADDRESS:	
JOB TITLE:		JOB TITLE:	
SUPERVISOR'S NAME AND TITLE:		SUPERVISOR'S NAME AND TITLE:	
MAJOR DUTIES:		MAJOR DUTIES:	

FIRM:	DATE FROM: TO:	FIRM:	DATE FROM: TO:
ADDRESS:		ADDRESS:	
JOB TITLE:		JOB TITLE:	
SUPERVISOR'S NAME AND TITLE:		SUPERVISOR'S NAME AND TITLE:	
MAJOR DUTIES:		MAJOR DUTIES:	

APPENDIX B

HCC Health and Safety Procedures

HAWAII CONVENTION CENTER
HEALTH & SAFETY PROCEDURES - CONTRACTOR POLICY

OVERVIEW:

Provide contractors of the Hawaii Convention Center (“HCC” or Facility) with the HCC/AEG Management HCC, LLC (“AEG”) rules, regulations and requirements when working at the Facility.

POLICY:

The policy of HCC/AEG is to provide a safe and secure environment for our clients, guests, visitors, contractors and employees.

PROCEDURE:

All contractors and sub-contractors are expected to abide to all HCC/AEG polices as listed:

- I. Health, Safety and Environment
- II. Access to Facility
- III. Fire, Health, and Safety - General Rules
- IV. Equipment Safety
- V. Hazardous Works and Materials
- VI. Special Requirements
- VII. General Do's and Don'ts

I. **HEALTH, SAFETY AND ENVIRONMENT**

A. **Compliance**

The Contractor, their employees and agents will comply with all relevant statutory and HCC/AEG's regulations pertaining to health, safety and environmental protection.

The Contractor shall ensure that all materials and equipment used in the project, regardless of the owner, comply with all relevant regulations and statutory requirements of HCC/AEG, the Government, local and other authorities with jurisdiction for occupational safety and health. All equipment requiring certification by authorizing agencies will be certified before brought onto Facility premises.

The Contractor is required to present license/certification of specific individuals who will operate any of HCC's lift equipment, in accordance with applicable state and federal OSHA regulations and HCC Safety Policies.

The Contractor is required to ensure proper license/certification is current, lawful and held by any individual operating lift equipment not owned by HCC.

B. **Responsibilities**

The Contractor is wholly responsible for the safety and safe working practices of its employees and agents. The Contractor will ensure their staff is trained and certified, as applicable, on the equipment required for the job, safety precautions and safe working practices before the job commences. HCC/AEG has the right to request the Contractor to provide certification, licensing or credentialing that is required by government regulation.

The Contractor shall report to HCC/AEG (Security Department) any incident or accident occurring, which involves any employee or agent of the Contractor. In cases of injuries or non-injuries incidents judged to be serious by HCC/AEG, the Contractor will carry out a full investigation without additional cost to HCC/AEG. A detailed report is submitted to HCC/AEG within three (3) working days, stating events relating to the incident or accident: the primary and contributory causes, conclusions, and recommendations to prevent reoccurrence.

The Contractor affirms that it has a written safety policy which is comparable to the HCC/AEG Safety Policy. The written safety policy is acknowledged, supported, and endorsed by HCC/AEG management. The Contractor further affirms that its safety policy has been disseminated and Contractor Employees and agents have been trained and signed off as completed.

The Contractor's safety policy will include a description of the Contractor's safety organization, procedures, and methods of communication to and from its employees and agents.

Contractors, their subcontractors, suppliers, and delivery vendors to all have appropriate and active Insurance Certificates and personal Medical Coverage for all employees or representatives.

C. **Health and Safety Site Control**

The Contractor will permit HCC/AEG access to any equipment, personnel, materials, and records involved in any job on the work site at HCC/AEG to enable HCC/AEG to:

1. Ensure the Contractor complies with all provisions presented herewith.
2. Ensure the Contractor is carrying out its responsibility under its Safety Policy.
3. Ensure the Safety Policy of the Contractor complies with all provisions presented.
4. Conduct, if required, independent investigations into an incident arising out of/or in connection with the job performance.

D. **Violation of Health and Safety Regulation**

If the Contractor is performing the job in an unsafe manner, or if its equipment requires modification to meet statutory or HCC/AEG safety standards, **HCC/AEG reserves the right to immediately suspend all or part of the job.**

The suspension notice shall include reasons for HCC/AEG issuing such notice and will outline the steps required to be taken by the Contractor to rectify the hazard.

The Contractor shall be considered inoperable of its obligations under this situation until the unsafe working condition hazard is remedied to the satisfaction of HCC/AEG.

The refusal or inability of the Contractor to remedy any hazardous working practice or to perform the required modification to its equipment within seven (7) days shall constitute a breach of Contract. HCC/AEG may, in addition to and without prejudice to any other rights the Contractor may have, terminate the Contract in accordance with the Contract.

E. **Personal Protective Clothing and Equipment**

The Contractor, at its own expense, supplies all its employees or agents, adequate personal protective clothing and equipment that will satisfy accepted industry standards as advised by HCC/AEG. Such protective equipment is supplied and always maintained in good condition at the Contractor's expense. The equipment must be worn on all relevant occasions as required by law, notice, instruction and in good sense.

F. **Security Checks**

HCC/AEG reserves the right to require the Contractor and their employees or agents to produce acceptable evidence of identification, such as a driver's license or identification card or badge, to HCC/AEG for the purpose of entering any premises of HCC/AEG. The Contractor and their employees and agents shall consent to the searching of any package, toolbox, or suitcase in their possession.

Contractors and their staff unwilling to comply with such requirement will not be permitted entry into any premises of HCC/AEG and, consequently, HCC/AEG will not be liable for any cost arising directly or un-directly out of such circumstances. The Contractor and their employees or agents shall also comply with such request prior to leaving the premises of HCC/AEG.

II. **ACCESS TO THE FACILITY**

A. **Access Control**

The Contractor must issue a list of all workers who will enter the Facility's premises by a company official. The list is provided to the Security Department prior to an employee or agent being authorized access to the premises.

Workers must identify themselves at the Security checkpoint entrance to the Facility. Verification will be by the submitted name list. Contractors should provide their workers with a nametag with the following information:

Name of company
Name and surname of worker
Position
Photograph of worker
Number of tag

Workers will be issued a colored wristband to verify they have checked in with HCC Security and are authorized to be on property.

The Facility, at its discretion, can object and require the Contractor to remove any person(s) employed by the Contractor or agent from the site who, in the opinion of the Facility is incompetent or negligent in the proper performance of their duties or whose employment or behavior is otherwise considered by the Facility as undesirable. Such persons are not employable or can continue work at the Facility.

B. **Means of Access**

Workers must only enter and exit the Facility through the Security Check-In on the Intermediate Level. It is accessible by walking along the Ala Wai Terrace Promenade past the Grand Staircase. When entering through the parking level, take service elevators 4 and 5 located in Section F, to the Intermediate Level "2" to Security Check-in. Contractors are not allowed to use guest elevators.

On the first day of work, all workers are to meet at the designated entrance for the identified management personnel to direct them to the work site.

C. **Daily Responsibility**

A responsible person designated by the Contractor will report their daily scope of work to the designated management in charge before commencing work. The Chief Engineer is the main point of contact should it be necessary to isolate or shut down any of the Facility plant equipment or systems.

D. **Event Contractor Use of Wristbands**

Should a contractor doing business on HCC decide to use a wristband system to ensure security within their area of operation, The Event Manager will be responsible for informing HCC Security of the use of wristbands and the color the contractor will be using. This will enable Security to select a different color than the contractor so there is no confusion.

E. **Before/After Shift**

Contractors are only allowed to be on site ½ hour prior and ½ hour after a scheduled shift. Contractors are not allowed on site when not scheduled.

III. **FIRE, HEALTH AND SAFETY - GENERAL RULES**

SMOKING IS STRICTLY PROHIBITED IN ALL AREAS OF THE FACILITY EXCEPT IN THE DESIGNATED SMOKING AREA.

Contractors and contractor's employees must abide by the Facility current COVID-19 protocols and procedures.

The contractor MUST appoint a responsible person to coordinate and ensure all safety measures and MUST be present at the project site at all times.

HCC/AEG designated management personnel will brief the contractor on the facility's firefighting system, fire detection system and evacuation routes and the Facility work safety guidelines.

All working areas must be cleaned, and debris removed from the Facility premises on a daily basis at the end of each day.

All work areas are to be properly secured prior to departure at the end of a day.

A fully supplied first aid kit must be provided by the Contractor and kept at the work site.

All workers are to be properly dressed based on the safety guidelines with proper shoes or boots.

All electrical equipment is to be properly wired, grounded with correct fitting plugs. Items inoperable or hazardous must be handled under the lockout tag out guidelines.

IV. **EQUIPMENT SAFETY**

Any moving vehicle (electric carts, scooters, bicycles, tricycles, etc.) must be pre-approved in writing for use by the Facility Director of Operations prior to use in the Facility. Use of approved vehicles is restricted to work areas only.

Approved personnel using a scissor or boom lift must wear a hardhat and eye protection. A safety harness is required when using lifts at all times.

Workers operating equipment, such as forklifts and aerial lifts must be certified in the use of such equipment and carry proof of such current certification while operating equipment. Operators must present current certification at Security Check-in and obtain a wristband authorizing use of lifts owned by HCC.

Transporting lifts to another level, through the Facility freight elevators require pre-approval and scheduling of an elevator operator through the Facility.

No vehicles or pallet jacks are allowed to be operated on the green, slate tile floor areas without pre-approval. Necessary preparations are required.

V. **HAZARDOUS WORK AND MATERIALS**

A special Work Permit must be filed with the Chief Engineer or designated department prior to commencement of hazardous work for:

- Welding
- Cutting
- Scaffolding work
- Spray painting or varnishing
- High suspension cleaning

Note: A separate fire extinguisher must be provided at location of all welding or cutting work.

All hazardous materials e.g. solvents, pressurized canisters, gasoline, oils, fuels, paints, varnishes etc. shall be stored in approved designated areas and in OSHA approved storage containers. All containers will be metallic and properly sealed. All containers will be properly labeled. Proper respiratory masks must be used. NO SMOKING must be enforced. All materials are identified in the MSDS sheets available in each department and Security Base. Contractors are responsible for disposing of any hazard chemical brought onto HCC property.

VI. **SPECIAL REQUIREMENTS**

A. **Noise Control**

The Contractor shall note that no noisy Work will be allowed to be carried out before 8 a.m. and after 5 p.m.

Due to "business as usual" factor for the Facility, it is further required that noise levels be maintained at a low level to minimize the disturbance/noise nuisance to the Facility occupants. This will include cutting of holes, drilling/fixing to structures, alterations and demolition, grinding of steel, removal of existing elements, finishes, fittings, fixtures, hacking/hammering etc. This type of work should be effectively reduced to an absolute

minimum by adoption of alternative methods/fixings and containment on the carrying out of all such noisy operations within limited periods daily.

Should noise levels in the opinion of the Facility become excessive and unacceptable under the above conditions, the Contractor will be requested to take immediate action to cease all operations giving rise to the unacceptable noise levels and to amend his methodology to allow him to continue within the acceptable noise limits.

B. Construction Barricades

The Contractor may be required to provide a section of boarding or construction barricades to match the surrounding area to separate the work areas from the Facility public areas and to prevent all unauthorized public access to all work areas. This boarding will require adaptation and relocation to suit the phasing/staging of the project work.

Before erection/ alteration of boarding, the Contractor will submit a detailed plan showing the proposed form/ location of boarding for approval by the Facility.

C. Quarterly Meeting

The Contractor is required to attend HCC Quarterly Contractor's meeting, held at the Facility. A minimum of one company representative must sign-in for attendance. Notification of the meeting schedule will be sent via email to the designated contact. It is the Contractor's responsibility to ensure that the most current email address and contact information is provided to the Facility.

VII. GENERAL DO'S AND DON'T'S

1. Only authorized subcontractors and their employees are permitted to operate and conduct business within the Facility. The Director of Operations will determine authorized contractors.
2. Children under eighteen (18) years of age are not permitted in work areas.
3. This is a State-owned building and therefore it is a NO SMOKING facility. Smoking is prohibited in all areas of the Facility except in the designated smoking areas. The designated smoking area is located in the ma uka/Waikikī corner of the parking garage. Contract employees are prohibited from using the Porte Cochere or Kahakai Drive as a smoking or break area.
4. Contractor must stay in designated job site areas only and must not stray to any other areas of the Facility under any circumstances. At the end of the shift, contractors are not allowed to remain on property or at their vehicles.
5. No Contractor is allowed, at any time, in the client, guest/public areas of the Facility nor be allowed to use any guest elevator or restroom in the Facility.
6. ALL contractor workers are required to sign in and out of the building at Security Check-In located on the intermediate level. Workers are required to sign in and obtain an identification wristband while on Facility property. Workers are required to return to Security Control and sign out at the end of their work shift.
7. All signs and traffic markings must be obeyed in the parking garage.

8. There is no overnight parking allowed unless prior arrangements have been made with the Director of Security. If authorization is given, an overnight permit will be issued and must be displayed on the dashboard of the vehicle it is issued to. Parking cost will be charged for each day the vehicle is parked. Vehicles left overnight without authorization will be towed at owner's expense.
9. Contract workers who are dropped off and picked up at the start and end of their shift need to arrange these pick-ups and drop offs on Kalakaua Avenue ONLY. Kahakai Drive is not to be used as a waiting area for pick up.
10. Contractor will maintain complete separation of construction areas for existing functions for airborne contaminants, dust control, noise, waste and all OSHA safety standards.
11. Contractor is responsible for the protection of his work and adjoining areas.
12. Contractor will maintain clear egress in corridors at all times during construction until completed or approved alternative route is established.
13. Under no circumstances may any exterior door be blocked open
14. Contractor shall use designated loading dock area only for the receiving of goods. Loading docks will be used for active unloading and loading only. Dock reservations are required and can be made through docres@hccasm.com. No vehicles will be parked in the loading dock. No deliveries through the front entrance are allowed.
15. Contractor must park in the area designated by the Facility.
16. There will be no alcohol, beer, wine or drugs consumed on the job site or during the workday whatsoever.
17. Meals are to be consumed only in the Lunch Room located on the Parking Level to the rear of Elevators 4 & 5.
18. All bags or boxes are subject to security check upon entering or leaving the building. Any refusals will cause the person to be barred from the Facility premises.
19. Contractor is to furnish their own tools. Under no conditions will a non-Facility employee be allowed to use a Facility tool. By the same token, Facility employees are not to use Contractor's tools.
20. The Facility is not responsible for the Contractor's property.
21. All work areas must be kept clean at all times. Contractor is responsible for the removal of all debris and excess material during and at the completion of the project. Contractor is not to use Facility telephones at any time for any reason.
22. Contractor must wear clothing, which is in good taste. Any attire which causes unwarranted distractions is unauthorized. Lack of a shirt or wearing muscle, fishnet, sleeveless shirts, cut-offs, shorts or sandals are not permitted. Clothing with offensive wording is prohibited.
23. Proper protective safety equipment shall be worn at all times. (No open toe shoes, slippers, etc.)
24. Contractors must conduct themselves in a professional manner and are subject to the same rules as Facility Employees. No shouting, profanity, "cat calling" or confrontation with Facility guests or with Facility employees will be tolerated.

25. Contractors are not permitted to fraternize with Facility employees, clients, guests or patrons.
26. The use of portable radios, stereos is strictly prohibited.
27. Violation of these policies will be documented and reported to Facility management for appropriate action

Revised: 2/2023.