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Corporate Real Estate – Project Management

Wednesday, July 09, 2025

Project: Charles Schwab & Co. –

**REQUEST FOR PROPOSAL / INSTRUCTIONS TO BIDDERS**

You are invited to submit a proposal to provide General Construction Services for the project referenced above, for all work called for in documents listed below under "DRAWINGS" and in accordance with the specifications, terms and conditions included herein and/or attached hereto. **The instructions for obtaining the project documents are included in the "DRAWINGS" section below.**

**PROJECT LOCATION**

1426 Massachusetts Ave.  
Cambridge, MA 02138

**PROJECT CONTACTS**

**Charles Schwab Construction Manager (CS CM)**

Adam Yeh  
Email: adam.yeh@schwab.com      Cell: 571-481-0142

**Charles Schwab Design Manager (CS DM)**

Perry Brauner  
Email: perry.brauner@schwab.com      Cell: 718-514-5764

**Charles Schwab Technology Project Manager (CS TPM)**

Deke Valerio  
Email: deke.valerio@schwab.com      Cell: 718-561-9567

**Charles Schwab Regional Property Manager (CS RPM)**

Rich Szubzda  
Email: richard.szubzda@schwab.com      Cell: 570-234-4227

**Project Architect**

Ben Madson  
Nelson Worldwide  
201 E. 4th St, Ste. 1700  
Cincinnati, OH 45202  
Email: bmadson@nelsonww.com      Direct: 513-362-1358

## SCHEDULE

Recognizing that time is of the essence in the performance of the contract to be awarded, Bidder has reviewed the following Construction Manager Schedule:

Milestone	Due Date
Bid Walk through at job site	Wednesday, July 16, 2025, 11:00am ET
RFIs due to Schwab and Architect	Monday, July 21, 2025, 3:00pm ET
Bids & Schedule Due (electronic version)	Tuesday, July 29, 2025, 3:00pm ET
Contract Awarded	Week of August 4, 2025
Construction Start	Monday, September 8, 2025
Substantial Completion	Friday, December 5, 2025
Furniture/Technology/Fitup (GC must be complete at this time, only minor punchlist items can be worked on)	Monday, Dec. 8 to Thursday, Dec. 11, 2025
Punchlist Completion/ COO	Thursday, December 11, 2025
Project Completed - Opening	Friday, December 12, 2025

Bidder agrees to the Charles Schwab schedule above:



(Signature)

Steven Sluter, Senior Estimator

(Printed Name)

## PROPOSALS

All proposals must be made on the attached Proposal Form and must be submitted (exclusively) via email before the time and date noted below to: [SchwabCREPROJECTMGMT@Schwab.COM](mailto:SchwabCREPROJECTMGMT@Schwab.COM).

Proposals may be submitted at any time prior to the bid due date, but WILL NOT BE ACCEPTED FOR CONSIDERATION AFTER **Tuesday, July 29, 2025, 3:00pm ET**.

**Proposals submitted directly to the Construction Manager can result in immediate rejection.**

Each proposal must be executed by a representative of the bidder (Contractor) duly authorized to act as its agent and to commit to the provisions of this Agreement on behalf of the Contractor.

Bidder must enclose the following documents with the proposal.

- Signed Proposal and this RFP: Proposal shall be signed on pages 2 (schedule), 10 (RFP conditions), 11 (Proposal form), and 12 (Enclosures).
- Detailed Project Schedule (Including Schwab FFE)
- Project Team & List of Subcontractors
- Contractor Bid Worksheet (MS Excel Document provided with this RFP)

Contractor is responsible for ensuring the accuracy of all information provided, including pricing, statements, qualifications, and amendments prior to submittal. No changes or amendments shall be permitted to Contractor's bid after being submitted. Contractor shall be responsible for reading and understanding all applicable terms and conditions that may be part of this solicitation, including information contained in attached bid forms. Any exception to these terms and conditions must be provided in writing in Contractor's proposal. Failure to indicate such exceptions shall be construed to mean Contractor has implied consent to all terms and conditions defined therein.

### **ADD/DEDUCT ALTERNATES:**

These items below are **NOT** to be included in the base bid price, rather shall be quoted separately as a line item in your proposal:

- See drawings for Add Alternates requested. If you are suggesting Add Alternates, please clarify in Bid Worksheet

### **BREAK-OUT PRICING:**

These items below **SHALL** be included in your overall cost, but shall be quoted separately as a line item in your proposal:

- GC to provide Unit Pricing/Wage Rates for all self-performing work including GC PM & Superintendent. Unit pricing to be inclusive of burden, overhead & profit

### **ALLOWANCE:**

Allowances will be separately identified in the contract and will be reconciled before final payment. Allowances should be reconciled as a field order and ultimately as a change order. Approved allowances should be made a line item on the G702 and reconciled at the time of billing that line item.

- Building Permit Only: \$10,000 (Pass through; no OH&P allowed; subcontractor trade permits must be included in lump sum bid)
- Stairwell Wallcovering: \$2,00 to prep & install Schwab provided Wallcovering at Stairwell Wall
- Stairwell Wall Access Panel: \$2,000 to furnish & install flush access panel to replace existing recessed access panel
- Elevator: \$5,000 allowance. This is for misc. elevator items in addition to Elevator Cab Finish Upgrades, See Special Considerations on next page.

### **EXAMINATION OF SITE CONDITIONS**

All contractors submitting proposals shall first examine the site where services are to be performed and all existing conditions. Contractor shall ensure that they and all of their subcontractors have a comprehensive understanding of all



site conditions to the extent that such conditions can be reasonably observed. No allowance shall be made subsequently for Contractor's failure to familiarize himself/herself with existing site conditions.

#### **PRE BID CONFERENCE/ WALK**

A pre-bid job walk has been scheduled for **Wednesday, July 16, 2025, 11:00am ET** at the project site.

Attendance is mandatory as no other walks will be scheduled.

#### **SPECIAL CONSIDERATIONS**

- Union Labor Required
- Elevator Cab Interior: Update to Keynote 32/A1.0a: GC to contact Draper Elevator Interiors, [jared.giblin@draperelevator.com](mailto:jared.giblin@draperelevator.com) for pricing to update existing finishes based on pre-approved Schwab design on file. GC to contract direct with Draper.
- Fire Protection Plans: engineered fire protection plans/narrative/calcs will be completed by Schwab Engineer. Costs to produce engineered fire protection plans are not to be included.
- Landlord Rules & Regulations – Version 1 attached; Please thoroughly review

#### **BID QUESTIONS**

Bidders may submit questions regarding the bid process and/ or bid documentation directly to both the Schwab Construction Manager and the Architect via email. The deadline for submitting (receipt by Schwab) questions is **Monday, July 21, 2025, 3:00pm ET**. All questions will be addressed in a consolidated response to all participating bidders. All questions received after the deadline will not receive a response.

#### **QUALIFICATION OF CONTRACTORS**

Prior to award of a contract with Charles Schwab & Co. Inc., and as a result of this Request for Proposal, Contractor represents that they (Construction Manager may request evidence to confirm):

- Maintains a permanent place of business.
- Has adequate equipment and resources to do the work properly and expeditiously.
- Is financially sound and can meet all financial obligations incidental to the performance of the work hereunder.
- Has appropriate technical knowledge and experience.
- Is duly licensed & insured in the state which work is going to be performed.
- Can provide reference by clients for whom Contractor has previously provided similar services.
- Uses insured and licensed subcontractors in good standing. Construction Manager reserves the right to reject any subcontractors, if so determined.
- Conforms to the building rules & regulations established by the landlord.
- Has solicited and received qualified bids from Landlord's list of preferred subcontractors.

#### **SCHWAB TECHNOLOGY**

The following technology requirements outlined in this RFP are mandatory and must be included in the proposal.

##### **▪ TECHNOLOGY PROJECT MANAGER (TPM)**

On each project, regardless of type, a TPM is assigned to coordinate the successful procurement, installation and testing of ALL technology aspects of the project. The TPM will be actively involved throughout each aspect of the project and interact with the cabling subcontractor directly to coordinate and monitor the technology related scope of work.

#### **CABLING**

The Contractor will subcontract the low voltage telecom portion of the project per the contract documents. It is essential for the GC to closely coordinate the work schedule with the PM & TPM to ensure all work is completed in accordance with the project schedule.

The IDF Room (IT Closet) is of the utmost importance for Schwab to open on time. This area needs to be completed by 10/31/2025 , which includes the ceiling, flooring, rack, permanent power, plywood, conduit, and doors and as noted in Construction Drawings.

#### **CHARLES SCHWAB BRANCH LOW VOLTAGE WIRING SPECIFICATIONS**

This document establishes the standards and defines the technical specifications for communication wiring for Charles Schwab Branch locations. Hubbell is the manufacture that Schwab uses on all branch and remote office projects. No substitutions.

General Contractor is required to obtain price proposals directly from local Hubbell Certified installers for the scope of the project as outlined in the CD's. Hubbell Certified installers can be found by contacting 602-326-4422 or 475-882-4814 or at [www.hubbell-premise.com/contact.aspx](http://www.hubbell-premise.com/contact.aspx)

Charles Schwab has national registered pricing through Accu-tech for material. **For pricing, contact Matthew Paschke at 480-370-5007 or [matthew.paschke@accu-tech.com](mailto:matthew.paschke@accu-tech.com)**

#### **CABLING STANDARDS**

A Hubbell Certified cable solution carrying a manufacturer's warranty is to be installed. This manufactures specifications meet and exceed the ANSI/TIA/EIA 568-B 2.1 standard. The installation will carry Hubbell manufactures warranty. Only Certified Installers for the manufacturer will be used. After completion of the project, Cable installers are required to register the installation with Hubbell and provide this documentation to Schwab through the General Contractor.

#### **CABLE COST BREAK OUT**

The general contractor is required to solicit a minimum of three qualified bidders for the low voltage work. Contractor shall provide:

- Costs to procure, install & test all work in accordance with the contract documents
- Cost to perform moves, adds, single cable drop, dual cable drops or changes. (i.e.: ship equipment, disconnect/reconnect equipment)

#### **SCHEDULE**

Bidder is to acknowledge acceptance of the Construction Manager's project schedule as demonstrated in this RFP and sign on the appropriate line. Construction for this project is scheduled to commence on the latter of the date of receipt of the building permit or **Monday, September 8, 2025** and to be substantially completed no later than **Friday, December 5, 2025 or sooner (13 weeks)**. GC Superintendent must remain onsite until **Friday, December 12, 2025**. The successful Contractor will be required to submit a detailed Work Schedule encompassing both the critical dates outlined by Construction Manager in this RFP. This schedule will be reviewed prior to award of the contract. No work is to start until contractor receives written approval of this schedule by Construction Manager.

The date of substantial completion of is extremely important for Schwab to attain the opening date shown in the milestone schedule. The GC is to provide a schedule that clearly indicates that this date will be achieved. GC is not to assume that construction will continue past this date.



## DRAWINGS

The work called for is shown on the Issued for Bid Drawings dated 6/25/2025 from the project architect and as listed below. The project plans will be provided to the bidders electronically, typically in a PDF format via an FTP website. The issue date of the plans was 7/3/2025.

Drawing List consists of the following sheets:

### DEFERRED SUBMITTALS:

PERMITTABLE DRAWINGS FOR THE FOLLOWING SCOPES OF WORK ARE BEING DEFERRED AND ARE TO BE DESIGNED BY OTHERS AND SUBMITTED TO THE PROPER AHJ FOR REVIEW AND APPROVAL PRIOR TO ANY INSTALLATION OR MODIFICATION:

- EXTERIOR SIGNAGE
- FIRE PROTECTION
- ELEVATOR FINISHES

SHEET NUMBER	SHEET TITLE
G1.0	INDEX/LEGENDS/LOCATION PLAN AND GENERAL NOTES
G1.1	SUITE ACCESSIBILITY / LIFE SAFETY PLANS
D1.0a	DEMOLITION PLAN - FIRST FLOOR
D1.0b	DEMOLITION PLAN - MEZZANINE
A1.0a	CONSTRUCTION PLAN - FIRST FLOOR
A1.0b	CONSTRUCTION PLAN - MEZZANINE
A1.1a	REFLECTED CEILING PLAN - FIRST FLOOR
A1.1b	REFLECTED CEILING PLAN - MEZZANINE
A1.2a	FLOOR AND WALL FINISH PLAN - FIRST FLOOR
A1.2b	FLOOR AND WALL FINISH PLAN - MEZZANINE
A1.3a	FURNITURE AND EQUIPMENT LOCATION PLAN - FIRST FLOOR
A1.3b	FURNITURE AND EQUIPMENT LOCATION PLAN - MEZZANINE
A1.4	DOOR SCHEDULE / FINISH SCHEDULE
A2.0	RESTROOM PLAN, ELEVATIONS AND DETAILS
A2.1	INTERIOR ELEVATIONS
A2.2	INTERIOR ELEVATIONS AND LOBBY FIXTURE DRAWINGS
A4.0	WALL TYPES AND DETAILS / MISC. DETAILS
A4.1	DOOR, CASEWORK, CEILING AND MISC. DETAILS
AS1.0	ARCHITECTURAL SPECIFICATIONS
SC1.0	SECURITY PLANS
AV1.0	AV OVERVIEW
AV2.0	AV ROOM DETAIL
AV3.0	AV ELEVATIONS AND EQUIPMENT
MEP1.1	MEP CEILING COORDINATION PLAN - FIRST FLOOR
MEP1.1a	MEP CEILING COORDINATION PLAN - MEZZANINE
E1.1	LIGHTING PLAN - FIRST FLOOR
E1.1a	LIGHTING PLAN - MEZZANINE
E2.1	POWER AND SYSTEMS PLAN - FIRST FLOOR
E2.1a	POWER AND SYSTEMS PLAN - MEZZANINE
E2.2	ELECTRICAL DEVICE DIMENSIONS PLAN - FIRST FLOOR
E2.2a	ELECTRICAL DEVICE DIMENSIONS PLAN - MEZZANINE
E2.3	ELECTRICAL DEVICE ELEVATIONS
E3.1	ELECTRICAL SINGLE-LINE DIAGRAM AND SCHEDULES
E4.1	ELECTRICAL SPECIFICATIONS
E4.2	ELECTRICAL SPECIFICATIONS

E5.1	TELECOM SPECIFICATIONS
E5.2	TELE / DATA PLAN - FIRST FLOOR
E5.2a	TELE / DATA PLAN - MEZZANINE
E5.3	TELE , DATA , AND AV DETAILS
E5.4	TELE , DATA , AND AV DETAILS
E5.5	TELE , DATA , AND AV DETAILS
E5.6	WELCOME BAR AND GREETER DESK DETAILS
E6.1	T24 ENERGY CALCULATIONS
FA1.1	FIRE ALARM PLAN - FIRST FLOOR
FA1.1a	FIRE ALARM PLAN - MEZZANINE
FA2.1	FIRE ALARM SPECIFICATIONS
FP1.1	FIRE PROTECTION PLAN - FIRST FLOOR
FP1.1a	FIRE PROTECTION PLAN - MEZZANINE
FP2.1	FIRE PROTECTION SPECIFICATIONS
M1.1	HVAC PLAN - FIRST FLOOR
M1.1a	HVAC PLAN - MEZZANINE
M1.2	HVAC ZONING - FIRST FLOOR
M1.2a	HVAC ZONING - MEZZANINE
M2.1	HVAC SCHEDULES AND DETAILS
M2.2	HVAC DETAILS
M3.1	HVAC SPECIFICATIONS I
M3.2	HVAC SPECIFICATIONS II
M4.1	ENERGY COMPLIANCE
P1.1	SANITARY SEWER PLAN - FIRST FLOOR
P1.1a	SANITARY SEWER PLAN - MEZZANINE
P1.2	WATER SUPPLY PLAN - FIRST FLOOR
P1.2a	WATER SUPPLY PLAN - MEZZANINE
P1.3	SANITARY RISER DIAGRAMS
P1.3a	DOMESTIC WATER RISER DIAGRAMS
P1.4	PLUMBING SCHEDULES AND DETAILS
P1.5	PLUMBING SPECIFICATIONS
P1.6	PLUMBING SPECIFICATIONS

## DISCREPANCIES

Should the bidder find discrepancies or ambiguities in plans or specifications, or should they be in doubt as to their meaning, they shall provide notification to both the Architect of record and Construction Manager at once. All RFI's during the bid period should be directed electronically to the Project Architect, with a concurrent copy to the Schwab Construction Manager.

## PERMITS

The Contractor shall secure and pay for construction permits, fees, licenses, and engineering and inspection charges, required by any governmental authority or other person or entity having jurisdiction over the work and the cost shall be included in the lump sum proposal. **ONLY** the building permit cost shall be included in the GC's base bid under the line

item "Permits and Fees". Permit allowance is for the building permit cost only, no other fees will be reimbursed such as expeditors, trade permits, or Overhead and Profit.

**Trade permits** shall be included with their respective trade quotes, including Elevator Cab Finish upgrade permit. Contractor will obtain all needed inspections, including certificate of occupancy. If project is phased, Contractor shall research and investigate exactly what the jurisdiction requires to accommodate the work schedule outlined by Construction Manager (i.e.: TCO's, furniture installations, temporary space). Additional scope permits directly associated with the building permit or fees during construction should be a change order.

## **MATERIALS**

**Contractor to clearly indicate any material lead times which conflict with the project schedule. Substitutions may be allowed if they are due to schedule constraints, but must be approved by Charles Schwab & Co.**

The following materials will be provided and supplied to the General Contractor by Charles Schwab. Please do not include furnishing these items in your bid. Materials will be shipped directly to the jobsite and are to be received, stored, and installed by General Contractor.

- Dual Greeter Desk (with center Printer Cabinet), Beverage Bar, & Community Wall Structure: will be provided by Midwest Commercial Millwork (MCM)
- Artwork (incl. hanging hardware & name tags) and Beverage Bar Wallcovering will be provided by Liz Graham
- Marketing elements: Kiosk on casters (KSK on A1.3a) and SG & BP Wall Graphic (J14/A2.1; J2/A2.1): will be provided by Renze.
- Distraction Vinyl: will be provided by Vomela
- Ceiling Speakers & Wireless Access Points: will be provided by Schwab Technology PM (TPM)

## **PROGRESS DIGITAL PHOTOS**

Contractor is required to provide via email **weekly** progress photos of all work performed to date. Such photos should show close up detail as well as from a distance allowing those viewing them, to obtain a good idea of job progress and overall job appearance. It is the responsibility of contractor to obtain a list of desired photos (before commencing work) from the Construction Manager.

## **APPLICATION FOR PAYMENT**

Unless otherwise stated, all application for payments will be made in the following increments

- Monthly Progress Payment Applications for work completed less 10% retainage. When submitting the monthly progress payment please include conditional lien waivers for all subs being paid in that application.
- The final Pay application shall be made when substantial completion of contract has been achieved. A retainage of 10% of the payment will be held until the Contractor has:
  - Provided GC Final Pay App & Lien Waiver
  - Subcontractors Final Lien Waivers (Unconditional)
  - GC Letter of Completion
  - Executed Change Orders & Log
  - All GC & Subcontractor Warranty Letters/Documentation
  - Updated Project Directory
  - HVAC Test & Balance Reports
  - Warranty & O&M's for each piece of equipment (provided to CM via flash drive)
  - Certificate of Occupancy
  - Permits



- As Builts / Completion Drawings / Record Drawings
- Hubbell Certificate
- Updated COIs as necessary
- Obtained Construction Manager signature indicating that punch list was completed to the satisfaction of Construction Manager and Landlord.

## **CHANGE ORDER MARKUPS**

All markup calculations are based on the direct labor/materials/equipment (referred to as the Cost of Work (COW)). GC should reference Article 7 Changes In The Work in the General Conditions for details.

- The GC and subcontractor will determine the split of their share of the maximum allowable markup limit per contract.
- Regarding Article 7.5 of the General Contract Conditions, insurance is determined as a “non-tangible” item of cost included in the markup limitation calculation.
- The GC cannot compound on top of the subcontractor’s markup percentage.
- GC requests for change to contract will have supporting documentation that clearly shows the subcontractor’s direct costs (COW), their Overhead, Profit (OHP) markup calculation, and the GC’s markup percentages based on the COW.
- When the Charles Schwab CM is in agreement, CM will issue a directive for the amount and obtain the GC signature; this and other processed directives will be combined into a Charles Schwab Change Order form for the GC’s signature and will be submitted for processing for the contract change; the directive is the Owner’s commitment to pay for the changed work.

## **INSURANCE**

- GC to provide Certificate of Insurance and Builders Risk Insurance prior to start of work. Insurance should be maintained for contract specific amount of time after substantial completion. Both insurance costs should be included on the GC Bid Worksheet.
- Additional insureds line should read – All entities as required by contract to be named as additional insured with waiver of subrogation in additional insureds favor.

## **OPENING OF PROPOSAL**

All proposals submitted hereunder will be treated as confidential. Information provided therein will not be discussed with other bidders or anyone not otherwise employed by Charles Schwab & Co. Proposals will be opened and reviewed privately by Charles Schwab & Co. Inc. Construction Manager reserves the right to reject any and/or all bids, to waive any informalities in a proposal, or to accept any proposal that, in its sole judgment, is in the best interests of Charles Schwab & Co. Inc.

We at Charles Schwab & Co., would like to thank you in advance for your time and effort in the preparation of this important proposal. If you have any questions or if I can be of assistance, please do not hesitate to call.

Sincerely,

**Adam Yeh**  
**Construction Manager**  
**Charles Schwab & Co. Inc.**



## ACKNOWLEDGEMENT

Please sign below & return with Proposal acknowledging that Bidder has read and understands conditions set forth in the "REQUEST FOR PROPOSAL/INSTRUCTION TO BIDDERS"

Steven Sluter, Senior Estimator

Printed Name & Title



Signature

7/29/2025

Date

PROPOSAL FORM

TO:

[SchwabCREPROJECTMGMT@Schwab.com](mailto:SchwabCREPROJECTMGMT@Schwab.com)

PROJECT:

Charles Schwab & Co., Inc.  
Cambridge, MA – New Branch

SUBMITTED BY:

New England Construction

293 Bourne Avenue

Rumford, RI 02916

Phone: 401-434-0112

Email: [ssluter@neconstruction.com](mailto:ssluter@neconstruction.com)

(Herein referred to as Bidder or Contractor)

Having

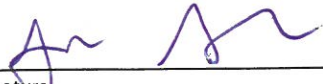
- Carefully examined the drawings and other relevant documents.
- Carefully read and understood the "Request for Proposal/Instruction to bidders" dated **July 9, 2025**.
- Visited the site and examined all conditions affecting the work,
- Met with building Management and carefully reviewed and accepted all building Rules & Regulations.
- Carefully read and agree to all the terms and conditions of the attached Construction Agreement(s). Contractor agrees to sign Construction Agreement with NO modifications or changes.

The undersigned proposes to furnish all labor and materials not provided by the Construction Manager and by the said documents, for the lump sum amount of:

TOTAL \$ 1,326,069

Steven Sluter, Senior Estimator

Printed Name & Title

  
Signature

7/29/2025

Date



**ENCLOSURES**

Bidder has enclosed the following documents for the Construction Manager’s review and consideration.

- Signed Proposal
- Detailed Project Schedule
- Project Team & List of Subcontractors
- Construction Manager provided Contractor Bid Worksheet (In Excel Format)


Bidder Acknowledges receipt of the following Addenda and has included their requirements in their bid:

Addendum No.: RFI Responses #1 Dated: 7/23/2025  
Addendum No.: Updated RFI Response #1 Dated: 7/24/2025  
Addendum No.: \_\_\_\_\_ Dated: \_\_\_\_\_  
Addendum No.: \_\_\_\_\_ Dated: \_\_\_\_\_

**By:**

New England Construction  
Company Name

Steven Sluter, Senior Estimator  
Printed Name & Title

  
Signature

7/29/2025  
Date

[ATTACH DETAILED PROJECT SCHEDULE HERE, INCLUDE SCHWAB FFE ]



[ATTACH PROJECT TEAM, SELF PERFORMED TRADES, & LIST OF MAJOR SUBCONTRACTORS HERE ]

[ATTACH CONTRACTOR BID WORKSHEET HERE (MS EXCEL FILE PROVIDED SEPARATELY) ]