

Our business is building yours.



GENERAL CONTRACTING • CONSTRUCTION MANAGEMENT • OWNER'S REP

Statement of Qualifications



COMMERCIAL CONSTRUCTION

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NDC Corporation

Company Profile

NDC Corp. is a trusted full-service commercial contractor based in Plainville, CT. We offer General Contracting, Construction Management and Owner’s Representation services for projects including new construction, additions, and renovations. Our specializations include corporate/office, healthcare, higher education, non-profit, and retail facilities.

Our strength as a construction partner is based on proven experience and trusted relationships. NDC was established in 2016 as an outgrowth of Network Interiors, a commercial carpentry company also owned by NDC President, Melissa Sheffy. We also enjoy a strategic relationship with Network Framing Solutions, the first regional manufacturer of the FRAMECAD® design and build system for off-site prefabrication. We are proud to extend the strength of the Network team of companies to offer a broader range of services and help owners build success from the ground up.

Our commitment to delivering the highest value for every project ensures that superior on-site management (our Superintendents), expert Project Managers, and high-quality subcontractors are selected based on their past performance and “match” for the unique specifications. Our streamlined leadership structure allows us to adjust crew sizes to maximize efficiency and mobilize quickly with qualified and trained personnel while ensuring that every project receives dedicated personal attention.

All projects utilize Integrated Project Delivery (IPD) and Procore® Project Management. As a flexible and reliable construction partner, we work with owners to determine the best structure for each project. Half of our work is traditional Design-Bid-Build and half is Design-Build. Our guiding principle is to only accept projects where we are confident in our ability to bring our A-game to deliver on time and on budget.

NDC is an SBE/MBE certified woman-owned business with a strong reputation for integrity and excellence. Our long-term success is built on trusted relationships and our commitment to quality, safety and customer satisfaction.

KEY PERSONNEL

- Melissa Sheffy – President
- Jacqueline Laramie – Vice President
- Nicole Phillips – Project Manager
- Tim McCarthy – Estimator / Project Manager
- Steve Bengtson – Project Manager



LICENSES & CERTIFICATIONS

- Registered/Licensed in Connecticut, Massachusetts, New York, Rhode Island, Vermont, and Georgia
- Licensed Massachusetts Construction Supervisor
- SBE/MBE Certified in Connecticut
- State of Connecticut DAS Prequalified
- Infectious Control Risk Assessment (ICRA) trained for work in healthcare environments
- EPA RRP Certified
- OSHA 30 Certified

5-STEP PROJECT MANAGEMENT PROCESS

1. The development and adherence to the detailed scope of work and budget.
2. Recurring and proactive communication between the project manager, customer representative, site superintendent, engineering, subcontractors, and safety manager
3. Quality control using Procore® over the project lifecycle
4. A commitment of the project team and NDC's leadership to high quality and customer satisfaction
5. Recurring senior management review of project performance, ensuring each project team has the necessary support to be successful and follows NDC's policies and procedures.

QUALITY ASSURANCE PROGRAM

NDC maintains a system of detailed checks and verifications that are used throughout the project lifecycle. This includes the development and use of detailed project-specific checklists to ensure all customer requirements are satisfied prior to final customer inspection and acceptance.

COMMITMENT TO SUPPORTING FIELD OPERATIONS

NDC is committed to maintaining high-quality field operations. This commitment starts with the quality of our people and our dedication to safety. Our teams are provided the right equipment and tools, and the training to operate them properly. Finally, our teams are staffed with exceptional project managers and field superintendents who are well organized, experienced, and demand high quality and professional conduct.



Services

As a General Contractor, Construction Manager, or Owner's Rep we work with owners to assist with capital budget planning and budget feasibility analysis in addition to providing the following services:

- Preconstruction Phase
 - Budget Development
 - Conceptual and Detailed Estimating
 - Bid preparation
 - Logistics Evaluation
 - MEP Analysis
 - Design requirements (Design-Build)
- Construction Phase
 - Permitting, Bonding and Insurance
 - On-site Supervision
 - Master Scheduling
 - Trade Contractor and Equipment Procurement
 - Cost Control
 - Owner and Subcontractor Meetings
 - LEED Documentation and Administration
 - Inspections
 - Conformance to plans and specifications
 - Punch list Review and Oversight
 - Temporary and Permanent Certificates of Occupancy
- Post-Construction Phase
 - Final Drawings and Operations Manuals
 - Training on new MEP systems
 - Post-Occupancy Review
 - Close-out documentation – hard copies and digital copy
 - Secure and Transmit Releases, Bonds, and Waivers



Safety Management

NDC is committed to the safety of its employees, our client, the public, and those of the owner's. We work hand-in-hand with our Safety Officer to make sure each site is carefully assessed so all visitors, employees, and contractors comply with all applicable customer, State, Federal, and Local health, safety, and environmental (OSHA, EPA, and NFPA, etc.) regulations.

Safe work practices are identified and safety training, including those site-specific, are conducted at every job site. NDC employees are expected to abide by accepted rules of good behavior while on-site, and all times conduct themselves in a manner which represents the NDC code of ethics. Additionally, we can meet clients' specific insurance requirements as necessary.

NEW HIRE ORIENTATION

NDC Field Superintendents conduct New Hire and Safety Orientation the first day on the job with each employee. A copy of NDC's "Safety Handbook" is reviewed and each employee is given a copy for reference. The location of NDC's Safety Data Sheets, first aid and eyewash stations, personal protective equipment supplies, nearest occupational clinic and hospital, emergency exits, and procedures for reporting an injury or near miss are covered in the handbook. In addition, hazard material communication is reviewed. Each employee will also complete the necessary site-specific orientation required by the project. Employees must acknowledge their understanding of all required training, sign, and date all documents for record-keeping.

DAILY/WEEKLY SAFETY REVIEW

NDC Superintendents conduct a daily job walk of the work area before work begins. Identification of the working conditions, potential hazards, area confinements, equipment and tools to be used, overhead work, rigging, electrical, fall protection, proper PPE, access routes, etc. are documented. The Superintendent then conducts a Daily Job Hazard Analysis meeting with the employees to review the areas identified and the preventative measures to be utilized. Open discussion for questions and answers is encouraged.

On a weekly basis, "Safety Toolbox (Job) Talks" are conducted with the employees by the Superintendent. Topics addressing safety awareness or site-specific safety topics are chosen.



SAFETY TRAINING

NDC is responsible for providing training on the NDC safety program for its employees. This training is covered during the new hire and safety orientation, with additional training conducted when new processes or equipment is introduced.

NDC operators of mobile equipment such as forklifts, cranes, boom lifts, etc. have been trained and/or certified in the proper operation of the equipment.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

NDC assesses workplaces for hazards. PPE is used in conjunction with other efforts such as engineering controls, guarding and work practices to eliminate recognized hazards. NDC provides the required PPE and related training for proper use and maintenance for its employees. All PPE will meet the standards set by OSHA, NFPA, and ANSI. NDC also enforces the same PPE requirements for its subcontractors. All visitors entering the work area are required to wear the appropriate PPE before entering.

Hard hats, safety glasses, and appropriate safety shoes/boot are worn in work areas at all times. Fall protection equipment including harness with safety line shall be utilized for all overhead work.