



**PROJECT MANUAL FOR
WOODHAVEN BROWNSTOWN SCHOOL DISTRICT
VAN HORN ROAD IMPROVEMENTS**

Prepared for:

**Woodhaven Brownstown School District
24821 Hall Road
Woodhaven, MI 48183**

Prepared by:

**Spalding DeDecker Associates, Inc.
905 South Boulevard East
Rochester Hills, MI 48307**

(248) 844-5400

SDA Project No. NP10-002



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OWNER: Woodhaven Brownstown School District
24821 Hall Road
Woodhaven, MI 48183

PROJECT: Van Horn Road Improvements
LOCATION: 24787 Van Horn Road
Brownstown, MI

PROJECT DESCRIPTION: Van Horn Road widening and new approaches

ENGINEER: Spalding DeDecker Associates, Inc
905 South Boulevard East
Rochester Hills, MI 48307

BIDDING DOCUMENTS:

1. Bidding documents consist of plans and specifications as prepared by Spalding DeDecker Associates, Inc., Rochester Hills, Michigan.
2. Bidding documents may be downloaded on or after May 18, 2011 @ 5:00 pm EDT on the District's website at the following link:
<http://www.woodhaven.k12.mi.us/WBSD-Purchasing.htm> (follow links to the Van Horn Road Project)

PRE-BID MEETING:

1. A pre-bid meeting will be held at the location and time indicated below.

Location: Woodhaven High School
24787 Van Horn Road
Brownstown, MI

Date/Time: Wednesday, May 25, 2011 @ 3:00 pm EDT. (Meet @ Front Entry)

BIDS:

1. The Owner will receive unified proposals for complete fulfillment of the work as described by the bidding documents.
2. Bids shall be sealed in an envelope bearing the word "PROPOSAL" and the project name as described above. Bids shall be delivered to the following location no later than the date indicated below.

Location: Woodhaven Brownstown School District
24821 Hall Road
Woodhaven, MI 48183
Attention: Lani Rozga

Date/Time: June 1, 2011 1:00 pm EDT

3. Bids will be publicly opened and read at the location and time indicated below.

Location: Woodhaven Brownstown School District
24821 Hall Road
Woodhaven, MI 48183
Attention: Lani Rozga

Date/Time: June 1, 2011 1:00 pm EDT

4. Any bid may be withdrawn or modified by written request made by the Contractor, provided such request is received at the address shown in paragraph 2 above prior to the date and time established for the receipt of bids. Bids not so withdrawn shall constitute a firm offer to provide the services contained herein and shall remain firm for acceptance for 60 days after the time designated for receipt of bids.
5. The Owner reserves the right to reject any and all proposals, either in part or in whole, and to waive any irregularities.

INTERVIEWS:

1. Bidders are advised that the two lowest bidders may be interviewed on June 2, 2011. The candidates will be contacted by the Owner's representative to schedule interview times. Failure to participate in the interview process will result in rejection of the bid.

BONDS:

1. All bids shall be accompanied by a bid bond executed by a U.S. Treasury Listed Surety Company acceptable to the Owner, or a cashier's check in the amount of at least 5% of the sum of the proposal payable to the Owner.
2. Successful bidders whose proposals are \$50,000 or more will be required to furnish a U.S. Treasury Listed Company, Performance and Payment Bond in the amount of 100% of their bid. The cost of the bond shall be included in each proposal.

END OF SECTION 00 1113

SECTION 00 2113 - INSTRUCTIONS TO BIDDERS

Project: Woodhaven Brownstown School District – Van Hord Road Improvements

Project Number: NP10002.0C

Owner: Woodhaven Brownstown School District
24821 Hall Road
Woodhaven, MI 48183

Engineer: Spalding DeDecker Associates, Inc.
905 South Boulevard East
Rochester Hills, MI 48307

1.1 DEFINITIONS

- A. All definitions set forth in the General and Supplementary Conditions of the Contract for Construction are applicable to these Instructions to Bidders.
- B. Bidding documents include the Instructions to Bidders, Bid Form and Contract, and the Contract Documents including any addenda.
- C. Addenda are written or graphic instruments issued prior to the execution of the contract which may modify or interpret the bidding documents, including Drawings and the Project Manual by additions, deletions, clarifications or corrections.

1.2 DOCUMENT INTERPRETATION

- A. Each bidder shall examine the bidding documents carefully and not later than 5 business days prior to the bid date, shall make written request to the Engineer, for interpretation or correction of any ambiguities or inconsistencies which are discovered.
- B. Requests must be submitted on the form attached at the end of this Section. Only a written interpretation or correction, issued as an addendum shall be binding. No explanations or interpretations requested or made orally will be considered binding.
- C. No addendum shall be issued later than 2 days prior to the bid date. Addenda shall be issued to all contractors on Engineer's plan holder list.

1.3 PRODUCT OR MANUFACTURER APPROVAL REQUESTS

- A. Bidders wishing to base their bids on a material, product or manufacturer other than those specified in the Project Manual shall submit a request for prior approval form, which is attached at the end of this section.

1.4 PRE-BID MEETING

- A. Date/Time: May 25, 2011; 3:00 pm EDT
- B. Location: Woodhaven High School

1.5 BIDDING PROCEDURE

- A. Each bidder, by submitting a bid, represents that the bidder has read and understands the bidding documents, has visited the sites and is familiar with all the existing conditions affecting the execution of the work in accordance with the contract documents.
- B. The Owner will receive sealed Proposals for the Work as herein set forth at the place and until the time as stated in the "Advertisement for Bids", a copy of which is bound herewith in these Specifications, at which time and place all proposals will be publicly opened and read aloud.
- C. This is a lump sum bid.
- D. All bids must be in duplicate on the Bid Form provided in these bidding documents. Each Proposal must be delivered in an opaque sealed envelope showing the bidders name and the project name. Proposals submitted by telephone or fax will not be accepted. Modifications by telephone or fax to previously submitted proposals will not be accepted.
- E. No bid shall be withdrawn for a period of 60 days from the date of the bid. Bids may be withdrawn or resubmitted prior to the time of bids being due.
- F. A principal duly authorized to make contracts on behalf of the bidder shall sign all bid proposals.
- G. Any stipulations of Voluntary Alternates or qualifications made by the bidder in or accompanying the proposal as a condition for the acceptance of the Contract may not be considered in the award of the contract.
- H. The Owner reserves the right to reject any and/or all bids in whole or in part and to waive any informality therein. The Owner reserves the right to accept that bid which in its opinion is in the best interest of the Owner.
- I. Bidders shall submit with their proposal one signed copy of the EEOC statement, and one notarized copy of the familial disclosure statement, and one signed copy of the bidders qualifications statement one copy of the list of subcontractors.
- J. The contractor shall be responsible for procuring all applicable permits and associated costs with them for this project.

1.6 QUALIFICATIONS OF BIDDERS

- A. The Owner may request each of the three (3) low bidders to submit information necessary to satisfy the Owner that the Bidder is adequately prepared to fulfill the contract. Such information may include past performance records list of available personnel, plant and equipment, description of work which will be done simultaneously with the Owners project, financial

statement, or any other pertinent information. This information will be used in determining whether a bidder is qualified, responsible and reliable to perform the work required.

- B. This project involves work within the public right-of-way of Van Horn Road and must follow standards and procedures of Wayne County. If required, bidders must be pre-qualified for this type of work by the County.

1.7 BID SECURITY

- A. Bids must be accompanied by either a certified or cashiers check or a U.S. Treasury listed security bid bond. Bid security must equal 5% of the bid amount. Bids received without this guaranty will not be considered. Bid Security shall be payable to Warren Woods Public Schools
- B. The bid deposit of all bidders except the lowest three will be returned within three business days after the bids are opened. After the formal contract and bonds are approved, the bid deposit will be returned to the lowest three bidders, except when forfeited.
- C. Bid bonds shall be accompanied by a Power of Attorney authorizing the signer of the bond to do so on behalf of the surety company.

1.8 PERFORMANCE AND PAYMENT BOND

- A. Successful bidders for work in excess of \$50,000 will be required to provide Payment and Performance Bonds issued by sureties approved by the U.S. Department of Treasury and licensed to do business in Michigan. Sureties must be acceptable to Owner.

1.9 APPLICABLE LAWS

- A. This Project is not tax exempt. The bidder shall include in his proposal and make payment of all applicable rates, use, employment and other applicable taxes.
- B. Contractor will comply with all Federal, State and Municipal laws, rules and regulations in the performance of the work and the employment of persons. All applicable construction codes and fire safety requirements shall be followed. Contractor shall obtain all necessary licenses and permits and pay all fees, taxes and other charges required in performance of the work and furnish upon the Owners request evidence of compliance with the above.

1.10 BIDDING DOCUMENTS

- A. Bidding Documents will be available for download at the following link:

<http://www.woodhaven.k12.mi.us/WBSD-Purchasing.htm> (follow links to the Van Horn Road Project)

END OF SECTION 00 2113

BIDDING PERIOD REQUEST FOR INTERPRETATION

Not later than business **5 days** prior to the date for receipt of bids, bidders may make written request, using this form, to the engineer for interpretation or clarification of bid documents.

Bid due date: April 29, 2011

Deadline to submit Request for Interpretation: **April 22, 2011**

Fax this form to Spalding DeDecker Associates, Inc. at (248) 844-5404

Name of Contractor initiating request: _____

Fax number: _____ Date: _____

Specification section: _____ Paragraph: _____ Drawing No.: _____ Detail _____

Request (type or print legibly):

Signed by: _____

Response:

Attachments

Response by: _____ Date: _____

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REQUEST FOR PRIOR APPROVAL

Bidders may make written request, using this form, to the engineer for consideration of products, materials or manufacturers not listed in the specifications. This request must be received by the engineer not later than business **7 days** prior to the date for receipt of bids.

Bid due date: April 29, 2011

Deadline to submit prior approval request: April 22, 2011

Fax this form to Spalding DeDecker Associates, Inc. at (248) 844-5404

Specification section: _____ Paragraph: _____
Specified Product: _____

Proposed Substitution: _____
Manufacturer: _____ Address: _____
Phone Number: _____ Web Site Address: _____
Product Name: _____

Attached data includes product description, specifications, drawings, photographs and performance and test data adequate for the evaluation of this request; applicable portions of the data are clearly identified. Attached data also includes a description of any changes to the contract documents that the proposed substitution will require for installation.

The undersigned certifies:

Proposed substitution has been fully investigated and determined to be equal or superior in all respects to the specified product.

Same warranty will be furnished for proposed substitution as for specified product.

Same maintenance service and source of replacement parts, as applicable is available.

Proposed substitution will have no adverse effect on other trades and will not affect or delay progress schedule.

Proposed substitution does not affect dimensions or functional clearances or loads imposed on structure.

Payment will be made for changes to building design, including A/E design, detailing and construction costs caused by the substitution.

Signed by: _____

Company: _____

Address: _____

Telephone: _____ Fax: _____

If product prior approval is granted, the Engineer will include product and manufacturer in an addendum.

SECTION 00 4100 02 – EQUAL OPPORTUNITY STATEMENT

To Whom It May Concern:

It is the publicly stated policy of _____, not to discriminate against any employee, applicant for employment, contractor or material supplier, because of race, religion, color, national origin, ancestry or sex. With regard to employment, such non-discrimination includes, but is not limited to, our (my) policies of recruitment, advertising, selection for apprenticeship or other training, rates of pay, promotion, transfer, lay-off or termination.

In all advertising for employment, subcontractors, or suppliers we (I) shall state that all applicants will receive consideration without regard to race, religion, color, national origin, ancestry or sex.

We (I) understand that any contract for the Warren Woods Public Schools shall be in consideration of our maintaining the above mentioned non-discrimination policy.

We (I) understand that we (I) may be required to submit further information covering the race, color and work classification for our employees and those of our sub-contractors to be employed on this project.

NAME OF BIDDER (COMPANY): _____

SIGNATURE: _____

NAME: _____
(typed or printed)

TITLE: _____

SECTION 00 4100 – BID FORM

BID FORM
TO
Woodhaven Brownstown School District
Van Horn Road Improvements

Name of bidder: _____

Address (Complete): _____

Contact Person: _____

Phone: _____ Fax: _____

Owner: Woodhaven Brownstown School District
24821 Hall Road
Woodhaven, MI 48183

The undersigned, having familiarized themselves with the existing conditions and limitations affecting the cost of the work and with the Contract Documents, including Instructions to Bidders, General Conditions, Supplementary Conditions, Bid Form, etc., and with the Plans and Specifications and Addenda thereto on file at the Offices of Spalding DeDecker Associates, Inc., hereby proposes to perform everything required and to provide and furnish all of the labor, materials, necessary tools, expendable equipment, and all utility and transportation services necessary to perform and complete in a workmanlike manner, all work required in connection with the Van Horn Road Improvement project, all in accordance with the above listed documents, therefore, as prepared by SDA, Inc, Rochester Hills, Michigan, including Addenda Numbers ____, ____, ____, ____, and ____, issued thereto, for the sum of:

BASE BID:

A. Paving/Site Work Lump Sum _____ \$ _____
(Words) (Figures)

Scope of work for (A) Paving/Site Work includes but is not limited to: All paving operations (asphalt and concrete), site demolition/restoration, earthwork, grading, restriping, signage, utilities, soil erosion control measures, and procuring permits. All work within the Van Horn Road right-of-way to be completed per Wayne County standards and specifications, which govern in the event of differences with these contract documents. Inherently, paving/site contractor is responsible for all site operations. Costs for construction staking will be borne by the District and are not to be included in the bid.

ALTERNATE #1 (New Exit Drive at east end of High School parking lot):

1A. Paving/Site Work Lump Sum _____ \$ _____
(Words) (Figures)

Scope of work for 1A Paving/Site Work includes but is not limited to: All paving operations (asphalt and concrete), site demolition/restoration, earthwork, grading, restriping, signage, utilities, soil erosion control measures, and procuring permits for construction of the exit drive as shown on the plans. All work within the Van Horn Road right-of-way to be completed per Wayne County standards and specifications, which govern in the event of differences with these contract documents. Costs for construction staking will be borne by the District and are not to be included in the bid.

ALTERNATE #2 (Repaving of Front Loop at High School): (Please note – this alternate will be added to the addendum and is not yet indicated on the bid set)

1A. Paving/Site Work Lump Sum _____ \$ _____
(Words) (Figures)

Scope of work for 1A Paving/Site Work includes but is not limited to: All paving operations (asphalt and concrete), site demolition/restoration, earthwork, grading, restriping, signage, utilities, soil erosion control measures, and procuring permits. Costs for construction staking will be borne by the District and are not to be included in the bid.

It being understood that each of the items is to be furnished to accomplish the purpose for which it was intended; and the prices set out constitute full payment for the specified work and for every risk, hazard or condition encountered which may be different from what was indicated, expected or anticipated.

The prices listed above are to include overhead and profit. For authorized changes in the work involving additions to or deductions from the contract price, the bidder agrees to perform or delete such authorized work at net cost to him plus the following percentage of net cost. Percentages shall be considered to be all direct costs. Taxes, Social Security payments and insurance premiums shall not be considered direct costs.

For General Contractors own forces – Maximum 10%

Involving additions _____ percent

Involving Deductions _____ percent

For work under subcontract – Maximum 7%

Involving additions _____ percent

Involving Deductions _____ percent

Contractor further agrees to furnish all necessary bonds, insurances and other related documents within 14 days of the receipt of a contract.

The undersigned further agrees to commence work on the project following the signing of the contract or within 5 business days thereof.

Successful bidders whose proposals are \$50,000 or more are required to furnish a satisfactory Performance and Payment Bond in the amount of 100% of their bid the cost of the bond shall be included in the proposal and stated below in total.

Bond Premium \$ _____

Successful bidders will provide Payment and Performance Bonds issued by sureties listed by the Treasury Department and licensed to do business in Michigan. Sureties must be acceptable to the Owner.

The Owner reserves the right to reject any and/or all bids and to waive any informalities should it be deemed in its best interest to do so.

Bidder agrees that the work will be substantially complete in accordance with the General Conditions on or before August 28, 2011.

The following forms are attached to and made a condition of this bid:

Bid Security in the form of _____; EEOC Form, Familial Disclosure Form.

Respectfully submitted,

Name of bidder: _____

Signature of bidder: _____

Woodhaven Brownstown School District
Van Horn Road Improvements
SDA Project No NP10002.0C

Bid package No. 1
May 18, 2011

Title: _____

Phone: _____ Fax: _____

END OF SECTION 00 4100

SECTION 00 72000 - GENERAL CONDITIONS

The General Conditions of the Contract are set forth in the American Institute of Architects Document A201, entitled "General Conditions of the Contract of Construction", dated 1997, containing Articles 1 through 14 and are hereby made part of this Specification to the same extent as if bound herein. The General Conditions shall become a part of this Contract and shall apply to the Contractor and all Subcontractors. Copies of the General Conditions may be examined or obtained from the Owner.

END OF SECTION 00 7200

SECTION 00 7300 - SUPPLEMENTARY CONDITIONS

The following supplements modify, change, delete from or add to the "General Conditions of the Contract for Construction", AIA Document A-201, Fifteenth Edition, 1997. Where an Article of the General Conditions is modified or any Paragraph, Sub-paragraph, or Clause thereof is modified or deleted by these supplements, the unaltered provisions of that Article, Paragraph, Sub-paragraph, or Clause shall remain in effect.

Article 1: General/Provisions:

1.1.1 Add the following sentence to the end of Section 1.1.1:

The Contract Documents executed in accordance with Section 1.5.1 shall prevail in case of an inconsistency with subsequent versions made through manipulatable electronic operations involving computers.

1.2.1 Add the following paragraph:

1.2.1.1 In the case of an inconsistency between Drawings and Specifications or within either Document not clarified by addendum, the better quality or greater quantity of Work shall be provided in accordance with the Architect's interpretation.

1.2.4 Sections of Division 1 – General Requirements govern the execution of the work of all sections of the specifications.

1.6 Add the following paragraph:

1.6.2 Contractor's Use of Instruments of Service in Electronic Form.

1.6.2.1 The Architect may, with the concurrence of the Owner, furnish to the Contractor versions of the Instruments of Service in electronic form. These Contract Documents executed or identified in accordance with Section 1.5.1 shall prevail in case of an inconsistency with subsequent versions made through manipulatable electronic means involving computers.

1.6.2.2 The Contractor shall not transfer or reuse Instruments of Service in electronic or machine readable form without the prior written consent of the Architect.

Article 3: Contractor:

3.2.1.1 Add the following paragraph:

3.2.1.1 The Contractor shall familiarize himself with local conditions affecting the job. He shall take his own measurements and be responsible for the correctness of same. The Contractor shall be held to have made such examinations and no allowances will be made on his behalf by reason or error or omission on his part. If any part of the Contractor's work depends for proper results upon existing work or the work of another Contractor, the Contractor shall notify the Owner, before commencing work, of any defects that will affect the results. Failure to so notify will constitute his acceptance of the conditions.

3.2.4 Add the following paragraph:

3.2.4 The Owner shall be entitled to deduct from the Contract Sum fees paid to the Architect for the Architect to evaluate and respond to the Contractor's requests for information, where such

information was available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation.

3.4 Labor and Materials

3.4.1.1 Add the following paragraph

3.4.1.1 The Contractor shall certify in writing that no materials used in the work contain lead or asbestos materials in them in excess of amounts allowed by Local/State standards, laws, codes rules and regulations; the Federal Environmental Protection Agency (EPA) standards and/or the Federal Occupational Safety and Health Administration (OSHA) standards, whichever is most restrictive. The Contractor shall provide this written certification as part of submittals under Section 01700, Contract Closeout.

3.4.2 Delete this paragraph and substitute the following:

3.4.2 After the Contract has been executed, the Owner and Architect will consider a formal request for the substitution of products in place of those specified only when those substitutions will benefit the Owner in Cost or Performance. By making requests for substitutions, the Contractor:

.1 represents that the Contractor has personally investigated the proposed substitute product and determined that it provides a Cost or Performance benefit to the Owner over the item specified;

.2 represents that the Contractor will provide the same warranty for the substitution that the Contractor would for that specified;

.3 certifies that the cost data presented is complete and includes all related costs under this Contract and waives all claims for additional costs related to the substitution which subsequently become apparent; and

.4 will coordinate the installation of the accepted substitute, making such changes as may be required for the Work to be complete in all respects.

3.4.3 Add the following paragraphs:

3.4.3.1 Smoking and chewing of tobacco products is prohibited.

3.4.3.2 No glass bottles shall be brought on the construction site or Owner's property by any construction personnel.

3.7.1 Add the following paragraphs:

3.7.1.1 Permits and licenses of a temporary nature necessary for the execution of the work shall be secured and paid for by the Contractor.

3.7.1.2 The Contractor shall secure and pay for all other required permits, including but not limited to the following:

Electrical
Plumbing
Mechanical

3.7.1.3 The Contractor shall secure certificates of inspection and of occupancy that may be required by authorities having jurisdiction over the work. These certificates shall be delivered to the Owner upon completion of the work.

3.7.1.4 The Contractor shall pay highway or DPW fees for damages to sidewalks, streets, or other public property or public utilities arising from the execution of the Work.

3.9.2 Add the following paragraph:

3.9.2 The Contractor shall document at a pre-construction meeting that:

a. coordination drawings have been prepared for mechanical, electrical and communications systems and other Work documenting the special arrangement of those systems within restricted spaces such as, but not limited to, ceiling spaces and shafts; and

b. the contractors involved in the Work related to those restricted spaces have been notified of the required special arrangements and sequence of Work required to achieve coordination within the space allotted, and those contractors have agreed in writing to perform their work in accordance with the coordination drawings; and

c. the Contractor shall confirm to the Architect and Owner at this pre-construction meeting that all Work will be constructed in the space allotted, or inform the Architect and Owner at this time of any locations where additional space is required.

Article 4: Administration of the Contract:

Add the following paragraphs:

4.2.2.1 The Owner shall be entitled to deduct from the Contract Sum amounts paid to the Architect for additional site visits made necessary by the fault, neglect or request of the Contractor.

4.3.7.2.1 No request for an extension of time due to weather conditions shall be considered unless accompanied by Weather Bureau documentary evidence showing by comparison that such weather is abnormal to any of the past five (5) years.

Article 7: Changes in the Work:

7.1 Add the following paragraph:

7.1.4 In order to facilitate checking of quotations for extras or credits, all proposals shall be accompanied by a complete itemization of costs including labor, materials and Subcontracts. Labor and materials shall be itemized in the manner prescribed above. Where major cost items are Subcontracts, they shall be itemized also.

Article 8: Time:

Add the following subparagraph:

8.3.4 Extensions of time will be granted only for loss of scheduled work days, not for loss of calendar days.

Add the following subparagraph:

8.3.5 The Contractor shall include in his base bid proposal all overhead and profit necessary to complete the project. No additional overhead or profit will be paid for extensions of time granted for loss of scheduled work days.

Article 11: Insurance and Bonds:

11.1.1 Delete subparagraph 11.1.1 and substitute the following:

11.1.1 The Contractor shall purchase and maintain, in a company or companies licensed to do business in the state in which the project is located, such insurance as will protect him, the Owner, and Architect, from claims set forth below which may arise out of, or result from, the Contractor's operations under the Contract, whether such operations be by himself, or by any Sub-Contractor, or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable (Sub-paragraphs .1 through .7 shall remain unchanged). Contractual liability shall be the same limits as #2 under 11.1.2 below.

11.1.1.8 Liability insurance shall include all major divisions of coverage and be on a comprehensive basis including:

1. Premises operations
2. Independent Contractors' Protective
3. Products-Completed Operations
4. Contractual-Including Specified Provisions for the Contractor's Obligations under Paragraph 3.18
5. Owned, Non-Owned and Hired Vehicles
6. Broad Form Coverage for Property Damage
7. Personal Injury Liability

11.1.2 Substitute the following: The insurance required by sub-paragraph 11.1.1 shall be written for not less than any limits of liability indicated below.

1. a. Workmen's Compensation - Statutory
b. Employer's Liability \$100,000.00
 2. Comprehensive General Liability
 - a. Bodily Injury:
Each Occurrence \$250,000.00
Aggregate \$500,000.00
 - b. Property Damage:
Each Occurrence \$500,000.00
Aggregate \$500,000.00
- or-

- c. Combined Coverage Limit \$1,000,000.00
 3. Automobile Liability
 - a. Bodily Injury:
Each Person \$500,000.00
Each Occurrence \$500,000.00
 - b. Property Damage:
Each Occurrence \$250,000.00
-or-
 - c. Combined Coverage Limit \$750,000.00
 4. Independent Contractors Liability - same limit as #2 above.
 5. Products and Completed Operations - Same limits as #2 above, commencing with issuance of final certificate of payment and remaining in effect for one (1) year.
 6. Property Damage Liability Insurance will provide X, C and U coverage, as applicable.
 7. Umbrella Excess Liability - \$1,000,000.00

11.1.2.1 Add the following:

The policy shall be endorsed to have the General Aggregate apply to this project only.

11.1.3 Add the following:

Furnish one copy of certificates herein required for each copy of the agreement; specifically set forth evidence of all coverage required by sub-paragraph 11.1.2.

11.1.3.1 Add the following:

The form of the certificate shall be AIA Document G715 and ACORD form 25-S. Furnish to the owner copies of any endorsements that are subsequently issued amending coverage or limits.

11.3.1 Project Management Protective Liability Insurance – delete Section 11.3.1 and substitute the following:

The Contractor shall purchase and maintain Project Management Protective Liability insurance, from the Contractor's usual sources, as primary coverage for the Owner's, Contractor's and Architect's vicarious liability for construction operations under the Contract. The Contractor shall not be responsible for purchasing any other liability insurance on behalf of the Owner. The minimum limits of liability for such coverage shall be equal to the aggregate limits required for Contractor's liability insurance under sections 11.1.1.2 through 11.1.1.5.

11.4 Property Insurance:

11.4.1 Delete and substitute the following:

11.4.1 The Contractor shall purchase and maintain property insurance upon the entire Work at the site to the full insurable value thereof. Such insurance shall be in a company or companies against which the Owner has no reasonable objection. This insurance shall include the interests of the Owner, the Contractor, Sub-Contractors and Sub-Subcontractors in the Work and shall insure against the perils of fire and extended coverage and shall include "All Risk" insurance for physical loss or damage including, without duplication of coverage, theft, vandalism and malicious mischief. If not covered under the All Risk insurance or otherwise provided in the Contract Documents, the Contractor shall effect and maintain similar property insurance on portions of the Work stored off of the site or in transit when such portion of the Work are to be included in an application for payment under Sub-paragraph 9.3.2. If this insurance is written with stipulated amounts deductible under the terms of the policy, the contractor shall pay the difference attributable to deductions in any payments made by the insurance carrier or claims paid by this insurance.

11.4.1.1 Delete this clause.

11.4.1.2 Delete this clause.

11.4.1.3 Delete this clause.

11.4.4 Delete this Subparagraph.

11.4.6 Delete the first sentence and substitute the following:

Before an exposure to loss may occur, the Contractor shall file with the Owner a copy of each policy that includes insurance coverages required by this Paragraph 11.4.

11.4.6 Delete the last word of this subparagraph and insert the word "Owner".

11.4.7 Modify Subparagraph 11.4.7 by substituting "Contractor" for "Owner" at the end of the first sentence.

11.4.8 Modify Subparagraph 11.4.8 by substituting "Contractor" for "Owner" as fiduciary; except that at the first reference to "Owner" in the first sentence, the word "this" should be substituted for "Owner's."

11.4.9 Modify Subparagraph 11.4.9 by substituting "Contractor" for "Owner" each time the latter word appears.

11.4.10 Modify Subparagraph 11.4.10 by substituting "Contractor" for "Owner" each time the latter word appears.

11.5.1 Delete Par. 11.5.1 and substitute the following:

11.5.1 **CONTRACT SECURITY:** Performance and Payment Bonds shall be required for all work where the Contract exceeds \$50,000.00. After award of contracts by Owner, the successful Bidder, at Bidder's expense, must deliver to the Owner an executed Performance and Payment Bond in an amount of 100% of the accepted bid as security for the faithful performance of the Contract and payment of all persons performing labor and furnishing materials in connection with this Contract. Bonding Company must be licensed, listed, and approved in the State in which the project is located. Bonding Company shall provide such other information as necessary to

document net worth, stability, total bonding capacity, and projects under coverage, etc., with adequate financial capacity for this Project. If the Contract sum exceeds the underwriting limitation of the Surety on the most recent list of acceptable sureties, the Contractor shall provide the Owner with evidence that the excess is protected by re-insurance or co-insurance in a form and amount acceptable to the Owner.

.1 The Contractor shall deliver the required bonds to the Owner not later than 3 days following the date the Agreement is entered into, or if the Work is to be commenced prior thereto in response to a letter of intent, the Contractor shall, prior to the commencement of the Work, submit evidence satisfactory to the Owner that such bonds will be furnished.

END OF SECTION 00 7300





**MICHIGAN DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH
WAGE & HOUR DIVISION**

**2011 MICHIGAN PREVAILING WAGE RATE SCHEDULE
For Parking Lot, Road, Highway, Bridge & Airport Construction**



OPERATING ENGINEERS CLASSIFICATION DESCRIPTIONS

Class I	<p>Asphalt Paver (self-propelled) Asphalt Planer (self-propelled) Asphalt Plant Operator Auto-Grader Blade Grader Operator Batch Plant (concrete-central mix) Backhoe (with over 3/8 yard bucket) Bulldozer Operator Concrete Pump 3" and over Conveyor Loader Operator (euclid type) Crane Operator Dragline Operator Elevating Grader Operator End-loader Operator (1 yard capacity or over) Slip Form Paver Finishing Machine Operator (asphalt) Gradall Operator (and similar type machines) Hoisting Engineer Hydro demolisher (water blaster) Locomotive Operator Mechanic</p>	<p>Paver Operator (5 bags or more) Pump Operator (6" discharge or over, gas, diesel powered, or generator of 300 amp or larger) Pile Driving Operator Roto Mill Roller Operator (Asphalt) Side Boom Tractor (type D-4, equivalent or larger) Self-Propelled or Tractor Drawn Scraper Slurry Machine (asphalt) Swinging Boom Truck (over 12 ton capacity) Shouldering or Gravel Distributing Machine Operator (self-propelled) Shovel Operator Side Boom Tractor (type D-4 or equivalent or larger) Tractor Operator Trenching Machine Operator Tube Finisher (slip form paving) Farm type tractor with attached pan</p>
Class II	<p>Sweeper (wayne type & similar equipment) Screening Plant Operator Washing Plant Operator Crusher Operator Vacuum Truck Operator</p>	<p>Backhoe (with 3/8 yard bucket or less) Side Boom Tractor (smaller than D-4 type or equivalent) Batch Plant (concrete-dry mix)</p>
Class II	<p>Grease Truck</p>	
Class III	<p>Air Compressor Operator (600 cfm or more) Air Compressor (2 or more, less than 600 cfm) Concrete Breaker Tractor Operator (farm type with attachments) Wagon Drill Operator</p>	
Class IV	<p>Boiler Fireman Oiler End-loader Operator (under 1 yard capacity) Mechanic's Helper Trencher (service) Flexplane Operator Cleftplane Operator Grader Operator Self-propelled Fine-Grade or Form (concrete) Finishing Machine Operator (concrete) Boom or Winch Hoist Truck Operator End Dumps Mesh Installer (self-propelled)</p>	<p>Stump Remover Skid Steer Fireman Roller Operator (other than asphalt) Curing Equipment Operator (self-propelled) Concrete Saw Operator (Over 40 HP) Power Bin Operator Plant Drier Operator (asphalt) Vibratory Compaction Equipment (6' wide or over) Guard Post Driver Operator All Mulching Equipment, Stump Remover, Concrete Pump (under 3") Farm Type Tractor Operator</p>

	MICHIGAN DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH WAGE & HOUR DIVISION 2011 MICHIGAN PREVAILING WAGE RATE SCHEDULE For Parking Lot, Road, Highway, Bridge & Airport Construction	
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LABORERS CLASSIFICATION DESCRIPTIONS

- Class 1** Asphalt Shoveler or Loader, Asphalt Raker Tender, Asphalt Plant Misc., Railroad Track and Trestle Laborer, Burlap Man, Carpenter's Tender, Top Man, Yard Man, Guard Rail Builder's Tender, Earth Retention Barrier and Wall and Mechanically Stabilized Earthen Wall Installers Tender, Highway and Median Barrier Installer's Tender (including Sound, Retaining and Crash Barrier), Fence Erector's Tender, Dumper (wagon, truck, etc.) Joint Filling Labor, Misc., Unskilled Labor, Sprinkler Labor, Form Setting Labor, Form Stripper, Pavement Reinforcing, Handling and Placing (e.g. wire mesh, steel mats, dowel bars, etc.) Mason's or Bricklayer's Tender on Manholes, Manhole Builder, Headwalls, etc., Waterproofing (other than buildings), Seal Coating and Slurry Mix, Shoring, Underpinning, Bridge Painting, etc. (spray, roller and brush) Sandblasting, Pressure Grouting, and Bridge Pin and Hanger Removal, Material Recycling Laborer, Horizontal Paver (brick, concrete, clay, stone and asphalt) Ground Stabilization and Modification Laborer, Grouting, Waterblasting, Sign Installer and remote control operated equipment.
- Class 2** Mix Operator (less than 5 sacks), Air or Electric Tool Operator (jack hammer, etc.), Spreader, Boxman (asphalt, stone, gravel, etc.), Concrete Paddler, Power Chain Saw Operator, Paving Batch Truck Dumper, Tunnel Mucker (highway work only), Concrete Saw Operator (under 40 H.P.), Dry Pack Machine and Roto-Mill Grounds Person.
- Class 3** Tunnel Miner (highway work only), Finishers Tender, Guard Rail Builder, Highway and Median Barrier Installer, Fence Erector, Bottom Man, Powder Man, Wagon Drill and Air Track Operators, Curb and Side Rail Setters' Tender, Diamond & Core Drills, Earth Retention Barriers, Walls and Mechanically Stabilized Earthen Wall Installer (including sound, retaining and crash barrier), grade checker and certified welder.
- Class 4** Asphalt Raker
- Class 5** Pipe Layers, Oxy-gun
- Class 6** Line-Form Setter for Curb or Pavement and asphalt screed checker/screw man on asphalt paving machines.
- Class 7** Concrete Specialist, finishing and troweling, of cast in place or precast concrete by any and all methods.

OVERTIME PROVISIONS FOR Road Builder PREVAILING WAGE RATE SCHEDULE

1. Overtime is represented as a nine character code. Each character represents a certain period of time after the first 8 hours Monday thru Friday.

	Monday thru Friday	Saturday	Sunday & Holidays	Four 10s
First 8 Hours		4	8	9
9 th Hour	1	5		
10 th Hour	2	6		
Over 10 hours	3	7		

Overtime for Monday thru Friday after 8 hours:

the 1st character is for time worked in the 9th hour (8.1 - 9 hours)

the 2nd character is for time worked in the 10th hour (9.1 - 10 hours)

the 3rd character is for time worked beyond the 10th hour (10.1 and beyond)

Overtime on Saturday:

the 4th character is for time worked in the first 8 hours on Saturday (0 - 8 hours)

the 5th character is for time worked in the 9th hour on Saturday (8.1 - 9 hours)

the 6th character is for time worked in the 10th hour (9.1 - 10 hours)

the 7th character is for time worked beyond the 10th hour (10.01 and beyond)

Overtime on Sunday & Holidays

the 8th character is for time worked on Sunday or on a holiday

4 Ten hour days @ Straight Time

The 9th character indicates if an optional 4-day 10-hour per day workweek can be worked between Monday and Friday without paying overtime after 8 hours worked. **To utilize a 4 ten workweek, notice is required from the employer to employee prior to the start of work on the project.**

2. Overtime Indicators Used in the Overtime Provision:

H -means TIME AND ONE-HALF due

D -means DOUBLE PAY due

X means TIME AND ONE HALF due after 40 hours worked

Y means YES an optional 4-day 10-hour per day workweek can be worked without paying overtime after 8 hours worked

N -means NO optional 4-day 10-hour per day workweek can be worked without paying overtime after 8 hours worked

3. EXAMPLES:

HHHHHHDDY - This example shows that the 1½ rate must be used for time worked after 8 hours Monday thru Friday (characters 1 - 3) and for all hours worked on Saturday, (characters 4 - 6), except hours worked after 10 hours on Saturday (7th character). Work done after 10 hours must be paid at the double time rate. Work done on Sunday or holidays must be paid double time (character 8). The Y (character 9) indicates that 4 ten-hour days is an acceptable alternative workweek at regular pay.

HHHHHHHHY means that the 1½ rate must be used for time worked after 8 hours worked Monday thru Friday (characters 1-3); and for any hours worked on Saturdays, Sundays or holidays (characters 4-8). The Y (character 9) indicates that 4 ten-hour days is an acceptable alternative workweek at regular pay.

XXHXXHDY this example allows 4 ten hour days Monday thru Saturday to be worked. Hours worked beyond ten Monday thru Saturday OR hours worked after 40 hours in one week must be paid at time and one half. Sunday or holiday hours must be paid at double.

Official Request #: 57
Requestor: Woodhaven Brownstown School District

Project Description: Van Horn Road Improvements
Project Number: NP10-002

Official 2011 Prevailing Wage Rate Schedule
for Parking Lot, Road, Highway, Bridge and Airport Construction

Issue Date: 3/22/2011

Contract must be awarded by: 6/20/2011

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Construction Mechanic Classification			Straight Time Rate	Time and One Half Rate	Double Time Rate	Overtime Code
=====						
Bridge Painter						
Bridge Painter	BPT1011	WAGE	\$24.00	\$36.00	\$48.00	H H H H H H H D N
	7/7/2010	FRINGE	\$9.03	\$9.03	\$9.03	
Apprentice Rates:						
1st 1,000 hours		WAGE	\$14.40	\$21.60	\$28.80	
		FRINGE	\$9.03	\$9.03	\$9.03	
2nd 1,000 hours		WAGE	\$15.60	\$23.40	\$31.20	
		FRINGE	\$9.03	\$9.03	\$9.03	
3rd 1,000 hours		WAGE	\$16.80	\$25.20	\$33.60	
		FRINGE	\$9.03	\$9.03	\$9.03	
4th 1,000 hours		WAGE	\$18.00	\$27.00	\$36.00	
		FRINGE	\$9.03	\$9.03	\$9.03	
5th 1,000 hours		WAGE	\$19.20	\$28.80	\$38.40	
		FRINGE	\$9.03	\$9.03	\$9.03	
6th 1,000 hours		WAGE	\$20.40	\$30.60	\$40.80	
		FRINGE	\$9.03	\$9.03	\$9.03	
7th 1,000 hours		WAGE	\$21.60	\$32.40	\$43.20	
		FRINGE	\$9.03	\$9.03	\$9.03	
8th 1,000 hours		WAGE	\$22.80	\$34.20	\$45.60	
		FRINGE	\$9.03	\$9.03	\$9.03	

Entire Upper Peninsula
 Entire Upper Peninsula

Official Request 57
 Requestor: Woodhaven Brownstown School District
 Project Van Horn Road Improvements

Official Rate Schedule

Every contractor and subcontractor shall keep posted on the construction site, in a conspicuous place, a copy of all prevailing wage and fringe benefit rates prescribed in a contract.

Official 2011 Prevailing Wage Rate Schedule for Parking Lot, Road, Highway, Bridge and Airport Construction

Issue Date: 3/22/2011

Contract must be awarded by: 6/20/2011

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Construction Mechanic Classification			Straight Time Rate	Time and One Half Rate	Double Time Rate	Overtime Code
CARPENTERS						
CARPENTERS ZONE 1	RBCZ1	WAGE	\$28.23	\$42.35	\$56.46	H H H H H H D D Y
	7/1/2010	FRINGE	\$20.17	\$26.68	\$33.18	
Apprentice Rates:						
1ST 6 MONTHS		WAGE	\$12.42	\$18.63	\$24.84	
		FRINGE	\$12.89	\$15.76	\$18.62	
2ND 6 MONTHS		WAGE	\$15.53	\$23.30	\$31.06	
		FRINGE	\$14.31	\$17.89	\$21.46	
YEAR 2		WAGE	\$18.35	\$27.53	\$36.70	
		FRINGE	\$15.62	\$19.85	\$24.08	
YEAR 3		WAGE	\$21.17	\$31.76	\$42.34	
		FRINGE	\$16.91	\$21.79	\$26.66	
YEAR 4		WAGE	\$24.00	\$36.00	\$48.00	
		FRINGE	\$18.22	\$23.75	\$29.28	
CARPENTERS ZONE 1 Wayne, Oakland, Macomb, Sanilac, St. Clair, Monroe and the following townships of Livingston County Brighton, Deerfield, Genoa, Hartland, Osceola and Tyrone						
CARPENTERS ZONE 2	RBCZ2	WAGE	\$25.79	\$38.69		H H H H H H H H Y
	7/15/201	FRINGE	\$14.07	\$14.07		
Apprentice Rates:						
1ST YEAR		WAGE	\$15.47	\$23.21		
		FRINGE	\$14.07	\$14.07		
2ND YEAR		WAGE	\$18.05	\$27.08		
		FRINGE	\$14.07	\$14.07		
3RD YEAR		WAGE	\$20.63	\$30.95		
		FRINGE	\$14.07	\$14.07		
4TH YEAR		WAGE	\$21.92	\$32.88		
		FRINGE	\$14.07	\$14.07		
CARPENTERS ZONE 2 The entire state except those counties and townships listed in Zone 1						

Official Request 57
 Requestor: Woodhaven Brownstown School District
 Project Van Horn Road Improvements

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Construction Mechanic Classification			Straight Time Rate	Time and One Half Rate	Double Time Rate	Overtime Code
CEMENT MASONS						
CEMENT MASONS ZONE 1	RBCMZ1	WAGE	\$27.48	\$41.22		H H H H H H H H Y
	7/7/2010	FRINGE	\$11.50	\$11.50		
Apprentice Rates:						
1ST YEAR		WAGE	\$15.00	\$22.50		
		FRINGE	\$11.50	\$11.50		
2ND YEAR		WAGE	\$19.13	\$28.70		
		FRINGE	\$11.50	\$11.50		
3RD YEAR		WAGE	\$23.27	\$34.91		
		FRINGE	\$11.50	\$11.50		
CEMENT MASONS ZONE 1 Genesee, Oakland, Macomb, Monroe, Washtenaw, Wayne, Livingston and Saginaw Counties.						
CEMENT MASONS ZONE 2	RBCMZ2	WAGE	\$25.98	\$38.97		H H H H H H H H Y
	7/1/2010	FRINGE	\$11.50	\$11.50		
Apprentice Rates:						
1ST YEAR		WAGE	\$14.17	\$21.26		
		FRINGE	\$11.50	\$11.50		
2ND YEAR		WAGE	\$18.12	\$27.18		
		FRINGE	\$11.50	\$11.50		
3RD YEAR		WAGE	\$22.09	\$33.14		
		FRINGE	\$11.50	\$11.50		
CEMENT MASONS ZONE 2 All counties not listed in Zone 1						

Official Request 57
Requestor: Woodhaven Brownstown School District
Project Van Horn Road Improvements

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Construction Mechanic Classification			Straight Time Rate	Time and One Half Rate	Double Time Rate	Overtime Code
IRONWORKERS						
IRONWOKERS ZONE 1	RBIRZ1	WAGE	\$23.65	\$35.48	\$47.30	X X H X X X H D Y
Four 10 hour work days may be worked Monday-Saturday.	7/9/2010					
	7/9/2010	FRINGE	\$7.15	\$7.15	\$7.15	
Apprentice Rates:						
60%		WAGE	\$14.19	\$21.28	\$28.38	
		FRINGE	\$6.91	\$6.91	\$6.91	
65%		WAGE	\$15.37	\$23.06	\$30.74	
		FRINGE	\$6.94	\$6.94	\$6.94	
70%		WAGE	\$16.56	\$24.84	\$33.12	
		FRINGE	\$6.97	\$6.97	\$6.97	
75%		WAGE	\$17.74	\$26.61	\$35.48	
		FRINGE	\$7.00	\$7.00	\$7.00	
80%		WAGE	\$18.92	\$28.38	\$37.84	
		FRINGE	\$7.03	\$7.03	\$7.03	
85%		WAGE	\$20.10	\$30.15	\$40.20	
		FRINGE	\$7.06	\$7.06	\$7.06	

IRONWORKERS ZONE 1
Genesee, Oakland, Macomb, Monroe, Washtenaw
and Wayne Counties

IRONWORKERS ZONE 2	RBIRZ2	WAGE	\$19.65	\$29.48	\$39.30	X X H X X X H D Y
Four 10 hour work days may be worked Monday-Saturday.	7/9/2010					
	7/9/2010	FRINGE	\$7.15	\$7.15	\$7.15	
Apprentice Rates:						
60%		WAGE	\$11.79	\$17.68	\$23.58	
		FRINGE	\$6.91	\$6.91	\$6.91	
65%		WAGE	\$12.77	\$19.16	\$25.55	
		FRINGE	\$6.94	\$6.94	\$6.94	
70%		WAGE	\$13.76	\$20.63	\$27.51	
		FRINGE	\$6.97	\$6.97	\$6.97	
75%		WAGE	\$14.74	\$22.11	\$29.48	
		FRINGE	\$7.00	\$7.00	\$7.00	
80%		WAGE	\$15.72	\$23.58	\$31.44	
		FRINGE	\$7.03	\$7.03	\$7.03	
85%		WAGE	\$16.70	\$25.05	\$33.40	
		FRINGE	\$7.06	\$7.06	\$7.06	

IRONWORKERS ZONE 2
The entire state except those counties listed in
Zone 1: Genesee, Oakland, Macomb, Monroe,
Washtenaw and Wayne

Official Request 57
Requestor: Woodhaven Brownstown School District

Project Van Horn Road Improvements

Official Rate Schedule

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Construction Mechanic Classification			Straight Time Rate	Time and One Half Rate	Double Time Rate	Overtime Code
LABORERS						
LABORERS CLASS 1 ZONE 1	RBLABC1Z1	WAGE	\$21.68	\$32.52		H H H H H H H H Y
	7/1/2010	FRINGE	\$13.68	\$14.71		
Apprentice Rates:						
0-1000 WORK HOURS		WAGE	\$16.26	\$24.39		
		FRINGE	\$13.68	\$14.71		
1001-2000 WORK HOURS		WAGE	\$17.34	\$26.01		
		FRINGE	\$13.68	\$14.71		
2001-3000 WORK HOURS		WAGE	\$18.43	\$27.64		
		FRINGE	\$13.68	\$14.71		
3001-4000 WORK HOURS		WAGE	\$20.60	\$30.89		
		FRINGE	\$13.68	\$14.71		

LABORERS ZONE 1
Genesee, Macomb, Monroe, Oakland, Washtenaw
and Wayne

LABORERS CLASS 1 ZONE 2	RBLABC1Z2	WAGE	\$19.48	\$29.22		H H H H H H H H Y
	7/1/2010	FRINGE	\$13.93	\$15.08		
Apprentice Rates:						
0-1000 WORK HOURS		WAGE	\$14.61	\$21.92		
		FRINGE	\$13.93	\$15.08		
1001-2000 WORK HOURS		WAGE	\$15.58	\$23.38		
		FRINGE	\$13.93	\$15.08		
2001-3000 WORK HOURS		WAGE	\$16.56	\$24.84		
		FRINGE	\$13.93	\$15.08		
3001-4000 WORK HOURS		WAGE	\$18.51	\$27.76		
		FRINGE	\$13.93	\$15.08		

LABORERS ZONE 2
Allegan, Barry, Bay, Berrien, Branch, Calhoun,
Cass, Clinton, Eaton, Gratiot, Hillsdale, Huron,
Ingham, Jackson, Kalamazoo, Lapeer, Lenawee,
Livingston, Midland, Muskegon, Saginaw, Sanilac,
Shiawassee, St. Clair, St. Joseph, Tuscola, and

Official Request 57
Requestor: Woodhaven Brownstown School District

Project Van Horn Road Improvements

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Construction Mechanic Classification		Straight Time Rate	Time and One Half Rate	Double Time Rate	Overtime Code
=====					
LABORERS CLASS 1 ZONE 3 & 4	RBLABC1Z3	WAGE	\$18.73	\$28.10	H H H H H H H H Y
	7/7/2010	FRINGE	\$13.93	\$15.08	
Apprentice Rates:					
0-1000 WORK HOURS		WAGE	\$14.05	\$21.07	
		FRINGE	\$13.93	\$15.08	
1001-2000 WORK HOURS		WAGE	\$14.98	\$22.48	
		FRINGE	\$13.93	\$15.08	
2001-3000 WORK HOURS		WAGE	\$15.92	\$23.88	
		FRINGE	\$13.93	\$15.08	
3001-4000 WORK HOURS		WAGE	\$17.79	\$26.69	
		FRINGE	\$13.93	\$15.08	
LABORERS ZONE 3		LABORERS ZONE 4			
Alcona, Alpena, Antrim, Arenac, Benzie, Charlevoix, Cheboygan, Clare, Crawford, Emmet, Gladwin, Grand Traverse, Ionia, Iosco, Isabella, Kalkaska, Kent, Lake, Leelanau, Manistee, Mason, Mecosta, Missaukee, Montcalm, Montmorency, Newaygo, Oceana, Ogemaw, Osceola, Oscoda, Otsego, Ottawa, Presque Isle, Roscommon and		Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon and			
LABORERS CLASS 2 ZONE 1	RBLABC2Z1	WAGE	\$21.81	\$32.72	H H H H H H H H Y
	7/1/2010	FRINGE	\$13.68	\$14.71	
Apprentice Rates:					
0-1000 WORK HOURS		WAGE	\$16.36	\$24.54	
		FRINGE	\$13.68	\$14.71	
1001-2000 WORK HOURS		WAGE	\$17.45	\$26.18	
		FRINGE	\$13.68	\$14.71	
2001-3000 WORK HOURS		WAGE	\$18.54	\$27.81	
		FRINGE	\$13.68	\$14.71	
3001-4000 WORK HOURS		WAGE	\$20.72	\$31.08	
		FRINGE	\$13.68	\$14.71	
LABORERS ZONE 1					
Genesee, Macomb, Monroe, Oakland, Washtenaw and Wayne					

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Construction Mechanic Classification		Straight Time Rate	Time and One Half Rate	Double Time Rate	Overtime Code
=====					
LABORERS CLASS 2 ZONE 2	RBLABC2Z2	WAGE	\$19.68	\$29.52	H H H H H H H H Y
	7/1/2010	FRINGE	\$13.93	\$15.08	
Apprentice Rates:					
0-1000 WORK HOURS		WAGE	\$14.76	\$22.14	
		FRINGE	\$13.93	\$15.08	
1001-2000 WORK HOURS		WAGE	\$15.74	\$23.62	
		FRINGE	\$13.93	\$15.08	
2001-3000 WORK HOURS		WAGE	\$16.73	\$25.09	
		FRINGE	\$13.93	\$15.08	
3001-4000 WORK HOURS		WAGE	\$18.70	\$28.04	
		FRINGE	\$13.93	\$15.08	

LABORERS ZONE 2

Allegan, Barry, Bay, Berrien, Branch, Calhoun,
Cass, Clinton, Eaton, Gratiot, Hillsdale, Huron,
Ingham, Jackson, Kalamazoo, Lapeer, Lenawee,
Livingston, Midland, Muskegon, Saginaw, Sanilac,
Shiawassee, St. Clair, St. Joseph, Tuscola, and

LABORERS CLASS 2 ZONES 3 & 4	RBLABC2Z4	WAGE	\$18.94	\$28.41	H H H H H H H H Y
	7/7/2010	FRINGE	\$13.93	\$15.08	

Apprentice Rates:

0-1000 WORK HOURS		WAGE	\$14.20	\$21.31	
		FRINGE	\$13.93	\$15.08	
1001-2000 WORK HOURS		WAGE	\$15.15	\$22.73	
		FRINGE	\$13.93	\$15.08	
2001-3000 WORK HOURS		WAGE	\$16.10	\$24.15	
		FRINGE	\$13.93	\$15.08	
3001-4000 WORK HOURS		WAGE	\$17.99	\$26.99	
		FRINGE	\$13.93	\$15.08	

LABORERS ZONE 3

Alcona, Alpena, Antrim, Arenac, Benzie,
Charlevoix, Cheboygan, Clare, Crawford, Emmet,
Gladwin, Grand Traverse, Ionia, Iosco, Isabella,
Kalkaska, Kent, Lake, Leelanau, Manistee, Mason,
Mecosta, Missaukee, Montcalm, Montmorency,
Newaygo, Oceana, Ogemaw, Osceola, Oscoda,
Otsego, Ottawa, Presque Isle, Roscommon and

LABORERS ZONE 4

Alger, Baraga, Chippewa, Delta, Dickinson,
Gogebic, Houghton, Iron, Keweenaw, Luce,
Mackinac, Marquette, Menominee, Ontonagon and

Official Request 57

Requestor: Woodhaven Brownstown School District

Project Van Horn Road Improvements

Official Rate Schedule

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Official 2011 Prevailing Wage Rate Schedule for Parking Lot, Road, Highway, Bridge and Airport Construction

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Construction Mechanic Classification			Straight Time Rate	Time and One Half Rate	Double Time Rate	Overtime Code
LABORERS CLASS 3 ZONE 1	RBLABC3Z1	WAGE	\$21.99	\$32.99		H H H H H H H H Y
	7/1/2010	FRINGE	\$13.68	\$14.71		
Apprentice Rates:						
0-1000 WORK HOURS		WAGE	\$16.49	\$24.74		
		FRINGE	\$13.68	\$14.71		
1001-2000 WORK HOURS		WAGE	\$17.59	\$26.38		
		FRINGE	\$13.68	\$14.71		
2001-3000 WORK HOURS		WAGE	\$18.69	\$28.04		
		FRINGE	\$13.68	\$14.71		
3001-4000 WORK HOURS		WAGE	\$20.89	\$31.34		
		FRINGE	\$13.68	\$14.71		

LABORERS ZONE 1
Genesee, Macomb, Monroe, Oakland, Washtenaw
and Wayne

LABORERS CLASS 3 ZONE 2	RBLABC3Z2	WAGE	\$19.92	\$29.88		H H H H H H H H Y
	7/1/2010	FRINGE	\$13.93	\$15.08		
Apprentice Rates:						
0-1000 WORK HOURS		WAGE	\$14.94	\$22.41		
		FRINGE	\$13.93	\$15.08		
1001-2000 WORK HOURS		WAGE	\$15.94	\$23.90		
		FRINGE	\$13.93	\$15.08		
2001-3000 WORK HOURS		WAGE	\$16.93	\$25.40		
		FRINGE	\$13.93	\$15.08		
3001-4000 WORK HOURS		WAGE	\$18.92	\$28.39		
		FRINGE	\$13.93	\$15.08		

LABORERS ZONE 2
Allegan, Barry, Bay, Berrien, Branch, Calhoun,
Cass, Clinton, Eaton, Gratiot, Hillsdale, Huron,
Ingham, Jackson, Kalamazoo, Lapeer, Lenawee,
Livingston, Midland, Muskegon, Saginaw, Sanilac,
Shiawassee, St. Clair, St. Joseph, Tuscola, and

Official Request 57
Requestor: Woodhaven Brownstown School District

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Construction Mechanic Classification	Straight Time Rate	Time and One Half Rate	Double Time Rate	Overtime Code
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LABORERS CLASS 3 ZONES 3 & 4	RBLABC3Z3	WAGE	\$19.23	\$28.85	H H H H H H H H Y
	7/7/2010	FRINGE	\$13.93	\$15.08	

Apprentice Rates:

0-1000 WORK HOURS	WAGE	\$14.42	\$21.63	
	FRINGE	\$13.93	\$15.08	
1001-2000 WORK HOURS	WAGE	\$15.38	\$23.08	
	FRINGE	\$13.93	\$15.08	
2001-3000 WORK HOURS	WAGE	\$16.35	\$24.52	
	FRINGE	\$13.93	\$15.08	
3001-4000 WORK HOURS	WAGE	\$18.27	\$27.40	
	FRINGE	\$13.93	\$15.08	

LABORERS ZONE 3

Alcona, Alpena, Antrim, Arenac, Benzie, Charlevoix, Cheboygan, Clare, Crawford, Emmet, Gladwin, Grand Traverse, Ionia, Iosco, Isabella, Kalkaska, Kent, Lake, Leelanau, Manistee, Mason, Mecosta, Missaukee, Montcalm, Montmorency, Newaygo, Oceana, Ogemaw, Osceola, Oscoda, Otsego, Ottawa, Presque Isle, Roscommon and

LABORERS ZONE 4

Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon and

LABORERS CLASS 4 ZONE 1	RBLABC4Z1	WAGE	\$22.07	\$33.11	H H H H H H H H Y
	7/1/2010	FRINGE	\$13.68	\$14.71	

Apprentice Rates:

0-1000 WORK HOURS	WAGE	\$16.55	\$24.82	
	FRINGE	\$13.68	\$14.71	
1001-2000 WORK HOURS	WAGE	\$17.66	\$26.48	
	FRINGE	\$13.68	\$14.71	
2001-3000 WORK HOURS	WAGE	\$18.76	\$28.14	
	FRINGE	\$13.68	\$14.71	
3001-4000 WORK HOURS	WAGE	\$20.97	\$31.45	
	FRINGE	\$13.68	\$14.71	

LABORERS ZONE 1

Genesee, Macomb, Monroe, Oakland, Washtenaw and Wayne

Official Request 57

Requestor: Woodhaven Brownstown School District

Project Van Horn Road Improvements

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Construction Mechanic Classification	Straight Time Rate	Time and One Half Rate	Double Time Rate	Overtime Code
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LABORERS CLASS 4 ZONE 2	RBLABC4Z2	WAGE	\$20.27	\$30.41	H H H H H H H H Y
	7/1/2010	FRINGE	\$13.93	\$15.08	

Apprentice Rates:

0-1000 WORK HOURS	WAGE	\$15.20	\$22.80
	FRINGE	\$13.93	\$15.08
1001-2000 WORK HOURS	WAGE	\$16.22	\$24.32
	FRINGE	\$13.93	\$15.08
2001-3000 WORK HOURS	WAGE	\$17.23	\$25.84
	FRINGE	\$13.93	\$15.08
3001-4000 WORK HOURS	WAGE	\$19.26	\$28.88
	FRINGE	\$13.93	\$15.08

LABORERS ZONE 2

Allegan, Barry, Bay, Berrien, Branch, Calhoun,
Cass, Clinton, Eaton, Gratiot, Hillsdale, Huron,
Ingham, Jackson, Kalamazoo, Lapeer, Lenawee,
Livingston, Midland, Muskegon, Saginaw, Sanilac,
Shiawassee, St. Clair, St. Joseph, Tuscola, and

LABORERS CLASS 4 ZONES 3 & 4	RBLABC4Z3	WAGE	\$19.67	\$29.51	H H H H H H H H Y
	7/7/2010	FRINGE	\$13.93	\$15.08	

Apprentice Rates:

0-1000 WORK HOURS	WAGE	\$14.75	\$22.13
	FRINGE	\$13.93	\$15.08
1001-2000 WORK HOURS	WAGE	\$15.74	\$23.60
	FRINGE	\$13.93	\$15.08
2001-3000 WORK HOURS	WAGE	\$16.72	\$25.08
	FRINGE	\$13.93	\$15.08
3001-4000 WORK HOURS	WAGE	\$18.69	\$28.03
	FRINGE	\$13.93	\$15.08

LABORERS ZONE 3

Alcona, Alpena, Antrim, Arenac, Benzie,
Charlevoix, Cheboygan, Clare, Crawford, Emmet,
Gladwin, Grand Traverse, Ionia, Iosco, Isabella,
Kalkaska, Kent, Lake, Leelanau, Manistee, Mason,
Mecosta, Missaukee, Montcalm, Montmorency,
Newaygo, Oceana, Ogemaw, Osceola, Oscoda,
Otsego, Ottawa, Presque Isle, Roscommon and

LABORERS ZONE 4

Alger, Baraga, Chippewa, Delta, Dickinson,
Gogebic, Houghton, Iron, Keweenaw, Luce,
Mackinac, Marquette, Menominee, Ontonagon and

Official Request 57

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Project Van Horn Road Improvements

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Construction Mechanic Classification		Straight Time Rate	Time and One Half Rate	Double Time Rate	Overtime Code
LABORERS CLASS 5 ZONE 1	RBLABC5Z1	WAGE	\$22.28	\$33.42	H H H H H H H H Y
	7/2/2010	FRINGE	\$13.68	\$14.71	
Apprentice Rates:					
0-1000 WORK HOURS		WAGE	\$16.71	\$25.06	
		FRINGE	\$13.68	\$14.71	
1001-2000 WORK HOURS		WAGE	\$17.82	\$26.73	
		FRINGE	\$13.68	\$14.71	
2001-3000 WORK HOURS		WAGE	\$18.94	\$28.40	
		FRINGE	\$13.68	\$14.71	
3001-4000 WORK HOURS		WAGE	\$21.17	\$31.75	
		FRINGE	\$13.68	\$14.71	

LABORERS ZONE 1
Genesee, Macomb, Monroe, Oakland, Washtenaw
and Wayne

LABORERS CLASS 5 ZONE 2	RBLABC5Z2	WAGE	\$20.14	\$30.21	H H H H H H H H Y
	7/2/2010	FRINGE	\$13.93	\$15.08	
Apprentice Rates:					
0-1000 WORK HOURS		WAGE	\$15.10	\$22.65	
		FRINGE	\$13.93	\$15.08	
1001-2000 WORK HOURS		WAGE	\$16.11	\$24.16	
		FRINGE	\$13.93	\$15.08	
2001-3000 WORK HOURS		WAGE	\$17.12	\$25.68	
		FRINGE	\$13.93	\$15.08	
3001-4000 WORK HOURS		WAGE	\$19.13	\$28.70	
		FRINGE	\$13.93	\$15.08	

LABORERS ZONE 2
Allegan, Barry, Bay, Berrien, Branch, Calhoun,
Cass, Clinton, Eaton, Gratiot, Hillsdale, Huron,
Ingham, Jackson, Kalamazoo, Lapeer, Lenawee,
Livingston, Midland, Muskegon, Saginaw, Sanilac,
Shiawassee, St. Clair, St. Joseph, Tuscola, and

Official Request 57
Requestor: Woodhaven Brownstown School District

Project Van Horn Road Improvements

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Contract must be awarded by: 6/20/2011

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Construction Mechanic Classification	Straight Time Rate	Time and One Half Rate	Double Time Rate	Overtime Code
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LABORERS CLASS 5 ZONES 3 & 4	RBLABC5Z3	WAGE	\$19.29	\$28.94	H H H H H H H H Y
	7/12/2011	FRINGE	\$13.93	\$15.08	

Apprentice Rates:

0-1000 WORK HOURS	WAGE	\$14.47	\$21.70	
	FRINGE	\$13.93	\$15.08	
1001-2000 WORK HOURS	WAGE	\$15.43	\$23.14	
	FRINGE	\$13.93	\$15.08	
2001-3000 WORK HOURS	WAGE	\$16.40	\$24.60	
	FRINGE	\$13.93	\$15.08	
3001-4000 WORK HOURS	WAGE	\$18.33	\$27.50	
	FRINGE	\$13.93	\$15.08	

LABORERS ZONE 3

Alcona, Alpena, Antrim, Arenac, Benzie, Charlevoix, Cheboygan, Clare, Crawford, Emmet, Gladwin, Grand Traverse, Ionia, Iosco, Isabella, Kalkaska, Kent, Lake, Leelanau, Manistee, Mason, Mecosta, Missaukee, Montcalm, Montmorency, Newaygo, Oceana, Ogemaw, Osceola, Oscoda, Otsego, Ottawa, Presque Isle, Roscommon and

LABORERS ZONE 4

Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon and

LABORERS CLASS 6 ZONE 1	RBLABC6Z1	WAGE	\$22.58	\$33.87	H H H H H H H H Y
	7/2/2010	FRINGE	\$13.68	\$14.71	

Apprentice Rates:

0-1000 WORK HOURS	WAGE	\$16.93	\$25.40	
	FRINGE	\$13.68	\$14.71	
1001-2000 WORK HOURS	WAGE	\$18.06	\$27.09	
	FRINGE	\$13.68	\$14.71	
2001-3000 WORK HOURS	WAGE	\$19.19	\$28.78	
	FRINGE	\$13.68	\$14.71	
3001-4000 WORK HOURS	WAGE	\$21.45	\$32.17	
	FRINGE	\$13.68	\$14.71	

LABORERS ZONE 1

Genesee, Macomb, Monroe, Oakland, Washtenaw and Wayne

Official Request 57

Requestor: Woodhaven Brownstown School District

Project Van Horn Road Improvements

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Construction Mechanic Classification	Straight Time Rate	Time and One Half Rate	Double Time Rate	Overtime Code
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LABORERS CLASS 6 ZONE 2	RBLABC6Z2	WAGE	\$20.48	\$30.72	H H H H H H H H Y
	7/2/2010	FRINGE	\$13.93	\$15.08	

Apprentice Rates:

0-1000 WORK HOURS	WAGE	\$15.36	\$23.04
	FRINGE	\$13.93	\$15.08
1001-2000 WORK HOURS	WAGE	\$16.38	\$24.57
	FRINGE	\$13.93	\$15.08
2001-3000 WORK HOURS	WAGE	\$17.41	\$26.12
	FRINGE	\$13.93	\$15.08
3001-4000 WORK HOURS	WAGE	\$19.46	\$29.19
	FRINGE	\$13.93	\$15.08

LABORERS ZONE 2

Allegan, Barry, Bay, Berrien, Branch, Calhoun,
Cass, Clinton, Eaton, Gratiot, Hillsdale, Huron,
Ingham, Jackson, Kalamazoo, Lapeer, Lenawee,
Livingston, Midland, Muskegon, Saginaw, Sanilac,
Shiawassee, St. Clair, St. Joseph, Tuscola, and

LABORERS CLASS 6 ZONES 3 & 4	RBLABC6Z3	WAGE	\$19.72	\$29.58	H H H H H H H H Y
	7/7/2010	FRINGE	\$13.93	\$15.08	

Apprentice Rates:

0-1000 WORK HOURS	WAGE	\$14.79	\$22.18
	FRINGE	\$13.93	\$15.08
1001-2000 WORK HOURS	WAGE	\$15.78	\$23.67
	FRINGE	\$13.93	\$15.08
2001-3000 WORK HOURS	WAGE	\$16.76	\$25.14
	FRINGE	\$13.93	\$15.08
3001-4000 WORK HOURS	WAGE	\$18.73	\$28.10
	FRINGE	\$13.93	\$15.08

LABORERS ZONE 3

Alcona, Alpena, Antrim, Arenac, Benzie,
Charlevoix, Cheboygan, Clare, Crawford, Emmet,
Gladwin, Grand Traverse, Ionia, Iosco, Isabella,
Kalkaska, Kent, Lake, Leelanau, Manistee, Mason,
Mecosta, Missaukee, Montcalm, Montmorency,
Newaygo, Oceana, Ogemaw, Osceola, Oscoda,
Otsego, Ottawa, Presque Isle, Roscommon and

LABORERS ZONE 4

Alger, Baraga, Chippewa, Delta, Dickinson,
Gogebic, Houghton, Iron, Keweenaw, Luce,
Mackinac, Marquette, Menominee, Ontonagon and

Official Request 57

Requestor: Woodhaven Brownstown School District

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Construction Mechanic Classification	Straight Time Rate	Time and One Half Rate	Double Time Rate	Overtime Code
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LABORERS CLASS 7 ZONES 2, 3, 4	RBLABC72	WAGE	\$23.05	\$34.58	H H H H H H H H Y
	7/2/2010	FRINGE	\$13.93	\$15.08	

Apprentice Rates:

0-1000 WORK HOURS	WAGE	\$17.29	\$25.94
	FRINGE	\$13.93	\$15.08
1001-2000 WORK HOURS	WAGE	\$18.44	\$27.66
	FRINGE	\$13.93	\$15.08
2001-3000 WORK HOURS	WAGE	\$19.59	\$29.38
	FRINGE	\$13.93	\$15.08
3001-4000 WORK HOURS	WAGE	\$21.90	\$32.85
	FRINGE	\$13.93	\$15.08

LABORERS ZONE 2

Allegan, Barry, Bay, Berrien, Branch, Calhoun, Cass, Clinton, Eaton, Gratiot, Hillsdale, Huron, Ingham, Jackson, Kalamazoo, Lapeer, Lenawee, Livingston, Midland, Muskegon, Saginaw, Sanilac, Shiawassee, St. Clair, St. Joseph, Tuscola, and

LABORERS ZONE 3

Alcona, Alpena, Antrim, Arenac, Benzie, Charlevoix, Cheboygan, Clare, Crawford, Emmet, Gladwin, Grand Traverse, Ionia, Iosco, Isabella, Kalkaska, Kent, Lake, Leelanau, Manistee, Mason, Mecosta, Missaukee, Montcalm, Montmorency, Newaygo, Oceana, Ogemaw, Osceola, Oscoda, Otsego, Ottawa, Presque Isle, Roscommon and

LABORERS ZONE 4

Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon and

LABORERS CLASS 7 ZONE 1	RBLABC7Z1	WAGE	\$23.65	\$35.48	H H H H H H H H Y
	7/7/2010	FRINGE	\$13.68	\$14.71	

Apprentice Rates:

0-1000 WORK HOURS	WAGE	\$17.74	\$26.60
	FRINGE	\$13.68	\$14.71
10001-2000 WORK HOURS	WAGE	\$18.92	\$28.38
	FRINGE	\$13.68	\$14.71
2001-3000 WORK HOURS	WAGE	\$20.10	\$30.15
	FRINGE	\$13.68	\$14.71
3001-4000 WORK HOURS	WAGE	\$22.47	\$33.70
	FRINGE	\$13.68	\$14.71

LABORERS ZONE 1

Genesee, Macomb, Monroe, Oakland, Washtenaw and Wayne

Official Request 57

Requestor: Woodhaven Brownstown School District

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Construction Mechanic Classification			Straight Time Rate	Time and One Half Rate	Double Time Rate	Overtime Code
OPERATING ENGINEERS						
OPERATING ENGINEERS CLASS I ZONE 1 & 2	RBOEC1Z1	WAGE	\$24.36	\$36.54		H H H H H H H H Y
	7/7/2010					
	7/7/2010	FRINGE	\$22.71	\$24.54		
Apprentice Rates:						
1ST 6 MONTHS		WAGE	\$17.05	\$25.58		
		FRINGE	\$21.12	\$22.40		
2ND 6 MONTHS		WAGE	\$18.27	\$27.40		
		FRINGE	\$21.30	\$22.67		
3RD 6 MONTHS		WAGE	\$19.49	\$29.24		
		FRINGE	\$21.48	\$22.94		
4TH 6 MONTHS		WAGE	\$20.71	\$31.06		
		FRINGE	\$21.67	\$23.23		
5TH 6 MONTHS		WAGE	\$21.92	\$32.88		
		FRINGE	\$21.85	\$23.50		
6TH 6 MONTHS		WAGE	\$23.14	\$34.71		
		FRINGE	\$22.03	\$23.77		
OPERATING ENGINEERS ZONE 1 Genesee, Oakland, Macomb, Monroe, Washtenaw and Wayne counties						
OPERATING ENGINEERS ZONE 2 The entire state except those counties listed in Zone 1: Genesee, Oakland, Macomb, Monroe, Washtenaw and Wayne						
OPERATING ENGINEERS CLASS II ZONE 1	RBOEC2Z1	WAGE	\$18.50	\$27.75		H H H H H H H H Y
	8/5/2010					
	8/5/2010	FRINGE	\$21.84	\$23.23		
OPERATING ENGINEERS ZONE 1 Genesee, Oakland, Macomb, Monroe, Washtenaw and Wayne counties						
OPERATING ENGINEERS GREASE TRUCK CLASS II ZONE 1	RBOEC2Z1GT	WAGE	\$19.63	\$29.45		H H H H H H H H Y
	8/5/2010					
	8/5/2010	FRINGE	\$22.01	\$23.49		
OPERATING ENGINEERS ZONE 1 Genesee, Oakland, Macomb, Monroe, Washtenaw and Wayne counties						

Official Request 57
Requestor: Woodhaven Brownstown School District
Project Van Horn Road Improvements

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Construction Mechanic Classification			Straight Time Rate	Time and One Half Rate	Double Time Rate	Overtime Code
OPERATING ENGINEERS CLASS 2 ZONE 2	RBOEC2Z2	WAGE	\$18.37	\$27.56		H H H H H H H H Y
	8/5/2010					
	8/5/2010	FRINGE	\$21.82	\$23.20		

OPERATING ENGINEERS ZONE 2
The entire state except those counties listed in
Zone 1: Genesee, Oakland, Macomb, Monroe,
Washtenaw and Wayne

OPERATING ENGINEERS GREASE TRUCK CLASS 2 ZONE 2	RBOEC2Z2GT	WAGE	\$19.50	\$29.25		H H H H H H H H Y
	8/5/2010					
	8/5/2010	FRINGE	\$21.99	\$23.46		

OPERATING ENGINEERS ZONE 2
The entire state except those counties listed in
Zone 1: Genesee, Oakland, Macomb, Monroe,
Washtenaw and Wayne

OPERATING ENGINEERS CLASS III ZONE 1	RBOEC3Z1	WAGE	\$18.02	\$27.03		H H H H H H H H Y
	8/5/2010					
	8/5/2010	FRINGE	\$21.76	\$23.11		

OPERATING ENGINEERS ZONE 1
Genesee, Oakland, Macomb, Monroe, Washtenaw
and Wayne counties

OPERATING ENGINEERS CLASS III ZONE 2	RBOEC3Z2	WAGE	\$17.89	\$26.84		H H H H H H H H Y
	8/5/2010					
	8/5/2010	FRINGE	\$21.74	\$23.08		

OPERATING ENGINEERS ZONE 2
The entire state except those counties listed in
Zone 1: Genesee, Oakland, Macomb, Monroe,
Washtenaw and Wayne

OPERATING ENGINEERS CLASS IV ZONE 1	RBOEC4Z1	WAGE	\$17.87	\$26.81		H H H H H H H H Y
	8/5/2010					
	8/5/2010	FRINGE	\$21.74	\$23.08		

OPERATING ENGINEERS ZONE 1
Genesee, Oakland, Macomb, Monroe, Washtenaw
and Wayne counties

contract.

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Construction Mechanic Classification			Straight Time Rate	Time and One Half Rate	Double Time Rate	Overtime Code
=====						
OPERATING ENGINEERS CLASS IV	RBOEC4Z2	WAGE	\$17.61	\$26.42		H H H H H H H H Y
ZONE 2	8/5/2010					
	8/5/2010	FRINGE	\$21.70	\$23.02		

OPERATING ENGINEERS ZONE 2
The entire state except those counties listed in
Zone 1: Genesee, Oakland, Macomb, Monroe,
Washtenaw and Wayne

Pipe and Manhole Rehab

General Laborer for rehab work or normal cleaning and cctv work-top man, scaffold man, CCTV assistant, jetter-vac assistant	TM247	WAGE	\$17.79	\$26.69		H H H H H H H H N
	6/16/200					
	6/16/200	FRINGE	\$8.21	\$8.21		

Statewide Statewide Statewide Statewide

Tap cutter/CCTV Tech/Grout Equipment Operator: unit driver and operator of CCTV; grouting equipment and tap cutting equipment	TM247-2	WAGE	\$22.29	\$33.44		H H H H H H H H N
	6/16/200					
	6/16/200	FRINGE	\$8.21	\$8.21		

Statewide Statewide Statewide Statewide

CCTV Technician/Combo Unit Operator: unit driver and operator of cctv unit or combo unit in connection with normal cleaning and televising work	TM247-3	WAGE	\$21.04	\$31.56		H H H H H H H H N
	6/16/200					
	6/16/200	FRINGE	\$8.21	\$8.21		

Statewide Statewide Statewide Statewide

Official Request 57
Requestor: Woodhaven Brownstown School District
Project Van Horn Road Improvements

Official Rate Schedule

Every contractor and subcontractor shall keep posted on the construction site, in a conspicuous place, a copy of all prevailing wage and fringe benefit rates prescribed in a contract.

Official 2011 Prevailing Wage Rate Schedule for Parking Lot, Road, Highway, Bridge and Airport Construction

Issue Date: 3/22/2011

Contract must be awarded by: 6/20/2011

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Construction Mechanic Classification			Straight Time Rate	Time and One Half Rate	Double Time Rate	Overtime Code
Boiler Operator: unit driver and operator of steam/water heater units and all ancillary equipment associated	TM247-4	WAGE	\$22.79	\$34.19		H H H H H H H H N
	6/16/200					
	6/16/200	FRINGE	\$8.21	\$8.21		

Statewide Statewide

Combo Unit driver & Jetter-Vac Operator	TM247-5	WAGE	\$22.79	\$34.19		H H H H H H H H N
	6/22/200					
	6/22/200	FRINGE	\$8.21	\$8.21		

Statewide Statewide

Pipe Bursting & Slip-lining Equipment Operator	TM247-6	WAGE	\$23.79	\$35.69		H H H H H H H H N
	6/22/200					
	6/22/200	FRINGE	\$8.21	\$8.21		

Statewide Statewide

TRUCK DRIVERS

TRUCK DRIVERS ZONE 1 EUCLID TYPE EQUIPMENT	TD1	WAGE	\$24.54	\$36.81		H H H H H H H H Y
	8/20/201					
	8/20/201	FRINGE	\$14.04	\$0.50		

TRUCK DRIVERS ZONE 1
Genesee, Oakland, Macomb, Monroe, Livingston,
Washtenaw and Wayne

TRUCK DRIVERS ZONE 2 EUCLID TYPE EQUIPMENT	TD2	WAGE	\$24.44	\$36.66		H H H H H H H H Y
	8/20/201					
	8/20/201	FRINGE	\$14.04	\$0.50		

TRUCK DRIVERS ZONE 2
The entire state except those counties listed in
Zone 1: Genesee, Oakland, Macomb, Monroe,
Livingston, Washtenaw and Wayne

Official Request 57
Requestor: Woodhaven Brownstown School District

Project Van Horn Road Improvements

Official Rate Schedule

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Construction Mechanic Classification	Straight Time Rate	Time and One Half Rate	Double Time Rate	Overtime Code
=====				
TRUCK DRIVERS ZONE 1 8 YARD CAPACITY OR GREATER				
TD81	WAGE	\$24.39	\$36.59	H H H H H H H H Y
8/20/201				
8/20/201	FRINGE	\$14.04	\$0.50	

TRUCK DRIVERS ZONE 1
Genesee, Oakland, Macomb, Monroe, Livingston,
Washtenaw and Wayne

TRUCK DRIVERS ZONE 2 8 YARD CAPACITY OR GREATER				
TD82	WAGE	\$24.29	\$36.44	H H H H H H H H Y
8/20/201				
8/20/201	FRINGE	\$14.04	\$0.50	

TRUCK DRIVERS ZONE 2
The entire state except those counties listed in
Zone 1: Genesee, Oakland, Macomb, Monroe,
Livingston, Washtenaw and Wayne

TRUCK DRIVERS ZONE 1 ALL TRUCKS OF 8 CUBIC YARD CAPACITY OR LESS				
TD91	WAGE	\$24.29	\$36.44	H H H H H H H H Y
8/20/201				
8/20/201	FRINGE	\$14.04	\$0.50	

TRUCK DRIVERS ZONE 1
Genesee, Oakland, Macomb, Monroe, Livingston,
Washtenaw and Wayne

TRUCK DRIVERS ZONE 2 8 CUBIC YARD CAPACITY OR LESS				
TD92	WAGE	\$24.19	\$36.29	H H H H H H H H Y
8/20/201				
8/20/201	FRINGE	\$14.04	\$0.50	

TRUCK DRIVERS ZONE 2
The entire state except those counties listed in
Zone 1: Genesee, Oakland, Macomb, Monroe,
Livingston, Washtenaw and Wayne

SECTION 01 1000 - SUMMARY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Work covered by the Contract Documents.
 - 2. Type of the Contract.
 - 3. Use of premises.
 - 4. Owner's occupancy requirements.
 - 5. Work restrictions.
 - 6. Specification formats and conventions.
- B. Related Sections include the following:
 - 1. Division 01 Section "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.3 WORK COVERED BY CONTRACT DOCUMENTS

- A. Project Identification: Van Horn Road Improvements
 - 1. Project Location: 24787 Van Horn Road, Brownstown, MI
- B. Owner: Woodhaven Brownstown School District
 - 1. Owner's Representative: Mr. Ken Barnes, 24821 Hall Road, Woodhaven, MI
- C. Engineer: Spalding DeDecker Associates, Inc., 905 South Blvd. E., Rochester Hills, MI 48307
- D. The Work consists of the following:
 - 1. The Work includes road widening and approach improvements along Van Horn Road. Alternate includes paving improvements to the front drive at Woodhaven High School.

1.4 SCHEDULE

- A. The construction shall start on Monday, June 20, 2011 and finish by Sunday, August 28, 2011. No phasing needed.

1.5 TYPE OF CONTRACT

- A. Project will be constructed under one contract.

1.6 USE OF PREMISES

- A. General: Contractor shall have limited use of premises for construction operations as indicated on Drawings by the Contract limits.
- B. Use of Site: Limit use of premises to work in areas indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
 - 1. Owner Occupancy: Allow for Owner occupancy of Project site.
 - 2. Driveways and Entrances: Keep driveways loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
 - a. Schedule deliveries to minimize use of driveways and entrances.
 - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- C. Use of Existing Building: Repair damage caused by construction operations. Protect building and its occupants during construction period.

1.7 OWNER'S OCCUPANCY REQUIREMENTS

- A. Full Owner Occupancy: Owner will occupy site and existing building during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits, unless otherwise indicated.
 - 1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and authorities having jurisdiction.
 - 2. Provide not less than 72 hours' notice to Owner of activities that will affect Owner's operations.

1.8 WORK RESTRICTIONS

- A. On-Site Work Hours: Follow requirements of local municipality regarding work hours and/or noise ordinances.
 - 1. The building will be occupied continuously throughout the duration of the project. Protective measures shall be taken to insure the safety of occupants both inside and outside of the building.
- B. There is no smoking on school grounds.

- C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary utility services according to requirements indicated:
 - 1. Notify Owner not less than two days in advance of proposed utility interruptions.
 - 2. Do not proceed with utility interruptions without Owner's written permission.

1.9 SPECIFICATION FORMATS AND CONVENTIONS

- A. Specification Format: The Specifications are organized into Divisions and Sections using the 50-division format and CSI/CSC's "MasterFormat" numbering system.
 - 1. Section Identification: The Specifications use Section numbers and titles to help cross-referencing in the Contract Documents. Sections in the Project Manual are in numeric sequence; however, the sequence is incomplete because all available Section numbers are not used. Consult the table of contents at the beginning of the Project Manual to determine numbers and names of Sections in the Contract Documents.
 - 2. Division 01: Sections in Division 01 govern the execution of the Work of all Sections in the Specifications.
- B. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
 - 1. Abbreviated Language: Language used in the Specifications and other Contract Documents is abbreviated. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be inferred as the sense requires. Singular words shall be interpreted as plural, and plural words shall be interpreted as singular where applicable as the context of the Contract Documents indicates.
 - 2. Imperative mood and streamlined language are generally used in the Specifications. Requirements expressed in the imperative mood are to be performed by Contractor. Occasionally, the indicative or subjunctive mood may be used in the Section Text for clarity to describe responsibilities that must be fulfilled indirectly by Contractor or by others when so noted.
 - a. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.

1.10 MISCELLANEOUS PROVISIONS

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 1000

SECTION 01 2600 - CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section specifies administrative and procedural requirements for handling and processing Contract modifications.
- B. Related Sections include the following:
 - 1. Division 1 Section "Product Requirements" for administrative procedures for handling requests for substitutions made after Contract award.

1.3 MINOR CHANGES IN THE WORK

- A. Engineer will issue supplemental instructions authorizing Minor Changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on "Engineer's Supplemental Instructions" document.

1.4 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Engineer will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
 - 1. Proposal Requests issued by Engineer are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.
 - 2. Within time specified in Proposal Request after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
 - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - c. Include costs of labor and supervision directly attributable to the change.
 - d. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.

- B. Contractor-Initiated Proposals: If latent or unforeseen conditions require modifications to the Contract, Contractor may propose changes by submitting a request for a change to the engineer.
1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
 2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 4. Include costs of labor and supervision directly attributable to the change.
 5. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
 6. Comply with requirements in Division 1 Section "Product Requirements" if the proposed change requires substitution of one product or system for product or system specified.
- C. Proposal Request Form: Use AIA Document G709 for Proposal Requests.

1.5 CHANGE ORDER PROCEDURES

- A. On Owner's approval of a Proposal Request, Engineer will issue a Change Order for signatures of Owner and Contractor on AIA Document G701.

1.6 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Change Directive: Engineer may issue a Construction Change Directive on AIA Document G714. Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
1. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

Woodhaven Brownstown School District
Van Horn Road Improvements
SDA Project No NP10002.0C

Bid package No. 1
May 18, 2011

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 2600

SECTION 01 2900 - PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section specifies administrative and procedural requirements necessary to prepare and process Applications for Payment.
- B. Related Sections include the following:
 - 1. Division 1 Section "Construction Progress Documentation" for administrative requirements governing preparation and submittal of Contractor's Construction Schedule and Submittals Schedule.

1.3 DEFINITIONS

- A. Schedule of Values: A statement furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

1.4 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the Schedule of Values with preparation of Contractor's Construction Schedule.
 - 1. Correlate line items in the Schedule of Values with other required administrative forms and schedules, including the following:
 - a. Application for Payment forms with Continuation Sheets.
 - b. Submittals Schedule.
 - c. Contractor's Construction Schedule.
 - 2. Submit the Schedule of Values to Architect at earliest possible date but no later than seven days before the date scheduled for submittal of initial Applications for Payment.
- B. Format and Content: Use the Project Manual table of contents as a guide to establish line items for the Schedule of Values. Provide at least one line item for each Specification Section.
 - 1. Identification: Include the following Project identification on the Schedule of Values:
 - a. Project name and location.

- b. Name of Engineer.
 - c. Engineer's project number.
 - d. Contractor's name and address.
 - e. Date of submittal.
2. Submit draft of AIA Document G703 Continuation Sheets.
 3. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with the Project Manual table of contents. Provide several line items for principal subcontract amounts, where appropriate.
 4. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
 5. Provide a separate line item in the Schedule of Values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
 - a. Differentiate between items stored on-site and items stored off-site. If specified, include evidence of insurance or bonded warehousing.
 6. Provide separate line items in the Schedule of Values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
 7. Each item in the Schedule of Values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.
 - a. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the Schedule of Values or distributed as general overhead expense, at Contractor's option.
 8. Schedule Updating: Update and resubmit the Schedule of Values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

1.5 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by Engineer and paid for by Owner.
 1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.
- B. Payment Application Times: Progress payments shall be submitted to Engineer by the 30th of the month. The period covered by each Application for Payment is one month, ending on the 30th.
- C. Payment Application Forms: Use AIA Document G702 and AIA Document G703 Continuation Sheets as form for Applications for Payment.
- D. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Engineer will return incomplete applications without action.

1. Entries shall match data on the Schedule of Values and Contractor's Construction Schedule. Use updated schedules if revisions were made.
 2. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
- E. Transmittal: Submit 3 signed and notarized original copies of each Application for Payment to Engineer by a method ensuring receipt. One copy shall include waivers of lien and similar attachments if required.
1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- F. Sworn Statement: With each Application for Payment, the Contractor shall include a sworn statement.
1. Sworn statement shall include the following information
 - a. Reference to associated Application for Payment
 - b. Owner
 - c. Project name and location
 - d. List of all contractors, subcontractors, suppliers, laborers
 - e. Contract sum for each contractor, subcontractor, supplier, laborer – including wages, fringe benefits, and taxes
 - f. Amount paid from previous Applications for Payment
 - g. Amount due per current Application for Payment
 2. Sworn statement shall attest to the following
 - a. The list of all contractors, subcontractors, suppliers, laborers is complete. No monies are owed to any other parties for any portion of the Work.
 - b. Amounts due and previously paid are correct.
 3. Sworn statement shall be signed and dated by an authorized representative of the Contractor and witnessed by a notary public.
- G. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of subcontractors.
 2. Schedule of Values.
 3. Contractor's Construction Schedule (preliminary if not final).
 4. Products list.
 5. Schedule of unit prices.
 6. Submittals Schedule (preliminary if not final).
 7. List of Contractor's staff assignments.
 8. List of Contractor's principal consultants.
 9. Copies of building permits.
 10. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
 11. Initial progress report.
 12. Report of preconstruction conference.
 13. Certificates of insurance and insurance policies.
- H. Application for Payment at Substantial Completion: After issuing the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.

1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
 2. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- I. Final Payment Application: Submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
 2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
 3. Updated final statement, accounting for final changes to the Contract Sum.
 4. AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
 5. AIA Document G706A, "Contractor's Affidavit of Release of Liens."
 6. AIA Document G707, "Consent of Surety to Final Payment."
 7. Evidence that claims have been settled.
 8. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.
 9. Final, liquidated damages settlement statement.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 2900

SECTION 01 3100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
 - 1. Coordination Drawings.
 - 2. Administrative and supervisory personnel.
 - 3. Project meetings.
 - 4. Requests for Interpretation (RFIs).
- B. Each contractor shall participate in coordination requirements. Certain areas of responsibility will be assigned to a specific contractor.
- C. Related Sections include the following:
 - 1. Division 01 Section "Construction Progress Documentation" for preparing and submitting Contractor's Construction Schedule.
 - 2. Division 01 Section "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
 - 3. Division 01 Section "Closeout Procedures" for coordinating closeout of the Contract.

1.3 DEFINITIONS

- A. RFI: Request from Contractor seeking interpretation or clarification of the Contract Documents.

1.4 COORDINATION

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections, that depend on each other for proper installation, connection, and operation.
 - 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
 - 2. Coordinate installation of different components with other contractors to ensure maximum accessibility for required maintenance, service, and repair.
 - 3. Make adequate provisions to accommodate items scheduled for later installation.

4. Where availability of space is limited, coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair of all components.
- B. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
1. Preparation of Contractor's Construction Schedule.
 2. Preparation of the Schedule of Values.
 3. Installation and removal of temporary facilities and controls.
 4. Delivery and processing of submittals.
 5. Progress meetings.
 6. Preinstallation conferences.
 7. Project closeout activities.
 8. Startup and adjustment of systems.
 9. Project closeout activities.
- D. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.
1. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work. Refer to other Sections for disposition of salvaged materials that are designated as Owner's property.

1.5 SUBMITTALS

- A. Key Personnel Names: Within 15 days of starting construction operations, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home and office telephone numbers. Provide names, addresses, and telephone numbers of individuals assigned as standbys in the absence of individuals assigned to Project.
1. Post copies of list in Project meeting room, in temporary field office, and by each temporary telephone. Keep list current at all times.

1.6 ADMINISTRATIVE AND SUPERVISORY PERSONNEL

- A. General: In addition to Project superintendent, provide other administrative and supervisory personnel as required for proper performance of the Work.
1. Include special personnel required for coordination of operations with other contractors.

1.7 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at Project site, unless otherwise indicated.
1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Engineer of scheduled meeting dates and times.
 2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
 3. Minutes: Record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner and Engineer, within three days of the meeting.
- B. Preconstruction Conference: Schedule a preconstruction conference before starting construction, at a time convenient to Owner and Engineer, but no later than 7 days after execution of the Agreement. Hold the conference at Project site or another convenient location. Conduct the meeting to review responsibilities and personnel assignments.
1. Attendees: Authorized representatives of Owner, Engineer, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 2. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Tentative construction schedule.
 - b. Phasing.
 - c. Critical work sequencing and long-lead items.
 - d. Designation of key personnel and their duties.
 - e. Procedures for processing field decisions and Change Orders.
 - f. Procedures for RFIs.
 - g. Procedures for testing and inspecting.
 - h. Procedures for processing Applications for Payment.
 - i. Distribution of the Contract Documents.
 - j. Submittal procedures.
 - k. LEED requirements.
 - l. Preparation of Record Documents.
 - m. Use of the premises and existing building.
 - n. Work restrictions.
 - o. Owner's occupancy requirements.
 - p. Responsibility for temporary facilities and controls.
 - q. Construction waste management and recycling.
 - r. Parking availability.
 - s. Office, work, and storage areas.
 - t. Equipment deliveries and priorities.
 - u. First aid.
 - v. Security.
 - w. Progress cleaning.
 - x. Working hours.
 3. Minutes: Record and distribute meeting minutes.
- C. Progress Meetings: Conduct progress meetings at biweekly intervals. Coordinate dates of meetings with preparation of payment requests.

1. Attendees: In addition to representatives of Owner and Engineer, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
2. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's Construction Schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - 1) Review schedule for next period.
 - b. Review present and future needs of each entity present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Status of submittals.
 - 4) Deliveries.
 - 5) Off-site fabrication.
 - 6) Access.
 - 7) Site utilization.
 - 8) Temporary facilities and controls.
 - 9) Work hours.
 - 10) Hazards and risks.
 - 11) Progress cleaning.
 - 12) Quality and work standards.
 - 13) Status of correction of deficient items.
 - 14) Field observations.
 - 15) RFIs.
 - 16) Status of proposal requests.
 - 17) Pending changes.
 - 18) Status of Change Orders.
 - 19) Pending claims and disputes.
 - 20) Documentation of information for payment requests.
3. Minutes: Record the meeting minutes.
4. Reporting: Distribute minutes of the meeting to each party present and to parties who should have been present.
 - a. Schedule Updating: Revise Contractor's Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

1.8 REQUESTS FOR INTERPRETATION (RFIs)

- A. Procedure: Immediately on discovery of the need for interpretation of the Contract Documents, and if not possible to request interpretation at Project meeting, prepare and submit an RFI in the form specified.
1. RFIs shall originate with Contractor. RFIs submitted by entities other than Contractor will be returned with no response.
 2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing interpretation and the following:
1. Project name.
 2. Date.
 3. Name of Contractor.
 4. Name of Engineer.
 5. RFI number, numbered sequentially.
 6. Specification Section number and title and related paragraphs, as appropriate.
 7. Drawing number and detail references, as appropriate.
 8. Field dimensions and conditions, as appropriate.
 9. Contractor's suggested solution(s). If Contractor's solution(s) impact the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 10. Contractor's signature.
 11. Attachments: Include drawings, descriptions, measurements, photos, Product Data, Shop Drawings, and other information necessary to fully describe items needing interpretation.
 - a. Supplementary drawings prepared by Contractor shall include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments.
- C. Hard-Copy RFIs: CSI Form 13.2A.
1. Identify each page of attachments with the RFI number and sequential page number.
- D. Software-Generated RFIs: Software-generated form with substantially the same content as indicated above.
1. Attachments shall be electronic files in Adobe Acrobat PDF format.
- E. Engineer's Action: Engineer will review each RFI, determine action required, and return it. Allow three working days for Engineer's response for each RFI. RFIs received after 1:00 p.m. will be considered as received the following working day.
1. The following RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.
 - c. Requests for coordination information already indicated in the Contract Documents.
 - d. Requests for adjustments in the Contract Time or the Contract Sum.
 - e. Requests for interpretation of Engineer's actions on submittals.

- f. Incomplete RFIs or RFIs with numerous errors.
 2. Engineer's action may include a request for additional information, in which case Engineer's time for response will start again.
 3. Engineer's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Division 01 Section "Contract Modification Procedures."
 - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Engineer in writing within 3 days of receipt of the RFI response.
- F. On receipt of Engineer's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Engineer within three days if Contractor disagrees with response.
- G. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log bi-weekly. Software log with not less than the following:
1. Project name.
 2. Name and address of Contractor.
 3. Name and address of Engineer.
 4. RFI number including RFIs that were dropped and not submitted.
 5. RFI description.
 6. Date the RFI was submitted.
 7. Date Engineer's response was received.
 8. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.
 9. Identification of related Field Order, Work Change Directive, and Proposal Request, as appropriate.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 3100

SECTION 01 3200 - CONSTRUCTION PROGRESS DOCUMENTATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
 - 1. Preliminary Construction Schedule.
 - 2. Contractor's Construction Schedule.
 - 3. Field condition reports.
 - 4. Special reports.
- B. Related Sections include the following:
 - 1. Division 01 Section "Payment Procedures" for submitting the Schedule of Values.
 - 2. Division 01 Section "Project Management and Coordination" for submitting and distributing meeting and conference minutes.
 - 3. Division 01 Section "Submittal Procedures" for submitting schedules and reports.
 - 4. Division 01 Section "Quality Requirements" for submitting a schedule of tests and inspections.

1.3 DEFINITIONS

- A. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction project. Activities included in a construction schedule consume time and resources.
 - 1. Critical activities are activities on the critical path. They must start and finish on the planned early start and finish times.
 - 2. Predecessor Activity: An activity that precedes another activity in the network.
 - 3. Successor Activity: An activity that follows another activity in the network.
- B. Major Area: A story of construction, a separate building, or a similar significant construction element.
- C. Milestone: A key or critical point in time for reference or measurement.

1.4 SUBMITTALS

- A. Qualification Data: For scheduling consultant.

- B. Preliminary Construction Schedule: Submit two opaque copies with bid.
 - 1. Approval of cost-loaded preliminary construction schedule will not constitute approval of Schedule of Values for cost-loaded activities.
- C. Contractor's Construction Schedule: Submit four opaque copies of initial schedule, large enough to show entire schedule for entire construction period.
 - 1. Submit an electronic copy of schedule, using software indicated, on CD-R, and labeled to comply with requirements for submittals. Include type of schedule (Initial or Updated) and date on label.
- D. Field Condition Reports: Submit two copies at time of discovery of differing conditions.
- E. Special Reports: Submit two copies at time of unusual event.

1.5 QUALITY ASSURANCE

- A. Scheduling Consultant Qualifications: An experienced specialist in CPM scheduling and reporting, with capability of producing CPM reports and diagrams within 24 hours of Engineer's request.
- B. Prescheduling Conference: Conduct conference at Project site to comply with requirements in Division 01 Section "Project Management and Coordination." Review methods and procedures related to the Preliminary Construction Schedule and Contractor's Construction Schedule, including, but not limited to, the following:
 - 1. Review software limitations and content and format for reports.
 - 2. Verify availability of qualified personnel needed to develop and update schedule.
 - 3. Discuss constraints, including phasing, work stages, area separations, interim milestones and partial Owner occupancy.
 - 4. Review delivery dates for Owner-furnished products.
 - 5. Review schedule for work of Owner's separate contracts.
 - 6. Review time required for review of submittals and resubmittals.
 - 7. Review requirements for tests and inspections by independent testing and inspecting agencies.
 - 8. Review time required for completion and startup procedures.
 - 9. Review and finalize list of construction activities to be included in schedule.
 - 10. Review submittal requirements and procedures.
 - 11. Review procedures for updating schedule.

1.6 COORDINATION

- A. Coordinate preparation and processing of schedules and reports with performance of construction activities and with scheduling and reporting of separate contractors.
- B. Coordinate Contractor's Construction Schedule with the Schedule of Values, list of subcontracts, Submittals Schedule, progress reports, payment requests, and other required schedules and reports.

1. Secure time commitments for performing critical elements of the Work from parties involved.
2. Coordinate each construction activity in the network with other activities and schedule them in proper sequence.

PART 2 - PRODUCTS

2.1 CONTRACTOR'S CONSTRUCTION SCHEDULE, GENERAL

- A. Procedures: Comply with procedures contained in AGC's "Construction Planning & Scheduling."
- B. Time Frame: Extend schedule from date established for commencement of the Work to date of Substantial Completion.
 1. Contract completion date shall not be changed by submission of a schedule that shows an early completion date, unless specifically authorized by Change Order.
- C. Activities: Treat each story or separate area as a separate numbered activity for each principal element of the Work. Comply with the following:
 1. Activity Duration: Define activities so no activity is longer than 20 days, unless specifically allowed by Engineer.
 2. Procurement Activities: Include procurement process activities for the following long lead items and major items, requiring a cycle of more than 60 days, as separate activities in schedule. Procurement cycle activities include, but are not limited to, submittals, approvals, purchasing, fabrication, and delivery.
 3. Submittal Review Time: Include review and resubmittal times indicated in Division 01 Section "Submittal Procedures" in schedule. Coordinate submittal review times in Contractor's Construction Schedule with Submittals Schedule.
 4. Substantial Completion: Indicate completion in advance of date established for Substantial Completion, and allow time for Engineer's administrative procedures necessary for certification of Substantial Completion.
- D. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule, and show how the sequence of the Work is affected.
 1. Phasing: Arrange list of activities on schedule by phase.
 2. Work under More Than One Contract: Include a separate activity for each contract.
 3. Work by Owner: Include a separate activity for each portion of the Work performed by Owner.
 4. Work Restrictions: Show the effect of the following items on the schedule:
 - a. Coordination with existing construction.
 - b. Limitations of continued occupancies.
 - c. Uninterruptible services.
 - d. Partial occupancy before Substantial Completion.
 - e. Use of premises restrictions.
 - f. Provisions for future construction.
 - g. Seasonal variations.
 - h. Environmental control.

5. Work Stages: Indicate important stages of construction for each major portion of the Work, including, but not limited to, the following:
 - a. Subcontract awards.
 - b. Submittals.
 - c. Purchases.
 - d. Fabrication.
 - e. Sample testing.
 - f. Deliveries.
 - g. Installation.
 - h. Tests and inspections.
 - i. Adjusting.
 - j. Curing.
- E. Milestones: Include milestones indicated in the Contract Documents in schedule, including, but not limited to, the Notice to Proceed, Substantial Completion, and Final Completion.
- F. Contract Modifications: For each proposed contract modification and concurrent with its submission, prepare a time-impact analysis to demonstrate the effect of the proposed change on the overall project schedule.
- G. Computer Software: Prepare schedules using a program that has been developed specifically to manage construction schedules.

2.2 PRELIMINARY CONSTRUCTION SCHEDULE

- A. Bar-Chart Schedule: Submit preliminary horizontal bar-chart-type construction schedule with bid.
- B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line. Outline significant construction activities.

2.3 CONTRACTOR'S CONSTRUCTION SCHEDULE (GANTT CHART)

- A. Gantt-Chart Schedule: Submit a comprehensive, fully developed, horizontal Gantt-chart-type, Contractor's Construction Schedule within 15 days of date established for the Notice to Proceed. Base schedule on the Preliminary Construction Schedule and whatever updating and feedback was received since the start of Project.
- B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line.

2.4 REPORTS

- A. Field Condition Reports: Immediately on discovery of a difference between field conditions and the Contract Documents, prepare and submit a detailed report. Submit with a request for interpretation. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.

2.5 SPECIAL REPORTS

- A. General: Submit special reports directly to Owner within one day(s) of an occurrence. Distribute copies of report to parties affected by the occurrence.
- B. Reporting Unusual Events: When an event of an unusual and significant nature occurs at Project site, whether or not related directly to the Work, prepare and submit a special report. List chain of events, persons participating, response by Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise Owner in advance when these events are known or predictable.

PART 3 - EXECUTION

3.1 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Contractor's Construction Schedule Updating: At monthly intervals, update schedule to reflect actual construction progress and activities. Issue schedule one week before each regularly scheduled progress meeting.
 - 1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.
 - 2. Include a report with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
 - 3. As the Work progresses, indicate Actual Completion percentage for each activity.
- B. Distribution: Distribute copies of approved schedule to Engineer, Owner, separate contractors, testing and inspecting agencies, and other parties identified by Contractor with a need-to-know schedule responsibility.
 - 1. Post copies in Project meeting rooms and temporary field offices.
 - 2. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of construction activities.

END OF SECTION 01 3200

SECTION 01 3300 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.
- B. Related Sections include the following:
 - 1. Division 01 Section "Payment Procedures" for submitting Applications for Payment and the Schedule of Values.
 - 2. Division 01 Section "Quality Requirements" for submitting test and inspection reports and for mockup requirements.
 - 3. Division 01 Section "Closeout Procedures" for submitting warranties.
 - 4. Divisions 02 through 49 Sections for specific requirements for submittals in those Sections.

1.3 DEFINITIONS

- A. Action Submittals: Written and graphic information that requires Engineer's responsive action.
- B. Informational Submittals: Written information that does not require Engineer's responsive action. Submittals may be rejected for not complying with requirements.

1.4 SUBMITTAL PROCEDURES

- A. General: Electronic copies of CAD Drawings of the Contract Drawings will not be provided by Engineer for Contractor's use in preparing submittals.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 - 2. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
 - a. Engineer reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.

- C. Submittals Schedule: Comply with requirements in Division 01 Section "Construction Progress Documentation" for list of submittals and time requirements for scheduled performance of related construction activities.
- D. Processing Time: Allow enough time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Engineer's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
1. Initial Review: Allow 15 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Construction Manager will advise Contractor when a submittal being processed must be delayed for coordination.
 2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
 3. Resubmittal Review: Allow 15 days for review of each resubmittal.
- E. Identification: Place a permanent label or title block on each submittal for identification.
1. Indicate name of firm or entity that prepared each submittal on label or title block.
 2. Provide a space approximately 6 by 8 inches on label or beside title block to record Contractor's review and approval markings and action taken by Engineer and Construction Manager.
 3. Include the following information on label for processing and recording action taken:
 - a. Project name.
 - b. Date.
 - c. Name and address of Engineer and Construction Manager.
 - d. Name and address of Contractor.
 - e. Name and address of subcontractor.
 - f. Name and address of supplier.
 - g. Name of manufacturer.
 - h. Submittal number or other unique identifier, including revision identifier.
 - 1) Submittal number shall use Specification Section number followed by a decimal point and then a sequential number (e.g., 06100.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., 06100.01.A).
 - i. Number and title of appropriate Specification Section.
 - j. Drawing number and detail references, as appropriate.
 - k. Location(s) where product is to be installed, as appropriate.
 - l. Other necessary identification.
- F. Deviations: Encircle or otherwise specifically identify deviations from the Contract Documents on submittals.
- G. Additional Copies: Unless additional copies are required for final submittal, and unless Engineer or Construction Manager observes noncompliance with provisions in the Contract Documents, initial submittal may serve as final submittal.
1. Submit one copy of submittal to concurrent reviewer in addition to specified number of copies to Engineer and Construction Manager.

2. Additional copies submitted for maintenance manuals will not be marked with action taken and will be returned.
- H. Transmittal: Package each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Engineer will return submittals, without review, received from sources other than Contractor.
1. Transmittal Form: Provide locations on form for the following information:
 - a. Project name.
 - b. Date.
 - c. Destination (To:).
 - d. Source (From:).
 - e. Names of subcontractor, manufacturer, and supplier.
 - f. Category and type of submittal.
 - g. Submittal purpose and description.
 - h. Specification Section number and title.
 - i. Drawing number and detail references, as appropriate.
 - j. Submittal number, numbered consecutively.
 - k. Submittal and transmittal distribution record.
 - l. Remarks.
 - m. Signature of transmitter.
 2. On an attached separate sheet, prepared on Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by Engineer and Construction Manager on previous submittals, and deviations from requirements in the Contract Documents, including minor variations and limitations. Include same label information as related submittal.
- I. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
1. Note date and content of previous submittal.
 2. Note date and content of revision in label or title block and clearly indicate extent of revision.
 3. Resubmit submittals until they are marked "No Exceptions", "Exceptions Noted" or "Make Corrections Noted".
- J. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- K. Use for Construction: Use only final submittals with mark indicating "<Insert approval notation from Engineer's (and Construction Manager's) action stamp>"taken by Engineer[and Construction Manager].

PART 2 - PRODUCTS

2.1 ACTION SUBMITTALS

- A. General: Prepare and submit Action Submittals required by individual Specification Sections.

- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
1. If information must be specially prepared for submittal because standard printed data are not suitable for use, submit as Shop Drawings, not as Product Data.
 2. Mark each copy of each submittal to show which products and options are applicable.
 3. Include the following information, as applicable:
 - a. Manufacturer's written recommendations.
 - b. Manufacturer's product specifications.
 - c. Manufacturer's installation instructions.
 - d. Standard color charts.
 - e. Manufacturer's catalog cuts.
 - f. Wiring diagrams showing factory-installed wiring.
 - g. Printed performance curves.
 - h. Operational range diagrams.
 - i. Mill reports.
 - j. Standard product operation and maintenance manuals.
 - k. Compliance with specified referenced standards.
 - l. Testing by recognized testing agency.
 - m. Application of testing agency labels and seals.
 - n. Notation of coordination requirements.
 4. Submit Product Data before or concurrent with Samples.
 5. Number of Copies: Submit four copies of Product Data, unless otherwise indicated. Engineer will return two copies. Mark up and retain one returned copy as a Project Record Document.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Dimensions.
 - b. Identification of products.
 - c. Fabrication and installation drawings.
 - d. Roughing-in and setting diagrams.
 - e. Wiring diagrams showing field-installed wiring, including power, signal, and control wiring.
 - f. Shopwork manufacturing instructions.
 - g. Templates and patterns.
 - h. Schedules.
 - i. Design calculations.
 - j. Compliance with specified standards.
 - k. Notation of coordination requirements.
 - l. Notation of dimensions established by field measurement.
 - m. Relationship to adjoining construction clearly indicated.
 - n. Seal and signature of professional engineer if specified.
 - o. Wiring Diagrams: Differentiate between manufacturer-installed and field-installed wiring.

2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches but no larger than 30 by 40 inches.
 3. Number of Copies: Submit four opaque copies of each submittal, unless copies are required for operation and maintenance manuals. Submit five copies where copies are required for operation and maintenance manuals. Engineer will retain two copies; remainder will be returned. Mark up and retain one returned copy as a Project Record Drawing.
- D. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.
1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
 2. Identification: Attach label on unexposed side of Samples that includes the following:
 - a. Generic description of Sample.
 - b. Product name and name of manufacturer.
 - c. Sample source.
 - d. Number and title of appropriate Specification Section.
 3. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
 - a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
 - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
 4. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
 - a. Number of Samples: Submit one full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Engineer will return submittal with options selected.
 5. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
 - a. Number of Samples: Submit three sets of Samples. Engineer and Construction Manager will retain two Sample sets; remainder will be returned. Mark up and retain one returned Sample set as a Project Record Sample.

- 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
 - 2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.
- E. Product Schedule or List: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
1. Type of product. Include unique identifier for each product.
 2. Number and name of room or space.
 3. Location within room or space.
 4. Number of Copies: Submit three copies of product schedule or list, unless otherwise indicated. Engineer will return two copies.
 - a. Mark up and retain one returned copy as a Project Record Document.
- F. Application for Payment: Comply with requirements specified in Division 01 Section "Payment Procedures."
- G. Schedule of Values: Comply with requirements specified in Division 01 Section "Payment Procedures."

2.2 INFORMATIONAL SUBMITTALS

- A. General: Prepare and submit Informational Submittals required by other Specification Sections.
1. Number of Copies: Submit two copies of each submittal, unless otherwise indicated. Engineer will not return copies.
 2. Certificates and Certifications: Provide a notarized statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
 3. Test and Inspection Reports: Comply with requirements specified in Division 01 Section "Quality Requirements."
- B. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, names and addresses of engineers and owners, and other information specified.
- C. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification (WPS) and Procedure Qualification Record (PQR) on AWS forms. Include names of firms and personnel certified.
- D. Installer Certificates: Prepare written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.

- E. Manufacturer Certificates: Prepare written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
- F. Product Certificates: Prepare written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
- G. Material Certificates: Prepare written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
- H. Material Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
- I. Product Test Reports: Prepare written reports indicating current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
- J. Research/Evaluation Reports: Prepare written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
 - 1. Name of evaluation organization.
 - 2. Date of evaluation.
 - 3. Time period when report is in effect.
 - 4. Product and manufacturers' names.
 - 5. Description of product.
 - 6. Test procedures and results.
 - 7. Limitations of use.
- K. Schedule of Tests and Inspections: Comply with requirements specified in Division 01 Section "Quality Requirements."
- L. Preconstruction Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
- M. Compatibility Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.
- N. Field Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
- O. Maintenance Data: Prepare written and graphic instructions and procedures for operation and normal maintenance of products and equipment. Comply with requirements specified in Division 01 Section "Operation and Maintenance Data."

- P. Design Data: Prepare written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.
- Q. Manufacturer's Instructions: Prepare written or published information that documents manufacturer's recommendations, guidelines, and procedures for installing or operating a product or equipment. Include name of product and name, address, and telephone number of manufacturer. Include the following, as applicable:
1. Preparation of substrates.
 2. Required substrate tolerances.
 3. Sequence of installation or erection.
 4. Required installation tolerances.
 5. Required adjustments.
 6. Recommendations for cleaning and protection.
- R. Manufacturer's Field Reports: Prepare written information documenting factory-authorized service representative's tests and inspections. Include the following, as applicable:
1. Name, address, and telephone number of factory-authorized service representative making report.
 2. Statement on condition of substrates and their acceptability for installation of product.
 3. Statement that products at Project site comply with requirements.
 4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
 5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 6. Statement whether conditions, products, and installation will affect warranty.
 7. Other required items indicated in individual Specification Sections.
- S. Insurance Certificates and Bonds: Prepare written information indicating current status of insurance or bonding coverage. Include name of entity covered by insurance or bond, limits of coverage, amounts of deductibles, if any, and term of the coverage.

2.3 DELEGATED DESIGN

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Engineer.
- B. Delegated-Design Submittal: In addition to Shop Drawings, Product Data, and other required submittals, submit three copies of a statement, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.

1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW

- A. Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Engineer and Construction Manager.
- B. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

3.2 ENGINEER'S / ACTION

- A. General: Engineer will not review submittals that do not bear Contractor's approval stamp and will return them without action.
- B. Action Submittals: Engineer will review each submittal, make marks to indicate corrections or modifications required, and return it. Engineer will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action taken, as follows:
 1. Final Release: Where submittals are marked "No Exceptions," that part of the Work covered by the submittal may proceed provided it complies with requirements of the Contract Documents; final acceptance will depend upon that compliance.
 2. Final But Restricted Release: When submittals are marked "Exceptions Noted" or "Make Corrections Noted", that part of the Work covered by the submittal may proceed provided it complies with notations or corrections on the submittal and requirements of the Contract Documents; final acceptance will depend on that compliance.
 3. Returned for Resubmittal: When submittal is marked "Revise and Resubmit", or "Rejected" do not proceed with that part of the Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal in accordance with the notations; resubmit without delay. Repeat if necessary to obtain a different action mark.
 - a. Do not permit submittals marked "Revise and Resubmit" or "Rejected" to be used at the Project site, or elsewhere where Work is in progress.
- C. Informational Submittals: Engineer will review each submittal and will not return it, or will return it if it does not comply with requirements. Engineer will forward each submittal to appropriate party.
- D. Partial submittals are not acceptable, will be considered nonresponsive, and will be returned without review.

- E. Submittals not required by the Contract Documents may not be reviewed and may be discarded.

END OF SECTION 01 3300

SECTION 01400 - QUALITY REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for quality assurance and quality control.
- B. Testing and inspecting services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.
 - 1. Specific quality-assurance and -control requirements for individual construction activities are specified in the Sections that specify those activities. Requirements in those Sections may also cover production of standard products.
 - 2. Specified tests, inspections, and related actions do not limit Contractor's other quality-assurance and -control procedures that facilitate compliance with the Contract Document requirements.
 - 3. Requirements for Contractor to provide quality-assurance and -control services required by Engineer, Owner, or authorities having jurisdiction are not limited by provisions of this Section.
- C. Related Sections include the following:
 - 1. Division 1 Section "Cutting and Patching" for repair and restoration of construction disturbed by testing and inspecting activities.
 - 2. Divisions 2 through 16 Sections for specific test and inspection requirements.

1.3 DEFINITIONS

- A. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.
- B. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that actual products incorporated into the Work and completed construction comply with requirements. Services do not include contract enforcement activities performed by Engineer.
- C. Preconstruction Testing: Tests and inspections that are performed specifically for the Project before products and materials are incorporated into the Work to verify performance or compliance with specified criteria.

- D. Product Testing: Tests and inspections that are performed by a testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with industry standards.
- E. Source Quality-Control Testing: Tests and inspections that are performed at the source, i.e., plant, mill, factory, or shop.
- F. Field Quality-Control Testing: Tests and inspections that are performed on-site for installation of the Work and for completed Work.
- G. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.
- H. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations.
 - 1. Using a term such as "carpentry" does not imply that certain construction activities must be performed by accredited or unionized individuals of a corresponding generic name, such as "carpenter." It also does not imply that requirements specified apply exclusively to tradespeople of the corresponding generic name.

1.4 CONFLICTING REQUIREMENTS

- A. General: If compliance with two or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer uncertainties and requirements that are different, but apparently equal, to Engineer for a decision before proceeding.
- B. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Refer uncertainties to Engineer for a decision before proceeding.

1.5 SUBMITTALS

- A. Qualification Data: For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.
- B. Permits, Licenses, and Certificates: For Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents, established for compliance with standards and regulations bearing on performance of the Work.

1.6 QUALITY CONTROL

- A. Owner Responsibilities: Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services.
- B. Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Unless otherwise indicated, provide quality-control services specified and those required by authorities having jurisdiction. Perform quality-control services required of Contractor by authorities having jurisdiction, whether specified or not.
 - 1. Where services are indicated as Contractor's responsibility, engage a qualified testing agency to perform these quality-control services.
 - a. Contractor shall not employ same entity engaged by Owner, unless agreed to in writing by Owner.
 - 2. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspecting will be performed.
 - 3. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
 - 4. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
 - 5. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
- C. Manufacturer's Field Services: Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing as specified in Division 1 Section "Submittal Procedures."
- D. Retesting/Reinspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that replaced Work that failed to comply with the Contract Documents.
- E. Testing Agency Responsibilities: Cooperate with Engineer and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.
 - 1. Notify Engineer and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
 - 2. Determine the location from which test samples will be taken and in which in-situ tests are conducted.
 - 3. Conduct and interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from requirements.
 - 4. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.
 - 5. Do not releases, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.
 - 6. Do not perform any duties of Contractor.
- F. Associated Services: Cooperate with agencies performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:

1. Access to the Work.
 2. Incidental labor and facilities necessary to facilitate tests and inspections.
 3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.
 4. Facilities for storage and field curing of test samples.
 5. Delivery of samples to testing agencies.
 6. Preliminary design mix proposed for use for material mixes that require control by testing agency.
 7. Security and protection for samples and for testing and inspecting equipment at Project site.
- G. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and -control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.
1. Schedule times for tests, inspections, obtaining samples, and similar activities.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 TEST AND INSPECTION LOG

- A. Prepare a record of tests and inspections. Include the following:
1. Date test or inspection was conducted.
 2. Description of the Work tested or inspected.
 3. Date test or inspection results were transmitted to Engineer.
 4. Identification of testing agency or special inspector conducting test or inspection.
- B. Maintain log at Project site. Post changes and modifications as they occur. Provide access to test and inspection log for Engineer's reference during normal working hours.

3.2 REPAIR AND PROTECTION

- A. General: On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes.
1. Comply with the Contract Document requirements for Division 1 Section "Cutting and Patching."
- B. Protect construction exposed by or for quality-control service activities.
- C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

END OF SECTION 01 400

SECTION 01 4200 - REFERENCES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 DEFINITIONS

- A. General: Basic Contract definitions are included in the Conditions of the Contract.
- B. "Approved": When used to convey Architect's action on Contractor's submittals, applications, and requests, "approved" is limited to Architect's duties and responsibilities as stated in the Conditions of the Contract.
- C. "Directed": A command or instruction by Architect. Other terms including "requested," "authorized," "selected," "required," and "permitted" have the same meaning as "directed."
- D. "Indicated": Requirements expressed by graphic representations or in written form on Drawings, in Specifications, and in other Contract Documents. Other terms including "shown," "noted," "scheduled," and "specified" have the same meaning as "indicated."
- E. "Regulations": Laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, and rules, conventions, and agreements within the construction industry that control performance of the Work.
- F. "Furnish": Supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.
- G. "Install": Operations at Project site including unloading, temporarily storing, unpacking, assembling, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.
- H. "Provide": Furnish and install, complete and ready for the intended use.
- I. "Project Site": Space available for performing construction activities. The extent of Project site is shown on Drawings and may or may not be identical with the description of the land on which Project is to be built.

1.3 INDUSTRY STANDARDS

- A. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.

- B. Publication Dates: Comply with standards in effect as of date of the Contract Documents unless otherwise indicated.
- C. Copies of Standards: Each entity engaged in construction on Project should be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Contract Documents.
 - 1. Where copies of standards are needed to perform a required construction activity, obtain copies directly from publication source.

1.4 ABBREVIATIONS AND ACRONYMS

- A. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities indicated in Thomson Gale's "Encyclopedia of Associations" or in Columbia Books' "National Trade & Professional Associations of the U.S."
- B. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

AA	Aluminum Association, Inc. (The) www.aluminum.org	(703) 358-2960
AAMA	American Architectural Manufacturers Association www.aamanet.org	(847) 303-5664
AIA	American Institute of Architects (The) www.aia.org	(800) 242-3837 (202) 626-7300
AISC	American Institute of Steel Construction www.aisc.org	(800) 644-2400 (312) 670-2400
AISI	American Iron and Steel Institute www.steel.org	(202) 452-7100
ANSI	American National Standards Institute www.ansi.org	(202) 293-8020
ASCE	American Society of Civil Engineers www.asce.org	(800) 548-2723 (703) 295-6300
ASCE/SEI	American Society of Civil Engineers/Structural Engineering Institute (See ASCE)	
ASTM	ASTM International (American Society for Testing and Materials International) www.astm.org	(610) 832-9585
AWS	American Welding Society www.aws.org	(800) 443-9353 (305) 443-9353

BHMA	Builders Hardware Manufacturers Association www.buildershardware.com	(212) 297-2122
BIA	Brick Industry Association (The) www.bia.org	(703) 620-0010
CPA	Composite Panel Association www.pbmdf.com	(301) 670-0604
CSI	Construction Specifications Institute (The) www.csinet.org	(800) 689-2900 (703) 684-0300
GANA	Glass Association of North America www.glasswebsite.com	(785) 271-0208
HMMA	Hollow Metal Manufacturers Association (Part of NAAMM)	
IGCC	Insulating Glass Certification Council www.igcc.org	(315) 646-2234
IGMA	Insulating Glass Manufacturers Alliance www.igmaonline.org	(613) 233-1510
ISO	International Organization for Standardization www.iso.ch	41 22 749 01 11
	Available from ANSI www.ansi.org	(202) 293-8020
NAAMM	National Association of Architectural Metal Manufacturers www.naamm.org	(312) 332-0405
NFPA	NFPA (National Fire Protection Association) www.nfpa.org	(800) 344-3555 (617) 770-3000
NWWDA	National Wood Window and Door Association (Now WDMA)	
SGCC	Safety Glazing Certification Council www.sgcc.org	(315) 646-2234
SWRI	Sealant, Waterproofing, & Restoration Institute www.swrionline.org	(816) 472-7974

- C. Code Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

ICC International Code Council (888) 422-7233

Woodhaven Brownstown School District
Van Horn Road Improvements
SDA Project No NP10002.0C

Bid package No. 1
May 18, 2011

www.iccsafe.org

(703) 931-
4533

ICC-ES ICC Evaluation Service, Inc.

(800) 423-
6587

www.icc-es.org

(562) 699-
0543

D. Standards and Regulations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the standards and regulations in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

ADAAG Americans with Disabilities Act (ADA)

(800) 872-
2253

Architectural Barriers Act (ABA)

(202) 272-
0080

Accessibility Guidelines for Buildings and Facilities
Available from Access Board
www.access-board.gov

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 4200

SECTION 01 6000 - PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; product substitutions; and comparable products.
- B. Related Sections include the following:
 - 1. Division 01 Section "Alternates" for products selected under an alternate.
 - 2. Division 01 Section "References" for applicable industry standards for products specified.
 - 3. Division 01 Section "Closeout Procedures" for submitting warranties for Contract closeout.
 - 4. Divisions 02 through 49 Sections for specific requirements for warranties on products and installations specified to be warranted.

1.3 DEFINITIONS

- A. Products: Items purchased for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
 - 1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation shown or listed in manufacturer's published product literature that is current as of date of the Contract Documents.
 - 2. New Products: Items that have not previously been incorporated into another project or facility, except that products consisting of recycled-content materials are allowed, unless explicitly stated otherwise. Products salvaged or recycled from other projects are not considered new products.
 - 3. Comparable Product: Product that is demonstrated and approved through submittal process, or where indicated as a product substitution, to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.
- B. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.
- C. Basis-of-Design Product Specification: Where a specific manufacturer's product is named and accompanied by the words "basis of design," including make or model number or other designation, to establish the significant qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics for purposes of evaluating comparable products of other named manufacturers.

1.4 SUBMITTALS

- A. Product List: Submit a list, in tabular form, showing specified products. Include generic names of products required. Include manufacturer's name and proprietary product names for each product.
1. Coordinate product list with Contractor's Construction Schedule and the Submittals Schedule.
 2. Form: Tabulate information for each product under the following column headings:
 - a. Specification Section number and title.
 - b. Generic name used in the Contract Documents.
 - c. Proprietary name, model number, and similar designations.
 - d. Manufacturer's name and address.
 - e. Supplier's name and address.
 - f. Installer's name and address.
 - g. Projected delivery date or time span of delivery period.
 - h. Identification of items that require early submittal approval for scheduled delivery date.
 3. Completed List: Within 10 days after date of commencement of the Work, submit 3 copies of completed product list. Include a written explanation for omissions of data and for variations from Contract requirements.
 4. Engineer's Action: Engineer will respond in writing to Contractor within 7 days of receipt of completed product list. Engineer's response will include a list of unacceptable product selections and a brief explanation of reasons for this action. Engineer's response, or lack of response, does not constitute a waiver of requirement to comply with the Contract Documents.
- B. Substitution Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
1. Substitution Request Form: Use facsimile of form provided at end of Section.
 2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
 - a. Statement indicating why specified material or product cannot be provided.
 - b. Coordination information, including a list of changes or modifications needed to other parts of the Work and to construction performed by Owner and separate contractors, that will be necessary to accommodate proposed substitution.
 - c. Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
 - d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
 - e. Samples, where applicable or requested.
 - f. List of similar installations for completed projects with project names and addresses and names and addresses of Engineers and owners.
 - g. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.

- h. Research/evaluation reports evidencing compliance with building code in effect for Project, from a model code organization acceptable to authorities having jurisdiction.
 - i. Detailed comparison of Contractor's Construction Schedule using proposed substitution with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating lack of availability or delays in delivery.
 - j. Cost information, including a proposal of change, if any, in the Contract Sum.
 - k. Contractor's certification that proposed substitution complies with requirements in the Contract Documents and is appropriate for applications indicated.
 - l. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
 - 3. Engineer's Action: If necessary, Engineer will request additional information or documentation for evaluation within 7 days of receipt of a request for substitution. Engineer will notify Contractor of acceptance or rejection of proposed substitution within 7 days of receipt of request, or 7 days of receipt of additional information or documentation, whichever is later.
 - a. Form of Acceptance: Change Order.
 - b. Use product specified if Engineer cannot make a decision on use of a proposed substitution within time allocated.
- C. Comparable Product Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
- 1. Engineer's Action: If necessary, Engineer will request additional information or documentation for evaluation within one week of receipt of a comparable product request. Engineer will notify Contractor of approval or rejection of proposed comparable product request within 7 days of receipt of request, or 7 days of receipt of additional information or documentation, whichever is later.
 - a. Form of Approval: As specified in Division 01 Section "Submittal Procedures."
 - b. Use product specified if Engineer cannot make a decision on use of a comparable product request within time allocated.
- D. Basis-of-Design Product Specification Submittal: Comply with requirements in Division 01 Section "Submittal Procedures." Show compliance with requirements.
- 1.5 QUALITY ASSURANCE
- A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, product selected shall be compatible with products previously selected, even if previously selected products were also options.
- 1. Each contractor is responsible for providing products and construction methods compatible with products and construction methods of other contractors.
 - 2. If a dispute arises between contractors over concurrently selectable but incompatible products, Engineer will determine which products shall be used.

1.6 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft. Comply with manufacturer's written instructions.
- B. Delivery and Handling:
 - 1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
 - 2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
 - 3. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
 - 4. Inspect products on delivery to ensure compliance with the Contract Documents and to ensure that products are undamaged and properly protected.
- C. Storage:
 - 1. Store products to allow for inspection and measurement of quantity or counting of units.
 - 2. Store materials in a manner that will not endanger Project structure.
 - 3. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation.
 - 4. Store cementitious products and materials on elevated platforms.
 - 5. Store foam plastic from exposure to sunlight, except to extent necessary for period of installation and concealment.
 - 6. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
 - 7. Protect stored products from damage and liquids from freezing.
 - 8. Provide a secure location and enclosure at Project site for storage of materials and equipment by Owner's construction forces. Coordinate location with Owner.

1.7 PRODUCT WARRANTIES

- A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.
 - 1. Manufacturer's Warranty: Preprinted written warranty published by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
 - 2. Special Warranty: Written warranty required by or incorporated into the Contract Documents, either to extend time limit provided by manufacturer's warranty or to provide more rights for Owner.
- B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution. Submit a draft for approval before final execution.
 - 1. Manufacturer's Standard Form: Modified to include Project-specific information and properly executed.

2. Specified Form: When specified forms are included with the Specifications, prepare a written document using appropriate form properly executed.
3. Refer to Divisions 02 through 49 Sections for specific content requirements and particular requirements for submitting special warranties.

C. Submittal Time: Comply with requirements in Division 01 Section "Closeout Procedures."

PART 2 - PRODUCTS

2.1 PRODUCT SELECTION PROCEDURES

A. General Product Requirements: Provide products that comply with the Contract Documents, that are undamaged and, unless otherwise indicated, that are new at time of installation.

1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
3. Owner reserves the right to limit selection to products with warranties not in conflict with requirements of the Contract Documents.
4. Where products are accompanied by the term "as selected," Engineer will make selection.
5. Where products are accompanied by the term "match sample," sample to be matched is Engineer's.
6. Descriptive, performance, and reference standard requirements in the Specifications establish "salient characteristics" of products.
7. Or Equal: Where products are specified by name and accompanied by the term "or equal" or "or approved equal" or "or approved," comply with provisions in Part 2 "Comparable Products" Article to obtain approval for use of an unnamed product.

B. Product Selection Procedures:

1. Product: Where Specifications name a single product and manufacturer, provide the named product that complies with requirements.
2. Manufacturer/Source: Where Specifications name a single manufacturer or source, provide a product by the named manufacturer or source that complies with requirements.
3. Products: Where Specifications include a list of names of both products and manufacturers, provide one of the products listed that complies with requirements.
4. Manufacturers: Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements.
5. Available Products: Where Specifications include a list of names of both products and manufacturers, provide one of the products listed, or an unnamed product, that complies with requirements. Comply with provisions in Part 2 "Comparable Products" Article for consideration of an unnamed product.
6. Available Manufacturers: Where Specifications include a list of manufacturers, provide a product by one of the manufacturers listed, or an unnamed manufacturer, that complies with requirements. Comply with provisions in Part 2 "Comparable Products" Article for consideration of an unnamed product.
7. Product Options: Where Specifications indicate that sizes, profiles, and dimensional requirements on Drawings are based on a specific product or system, provide the

- specified product or system. Comply with provisions in Part 2 "Product Substitutions" Article for consideration of an unnamed product or system.
8. Basis-of-Design Product: Where Specifications name a product and include a list of manufacturers, provide the specified product or a comparable product by one of the other named manufacturers. Drawings and Specifications indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Comply with provisions in Part 2 "Comparable Products" Article for consideration of an unnamed product by the other named manufacturers.
 9. Visual Matching Specification: Where Specifications require matching an established Sample, select a product that complies with requirements and matches Engineer's sample. Engineer's decision will be final on whether a proposed product matches.
 - a. If no product available within specified category matches and complies with other specified requirements, comply with provisions in Part 2 "Product Substitutions" Article for proposal of product.
 10. Visual Selection Specification: Where Specifications include the phrase "as selected from manufacturer's colors, patterns, textures" or a similar phrase, select a product that complies with other specified requirements.
 - a. Standard Range: Where Specifications include the phrase "standard range of colors, patterns, textures" or similar phrase, Engineer will select color, pattern, density, or texture from manufacturer's product line that does not include premium items.
 - b. Full Range: Where Specifications include the phrase "full range of colors, patterns, textures" or similar phrase, Engineer will select color, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.

2.2 PRODUCT SUBSTITUTIONS

- A. Timing: Engineer will consider requests for substitution if received within 10 days after commencement of the Work. Requests received after that time may be considered or rejected at discretion of Engineer.
- B. Conditions: Engineer will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Engineer will return requests without action, except to record noncompliance with these requirements:
 1. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Engineer for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
 2. Requested substitution does not require extensive revisions to the Contract Documents.
 3. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 4. Substitution request is fully documented and properly submitted.
 5. Requested substitution will not adversely affect Contractor's Construction Schedule.
 6. Requested substitution has received necessary approvals of authorities having jurisdiction.
 7. Requested substitution is compatible with other portions of the Work.
 8. Requested substitution has been coordinated with other portions of the Work.

9. Requested substitution provides specified warranty.
10. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

2.3 COMPARABLE PRODUCTS

- A. Conditions: Engineer will consider Contractor's request for comparable product when the following conditions are satisfied. If the following conditions are not satisfied, Engineer will return requests without action, except to record noncompliance with these requirements:
1. Evidence that the proposed product does not require extensive revisions to the Contract Documents, that it is consistent with the Contract Documents and will produce the indicated results, and that it is compatible with other portions of the Work.
 2. Detailed comparison of significant qualities of proposed product with those named in the Specifications. Significant qualities include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
 3. Evidence that proposed product provides specified warranty.
 4. List of similar installations for completed projects with project names and addresses and names and addresses of Engineers and owners, if requested.
 5. Samples, if requested.

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 6000

SUBSTITUTION REQUEST FORM

TO: **Warren Woods Public Schools**

PROJECT: **Warren Woods Middle School Parking Lot Renovations**

We hereby submit for your consideration, the following products instead of the specified items for the above project:

Section	Paragraph	Specified Item
_____	_____	_____

Proposed Substitution: _____

Attach complete technical data, including laboratory tests, if applicable.

Include complete information on changes to Drawings and/or Specifications which proposed substitution will require for its proposed installation.

Submit all necessary samples and substantiating data with request to provide equal quality and performance to that which is specified. Clearly mark manufacturer's literature to indicate equality in performance.

Fill in Blanks Below.

A. Does the substitution affect dimensions shown on Drawings?
Yes _____ No _____ If yes, clearly indicate changes.

B. Will the undersigned pay for changes to the building design, including engineering and detailing costs caused by the requested substitution?

C. What affect does substitution have on other trades? _____

D. What affect does substitution have on applicable code requirements?

E. Differences between proposed substitution and specified item?

F. Manufacturer's guarantee of the proposed and specified items are:

_____ Same _____ Different (Explain on attachment).

Woodhaven Brownstown School District
Van Horn Road Improvements
SDA Project No NP10002.0C

Bid package No. 1
May 18, 2011

CERTIFICATION OF EQUAL
PERFORMANCE AND ASSUMPTION OF
LIABILITY FOR EQUAL
PERFORMANCE.

For Use by Design Consultant:

_____ Accepted _____ Accepted
as noted.

The undersigned states that the function,
appearance and quality are equivalent or
superior to the specified item.

_____ Not Accepted _____ Received
too late.

Submitted by:

Signature Title

By _____

Firm

Date _____

Address

Remarks _____

Address

Telephone Date

Signature must be by person having
authority to legally bind the firm to the
above terms. Failure to provide legally
binding signature will result in retraction of
approval.

SECTION 01 7329 - CUTTING AND PATCHING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes procedural requirements for cutting and patching.
- B. Related Sections include the following:
 - 1. Division 01 Section "Selective Structure Demolition" for demolition of selected portions of the building.
 - 2. Divisions 2 through 49 Sections for specific requirements and limitations applicable to cutting and patching individual parts of the Work.
- C. Cutting: Removal of in-place construction necessary to permit installation or performance of other Work.
- D. Patching: Fitting and repair work required to restore surfaces to original conditions after installation of other Work.

1.3 QUALITY ASSURANCE

- A. Structural Elements: Do not cut and patch structural elements in a manner that could change their load-carrying capacity or load-deflection ratio.
- B. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety.
- C. Miscellaneous Elements: Do not cut and patch miscellaneous elements or related components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety.
- D. Visual Requirements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.
- E. Cutting and Patching Conference: Before proceeding, meet at Project site with parties involved in cutting and patching, including mechanical and electrical trades. Review areas of potential

interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.

1.4 WARRANTY

- A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during cutting and patching operations, by methods and with materials so as not to void existing warranties.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. General: Comply with requirements specified in other Sections.
- B. In-Place Materials: Use materials identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.
 - 1. If identical materials are unavailable or cannot be used, use materials that, when installed, will match the visual and functional performance of in-place materials.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine surfaces to be cut and patched and conditions under which cutting and patching are to be performed.
 - 1. Compatibility: Before patching, verify compatibility with and suitability of substrates, including compatibility with in-place finishes or primers.
 - 2. Proceed with installation only after unsafe or unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Temporary Support: Provide temporary support of Work to be cut.
- B. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- C. Adjoining Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.
- D. Existing Utility Services and Mechanical/Electrical Systems: Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to minimize interruption to occupied areas.

3.3 PERFORMANCE

- A. General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
 2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
 3. Concrete or Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
 4. Excavating and Backfilling: Comply with requirements in applicable Division 31 Sections where required by cutting and patching operations.
 5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
 6. Proceed with patching after construction operations requiring cutting are complete.
- C. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections.
1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate integrity of installation.
 2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.
 - a. Clean piping, conduit, and similar features before applying paint or other finishing materials.
 - b. Restore damaged pipe covering to its original condition.
 3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
 - a. Where patching occurs in a painted surface, apply primer and intermediate paint coats over the patch and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats until patch blends with adjacent surfaces.

4. Ceilings: Patch, repair, or rehang in-place ceilings as necessary to provide an even-plane surface of uniform appearance.
 5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition.
- D. Cleaning: Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar materials.

END OF SECTION 01 7329

SECTION 01 7700 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
 - 1. Inspection procedures.
 - 2. Warranties.
 - 3. Final cleaning.
- B. Related Sections include the following:
 - 1. Division 01 Section "Payment Procedures" for requirements for Applications for Payment for Substantial and Final Completion.
 - 2. Divisions 02 through 49 Sections for specific closeout and special cleaning requirements for the Work in those Sections.

1.3 SUBSTANTIAL COMPLETION

- A. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion, complete the following. List items below that are incomplete in request.
 - 1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete.
 - 2. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 - 3.
 - 4. Complete final cleaning requirements, including touchup painting.
 - 5. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- B. Inspection: Submit a written request for inspection for Substantial Completion. On receipt of request, Engineer will either proceed with inspection or notify Contractor of unfulfilled requirements. Engineer will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Engineer, that must be completed or corrected before certificate will be issued.
 - 1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
 - 2. Results of completed inspection will form the basis of requirements for Final Completion.

1.4 FINAL COMPLETION

- A. Preliminary Procedures: Before requesting final inspection for determining date of Final Completion, complete the following:
1. Submit a final Application for Payment according to Division 01 Section "Payment Procedures."
 2. Submit certified copy of Engineer's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Engineer. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
 3. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
 4. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.
- B. Inspection: Submit a request for final inspection for acceptance. On receipt of request, Engineer will either proceed with inspection or notify Contractor of unfulfilled requirements. Engineer will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.
1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.5 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

- A. Preparation: Submit three copies of list. Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
1. Organize list of spaces in sequential order, .
 2. Include the following information at the top of each page:
 - a. Project name.
 - b. Date.
 - c. Name of Engineer.
 - d. Name of Contractor.
 - e. Page number.

1.6 WARRANTIES

- A. Submittal Time: Submit written warranties on request of Engineer for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated.
- B. Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual.
1. Bind warranties and bonds in heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.

2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
 3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
- C. Provide additional copies of each warranty to include in operation and maintenance manuals.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Provide final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Comply with safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on Owner's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from Project site and dispose of lawfully.

END OF SECTION 01 7700