

**CONSTRUCTION AGREEMENT BETWEEN  
DOAN CONSTRUCTION CO.  
AND THE CITY OF ANN ARBOR  
FOR MANHOLE RAISING PROJECT  
RFP NO. 22-74**

THIS CONTRACT is between the CITY OF ANN ARBOR, a Michigan Municipal Corporation, 301 East Huron Street, Ann Arbor, Michigan 48104 (“City”) and Doan Construction Co., (“Contractor”), a Michigan Corporation, with its address at 3670 Carpenter Rd., Ypsilanti, MI 48197. Based upon the mutual promises below, the Contractor and the City agree as follows:

**ARTICLE I - Scope of Work**

The Contractor agrees to furnish all of the materials, equipment and labor necessary; and to abide by all the duties and responsibilities applicable to it for the project titled **Sanitary Manhole Raising Project and RFP 22-74** in accordance with the requirements and provisions of the following documents, including all written modifications incorporated into any of the documents, all of which are incorporated as part of this Contract:

- |  |                         |
|--|-------------------------|
| Non-discrimination and Living Wage                             | General Conditions      |
| Declaration of Compliance Forms (if applicable)                | Standard Specifications |
| Vendor Conflict of Interest Form                               | Detailed Specifications |
| Prevailing Wage Declaration of Compliance Form (if applicable) | Plans                   |
| Bid Forms  | Addenda                 |
| Contract and Exhibits  |                         |
| Bonds  |                         |

**ARTICLE II - Definitions**

**Administering Service Area/Unit** means **Public Services Area/Public Works Unit**

**Project** means **Sanitary Manhole Raising Project and RFP 22-74**

**Supervising Professional** means the person acting under the authorization of the manager of the Administering Service Area/Unit. At the time this Contract is executed, the Supervising Professional is: **Kyle Pettibone** whose job title is **Public Works Engineer**. If there is any question concerning who the Supervising Professional is, Contractor shall confirm with the manager of the Administering Service Area/Unit.

**Contractor’s Representative** means **Jim McInnis** whose job title is **Vice President**.

### **ARTICLE III - Time of Completion**

- (A) The work to be completed under this Contract shall begin immediately on the date specified in the Notice to Proceed issued by the City.
- (B) The entire work for this Contract shall be completed by **January 3, 2024**.
- (C) Failure to complete all the work within the time specified above, including any extension granted in writing by the Supervising Professional, shall obligate the Contractor to pay the City, as liquidated damages and not as a penalty, an amount equal to **\$200** for each calendar day of delay in the completion of all the work. If any liquidated damages are unpaid by the Contractor, the City shall be entitled to deduct these unpaid liquidated damages from the monies due the Contractor.

The liquidated damages are for the non-quantifiable aspects of any of the previously identified events and do not cover actual damages that can be shown or quantified nor are they intended to preclude recovery of actual damages in addition to the recovery of liquidated damages.

### **ARTICLE IV - The Contract Sum**

- (A) The City shall pay to the Contractor for the performance of the Contract, the unit prices as given in the Bid Form for the estimated bid total of:  
  
**One million, four hundred seventy-nine thousand, four hundred ninety-three Dollars and 00/100 (\$1,479,493.00)**
- (B) The amount paid shall be equitably adjusted to cover changes in the work ordered by the Supervising Professional but not required by the Contract Documents. Increases or decreases shall be determined only by written agreement between the City and Contractor.

### **ARTICLE V - Assignment**

This Contract may not be assigned or subcontracted any portion of any right or obligation under this contract without the written consent of the City. Notwithstanding any consent by the City to any assignment, Contractor shall at all times remain bound to all warranties, certifications, indemnifications, promises and performances, however described, as are required of it under this contract unless specifically released from the requirement, in writing, by the City.

### **ARTICLE VI - Choice of Law**

This Contract shall be construed, governed, and enforced in accordance with the laws of the State of Michigan. By executing this Contract, the Contractor and the City agree to venue in a court of appropriate jurisdiction sitting within Washtenaw County for purposes of any action arising under this Contract. The parties stipulate that the venue referenced in this Contract is for convenience and waive any claim of non-convenience.

Whenever possible, each provision of the Contract will be interpreted in a manner as to be effective and valid under applicable law. The prohibition or invalidity, under applicable law, of any provision will not invalidate the remainder of the Contract.

#### **ARTICLE VII - Relationship of the Parties**

The parties of the Contract agree that it is not a Contract of employment but is a Contract to accomplish a specific result. Contractor is an independent Contractor performing services for the City. Nothing contained in this Contract shall be deemed to constitute any other relationship between the City and the Contractor.

Contractor certifies that it has no personal or financial interest in the project other than the compensation it is to receive under the Contract. Contractor certifies that it is not, and shall not become, overdue or in default to the City for any Contract, debt, or any other obligation to the City including real or personal property taxes. City shall have the right to set off any such debt against compensation awarded for services under this Contract.

#### **ARTICLE VIII - Notice**

All notices given under this Contract shall be in writing, and shall be by personal delivery or by certified mail with return receipt requested to the parties at their respective addresses as specified in the Contract Documents or other address the Contractor may specify in writing. Notice will be deemed given on the date when one of the following first occur: (1) the date of actual receipt; or (2) three days after mailing certified U.S. mail.

#### **ARTICLE IX - Indemnification**

To the fullest extent permitted by law, Contractor shall indemnify, defend and hold the City, its officers, employees and agents harmless from all suits, claims, judgments and expenses including attorney's fees resulting or alleged to result, in whole or in part, from any act or omission, which is in any way connected or associated with this Contract, by the Contractor or anyone acting on the Contractor's behalf under this Contract. Contractor shall not be responsible to indemnify the City for losses or damages caused by or resulting from the City's sole negligence. The provisions of this Article shall survive the expiration or earlier termination of this contract for any reason.

#### **ARTICLE X - Entire Agreement**

This Contract represents the entire understanding between the City and the Contractor and it supersedes all prior representations, negotiations, agreements, or understandings whether written or oral. Neither party has relied on any prior representations in entering into this Contract. No terms or conditions of either party's invoice, purchase order or other administrative document shall modify the terms and conditions of this Contract, regardless of the other party's failure to object to such form. This Contract shall be binding on and shall inure to the benefit of the parties to this Contract and their permitted successors and permitted assigns and nothing in this Contract, express or implied, is intended to or shall confer on any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Contract. This Contract may be altered, amended or modified only by written amendment signed by the City and the Contractor.

**ARTICLE XI – Electronic Transactions**

The City and Contractor agree that signatures on this Contract may be delivered electronically in lieu of an original signature and agree to treat electronic signatures as original signatures that bind them to this Contract. This Contract may be executed and delivered by facsimile and upon such delivery, the facsimile signature will be deemed to have the same effect as if the original signature had been delivered to the other party.

**FOR CONTRACTOR**

By \_\_\_\_\_

Its: \_\_\_\_\_

**FOR THE CITY OF ANN ARBOR**

By \_\_\_\_\_  
Christopher Taylor, Mayor

By \_\_\_\_\_  
Jacqueline Beaudry, City Clerk

**Approved as to substance**

By \_\_\_\_\_  
Milton Dohoney Jr, City Administrator

By \_\_\_\_\_  
Brian Steglitz, Public Services Area  
Administrator

**Approved as to form and content**

\_\_\_\_\_  
Atleen Kaur, City Attorney

# THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

## Bid Bond

COPY

KNOW ALL MEN BY THESE PRESENTS, that we

Doan Construction Co.  
3670 Carpenter Road, Ypsilanti, MI 48197

as Principal, hereinafter called Principal, and

Travelers Casualty and Surety Company of America  
One Tower Square, Hartford, CT 06183

a corporation duly organized under the laws of the State of Connecticut  
as Surety, hereinafter called Surety, are held and firmly bound unto

City of Ann Arbor  
301 East Huron Street, Ann Arbor, MI 48104

as Obligee, hereinafter called Obligee, in the sum of **Five Percent of Accompanying Bid**

Dollars (5% of Bid)

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for (Here insert full name, address and description of project)

**RFP # 22-74 Sanitary Manhole Raising Project**

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 15th day of November, 2022

Doan Construction Co.

[Signature]  
(Witness)

[Signature] (Principal) (Seal)  
Jim McInnis, V.P.  
(Title)

Travelers Casualty and Surety Company of America

[Signature]  
(Witness)

(Surety) (Seal)  
[Signature]  
Nicholas Ashburn (Title)  
Attorney in Fact



**Travelers Casualty and Surety Company of America  
Travelers Casualty and Surety Company  
St. Paul Fire and Marine Insurance Company**

**POWER OF ATTORNEY**


**KNOW ALL MEN BY THESE PRESENTS:** That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint Nicholas Ashburn, Anne M Barick, Robert D Heuer, Paul Hurley, Michael D Lechner, Mark Madden, Richard S McGregor, and Holly Nichols of Rochester Hills, Michigan, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

**IN WITNESS WHEREOF,** the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 21st day of April, 2021.



State of Connecticut

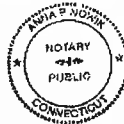
City of Hartford ss.

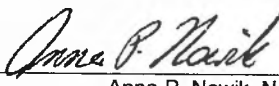
By:   
Robert L. Raney, Senior Vice President

On this the 21st day of April, 2021, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

**IN WITNESS WHEREOF,** I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2026



  
Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

**RESOLVED,** that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED,** that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

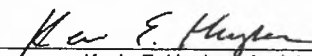
**FURTHER RESOLVED,** that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED,** that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 15th day of November, 2022



  
Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.  
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.**

# CONSTRUCTION REQUEST FOR PROPOSAL

RFP# 22-74

## Sanitary Manhole Raising Project

City of Ann Arbor  
Public Works Unit  
Public Services Area



**Due Date: November 15, 2022 by 2:00 p.m. (Local Time)**

Issued By:

City of Ann Arbor  
Procurement Unit  
301 E. Huron Street  
Ann Arbor, MI 48104

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## **SECTION I - GENERAL INFORMATION**

### **A. OBJECTIVE**

The purpose of this Request for Proposal (RFP) is to select a firm to locate, expose, and raise sanitary manhole covers to grade to allow for access to maintain the sanitary sewer system. The project will concentrate on manholes located in cross lots outside of the road right-of-way but will also include the raising of manholes that have been covered by paving operations.

### **B. QUESTIONS AND CLARIFICATIONS / DESIGNATED CITY CONTACTS**

All questions regarding this Request for Proposal (RFP) shall be submitted via e-mail. Questions will be accepted and answered in accordance with the terms and conditions of this RFP.

**All questions shall be submitted on or before October 20, 2022 at 1:00 p.m. (local time)**, and should be addressed as follows:

Scope of Work/Proposal Content questions shall be e-mailed to **Kyle Pettibone, Public Works Engineer, [kpettibone@a2gov.org](mailto:kpettibone@a2gov.org)**

RFP Process and Compliance questions shall be e-mailed to Colin Spencer, Buyer - [CSpencer@a2gov.org](mailto:CSpencer@a2gov.org)

Should any prospective bidder be in doubt as to the true meaning of any portion of this RFP, or should the prospective bidder find any ambiguity, inconsistency, or omission therein, the prospective bidder shall make a written request for an official interpretation or correction by the due date for questions above.

All interpretations, corrections, or additions to this RFP will be made only as an official addendum that will be posted to [a2gov.org](http://a2gov.org) and [MITN.info](http://MITN.info) and it shall be the prospective bidder's responsibility to ensure they have received all addenda before submitting a proposal. Any addendum issued by the City shall become part of the RFP, and must be incorporated in the proposal where applicable.

### **C. PRE-PROPOSAL MEETING**

A pre-proposal conference for this project will be held on **Wednesday, October 19th, 9:00am at W.R. Wheeler Service Center (4251 Stone School Road)**.

Attendance at this conference is highly recommended. Administrative and technical questions regarding this project will be answered at this time. The pre-proposal conference is for information only. Any answers furnished will not be official until verified in writing by the Financial Service Area, Procurement Unit. Answers that change or substantially clarify the proposal will be affirmed in an addendum.

#### D. PROPOSAL FORMAT

To be considered, each firm must submit a response to this RFP using the format provided in Section III. No other distribution of proposals is to be made by the prospective bidder. An official authorized to bind the bidder to its provisions must sign the proposal. Each proposal must remain valid for at least one hundred and twenty (120) days from the due date of this RFP.

Proposals should be prepared simply and economically providing a straightforward, concise description of the bidder's ability to meet the requirements of the RFP. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

#### E. SELECTION CRITERIA

Responses to this RFP will be evaluated using a point system as shown in Section III. A selection committee comprised primarily of staff from the City will complete the evaluation.

If interviews are desired by the City, the selected firms will be given the opportunity to discuss their proposal, qualifications, past experience, and their fee proposal in more detail. The City further reserves the right to interview the key personnel assigned by the selected bidder to this project.

All proposals submitted may be subject to clarifications and further negotiation. All agreements resulting from negotiations that differ from what is represented within the RFP or in the proposal response shall be documented and included as part of the final contract.

#### F. SEALED PROPOSAL SUBMISSION

**All proposals are due and must be delivered to the City on or before November 15, 2022 by 2:00 p.m. (local time).** Proposals submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile **will not** be considered or accepted.

**Each respondent should submit in a sealed envelope**

- **one (1) original proposal**
- **one (1) additional proposal copy**
- **one (1) digital copy of the proposal preferably on a USB/flash drive as one file in PDF format**

Proposals submitted should be clearly marked: **"RFP No. 22-74 – Sanitary Manhole Raising Project"** and list the bidder's name and address.

Proposals must be addressed and delivered to:  
City of Ann Arbor  
c/o Customer Service  
301 East Huron Street  
Ann Arbor, MI 48107

All proposals received on or before the due date will be publicly opened and recorded on the due date. No immediate decisions will be rendered.

Hand delivered proposals may be dropped off in the Purchasing drop box located in the Ann Street (north) vestibule/entrance of City Hall which is open to the public Monday through Friday from 8am to 5pm (except holidays). The City will not be liable to any prospective bidder for any unforeseen circumstances, delivery, or postal delays. Postmarking on the due date will not substitute for receipt of the proposal.

Bidders are responsible for submission of their proposal. Additional time will not be granted to a single prospective bidder. However, additional time may be granted to all prospective bidders at the discretion of the City.

**A proposal may be disqualified if the following required forms are not included with the proposal:**

- **Attachment D - Prevailing Wage Declaration of Compliance**
- **Attachment E - Living Wage Declaration of Compliance**
- **Attachment G - Vendor Conflict of Interest Disclosure Form**
- **Attachment H - Non-Discrimination Declaration of Compliance**

*Proposals that fail to provide these forms listed above upon proposal opening may be deemed non-responsive and may not be considered for award.*

## **G. DISCLOSURES**

Under the Freedom of Information Act (Public Act 442), the City is obligated to permit review of its files, if requested by others. All information in a proposal is subject to disclosure under this provision. This act also provides for a complete disclosure of contracts and attachments thereto.

## **H. TYPE OF CONTRACT**

A sample of the Construction Agreement is included as Attachment A. Those who wish to submit a proposal to the City are required to review this sample agreement carefully. **The City will not entertain changes to its Construction Agreement.**

For all construction work, the respondent must further adhere to the City of Ann Arbor General Conditions. The General Conditions are included herein. Retainage will be

held as necessary based on individual tasks and not on the total contract value. The Contractor shall provide the required bonds included in the Contract Documents for the duration of the Contract.

The City reserves the right to award the total proposal, to reject any or all proposals in whole or in part, and to waive any informality or technical defects if, in the City's sole judgment, the best interests of the City will be so served.

This RFP and the selected bidder's response thereto, shall constitute the basis of the scope of services in the contract by reference.

#### **I. NONDISCRIMINATION**

All bidders proposing to do business with the City shall satisfy the contract compliance administrative policy adopted by the City Administrator in accordance with the Section 9:158 of the Ann Arbor City Code. Breach of the obligation not to discriminate as outlined in Attachment G shall be a material breach of the contract. Contractors are required to post a copy of Ann Arbor's Non-Discrimination Ordinance attached at all work locations where its employees provide services under a contract with the City.

#### **J. WAGE REQUIREMENTS**

The Attachments provided herein outline the requirements for payment of prevailing wages or of a "living wage" to employees providing service to the City under this contract. The successful bidder must comply with all applicable requirements and provide documentary proof of compliance when requested.

Pursuant to Resolution R-16-469 all public improvement contractors are subject to prevailing wage and will be required to provide to the City payroll records sufficient to demonstrate compliance with the prevailing wage requirements. Use of Michigan Department of Transportation Prevailing Wage Forms (sample attached hereto) or a City-approved equivalent will be required along with wage rate interviews.

For laborers whose wage level are subject to federal, state and/or local prevailing wage law the appropriate Davis-Bacon wage rate classification is identified based upon the work including within this contract. **The wage determination(s) current on the date 10 days before proposals are due shall apply to this contract.** The U.S. Department of Labor (DOL) has provided explanations to assist with classification in the following resource link: [www.wdol.gov](http://www.wdol.gov).

For the purposes of this RFP the Construction Type of Heavy will apply.

#### **K. CONFLICT OF INTEREST DISCLOSURE**

The City of Ann Arbor Purchasing Policy requires that the consultant complete a Conflict of Interest Disclosure form. A contract may not be awarded to the selected

bidder unless and until the Procurement Unit and the City Administrator have reviewed the Disclosure form and determined that no conflict exists under applicable federal, state, or local law or administrative regulation. Not every relationship or situation disclosed on the Disclosure Form may be a disqualifying conflict. Depending on applicable law and regulations, some contracts may awarded on the recommendation of the City Administrator after full disclosure, where such action is allowed by law, if demonstrated competitive pricing exists and/or it is determined the award is in the best interest of the City. A copy of the Conflict of Interest Disclosure Form is attached.

#### **L. COST LIABILITY**

The City of Ann Arbor assumes no responsibility or liability for costs incurred by the bidder prior to the execution of an Agreement. The liability of the City is limited to the terms and conditions outlined in the Agreement. By submitting a proposal, bidder agrees to bear all costs incurred or related to the preparation, submission, and selection process for the proposal.

#### **M. DEBARMENT**

Submission of a proposal in response to this RFP is certification that the Respondent is not currently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal departments or agency. Submission is also agreement that the City will be notified of any changes in this status.

#### **N. PROPOSAL PROTEST**

All proposal protests must be in writing and filed with the Purchasing Manager within five (5) business days of the award action. The bidder must clearly state the reasons for the protest. If any bidder contacts a City Service Area/Unit and indicates a desire to protest an award, the Service Area/Unit shall refer the bidder to the Purchasing Manager. The Purchasing Manager will provide the bidder with the appropriate instructions for filing the protest. The protest shall be reviewed by the City Administrator or designee, whose decision shall be final.

Any inquiries or requests regarding this procurement should be only submitted in writing to the Designated City Contacts provided herein. Attempts by the bidder to initiate contact with anyone other than the Designated City Contacts provided herein that the bidder believes can influence the procurement decision, e.g., Elected Officials, City Administrator, Selection Committee Members, Appointed Committee Members, etc., may lead to immediate elimination from further consideration.

#### **O. SCHEDULE**

The following is the schedule for this RFP process.

<b>Activity/Event</b>	<b>Anticipated Date</b>
Pre-Proposal Conference	October 19, 2022 at 9:00am (Local Time)
Written Question Deadline	October 20, 2022, 1:00 p.m. (Local Time)
Addenda Published (if needed)	Week of October 24, 2022
Proposal Due Date	November 15, 2022, 2:00 p.m. (Local Time)
Selection/Negotiations	November/December 2022
Expected City Council Authorizations	November/December 2022

The above schedule is for information purposes only and is subject to change at the City's discretion.

**P. IRS FORM W-9**

The selected bidder will be required to provide the City of Ann Arbor an IRS form W-9.

**Q. RESERVATION OF RIGHTS**

1. The City reserves the right in its sole and absolute discretion to accept or reject any or all proposals, or alternative proposals, in whole or in part, with or without cause.
2. The City reserves the right to waive, or not waive, informalities or irregularities in terms or conditions of any proposal if determined by the City to be in its best interest.
3. The City reserves the right to request additional information from any or all bidders.
4. The City reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested within RFP.
5. The City reserves the right to determine whether the scope of the project will be entirely as described in the RFP, a portion of the scope, or a revised scope be implemented.
6. The City reserves the right to select one or more contractors or service providers to perform services.
7. The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted.
8. The City reserves the right to disqualify proposals that fail to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents outlined within the RFP.

**R. IDLEFREE ORDINANCE**

The City of Ann Arbor adopted an idling reduction Ordinance that went into effect July 1, 2017. The full text of the ordinance (including exemptions) can be found at: [www.a2gov.org/idlefree](http://www.a2gov.org/idlefree).

Under the ordinance, No Operator of a Commercial Vehicle shall cause or permit the Commercial Vehicle to Idle:

- (a) For any period of time while the Commercial Vehicle is unoccupied; or
- (b) For more than 5 minutes in any 60-minute period while the Commercial Vehicle is occupied.

In addition, generators and other internal combustion engines are covered

- (1) Excluding Motor Vehicle engines, no internal combustion engine shall be operated except when it is providing power or electrical energy to equipment or a tool that is actively in use.

#### **S. ENVIRONMENTAL COMMITMENT**

The City of Ann Arbor recognizes its responsibility to minimize negative impacts on human health and the environment while supporting a vibrant community and economy. The City further recognizes that the products and services the City buys have inherent environmental and economic impacts and that the City should make procurement decisions that embody, promote, and encourage the City's commitment to the environment.

The City encourages potential vendors to bring forward emerging and progressive products and services that are best suited to the City's environmental principles.

#### **T. BID SECURITY**

Each bid must be accompanied by a certified check or Bid Bond by a surety licensed and authorized to do business within the State of Michigan, in the amount of 5% of the total of the bid price.

#### **U. MAJOR SUBCONTRACTORS**

The Bidder shall identify each major subcontractor it expects to engage for this Contract if the work to be subcontracted is 15% or more of the bid sum or over \$50,000, whichever is less. The Bidder also shall identify the work to be subcontracted to each major subcontractor. The Bidder shall not change or replace a subcontractor without approval by the City.

#### **V. LIQUIDATED DAMAGES**

A liquidated damages clause, as given on page C-2, Article III of the Contract, provides that the Contractor shall pay the City as liquidated damages, and not as a penalty, a sum certain per day for each and every day that the Contractor may be in default of completion of the specified work, within the time(s) stated in the Contract, or written extensions.

Liquidated damages clauses, as given in the General Conditions, provide further that the City shall be entitled to impose and recover liquidated damages for breach of the obligations under Chapter 112 of the City Code.

The liquidated damages are for the non-quantifiable aspects of any of the previously identified events and do not cover actual damages that can be shown or quantified nor are they intended to preclude recovery of actual damages in addition to the recovery of liquidated damages.



## **SECTION II - SCOPE OF WORK**

### **A. Objective**

The City of Ann Arbor, Michigan, is requesting proposals from construction firms able to locate, expose, and raise buried sanitary manhole covers to grade to allow for access to maintain the sanitary sewer system.

The City has identified 192 buried sanitary manholes within City boundaries that need to be raised to grade to provide maintenance access. These 192 manholes have been grouped geographically and ranked by risk. Work will be assigned group by group, and another group will not be assigned until the previous group has been substantially completed. Within some groups, certain manholes have been prioritized by City staff as 'high'. These manholes are critical to maintenance operations and should be the first ones raised within a group. Certain groups also have 'low' priority manholes which should be left to the end of the group to raise. All other manholes in a group have 'medium' priority and can be done in any order as determined by the Contractor.

Approximately 92 of these manholes have been previously located and marked by City staff, 100 shall be located as part of this work. Buried manholes may be located in roads, sidewalks, parking lots, driveways, green spaces, park space, wooded areas, etc. Manholes may be within private property, utility and railroad right of ways, University property, MDOT roads, etc. so coordination and cooperation with these entities will be necessary. Obtaining permission, easements, and necessary permits is required before the start of work in these situations. See Appendix for map and list of manholes for approximate location and information on each.

Because these manholes are buried, there are no field verified rim elevations, and therefore an accurate buried depth cannot be determined or provided in this RFP. However, the City has record drawings of many of the buried manholes, and these can be provided to the winning Bidder upon request. For bidding purposes, assume 130 manholes are buried one (1) foot or less and the remaining 62 are buried greater than one (1) foot. Ten manholes are assumed buried greater than six (6) feet deep and work necessary to bring them to grade shall be considered a rebuild.

### **B. Scope of Work**

A typical manhole raising performed under the proposed contract will involve the following process:

1. If necessary or requested, visit the buried manhole location with City staff to provide best available information about the manhole location and identify a preliminary scope of work.
2. Review any drawings, specifications, reports, images, maps, etc. provided by City

staff on the manhole to be raised.

3. If required, obtain all necessary permits, access agreements, easements, etc.
4. Perform all work necessary.
5. City staff will review all work prior to final sign off. Contractor to address all identified deficiencies in the work.

### **C. Requirements**

1. Ability to perform all required work in accordance with the Specifications to locate, expose, and raise sanitary manhole covers to grade to allow for access to maintain the sanitary sewer system.
2. Ability to work effectively with the City's Public Works Unit staff with respect to any of the construction services required by the City for this project.
3. Ability to work effectively with other City units and regulatory agencies.
4. Ability to work in a public facing manner, representing the City in a professional quality.

### **D. Standard Specifications**

All work performed under this Contract shall be performed in accordance with the Public Services Department Standard Specifications in effect at the date of availability of the contract documents stipulated in the Advertisement, the 2020 Michigan Department of Transportation Standard Specifications for Construction, and Detailed Specifications provided herein.

Copies of the Standard Specifications can be downloaded from the following web link.

<https://www.a2gov.org/departments/engineering/Pages/Engineering-and-Contractor-Resources.aspx>

## **SECTION III - MINIMUM INFORMATION REQUIRED**

### **PROPOSAL FORMAT**

The following describes the elements that should be included in each of the proposal sections and the weighted point system that will be used for evaluation of the proposals.

Bidders should organize Proposals into the following Sections:

- A. Qualifications, Experience and Accountability
- B. Workplace Safety
- C. Workforce Development
- D. Social Equity and Sustainability
- E. Schedule of Pricing/Cost
- F. Authorized Negotiator
- G. Attachments

*Bidders are strongly encouraged to provide details for all of the information requested below within initial proposals. Backup documentation may be requested at the sole discretion of the City to validate all of the responses provided herein by bidders. False statements by bidders to any of the criteria provided herein will result in the proposal being considered non-responsive and will not be considered for award.*

Pursuant to Sec 1:314(9) of the City Code which sets forth requirements for evaluating construction bids, Bidders should submit the following:

#### **A. Qualifications, Experience and Accountability - 20 Points**

1. Qualifications and experience of the bidder and of key persons, management, and supervisory personnel to be assigned by the bidder.
2. References from individuals or entities the bidder has worked for within the last five (5) years including information regarding records of performance and job site cooperation.
3. Evidence of any quality assurance program used by the bidder and the results of any such program on the bidder's previous projects.
4. A statement from the bidder as to any major subcontractors it expects to engage including the name, work, and amount.

**B. Workplace Safety – 20 Points**

1. Documentation of an on-going, Michigan OSHA-approved safety-training program for employees to be used on the proposed job site.
2. Evidence of the bidder's worker's compensation Experience Modification Rating ("EMR"). Preference within this criterion will be given to an EMR of 1.0 or less based on a three-year average.
3. Evidence that all craft labor that will be employed by the bidder for the project has, or will have prior to project commencement, completed at least the OSHA 10-hour training course for safety established by the U.S. Department of Labor, Occupational Safety & Health Administration.
4. The safety record of bidder and major subcontractors, including OSHA, MIOSHA, or other safety violations.

**C. Workforce Development – 20 Points**

1. The ratio of masters or journeypersons to apprentices proposed to be used on the construction project job site, if apprentices are to be used on the project.
2. Documentation as to bidder's pay rates, health insurance, pension or other retirement benefits, paid leave, or other fringe benefits to its employees.
3. Documentation that the bidder participates in a Registered Apprenticeship Program that is registered with the United States Department of Labor Office of Apprenticeship or by a State Apprenticeship Agency recognized by the USDOL Office of Apprenticeship.

**D. Social Equity and Sustainability – 20 Points**

1. A statement from the bidder as to what percentage of its workforce resides in the City of Ann Arbor and in Washtenaw County, Michigan. The City will consider in evaluating which bids best serve its interests, the extent to which responsible and qualified bidders are able to achieve this goal.
2. Evidence of Equal Employment Opportunity Programs for minorities, women, veterans, returning citizens, and small businesses.

3. Evidence that the bidder is an equal opportunity employer and does not discriminate on the basis of race, sex, pregnancy, age, religion, national origin, marital status, sexual orientation, gender identity or expression, height, weight, or disability.
4. The bidder's proposed use of sustainable products, technologies, or practices for the project, which reduce the impact on human health and the environment, including raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, and waste management.
5. The bidder's environmental record, including findings of violations and penalties imposed by government agencies.

**E. Schedule of Pricing/Cost – 20 Points**

Company: Doan Construction Co., Inc.

Item	Description	Unit	Est. Qty	Unit Price	Extended Price
1	General Conditions, Max \$50,000	LS	1	\$ 50,000.00	\$ 50,000.00
2	Curb, Gutter, and Curb and Gutter, Any Type, Rem	LF	100	\$ 5.00	\$ 500.00
3	Sidewalk, Sidewalk Ramp, and Driveway Approach, Any Thickness, Rem	SYD	150	\$ 9.00	\$ 1,350.00
4	Concrete Curb or Curb & Gutter – Any Type	LF	100	\$ 16.00	\$ 1,600.00
5	Driveway, Nonreinf Conc, 6 Inch, Modified	SYD	50	\$ 26.00	\$ 1,300.00
6	Driveway, Nonreinf Conc, 8 Inch, Modified	SYD	50	\$ 36.00	\$ 1,800.00
7	Sidewalk, Conc, 6 inch, Modified	SFT	300	\$ 3.00	\$ 900.00
8	Sidewalk, Conc, 8 inch, Modified	SFT	150	\$ 4.00	\$ 600.00
9	Concrete Type M Drive Opening, Modified	LF	50	\$ 16.00	\$ 800.00
10	Detectable Warning Surface	LF	50	\$ 30.00	\$ 1,500.00
11	Replace Manhole Frame and Cover	EACH	192	\$ 1,408.00	\$ 270,336.00
12	Dr Structure Cover, Adj, Case 1, Conc Pvmt	EACH	8	\$ 4,558.00	\$ 36,464.00
13	Dr Structure Cover, Adj, Case 2, HMA Pvmt	EACH	55	\$ 4,558.00	\$ 250,690.00
14	Dr Structure Cover, Adj, Case 3, Outside of Pavement	EACH	110	\$ 4,558.00	\$ 501,380.00
15	Dr Structure Cover, Adj, Case 4, Driveway or Sidewalk	EACH	19	\$ 4,558.00	\$ 86,602.00
16	Dr Structure, Adj, Add Depth, 6" to 2' Below Grade	FT	50	\$ 750.00	\$ 37,500.00
17	Dr Structure, Adj, Add Depth, 2' to 6' Below Grade	FT	50	\$ 750.00	\$ 37,500.00
18	Drainage Structure, Reconstruct	EACH	10	\$ 12,000.00	\$ 120,000.00
19	Manhole Locate, <1' Below Grade, Any Method	EACH	75	\$ 1.00	\$ 75.00
20	Manhole Locate, >1' Below Grade, Any Method	EACH	25	\$ 1.00	\$ 25.00
21	Internal Chimney Seal	EACH	10	\$ 850.00	\$ 8,500.00
22	Reconstruct Flow Channel	EACH	5	\$ 4,000.00	\$ 20,000.00
23	Traffic Control, Max \$50,000	LS	1	\$ 50,000.00	\$ 50,000.00
24	Barricade, Type III, High Intensity, Double Sided, Lighted, Furn/Oper	EACH	10	\$ 1.00	\$ 10.00
25	Channelizing Device, 42 inch, Furn/Oper	EACH	25	\$ 1.00	\$ 25.00
26	Lighted Arrow, Type C, Furn/Oper	EACH	1	\$ 1.00	\$ 1.00
27	Plastic Drum, High Intensity, Lighted, Furn/Oper	EACH	10	\$ 1.00	\$ 10.00
28	Sign, Type B, Temp, Prismatic, Furn/Oper	EACH	15	\$ 1.00	\$ 15.00
29	"No Parking" Sign	EACH	10	\$ 1.00	\$ 10.00
	Total Bid			\$	1,479,493.00

**F. AUTHORIZED NEGOTIATOR / NEGOTIATIBLE ELEMENTS (ALTERNATES)**

Include the name, phone number, and e-mail address of persons(s) in your organization authorized to negotiate the agreement with the City.

The proposal price shall include materials and equipment selected from the designated items and manufacturers listed in the bidding documents. This is done to establish uniformity in bidding and to establish standards of quality for the items named.

If the bidder wishes to quote alternate items for consideration by the City, it may do so under this Section. A complete description of the item and the proposed price differential must be provided. Unless approved at the time of award, substitutions where items are specifically named will be considered only as a negotiated change in Contract Sum.

If the Bidder takes exception to the time stipulated in Article III of the Contract, Time of Completion, page C-2, it is requested to stipulate its proposed time for performance of the work.

Consideration for any proposed alternative items or time may be negotiated at the discretion of the City.

**G. ATTACHMENTS**

General Declaration, Legal Status of Bidder, Conflict of Interest Form, Living Wage Compliance Form, Prevailing Wage Compliance Form and the Non-Discrimination Form should be completed and returned with the proposal. These elements should be included as attachments to the proposal submission.

**PROPOSAL EVALUATION**

1. The selection committee will evaluate each proposal by the above-described criteria and point system. The City reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested for evaluation. A proposal with all the requested information does not guarantee the proposing firm to be a candidate for an interview if interviews are selected to be held by the City. The committee may contact references to verify material submitted by the bidder.
2. The committee then will schedule interviews with the selected firms if necessary. The selected firms will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan (if applicable) and pricing.
3. The interview should include the project team members expected to work on the project, but no more than six members total. The interview shall consist of a presentation of up to thirty minutes (or the length provided by the committee) by the

bidder, including the person who will be the project manager on this contract, followed by approximately thirty minutes of questions and answers. Audiovisual aids may be used during the oral interviews. The committee may record the oral interviews.

4. The firms interviewed will then be re-evaluated by the above criteria and adjustments to scoring will be made as appropriate. After evaluation of the proposals, further negotiation with the selected firm may be pursued leading to the award of a contract by City Council, if suitable proposals are received.

The City reserves the right to waive the interview process and evaluate the bidder based on their proposal and pricing schedules alone.

The City will determine whether the final scope of the project to be negotiated will be entirely as described in this RFP, a portion of the scope, or a revised scope.

Work to be done under this contract is generally described through the detailed specifications and must be completed fully in accordance with the contract documents.

Any proposal that does not conform fully to these instructions may be rejected.

## **PREPARATION OF PROPOSALS**

Proposals should have no plastic bindings but will not be rejected as non-responsive for being bound. Staples or binder clips are acceptable. Proposals should be printed double sided on recycled paper.

Each person signing the proposal certifies that they are a person in the bidder's firm/organization responsible for the decisions regarding the fees being offered in the Proposal and has not and will not participate in any action contrary to the terms of this provision.

## **ADDENDA**

If it becomes necessary to revise any part of the RFP, notice of the addendum will be posted to Michigan Inter-governmental Trade Network (MITN) [www.mitn.info](http://www.mitn.info) and/or the City of Ann Arbor web site [www.A2gov.org](http://www.A2gov.org) for all parties to download.

Each bidder should acknowledge in its proposal all addenda it has received on the General Declarations form provided in the Attachments section herein. The failure of a bidder to receive or acknowledge receipt of any addenda shall not relieve the bidder of the responsibility for complying with the terms thereof. The City will not be bound by oral responses to inquiries or written responses other than official written addenda.



## SECTION IV - ATTACHMENTS

Attachment A – Sample Standard Contract

Attachment B – General Declarations

Attachment C - Legal Status of Bidder

Attachment D – Prevailing Wage Declaration of Compliance Form

Attachment E – Living Wage Declaration of Compliance Form

Attachment F – Living Wage Ordinance Poster

Attachment G – Vendor Conflict of Interest Disclosure Form

Attachment H – Non-Discrimination Ordinance Declaration of Compliance Form

Attachment I – Non-Discrimination Ordinance Poster

Sample Certified Payroll Report Template

**PERFORMANCE BOND**

- (1) \_\_\_\_\_ (referred to as "Principal"), and \_\_\_\_\_, a corporation duly authorized to do business in the State of Michigan (referred to as "Surety"), are bound to the City of Ann Arbor, Michigan (referred to as "City"), for \$ \_\_\_\_\_, the payment of which Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, by this bond.
- (2) The Principal has entered a written Contract with the City entitled \_\_\_\_\_, for RFP No. \_\_\_\_\_ and this bond is given for that Contract in compliance with Act No. 213 of the Michigan Public Acts of 1963, as amended, being MCL 129.201 *et seq.*
- (3) Whenever the Principal is declared by the City to be in default under the Contract, the Surety may promptly remedy the default or shall promptly:
- (a) complete the Contract in accordance with its terms and conditions; or
  - (b) obtain a bid or bids for submission to the City for completing the Contract in accordance with its terms and conditions, and upon determination by Surety of the lowest responsible bidder, arrange for a Contract between such bidder and the City, and make available, as work progresses, sufficient funds to pay the cost of completion less the balance of the Contract price; but not exceeding, including other costs and damages for which Surety may be liable hereunder, the amount set forth in paragraph 1.
- (4) Surety shall have no obligation to the City if the Principal fully and promptly performs under the Contract.
- (5) Surety agrees that no change, extension of time, alteration or addition to the terms of the Contract or to the work to be performed thereunder, or the specifications accompanying it shall in any way affect its obligations on this bond, and waives notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the work, or to the specifications.
- (6) Principal, Surety, and the City agree that signatures on this bond may be delivered electronically in lieu of an original signature and agree to treat electronic signatures as original signatures that bind them to this bond. This bond may be executed and delivered by facsimile and upon such delivery, the facsimile signature will be deemed to have the same effect as if the original signature had been delivered to the other party.

**SIGNED AND SEALED** this \_\_\_\_\_ day of \_\_\_\_\_, 202\_.

\_\_\_\_\_  
(Name of Surety Company)

By \_\_\_\_\_  
(Signature)

Its \_\_\_\_\_  
(Title of Office)

Approved as to form:

\_\_\_\_\_  
Atleen Kaur, City Attorney

\_\_\_\_\_  
(Name of Principal)

By \_\_\_\_\_  
(Signature)

Its \_\_\_\_\_  
(Title of Office)

Name and address of agent:

\_\_\_\_\_

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**LABOR AND MATERIAL BOND**

(1) \_\_\_\_\_  
of \_\_\_\_\_ (referred to  
as "Principal"), and \_\_\_\_\_, a corporation  
duly authorized to do business in the State of Michigan, (referred to as "Surety"), are bound  
to the City of Ann Arbor, Michigan (referred to as "City"), for the use and benefit of claimants  
as defined in Act 213 of Michigan Public Acts of 1963, as amended, being MCL 129.201 et  
seq., in the amount of  
\$ \_\_\_\_\_, for the payment of which Principal and Surety bind themselves, their  
heirs, executors, administrators, successors and assigns, jointly and severally, by this bond.

(2) The Principal has entered a written Contract with the City entitled \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, for RFP No. \_\_\_\_\_; and this bond is  
given for that Contract in compliance with Act No. 213 of the Michigan Public Acts of 1963 as  
amended;

(3) If the Principal fails to promptly and fully repay claimants for labor and material reasonably  
required under the Contract, the Surety shall pay those claimants.

(4) Surety's obligations shall not exceed the amount stated in paragraph 1, and Surety shall have  
no obligation if the Principal promptly and fully pays the claimants.

(5) Principal, Surety, and the City agree that signatures on this bond may be delivered  
electronically in lieu of an original signature and agree to treat electronic signatures as original  
signatures that bind them to this bond. This bond may be executed and delivered by facsimile  
and upon such delivery, the facsimile signature will be deemed to have the same effect as if  
the original signature had been delivered to the other party.

**SIGNED AND SEALED** this \_\_\_\_\_ day of \_\_\_\_\_, 202\_

\_\_\_\_\_  
(Name of Surety Company)  
By \_\_\_\_\_  
(Signature)

Its \_\_\_\_\_  
(Title of Office)

\_\_\_\_\_  
(Name of Principal)  
By \_\_\_\_\_  
(Signature)

Its \_\_\_\_\_  
(Title of Office)

Approved as to form:

\_\_\_\_\_  
Atleen Kaur, City Attorney

Name and address of agent:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## GENERAL CONDITIONS

### **Section 1 - Execution, Correlation and Intent of Documents**

The contract documents shall be signed in 2 copies by the City and the Contractor.

The contract documents are complementary and what is called for by any one shall be binding. The intention of the documents is to include all labor and materials, equipment and transportation necessary for the proper execution of the work. Materials or work described in words which so applied have a well-known technical or trade meaning have the meaning of those recognized standards.

In case of a conflict among the contract documents listed below in any requirement(s), the requirement(s) of the document listed first shall prevail over any conflicting requirement(s) of a document listed later.

(1) Addenda in reverse chronological order; (2) Detailed Specifications; (3) Standard Specifications; (4) Plans; (5) General Conditions; (6) Contract; (7) Bid Forms; (8) Bond Forms; (9) Bid.

### **Section 2 - Order of Completion**

The Contractor shall submit with each invoice, and at other times reasonably requested by the Supervising Professional, schedules showing the order in which the Contractor proposes to carry on the work. They shall include the dates at which the Contractor will start the several parts of the work, the estimated dates of completion of the several parts, and important milestones within the several parts.

### **Section 3 - Familiarity with Work**

The Bidder or its representative shall make personal investigations of the site of the work and of existing structures and shall determine to its own satisfaction the conditions to be encountered, the nature of the ground, the difficulties involved, and all other factors affecting the work proposed under this Contract. The Bidder to whom this Contract is awarded will not be entitled to any additional compensation unless conditions are clearly different from those which could reasonably have been anticipated by a person making diligent and thorough investigation of the site.

The Bidder shall immediately notify the City upon discovery, and in every case prior to submitting its Bid, of every error or omission in the bidding documents that would be identified by a reasonably competent, diligent Bidder. In no case will a Bidder be allowed the benefit of extra compensation or time to complete the work under this Contract for extra expenses or time spent as a result of the error or omission.

### **Section 4 - Wage Requirements**

Under this Contract, the Contractor shall conform to Chapter 14 of Title I of the Code of the City of Ann Arbor as amended; which in part states "...that all craftsmen, mechanics and laborers employed directly on the site in connection with said improvements, including said employees of

subcontractors, shall receive the prevailing wage for the corresponding classes of craftsmen, mechanics and laborers, as determined by statistics for the Ann Arbor area compiled by the United States Department of Labor. At the request of the City, any contractor or subcontractor shall provide satisfactory proof of compliance with the contract provisions required by the Section.

Pursuant to Resolution R-16-469 all public improvement contractors are subject to prevailing wage and will be required to provide to the City payroll records sufficient to demonstrate compliance with the prevailing wage requirements. A sample Prevailing Wage Form is provided in the Appendix herein for reference as to what will be expected from contractors. Use of the Prevailing Wage Form provided in the Appendix section or a City-approved equivalent will be required along with wage rate interviews.

Where the Contract and the Ann Arbor City Ordinance are silent as to definitions of terms required in determining contract compliance with regard to prevailing wages, the definitions provided in the Davis-Bacon Act as amended (40 U.S.C. 278-a to 276-a-7) for the terms shall be used.

If the Contractor is a "covered employer" as defined in Chapter 23 of the Ann Arbor City Code, the Contractor agrees to comply with the living wage provisions of Chapter 23 of the Ann Arbor City Code. The Contractor agrees to pay those employees providing Services to the City under this Contract a "living wage," as defined in Section 1:815 of the Ann Arbor City Code, as adjusted in accordance with Section 1:815(3); to post a notice approved by the City of the applicability of Chapter 23 in every location in which regular or contract employees providing services under this Contract are working; to maintain records of compliance; if requested by the City, to provide documentation to verify compliance; to take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee or person contracted for employment in order to pay the living wage required by Section 1:815; and otherwise to comply with the requirements of Chapter 23.

Contractor agrees that all subcontracts entered into by the Contractor shall contain similar wage provision covering subcontractor's employees who perform work on this contract.

## **Section 5 - Non-Discrimination**

The Contractor agrees to comply, and to require its subcontractor(s) to comply, with the nondiscrimination provisions of MCL 37.2209. The Contractor further agrees to comply with the provisions of Section 9:158 of Chapter 112 of Title IX of the Ann Arbor City Code, and to assure that applicants are employed and that employees are treated during employment in a manner which provides equal employment opportunity.

## **Section 6 - Materials, Appliances, Employees**

Unless otherwise stipulated, the Contractor shall provide and pay for all materials, labor, water, tools, equipment, light, power, transportation, and other facilities necessary or used for the execution and completion of the work. Unless otherwise specified, all materials incorporated in the permanent work shall be new, and both workmanship and materials shall be of the highest quality. The Contractor shall, if required, furnish satisfactory evidence as to the kind and quality of materials.

The Contractor shall at all times enforce strict discipline and good order among its employees, and shall seek to avoid employing on the work any unfit person or anyone not skilled in the work assigned.

Adequate sanitary facilities shall be provided by the Contractor.

### **Section 7 - Qualifications for Employment**

The Contractor shall employ competent laborers and mechanics for the work under this Contract. For work performed under this Contract, employment preference shall be given to qualified local residents.

### **Section 8 - Royalties and Patents**

The Contractor shall pay all royalties and license fees. It shall defend all suits or claims for infringements of any patent rights and shall hold the City harmless from loss on account of infringement except that the City shall be responsible for all infringement loss when a particular process or the product of a particular manufacturer or manufacturers is specified, unless the City has notified the Contractor prior to the signing of the Contract that the particular process or product is patented or is believed to be patented.

### **Section 9 - Permits and Regulations**

The Contractor must secure and pay for all permits, permit or plan review fees and licenses necessary for the prosecution of the work. These include but are not limited to City building permits, right-of-way permits, lane closure permits, right-of-way occupancy permits, and the like. The City shall secure and pay for easements shown on the plans unless otherwise specified.

The Contractor shall give all notices and comply with all laws, ordinances, rules and regulations bearing on the conduct of the work as drawn and specified. If the Contractor observes that the contract documents are at variance with those requirements, it shall promptly notify the Supervising Professional in writing, and any necessary changes shall be adjusted as provided in the Contract for changes in the work.

### **Section 10 - Protection of the Public and of Work and Property**

The Contractor is responsible for the means, methods, sequences, techniques and procedures of construction and safety programs associated with the work contemplated by this contract. The Contractor, its agents or sub-contractors, shall comply with the "General Rules and Regulations for the Construction Industry" as published by the Construction Safety Commission of the State of Michigan and to all other local, State and National laws, ordinances, rules and regulations pertaining to safety of persons and property.

The Contractor shall take all necessary and reasonable precautions to protect the safety of the public. It shall continuously maintain adequate protection of all work from damage, and shall take all necessary and reasonable precautions to adequately protect all public and private property from injury or loss arising in connection with this Contract. It shall make good any damage, injury or loss to its work and to public and private property resulting from lack of reasonable protective precautions, except as may be due to errors in the contract documents, or caused by agents or



employees of the City. The Contractor shall obtain and maintain sufficient insurance to cover damage to any City property at the site by any cause.

In an emergency affecting the safety of life, or the work, or of adjoining property, the Contractor is, without special instructions or authorization from the Supervising Professional, permitted to act at its discretion to prevent the threatened loss or injury. It shall also so act, without appeal, if authorized or instructed by the Supervising Professional.

Any compensation claimed by the Contractor for emergency work shall be determined by agreement or in accordance with the terms of Claims for Extra Cost - Section 15.

### **Section 11 - Inspection of Work**

The City shall provide sufficient competent personnel for the inspection of the work.

The Supervising Professional shall at all times have access to the work whenever it is in preparation or progress, and the Contractor shall provide proper facilities for access and for inspection.

If the specifications, the Supervising Professional's instructions, laws, ordinances, or any public authority require any work to be specially tested or approved, the Contractor shall give the Supervising Professional timely notice of its readiness for inspection, and if the inspection is by an authority other than the Supervising Professional, of the date fixed for the inspection. Inspections by the Supervising Professional shall be made promptly, and where practicable at the source of supply. If any work should be covered up without approval or consent of the Supervising Professional, it must, if required by the Supervising Professional, be uncovered for examination and properly restored at the Contractor's expense.

Re-examination of any work may be ordered by the Supervising Professional, and, if so ordered, the work must be uncovered by the Contractor. If the work is found to be in accordance with the contract documents, the City shall pay the cost of re-examination and replacement. If the work is not in accordance with the contract documents, the Contractor shall pay the cost.

### **Section 12 - Superintendence**

The Contractor shall keep on the work site, during its progress, a competent superintendent and any necessary assistants, all satisfactory to the Supervising Professional. The superintendent will be responsible to perform all on-site project management for the Contractor. The superintendent shall be experienced in the work required for this Contract. The superintendent shall represent the Contractor and all direction given to the superintendent shall be binding as if given to the Contractor. Important directions shall immediately be confirmed in writing to the Contractor. Other directions will be confirmed on written request. The Contractor shall give efficient superintendence to the work, using its best skill and attention.

### **Section 13 - Changes in the Work**

The City may make changes to the quantities of work within the general scope of the Contract at any time by a written order and without notice to the sureties. If the changes add to or deduct from the extent of the work, the Contract Sum shall be adjusted accordingly. All the changes shall be

executed under the conditions of the original Contract except that any claim for extension of time caused by the change shall be adjusted at the time of ordering the change.

In giving instructions, the Supervising Professional shall have authority to make minor changes in the work not involving extra cost and not inconsistent with the purposes of the work, but otherwise, except in an emergency endangering life or property, no extra work or change shall be made unless in pursuance of a written order by the Supervising Professional, and no claim for an addition to the Contract Sum shall be valid unless the additional work was ordered in writing.

The Contractor shall proceed with the work as changed and the value of the work shall be determined as provided in Claims for Extra Cost - Section 15.

### **Section 14 - Extension of Time**

Extension of time stipulated in the Contract for completion of the work will be made if and as the Supervising Professional may deem proper under any of the following circumstances:

- (1) When work under an extra work order is added to the work under this Contract;
- (2) When the work is suspended as provided in Section 20;
- (3) When the work of the Contractor is delayed on account of conditions which could not have been foreseen, or which were beyond the control of the Contractor, and which were not the result of its fault or negligence;
- (4) Delays in the progress of the work caused by any act or neglect of the City or of its employees or by other Contractors employed by the City;
- (5) Delay due to an act of Government;
- (6) Delay by the Supervising Professional in the furnishing of plans and necessary information;
- (7) Other cause which in the opinion of the Supervising Professional entitles the Contractor to an extension of time.

The Contractor shall notify the Supervising Professional within 7 days of an occurrence or conditions which, in the Contractor's opinion, entitle it to an extension of time. The notice shall be in writing and submitted in ample time to permit full investigation and evaluation of the Contractor's claim. The Supervising Professional shall acknowledge receipt of the Contractor's notice within 7 days of its receipt. Failure to timely provide the written notice shall constitute a waiver by the Contractor of any claim.

In situations where an extension of time in contract completion is appropriate under this or any other section of the contract, the Contractor understands and agrees that the only available adjustment for events that cause any delays in contract completion shall be extension of the required time for contract completion and that there shall be no adjustments in the money due the Contractor on account of the delay.

## Section 15 - Claims for Extra Cost

If the Contractor claims that any instructions by drawings or other media issued after the date of the Contract involved extra cost under this Contract, it shall give the Supervising Professional written notice within 7 days after the receipt of the instructions, and in any event before proceeding to execute the work, except in emergency endangering life or property. The procedure shall then be as provided for Changes in the Work-Section 13. No claim shall be valid unless so made.

If the Supervising Professional orders, in writing, the performance of any work not covered by the contract documents, and for which no item of work is provided in the Contract, and for which no unit price or lump sum basis can be agreed upon, then the extra work shall be done on a Cost-Plus-Percentage basis of payment as follows:

- (1) The Contractor shall be reimbursed for all reasonable costs incurred in doing the work, and shall receive an additional payment of 15% of all the reasonable costs to cover both its indirect overhead costs and profit;
- (2) The term "Cost" shall cover all payroll charges for employees and supervision required under the specific order, together with all worker's compensation, Social Security, pension and retirement allowances and social insurance, or other regular payroll charges on same; the cost of all material and supplies required of either temporary or permanent character; rental of all power-driven equipment at agreed upon rates, together with cost of fuel and supply charges for the equipment; and any costs incurred by the Contractor as a direct result of executing the order, if approved by the Supervising Professional;
- (3) If the extra is performed under subcontract, the subcontractor shall be allowed to compute its charges as described above. The Contractor shall be permitted to add an additional charge of 5% percent to that of the subcontractor for the Contractor's supervision and contractual responsibility;
- (4) The quantities and items of work done each day shall be submitted to the Supervising Professional in a satisfactory form on the succeeding day, and shall be approved by the Supervising Professional and the Contractor or adjusted at once;
- (5) Payments of all charges for work under this Section in any one month shall be made along with normal progress payments. Retainage shall be in accordance with Progress Payments-Section 16.

No additional compensation will be provided for additional equipment, materials, personnel, overtime or special charges required to perform the work within the time requirements of the Contract.

When extra work is required and no suitable price for machinery and equipment can be determined in accordance with this Section, the hourly rate paid shall be 1/40 of the basic weekly rate listed in the Rental Rate Blue Book published by Dataquest Incorporated and applicable to the time period the equipment was first used for the extra work. The hourly rate will be deemed to include all costs of operation such as bucket or blade, fuel, maintenance, "regional factors", insurance, taxes, and the like, but not the costs of the operator.

## **Section 16 - Progress Payments**

The Contractor shall submit each month, or at longer intervals, if it so desires, an invoice covering work performed for which it believes payment, under the Contract terms, is due. The submission shall be to the City's Finance Department - Accounting Division. The Supervising Professional will, within 10 days following submission of the invoice, prepare a certificate for payment for the work in an amount to be determined by the Supervising Professional as fairly representing the acceptable work performed during the period covered by the Contractor's invoice. To insure the proper performance of this Contract, the City will retain a percentage of the estimate in accordance with Act 524, Public Acts of 1980. The City will then, following the receipt of the Supervising Professional's Certificate, make payment to the Contractor as soon as feasible, which is anticipated will be within 15 days.

An allowance may be made in progress payments if substantial quantities of permanent material have been delivered to the site but not incorporated in the completed work if the Contractor, in the opinion of the Supervising Professional, is diligently pursuing the work under this Contract. Such materials shall be properly stored and adequately protected. Allowance in the estimate shall be at the invoice price value of the items. Notwithstanding any payment of any allowance, all risk of loss due to vandalism or any damages to the stored materials remains with the Contractor.

In the case of Contracts which include only the Furnishing and Delivering of Equipment, the payments shall be; 60% of the Contract Sum upon the delivery of all equipment to be furnished, or in the case of delivery of a usable portion of the equipment in advance of the total equipment delivery, 60% of the estimated value of the portion of the equipment may be paid upon its delivery in advance of the time of the remainder of the equipment to be furnished; 30% of the Contract Sum upon completion of erection of all equipment furnished, but not later than 60 days after the date of delivery of all of the equipment to be furnished; and payment of the final 10% on final completion of erection, testing and acceptance of all the equipment to be furnished; but not later than 180 days after the date of delivery of all of the equipment to be furnished, unless testing has been completed and shows the equipment to be unacceptable.

With each invoice for periodic payment, the Contractor shall enclose a Contractor's Declaration - Section 43, and an updated project schedule per Order of Completion - Section 2.

## **Section 17 - Deductions for Uncorrected Work**

If the Supervising Professional decides it is inexpedient to correct work that has been damaged or that was not done in accordance with the Contract, an equitable deduction from the Contract price shall be made.

## **Section 18 - Correction of Work Before Final Payment**

The Contractor shall promptly remove from the premises all materials condemned by the Supervising Professional as failing to meet Contract requirements, whether incorporated in the work or not, and the Contractor shall promptly replace and re-execute the work in accordance with the Contract and without expense to the City and shall bear the expense of making good all work of other contractors destroyed or damaged by the removal or replacement.

If the Contractor does not remove the condemned work and materials within 10 days after written notice, the City may remove them and, if the removed material has value, may store the material

at the expense of the Contractor. If the Contractor does not pay the expense of the removal within 10 days thereafter, the City may, upon 10 days written notice, sell the removed materials at auction or private sale and shall pay to the Contractor the net proceeds, after deducting all costs and expenses that should have been borne by the Contractor. If the removed material has no value, the Contractor must pay the City the expenses for disposal within 10 days of invoice for the disposal costs.

The inspection or lack of inspection of any material or work pertaining to this Contract shall not relieve the Contractor of its obligation to fulfill this Contract and defective work shall be made good. Unsuitable materials may be rejected by the Supervising Professional notwithstanding that the work and materials have been previously overlooked by the Supervising Professional and accepted or estimated for payment or paid for. If the work or any part shall be found defective at any time before the final acceptance of the whole work, the Contractor shall forthwith make good the defect in a manner satisfactory to the Supervising Professional. The judgment and the decision of the Supervising Professional as to whether the materials supplied and the work done under this Contract comply with the requirements of the Contract shall be conclusive and final.

## **Section 19 - Acceptance and Final Payment**

Upon receipt of written notice that the work is ready for final inspection and acceptance, the Supervising Professional will promptly make the inspection. When the Supervising Professional finds the work acceptable under the Contract and the Contract fully performed, the Supervising Professional will promptly sign and issue a final certificate stating that the work required by this Contract has been completed and is accepted by the City under the terms and conditions of the Contract. The entire balance found to be due the Contractor, including the retained percentage, shall be paid to the Contractor by the City within 30 days after the date of the final certificate.

Before issuance of final certificates, the Contractor shall file with the City:

- (1) The consent of the surety to payment of the final estimate;
- (2) The Contractor's Affidavit in the form required by Section 44.

In case the Affidavit or consent is not furnished, the City may retain out of any amount due the Contractor, sums sufficient to cover all lienable claims.

The making and acceptance of the final payment shall constitute a waiver of all claims by the City except those arising from:

- (1) unsettled liens;
- (2) faulty work appearing within 12 months after final payment;
- (3) hidden defects in meeting the requirements of the plans and specifications;
- (4) manufacturer's guarantees.

It shall also constitute a waiver of all claims by the Contractor, except those previously made and still unsettled.

## **Section 20 - Suspension of Work**

The City may at any time suspend the work, or any part by giving 5 days notice to the Contractor in writing. The work shall be resumed by the Contractor within 10 days after the date fixed in the

written notice from the City to the Contractor to do so. The City shall reimburse the Contractor for expense incurred by the Contractor in connection with the work under this Contract as a result of the suspension.

If the work, or any part, shall be stopped by the notice in writing, and if the City does not give notice in writing to the Contractor to resume work at a date within 90 days of the date fixed in the written notice to suspend, then the Contractor may abandon that portion of the work suspended and will be entitled to the estimates and payments for all work done on the portions abandoned, if any, plus 10% of the value of the work abandoned, to compensate for loss of overhead, plant expense, and anticipated profit.

### **Section 21 - Delays and the City's Right to Terminate Contract**

If the Contractor refuses or fails to prosecute the work, or any separate part of it, with the diligence required to insure completion, ready for operation, within the allowable number of consecutive calendar days specified plus extensions, or fails to complete the work within the required time, the City may, by written notice to the Contractor, terminate its right to proceed with the work or any part of the work as to which there has been delay. After providing the notice the City may take over the work and prosecute it to completion, by contract or otherwise, and the Contractor and its sureties shall be liable to the City for any excess cost to the City. If the Contractor's right to proceed is terminated, the City may take possession of and utilize in completing the work, any materials, appliances and plant as may be on the site of the work and useful for completing the work. The right of the Contractor to proceed shall not be terminated or the Contractor charged with liquidated damages where an extension of time is granted under Extension of Time - Section 14.

If the Contractor is adjudged a bankrupt, or if it makes a general assignment for the benefit of creditors, or if a receiver is appointed on account of its insolvency, or if it persistently or repeatedly refuses or fails except in cases for which extension of time is provided, to supply enough properly skilled workers or proper materials, or if it fails to make prompt payments to subcontractors or for material or labor, or persistently disregards laws, ordinances or the instructions of the Supervising Professional, or otherwise is guilty of a substantial violation of any provision of the Contract, then the City, upon the certificate of the Supervising Professional that sufficient cause exists to justify such action, may, without prejudice to any other right or remedy and after giving the Contractor 3 days written notice, terminate this Contract. The City may then take possession of the premises and of all materials, tools and appliances thereon and without prejudice to any other remedy it may have, make good the deficiencies or finish the work by whatever method it may deem expedient, and deduct the cost from the payment due the Contractor. The Contractor shall not be entitled to receive any further payment until the work is finished. If the expense of finishing the work, including compensation for additional managerial and administrative services exceeds the unpaid balance of the Contract Sum, the Contractor and its surety are liable to the City for any excess cost incurred. The expense incurred by the City, and the damage incurred through the Contractor's default, shall be certified by the Supervising Professional.

### **Section 22 - Contractor's Right to Terminate Contract**

If the work should be stopped under an order of any court, or other public authority, for a period of 3 months, through no act or fault of the Contractor or of anyone employed by it, then the Contractor may, upon 7 days written notice to the City, terminate this Contract and recover from the City payment for all acceptable work executed plus reasonable profit.

## **Section 23 - City's Right To Do Work**

If the Contractor should neglect to prosecute the work properly or fail to perform any provision of this Contract, the City, 3 days after giving written notice to the Contractor and its surety may, without prejudice to any other remedy the City may have, make good the deficiencies and may deduct the cost from the payment due to the Contractor.

## **Section 24 - Removal of Equipment and Supplies**

In case of termination of this Contract before completion, from any or no cause, the Contractor, if notified to do so by the City, shall promptly remove any part or all of its equipment and supplies from the property of the City, failing which the City shall have the right to remove the equipment and supplies at the expense of the Contractor.

The removed equipment and supplies may be stored by the City and, if all costs of removal and storage are not paid by the Contractor within 10 days of invoicing, the City upon 10 days written notice may sell the equipment and supplies at auction or private sale, and shall pay the Contractor the net proceeds after deducting all costs and expenses that should have been borne by the Contractor and after deducting all amounts claimed due by any lien holder of the equipment or supplies.

## **Section 25 - Responsibility for Work and Warranties**

The Contractor assumes full responsibility for any and all materials and equipment used in the construction of the work and may not make claims against the City for damages to materials and equipment from any cause except negligence or willful act of the City. Until its final acceptance, the Contractor shall be responsible for damage to or destruction of the project (except for any part covered by Partial Completion and Acceptance - Section 26). The Contractor shall make good all work damaged or destroyed before acceptance. All risk of loss remains with the Contractor until final acceptance of the work (Section 19) or partial acceptance (Section 26). The Contractor is advised to investigate obtaining its own builders risk insurance.

The Contractor shall guarantee the quality of the work for a period of one year. The Contractor shall also unconditionally guarantee the quality of all equipment and materials that are furnished and installed under the contract for a period of one year. At the end of one year after the Contractor's receipt of final payment, the complete work, including equipment and materials furnished and installed under the contract, shall be inspected by the Contractor and the Supervising Professional. Any defects shall be corrected by the Contractor at its expense as soon as practicable but in all cases within 60 days. Any defects that are identified prior to the end of one year shall also be inspected by the Contractor and the Supervising Professional and shall be corrected by the Contractor at its expense as soon as practicable but in all cases within 60 days. The Contractor shall assign all manufacturer or material supplier warranties to the City prior to final payment. The assignment shall not relieve the Contractor of its obligations under this paragraph to correct defects.

## **Section 26 - Partial Completion and Acceptance**

If at any time prior to the issuance of the final certificate referred to in Acceptance and Final Payment - Section 19, any portion of the permanent construction has been satisfactorily completed, and if the Supervising Professional determines that portion of the permanent construction is not required for the operations of the Contractor but is needed by the City, the Supervising Professional shall issue to the Contractor a certificate of partial completion, and immediately the City may take over and use the portion of the permanent construction described in the certificate, and exclude the Contractor from that portion.

The issuance of a certificate of partial completion shall not constitute an extension of the Contractor's time to complete the portion of the permanent construction to which it relates if the Contractor has failed to complete it in accordance with the terms of this Contract. The issuance of the certificate shall not release the Contractor or its sureties from any obligations under this Contract including bonds.

If prior use increases the cost of, or delays the work, the Contractor shall be entitled to extra compensation, or extension of time, or both, as the Supervising Professional may determine.

## **Section 27 - Payments Withheld Prior to Final Acceptance of Work**

The City may withhold or, on account of subsequently discovered evidence, nullify the whole or part of any certificate to the extent reasonably appropriate to protect the City from loss on account of:

- (1) Defective work not remedied;
- (2) Claims filed or reasonable evidence indicating probable filing of claims by other parties against the Contractor;
- (3) Failure of the Contractor to make payments properly to subcontractors or for material or labor;
- (4) Damage to another Contractor.

When the above grounds are removed or the Contractor provides a Surety Bond satisfactory to the City which will protect the City in the amount withheld, payment shall be made for amounts withheld under this section.

## **Section 28 - Contractor's Insurance**

- (1) The Contractor shall procure and maintain during the life of this Contract, including the guarantee period and during any warranty work, such insurance policies, including those set forth below, as will protect itself and the City from all claims for bodily injuries, death or property damage that may arise under this Contract; whether the act(s) or omission(s) giving rise to the claim were made by the Contractor, any subcontractor, or anyone employed by them directly or indirectly. Prior to commencement of any work under this contract, Contractor shall provide to the City documentation satisfactory to the City, through City-approved means (currently myCOI), demonstrating it has obtained the required policies and endorsements. The certificates of insurance endorsements and/or copies of



policy language shall document that the Contractor satisfies the following minimum requirements. Contractor shall add registration@mycoitracking.com to its safe sender's list so that it will receive necessary communication from myCOI. When requested, Contractor shall provide the same documentation for its subcontractor(s) (if any).

Required insurance policies include:

- (a) Worker's Compensation Insurance in accordance with all applicable state and federal statutes. Further, Employers Liability Coverage shall be obtained in the following minimum amounts:

- Bodily Injury by Accident - \$500,000 each accident
  - Bodily Injury by Disease - \$500,000 each employee
  - Bodily Injury by Disease - \$500,000 each policy limit

- (b) Commercial General Liability Insurance equivalent to, as a minimum, Insurance Services Office form CG 00 01 04 13 or current equivalent. The City of Ann Arbor shall be named as an additional insured. There shall be no added exclusions or limiting endorsements specifically for the following coverages: Products and Completed Operations, Explosion, Collapse and Underground coverage or Pollution. Further there shall be no added exclusions or limiting endorsements that diminish the City's protections as an additional insured under the policy. The following minimum limits of liability are required:

- \$1,000,000 Each occurrence as respect Bodily Injury Liability or Property Damage Liability, or both combined.
  - \$2,000,000 Per Project General Aggregate
  - \$1,000,000 Personal and Advertising Injury
  - \$2,000,000 Products and Completed Operations Aggregate, which, notwithstanding anything to the contrary herein, shall be maintained for three years from the date the Project is completed.

- (c) Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, equivalent to, as a minimum, Insurance Services Office form CA 00 01 10 13 or current equivalent. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles. The City of Ann Arbor shall be named as an additional insured. There shall be no added exclusions or limiting endorsements that diminish the City's protections as an additional insured under the policy. Further, the limits of liability shall be \$1,000,000 for each occurrence as respects Bodily Injury Liability or Property Damage Liability, or both combined.

- (d) Umbrella/Excess Liability Insurance shall be provided to apply excess of the Commercial General Liability, Employers Liability and the Motor Vehicle coverage enumerated above, for each occurrence and for aggregate in the amount of \$1,000,000.

- (2) Insurance required under subsection (1)(b) and (1)(c) above shall be considered primary as respects any other valid or collectible insurance that the City may possess, including any self-insured retentions the City may have; and any other insurance the City does possess shall be considered excess insurance only and shall not be required to contribute

with this insurance. Further, the Contractor agrees to waive any right of recovery by its insurer against the City for any insurance listed herein.

- (3) Insurance companies and policy forms are subject to approval of the City Attorney, which approval shall not be unreasonably withheld. Documentation must provide and demonstrate an unconditional and un-qualified 30-day written notice of cancellation in favor of the City of Ann Arbor. Further, the documentation must explicitly state the following: (a) the policy number(s); name of insurance company(s); name and address of the agent(s) or authorized representative(s); name(s), email address(es), and address of insured; project name; policy expiration date; and specific coverage amounts; (b) any deductibles or self-insured retentions which may be approved by the City, in its sole discretion; (c) that the policy conforms to the requirements specified Contractor shall furnish the City with satisfactory certificates of insurance and endorsements prior to commencement of any work. Upon request, the Contractor shall provide within 30 days a copy of the policy(ies) and all required endorsements to the City. If any of the above coverages expire by their terms during the term of this Contract, the Contractor shall deliver proof of renewal and/or new policies and endorsements to the Administering Service Area/Unit at least ten days prior to the expiration date.
- (4) Any Insurance provider of Contractor shall be authorized to do business in the State of Michigan and shall carry and maintain a minimum rating assigned by A.M. Best & Company's Key Rating Guide of "A-" Overall and a minimum Financial Size Category of "V". Insurance policies and certificates issued by non-authorized insurance companies are not acceptable unless approved in writing by the City.
- (5) City reserves the right to require additional coverage and/or coverage amounts as may be included from time to time in the Detailed Specifications for the Project.
- (6) The provisions of General Condition 28 shall survive the expiration or earlier termination of this contract for any reason.

## **Section 29 - Surety Bonds**

Bonds will be required from the successful bidder as follows:

- (1) A Performance Bond to the City of Ann Arbor for the amount of the bid(s) accepted;
- (2) A Labor and Material Bond to the City of Ann Arbor for the amount of the bid(s) accepted.

Bonds shall be executed on forms supplied by the City in a manner and by a Surety Company authorized to transact business in Michigan and satisfactory to the City Attorney.

## **Section 30 - Damage Claims**

The Contractor shall be held responsible for all damages to property of the City or others, caused by or resulting from the negligence of the Contractor, its employees, or agents during the progress of or connected with the prosecution of the work, whether within the limits of the work or elsewhere. The Contractor must restore all property injured including sidewalks, curbing, sodding, pipes, conduit, sewers or other public or private property to not less than its original condition with new work.

### **Section 31 - Refusal to Obey Instructions**

If the Contractor refuses to obey the instructions of the Supervising Professional, the Supervising Professional shall withdraw inspection from the work, and no payments will be made for work performed thereafter nor may work be performed thereafter until the Supervising Professional shall have again authorized the work to proceed.

### **Section 32 - Assignment**

Neither party to the Contract shall assign the Contract without the written consent of the other. The Contractor may assign any monies due to it to a third party acceptable to the City.

### **Section 33 - Rights of Various Interests**

Whenever work being done by the City's forces or by other contractors is contiguous to work covered by this Contract, the respective rights of the various interests involved shall be established by the Supervising Professional, to secure the completion of the various portions of the work in general harmony.

The Contractor is responsible to coordinate all aspects of the work, including coordination of, and with, utility companies and other contractors whose work impacts this project.

### **Section 34 - Subcontracts**

The Contractor shall not award any work to any subcontractor without prior written approval of the City. The approval will not be given until the Contractor submits to the City a written statement concerning the proposed award to the subcontractor. The statement shall contain all information the City may require.

The Contractor shall be as fully responsible to the City for the acts and omissions of its subcontractors, and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by it.

The Contractor shall cause appropriate provisions to be inserted in all subcontracts relative to the work to bind subcontractors to the Contractor by the terms of the General Conditions and all other contract documents applicable to the work of the subcontractors and to give the Contractor the same power to terminate any subcontract that the City may exercise over the Contractor under any provision of the contract documents.

Nothing contained in the contract documents shall create any contractual relation between any subcontractor and the City.

### **Section 35 - Supervising Professional's Status**

The Supervising Professional has the right to inspect any or all work. The Supervising Professional has authority to stop the work whenever stoppage may be appropriate to insure the proper execution of the Contract. The Supervising Professional has the authority to reject all work and materials which do not conform to the Contract and to decide questions which arise in the execution of the work.

The Supervising Professional shall make all measurements and determinations of quantities. Those measurements and determinations are final and conclusive between the parties.

### **Section 36 - Supervising Professional's Decisions**

The Supervising Professional shall, within a reasonable time after their presentation to the Supervising Professional, make decisions in writing on all claims of the City or the Contractor and on all other matters relating to the execution and progress of the work or the interpretation of the contract documents.

### **Section 37 - Storing Materials and Supplies**

Materials and supplies may be stored at the site of the work at locations agreeable to the City unless specific exception is listed elsewhere in these documents. Ample way for foot traffic and drainage must be provided, and gutters must, at all times, be kept free from obstruction. Traffic on streets shall be interfered with as little as possible. The Contractor may not enter or occupy with agents, employees, tools, or material any private property without first obtaining written permission from its owner. A copy of the permission shall be furnished to the Supervising Professional.

### **Section 38 - Lands for Work**

The Contractor shall provide, at its own expense and without liability to the City, any additional land and access that may be required for temporary construction facilities or for storage of materials.

### **Section 39 - Cleaning Up**

The Contractor shall, as directed by the Supervising Professional, remove at its own expense from the City's property and from all public and private property all temporary structures, rubbish and waste materials resulting from its operations unless otherwise specifically approved, in writing, by the Supervising Professional.

### **Section 40 - Salvage**

The Supervising Professional may designate for salvage any materials from existing structures or underground services. Materials so designated remain City property and shall be transported or stored at a location as the Supervising Professional may direct.

## **Section 41 - Night, Saturday or Sunday Work**

No night or Sunday work (without prior written City approval) will be permitted except in the case of an emergency and then only to the extent absolutely necessary. The City may allow night work which, in the opinion of the Supervising Professional, can be satisfactorily performed at night. Night work is any work between 8:00 p.m. and 7:00 a.m. No Saturday work will be permitted unless the Contractor gives the Supervising Professional at least 48 hours but not more than 5 days notice of the Contractor's intention to work the upcoming Saturday.

## **Section 42 - Sales Taxes**

Under State law the City is exempt from the assessment of State Sales Tax on its direct purchases. Contractors who acquire materials, equipment, supplies, etc. for incorporation in City projects are not likewise exempt. State Law shall prevail. The Bidder shall familiarize itself with the State Law and prepare its Bid accordingly. No extra payment will be allowed under this Contract for failure of the Contractor to make proper allowance in this bid for taxes it must pay.

**Section 43**

**CONTRACTOR'S DECLARATION**

I hereby declare that I have not, during the period \_\_\_\_\_, 20\_\_\_\_, to \_\_\_\_\_, 20\_\_\_\_, performed any work, furnished any materials, sustained any loss, damage or delay, or otherwise done anything in addition to the regular items (or executed change orders) set forth in the Contract titled \_\_\_\_\_, for which I shall ask, demand, sue for, or claim compensation or extension of time from the City, except as I hereby make claim for additional compensation or extension of time as set forth on the attached itemized statement. I further declare that I have paid all payroll obligations related to this Contract that have become due during the above period and that all invoices related to this Contract received more than 30 days prior to this declaration have been paid in full except as listed below.

There is/is not (Contractor please circle one and strike one as appropriate) an itemized statement attached regarding a request for additional compensation or extension of time.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

By \_\_\_\_\_  
(Signature)

Its \_\_\_\_\_  
(Title of Office)

Past due invoices, if any, are listed below.



# ADDENDUM No. 1

RFP No. 22-74

## Sanitary Manhole Raising Project

**Due: November 15, 2022 at 2:00 P.M. (local time)**

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes three (3) pages.**

**The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.**

**The following forms provided within the RFP Document should be included in submitted proposal:**

- Attachment D - Prevailing Wage Declaration of Compliance
- Attachment E - Living Wage Declaration of Compliance
- Attachment G - Vendor Conflict of Interest Disclosure Form
- Attachment H - Non-Discrimination Declaration of Compliance

**Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.**

### I. CORRECTIONS/ADDITIONS/DELETIONS

Changes to the RFP documents which are outlined below are referenced to a page or Section in which they appear conspicuously. Offerors are to take note in its review of the documents and include these changes as they may affect work or details in other areas not specifically referenced here.

<b>Section/Page(s)</b>	<b>Change</b>
Detailed Specifications - Project Schedule, pg. 2	Project completion date should be <b>January 3, 2024</b> NOT January 3, 2023
Detailed Specifications - Dr Structure Cover, Adj Case 1, Concrete Pavement, pg. 2	Manhole frame and cover shall not be included in this pay item but is to be included in the pay item "Replace Manhole Frame and Cover"
Detailed Specifications - Dr Structure Cover, Adj Case 2, HMA Pavement, pg. 2	Manhole frame and cover shall not be included in this pay item but is to be included in the pay item "Replace Manhole Frame and Cover"



Detailed Specifications - Manhole frame and cover shall not be included in this pay item  
Dr Structure Cover, Adj but is to be included in the pay item "Replace Manhole Frame  
Case 3, Outside of and Cover"  
Pavement, pg. 2

Detailed Specifications - Manhole frame and cover shall not be included in this pay item  
Dr Structure Cover, Adj but is to be included in the pay item "Replace Manhole Frame  
Case 4, Driveway or and Cover"  
Sidewalk, pg. 2

## II. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: Please clarify that the completion date should be January 3rd, 2024 NOT January 3rd, 2023.

Answer 1: Project completion date shall be January 3rd, 2024

Question 2: Will all City of Ann Arbor permit costs will be waived for this project?

Answer 2: City to pay all associated City of Ann Arbor Permit fees, Contractor to be responsible for obtaining and managing necessary permits for work

Question 3: Will MDOT ROW permits (and corresponding costs) will be handled by the City?

Answer 3: Contractor will be able to work under City of Ann Arbor MDOT ROW permit, lane closures and other necessary notifications to MDOT will be done by Contractor

Question 4: Will Railroad ROW permits (and corresponding costs) will be handled by the City?

Answer 4: City to pay Railroad ROW Permit fee, all other costs necessary to obtain Railroad ROW Permit to be paid by the Contractor. The Contractor will be responsible for coordinating with the Railroad and obtaining all necessary permits before beginning work within the Railroad ROW.

Question 5: How will Railroad Insurance (if required) be handled in the Contract?

Answer 5: To be coordinated by the Contractor during the Railroad permitting process

Question 6: How will Railroad Inspection (if required) be handled in the Contract?

Answer 6: To be coordinated by the Contractor during the Railroad permitting process

Question 7: Will property access permission / easements (and corresponding costs) will be handled by the City

Answer 7: Coordination of access to manholes located in easements is the responsibility of the contractor. When manholes are located in easements, but the contractor desires to access from a location outside the easement, this is the responsibility of the contractor. The City will help coordinate access and easements to locations not currently in an easement.

Question 8: Please provide the Engineer's Estimate for this Project (for bonding purposes).

Answer 8: \$950,000

Question 9: Please provide anticipated Liquidated Damages for this Project.

Answer 9: \$100/day for each day worked past January 3rd, 2024 (project completion date)

Question 10: HMA pavement removal is not listed as a pay item. Will this be paid for separately, or as part of other pay items?

Answer 10: HMA pavement removal to be included in pay items "Dr Structure Cover, Adj, Case\_\_\_"; no incidental HMA pavement removals to be anticipated

Question 11: HMA pavement replacement is not listed as a pay item. Will this be paid for separately, or as part of other pay items?

Answer 11: HMA pavement replacement to be included in pay items "Dr Structure Cover, Adj, Case\_\_\_"; no incidental HMA pavement replacement to be anticipated

Question 12: The special provision for "Dr Structure Cover, Adj, Case 1, Conc Pvmt" states that this pay item is to include the pavement removal, new frame and cover, corresponding required concrete work and HMA as necessary. Is this correct?

Answer 12: New frame and cover to be paid for in "Replace Manhole Frame and Cover"; pavement removal and corresponding required concrete work and HMA as necessary to be included in "Dr Structure Cover, Adj, Case 1, Conc Pvmt"

Question 13: The special provision for "Dr Structure Cover, Adj, Case 2, HMA Pvmt" states that this pay item is to include the pavement removal, new frame and cover, corresponding required concrete work and HMA as necessary. Is this correct?

Answer 13: New frame and cover to be paid for in "Replace Manhole Frame and Cover"; pavement removal and corresponding required concrete work and HMA as necessary to be included in "Dr Structure Cover, Adj, Case 2, HMA Pvmt"

Question 14: The special provision for "Dr Structure Cover, Adj, Case 3, Outside of Pavement" states that this pay item is to include the new frame and cover. Is this correct?

Answer 14: New frame and cover to be paid for in "Replace Manhole Frame and Cover"

Question 15: The special provision for "Dr Structure Cover, Adj, Case 4, Driveway or Sidewalk" states that this pay item is to include the pavement removal, new frame and cover, corresponding required concrete work and HMA as necessary. Is this correct?

Answer 15: New frame and cover to be paid for in "Replace Manhole Frame and Cover"; pavement removal and corresponding required concrete work and HMA as necessary to be included in "Dr Structure Cover, Adj, Case 4, Driveway or Sidewalk"

Question 16: Will the Contractor be reimbursed for costs due to the City (permitting) associated with "No Parking" sign installation?

Answer 16: City to pay fees associated with "No Parking" sign installation

Question 17: What is the anticipated diameter of the flow channel to be reconstructed per "Reconstruct Flow Channel" pay item?

Answer 17: Less than 15" in diameter

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.

## ADDENDUM No. 2

RFP No. 22-74

### Sanitary Manhole Raising Project

**Due: November 15, 2022 at 2:00 P.M. (local time)**

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes one (1) page.**

**The Proposer is to acknowledge receipt of this Addendum No. 2, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.**

**The following forms provided within the RFP Document should be included in submitted proposal:**

- Attachment D - Prevailing Wage Declaration of Compliance
- Attachment E - Living Wage Declaration of Compliance
- Attachment G - Vendor Conflict of Interest Disclosure Form
- Attachment H - Non-Discrimination Declaration of Compliance

**Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.**

#### I. CORRECTIONS/ADDITIONS/DELETIONS

Changes to the RFP documents which are outlined below are referenced to a page or Section in which they appear conspicuously. Offerors are to take note in its review of the documents and include these changes as they may affect work or details in other areas not specifically referenced here.

**The following changes and clarifications are provided for Questions/Answers 4-6 on Addendum No. 1.**

- Question 4: Will Railroad ROW permits (and corresponding costs) will be handled by the City?  
Answer 4: City will pay all direct costs associated with Railroad permits, inspection, and insurance. The Contractor will be responsible for coordination with the Railroad, obtaining all necessary permits before beginning work within the Railroad ROW, and any indirect costs (e.g. required training, administration) associated with obtaining Railroad ROW permits.
- Question 5: How will Railroad Insurance (if required) be handled in the Contract?  
Answer 5: To be coordinated by the Contractor during the Railroad permitting process. Direct costs to be paid for by the City.
- Question 6: How will Railroad Inspection (if required) be handled in the Contract?  
Answer 6: To be coordinated by the Contractor during the Railroad permitting process. Direct costs to be paid for by the City.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.

**ATTACHMENT B**  
**GENERAL DECLARATIONS**

City of Ann Arbor  
Guy C. Larcom Municipal Building  
Ann Arbor, Michigan 48107

Ladies and Gentlemen:

The undersigned, as Bidder, declares that this Bid is made in good faith, without fraud or collusion with any person or persons bidding on the same Contract; that this Bidder has carefully read and examined the bid documents, including City Nondiscrimination requirements and Declaration of Compliance Form, Living Wage requirements and Declaration of Compliance Form, Prevailing Wage requirements and Declaration of Compliance Form, Vendor Conflict of Interest Form, Notice of Pre-Bid Conference, General Information, Bid, Bid Forms, Contract, Bond Forms, General Conditions, Standard Specifications, Detailed Specifications, all Addenda, and the Plans (if applicable) and understands them. The Bidder declares that it conducted a full investigation at the site and of the work proposed and is fully informed as to the nature of the work and the conditions relating to the work's performance. The Bidder also declares that it has extensive experience in successfully completing projects similar to this one.

The Bidder acknowledges that it has not received or relied upon any representations or warrants of any nature whatsoever from the City of Ann Arbor, its agents or employees, and that this Bid is based solely upon the Bidder's own independent business judgment.

The undersigned proposes to perform all work shown on the plans or described in the bid documents, including any addenda issued, and to furnish all necessary machinery, tools, apparatus, and other means of construction to do all the work, furnish all the materials, and complete the work in strict accordance with all terms of the Contract of which this Bid is one part.

In accordance with these bid documents, and Addenda numbered 1,2, the undersigned, as Bidder, proposes to perform at the sites in and/or around Ann Arbor, Michigan, all the work included herein for the amounts set forth in the Bid Forms.

The Bidder declares that it has become fully familiar with the liquidated damage clauses for completion times and for compliance with City Code Chapter 112, understands and agrees that the liquidated damages are for the non-quantifiable aspects of non-compliance and do not cover actual damages that may be shown and agrees that if awarded the Contract, all liquidated damage clauses form part of the Contract.

The Bidder declares that it has become fully familiar with the provisions of Chapter 14, Section 1:320 (Prevailing wages) and Chapter 23 (Living Wage) of the Code of the City of Ann Arbor and that it understands and agrees to comply, to the extent applicable to employees providing services to the City under this Contract, with the wage and reporting requirements stated in the City Code provisions cited. Bidder certifies that the statements contained in the City Prevailing Wage and Living Wage Declaration of Compliance Forms are true and correct. Bidder further agrees that the cited provisions of Chapter 14 and Chapter 23 form a part of this Contract.

The Bidder declares that it has become familiar with the City Conflict of Interest Disclosure Form and certifies that the statement contained therein is true and correct.

The Bidder encloses a certified check or Bid Bond in the amount of 5% of the total of the Bid Price. The Bidder agrees both to contract for the work and to furnish the necessary Bonds and insurance documentation within 10 days after being notified of the acceptance of the Bid.

If this Bid is accepted by the City and the Bidder fails to contract and furnish the required Bonds and insurance documentation within 10 days after being notified of the acceptance of this Bid, then the Bidder shall be considered to have abandoned the Contract and the certified check or Bid Bond accompanying this Bid shall become due and payable to the City.

If the Bidder enters into the Contract in accordance with this Bid, or if this Bid is rejected, then the accompanying check or Bid Bond shall be returned to the Bidder.

In submitting this Bid, it is understood that the right is reserved by the City to accept any Bid, to reject any or all Bids, to waive irregularities and/or informalities in any Bid, and to make the award in any manner the City believes to be in its best interest.

SIGNED THIS 15 DAY OF November, 2022.

Doan Construction Co., Inc.

Bidder's Name


3670 Carpenter RD

Ypsilanti, MI 48197

Official Address

734-323-3642

Telephone Number

 v.p.  
Authorized Signature of Bidder

Jim McInnis

(Print Name of Signer Above)

JMcInnis@doancompanies.com  
Email Address for Award Notice

**ATTACHMENT C**  
**LEGAL STATUS OF BIDDER**

(The bidder shall fill out the appropriate form and strike out the other three.)

Bidder declares that it is:

\* A corporation organized and doing business under the laws of the State of Michigan, for whom Jim McInnis, bearing the office title of V. P., whose signature is affixed to this Bid, is authorized to execute contracts.

NOTE: If not incorporated in Michigan, please attach the corporation's Certificate of Authority

~~• A limited liability company doing business under the laws of the State of \_\_\_\_\_, whom \_\_\_\_\_ bearing the title of \_\_\_\_\_ whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.~~

~~\* A partnership, organized under the laws of the state of \_\_\_\_\_ and filed in the county of \_\_\_\_\_, whose members are (list all members and the street and mailing address of each) (attach separate sheet if necessary):~~

~~\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_~~

\* An individual, whose signature with address, is affixed to this Bid: \_\_\_\_\_ (initial here)

**Authorized Official**

 Date 11/15, 2022

(Print) Name Jim McInnis Title V. P.

Company: Doan Construction Co., Inc.

Address: 3670 Carpenter RD. Ypsilanti MI 48197

Contact Phone ( ) 734.323.3642 Fax ( ) 734.971.4415

Email JMcInnis@doancompanies.com

**ATTACHMENT D**  
**PREVAILING WAGE DECLARATION OF COMPLIANCE**

The "wage and employment requirements" of Section 1:320 of Chapter 14 of Title I of the Ann Arbor City Code mandates that the city not enter any contract, understanding or other arrangement for a public improvement for or on behalf of the city unless the contract provides that all craftsmen, mechanics and laborers employed directly on the site in connection with said improvements, including said employees of subcontractors, shall receive the prevailing wage for the corresponding classes of craftsmen, mechanics and laborers, as determined by statistics for the Ann Arbor area compiled by the United States Department of Labor. Where the contract and the Ann Arbor City Code are silent as to definitions of terms required in determining contract compliance with regard to prevailing wages, the definitions provided in the Davis-Bacon Act as amended (40 U.S.C. 278-a to 276-a-7) for the terms shall be used. Further, to the extent that any employees of the contractor providing services under this contract are not part of the class of craftsmen, mechanics and laborers who receive a prevailing wage in conformance with section 1:320 of Chapter 14 of Title I of the Code of the City of Ann Arbor, employees shall be paid a prescribed minimum level of compensation (i.e. Living Wage) for the time those employees perform work on the contract in conformance with section 1:815 of Chapter 23 of Title I of the Code of the City of Ann Arbor.

At the request of the city, any contractor or subcontractor shall provide satisfactory proof of compliance with this provision.

The Contractor agrees:

- (a) To pay each of its employees whose wage level is required to comply with federal, state or local prevailing wage law, for work covered or funded by this contract with the City,
- (b) To require each subcontractor performing work covered or funded by this contract with the City to pay each of its employees the applicable prescribed wage level under the conditions stated in subsection (a) or (b) above.
- (c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (d) To permit access to work sites to City representatives for the purposes of monitoring compliance, and investigating complaints or non-compliance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services in accordance with the terms of the wage and employment provisions of the Chapter 14 of the Ann Arbor City Code. The undersigned certifies that he/she has read and is familiar with the terms of Section 1:320 of Chapter 14 of the Ann Arbor City Code and by executing this Declaration of Compliance obligates his/her employer and any subcontractor employed by it to perform work on the contract to the wage and employment requirements stated herein. The undersigned further acknowledges and agrees that if it is found to be in violation of the wage and employment requirements of Section 1:320 of the Chapter 14 of the Ann Arbor City Code it shall have been deemed a material breach of the terms of the contract and grounds for termination of same by the City.

Doan Construction Co., Inc.  
Company Name

  
Signature of Authorized Representative

11/15/22  
Date

Jim McInnis, V.P.  
Print Name and Title

3670 Carpenter Rd. Ypsilanti MI 48197  
Address, City, State, Zip

734.323.3642, JMcInnis@doancompanies.com  
Phone/Email address

Questions about this form? Contact Procurement Office City of Ann Arbor Phone: 734/794-6500

**ATTACHMENT E**  
**LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE**

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that an employer who is (a) a contractor providing services to or for the City for a value greater than \$10,000 for any twelve-month contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than \$10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than \$10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

*Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency please check here  No. of employees*

The Contractor or Grantee agrees:

- (a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as \$14.82/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than \$16.52/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance with Section 1:815(3).

**Check the applicable box below which applies to your workforce**

Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits


Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits

- (b) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
- (c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (d) To permit access to work sites to City representatives for the purposes of monitoring compliance, and investigating complaints or non-compliance.
- (e) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract or grant of financial assistance.

Doan Construction Co., Inc.  
 Company Name

3670 Carpenter RD  
 Street Address

  
 Signature of Authorized Representative

11/15/22  
 Date

Ypsilanti, MI 48197  
 City, State, Zip

Jim McInnis, V.P.  
 Print Name and Title

JMcInnis@doancompanies.com  
 Phone/Email address 734.323.3642



Attachment F

**CITY OF ANN ARBOR  
LIVING WAGE ORDINANCE**

**RATE EFFECTIVE APRIL 30, 2022 - ENDING APRIL 29, 2023**

**\$14.82 per hour**

If the employer provides health care benefits\*

**\$16.52 per hour**

If the employer does **NOT** provide health care benefits\*

Employers providing services to or for the City of Ann Arbor or recipients of grants or financial assistance from the City of Ann Arbor for a value of more than \$10,000 in a twelve-month period of time must pay those employees performing work on a City of Ann Arbor contract or grant, the above living wage.

**ENFORCEMENT**

The City of Ann Arbor may recover back wages either administratively or through court action for the employees that have been underpaid in violation of the law. Persons denied payment of the living wage have the right to bring a civil action for damages in addition to any action taken by the City.

Violation of this Ordinance is punishable by fines of not more than \$500/violation plus costs, with each day being considered a separate violation. Additionally, the City of Ann Arbor has the right to modify, terminate, cancel or suspend a contract in the event of a violation of the Ordinance.

\* Health Care benefits include those paid for by the employer or making an employer contribution toward the purchase of health care. The employee contribution must not exceed \$.50 an hour for an average work week; and the employer cost or contribution must equal no less than \$1/hr for the average work week.

**The Law Requires Employers to Display This Poster Where Employees Can Readily See It.**

**For Additional Information or to File a Complaint contact  
Colin Spencer at 734/794-6500 or [cspencer@a2gov.org](mailto:cspencer@a2gov.org)**



**ATTACHEMENT G**

**Vendor Conflict of Interest Disclosure Form**

All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor's conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

Conflict of Interest Disclosure*	
Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest.	<input type="checkbox"/> Relationship to employee
	<input type="checkbox"/> Interest in vendor's company
	<input type="checkbox"/> Other (please describe in box below)
NONE	

\*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

<b>I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:</b>		
Doan Construction Co., Inc.	734-323-3642	
<b>Vendor Name</b>	<b>Vendor Phone Number</b>	
	11/15/22	Jim McInnis
<b>Signature of Vendor Authorized Representative</b>	<b>Date</b>	<b>Printed Name of Vendor Authorized Representative</b>

**ATTACHMENT H**

**DECLARATION OF COMPLIANCE**

**Non-Discrimination Ordinance**

The "non discrimination by city contractors" provision of the City of Ann Arbor Non-Discrimination Ordinance (Ann Arbor City Code Chapter 112, Section 9:158) requires all contractors proposing to do business with the City to treat employees in a manner which provides equal employment opportunity and does not discriminate against any of their employees, any City employee working with them, or any applicant for employment on the basis of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight. It also requires that the contractors include a similar provision in all subcontracts that they execute for City work or programs.

In addition the City Non-Discrimination Ordinance requires that all contractors proposing to do business with the City of Ann Arbor must satisfy the contract compliance administrative policy adopted by the City Administrator. A copy of that policy may be obtained from the Purchasing Manager

The Contractor agrees:

- (a) To comply with the terms of the City of Ann Arbor's Non-Discrimination Ordinance and contract compliance administrative policy, including but not limited to an acceptable affirmative action program if applicable.
- (b) To post the City of Ann Arbor's Non-Discrimination Ordinance Notice in every work place or other location in which employees or other persons are contracted to provide services under a contract with the City.
- (c) To provide documentation within the specified time frame in connection with any workforce verification, compliance review or complaint investigation.
- (d) To permit access to employees and work sites to City representatives for the purposes of monitoring compliance, or investigating complaints of non-compliance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services in accordance with the terms of the Ann Arbor Non-Discrimination Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Non-Discrimination Ordinance, obligates the Contractor to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract.

Doan Construction Co., Inc.  
Company Name

 11/15/22  
Signature of Authorized Representative Date

Jim McInnis, V.P.  
Print Name and Title

3670 Carpenter RD Ypsilanti, MI 48197  
Address, City, State, Zip

734. 323. 3642, JMcInnis@doancompanies.com  
Phone/Email Address

**Questions about the Notice or the City Administrative Policy, Please contact:**  
Procurement Office of the City of Ann Arbor  
(734) 794-6500

## ATTACHMENT I

### CITY OF ANN ARBOR NON-DISCRIMINATION ORDINANCE

Relevant provisions of Chapter 112, Nondiscrimination, of the Ann Arbor City Code are included below. You can review the entire ordinance at [www.a2gov.org/humanrights](http://www.a2gov.org/humanrights).

**Intent:** It is the intent of the city that no individual be denied equal protection of the laws; nor shall any individual be denied the enjoyment of his or her civil or political rights or be discriminated against because of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight.

**Discriminatory Employment Practices:** No person shall discriminate in the hire, employment, compensation, work classifications, conditions or terms, promotion or demotion, or termination of employment of any individual. No person shall discriminate in limiting membership, conditions of membership or termination of membership in any labor union or apprenticeship program.

**Discriminatory Effects:** No person shall adopt, enforce or employ any policy or requirement which has the effect of creating unequal opportunities according to actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight for an individual to obtain housing, employment or public accommodation, except for a bona fide business necessity. Such a necessity does not arise due to a mere inconvenience or because of suspected objection to such a person by neighbors, customers or other persons.

**Nondiscrimination by City Contractors:** All contractors proposing to do business with the City of Ann Arbor shall satisfy the contract compliance administrative policy adopted by the City Administrator in accordance with the guidelines of this section. All city contractors shall ensure that applicants are employed and that employees are treated during employment in a manner which provides equal employment opportunity and tends to eliminate inequality based upon any classification protected by this chapter. All contractors shall agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of any applicable protected classification. All contractors shall be required to post a copy of Ann Arbor's Non-Discrimination Ordinance at all work locations where its employees provide services under a contract with the city.

**Complaint Procedure:** If any individual believes there has been a violation of this chapter, he/she may file a complaint with the City's Human Rights Commission. The complaint must be filed within 180 calendar days from the date of the individual's knowledge of the allegedly discriminatory action or 180 calendar days from the date when the individual should have known of the allegedly discriminatory action. A complaint that is not filed within this timeframe cannot be considered by the Human Rights Commission. To file a complaint, first complete the complaint form, which is available at [www.a2gov.org/humanrights](http://www.a2gov.org/humanrights). Then submit it to the Human Rights Commission by e-mail ([hrc@a2gov.org](mailto:hrc@a2gov.org)), by mail (Ann Arbor Human Rights Commission, PO Box 8647, Ann Arbor, MI 48107), or in person (City Clerk's Office). For further information, please call the commission at 734-794-6141 or e-mail the commission at [hrc@a2gov.org](mailto:hrc@a2gov.org).

**Private Actions For Damages or Injunctive Relief:** To the extent allowed by law, an individual who is the victim of discriminatory action in violation of this chapter may bring a civil action for appropriate injunctive relief or damages or both against the person(s) who acted in violation of this chapter.

THIS IS AN OFFICIAL GOVERNMENT NOTICE AND  
MUST BE DISPLAYED WHERE EMPLOYEES CAN READILY SEE IT.

**MICHIGAN DEPARTMENT OF TRANSPORTATION  
CERTIFIED PAYROLL**  
COMPLETION OF CERTIFIED PAYROLL FORM FULFILLS THE MINIMUM MDOT PREVAILING WAGE REQUIREMENTS

(1) NAME OF CONTRACTOR / SUBCONTRACTOR (CIRCLE ONE)		(3) ADDRESS																					
(3) PAYROLL NO	(4) FOR WEEK ENDING	(5) PROJECT AND LOCATION										(6) CONTRACT ID											
(a) EMPLOYEE INFORMATION	(b) WORK CLASSIFICATION	(c) Hour Type	(d) DAY AND DATE							(e) TOTAL HOURS ON PROJECT	(f) PROJECT RATE OF PAY	(g) PROJECT RATE OF FRINGE PAY	(h) GROSS PROJECT EARNED	(i) GROSS WEEKLY EARNED	(j) TOTAL WEEKLY HOURS WORKED ALL JOBS	(k) DEDUCTIONS					(l) TOTAL WEEKLY WAGES PAID FOR ALL JOBS		
			MON	TUE	WED	THUR	FRI	SAT	SUN							FICA	FEDERAL	STATE	OTHER	TOTAL DEDUCT			
NAME:										0			\$0.00									\$0.00	\$0.00
ETH/GEN: ID #:	GROUP/CLASS #:	S								0			\$0.00									\$0.00	\$0.00
NAME:										0			\$0.00									\$0.00	\$0.00
ETH/GEN: ID #:	GROUP/CLASS #:	S								0			\$0.00									\$0.00	\$0.00
NAME:										0			\$0.00									\$0.00	\$0.00
ETH/GEN: ID #:	GROUP/CLASS #:	S								0			\$0.00									\$0.00	\$0.00
NAME:										0			\$0.00									\$0.00	\$0.00
ETH/GEN: ID #:	GROUP/CLASS #:	S								0			\$0.00									\$0.00	\$0.00
NAME:										0			\$0.00									\$0.00	\$0.00
ETH/GEN: ID #:	GROUP/CLASS #:	S								0			\$0.00									\$0.00	\$0.00
NAME:										0			\$0.00									\$0.00	\$0.00
ETH/GEN: ID #:	GROUP/CLASS #:	S								0			\$0.00									\$0.00	\$0.00
NAME:										0			\$0.00									\$0.00	\$0.00



## **Section III – Minimum Information Required**

## **Authorized Negotiator**

**Name:** Jim McInnis

**Phone Number:** 734-971-4678

**Email Address:** [jmcinnis@doancompanies.com](mailto:jmcinnis@doancompanies.com)



**Attachment I – Section III, Subsection A, Item 1, Qualifications of Management**

See attached summary of key personnel.

## **Attachment I – Key Individuals Construction Experience**

### **Dennis Doan**

Age: 75

Position: Owner, Chairman

Dennis is a second generation owner. Started with the company in 1970 and was a key person building what Doan Construction is today. Dennis has over 60 years of experience in the concrete construction business. Dennis has bid, built, and managed well over a thousand projects in his career.

### **Matt Doan**

Age: 51

Position: President

Matt is a third generation owner. Matt worked for Thompson McCully Co. from 1992 – 1996 and then started at Doan Construction in 1997. Matt oversees the daily operations of Doan Construction. Matt has over 30 years of experience in road construction, concrete construction, trucking, land development and redi-mix operations. Aside from managing doily operations, Matt has bid and managed hundreds of projects ranging from a couple thousand to multimillion dollars.

### **Jim McLinnis**

Age: 57

Position: V.P. Construction

While in school, Jim worked for MDOT in the construction field offices for three construction seasons. Then worked for the Bureau of Land Management in their surveying department for two seasons. Jim then joined Thompson McCully Co. After fifteen years of service Jim join Doan Construction Co. and has been with them for over fifteen years. Jim has over 40 years of road construction and concrete construction experience and has bid and managed hundreds of projects small and large.

**John Senkowski**

Age: 58

Position: Senior Manager, Project Manager

John has 40 years of experience in construction. He worked for Goretski Construction for 10 years before venturing out on his own. In 1997, John started Senkowski Harris Construction, specializing in concrete construction and slip-form curb and gutter. In 2004 Senkowski Harris was acquired by Doan Construction and John has stayed with the company to date. John is responsible for the vast amount of bidding and oversees a large workload of projects. John will manage projects from a few thousand to multi million dollars.

Doan Construction Co. has two traveling superintendents and five foreman in the field. At any given time, Doan Construction has about 60 field employees working on various projects. Below is a list of our field supervisors.

**Rick Stewlow**

Age: 62

Position: Superintendent

Years as a superintendent with the company: 22

**Dennis Mitchell**

Age: 54

Position: Superintendent

Years as a superintendent with the company: 17

**Chris Carpenter**

Age: 57

Position: Foreman

Years as foreman with the company: 20

**Gerald Ramirez**

Age: 51

Position: Foreman

Years as foreman with the company: 18

**Richard Pierce**

Age: 50

Position: Foreman

Years as foreman with the company: 5

**Jeremy Umphrey**

Age: 49

Position: Foreman

Years as foreman with the company: 6

**Jose Casillas**

Age: 43

Position: Foreman

Years as foreman with the company: 1

## **Attachment II – Section III, Subsection A, Item 2, References**

See attached list of similar projects for the last five years.

**2017**

<b>Project Name</b>	UM 2017 Sidewalk Repair	UM Quad	UM Medical Fuller lot	UM ASCD	City of Ann Arbor Sidewalk Repair	City of Ann Arbor Resurfacing
<b>Owner</b>	Doan project number: 12-301	17-306	17-308	12-718	16-500	17-502
<b>Contact</b>	University of Michigan	University of Michigan	University of Michigan	University of Michigan	City of Ann Arbor	City of Ann Arbor Resurfacing
<b>Phone</b>	Mark Bergman	Mark Bergman	Mark Bergman	Jane Allen	Dave Dykman	Dave Dykman
	616-648-7622	616-648-7622	616-648-7622	418-345-1976	734-645-6560	734-645-6560
<b>Architect / Engineer</b>	see above	see above	see above	Granger	see above	see above
<b>Phone</b>				Jerry Brand		
				517-393-1670		
<b>Contract Amount</b>	\$130,000	\$15,000	\$138,000	\$17,000	\$500,000	\$1,000,000
<b>Percent Complete</b>	100%	100%	100%	100%	100%	100%
<b>Scheduled Completion</b>	11/17	11/17	11/17	11/17	11/17	11/17
<b>Work performed in-house</b>	100%	100%	100%	100%	100%	100%
<b>Prime or Subcontract</b>	Subcontract	Subcontract	Prime	Subcontract	Prime	Subcontractor
<b>Prime Contractor</b>	Spence Brothers	Spence Brothers	Spence Brothers	latate Construction		Cadillac Asphalt Paving
<b>Total number of projects started/completed: 149</b>						

**2018**

<b>Project Name</b>	UM Lot NC50	UM 2018 Asphalt program	UM 2018 Sidewalk Program	City of Ann Arbor Sidewalk Repair	City of Ypsilanti Fire Station	City of Ann Arbor Resurfacing
<b>Owner</b>	UM Lot NC50	University of Michigan	University of Michigan	City of Ann Arbor Sidewalk Repair	18-504	18-503
<b>Contact</b>	Doan project number: 18-768	University of Michigan	University of Michigan	18-500	City of Ann Arbor/MDOT	City of Ann Arbor Resurfacing
<b>Phone</b>	University of Michigan	Mark Bergman	Mark Bergman	Jane Allen	Jane Allen	Dave Dykman
		616-648-7622	616-648-7622	418-345-1976	248-444-8984	734-645-6560
<b>Architect / Engineer</b>	see above	see above	see above	see above	OHM	see above
<b>Phone</b>					Mati Parks	
					248-444-8984	
<b>Contract Amount</b>	\$55,200	\$515,000	\$708,000	\$500,000	\$376,000	\$360,000
<b>Percent Complete</b>	100%	100%	100%	100%	100%	100%
<b>Scheduled Completion</b>	11/18	11/18	11/18	11/18	11/18	11/18
<b>Work performed in-house</b>	100%	100%	100%	90%	70%	80%
<b>Prime or Subcontract</b>	subcontract	subcontract	subcontract	Prime	Prime	Subcontractor
<b>Prime Contractor</b>	Fenton, Inc. 810-731-5188	Spence Brothers	Spence Brothers			Cadillac Asphalt Paving
<b>Number of projects started/completed: 142</b>						

**2019**

<b>Project Name</b>	UM Lot NC40 & NC51	UM 2019 Sidewalk Program	UM Lot M29	2003 E. Washington Vault Rpr	UM Fletcher Parking Structure	Ann Arbor State Street Repair
<b>Owner</b>	UM Lot NC40 & NC51	University of Michigan	19-791	19-502	19-705	19-736
<b>Contact</b>	Doan project number: 19-763	University of Michigan	University of Michigan	Cameron Holding	University of Michigan	City of Ann Arbor Resurfacing
<b>Phone</b>	Mark Bergman	Mark Bergman	Mark Bergman	James Howell	Mark Bergman	Dave Dykman
	616-648-7622	616-648-7622	616-648-7622	734-325-1207	616-648-7622	734-645-6560
<b>Architect / Engineer</b>	see above	see above	see above	see above	see above	see above
<b>Phone</b>						
<b>Contract Amount</b>	\$67,000	\$120,000	\$12,500	\$1,446,365	\$721,000	\$735,000
<b>Percent Complete</b>	100%	100%	100%	100%	100%	100%
<b>Scheduled Completion</b>	11/18	11/18	11/18	11/18	11/18	11/18
<b>Work performed in-house</b>	100%	100%	100%	100%	80%	100%
<b>Prime or Subcontract</b>	subcontract	subcontract	subcontract	Prime	Prime	Subcontractor
<b>Prime Contractor</b>	ATI	Krull Construction	ATI	Ajax Paving		CES/City of Ann Arbor
<b>Number of projects started/completed: 122</b>						

2020

Project Name	Contract Amount	Percent Complete	Scheduled Completion	Work performed in-house	Prime or Subcontract	Prime Contractor
City of Ann Arbor Resurfacing Dean project number: 20-500 City of Ann Arbor Dave Dykman 734-645-6560 see above	\$3,446,365	100%	11/18	100%	Subcontractor	Cadillac Asphalt Paving
City of Ann Arbor Sidewalk Repair 18-500 City of Ann Arbor Jane Allen 419-945-1936 see above	\$500,000	100%	11/18	90%	Prime	
City of Ann Arbor Sidewalk Gap 20-502 City of Ann Arbor Michael Neering 734-323-8511 see above	\$600,000	75%	11/21	75%	Prime	
Border to Border Frog Island Path 20-504 Washtenaw County Parks Roy Townsend 734-645-1803 see above	\$5848,000	95%	11/21	75%	Prime	
Ann Arbor Saline Road ? Pittsfield Township CJH Martin 734-263-9031 see above	\$50,000	98%	11/21	95%	Prime	
All Seasons Development 19-321 Bretak Ron Godwin 734-660-3143 see above	\$20,000	100%	11/20	100%	subcontractor	florance Contracting, 586-997-2666
Martin Road 20-747 MDOOT	\$792,430	100%	11/20	100%		
MDOT						

Number of projects started/completed: 125

2021

Project Name	Contract Amount	Percent Complete	Scheduled Completion	Work performed in-house	Prime or Subcontract	Prime Contractor
XLSF Amazon 21-701 Amazon						
MDOT MS9 21-304 MDOOT						
Ann Arbor South Industrial 21-306 City of Ann Arbor Theresa Bridges 734-794-6410, 43672 see above	\$613,000	0%	11/21	75%	Subcontractor	Cadillac Asphalt Paving
City of Ann Arbor Resurfacing 21-500 City of Ann Arbor Dave Dykman 734-645-6560 see above	\$1,000,000	0%	11/21	100%	Subcontractor	Cadillac Asphalt Paving
Chelsea Middle School 21-308 City of Chelsea	\$53,315	0%	11/21	100%	Prime	Spence Brothers
Plum Grove Subdivision 21-712 Guenther Building Bob Guenther 734-320-4307 see above	\$70,600	0%	11/21	100%	Prime	Spence Brothers
Public Home - Various Subdivisions 21-000 Public Home John Casale 248-284-5300 see above	\$650,000	25%	11/21	100%		
MDOT MS9 21-304 MDOOT	\$1,500,000	70%	7/23	100%	subcontract	Ullko
Dans Excavating Lucio Contracting, LLC Matt Shaffer 513-863-5100	\$1,500,000	70%	7/23	100%	subcontractor	Dans Excavating

Number of projects on 2021 workload, YTD: 117

### **Attachment III – Section III, Subsection A, Item 3, Quality Assurance Program**

Doan Construction works directly with our testing subcontractor, Driesenga Associates to provide job specific quality assurance programs. For an example, attached is a recent City of Ann Arbor project. We have included the cover page and table on contents of the plan. The entire plan exceeds 200 pages including test results. The entire plan can be submitted upon request for your review.



# **CONTRACTOR CONCRETE QUALITY CONTROL & ADMINISTRATION PLAN**

**ROADWAY REHABILITATION**

**PLYMOUTH ROAD FROM UPLAND DRIVE TO NIXON ROAD**

**WASHTENAW COUNTY, MICHIGAN**

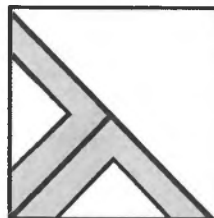
**CONTROL SECTION NO. 81000**

**MDOT PROJECT NO. 203639**

**PROJECT ENGINEER: Jane Allen-City of Ann Arbor**

**July 14, 2020**

**UPDATED July 31, 2020 to Include P1 & P-NC Mixes (Att. D)**

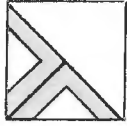


**DRIESENKA &  
ASSOCIATES, INC.**

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**Engineering · Surveying · Testing**

**D&A Project # 2020538.4A**



**DRIESENKA &  
ASSOCIATES, INC.**

**Engineering · Surveying · Testing**

3760 Carpenter Road  
Ypsilanti, Michigan 48197  
Ph. (734) 368-9483 · Fax (269) 353-7836

Contractor Concrete Quality Control & Administration Plan  
**ROADWAY REHABILITATION**  
MDOT Project No. 203639

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Deficiencies Reporting .....	10
Corrective Action .....	11

ATTACHMENT A - Organization Chart

ATTACHMENT B - Daily Concrete Field Report

ATTACHMENT C - Equipment Calibration

ATTACHMENT D - Doan Concrete Submittals (Doan Construction)

ATTACHMENT E - Corrective Action Report



## INTRODUCTION

Driesenga & Associates, Inc. (D&A) has developed this plan on behalf of Doan Construction to provide contractor quality control testing services for roadway rehabilitation in Washtenaw County, Michigan (MDOT #81000/203639). This plan was developed in order to satisfy the Special Provision Requirements for Quality Control and Acceptance of Portland Cement Concrete (For Local Agency Projects Only) Special Provision 12SP-604A-10 (FHWA Approved 6/14/19).

It is our intent to utilize this plan as a guide for field forces to assure that all work performed on this project conforms to the requirements of the Plans, Specifications, and Special Provision. This plan is to set policy and procedure for all persons with quality control impact, to follow and utilize as a normal and necessary part of their duties to ensure the quality control requirements of the project are met and maintained.



## **DUTIES AND RESPONSIBILITIES**

### **SUPPLIERS AND SUBCONTRACTORS**

Doan Construction has retained the following suppliers/subcontractors for this project (detailed contact information is included on the Organization Chart in Attachment A):

- Doan Concrete (Concrete Supplier – Doan Construction)
- D&A (Concrete QC Testing & Administration)

### **QUALITY CONTROL PLAN ADMINISTRATOR**

The Quality Control Plan Administrator for the overall project will be Dennis Snyder. Mr. Snyder is certified as a Level II Concrete Technician by the Michigan Concrete Association. He is employed by D&A, and will work closely with Doan Construction, their subcontractors and applicable concrete supplier QC personnel to ensure the Quality Control procedures outlined in this plan are properly followed. Training/certification programs carried by Mr. Snyder include the following:

- Michigan Concrete Association Field Testing Technician Levels I & II (exp. 4/15/21); Concrete Construction Inspector; ACI Concrete Strength Testing Technician (exp. 12/20/21); Michigan Concrete Association Super Air Meter Training; Michigan Certified Aggregate Technician Level II (exp. 3/31/22); Troxler Radiological Safety and Nuclear Gauge Operation; Michigan Certified Density Control Technician (exp. 1/31/22); Michigan Certified Bituminous Paving Operations Technician.

Mr. Snyder's duties will include the following:

- A. Implementation of the Quality Control Plan.
- B. Monitor testing procedures to assure conformance with project testing requirements.
- C. Coordinate and monitor the work of the Quality Control Technicians.
- D. Communicate with Doan Construction, their subcontractors and applicable concrete supplier QC personnel regarding any quality related issues.
- E. Distribute the Quality Control Plan to all persons that have an effect on the quality of the work performed.
- F. Document any deficiencies, implement corrective procedures to resolve the deficiencies, and implement procedures to prevent a reoccurrence of the deficiencies.
- G. Submit daily carbon copy Quality Control Test & Corrective Action reports on site to the project engineer's representative (example of daily report provided in Attachment B).
- H. Distribute compression strength results to the Department's Engineer in a timely matter following compression strength testing.

**Attachment IV – Section III, Subsection A, Item 4, Major Subcontractors**

We do not plan to use any major subcontractors at this time.

**Attachment V – Section III, Subsection B, Item 1, Safety-Training Program**

See attached MUST Program.

All Field employees are MUST certified. All supervisors are OSHA 30 certified.



# **MAKING A ZERO-INJURY CAREER A REALITY**



MUST is an organization of building trade unions and contractor associations working together to promote unionized construction, and initiate programs designed to optimize performance and safety on all construction sites in Southeast Michigan.

The MUST label ensures the highest standards are met through the continuous improvement of safety, quality, and value on construction sites while completing jobs on-time and on budget with the highest skilled and trained workforce prepared to meet the demands of construction users/developers in Southeast Michigan.

**It is the MUST label that symbolizes the quality craftsmanship that goes in to each and every construction job.**

## OUR VALUE

---

*Meets the Needs of the Construction Industry while Providing Safety, Quality and Value*

*Promotes and Markets the Qualifications of Union Trades People*

*Raises Safety Awareness through Training that is Standardized, Documented, and Verifiable from a Single Database*

*Provides a Safety Program that Creates a Safety Conscious and Drug-Free Workplace*

## PROGRAM OVERVIEW

---

**Program Type** Building Trades

**Driven By** Owners/Contractors/Unions/Associations

**Workers in Program** Union Workers

**Unions In Program** Multiple Trades

**What Region** Serving Michigan

**Verify Results** Web Based

**Reciprocal Credit** Yes (Committee Approval)



Responsible Contractor Policies ensure that the owner of a construction project has considered many important areas that will increase safety, reduce risk and increase productivity on the job site. Owners with Responsible Contractor Policies in place have considered the following standards of all contractors **before** awarding any contracts:

**Safety Training is a Verifiable and Established Safety Program.**

**Proper Experience Working on Similar Projects.**

**Drug & Alcohol Free Workplace Compliance with a Certified Testing Program.**

**Compliance with Regulatory Agencies such as MIOSHA.**

**Accident and Illness Rates History.**

**Proof of Insurance Coverage and Compliance with Compensation Statutes.**

With a Responsible Contractor Policy, any contractor submitting bids for a construction project must meet these and other requirements outlined in the policy. These criteria keep quality construction, safety and accountability at the top of any construction plan.

## WHY **MUST**

**"The MUST Safety program provides our customers with up to date employee information that is reliable and secure."**

**Patrick Devlin**  
Michigan Building & Construction Trades Council, MUST Labor Co-Chair

**"MUST represents management and labor working together to provide a comprehensive program for safety and drug testing and support of the best construction practices throughout the region."**

**Donna Pardonnet**  
Architectural Construction Trades of Michigan, MUST Management Co-Chair

## ONLINE **VERIFICATION**

The MUST Safety Program provides access to up to date and verifiable information at your fingertips. The MUST Safety Program allows you to easily track the safety awareness and drug testing status of your employees. Registering is easy.

1. Complete the application available at [mustonline.org](http://mustonline.org)
2. Sign and return it to the MUST office
3. MUST will notify you of your acceptance

All companies must complete this application to have access to the MUST Safety Program.

## **BENEFITS**

**Efficient** MUST Safety Awareness Training is now provided online. The online format incorporates learning activities, which will improve retention and increase safety awareness.

**Comprehensive** The training consists of 18 modules based on topics from the OSHA 30 Hour Outreach Training Program.

**Flexible** Training modules also incorporates administrative safeguards, which provides the flexibility to complete the modules with or without a proctor.

## **COST**

<b>PRODUCT</b>	<b>PRICE/INDIVIDUAL</b>
10 Panel Drug Screen to Include Collection*	\$45
Breath Alcohol	\$14/34
Safety Modules	\$5.95/module

\* A MUST approved collection facility must be used or the testing will not be recognized by the MUST system. Costs are subject to change.

The MUST Safety Program recognizes and awards credit for the successful completion of individual modules from accredited, instructor-led MIOSHA and OSHA training. The MUST, MOST & IMPACT programs and their respective participants have worked to establish reciprocity between the organizations. All entities recognize the policies,

protocols, collections and programs within each individual effort. A person's licenses, certifications and relevant training will appear on each person's Online Report Card, regardless of whether some of these items may not qualify for module credit. Contact the MUST office to learn how this credit is awarded.

## ONLINE REPORT CARD

The MUST Online Report Card gives you an easy to access, comprehensive view of an employee's training, certifications and drug test in real time. It is simple to check the progress and compliance of your workforce using the Online Report Card tool. Construction workers have an up-to-date (on-line) resume of performance which is a very valuable tool for those in the trades.

## PROGRAM SUPPORT

The MUST Safety Program staff is there to support your program managers and authorized user employees. From a comprehensive user guide and tutorial video to personalized one-on-one service through the MUST office, we are there for you.

## OVERVIEW OF DRUG TESTING

The MUST Safety Program utilizes the following for drug testing:

### **10 Panels**

#### **Urine Testing**

**Collected in Accordance with DOT Guidelines**

**SAMHSA Certified Lab**

#### **Types of Testing: (Follow Up for Positive)**

- a.i. Initial
- a.ii. Annual
- a.iii. Random
- a.iv. Post-accident
- a.v. Cause
- a.vi. Return to work

#### **Test Results Report (24-72 Hours)**

#### **Random Testing:**

Urine/BAT test

**25% of All Employees Listed on a MUST Jobsite are Randomly Tested Annually**

#### **Post-Accident Testing:**

Urine/BAT test with a chargeable accident within 32 hours

#### **Test for Cause:**

Urine/BAT test must follow guidelines in policy

#### **Return to Work:**

Urine test

An employee with a positive result is recommended to seek SAP programs and cannot retest for 30/90/365 days based on their last four years of drug testing

Since inception

**2,103,787**

safety modules have been completed through the MUST Safety Program

Looking at the big picture, a year-to-year comparison between 2006 (the first full year using PureSafety courses) and 2013 showed MUST members' overall:

TRIR

↓ **30%**

DART

↓ **73%**

EMR

**0.79 → 0.74**

**80%** felt that the MUST partnership *helped* them *overcome* their *EHS challenges*

**95%** described the eLearning courses as *"critical to the work we do"*

**93%** said the combined solution *aided* *governance*

**92%** felt it *improved risk management*

**63%** reported measurable *reductions in* *hours* per year *per employee*

**60%** reported *cost savings* of at least *\$5,000 per year*

**40%** credited the program for *measurable* *loss reductions* (both frequency & severity)

**91%** agreed that *safety courses* *were engaging*

**84%** said the courses *helped retention*

**77%** said the courses *improved efficiency*

**100%** said the drug and alcohol program *improved safety culture*

**MUST SAFETY**<sup>TM</sup>  
MUST SAFETY PROGRAM



## MUST LEADERSHIP

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### MUST CO-CHAIRS

**Patrick Devlin**  
Michigan Construction & Building Trades Council

**Donna Pardonnet**  
Architectural Contractors Trade Association

### LABOR REPRESENTATIVES

**Paul Dunford**  
Bricklayers & Allied Craftworkers Local 2

**Nick Chapital**  
IBEW Local 58

**Daryl Gallant**  
Michigan Laborers' District Council

**Bryan Davis**  
Michigan Regional Council Carpenters and Millwrights

**Lee Graham**  
Operating Engineers Local 324

### MANAGEMENT REPRESENTATIVES

**Michael Smith**  
Associated General Contractors of Michigan

**James Oleksinski**  
Construction Association of Michigan

**Laura Kopack**  
Mechanical Contractors Association of Detroit

**Tom Mittelbrun**  
Natl. Electrical Contractors Assoc. SE MI

**Mark Saba**  
SMACNA Metropolitan Detroit Chapter

## CONTACT US

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**mustonline.org** 248-352-9810  
811 N. Main Street #201 | Southfield, MI 48033

**Wendy Richardson** Program Manager  
wrichardson@mustonline.org

**Linda Rhodes** Office Manager  
lrhodes@mustonline.org

**Attachment VI – Section III, Subsection B, Item 2, EMR Rating**

See attached EMR Rating letter from our insurance company.

## Michigan Experience Rating

<b>Combo Group ID:</b> 0175790A		<b>Rating Date:</b> 3/1/2022 - 3/1/2023									
<b>Multiple Entity Code:</b> A	DOAN CONSTRUCTION CO INC	<b>Revised Rating:</b> 00									
		<b>Weight:</b> 0.22									
<b>Carrier:</b> 11509	OLD REPUBLIC INSURANCE COMPANY	<b>Policy:</b> MWC31218121									
Loss Summary											
Multiple Entity Code	Actual Incurred Losses	Actual Primary Losses	Expected Losses	Expected Primary Losses							
A	72,312	56,890	220,222	86,042							
<b>Experience Totals:</b>	64,886	49,464	220,222	86,042							
<b>Actual Excess Losses:</b>	15,422										
<b>Expected Excess Losses:</b>	134,180										
<b>Weighting Value:</b>	0.22										
<b>Ballast Value:</b>	39,050										
			<b>Experience Modification:</b> 0.76								
Rating reflects a decrease of 70% Medical Only (Injury type 6) Primary/Excess Loss Dollars.											
A MWC31218121											
<b>Date Released:</b>	11/09/2021										
Claims											
Policy Period	Claim # or # claims	Class Code	Inj Type	Opened Closed Reopened	Actual Incurred Loss	Primary Actual Loss	Payroll	Expected Loss Rate	Expected Loss	D Ratio	Expected Primary Losses
<b>Multiple Entity Code:</b> A		DOAN CONSTRUCTION CO INC									
<b>Rating Date:</b> 3/1/2022 - 3/1/2023											
<b>Carrier:</b> 11509	<b>Policy:</b> MWC31218121										
00/00/00 - 00/00/00		5221					7,891,559	1.38	108,904	0.36	39,205
00/00/00 - 00/00/00		5606					732,074	0.33	2,416	0.34	821
00/00/00 - 00/00/00		7380					7,647,011	1.37	104,764	0.42	44,001
00/00/00 - 00/00/00		8227					5,535	0.88	49	0.36	18
00/00/00 - 00/00/00		8395					450,661	0.63	2,839	0.47	1,334
00/00/00 - 00/00/00		8810					4,166,039	0.03	1,250	0.53	663
03/00/18 - 00/00/00		5221					2,556,772	0.00		0.00	
03/00/18 - 00/00/00		5606					274,657	0.00		0.00	
03/00/18 - 00/00/00		7380					2,455,482	0.00		0.00	
03/00/18 - 00/00/00		8395					153,622	0.00		0.00	
03/00/18 - 00/00/00		8810					1,088,988	0.00		0.00	
03/01/18 - 00/00/00	X00001010833	7380	06	F	6,476	6,476		0.00		0.00	
03/01/18 - 00/00/00	X00001044370	7380	04	F	33,422	18,000		0.00		0.00	
03/01/18 - 00/00/00	X00001044371	7380	04	F	13,677	13,677		0.00		0.00	
03/00/19 - 00/00/00		5221					2,731,852	0.00		0.00	
03/00/19 - 00/00/00		5606					252,623	0.00		0.00	
03/00/19 - 00/00/00		7380					2,664,345	0.00		0.00	
03/00/19 - 00/00/00		8395					143,907	0.00		0.00	
03/00/19 - 00/00/00		8810					1,557,227	0.00		0.00	
03/01/19 - 00/00/00	UNDER \$2000	7380	06	F	1,074	1,074		0.00		0.00	
03/01/19 - 00/00/00	X00001068169	8395	05	F	3,701	3,701		0.00		0.00	
03/00/20 - 00/00/00		5221					2,602,935	0.00		0.00	
03/00/20 - 00/00/00		5606					204,794	0.00		0.00	
03/00/20 - 00/00/00		7380					2,527,184	0.00		0.00	
03/00/20 - 00/00/00		8227					5,535	0.00		0.00	
03/00/20 - 00/00/00		8395					153,132	0.00		0.00	
03/00/20 - 00/00/00		8810					1,519,824	0.00		0.00	
03/01/20 - 00/00/00	X00001156733	5221	06	F	3,058	3,058		0.00		0.00	
03/01/20 - 00/00/00	X00001173492	7380	04	F	5,904	5,904		0.00		0.00	
03/01/20 - 00/00/00	X00001168091	8395	04	O	5,000	5,000		0.00		0.00	
<b>Policy Totals</b>					72,312	56,890			220,222		86,042

### Michigan Experience Rating

<b>Combo Group ID:</b> 0175790A		<b>Rating Date:</b> 3/1/2022 - 3/1/2023	
		<b>Revised Rating:</b> 00	
<b>Carrier:</b> 11509	OLD REPUBLIC INSURANCE COMPANY		<b>Policy:</b> MWC31218121
Risk Addresses			
Risk Name	Address	City	State Zip
DOAN CONSTRUCTION CO INC		YPSILANTI	000000000



24 Frank Lloyd Wright Drive  
P.O. Box 541, Suite 1100  
Ann Arbor, MI 48106

P 734-741-0044  
F 734-741-0250

July 18, 2022

Mr. Kevin Hoatlin  
Doan Construction Co.  
3670 Carpenter Road  
Ypsilanti, MI 48197

Re: Experience Modification Factors for the state of Michigan

Dear Kevin:

Your Michigan Experience Modification factors for the past three years are:

3/1/2022 – 3/1/2023	.76
3/1/2021 – 3/1/2022	.80
3/1/2020 – 3/1/2021	.99

Please let me know if you need any further information.

Sincerely,

Sandra Minidis  
Senior Client Service Manager  
P: (734) 662-1960  
E: Sandra.Minidis@hylant.com



### **Attachment VII – Section III, Subsection B, Item 3, OSHA 10-Hour Training**

All craft labor will have completed the OSHA 10-hour training course for safety prior to project commencement. Individual certifications available upon request.

**Attachment VIII – Section III, Subsection B, Item 4, Safety Record**

See attached safety record of bidder and major subcontractors



**Attachment IX – Section III, Subsection C, Item 1, Ratio of Masters or Journeypersons to Apprentices**

Doan Construction is made up of 100% journeypersons.

## **Attachment X – Section III, Subsection C, Item 2, Wage Rates**

See attached union wage rates for each trade.

See attached for specific breakout of all benefits per trade.

All employees have company paid health insurance, pension and vacation pay. Benefits are provided by third party (per each trade union) to the employee as a fringe benefit.

**IOAN COMPANIES LABOR RATES**

3/15/22: 6/1/2022

Base	Vac	Total
\$ 27.50	\$ 4.65	\$ 32.15
\$ 27.68	\$ 4.65	\$ 32.33
\$ 27.76	\$ 4.65	\$ 32.41
\$ 27.97	\$ 4.65	\$ 32.62
\$ 28.27	\$ 4.65	\$ 32.92
\$ 28.34	\$ 4.65	\$ 33.99
\$ 30.34	\$ 4.65	\$ 34.99 \$1 over L7
\$ 30.51	\$ 4.65	\$ 35.16 total finisher wage
\$ 34.16	\$ 4.65	\$ 38.81 total operator wage
reman	\$ 52.00	+\$35/hr on Sat

Miechl(foreman) \$27.05/640.58  
Jay(Bulker) \$25.80/338.70

Apprentice 1 \$ 21.63  
Apprentice 2 \$ 24.88  
Apprentice 3 \$ 28.13

**Construction**

Good thru 4/1/22

REG	O/T
\$ 27.00	\$ 40.00
\$ 27.00	\$ 40.50

**OPERATOR**

Good thru 5/31/23

REG	O/T
\$ 33.76	\$ 50.63
\$ 5.06	\$ 7.59
\$ 0.05	\$ 0.05
\$ 38.66	\$ 58.27

**TEAMSTER-247**

Good thru 4/1/23

REG	O/T
\$ 30.25	\$ 46.38
\$ 28.75	\$ 45.38

**LABORER(L1)**

Good thru 5/31/23

REG	O/T
\$ 27.37	\$ 41.06
\$ 4.65	\$ 6.98
\$ 32.02	\$ 48.03

**FINISHER**

Good thru 5/31/23

REG	O/T
\$ 33.00	\$ 49.60
\$ 2.16	\$ 2.16
\$ 35.16	\$ 51.66

**FORM SETTER(L8)**

Good thru 5/31/23

REG	O/T
\$ 30.34	\$ 45.81
\$ 4.65	\$ 6.98
\$ 34.99	\$ 52.45

**ADRIAN-164**

(current emp only)  
Good thru 12/20/22

REG	O/T
\$ 23.60	\$ 35.40
\$ 23.60	\$ 35.40

**CHELSEA-164**

(current emp only)  
Good thru 12/20/22

REG	O/T
\$ 23.60	\$ 35.40
\$ 23.60	\$ 35.40

**ADVANTAGE**

Good thru 12/27/22

REG	O/T
\$ 26.06	\$ 37.68
\$ 1.10	\$ 1.10
\$ 26.16	\$ 38.68

**USE RATE:**

V & H \$27.15  
SUPPLE VAC  
TAXABLE WAGES

7.65% FICA  
12.72% MESC  
0.60% FUTA  
0.00% MBT  
8.25% WIC

**3D UNION BENEFITS**

PENSION  
HEALTH & WELFARE  
TRAINING  
APPRENTICE  
RETIREE BENEFIT  
IPF  
LABOR MGMT FUND  
IUOE NAT'L TRAINING  
INTNL PENSION

Wage Base (excl-pr taxes)

**AGE TOTAL:**

\$ 45.18	\$ 40.50	\$ 64.00	\$ 83.41	\$ 46.93	\$ 45.38	\$ 46.44	\$ 62.45	\$ 50.10	\$ 66.60	\$ 38.97	\$ 35.40	\$ 27.6	\$ 10.51	\$ 2.76	\$ 2.76	\$ 38.13
\$ 53.12	\$ 46.94	\$ 75.44	\$ 92.67	\$ 56.33	\$ 52.93	\$ 58.80	\$ 70.03	\$ 60.44	\$ 74.61	\$ 43.61	\$ 41.03	\$ 10.22	\$ -	\$ -	\$ 48.92	\$ 44.42

**Health & Welfare**

Per Week Co-Insur  
\$ 403.05 \$ 20.15  
\$ 403.05 \$ 10.00  
\$ 403.05 \$ 45.00  
\$ 403.05 \$ 45.00

nsr Team

### **Attachment XI – Section III, Subsection C, Item 3, Registered Apprenticeship Programs**

See attached documentation of our programs and dollars paid into it.

Doan not only participates in the attached programs but also contributes financially based on hours worked. Doan Construction has paid into the following unions for apprenticeship/training programs. The most recent year of 2021:

Operators: \$15,424.83

Laborers: \$15,976.05

Masons: \$6,355.53

The United States Department of Labor



Bureau of Apprenticeship and Training  
Certificate of Registration

OPERATING ENGINEERS LOCAL 324  
JOURNEYPAN & APPRENTICE TRAINING FUND, INC.  
277 EAST HIGHLAND ROAD  
CHICAGO, ILLINOIS 60617

Registered as part of the National Apprenticeship Program  
in accordance with the basic standards of apprenticeship  
established by the Secretary of Labor

March 22, 2002  
Date

24013-780065x  
Registration No.

*Alex M. Allen*  
Secretary of Labor

*Anthony Swartz*  
Director, Bureau of Apprenticeship and Training



# The United States Department of Labor

## Office of Apprenticeship

### Certificate of Registration of Apprenticeship Program

*Michigan Laborers' Training and Apprenticeship Institute*

*Perry, Michigan*

*for the Trade Classification of: Construction Craft Laborer*

*Registered as part of the National Apprenticeship System  
in accordance with the basic standards of apprenticeship  
established by the Secretary of Labor*

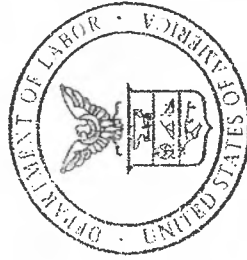
Registered: January 24, 1997

Revised: November 13, 2017

Date

MI007970001

Registration No.



*Al V. Hall*

*Administrator, Office of Apprenticeship*

# The United States Department of Labor

## Office of Apprenticeship Certificate of Registration of Apprenticeship Program

Michigan O.P.C.M.I.A. Apprenticeship and Training Fund  
Flint, MI

See program standards for occupations

*Registered as part of the National Apprenticeship System  
in accordance with the basic standards of apprenticeship  
established by the Secretary of Labor*

December 31, 1978

Date

MI011780016

Registration No



*A. V. Kelly*

Administrator, Office of Apprenticeship

PERIOD END DATES FROM: 01-01-2021 TO 12-31-2021

OPERATORS OPERATORS

Employee Name	Soc Sec #	Hours Worked	Base Wages
324-1 Prevailing Wage Zone 1			
MATTHEW CARPENTER	██████████-7816	1,723.83	63,194.70
EVAN COSME	██████████-8989	887.50	31,810.08
TIMOTHY JOHN JR. HILL	██████████-3623	255.00	8,650.76
JON KUMPULA	██████████-3992	2,505.50	96,338.36
FRED M. LIPFORD III	██████████-2256	1,291.50	45,338.45
TOMAS LOZOYA	██████████-4186	1,818.50	68,307.44
ROBERT MITCHELL	██████████-0053	1,660.00	58,399.85
MARK D. MUKENSTURM	██████████-2046	1,787.50	61,935.76
MICHAEL RUTTER	██████████-7479	1,818.00	65,237.54
ZACHARY STEWLOW	██████████-8202	1,677.50	58,073.26
		15424.83	557,286.20

	RATE		MULTIPLIER		AMOUNT
			HOURS WORKED		
HEALTH CARE	8.40	X	15,424.83	=	129,568.57
PENSION	13.95	X	15,424.83	=	215,176.38
RETIREE	.45	X	15,424.83	=	6,941.17
VACATION	.15	X	557286.20	=	83,592.93
* SUPPLEMENTAL VACATION	.05	X	15,424.83	=	771.24
* APPRENTICE	1.00	X	15,424.83	=	15,424.83 *
ADVANCEMENT OR PROMOTION	.03	X	15,424.83	=	462.74
324 LABOR MGMT EDUCATION	.16	X	15,424.83	=	2,467.97
DEFINED CONTRIBUTION	1.00	X	15,424.83	=	15,424.83
IUOE TRN FND	.05	X	15,424.83	=	771.24
RD LBR MGT	.10	X	15,424.83	=	1,542.48
			TOTAL DUE		472,144.38

PERIOD END DATES FROM: 01-01-2021 TO 12-31-2021

LABORERS LABORERS

Employee Name	Soc Sec #	Hours Worked	Hours Paid	Vacation	Gross Wages
499	499 LABORERS AA				
JOSE CORDOVA	████████-6671	6.00	6.00	26.70	183.12
WILLIAM DOAN	████████-8622	1,231.50	1,323.50	5,844.17	41,671.48
ELIJAH EATMON	████████-0969	1,589.00	1,750.75	7,601.31	52,822.61
SHANE JONES	████████-6537	1,220.00	1,316.75	5,831.90	40,098.27
JASON MCEVOY	████████-9615	1,247.50	1,375.00	6,082.12	41,866.65
DESMOND ONEAL	████████-2752	464.00	506.00	2,251.72	15,462.81
J-GUADALUPE JUNIOR SANCEN	████████-4551	53.50	60.25	241.00	1,751.47
CARLOS SERVIN	████████-0885	1,379.50	1,530.50	6,764.40	46,561.76
JOSEPH SPICER	████████-3242	184.50	194.00	812.68	5,757.77
1075	1075 LABORERS				
CARLOS DANIEL LEAL	380-23-8117	1,501.00	1,649.50	7,156.60	49,751.25
		8,876.50	9,712.25	42,612.60	295,927.19

	RATE		MULTIPLIER		AMOUNT
			HRS WRKD/PD		
HEALTH CARE	5.50	X	8,876.50	=	48,820.75
VACATION ZONE 1	4.45	X	9,712.25	=	43,219.51
VACATION ZONE 2	4.20	X		=	
PENSION	7.00	X	8,876.50	=	62,135.50
TRNG-APPR	.45	X	8,876.50	=	3,994.43
LABOR MGMT ZONE 1	.35	X	8,876.50	=	3,106.78
LABOR MGMT ZONE 2	.45	X		=	
INDUSTRY	.12	X	8,876.50	=	1,065.18
ANNUITY	1.00	X	8,876.50	=	8,876.50

TOTAL DUE 171,218.65

Zone 1

1191-1 Prevailing Wage Zone 1

ROLANDO ALVAREZ-CHAIREZ	████████-6990	1,599.50	1,772.50	7,740.50	54,203.89
MILES ANDREWS-SPRADER	████████-5022	259.00	281.50	1,252.68	8,591.41
JUSTIN BERKLEY	████████-4921	1,161.50	1,262.25	5,416.89	40,454.83
CHARLES A. CARTER	████████-0153	513.50	576.75	2,566.56	17,602.54
HECTOR CID-BARRIOS	████████-7089	1,702.00	1,879.00	8,190.57	56,796.60
PETE DELAFUENTE	████████-0342	731.50	823.75	3,665.70	26,763.75
BENJAMIN DOWNARD	████████-7699	6.00	6.00	26.70	241.56
JOEL ENRIQUEZ	████████-5029	1,597.50	1,745.75	7,539.43	67,624.77
SAUL FONSECA	████████-5605	1,764.50	1,934.00	8,365.81	63,809.11
CESAR GARCIA	████████-9423	1,758.00	1,961.00	8,523.45	66,620.75
TREVON HAMILTON	████████-5277	824.00	895.25	3,844.05	28,636.18
AUSTIN HENRY	████████-2797	754.00	839.25	3,734.68	25,614.22
BRIAN HERRERA	████████-7786	1,333.50	1,479.25	6,582.70	45,147.18
TIMOTHY JOHN JR. HILL	████████-3623	584.00	637.25	2,644.52	20,088.02
JUAN JIMENEZ JR	████████-6674	1,633.50	1,791.00	7,776.49	56,851.15
JUAN M. JIMENEZ	████████-6088	1,639.00	1,803.25	7,830.33	60,777.80
ROBERT LEBLANC	████████-9140	56.50	60.50	269.23	1,846.50
DAVID LEMERAND	████████-1596	1,841.00	2,064.50	8,948.00	64,117.11
SAMUEL MORALES	████████-4670	1,728.50	1,914.25	8,338.35	57,843.08
HECTOR E. MUNOZ-MARTINEZ	████████-8116	1,548.50	1,709.25	7,460.50	55,064.26
SANTIAGO PELCASTRE-MEJIA	████████-6525	1,009.50	1,127.25	5,016.29	34,404.10
KALEB QUANTON	████████-0670	1,819.33	2,087.50	9,055.43	67,068.97

PERIOD END DATES FROM: 01-01-2021 TO 12-31-2021

LABORERS LABORERS

Employee Name	Soc Sec #	Hours Worked	Hours Paid	Vacation	Gross Wages
Zone 1					
1191-1 Prevailing Wage Zone 1					
IVAN RAMOS-LEONARDO	██████████ 717	1,601.50	1,770.00	7,683.04	53,397.41
DANIEL ROMERO	██████████ 4126	1,574.50	1,738.75	7,603.60	57,642.01
J-GUADALUPE JUNIOR SANCEN	██████████ 4551	1,458.50	1,622.50	7,177.42	49,381.44
GUSTAVO H. SANCHEZ	██████████ 2569	1,673.50	1,895.50	8,333.29	62,998.54
JILL SMITH	██████████ 9614	6.00	6.00	26.70	241.56
TANNER THYGESEN	██████████ 0258	1,623.50	1,776.00	7,708.38	54,327.89
ANDREW UDELL	██████████ 0515	1,700.50	1,875.50	8,062.40	58,877.99
		35502.33	39,335.24	171383.69	1,257,034.62

	RATE		MULTIPLIER		AMOUNT
HEALTH CARE	5.50	X	35,502.33	=	195,262.82
VACATION ZONE 1	4.45	X	39,335.24	=	175,041.84
VACATION ZONE 2	4.20	X		=	
* PENSION	7.00	X	35,502.33	=	248,516.31
TRNG-APPR	.45	X	35,502.33	=	15,976.05
LABOR MGMT ZONE 1	.35	X	35,502.33	=	12,425.82
LABOR MGMT ZONE 2	.45	X		=	
INDUSTRY	.12	X	35,502.33	=	4,260.28
ANNUITY	1.00	X	35,502.33	=	35,502.33
			TOTAL DUE		686,985.45
					858,204.10

PERIOD END DATES FROM: 01-01-2021 TO 12-31-2021

FINISHERS TROWEL TRADES

Employee Name	Class	Birthdate	Soc Sec #	Hours Worked	Base Pay	Health & Welfare	Pension	Apprentice	Intern't'l Pension Fund	Promotion Fund	Weekly Dues	PPA Contr	Vacation
514 LOCAL 514	514	04-04-1989	385-06-9686	201.50	4,931.09	1,426.62	1,269.45	70.56	120.90	24.18	378.82	18.17	403.00
ANTONEO JACKSON				201.50	4,931.09	1,426.62	1,269.45	70.56	120.90	24.18	378.82	18.17	403.00

WORKING DUES  
 RATE 1.88 X HOURS WORKED 201.50 = AMOUNT 378.82

514-1 Prevailing Wage Zone 1

Employee Name	Hours Worked	Rate	Multiplier	Amount	Intern't'l Pension Fund	Promotion Fund	Weekly Dues	PPA Contr	Vacation
ROLANDO ALVAREZ	1,643.00	59,426.43	11,632.44	10,350.90	985.80	197.16	3,192.28	148.13	3,286.00
MIGUEL ANDRADE	1,759.50	63,870.82	12,457.26	11,084.85	1,055.70	211.14	3,413.58	158.68	3,519.00
JOSE CASILLAS	1,673.00	60,612.59	11,844.84	10,539.90	1,003.80	200.76	3,242.40	150.68	3,346.00
GABRIEL CERBANTES	1,720.00	61,156.97	12,177.60	10,836.00	1,032.00	206.40	3,329.32	154.90	3,440.00
JOSE V CIRNE	1,580.50	56,436.43	11,189.94	9,957.16	948.30	189.66	3,066.50	142.56	3,161.00
EVAN COSME	1,885.50	30,663.83	6,269.34	5,578.65	531.30	106.26	1,693.82	79.83	1,771.00
JORGE DIAZ-LUPERCIO	1,699.50	61,303.30	12,032.46	10,706.85	595.05	1,019.70	3,299.62	153.18	3,399.00
EVERARDO GARZA	1,771.33	64,829.42	12,541.02	11,159.39	620.24	1,062.80	3,434.34	159.69	3,542.66
JOSHUA GILBERT	385.50	13,820.67	2,729.34	2,428.65	231.30	46.26	724.74	34.76	771.00
GAMALIEL HERRERA ZARATE	1,396.50	50,180.17	9,887.22	8,797.95	837.90	167.58	2,729.90	125.98	2,793.00
LUIS IBARRA	1,440.00	52,032.68	10,195.20	9,072.00	504.31	864.00	2,815.16	129.91	2,880.00
ZACK KURZ	610.50	21,011.30	4,322.34	3,846.15	213.78	73.26	1,162.74	55.05	1,221.00
LEROY PENNYCOOKE	1,384.50	49,635.76	9,802.26	8,722.35	484.77	166.14	2,693.98	124.80	2,769.00
	17949.33	644,980.37	127081.26	113080.80	6,284.97	2,153.92	34,798.38	1,618.15	35,898.66

WORKING DUES  
 RATE 1.94 X HOURS WORKED 17,949.33 = AMOUNT 34,798.38

18150.83	649,911.46	128507.88	114350.25	6,355.53	10,890.50	2,178.10	35,177.20	1,636.32	36,301.66
----------	------------	-----------	-----------	----------	-----------	----------	-----------	----------	-----------

Item	Rate	Hours Worked	Amount
HEALTH AND WELFARE	7.08 X	18,150.83 =	128,507.88
PENSION	6.30 X	18,150.83 =	114,350.25
APPRENTICE	.35 X	18,150.83 =	6,355.53
INTERNATIONAL PENSION FUND	.60 X	18,150.83 =	10,890.50
PROMOTION FUND	.12 X	18,150.83 =	2,178.10
PPA CONTRIBUTION	.09 X	18,150.83 =	1,636.32
WORKING DUES	Multiple X	18,150.83 =	35,177.20
			299,095.78

TOTAL VACATION DUE 36,301.66

## **Attachment XII – Section III, Subsection D, Item 1, Work Force Residency**

See attached summary of work force

### Residency

Contractor		
Company	City of Ann Arbor	Washtenaw County
Doan Construction Co.	2%	15%

**Note:**

The Doan Family started Doan Construction over 50 years ago and have been lifelong residents of Washtenaw County. Doan Construction's main office and concrete plants have always been located in Washtenaw County.



## **Attachment XIII – Section III, Subsection D, Item 2+3, Equal Employment Opportunity Programs**

Doan Construction does not have a company specific plan. We rely on and participate in the many programs afforded to us through our membership in our unions and industry organizations. These programs consists of but not limited to; job fairs, job training and apprenticeships that promote minorities, women, veterans, returning citizens and small businesses. Doan Construction does not discriminate on the basis of race, sex, pregnancy, age, religion, national origin, marital status, sexual orientation, gender identity or expression, height, weight, or disability. Doan Construction not only participates but financially contributes to these programs through our dues.

### **Unions**

Operators, Laborers, Masons, Teamsters

### **Industry Organizations**

MITA, MCA



## EEO POLICY STATEMENT

January 1, 2022

To: All employees and all applicants for employment

It is the policy of the Doan Companies to take affirmative action to assure equal employment opportunity to all qualified persons, without regard to race, color, religion, sex, national origin, age, disability or veteran status.

This includes, but is not limited to, the following:

- Hiring, placement, upgrading, transfer, demotion or promotion
- Recruitment, advertising or solicitation for employment
- Treatment during employment
- Rates of pay or other forms of compensation
- Selection for training, including apprenticeship
- Layoff or termination

It is the policy of this company to achieve and maintain full compliance with all applicable statutes, regulations and executive orders on an equal employment opportunity and affirmative action.

If there are any questions, please contact me at any time.

Matt Doan  
Vice President, Doan Companies

**U.S. Department of Labor**

Office of Federal Contract  
Compliance Programs  
Detroit District Office  
211 West Fort Street, Suite 1320  
Detroit, MI 48226



July 5, 2012

Mr. Matthew Doan  
President  
Doan Construction Company  
3670 Carpenter Road  
Ypsilanti, Michigan 48197

Dear Mr. Doan:

Our recent compliance review of your equal employment opportunity policies and practices at Doan Construction Company, 3670 Carpenter Road, Ypsilanti, Michigan 48197 has been completed.

During this compliance evaluation process we found no apparent violations of Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (38 U.S.C. 4212). This determination may be modified by the Regional Director or the Director of Office of Federal Contract Compliance Programs within 45 days of the issuance of this letter.

The Office of Federal Contract Compliance Programs sincerely appreciated the cooperation and courtesies extended by you and your staff during the conduct of the compliance review.

Sincerely,

A handwritten signature in cursive script, appearing to read "Phyllis E. Lipkin".

PHYLLIS E. LIPKIN  
District Director

#### **Attachment XIV – Section III, Subsection D, Item 4**

Doan Construction will use best universal practices in the use of sustainable products, technologies, or practices for the project, which reduce the impact on human health and the environment, including raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, and waste management.

The Doan Companies have exclusively invested in Tier 3 engines for all new equipment purchases since 2018 in order to reduce our carbon emissions generated from our equipment.

The Doan Companies began exclusively using PLC cement in all concrete mixes in 2022. Portland-limestone cement (PLC) is **a blended cement with a higher limestone content**, which results in a product that works the same, measures the same, and performs the same, but with a reduction in carbon footprint of 10% on average.

**Attachment XV – Section III, Subsection D, Item 5, Environmental Record**

No violations and penalties have been imposed by government agencies to Doan Construction Co.