



ANN ARBOR

ELECTION FACILITY RENOVATION

3021 MILLER RD.
ANN ARBOR, MI 48103

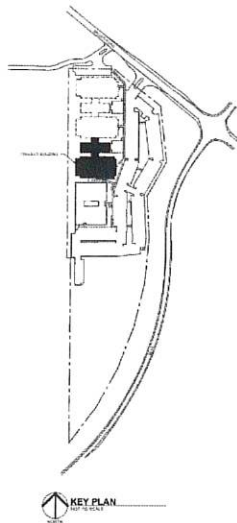


DICLEMENTE SIEGEL DESIGN INC.

ENGINEERING AND ARCHITECTURE

28105 GREENFIELD ROAD
SOUTHFIELD, MICHIGAN 48076-3046

248.569.1430 Fax 248.569.0096 www.dsdonline.com



PHOENIX CONTRACTORS, INC.
2300 BISHOP CIRCLE EAST
DEXTER, MI 48130

RFP#25-30
ANN ARBOR
ELECTION FACILITY RENOVATION

JUNE 27TH, 2025

Ann Arbor Election Facility Renovation



June 27th, 2025

Ann Arbor Election Facility Renovation
Procurement Unit
3021 Miller RD.
Ann Arbor, MI 48103

Dear Ann Arbor Election Facility Faculty,

Thank you for the opportunity to bid on this project and present our qualifications for your consideration of being contractor for your Ann Arbor Election Facility Renovation Project. Below for your consideration and review, we have prepared additional company and project information.

Phoenix Contractors Inc., has been located in Washtenaw County for 41 years. Being local to Ann Arbor and the surrounding communities, Phoenix has completed some of the areas most recognizable Fire Stations and Municipal Buildings. During the past 40 years, Phoenix has concentrated its business largely staying local to the Ann Arbor area, developing long lasting relationships with Architects, Owners, Subcontractors, Inspection Agencies, Suppliers, Educators and Residents. Working and living local, the Phoenix team members have been at the core of our success and accomplishments.

Phoenix Contractors has remained consistent in our community providing dedication and delivery of each project. Where each project has primary focus from ownership and management. Where ownership and management are local to the project location and where the company has tenured and dedicated experienced employees. Our key team members and years of experience with Phoenix Contractors assembled to manage the Ann Arbor Election Facility Renovation is as follows:

Mark Hiser,	Senior Project Manager	29 Years
Joe Love	Project Superintendent	21 Years
Dennis Knight	Accounting	20 Years
Tina Bateman	Executive Coordinator	14 Years
Joey Hiser	Project Manager	8 Years
Kayla Autry	Project Coordinator	5 Years

We appreciate the opportunity to submit our qualifications which will be highlighted on the ensuing pages of our presentation.

Sincerely,

Mark W. Hiser
President, Phoenix Contractors, Inc.



A: BRIEF HISTORY: QUALIFICATIONS, EXPERIENCE AND ACCOUNTABILITY

CONTACT INFORMATION:

Phoenix Contractors, Inc.
2300 Bishop Circle East
Dexter, Michigan 48130
Mark W. Hiser, President
Phone: O 734-487-9640, C 734-320-1056, F 734-487-1252
Email: mhiser@phoenixco.biz

ESTABLISHED:

1984-Present, Ypsilanti, Michigan
Founder: William D. Kinley
Owner: Mark W. Hiser, President
Office Location: Dexter, Michigan

FIRM HISTORY:

William D. Kinley founded Phoenix Contractors, Inc. in 1984. Located in Dexter, Michigan, Phoenix is a full-service General Contractor and Construction Management company specializing in Municipal, Non-Profit, Commercial, Institutional Construction projects ranging from \$.5M - \$25 Million with most projects located in Washtenaw County Michigan. Owner Mark Hiser has been with Phoenix for 29 years and employs over 20 people locally. While project management operates from the main office on Bishop Circle in Dexter, local, qualified and experienced field superintendents closely supervise each project on site. Phoenix delivers each project with great consideration to safety, quality, time, equity and budget.

Phoenix Contractors, Inc. prides itself for its vertically integrated management structure and its low rate of employee turnover. The average tenure of our project manager is 15 years at Phoenix, while the average tenure of the project superintendent is 18 years at Phoenix. Each project team assembled includes a project manager who specializes in the areas of scheduling, estimating and project management. The value of vertically integrated management helps to keep each project moving successfully forward with continuity and an understanding of the project's complications. Phoenix Contractors has satisfied many area clients via General Contract and Construction Management delivery systems using AIA drafted construction agreements.

For the past 41 years, Phoenix has evolved into the area's leading GC and CM for Local Municipalities. Food Service, Private Commercial, Multi-Family, Non-Profits and Restoration projects. Phoenix has partnered with many clients to deliver sustainable projects including LEED certifications, using solar energy, wind energy, GEOTHERMAL systems, energy star equipment and Net-Zero results. While Phoenix has grown, it has been by quality / planning, providing GC/CM services to area clients and not on sheer volume or self development interests. Client satisfaction is always top priority in all client contractor relationships. Trust and open communication throughout the entire construction process with the owner, contractor and architect are instrumental for continued success. Phoenix will bring integrity and valuable experience to your project, earning your trust and satisfaction.

Phoenix has five Senior Project Managers on staff, and each manager has the skill and knowledge to take responsibility for each project during pre-construction services through final completion of construction. Phoenix Contractors has a simple mission that is added to all the cliché on time and on budget slogans. We take pride in the fact that with the services we provide, we bring harmony to the table. Phoenix is a team member and contributor throughout the project and understands the varying degree of demands on all parties working together to achieve the same goals for the client. The synergy between the team members is the key element in decision making and helping a project stay on track; we offer our commitment and understanding to this element for success.

A.1

Project Organization Structure:

Mark Hiser
President / Sr. Project Manager

Joseph Hiser
Project Manager

Dennis Knight
CFO / Accounting

Tina Bateman
Executive Coordinator

Kayla Autry
Project Coordinator

Joe Love
Project Superintendent

Consultant: Chris Streb
National Safety Consultants

Management Systems and Quality Control:

Foundation Construction Accounting
Accounting Software and Cloud

Procore
Construction Management Software and
Cloud

PROCORE

Elations Systems
Davis Bacon Reporting System / Cloud

Office 365
Office Operations Software / Cloud

Microsoft Project
Scheduling Software



TEAM RESUMES:



CONTACT

O 734-487-9640
C 734-320-1056
F 734-487-1252
mhiser@phoenixco.biz

PHOENIX CONTRACTORS, INC.
2300 Bishop Circle,
Dexter, MI 48130

RESPONSIBILITIES

Pre-Construction Services
Estimating
Constructability
Project Management
Marketing

WORK HISTORY

Present, Phoenix Contractors, Inc., Owner/President
Phoenix Contractors, Inc., 2008 – 2014, VP, President
Phoenix Contractors, Inc., 1996 – 2008, Senior Project Manager,
Chief Estimator
Eastern Michigan University, 1985 – 1996, Instructor,
Construction Management
Freeman Darling Construction, 1985 – 1996, Vice President,
Project Manager, Chief Estimator

EDUCATION

Eastern Michigan University, Bachelor of
Science, Construction Management. 1986

AFFILIATIONS

Eastern Michigan University, Curriculum Advisory
Board Member
American General Contractors Association,
Industrial Relations Committee & Education
Committee
Washtenaw Contractors Association, Education
Committee
AGC Member, BBB Accredited, WCA Member, CAM
Member, BMI Music Publisher

AWARDS

Design & Construction Showcase Award, GHAFARI Associates
World Headquarters, Dearborn MI
WCA Pyramid Award "Best Project Team", Various Projects
1998, 2001, 2003, 2016, 2017, 2019, 2020, 2021, 2022

MARK W. HISER, OWNER / PRESIDENT

BIOGRAPHY

Mr. Hiser is the owner and president of Phoenix Contractors, Inc. and has over 40 years in Construction Management experience. He has an undergraduate degree in Construction Management from Eastern Michigan University. He has extensive experience in Project Management, Scheduling and Estimating and was also an 11 year adjunct professor for the Construction Program at EMU. He has completed 100's of projects and specializes in pre-construction services and a harmonic project delivery.

KEY PROJECTS

U of M Aerospace Engineering Plasma Research
Friends for Animals of Metro Detroit
U of M Student Activities Building
U of M Clements Library
U of M Outpatient Building
Scio Township Fire Station
U of M Tennis Building
Madonna University, University Center Renovation
Washtenaw Community College, OCED Renovation / Addition
Evangelical Homes of Michigan Memory Support Center
Washtenaw Veterinary Hospital
Pauline Apartments / MSHDA, Ann Arbor
Dogwood Veterinary Hospital
University of Michigan/Several Hospital Renovations
The Gallery Condominiums, Ann Arbor
Hilltop View Apartments / MSHDA, Dexter MI
Ozone House
U of M Hospital Renovations
Food Gatherers Expansion
Adams Outdoor Advertising
Zingerman's Deli, Ann Arbor
Hilltop View Apartments / MSHDA
Humane Society of Huron Valley
Ann Arbor Christian Reformed Church
Med Hub Tech Offices
Bethlehem United Church of Christ
Friends for Animals of Metro Detroit
Scio Township Hall
The Ark
Washtenaw County Road Commission Headquarters
Saline District Library
Webster Township Fire Station
Scio Township Fire Station
Chelsea Police Station
Chelsea Fire Station
Saline Municipal Building
The Grove at Veridian/ MSHDA, Ann Arbor
The Gallery, Ann Arbor





CONTACT

O 734-487-9640

C 734-732-0628

F 734-487-1252

jlove@phoenixco.biz

PHOENIX CONTRACTORS, INC.
2300 Bishop Circle,
Dexter, MI 48130

RESPONSIBILITIES

Project Supervision
Quality Control
Direction of Construction Activities on Site
Jobsite Safety
Project and Site Activity Scheduling
Collaborate with Owner, AE and Subcontractor Team
Problem Solving and Solution Contribution

WORK HISTORY

2015 - Present, Phoenix Contractors, Inc., Superintendent
Prior to 2015, Axiom Construction, Superintendent
Phoenix Contractors, Inc., Laborer

EDUCATION

American Red Cross Standard First Aid
Adult CPR/AED
M.U.S.T Certified
OSHA 30 Certified

AFFILIATIONS

Carpenters Union 687, Former Member
ACG Affiliation
BBB Accredited, WCA, CAM

AWARDS

WCA Pyramid Award "Best Project Team", Various Projects
1998, 2001, 2003, 2016, 2017, 2019, 2020, 2021

JOE LOVE

Project Superintendent

BIOGRAPHY

With 20 years experience in the construction industry, Mr. Love has an in-depth understanding of the construction operations and processes, while monitoring and reporting the progress to the Project Managers. He ensures the job site remains safe, clean and orderly. He reviews and is familiar with the schedule and budget and works diligently to adhere to both.

KEY PROJECTS

Zingerman's Deli
Chelsea Apartments, New 10 Unit Building
Saline Apartments
Frenchtown DPW Storage Building
Ann Arbor Public Schools Operations
U of M Hospital (Various Renovations)
The Gallery Condominiums
Dundee High School Renovation
Warren Apartments
Habitat for Humanity
Augusta Township Fire Station
Back Office Studio
Barnes Ace Hardware
Wayne State University Science Renovations
Lower Town Proper





CONTACT

O 734-487-9640
C 734-660-4749
F 734-487-1252
jhiser@phoenixco.biz

PHOENIX CONTRACTORS, INC.
2300 Bishop Circle,
Dexter, MI 48130

RESPONSIBILITIES

Pre-Construction Services
Estimating
Constructability
Project Management

WORK HISTORY

Phoenix Contractors, Inc. 2016 – 2020, Project Labor and
Assistant Project Manager
Phoenix Contractors, Inc. 2020 – Present, Project Manager

EDUCATION

Eastern Michigan University, Business and
Communications, 2021
Eastern Michigan University, Football
Defensive Back 2017 – 2021
Eastern Michigan, Graduate Cum Laude

AFFILIATIONS

Eastern Michigan University
American General Contractors Association
AGC Affiliation, BBB Accredited, WCA, CAM
OSHA 30
M.U.S.T. Certified
EPIC Program Graduate, WCA
CRESTCOM Business Management
Safety Officer Training

AWARDS

WCA Pyramid Award "Best Project Team", Various Projects
1998, 2001, 2003, 2016, 2017, 2019, 2020, 2021, 2022

Joey Hiser

Project Manager, Safety Director

BIOGRAPHY

Joey is a Project Manager at Phoenix Contractors, Inc. and is a Cum Laude graduate from Eastern Michigan University. He was a four year Defensive Back on the EMU football team, including two bowl games in four seasons. Having spent time in the family construction business, Joey worked as a laborer and assistant to Mark Hiser in estimating construction projects before joining the Phoenix Contractors team in 2020. He has developed as a Lead Estimator and Project Manager. His time working in the field and the office has provided much insight into cost estimating and scheduling. His college degree in Business and Communications has assured his attention to accounting details and close communication with Owners, Architects and the entire Construction Team.

KEY PROJECTS

Dexter Schools Millcreek Renovation, Dexter MI
Title IX Plaza-Dexter Huron Metroparks
Bookwalter Dental, Plymouth MI
Emerson School Renovations, Ann Arbor MI
H & R Block Headquarters, Saline MI
Wayne State University Baseball Facility, Detroit MI
Wayne State DeRoy Exterior Renovation
Chelsea Schools Renovation Project, Chelsea MI
Ypsilanti District Library Renovation, Ypsilanti MI
Monroe Community College Renovations, Monroe MI
EMU Soccer Field Turf Completion, Ypsilanti MI
Avalon Housing Hilltop View, Multi-Family Housing, Dexter MI
U of M Hospital Burn Center Renovation, Ann Arbor, MI
Webster Station DAFD, Dexter, MI
WCRC, East Side Service Center, Ann Arbor, MI





CONTACT

O 734-487-9640
C 810-623-8983
F 734-487-1252
tbateman@phoenixco.biz

PHOENIX CONTRACTORS, INC.
2300 Bishop Circle,
Dexter, MI 48130

RESPONSIBILITIES

Director of Marketing and Communications
New Business Development
Helps to Implement Marketing Plans
Advertising
Helps with Project Coordination

WORK HISTORY

Present, Phoenix Contractors, Inc., Marketing Director
Phoenix Contractors, Inc., 2010-2018, Executive Coordinator
National City Bank, 2008-2010, Customer Service Rep.
Brighton Insurance, 1993-2008, Insurance Agent

EDUCATION

AIA Insurance Licensing School,
Lansing, MI
Property & Casualty Insurance License

AFFILIATIONS

American General Contractors Association
Washtenaw Contractors Association
AGC Diversity Workshop Certified
AGC Member, BBB Accredited, WCA Member, CAM
Member

AWARDS

WCA Pyramid Award "Best Project Team", Various Projects
1998, 2001, 2003, 2016, 2017, 2019, 2020, 2021

TINA M. BATEMAN

Marketing/Executive Coordinator

BIOGRAPHY

Mrs. Bateman has been the Marketing/Executive Coordinator at Phoenix Contractors, Inc. for the past 12 years. She has her Property and Casualty Insurance License from Michigan State University State of Michigan Licensing School. She was a Property and Casualty Insurance Agent for 18 years and excels at relationship building. She has helped to develop successful customer relationships by incorporating a client's needs with Phoenix's history of successfully completed projects.

KEY PROJECTS

Food Gatherers Ann Arbor, MI
1500 Pauline Apartments Ann Arbor, MI
Knights Restaurant Ann Arbor, MI
St. Louis Center Chelsea, MI
Zingerman's Deli Arbor, MI
Greenhills School Ann Arbor, MI
Chelsea Police Station Chelsea, MI
Chelsea Fire Station Chelsea, MI
Greenhills School 11th Grade Addition and Renovations
Greenhills School Fitness Center Ann Arbor, MI
Med Hub Dexter, MI
Bookwalter Dental Plymouth, MI
The Ark Ann Arbor, MI
Friends for Animals of Metro Detroit Dearborn, MI
Food Gatherers Ann Arbor, MI
Aubree's Restaurant Westland, MI
Ann Arbor Christian Reformed Church Ann Arbor, MI
Bookwalter Dental Office Plymouth, MI
Ozone House Ypsilanti, MI
Scio Township Fire Station Ann Arbor, MI
Webster Township Fire Station Dexter, MI
Reinhart West Stadium Ann Arbor, MI
Dogwood Veterinary Hospital
Hilltop View Apartments
University of Michigan - Several Renovations
U of M Hospital - Several Renovations





Dennis Knight
Chief Financial Officer

CONTACT

O 734-487-9640
C 734-497-6055
F 734-487-1252
dknight@hoenixco.biz

PHOENIX CONTRACTORS, INC.
2300 Bishop Circle,
Dexter, MI 48130

RESPONSIBILITIES

Accounts Payable – Job Cost and Overhead
Accounts Receivable – AIA Format
General Ledger – Journal Entries
Collect, Check and Log Sworn Statements, Insurance and Waivers
Month End Account Reconciliation
Payroll – Union and Office
Bank Reconciliations
Handle Employee Benefits
Handle Year End, Worker's Compensation and Union Audits
Generate All Financial Reports, Work in Progress/Forecasting
Quarterly and Annually Tax Reporting

WORK HISTORY

Present, Phoenix Contractors, Inc., Chief Financial Officer
Phoenix Contractors, Inc., 2005-2018, Senior Accountant
E.S. Wagner Company, 2002 -2005, Accounting Manager
Benore Logistic Systems, 2000 – 2002, Accounting Manager
Ann Arbor Ceiling and Partition, 1997 – 2000, Payroll/AP

EDUCATION

Siena Heights College,
Bachelor of Arts, Accounting, 1998

AFFILIATIONS

Washtenaw Contractors Association
AGC Member, BBB Accredited, WCA Member, CAM
Member

AWARDS

WCA Pyramid Award "Best Project Team", Various Projects
1998, 2001, 2003, 2016, 2017, 2019, 2020, 2021

BIOGRAPHY

Mr. Knight has a Bachelor of Arts Degree in Accounting from Siena Heights College. He has over 25 years of experience in Accounting/Payroll. As Chief Financial Officer, Dennis has a vast knowledge of construction accounting procedures and record keeping to ensure the billing stays on track and is accurate throughout the project.

SELECTED PROJECTS

Humane Society of Huron Valley, Ann Arbor MI
Evangelical Homes of Michigan, Saline MI
Greenhills School, Ann Arbor MI
Food Gatherers, Ann Arbor MI
Monroe Community College Renovations, Monroe MI
The Gallery, Ann Arbor MI
Pauline Apartments/MSHDA Project, Ann Arbor MI
Ozone House, Ypsilanti MI
Several TCF Bank Branch Locations
Hilltop View Apartments/MSHDA Project, Dexter MI
Racquet Up Detroit, Detroit MI
Reinhart New Building, Ann Arbor MI
Friends for Animals of Metro Detroit, Dearborn MI
Fifth Third Bank, Ann Arbor MI
Murphy's Crossing, Saline MI
Yankee Air Museum/Willow Run Schoolhouse Relocation
University of Michigan/Clements Library, Ann Arbor MI
University of Michigan/Towsley Center for Children, Ann Arbor MI
University of Michigan/Cook Law Library, Ann Arbor MI
University of Michigan/Ruthven Museum, Ann Arbor MI





Kayla Raymond
Project Coordinator

CONTACT

O 734-487-9640
C 517-518-4466
F 734-487-1252
kaymond@phoenixco.biz

PHOENIX CONTRACTORS, INC.
2300 Bishop Circle,
Dexter, MI 48130

RESPONSIBILITIES

Project Coordination
General Office Duties
Contractor Correspondence and Communication
Bid Development and Set Up
MSHDA and EEO Paperwork & Record Keeping

WORK HISTORY

Present, Phoenix Contractors, Project Coordinator
ENT Specialists, P.C., 2016 – 2020, Billing/Administration

EDUCATION

Lansing Community College, General Studies
Ross Medical School, Medical Billing/Insurance Certified

AFFILIATIONS

Washtenaw Contractors Association
AGC Member, BBB Accredited, WCA Member, CAM
Member

AWARDS

WCA Pyramid Award "Best Project Team", Various Projects
1998, 2001, 2003, 2016, 2017, 2019, 2020, 2021

BIOGRAPHY

As Project Coordinator, Kayla plays a key role in the administration and coordination of each project from start to finish. She is knowledgeable in the paperwork required for MSHDA, Section 3 and Non-Profit projects, including Certified Payroll and all reporting forms that must be submitted in order for the project to keep moving forward. She works closely with the Project Manager and Superintendent to ensure all documents are up to date and distributed to all contracted subcontractors.

KEY PROJECTS

Ozone House
U of M Hospital Renovations
Hilltop View Apartments/MSHDA
The Ark
Webster Township Fire Station
Scio Township Fire Station
Asian Healing Traditions
Ypsi Food Co-Op Renovations





A.2

OWNER REFERENCES

Wolverine Pickleball
Ann Arbor, MI
Contact Person & Title: Christy Howden, CEO, Co-Founder
Telephone: 734-489-1723
Email: christy@wolverinepickleball.com

Avalon Housing
Ann Arbor, MI
Contact Person & Title: Wendy Carty-Saxon, Director of Real Estate Development
Telephone: 734-663-5858 ext. 211
Email: wcarty-saxon@avalonhousing.org

Washtenaw County Road Commission
Ann Arbor, MI
Contact Person and Title: Adam Lape, Director of Operations
Telephone: 734-327-6697
Email: lapea@wcroads.org

Zingerman's
Ann Arbor, MI
Contact Person & Title: Grace Singleton, Managing Partner
Telephone: 734-904-4068
Email: gsingleton@zingermans.com

Peace Neighborhood Center
Ann Arbor, MI
Contact Person & Title: Bonnie Billups, Executive Director
Telephone: 734-662-8589
Email: bbillups@peaceneighborhoodcenter.org



Design Professionals

Momus Design
Ann Arbor, MI
Contact Person & Title: Todd Mathews, President
Telephone: 734-998-0098
Email: todd@momusinc.com

Architects Design Group
Ann Arbor, MI
Contact Person & Title: Robert Overhiser, President
Telephone: 734-995-4015
Email: roverhiser@adgiweb.com

Cornerstone Design Inc.
Ann Arbor, MI 48104
Contact Person & Title: David Esau, AIA, LEED AP, Principal
Telephone: 734-663-7580
Email: desau@cdiarchitects.com

A3C – Collaborative Architecture
Ann Arbor, MI
Contact Person & Title: Donald Barry, Senior Principal JD, AIA, LEED AP
Telephone: 734-663-1910
Email: dbarry@ac3.com

HopkinsBurns Design Studio
Ann Arbor, MI
Contact Person & Title: Tamara E. L. Burns, Principal FAIA, LEED AP
Telephone: 734-424-3344
Email: tamara.burns@hopkinsburns.com

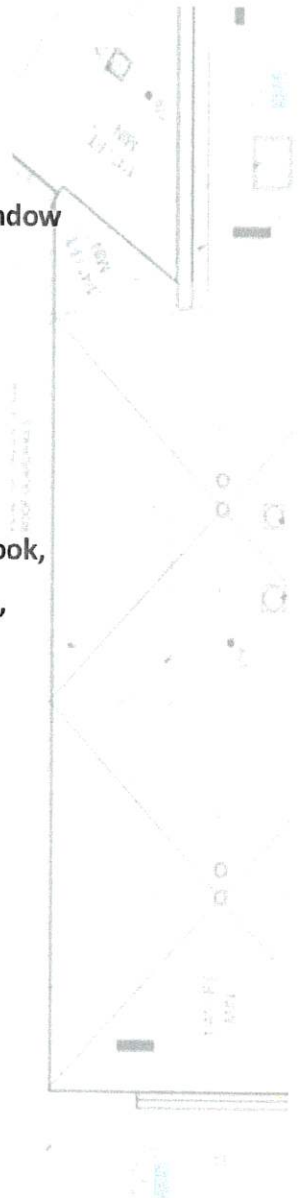
Macon Engineering
Chelsea, MI
Contact Person & Title: Kathy Keinath, Owner PE
Telephone: 734-216-9941
Email: kjkeinath@yahoo.com

A.3

MAJOR SUBCONTRACTORS :

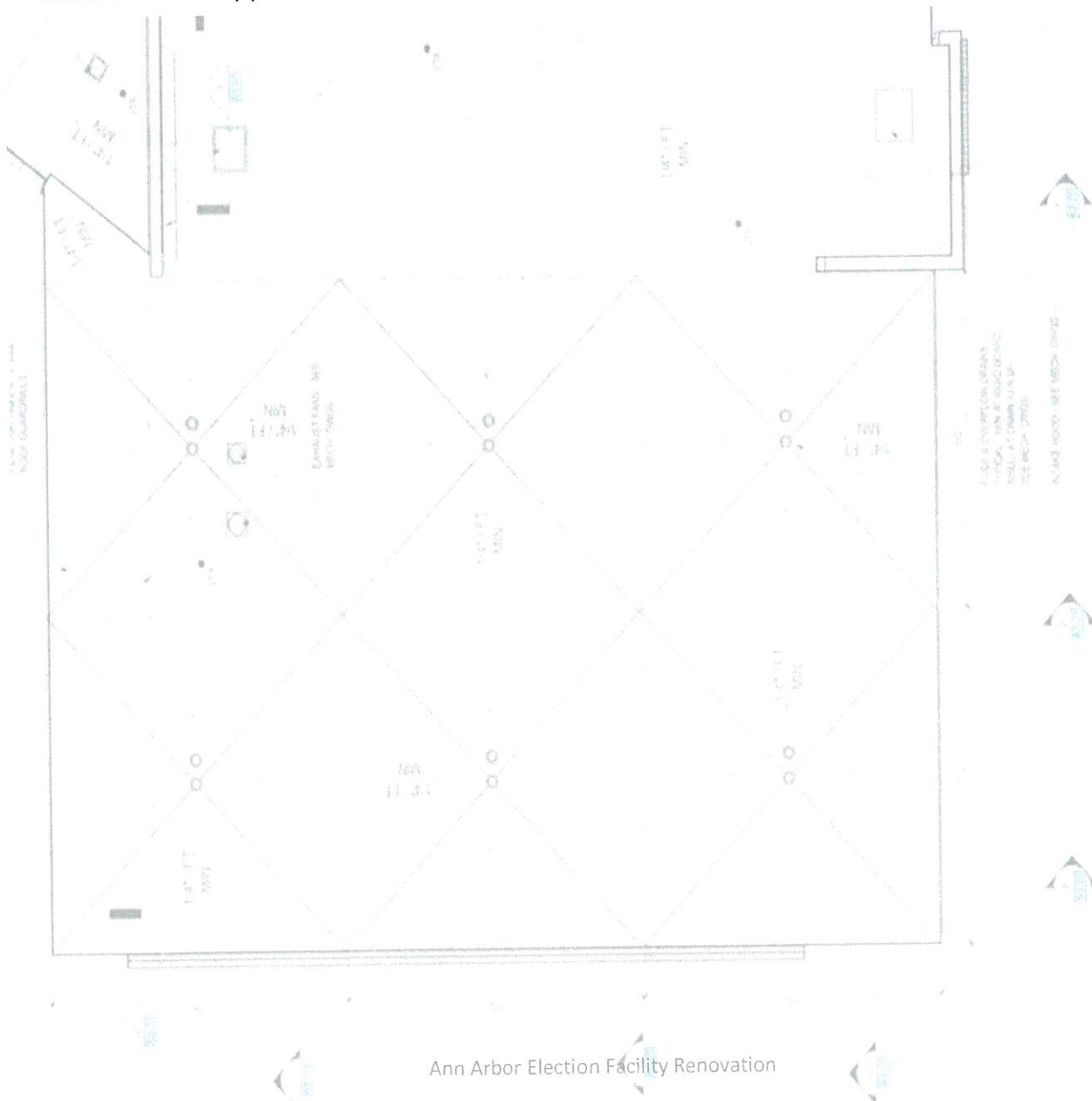
Phoenix Contractors, Inc. is committed to providing as many jobs as possible to the local contractor's net work in and around the Ann Arbor area. We feel the project will be well built and well maintained with the valuable relations we have developed with our local subcontractors. Due to contracting time frames, scope of work review and final vetting of the bids, at this time, this is a listing of proposed contenders for the project:

- | | |
|-------------------------|--|
| • DEMOLITION | Blue Star |
| • CARPENTRY | DDI, Conquest, |
| • GLAZING/DFH | DMC Glass, Stafford, FBH, |
| | Glasco, Creative Window, Triangle Window |
| | Classic, GetPro |
| • PAINT/SEALED CONCRETE | Doors & Drawers, D&D |
| • MILLWORK | Stoney Creek, National Insulation |
| • INSULATION | Shock Brothers, Shamrock, SCI |
| • FLOORING/TILE | Professional Sprinkler, Inc. |
| • FIRE PROTECTION | Michigan Mechanical Ventures, Ken Cook, |
| • MECHANICAL | Hopp Electric, Laibe, Siemens Controls, |
| • ELECTRICAL | |



B: Workplace Safety

B.1-Phoenix Contractors, Inc. has an extensive Safety program in place. Phoenix has retained National Safety Consultants to work with our safety officer and employees with job site specific plans, OSHA 30 training, facilitate Red Cross training and all OSHA training updates. Our employees are M.U.S.T. certified and bring drug and alcohol leadership to the project. Each project is also safety audited monthly with a full report and will include any findings, recommendations and remediation efforts. Below is a sample safety plan pages from our previous Stabler Farm project. Additionally, please see attached full safety plan within the external hard drive.





**Staebler Farm
Multi-Purpose Building**

**7734 Plymouth Rd
Ann Arbor, MI 48105**

Site Safety Plan

PHOENIX CONTRACTORS, INC.
2300 BISHOP CIRCLE EAST, DEXTER, MI 48130
734-487-9640 • FAX: 734-487-1252 • phoenix@phoenixco.biz



Staebler Farm
Multi-Purpose Building

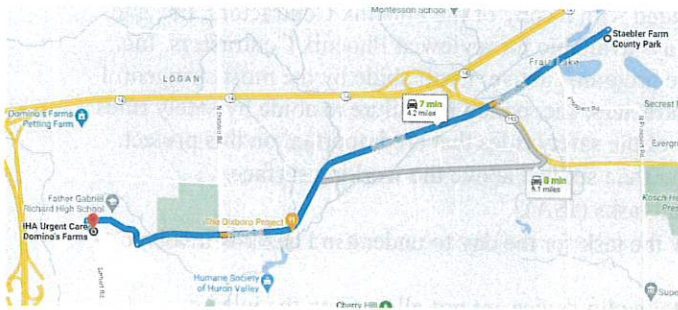
Safety and Health Policy	4
Statement of Final Authority	4
Definitions	5
Project Introduction	6
Responsibilities	8
Phoenix Contractors, Inc Project Manager	8
Phoenix Contractors, Inc Project Superintendent	8
Phoenix Contractors, Inc Safety Manager	8
Contractors	8
Employees	10
General Requirements	11
Accident Investigation and Reporting Procedures	11
Aerial Work Platforms	11
Concrete and Masonry	12
Confined Space Entry	12
Crane Safety	12
Demobilization	14
Demolition	14
Discipline	15
Electrical	16
Elevators and Hoists	17
Emergency Procedures: Alarms, Fire, Bombs, Weather, Environmental, Public Demonstration	17
Emergency Procedures: Bloodborne Pathogens	20
Emergency Procedures: Medical Services	23
Environmental: Asbestos	24
Environmental: Lead	25
Environmental: On-Site Hazards	26
Environmental: Powered Equipment	27
Environmental: Silica	27
Environmental: Soil Erosion and Sedimentation Control	27
Excavation and Trenching	27
Eye and Face Protection	28
Fall Protection	29
Fire Prevention and Protection	32
Hand Protection	32
Hazard Communication Program	34
Hazard Analysis	35
Hot Work: Welding, Cutting, and Burning	35
Housekeeping and Sanitation	36
Infection Control	38
Inspections and Audits	39



Staebler Farm – Multi-Purpose Building

7734 Plymouth Road
Ann Arbor, MI 48105

Emergency Facility Route



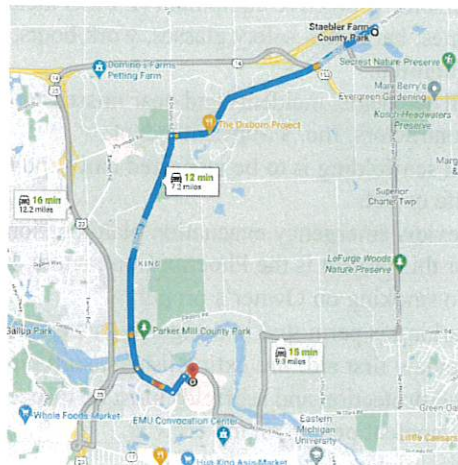
Urgent Care

IHA Urgent Care Domino's Farms
4200 Whitehall Dr, Suite 150
Ann Arbor, MI 48105

(734) 995-0308

Hospital
St. Joseph Mercy Ann Arbor
5301 McAuley Dr
Ypsilanti, MI 48197

(734) 712-3000





Attachment B – Project Safety Orientation
Safety Program Acknowledgement

Project Name: Staebler Farm Multi-Purpose Building Project Number: _____

By signing below I acknowledge that I have participated in the Phoenix Contractors, Inc. safety orientation for the above reference project.

I understand all Phoenix Contractors, Inc. site specific safety program, Owner's and OSHA/MIOSHA Standards. I have been provided with a copy of the Phoenix Contractors, Inc. site specific safety program. This document is always available for review at Phoenix Contractors, Inc. site office. If there is conflict among any of the programs above, I will abide by the most stringent. I understand and will comply with Phoenix Contractors, Inc. policy for failure to abide by safety rules on this project. The following is a list of some of the safety rules that are important on this project.

- 100% fall protection for all work greater than six feet above the working surface.
- Documentation of hazard analysis for all tasks (JSA).
- Daily huddles for all workers to review the task for the day to understand hazards involved and plan controls for those.
- Radios, iPods, headphones or any digital audio device are not allowed on the jobsite.
- Personal protective equipment (P.P.E.) including the following items is to be worn at all times: hard hats, safety glasses, work boots, long pants and shirt with sleeves; this is the minimum.
- All accidents, incidents and near misses are to be reported immediately to Phoenix Contractors, Inc.'s Superintendent.
- All scaffolding is to be inspected daily and use a tag system to indicate whether scaffold is safe or not.
- Review emergency evacuation plan/location. The meeting place for emergency evacuation for this project is the Phoenix Contractors, Inc. Trailer
- No smoking on Owner's property.
- Parking is permitted in designated areas only.
- Review first aid, fire extinguishers, spill kit and job safety board location.
- Fall protection and scaffolds must be inspected before each use by a competent person. The competent person on my crew is: _____
- Discipline:
This orientation serves as my first warning to follow all of the safety rules. If I am breaking a safety rule, I will be issued a written citation and my company notified. This will be my second warning. If I am found breaking the same safety rule again, I will be immediately dismissed from the jobsite and my company will be notified.



Safety Audit

Project Name Staebler Farm Multi-Purpose Building Project No. _____
Project Manager Noah Hiser Location Ann Arbor, MI
Superintendent Ryan Hansen
Audit Team _____ Date _____

Item #	Description	Rating
1	General Barricading & Signage Orientations, Toolbox Talks, JSAs, Daily Huddles Safety plans, evacuation routes Inspections (documented, if required) - <i>general site conditions, mobile equipment, elevated work equipment, tools, PPE, rigging, fall protection, etc.</i> Operator & Safety Training - <i>PIT, aerial lifts, NCCCO, rigger, signal person, scaffold user/erector, traffic regulator, lead, asbestos, silica, confined space, steel erection, etc.</i>	N/A

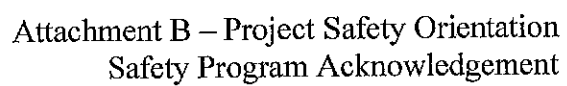
Comments

2	HazCom Proper storage and labeling SDS Sheets HazCom/GHS training	N/A
---	--	-----

Comments

3	Housekeeping and Sanitation Work areas free of debris Stored materials organized Sanitary facilities clean	N/A
---	---	-----

Comments

Phoenix Contractors, Inc.



ACCIDENT REPORT

Project Name Staebler Farm Multi-Purpose Building Project Number _____

Prepared By _____ Date _____

Report Number _____ Type ☐ First Aid Only ☐ Recordable Injury ☐ Lost Time Injury ☐ Fatality
(PROJECT # - CASE # - YEAR)

Date of Injury _____ Time of Injury ☐ AM ☐ PM Time Reported to Supervisor ☐ AM ☐ PM

Injured Person's Name _____
Last First MI

Home Address _____
Street City State Zip Code

Phone _____ DOB _____ Gender _____ SSN (Last 4) _____

Occupation _____ Is employer Phoenix Contractors, Inc? ☐ Yes ☐ No Years Employed _____

**If not a Phoenix Contractors, Inc employee* Employer _____
Address _____
Street City State Zip Code

Supervisor _____ Phone _____

Witness Name _____
Last First MI

Phone _____ Employer _____

Witness Name _____
Last First MI

Phone _____ Employer _____

Witness Name _____
Last First MI

Phone _____ Employer _____

Specific Location of Accident/Injury

Description of Accident

Disposition ☐ Regular Work ☐ Restricted Work ☐ Lost Time ☐ Hospital

Number of Restricted Workdays _____ Return to Regular Work Date _____

Number of Lost Time Days _____ Return to Light Duty Date _____



ACCIDENT REPORT

Medical Facility Name _____

Type ☐ Hospital ☐ Urgent Care

Address _____

Street

City

State

Zip Code

Attending Physician's Name _____

Phone _____

Type of Injury/Illness (check all that apply)

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Abrasion | <input type="checkbox"/> Cardiovascular | <input type="checkbox"/> Exposure - Radiation | <input type="checkbox"/> Repetitive Motion |
| <input type="checkbox"/> Allergic Reaction | <input type="checkbox"/> Concussion | <input type="checkbox"/> Eyes - Misc. | <input type="checkbox"/> Splinter |
| <input type="checkbox"/> Amputation | <input type="checkbox"/> Contusion (Bruise) | <input type="checkbox"/> Fracture | <input type="checkbox"/> Sprain (Joint) |
| <input type="checkbox"/> Animal Bite | <input type="checkbox"/> Crush | <input type="checkbox"/> Hearing Loss - Temporary | <input type="checkbox"/> Sting/Insect Bite |
| <input type="checkbox"/> Asphyxiation | <input type="checkbox"/> Dermatitis | <input type="checkbox"/> Hernia | <input type="checkbox"/> Strain |
| <input type="checkbox"/> Blister | <input type="checkbox"/> Dislocation | <input type="checkbox"/> Laceration | <input type="checkbox"/> Temperature (Hot/Cold) |
| <input type="checkbox"/> Blurred Vision | <input type="checkbox"/> Electrocutation | <input type="checkbox"/> Poisoning | <input type="checkbox"/> Vision Loss, Temporary |
| <input type="checkbox"/> Burns | <input type="checkbox"/> Exposure - Chemical | <input type="checkbox"/> Puncture | <input type="checkbox"/> Unclassified |

Body Part Injured (check all that apply)

- | | | | |
|---|---------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Ankles, Feet, Toes | <input type="checkbox"/> Eyes | <input type="checkbox"/> Head | <input type="checkbox"/> Neck |
| <input type="checkbox"/> Arms | <input type="checkbox"/> Face | <input type="checkbox"/> Hip | <input type="checkbox"/> Nose |
| <input type="checkbox"/> Back | <input type="checkbox"/> Finger | <input type="checkbox"/> Internal | <input type="checkbox"/> Shoulders |
| <input type="checkbox"/> Buttocks | <input type="checkbox"/> Groin | <input type="checkbox"/> Knee | <input type="checkbox"/> Torso |
| <input type="checkbox"/> Ears | <input type="checkbox"/> Hand | <input type="checkbox"/> Legs | <input type="checkbox"/> Wrist |

Injury Mechanism (check all that apply)

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Burns | <input type="checkbox"/> Electrical Shock | <input type="checkbox"/> Falling Object | <input type="checkbox"/> Puncture |
| <input type="checkbox"/> Caught In/Between | <input type="checkbox"/> Explosion | <input type="checkbox"/> Irritation | <input type="checkbox"/> Reaching |
| <input type="checkbox"/> Climbing | <input type="checkbox"/> Fall - Elevated | <input type="checkbox"/> Lifting/Handling | <input type="checkbox"/> Struck Against |
| <input type="checkbox"/> Crush | <input type="checkbox"/> Fall - Same Level | <input type="checkbox"/> Motor Vehicle | <input type="checkbox"/> Struck By |
| <input type="checkbox"/> Cut | <input type="checkbox"/> Fall - Climbing | <input type="checkbox"/> Natural Disaster | <input type="checkbox"/> Violence |

If Employer is **NOT** Phoenix Contractors, Inc, is the Employer's Accident Report Attached?

☐ Yes ☐ No If no, explain: _____

If recordable injury, is OSHA Form 301 completed and attached?

☐ Yes ☐ No

If severe injury, was OSHA notified within 24 hours of occurrence?
(Inpatient Hospitalization, Amputation, Loss of Eye)

☐ Yes ☐ No

If fatality, was OSHA notified within 8 hours of occurrence?

☐ Yes ☐ No

Has Site Management and/or Owner's Rep been notified?

☐ Yes ☐ No

Contractor Supervisor _____

Signature

Date

Project Superintendent _____

Signature

Date

Safety Representative _____

Signature

Date

Distribution: ☐ Project File ☐ Safety Office ☐ Other _____

Phoenix Contractors, Inc

Safety Forms

Page 2 of 2



ATTACHMENT A: SAFETY FORMS

General Forms

- 1) Accident Report
- 2) Incident Report (Non-Injury)
- 3) Exposure Incident Report
- 4) Daily Huddle
- 5) Job Safety Analysis (JSA)
- 6) Pre-Task Plan (PTP)
- 7) Safety Inspection Checklist
- 8) Safety Violation Form
- 9) Notice to Comply
- 10) Notice of Safety Violations

Equipment Inspection Forms

- 11) Aerial Work Platform Inspection Checklist
- 12) Mobile Equipment Inspection Checklist
- 13) Crane Inspection Record
- 14) First-Aid Kit Inspection Checklist
- 15) Fall Protection Equipment Inspection Checklist: Harness
- 16) Fall Protection Equipment Inspection Checklist: Lanyard/Lifeline
- 17) Fire Extinguisher Inspection Checklist
- 18) Ladder Inspection Checklist
- 19) Respirator Inspection Checklist
- 20) Rigging Equipment Inspection: Synthetic Sling
- 21) Rigging Equipment Inspection: Wire Rope
- 22) Scaffold Inspection

Task Specific Forms

- 23) Confined Space Entry Permit
- 24) Confined Space Entry Atmospheric Testing Log
- 25) Confined Space Entry Sign-In/Out Log
- 26) Confined Space Entry Duties
- 27) Crane Lift Plan
- 28) Daily Excavation Inspection Checklist
- 29) Fall Protection Assessment Checklist
- 30) Hazard Communication: List of Hazardous Chemicals
- 31) Hazard Communication: Inspection Log
- 32) Hazard Communication: Inspection Form
- 33) Hazard Communication: Spill Log
- 34) Hot Work Permit
- 35) Lockout/Tagout Record
- 36) Lockout/Tagout Annual Program Review
- 37) Respiratory Protection: OSHA Respirator Medical Evaluation Questionnaire (Mandatory)

PROJECT INTRODUCTION

Staebler Farm Multi-Purpose Building

7734 Plymouth Rd
Ann Arbor, MI 48105

See Site Emergency Action Plan for evacuation routes and emergency procedures.
Each worker must review plans and sign-in before starting work.

Job Safety Board

Contractors shall refer to the Job Safety Board on the project for project health and safety information. Information on the Job Safety Board will include:

- Basic project information
- MIOSHA Poster
- Phoenix Contractors, Inc Site Management contact information
 - Contractors shall include names and contact information for key personnel.
- Emergency procedures
- Location of Site Safety Plan
- Location of project related SDS
- Shutdown notices and posting of other activities requiring coordination
- Notices for upcoming job and safety meetings
- Location of accident report forms
- Location of first-aid station
- Location of fire extinguishers
- Monthly summary of recordable injuries/illnesses, lost-time, and total recordable rates, near miss incidents

Safety Rules

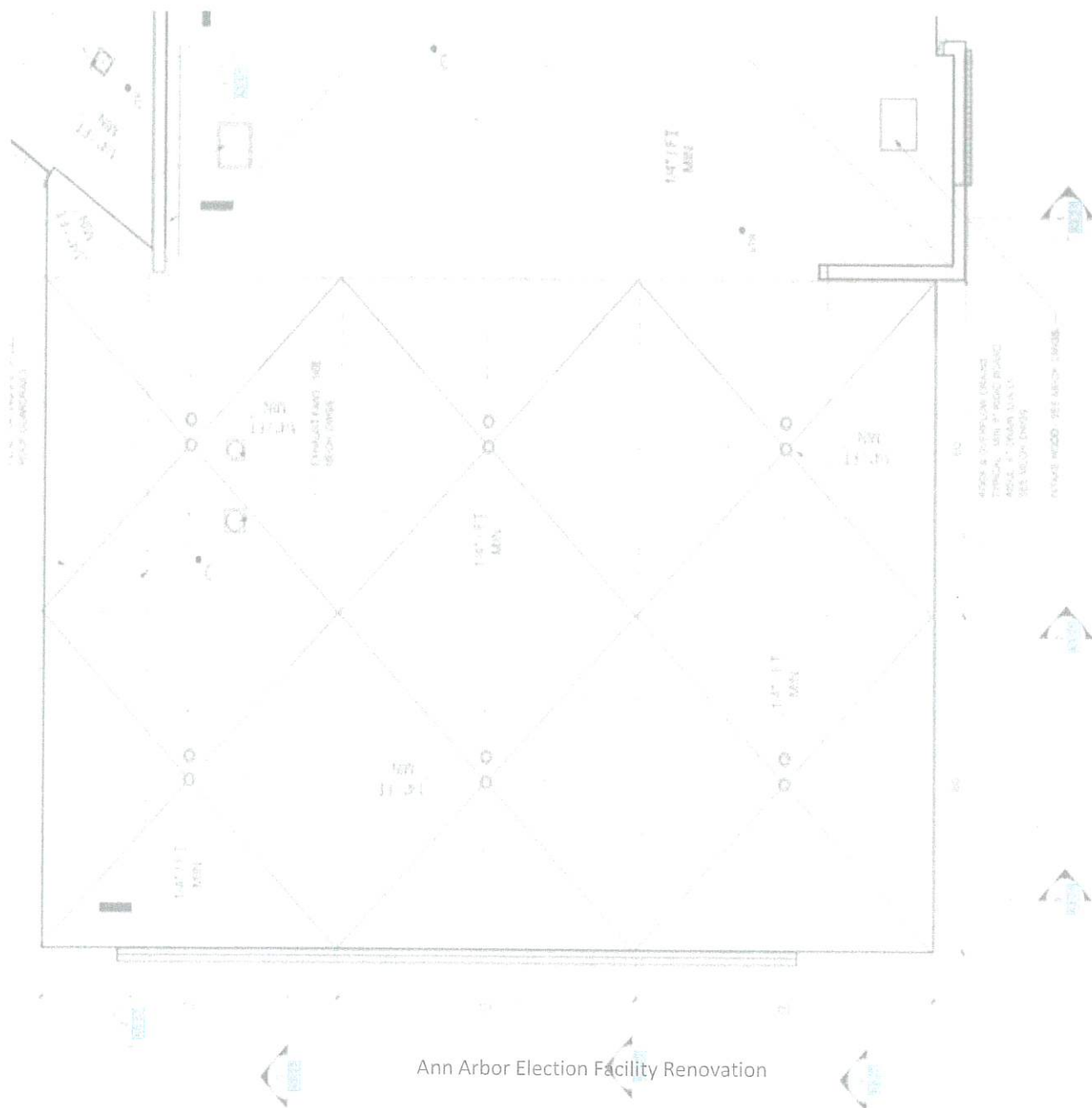
Contractors shall ensure all employees have read and understand these safety rules. Violation(s) of rules listed below will be grounds for immediate dismissal.

All employees shall observe the following rules of conduct:

- **Courtesy:** Employees shall observe standards of behavior and conduct their work in a manner to avoid offending any Owner employees or visitors.
 - *Everyone on this project must be given the courtesy that would be extended to one's family or best friend.*
- **Clothing:** Clothing suitable for the weather and work shall be worn. Shirts must have sleeves and worn at all times. Pants must have legs (no shorts allowed).
 - Torn or loose clothing, cuffs, or neckwear, which may be a hazard, are not allowed.
 - Profanity or obscene words/images and words/images depicting drugs, alcohol, and violence are strictly prohibited.
- **Personal Protective Equipment:** All persons on the project will wear hard hats, eye protection, and work boots in good condition with substantial soles.
 - **Reflective vests or clothing** shall be worn by all personnel exposed to equipment during the project work and excavation phases of the project or when deemed necessary by Phoenix Contractors, Inc.
 - Hard hat must **not** be expired and meet the specifications contained in the most current addition of the American National Standards Institute (ANSI), Z89.1 and/or Z89.2 are required. "Cowboy-type" hard hats are not allowed. Baseball caps and other soft headwear are not allowed under the hard hat suspension.
 - All other personal protective equipment (including respirators or gloves), appropriate/required for assigned tasks, shall be utilized in the proper manner at all times while exposure to the associated hazards exist.

B: Workplace Safety

B..2-





B: Workplace Safety

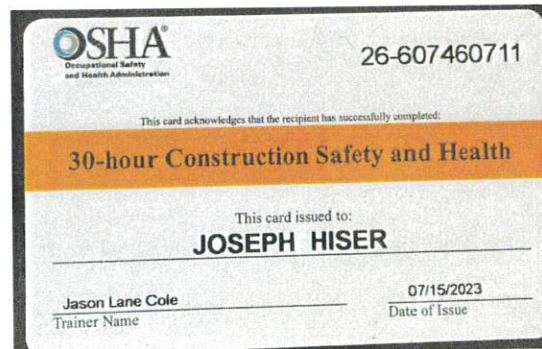
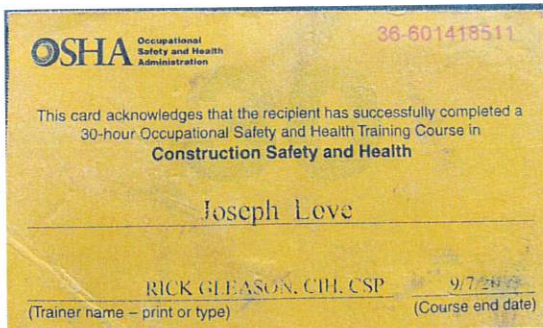
B.2-

Year [10/1/24-10/1/25] EMR [.88]

Year [10/1/23-10/1/24] EMR [.87]

Year [10/1/22-10/1/23] EMR [.85]

B.3-



B.4-N/A



C. WORKFORCE DEVELOPMENT

COMPENSATION AND LABOR STATEMENT FOR PHOENIX CONTRACTORS, INC.

Phoenix Contractors, Inc. Includes / Offers to all employees a competitive compensation package that exceeds area Living Wage and Prevailing Wage Determinations. Each employee is offered a competitive base rate of pay, salary or hourly which includes bonus pay, paid vacation, paid holidays, paid sick time, paid personal time, paid maternity time and paid bereavement. Each package offers full healthcare benefits through Blue Cross and Blue Shield, including optical and dental care and life insurance. Each package includes a pension Sar/Sep plan including company contributions.

Phoenix Contractors, Inc. is signatory to Carpenters local 687 and Labors local 959. Through These programs extensive apprenticeship training is provided. Phoenix WCA and AGC contractor where further leadership and management programs facilitate educated growth in employment. Phoenix Contractors has also worked closely with area internship programs and educators for placement of Students in pursuit of careers in construction.

Phoenix Contractors, Inc. Will not be contracting 1099 workforce or management for the project. Phoenix will provide tenured employees of the company to manage and supervise the project and will subcontract out the trade elements of the project to as much local subcontractor work force as possible. Phoenix has a comprehensive payroll reporting staff that can manage any reporting requirements for Living Wage, Davis Bacon, local and state level certified payroll. Phoenix Contractors, Inc. will meet all needs as presented by City of Ann Arbor for payroll documentation.

D. SOCIAL EQUITY AND SUSTAINABILITY

Phoenix Contractors, Inc. Is a Washtenaw County base company that employs people local to the area. Specific residents to Washtenaw County include the president and top leadership in the organization. Currently, 12 or 70% of our full time employees reside in Washtenaw County. Project Management and Supervision assigned to this project reside in Dexter and Chelsea, Michigan.

After 22 years of service, Mark Hiser bought Phoenix Contractors from William Kinley. In the smooth transition of ownership Mark continues his efforts to make Phoenix more conscientious of diversity inclusion. In the subsequent weeks after his new ownership he promptly asked Ms. Tina Bateman to be one of only three authorized signees of the corporation. While the transition has been one of harmony and respect, Mark has completed the re-writing of the corporate hand book to address many of today's needs and concerns, as well as incorporating a written DEI plan. Mark also reached out to contractor associations to help develop and incorporate the newly written information and Phoenix Contractors has become an inclusive member at the AGC (Associated General Contractors Association) and Minority Contractors Association of Michigan since Marks ownership of Phoenix. Both organizations offer many resources for operations, management and DEI training for employees.



The Phoenix employee handbook specifically provides for equal employment opportunity and fully addresses policy against discrimination and harassment. Phoenix maintains fair hiring and subcontracting practices and provides open opportunity for work at Phoenix and to provide goods and services to Phoenix. The average tenure of the Phoenix staff is approximately 20 plus years working for the company. During recent years Phoenix has maintained its staffing with very little retirement or attrition. It is predicted that within the next five years there will be a transition of the most senior workers to retire, at which time the newly drafted DEI plan and policies in the handbook rewrite will be in full use.

Please Elements of Phoenix Contractors, Inc.'s Affirmative Action and Equal Opportunity Plan Below



Affirmative Action Plan/Equal
Employment Opportunity Plan
For
Phoenix Contractors, Inc.
April 12, 2021



AFFIRMATIVE ACTION PLAN / EQUAL EMPLOYMENT OPPORTUNITY PLAN
PHOENIX CONTRACTOS, INC.

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II. EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

This is to affirm the policy Phoenix Contractors, Inc. for providing Equal Opportunity to all employees and applicants in accordance with all applicable Equal Employment Opportunity/Affirmative Action Laws, directives, and regulations of Federal, State, and Local governing bodies and/or agencies.

Phoenix Contractors will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, status in regard to public assistance, member of human rights commission and familial status.

Phoenix Contractors will take affirmative action to ensure all employment practices are free of such discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment, action, termination, rates of pay, or other forms of compensation and selection for training, including apprenticeship.

Phoenix Contractors will commit the necessary time and resources, both financial and human to achieve the goals of Equal Employment Opportunity and Affirmative Action.

Phoenix Contractors fully supports incorporation of non-discrimination and Affirmative Action rules and regulations into contracts.

Phoenix Contractors will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action objectives as well as other established criteria. Any employee of this organization, or subcontract of the employer, who does not comply with Equal Employment Opportunity Policies and Procedures set forth in the Statements and Plan will be subject to disciplinary action. Any subcontractor not complying with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of the Federal, State and Local governing bodies or agencies.

Phoenix Contractors has engaged Noah D. Hiser Secretary of Construction, to manage the Equal Employment Opportunity Program. His responsibilities will include monitoring all Equal employment Opportunity activities and reporting the effectiveness of the Affirmative Action Program as required by Federal, State and Local agencies.

If any Contractor, Employee, or Applicant believes they have been discriminated against please notify Phoenix Contractors, Inc. at 2300 Bishop Circle, Dexter, Michigan 48130. 734-487-9640 (phone number).





Mark W. Hiser President

Date

III. ASSIGNMENT OF RESPONSIBILITY FOR AFFIRMATIVE ACTION PROGRAM

Noah D. Hiser, EEO/AA coordinator has been designed by Phoenix Contractors, Inc. to Monitor all employment related activity to ensure that our EEO/AA policies are being carried out. Noah has been given the necessary support and staffing to fulfill his duties. His duties as EEO/AA coordinator include the following activities:

1. Develop or EEO/AA policy statement and Affirmative Action Plan/Programs, so that it is consistent with our policies, and that it establishes our Affirmative Action goals and objectives.
2. Implement the Affirmative Action Plan/Program including internal and external dissemination of our EEO/AA policies and plan.
3. Conduct and/or coordinate EEO/AA training and orientation of our supervisors, managers, and subcontractors to inform them of their responsibilities pursuant to the Affirmative Action Plan/Program.
4. Ensure that our managers and supervisors understand it is their responsibility to take action to prevent the harassment of protected class employees and applicants for employment.
5. Hold regular discussion with project managers, supervisors, and employees to ensure that our equal opportunity policies are being followed.
6. Ensure that all minority and female employees are provided equal opportunity as it relates to organization- sponsored training programs, recreational/social activities, benefit plans, pay and other working conditions without regard to race or sex.
7. Review the qualifications of all our employees to ensure that minorities and women given full opportunities for transfers and promotions.
8. Periodically audit our training programs, hiring and promotion patterns to remove any impediments to the attainment of our goals and objectives.
9. Design, implement and maintain EEO audit, reporting and recording systems, which will measure the effectiveness of our Affirmative Action Plan/Program and determine whether our goals and objectives have attained.
10. Maintain, monitor and measure our progress toward meeting our Affirmative Action goals.
11. Identify problem areas and recommend solutions.
12. Coordinate the implementation of necessary Affirmative Action to meet compliance requirements and goals.





13. Serve as liaison between Phoenix Contractors and relevant or applicable governmental enforcement agencies.

IV. DISSEMINATION OF AFFIRMATIVE ACTION POLICY AND PLAN

A. INTERNAL DISSEMINATION

The policy statement and non-discrimination posters will be posed and conspicuously displayed in areas available to employees and applicants for employment such as employees and applicants for employment such as employee bulletin boards and at each of the employer's locations.

All executive, management and supervisory personnel will be furnished with a full copy of the Affirmative Action Program/Plan and amendments.

Each employee will be furnished a copy of the policy must be made available to all employees including part-time, temporary or seasonal employees.

B. EXTERNAL DISSEMINATION

Communicate at pre-bid, pre-award and pre-construction conferences the Phoenix Contractors' EEO/AA commitment and the subcontractor's responsibility regarding EEO/AA.

Phoenix Contractors will notify all subcontractors, vendors and suppliers verbally of our EEO/AA policy will be subject to disciplinary action.

Phoenix Contractors will notify all employees and prospective employees, including minorities, women, and disabled of existence and contents of our Affirmative Action Plan.



VII. GOALS AND TIMETABLES AND SPECIFIC PROGRAMS TO ACHIEVE GOALS

CONSTRUCTION

Phoenix Contractors, Inc. will make a good faith effort to meet construction goals as described by government agencies, whether we are a prime or subcontractor.

NON-CONSTRUCTION

At Phoenix Contractors, Inc. it is our goal to meet or exceed the availability percentage for women or minorities in all job groups, as identified in our availability/utilization/underutilization analysis chart. We will make specific good faith efforts to achieve the availability percentages for minorities or women in any job group where underutilization is identified by our analysis. We will continue our efforts to recruit and retain individuals with disabilities in all levels of our workforce.

VII. PROBLEM AREAS/DEFICIENCY IDENTIFICATION AND ANALYSIS

1. Workforce Composition- Total Employees 21, total females 3, total minority 0, not a problem. We did work on state projects in the past year. We meet our minority and female goals on most projects.
2. Applicant Flow Composition- few women or minorities apply for construction type jobs. We encourage our union to find more female and minority applicants and we also call MSHDA and minority groups to solicit applicants.
3. Total selection process- not a problem area.
4. Transfer and promotion practices- not a problem area.
5. Organization facilities and employer sponsored activities-not a problem.
6. Seniority practices and contract provisions for same- not a problem.
7. Apprenticeship programs- not a problem.
8. Employer training program-not applicable.
9. Workforce attitude- not a problem area.
10. Posters, application retention and subcontractor notification-not a problem area.



IX. MEASURES TO FACILITATE IMPLEMENTATION

All solicitation or advertisements for employees placed by or on behalf of Phoenix Contractors, Inc. will indicate that all qualified applicants will receive consideration for employment regardless of race, color, creed, religion, national origin, sex, sexual orientation, disability, age marital status, status with regard to public assistance, member of human rights commission and familial status.

Phoenix Contractors, Inc., receives many applications and also has a union contract which enables us to hire through the union hall when needed. Phoenix Contractors, encourages employees to let others know that we strongly support both female and minority applicants.

X. INTERNAL AUDIT AND REPORTING SYSTEM

1. Noah D. Hiser- EEO Officer is the designated person responsible for collection and maintaining data.
2. The internal audit reports will be prepared in table format dated. Categories of data to collect: Applicant Flow, New Hires, Promotion, Transfers, and Termination (voluntary and involuntary) for each group. Figures for each personnel process will show a breakdown by sex, minority classification and disability status.
3. The internal audit report will be maintained, reviewed, and evaluated semi-annually by Noah D. Hiser, EEO Coordinator and discussed with management along with recommendation for improvement where needed to meet annual goals. Top management will be informed periodically progress within the program, with recommendation to improve unsatisfactory performance in areas where needed.
4. Phoenix Contractors, Inc., will be submit required reports to the State of Michigan and MSHDA as required.





XI. AFFIRMATIVE ACTION PLAN FOR INDIVIDUALS WITH DISABILITIES

1. AFFIRMATIVE ACTION CLAUSE FOR INDIVIDUALS WITH DISABILITIES

Phoenix Contractors, Inc. will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. Phoenix Contractors agrees to take affirmative action to discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Phoenix Contractors, Inc. agrees to comply with the rules and relevant orders of the federal, state and all local governing authorities.

Phoenix Contractors, Inc. agrees to post in conspicuous place, available to employees and applicants for employment notices of Non-discriminatory Equal Employment Opportunities in compliance with Federal, State, Local governing authorities. Such notices shall state Phoenix Contractors, obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment and the rights of applicants and employees.

II. SCHEDULE FOR REVIEW

Phoenix Contractors will review all physical and mental job requirements to extend that these requirements tend to screen out qualified individuals with disabilities. It will be determined whether these requirements are job related and are consistent with business necessity and the safe performance of the job. Review will be done annually.

III. PRE-EMPLOYMENT MEDICAL EXAM

Phoenix Contractors will require each employee and new hire to pass a M.U.S.T program drug and alcohol test. This testing will be annual and random and a condition of continued employment. All exams and results will be kept confidential. Test will not be used to screen out qualified individuals with disabilities.

Information obtained in response to such inquiries or examinations shall be kept confidential except (a) supervisors and managers may be informed regarding restriction on the work or duties of individuals with disabilities and regarding accommodations, (b) first aid and safety personnel may be informed where and to what extent appropriate, if the condition might require emergency treatments, and (c) officials, employees, representatives, or agents of the





State of Michigan Department of Human Rights or local human rights agencies investing compliance with the act or local human rights ordinances shall be informed if they request such information.

IV. ACCOMMODATIONS TO PHYSICAL MENTAL LIMITATION OF EMPLOYEES

Phoenix Contractors, Inc., shall make reasonable accommodation to the physical and mental limitations of an employee or applicant unless such and accommodation would impose undue hardship on the conduct of the business.

V. COMPENSATION

In offering employment or promotions to individuals with disabilities, Phoenix Contractors will not reduce the amount of compensation offered because of any disability income, pension, or other benefit the applicant or employee receives from another source.

VI. OUTREACH, POSITIVE RECRUITMENT, AND EXTERNAL DISSEMINATION OF POLICY

Phoenix Contractors, Inc., will review employment practices to determine whether personnel programs provide the required affirmative action for employment and advancement of qualified individuals with disabilities. Based upon the findings of such reviews. Phoenix Contractors will undertake appropriate outreach and positive recruitment activities, such as those listed below:

- A. Develop an internal communications plan, which encourages affirmative action efforts to employ qualified individuals with disabilities in such a manner as to foster understanding, acceptance, and support among executive, management, supervisory, and all other employees and encouraging such person to take the necessary action to aid Phoenix Contractors, Inc., meeting this obligation.
- B. Develop reasonable internal procedures to ensure that our obligation to engage in affirmative action to employ and promote qualified individuals with disabilities being fully implements.
- C. Periodically inform all employees and prospective employees of the commitment to engage in affirmative action to increase employment opportunities for qualified individuals with disabilities.
- D. Enlist the support of recruiting sources including state employment security agencies, state vocational rehabilitation agencies or facilities, sheltered workshop, college placement officers, state education agencies, labor organizations and organizations of or for individuals with disabilities to assist Phoenix Contractors, Inc., in providing meaningful employment opportunities to qualified individuals with disabilities.
- E. Engage in recruitment activities at educational institutions, which participate in training of individuals with disabilities, such as schools for the blind, deaf or mentally disabled.





- F. Establish meaningful contacts with appropriate social service agencies, organizations of and for individuals with disabilities, vocational rehabilitation agencies or facilities for such purposes as advice, technical assistance and referral to potential employees.
- G. Review employment records to determine the availability of promote able and transferable qualified known individuals with disabilities presently employed and to determine whether their present and potential skills are being fully utilized or developed.
- H. Include workers with disabilities when employees are pictured in consumer, promotional or help wanted advertising.
- I. Send written notification of our policy to all subcontractors, vendors, and suppliers, requesting that they act in a manner consistent with Phoenix Contractors, Inc., policy on affirmative action
- J. Take positive steps to attract qualified persons with disabilities who are not currently in the workforce and have requisite skills and can be recruited through affirmative action measures.

VII. INTERNAL DISSEMINATION OF POLICY

Realizing that an outreach program is ineffective without adequate internal support from supervisory and management personnel and other employees, who may have had limited contact with disabled persons in the past, and in order to assure greater employee cooperation and participation Phoenix Contractors, Inc., shall disseminate this policy internally as follows:

- A. Include it in the policy manual.
- B. Publicize it in the organization's newspaper, magazine annual report and other media.
- C. Conduct special meetings with executive, management and supervisory personnel to explain the intent of the policy and individual's responsibility for effective implementation, making clear Phoenix Contractors Position.
- D. Schedule meetings with all employees to discuss policy and explain individual employees' responsibilities.
- E. Discuss the policy thoroughly in both employee orientation and management training programs.
- F. Meet with union officials to inform them of Phoenix Contractors policy, and request their cooperation.
- G. Include non-discrimination clauses in all union agreements, and review all contractual provisions to ensure they are non-discriminatory.
- H. Include articles on accomplishments of workers with disabilities in organization publications.
- I. Post the policy on our bulletin boards including a statement that employees and applicants are protected from coercion, intimidation, interference, or discrimination for filing a complaint of assisting in an investigation.





- J. When employees are featured in employee handbooks or similar publications for employees, include employees with disabilities.

VIII. RESPONSIBILITY FOR IMPLEMENTATION

Noah D. Hiser EEO-AA Officer, has been designated director of Phoenix Contractors affirmative action activities.

His identity shall appear on all internal and external communications regarding Phoenix Contractors' affirmative action programs, Noah D. Hiser has been given necessary top management support and staff to manage the implementation of these programs, including the following activities:

- A. Develop policy statements, affirmative action programs, and internal and external and employees to be certain Phoenix Contractors, Inc., policies are being followed. In addition, supervisors shall be advised that:
 - 1. Their work performance is being evaluated on the basis of their affirmative action efforts and results, as well as other criteria; and
 - 2. Phoenix Contractors, Inc., is obligated to prevent harassment of employees placed through affirmative action efforts.
- B. Identify problem areas in conjunction with line management and employees with known disabilities, in the implementation of the affirmative action plan develop solutions.
- C. Design and implement audit and reporting systems that will:
 - 1. Measure effectiveness of Phoenix Contractors plan.
 - 2. Indicate need for remedial action.
 - 3. Determine the degree to which objectives have been attained.
 - 4. Determine whether known disabled employees have had the opportunity to participate in all employer sponsored educational, training, recreational and social activities.
 - 5. Endues that each location is in compliance with Federal, State of Michigan and local governing agencies.
- D. Serve as liaison between Phoenix Contractors, Inc., with Federal State of Michigan and local governing agencies.
- E. Serve as liaison between Phoenix Contractors and organizations of and for persons with service programs of local organizations of and for individuals with disabilities.
- F. Keep management informed of the latest development in the entire affirmative action area.
- G. Arrange for career counseling for employees with known disabilities.





IX. DEVELOPMENT AND EXECUTION OF AFFIRMATIVE ACTION PROGRAMS

The Affirmative Action Plan for Phoenix Contractors, Inc., will be developed and executed as follow:

- A. Job qualification requirements reviewed shall be made available to all members of management involved in the recruitment, screening, selection and promotion processes.
- B. Phoenix Contractors, Inc., will evaluate the total selection process to ensure that persons with disabilities are not stereotyped in a manner, which limits their access to all jobs for which they are qualified.
- C. All personnel involved in the recruitment, screening, selection, promotion, disciplinary and related processes will be carefully selected and trained to ensure that there is a commitment to the affirmative action program and its implementation.
- D. Formal briefing sessions shall be held with representatives from recruiting sources. Plant tours, clear and concise explanation of current and future job openings, position descriptions, workers specification, explanation of Phoenix Contractors, Inc., selection process, and recruiting literature will be integral part of the briefing. Formal arrangements will be made for referral of applicants, follow up with sources and feedback on disposition of applicants.
- E. A special effort shall be made to include qualified persons with disabilities on the personnel relations staff.
- F. Employees with disabilities will be made available for participation in career days, youth motivation programs, and related activities in their communities.
- G. Recruiting efforts at all schools will include special efforts to reach individuals with disabilities.
- H. An effort will be made to participate in work-study programs with rehabilitation facilities and schools, which specialize in training or education individuals with disabilities.
- I. Phoenix Contractor, Inc., will use all available resources to continue ore establish on-the-job training programs.

Mark W. Hiser, President

Date

Noah D. Hiser Secretary of Construction

Date





APPLICANT FLOW TRACKING SYSTEM

Phoenix Contractors, Inc.

2100 Bishop Circle

Dexter, MI 48130

734-487-9640

This form is to be filled out voluntarily. Phoenix Contractors, Inc., will keep it on file for their obligation to The Federal Government, State of Michigan and Local Authorities.

Name

Male

Female

Caucasian

Black

Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Signature

Date





ANTI-HARASSMENT POLICY

As a part of our commitment to equal opportunity, Phoenix Contractors, Inc., has adopted an anti-harassment policy. Any employee who engages in harassment on the basis of race, color, creed, religion, national origin, sex, sexual orientation, marital status with regards to public assistance, membership or activity in a local human rights commission, familial status, disability, age or other legally protected characteristics; any employee who permits employees under his/her supervision to engage in such harassment; or any employee who retaliates or permits retaliation against an employee who reports such harassment in guilty of misconduct and shall be subject to remedial action which may include the imposition of discipline or termination of employment.

Examples of harassment may include derogatory comments regarding a person's race, color, religion, or other protected characteristics, sexually explicit or other offensive images (whether printed or displayed on a computer), and jokes that are based on stereotypes of particular races, sexual orientations, ages, religion, or other protected characteristics.

Sexual Harassment is prohibited and includes any unwelcome sexual advance, request for sexual favor and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, as a term or condition of employment;
- Submission to or rejection of such conduct is used as a factor in any employment decision affecting any individual; or
- Such conduct has the purpose or effect of unreasonably interfering with any employee's work performance or creating an intimidating, hostile or offensive working environment.

Although the intent of the person engaging in the conduct may be harmless or even friendly, it is that welcomeness of the conduct of the conduct by the recipient that is relevant to whether the conduct is harassment. Given the difficulty of judging whether the conduct is welcome or unwelcome in particular situations, the company prohibits all employees from engaging in any conduct of a sexual nature or amounting to harassment based on any protected category in the work setting.

This policy applies to everyone, including manager. No retaliation or intimidation directed towards anyone who makes a complaint will be tolerated.





If you believe you have been a victim of harassment, take the following steps:

- Discuss the matter with your supervisor or manager.
- If, for any reason, you would prefer not to speak to your supervisor (for example, if you believe your supervisor to be the source of or a party to the harassment), you may talk to any other member of management or the EEO Coordinator.

The company will investigate and attempt to resolve your complaint promptly. If, for any reason, you believe this has not occurred within a reasonable period of time, refer the problem to any other manager in the company, up to and including the President of Phoenix Contractors, Inc.

ASSURANCE OF EQUAL OPPORTUNITY EMPLOYMENT AND NON-DISCRIMINATION:

Phoenix Contractors, Inc. Assures that we do not discriminate any opportunity as an employer on the basis of race, sex, pregnancy, age, religion, national origin, marital status, sexual orientation, gender identity, height, weight or disability

ASSURANCE OF WORK ON THE PROJECT:

Phoenix Contractors, Inc. Assures that we will provide the required resources to proceed with the project as scheduled, specified and shown and that we will proceed efficiently, continuously and with out interruption as contracted.





SUSTAINABLE PRODUCTS, TECHNOLOGIES AND PRACTICES:

Phoenix Contractors, Inc. Has completed many USGB LEED Certified, Energy Star, NGBS Silver, Net Zero and Enterprise Green Certified Projects. These project have required many processes to insure sustainability and reduce impact to the community and environment. Many technologies have evolved allowing for creative and innovative ways to meet a higher level of clean construction ad reduce impact on the world.

Many projects have included all electric heating elements, geo thermal ground sourced heat pump systems, energy recovery systems and recirculation of heat waste, collection and control of grey water and irrigation for green roof system, solar energy collection, insulation products and air sealing, low VOC's products and organic natural product use, recycling and harvesting jobsite waste.

At Phoenix, we have worked to recycle construction waste materials and receive certified reports on recycling efforts, using electronic devices to house project information and keep less paper files. Timers on temporary lighting to reduce energy use, car pooling where appropriate and testing through agencies such as Energy Diagnostics.

All products used on the project will be as specified and material data will be collected and processed for the certification processes.

A few slides of select sustainable projects are below included various certifications and a high level of sustainability:



Phoenix Contractors, Inc. is not and has not been in violation of any environmental findings or penalties for any properties, projects or transportation, imposed by any government agencies.

CONSTRUCTION SERVICES:

CONSTRUCTION SERVICES

Construction Services:

- Project Scheduling
- Project Coordination
- Contract Administration
- Safety Administration
- Quality Control
- Budget Control & Project Accounting
- Total Project Management
- Commissioning
- Close Out and Warranty



LOCAL CLIENT BASE:

REPRESENTATIVE CLIENT BASE

Wayne State University	Food Gatherers	Scio Township
Madonna University	Washtenaw County Road Commission	Ash Township
The University of Michigan	Washtenaw Veterinary Hospital	Pittsfield Township
Eastern Michigan University	The Humane Society of Huron Valley	Webster Township
Washtenaw Community College	Green Hills School	Augusta Township
MSHDA	Dexter Community Schools	Superior township
Avalon Housing	Manchester Community Schools	Ypsilanti Township
The City of Chelsea	General Motors, Chevrolet	Knights Restaurants
The City of Saline	The Salvation Army	Adams Advertising
Washtenaw County	Tech Town Detroit	Ann Arbor City Club
Zingerman's Delicatessen	Yankee Air Museum	Ann Arbor Racquet Club
TCK Bank	Evangelical Homes of Michigan	Touchstone Co-Housing
Fifth Third Bank	Glacier Hills	Sunward Co-Housing
Girl Scouts of America	Saline District Library	Great Oak Co-Housing
MEDHUB	Ozone House	Ypsilanti Fire Museum
The Ark	The University of Michigan Hospital	Friends For Animals Metro Detroit
Racquet Up Detroit	Chelsea Hospital	Aubree's Restaurants
The Bridge Chiropractic	Plymouth Housing Commission	Ruth Chris Restaurants
Recycle Ann Arbor	Plymouth Orthodontics	Vera and Joseph Dresner Foundation
Ichiban Restaurants	Smoothie King	

MUNICIPAL – FIRE HALLS:

MUNICIPAL - FIRE HALLS

- Scio Fire Station



Project Features:

- Scio Township Police and Fire Station – Addition
- 9,000 SF Pre-Engineered
- Training Facilities
- Decontamination Station
- 3 Bay Apparatus
- Emergency Management Communications Center
- Low VOC Content
- Waste Management



MUNICIPAL - FIRE HALLS

- Webster Station



Project Features:

- Webster Fire Station
- 8,000 SF Pre-Engineered
- Training Facilities
- Decontamination Station
- 2 Bay Apparatus
- Emergency Management Communications Center
- Low VOC Content
- Waste Management



MUNICIPAL - FIRE HALLS

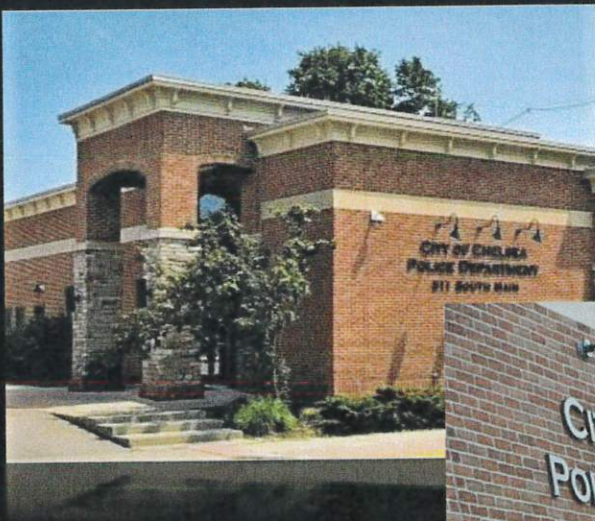
- Original Scio Fire Station, Ash Township, Chelsea Fire Renovations



AREA MUNICIPALITIES – FIRE / POLICE / CITY SERVICES / COUNTY SERVICES:

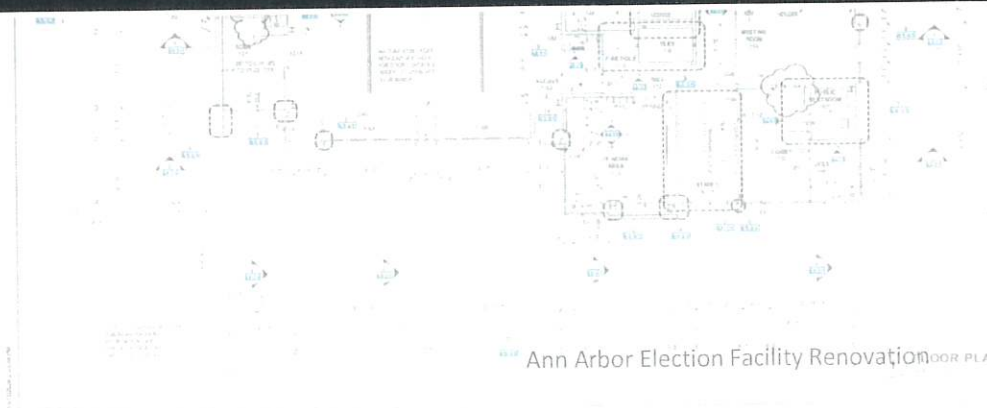
MUNICIPAL - POLICE HEADQUARTERS - FIRE HALLS

- Chelsea Police Headquarters



Project Features:

- Chelsea Police Department
- 14,000 SF Design Build Police Headquarters
- City Council Chambers
- Detention Center
- Law Enforcement Training Center
- Low VOC Content
- Waste Management



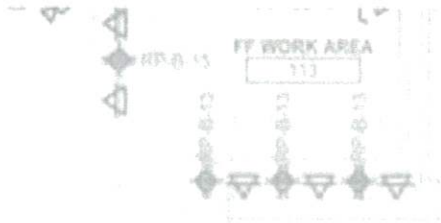
MUNICIPAL - ROAD COMMISSION SERVICE CENTER

- The Washtenaw County Road Commission Eastside Service Center



Project Features:

- 32,300 SF New Service Facility For the Washtenaw County Road Commission
- New Mechanics Bay w/Heated Floors
- Overhead Electric Crane
- Multi Truck Fueling Station
- Vactor Dump and DEF Station
- 10,400SF Enclosed Salt Storage
- Offices & Meeting Area
- Storm Water Control
- Day Lighting & Low VOC



MUNICIPAL - ROAD COMMISSION HEADQUARTERS

Project Features:

- The Washtenaw County Road Commission



- 27,000 SF Replacement Headquarters For the Washtenaw County Road Commission
- Council Chambers
- County Commissioners Offices & Meeting Area
- Archives & Engineering Vault
- Day Lighting & Low VOC

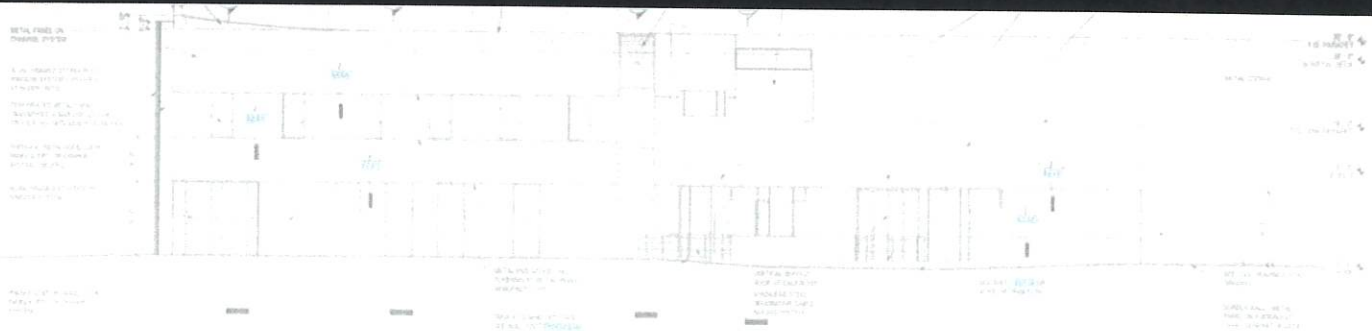


MUNICIPAL - CITY HALL & POLICE HEADQUARTERS

- Saline City Hall and Police Headquarters

Project Features:

- 42,000 SF Replacement of
- Existing City Hall
- Council Chambers
- County Commissioners
- Offices & Meeting Area
- Detention Area, Armory
- Day Lighting & Low VOC



SUSTAINABLE – NET ZERO – GEOTHERMAL - SOLAR

MUNICIPAL - EDUCATION AND RECREATION

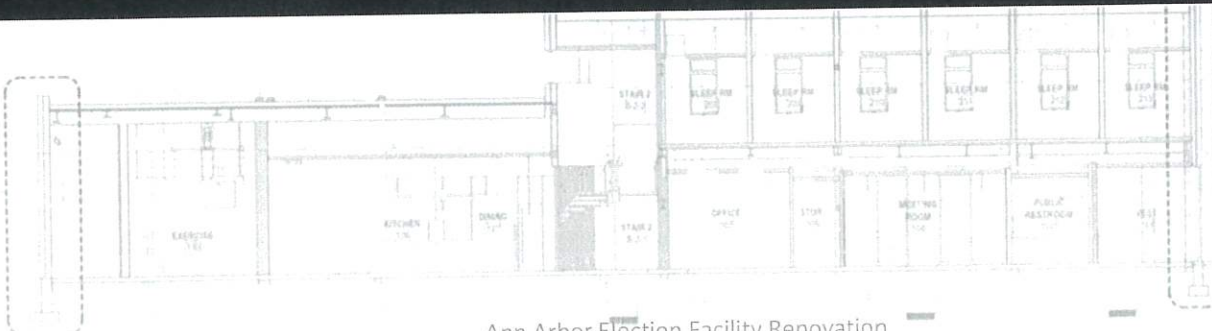
- Washtenaw County Parks and Recreation – Stabler Park Farm 'Blackbird Lodge'

Project Features:

- 7,900 SF Folk Art Center
- Televised Teaching Kitchen
- Sips Insulated Panels
- Timber Framed Construction
- Accoya Siding, Metal Roofing, Knight Wall Insulation System



NET ZERO PROJECT



NON-PROFIT - ANIMAL SHELTER

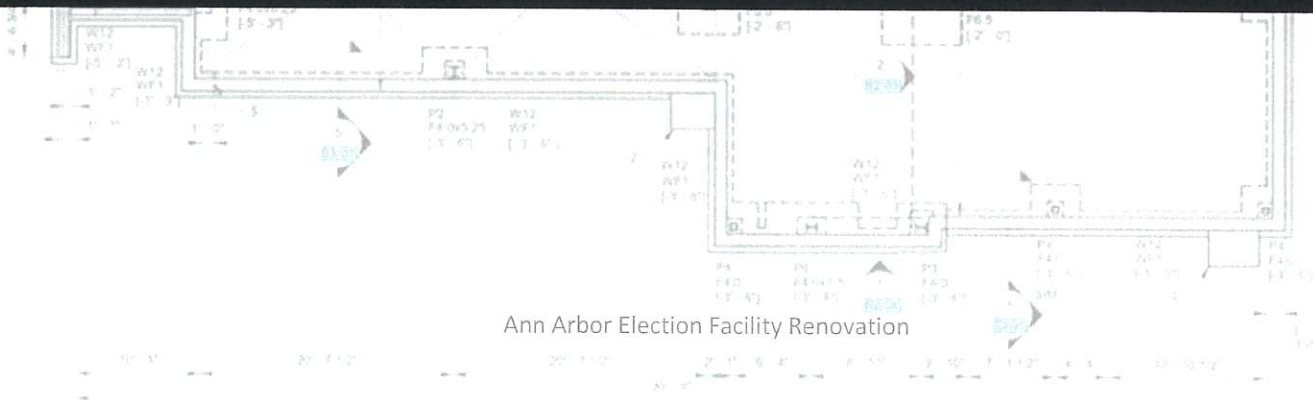
- Humane Society of Huron Valley



Project Features:

- 35,000 SF New Humane Society
- Geothermal Heating & Cooling System
- Sustainable Construction Materials
- Surgical Suite, Exam & Administrative Offices
- Kitten Condos & Over 65 Kennels & Cages

GEO THERMAL - SUSTAINABLE CONSTRUCTION



Ann Arbor Election Facility Renovation

NON-PROFIT – CRISIS AND SHELTER

• OZONE HOUSE

Project Features:



- 19,000 SF New Crisis Center and Counseling Center
- Solar Panels and Sustainable Construction Materials
- New Offices, Counseling Center Overnight Stay Shelter w / Kitchen and Gathering Area, Education and Physical Activities
- Standby Power Generation
- Local Washtenaw County Non-Profit Organization
- WCA-Pyramid Award Winner

ROOF TOP SOLAR – SUSTAINABLE CONSTRUCTION



NON-PROFIT – ATHLETIC AND EDUCATION

- Racquet Up Detroit



Project Features:

- 19,500 SF Training and Education Center
- (8) Squash Courts
- Learning Center and Facilities
- Non- Profit Office Operations
- Complete Site Development
- Sustainable Construction
- Waste Management
- Local City of Detroit Non-Profit Organization

SUSTAINABLE CONSTRUCTION

COMMERCIAL - RETAIL

- 2275 Stadium Boulevard

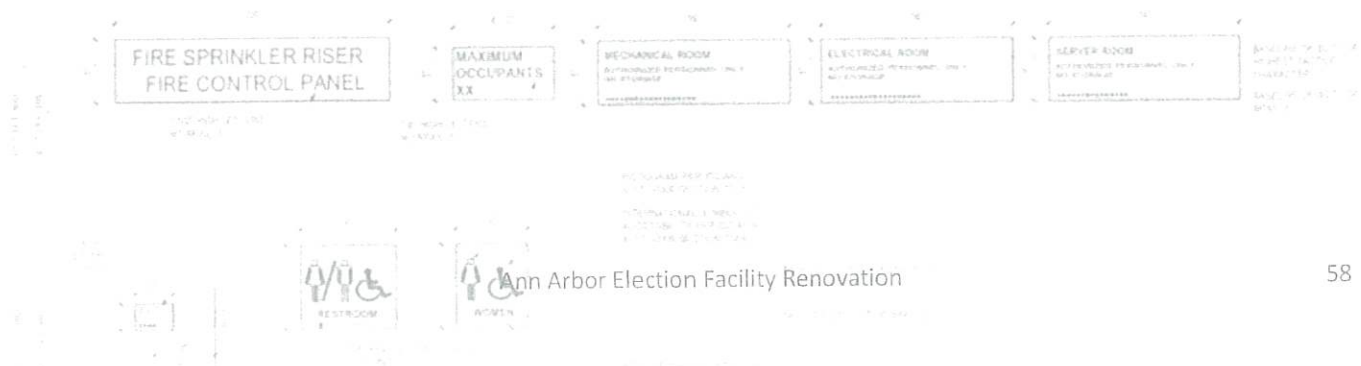


Project Features:

- 21,000 SF, Two Story Steel
- Sustainable Construction
- Waste Management
- Steel Siding w/ Rain Screen
- Ornamental Railings and Stainless
- Recycled Content
- Energy Star Rated Systems
- Low VOC Content
- Underground Storm Water System

SUSTAINABLE CONSTRUCTION

CODE REQUIRED SIGNAGE

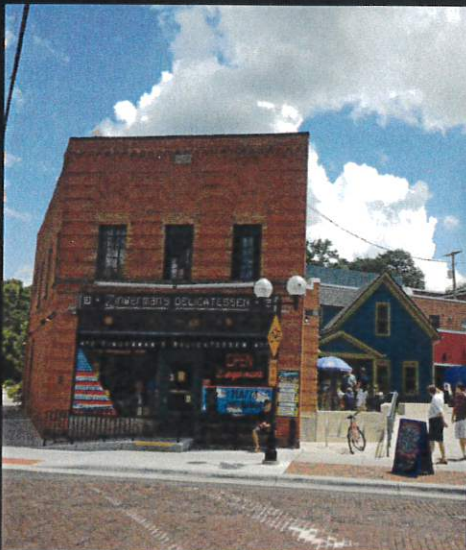


SUSTAINABILITY & HISTORIC PRESERVATION

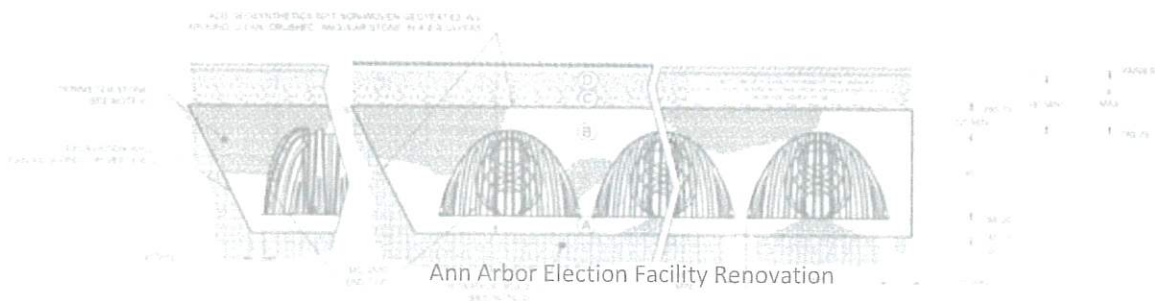
- LEED Certified Gold: Zingerman's Delicatessen

Project Features:

- Low VOC Content
- FSC Lumber
- Recycled Content
- Waste Management
- Air Quality Management
- Local Material Content
- Alternative Transportation
- Optimize Energy Performance

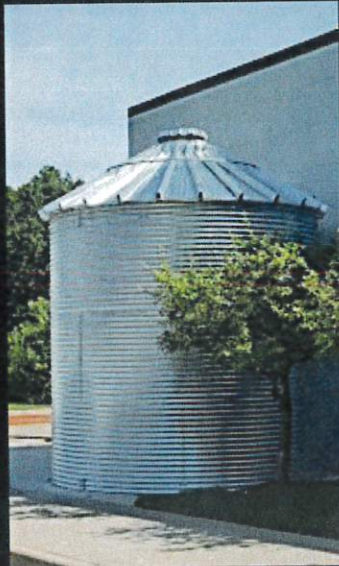


SUSTAINABLE CONSTRUCTION



SUSTAINABILITY

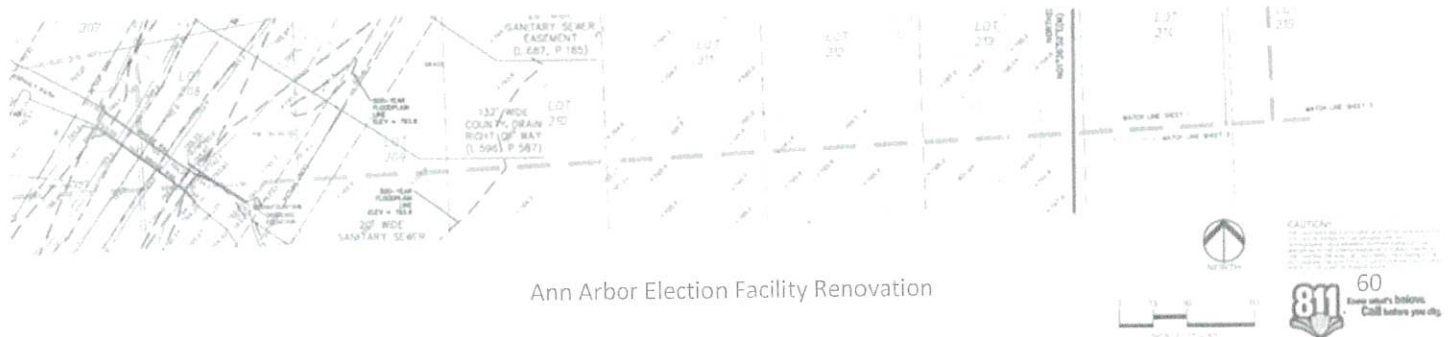
- LEED Certified Gold: Green Hills School
11th Grade Addition



Project Features:

- Green Roof
- FSC Laminated Beams
- Recycled Content
- Geothermal Heating & Cooling System
- Rain Water Collection
- Harvested On Site Wood
- Construction IAQ Management
- Low VOC

GEO THERMAL – SUSTAINABLE CONSTRUCTION



RESIDENTIAL - LOW-RISE - MULTIFAMILY

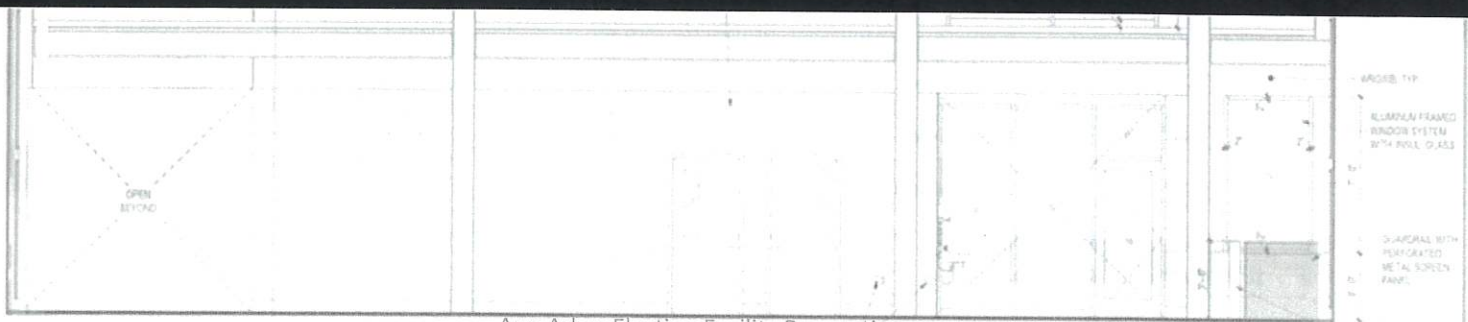
- Hilltop View Apartments



Project Features:

- 24 Unit MSHDA Affordable Housing, Section 3
- Community Center Building
- Low VOC Content
- Waste Management
- Energy Star Rated Products
- Sustainable Construction
- Alternative Transportation

NET – ZERO 4 BUILDINGS



Ann Arbor Election Facility Renovation



Phoenix Contractors, Inc. uses PROCORE Technology to maintain critical record keeping and documentation of the project. This system will also include jobsite daily logs and reports as well as RFI's, photographs, submittals and other critical documents for the project. Access of this system is granted to the Construction Project Team, Owner Representatives, Design Team and Subcontractors. We include an internal check and balance between project management, accounting and project supervision. All information project wise will be central to project managements oversight and communicated through all parties of project operations. This system is very powerful and useful and is used by Phoenix Contractors, Inc. with great success in all projects.

EXAMPLE 1: Current Drawing Display

PROCORE®

◀ ▶
A-3: Overall Floor Plans ▾
Rev. 1 (10/11/23) - TGV Drawings ▾
Download
QR Code
Markup
Filter
Info
Search
Activity





EXAMPLE 3. Snapshot of current project submittal distribution

Phoenix Contractors 4226 ~ Project Tools Submittals Search Project Cmd K Favorites Apps Select an App ? [User Avatar]

Submittals > TGV- Submittal S-18 Bldg B: Floor Trusses

✓ Workflow is complete
All required approvers and/or submitters have responded, and all workflow steps are complete.

Submittal Distributed
on Mon Sep 9, 2024 at 9:25 AM EDT

Submittal #S-18 Bldg B Revision 0: TGV- Submittal S-18 Bldg B: Floor Trusses Redistribute Export Edit ⋮

[General](#) [Related Items \(0\)](#) [Emails \(0\)](#) [Change History \(17\)](#)

▼ Distribution Summary

From
Kayla Autrey (Phoenix Contractors)

To
[Redacted] (Cornerstone Design Inc.)
[Redacted] (Mans Lumber & Millwork)
Mark Hiser (Phoenix Contractors)
Tina Bateman (Phoenix Contractors)
Chris Love (Phoenix Contractors)
Show More

Message
TGV- Reviewed Submittal S-18 Bldg B: Floor Trusses: Revise & Resubmit.

Attachments
TGV- Reviewed Submittal S-18Bldg B.pdf

General Information
Description
TGV- Submittal S-18 Bldg B: Floor Trusses

Attachments
[TGV- Submittal S-18Bldg B.pdf](#)

Workflow Responses

Revise and Resubmit



Comments
[Redacted comment box]
Show More

Attachments
--

Terms of Service Privacy Policy POWERED BY PROCORE



EXAMPLE 4. Snap shot of current project submittal log




Phoenix Contractors
4226 -

Project Tools
Submittals

Cmd K

★ Favorites

Apps
Select an App

Submittals

Export
Reports
Create



























Easily create individual submittals or generate them from specifications, and then store and track all steps of the submittal process.

Items
Packages
Spec Sections
Ball In Court
Recycle Bin

Add Filter

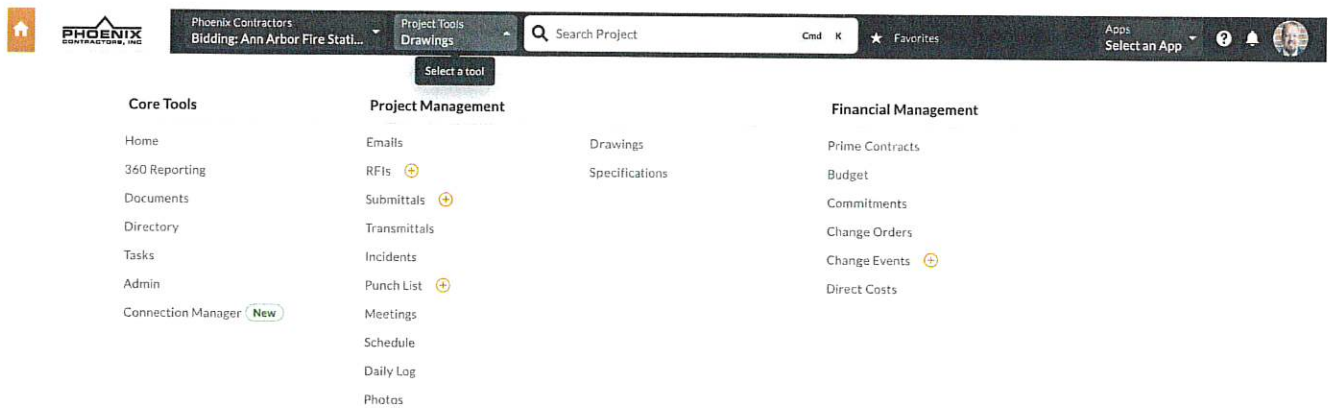
Bulk Actions

1-120 of 120
Page: 1

	Spec ...	#	Rev.	Title	Type	Status	Responsible C...	Submit By	Received From	
<input type="checkbox"/>				Storm Wat...		0	Approved Storm Water Syste...	Clos...	Select a Date	 
<input type="checkbox"/>				S-19 Bldg G	Document	0	TGV- Submittal S-19 Bldg G Fl...	Clos...	Mans Lumber & Mill... Select a Date	 
<input type="checkbox"/>				S-18 Bldg B	Document	0	TGV- Submittal S-18 Bldg B: F...	Clos...	Mans Lumber & Mill... Select a Date	 
<input type="checkbox"/>				S-17 Bldg D	Document	0	TGV Submittal S-17 Bldg D: E...	Clos...	Mans Lumber & Mill... Select a Date	 
<input type="checkbox"/>				S-16 Bldg A	Document	0	TGV Submittal S-16: Engineer...	Clos...	Mans Lumber & Mill... Select a Date	 
<input type="checkbox"/>				S-15 Bldg C	Document	0	TGV Submittal S-15: Floor & R...	Clos...	Mans Lumber & Mill... Select a Date	 
<input type="checkbox"/>				S-14 Bldg E	Document	1	TGV Revised Submittal S-14.1...	Clos...	Mans Lumber & Mill... Select a Date	 
<input type="checkbox"/>				S-14 Bldg E	Document	0	TGV- Submittal S-14: Roof Tr...	Clos...	Mans Lumber & Mill... Select a Date	 
<input type="checkbox"/>				S-13 Bldg B	Document	0	TGV- Submittal S-13 Bldg B: R...	Clos...	Mans Lumber & Mill... Select a Date	 
<input type="checkbox"/>				S-13.1 Bldg B	Document	0	TGV Revised Submittal S-13.1 ...	Clos...	Mans Lumber & Mill... Select a Date	 
<input type="checkbox"/>				S-12 Bldg G	Document	2	TGV Revised Submittal: S-12...	Clos...	Mans Lumber & Mill... Select a Date	 
<input type="checkbox"/>				S-12 Bldg G	Document	0	TGV Submittal S-12 Bldg: G: S...	Clos...	Mans Lumber & Mill... Select a Date	 
<input type="checkbox"/>				S-12 Bldg G	Document	1	TGV- Revised Submittal S-12...	Clos...	Mans Lumber & Mill... Select a Date	 



EXAMPLE 5. Snap shot of project home screen and file locations





EXAMPLE 6. Snapshot of Daily Log



Phoenix Contractors
2300 Bishop Cir E
Dexter, Michigan 48130
P: 7344879640
F: 7344871252

Project: 4403 -

Ypsilanti Township, Michigan

Daily Log: Wednesday 10/23/2024



Daily Log Completed

The Daily Log was completed by Kevin on Fri, Oct 25, 2024 at 07:27 AM EDT.

WEATHER REPORT

Temperature			Precipitation Since			Humidity			Windspeed			
Low	High	Avg	Midnight	2 Days Ago	3 Days Ago	Low	Avg	High	Dew	Avg	Max	Gust
49°F	66°F	60°F	0.01 in.	0.01 in.	0.01 in.	41%	60%	77%	46°F	11.0 mph	17 mph	36 mph

DAILY SNAPSHOT

06:00 AM	09:00 AM	12:00 PM	03:00 PM	06:00 PM	09:00 PM
Clear 58°F	Clear 57°F	Clear 64°F	Partly Cloudy 67°F	Partly Cloudy 63°F	Partly Cloudy 54°F

OBSERVED WEATHER CONDITIONS

No.	Time Observed	Weather Delay	Sky	Temp	Average	Precipitation	Wind	Ground/Sea	Calamity
1	07:10:00 AM	No							

MANPOWER LOG

8 Workers | 68.0 Man Hours

No.	Contact/Company	Workers	# Hours	Man Hours	Location
1	Excavating, Inc.	4	8.0	32.0	
Comments: 2" water service installed from stop box into building					
2	Painting	2	10.0	20.0	
Comments: Spray walls in community room					
3	Plumbing & Heating	2	8.0	16.0	
Comments: Install hand sinks in kitchen and pantry					
		8		68.0	





**ANN ARBOR ELECTION FACILITY RENOVATION
CONTRACTOR'S STATEMENT OF QUALIFICATIONS**

**PHOENIX CONTRACTORS, INC.
2300 BISHOP CIRCLE EAST
DEXTER, MI 48130**

MHISER@PHOENIXCO.BIZ

0-734-487-9640

C-734-320-1056

JHISER@PHOENIXCO.BIZ

0-734-487-9640

C-734-660-4749



E. Schedule of Pricing/Cost – 20 Points

Company: Phoenix Contractors, Inc.

Base Bid –

For the entire work outlined in these documents for RFP# 25-30 – Election Center Renovation, complete as specified, using equipment and materials only of the type and manufacturers where specifically named.

Two Million Six hundred Seventy Nine thousand, (\$ 2,679,522.00)
Five hundred and twenty two dollars.

Additions, Exclusions, Qualifications

- ★ Door security I.T. Key fob system-credential reader by owner Provided Security-supplier.
- ★ If Aero barrier Seal is requested, Please add \$60,822 to base bid cost.
- ★ Restripe Parking lot at EV Charger location only
- ★ Asbestos Testing/Report/Removal by owner.
- ★ Display/Monitor Screens Provided by owner.
- ★ Internet service/Subscription fees for E.V. ChargePoint charger by owner.
- ★ Flooring adhesive removal included, If this is not required, deduct: (\$18,100)

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.

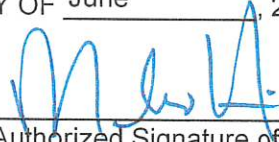
If this Bid is accepted by the City and the Bidder fails to contract and furnish the required Bonds and insurance documentation within 10 days after being notified of the acceptance of this Bid, then the Bidder shall be considered to have abandoned the Contract and the certified check or Bid Bond accompanying 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 27th DAY OF June, 2025.

Phoenix Contractors, Inc.
Bidder's Name


Authorized Signature of Bidder

2300 Bishop Circle East, Dexter, MI 48130
Official Address

Mark W. Hiser
(Print Name of Signer Above)

734-487-9640
Telephone Number

phoenix@phoenixco.biz
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 Mark W. Hiser, bearing the office title
of President, whose signature is affixed to this Bid, is authorized to execute contracts.

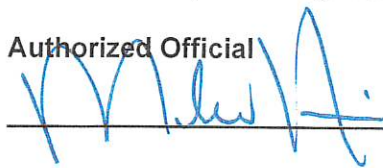
NOTE: If not incorporated in Michigan, please attach the corporation's Certificate of Authority

~~* 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 June 27th, 2025

(Print) Name Mark W. Hiser Title President

Company:
Phoenix Contractors, Inc.

Address:
2300 Bishop Circle East, Dexter, MI 48130

Contact Phone (734-487-9640) Fax (734-487-1252)

Email phoenix@phoenixco.biz

ATTACHMENT D
PREVAILING WAGE DECLARATION OF COMPLIANCE

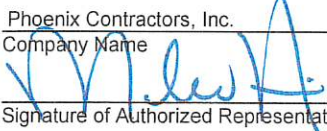
The "wage and employment requirements" of Section 1:320 of Chapter 14 of Title I of the Ann Arbor City Code mandates that the city not enter any contract, understanding or other arrangement for a public improvement for or on behalf of the city unless the contract provides that all craftsmen, mechanics 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.

Phoenix Contractors, Inc.
Company Name

Signature of Authorized Representative
Date June 27, 2025

Mark W. Hiser, President
Print Name and Title
2300 Bishop Circle East, Dexter, MI 48130
Address, City, State, Zip
734- 487-9640
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 \$17.08/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 \$19.04/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.

Phoenix Contractors, Inc.

Company Name

Signature of Authorized Representative

June 27, 2025

Date

Mark W. Hiser, President

Print Name and Title

2300 Bishop Circle East

Street Address

Dexter, MI 48130

City, State, Zip

734-487-9640 phoenix@phoenixco.biz

Phone/Email address



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)

*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.

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:		
Phoenix Contractors, Inc.	734- 487-9640	
Vendor Name	Vendor Phone Number	
	6/27/25	Mark W. Hiser
Signature of Vendor Authorized Representative	Date	Printed Name of Vendor Authorized Representative

Questions about this form? Contact Procurement Office City of Ann Arbor Phone: 734/794-6500, procurement@a2gov.org

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

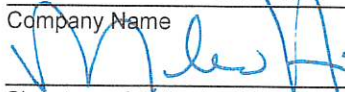
The Contractor agrees:

- (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.

Phoenix Contractors, Inc.

Company Name



June 27, 2025

Signature of Authorized Representative

Date

Mark W. Hiser, President

Print Name and Title

2300 Bishop Circle East, Dexter, MI 48130

Address, City, State, Zip

734- 487-9640 / phoenix@phoenixco.biz

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

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)
PHX Construction, Inc. d/b/a Phoenix
Contractors, Inc.

2300 Bishop Circle East
Dexter, MI 48130

OWNER:

(Name, legal status and address)

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

BOND AMOUNT: *FIVE PERCENT OF AMOUNT BID*****

PROJECT:

(Name, location or address, and Project number, if any)
Election Center Renovations, RFP#25-30/DSD #24-1301.00

SURETY:

(Name, legal status and principal place
of business)

SiriusPoint America Insurance Company
1 World Trade Center, 285 Fulton Street, 47th Floor, Suite 475
New York, NY 10007

This document has important legal
consequences. Consultation with
an attorney is encouraged with
respect to its completion or
modification.

Any singular reference to
Contractor, Surety, Owner or
other party shall be considered
plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner 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. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 27th day of

June 2025

PHX Construction, Inc. d/b/a Phoenix Contractors, Inc.

(Witness)

(Principal)

(Seal)

(Title)

MARK W. FISER, PRESIDENT

SiriusPoint America Insurance Company

(Surety)

(Seal)

(Title) Thomas O. Chambers, Attorney-in-Fact

Init.

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061110

**POWER OF ATTORNEY
SIRIUSPOINT AMERICA INSURANCE COMPANY
NEW YORK**

SHOFRA01_0523

KNOW ALL MEN BY THESE PRESENTS That SiriusPoint America Insurance Company (the "Company"), a New York corporation, having its principal office in the City of New York, pursuant to the following Resolution, which was adopted on August 27, 2024 by Unanimous Written Consent of the Board of the Directors of the Company, to wit:

RESOLVED, that the President, Senior Vice President, Chief Financial Officer, Secretary or the Assistant Secretary is hereby authorized to execute Powers of Attorney appointing as attorneys-in-fact selected employees of certain surety companies who shall have the power for and on behalf of the Company to execute and affix the seal of the Company to surety contracts as co-surety.

Does hereby nominate, constitute and appoint:

Thomas O. Chambers, Todd Schaap

Its true and lawful agent and attorney-in-fact, to make, execute, seal and deliver for and on its behalf, and its act and deed any and all bonds, contracts, agreements of indemnity and other undertakings in suretyship (NOT INCLUDING bonds without a fixed penalty or financial guarantee) and to bind the Company thereby as fully and to the same extent as of same were signed by the duly authorized officers of the Company, provided, however, that the penal sum of any one such instrument executed hereunder shall not exceed the sum of:

\$62,687,000 single bond limit

All acts of said attorneys-in-fact pursuant to the authorities herein given are hereby ratified and confirmed. The President, Senior Vice President, Chief Financial Officer, Secretary or Assistant Secretary may from time to time and at any time remove such appointee and remove the power given to him or her.

The execution of such bonds or undertakings in pursuance of these presents, within one year of the date of these present, shall be binding under said Company, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its office in New York, New York, in their own proper persons.

IN WITNESS WHEREOF, SiriusPoint America Insurance Company has caused its corporate seal to be hereunto affixed and these presents to be signed by its President this tenth day of October, 2024.

SiriusPoint America Insurance Company



State of New York
County of New York


Paul Mihulka
President

On this tenth day of October 2024, before me a Notary Public of the State of New York, in and for the County of New York, duly commissioned and qualified, came Paul Mihulka, President, of SiriusPoint America Insurance Company, to me personally known to be the individual and officer described in, and who executed the preceding instrument, and acknowledged the execution of the same, and being by me duly sworn, deposed and said that he is the officer of the said Company aforesaid, and that the seal affixed to the preceding instrument is the Corporate Seal of said Company, and the said Corporate seal and his signature as officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Company, referred to in the preceding instrument is now in force.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal



STATE OF New York
COUNTY OF New York


Notary Public
My Commission expires Dec. 5, 2026

I, Paul Mihulka, President of SiriusPoint America Insurance Company, a New York corporation, do hereby certify that the above and foregoing is a full, true and correct copy of Power of Attorney, is still in full force and effect and has not been revoked.

IN WITNESS WHEREOF, I have hereunto set my hand, and affixed the Seal of said Company, on the 27th day of June, 2025




Paul Mihulka
President

STATE OF WISCONSIN)

COUNTY OF **Racine**)

ON THIS 27th day of June, 2025,
before me, a notary public, within and for said County and State, personally appeared ____
Thomas O. Chambers to me personally known, who being duly sworn,
upon oath did say that he is the Attorney-in-Fact of and for the _____
SiriusPoint America Insurance Company, a corporation
of New York, created, organized and existing under and
by virtue of the laws of the State of New York; that the corporate seal
affixed to the foregoing within instrument is the seal of the said Company; that the seal
was affixed and the said instrument was executed by authority of its Board of Directors;
and the said Thomas O. Chambers did acknowledge that he/she
executed the said instrument as the free act and deed of said Company.



Marlo Cripple

Notary Public, **Racine** County, Wisconsin
My Commission Expires **6/13/2028**

