

**CITY OF ANN ARBOR  
INVITATION TO BID**



**Compost Pad Replacement**

**ITB No. 4699**

**Due Date: November 30, 2021 by 10:00 AM (Local Time)**

Public Services Area  
Public Works Unit

Issued By:

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

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- City of Ann Arbor Prevailing Wage Declaration Form*
- City of Ann Arbor Living Wage Forms*
- City of Ann Arbor Vendor Conflict of Interest Disclosure Form*
- City of Ann Arbor Non-Discrimination Ordinance Declaration Form and Notice*

## NOTICE OF MANDATORY PRE-BID CONFERENCE



A **mandatory** pre-bid conference for this project will be held **November 16, 2021 at 10:00 AM (local time)** at the **City of Ann Arbor Compost Facility, 4170 Platt Road, Ann Arbor, MI 48108**, location map above. **Failure to attend the meeting and sign the ITB No. 4699 sign-in sheet at the pre-bid meeting will automatically disqualify a bidder from submitting a valid bid.** Any bid submitted by a party not attending and signing the roster at the pre-bid meeting will not be opened or considered. Administrative and technical questions regarding this project will be answered at this time. The pre-bid meeting is for information only. Any answers furnished will not be official until verified in writing by the Financial Service Area, Procurement Unit. Answers that change or substantially clarify the bid will be affirmed in an addendum.

The City's COVID-19 safety protocols (masking, distancing, etc.) on this date will be followed for attendees of the mandatory pre-bid conference.

# INSTRUCTIONS TO BIDDERS

## General

Work to be done under this Contract is generally described through the detailed specifications and must be completed fully in accordance with the contract documents. All work to be done under this Contract is located in or near the City of Ann Arbor.

Any Bid which does not conform fully to these instructions may be rejected.

## Preparation of Bids

Bids should be prepared providing a straight-forward, concise description of the Bidder's ability to meet the requirements of the ITB. Bids shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed and dated in ink by the person signing the Bid.

Bids must be submitted on the "Bid Forms" provided with each blank properly filled in. If forms are not fully completed it may disqualify the bid. No alternative bid will be considered unless alternative bids are specifically requested. If alternatives are requested, any deviation from the specification must be fully described, in detail on the "Alternate" section of Bid form.

Each person signing the Bid certifies that he/she is the person in the Bidder's firm/organization responsible for the decision as to the fees being offered in the Bid and has not and will not participated in any action contrary to the terms of this provision.

## Questions or Clarifications / Designated City Contacts

All questions regarding this ITB shall be submitted via email. Emailed questions and inquires will be accepted from any and all prospective Bidders in accordance with the terms and conditions of the ITB.

All questions shall be due on or before **November 17, 2021 by 1:00 p.m. (local time)** and should be addressed as follows:

Specification/Scope of Work questions emailed to [rhoeft@a2gov.org](mailto:rhoeft@a2gov.org)  
Bid Process and Compliance questions emailed to [cspencer@a2gov.org](mailto:cspencer@a2gov.org)

Any error, omissions or discrepancies in the specification discovered by a prospective contractor and/or service provider shall be brought to the attention of Colin Spencer at [cspencer@a2gov.org](mailto:cspencer@a2gov.org) after discovery as possible. Further, the contractor and/or service provide shall not be allowed to take advantage of errors, omissions or discrepancies in the specifications.

## Addenda

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

Each Bidder must in its Bid, to avoid any miscommunications, acknowledge all addenda which it has received; but the failure of a Bidder to receive, or acknowledge receipt of; any addenda shall not relieve the Bidder of the responsibility for complying with the terms thereof.

The City will not be bound by oral responses to inquiries or written responses other than written addenda.

## Bid Submission

All Bids are due and must be delivered to the City of Ann Arbor Procurement Unit on or before **November 30, 2021 by 10:00 a.m. (local time)**. Bids submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile **will not** be considered or accepted.

**Each Bidder must submit one (1) original Bid and (1) Bid copies in a sealed envelope clearly marked: ITB No. 4699 - Compost Pad Replacement.**

**Bids must be addressed and delivered to:**

City of Ann Arbor  
Procurement Unit,  
c/o Customer Services, 1<sup>st</sup> Floor  
301 East Huron Street  
Ann Arbor, MI 48104

All Bids received on or before the Due Date will be publicly opened and recorded immediately. No immediate decisions are rendered.

**The following forms provided within this ITB Document should be included in submitted bids.**

- **City of Ann Arbor Prevailing Wage Declaration of Compliance**
- **City of Ann Arbor Living Wage Ordinance Declaration of Compliance**
- **Vendor Conflict of Interest Disclosure Form**
- **City of Ann Arbor Non-Discrimination Ordinance Declaration of Compliance**

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

Hand delivered bids may be dropped off in the Purchasing drop box located in the Ann Street (north) vestibule/entrance of City Hall which is accessible to the public at all hours. The City will not be liable to any Bidder for any unforeseen circumstances, delivery or postal delays. Postmarking to the Due Date will not substitute for receipt of the Bid. Each Bidder is responsible for submission of their Bid.

Additional time for submission of bids past the stated due date and time will not be granted to a single Bidder; however, additional time may be granted to all Bidders when the City determines in its sole discretion that circumstances warrant it.

## Award

The City intends to award a Contract(s) to the lowest responsible Bidder(s). On multi-divisional contracts, separate divisions may be awarded to separate Bidders. The City may also utilize alternatives offered in the Bid Forms, if any, to determine the lowest responsible Bidder on each division, and award multiple divisions to a single Bidder, so that the lowest total cost is achieved for the City. For unit price bids, the Contract will be awarded based upon the unit prices and the lump sum prices stated by the bidder for the work items specified in the bid documents, with

consideration given to any alternates selected by the City. If the City determines that the unit price for any item is materially different for the work item bid than either other bidders or the general market, the City, in its sole discretion, in addition to any other right it may have, may reject the bid as not responsible or non-conforming.

The acceptability of major subcontractors will be considered in determining if a Bidder is responsible. In comparing Bids, the City will give consideration to alternate Bids for items listed in the bid forms. All key staff and subcontractors are subject to the approval by the City.

## Official Documents

The City of Ann Arbor officially distributes bid documents from the Procurement Unit or through the Michigan Intergovernmental Trade Network (MITN). Copies of the bid documents obtained from any other source are not Official copies. Addenda and other bid information will only be posted to these official distribution sites. If you obtained City of Ann Arbor Bid documents from other sources, it is recommended that you register on [www.MITN.info](http://www.MITN.info) and obtain an official Bid. Bidders do not need to be shown on the plan holders list provided by MITN to be considered an official plan holder.

## Bid Security

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

## Withdrawal of Bids

After the time of opening, no Bid may be withdrawn for the period of one-hundred and twenty (120) days.

## Contract Time

Time is of the essence in the performance of the work under this Contract. The available time for work under this Contract is indicated on page C-2, Article III of the Contract. If these time requirements can not be met, the Bidder must stipulate on Bid Form Section 3 - Time Alternate its schedule for performance of the work. Consideration will be given to time in evaluating bids.

## Liquidated Damages

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

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

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

## Human Rights Information

All contractors proposing to do business with the City shall satisfy the contract compliance administrative policy adopted by the City Administrator in accordance with the Section 9:158 of the Ann Arbor City Code. Breach of the obligation not to discriminate as outlined in Section 5, beginning at page GC-2 shall be a material breach of the contract. Contractors are required to post a copy of Ann Arbor's Non-Discrimination Ordinance attached at all work locations where its employees provide services under a contract with the City.

## Wage Requirements

Section 4, beginning at page GC-1, outlines the requirements for payment of prevailing wages and for payment of a "living wage" to employees providing service to the City under this contract. The successful bidder and its subcontractors must comply with all applicable requirements and provide proof of compliance.

Pursuant to Resolution R-16-469 all public improvement contractors are subject to prevailing wage and will be required to provide to the City payroll records sufficient to demonstrate compliance with the prevailing wage requirements. Use of the Sample Certified Payroll form provided in the Appendix section or a City-approved equivalent will be required along with wage rate interviews.

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

**For the purposes of this ITB the Construction Type of Heavy will apply.**

## Conflict Of Interest Disclosure

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

## Major Subcontractors

The Bidder shall identify on Bid Form Section 4 each major subcontractor it expects to engage for this Contract if the work to be subcontracted is 15% or more of the bid sum or over \$50,000, whichever is less. The Bidder also shall identify the work to be subcontracted to each major subcontractor. The Bidder shall not change or replace a subcontractor without approval by the City.

## Debarment

Submission of a Bid in response to this ITB is certification that the Bidder is not currently debarred,

suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal departments or agency. Submission is also agreement that the City will be notified of any changes in this status.

## Disclosures

After bids are opened, all information in a submitter's bid is subjected to disclosure under the provisions of Michigan Public Act No. 442 of 1976, as amended (MCL 15.231 et seq.) known as the "Freedom of Information Act." The Freedom of Information Act also provides for the complete disclosure of contracts and attachments thereto except where specifically exempted.

## Bid Protest

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

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

## Cost Liability

The City of Ann Arbor assumes no responsibility or liability for costs incurred by the Bidder prior to the execution of a contract with the City. By submitting a bid, a bidder agrees to bear all costs incurred or related to the preparation, submission and selection process for the bid.

## Reservation of Rights

The City of Ann Arbor reserves the right to accept any bid or alternative bid proposed in whole or in part, to reject any or all bids or alternatives bids in whole or in part and to waive irregularity and/or informalities in any bid and to make the award in any manner deemed in the best interest of the City.

## Idlefree Ordinance

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

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

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

In addition, generators and other internal combustion engines are covered

- (1) Excluding Motor Vehicle engines, no internal combustion engine shall be operated except

when it is providing power or electrical energy to equipment or a tool that is actively in use.

## **Environmental Commitment**

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

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

## INVITATION TO BID

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, Instructions to Bidders, 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 \_\_\_\_\_, 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 \_\_\_\_\_ DAY OF \_\_\_\_\_, 202\_.

\_\_\_\_\_  
Bidder's Name

\_\_\_\_\_  
Authorized Signature of Bidder

\_\_\_\_\_  
Official Address

\_\_\_\_\_  
(Print Name of Signer Above)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address for Award Notice

**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 \_\_\_\_\_, for whom \_\_\_\_\_, bearing the office title of \_\_\_\_\_, 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** \_\_\_\_\_, 202\_

(Print) Name \_\_\_\_\_ Title \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Email \_\_\_\_\_

# BID FORM

## Section 1 – Schedule of Prices

Company: \_\_\_\_\_

Project: **Compost Pad Replacement**

### Unit Price Bid –

| Item | Description                                | Unit | Est. Qty | Unit Price | Extended Price |
|------|--|------|----------|------------|----------------|
| 1    | General Conditions, Max \$10,000           | LS   | 1        | \$         | \$             |
| 2    | Certified Payroll Compliance and Reporting | LS   | 1        | \$         | \$             |
| 3    | Mobilization                               | LS   | 1        | \$         | \$             |
| 4    | Minor Traffic Control, Max \$5,000         | LS   | 1        | \$         | \$             |
| 5    | Erosion Control, Silt Fence                | Ft   | 500      | \$         | \$             |
| 6    | Slope Restoration                          | Syd  | 3,125    | \$         | \$             |
| 7    | Machine Grading, Surface Area Preparation  | Syd  | 30,190   | \$         | \$             |
| 8    | Maintenance Gravel, 21AA +/- 2-inch        | Ton  | 5,500    | \$         | \$             |
| 9    | 1"x3" Limestone, As Needed                 | Ton  | 1,500    | \$         | \$             |
| 10   | Machine Grading, Special                   | Syd  | 30,190   | \$         | \$             |
| 11   | Machine Grading, Drainage                  | Syd  | 4,005    | \$         | \$             |
|      |  |      |          | Total Bid  | \$             |

# BID FORM

## Section 2 – Material, Equipment and Environmental Alternates

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

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

If an environmental alternative is bid the City strongly encourages bidders to provide recent examples of product testing and previous successful use for the City to properly evaluate the environmental alternative. Testing data from independent accredited organizations are strongly preferred.

| <u>Item Number</u> | <u>Description</u> | <u>Add/Deduct Amount</u> |
|--------------------|--------------------|--------------------------|
|--------------------|--------------------|--------------------------|

If the Bidder does not suggest any material or equipment alternate, the Bidder **MUST** complete the following statement:

For the work outlined in this request for bid, the bidder does NOT propose any material or equipment alternate under the Contract.

Signature of Authorized Representative of Bidder \_\_\_\_\_ Date \_\_\_\_\_

# BID FORM

## Section 3 - Time Alternate

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

If the Bidder does not suggest any time alternate, the Bidder **MUST** complete the following statement:

For the work outlined in this request for bid, the bidder does NOT propose any time alternate under the Contract.

Signature of Authorized Representative of Bidder \_\_\_\_\_ Date \_\_\_\_\_

# BID FORM

## Section 4 - Major Subcontractors

For purposes of this Contract, a Subcontractor is anyone (other than the Contractor) who performs work (other than or in addition to the furnishing of materials, plans or equipment) at or about the construction site, directly or indirectly for or on behalf of the Contractor (and whether or not in privity of Contract with the Contractor), but shall not include any individual who furnishes merely the individual's own personal labor or services.

Contractor agrees that all subcontracts entered into by the Contractor shall contain similar wage provision to Section 4 of the General Conditions covering subcontractor's employees who perform work on this contract.

For the work outlined in these documents the Bidder expects to engage the following major subcontractors to perform the work identified:

| <u>Subcontractor (Name and Address)</u> | <u>Work</u> | <u>Amount</u> |
|---|-------------|---------------|
|---|-------------|---------------|

If the Bidder does not expect to engage any major subcontractor, the Bidder **MUST** complete the following statement:

For the work outlined in this request for bid, the bidder does NOT expect to engage any major subcontractor to perform work under the Contract.

Signature of Authorized Representative of Bidder \_\_\_\_\_ Date \_\_\_\_\_



# BID FORM

## Section 6 – Contractor Information and Responsible Contractor Criteria

*Backup documentation may be requested at the sole discretion of the City to validate all of the responses provided herein by bidders. False statements by bidders to any of the criteria provided herein will result in the bid being considered non-responsive and will not be considered for award.*

*Failure to provide responses to all questions may result in being deemed non-responsive.*

*Attach additional pages as needed if space below is insufficient.*

Pursuant to Sec 1:312(20) of the City Code which sets forth requirements of a responsible bidder, Bidder is required to submit the following:

1. Organization Name: \_\_\_\_\_

Social Security or Federal Employer I.D. #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Organization (circle one below):

Individual          Partnership          Corporation          Joint Venture          Other

If "Other" please provide details on the organization:

\_\_\_\_\_

Year organization established: \_\_\_\_\_

2. Current owners/principals/members/managing members/partners of the organization:

\_\_\_\_\_

3. Assumed Names, "doing business as" d/b/a, and/or former organization names(s), if applicable: \_\_\_\_\_

Explanation of any business name changes:

\_\_\_\_\_

**4.** If applicable, please provide a list of all bidder's litigation and arbitrations currently pending and within the past five years, including an explanation of each (parties, court/forum, legal claims, damages sought, and resolution).

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**5.** Qualifications of management and supervisory personnel to be assigned by the bidder:

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**6.** List the state and local licenses and license numbers held by the bidder:

---

**7.** Will all subcontractors, employees and other individuals working on the construction project maintain current applicable licenses required by law for all licensed occupations and professions?

Yes

No

**8.** Will contractors, subcontractors, employees, and other individuals working on the construction project be misclassified by bidder as independent contractors in violation of state or federal law?

Yes

No

**9.** Submit a statement as to what percentage of your work force resides within the City of Ann Arbor, and what percentage resides in Washtenaw County, Michigan, and the same information for any major subcontractors.

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**10.** Submit documentation as to bidder's employee pay rates (e.g., certified payroll without SSN or personal identifying information, or chart of job titles and pay rates, or other evidence).

**11.** State whether bidder provides health insurance, pension or other retirement benefits, paid leave (vacation, personal time, sick leave, etc), or other benefits to its employees, and if so, state whether each benefit is provided directly to employees, by payments or contributions to a third-party administered plan, in cash (e.g., fringe benefit portion of prevailing wages), or other manner.

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**12.** State whether bidder is an equal opportunity employer and does not discriminate in its hiring on the basis of race, sex, pregnancy, age, religion, national origin, marital status, sexual orientation or gender identity, height, weight, or disability.

Yes

No

**13.** State whether bidder has Equal Employment Opportunity Programs for minorities, women, veterans, returning citizens, and small businesses, and if so, submit supporting documentation or other evidence of such program(s).

---

**14.** Has bidder had any violations of state, federal, or local laws or regulations, including OSHA or MIOSHA violations, state or federal prevailing wage laws, wage and hour laws, worker's compensation or unemployment compensation laws, rules or regulations, issued to or against the bidder within the past five years?

Yes

No

If you answered "yes" to the question above, for each violation provide an explanation of the nature of the violation, the agency involved, a violation or reference number, any other individual(s) or party(ies) involved, and the status or outcome and resolution.

**15.** Does bidder have an existing Fitness for Duty Program (drugs and alcohol testing) of each employee working on the proposed jobsite?

Yes

No

If you answered "Yes", please submit documentation of the Fitness for Duty Program and what it entails.

**16.** Submit documents or evidence of any debarment by any federal, state or local governmental unit and/or findings of non-responsibility or non-compliance with respect to any public or private construction project performed by the bidder.

**17.** Proof of insurance, including certificates of insurance, confirming existence and amount of coverage for liability, property damage, workers compensation, and any other insurances required by the proposed contract documents.

**18.** Does bidder have an on-going MIOSHA-approved safety-training program for employees to be used on the proposed job site?

Yes

No

If bidder answered "yes" to the question above, submit documentation of your safety-training program.

**19.** Does bidder have evidence of worker's compensation Experience Modification Rating ("EMR")?

Yes

No

EMR = \_\_\_\_\_

**20.** Will bidder use masters, journeypersons and apprentices on the project?

Yes

No

If bidder answered "yes" to the question above, provide the ratio of masters and journeypersons to apprentices for this project.

Ratio: \_\_\_\_\_

If bidder answered "no" to the question above, submit documentation regarding the qualifications of each worker who may or will be assigned on the project.

If, yes, Ratio = \_\_\_\_\_

**21.** Can bidder provide documentation that it participates in a Registered Apprenticeship Program (RAP) that is registered with the United States Department of Labor Office of Apprenticeship or by a State Apprenticeship Agency recognized by the Office of Apprenticeship?

Yes

No

If bidder answered "yes" to the question above, please submit a copy of the program document(s) and evidence of its registration.

If bidder answered "no" to the question above, please provide details on how you assess the skills and qualifications of any employees who do not have master or journeyperson certification or status, or are not participants in a Registered Apprenticeship Program.

**22.** Will bidder comply with all applicable state and federal laws and visa requirements regarding the hiring of non-US citizens, and disclosure of any work visas sought or obtained by the bidder, any of the bidder's subcontractors, or any of the bidder's employees or independent contractors, in order to perform any portion of the project?

Yes

No

# SAMPLE STANDARD CONTRACT

*If a contract is awarded, the selected contractor will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. These provisions are general principles which apply to all contractors of service to the City of Ann Arbor such as the following:*

**Administrative Use Only**  
Contract Date: \_\_\_\_\_

## CONTRACT

THIS CONTRACT is between the CITY OF ANN ARBOR, a Michigan Municipal Corporation, 301 East Huron Street, Ann Arbor, Michigan 48104 ("City") and \_\_\_\_\_ ("Contractor")

\_\_\_\_\_  
(An individual/partnership/corporation, include state of incorporation) (Address)

Based upon the mutual promises below, the Contractor and the City agree as follows:

### ARTICLE I - Scope of Work

The Contractor agrees to furnish all of the materials, equipment and labor necessary; and to abide by all the duties and responsibilities applicable to it for the project titled **Compost Pad Replacement, ITB# 4699** in accordance with the requirements and provisions of the following documents, including all written modifications incorporated into any of the documents, all of which are incorporated as part of this Contract:

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

### ARTICLE II - Definitions

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

**Project** means **Compost Pad Replacement, ITB# 4699**

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

**Contractor's Representative** means \_\_\_\_\_ [**Insert name**] whose job title is [**Insert job title**].

**ARTICLE III - Time of Completion**

- (A) The work to be completed under this Contract shall begin immediately on the date specified in the Notice to Proceed issued by the City.
- (B) The entire work for this Contract shall be completed within \_\_\_\_\_ ( ) consecutive calendar days.
- (C) Failure to complete all the work within the time specified above, including any extension granted in writing by the Supervising Professional, shall obligate the Contractor to pay the City, as liquidated damages and not as a penalty, an amount equal to \$500 for each calendar day of delay in the completion of all the work. If any liquidated damages are unpaid by the Contractor, the City shall be entitled to deduct these unpaid liquidated damages from the monies due the Contractor. The liquidated damages are for the non-quantifiable aspects of any of the previously identified events and do not cover actual damages that can be shown or quantified nor are they intended to preclude recovery of actual damages in addition to the recovery of liquidated damages.

**ARTICLE IV - The Contract Sum**

- (A) The City shall pay to the Contractor for the performance of the Contract, the unit prices as given in the Bid Form for the estimated bid total of:  
  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)
- (B) The amount paid shall be equitably adjusted to cover changes in the work ordered by the Supervising Professional but not required by the Contract Documents. Increases or decreases shall be determined only by written agreement between the City and Contractor.

**ARTICLE V - Assignment**

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

**ARTICLE VI - Choice of Law**

This Contract shall be construed, governed, and enforced in accordance with the laws of the State of Michigan. By executing this Contract, the Contractor and the City agree to venue in a court of appropriate jurisdiction sitting within Washtenaw County for purposes of any action arising under

this Contract. The parties stipulate that the venue referenced in this Contract is for convenience and waive any claim of non-convenience.

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

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

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

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

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

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

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

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

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

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

**ARTICLE XI – Electronic Transactions**

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

**FOR CONTRACTOR**

By \_\_\_\_\_

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

**FOR THE CITY OF ANN ARBOR**

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

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

**Approved as to substance**

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

By \_\_\_\_\_  
Craig Hupy, Services Area Administrator

**Approved as to form and content**

\_\_\_\_\_  
Stephen K. Postema, City Attorney

## PERFORMANCE BOND

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

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

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

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

Approved as to form:

\_\_\_\_\_  
Stephen K. Postema, City Attorney

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

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

Name and address of agent:

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

## LABOR AND MATERIAL BOND

- (1) \_\_\_\_\_  
of \_\_\_\_\_ (referred to as "Principal"), and \_\_\_\_\_, a corporation duly authorized to do business in the State of Michigan, (referred to as "Surety"), are bound to the City of Ann Arbor, Michigan (referred to as "City"), for the use and benefit of claimants as defined in Act 213 of Michigan Public Acts of 1963, as amended, being MCL 129.201 et seq., in the amount of \$ \_\_\_\_\_, for the payment of which Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, by this bond.
- (2) The Principal has entered a written Contract with the City entitled \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, for ITB No. \_\_\_\_\_; and this bond is given for that Contract in compliance with Act No. 213 of the Michigan Public Acts of 1963 as amended;
- (3) If the Principal fails to promptly and fully repay claimants for labor and material reasonably required under the Contract, the Surety shall pay those claimants.
- (4) Surety's obligations shall not exceed the amount stated in paragraph 1, and Surety shall have no obligation if the Principal promptly and fully pays the claimants.
- (5) Principal, Surety, and the City agree that signatures on this bond may be delivered electronically in lieu of an original signature and agree to treat electronic signatures as original signatures that bind them to this bond. This bond may be executed and delivered by facsimile and upon such delivery, the facsimile signature will be deemed to have the same effect as if the original signature had been delivered to the other party.

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

\_\_\_\_\_  
(Name of Surety Company)  
By \_\_\_\_\_  
(Signature)  
Its \_\_\_\_\_  
(Title of Office)

Approved as to form:

\_\_\_\_\_  
Stephen K. Postema, City Attorney

\_\_\_\_\_  
(Name of Principal)  
By \_\_\_\_\_  
(Signature)  
Its \_\_\_\_\_  
(Title of Office)

Name and address of agent:

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

# **GENERAL CONDITIONS**

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

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

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

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

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

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

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

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

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

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

## **Section 4 - Wage Requirements**

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

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

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

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

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

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

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

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

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

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

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

assigned.

Adequate sanitary facilities shall be provided by the Contractor.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Section 12 - Superintendence**

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

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

The City may make changes to the quantities of work within the general scope of the Contract at any time by a written order and without notice to the sureties. If the changes add to or deduct from the extent of the work, the Contract Sum shall be adjusted accordingly. All the changes shall be executed under the conditions of the original Contract except that any claim for extension of time caused by the change shall be adjusted at the time of ordering the change.

In giving instructions, the Supervising Professional shall have authority to make minor changes in

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

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

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

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

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

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

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

## Section 15 - Claims for Extra Cost

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

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

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

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

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

## **Section 16 - Progress Payments**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Required insurance policies include:

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

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

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

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

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

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

- (2) Insurance required under subsection (1)(b) and (1)(c) above shall be considered primary as respects any other valid or collectible insurance that the City may possess, including any self-insured retentions the City may have; and any other insurance the City does possess shall be considered excess insurance only and shall not be required to contribute with this insurance. Further, the Contractor agrees to waive any right of recovery by its

insurer against the City for any insurance listed herein.

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

## **Section 29 - Surety Bonds**

Bonds will be required from the successful bidder as follows:

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

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

## **Section 30 - Damage Claims**

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

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

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

## **Section 32 - Assignment**

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

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

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

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

## **Section 34 - Subcontracts**

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Section 39 - Cleaning Up**

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

## **Section 40 - Salvage**

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

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

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

## **Section 42 - Sales Taxes**

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

## Section 43

### CONTRACTOR'S DECLARATION

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

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

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

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

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

Past due invoices, if any, are listed below.



## **STANDARD SPECIFICATIONS**

All work under this contract shall be performed in accordance with the Public Services Department Standard Specifications in effect at the date of availability of the contract documents stipulated in the Bid. All work under this Contract which is not included in these Standard Specifications, or which is performed using modifications to these Standard Specifications, shall be performed in accordance with the Detailed Specifications included in these contract documents.

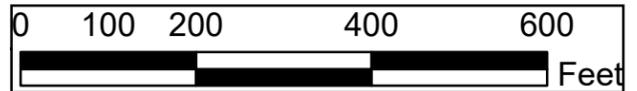
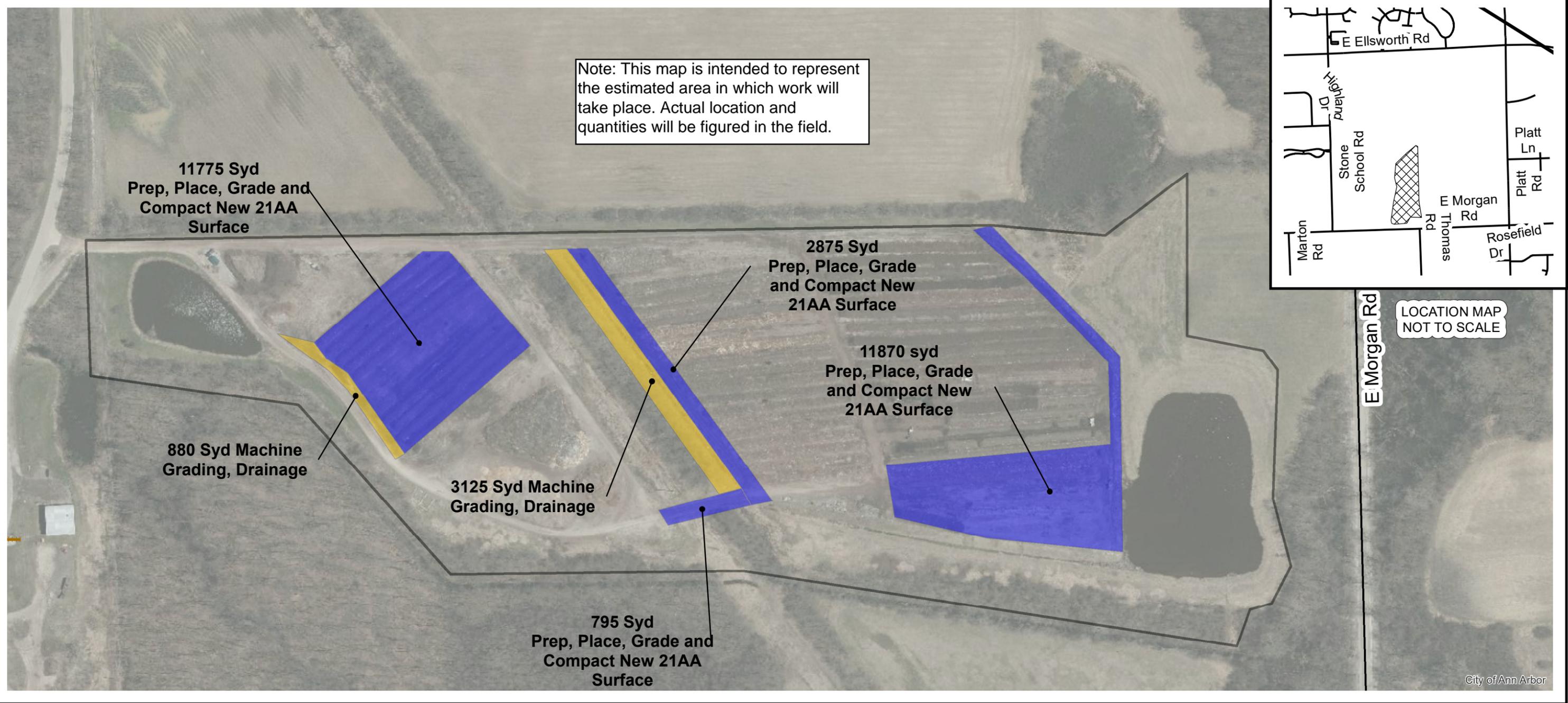
Standard Specifications are available online:

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

# **DETAILED SPECIFICATIONS**

# City of Ann Arbor Compost Facility Compost Pad Replacement

Note: This map is intended to represent the estimated area in which work will take place. Actual location and quantities will be figured in the field.



## ESTIMATED QUANTITIES

|                           |            |
|---------------------------|------------|
| Surface Area Preparation  | 30,190 Syd |
| Maintenance Gravel, 21AA  | 5,500 TON  |
| 1"x3" Limestone           | 1,500 TON  |
| Machine Grading, Special  | 30,190 Syd |
| Machine Grading, Drainage | 4,005 Syd  |

Date: 11/4/2021

## Legend

- Task**
- Drainage Improvement
  - Place and Grade New Surface
  - Compost Facility Boundary

CITY OF ANN ARBOR  
DETAILED SPECIFICATION  
FOR  
**CERTIFIED PAYROLL COMPLIANCE AND REPORTING**

AA:MGN/DD

1 of 2

03/10/18

**a. Description.** This specification covers all administrative requirements, payroll reporting procedures to be followed by Contractors performing work on City-sponsored public improvements projects, and all other miscellaneous and incidental costs associated with complying with the applicable sections of the City of Ann Arbor Code of Ordinances with regard to payment of prevailing wages and its Prevailing Wage Compliance policy.

The intent of this specification is **not** to include the actual labor costs associated with the payment of prevailing wages as required. Properly incorporate those costs in all other contract items of work bid for the project.

**b. General.** The Contractor will comply with all applicable sections of Federal and State prevailing wage laws, duly promulgated regulations, the City of Ann Arbor Code of Ordinances, and its Prevailing Wage Compliance Policy as defined within the contract documents. The Contractor shall provide the required certified payrolls, city-required declarations, and reports requested elsewhere in the contract documents within the timeline(s) stipulated therein.

The Contractor shall also provide corrected copies of any submitted documents found to contain errors, omissions, inconsistencies, or other defects that render the report invalid. Provide the corrected copies when requested by the Supervising Professional.

The Contractor shall also attend any required meetings as needed to fully discuss and ensure compliance with the contract requirements regarding prevailing wage compliance. The Contractor shall require all employees engaged in on-site work to participate in, provide the requested information to the extent practicable, and cooperate in the interview process. The City of Ann Arbor will provide the needed language interpreters in order to perform wage rate interviews or other field investigations as needed.

Submit certified payrolls on City-provided forms or forms used by the Contractor, as long as the Contractor forms contain all required payroll information. If the Contractor elects to provide its own forms, the Supervising Professional shall approve of their use prior to the beginning of on-site work.

**c. Unbalanced Bidding.** The City of Ann Arbor will examine the submitted cost for this item of work prior to contract award. If the City determines, in its sole discretion that the costs bid by the Contractor for complying with the contract requirements are not reasonable, accurately reported or contain discrepancies, the City reserves the right to request additional documentation that fully supports and justifies the price as bid. Should the submitted information not be determined to be reasonable or justify the costs, the City reserves the right to pursue award of the contract to the second low bidder without penalty or prejudice to any other remedies that it may have or may elect to exercise with respect to the original low-bidder.

The City will not extend the contract completion date as a result of its investigation of the as-bid amount for this item of work, even if the anticipated contract award date must be adjusted. The only exception will be if the Contractor adequately demonstrates that their costs were appropriate and justifiable. In such case, the City will adjust the contract completion date by the number of

calendar days commensurate with the length of its investigation if it cannot meet the published Notice to Proceed date of the work. The City will not allow adjustments to contract unit prices for all other items of work due to the adjustment of contract completion date.

**d. Measurement and Payment.** Measure and pay for the completed work, as described, at the contract unit price using the following pay item:

| <u>Pay Item</u>                                  | <u>Pay Unit</u> |
|--|-----------------|
| Certified Payroll Compliance and Reporting ..... | Lump Sum        |

Measure **Certified Payroll Compliance and Reporting** by the unit lump sum and pay for it at the contract unit price, which price includes costs for all supervisory, accounting, and administrative labor, and equipment and materials necessary to complete the work of monitoring, performing and maintaining compliance with the tasks required of this Detailed Specification.

Measurement will be on a pro rata basis at the time of each progress payment, and based on the ratio of work completed during the payment period and the total contract amount. When all of the work of this Contract is complete, the measurement of this item shall be 1.0 Lump Sum, less any deductions incurred for inadequate performance as described herein. This amount will not increase for any reason, including extensions of time, extras, and/or additional work.

CITY OF ANN ARBOR  
DETAILED SPECIFICATION  
FOR  
**GENERAL CONDITIONS**

AA:DAD

1 of 2

03/11/19

**a. Description.** This item comprises all work described and required by the plans and specifications at each project location for which the contract contains no item(s) of work, including but not limited to the following:

- Scheduling, coordination, and organization of all work, subcontractors, suppliers, testing, inspection, surveying, and staking.
- Coordination of, and cooperation with, other contractors, agencies, departments, and utilities.
- Protection and maintenance of utilities.
- Maintaining drainage.
- Furnishing, placement, and grading of maintenance gravel to construct any temporary driveways, sidewalks and/or sidewalk ramps necessary for construction of the proposed work.
- Maintaining driveways drive openings, sidewalks, bike paths, mail deliveries, and solid waste/recycle pick-ups. This includes the placement and maintenance of gravel in driveway openings as directed by the Engineer.
- Storing all materials and equipment off lawn areas.
- Temporary relocation and final replacement/re-setting of mailboxes.
- Coordination efforts to furnish various HMA mixtures as directed by the Engineer
- Coordination efforts to furnish and operate various-size vehicles/equipment as directed by the Engineer
- Furnishing and operating vacuum-type street cleaning equipment a minimum of once per week or more frequently as directed by the Engineer
- Protecting all sewers, and drainage and utility structures including manholes, gate wells, valve boxes, inlet structures, roadside ditches, and culverts from damage and contamination by debris and construction materials. Keeping structures and culverts clean of construction debris and properly covered/protected at all times during the construction. Immediately cleaning any structures, sewers, culverts and/or roadside ditches contaminated with construction debris resulting from Contractor operations and/or work activities.
- Disposing of excavated materials and debris - The Contractor shall dispose of, at the Contractor's expense, all excavated material. The Engineer will not pay for any costs associated with this work separately.
- Furnishing and operating vacuum-type utility structure cleaning equipment
- Furnishing and operating both vibratory plate and pneumatic-type ("pogo-stick") compactors
- Furnishing and operating a backhoe during all work activities

- Furnishing and operating a jackhammer and air compressor during all work activities
- Noise and dust control
- Mobilization(s) and demobilization(s).
- Furnishing submittals and certifications for materials and supplies.
- All miscellaneous and incidental items such as overhead, insurance, and permit fees.
- Meeting all requirements relating to Debarment Certification, Davis Bacon Act, and Disadvantaged Business Enterprise, and providing the necessary documentation.

The Appendix of the contract documents provides data pertaining to existing soil borings to assist the Engineer and Contractor with determining the soil conditions within the construction area. The City in no way guarantees existing conditions to be the same as shown in the data. The Contractor is solely responsible for any/all conclusions it may draw from the data.

Quantities as given are approximate and are estimates for bidding purposes. The City does not guarantee their totals and they may vary by any amount. While it is the City's intent to complete the project substantially as drawn and specified herein, quantities may be changed or reduced to zero for cost savings or other reasons. **The City reserves the right to change the quantities; however, the City will not allow the Contractor to adjust unit price(s) due to such change.**

**b. Materials.** None Specified.

**c. Construction.** Not specified.

**d. Measurement and Payment.** Measure and pay for the completed work, as described, at the contract unit price using the following pay item:

| <u>Pay Item</u>                 | <u>Pay Unit</u> |
|---------------------------------|-----------------|
| General Conditions, Max \$_____ | Lump Sum        |

Measure **General Conditions, Max \$\_\_\_\_\_** by the unit lump sum and pay for it at the contract unit price, which price includes costs for all labor, equipment and materials necessary to complete the work.

The Contractor is fully responsible for all direct and/or indirect damages to property caused by unclean or damaged sewers or structures resulting from its operations and/or work activities including any/all cost associated with such damages.

Measurement will be on a pro rata basis at the time of each progress payment, and based on the ratio of work completed during the payment period and the total contract amount. When all of the work of this Contract is complete, the measurement of this item shall be 1.0 Lump Sum, less any deductions incurred for inadequate performance as described herein. This amount will not increase for any reason, including extensions of time, extras, and/or additional work.

CITY OF ANN ARBOR  
DETAILED SPECIFICATIONS  
FOR  
**MATERIAL AND SUPPLY SUBMITTALS AND CERTIFICATIONS**

AA:DAD

1 of 1

02/27/19

**a. Description.** This work includes submittal to the Engineer by the Contractor and its Subcontractors and prior to commencement of work; Michigan Department of Transportation Form 0501 (attached) showing all materials and supplies proposed for use on the project, and any product data information requested by the Engineer. It also includes furnishing certifications to the Engineer for review and approval a minimum of three business days prior to any scheduled delivery, installation, and/or construction of the same. The manufacturer or supplier shall certify the following materials and supplies are compliant with the contract specifications unless otherwise directed by the Engineer including but not limited to:

- Cement and lime
- Aggregates
- Admixtures and curing materials for concrete
- Asphaltic materials
- Steel reinforcement
- Structural steel
- Fencing materials
- Miscellaneous metal products
- Drainage products
- Geosynthetics
- Timber and lumber
- Masonry units
- Joint and waterproofing materials
- Bridge coating systems
- Erosion and sedimentation control materials
- Turf and landscaping materials
- Electrical and lighting materials
- Permanent traffic sign and support materials
- Permanent paving marking materials
- Permanent traffic signal materials
- Temporary traffic control materials
- Storm Sewer Materials
- Sanitary sewer materials
- Water main materials

**b. Materials.** None specified.

**c. Construction.** Not specified.

**d. Measurement and Payment.** Costs for this work will not be paid for separately, but shall be included in the Contract pay Item "General Conditions, Max \$ \_\_\_\_"

CITY OF ANN ARBOR  
DETAILED SPECIFICATION  
FOR  
**PROJECT SUPERVISION**

AA:DAD

1 of 3

03/04/20

**a. Description.** The Contractor shall provide supervision in accordance with the City of Ann Arbor Standard Specifications, subsections 104.07 and 107.15 of the Michigan Department of Transportation (MDOT) 2012 Standard Specifications for Construction, and as described herein.

The Contractor shall designate a full-time Project Supervisor to act as the Contractor's agent/representative, and to be responsible for scheduling and coordination of all subcontractors, suppliers, other governmental agencies, and all public and private utility companies.

The Project Supervisor shall not be an active crewmember of the Contractor, shall not be an active member or employee of any subcontractor's work force, and shall not perform general or specialized labor tasks. The Project Supervisor shall be a full-time employee of the General Contractor and shall have all needed authority to make binding decisions on behalf of the Contractor in all matters pertaining to performance and execution of the work of the project.

The Project Supervisor shall work exclusively on this project and shall put forth his/her full effort into the organization and coordination of the work of this project.

One week prior to the pre-construction meeting, the Contractor shall designate a proposed Project Supervisor by name, and shall furnish the Engineer with a current, thorough, detailed summary of the proposed Project Supervisor's work history, outlining all previous supervisory experience on projects of a similar size and nature. The detailed work history shall include personal and professional references (names and phone numbers) of persons (previous owners or agents) who can attest to the qualifications and work history of the proposed Project Supervisor. Proposed candidates for Project Supervisor shall have a demonstrated ability to work harmoniously with the Engineer, the City, the public, subcontractors, and all other parties typically involved with work of this nature. The Engineer will have the authority to reject a proposed Project Supervisor whom he/she considers unqualified.

The Project Supervisor shall be available 24 hours-per-day to provide proper supervision, coordination and scheduling of the project for the duration of the Contract. The Contractor shall furnish the City with telephone numbers of the Project Supervisor in order to provide 24 hour-per-day access during business and non-business hours, including weekends and holidays.

The Project Supervisor shall be equipped by the Contractor with a "smart" mobile telephone with "data" and "text" capabilities to provide the City with 24 hour-per-day access to him/her during daily construction activities, during transit to and from the construction site, and during all non-business hours including weekends and holidays.

The Project Supervisor shall be equipped with assistants as necessary to provide project supervision as specified herein, and in accordance with the Contract.

1. Duties and Responsibilities. The Project Supervisor shall work harmoniously with the Engineer, the City, the public, subcontractors, and all other parties typically involved with work of this nature.

The Project Supervisor shall have a thorough, detailed understanding and working knowledge of all construction practices and methods specified elsewhere herein, as well as the handling, placement, testing and inspection of aggregates, aggregate products, bituminous concrete, Portland cement concrete materials, and other such materials and products related to the work of this project.

The Project Supervisor shall be responsible for all of the work of all of the Contractor, subcontractor and/or supplier work forces.

The Project Supervisor shall be responsible for proper and adequate maintenance (emissions, safety, and general operation) of all of the Contractor's, subcontractors' and suppliers' equipment and vehicles. The Project Supervisor shall make all needed diligent and good faith efforts to ensure that all equipment utilized in the performance of the work is properly maintained, safe, and complies with all legal and environmental requirements of the work as set forth in section 107.15 of the MDOT 2012 Standard Specifications for Construction.

The Project Supervisor shall be responsible for the legal, proper and safe parking/storage of all of the Contractor, subcontractor and/or supplier equipment, work vehicles, and employee's vehicles.

The Project Supervisor shall schedule and coordinate the work of all parties involved in the project, including utility companies, testing agencies, governmental agencies, all City departments (such as Utilities and Transportation), and City inspectors.

The Project Supervisor shall coordinate and schedule the work of any independent survey crews retained by the Engineer or City to witness and reset existing and new geographic/benchmark monuments. Failure to have existing monuments witnessed and reset may result in delays to the Contractor's work. Costs for such delays will be the Contractor's sole responsibility. The Project Supervisor shall also schedule and complete all needed survey request forms required to schedule the services of survey personnel to properly layout all elements of the project work in accordance with the City of Ann Arbor Public Services Area Standard Specifications and the MDOT 2012 Standard Specifications for Construction.

The Project Supervisor shall coordinate, and schedule inspection performed by the City and Consultants (including material testing firms) in a timely manner, to assure proper and timely testing and inspection of the work.

The Project Supervisor shall submit to the Engineer, an updated, detailed schedule of the proposed work on a weekly basis, and an update of all proposed changes on a daily basis.

The Project Supervisor and all subcontractors shall attend a weekly progress meeting chaired by the Engineer to discuss the work. Upon the completion of each meeting, the Engineer shall prepare and distribute, to all present, a written summary of the meeting's

minutes. Those in attendance shall review the minutes and, if necessary, comment on any deficiencies or errors prior to or at the next scheduled progress meeting.

2. **Additional Performance Requirements.** If, in the sole opinion of the Engineer, the Project Supervisor is not adequately performing the duties as outlined in this detailed specification, the following system of notices will be given to the contractor with the associated penalties:

**First Notice** – The Engineer will issue a warning in writing to the Contractor detailing the deficiencies in the Project Supervision. The Contractor must respond within seven (7) calendar days in writing with a plan to correct the stated deficiencies. Failure to respond within seven (7) calendar days will result in the issuing of a second notice.

**Second Notice** – The Engineer will issue a second warning in writing to the Contractor further detailing the deficiencies in the Project Supervision. The Engineer will deduct 10%, or \$10,000, whichever is greater, from the original contract amount bid for the Project Supervision contract item of work. The Contractor must respond within seven (7) calendar days in writing with a plan to correct the stated deficiencies. Failure to respond within seven (7) calendar days will result in the issuing of a third notice. At this time, the Engineer reserves the right to meet with personnel with the necessary authority within the Contractor's organization to discuss the deficiencies in the Project Supervision.

**Third Notice** – The Engineer will issue a third notice in writing to the Contractor further detailing the deficiencies in the Project Supervision. The Engineer will deduct 25%, or \$25,000, whichever is greater, from the original contract amount bid for the Project Supervision contract item of work, and the Contractor will remove and replace the Project Supervisor immediately with another individual approved by the Engineer.

Should, in the sole opinion of the Engineer, the Project Supervisor fail to perform his/her duties and responsibilities as described herein to such a degree that the successful completion of the project is put in jeopardy, the above system of notices may be foregone, and the Contractor shall immediately replace the Project Supervisor upon receipt of written notice. The Engineer, in its determination, will consider failure by the Contractor to provide adequate project supervision as a basis to suspend work without the extension of contract time or additional compensation.

If the original Project Supervision contract amount is insufficient to cover said deductions, the Engineer will reduce Project Supervision contract amount to zero and will generate a contract modification to assess a penalty to cover the difference between the Project Supervision contract amount and the total amount of the deduction(s). The expectation is that the Project Supervision contract amount will be sufficient to cover any deductions.

- b. Materials.** None specified.
- c. Construction.** Not specified.
- d. Measurement and Payment.** Costs for this work will not be paid for separately, but shall be included in the Contract pay Item "General Conditions, Max \$\_\_\_\_

CITY OF ANN ARBOR  
DETAILED SPECIFICATION  
FOR  
**PROJECT SCHEDULE**

AA:DAD

1 of 3

02/19/21

Complete the entirety of work under this Contract in accordance with, and subject to, the scheduling requirements as outlined below, and all other requirements of the Contract Documents.

Organize, coordinate and diligently execute the work at the locations shown on the Schedule of Streets included herein. This schedule details the requirements, if any, for the Start of Work (on or after dates specified), the Completion of Work (on or before dates specified), Restricted Dates, the Maximum Calendar Days for Open to Traffic, and the Liquidated Damages per Calendar Day for each street or phase of work. For the purpose of this Contract, the "Start of Work" definition is the date when the temporary "No-Parking" signs become effective and all required temporary traffic control and SESC measures are in place and ready for use. The City will consider individual major street locations and local street phases to be open to traffic once they have met the "Approved for Traffic" requirements defined in subsection 107.21 of the Michigan Department of Transportation 2012 Standard Specifications for Construction. Within 10 days of opening to traffic an individual major street location or local street phase the Contractor shall complete all work, which includes, but is not limited to, placement of permanent pavement markings, minor slope restoration, clean-up, street cleaning, underground utility and utility structure cleaning (minor street phases), the removal of all temporary traffic control and SESC devices and temporary "No Parking" signs, and other necessary work and as directed by the Engineer. Failure to complete work in a timely manner may result in the suspension of active project work or a delay in starting subsequently planned project work.

The Engineer shall limit the Contractor's work operations to the number of streets that, in its opinion, is reasonable to allow for proper and thorough inspection, and to limit traffic control and/or safety concerns. The Contractor shall not have more than one (1) major street or shared use path locations and one (1) local phase "active" simultaneously at any given time throughout the project unless otherwise noted in the Schedule of Streets or approved by the Engineer. A location is "active" if work has begun and it has not yet been completed.

Conduct the local street phased work as shown on the Schedule of Streets beginning with one phase and opening it to traffic before progressing to the next and continue in this manner until all phases are complete. Begin work on Phase 1 and continue in order through Phase 4 unless otherwise directed or approved by the Engineer. The Engineer will allow preparation of subsequent project phase work up to five (5) days in advance of the planned open to traffic date for the phase on which the Contractor is currently working. This work includes placement/installation of temporary "No-Parking" signs and temporary traffic control and SESC devices. In no case will work be allowed to progress on a subsequent project phase beyond that considered preparational until the current phase is open to traffic or the Engineer directs otherwise. During this five (5) day period the Contractor will cover all temporary "No-Parking" and temporary traffic control signs by methods approved by the Engineer until such time they become effective and are needed for use.

The City expects to furnish the Contractor with two (2) copies of the Contract, for its execution, on or before **January 15, 2022**. The Contractor shall properly execute both copies of the Contract and return them, with the required Bonds and Insurance documentation, to the City by

**February 15, 2022.** The Contractor shall not begin the work before the applicable date(s) as described herein without approval from the Project Engineer, and in no case before the receipt of the fully executed Contract and Notice to Proceed.

By no later than **March 1, 2022**, the Contractor shall submit a detailed schedule of work (progress schedule) for the Engineer's review and approval. The progress schedule must fully comply with the scheduling requirements contained on the Schedule of Streets. The schedule shall clearly indicate, in detail, the start and the finish date of each work task on each street. The Contractor shall update the approved progress schedule each week and present it to the Engineer at the weekly progress meeting and must consult with the Engineer for review and approval of any proposed deviations from the most current, approved, schedule.

The Contractor shall begin the work of this project on or after **March 1, 2022**, and only upon receipt of the fully executed Contract, Notice to Proceed and approved Progress Schedule. The City will consider granting appropriate time extensions should delays prevent the Contractor from starting work on this date.

Complete the entire project on or before **June 30, 2022**. Completion of the project means all locations shown on the Schedule of Streets are complete and ready for use in accordance with the "Completion of Work" as defined above.

Failure to open to traffic or complete all work as specified within the times specified, including time extensions granted thereto as determined by the Engineer, shall entitle the City to deduct dollar amounts specified in the Schedule of Streets as "Liquidated Damages" from the payments due the Contractor. The City will assess "Liquidated Damages" for delays in the opening to traffic and/or the completion of work for each street or phase, for each calendar day the street or phase remains unopen and/or the work remains incomplete beyond the required contract completion date or timeframe.

Time is of the essence in the performance of the work of this contract. The Contractor is expected to mobilize sufficient personnel and equipment and work throughout all authorized hours to complete the project by the intermediate (location specific) and final completion dates. Should the Contractor demonstrate that they must work on some Sundays in order to maintain the project schedule, they may do so between the hours of 9:00 a.m. and 5:00 p.m. with prior approval from the City. There will be no additional compensation due to the Contractor for work performed on Sundays.

The Engineer may delay or stop the work due to threatening weather conditions. No compensation shall be due the Contractor for unused materials or downtime due to rain, or the threat of rain. The Contractor is solely responsible for repairing all damages to the work and to the site, including any City infrastructure, and any adjacent properties resulting from its decision to work in the rain.

The Contractor shall not work in the dark except as approved by the Engineer and shall provide lighting for night work as detailed elsewhere in this contract. The Engineer may stop the work or may require the Contractor to defer certain work to another day, if, in the Engineer's opinion, the Contractor cannot be complete the work within the remaining daylight hours, or if inadequate daylight is present to properly perform or inspect the work. No compensation shall be due to the Contractor for unused materials or downtime, when the Engineer directs work stoppage for reasons due to darkness and/or inadequate remaining daylight. The Contractor is solely

responsible for repairing all damages to the work and to the site, including any City infrastructure, and any adjacent properties, which result from working in the dark.

Assessment of Liquidated Damages will occur until the required work is complete in the current construction season. If, with the Engineer's approval, work extends beyond seasonal limitations, the assessment of Liquidated Damages will discontinue until the work resumes in the following construction season.

If the construction contract is not complete within the specified period(s) including any extensions of time granted thereto, at the sole discretion of the City of Ann Arbor it may terminate the Contract. Should this occur no additional compensation will be due to the Contractor, and the Contractor may be forbidden to bid on future City of Ann Arbor projects for a period of at least three (3) years. If the Engineer elects to terminate the Contract, payment for contract items with a Lump Sum unit price will be up to a maximum amount equal to the percentage of the contract work that is complete at the time of termination.

The City's decision to delete streets or phases, add streets, change the construction limits on streets, or, the City's contribution to a delay of the construction on any one street shall not entitle the Contractor to receive additional compensation for work on any other street(s) or phase(s), nor shall it relieve the Contractor of any responsibilities for completion of work on any other street(s) or phase(s).

Include any/all efforts to organize, coordinate, and schedule the project work in the contract unit price bid for the pay item **General Conditions, Max \$\_\_\_\_\_**.

CITY OF ANN ARBOR  
DETAILED SPECIFICATION  
FOR  
**MAXIMUM UNIT WEIGHT**

AA:DAD

1 of 1

03/10/18

Determination of the maximum dry density per cubic foot (lbs/ft<sup>3</sup>) will be using test method AASHTO T-180 unless otherwise directed by the Engineer. Use the determined value(s) as the maximum unit weight when measuring the in place compaction or density of soils unless such value(s) are determined by an alternate test method as directed by the Engineer.

CITY OF ANN ARBOR  
DETAILED SPECIFICATION  
FOR  
**MACHINE GRADING**

AA:DAD

1 of 5

03/11/19

**a. Description.** This work consists of constructing earth grades by excavating, cutting, filling, trimming, and grading, and maintaining the work in a finished condition until such time of acceptance by the Engineer. Complete machine grading in accordance with section 205 of the Michigan Department of Transportation (MDOT) 2012 Standard Specifications for Construction as shown on the plans, and as specified herein with the exception that subgrade undercutting, which if included in the Contract the Engineer will pay for separately. Machine grading includes all the work described herein, and as directed by Engineer.

**b. Materials.** Use materials meeting the requirements specified in subsection 205.02 of the MDOT 2012 Standard Specifications for Construction.

**c. Construction.** Use construction methods meeting the requirements specified in subsection 205.03 of the MDOT 2012 Standard Specifications for Construction, except as specified herein.

1. Soils Information - Soil information provided as part of the contract documents is for informational purposes only and shall not relieve the Contractor of the responsibility of investigating all local conditions before bidding.
2. General Provisions:
  - A. Grade around mailboxes, trees, light poles, power poles, and the like, which are to remain in place. The Contractor is responsible for any damage caused to such structures.
  - B. Maintain the work in a finished condition until acceptance by the Engineer.
3. Pavement Sawcutting - The work includes the full-depth saw cutting of pavement at the construction limits, and elsewhere as required.
4. Clearing, and Removal of Trees and Vegetation - Remove and properly dispose of off-site all vegetation; brush; roots; and trees and stumps less than 6 inch in diameter, as shown on the plans, and as directed by the Engineer and as required to complete the project.
5. Removal and Salvaging of Topsoil – Perform the removal, salvaging and stockpiling of topsoil, and all related work in accordance with subsection 205.03.A.1 of the MDOT 2012 Standard Specifications for Construction.
6. Miscellaneous Removals - The removal of HMA, aggregate, and/or concrete materials from around manholes, structures, and utility covers, and the removal of HMA curbing, HMA driveway wedges, HMA surface on existing curb and gutter, and HMA surfaces required for removal in other miscellaneous areas. It also includes the removal of any surface feature located within the grading limits requiring removal and for which there is no specific pay item established in the Contract.
7. Protection of the Grade – Keep work well drained at all times. Undercut and backfill any

foundation, pathway or roadway embankment or subgrade damaged by rain, as directed by the Engineer.

The Contractor is responsible for maintaining the foundation, pathway or roadway embankment, and subgrade.

Do not use rubber-tired equipment on the foundation, pathway or roadway embankment, or subgrade, when its use causes, in the opinion of the Engineer, unnecessary damage to the foundation, road embankment or subgrade. Conduct operations and provide the necessary equipment to ensure the satisfactory completion of the work without damaging the foundation, pathway or roadway embankment or subgrade. This may require the transporting and movement of materials over additional distances.

At various times throughout the work, the Engineer may direct the Contractor to use smaller and/or lighter equipment, and to defer certain work tasks, in order to protect the grade and/or adjacent areas. The Engineer will not grant an extension of time or any additional compensation for the use of smaller equipment, lighter equipment, or work task deferral.

8. Removal of Cable, Conduits and Pipe - Remove, and properly dispose of off-site, all abandoned cables, conduit, and pipe encountered at, or above the bottom of any earthwork excavation or undercut. Where the inverts of existing conduits or pipe are less than 16 inches below the bottom of any earth excavation or undercutting, remove the conduits and/or pipe and fill void with an Engineer approved material. Compact fill material to 95% of its maximum unit weight in lifts not exceeding 12 inches.

9. Foundation Preparation – The pathway or roadway “foundation” definition is the original or established earth subgrade of the pathway or roadway upon which the Contractor will place embankment material. Complete foundation work in accordance with subsection 205.03.A of the MDOT 2012 Standard Specifications for Construction as shown on the plans, and as specified herein.

Compact foundation to 95% of its maximum unit weight, as measured by the AASHTO T-180 method, to a depth of at least 10 inches. If this is not achievable, in the opinion of the Engineer, perform “**Subgrade Undercutting, Type \_\_\_**” or “**Subgrade Manipulation**” as described herein, on the foundation.

10. Pathway or Roadway Embankment Construction – The pathway or roadway “embankment” definition is the construction of earth on the prepared foundation to form the subgrade. Complete pathway or roadway embankment in accordance with subsection 205.03 H of the MDOT 2012 Standard Specifications for Construction as shown on the plans, and as specified herein. Compact pathway or roadway embankment to a minimum of 95% of its maximum unit weight, as measured by the AASHTO T-180 method.

11. Subgrade Construction - The pathway or roadway “subgrade” definition is the final earth grade that extends from grading limit to grading limit. Construct the subgrade by performing earth excavation and embankment work in accordance with subsection 205.03.G and subsection 205.03 H of the MDOT, respectively, of the 2012 Standard Specifications for Construction, as shown on the plans, and as specified herein.

Construct the subgrade to the contours and cross-sections shown on the plans, as specified herein, and as directed by the Engineer. To achieve this, the work will include, but not be

limited to:

- A. Removal and disposal off-site of any surplus or unsuitable materials.
- B. Furnishing from off-site any additional Engineer approved fill materials necessary.
- C. Moving existing and/or furnished materials longitudinally and transversely as necessary.
- D. Cutting, placing, compacting, and trimming existing and/or furnished materials to construct the pathway or roadway embankment and subgrade to the specified tolerances.
- E. Stockpiling, and moving again, any excavated materials requiring delayed placement due to construction staging.

Grade the earth subgrade to accommodate all pathway or roadway subbases and aggregate bases; all infiltration trench, bioswale and adjacent planting bed materials; curb and gutter, driveways, sidewalks, and other structures; infiltration trench and bioswale planting mixes, and topsoil; and any other features that the subgrade supports.

Prepare the subgrade to ensure uniform support for the pavement structure. Place the finished subgrade to within 1 inch below and  $\frac{3}{4}$  inch above plan grade. Variations within this tolerance will be gradual.

Compact subgrade to a minimum of 95% of its maximum unit weight, as measured by the AASHTO T-180 method, to a depth of 10 inches. If this is not achievable, in the opinion of the Engineer, perform "**Subgrade Undercutting, Type \_\_\_**" or "**Subgrade Manipulation**" as described herein, on the foundation.

Use equipment and methods of construction best suited, in the opinion of the Engineer, to perform the earthwork operations and meet the project requirements. The use of various equipment and methods of construction are subject to the approval of the Engineer. The Engineer may disallow the use of certain equipment and methods of construction and require the use of other equipment and/or methods of construction.

13. Test Rolling - Test-roll the foundation and/or subgrade with a pneumatic tired roller with a suitable body for ballast loading and a variable gross load capacity between 25 and 40 tons. Instead of this test roller, with the approval of the Engineer, the Contractor may use a fully loaded single axle or tandem axle dump truck.

14. Subgrade Undercutting – Perform "subgrade undercutting" on the foundation or subgrade in accordance with section 205.03.E of the MDOT 2012 Standard Specifications for Construction, as shown on the plans, as specified herein, and as directed by the Engineer.

15. Subgrade Manipulation – Perform "subgrade manipulation" on the foundation or subgrade in accordance with section 205.03.F of the MDOT 2012 Standard Specifications for Construction, as shown on the plans, as specified herein, and as directed by the Engineer.

Where required, perform subgrade manipulation on the foundation or subgrade soils by thoroughly scarifying, blending, and mixing to a depth of 12 inches. Accomplish this work by means of a large diameter disc, motor grader, or other equipment approved by the

Engineer. Upon manipulation of the foundation or subgrade to the satisfaction of the Engineer and allow it dry, and compact the soil to 95% of its maximum dry density as measured by the AASHTO T-180 method. The time required for drying the soil will not be a basis for an extension of time.

16. Rock Excavation – Remove of rocks and boulders, concrete and masonry. Perform rock excavation in accordance with section 205.03.B of the MDOT 2012 Standard Specifications for Construction, as shown on the plans, and as directed by the Engineer.

17. Lowering Structures - Prior to cutting the subgrade, remove structure covers, lower the structures to a point between 8 inches and 12 inches below the proposed subgrade, and cover the structures with a steel plate. Do not raise structures prior to placing pathway or roadway embankment.

Use steel plates for covering structure openings conforming to the plan detail and of sufficient thickness to carry any/all traffic loads, and prevent the infiltration of debris into the structures. Peg and properly place plates to prevent movement under all traffic.

Lower valve boxes to a point between 8 inches and 12 inches below the proposed subgrade. Do not raise valve boxes prior to placing pathway or roadway embankment.

Backfill the voids in the grade above the steel plates used for structure lowering and valve box lowering, and compact it to 95% of its maximum dry density, with an Engineer approved coarse aggregate.

Coordinate the lowering of any private and/or non-city owned utility structure with the private utility company/owner.

18. Structure Covers - As directed by the Engineer and within two days of their removal, the stockpile on-site, in a location that is mutually agreeable to the Engineer and Contractor, the existing structure covers. City of Ann Arbor forces will pick-up the structure covers at a time that is convenient to them and mutually agreeable to the Contractor. Provide equipment and personnel to load the castings on City vehicle(s) for removal from the site by the City forces.

19. Structure and Sewer Cleanliness – Protect all sewers, and structures, including manholes, gate wells, valve boxes, inlet structures and curbs from damage and contamination by debris and construction materials. Maintain structures clean of construction debris and properly cover them at all times during the construction. The Contractor will immediately clean any structures and/or sewers contaminated with construction debris.

20. Tree Trimming - The Contractor shall coordinate with the City of Ann Arbor Public Works to schedule trimming of trees by City forces or an authorized subcontractor.

**d. Measurement and Payment.** Measure and pay for the completed work, as described, at the contract unit price using the following pay item:

| <u>Pay Item</u>                | <u>Pay Unit</u> |
|--------------------------------|-----------------|
| Machine Grading, Special ..... | Square Yard     |
| Machine Grading, Drainage..... | Square Yard     |

Measure **Machine Grading, Special** area by the unit square yard and pay for it at the contract unit price, which price includes costs for all labor, equipment and materials necessary to complete the work. This work also includes the compaction of graded material as set forth by the Engineer.

Measure **Machine Grading, Drainage** area by the unit square yard and pay for it at the contract unit price, which price includes costs for all labor, equipment and materials necessary to complete the work. This work also includes the export of excess material to approved on site location.

Due to the project nature there is a likely probability that some or all of the excavated material may not be suitable for use fill material. Consequently, there may be imbalances between the amount of earth excavation available for reuse as embankment, and the amount of embankment needed for the construction activities shown on the plans, or as directed by the Engineer. The unit price bid for this work includes the costs to address this probable imbalance and to furnish, stockpile and re-handle, place, and compact any Engineer approved material necessary to complete the work of constructing the embankment and subgrade to the cross sections shown on the plans.

The described work for **Machine Grading, Modified** includes the removal and offsite disposal of any surplus or unsuitable materials and the furnishing from off-site any additional Engineer approved fill materials necessary to construct the embankment and subgrade to the contours and cross-sections shown on the plans.

The Contractor, at its sole expense, will remedy, as directed by the Engineer, any damage to the foundation, pathway, or roadway embankment or subgrade caused by traffic or its operations.

The Engineer will not pay for separately the removal of conduit or pipe, or any of the work, described in this section.

The Engineer will not pay additional compensation or allow extensions of contract time for additional measures required to protect the grade as specified.

**Machine Grading, Modified** includes costs for all labor, equipment and materials necessary to complete any subgrade undercutting and/or subgrade manipulation unless the Contract includes separate pay items for this work.

Rock excavation will apply only to removal of rocks and boulders, concrete and masonry less than  $\frac{1}{2}$  cubic yard in volume. Measure boulders individually and compute the volume from the average dimension measured in three directions. If included in Contract, the Engineer will pay for the quantity exceeding  $\frac{1}{2}$  cubic yard in volume as **Rock Excavation**, otherwise it will pay for as extra work.

The Contractor is responsible for all direct and indirect damages caused by unclean or damaged sewers or structures resulting from its work or operations.

The Engineer will not pay additional compensation or allow extensions of contract time for tree trimming measures and coordination of this work with City forces.

### Section 306. AGGREGATE SURFACE COURSE

**306.01. Description.** This work consists of constructing aggregate surface course on a prepared subgrade or existing aggregate surface.

**306.02. Materials.** Provide materials in accordance with the following:

Dense-Graded Aggregate 21A, 21AA, 22A, 23A ..... 902

Salvaged Aggregate ..... 902

Provide Aggregate 21A, 21AA, or 22A if the plans show aggregate surface course later receiving a paved surface. Provide Aggregate 23A if the plans show construction of aggregate surface without a paved surface. Provide Dense-Graded Aggregate 21A, 21AA, 22A, 23A, or salvaged aggregate for temporary maintenance gravel.

**306.03. Construction.**

A. **Preparation of Base.** When required, blade, or scarify and blade, existing aggregate surfaces to remove irregularities in the grade.

B. **Placing and Compacting.** Provide a ticket with each load, stating the following information:

1. Project number,
2. Aggregate source,
3. Aggregate series,
4. Date,
5. Time,
6. Truck identifier number,
7. Supplier name, and
8. Type of aggregate approval.

If the contract requires payment by weight, ensure the ticket includes gross weight, tare weight, and net weight to the nearest 100 pounds. Determine the truck tare weight at least twice daily.

If the contract does not require payment by weight, the Engineer may accept written documentation in lieu of tickets. Written documentation must identify the pay item of the material and include all information listed above except time and truck identifier number.

Provide a uniform aggregate mixture, compacted in place to a uniform density full depth. Provide a complete surface course to the line, grade, or cross section shown on the plans.

Place maintenance gravel to provide a flush transition between shoulders, driveways and other areas for maintenance of traffic. If

306.03

approved by the Engineer, the Contractor may leave maintenance gravel in place as part of the work.

Do not place aggregate on unstable base, as determined by the Engineer. Maintain the aggregate in a smooth, stable condition and provide dust control until removed or surfaced.

Compact the aggregate layers to a uniform thickness, no greater than 6 inches. If placing HMA surface over the aggregate surface course, compact each aggregate layer to at least 98 percent of the maximum unit weight at a moisture content no greater than optimum. For other aggregate surface course applications, compact each layer of aggregate to at least 95 percent of the maximum unit weight, at a moisture content no greater than optimum.

Shape the finished surface and layers to within ±½ inch of the crown and grade shown on the plans.

If placing aggregate base in a layer no greater than 3 inches, compact using pneumatic-tired rollers or vibratory compactors to at least 95 percent of the maximum unit weight at a moisture content no greater than optimum.

C. **Use of Additives.** The Contractor may use additives to facilitate compaction and for dust control.

**306.04. Measurement and Payment.**

| <b>Pay Item</b>                      | <b>Pay Unit</b> |
|--------------------------------------|-----------------|
| Aggregate Surface Cse, __ inch ..... | Square Yard     |
| Aggregate Surface Cse .....          | Cubic Yard, Ton |
| Maintenance Gravel, LM .....         | Cubic Yard      |
| Maintenance Gravel .....             | Ton             |

A. **Aggregate Surface Course.** The Engineer will measure **Aggregate Surface Cse, \_\_ inch** by the width and length shown on the plans.

The Engineer will determine the moisture content and pay weights as specified in section 109.

If the contract requires weight measurement, the Engineer will measure **Aggregate Surface Cse** by the scale weight, including additives, at a moisture content no greater than 6 percent.

The Engineer will perform moisture tests at the start of weighing operations and when construction operations, weather conditions, or other causes may change the moisture content of the material. If tests indicate a moisture content greater than 6 percent, the Engineer will deduct the weight of the excess moisture from the scale weight of the

aggregate until moisture tests indicate the moisture content is no greater than 6 percent.

The unit price for **Aggregate Surface Cse, \_\_ inch** and **Aggregate Surface Cse**, includes the cost of additives and water.

**B. Maintenance Gravel.** The Engineer will measure **Maintenance Gravel, LM** based on hauling unit dimensions and load count, before placement and compaction. The unit price for **Maintenance Gravel, LM** includes the cost of constructing, maintaining, and removing the aggregate surface.

The Engineer will measure **Maintenance Gravel** in tons by the scale weight of the material. The Engineer will perform moisture tests at the start of weighing operations and if construction operations, weather conditions, or other causes may change the moisture content of the material. If tests indicate a moisture content greater than 6 percent, the Engineer will deduct the weight of the excess moisture from the scale weight of the maintenance gravel until moisture tests indicate the moisture content is no greater than 6 percent.

**DETAILED SPECIFICATION  
FOR  
SOIL EROSION AND SEDIMENTATION CONTROL MEASURES**

**1 of 1**

The Contractor shall furnish, place, maintain and remove soil erosion and sedimentation control measures, including but not limited to, fabric filters at all drainage structures, all in accordance with all applicable City (and other governmental agencies) codes and standards, as directed by the City, and as detailed in the Standard Specifications.

Costs for this work will not be paid for separately, but shall be included in the bid price of the Contract Item "General Conditions."

CITY OF ANN ARBOR  
DETAILED SPECIFICATION  
FOR  
MINOR TRAFFIC CONTROL

AA:DAD

1 of 4

03/11/19

**a. Description.** This work consists of protecting and maintaining vehicular and pedestrian traffic, in accordance with the sections 104.11 and 812 of the of the Michigan Department of Transportation (MDOT) 2012 Standard Specifications for Construction; Part 6 of the 2011 Edition of the Michigan Manual of Uniform Traffic Control Devices (MMUTCD); as directed by the Engineer, and as described herein.

The work includes, but is not limited to the following:

- The furnishing and operating of miscellaneous signs, warning devices, flags, and cones;
- The operation of additional signs furnished by the City;
- Furnishing and installing meter bags;
- Coordinating with Republic Parking System to have meter bags installed and removed;
- Maintaining pedestrian traffic;
- Temporarily covering/uncovering traffic controls as directed;
- Temporarily covering/uncovering existing signs as directed;
- Any/all other miscellaneous and/or incidental items that are necessary to perform the work properly.

**b. Materials.** Provide materials and equipment meeting the requirements specified in section 812 of the MDOT 2012 Standard Specifications for Construction.

**c. Construction.** Perform the work required by this detailed specification throughout the life of the Contract.

Maintain pedestrian traffic at all times. For maintaining normal pedestrian traffic while performing sidewalk and driveway repair place, Pedestrian Type II Baricade, Temp, Pedestrian Type II Channelizer, Temp, "Sidewalk Closed" and/or "Cross Here" signs at locations directed by the Engineer.

All temporary traffic/pedestrian control devices furnished by the Contractor will remain the property of the Contractor. The City is not responsible for stolen or damaged signs, barricades, barricade lights or other traffic maintenance items. Replace missing or damaged traffic control devices immediately. Preserve, protect, and maintain all existing signs, and signs erected by the City of Ann Arbor on this project. At the direction of the Engineer, City forces will repair or replace any existing City owned signs damaged by the Contractor during the work. Repair/replacement of other signs damaged by the Contractor will be its responsibility to perform in a timely manner.

Temporarily cover conflicting traffic and/or parking signs when directed by the Engineer.

The City will enforce parking violation citations issued to the Contractor, subcontractor, and material suppliers including each of their respective employees under appropriate City Code.

Where there is metered parking within the influence of project work, the Contractor will coordinate with Republic Parking System to have meter bags temporarily installed prior to commencing with any work, and removed when the work is complete.

Maintain vehicular and pedestrian traffic during the work by the use of traffic regulators, channelizing devices and signs as necessary, and as directed by the Engineer, and in accordance with 2011 Edition of the MMUTCD. This detailed specification includes typical applications for maintaining pedestrian traffic in accordance with the 2011 Edition of the MMUTCD.

In order to maintain areas of on street parking available for residents, the Engineer may direct the contractor to cover and uncover temporary "No Parking" signs within the project limits multiple times throughout the course of the project.

**d. Measurement and Payment.** Measure and pay for the completed work, as described, at the contract unit price using the following pay item:

| <u>Pay Item</u>                         | <u>Pay Unit</u> |
|---|-----------------|
| Minor Traffic Control, Max \$____ ..... | Lump Sum        |

Measure **Minor Traffic Control, Max \$\_\_\_\_** by the unit lump sum and pay for it at the contract unit price, which price includes costs for all labor, equipment and materials necessary to complete the work. The contract unit price also includes payment for any/all costs related to any temporary traffic control devices directed for use by the Engineer where there is no specific pay item in the Contract, for repeated covering and uncovering of signs, and maintaining pedestrian traffic.

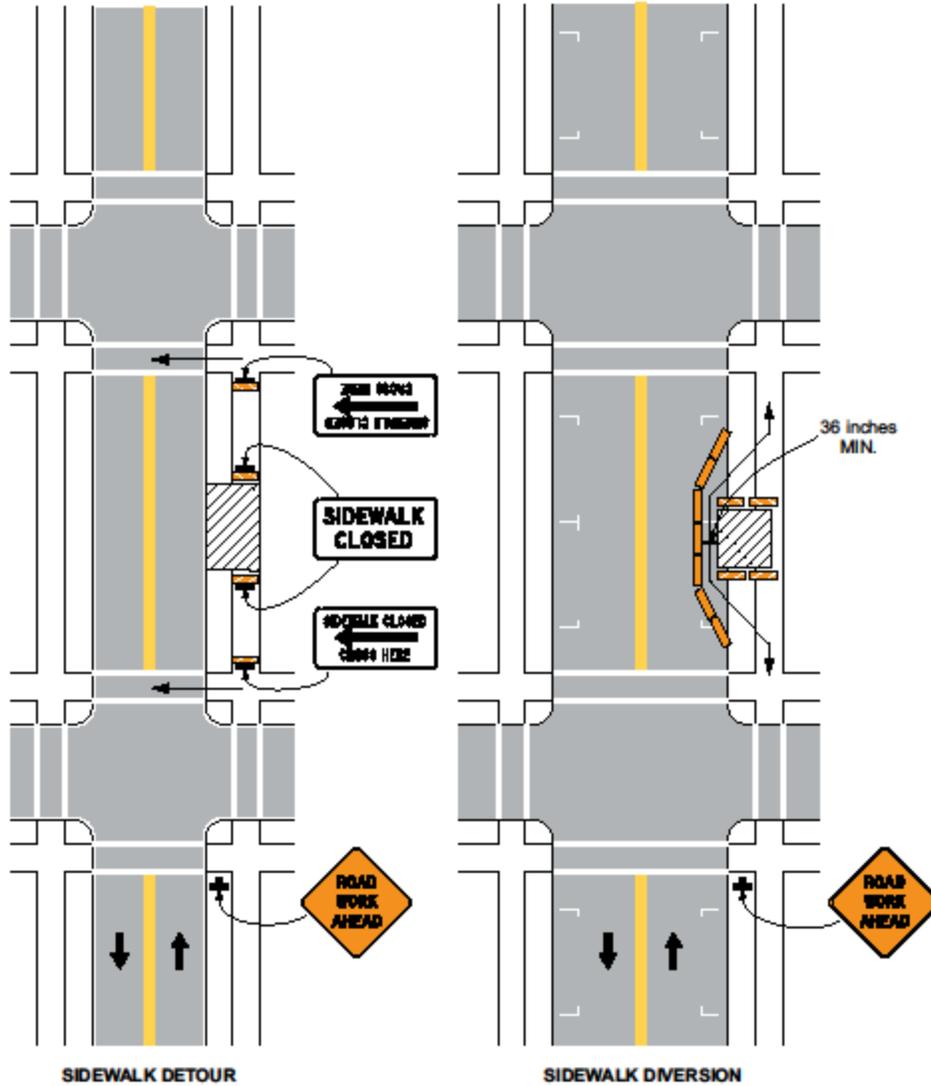
Include any/all costs for transporting temporary traffic control devices required by this detailed specification, or where there is no separate pay item in the contract, in the unit price for **Minor Traffic Control, Max \$\_\_\_\_**.

The Contractor is solely responsible for any/all repair and/or replacement costs associated with damage to existing signs caused by its construction activities and/or operations.

Measurement will be on a pro rata basis at the time of each progress payment, and based on the ratio of work completed during the payment period and the total contract amount. When all of the work of this Contract is complete, the measurement of this item shall be 1.0 Lump Sum, less any deductions incurred for inadequate performance as described herein. This amount will not increase for any reason, including extensions of time, extras, and/or additional work.



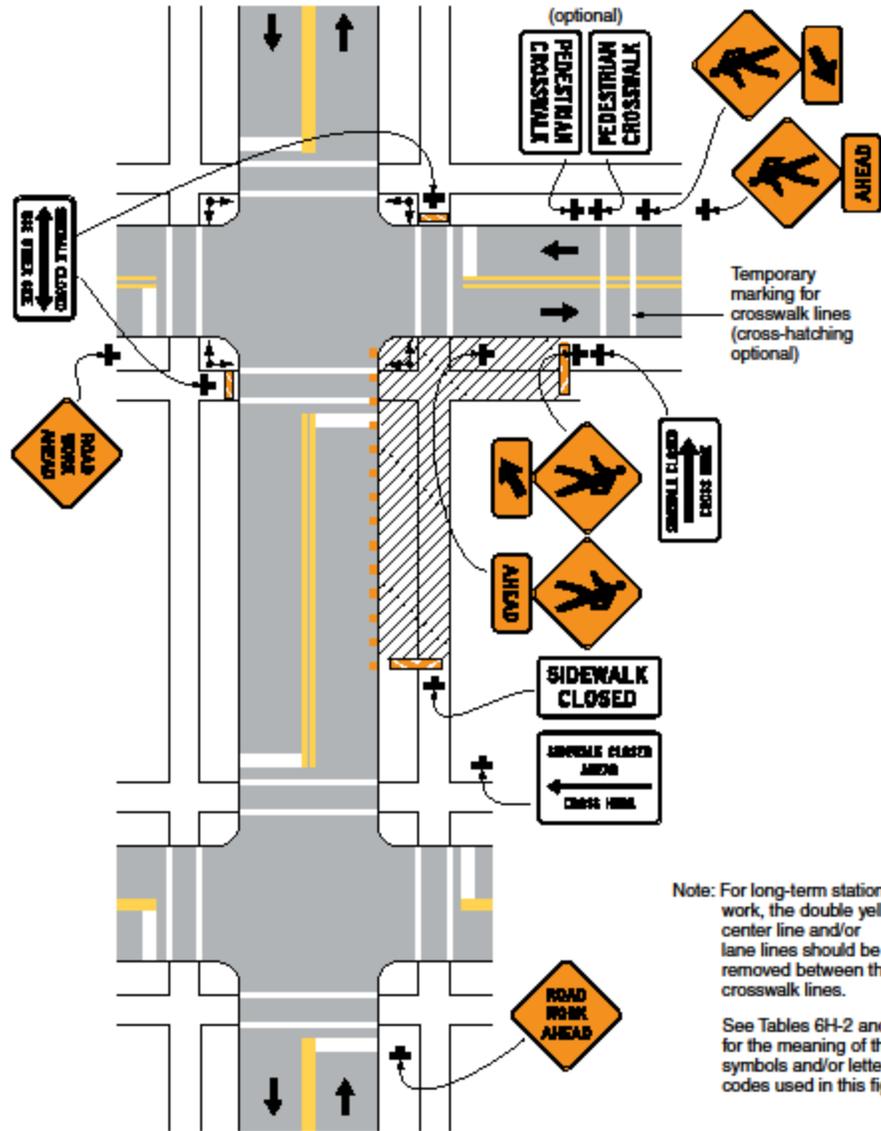
Figure 6H-28. Sidewalk Detour or Diversion (TA-28)



Typical Application 28

Note: See Tables 6H-2 and 6H-3 for the meaning of the symbols and/or letter codes used in this figure.

Figure 6H-29. Crosswalk Closures and Pedestrian Detours (TA-29)



Typical Application 29

CITY OF ANN ARBOR  
 DETAILED SPECIFICATION  
 FOR  
**SLOPE RESTORATION**

AA:DAD

1 of 3

04/09/19

**a. Description.** This work consists of preparing all manicured lawns and slopes on non-freeway projects designated for slope restoration on the plans or by the Engineer, and applying topsoil, fertilizer, seed, and mulch blankets to those areas. Turf establishment shall be in accordance with section 816 of the Michigan Department of Transportation (MDOT) 2012 Standard Specifications for Construction and Standard Plan Series R-100, except as modified herein or otherwise directed by the Engineer.

**b. Materials.** The materials and application rates shall meet the requirements specified in subsection 816.02 and section 917 of the MDOT 2012 Standard Specifications for Construction and as specified herein unless otherwise directed by the Engineer.

1. Topsoil Surface: Place 4 inches of topsoil in area disturbed areas designated for restoration. Topsoil shall be free of all stones one inch in diameter or greater.
2. Turf Seed Mixture: Use seed mixture shown in table below. Seed shall be fresh, clean, dry, new-crop seed complying with the AOSA's "Rules for Testing Seed", tested for purity and germination tolerances.

| Species/Variety              | Mix Proportions<br>(percent by weight) | Purity<br>(percent) | Germination<br>(percent) |
|------------------------------|--|---------------------|--------------------------|
| Baron Kentucky Bluegrass     | 25                                     | 90                  | 80                       |
| Kentucky Bluegrass 98/80     | 15                                     | 98                  | 80                       |
| Park Kentucky Bluegrass      | 15                                     | 90                  | 80                       |
| Omega III Perennial Ryegrass | 20                                     | 98                  | 90                       |
| Creeping Red Fescue          | 25                                     | 95                  | 90                       |

Maximum weed content shall be 0.30%.

3. Chemical Fertilizer Nutrient: Use Class A fertilizer.
4. 4. Mulch Blanket: Use excelsior mulch blanket free of chemical additives. The netting thread and anchoring devices must be 100 percent biodegradable. **Use no polypropylene or other non-biodegradable netting.** Provide wood or other biodegradable anchors, at least 6 inches in length, as approved by the Engineer. **Do not use steel wire staples or pins to anchor mulch blankets.**

**c. Construction.** Construction methods shall be in accordance to subsections 816.03 and 817.03 of the MDOT 2012 Standard Specifications for Construction. Begin this work as soon as possible after final grading of the areas designated for slope restoration but no later than the maximum time limitations stated in subsection 208.03 of the Standard Specifications for Construction. It may be necessary, as directed by the Engineer, to place materials by hand.

Restore all areas as shown on the plans and others disturbed by the Contractor's activity(s) and as identified by the Engineer. Slope restoration includes furnishing and placing topsoil, applying seed and fertilizer, placing mulch blankets, and watering as necessary for the establishment of turf.

Prior to placing topsoil, grade, shape, compact and assure all areas to be seeded are weed free. Place topsoil to the minimum depth required, to meet proposed finished grade. Spread and rake topsoil to provide a uniform surface free of large clumps, rocks, brush, roots, or other

deleterious materials, as determined by the Engineer. Remove any stones greater than or equal to 1 inch in diameter. If the area designated for restoration requires more than the minimum depth of topsoil to meet finished grade, the additional depth must be filled using topsoil. Furnishing and placing this additional material is included in this item of work.

Place topsoil that is weed and weed seed free and friable prior to placing seed. Apply seed mixture and fertilizer to prepared soil surface. Incorporate seed into top 1/2 inch of topsoil.

Use mulch blanket on all areas designated for restoration unless otherwise directed by the Engineer. Install mulch blanket per the manufacturer's published instructions.

Protect and maintain restored areas to establish a uniform, dense, vigorous, and weed free turf without mounds and/or depressions. Begin maintenance immediately upon completion of restoration work and continue up to final acceptance. This includes, but is not limited to, deposition of additional topsoil, re-seeding, fertilizing, and placement of mulch blankets to address areas damaged by washouts and soil erosion, non-uniform germination and bare spots. It also includes any other work required to correct all settlement, erosion, germination, and establishment issues.

If areas washout and/or erode after completing the work and obtaining approval by the Engineer, make the required corrections to prevent future washouts and erosion and replace the topsoil, fertilizer, seed and mulch as required and directed by the Engineer.

Scattered bare spots in seeded areas will not be allowed over three (3) percent of the area nor greater than 6"x 6" in size.

If the Engineer determines weeds cover more than ten percent of the total area of slope restoration, the Contractor will provide weed control in accordance to subsection 816.03.J of the MDOT 2012 Standard Specifications for Construction.

Prior to acceptance, the Engineer will inspect the restored areas to ensure the turf is well established, weed free, in a vigorous growing condition, and contains the species called for in the seeding mixture. If areas do not promote growth, the Contractor will apply new seed, fertilizer and mulch blankets, and water as required.

Upon fulfillment of the above requirements, the Engineer will accept the slope restoration.

Unless otherwise approved by the Engineer, final acceptance will occur no sooner than October 10 of the same year for areas initially restored during the spring (April 15 - June 15) planting season; or, no sooner than June 15 of the following year for areas initially restored during the prior summer/fall (after June 15) planting season.

**d. Measurement and Payment.** Measure and pay for the completed work, as described, at the contract unit price using the following pay item:

| <u>Pay Item</u>        | <u>Pay Unit</u> |
|------------------------|-----------------|
| Slope Restoration..... | Square Yard     |

Measure **Slope Restoration** area in place by the unit square yard and pay for it at the contract unit price, which price includes the costs for all labor, equipment and materials necessary to complete the work.

The Contractor will restore areas disturbed by its operations and not required by the Project at its own expense.

The Engineer will not pay for any labor, equipment and material costs for the Contractor to provide weed control.

The Contractor will repair and/or clean any damage or soiling to signs, fences, trees, pavements, structures, etc. at its own expense.

After initial placement of the slope restoration measures, the Engineer will certify for payment fifty (50) percent of the total quantity placed for each item. The Engineer will certify for payment the remaining fifty (50) percent of the total quantities upon full establishment and final acceptance of any restored area.

# **APPENDIX**



**CITY OF ANN ARBOR**  
**LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE**

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

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

The Contractor or Grantee agrees:

- (a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as \$14.05/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 \$15.66/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.

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 Signature of Authorized Representative

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 City, State, Zip

\_\_\_\_\_  
 Print Name and Title

\_\_\_\_\_  
 Phone/Email address

**CITY OF ANN ARBOR  
LIVING WAGE ORDINANCE**

**RATE EFFECTIVE APRIL 30, 2021 - ENDING APRIL 29, 2022**

**\$14.05 per hour**

If the employer provides health care benefits\*

**\$15.66 per hour**

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

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

## **ENFORCEMENT**

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

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

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

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

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



|  |
|--|
| <b>Vendor Conflict of Interest Disclosure Form</b> |
|--|

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:

| <b>Conflict of Interest Disclosure*</b>   |   |
|---|---|
| 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<br><hr style="border: 0; border-top: 1px solid black;"/> <input type="checkbox"/> Interest in vendor’s company<br><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.

| <b>I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:</b> |                            |   |
|--|----------------------------|---|
|  |                            |   |
| <b>Vendor Name</b>   | <b>Vendor Phone Number</b> |   |
|  |                            |   |
| <b>Signature of Vendor Authorized Representative</b>   | <b>Date</b>                | <b>Printed Name of Vendor Authorized Representative</b> |



## CITY OF ANN ARBOR NON-DISCRIMINATION ORDINANCE

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

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

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

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

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

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

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

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

## MICHIGAN DEPARTMENT OF TRANSPORTATION CERTIFIED PAYROLL

COMPLETION OF CERTIFIED PAYROLL FORM FULFILLS THE MINIMUM MDOT PREVAILING WAGE REQUIREMENTS

(1) NAME OF CONTRACTOR / SUBCONTRACTOR (CIRCLE ONE) (2) ADDRESS

(3) PAYROLL NO. (4) FOR WEEK ENDING (5) PROJECT AND LOCATION (6) CONTRACT ID

| (a)                  | (b)                 | (c)       | (d) DAY AND DATE        |  |  |  |  |  |   | (e)                    | (f)                 | (g)                        | (h)                  | (i)                 | (j) DEDUCTIONS                     |                     |                            |                      |                     | (k)          |                                      |
|----------------------|---------------------|-----------|-------------------------|--|--|--|--|--|---|------------------------|---------------------|----------------------------|----------------------|---------------------|------------------------------------|---------------------|----------------------------|----------------------|---------------------|--------------|--------------------------------------|
|                      |                     |           |                         |  |  |  |  |  |   |                        |                     |                            |                      |                     | TOTAL HOURS ON PROJECT             | PROJECT RATE OF PAY | PROJECT RATE OF FRINGE PAY | GROSS PROJECT EARNED | GROSS WEEKLY EARNED |              | TOTAL WEEKLY HOURS WORKED ALL JOBS   |
| EMPLOYEE INFORMATION | WORK CLASSIFICATION | Hour Type | HOURS WORKED ON PROJECT |  |  |  |  |  |   | TOTAL HOURS ON PROJECT | PROJECT RATE OF PAY | PROJECT RATE OF FRINGE PAY | GROSS PROJECT EARNED | GROSS WEEKLY EARNED | TOTAL WEEKLY HOURS WORKED ALL JOBS | FICA                | FEDERAL                    | STATE                | OTHER               | TOTAL DEDUCT | TOTAL WEEKLY WAGES PAID FOR ALL JOBS |
| NAME:                |                     |           |                         |  |  |  |  |  | 0 |                        |                     |                            | \$0.00               |                     |                                    |                     |                            |                      |                     | \$0.00       | \$0.00                               |
| ETH#GEN: ID #:       | GROUP/CLASS #:      | S         |                         |  |  |  |  |  | 0 |                        |                     |                            | \$0.00               |                     |                                    |                     |                            |                      |                     | \$0.00       | \$0.00                               |
| NAME:                |                     |           |                         |  |  |  |  |  | 0 |                        |                     |                            | \$0.00               |                     |                                    |                     |                            |                      |                     | \$0.00       | \$0.00                               |
| ETH#GEN: ID #:       | GROUP/CLASS #:      | S         |                         |  |  |  |  |  | 0 |                        |                     |                            | \$0.00               |                     |                                    |                     |                            |                      |                     | \$0.00       | \$0.00                               |
| NAME:                |                     |           |                         |  |  |  |  |  | 0 |                        |                     |                            | \$0.00               |                     |                                    |                     |                            |                      |                     | \$0.00       | \$0.00                               |
| ETH#GEN: ID #:       | GROUP/CLASS #:      | S         |                         |  |  |  |  |  | 0 |                        |                     |                            | \$0.00               |                     |                                    |                     |                            |                      |                     | \$0.00       | \$0.00                               |
| NAME:                |                     |           |                         |  |  |  |  |  | 0 |                        |                     |                            | \$0.00               |                     |                                    |                     |                            |                      |                     | \$0.00       | \$0.00                               |
| ETH#GEN: ID #:       | GROUP/CLASS #:      | S         |                         |  |  |  |  |  | 0 |                        |                     |                            | \$0.00               |                     |                                    |                     |                            |                      |                     | \$0.00       | \$0.00                               |
| NAME:                |                     |           |                         |  |  |  |  |  | 0 |                        |                     |                            | \$0.00               |                     |                                    |                     |                            |                      |                     | \$0.00       | \$0.00                               |
| ETH#GEN: ID #:       | GROUP/CLASS #:      | S         |                         |  |  |  |  |  | 0 |                        |                     |                            | \$0.00               |                     |                                    |                     |                            |                      |                     | \$0.00       | \$0.00                               |
| NAME:                |                     |           |                         |  |  |  |  |  | 0 |                        |                     |                            | \$0.00               |                     |                                    |                     |                            |                      |                     | \$0.00       | \$0.00                               |
| ETH#GEN: ID #:       | GROUP/CLASS #:      | S         |                         |  |  |  |  |  | 0 |                        |                     |                            | \$0.00               |                     |                                    |                     |                            |                      |                     | \$0.00       | \$0.00                               |
| NAME:                |                     |           |                         |  |  |  |  |  | 0 |                        |                     |                            | \$0.00               |                     |                                    |                     |                            |                      |                     | \$0.00       | \$0.00                               |
| ETH#GEN: ID #:       | GROUP/CLASS #:      | S         |                         |  |  |  |  |  | 0 |                        |                     |                            | \$0.00               |                     |                                    |                     |                            |                      |                     | \$0.00       | \$0.00                               |
| NAME:                |                     |           |                         |  |  |  |  |  | 0 |                        |                     |                            | \$0.00               |                     |                                    |                     |                            |                      |                     | \$0.00       | \$0.00                               |

