

READING TOWNSHIP OFFICES NEW DRIVE

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AND CONDITIONS OF THE CONTRACT**

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END OF SECTION 00005

READING TOWNSHIP OFFICES NEW DRIVE

Notice to Bidders

Reading Township will receive sealed bid proposals for construction trade work from qualified contractors for **Drive installation**. Work includes the removal of existing driveway and install new drive, by obtaining drive permit from MDOT and install according to MDOT design standards.

Proposals may be mailed or delivered in person to the Reading Township Hall, 5355 S. Eden Rd., PO Box 298, Reading, Michigan 49274, Attention: Kathy Flaughner, Clerk.

All bids shall be submitted on the bid forms provided in the project specifications and completed in accordance with the project specifications. Facsimile bids **will not** be accepted.

The Project Completion Date is **May 26, 2023**.

The Owner reserves the right to reject any or all proposals, accept a bid other than the low Bid, and to waive informalities, irregularities and/or errors in the bid proposals which they feel to be in their own best interest.

End of Notice

PART I GENERAL

1.01 DEFINITIONS

- A. The Owner is **(Reading Township)**.
- B. The Project Team is Reading Township.
- C. The Project is: **(Reading Township Drive replacement)**.
- D. Work is any portion of the Project.
- E. The Bidding Documents include (as applicable to project):
 - 1. The Notice to Bidders.
 - 2. The Instructions to Bidders.
 - 3. Proposal Forms.
 - 4. Sample Contract Forms.
 - 5. The Specifications for the Project.
 - 6. The Drawings for the Project.
 - 7. All Addenda issued.
- F. Addenda are written and/or graphic instruments issued by Reading Township, which add to, delete from, clarify, or correct the Bidding Documents.
- G. Bids are sums stipulated in Proposal for which Bidders propose to perform the Work.
- H. Base Bids are sums stipulated in Proposals for which Bidders offer to perform the Work and which Alternate Bids may be added to or deleted from.
- I. Alternate Bids are sums which may be added to or deleted from Base Bid for the performance of Alternate Work, as delineated in the Bidding Documents.
- J. Unit Prices are sums included in proposals as Bids per unit measure of materials and/or services, as required in the Bidding Documents.
- K. Proposals are complete, properly executed forms including Base Bid, Alternate Bids, Unit Prices and other information requested by the Owner.
- L. Bidders are contractors who submit proposals to the Owner for Work as General Contractors on the Project.

1.02 PRE-BID CONFERENCE

- A. The Owner and Team will be present to answer Bidders' questions regarding the Project, and to provide information to Bidders. Bidders attendance is mandatory. See Notice to Bidders (Section 00010) for time and location.

1.03 BIDDING DOCUMENTS

- A. Bidders have received sets of Bidding Documents. Requests from Bidders for additional sets of Bidding Documents will be honored under the conditions set forth in the Notice to Bidders (Section 00010).
- B. Bidders shall use complete sets of Bidding Documents in preparing Proposals. Bidders are responsible for ascertaining that the Bidding Documents upon which their Proposals are based are complete sets.
- C. Bidding Documents are provided to Bidders for uses pertaining to bidding only. No other use is permitted.
- D. Bidders shall promptly notify the Project Team of any ambiguities, inconsistencies, errors and omissions they may discover in the Bidding Documents.
- E. Requests from Bidders for clarification or interpretation of the Bidding Documents will be received by the Project Team through the date of the Pre-Bid Meeting.
- F. Changes and corrections to the Bidding Documents will be made by Addendum, distributed to the Bidders by regular mail.
- G. Each Bidder shall ascertain prior to submitting their Proposal that they have considered every Addendum issued prior to the Bid Date, and shall acknowledge receipt of each Addendum in their Proposal in writing.

1.04 BID SECURITY

- A. **Not Required**

1.05 SUBSTITUTIONS

- A. The materials, products, and equipment described in the Bidding Documents establish a standard of quality required function, dimension and appearance which shall be met by all substitutions.
- B. Bidders desiring to include substitutions for items specified in the Bidding Documents are encouraged to submit written requests for such proposed substitutions to the Project Team. It is incumbent upon the Bidder to ensure that such requests are received by the Project Team prior to the Bid date. Each substitution request should include a complete description of the proposed substitute including drawings, cuts, performance and test data, the name of the material or equipment for which it is to be substituted, and any other information necessary for evaluation. A statement setting forth any changes in other materials, equipment or Work that incorporation of the substitute would require also should be included. The burden of proof of the merit of the proposed substitute is upon the Bidder. The Engineer's approval or disapproval of a proposed substitution shall be final.

1.06 VOLUNTARY ALTERNATES/VALUE ENGINEERING SUGGESTIONS

- A. Base Bids and Alternate Bids shall be based on the Bidding Documents including approved substitutions, and on the Bidders' evaluations of the Project Site. However, the Owner invites Voluntary Alternates or Value Engineering Suggestions consistent with the intent of the Bidding Documents. Such Alternates and Suggestions, if submitted, shall be incorporated into Proposals by describing Voluntary Alternate, on company letterhead, attached to the Bid Proposal Form.

1.07 BID OPENING AND CONTRACT AWARDS

Section 00100

READING TOWNSHIP OFFICES NEW DRIVE

Instructions to Bidders

- A. Contract awards will be based on Bidders' Proposals and ability to perform. The Owner intends to award contracts to the Bidder who submits a proper Proposal in accord with the requirements of the Bidding Documents. **The award will be made in the Owner's best interest.**
- B. Decisions regarding Bidder's abilities affecting contract awards will be made by the Owner.
- C. The Owner reserves the right to waive any informality or irregularity in any Proposal.
- D. The Owner reserves the right to reject any Proposal.

1.08 POST-BID INTERVIEWS

- A. Bidders in contention for the contract award may be asked to attend Post-Bid Interviews **and submit post-bid submittals in rough draft for review.**

1.09 POST-BID SUBMITTALS

- A. The Bidder who has been notified of the Owner's intent to award a contract shall submit the following items to the Engineer:
 - 1. A Schedule of Values utilizing the level of detail requested by the Owner,
 - 2. A list of all subcontractors and suppliers, to be used, and all items of material and equipment to be incorporated into the Project (Section 00680),
 - 3. The names of the on-site supervisor(s) whom the Bidder proposes to employ to accomplish the Work.
 - 4. A detailed Construction Schedule.

1.10 OWNER'S RIGHT TO APPROVE SUPPLIERS, SUBCONTRACTORS, MATERIAL, EQUIPMENT AND EMPLOYEES

- A. Bidders will be required to establish to the satisfaction of the Owner the reliability and responsibility of proposed employees, suppliers and subcontractors, and the suitability of proposed materials and equipment.
- B. Prior to the award of a contract, the Owner's Representative will notify the Bidder if the Owner has reasonable and substantial objection to any person, organization, material or equipment listed by the Bidder. If the Owner has a reasonable and substantial objection, the Bidder shall amend his Proposal by providing an acceptable substitute. The Owner may, at their discretion, accept such a substitute, or the Owner may disqualify the Proposal.
- C. Suppliers, subcontractors, employees, materials and equipment proposed by the Bidder and accepted by the Owner shall be used on the Work for which they are proposed and accepted and shall not be changed except with the written approval of the Owner.

1.11 BONDS

- A. **Refer to Section 00600 for information regarding bonding requirements.**

1.12 INSURANCE

- A. Refer to Sections 00650 and 00700 for information regarding insurance requirements.

PART 2 - FORMS FOR BIDDING

2.0 PROPOSAL FORMS

- A. Bidders are required to use the forms provided by the Owner for Bidding purposes.
- B. Sample form(s) and instructions appear in Section 00305.

PART 3 - PROCEDURES AND CONDITIONS FOR BIDDING

3.01 COMPLETION OF PROPOSAL FORMS

- A. Refer to Section 00300 for detailed instructions regarding completion of Proposal Forms.

3.02 SUBMISSION OF PROPOSALS

- A. Proposals shall be submitted to the Owner, at the location stated in the Notice to Bidders, Section 00010.
- B. Proposals shall be submitted by the time and date stated in the Notice to Bidders, Section 00010.
- C. Bidders shall bear full responsibility for delivering Proposals to the location for receipt of Proposals by the time and date for receipt of Proposals.

3.03 MODIFICATION OR WITHDRAWAL OF PROPOSALS

- A. A Proposal may not be modified, withdrawn or canceled by the Bidder within thirty (30) days following the time and date designated for the receipt of Proposals, and the Bidder so agrees in submitting their Proposal.
- B. Prior to the time and date designated for receipt of Proposals, Proposals may be modified or withdrawn. Modifications and withdrawals shall be in writing or by fax. If by fax, written confirmation shall have been mailed and postmarked before the date and time set for receipt of Proposals. Faxed communications shall be worded so that the amounts of the original Proposals are not revealed.
- C. Withdrawn Proposals may be resubmitted up to the time and date designated for receipt of Proposals.

3.04 BIDDERS' REPRESENTATIONS & ACKNOWLEDGMENTS

- A. In submitting your Proposal, each Bidder represents that:
 - 1. You have read and understand the Bidding Documents.
 - 2. Your Proposal is made in accord with the Bidding Documents.
 - 3. You have visited the Project Site and have familiarized yourself with the local conditions under which the Work you are bidding will be performed.
 - 4. You will accept contract award, **regardless of the identity of other Contractors on the Project site.**
 - 5. During contract performance, you will not interrupt your Work nor impede the progress of other Contractors as a result of prejudice based on sex, race, color, creed, labor affiliation, or lack of labor affiliation of Contractors or employees of Contractors engaged on this Project.
- B. In submitting his Proposal each Bidder acknowledges:
 - 1. The rights of the Owner to accept or reject any Proposal, to waive any informality or irregularity in any Proposal received, and to accept other than a low Bid.
 - 2. The right of the Owner to accept any combination of Bid Divisions they desire.

Section 00100

READING TOWNSHIP OFFICES NEW DRIVE

Instructions to Bidders

3. The right of the Owner to award contracts in their interest.

3.05 OTHER INFORMATION

- A. All Bidders shall comply with the requirements of the Bidding Documents, Addenda and all applicable codes, laws, and regulations in preparing and submitting Proposals.
- B. Refer to Sections 00300 for additional instructions regarding Proposals.

End of Section 00100

Section 00305
READING TOWNSHIP OFFICES NEW DRIVE
Proposal Form

Project: **Reading Township new drive**

Submitted By: _____
(Bidder's Name)

Address: _____

City/State/Zip: _____

Phone: _____

Bid Proposal Deadline: **January 31, 2023**

BASE BID (not including Labor Bond, Material Bond and Performance Bond Costs):

_____ Dollars and 00/100ths
(\$ _____ .00)

BOND (cost to provide Labor and Material Payment Bond and Performance Bond on Base Bid):

_____ Dollars and 00/100ths
(\$ _____ .00)

SURETY

Name of Surety Company: _____

Address: _____

Phone: _____

Section 00305
READING TOWNSHIP OFFICES NEW DRIVE
Proposal Form

UNIT PRICES

Our unit prices for the following in-place items per this Bid Division are:

<u>Item</u>	<u>Unit</u>	<u>Unit Price</u>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
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SCHEDULE INFORMATION

Anticipated start date:

Anticipated number of on-site staff:

Completion date:

Section 00305
READING TOWNSHIP OFFICES NEW DRIVE
Proposal Form

Proposed manufacturers, suppliers, and/or subcontractors:

<u>Item</u>	<u>Manufacturer / Subcontractor / Supplier</u>
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VOLUNTARY ALTERNATES / VALUE ENGINEERING SUGGESTIONS

We suggest the following alternate procedure(s) and/or material(s):

Summary of Suggestions

Deduct from Base Bid(s)

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SCHEDULE

We have reviewed the Completion Date (**enter date**) specified for the project and hereby endorse it with regard to the Work we have bid.

Section 00305
READING TOWNSHIP OFFICES NEW DRIVE
Proposal Form

EXCEPTIONS AND/OR SUBSTITUTIONS

We have submitted our Proposal complete, as specified, and in accord with the Bidding Documents, including Addenda and the Contract Documents, without exceptions or substitutions, unless otherwise noted on Page 3.

EXECUTION

Name of the Bidder: _____

Bidder's Status: ☐ Corporation ☐ Partnership ☐ Sole Proprietor
 ☐ Other (Please specify: _____)

By/Signature: _____

Name: _____

Title: _____

Date: _____

Phone: _____ Fax: _____

END OF SECTION 00305

PART 1 GENERAL

1.01 *INSURANCE CERTIFICATES*

- A. The Contractor shall provide, prior to beginning of work, a certificate of insurance for delivery to the owner indicating that all required insurance coverage is in force, Refer to the "Risk Management" Section of the General Conditions 700, (Provision 11) for information regarding required coverage.
- B. Use a standard Insurance Certificate Form. The Accord form 25 is a preferable form. This form should be obtained from your insurance agent.
- C. Issue all certificates to **(Reading Township)**.
- D. Certificates must show as "additional insured" the Owner, **(Reading Township)**; and the Engineer, **Dailey Engineering, Inc.**
- E. A "Letter of Compliance" must be completed and submitted along with the certificates of insurance.

INSURANCE CERTIFICATES-

Insurance certificates must be completed as follows: (please refer to corresponding numerals on sample certificate)

- 1. This blank is to be dated the day the certificate of insurance is issued.
- 2. This blank is to provide the complete name and address of the insurance agency issuing the certificate.
- 3. This blank is to provide the full name and mailing address of the "prime contractor".
- 4. These blanks are to provide the name (or names) of the insurance company(ies) that is (are) providing the coverage for the specific coverage issued on the certificate.
- 5.
 - A. General Liability - all blanks must be checked in this section and policies must be on an "occurrence" basis.
 - B. Policy Number - a policy number must be listed here.
 - C. Policy Effective and Expiration dates must be listed in these two blanks.
 - D. This section must be filled in with dollar amounts (listed in thousands).

6. A. These blanks must be filled in with either:
Option I Any Auto, Hired, and Non-owned automobiles OR
Option II All Owned Autos (Priv. Pass), All Owned Autos (other than Priv. Pass.), Hired Autos and Non-Owned Autos.
- B. Policy Number - a policy number must be listed here.
- C. Policy Effective and Expiration dates must be listed in these two blanks.
- D. This section must be filled in with dollar amounts (in thousands).

IMPORTANT NOTE: If any of the dollar amounts in any of the blanks are less than \$1,000,000, please refer to section 7, Excess Liability.

7. Excess Liability (Provide \$2 million Excess Liability Umbrella policy)-
- A. This blank must be checked with the "Umbrella Form".
- B. Policy Number - a policy number must be listed here.
- C. Policy Effective and Expiration dates must be listed in these blanks.
- D. If this section is required (see 7. above), both of these blanks must be filled in with a minimum of 1,000 and 1,000.
8. Workers Compensation -
- A. Nothing needs to be checked here.
- B. Policy Number - a policy number must be listed here.
- C. Policy Effective and Expiration dates must be listed in these blanks.
- D. These blanks must be filled in with minimum limits as follows:
- | | |
|---------|-------------------------|
| 500,000 | (each accident) |
| 500,000 | (disease policy limit) |
| 500,000 | (disease each employee) |
9. This section need not be completed unless some unique coverage is required for a certain type of job.
10. This section should contain the listing of the additional insureds as required in 1.01 D. The names of the Owner and Engineer must be listed here.
11. The Owner should be listed here as this is the actual Certificate Holder. Please check the specifications for correct name and mailing address.

12. This blank must show the number 30, indicating that the Owner and all additional insureds will receive at least 30 days' notice of cancellation of any of the policies listed on the certificate.
13. The certificate must be signed by a licensed insurance agent or a representative of the insurance company in order to be valid.

Letter of Compliance ~

Owner: _____

Re: _____

Subject: _____

Gentlemen:

This letter is to acknowledge that I/We am/are the Insurance Agents for the above named contractor, and furthermore, that we have reviewed the insurance coverage required under this contract with the _____.

We hereby certify that said contractor is in compliance with all insurance coverage required under this contract with the _____.

We hereby certify that said contractor is in compliance with all insurance requirements, whether or not so evidenced on the attached certificates of insurance.

Signed:

Agency: _____

Address: _____

Agent: _____ Witness: _____

Date: _____ Notary: _____

My Commission Expires: _____

For:

Contractor: _____

Address: _____

Bid Division: _____

End of Section 00650



7C

ACH OCCURRENCE \$
EXCESS LIAB CLAIMS-MADE
DED RETENTION \$
WORKERS COMPENSATION 8B
AND EMPLOYERS' LIABILITY
Y/N ANY
PROPRIETOR/PARTNER/EXECUTIVE
OFFICE/MEMBER EXCLUDED? 8C
N/A

AGGREGATE 7D \$
WC STATUTORY LIMITS OTH-ER \$
E.L. EACH ACCIDENT \$

(Mandatory in NH)
If yes, describe under
DESCRIPTION OF OPERATIONS below

E.L. DISEASE - EA EMPLOYEE \$
E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

11

CANCELLATION

12

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE
CANCELLED BEFORE
THE EXPIRATION DATE THEREOF, NOTICE WILL
BE DELIVERED IN
ACCORDANCE WITH THE POLICY PROVISIONS.

30 Days

AUTHORIZED REPRESENTATIVE

13

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Section 00670
READING TOWNSHIP OFFICES NEW DRIVE
Schedule of Values

PART 1 GENERAL

1.01 DESCRIPTION

- A. Within fifteen (15) days following the date of issue of a Notice to Proceed (Section 00500), each Contractor shall submit to the Engineer for delivery to the Owner, a Schedule of Values showing accurate costs for the elements of their work.
- B. The Schedule of Values shall divide the work into a sufficient number of individual cost elements, labor and material, to serve as an accurate basis for Contractor's Application for Payment. Each work element shall receive its prorated share of profit and overhead.
- C. Schedule of Values shall be submitted prior to the contract execution and receipt of payment.

1.02 SPECIAL ITEMS

- A. In addition to regular Work elements, Contractors shall include the following items in the Schedule of Values:
 - 1. Labor and Material Payments Bonds, if required by the Owner.
 - 2. Performance Bonds, if required by the Owner.
 - 3. "Housekeeping and Final Clean-up", at a cost of 1 percent (1%) of the total contract amount, or as requested by the Owner.
 - 4. "Punch List/Retainage", at a cost of 10 percent (10%) of the total contract amount, or as requested by the Owner.
- B. Schedule of Values shall be typed or printed on Contractors, letterhead paper.
- C. Each Schedule of Values shall be dated and signed.

End of Section 00670

Section 00680
READING TOWNSHIP OFFICES NEW DRIVE
Subcontractor/Supplier/

Material/Equipment

PART 1 GENERAL

1.01 DESCRIPTION

- A. Within fifteen (15) days following the date of issue of a Letter of Intent, the Contractor shall submit to the Owner, a list of all subcontractors whom they intends to utilize in their performance of the Work, and all suppliers who will be providing materials and/or equipment to be incorporated into the Work.
- B. All subcontractors' names, addresses, telephone numbers, and types of Work shall be included in the list.
- C. All suppliers' names, addresses, telephone numbers, and items provided shall be included on the list.
- D. All items of material and equipment included in the work shall be listed. Each item shall be listed with its manufacturer, supplier, and installing subcontractor, if applicable.
- E. Subcontractor/Supplier/Material/Equipment listings shall be submitted prior to contract execution.
- F. Prior to the award of a contract, if the Owner has reasonable and substantial objection to any person, organization, material and/or equipment listed by the Contractor. If the Owner has a reasonable and substantial objection, the Contractor shall amend their Proposal by providing an acceptable substitute. The Owner may, at their discretion, accept such a substitute or the Owner may disqualify the Proposal.
- G. Suppliers, subcontractors, material and equipment proposed by the Contractor and accepted by the Owner shall be used in the Work for which they are proposed and accepted, and **shall not be changed except with prior written approval of the Owner.**

End of Section 00680

Section 01010
READING TOWNSHIP OFFICES NEW DRIVE
Summary of Work

PART 1 GENERAL

1.01 PROJECT DESCRIPTION

- A. **(Reading Township, Drive replacement).**
- B. Obtain MDOT permit for drive replacement according to prints.
- C. Follow all MDOT criteria for drive installation.
- C. Contact MISS DIG for underground utilities locations.

1.02 CONTRACTORS USE OF PREMISES

- A. Contractor shall limit their use of the Project site for Work and for storage, to allow for:
 - 1. Work by other Contractors.
- B. Contractor shall coordinate their use of the Project site under the direction of the Owner.
- C. Contractor shall assume full responsibility for the protection and safekeeping of materials and equipment stored on the site. No security will be employed.
- D. Contractor shall move any stored material or equipment under their control if it interferes with operations of the Owner or other Contractors, as directed by the Owner.
- E. Contractors shall obtain and pay for additional storage or work areas needed for operations not allowed on the site.

1.03 OWNER OCCUPANCY

- A. The Owner intends to occupy the **Project** by **(May 26, 2023)**. The contractor must comply with this requirement.

End of Section 01010

Section 01030
READING TOWNSHIP OFFICES NEW DRIVE
Project Work Hours

PART 1 GENERAL

1.01 NORMAL WORK HOURS

- A. 7 a.m. to 5 p.m., Monday through Friday.

1.02 EXCEPTIONS

- A. Necessary variations for normal hours shall occur only with the express approval of the Owner.
- B. Overtime will not be paid.
- C. It will be the responsibility of the contractor to provide an adequate workforce to assure the timely completion of all work.
- D. The contractor will work whatever hours required (overtime, weekends, holidays) to complete their work and allow for the completion of all other work to achieve final completion in the time frames required by the Owner.

End of Section 01030

Section 01040
READING TOWNSHIP OFFICES NEW DRIVE
Project Administration

PART 1 GENERAL

1.01 GENERAL CONTRACTOR

- A. This is a General Contractor Project. The Owner will award a single contract for all work involved in the Project. The Project will be controlled and administered by the Owner.

1.02 RETAINAGE ON OWNER PURCHASED ITEMS

- A. The Owner may retain an amount of Five Thousand Dollars (\$5,000.00), or ten percent (10%) whichever is the larger amount, on material and/or equipment purchased from suppliers for inclusion in the Work, until such time as it is satisfactorily installed. The purpose of this provision is to ensure proper conformance to the Contract Documents.

1.03 PROMPTNESS OF EXECUTION

- A. It is the intention of the Owner to complete the Project in the fastest practical time frame. Whereas varying conditions inherent in the construction process will affect the progress of the Work, it is the intent of the contract that the Contractor maintain the progress pace set forth in the schedule.

1.04 PROTECTION OF THE WORK

- A. When moving men and/or materials across floors, grades, roofs, other vulnerable surfaces or through occupied areas, the Contractor shall provide adequate surface protection to prevent damage to surfaces.

1.05 PRE ON-SITE ACTIVITY MEETING

- A. The Contractor is required to meet on the site with the Owner prior to beginning their Work.

1.09 CUTTING AND PATCHING

- A. The Contractor shall make arrangements with the Owner for fitting their Work into the Project and shall coordinate all fitting with other Contractors. Whenever any contractor has been given sufficient information as to required openings prior to beginning their Work, the contractor shall pay the cost for cutting and/or restoring if they fail to provide proper required openings.
- B. The Contractor shall be responsible for any cutting, fitting and patching that may be required to complete the Work. He shall employ only qualified tradesmen to assure that all work is done in a neat and workmanlike manner. All patching shall match adjacent surfaces.
- C. Cutting or restoring performed by any Contractor which is rejected by the Owner shall be corrected. The cost of such Work shall be borne by the Contractor responsible for the defective restoration.
- D. Openings over six inches in diameter must be formed.

Section 01040

READING TOWNSHIP OFFICES NEW DRIVE

Project Administration

- E. Cutting and patching of concrete floors and decks shall be performed in a neat and workmanlike manner, using a coring machine. After coring, the Contractor shall pack and grout openings around sleeves or other Work penetrating floors and decks.
- F. The Contractor shall not do any cutting that may impair the strength of any building or its components. No holes, except for small screws or bolts, may be drilled in beams or other structural members for the purpose of supporting or attaching Mechanical Work, without prior approval from the Engineer.
- G. The Contractor shall be responsible for the cutting and patching of all holes and openings through existing walls and partitions, and all holes and openings through existing floors, ceilings, and roofs necessary for the installation of the work. If the location for a hole or opening is through an existing joist, beam, or column, the Contractor shall notify the Engineer who will instruct the Contractor how to proceed.
- H. The Contractor shall be responsible for the closing and patching of holes and openings through existing walls, partitions, floors, ceilings, and roofs created by demolition work the contractor is shown to complete unless noted otherwise.
- I. Temporary removal and replacement of all ceilings not scheduled to be replaced shall be the responsibility of the Contractor.

1.10 BLOCKING, BACKING, AND GROUNDS

- A. The Contractor shall be responsible for providing the blocking, backing, and grounds necessary for the installation of the work.

End of Section 01040

Section 01085

READING TOWNSHIP OFFICES NEW DRIVE

Applicable Standards

PART 1 GENERAL

1.01 DESCRIPTION

- A. Work Included:
1. Throughout the Contract Documents, reference is made to codes and standards which establish qualities and type of workmanship and materials, and which establish methods for testing and reporting on the pertinent characteristics.
 2. Where materials or workmanship are required by these Contract Documents to meet or exceed the specifically named code or standard, it is the Contractor's responsibility to provide materials and workmanship which meet or exceed the specifically named code or standard.
 3. It is also the Contractor's responsibility, when so required by the Contract Documents or by written request from the Owner, to deliver to the Owner all required proof that the materials or workmanship, or both, meet or exceed the requirements of the specifically named code or standard. Such proof shall be in the form requested in writing by the Owner, and generally will be required to be copies of a certified report of tests conducted by a testing agency approved for that purpose by the Owner.
- B. Related Work Described Elsewhere:
1. Specific naming of codes or standards occurs on the Drawings and in other Sections of these specifications.

1.02 QUALITY ASSURANCE

- A. Familiarity with Pertinent Codes and Standards:
1. In procuring all items used in this Work, it is the Contractor's responsibility to verify the detailed requirements of the specifically named codes and standards and to verify that the items procured for use in this work meet or exceed the specified requirements.
- B. Rejection of Non-Complying Items:
1. The Owner reserves the right to reject items incorporated into the Work which fail to meet the specified minimum requirements.
 2. The Owner further reserves the right and without prejudice to other recourse the Owner may take, to accept non-complying items subject to an adjustment in the Contract Amount as approved by the Owner.
- C. Applicable standards listed in these Specifications include but are not necessarily limited to, standards promulgated by the following agencies and organizations:
1. **AASHTO** American Association of State Highway and Transportation Officials, 341 National Press Building, Washington, D.C. 20004.
 2. **ACI** American Concrete Institute, Box 19150, Redford Station, Detroit, Michigan 48219.
 3. **AISC** American Institute of Steel Construction, Inc., 1221 Avenue of the Americas, New York, New York 10020.
 4. **ANSI** American National Standards Institute (successor to USASI and ASAO), 1430 Broadway, New York, New York 10018.
 5. **ASTM** American Society for Testing Materials, 1916 Race Street, Philadelphia, Pennsylvania 19103.
 6. **AWS** American Welding Society, Inc., 2501 N.W. 7th Street, Miami, Florida 33125.

Section 01085

READING TOWNSHIP OFFICES NEW DRIVE

Applicable Standards

7. *AWWA* American Water Works Association, Inc., 6666 West Quincy Avenue, Denver, Colorado 80235.
8. *BOCA* Buildings Officials & Code Administrators International, Inc., 17926 South Halsted Street, Homewood, Illinois 60460.
9. *CRSI* Concrete Reinforcing Steel Institute, 228 North LaSalle Street, Chicago, Illinois 60610.
10. *CS* Commercial Standard of NBS, U.S. Department of Commerce, Government Printing Office, Washington, D.C. 20402.
11. *FGMA* Flat Glass Marketing Association, 3310 Harrison, Topeka, Kansas 66611.
12. *State of Michigan Fire Marshal Bulletin 412.0.*
13. *State of Michigan Department of Labor Barrier Free Code.*
14. *NAAMM* The National Association of Architectural Metal Manufacturers, 1033 South Boulevard, Oak Park, Illinois 60302.
15. *NEC* National Electrical Code (see NFPA).
16. *NEMA* National Electrical Manufacturers Association, 155 East 44th Street, New York, New York 10017.
17. *NFPA* National Fire Protection Association, 470 Atlantic Avenue, Boston, Massachusetts 02210.
18. *SDI* Steel Deck Institute, 135 Addison Avenue, Elmhurst, Illinois 60125.
19. *SSPC* Steel Structures Painting Council, 4400 Fifty Avenue, Pittsburgh, Pennsylvania 15213.
20. *TCA* Tile Council of America, Inc., P.O. Box 326, Princeton, New Jersey 08540.
21. *UL* Underwriters' Laboratories, Inc., 207 East Ohio Street, Chicago, Illinois 60611.
22. *Fed. Specs. and Fed. Standards:*
Specifications Sales (3FRI), Building 197, Washington Navy Yard, General Service Administration, Washington, D.C. 20407.
23. *UBC* Uniform Building Code, International Conference of Building Officials, 5360 South Workman Mill Road, Whittier, California 90601.

End of Section 01085

Section 01400

Quality Control

PART 1 GENERAL

1.01 QUALITY CONTROL BY ENGINEER

- A. The Contractor shall comply with the quality control provisions of the Contract Documents.
- B. The quality and completeness of the Work shall be maintained on a day-to-day basis. Inaccurate, faulty, incomplete and defective Work shall be corrected by the Contractor without continuous prodding by the Engineer. Failure to cooperate in this continuous punch list effort may reduce Progress Payments.

1.02 CONTRACTOR QUALITY CONTROL

- A. The Contractor shall be responsible to provide a quality of workmanship consistent with the requirements of the Contract Documents. All Work will be of good quality and free from faults and defects. Every care shall be exercised to ensure that the quality specified is the quality provided.
- B. If at any time the Contractor is of the opinion that the quality of their Work is, or will be, jeopardized as a result of the scheduling or coordination of the project, or for any other reason known to them, the contractor shall stop Work immediately and shall inform the Engineer of their action and the reasons therefore. The Contractor immediately shall provide a written explanation to the Engineer. Upon investigation by the Engineer, a decision will be made on the point of jeopardy, in order to resolve the problem.

End of Section 01400

Section 01510
READING TOWNSHIP OFFICES NEW DRIVE

Temporary Utilities

PART 1 GENERAL

1.01 DESCRIPTION

- A. The Owner will allow the Contractor to use power and water, where available, for use in construction. All usage will be arranged for by the Contractor.

1.02 REQUIREMENTS OF REGULATORY AGENCIES

- A. Comply with the National Electric Code.
- B. Comply with federal, state and local codes and regulations and with utility company requirements.

1.03 MATERIALS, GENERAL

- A. Cords, connectors, etc. may be new or used, but must be adequate in capacity for the required usage, must not create unsafe conditions, and must not violate requirements of applicable codes and standards.

1.04 TEMPORARY ELECTRICITY AND LIGHTING

- A. Any desired temporary lighting shall be the Contractor's responsibility.
- B. The Owner shall pay for all electrical energy consumed during the construction period except for energy consumed to provide power or lighting in excess of those listed in this Article.

1.05 TELEPHONE SERVICE

- A. Any desired phone service shall be the Contractor's responsibility.

1.06 WATER

- A. A temporary water distribution center will be provided in a nearby convenient location. The Contractor shall supply all hoses, etc. beyond that point.

1.07 SANITARY FACILITIES

- A. The Contractor will arrange for temporary sanitary facilities. Contractors shall not use permanent facilities at the site.

Section 01510
READING TOWNSHIP OFFICES NEW DRIVE

Temporary Utilities

1.08 EXECUTION

- A. The Contractor shall maintain and operate systems to assure continuous service, and avoid disruption of service.

1.09 REMOVAL

- A. The Contractor shall promptly remove temporary materials and equipment when no longer required.
- B. The Contractor shall clean and repair damage caused by temporary installations or use of temporary facilities.
- C. The Contractor shall restore existing facilities used for temporary services to the specified or original condition.

End of Section 01510

Section 01550
READING TOWNSHIP OFFICES NEW DRIVE

Access and Deliveries

PART 1 GENERAL

1.01 ACCESS ROADS

- A. Contractors' access to the Project site and arrangements for periodic, temporary access for specific construction shall be made through the Owner's approval.

1.02 DELIVERY

- A. Contractors receiving deliveries to site shall request a 24 hour notice of delivery from suppliers. Contractors receiving deliveries shall ensure that their personnel are at the site to receive deliveries, and properly store them.
- B. Since site space is limited, delivery of materials shall not be made to the jobsite before progress of the job schedule calls for it, unless approved by the Engineer.

1.03 PARKING

- A. Contractor parking will be in an area designated by the owner on site.

1.04 SITE PLAN

- A. Refer to the Contractors use of premises (Section 01010) for further information on the use of the site.

End of Section 01550

Section 01570
READING TOWNSHIP OFFICES NEW DRIVE

Traffic Regulation

PART 1 GENERAL

1.01 TRAFFIC REGULATIONS

- A. Contractor shall abide by all governmental and Owner-established traffic regulations.
- B. Contractor shall use the route designated by the Owner and shall comply with the requirements of Section 01550.
- C. Contractor shall coordinate with MDOT and comply with all work to be done in the **ROAD RIGHT OF WAY**.

End of Section 01570

Section 01720
READING TOWNSHIP OFFICES NEW DRIVE

Record Documents

PART 1 GENERAL

1.01 DESCRIPTION

- A. The Owner will make available a set of Record Documents at the site including the following:
1. Drawings
 2. Specifications
 3. Addenda
 4. Change Orders and other Modifications to the Contracts
 5. Written Instructions
 6. Approved Shop Drawings, Product Data and Samples
 7. Field Test Records
 8. Construction Photographs

1.02 RECORD DRAWINGS

- A. As a condition of final payment, the Contractor shall mark any and all installation information that differs in location, size, dimension or type from that shown on the Construction Documents on a single set of Construction Documents.

1.03 SUBMITTAL

- A. At Contract Close-out, the Contractor shall deliver three sets of Record Documents, the Owner.
- B. The Contractor shall accompany their Record Document submittal with a transmittal letter in duplicate, containing:
1. Date
 2. Project and Phase designation
 3. Contractor's name and address
 4. Bid Division name and number
 5. Title and number of each Record Document
 6. Signature of Contractor or their authorized representative
- C. The receipt of such Record Documents by the Engineer or the Owner shall not be a waiver of any deviations from the Contract Documents.

End of Section 01720

Section 01900
READING TOWNSHIP OFFICES NEW DRIVE
Demolition and Removal

PART 1 GENERAL

1.01 CODES

- A. All work shall comply with the applicable requirements of the local building code and accident and fire prevention regulations.

1.02 SCOPE

- A. The Work covered by this section of Specifications includes, but is not limited to, the following:
- B. Demolish and remove existing materials as shown on the plan and noted in the Description of Work.
- C. Cover holes and other hazardous openings with approved materials and barriers.
- D. Remove all demolition materials and debris from the construction site and dispose of in a legal manner.
- E. Protect adequately the construction site, adjoining property, and utility services as work proceeds through all stages.
- F. Obtain all permits from MDOT and Bonding requirements.
- G. Inform **MISS DIG before starting any work.**

1.03 QUALITY ASSURANCE

- A. Contractor's staff responsible for demolition shall be experienced in this type of work. Equipment is to be of suitable type, in good working condition, and operated by skilled mechanics.

PART 2 PRODUCTS

2.01 TEMPORARY ENCLOSURES

- A. Provide temporary enclosures to prevent dust from entering other parts of the facility during demolition.

PART 3 EXECUTION

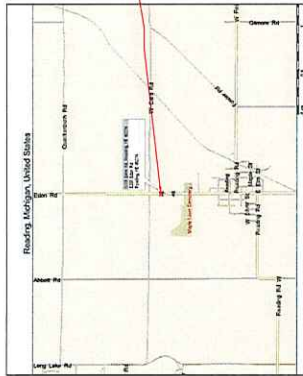
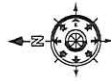
3.01 GENERAL INSTRUCTIONS

- A. All work shall be done in a safe and cautious manner in order to avoid accidents and property damage.
- B. Protect the work scheduled to remain, and if damaged, repair to match existing work.
- C. All salvaged material, unless otherwise noted on plans or in the Description of Work shall become the property of the Contractor and shall be evaluated in the Contractor's bid price. Promptly remove salvaged material from the construction site as the work proceeds.
- D. Carefully dismantle and store on site all material scheduled to remain the Property of the Owner. Protect until removed by the Owner or until end of contract.

Section 01900
READING TOWNSHIP OFFICES NEW DRIVE
Demolition and Removal

- E. Protect from damage, clean, and overhaul materials scheduled to be reused.
- F. Protect parts of the existing work scheduled to remain. Cut away carefully the parts to be demolished to reduce the amount of necessary repairs.
- G. Support existing structure as needed during cutting of new openings or replacement of structural members.
- H. Prevent accumulation of debris and overloading of any part of the structure.
- I. Prevent access of unauthorized persons to partly demolished areas.
- J. Remove all demolition materials, debris, and rubbish from the site as soon as practicable. Do not permit any accumulation on the site. Transport all demolition materials without spillage on the streets.

End of Section 01900



2022
READING TOWNSHIP OFFICES
NEW DRIVE

1. 7" reinforced concrete on 6" of compacted gravel or crushed stone and 6" of rubber composite with that used on the highway concrete shall be grade P1.
2. All work done in night of day shall be done in accordance with current Michigan Department of transportation standard specification for construction and according to standard specifications of M-61 and P-1 of 1967.
3. Slope ditch way approach away from pavement $\frac{1}{2}$ " per foot for 17'
4. Disturbed areas shall be restored with topsoil and seeded or sod only.
5. A driveway shall be constructed so that it does not adversely affect the highway's drainage. The drainage and stability of the subgrade shall not be altered by driveway construction.
6. Saw cut the outer side of white line where new drive and approach crosses the road.

NOTE:
Refer to HPOOT 401 entitled 'operation control manual' section
6 for specific details.
Current shall meet HPOOT section 401

READING TOWNSHIP OFFICES
5355 South Edon Rd.
Reading, MI. 49274
517-283-3286



BEFORE YOU DIG
CALL MISS DIG 811
ask for continous
marking on Township
property



SHEET INDEX:

C-1	COVER SHEET
S-1	DRIVE PLAN
S-2	DETAILS
S-3	SITE
S-4	UTILITIES MAPS



DAILEY ENGINEERING, INC.
8485 STEPHENSON ROAD
ONSTED, MI 49265

PH. # (517) 467-9000
FAX # (517) 467-9010
EMAIL - info@daileyinc.com

DATE: 10/10/2022	REV: 0	DRAWING NO.	C-1
SCALE: AS NOTED			



DATE: 10/10/2022	REV: 0	DRAWING NO.	S-1
DRAWN BY: dwb			
CHK'D BY: TA DALEY			
APP'D BY: dwb			

DRIVE PLAN

DATE: 10/10/2022	REV.: 0	DRAWING NO.	S-2
SCALE: AS NOTED			

DETAILS

DRAWN BY: dab	CHECK'D. BY: TA DALEY	APP'D. BY: dab
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DATE: 10/10/2022	REV.: 0
SCALE: 1" = 50'	

5355 S EDON RD
READING, WI 49774

UNDERGROUND
FIBER TERMINAL
48" x 12" x 20"
YFN 86

PED 5261
W/ COPPER TERMINAL

UNDERGROUND
COPPER CABLE
195' 01.1950
ANF 300 24

S EDON RD S RD

PED 5356

UNDERGROUND
COPPER CABLE
300' 09.2009
ANF 300 24

UNDERGROUND
COPPER CABLE
394' 01.1994
ANF 50 24

UNDERGROUND
COPPER CABLE
428' 01.1950
ANF 25 22

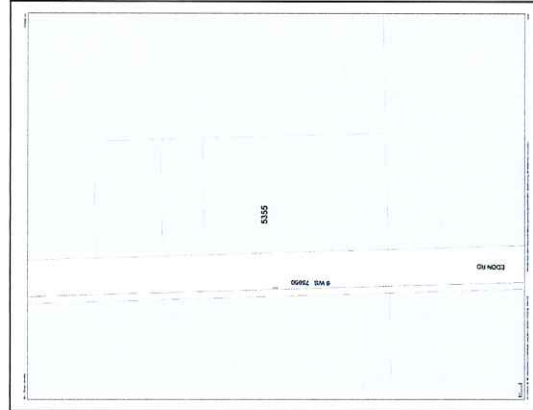
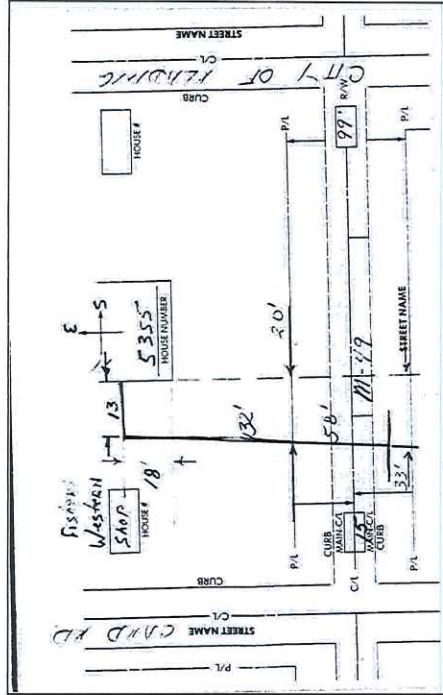
PED 5300
W/ COPPER TERMINAL

	
5355 S EDON RD READING, MI 49274	
PROJECT NAME	CO AREA EACH
DRAWN DATE:	ENGR:
8/10/2022	PHONE:
SCALE: 1"=100'	TAX DISTRICT:
TWP/SH:	DWG 1 OF 1
TWP/SH:	SEC:

FRONTIER COMMUNICATION
MAP FURNISHED



**BEFORE YOU DIG
CALL MISS DIG 811**
ask for continuous
marking on Township
property



MICHIGAN GAS UTILITIES
MAP FURNISHED



READING TOWNSHIP OFFICES
5355 South Edon Rd.
Reading, MI. 49274
517-283-3286

DAILEY STEPHENSON, INC.
8485 STEPHENSON ROAD
UNIONTOWN, IN 46085

PH. **F** (517) 467-9000
FAX **F** (517) 467-9010
EMAIL - leddon@dailey.com

A large, stylized red letter 'D' logo. Inside the curve of the 'D', the words "DAILEY STEPHENSON, INC." are written in white capital letters. The 'D' has a thick red outline and a textured interior.

DRAWN BY: dwb	CHK'D. BY: TA DALEY	APP'D. BY: dwb
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UTILITIES MAPS

DATE: 10/10/2022	REV.: 0
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DATE: 10/10/2022	REV.: 0	DRAWING NO.
SCALE: AS NOTED		