

The Work Category (W.C.) Description is included as a guide for Prospective Bidders to summarize the scope of work involved with the work category. The description included is **not** a final summary of the scope of work and should not be construed as such. **All** Contract Documents should be used, as a reference in preparing the Bid Proposal and any omissions in the proposal does not relieve the successful bidder of the responsibility to perform this work.

W.C. No.	Category Description	Specification Reference
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00	General and Special Provisions for All Subcontractors	
01A	Abatement and Hazardous Materials Removal	Villa Environmental Consultants, Inc. NESHAP Asbestos Containing Materials Survey dated 2/3/2023 and Updated 4/17/2026
01B	Demolition	Jefferson Existing Building Drawings dated 8/1/1963

Work Category No. 00 – General and Special Provisions for All Subcontractors

1. General - All Bidders are responsible to review all work categories descriptions, and report any conflicts or ambiguities which may affect the execution of their Work Categories. All Bidders are responsible to review all Bidding Documents and become familiar with them to coordinate their work accordingly. Work Category descriptions should in no way be construed as being all-inclusive. Should a conflict exist between the Work Category description and other Bidding Documents, the Work Category description shall prevail and take precedence. Bidders are required to bid the entire Work Category and may bid more than one Work Category.
2. Electronic Documentation – In an effort to promote sustainability, information shall be conveyed electronically to the greatest extent possible.
3. Parking – Limited parking is permitted on-site. The subcontractor will be responsible for all costs necessary to provide parking or transportation accommodations for its employees.
4. Project Scheduling – The preliminary project schedule is to commence abatement operations after conclusion of the 2025/26 Manistee Area Public School academic year and provide sufficient time for the district to remove all property from the building and grounds. The abatement and demolition activities are to progress sequentially with no delays between phases leading to a fully restored site, including topsoil and seeding established, completed by no later than November 15, 2025. The expectation is that all trade contractors will provide sufficient labor and equipment to match this schedule and allow the time necessary for seeding and restoration per the Work Category descriptions post demolition activities. As input from the Trade Contractors is provided and as progress begins, this schedule will be periodically updated and re-issued. Each Trade Contractor is required to become familiar with the preliminary schedule and sequence their work accordingly. Activity durations shall be maintained regardless of actual start dates.
5. Critical Scheduling and Sequencing of Work: The Construction Manager shall provide overall scheduling and coordination for the entire project. All Trade Contractors shall acknowledge the Construction Manager's right to establish and set up, or subsequently modify the sequencing and scheduling of all work on this project for the earliest completion and/or benefit to the Owner. More restrictive sequencing to coordinate the Owner's on-going operations and/or for the coordination of the various trades shall be spelled out by the Work Category descriptions or as otherwise directed by the Construction Manager. All Trade Contractors agree to cooperate and alter their operations to maintain these more specified restrictions and sequences of the work.
 - 5.1 Subcontractor agrees to work concurrently with other subcontractors and the Construction Manager, according to the Master Project Schedule.
 - 5.2 Subcontractor shall confirm fabrication lead times, installation durations and sequencing for their Work in writing within two weeks of award, and report any discrepancies to Construction Manager.
 - 5.3 Scheduling updates and proper coordination and communication with other trades shall be accomplished as follows:

- 5.3.1 Weekly sub-progress meetings
 - 5.3.2 Safety meetings, scheduling meetings, pre-installation meetings, etc.
6. Phasing – This project may require multiple phases, which will require re-mobilization. All costs for multiple phasing shall be included.
7. Post Bid interviews – The Construction Manager will be holding post bid interviews for the low qualified bidders immediately after bids are received. It is essential to the interview process that the primary and secondary Trade Contractors are included in the meeting, as well as the intended project foreman and project manager. The purpose of the interview will be to discuss the bids but will also focus on schedule, submittals, safety, site utilization and unique project requirements.
8. Shop Drawings & Submittals The Trade Contractor shall review, approve in writing, and submit through the Construction Manager utilizing Procore all submittals within two weeks after contract award at the latest, as to cause no delay in the work or in the work of any separate Trade Contractor. Shop drawings, product data and samples shall be properly identified as specified or as the Construction Manager may require. At the time of submission, each Trade Contractor shall inform the Construction Manager in writing of any deviation in the shop drawings, product data or samples from the requirements of the Bidding Documents.
- 8.1 For Re-Submittals – Each Trade Contractor shall make any corrections required by the Construction Manager or Architect and shall resubmit the shop drawings, product data or new samples until approved. Each Trade Contractor shall direct specific attention, in writing or on resubmitted shop drawings, product data or samples, to revisions other than those requested by the Construction Manager or Architect on previous submittals. Refer to Section 01 30 00 Submittals for definitions of Action Markings.)
9. Project Website – The Construction Manager utilizes Procore for all construction documentation. This website will be utilized for: submittals, RFI's, drawings, specifications, schedule, meeting minutes, project directory, testing reports, specifications, notice of commencement, SDS, etc.
- 9.1 Visit the link below to train your staff on all responsibilities for subcontractors in Procore.
<https://support.procore.com/procore-learning-paths/general-contractor/subcontractor>
 - 9.2 Subcontractor shall have the ability to perform the following tasks in Procore:
 - 9.2.1 Navigating Procore Dashboard
 - 9.2.2 Upload and Submit a Submittal
 - 9.2.3 Create and view RFIs
 - 9.2.4 View and Respond to Punchlist Items
 - 9.2.5 Monitor all Project Document Activity. Including schedule updates, meetings, project changes, etc.

- 9.3 Use of Procore is provided as a convenience to Bidders. There are no costs for Bidders to access and utilize Procore. Please note: proposals are based on all contract documents. Therefore, a complete review of all documents should be completed before submitting a bid.
10. Electronic Devices – Each bidder shall supply the designated onsite supervisor with an electronic device (tablet, phone, pc) capable of running Procore.
 11. Submittal Uploads – Each Trade Contractor will be notified of all required submittals to be uploaded via Procore upon contract award. Hard copies or re-scanned documents will not be accepted. The only exception is actual samples (paint draw downs, masonry, etc.); however, all brochures and product data related to these samples must be submitted electronically.
 12. Schedule of Values (SOV) – Per Section 01 37 00 Schedule of Values, submit for approval through the Trade Contractor Portal. Once approved, adhere to the Application for Payment process. The SOV must be divided up by: indicate expectations for itemization of schedule of values (i.e. by floor, by area, by building, by spec section, type of work, general conditions, supervision, insurance, material and labor).
 13. Application for payment – Create and Submit the Pay Application through the Trade Contractor Portal. Applications are due the 20th of each month. Each request for payment shall be provided with a fully executed sworn statement along with its relative unconditional waivers. All subcontractors and suppliers are to be listed on the sworn statement.
 14. Change Management – Refer to Sections 01 15 00 and 01 01 90 for definitions, but the following change management documents will be utilized on this project:
 15. Existing Services – The existing utilities and fixtures (power, plumbing, fire alarm system and fire suppression) will remain in operation during construction. Care must be taken when working around the site and in the building. The Owner will pay for all power consumed for the temporary electrical service, all natural gas consumed for temporary heat, and all water consumed for temporary potable water.
 - 15.1 Under conditions where tie-ins to existing services/utilities are required, each Trade Contractor will be required to notify Construction Manager five (5) working days in advance. Pre-Task planning and shut-down notifications will be required to assure minimum interruptions to Owner operations, including performing required tie-ins after normal working hours. Trade Contractors are responsible to cover premium time costs to complete required tie-ins.)
 16. Site Boundaries – Special care must also be taken where there are overhead electrical lines. These power lines will be marked by the utility company, but no equipment or materials should be within 10 feet of the power lines.
 17. Existing Facilities – The existing facilities are to remain in operation during the entirety of the course of construction.
 18. Any work that could interfere with existing owners operation, i.e. use of certain roads, parking lots, access to buildings, shall require pre-task planning with the Construction Manager and shut-down

notification requests shall be prepared (72) hrs in advance of any work being scheduled. Pre-task planning shall review and discuss scheduling, coordination with Owner operations, working durations, safe practices and procedures.

19. Protect existing structures, equipment, and finishes, including new work in place, from damage during the performance of this work category. Any protection removed to facilitate other work shall be reinstalled / replaced by the trade needing access.
20. Furnish all hoisting, lifting, scaffolding, and handling to complete your own work unless noted below. Furnish all access equipment including, but not limited to stair towers, scaffolding ladders, etc. compliant with MIOSHA standards. Existing roof hatches and ladders may not be used for construction access.
21. Project Specific Hoisting – No shared hoisting equipment will be provided by adjacent construction projects. Trade Contractor is responsible for all hoisting equipment necessary to complete the scope of work.
22. Material Deliveries and Staging – Queuing for trucks will be available on-site at designated locations as coordinated with the Construction Manager. If deliveries require traffic control, the Trade Contractor is required to provide manpower, signage, barricading, flagmen, etc., necessary for the safe performance of own work and protection of the public. Unless noted otherwise, deliveries must be coordinated to be complete with unloading during normal working hours. All Trade Contractors are responsible for directing responsible trucks into project site, unloading of materials, handling, protection and storage of all received equipment. The Owner and Construction Manager will not accept deliveries.
 - 22.1 Should Subcontractor require staging, on-site trailer, or storage units, Subcontractor shall obtain approval from the Construction Manager on size, count and where to locate, prior to delivery on-site. Subcontractor to arrange and pay for service to trailers, including (but not limited to) electrical, phone, etc.
 - 22.2 Furnish and receive all required materials and deliver FOB jobsite.
 - 22.3 This subcontractor will receive and handle all respective material and properly store/protect before, during and after installations. Excessive and out-of-sequence deliveries will be prohibited and subject to re-handling and removal offsite as directed by the Construction Manager.
 - 22.4 All materials stored on-site must be in compliance with manufacturers requirements.
23. Hoisting of materials and equipment over occupied areas will not be permitted, unless areas below are vacated or occupancy access is controlled during lifting. Each subcontractor will be required to notify Construction Manager seven (7) days in advance of required hoisting over occupied areas. Pre-Task planning and shut-down notifications will be required to assure minimum interruptions to Owner operations. In general, any hoisting equipment required to be used on-site must be reviewed in advance with Construction Manager for coordination of site logistics, safety procedures (including

FAA approvals if required), access, lift swing areas, duration and overall activities relating to this hoisting equipment.

24. Communication and Phones –All Trade Contractor field supervision shall have cellular phones available for communication with the Construction Manager’s field personnel. All project managers shall have email access for communications with The Construction Manager’s office personnel. Cell phone use by trade personnel (non-supervisory) will not be permitted, except during breaks or lunch.)
25. Independent Testing, Inspections and Commissioning –The Owner may arrange independent testing for certain portions of the project. All Trade Contractors are to cooperate and provide access and assistance for the independent testing and inspections to be performed.
26. General Commissioning Requirements – Review Spec Section 01 91 13 General Commissioning Requirements.
27. Layout – Include all layout and engineering for each work category. Construction Manager will not provide any layout or control points.
28. Noise, Odors & Vibration – Excessive noise, vibration and odor creating equipment shall be prohibited within close proximity of existing Structures/Buildings or occupied spaces. All proposed equipment scheduled for project shall be reviewed with the Construction Manager prior to delivery onsite. Due to close proximity of adjacent existing facilities, vibration must be closely monitored as to not cause any damage to the existing building and facilities. Odor causing chemicals, adhesives, paints, cleaning supplies must have MSDS sheets submitted and approved by the Construction Manager prior to use. All equipment shall be self powered and all diesel powered equipment shall be operated with "Bio-diesel" fuels and/or emission "scrubbers" to reduce exhaust fumes.)
29. Jobsite Safety Orientation – All Trade Contractors of any tier and visitors entering this jobsite will be required to check-in with the Construction Manager upon arrival at the project site. Check-in procedures will include the review and acknowledgement of the Construction Managers Project Specific Safety Orientation and Policies.
 - 29.1 Safety (see contract form section for project safety program) - It is a fundamental value of the Construction Manager that safety is always a primary consideration. There is no phase of the project that has greater importance than accident prevention and the preservation of human resources. The Construction Manager’s safety program is stringent and rigorous. The following represents a few important pre-construction requirements that apply to this project. Before any awarded Trade Contractor starts work on-site, the following requirements shall be satisfied:
 - 29.1.1 Provide a copy of Trade Contractor’s site specific safety program.
 - 29.1.2 Attend Construction Manager’s project specific safety orientation program, which includes review of our safety video, review of project specific written safety program, review of Project Specific Infection Control Policy, sign-in and badging requirements.
 - 29.1.3 No tobacco products, including but not limited to cigarettes, cigars, chewing tobacco, etc. are permitted on premises.

- 29.1.4 Provide a copy of Safety Data Sheets (SDS) for all proposed materials.
 - 29.1.5 Hardhats and safety glasses are to be worn at all times. Additional personal protection equipment will be worn appropriately based on the work performed.
 - 29.1.6 Designate a Safety Representative(s) who will be working on-site – Provide telephone numbers and emergency telephone numbers.
 - 29.1.7 Hoisting over occupied areas will not be permitted unless areas are vacated or a controlled access program initiated.
 - 29.1.8 Hot work permits shall be obtained as required, including fire watch requirements.
 - 29.1.9 Shut down notifications shall be obtained as required with a minimum of five (5) working days advance notice.
 - 29.1.10 An understanding of our safety program and specifically our policy that in the event of an injury or near miss, all parties involved will be required to take a drug screening test immediately. Failure to perform the required test will result in removal from the site.
 - 29.1.11 Fall protection shall be worn and used, 100% of the time, by all persons when there is exposure to a fall greater than six (6) feet unless other provisions such as guardrails, safety nets, or fall restraints have been provided. This includes, but is not limited to, steel erection (including connecting, bolting-up, decking, welding or any other steel erection activity), pre-cast erection, roofing activities and masonry work including overhand laying operations.
 - 29.1.12 Hot Work Permits - Hot work permits will be required during all cutting, grinding, welding and torch cutting activities, including fire watch requirements. These permits are to be filled out in the jobsite trailer with a copy of it to be placed at the place of hot work.
 - 29.1.13 Background checks are required of all on-site workers.
- 30. Quality – Each trade contractor acknowledges a commitment and responsibility to execute their respective quality plan. Review Section 01 40 00
 - 31. As-Builts – As-Builts must be accurately updated throughout the project. At the end of the project, the trade contractor must update the As-Builts and forward the following to The Construction Manager: CAD drawing file, PDF file and two full size hard copies.
 - 32. O&M Manuals – Approved O&M manuals are required at least 2 weeks prior to equipment start-up, start of warranty, and Owner training, but no later than thirty (30) days prior to substantial completion.
 - 33. Warranties – The contractor shall guarantee all materials and work for a period of one year from Substantial Completion. Before final payment, Contractor must provide a letter of guarantee confirming the effective date and duration of the guarantee.
 - 34. RFI's – Address any Pre-Bid RFI's or any specific RFI processes.

35. Work Hours - Common jobsite working hours shall be 7:00 am to 3:30 pm, Monday through Friday. Any overtime requires advance approval by Construction Manager.
36. Hazardous Materials – Identify any known or assumed hazardous materials and reference section 01 30 00 for requirements if hazardous materials are encountered. Also identify if any hazardous training will be provided / offered as part of the project.
37. Work by Others – none.
38. Alternates – see bid form for alternate roof sections.
39. Sealant Schedule – All sealants required for complete installation are to be provided and installed by Trade Contractor.
40. All permits, fees, inspections and approvals required by governing jurisdictions are included within base bid. Coordinate well in advance (at least 24 hours), required inspections and testing with the Construction Manager. This will include liaison between state and local agencies to ensure code compliance and for securing approval for the facility.
41. Progress Cleanup –Each Trade Contractor shall provide labor and supplies as directed by the Construction Manager to support this effort. This does not relieve any Trade Contractor of their responsibility to cleanup all debris resulting from their own operations on a daily basis and discard waste into jobsite dumpsters provided by the Construction Manager. Cleanup dunnage, shipping materials and associated materials/debris generated from installation and dispose of properly. At no time will shipping containers, crates, materials, piles of debris, tarps, boxes, etc. be left on site, unattended and unsecured, subject to unsafe conditions (i.e. access, fire and slip hazards and wind blown debris). Each Trade Contractor shall clean all surfaces and leave the work area "broom clean" or its equivalent, unless otherwise specified.
 - 41.1 If contractors do not maintain their work areas or provide the proper resources for our daily clean up, The Construction Manager will provide one warning to the contractor. If the problem continues after the warning, The Construction Manager will provide labor for the relative clean-up at the cost of the contractor.)
42. At least two (2) weeks prior to starting on-site, meet with the Construction Manager, Architect and Engineer to discuss and resolve any issues relating to status of material procurements, site conditions, access, staging/storage requirements, safety, testing, sequencing and scheduling of work.
43. Prior to commencing with installation, verify all field conditions and measurements and report any discrepancies to the Construction Manager.
44. Whenever possible all embeds to be furnished to other trades shall be fabricated / modified by the providing contractor with holes / tabs, etc to allow easy for installation by the installing contractor.
45. **Provide full-time on-site supervision during the performance of your work.** Supervision will be responsible for coordination, scheduling, safety, manpower, and other activities necessary to achieve safety, quality and scheduling requirements set forth under this work category. Supervision

shall not be removed from this project without prior written consent and approval of the Construction Manager.

46. Full compliance with all site specific rules and regulations, including (but not limited to) OSHA, State Authorities, Local Authorities, and the Construction Manager. This subcontractor shall submit, prior to performing any work on-site, a copy of their site specific safety program/manual.
47. In the event of any jurisdictional or labor issues, the subcontractor assigned the work shall arrange to complete all work as required to avoid any interruptions/continuity of work on this project at no additional cost. All labor requirements pertaining to the project will be met.
48. Cooperate fully with representatives from Architect, Engineer, Owner, Construction Manager and independent testing agency, and allow for in progress inspections, including providing access to areas of work, when required.
49. Each Trade Contractor shall assume full responsibility for all pre-ordered products after their arrival at this designated location. This includes transportation, storage, start-up, warranty services, and installation in accordance with the General Conditions unless otherwise specified.

End of Work Category No. 00

Work Category No. 01A - Asbestos Abatement and Hazardous Materials Removal

Work Included:

The subcontractor shall timely perform all abatement and hazardous materials work, as detailed below, in accordance with the contract documents (including Bidding Requirements, Proposal Section, Contract Forms, General Conditions, Supplemental Conditions, General Requirements, Addenda, etc.), including, but not limited to the following Work Scope Items.

Work Category Notes:

1. Complete abatement and removal and off-site disposal of all items of work as shown and/or specified except as noted below. Include all requirements to adhere to State of Michigan and local regulations for abatement and disposal.

Specific Notes and Details:

The following details and notes are included in this Work Category; this list is to clarify the specific items noted below and does not exclude other details or otherwise limit the scope of work for this Work Category.

1. Conduct on-site investigation to review and assess existing conditions in comparison to NESHAP report provided. Include destructive demolition as necessary to expose hidden conditions and materials.
2. Complete on-site and off-site testing to determine hazardous materials component compositions to determine action required for removal.
3. Update total project bid for abatement and hazardous materials removals in alignment with on-site evaluation and post evaluation testing. Total bid to be updated utilizing unit prices provided by contractor.
4. Include with bid submission and complete and comprehensive unit price list of all potential materials to be encountered within the scope of these services. Any items discovered during the destructive investigation process which are not aligned with the these unit prices will be negotiated with owner prior to proceeding with removal.
5. Include time to support demolition operations in investigation, testing and identification of materials encountered during demolition WC 01B's process.
6. Water or other temporary utilities will not be provided by the owner. WC is responsible for obtaining / providing all required utilities.
7. Provide complete removals and disposal of all PCB's, asbestos and other hazardous materials.

Related Work by Others:

1. Building and structure demolition by WC 01B
2. Site and infrastructure demolition by WC 01B



Allowances:

This Contractor shall include in their Base Bid a Construction Manager's allowance of \$0.00. Reference Section 01020 for specific instructions on allowances.

Unit Prices:

1. Provide unit prices for all abatement/demolition/removal of applicable materials anticipated to be encountered during the course of The Work.

Unit Prices are to be complete furnished in-place operations, and include all costs, incidental materials and work, insurance, fringes, bonds, engineering, overhead and profit. Reference the Trade Contract Proposal form for unit pricing required.

End of Work Category No. 01A

Work Category No. 01B - Demolition

Work Included:

The subcontractor shall timely perform all Demolition work, as detailed below, in accordance with the contract documents (including Bidding Requirements, Proposal Section, Contract Forms, General Conditions, Supplemental Conditions, General Requirements, Addenda, etc.), including, but not limited to the following Work Scope Items.

Work Category Notes:

1. Complete demolition and off-site disposal of all items of work as shown and/or specified except as noted below. Includes all civil, architectural, structural, mechanical, and electrical demolition. Removals to include, but not limited to, concrete walls, saw-cutting of concrete and masonry walls/foundations, steel framing, existing equipment, cabinets, ceilings, flooring, piping, conduit, etc. Includes all labor, material, engineered shoring, accessories, and equipment to complete this work.
2. Coordinate scheduling and sequencing of this work with owner for power and utility shutdowns, capping, and continuation of utility services as required. Coordinate scheduling and sequencing of work with other trades. Contractor shall acknowledge and adhere to the construction schedule and sequencing.
3. Furnish and install all hoisting, scaffolding, temporary platforms, chutes, etc., as required for the performance of this work.
4. Interim and final clean-up of this work includes broom sweeping.
5. Water or other temporary utilities will not be provided by the owner. WC is responsible for obtaining / providing all required utilities.
6. Provide all excavation and backfill including site utility removals. Backfill to be placed in compacted lifts followed by topsoil placement and seeding.
7. Provide, maintain and remove barricades, signage, and other safety precautions that may be required where removal of equipment and/or structure leaves unsafe conditions.
8. Provide, maintain, and remove temporary partitions, dust control, and negative exhaust for work adjacent to occupied buildings. Take precautions and provide measures to protect the public and fellow workers during the performance of this work. Protect existing structures, utilities / drains, equipment, flooring, and other finishes from damage during the performance of this contract.

Specific Notes and Details:

The following details and notes are included in this Work Category; this list is to clarify the specific items noted below and does not exclude other details or otherwise limit the scope of work for this Work Category.

1. Include demolition of all site furnishings, equipment, fencing, and other existing materials. Including, but not limited to portable buildings, playground equipment, fencing, and site concrete.

2. Include saw cutting of site concrete and pavements to provide clean edge of surfaces to remain.
3. Include demolition of all existing footings and foundations, including backfill with engineered fill in compacted lifts.
4. Cap all fill materials with topsoil and seed to establish lawn. Include hydroseeding and 2 cuttings of grass growth.
5. Coordinate with owner on salvaged materials or components that they wish to retain.
6. Coordinate with owner's abatement contractor on sequence of ACM removals.
7. Take precautions to identify existing potential ACM's and notify owner/construction manager if any suspected materials are discovered. If suspected ACM's are encountered, it is expected that the contractor will continue with other demolition operations and no additional time will be compensated for delays caused by the discovery of potential or confirmed ACM's.
8. Protect existing trees on-site from damage from construction activities.
9. Including all SESC requirements to ensure containment onsite, include cleaning of catch basins upon completion of the demolition scope.
10. Remove existing site utilities and infrastructure, cap and abandon as close to property limits as possible. Coordinate with city and utility providers on location and means/methods for capping and abandonment.
11. Water and dust control are the responsibility of this contractor.
12. Provide project management supervision services to oversee and coordinate WC 01A. Coordinate schedule and progress updates with Owner.
13. Furnish and install all necessary temporary fencing to encapsulate the work area and prevent general public from access during the course of demolition operations. Furnish gates as necessary for operations. Remove at completion of operations.

Related Work by Others:

1. PCB's, asbestos, lead paint or other hazardous material removal by WC 01A.

Allowances:

This Contractor shall include in their Base Bid a Construction Manager's allowance of \$0.00. Reference Section 01020 for specific instructions on allowances.

Unit Prices:

Unit Prices are to be complete furnished in-place operations, and include all costs, incidental materials and work, insurance, fringes, bonds, engineering, overhead and profit. Reference the Trade Contract Proposal form for unit pricing required.

End of Work Category No. 01B