



## **ADDENDUM #1**

Project: No. 25-240  
City of Owosso  
Curwood Castle Restoration and Repairs  
226 Curwood Castle Drive  
Owosso, MI 48867

Architect: H2A Architects Inc.  
9100 Lapeer Rd.  
Suite B  
Davison, MI 48423  
810-412-5640

Issue Date: March 23, 2026

## **GENERAL NOTES**

The following are changes, clarifications, and additions made in specification and working drawings prior to receipt of bids and shall be noted by the Contractor responsible for the same. All of these items shall be considered part of the Contract Documents.

The general character of the work required by this addendum shall be the same as originally specified, and all incidentals required in connection with the work hereinafter described shall be included even though not specifically mentioned.

The Contractor shall be held responsible to review all information contained in this Addendum. The Contractor shall include and adjust their understanding of the project requirements, the work of all trades involved as required to complete the work described hereinafter. All bidders shall carefully review Addendum as it alters the project requirements and the work shown on the drawings and specifications.

## **ITEMS INCLUDE**

**Item #1:** Refer to Specifications Manual –Table of Contents:  
Division 00 Proposals and Contracting Requirements and Division 01 – General Requirements Section 01 10 00:  
Both Divisions 00 and 01 contain General Requirements sections. Both are applicable to the project.  
General Conditions contained in Division 00 includes City Requirements for All Projects. The General Conditions contained in Division 01, Section 01 10 00 includes the General Conditions unique to this project.  
It is further noted that the pdf specifications manual contained a duplicate of Section 00 80 00 and no Section 01 10 00. Bidders shall disregard the duplicate Section 00 80 00 and insert the attached Section 01 10 00.

**Item #2:** Refer to Specifications Manual –Division 00 - General Conditions; Item 29 Permits:  
The Owner has confirmed that the only permit that will be required is an Electrical Permit, and that there will be NO fee for that permit.

**Item #3:** Refer to Specifications Manual – Section 00 80 00 Supplementary General Conditions,

Article 11 item C 11.2 Owner's Insurance:

It has been confirmed that the Owner will provide Builder's Risk Insurance for this project as stated.

Item #4:

Refer to Drawings, Sheet G002 Specifications:

Division 7 – Thermal & Moisture Protection (Slate):

Reads; "The Owner has some existing slates in storage that may be of use for individual slate replacements."

Some slates were salvaged during previous roofing projects and may contain some pieces that would be appropriate for isolated individual slate replacements. Images of slate stored at DPW site are below.



New slate in adequate quantities for the work over the stair shall be procured by the Contractor. Color to match as closely as possible to the remainder of the roof. Inclusion of the red slates as can be seen in the slate roof above the main entry is not representative of the majority of this roof, and red slate is not required. Tones matching the majority of the roof are sufficient. Size of new slate shall match existing except as necessary to address the overhanging of starter slates.

Item #5:

Refer to Drawings, Sheet G002 Specifications:

Division 7 – Thermal & Moisture Protection (Slate):

Last paragraph reads; "Provide minimum 16 oz copper gutters and downspouts conform to SMACNA guidelines. Fasteners to be galvanically compatible. Provide half round profile with round downspouts." Add: "Project scope shall include cleaning and flooding ALL gutters and downspouts to confirm the system is fully operational." Note that the intent is to change the gutter over the front entrance from a box gutter to a half round gutter. Provide a 6" half round gutter and a 4" round downspout.

Item #6:

A Contractor's sign-in sheet from the meeting attendance is attached.

Item #7:

This facility is a public park and available for Contractor re-visits during daylight hours. Return visits to access the interior of this facility are by appointment in March. In April, the facility is open Tuesday – Friday from 1 – 5pm, or by appointment.

Item #8:

Pre-Bid meeting included a general overview of the project. Questions that were not addressed in the drawings and specifications have been answered in this Addendum.

H2A Architects

Handwritten signature of Jackie Hoist

Jackie Hoist, AIA Project Manager

**SECTION 01 10 00  
GENERAL REQUIREMENTS**

**PART 1 - GENERAL**

**1.01 PROJECT**

- A. Project Name: Curwood Castle Restoration and Repairs
- B. Owner's Name: City of Owosso
- C. Design Professional's Name: H2A Architects, Inc.
- D. Contractor shall provide and pay for all labor, materials, equipment, tools, construction equipment and machinery, transportation, and other facilities and services necessary for the proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.
- E. Substantial Completion for this work shall be achieved in accordance with 1.09 of this Section.

**1.02 WORK BY OTHERS**

- A. Due to a recent boiler failure, the Owner may have other Contractors working inside the building on revisions to the heating system, during the duration of this project.

**1.03 CONTRACTORS USE OF PREMISES**

- A. Limit use of premises for work and storage to allow:
  - 1. Owner occupancy.
  - 2. Work by Others, including Owner.
- B. The Owner will occupy the site during the entire period of construction. The Owner and the public will have access to the building throughout construction. The Contractor shall minimize disruptions to the operations to the extent feasible. The annual Curwood Festival, which attracts thousands of visitors each year, occurs June 1 – 7, 2026. No work may occur during this period. The Contractor shall leave the site in a safe, clean and occupiable condition to allow visitors access to the facility throughout the festival period.
- C. Welfare of the building occupants and public is to be considered at all times, including safety, disturbance and environment. Contractor, subcontractors and all workmen shall be aware of these requirements and objectives. Provide pedestrian protection.
- D. The nature of this project is such that close coordination will be required of the Contractor with the Owner and Others having an interest in the project to assure that work on the site, access to and from the site, and the general conduct of operations is maintained in a safe and efficient manner.
- E. Contractor shall arrange with Owner to sequence the work such that it shall not interrupt the operations at other buildings.
- F. These building sites shall be designated as "DRUG FREE ZONES", this includes the possession and use of tobacco products, BOTH SMOKED AND SMOKELESS. Contractor, subcontractors, and all workmen shall comply with this requirement while on site.
- G. Contractor shall assume full responsibility for protection and safekeeping of all products, materials, equipment, etc., under this Contract.
- H. Contractor and sub-contractors shall refrain from the use of foul inappropriate language on the job-sites.

**1.04 PARKING**

- A. A limited number of parking spaces will be made available at the site designated by the City's Representative. The Contractor shall be responsible for ensuring all personnel engaged in the project comply with the City's requirements.

### **1.05 CONTRACTOR'S SUPERINTENDENT**

- A. The Contractor shall provide the services of a competent superintendent from the beginning of the Work to the date of final completion of the Contract.
- B. The superintendent shall be at all times in charge of the Work, shall be provided with such assistance as is necessary to properly carry on the individual branches of the Work and shall at all times maintain competent supervision of the contractor's own Work and that of its subcontractors to insure compliance with the Contract requirements.
- C. The Contractor shall provide a staff adequate to coordinate and expedite the Work properly.
- D. The Contractor shall be solely responsible for initiating, maintaining and supervising all safety precautions and programs connected with the Work.

### **1.06 ACCIDENT PREVENTION AND PROCEDURES**

- A. Promptly report in writing to the City's Representative and the Architect all accidents which cause death, personnel injury or property damages, arising out of or in connection with the performance of the Work whether on or adjacent to the site. Where death or serious injuries or serious damages are caused, the accident shall be reported immediately by telephone or messenger to the city's Representative and Architect.
- B. If any claim is made by anyone against the Contractor or any subcontractor or account of any accident, promptly report the facts in writing to the city's Representative and the Architects given full detail of the claim.

### **1.07 PROJECT SAFETY**

- A. Contractor shall assume full responsibility for complying with and enforcing all rules and regulations of all federal, state and municipal authorities having jurisdiction, as outlined In the General conditions, including those of any Occupational Safety and Health Act.
- B. The requirements outlined hereinafter are to be considered as minimal, and were the requirements of any of the above authorities having jurisdiction conflict with the requirements of this section, the maximum condition shall prevail.
- C. Any items damaged due to failure to comply with these requirements shall be corrected by the Contractor or replaced to the satisfaction of the city's Representative without cost to the City.
- D. The Contractor shall assume full responsibility for enforcing compliance with any protective measures indicated in specific sections of the work.
- E. The Contractor shall provide barricades, night lanterns, guard rails and other safety measures at points of danger in accordance with the requirements of federal, state and municipal regulations.

### **1.08 SAFETY AND PROTECTION**

- A. Provide site safety program and protection of the facilities, and the general public. Federal and local laws and ordinances regulating health and safety measures shall be strictly observed. All demolition and site clearance is subject to provisions of applicable local ordinances and regulations.

### **1.09 COMPLETION TIME AND LIQUIDATED DAMAGES**

- A. All projects shall be Substantially Complete and ready for Business Owner's full occupancy on or before November 2, 2026. Special attention to no-work Curwood Festival period.
- B. Under the Contract a sum of one hundred (\$100.00) dollars will be deducted from the Contract Amount for each and every calendar day that any of the projects are delayed beyond November 2 unless the Contract is extended by Change Order. These amounts represent the liquidated damages that will be suffered by the City, Property Owner's, and Business Owners.

### **1.10 USE OF SYSTEM**

- A. The placing of work or any part of work into use, even with the City's consent, shall not be construed as acceptance of the work by the City, nor shall it be construed to obligate the City in any way to accept improper work or defective materials.

### **1.11 COMPLIANCE WITH CODES AND REGULATIONS**

- A. The entire work shall be carried out in full compliance with all applicable laws, codes, rules and regulations of all federal, state and municipal governments and authorities having jurisdiction. It shall be the duty of the contractor to fully understand all such requirements and to ensure that such are fully and faithfully carried out. All permits and associated fees shall be the responsibility of the Contractor to apply for and pay for.

### **1.12 CORRELATION AND INTENT OF CONSTRUCTION DOCUMENTS**

- A. Anything noted in the Specifications and not shown on the Drawings, or shown on the Drawings and not noted in the Specifications, is of like effect - as if shown or noted in both.
- B. In case of inconsistency between Drawings and Specifications, or within either Document not clarified by addendum, the better quality or greater quantity of Work shall be provided in accordance with Design Professional interpretation.
- C. On any drawings in which a portion of the Work is detailed or drawn out and the remainder is shown in outline, the parts detailed or drawn out will also apply to all other like portions of the Work.
- D. When the word "similar" appears on the drawings, it has a general meaning and is not to be interpreted as meaning identical, and all details shall be worked out in relation to their location and connection to the Work.
- E. In case of any discrepancy in figures, Drawings or Specifications, the Contractor shall submit a written request to the Design Professional for clarification or interpretation. Any adjustment made by the Contractor without such a determination, will be at the Contractor's own risk and expense.

### **1.13 DEFINITIONS**

- A. This paragraph supplements the definitions contained in the General Conditions.
- B. Owner: Including the City of Owosso or individual Owners of the buildings receiving new work under this contract.
- C. Furnish: To supply, deliver, unload, and inspect for damage.
- D. Install: To unpack, assemble, erect, apply, place, finish, cure, protect, clean, start up, and make ready for use.
- E. Product: Material, machinery, components, equipment, fixtures, and systems forming the work result. Not materials or equipment used for preparation, fabrication, conveying, or erection and not incorporated into the work result. Products may be new, never before used, or re-used materials or equipment.
- F. Project Manual: The book-sized volume that includes the procurement requirements (if any), the contracting requirements, and the specifications.
- G. Provide: To furnish and install.
- H. Supply: Same as Furnish.

### **1.14 STANDARD SPECIFICATIONS**

- A. Code Listing: Any reference to standards of any society, institute, association, or governmental agency, which is part of the Building code in effect for this project, shall comply with the edition date published in the reference edition of the Building Code.
- B. Non-code Listings: Any reference to standards of any society, institute, association, or governmental agency which is not part of the Building code for this project shall be the edition in effect at the item of the due date of the proposal, except as otherwise specifically stated in the Project Manual.

### **1.15 REQUESTS FOR INFORMATION (RFI's):**

- A. In case of any discrepancy in figures, Drawings or Specifications, the Contractor shall submit a written Request for Information to the Design Professional for clarification or interpretation.

- B. The Contractor is responsible for performing a thorough examination of the Documents prior to submitting an RFI to verify that the resolution cannot be achieved via the Base Bid Documents (Drawings and Specifications).
- C. The General Contractor is responsible for answering Requests for Information (RFI's) submitted by sub-contractors. If subject of request is not covered on the Drawings or in the Specifications, Contractor shall forward RFI to Design Professional. Contractor is solely responsible for questions regarding coordination. RFI's received directly from sub-contractors will not be answered.
- D. All RFI's shall be submitted on the form included in Section 01 10 06.
- E. The form can be photocopied or scanned for use during this Project by the Contractor and all information must be typewritten or printed legibly.
- F. RFI's are to be numbered sequentially by the Contractor prior to submission to the Design Professional's office.
- G. The Design Professional will record the time spent researching the question and if the answer is found within the Documents, a Credit Change Order will be processed for that amount to recoup the costs accumulated by H2A Architects, Inc. to review the RFI from the Contractor.

#### **1.16 SCHEDULE OF VALUES**

- A. Submit schedule on AIA Form G703. Contractor's standard form or automated printout will be considered upon request.
- B. Submit Schedule of Values in duplicate within ten (10) days after date of Owner-Contractor Agreement.
- C. Schedule shall list the installed value of all components of the Work in detail to serve as a basis for computing values for progress payments. Material and labor costs shall be individually and separately itemized for each scope of work.

#### **1.17 APPLICATIONS FOR PAYMENTS**

- A. Submit digital copies of each application as follows:
  1. One on an original AIA Form G702, signed and notarized.
- B. Submit the following with each application:
  1. Contractor's Sworn Statement.
  2. Contractor's Declaration
  3. Partial Conditional Waiver(s) beginning with the 2<sup>nd</sup> Request for Payment
  4. Contractors Affidavit
- C. Content and Format: Utilize Schedule of Values for listing items in Application for Payment.
- D. List each authorized Change Order, as an extension on continuation sheet, listing Change Order number and dollar amount as for as original item of Work.

#### **1.18 CHANGE PROCEDURES**

- A. In accordance with Article 7 - Changes in the Work; AIA Document A201, 2017 Edition and Section 00 80 00 - Supplementary General Conditions.

#### **1.19 CONFERENCES**

- A. Design Professional will schedule a preconstruction conference after Notice of Intent/Award for all affected parties.
- B. When deemed necessary by Owner, Design Professional or Contractor, convene a pre-installation conference at project site prior to commencing Work of individual specification Section.

#### **1.20 PROGRESS MEETINGS**

- A. The Contractor shall have the sole responsibility to schedule and administer meetings throughout progress of the Work at minimum two (2) week intervals or as appropriate to the work being undertaken.

- B. Preside at meetings, record minutes, and distribute.
- C. Attendance of meetings shall be required of the following:
  - 1. Contractor and job superintendent.
  - 2. Owner, Design Professional and professional consultants may attend as appropriate.

## **PART 2 - COORDINATION AND QUALITY CONTROLS**

### **2.01 COORDINATION**

- A. The Contractor shall coordinate scheduling, submittals, and Work of the various Sections of specifications to assure efficient and orderly sequence of installation of interdependent construction elements.
- B. Review shop drawings, product data, and samples for compliance with Contract Documents and for coordination with related work.
- C. Conduct and participate in meetings among Contractors, Subcontractors, Vendors, Suppliers, and Fabricators and others concerned, to establish and maintain coordination and schedules, and to resolve coordination matters in dispute.
- D. Check field dimensions and clearances and relationship to available space and anchorage.
- E. Verify utility requirement characteristics of operating equipment are compatible with building utilities.
- F. Coordinate space requirements and installation of electrical work which are indicated diagrammatically on Drawings for efficient use of available space, for proper sequence of installation and to resolve conflicts.
- G. Coordinate requirements for all blocking, backing and grounds necessary for the proper installation of Work of the various Sections of specifications.

### **2.02 CONTRACTOR'S MEASUREMENTS**

- A. Before ordering material, preparing Shop Drawings, or doing any work, each Contractor shall perform field measurements to verify all dimensions, which may affect the work. Any sampling shall be restored to match the original conditions.
- B. The contractor shall also verify in-place materials to ensure new materials are adequate to meet Project requirements. Any discrepancies shall be brought to the attention of the Design Professional for clarification before bids are submitted.
- C. The Contractor assumes full responsibility for the accuracy of the field measurement figures, and for installation of appropriate materials. No allowance or additional compensation will be considered for discrepancies between dimensions on the Drawings and actual field dimensions, or due to the contractor's failure to verify in-place materials.

### **2.03 LAYING OUT THE WORK**

- A. The Contractor shall lay out all work in accordance with existing ordinances, clearances and conditions and establish all equipment locations.

### **2.04 CUTTING AND PATCHING**

- A. The Contractor shall employ a skilled and experienced installer to perform cutting and patching Work; restore Work with new Products.
- B. Submit written request in advance of cutting or altering structural or building enclosure elements not indicated on Drawings.
- C. Use construction industry recognized and acceptable cutting methods to avoid damage to other work or finishes to remain and which will provide proper surfaces for patching and finishing.
- D. Fit Work tight to adjacent elements. Maintain integrity of wall, ceiling, or floor construction; completely seal voids.

- E. Refinish surfaces to match adjacent finishes.
- F. The Contractor shall do all cutting, fitting or patching that may be required to make several parts of the Work come together properly.
- G. Any cost caused by defective or ill-timed work shall be borne by the Contractor.
- H. The Contractor shall not endanger any work by cutting or otherwise, and shall not cut or alter the Work of another contractor, except with the written consent of the City.

## **2.05 ALTERATION PROCEDURES**

- A. The Contractor shall prepare surfaces by removing existing surface finishes, unsuitable or damage material to provide for proper installation of new work and new finishes.
- B. Where new work abuts or aligns with existing, make a smooth and even transition. Patch work shall match existing adjacent work in texture and appearance.
- C. When finish surfaces are cut so that a smooth transition with new work is not possible, terminate existing surface along a straight line at natural line of division.
- D. Where removal of partitions results in adjacent spaces becoming one, rework floors, walls, and ceilings to a smooth plane without breaks, steps, or bulkheads.
- E. Repair substrate prior to patching finish.
- F. Finish patches to produce uniform finish and texture over entire area. When finish cannot be matched, refinish entire surface to nearest intersection.

## **2.06 QUALITY ASSURANCE/CONTROL OF INSTALLATION**

- A. The Contractor shall monitor quality control over suppliers, manufacturers, Products, services, site conditions, and workmanship, to produce Work of specified quality.
- B. Comply fully with manufacturers' instructions.
- C. Comply with specified standards as a minimum quality for the Work except when more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.

## **2.07 MANUFACTURER'S FIELD SERVICES**

- A. When required, the manufacturer shall provide qualified personnel to observe field conditions, conditions of surfaces and installation, quality of workmanship, and to make appropriate recommendations.
- B. Representative shall submit written report to Design Professional.

## **2.08 CONTINUITY OF SERVICES**

- A. Continuity of fire department service shall be maintained throughout the construction period. Where it is necessary to disrupt any electrical service, water or waste system etc., it shall be coordinated with the City for convenient disruption of service and done in accordance with all applicable codes and the requirements of the service provider.

## **2.09 GLASS PROTECTION**

- A. The Contractor will be held responsible for all breakage or other damage to glass up to the time the Work is completed.

## **2.10 FIRE PREVENTION**

- A. The Contractor shall take ALL precautions to eliminate possible fire hazards at the site, including but not limited to enforcing the following requirements:
  - 1. All combustible debris shall be removed from the building and storage areas on a daily basis including empty paint, adhesive and primer containers, oily rags, bitumen mops, etc.

2. No bitumen heating kettles shall be allowed in the building, or within 50 feet of the building exterior walls except upon special arrangement with the City's Representative and with written authorization from the City's Representative designating the exact location.
3. All tarpaulin or other covers for stored materials, openings in walls, etc. shall be flameproof.
4. Paints, thinners, adhesives, primers or other highly flammable materials shall be stored only in well-ventilated areas at ground level, unless otherwise approved by the City's Representative, and all mixing and preparation shall be restricted to such areas. All such materials shall be handled in accordance with safe practice and the requirements of authorities having jurisdiction, and in no case shall empty containers, or oily or paint soaked rags be left in the building at the end of a shift.
5. No open fires on the site.
6. Insofar as possible, avoid storage of large quantities of flammable materials at the site.
7. Gasoline may not be stored in any building at any stage of construction.

### **PART 3 - SUBMITTALS**

#### **3.01 SUBMITTAL PROCEDURES (Shop Drawings, Product Data and Samples)**

- A. It is the Contractor's responsibility to submit products for review as designated in the Submittal Summary or to provide a signed copy of the Certificate of Compliance in Section 01 33 02. Also see 3.02. If the Certificate of Compliance is elected, the following items apply as appropriate, items D, I, and J shall still apply.
- B. Submittal format to identify Project, Contractor, Subcontractor or supplier as applicable.
- C. Apply Contractor's stamp, signed or initialed, certifying that review, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.
- D. Identify variations from Contract Documents.
- E. Revise and resubmit submittals as required; identify all changes made since previous submittal.
- F. Distribute copies of reviewed shop drawings to subcontractors, suppliers etc.
- G. Design Professional will review up to two (2) submissions, original and one (1) resubmission of all submittals made by Contractor. Thereafter, additional reviews will be at Contractor's expense. Design Professional will record time required reviewing and approving submissions in excess of original and one resubmission, and notify Contractor of charges. Owner will deduct any such expenses of Design Professional from Contractor's monthly or periodic pay requests.
- I. Electronic submittals acceptable, except COLOR charts. Color charts must be original materials.
- J. Products found not to be in compliance will be removed and replaced by the Contractor with products meeting the requirements at the Contractor's expense.

#### **3.02 CERTIFICATE OF COMPLIANCE**

- A. This project allows for a Certificate of Compliance located in Section 01 33 02.
- B. The form may be photocopied for multiple submissions.
- C. Products that require color selections or other selections will still need to be submitted for review and selection.
- D. Contractors electing this process, will still need to, for the purposes of project records, submit shop drawings, product data, samples and any manufacturer's certificates.

#### **3.03 CONTRACTOR'S REVIEW**

- A. Contractor shall review, approve and submit, with reasonable promptness and in such sequence as to cause no delay in the Work or in the work of any separate contractor, all Shop Drawings, Product Data and Samples required by the Contract Documents.
- B. By approving and submitting Shop Drawings, Product Data and Samples, Contractor represents that he has determined and verified all materials, field measurements, and field construction criteria related thereto, or will do so, and that he has checked and coordinated information contained within such submittals with requirements of the Work and Contract Documents.
- C. Contractor shall not be relieved of responsibility for any deviation from the requirements of the Contract Documents by the Design Professional's approval of Shop Drawings, Product Data or Samples unless the Contractor has specially informed the Design Professional in writing of such deviation at the time of submission and the Design Professional has given written approval to the specified deviation. Contractor shall not be relieved from responsibility for errors or omissions in the Shop Drawings, Product Data or Samples by the Design Professional's approval thereof.
- D. Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data or Samples, to revisions other than those requested by Design Professional on previous submittals.

### **3.04 SHOP DRAWINGS**

- A. Submit in accordance with paragraph 3.01 Submittal Procedures.
- B. Submit digital copies of Shop Drawings or two (2) paper copies.
- C. Direct copies of Contract Drawings shall not be used for Shop Drawings.
- D. Shop Drawings submitted without being REVIEWED, stamped and signed by the Contractor will NOT be reviewed.

### **3.05 PRODUCT DATA**

- A. Submit in accordance with paragraph 3.01 Submittal Procedures.
- B. Submit digital copies of Product Data or two (2) paper copies.
- C. Mark each copy to identify applicable products, models, options, performance characteristics, and other data. Note applicable standards, such as ASTM or Federal Specifications. Supplement manufacturers' standard data to provide information unique to this project.
- D. Contractor to submit material safety data sheets (MSDS) on all products requiring these sheets.
- E. Product Data submitted without being REVIEWED, stamped and signed by the Contractor will NOT be reviewed.

### **3.06 SAMPLES**

- A. Submit in accordance with paragraph 3.01 Submittal Procedures.
- B. Submit samples to illustrate functional and aesthetic characteristics of the Product.
- C. Submit physical samples of finishes applied to the actual material which will be provided from the full range of manufacturers' standard colors, textures, and patterns for Design Professional selection. Images of samples will not be acceptable.
- D. Submit a total quantity of two (2) samples for an individual product.
- E. Contractor shall store one set of samples on site for comparison to field work.
- F. Samples shall become the property of H2A Architects and will not be returned to the Contractor.
- G. Photocopies, electronic copies, and/or photographs of the manufacturer's sample materials are not acceptable and will not be reviewed nor returned.

### **3.07 MANUFACTURERS' CERTIFICATES**

- A. When specified in individual specification Sections, submit manufacturers' certificates.

### **3.08 CONSTRUCTION PROGRESS SCHEDULES**

- A. Submit initial progress schedule within ten (10) days after notice of an apparent low bid.
- B. Submit revised schedules with each Application for Payment, if schedule is to change.

## **PART 4 - TESTING**

### **4.01 UTILITIES**

- A. Prior to any field work, as part of the pre-construction meeting, the Contractor, the Sub-Contractors and the Owner's Representative shall identify any known locations utilities within the work area.
- B. Existing utility system and service lines shall remain, if damaged, they shall be repaired at the Contractor's expense.

## **PART 5 - TEMPORARY CONTROLS**

### **5.01 TEMPORARY ELECTRICITY**

- A. Connect to existing power service. Power consumption shall not disrupt Owner's need for continuous service. Owner shall pay for power consumed.
- B. Provide power outlets for construction operations, branch wiring, distribution boxes, and flexible power cords as required.

### **5.02 TELEPHONE SERVICE**

- A. Provide, maintain and pay for mobile telephone service.

### **5.03 TEMPORARY WATER SERVICE**

- A. Contractor may use on-site water source. There is one accessible hose bib on the street side of the building.

### **5.04 TEMPORARY SANITARY FACILITIES**

- A. The Owner shall provide a portable toilet at this site available throughout the construction season.

### **5.05 BARRIERS AND FENCING**

- A. Provide as required to prevent unauthorized entry to construction areas unauthorized entry to businesses after hours.

### **5.06 WATER CONTROL**

- A. Do not discharge chemical laden water into river or municipal sewers without municipal expressed written approval.
- B. Dumping of debris laden water (containing sand, mortar, joint compounds, etc.) into drains is discouraged and resulting blockages and damage becomes the responsibility of the Contractors. Contractor shall clean all drains and drainage lines and shall verify that all lines are fully functional at completion of project.

### **5.07 EXTERIOR ENCLOSURES**

- A. Provide temporary (insulated when necessary) weather-tight closures of exterior openings to permit acceptable working conditions and protection of the Work as well as security of the premises.

### **5.08 PROTECTION OF WORK AND EXISTING PROPERTY**

- A. Protect installed Work and provide special protection where specified in individual specification Sections.
- B. Protect installed Work AND existing property during performance of the Work.

- C. Maintain the building in a watertight condition during performance of the Work.
- D. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- E. Provide protective coverings at wall projections, jambs, sills, and soffits of openings.
- F. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, and movement of heavy objects by covering them with durable sheet materials.
- G. Protect smoke detectors from airborne dust and debris.
  1. At the beginning of each work day, provide protective coverings over smoke detectors in areas where airborne dust and debris will be generated by the Work.
  2. At the end of the work day, clean the areas in which the smoke detectors are located by whatever means necessary to assure that airborne dust and debris will not contaminate the smoke detectors, then remove protective coverings.
  3. Provide signs, instructions and alternate methods for reporting a fire during the periods that the smoke detectors are covered.
  4. Notify the Owner and the Authority Having Jurisdiction and have procedures approved.
- H. Protect existing trees and plants during performance of the Work unless otherwise indicated. Box trees and plants within the grading limit lines. Do not deposit excavated materials or store building materials around trees or plants. Do not attach guy wires to trees.
- I. Prohibit traffic or storage upon waterproofed or roofed surfaces, and on lawn and landscaped areas.

#### **5.09 JOB CONDITIONS**

- A. The Contractor shall coordinate with the City's Representative for street and sidewalk closures to minimize any inconvenience to the City, businesses and pedestrians. These buildings will be occupied and in use during this work. If necessary, the Contractor shall phase the work on-site so access is always available. The Contractor will provide and install all necessary temporary pedestrian protection and signage required.
- B. Confine equipment, storage of materials, debris, and the operations and movement of workmen within limits of construction.
- C. Existing components and finishes damaged during this work shall be restored to original condition or shall be replaced with new materials matching existing.
- D. Proceed with the work only when weather conditions permit unrestricted use of materials and installation methods for the work being done. During periods of cold weather work, all mastics, primers and sealants must be stored warm and must remain warm until immediately prior to usage.
- E. Barricade areas where necessary for safety of pedestrians and as required by the City and post with warning signs. Operate warning lights, if required by the City.

#### **5.10 SECURITY**

- A. Secure as required to protect Work, materials, equipment, tools, etc., and existing facilities from unauthorized entry, vandalism, or theft.

#### **5.11 FIELD OFFICES AND SHEDS**

- A. Field offices shall not be required.

#### **5.12 CONSTRUCTION CLEANING**

- A. The Contractor shall maintain areas under Contractors' control free of waste materials, debris, and rubbish. Maintain site in clean and orderly conditions.
- B. Control cleaning operations so that dust and other particles will not adhere to wet or newly coated surfaces.
- C. The Contractor shall at all times keep the City's premises and the adjoining premises, driveways and streets clean of rubbish caused by the contractor's operations and at the completion of the

work shall remove all the rubbish, tools, equipment, temporary work and surplus materials, from and about the premises, and shall leave the Work clean and ready for use. If the contractor does not attend to such cleaning immediately upon request, the City may cause such cleaning to be done by others and charge the cost of same to the contractor.

- D. The Contractor shall clean up all rubbish from employee's lunches and breaks, including food wrappers, drink containers, bags, cups and other debris, immediately at the end of the lunch period or break. At no time shall such debris be left strewn about the site.
- E. The contractor will be responsible for all damage from fire, which originates in, or is propagated by, accumulations of rubbish or debris resulting from the Work.
- F. All rubbish and debris shall be disposed of off the City's property in an approved landfill site appropriate for the materials being disposed. No open burning of debris or rubbish will be permitted. Job site shall be left neat and clean at the completion of each day's operation.
- G. In addition to all the above requirements, upon completion of the Work or of an individual section of the work, the Contractor shall arrange for the proper and complete performance of the following:
  - 1. Removal of paint, adhesive, primer or bitumen spillage or overspray, smeared caulking or sealing compounds and similar defects, from all finish surfaces including mechanical and electrical devices and equipment.
  - 2. Removal and replacement of caulking or sealant beads not properly adhering to substrate.
  - 3. Removal of temporary coverings in applied floor finish areas and final, thorough broom or vacuum cleaning of all finished floors. If final broom cleaning does not, in the opinion of the City's representative, provide a floor surface which is suitable for moving in the City's equipment, scrub and polish or otherwise refinish areas as directed until acceptable to the City's Representative.
  - 4. Restoration of previously finished surface damaged due to failure or removal of protection measures.
  - 5. Clean by washing soiled concrete walks where exposed.
- H. The Contractor's employees shall at no time wear boots or clothes with wet or loose spoils/materials in the building except as required in the case of an emergency, Contractor shall clean all stains resulting from boots or clothing from the interior and exterior of the building.
- I. All employees working at the job site during cleaning or other construction related activities will be required to wear appropriate clothing at all times and no music will be allowed to be played that is in disturbance of others.

## **PART 6 - MATERIAL AND EQUIPMENT**

### **6.01 PRODUCTS**

- A. No materials or products containing asbestos in manufacturer or application may be used. All products must be asbestos free.
- B. Products: Means new material, machinery, components, equipment, fixtures, and systems forming the Work, but does not include machinery and equipment used for preparation, fabrication, conveying and erection of the Work. Products may also include existing materials or components specifically identified for re-use.
- C. Do not use materials and equipment removed from existing premises, except as specifically identified or allowed by the Contract Documents.
- D. Use interchangeable components of the same manufacture for similar components.

### **6.02 TRANSPORTATION, HANDLING, STORAGE AND PROTECTION**

- A. Transport, handle, store and protect Products in accordance with manufacturer's instructions.

- B. Transport products by methods required to avoid product damage; deliver in undamaged condition in manufacturer's unopened containers or packaging, dry.
- C. Provide equipment and personnel to handle products by methods to prevent soiling or damage.
- D. Promptly inspect shipments to assure that products comply with requirements, quantities are correct, and products are undamaged.

### **6.03 PRODUCT OPTIONS**

- A. Products Specified by Reference Standards or by Description Only: Any Product meeting those standards or description.
- B. Products Specified by Naming Only One Manufacturer with no provisions for substitutions: No options or substitutions allowed.
- C. Products Specified by Naming One or More Manufacturers with no provisions for substitutions: Products of manufacturers named and meeting specifications, no options or substitutions allowed.
- D. Products Specified by Naming One or More Manufacturers with a Provision for or equal, submit product for review under the submittal processes or provide a Certificate of Compliance.

### **6.04 SUBSTITUTIONS**

- A. Where no "or equal" is stated, submit substitutions during the bidding period no less than (7) days prior to the bid date.
- B. After Award of Contract, substitutions will only be considered when a Product becomes unavailable through no fault of the Contractor, or where "or equal is specified".
- C. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents. Requests or data that refer to a website for the required information or contain website links only, WILL NOT BE CONSIDERED.
- D. When substitution is not accepted, provide specified product. Limit each request to one proposed substitution.
- E. Should a substitution be approved and then prove to be defective or otherwise unsatisfactory for its intended service, the Contractor shall, replace same with the material originally specified without cost to Owner or obligation on the part of the Design Professional. (i.e., all substitutions must carry a warranty guaranteeing they are equal to specified items.)

### **6.05 SPARE PARTS AND MAINTENANCE MANUALS**

- A. Provide Products, spare parts, maintenance and extra materials in quantities available of left-over products.
- B. Deliver to and place in location as directed; obtain receipt prior to final payment as directed by the Owner.

## **PART 7 - CONTRACT CLOSEOUT**

### **7.01 CONTRACTOR CLOSEOUT PROCEDURES**

- A. Submit written certification that Contract Documents have been reviewed, Work has been inspected, and Work is complete in accordance with Contract Documents and ready for the Design Professional's final inspection.
- B. Submit final Application for Payment identifying total adjusted Contract Sum, previous payments, and amount remaining due.
- C. Submit with final Application for Payment a minimum of two copies of each of the following:
  1. Certificate of Inspection from Governing Authorities.
  2. Consent of Surety to Final Payment.
  3. Warranties and Guarantees.
  4. Operation and Maintenance Data.

- a. Directory, listing names, addresses, and telephone numbers of Contractor, Subcontractors, and major equipment suppliers.
  5. Affidavits that the following Interior Finish Materials meet specified fire rating classification:
  6. Contractor Certification of Asbestos-Free Product Installation Form.
  7. Contractor Notification Form.
  8. Any other documents required by the Authority Having Jurisdiction, the Owner, or the Owners funding source.
- D. Advise Owner of pending insurance change over requirements.
  - E. The Contractor shall create a "Completion List" for the Project itemized in the order of the room names and numbers assigned in the "Room Finish Schedule". This list should include all deficiencies and omissions for each room with a brief description of each item, sequentially numbered. This list shall be distributed to all contractors for their review and resolution and a copy is to be submitted to H2A Architects, Inc. when all items have been resolved satisfactorily and the Contractor is ready for the Design Professional's inspection of the work.
  - F. When the Design Professional completes the "Punch List Review", a Certificate of Substantial Completion - AIA G704 will be published which will include a copy of the "Punch List Review". The Contractor and/or Subcontractor will be allowed a maximum of ninety (90) calendar days from the Date of Substantial Completion to satisfactorily resolve all items contained in the "Punch List Review" or negotiate with the Design Professional to arrive at a mutually accepted reduced quantity of items. On the ninety-first (91st) day following the Date of Substantial Completion, the sum of one hundred (\$100.00) dollars will be deducted from the Contract Sum for each calendar day that the Punch List remains unresolved unless the Contract is extended by Change Order. This amount represents liquidated damages that will be suffered by the Owner.
  - G. Design Professional will make up to two (2) inspections of final Work. Thereafter, additional re-inspections will be at Contractor's and/or Subcontractor's expense. Design Professional will record time, including travel time and mileage, required in making re-inspections and notify Contractor of charges. Owner will deduct any such expenses of Design Professional from Contractor's and/or Subcontractor's final pay request.

## **7.02 OPERATION AND MAINTENANCE DATA**

- A. Submit one (1) digital set and one paper copy set prior to final payment, bound with durable plastic hardback covers and suitable index.
- B. Prepare cover with printed title "OPERATION AND MAINTENANCE INSTRUCTIONS", and title of project.
- C. Internally subdivide the binder contents with permanent page dividers, logically organized, with tab titling clearly printed under reinforced laminated plastic tabs.
- D. Contents:
  1. Directory, listing names, addresses, and telephone numbers of Contractor, Subcontractors, and major equipment suppliers.
  2. Operation and maintenance instructions, arranged by system.
- E. Project documents, certificates and test data.
  1. Warranties and Guarantees.

## **7.03 PROJECT RECORD DOCUMENTS**

- A. Maintain on site, one set of Contract Documents to be utilized for record documents; including all Drawings, Specifications, Addenda, Change Orders and other Modifications, approved Shop Drawings, Product Data, and Samples.
- B. Record actual revisions to the Work. Record information concurrent with construction progress.
- C. Specifications: Legibly mark and record at each Product Section a description of actual Products installed.
- D. Record Documents and Shop Drawings: Legibly mark each item to record actual construction.
- E. Submit set of record documents to Design Professional with final Application for Payment.

- F. Maintain on site, manufacturer's certifications, inspection certifications, field test reports, and other documents required by individual specification sections.

## **CLEANING AND ADJUSTING**

### **8.01 FINAL CLEANING**

- A. Execute final cleaning prior to final inspection. Provide all necessary general "house cleaning" to provide a ready to move into facility without additional cleaning being required by the Owner.
- B. Clean debris from site, roofs, gutters, downspouts, and drainage systems. Sweep paved areas clean. Rake landscaped areas clean.
- C. Remove waste and surplus materials, rubbish, and construction facilities from the site.
- D. If Contractor fails to clean up at completion of the Work, the Owner may do so and the cost thereof shall be charged to the Contractor.

## **WARRANTIES**

### **9.01 WARRANTIES**

- A. Provide duplicate copies.
- B. Execute and assemble documents from Subcontractors, suppliers, and manufacturers.
- C. Submit prior to final Application for Payment.
- D. Warranty Requirements:
  - 1. Disclaimers and Limitations: Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of the warranty on Work that incorporates produces, nor does it relieve suppliers, manufacturers, and subcontractors required to countersign special warranties with Contractor.
  - 2. Related Damages and Losses: When correcting warranted work that has failed, remove and replace other work that has been damaged as a result of such failure to that must be removed and replaced to provide access for correction of warranted work.
  - 3. Reinstatement of Warranty: When work covered by a warranty has failed and been corrected by replacement or rebuilding, reinstate the warranty by written endorsement. Reinstated warranty shall be equal to original warranty with an equitable adjustment for depreciation.
  - 4. Replacement Cost: Upon determination that Work covered by a warranty has failed, replace or rebuild work to an acceptable condition complying with requirements of Contract Documents. Contractor is responsible for cost to replacing or rebuilding defective work regardless of whether Owner has benefitted from use of work through a portion of its anticipated useful service life.
  - 5. Owner's Recourse: Written warranties made to Owner are in addition to implied warranties, and shall not limit the duties, obligations, rights and remedies otherwise available under the law, nor shall warranty periods be interpreted as limitations on time in which Owner can enforce such other duties, obligations, rights, or remedies.
- E. Furnish all warranties indicated in individual specification Sections as well as a One (1) Year General Contractor's and a One (1) Year Subcontractor's labor and material Warranty for work performed within this Project. These Warranties shall be submitted on the company's letterhead stationery, signed by a corporate officer or owner of the firm and notarized.

**END OF SECTION**

# SIGN-IN SHEET



## Project Specifics

**Project:** Curwood Castle Restoration and Repairs.  
**Mandatory Pre-bid Conference**  
**Location:** 226 Curwood Castle Drive, Owosso, MI 48867  
**Date:** 3/18/2026

**Name:**

**Company:**

**Phone:**

**email:**

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Bids will be accepted until 3:00 p.m. Tuesday, April 14, 2026, for the City of Owosso Curwood Castle Restoration and Repairs.