

**Ravenna Public Schools  
Ravenna High School Addition and Renovation  
Project Instructions**

**1. Progress Meetings**

Meetings will be held monthly as needed. A memorandum will be emailed one week prior to the scheduled progress meetings.

**2. Construction Schedule**

The construction schedule for each project is included for review.

**3. Construction Manager**

Beckering Construction is the Construction Manager on this project. All correspondence and billings are to be directed to Beckering Construction. If you have any questions your first contact is to be Beckering Construction and we will work with the architect and owner to get answers.

Project Manager

D.J. Beckering

616.532.8191

[dj@beckering.com](mailto:dj@beckering.com)

Project Superintendent

Steve Corvers

Cell: 616.970.2040

[sjc@beckering.com](mailto:sjc@beckering.com)

**4. Certificates of Insurance**

All contractors must submit their Certificates of Insurance to Beckering Construction before work begins on the project. Please refer to Article 11 of the Supplementary General Conditions for the specific limits of liability and additional named insured.

**5. Schedule of Values**

All contractors must submit a Schedule of Values showing the appropriate labor and material breakdown. Payment applications will not be processed without an approved Schedule of Values.

**6. Payment Applications**

Payment Applications must be submitted to Kathy at [kmh@beckering.com](mailto:kmh@beckering.com) in the Beckering Construction office on or before the 20th of each month on an itemized AIA Application for Payment in accordance with the Schedule of Values. Beckering Construction will submit the monthly draw to the architect on or before the 30th of each month and payments should be disbursed before the 25th day of the following month. Due to meeting schedules, payment applications may be requested earlier. A formal notification will be sent if this is necessary.

**7. Sworn Statements and Waivers**

Sworn Statements are required with all Payment Applications and shall be submitted on the attached form (Excel document will be emailed for your use) and must include appropriate Unconditional Waivers of Lien. Failure to submit the proper documents with your Payment Application will cause future payments to be delayed. If there are any concerns about slow payments to second tier contractors or suppliers we will move to a joint check process on questionable accounts.

**8. Prevailing Wages**

Prevailing wages do not apply to this project.

**9. Retainage**

There will be a 10% retainage on all billings.



**10. Stored Materials**

Contractors will be allowed to invoice for stored materials on-site and off-site. The architect will require a bill of sale plus a Certificate of Insurance naming Ravenna Public Schools as principal beneficiary for the material stored off-site. We also will need a notarized letter from the contractor giving a brief description of materials, location of materials and a guarantee that the materials are dedicated to the Ravenna Public Schools – Ravenna High School Addition and Renovation project.

**11. Extra Work**

Any extra work must be authorized by Beckering Construction in writing. Requests for additional funds must be submitted to the Beckering Construction Office in writing with the appropriate breakdown.

**12. Bulletins**

When bulletins are issued, contractors will be expected to submit pricing by the due date established by Beckering Construction. Late pricing will not be tolerated.

**13. Bulletins and Extra Work Quotations**

Quotations must include appropriate breakdowns so we can review them.

- a. We prefer quantity cost breakdowns that are tied to the unit prices included with the original bid. Example: Add 150 sf of 4" concrete slab @ \$2.50 = \$375.00.
- b. If a quantity cost breakdown won't work then you must use a Labor & Material breakdown with the following divisions:
  - Labor quotes must reveal the base hourly rate and show the number of hours.
  - Material quotes must include a take-off list showing the quantities item-by-item and pricing per item.
  - Subcontractor's prices must include all of the above and the mark-up on the sub's quotation.

**14. Contract Documents**

Drawings and specifications will be distributed by Beckering Construction as required by the subcontractors.

**15. Submittals**

All subcontractors are expected to submit shop drawings, product data, MSDS, samples, test reports, operation and maintenance data, warranties, etc. in a timely manner. Submittals are to be submitted electronically to Katie Peterson at [kjs@beckerling.com](mailto:kjs@beckerling.com). Submit two copies of full size drawings (not larger than 30 x 42 inches) and samples. Submittals will be reviewed by Beckering Construction and forwarded to Tower Pinkster for approval. After approval the architect will return the submittals to Beckering Construction for distribution to the subcontractor. The architect will attempt to turn shop drawings around in two weeks or sooner. Please review the specifications and follow the submittal process carefully to avoid problems.

**16. As-Built Drawings**

Each major contractor must keep a clean set of drawings with any as-built revisions marked in red pencil. Beckering Construction will collect all as-built drawings when we reach substantial completion and turn them over to the architect. If a contractor does not keep up with as-builts it is a reason to withhold payment.

**17. Clean-up**

Each contractor is responsible for clean-up on a daily basis. Clean-up must be timely as well as thorough in order to meet safety regulations and permit other contractors to perform without hindrance from dirt and debris. A dumpster will be supplied by Beckering Construction at the jobsite for removal of miscellaneous debris. Contractors must plan to bring all debris to the dumpster with their own people. Major debris such as drywall and masonry material will not be allowed in the Beckering Construction dumpster. Masonry and drywall contractors must arrange for their own trash



removal. If contractors do not keep up with clean-up, Beckering Construction will perform clean-up and back-charge the appropriate parties.

**18. MSDS Notebooks**

Contractors must submit their MSDS notebooks to the Beckering Construction field office before starting work on the project.

**19. Safety / COVID-19 Policy**

Safety is of the utmost importance on all Beckering Construction projects and we expect all tasks on our projects to be performed safely. Each contractor must provide a Safety Plan along with a COVID-19 Plan which addresses exposure prevention, preparedness and response protocol. Each contractor must also designate a project safety representative and notify Beckering Construction of that person's name. All accidents must be reported to the Beckering Construction site superintendent immediately. Each worker will be required to check-in at the jobsite trailer daily and answer a brief survey before entering the project site.

**20. Background Checks**

Ravenna Public Schools makes every effort to provide a safe learning environment for their students. We expect that our contractors will support the school in this effort by conducting criminal background checks on any employee who will be performing work on school district property. Any workers with criminal sexual or felony convictions and any worker who is listed on the Michigan Sex Offender Registry will not be permitted to work on Ravenna Public Schools property.