



Community Development Department
 Attn: Rehab Program Manager
 625 Murray Street, 3rd Floor, Alexandria, LA 71301
 318-449-5074 Office / 318-449-5031 Fax
 cda@cityofalex.com

CmDv HOUSING REHAB SERVICES BID PACKET

BIDS DUE BY:
Friday, September 27, 2019
9:00 A.M.

CmDv #1910 – HOME MAJOR REHAB

Attachment #1	Submittal Conditions
Attachment #2	General Conditions
Attachment #3	Specifications and Criteria for Scope of Work
Attachment #4	Definitions
Attachment #5	Contractor’s Bid Proposal Price Sheet - Itemize price for each structure - Complete, sign, return in sealed Bid Proposal packet
Attachment #6	Subject Property Scopes of Work and Photos - Multidiscipline work descriptions for 3 addresses



Jeffrey W. Hall
 Mayor



Community Development Department
Attn: Krystal Wimbley
625 Murray Street, Ste 7 Alexandria, LA 71301
318-449-5074 Office / 318-449-5031 Fax
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CmDv Housing Rehab Services Bid Packet - Submittal Conditions

BID SUBMITTAL DEADLINE / BID OPENING: see cover page

ATTENTION: *Qualified Contractors*

The City of Alexandria's *Community Development* Department is soliciting bids, on behalf of qualified home Owners, for the purpose of entering into a *Home Improvement Contract* to repair and rehabilitate residential structures. Submittal conditions shall be:

1. The Contractor or their authorized representative may elect to contact the Property Owner directly to schedule a time to review the scope of work described in the *CmDv Housing Rehab Services Bid Packet*. The City Inspector does not have to accompany the Contractor to visit the house. However, keep in mind that the scope of work is limited to the bid specification provided in the packet. The Property Owner has no authority to alter the scope. The scope of work includes pictures taken by the City Inspector to assist in the description of work. If you have questions concerning the scope of work description, contact the City Inspector at (318) 449-5069.
2. All sealed bid proposals must be delivered to the address in the letterhead above by the deadline specified.
3. The SEALED bid package must bear your *Community Development Qualified Contractor Registration ID#* on the OUTSIDE FRONT of the envelope. Packages without this information will be considered non-responsive, will not be opened and will be immediately rejected.
4. No email, faxed or call-in bids will be accepted.
5. Any bid submitted must be on the Bid Proposal Price sheet(s) (Attachment #5) and signed by the Contractor or authorized party or will be considered non-responsive and will be rejected.
6. The following information is required on EACH bid proposal sheet submitted: Addendum Acknowledgement, Company Name, Date, Street Address, Mailing Address, Telephone Number, DUNS Number and Contractor Authorized Signature. Any proposal without this information will be considered non-responsive and will be immediately rejected.
7. All bids shall be signed by hand and in ink by an authorized company representative per LA R.S. 38:2212.A.1.c.i.
8. Conditional proposals, or those which take exception to the specifications, will be considered non-responsive and will be rejected.
9. Bidders are responsible for reading all parts of the *CmDv Housing Rehab Services Bid Packet*. The terms applicable to the bid award and contract are defined in this entire packet and may affect bid proposal pricing.
10. Contractors shall be responsible to verify if any *Addendums* have been posted to the original bid specification and factor pricing accordingly. Any questions must be submitted as defined in *Addendums*.

We appreciate your interest in working with Community Development on this federally funded program to improve the property standards within our community!



Attachment #1

Jeffrey W. Hall
Mayor



Community Development Department
Attn: Krystal Wimbley
625 Murray Street, Ste 7 Alexandria, LA 71301
318-449-5074 Office / 318-449-5031 Fax
cda@cityofalex.com

CmDv Housing Rehab Services Bid Packet – General Conditions

The City of Alexandria's *Community Development Department (CmDv)* is seeking to secure bid proposals, on behalf of qualified homeowners, to provide Home Improvement Rehabilitation Services at various privately owned residential properties within the city limits of Alexandria, Louisiana. These bids shall be in accordance with the terms, conditions, and specifications contained in the entire *CmDv Housing Rehab Services Bid Packet*. These services include and incorporate the repair and rehabilitation of residential structures, in order to bring them up to current codes and ordinances and extend the useful life of the structure.

1. All words within the entire *CmDv Housing Rehab Services Bid Packet* that are shown in *italics* are defined in Attachment #4. The definitions shall be reviewed by the Contractor for more information and understanding of the intent of the word and/or phrase, as well as further explanation that may impact bid pricing and work performed. These definitions are specific only to this particular bid packet.
2. *CmDv* has a limited amount of funds to spend on rehab services per advertisement event. All properly submitted bids will be opened, however, bids may be awarded in any order, in effort to rehab the maximum number of structures for the amount of funds budgeted. Any bids not awarded due to budget shortfall or other reason deemed valid by *CmDv*, shall be identified on the *Bid Tabulations Sheet Notification*.
 - a. Bids will be awarded to the lowest responsive, responsible bidder per Bid Proposal Price Sheet.
 - b. *Payment* for each *Home Improvement Services Contract* may be paid with *HUD* federal funds and/or other resources, on behalf of the *Owner*, under either the HOME Program or the CDBG Program, based on the availability of money each fiscal year. *Bid Tabulation Notification Sheet* shall identify the funding source for each project awarded, however, this is subject to change during the course of the project with no impact to the Contractor.
3. *CmDv* reserves the right to group / bundle multiple rehab site locations together as one group bid price request, based on criteria to be pre-determined before bid advertisement, such as proximity, discipline or other reason deemed valid by *CmDv*. This is in effort to solicit more competitive pricing by potentially reducing mobilization costs and other variables for the Contractor. Bids submitted, however, must still specify price per unit because any awards will be confirmed through individual *Home Improvement Services Contracts* per address location, in order to comply with program guidelines and *HUD* requirements and the specific payment funding source as described in 2.b above.
 - a. Bids will be awarded to the lowest responsive, responsible bidder per group / bundle on Bid Price Proposal Sheet.
 - b. If properties are grouped / bundled, there may be multiple Bid Proposal Price Sheets, indicating the properties grouped / bundled per bid price and/or those listed individually. See Attachment #5 for applicability.
 - c. Should the bidder omit and/or swap out a property listed within the defined group / bundle, the group bid proposal will be considered non-responsive and will be rejected.
 - d. The terms of item #2 above still apply to any grouped properties, however, *CmDv* will either award an entire grouping / bundle or will not award an entire grouping / bundle based on total bid price and available funding.
 - i. In the event that *CmDv* cannot award an entire grouping / bundle due to limited funding availability, *CmDv* reserves the right to select specific properties from a specific grouping / bundle and responsible



responsive low group / bundle bidder will be asked if they will continue to honor their individual bid prices for selected properties. This is in effort to award as many projects as possible per bid event.

1. If the Contractor agrees, the bid award will be made for those properties individually.
 2. If the Contractor does not agree, the properties will be re-advertised for bid.
4. Any Contractor interested in bidding on *CmDv Housing Rehab Services Bid Packets*, must be hold an active *CmDv Qualified Contractor Registration*. This includes application, required licenses, required insurances and required documentation acknowledgements.
 5. It is the bidder's responsibility to visit the property location and evaluate the work to be performed, in accordance with the entire *CmDv Housing Rehab Services Bid Packet*, before submitting a bid. Any oversight on the bidder's part shall not exempt them from the terms of the specifications and/or contract.
 - a. If applicable, an *Addendum(s)* may be posted to inform Contractors of responses to additional questions, clarifications and/or changes to the published *CmDv Housing Rehab Services Bid Packet*.
 - b. Whenever quantities or usages are provided by the work descriptions, these quantities are estimates only. No guarantee or warranty is given or implied by the City of Alexandria as to the total amount that may or may not be required to complete the work. These estimated numbers may be used to calculate total bid prices, however, the Contractor shall be responsible to confirm actual quantities at the time of site visit, prior to bid submittal.
 6. Bid proposals must be submitted on the Bid Proposal Price Sheet (Attachment #5) provided. Proposals are subject to all conditions listed in *Submittal Conditions* (Attachment #1). All bid prices shall include any and all material, labor, equipment, disposal, tax and freight charges.
 7. The City of Alexandria, on behalf of the *Owner*, reserves the right to reject for *cause* any and all bids or parts of bids, or accept bids most beneficial to the *Owner*. Conditional proposals, or those which take exception to the specifications, will be considered non-responsive and will be rejected.
 8. In case of a mathematical discrepancy between unit price and extensions, the unit price shall prevail.
 - a. In the event that several properties are bid as a group and there is a discrepancy between the total group price and the unit prices, the unit price shall prevail to determine the corrected group price.
 - b. All erasures or corrections on the bid form must be initialed by the Contractor and the City of Alexandria may rely on the apparent authority represented by the initials.
 9. The successful bidder shall be awarded bids based on the selection of the *Owner*. The *CmDv Housing Rehab Services Program*, however, will use *HUD* funds to only pay the amount up to the lowest responsible, responsive bid price as defined on the Bid Proposal Price Sheet, on behalf of the *Owner*. If a Contractor other than the lowest responsible, responsive bidder is selected by the *Owner*, then the *Owner* shall be responsible to pay the difference in the price, out of pocket, directly to the Contractor. A *Bid Tabulation Sheet Notification* shall be provided to all participating bidders once the *Owner* has selected the Contractor and authorized the award of the bid.
 10. Participating bid Contractors can expect to receive a copy of the *Bid Tabulations Sheet Notification*, via email, within fifteen (15) business days after bid opening to identify the awarded bidder.
 11. Any bid price submitted must be honored by the Contractor for ninety (90) calendar days after the bid opening date. This is to provide a pool of alternate bid prices for a *secondary / subsequent award* consideration. The Contractor may also elect to request a *Bid Withdrawal*.
 12. A written *Home Improvement Services Contract*, for all awarded projects, shall be executed on the date and time prescribed in the *Contractor Signing Notice* sent by the *CmDv Rehab Program Manager*. In the event that the Contractor

cannot make that specific date and time, a maximum of five (5) business days will be the allowed window to reschedule *Home Improvement Contract* signing. The goal is for the Contractor to begin work as soon as possible.

13. All *new Contractors* awarded a bid proposal for a *first time award* through *CmDv* will be required to successfully complete a minimum of one (1) project prior to signing additional contracts, in the event they are awarded multiple addresses. However, in no instance can more than fifteen (15) business days lapse from this issuance of a *Certificate of Completion with Occupancy* and a subsequent *CDA Rehab Permit* issuance, without written approval from the *CmDv* Administrator.
14. The *CDA Rehab Permit* shall serve as the Notice to Proceed. *CDA Rehab Permit* is valid for thirty (30) calendar days from the date of issuance. The Contractor shall procure all permits and licenses under federal, state and local laws, pay all charges and fees.
15. As a condition of the *CDA Rehab Permit*, *inspections* shall be required, including a *CDA Site Pre-Conference Inspection*. The City of Alexandria reserves the right to inspect any and all permits, licenses and work at any time prior to or during the construction process. Upon satisfactory completion of the repair, the Contractor must schedule a final *CDA Owner / Contractor Acknowledgement inspection* after all work is complete.
16. The City shall make a one-time *payment* to the Contractor for 100% of the contracted amount due within thirty (30) business days of receipt of all requisite documentation.
17. Should an awarded bidder fail to execute a *Home Improvement Services Contract* within the prescribed time or unsatisfactorily complete another awarded project, the subsequent award be withdrawn, and/or a contract be terminated, a *secondary / subsequent award* may be implemented.
18. The Contractor and City shall agree that should any dispute arise, a final *dispute resolution*, will be rendered by *CmDv* Administrator.
19. A *contract termination* may occur for various reasons and can be initiated by the City on behalf of the *Owner*. The City may also take action to *debar* an awarded Contractor for various reasons.
20. Contractor shall be required to retain all records related to work performed under the *Home Improvement Contract* for a period of five (5) years and shall make such records available for inspection, examination, excerpts, and transcriptions to the City, *HUD*, the Comptroller General, or their duly authorized representatives.
21. Pursuant to LA R.S. 38:2212.A.1.b, the provisions and requirement of this bid shall not be considered as informalities and shall not be waived by the City of Alexandria. Therefore, conditions and specifications on this bid form shall be strictly enforced and any and all alterations, deviations, and non-compliance to said conditions and specifications, either on the bid form or by separate attachment, shall be grounds for immediate disqualification.
22. Pursuant to LA R.S 38:2212.1C.2, any manufacturer's preference provided is descriptive, but non-restrictive, and is used only to indicate minimum requirement for type, grade and quality unless otherwise specified.
23. Contractor shall furnish all labor, materials, and equipment necessary to accomplish all of the work required by the entire *CmDv Housing Services Bid Packet* of the attached properties. Labor shall be performed by skilled, competent craftsmen. The City Inspector shall have the right to have personnel removed from the job who are not performing their services in a workmanlike manner, violating the terms of the bid packet, laws and/or City ordinances.
24. Contractor agrees to provide a drug free workplace which prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace. Contractor or any of their workers or subcontractors will be prohibited from smoking inside an occupied residence.

25. The Contractor shall comply with all Federal, State and local laws, codes, ordinances and regulations affecting the rehabilitation of the buildings, as well as abatement and disposal of materials, and shall defend, indemnify, and hold harmless, the City and its representatives against any claim or liability arising from violation of any such law, ordinance or regulation. Contractor is responsible to account for these conditions in the bid proposal price submitted.
26. The Contractor shall protect and defend, at Contractor's expense, and indemnify and hold harmless, the City and its representatives, officers, agents, and employees from and against any and all losses, penalties, fines, damages, settlements, judgments, claims, costs, charges, expenses, or liabilities, including any award of attorney fees and any award of costs, in connection with or arising directly or indirectly out of any act or omission by the Contractor or by any officer, employee, agent, invitee, subcontractor, or sublicensees of Contractor.
27. The Contractor shall exercise proper precaution at all times from the protection of persons and property and shall be responsible for all damages to persons for property, either on or off the site, which occur as a result of his prosecution. Codes shall be observed. Contractor shall take additional safety and health measures as deemed reasonably necessary by *CmDv*. Machinery, equipment, and all hazards shall be managed in accordance with safety provisions of the "Manual of Accident Prevention in Construction" published by the Associated General Contractors of America, Inc., to the extent that such provisions are not in conflict with applicable local laws.
28. The Contractor shall be advised that no member or Delegate to the Congress of the United States, and no Resident Commissioner, shall be admitted to any share or part of any possible bid award or to any benefit to arise from the same.
29. The Contractor shall be advised that no member, officer, or employee of the Local Public Body, or its designees or agents, non-member of the governing body of the locality in which the (Program, Project, or Similar) is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the (Program, Project or Similar) during their tenure or for one year thereafter, shall have any interest, direct or indirect, in any Contract or Sub-Contract, or the proceeds thereof, for work to be performed in connection with the (Program, Project, etc).



CmDv Housing Rehab Services Bid Packet – Specifications & Criteria

Specifications: Rehab Services requested for pricing from and to be performed by the Contractor shall include:

1. complete removal and disposal of all materials replaced in accordance with the scope of work on the subject property from the property, including but not limited to demolition debris, trash, garbage, appliances, plumbing fixtures or similar materials;
2. all materials and products shall be new and un-used. Material products shall be of Builder Grade minimum and meet all requirements for code compliance with the current adopted version of the International Residential Code (IRC). Each respective bidder shall be responsible for insuring that his/her product meets or exceeds this specification;
3. all materials shall be cut and fit tight and nailed (if applicable) in place on the job for permanent installation. Materials shall be free from all pencil and kerfed marks. Best practices shall be used in reference to all installation methods and in accordance with manufacturer's specifications. Finish materials shall be selected by the Contractor to match the quality, color and décor of existing like materials in the house;
4. providing sufficient manpower so as to perform work safely and expeditiously with all equipment plainly marked with the company name or the rental company name, if applicable;
5. having a qualified foreman on site at all times who is authorized to act on behalf of Contractor and capable of making on-site decisions;
6. responsibility to keep premises clean and orderly during the course of work and remove all debris upon completion of work. Where buildings to be remodeled are furnished and occupied by *Owners* and their tenants, the prime Contractors, and Sub-Contractor shall make all allowances in their proposals for whatever inconvenience is incurred, i.e., working around furniture, adjusting working hours to accommodate Owners or tenants daily routines, etc. The Contractor shall cover all carpets furniture, etc. in the work area with drop clothes. Passageways and hallways shall be kept clear of debris, lumber, or equipment. Bulk materials may not be stored inside the building. The *Owner* shall make a reasonable effort to move furniture and rugs to create clear working space for the Contractor;
7. if required in the scope of work description or if required by law, the Contractor shall provide the City of Alexandria with asbestos and/or lead based paint clearance test survey, pursuant to the standards of the Environmental Protection Agency and/or the *LDEQ* before the completion of work;
8. any and all materials and equipment removed and replaced as part of the work shall belong to the Contractor for salvage rights.
9. any work not described above but necessary to provide a clean, functioning work site and livable space for the *Owner*;
10. abatement, removal and legal disposal of hazardous materials, as applicable, identified in the Property Identification Scope of Work Reports provided with each Subject Property Identification in Attachment #6.
11. honor all work performed, labor and materials installed for a *warranty* period of one (1) calendar year from the date of issuance of the *Certificate of Completion with Occupancy*.



Criteria: Rehab services to be performed by the Contractor shall include:

1. When any bid is awarded by the *Bid Tabulation Sheet Notification* on the *Owner's* behalf for rehab services, the Contractor shall be receive a *Contractor Signing Notice*, stating the date and time, that the written *Home Improvement Contract* shall be executed by and between the *Owner* and the Contractor.
2. No work, abatement or demolition, at any designated site shall begin until the Contractor has received a *CDA Rehab Permit / Notice to Proceed* from the City.
3. A CDA Site Preconference *inspection* is required before any work is started, at any time after the *Home Improvement Services Contract* is signed by the Contractor and/or before the issuance of a *CDA Rehab Permit*.
4. The Contractor shall notify the City of Alexandria Call Center at 318-441-6333 to schedule inspection(s) deemed necessary on the *CDA Rehab Permit*, a minimum of 24 hours in advance. The Contractor, or his designee, must be present for each inspection to ensure work is code complaint and to ensure the job site has been left in a safe condition daily.
5. Contractor agrees to keep an open communication with both *CmDv* Office and the *Owner*. This communication shall include scheduling site visits to work with the *Owner*, scheduling inspections through the Call Center, scheduling *Lead Clearance Testing* (as required by the Scope of Work) and keeping the *CmDv* Office abreast of any delays and project scheduling. Contractor agrees to be responsive to both parties in a timely and professional manner.
6. *CmDv* has secured the *Owners* approval for the Contractor's use of all utilities to the structure prior to the issuance of the *CDA Rehab Permit* at no charge to the Contractor. The *Owner* will be required to allow the Contractor to use, at no cost, existing utilities such as light, heat, power, and water necessary to carry out and complete of the work. The *Owner* shall also consider allowing workers access to restroom facilities during the course of work.
7. Due to the Federal funding limitations of the program, *change orders* will be considered on a case by case basis, only where unforeseen conditions are disclosed during the course of the work, which are necessary to complete the defined scope of work. See more description in the updated CDBG Minor Rehab Program Guide, Article XVI and/or the updated HOME Major Rehab Program Guide, Article XII, depending on the funding source of the bid award.
8. Time is of the essence in the performance of the rehabilitation services for the structures. Failure of the Contractor to perform as described, or not complete all activities as required and provided herein, may result in the assessment of liquidated damages of \$500 per day, without reasonable justification and written approval from the *CmDv* Administrator.
9. Contractor shall maintain safe working conditions by installing, operating, maintaining and protecting the project in a manner that will be safe, non-hazardous, sanitary and protective of persons and property. The Contractor shall provide all necessary barricades, signs and take all necessary precautions to protect buildings, property, personnel and the public.
10. Contractor must execute daily cleaning procedures to ensure that buildings, grounds and public properties are maintained free from accumulations of waste materials and rubbish, and shall promptly remove and dispose of all debris that may be a result of services. Flammable material must be removed from the subject property location daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of the City of Alexandria and the general public.
11. Contractor shall also be responsible to keep all dirt, mud, water, etc out of City streets and off the City sidewalk at all times. In the event the incident does occur, the Contractor shall be responsible to clean the same within two (2) hours.
12. Contractor shall keep all equipment and vehicles out of the City street and off the City sidewalk in effort to maximize the passage of traffic and street parking for neighboring residents. Contractor shall coordinate any traffic needs with the City of Alexandria Traffic Department (318-441-6126) and/or the LaDOTD.

13. During the rehab process, in the event there is an unauthorized discharge that causes an emergency condition, the discharger shall follow all procedures required in the Louisiana Administrative Code, Title 33, Part I, Subpart 2, Chapter 39 (LAC 33:1 Ch39). The Contractor and/or their subcontractors may elect to maintain Pollution and Accidental Spill Coverage.
14. Contractor shall be responsible to notify 811 at least 48 hours prior to any digging operations.
15. Any materials and/or equipment left on the site are the responsibility of the Contractor. Any loss of materials or equipment due to theft, vandalism, etc. shall be the total responsibility of the Contractor. Contractor will remove all tools and equipment immediately after the completion of work daily.
16. Salvage rights of removed debris materials belong to Contractor as soon as the *Home Improvement Contract* is fully executed by both the *Owner* and the Contractor. After that time, it is the Contractor's discretion to allow the owner or other parties the salvage of any debris materials left on the property.
17. Any damage caused by Contractor to public or private property shall be remedied by the Contractor, at Contractor's cost to the satisfaction of the City. Repairs to public property shall be in accordance with current City standards, for example, cracked or broken curbs or concrete panels, must be saw cut and squared off prior to new concrete installation. Contact the City Engineering Department (318-473-1173) for more details.
18. The Contractor shall indemnify the City of Alexandria and its representatives against all claims arising from injuries to persons or damages to property due to neglect by the contractor.
19. The Contractor shall be solely responsible for all construction means, methods, techniques, sequences and procedures, and for coordination of all portions of the work under the *Home Improvement Contract*.
20. The Contractor is responsible for installation of all materials and labor, in a method as defined by the manufacturer's specifications, necessary to honor any product *warranty* by the manufacturer. The Contractor is also responsible for delivering all of the warranties, documentation and releases to the Owner prior to the issuance of the *Certificate of Completion with Occupancy*.
21. Upon request by the City, the successful bidder may be required to furnish additional information / literature on material(s) and/or product(s) bid for evaluation purposes to ensure that they meet the minimum specification standards. Determinations on product compliance of "equal or better" will be made by the *CmDv* Administrator within fifteen (15) business days of the submittal request / review.
22. In the event the Contractor must temporarily disconnect of all utilities to the structure during the course of work, they shall contact the respective City Utility Departments listed below.
 - a. Electric (318-473-1354)
 - b. Gas (318-441-6137)
 - c. Water (318-441-6217)
 - d. Wastewater (318-441-6247).
23. It is in the Contractor's best interest to fully document any pertinent discussions with the *Owner* and have them sign the same, in effort to avoid discrepancies later in the process.
24. The Contractor shall not negotiate the scope of work with the *Owner*. Any potential changes to the scope of work must be approved in writing by the *CmDv* Administrator. It is imperative that the Contractor be diligent about notifying *CmDv*, and obtaining written consent, prior to any scope of work deviation, based on work to be performed and/or material standard. In the event that the Contractor performs work outside of the scope of this bid packet, the Contractor shall solely be responsible to the *Owner* for the quality and performance of the work performed.
 - a. The *Owner* must also acknowledge that any complaints or issues for work performed outside of the scope of this bid packet shall not hold-up or delay the required inspections or signing of the *Owner*-Contractor

Acknowledgement Acceptance Form, issuance of the *Certificate of Completion with Occupancy* or *payment* to the Contractor.

25. In the event that the *Owner* has made repairs that are listed on the scope of work, prior to the issuance of the *CDA Rehab Permit*, the Contractor shall notify *CmDv* immediately in writing. The *CmDv* Administrator shall be responsible to issue a *change order* to remove the scope of work from the bid specification.
 - a. There will be no substitutes or other work defined, as a trade.
 - b. The Contractor shall also be responsible to issue a credit for the amount of work, for any associated material and/or labor, that will be deducted from the Contractor's final invoice.
 - c. This shall also remove any warranty related issues specific to this scope of work from the Contractor.
26. Any materials and/or equipment left on the site are the responsibility of the Contractor. Any loss of materials or equipment due to theft, vandalism, etc. shall be the total responsibility of the Contractor.
27. All projects awarded with *HUD HOME* funds has been tested by certified Contractors for *CmDv* and has been confirmed that no lead based paint hazards are present in the areas of work. No *Post-work lead clearance testing* shall be required.
28. All projects awarded with *HUD CDBG* funds shall be assumed to have *lead based paint hazards* and best lead safe practices for this hazard abatement shall be performed by the Contractor during the scope of work, unless HUD approved exemptions apply, which shall be determined by *CmDv* prior to the start of the project. Lead Clearance Tests may be required in the form of *Pre-Work Soil Baseline Lead Testing* and/or *Post-Work Lead Clearance Testing*. Review the Scope of Work for applicability. Compliance with LA Title 33, Part III, Chapter 28 shall be required. A copy of this regulation can be provided by request.
29. Any abatement work required by the *Lead and/or Asbestos Testing Survey Report* must be completed and pass the *CDA Abatement inspection* prior to the issuance of a *Certificate of Completion with Occupancy*.
30. The *LDEQ AAC-2* forms, either (a) or (b) as inserted at the end of the *Lead and/or Asbestos Testing Survey Report*, shall be required to be completed and submitted by the Contractor to *LDEQ* at least ten (10) business days prior to commencement of the demolition activities. This same form shall also be submitted to *CmDv* for the issuance of the *CDA Rehab Permit*. The *CDA Rehab Permit*, however, will not be issued until the *LDEQ* ten (10) business day review period has expired.
 - a. AAC-2 (a) form – "Notification of Demolition and Renovation and Asbestos Contaminated Debris Activity Form". See the form for specific details. Also, see Asbestos Summary, Guidelines, and Best Practice (Attachment #5).
 - b. AAC-2 (b) form – "Asbestos Negative Declaration, Demolition Notification Form". See the form for specific details. Also, see Asbestos Summary, Guidelines, and Best Practice (Attachment #5).
31. All "nonexempt" construction or demolition debris shall be properly disposed of in a *LDEQ* approved permitted disposal site or transfer facility according to *DEQ* regulations. Weighing tickets must be submitted to the Community Development Department as documentation of proper disposal prior to receiving payment. This may be subject to an audit by the City of Alexandria.
32. Contractor is responsible for the removal and disposal of any and all debris removal, including *ACM* from structures, as required by regulations. Contractor must be prepared to provide certified and trained supervisory personnel, lead and/or asbestos workers, furnish all required or necessary equipment and supplies, and provide insurance and transportation as required.
33. Contractor shall provide the appropriate landfill information on the AAC-2 form and disposal of demolition debris as required by Federal and State law.
 - a. *RACM* must be disposed in a Type 1 or 2 solid waste permitted landfill that also has recognition in accordance with the Louisiana Air Quality regulations, in particular, LAC 33:III.515.N. In addition, Category I and/or II *ACM* that becomes *RACM* during the demolition process, is subject to these same requirements.

- b. Construction and demolition (C&D) debris that is not *RACM* may be disposed in a Construction and Demolition debris landfill that has a plan approved by the Solid Waste Section of the LDEQ Waste Permits Division to accept such waste.
- 34. All *ACM* demolition debris shall be dumped at a commercial dump facility as required by the classification of the debris. Weigh/dump tickets shall be submitted to *CmDv* with invoices for *payment*, as documentation of legal disposal prior to receiving payment. This may be subject to an audit by the City of Alexandria, *LDEQ* and/or *HUD*.
- 35. A Solid Waste Transporter # is required to transport any type of solid waste in the State of Louisiana (LAC 33:VII). This information must also be included on the AAC-2 form. This includes demolition debris and asbestos material. Contact *LDEQ* Permit Support Services Divisions, Notifications and Accreditations Section at 225-219-1665 to apply for a SW transporter #.
- 36. Contractor shall notify the City of the presence of any asbestos, underground petroleum fuel tanks, hazardous type materials and/or other conditions found in the structures and/or on the property that was not cited in the bid packet in the Subject Property Identification (Attachment #6) and/or the *Lead and/or Asbestos Testing Survey Report*. This notification may trigger justification for a *change order*. The Contractor shall also be required to handle and abate those materials in accordance with Federal, State and local laws.
- 37. The Contractor shall be responsible to comply with notification and inspection requirements required by *LDEQ*.



CmDv Housing Rehab Service Bid Packet - Definitions

Words and phrases, referenced by *italics*, in this bid packet are defined below for reference.

ADDENDUM: a written summary offering clarification and/or changes to the existing, published *CmDv Housing Rehab Services Bid Packet*. An *Addendum*, if applicable, may be published after submitted written questions and/or a *Pre-Bid Conference*. Also, any questions or clarifications requests from the Contractor outside of the *Pre-Bid Conference* must be presented in writing to *CmDv* a minimum of ten (10) business day prior to the bid opening date.

- a. If applicable, an *Addendum* will be posted, at the same location as the original bid advertisement on the City's website, for clarification to all potential bidders a minimum of four (4) business days before bid opening / on the Monday of the same week of the bid opening.
- b. *CmDv* will make every attempt to notify Contractor attendees of any scheduled *Pre-Bid Conference* or any *addendums* published, however, it is ultimately the Contractor's responsibility to verify the publication of the same.
- c. Also see definitions for *CmDv Housing Rehab Services Bid Packet*.

ASBESTOS CONTAINING MATERIALS (ACM): asbestos containing materials (ACM) are present that must be properly abated based on the *LDEQ* threshold standards. The current state of these materials may not considered *RACM* and if handled properly, may be removed / abated / treated as such, prior to demolition. The use of a licensed Abatement Contractor is recommended but not required. Any *ACM*, however, does have the potential to become *RACM*, if not handled properly. There are also Categories I and/or II non-friable *ACM*. See Attachment #5 for Asbestos Summary, Guidelines and Best Practices Guide. Dumping at specific landfill requirements apply. Compliance with LA Title 33, Part V shall be required.

- a. An AAC-2 (b) form is allowed when greater than 64 square feet of Vinyl Asbestos Tile (VAT) is removed without the intent of making it *RACM*, or when lab analysis of properly sampled materials indicates that no *ACM* is present; that *ACM* present is not *RACM* and will not be made *RACM* by the demolition; or that all *RACM* present is less than established thresholds.

ASBESTOS TESTING SURVEY REPORT: According to the National Environmental Standards for Hazardous Air Pollutants (NESHAP) and the *LDEQ*, buildings may be required to be tested for asbestos by an accredited *LDEQ* Asbestos Testing Inspector. This report provides details related to *ACM* and/or *RACM* present in the structure, along with a recommendation for handling their removal / abatement through an AAC-2 form.

- a. If applicable, in this bid packet, property scopes of work may include *Asbestos Testing Survey Report* performed by Terracon Consultants, Inc located at 3007 Knight Street, Suite 101, Shreveport, Louisiana 71105. Contact information is 318-868-6849 and/or www.terracon.com.
- b. If applicable, the appropriate AAC-2 form will have been prepared for the Contractor, by Terracon, to complete and submit to *LDEQ* and *CmDv*. These provided forms must be used and not substituted with other forms as they contain pertinent information to the *Asbestos Testing Survey Report*, unless the form is found to be in error by the Contractor.
- i. In the event that an AAC-2(b) form is provided, the Contractor may elect to handle the removal of *ACM* in a different manner than defined in the attached AAC-2(b) which may cause the need for an AAC-2(a) form instead. The Contractor shall be required to notice *CmDv* of the same prior to the start of work.
- c. If applicable, a copy of each *Asbestos Testing Survey Report* is attached in Subject Property Identification (Attachment #6).
- d. If applicable, a copy of the ADVF form issued by *LDEQ* shall be submitted to *CmDv* and required for the issuance of the *CDA Rehab Permit*.



- e. If applicable, all bids submitted shall include all costs associated for the asbestos removal.

BID TABULATION SHEET NOTIFICATION: The successful bidder shall be awarded bids based on the lowest responsible, responsive bid price as defined on the Bid Proposal Price Sheet, Attachment #5, submitted and selected on behalf of the *Owner*. This could be by individual property or by group / bundle:

- a. Bids solicited by individual property: Bids will be awarded to the lowest responsive, responsible bidder per property listed on the Bid Price Proposal Sheet. See Attachment #2, General Conditions, item #2.
- b. Bids solicited by group / bundle: Bids will be awarded to the lowest responsive, responsible bidder per group / bundle listed on the Bid Price Proposal Sheet. This means that there could be a lower bidder for a specific property within another group, however, the overall low bidder per group / bundle shall receive the award. This applies even if the group / bundle is broken up for award, with acceptance from the group / bundle low bidder. See Attachment #2, General Conditions, item #3.

A *Bid Tabulation Sheet* shall be provided to all participating bidders via email within fifteen (15) business days of bid opening. Requests for the *Bid Tabulation Sheet* can be made through a Public Records Request by any other party that did not submit a bid. *Bid Tabulation Notification Sheet* shall also identify the *payment* funding source for each project award, however, this is subject to change during the course of the project but have no impact to the Contractor. See definition for *Payment*.

The successful bidder shall be awarded bids based on the selection of the *Owner*. The *CmDv Housing Rehab Services Program*, however, will use HUD funds or other designated funds to only pay the amount up to the lowest responsible, responsive bid price as defined on the *Bid Proposal Price Sheet*, on behalf of the *Owner*. If a Contractor other than the lowest responsible, responsive bidder is selected by the *Owner*, then the *Owner* shall be responsible to pay the difference in the price, out of pocket, directly to the Contractor.

- a. Any payment arrangements above the lowest responsible, responsive bid price amount to be paid / funded by *CmDv*, on behalf of the *Owner*, shall be a separate agreement between the *Owner* and the Contractor. *CmDv* shall not be a party to or facilitator of this arrangement.
- b. Contractor does have the right to refuse a *Bid Tabulation Sheet Notification* award where the Contractor will not be paid in full by *CmDv*, on behalf of the *Owner*. The Contractor must submit a *Bid Withdrawal* in writing within ten (10) business days after the *Bid Tabulation Sheet Notification*.

BID WITHDRAWAL: Any bid price submitted must be honored by the Contractor for ninety (90) calendar days after the bid opening date. In the event a Contractor, who was initially not awarded a bid on a specific property, wishes to withdraw that particular bid submittal, they must document the request in writing to the *CmDv* Administrator.

- a. The earliest a bid may be eligible to be withdrawn is forty five (45) calendar days after the bid opening date.
- b. A Contractor's written request to withdraw a bid submittal shall be reviewed and responded to in writing by *CmDv* within five (5) business days of receipt.
- c. Contractor does have the right to refuse a *Bid Tabulation Sheet Notification* award where the Contractor will not be paid in full by *CmDv*, on behalf of the *Owner*. The Contractor must submit a *Bid Withdrawal* in writing within ten (10) business days after the *Bid Tabulation Sheet Notification*. See Attachment #2, item #8 for more info.
- d. If a Contractor is approved / accepted by *CmDv* to withdraw a bid submittal, the Contractor would not be able to participate in any *secondary / subsequent award* bid processes for that particular property within the ninety (90) calendar days from the date of initial bid opening, in the event that the project must be re-advertised for public bid. See definition for *secondary / subsequent award*.

CAUSE: justified reason deemed by *CmDv* on behalf of the *Owner*. If a contract is terminated for *cause* or bid awards are withdrawn for *cause*, *CmDv* shall provide written notification stating the reasons within thirty (30) calendar days. The City reserves the right to terminate a contract between an *Owner* and a Contractor, on behalf of the *Owner* or the Contractor. Contractors who have been cited with reasons for *cause*, may be removed for an *in good standing status*, put on probation and/or may be *debarred* from future work with *CmDv* and/or the City. Proper allowance shall be made for circumstances beyond the control of the Contractor. *Cause* may be any of the following reasons but not limited to:

- a. Failure to follow procedures / requirements defined in the bid packet, program guidelines and/or contracts;
- b. Failure to communicate timely with *CmDv*, the Contractor and/or the Owner;
- c. Failure to secure *CDA Rehab Permit* or a CDA Pre-conference Site Inspection before starting work;
- d. Failure to perform the specified scope of work;
- e. Failure to meet scheduled time appointments;
- f. Failure to provide access;
- g. Failure to perform work outside of the scope of work prior to the approval of a change order;
- h. Failure to properly clean and/or abate materials prior to completion of work or in the act of removal / demolition;
- i. Failure to legally dispose of hazardous debris and materials;
- j. Failure to call for inspections as noted on the *CDA Rehab Permit*;
- k. Failure to complete work within the time specified on the *CDA Rehab Permit*;
- l. Failure to complete tasks with good workmanship practices;
- m. Failure to provide passing *post-work lead clearance test* reports as required by the scope of work;
- n. Failure to provide required insurances, forms and/or documentation to *CmDv*, *HUD* or *LDEQ*;
- o. Failure to correct complaints / inspection failures within the allocated time period;
- p. Failure to honor one (1) calendar year warranty;
- q. Any event that is determined as *cause* for a *Home Improvement Contract* to be terminated by the City or for bid awards to be withdrawn.

CDA REHAB PERMIT: The Contractor shall secure a *CDA Rehab Permit* from *CmDv*, prior to the start of any work, to give notice for the lawful work to buildings. *CDA Rehab Permit* must be secured within five (5) business days after fully executed *Home Improvement Contract* is signed between *Owner* and the Contractor. The Contractor shall not begin any work on the structure until a *CDA Rehab Permit* has been secured and a CDA Site Preconference *Inspection* is completed. The permit fee is due at the time of contract signings. The *CDA Rehab Permit* will be issued for signature after all required paperwork is submitted to and approved by *CmDv* via physical delivery or email. The *CDA Rehab Permit* shall act as the Notice to Proceed. *CDA Rehab Permits* issued by *CmDv* are valid for a maximum of thirty (30) calendar days from the date of issuance, whether it is for a HOME Major or CDBG Minor Rehab project. Within that time, all work must be complete and pass all required *inspections*. Page 2 of the *CDA Rehab Permit* shall define the *inspections* required for the particular scope of work to be performed. No rain days or holidays will be allowed to extend the permit expiration date without written permission from the *CmDv* Administrator. Submittal requirements for the issuance of a *CDA Rehab Permit* shall be:

- a. Permit fee payment of \$150.00 (subject to change with City Council approval);
- b. Fully executed *Home Improvement Services Contract*;

In the instance that a Contractor is awarded multiple projects within one bid event, the Contractor may delay subsequent *CDA Rehab Permit* issuances. There shall be no more than fifteen (15) calendar days lapse from this issuance of a *Certificate of Completion with Occupancy* for one project to the subsequent *CDA Rehab Permit* issuance for the next project, without written approval from the *CmDv* Administrator. Regardless, the *Home Improvement Contract* must be signed and the permit fee paid within the timeframe prescribed in this bid packet.

CERTIFICATE OF COMPLETION with OCCUPANCY: Legal instrument issued by the City Building Official, or their designee, after all work is completed and all required *inspections* are satisfactorily passed. If applicable, *post-work clearance test reports* may also be required. The *Certificate of Completion with Occupancy* is provided to the Contractor after the final inspection and all requisite documentation is provided and must be issued prior to the request for *payment* by the Contractor.

CHANGE ORDER: Due to the nature of Rehab Repair work, some conditions of the repair may be unknown until the work is in progress. Contractor is responsible to account for these conditions in the bid proposal price submitted. *Change orders* shall be considered on a case by case basis and will only be considered for unforeseen conditions disclosed during the course of work and which are necessary to complete the defined scope of work.

- a. Any change order request must be submitted by the Contractor in writing on a *CmDv* standard form, with a detailed description of the work to be performed and the reason it is relevant to the original scope. The change order must specify a price for the same.

- b. The dollar amount of the change order must be reasonable and substantiated by the Contractor with an itemization of all work hours, equipment, materials and associated expenses. This could be in the form of additional amount or a credit amount due to *CmDv* for a reduced scope of work.
- c. The dollar amount may also be accepted, negotiated, or rejected by *CmDv* Administrator. In the event that a Change Order is rejected, the *Home Improvement Contract* may be terminated and the entire scope of work modified and re-advertised for public bid.
- d. The Contractor must request the City Inspector's review. The City Inspector must deem the requested change permissible and necessary. The City Inspector will sign the change order form, if deemed applicable.
- e. The Contractor must request the *Owner's* approve for the change order request. The *Owner* will sign the change order form, if agreed.
- f. Contractor shall be responsible to submit the fully executed change order form to the *CmDv* Administrator for approval. The *CmDv* Administrator shall approve, reject or negotiate the change order with five (5) business days after submittal. No work related to the change order shall begin until approval has been authorized.
- g. Once approved, the *CmDv* Administrator will send the signed change order form back to the Contractor and prepare for the change in *payment* due to the Contractor. The Contractor may then begin work defined by the approved *change order*.

An example of an allowable and un-allowed change order would be:

- a. An existing bathroom tub was identified for replacement, however, after removal it was determined that the subfloor below is completely rotten and needs to be replaced in order to hold the weight above. This would also not be discovered until after the *Home Improvement Contract* had been awarded. The work required to address these circumstances will alter the current bid specifications, therefore, affecting any related bid price submitted.
- b. Change orders for roofing related issues, such as: number of layers to be removed; deteriorated decking that must be replaced; etc shall not be considered. The bid specification shall also specifically note: "No change order will be allowed." Contractor shall be responsible to include those expenses in the original bid submittal.

In the event that *CmDv* initiates the reason for the change order, the scope of work will be defined in writing to the Contractor for pricing request. See more description in the updated CDBG Minor Rehab Program Guide, Article XVI and/or the updated HOME Major Rehab Program Guide, Article XII, depending on the funding source of the bid award.

In the event that the *Owner* has made repairs that are listed on the scope of work, prior to the issuance of the *CDA Rehab Permit*, the Contractor shall notify *CmDv* immediately in writing, in the form of a *change order* for the reduction of work to remove the scope of work from the bid specification.

- a. There will be no substitutes or other work defined, as a trade.
- b. The Contractor shall also be responsible to issue a credit for the amount of work, for any associated material and/or labor, that will be deducted from the Contractor's final invoice. This credit must be reasonable for fair market value.
- c. This shall also remove any warranty related issues specific to this scope of work from the Contractor.

If an error escapes *CmDv's* detection in the work description, that oversight shall not relieve the Contractor of the responsibility of complete compliance with the requirements of the City's adopted codes and ordinance. The Contractor shall carefully study and compare work description with pictures and shall at once report to the City Inspector any error, inconsistency, or omission he may discover.

CMDV HOUSING REHAB SERVICES BID PACKET: The bid packet references all documents necessary to compile and define the work to be performed in an advertisement for a request for public bid price submittal. An electronic copy of the *CmDv Housing Rehab Services Bid Packet* and/or any *Addendums* can be downloaded at no charge. Visit the City of Alexandria's website, www.cityofalexandria.com, under the heading "*Business*", and drop down to "*RFP/RFQ/Bids*". Search for the Bid name and number accordingly. The entire bid packet shall consist of:

- a. Cover Page;
- b. Submittal Conditions (Attachment #1);
- c. General Conditions (Attachment #2);
- d. Specifications and Criteria for Scope of Work (Attachment #3);

- e. Definitions (Attachment #4);
- f. Bid Proposal Price Sheet (Attachment #5); and
- g. Each Subject Property Scope of Work with work area photos (Attachment #6).

CmDv QUALIFIED CONTRACTOR REGISTRATION: Any Contractor interested in bidding on repair services, must be registered with the *CmDv* and be assigned a Qualified Contractor ID number, a minimum of two (2) business day prior to the bid submittal. The Contractor shall submit a completed application for consideration. The *CmDv*'s Contractor Qualification Registration Application link can be found at www.cityofalexandria.com/community-development towards the very bottom of the webpage. Allow a minimum of three (3) business days for *CmDv* to process the submitted application. Once all paperwork is verified to meet the minimum registration requirements, a Qualified Contractor ID number will be assigned. As part of the application requirements, the Contractor shall:

- a. Hold an active Louisiana State Contractor's license as a Residential Contractor and/or Commercial Contractor; Licensed Electrician and/or Master Plumber. A LSLBC Home Improvement certification will not be accepted.
- b. Hold and provide current / active Certificates of Insurance for the following required insurance coverages, which are to remain in force at all times during the contract period. It shall be the awarded Contractors responsibility to ensure that any subcontractor(s) hired also have the same insurance coverages.
 - i. Commercial General Liability Insurance covering premises-operations, products-completed operations, independent contractors and contractual liability. Minimum combined single limit bodily injury/property damage coverage shall be \$1,000,000. Property Damage liability shall be \$1,000,000 each occurrence.
 - 1. Within five (5) business days after notification of bid award tabulations, the Contractor shall have the City shall be added as an "Additional Insured" with regard to General Liability Insurance and shall provide a current Certificate of Insurance as confirmation of the same. The City shall receive ten (10) calendar day notice of cancellation of any required coverage.
 - ii. Workers' Compensation Insurance pursuant to Louisiana Law.
 - iii. Commercial automotive liability insurance coverage, not less than the minimum State Law requirements, on all vehicles being used on this project in the contract award. The Contractor shall be prohibited from using personal vehicles for the demolition of structures and hauling / removal of debris.
 - iv. The cost of any insurance deductibles shall be borne by the Contractor.
 - v. An Umbrella Policy or excess may be used to meet minimum requirements.
- c. Agree by document signature to show a good faith effort to comply with the City's AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork) Program. Participation by minority and/or disadvantaged business enterprise firms is encouraged. For more information on AFEAT and the City of Alexandria's Diversity in Action Initiative, and to explore a local and statewide directory of minority businesses, please visit www.diversityinaction.org. The AFEAT Program should be inquired about through the City's Legal Division (318-449-5015).
- d. Agree by document signature to show a good faith effort to comply with the City's Non-Discrimination Statement. The Non-Discrimination Program should be inquired about through the City's Legal Division (318-449-5015). Furthermore, Contractor shall acknowledge that all contracts shall contain provisions requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11236 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.
- e. Hold a status of "*in good standing*" with *CmDv*, if they have ever worked on *CmDv* projects in the past.
- f. Contractor must provide written proof that they are not listed as an EPLS (Excluded Parties List System) on the Federal Government's SAM's (System for Award Management) website at www.sam.gov/portal/sam . Any bidder

that is found listed on SAM's as in violation, shall automatically be rejected from bidding privileges, *CmDv Qualified Contractor Registration* and/or bid award, by Category and/or in its entirety.

- g. By *CmDv Qualified Contractor Registration* application submittal, the Contractor is acknowledging that they have not been convicted of, nor has he/she entered into a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below.
- i. No individual partner, incorporator, director, manager, officer, organizer or member, who has a minimum of ten (10%) ownership in the Bidding Entity, has been convicted of, or nor has he/she entered into a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below. A conviction of or plea of guilty or nolo contendere to the following state crimes or equivalent federal crimes shall permanently bar any person or bidding entity from consideration as a Qualified Registered Contractor and/or bidding privileges by CmDv, who is funded by Federal and/or local funds: Public bribery (RS 14:118); Corrupt influencing (RS 14:120); Extortion (RS 14:66); Money laundering (RS 14:230).
 - ii. A conviction of or plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes shall bar any person or the bidding entity from consideration as a Qualified Registered Contractor and/or bidding privileges by CmDv for a period five (5) years from the date of conviction or from the date of the entrance of the plea of guilty or nolo contendere: Theft (RS 14:67) Identity Theft (RS 14:67, 16); Theft of a business record (RS 14:67.20); False accounting (RS 14:70); Issuing worthless checks (RS 14:71); Bank fraud (RS 14:71.1); Forgery (RS 14:72); Contractors - misapplication of payments (RS 14:202); Malfeasance in office (RS 14:134).
 - iii. The five (5) year prohibition provided for in this section shall apply only if the crime was committed during the solicitation or execution of a contract or bid awarded pursuant to these provisions. If evidence is submitted substantiating that a false attestation has been made and the project must be re-advertised or the contract cancelled, the awarded entity making the false attestation shall be responsible to the public entity for the costs of rebidding, additional costs due to increased costs of bids and any and all delay costs due to the rebid or cancellation of this project.

COMMUNITY DEVELOPMENT DEPARTMENT (CmDv): A Department, under the Community Services Division, within the City of Alexandria. It manages HUD projects and funding, as well as other funding sources and City funds, to accomplish project goals as defined in the Consolidated Plan and at the direction of the Administration. Contact information for the CmDv Rehab Program Manager is 319-449-5074 or cda@cityofalex.com. Typical customer availability office hours are Monday through Friday from 8:am through 4:pm.

CONTRACT: See definition for *Home Improvement Contract*.

CONTRACT TERMINATION: A contract can be terminated for the following reasons. *Contract termination* may also result in the *debarment* of the Contractor. *Contract termination* may result:

- a. By mutual agreement and consent of both parties, within fifteen (15) business days written notice. This consent agreement may have additional conditions and acknowledgements stipulated at the time of termination for which signature may be required;
- b. By the *CmDv* Administrator, on behalf of the City of Alexandria, the Owner and/or the Contractor, for *cause*. Proper allowance shall be made for circumstances beyond the control of the Contractor, and/or where *cause* may be by the *Owner*;
 - i. If the contract is terminated by the City for any of the terms and conditions authorized under these definitions, Contractor and Owner shall be formally notified in writing by *CmDv* by means of certified mail, informing them of cancellation of the contract and giving specific reasons for said cancellation within thirty (30) calendar days. This consent agreement may have additional conditions and acknowledgements stipulated at the time of termination for which signature may be required;
 - ii. Contractor or Owner shall have the right to appeal a contract termination to the *CmDv* Administrator within ten (10) business days from the date that said notification is placed in the U.S. Mail. The appeal shall be

accomplished by means of a certified letter addressed to the *CmDv* Administrator, stating that an appeal to the decision of cancellation is desired. The *CmDv* Administrator shall thereafter hold a *dispute resolution* meeting on the appeal, giving all parties the opportunity to present any and all evidence concerning the decision of termination. As necessary, the *CmDv* Administrator may consult with the City's Legal Division, on behalf of the City Administration. After hearing the appeal, the *CmDv* Administrator may concur, modify, or reverse the findings for said decision and shall provide, if requested by Contractor and/or *Owner*, a written determination of its finding.

- c. By satisfactory completion of all services and obligations described in the contract. This will leave the Contractor "in good standing" for participation with future *CmDv* projects.

CONTRACTOR SIGNING NOTICE: This document shall be prepared by the *CmDv* Rehab Program Manager indicating the date the *Home Improvement Contract* shall be signed by the Contractor. This date will be determined by the date that the Grant Agreements between the City and the *Owner* are signed by the Mayor, authorizing the funding of the project and shall occur as soon as possible after that date. In the event that the Contractor cannot make the specific date and time, a maximum of five (5) business days will be the allowed window to reschedule. The goal is for the Contractor to begin work as soon as possible.

- a. *CmDv* will have a maximum of forty five (45) calendar days from the date of bid opening to sign contracts. This will be due to the availability of funding and the Mayor to execute contracts. However, this does not mean that the Contractor can delay the date of *Home Improvement Contract* signing by his discretion.
- b. An exception would be in the event there is an unforeseen delay in receiving funding greater than forty five (45) calendar days but within the ninety (90) calendar days after the bid opening date, the *Home Improvement Services Contract* will be signed as soon as the funds are received.
- c. In the event there is an unforeseen delay in receiving funding greater than ninety (90) calendar days after the bid opening date, once funds are received, the lowest, responsible responsive bidder will be asked if they will continue to honor their bid prices.
 - i. If the Contractor agrees, the *Home Improvement Services Contract* will be signed as soon as the funds are received.
 - ii. If the Contractor does not agree, the properties will be re-advertised for bid.

DEBAR: The City has the authority to revoke the Contractor's bidding privileges for a period of two (2) calendar years for *cause*. In the event that a Contractor has been *debarred* from working with the City and wishes to participate in the *CmDv* bid process again after their debarment period, they will be considered as a *new Contractor*.

DISPUTE RESOLUTION: The Contractor, *Owner* and City shall agree that should any dispute arise concerning the work performed under the *Home Improvement Contract*, *payment*, or *warranty*, the parties agree to submit the dispute in writing within ten (10) calendar days to the *CmDv* Administrator. A *dispute resolution*, in which the determination will be final and without recourse, will be provided in writing within thirty (30) calendar days of receipt of the dispute notice, in accordance with Article XX of the Program Guidelines.

FUNDING SOURCE: *CmDv* shall manage programs authorized by the City's Five Year Consolidated Plan and Annual Action Plan. These plans determine which programs will be made available each fiscal year, the criteria for qualification and the amounts allowable to each. The qualification for each funding source is predetermined prior to the bid advertisement by the *CmDv* Staff. *HUD* is one of the funding sources to the City for two (2) program options:

- a. HOME Major Rehab – maximum program limit is \$40,000. See program guidelines for other requirements.
- b. CDBG Minor Rehab – maximum program limit is \$5,000. See program guidelines for other requirements.

HOME IMPROVEMENT CONTRACT: A written agreement of terms shall be fully executed between the qualified *Owner* and the Contractor and shall be binding upon any and all parties. The *Home Improvement Contract* shall be executed within the time prescribed in the *Contractor Signing Notice*. After the contract is signed by the *Owner*, the *Home Improvement Contract*

must be signed by the Contractor to be considered fully executed and enforceable. Once the *Home Improvement Contract* is fully executed, all terms and conditions of the contract shall be in effect and honored upon any and all parties involved until the contract is satisfied and/or terminated. The *Owner* must enter into a Grant Agreement with the City of Alexandria prior to the signing of a *Home Improvement Contract*, in order to authorize payment for services on the *Owners* behalf.

The Contractor, by the execution of the *Home Improvement Contract*, shall in no way be relieved of any obligation under it, due to their failure to receive or examine any form of legal instrument or to visit the site and acquaint themselves with the existing conditions. *CmDv* will be justified in rejecting any claims based on "Conditions", latent or otherwise.

HOUSING AND URBAN DEVELOPMENT (HUD): The federal agency responsible for national policy and programs that address America's housing needs, improve and develop the Nation's communities and enforce fair housing laws. *HUD* provides once source of federal funds to the City of Alexandria in order to execute defined programs. The two *HUD* funding grants are Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME).

HOUSING REHAB POLICY GUIDELINES: *CmDv* is required by the City of Alexandria and *HUD* to establish the guidelines for the Housing Rehab Programs that they manage, which are funded by *HUD* CDBG or HOME grants. Each funding source has specific Housing Rehab Policy Guidelines that were adopted by City Council via Ordinance. These guidelines are developed to establish a clear and consistent method and expectation of how the programs are to be executed from start to finish. These guidelines are a precursor to the *CmDv Housing Rehab Services Bid Packet*, the Grant Agreement and the *Home Improvement Contract*. An electronic copy of this document shall be provided via email on written request.

IN GOOD STANDING: The Rehab Contractor must be *in good standing* with *CmDv* and the City of Alexandria, if they have ever performed work for the City in the past, in order to participate in the bid process. This means that prior work experiences and contracts have been satisfactorily completed. See *cause* for reasons that may prohibit a Contractor for being *in good standing*.

INSPECTIONS: Each *CDA Rehab Permit* issued shall list the required *inspections* on the second page of the permit specific for that address. The Contractor shall notify the City Inspection Call Center at 318-441-6333 to schedule all inspections a minimum of 24 hours in advance of requested time. Contact the City Inspector at 318-449-5069 to discuss the stage at which the inspection should be requested and the type of work to be inspected. A minimum of two (2) inspections shall be required and there are others that may be applicable, depending on the scope of work:

- a. CDA Site Preconference Inspection – (required) to be scheduled by the Contractor a minimum of two (2) business day before the start of work. This provides the Inspector the opportunity to introduce the Contractor to the *Owner* and for all parties to review the scope of work. This can be scheduled at any time after the Contractor signs the *Home Improvement Contract*. The Contractor shall not begin work prior to this CDA Site Preconference Inspection. The awarded Contractor is required to be present.
- b. Framing Inspection; Roof Decking Inspection; Electrical Final Inspection; Plumbing Final Inspection; Gas Final Inspection; Mechanical Final Inspection; Building Final Inspection – (optional depending on Scope of Work and *CDA Rehab Permit* requirements) to be scheduled by the Contractor after each phase of work is completed by the Contractor and before subsequent work is covered up. This provides the City an opportunity to meet with the Contractor and *Owner*, onsite to confirm that the specifications and criteria for the scope of work has been completed in compliance with codes and ordinances or identifies remaining work to be performed by the Contractor before the next inspection. The awarded Contractor is required to be present.
- c. Pre-Abatement Inspection; Post-Abatement Inspection – (optional depending on Scope of Work and *CDA Rehab Permit* requirements) to be scheduled by the Contractor and must be performed by the *CmDv* approved State Licensed Lead Paint Risk Assessor within a minimum of one (1) hour after work area is cleaned and work is completed. These inspection types should be completed as soon as possible to prevent other factors from contaminating the site. This provides the City an opportunity to meet with the Contractor and *Owner*, onsite to confirm that the specifications and criteria for the scope of work has been completed in compliance with code, ordinances and regulations or identifies remaining work to be performed by the Contractor before the next inspection. The awarded Contractor is required to be present.

- d. CDA Contractor / Owner Acknowledgement Inspection – (required) to be scheduled by the Contractor after the entire scope of work is completed by the Contractor. This provides the City and opportunity to meet with the Contractor and *Owner*, onsite to confirm that the specifications and criteria for the scope of work has been completed with warranties provided or identifies remaining work to be performed by the Contractor before a *Certificate of Completion with Occupancy* can be issued and/or the Contractor be paid for services. The awarded Contractor is required to be present, along with the *Owner*. Complete execution of this form is required as a pre-requisite for payment.

LAWS TO BE OBSERVED: The Contractor shall comply with all Federal, State and local codes, laws, ordinances and regulations affecting the repair and rehabilitation of structures, and shall indemnify the City and its representatives against any claim or liability arising from violation of any such law, ordinance or regulation.

LEAD BASED PAINT HAZARD: Any project receiving HUD CDBG Federal funds of up to \$5,000, therefore, is subject to HUD's Lead Safe Housing Rule (24 CFR Part 35) and EPA's Lead Renovation, Repair and Painting Program Rule (40 CFR Part 745). Based on this limited budget, *CmDv* shall assume that lead is present (Notice of Presumption) and will not test/evaluate the properties before the start of work. HUD requires that all houses built prior to 1978 be tested for Lead Based Paint hazards or allows the municipality to assume Lead Based Paint hazards are present, therefore, requiring Best Lead Safe Practices, in all areas of work that exceed the de minimis levels. The Contractor performing work shall be trained according to Best Lead Safe Practices with regards to renovation work as required by EPA. The Contractor shall be conscious of the work involved during this limited repair scope and shall perform clean-up practices as defined by the same on all affected painted surfaces, friction surfaces, friction points and impact surfaces within the area of work.

- a. If applicable, *CmDv* has secured and provided the *Lead and/or Asbestos Testing Survey Reports*, which are at no expense to the Contractor. The completed reports shall be included for each property location in Attachment #6 and shall include the appropriate AAC-2 form to be completed by the awarded Contractor, if applicable.
- b. It is the Contractors responsibility to read each report and comply with all Federal, State and local requirements for compliance with hiring, handling, abatement and disposal of hazardous materials and workers exposed to the same.
- c. In the event that Lead and/or Asbestos Testing Survey Reports are incomplete at the time of bid publication, *CmDv* may request the Bid Proposal Price Sheet (Attachment #5) to be submitted with two prices: first as "RACM Rehab" and secondly as "NON-RACM Rehab". Bid Tabulation Sheet Notifications shall indicate the low bidder in each method, per property location. Once completed Lead and/or Asbestos Testing Survey Reports are provided to *CmDv*, the bid award confirmation will be based on the report findings. Copies of the same can be made available to all participating bidders upon written request. This method may be used in effort to expedite the bid process in order to comply with or meet imposed deadlines for budget spending.

CmDv has a Lead Based Paint Clearance Testing Exemptions form that will be completed as applicable prior to defining the scope of work. If any exemptions are applicable, stabilization and/or *post-work lead clearance tests* shall not be required after the work is complete. Contact the *CmDv* Rehab Program Manager for information on this subject. One exemption defines de minimis levels of painted surfaces as:

- a. 20 square feet on exterior surfaces
- b. 2 square feet in any one interior room or space
- c. 10 percent of the total surface area on an interior or exterior component with a small surface area, like window sills, baseboards, and trim

The CDBG Minor Rehab program must comply with the Lead-Based Paint Poisoning Prevention Act of 1973 and its applicable regulations found at 24 CFR 35, Parts A, B, M, and R. If a visual assessment reveals problems with paint surfaces, Contractors/*Owners*/Managers must repair all identified problems with paint surfaces in accordance with the guidelines of 24 CFR 35, Parts A, B, M, and R, before completing work to a unit receiving CDBG assistance. Contractors/Property Owners/Managers shall complete this form to certify that all identified problems with paint surfaces have been repaired/stabilized in accordance with the guidelines.

LOUISIANA DEPARTMENT OF ENVIRONMENT QUALITY (LDEQ): The responsible entity to manage all environmental concerns of the State. The local LDEQ field office contact is 318-484-2115 or visit their website at deq.louisiana.gov.

NEW CONTRACTOR / FIRST TIME AWARD: All Contractors awarded a bid proposal for the first time through *CmDv* or those previously *debarred*, will be required to successfully complete a minimum of one (1) project prior to signing additional contracts, in the event they are awarded multiple addresses. This may also be considered a probationary status. Should *CmDv* determine *cause* against the *new Contractor* on any awarded project, remaining *Bid Tabulation Sheet Notifications / awards* to that Contractor may be *withdrawn* by *CmDv*, on behalf of the *Owner*. Written notification stating the reasons will be provided to the Contractor within thirty (30) calendar days.

PAYMENT: The City shall pay the Contractor 100% of the contracted amount due within thirty (30) business days of receipt of all requisite documentation, on behalf of the *Owner* based on a signed Grant Agreement with the City. Contractor shall make any and all provisions to pay for labor, materials, invoices and expenses incurred during the thirty (30) day period until the City issues the payment. Invoice submittal questions may be directed to 318-449-5073. The terms of the contract shall be deemed completed and accepted by the Owner and *CmDv* after final *payment* is made. Requisite documentation for *payment* shall include:

- a. Satisfactory completion of the *CDA Rehab Permit* and required inspections;
- b. signed *Owner & Contractors Acceptance, Warranty & Release form*;
- c. Issuance of a *Certificate of Completion with Occupancy* by the City Building Official (CBO) or their designee;
- d. Submittal of an invoice for a one-time *payment*
- e. Submittal of a *change order* invoice, if applicable;
- f. Other documentation deemed necessary by *CmDv*.

Payment for each *Home Improvement Contract* will be paid with *HUD* federal funds and/or other sources based on the availability of money each fiscal year. See definition for *Bid Tabulation Notification Sheet*.

In the event there is a significant time frame (more than forty five (45) working days from the issuance of the *CDA Rehab Permit* and the *Certificate of Completion with Occupancy*, with validated reason, the Contractor may submit a written request for one (1) partial payment on projects funded with *HUD HOME* funds only. This one (1) partial payment shall be at a maximum of twenty five (25%) of the total amount due, only if at least that amount of work has been performed to date.

PRE-WORK SOIL BASELINE LEAD TESTING: Per LDEQ regulations, LA Title 33, Part III, Chapter 28, Section 2811.E.7, for *lead based paint hazards*: if any area of the exterior of the structure (excluding the roof but not the soffit and fascia) is planned to receive work for a project awarded with *HUD CDBG* funds, a pre-abatement composite soil sample may be required for the soil next to the foundation or from the dripline below any exterior surface where work is to be performed. If the initial soil samples exceed 400 micrograms per gram, the Contractor will provide analysis results to the *Owner* prior to abatement.

Abatement must be in compliance with Federal, State and local regulations. Per LDEQ regulations, LA Title 33, Part III, Chapter 28, Section 2811.E.9.e.iii.b and 2811.E.9.iv: After abatement, at least two (2) post-abatement samples may also be required from an adjacent exterior horizontal surface, next to the foundation or from the dripline below any exterior surface where work is to be performed. This post-abatement sampling shall not exceed the pre-abatement sampling limits. If it does, the Contractor shall abate the soil according to Section 2811.E.8.

- a. One (1) pre-abatement soil sampling and one (1) post-abatement soil sampling shall be paid for with *HUD CDBG* funds at no expense to the Contractor.
- b. Copies of all *Lead and/or Asbestos Testing Survey reports* must be provided to the *Owner* and *CmDv* prior to the issuance of the *Certificate of Completion with Occupancy* and are necessary to receive *payment*.
- c. Only on exterior work where the activity may disturb soil, a *post-work lead clearance testing* may be required. The intent of the *pre-work exterior soil baseline lead test* is to determine whether or not the *post-work lead clearance test* has increased the amount of lead content. It should not or the Contractor will be required to abate the soil and retest until the area of the soil is negligible for lead.

- d. Should that test for soil sampling exceed the limits noted above, the Contractor shall be responsible for costs to abate the soil and for additional tests until compliance is achieved. Payment of these costs shall be withheld from the Contractor's final *payment*. *CmDv* shall be responsible to pay the approved State Licensed Lead Paint Risk Assessor.

POST-WORK LEAD CLEARANCE TESTING: If required in the scope of work description or if required by law, the Contractor is responsible for ordering and scheduling a *Post-Work Lead Clearance Test*. All paint chip, dust or soil samples shall be collected and analyzed in accordance with standards established by the State under a program authorized by EPA in accordance with 40 CFR 745.89 and by Guidelines for the Evaluation and Control of Lead Based Paint Hazards in Housing 24 CFR 35. All *Lead Paint Clearance Testing* must be performed by a *CmDv* approved State Licensed Lead Paint Risk Assessor. A copy of the State License and Clearance Report will be required prior to *payment*.

Procedures for *post-work lead clearance testing* shall be implemented by the Contractor as follows:

- a. One (1) post-work lead clearance test shall be paid for with HUD CDBG funds at no expense to the Contractor.
- b. Contractor must schedule the *post-work lead clearance test* with the *CmDv* approved State Licensed Lead Paint Risk Assessor 48 hours in advance of thoroughly cleaning impacted areas and completing the work.
- c. Contractor shall be responsible to send the *CmDv* approved State Licensed Lead Paint Risk Assessor a copy of the scope of work for each particular project. This provides an idea of the area impacted during the course of work.
- d. If the Contractor uses containment as a safe work practice, the containment area must be up and in tack until the *post-work lead clearance testing* is completed and passed. This will assist the State Licensed Lead Paint Risk Assessor to determine where samples must be taken and how many samples must be collected per regulations.
- e. It is the Contractor's responsibility to ensure that the Owner does not remove the containment area prior to *post-work clearance testing*. No change orders will be allowed for any failed testing because the Owner removed the containment. This is to ensure proper scheduling of the *post-work lead clearance testing*.
- f. If no containment is used, Contractor is responsible to clean all areas of the house, even where work was not performed, as prescribed by HUD and EPA regulations. The State Licensed Lead Paint Risk Assessor will specifically test floors, window sills, stair treads and children's rooms first. If no containment is used, the State Licensed Lead Paint Risk Assessor is required to take a minimum of 8 samples, however, they can take as many samples they feel are necessary throughout any part of the house.
- g. *Post-work lead clearance tests* should be optimally performed within 61 minutes after work is complete and the areas are cleaned. This inspection type should be completed as soon as possible to prevent other factors from contaminating the potential test sites.
- h. Contractor must be on site during *post-work lead clearance testing*.
- i. If the first *post-work lead clearance test* (for interior or exterior work) shows positive for lead above the allowable limit, then the Contractor must clean / abate any positive areas. The Contractor will then be responsible to schedule additional tests and pay for each "fee for Retest of Failed Clearance test" until a clearance test is negligible for lead. *CmDv* will hold any retest fee costs out of the Contractor's final payment due.

If any materials are found to contain Lead Based Paint hazards and/or asbestos containing material hazards and are defined in the scope of work for removal, that work shall be performed by an EPA Certified Abatement Contractor, who will act as a subcontractor under the Prime Contractor. The Contractor must be trained in accordance with the Toxic Substances Control Act Section 402 and received certification by EPA to conduct lead based paint renovation, repair and painting activities pursuant to 40 CFR 745.89.

REGULATED ASBESTOS CONTAINING MATERIALS (RACM): Presence of *asbestos containing materials (ACM)* that are above the established thresholds and must be properly abated, thereby considered regulated. *RACM* also requires *LDEQ* to provide an *ADVF* form to the Contractor after it has reviewed the appropriate *AAC-2(a)* form. A licensed Abatement Contractor is required for proper removal and abatement of the same. A copy of the Abatement Contractor's report after work is performed shall be required to be submitted to *CmDv* prior to the request for *payment*. See Attachment #5 for Asbestos Summary, Guidelines and Best Practices Guide. Dumping at specific landfill requirements apply. Compliance with LA Title 33, Part V shall be required.

- a. An *AAC-2 (a)* form is required when requesting Asbestos Disposal Verification Forms (*ADVF*) for Asbestos Contaminated Debris Activities (*ACDA*), Demolition, Renovation, and/or Response Action projects where Regulated Asbestos Containing

Material (*RACM*) is present, or assumed to be present, above the established thresholds or as otherwise required by LAC 33:III.5151.F.1.

SANITARY PROVISIONS: The Contractor shall observe rules and regulations of the State Board of Health and of all local health officials, and shall take all necessary precautions to avoid unhealthy conditions. In the event the Owner refuses to allow workers access to their bathroom facilities, the Contractor shall provide toilet facilities, as needed, for their employees during the period of work.

SECONDARY / SUBSEQUENT AWARD: The decision for a *secondary / subsequent award* shall be the discretion of the *CmDv* Administrator, on behalf of the City. The options for *secondary / subsequent award* shall be to either: award to the next lowest responsible, responsive bidder (if within the specified allotted timeframe to honor bid prices) or re-advertise the property scope of work for public bid. Reasons that could create a *secondary / subsequent award* would be in the event that a project is initially awarded to a Contractor, then the awarded Contractor:

- a. fails to execute a *Home Improvement Contract*;
- b. fails to satisfactorily complete a project;
- c. fails to abate a project as required;
- d. rejects the terms of a *change order* for scope of work and/or price by either the Contractor or the City;
- e. has multiple awards withdrawn by *CmDv* for *cause*; and/or
- f. has their contract terminated by cause of the Contractor or *Owner*.

WARRANTY: All work performed will be guaranteed by the Contractor for a period of one (1) calendar year from the date of issuance of the *Certificate of Completion with Occupancy*. One copy of the Parts Manual, Service Manual, Operator's Manual and/or Warranty for all products and materials installed shall be given to the *Owner* by the Contractor once the work is complete. The Contractor is responsible for installation of all materials and labor, in a method defined by the manufacturer's specifications, necessary to honor any product warranties by the manufacturer. The Contractor is also responsible for delivering all of the warranties and releases to the *Owner*. Failure to comply and/or honor work performed may result in *Contract termination* and/or *debarment*.



Community Development Department
 Attn: Rehab Program Manager
 625 Murray Street, Ste 7, Alexandria, LA 71301
 318-449-5074 Office / 318-449-5031 Fax
 cda@cityofalex.com

CmDv Housing Rehab Services Bid Packet – Bid Proposal Price Sheet

The undersigned offers to complete the Rehab Services for the following structures at the payment price stated for EACH property location listed on this sheet. Each building herein offered for repairs will be awarded to the lowest, most responsive, responsible bidder as budget allows. The City reserves the right to reject any / all proposals on behalf of the Property Owner.

#	MPN Project #	Address	Property Owner	Phone #	Itemized Price per structure	CmDv's initials for Acceptance of Bid Price
1	CD 13336	3729 5 TH STREET	ALMA SWAN	3187042249 3184456014	\$	
2	CD 13355	5506 RICHARD	LISA TISINO	3187092954 3187036163	\$	
3	CD 13208	3503 EVERGREEN	FLORENCE HOLMES	2252474345 3184481873	\$	
(HOME) MULTI-DISCIPLINE - ITEMIZE PRICE FOR EACH PROPERTY LISTED ABOVE						

- Proposals must be submitted in accordance with the Bid Submittal Conditions (Attachment #1).
- All bids must be honored for ninety (90) calendar days from the date of bid opening.
- The Contractor is responsible for visiting the property in effort to estimate their bid proposal and to review the scope of work with pictures provided, and all other parts of the CmDv Housing Rehab Services Bid Packet. By signing this form, the Contractor accepts responsibility for the extent and character of work to be performed.
- Bid awards will be made according to General Conditions (Attachment #2) and Definitions (Attachment #4).

ADDENDUM NUMBER(S) ACKNOWLEDGED, IF APPLICABLE: _____

COMPANY NAME _____ DATE _____

STREET ADDRESS _____ P O BOX _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NUMBER _____ DUNS NUMBER _____

AUTHORIZED SIGNATURE: _____





Community Development Department
Attn: Krystal Wimbley
525 Murray Street, Ste 7 Alexandria, LA 71301
318-449-5074 Office / 318-449-5031 Fax
cda@cityofalex.com

CmDv Housing Rehab Services Bid Packet –
Subject Property Identification including:
Scope of work to be performed and
Photo relevant to scope of work

for each location advertised for bid

Attachment #6

Properties are inserted in order by Discipline Grouping
as listed on the Bid Proposal Price Sheet,
then in alphabetical order by
street name, then street number.



Case Number: CD-13336
Address: 3729 5TH STREET
Inspection Date: 5/28/2019

Category	Question	Comment	Amount
Roof	<p>Remove existing roof assembly and replace with new 3 tab shingle roof. For the purpose of this document, the new roof assembly shall consist of new 15# felt, continuous ridge vent, shingle laced valleys, new flashing, new roof jacks and new drip edge. Remove deteriorated decking material and replace with material of same thickness or replace an entire section with minimum 7/16" osb. Remove roof jacks and replace existing roof turbines with continuous ridge vent. Use same decking thickness of existing or minimum 7/16" osb decking to cover holes from roof turbines removed. Remove all roofing debris from jobsite. New shingle specification shall be 25 year, asphalt, algae resistant, 100 mph wind resistance, Class A UL Fire Rating, 3 tab shingle, Tamko Brand or equal. Weathered Wood shall be the standard color selection or equal. Install per manufacturers specs. Contractor shall be responsible to walk the roof to try to locate soft decking spots that will need to be replaced and tour the inside of the house and attic to determine deteriorated decking and/or water damage spots. Contractor shall also be responsible to verify number of layers to be removed and proper decking method for new installation. Contractor shall include all work listed in the bid price submitted. No change orders for unforeseen layers or inadequate decking will be allowed. *Contractor is responsible to call for a Roof Decking inspection and a Building Final inspection.</p>		
Carpentry	<p>Remove damaged existing soffit and/or fascia and replace with new like materials or perforated hardiboard soffit panels. Prime and paint all new materials with color to match existing. In addition, scrape, prime and paint adjoining materials along the entire same side, corner to corner, of the area replaced to minimize the detection of the area of work. All painting color and sheen to match existing. Do not paint over soffit vents. *Painting/staining requirements shall comply with Exterior/Interior Paint/Stain specification attached.</p>	<p>Approximately 25 linear ft on left side of house</p>	

Carpentry	Remove existing exterior door units, replace with new, pre-primed, metal factory hung exterior door unit(s) with 1"x 4" o/s trim. Door type to be as required by code based on location per International Residential Code 302.5.1. Door unit(s) are to have built-in weather-stripping and threshold(s). All hinges, screws, hardware locks and trim to be new. Doors are to be flush and plumb with existing walls. Make all necessary adjustments to frame and walls or rebuild walls and replace frames to ensure adequate, proper and secure fit. Add interior side casing / trim to match existing. Door(s) shall remain in manufacturer's pre-primed finish. Install peep-hole in new door(s) determined by applicants height. Install new entry knob hardware with deadbolt lock(s) on door(s). Lock(s) to be keyed on one side and all keyed alike.	Front entrance and side entrance at carport area. 2 locations total.	
	Install new Builders grade aluminum exterior storm door over existing exterior doors. Croft Storm Door, Gibraltar Series, Self-Storage (1/2 door has operable screened opening) Door or equal, mill or white finish. Doors to have 3 1/8" x 1 1/4" thick aluminum frame, four hinges, a standard kickplate, heavy duty pneumatic closer, shatter resistant tempered safety glass, aluminum or vinyl screen, and adjustable bottom sweep. Make all necessary adjustments to frame for proper operation. Irregular door sizes shall be custom made to ensure proper fit in existing door frames.	Front entrance and side entrance at carport. 2 locations total.	
	Remove existing damaged attic pull-down stair and replace with new Builders grade. Adequate length for existing ceiling heights.	Located in hallway.	
Electrical	Rebuild electric service from transformer to house, as needed, to minimum 200 amps. New service shall include new copper ground rod. Shall be in compliance with current National Electrical Code and City Ordinances.		
	Update existing breaker and fuse boxes as needed. A minimum of 2 blanks shall be left on panel box after all circuits are run. This may involve adding a new breaker box, and using existing breaker box as a junction for service. Installation of new breaker box can be located in place of existing, beside existing, on the exterior opposite side of the existing panel or beside meter base. Removal of the old breaker panel, if a new one is installed, may not be required.	Main panel located in store room at back of carport area.	
	Label all circuits on panel box, both new and old, with identification data for its function and location.		

Electrical	Examine all visible wiring. Replace / replace dangerous or deficient wiring and any visible spliced wiring with junction boxes. Repair / replace any and all dangerous or deficient duplex receptacles and/or switches. Replace missing or broken cover plates with color to match existing.	Contractor to verify all / if any exist.	
	Install new Builders grade fan forced electrical heat/vent/light ceiling fixture in bathroom with new wall mount switch. New fixture to be on a new separate circuit. Disconnected existing fixture may remain in place if it is a different size / configuration than the new replacement in effort to alleviate repair work to the ceiling itself.	Hallway bathroom. 1 location only.	
	Split up existing circuits in the entire house to all duplex receptacles, especially for appliances (such as refrigerator, freezer, microwave and washer) and to overhead lights to prevent any circuit from being overloaded.	Kitchen area.	
	Install new Builders grade exterior porch light fixture. All fixtures to be controlled by inside switches. Disconnected existing fixture may remain in place if it is a different size / configuration than the new replacement in effort to alleviate repair work to the ceiling itself.	Front porch and carport area. 2 Locations total.	
	Install new separate 110V circuit duplex receptacle in bathroom and kitchen in compliance with International Residential Code Section 3902.6-8. New circuit to be on ground fault interrupter.	Kitchen location, install per IRC E3901.4.1. Hallway bathroom install per E3901.6.	
	Remove any existing to install new Builders Grade hard wired smoke detectors in all areas as required in current International Residential Code and manufacturer specifications. When more than one smoke alarm is required, the alarm devices shall be interconnected, be hard-wired and have battery back-up. Combination smoke / carbon monoxide units are acceptable.	Bedrooms/Hallway/Kitchen 5 total smoke/carbon combo	
	Remove all standard light bulbs in ceiling fixtures throughout interior and exterior of house (excluding motion lights) and replace with #15 watt compact fluorescent bulbs. This will be in compliance with the energy star conservation guidelines. (Comparable to 60-watt incandescent bulbs). Contractor to discard or salvage old removed light bulbs so that none are left onsite.		

Plumbing	Install supply line cut off valves on all toilet, lavatory and sink lines lacking cut off valves. Replace all leaking or deficient cut off valves with new chrome plated valves. All supply lines and traps shall be equipped with chrome plated escutcheon plates.	Kitchen area and hallway bathroom area. 2 locations total.	
	Repair/replace all exposed drains under kitchen sink and/or lavatories inside house. This could include basket strainer, tail pieces, continuous waste, p-trap and/or pop-up assemblies. All work shall be in compliance with current International Plumbing Code.	Kitchen area and hallway bathroom area. 2 locations total.	
	Repair/replace all exposed water supply assembly to fixtures inside house. This may include stops, shut-off valves and flex connectors. Supply lines to be equipped with cut off valves. All work shall be in compliance with current International Plumbing Code.	Kitchen area and hallway bathroom area. 2 locations total.	
	Remove existing toilet and replace with new standard white Builders grade handicap toilet and seat in bathroom. New toilet to have new wax ring base and sealing compound. New toilet shall be standard white and have individual toilet supply cut off valve. New seat shall be of plastic matching color of toilet. This work may include slightly relocating toilet and installing waste arm for required clearances.	Hallway bathroom. 1 location total.	
	Install standard Builders grade white vinyl tub surround kit around bathtub area. Vinyl to be glued minimum 3/8in plywood securely glued and encased in cap molding. Use NO nails in tileboard.	Hallway bathroom. 1 location total.	
	Remove existing tub faucet and shower head to replace with new Builders grade. New faucet to be of cast metal construction, brass valve stems with replaceable neopryne washers and removable seats. Faucet finish to be brass or chrome.	Hallway bathroom. 1 location total.	
	Remove existing kitchen sink and faucet to replace/install new Builders grade 7 inch deep double compartment stainless steel sink and trim in kitchen. Secure per manufacturer feets specs. Sink faucet to be chrome or brass finish, cast metal with brass valve stems with replaceable neoprene washers and removable seats. Strainer basket(s) to be stainless steel. Wastes to be pvc. Supply lines to be chrome plated brass with cut off valves, complete with escutcheon plates.		
	Remove existing to install new adequately sized (but not less than 40 gallon) gas water heater per manufacturer specifications and in compliance with the current International Plumbing Code, International Fuel Gas Code and International Residential Code. Water heater to have gas cock and water inlet cut off valves. Rheem Energy Miser or agency approved equal. Vent water heater to exterior as required by code. If unit is installed in attic, bracing, service platforms and walkways shall be required. If there is adequate space, the old water heater may remain in place as long as it is drained and disabled. *Contractor to have scheduled a GSW Repair/Replace inspection for immediately after water heater is replaced.	Water heater located in store room at back of carport area.	

Plumbing	Install new 18in chrome plated grab bar in bathroom in compliance with current ANSI A117.1. Bar to be firmly secured by minimum 1 1/4in screws to studs or sufficient blocking. Repair and finish wall if bracing is added.	Hallway bathroom. 1 location total.	
Mechanical	Repair existing central heating and cooling system to operable working condition. This could include thermostat, plenum, compressor, duct work, registers, etc. Licensed Mechanical Contractor to determine repairs necessary.	Contractor may replace entire system if it is more cost efficient.	
Painting	<p>Paint shall be mixed and applied in accordance with manufacturers specifications, including temperature recommendations. Paint brand to be Benjamin Moore or equal. Previously painted/stained wood shall be thoroughly cleansed of peeling, blistered or razed paint, dust, dirt, grease and all other foreign matter. Sanding, wire brushing, scraping and washing are acceptable methods of cleaning. All nail holes shall be filled, sanded and covered. All surfaces shall be smooth and clean prior to painting/staining. All wood shall receive enough coats to provide adequate coverage but no less than two (2) full strength coats. Inspection required after cleaning and prior to application of first coat; final inspection required after finish coat. Prime and paint exposed side of materials to match existing. Use best practices to prevent splatter, dripping or spray onto other surfaces and clean / remove any created. Contractor shall be responsible for all necessary cutting or pruning exterior landscaping to give adequate clearance for painting.</p>		

Project Number: CD-13336
Address: 3729 5TH STREET
Inspection Date: 5/28/2019



Case Number: CD-13208
Address: 3503 EVERGREEN DRIVE
Inspection Date: 8/23/2019

Category	Question	Comment	Amount
Roof	<p>Remove existing roof assembly and replace with new 3 tab shingle roof. For the purpose of this document, the new roof assembly shall consist of new 15# felt, continuous ridge vent, shingle laced valleys, new flashing, new roof jacks and new drip edge. Remove deteriorated decking material and replace with material of same thickness or replace an entire section with minimum 7/16" osb. Remove roof jacks and replace existing roof turbines with continuous ridge vent. Use same decking thickness of existing or minimum 7/16" osb decking to cover holes from roof turbines removed. Remove all roofing debris from jobsite. New shingle specification shall be 25 year, asphalt, algae resistant, 100 mph wind resistance, Class A UL Fire Rating, 3 tab shingle, Tamko Brand or equal. Weathered Wood shall be the standard color selection or equal. Install per manufacturers specs. Contractor shall be responsible to walk the roof to try to locate soft decking spots that will need to be replaced and tour the inside of the house and attic to determine deteriorated decking and/or water damage spots. Contractor shall also be responsible to verify number of layers to be removed and proper decking method for new installation. Contractor shall include all work listed in the bid price submitted. No change orders for unforeseen layers or inadequate decking will be allowed. *Contractor is responsible to call for a Roof Decking inspection and a Building Final inspection.</p>		
Plumbing	<p>Repair/replace all exposed drains under kitchen sink and/or lavatories inside house. This could include basket strainer, tail pieces, continuous waste, p-trap and/or pop-up assemblies. All work shall be in compliance with current International Plumbing Code.</p>	kitchen and hall bathroom 2 locations total	
	<p>Repair/replace all exposed water supply assembly to fixtures inside house. This may include stops, shut-off valves and flex connectors. Supply lines to be equipped with cut off valves. All work shall be in compliance with current International Plumbing Code.</p>	kitchen and hall bathroom 2 locations total	
	<p>Remove existing toilet and replace with new standard white Builders grade handicap toilet and seat in bathroom. New toilet to have new wax ring base and sealing compound. New toilet shall be standard white and have individual toilet supply cut off valve. New seat shall be of plastic matching color of toilet. This work may include slightly relocating toilet and installing waste arm for required clearances.</p>	hall bathroom 1 location total	
	<p>Install washing machine catch-a-drip drain in wall with hot and cold water supply. Repair any surrounding wall area affected to match existing.</p>		

Case Number: CD-13208

Address: 3503 EVERGREEN DRIVE

Plumbing

Remove existing to install new adequately sized (but not less than 40 gallon) gas water heater per manufacturer specifications and in compliance with the current International Plumbing Code, International Fuel Gas Code and International Residential Code. Water heater to have gas cock and water inlet cut off valves. Rheem Energy Miser or agency approved equal. Vent water heater to exterior as required by code. If unit is installed in attic, bracing, service platforms and walkways shall be required. If there is adequate space, the old water heater may remain in place as long as it is drained and disabled. *Contractor to have scheduled a GSW Repair/Replace inspection for immediately after water heater is replaced.

Repair/replace/repipe building drain lines under house up to building sewer service line. Install clean-out at junction. Old drain lines may remain in place, due to limited working space, if disconnected from building sewer line, when the entire drain lines are being replaced.

washing machine drain backs up in washroom, clean or replace lines to sewer service line

Project Number: **CD-13208**
Address: **3503 EVERGREEN DRIVE**
Inspection Date: **6/11/2019**



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Project Number: **CD-13208**
Address: **3503 EVERGREEN DRIVE**
Inspection Date: **6/11/2019**



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Case Number: CD-13355
Address: 5506 RICHARD AVENUE
Inspection Date: 6/14/2019

Category	Question	Comment	Amount
Carpentry	<p>Remove existing exterior door units, replace with new, pre-primed, metal factory hung exterior door unit(s) with 1"x 4" o/s trim. Door type to be as required by code based on location per International Residential Code 302.5.1. Door unit(s) are to have built-in weather-stripping and threshold(s). All hinges, screws, hardware locks and trim to be new. Doors are to be flush and plumb with existing walls. Make all necessary adjustments to frame and walls or rebuild walls and replace frames to ensure adequate, proper and secure fit. Add interior side casing / trim to match existing. Door(s) shall remain in manufacturer's pre-primed finish. Install peep-hole in new door(s) determined by applicants height. Install new entry knob hardware with deadbolt lock(s) on door(s). Lock(s) to be keyed on one side and all keyed alike.</p>	<p>Right side at carport entrance. 1 location total.</p>	
	<p>Install new Builders grade aluminum exterior storm door over existing exterior doors. Croft Storm Door, Gibraltar Series, Self-Storing (1/2 door has operable screened opening) Door or equal, mill or white finish. Doors to have 3 1/8" x 1 1/4" thick aluminum frame, four hinges, a standard kickplate, heavy duty pneumatic closer, shatter resistant tempered safety glass, aluminum or vinyl screen, and adjustable bottom sweep. Make all necessary adjustments to frame for proper operation. Irregular door sizes shall be custom made to ensure proper fit in existing door frames.</p>	<p>Front entrance and 2 at right side at carport entrance. 3 Locations total.</p>	
	<p>Insulate attic according to current International Residential Code standards. Contractor to be responsible for attic access for sub-contractor, including the installation of new scuttle hole where applicable. Care shall be exercised to provide 6 inches clearance on all sides of all gas flues. Contractor to be responsible for any loose ceiling tile or sheetrock dislodged by weight of insulation.</p>		
Electrical	<p>Examine all visible wiring. Replace / replace dangerous or deficient wiring and any visible spliced wiring with junction boxes. Repair / replace any and all dangerous or deficient duplex receptacles and/or switches. Replace missing or broken cover plates with color to match existing.</p>	<p>Contractor to verify</p>	
	<p>Install new Builders grade fan forced electrical heat/vent/light ceiling fixture in bathroom with new wall mount switch. New fixture to be on a new separate circuit. Disconnected existing fixture may remain in place if it is a different size / configuration than the new replacement in effort to alleviate repair work to the ceiling itself.</p>	<p>Master bathroom and hallway bathroom. 2 Locations total.</p>	

Case Number: CD-13355

Address: 5506 RICHARD AVENUE

Electrical	Split up existing circuits in the entire house to all duplex receptacles, especially for appliances (such as refrigerator, freezer, microwave and washer) and to overhead lights to prevent any circuit from being overloaded.		
	Install new wall switches and ceiling lights in the living room, the dining room, the bathroom, each bedroom, kitchen and garage/carport. Fixture type shall be replaced with the same type as existing. Contractor to field verify each. Finish/Color to match existing.		
	Install new Builders grade exterior porch light fixture. All fixtures to be controlled by inside switches. Disconnected existing fixture may remain in place if it is a different size / configuration than the new replacement in effort to alleviate repair work to the ceiling itself.	Front entrance and side entrance at carport area. 2 locations total.	
	Install new separate 110V circuit duplex receptacle in bathroom and kitchen in compliance with International Residential Code Section 3902.6-8. New circuit to be on ground fault interrupter.	Hallway and master bathroom, install per IRC E3901.6. Kitchen, install per IRC E3901.4.1. 3 locations total.	
	Remove any existing to install new Builders Grade hard wired smoke detectors in all areas as required in current International Residential Code and manufacturer specifications. When more than one smoke alarm is required, the alarm devices shall be interconnected, be hard-wired and have battery back-up. Combination smoke / carbon monoxide units are acceptable.	Bedrooms, Hallway, Kitchen 5 total smoke/carbon combo	
	Remove all standard light bulbs in ceiling fixtures throughout interior and exterior of house (excluding motion lights) and replace with #15 watt compact fluorescent bulbs. This will be in compliance with the energy star conservation guidelines. (Comparable to 60-watt incandescent bulbs). Contractor to discard or salvage old removed light bulbs so that none are left onsite.		

Plumbing	Remove existing to install new adequately sized (but not less than 40 gallon) gas water heater per manufacturer specifications and in compliance with the current International Plumbing Code, International Fuel Gas Code and International Residential Code. Water heater to have gas cock and water inlet cut off valves. Rheem Energy Miser or agency approved equal. Vent water heater to exterior as required by code. If unit is installed in attic, bracing, service platforms and walkways shall be required. If there is adequate space, the old water heater may remain in place as long as it is drained and disabled. *Contractor to have scheduled a GSW Repair/Replace inspection for immediately after water heater is replaced.		
Mechanical	Repair existing central heating and cooling system to operable working condition. This could include thermostat, plenum, compressor, duct work, registers, etc. Licensed Mechanical Contractor to determine repairs necessary.	May replace entire system if more cost effective	
Painting	Paint shall be mixed and applied in accordance with manufacturers specifications, including temperature recommendations. Paint brand to be Benjamin Moore or equal. Previously painted/stained wood shall be thoroughly cleansed of peeling, blistered or razed paint, dust, dirt, grease and all other foreign matter. Sanding, wire brushing, scraping and washing are acceptable methods of cleaning. All nail holes shall be filled, sanded and covered. All surfaces shall be smooth and clean prior to painting/staining. All wood shall receive enough coats to provide adequate coverage but no less than two (2) full strength coats. Inspection required after cleaning and prior to application of first coat; final inspection required after finish coat. Prime and paint exposed side of materials to match existing. Use best practices to prevent splatter, dripping or spray onto other surfaces and clean / remove any created. Contractor shall be responsible for all necessary cutting or pruning exterior landscaping to give adequate clearance for painting projects, this scope of		

Project Number: **CD-13355**
Address: **5506 RICHARD AVENUE**
Inspection Date: **6/14/2019**



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