

DETROIT LAND BANK AUTHORITY

REQUEST FOR PROPOSALS GENERAL CONSTRUCTION RESIDENTIAL STRUCTURES

PROPERTY ADDRESS

18935 Pinehurst St., Detroit, MI 48221

Questions Due By: 5pm on Friday, June 03, 2022

Submittal Due By: 5pm on Friday, June 10, 2022

DLBA Designated Point(s)-of-Contact:

Melissa Rios, Procurement Manager:

MRios@detroitlandbank.org

Mary Mazur, Resource Outreach Navigator

MMazur@detroitlandbank.org

All questions regarding this RFP must be submitted on Bidsync

Administered By:

The Detroit Land Bank Authority (DLBA)

500 Griswold St., Ste. 1200

Detroit, MI 48226

[Schedule Pre-Bid Site Visit](#)

EXHIBIT A: RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP

- ☐ MBE/WBE, Local Hiring, HUD Section 3, Detroit Skilled-Trade Partnership Letter, if applicable
- ☐ Completed Scope of Work with Guaranteed Price
- ☐ EXHIBIT B: CERTIFICATION FORM NOTE

Document	Where can it be located
Conducted a Pre-Bid Inspection of the Property	See Section VIII (below)
Reviewed and Understand Design Schedule	Separate Attachment on Bid Sync
Alternative Product/QTY Templates Attached (if needed)	Exhibit B (Exhibit Packet on Bid Sync)
Reviewed and Understand the Floor Plans and Site Plans	Separate Attachment on Bid Sync
Reviewed and Understand the Invoicing and Instructions	Exhibit D (Exhibit Packet in on Bid Sync)
Reviewed and Understand the DLBA Project Manual	Exhibit E (Exhibit Packet in on Bid Sync)
Reviewed the Contractor Capacity Report Link	See Section VI (below)



Detroit Land Bank Authority
RFP – Part 1 of 2: Standard Bid Clauses

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Detroit Land Bank Authority

RFP – Part 1 of 2: Standard Bid Clauses

1. INTRODUCTION

A. Overview

The Detroit Land Bank Authority (DLBA) requests proposals from pre-qualified firms to provide the goods/services outlined in this bid. Please carefully read all parts of this bid, including:

- Bid Coversheet (or Bid Overview page, if viewing online)
- RFP Template – Part 1 of 2: Standard Bid Clauses
- RFP Template – Part 2 of 2: Bid Specific Clauses
- Scope of Work (QTY should be verified by the contractor)
- Design Schedule
- Desired Floor Plan
- Exhibits
 - o Exhibit A-DLBA R&R Contractor COVID-19 Affidavit
 - o Exhibit B-Alternative Product-QTY Template
 - o **Exhibit C-Post Abatement Verification**
 - o Exhibit D-Invoicing Instructions and Forms
 - o Exhibit E-DLBA RR Project Manual

The work contemplated is to be performed in a professional manner. The Respondent shall be financially solvent and each of its members (if a joint venture), its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this RFP document.

Nothing in this RFP shall be construed to create any legal obligation on the part of the DLBA or any respondents. The DLBA reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall the DLBA be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from the DLBA for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the DLBA. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

The DLBA follows the Detroit Land Bank Authority Policies and Procedures for Procurement process, a copy of which is attached as Exhibit A to this RFP.



Detroit Land Bank Authority Bid Template – Part 1 of 2: Standard Bid Clauses

For further information regarding this RFP, please contact Tamara Moorer at:

Detroit Land Bank Authority

500 Griswold, Ste. 1200

Detroit, MI 48226

Phone: Office: 313.974-6869

Email: nonhhfprocure@detroitlandbank.org.

B. Time of Completion

Any contract awarded pursuant to this RFP solicitation shall provide services within a mutually agreed upon expedited timeframe.

C. Term of Contract

If a contract is awarded as a result of this RFP it will be a Detroit Land Bank Authority Contract Services Agreement. The term of the contract and renewal options are indicated on the bid cover page. Any renewal option exercised under this contract is effective only after the approval of the DLBA approval body.

2. PROJECT MANAGEMENT

The Contractor will carry out this project under the direction and control of the DLBA.

The Contractor may be one of several Contractors that will provide services to the DLBA in this area and the number of persons and/or entities each Contractor will be requested to serve will depend on the business needs of the DLBA and the ability of the Contractor to manage the work requested. This will be an optional use contract; no minimum number of persons and/or entities are guaranteed to be assigned.

3. ADHERENCE TO TERMS OF PROPOSALS

A proposal once accepted by the Detroit Land Bank Authority, may become a binding contractual obligation of the respondent. The failure of a successful respondent to accept this obligation and to adhere to the terms of the respondent's proposal may result in rejection of the proposal and the cancellation of any provisional award to the respondent.

4. REJECTION OF PROPOSALS

The Detroit Land Bank Authority expressly reserves the right to reject any and all proposals, waive any non-conformity, re-advertise for proposals, to withhold the award for any reason the DLBA determines and/or to take any other appropriate action that is in the best interest of the DLBA.

5. EVALUATION PROCEDURE

After evaluating the proposal, oral presentations may be scheduled with the respondents. A final determination will be made after the oral presentations are complete.

Following the receipt of proposals, a DLBA designated Evaluation Committee will evaluate each response. All PROPOSALS, which meet the required format of this RFP, will be evaluated. Any Proposals determined to be non-responsive to the specifications or other requirements of the RFP, including instructions governing submission and format, will be disqualified unless the DLBA determines, in its sole discretion, that noncompliance is not substantial or that an alternative proposed by the Respondent is acceptable. The DLBA may also at its discretion, request oral presentations, make site visits at Respondent's facility and may request a demonstration of Respondent's operations. If scheduled, a final determination will be made after the oral presentations and/or demonstrations are complete. The DLBA may also at its sole discretion, elect to rank order the qualified proposals, and negotiate with some limited number of the highest scored qualified respondents. A final determination would include the cumulative inputs



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of this evaluation procedure. All decisions reached by the Evaluation Committee will be by consensus.

6. SELECTION PROCESS

The Selection Committee comprised of DLBA staff and others deemed appropriate by the DLBA Executive Director will review qualifications in accordance with the evaluation criteria set forth herein and in accordance with DLBA policies. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, contract(s) shall be awarded to vendor(s) whose proposal received the highest score and is the most responsible bid, in accordance with criteria set forth in the RFP. This RFP will result in a pool of qualified vendors selected based on pricing and other criteria as defined within this RFP. There will be no guarantee of assignments to anyone in the qualified candidate pool. The of the assignment and cost proposals will determine the best candidate for any assignment. The Detroit Land Bank Authority is an equal opportunity employer. No applicant shall be discriminated against on the basis of race, religion, color, age, gender, national origin, disability, or other criteria prohibited by the City, State or Federal law.

7. CONTRACT APPROVAL

Upon contract award, the DLBA and the respondent shall execute a Professional Services Contract, which shall contain all contractual terms and conditions in a form provided by the DLBA. No contract shall become effective until the contract has been approved and signed by the required DLBA signatories. Prior to the completion of this approval process, the respondent shall have no authority to begin work under the contract. The Chief Financial Officer shall not authorize any payments to the respondent prior to such approvals; nor shall the DLBA incur any liability to reimburse the respondent regarding any expenditure for the purchase of materials or the payment of services.

8. SUBMITTAL INSTRUCTIONS

RFP responses must be submitted via the BidSync system on or before the bid deadline indicated on the bid coversheet.

No hard copy responses are permitted. All documents must be legible or submittal will not be considered. Responses not submitted via BidSync by the due date will not be considered. Respondents are advised to adhere to the Submittal Instructions and Required Content. Failure to comply with the instructions of this RFP will be cause for rejection of submittals.



Detroit Land Bank Authority
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9. PREPARATION OF PROPOSAL

The proposal shall include all forms as specified in these instructions. Each proposal shall show the full legal name and businesses address of the prospective respondent, including street address if different from mailing address, and shall be signed and dated by the person or persons authorized to bind the prospective respondent. Proposals by a partnership or joint venture shall list the full names and addresses of all parties to the joint venture. The state of incorporation shall be shown for each corporation that is a party to the proposed joint venture.

Respondent shall provide notice in its proposal to take exception to any requirement of the RFP. Should a respondent be in doubt as to the true meaning of any portion of this RFP or find any patent ambiguity, inconsistency, or omission herein, the respondent must make a written request for an official interpretation or correction in accordance with the instructions for submitting questions as specified in this RFP.

Respondents are advised that no oral interpretation, information or instruction by an officer or employee of the Detroit Land Bank Authority shall be binding upon the Detroit Land Bank Authority.

10. REQUIRED CONTENT

Bid responses must include the following content:

Letter of Transmittal

The prospective respondent's proposal shall include a letter of transmittal signed by an individual or individuals authorized to bind the prospective respondent contractually. The letter must state that the proposal will remain firm for a period of one hundred twenty (120) days from its due date and thereafter until the prospective respondent withdraws it, or a contract is executed, or the procurement is terminated by the Detroit Land Bank Authority, whichever occurs first.

Threshold Requirements

All information pertaining to the prospective respondent's approach in meeting the requirements of the RFP shall be organized and presented in the prospective respondent's proposal. The instructions contained in this RFP must be strictly followed.

Accuracy and completeness are essential. Omissions and ambiguous or equivocal statements will be viewed unfavorably and may be considered in the evaluation. Since all or a portion of the successful proposal may be incorporated into any ensuing contract, all



Detroit Land Bank Authority Bid Template – Part 1 of 2: Standard Bid Clauses

prospective respondents are further cautioned not to make any claims or statements that cannot be subsequently included in a legally binding agreement.

11. REQUIRED COST PROPOSAL

Respondents are requested to make a firm cost proposal to the Detroit Land Bank Authority. If a contract is entered into as a result of this RFP, it will be a contract for fees as related to providing all requested services, with a price not to exceed the total price quoted in the proposal. The Detroit Land Bank Authority reserves the right to select proposals from the most responsible respondents with the most reasonable costs. The DLBA reserves the right to select one or more firms to perform all or separate parts of this function

Indicate the fees you will charge to perform the services. Attach a schedule of fees or hourly rates broken out for each type of staff member and/or goods or services related to this RFP.

12. TECHNICAL APPROACH

Present a brief description of procedures to be followed, presented in a form which will best assist the DLBA is evaluating your firm's ability to identify, evaluate and communicate while providing the requested services, e.g. fees.

13. QUESTION DEADLINE

All questions regarding the RFP shall be submitted via BidSync on or before the date indicated on the bid Cover Page. Respondents shall provide notice to take exception to any requirements of the Request for Proposals. Such exceptions may reflect negatively on the evaluation of the Proposal. The Detroit Land Bank Authority does not guarantee a response to questions submitted after the question deadline.

14. ECONOMY OF PREPARATION

Proposals should be prepared simply and economically providing a straight forward, concise description of the contractor's ability to meet the requirements of the RFP. Emphasis should be on the completeness and clarity of content.

15. PAYMENT



Detroit Land Bank Authority
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All properly executed invoices submitted by the successful respondent will be paid in accordance with the Detroit Land Bank Authority Payment Terms of net 30.

16. ORAL PRESENTATION/DEMONSTRATION

The DLBA reserves the right, at its own discretion, to request Oral Presentations regarding proposals submitted in response to the RFP. Failure to make an oral presentation will be grounds for rejection of your proposal. Proponents will be notified by the Finance Department, Procurement Division of the date, time and location for Oral Presentations.

17. ASSIGNMENT

The services to be performed by the respondent shall not be assigned, sublet, or transferred, nor shall the respondent assign any monies due or to become due to him under any contract entered into with the DLBA pursuant to these specifications, without prior written approval of the DLBA.

18. MISCELLANEOUS

It shall be the responsibility of the respondent to thoroughly familiarize themselves with the provisions of these specifications. After executing the contract, no consideration will be given to any claim of misunderstanding.

The respondent agrees to abide by the rules and regulations as prescribed herein by the DLBA as the same now exists or may hereafter from time-to-time be changed in writing.

19. MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL

The DLBA reserves the right to modify the services provided by the respondent awarded a contract. Any modification and resulting changes in pricing shall be made by amendment to the contract by the respondent and the DLBA.

20. CHANGES IN FACTS

Proposers shall advise the DLBA during the time the Proposal is open for consideration of any changes in the principal officers, organization, financial ability of, or any other facts presented in the proposal with respect to the proposer or the proposal immediately upon occurrence.

21. CONFIDENTIALITY OF PROPOSALS



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Proposals shall be opened with reasonable precautions to avoid disclosure of contents to competing offers during the process of evaluation. Once proposals have been publicly recorded they are subject disclosure as per the requirements of the Michigan Freedom of Information Act.

22. NEWS RELEASE

News releases pertaining to these proposal specifications or the provisions to which they relate shall not be made without prior approval of the DLBA and then only in coordination with the DLBA

23. REJECTIONS, MODIFICATIONS, CANCELLATIONS

The Detroit Land Bank Authority expressly reserves the right to: 1) accept or reject, in whole or in part, any, and all proposals received; 2) waive any non-conformity; 3) readvertise for proposals; 4) withhold the award for any reason the DLBA determines; 5) cancel and/or postpone the request for proposals, in part or in its entirety, and/or, 6) take any other appropriate action that is in the best interest of the DLBA. This RFP does not commit the Detroit Land Bank Authority to award a contract, to pay any cost incurred in the preparation of a proposal under this request, or to procure or contract for services.

24. ETHICS HOTLINE REPORTING

The DLBA Board of Directors has hired Lighthouse Services to provide an ethics and compliance Hotline for all DLBA employees, vendors, customers and the general public, to ensure that all reports can be submitted anonymously and without fear of retribution. All reports will be delivered only to the Board, and all efforts will be made to protect the identity of the individual making the report when conducting the investigation. Reports may cover, but are not limited to: ethical violations, wrongful discharge, unsafe working conditions, internal controls, quality of service, vandalism and sabotage, sexual harassment, theft, discrimination, conduct violations, alcohol and substance abuse, threats, fraud, bribery and kickbacks, conflict of interest, improper conduct, theft and embezzlement, violation of company policy, violation of the law, misuse of company property, or falsification of contracts, reports or records. Lighthouse Services toll free number and other methods of reporting are available 24 hours a day, 7 days a week. •

Website: www.lighthouse-services.com/detroitlandbank

- **Telephone:**

- English speaking USA and Canada: 844-446-0004 ○
- Spanish speaking North America: 800-216-1288

- **E-mail:** reports@lighthouse-services.com (MUST include “Detroit Land Bank” in report)



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- **Fax:** (215) 689-3885 (MUST include “Detroit Land Bank” in report)

25. SUBMITTAL DUE DATE

Responses to this RFP are due on or before the time and date indicated on the cover page.
Responses to this RFP must be submitted via the BidSync system.



Detroit Land Bank Authority
Bid Template – Part 1 of 2: Standard Bid Clauses

EXHIBIT A: RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP

- ☐ MBE/WBE, Local Hiring, HUD Section 3, Detroit Skilled-Trade Partnership Letter, if applicable
- ☐ Completed Scope of Work with Guaranteed Price
- ☐ EXHIBIT B: CERTIFICATION FORM NOTE

Document	Where can it be located
Conducted a Pre-Bid Inspection of the Property	See Section VIII (below)
Reviewed and Understand Design Schedule	Separate Attachment on Bid Sync
Alternative Product/QTY Templates Attached (if needed)	Exhibit B (Exhibit Packet on Bid Sync)
Reviewed and Understand the Floor Plans and Site Plans	Separate Attachment on Bid Sync
Reviewed and Understand the Invoicing and Instructions	Exhibit D (Exhibit Packet in on Bid Sync)
Reviewed and Understand the DLBA Project Manual	Exhibit E (Exhibit Packet in on Bid Sync)
Reviewed the Contractor Capacity Report Link	See Section VI (below)



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Bid Template – Part 1 of 2: Standard Bid Clauses**

EXHIBIT B: CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the “Respondent”), that the information provided in this RFP submittal to the DLBA is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

_____ (Name of Respondent)

_____ (Signature of Authorized
Representative)

_____ (Typed Name of Authorized
Representative)

_____ (Title)

_____ (Date)

Request for Proposal

RESIDENTIAL CONSTRUCTION CONTRACTORS
PROPERTY REHABILITATION PROGRAM

18935 Pinehurst St. Detroit, MI 48221



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Detroit Land Bank Authority

Program: Rehabbed and Ready

18935 Pinehurst St. Detroit, MI 48221

I. Introduction

The Detroit Land Bank Authority respectfully requests proposals from pre-qualified contractors for the renovation of residential properties.

The intent of this Request for Proposal (RFP) is to procure the services of the pre-qualified contractors openly and responsibly with the highest-scoring proposal.

II. Designated Point(s) of Contact for this RFP

Tamara Moorer, tmoorer@detroitlandbank.org

III. Questions

Interested contractors must submit all questions through Bid Sync.

Interested contractors must submit questions no later than 5:00p.m. on June 3, 2022.

IV. Discovery of Discrepancies, Errors or Omissions in any RFP Document

If an interested contractor discovers any discrepancy, error or omission in any RFP document then the interested contractor must immediately notify the DLBA via Bid Sync. Any RFP document includes, but is not limited to, this RFP, Scope of Work, Property Map, or any Exhibit.

V. Proposal Submission Check List

Document	Where can it be located	Completed
Conducted a Pre-Bid Inspection of the Property	See Section VIII (below)	<input type="checkbox"/>
Scope of Work with Pricing Attached	Separate Attachment on Bid Sync	<input type="checkbox"/>
Reviewed and Understand Design Schedule	Separate Attachment on Bid Sync	<input type="checkbox"/>
Alternative Product/QTY Templates Attached (if needed)	Exhibit B (Exhibit Packet on Bid Sync)	<input type="checkbox"/>
Reviewed and Understand the Floor Plans and Site Plans	Separate Attachment on Bid Sync	<input type="checkbox"/>
Reviewed and Understand the Invoicing and Instructions	Exhibit D (Exhibit Packet in on Bid Sync)	<input type="checkbox"/>
Reviewed and Understand the DLBA Project Manual	Exhibit E (Exhibit Packet in on Bid Sync)	<input type="checkbox"/>
Reviewed the Contractor Capacity Report Link	See Section VI (below)	<input type="checkbox"/>

VI. Contractor Capacity Report

There will be a new report added when the RFP opens and closes.

[Click Here](#)

VII. Property Information

Property Address	18935 Pinehurst St. Detroit, MI 48221
Legal Description	W PINEHURST LOT 70 AND E 9 FT VAC ALLEY ADJ PALMYRA WOODS SUB L45 P85 PLATS W C R 16/389 40 X 116.50
Year Built	1939
Approx. Sq Ft	1521
# of Bedrooms	3
# of Bathrooms	2.5

VIII. Pre-Bid Scheduling Link

[Click Here](#)

IX. Timeframe to Complete Project

120 days from NTP date.

X. Payment Terms Draw Schedule

Draw Schedule

Contractor agrees to provide the appropriate materials and Services based upon the Scope of Work for a Property at the price set forth in the Agreement on a timely basis and in accordance with the terms of the Agreement.

Monthly Draws

Contractor can submit monthly draw requests starting 30 days from the official start date. Only “satisfactory” unpaid items can be included on each invoice. The DLBA will hold a 15% retainer from each invoice, until final completion has been reached.

Final Draw

Upon DLBA's approval of Final Completion of a Property, Contractor will invoice and DLBA will pay the retainage amount.

Final Completion

Contractor shall notify DLBA when all Services and the Scope of Work have been completed, including all Punch List items. Contractor and DLBA shall promptly conduct a walk-through of the Property together, and DLBA shall either agree or disagree with the conclusion. If DLBA disagrees, then DLBA and Contractor shall jointly prepare a Punch List of remaining Services that need to be provided to achieve Final Completion.

XI. Project Liquidated Damages

Contractor shall be required to complete the Services by the completion date provided within the Agreement. Failure to complete the Services within the prescribed timeframe, as may be extended in writing by the DLBA, will result in a deduction of one percent (1%) from the final balance owed to the Contractor for each calendar day the Services are overdue.

The penalty will continue to accrue and after seven (7) days Contractor will be found in breach. Contractor will have three (3) days to cure the default/breach or the contract will be terminated.

XII. Scope of Work for Property

The Contractor is strongly urged to inspect the interior and exterior of the property. Dimensions given are approximate, the Contractor is strongly urged to conduct a pre-bid inspection to field verify all measure and dimensions. Submission of a bid is presumptive evidence that the bidder has thoroughly examined the site and is conversant with the requirements of the Scope of Work Document (**provided as a separate document**).

All measurements (i.e. LF, SF of drywall) are for the Contractor's convenience. All dimensions given are approximates. No claim for additional funds due to discrepancies in measurements or quantities shall be honored if not submitted at the time of the initial proposal utilizing the Alternative Product/QTY Template (Exhibit B).

A Maximum Guaranteed Price (MGP) should be provided based on the Scope of Work. The DLBA will add 10% to cover approved unforeseen contingencies.

The link to schedule a pre-bid inspection is above under the [Pre-Bid Scheduling Link](#) in the section above.

XIII. Warranty Period Required

Contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appear within one (1) year from the final acceptance date. Further, Contractor shall furnish the Detroit Land Bank Authority with all manufacturers' and suppliers' written warranties covering items furnished under this contract prior to release of the final payment.

XIV. Proposal Evaluation Criteria

- Points will decrease by 5 (i.e. 25, 20, 15, etc.)
- Final highest percentage will be awarded the project
- For Contractors who do **NOT** have a Project Assessment Score Card, the max points are 75 points
- For Contractors who do have a Project Assessment Score Card, the max points are 100 points
- In order to make a fair comparison, if not all of the contractors submitting bids for a particular RFP have a Project Assessment Score Card, all of their point totals will be converted into percentages of the potential high scores of 75 or 100 points, respectively. Then the comparisons will be made between the various bidders' percentage scores, instead of simply point totals.

Evaluation Criteria & Description	Points
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Available Capacity Capacity Report will be updated on the due date for submission of each RFP.	Site Management Capacity: Determined based on available number of approved site managers at the time the last capacity report was pulled. Each approved site manager can manage up to 3 full rehabs (or 5 partial rehabs). If you do not have the site management capacity, you will automatically be disqualified from consideration for that RFP. Financial Capacity: Determined based on the amount available on the due date for the relevant RFP. Available capacity is equal to one-half of the value of the aggregate Payment and Performance Bonds held by the Contractor on that date, minus the total value of the work currently awarded to that Contractor by the DLBA but not yet completely and accurately invoiced. Example: Contractor has an aggregate bond of \$100,000.00. DLBA will consider Contractor to have a baseline capacity of \$50,000.00. Contractor has been awarded \$25,000.00 of work by the DLBA. Of that \$25,000.00 of work, Contractor has completely and accurately invoiced the DLBA for \$10,000.00. Contractor's available Financial capacity will be deemed to be \$35,000.00. Points will be awarded to all contractors based on their relative Available Financial Capacities.	25 pts (Max)
Cost	Highest Points will be given to the lowest submitted cost.	25 pts (Max)
Project Assessments Avg Score	Highest points will be given based on the avg of their last five completed DLBA rehab projects (if they have undertaken fewer than 5 projects, we will only count those that have been completed)	25 pts (Max)
Detroit Certified Business	City of Detroit Business Certification Letter Required.	15 pts (Max)
Detroit Skilled Trade Participation	Contractors that have a partnership with a Detroit based Skilled Trade school. (Partnership Letter Required)	10 pts (Max)

XV. Proposal Award Process

An Award Letter will be issued and the Residential Construction Contractor will have five (5) business days to furnish a surety company Performance Bond in the sum of 100 percent (100%) of the amount of the approved scope of work to secure the faithful performance of the contract. If not received within the required timeframe the award will be rescinded and we will go to the next Residential Construction Contractor.










Once the surety bond is provided, DLBA will issue Notice to Proceed based on the company's site supervisor/management capacity. The project must start within two (2) weeks of NTP being issued.

[illegible]

[illegible]

DLBA color and style selections

Property Address: 18935 Pinehurst
Grade: Med
Tan Selection









Category	1 st Choice	2 nd Choice	3 rd Choice
Paint (Walls)	BEHR PRO #790E-2 Gentle Rain Semi-Gloss Interior Paint Model # PR37005	BEHR- Hush PPU26-16 (Gray) Model # 345005	BEHR-Silver Bullet N520-2 (Gray) Model # 345005
Trim (White)			
Ceiling (White)			
Mantle (White)			
Hardwood	Stain: Red Mahogany Finish: Satin	Stain: Red Oak Classic Finish: Satin	
			
Floor Tile	Strata 12 in. x 24 in. Matte Ceramic Floor and Wall Tile (16 sq. ft. / case) Model # NHDSTR1224	MSI Aspen Gris 12.4 in. x 12.4 in. Model# NHDASPGRI1212	Newgate Gray Marble Matte 12 in. x 24 in. Glazed Ceramic Floor & Wall Tile Model # NW071224HD1PV
			
Stone Threshold	MSI White Double Bevelled 4 in. x 36 in. Engineered Marble Threshold Model # THD2WH4X36DB		
			

DLBA color and style selections

Property Address: 18935 Pinehurst

Grade: Med

Tan Selection

Backsplash	Retro Bianco Herringbone 12.2 in. x 10.83 in. x 6mm Porcelain Mesh-Mounted Mosaic Tile Model # PT-RETBIA- HB	11.7 in. x 11.5 in. Mother of Pearl Backsplash Mosaic Subway Tile in Natural White Model # A18019P10	Stone Decor Fog 11 in. x 12 in. x 10 mm Marble Mosaic Floor and Wall Tile Model # ST55121HBCCMS1L
			
Countertop	Rugged Concrete -Quartz	Vegas White - Granite	Cotton White - Granite
			
Grout (Applicable to floor tile, wall tile & countertop)	Color to match Shadow or product equivalent. Mockup onsite & confirm color with DLBA		
			
Basement Countertop	Hampton Bay Cream Laminate Countertop Kit with Eased Edge in White Ice Granite Model # 12349KT06N9476		
			

DLBA color and style selections

Property Address: 18935 Pinehurst

Grade: Med

Tan Selection

Kitchen Sink

All-in-One Dual Mount Stainless Steel 33 in. 2-Hole Double Bowl Kitchen Sink Kit with Faucet Model #[VT3322G2](#)



Glacier Bay All-in-One Tight Radius Drop-In/Undermount Stainless Steel 33 in. 2-Hole 50/50 Double Bowl Kitchen Sink with Faucet Model #[VDR3322A0PA1](#)



Kitchen Hood Range

Golden Vantage 30 in. 217 CFM Convertible Kitchen Wall Mount Range Hood in Stainless Steel with Push Control, LEDs and Carbon Filters Model #[RH0472](#)



Golden Vantage 30 in. 217 CFM Convertible Black Painted Stainless Steel Wall Mount Range Hood with LED and Carbon Filters Model #[RH0474](#)



Cosmo 30 in. Ducted Range Hood in Stainless Steel with Touch Controls, LED Lighting and Permanent Filters Model #[COS-63175S](#)



Kitchen Cabinets

[Hampton Bay Shaker](#)
Color: White



Kitchen & Bath Drawer & Cabinet Pulls

Dynasty Hardware European Style 3 in. (76 mm) Center-to-Center Satin Nickel Bar Cabinet Pull Model #[P-1001-SN-25PK](#)



DLBA color and style selections

Property Address: 18935 Pinehurst

Grade: Med

Tan Selection

**L1
Chandelier**

3-Light Brushed Nickel Chandelier with Etched White Glass Shades
Model # [WB1002-CL](#)



5-Light Brushed Nickel Chandelier with Frosted Glass Shades
Model # [NB 83307](#)



Novela 6-Light Brushed Nickel Chandelier
Model # [203555A](#)



**L2
Flush Mount**

13 in. Brushed Nickel Color Changing LED Ceiling Flush Mount (2-Pack)
Model # [JU3011L-2/BN](#)



11 in. 120-Watt Equivalent Brushed Nickel Integrated LED Flush Mount with Frosted White Glass Shade
Model # [HB1022A-35](#)



13 in. 2-Light Brushed Nickel Flush Mount (2-Pack)
Model # [EFG8012A-BN](#)



**L3
Flush Mount B**

Progress Lighting Inspire Collection 13 in. Brushed Nickel LED Bedroom Flush Mount Ceiling Light with White Linen Shade Model # [P350126-009-30DI](#)



Livex Lighting Meridian 2 Light Brushed Nickel Flush Mount Model # [50862-91](#)



DLBA color and style selections

Property Address: 18935 Pinehurst

Grade: Med

Tan Selection

L4

Wall Sconce

Progress Lighting Replay Collection 1-
Light Brushed Nickel Etched White Glass
Modern Bath Vanity Light

Install at 6ft
from finish floor

Model #[P2131-09](#)



L5

**Recessed Light
Trim**

Halo E26 Series 6 in. White Recessed
Ceiling Light Fixture Trim with Frosted
Glass Lens, Wet Rated Shower Light
Model #[6150WH](#)



L5

**Recessed Light
Housing
(second floor)**

Halo E26 6 in. Aluminum Recessed
Lighting Housing for New Construction
Shallow Ceiling, Insulation Contact, Air-
Tite Model #[E27ICAT](#)



Exhaust Fan

ReVent 110 CFM Easy Installation
Bathroom Exhaust Fan with Humidity
Sensing Model #[RVSH110-D](#)



DLBA color and style selections

Property Address: 18935 Pinehurst

Grade: Med

Tan Selection

Smoke Detector Combo

Kidde Firex Hardwired Combination Smoke and Carbon Monoxide Detector with Adapters and Voice Alarm
Model #[21029718](#)



Smoke Detector Only

Kidde 10 Year Worry-Free Smoke Detector, Lithium Battery Powered, Smoke Alarm, 3-Pack
Model #[21029885](#)



Toilet

Glacier Bay 1-Piece 1.1 GPF/1.6 GPF High Efficiency Dual Flush Elongated All-in-One Toilet in White Model #[N2420](#)



Bathroom Accessories

Crestfield 3-Piece Bath Hardware Set with Towel Ring Toilet Paper Holder and 24 in. Towel Bar and in Chrome Model #[138294](#)



Highlander Collection 3-Piece Bathroom Hardware Kit in Chrome
Model #[BA3501-3PC Set -CH](#)



Lav Pedestal Sink

Foremost Series 1920 Pedestal Combo Bathroom Sink in White
Model #[FL-1920-4W](#)



DLBA color and style selections

Property Address: 18935 Pinehurst

Grade: Med

Tan Selection

Bath 2 Vanity

Home Decorators Collection Aberdeen 32 in. W x 23 in. D Corner Vanity in White with Carrara Marble Top with White Sinks

[Model #Aberdeen 32W](#)



M.B. Vanity

Cabinets and countertop to match kitchen selection. 4" backsplash to match countertop

M.B. Sink

KOHLER Caxton Undermount Rectangular Bathroom Sink with Overflow and Clamp Assembly in White Model #[K-R20000-0](#)



Sink Faucet

Pfister Brea 4 in. Centerset Single-Handle Bathroom Faucet in Brushed Nickel Model #[LF042BRKKCMB](#)



DLBA color and style selections

Property Address: 18935 Pinehurst

Grade: Med

Tan Selection

Bath 2 Mirror

Croydex Avisio 27-14/25 in. H x 17-18/25 in. W x 10-63/100 in. D Frameless Surface-Mount Only Corner Bathroom Medicine Cabinet Model #[WC766105YW](#)



Bath 1 & M.B. Mirror

Banbury 23 in. x 26 in. Frameless Pivoting Single Wall Mirror in Chrome Model #[Y2692CH](#)



21 in. W x 31 in. H Frameless Oval Beveled Edge Bathroom Vanity Mirror in Silver Model #[81187](#)



Bath 2 Tub

Maui 60 in. Left Drain Rectangular Alcove Soaking Bathtub in White Model #[011-3341-00](#)



Classic 400 60 in. Left-Hand Drain Rectangular Alcove Bathtub in High Gloss White Model # [40034L](#)

DLBA color and style selections

Property Address: 18935 Pinehurst

Grade: Med

Tan Selection

M.B. Shower

Delta Classic 36 in. L x 36 in. W x 76 in. H
Corner Shower Kit with Pivot Frameless
Shower Door and Shower Pan
Model #[BVS91236CS-PC](#)



DreamLine Flex 36 in. D x 36 in. W x 74.75
in. H Framed Corner Pivot Shower
Enclosure in Brushed Nickel and Biscuit
Shower Base
Model #[DL-6715-22-04CL](#)



M.B. Shower Tile

To match kitchen backsplash

Shower & Shower/Tub Faucet

Classic Single-Handle 5-Spray Tub and
Shower Faucet in Chrome (Valve
Included) [Model #134900-A](#)



Rumson Single-Handle 1-Spray Tub and
Shower Faucet with 1.8 GPM in Polished
Chrome Valve Model #[7417502.002](#)



DLBA color and style selections

Property Address: 18935 Pinehurst

Grade: Med

Tan Selection

Interior Doors

[JELD-WEN](#) Colonist Primed Textured
Molded Composite MDF Single Prehung
Interior Door

(see floor plans
& SOW for
location, size, &
swing direction)



Interior Knobs (Hall/Closet)

Georgian Satin Nickel Passage Hall/closet
Door Knob Model #[F10 GEO 619](#)



Balboa Satin Nickel Passage Hall/Closet
Door Lever Model #[200BL 15 6AL RC](#)



Interior Knobs (Bed/Bath)

Georgian Satin Nickel Privacy Bed/bath
Door Knob Model #[F40 GEO 619](#)



Hartford Satin Nickel Bed and Bath Door
Knob Model #[TGX210B](#)



Door Stops

Satin Nickel Spring Door Stop
Model #[15582](#)



Satin Nickel Solid Door Stop
Model #[15576](#)



DLBA color and style selections

Property Address: 18935 Pinehurst

Grade: Med

Tan Selection

L8
Exterior Lights
(Front/Side
Doors & Rear
Patio)

150 Degree Silver Hanging Carriage Wall
Lantern Sconce with Clear Beveled Glass
Model #[HZ-4166-SA](#)



150 Degree Silver Coach Lantern Sconce
with Clear Beveled Glass
Model #[HZ-4131-SC](#)



L9
Exterior Light
(back of house)

180 Degree Black Motion-Sensing
Outdoor Security Light
Model #[DF-5416-BK-A](#)



180° Black Motion Activated Outdoor
Integrated LED Twin Head Flood Light
Model #[DFI 5998-BK](#)



Address Plaque

Rectangular Arch-Top Satin Nickel Plated
Address Plaque Model # 31005 And Flush
Mount Nickel Plated Number
Model #30316



Mailbox

Designer Medium, Vertical, Wall Mount,
Locking Mailbox, White
Model #DVKW0000



DLBA color and style selections

Property Address: 18935 Pinehurst

Grade: Med

Tan Selection

Front Entry Door

JELD-WEN 36 in. x 80 in. Craftsman
Primed Right-Hand Inswing 6 Lite Clear
Steel Prehung Front Door w/Brickmould
Model# [THDQC228200011](#)
Semi-Gloss Enamel Exterior Paint. Color
to match gray exterior stone veneer



JELD-WEN 36 in. x 80 in. Fan Lite Primed
Steel Prehung Left-Hand Inswing Front
Door w/Brickmould
Model# [THDJW184500210](#)
Semi-Gloss Enamel Exterior Paint. Color
to match gray exterior stone veneer



**Entry Knobs &
Locks (front
door)**

Montara Satin Nickel Single Cylinder Door
Handleset With Juno Entry Knob
Featuring Smartkey Security #[739922](#)
And Electronic Key Pad Deadbolt-
SmartKeyPowerbolt2 Single Cylinder Satin
Nickel #[1001058171](#)



Strikemaster

Jamb Repair and Reinforcement Kit, 59-
1/2 in. Installed, Steel Construction,
White Model #[U 11026](#)

DLBA color and style selections

Property Address: 18935 Pinehurst

Grade: Med

Tan Selection

Side Door

Mastercraft® 36"W x 80"H Primed Steel 5
Panel Composite Frame Exterior Door
System Model Number: [4142120](#)
Color to match front door



Entry Knobs & Locks (side/back door)

Tustin Satin Nickel Exterior Entry Door
Lever And Single Cylinder Deadbolt
Combo Pack Featuring Smartkey Security
#734557



Lido Satin Nickel Exterior Entry Door
Lever And Single Cylinder Deadbolt
Combo Pack Featuring Smartkey Security
#730408



Side Door Peephole

Prime-Line Door Viewer, 15/32 in. x 160-Degree, Solid Brass Housing, Glass Lens is U.L. Listed, Satin Nickel Plated Finish
Model # [U 10347](#)



Security Doors

36 in. x 80 in. 501 Series Genesis Steel
White Prehung Security Door

N.I.C reference
only

DLBA color and style selections

Property Address: 18935 Pinehurst

Grade: Med

Tan Selection

Model #50122



Exterior Patio Doors

MP Doors 60 in. x 80 in. Smooth White Right-Hand Composite Sliding Patio Door with 10-Lite GBG Model #[G5068R002W2](#)



MP Doors 60 in. x 80 in. Smooth White Right-Hand Composite PG50 Sliding Patio Door with 15-Lite GBG Model #[G5068R002W350](#)



Exterior Patio Door Film

BuyDecorativeFilm 24 in. x 49 ft. S8MC Security and Safety Clear 8 Mil Window Film Model #[S8MCLST2404](#)

Exterior Patio Door Security Bar

IDEAL Security Patio Door Security Bar with Anti-Lift Lock (White) Model #[SK110W](#)



DLBA color and style selections

Property Address: 18935 Pinehurst

Grade: Med

Tan Selection

Basement Floor Paint	Slate Gray Self-Priming 1-Part Epoxy Satin Interior/Exterior Concrete and Garage Floor Paint Model # 90205
-----------------------------	----------------------------------------------------------------------------------------------------------------------------



Basement Wall Paint	BEHR 1 Gal. Basement Gray Basement and Masonry Waterproofer Model # 87601
----------------------------	-------------------------------------------------------------------------------------------



Basement Wall Base	Roppe 4" vinyl black
---------------------------	----------------------

Basement Ceiling Paint	White
-------------------------------	-------

Furnace	High efficiency 90% plus natural gas forced air furnace
----------------	---------------------------------------------------------

Water heater	Rheem Performance 40 Gal. Tall 6 Year 40,000 BTU Natural Gas Power Vent Tank Water Heater Model # XG40T06PV40U0
---------------------	---------------------------------------------------------------------------------------------------------------------------------

Laundry Tub	Glacier Bay All-in-One 24 in. x 24 in. 20 Gal. Freestanding Laundry Tub in White, with Non-Metallic Pull-Out Faucet in Chrome Model # LT2007WWHD
--------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------



Dehumidifier	70 pint dehumidifier with hose to drain for continuous use.
---------------------	-------------------------------------------------------------

DLBA color and style selections

Property Address: 18935 Pinehurst

Grade: Med





Tan Selection

Roofing Shingles	Match existing roof shingles
Siding	4in white lap vinyl siding
Fascia & Soffit	Painted to match the siding in semi-gloss sheen
Windows	American Craftsman 70 Series White 
Window Blinds (Field measure all windows)	White Cordless 1 in. Vinyl Mini Blind
Shutters (front façade, second floor only)	Ekena Millwork Lifetime Vinyl Standard 2 Equal Raised Panel Shutters Pair Color:Tuxedo Grey Field Verify window sizes. Height to match window height. Width to match half of window width.
Gutters	Amerimax Home Products 6 in. x 16 ft. White K-Style Gutter Model # 4600200192 
Downspouts	Amerimax Home Products 2 in. x 3 in. x 120 in. White Aluminum 80 Degree Downspout Model # 24019020120

GENERAL NOTES

1. REFERENCE WRITTEN SCOPE OF WORK (SOW), PRODUCT DESIGN SCHEDULE & THE RENOVATION PROJECT MANUAL.
2. THE OWNER IS THE DETROIT LAND BANK AUTHORITY (DLBA).
3. DIMENSIONS GIVEN ARE APPROXIMATE. THE CONTRACTOR IS STRONGLY URGED TO CONDUCT A PRE-BID INSPECTION TO FIELD VERIFY ALL MEASUREMENTS & DIMENSIONS.
4. ALL MEASUREMENTS PROVIDED BY DLBA (i.e. LF, SF OF DRYWALL) ARE FOR THE CONTRACTOR'S CONVENIENCE. ALL DIMENSIONS GIVEN ARE APPROXIMATES. NO CLAIM FOR CHANGES IN THE PRICE DUE TO DISCREPANCIES IN MEASUREMENTS OR QUANTITIES WILL BE HONORED IF THEY WERE NOT SUBMITTED AS PART OF THE CONTRACTOR'S INITIAL PROPOSAL.

LEGEND

-  EXISTING INTERIOR WALL
 NEW INTERIOR WALL
 EXISTING EXTERIOR WALL
 WALL DEMOLITION

-  HARDWOOD FLOORING
 TILE FLOORING



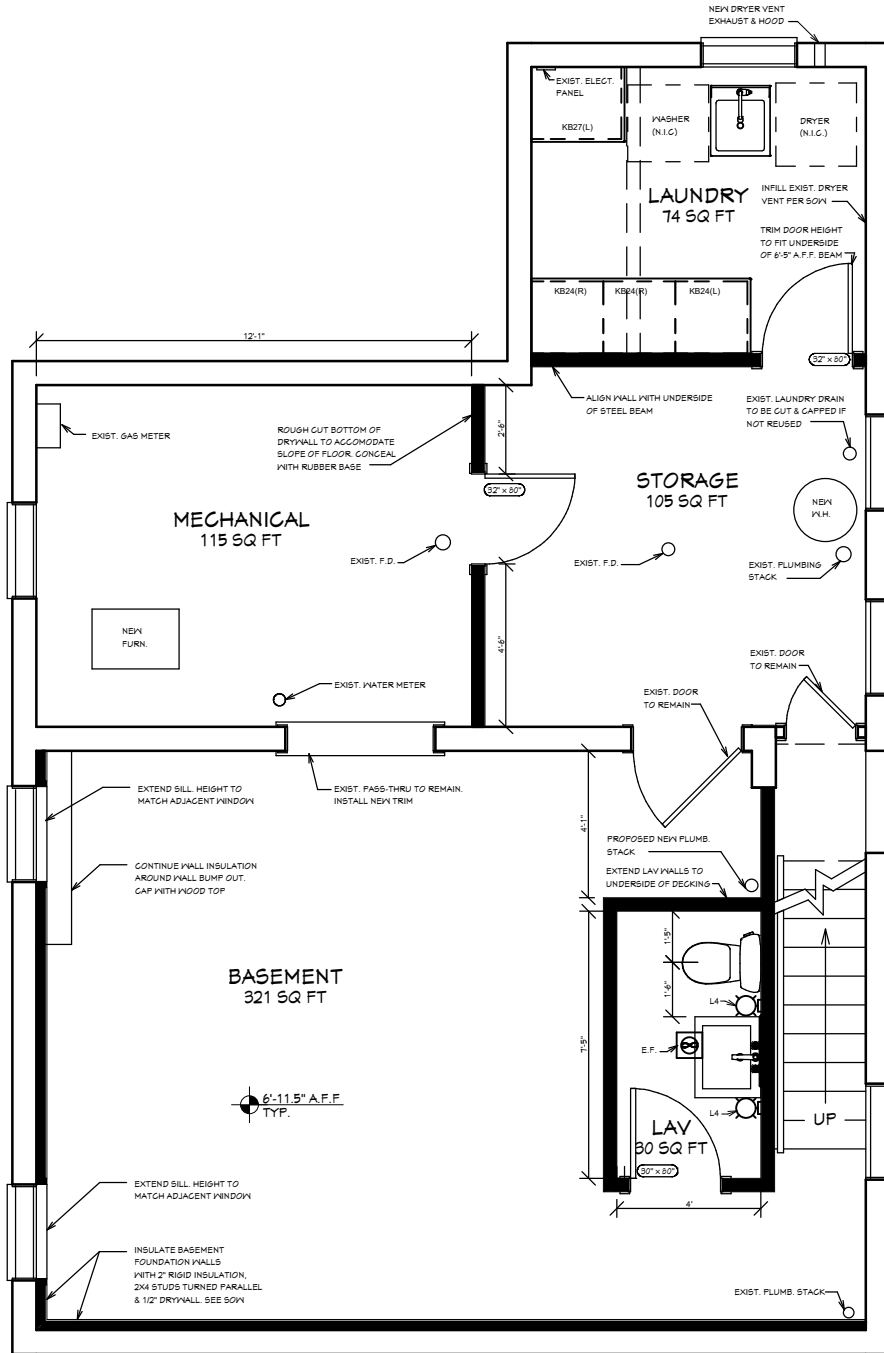
- NEW DOOR
NEW LIGHT FIXTURE



- CENTERLINE

ABBREVIATIONS

- A.F.F. ABOVE FINISHED FLOOR
C.O. CLEAN OUT
DN. DOWN
D.C. DOUBLE CASEMENT WINDOW
D.H. DOUBLE HUNG WINDOW
E.F. EXHAUST FAN
ELECT. ELECTRIC(AL)
EXIST. EXISTING
F.D. FLOOR DRAIN
FURN. FURNACE
N.I.C. NOT IN CONTRACT
V.I.F. VERIFY IN FIELD
W.H. WATER HEATER



BASEMENT FLOOR PLAN

740 SQ FT



PROJECT ADDRESS:

18935 PINEHURST

SCALE:

3/16 - 1'-0"

DRAWN BY:

CS

APPROVED BY:

RS

ISSUE DATE:

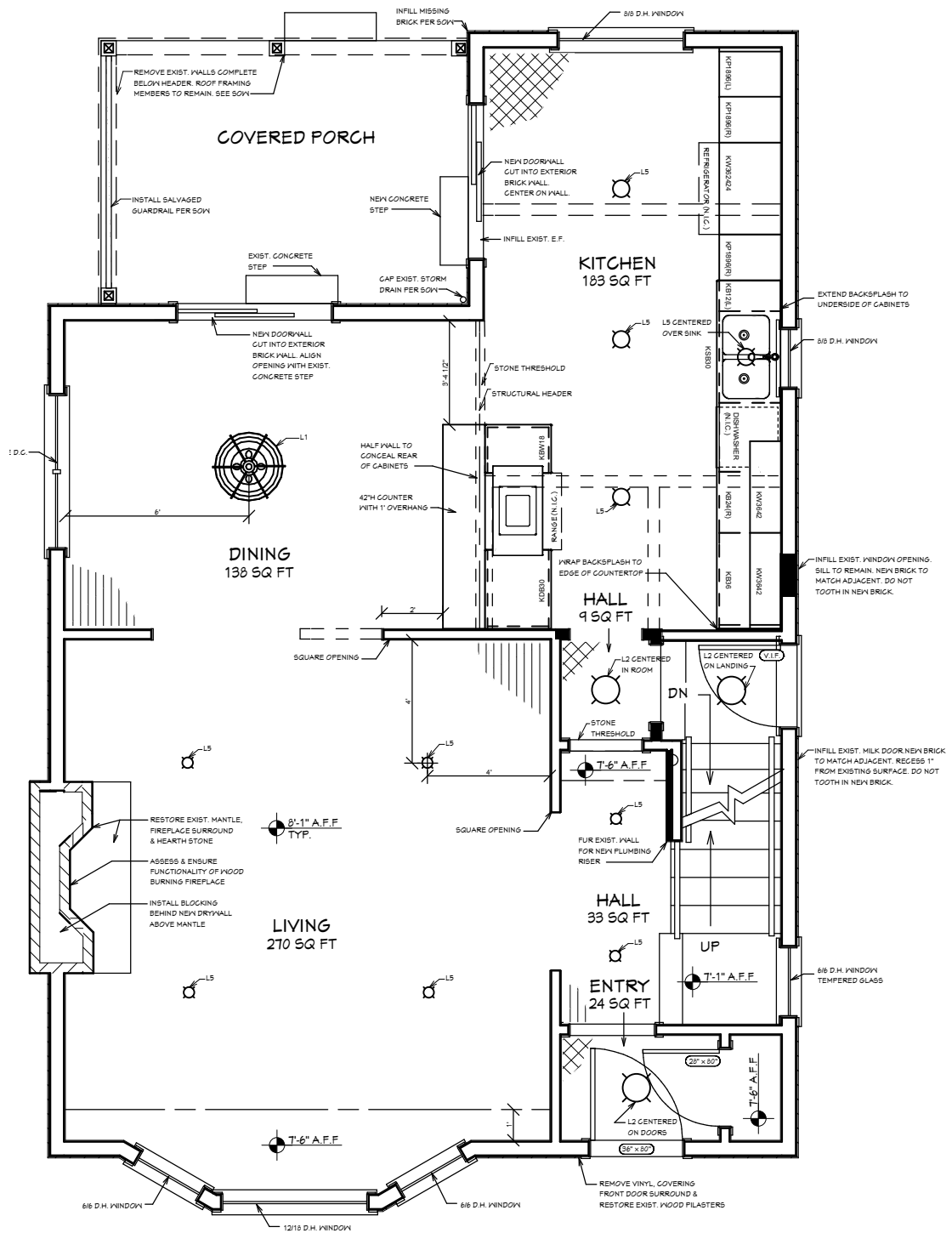
01/07/2022

SHEET TITLE:

BASEMENT PLAN

SHEET NO:

A-1



FIRST FLOOR PLAN

790 SQ FT



PROJECT ADDRESS:

18935 PINEHURST

SCALE:

3/16" = 1'-0"

DRAWN BY:

CS

APPROVED BY:

RS

ISSUE DATE:

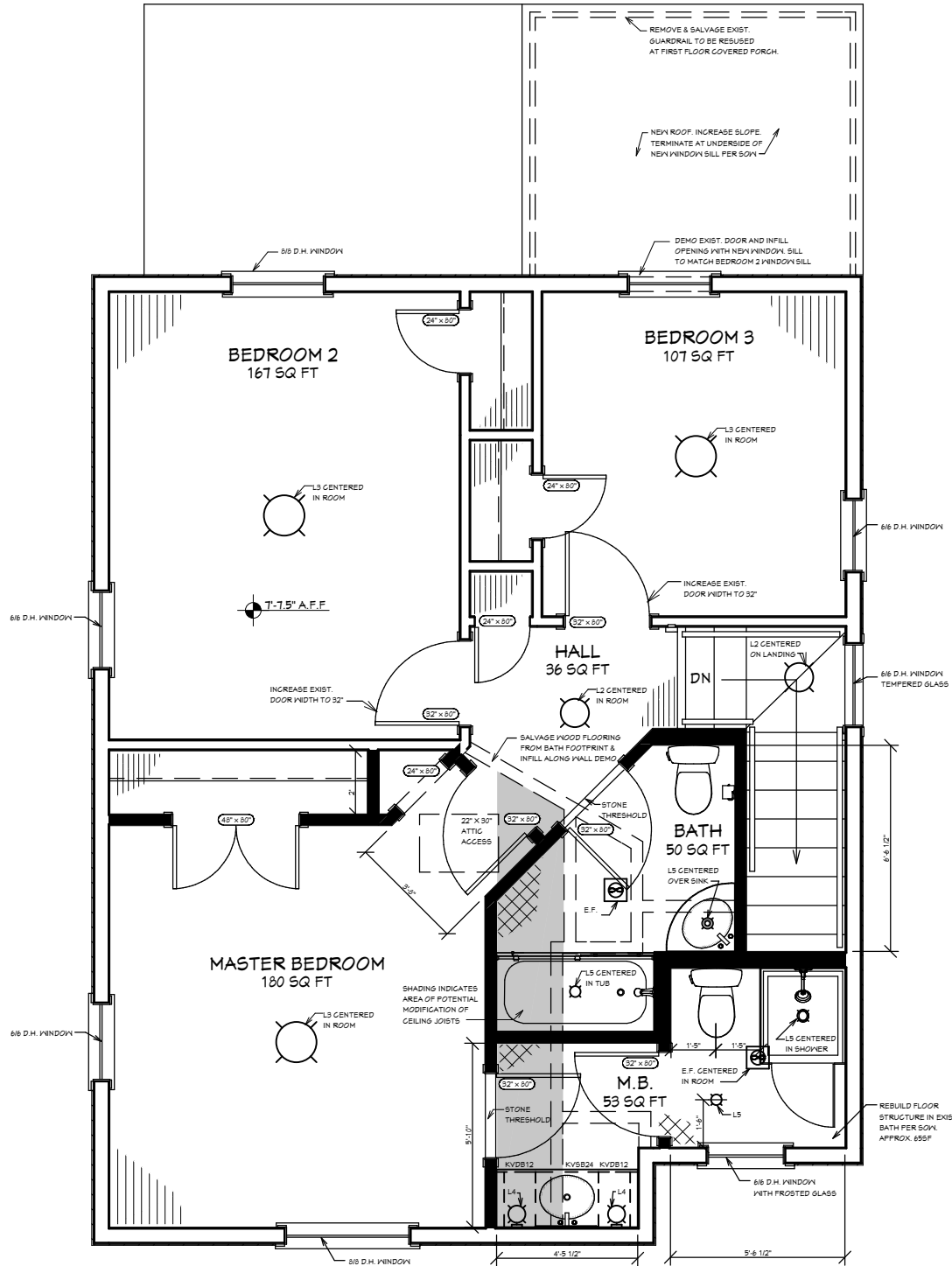
01/07/2022

SHEET TITLE:

FIRST FLOOR PLAN

SHEET NO:

A-2



SECOND FLOOR PLAN

685 SQ FT



PROJECT ADDRESS:

18935 PINEHURST

SCALE:

3/16" = 1'-0"

DRAWN BY:

CS

APPROVED BY:

RS

ISSUE DATE:

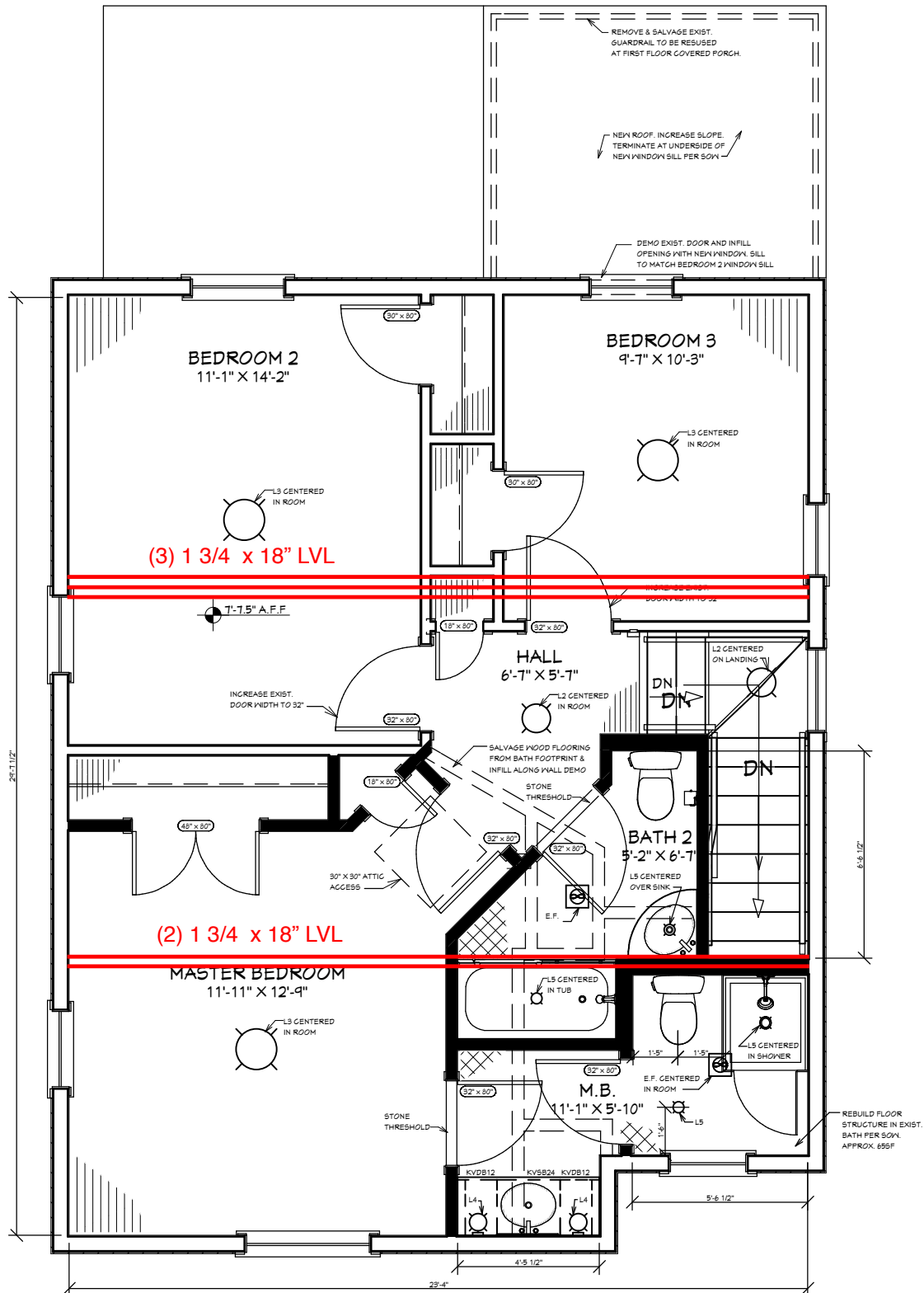
01/07/2022

SHEET TITLE:

SECOND FLOOR PLAN

SHEET NO:

A-3



SECOND FLOOR PLAN

685 SQ FT



PROJECT ADDRESS:

18935 PINEHURST

SCALE:

1'4" = 1'-0"

DRAWN BY:

CS

APPROVED BY:

XX

ISSUE DATE:

06/XX/2021

SHEET TITLE:

SECOND FLOOR PLAN

SHEET NO:

A-3

AFFIDAVIT OF DETROIT LAND BANK AUTHORITY CONTRACTORS

STATE OF MICHIGAN)

) ss.

COUNTY OF WAYNE)

I, _____, state under oath under penalty of perjury:

1. I am employed by _____ (“the Company”), located at [Address of the Company]
_____.

2. I have been employed by the Company for approximately _____ years. My current position at the Company is
_____. I am fully authorized to execute this Affidavit on behalf of the
Company.

3. I am familiar with the legal and contractual obligations of the Company in connection with work performed for the
Detroit Land Bank Authority (“DLBA”).

4. I understand that the Company is required by contract with the DLBA to ensure that all the work it does or engages
others to do for the DLBA complies with all applicable law. In addition to this general contractual requirement, both the
Company and I have familiarized ourselves with all laws and regulations related to workplace safety, specifically those
federal, state and local laws and regulations related to workplace safety during the COVID-19 pandemic. This includes,
but is not limited to:

- a. Michigan Occupational Safety and Health Administration (MIOSHA) Emergency Rules, Coronavirus Disease
2019 (COVID19), October 14, 2020, as may be amended,
- b. COVID-19 Safe Workplace Standards for Essential Construction Contracts Purchased by the City of Detroit, as
may be amended,
- c. Guidance on Preparing Workplaces for COVID-19 OSHA 3990-03 2020, as may be amended.

5. I affirm that prior to commencing work for the DLBA, the Company will develop and adopt a written COVID-19
preparedness and response plan consistent with Rule 4 of MIOSHA Emergency Rules COVID-19, as may be amended,
and will maintain records documenting compliance with the same.

6. I affirm that the Company and any subcontractors it may engage in completion of the Company’s work for the DLBA
will comply with all DLBA workplace safety directives relating to COVID-19 and with all applicable law, including the
laws and regulations relating to COVID-19, including those identified in this Affidavit.

7. I understand that the DLBA may conduct audits and inspections of Company records and worksites to confirm
Company compliance with all applicable COVID-19 related laws and regulations.

8. If called as a witness, I am competent to testify to the facts stated above.

Dated: _____, 2021

Signature _____

Printed Name _____

Subscribed before me on the ____ day of _____,

Signature _____

Printed name _____

Notary public, State of Michigan, County of _____

My commission expires _____

Alternative Product/QTY Template

Instructions for Alternative Lines

Please use this form to negotiate product swaps, substitution of materials, discrepancy of measurements or quantity, etc. For these scoped lines, you can propose one or more alternatives by entering information for each alternative line in the format given below.

Print or type the requested information. Insert multiple copies as per your requirement.

Scoped Line: List the line number, current description, QTY and unit of measurement.	Scoped Line Number	Current Description	QTY and/or Unit of Measurement
Example	25	Kitchen-Smoke and CO Detectors Hardwired-Hardwired Interconnectable 120-Volt Smoke Alarm with Battery Backup	1
Alternative Line: List the product swap, substitution of material, measurements, or quantity updates, etc.	Scoped Line Number	Updated Description (product swap, substitution of material)	Updated QTY and/or Unit of Measurement
Example	25	Kitchen-Smoke and CO Detectors Hardwired-Hardwired Interconnectable 120-Volt Smoke Alarm with Battery Backup	3
Scoped Line: List the line number, current description, QTY and unit of measurement.	Scoped Line Number	Current Description	QTY and/or Unit of Measurement
Alternative Line: List the product swap, substitution of material, measurements, or quantity updates, etc.	Scoped Line Number	Updated Description (product swap, substitution of material)	Updated QTY and/or Unit of Measurement

Alternative Product/QTY Template

Scoped Line: List the line number, current description, QTY and unit of measurement.	Scoped Line Number	Current Description	QTY and/or Unit of Measurement
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Alternative Product/QTY Template

Alternative Line: List the product swap, substitution of material, measurements, or quantity updates, etc.	Scoped Line Number	Updated Description (product swap, substitution of material)	Updated QTY and/or Unit of Measurement



11/5/2018

Environmental Maintenance Engineers Inc.
25851 Trowbridge Street
Inkster, MI 48141

RE: Environmental Services associated with Post Abatement Sampling at 18935 Pinehurst, Detroit, MI 48221. ETC Job #: 215226. Client Job # 18-600D: .

Dear Client:

Pursuant to your request, Environmental Testing & Consulting, Inc. (ETC) conducted post abatement air sampling in the Basement of the Vacant Residence located at 18935 Pinehurst, Detroit, MI 48221 on 11/1/2018. This type of sampling is performed after asbestos abatement activities are conducted. The purpose of this sampling is to confirm if the air in the work area is acceptable to allow building occupants to reoccupy the area.

The results of this sampling are enclosed in this report. Please note that these samples were below the following regulated clearance level of 0.050 f/cc as required by the Michigan Occupational Safety & Health Administration (MIOSHA)

Also, enclosed are copies of the data sheets, daily field notes, and a map of sample locations.

Thank you for selecting ETC. It has been a pleasure working with you. Further environmental services are available upon request. If you have any questions regarding this report please refer to the daily project log or contact me at (734) 955-6600.

Sincerely,
Environmental Testing & Consulting, Inc.

Bernard Robinson
Industrial Hygienist

38900 West Huron River Drive, Romulus, MI 48174
PHONE: (734) 955-6600 FAX: (734) 955-6604
WEBSITE: www.2etc.com

Asbestos Abatement Air Monitoring Project



**the
ETC
group**

environmental testing
project management
laboratory analysis
professional training

Client: Environmental Maintenance Engineers Inc
Contractor: Environmental Maintenance Engineers Inc
Facility: 18935 Pinehurst Detroit, MI 48221

ETC Project #: 215226

Date: 11/1/2018

Hygienist: Bernard Robinson

Areas of Work: Basement

FIELD DATA SHEET

Sample ID (below)	Sampling Time		Elapsed Time (min)	Sampling Data		Flow Rate (lpm)	Volume (L)	Actual Results (f/cc)	8 Hour TWA (f/cc)	Description and Location
	Start	Stop		Fibers	Fields					
FB1				0.0	100					FIELD BLANK
FB2				0.0	100					FIELD BLANK
PA1	8:05	9:50	105	34.0	100	14.0	1470.00	0.011		sw corner of basement loc on map
PA2	8:05	9:50	105	28.0	100	14.0	1470.00	0.009		at bottom of basement stair ne corner of basement

AA- Ambient Air
BL- Baseline
CS-Contiguous

EA- Exhaust Air, EX- Excursion
PA- Post Abatement
PP- Personal/Post Abatement

PS- Personal
WA- Work Area
WP- Work Area/Post Abatement

Asbestos Abatement Air Monitoring Project

Summary of Daily Activities



Client: Environmental Maintenance Engineers Inc
 Contractor: Environmental Maintenance Engineers Inc
 Competent Person:
 Facility: 18935 Pinehurst Detroit, MI 48221
 ETC Project #: 215226
 Date: 11/1/2018
 Areas of Work: Basement

Work Area	Materials Removed	Approx. Total Amount	Friable/ Non-Friable	Removal Technique	% Done	Clearance Level	PCM/ TEM	Aggressive Clearance Required	Aggressive Clearance Performed	Pass/ Fail
Basement	floor tile	1350sqft	Friable	Critical Barrier	100%	0.050	pcm	no	no	Pass

8:00 I, Bernard Robinson arrived onsite at 18935 Pinehurst to perform asbestos air monitoring clearance.

called scott from our office after I walked threw to find out what the abatement company removed and then set my pumps

8:53 Paperwork is caught up and map is done just waiting for samples to finish running

9:50 pulled both post abatement samples gathered my pump and head back to my truck where I mounted my samples and read them samples

The post abatement samples clear (pass)

10:15 left site to go runn anouther clearance.

Documented By
 Bernard Robinson

Asbestos Abatement Air Monitoring Project



**the
ETC
group**

environmental testing
project management
laboratory analysis
professional training

Client: Environmental Maintenance Engineers Inc

Contractor: Environmental Maintenance Engineers Inc

Facility: 18935 Pinehurst Detroit, MI 48221

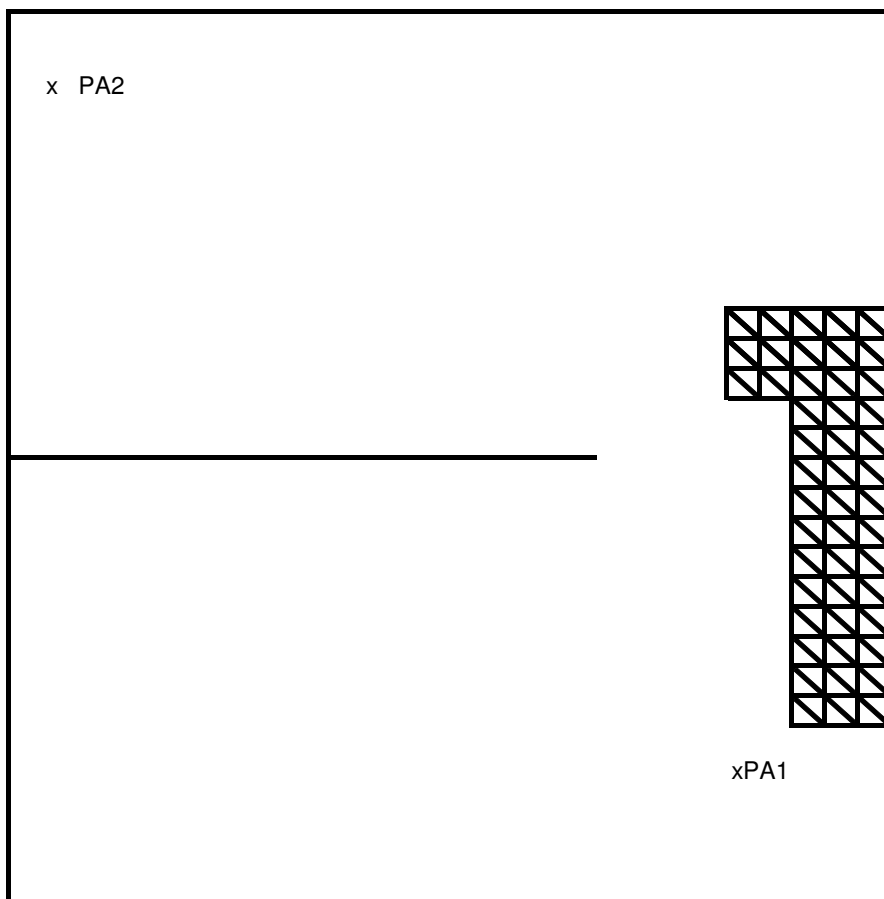
ETC Project #: 215226

Date: 11/1/2018

Hygienist: Bernard Robinson

Areas of Work: Basement

General Diagram of Work Areas



Not to scale

Invoicing Instructions and Forms



Task Name		Status	Submission Guidelines	Comments
1	DOCUMENTS REQUIRED PRIOR TO DLBA APPROVAL AND RELEASE OF PAYMENT			Attach the requested document to each line item. If there is a link, please click the link and complete the form. Once the line item is completed flip the status to 'completed'
2	Attach Invoice	Not Started	Must be submitted with every draw request	Invoice must contain the following information: For total/final contract amount: 1)Amount due 2)Invoice Number 3)Invoice Date For partial contract amount: 1)Amount due (completed work only) 2)Invoice Number 3)Invoice Date
3	Complete Payment Request Form	Not Started	Must be submitted with every draw request	Must be submitted with every invoice. The amount on the form must be consistent with the invoice amount. Please use this form. https://app.smartsheet.com/b/form/7a7840f3580c4358a698b9fa380316b3
4	Complete/Attach Contractor/Subcontractor Award Form	Not Started	Must be submitted with every draw request	Must be submitted with every invoice. Please use the form below. If additional space is needed, please use the attached spreadsheet. https://app.smartsheet.com/b/form/91ddc65a1fc54fc49375a4d244c35385
5	Attach Sworn Statement	Not Started	Must be submitted with every draw request	Please use the attached form. 1)Must be submitted with each invoice. 2)List all suppliers and subcontractors covering all labor and materials, including work performed by General Contractor's own company. 3)Show exact dollar amount paid or due to suppliers, subcontractors and work performed by the General Contractor. 4)The General Contractors General Requirements, Overhead and Profit will be shown as individual line items. The amount requested must be proportional to the percentage of hard construction completed. 5)Signed, dated and notarized. 6)The amount listed in the "Total Contract Price" column must be the same as the amounts shown on the approved Trade Payment Breakdown (TPB). To change line item values requires an approved Change Order and a revised TPB.
6	Attach all Permits to the Phase Tracker	Not Started	Must be completed for every draw request	1)A copy of the Electrical Permit, Plumbing Permit and Heating Permit are required on the initial draw of those particular line items. 2)Rough and field approvals are required for partial payments. 3)Certificate of Acceptance issued by Buildings & Safety Engineering Department is required to "zero" out a permitted line item. 4)Certificate of Approval for the Pre-Sale Inspection is required before the Final Invoice can be submitted for payment.
7	Attach the applicable Waiver of Lien	Not Started	Must be completed immediately after receipt of every payment	Please use the form attached 1)After the initial draw (Draw #1), an Unconditional Waiver of Lien (Partial or Full) must be submitted from the General Contractor and all subcontractors and suppliers listed on the Sworn Statement as evidence of payment for the preceding draw. For example: Draw #2 will include waivers from those listed for payment on Draw #1. 2)Partial Unconditional Waivers of Lien must include the dollar amount being waived and the date. This waiver is needed from the General Contractor and every Subcontractor that has performed work as of the date indicated on this waiver form. 3)Full Unconditional Waivers of Lien is required if the contractor is requesting final payment and no previous draw requests were submitted. This waiver is needed from the General Contractor and every Subcontractor
8	Asbestos Notification Letter	Not Started	Must be submitted with the final draw request	Must be submitted with the final payment invoice. There is a blank notification form attached.
9	Lead Notification Letter	Not Started	Must be submitted with the final draw request	Must be submitted with the final payment invoice. There is a blank notification form attached.
10	Warranty Letter and Itemized List of Items Covered	Not Started	Must be submitted with the final draw request	Please utilize the attached template 1)Attach the final version of the Scope of Work
11	Manufacture Warranty Packets (Windows, Furnace, Water Heater, Dehumidifier, and Range Hood)	Not Started	Must be submitted with the final draw request	Must be submitted with the final payment invoice.
12	Turn-over all keys to DLBA	Not Started	Must be submitted with the final draw request	Must be completed prior to submittal of final payment invoice.
13	Lead Clearance Test Results	Not Started	Must be submitted with the final draw request	Must be submitted with the final payment invoice.

**Detroit Land Bank Authority
Renovation Project Manual
April 26, 2022**



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DIVISION 00 – PROCUREMENT AND CONTRACTING REQUIREMENTS

000010 Pre-Qualification; Request for Proposal

From time to time, the Detroit Land Bank Authority (“DLBA”) will cause to be published Requests for Proposals (“RFP”) for the rehabilitation of specific residential properties. RFPs will be released via Bid Sync. Only residential Contractors that have previously submitted to the DLBA documents demonstrating the Contractor’s business structure, financial capacity, construction capacity and qualifications, and renovations certifications and licensures will be eligible to bid on RFPs. Each RFP will identify a property (or bundle of properties), the proposal due date, question deadline, the scheduling link for the pre-bid walk through and the Scope of Work to utilize.

000020 Bonds; Calculation of Contractor Baseline Capacity

Bond Requirements

Single and Aggregate Amounts Required (minimum of \$100,000 for single), as set forth in the Agreement for each property.

Contractor Financial Capacity

Capacity of each Contractor to undertake any new Project will be determined based on Contractor’s aggregate Payment and Performance Bond amount.

Baseline financial capacity will be calculated as equal to half of the Contractor’s aggregate bond amount; if a Contractor has an aggregate bond of \$500,000.00, the DLBA will consider Contractor’s baseline capacity to be \$250,000.00. When considering Contractor’s capacity for any project, the DLBA will consider the total dollar value of all work Contractor has already been awarded from the DLBA but not yet completely and accurately invoiced and subtract this outstanding amount from Contractor’s baseline financial capacity.

Award Contingent on Procurement of Bonds

Prior to, and as a condition to, any award of a work under an RFP, Contractor shall obtain both a Payment and Performance Bond (Surety Bond) from a surety company, which has an A rating or higher, in the sum of one hundred percent (100%) of the value of the contract amount to secure the complete and satisfactory performance of the contracted work.

The DLBA will evaluate Contractor's proposal as follows:

- Points will decrease by 5 (i.e., 25, 20, 15, etc.)
- Final highest percentage will be awarded the project
- For Contractors who do **NOT** have a Project Assessment Score Card, the max points are 75 points
- For Contractors who do have a Project Assessment Score Card, the max points are 100 points
- In order to make a fair comparison, if not all of the contractors submitting bids for a particular RFP have a Project Assessment Score Card, all of their point totals will be converted into percentages of the potential high scores of 75 or 100 points, respectively. Then the comparisons will be made between the various bidders' percentage scores, instead of simply point totals.

Evaluation Criteria & Description		Points
<p>Available Capacity</p> <p>Capacity Report will be updated on the due date for submission of each RFP.</p>	<p>Site Management Capacity: Determined based on available number of approved site managers at the time the last capacity report was pulled. Each approved site manager can manage up to 3 full rehabs (or 5 partial rehabs). If you do not have the site management capacity, you will automatically be disqualified from consideration for that RFP.</p> <p>Financial Capacity: Determined based on the amount available on the due date for the relevant RFP. Available capacity is equal to one-half of the value of the aggregate Payment and Performance Bonds held by the Contractor on that date, minus the total value of the work currently awarded to that Contractor by the DLBA but not yet completely and accurately invoiced. Example: Contractor has an aggregate bond of \$100,000.00. DLBA will consider Contractor to have a baseline capacity of \$50,000.00. Contractor has been</p>	25 pts (Max)

	awarded \$25,000.00 of work by the DLBA. Of that \$25,000.00 of work, Contractor has completely and accurately invoiced the DLBA for \$10,000.00. Contractor's available financial capacity will be deemed to be \$35,000.00. Points will be awarded to all contractors based on their relative Available Financial Capacities.	
Cost	Highest Points will be given to the lowest submitted cost.	25 pts (Max)
Project Assessments Avg Score	Highest points will be given based on the avg of their last five completed DLBA rehab projects (if they have undertaken fewer than 5 projects, we will only count those that have been completed)	25 pts (Max)
Detroit Certified Business	City of Detroit Business Certification Letter Required.	15 pts (Max)
Detroit Skilled Trade Participation	Contractors that have a partnership with a Detroit based Skilled Trade school. (Partnership Letter Required-dated within 6-mos of RFP close date)	10 pts (Max)

000040 Performance Violations

Contractor shall be required to complete the Services by the completion date provided within the Agreement (1% of the remaining balance will be deducted for each day this project is overdue).

The penalty will continue to accrue and after 7 days you will be found in breach. You will have 3 days to cure the default/breach, or the contract will be terminated.

000050 Salesforce/Smartsheet Reporting Requirements

Contractor will be trained and provided access to the DLBA's Smartsheet software and Salesforce database. All communication with the DLBA shall be documented using one or both systems.

Smartsheets

Work progress will be tracked using a Smartsheet. Access to the Smartsheet will be provided to the Contractor at the beginning of the project. The Smartsheet will be used by the Contractor to:

- Track work progress
- Document estimated completion dates
- Request utility activations
- Request alarm service installations
- Request a Phase Completion inspection

Salesforce

Contractor will be given access to the DLBA's Salesforce database to track and share communications related to the following activities:

- Access to DLBA Field Reports
- Access to DLBA Meeting Minutes
- Requests for Information (RFIs)
- Cost Proposal requests
- Change Orders requests

000060

Payment Terms

Draw Schedule

Contractor agrees to provide the appropriate materials and Services based upon the Scope of Work for a Property at the price set forth in the Agreement on a timely basis and in accordance with the terms of the Agreement.

Monthly Draws

Contractor can submit monthly draw requests starting 30 days from the official start date. Only "satisfactory" unpaid items can be included on each invoice. The DLBA will hold a 15% retainer from each invoice, until final completion has been reached.

Final Draw

Upon DLBA's approval of Final Completion of a Property, Contractor will invoice and DLBA will pay the retainage amount.

Final Completion

Contractor shall notify DLBA when all Services and the Scope of Work have been completed, including all Punch List items. Contractor and DLBA shall promptly conduct a walk-through of the Property together, and DLBA shall either agree or disagree with the conclusion. If DLBA disagrees, then DLBA and Contractor shall

jointly prepare a Punch List of remaining Services that need to be provided to achieve Final Completion.

DIVISION 01 - GENERAL REQUIREMENTS

001010 Overview

Project

The project, as defined in the Agreement and the applicable Scope of Work, consists of exterior and interior repairs and/or modifications necessary to provide a "quick turnaround" of residential properties either to return them to a habitable condition or to prepare them for final renovation, as set forth in the applicable Scope of Work.

Site Supervisor Capacity

Contractor must provide a site supervisor/manager for each project. A site supervisor/manager can only be assigned to manage 3 Full Rehabs (or 5 partial rehabs) at the same time.

001020 Schedule

The approved Scope of Work shall be conducted in five (5) phases with a single final completion date.

The DLBA requires all Contractors to complete the Services and Scope of Work by the completion date provided in the Agreement, and failure to do so is subject to the penalties set forth in the Agreement.

Contractors are required to submit all estimated completion dates into the DLBA's Phase Tracker Smartsheet within 14 days of receiving the Notice to Proceed.

Contractor shall have access to the property between 7:00AM and 6:00PM to complete work (Monday – Saturday).

001030 Contractor Pre-Bid Site Visit

Contractor is strongly urged to inspect the interior and exterior of the property. Dimensions given are approximate. Contractor is strongly urged to conduct a pre-bid inspection to field-verify all measurements and dimensions. The DLBA's acceptance of a bid will be based upon the assumption that the Contractor has completed this visit and no change orders will be entertained based upon information that could have been ascertained during that visit.

001040 Verify Quantities and Measurements

All measurements provided by DLBA (i.e., LF, SF of drywall) are for Contractor's convenience. All dimensions given are approximates. No claim for changes in the price due to discrepancies in measurements or quantities will be honored if they were not submitted as part of the Contractor's initial proposal.

001050 Code Compliance

In the execution of the Services and the Scope of Work, Contractor shall facilitate inspections and comply with all applicable laws, rules, regulations, codes and ordinances of the City of Detroit, The County of Wayne, the State of Michigan, and the Federal government, including but not limited to building construction, zoning, historic preservation, environmental protection, energy efficiency and worker safety.

All DLBA homes must be up to current building code, as evidenced by approved permits from the City of Detroit's Buildings, Safety, Environmental and Engineering Department ("BSEED"). This includes compliance with:

- 2015 Michigan Residential Building Code
- 2015 Michigan Residential Code
- 2015 Michigan Rehabilitation Code
- 2015 Michigan Energy Code

Contractor shall apply for, pay for, obtain, and forward copies of all required permits.

001060 Interpretations

Oral proposals or modifications to the Scope of Work will not be considered unless confirmed in writing before the time set for the termination of the bidding, by utilizing the DLBA's Alternative Product/QTY Template. Should any Contractor-bidder find any discrepancies in the work description, drawings, or standards, or be in doubt as to their meaning, they shall at once notify the DLBA who will issue an interpretation thereof. Written instructions will be sent to all bidders.

001070 Substitution of Materials

No substitution of specified material(s) shall be permitted without the prior written authorization of the DLBA. Any request for substitution of materials must be submitted in writing along with all pertinent information to the DLBA for approval prior to installation.

001080

Utilities

The DLBA shall be responsible for having all utilities (gas, water, and electricity) turned on at the property. If they are not active, Contractor shall make a request to the DLBA to activate these utilities. The DLBA will be responsible for the payment of all charges made by the utility companies during construction.

001090

Security

Electrical Panel

- The electrical panel should be installed:
 - There should be a dedicated circuit for the exterior lighting.
 - There should be a dedicated outlet in the basement for the alarm installation.

Exterior Door Installation:

- As each exterior door is installed:
 - All doors are installed with a Strike Master plate.
 - All back and side doors are installed with a security door with SmartKey technology double cylinder locks and/or security cup and barricaded from the inside with 2x4s to prevent kick-ins. All locks shall be keyed alike.

Alarm Installation:

- Power, Windows, and Doors must be adequately installed.
- There should be a dedicated outlet in the basement for the alarm panel (send picture with request).
- The Alarm Company employed directly by DLBA will make sure all motion detectors and doors are responding adequately while they perform the alarm installation.

The following will be observed at ALL times:

- If Contractor or any sub-contractor removes any Secure View at any time, they must reinstall it before the end of the workday AND inform the Contractor's site supervisor to inspect the re-installation.
 - If the window or door size will be changed such that the existing Secure View will not be able to be reinstalled, the Contractor must advise the DLBA 48 hours in advance, prior to removing the Secure View for "new" window and door installation, so the DLBA can submit a Secure View work order to be scheduled before the existing Secure View is removed. .

- If DAWGS is installed, the Contractor will need to advise the DLBA 48 hours in advance so an up/down service can be requested.
- Any sign of unauthorized entry, theft or attempted entry must be reported to the Contractor's site supervisor before any activity is allowed to take place by Contractor or any sub-contractor at the property. The Contractor shall immediately report this to DLBA, including pictures of damages.
- No uninstalled product should be visible from the outside of the structure. This includes covering basement windows if products (mechanicals included) are in the basement.
- No empty product boxes will be left visible – including in the dumpster.
- No house or garage keys are to be left onsite at any time.
- Every day, the last contractor to leave must ensure:
 - All tools and materials are out of view
 - All interior lights are turned off
 - The exterior porch light is turned on
 - The thermostat is properly set
 - If wintertime, 55 degrees.
 - Every window is closed and locked
 - The entry door is closed and locked
 - All door barricades are set in place
 - The alarm is set
- *As part of its usual construction inspections, the DLBA Security Team will check the property daily and any findings will be reported to the Property Rehabilitation Team.*

Breach in Security

The DLBA will not be responsible for loss of Contractor, subcontractor or any of their agents or employee's equipment or materials. It is the Contractor's responsibility to secure their own and their subcontractor's materials and equipment.

In the event there is a security event, DLBA's Security Consultant should be immediately contacted. Contact information will be made available with the RFP.

001100

Window/Door Guard Coordination

Contractor should submit a request via Smartsheets prior to window installation, so the metal DAWGS can be removed, and Secure View installed.

001110 Removal of Debris and Final Clean-up –Contractor

In the removal of debris and the final clean-up of a property, Contractor shall:

- Not leave food inside the home.
- Remove all protective floor covering prior to final inspection.
- Provide final cleaning after receiving notification from the DLBA that all Punch List items have been completed and accepted by the DLBA.
- Clean all concrete slabs, porches, and sidewalks of any adhering plaster, or concrete. Rake all yards and remove any accumulated debris.
- Place all downspout extensions so that they extend at least 3 feet from building.
- Remove all trash, dirt, dust, and debris remaining on the premises.
- Provide new furnace air filter.
- Remove waste materials, debris, and rubbish from the premises, and legally dispose of it away from the site.
- Cover the floors, in all finished rooms, with a heavy non-staining building paper AFTER the final inspection. The Contractor SHALL NOT TAPE building paper to any surfaces.
- A scrap piece of carpet or building paper shall be placed at the entrances to eliminate the tracking of dirt, dust, or other foreign matter onto the finished surfaces.

001120 Removal of Debris and Final Clean-up – Cleaning Contractor

In the removal of debris and the final clean-up of a property, Cleaning Contractor shall:

- Clean built-in appliances, both inside and out, of all residue.
- Clean aluminum windows, doors, storm doors, and screens not already cleaned, with plain water, or a non-phosphate detergent.
- Wash all glass, both inside and out, and remove any paint spatters or putty marks remaining on the glass, with razor blades.
- Polish all mirrors.
- Clean lighting fixtures as follows:
 - Wash exterior and interior surfaces of glassware.
 - Clean electrical face plates, and door chimes.
- Carefully remove all dirt and stains from the ceramic tile. Remove paint spatters with a razor blade. Difficult to remove cement film on the grout, can be cleaned with TC-50 Ceramic Tile Cleaner or an approved equal, and a nylon scrubbing pad, or stiff brush. An acid solution shall not be used for washing ceramic tile.

- Thoroughly clean and polish all plumbing fixtures.
- Clean all laminated plastic surfaces with a cleaner approved for laminated surfaces.
- Wipe clean all shelving and cabinet work (inside and out) in the closets, kitchens, and other rooms. Remove all debris from the drawers, and storage bins.
- Clean concrete basement floors, remove paint, plaster, or other foreign materials that have dropped onto, and/or spattered the surfaces.
- Clean all wood, and resilient floors, and apply a coat of wax. Clean all carpeted floors with a vacuum cleaner.
- Wipe down toe kicks on the steps.
- Clean walls as needed.
- Remove trash produced during cleaning from the premises and legally dispose of it away from the site.

001130 Project Closeout Procedures

Operating and Maintenance Manual

Organize and submit to the DLBA, with submission of the final invoice, a binder containing the final Scope of Work, warranties, operation, and maintenance manuals.

Plumbing Systems Test

Contractor shall be required to wet test all plumbing systems at the expected working pressure of the system after all repairs and or replacements have been made and prior to the ordering of inspections. Evidence of this test shall be submitted to the DLBA.

Gas Line Pressure Test

Cap all gas lines prior to filling the distribution system with 120lbs of compressed air. Maintain pressure for 24 hours. Locate and seal any leaks in the system. Evidence of this test shall be submitted to the DLBA.

Sanitize and Clean Duct Work

Clean all existing supply and return ductwork and grilles. Apply negative air pressure to prevent airborne particles from blowing out vents. Use high compressed air to clean registers and an air whip to clean ductwork. Apply antimicrobial treatment to all ductwork to deodorize and inhibit growth of bacteria, mildew, and mold.

Chimney Cleaning

Scrub the inside of all unpainted fireplaces with an acid bath. Clean all surfaces, brickwork, stonework, tile, etc.

Pest Control

Seal all cracks, holes and crevices on interior surfaces and exterior surfaces with low VOC caulks to prevent access by pests. Cover all pipe penetrations with escutcheon plates. All escutcheon plates shall be installed tight, caulk if necessary.

Key Turn-Over

All exterior doors and security doors shall be keyed alike. Include any garage, gate and/or mailbox keys. One set of keys shall be provided to the DLBA with the submission of the final invoice.

Project Assessment Process

- Each awarded project will have an assessment score within 30 days of project completion.
- Contractor needs to maintain an average score of 60 to be able to bid on full rehabs. Anything less, Contractor can only bid on partial rehabs until average score is back at 60.
- This score is being generated and averaged over the last five projects (if Contractor has undertaken fewer than 5 projects, the DLBA will only count those that have been completed).
- Points will decrease by 5.
- All Contractors will start at 0. Current DLBA General Contractors will not be graded on any work they've done under previous Agreements.

Evaluation Criteria & Description		Points
Timeliness	Contractor score based on how close to their timelines they can stay	60 pts (Max) within 30 days
Communication	The proper utilization of our communication systems, updating the Phase Tracker review of meeting minutes, and field reports.	20 pts (Max)
Quality	Based on the number of Punch List items	20 pts (Max) 10 items or less

001140 One Year General Warranty

Contractor shall execute the one-year Warranty Letter attached to this Agreement and deliver it to the DLBA with the final invoice. Further, Contractor shall furnish the DLBA with all manufacturers' and suppliers' written warranties covering items furnished under this Agreement prior to release of the final payment.

001150 Hazardous Materials

DLBA contracts for any necessary abatement of asbestos-containing materials “ACM” from the property prior to the Contractor receiving a Notice to Proceed (“NTP”). A post-abatement clearance will be obtained by the DLBA. All Contractors are required to have an asbestos awareness certificate to be able to recognize ACM. If ACM is found after the NTP is issued, Contractor is NOT TO DISTURB THE ASBESTOS, but rather shall notify the DLBA immediately.

The DLBA requires all Contractors to use the EPA’s Lead Renovation, Repair and Painting (RRP) Rule throughout the entire construction period and obtain a clearance at the end of construction to ensure the property is safe for occupancy.

001160 Temporary Fencing

Contractor shall provide temporary fencing as selected by the DLBA at the front of the property. Fencing shall prevent access to the property by the public. Fencing shall be maintained by the Contractor and removed upon completion of the final inspection.

001170 Payment Procedures

All payments will be made via ACH wire. In addition to submitting the required Financial Forms, an EFT form will also be required to be on file with the DLBA.

Click [Here](#) to view Invoicing Instructions and Forms

001180 Contract Modification Procedures

Change Orders

If unforeseen conditions require modifications to the Scope of Work, the DLBA will review the condition with the Contractor. If the DLBA agrees that the condition could not have been identified at the time of the initial site review, the DLBA will authorize the Contractor to submit a request for a change through Salesforce for official approval. The request shall include:

- A statement outlining the reasons for the change.
- The effect of the proposed change on the final project cost.
- The effect of the proposed change on the estimated completion date.
- A list of quantities of products required and/or eliminated.
- Unit costs, with total amount of purchases and credits to be made.

Contractor will submit a Change Order Request for DLBA review using Salesforce. The DLBA will review all Change Order Requests within 7 days.

001190 **Project Management, Coordination and Clarification**

Questions/Clarification Needed During Construction

Requests for Information (RFI)

Immediately on discovery of the need for additional information or interpretation of the Scope of Work, Contractor shall prepare and submit an RFI to the DLBA through Salesforce. The DLBA will review each RFI, determine any action required, and respond. The DLBA will respond to each RFI within 7 days.

Project Meetings

Progress meetings will be held weekly. Representatives of Contractor and the DLBA shall attend. The DLBA will record minutes and distribute to all participants through Salesforce. Contractor's estimated completion date shall be updated within Smartsheets at each meeting.

COVID-19 Safe Workplace Standards

Contractor is required to follow the City of Detroit's COVID-19 Safe Workplace Standards for Essential Construction. Until further notice, Contractor must submit weekly health screening documentation to the DLBA.

001200 **Unit Prices**

Unit price is a price per unit of measure for materials, equipment, or services, or a portion of the Work. The unit price is used with a quantity to calculate the amount added to or deducted from (I.e., a Change Order) the Contract Amount by appropriate Change Order modification.

All unit prices that add to or deduct from the final project cost shall be taken from [2020 \(or the then-applicable year\) National Renovation & Insurance Repair Estimator](#).

DIVISION 02 – EXISTING CONDITIONS

002010 Demolition and Debris

Contractor shall comply with governing EPA notification regulations before beginning selective demolition. Contractor shall comply with all applicable hauling and disposal regulations. Remove demolished materials from property and legally dispose of them in an EPA-approved landfill. Do not allow demolished materials to accumulate onsite.

The demolished material(s) shall be placed in neat piles and stacks while awaiting disposal. Debris shall be removed from the property as accumulated so that the property will not acquire a disorderly or unsightly appearance. Any debris must be removed prior to the final inspection and all areas shall be left in a neat condition. Contractor shall always take the necessary precautions to minimize annoyance to the surrounding community.

Walkways shall be maintained on the sidewalk in front of the property during construction.

002020 Concrete Removal

Cut or break up and remove concrete slab, footings, walls, drives or walks as scheduled to a depth of 12 inches below grade. If no replacement is scheduled, backfill to existing grade. The entire 12-inch depth shall be topsoil. Reseed the area when the weather conditions permit.

002030 Fences and/or Gates

When scheduled to be removed, sections of fence and gate shall be removed complete with post. Concrete footings shall be removed to a point at least 4 inches below the finish grade. All open postholes shall be filled with topsoil and compacted, and the entire area shall be raked clean and left in a neat condition.

002040 Stripping Interior Surfaces

Strip finish materials from floors, walls and/or ceilings. Use cutting methods least likely to damage construction to remain or adjoining construction. Use hand tools or small power tools designed for sawing or grinding, not hammering, and chopping, to minimize disturbance of adjacent surfaces.

- a) Remove lath without loosening studs.

- b) Remove finish flooring without loosening subflooring.
- c) Remove window frames without loosening masonry sills and jambs.
- d) Remove door and window frames from deteriorated or unsound masonry openings with care. Brace existing masonry to prevent further damage to masonry and masonry lintels.
- e) Remove all existing unused joists, studs, framing, nails, hooks, wire, and other extraneous items. Provide a clean, substrate for new construction.
- f) Take care not to damage existing stair stringers and fireplace mantels scheduled to remain.
- g) Disconnect, demolish, and remove all plumbing, electrical and HVAC systems, equipment, and components.
- h) Where possible, existing ductwork is to remain in-place

002050 Existing Floor Removal

Remove hardwood floor, carpet, vinyl, or asphalt tile from scheduled floor area. Remove all tacks, nails, staples, tackless edging, padding and cushions from the floor area. Clean up surface sufficiently to allow the underlayment or new finish to be applied in a level, smooth and neat manner. Underlayment shall be removed only when specifically called for in the Work Schedules.

002060 Milk Chute

Refer to Scope of Work to determine if Milk Chute is to remain in place or be removed.

Removal

Contractor shall remove the existing milk chute system completely, including stone or brick sills, and brick or block up opening. Brick shall be laid in full bed of Portland Cement mortar with 3/8-inch to 1/2-inch joint per course. Strike all new joints and clear off excess mortar from face surfaces. Installation of brick/block shall be installed to run true and level with face surfaces to blend with existing surfaces. Key in and match the existing brickwork with brick that is similar in color, style, and texture.

Remain-in-Place

Fix milk chute in closed position. Means and methods of securing may not be visible from the exterior. Air seal and insulate opening from interior. Interior opening may be removed and covered to match adjacent surfaces. Use joint compound. Allow joint compound to dry completely then lightly sand the area until smooth. "Feather" edges onto the surrounding wall surface. Prep wall for painting by wiping away dust.

Garage and/or Accessory Structure Removal

Should removal of a garage or accessory structure be required, Contractor shall take the following steps:

- a) Remove existing wiring or utilities as necessary tying off at established service connections.
- b) Remove all debris from the site promptly.
- c) The slab shall remain and shall be properly protected from damage during the removal work. Contractor shall replace slabs damaged by the Contractor at their own expense.

DIVISION 03 – CONCRETE

003010 Driveways and Walks

Sub-grade shall be well compacted, well drained sand base, uniformly graded 4 – 6 inches below finish grade. New concrete shall be a minimum of 4 inches thick except that concrete at curb and sidewalk crossings shall be 6 inches thick. Finish surfaces shall receive a light brush finish and provide for uniform surface drainage.

Where a driveway or walk fills the space between existing abutting masonry or concrete, suitable expansion joints 1/2-inch thickness shall be provided between new walks and slabs, or other rigid structures. Expansion strip material used shall be pre-molded resilient bituminous fiber and shall be of sufficient depth to separate the newly placed concrete from the abutting slab, masonry, or structure.

DIVISION 04 – MASONRY

004010 Tuckpointing

Tuckpoint all joints and cracks from which mortar has eroded, deteriorated, or fallen out. Remove all loose and disintegrating mortar from all defective joints to a minimum of 1/2 inch, or until a sound surface is reached. Clean out with water pressure. Tuckpoint joints with a non-shrinking cement mortar the full depth of joint. New mortar to match the permeability properties of original construction and shall not be less permeable than adjacent masonry; material and mix ratios to be reviewed by DLBA prior to installation. Strike and tool the joint to reasonably match existing mortar. Clean all fresh mortar from brick face. The appearance of the mortar used for tuckpointing shall match the color and aggregate size of the existing mortar. Remove all excess mortar. Badly spalled, deteriorated, or broken brick shall be replaced with similar brick, that is to be approved by DLBA prior to installation. Do not apply to frozen or frost filled masonry.

If tuckpointing is specified at a property within a local historic district, follow technical guidelines in U.S. Department of Interior's [*Preservation Brief 2, Repointing Mortar Joints in Historic Masonry Buildings*](#).

004020 Brick Masonry Repairs

Before any masonry restoration and cleaning work is started, the contractor is to review the scope of work in the field with the DLBA to determine exactly what is to be completed and to get approval of the methods and materials to be used in the work.

Cleaning Existing Masonry

Removal methods may include water washing, solvent cleaning, and steam cleaning. In all cases, the method to be employed is to be reviewed with the DLBA for prior approval. Sandblasting shall not be used. Pressures in power water washing shall not exceed 1500 lb./square inch.

If masonry cleaning is specified at a property within a local historic district, follow [*Masonry Cleaning Guidelines*](#) established by Detroit's Historic District Commission.

DIVISION 05 – METALS

005010 Wrought Iron / Aluminum Railings

All railings dimensions are to be installed in accordance with current code. The railings shall be securely anchored to the porches, steps, retaining walls, etc. When installed on new concrete, posts, or post anchors shall be embedded into concrete. For metal railings set on wood decks, additional support shall be provided every 4 feet. The framing members and supports shall safely support uniformly distributed live loads of 100 p.s.f. plus all dead loads. Install all members accurately in location, alignment, and elevation, plumb, level, square, and true. All new railings must have at least one coat of rust inhibitive, exterior enamel paint applied after installation is complete.

DIVISION 06 – WOODS, PLASTICS AND COMPOSITES

006010 **Basement Stairs**

All new stair treads shall be a minimum of 10 inches deep. New treads shall be 2 x fir, or pine base or as specified on scope of work document. All stringers are to be constructed of 2 x 12's. The material used shall be the same as for the step treads. The treads and risers shall be routed or rabbeted to a depth of 1/2 inch into the stringers. No cleats shall be utilized. The rise and run of the steps shall be uniform throughout.

006020 **Main Stairs**

When steps with a riser are specified, the treads shall be of 5/4-inch x 10-inch No. 1 dressed fir or oak stock. The risers shall be of 1 inch stock, and stringers of 2-inch stock. The treads and risers shall be routed or rabbeted to a depth of 1/2 inch into the stringers. No cleats shall be utilized. The rise and run of the steps shall be uniform throughout. The maximum rise shall be according to current code.

006030 **Particleboard Components**

All particleboard components shall meet ANSI A208.1 for formaldehyde emission limits or all exposed particleboard edges shall be sealed with a low-VOC sealant or have a factory applied low-VOC sealant prior to installation. All MDF edges shall meet ANSI A208.2 for formaldehyde emission limits or all exposed MDF edges shall be sealed with a low-VOC sealant or have a factory applied low-VOC sealant prior to installation.

006040 **Sub-Flooring**

Repair sub-floor does not mean placing new sub-floor on top of existing. Remove existing subfloor to joists and install new.

006050 **Exterior Decks, Wood Porches, and Steps**

All deck, exterior stair, and railing components shall be built complete using all pressure treated materials.

- Deck boards to be minimum 5/4 inch by nominal 6-inch deck boards, unless otherwise indicated.
- Decking must have a 3/4" reveal (overhang) past all framing, skirt wall, and trim boards.

- Wood columns shall be raised a minimum of 4" above grade or concrete stoops to avoid exposure to water.

The size, and number of the joists, shall be as required for the size of the porch, as listed in the Work Description unless current Code is more restrictive.

Fasteners shall be stainless steel or galvanized screws as required for preservative treated lumber in sufficient length to penetrate not less than 1-1/2 inches into wood substrate.

Porches shall be built on new footings unless existing footings can be shown to be sound and of proper depth. Footings shall be minimum 42" deep and should not be backfilled until inspected and approved by city inspectors.

Porches, balconies, or raised floor surfaces more than 30 inches above a floor or grade, shall have guard rails not less than 36 inches in height.

- Railing system shall consist of nominal 2 x 6 top rail, 4 x 4 posts, and 2 x 2 vertical pickets spaced maximum 4 inches clear between pickets.

Provide, and install stair system consisting of handrail, newel posts, intermediate posts, and pickets. Pickets to be installed on deck side of top and bottom rails.

- Stair treads to be minimum 2 x 12 boards.
- 3-foot-wide steps (treads of 2" stock); Risers to be minimum 1 x 8 boards, trimmed to fit, nose of tread to extend 1 inch beyond face of riser. Steps must have equal rise from grade to deck level.
- Steps over 3' wide must have a third stringer.
- Provide two handrails, one on each side.
- Stringers must rest on 4" thick concrete slab the full width of the steps.
- Stringers must be securely fastened to deck framing.

Skirt wall if scheduled shall be a lattice skirt wall enclosing all open sides of porch and steps, include new 2"x 4" support framing (along perimeter of each lattice panel) and 1" trim stock to conceal all framing (joist framing and 4 x 4 support framing. Provide hinged and latchable access panel.

DIVISION 07 - THERMAL AND MOISTURE PROTECTION

007010 Shingle Roofing

New roofing installations shall carry a minimum 30-year warranty and be of asphalt or asphalt/fiberglass composition unless otherwise specified. All new installations shall be complete with 15 lb. asphalt saturated felt over entire roof, ice and water shield at all eaves and valleys, new flashing at the chimney(s) and vent stacks, T drip edge at all eaves and rakes, bird-proof aluminum roof vents. New metal "T" drip edge shall be at least 2 1/2 inches wide. In all replacement roofing installations, the existing roofing must be stripped down to roof boards. All defective roof boards (up to 150 square feet) are to be replaced as part of the scheduled replacement roofing, in instances where more than 150 square feet of roof board or a complete re-sheet is necessary contact the DLBA for contract change order procedure. If existing roof boards are open spaced, sheathing must be applied. Contact DLBA for contract change order procedure.

007020 Roof Vents

New roof louvers shall be aluminum (bird proof). The minimum thickness of the aluminum shall be .027 inch. New louvers shall be of size, style, and number to comply with the following conditions:

- All separate attic spaces, which are sealed off from the remainder of the house, shall be cross-ventilated.
- Ventilators shall prevent the entrance of rain, and snow.
- The ratio of the total net free ventilating area, to the area of the ceiling shall be not less than 1/150. Exceptions: The ratio may be 1/300, if a vapor barrier is provided on the warm side of the ceiling; or if the ventilators located in the upper portion of the space provide at least 50% of the required ventilating area.
- The attic space that is suitable for future habitable rooms shall have at least 50% of the required ventilating area located in the highest part of the ventilated space.
- Holes cut through roof sheathing must be "saw cut", and they shall be properly sized to match the roof louver.

007030 Vinyl Siding

When a house is scheduled to be resided with vinyl, all openings shall be trimmed out with aluminum coil stock and all existing wood trim (fascia, drop beams, brackets, columns, etc.) shall also be covered with aluminum coil stock unless otherwise noted. Color of aluminum trim to be selected by the DLBA. Vinyl soffit may be used on overhangs and porch ceilings (soffit panels must run perpendicular to dwelling walls).

007040 Roof Flashing

New roof flashing must be installed at all vent stacks, chimneys, walls, and dormer walls. Metal flashing must be bent at crisp angles. Flashings hammered into shape or poorly bent are unacceptable. Base and step flashing must extend up vertical surfaces a minimum of 4 inches and cover or be woven into shingles a minimum of 4 inches. On wood, vinyl, aluminum, etc. sided structures vertical portions of metal flashing must be placed behind siding material. On masonry surfaces vertical portions of metal flashing must be counter flashed with counter flashing, let into raked or saw cut mortar joints 1 inch, and the mortar joint refilled with mortar. Note: Saw cuts in brick face are unacceptable.

007050 Rim Joist Insulation

After cleaning the area thoroughly, apply expanding foam to the rim joist at the entire perimeter of the basement and/or crawl space exterior walls. Install to R-19 at a minimum. Use a foam product that meets International Residential Code (IRC), Section R314.5.11, and Underwriters Laboratories, Inc. (UL) classification Certificate R7813. Insulate from the subfloor for the first floor to the top of the foundation wall and seal all penetrations and the top of the foundation. Seal all openings within the area of the rim joist created by plumbing, gas lines, electrical boxes, or any other penetrations.

007060 Insulation

Refer to scope of work for type of insulation to be installed at walls, ceilings, rafter spaces, and floors. When floor insulation over unheated spaces is specified, it shall be R-25. Whenever wall cavities are opened in rehabbing of existing structures, insulation shall be minimum R-13 in frame walls. When insulation is specified for attic spaces, a minimum of R-38 should be achieved in existing structures. For new construction insulate attics to a minimum R-49 value, cathedral ceilings to R-38, total wall value to a minimum R-21 and floors over unheated, uninsulated spaces to a minimum of R-25. Fiberglass batt, or blanket insulation, adjacent to exterior surfaces, shall be combination insulation with a vapor barrier. The vapor barrier shall be installed to the warm side. Install insulation as per manufacturer's recommendations. If specified, a 4-mil (minimum) continuous vapor barrier may be installed.

When eave vents are installed, adequate baffling of the next opening must be provided, to deflect the incoming air above the surface of the installed blown or poured insulation. The baffles shall be installed, at the soffit, on a 60-degree angle from the horizontal.

Ceiling insulation shall maintain the integrity of the insulation by fitting the insulation materials around pipes, conduits, and equipment penetrating the ceiling. The edges, and ends shall be tightly butted.

007070

Air Sealing

Seal all accessible cracks, gaps, and holes in the building envelope (the barrier between the indoor conditioned space and the outside) with low VOC caulk (if less than 1/4 inch) or expanding foam (if greater than 1/4 inch). Seal all top plate and bottom plate penetrations. If the foundation masonry wall is open core concrete block seal the tops of the block with expanding foam. Seal all penetrations created by plumbing, gas lines, electrical boxes, and outlets. Seal large accessible gaps around windows between house framing and window frame – use special care on large sliding-glass doors and vinyl-framed windows: do not use high expansive foam on these. Take care to seal all joints without excess sealant. Seal any gaps in the building envelope adjacent to flues with carefully cut to fit sheet metal that is securely fastened to framing sealing all seams and gaps with fire rated caulk. Seal recessed light fixtures in ceilings that are part of the building envelope and are not rated for insulation contact with an airtight box made of drywall sealed to the ceiling and seal IC rated recessed fixtures with caulk. Seal any entries to attic space using weather stripping on attic doors or hatches. Air sealing must be done prior to the installation of insulation.

007080

Damp-Proofing Foundation Walls

Excavate to a point 8 inches below the bottom of basement floor. All walls scheduled to be dampproofed shall be prepared as necessary prior to the application of the damp-proofing material. Repair all loose or defective mortar joints and cracks in the exterior foundation walls. Exterior foundation walls of masonry construction shall be damp proofed by applying not less than 3/8 inch of Portland Cement parging to the exterior side of the walls from the footings to the finish grade. The parging shall be covered with one coat of an approved bituminous material applied at the manufacturer's recommended rate, and a 6-mil plastic membrane.

Exterior foundation walls of concrete construction shall be damp-proofed by applying one coat of an approved bituminous material at the manufacturer's recommended rate with 6-mil plastic membrane.

Install new plastic drain tile. Where none exists, new 4-inch drain tile shall be properly placed at the perimeter of the footing, on a 2-inch bed of "pea stone", and connected, as required by the local code, to a storm sewer system, natural outlet, or drywell. Cover drain tile with a minimum of 6 inches of "pea stone".

Backfill material placed against newly damp-proofed surfaces shall be an appropriate sand-gravel mix for proper soil drainage. Where applicable, the top 8 inches shall be topsoil suitable for plant growth, with finish grade sloped away from the dwelling. When concrete will be placed over newly backfilled areas, backfill must be put down in nine-inch lifts and tamped.

007090 Sealants and Caulks

All caulks and sealants, including floor finishes, must comply with Regulation 8, Rule 51, of the Bay Area Air Quality Management District and may not exceed 250 grams of VOC per liter of coating as thinned to the manufacturer's maximum recommendation, excluding the volume of any water, exempt compounds, or colorant added to the tint bases.

007100 Adhesives

All adhesives must comply with Rule 1168 of the South Coast Air Quality Management District.

DIVISION 08 – OPENINGS

008010 Exterior Doors and Frames

Doors shall be installed complete with new entrance lockset hardware and dead bolt lock, keyed alike. Only thumb turn locks on interior side are acceptable. The doors shall be fully weather-stripped including at threshold, and they shall be hung with three, 4-inch butt hinges of brass or galvanized steel. All exterior door locksets shall use SmartKey technology so that security door and exterior door locksets can be keyed alike.

Jambs at the strike area at all exterior doors shall be reinforced with a StrikeMaster or equivalent product.

008020 Metal Garage Doors

The door shall be installed complete with latch lock and hardware. The hardware shall be galvanized, or zinc plated (See Vehicle Door Hardware). The counterbalance spring may be extension, or torsion type. The bottom edge of door shall have a vinyl weather seal. When the door is closed, the gap at the top and sides shall be no larger than 1/2 inch.

The door shall be overhead or roll-up type, as selected by the DLBA. The metal shall have a corrosion resistant finish applied to both exterior and interior surfaces. The steel shall be 26 gauge galvanized and bonderized steel panels, or it shall be standard sheet aluminum of a gauge, as recommended by the manufacturer.

008030 Interior Doors

All doors shall be installed complete with new passage set hardware, and shall be hung with two, brass or steel, 3 1/2-inch butt hinges. Hinge bumpers are unacceptable on hollow core doors. All hardware within a room shall be similar in style and finish.

008040 Windows and Hardware

A new window and assembly shall include the: sash, jamb, stops, casing, mullions, frame, stiles, sill, stool, apron, screen insert, and all trim appropriate to the type. All sashes shall be fully weather-stripped. Existing storm windows and their frames must be removed. Caulk interior and exterior of perimeter frame of replacement unit.

All egress or rescue windows from sleeping rooms shall have a minimum net clear opening of 5.7 square feet. The minimum net clear opening height dimension shall be 24 inches. The minimum net clear opening width dimension shall be 20 inches. Where windows are

provided as a means of egress or rescue, they shall have a finished sill height not more than 44 inches above the floor.

Provide vinyl (PVC) or aluminum clad wood windows, conforming to the most recent ANSI/AAMA/NWDA 101/I.S.2/A440 specification for residential performance class and performance grade 15 or higher windows.

Windows to be NFRC-labeled and certified by the manufacturer. Windows shall meet or exceed current Energy Star standards for northern areas.

- Air infiltration at 25mph – 0.30 cfm or less.
- Overall effective thermal transmittance coefficient (U-value) - 0.30 or less.
- Visible Transmittance between 0.51 – 0.60.
- Solar Heat Gain Coefficient between 0.41 and 0.60.

Lock: High pressure zinc die-cast cam lock and keeper. Two locks on units 36 inches and wider.

Insect Screen: Factory installed full screen, outside-mounted, aluminum-framed, fiberglass or coated-aluminum screen removable from inside.

008050 Glass Block

Where basement windows are scheduled to be replaced with new glass block windows, a maximum of two (2) windows shall be installed with an operable fresh air vent. The location of vents shall be coordinated with the DLBA. Glass block windows installed in laundry areas shall be equipped with a dryer vent in lieu of fresh air vent.

If glass block replacement is specified at a property within a local historic district, follow [Glass Block Guidelines](#) established by Detroit's Historic District Commission.

008060 Wood Windows

Coordinate and cooperate with the Historic Commission on the repair or replacement of existing wood windows. Confirm all repairs comply with the Historic Commission's Certificate of Appropriateness.

Verify window openings by field measurements before fabrication.

Prior to removal of existing windows or sash, have materials in place and ready for erection of temporary closures and protection of existing openings.

Hardware:

Maintain existing hardware in place unless it interferes with repairing window in place. Replace missing hardware to match existing at other windows.

Repair all damaged sash as required to restore soundness and integrity to the unit. Replace all sashes having rotten corners and missing muntins with matching sash. Finished windows to be fully intact, structurally sound, and weathertight.

Rails and Stiles:

Replace rotted or structurally unsound rails or stiles with new members matching the profile of existing components.

Replace all cracked, broken and missing lights with clear sheet glazing-quality glass, or glass to match existing, thickness as recommended by manufacturer for size of light. Install glass using glazier points and glazing compound in accordance with the standards of the Flat Glass Marketing Association.

Bathroom sash, when scheduled for replacement, shall have obscure glass. The lower sash for double hung, and the lower 2/3 for casement shall be obscure. Other types of bathroom sash shall have obscure glass as is appropriate to their design. All new shall comply with the appropriate Michigan Code.

If both sashes are replaced, remove weights and chains, insulate sash weight cavity with non-expanding foam, and install new spring balances, appropriately sized for weight of sash. Remove parting bead and install new vinyl or aluminum sash track. Assure smooth and proper operation of both sashes.

Weather-stripping shall be installed to prevent the infiltration of dust, water, and wind. The sash shall be fully weather-stripped at the: head jamb; bottom rail; checkrail; and side jambs or mullion jambs.

Clean and prepare all surfaces for painting. Scrape off excess and loose paint, and sand to smooth condition.

All openings between the wood, masonry, and metal shall be caulked with a silicone sealant. Should an opening be deeper than 1/4 inch, it shall be first packed with a backing (flexible polyurethane, polyethylene, polyvinyl chloride, cured polysulfide, sponge rubber, neoprene or butyl rod manufactured for this purpose) to within 1/4 inch of the face surface, and then filled with silicone sealant.

Cleaning and Protection:

Clean interior and exterior surfaces immediately after installation. Exercise care to avoid damage to protective coatings and finishes. Remove excess glazing materials, sealant, dirt, and other substances.

Clean glass after installing windows.

The Contractor shall be responsible for protection of the windows during construction. Remove and replace glass that has been broken, chipped, cracked, abraded, or damaged during the construction period.

008070

Steel Windows

Coordinate and cooperate with the Historic Commission on the repair of existing leaded windows. Confirm all repairs comply with the Historic Commission's Certificate of Appropriateness.

Remove all existent sealant between steel window frames and masonry.

Hardware:

Maintain existing hardware in place unless it interferes with repairing window in place. Replace missing locks and pulls with material, profile and finish matching existing as closely as possible.

Replace all cracked, broken and missing lights with clear sheet glazing-quality glass, or glass to match existing, thickness 3/16 inch or to match existing thickness.

Remove all existing paint, oil, grease, rust, and scale from all steel window surfaces, exterior and interior, including undersides and hidden locations, using mechanical and chemical methods, as necessary.

Repair moderately damaged and deteriorated components by welding or brazing new pieces to existing. Replacement sticking profiles are to match existing.

Repair all holes, cracks, and minor damaged deterioration with approved epoxy metal filler following manufacturer's instructions. Finish all filled areas by sanding exposed epoxy smooth and flush with surrounding surface, after curing time has elapsed. All repairs shall be as inconspicuous as possible.

When metal repairs are complete, prime all exposed metal surfaces within two hours of complete cleaning down to bare metal surface. Finish color for interior and exterior of steel windows to be selected by DLBA.

Provide spring-metal weatherstripping with an integral friction fit clip. Apply weatherstripping after the repaired window is painted.

Provide backer rod and sealant around steel window frame assembly to isolate metal window frames from adjacent masonry.

Adjust operating sash and hardware to provide smooth operation and weatherproof closure.

The Contractor shall be responsible for protection of the windows during construction.

DIVISION 09 - FINISHES

009010 Drywall Repair

Quantities listed in the Scope of Work are relative and are only intended to lead the Contractor to the areas needing repair. Small quantities of drywall (example: 2 square feet) can hardly be repaired. Therefore, the Contractor shall replace as much drywall as is necessary to make satisfactory repairs.

Screws shall be used to secure drywall to ceilings in order to prevent pops.

Nail pops, blistering in tape joints, protruding or uneven joints, or other visible blemishes on gypsum wallboard visible from 2 feet under normal lighting conditions are considered excessive and will be corrected by the contractor.

009020 Mold and Moisture Resistant Drywall

Paperless (fiberglass faced) mold resistant drywall shall be used in areas subject to moisture (i.e., in bathrooms, in laundry areas, kitchen areas adjacent to sinks, and basements). All edges, holes, and joints shall be treated with a mold resistant setting type joint compound designed for this purpose. Conventional wallboard tape shall not be used. Two-inch fiberglass tape shall be used. In the tub and shower area locations, set the edge of the wallboard 1/4 inch above the fixture. In tub and shower wall locations, where ceramic tile is to be installed, drywall is not to be used. An approved tile backer substrate is required. Drywall in basements shall be held a 1/2 inch above the floor.

009030 Ceramic Tile

All new floor tile installations in bathrooms shall include a new threshold, using natural, or synthetic (manufactured) marble. The new threshold shall fit the opening, and set tightly between doorjamb, so that a watertight seal is made. The Contractor shall make sure that the finished floor level of the new floor matches the level of adjacent floors.

009040 Carpet

New carpet shall conform to HUD UM-44D. Carpet cushion shall comply with UM 72 – Class 1. Carpet and pad must meet the Carpet and Rug Institute's Green Label certification.

009050 Painting

Use paints and primers meeting Green Seal G-11 Environmental Standards. All interior woodwork, including access panels etc., shall be painted with semi-gloss, gloss, or satin sheen finish. Ceilings shall be painted with flat sheen finish. Walls shall be painted in an eggshell or satin sheen finish.

Touch up paint color to match adjacent surface. Repaint entire wall if touch-up patch is identifiable from 4 feet under normal lighting conditions.

009060 Repair Wood Flooring

Remove broken, decayed, worn, or otherwise defective members of the existing wood floor, to a point of undamaged material. Care shall be taken, during the removal, to not rip or break the tongues from the flooring strips, or the pieces that are intended to be retained. Match the existing species, grade, size, thickness, type, pattern, and finish. Remove all plaster, mortar, paint drippings, dirt, and debris from the sub-surfaces. Inspect the surfaces to receive flooring to assure that they are sound, level, even, and dry. The flooring shall be shimmed, where necessary, and be properly secured at the points of bearing. Tighten all loose floorboards. Install new wood to the area to be repaired, blind nailing through the tongue at 12-inch centers. The last board may be face nailed using finishing nails. The entire floor area shall be inspected for popped, or protruding nails. All nails shall then be countersunk, and wood filled. The area shall be sanded smooth and free of roughness, ready to accept the final finish coat.

009070 Sanding and Refinishing

Prior to sanding, the Contractor shall check that the floors have been re-nailed to eliminate squeaking. Re-nail as needed to eliminate squeaking. All nails shall be countersunk, and their holes shall be filled. The floors shall be swept clean, and vacuumed before, and after sanding. The floors shall be machine sanded, beginning with No. 2 paper, and graduating to No. 00. Where machine sanding is impossible, they shall be hand scraped, and hand sanded to give a smooth, even finish. A minimum amount of wood surface shall be removed. All sanded, and refinished floors shall require shoe moldings. All new, or existing shoe moldings shall be set flush to the floor.

009080 Wood Floor Finish

Do not begin installing finish until the DLBA inspects and approves all floor repair and sanding work. Wood Floor finish shall comply South Coast Air Quality Management District Rule 1113, Architectural Coatings. Before performing work, select test area with DLBA for approval.

009090

Transitions

Provide transition strips where there is a finish floor difference of $\frac{1}{4}$ " or greater. Aluminum or oak transitions shall be approximately one inch wide. A transition strip for vinyl floor covering may be a standard preformed vinyl strip, cemented to the floor.

DIVISION 10 – SPECIALTIES

010010 House Numbers

When specified, provide a clear white pine board approximately 20 inches, by 7 inches, by 1-inch nominal thickness. Dress the edges, sand smooth, prime and paint with two coats of exterior house paint to match existing trim of the house. Provide numbers 3 inches high, by 1/4 inch thick of: 11-gauge galvanized steel, plastic, or aluminum, evenly spaced on the finished board. Mount the board to the front exterior wall of house in a suitable location that then can be read from the street, or sidewalk, in the DLBA's estimation. Use "A & J", or other appropriate anchoring inserts for masonry, or stucco houses. Mount with wood screws, for frame houses. The numbers shall not be applied with adhesive, or staples.

DIVISION 11 – EQUIPMENT

011010 Appliances

Refer to Kitchen Layout Plan for required clearances in Kitchen:

Ranges – 30 inches wide

Refrigerators – 36 inches wide

Dishwashers – 30 inches wide (includes 24" clear width with 3" fillers on each side)

DIVISION 12 – FURNISHINGS

012010 Cabinetry

All new cabinets must meet the minimum standards of the Kitchen Cabinet Manufacturer Association (K.C.M.A). Contractor shall verify, in the field, all cabinet and countertop dimensions listed in the Scope of Work.

Base cabinets, if designed to rest directly on the floor, shall provide a toe space at least 2 inches deep, and 3 inches in height. A shoe molding shall be placed over the joint between the toe space and the floor; vinyl base can be used.

New upper cabinets shall be attached with wood screws. Nailing these cabinets to the wall is not acceptable.

All particleboard components shall meet ANSI A208.1 for formaldehyde emission limits or all exposed particleboard edges shall be sealed with a clear low VOC sealant or have a factory applied sealant prior to installation. All MDF edges shall meet ANSI A208.2 for formaldehyde emission limits or all exposed MDF edges shall be sealed with a clear low-VOC sealant or have a factory applied low-VOC sealant prior to installation.

012020 Countertops

Provide smooth, clean exposed tops and edges in uniform plane free of defects.

Samples

Submit samples of countertop to DLBA for approval. Samples shall show anticipated range of color, texture, and finish to be expected in the final installation.

Field Measurements

The Contractor shall verify, in the field, all countertop dimensions. Field measurements shall be taken once all cabinets have been installed in their permanent positions. The following related components must also be available at time of measurement (templating):

- Cabinet Doors
- End Panels
- Cabinet Hardware
- Sinks (and Manufacturer-supplied templates)
- Plumbing Fixtures
- Electrical Outlets (roughed in)

Edge Profiles

Edge profile shall be radius unless otherwise noted.

Stone Countertops

In designs where part of the countertop is spanning between supports, the length of the span shall be limited to 2'- 0" (600 mm) for $\frac{3}{4}$ " stone thicknesses and 3'- 0" (900 mm) for 1 $\frac{1}{4}$ " stone thicknesses. In designs where the countertop is cantilevered or overhanging the supports, the cantilever shall be limited to 6" (150 mm) for $\frac{3}{4}$ " thick countertops and 10" (250 mm) for 1 $\frac{1}{4}$ " countertops, but in no case may the cantilevered portion represent more than 1/3 of the width of the countertop. Cantilevered countertops exceeding these dimensions will require corbelled supports beneath the stone. The exposed underside of cantilevered portions of countertops will be sawn or otherwise unfinished surfaces.

Butcherblock

Wood should be FSC certified renewable resource. Include with sample the wood type. Standard thickness shall be 1-1/2". Solid wood construction with no veneers or mdf cores. Grain-Pattern shall be Edge Grain with Butt joints. Wood surface shall be protected by an environmentally friendly finish. Finish shall be approved for contact with food, 100% VOC free, resistant to stains, cleaning products, and solvents. Apply the same amount of finish to all surfaces, sides, and ends. Provide product information on the finish to the DLBA for approval.

In cases where the countertop is cantilevered or overhanging the supports, the cantilevered portion shall not represent more than 1/3 of the width of the countertop. Cantilevered countertops exceeding these dimensions will require supports.

DIVISION 22 – PLUMBING

022010 Wall, Floor and Ceiling Plates

In finish spaces and within sink and vanity bases, furnish a chromium plated sectional escutcheon on each pipe or hanger roof penetrating the wall, floor, or ceiling. Plates shall fit snugly.

022020 Water Heater

Water Heaters shall be 90% efficient power vented, insulated to R-7, with a minimum 10-year warranty.

022030 Hose Bibbs

Hose bibbs shall be located at the front and rear of the property for proper servicing of the yards (when existing) or located within 6 feet of the area when penetration of front or rear wall is impossible. The hose bibbs shall be frost-proof type. Hose bibbs shall have vacuum breakers.

022040 Fixture Requirements

Toilets: Water Closets shall be WaterSense Certified. They shall be “Dual Flush,” 2-piece, close coupled, white, vitreous china commode with flow rates of 1.6 and .9 GPF for its respective high and low flushes.

Showerheads: Shower heads shall be WaterSense Certified. They shall have a maximum flow rate of 2.0 gallons per minute.

Bathroom Faucets: Bathroom sink faucets shall be WaterSense Certified. They shall have a maximum flow rate of 1.5 gallons per minute.

Kitchen Faucets: Kitchen faucets shall be WaterSense Certified. They shall have a maximum flow rate of 1.5 gallons per minute.

022050 Drain, Waste, Vents

All trenches shall be backfilled evenly and be thoroughly compacted using acceptable fill materials. In no case shall the excavation for trenches undermine or disturb the stability of the building foundations or concrete located in the public or easement areas.

If the scope of work includes replacement of sanitary sewer piping, an inspection by DLBA must be made before the new line is backfilled. The Contractor shall provide the DLBA with a fiber optic video tape of the new sanitary sewer piping with their request for a DLBA inspection. The Contractor shall provide the DLBA a minimum 48-hour advance notice. The Contractor shall secure the site with temporary fencing to prevent access to the area to be backfilled prior to DLBA inspection.

Sanitary sewers scheduled to be routed shall be cleaned all the way to the main sewer connection(s). Drains when routed shall be free of all miscellaneous debris to allow the free and unobstructed flow of liquids and solids.

Clean outs shall be provided at the base of each stack.

DIVISION 23 - HEATING VENTILATING AND AIR CONDITIONING

023010 **Furnaces**

All gas fired furnaces must meet Energy Star Program Requirements and must have minimum 90% AFUE rating.

New units shall have ratings sufficient to ensure proper heating of all habitable rooms within the living unit they are intended to serve. Use the Air Conditioning Contractors of America (ACCA) Manual J for heat loss calculation (calculate manual J based on the post rehab building envelope) and Manual S for equipment selection. Provide both Manual J & S reports with first Draw documents. Heating systems shall be designed, installed, and balanced, or adjusted to provide for the distribution of heat to all habitable rooms, and other spaces in accordance with the calculated heat loss of the spaces to be heated.

Owner's manual and warranty documents shall be left for the new homeowner, with copies to DLBA at final approval.

023020 **Duct Sealing**

Seal joints, collars, flex duct connections and seams in ductwork and plenums with fiberglass mesh and a 1/16-inch coating of duct mastic (about the thickness of a nickel).

023030 **Humidifier**

The humidifier shall be of proper size to provide adequate humidity (38% @ 10 degrees F.) for the size of the dwelling unit.

023040 **Bathroom Exhaust Fans**

All Bathrooms shall be equipped with a wall switched exhaust fan, exhausted to the exterior. Refer to scope of work for size of fan and controls. The fan shall be Energy Star approved, no less than 70 CFM operating at 1 sones or less. The fan shall provide a minimum of 8 air changes per hour of bathroom air. The fan switch shall be separate from the light switch. Undercut the door, if necessary.

DIVISION 26 – ELECTRICAL

026010 General

Contractor shall provide lump sum to provide new electrical systems. Lump sum shall include demolition of any existing wiring and boxes. Lump sum shall include installation of new:

- 150-amp panel (up to 20 circuits) to code (Label breaker panel).
- 220 Volt lines for dryer and stove
- Dedicated circuits for electrical appliances, dryer, range, microwave, and dishwasher to code.
- Junction boxes for smoke detectors and CO2 detectors necessary to meet code,
- Receptacles and switches. Receptacles must be properly grounded. Install new GFCI receptacles per code.
- Wiring for 5 pull chain lights in basement.
- Receptacle and switch covers.
- Labor and material for one dedicated circuit for receptacle above fireplace.
- All lighting shall be LED

026020 Doorbell

Doorbells shall be hardwired and shall include new doorbell button, mounting screws and cover, wiring, chimes or bell, housing, mounting screws and brackets, transformer, etc. Doorbell button and chime or bell shall be installed in accordance with the manufacturer's instructions. The unit shall be installed at the main entry to the structure.

026030 Exterior Light Pole

If existing pole is to be salvaged, remove the existing wiring back to new electrical equipment. Install new code approved wiring in accordance with the NEC and the local code.

If the scope of work specifies, replace the existing light fixture. The new fixture shall be energy-star rated, contain a built-in photocell, and rated for wet locations.

DIVISION 32 - EXTERIOR IMPROVEMENTS

032010 Fences and Gates

Fencing shall be rigid, straight, and plumb, following grade levels where practicable.

Verify layout information for fences and gates shown on the Drawings in relation to the property survey and existing structures. Verify dimensions by field measurements.

Stake locations of posts, gates, and terminal posts. Notify DLBA before fence posts are installed.

Lay out fence posts at equal spacing not exceeding eight feet.

Post holes

Terminal, corner, and gate posts shall be set in 12-inch diameter, 36-inch-deep concrete footings. Line posts shall be set in 9-inch diameter, 36-inch-deep concrete footings.

Keep surface of concrete footing 2 inches below grade unless post is set in paving, where concrete shall meet surface of paving.

Excavation

Drill or hand-excavate (using post-hole digger) holes for posts to diameters and spacing indicated, in firm, undisturbed or compacted soil.

Unless otherwise indicated, excavate hole depths approximately 3 inches lower than post bottom, with bottom of posts set not less than 36 inches below finish grade surface.

Setting Posts

Center and align posts in holes 3 inches above bottom of excavation. Space a maximum of 8 feet unless otherwise indicated.

Protect portion of posts above ground from concrete splatter. Place concrete around posts and vibrate or tamp for consolidation. Check each post for vertical and top alignment and hold in position during placement and finishing operations.

Brace Assemblies

Install diagonal wood braces as required at end and gate posts and at both sides of corner posts, in accordance with manufacturer's written instructions.

Vehicle Gates

Gates shall be swing type with a latch. All hardware shall be galvanized. Vehicle gates shall be of a width appropriate to their intended use and shall also include a drop-rod assembly, an appropriate latch that secures both halves together and swivel gate caster wheels. All gates shall operate easily and properly. A hole shall be drilled 2 inches into the concrete to accept the drop rod. A metal sleeve sufficient in diameter and depth shall be provided to receive the drop-rod assembly.

Man Gates

Hinges shall be 180-degree inward swing. Latches permitting operation from both sides of gate with provisions for padlocking accessible from both sides of gate. Man-gate shall include spring closer.

After repeated operation of completed installation equivalent to 3 days' use by normal traffic, readjust gates for optimum operating condition and safety. Lubricate operating equipment and clean exposed surfaces.

032020 Lawns

Minor corrections to the grade shall be a part of this Contractor's work as required to complete the proper installation of the lawn work. The lawn shall be seeded or sod only during the appropriate seasons, when the soil is frost free and weather conditions are favorable. All areas to be seeded or sodded shall be properly graded and free of existing grass, weeds, debris, and rocks.

032030 Seed Lawn

Seed shall be Pennlawn red fescue. Fertilizer shall be commercial type known as 10-6-4. When the soil has the proper moisture content, spread fertilizer over the prepared area to be planted and rake it into the soil. Apply fertilizer at a rate of 3 pounds per 100 square feet of area. Lightly roll the ground in two directions before seeding. Seed shall be broadcast at a rate of one pound per 200 square feet of area. Rake the seed in gently and again roll the entire area. Cover the newly seeded section with a one-inch mulch of peat moss, well-rotted manure, or native organic material. After mulching, thoroughly water all seeded areas with a fine spray.

032040 Sod Lawn

Sod shall be nursery grown, fresh cut, free of noxious weeds and seeds and well rooted. It shall be cut and then laid as soon as possible, weather conditions permitting. Sod shall be at least one inch in uniform thickness. The type shall be best quality Kentucky Blue Grass or equal. Fertilizer shall be commercial type known as 10-6-4. When the soil has the proper moisture content, spread fertilizer over prepared areas to be covered, and rake it into the soil. The sod shall be installed in a regular pattern starting at the base of any slopes and paralleling contours. Strips shall be tightly butted, and the end joints shall be staggered. Sections shall be heavily watered following placement and again when the entire installation is completed. A few days after installation, the sod shall be rolled lightly and again watered thoroughly.

032050 Tree Trimming and Stump Removal

When limbs larger than 2 inches in diameter are removed, the butt end of the branch remaining on the tree shall be sealed. Neither branches nor limbs shall obstruct the use of sidewalks or driveways, nor project to within 2 feet of structure(s) located on the property.

When a tree stump is to be removed, all visible traces shall be removed to a point at least 6 inches below the finish grade and the hole backfilled with topsoil. The entire area shall be raked smoothly and broom-swept clean. Reseed area, weather conditions permitting.