



Department of City Development

City Plan Commission
 Neighborhood Improvement
 Development Corporation
 Redevelopment Authority

Rocky Marcoux
 Commissioner

Martha L. Brown
 Deputy Commissioner

DUE DATE: 12-10-2012

**BIDDING
 DOCUMENTS**

Scope of Work and Specifications
 for
 Remodeling and Repairs

Open house December 4th 9:30 -11:30 am

CONTRACTOR NOTE: Please respect the privacy of NIDC clients, and visit properties only if you have first contacted the owner by phone, and have confirmed an appointment with the owner of the property. Showing up un-announced is not acceptable.

at
 2927 N 55TH ST
 Milwaukee, WI 53210-1562
 Melissa Williams's Property

Bids for this Project
 are being solicited for
 the following contractor types:

NSP HBA Loan Program

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**NOTE: Please contact Robert McInnes at (414) 286-6458 for new Rehab Specifications.
 ONLY ONE COPY PER CONTRACTOR.**

GENERAL BID CONDITIONS AND INSTRUCTIONS

LOAN PROGRAM

Financing for work under this contract is provided through the City of Milwaukee, Neighborhood Improvement Development Corporation (NIDC) who, through its loan agreement with the Owner, reserves certain rights and privileges as Lender, which include but are not limited to: development of the scope of work, assistance with the bid process, preparation of the Contract, approval of change orders and payments, and other aspects associated with contract execution and implementation.

SITE INSPECTION

The Contractor must meet with the Owner at the property to inspect and review conditions prior to submission of a bid.

ADDENDA

If NIDC or the Owner determines the necessity for additional information and/or clarification(s), an Addendum will be posted on the internet at <http://city.milwaukee.gov/NeighborhoodImprovement/NIDCBIDPackages.htm>
Any addendum will be posted at least one week before bids are due.

To be eligible, all bidders must acknowledge receipt of the Addendum/Addenda, if issued.

BIDDER ELIGIBILITY

1. Contractor must have experience with similar projects and hold a current City of Milwaukee Home Improvement contractor's license, or hold other licensing as required.
2. Contractor certifies that neither he/she nor any of his/her subcontractors is ineligible to be awarded a federally funded contract.
3. Contractor may not be debarred by NIDC. A copy of the NIDC debarment policy is available on request. Generally, NIDC considers debarment if a contractor does not perform satisfactory work, fails to pay sub-contractors or material suppliers, fails to complete jobs on time, or in other respects does not meet reasonable standards of performance.
4. Contractors are hereby notified that NIDC will check public records to verify that it, and entities controlled in whole or in part by it and its principal owners is not delinquent with property tax payments due the City of Milwaukee, does not have outstanding code orders for properties located in the City of Milwaukee, does not have a record of fines for unabated City of Milwaukee building code violations, and does not have felony convictions related to neighborhood safety and stability.
5. Contractor shall, as part of her/his bid, submit:
 - a) A list of the principal owners of the firm submitting the bid,
 - b) A list of all property located in the City of Milwaukee owned by Contractor and its principal owners.
 - c) Birth date and other information as requested by NIDC to verify court and other records.
 - d) Failure to provide this information will result in delays and may be cause for rejection of your bid.

BID REJECTION/ACCEPTANCE

1. The Owner reserves the right to reject any and all bids and to waive informalities. It is NIDC policy that, if: (a) the Contractor's proposal/bid complies with the specifications and other requirements, and (b) the Contractor meets NIDC's minimum requirements as outlined herein, and (c) the selected bid is reasonably within range of the market price for the work, then Owner may select any Contractor who, in Owner's opinion, is the most responsible and responsive bidder.
2. When a contractor's bid is accepted, he/she shall receive the following documents for execution.
 - A. Contract to Perform Rehabilitation Work
 - B. Subcontractor Schedule
 - C. Standard Contractor Invoice Documents

CONTRACT CONDITIONS

On written request, NIDC will provide contractors a blank template of the Contract language, which includes provisions for liquidated damages, contract cancellation, and other terms and conditions.

PERMITS

The contractor shall obtain and pay for all permits required to complete the contract. No work shall commence until permits have been obtained. These permits and licenses must be kept current and in force during the term of the contract and warranty period. A lead abatement permit must be obtained from the Milwaukee Health Department, and MHD will monitor the work. Contractors and employees must be eligible to obtain lead abatement permits and perform lead abatement work.

PAYMENT SCHEDULE

The selected contractor shall submit a requested schedule of payments and schedule of values that will apply to work completed for this project. Generally payments are made available in amounts no less than \$5,000.

RETAINAGE: At Owner's and/or NIDC's discretion, 10% of the requested amount may be withheld pending punch list work including lead clearance from the Milwaukee Health Department. Contractors are also placed on notice that, for Rental Rehabilitation projects, the last \$1,000 of NIDC loan dollars are held pending the property owner's submission to NIDC of acceptable tenant certifications.

SPECIFICATIONS

The City of Milwaukee "Rehabilitation Technical Specifications and Performance Standard" are incorporated herein by reference. Copies of this document are available at: <http://www.city.milwaukee.gov/RehabilitationTechni16398.htm>. If there is a conflict between the Specifications and the Scope of Work, the Scope of Work shall take precedence.

WITHDRAWAL OF BIDS

Bids may be withdrawn only in total, and only by a written request prior to the award of the contract. Owner has sole discretion to grant a request for a bid withdrawal, and only in the case of an error that will result in a significant financial hardship.

NONDISCRIMINATION

The successful bidder will not discriminate against any qualified employee or qualified applicant for employment because of sex, race, religion, color, national origin or ancestry, age, disability, lawful source of income, marital status, sexual orientation, gender identity or expression, past or present membership in the military service, familial status, or based upon affiliation with, or perceived affiliation with any of these categories as provided by Section 109-1 (3) of the Milwaukee Code of Ordinances. This provision must be included in all subcontracts. Contractor agrees that they will comply with all applicable requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. 12101, et seq

INTEREST IN CONTRACT

No officer, employee or agent of the City of Milwaukee who exercises any functions or responsibilities in connection with the review, approval or administration of this contract shall have any personal interest, direct or indirect, in this contract.

EMERGING BUSINESS ENTERPRISES (EBE) AND SECTION 3 WORK FORCE PARTICIPATION

Contractors are notified that it is NIDC policy to strongly encourage EBE and Section 3 participation on all NIDC-sponsored contracts. Information about the City of Milwaukee's EBE programs is available at <http://www.city.milwaukee.gov/EmergingBusinessEnte1389.htm>.

CITY OF MILWAUKEE – NEIGHBORHOOD IMPROVEMENT DEVELOPMENT CORPORATION (NIDC)
CONTRACTOR RESPONSIBILITIES UNDER SECTION 3

What is Section 3?

Section 3 is enforced by the U.S. Department of Housing and Urban Development (HUD.) Section 3 seeks to ensure that low income residents of the local community have access to the employment and contracting opportunities created by HUD funded programs. NIDC supports and encourages HUD's Section 3 goals.

What projects are subject to Section 3?

If you are a contractor who receives an NIDC contract for more than \$100,000, your project is subject to Section 3 requirements and you have certain responsibilities to comply with Section 3. Whether or not your bid on this project is over \$100,000, NIDC requests that you and your subcontractors fill out a "Section 3 Business Certification Form."

What are Contractors' responsibilities under Section 3?

If you are a contractor who, in a single contract, receives more than \$100,000 of Federal funding through NIDC, the following requirements apply to your project and will be included in the contract (See attached "Section 3 Clause" for language which will be included in contracts):

- Include the "Section 3 Clause" (see attached) in all contracts with your subcontractors on this project.
- Submit a "Section 3 Business Certification Form" and require all subcontractors working on a NIDC funded project to submit a "Section 3 Business Certification Form."
- Strive to meet the Section 3 Business participation goal of at least 10% of the total dollar amounts of construction contracts or subcontracts associated with this contract are awarded to Section 3 Businesses (the definition of a Section 3 Business is below).
- If this contract results in you or your contractors/subcontractors hiring **new employees**, you and your contractors/ subcontractors must attempt to identify and hire qualified Section 3 residents (the definition of a Section 3 resident is below) to fill these positions. "Attempt" means efforts such as recruiting low-income residents through local advertising media, displaying signs at the project site, contacting area community and workforce development organizations, or similar methods. If new employment opportunities are created as a result of this project, NIDC will require documentation of the steps you and your contractors/subcontractors took to identify and hire qualified Section 3 residents.
- Submit a Section 3 Participation Report at the conclusion of each project.

What is a Section 3 Business?

Section 3 Businesses are one of the following:

1. Businesses that are 51% or more owned by Section 3 Residents.
2. Businesses where at least 30% of employees are currently Section 3 Residents, or were within three years of the date of hire.
3. Businesses that commit to and document that at least 25% of the dollar amount of all subcontracts associated with its work on a project will be carried out by businesses which meet one of the two above criteria.

Who is a Section 3 Resident?

Section 3 Residents are:

1. Residents of Public Housing or
2. Individuals that reside in the City of Milwaukee and whose household incomes do not exceed the thresholds below.

(Income levels effective January 1st, 2012)

Family Size:	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Household Income	\$41,000	\$46,850	\$52,700	\$58,550	\$63,250	\$67,950	\$72,650	\$77,300

Is there a current list of Section 3 Businesses?

There is no current list of Section 3 Businesses in the Milwaukee Area. Currently, NIDC relies on businesses self-certification to determine whether or not a business is a Section 3 Business. While the criteria are not identical, many City of Milwaukee certified Emerging Businesses Enterprises (EBEs) may also qualify as Section 3 Businesses. A list of EBEs is available at:
<http://www.city.milwaukee.gov/EmergingBusinessEnte1389.htm>

If you or your sub-contractors are seeking a referral source for qualified Section 3 Residents to be considered for new employment opportunities arising out of NIDC funded projects, please contact the Wisconsin Regional Training Partnership at 414-342-9787 or the Milwaukee Area Workforce Investment Board at 414-270-1700.

If you have additional questions about Section 3 requirements, please contact NIDC.

City of Milwaukee – Neighborhood Improvement Development Corporation Section 3 Business Certification

Section 3 Business Criteria: Your business is eligible for Section 3 Certification if it meets any one of the following criteria. If your business meets one or more of these criteria, please circle the applicable criteria.

1. Fifty-one percent or more of your business is owned and managed by a Section 3 qualified person or persons. (See qualification guidelines below)
2. Thirty percent or more of your permanent, full-time employees are Section 3 qualified persons.
3. You can provide evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications of (1) and (2) above.

Section 3 Person Criteria: A Section 3 qualified person must:

- 1) Be a resident of Public or Indian Housing; or,
- 2) Live in the City of Milwaukee and, earn no more than the following amounts:

(Income levels effective January 1st, 2012)

Family Size:	1	2	3	4	5	6	7	8
	Person	Persons						
Household Income	\$41,000	\$46,850	\$52,700	\$58,550	\$63,250	\$67,950	\$72,650	\$77,300

Section 3 Statement: Please check the appropriate box below.

- My business is a Section 3 business in accordance with the criteria circled above under Section 3 Business Criteria.
- My business is not a Section 3 business.

Signature:	Date Signed:
Name:	Title:
Company Name:	
Address:	
Telephone Number:	

Note: The City of Milwaukee or NIDC may request documentation and additional information as may be reasonably required to certify whether your business qualifies as a Section 3 business. If you are found to have intentionally falsified any information on this report, you may be prohibited from bidding on future City of Milwaukee or NIDC projects.

If you have any questions about this form, please call NIDC at (414) 286-5608.

SECTION 3 CLAUSE
(for inclusion in all section 3-covered contracts)

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low-and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Non compliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

Bid Submission Form

This bid document consists of five (5) pages. They are the Bid Submission Form, the Materials List, the Contractor's References, Contractor Ownership Information, and the Subcontractor List.

All pages must be completed and submitted as your bid. Bid forms must be received no later than . CONTRACTOR agrees this bid shall remain in effect for a period of sixty (60) days. If the OWNER takes no action during the 60 days, the bid shall become void without recourse by either party.

START AND COMPLETION OF WORK

The work presented in this project is to be started within 10 days after Contractor's receipt of a Notice to Proceed and is to be satisfactorily completed within 90 days thereafter. Interior/Exterior Completion and/or Weather-Affected repairs, if any, must be completed as further outlined and incorporated in Bid Attachments A and/or B respectively. (Strike if not applicable.)

BIDDING

Contractors should submit bids to do EXACTLY the work AS DESCRIBED. Any desired changes must be proposed on a separate, "Alternate Bid" page. Any proposed changes are subject to the owner's approval, after consultation with the lender.

MAIL OR DELIVER BIDS TO THE OWNER AT CURRENT ADDRESS

Owner: **Melissa Williams**
Project Address: **2927 N 55TH ST**
Current Address: **4453 N 75th St**
Phone: **(414) 418-1916**

The contractor accepts and agrees to all of the terms and conditions stated in the General Bid Conditions and instructions which are incorporated herein by reference. The contractor hereby further agrees to execute a contract for performance of work as outlined in the "Scope of Work" dated and to furnish labor and materials in accordance with the "Technical Specifications and addenda

for the lump sum BASE BID price of: \$ _____.

Company name _____

Address: _____

City/State/Zip _____

Phone _____

City License # _____

Lead License No _____

Contractor Insurance _____

Expiration. Date _____

By: _____
Signature

Date: _____

Title _____

Witness _____

Federal contractor tax id #or social sec # _____

Note: one of these numbers is required to validate this bid.

If other than sole proprietor, complete the following:

I certify that I am the _____ (Officer or Title) of the corporation named as contractor herein; that _____ (Name of bidder) who signed this bid form on behalf of the contractor was the authorized representative, of said corporation; that said bid form was duly signed for and in behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

(Corporate Seal) BY: _____
Acceptance By Contractor

I have reviewed all bids and hereby accept this bid. I understand that this acceptance is final and may not be revoked subsequent to approval by the NIDC Administrative Review Committee.

Owner's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

Materials List

For the project located at: **2927 N 55TH ST**

I, the contractor, submit the following descriptions and allowances as part of the bid price. Deviations from the materials, quantities or costs as herein specified will result in a change order with cost differences to the contract. The owner will be provided samples for selection in the price ranges or quality levels as shown below.

SIDING: Manufacturer _____ Gauge _____ Style _____
Type of Material _____ Exposure _____ Color _____
Type of Backerboard _____ Warranty Period _____

ALUMINUM TRIM: Color _____ Gauge _____

STORM WINDOWS: Manufacturer _____ Model _____
Finish _____ Quantity _____

STORM DOORS: Manufacturer _____ Model _____
Finish _____ Quantity _____

KITCHEN CABINETS: Linear Feet of Base Cabinets & Countertops: _____
Linear Feet of Wall Cabinets: _____
Manufacturer _____ Model _____
Finish _____ Quantity _____

MEDICINE CABINET: Manufacturer _____ Model _____
(Circle One) Lighting: with / without Mounting: Surface Flush

FLOOR COVERING: Allowance per square yard for flooring, material only: _____
Allowance per square yard for carpet & pad, material only: _____

VANITY: Cabinet Manufacturer _____ Model _____ Size _____
Sink Manufacturer _____ Model _____ Color _____
Material _____
Faucet Manufacturer _____ Model _____

BATHTUB: Tub Manufacturer _____ Model _____
Color _____ Size _____
Material _____
Faucet Manufacturer _____ Model _____
Showerhead Manufacturer _____ Model _____

TOILET: Manufacturer _____ Model _____ Color _____

KITCHEN SINK: Manufacturer _____ Basin (Circle One) 1 2
Material _____ Size _____ Spray (Circle One) yes no
Faucet Manufacturer _____ Model _____

LAUNDRY TUB: Material _____ Basin (Circle One) 1 2

WATER HEATER: Manufacturer _____ Model _____ Size _____ gallon
Fuel: (Circle One) Gas Electrical

HEATING: Furnace Manufacturer _____ Model _____
BTUH Input Capacity _____ Fuel _____

HUMIDIFIER: Manufacturer _____ Model _____

ELECTRICAL: Total material allowance for all light fixtures included in bid: \$ _____
Total number of fixtures: _____

Contractor Reference Form

(for project at: 2927 N 55TH ST)

CONTRACTOR: List below three references.

Refer only jobs you have successfully completed and jobs of comparable size and scope to this job. The customer for whom you are submitting this bid may be contacting your references. Be sure to obtain permission from the owners whose names you provide.

REFERENCES

1. Name: _____
Address: _____
Telephone: _____

SIZE OF JOB: _____ under \$10,000 _____ over \$10,000

BRIEFLY DESCRIBE THE WORK YOU COMPLETED:

2. Name: _____
Address: _____
Telephone: _____

SIZE OF JOB: _____ under \$10,000 _____ over \$10,000

BRIEFLY DESCRIBE THE WORK YOU COMPLETED:

3. Name: _____
Address: _____
Telephone: _____

SIZE OF JOB: _____ under \$10,000 _____ over \$10,000

BRIEFLY DESCRIBE THE WORK YOU COMPLETED:

Contractor Ownership Information

Thank you for submitting a bid for a NIDC-sponsored rehabilitation. If you have not been awarded a contract through NIDC in the past 12 months, you must complete this form.

I (we) certify that this information is true, accurate, and complete. I (we) understand that incomplete or inaccurate information may mean my (our) bid will not be accepted by NIDC.

Failure to complete the form may disqualify your bid. Please print clearly.

Full, legal name of your contracting business (no abbreviations):

Address of business: _____

List all owners & partners of this business:

First _____ Middle _____ Last _____ Date of Birth _____
Address _____

First _____ Middle _____ Last _____ Date of Birth _____
Address _____

List addresses of all properties located in the City of Milwaukee that are owned in whole, or in part, by any owner or partner of the contracting business. Include properties under all forms of ownership including LLC's, incorporated businesses, partnerships, etc.

- | | | |
|------------------|-------------------------|----------------------------------------------------------|
| 1. Address _____ | Property taxes current? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | Open code orders? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. Address _____ | Property taxes current? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | Open code orders? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. Address _____ | Property taxes current? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | Open code orders? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. Address _____ | Property taxes current? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | Open code orders? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 5. Address _____ | Property taxes current? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | Open code orders? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 6. Address _____ | Property taxes current? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | Open code orders? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Attach additional sheets if necessary.

Sub-Contractor List

I (we) certify that this information is true, accurate, and complete. I (we) understand that incomplete or inaccurate information may mean my (our) bid will not be accepted by NIDC. Attach additional sheets for other sub-contractors or material suppliers.

The total of EBE sub-contracts, including material suppliers is: \$ _____

The total of Section 3 sub-contracts including material suppliers is: \$ _____

ELECTRICAL		Amount of Subcontract	\$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
PLUMBING		Amount of Subcontract	\$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
HVAC		Amount of Subcontract	\$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
CARPENTRY		Amount of Subcontract	\$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
CONCRETE & MASONRY		Amount of Subcontract	\$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
LEAD ABATEMENT		Amount of Subcontract	\$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
INSULATION		Amount of Subcontract	\$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No

Neighborhood Improvement Development Corporation (NIDC)

Community Improvement Projects Guidelines and Procedures

Matching \$3,000.00 grants are available for sustainable projects that engage residents and physically improve a neighborhood. Projects should be limited geographically to maximize impact on a neighborhood, and be easily identified as significant improvements that have the ability to enhance quality of life for residents.

Project Proposals

Organizations must submit the official NIDC CIP application to NIDC for approval. Applications should, at a minimum, include the following:

- A comprehensive narrative of project goals and neighborhood benefits.
- A detailed budget of expenditures, including a list of all leveraged funds and verification of matching with available commitment letters
- A time line for implementation and completion.

Projects may not begin without NIDC approval.

NIDC will enter into a cooperation agreement with each recipient detailing their project and the eligible use of City funds. Expenditures, and/or matching funds collected before the official approval of NIDC will not be considered as applying to the project. At the project's conclusion, a final report with a photo CD of project accomplishments is required.

General Guidelines

- Professional in-kind *services* are capped at 20% of the grant award (materials/hard goods exempt). Resident labor is not applicable toward in-kind contributions.
- NIDC releases funds on a reimbursable basis. In order to receive reimbursement for project costs, original receipts for total project expenditures must be submitted. Receipts are required for total project expenditures. On an *exception* basis, NIDC may issue third party checks.
- Tools, food and entertainment are not eligible City CIP expenditures (can be used as a match).
- Projects must abide by their approved time line.

Procedure

1. **Submit project application to NIDC by 3:00 PM Friday to for review the following Wednesday by the NIDC Administrative Review Committee (ARC).**
2. ARC staff reviews proposal and project.
3. Upon project approval, NIDC will provide notification authorizing project implementation and a cooperation agreement for signature.
4. NIDC will follow all agreed upon payment schedules, issuing reimbursement within 30 working days of receiving original receipts and/or invoices.
5. Upon completion of project, a final report of the project accompanied by a photo CD should be submitted to NIDC.
6. NIDC issues final payment upon successful completion of the project according to NIDC guidelines and procedures.

Both the "Rehabilitation and Technical Specifications and Performance Standard for the City of Milwaukee - February, 2006" and the "NIDC Addendum to Specifications", effective March 2, 2010, are incorporated into this scope by reference. These items provide an outline of materials requirements and performance expectations. Updated copies can be obtained from NIDC at 809 N. Broadway, (Room 104, first floor).

Miscellaneous: The contractor is responsible to field verify all measurements, the amount of materials needed, and the number of windows in the building. If any item in this scope calls for a certain manufacturer, model number, or approved equivalent of a particular item, and that item is to be substituted, both NIDC and the owner must approve the substitution in writing as a part of the contract.

This proposal is separated into the General bid and the Air sealing bid as noted in the specifications. Contractors are to coordinate work with each other and owner.

The intent of this scope is to provide a complete project compliant with HUD standards. It is presumed that all items of work are covered to provide a code compliant home that is in "move in" condition. Any items of work not specifically itemized herein are to be provided in the general contractors bid to achieve move in condition. General contractor is responsible for all permits required by City of Milwaukee Building inspection for work contained herein. General contractor is to coordinate all work. Items specifically not in scope shall be outlined in bid prior to submission or it shall be assumed all work is included for a complete finished home that requires no additional work to achieve HUD standards.

Spec code	Description of work	Note:	Item code	Division Estimate
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General Bid- This proposal is separated into the General bid and the Air sealing bid as noted in the specifications. Contractors are to coordinate work with each other and owner.

Spec code	Description of work	Note:	Item code	Division Estimate
1000	General requirements			\$ <input type="text"/>
1000	Final cleaning	REQ	PbN	
1000	Contractor shall provide owner and rehab specialist with schedule of values for each division of work in bid.	REQ		
1000	Health department abatement permit for all PbA listed work obtained 2 days before start of work and closed at completion of work.	REQ	PbA	
1000	Existing 2nd floor master bedroom, master bathroom and basement finishing was never permitted by City of Milwaukee. All construction, and mechanicals shall be permitted and brought to code.	REQ	Permit	
1000	Provide complete manufacturer brochures and warranty information that comes with each new appliance installed in home under contract. All information shall be submitted before final request for payment.	REQ		
1000	Contractor shall provide owner with a list of subcontractors at request for final payment. List shall include name of company, address, contact person, and phone numbers of whom to contact for warranty work. General contractor and subcontractors shall warranty work for a period of one year from final acceptance by owner.	REQ		

Spec code	Description of work	Note:	Item code	Division Estimate
2050	Removal			\$
2050	provide all removal from site of all items removed during construction. Include dumpster costs in bid price.	REQ	PbN	
2050	remove all existing unpermitted rec room buildout in basement. Abate mold in basement. Remove ceiling, walls, and all electric associated with build out. Leave porcelain keyed light sockets for lighting in basement.	REQ	PbN	
2050	remove all existing drywall as required to allow inspection of electric and plumbing.	REQ	PbN	
2050	Install 30 foot privacy fence to back yard. Provide survey and all permitting	REQ	permit	
6100	Lumber and rough carpentry			\$
	Install collar ties at master bedroom 1/3 down from top of roof at minimum and knee walls at master bedroom two sides entire length. Provide any rough framing required at no additional cost to contract to pass inspection.	REQ	permit	
6200	Finish Carpentry and millwork			\$
6200	Remove existing Cabinets and countertop in kitchen and replace with new cabinets and HP laminate top	REQ	PbN	
6200	install new 3' x 5' island and top in kitchen	REQ	PbN	
6200	replace railing on rear jump porch with code compliant railing. Balusters do not meet current code.	REQ	PbN	
6200	Install coat hooks at rear entryway	REQ	PbN	
6200	replace cabinet doors in dining room with new custom doors and clear glass.	REQ	PbN	
6200	replace railing on front porch	REQ	PbN	
9250	Drywall and plaster			\$
9250	Patch existing plaster and drywall anywhere cracks exist.	REQ	PbN	
	Replace all drywall removed to inspect electrical and mechanicals.	REQ	PbN	
9550	Wood floor			\$
9550	Refinish existing wood floor, first floor and upper rear bedroom.	REQ	PbN	
9665	Resilient sheet flooring			\$
9665	remove and replace the vinyl floor in Both bathrooms, Kitchen, and rear stairway to basement and landings. Bring to continuous water impervious surface.	REQ	PbN	
9680	Carpet			\$
9680	Remove and replace master bedroom carpet upstairs. \$15 per SY allowance for carpet	REQ	PbN	
9900	Painting and varnishing			\$

Spec code	Description of work	Note:	Item code	Division Estimate
	Interior- prime where drywall is replaced or plaster is repaired. Paint all Interior walls Touch up varnish.	REQ	PbN	
	Exterior- Scrape prime and paint front porch and rear porch. Scrape prime and paint all other painted trim, soffit, and window jambs on home.	REQ	PbN	
15000	<u>Mechanicals</u>			
15300	Smoke and CO alarms			\$ <input type="text"/>
	install combination smoke CO detectors per code entire house.	REQ	PbN	
15400	Plumbing			\$ <input type="text"/>
15400	Inspect all existing supply, vent and waste plumbing. Bring piping into code compliance.	REQ	permit	
15400	Replace all supply lines thru out home with CPVC Or Pexs per plan. Water shut offs at all fixture locations.	REQ	permit	
15400	Water service entry repair as required. Water shut off to operate freely.	REQ	permit	
15400	Remove old and install new stationary tub in basement complete. Provide waste, supply faucet, arrestors, Back flow preventers, laundry hookups, and fiberglass tub per code.	REQ	permit	
15400	Install backflow preventer hose bib	REQ	permit	
15400	Install new stainless steel double compartment sink in kitchen complete with faucet.	REQ	permit	
15400	Replace existing dishwasher with energy start compliant dishwasher	REQ	permit	
15400	Provide and install 1 vanity cabinet, cultured marble top and faucet both bathrooms two total.	REQ	permit	
15400	Provide and install new toilets both bathrooms, two total.	REQ	permit	
15400	Provide and install 2 piece tub / shower surround and shower faucet both bathrooms, two total.	REQ	permit	
15400	Provide working gas piping to stove in kitchen	REQ	permit	
15500	HVAC			\$ <input type="text"/>
15500	Service and tune existing Boiler. Flush and pressure test system. Fix any leaks.	REQ	permit	
15500	Install missing radiators or baseboard to habitable spaces in home. Include all supply and return piping.	REQ	permit	
16000	<u>Electrical</u>			\$ <input type="text"/>
16400	Electrical distribution			
16400	Remove existing 100 amp service complete. Install new 150 amp service and panel connect existing wiring to code compliant status.	REQ	permit	
16400	Ensure existing wiring/circuitry is installed per code and properly grounded in home. Remove completely all non conforming wiring. Eliminate double tapped breakers from panel. Check outlets for reversed neutrals and proper grounding.	REQ	permit	
16400	Install ceiling fan boxes and new ceiling fans all bedrooms	REQ	permit	

Spec code	Description of work	Note:	Item code	Division Estimate
16400	replace chandelier in dining room with new. \$90 allowance for fixture.	REQ	permit	
16400	reinstall light fixtures at collar tie level in master bedroom	REQ	permit	

Alternate bid

Concrete

Install new 1 1/2 car garage slab to back yard for future garage. Install a continuous floating slab of reinforced concrete not less than 4 inches in thickness over 4 inches of compacted stone. Locate slab suitable for future garage Min 18" from south property line 48" from west property line. Obtain survey as necessary. Slab Reinforcement shall be a minimum of #10 (6X6) inch wire mesh or fiber reinforced concrete. The slab shall be provided with a thickened edge all around, 12 inches wide and 8 inches below the top of the slab. The thickened edge shall have 2 continuous #4 horizontal reinforcement bars placed in the lower third of the thickened edge. Exterior wall curbs shall not be less than 8 inches above the adjoining grade. Set height of slab to Swale water away from from home and garage.

REQ	permit	\$
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Air Sealing Bid- Must be performed by qualified Me2 contractors. This proposal is seperated into the General bid and the Air sealing bid as noted in the specifications. Contractors are to coordinate work with each other and owner.

1000 General requirements

1000	Final cleaning (including windows)	REQ	PbN	
1000	Contractor shall provide owner and rehab specialist with schedule of values for each division of work in bid.	REQ		
1000	Health department abatement permit for all PbA listed work obtained 2 days before start of work and closed at completion of work.	REQ	PbA	
1000	Existing 2nd floor master bedroom, master bathroom and basement finishing was never permitted by City of Milwaukee. All construction, and mechanicals shall be permitted and brought to code.	REQ	Permit	
1000	Provide complete manufacturer brochures and warranty information that comes with each new appliance installed in home under contract. All information shall be submitted before final request for payment.	REQ		
1000	Contractor shall provide owner with a list of subcontractors at request for final payment. List shall include name of company, address, contact person, and phone numbers of whom to contact for warranty work. General contractor and subcontractors shall warranty work for a period of one year from final acceptance by owner.	REQ		

\$

7200 Insulation and vapor barrier

\$

Spec code	Description of work	Note:	Item code	Division Estimate
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This home has been tested and evaluated under the standard procedures of the Home Performance with ENERGY STAR® program. All installed improvement measures will be physically inspected. Blower door testing, infrared scanning, and ventilation fan flow testing, as appropriate, will be performed to verify effectiveness of the work performed herein.

- This Request for Proposal contains a detailed explanation of method and materials to accomplish the desired tasks. Please provide an explanation for any deviation from the scope of work as outlined here.
- Prices include all applicable City permits required to complete the work, materials, waste tracking costs, and daily worksite clean-up.
- Payment is due upon confirmation that the work passed post-inspection by a participating Me2 consultant.
- Homeowner shall indemnify the Me' program, WECC, and the City of Milwaukee, their respective affiliates, subsidiaries, parent companies, officers, directors, agents, and employees against all losses, damages, expenses, fees, costs and liability arising from any design, consulting, product, system, equipment, or appliance.

Specifications:

CFM@SO
3918CFM@SO Goal
2410

Required Air Sealing Measures

7200	Attic Air Sealing -Open Joist Penetrations (Fan Fixtures): Air seal fan fixtures in peak attic with caulk or expanding foam sealant. (Miscellaneous Penetrations): Air seal any penetrations to be sealed with caulk or expanding foam sealant.	REQ	PbN
7200	Knee wall Penetration Sealing: Seal any electrical junction boxes with expanding foam sealant.	REQ	PbN
7200	Chimney Chase: Remove flashing from chimney chase in basement ceiling. Air seal with 2-part urethane foam.	REQ	PbN
7200	Knee wall Floor Juncture (closed floor): Air-seal cavities directly under knee walls by removing flooring to access cavities, filling all openings with backing and air seal with two part urethane foam, and replacing flooring when done. ALTERNATIVE: Drill holes and dense packing cavities with cellulose insulation by tube and bag method (plug all holes).	REQ	PbN
7200	Knee wall Base Plate Sealing: Seal the attic side of the knee-wall base plate / floor seams with either caulk or expanding foam sealant.	REQ	PbN

Required Insulation Measures

7200	Insulation Removal: Remove fiberglass batt insulation from peak attic rafter bays and side attic rafter & stub wall bays.	REQ	PbN
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Spec code	Description of work	Note:	Item code	Division Estimate
7200	Attic- Open Joist Insulation: Insulate the open joist attic from an existing level to a minimum R- 50 level with blown in loose fill cellulose insulation.	REQ	PbN	
7200	Side Attic - Closed Floor Insulation (beyond new kneewall): Add insulation to partially insulated 6" closed floor joist cavities to capacity with dense pack cellulose insulation. Blow loose-fill cellulose insulation over floor to cumulative R-50.	REQ	PbN	
7200	Side Attic (space with bathroom plumbing and soil stack): Spray minimum of 3" two-part closed cell urethane foam on sloped sheathing. Fill remainder of rafter bays with unfaced fiberglass batts.	REQ	PbN	
7200	Eyebrow Roof: Insulate the framed roof cavities above bump outs to capacity with dense packed cellulose insulation. Lift shingle tab, drill roof deck and dense pack by tube method. Fill drilled holes with wood plugs and cover plugs with one ply fabric set in roof mastic, seal shingle tabs back down.	REQ	PbN	
7200	Insulate Exterior Sidewalls - Interior Application: Insulate the exterior masonry sidewalls from the attic where possible, and by drilling through the interior wall surfaces and dense packing the wall cavities by tube method. All drilled holes to be plugged and sealed to "ready for paint" condition. Include all enclosed upper stub walls.	REQ	PbN	
7200	Kneewall Insulation- Un-Insulated Cavities: Install R-13 un-faced fiber-glass batt insulation into the open stud cavities, install an additional horizontal layer of R-13 un-faced fiberglass batt across the studs (staple the top edge of the batt to the knee-wall studs) and cover with house wrap material (anchor house wrap material to the roof deck above and the floor/joists at base).	REQ	PbN	
7200	Kneewall Insulation - Insulated Stud Cavities: Remove cardboard. Install an additional horizontal layer of R-13 unfaced fiberglass batt insulation over the insulated knee-walls. Cover the new unfaced insulation with house wrap material (house wrap material to be anchored to the roof deck above and the floor/joists at the base).	REQ	PbN	
7200	Sloped Ceiling Insulation: Insulate the enclosed slope ceiling cavities to capacity with dense packed cellulose insulation (not including foamed slopes in "new" north closet.	REQ	PbN	
7200	Dormer- Shingle Roof: Insulate the dormer ceiling with dense packed cellulose by tube method. Lift shingle tab, drill roof deck and dense pack by tube method. Fill drilled holes with wood plugs and cover plugs with one ply fabric set in roof mastic, seal shingle tabs back down.	REQ	PbN	
7200	Exterior Wall Dropped Soffit Boxes: Air seal the exterior wall dropped soffit box cavities with dense packed cellulose insulation.	REQ	PbN	
7200	Exterior Wall Dropped Soffit Boxes with Recessed Lights: Replace existing exterior wall dropped soffit recessed lighting fixture with flush mount unit. Air-seal and insulate the soffit box cavity with dense packed cellulose insulation.	REQ	PbN	

Spec code	Description of work	Note:	Item code	Division Estimate
7200	Basement Sill Boxes (Foam): Air seal & insulate the accessible sill box cavities with 3" thick two part urethane spray foam. Required Ventilation Measures	REQ	PbN	
7200	Bath Exhaust Fan Replacement: Replace one of the existing bath exhaust fans with a Panasonic FV-08VKM1 fan . Provide an occupant operable On/Off switch located in the same room as the exhaust fan. Remove and dispose of any existing exhaust duct. Vent the new fan to the exterior with a 4" metal duct. All duct seams must be sealed prior to installation of the insulation, insulate duct with R-5 FSK faced duct insulation. Vent through the roof with a 4" plastic stem vent roof cap, or through a side wall with a dampered vent hood. Note that the 1st floor fan needs to be re-vented anyway, but the upper fan does not).	REQ	PbN	
7200	Re-vent Existing Bath Exhaust Fan: Remove any existing duct from the 1st floor bath exhaust fan unit, replace with a 4" metal duct. All duct seams must be sealed prior to installation of the insulation, insulate duct with R-5 FSK faced duct insulation. Vent through the roof with a 4" plastic stem vent roof cap, or through a side wall with a dampered vent hood. DO NOT VENT INTO SOFFIT.	REQ	PbN	
7200	Rafter Ventilation Sleeve - Knee Wall Spaces: Install rafter ventilation sleeves in the slant ceiling between the knee wall space and the attic. The top and bottom edges of the sleeve are to be anchored to the roof deck.	REQ	PbN	
8200	Doors			\$
8200	repair existing front and upper porch entry doors. Door Weather stripping: Install adjustable jamb /stop door weather stripping - to include a door sweep .	REQ	PbN	
8200	replace rear door with pre-hung steel entry door complete with deadbolt and entry set key alike.	REQ	PbN	
8200	replace security door hardware with new thumb turn dead bolt and entry set.	REQ	PbN	
8200	repair all doors in home to function correctly. All hardware should function correctly and latch/ lock when closed.	REQ	PbN	
8600	Windows <u>Historic preservation approval required for living and dining room.</u>			\$
8600	<u>Health department abatement permit</u> for all PbA listed work obtained 2 days before start of work and closed at completion of work.	REQ	PbA	
8600	Existing wood windows shall be restored and lead abated in entire home. Follow MHD specifications for abatement. Finished windows shall have restored ropes, contractor to provide finish on windows. Weather strip windows to provide required air sealing for Me2 requirements.	REQ	PbA	

Spec code	Description of work	Note:	Item code	Division Estimate
8600	Window Frames: Remove molding and air seal window frames from the interior with low expansion urethane foam sealant where thermal images show leakage.	REQ	PbA	
8600	Provide and install new wood combination storm screen windows each restored window. Fixed storms are acceptable on fixed windows. Plane each storm window to fit tightly to each window opening.	REQ	PbA	

Melissa Williams

11/30/12

I have read the above scope and approve of it.

Melissa Williams

Date