



Department of City Development
 City Plan Commission
 Redevelopment Authority of the City of Milwaukee
 Neighborhood Improvement Development Corporation

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BID DUE DATE: Tuesday 6-18-2013

**BIDDING
DOCUMENTS**

Scope of Work and Specifications
for
Remodeling and Repairs

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.

OPEN HOUSE:
 Tuesday 6-11-2013 10AM - NOON
 Thursday 6-13-2013 10AM - NOON

at
 3412-3414 N 56TH ST
 Milwaukee, WI 53216-2814

Russell Wright's Property

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

NSP HBA Loan Program

CONTENTS

1	GENERAL BID INFORMATION	4	BID SUBMISSION FORMS
2	DEVELOPERS & CONTRACTORS <i>Responsibilities under Section 8</i>	5	SCOPE OF WORK
3	SECTION 3 <i>Business Certification & Contract Section 3 Clause</i>		

**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 10th, 2013)

Family Size:	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Household Income	\$39,350	\$44,950	\$50,550	\$56,150	\$60,650	\$65,150	\$69,650	\$74,150

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 10th, 2013)

Family Size:	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Household Income	\$39,350	\$44,950	\$50,550	\$56,150	\$60,650	\$65,150	\$69,650	\$74,150

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 June , 2013. 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 **15** 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: **Russell Wright**
Project Address: **3412-3414 N 56TH ST**
Current Address: **3225 S 48th St Apt 5**
Phone: **(414) 688-1927**

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 **5/30/2013** and to furnish labor and materials in accordance with the "Technical Specifications and addenda

for the lump sum BASE BID price of: \$ _____ as detailed in the individual scope itemized costs attached.

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: **3412-3414 N 56TH 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: 3412-3414 N 56TH 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

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 and must be followed. 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) or on line at: <http://city.milwaukee.gov/RehabilitationTechni16398.htm>

Standard Window Treatment: Any task that disturbs a previously painted surface shall be performed by properly certified personnel and requires Milwaukee Health Department notification. Standard window treatment and window replacement shall be performed by properly certified personnel and requires a Milwaukee Health Department Permit.

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.

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. Window treatments are excluded. All measurements are approximate and require field verification prior to bid. 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 meet code compliance.

Code Key:

- Req = required work
- Not req not required work
- Permit = DNS permit required
- Pb-A = MHD permit is required
- Pb-N = MHD Notification is required
- alt = Alternate

#	Area	description of work	Note:	Item code	Total cost
1	Garage exterior general				
2	soffit and fascia	Repair any deficient soffit and fascia entire building.	REQ	PbN	\$
3	address number on alley side	place address numbers on garage per city code.	REQ	PbN	\$
4	asphalt roofing	re roof entire garage install t shaped drip edge	REQ	PbN	\$
5	vinyl siding	Install vinyl siding and trim entire garage	REQ	PbN	\$
6	door	install new service door with passage lock and deadbolt lock	REQ	PbA	\$

Scope of work
Revised 5/30/2013

#	Area	description of work	Note:	Item code	Total cost
7	window	remove windows. Frame and sheath openings to receive new siding.	REQ	PbN	\$
8	paint	Paint all exposed trim on garage.	REQ	PbN	\$
9	HOME EXTERIOR General				\$
10	flat roof	install new modified bitumen roofing on new porch	REQ	Permit	\$
11	Asphalt roof	tear off existing roof sheath with 7/16 OSB. Roof per specifications listed in referenced performance spec.	REQ	Permit	\$
12	Gutters	retain existing gutters. Remove and replace as required for repair on front porch roof.	REQ	Permit	\$
13	Chimney removal	remove existing chimney below roofline, patch roof deck to prepare for new roof	REQ	PbN	\$
14	soffits and fascia	repair any defective soffit and fascia. Replace any missing vents	REQ	PbN	\$
15	Paint	Prime bare wood and provide finish coat to all exposed wood and metal railings entire exterior of home.	REQ	PbN	\$
16	concrete sidewalk	all side walks which have tripping hazards of more than 3/4" or allow water to pond and pitch toward home, must be removed and replaced. Service walk stairs that are cracked or have uneven rise and run not compliant to existing code must be removed and replaced.	REQ		\$
17	Masonry veneer siding	tuck-point entire structure where mortar is defective.	REQ	PbN	\$
18	Vinyl replacement windows	replace all existing windows with new vinyl windows Meeting health department specifications for quality and performance.	REQ	PbA	\$
19	Glass block windows	Install glass block windows with vents both bathrooms. Remove wood jamb as required Install tile return from existing tile to glass block. Provide selection of tile for owner to choose from.	REQ	PbA	\$
20	doors	repair all 4 entry doors to be weatherstrip tight and lock with latch and deadbolt.	REQ	PbN	\$
21	Storm door	Repair existing storm doors to latch and keep moisture and insects out	REQ	PbN	\$
22	front porch deck	remove and replace all rotted wood from front porch. Replace railing with code compliant rail	REQ	Permit	\$
23	Rear porch deck	repair or replace rear jump porch to meet current code.	REQ	Permit	\$
24	hose bib/ backflow preventer	Install backflow preventer to hose bib	REQ	PbN	\$

Scope of work
Revised 5/30/2013

#	Area	description of work	Note:	Item code	Total cost
25	Grading	Correct negative pitch of soil around building where grade specifications are not met. Remove mulch and stones around walls. Remove obstructions that prevent water from running away from walls. Grade specifications: Pitch away from building (1/2" to 1" per foot for 5-6 feet from walls) using an underlayment of blended soil (2/3 clay 1/3 topsoil) which will sheen away water.	REQ		\$
26	lawn	repair any lawn damaged by regrading. Provide topsoil and seed.	REQ	PbN	\$
27	Interior				
28	General				
29	basement buildout	Remove complete all basement buildout. ie: Paneling, drop ceiling, wiring, and studs	REQ	PbN	\$
30	Railings	repair or replace all interior railings that do not conform to code.	REQ	PbN	\$
31	water distribution lines	replace all supply lines thru out home with CPVC Or Pex. Water shut offs at all fixture locations.	REQ	Permit	\$
32	drain waste and vent piping	Repair any defective Drain, Waste and Vent piping piping.	REQ	Permit	\$
33	Gas piping	repair any defective gas pipe.	REQ	Permit	\$
34	Hot water heater	provide and Install 2 high efficiency power vented water heaters complete with all venting required for code compliant installation.	REQ	Permit	\$
35	floor drain	Free palmer valve	REQ	Permit	\$
36	Furnace	Provide and install 2 new 95% High efficiency Furnaces complete with new controls. Confirm that existing ductwork is adequate for use, repairing any defective or inadequate ductwork. Include all work required for code compliant functioning HVAC System.	REQ	Permit	\$
37	Laundry tubs	Repair existing cement laundry tub. Install new faucets and washer connections.	REQ	Permit	\$
38	Lighting fixtures	Provide light fixture allowance of \$1,000. Fixture schedule: Replace all pull chain fixtures, 6 ceiling fans with code boxes, 6 hallway lights (2 per unit and 3 in common stairwell), 2 over kitchen sink lights and 2 bath sconces.	REQ	Permit	\$
39					
40					
41	dryer vent	install 2 dryer vents to laundry area use code compliant pipe	REQ	PbN	\$
42	Circuits	Ensure existing wiring/circuitry is installed per NEC new construction code and properly grounded. Remove completely all non conforming wiring. Replace all switches.	REQ	Permit	\$
43	water service	repair water service. Valve to operate freely.	REQ	Permit	\$

Scope of work
Revised 5/30/2013

#	Area	description of work	Note:	Item code	Total cost
44	windows	Refurbish all basement windows. Repair all broken glass reglaze as required, scrape, prime, and paint.	REQ	PbN	\$
45	interior doors	Replace missing or damaged closet and room doors, install handle with bed/bath lockset when needed	REQ	PbN	\$
46	wall repair	Repair all ceilings and walls in cost effective manner providing the best finished appearance where walls are remaining. All surfaces are to be brought to a smooth surface with a flat plane to be consistent with new plaster.	REQ	PbN	\$
47	paint walls	Paint interior walls of entire home	REQ	PbN	\$
48	paint trim	Refurbish all trim. Paint where painted. Varnish where varnished	REQ	PbN	\$
49	floor carpet	Remove and replace carpet where carpet is presently installed	REQ	PbN	\$
50	floor vinyl	Remove and replace floor and stair vinyl where presently installed.	REQ	PbN	\$
51	Bathroom				
52	Bath vanities	Remove and replace existing medicine cabinets, and lighting both bathrooms. \$300 allowance for two vanities.	REQ	PbN	\$
53	wall repair	Remove plastic wall tile lower bath patch wall	REQ	PbN	\$
54	Lavatory	Replace wall hung sinks with new vanities complete with faucets and tops	REQ	Permit	\$
55	Tile	Repair existing tile both bathrooms. Re-grout as required.	REQ	PbN	\$
56	Toilet	Replace existing toilet both units	REQ	Permit	\$
57	Tub/ shower	Install new shower head both units. Repair existing tile if required.	REQ	Permit	\$
58	Tub/ shower	Reglaze tubs in both units.	REQ	Permit	\$
59	GFI outlets	install GFCI outlet both units	REQ	Permit	\$
60	Kitchen & Pantry				\$
61	Cabinets both units	Clean and varnish upper and lower cabinets both units. Replace cutting boards with new.	REQ	PbN	\$
62	Cabinets lower	Replace drawer fronts in upper unit where damaged with wood to match. stain and varnish to match the existing surrounding area	REQ	PbN	\$
63	countertops	install new laminate tops both kitchens	REQ	PbN	\$
64	sink	install double compartment SS sink with faucet	REQ	Permit	\$
65					
66	Totals	Required Scope			\$
67					
68	Alternates				

Russel Wright
3412-3414 N 46th street

Scope of work
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Housing Rehabilitation Specialist: Bob McInnes
Loan officer: Judy Carson

#	Area	description of work	Note:	Item code	Total cost
69	laundry tubs	install two laundry tubs to basement complete. Provide all electrical and plumbing connections for two units	ALT	Permit	\$
70	Tubs	Provide alternate to remove existing and install two new bath tubs.	ALT	Permit	\$
71	Air conditioning	Provide and install 2 each 13 seer AIR CONDITIONING UNITS TO NEW FURNACES.	ALT	Permit	\$
72	Alternate item 3	provide and install 4 new storm doors entire home.	ALT	PbN	\$