



Department of City Development
Neighborhood Improvement Development Corporation

RIDDING

DUE DATE: 7/8/2022

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. Please wear a mask and practice social distancing while inside the property to avoid transmitting the Coronavirus.

at
6915 W CONGRESS ST
Milwaukee, WI 53218-5414

Swana McIntee-Wallace's Property
(414) 551-2497

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

STRONG Homes Loan Program

CONTENTS

1	GENERAL BID INFORMATION	3	CONTRACTOR REFERENCE FORM
2	BID SUBMISSION FORM	4	SCOPE OF WORK

**NOTE: Please contact John Burke at (414) 286-5652 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. During the time of the Coronavirus pandemic, Contractors are required to wear a face mask and do their best to stay physically distanced by at least six (6) feet while performing interior inspections of the property.

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 public official, employee, board member, or commission member of the City of Milwaukee shall have any interest, direct or indirect, in this contract or receive any premium, commission, fee, or other thing of value, in connection with 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>.

Bid Submission Form

This bid document consists of at least three pages; the Bid Submission Form, the Contractor's References, and the Scope of Work.. **All** pages must be completed and submitted as your bid. Bid forms must be received no later than 7/8/2022. 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 _____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: **Swana McIntee-Wallace**
Project Address: **6915 W CONGRESS ST**
Current Address: **6915 W CONGRESS ST**
Phone: **(414) 551-2497**

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 6/13/2022 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: _____

Contractor Reference Form

(for project at: **6915 W CONGRESS 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:

SCOPE OF WORK		Scope Date:	
Swana McIntee-Wallace - 6915 W Congress St		June 15th, 2022	
<i>Rehab Specialist:</i> John Burke			
<i>Loan Officer:</i> Sam Overton		Program:	
First inspection date: 5/23/2022 Prior version dates: 5/27/22		STRONG Homes	
Both the " Rehabilitation and Technical Specifications and Performance Standard for the City of Milwaukee - February, 2006 " and the " NIDC Addendum to Specifications ," dated 8/23/07 & 5/13/08, are incorporated into this scope by reference. These items provide an outline of materials requirements & performance expectations. Updated copies can be obtained from NIDC @ 809 N Broadway-3rd Flr.			
Lead Related Work: Any task that disturbs previously painted surface shall be performed by properly certified personnel and follow the State of Wisconsin Department of Health Services Administrative Code Chapter DHS 163 regarding the certification for the identification, removal and reduction of lead-based paint hazards (Pb).			
And, if applicable: <input type="radio"/> YES <input checked="" type="radio"/> NO			
Any task that disturbs a previously painted surface requires Milwaukee Health Department notification (Pb-N). Window replacement shall be performed by properly certified personnel and requires a Milwaukee Health Department Permit (Pb-A).			
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.			
Line #	Scope of Work Item	Code	Estimate
EXTERIOR			
SITE			
1	East Concrete Service-Walk Repairs: The East walkway has a ponding area in the rear yard. Eliminate the ponding by; Starting to the South of the ponding area and moving North, replace the pads with higher flatwork to re-slope the entire walkway as necessary to drain into the front yard.	CV	
2	Site Grade: Along the West and Northwest corner of the house, the grade is set too low, allowing water from the neighboring yard/driveway to collect at the foundation. Raise the grade in this area, and create a channel to channel site drainage into the front yard. Install taller window wells, as necessary. Re-install the grass sod., and apply new grass seed at disturbed areas. (Owner is to water grass/seed at completion of the project.)	CV	
3	North Concrete Stoop and Walkway: A.) Replace the concrete pad/s in front of the entry stoop with raised flatwork to create a code compliant step height. B.) The soil under the stoop has receded, and the stoop is apparently being cantilevered from the house's foundation and the side-planter structure. Infill the open areas under the stoop with compacted granular fill.	CV	
4	East Concrete Stoop: The soil under the stoop has receded, and the stoop has sunk. Replace the stoop with a new code compliant stoop. Install a frost proof foundation and footing. Tie the new structure to the existing foundation with rebar. Ensure a code compliant step heights to the service walk and entry.	PERMIT, CV	
HOUSE			
5	Masonry Repairs: Re-point the existing foundation and decorative planter masonry with Type 'N' (color matched) mortar, at all loose and cracked joints.	CV	

6	Front Picture Windows - Exterior Trim work: Remove the wood window stops, and jamb/sill trim work for all six North façade picture windows, and replace with matching molding and trim work (NOT rough framing materials), which are primer painted on all faces before installation, and finish painted on the exterior. (This trim work is rotten, and has evidence of carpenter ant activity.) Replace any underlying structural wood framing, if unstable and/or rotten to create a stable base for the trim work. Caulk all seams and joints.	CV, Pb	
7	Gutters and Downspouts: A.) Gutters; The existing gutters and downspouts are insufficient to handle significant rain loads. Replace all gutters with new 6" gutters (<u>smaller gutters are not acceptable</u>), color is to be "brown". (Include the gutters on the 2nd floor porch.) B.) Downspouts; Replace all downspouts with 3"x4" downspouts. For the East DS from the main roof, down to the porch; extend the DS across the 2nd floor porch deck and directly into the lower gutter - do NOT discharge the drainage across the roof deck. Reconnect the East DS to the existing storm inlet with sealed boots, ABOVE grade. (Install a storm extension so that the connection is above grade.) For the Northwest DS, add a bend and direct drainage at least 6' into the front yard. Provide a splashblock. Install a rubber-boot cap at the existing storm inlet. C.) Finish color for metal gutters and downspouts is to be "dark brown".	CV	
INTERIOR			
GENERAL			
8	Alarms: Remove all smoke alarms which are NOT 10-year sealed units. A.) Install new 10-year smoke alarms at the following locations; One in the basement and common stairwell. One in each bedroom, and in the hallway outside the bedrooms. And one in each living room. B.) Install a carbon monoxide alarm in the basement, common stairwell, and in each kitchen.	CV, Pb	SELF-HELP
BASEMENT			
9	Sump Pump System: Replace the existing sump pump, with a higher quality pump.	CV	
10	Storm Drain Pipe System Investigation: (Issue: The pump and drain system may be short-cycling water, which leaks back into the drain tiles from the storm piping. The owner notes that the pump runs very-very often.) The existing sump-pump system discharges into a storm inlet (under the bar cabinetry) at the Northwest corner of the basement. Investigate this storm drain piping (video scope) to locate any leaks out of this pipe, and branch piping. Document and report your findings, and recommendations to the owner and Rehab-Specialist. Snake out the pipe, if necessary.	CV	
11	Rusty Conduit Repair: Replace the rusty electrical conduit located along the floor, under the bar area in the Northwest corner of the basement. All work to be code compliant.	CV, PERMIT	
12	Dryer Vent: Replace the flexible dryer vent for the gas-dryer with a solid walled galvanized vent pipe.	CV	SELF-HELP
13	Electrical Cover Plates: Install switch cover plates, where missing.	CV	SELF-HELP
FIRST FLOOR			
14	Loose Electrical Receptacle: Re-secure the loose receptacle in the rear bedroom. Install a new cover plate.	CV	SELF-HELP

SECOND FLOOR		
15	Handrail Repair: Install an additional support bracket, and re-secure the loose connection between the uppermost handrail, and the next lower handrail. The handrail is loose at this location.	CV SELF-HELP
BASE BID SUMMARY (Note: Contractors are to provide line item estimates with their bid.)		
Scope Estimate:		
ALTERNATE WORK ITEMS		
16	Alternative Concrete Walkway Replacement: In addition to the concrete walkway replacement noted in work items #1, and #3, replace the remaining North section of service walkway for a uniform appearance.	CV
17	Front Window Replacements: Remove and replace the front picture windows with aluminum-clad (color: Brown) casement window inserts. The interior finish shall be painted white. Caulk all seams and joints. Replace all interior/exterior trim work as necessary with MATCHING (profile and finish) materials. Infill the abandoned venting panels; remove the louvers, infill the cavity with insulation, and install exterior solid panel inserts, painted to match the adjacent trim work. (Note: If this alternate is selected, work item #6 will be eliminated.)	CV, Pb
ALTERNATE BID SUMMARY		
Alternate Scope Estimate:		
Attachments: Site Plan		
Owner Approval:		Date:
<i>owner signature</i>		