



## **NOTICE**

### **COMMUNITY DEVELOPMENT DEPARTMENT**

### **EMERGENCY HOME REPAIR PROGRAM**

#### **Submission Deadline**

*Tuesday, August 24, 2021*

*2:00 p.m.*

*SRHA Community Development*

*530 E. Pinner Street*

*Suffolk, Virginia, 23434*

*757-539-2100*

**NOTICE TO CONTRACTORS**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**EMERGENCY HOME REPAIR PROGRAM**

The Suffolk Redevelopment & Housing Authority is formally accepting separate quotes/proposals on behalf of qualified homeowners for the Emergency Home Repair Program. This program is funded by the Department of Housing and Urban Development through the City of Suffolk

Quote/Proposal Packets may be obtained upon request at the offices of the Community Development Department located at 530 E. Pinner Street, Suffolk, Virginia, 23434, during regular business hours of 7:00 am to 6:00 pm Monday, Tuesday, Thursday and Friday. We are closed on Wednesday through the end of September 2021.

Contractors are encouraged to attend the **pre-quote/proposal walk-throughs to be held:**

**Friday, August 13, 2021, at 11:00 a.m.**  
**322 Bullock Street, Suffolk, VA**

**And**

**Friday, August 13, 2021 at 12:30**  
**1609 Carolina Road, Suffolk, VA**

**Quotes/Proposals will be received and accepted until Tuesday, August 24, 2021, at 2:00 p.m.** at the Community Development office of SRHA. **Packets may be delivered by U.S.P.S. or any other carrier service or delivered in person, sealed and placed in our external drop box or a sealed packet can be left with the receptionist during our summer business hours. Please note that SRHA is closed on Wednesday, through the end of September.**

For further information, please contact Tammy Jackson at (757) 539-2100

# Construction Quote/Proposal Schedule

## **Pre-quote/proposal Contractor Walk-throughs**

*Project #763*

*Friday, August 13, 2021 @11:00*

*322 Bullock St., Suffolk VA  
23434*

*Project #757*

*Friday, August 13, 2021 @ 12:30*

*1609 Carolina Road, Suffolk  
VA 23435*

## **Quote/proposal Submission Deadline**

*Tuesday, August 24, 2021 @ 2:00 P. M.*

## **Contractor Award Decision**

*On or after August 25, 2021*

*SRHA Community Development  
530 E. Pinner Street  
Suffolk, Virginia, 23434  
757-539-2100*

# **QUOTE/PROPOSAL**

# **# 1**

**IDIS # 757**

**1609 CAROLINA ROAD**



**QUOTE/PROPOSAL 1  
SUFFOLK REDEVELOPMENT and HOUSING AUTHORITY  
EMERGENCY HOME REPAIR PROGRAM**

**SCOPE OF WORK / SPECIFICATIONS / PLANS**

Date: August 13, 2021  
ADDRESS 1609 Carolina Road  
Suffolk, Virginia  
PHONE NUMBER: (757) 871-3369  
FUNDING SOURCE: CDBG Program

Base SF: 1760 SF  
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Contractor shall furnish and install the following items per attached plans, "Contractors Handbook and Master Specification Manual", Manufacturers Instructions, applicable 2015 IRC (Virginia Construction Codes), zoning regulations and industry standards:

**GENERAL CONDITIONS: (For information only)**

- 1) Owner choice of all stock colors and fixtures.
- 2) Dwelling is currently occupied.
- 3) Electricity and water are available.
- 4) All site dimensions are based upon visual front from public way.
- 5) Contractor is responsible for all actual field measurements prior to bidding, ordering materials, cabinets or fixtures.
- 6) Any change in these specifications and resultant schedule shall be approved by the Owner, Contractor, Housing Consultant and SRHA prior to implementation of any changes.
- 7) All bid items are subject to final clarification and negotiation by SRHA. Contractor bid prices, deemed reasonable and in the best interest of SRHA, shall be the benchmark for all changes in the extent and type of work to be performed.
- 8) **Lead-based paint notice:**  
**This dwelling was constructed prior to 1978. Contractor shall utilize EPA RRP work practices as prescribed per Lead Risk Assessment performed by Wetland Studies and Solutions, on October 12, 2020, and attached hereto. This action shall only be performed in areas identified as containing Lead-based paint.**

**The following areas contain lead base paint and shall not be disturbed during the scope of work:**

1. The bathroom window sill (an area not in this scope of work)
2. Living room ceiling and walls (an area not in this scope of work)
3. Exterior porch door frame and ceiling (an area not in this scope of work)
4. Exterior perimeter trim: **fascia - an area we are repairing with aluminum coil stock - Contractor will need to work "Lead-safe" in this area.**
5. Detached garage metal walls (an area not in this scope of work)

- 9) Contractor shall contact "Miss Utility" buried utility locating service at least 72 hours prior to scheduling excavation work on any project site. Contractor may proceed after receipt of clearance ticket.
- 10) Bid prices shall include temporary moving and re-moving of any household furniture which weighs more than 30 pounds.

01. **PERMITS:**

\$ \_\_\_\_\_ a. Obtain and post all applicable building, plumbing, electrical and mechanical permits from City Building official at least five (5) days prior to contract start date. Permits shall be posted and made visible from the street. Obtain all interim and final Code inspections prior to concealment of installed work. Submit copies of inspection records to Housing Consultant as source documentation of request for payment.

02. **SIDING:**

\$ \_\_\_\_\_ a. Fiber Mineral Board area:  
Install vertical 1/2" wooden furring strips (pre-drilled and screwed to substrate) – spaced 12" apart. Install 12" Styrofoam solid insulation between all furring strips. Install furring strips as starter and at junction with soffit/eaves. (approximately 1200 SF)

\$ \_\_\_\_\_ b. Masonite area: Remove approximately 260 SF of masonite siding.

\$ \_\_\_\_\_ c. Substrate under masonite:  
Remove and replace approximately 160 SF of sheathing boards – use 7/16" OSB.

\$ \_\_\_\_\_ d. Housewrap at masonite area: Install approximately 260 SF of taped housewrap.

\$ \_\_\_\_\_ e. Vinyl siding: (approximately 1800 SF)  
Install .040" thick, Double 5' vinyl siding per manufacturer "high wind" instructions. Space laps by minimum 3 feet. Work includes all j-channel, starter strips and accessories. Caulk gaps between j-channel and wooden trim using 30-year caulking. Contractor shall show owner a minimum of (6) in-stock vinyl siding colors.

03. **ROOF LINE:**

\$ \_\_\_\_\_ a. Vinyl perforated soffits:  
Cut-out and remove 6" wide by 98% of existing wooden soffits. Nail edges using 6d nails. Install white-color perforated vinyl soffits with f-channel to all soffits/eaves. (Approximately 200 LF)

\$ \_\_\_\_\_ b. Aluminum coil stock:  
Install approximately 300 LF of white aluminum coil stock over all rake and fascia boards and window casings/sills. Caulk gaps.

\$ \_\_\_\_\_ c. Lead Base Paint  
Provide costs to comply with Lead Base Inspection Rule

04. **GUTTER SYSTEM:**

- \$ \_\_\_\_\_ a. Install (approximately 90 LF) of white-color 5" seamless aluminum gutters – clipped @ 36" on center to include approximately 80 LF of matching 2X3" aluminum downspouts connected to (8) plastic extensions.

05. **RIGHT-FRONT BEDROOM FLOOR:** (Approximately 170 SF)

- \$ \_\_\_\_\_ a. Remove furniture (set in adjoining Living Room).  
Remove carpet and padding.  
Replace (2) weak floor areas (one under front window – approximately 6 SF and one near entrance door – approx 8 SF) by removing subflooring, "sister" pressure treated 2X6" lumber to floor joists and install matching thickness OSB plywood – caulk gaps.  
Install 6# pad and 32 threads per square inch wall-to-wall carpet – (\$ 28/yard – carpet allowance). Contractor shall show owner 3 different carpet textures on color sample boards. Reinstall relocated furniture.

06. **UTILITY ROOM:**

- \$ \_\_\_\_\_ a. Replace slider window with new vinyl frame, double-insulated slider window with screen. Unit shall have U-factor of .30 or less. Caulk all gaps. Install ½" painted shoe molding to inside perimeter frame. (Unit is approximately 42" wide by 45" tall)
- \$ \_\_\_\_\_ b. Ceiling & Roof: Diagnose leak in roof in utility room and repair. Install 32 SF of matching thickness taped and finished drywall, where missing or damaged. Prepare entire ceiling; prime and paint entire 80 SF ceiling using approved latex ceiling white applied per manufacturer instructions.

07. **ATTIC:**

- \$ \_\_\_\_\_ a. Folding steps: Replace folding step assembly to include insulated zippered R-38 hatch cover. Sand, prime and paint face panel.
- \$ \_\_\_\_\_ b. Blow-in additional 6" of fiberglass insulation to 800 SF attic area to achieve uniform R-38.

08. **HALL BATHROOM:**

- \$ \_\_\_\_\_ a. Vanity: Remove vanity and connections. After new floor is installed. Install 22X33" wooden vanity (stock color by owner) to include matching fillers to achieve 35" width. Install 36" wide white vanity top (trimmed to fit) to include matching side splashes. Caulk all gaps. Install "Delta or approved equal" chrome single-lever faucet with all connections and replacement trap system.

1609 Carolina Road  
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- \$ \_\_\_\_\_ b. Floor: Remove sheet goods and subflooring to expose floor joists. Install pressure treated 2X8" floor joists, angled to be level, to each existing floor joist- fastened together with banks of 12d nails – spaced 12" apart – both sides. Install 5/8" BCX plywood and cover with glue- down 15-year warranty vinyl sheet goods (\$18/yard VSG material allowance) to include replacement baseboards, trimming door casings, trimming doors to achieve 1" gap between bottom of doors and new floor to include new shoe molding. Area includes linen closet. Area: approximately 48 SF.
- \$ \_\_\_\_\_ c. Entrance door: Ensure proper door operation and fit. Install new lever-style privacy lockset.
- \$ \_\_\_\_\_ d. Painting: Caulk all gaps, prepare, wet-sand, prime and paint all trim and both sides of both doors. Use interior latex paint applied per manufacturer instructions (3 mil. wet- 1.5 mil dry)

09. **HANDRAIL**:

- \$ \_\_\_\_\_ a. Securely fasten hand rail from Sun Room to Kitchen area.

10. **KITCHEN FLOOR**:

- \$ \_\_\_\_\_ a. Remove kitchen floor exposing area to allow Housing Consultant to provide scope of work.
- \$ \_\_\_\_\_ b. Install 5/8" BCX plywood and cover with glue-down 15-year warranty vinyl sheet goods (\$18/yard VSG material allowance) to include replacement baseboards, trimming door casings, trimming doors to achieve 1" gap between bottom of doors and new floor to include new shoe molding.

**END. Work write-up.**



Address: 1609 Carolina Road  
Suffolk, Virginia

Date of specifications: June 29, 2021

The following denotes my summary breakdown of bid prices for the above-mentioned project. These prices shall remain valid for 90 days after bid opening date.

<u>ITEM</u>	<u>BID PRICE</u>
01. <u>Permits:</u>	\$ _____
02. <u>Siding:</u>	\$ _____
03. <u>Roof line:</u>	\$ _____
04. <u>Gutter system:</u>	\$ _____
05. <u>Right-front Bedroom:</u>	\$ _____
06. <u>Utility Room:</u>	\$ _____
07. <u>Attic:</u>	\$ _____
08. <u>Bathroom:</u>	\$ _____
09. <u>Handrail:</u>	\$ _____
10. <u>Kitchen Floor</u>	\$ _____
<b>TOTAL: ALL ABOVE ITEMS</b>	<b>\$ _____</b>

Contractor has completed and attached the Work Write-up to this bid itemization schedule. Note: Due to the level of work required, some portions may be negotiated by SRHA for any budget restraints.

Submitted by: \_\_\_\_\_ (General Contractor Name)

Authorized by: \_\_\_\_\_ (SEAL)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# **LEAD SAFE WORK PRACTICES**



Federal Law requires contractors that are hired to perform renovation, repairs and painting projects in homes built before 1978 to use specific work practices to prevent lead contamination. On all work items flagged as “**Interim Controls**” or as requiring “**Lead Safe Work Practices**”, workers must use lead safe work practices per 24 CFR 35.1350. These practices are represented in the “Lead Safety Field Guide” published by HUD, EPA, and DCD as HUD Publication #HUD-1779-LHC, March 2001 or any HUD-approved Lead Safe Work Practices class. Work disturbing lead based paint is not considered complete until clearance, if required, is achieved.

## **WORKER TRAINING-INTERIM CONTROLS**

The Environmental Protection Agency (EPA), certifies renovation firms and accredit training providers that certify renovators. Renovation firms working on these projects must be certified. At least one certified renovator must be at the job or available when work is being done. The certified renovator may be a certified LBP abatement supervisor who has completed the 4 hour Renovation, Repair and Painting refresher course. (RRP)

## **TEMPORARY RELOCATION**

All occupants must be out of the work area while work items flagged as “interim controls” or as requiring “lead safe work practices” are underway. Children and women of childbearing ages are specifically prohibited from entering the dwelling at any time during the reduction process, including times when work is not in progress.

## **GROUND CONTAINMENT**

During the period of work on exterior windows and porch, maintain ground containment. Attach two layers of 12’ wide 6 mil polyethylene to the building perimeter with staples or furring strips extending 10’ past work station. Construct a work site perimeter curb of 4x4 timbers wrapped under the containment. Create an outer barrier of flags or plastic tape, 3’ on center, 20’ from work site. Close and lock all windows and doors on work site elevation. Remove and replace daily.

## **PRE-CLEAN**

Before any rehabilitation or interim controls activities begin, the structure and site must be inspected and pre cleaned following HUD specified cleaning protocols, as detailed in the Guidelines for Evaluation and Control of LBP hazards in Housing (June 1995 & 1997 Revision), published by the U.S. Department of Housing and Urban Development. Some of the required steps include removing large debris and paint chips followed by HEPA vacuuming of all horizontal surfaces (floors, windowsills, troughs etc). The cleaning protocols described in this publication can assist the contractor in doing a preliminary cleaning and improving the chances of passing clearance inspections after remediation.

## **FINAL CLEAN**

After completion of all rehabilitation using safe work practices and interim controls perform a final clean. Wet mist, fold and remove all containment plastic. Remove plastic from floors last. HEPA vacuum all visible surfaces including clothing, furniture, walls, floors and ceilings from the top down. Detergent scrub all horizontal surfaces in small sections using a 3-bucket cleaning system. Completely rinse with clean water and new supplies. After surface is dry, HEPA vacuum all visible surfaces except ceiling.

**CLEARANCE EXAMINATION**



After completion of all work that disturbed lead base paint and any other lead hazard reduction activities, a qualified person shall perform a clearance examination in accordance with 24 CFR Part 35, including visual inspection and dust wipe samples. The clearance examiner must be independent from the contractor performing the work.