

City of Winter Park Housing Rehabilitation Specifications and Procedures

Specifications:

The specifications shown in this manual are intended to represent items of a quality level known to meet the City of Winter Park's Housing Rehabilitation Program requirements. This document was designed to cover all areas of work done by the Program and should be used in conjunction with the work write-up and/or any architectural plans to determine the particular items for each project. While the City desires to create written specifications that are accurate and non-restrictive for bidding purposes, we may also reference an item by manufacturer's name and number. Contractors are cautioned that all items quoted in this manual are to be used without exception.

Bid Interest:

The City will preview all projects for bid and Contractors will receive from City staff by fax, email, or by pick-up, a Bid Interest Form outlining the proposed scope of work, a date for the mandatory pre-bid walk through, and deadline for all bids. The Contractor must attend the mandatory pre-bid walk through.

Mandatory Pre-Bid Walk Through:

All bidders are required to attend a Mandatory Pre-Bid Walk Through before the submittal of any bid. The purpose of this walk through is to provide and solicit information relative to the scope, purpose, nature, and extent of the work. Also, to examine any local conditions, which may affect the work and its performance. If the Contractor does not attend the walk through they will not be allowed to bid on the project.

Bid Submittal:

After the Mandatory Pre-Bid Walk Through, Contractors will have seven (7) days to submit their bid for the total cost of the project. Submittal of a bid shall constitute an acknowledgement by the contractor that he/she has thoroughly examined the job site and is familiar with the Housing Rehabilitation work write-up and these specifications. All bids must be itemized. The line item total will be used as the basis for awarding the bid. If the winning contractor refuses to accept the project, the contractor may be removed from the bid list for a period of one year, at the discretion of City staff. Mathematical errors, omissions, or other mistakes made by the Contractor, will not free a Contractor from honoring a bid.

Bids shall be made on unaltered Bid Sheet forms furnished by the City. Bids shall be signed in ink and submitted to the Purchasing Department on the first floor of City Hall, West Wing, in a sealed envelope. Identify the envelope with the following information:

Housing Rehabilitation Program

(Address of property to be rehabilitated)
(Due Date and Time)
(Name of Company/Individual Submitting Bid)

Bids may also be received by fax. Faxed bids must follow all the Bid Submittal guidelines but instead of submitting the bid in a sealed envelope a cover sheet with the following information MUST be substituted:

ATTN: Planning Department
Housing Rehabilitation Program
(Address of property to be rehabilitated)
(Due Date and Time)
(Name of Company/Individual Submitting Bid)

All bids should be faxed to: **407-599-3499**

Submit bid in accordance with the instructions listed within the Bid Interest Form regarding time, place and date required. Bids received after the time requirement will NOT be opened and will NOT be considered for award. It is the sole responsibility of the bidder to be sure his/her bid is delivered directly to the Purchasing Division by the required time and date, and that the response is properly sealed and labeled as required. The City will not be responsible for any bid delivered incorrectly or to the wrong address or location.

Bid Awards for Emergency Repairs:

In case of an emergency where time is of the essence and a home must immediately be repaired, all Contractors on the City's Bid List will be contacted immediately and the City will award a bid once at least three (3) bids have been received from contractors that have visited the site. An emergency situation will be classified as a safety or health hazard which must be corrected within at least two (2) business days.

Bid Award:

The bid will be awarded to the lowest responsive bidder that is able to meet the timeline for project completion (7 days for permit application, 35 days for repair). City staff reserves the right to cancel the bid; reject any or all bids. The winning Contractor will be provided to the homeowner for final approval. If the homeowner disapproves of the winning Contractor, City staff shall award the bid to the second lowest bidder.

Modifications and Withdrawals:

Bids cannot be modified after submitted to the City. Bidders may withdraw bids at any time before the bid due date and time. **HOWEVER – NO BID MAY BE WITHDRAWN OR MODIFIED AFTER THE BID DUE DATE AND TIME.**

Taxes:

The City is exempt from Federal Excise and Sales taxes. Tax exemption number: State #85-8012621708C-8.

Permits:

All projects must have required permits. A copy of the permit must be turned in before the commencement of work.

Commencement of Work:

- For all rehabilitation work except emergency, the contractor, unless prohibited by inclement weather, must apply for permits seven (7) days after the contract signing and complete all repairs within thirty-five (35) days after receipt of permits approval.
- Contractor will notify the assigned City Staff as to commencement of work.
- All work shall be satisfactorily completed within the specified time period in the contract. If the Contractor does not complete the work within the timeframe specified in the work contract, the Contractor will have the total value of their bid reduced by 3% for each business day over the 35 day time period, unless the reasons for the delay are beyond the Contractor's control and the homeowner and City agree.
- At the completion of the project, the contractor will inform the homeowner how to use and maintain all installed fixtures, appliances, air conditioning systems, smoke detectors, etc. The Contractor will explain all warranties and give documentation of warranties to the homeowner. The Contractor will also supply City staff and the homeowner with a list of all subcontractors used to install major components (e.g., plumbing, electrical, air conditioning, etc.)

Scope of Work:

The Contractor shall provide all labor, materials, equipment, permits, drawings (if needed), and services for the proper completion of the rehabilitation of the property specified in the work write up.

Work Write Up:

The work write up shall not take precedence over these specifications, architectural drawings, or local and state building codes.

Drawings:

Rehabilitation floor plans are for illustrative purposes only and may not show all work required, exact dimensions, or construction details. Contractors shall verify all dimensions prior to submittal of bids.

Changes in the Write Up/Change Orders:

- Jobs should be completed with no change orders.
- Changes will only be permitted when the Contractor or City staff encounters unforeseen conditions, which impact the work and could not be initially evaluated. The Contractor shall not proceed without authorization from the City's representative. Substitutions of materials, changes in the scope of work or workmanship required by these specifications, which may be proposed by the Contractor, shall be submitted in writing with any costs indicated to City staff for approval.
- City staff reserves the right to send out to bid any necessary change orders.

Workmanship:

- All work shall be performed in accordance with the standards of the industry and done in a professional manner.

Materials:

- All material shall be new, in good condition, and of standard grade unless otherwise agreed to in writing before their delivery to the job. Products and materials should be installed in accordance with manufacturer's directions and specifications.
- When "repair of existing work" is called for by the contract, the item is to be placed in "equal to new condition" either by patching or replacement. All damaged, loose, or rotted parts shall be removed and replaced, and the finished work shall match adjacent work in design and dimension.
- Product types, sizes, colors, etc. shall be in accordance with this specification. Unless authorized by City staff, any product or material that does not match the specification sheet will be removed and replaced with the contractor absorbing all costs incurred.

Incidental Items:

Items not mentioned in these specifications, the architectural drawings, or the rehabilitation write-up that can be reasonably and legitimately inferred to belong to the work described or be necessary, in good practice, to provide a complete system shall be furnished and installed as though specified in every detail.

Security:

The Contractor is responsible for the security and protection of homeowner property while on the premises and will ensure that houses are locked, secure and safe.

Loss or Damage of Work:

- The Contractor is responsible for any loss or damage to the work until the time of final acceptance by homeowner.
- Any loss or damage shall be covered by the Contractors' insurance policy.

Correction of Work:

- Any work that is found to not conform to the project specifications or is deemed unsatisfactory by City staff shall be the responsibility of the Contractor to correct.
- The Contractor will have ten (10) business days from the date of written notification to make corrections to the work.
- If the Contractor fails to make corrections to the work within ten (10) business days the City staff has the right to correct the work and charge the Contractor the cost to correct the work including penalties, interest and costs directly related to the cost to correct the work.
- Payment may be withheld until all required corrections are made to the satisfaction of City staff.

Inspection of Work:

- The Contractor shall facilitate inspection of the work during normal working hours by authorized Building Inspectors, and the work shall be subject to the inspector's acceptance.
- City staff shall be notified before the completion of work that will be inaccessible.

Insurance:

Insurance coverage required by the City must be in force throughout the entire contract term. Contractor must provide certificates of insurance to the City prior to the commencement of the work. Also, should the Contractor fail to provide acceptable evidence of current insurance at any time during the contract term, the City shall have the absolute right to terminate the contract without any further obligation to the Contractor. The Contractor shall be liable for the entire additional cost of finishing the incomplete portion of a project at the time of termination.

At a minimum, such insurance must include but not necessarily be limited to: (1) worker's compensation with minimum coverage equal to the statutory limits; (2) employer's liability insurance with minimum coverage of ONE HUNDRED THOUSAND DOLLARS (\$100,000.00) per accident; and (3) comprehensive general liability insurance, (including coverage for premises-operations, independent contractors, products/completed operations, personal injury liability, bodily injury, property damage, explosion, collapse and underground protection) and automobile liability insurance (for all owned vehicles, hired vehicles and non-owned vehicle(s), both with minimum coverage of FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00) per occurrence and FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00) in the aggregate.

Subcontractors:

- When subcontractors are employed, they shall be bound by the terms and conditions of these Specifications and Procedures insofar as it applies to their work. This shall not relieve the General Contractor from the full responsibility for proper completion of all work executed pursuant to these guidelines.
- Subcontractors shall be used where the experience and expertise of that specific trade is necessary or required by building codes and regulations (Plumbing, Electrical, HVAC, Roofing, etc...).

- Contractor is required to prepare a list of all subcontractors and provide that list to City staff prior to the start of construction.
- All subcontractors are required to obtain all necessary licenses, insurance, and certifications as the Contractor is required to obtain in order to perform work under the Contractor providing services under the Housing Rehab program.
- Contractor is responsible for all persons and subcontractors under their direction.

Warranty:

All rehabilitation work must be warranted by the Contractor for a period of one (1) year. Roof work must be warranted by the Roofing Contractor for a period of three (3) years. During the warranty period, if the contractor is notified of a problem by the homeowner or City staff, the contractor must make arrangements to inspect the problem at the jobsite within 5 working days. If the problem is determined to be the responsibility of the Contractor, he must make corrections within 10 working days. If the Contractor feels the problem does not fall under the requirements of his warranty or is a result of homeowner abuse he should notify City staff. City staff will make all final determinations in regard to corrective action. In the event corrections are not made within the required time limit, City staff reserves the right to remove the Contractor from the bid list until all corrections have been completed.

Building Codes:

All work shall be done in accordance with the regulations of the governing local and state codes, as may be interpreted by the Building Department.

Clean Up:

All construction site debris will be placed in a container on a daily basis. No debris is to be left in the yard. (Code Enforcement will cite for violation) All areas will be thoroughly cleaned at the completion of the project. All debris will be disposed of legally.

Pay Requests:

- The Contractor shall submit a Request for Payment form with the final invoice. No funds will be disbursed until a Certificate of Occupancy has been issued and a copy of the Notice of Termination of the Notice of Commencement has received by the City.
- Once final approval is given and the Contractor's Release of Liens Affidavit is signed along with the owner satisfaction and acceptance form, payment will be distributed to the Contractor.
- To expedite payment Contractors may submit an invoice for the total project amount upon the commencement of work and the City will prepare a check for distribution. It takes the City approximately two weeks to process invoices for payment.

Moving & Lodging:

In rare cases where a homeowner is required to move out of their home during the completion of work the Contractor should include the total number of nights that the homeowner will need alternative lodging and include this as part of the bid response.

Termination & Removal:

If the Contractor disregards laws, ordinances, rules, regulations, codes or orders of any public authority having jurisdiction, or is guilty of a substantial violation then the homeowner or the City, upon giving the Contractor seven (7) days' written notice, may terminate the employment of the Contractor without liability for payment of the improvement price.

The homeowner or the City may also terminate the Contractor at any time by written notice to the Contractor. In this event payment shall be pro-rated based upon the work performed to date.

It will be the sole discretion of the City to remove terminated Contractors from the approved contractor list, making them ineligible for continued bids under the program.

Construction Facilities and Temporary Controls:

- Permit box to be posted at the site on a 4 x 4 post facing the street with a "No Trespassing" sign under the box on all projects requiring a permit.
- A City of Winter Park Housing Rehabilitation Program sign will also be posted in the yard of the home undergoing rehabilitation assistance.
- Use City of Winter Park provided meter on 4 by 4 PT pole with bracing as approved by City Building Inspector where temporary power is needed.
- Temporary Sanitation: Contractor to provide Comfort House or equal with weekly service when required.

Compaction:

Contractor shall be required to meet all compaction requirements and will include all costs in bid.

Site Work and Demolition:

Includes: lot scraping, root raking, brush clearing and removal, and fill.

- Protect existing trees and landscaping not scheduled for removal with barricades at the drip line. Check with City staff at walk through to verify extent of work to be performed.
- Provide temporary erosion and dust control.
- All areas should be compacted to at least 95% of the material's ASTM D-1557 maximum dry density for its full depth.
- Fill shall be free from topsoil, vegetable matter, roots, debris and other deleterious material. Stumps, roots, brush, etc., shall be removed prior to filling.

Termite Control:

Provide EPA approved termiticide and install per Florida Building Code.

Landscaping:

- Additional items such as trees, plants, mulch, etc., will be indicated on the work write up or the architectural drawings.
- No areas damaged or disturbed by construction are to be left with bare soil. Sod or mulch must be installed.

- Trees are to be a minimum of 3" caliper Florida grade #1 or better hardwood.
- Plants and trees shall comply with recommendations and requirements of "American Standard for Nursery Stock" ANSI Z60.1.
- Landscape materials: drought-tolerant, low water "xeriscape" plants where practical.
- Contractor shall be responsible for any plant requirements mandated by the Building or Parks depts. and the Land Use Codes of the City of Winter Park.

Concrete:

- Provide cast-in-place concrete including but not limited to footings, foundations, steps and slabs on grade. Follow ACI codes and standards.
- No concrete is to be placed over grass, roots, or foreign matter.
- Reinforcing: Bars: deformed steel, ASTM A615, grade 60 and Mesh: welded steel wire fabric, ASTM A185. Note: Fibermesh is acceptable in lieu of welded steel fabric.
- Portland cement: type I minimum 2500 PSI at 28 days, ASTM C150.
- Aggregate: Normal weight, ASTM C33
- All concrete slabs shall be separated from existing construction by ½ inch asphalt impregnated expansion joint material.
- Isolation and control joints: industry standard.
- Exterior steps and slabs: broom finish.
- Porch slabs shall be poured on top of stem wall with a ¾ inch overhang.

Masonry:

- Provide unit masonry for block wall construction.
- Concrete block: normal weight, ASTM C145, C90 Type 1, grade N; nominal 8 x 8 x 16" size with hollow cores. Special shapes as required by plans or buildings configuration.
- Mortar: ASTM C270, Portland cement-line mortar, type N above grade, type M below grade, other types as required by application.
- Ties and reinforcing: hot-dipped galvanized ASTM A153.

Fences:

- Fences must be privacy or picket fences, no chain link allowed.
- Posts shall be anchored in concrete. (60 lbs per post)
- All fence installations shall be surveyed.
- All fence installations shall include the removal of any shrubs, trees, flowers, etc., that may be in the way of, or interfere with the fence installation. Care shall be taken to keep such removal to the minimum necessary for installation. Removal of trees must be approved by the Parks Department.

Wood /Plastics:

- Provide rough carpentry including but not limited to: framing, blocking, nailers, plates, sub flooring, sheathing and furring.
- Vertical framing members and furring strips shall be 16 inches on center.
- Materials: Lumber - comply with PS 20 and respective grading rules. Plywood - comply with PSI ANSI A 199.1 or APA performance standard. '
- Provide galvanized steel connectors by Simpson Strong Tie Co. or approved equal.

- Provide certified preservative treated lumber at conditions where wood is in direct contact with masonry or concrete, including sole plates, furring and blocking.
- Pressure treated lumber shall be used for all exterior columns, beams, railings, etc.
- Use ½ inch 4 ply CDX plywood for decking roof and gables.
- Decking needs to be nailed, not stapled.

Finish Carpentry:

- Cement siding/soffit material shall be used for all exterior running and standing trim.
- Materials: Softwoods - comply with PS 20. Hardwoods – comply with NHLA rules. Paint or stain per approved color selection.
- Finish work: of good quality using mitered corners where practical, and staggered joints.
- All exterior fasteners and hardware shall be galvanized or noncorrosive.

Thermal and Moisture Protection:

- Roof/attic insulation achieving a minimum of R-30 (cumulative).
- Roof and attic spaces: provide either batt or blown insulation. Sloped ceiling areas: provide batt insulation, supported by metal rods or continuous galvanized wire mesh.
- Acceptable insulation manufacturers: DOW, Certain-Teed, Manville, Owens Corning or equal.
- Provide spray foam insulation at window and door casings, behind electric boxes, and at wall penetrations.
- Underlayment shall be installed in accordance with the Florida Building Code sub-sections 1507.3.8.1 and 1507.3.8.'2.
- Non-shrinking latex or silicone caulk shall be used to seal exterior wall construction, including visible cracks. Seal framing members in exterior walls, especially penetrations made by mechanical, electrical, or plumbing trades.

Doors:

- Exterior doors are to be steel, six panel pre-hung, foam-filled with wood blocking at lock bore area and trim on both sides. Front doors should include a peephole.
- Exterior locksets will be Kwikset Ultra Max Security Entry Lever (No.740) with satin nickel finish or equivalent. Deadbolts will be Kwikset Ultra Max single cylinder (No.980) or equivalent. All locks are to be keyed alike.
- Interior locksets will be Kwikset Ultra Max Series with satin nickel finish. Privacy lockset (No. 730) Passage lockset (No. 720), or equivalent.
- Contractor will be responsible for providing installation specifications for building department.
- Interior doors are to be "Masonite."
- All door locks are to be satin nickel finish.
- Security doors are to have wire screening.
- All doors are to have a spring doorstop installed where needed.

Windows:

- All windows are to be aluminum, single hung, double glazed, white in color except to match existing and meet Florida Building Code requirements.

- All windows will have a screen.
- Bathroom windows are to be obscured glass.
- Verify manufacturer's rough opening requirements with windows scheduled on plan.
- Verify windows on plans meet egress requirements of the Florida Building Code.
- Contractor will be responsible for providing installation specifications required by the Building Department.

Laths and Plaster:

- Portland cement plaster (stucco, not "stucco-like veneer"): 3 coats for frame, 2 coats for block complying with ANSI A42.2 and A42.3.
- Metal lath: comply with MLSFA "Technical Bulletin 101" and ASTM C841.
- Provide zinc alloy or plastic plastering accessories including, but not limited to, small nose corner beads, square edged casing beads, two-piece control joints and fasteners.

Drywall:

- Provide gypsum board as the typical finish on the project, including, but not limited to, walls, ceilings, and soffit. Provide necessary accessories, anchors and metal corner bead.
- Gypsum wallboard: ½ inch thick; comply with ASTM36-screwed.
- Tub/shower and other moisture-prone areas: provide cement-based backer board.
- Joint treatment shall comply with ASTM C475 as recommended by the manufacturer.
- All drywall shall be made from 100% recycled paper.
- All repairs on rehabilitation projects should match existing finish unless otherwise specified.

Tile:

- All wall tile to be 4 x 4", gloss finish, white. Flat cap or mud cap to be used at edges.
- Standard grade tile installed per specifications or instructions issued by the material manufacturer. Apply with acrylic modified thin-set and grout. No mastic shall be used in wet areas.
- All tile tub/shower surrounds will include cement based backer board. Backer board to be installed over lip of tub, 2 inches past tub/shower on sides, and all joints sealed with fiberglass mesh tape and thin-set. No gypsum products behind or over backer board.
- All tile tub/shower surrounds will include soap dish and towel bar.

Marble Window Stools:

Provide honed white marble stools, complying with MIA group "A" requirements for soundness, with rectangular profile and eased edges.

Flooring:

- Flooring types will be repaired with same, if new flooring is needed then replace with vinyl or linoleum.

Painting:

- Painting includes all walls, ceiling, trim, closets and doors
- “Color Wheel” paint or equivalent, 2 coats with primer. Final color choice will be approved by City staff and homeowner.
- Kitchen, bathrooms, all doors and trim to be in semi gloss, all other walls/ceilings to be satin.
- All surfaces to be painted shall have required prep work included. Prep to include filling holes, repairing stucco, caulking, spackling, etc.
- Remove over spray of texture application from doors, windows and trim prior to painting.
- Use qualified and trained painters, and provide surfaces free of runs, drips, holidays, and other visual defects at time of substantial completion.
- At the completion of all projects the Contractor shall leave, with the homeowner, a small quantity of all paints used in sealed containers.

Specialties:

- All reconstruction projects should include bath accessories, medicine cabinet, and mirror.
- Bath accessories - Provide the following in each bathroom: 1- 24- inch ceramic towel bar, shower curtain rod, and ceramic toilet tissue holder.
- Provide 4-inch tall reflective house numbers.

Cabinetry:

- All cabinetry, kitchen or bathroom, will be made with solid oak frame and doors.
- Vanity tops shall be one-piece cultured marble vanity top with sink.

Plumbing:

- For repiping projects the main waterline must enter through a low area of a wall into a closet or other approved location and be covered diagonally with a 1 x 6 board to protect the pipe, and caulked and painted.
- For repiping projects pipe will be replaced from the utility meter to the house with ¾ inch PVC pipe.
- QuestIPex or CPVC hot and cold piping to be installed as per manufacturer recommendation.
- New pipe to be thermo-insulated in all unconditioned space.
- For repiping projects a minimum of two hose bibs will be installed with vacuum breakers.
- Old hose bibs are to be removed and patched with mortar, unless electrical ground is attached.
- All penetrations through walls and cabinets must have escutcheon plates installed.
- For rehab projects all drains to be snaked out. Main line from house to street. All drains must be properly working at time of final inspection.
- For repiping projects all holes made through walls, ceilings, etc. must be repaired to match existing and primed.
- All trenches are to be properly filled and compacted to ground level.

Plumbing Fixtures:

- All toilets and wall hung sinks will be American Standard or equivalent.
- Tubs are to be "Americast". No exceptions
- All fixtures are to be white.
- Toilets to be 1.6 gal. flush.
- Water Heater - 40-gallon minimum 88% efficiency rating. To meet all installation codes, plumbing, electrical and building.
- All faucets/valves will be handicapped designated. (Moen, or equal)
- Shower valves with anti-scald guard at all tub/showers.
- Kitchen sinks shall be stainless steel double bowl with a depth of 8 inches.

Mechanical:

- Provide heating, ventilating and air conditioning systems, including controls, wiring, condensate pumps, thermostats, ducts, dampers, vents, registers, returns, remote panels and exterior pad to complete the work. System to be balanced for uniform air distribution.
- All units are to be Rheem, 13 SEER minimum, or equivalent, and installed per specification sheet and manufacturer's specifications. Size and layout must be approved by the Building Department.
- Air handler to be installed on sealed wood platform with return vent in wall below unit.
- Masonite ½ door shall be used for access. No bi-fold doors will be accepted for HVAC closet.
- Attic-mounted rigid and flexible ductwork: R-6 minimum.
- Return vent to be filter backed.
- Provide ceiling ducted vents with dampers to range and 90 cfm bathroom fan/vent.
- Dryer vent on interior walls will be the "Dryerbox" by In-O-vate Technologies or equivalent.

Electrical:

- For reconstruction projects install raceways, wires and cables, boxes and wiring devices, smoke detectors in bedrooms and hallways (110v wired with 9v battery backup), light fixtures, doorbells, TV cables and telecommunication systems.
- TV cable lines are to be installed using a wall plate that has an installed male connector. Coaxial shall not be installed through a hole in the wall plate.
- Rehab projects will have smoke detectors installed in hallways and bedrooms.

Lighting and Fans:

- City's representative must approve light fixtures.
- All fixtures must have fluorescent bulbs installed.
- Ceiling fans shall be "Hunter" brand, 5 Blade, 52 inches.
- All ceiling fans shall have a light kit.

ADA Compliance:

For housing rehabilitation work being performed for disabled homeowners, product specifications, installations, and materials must meet the Americans with Disabilities Act guidelines and requirements as defined by the State of Florida.