# CITY OF MANCHESTER

## PLANNING AND COMMUNITY DEVELOPMENT

Planning & Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director Building Regulations

### CITY OF MANCHESTER HOUSING INITIATIVES LEAD HAZARD REDUCTION PROGRAM

## LEAD HAZARD REDUCTION PROJECT BID INVITATION & CONTRACTOR WALKTHROUGH, November 3, 2016, at 10:00am
## Open to all prequalified, NH-licensed Lead Abatement Contractors

| | |
|---|---|
| | **Description: single-family home** |
| | **Year Built: 1950**<br>**Sq. Ft: Gross-3,249; Living-1,380**<br>**5 Rooms (3 Bedrooms, 1 Baths)**<br>**Land Area: 0.2296 acres** |
| | |

**Brief description of work:**
The bid for this property must be broken out as follows:

**See Work Scope for more detailed information. Work scope will be distributed to prequalified contractors.**

**Contractor pre-bid walkthrough date: 11/3/2016 at 10:00am**

**You must be pre-qualified to bid on an open project. Please visit www.leadsafemanchester.com for the contractor pre-qualification application.**

All pre-qualified, NH-licensed Lead Abatement Contractors are invited to bid on the above-listed property following the contractor walkthrough, and review of the work scope and LEHRP. Bids must be totaled and broken down (subtotaled) by Unit or section (i.e.: exterior, interior common areas, etc.), as they are listed in the work scope files, or they will be invalidated. If a bidder is using courier or mail service, they must allow sufficient time for delivery. Bids for this project must be submitted by mail, or in person, in a sealed envelope with the return address, addressed to:

**Planning & Comm. Development, City of Manchester,**
**One City Hall Plaza, Manchester, NH 03101,**
**Attention: Danielle Burhop**

**Mark envelope with: "Sealed Bid Enclosed," and the property address, on the REVERSE SIDE of the envelope.**

Bids must be received no later than 3:00pm, November 9th, to be considered. Bids will be opened on November 9th, at 3:00pm, at 1 City Hall Plaza, West Wing, 2nd floor (Planning & Community Development). The general public is welcome to attend bid openings. Bidders not present will be notified of results as soon as possible, in writing, or via email.

# City of Manchester Housing Initiatives Lead Hazard Control Program (MHI)

## Specifications/Guidelines for Performing MHI-Funded Lead Hazard Reduction Activities

**This project is being funded with U.S. Department of Housing and Urban Development (HUD) Lead Hazard Reduction Demonstration Funds, and as such is subject to the requirements of this Program's enabling regulations. The Contractor shall also comply with all applicable federal, state, and local laws, rules, regulations, codes and ordinances in the performance of this contract. Local firms, minority and women-owned businesses where appropriate, shall be given "maximum feasible opportunity" to participate in subcontracts resulting from this project.**

**The Manchester Housing Initiatives Program is an equal opportunity/affirmative action entity. All bidders shall be given maximum feasible opportunity to participate in the awarding of this contract without regard to race, color, religion, creed, ancestry, age, sex, national origin, gender identity, or marital status.**

To prevent inconsistencies and differing levels of service, Lead Hazard Control related work performed and funded through the MHI must be in compliance with the following laws, rules, regulations, and Guidelines, including, but not limited to the following:

- **HUD Lead Safe Housing Rule 24 CFR 35, Subpart R;**
- **HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing, 2nd Edition (July, 2012);**
- **NH Statute RSA 130-A: Lead Paint Poisoning Prevention and Control;**
- **NH Code of Administrative Rules, He-P 1600 Lead Paint Poisoning Prevention and Control Rules;**
- **40 CFR 745, Subparts D-L, Lead-Based Paint Poisoning Prevention in Certain Residential Structures (EPA); and**
- **All applicable State and City building codes.**

**Definitions/Specifications (*listed alphabetically*):**

**Building and other Permits -** This project will require a building permit, which the contractor must obtain within 7 days of the contract award (See also Notice to Proceed, below). The contractor is responsible for accuracy of quantities and measurements of materials and components. Please remember to include permit costs in your bid. Fees for Manchester building permits are as follows (verify current rates at):
https://www.manchesternh.gov/Departments/Planning-and-Comm-Dev/Building/Fees

- **New construction - 1 & 2 family dwellings** - estimated cost of the work multiplied by .006.
- **All other new construction (commercial & multi-family) as well as additions to existing buildings and structures** - estimated cost of the work multiplied by .01. (This would include decks, sheds, pools, etc.)
- **Alterations, renovations or repairs to existing buildings and structures** - estimated cost of the work multiplied by .01. (This would include siding, windows, roofing, occupancy permits, etc.).
- **All building permits have a $25.00 application fee.**
- **Encumbrance permits** from **Highway** (**$50**) and parking permits from **Parking** **($20/Day)** may also be required if you will block a portion of a street or sidewalk with vehicles or soil. Please visit their web sites to verify whether any construction activities which may impede public access require a permit.

**Contacting the Risk Assessor for clearance inspections-**In order to standardize expectations and fairness doctrines:

1. Contractors seeking a clearance inspection (dust wipe or preliminary) shall contact the Risk Assessor for a "preliminary" notification of intent, to set aside a time for inspection. The Risk Assessor should receive this "save the date" notification no less than 5 business days of the desired inspection date and time. The Risk Assessor may then block out that time, or have a discussion with the Contractor about alternative open times, or the possibility of rearranging their schedule to accommodate the Contractor's request, if the Risk Assessor deems it feasible. If a Contractor contacts the Risk Assessor with a preliminary request, it is not considered to be a hard date, but rather a courtesy to the Risk Assessor. Note also that while a phone conversation is best, if email is used, the receiving party must confirm receipt of the email, with a reply or phone call.

2. At no less than 72 hours until the intended inspection time/date, the Contractor shall either confirm or cancel/reschedule the inspection date with the Risk Assessor. If confirmed, the inspection appointment is considered a hard date. Rescheduling at this point shall not incur a penalty to the Contractor. If the Contractor does not confirm the appointment with the Risk Assessor at least 72 hours prior to the intended inspection date, it is not considered to be a valid appointment.

3. If a Risk Assessor receives a cancellation less than 24 hours until the scheduled appointment, or if he/she arrives on site at the appointed time, and the Contractor is not ready, a broken appointment fee may be assessed by the Risk Assessor. While it is not uncommon for circumstances to change, the Risk Assessors should not receive last-minute cancellations without compensation. Rescheduling of clearance inspections with more than 24 hours notice shall not incur a penalty to the Contractor.

4. Risk Assessors shall send dust wipe samples to certified laboratories with a 24-hour turnaround. This means wipe samples taken Monday-Thursday should expect clearance results by the following afternoon. This is crucial in relocation situations where tenants are displaced from their homes. Wipes taken on a Friday, Saturday, Sunday, or on a holiday (or the eve of a holiday) are the exception to this. Any special "rush" turnaround wipes are to be discussed and arranged in advance with the Program, for special situations.

**Contractor -** The contractor selected by the Owner and the Program Manager to complete the contract for the work.

**Contractor walkthrough -** The contractor (pre-bid) walkthrough is an opportunity for any contractors interested in bidding on the project to have access to the Inspector/Risk Assessor, at the subject property, for any concerns regarding the work scope and logistics, as outlined in the LEHRP and work scope document. A representative from the MHI will also be available at the contractor walkthrough. Following the walkthrough, contractors will have a specified time period to submit bids for consideration.

**General Requirements -** For all other General Requirements, see the Work Scope document provided by the MHI for the project.

**Insurance** - The Contractor shall maintain the following coverage during the term of the Contract, and is required to submit proof of this coverage prior to execution of a Contract:

- General Liability Insurance – minimum $1,000,000
- Worker's Compensation Insurance - sufficient for employees at the worksite. Sole proprietors: inquire separately.
- Commercial Auto insurance: minimum $500,000 injury + property. (Personal Auto is not sufficient.)

**Invoice**—To receive payment for services rendered, contractors will submit invoices for owner and assessor signature and approval as units are completed and cleared. The standard city invoice form and procedure will be provided at contract closing. Invoices may be submitted on the 10th and 24th of each month for progress payments as portions of work are completed.

**Lead Abatement Personnel -** Lead hazard reduction work may only be performed by Supervisors and workers with valid NH Certificates, under their employ. The use of subcontractors is not permitted without the prior written approval of the City of Manchester.

**Notice To Proceed –** After signing of the contract, the program will provide a Notice Proceed, based on receipt of building permits and all insurances and certifications required from the Contractor. No work shall begin prior to the receipt of a Notice to Proceed. Contract documents will delineate expected start and anticipated completion dates for each project.

**Owner -** The owner of the real property where the work will be completed. When the property is owned by a partnership, trust, condominium or other corporation, a single representative of the ownership entity shall be designated and authorized for the project.

**Program Manager –** Danielle Burhop, who manages the Lead Program for the City of Manchester, or her representative, will make decisions on the project and negotiate on behalf of the Owner, and/or Contractor as well as the City of Manchester, as required.

**Repeat Clearance Inspections -** MHI funds will pay for the first clearance inspection, after the work and final cleanup are completed. If it is determined that the contractor failed the visual inspection and/or wipe samples, then the contractor will pay for any additional clearance inspections necessary for the completion of the project.

**Temporary Relocation of Occupants -** The Owner and the Program Manager will coordinate temporary relocation of occupants, if necessary, and will make all reasonable efforts to assist the occupants in storage, removal and protection of their personal property. Contractor has the responsibility at all times to protect or remove personal property, fixtures, appliances and other furnishings. Occupant protection is to be specified in the LEHRP, per He-P 1608.05(e)(3)&(4), and in He-P 1608.07(a)(3)&(4), Preparation of Interior Work Areas.

**Utilities (including, but not limited to: cable, phone, satellite, electrical, gas, or propane)-**If, in the course of the lead abatement work, the relocation, movement, or disconnection/reconnection of <u>any</u> utility or service line is necessary, the contractor is to contact the MHI Representative <u>and</u> the owner (or owner's designee), to ensure the service line is addressed by appropriate persons, or the proprietary company, as applicable. The contractor is not to assume liability for said service lines.

**Waste Storage and Disposal –** Construction waste is to be stored and disposed of in accordance with He-P 1608.11 and the guidelines set forth in NHDES factsheet **HW-22**:
(http://des.nh.gov/organization/commissioner/pip/factsheets/hw/documents/hw-22.pdf )

**Worksite Access and Security –** Prior to the start of lead hazard reduction work, the Contractor is to post appropriate warning signs, and maintain security and access control at the worksite, until a successful preliminary (visual) clearance is obtained. If unlicensed (RRP) personnel are cleared through the MHI to perform non-abatement work on the project, they can then be allowed access to the worksite. No other personnel, except those listed in He-P 1608.10(a)(2) shall be allowed access, until the final clearance is obtained. In some cases, changing the locks of the unit or dwelling may be necessary to protect the integrity of the containment or cleaned unit (prior to clearance wipe results).

**For questions regarding the Contractor Guidelines above, and the General Requirements, please contact:**

Lead Program Manager Danielle Burhop
(603) 792-6725
dburhop@manchesternh.gov

**For questions about participating in the lead program and program applications,** please contact
(603)792-6726, or leadprogram@manchesternh.gov