

# *NRHA Rehabilitation Construction Contractors*

**APPLICATION & GUIDE**

*our door is always open*

**norfolk redevelopment and housing authority**



because  
smart contractors  
make great  
partners

Produced for the  
Department of  
Rehabilitation  
Construction





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for use by the NRHA Neighborhood Rehabilitation Construction Department*

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### Prospective NRHA Rehabilitation Construction Contractors

Enclosed is the application package, which must be filled out and returned to our office along with the following:

1. City of Norfolk Business License
2. State of Virginia Contractor's License ( minimum of Class B )
3. Contractor's-Supervisor's Lead License (if you will be bidding on jobs which will deal with removal of lead. Most of our jobs involve working with lead.
4. Current Certificate of Insurance (We request that a copy of your insurance certificate be sent to us from your insurance company; however, we will accept a copy from you until we receive the certificate from the company.)

**Please initial each page of the General Conditions** in your package, indicating that you understand and will comply with them.

We ask that you bring the entire package to our office at 201 Granby Street, Norfolk, VA, 23510-1816, or send it to NRHA, PO Box 968, Norfolk, VA 23501-0968, Attn: Melanie Murphy  
This information will be placed in your personal file here at the office. You may wish to make a copy of the package for your records.

If you have any questions regarding the Rehabilitation Construction Package, please call Melanie Murphy at 314.1602.

A handwritten signature in black ink, appearing to read "Grover Cleveland Chappell, III".

Grover Cleveland Chappell, III  
Rehabilitation Construction Manager

# Contractor's Application and Prospective Bidder's Proof of Responsibility



The contents of this questionnaire will be considered confidential. If Norfolk Redevelopment and Housing Authority is not satisfied with the sufficiency of the answers to the questionnaire and financial statement, it may reject the placement of the contractor on our list of prospective bidders, disregard the same, or require additional information.

## Statement of Contractor's Qualifications

**Company Name** (print) .....

Address .....

Telephone ..... Employer's Tax ID # .....

### Principals in Firm

1. Name ..... Title .....  
..... Home Address.....  
Telephone..... Education.....  
Work Experience .....
2. Name ..... Title .....  
..... Home Address.....  
Telephone..... Education.....  
Work Experience .....
3. Name ..... Title .....  
Home Address .....  
Telephone..... Education.....  
Work Experience .....
4. Name ..... Title .....  
Home Address .....  
Telephone..... Education.....  
Work Experience .....

### History of Company

Number of years in business ..... Class A ..... Class B .....  
Number of employees: Office ..... Trades ..... (Give average if number fluctuates)  
Contractor's or H.I. License Number ..... Where Licensed .....

### Have you ever had your contractor's or Home Improvement license revoked?

YES NO If so, give details.....

### Are you a member of any trade or civic association?

NAHR NRA NHIC Other .....

### Have any members of the firm been sued in the last 18 months by subcontractors, suppliers or customers?

YES NO If so, give details.....

### Have you ever been debarred from a federal job?

YES NO If so, give details.....



History continued..

**Have you been reinstated ?**

YES NO If so, give details.....

**Types and limits of coverage**

Type	Policy No.	Limits of Liability	Company
Property Damage			
Liability			
Worker's Compensation			

**Banking Information**

Bank	Address	Acct. Number	Type of Acct.	Contact

**References**

Name of Supplier	Type of Materials	Telephone Number	Person to Contact

**Customers for whom you have completed similar work during the past two years**

- Name ..... Telephone.....  
 Address.....  
 Type of job..... Contract price.....  
 Date completed .....
- Name ..... Telephone.....  
 Address.....  
 Type of job..... Contract price.....  
 Date completed .....
- Name ..... Telephone.....  
 Address.....  
 Type of job..... Contract price.....  
 Date completed .....
- Name ..... Telephone.....  
 Address.....  
 Type of job..... Contract price.....  
 Date completed .....



**Application continued...**

Norfolk Redevelopment and Housing Authority reserves the right to verify any and all of the information given above by the contractor. This includes but is not limited to the listed contractors, firms, and references listed above as it deems necessary. In addition, the Authority requires that a copy of your insurance policy be mailed by your agent to Norfolk Redevelopment and Housing Authority Rehabilitation Department 201 Granby Street, Norfolk, Va. 23510. The contractor also acknowledges that he/she will have to furnish insurance in at least the minimum amount as required by the Authority in accordance with the attached insurance reference.

Dated at ..... this.....day of ....., 20.....  
Location date month year

Name of Contractor .....

By ..... Title.....

State of .....

..... (name) being duly sworn, says that he/she

..... of .....

and that the answers to the foregoing questions and all statements contained therein are true and correct.

Signed .....

Subscribed and sworn to before me this ..... day of..... 20 .....  
day month year

Notary Public .....

My appointment expires .....



## General Conditions and Regulations for Rehabilitation Construction Projects

### General Conditions

**Bids and Proposals:** The owner(s) reserves the right to accept or reject any and all bids and proposals within sixty (60) days of receipt.

**Order to Proceed:** If order to proceed is not received by the contractor within sixty (60) days of the date of the bid, the contractor has the option of withdrawing his bid and proposal.

**Start of Work:** In no event shall the contractor commence work until he has received a written order to proceed signed by the owner. The contractor agrees to commence work within a reasonable time as agreed to by the owner.

**Completion of Work:** Once work has commenced, the contractor agrees to keep sufficient supervision, workers, equipment, and materials on the job to expeditiously complete the work described in the specifications and within the time specified in the contract.

**Method of Payment:** The contractor shall be paid in one lump sum upon completion of all work specified, or if the parties agree to progress payments, in compliance with the schedule of payments attached to the contractor's bid proposal. In no event shall the contractor receive payment until his work has been inspected and accepted by the property authorities.

**Liability Insurance:** The contractor will be responsible for any loss or damage to any person or its employees by reasons of, or connected with, this work and will furnish proof that he has adequate liability insurance to protect the owner.

**Permits:** The contractor will secure and pay for all required Norfolk City building permits. All other fees and permits required shall also be secured by the contractor (or subcontractor).

**Scope of Work:** The contractor shall provide all supervision, labor, material, equipment, and service necessary for the completion of the job except for those items marked "**not a bid item, to be done by owner.**" The cost of repairing latent defects which are more extensive or more difficult to correct than apparent at the time of bidding or are not covered by the specifications or drawings, falls upon the contractor.

The contractor will cooperate with the owner in determining the exact details, location, and other items of work required.

The contractor agrees to conform with all applicable codes and ordinances whether or not covered by the construction specifications and drawings for the work.

**Latent Defect:** is considered an item in the construction specifications that will require additional work and was not readily apparent at the time of the writing and consequently was not covered completely in the construction specifications. The responsibility of anticipating this condition and bringing it to the attention of the originator of the construction specifications is that of the contractor and should be done so prior to submitting a bid. Once the bid is submitted, the contractor is obligated to complete the item in accordance with the contract.

**Example:** A bulge in a wall that when uncovered by contractor reveals some deteriorated wall studs.

All material used and installation methods shall meet or exceed currently accepted industry standards and practices.

**OWNER'S INITIALS** \_\_\_\_\_

**Clean-up:** The contractor shall keep the premises clean and orderly during the course of the work and remove from the site all debris and waste material resulting from his work on a weekly basis. Upon completion of the work, the contractor agrees to leave the premises in a clean condition, including the removal of stains and paints. All paints shall be removed from window glass and windows left clean inside and out if window sash or complete unit is painted or replaced by contractor.

**Protection of Work and Property:** The contractor agrees to protect from damage all shrubs, trees and other vegetation on or near the premises insofar as possible. He shall take all necessary precautions to safeguard and protect adjacent work and the interior and exterior of any such damage shall be the responsibility of the contractor.

**Substitution and Changes in the Work:** The contractor and owner agree not to make changes or alterations in the work without prior concurrence from Norfolk Redevelopment and Housing Authority. Names, makes and models are intended to establish kind and quality and are not meant to exclude products of reputable manufacturers, provided the substitution is acceptable to the owner and construction specialist. Allowances, when specified, shall mean the retail price of an item (including taxes) and do not include any installation costs.

**Guarantee:** The contractor will furnish, assign or otherwise give the owner all manufacturers' and suppliers' written warranties or guarantees covering material or equipment furnished under the contract. The contractor, by undertaking the work, guarantees all work required under the contract for a period of one (1) year after final acceptance by the owner.

**Owner Agrees:**

To permit the contractor to use, at no cost, all existing utilities such as electricity, heat and water necessary in carrying out the work.

In any situation where temporary electric service is required, it shall be the responsibility of the contractor to obtain and pay for such service unless stated otherwise in the construction specifications.

To permit the U.S. government or its designee, the Housing Authority, or city government access to the premises during or after the time of construction to inspect the work.

To cooperate with the contractor to facilitate the performance of the work, including the removal and reinstallation of rugs, window dressings and furniture as necessary.

To permit the contractor, his sub-contractors and workers access to the property during normal working hours for the duration of the contract.

***All sub-onractors must meet all of the terms and conditions of the contract executed by the general contract.***

The initiation of each successive stage will signal that conditions are proper to proceed and to expect satisfactory work. No claim to the contrary will be accepted by the owner after the initiation of work, which precludes the inspection for or corrections of defects.

**The general contractor or if there is none, the owner must ensure that the subcontractor performing work under this section is aware of and complies with the applicable requirements of the general conditions and the terms and conditions of the contract.**

**Lead Abatement:** It is the responsibility of the contractor to reduce or eliminate lead-based paint hazards identified on surfaces being disturbed during the prescribed rehabilitation. Reduction requirements are mandatory for residential properties constructed prior to 1978 if federal funds are provided for the rehabilitation required.

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## Part I – General Requirements

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**Related Documents:** Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Specification Sections, apply to this section. Abatement Contractor will agree to indemnify and hold harmless Owner, Owner’s agents, and Owner’s employees against any or all claims arising out of the infringement or alleged infringement by Abatement Contractor, or any of Abatement Contractor’s agents, employees or subcontractors, of any rights secured under copyright, trademark, or patent protection. In that regard, Abatement Contractor hereby represents, on behalf of itself, its agents, employees, and or subcontractors, that all necessary licenses for the use of any copyright, trademark, or patent have been obtained and are in full force and effect at the time of execution of this contract and any extension thereof.

The Owner and/or its appointed representatives reserve the right to halt work when hazardous or potentially hazardous situations occur, or when the contractor is in violation of the specifications or any federal, state, or local laws and regulations. Work will resume when the situation is corrected. It will be the responsibility of the Abatement Contractor to pay for any and all consultant services and costs necessary to correct the non-compliance.

The Owner and/or its appointed representatives must approve all work and work practices prior to commencement of work.

It will be the Abatement Contractor’s responsibility to immediately notify the owner, in writing, of any items in this specification which he/she believes are contrary to applicable federal, state, and local laws and regulations and industry standards of practice, and to request a written resolution from the owner.

### **Labor and Equipment**

Successful bidder must demonstrate capability of staffing this project with sufficient numbers of workers to complete the scope of work in the contracted amount of time.

Successful bidder must have sufficient equipment to staff this project and will be required to submit an equipment list with the bid package.

### **Scope of Work**

The Abatement Contractor shall furnish all labor, materials, supplies and equipment necessary to safely remove and properly dispose of lead-containing materials and lead-contaminated materials from the residence.

The Abatement Contractor is responsible for verifying to his/her satisfaction all amounts, types, and concentration of lead-containing or lead-contaminated materials since the Owner and the Project Designer do not warrant that such amounts, types, and concentrations are correct and exact. Each site should be visited by prospective bidders.

The Abatement Contractor must perform all work in the lead work area, and all work which involves handling or disturbing lead using only employees of the Abatement Contractor. Subcontractors may not be used to perform such work without prior written permission of the Owner and NRHA.

The Abatement Contractor is responsible for making timely application and paying all fees for all necessary permits to perform this work. The Abatement Contractor is also responsible for making timely application for payment of all fees for changes in project dates or emergencies.

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## Definitions

**Area Monitoring:** The sampling of airborne lead concentrations within the lead control area and outside the exclusion boundary, which may reach the breathing zone of contractor installation employee.

**Lead Control Area:** The area where lead paint removal operations are performed, which is isolated by physical boundaries to prevent unauthorized entry of personnel, thereby preventing the exposure to or the spread of lead. Physical boundaries shall be established and located such that the level of airborne lead will not equal or exceed 30 micrograms per cubic meter (30 ug/m<sup>3</sup>) of air outside the established boundary at any time.

**Lead Permissible Exposure Limit:** The Permissible Exposure Limit (PEL) is 50 micrograms per cubic meter (50 ug/m<sup>3</sup>) in air as required by 29 CFR 1926.62, as applicable.

**WHM/HM:** Waste Hazardous Material/Hazardous Material

## Conformance To Regulatory Requirements

In addition to the detailed requirements of this specification and the HLID Guidelines, the Abatement Contractor will comply with laws, ordinances, rules, and regulations of federal, state, regional, and local authorities regarding handling, storing, transporting and disposing of lead waste materials. Such requirements include but are not limited to:

### Code of Federal Regulations (CFR) Publications

29 CFR 1910.94 - Ventilating, General Industry.

29 CFR 1926.62 - Lead Exposure in Construction

29 CFR 1910.134 - Respiratory Protection General Industry.

29 CFR 1910.145 - Specifications for Accident Prevention Signs and Tags, General Industry.

29 CFR 1926.55 - Gases, Vapors, Fumes, and Mists, Construction Industry.

29 CFR 1926.57 - Ventilation

29 CFR 1926.59 - Hazard Communication

40 CFR Parts 260 - 280 - Solid Hazardous Waste.

49 CFR Parts 178 & 179 - Container Manufacturing, Specification/Certification.

49 CFR Parts 171-199 - Shipment of, Waste Hazardous Material/Hazardous Material.

UL 586 - 1990 High-Efficiency, Particulate, Air Filter Units.

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## Part II: General Work Practices

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### **General Procedures**

The Abatement Contractor shall remove, transport, and dispose of the lead-containing material from the job site in compliance with all applicable federal, state, and local laws and regulations, and shall follow all USEPA and OSHA Workplace Guidelines unless they are shown not to be applicable. The Abatement Contractor shall ensure compliance with all documents incorporated by reference herein. The Abatement Contractor shall also ensure that all work under this project is conducted according to industry standard practices and this specification. Should any of these documents have conflicting requirements the contractor is to follow the most stringent requirement.

The Abatement Contractor shall be licensed as a lead-abatement contractor by the Virginia Department of Professional and Occupational Regulation.

### **Notifications**

The Abatement Contractor shall verify the amounts, types, and condition of the lead involved, and based on that determination, make all required notifications concerning lead projects prior to beginning removal of lead-containing materials.

The Abatement Contractor is responsible for making, and paying the fees for, any necessary amendments to these notifications or for any emergency notifications.

### **Project Superintendent**

The Abatement Contractor shall have a project superintendent present at all times while work on this contract is in progress. The project superintendent shall be thoroughly familiar and experienced with lead removal and related work and shall enforce the use of all safety procedures and equipment. He/she shall be knowledgeable of all USEPA and OSHA regulations and guidelines; if the workers are not fluent in English the supervisor must be bi-lingual. The attendance of the pre-construction meeting by the on-site project superintendent for each site is mandatory.

The superintendent shall have a current lead supervisor's license issued by the Virginia Department of Professional and Occupational Regulation.

### **Protection of Existing Work To Remain**

The Abatement Contractor shall perform demolition and removal work without damage or contamination of adjacent areas. If areas are damaged or contaminated, they shall be restored to their original condition at the Abatement Contractor's expense.

All materials resulting from demolition work, except as may be specified otherwise herein, shall become property of the Abatement Contractor and shall be disposed of as specified herein.

**OWNER'S INITIALS** \_\_\_\_\_

### **Part III: Submittal**

The following is to be submitted prior to start of work.

**Testing Laboratory:** Submit the name, address, and telephone number of the testing laboratory selected to perform your OSHA-required monitoring and/or sample analysis. Also submit a copy of the laboratory's AIHA accreditation, along with a copy of the laboratory's performance for the most recent metals PAT round.

**Respiratory Protection Program:** Submit a copy of the Abatement Contractor's respiratory protection plan that complies with OSHA standard.

Submit copies of the Abatement Contractor's lead-abatement contractor license issued by the Virginia Department of Professional and Occupational Regulation.

Submit a list of subcontractors.

**Notifications:** Submit a copy of all required project notifications.

Submit copies of the manufacture certificate of compliance with ANSI Z9.2 for each brand or model of vacuum, ventilation, and other equipment used by the Abatement Contractor to contain or remove lead dust. Also provide current DOP testing on all HEPA filtration equipment.

**Qualifications of Personnel:** Prior written approval by the Owner and NRHA is required for all proposed Abatement Contractor personnel. Approval shall be based on review and acceptance of Abatement Contractor's written submittal as follows.

Submit copies of the applicable, current lead worker or supervisor license issued by the Virginia Department of Professional and Occupational Regulation for each worker and/or supervisor working on this project.

Submit certification that each of the Abatement Contractor's employees entering the lead work area have successfully passed all appropriate respirator fit tests conducted under OSHA standard 1926.62. Every employee must wear a negative-pressure respirator. The most recent fit test must have been performed within the last 12 months.

Submit certification that all the Abatement Contractor's employees have been trained in the proper procedures to follow in the event of an emergency.

**Medical Requirements:** Submit certification that each employee of the Abatement Contractor working as a lead worker or supervisor on this project is current with and has passed all medical surveillance requirements under OSHA standard 1926.62.

Submit copies of the physician's statement for each such employee that he/she is able to perform his/her duties while wearing the appropriate respirator.

#### **Progress Submittal**

**Air Monitoring Results:** Written reports of all air monitoring results shall be posted and made available by the Abatement Contractor at the project site for review by the Owner or the Owner's representative within 72 hours of the end of the sampling period. Copies of all air monitoring results shall be retained by the Abatement Contractor at the project site. Submit one copy of each air monitoring results report to the Owner and NRHA upon completion of the project.

**Logs:** Submit each day to the Owner's Representative a copy of the previous day's daily work log and the log of personnel entering and leaving the lead work area.

**OWNER'S INITIALS** \_\_\_\_\_

### Worker Protection

Provide workers with personally issued and marked respiratory protection equipment in accordance with OSHA regulations and ANSI standards. Where respirators with disposable filters are employed, provide sufficient filters for replacement as required by the worker of applicable regulation. Filters shall be stored in a clean area and fully protected from exposure to lead prior to use. The Contractor shall assure that workers wear the appropriate respirator at all times required, in accordance with OSHA regulations and ANSI standards.

Provide workers with sufficient sets of protective full-body clothing. Such clothing shall consist of full-body overalls, headgear, gloves (rubber disposable), and foot coverings. Openings, e.g., sleeve and boots, shall be secured with tape. Provide goggles to personnel engaged in lead operations when the use of a full-face respirator is not required. Provide hard hats as required by applicable safety regulations. Disposable-type protective clothing, headgear, gloves, and footwear will be provided by the Abatement Contractor, and shall be disposed of as lead waste daily.

Provide authorized visitors with suitable protective clothing, headgear, gloves, eye protection and footwear as described herein, whenever they are required to enter the work area. The Contractor will also require use of such equipment by all personnel or authorized visitors entering the work area until completion of final clean-up and clearance testing.

Contractor shall maintain surveillance of heat stress conditions in the work area. The prevailing threshold limit values for heat stress and of heat stress measurement adopted by the American Conference of Governmental Industrial Hygienist (ACGIH) shall govern exposure to heat stress.

### Work Area Preparation

Provide caution signs and barrier tape at all approaches to the lead work areas. Locate signs at such a distance that personnel may read the sign and take the necessary protective steps required before entering the area. Provide labels and affix to all lead materials, scrapes, waste, debris, and other contaminated with lead.

**Caution Sign:** Standard, approved warning signs will be erected at all approaches to the Lead Paint Removal Control Area as specified in 29 CFR 1926.62. Signs shall be posted at such distance from the restricted area that employees may read the signs and take necessary precautions or avoid the area. Vertical format conforming to OSHA standard 1926.1101(k), with a minimum sign size of 20 inches by 14 inches.

**Caution Label:** Provide labels of sufficient size to be clearly legible conforming to requirements of OSHA standard 1926.62, the Virginia Department of Environmental Quality and all federal, state and local requirements.

Provide temporary power sources and equipment as needed per applicable electrical code requirements. Provide safety lighting and ground-fault interrupter circuits as power source for electrical equipment. Operation of all power equipment shall be in compliance with the National Electric Code.

Maintain emergency and fire exits from the work area, or establish alternative exists satisfactory to the applicable fire officials.

Provide 5.0-micron filters on all shower drains. Lead-containing waste water is to be placed in a sanitary sewer system after filtration through a 5-micron filter.

### Decontamination System

The Abatement Contractor must set up a three-stage decontamination unit including an Equipment (i.e., dirty) room, shower, and a clean change room outside the regulated area. Hot and cold water will be provided to the shower by the Abatement Contractor along with soap, shampoo, and disposable towels. Individual storage boxes or lockers shall be provided for each worker's street clothes. The equipment room, shower, and clean room will be cleaned daily.

Provide a 5.0-micro filter on all shower drains. Filter water is then to be placed in a sanitary sewer.

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## Abatement Procedures in Controlled Areas

**Full Containment:** Interior removal will be conducted in a negative pressure enclosure. The contractor will seal openings in buildings where the release of airborne lead is expected. Prior to beginning abatement operations, a lead control area will be established with the use of curtains, portable partitions, or other enclosures to prevent the escape of lead dust from the control area. Walls and ceilings will be protected with at least two layers of minimum 6-mil plastic sheeting sealed with duct tape to prevent water or other damage. Openings will be allowed in the lead control enclosure to permit the supply and exhaust of air for the differential pressure control system. Filters on the negative air machine will be replaced as necessary to maintain the efficiency of the system. Once the containment has been established, it will be smoke-tested by the Hi prior to the start of work.

Required for exterior removal of lead based paint where the procedures below are performed. A 20-foot control area will be roped off with caution tape and warning signs around the area of removal.

### Cleanup

Remove visible accumulation of lead material and debris. Minimize the spread of dust and debris.

Clean all surfaces in the work area and any other contaminated areas with TSP solution and/or with HEPA-filtered vacuum equipment. After completion, perform a complete visual inspection of the work area to ensure that the work area is free of visible lead debris. This inspection will be conducted by the Owner's representative.

Sealed drums or bags and all equipment used in the work area shall be included in the clean-up and shall be removed from the work area at an appropriate time in the cleaning sequence.

If visible accumulations of lead debris is found in the work area, the Contractor shall repeat wet cleaning until the work area is in compliance, at the Contractor's expense.

A final visual inspection will be performed by the Owner's representative at the completion of the job. All critical barriers will remain in place until final clearance sampling has been conducted and results meet the HUD clearance criteria. The decontamination unit is also to remain in place until final inspection and clearance sampling is complete. Wipe testing in accordance with HUD protocols will be conducted prior to final release of the area.

### Disposal

Procedures for Disposal: Waste from residential lead abatement projects can be disposed of as normal construction waste.

**OWNER'S INITIALS** \_\_\_\_\_



## Part V: Sampling and Air Monitoring

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### Post Abatement Inspections

The Owner will provide (at its own expense) a Virginia-licensed Lead Inspector/Risk Assessor who will conduct post-abatement inspections and clearance sampling. If, at the time of final inspection, the work is not substantially complete, the Abatement Contractor shall be held responsible for the cost of subsequent re-inspections.

Final clearance sampling will be conducted in accordance with the HUD guidelines. Current HUD clearance levels are 40ug/ft<sup>2</sup> for floors, 250 ug/ft<sup>2</sup> for windowsills and 400 ug/ft<sup>2</sup> for window wells. If the initial clearance sampling does not meet the clearance requirements, the Contractor will then be responsible for the cost of additional sampling.

### Air Monitoring Requirements

The Abatement Contractor shall provide personnel to conduct air monitoring as required by OSHA standard 1926.62.

The Abatement Contractor shall cooperate fully with the Owner, and the Owner's Representative to allow the accomplishment of all testing and sampling.

The Owner's Representative will conduct final clearance sampling.

All analytical results air monitoring by the Abatement Contractor shall be posted at the project site entrance no later than 48 hours after the sampling period ends. The Abatement Contractor shall ensure that all air-monitoring results are available on-site to the Owner.

The Abatement Contractor shall maintain records of any personnel or environmental monitoring required by this specification. Records shall be maintained for a period of at least 30 years and shall be made available as required by federal, state, or local laws or regulations. Copies of all exposure records and area monitoring records shall be submitted to the Owner at the conclusion of the project.

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## Insurance

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The Contractor shall carry or require that there be carried Workman's Compensation Insurance for all his employees and those of his subcontractors in accordance with State Compensation Laws.

The Contractor shall carry Contractors' Public Liability Insurance, Comprehensive Automobile Liability Insurance, with limits of \$50,000/\$100,000 to protect the Contractor, his subcontractors, and the Owner against claims for injury to or death of one, or more than one person, which may occur or result with respect to any matter connected with this Contract of the work or services thereunder. The Contractor's Public Liability Insurance shall be for the benefit of the Contractor and the Owner as their interests may appear and each shall be named in the policy or policies as an assured. Each Contractor shall require his subcontractors to carry such insurance.

The Contractor shall carry Contract Property Damage Insurance in the penal sum of \$25,000/\$50,000 to protect the Contractor, his subcontractors, and the Owner against all claims for property damage of any kind of nature whatsoever, which may occur or result with respect to any matter connected with this Contract of the work or services thereunder. The Contract Property Insurance shall be for the benefit of the Contractor and the Owner as their interests may appear, and Owner shall be named in the policy or policies as an assured. Each Contractor shall require his subcontractors to carry such insurance.

Before commencing work, the Contractor shall submit certificates of his Workmen's Compensation, Contractors' public Liability Insurance, Comprehensive Automobile Liability Insurance, and Contract Property Damage Insurance to the Owner for review and approval. He shall similarly submit his subcontractors' certificates of similar insurance before each commences work. The Owner will indicate his approval of certificate. New policies from other companies shall be provided in place of those disapproved. Such insurance shall be carried with financially responsible insurance companies, licensed in the State and approved by the Owner and shall be kept in force until the Contractor's work is accepted by the Owner. Contracts of insurance (covering all operations under this Contract) which expire before the Contractor's work is accepted by the Owner shall be renewed and submitted to the Owner for its approval.

The Contractor shall carry during the life of the Contract, Contractual Liability Insurance to protect and hold harmless the Owner in accordance with Section 6 of these General Conditions.

**Note:** *The Master Schedules issued by Norfolk Redevelopment and Housing Authority are used as the standard by the contractor in the performance of the work in these construction specifications, and any deviation must be made by change order only.*

### **Schedule 1: Demolition**

Demolition shall be done in a safe, orderly manner so as to facilitate the new work to follow. Cutting and removal operations shall be performed in a neat and professional manner. Care shall be taken not to damage adjacent work. All material to be salvaged shall be removed in good order and disposed of according to the directions of the owner. All demolition items not designated as salvage in the construction specifications are property of the contractor and shall be removed from the premises.

### **Schedule 2: Concrete and Masonry, Including Foundation**

1. Concrete:
  - a. All slabs, driveways, and patios shall be reinforced with #10 6" x 6" welded wire fabric unless otherwise specified in the construction specifications.
  - b. All material used for concrete forms shall be removed after concrete has set. Voids in exposed concrete surfaces will be filled with cement paste and dressed smoothly. Once forms have been removed, contractor to backfill against all concrete.
  - c. All concrete surfaces shall be finished to a fine broom finish unless otherwise specified.
  - d. All slabs, driveways, sidewalks, and patios shall be graded so as to convey water away from adjacent structures and shall be free from water-holding depressions.
2. Masonry:
  - a. New work shall be toothed into old work where the two join, unless otherwise specified. Masonry work shall not be done during periods of extreme temperature and moisture conditions.
  - b. Tuck Pointing: All joints shall be raked to a minimum depth of 1/2" before mortar is applied. All joints shall be struck in a similar manner to existing and new mortar shall match old in color. Upon completion of repairs, affected areas shall be cleaned with an approved solution and left free of excess mortar. When tuck pointing a painted foundation, upon completion of repairs the entire foundation shall be painted a color of owner's choice.
  - c. Stone coating: All surfaces shall be thoroughly cleaned of all loose/flaking mortar and paint. New mortar shall be applied over an approved bonding agent and shall be a minimum thickness of 3/16".
  - d. Structural: The contractor will be responsible for repairs to any plaster damage as a result of jacking or leveling, unless otherwise specified in the construction specifications.

### **Schedule 3: Chimneys and Fireplaces**

Repairs: When necessary, repairs will be made in accordance with the construction specifications.

Closing Fireplaces: All fireplaces to be closed will have the opening sealed with masonry (brick or block), plastered and made a part of the wall. Mantles and hearths will remain unless otherwise specified in the construction specifications.

### **Schedule 4: Finish Flooring**

1. Floor-mounted plumbing and heating fixtures shall be removed before beginning work and shall be reinstalled after completion, (i.e. radiators, toilets, etc.).
2. New shoe molding will be installed with new vinyl floor installations unless otherwise specified.
3. Trimming of doors after carpet installation, as part of the construction specifications, shall be the responsibility of the contractor.
4. Installation of floor covering shall be deferred as long as possible in terms of completion of other work so that the finished floor will not be damaged.

5. All carpet and pad to be installed shall meet or exceed FHA minimum material requirements.
6. Repairing of all finished wood strip flooring shall be toothed into existing undamaged flooring.
7. NRHA Inspection required before installation of finish floor coverings.
8. Selection of all finished floor coverings, color and finish shall be of owner's choice.

#### **Schedule 5: Carpentry**

1. All exposed wood that is not to be painted will be salt-treated lumber unless otherwise specified.
2. All exterior rotted/deteriorated wood shall be replaced with materials matching the original wood unless otherwise specified.
3. Repairs/replacement of window sashes, frames, and trim shall match existing work as close as practical.
  - a. The replacement of prime windows is to include all woodtrim and modifying all window openings to accept new windows. Installation to include the repairing of interior/exterior walls with material to match (plaster, brick, shingles, etc.).
  - b. All broken window-sash cords will be replaced with nylon core sash cords. Sash cords will be replaced in sets only.
4. Interior/exterior door installation/replacement shall be as specified in the construction specifications. Installation to include the repairing of interior/exterior walls with material to match (plaster, brick, shingles, etc.) and all hardware, woodtrim, weatherstripping and a deadbolt lockset on exterior doors.
5. The closing, opening or removal of walls is to include the repairing of adjacent surfaces to match as close as practical and the installation of woodtrim where needed.
6. The replacement of all structural members is to be made using members of equal or greater strength.
7. The sizing and installation of lintels/headers for wall/door/window openings is to be in accordance with all applicable building codes of the City of Norfolk.
8. Jack and level floors shall be interpreted to mean as near level as possible as measured by a carpenter's level or plumb line. It is often impossible to make floors perfectly level due to deflections in the original lumber or original framing mistakes. If a higher standard of levelness or absolute is desired, it shall be so specified in the construction specifications.
9. The replacement of all porch flooring will be with T & G material on porches with solid foundations.
10. The installation of deadbolt lock shall be in accordance with City and State building codes. (Single cylinder only)
11. NRHA Inspection required before installation of finish walls, siding and flooring.

#### **Schedule 6: Roofing, Gutters and Downspouts**

1. Roofing:
  - a. Roofing shingles of less than 235# asphalt or 215# fiberglass will not be accepted. All new shingles are to be installed over 15# felt underlayment.
  - b. When replacing an existing roof, all old roof coverings will be removed down to sheathing unless otherwise specified. All rotted sheathing and framing will be replaced with equal size material. All plumbing stack collars and all flashing will be replaced unless otherwise specified.
  - c. When new shingles are applied over existing, all curled or protruding shingles will be nailed down. New shingles will not be applied over slate or other brittle roof coverings. All plumbing stack collars and all flashing will be replaced unless otherwise specified.
  - d. NRHA Inspection required before installation of finish roof coverings.

- e. When effecting a roof repair, the contractor will be responsible to warrant against leaks that occur at that repair for a period of one (1) year. All other leaks that occur will be the responsibility of the owner.
2. Gutters:
    - a. Aluminum gutters will be a minimum of .027" and downspouts .020" in thickness. Color will be of owner's choice.
    - b. Downspouts will be installed with a 90° turnout elbow and a 24" concrete splashblock.

#### **Schedule 7: Plaster and Drywall**

1. All finished plaster shall be of uniform thickness and texture and shall be free from nail pops and visible tape seams.
2. When new plaster is specified in kitchens and baths, the finish will be smooth.
3. When ceramic tile is to be installed in bathrooms, glass fiber reinforced backer board (wonderboard) will be installed in tub jumper areas and showers.
4. When patching plaster, all loose material will be removed until sound construction is reached including the removal of rotted/deteriorated lath. Patching of plaster shall match existing work in texture and finish, and joints with existing plaster shall be finished flush and smooth.
5. When plastering over existing plaster or painted surfaces, an approved bonding agent shall be applied to all surfaces prior to commencing work.
6. When suspended ceilings are installed, all loose plaster shall first be removed from existing ceiling.
7. Drywall shall be secured with drywall nails or screws specifically manufactured for this purpose. No galvanized roofing nails or other types will be accepted. Additionally, when new drywall is installed over an existing plaster ceiling, only drywall screws will be accepted as a fastener.
8. All finished sheetrock shall be finished smooth and be free from nail pops and visible tape seams, unless otherwise specified in the Construction Specifications.
9. NRHA Inspection required of wall framing before installation of all finished wall coverings.

#### **Schedule 8: Painting and Wallpapering**

1. All surfaces to be painted shall be free of all loose, flaking paint, dirt, dust, or grit and all nailholes, cracks, etc., shall be caulked and/or spackled and sanded smooth before new paint is applied. Any further preparation measures shall be as specified in the construction specifications.
2. All new porch flooring to be painted will be primed/sealed on the underside and all edges.
3. All broken/loose/missing window putty will be replaced prior to painting.
4. Homeowners will select all colors and finishes.
5. All surfaces to be wallpapered shall first be properly sized.
6. All bathroom and kitchen walls, ceilings and woodwork shall be painted with a semi-gloss enamel except as otherwise specified. Example: trim to be polyurethane stain.
7. When the terms "woodwork" and "woodtrim" appear in the specifications they are to be interpreted as follows: Woodwork is defined as all wood that might be found within a room. Example: When the specification reads "paint all woodwork," it should be interpreted to mean doors and door trim, windows and window trim, baseboard moldings at floors and ceiling, chair rails, fireplace mantle, cabinets, etc. Woodtrim is not as all inclusive as woodwork and is not meant to include items such as fireplace mantles and cabinets, as used in the above example.

### **Schedule 9: Cabinetry Work**

1. All cabinets shall be as specified in the construction specifications and installation shall include all filler strips, moldings, and hardware for a complete job.
2. All cabinets shall be installed plumb and level with screws secured to wall or ceiling framing. No installations with nails will be accepted.
3. Color of countertops shall be selected by homeowners.

### **Schedule 10: Plumbing**

1. All work shall be completed in strict accordance with the current edition of the Uniform Statewide Plumbing Code. Piping shall be installed without critical damage to structural members. All fixtures shall be installed with shut-off valves immediately adjacent.
2. All piping, domestic water supply, gas lines, etc. shall be of a type and size as specified in the current edition of the Uniform Statewide Plumbing Code.
3. Plumbing fixtures shall be as specified in the construction specifications. Color shall be white unless otherwise specified in the construction specifications.
4. Water heater shall be gas-fired, oil-fired, electric, or boiler with summer/winter hook-up. All water heaters shall be glass-lined and include all proper shut-off, relief, and thermostatic controls.
5. All items replaced or removed are property of the contractor and shall be removed from the premises, unless otherwise specified in the construction specifications.

### **Schedule 11: Heating, Ventilating and Air Conditioning**

1. New equipment, when called for, will be installed and inspected in accordance with the current edition of the Uniform Statewide Plumbing and/or Mechanical Code, the Uniform Statewide Building Code, and as further specified in the Uniform Statewide Fire Codes. All new equipment when called for will be of first line, current production quality. "Surplus" or "closeout" units are not acceptable.
2. Existing equipment to be expanded, modernized, or altered shall be done in accordance with the current edition of the Uniform Statewide Plumbing and/or Mechanical Code, the Uniform Statewide Building Code, and as further specified.
3. Heating layout shall be submitted for approval by the heating contractor and will show (1) location of heating units, (2) boiler or furnace, and its capacity, make and model, (3) heat loss calculation sheets for the building and each space to be heated, (4) description of baseboard, radiators, etc.
4. Electric heat, where specified, shall be installed in accordance with the manufacturer's instructions, the Uniform Statewide Building Code, the National Electrical Code, and FHA's Minimum Property Standards.
5. All items replaced or removed are property of the contractor and shall be removed from the premises, unless otherwise specified in the construction specifications.

### **Schedule 12: Electrical Work**

1. All electrical work shall be done in accordance with the current edition of the National Electrical Code.
2. All conductors shall be run in wall, floor, or ceiling cavities unless otherwise specified.
3. All outlets specified in the construction specifications will be installed at location of owner's choice except where such location conflicts with the current edition of the National Electrical Code.
4. ***When new circuits are added to an existing panel it shall be the contractor's responsibility to ensure that existing service is adequate to carry the additional load. In the event that the contractor believes the service to be inadequate, he shall be responsible for bringing this fact to the attention of the rehabilitation specialist prior to submitting bids.***

**Schedule 13: Insulation and Miscellaneous**

Railings: Unless otherwise specified railings shall be constructed of refined wrought iron “custom” made for the location specified in the construction specifications. Uprights (newel posts) shall be set in concrete or sleeves and made tight with a quick setting anchor cement. After installation all newly installed rails shall be painted with two (2) coats of “rustoleum” enamel.

**Schedule 14: Aluminum and Vinyl Products**

1. Aluminum/vinyl siding will be installed over either a vapor barrier or insulation board as specified in the construction specifications.
2. The term “deluxed” when associated with an aluminum/vinyl job means to cover all eaves, soffits, door and window woodtrim, unless otherwise specified in the construction specifications.
3. The “deluxing” of all cornices/eaves is to include all wood ledger/fascia boards required to install material. All new members shall be constructed of salt-treated material. All old cornice work shall be scraped and primed before “deluxing.”
4. The homeowner will have the choice of color and style of siding material.
5. The installation of aluminum/vinyl replacement windows is to include all trim and modifying window openings to accept new windows where needed.
6. Installation of replacement windows to include the repairing of interior/exterior walls with material to match (plaster, brick, shingles, etc.).

**Schedule 15: Asbestos**

1. All asbestos abatement, removal and disposal shall be accomplished by certified and licensed personnel.
2. The abatement contractor shall furnish to the Rehabilitation Department of Norfolk Redevelopment and Housing Authority and required departments of the City of Norfolk all documents and certifications before performing work as designated in the Construction Specifications and after designated work has been accomplished.
3. All abatement of asbestos containing material on exterior of all buildings on property shall be removed and building dried in by the asbestos contractor to protect the building from the elements. NRHA to inspect after removal of material and before drying in.
4. The abatement contractor and the general contractor shall cooperate to facilitate and expeditiously complete the work as designated in the construction specifications.

**HOMEOWNER'S INITIALS** \_\_\_\_\_

1. NRHA maintains a list of contractors currently doing, or desiring to do, work in the conservation project areas. This list is available for owner's use, if desired.
2. The property owner(s) invites all interested contractors to submit proposals to perform work under this program. Copies of the construction specifications may be obtained by the contractor at the property from the owner(s). In order to have your proposals accepted, you must be on NRHA's general contractors list. If you are interested in getting on our list, you may qualify by calling or coming by our office and requesting an application, which must be filled out completely and returned to NRHA along with copies of your state and city licenses. Also a current certificate of insurance must be sent to us from your insurance carrier.
3. The owner(s) will be responsible for contacting the contractors of their choice and setting appointments for the contractors to view the job. NRHA will post the name and phone numbers of owners looking for the contractors at the Neighborhood Conservation Office (6<sup>th</sup> floor, 201 Granby Street). Contractors desiring to do work can contact the owner(s) and offer their services.
4. The property owner(s) and NRHA staff will set a date and time by which all sealed proposals must be received and opened in the Neighborhood Conservation Office. **Only sealed proposals received in the office of NRHA on or before the date and time designated will be eligible for consideration by the property owner(s). Faxed or phoned-in proposals will not be accepted. All proposals will be opened by the owner(s).**
5. The owner(s) may select any qualified contractor from the proposals that fall within a range of plus or minus 10% of the NRHA estimate, not to exceed the maximum financial assistance the owner(s) qualify for. Proposals not within this range will not be considered unless the contractor can show cause, to the satisfaction of the NRHA Rehabilitation Construction Manager, as to how and why they should be permitted to perform the work as specified.
6. Contractors will not be allowed to change their proposals after the public opening. They may, however withdraw their proposal. **NOTE:** The above does not apply to changes that may occur during the pre-construction conference or during the actual construction (change order).
7. Under these procedures, the property owner(s) reserves the right to reject any or all proposals; and further, is not bound to accept the lowest proposal falling within the plus or minus 10% range noted above. After reaching a decision, the owner(s) will advise the contractor and NRHA of their choice.

**Notice:**

*New contractors, or first-time contractors, in this program are required to satisfactorily complete one job before being allowed to submit proposals on future work.*

*Any contractor with an outstanding Notice of Defects is prohibited from submitting proposals on any rehabilitation jobs until all notices are satisfied. Contractors found to be doing, or who have done, work that is unacceptable will be removed from the general contractors list and prohibited from submitting proposals on any future rehabilitation work.*

*Any contractor who does not bid on any of our rehabilitation jobs for one (1) year will be considered for deletion off our general contractors list.*

