

**City Council Agenda Items
and
Contracts, Leases or Agreements**

2/21/2012

City Council Meeting Date
Agenda Items Only

Yolanda Fields Community Services Development Services
Submitted By **Division** **Department**

Action Required:

Approval of P.O for CDBG moderate rehabilitation project located at 800 E. Pittman

\$ <u>20,000.00</u>	\$ <u>25,000.00</u>	
Cost of this request	Category / Project Budget	Program Category / Project Name
<u>2180.4940.5315.00</u>	\$ <u>-</u>	
Account Number	Funds Used to Date	Program / Project Category Name
<u>02123-1203</u>	\$ <u>25,000.00</u>	<u>Community Development</u>
Project Number	Remaining Balance	Fund Name

Budgeted Item Budget Adjustment Attached

[Signature] 01-17-2012 Previous Ordinance or Resolution # _____
Department Director Date

[Signature] 1-30-12 Original Contract Date: _____
City Attorney Date Original Contract Number: _____

Paul A. Barber 1-31-2012
Finance and Internal Services Director Date

[Signature] 1-31-12
Chief of Staff Date

[Signature] 1/31/12
Mayor Date

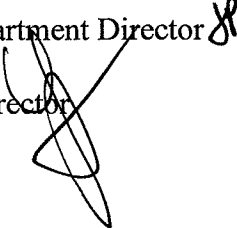
Received in City Clerk's Office 01-30-12 A08:51 RCVD
[Signature]

Received in Mayor's Office
ENTERED 1/30/12
[Signature]

Comments: Staff recommends approval of P.O.

CITY COUNCIL AGENDA MEMO

To: Mayor and City Council

Thru: Jeremy Pate, Development Services Department Director 

From: Yolanda Fields, Community Services Director

Date: 1-27-2012

Subject: CDBG Housing Program- Approval of PO for CDBG Moderate Rehabilitation Project

PROPOSAL:

The homeowners at 800 E. Pittman meet all requirements for the Housing Rehabilitation Program. The property has been evaluated by the contracted CDBG Specification Writer, and the improvements needed are listed below.

- Install New Siding
- Install Insulation underneath home
- Replace old HVAC units with high efficiency units
- Install gutters on home
- Replace Broken front door
- Minor electrical repair
- Minor interior door and trim repair

RECOMMENDATION:

Staff recommends approval of Purchase Order for the project located at 800 E. Pittman

BUDGET IMPACT:

Project cost approximately \$20,000

RESOLUTION NO. _____

A RESOLUTION APPROVING A CONTRACT IN THE AMOUNT OF \$20,000.00 WITH EVANS CONSTRUCTION AND REMODELING FOR A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) REHABILITATION AT 800 E. PITTMAN

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAYETTEVILLE, ARKANSAS:

Section 1. That the City Council of the City of Fayetteville, Arkansas hereby approves a contract in the amount of \$20,000.00 with Evans Construction and Remodeling for a Community Development Block Grant (CDBG) rehabilitation at 800 E. Pittman.

PASSED and APPROVED this 21st day of February, 2012.

APPROVED:

ATTEST:

By: _____
LIONELD JORDAN, Mayor

By: _____
SONDRA E. SMITH, City Clerk/Treasurer

City Of Fayetteville - Purchase Order (PO) Request

(Not a Purchase Order)

All purchases under \$2500 shall be used on a P-Card unless medical or 1099 service related. (Call x256 with questions)
All PO Request shall be scanned to the Purchasing e-mail: Purchasing@ci.fayetteville.ar.us

Vendor #: 19403	Vendor Name: Evans Construction and Remodeling	Requisition No.:	Date: 1/23/2012
Address: 15187 Trace Branch Rd		P.O Number:	Expected Delivery Date:
City: West Fork		Mail Yes: _____ No: _____	Taxable Yes: _____ No: _____
State: AR		Fob Point:	Quotes Attached Yes: _____ No: _____
Requester: Rachel		Zip Code: 72774	Ship to code:
Requester's Employee #: 3273		Division Head Approval:	
Extension: 260			

Item	Description	Quantity	Unit of Issue	Unit Cost	Extended Cost	Account Numbers	Project/Subproject #	Inventory #	Fixed Asset #
1	Mod Rehab - 800 Pittman	1		20,000.00	\$20,000.00	2180.4940.5315.00	02123-1203		
2					\$0.00				
3					\$0.00				
4					\$0.00				
5					\$0.00				
6					\$0.00				
7					\$0.00				
8					\$0.00				
9					\$0.00				
10					\$0.00				
*	Shipping/Handling		Lot		\$0.00				

Special Instructions:

Subtotal: **\$20,000.00**
Tax: _____
Total: **\$20,000.00**

Approvals:

Mayor: _____ Department Director: _____ Purchasing Manager: _____
Finance & Internal Services Director: _____ Budget Manager: _____ IT Manager: _____
Dispatch Manager: _____ Utilities Manager: _____ Other: _____



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COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

RECEIPT OF BIDS

OWNER(S): Trulyia Hudler
ADDRESS: 800 Pittman PROJECT No: 02123-1203
PROJECT TITLE: Moderate Rehabilitation
BID CLOSING DAY/DATE/TIME: _____

CONTRACTOR: Evans Construction BID AMOUNT: \$20,000.00

CONTRACTOR: Joe Perme Construction BID AMOUNT: 24,025.00

CONTRACTOR: _____ BID AMOUNT: _____

CONTRACTOR: _____ BID AMOUNT: _____

CONTRACTOR: _____ BID AMOUNT: _____

Certified by: R Fields Date: 1/23/12

Witness: [Signature] Date: 1/23/2012



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COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

STANDARD BID PROPOSAL FORM

PROJECT NUMBER: 02123-1203

DATE ISSUED: 1-9-2012

DATE AND TIME OF OPENING: Monday, 4:00 pm, January 23, 2012

OWNER'S NAME: City of Fayetteville

PROJECT ADDRESS: 800 E. Pittman Dr. Fayetteville, AR 72703

ATTENTION

The City has the right to select which of the items listed below will be completed based on the amount of funds available.

*In blanks below please quote price for each item and the total for project at the bottom.

A) Siding:	<u>8500</u>
B) Windows & Doors:	<u>705</u>
C) Paneling:	<u>100</u>
D) Interior Doors & Trim:	<u>240</u>
E) Paint:	<u>100</u>
F) Insulation:	<u>1525</u>
G) Electrical:	<u>525</u>
H) HVAC:	<u>7550</u>
I) Gutters:	<u>505</u>
J) Cleanup:	<u>250</u>
K) Other:	<u>0</u>

MY TOTAL BID PRICE FOR THIS PROJECT IS \$ 20,000

Upon signing this Bid, the bidder certifies that they have viewed the property, read and agree to the requirements set forth in this bid proposal, including specifications, terms and standard



THE CITY OF FAYETTEVILLE, ARKANSAS

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COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
conditions, and pertinent information regarding the articles being bid on, and agree to furnish these articles at the prices stated.

Complete Business Address:

Name of Firm: Evans Construction Phone # (479) 530-0801

Residential Contractors License number 0204640812

Street address or P O Box 15187 Trace Branch Rd

City / State / Zip Code West Fork AR 72774

Printed Name: Randall C Evans

Signature: Randall C Evans Title: President



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COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

STANDARD BID PROPOSAL FORM

PROJECT NUMBER: 02123-1203

DATE ISSUED: 1-9-2012

DATE AND TIME OF OPENING: Monday, 4:00 pm, January 23, 2012

OWNER'S NAME: City of Fayetteville

PROJECT ADDRESS: 800 E. Pittman Dr. Fayetteville, AR 72703

ATTENTION

The City has the right to select which of the items listed below will be completed based on the amount of funds available.

*In blanks below please quote price for each item and the total for project at the bottom.

- A) Siding: 12,000⁰⁰
- B) Windows & Doors: 850⁰⁰
- C) Paneling: 175⁰⁰
- D) Interior Doors & Trim: 450⁰⁰
- E) Paint: 250⁰⁰
- F) Insulation: 2100⁰⁰
- G) Electrical: 900⁰⁰
- H) HVAC: 6000⁰⁰
- I) Gutters: 800⁰⁰
- J) Cleanup: 300⁰⁰
- K) Other: 200⁰⁰

MY TOTAL BID PRICE FOR THIS PROJECT IS \$ 24,025⁰⁰

Upon signing this Bid, the bidder certifies that they have viewed the property, read and agree to the requirements set forth in this bid proposal, including specifications, terms and standard



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conditions, and pertinent information regarding the articles being bid on, and agree to furnish these articles at the prices stated.

Complete Business Address:

Name of Firm: Joe Perme Construction Phone # 479-409-1101

Residential Contractors License number 0061550312

Street address or P O Box 1874 S. Doral Dr.

City / State / Zip Code Fayetteville, AR 72701

Printed Name: Joe Perme Sr.

Signature: Title: Vice-President



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CITY OF FAYETTEVILLE

**113 W. Mountain St.
Fayetteville, AR 72701**

INVITATION TO BID

Bid # 02123-1203

**Community Services Division
(479) 575-8270**

**BID #: 02123-1203 Moderate Rehabilitation Project at 800 E.
Pittman**

DATE ISSUED: 1-9-2012

**DATE & TIME OF OPENING: Monday, January 23, 2012,
4:00pm**

CONTACT: Brent Johnson—(479) 575-8270



THE CITY OF FAYETTEVILLE, ARKANSAS

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

INVITATION TO BID

DATE ISSUED: January 9, 2012

RECEIPT OF BIDS: Monday, 4:00 pm, January 23, 2012
Community Services Division
125 West Mountain Street
Fayetteville, AR 72701

COMMUNITY DEVELOPMENT ADMINISTRATOR:
Brent Johnson
Housing Manager
113 West Mountain Street
Fayetteville, AR 72701
Phone (479) 575-8270

BRIEF SCOPE OF PROJECT: Siding and gutter repair/replacement, window and door repair/replacement, insulation repairs & installation, electrical repairs, HVAC replacement

PROJECT NUMBER: 02123-1203

PROJECT LOCATION: 800 E. Pittman. Fayetteville, AR 72703

CITY OF FAYETTEVILLE: The City of Fayetteville encourages participation of small, minority and women owned business enterprises in the procurements of goods, services, and construction, either as a general contractor or subcontractor. The City is an affirmative action / equal opportunity employer. Section 55.55 prohibits discrimination against qualified individuals because of their handicapped status.

GENERAL: A copy of the Specifications is available at the Community Services Division's office.

******* Attention! New Requirements! *******

- **New permitting requirements, please see attached**
- **Any bid of over \$20,000 must be accompanied by a certified check or bid bond in an amount not less than five percent (5%) of the amount bid.**
- **A one hundred percent (100%) performance and payment bond is required with a contract awarded amount of over \$20,000 and filed with the Washington County Circuit Clerk.**
- **A State of Arkansas Residential Contractor's License is required for ALL bids.**



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COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

SPECIAL TERMS AND CONDITIONS

1. All bids shall be submitted in a sealed envelope and must be submitted on forms provided by the city. No employees of the Community Services Division are allowed to fill out bid sheets for Contractors.
2. The company or contractor name and project # shall be stated on the face of the sealed bid envelope.
3. Bidders shall include all applicable local, state, and federal sales tax in the bid. The responsibility of payment shall remain with the successful bidder.
4. Prices shall include all labor, materials, profit, insurance, etc., to cover the furnishing of the items of the bid.
5. Bids received after the date and time set for receiving bids will not be considered.
6. The Owner reserves the right to accept or reject any and all bids, waive formalities in the bidding and make a bid award deemed to be in the best interest of the Owner. The Owner shall be able to purchase more or less than the quantity indicated subject to availability of funds.
7. The bid price shall remain good and firm for a period of thirty (30) calendar days from bid opening date; however, the prices may remain firm for a longer period of time if mutually agreeable between bidder and the Owner.
8. All products delivered shall comply with applicable standards of quality.
9. Any exceptions to the requirements of the City of Fayetteville must be noted on the Bid Form or on an attached form.
10. In the event of two or more identical low bids, the contract may be awarded arbitrarily or for any reason to any such bidders, at the discretion of the Owner.
11. **The Contractor is to supply the City with evidence of the following:**
 - 1) **Current and valid Certificate of Liability Insurance that includes coverage for**
 - a) **Workman's Compensation and Employer Liability in accordance with the laws of the State of Arkansas,**
 - b) **Commercial General Liability that covers public liability and property damage and**
 - c) **Automobile Liability, if applicable. All premiums and costs**

113 W MOUNTAIN ST | FAYETTEVILLE AR 72701 | PHONE 479.575.8260 | FAX 479.444.3445

Form CD 117

K:\CR\Shared Information\Community Development Forms\Form CD 117 SPECIAL TERMS AND CONDITIONS.doc



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COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

shall be paid by the Contractor. In no way will the Owner be responsible in case of accident.

- 2) Current and valid license from the State of Arkansas Contractors Licensing Board.**
- 3) EPA/HUD Approved Lead Safety Training Program certification.**
12. Specifications furnished with this invitation are intended to establish a desired quality or performance level, or other minimum dimensions and capacities, which will provide the best product at the lowest possible price. Other than designated brands and/or models approved as equal to designated products shall receive equal consideration.
13. The City reserves the right to request any additional information it deems necessary from any or all bidders after the submission deadline.
14. Quality, time and probability of performance may be factors in making an award.
15. Any ambiguity in any bid as a result of omission, error, lack of clarity or non-compliance by the bidder with specifications, instructions, and all conditions of bidding shall be construed in the light most favorable to the Owner.
16. Bidders must provide the City with their bids signed by an employee having legal authority to submit bids on behalf of the bidder.
17. The request for bid is not to be construed as an offer, a contract, or a commitment of any kind; nor does it commit the city to pay for any costs incurred by bidder in preparation of bid.
18. Bids must be hand delivered or received by mail in the Community Services Office, 125 West Mountain St. Fayetteville, and AR. 72701, on or before the time of closing listed on the Bid Form. Under no circumstances will faxed bids be allowed.
19. The successful bidder will be required to enter into a contract with the Owner and shall provide a certificate of insurance to the Community Services Division within ten (10) days of notice of bid award.
20. In the event a contract is entered into pursuant to the "Invitation to Bid", the bidder shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin, or ancestry. The bidder must include in any and all subcontracts a provision similar to the above.

113 W MOUNTAIN ST | FAYETTEVILLE AR 72701 | PHONE 479.575.8260 | FAX 479.444.3445

Form CD 117

K:\CR\Shared Information\Community Development Forms\Form CD 117 SPECIAL TERMS AND CONDITIONS.doc



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21. The contractor must be prepared to commence work on start date per Notice to Proceed issued by the City Community Services Division, and must complete the work within Thirty (30) calendar days. Exceptions as noted in the Rehabilitation Contract.
22. A Maximum of three payments may be made on each Housing Rehabilitation Project. Upon satisfactory completion of 40% of the work and submission of proper documentation, 30% of the contract amount may be released to the contractor with 10% being held as retainer. Upon satisfactory completion of 70% of the work and submission of proper documentation, 60% of the contract amount may be released to the contractor with 10% being held as retainer. Final payment shall be made after satisfactory completion and acceptance of the project. Retainers shall be released with the final payment.
23. A certificate of final inspection by the City of Fayetteville's Building Safety Division must be performed before the release of the final check.
24. Any construction material containing Lead-Based Paint (LBP) shall be removed by workers certified in LBP Interim Controls and with adherence to the current HUD Regulation on LBP Hazards.



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Residential Permit Application and Plan Review Requirements

The following shall be the submittal requirements:

- **Completion of the Master Permit application and review before any work starts.**
- **"CDBG" will be entered in the Description of Work field.**
- **Specification sheets will be submitted with the application.**
- **CDBG fee waiver sheet for the application process. (Provided by CDBG Staff)**
- **A site plan of the property drawn to scale will be submitted according to permitting procedures.**
- **A floor plan drawn to scale will be submitted indicating where changes to the structure are to occur. This can be done in two parts as before and after with 8 ½ x 11 plans.**
- **The Master permit must be issued before any other permit may be applied for.**

Highland Home Builder, Inc.

Bruce Kerr 479-903-0966
Community Services Spec writer
brucegkerr@netzero.com
Community Services Division



MODERATE HOUSING REHABILITATION PROJECT

Scope of Project: Electrical repairs, replace broken paneling, hang interior doors, replace HVAC system, new siding, floor insulation, replace missing window screens, paint trim

Owner's Name: Twylia Hudler **Phone:** 479-200-3024

Project Location: 800 E Pittman Drive, Fayetteville AR

Project # 02123-1203

Administrator: Brent Johnson **Phone:** 479-575-8270 **Fax:** 479-444-3445

Contractors Description of Work: Minimum requirements for bidder: Proof of current Arkansas Residential Contractor's license (or Commercial Contractor's license if required by law) which is provided by the State of Arkansas Contractors Licensing Board, Certificate of Liability Insurance, and a statement of Completion of EPA/HUD Approved Lead Safety Training if applicable.

GENERAL:

The contractor will be responsible for all aspects of the construction, installation, repairs, and cleanup as stated in the Scope of Work and Specifics at the project location stated above.

Each bidder will be responsible for a complete inspection of the property at the project location before submitting bid. All the distances, measurements, procedures, and listed materials should be verified before submitting your bid to complete the work. The requirements listed here, in the description of work, are general requirements and it will be the responsibility of the winning bidder to assure the City of Fayetteville that the finished project is in compliance with all applicable codes and standards and achieves the goal of raising the efficiency of the building.

The contractor's duties and responsibilities include, but are not limited to, the following:

- 1) Purchasing of all materials.
- 2) Supervision of all employees and subcontractors.
- 3) Coordination with the City of Fayetteville CDBG Administrator, the City of Fayetteville Code Compliance Office and owners.
- 4) Project design.
- 5) Clean up and restoration of all lawns, planters, walking and driving surfaces to their original condition.
- 6) Keep job site safe for others and practice safe working practices as required.

SPECIFICS:

A: SIDING

- A - 1 Add blocks alongside roof tails and add a subfascia to the edges of the roof. The soffits should remain at the same pitch as the roof.
- A - 2 Remove any siding, siding batts, trim, or decorative beams needed to add new vinyl siding but do not compromise structural strength.
- A - 3 Install new vinyl siding. Use minimum 0.040 material thickness. (Approximately 1,800 square feet) Style of the profile and color to be approved by the homeowner. Block off any holes that were originally bird holes.
- A - 4 Cover all areas of wood with aluminum that siding will not cover including door jambs and trim around doors.
- A - 5 Install vinyl soffit material to underside of soffits and any wall bump outs such as the one in the back of the home. Make sure there are no areas for squirrels to enter the attic.

B: WINDOWS AND DOORS

- B - 1 Have window screens made for all the windows that do not have screens. (Approx. 5)
- B - 2 Replace the front door with a new prehung metal door that is similar in style.
- B - 3 Replace the weather strip seals on the back door.

C: PANELING

- C - 1 Remove the one sheet of paneling with a hole in it that is by the washer and dryer. Replace it with a new piece that matches. Re attach any trim. Do NOT paint.

D: INTERIOR DOORS AND TRIM

- D - 1 Hang the door to the bedroom that is not attached. Install new hinges if needed. Install a new door knob. The door is there and is setting loosely in place.
- D - 2 Hang the door entering the front left room that is not attached. The door is leaning against the wall in the room. Install new hinges if needed. Install a new door knob if needed. Remove the extra piece of wood that is attached to the door jamb.
- D - 3 Re attach any trim that was existing around the front door or replace it if it cannot be saved
- D - 4 Replace the broken door stop that is on the door jamb going into the bathroom by washer and dryer.

E: PAINT

E - 1 Paint the front door and any trim that is added. Do not paint the paneling.

F: INSULATION

F - 1 Insulate the floor with R 19 batt insulation.

F - 2 Apply a new vapor barrier over the old one.

G: ELECTRICAL

G - 1 Repair the outdoor outlet that is by the back door. Replace if necessary.

G - 2 Go thru the home and put plug and switch covers on all areas that are missing them.

G - 3 Replace all the smoke detectors in the home.

G - 4 Make any electrical connections to the new HVAC system.

H: HVAC

H - 1 Tear out the old HVAC units and add new HVAC central air system equipment in crawlspace to service the first floor with floor registers. The unit will be natural gas with a 90 plus type unit for efficiency (such as the Rheem Classic series 90 plus furnace or like model). The exhaust will vent out the side or back of the home with PVC pipe as the vent. (Be sure the unit size is sufficient for the home)

H - 2 Attach the existing ductwork to the new unit. Inspect ductwork for missing insulation and add insulation where needed.

H - 3 Remove old unit and install a new air conditioning unit at the existing location. The unit should be Energy Star rated.

H - 4 Add condensation pipe or attach to the existing pipe and be sure it drains to the outside. Make all needed gas connections.

I: GUTTERS

I - 1 Install new seamless gutters to the home. Color to be approved by the homeowner.

J: CLEANUP

J - 1 All new, used, and excess construction materials that relate to the job or a change order(s) belongs to the contractor and can be removed from the property by the contractor as needed during the project and shall be removed at completion.

- J - 2 All trash shall be hauled off by contractor and preferably recycled if possible.
- J - 3 All affected areas shall be left broom clean.
- J - 4 If lead paint is present, cleanup will be compliant with EPA/HUD Approved Lead Safety standards.

K: OTHER

- K - 1 All work or materials which are not directly noted in the Scope of Work and Specifics, but are necessary for the proper carrying out of the obvious intentions thereof, are to be understood as implied work and will be provided for by the contractor as if specifically described or drawn.
- K - 2 All work shall be performed in a workmanlike manner according to common construction practices, according to the specifications set forth in the Community Services Program's General Specification Manual, and with adherence to city, state, and national codes.
- K - 3 Any damage to the dwelling or property caused by the contractor, his/her worker(s) or delivery person, and/or their vehicles during the project shall be repaired to like new conditions.
- K - 4 Where applicable, all plumbing work shall be performed by a Arkansas State licensed plumbing contractor with adherence to the current Arkansas Plumbing Code.
- K - 5 Where applicable, all electrical work shall be performed by a Arkansas State licensed electrical contractor with adherence to the current National Electrical Code.
- K - 6 Where applicable, all HVAC work shall be performed under the supervision of a licensed HVAC contractor with adherence to all codes.



THE CITY OF FAYETTEVILLE, ARKANSAS

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COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

STANDARD BID PROPOSAL FORM

PROJECT NUMBER: 02123-1203

DATE ISSUED: 1-9-2012

DATE AND TIME OF OPENING: Monday, 4:00 pm, January 23, 2012

OWNER'S NAME: City of Fayetteville

PROJECT ADDRESS: 800 E. Pittman Dr. Fayetteville, AR 72703

ATTENTION

The City has the right to select which of the items listed below will be completed based on the amount of funds available.

*In blanks below please quote price for each item and the total for project at the bottom.

- A) Siding: _____
- B) Windows & Doors: _____
- C) Paneling: _____
- D) Interior Doors & Trim: _____
- E) Paint: _____
- F) Insulation: _____
- G) Electrical: _____
- H) HVAC: _____
- I) Gutters: _____
- J) Cleanup: _____
- K) Other: _____

MY TOTAL BID PRICE FOR THIS PROJECT IS \$ _____

Upon signing this Bid, the bidder certifies that they have viewed the property, read and agree to the requirements set forth in this bid proposal, including specifications, terms and standard



THE CITY OF FAYETTEVILLE, ARKANSAS

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COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
conditions, and pertinent information regarding the articles being bid on, and agree to furnish these articles at the prices stated.

Complete Business Address:

Name of Firm: _____ Phone # _____

Residential Contractors License number _____

Street address or P O Box _____

City / State/ Zip Code _____

Printed Name: _____

Signature: _____ Title: _____

