

City of Fayetteville Staff Review Form

2014-0325

Legistar File ID

8/19/2014

City Council Meeting Date - Agenda Item Only

N/A for Non-Agenda Item

Yolanda Fields

7/22/2014

Community Resources /
 Development Services Department

Submitted By

Submitted Date

Division / Department

Action Recommendation:

Approval of the purchase order for a moderate rehabilitation project at 898 S. Hill Ave. as part of the CDBG Housing Program

Budget Impact:

2180.4940.5315.00

2180 - CDBG

Account Number

Fund

62123.1408

898 S Hill

Project Number

Project Title

Budgeted Item? Yes

Current Budget \$ 482,037.00

Funds Obligated \$ 114,583.84

Current Balance \$ **367,453.16**

Does item have a cost? Yes

Item Cost \$ 39,765.00

Budget Adjustment Attached? No

Budget Adjustment

Remaining Budget \$ **327,688.16**

V20140710

Previous Ordinance or Resolution # _____

Original Contract Number: _____

Approval Date: _____

Comments:

[Handwritten signature]
 7/23/14

ENTERED
 7-23-14
ENTERED
 7/24/14
[Handwritten signature]


Paul a. Berlin 7-28-2014

Alan Man 7-28-14



CITY COUNCIL AGENDA MEMO

MEETING OF AUGUST 5, 2014

TO: Mayor and City Council
THRU: Jeremy Pate, Dir. Development Services 
FROM: Yolanda Fields, Community Resources Director
DATE: July 22, 2014
SUBJECT: Approval of Purchase Order for Community Resources Division

RECOMMENDATION:

Staff recommends approval of the attached purchase order for the housing rehabilitation project located at 898 S. Hill Ave.

BACKGROUND:

Community Resources has deemed the \$39,765 housing rehabilitation project cost necessary in order to fully rehabilitate the home located at 898 S. Hill Ave. A brief scope of the project includes updating many new windows and a door, trim and paint repairs, new siding and gutters, electrical and plumbing repairs, new insulation and HVAC work, and repairs and updates to railings. For the full scope of the project, please see the attached bid packet.

DISCUSSION:

In December 2013, a Fayetteville home-owner applied for a housing rehabilitation project on their home at 898 S. Hill Ave. After verifying that the owner qualified for the program by being within the low-income population, Community Resources conducted an environmental review of the property, performed an assessment of the property, and completed a dwelling assessment on the property. The housing structure was deemed stable, livable, and eligible for rehabilitation.

On June 29 and July 6 of this year, the bid for the rehab project was advertised in the local newspaper and emails were sent out to contractors with the bid packet attached. Only one contractor, Evans Construction and Remodeling, placed a bid on the project.

BUDGET/STAFF IMPACT:

Project cost is \$39,765

Attachments:

Purchase Order
Receipt of Bids and Bids
Bid Invitation Packet
Photos

RESOLUTION NO. _____

A RESOLUTION TO AUTHORIZE A CONTRACT WITH EVANS CONSTRUCTION AND REMODELING, LLC IN THE AMOUNT OF \$39,765.00 FOR COMMUNITY DEVELOPMENT BLOCK GRANT REHABILITATION OF AN ELIGIBLE RESIDENCE LOCATED AT 898 S. HILL AVENUE

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 authorizes a contract with Evans Construction and Remodeling, LLC in the amount of \$39,765.00 for Community Development Block Grant rehabilitation of an eligible residence located at 898 S. Hill Avenue.

PASSED and APPROVED this 19th day of August, 2014.

APPROVED:

ATTEST:

By: _____
LIONELD JORDAN, Mayor

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

City of Fayetteville - Purchase Order Request (PO)

(Not a Purchase Order)

All PO Requests shall be scanned to the Purchasing e-mail: Purchasing@fayetteville-ar.gov.
Purchase shall not be made until an actual PO has been issued.

Vendor #: 19403	Vendor Name: Evans Construction & Remodeling LLC	Requisition No.:	Date: 7/22/2014						
Address: 1123 Crutcher St.		P.O Number:							
City: Springdale	State: AR	Legistar#: 2014-0325	Expected Delivery Date: ASAP						
Requester: Cherrell Lee	Requester's Employee #: 3386	Extension: 8260							
Item	Description	Quantity	Unit of Issue	Unit Cost	Extended Cost	Account Number	Project.Sub#	Inventory #	Fixed Asset #
1	Moderate Rehabilitation project at 898 S. Hill Ave.	1		39,765.00	\$39,765.00	2180.4940.5315.00	62123.1408		
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:	\$39,765.00				
				Tax:					
				Total:	\$39,765.00				

Approvals:

Mayor: _____ Department Director: _____ Purchasing Manager: _____

Chief Financial Officer: _____ Budget Director: _____ IT Director: _____

Dispatch Manager: _____ Utilities Manager: _____ Other: _____



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

RECEIPT OF BIDS

OWNER(S): Gretchen Schlump

ADDRESS: 898 S. Hill Ave. PROJECT No: 62123-1408

PROJECT TITLE: Moderate Rehabilitation of a Residential Building

BID CLOSING DAY/DATE/TIME: July 14, 2014, 4:00 P.M.

CONTRACTOR: Evans Construction + Remodelling LLC

BID AMOUNT: \$ 39,765

CONTRACTOR: _____

BID AMOUNT: _____

CONTRACTOR: _____

BID AMOUNT: _____

CONTRACTOR: _____

BID AMOUNT: _____

CONTRACTOR: _____

BID AMOUNT: _____

Certified by: [Signature]

Date: 14 July 2014

Witness: [Signature]

Date: 7/14/2014



STANDARD BID PROPOSAL FORM

PROJECT NUMBER: 62123-1408 **DATE ISSUED:** 06-30-2014

DATE AND TIME OF OPENING: Monday, 4:00 pm, July 14, 2014

OWNER'S NAME: City of Fayetteville

PROJECT ADDRESS: 898 S. Hill Ave., Fayetteville, AR 72701

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) Windows & Doors:

7,250

B) Trim & Paint:

3,000

C) Siding & Gutters:

~~15,215~~ 15,215

D) Electrical:

1,070

E) Plumbing:

500

F) Insulation:

1,680

G) HVAC:

9,000

H) Railings:

800

I) Cleanup:

250

J) Other:

Ø

MY TOTAL BID PRICE FOR THIS PROJECT IS \$ 39,965.00

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

Complete Business Address: 1123 Crutcher St. Springdale, AR 72764

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

Residential Contractor's License number 020464

Street address or P.O. Box 1123 Crutcher St

City / State / Zip Code Springdale, AR 72764

Printed Name: Randall Evans

Signature:  Title: President



CITY OF FAYETTEVILLE

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

INVITATION TO BID

Bid# 62123-1408

**Community Resources Division
(479) 575-8240**

BID#: 62123-1408

DATE ISSUED: 06-30-2014

DATE & TIME OF OPENING: Monday, July 14, 2014 4:00pm

CONTACT: Kyle Belt—(479) 575-8240



INVITATION TO BID

DATE ISSUED: June 30, 2014

RECEIPT OF BIDS: Monday, 4:00 pm, July 14, 2014
Community Resources Division
125 West Mountain Street
Fayetteville, AR 72701

COMMUNITY DEVELOPMENT PROGRAMS ADMINISTRATOR:
Kyle Belt
CDBG Programs Administrator
113 West Mountain Street
Fayetteville, Arkansas 72701
Phone (479) 575-8240

BRIEF SCOPE OF PROJECT: Many new windows and a door, trim and paint repairs, new siding & gutters, electrical & plumbing repairs, new insulation & HVAC work. Repairs and updates to railings.

PROJECT NUMBER: 62123-1408

PROJECT LOCATION: 898 S. Hill Ave., Fayetteville, AR 72701

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 Resources Division's office.

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

- **New permitting requirements, please see attached**
- **Any bid of \$20,000 or over 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.**



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 Resources 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**



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

costs 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 Resources 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 Resources 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.
 21. The contractor must be prepared to commence work on start date per Notice to Proceed issued by the City Community Resources Division, and must complete the work within Thirty (30) calendar days. Exceptions as noted in the Rehabilitation Contract.



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

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.



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 Resources Spec writer
brucegkerr@netzero.com
Community Resources Division



MODERATE HOUSING REHABILITATION PROJECT

Scope of Project: Many new windows and a door, Trim and paint repairs, New siding and gutters, electrical and plumbing repairs, new insulation and HVAC work. Repairs and updates to railings.

Owner's Name: Gretchen Schlump **Phone:** 314-393-7826

Project Location: 898 S Hill St, Fayetteville AR

Project # 62123-1408

Administrator: Kyle Belt **Phone:** 479-575-8240 **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. Give occupant 24 hour notice before inspection. 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: WINDOWS AND DOORS

- A - 1 The upper left bedroom needs a new side slide type window that meets egress in place of the old window. All the windows outlined in these specs to be replaced should be white vinyl windows that are Energy Star rated. Many of the windows have lead paint components so see the lead report on the home to determine where lead safe procedures need to be used.
- A - 2 The lower left bedroom needs a single or double hung window that is a three foot wide by five foot tall window that meets egress regulations. The wall framing will need to be modified so the window can extend down farther to accommodate the larger window.
- A - 3 All other windows should be replaced with a window that generally matches the configuration of the existing windows except do not replace the windows in the following areas: Windows on back porch that has the stairs in them and upstairs room on back of home. (replaced units will be single hung or double hung units or twin window units)
- A - 4 Caulk all necessary areas around all windows to seal from water and air infiltration.
- A - 5 The back door off the kitchen to the porch with the stairs in it needs changed out to have a 30 inch wide, right hand, double bore, six panel exterior steel door with all weather stripping and threshold. (The back room will no longer be viewed as a heated space) Install new door lock and deadbolt.
- A - 6 Add new tack on weather stripping that tacks to the side jamb to the front door so it is fully sealed from air intrusion.

B: TRIM AND PAINT

- B - 1 Replace or add trim if necessary around the new windows and door.
- B - 2 Make any drywall repairs needed around the new windows.
- B - 3 Paint any trim or drywall added to the job. Use texture and paint that matches the existing work as close as possible.
- B - 4 Paint over interior components listed in lead report on the home that were found to have a lead reading equal to or over 1 .0 mg/cm². Use lead safe practices in caring for these components.

C: SIDING & GUTTERS

- C - 1 Cover over soffits and ceilings around the home that are wood with vinyl soffit material. Use vented soffit where appropriate to vent attic. Do not add ceiling or soffit material to area under the nearly flat roof on right side of home. (Have all siding and gutter colors approved by homeowner)
- C - 2 Cover all wood fascia with metal fascia. Add Sub fascia in areas that do not have it.
- C - 3 Cover the existing siding with new vinyl siding. Remove any wood trim as needed to install the siding. Some siding components are known to have lead paint so use lead paint safe practices when removing possible contaminated areas. (see lead report) Do not cover any areas that have metal siding on it. Have all siding colors approved by homeowner
- C - 4 Cover any wood not practical to cover with siding with aluminum coil metal such as maybe the window trim and other areas.

- C - 5 Remove any existing gutters and add new seamless gutters with downspouts to the home.
- C - 6 Some or all the areas where the roof meets a sidewall of the home needs step flashing added or repaired. Remove any corner boards that are in the way to install the step flashing if necessary. Make sure all flashings divert the water outside of the siding and into the gutters where possible. There should be no leaks around the flashing.

D: ELECTRICAL

- D - 1 Add or repair fire alarms and carbon monoxide detectors as needed to meet code.
- D - 2 The upstairs left bedroom has a four plug outlet that is wired incorrectly. Make repairs so it is a working outlet.
- D - 3 Move and refasten any wires on exterior of the home to add the new siding materials.
- D - 4 Remove and reinstall any exterior lights that may need to be moved temporarily to install siding.
- D - 5 Add three GFCI outlets in the kitchen to bring up to code.
- D - 6 Add all necessary connections and modifications to the electrical system to connect the new heating system.

E: PLUMBING

- E - 1 Provide regular maintenance service visit to the tankless water heater to the home. It is a Bosch unit. If something is not functioning properly, put in writing what is additionally needed in the future and supply to Kyle Belt of the City of Fayetteville.
- E - 2 Add a new outside frost proof water faucet to the left side of home. It should be added from the crawlspace that is accessible from the hole in the floor.

F: INSULATION

- F - 1 Blow additional insulation in the front section of the attic only to bring the insulation protection to R 38 or greater.
- F - 2 Add any missing vapor barrier to the crawlspace.
- F - 3 Add floor insulation that is R19 between the floor joists in the crawl spaces. Support the insulation well.

G: HVAC

- G - 1 The upstairs room on the back of the home and the lower back porch is not to be heated/cooled room space. Suggest a plan with the bid to heat and cool the other rooms in the home. The lower front rooms have a mini split heat system in them now, so the design can accommodate it and add heating and air conditioning to the other rooms that do not benefit from that system. The unit can be a system that will add more mini split type heaters. The unit's lines could be exposed in the upper back unheated room if it is possible to maintain the room as a storage room without the lines being in the way too much or a safety hazard.

(the layout of the home provides a difficult situation to provide heat and it is understood that some compromises to an ideal layout to provide even heating and cooling may be made)

H: RAILINGS

- H - 1 Bolt down the existing railing on the front steps with anchors to stabilize it.
- H - 2 On the back upper deck and stairs replace the railing below the railing cap with vertical wood pickets that are spaced no more than 4 inches apart for safety and to meet code.
- H - 3 Add railing section to the area to the left of the stairs as you get to the top on the back deck. Add posts rail components as needed to build it.

I: CLEANUP

- I - 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.
- I - 2 All trash shall be hauled off by contractor and preferably recycled if possible.
- I - 3 All affected areas shall be left broom clean.

- I - 4 If lead paint is present, cleanup will be compliant with EPA/HUD Approved Lead Safety standards.

J: OTHER

- J - 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.
- J - 2 All work shall be performed in a workmanlike manner according to common construction practices, according to the specifications set forth in the Community Resources Program's General Specification Manual, and with adherence to city, state, and national codes.
- J - 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.
- J - 4 Where applicable, all plumbing work shall be performed by a Arkansas State licensed plumbing contractor with adherence to the current Arkansas Plumbing Code.
- J - 5 Where applicable, all electrical work shall be performed by a Arkansas State licensed electrical contractor with adherence to the current National Electrical Code.
- J - 6 Where applicable, all HVAC work shall be performed under the supervision of a licensed HVAC contractor with adherence to all codes.



STANDARD BID PROPOSAL FORM

PROJECT NUMBER: 62123-1408 **DATE ISSUED:** 06-30-2014

DATE AND TIME OF OPENING: Monday, 4:00 pm, July 14, 2014

OWNER'S NAME: City of Fayetteville

PROJECT ADDRESS: 898 S. Hill Ave., Fayetteville, AR 72701

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) Windows & Doors: _____
- B) Trim & Paint: _____
- C) Siding & Gutters: _____
- D) Electrical: _____
- E) Plumbing: _____
- F) Insulation: _____
- G) HVAC: _____
- H) Railings: _____
- I) Cleanup: _____
- J) 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 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 Contractor's License number _____

Street address or P.O. Box _____

City / State/ Zip Code _____

Printed Name: _____

Signature: _____ Title: _____

62123-1408: 898 S. Hill Ave.

