

# Municipal Small Cities Housing Rehabilitation Program

## CONTRACTOR ORIENTATION

\$300,000 housing rehabilitation grant  
minority, women's, disabled, and Section 3  
contracting businesses encouraged to apply

# GENERAL INFORMATION

# Program Management

- Lisa Low & Associates (LLA) Grant Administration Consultants
  - Lisa Low, Ph.D., President
  - Adam Kinkel, Project Manager; [akinkel@lisalowassociates.com](mailto:akinkel@lisalowassociates.com)
  - Helen Chung, Office Manager; Housing Rehab Advisor; [hchung@lisalowassociates.com](mailto:hchung@lisalowassociates.com)
  - Contact: 203-888-5624

## \*\*\*\*\* Grant Characteristics \*\*\*\*\*

- \$300,000 grant received for housing rehabilitation
- Priorities: Health, Safety, Code Upgrades
- Targeted group: low and moderate income
- First come first served basis for those eligible

# \*\*\*\*\* Grant Characteristics \*\*\*\*\*

- Program funders
  - US Housing and Urban Development
  - CT Department of Economic and Community Development
  - Municipality

# Stages of Project Implementation

- Eligibility
- Site Inspection & Lead Report
- Cost Estimate & Specification
- Bidding
- Legal Documentation
- Construction
- Payment and Closeout

# Contractor Applications

## Available at

- Lisa Low & Associates
- Contact:
- Adam Kinkel, Project Manager
- [akinkel@lisalowassociates.com](mailto:akinkel@lisalowassociates.com)
- 203-888-5624

# Pre-Qualification (LLA)

- Contractors must be pre-qualified to participate
- Contractors must make request for pre-qualification in writing
- Lisa Low & Associates will send contractor application package upon written request

# Pre-Qualification Requirements

- Comprehensive Liability Insurance
- Workers' Compensation Insurance
- Home Improvement License
- Renovate Right Program (RRP)  
Certificate (Lead Remediation)
- Recent List of Completed Jobs
- References

# Insurance Requirements

- Original certificates of insurance
- Workers' compensation
- General liability with broad form contractual endorsement
  - Minimum limits: \$1,000,000 per occurrence for bodily injury
  - \$500,000 per occurrence for property damage
  - Auto Liability insurance in accordance with CT state law

# Insurance

- Contractor shall indemnify and save harmless the owner and municipality under general liability and workers' compensation policies which shall list the municipality, its agents, and the owner as additional insured

# RRP Certification

- Environmental Protection Agency (EPA)  
requirement
  - All pre-qualified contractors must have RRP certificate
  - Information on classes available from EPA
    - <http://www.EPA.gov/lead>
    - 1-800-424-LEAD
  - CT Department of Public Health
    - <http://www.ct.gov/dph>
    - 1-860-509-7299
  - LAMPP (Lead Action Medicare Prevention Program)
    - 1-860-610-4241

# Contractor Exclusions

- Contractors debarred by state or federal government
- Contractors involved in project development on behalf of the program
  - Writing specifications, invitations for bids etc
- Contractors with conflict of interest
  - Any contractor directly or indirectly connected to program officers, management, or municipality
- Contractors failing to maintain required licenses, insurances, or certificates

# Contractor Debarment/Exclusion

- Removal from list for cause
  - Failure to maintain insurance
  - Expiration of certifications and licenses
  - Failure to pay subcontractors timely
  - Poor Performance
- Reinstatement
  - Deficiencies resolved

# Pre-Qualified Contractor List

Will be

- Developed through open solicitation
- Carefully maintained and current
- Retained by Lisa Low & Associates
- Continuously open
  - Contractors may be qualified at any time

# Individual Contractor Files

- Established at award of contract
- Contains
  - Bid submissions/evaluations
  - Contract
  - Notices to proceed
  - Project inspection reports
  - Performance evaluations
  - Positive comments/Complaints
- Will be copied to homeowner's project file

# BIDDING

# Bid Stages

- Bid documents prepared
- Pre-qualified contractors notified by email with ITB
- Site walk: mandatory for bidders
- Bid submission by pre-qualified contractors
- Public opening
- Bid evaluation
- Contractor selection

# Bid Requirements

- Must use bid forms provided
- Must be filled out completely and as per instructions
- Must be submitted in opaque **sealed** envelopes to municipal offices clearly marked with project number
- Bids will be date and time stamped by the municipality
- Bids received in advance will be securely kept at the municipality, unopened, protected from examination or tampering

# Bid Opening

- Public
- Name of bidder and amount of bid will be publicly read and recorded
- Copy of bid record will be held at appropriate municipal office available for review upon request

# Bid Review

- Conformance with bid package requirements
- Bids unreasonably higher or lower than cost estimates will be rejected as not responsible
- Municipality will retain bid review comments
  - Specific bid review details will be provided only to the bidder named, homeowner, municipality, and LLA

# Bidder Selection

- Owner will be assisted in selection of lowest responsible bidder
- Owner at option can pay difference between lowest responsible and preferred bidder
- Owner may
  - reject all bids and withdraw
  - request amendment to bid package for rebidding

# Bidder Notification

- Chosen bidder will be notified in writing by program
- Unawarded bidders will be notified in writing by program
- Bidder must respond in writing
- Contract that follows will be co-signed by homeowner and contractor

# PROJECT & CLOSE OUT

# Pre-Construction Conference

- Pre-Construction conference
  - Conducted by LLA at municipality
  - Attended by homeowner and contractor
  - Conference covers
    - Contract review
    - Labor and performance standards
    - Permits & fees
    - Applications for payment

# Legal Documentation

- Contract will be prepared by LLA
- Contract signing will be scheduled by LLA
- 3-Day Right of Rescission
- Notice to Proceed
- Homeowner, contractor, and municipality will each retain originally executed copies of contract, contract documents, and exhibits

# Construction Stages

- Homeowners select colors & styles
- Contractor obtains required permits
- Contractor orders materials
- Contractor start date
- Construction oversight by LLA staff
- Progress payment if appropriate
- Execution of change orders, if any
- Project close out

# Payment and Close Out

- Lead Based Paint Clearance (if applicable)
- Final inspections by municipal building officials and LLA construction manager
- Contractor submits invoice along with all lien waivers (contractor, subs, suppliers)
- LLA / Municipality approve payment
- Two or one-party payment issued to homeowner and contractor
- LLA issues Certificate of Completion

# Questions

- Construction or Administration Related
  - Lisa Low & Associates
    - Grant Management Consultants
      - Dr. Lisa Low, Pres., 203-888-5624
      - Adam Kinkel, Project Manager
      - Helen Chung, Housing Rehab Advisor

**THANK YOU**

