

**Detroit Land Bank Authority
Renovation Project Manual
October 23, 2020**



Contents

DIVISION 00 – PROCUREMENT AND CONTRACTING REQUIREMENTS	1
000010 Pre-Qualification; Request for Proposal	1
000020 Bonds; Calculation of Contractor Baseline Capacity	1
000030 Proposal Evaluation Criteria (RFPs)	2
000040 Performance Violations.....	3
000050 Salesforce/Smartsheet Reporting Requirements	3
000060Payment Terms	4
Draw Schedule	4
Final Completion	5
DIVISION 01 - GENERAL REQUIREMENTS	6
001010 Overview.....	6
001020 Schedule.....	6
001030 Contractor Pre-Bid Site Visit	6
001040 Verify Quantities and Measurements	7
001050 Code Compliance	7
001060 Interpretations	7
001070 Substitution of Materials	7
001080 Utilities.....	8
001090 Security	8
001100 Window/Door Guard Coordination	9
001110 Removal of Debris and Final Clean-up –Contractor	9
001120 Removal of Debris and Final Clean-up – Cleaning Contractor	10
001130 Project Closeout Procedures.....	11
001140 One Year General Warranty.....	12
001150 Hazardous Materials	12
001160 Temporary Fencing.....	13
001170 Payment Procedures	13
001180 Contract Modification Procedures.....	13
001190 Project Management, Coordination and Clarification	13
001200 Unit Prices.....	14

DIVISION 02 – EXISTING CONDITIONS	14
002010 Demolition and Debris	14
002020 Concrete Removal	15
002030 Fences and/or Gates	15
002040 Stripping Interior Surfaces	15
002050 Existing Floor Removal	15
002060 Milk Chute Removal	16
002070 Garage and/or Accessory Structure Removal	16
DIVISION 03 – CONCRETE	16
003010 Driveways and Walks	16
DIVISION 04 – MASONRY	16
004010 Tuckpointing	17
DIVISION 05 – WOODS, PLASTICS AND COMPOSITES	17
005010 Basement Stairs	17
005020 Main Stairs	17
005030 Particleboard Components	17
DIVISION 06 - THERMAL AND MOISTURE PROTECTION	18
006010 Shingle Roofing	18
006020 Roof Vents	18
006030 Vinyl Siding	18
006040 Roof Flashing	19
006050 Rim Joist Insulation	19
006060 Insulation	19
006070 Air Sealing	20
006080 Damp-Proofing Foundation Walls	20
006090 Sealants and Caulks	21
006100 Adhesives	21
DIVISION 07 – OPENINGS	21
007010 Exterior Doors and Frames	21
007020 Metal Garage Doors	21
007030 Interior Doors	22
007040 Windows and Hardware	22

007050	Glass Block	22
DIVISION 08 - FINISHES		22
008010	Drywall Repair	22
008020	Mold and Moisture Resistant Drywall.....	22
008030	Ceramic Tile	23
008040	Carpet.....	23
008050	Painting.....	23
008060	Wood Floor Finish.....	23
DIVISION 10 – SPECIALTIES		23
010010	House Numbers	23
DIVISION 11 – EQUIPMENT		24
011010	Appliances	24
DIVISION 12 – FURNISHINGS.....		24
012010	Cabinetry	24
DIVISION 13 – PLUMBING		25
013010	Wall, Floor and Ceiling Plates	25
013020	Water Heater	25
013030	Hose Bibbs	25
013040	Fixture Requirements.....	25
DIVISION 14 - HEATING VENTILATING AND AIR CONDITIONING		25
014010	Furnaces.....	25
014020	Duct Sealing	26
014030	Humidifier	26
014040	Bathroom Exhaust Fans.....	26
DIVISION 15 – ELECTRICAL		26
015010	General	26
015020	Doorbell	27
DIVISION 16 - EXTERIOR IMPROVEMENTS		27
016010	Gates	27
016020	Lawns	27
016030	Seed Lawn.....	27
016040	Sod Lawn.....	28

016050 **Tree Trimming and Stump Removal** 28

DIVISION 00 – PROCUREMENT AND CONTRACTING REQUIREMENTS

000010 Pre-Qualification; Request for Proposal

From time to time, the Detroit Land Bank Authority (“DLBA”) will cause to be published Requests for Proposals (“RFP”) for the rehabilitation of specific residential properties. RFPs will be released via Bid Sync. Only residential Contractors that have previously submitted to the DLBA documents demonstrating the Contractor’s business structure, financial capacity, construction capacity and qualifications, and renovations certifications and licensures will be eligible to bid on RFPs. Each RFP will identify a property (or bundle of properties), the proposal due date, question deadline, the scheduling link for the pre-bid walk through and the Scope of Work to utilize.

000020 Bonds; Calculation of Contractor Baseline Capacity

Bond Requirements

Single and Aggregate Amounts Required (minimum of \$100,000 for single), as set forth in the Agreement for each property.

Contractor Financial Capacity

Capacity of each Contractor to undertake any new Project will be determined based on Contractor’s aggregate Payment and Performance Bond amount.

Baseline financial capacity will be calculated as equal to half of the Contractor’s aggregate bond amount; if a Contractor has an aggregate bond of \$500,000.00, the DLBA will consider Contractor’s baseline capacity to be \$250,000.00. When considering Contractor’s capacity for any project, the DLBA will consider the total dollar value of all work Contractor has already been awarded from the DLBA but not yet completely and accurately invoiced, and subtract this outstanding amount from Contractor’s baseline financial capacity.

Award Contingent on Procurement of Bonds

Prior to, and as a condition to, any award of a work under an RFP, Contractor shall obtain both a Payment and Performance Bond (Surety Bond) from a surety company, which has an A rating or higher, in the sum of one hundred percent (100%) of the value of the contract amount to secure the complete and satisfactory performance of the contracted work.

000030 Proposal Evaluation Criteria (RFPs)

The DLBA will evaluate Contractor's proposal as follows:

- Points will decrease by 5 (i.e. 25, 20, 15, etc.)
- Final highest percentage will be awarded the project
- For Contractors who do **NOT** have a Project Assessment Score Card, the max points are 75 points
- For Contractors who do have a Project Assessment Score Card, the max points are 100 points
- In order to make a fair comparison, if not all of the contractors submitting bids for a particular RFP have a Project Assessment Score Card, all of their point totals will be converted into percentages of the potential high scores of 75 or 100 points, respectively. Then the comparisons will be made between the various bidders' percentage scores, instead of simply point totals.

Evaluation Criteria & Description		Points
Available Capacity Capacity Report will be updated on the due date for submission of each RFP.	<p>Site Management Capacity: Determined based on available number of approved site managers at the time the last capacity report was pulled. Each approved site manager can manage up to 3 full rehabs (or 5 partial rehabs). If you do not have the site management capacity, you will automatically be disqualified from consideration for that RFP.</p> <p>Financial Capacity: Determined based on the amount available on the due date for the relevant RFP. Available capacity is equal to one-half of the value of the aggregate Payment and Performance Bonds held by the Contractor on that date, minus the total value of the work currently awarded to that Contractor by the DLBA but not yet completely and accurately invoiced. Example: Contractor has an aggregate bond of \$100,000.00. DLBA will consider Contractor to have a baseline capacity of \$50,000.00. Contractor has been awarded \$25,000.00 of work by the DLBA. Of that \$25,000.00 of work,</p>	25 pts (Max)

	Contractor has completely and accurately invoiced the DLBA for \$10,000.00. Contractor's available Financial capacity will be deemed to be \$35,000.00. Points will be awarded to all contractors based on their relative Available Financial Capacities.	
Cost	Highest Points will be given to the lowest submitted cost.	25 pts (Max)
Project Assessments Avg Score	Highest points will be given based on the avg of their last five completed DLBA rehab projects (if they have undertaken fewer than 5 projects, we will only count those that have been completed)	25 pts (Max)
Detroit Certified Business	City of Detroit Business Certification Letter Required.	15 pts (Max)
Detroit Skilled Trade Participation	Contractors that have a partnership with a Detroit based Skilled Trade school. (Partnership Letter Required- dated within 6-mos of RFP close date)	10 pts (Max)

000040 Performance Violations

Contractor shall be required to complete the Services by the completion date provided within the Agreement (1% of the remaining balance will be deducted for each day this project is overdue).

The penalty will continue to accrue and after 7 days you will be found in breach. You will have 3 days to cure the default/breach or the contract will be terminated.

000050 Salesforce/Smartsheet Reporting Requirements

Contractor will be trained and provided access to the DLBA's Smartsheet software and Salesforce database. All communication with the DLBA shall be documented using one or both systems.

Smartsheets

Work progress will be tracked using a Smartsheet. Access to the Smartsheet will be provided to the Contractor at the beginning of the project. The Smartsheet will be used by the Contractor to:

- Track work progress

- Document estimated completion dates
- Request utility activations
- Request alarm service installations
- Request a Phase Completion inspection

Salesforce

Contractor will be given access to the DBLA's Salesforce database to track and share communications related to the following activities:

- Access to DLBA Field Reports
- Access to DLBA Meeting Minutes
- Requests for Information (RFIs)
- Cost Proposal requests
- Change Orders requests

000060Payment Terms

Draw Schedule

Contractor agrees to provide the appropriate materials and Services based upon the Scope of Work for a Property at the price set forth in the Agreement on a timely basis and in accordance with the terms of the Agreement.

Draw 1

Within 30 days after receipt of proof by DLBA from Contractor that all BSEED rough inspections have been passed, and upon receipt of an appropriate invoice, DLBA shall pay Contractor 25% of the total Contract Amount in the Agreement.

Draw 2

Within 30 days upon DLBA's approval of Substantial Completion of a Property, Contractor will invoice and DLBA shall pay the remaining balance of the Contract Amount in the Agreement, subject to a retainage of 20% of the total Contract Amount in the Agreement. The contractor shall supply the most recent Scope of Work (include all approved change orders) that reflects the percentage of completion for each line item.

Substantial Completion. When (1) the Property has received all required regulatory approvals including Certificates of Approval for all permits pulled, (2) the Property is ready to be offered for sale and to be occupied, with all systems fully operational for their intended use and at the level of quality required, subject only to non-material additional work, Contractor shall notify DLBA that it believes "Substantial Completion" has been achieved. Contractor and DLBA shall promptly conduct a walk-through of the Property together, and DLBA shall either agree or disagree with the conclusion that Substantial Completion has been achieved. If DLBA disagrees, they shall promptly provide to Contractor a list of the material Services that have not been completed in accordance with the terms of the applicable Scope of Work. If DLBA agrees, then DLBA and Contractor shall jointly prepare a Punch List of remaining Services that need to be provided to achieve

Final Completion. The same process shall be followed when all of the Services under the Scope of Work have been fully completed, including all Punch List items, to determine whether "Final Completion" has been achieved.

Draw 3

Upon DLBA's approval of Final Completion of a Property, Contractor will invoice and DLBA will pay the retainage amount.

Final Completion

Contractor shall notify DLBA when all Services and the Scope of Work have been completed, including all Punch List items. Contractor and DLBA shall promptly conduct a walk-through of the Property together, and DLBA shall either agree or disagree with the conclusion. If DLBA disagrees, then DLBA and Contractor shall jointly prepare a Punch List of remaining Services that need to be provided to achieve Final Completion.

DIVISION 01 - GENERAL REQUIREMENTS

001010 Overview

Project

The project, as defined in the Agreement and the applicable Scope of Work, consists of exterior and interior repairs and/or modifications necessary to provide a "quick turnaround" of residential properties either to return them to a habitable condition or to prepare them for final renovation, as set forth in the applicable Scope of Work.

Site Supervisor Capacity

Contractor must provide a site supervisor/manager for each project. A site supervisor/manager can only be assigned to manage 3 Full Rehabs (or 5 partial rehabs) at the same time.

001020 Schedule

The approved Scope of Work shall be conducted in five (5) phases with a single final completion date.

The DLBA requires all Contractors to complete the Services and Scope of Work by the completion date provided in the Agreement, and failure to do so is subject to the penalties set forth in the Agreement.

Contractors are required to submit all estimated completion dates into the DLBA's Phase Tracker Smartsheet within 14 days of receiving the Notice to Proceed.

Contractor shall have access to the property between 7:00AM and 6:00PM to complete work (Monday – Saturday).

001030 Contractor Pre-Bid Site Visit

Contractor is strongly urged to inspect the interior and exterior of the property. Dimensions given are approximate. Contractor is strongly urged to conduct a pre-bid inspection to field-verify all measurements and dimensions. The DLBA's acceptance of a bid will be based upon the assumption that the Contractor has completed this visit and no change orders will be entertained based upon information that could have been ascertained during that visit.

001040 **Verify Quantities and Measurements**

All measurements provided by DLBA (i.e. LF, SF of drywall) are for Contractor's convenience. All dimensions given are approximates. No claim for changes in the price due to discrepancies in measurements or quantities will be honored if they were not submitted as part of the Contractor's initial proposal.

001050 **Code Compliance**

In the execution of the Services and the Scope of Work, Contractor shall facilitate inspections and comply with all applicable laws, rules, regulations, codes and ordinances of the City of Detroit, The County of Wayne, the State of Michigan and the Federal government, including but not limited to building construction, zoning, historic preservation, environmental protection, energy efficiency and worker safety.

All DLBA homes must be up to current building code, as evidenced by approved permits from the City of Detroit's Buildings, Safety, Environmental and Engineering Department ("BSEED"). This includes compliance with:

- 2015 Michigan Residential Building Code
- 2015 Michigan Residential Code
- 2015 Michigan Rehabilitation Code
- 2015 Michigan Energy Code

Contractor shall apply for, pay for, obtain and forward copies of all required permits.

001060 **Interpretations**

Oral proposals or modifications to the Scope of Work will not be considered unless confirmed in writing before the time set for the termination of the bidding, by utilizing the DLBA's Alternative Product/QTY Template. Should any Contractor-bidder find any discrepancies in the work description, drawings, or standards, or be in doubt as to their meaning, they shall at once notify the DLBA who will issue an interpretation thereof. Written instructions will be sent to all bidders.

001070 **Substitution of Materials**

No substitution of specified material(s) shall be permitted without the prior written authorization of the DLBA. Any request for substitution of materials must be submitted in writing along with all pertinent information to the DLBA for approval prior to installation.

001080 Utilities

The DLBA shall be responsible for having all utilities (gas, water, and electricity) turned on at the property. If they are not active, Contractor shall make a request to the DLBA to activate these utilities. The DLBA will be responsible for the payment of all charges made by the utility companies during construction.

001090 Security

Electrical Panel

- The electrical panel should be installed:
 - There should be a dedicated circuit for the exterior lighting.
 - There should be a dedicated outlet in the basement for the alarm installation.

Exterior Door Installation:

- As each exterior door is installed:
 - All doors are installed with a Strike Master plate.
 - All back and side doors are installed with a security door with double cylinder locks and/or security cup and barricaded from the inside with 2x4s to prevent kick-ins.

Alarm Installation:

- Power, Windows and Doors must be adequately installed.
- There should be a dedicated outlet in the basement for the alarm panel (send picture with request).
- The Alarm Company employed directly by DLBA will make sure all motion detectors and doors are responding adequately while they perform the alarm installation.

The following will be observed at ALL times:

- If Contractor or any sub-contractor removes any Secure View at any time, they must reinstall it before the end of the workday AND inform the Contractor's site supervisor to inspect the re-installation.
 - If the window or door size will be changed such that the existing Secure View will not be able to be reinstalled, the Contractor must advise the DLBA 48 hours in advance, prior to removing the Secure View for "new" window and door installation, so the DLBA can submit a Secure View work order to be scheduled before the existing Secure View is removed. .
 - If DAWGS is installed, the Contractor will need to advise the DLBA 48 hours in advance so an up/down service can be requested.

- Any sign of unauthorized entry, theft or attempted entry must be reported to the Contractor's site supervisor before any activity is allowed to take place by Contractor or any sub-contractor at the property. The Contractor shall immediately report this to DLBA, including pictures of damages.
- No uninstalled product should be visible from the outside of the structure. This includes covering basement windows if products (mechanicals included) are in the basement.
- No empty product boxes will be left visible – including in the dumpster.
- No house or garage keys are to be left onsite at any time.
- Every day, the last contractor to leave must:
 - Ensure Secure View/DAWGS is/are tightly installed on every door and window.
 - Confirm that all doors and windows are secured and/or locked.
 - Confirm that the alarm is armed if installed.
 - Ensure that no product is visible.
 - Confirm that all door motion lights are turned on if installed.
 - Confirm that Secure View/DAWGS access door is properly locked and the code is shuffled.
- *As part of its usual construction inspections, the DLBA Security Team will check the property daily and any findings will be reported to the Property Rehabilitation Team.*

Breach in Security

The DLBA will not be responsible for loss of Contractor, subcontractor or any of their agents or employee's equipment or materials. It is the Contractor's responsibility to secure their own and their subcontractor's materials and equipment.

In the event there is a security event, DLBA's Security Consultant should be immediately contacted. Contact information will be made available with the RFP.

001100 Window/Door Guard Coordination

Contractor should submit a request via Smartsheets prior to window installation, so the metal DAWGS can be removed and Secure View can be installed.

001110 Removal of Debris and Final Clean-up –Contractor

In the removal of debris and the final clean-up of a property, Contractor shall:

- Not leave food inside the home.
- Remove all protective floor covering prior to final inspection.

- Provide final cleaning after receiving notification from the DLBA that all Punch List items have been completed and accepted by the DLBA.
- Clean all concrete slabs, porches, and sidewalks of any adhering plaster, or concrete. Rake all yards and remove any accumulated debris.
- Place all downspout extensions so that they extend at least 3 feet from building.
- Remove all trash, dirt, dust, and debris remaining on the premises.
- Provide new furnace air filter.
- Remove waste materials, debris, and rubbish from the premises, and legally dispose of it away from the site.
- Cover the floors, in all finished rooms, with a heavy non-staining building paper AFTER the final inspection. The Contractor SHALL NOT TAPE building paper to any surfaces.
- A scrap piece of carpet or building paper shall be placed at the entrances to eliminate the tracking of dirt, dust or other foreign matter onto the finished surfaces.

001120 Removal of Debris and Final Clean-up – Cleaning Contractor

In the removal of debris and the final clean-up of a property, Cleaning Contractor shall:

- Clean built-in appliances, both inside and out, of all residue.
- Clean aluminum windows, doors, storm doors, and screens not already cleaned, with plain water, or a non-phosphate detergent.
- Wash all glass, both inside and out, and remove any paint spatters or putty marks remaining on the glass, with razor blades.
- Polish all mirrors.
- Clean lighting fixtures as follows:
 - Wash exterior and interior surfaces of glassware.
 - Clean electrical face plates, and door chimes.
- Carefully remove all dirt and stains from the ceramic tile. Remove paint spatters with a razor blade. Difficult to remove cement film on the grout, can be cleaned with TC-50 Ceramic Tile Cleaner or an approved equal, and a nylon scrubbing pad, or stiff brush. An acid solution shall not be used for washing ceramic tile.
- Thoroughly clean and polish all plumbing fixtures.
- Clean all laminated plastic surfaces with a cleaner approved for laminated surfaces.
- Wipe clean all shelving and cabinet work (inside and out) in the closets, kitchens and other rooms. Remove all debris from the drawers, and storage bins.
- Clean concrete basement floors, remove paint, plaster, or other foreign materials that have dropped onto, and/or spattered the surfaces.

- Clean all wood, and resilient floors, and apply a coat of wax. Clean all carpeted floors with a vacuum cleaner.
- Wipe down toe kicks on the steps.
- Clean walls as needed.
- Remove trash produced during cleaning from the premises and legally dispose of it away from the site.

001130 Project Closeout Procedures

Operating and Maintenance Manual

Organize and submit to the DLBA, with submission of the final invoice, a binder containing the final Scope of Work, warranties, operation and maintenance manuals.

Plumbing Systems Test

Contractor shall be required to wet test all plumbing systems at the expected working pressure of the system after all repairs and or replacements have been made and prior to the ordering of inspections. Evidence of this test shall be submitted to the DLBA.

Gas Line Pressure Test

Cap all gas lines prior to filling the distribution system with 120lbs of compressed air. Maintain pressure for 24 hours. Locate and seal any leaks in the system. Evidence of this test shall be submitted to the DLBA.

Sanitize and Clean Duct Work

Clean all existing supply and return ductwork and grilles. Apply negative air pressure to prevent airborne particles from blowing out vents. Use high compressed air to clean registers and an air whip to clean ductwork. Apply antimicrobial treatment to all ductwork to deodorize and inhibit growth of bacteria, mildew and mold.

Chimney Cleaning

Scrub the inside of all unpainted fireplaces with an acid bath. Clean all surfaces, brickwork, stonework, tile, etc.

Pest Control

Seal all cracks, holes and crevices on interior surfaces and exterior surfaces with low VOC caulks to prevent access by pests. Cover all pipe penetrations with escutcheon plates. All escutcheon plates shall be installed tight, caulk if necessary.

Key Turn-Over

All exterior doors and security doors shall be keyed alike. Include any garage, gate and/or mailbox keys. One set of keys shall be provided to the DLBA with the submission of the final invoice.

Project Assessment Process

- Each awarded project will have an assessment score within 30 days of project completion.
- Contractor needs to maintain an average score of 60 to be able to bid on full rehabs. Anything less, Contractor can only bid on partial rehabs until average score is back at 60.
- This score is being generated and averaged over the last five projects (if Contractor has undertaken fewer than 5 projects, the DLBA will only count those that have been completed).
- Points will decrease by 5.
- All Contractors will start at 0. Current DLBA General Contractors will not be graded on any work they've done under previous Agreements.

Evaluation Criteria & Description		Points
Timeliness	Contractor score based on how close to their timelines they can stay	60 pts (Max) within 30 days
Communication	The proper utilization of our communication systems, updating the Phase Tracker review of meeting minutes, and field reports.	20 pts (Max)
Quality	Based on the number of Punch List items	20 pts (Max) 10 items or less

001140 One Year General Warranty

Contractor shall execute the one-year Warranty Letter attached to this Agreement and deliver it to the DLBA with the final invoice. Further, Contractor shall furnish the DLBA with all manufacturers' and suppliers' written warranties covering items furnished under this Agreement prior to release of the final payment.

001150 Hazardous Materials

DLBA contracts for any necessary abatement of asbestos-containing materials "ACM" from the property prior to the Contractor receiving a Notice to Proceed ("NTP"). A post-abatement clearance will be obtained by the DLBA. All Contractors are required to have an asbestos awareness certificate to be able to recognize ACM. If ACM is found after the NTP is issued, Contractor is NOT TO DISTURB THE ASBESTOS, but rather shall notify the DLBA immediately.

The DLBA requires all Contractors to use the EPA's Lead Renovation, Repair and Painting (RRP) Rule throughout the entire construction period and obtain a clearance at the end of construction to ensure the property is safe for occupancy.

001160 Temporary Fencing

Contractor shall provide temporary fencing as selected by the DLBA at the front of the property. Fencing shall prevent access to the property by the public. Fencing shall be maintained by the Contractor and removed upon completion of the final inspection.

001170 Payment Procedures

All payments will be made via ACH wire. In addition to submitting the required Financial Forms, an EFT form will also be required to be on file with the DLBA.

[Invoicing Instructions and Forms](#)

001180 Contract Modification Procedures

Change Orders

If unforeseen conditions require modifications to the Scope of Work, the DLBA will review the condition with the Contractor. If the DLBA agrees that the condition could not have been identified at the time of the initial site review, the DLBA will authorize the Contractor to submit a request for a change through Salesforce for official approval. The request shall include:

- A statement outlining the reasons for the change.
- The effect of the proposed change on the final project cost.
- The effect of the proposed change on the estimated completion date.
- A list of quantities of products required and/or eliminated.
- Unit costs, with total amount of purchases and credits to be made.

Contractor will submit a Change Order Request for DLBA review using Salesforce. The DLBA will review all Change Order Requests within 7 days.

001190 Project Management, Coordination and Clarification

Questions/Clarification Needed During Construction

Requests for Information (RFI)

Immediately on discovery of the need for additional information or interpretation of

the Scope of Work, Contractor shall prepare and submit an RFI to the DLBA through Salesforce. The DLBA will review each RFI, determine any action required, and respond. The DLBA will respond to each RFI within 7 days.

Project Meetings

Progress meetings will be held weekly. Representatives of Contractor and the DLBA shall attend. The DLBA will record minutes and distribute to all participants through Salesforce. Contractor's estimated completion date shall be updated within Smartsheets at each meeting.

COVID-19 Safe Workplace Standards

Contractor is required to follow the City of Detroit's COVID-19 Safe Workplace Standards for Essential Construction. Until further notice, Contractor must submit weekly health screening documentation to the DLBA.

001200 Unit Prices

Unit price is a price per unit of measure for materials, equipment, or services, or a portion of the Work. The unit price is used with a quantity to calculate the amount added to or deducted from (I.e. a Change Order) the Contract Amount by appropriate Change Order modification.

All unit prices that add to or deduct from the final project cost shall be taken from 2020 (or the then-applicable year) National Renovation & Insurance Repair Estimator^{[or](#)}.

DIVISION 02 – EXISTING CONDITIONS

002010 Demolition and Debris

Contractor shall comply with governing EPA notification regulations before beginning selective demolition. Contractor shall comply with all applicable hauling and disposal regulations. Remove demolished materials from property and legally dispose of them in an EPA-approved landfill. Do not allow demolished materials to accumulate onsite.

The demolished material(s) shall be placed in neat piles and stacks while awaiting disposal. Debris shall be removed from the property as accumulated so that the property will not acquire a disorderly or unsightly appearance. Any debris must be removed prior to the final inspection and all areas shall be left in a neat condition. Contractor shall always take the necessary precautions to minimize annoyance to the surrounding community.

Walkways shall be maintained on the sidewalk in front of the property during construction.

002020 Concrete Removal

Cut or break up and remove concrete slab, footings, walls, drives or walks as scheduled to a depth of 12 inches below grade. If no replacement is scheduled, backfill to existing grade. The entire 12-inch depth shall be topsoil. Reseed the area when the weather conditions permit.

002030 Fences and/or Gates

When scheduled to be removed, sections of fence and gate shall be removed complete with post. Concrete footings shall be removed to a point at least 4 inches below the finish grade. All open postholes shall be filled with topsoil and compacted, and the entire area shall be raked clean and left in a neat condition.

002040 Stripping Interior Surfaces

Strip finish materials from floors, walls and/or ceilings. Use cutting methods least likely to damage construction to remain or adjoining construction. Use hand tools or small power tools designed for sawing or grinding, not hammering, and chopping, to minimize disturbance of adjacent surfaces.

- a) Remove lath without loosening studs.
- b) Remove finish flooring without loosening subflooring.
- c) Remove window frames without loosening masonry sills and jambs.
- d) Remove door and window frames from deteriorated or unsound masonry openings with care. Brace existing masonry to prevent further damage to masonry and masonry lintels.
- e) Remove all existing unused joists, studs, framing, nails, hooks, wire, and other extraneous items. Provide a clean, substrate for new construction.
- f) Take care not to damage existing stair stringers and fireplace mantels scheduled to remain.

002050 Existing Floor Removal

Remove hardwood floor, carpet, vinyl or asphalt tile from scheduled floor area. Remove all tacks, nails, staples, tackless edging, padding and cushions from the floor area. Clean up surface sufficiently to allow the underlayment or new finish to be applied in a level, smooth and neat manner. Underlayment shall be removed only when specifically called for in the Work Schedules.

002060 Milk Chute Removal

Contractor shall remove the existing milk chute system completely, including stone or brick sills, and brick or block up opening. Brick shall be laid in full bed of Portland Cement mortar with 3/8 inch to 1/2 inch joint per course. Strike all new joints and clear off excess mortar from face surfaces. Installation of brick/block shall be installed to run true and level with face surfaces to blend with existing surfaces. Key in and match the existing brickwork with brick that is similar in color, style and texture.

Apply drywall or plaster to the interior of the opening, spackle joints, and feather edges to give uniform surface to the wall ready for painting.

002070 Garage and/or Accessory Structure Removal

Should removal of a garage or accessory structure be required, Contractor shall take the following steps:

- a) Remove existing wiring or utilities as necessary tying off at established service connections.
- b) Remove all debris from the site promptly.
- c) The slab shall remain and shall be properly protected from damage during the removal work. Contractor shall replace slabs damaged by the Contractor at their own expense.

DIVISION 03 – CONCRETE

003010 Driveways and Walks

Sub-grade shall be well compacted, well drained sand base, uniformly graded 4 – 6 inches below finish grade. New concrete shall be a minimum of 4 inches thick except that concrete at curb and sidewalk crossings shall be 6 inches thick. Finish surfaces shall receive a light brush finish and provide for uniform surface drainage.

Where a driveway or walk fills the space between existing abutting masonry or concrete, suitable expansion joints 1/2 inch thickness shall be provided between new walks and slabs, or other rigid structures. Expansion strip material used shall be pre-molded resilient bituminous fiber and shall be of sufficient depth to completely separate the newly placed concrete from the abutting slab, masonry or structure.

DIVISION 04 – MASONRY

004010 **Tuckpointing**

Tuckpoint all joints and cracks from which mortar has eroded, deteriorated, or fallen out. Remove all loose and disintegrating mortar from all defective joints to a minimum of 1/2 inch, or until a sound surface is reached. Clean out with water pressure. Tuckpoint joints with a non-shrinking cement mortar the full depth of joint. Strike and tool the joint to reasonably match existing mortar. Clean all fresh mortar from brick face. In all cases, the masonry shall be watertight and uniform in appearance. The color of the mortar used for tuckpointing shall be like the existing mortar. Remove all excess mortar. Badly spalled, deteriorated, or broken brick shall be replaced with similar brick. Do not apply to frozen or frost filled masonry.

DIVISION 05 – WOODS, PLASTICS AND COMPOSITES

005010 **Basement Stairs**

All new stair treads shall be a minimum of 10 inches deep. New treads shall be 2 x fir, or pine base or as specified on scope of work document. All stringers are to be constructed of 2 x 12's. The material used shall be the same as for the step treads. The treads and risers shall be routed or rabbeted to a depth of 1/2 inch into the stringers. No cleats shall be utilized. The rise and run of the steps shall be uniform throughout.

005020 **Main Stairs**

When steps with a riser are specified, the treads shall be of 5/4 inch x 10 inch No. 1 dressed fir or oak stock. The risers shall be of 1 inch stock, and stringers of 2 inch stock. The treads and risers shall be routed or rabbeted to a depth of 1/2 inch into the stringers. No cleats shall be utilized. The rise and run of the steps shall be uniform throughout. The maximum rise shall be according to current code.

005030 **Particleboard Components**

All particleboard components shall meet ANSI A208.1 for formaldehyde emission limits or all exposed particleboard edges shall be sealed with a low-VOC sealant or have a factory applied low-VOC sealant prior to installation. All MDF edges shall meet ANSI A208.2 for formaldehyde emission limits or all exposed MDF edges shall be sealed with a low-VOC sealant or have a factory applied low-VOC sealant prior to installation.

DIVISION 06 - THERMAL AND MOISTURE PROTECTION

006010 Shingle Roofing

New roofing installations shall carry a minimum 30-year warranty and be of asphalt or asphalt/fiberglass composition unless otherwise specified. All new installations shall be complete with 15 lb. asphalt saturated felt over entire roof, ice and water shield at all eaves and valleys, new flashing at the chimney(s) and vent stacks, T drip edge at all eaves and rakes, bird-proof aluminum roof vents. New metal "T" drip edge shall be at least 2 1/2 inches wide. In all replacement roofing installations, the existing roofing must be stripped down to roof boards. All defective roof boards (up to 150 square feet) are to be replaced as part of the scheduled replacement roofing, in instances where more than 150 square feet of roof board or a complete re-sheet is necessary contact the DLBA for contract change order procedure. If existing roof boards are open spaced, sheathing must be applied. Contact DLBA for contract change order procedure.

006020 Roof Vents

New roof louvers shall be aluminum (bird proof). The minimum thickness of the aluminum shall be .027 inch. New louvers shall be of size, style, and number to comply with the following conditions:

- All separate attic spaces, which are sealed off from the remainder of the house, shall be cross-ventilated.
- Ventilators shall prevent the entrance of rain, and snow.
- The ratio of the total net free ventilating area, to the area of the ceiling shall be not less than 1/150. Exceptions: The ratio may be 1/300, if a vapor barrier is provided on the warm side of the ceiling; or if the ventilators located in the upper portion of the space provide at least 50% of the required ventilating area.
- The attic space that is suitable for future habitable rooms shall have at least 50% of the required ventilating area located in the highest part of the ventilated space.
- Holes cut through roof sheathing must be "saw cut", and they shall be properly sized to match the roof louver.

006030 Vinyl Siding

When a house is scheduled to be resided with vinyl, all openings shall be trimmed out with aluminum coil stock and all existing wood trim (fascia, drop beams, brackets, columns, etc.) shall also be covered with aluminum coil stock unless otherwise noted. Color of aluminum trim to be selected by the DLBA. Vinyl soffit may be used on overhangs and porch ceilings (soffit panels must run perpendicular to dwelling walls).

006040 Roof Flashing

New roof flashing must be installed at all vent stacks, chimneys, walls, and dormer walls. Metal flashing must be bent at crisp angles. Flashings hammered into shape or poorly bent are unacceptable. Base and step flashing must extend up vertical surfaces a minimum of 4 inches and cover or be woven into shingles a minimum of 4 inches. On wood, vinyl, aluminum, etc. sided structures vertical portions of metal flashing must be placed behind siding material. On masonry surfaces vertical portions of metal flashing must be counter flashed with counter flashing, let into raked or saw cut mortar joints 1 inch, and the mortar joint refilled with mortar. Note: Saw cuts in brick face are unacceptable.

006050 Rim Joist Insulation

After cleaning the area thoroughly, apply expanding foam to the rim joist at the entire perimeter of the basement and/or crawl space exterior walls. Install to R-19 at a minimum. Use a foam product that meets International Residential Code (IRC), Section R314.5.11, and Underwriters Laboratories, Inc. (UL) classification Certificate R7813. Insulate from the subfloor for the first floor to the top of the foundation wall and seal all penetrations and the top of the foundation. Seal all openings within the area of the rim joist created by plumbing, gas lines, electrical boxes, or any other penetrations.

006060 Insulation

New wall, ceiling, rafter, and floor insulation shall be fiberglass batt, blanket insulation or loose thermal insulating material as is required for the installation. When floor insulation over unheated spaces is specified, it shall be R-25. Whenever wall cavities are opened in rehabbing of existing structures, insulation shall be R-13 in frame walls. When insulation is specified for attic spaces, a minimum of R-38 should be achieved in existing structures. For new construction insulate attics to a minimum R-49 value, cathedral ceilings to R-38, total wall value to a minimum R-21 and floors over unheated, uninsulated spaces to a minimum of R-25. Fiberglass batt, or blanket insulation, adjacent to exterior surfaces, shall be combination insulation with a vapor barrier. The vapor barrier shall be installed to the warm side. Install insulation as per manufacturer's recommendations. If specified, a 4-mil (minimum) continuous vapor barrier may be installed.

When placing loose insulation in a space above ceilings, a vapor barrier of 4-mil (minimum) plastic shall be installed prior to the installation of the loose material. When insulation with an attached vapor barrier is laid over existing insulation, the vapor barrier shall be lacerated to destroy the barrier's effect. When eave vents are installed, adequate baffling of the next opening must be provided, to deflect the incoming air above the surface of the installed blown or poured insulation. The baffles shall be installed, at the soffit, on a 60-degree angle from the horizontal.

Ceiling insulation shall maintain the integrity of the insulation by fitting the insulation materials around pipes, conduits, and equipment penetrating the ceiling. The edges, and ends shall be tightly butted.

006070 Air Sealing

Seal all accessible cracks, gaps, and holes in the building envelope (the barrier between the indoor conditioned space and the outside) with low VOC caulk (if less than 1/4 inch) or expanding foam (if greater than 1/4 inch). Seal all top plate and bottom plate penetrations. If the foundation masonry wall is open core concrete block seal the tops of the block with expanding foam. Seal all penetrations created by plumbing, gas lines, electrical boxes, and outlets. Seal large accessible gaps around windows between house framing and window frame – use special care on large sliding-glass doors and vinyl-framed windows: do not use high expansive foam on these. Take care to seal all joints without excess sealant. Seal any gaps in the building envelope adjacent to flues with carefully cut to fit sheet metal that is securely fastened to framing sealing all seams and gaps with fire rated caulk. Seal recessed light fixtures in ceilings that are part of the building envelope and are not rated for insulation contact with an airtight box made of drywall sealed to the ceiling and seal IC rated recessed fixtures with caulk. Seal any entries to attic space using weather stripping on attic doors or hatches. Air sealing must be done prior to the installation of insulation.

006080 Damp-Proofing Foundation Walls

Excavate to a point 8 inches below the bottom of basement floor. All walls scheduled to be dampproofed shall be prepared as necessary prior to the application of the damp-proofing material. Repair all loose or defective mortar joints and cracks in the exterior foundation walls. Exterior foundation walls of masonry construction shall be damp-proofed by applying not less than 3/8 inch of Portland Cement parging to the exterior side of the walls from the footings to the finish grade. The parging shall be covered with one coat of an approved bituminous material applied at the manufacturer's recommended rate, and a 6-mil plastic membrane.

Exterior foundation walls of concrete construction shall be damp-proofed by applying one coat of an approved bituminous material at the manufacturer's recommended rate with 6-mil plastic membrane.

Install new plastic drain tile. Where none exists, new 4 inch drain tile shall be properly placed at the perimeter of the footing, on a 2 inch bed of "pea stone", and connected, as required by the local code, to a storm sewer system, natural outlet, or drywell. Cover drain tile with a minimum of 6 inches of "pea stone".

Backfill material placed against newly damp-proofed surfaces shall be an appropriate sand-gravel mix for proper soil drainage. Where applicable, the top 8 inches shall be topsoil suitable for plant growth, with finish grade sloped away from the dwelling. When

concrete will be placed over newly backfilled areas, backfill must be put down in nine-inch lifts and tamped.

006090 Sealants and Caulks

All caulks and sealants, including floor finishes, must comply with Regulation 8, Rule 51, of the Bay Area Air Quality Management District and may not exceed 250 grams of VOC per liter of coating as thinned to the manufacturer's maximum recommendation, excluding the volume of any water, exempt compounds, or colorant added to the tint bases.

006100 Adhesives

All adhesives must comply with Rule 1168 of the South Coast Air Quality Management District.

DIVISION 07 – OPENINGS

007010 Exterior Doors and Frames

Doors shall be installed complete with new entrance lockset hardware and dead bolt lock, keyed alike. Only thumb turn locks on interior side are acceptable. The doors shall be fully weather-stripped including at threshold, and they shall be hung with three, 4 inch butt hinges of brass or galvanized steel. The door shall have a minimum of 1 lite, but no more than 3 lites. The lite(s) shall be located away from lockset, and the maximum size of lite shall be 5 x 10 inches. All windows or lites on exterior doors shall be safety-tempered glass. A swivel type eye piece (peephole) may be substituted for the lite.

Jambs at the strike area at all exterior doors shall be reinforced with a StrikeMaster or equivalent product.

007020 Metal Garage Doors

The door shall be installed complete with latch lock and hardware. The hardware shall be galvanized, or zinc plated (See Vehicle Door Hardware). The counterbalance spring may be extension, or torsion type. The bottom edge of door shall have a vinyl weather seal. When the door is closed, the gap at the top and sides shall be no larger than 1/2 inch.

The door shall be overhead or roll-up type, as selected by the DLBA. The metal shall have a corrosion resistant finish applied to both exterior and interior surfaces. The steel shall be 26 gauge galvanized and bonderized steel panels, or it shall be standard sheet aluminum of a gauge, as recommended by the manufacturer.

007030 Interior Doors

All doors shall be installed complete with new passage set hardware, and shall be hung with two, brass or steel, 3 1/2 inch butt hinges. Hinge bumpers are unacceptable on hollow core doors. All hardware within a room shall be similar in style and finish.

007040 Windows and Hardware

All egress or rescue windows from sleeping rooms shall have a minimum net clear opening of 5.7 square feet. The minimum net clear opening height dimension shall be 24 inches. The minimum net clear opening width dimension shall be 20 inches. Where windows are provided as a means of egress or rescue, they shall have a finished sill height not more than 44 inches above the floor.

Windows shall meet or exceed current Energy Star standards for northern areas.

- Air infiltration at 25mph – 0.30 cfm or less.
- Overall effective thermal transmittance coefficient (U-value) - 0.30 or less.
- Visible Transmittance between 0.51 – 0.60.
- Solar Heat Gain Coefficient between 0.41 and 0.60.

007050 Glass Block

Where basement windows are scheduled to be replaced with new glass block windows, install glass block with an operable fresh air vent in each opening. Glass block windows installed in laundry areas shall be equipped with a dryer vent in lieu of fresh air vent.

DIVISION 08 - FINISHES

008010 Drywall Repair

Quantities listed in the Scope of Work are relative and are only intended to lead the Contractor to the areas needing repair. Small quantities of drywall (example: 2 square feet) can hardly be repaired. Therefore, the Contractor shall replace as much drywall as is necessary to make satisfactory repairs.

008020 Mold and Moisture Resistant Drywall

Paperless (fiberglass faced) mold resistant drywall shall be used in areas subject to moisture (i.e. in bathrooms, in laundry areas, kitchen areas adjacent to sinks, and basements). All edges, holes, and joints shall be treated with a mold resistant setting type joint compound designed for this purpose. Conventional wallboard tape shall not be

used. Two-inch fiberglass tape shall be used. In the tub and shower area locations, set the edge of the wallboard 1/4 inch above the fixture. In tub and shower wall locations, where ceramic tile is to be installed, drywall is not to be used. An approved tile backer substrate is required. Drywall in basements shall be held a 1/2 inch above the floor.

008030 Ceramic Tile

All new floor tile installations in bathrooms shall include a new threshold, using natural, or synthetic (manufactured) marble. The new threshold shall fit the opening, and set tightly between doorjamb, so that a watertight seal is made. The Contractor shall make sure that the finished floor level of the new floor matches the level of adjacent floors.

008040 Carpet

New carpet shall confirm to HUD UM-44D. Carpet cushion shall comply with UM 72 – Class 1. Carpet and pad must meet the Carpet and Rug Institute’s Green Label certification.

008050 Painting

Use paints and primers meeting Green Seal G-11 Environmental Standards. All interior woodwork, including access panels etc., shall be painted with semi-gloss, gloss, or satin sheen finish. Ceilings shall be painted with flat sheen finish. Walls shall be painted in an eggshell or satin sheen finish.

008060 Wood Floor Finish

Wood Floor finish shall comply South Coast Air Quality Management District Rule 1113, Architectural Coatings.

DIVISION 10 – SPECIALTIES

010010 House Numbers

When specified, provide a clear white pine board approximately 20 inches, by 7 inches, by 1 inch nominal thickness. Dress the edges, sand smooth, prime and paint with two coats of exterior house paint to match existing trim of the house. Provide numbers 3

inches high, by 1/4 inch thick of: 11-gauge galvanized steel, plastic, or aluminum, evenly spaced on the finished board. Mount the board to the front exterior wall of house in a suitable location that then can be read from the street, or sidewalk, in the DLBA's estimation. Use "A & J", or other appropriate anchoring inserts for masonry, or stucco houses. Mount with wood screws, for frame houses. The numbers shall not be applied with adhesive, or staples.

DIVISION 11 – EQUIPMENT

011010 Appliances

Required Clearances in Kitchen:

Ranges – 30 inches wide

Refrigerators – 36 inches wide

Dishwashers – 30 inches wide

DIVISION 12 – FURNISHINGS

012010 Cabinetry

All new cabinets must meet the minimum standards of the Kitchen Cabinet Manufacturer Association (K.C.M.A). Contractor shall verify, in the field, all cabinet and countertop dimensions listed in the Scope of Work.

Base cabinets, if designed to rest directly on the floor, shall provide a toe space at least 2 inches deep, and 3 inches in height. A shoe molding shall be placed over the joint between the toe space and the floor; vinyl base can be used.

New upper cabinets shall be attached with wood screws. Nailing these cabinets to the wall is not acceptable.

All particleboard components shall meet ANSI A208.1 for formaldehyde emission limits or all exposed particleboard edges shall be sealed with a clear low VOC sealant or have a factory applied sealant prior to installation. All MDF edges shall meet ANSI A208.2 for formaldehyde emission limits or all exposed MDF edges shall be sealed with a clear low-VOC sealant or have a factory applied low-VOC sealant prior to installation.

DIVISION 13 – PLUMBING

013010 Wall, Floor and Ceiling Plates

In finish spaces and within sink and vanity bases, furnish a chromium plated sectional escutcheon on each pipe or hanger roof penetrating the wall, floor or ceiling. Plates shall fit snugly.

013020 Water Heater

Water Heaters shall be 90% efficient power vented, insulated to R-7, with a minimum 10-year warranty.

013030 Hose Bibbs

Hose bibbs shall be located at the front and rear of the property for proper servicing of the yards (when existing) or located within 6 feet of the area when penetration of front or rear wall is impossible. The hose bibbs shall be frost-proof type. Hose bibbs shall have vacuum breakers.

013040 Fixture Requirements

Toilets: Water Closets shall be WaterSense Certified. They shall be “Dual Flush,” 2-piece, close coupled, white, vitreous china commode with flow rates of 1.6 and .9 GPF for its respective high and low flushes.

Showerheads: Shower heads shall be WaterSense Certified. They shall have a maximum flow rate of 2.0 gallons per minute.

Bathroom Faucets: Bathroom sink faucets shall be WaterSense Certified. They shall have a maximum flow rate of 1.5 gallons per minute.

Kitchen Faucets: Kitchen faucets shall be WaterSense Certified. They shall have a maximum flow rate of 1.5 gallons per minute.

DIVISION 14 - HEATING VENTILATING AND AIR CONDITIONING

014010 Furnaces

All gas fired furnaces must meet Energy Star Program Requirements and must have minimum 90% AFUE rating.

New units shall have ratings sufficient to ensure proper heating of all habitable rooms within the living unit they are intended to serve. Use the Air Conditioning Contractors of America (ACCA) Manual J for heat loss calculation (calculate manual J based on the post rehab building envelope) and Manual S for equipment selection. Provide both Manual J & S reports with first Draw documents. Heating systems shall be designed, installed, and balanced, or adjusted to provide for the distribution of heat to all habitable rooms, and other spaces in accordance with the calculated heat loss of the spaces to be heated.

Owner's manual and warranty documents shall be left for the new homeowner, with copies to DLBA at final approval.

014020 Duct Sealing

Seal joints, collars, flex duct connections and seams in ductwork and plenums with fiberglass mesh and a 1/16 inch coating of duct mastic (about the thickness of a nickel).

014030 Humidifier

The humidifier shall be of proper size to provide adequate humidity (38% @ 10 degrees F.) for the size of the dwelling unit.

014040 Bathroom Exhaust Fans

Bathrooms in enclosed areas where no windows exist, or where the window(s) do not open to the exterior air, shall be equipped with a wall switched exhaust fan, exhausted to the exterior. The fan shall be Energy Star approved, no less than 80 CFM operating at 1 sones or less. The fan shall provide a minimum of 8 air changes per hour of bathroom air. The fan switch shall be separate from the light switch. Undercut the door, if necessary.

DIVISION 15 – ELECTRICAL

015010 General

Contractor shall provide lump sum to provide new electrical systems. Lump sum shall include demolition of any existing wiring and boxes. Lump sum shall include installation of new:

- 100 amp panel (up to 20 circuits) to code (Label breaker panel).

- 220 Volt lines for dryer and stove
- Dedicated circuits for electrical appliances, dryer, range, microwave and dishwasher to code.
- Junction boxes for smoke detectors and CO2 detectors necessary to meet code,
- Receptacles and switches. Receptacles must be properly grounded. Install new GFCI receptacles per code.
- Wiring for 5 pull chain lights in basement.
- Receptacle and switch covers.
- Labor and material for one dedicated circuit for receptacle above fireplace.

015020 Doorbell

Doorbells shall be hardwired and shall include new doorbell button, mounting screws and cover, wiring, chimes or bell, housing, mounting screws and brackets, transformer, etc. Doorbell button and chime or bell shall be installed in accordance with the manufacturer's instructions. The unit shall be installed at the main entry to the structure.

DIVISION 16 - EXTERIOR IMPROVEMENTS

016010 Gates

Gates shall be swing type with latch. All hardware shall be galvanized. Vehicle gates shall be of a width appropriate to their intended use and shall also include a drop-rod assembly and an appropriate latch that secures both halves together. All gates shall operate easily and properly. A hole shall be drilled 2 inches into the concrete to accept the drop rod. A metal sleeve sufficient in diameter and depth shall be provided to receive the drop-rod assembly.

016020 Lawns

Minor corrections to the grade shall be a part of this Contractor's work as required to complete the proper installation of the lawn work. The lawn shall be seeded or sod only during the appropriate seasons, when the soil is frost free and weather conditions are favorable. All areas to be seeded or sodded shall be properly graded and free of existing grass, weeds, debris, and rocks.

016030 Seed Lawn

Seed shall be Pennlawn red fescue. Fertilizer shall be commercial type known as 10-6-4. When the soil has the proper moisture content, spread fertilizer over the prepared area

to be planted and rake it into the soil. Apply fertilizer at a rate of 3 pounds per 100 square feet of area. Lightly roll the ground in two directions before seeding. Seed shall be broadcast at a rate of one pound per 200 square feet of area. Rake the seed in gently and again roll the entire area. Cover the newly seeded section with a one-inch mulch of peat moss, well-rotted manure or native organic material. After mulching, thoroughly water all seeded areas with a fine spray.

016040 Sod Lawn

Sod shall be nursery grown, fresh cut, free of noxious weeds and seeds and well rooted. It shall be cut and then laid as soon as possible, weather conditions permitting. Sod shall be at least one inch in uniform thickness. The type shall be best quality Kentucky Blue Grass or equal. Fertilizer shall be commercial type known as 10-6-4. When the soil has the proper moisture content, spread fertilizer over prepared area to be covered, and rake it into the soil. The sod shall be installed in a regular pattern starting at the base of any slopes and paralleling contours. Strips shall be tightly butted, and the end joints shall be staggered. Sections shall be heavily watered following placement and again when the entire installation is completed. A few days after installation, the sod shall be rolled lightly and again watered thoroughly.

016050 Tree Trimming and Stump Removal

When limbs larger than 2 inches in diameter are removed, the butt end of the branch remaining on the tree shall be sealed. Neither branches nor limbs shall obstruct the use of sidewalks or driveways, nor project to within 2 feet of structure(s) located on the property.

When a tree stump is to be removed, all visible traces shall be removed to a point at least 6 inches below the finish grade and the hole backfilled with topsoil. The entire area shall be raked smooth and broom-swept clean. Reseed area, weather conditions permitting.