



H I L L T O W N

Community Development Corporation

387 MAIN ROAD • P.O. BOX 17 • CHESTERFIELD, MA 01012
413-296-4536 • FAX: 413-296-4020 • STAFF@HILLTOWNCDC.ORG

Dear Contractor,

Enclosed you will find updated performance standards compiled by this organization in an effort to standardize the quality of materials and workmanship on our rehab project. In addition, the procurement process and the requirements for contractors are outlined below.

The main focus of the Housing Rehabilitation Program is to bring a property into conformance with State Sanitary Code Article II. The program will involve a wide range of rehabilitation work from lead and asbestos removal to well and septic tank repair and replacement to weatherization.

In the selection of a contractor, the homeowner, assisted by the Hilltown Community Development Corporation (HCDC), will utilize formal bidding procedures with the exception that instead of using advertising, bid packages will be sent to contractors on the Program's contractor list. Local, minority, and women contractors are encouraged to add themselves to the list. All contractors on the list must have all necessary state and local licenses and will be responsible for providing proof of liability insurance with limits of \$100,000 on property and \$300,000 on personal. There is no Program requirement for a surety bond on the contractor's part. A contractor who is not currently on the list can take part in the bidding process so long as his or her eligibility is established prior to the award of a contract. In addition to providing proof of liability insurance, all applicants to the contractors' list must give references from at least three people for whom they have done work within the last year. The full name, address, and telephone number of the reference should be given. Contractors will remain on the contractor list unless they ask to be removed or they are removed by the HCDC staff because of problems with their performance. The Housing Rehabilitation Program Manager will document such problems and a conference will be held with the contractor prior to his or her name being removed from the list. All appeals from the decision of the Housing Rehabilitation Program Manager shall be brought to the HCDC Executive Director.

Bid packages will include a set of proposed work specifications prepared by the rehabilitation specialist in consultation with the homeowner. Contractors on the list who have not been attending walk-throughs on a fairly regular basis will not receive bid packages. All specifications will be explained by the rehabilitation specialist at a walk-through of the homeowner's property, the date of which will be given in the bid package. At the walk-through all modifications of the work specifications will be made and these changes will be sent to those contractors who attended the walk-through. After the walk-through contractors are given a specified deadline (usually one or two weeks) in which to submit bids.

All written proposals should be on the form made available by the HCDC and must include: 1) an itemized list with prices for each specification to facilitate specification deletions and cost adjustments; 2) Brand/trade names or the type of materials to be used if not the materials specified; 3) subcontractor list; 4) a proposed starting date and amount of time needed to complete the project.

Bids are opened on the deadline given and are compared both to other bids and to the estimated cost prepared by the rehabilitation specialist. The rehabilitation staff will then present the bids to the homeowner. In general, the housing rehabilitation staff will recommend the lowest bid. Homeowners, however, will be advised not to accept a low bid which the HCDC rehabilitation staff determines on the basis of the rehabilitation specialist's cost estimate to be grossly inadequate to complete the work for the bid price. This is because under-bid projects can often result in poor or incomplete work. Homeowners will also be advised not to accept a bid that exceeds the total cost estimated prepared by the rehabilitation specialist by more than 15% even if the bid is the lowest bid. In such a situation, the rehabilitation work would be re-bid. The homeowner, however, selects the contractor. This selection should be based on quality, price, how soon the work can be started and finished and any other appropriate objective criteria. For any work directly funded through the Housing Rehabilitation Program, the homeowner's selection is subject to the Housing Rehabilitation Manager's agreement that the choice is reasonable and economically prudent. The Manager will send notices to each contractor who participated in the bidding process advising as to which contractor was awarded the job.

When the bid process is completed, the homeowner and the selected contractor will sign a contract which is provided by the Program to perform the work in a specified time period at a fixed price. Change orders are not encouraged and should not be necessary except in unusual circumstances. Contractors should notify the Housing Rehabilitation staff immediately if they see the need for a change after a review of the specifications, but before starting work.

There are no up-front payments in this Program. The Program will make progress payments after an inspection by the rehabilitation specialist and the work is approved, but such payments should be warranted by a substantial amount of work. Final payment of at least 10% of the total costs will be made after a sign-off by all inspectors and all releases of any liens by subcontractors, laborers, and/or material suppliers and a warranty covering all work performed are presented and approval obtained from the HCDC and the homeowner. Five percent of the total amount due on all approved payments will be retained for a period of 30 days after the final payment.

Once the contract is signed between the contractor and the homeowner, the contractor is working for the homeowner and the terms of his work are governed by the contract with the homeowner. Ultimately, it is the homeowner that must be satisfied with the rehabilitation work undertaken by the contractor.

If you have any questions regarding this process, please do not hesitate to call me.

Sincerely,

Sarah Szczebak
Housing Rehabilitation Program Manager



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CONTRACTOR APPLICATION FORM

Company Name

Trade

Address

City

Employer ID Number

State and Zip Code

Telephone Number

ORGANIZATIONAL STRUCTURE

Corporation Partnership Sole Proprietorship

PRINCIPALS OF FIRM

Name

Title

Home Address

City

Social Security Number

State and Zip Code

Telephone Number

Name

Title

Home Address

City

Social Security Number

State and Zip Code

Telephone Number

HISTORY OF COMPANY

Number of years in business: _____

Contractor's Construction Supervisor License Number: _____

Contractor's Home Improvement Contractor Registration Number: _____

REFERENCES

Give at least three references of relevant jobs completed over the last year.

Name of Owner	Address	Telephone #	Type of Work
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CREDIT

Indicate credit sources to be utilized to cover the ordering of materials for jobs under this program.

Note: This application cannot be considered without a current certificate of insurance attached. All contractors must carry general accident and liability insurance with a minimum of \$100,000/\$300,000 coverage and all contractors shall carry full and complete Workmen's Compensation Insurance for all of his or her employees and shall be responsible for assuring that all sub contractors have all the correct current insurance as requested by the Hilltown Community Development Corporation and the Housing Rehabilitation Program. Final selection of contractors will be at the discretion of property owners and the Hilltown Community Development Corporation. However, contractors must be on the Hilltown Community Development Corporation office list of eligible contractors.

Signature of Applicant

Date

In signing this application, I acknowledge the receipt of the letter from the Housing Rehabilitation Manager describing the procurement process and requirements for Contractors in the Housing Rehabilitation Program.

Please return application to the Hilltown Community Development Corporation.

MATERIALS AND PERFORMANCE SPECIFICATIONS

Many of the Housing Rehabilitation Projects on homes built prior to 1978 will require some level of Lead Paint Abatement and/or Interim control. When Federal financial assistance is available to the project, HUD Lead Safe Housing Rule will be in effect. The Lead Safe Rule will require that contractors be certified in the Lead Safe Housing Rule, and when disturbing lead based paint, comply with the section governing the type of HUD assisted Housing Program. For projects where a child age six or under resides in the dwelling, a comprehensive Lead Paint inspection and abatement will be required, and will need to comply with Massachusetts Laws governing lead based paint abatement.

The Housing Rehabilitation Program is financially assisted by HUD money, and is required to specify and install products that are Energy Star qualified, whenever economically practical to do so. Energy Star is a joint program of the U.S. Environmental Agency and the U.S Department of Energy, and its goal is to identify and promote energy-efficient products that conserve energy and reduce greenhouse gas emissions. While Energy Star provides labeling for 50 different product categories, its testing and certification is ongoing and continuous, with new products receiving its labeling on a regular basis. Most fuel burning devices such as illumination fixtures and/or heating devices will be specified within the work write-up and/or Bid Specifications by the Housing Rehabilitation Specialist. When submitting an "or equal" product on Bid form, the product should meet and/or exceed the Energy Star fuel savings that the specified product represents. For instance, an "or equal" furnace may meet the AFUE of its particular fuel type and be Energy Star qualified for AFUE, but its related electric blower motor may not be Energy Star qualified based on excessive use of electricity. Many electrical motors manufactured with variable speed may use a third less electricity. Devices providing ventilation and illumination such as a ceiling mounted combination bathroom fan/light may provide a built-in fixture for an Energy Star qualified light bulb, but the ventilation blower motor may not be Energy Star qualified. Many Energy Star motors compliant for Energy Star qualification are not only using less energy, but are generally more quiet than the traditional electrical blower motor.

In most cases a material cost per light fixture/illumination will be included in work write-up and/or bid specifications. This is to allow the owner an opportunity to choose a fixture that suits their particular style and preferences, and allows the contractor to know the material cost when completing the bid form. All light fixtures installed by contractor will be Energy Star qualified. Many fixtures simply require the installation of an Energy Star bulb. Depending on the amount of illumination required in a particular room the fixture may require a specific design to prevent over heating and continuous malfunction of bulbs.

1. All bid proposals must be on HCDC forms and must accurately reflect the work list, and any additional addenda to work list.
2. All written proposals will be considered firm quotes and not price estimates.
3. The proposal must include all phases of construction that will produce a functional and attractive finished product. In other words, all aspects of construction leading to a finished product must be included in proposals, whether expressly stated in the bid specifications or customarily assumed to be included as a logical and expected part of the work. For example, if a door is called for in the bid specifications, then it must include the jambs, header, sill, hinges, doorknob, bolt, striker, trim, painting, etc.
4. When any item, such as a light fixture, plumbing fixture, stove, etc. has to be temporarily removed and later re-installed, the cost of this work must be included in the bid. For

example, if new flooring is called for in the bathroom, the installer must include the cost of removal and re-installation of the toilet in the proposal.

5. All materials must be installed according to the manufacturer's recommendations.
6. No "seconds" or inferior materials will be permitted.
7. Any materials damaged while being removed or installed will be replaced by the contractor at his own expense, if, in the opinion of the rehabilitation specialist, care or good judgment was not exercised.
8. If any work is unsatisfactory to the rehabilitation specialist, it must be done again and/or modified until satisfactory at the contractor's expense, or another contractor will complete the work and the original contracted line item price will not be paid.
9. If a tradesman hired and contracted by General Contractor accidentally harms another tradesman's work, the General Contractor will be responsible for required repairs, and the rehabilitation specialist will be notified immediately.
10. All trades must adhere to state, federal, and local codes.
11. All necessary permits must be applied for and inspections arranged by the sub-contractors and contractors.
12. All work must be accomplished in a workman-like and diligent manner. The contract will specify a reasonable time for completion of a project. A project should be completed within the specified time limits in the contract with as few delays as possible. The finished product should be pleasing to the eye.
13. The general contractor is responsible for coordination of the work of all trades with other trades such as plumbing, wiring, and carpentry. Where and when it is required, General Contractor will coordinate with Lead and Asbestos Abatement contractors. All trades must comply with state, federal, and local regulations governing other trades. For example, during asbestos and lead removal, no other work can proceed on the project.
14. The homeowner will choose all colors and patterns.
15. Homeowners must be contacted at least one day prior to the start of the work.
16. No homeowner will be left without the use of facilities (bathroom, heat, kitchen, etc.) overnight, unless homeowner has agreed.
17. Rubbish from construction must be removed on a regular and frequent basis and should be confined to one location which is approved by the homeowner. It is particularly important not to leave rubbish or any staging up at the project during any brief hiatus in the work which might be caused by delay in the delivery of materials.
18. All suggested name brands are for quality and Energy Star standards and may be substituted with approved products of equal quality unless name brands need to be used to maintain consistency with existing materials or fixtures. This will be indicated in the specification.

CARPENTRY

1. All structural wood must be construction grade or better.
2. All permanent supports of buildings and structures (including porches) shall extend a minimum of four feet below grade except when erected upon sound bedrock.
3. The diameter and footings of all concrete piers must comply with state, federal, and local codes.

4. All wood in contact with ground or masonry and supporting permanent structures should be approved treated wood, (Wolmanized) pressure treated.
5. All wood less than two inches above the surrounding grade, in locations subjected to pounding of water, and/or in a located subjected to dampness shall be approved wood type (redwood, etc.) or pressure treated.
6. All kitchen and bathroom cabinets must have four sides and a bottom shelf. Fronts shall be pre-finished plywood, hardwood, or plywood with a washable veneer.
7. All locksets must be equal to or better than Schlage unless stated otherwise in the specifications.
8. All tub surrounds must be equal to or better than Swan. All tub surrounds will be constructed of fiberglass and Gelcoat or Formica.
9. All suspended ceilings must be at least equal to Owens-Corning, pebble white, and meet fire rated requirements for specific applications.
10. All countertops must be equal to Formica and be post-formed with backsplash, and include factory miters and/or fixture openings.
11. All exterior doors must be equal to or better than "THERMOTRU" Smooth-Star fiberglass Door Model #S2100, with clear insulated glass and Low E film, include custom cut-down charge if applicable, and shall meet or exceed state and Energy Star requirements for energy conservation.
12. Leave all areas that will have sheetrock level, square, studded, furred, backed, and plumbed for sheetrock.
13. Fire code (5/8") sheetrock to be used to surround each apartment in a multi-family dwelling to provide a one (1) hour fire rating.
14. All interior doors leading to common areas in a dwelling containing more than one unit shall meet state, federal and local fire ratings.

ROOFING

1. All roofing materials must be of quality equal to or better than 8" galvanized drip edge, 15 lb. felt, strip shingles (with 30 year warranty), aluminum back flashing, and lead cap flashing.
2. When a shingled roof is specified for shingle installation over one course of existing shingles for use as a new 2nd course of installed shingles, the material will be installed as required by manufacturer and the contractor will verify that the warranty is valid for the product as a 2nd course of shingles.
3. Valleys can be woven or flashed with aluminum in six (6) foot lengths.
4. All chimneys, roof flanges, etc. must be flashed, counter-flashed, and made weather-tight.
5. All low-slope roofs to have double coverage, GAF or equal with blind nailing, rubber membrane covering, peel and apply products such as "low-Slope", bituthane under covering, or shingles installed as indicated by state building code.
6. Fill in all spaces in roof sheathing.
7. Replace all deteriorated roof sheathing (if visually available from attic area) and make allowances in bid price.
8. All roof insulation shall include proper ventilation as indicated by state building codes.

STORM DOORS AND WINDOWS

1. All aluminum combination storm doors must include all screens, storm sash, have a baked enamel or mill finish (owner's choice), be fitted with a self-closing device, and be equal to or better than one (1) inch door by Viking.
2. All aluminum combination storm windows must include all screens and storm sash, and be equal to Viking Rex.
3. All screens are to be aluminum.
4. The homeowner will choose either baked enamel or mill finish.
5. Fixed windows will not require a screen.
6. Unusual windows are to be custom cut and fit.
7. Unless specified otherwise, all new window installations will be "Certain Teed" New Castle XT white vinyl replacement windows, include Thermoflect glazing and ½ screen, and will comply with Energy Star and state and federal building code requirements for energy conservation.
8. When a new rough opening is required, window size shall meet minimum requirements as indicated by state building code.

INSULATION

1. All cap insulation (attic) must strive for an R-factor of at least 30, where possible.
2. In floored attics, remove enough boards to fill the bays and replace boards, drill and plug with permission of owner.
3. Materials can be class #1 cellulose, loose or blanket fiberglass.
4. Allow for ventilation above insulated rafters.
5. Sidewalls to be filled to capacity when called for. At least two holes per bay (8 feet tall).
6. Ventilation to be provided at a rate of one square foot of clear vent for every 300 square feet of insulation and vapor retarded areas.
7. Walls that are opened and insulated with blanket/batt fiberglass installation to include poly vapor barrier lapped four inches.

SHEETROCK

1. Use 5'8" sheetrock where one (1) hour fire rating is required.
2. Use 5/8" sheetrock where studs or joists are more than 16" OC.
3. Ceilings are to be double nailed or screwed. Walls can be nailed. When sheetrock is applied over existing plaster it is to be screwed to joists or studs.
4. Moisture resistant sheetrock to be used in areas of high humidity such as bathrooms, laundry, and behind kitchen sink base.
5. Allow for any backing, blocking, shimming, furring, or studding necessary to do a square, level, and smooth job. This must be included in the bid price.
6. Sheetrock joints to be covered with tape (imbedded in compound), joints and nails/screws to be covered with three (3) coats of compound, final coat to be finished smooth and ready for paint, etc.

FLOORING

1. Ordinarily all resilient flooring will have a material cost of up to \$22 a yard (not including installation) and will be sheet goods. Contractor will include the additional installation (labor and substrates) costs and material cost per yard on bid form. Tile will not be substituted for linoleum unless approved in certain circumstances prior to installation.
2. All sheet goods flooring must be applied to a smooth, dry surface.
3. Existing resilient flooring will have a plywood underlayment applied over existing flooring, prior to installation of new, and include labor and material on bid form.
4. Before installing plywood on the floor in the bath, the toilet must be removed.
5. All voids and cracks must be filled with a leveling agent.
6. If a stove, toilet, plumbing fixture, electrical fixture, vanity, or anything has to be removed and replaced, the cost of removal and replacement must be included in the bid price.
7. If the flooring is not scribed to the satisfaction of the rehabilitation specialist, a base shoe, carpet strip, or cove base must be installed and finished at the contractor's expense.
8. All preparation and finish of surfaces must be included in the bid.

PAINTING

1. Before painting or papering, all areas must be clean, all holes must be patched, all caulking complete, all sashes must be glazed where necessary, all peeling paint scraped and feathered, all loose wood nailed. This must be included in the bid. All severely damaged wood, siding, trim, etc. to be replaced must be included in the bid price.
2. All exterior paint must be equal to or better than Sherwin-Williams A-100.
3. All interior paint must be equal to or better than Sherwin-Williams Classic 99.
4. All sheetrock walls and ceilings to receive one coat of primer and one topcoat of finish.
5. All wallpaper in rooms other than the kitchen or bathroom to be paper. Allow \$10 per roll for materials only.
6. All wallpaper in bath and kitchen to be vinyl. Allow \$12 per roll for materials only. Walls to be sealed in preparation for vinyl.
7. All interior stain must be equal to or better than Minwax.
8. All exterior stain must be equal to or better than Cabot or Cuprinol.
9. All urethane must be applied in two coats. The first coat is to be lightly sanded and materials are to be equal to or better than Minwax or Zip-Guard.
10. All interior and exterior watermarks, stains, or knots to be treated with at least one coat of pigmented shellac, Killz, Bin, or Equal.
11. Check the entire contract to bid on all new work done by carpenters, sheetrockers, and other trades. Unless specified otherwise, contractor will be responsible for painting all new work.

MASONRY

1. All masonry to be in accordance with the State Building Code as well as local ordinances.
2. Before repointing, all joints are to be raked to a minimum depth of 1/4" and wetted. Tooling and color of new mortar to match existing as closely as possible from local sources.

3. Step flashing to be lead, counter-flashing may be aluminum.
4. All new chimneys to be clay-flue lined with approved clean-outs and thimbles. All chimneys will be waterproofed prior to installation unless masonry units fulfill this requirement.

PLUMBING

1. All kitchen sinks must be of a quality equal to or better than Dayton's stainless, double bowl sink.
2. All kitchen faucets must be of quality equal to or better than Delta, spray to be included.
3. All tubs to be American Standard's Builder (cast iron) or equal.
4. All tub and shower valves to be Symmons S96-2 (anti-scald) or equal. Waste and overflow to be Gerber 41-812 or equal.
5. Water closet to be Gerber or equal (water-saver).
6. One piece lavatory to be Universal Rundle's one-piece china top or pre-formed top by Roma, Northwest Marble, or equal.
7. Unless specified otherwise, all vanity bases to be 20", 24", or 30", Universal Rundle or Old Hampshire's pre-finished vanity base.
8. Unless specified otherwise, vanity tops to be one piece china, pre-formed or post-formed Formica top with a drop-in lavatory that is cast in china and must be American Standard or equal.
9. All vanity faucets to be Delta or equal.
10. All necessary carpentry or other trade work must be included in the bid, unless other arrangements have been made, especially in regard to vent pipes. Ask the homeowner for the least objectionable location for the vent pipe.
11. All accessible lead, steel, or brass pipe connected to a fixture that is being replaced is to be removed.
12. Install shut-offs and escutcheons for all new fixtures except tubs.
13. All work to be in accordance with the Massachusetts building code.

HEATING

1. All new warm air furnaces to be Energy Star Qualified, unless otherwise specified. Heating device will include a programmable thermostat that offers four convenient pre-programmed settings, and be Energy Star qualified.
2. All new boilers must be Energy Star qualified, unless otherwise specified. Heating device will include a programmable thermostat that offers four convenient settings, and be Energy Star qualified.
3. All new burners to be high efficiency and Energy Star Qualified, if burner, not furnace/boiler, is replaced.
4. All work to be in accordance with Massachusetts building code.
5. All related code material, such as 5/8" fire-rated sheetrock, buried oil line, thermostat, filters, and firematics to be included in the bid. All extraordinary situations that might endanger the safety of the resident or go against code to be made safe.
6. Removal of old furnace to be included in bid.

7. All water heaters must be Energy Star qualified, unless specified otherwise.

ELECTRICAL

1. All cellar light fixtures and the light fixture over the cellar stairs to be porcelain or bakelite, and include illumination bulb such as the type recommended by Energy Star.
2. All bathroom or exterior plugs must be ground-fault protected.
3. All overhead light fixtures will have an allowance of \$35 per fixture unless the owner supplies fixtures.
4. All splices to be in box.
5. All bath vents to be vented to the exterior and must be Nutone model# QTREN110FT or equal.
6. All related carpentry work or other tradework must be included in the bid unless other arrangements have been made.
7. Wire mold is objectionable to many homeowners. It should be used only with the prior written permission of the homeowner. Otherwise, it will not be permitted.
8. If the bid specifications call for a switched overhead fixture, the outlet, the switch, and related wiring must be included in the bid.
9. All work must be in accordance with the Massachusetts building code.
10. All light fixtures to provide illumination will be Energy Star qualified.