

**LANSING HOUSING COMMISSION
NOTICE OF REQUEST FOR PROPOSALS
RFP No. 1-AMP102-1338 Christopher-2017**

1338 Christopher Repair

AGENCY CONTACT PERSON	Lisa Parsons, Director of Asset Management Telephone: (517)487-6550 E-mail: lisap@lanshc.org TDD/TTY (800)545-1833x418
PRE-PROPOSAL MEETING	Wednesday, September 20, 2017, 9:00am ET at LaRoy Froh 2400 Reo Rd Lansing, MI 48911
PRE-PROPOSAL WALK THROUGH	Thursday, September 21, 2017, 1:00 pm ET or Friday, September 22, 2017, 1:00 pm ET Both times meet at house 1338 Christopher Lansing, MI 48906
DEADLINE TO SUBMIT QUESTIONS	Thursday, October 5, 2017 by 4:00 pm via email at lisap@lanshc.org
PROPOSAL SUBMITTAL RETURN	Attn: Lisa Parsons, Director of Asset Management Email: lisap@lanshc.org or 3338 N. Waverly Rd Lansing, MI 48906
PROPOSAL SUBMITTAL DEADLINE	Tuesday, October 10, 2017, 4:00 pm ET via email or in person at 3338 N Waverly Rd Lansing, MI 48906

[Minority- and/or women-owned businesses are encouraged to respond]

Lansing Housing Commission
RFP-1-AMP 102-1338 Christopher-2017
1338 Christopher Scope of Work
Reposting 9-5-17

Lansing Housing Commission's Mt. Vernon Community is seeking a contractor to provide services under the Scope of Work outlined below. The following scope of work will be performed at 1338 Christopher St. Lansing, MI 48906

The vendor has the right to bid on both section 1 and 2, or just section 1 or 2. LHC has the right to approve the bid on both section 1 or 2, or just section 1 or just section 2.

Section 1: Scope of work to be performed for damaged bedroom:

1. EXTERIOR:

a. WALLS

- i. Stud wall: Contractor to provide necessary lumber
- ii. Sheathing: Contractor to provide in area of house damage.
- iii. Foam insulation sheathing: Contractor will provide
- iv. Window-casement, LHC will provide
- v. Insulation: Contractor to provide in area of house damage. R Value per code current code regulation.
- vi. Brick work: Contractor to match existing. Repair and replace damaged bricks in area of house damage.
- vii. Vinyl siding: Contractor to match existing. Repair and replace damaged vinyl siding in area of house damage.

2. INTERIOR

- a. Electrical: contractor to provide wiring per code in the area of house damage. LHC will provide switches, outlets, covers and lighting fixtures.
- b. Drywall: contractor to provide all necessary materials and labor to hang, tape and finish to made ready for paint in the area of house damage.
- c. Paint: contractor will supply labor and equipment for primer (1 coat) and finish paint (2 coats) on walls, ceiling, trim and entry door in area of house damage. LHC will supply primer and paint only for ceiling, walls, trim, and doors
- d. Flooring: Contractor to provide labor and equipment to install LHC provided wood laminate flooring materials in area of house damage.
- e. Trim work: Contractor to provide labor and equipment to install LHC provided base, door trim and brick mold in area of house damage.

- f. Entry Door: Contractor to provide labor and equipment to install LHC provided Front Entry Steel Door, Storm Door, Locks and Brick mould.
- g. Extend downspouts away from the house securely on the exterior of house any water is draining away from the foundation.

Section 2: Scope of work to be performed: Unit Make Ready: A final walk through with maintenance staff will be done to mark specific work to be replaced or completed.

“Make ready” includes, but may not be limited to, drywall repairs and painting walls, sanding and waxing floors, replacing sub floors, tile, refinishing hardwood floors, repairing/replacing faucets, toilets, etc., replacing furnace filters complete cleaning of floors, windows, appliances, fixtures, replacing or installing smoke detectors with 10-year ion batteries and lights, and ensuring all systems are working properly. Mt. Vernon Park will provide supplies for the make ready unit with the exception of cleaning supplies, drywall compound and tape. This is a 5-bedroom Bi-level house.

SUPPLIES:

LHC will provide, paint, drywall, registers, furnace filters and any other replaced item listed in this scope. LHC will not provide the materials to the contractors to use that is required to fix or repair drywall (i.e. mud, paint rollers, tape, clothes etc.)

GENERAL REPAIR/WORK:

Make sure there are Installed smoke detectors (LHC will provide fixtures) in all bedrooms and are operable. ****Hard wired carbon monoxide/smoke detector combo installed in living room/hallway.**

Ensure all screens are in place in windows throughout the unit and either repair or replace (if needed).

Inspect the furnace, water heater, all plumbing and all electrical and confirm they are operable.

Replace all furnace filters.

Ensure all cove bases and trim are properly secured throughout the unit.

Supplies: EACH UNIT MUST HAVE A NEW THERMOSTAT AND CARBON MONOXIDE/ SMOKE DETECTOR

UNIT SPECIFIC WORK:

1. GENERAL: (as needed)

- a. Remove and dispose of shed, swing set, or outdoor furniture/equipment in back yard. (field verify)

- b. Install new aluminum railings on back entryway with LHC provided materials. (field verify)
- c. Replace all bifold doors and tracks in all bedroom closets and hallways with LHC provided materials (if applicable)
- d. All Bi-Fold Door knobs will be replaced with a Brass Metal knob and plate.
- e. Replace all door hardware with LHC provided materials
- f. **NO curtain rods will be rehung**
- g. **Clean all Air Ducts**

2. ELECTRICAL: (as needed)

- a. All electrical outlet and switch plate covers are to be replaced with unbreakable covers.
- b. Replace all switches to code with LHC provided materials
- c. Replace all outlets to code with LHC provided materials
- d. Replace all light fixtures with LHC provided materials
- e. Replace all light bulbs throughout the house with LHC provided bulbs (**REINSTALL BULBS with what is in the fixture**)
- f. Replace phone jacks with LHC provided materials
- g. Replace cable plates with LHC provided materials
- h. Remove door bell
- i. Replace all smoke detectors with LHC provided materials

3. HEATING:

- a. Replace all return air vent registers with LHC provided materials
- b. Replace all supply registers with LHC provided materials
- c. Replace furnace filter with LHC provided materials
- d. Replace thermostat with new temp control thermostat and set.

4. PAINTING:

- a. LHC will provide all paint and primer for house. Walls and ceilings painted with LHC white, handrails will be brown.
- b. Complete drywall repair.
- c. Remove ALL soap dish and toothbrush holders. Patch and paint areas
- d. Paint entire 5-bedroom bi-level house (walls, handrails, and flat ceilings).
- e. Remove cover plates, curtain rods, and floor registers before painting. After painting, clean and reinstall the cover plates and floor registers that are not being replaced.
- f. contractor will supply labor and equipment for primer (1 coat) and finish paint (1 coat) on walls, ceilings, and trim. LHC will supply primer and paint only for ceiling, walls, trim, and doors.

5. FLOORS: (FIELD VERIFY DIMENSIONS AND TYPE) (LHC provided materials)

- a. Hardwood Flooring: Sand and polish wood floors throughout the unit (if the unit has them)
- b. Tile Flooring: Strip, clean, and wax 12 x 12 tiles throughout the unit (if the unit has them)
- c. Vinyl Flooring: Just clean, NO Wax or Stripping (if the unit has them)

- d. Laminate Flooring: Just clean, no sanding or waxing (if the unit has them)
- e. Install LHC provided Allure laminate on 2nd floor bedrooms and hallway
- f. Remove wood base 1st floor bathroom and install rubber base
- g. Resecure base show by back entry door, caulk and paint

6. Plumbing:

- a. Remove laundry tub, faucet and drain
- b. Cut laundry drain above and below tee to laundry tub, install coupler, reinstall remainder of pipe
- c. Install piece of 2x4x17" on wall for laundry hook-ups
- d. Install laundry hookups and boilers

7. Kitchen

- a. Replace kitchen counter with LHC provided materials
- b. Replace sink and faucet with LHC provided materials
- c. Replace garbage disposal with LHC provided materials

8. Bath-2nd floor

- a. Replace bath vanity with LHC provided materials
- b. Replace faucet with LHC provided materials
- c. Reuse vanity top
- d. Replace towel bar with LHC provided materials
- e. Complete bath tub project
 - i. Pending final walk through
- f. Ensure all plumbing is in working condition and up to code

9. APPLIANCES: (replace with LHC provided materials)

- a. Replace stove
- b. Ensure all appliances are hooked up and in working condition

10. CLEANING:

Clean/Scour entire unit including walls, ceilings, floors, windows, windowsills, door knobs, closet doors, stove and behind, refrigerator, bathroom fixtures (toilets, bathtubs, vanity, medicine cabinet, mirror, sink and countertops), kitchen countertops, sink, and inside and outside of cabinets and pantry's. **(We do not supply cleaning materials)**

11. TRASH REMOVAL and SUPPLY RETURN:

Contractors are responsible for removing all trash accumulated during renovation, and returning all unused supplies to site office.

The contractor will be responsible for removal of trash and debris from the vacant units. Items that cannot be thrown away in the dumpster must be hauled away.

The contractor will provide a licensed plumber or electrician to complete repairs which require a license, unless she/he is licensed to do such repairs.

We encourage contractors to advise LHC of any problems that should be addressed to improve or maintain the overall quality of the units and recommended solutions. Recommendations will be assessed by LHC Staff and approval of additional work with costs (if any) is required prior to work beginning.

Once the vacant unit is complete a visual inspection of the unit shall be conducted to ensure work is complete prior to LHC signing a work completion statement which authorizes you to submit an invoice for payment.

This Scope of Work is intended to give potential bidders a general explanation of the types of services a contractor is expected to provide. It may not address every possible situation.

Utilizing the scope of services described above LHC seeks an indefinite quantity bid based on an hourly rate. The selected contractor and LHC will agree upon a firm fixed price to provide labor, drywall compound and tape for each unit based upon an itemized list of all work to be performed.

This Scope of Work is intended to give potential bidders a general explanation of the types of services a contractor is expected to provide. It may not address every possible situation.

Davis-Bacon Wage Required

Net 30 payment upon completion