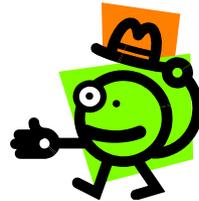




Work Write-Ups & Change Orders

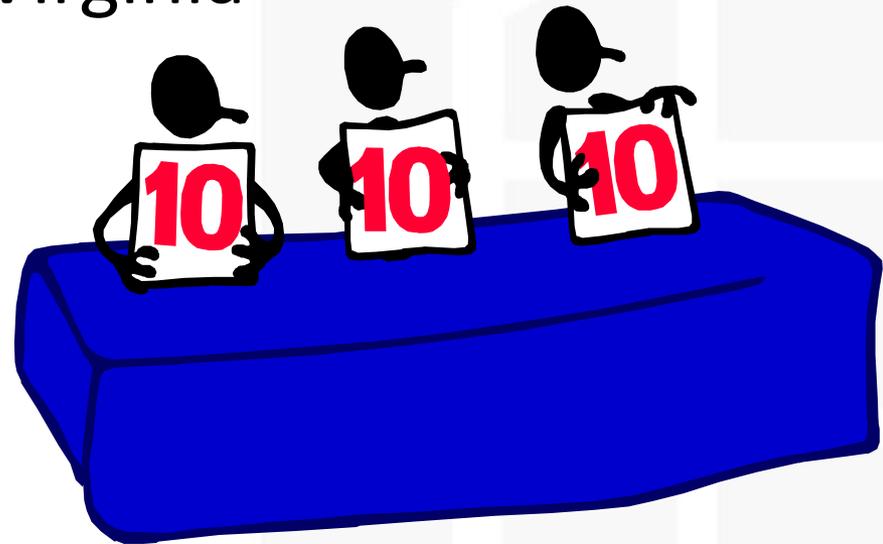


INSIDER TRADING



OUR PANEL

- **Chris Rakes**
Housing Specialist
People Incorporated of Virginia
- **James Gray**
Rehabilitation Specialist
LMW Engineering



Work Write-Ups

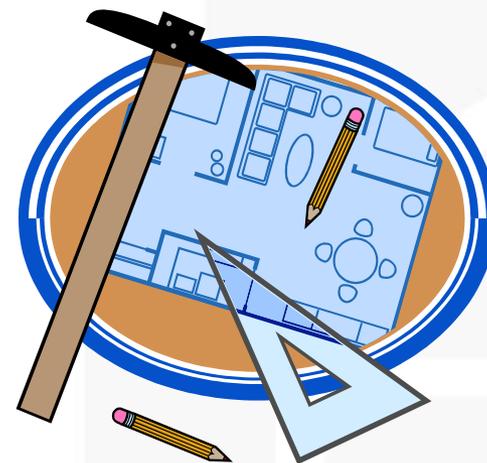
- How To:

- SR

- Tools
- Incorporating Green

- Rehab

- Tools
- Incorporating Green



Work Write-Ups

- The Walk-Thru:
 - SR
 - Approach
 - Section 8/HQS/Eligibility
 - Rehab
 - Approach
 - Section 8/HQS/Eligibility
 - CODE vs. HQS
 - SR vs. Rehab



Work Write-Ups



- CDBG Cost Limits: Base

- **Rehab** = \$25,000 *assume presence of lead
= \$35,000 *tested-no lead

- **Mobile Homes** = \$10,000 rehab
= \$10,000 exceptions: water/sewer only

- **SR** = \$70,000 *includes exceptions
*at least one exception required

Work Write-Ups

- **Cost Limits: Exceptions**

1. water/sewer
2. accessibility features
3. additional bedroom
4. lead clearance testing
5. provision of a bathroom
6. flood-proofing solutions
7. asbestos abatement/removal



Work Write-Ups

- More



- Demolition
- Alternative Treatment Units
- Green Building
 - SR

Work Write-Ups

- Cost Feasibility



Work Write-Up: Sample Rehab

**COUNTY OF PULASKI
BASKERVILLE HOUSING REHABILITATION PROJECT
WORK WRITE-UP
EAVES
233 BANKS STREET**

Ms. Rehab

123 Adams St.

EXTERIOR

SIDE PORCH

1. Remove steps from side porch area. Dig form and pour footing to support 5' x 5' treated porch with steps to grade. Porch is to have 2" x 8" joist and ban 1" x 6" decking laid flat. Steps with three (3) stringer and closed riser. Railing and hand rail w/ 2" x 6" top rail, 2" x 4" bottom rail, 2" x 2" pickets spaced 4" OC and inside hand hold. Flash where porch meets siding. Use joist hangers. All material is to be free of knots and splits. All wood material is to be treated. \$
2. Dig form and pour 4' x 4' concrete pad. Precast pad may be used in place of concrete pad.
3. Seed and straw disturbed area.

REAR PORCH

1. Tear out rear wooden porch. Dig form and pour new 4' x 5' concrete stoop. Stoop may be poured monolithically. \$
2. Seed and straw disturbed area.

FRONT PORCH

1. Clean out loose material from front porch cracks so clean concrete is there for bond. Install non expanding paintable filler in cracks. Scape loose and peeling paint and apply two coats of premium grade masonry paint to entire porch. \$
2. Remove siding from area where porch meets siding. Install new aluminum flashing along entire length of porch. Reinstall siding. \$

SIDING TRIM

1. Several areas of siding/trim are loose. Repair/tighten up these area. \$

ROOF

OPTION # 1

- 1. Remove portion of roof at rear of house where slope is minimal. Replace any damaged sheathing and apply EPDM roofing according to manufactures recommendation. \$

OPTION # 2

- 1. Remove existing front porch roof, replace any damaged sheathing, apply #30 felt and apply 30 yr. Architectural shingles. Install ice shield as required install metal flashing where roof lay against house. Install aluminum drip edge. \$

OPTION # 3

- 1. Remove existing roofing shingles from entire roof. Replace any damaged sheathing, apply #30 felt and apply 30 yr. Architectural shingles. Install ice shield as required install metal flashing where roof lay against house. Install aluminum drip edge. \$

NOTE: This portion of roof replacement is stand alone and price should not include the above. \$

Total all exterior Rehab \$

INTERIOR

DOWN HALL

- 1. Adjust door opening to close properly, apply new threshold and weather stripping. \$

DINING ROOM

- 1. Remove carpet, sub-floor in dining area to expose area under house. \$
- 2. Jack up floor area between this room and living room. Install concrete footing new treated sill to support this area. Bid footing and sill to run entire length of back of front portion of house. Install new floor joist (10) to fill in between existing floor joist. All new material to be treated. \$
- 3. Jack up rear floor area of house between this room and kitchen. Install concrete footing new treated sill to support this area. Bid footing and sill to run entire length of rear portion of house along kitchen to side enclosed porch. Install new floor joist (10) to fill in between existing floor joist. All new material to be treated. \$

NOTE # 1: While the floor is up in this room use this access to replace any rotten sill joist or other structural members.

NOTE: # 2: While the floor is up in this room use this access to install any electrical

wiring on the first floor and to install any plumbing supply lines also heat duct to lowe rooms.

4. Remove entry door to hall install new prehung solid wood door with all needed trim, hardware and passage lock set. Paint door with two coats low VOC acrylic latex paint. \$
5. Reattach trim at top of paneling along common wall with living room. \$
6. Install 3/4" plywood sub-floor, install 1/4" plywood underlayment and apply 32 oz nylon Saxony carpet with 6/7 mildew resistant rebond pad. Reinstall base trim if missing. \$
7. Remove existing window, install new vinyl double hung replacement window with fold out sash and screen. Same style as existing. \$

DOWN BATH

1. Install one 70 cfm low noise Energy Star* exhaust fan hard piped to the outside. Exhaust fan may be wall mounted. \$
2. Remove existing toilet, install new elongated accessible toilet with seat and lid. \$
3. Install grab bar back of toilet. \$
4. Remove existing shower head and faucet assembly, install a new single lever anti-scold valve, removable handheld shower head and chrome plated slide bar. \$

SIDE PORCH

1. Tear out wall covering, ceiling covering and floor covering down to structural members. \$
2. Make structural repairs to flooring including joist, bottom sill and any stud wall damage. Install 3/4" plywood sub-floor to flooring. \$
3. Insulated exterior walls with 3 1/2" batt insulation. \$
4. Install insulation in ceiling area. \$
5. Cover walls with 1/2 drywall, tape spackle sand and finish. \$
6. Remove windows, adjust framing to install new double hung vinyl replacement windows with fold out sash and screens. \$
7. Install new trim to base, and around all door casing. \$
8. Prime walls and ceiling and apply two coats of low VOC acrylic latex paint. \$

RIGHT BEDROOM

1. Remove damaged ceiling tile. Install new tile to match existing as close as possible. \$

LEFT BEDROOM

1. Remove side window. Install new vinyl replacement window with low e glass and fold out sash and screens. \$

UP HALL

1. Increase attic access size to 24" by 30". Work is to include cutting opening and framing, trim out and add cover. Weather strip cover. Prep and paint trim and cover with two coats of low VOC acrylic latex paint. \$
 2. Remove railing pickets, save banister. Install new picket to code height. Reinstall banister. Paint pickets w/two coats of low VOC acrylic latex paint. \$
- NOTE: it has been determined by inspection that the existing picket are covered with lead based paint and should be handled accordingly.**

HEATING

1. Remove all form of heating system. Close up openings \$
- 1st Floor heating**
1. Install new 13 seer heat pump including insulated duct work to main floor of house. Work is to include, setting interior air handler, running insulated duct work, cutting for outlets, return, grilles for outlets, new programable thermostat. \$
- Note# 1: location of interior air handler and outside compressor are to be set during walk through.**
Note# 2 : duct work will need to be run while flooring in dining area is removed.
- 2nd Floor heating**
1. Install new 13 seer heat pump including insulated duct work to main floor of house. Work is to include, setting interior air handler, running insulated duct work, cutting for outlets, return, grilles for outlets, new programable thermostat. \$
- Note # 1: interior air handler to be located in attic with return in ceiling.**
Outside air handler to be set during walk through.

PLUMBING

1. Remove existing supply line. Install new supply lines from water heater to all fixtures. Install two frost proof outside hose bibs. Location of new bibs to be coordinated with owner. New supply lines are to be PEX material. \$
2. Install expansion tank to existing water heater. \$

ELECTRICAL

Remove existing electrical box, install new 200 AMP breaker box with all needed breakers. Install outlets and fixtures in the following rooms; \$

Living room- install two additional outlets,

Kitchen- Install two GFIC outlets, add fan box and install new ceiling fan, install switch and outside covered fixture

Bath- install GFIC outlet, install new exhaust fan with switch

Dining room- install four (4) grounded outlets, install one separate refrig circuit.

Back porch- Install three(3) additional outlets. Install separate freezer outlet, install covered fixture, one single pole switch and one 3-way switch

Down hall- install switch and covered fixture to front porch, install single pole switch, covered fixture and 3- way switch for hall. Install hardwired smoke detector

with battery back up.

Down bedroom- add two additional outlets, install new covered fixture, install hardwired smoke detector with battery back up.

Up hall- Install covered fixture, 3-way switch for hall fixture, install hardwired smoke detector with battery back up.

Up left bedroom- install four outlets, install new covered fixture. install hardwired smoke detector with battery back up.

Up right bedroom- install four outlets, install new covered fixture. install hardwired smoke detector with battery back up.

Attic- install new switch, covered fixture, GFIC outlet, install hardwired smoke detector with battery back up. **Note: attic switch is to be located in up hall with switch indicating if attic fixture is on**

NOTE# 1: All existing ungrounded outlets are to be grounded, all bedroom outlets are to be arc fault protected. All fixtures are to contain at least 90% CFL lighting.

NOTE# 2: All work is to be inspected by the Pulaski County Building official and any corrections are to be at cost to the contractor.

NOTE # 3: Wire mold and conduit are to be limited to only preapproved installation. Any wall or ceiling damage created during construction are to be corrected by the contractor. Location of specific outlets or fixtures not indicated in write-up are to be coordinated with owner and Rehab. Specialist.

INSULATION

1. Increase attic insulation to R-38 by removing any old insulation and blowing in cellulose. \$
2. Install R-19 batt insulation in floors. \$

TERMITES/INFESTATION

1. Treat for termites and infestation and provide certificate of treatment. \$
- NOTE: do to the nature of the work to be performed the termite inspection should be performed while the dining room flooring is up. Any additional structural damage discovered during termite inspection will be addressed at this time**

All Interior Rehab. \$

All exterior Rehab \$

All Rehabilitation \$

Work Write-Ups: SR

| | | |
|----|--|----|
| 1. | New Structure (All items not listed below) | \$ |
| 2. | Third Bedroom | \$ |
| 3. | Demo | \$ |
| 4. | Water Connection | \$ |
| 5. | Sewer & Septic System | \$ |
| 6. | Handicap items | \$ |
| | TOTAL | |

TOTAL WRITTEN BID

NAME, ADDRESS, TELEPHONE AND LICENSE NUMBERS:

Please note: All bids are due by **July 9, 2013 at 1:00 PM** at Mount Rogers Planning District
 Commission 1021 Terrace Drive, Marion, VA 24354
 Telephone: 276-783-5103

Include **Attention Lick Skillet CDBG "SEALED" Bids in care of Greg Vannoy** to all bids mailed in. If you have any questions about the work write-up please call Chris Rakes at People Inc. (276) 608-4764

FAXED BIDS WILL NOT BE ACCEPTED

NAME, ADDRESS, TELEPHONE AND LICENSE NUMBERS:

Telephone () _____

 Signature of Bidder

DHCD Grant Management and Housing Rehabilitation Workshop

To better understand the complete cost of this project the Department of Housing and Community Development is **requiring** a complete breakdown of your bid on this project. Please place a dollar amount beside each line listed below:

- \$ _____ 1. **FOUNDATION**
- \$ _____ 2. **TERMITE PROTECTION**
- \$ _____ 3. **RADON**
- \$ _____ 4. **FLOOR FRAMING**
- \$ _____ 5. **SUBFLOORING**
- \$ _____ 6. **EXTERIOR WALLS**
- \$ _____ 7. **PARTITION FRAMING**
- \$ _____ 8. **ROOF FRAMING**
- \$ _____ 9. **CEILING FRAMING**
- \$ _____ 10. **ROOFING**
- \$ _____ 11. **REQUIRED AIR SEALING MEASURES**
- \$ _____ 12. **GUTTERS AND DOWN SPOUTS**
- \$ _____ 13. **EXTERIOR DOORS AND EXTERIOR DETAIL**
- \$ _____ 14. **WINDOWS**
- \$ _____ 15. **INSULATION**
- \$ _____ 16. **GYPSUM WALL & CEILING COVERING AND FINISH**
- \$ _____ 17. **INTERIOR DOORS AND TRIM**
- \$ _____ 18. **CABINETS AND INTERIOR DETAIL**
- \$ _____ 19. **FLOOR COVERING**
- \$ _____ 20. **PLUMBING**
- \$ _____ 20. **ELECTRICAL**
- \$ _____ 21. **KITCHEN APPLIANCES**
- \$ _____ 22. **HEAT SOURCE**
- \$ _____ 23. **FINISH GRADE WORK**
- \$ _____ 24. **WATER CONNECTION**
- \$ _____ 25. **SEWER**
- \$ _____ 26. **DEMO**

Contractor's Name _____
Printed

Signature of Bidder



WORK AND MATERIAL DESCRIPTION

A new home is to be constructed. (Approx. 864 Sq. Ft. Living Area). Any disturbed yard is to be raked and sown in grass and covered with straw. The contractor is accountable for all construction permits.

The new house is to be constructed according to the following descriptions, plans, Master Work Description dated June 24, 2013 and is to be built according to Virginia Uniform Statewide Building Code, International Residential Building Code and any local codes. All items listed are considered minimum if not available use the next better available product.

When this work write-up conflicts with the codes or manufacture recommendation use the most stringent of them. Do not delete any item of this work write-up unless you have written permission from the Rehab Specialist.

House plan with the Kitchen on right side: attached

The following is additional information. Numbers match Sections in Master Work Description.

8. Roof

Owner has the choice of the Gable or the Cantilever porch roof design

13. Exterior Doors and Exterior Detail

Replace Kitchen porch section with the following; 6' x 6' pressure treated porch with handrails, and a handicap ramp 1 in 12 pitch (clear 36" wide) and hand railing (A graspable railing must be installed on the entire length of the ramp) Install 2"x 2" pickets on entire porch including steps and ramp. Install pressure treated 4" x 4" at all corners and ends of all handrails and banisters. (Pickets must not to have more than 4" in between each picket.)

Floor joist must 18" or less on center

18. Cabinets and interior detail

Use Kitchen Kompact or equal approved by Rehab Specialist

Kitchen cabinets - are to be made of hardwood fronts and stiles with factory finish.

Cabinet sizes:

- a. 21" BASE
- b. 36" SINK BASE
- c. 30" BASE
- d. 36" BLIND BASE PULLED TO 39"
- e. 18" BASE WITH 3" FILLER IN CORNER
- f. 30" BASE WITH FILLER AT WALL IF ANY SPACE IS REMAINS.
- g. 18" x 30" WALL WITH A VALANCE BETWEEN g & h CABINETS
- h. 27" x 30" WALL
- i. 36" x 30" BLIND WALL PULLED TO 39"

- j. 33" X 30" WALL
- k. 30" X 18" WALL OVER RANGE HOOD
- l. 30" x 30" WALL WITH FILLER AT WALL IF ANY SPACE IS REMAINS.

19. Floor covering

Owner has picked vinyl floor covering through the home.

20. Plumbing

Install a 36" grab bar on the long side of the tub, and a 16 to 18" grab bar on the end opposite of the faucet. Mount bars on solid blocking (2" x 10" screwed into the framing) 34" to the top of bars off the tub.

White handicap rated commode (1.6 gallon flush cycle) with seat. Install a 42" grab bar on the wall beside the commode installing the end within 12" of the corner and extend 54" minimum from the corner. Mount bars on solid blocking (2" x 10" screwed into the framing) 34" to the top of bars off the finish floor.

24. Water connection

Public water is on site install new lateral line.

25. Sewer

Public sewer is available: Connect home to public sewer system.

26. Demo

Demo one home and any additional building, clean up additional debris from site.

Install a state approved driveway drain pipe across the new driveway entrance.

Asbestos has been found in the home. See Asbestos Report. This form of Asbestos is non friable. Removal of the Asbestos is to be overseen by a minimum of OSHA Asbestos Class II Competent Person using a minimum of OSHA Asbestos Class II worker.

Follow the Regulations listed below at a minimum:

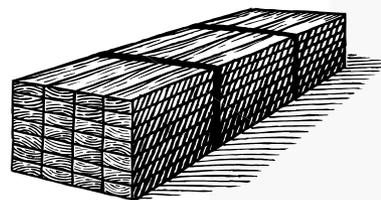
- * 29 CFR 1926.1101
OSHA Asbestos Standards
- * 40 CFR 763 Subpart E
Asbestos Containing Material
- * 29 CFR 1910.134
Respiratory Protection

Work Write-Ups

- Materials/Standards

- SR

- Rehab

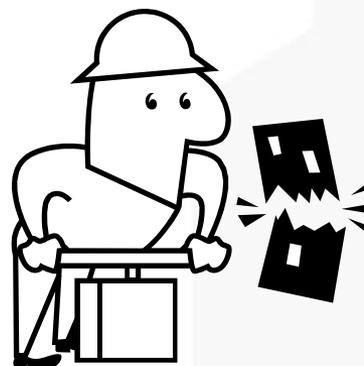


Work Write-Ups

- Demolitions

- SR

- Rehab?



Work Write-Ups

- Accessibility
 - SR
 - Rehab



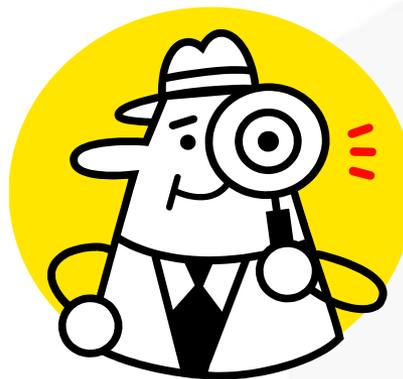
Work Write-Ups

- Incorporating:

- Pb

- Asbestos

- Other



Change Orders

□ What?

- Changes to rehab contract:
 - specifications
 - amount
 - time

□ Why?



Change Orders

- How
 - generate
 - support
 - sign
 - eligibility
- Most Common Types



Work Write-Ups

- Getting it across:

- Contractor

- Homeowner

