

CARE Homes Renovation REQUEST FOR PROPOSALS Round 14

Section 1 **General Information**

To promote homeownership in Hamilton County the Port of Greater Cincinnati Development Authority purchased 194 single-family homes from an out-of-town institutional investor. These properties will need varying amounts of work to prepare them to be sold to future owner occupiers.

Funding for these projects requires the work to be completed by **EPA Certified RRP Contractors**. This certification may be completed through a local, in person one-day training program, plus registration with the United States Environmental Protection Agency.

The Port is seeking proposals from qualified and registered general contractors to complete remodels of the properties listed in Section 2, according to the standards listed in Section 5 and property specific requests in Section 6.

Section 2 **Locations**

1427 Regent

Cincinnati, OH 45237

Auditor's Website:

<https://wedge1.hcauditor.org/view/re/1170006002500/2023/summary>

118 Hunsford St

Cincinnati, OH 45216

Auditor's Website:

<https://wedge1.hcauditor.org/view/re/2450005003300/2023/summary>

2714 Shaffer Ave

Cincinnati, OH 45211

Auditor's Website:

<https://wedge1.hcauditor.org/view/re/2080055017800/2023/summary>

4775 Rapid Run Pike

Cincinnati, OH 45238

Auditor's Website:

<https://wedge.hcauditor.org/view/re/1800A81007300/2023/summary>

1276 Dewey

Cincinnati, OH 45205

Auditor's Website:

<https://wedge.hcauditor.org/view/re/1790074007900/2023/summary>



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1520 Manss Ave
Cincinnati, OH 45205
Auditor's Website:

<https://wedge1.hcauditor.org/view/re/2040017003300/2023/summary>

3634 W Liberty St
Cincinnati, OH 45205
Auditor's Website:

<https://wedge1.hcauditor.org/view/re/2040014004800/2023/summary>

802 Woodlawn Ave
Cincinnati, OH 45205
Auditor's Website:

<https://wedge1.hcauditor.org/view/re/1760019018300/2023/summary>

2344 Highland Ave
Cincinnati, OH 45219
Auditor's Website:

<https://wedge1.hcauditor.org/view/re/0890003019200/2023/summary>

1930 Kinney Ave
Cincinnati, OH 45207
Auditor's Website:

<https://wedge1.hcauditor.org/view/re/0540003002700/2023/summary>

3343 Fairfield Ave
Cincinnati, OH 45207
Auditor's Website:

<https://wedge1.hcauditor.org/view/re/0540005012700/2023/summary>

3138 Woodburn Ave
Cincinnati, OH 45207
Auditor's Website:

<https://wedge1.hcauditor.org/view/re/0550004002000/2023/summary>

Section 3 Pre-Bid Renovation Conference

Site walk-throughs will be held at the properties listed in Section 2. A complete schedule is listed below. A representative from all interested General Contractors is strongly encouraged to attend, to assess the existing property conditions and review Section 5 & 6. If a representative cannot attend the scheduled walk-through, please email Andrew Fisher to coordinate another option.

1427 Regent Ave, Cincinnati, OH 45216	Tuesday, December 10 th , 2024	8:15 AM
118 Hunsford St, Cincinnati, OH 45216	Tuesday, December 10 th , 2024	9:00 AM
2714 Shaffer Ave, Cincinnati, OH 45211	Tuesday, December 10 th , 2024	9:45 AM
4775 Rapid Run Pike, Cincinnati, OH 45238	Tuesday, December 10 th , 2024	10:30 AM
1276 Dewey, Cincinnati, OH 45205	Wednesday, December 11 th , 2024	8:15 AM
1520 Manss Ave, Cincinnati, OH 45205	Wednesday, December 11 th , 2024	9:00 AM
3634 W Liberty St, Cincinnati, OH 45205	Wednesday, December 11 th , 2024	9:45 AM

Office: 513.621.3000 | Email: afisher@cincinnatiport.org
3 East Fourth Street, Suite 300
Cincinnati, OH 45202



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802 Woodlawn Ave, Cincinnati, OH 45205	Wednesday, December 11 th , 2024	10:30 AM
2344 Highland Ave, Cincinnati, OH 45219	Thursday, December 12 th , 2024	8:15 AM
1930 Kinney Ave, Cincinnati, OH 45207	Thursday, December 12 th , 2024	9:00 AM
3343 Fairfield Ave, Cincinnati, OH 45207	Thursday, December 12 th , 2024	9:45 AM
3138 Woodburn Ave, Cincinnati, OH 45207	Thursday, December 12 th , 2024	10:30 AM

Section 4 Proposals Due

Due Date: Wednesday, January 8th, 2025

Refer all inquiries and submissions to:

Andrew Fisher
afisher@cincinnatiport.com
513.632.3723

The Port Authority of Greater Cincinnati
3 East 4th Street Suite 300
Cincinnati, Oh 45202

Section 5 Finish Standards & Scope of Work (Refer to Section 6 for Individual Property Specifications)

- I. Safety & Code Compliance
 - a. All applicable work practices in the OSHA Standard must be observed by the Contractor in completing the Scope of Services and any forthcoming, approved change orders; all applicable prohibitions in the OSHA Standards must be adhered to.
 - b. All work shall be performed in a lead-safe manner in accordance with EPA RRP requirements.
 - c. The contractor will be responsible for filing a general renovation permit. All necessary permits, plans, drawings, inspections, and related fees are the responsibility of the contractor. A certificate of occupancy or comparable equivalent shall be requested by the contractor when applying for the renovation permit.
 - d. A final retainage of 10% (ten percent) of the total project budget may be held by The Port until both a certificate of occupancy or comparable equivalent, issued by the appropriate municipality, and a final successful inspection walk-through with a representative of The Port.
- II. Value Engineering
 - a. Contractors are encouraged to determine the most cost-effective methodologies, whether that is restoring/repairing/or replacement of the property's components shall highlight opportunities in the proposals.
 - b. Cost neutral substitutions are welcome to be highlighted in the proposal.



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III. Locations

- a. Side "A" is referenced to the side with the front door. When facing side "A" side "B" is located to the left and each lettered side is continued clockwise around the property.

IV. General

- a. All materials to be builder grade or better.
- b. Any supplied sketches are approximations and are not to scale. All measurements and amounts must be verified in the field by the contractor.
- c. The contractor is required to secure the site as described in the Master Service Agreement. The contractor must provide any lock codes, lockbox codes, or a set of physical keys to the port before updating The Port provided lock or site access control.
- d. All rotted wood on or in the home shall be removed and replaced.
- e. All unlevel shall be made level as possible.
- f. All floors shall be made sound and secure as needed.
- g. All attics, crawlspaces, or similar spaces shall be cleared of debris, previous occupant's material, waste, and animal evidence by the contractor.
- h. No floor covering existing in the house may be kept unless authorized by The Port.
- i. Install adequate lighting throughout the home per code.
- j. All interior trim and/or woodwork shall be repaired or replaced as needed with a consistent profile to match or complement existing pieces.
- k. All drywall and plaster walls and ceilings shall be repaired or replaced throughout.
- l. All painted interior surfaces prepared, primed, and painted to ensure consistent coverage with no bleed through or flashing. When using combination primer/paint, two coats must be applied. All surfaces with damaged paint are to be wet scraped and prepped prior to cleaning and painting.
- m. Provide smoke & carbon monoxide detector per code.
- n. All previously painted shelves, shelving units, and clothes bars must be replaced.
- o. All walls, exposed framing, and other components of the house to be clear of mildew or discoloration.
- p. All surfaces to be demolished should be misted with water before and during work.
- q. All wallpaper must be removed prior to wall finishing.
- r. No visible spray foam or overspray may remain upon completion of the project.
- s. Horizontal surfaces in bump outs built in spaces over stairwells, or other architectural nooks, must be sealed and covered with a lead-free material and finished to match interior.
- t. Each property must have a mailbox, free of damage, rust and other discoloration, installed on the front porch or other appropriate location.
- u. Each property must have address numbers visible from the street.

V. Mechanicals

- a. Electrical Systems
 - i. The electrical panel shall be upgraded to a 200 AMP service if the home does not already have such service. The contractor is responsible for required permits, inspections, and fees.



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- ii. Outlets and switches shall be replaced when discolored, damaged or painted. All outlets, switches, and cover plates located in a room shall have the same matching finish.
 - iii. All wiring shall be run in wall cavities or other unfinished spaces. No wire mold, channel or similar products shall be used to house and route wiring.
 - iv. The contractor is responsible for ensuring the electrical system is in sound condition and meets code.
 - v. Any existing ungrounded outlets are to be replaced with a two-prong outlet or a GFCI.
 - vi. Outlets for an electric clothes dryer and a washer are to be located near the plumbing connections for a washer.
- b. Heating, Ventilation, and Cooling
- i. The contractor is to provide an air conditioner and furnace system that effectively maintains temperature throughout the house per code and has an estimated five+ years of service life left. The contractor is responsible for all materials and labor. The contractor is responsible for adding a system if one has not been previously installed.
 - ii. All ductwork shall be secured to the framing of the house. All register covers and louver vents will be secure to wall or flooring and be free of rust or discoloration.
 - iii. All ductwork shall be complete, connected and free of holes.
 - iv. A working thermostat will be located centrally in the house, away from any supply vent.
- c. Plumbing
- i. Existing plumbing shall be replaced or repaired to operate correctly and meet code.
 - ii. Each property shall have a water heater and related components that deliver hot water per code. Each water heater is expected to have five+ years of efficient life service remaining.
 - iii. Any floor drains shall be intact and functional upon completion of the project.
 - iv. A utility hookup for a washer and dryer unit shall be provided.
 - 1. Louvered dryer vent to the outside must be supplied.
 - a. Recycled dryer vents shall be cleaned and cleared.
 - 2. Properly installed basin or sink to be supplied for the washer.
 - v. All properties to have (1) exterior frost proof hose bib provided. Any nonworking or abandoned hose bibs to be pulled and the penetration sealed.

VI. Flooring

- a. Where possible the entryway, kitchen, dining room and all bathrooms shall have LVT or comparable flooring.
- b. Where possible bedrooms and walkways shall have carpet or comparable flooring.
- c. All previously painted flooring in the living space must be prepared, recoated with two coats, or covered with Luan. After preparation the floors are then to be covered with LVT or carpet, as appropriate.
- d. Flooring not covered by LVT, or carpet must be tight and easily cleanable.
- e. Quarter Round style molding must be installed at the base of all painted or varnished baseboards, stained or painted to match the existing finish.



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- f. Existing varnished floors can be stripped, sanded, and refinished with (2) coats of polyurethane or similar product.

VII. Doors

a. Interior Doors

- i. All doors shall be adjusted, repaired, or replaced to open and shut properly, without rubbing, binding, or crushing. A small clear adhesive silicone bumper shall be added at the top corner of all doors, or at top edge of door jamb stop, to prohibit contact between door and jamb stop.
- ii. Missing doors or those with excessive damage are to be replaced.
- iii. All door hardware shall be present and operational. When determining if existing, but non-operational, hardware should be repaired or replaced, the least expensive option shall be chosen to match existing. All the hardware shall match through the house.
- iv. All doors, jambs, and jamb stop shall be prepared, primed, and painted. When using combination primer/paint, two coats must be applied.
- v. All doors shall have a door stop to prevent damaging contact between the opened door and an adjacent surface.

b. Exterior Doors

- i. All exterior entry doors with large glass windows are to be replaced or have security grid installed.
 - 1. Plexiglass or similar products are not acceptable.
- ii. All exterior doors are to be repaired; then prepared, primed, and painted with exterior paint. When using combination primer/paint, two coats must be applied.
- iii. Prior to finishing, doors must be adjusted to fit without rubbing, binding, or crushing.
- iv. New weather stripping must be adjusted or installed to work properly. All doors must be properly sealed when closed.

- c. All doors are to be fire rated per code and applications.

VIII. Windows

- a. All original wood or metal-painted windows shall be replaced with energy efficient, double-pane, vinyl, double-hung or slider windows with screens except when noted in Section 6 or as covered by VIII. c. & d.
- b. All unpainted windows shall be in working order. Working conditions include smooth operation, functional lock, and screen.
- c. All non-egress swing windows, and transoms are to be screwed shut before painting trim and casing. The glass is to be cleaned and clear except when noted by The Port. Any debris around windows or between windows and storm/screens to be cleared before work.
- d. Fixed windows are to be repaired and then painted in a lead safe manor.
- e. All windowpanes are to be free of damage, cracks, and fogging. All windowpanes are to have intact seals.
- f. All cracked or missing glazing putty to repaired replaced on existing windows left in place.
- g. Bathroom window glass shall be tempered and obscured.



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IX. Kitchens

- a. If possible, kitchen layouts should be preserved. New layouts may be offered in proposals that better use space or solve problems.
 - i. Any existing hookups for microwaves and dishwashers shall be inspected and necessary repairs made.
 - ii. Existing cabinets, sinks, and countertops that are structurally sound, operational, and can be cleaned, should be preserved. Any needed new cabinets, sink, and/or countertops shall be listed in the proposal with material type noted.
- b. The kitchen shall include a new, undamaged contractor supplied and installed stainless steel electric range and refrigerator. Manuals and warranties shall be left for the future occupant. All appliances shall be anchored by cabinets and/or a finished wall.
- c. An upper wall cabinet, with an interior located electrical outlet, shall be configured above the range to receive an electric, stainless steel, under-cabinet range hood.
- d. All painted shelving and storage systems are to be demolished and removed in a lead safe manner. New shelving systems are to be installed in kind.

X. Stairwells

- a. All steps and handrails shall be repaired or replaced, in good working order and to code; then prepared, primed, and painted. When using combination primer/paint, two coats must be applied.
 - i. Wall mounted handrails shall be installed in all stairways and returned to the wall at both ends to avoid snag points.
 - ii. All painted or varnished steps that are not replaced shall be prepared, recoated with two coats to match existing, then have carpet or tread covers properly installed.

XI. Basement

- a. Any unnecessary material from previous ownership shall be removed.
- b. Any partition walls, doors, drywall, and storage items in the basement shall be demolished and debris removed unless otherwise noted.
- c. Any major cracks shall be repaired with a concrete repair structural epoxy injection resin system.
- d. Adequate lighting shall be provided and installed; approximately one light per 300 square feet.
- e. All walls, ceiling components, support poles, columns, and floors must be thoroughly wet-scraped, or wire brushed to remove all loose material, then cleaned, and coated with two coats of appropriate paint.
- f. Any basement water closets, bath sinks, bath faucets, or showers are to be demolished. All supply lines are to be capped and secured to a wall or floor. All drains are to be capped and secured to the floor or wall. All fixtures, accessories, partition walls, doors are to be demolished except when part of structural elements.
- g. All basement windows shall be replaced with glass block windows with a mechanical vent.
- h. Walls and floors shall be finished in a manner to reduce water infiltration as much as possible.

XII. Bath

- a. When possible, bathroom layouts should be preserved. New layouts may be offered in proposals that better use space or solve problems.



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- b. The toilet, vanity, and shower surround shall be replaced with cost effect new product. Tiled surrounds must be approved by The Port. The contractor may note in the proposal any restoration of shower surrounds when able to present a like new product.
- c. Plumbing fixtures are to be replaced with low flow devices and in either chrome or brushed nickel finishes.
- d. Provide bath specialties including mirror above sink, robe hook in full baths, large towel bar in full baths, medium towel bar in full and half baths, and toilet paper holder in full and half baths, or where necessary.
- e. All painted surfaces to be sanitized, prepared, primed, and painted to ensure consistent coverage with no bleed through or flashing. When using combination primer/paint, two coats must be applied.
- f. Provide or install a new exhaust fan with a cover or grill. Fans must be vented to exterior space.
- g. Where missing, a new wall switch operated bathroom light fixture, centered above the vanity is to be provided.
- h. A GFCI outlet shall be located near the vanity.
- i. Bathroom window glass shall be tempered and obscured.

XIII. Bedroom

- a. Each bedroom shall have a ceiling mounted, wall switch operated light, or an outlet operated by a wall mounted switch.
- b. Each bedroom must have a closet per XIV. a.

XIV. Closets

- a. All closets must have a door, operational door hardware, shelf, and rod.

XV. Landscaping

- a. All debris, including construction debris, shall be removed from the property by completion of the project. ALL visible paint chips must be removed prior to application of any ground cover.
- b. Any overgrown vegetation is to be cut back from the exterior of the house to ground level. Tree limbs are to be cut approximately 5 feet away from the house and any additional structures. Stumps are to be treated to prevent regrowth.
- c. Landscaping Beds.
 - i. All beds around the house to be cleared of weeds, overgrown vegetation, grass, previous failed landscaping, honeysuckle, and invasive species. All roots' balls must be removed completely from property.
 - ii. No less than three inches (3") of mulch is to be spread over all beds with one 2.5-quart wintergreen boxwood planted every two to three feet.
 - iii. Each bed, both existing and those created, is to have a weed barrier, selected by the Contractor and approved by the Port, installed, and applied.
 - iv. Each bed shall have a perimeter installed to separate the yard and clearly define the landscaping area for future yard work. All yard cover is to be edged two to three inches from all beds.
- d. Grass seed, appropriate for sun/shade conditions, and straw are to be spread on any bare areas of the yard.



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- e. Overgrown grass to be cut back and edged along any walkways or driveways. Expansion joints and cracks in driveways and sidewalks shall be free of vegetation and grass. Cracks shall be sealed with appropriate exterior caulk or sealant.
 - f. Any items, material, features, or openings in the yard or landscaping areas that can serve as trip hazards shall be removed or modified as discovered by The Port or the contractor.
- XVI. Roofs
- a. Any active leaks shall be sealed to prevent further damage to the house.
 - b. Any visible damage to shingles, roofing materials, chimneys, flashing, ridge vents and other penetrations to be repaired and properly sealed according to industry best practices to ensure five+ years of service life.
 - c. Roofs shall have a maximum of two layers upon completion of the project.
- XVII. Chimneys
- a. Any chimneys shall be demolished below the roof deck when roofs are being replaced if possible.
 - b. All chimneys shall have a cap.
 - c. All masonry chimneys shall be tuck pointed to stabilize the brickwork and prevent moisture penetration.
 - d. Any chimney crowns shall be free of cracks or visible damage.
- XVIII. Attics
- a. The contractor is responsible for clearing any debris left by previous owners or other items from any attic or crawl space.
 - b. Any attic, crawl space, or similar spaces shall have an access point
- XIX. Exterior
- a. Any exterior lighting shall be sealed to prevent water and other elements from entering either the house or fixture. Fixtures consisting of a bare light bulb are not permitted.
 - b. A garage door with an automatic opener shall be installed with the door moving freely on the track.
 - i. The opener shall be delivered to The Port upon completion of the project.
 - ii. Low voltage wire may be run over drywall to a secured switch.
 - c. Exterior Siding, Carpentry and Painted Components:
 - i. Siding, fascias, soffits, rakes, eaves, shutters, window frames, and all other exterior millwork and components are to be repaired as necessary to remove all damage and deterioration. Upon completion of the repairs the exterior components are to be prepared, primed, and painted to match existing colors. When using combination primer/paint, two coats must be applied.
 - ii. All deteriorated paint must be wet-scraped, wet-sanded, prepared, primed, and painted to match original colors and finish. When using combination primer/paint, two coats must be applied.
 - iii. Exterior siding that is not replaced or painted shall be cleaned to remove any mildew, discoloration settled dust, etc.



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- d. The gutters and downspouts to be cleaned, cleared, and repaired. Upon completion all gutters and downspouts shall carry runoff away from the property with no leaks and be cleared of debris.
 - i. All downspouts should be tied into the properties underground drainage or retention system.
 - ii. Where no such drainage or retention system exists, the downspouts shall run (1) foot away from foundation and have a splash block device.
 - iii. Where no such drainage or retention system exists, the location of downspouts shall allow for the water to flow away from the perimeter of the house following natural grade. Any downspout locations where negative grade is present a downspout extension shall be buried and carry the water (10) feet away from the perimeter of the house.
 - e. Any negative grade sloped towards the house to be brought to the attention of the Port.
 - f. Porches and Decks
 - i. All exterior porches or decks must be secured and leveled.
 - ii. Exposed undersides of decks, steps, and porches are to be enclosed with framed lattice or similar product.
 - iii. Original exterior wood painted floor and/or step surfaces must be removed and replaced with like, then prepared, primed, and repainted to match original. When using combination primer/paint, two coats must be applied.
 - iv. All painted concrete porch floors and/or steps must be thoroughly wet-scraped, or wire brushed to remove all loose material, then cleaned, and coated with exterior non-skid coating, following manufacturer's directions.
 - g. Handrails must be repaired or replaced to meet code. Exterior stairs or landings missing hand or guard rails are to have new systems installed. Originally painted handrails that are not replaced must be prepared, primed, and painted with appropriate paint for material. When using combination primer/paint, two coats must be applied.
 - h. All exterior doors must have additional security locks.
 - i. All exterior locks must be operable only by key from outside.
 - ii. All exterior doors must be keyed alike with all sets returned to The Port upon completion.
 - i. Any exterior satellites, outdated communication systems, alarm systems, and all unnecessary hardware are to be removed, then holes patched and if applicable, painted to match existing.
- XX. Final Cleaning, Interior and Exterior
- a. All construction debris and materials shall be removed from the property.
 - b. All ventilation outlets and returns shall be free of visible dust and debris.
 - c. Cobwebs and construction dust will be removed from ceilings, fixtures, cabinetry exterior and interiors, and walls.
 - d. All horizontal surfaces shall be at least broom clean, preferably HEPA vacuumed.
 - i. This includes the basement, porches, patios, sidewalks, and driveways.
 - e. All surfaces are to receive one wet wipe down upon completion of project.
 - f. Replace the furnace filter with new filter upon completion of work.



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Section 6 Individual Property Specifications & Requests

All work to be performed in accordance with Section 5 – Finish Standards and Scope of Work

- I. 1427 Regent Ave, Cincinnati, OH
 - a. Roof - The roof is to be replaced. The existing roof is to be properly removed or covered as necessary. The roof deck and rafters are to be repaired and replaced as required. All chimneys are to be demolished below the roof deck. All penetrations or vents to be properly flashed and sealed.
 - b. Siding – Install new vinyl style siding, soffits, trim, and related components instead of repainting and repairing. This includes removing and replacing the vertical mansard roof components and the faux brick siding.
 - c. The electrical panel shall be upgraded to a 200 AMP service if the home does not already have such service. (Section 5 – V. a. i.)
 - d. The rear decks and steps are to be demolished and removed. A replacement deck and steps are to be constructed to allow access off the middle floor like the design and square footage of the demolished upper deck.
 - e. The remodeled kitchen shall not have any appliances located on the floor free from the cabinetry.
 - f. The ground floor will require LVT style flooring throughout instead of carpet.
 - g. The acoustic ceiling tiles are to be removed and replaced with a traditionally finished ceiling. The contractor may refinish the existing concealed ceiling, construct a new drop ceiling, or may refinish the concealed ceiling while constructing drop ceilings and bulkheads as necessary.
- II. 118 Hunsford St, Cincinnati, OH 45216
 - a. Roof - The roof is to be replaced. The existing roof is to be properly removed or covered as necessary. The roof deck and rafters are to be repaired and replaced as required. All chimneys are to be demolished below the roof deck. All penetrations or vents to be properly flashed and sealed.
 - b. Siding – Siding, fascia's, soffits, rakes, eaves, shutters, window frames, sills, aprons, and all other exterior millwork and components are to be repaired as necessary to remove all damage and deterioration. Upon completion of the repairs the exterior components are to be prepared, primed, and painted to match existing colors. (Section 5 – XVI. d. i.)
 - c. The exterior plywood storage structure is to be demolished and removed from the property. Any damage from how the structure was attached to the house shall be repaired.
 - d. The front porch is to be scrapped and repainted in a lead safe manner.
 - e. The vegetation around the house shall be cut back to allow free movement around the property.
- III. 2714 Shaffer Ave, Cincinnati, OH 45211
 - a. Roof - The roof is to be replaced. The existing roof is to be properly removed or covered as necessary. The roof deck and rafters are to be repaired and replaced as required. All chimneys are to be demolished below the roof deck. All penetrations or vents to be properly flashed and sealed.
 - b. Siding – Siding, fascia's, soffits, rakes, eaves, shutters, window frames, sills, aprons, and all other



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- exterior millwork and components are to be repaired as necessary to remove all damage and deterioration. Upon completion of the repairs the exterior components are to be prepared, primed, and painted to match existing colors. (Section 5 – XVI. d. i.)
- c. The garage and foundation walls are to be demolished in a lead safe manner. The flatwork pad may be kept if not damaged during demolition. The contractor may propose other valued engineered options to preserve the garage.
 - d. The front concrete steps are to be repaired to be free from settling, crack and other visible damage. The railing is to be scrapped and painted to match the exterior of the house.
 - e. The porch ceiling is to be repaired and refinished.
 - f. The porch railings and handrails are to be removed and replaced with a new system.
 - g. A set of stairs are to be built to serve the rear sliding glass door.
 - h. The exterior side D door, threshold, and frame are to be replaced. The storm door is to be removed and not replaced.
 - i. The storm windows are to be removed from the exterior of the house and removed from the property. The window frames should be repaired, wrapped and sealed to match the existing finish.
 - j. The abandoned exterior door and awning on side C are to be infilled with siding material finished to match or compliment the house's siding.
 - k. The yard along the driveway is to be regraded to allow for a smooth transition.
 - l. Any unpainted hardwood floors may be refinished.
 - m. The kitchen pass through is to be eliminated, infilled with framing, and finished to match the rest of the interior.
 - n. An interior door is to be installed to separate the kitchen from the basement landing.
 - o. All interior wood paneling is to be removed and replaced with drywall, finished in accordance with the Finish Standards & Scope of Work section.
 - p. A new basement drain cover and cap are to be installed.
- IV. 4775 Rapid Run Pike, Cincinnati, OH 45238
- a. Roof - Any active leaks shall be sealed to prevent further damage to the house. Any visible damage to shingles, roofing materials, chimneys, flashing, ridge vents and other penetrations to be repaired and properly sealed according to industry best practices. (Section 5 – XV. a. & XV b.)
 - b. Siding – Install new vinyl style siding, soffits, trim, and related components instead of repainting and repairing. Windows frames and trim shall be wrapped and sealed with the new siding. Fascia's, rakes eaves, shutters, and other related millwork shall be repaired or replaced as needed. All siding components shall be secured to intact substrate, show no visible damage, deterioration, discoloration, and shall match the new finish style.
 - c. The porch decks boards, railings, rim joists, stairs, lattice, and trim shall be replaced. Any intact components that have not been previously painted may be reused.
 - d. The front exterior door and frame shall be stripped of previous paint before being refinished.
 - e. All missing and damaged fence boards shall be replaced.
 - f. The metal gate on side B shall be removed.
 - g. The crawlspace door and frame shall be removed. The crawl space shall be cleaned out.
 - h. The rear awning shall be painted to match the new siding.



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- i. The basement exterior door shall have new trim installed.
 - j. Any non-painted interior trim may be preserved and refinished.
 - k. All wallpaper must be removed prior to wall finishing.
 - l. A new closet shall be constructed in the rear bedroom. The closet shall meet the requirements of Section 5.
 - m. The basement water closet, sink, and shower are to be demolished. All supply lines are to be capped and secured to a wall or floor. All drains are to be capped and secured to the floor or wall. All fixtures, accessories, partition walls, doors are to be demolished except when part of structural elements.
 - n. Any unpainted basement shelving may be left in place.
- V. 1276 Dewey, Cincinnati, OH 45205
- a. Roof - Any active leaks shall be sealed to prevent further damage to the house. Any visible damage to shingles, roofing materials, chimneys, flashing, ridge vents and other penetrations to be repaired and properly sealed according to industry best practices. (Section 5 – XV. a. & XV b.)
 - b. Siding – Siding, fascia's, soffits, rakes, eaves, shutters, window frames, sills, aprons, and all other exterior millwork and components are to be repaired as necessary to remove all damage and deterioration. Upon completion of the repairs the exterior components are to be prepared, primed, and painted to match existing colors. (Section 5 – XVI. d. i.) This includes any missing siding.
 - c. The concrete steps shall be replaced.
 - d. Wrought iron railings are to be scraped and repainted. Any weak areas to be repaired.
 - e. The transom over side
 - f. The electrical wiring of the house shall be updated to modern standards. No knob and tube wiring may be allowed to remain in the house upon completion of the project.
 - g. The box gutters are to be sealed as necessary, or the roof may be modified as needed to allow for a new gutter system to be installed.
 - h. The front porch roof is to be scraped and painted.
 - i. The chimney is to be tuck pointed and painted as necessary.
 - j. The awning on Side D is to be removed and the siding to be repaired as necessary.
 - k. The basement windows are to be replaced with glass block windows with mechanical vents.
- VI. 1520 Manss Ave, Cincinnati, OH 45205
- a. Roof - The roof is to be replaced. The existing roof is to be properly removed or covered as necessary. The roof deck and rafters are to be repaired and replaced as required. All chimneys are to be demolished below the roof deck. All penetrations or vents to be properly flashed and sealed.
 - b. The contractor is responsible for repairing and correcting all the damage to the front of the property.
 - c. The siding is to be repaired and replaced as necessary. Any undamaged siding may be left and reused after the contractor has low pressure power washed and cleaned all vinyl siding surfaces. Any other reused siding elements must be cleaned, wet scrapped and repainted to match the finish of the house.
 - d. The contractor is responsible for cleaning out the property.



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- e. The rear fence shall be rebuilt.
 - f. The exterior lighting on side C of the house shall be removed and replaced with a new residential exterior light.
 - g. The driveway drain shall be made operational.
 - h. The front door frame shall be replaced. All deteriorating components are to be removed and replaced with new material.
 - i. The front porch concrete is to be repaired, and a new railing system is to be installed.
 - j. The electric service is to be repaired by the contractor.
- VII. 3634 W Liberty St, Cincinnati, OH 45205
- a. Roof - The roof is to be replaced. The existing roof is to be properly removed or covered as necessary. The roof deck and rafters are to be repaired and replaced as required. All chimneys are to be demolished below the roof deck. All penetrations or vents to be properly flashed and sealed.
 - b. The siding, fascia's, soffits, rakes, eaves, shutters, window frames, and all other exterior millwork and components are to be repaired as necessary to remove all damage and deterioration. Upon completion of the repairs the exterior components are to be prepared, primed, and painted to match existing colors. (Section 5 – XVI. d. i.)
 - c. The privacy partitions and accessories from the front porch are to be demolished and removed from the property. All necessary repairs and modifications shall be made to the siding to continue the house's finish. Railings, matching the existing porch style, shall be installed in newly created openings.
 - a. The (4) plexiglass windows shall be replaced with new fixed double-paned windows. The windows are to be operable and have no defects outside of manufacturers acceptable tolerances. The windows shall be installed to match exterior finishes, and the contractor shall supply all materials and labor to ensure proper finish and seal. No previous painted or deteriorating framing or siding material shall be reused.
 - d. The storm windows are to be removed from the exterior of the house and removed from the property. The window frames should be repaired, wrapped and sealed to match the existing finish.
 - b. A new exterior door on side B and an exterior landing and stairs for access are to be installed. The door is to be installed to match exterior finishes, and contractor shall supply all materials and labor to ensure proper finish and seal. No previous painted or deteriorating framing or siding material shall be reused.
 - c. A new exterior door on side C to join the basement and backyard is to be installed. The previously infilled location is to be used. The door is to be installed to match exterior finishes, and contractor shall supply all materials and labor to ensure proper finish and seal. No previous painted or deteriorating framing or siding material shall be reused.
 - d. The balcony and awning on side C are to be repaired and a new railing system is to be installed.
 - e. The swing garage is to be repaired or replaced. The garage door shall not interfere with the plumbing stack. The garage door shall make a seal when closed, open to allow full access to the garage and be lockable.
 - e. The broken concrete driveway pads, marked with orange paint, shall be removed and replaced



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with new concrete.

- f. The dental molding above the fireplace is to be demolished and finished according to Section 5 Standards.
- g. The unpainted kitchen-built-ins shall be preserved.
- h. The fireplace tiles shall be regrouted.
- i. The kitchen ventilation system shall be removed, and all penetrations sealed.

VIII. 802 Woodlawn Ave, Cincinnati, OH

- a. Roof - The roof is to be replaced. The existing roof is to be properly removed or covered as necessary. The roof deck and rafters are to be repaired and replaced as required. All chimneys are to be demolished below the roof deck. All penetrations or vents to be properly flashed and sealed.
- b. Siding – Siding, fascia's, soffits, rakes, eaves, shutters, window frames, sills, aprons, and all other exterior millwork and components are to be repaired as necessary to remove all damage and deterioration. Upon completion of the repairs the exterior components are to be prepared, primed, and painted to match existing colors. (Section 5 – XVI. d. i.)
- c. The windows with orange blazes are to be replaced with new vinyl style units of similar size and function. All windows are to have operable locks and screens. The windows are to be operable and have no defects outside of manufacturers acceptable tolerances. The windows shall be installed to match exterior finishes, and the contractor shall supply all materials and labor to ensure proper finish and seal. No previous painted or deteriorating framing or siding material shall be reused.
 - i. The interior window finishes shall be finished in a like manor to other finished windows in the property. The contractor may suggest alternative interior finishes, such as drywall returns or casing, in their proposal.
- a. Gutters and downspouts to be cleaned, cleared, and repaired. Upon completion all gutters and downspouts shall carry runoff away from the property with no leaks, be cleared of debris, and comply with the downspouts and gutters requirements of the Finish Standards & Scope of Work section. (Section 5 – XVII. d.)
- d. The rear retaining wall shall be repaired and new drainage tiles added to relieve excess moisture and pressure.
- e. The front yard decorative brick retaining wall shall be removed and the grade repaired to slope smoothly towards the sidewalk.
- f. The concrete steps, front porch, side porch, concrete deck, and footers are to be repaired.
- g. The porch roof columns and handrails are to be replaced. The columns are to be made secure and plumb. The area under the porch is to be cleared of debris. If no finished surface is found under the debris a (3) inch layer of mulch is to be put down.
- h. The side porch railings and handrail are to be removed and replaced.
- i. A new garage door is to be installed. An automatic opener is not required.
- j. Remove the ceiling tiles. The ceiling can be repaired, or a drywall drop ceiling can be installed.
- k. The storage nook on side C of the upstairs interior shall be insulated, rewalled, and repaired.
- l. The pantry closet shelves are to be replaced.
- m. A door is to be installed at the bottom of the stairs leading from the 1st floor to the 2nd floor.



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- IX. 2344 Highland Ave, Cincinnati, OH 45219
- a. Roof - Any active leaks shall be sealed to prevent further damage to the house. Any visible damage to shingles, roofing materials, chimneys, flashing, ridge vents and other penetrations to be repaired and properly sealed according to industry best practices. (Section 5 – XV. a. & XV b.)
 - b. The windows with orange blazes are to be replaced with new vinyl style units of similar size and function. All windows are to have operable locks and screens. The windows are to be operable and have no defects outside of manufacturers acceptable tolerances. The windows shall be installed to match exterior finishes, and contractor shall supply all materials and labor to ensure proper finish and seal. No previous painted or deteriorating framing or siding material shall be reused.
 - c. The front porch flooring is to be replaced with new decking boards.
 - d. The front porch footers are to be repaired to eliminate the sagging in the front porch roof line.
 - e. A new bulkhead or Bilco style door system is to be installed at the rear entrance to the basement. The contractor is to provide a set of handle lock keys upon completion.
 - f. The basement exterior door is to be removed, and a new exterior rated door is to be installed.
 - g. The rear porch is to be rebuilt with a similar structure.
 - h. Replace the mirrors above the fireplaces with wainscotting or other value engineered finish.
 - i. The open space at the top of the stairs shall be sealed and finished like a wall.
 - j. The storage units in the attic bedroom are to be demolished and replaced with (1) new closet. The closet shall be finished in accordance with Section 5 and have an (80) inch height door.
 - k. The attic door shall be replaced in accordance with Section 5.
- X. 1930 Kinney Ave, Cincinnati, Oh
- a. Siding – Siding, fascia's, soffits, rakes, eaves, shutters, window frames, sills, aprons, and all other exterior millwork and components are to be repaired as necessary to remove all damage and deterioration. Upon completion of the repairs the exterior components are to be prepared, primed, and painted to match existing colors. (Section 5 – XVI. d. i.)
 - i. The side awning can be removed, and the siding repaired.
 - ii. The rear awning is to be removed and a new, similarly designed, awning is to be installed.
 - b. The contractor may suggest either installing new seamless gutters or repairing existing box gutters. The final gutter and downspout system must follow Section 5 standards.
 - c. Roof - The roof is to be replaced. The existing roof is to be properly removed or covered as necessary. The roof deck and rafters are to be repaired and replaced as required. All chimneys are to be demolished below the roof deck. All penetrations or vents to be properly flashed and sealed.
 - i. The metal roofs are to be sealed and painted.
 - d. Vinyl Windows. Replace all wooded windows marked with an orange blaze with new, modern style vinyl windows.
 - e. The painted kitchen built-ins are to be demolished and removed in a lead safe manner. The contractor may suggest in the bid either restoring the space with a standard wall finish or creating new storage solutions.



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- f. The rear deck is to be repaired. The posts shall be secured and all floorboards free of soft areas and fastened to the framing. Any rough areas are to be sanded before the entire deck and railings are to be stained or painted.

XI. 3343 Fairfield Ave, Cincinnati, OH

- a. Siding – Siding, fascia's, soffits, rakes, eaves, shutters, window frames, sills, aprons, and all other exterior millwork and components are to be repaired as necessary to remove all damage and deterioration. Upon completion of the repairs the exterior components are to be cleaned, and low pressure washed.
- b. Roof - The roof is to be replaced. The existing roof is to be properly removed or covered as necessary. The roof deck and rafters are to be repaired and replaced as required. All chimneys are to be demolished below the roof deck. All penetrations or vents to be properly flashed and sealed.
- c. The attic is to be insulated. The ladder access is to be removed, and a hatch installed over the attic opening. The newly created space shall be treated as a closet according to Section 5.
- d. The chain link fence, posts and concrete are to be removed.
- e. Remove the steel landing and step at the rear entry door. Replace the structure with a similar wood assembly.
- f. The stone foundation is to be tuck pointed on the exterior and interior.
- g. The porch footers are to be repaired.
- h. Replace all the original basement windows with glass block, with mechanical vents.
- i. The acoustic tiled ceilings are to be replaced. Contractors by build drop ceilings or drywall wrapped chases to conceal damaged plaster or mechanical runs.

XII. 3138 Woodburn Ave, Cincinnati, OH 45207

- a. Roof - The roof is to be replaced. The existing roof is to be properly removed or covered as necessary. The roof deck and rafters are to be repaired and replaced as required. All chimneys are to be demolished below the roof deck. All penetrations or vents to be properly flashed and sealed.
- b. Siding – Siding, fascia's, soffits, rakes, eaves, shutters, window frames, sills, aprons, and all other exterior millwork and components are to be repaired as necessary to remove all damage and deterioration. Upon completion of the repairs the exterior components are to be prepared, primed, and painted to match existing colors. (Section 5 – XVI. d. i.)
- c. The walkways serving the front and rear entrances are to be repaired or repoured.
- d. The front door, frame and casing are to be replaced. The front door is to be approved by The Port prior to installation.
- e. A new handrail is to be installed on the front porch steps and to the rear basement entrance. The design is to be approved by The Port prior to installation.
- f. The front concrete steps, rear porch, staircase, handrails, railings, deck, ceiling, and roof are to be repaired and finished to match the exterior finishes.
- g. The 1st floor front room shall have the door replaced with a design that compliments the existing original interior finishes of the house. The old pass-through opening trim shall be removed and reused to frame the new door. The walls shall be patched and repaired as needed.



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- h. The walls shall be tuckpointed and the floor repaired as necessary before finishing them according to Section 5.
- i. The joists shall be scraped and painted in the front room of the basement.
- j. All finished basement ceilings shall be removed.

Section 7 Proposal Requirements

- I. The proposal shall include all labor, material, and equipment as required to preform all work associated with the complete scope provided by The Port.
- II. The proposal shall include all necessary domestic, sanitary water pipe repairs and replacements on the interior of the water meter.
- III. All proposals shall be organized in the following manner:
 - a. A completed Bid Cover Sheet is required to be submitted as the first page of the bid.
 - b. Contact Information.
 - i. Name, address, phone number of the firm as well as name, phone number and email address of the firm's representative.
 - c. Description of Proposed Services and Specifications.
 - i. Please note line items for types, such as bathrooms, bedrooms, or kitchen, or for housing systems such as roofing, electrical, HVAC.
 - ii. Information on any variations or additions to scope is recommended.
 - d. Proposed Scheduled Finish Date.
 - i. If specific dates cannot be provided the approximate number of weeks required to complete the project once started is permissible.

Section 8 Project Administration

- I. Contractors are required to sign a Master Service Agreement with The Port to govern the relationship with Notice to Proceeds issued for each renovation.
- II. Change orders will not be considered for items clearly included in scope of work.
- III. Contractors are responsible for assessing each property and ensuring the bid reflects all work needed to complete the requirements of both Sections 5 & 6.
- IV. Contractors must be an EPA RRP Certified Firm.
 - a. Training Certificate and EPA Registration must be on file with The Port.
 - b. Required EPA RRP paperwork must be made available for review upon request by The Port.
 - c. All required OSHA, EPA, and Permitting paperwork, and signed Notice To Proceed must be on the job site in an organized binder or folder.
- V. Insurance Requirements - Contractor agrees to obtain, at its own expense, to have in force before commencing any work, and to maintain at all times while work is being performed under this Agreement, the following insurance:
 - a. Workers' Compensation Insurance in accordance with the requirements of the applicable laws of the State of Ohio; Stop-Gap Employer's Liability insurance with limits of not less than



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\$500,000; Bodily injury coverage of \$500,000 for each employee and \$500,000 in the aggregate (this may be provided as part of the Commercial General Liability policy).

- b. Commercial General Liability Insurance, including contractual liability, bodily injury and property damage combined at a minimum of \$1,000,000 for each occurrence; personal and advertising injury coverage of \$1,000,000 for any one person or organization and \$1,000,000 in the aggregate. The policy should be endorsed to include:
 - i. A. Hamilton County Land Reutilization Corporation, the Port of Greater Cincinnati Development Authority (Management Company for the HCLRC) and any other persons or entities required by contract are to be additional insureds under ISO Additional Insured Endorsement CG 2010 11 85 or equivalent.
 - ii. Additional insured status must include ongoing operations as well as completed operations and work.
 - iii. Additional Insured status must be on a primary and non-contributory basis. Endorsement CG 2001 or equivalent.
 - iv. The commercial general liability insurance should also include a waiver of subrogation in favor of the Hamilton County Land Reutilization Corporation, Port of Greater Cincinnati Development Authority, and any other persons or entities required by contract to be additional insureds.
 - v. The commercial general liability should include a minimum 30-day notice of cancellation provision to the Hamilton County Land Reutilization Corporation.
- c. Automobile Insurance for owned, non-owned, and hired vehicles for a combined single limit of not less than \$1,000,000 for each occurrence. The policy should be endorsed to include the Hamilton County Land Reutilization Corporation, Port of Greater Cincinnati Development Authority, and any other persons or entities required by contract to be additional insureds on a primary and non-contributory basis.
- d. Umbrella/Excess Liability Insurance, with coverage for Commercial General Liability and Automobile Liability with minimum limits of \$3,000,000 for each occurrence and \$3,000,000 aggregate. The policy should be endorsed to include:
 - i. Hamilton County Land Reutilization Corporation, Port of Greater Cincinnati Development Authority, and any other persons or entities required by contract are to be additional insureds.
 - ii. Additional insured status must include ongoing operations as well as completed operations and work.
 - iii. Additional Insured status must be on a primary and non-contributory basis.
 - iv. The umbrella/excess liability should also include a waiver of subrogation in favor of the Hamilton County Land Reutilization Corporation, Port of Greater Cincinnati Development Authority, and any other persons or entities required by contract to be additional insureds.

VI. Liability Waiver

- a. Contractors and their sub-contractors are required to sign and date a General Liability Waiver to access and tour any CARE properties. Signed waivers can be scanned and emailed to the contact information in Section 4 or delivered to the onsite Port representative.



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- b. Upon award of a project the general contractor is responsible for collecting signed General Liability Waiver from all visitors, laborers, tradespeople, and managers to staff. Signed and dated General Liability Waiver can be submitted along with invoices.

VII. Lien Waivers

- a. Signed and notarized lien waivers are required from contractors and all subcontractors when submitting invoices.

