



CARE Homes Renovation REQUEST FOR PROPOSALS Round 13

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 one-day training program, plus registration with the EPA.

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

406 Elberon Ave
Cincinnati, OH 45205
Auditor's Website:

<https://wedge.hcauditor.org/view/re/1770037009200/2023/summary>

1026 Considine Ave
Cincinnati, OH 45205
Auditor's Website:

<https://wedge.hcauditor.org/view/re/1730004002300/2023/summary>

1226 Purcell Ave
Cincinnati, OH 45205
Auditor's Website:

<https://wedge.hcauditor.org/view/re/1730001004100/2023/summary>

1732 Quebec Rd
Cincinnati, OH 45205
Auditor's Website:

<https://wedge.hcauditor.org/view/re/2040014015300/2023/summary>

4113 Vinedale Ave
Cincinnati, OH 45205
Auditor's Website:

<https://wedge.hcauditor.org/view/re/1790078041900/2023/summary>





1228 Mckeone Ave
Cincinnati, OH 45205
Auditor's Website:

<https://wedge.hcauditor.org/view/re/1790075025100/2023/summary>

4004 Heyward St
Cincinnati, OH 45205
Auditor's Website:

<https://wedge.hcauditor.org/view/re/1810002004400/2023/summary>

4770 Hardwick Dr
Cincinnati, OH 45238
Auditor's Website:

<https://wedge.hcauditor.org/view/re/1820003002900/2023/summary>

2245 Quebec Rd
Cincinnati, OH 45214
Auditor's Website:

<https://wedge.hcauditor.org/view/re/2050019001000/2023/summary>

2040 Ley Ave
Cincinnati, OH 45214
Auditor's Website:

<https://wedge.hcauditor.org/view/re/2060008011700/2023/summary>

2952 Westknolls Ln
Cincinnati, OH 45211
Auditor's Website:

<https://wedge.hcauditor.org/view/re/2060012002500/2023/summary>

3328 Ninann Ct
Cincinnati, OH 45211
Auditor's Website:

<https://wedge.hcauditor.org/view/re/2060010004600/2023/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.

406 Elberon Ave, Cincinnati, OH 45205	July 8 th , 2024	8:15 AM
1026 Considine Ave, Cincinnati, OH 45205	July 8 th , 2024	9:00 AM
1226 Purcell Ave, Cincinnati, OH 45205	July 8 th , 2024	9:45 AM
1732 Quebec Rd, Cincinnati, OH 45205	July 8 th , 2024	10:30 AM
4113 Vinedale Ave, Cincinnati, OH 45205	July 9 th , 2024	8:15 AM
1228 McKeone Ave, Cincinnati, OH 45205	July 9 th , 2024	9:00 AM





4004 Heyward St, Cincinnati, OH 45205	July 9 th , 2024	9:45 AM
4770 Hardwick Dr, Cincinnati, OH 45238	July 9 th , 2024	10:30 AM
2245 Quebec Rd, Cincinnati, OH 45214	July 10 th , 2024	8:15 AM
2040 Ley Ave, Cincinnati, OH 45214	July 10 th , 2024	9:00 AM
2952 Westknolls Ln, Cincinnati, OH 45211	July 10 th , 2024	9:45 AM
3328 Ninann Ct, Cincinnati, OH 45211	July 10 th , 2024	10:30 AM

Section 4 Proposals Due

Due Date: July 29th, 2024

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.



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 too scale. All measurements and amounts must be verified in the field by the contractor.
- c. All rotted wood on or in the home shall be removed and replaced.
- d. All unlevel shall be made level as possible.
- e. All floors shall be made sound and secure as needed.
- f. Install adequate lighting throughout the home per code.
- g. All interior trim and/or woodwork shall be repaired or replaced as needed with a consistent profile to match or complement existing pieces.
- h. All drywall and plaster walls and ceilings shall be repaired or replaced throughout.
- i. 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.
- j. Provide smoke & carbon monoxide detector per code.
- k. All walls, exposed framing, and other components of the house to be clear of mildew or discoloration.
- l. All surfaces to be demolished should be misted with water before and during work.
- m. No visible spray foam or overspray may remain upon completion of the project.
- n. 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.
- o. Each property must have a mailbox, free of damage, rust, and other discoloration, installed on the front porch or other appropriate location.
- p. 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.
 - 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 comparable 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. 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.
 - iv. 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.
- 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 nonoperational, hardware should be repaired or replaced, the least expensive option shall be chosen to match existing. All 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 product is 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.
- IX. Kitchens
- a. When 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 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.

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. Basement windows shall be screwed shut and painted on the interior and exterior. When using primer/paint combination, two coats shall be applied. Any broken or missing glass to be replaced. Cracked or missing glazing putty to be repaired or replaced. Glass block is recommended when more cost effective.
- g. 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.
- b. The toilet, vanity, and shower surround shall be replaced with cost effective new product. The Port must approve tiled surrounds. 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 robe hook, large towel bar, medium towel bar, and toilet paper holder, 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 covers or grills. Fans must be vented to exterior space.
- g. Where missing new wall switch operated bathroom light fixture, centered above the vanity are 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 yard.
 - 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.
- 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.
- XVII. 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. Garage door automatic opener shall be installed with the door moving freely on 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.
 - d. 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. Downspouts shall run (1) foot away from foundation and have a splash block device.
 - 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. Original 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.
- XVIII. 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 basement, porches, patios, sidewalks, and driveways.
 - e. All surfaces are to receive one wet wipe down upon completion of project.



- f. Replace furnace filter with new filter upon completion of work.

Section 6 Individual Property Specifications & Requests

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

- I. 406 Elberon Ave, Cincinnati, OH 45205
 - a. Scope items to be included in standard proposal.
 - i. The kitchen cabinets must be replaced. The soffit can be resized to accommodate new upper cabinets.
 - ii. The back first floor bedroom leak shall be sealed and repaired.
 - iii. The TV antenna tower shall be removed from the property.
 - iv. The storage area door in the basement shall be removed.
 - v. This property has an existing 200-amp service and panel and does not have to be upgraded.
 - vi. Basement windows are to be replaced with vented glass block. The window near the dryer set-up must have a dryer vent.
 - vii. **PROVIDE COST BREAKOUT FOR THE FOLLOWING.**
 - 1. HVAC upgrades shall replace boiler, window units, and baseboard heaters.
 - 2. Remove metal awnings and replace them with a single self-supporting awning over front door.
 - b. Option Pricing.
 - i. N/A
- II. 1026 Considine Ave, Cincinnati, OH 45205
 - a. Scope items to be included in standard proposal.
 - i. Basement framing to repaired where cut or damaged.
 - ii. Porch structure and framing to be made plumb and repaired.
 - iii. The chain-link fence on side “B” shall be removed from the property.
 - iv. A new attic door is to be installed.
 - v. A closet is to be built in the front room.
 - vi. A kitchen range hood is to be installed and vented to the exterior.
 - vii. **PROVIDE COST BREAKOUT FOR THE FOLLOWING.**
 - 1. **Siding (Repair)** – 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.)
 - 2. The front bay structure is to be repaired and settling corrected. Please provide a description of the work plan with the submitted pricing.
 - 3. The second-floor settling is to be corrected, and floor to be leveled to a slope of no more than 1” of fall per 10 lineal feet.
 - 4. All windows marked with orange paint to be replaced with new energy efficient vinyl style windows. Windows to have interior and exterior finished



to match conditions described in Section 5 – Finish Standards & Scope of Work.

a. A new fixed window needs to be installed in the attic on side “D.”

5. The laundry machines connections and service shall be in the first-floor rear bathroom.
6. The attic is to have insulation installed.
7. A hallway is to be constructed in the rear bedroom to allow uninterrupted access from the stairwell landing to the full bath. A new door is to be created for the rear bedroom by the contractor.
8. The basement floor is to receive a new coating of concrete.

b. OPTION PRICING.

i. **Siding (Install New)** – Install new vinyl style siding, soffits, trim, and related components instead of repainting and repairing.

III. 1226 Purcell Ave, Cincinnati, OH 45205

a. Scope items to be included in standard proposal.

- i. The basement ceramic flooring is to be left in place.
- ii. A fire door is to be installed to separate the basement and garage.
- iii. This property has an existing 200-amp service and panel and does not have to be upgraded.
- iv. Remove and replace top damaged concrete step.
- v. Create a landscaping bed in front of stone retaining wall.
- vi. A new utility wall is to be built in the center of the basement to support plumbing and laundry machine connections.
 1. The sill plate must be made of pressure treated material and sheathing cannot come into ground contact.

vii. **PROVIDE COST BREAKOUT FOR THE FOLLOWING.**

1. Foundation Repairs

- a. Foundation piers are to be installed along the west half of side “B” spaced no more than 5-feet apart. The piers should extend down till good soil is reached.
- b. The downspouts are to be discharged at least 10-feet from the house.
- c. The cracks in the basement walls are to be epoxy injected.

2. Rear Deck (Repair)– The rear deck is to be repaired and refinished. Repair the damaged joist/joists in the center of the deck. Replace any rotted wood decking with new. Railing must wrap perimeter of the deck except for an exit to a landing.

3. 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.)



4. The shutters are to be repainted with a color to compliment the finish of the house.

b. OPTION PRICING.

- i. **Rear Deck (Replace)** - The rear deck may be demolished and replaced with a new deck with a smaller footprint.

IV. 1732 Quebec Rd, Cincinnati, OH 45205

a. Scope items to be included in standard proposal.

- i. Demolish all paneling, framing, storage, trim, and doors in the basement. Finish basement as noted in scope of work.
- ii. Demolish the bathroom fixtures in the basement and leave any rough plumbing connections capped and sealed in floor or secured to wall.
- iii. The front porch railing is to be replaced with a new metal or wood system.

iv. **PROVIDE COST BREAKOUT FOR THE FOLLOWING.**

1. Demolish the blue shed located on side "C" of the property.

- a. Remove the retaining wall behind the shed and return the grade to a natural slope.

2. 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. Option Pricing.

- i. N/A

V. 4113 Vinedale Ave, Cincinnati, OH 45205

a. Scope items to be included in standard proposal.

- i. This property has an existing 200-amp service and panel and does not have to be upgraded.
- ii. Demo and replace the painted cabinets in the kitchen.

iii. **PROVIDE COST BREAKOUT FOR THE FOLLOWING.**

1. Basement Windows (Repair) -- Basement windows shall be screwed shut and painted on the interior and exterior. When using primer/paint combination, two coats shall be applied. Any broken or missing glass to be replaced. Cracked or missing glazing putty to be repaired or replaced.

2. 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. OPTION PRICING.

- i. **Basement Windows (Replace)** – Provide a lump sum cost to install (5) new glass block windows in the basement.



VI. 1228 McKeone Ave, Cincinnati, OH 45205

a. Scope items to be included in standard proposal.

- i. 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.
- ii. 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.)
- iii. The front porch handrails are to be replaced with a new system.
- iv. The shed shall be demolished.
- v. The selected trees, inside yard “D,” marked with orange blazes are to be removed. Evergreen bushes are to be trimmed and left to remain.

vi. **PROVIDE COST BREAKOUT FOR THE FOLLOWING.**

1. **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.)**
2. **The garage door is to be demolished and a new system is to be installed.**
3. **Rear Porch**
 - a. **The wood walkway leading to the back of the property shall be demolished.**
 - b. **The porch shall have any deteriorated components replaced.**
 - c. **The porch is to be painted.**
4. **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. **Option Pricing.**

i. **N/A**

VII. 4004 Heyward St, Cincinnati, OH 45205

a. Scope items to be included in standard proposal.

- i. The fence on side “C” shall be removed.
- ii. All cracks in the basement marked with orange paint shall be filled and painted.
- iii. The front porch wooden caps are to be replaced.

iv. **PROVIDE COST BREAKOUT FOR THE FOLLOWING.**

1. **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.)**
 - a. **The metal awning is to be removed and the siding beneath it repaired and finished to match the house.**



b. Option Pricing.

i. N/A

VIII. 4770 Hardwick Dr, Cincinnati, OH 45238

a. Scope items to be included in standard proposal.

- i. Remove all landscape timbers in the front yard.
- ii. Replace missing glass on front porch enclosure.
- iii. Remove door hardware from front porch enclosure.
- iv. Remove/cover unused vent and outlet from lower rear exterior wall.
- v. Tuckpoint at the top of the rear exterior door.
- vi. Pressure wash and patch stone and concrete at rear of house.
- vii. 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.)
- viii. Apply (2) coats of a stain blocking primer on the basement walls to cover previous brightly colored paint.
- ix. Remove existing mailbox and install a new, wall mounted unit at the front door.
- x. Basement
 1. Remove and cap off basement toilet.
 2. Remove drywall and framing under basement stairs. Keep the unpainted work bench.
- xi. **PROVIDE COST BREAKOUT FOR THE FOLLOWING.**
 1. **Power wash, apply bonding primer and (2) finish coats of paint to the factory coated exterior of the aluminum front porch enclosure. Paint color to match existing.**
 2. **Roof (Repair) - 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.**

b. OPTION PRICING.

- i. **Roof (Replace)– 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.**
- ii. **Front Walk – Replace flagstone front walk with poured concrete sidewalk.**

IX. 2245 Quebec Rd, Cincinnati, OH 45214

a. Scope items to be included in standard proposal.

- i. A bathroom vent is to be installed and exhausted through the siding or roof.
- ii. This property has an existing 200-amp service and panel and does not have to be upgraded.
- iii. The front exterior door is to be replaced.
- iv. Convert the first-floor water closet to a traditional closet space.
- v. **PROVIDE COST BREAKOUT FOR THE FOLLOWING.**
 1. **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.

2. The exterior door to the front room is to be infilled with exterior siding, sheathing, framing, insulation, and drywall.
3. The tree, located on side "B" on the property shall be removed to relieve pressure on the backyard retaining wall. Demo and rebuild damaged 10' section of the retaining wall.
4. The water closet window is to be infilled with exterior siding, sheathing, framing, insulation, and drywall.
5. **Front Porch and Stairs (Repair)** - The front porch and stairs are to be repaired and all settling corrected.

b. OPTION PRICING.

- i. **Front Porch and Stairs (Replace)** – The front porch and stairs are to be demolished and replaced with a wooden or metal system.

X. 2040 Ley Ave, Cincinnati OH 45214

a. Scope items to be included in standard proposal.

- i. This property has an existing 200-amp service and panel and does not have to be upgraded.
- ii. Remove dead vegetation and debris from the back yard.
- iii. 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.
- iv. Remove all wood paneling and wallcovering on the first floor. Patch, prime, and paint walls, as necessary.

v. PROVIDE COST BREAKOUT FOR THE FOLLOWING.

1. **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.**
 - a. Add traditional K-Style gutters on the asphalt shingle portion of the roof. Repair and seal off existing box gutters.
 - b. Porch roof – Existing box gutters may be repaired and reused on the porch portion of the roof. Traditional K-Style gutters may also be used.
 - c. Include minor tuckpointing on remaining portions of both chimneys after they are demoed below the roof line.
2. **Siding & Soffits.**
 - a. All exterior soffits shall be converted to vinyl soffit.
 - b. Wash, patch & touch-up existing siding as needed. Color to match as close as possible. DO NOT include painting all the existing wooden siding.
 - c. Cover side "B" dormer siding with vinyl siding. The color is to be chosen by The Port.



- d. **Cover gap between all exterior window frames and existing wood siding with coil or framing to make weather tight.**
 - 3. **Porch.**
 - a. Remove porch flooring and ceiling.
 - b. Replace floor with 5/4 decking boards and ceiling with vinyl soffit.
 - 4. **Kitchen Ceiling.**
 - a. Remove the drop ceiling in the kitchen.
 - b. Build a drywall chase for any utilities.
 - 5. **Vinyl Windows.** Replace all wooded windows marked with an orange blaze with new, modern style vinyl windows.
 - b. **OPTION PRICING.**
 - i. **Glass Block Windows.** Provide a lump sum to replace (2) existing wooden basement windows with glass block.
 - ii. **1st Floor Bedroom.** Create a bedroom on the 1st floor next to the kitchen.
 - 1. Add a door in between the kitchen and this room.
 - 2. Build a closet.
 - 3. Ensure French doors are operational, clean, and lockable at floor.
- XI. 2952 Westknolls Ln, Cincinnati, OH 45211
 - a. Scope items to be included in standard proposal.
 - i. Remove awning and all associated hardware from the front porch. Repair, patch, and paint all holes and markings remaining after removal.
 - ii. 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.)
 - iii. Remove existing pine tree in the front yard. Stump to be cut low to the ground. Debris to be hauled away.
 - iv. Replace all windows marked with an orange blaze.
 - v. **PROVIDE COST BREAKOUT FOR THE FOLLOWING.**
 - 1. Remove boiler, baseboard heat, and window A/C unit.
 - a. Remove wall A/C from living room. Frame, enclose, and finish interior and exterior of opening.
 - 2. Install new A/C unit.
 - b. **OPTION PRICING.**
 - i. **Concrete Driveway.** Remove and replace damaged concrete driveway pads around the back of the house. List the total sf included of concrete replacement in this pricing.
- XII. 3328 Ninann Ct, Cincinnati, OH 45211
 - a. Scope items to be included in standard proposal.
 - i. This property has an existing 200-amp service and panel and does not have to be upgraded.
 - ii. Demo existing 3-seasons room and deck on Side “C” of this house.
 - iii. Clear vegetation on Side “C” of the property to the existing retaining wall over the hill. Haul all debris off-site.

- iv. Remove all existing shutters from the home. Remove all unnecessary hardware and patch any holes to match existing surface.
- v. **PROVIDE COST BREAKOUT FOR THE FOLLOWING.**
 - 1. Provide tuckpointing on the existing chimney.
 - 2. Repair basement ceiling and joists underneath bathroom as needed.
 - 3. Replace or repair the garage door.
- b. **Option Pricing.**
 - i. N/A

Section 7 **Proposal Requirements**

- I. 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. (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 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.
- IV. 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 \$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.
- V. 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.
 - 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.
- VI. Lien Waivers
- a. Signed and notarized lien waivers are required from contractors and all subcontractors when submitting invoices.

