

## CARE Homes Renovation REQUEST FOR PROPOSALS Round 15

### Section 1    General Information

To promote homeownership in Hamilton County the Port of Greater Cincinnati Development Authority (The Port) 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

2410 Kenton St  
Cincinnati, OH 45206  
Auditor's Website:                    [wedge1.hcauditor.org/view/re/0680003006000/2024/summary](https://wedge1.hcauditor.org/view/re/0680003006000/2024/summary)

1532 William Howard Taft Rd  
Cincinnati, OH 45206  
Auditor's Website:                    [wedge1.hcauditor.org/view/re/0620003007600/2024/summary](https://wedge1.hcauditor.org/view/re/0620003007600/2024/summary)

3044 Obryon St  
Cincinnati, OH 45208  
Auditor's Website:                    [wedge1.hcauditor.org/view/re/0530004012800/2024/summary](https://wedge1.hcauditor.org/view/re/0530004012800/2024/summary)

5727 Bramble Ave  
Cincinnati, OH 45227  
Auditor's Website:                    [wedge1.hcauditor.org/view/re/0370001053000/2024/summary](https://wedge1.hcauditor.org/view/re/0370001053000/2024/summary)

6254 Betts Ave  
Cincinnati, OH 45224  
Auditor's Website:                    [wedge1.hcauditor.org/view/re/5900350085700/2024/summary](https://wedge1.hcauditor.org/view/re/5900350085700/2024/summary)



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8734 Grenada Dr  
Cincinnati, OH 45231

Auditor's Website: [wedge1.hcauditor.org/view/re/5900331006700/2024/summary](https://wedge1.hcauditor.org/view/re/5900331006700/2024/summary)

9810 Norcrest Dr  
Cincinnati, OH 45231

Auditor's Website: [wedge1.hcauditor.org/view/re/5100044007600/2024/summary](https://wedge1.hcauditor.org/view/re/5100044007600/2024/summary)

2479 Ontario St  
Cincinnati, OH 45231

Auditor's Website: [wedge1.hcauditor.org/view/re/5100051001600/2024/summary](https://wedge1.hcauditor.org/view/re/5100051001600/2024/summary)

6839 Greismer Ave  
Cincinnati, OH 45239

Auditor's Website: [wedge1.hcauditor.org/view/re/5950005037100/2024/summary](https://wedge1.hcauditor.org/view/re/5950005037100/2024/summary)

3937 Washington Ave  
Cincinnati, OH 45211

Auditor's Website: [wedge1.hcauditor.org/view/re/5510002002000/2024/summary](https://wedge1.hcauditor.org/view/re/5510002002000/2024/summary)

3355 Cavanaugh Ave  
Cincinnati, OH 45211

Auditor's Website: [wedge1.hcauditor.org/view/re/2070052007200/2024/summary](https://wedge1.hcauditor.org/view/re/2070052007200/2024/summary)

2257 Harrison Ave  
Cincinnati, OH 45211

Auditor's Website: [wedge1.hcauditor.org/view/re/2130003001000/2024/summary](https://wedge1.hcauditor.org/view/re/2130003001000/2024/summary)

622 Orient Ave  
Cincinnati, OH 45232

Auditor's Website: [wedge1.hcauditor.org/view/re/2200057007900/2024/summary](https://wedge1.hcauditor.org/view/re/2200057007900/2024/summary)

## **Section 3 Proposals & Conferences**

### **Pre-Bid Renovation Conferences**

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 Sections 5 & 6. If a representative cannot attend the scheduled walk-through, please email Andrew Fisher to coordinate another option.



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2410 Kenton St, Cincinnati, OH 45206	Monday, March 24 <sup>th</sup> , 2025	8:15 AM
1532 William Howard Taft Rd, Cincinnati, OH 45206	Monday, March 24 <sup>th</sup> , 2025	9:15 AM
3044 Obryon St, Cincinnati, OH 45208	Monday, March 24 <sup>th</sup> , 2025	10:15 AM
5727 Bramble Ave, Cincinnati, OH 45227	Monday, March 24 <sup>th</sup> , 2025	11:15 AM
6254 Betts Ave, Cincinnati, OH 45224	Tuesday, March 25 <sup>th</sup> , 2025	8:15 AM
8734 Grenada Dr, Cincinnati, OH 45231	Tuesday, March 25 <sup>th</sup> , 2025	9:15 AM
9810 Norcrest Dr, Cincinnati, OH 45231	Tuesday, March 25 <sup>th</sup> , 2025	10:15 AM
2479 Ontario St, Cincinnati, OH 45231	Tuesday, March 25 <sup>th</sup> , 2025	11:15 AM
6839 Greismer Ave, Cincinnati, OH 45239	Tuesday, March 25 <sup>th</sup> , 2025	12:15 PM
3937 Washington Ave, Cincinnati, OH 45211	Wednesday, March 26 <sup>th</sup> , 2025	8:15 AM
3355 Cavanaugh Ave, Cincinnati, OH 45211	Wednesday, March 26 <sup>th</sup> , 2025	9:15 AM
2257 Harrison Ave, Cincinnati, OH 45211	Wednesday, March 26 <sup>th</sup> , 2025	10:15 AM
622 Orient Ave, Cincinnati, OH 45232	Wednesday, March 26 <sup>th</sup> , 2025	11:15 AM

## **Proposal Requirements**

- I. The proposal shall include all labor, material, and equipment as required to perform all work associated with the complete scope provided by The Port. No exclusions are considered unless signed 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. Contractors are encouraged to include references, examples of previous related work, capability statements, licenses, certifications, or any additional relevant information you would like to be considered, may be submitted to the contact listed in Section 4, via email.
- IV. 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 4 Proposals Due**

**Due Date:** Wednesday, April 16<sup>th</sup>, 2025



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**Refer all inquiries and submissions to:**

Andrew Fisher

afisher@cincinnatiport.com

513.632.3723

The Port Authority of Greater Cincinnati

3 East 4<sup>th</sup> 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 Work 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 obtaining a general renovation and all mechanical, electrical and plumbing permits. All necessary permits, plans, drawings, inspections, approvals, 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. Contractors shall highlight opportunities greater than proposals requirements.
  - 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. 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 existing provided lock or site access control.
  - d. All rotted wood on or in the home shall be removed and replaced.
  - e. All unlevel floors shall be made level as possible.

Office: 513.621.3000 | Email: [afisher@cincinnatiport.org](mailto:afisher@cincinnatiport.org)

3 East Fourth Street, Suite 300

Cincinnati, OH 45202



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- f. All floors shall be made sound and secure as needed.
- g. All floors and walks shall be of free or trip and fall hazards. The Contractor shall repair all floors and walks throughout the property as needed.
- h. All attics, crawlspaces, or similar spaces shall be cleared of debris, previous occupants' material, waste, and animal evidence, by the Contractor.
- i. No floor covering existing in the house may be kept unless authorized by The Port.
- j. Install adequate lighting throughout the home, per code.
- k. All interior trim and/or woodwork shall be repaired or replaced as needed with a consistent profile to match or complement existing pieces.
- l. All drywall and plaster walls and ceilings shall be repaired or replaced throughout.
- m. All painted interior surfaces are to be 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.
- n. Provide smoke & carbon monoxide detectors per code.
- o. All previously painted shelves, shelving units, and clothes bars must be replaced.
- p. All walls, exposed framing, and other components of the house are to be clear of mildew or discoloration.
- q. All surfaces to be demolished shall be misted with water before and during work to suppress airborne dust.
- r. All wallpaper must be removed prior to wall finishing.
- s. No visible spray foam or overspray may remain upon completion of the project.
- t. Horizontal surfaces in bump-outs built-in spaces over stairwells, or other architectural nooks, must be sealed and covered with a non-permeable material, then finished to match interior.
- u. Each property must have a mailbox, free of damage, rust and other discoloration, installed on the front porch or other appropriate location.
- v. Each property must have address numbers visible and clear per Ohio Revised Code from the street.
- w. All acoustical ceiling tiles are to be replaced with a finished ceiling.

## 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 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.



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- 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 secured to the wall or flooring and be free of rust or discoloration.
  - iii. All ductwork shall be complete, connected, clean and clear, and free of holes. All airflow must be balanced to feed every room.
  - 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 current code requirements.
  - 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. A properly installed basin or sink is to be supplied for the washer.
  - v. All properties are to have (1) exterior frost proof hose bib provided. Any nonworking or abandoned hose bibs are to be pulled, then 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. 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 may be stripped, sanded, and refinished with (2) coats of polyurethane or similar product.
- g. No finished floor may be installed until all dust making work is complete. Finished floors must be protected until final cleaning is complete. Shoe covers must be supplied by the entrance door once final cleaning is complete.

## VII. Doors

- a. Interior Doors



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- 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. Exterior Doors that contain large glass windowing shall be replaced.
        - 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 in required locations.
- VIII. Windows
  - a. All original painted wood or metal 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 painted swing windows and transoms are to be repaired, cleaned, and all surfaces painted before screwing shut. This includes areas between the windows/transoms and their screens or storm windows. The glass is to be cleaned and clear except when noted by The Port.
  - d. Fixed windows are to be repaired and then painted per Section 5.
  - 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 is to be repaired or replaced on existing windows left in place.
  - g. Bathroom window glass shall be tempered and obscured.
- 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.



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- 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. (A new microwave not included)
    - d. All painted shelving and storage systems are to be demolished and removed in a lead safe manor. New shelving systems are to be installed as specified in Section 6..
- 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 per current building code requirements 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 built-ins in the basement shall be demolished, and debris removed, unless otherwise noted in Section 6.
  - c. Any major wall cracks shall be repaired with a concrete repair structural epoxy injection resin system.
  - d. Adequate lighting shall be provided and installed at approximately one light per 300 square feet.
  - e. All walls, support poles, columns, floors, and previously painted ceiling components, 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. Existing wood frames are to be removed.
  - h. Walls and floors shall be finished in a manner to reduce water infiltration as much as possible.
  - i. Properties with crawl space foundations shall have a proper, sealed and operable access door or hatch.
- 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 effective 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 are 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, a shelf, and a 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 rootballs 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 is 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 repaired with concrete or 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.

## 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. Where possible, all chimneys shall be demolished below the roof deck when roofs are being replaced.
- b. All remaining 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 remote control 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. **PRESSURE WASHING IS NOT PERMITTED ON PAINTED SURFACES.**



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- d. The gutters and downspouts are to be cleaned, cleared, and repaired. Upon completion all gutters and downspouts shall carry runoff away from the property with no leaks.
    - i. All downspouts should be tied into the existing 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. For any downspout locations where a negative grade is present, a downspout extension shall be buried to carry the water (10) feet away from the perimeter of the house.
  - e. Any negative grade sloped towards the house is 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. All brackets and fasteners shall be intact and properly functioning or replaced as needed per manufacturers specs.
    - iii. Exposed undersides of decks, steps, and porches are to be enclosed with framed lattice or similar product.
    - iv. 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.
    - v. 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 a durable, non-skid, exterior coating, following manufacturer's directions.
  - g. Handrails
    - i. All handrails must be repaired or replaced to meet current code requirements.
    - ii. All handrails must be graspable per current code requirements
    - iii. Exterior stairs or landings missing hand or guard rails are to have new systems installed.
    - iv. 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 materials, debris, and paint chips shall be removed from the interior and exterior of the property.
  - b. All ventilation outlets and returns shall be free of visible dust and debris.



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- c. Cobwebs and dust will be removed from ALL ceilings, fixtures, cabinetry, floors, window sills, and walls.
- d. All horizontal surfaces shall be HEPA vacuumed and wiped down in accordance with the USEPA's RRP rules and regulations.
  - i. This includes the basement, porches, patios, sidewalks, and driveways.
- e. All hard floors, windowsills, and counter tops are to receive one wet wipe-down upon final completion of the project.
- f. Replace the furnace filter with a new filter upon completion of work. The date installed shall be recorded visibly on the filter.

## **Section 6 Individual Property Specifications & Requests**

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

- I. 2410 Kenton St, Cincinnati, OH 45206
  - a. Siding – Siding, fascia, soffits, rakes, eaves, shutters, window frames, sills, aprons, related framing, and all other exterior millwork and components are to be repaired as necessary to remove all damage and deterioration. Upon completion of the repairs all of the exterior components are to be prepared, primed, and painted, per Section 5. The trim and other components are to be painted a complimentary color. The colors are to be approved by The Port after the project is awarded.
  - b. Exterior Window Trim – Every window shall have complete trim coil that is finished to match the exterior color.
  - c. Gutters and downspouts are 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 per Section 5.
  - d. The front stone retaining wall is to be tuck pointed.
  - e. Any exposed mechanical ductwork or plumbing in finished rooms is to be concealed behind chases or soffits.
  - f. All exposed porch structural and life safety elements are to be repaired and replaced as needed in accordance with Section 5.
  - g. The front chain-link and wood fences are to be removed before completion of the project.
  - h. The handrail to the lower front concrete stairs is to be moved to properly serve the entry way according to code and life safety standards.
  - i. The electrical panel shall be upgraded to a 200 AMP service per Section 5.
  - j. The basement exit door is to be replaced and the BILCO-style cellar door is to be repaired. The keys to the BILCO-style cellar door are to be supplied to The Port upon completion of the project.
  - k. The interior stairs to the basement are to be repaired to make them structurally sound.
- II. 1532 William Howard Taft Rd, Cincinnati, OH 45206
  - a. The Contractor may submit a second proposal that would include a modification of the structure to improve the floor plan's efficiency and marketability. This second proposal will include



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additional costs related to the construction and finishing of the alterations as well as any required design documents, permits and inspections.

- b. Siding – Siding, fascia, soffits, rakes, eaves, shutters, window frames, sills, aprons, related framing, and all other exterior millwork and components are to be repaired as necessary to remove all damage and deterioration. Upon completion of the repairs all of the exterior components are to be prepared, primed, and painted per Section 5. The trim and other components are to be painted a complimentary color. The color is to be approved by The Port after the project is awarded.
- c. 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 per Section 5.
- d. The front concrete steps are to be demolished and replaced with a wood system.
- e. All front porch structural, decorative, and life safety elements are to be replaced in accordance with Section 5.
- f. New gutters and downspouts are to be installed on the exterior of the house
- g. Remove the rear awning and repair the exterior siding to match final finish.
- h. Repair and repaint the rear deck in accordance with Section 5
- i. The Contractor is to build stairs and landing to provide access to the third floor.
- j. A closet is to be built in the rear bedroom lacking one, in accordance with Section 5. The size and location to be included in the Contractor’s proposal.
- k. A BILCO-style exterior cellar door is to be installed. The keys to the BILCO-style cellar door are to be supplied to The Port upon completion of the project.
- l. Third Floor – shall be converted to habitable space that meets minimum code requirements
  - i. The third floor shall have new insulation installed.
  - ii. The third floor shall be finished in accordance with Section 5. The contractor may build knee walls to aid in hanging and finishing drywall. Any crawl spaces created shall have access doors or hatches.
  - iii. The (2) windows are to be replaced with new tempered glass. The front window shall be a tempered glass casement window.
  - iv. The Contractor shall provide a heat source, per code.

### III. 3044 Obryon St, Cincinnati, OH 45208

- a. Siding – Siding, fascia, soffits, rakes, eaves, shutters, window frames, sills, aprons, related framing, and all other exterior millwork and components are to be repaired as necessary to remove all damage and deterioration. Upon completion of the repairs all of the exterior components are to be prepared, primed, and painted per Section 5. The trim and other components are to be painted a complimentary color. The colors are to be approved by The Port after the project is awarded.
- b. All of the wood, metal windows or any additional windows marked with orange blazes, shall be replaced with energy-efficient, double-pane, vinyl, double-hung or slider windows with screens per Section 5.



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- c. A BILCO-style cellar door shall be installed. The keys to the BILCO-style cellar door are to be supplied to The Port upon completion of the project.
- d. The exterior stairs and walls to the basement are to be repaired.
- e. The Contractor is responsible for completing the necessary repairs to all water damaged floors and walls in accordance with Section 5.
- f. All exposed porch structural and life safety elements are to be repaired and replaced as needed, in accordance with Section 5. The second story porch roof shall receive new vented soffits to match the exterior finishes.
- g. An exterior electrical outlet and light shall be added to the second story front porch.
- h. The middle bedroom shall have the second door removed and a new wall installed and finished.
- i. The side awning is to be repaired and repainted to match the exterior finishes.
- j. The front chain-link fences are to be removed before the completion of the project.
- k. Third Floor
  - i. The third floor shall have new insulation installed.
  - ii. The third floor shall be finished in accordance with Section 5. The contractor may build knee walls to aid in hanging and finishing drywall. Any crawl spaces created shall have access doors or hatches.
  - iii. The (4) windows are to be replaced with new tempered glass. The window at the front of the house shall be a tempered glass casement window. The Contractor may resize the rear window to allow for a standard size and shaped unit.
  - iv. Contractor to provide a heat source, per code.

#### IV. 5727 Bramble Ave, Cincinnati, OH 45227

- a. The Contractor may submit a second proposal that would include a modification of the structure to improve the floor plan's efficiency and marketability. This second proposal will include additional costs related to the construction and finishing of the alterations as well as any required design documents, permits and inspections.
- b. Siding – Siding, fascia, 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 all of the exterior components are to be prepared, primed, and painted to match existing colors per Section 5.
- c. 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 per Section 5.
- d. An access hatch to the attic spaces is to be installed per code and life safety standards.
- e. The wall between the two small closets is to be demolished and the opening to the middle bedroom closed off, to make a larger, finished closet for the rear bedroom. A new closet will be built in the middle bedroom, conforming to the specification in Section 5.
- f. The sealed door between the middle bedroom and bathroom is to be demolished and a new finished wall built to close the opening per Section 5.
- g. The painted ceiling in the basement is to be demolished.



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- h. Any exposed mechanical ductwork or plumbing in finished rooms is to be concealed behind chases or soffits
- i. The window openings in the basement stairwell are to be enclosed with plywood on the interior side.
- j. The chimney is to be tuckpointed.
- k. The security bars are to be removed from the exterior windows.
- l. The front walkway and stoop are to be replaced.

V. 2654 Betts Ave, Cincinnati, OH 45224

- a. 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, 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.
- 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. An Engineer's Report will be provided in the clarifications by The Port that will address the foundation and drainage issues apparent at the rear of the structure.
- d. The front porch columns are to be removed and replaced with material installed per code and life safety standards.
- e. The built-in located near the landing of the steps is to be demolished and the walls repaired per Section 5.
- f. The Contractor is to create a landing to reduce the trip hazard at the bottom of the steps.
- g. Contractors are encouraged to submit a proposal that alters the floor plan of the first or second floor that changes the location of the bathroom, kitchen, and other spaces to improve efficiency, flow and the sizes of respective rooms.

VI. 8734 Grenada Dr, Cincinnati, OH 45231

- a. 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, rakes eaves, shutters, and another 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.
  - i. Include the attached storage shed.
  - ii. Install siding under the front windows.
  - iii. Vent through soffits, remove large vents above ends of house, enclose openings and finish to match final exterior finish.
- b. 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 per Section 5.





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- c. Demo the exterior rear storage area.
- d. Driveway and Sidewalk - repave with blacktop or other cost-efficient system.
- e. Two columns shall be installed to support the carport roof. The new columns shall be the same material and size as the other existing column and placed in the previous support column locations.

## VII. 9810 Norcrest Dr, Cincinnati, OH 45231

- 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. Missing sections are to be filled with new product. The contractor may vinyl siding from the rear of property to infill missing front and side sections. Upon completion of the repairs all of the exterior components are to be selected to match existing colors. (Section 5 – XVI. d. i.)
- b. 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. (Section 5 – XVI. f.)
- c. Remove the shutters on side D. Make any necessary repairs to match the siding.
- d. Repaint the shutters on sides A and B, matching existing colors.
- e. The abandoned exterior drain stands are to be removed and capped.
- f. The knee walls dividing the kitchen and living room are to be removed.
- g. The kitchen peninsula is to be demolished.
- h. The front windows flanking the front door are to be replaced. The Contractor may alter the size of the windows to accommodate standard size windows, utilizing finish materials and exterior siding to complement existing.
- i. All appliances must be locked by base and upper cabinets or a wall on each side.
- j. Install new sliding closet doors to allow independent access to the water heater and furnace.
- k. Remove the pavement stones, lumber posts, and accessories on side D of the property. Level the ground and apply seed and straw.
- l. Install louvered, bifold doors for a stackable laundry system in the existing laundry area.
- m. Repair and seal the front deck, per Section 5.
- n. Remove existing attic access ladder and install a hatch for attic access.

## VIII. 2479 Ontario St, Cincinnati, OH 45231

- a. Siding – Siding, fascia, soffits, rakes, eaves, shutters, window frames, sills, aprons, related framing, and all other exterior millwork and components are to be repaired as necessary to remove all damage and deterioration. Upon completion of the repairs, all the exterior components are to be prepared, primed, and painted per Section 5. The trim and other components are to be painted a complimentary color. The colors are to be approved by The Port after the project is awarded.
- b. The contractor shall replace any in-slab ductwork with new ductwork running through the attic space.





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- c. The large awning and fencing on side D are to be removed and replaced with a freestanding 3'x3' metal awning.
- d. The awning above the window is to be removed.
- e. Repair the chain link fence and gates to make them operable and free from visible damage. This includes but is not limited to correcting bent or broken components, infilling missing sections of chain-link, and removing vegetation or other items that have penetrated or grown into the fence.
- f. Remove the light pole and flagpole located in the front yard. Cap off any electrical supplies, per code.
- g. Demolish the existing storage shed. Remove all debris, level the ground and apply grass seed and straw per Section 5.
- h. Garage.
  - i. Remove the electric supply and associated wiring, outlets, and fixtures.
  - ii. Repair the roof as necessary.
  - iii. Repair siding and paint to match the exterior of the house.
- i. Remove hose holder and clothesline poles from the rear yard.
- j. A new laundry closet shall be built in the kitchen near the existing washer/dryer set-up.
  - i. The Contractor shall submit a kitchen layout, including the new laundry closet, prior to construction.
  - ii. The existing kitchen built-in is to be removed to accommodate the new kitchen layout.
- k. All paneling shall be removed and replaced with finished, painted drywall.

IX. 6839 Greismer Ave, Cincinnati, OH 45239

- a. Siding – Install new vinyl style siding, soffits, trim, and related components instead of repainting and repairing. Window frames and trim shall be wrapped and sealed with the new siding. Fascia, 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.
- b. Remove existing trees in the front and back yards. Stumps are to be cut flush to the ground, and all debris hauled away.
- c. All front porch structural, decorative, and life safety elements are to be replaced in accordance with Section 5.
- d. All of the wood or metal windows shall be replaced with energy efficient, double-pane, vinyl, double-hung or slider windows with screens per Section 5.
- e. Each upstairs bedroom shall have one closet either constructed or altered to meet the standards of Section 5.

X. 3937 Washington Ave, Cincinnati, OH 45211

- 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 all of the exterior components are to be prepared, primed, and painted to match existing colors. (Section 5 – XVI. d. i.)



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- i. The wood trim shall be painted after repairs are made.
  - ii. The vinyl siding shall be low pressured washed to remove mildew and discoloration.
- 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. Repair the chain link fence and gates to make them operable and free from visible damage. This includes but is not limited to correcting bent or broken components, infilling missing sections of chain-link, and removing vegetation or other items that have penetrated or grown into the fence.
- d. The exterior drains are to be scoped and cleared to allow for proper drainage.
- e. The rear stairs and landing are to be repaired to become a code compliant structure. Upon completion no lumber posts may remain in contact with the ground. All other repairs are to be made per Section 5. Deck is to be prepared and refinished.
- f. The concrete steps and walls to the basement entrance are to be repaired.
- g. The front concrete entry steps are to be repaired.
- h. The chimney flue exhaust is to be repaired and sealed.

XI. 3355 Cavanaugh Ave, Cincinnati, OH 45211

- a. 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, 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.
  - i. The foundation is to be repainted.
- 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 sidewalks are to be demolished, and an asphalt or concrete sidewalk of similar size installed.
- d. Remove all existing vegetation and previously cut vegetation from the back yard.
- e. The second-floor front bedroom shall have a closet constructed per Section 5.
- f. The kitchen through wall ventilation is to be removed.

XII. 2257 Harrison Ave, Cincinnati, OH 45211

- a. All masonry and stone components are to be tuckpointed with a mortar type appropriate for the wall material.
- b. Siding – Siding, fascia, soffits, rakes, eaves, shutters, window frames, sills, aprons, related framing, and all other exterior millwork and components are to be repaired as necessary to remove all damage and deterioration. Upon completion of the repairs of all of the exterior components are to be prepared, primed, and painted. The trim and other components are to be



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painted a complimentary color. The colors are to be approved by The Port after the project is awarded per Section 5.

- c. A wall is to be built on the second floor to create a new bedroom
  - i. A drywall finished closet is to be constructed in the new space per section 5.
  - ii. The contractor may keep the paneling intact.
  - iii. The Plumbing case is to be enclosed in a chase.
- d. The electrical panel shall be upgraded to a 200 AMP service if the home does not already have such service per Section 5.
- e. The concrete steps and walls to the basement door on side D are to be rebuilt per code and life safety standards. The sidewalk on the opposite side of the stairs shall be demolished and removed from the yard.
- f. The contractor shall rebuild the apron of the parking pad at the rear of the house.
- g. Repair the concrete sidewalk from the rear parking pad to the rear of the house.
- h. The metal tube in the ground in the back yard near side D shall be removed.
- i. The rear porch components shall be demolished and a new wood or composite deck built over the concrete foundation. A set of wood or composite stairs and handrails shall be constructed.

## XIII. 622 Orient Ave, Cincinnati, OH 45232

- a. Siding – Siding, fascia, soffits, rakes, eaves, shutters, window frames, sills, aprons, related framing, and all other exterior millwork and components are to be repaired as necessary to remove all damage and deterioration. Upon completion of the repairs all of the exterior components are to be prepared, primed, and painted. The trim and other components are to be painted a complimentary color. The colors are to be approved by The Port after the project is awarded per Section 5.
- 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. All of the wood, metal windows or any additional windows marked with orange blazes, shall be replaced with energy-efficient, double-pane, vinyl, double-hung or slider windows with screens per Section 5.
- d. The Third Floor.
  - i. The third floor is to be finished with full HVAC system installed, per code, utilizing the most cost-effective solution, per Section 5.
  - ii. The windows on side A are to be replaced with a single egress window.
  - iii. The closet windows are to be cleaned, repaired, repainted and screwed shut.
- e. Remove both triangular closets on the second floor. Fill in and repair the walls as needed. The closet space will be part of the room at the top of the front stairs.
- f. Alter the front bedrooms as follows:
  - i. Demo the door and close and finish the wall between bedrooms #1 and #2.
  - ii. Install a door entering bedroom #1 from the front stair top landing area



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- iii. Install a closet, per section 5, in Bedroom #1. The closet shall surround the existing box in Bedroom #1. The box is to remain.

## **Section 7 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 the 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. The EPA Trained Renovator 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 \$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



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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.
  - 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.



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## CARE Homes Renovation BID COVER SHEET

Property Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Read & initial:**

I have read the RFP and Scope of Work in its entirety.

Acknowledgement of Bid Clarifications

Enter the Total Cost to complete the entire Scope of Work as described in Sections 5 and 6 of the CARE Round 15 RFP for the property identified above. Enter the estimated number of weeks required to complete the project.

<b>Total Cost:</b>	\$ _____
<b>Total Estimated Duration:</b>	_____

Complete the table below. Enter the cost for each category in the "Cost" column. Use the "Description/Details" column for any supplemental information. You may add further categories and pricing in the space provided below or on an additional sheet.

Cost Breakouts		
Category	Description/Details	Cost
General Conditions & Demolition		\$
Plumbing		\$
Mechanical (HVAC)		\$
Electrical		\$
Interior Finishes		\$
Windows		\$
Siding & Roofing		\$
Porches & Decks		\$
Hardscapes & Landscaping		\$
		\$
		\$

Please attach your complete proposal to this cover sheet.

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