



CARE Homes Renovation REQUEST FOR PROPOSALS Round 12

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 will supply training and registration to qualified contractors.

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

319 Rosemont Ave
Cincinnati, OH 45204
Auditor's Website:

<https://wedge.hcauditor.org/view/re/1550046009000/2023/summary>

1257 Fairbanks
Cincinnati, OH 45205
Auditor's Website:

<https://wedge.hcauditor.org/view/re/1730003016400/2023/summary>

1058 Winfield Ave
Cincinnati, OH 45205
Auditor's Website:

wedge.hcauditor.org/view/re/1790075012300/2022/summary

1331 Beech Ave
Cincinnati, OH 45205
Auditor's Website:

<https://wedge.hcauditor.org/view/re/2040016007700/2023/summary>

3915 West Liberty St
Cincinnati, OH 45205
Auditor's Website:

wedge.hcauditor.org/view/re/1790074031300/2023/summary





1666 Dewey Ave
Cincinnati, OH 45205

Auditor's Website: <https://wedge.hcauditor.org/view/re/1810001029100/2023/summary>

2816 Warsaw Ave
Cincinnati, OH 45204

Auditor's website: <https://wedge.hcauditor.org/view/re/1730005006500/2023/summary>

3353 Saffer St
Cincinnati, OH 45211

Auditor's Website: <https://wedge.hcauditor.org/view/re/2070052000400/2023/summary>

2270 Baltimore Ave
Cincinnati, OH 45225

Auditor's Website: <https://wedge.hcauditor.org/view/re/2240001003200/2023/summary>

555 E Epworth Ave
Cincinnati, OH 45232

Auditor's Website: <https://wedge.hcauditor.org/view/re/2200057003300/2023/summary>

4339 Kirby Ave
Cincinnati, OH 45223

Auditor's Website: <https://wedge.hcauditor.org/view/re/1970035010700/2023/summary>

2690 Firtree Ct
Cincinnati, OH 45223

Auditor's Website: <https://wedge.hcauditor.org/view/re/2000046013500/2023/summary>

Section 3 Pre-Bid Renovation Conference

Site walks 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.

319 Rosemont Ave, Cincinnati, OH 45204	February 12 th , 2024	8:30 AM
1257 Fairbanks Ave, Cincinnati, OH 45205	February 12 th , 2024	9:30 AM
1058 Winfield Ave, Cincinnati, OH 45205	February 12 th , 2024	10:30 AM
1331 Beech Ave, Cincinnati, OH 45205	February 13 th , 2024	8:30 AM
3915 West Liberty St, Cincinnati, OH 45205	February 13 th , 2024	9:30 AM
1666 Dewey Ave, Cincinnati, OH 45205	February 13 th , 2024	10:30 AM
2816 Warsaw Ave, Cincinnati, OH 45204	February 14 th , 2024	8:30 AM





3353 Saffer St, Cincinnati, OH 45211	February 14 th , 2024	9:30 AM
2270 Baltimore Ave, Cincinnati, OH 45225	February 14 th , 2024	10:30 AM
555 E Epworth Ave, Cincinnati, OH 45232	February 15 th , 2024	8:30 AM
4339 Kirby Ave, Cincinnati, OH 45223	February 15 th , 2024	9:30 AM
2690 Firtree Ct, Cincinnati, OH 45223	February 15 th , 2024	10:30 AM

Section 4 Proposals Due

Due Date: March 4th, 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 to 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 floors 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.

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.

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.
 2. Properly installed basin or sink to be supplied for the washer.

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.

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 doors are to be repaired; then prepared, primed, and painted with exterior paint. When using combination primer/paint, two coats must be applied.
- ii. Prior to finishing, doors must be adjusted to fit without rubbing, binding, or crushing.
- iii. New weather stripping must be adjusted or installed to work properly. All doors must be properly sealed when closed.



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 and cracks.
- f. All cracked or missing glazing putty to be repaired replaced on existing windows left in place.

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 an concrete repair structural epoxy injection resin system.
- d. Adequate lighting shall be provided and installed; approximately one light per 300 square feet.
- e. Walls, ceiling components and floors with deteriorated paint must be cleaned and thoroughly wet-scraped or wire brushed to remove all loose material, then repainted, or sealed with a



coating or sealant appropriate for the surface material. All unpainted concrete floors shall be wet mopped and free of debris.

- 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 effect new product. Tiled surrounds must be approved by The Port. The contractor may note in the proposal any restoration of shower surrounds when able to present a like new product.
- c. Plumbing fixtures are to be replaced with low flow devices and in either chrome or brushed nickel finishes.
- d. Provide bath specialties including 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.

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, door handle, shelf, and rod.

XV. 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.

XVI. 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. Landscaping:



- i. 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.
- ii. 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.
- iii. Landscaping Beds.
 1. 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.
 2. 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.
 3. 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.
 4. 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.
- iv. Grass seed, appropriate for sun/shade conditions, and straw are to be spread on any bare areas of yard.
- v. 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.
- c. 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.
- d. 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.
- e. Exterior concrete walking surfaces that have previously been painted are to be scraped to remove all loose debris. Once clear the surface is to receive two coats of exterior floor paint. Color to be determined by The Port.
- f. 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.



- g. Any negative grade sloped towards the house to be brought to the attention of the Port.
- h. Any exterior porches or decks must be secured and leveled.
 - i. 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.
 - ii. 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.
- i. 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.
- j. 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.
- k. 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.

XVII. 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. 319 Rosemont Ave, Cincinnati, OH 45204
 - a. Scope items to be included in standard proposal.
 - i. Seal or demo the built-in cupboard door in the kitchen.
 - ii. Scope and clear drain in front of garage.
 - b. Required Pricing Details.
 - i. Repair basement drainage and seal concrete basement floor.
 - ii. Siding – 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. (Section 5 – XVI. d. i.)



- iii. Repair retaining wall and create drainage that carries runoff and excess moisture away from foundation of the house.
 - iv. 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.)
 - c. Option Pricing.
 - i. Siding – Install new vinyl style siding, soffits, trim, and related components instead of repainting and repairing.
 - II. 1257 Fairbanks Ave, Cincinnati, OH 45205
 - a. Scope items to be included in standard proposal.
 - i. The existing painted basement walls, ceilings, and ductwork are to be addressed.
 - ii. Install new LVT flooring over the existing floor coverings in the rear basement room.
 - iii. Repair hole next to the driveway apron.
 - b. Required Pricing Details.
 - i. The contractor is to replace the existing roof on the entire structure. Any flashing shall be repaired or replaced as needed to ensure the roof is free of any leaks.
 - ii. Patch any cracks or penetrations on the front porch foundation and walking surface. Provide and apply a concrete sealer.
 - iii. 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.)
 - iv. The 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. (Section 5 – XVI. d. i.)
 - c. Option Pricing.
 - i. N/A
 - III. 1058 Winfield Ave, Cincinnati, OH 45205
 - a. Scope items to be included in standard proposal.
 - i. Remove landscaping rocks around exterior of house and restore areas to landscaping beds.
 - ii. The stained-glass window trim will be scraped and painted on all wood surfaces and screwed shut. Stained glass to be preserved and protected.
 - iii. The windows on the side porch of the house will have all wooden surfaces wet scraped and then each will be screwed shut before repainting. Screwheads should be hidden and not visible. Any cracked or broken glass will be replaced, and all broken or missing glazing putty restored.
 - iv. Remove the chain link fence located on property.
 - b. Required Pricing Details.
 - i. The acoustic ceiling tile system is to be demolished and a drywall ceiling restored. Any plumbing, ductwork or electrical can be concealed behind a soffit.
 - ii. 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.



- iii. 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.
 - iv. 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.)
 - v. Remove awning and all associated hardware from front porch. Repair, patch and paint all holes and markings remaining after removal.
 - vi. Repair or replace concrete steps and walkways to create smooth, walkable surfaces.
 - vii. Rear Metal Cellar Doors - Rear metal cellar doors are to be repaired and made operable.
 - viii. A new wall is to be constructed to create a hallway to the front bedroom on the second floor and create an additional bedroom.
 - 1. The room created by this hallway shall have an entry door installed.
 - 2. A closet with a door, shelf, and rod shall be built in this newly constructed room.
 - ix. A water heater is to be replaced with a 40-gallon, energy efficient model.
 - x. Siding – 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. (Section 5 – XVI. d. i.)
- c. Option Pricing.
- i. Siding – Install new vinyl style siding, soffits, trim, and related components instead of repainting and repairing as described in Section 5 – Finish Standards & Scope of Work.
 - ii. Rear Metal Cellar Doors - If metal cellar doors cannot be made operable, they are to be removed and the wooden cellar door shall be replaced with a solid, exterior door.
- IV. 1331 Beech Ave, Cincinnati, OH 45205
- a. Scope items to be included in standard proposal.
 - i. N/A
 - b. Required Pricing Details.
 - i. Remove the front yard retaining wall and repair the grade of the yard.
 - ii. 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.
 - iii. 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.
 - iv. The fence surrounding the property is to be demolished and material is to be removed from the property.
 - v. Repair the door to the shed and clear any debris or trash left inside. The contractor is to provide a combination lock.
 - vi. Basement



1. Install exterior drainage to remove pressure from foundation walls. After installation remove negative grade to the house.
 2. Repair foundation walls with visible horizontal cracking.
 3. Seal all remaining cracks labeled with orange paint with epoxy compound or similar product.
 - c. Options Pricing.
 - i. Existing Dining Room
 1. Convert the dining room into an additional bedroom by adding a closet and door. The closet and door must meet the requirements of Section 5.
 2. Add a pass-through opening to connect the living room to the dining room.
- V. 3915 W. Liberty St, Cincinnati, OH 45205
 - a. Scope items to be included in standard proposal.
 - a. Exterior vinyl siding shall be low-pressure washed. All holes shall be filled and damaged siding replaced to match existing.
 - b. Floors beneath existing carpeting shall be cleaned and sealed after demolition to remove odor, prior to re-carpeting.
 - c. All exterior doors shall be replaced.
 - d. Property line extends to the retaining wall on the west side, all trash must be removed, overgrowth may be left to provide a buffer from traffic.
 - b. Required Pricing Details.
 - i. 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.)
 - ii. 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.
 - iii. All exterior beams, columns, rails, steps, and the decking are to be repaired and brought to code through best practices.
 - iv. 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. Option Pricing.
 - i. N/A
- VI. 1666 Dewey Ave, Cincinnati, OH 45205
 - a. Scope items to be included in standard proposal.
 - i. The basement water closet needs to be removed and all plumbing capped and sealed.
 - ii. The patio on side “B” is to be removed.
 - iii. The chain link fence located on the property is to be removed.
 - b. Required Pricing Details.
 - i. 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. 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. (Section 5 – XVI. f.)
- iii. 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.)
- iv. Basement Damage
 - 1. Upon completion of work the basement floor shall be made level and the slab returned to a level of 8’ to 10 below first floor joists.
 - 2. Contractor to install fill, footers, and drainage appropriate enough to stop continued sinking.
- c. Option Pricing.
 - i. The driveway is to be demolished and an asphalt or concrete driveway of similar size installed. Apron is not to be replaced.

VII. 2816 Warsaw Ave, Cincinnati, OH 45211

- a. Scope items to be included in standard proposal.
 - i. Both front doors are to be made operable and finished as noted in Section 5 – General Standards. The swing of the doors shall allow for efficient access to the interior.
 - ii. A pass-through shall be constructed on the first floor to open the front staircase to the living room.
 - iii. The wooden panel located on the wall of side A of the basement shall remain.
- b. Required Pricing Details.
 - i. Replace glass block first floor bathroom window. The window shall include a swing vent opening.
 - 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. Bedrooms
 - 1. First Floor – Creating a bedroom from the middle room on side “B”.
 - a. The wall between the living room and bedroom is to be closed off.
 - b. One door is to be replaced between the bedroom and rear hallway.
 - 2. Second Floor – Allowing for (4) bedrooms with a new hallway. Existing center interior wall to remain.
 - a. Create a hallway as marked with orange paint.
 - b. Relocate and add doors as necessary to facilitate bedroom access.
 - c. A closet is to be created in the side “D” bedroom.
 - iv. Siding – 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. (Section 5 – XVI. d. i.)
 - v. 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.

1. The porch roof is to be replaced.

vi. Repair or replace concrete steps and walkways to create smooth, walkable surfaces.

vii. A wooden cap is to be installed over the masonry railings.

viii. The exterior second floor door is replaced with a non operable window.

c. Option Pricing.

i. The front porch foundation settlement is to be repaired and foundation restored to the original position.

VIII. 3353 Saffer St, Cincinnati, OH 45211

a. Scope items to be included in standard proposal.

i. ALL PLUMBING FIXTURES AND DEVICES MUST BE LOW FLOW.

ii. The insulation boards located on the ceiling of the rear basement room are to be painted.

iii. Only previously painted exterior substrate needs to be addressed per Section 5.

iv. Provide new front door on side "A" and (2) new side entry doors on side "B".

b. Required Pricing Details.

i. Septic System

1. Inspect and repair existing sewer septic system. Confirm all piping, pumps, tanks, and other components are in working order and to code. Report must be provided with all devices and component's make, model, and serial number.

2. Complete a septic system clean and pump out. The receipt and applicable information must be provided to The Port before completion of the project.

ii. Side "B" Porch – The porch structure, including framing, decking, rails, and roof, is to be repaired and rebuilt to code. All work to be completed in accordance with Section 5 – Finish Standards & Scope of Work.

i. Roof - Any active leaks shall be sealed to prevent further damage to the house. Any visible damage to shingles, roofing materials, chimneys, flashing, ridge vents and other penetrations to be repaired and properly sealed according to industry best practices. (Section 5 – XV. a. & XV b.)

c. Option Pricing

i. Missing bricks and failed mortar to be replaced and tuck pointed as necessary.

ii. Side "B" Porch

1. The porch structure is to be demolished. All exposed penetrations sealed and damaged repaired. A new wooden staircase and landing is to be installed.

2. The porch structure is to be demolished and a new similar structure is to be constructed.

iii. 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.



- IX. 2270 Baltimore Ave, Cincinnati, OH 45223
- a. Scope items to be included in standard proposal.
 - i. Water closet and plumbing fixtures to be removed and capped off at existing flanges.
 - b. Required Pricing Details.
 - i. Roof - Any active leaks shall be sealed to prevent further damage to the house. Any visible damage to shingles, roofing materials, chimneys, flashing, ridge vents and other penetrations to be repaired and properly sealed according to industry best practices. (Section 5 – XV. a. & XV b.)
 - ii. Building Addition - Repair
 1. The settling, sinking, and cracking of the building addition, comprised of the garage and upper living space, shall be corrected.
 2. The surrounding yard will have proper drainage upon completion.
 3. Steps to the addition are to be repaired and replaced as needed.
 4. The rear hallway is to have exterior siding and interior window removed and replaced with drywall, finished, primed and painted.
 - iii. Porch – The porch columns are to be repaired and made plumb.
 - c. Option Pricing.
 - i. 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.
 - ii. Building Addition – Demolish
 1. The structure is to be demolished and all debris to be hauled offsite and disposed of properly. The concrete pad may remain.
 - iii. Porch – The porch columns are to be replaced with new material installed to support the porch roof.
- X. 555 E Epworth Ave, Cincinnati, OH 45232
- a. Scope items to be included in standard proposal.
 - i. Install a new exterior grade door in the basement to replace the existing wood panel exterior door.
 - ii. A handrail system shall be installed in the first-floor stairwell from the middle landing to second floor between the two stair runs. The railing shall be built to conform to City of Cincinnati residential Code. The balustrade shall be composed of horizontal rails.
 - b. Required Pricing Details.
 - i. Install an interior door to separate the kitchen and pantry area. Remove built in storage units and trap door to basement staircase refinishing with drywall and flooring in accordance with general specifications. Build a wall to create a proper stairway landing and install handrails in accordance with Section 5 – Finish Standards & Scope of work.
 - ii. Remove the (2) exterior doors and transom windows in the kitchen and front bedroom marked with orange paint.



1. The exterior wall assembly shall include new sheathing, house wrap, siding, flashing and any other components as required. The new siding and flashing should be integrated into existing as seamlessly as possible.
 2. The new interior wall assembly shall include framing, installation, drywall, and any other necessary components, as necessary.
 - iii. Install an interior door to separate front room from the living room and install a closet in the front room in accordance with Section 5 Finish Standards & Scope of Work.
 - iv. Install new exterior doors.
 - v. Cap and seal piping located on side "B" of the basement.
 - vi. Move washer and dryer power, water, drainage, and vents to other side of the basement partition wall. Vent to be located through basement window.
 - 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. The 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. (Section 5 – XVI. d. i.)
 - ix. Rear Porch – The porch structure, including framing, decking, rails, and roof, is to be repaired and rebuilt to code. All work to be completed in accordance with Section 5 – Finish Standards & Scope of Work.
 - x. Roof
 1. Any active leaks shall be sealed to prevent further damage to the house. Any visible damage to shingles, roofing materials, chimneys, flashing, ridge vents and other penetrations to be repaired and properly sealed according to industry best practices. (Section 5 – XV. a. & XV b.)
 2. Upon completion of the repair the metal roof is to receive a final coat of appropriate paint or finish product.
- c. Option Pricing.
- i. Rear Porch – The rear porch is to be demolished and new siding pieced in to exposed areas. Stairs and a landing are to be built to the rear door.
 - ii. 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.
- XI. 4339 Kirby Ave, Cincinnati, OH 45223
- a. Scope items to be included in standard proposal.
 - i. Treat and remove all mildew and overgrowth on brick exterior, brick knee walls stone retaining walls and stone stairways.
 - ii. Remove screen door on side "B" of the house.
 - b. Required Pricing Details.
 - i. Repair all foundation issues.
 1. Repair all foundation walls and cracks in brick work.



2. Repair the damaged window lintels.

- ii. Demolish the partition wall in the rear basement room.
- iii. 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.
- iv. 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.
- v. Build a wood fence to separate the back yard from the rear garage structure. The fence shall be less than six feet tall.
- vi. Electric
 - 1. The home is to be converted back to a single panel.
 - 2. 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.)
- vii. Second Floor Bathroom - The exterior dormer siding is to be replaced and the window removed. A new vinyl shower surround is to be installed in addition to all other bathroom requirements listed in Section 5.

c. Option Pricing.

i. Second Floor Bathroom

- 1. The exterior dormer siding is to be repainted and the window replaced with a new tempered glass vinyl framed privacy window. A shower/tub is to be installed replacing the existing shower tub.

ii. Basement Windows – Replace all basement windows with glass block windows. Each window shall have a swing vent.

XII. 2690 Firtree Ct, Cincinnati, OH 45223

a. Scope items to be included in standard proposal.

- i. Any damaged fencing boards, rails, or posts are to be replaced or repaired. All vertical fence boards shall be cut to the length of the immediately neighboring boards.
- ii. The front window located in the living room is to be secured to the framing of the house.
- iii. All bedrooms must have closets as described in Section 5 – Finish Standards & Scope of Work.

b. Required Pricing Details.

- i. The three damaged concrete sidewalk squares are to be replaced.
- ii. The landscaping knee wall is to be demolished and removed from the property.
- iii. A closet is to be built in the kitchen to receive a future stacked washer and dryer. Must be sized to accommodate a standard stacked washer and dryer with installed plumbing, electric, and vent connections. Closet must have all requirements described in Section 5 – Finish Standards & Scope of Work.
- iv. 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.)



- v. The mechanical closet is to have a new, wider door or doors installed to allow uninterrupted access to both the furnace and water heater.
 - vi. Detached Garage - The garage is to be repaired to a serviceable condition. This includes a new operable garage door, all damage framing repaired and replaced, all necessary roof repairs, all siding repaired to be free of penetrations.
 - vii. Driveway – The contractor is to repair or replace the first ten feet of asphalt driveway before resealing the remainder of the driveway.
 - viii. Siding – 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. (Section 5 – XVI. d. i.)
- c. Option Details.
- i. Detached Garage - The garage structure is to be demolished and all debris to be hauled offsite and disposed of properly. The concrete pad may remain. All utilities to be severed at the residence. New fencing is to be installed to form a continuous perimeter.
 - ii. Driveway - The driveway is to be demolished and an asphalt or concrete driveway of similar size installed. Apron is not to be replaced.
 - iii. Siding – Install new vinyl style siding, soffits, trim, and related components instead of repainting and repairing.

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.
 - i. If specific dates cannot be provided the approximate number of weeks required to complete the project once started is permissible.

Section 8 Project Administration

- I. Contractors are required to sign a Master Service Agreement with The Port to govern the relationship with Notice to Proceeds issued for each renovation.
- II. Change orders will not be considered for items clearly included in scope of work.
- III. Contractors 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.

