



Stabilization of 3355 Queen City Ave
REQUEST FOR PROPOSALS

Section 1: General

The HCLRC is an Ohio non-profit community improvement corporation organized and existing under Ohio Revised Code Chapters 1724 and 1702. The HCLRC, also known as “The Landbank,” is a quasi-governmental entity that is tasked with taking on blighted, vacant, and unproductive structures and working to put them back into good use. The Landbank works throughout Hamilton County and currently owns over 900 properties.

To accomplish this, the Landbank is looking for proposals from qualified and registered general contractors to complete a stabilization. The contractor shall perform all labor, material procurement, and installation required to stabilize the building so that it meets the **Vacated Building Maintenance Standards (CBC §1101-79.4)** and ensures it is **secured, weatherproof, structurally safe, and sanitary** as required by VBML regulations.

Section 2: Schedule

- Week 1 RFP is announced.
- Week 2 Pre-Bid Stabilization Conference and Scope Review with the Landbank team.
- Week 3-4 Contractors create bid proposals.
- Week 5 Final Proposals are due back to The Landbank
- Week 6-7 The Landbank evaluates and selects the best bid, notifying all contractors of the final selection.

Section 3: Pre-Bid Stabilization Conference

June 30th at 2:00 PM

Section 4: Proposals Due

July 14, 2026: 4:00 pm

Refer all inquiries and submissions to:
Luke Herrmann
lherrmann@cincinnatiport.com
513.632.3756





The Port Authority of Greater Cincinnati
221 East 4th Street Suite 200
Cincinnati, OH 45202

Section 5: Stabilization Requirements

Scope of Work Tasks

1. Clean Out

• **Safety & Code Compliance**

- 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.
- Contractor will be responsible for all necessary dumpster permits, plans, drawings, inspections, and related fees.
- The Port's Project Manager is to be notified when the demo work at the subject properties and clean-up is completed. Final Walk Through is required.

• **General**

- All non-permanent flooring (carpet, vinyl, and other materials) shall be removed.
- All appliances: stoves, refrigerators, water heaters, and furnaces shall be removed.
- All plumbing fixtures, including tubs and sinks, shall be removed. Drains shall be plugged with something to contain sewer gas smell.
- All hollow core interior doors shall be removed.
- All appliances from kitchens shall be removed.
- All cabinets/storage systems, countertops, and sinks shall be removed.
- All windows shall be left in a closed state. Secure all windows (enclose window openings with 3/8" plywood/sheathing if necessary) to keep buildings weathertight and free from birds/vermin.
- All damaged drywall and plaster walls shall be removed.
- All rooms shall be broom-swept upon completion.

• **Basements**

- Any partition walls in the basement shall be demolished, and debris removed.
- All appliances (water heaters, furnaces, etc.) shall be removed.
- Any additional material from previous ownership shall be removed.

• **Baths**

- Toilets and tubs/shower pans shall be removed.
- Vanities and mirrors shall be removed.
- All shower bars, robe hooks, towel bars, etc. shall be removed.

• **Exterior**

- All debris, including construction debris, shall be removed from the yard & premises free and clear of litter and accumulation of rubbish and/or garbage by completion of the project.
- All doors and windows shall be secured upon completion of the project.





- All exterior operable doors must have PORT-issued security locks.
 - All overgrown landscaping on the buildings (vines, etc.) shall be removed or cut back to ensure full access to all four sides of the building.
 - **Secure Building Openings**
 - Install secure, weather-tight barriers on all broken, missing, or compromised openings, including windows, doors, areaways, and other penetrations.
 - Plywood covers must be minimum ½-inch CDX, weather-protected, tightly fit, and fastened using screws or bolts (no nails).
 - Prevent entry by trespassers, birds, and vermin.
 - **Weatherproof Roofing System**
 - Inspect roof, flashing, and drainage.
 - Repair or replace roofing materials to ensure the roof is sound, tight, and moisture-proof.
 - Ensure roof drainage prevents water penetration and deterioration of the building's interior or walls.
 - Repair or remove chimneys to below roof deck and patch roof penetration.
 - **Repair Drainage and Stormwater System**
 - Inspect gutters, downspouts, and storm drainage.
 - Repair, replace, or reinstall components to ensure the system is:
 - Watertight
 - Properly sized
 - Installed and discharged in an approved manner
- 2. Structural Stabilization**
- Remove loose, hazardous, or deteriorated materials.
 - Repair unsafe or failing floors, walls, stairs, ceilings, structural supports, chimneys, balconies, and other attached features.
 - Repair or replace any compromised structural members: decking, sheathing, posts, piers, and supports.
 - Perform any necessary repairs to balconies and porches, ensuring they are structurally sound and water-tight.
 - Remove any loose, failing, or water-damaged interior drywall/plaster/paneling.
 - All structural elements must be sound, anchored, and capable of bearing the required loads.
- 3. Foundation and Exterior Wall Repairs**
- Inspect and repair foundations to ensure they are:
 - Structurally sound
 - Free of cracks, breaks, and open penetrations
 - Rat-proofed
 - Repair exterior walls to eliminate holes, breaks, and rotted sections. Treat exposed surfaces with appropriate weather-coating (e.g., paint or sealant).
- 4. Decorative and Attached Feature Repairs**
- Stabilize and repair architectural components such as:
 - Cornices





- Belt courses
 - Corbels
 - Wall trims
 - Repair exterior fixtures and projections such as:
 - Fire escapes
 - Awnings
 - Stairways
 - Porches
 - Signs
 - Exhaust ducts
 - All exposed metal or wood surfaces must be anchored, weather-treated, and protected from decay or rust.
- 5. Site & Accessory Structure Cleanup**
- Ensure steps, walkways, and sidewalk areas are safe for pedestrian travel.
 - Stabilize or remove unsafe garages, sheds, fences, and similar structures
- 6. Sanitation & Hazard Removal**
- Remove hazardous materials that may impact public health or safety.
 - Maintain interior surfaces free of loose plaster, falling finishes, and trip hazards.
- 7. Final Cleaning**
- The contractor is to clean the property and have all floors broom-swept before final walkthrough.

Section 6: Proposal Requirements

- I. All proposals shall be organized in the following manner:
- a. Contact Information.
 - i. Name, address, phone number of the firm.
 - ii. Name, phone number, and email address of the firm's representative.
 - b. Description of Proposed Services and Specifications.
 - i. Information on any variations or additions to scope is recommended.
 - ii. **Be detailed and break down costs by specific tasks included in the scope of work.**
 - c. 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 7: Contractor Requirements

- Contractors must be registered with the City of Cincinnati before performing work or requesting permits.
- All work must comply with:
 - Cincinnati Building Code
 - VBML Standards §1101-79.4





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. 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. Hamilton County Land Reutilization Corporation, the Port of Greater Cincinnati
 - ii. Development Authority (Management Company for the HCLRC) and any other persons or entities required by contract are to be additional insureds under ISO
 - iii. Additional Insured Endorsement CG 2010 11 85 or equivalent (attached hereto).
 - iv. Additional insured status must include ongoing operations as well as completed operations and work.
 - v. Additional Insured status must be on a primary and non-contributory basis. Endorsement CG 2001 or equivalent (attached hereto).
 - vi. 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 (suggested wording attached hereto). 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.
- III. Liability Waiver
 - a. Contractors and their sub-contractors are required to sign and date a "General Liability Waiver" to access and tour any properties. Signed waivers can be scanned and emailed to the contact information in section 4 or delivered to the on-site 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.
- IV. Lien Waivers
 - a. Signed and notarized lien waivers are required from contractors and all subcontractors when submitting biweekly invoices.

