

- SCOPE OF WORK:** Remodeling of the existing single family house, site and garage work, in accordance with the Construction Documents. The Contractor shall provide all labor, materials, supervision, permits, equipment, tools, rentals, temporary utilities and all other services, supplies and documentation as necessary for a complete and finished job.
- CONSTRUCTION DOCUMENTS:** The Construction Documents shall consist of the; (a) Rehab Construction Bid Form (b) Project General Conditions & Requirements (c) Scope of Work & Plans (d) Addenda & Change Orders (if any) (e) GMHC Remodeling Contract (f) Contractor's Schedule (g) Notice To Proceed (h) Sworn Construction Statement
- COMPLETE & FINISHED JOB:** The house, site and garage shall be ready for sale and occupancy at the end of the project, with all work finished and complete. The finished Work shall include all items in the plans and specifications, (subject to any approved change orders), whether or not any particular work item was included in the; Contractor's bid amount, sworn construction statement, or any agreement between the Contractor and a subcontractor or supplier.
- CODES & REGULATIONS:** All Work shall conform to the most recent versions of all applicable US Federal, Minnesota State, Hennepin County, and Minneapolis City regulations (codes, laws, statutes, ordinances, rules, etc) including, but not limited to the; 2006 International Residential Code, MN State Building and Energy Codes, the Minneapolis Housing Maintenance Code and the Minneapolis Building Inspections Dept.
- PERMITS, INSPECTIONS & LICENSES:** The Contractor, and subcontractors as applicable, shall obtain all required permits and inspections. Submit proof of closed permits either in the form of the inspector's signature on the permit card or tag, or permits shall be shown as closed on the Inspection Permits Details page of the City of Minneapolis Property Information website for the project address. Contractor and subcontractors as applicable shall be in conformance with the applicable MN State and Minneapolis contractor licensing requirements. Upon receiving any officially stamped and signed set of Plans and Specifications, submit a copy to the Owner. Submit the permit card to the Owner after all permits closed.
- NOTICE TO PROCEED:** The Notice to Proceed shall be issued only after the following documents are received and approved by the Owner; a) Certificate of Insurance. b) Non-Collusion Affidavit. No work shall begin prior to the date the Notice to Proceed and obtaining the proper building permits.
- PRE-CONSTRUCTION MEETING:** A Pre-Construction Meeting shall be held on site with the Contractor's site supervisor and the major subcontractors (HVAC, plumbing, electrical, insulation, etc).
 - Prior to construction the contractor shall complete the Minneapolis Department of Civil Rights Pre-Construction Booklet and schedule a pre-construction meeting with Leslie A. Woyee, the Compliance Officer, who will review the Pre-Construction Booklet and approve it. The contractor shall also follow the monthly reporting requirements.
- PAYMENT REQUESTS;** See attached Construction Draw Procedures sheet.
- ERRORS, OMISSION & DISCREPANCIES:** Any errors, omission, discrepancies or conflicts in or between the; specifications, plans, field conditions, codes and regulations shall be reported to the Owner for clarification, immediately upon discovery. The higher standard shall prevail.
- COMPLETION TIME:** All work shall be completed within the days allotted in the contract starting on the date of the Notice to Proceed. Work not completed within the allotted period shall be subject to liquidated damages per the Construction Contract. Except weather related work not completed shall be escrowed at two times the cost of that work.
- SUBMITTALS:** The Contractor shall submit the following completed, signed and dated documents to the Owner:
 - A. With Bid - Non-Collusion Affidavit, State License, Instruction to Bidders, Substitutions or Equals on separate sheet.
 - B. Prior to Starting Work – Construction Contract, Certificate of Insurance, Contractor's Schedule.
 - C. Manufacturer's cut sheets, literature and samples sufficient for Owner to evaluate substitutions and/or equals, and when colors, styles and models where not specified in Scope of Work.
- CONSTRUCTION MANAGER (CM):** The Owner, Greater Metropolitan Housing Corp (GMHC), shall be represented by; Bill Buelow. All correspondence, documents, submittals and questions, shall be directed to him at;
 - The Greater Metropolitan Housing Corporation (GMHC)
 - attn: Bill Buelow
 - 15 South Fifth Street,
 - Minneapolis, MN 55402
 - Email: bbelow@gmhchousing.org
 - Phone: (612) 339-0601 EXT 16
 - Fax: (612) 339-0608

- ❑ **CHANGE ORDERS:** No changes in the Work will be allowed or compensated without a properly approved and Owner signed Change Order, on a GMHC Change Order form. Unapproved changes from the specified products and materials shall not be compensated, and shall be cause for replacement with the specified product. Changes shall be charged at cost of work plus 15% contractor fee. Documentation substantiating pricing must accompany Change Order Form.
- ❑ **QUALITY CONTROL:** Comply with items as follows; (a) Subcontractors & suppliers shall bid from the Owner's original Plans & Specifications, and be familiar with the work of others that may affect their own: (b) Field verify dimensions, sizes and existing conditions, and report any discrepancies upon discovery to the Owner: (c) Deteriorated, missing or substandard framing, where exposed, shall be repaired, reinforced or replaced as necessary: (d) Substrates shall be properly prepared prior to applying finish materials. The installer of a finish material shall take responsibility to assure that the substrate was properly prepared: (e) Cover and protect all finished surfaces (floors, counters, bathtub, etc): (f) Work shall be performed and completed in a 'Workmanlike' manner, defined as the assembly and installation of equipment, products and materials consistent with industry and trade standards and practices in the Metropolitan area.
- ❑ **EQUIPMENT, PRODUCTS & MATERIALS:** Unless noted otherwise, shall be; (a) Supplied and installed. (b) 'In the box' new. (c) Installed plumb, level, smooth and even. (d) In proper working order and ready to use. (e) Installed in strict accordance with the manufacturer's installation instructions. (f) Replaced where defective in operation or appearance. Manufacturers' product and equipment literature shall be saved in good condition and submitted to the Owner at project completion in a folder, including warranties, registration cards, owner's manuals, etc.
- ❑ **SAFETY & SECURITY:** The contractor shall take all necessary precautions and reasonable care to render the entire site safe and free from all reasonable hazards. All work shall be performed in a safe and orderly manner. Any project related injuries shall be reported to the Owner. Secure the house against unintended entry, including locking all exterior doors and windows when unoccupied. Unauthorized persons shall be prohibited from entering.
- ❑ **CONTRACTOR:** All references to the Contractor shall have the same force and effect as referring to the Contractor's employees, subcontractors, suppliers and anyone authorized or assigned by the Contractor.
- ❑ **WARRANTEES:** Warranty time periods shall start per the date of the owner approval of the final draw request. The Contractor shall repair or replace all defective work in a timely manner and at no cost to the owner including labor and materials per MN State Statutes 327A, as follows; (a) All work for one year. (b) Plumbing, HVAC and Electrical work for two years. (c) Structural work for ten years. Roofing and gutter work including labor and material shall be warranted separately against leakage for six years. Manufacturer's product and material warranty periods, when beyond the Statute period, shall also apply.
- ❑ **SELECTIONS, SUBSTITUTIONS & EQUALS:** Where products and materials with a choice of models, colors, styles, patterns, etc. are not specified, submit samples and manufacturer's literature in a timely manner as necessary for the Owner to make selections. Only the specified products (manufacturers, models, styles) shall be installed. Products and materials installed other than specified or approved by the owner shall be cause for replacement with the correct product at the contractor's expense. The Contractor shall notify the Owner in a timely manner of any specified products that are not readily available or have more than three weeks lead time. Requests for substitutions or equals shall be submitted on a separate sheet at time of bid submittal, and accompanied by samples and manufacturer's information sufficient to make comparisons. No substitutions allowed without Owner approval. Substitutions and equals that save costs will be allowed, but the Owner shall be informed and must approve prior to installation.
- ❑ **PUNCH LIST:** The Owner shall walk-through periodically and after final clean-up. Items not in accordance with the Scope and Plans shall be corrected to the satisfaction of the Owner, and prior to final payment.
- ❑ **UTILITIES & TEMPORARY SERVICES:** The Owner shall pay for connection and usage charges of existing gas, water and electric utility services. The Contractor shall be responsible to schedule (in a timely manner) and arrange for all work necessary by the utility companies. Conserve and minimize the use of gas for heating, including the setback of interior temperature to 55°F each evening and whenever house is not occupied, except as necessary to dry-out 'wet' materials. When required, the Contractor shall provide labor and equipment for temporary heat, water, toilet, phone and removal of snow, water and ice as necessary. Costs for these temporary services shall be included in the base bid.
- ❑ **ADJACENT PROPERTY:** Any damages to adjacent private or public properties shall be repaired at the Contractor's expense and in a timely manner. Give neighbors prior notice and receive owner's permission for any work requiring access to their property. Clean-up any construction debris on adjacent private or public property daily.
- ❑ **PATCHING:** Subcontractors shall inform the Contractor of the need and extent of patching necessary for the proper execution of their work. The Contractor shall have final responsibility for patching as necessary to match adjacent surfaces and finishes. All patching and infill shall match the adjacent existing surface in color, texture and plane.
- ❑ **TRUTH-IN-HOUSING (TIH):** All items noted as Repair & Repair (R&R) on the attached existing Truth-In-Housing Report shall be corrected to close out that Report. A final TIH inspection shall be conducted at the project completion and report issued, any R&R items on that final report shall also be corrected.