

**GALILEE COMMUNITY DEVELOPMENT CORPORATION
GENERAL SPECIFICATIONS
(THESE SPECIFICATIONS DO NOT APPLY TO THE HELPING HANDS PROGRAM)**

REHAB/REMODEL WORK WRITE-UP SPECIFICATIONS GENERAL REQUIREMENTS

September 27, 2012

THIS SET OF SPECIFICATIONS WILL BE REFERRED TO ON ALL GALILEE COMMUNITY DEVELOPMENT CORPORATION (GCDC) HOME REHABILITATION PROJECTS.

IF ANY QUESTIONS ARISE CONCERNING ANY PORTION OF THE WORK WRITE UP SPECIFICATIONS, IT IS THE CONTRACTORS RESPONSIBILITY TO CONTACT THE GCDC OFFICE. QUESTIONS SHOULD BE DIRECTED TO THE SUPERVISORY STAFF OF GCDC AND THEIR DECISION WILL BE FINAL.

SCOPE OF WORK:

The scope of work includes all labor, materials, equipment, services and related work as shown on the drawings and specified herein for the rehab/remodel of GCDC Projects. **ALL MEASUREMENTS ON DRAWINGS AND IN THE SCOPE OF WORK ARE APPROXIMATIONS. THE CONTRACTOR IS RESPONSIBLE FOR HIS/HER OWN MEASUREMENTS IN ALL SITUATIONS.**

TIME LINE:

The contractor has a limited number of days to complete the entire scope of work outlined for rehab/remodel projects. The number of days will be listed in the Specific Project Specifications and in the Work Contract. A written extension may be granted, if reasonable cause is presented by the Contractor, to and found by GCDC to be of Just Cause. If the Contractor fails to complete the Scope of Work within the Contract time, this will cause the home owner and Galilee CDC to incur substantial economic damages and losses of types and in amounts which are impossible to compute and ascertain with certainty as a basis for recovery. As a fair and reasonable estimate, liquidated damages may be assessed and recovered by Galilee CDC in the amount of One Hundred Dollars (\$100) for each day that substantial completion is delayed beyond the contract date.

CONSTRUCTION STANDARDS:

The construction shall meet work write-up specifications, all City and State Codes, Section 8 Housing Quality Standards, and the Model Energy Code. In instances where a discrepancy exists between the project specifications and City or State codes, the more stringent of the provisions shall take precedence.

WORK PERFORMANCE:

A. Labor Quality: All labor furnished by contractors or subcontractors must be performed by trained, skilled, competent craftsmen, and must be licensed when required. The homeowner and Galilee CDC reserve the right to have personnel who are not performing their services in an acceptable manner removed from the job site. All labor performed must meet minimum acceptable quality standards and will be subject to inspections and approval by GCDC prior to final disbursement of funds in Escrow.

B. Materials Quality: The Contractor must arrange materials, cartage, equipment, etc., which are necessary for the satisfactory execution of the Contract.

C. The materials used and installed must be new and of the best quality as specified. These Performance Standards are not intended to exclude any products or materials of equal or greater merit than those specified in the write-up. Trade names used herein are for the purpose of establishing the quality desired. All materials furnished and/or installed are subject to inspection and approval by GCDC prior to final disbursement of funds held in Escrow.

D. The Contractor must have a satisfactory work history with the City and Galilee CDC. Contractor must act in a professional manner and be contentious, litigious, or generally difficult while dealing with customers, City employees and/or Galilee CDC staff. The first instance of such unacceptable behavior will result in the Contractor being asked to leave the area. The complainant will document, in a written report, to the Executive Director, Galilee CDC with details explaining their action.

The second instance will result in the matter being brought to the Galilee CDC board of directors for review and possible exclusion from bidding on future Galilee CDC projects. Contractors that score below 7 on the post construction customer satisfaction survey may be placed on probation or restricted from bidding on future projects.

PAYMENT :

- A. Partial payment (draws) may be made to the Contractor on rehab/remodel projects upon completion of Phases as listed in the *Construction Contract with Independent Contractor or as specified in the Specific Scope of Work*.
- B. The Contractor will ensure all invoices are complete, accurate and the work has been completed to a high quality standard.
- C. If the Contractor abandons the project or is terminated from the project for noncompliance or substandard work, the Contractor will only be paid for the Scope of Work items that were successfully completed prior to the termination.

WARRANTIES :

Contractor shall provide a 1 year workmanship warranty for Rehab/Remodel construction at no additional charge.

The warranties commence at completion date of the project. The contractor shall warrant the roof against faulty materials or workmanship for a period of three years.

A copy of all manufactures warranties on heaters, water heaters, air conditioners, cabinets or other similar materials used will be provided to GCDC.

CONTRACTOR REGISTRATION:

Contractors who participate in the GCDC building program must be a registered contractor with the City of San Angelo, TX, if work is done within the City limits and if the City's Permits Department requires that contractors in that trade to be registered. The builder's registration number must be provided prior to any draws being approved. The Contractor is responsible for keeping current all other governmental required certifications and licenses during the work on the project.

Contractors will sign certificates of Debarment and Suspension, W-9 and GCDC Contract with Independent Sub-Contractor.

LIABILITY INSURANCE:

Contractor will be responsible for all required insurance for their trade and employees. If the Contractor is serving as a General Contractor for a project, the Contractor must obtain Builder's Risk insurance for at least the amount of the contract, and Galilee CDC will be listed as additionally insured. Proof of insurance is required before construction begins.

LIABILITY DAMAGES:

All materials including but not limited to cabinets, counter tops, vanities, carpet and floor tile must be ordered with enough time to prevent any delays in the project. Any request for a delay in a project must be submitted in writing with a complete explanation of the reason for the delay. Damage caused during construction work will be repaired by contractor. Additional money will not be provided.

SUBSTITUTES AND AMENDMENTS:

The following established procedure for requesting changes shall be followed for any substitution of materials or deviation from the project as outlined in the plans and specifications:

- (1) Contractor must provide a written request which includes the reason for the request.
- (2) A product specifications sheet must be submitted to GCDC for a written "Change Order" prior to the change being implemented. The GCDC Executive Director or the GCDC Construction Supervisor can approve the change order.
- (3) "Change Order" related work will not begin until written approval from the Executive Director or Construction Supervisor is received by the Contractor. If the Contractor engages in work relating to the "Change Order" before formal approval is given, the Contractor will not be reimbursed for the extra expenses.

SITE MAINTENANCE:

The site shall be cleaned daily and all trash shall be removed by 5:00 pm. on Fridays. The contractor is responsible for site security.

Contractor is responsible for ensuring all materials are disposed of in a "CODE LEGAL DUMP" and that no damage is caused to adjacent properties. Contractor is responsible for clean up at the end of the day.

LEAD BASED PAINT:

If the rehabilitation of the home meets the EPA's lead based paint (LBP) renovation, repair and painting program requirements, the Contractor is required to be a Lead Based Paint Certified Firm and is responsible for employing "Lead Safe Work practices" and provide applicable protection of the property residents (if they remain in the house during renovation.) A certified LBP Renovation Firm or Lead Hazard Assessor will make the LBP determination before bids are accepted for the project.

Prior to completion of the project, the Contractor will arrange a clearance inspection with GCDC. The LBP inspection will include adequately cleaning of dust, debris or other residue left behind. The area will be re-cleaned until the dust clearance samples are below the applicable clearance standards.

If additional LBP inspection criteria are required for the project, they will be noted in the Specific Specifications for the project.

PERMITS:

Contractor is responsible for obtaining all necessary PERMITS.

OWNER'S CHOICE:

OWNER'S CHOICE items will be selected by the homeowner, i.e. paint color, roof color, countertops, and approved by the GCDC Staff prior to the beginning of the project.

MODIFICATIONS AND ADDITIONAL SPECIFICATIONS FOR EACH INDIVIDUAL PROJECT WILL BE PROVIDED IN THE GCDC PROJECT SPECIFIC CONSTRUCTION SHEET. OCCASSIONALLY, PROJECT FUNDERS WILL HAVE ADDITIONAL REQUIREMENTS WHICH WILL BE INCORPORATED AND ATTACHED INTO THE PROJECT SPECIFICATIONS.