

HAMPTON REGIONAL HOUSING REHABILITATION PROGRAM

Serving Hampton, Brooklyn, Chaplin, Eastford, Pomfret and Scotland

Town Office, 164 Main Street, Post Office Box 143

Hampton, Connecticut 06247

Telephone: 860 455 9132, ext. 8

Facsimile: 860 455 0517

CONTRACTOR PARTICIPATION REQUIREMENTS

Minimum requirements for contractors include:

1. Current home improvement contractor and/or other trade licenses.
2. Worker's Compensation Insurance (including sole proprietors acting as general contractor)
3. Property and liability insurance - Public Liability and Property Damage not less than \$500,00 for injuries, including accidental death to each person, and subject to the same limit for each person in an amount not less than \$1,000,000 on account of each accident and Property Damage Insurance in an amount not less than \$250,000 per accident and \$500,000 aggregate. *(Additional types of insurance coverage may be required for certain types of jobs. These will be identified and required on a job-specific basis.)*
4. Contractor must not be debarred from participating in state or federally-funded contracts.
5. Contractor must demonstrate experience in the appropriate trades.
6. EPA RRP Training and Company Registration (for homes built before 1978)

Additional requirements for projects involving lead-based paint remediation:

7. Environmental Pollution Liability Insurance - in an amount not less than \$1,000,000 on account of each incident and \$2,000,000 in the aggregate. *(Required for most contracts, with some exceptions.)*
8. EPA Training Certificate, notice of completion (certificate) of Lead Safe Work Practices training and/or lead abatement license. *(Required for most contracts, with some exceptions.)*

Contractors must fill out a registration form listing references and licenses and submit a certificate of insurance prior to receiving a contract award. The Program will check references. Once contractors have been registered with the program, they will receive notice of projects when they go out to bid. Property owners wishing to use a contractor not on the Program's contractor list may do so, provided the contractor registers with the program and meets the requirements listed above.

The Program may place a limit on the number of projects, or the size and complexity of a specific project, that a contractor may be awarded at a given point in time if, in the judgment of Program staff, the contractor's existing workload, contract commitments and/or capacity may adversely affect its performance ability on additional contracts.

If a participating contractor's timely performance, adherence to contract terms and conditions and/or quality of work is unsatisfactory in the opinion of the Rehabilitation Specialist, the Program will issue a written notice to the contractor specifying the nature of the problem(s). This notice shall serve as a warning. If the problems then are not resolved, based upon the opinion of the Rehab Specialist, the contractor may be prohibited from working in the Program. (Contractors may appeal such a decision by following the Program's established grievance procedures.)

Contractor Bidding Process

1. A detailed work write-up and specifications will be prepared by the program's Rehabilitation Specialist and will be approved by the property owner prior to initiating the bidding process.
2. Once the work plan has been approved by the property owner, an Invitation to Bid will be sent to contractors who have registered with the Program and are appropriate for the job. With some exceptions, the Program solicits bids from general contractors, rather than for multiple contracts with particular trades.
3. The Rehabilitation Specialist will conduct a pre-bid meeting at the project site for prospective bidders. If indicated in the Bid Instructions, only contractors present at the pre-bid meeting will be allowed to submit a bid on the project.
4. All bids are due at a prescribed time and place. The bids will be evaluated by the Rehabilitation Specialist and the property owner. The Town will base its funding on the lowest responsible bid of a qualified contractor. The owners may select any bidder provided they pay the price differential between the low bid price and the selected bid price.
5. The Town reserves the right to reject any and all bids or estimates of contractors and so waive any irregularities or items if it is in the Town's best interest to do so.

Construction Phase

1. A pre-construction conference will be held prior to or at contract signing to review the work and terms of the contract.
2. Owners and/or contractors must take out all required permits prior to initiation of construction. The cost of the permits is to be included within the bid price. The Building Inspector will be notified of project approval to ensure that the proper permits and inspections are secured by the contractors.
3. Periodic inspections will be conducted by the Rehabilitation Specialist during construction. As part of the above process, all contractors' invoices will be checked against the actual work done before any payments are made. Payments will be made by the Town in the form of two-party checks issued to the contractor and owner. The owner's signature on payments will serve as approval of the work completed.
4. If Change Orders are necessary, they must be approved by the owner and program staff prior to the change in work scope being executed.
5. At the completion of the job, a final inspection will be performed by the Rehabilitation Specialist and property owner.
6. If any deficiencies are found during the final inspection, a punch list will be prepared by the Rehabilitation Specialist.
7. A 10% retainage is held by the program until all contract obligations are fulfilled, including submission of final paperwork.
8. The Contractor must guarantee the work for a minimum of one (1) year following project completion and provide the owner with product warranties and a release of liens.

If you have questions about the program, contact us during our office hours: Thursday 10:00AM – 4:00PM or leave a message on the answering machine.

The Town of Hampton encourages participation by Section 3, Small, disadvantaged-, minority- and/or woman-owned business enterprises. Hampton is an Equal Opportunity/Affirmative Action Employer.