

# **REQUEST FOR PROPOSALS**

**FOR**

## **Housing Rehabilitation Emergency Replacement Program Consultant Services**

**Release Date: August 6, 2019**

**RFP Submission Due Date: August 27, 2019 @ 3:00 PM**

**BID# 6718 RFP**



## **I. BACKGROUND**

The Town of West Hartford is soliciting proposals for consultant services for the Town of West Hartford Housing Rehabilitation Program's (Program) emergency replacement activities, non-lead, asbestos removal, handicapped barrier improvements, home security and energy improvements. The Program, funded through a federal Community Development Block Grant and administered by the Social Services Department, provides funding for the replacement of roofs, boilers, furnaces and other items necessary to ensure the continued habitability and safety of the property in emergency situations. Emergency replacements are intended to deal with the failure of systems which occur in a sudden and/or unexpected manner and which, if not addressed, would render the unit uninhabitable.

## **II. SCOPE OF SERVICES**

The Consultant will be expected to provide the following services:

1. Perform an initial inspection of each property with the homeowner to determine the extent of work necessary to eliminate the emergency condition and allow continued occupancy of the property.
2. Prepare detailed specifications, itemized cost estimates, and working drawings as necessary within 24 hours of the initial inspection or as otherwise required by the Town. The specifications and drawings will be used as part of a bid and contract package. The specification shall comply with all applicable Town building and property maintenance codes.
3. Conduct a contractor walk-through to discuss work required, answer questions and revise scope as necessary. A list of contractors to be notified regarding participation in bid-walks will be maintained by the consultant. Each homeowner has the right to request specific contractors be notified for their particular project.
4. Provide technical assistance to the Program including review of the submitted bids and review of any proposed change orders.
5. The Consultant must be available to provide such services to the Program, contractors and homeowners during the working hours of 8:30 a. m. to 4:30 p.m., Monday through Friday.
6. The term of this contract shall be for a period of two (2) years from the date of award. Upon mutual consent of the Town and awarded consultant, this contract may be extended for an additional two (2) years at the same prices, terms and conditions.

## **III. TOWN RESOURCES**

The Town of West Hartford will provide the following services at no cost to the Design Consultant:

1. Procedural direction, including program description and administrative procedures. Financial management regarding program applicants and contractor payments.
2. Consultation regarding local code compliance with the Town Building Department.

#### **IV. INSURANCE**

See attached insurance requirements.

#### **V. DIRECTIONS FOR WRITTEN SUBMITTAL**

The Consultant shall submit one original and (4) copies of the proposal to:

Peter Privitera  
Director of Financial Services/Purchasing Agent  
Town of West Hartford  
Purchasing Division  
50 South Main Street  
West Hartford, CT 06107

Proposals are due no later than 3:00 PM on Tuesday, August 27, 2019. Proposals received after that time may not be accepted. The Purchasing Agent reserves the right to determine if any proposal will be rejected for any reason he feels is in the best interest of the Town of West Hartford.

Proposals shall consist of the following:

1. A transmittal letter signed by the Consultant or appropriate officer of the firm offering the proposal and certifying that the proposal and cost projection will remain in effect for 60 days after the due date.
2. Consultant shall include with their proposal a resume and/or statement of qualifications which outlines and demonstrates their experience and qualification to perform the scope of work. This should include a list of similar projects or assignments with contact information.
3. A completed Fee Proposal for Design Consultant Services: Housing Rehabilitation Program—Emergency Replacements (enclosed).

#### **VI. INQUIRIES**

All questions regarding the RFP should be directed to Peter Privitera by email only at Peter.Privitera@WestHartfordCT.gov. Questions will be received until Monday, August 19, 2019 by 3:00 PM. Responses to all questions will be released shortly thereafter.

This Request for Proposal and any addendum for the Request for Proposal shall be issued on the Town web page:

[https://www.westhartfordct.gov/gov/departments/purchasing/bid\\_list.asp](https://www.westhartfordct.gov/gov/departments/purchasing/bid_list.asp)

It shall be the responsibility of all interested firms to check the website for addenda prior to submitting a response to this Request for Proposal. No addendum shall be issued less than two (2) calendar days before the due date unless it is to postpone the due date.

## **VII. LIVING WAGE ORDINANCE**

This RFP is subject to the provisions of the Town of West Hartford Living Wage Ordinance. A summary description of the ordinance and the certification form is attached. Firms are asked to indicate on the attached Certification Form if your firm would be considered a covered employer. The Certification Form shall be returned to the Town with the proposal.

## **VIII. EVALUATION**

Responsibility for the selection of the consultant lies with the Director of Leisure & Social Services. The factors which will be evaluated include:

1. The experience of the individual or firm and its assigned personnel on similar projects.
2. The consultant's understanding and technical approach to the project.
3. The consultant's fee schedule and the method of payment.
4. The ability of the consultant to perform the work in a timely manner.

The Town reserves the right to invite a short list of responding firms for an interview based upon review of the written submittals. The Town reserves the right to select one consultant for roofs, one for boilers/furnaces, etc., or one to perform all services, whichever it deems to be in its best interest.

## **IX. GENERAL PROVISIONS**

- A. The Town of West Hartford is an equal opportunity employer and requires an affirmative action policy for all of its Contractors and Vendors as a condition of doing business with the Town, as per Federal Order 11246. By submitting a Proposal for this Request for Proposal, all vendors and contractors agree to this condition of doing business with the Town and should the Town choose to audit their compliance, the vendor agrees to cooperate fully.
- B. Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any proposal or proposals submitted by such persons guilty of said misrepresentation or collusion. In the event that the Town enters into a contract with any bidder who is guilty of misrepresentation or collusion and such conduct is discovered after the execution of said contract, the Town may cancel said contract without incurring liability, penalty or damages.
- C. All deliveries of commodities or services hereunder shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut. Purchases made by the Town of West Hartford are exempt from payment of Federal Excise Taxes and the Connecticut Sales Tax and such taxes must not be included in bid prices. Federal Excise Tax exemption certificates, if requested, will be furnished.
- D. The Town reserves the right to reject any and all proposals and to waive any informalities or technical defects in any proposal or discontinue this process at any time. Non selection of any proposal will mean that another acceptable proposal was deemed to be more advantageous to the Town of West Hartford or that no proposal was accepted.

- E. The Town will not be liable for any costs incurred in the preparation of the response for this Request for Proposal. All proposal submissions and materials become property of the Town and will not be returned. Respondents to this RFP are hereby notified that all proposals submitted and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information Act after a contract(s) has been awarded.

**Indemnification and Insurance Exhibit  
Professional Consultant/Consultant/Contractor Services  
Housing Rehabilitation/Emergency Replacement Program**

For purpose of this Exhibit, the term "Consultant/Consultant/Contractor" shall also include their respective officers, agents, representatives, employees, and Consultant/Contractors of any tier; and the term "Town of West Hartford and West Hartford Board of Education" (hereinafter called the "Town") shall include their respective boards, commissions, officers, officials, employees, agents, representatives, and volunteers. Should the Consultant employ the services of sub-Consultants, it shall be the Consultants' obligation to provide proof to the Town that each sub-Consultant has satisfied the requirements of this exhibit.

**I. INDEMNIFICATION**

- A. To the fullest extent permitted by law, the Consultant/Contractor shall release, defend, indemnify, and hold harmless the Town of West Hartford, West Hartford Board of Education, and their respective boards, commissions, officers, officials, employees, agents, representatives and volunteers from any and all liabilities resulting from suits, claims, losses, damages, costs (including without limitation reasonable attorneys' fees), compensation, penalties, fines, liabilities or judgments of any name or nature for bodily injury, sickness, disease, or death; and/or damage to or destruction of real and/or personal property; and/or financial losses (including, without limitation, those caused by loss of use) sustained by any person or concern, including officers, employees, agents, Consultant/Contractors of any tier, or volunteers of the Town of West Hartford and West Hartford Board of Education, or the Consultant/Contractor, or by the public, caused in whole or in part by any and all negligent or intentional acts, errors or omissions of the Consultant/Contractor, its officers, agents, Consultant/Contractors of any tier, or anyone directly or indirectly employed by them arising from or related to the performance of this Contract.
- B. To the fullest extent permitted by law, the Consultant/Contractor shall release, defend, indemnify, and hold harmless the Town of West Hartford, West Hartford Board of Education, and their respective boards, commissions, officers, officials, employees, agents, representatives and volunteers from any and all suits, claims, damages, costs, (including without limitation reasonable attorneys' fees), compensation, penalties, fines, liabilities or judgments that may arise out of the failure of the Consultant/Contractor, its officers, agents, Consultant/Contractors of any tier, or anyone directly or indirectly employed by them to comply with any laws, statutes, ordinances, building codes, and rules and regulations of the United States of America, the State of Connecticut, the Town of West Hartford, or their respective agencies.
- C. To the fullest extent permitted by law, the Consultant/Contractor agrees to defend, indemnify and hold harmless Town of West Hartford, West Hartford Board of Education, and their respective boards, commissions, officers, officials, employees, agents, representatives and volunteers from any and all suits, claims, losses, damages, costs (including, without limitation, reasonable attorney's fees), compensations, penalties, fines, liabilities or judgments, on account of or in connection with any death of person or injury, loss or damage to any person, property, or to the environment, arising out of the activity of the type contemplated by this Contract, whether or not said activity complies strictly with the requirements of this Contract and, arises out of or in connection with;
  - a. the violation or breach, by any employee or person acting on behalf of the Consultant/Contractor of any federal, state, or local environmental statute, rule, regulation, ordinance, or other law or any provision or requirement of the Contract dealing with hazardous substances or protection of the environment; or
  - b. the release or discharge, onto any public or private property, of any hazardous substances, regardless of the source of such hazardous substances, by any employee or person acting on behalf of the Consultant/Contractor; or
  - c. the subsequent storage, processing or other handling of such hazardous substances by any person or entity after they have been removed by the Consultant/Contractor or persons acting on the Consultant/Contractor's behalf.
- D. This duty to indemnify shall not be constrained or affected by the Consultant/Contractor's insurance coverage or limits, or any other portion of the Contract relating to insurance requirements. It's agreed that the Consultant/Contractor's responsibilities and obligations to indemnify shall survive the completion, expiration, suspension or termination of the Contract.

## II. INSURANCE

### A. Insurance Requirements

1. The Consultant/Contractor shall obtain and maintain at its own cost and expense all the insurance described below continuously for the duration of the Contract, including any and all extensions, except as defined otherwise in this Exhibit.
2. Consultant/Contractor's policies shall be written by insurance companies authorized to do business in the State of Connecticut, with a Best's rating of no less than A:VII, or otherwise approved by the Town.
3. **All policies (with the exception of Worker's Compensation and Professional Liability) shall be endorsed to include the Town of West Hartford, West Hartford Board of Education, and their respective boards, commissions, officers, officials, employees, agents, representatives, and volunteers as an Additional Insured.** The coverage shall include, but not be limited to, investigation, defense, settlement, judgment or payment of any legal liability. Blanket Additional Insured Endorsements are acceptable. Any Insured vs. Insured language shall be amended to eliminate any conflicts or coverage restrictions between the respective Insureds.
4. When the Town or the Consultant/Contractor is damaged by failure of the Consultant/Contractor to purchase or maintain insurance required under this Exhibit, the Consultant/Contractor shall bear all reasonable costs including, but not limited to, attorney's fees and costs of litigation properly attributable thereto.

### B. Required Insurance Coverages:

1. **Commercial General Liability:** \$1,000,000 each occurrence / \$2,000,000 aggregate for premises/operations, products/ completed operations, contractual liability, independent Consultant/Contractors, personal injury and broad form property damage. Consultant/Contractor shall continue to provide products/ completed operations coverage for two (2) years after completion of the work to be performed under this Contract.
2. **Automobile Liability and Physical Damage Coverage:** \$1,000,000 each accident for any auto, including uninsured/underinsured motorist coverage and medical payments. Policy shall include collision and comprehensive physical damage coverage.
3. **Umbrella Liability:** \$2,000,000 each occurrence / \$4,000,000 aggregate, following form.
4. **Professional Liability (claims-made):** \$1,000,000 each claim / \$2,000,000 aggregate. Retroactive date under the policy shall precede the effective date of this Contract. The Consultant/Contractor shall maintain continuous coverage or obtain an extended reporting period in which to report claims for three (3) years after completion of the work to be performed under this Contract.
5. **Valuable Papers and Records Coverage.** \$50,000 limit to reestablish, recreate or restore any and all records, papers, maps, statistics, survey notes and other data, if made unavailable by fire, theft, flood, or any other cause, regardless of the physical location of these insured items.
6. **Workers' Compensation and Employer's Liability:** Statutory coverage in compliance with the Workers' Compensation laws of the State of Connecticut. Policy shall include Employer's Liability with minimum limits of \$1,000,000 each accident, \$1,000,000 disease/policy limit, \$1,000,000 disease/each employee.

The Consultant/Contractor represents that they are currently in compliance with all requirements of the State of Connecticut Workers' Compensation Act and that it shall remain in compliance for the duration of the Contract. The Consultant/Contractor agrees that Workers' Compensation is their sole remedy and shall indemnify and hold harmless the Town from all suits, claims, and actions arising from personal injuries to the Consultant/Contractor, however caused. This indemnity shall not be affected by a lapse of Workers' Compensation coverage and/or if the Consultant/Contractor failed, neglected, refused or is unable to obtain Workers' Compensation insurance.

7. **Personal Property:** All personal property of the Consultant/Contractor are the sole risk of the Consultant/Contractor. The Consultant/Contractor agrees to indemnify, defend and hold harmless the Town from any and all losses or damages, however caused, to any and all personal property belonging to the Consultant/Contractor.

### C. Additional Terms

1. **Minimum Scope and Limits:** The Consultant/Contractor's insurance shall meet the scope and limits of insurance specified in this Exhibit, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage is greater. The limits of insurance stated herein for each type of insurance are minimum limits only. If the Consultant/Contractor's policy provides greater limits, then the Town shall be entitled to the full limits of such policy and this Exhibit shall be deemed to require such full limits.

Acceptance by the Town of insurance submitted by the Consultant/Contractor does not relieve or decrease in any manner the liability of the Consultant/Contractor arising out of or in connection with this Contract. The Consultant/Contractor is responsible for any losses, claims and costs of any kind which exceed the Consultant/Contractor's limits of liability, or which may be outside the coverage scope of the policies, or a result of non-compliance with any laws including, but not limited to, environmental laws. The requirements herein are not intended, and shall not be construed to limit or eliminate the liability of the Consultant/Contractor that arises from the Contract.

2. **Certificates of Insurance:** The Consultant/Contractor shall provide certificates of insurance, policy endorsements, declaration page(s) or provisions acceptable to the Town confirming compliance with this Exhibit and thereafter upon renewal or replacement of each required policy of insurance. Upon request, the Consultant/Contractor agrees to furnish complete copies of the required policies.
3. **SubConsultant/Contractors:** Consultant/Contractor shall cause all Consultant/Contractors of any tier, acting on its behalf, to comply with this Exhibit. The Consultant/Contractor shall either include its Consultant/Contractors as an Insured under its insurance policies or furnish separate certificates of insurance and endorsements for each subConsultant/Contractor.
4. **Premiums, Deductibles and Other Liabilities:** Any and all related costs, including but not limited to, deductibles, retentions, losses, claim expenses, premiums, taxes, and audit charges earned are the sole responsibility of the Consultant/Contractor.
5. **Occurrence Form, Primary and Non-Contributory:** All required insurance coverage shall be written on an occurrence basis, except as defined otherwise in this Exhibit. All policies (including primary, excess and/or umbrella) shall be primary and non-contributory with respect to any other insurance or self-insurance maintained by or available to the Town.
6. **Claims-made Form:** Insurance coverage written on a claims-made basis shall have a retroactive date that precedes the effective date of this Contract. The Consultant/Contractor shall maintain continuous coverage or obtain an extended reporting period in which to report claims following end of the Contract, for a minimum of two (2) years, except as defined otherwise in this Exhibit.
7. **Waiver of Rights of Recovery:** Both the Consultant/Contractor and Consultant/Contractor's insurers shall waive their rights of recovery or subrogation against the Town.
8. **Claim Reporting:** Any failure of the Consultant/Contractor to comply with the claim reporting provisions of the required insurance policies shall not relieve the Consultant/Contractor of any liability or indemnification in favor of the Town for losses which otherwise would have been covered by said policies.
9. **Cancellation Notice:** Each required insurance policy shall not be suspended, voided, cancelled or reduced except after thirty (30) days prior written notice has been given to the Town, ten (10) days for non-payment of premium.
10. **Compliance:** Failure to comply with any of the indemnification or insurance requirements may be held a willful violation and basis for immediate termination of the Contract



TOWN OF WEST HARTFORD  
Department of Social Services

Phone: 860-561-7562

# Housing Rehabilitation Program FY 2019-2020



The Town of West Hartford's Housing Rehabilitation Program is funded by the U.S. Department of Housing and Urban Development (HUD).

The Town of West Hartford is committed to assuring equal access to programs, activities and services to all individuals. The town will work actively to comply with the requirements of the Americans with Disabilities Act.



<https://www.westhartfordct.gov/housingrehab>

Town of West Hartford  
Housing Rehabilitation Program  
50 South Main Street, Room 204  
West Hartford, CT 06107-2431

## What is the Housing Rehabilitation Grant/ Loan Program?

The purpose of the Housing Rehabilitation Program is to provide financial and technical assistance to eligible West Hartford homeowners.

A financial assistance package includes a combination of grant (10 year term) and low interest loan (lifetime mortgage deed)\*.

Technical assistance is provided to homeowners to reduce lead hazards, correct housing code violations and remove architectural barriers which restrict the mobility and accessibility of handicapped household members. The owner may also obtain funding assistance from Connecticut Housing Investment Fund (CHIF) to improve energy efficiency in the structure.

*\*Lifetime mortgage deed does not require monthly payments. This low interest loan is due and payable in a lump sum upon sale or transfer of any interest in the property.*

NOTE: Should the owner sell or transfer any portion of the property within a 10 year period, the owner(s) will be required to repay all or a portion of the funding.

\* \* \*

Please provide this brochure to someone who may be interested in or eligible for the Housing Rehabilitation Program.

## Are you an owner of residential property in West Hartford?

The Town of West Hartford's Housing Division may be able to assist you in making necessary home repairs.

If you own and occupy your home, and are within the income guidelines listed below, you may be eligible for the Housing Rehabilitation Program.

One of the eligibility criteria is the loan-to-value ratio of the property which will be determined by the Housing Team after the underwriting process has been completed. This may result in ineligibility for the program if the ratio is determined to be excessively high.

### Household Size Income Limit

1	\$52,850
2	\$60,400
3	\$67,950
4	\$75,500
5	\$81,550
6	\$87,600
7	\$93,650
8	\$99,700
9	\$105,750
10	\$111,800

(Income limits effective 04/01/2019)

Based on funding availability, both grants and low interest loans may be obtained by eligible homeowners.

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# Yes, I want to apply for the Town of West Hartford's Housing Rehabilitation Program.

Please provide me with the application packet.

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_

Work Tel. # \_\_\_\_\_ Home Tel. # \_\_\_\_\_

Are you self-employed?  Yes  No Do you live at this property?  Yes  No

How many units are in the property? 1 2 3 4

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received: \_\_\_\_\_ (to be completed by the office)

Please clip and mail this self-addressed form to the Housing Rehabilitation Program office (see reverse side for address)

The Town of West Hartford's Housing Rehabilitation Program is funded through the Federal Department of Housing and Urban Development's (HUD's) Community Development Block Grant (CDBG).

The Housing Rehabilitation Division does not and shall not discriminate on the basis of race, color, religion, creed, gender, sexual orientation, age, nation origin (ancestry), citizenship, disability, marital status or military status, or any of its activities or operations.

These activities include, but are not limited to, hiring and firing of staff, approval or denial of program applications or contractor applications, selection of vendors and provision of services.

We are committed to providing an inclusive and welcoming environment for all members of our staff, program applicants and clients, contractors, subcontractors and vendors.



Building Better Neighborhoods

### Exclusions

- Work covered by insurance
- General remodeling/additions
- Cosmetic improvements
- Work begun prior to approval for participation in the Housing Rehabilitation Program

### Technical and Financial Procedures

Assistance is provided by the Housing Division throughout the project. The following is a list of services the Housing Rehabilitation Program will provide:

- Application assistance
- Underwriting
- Identification of repairs
- Lead Testing and Evaluation
- Product information
- Specifications & Lead Abatement Plan
- Cost estimates
- Competitive bidding
- Contract document preparation
- Progress inspections
- Payment processing
- Assistance with Lead Management Plan

As a result of the issuance of building permits, you may be contacted by the Town's Dept. of Assessment. Staff routinely inspect properties with permitted activity to ensure the accuracy of their records as part of required Grand List procedures. Your property's assessed value may or may not change as a result of an inspection.

### ELIGIBLE REPAIRS

According to federal guidelines, priority is given to repairs which reduce lead-based paint hazards and eliminate health and safety concerns (housing code violations).

Work to improve handicap accessibility and energy conservation are also considered. The following are examples of eligible repairs:

#### Eligible Repairs

- Window and door replacement
- Stairs and porches
- Roofs and chimneys
- Vinyl siding or exterior painting
- Gutters and leaders
- Plumbing and plumbing fixtures
- Furnaces, boilers and hot water heaters
- Wiring and electrical service

#### Hazardous Materials

- Lead Hazard Reduction
- Abatement of asbestos

#### Handicapped Barrier Removal

- Wheelchair ramps
- Widened doorways
- Special plumbing fixtures
- Handrails, stair glides

#### Energy Improvements

- Insulation
- Storm windows and doors
- Replacement windows
- Ventilation system

**FEE PROPOSAL FOR**

**DESIGN CONSULTANT SERVICES**

Name of Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone(s): \_\_\_\_\_

Please supply the names/addresses/phone numbers of three (3) individuals who may be contacted as references:

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Please supply a quote for proposed fee for the services outlined above. The proposal may be for either roofs, or furnace/boilers, or both.

ROOFING, GUTTERS REPLACEMENT & CHIMNEY RE-POINTING		FURNACES/BOILERS/HOT WATER HEATERS REPLACEMENT	
1. Preliminary inspection, specifications and cost estimate:	\$ _____ per spec.	1. Preliminary inspection, specifications and cost estimate:	\$ _____ per spec.
2. 2 <sup>nd</sup> Bid Walkthrough	\$ _____	2. 2 <sup>nd</sup> Bid Walkthrough	\$ _____
3. Final Inspection and report	\$ _____.	3. Final Inspection and report	\$ _____.
WIRING AND ELECTRICAL SERVICES/HOME SECURITY		PLUMBING REPAIRS/ REPACEMENT	
1. Preliminary inspection, specifications and cost estimate:	\$ _____ per spec.	1. Preliminary inspection, specifications and cost estimate	\$ _____ per spec.
2. 2 <sup>nd</sup> Bid Walkthrough	\$ _____	2. 2 <sup>nd</sup> Bid Walkthrough	\$ _____
3. Final Inspection and report	\$ _____.	3. Final Inspection and report	\$ _____.

HANDICAPPED BARRIER IMPROVEMENT		ENERGY IMPROVEMENT	
1. Preliminary inspection, specifications and cost estimate:	\$ _____ per spec.	1. Preliminary inspection, specifications and cost estimate:	\$ _____ per spec.
2. 2 <sup>nd</sup> Bid Walkthrough	\$ _____	2. 2 <sup>nd</sup> Bid Walkthrough	\$ _____
3. Final Inspection and report	\$ _____.	3. Final Inspection and report	\$ _____.
<b>CARPENTRY (PORCHES/STAIRS/HANDRAILING)</b>		<b>PLUMBING REPAIRS/ REPACEMENT</b>	
1. Preliminary inspection, specifications and cost estimate:	\$ _____ per spec.	1. Preliminary inspection, specifications and cost estimate	\$ _____ per spec.
2. 2 <sup>nd</sup> Bid Walkthrough	\$ _____	4. 2 <sup>nd</sup> Bid Walkthrough	\$ _____
3. Final Inspection and report	\$ _____.	5. Final Inspection and report	\$ _____.

INSTALLING VINYL SIDING(NON LEADED ONLY)		INSTALLING DOORS & WINDOWS(NON LEADED ONLY)	
1. Preliminary inspection, specifications and cost estimate:	\$ _____ per spec.	1. Preliminary inspection, specifications and cost estimate:	\$ _____ per spec.
2. 2 <sup>nd</sup> Bid Walkthrough	\$ _____	2. 2 <sup>nd</sup> Bid Walkthrough	\$ _____
3. Final Inspection and report	\$ _____.	3. Final Inspection and report	\$ _____.
<b>PAINTING THE HOUSE OR AREAS (NON LEADED ONLY)</b>		<b>PLASTER &amp; SHEETROCK REPAIR/REPLACE(NON LEADED ONLY)</b>	
1. Preliminary inspection, specifications and cost estimate:	\$ _____ per spec.	1. Preliminary inspection, specifications and cost estimate	\$ _____ per spec.
2. 2 <sup>nd</sup> Bid Walkthrough	\$ _____	6. 2 <sup>nd</sup> Bid Walkthrough	\$ _____
3. Final Inspection and report	\$ _____.	7. Final Inspection and report	\$ _____.
<b>Per hour charge:</b> for additional work beyond Scope of Services detailed herein; i.e., conferences with outside consultants, additional drawings, consultations on emergency projects, etc.	Cost per hour: \$ _____	<b>Per hour charge:</b> for additional work beyond Scope of Services detailed herein; i.e. conferences with outside consultants, additional drawings, consultations on emergency projects, etc.	Cost per hour: \$ _____