

**Request for Proposals Building Stabilization
at 307 Onondaga Ave.**

RFP Date Issued: 10/6/23

Proposals Due: Noon Friday, October 13, 2023

Your bid must be submitted on the itemized proposal sheet. Attach other requested items: references, description of experience and photos of past work, insurance certificates.

Your bid will not be considered unless you currently have the insurance coverage required by the land bank as outlined in this package.

Your bid must be submitted on our bid sheet attached here as page 6 of 6.

Submit your proposal via email to kwright@syracuselandbank.org or in hard copy at the Land Bank Office by noon on 10/13/23

Contractor Qualifications – In addition to filling out the bid sheet, attach the following:

- **Provide three past customers as references**
- **Provide a brief description of your construction experience along with before/after photos of past projects if available**

General Requirements

- Contractor is responsible for obtaining all necessary permits. All building, plumbing, heating and electrical work must be performed in accordance with City of Syracuse and Onondaga County codes and licensing. Work must be done by licensed individuals only. The Contractor will be responsible for the coordination & cost of all permits and inspections.
- Labor, Materials, and Equipment. The Contractor shall provide all labor, materials, and equipment necessary to complete the services to be performed hereunder.
- Quality of Work. All work shall be performed in a good, proper, timely, and workmanlike manner, in accordance with standard industry practices.
- Independent Contractor Status. In performing the services herein specified, the Contractor is acting as an independent contractor.

Manner of Payment

The Land Bank shall be notified to schedule inspections for completion by the contractor. A call for inspection represents that completion of work has been achieved or the project has reached a predetermined milestone for which an inspection is required. The Contractor should allow 5 working days in scheduling the Land Bank for inspection.

Partial payments are available only after a progress inspection conducted by Land Bank staff and are limited to four draws per property. Payment will be issued via bill.com and the Contractor can choose whether to receive a paper check or electronic deposit. Payment will be made net 30 days after passing a progress inspection or final inspection.

Final payment will not be issued until all permits are closed.

Insurance Requirements

a. The Contractor agrees to carry, at the Contractor's expense, the following insurance as will protect against any claim, including without limitation personal injury, death, disease, property damage, loss of use, and/or environmental injury which is made upon or against the Contractor and/or the Land Bank and caused by, or otherwise arising under or related, directly or indirectly, to this Purchase Order or any action to be taken by the Contractor, its employees, agents, contractors, or subcontractors in connection with this Purchase Order. Such insurance shall not be less than the greater of coverage and limits of liability specified herein or coverage and limits required by law:

- i. Commercial General Liability ("CGL") coverage with limits of liability not less than One Million Dollars (\$1,000,000.00) per occurrence and not less than Two Million Dollars (\$2,000,000.00) annual aggregate. If CGL coverage contains a General Aggregate Limit, such General Aggregate Limit shall apply separately to each property at which the Contractor provides services. CGL coverage shall be written on ISO occurrence form GC 00 01 (1093) or a substitute form providing equivalent coverage
- ii. Commercial Liability Umbrella coverage with limits of liability not less than Two Million Dollars (\$2,000,000.00).

General Requirements for Land Bank Contractors

iii. Comprehensive Automobile Liability coverage on owned, hired, leased, or non-owned autos with limits of not less than One Million Dollars (\$1,000,000.00) per accident.

iv. Workers' Compensation and Employers' Liability in form and amounts required by law.

b. The Land Bank shall be named as an additional insured on the policies required by subparagraphs (a) and (b) above. The Contractor shall furnish certificates of insurance to the Land Bank and corresponding policy endorsement setting forth the required coverage hereunder prior to entering the Property or commencing any Work, and such policies shall contain an endorsement requiring the carrier to give at least ten days' prior notice of cancellation to the Land Bank. All insurance required by this Contract shall be primary and non-contributing to any insurance maintained by the Land Bank. The Contractor's policy may not contain any exclusion for NY Labor Law, injury to employees or injury to subcontractors. Subcontractors are required to have an unmodified Commercial General Liability policy without limitation with respect to Employers Liability and injury to Independent Contractors. The Contractor shall ensure that any subcontractors hired carry insurance with the same limits and provisions provided herein. The Contractor agrees to cause each subcontractor to furnish the Land Bank with copies of certificates of insurance and the corresponding policy endorsements setting forth the required coverage hereunder prior to any such Contractor entering the Property or commencing any Work.

c. The Contractor shall ensure that any subcontractors hired carry insurance with the same limits and provisions provided herein. The Contractor agrees to cause each subcontractor to furnish the Land Bank with copies of certificates of insurance and the corresponding policy endorsements setting forth the required coverage hereunder prior to any such Contractor entering the Property or commencing any Work. The Contractor shall require that each contractor and subcontractor maintain insurance coverage in the same amounts and covering the same risks as required of the Contractor herein and naming the Land Bank as additional insured in the same manner as required of the Contractor herein. The Contractor shall keep on file certificates of insurance evidencing compliance with these requirements.

Indemnification by the Contractor. To the fullest extent permitted by applicable law, the Contractor shall indemnify, defend, and hold harmless the Land Bank, and its contractors, officers, directors, servants, agents, representatives, and employees (each, individually, an "Indemnified Party" and, collectively, the "Indemnified Parties"), from and against any and all liabilities, damages, losses, costs, expenses (including, without limitation, any and all reasonable attorneys' fees and disbursements), causes of action, suits, claims, damages, penalties, obligations, demands or judgments of any nature, including, without limitation, for death, personal injury and property damage and claims brought by third parties for personal injury and/or property damage (collectively, "Damages") incurred by any Indemnified Party to the extent caused by (i) any breach of this Purchase Order by the Contractor, its contractors, subcontractors, officers, directors, members, servants, agents, representatives, or employees, or (ii) the malfeasance, misfeasance, nonfeasance, negligence, unlawful act or omission, or intentional misconduct of the Contractor, its subcontractors, officers, directors, members, servants, agents, representatives, or employees, arising out of or in connection with this Purchase Order or the services to be performed hereunder.

Subcontractors

The Land Bank reserves the right to require a complete list of subcontract participants and may reject any subcontractor for reasonable cause. All Agreements between the Contractor and any subcontractor for work on this project must contain the full specification for this project referenced as the specification for that agreement. It is the contractor's responsibility to obtain evidence of Workers Compensation and liability insurance from subcontractors and will be required to furnish such evidence to The Land Bank.

Lead - Specific Laws, Rules, Regulations & Guidelines

The execution of this work shall comply with all applicable federal, state and local laws, rules, regulations and guidelines for lead dust environments, including but not limited to: 29 CFR 1926.62 - Lead Construction Standard; 29 CFR 1910.1200 – Hazard Communication Standard; 40 CFR Part 745 - Lead-Based Paint Poisoning Prevention in Certain Residential Structures (EPA Regulations); 24 CFR Part 35 - HUD's Lead Safe Housing Rule.

Under the rule, beginning April 22, 2010, firms performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities, and kindergartens built before 1978 must be EPA- or state-certified and must use certified renovators who follow specific work practices to prevent lead contamination.

Temporary Facilities and Cleanup

Water, gas, and electric will be the responsibility of the contractor. Once National Grid hooks up power.

All Provisions for waste and recyclable will be made by the contractor for all scopes of work. Debris from construction must not be put out for street collection. The Contractor is responsible for daily cleaning and removal of all debris from the site.

General Work Specifications

Roof

Remove and dispose of all roofing & defective sheathing. Cut a 1" wide vent at ridge board. Replace up to 5 sf of sheathing per 100 sf of roof using pine board or CDX plywood of matching thickness. Staple 15 lb felt. Install preformed white aluminum, drip edge, and vent pipe boots. Install a 220 lb fiberglass asphalt, 3 tab shingle with a 25 yr warranty. Replace all flashing. Install shingle-over ridge vent.

Replace soffit. Dispose of damaged soffit material. Install Wolverine vinyl, vented, simulated beaded TG soffit material (or approved equivalent). Wrap fascia with aluminum trim.

Windows

Main floors + Attic

After establishing any required floor containment with polyethylene sheeting, wet mist, remove, wrap in polyethylene sheeting and dispose of any components containing Lead Based Paint. Detergent wash, rinse, allow to dry and HEPA vacuum any paint chips, dust and debris. Field measure and install a NEW CONSTRUCTION PVC, 1 over 1, double hung, double glazed, argon filled Low E window that meets the ENERGY STAR standards for this climate for U value and SHGC. Include 1/2 screen. Wrap exterior jamb and sill with .027" aluminum coil stock back caulked and nailed 6" on center. Retrim opening with casing, apron and stool to match existing. Prep for paint.

Basement

Field measure, order and install glass block basement windows.

Exterior Doors

Install a Jeld Wen ENERGY STAR certified 36" insulated pre-hung steel door (or approved equivalent), with a passage latch and double cylinder dead bolt keyed to match the deadbolts of other exterior doors.

Siding

Pressure-wash exterior siding.

Front Porch

Remove entire front porch, roof, footers, etc. Construct 12"x 12" masonry piers, 2"x 10" joists with 1/2" tongue and groove flooring to support child-proof wood railing and 4"x 4" posts for roof. Construct roof structure with 2"x 6" rafters, 1/2" plywood deck, fiberglass shingles, aluminum gutter and downspouts and 1/4" plywood ceiling. Structural lumber and deck shall be preservative treated. Replace previous stairs with like size and position built to code.

Rear Porch

Partial demo as needed and rebuild in kind. Enclose with integrated outdoor windows. Install 1/2" tongue and groove flooring.

307 Onondaga Ave.

All work shall be completed per the standard specs outlined on p. 5 of 6. Should you have any questions about the scope of work, contact Dave Rowe at 315-420-1071.

Business Name: _____

Primary Contact person: _____

Phone Number: _____

Email: _____

By signing below, I affirm that our business meets the requirements outlined in the attached "General Requirements for Land Bank Contractors" and affirming that I can start this job within two weeks of a contract if awarded on 10/19/23.

Signature: _____

Roof: _____

Windows/Doors: _____

Demo and rebuild front porch: _____

Rear porch: _____

Total: _____

Greater Syracuse Land Bank M/WBE Utilization Plan

Page ___ of ___ (use additional pages if needed for additional subcontractors)

Project Address: _____

Total Contract Amt: _____ MBE Goal: _____ WBE Goal: _____
(53%) (25%)

General/Prime Contractor Information

Name of General/Prime Contractor: _____

Address: _____ Email: _____

Business Phone: _____ Cell Phone: _____

Tax ID or SS#: _____ Check if your business is a NYS Certified ___ MBE or ___ WBE

List below the names of all proposed M/WBEs that are NYS Certified, the services they will provide, the amount of money they will receive, the date the project will start, and its estimated date of completion.

Name: _____ Address: _____

Phone: _____ Cell Phone: _____ Tax ID or SS#: _____ ___ MBE ___ WBE (check one)

Amount: _____ Type of work, services, supplies: _____

Start Date: _____ Completion Date: _____

Name: _____ Address: _____

Phone: _____ Cell Phone: _____ Tax ID or SS#: _____ ___ MBE ___ WBE (check one)

Amount: _____ Type of work, services, supplies: _____

Start Date: _____ Completion Date: _____

Name: _____ Address: _____

Phone: _____ Cell Phone: _____ Tax ID or SS#: _____ ___ MBE ___ WBE (check one)

Amount: _____ Type of work, services, supplies: _____

Start Date: _____ Completion Date: _____

I hereby certify that the foregoing and attached information is true and accurate and complete to the best of my knowledge.

Print Name: _____ Title: _____

Signature(s): _____ Date: _____

Authorized signature(s) of General/Prime Contractor or Designee