

## REHABILITATION PROGRAM PROCEDURES-BASIC SUMMARY

1. Owner and Construction Service Division prepare specifications. Owner given specifications and approved contractor's list and asked to solicit bids, to be returned to the Construction Service Division on behalf of the Owner by the specified date. OWNER REQUIRED SOLICITING AT LEAST TWO CONTRACTORS BIDS.
2. Owner and Construction Service Division will review bids and select contractor. Contractor selection based primarily on lowest responsible bidder, providing that bidder is either on approved list or makes application and is accepted prior to contract execution. THE SELECTION OF THE CONTRACTOR IS AT THE OPTION OF THE OWNER, PROVIDING THAT CONSTRUCTION SERVICE DIVISION APPROVAL IS SECURED.
3. **ALL** proposed changes to the accepted original bid shall be reviewed and approved by Construction Service Division.
4. Contractor and Owner will meet with Construction Service Division Staff for Preconstruction Conference to review project and execute appropriate documentation. NOTE THAT THE CONSTRUCTION SERVICE DIVISION OFFICE HAS CERTAIN FUNCTIONS DURING THE IMPLEMENTATION OF THE CONTRACT WORK. THESE AREAS ARE AS FOLLOWS:
  - a) Designee of the Federal Government. Since the project work may be partially or wholly funded what federal grant revenues, the Construction Service Division is required to supervise the construction work in order to protect the integrity of such federal assistance. ANY AND ALL REHABILITATION WORK COMPLETED AND PAYMENT REQUESTED MUST BE APPROVED BY THE CONSTRUCTION SERVICE DIVISION AND THE OWNER. IN ANY DISPUTE BETWEEN THE CONTRACTOR AND OWNER, THE DECISION OF THE CONSTRUCTION SERVICE DIVISION STAFF WILL BE BINDING ON BOTH PARTIES.
  - b) **Escrow Agent** The Construction Service Division will handle the disbursement of funds on behalf of the owner **The Contractor**. Payment request are to be submitted on the forms provided.
  - c) **Owner's Representative** The Construction Service Division as the owner's representative shall have full authority to approve or disapprove all materials, craftsmanship, construction techniques, and change to the original contract.
5. Contractor will be required to place a one year warranty on all construction work; beginning on the date of project completion, as specified on the final inspection report.

## REQUIREMENTS FOR INCLUSION ON APPROVED CONTRACTOR'S LIST

1. Satisfactory banking, credit and client references.
2. Meets all insurance and bonding requirement specified by the Construction Service Division.
3. Satisfactory completion of all previous SHAA assisted rehabilitation contracts.

4. Satisfactory project craftsmanship verified by the Construction Service Division.

#### TERMS FOR REMOVAL FROM APPROVED CONTRACTOR'S LIST

1. Repeated unsatisfactory work in conjunction with SHAA rehabilitation contracts; repeated failure to repair or correct warranty item in a timely and adequate manner.
2. Abandonment of job any action or inaction which causes a monetary loss to Owner or SHAA program.
3. Failure to respect the authority of owner or the Construction Service Division pursuant to the implementation of specified rehabilitation work.
4. Loss of sound financial standing.
5. Suspension from bidding on other city-sponsored projects.
6. Inclusion on HUD's "List of Debarred Contractors".
7. Non-compliance with requests for warranty repairs on completed projects. Repeated failure to repair or correct warranty items in a timely and adequate manner.
8. Behavior that could be considered as coercion or intimidation to the program staff or program participant; or illegal acts perpetrated by contractor, his employees, or his subcontractors.
9. Unauthorized substitution of specified materials or construction methods that deviate from the specified scope of work or the Construction Service Division "Construction Specifications Manual."
10. Failure to comply with contractual obligations on other projects.
11. Other reasons which may be determined by the Construction Service Division as being in the best interest of the Owner or the Construction Service Division.

#### APPLICATION FOR INCLUSION ON APPROVED CONTRACTOR'S LIST

I respectfully request that y name/ firm be included on the list of eligible contractors furnished to prospective program participants by the Construction Service Division in conjunction with federally assisted residential construction activities. In addition, I understand the terms for removal from the approved contractor's list, as stated on page.

I understand that the listing is not intended to exclude any otherwise qualified contractors, and the projects may be approved by the SHAA where the Owner has selected contractors other than those appearing on the eligible contractor's list. It is my further understanding, however, that any approval of a non-list contractor is subject to a determination by the Construction Service Division that the contractor would, in fact, meet applicable requirement imposed by the program.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

**ACTION TAKEN:**

\_\_\_\_\_ **Approved** for New/ Rehab/ Comm. \_\_\_\_\_  
Date

\_\_\_\_\_ **Rejected** for New/ Rehab/ Comm. \_\_\_\_\_  
Date

\_\_\_\_\_ **Deferred** for New/ Rehab/ Comm. \_\_\_\_\_

Notes on Action Taken: \_\_\_\_\_  
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