

**Do you want to contract with the
City of Lawton Housing Assistance Division (HAD)
Rehabilitation Program?**

Here's how to do it

For information, contact Collette Hawkins, Housing Development Specialist
580-581-3347 – chawkins@cityof.lawton.ok.us

1. **Contractor Pre-Approval.** All Contractors performing work for the City of Lawton HAD Rehabilitation Program must receive pre-approval from the City of Lawton's HAD. Qualified contractors are required to complete a program application, have a current builder's license, carry or obtain liability and workers compensation insurance, and provide references. Newly approved contractors are placed on a probationary status and limited to projects totaling \$15,000.00 or less, until the rehabilitation specialist determines the contractors' workmanship, timeliness and professionalism.

2. **Work Order Specifications.** The HAD will prepare the work specifications using the current rehabilitation standards and work description. Contractor or homeowner must not in any way or form deviate from the Work Description Specifications without written approval from the rehabilitation specialist. Provisions for change will be handled through a change work order issued by the HAD and approved by all parties.

3. **Lead-Based Paint Requirements.** Funding for the housing rehabilitation program come from the federal Community Development Block Grant (CDBG) Program and HOME Investment Partnership (HOME) Program. Regulations effective September 2000 regarding Lead-Based Paint (LBP) now require additional program components. All renovation and remodeling contractors performing work on projects where LBP may be disturbed must have workers and supervisors properly trained and or certified. Proof of training and or certifications must be provided to the HAD. Without the required training or certifications, a contractor may have his/her bid excluded from a specific project bidding if the project contains LBP related work. LBP training/certification for each contractor is encouraged. Current training available can be obtained from the HAD's Rehabilitation Specialists or on the internet at <http://www.lead safetraining.org/>.

4. **Bidding Process, Contractor Selection.** Housing rehabilitation contractors are allowed no more than (3) three HAD projects at a time. Sealed bids will be received by HAD staff on or before the pre-designated time and date. Contractors are responsible for pre-arranging a time mutually convenient with the homeowner to inspect the property. Bids must be submitted on the forms provided by HAD with all figures shown. The Contractor or a designated representative must sign the bid. A bid tabulation will be prepared with all bids received and compared to the rehabilitation specialist's cost estimates. Bid openings usually are held at 10:00 a.m. on the designated bid date and all bids must be into the HAD office no later than 9:59 a.m. of the bid date. Bids submitted at 10:00 a.m. or afterwards will not be accepted. Bids submitted by

contractors with more than (3) three HAD projects at the time of bid opening will be excluded from the bid opening process.

- a. The lowest responsible bid will generally be recommended to the homeowner for acceptance. However, the final choice of the contractor remains with the homeowner.
- b. Any bidder may withdraw his/her bid at any time prior to the scheduled time for the opening of bids.

5. **General Conditions.** HAD's current rehabilitation standards and specifications, including General Conditions, Special Conditions, Work Orders and technical specifications are included as part of the Contract. Copies of the Rehabilitation Standards and Specifications are available to all bidders from the HAD.

6. **Notice of Right to Cancel.** After the homeowner/contractors signs all contracts and documents, the homeowner has the right to cancel the project within three (3) business days. The Contractor cannot begin work until this 3-day rescission period is over.

7. **Contract Documents.** The HAD staff will prepare the owner/contractor agreement for signatures. The Rehabilitation Specialist will notify the Contractor when the owner/contractor agreement is ready for signing. At the time the Contractor signs the owner/contractor agreement, a start date must be determined. The Contractor generally has 60 days from the start date to complete the total project.

8. **Funding.** Funding to authorize payment to the Contractor must be set up in the federal disbursement system in order to process all payments by the City's Finance Department. All owner/contractor agreements must be signed before the funding can be set-up..

9. **Pre-construction Meeting.** The rehabilitation specialist shall arrange a pre-construction meeting among the homeowner, the contractor, and themselves to explain any issues relating to the work. The pre-construction meeting will be taped to document the activity. Project start dates and work schedules shall also be discussed, and the contractor will notify the homeowner of these times.

10. **Permits and Construction Documents.** All required permits must be obtained prior to start of construction. Permits with a blank copy of work description (obtained from rehab specialist) must be posted on site and accessible to rehab specialist and/or building inspector at all times.

11. **Construction.** The contractor is responsible for completing all items identified in the work description as bid and approved in a workmanlike manner, in accordance with governing codes, safety regulations, and rehabilitation standards and specifications. Any changes to the work description, including additions, deletions, cost changes, or extensions of time must be noted on the "Change Order" prepared by the rehab specialist and approved with signatures from the homeowner, contractor, rehab specialist and Federal Housing Programs Coordinator.

12. Workmanship and Disputes. All work performed must be of the highest quality possible and conform to all applicable codes, rehabilitation standards and specifications and regulations. The contractor is responsible for the action(s) of all workers and subcontractors in relation to quality of workmanship and professionalism while on the job site. If a disagreement and or dispute should occur or if the homeowner has questions/concerns/suggestions for the Contractor, the Contractor must notify the rehab specialist immediately.

13. Time of Completion. The Contractor generally has 60 days from the submitted commencement date to complete all the work contained in the work description. The contractor is expected to staff the project each working day of the week. Weather conditions or the lack of availability of materials may be cause for exceptions, any extension of time to the contract must be approved by the HAD staff and shall be noted in a change work order signed by the homeowner, contractor and rehabilitation specialist acknowledging the change. With prior written notice, another Contractor selected by the homeowner may complete any work not completed by the original Contractor at the end of the contract period. In the event the new Contractor exceeds the original contract amount for the designated work item, the original Contractor may be required to compensate the difference.

14. Payments. Payments are issued in two increments of 40%, (up to 80% of total project) and a final payment of 20%. Contractors must submit a request for payment to the homeowner. The total of the request must meet or exceed the above listed percentages. A rehabilitation specialist will inspect all work for completeness before a payment can be processed. All final permit inspections and project related paper work (waivers of lien, homeowner release of funds, etc.) must be completed before the final request for payment is accepted for processing. All payments are mailed to the Contractor directly from the City's Finance Dept. In general, payment requests must be submitted by 1:00 p.m. on Tuesdays in order for checks to be available for payment and mailing by Monday of the following week. However holidays and other city department processing situations may extend the payment schedule. Contractors will be notified of the temporary schedule change.

15. Final Walk-through Inspection. The Rehab Specialist, the contractor, and the homeowner will make a final walk-through and inspection of the work to insure all work is completed as specified.

16. Warranty Period. Contractors shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting there from, which appear within one year from the final payment. Furthermore the Contractor shall furnish the homeowner with all manufacturer and supplier written warranties.