

AHIP – Home Repair Nonprofit

GENERAL REQUIREMENTS

NOTE: These General Requirements are relevant to General Contractors hired by **AHIP** and Subcontractors hired by **AHIP**. These requirements pertain to all General Contractors and Subcontractors contracted for all **AHIP** jobs. In signing the attached Statement of Acknowledgement sheet, the General Contractors and Subcontractors acknowledge that they have read, understand, and agree to the terms of this document.

DEFINITIONS

AHIP: *Albemarle Housing Improvement Program – Home Repair Nonprofit*

PREMISES: *The job site.*

GENERAL CONTRACTOR: *Licensed and insured contractor hired by AHIP to perform the overall job.*

SUBCONTRACTOR: *Licensed and insured trade contractors, such as electric, plumbing, chimney, excavation, etc., hired by AHIP to perform a portion of the overall job and AHIP acting as the General Contractor.*

WORKING DAYS: *Monday through Friday.*

CALENDAR DAYS: *Consecutive days of the calendar.*

GENERAL STANDARDS

- All work is to be done in a professional and conscientious manner. We expect that all contractors will treat all clients and neighbors politely and with respect, discard trash properly, etc.
- All work shall be in conformance with OSHA, EPA, and all other applicable federal, state, and local codes and requirements, whether or not covered by the Repair List or Estimate Report, trade specifications, permits, and/or plans.
- All LEAP-funded insulation or HVAC work shall be in conformance with the LEAP Home Performance with Energy Star Guidelines v.3 Required Standards, Best Practices and Program Information for Participating Contractors manual. Electronic or hard copy is available from AHIP.
- The general contractor and the subcontractor shall not assign the contract without written consent of AHIP and OWNER.
- All contractors must be prequalified by AHIP and all of the following documents on file and up to date before bids will be sent out or accepted:
 - Contractor Qualification Statement (no more than 3 years old)
 - Owner/Representative signature page (last page) of this General Requirements packet
 - A copy of VA State DPOR Contractor's License
 - A copy of the Certificate of Insurance showing compliance with AHIP insurance requirements
 - A copy of the Workers' Compensation Policy
 - A copy of the Lead Worker License issued by DPOR is required for any Contractor who will be performing lead removal, encapsulation, or abatement activities. The areas in which lead activities are performed will be identified in a Lead Risk Assessment performed at the property prior to rehabilitation beginning and will be specified to the contractor in the Bid Package.
 - Internal Revenue Service Form W-9
- FAILURE TO COMPLY WITH ANY OF THE ABOVE STANDARDS WILL NECESSITATE REMOVAL FROM THE BIDDERS LIST. (See page 5 for details.)

BIDS

All bidding and awarding of contracts will be performed in strict accordance with the AHIP Procurement Policy, adopted March 20, 2013, by the Albemarle Housing Improvement Program (AHIP) Board of Directors. All bidding will be done in a rotating format with three prequalified contractors being bid to per trade or per general contract per job.

All bids packages will include but not be limited to the Bid Letter, Repair List or Estimate Report, Subcontractor Specifications, applicable permits, plans and/or details. The Bid Letter will include the date and time of the Pre-Bid Conference (if applicable) and special instructions, date, and time the bids are due. The Bid Letter will also include the owner's name, address, phone number, tax map and parcel number, and directions to the job site.

The contractor's bid is to be signed, dated, and delivered to the AHIP office in a sealed envelope marked "Bid for *Family Job Name* Job" before the bid due date and time. It is acceptable to e-mail, fax, or hand-deliver the bid. If hand-delivered, the bid must be in a sealed envelope as described above. (E-mail to: info@ahipva.org)

All bids will be publicly opened at the AHIP office on the day and at the time the bids are due. All contractors are invited to be present during the opening.

The Albemarle Housing Improvement Program (herein referred to as AHIP) reserves the right to accept the lowest responsible bid, or reject any and all bids within ten (10) working days (Monday through Friday) of receipt. AHIP also reserves the right to consider the proposed Contract Period in evaluating responsiveness before finalizing any contract award. Furthermore, contractors who submit the lowest bid on more than one job where those jobs may be starting at the same or close to the same time will be expected to have the capacity to run concurrently any jobs that are awarded.

Unless canceled or rejected, a responsive bid from the lowest responsible bidder shall be accepted as submitted, unless the bid from the lowest responsible bidder exceeds the available funds for the particular contract by 25% or less, AHIP may negotiate with the apparent low bidder to obtain a contract price within available funds. If all bids exceed AHIP's estimated cost and funds reserved for that subcontract by more than 25%, the job may be sent back out to bid to the next three contractors on the rotating bid schedule.

CONTRACTING

All bid-winning general contractors shall attend a preconstruction meeting with the AHIP Estimator and AHIP Project Manager prior to signing the Contract for Services to determine details pertaining to the job, such as the Projected Start and Finish Date which further determines the Contract Period. The preconstruction meeting and contract signing shall take place within ten (10) working days of acceptance of the bid.

All bid-winning subcontractors shall sign the Contract for Services within ten (10) working days of acceptance of the bid unless otherwise specified by AHIP.

Unless otherwise instructed by AHIP, the contractor must commence work within ten (10) working days after the signing of the Contract for Services.

CONTRACT PERIOD AND JOB SCHEDULE

For general contractors, the Contract Period will be determined, as specified above, during the preconstruction meeting.

For subcontractors, the standard Contract Period is 45 calendar days. The job schedule is coordinated with and determined by the AHIP Crew Leader. The job shall follow the schedule taking into consideration inclement weather and emergencies. The subcontractor shall complete the contracted work in a satisfactory manner within 45 calendar days of signing the contract (unless otherwise specified by AHIP Estimator).

There will be a **\$50.00 per day penalty** for every day or portion of a day the general contractor and/or subcontractor is working at the job site beyond the agreed upon Contract Period without an approved Extension Agreement.

The general contractor and/or subcontractor must request in writing an extension of the Contract Period five (5) working days prior to the contracted deadline. One request of up to ten (10) working days may be requested if the contractor is unable to complete any portion of the contracted work. All parties, including the OWNER, must agree to the extension and sign an Extension Agreement.

CONTRACTOR COMPLAINTS

All general and subcontractor complaints or disputes must be submitted in writing to the Associate Director for Rehabilitation and Emergency Repair. Written appeals by contractors will be resolved by the Associate Director, OWNER, and contractor within 15 working days and retained for future review. If no resolution is reached, the Associate Director will locate a Mediator to try and reach an acceptable understanding. Under no conditions should the contractor resort to arguments or other adversarial engagements with the OWNER. Failure to interact in a professional manner is grounds for removal from the bidders list.

PERSONAL PROPERTY, CHILDREN, AND PETS

The owner is responsible for all personal property not designated to be removed from work areas by the contractor. The owner is responsible for the well-being and safety of all children and pets that may be on the premises during and after construction hours. The contractor shall repair or replace any item designated to be the responsibility of the contractor that has been damaged by the contractor, the contractor's workers, or contractor's subcontractors.

LIVING ARRANGEMENTS

The owner's living arrangements will be determined on a per job basis. All details will be presented in the Bid Letter and/or Job Specifications.

WARRANTIES AND GUARANTEES

The contractor shall guarantee and warranty the improvements, including materials, workmanship, and equipment herein provided for a period of at least one (1) year from the date of final payment and signature on job Lien Waiver for final payment. The exception to the guarantee and warranty above is for those materials, devices, and equipment that have a longer manufacturer's guarantee or warranty which then takes precedence over that stated above.

The contractor and subcontractors shall furnish AHIP with all manufacturers' guarantees and warranties covering materials, devices, and equipment furnished under the contract. All guarantees and warranties are to be retained by the contractor or subcontractor and turned into AHIP Crew Leader before the Project Manager will approve final payment for services.

CHANGE ORDERS

No claim for an adjustment of the contract price will be valid unless accompanied by an AHIP Change Order form, signed by all parties: Owner, Contractor, AHIP Job Administrator (Outreach), and AHIP Construction Representative. (IPR Representative when IPR funding is utilized).

The exception to above shall be for the purpose of affording protection against an emergency endangering health, life, limb, or property.

All change orders shall follow the AHIP Change Order Policy.

LIEN WAIVERS

During the Preconstruction Meeting the general contractor shall supply the AHIP Estimator with a list of all subcontractors, servicepersons, and material and equipment suppliers that will be utilized on the upcoming job during the contract period. The AHIP Estimator will furnish the general contractor with AHIP's official Waiver of Liens form. All contractors shall furnish the AHIP Estimator with a completed Waiver of Liens listing all subcontractors, material suppliers, servicepersons, and equipment suppliers utilized during the job along with official signatures and dates. No final payment will be authorized without certification that all Waivers of Liens have been furnished and signed. AHIP reserves the right to investigate and verify any and all listings on the Waiver of Liens prior to final payment.

FEDERAL CONSTRUCTION REQUIREMENTS

1. All contractors shall fully abide by:

a. Title VI of the *Civil Rights Act of 1964*, as amended:

"All parties to this contract hereby agree to comply with the provisions of Title VI of the *Civil Rights Act of 1964* (Public Law 88-352) which provides: that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

b. Executive Order 11246, as amended:

"All parties to this contract which exceed \$10,000.00 hereby agree to comply with the provisions of Executive Order 11246 which provides: that contractors and subcontractors take affirmative action to ensure fair treatment in employment, upgrading, demotion, layoff, or termination, rates of pay or other forms of compensation, and selection for training and apprenticeship."

- c. Section 109 of the *Housing and Community Development Act of 1974*, as amended:

“All parties to this contract hereby agree to comply with the provision of Section 109 of the *Housing and Community Development Act of 1974* which provides: that no person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title. Any prohibition against discrimination on the basis of age under the *Age Discrimination Act of 1975* or with respect to an otherwise qualified handicapped individual as provided in section 504 of the *Rehabilitation Act of 1973* shall also apply to any such program or activity.

- d. Section 3 of the *Housing and Urban Development Act of 1968*:

"All parties to this contract hereby agree to comply with the provisions of Section 3 of the *Housing and Urban Development Act of 1968* which provides:

- i) That to the greatest extent feasible opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in or owned in substantial part by persons residing in the project area."
- ii) All parties to this contract hereby agree to comply with the following concerning procurement: "Pursuant to the Provisions of 24 CFR Part 85 and Section 3 of the *Housing and Urban Development Act of 1968*, in procuring supplies, equipment, construction and services, and CONTRACTOR and all SUBCONTRACTORS will contact those appropriate project area minority- and female-owned firms provided by the PUBLIC BODY on its solicitation list and provide such firms reasonable opportunities to compete for procurement contracts."

- e. The *Immigration Reform and Control Act of 1986*:

“All parties to this contract hereby agree to comply with the following provisions of the *Immigration Reform and Control Act of 1986* which provides: that the CONTRACTOR agrees by signing this contract that he or she does not and will not during the performance of this contract violate the provisions of the *Federal Immigration Reform and Control Act of 1986*, which prohibits employment of illegal aliens.”

- f. *Lead-Based Paint Poisoning Prevention Act* (Public Law 91-695, 84 Stat. 2068 as amended by Public Law 93-151 and Public Law 94-317 (42 U.S.C. 4801))

- i) "As pursuant to the *Lead-Based Paint Poisoning Prevention Act*, as amended, the CONTRACTOR and SUBCONTRACTORS shall not use lead-based paint in residential structures and shall eliminate any lead-based paint hazards in residential structures rehabilitated."
- ii) The governing body shall be responsible for inspection certifications and preparing specifications to eliminate identified lead based paint under CFR Section 35.24.

2. All rehabilitation construction contractors must submit a register of assigned employees and a *Monthly Register of Contractors, Subcontractors and Suppliers* for all procurement of \$1,000 or more (following page).

PERMITS AND FEES

Apply for, post on the job site, and pay all required fees for building and subtrade permits to include but are not limited to well, septic, demolition and excavation, sewer lateral, public waterline, power company disconnection, and new service.

- **GENERAL CONTRACT:** The GENERAL CONTRACTOR is responsible to pay all fees for the required and specified permits for the job.
- **AHIP CREW JOB:** AHIP is responsible for paying all fees for the building, septic, and well permits. AHIP's subcontractors are responsible for obtaining and paying all fees for the required and/or specified subtrade permits. All permit fees will be calculated as part of the overall job cost. All fees by AHIP will be paid by utilizing funds reserved for the job.

INSPECTIONS

AHIP will contact and schedule professional inspections (termite, chimney, electric, plumbing, and energy audit) for all county jobs after the initial Section 8 inspection has been performed and prior to completion of the work write-up. All fees charged by inspectors will be paid by AHIP utilizing reserved job funds.

The OWNER, GENERAL CONTRACTOR, and Crew Leader shall allow AHIP, US, State, County, and City officials' access to inspect the job site during the construction period.

For their respective jobs the GENERAL CONTRACTOR and the AHIP Crew Leader shall contact, schedule, and be on site for all inspections by but not limited to (whichever applicable) Albemarle County Inspections, Charlottesville City Inspections, Albemarle County Service Authority, and the Thomas Jefferson Health District.

GENERAL LIABILITY INSURANCE

All contractors, GENERAL CONTRACTOR, AHIP, and subcontractors (by GENERAL CONTRACTOR and/or AHIP) shall carry a general liability insurance policy during the construction period and term of the contract protecting the OWNER for not less than \$1,000,000.00 coverage.

The GENERAL CONTRACTOR and all subcontractors shall supply a copy of their Certificate of Insurance upon request to AHIP prior to beginning work.

WORKERS' COMPENSATION INSURANCE

All contractors: GENERAL CONTRACTOR, AHIP, and subcontractors (by GENERAL CONTRACTOR and/or AHIP) shall carry workers' compensation insurance.

The GENERAL CONTRACTOR and all subcontractors shall supply evidence that all Workers' Compensation premiums are up to date and paid before entering the client's property for bidding or any other purpose and throughout the contract period.

The Subcontractor's policy shall:

1. Provide 30 days advance written notice to the Contractor for any material change in coverage, cancellation, or nonrenewal of insurance;
2. Name the Contractor as an additional insured;
3. Include ISO endorsement CG 20 10 so that any insurance maintained by the Contractor shall be excess and noncontributory; and
4. Include completed operations.

BUILDER'S RISK INSURANCE

All AHIP Crew Jobs are to be covered under a standard Builder's Risk insurance policy with coverage in an amount equal to the contract amount of the job.

The General Contractor is not required to purchase Builder's Risk insurance for AHIP jobs. Neither AHIP nor the OWNER will be responsible for damage to, loss, vandalism, or theft of anything belonging to the General Contractor including but not limited to job material, equipment, tools, machinery, etc., while on the job site.

UTILITIES DURING CONSTRUCTION

The OWNER is to allow and provide temporary electric service, heat, water, and sanitary facilities (if applicable) during the construction period. Otherwise the contractor, whether GENERAL CONTRACTOR or AHIP, shall provide an approved source of electricity, heat, water, and sanitary facilities.

All rental of equipment such as but not limited to portable toilet, generator, construction jet heater, and water cooler will be the responsibility of the contractor.

- **GENERAL CONTRACT:** The GENERAL CONTRACTOR is responsible for ordering and scheduling delivery and pick up of all rental equipment. The contractor is also responsible for paying all rental fees. All rental fees will be calculated as part of the overall cost of the job.
- **AHIP CREW JOB:** The Crew Leader is responsible for ordering and scheduling delivery and pick up of all rental equipment. All rental fees will be paid by AHIP utilizing reserved funds for the job.

"MISS UTILITY"

For their respective jobs, the GENERAL CONTRACTOR and the AHIP Crew Leader shall contact "Miss Utility" prior to any digging and have the site marked for underground utilities.

JOB SITE PHONE

The OWNER is to allow use of his/her personal phone for **local calls only** by the GENERAL CONTRACTOR, AHIP, and all subcontractors. Any long distance calls made by the GENERAL CONTRACTOR, AHIP, and all subcontractors shall be charged collect or to a calling card. No long distance calls will be charged to the OWNER'S phone bill. If in case the OWNER does not have a phone, the GENERAL CONTRACTOR shall provide his/her own source of phone. The AHIP Crew Leader shall rely on company cell phone.

SITE SURVEY

The contractor is responsible for verifying all property lines and the location of the existing house and all utilities (water and sewage lines, well(s), and septic within the property lines.

- **GENERAL CONTRACT:** If in case a professional surveyor is needed to locate certain lines, the GENERAL CONTRACTOR shall contact, schedule, and pay all surveying fees. All fees will be calculated as part of the total job cost.
- **AHIP CREW JOB:** If in case a professional surveyor is needed to locate certain lines, the AHIP Estimator shall contact and schedule all surveying services. All surveying fees will be calculated as part of the total job cost and paid by AHIP utilizing funds reserved for the job.

DAILY CLEAN UP

The job site is to be kept neat, clean, and orderly throughout the construction period. All debris, building materials, and equipment are to be consolidated and neat at the end of each day. Sweep interior floors (only those where work is being performed and where subcontractors and workers are traveling).

FINAL CLEAN UP

Remove from site all construction materials, tools, and debris. Sweep clean all exterior surfaces. Sweep clean all interior surfaces; wet mop all vinyl and wood floors, vacuum all carpet.

Remove stickers from all new windows and doors and clean glass.

DEBRIS REMOVAL

All debris created by the contracted work and all debris contracted for removal shall be disposed of in an approved landfill. Rake the yard and driveway reasonably free of any nails.

- **GENERAL CONTRACT:** The GENERAL CONTRACTOR shall pay all hauling and tipping fees. All fees will be calculated as part of the overall job cost.
- **AHIP CREW JOB:** The Crew Leader is responsible to have hauled all construction debris to the landfill. All tipping fees for loads hauled by AHIP crews will be paid by AHIP utilizing funds reserved for the job and will be calculated as part of the overall cost of the job.

Materials and equipment that have been removed and replaced as part of the work shall belong to the contractor unless otherwise specified.

In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, the contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further AHIP work and federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1964, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

An AHIP contract embodies all the representations, rights, duties, and obligations of the parties and any prior oral or written agreement not embodied in the contract shall not be binding upon or inure to the benefit of any of the parties.

PROCESS OF REMOVAL FROM THE BIDDERS LIST:

When a contractor performs in a way that AHIP considers unsatisfactory, according to the General Standards and Conditions listed on page 1, a letter of reprimand outlining the circumstance will be sent by the Associate Director to that Contractor. The letter will inform the Contractor that should AHIP encounter further difficulties, their company will be removed from the bidders list. The Contractor will be given ten (10) working days to respond to the letter before it will be added to their contractor file. If another offense should occur, then the Associate Director will inform the contractor in writing that their company will be removed from the AHIP Bidders list and that AHIP will no longer send them bid packages. The Contractor may appeal this decision to the AHIP Outreach Committee for further discussion of this decision. *Gross abuse of any laws or personal safety will result in immediate termination of the working relationship. AHIP's Outreach Committee and Associate Director will negotiate with the Contractor on how the contracted work and payment will be completed and the Contractor's name will be removed from the list for further bidding.*

TRADE GENERAL REQUIREMENTS

Listed below are the master specifications for each trade unless otherwise specified in the individual job specifications and bid letter.

CONCRETE - GENERAL REQUIREMENTS

All concrete shall be air entrained, Portland cement, 3000 psi, maximum 4" slump. All concrete shall be placed on original soil or compacted fill, against straight solid forms, when the temperature is 40-100 degrees F. All concrete shall be free of voids and cavities and shall be protected from the weather while curing. All forms, reinforcement, and soils shall be inspected before pouring.

Concrete footing and foundation forms shall be placed upon virgin or 95% compacted soil. All concrete shall contain 3% entrained air, psi as per code requirements, and have a slump greater than 4.5. Formed concrete higher than 4" must be mechanically vibrated. Concrete poured at temperatures below 32 F requires special conditions which will be provided upon request.

Flatwork concrete shall contain 3% entrained air, psi as per code, and have a slump greater than 4.5. The gravel or sand base must be compacted. Neoprene expansion joints at 10', control joints at 3', and seams are required. Finished area shall drain water away from housing structure and be free of vandalism. Slabs to be bull floated and smooth finished unless otherwise specified. Exterior landings and sidewalks to be broom finished unless otherwise specified. All work is to be performed in conformance with applicable local codes and requirements whether or not covered by the Job Specifications, Work Write-up, Subcontractor Specifications, and/or Plans.

MASONRY - GENERAL REQUIREMENTS

Mortar mixes shall be in accordance with the manufacturer and Albemarle County Building Code requirements. All masonry units are to be new and first quality. Lay masonry units when temperature is 40 degrees F. or more. Protect from exposure to precipitation, heat, freezing, soiling, backfill, and other harmful elements. Clean surface with scraper, wire brush, and wash with cleaning compound. Flush with water and broom clean. All work is to be performed in conformance with applicable local codes and requirements whether or not covered by the Job Specifications, Work Write-up, Subcontractor Specifications, and/or Plans.

CHIMNEY LINING - GENERAL REQUIREMENTS

All liners are to be installed as per manufacturer's specifications and to code. All liners are to be installed within the specified existing masonry chimneys to "zero (0) clearance to combustibles". All liners must have been tested and listed by an approved certified testing laboratory. No chimney may vent more than one heating source. No liner may be installed at a lesser interior diameter than the connector pipe from the heating appliance. All liners shall be installed with a consistent interior diameter.

All lining jobs to include brush cleaning the existing and breaking out and removal of the existing liner (if applicable).

CAST IN PLACE PUMPED MASONRY LINERS

- ♦ Recommended to be installed in flues where the structural integrity is compromised such as crumbling mortar, deteriorated or cracked casings, open joints and hairline cracks.
- ♦ All acceptable cast-in-place masonry liners must have been tested to and meets the criteria of UL 1777 and CAN/ULC -S635. All installers shall produce evidence of testing, approval, and listing by a certified testing laboratory upon request. All thimbles or 'T's connected to the cast in place masonry liner must be installed with proper clearance to combustibles.
- ♦ All mixes are to be done according to the manufacturer's specifications.

- ♦ Examples of acceptable cast-in-place pumped masonry liners are:
 - ☑ AHRENS
 - ☑ GOLDEN FLUE mixes R-2 and R-3

STAINLESS STEEL LINERS

- ♦ All acceptable stainless steel liners must have been tested to and meets the criteria of UL 1777 and CAN/ULC - S635. All installers shall produce evidence of testing, approval, and listing by a certified testing laboratory upon request. All thimbles or 'T's connect to the stainless steel liner must be installed with proper clearance to combustibles.
 - ♦ Examples of acceptable stainless steel liners are:
 - ☑ VENTINOX "HighFlex": acceptable for all fuels to zero clearance with 1/2" ceramic wrap or 1" Thermix.
 - ☑ VENTINOX "VG": acceptable for gas and oil appliances only to zero clearance as stated above. UL 441 gas UL 641 oil.

CLASS 'A' CHIMNEY

- ♦ Example of acceptable Class 'A' chimney is Metalbestos SSII Chimney System 6", 7", 8" Type HT.

CHIMNEY REPAIR - TO BE SPECIFIED PER JOB

- | | |
|--|---|
| <ul style="list-style-type: none"> ♦ Tear down existing and rebuilding ♦ Repairing concrete wash ♦ Weatherproofing exterior ♦ Cleaning | <ul style="list-style-type: none"> ♦ Repointing existing ♦ Installing screened cap ♦ Flashing ♦ Sealing thimble |
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ROUGH CARPENTRY - GENERAL REQUIREMENTS

FRAMING LUMBER:

- ♦ #2 southern yellow pine (SYP)
- ♦ #2 spruce/fir (SPF)

All rough carpentry shall be neat and performed in a workmanlike manner. All installation shall be plumb, true, and free of visual defects.

All framing lumber and plywood shall be grade marked. All lumber is to be new and first quality. Framing lumber shall be #2 grade or better with a moisture content of 19% or less at the time of installation. Lumber in contact with masonry, and all lumber exposed to the weather, shall be .40 pressure treated or better. All work is to be performed in conformance with applicable local codes and requirements whether or not covered by the Job Specifications, Work Write-up, Subcontractor Specifications, and/or Plans.

FINISHED CARPENTRY - GENERAL REQUIREMENTS

TRIM:

- ♦ Shoe Mold - 1/2"x 3/4" pine
- ♦ Baseboard - 3 1/4" pine - colonial
- ♦ Casing - 2 1/2" pine - colonial
- ♦ Closet Shelving & Rod - Prefab Ventilated Closet Shelf
- ♦ Or match existing.

All installations to be paint grade finger jointed unless otherwise specified.

All finished carpentry shall be neat and performed in a workmanlike manner. All installation shall be plumb, true, and free of visual cracks. Doors and windows shall operate smoothly and correctly. All trim shall be finger jointed and finish nails or power driven 'T' nails to be countersunk and puttied unless otherwise specified. All materials shall be new unless otherwise noted.

Any cracks in existing trim shall be filled with spackle and sanded prior to painting.

ROOFING - GENERAL REQUIREMENTS

- ♦ SHINGLES: 20YR (215-225 lb) fiberglass shingles, self sealing, 3 tab square butt
- ♦ FELT: 15#
- ♦ PLUMBING BOOTS: Plastic - black or brown sized according to vent pipe.

- ♦ DRIP EDGE: Aluminum - mill finish or specified color.
- ♦ NAILS: Noncorrosive, galvanized roofing nails, sized according to proper depth needed.
- ♦ FLASHING: Aluminum; valley, step, counter.
- ♦ RIDGE VENT: Coravent or equivalent. To be installed under cap course of shingles.

Unless otherwise specified, all material shall be new and match existing as closely as possible for material, style, color, and method of installation. Seal all edges. Flash and caulk all adjoining surfaces and make weathertight. Replace all flashing, roofing accessories, and nails using rust-resistant materials. Install all roofs in one continuous operation. Protect the house contents at all times from exposure to the elements.

Tear Off Existing: Chute into dump truck from second story. Shovel or toss into dump truck from one story.

Sheathing Repair: Remove and replace any and all rotten or buckling sheathing. Install new matching existing.

The GENERAL CONTRACTOR and/or the roofing contractor shall supply AHIP and OWNER with any and all warranty information relating to all installations.

SIDING - GENERAL REQUIREMENTS

- ☑ HOUSE WRAP: Dupont Tyvek or equivalent.
- ☑ REPAIRS TO EXISTING: To match existing as close as possible.
- ☑ NEW VINYL: Builder grade double 10" lap siding. Fan fold or Dow board underlayment over rough surfaces only.

WINDOWS - GENERAL REQUIREMENTS

- NEW CONSTRUCTION: Builder grade, all vinyl, color to be specified, to be equipped with nailing flange. Insulated double hung, no divided lights, full screen, sash locks, tilt-in top and bottom sash.
- REPLACEMENT: Builder grade, all vinyl, color to be specified, to be equipped with nailing flange. Insulated double hung or specified to match existing, no divided lights unless specified, full screen, sash locks, tilt-in sash.
- STORMS: Builder grade or better aluminum triple track, welded joints, full screen.
- REPAIR: To be specified per job.

DOORS - GENERAL REQUIREMENTS

- EXTERIOR: Pre-hung, steel entry, foam core insulated, 6 panel, slab. (Unless otherwise specified). Installation to include trim both sides, aluminum adjustable threshold, and door stops.
- SECURITY HARDWARE: Locking knob set and deadbolt keyed the same. Kwikset and Schlage are examples of acceptable brands of hardware. Brass.
- INTERIOR: Pre-hung, composite, raised panel, primed. Installation to include trim both sides and door stops.
- INTERIOR HARDWARE: Privacy knob sets for bathrooms and bedrooms. Passage locksets for all other interior doors. Brass or chrome. Kwikset and Schlage are examples of acceptable brands of hardware.
- REPAIR: To be specified per job.

HANDICAP ACCESSIBILITY - GENERAL REQUIREMENTS

All installations of any and all handicap accessories shall be as per ADA standards and Albemarle County code regulations. GRAB BAR: Where installation is on a frame wall, secure tightly to studs. If studs cannot be located, open the wall, install blocking and repair wall to original condition or better. Installation must be capable of withstanding the stress of a person pulling him/herself up. Grab bars are to be of stainless steel, 18 gauge or better, tubular, and outside dia. 1 1/4".

DRYWALL - GENERAL REQUIREMENTS

- 1/2" STANDARD SHEETROCK: Installation on typical walls and ceilings where wet conditions or fire retardation is not a factor. (Living room, bedroom, hallway, and kitchen).
- 1/2" MOISTURE RESISTANT SHEETROCK: Installation on typical walls and ceilings where wet conditions is a factor. (Bathroom, Utility Room, Porch Ceilings)
- 1/2" FIRE RETARDANT SHEETROCK: Installation on typical walls and ceilings where heat resistance is a factor. (Behind woodstoves, party walls, garage ceiling and walls between living areas).
- 3/8" STANDARD SHEETROCK: To laminate surfaces.

Unless otherwise specified, match existing as to materials, thickness, style, and method of installation. All materials shall be applied dry with the temperature between 55-100 degrees F. Provide casing beads and install with non-drying mastic at all

exposed edges, corners, and abutments. Set all nail and screw heads. Apply tape and filler. Feather all edges. Sand, ready for paint. Stipple ceilings.

PLASTER - GENERAL REQUIREMENTS

REPAIRS ONLY.

Match existing material, style, color, and method of installation as closely as possible. All materials shall be applied and dried with the temperature between 55-100 degrees F. Provide all lath, stops, grounds, corner reinforcement, casing beads, nails and

other accessories of rust-resistant materials. All work to be neat, with feathered edges and smooth surfaces and joints, ready for finish.

CERAMIC TILE - GENERAL REQUIREMENTS

REPAIRS ONLY.

Remove existing damaged ceramic tiles. Repair wall behind damaged area. Install ceramic tiles closely, matching the existing using the appropriate adhesive. Clean surplus adhesive from joints prior to grouting with a latex or epoxy enhanced grout. Clean all tile face.

WEATHERIZATION / INSULATION - GENERAL REQUIREMENTS

All installation shall comply with the 1992 CABO Model Energy Code. Installation of insulation to be as per manufacturer's specifications.

<i>NEW ATTIC:</i>	R-30 paper faced one side. Paper down. Blown cellulose to R-30. Baffles at eaves between rafters to trusses.
<i>NEW WALLS:</i>	R-13 paper faced one side. Paper in. Blown fiberglass to R-13.
<i>NEW FLOORS:</i>	R-19 paper faced one side. Paper up. Tiger teeth stays. Chicken wire. House wrap secured @ 8 " o.c. on each joist.

Existing installation requirements:

- ATTIC WITH NO INSULATION: Insulate with R-30 paper faced one side - paper down.
- ATTIC WITH R-19 INSULATION: Acceptable. No additional insulation required.
- ATTIC WITH LESS THAN R-19: Add unfaced to R-30 to code.

BAFFLES: Install cardboard or Styrofoam baffles between rafters at eaves to extend from eaves beyond the insulation in attic providing positive airflow from soffit vents.

WATER HEATER: Insulate with typical water heater wrap with R value of 5 or better. For electric water heaters install the insulation on the top and sides. Overlapped joints are to be sealed with duct tape. Cut out access to access panel to thermostat and heating elements, operating instructions, pressure release valve, drain, electrical service wiring, and high limit switch. For gas water heaters all above applies, except do not cover with insulation the top of heater, pilot light, or gas cut-off valve. Install all water heater insulation a min. of 3" off the floor and 1" away from the pressure release valve.

PIPE: Insulate all waterlines in unheated areas with closed cell pipe insulation properly sized to the pipe. All joints and seams to be sealed with duct tape. All corners and elbows to be properly covered with insulation.

DUCTWORK: Insulate as per the VA Model Energy Code.

PAINTING -GENERAL REQUIREMENTS

METAL ROOF:

Preparation: Scrape and wire brush all rust and scaling paint. Power wash with 1 part TSP to 10 parts water. Resecure all nail heads and caulk questionable areas with paintable exterior silicone caulk or roofing tar.

Paint: Color by OWNER. Paint with Sampson "No Mo Rust" or equivalent. Apply by roller. Do not spray.

WOOD FLOOR:

Preparation: Scrape and broom clean all peeling paint and loose debris.

Paint: Latex floor paint. Basic colors: gray, brick red, forest green.

CONCRETE FLOOR:

Preparation: Scrape and broom clean all peeling paint and loose debris.

Paint: Latex floor paint. Basic colors: gray, brick red, forest green.

SIDING AND TRIM:

All new painting to be done so with latex paints. All painting over existing oil based paint shall be primed first with a primer designed to be the connection between oil based and latex and prevents peeling. All paints to be of medium grade and preapproved by AHIP estimator.

EXTERIOR PRIMER: All new and/or raw materials shall receive one coat. All dark colors to be painted a light color shall be primed two coats. Tinting primer okay.

EXTERIOR SEMIGLOSS: All trim; cornice, window, door, porch ceiling, posts, railings, etc.

EXTERIOR FLAT: All siding and foundations.

INTERIOR

All new painting to be done so with latex paints. All painting over existing oil based paint shall be primed first with a primer designed to be the connection between oil based and latex paints and prevents peeling. All paints to be of a medium grade and preapproved by AHIP estimator.

INTERIOR PRIMER: All new and/or raw materials shall receive one coat. All dark colors to be painted a light color shall be primed two coats. Tinting primer okay.

INTERIOR SEMIGLOSS: All trim; window, door, shoe, base, cabinets, shelving, etc.
All bathroom, utility, and kitchen ceilings and walls.

INTERIOR FLAT: All walls and ceilings in dry areas (bedrooms, hallways, living rooms, etc.).

All paint to be lead-free. All surfaces clean and dry for application. Remove all loose, blistered scaling and deteriorated coatings. Secure all loose materials, set nails, fill holes, dents, and cracks. Remove all deteriorated glazing compound and reglaze. Paint when temperature is from 40-100 degrees F. No show-through, runs, sags, or brush marks. All unpainted hardware to be paint-free. No windows shall be painted shut. Remove all paint, new and old, from the glass.

FLOOR COVERING - GENERAL REQUIREMENTS

All materials are to be HUD and FHA approved. All installations are to as per manufacturer's specifications. All installations are to be done in a professional and workmanlike manner. Unless otherwise specified, all materials shall be new and match existing as to the size, style, color, and method of installation.

All installations are to be in a professional and workmanlike manner. All carpet is to be kicked out so there is no wrinkling and buckling. All vinyl is to be installed and secured as per the manufacturer's specifications.

All subfloors and underlayments shall be well secured, dry, clean, level, and free of cracks, depressions, voids, bumps, and squeaks before installation of finished floor covering.

All joints where two different materials or two different patterns meet shall be secured and covered with seam binders and nailed as per manufacturer's nailing schedule.

Underlayment is to be installed before all vinyl installations. The underlayment is to be approved and recommended by the selected vinyl flooring manufacturer for installation. All underlayment installations shall be as per the vinyl manufacturer's specifications.

All vinyl flooring must meet HUD requirement UM - 44 which requires a .070" thick backed vinyl. The general contractor and/or subcontractor must provide AHIP with a vinyl sample of the type, color, and pattern vinyl the owner chose for the job. The sample must show the HUD approval label and list the material description. Tarkett "Preference" is an example of a brand of vinyl that complies with HUD regulations.

All interior carpeting shall be FHA approved 22 oz. carpet over FHA 1/2" urethane padding (if padding is specified). The general contractor and/or subcontractor must provide AHIP with a carpet sample of the type and color carpet the owner chose for the job.

The sample must show the FHA approval label and list the material description. Philadelphia Top Gun II is an example of a brand of carpet that complies with FHA regulations.

PLUMBING - GENERAL REQUIREMENTS

TYPICAL ACCEPTABLE FIXTURES:

Tub (No Surround):	American Standard Americast or Kohler Mendota K-505. @ \$ _____.
Tub/Surround 1 piece:	Fiberglass. Universal Rundhal, Lasco Capriel Model # 2603-30, or Kohler VeraCruz K-1586. @ \$ _____.
TUB (No Surround):	Fiberglass or cast iron: \$_____ allowance.
TUB - ONE PIECE:	Fiberglass: \$_____ allowance.
SHOWER:	Fiberglass one piece: \$_____ allowance.
TOILET:	Porcelain one to two piece: \$_____ allowance.
SINK:	Faux marble top and vanity: \$_____ allowance. Wall hung - porcelain \$_____ allowance.
H2O HEATER:	40 gallon natural gas: \$_____ allowance. 40 gallon LP gas: \$_____ allowance. 40 gallon electric: \$_____ allowance.
TUB FAUCET/SHOWER ASSEMBLY:	Chrome, builder grade, washerless \$_____ allowance.
HAND-HELD SHOWER HEAD:	ADA approved, chrome \$_____ allowance.
LAVATORY FAUCET:	Chrome, builder grade, washerless \$_____ allowance.
33X22 DBL BOWL 20 GA. S.S. SINK:	Builder grade, clips, anchors \$_____ allowance.
KITCHEN SINK FAUCET:	Builder grade, washerless \$_____ allowance.
FROST FREE SILL COCK:	Builder grade \$_____ allowance.

WATERLINES: Qest Pex. Joints to be brass fittings and brass plated crimp rings.

Copper. Joints to be soldered (non lead).

WASTELINES: PVC schedule 40. Joints to be glued.

All waste and waterlines to be sized to code. All main waste lines stubbed out of foundation for septic shall be 4" ID.

VENTS: PVC schedule 40. Glued joints.

Unless otherwise specified, all materials shall be new. All items shall operate safely and without leakage, noise, vibration, or hammering. All penetration of building components shall be neat, sleeved, and fire stopped. No solder containing lead shall be used in any pipe or fixture carrying potable water. Damage to structural members from drilling or notching shall be repaired to the acceptance of the OWNER and AHIP. Any donated materials supplied by AHIP or OWNER shall be installed by the plumbing contractor and be repaired to proper working order.

HVAC - GENERAL REQUIREMENTS

All materials shall be new. Equipment shall operate safely without leakage, noise, or vibration. All penetration of building components shall be neat, sleeved, and fire stopped and shall not comprise structural integrity. The GENERAL CONTRACTOR and/or HVAC contractor shall submit a diagram showing equipment selection and proposed layout of distribution system within 10 days of bid award.

The contractor shall provide the owner with a 6-month supply (@3) of properly sized filters for all furnace installations, repairs, and service. All filters to be accessible from the return within the house.

All HVAC installation shall be specified per job.

ELECTRIC - GENERAL REQUIREMENTS

All materials shall be new unless otherwise specified, listed and approved by a certified testing laboratory and National Electrical Code rated. All drilling, cutting, and fastening shall be neat and true. All patching shall be done by the electrical contractor unless otherwise specified and shall match the existing or surrounding surface.

Any donated materials supplied by AHIP or OWNER shall be installed by the electric contractor and be repaired to proper working order.

All wiring to be done by the most current National Electric Code adopted by the Virginia State Assembly.

SERVICE UPGRADE: All upgrades to 200 amp breaker. Square D and Cutler Hamner are examples of acceptable service panels. Service cable shall be new and sized according to the new service. Service upgrades to include by electrical contractor new meterbase, exterior disconnect (if applicable), and coordination with power company to disconnect from old and connect to new. Ground new service to code. All other grounding (phone, cable, waterlines, etc.) to be to the service ground. All new upgrades to include new anchors to the house as well as new weatherhead. Mastings to be specified per job.

WIRING: All wiring shall be sized to code per circuit. All wiring concealed within framing shall be Romex. All exposed wiring shall either be armored cable or Romex run in conduit or wire molding.

CIRCUITRY: No overloading of circuits. Dedicated circuits and receptacles (single plug receptacle) shall be installed for the refrigerator, microwave, air conditioner, freezer, clothes dryer, and electric stove. Dedicated circuits, wiring, and non-fused disconnects shall be installed for water pump, electric water heater, and furnace.

TYPICAL ACCEPTABLE FIXTURES:

- ☑ KITCHEN: Progress P3348-30 (2-60 watt bulbs)
- ☑ UTILITY: Progress P3516-15 (1-60 watt bulb)
- ☑ BEDROOMS: Progress P4961 (2-60 watt bulbs)
- ☑ LIVING ROOM: Same as bedrooms.
- ☑ HALLWAY: Same as utility.
- ☑ EXTERIOR CEILING LIGHT: Progress P5603-31 (1-60 watt)
- ☑ EXTERIOR WALL MOUNT: Progress P5602-31 (1-60 watt)
- ☑ BATHROOM: Nautilus N678 fan/light combo
 - Fasco 768 fan/light combo
 - Fasco 1100 heat/vent/light
- ☑ SMOKE DETECTOR: Fire X 0440
 - CARBON MONOXIDE DET.: First Alert or American Sensor plug-in type
- ☑ BASEBOARD HEATERS:
 - Fasco A250A2 = 2'-0"
 - A250A3 - 3'-0" etc. for 4,5,6,8, & 10'.
 - Thermostat: Fasco 1228
- ☑ WALL MOUNT HEATERS: Fasco 1240P

WELL DRILLING, WELL ABANDONMENT, & PUMP WORK - GENERAL REQUIREMENTS

All wells and well abandonments are to be installed as per the Commonwealth of Virginia Department of Health Bureau of Sewage and Water Services *Private Well Regulations* dated April 1992.

All wells are to be installed as per the Thomas Jefferson Health District permit and AHIP specifications. AHIP to supply the GENERAL CONTRACTOR or well contractor with a copy of the well permit.

All wells drilled for AHIP shall be on contract terms, **NO WATER = NO PAY** unless otherwise specified.

CONTRACT TERMS:

The well driller shall drill a maximum of 1 hole at a maximum depth of 500 feet and a minimum flow of 2 gallons per minute by the well driller's method of measurement.

All wells 140' deep or less and producing 2-3 gallons per minute or less shall be drilled 2 additional rods for extra water storage.

All drilled wells are to be blown out between rods to eliminate excessive driller's dust in water.

The well driller shall contact the AHIP Estimator for instructions after drilling a dry hole or discovering unacceptable water flow and before moving the well rig off site to another job.

All unsuccessful attempts are to be abandoned by the well or pump crew while on site as per TJHD regulations.

- CASING:** PVC and cased to bedrock and a min. of 20' if bedrock is less than 20'.
- ADAPTER:** Brass Pitless
- PUMP:** Submersible; Red Jacket, Goulds, Myers, or equivalent. Sized according to well characteristics.

WATERLINE: 1" black plastic pipe 160 psi in trench a min. of 30" deep. Backfill trench after installation of waterline and compact soil. Bid 100' of waterline and trenching. The owner is to maintain the trench, seed, fertilize, and straw unless otherwise specified.

PRESSURE TANK: Well Xtrol 202 min. with 30/50 pressure switch, brass "T", and boiler drain. Install pressure tank at predesignated location. If installation is on grade, install pressure tank on a concrete pad.

SEPTIC SYSTEM INSTALLATION - GENERAL REQUIREMENTS

Install the septic system as per the Thomas Jefferson Health District specifications. AHIP shall supply the GENERAL CONTRACTOR or the septic contractor with a copy of the Septic Permit.

ADDITIONAL SPECIFICATIONS:

Install an above-ground clean out between the house and septic tank within five feet of house.

Backfill and rake out all disturbed soil. Seed, fertilize, and straw all disturbed areas.

PUMP SYSTEMS: The electric and plumbing shall be included in the pump septic contract.

EXCAVATION & GRADING - GENERAL REQUIREMENTS

- Positive Drainage.
- To be specified per job.

DEMOLITION & EXCAVATION – GENERAL REQUIREMENTS

Demolish existing house and outbuildings or piles of debris. Clear out any heavy overgrowth of bushes or trees and fill in any holes left from the house removal or equipment. Haul all debris to the landfill. Entire site to be cleaned up and left to a smooth finish. Seeded and strawed (Kentucky 51/contractor's mix). Trees or shrubs the landowner wants saved will be tagged with red ribbon. Contractor will not track debris onto adjoining properties or into roadways. Contractor is responsible for any and all erosion control, performed to the satisfaction of Albemarle County Department of Engineering and Public Works.

Contractor will be responsible for all Albemarle County permits and for contacting "Miss Utility". AHIP will furnish any pertinent utility disconnect letters.

GUTTERING - GENERAL REQUIREMENTS

All guttering and downspouting to be .027 gauge or better seamless aluminum with baked on enamel color coating. The owner shall choose the color from color samples supplied by OUTREACH.

Linear footage of guttering installation and downspout locations will be specified on a per job basis.

SOIL TREATMENT - GENERAL REQUIREMENTS

The exterminator is to treat the existing structure for wood-boring and destroying insects with chemicals approved by the EPA and Albemarle County. All chemical mixtures are to be as per the chemical manufacturer's recommendations and applied by the manufacturer's specifications. All treatments shall be warranted for a period of one year from the treatment date.

9/1/09 Approved by Outreach Committee



2127 Berkmar Drive
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I, _____, owner/representative of _____,
certify that I have read and retained a copy of the General Requirements of the Albemarle Housing Improvement
Program, Inc. adopted March 22, 2013, and will perform all contracted work in such a manner as to conform to
these requirements.

Owner/Representative Signature

Date