



City of San Antonio

TRANSPORTATION AND CAPITAL IMPROVEMENTS

ADDENDUM No. 1

FORMAL REQUEST FOR COMPETITIVE SEALED PROPOSAL (RFCSP)

PROJECT NAME: JOB ORDER CONTRACTING FOR OWNER-OCCUPIED REHABILITATION PROGRAM
DATE: September 9, 2015

This addendum is separated into sections for convenience; however, all contractors, subcontractors, material men, and other parties shall be responsible for reading the entire addendum. The failure to list an item or items in all affected sections of this addendum does not relieve any party affected from performing as per instructions, providing that the information is set forth one time any place in this addendum. These documents shall be attached to and become part of the Contract Documents for this project. The contractor shall be required to sign an acknowledgement of the receipt of this addendum and submit with their proposal package.

I. CLARIFICATIONS AND ANSWERS TO QUESTIONS RECEIVED

- The second paragraph of the “Background” section of the RFCSP currently states that the City has up to \$2,800,000.00 allocated in HOME funds specifically to be used for Owner-Occupied Rehabilitation Program activities. This amount has been revised to \$3,500,000.00

Question: It is understood the City intends to award JOC contracts to multiple respondents. Is there a maximum number of respondents to be selected or minimum anticipated contract limit per JOC respondent?

Response: There is not a maximum number of respondents to be selected or minimum anticipated contract limit per awarded JOC firm(s).

Question: Will program limits increase or differ for projects of Owner-Occupied residences that include up to 4 units?

Response: The project assisted under the Owner Occupied Rehabilitation and Reconstruction program are single unit detached homes. In cases of 2-4 units, it is typical that there is an owner residing (or not residing) at the property which is deriving rental income from the two other units. In which case the project would be considered rental rehabilitation and not covered under this program.

Question: Will the rehabilitation of a residence require the awarded firm to perform or manage consultants or contractors in the performance of lead based paint risk assessments or abatement?

Response: No.

Question: Will the city prepared homeowner and respondent agreement referenced in the RFCSP be provided for review?

Response: The agreement between the Homeowner and the City will not be provided to the respondent. Simply the agreed upon scope of work necessary to complete the rehabilitation work.

Question: Will the initial JOC contract be for a term of one-year to coincide with the published 2015 fiscal year or the calendar year based on anticipated City Council approval in December 2015?

Response: The initial contract will be for a term of one year from when the contract is fully executed, with an option to renew for one additional year. The years will be based on the date the contract is fully executed.

Question: Is it intended for the homeowner to be party to the contract between awarded firm(s) and the City?

Response: The respondent will be conducting the rehabilitation work as an agent of the City of San Antonio.

Question: Will a copy of the City's Housing Policy and Housing Rehabilitation Standards be provided for review prior to submission of this RFCSP?

Response: The City is currently in the process of revising the Housing Policy documents. The revised housing policies will not be available prior to the due date of this RFP. The current Housing Policy is on the City's Website at <http://www.sanantonio.gov/Portals/0/Files/GMA/policies/Final%20Housing%20Policy%20Guide.pdf>, however note there will be significant changes to this policy document. Refer to limits described in this RFCSP. Housing rehabilitation standards will be provided to the respondents through this addendum. Please see the attached document.

Question: Is the use of JOCWorks software optional?

Response: The use of the most recent version of JOCWorks software is required.

Question: What are the intended pricing indexes to be used for preparation of proposals and basis for proposing requested coefficient? RS Means Unit Price Book, RS Means Facilities Cost Data, or other residential cost data?

Response: The 2016 RS Means Unit Price Book and RS Means Facilities Cost Data are the intended pricing indexes to be used for preparation of proposals and basis for proposing the requested coefficient.

Question: Does the City anticipate using this contract for minor repairs or professional supervision on an as-needed basis? If so, please define or describe.

Response: Currently, this contract will be utilized for the Owner Occupied Rehabilitation and Reconstruction Program.

Question: Can the City please confirm that the awarded firm(s) is to utilize the issued Residential Wage Decision? If it is not applicable, should the Building Wage Decision or Heavy Highway Decision be deemed applicable?

Response: The awarded firm(s) shall utilize the issued Residential Wage Decision. If additional positions are needed, these will be added on a case by case basis.

Question: It was expressed that the currently published Affordable Housing Policies will be revised and republished after approval. When is this anticipated?

Response: The City will be taking the proposed revisions to the Housing Council Committee on October 6, 2015. The anticipated council date is in late October/ early November.

Question: Will this contract be exempted from the current city and contractor relationship restriction in the housing policy?

Response: This clause will be revised to reflect the contractor acting as an agent of the City

Question: In cases of rehabilitation will the awarded firm(s) be required to perform or acquire the services of a lead consultant or contractor?

Response: No.

Question: In cases of reconstruction, will the awarded firm(s) be required to perform or manage demolition of the home?

Response: No.

Question: Can the City confirm the homes assigned through this contract are considered private residences and non city-owned property?

Response: Residences are privately owned residential properties where homeowners are the primary residents.

Question: For purposes of this contract, if property is considered a private residence and demolition is requested, will this activity continue to be exempt from asbestos rules?

Response: A single unit, private residence will be exempt from asbestos rules.

Question: Are public utilities intended to be readily accessible or adjacent to property boundaries?

Response: Yes, public utilities should be in place due to the nature of this project. This will need to be verified by City staff upon initial assessment of the property.

Question: Does this contract require any off-site public improvements (sidewalks, drive approaches, sewer/water main extension, etc.) requiring the services of bonded public works/utilities qualified contractors?

Response: Typically no, the scope of work will not normally require off site public improvements unless warranted by city code. This will be reviewed during the initial assessment of the property

Question: If environmental work is requested will the awarded firm(s) be required to provide environmental insurance? If so, please provide the insurance requirements.

Response: No.

Question: Are the published project maximum limits of \$75,000 for rehabilitation and \$120,000 for reconstruction established for every project assigned?

Response: The maximum rehabilitation limits are conditional upon approval from City Council through the Housing Policy revision.

Question: If there are different project limits will they be disclosed at the time a proposal is requested by the awarded firm(s)?

Response: City staff will complete an initial assessment of the property to determine project feasibility, draft the initial scope of work, and cost estimate. This cost cannot exceed the project maximum limits.

Question: Are the project limits affected by other project related activities not part of the awarded firm(s) Job Order?

Response: No. However, the each project will not expend up to the limits, only what is approved by City staff and agreed upon by the homeowner.

Question: Will the assigned project be exempt from contractor/development fees (permit, inspections, impact, etc.)?

Response: The contractor will need to ensure all project permits and fees are paid as per city ordinance.

Question: Regarding the Coefficient Price, is this the net profit margin? What is the difference between pre-priced and non-pre-priced? Is the percentage the projected percentage per job? What is the difference between standard and non-standard hours?

Response: Please refer to the information stated below found on page 6 of the RFCSP regarding this information:

To determine the maximum price for any work performed pursuant to the JOC and issued Task Orders, coefficients or multipliers shall be applied by utilizing [RSMMeans JOCWorks™](#) software. Therefore, before beginning work, City and the selected Respondent shall agree to a coefficient or multiplier to be applied to any line item from the [RSMMeans JOCWorks™](#) that shall yield a maximum price inclusive of material, equipment and/or labor performed during normal working hours.

Also, before beginning work, City and a selected Respondent shall agree to a second coefficient or multiplier to be applied to any line item from the then current [RSMMeans JOCWorks™](#) that shall yield a maximum price inclusive of material, equipment, and/or labor performed during overtime working hours. The coefficient or multipliers shall be applied to the far right hand column of the [RSMMeans JOCWorks™](#), which is labeled "Total Including Overhead and Profit". After adjustment for the San Antonio, Texas Cost Index, this shall allow a maximum price calculation for combinations of material, equipment and/or labor for most tasks.

For those job items not listed in the specified [RSMMeans JOCWorks™](#), maximum pricing shall be determined by applying the same coefficient as utilized on the [RSMMeans JOCWorks™](#) to other applicable current R.S. Means publications. If the specific job item is not listed in any R.S. Means publications, then City and the Contractor shall determine the appropriate price through market survey.

The coefficient (multiplier) shall apply to pre-priced and non pre-priced items. Pre-priced items are line items included in the most recent [RSMMeans JOCWorks™](#). Non pre-priced items are not listed in the most recent [RSMMeans JOCWorks™](#). Standard hours are hours defined in section 1.1.11 of the general conditions posted along with the other bidding documents and defined as:

- 1.1.1 For Projects not affecting City traffic, a Working Day is measured from sunrise to sundown Monday through Friday, except legal holidays, or the hours during which Contractor has been authorized and/or directed to work by Owner. For Projects affecting City traffic, a working day shall mean sunrise to sundown Monday through Saturday, except legal holidays, or hours during which Contractor has been authorized and/or directed to work by Owner.

Standard hours occur during the defined "working day". Non-standard hours take place outside of the defined "working day"



CITY OF SAN ANTONIO

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

OWNER-OCCUPIED HOUSING REHABILITATION PROGRAM

POLICIES AND PROCEDURES

May 5 2011

**Department of Planning and Community Development
Rehabilitation Policies and Procedures**

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100 INTRODUCTION

101 PURPOSE OF MANUAL

- A. The purpose of the Manual of Policies and Procedures is to provide detailed information and guidance on the operation and administration of the Rehabilitation program. This manual should guide employees of DPCD in the application of various federal and state laws and regulation funds awarded by the U.S. government and other funding sources.

102 SCOPE AND ORGANIZATION

The general organization of the Manual of Policies and Procedures is as follows:

Section 100

Introduction – provides a description of the purpose of the Manual of Policies and Procedures and its organization.

Section 200

Rehabilitation– establishes policies and procedures for operation of the Rehabilitation Program.

103 DEFINITION OF TERMS AND ABBREVIATIONS

The following terms used in the Manual of Policies and Procedures are defined as follows:

CDBG-	Community Development Block Grant
DPCD-	City of San Antonio Department of Planning and Community Development
DPL-	Perpetual Deferred Payment Loan
DOW-	Description of Work
HUD-	U.S. Department of Housing and Urban Development
ERR-	Environmental Review Record
LBP	Lead-Based Paint

104 AMENDING THE MANUAL OF POLICIES AND PROCEDURES

From time to time, as additional matters require promulgation or changes to this manual are appropriate, authorized personnel may amend this Manual.

200 OWNER OCCUPIED REHABILITATION

200-1 *Overview*

- A. The **Owner-Occupied Rehabilitation Program** is funded through the U.S. Department of Housing and Urban Development using CDBG and HOME funds. The Federal Regulations governing the expenditure of CDBG and HOME Investment Partnerships Program funds can be found in 24 CFR parts 570 and part 92 respectively.
- B. All applications are considered for assistance based on established criteria without regard to race, color, sex, age, religion, national origin, or handicap. Literature regarding the home improvement program is general in nature and one application package is employed for both CDBG and HOME activity.
- C. The following criteria have been established for eligibility.
 - 1. The applicant must be the owner of the property to be rehabilitated and must occupy the residence.
 - 2. The property to be rehabilitated must be located within the City limits of San Antonio.
 - 3. The annual gross income of the household must not exceed 80% of the area median adjusted for family size.
 - 4. The property must be declared as a homestead.
 - 5. All real property taxes must be current.
 - 6. Title to the property must be clear of judgments, tax liens, etc.

- D. The Program components include both moderate rehabilitation and substantial rehabilitation/reconstruction. Rehabilitation assistance is provided as follows:
1. Based on the household's ability to pay, eligible owners may receive assistance as follows:
 - a. Collectible loan - A direct loan at three percent (3%) per annum. The standard repayment term is ten (10) years. The loan is secured by a lien against the property, which is collectible in the event of a sale of the property.
 - b. Deferred Payment Loan (DPL) - The DPL is secured by a perpetual lien against the property which is due and payable upon sale, abandonment, or failure to show proof of payment of taxes and insurance. Monthly payments of principal and interest are not required. The debt is collected at the time of transfer of title.
- E. Assistance is limited to owner-occupants of structures located within the City limits of San Antonio whose household income does not exceed 80% of the area median income adjusted for family size. All property taxes must be current, and proof of property insurance is required prior to the commitment of funds.
- F. The steps and procedures for processing applications are broken down into phases as outlined below:

200-2 ***Initial Case Processing/Intake***

A. Content of files

All files must contain the following:

1. application, completed and signed
2. consent to release information, signed
3. verification of "household" gross income
 - a. if employed, verification of employment and latest pay stub
 - b. if retired, copy of Social Security, retirement, CS, VA award letter or check
 - c. if self-employed, copy of at least 2 years income tax returns
 - d. if rental property is owned, letter providing address, gross monthly rent and obligations (i.e., taxes, insurance, utilities, etc.)
 - e. if receiving child support, copy of divorce decree and proof of child support

4. latest paid tax receipt (unless mortgage company is collecting escrow)
5. verification of mortgage, if applicable, signed
6. at least 2 months City Public Service and SAWS utility bills
7. list of all residents including name, age, salary, etc.

B. Initial Processing

When all information is in file, the following steps are taken.

1. check for previous assistance (Rehab/HIP); annotate case number, year of assistance, and other pertinent data. Persons who have received assistance through HIP are ineligible to participate in the program. Persons who have received CDBG rehab assistance within the past 10 years, or those who have active accounts are ineligible to participate
2. check for previous canceled file - pull previous file for review by Manager
3. annotate cross streets, census tract, council district and county precinct
4. pull land data (provide owner's name, value of property, tax base, lot size, zoning, etc.)
5. obtain credit report
6. insert a copy of Ferguson map with the property clearly marked

C. Assemble file and refer case to loan processor.

200-3 Preliminary Review and Processing

The loan processor reviews the file for completeness

- A. Compute household income (must be at or below 80% of the area median).
- B. Contact the taxing authorities to verify that all property taxes are current. If the taxes are in arrears, the applicant is counseled and a payment plan is determined. If the applicant does not have the means to bring the taxes current, they are ineligible for assistance.
- C. Review credit report for delinquencies, judgments, or liens. Check current and previous address and employment. Discuss any adverse information with applicant. A letter of explanation regarding delinquent accounts may be required.
- D. Loan processor will verify that adequate project funds are available. In the event sufficient funds are not on hand to address the file, a letter is mailed to the homeowner advising of our action. If money is available in the project, proceed with processing.

- E. Request Rehabilitation Supervisor to assign a structural survey to determine the structure's feasibility for rehabilitation
 - 1. If the property is feasible for rehabilitation, order title report to verify ownership and ensure the property is clear of judgments, etc.
 - 2. If the property is infeasible for rehabilitation, verify that lot size and zoning are adequate for reconstruction, and notify owner that their file will be placed with the reconstruction program pending sufficient funding. Assignment of the reconstruction workload is usually conducted on a first-come, first-served basis. However, special consideration may be given to households who are facing conditions, which pose an immediate health or safety concern. The case is then transferred to the Reconstruction Supervisor to determine an estimated budget.
 - 3. If the lot is not suitable for Reconstruction due to lot size or zoning, then the case will be placed on hold until the Homeowner requesting assistance resolves these issues.
- F. Review title report
 - 1. If title is clear, case is assigned to a Specialist for preparation of a detailed description of the work needed to bring the property into compliance with City Code and/or Section 8 Housing Quality Standards.
 - 2. If title is clouded, the processor will work with the applicant to clear title (may involve preparation of an affidavit of heirship, warranty deeds, release of lien, etc.). Once title is clear, case is assigned to Specialist for preparation of the description of work. If title cannot be cleared within a reasonable period of time (90 days), the case may be dropped from the current workload until title is cleared. This may result in the applicant waiting until the next funding round for assistance.
- G. Contact applicant and advise of process and possible financing.

200-4 ***Description of Work (DOW)***

- A. The description of work will be prepared by a Construction Specialist. Using their knowledge of City Building Codes and the Section 8 Housing Quality Standards and in conjunction with the owner, the Specialist prepares a description of the work to be performed. The repairs may include electrical, plumbing, roof, foundation, exterior and interior repairs, and handicapped modifications. If applicable, the residence may require Lead Based Paint (LBP) screening by an independent, certified LBP Risk Assessor. Abatement procedures and final clearance will be undertaken prior to general repairs. Federal Regulations and State Laws dictate how to address Rehabilitation to homes built prior to 1978. The City may adopt policies, which are more stringent than the Federal or State policies.

- B. The DOW is prepared using a specification writing/cost-estimating program, which is updated periodically by the Housing Operations Division. The initial DOW is forwarded to the Rehab Supervisor to review. The DOW is returned to the Specialist with the Supervisor's concurrence or recommended changes annotated on the Tracking Sheet.
- C. Upon completion of the description of work, the Specialist will prepare a site-specific environmental review (ERR). Should the property be located in a flood prone area, the owners will be required to show proof of flood insurance prior to the commitment of Federal funds. If the property was constructed 50 years ago or more, a copy of the DOW, sketch, and exterior photos of the residence must be transmitted to the State Historic Review Board for a determination of the historic significance of the property. If it is determined that the property has historic value, the DOW must be approved by the State. The completed ERR is forwarded to DPCD for review and concurrence.

200-5 *Homeowner Signature and Selection of Contractors to Bid*

- A. Once the DOW is finalized, the Specialist will review the DOW with the owner. If the owner is in agreement with the scope of work, he/she will be asked to sign the cover to indicate concurrence. If changes are requested, the DOW will be revised and reviewed with the owner. Concurrent with the owner's approval of the DOW, the owner will be provided a copy of a Prospective Bidders List. The owner may choose contractors from the list provided, or may enter the pertinent information for a contractor whose name does not appear on the list. Note: In order to participate in the program, a contractor must be licensed to do work within the City of San Antonio, carry appropriate levels of insurance, and must not have an adverse record with the BBB or Attorney General's Office. Policies and Procedures for all Participating Contractors are provided to each contractor and detail DPCD's requirements and expectations.
- B. The Specialist will forward the signed DOW (stamped Final Copy), Cost Estimate, sketches, and signed Contractor Selection Form, to the loan processor.

200-6 *Bidding and Acceptable Bidder*

- A. The loan processor will prepare the bid packages (DOW and sketch). The contractors selected by the owner will be advised that they have been chosen to bid on a rehab project, and will be instructed to pick up the packet. The bids must be returned by the date and time annotated on the Contractor's Bid form. The bid form must be signed by the owner or their representative to certify that the contractor visited the property to estimate the construction cost.
- B. An acceptable bid must be within 10% (high or low) of the DPCD's staff estimate. The loan processor reviews all bids received with the owner. Based on the review, the owner makes the final contractor selection. If necessary, staff may enter into negotiations with the contractor selected by the homeowner in order to secure an acceptable bid.

- C. The file will be reviewed by the loan processor to ensure that all verifications are current and that the file is complete. The entire file is then forwarded to the loan officer for final evaluation and closing of the transaction. NOTE: If the rehabilitation project is noted as "substantial rehabilitation" on the ERR, the case cannot be closed until the ERR is approved by DPCD.

200-7 ***Closing***

- A. The loan officer will review the file to determine compliance with established criteria, and Federal Regulations. The City's legal department evaluates the file and approves for loan closing.
- B. The loan officer is then authorized to schedule a pre-construction conference and closing with the owner, contractor, City legal attorney and DPCD construction specialist. During the pre-construction conference, the DOW is reviewed and clarified with all parties. The owner and contractor enter into a Rehabilitation Contract to conduct the repairs (neither the City nor DPCD are parties to the contract). Necessary legal documents are signed at this time.
- C. Subsequent to the closing, the loan officer will:
 - 1. Complete and submit a Project Set-Up Report to DPCD in order to reserve the needed funds. Once DPCD establishes the account, a copy of their faxed transmittal will be sent to DPCD, which provides the Project Number assigned to the file. Upon receipt, DPCD will issue a notice to the contractor to proceed with the rehabilitation project.
 - 2. Prepare an inspection file, which includes the DOW, cost estimate, contractor payment plan, and related information, and transfer to the assigned Specialist.

200-8 ***Construction Inspections***

- A. At a minimum, DPCD Specialists will conduct weekly inspections of projects while under construction in accordance with the inspection procedures outlined in the General Specifications. Specialist will advise the contractor of any non-compliance with the description of work or General Specifications. Permits, City interim and final inspections are submitted to the Specialist by contractor during the weekly inspections.

- B. The Specialist, contractor, and owner may affect changes to the scope of work during construction. There are two methods employed, which are:
1. Change Order - no change in contract price. The owner, contractor and Specialist must sign the change order before it is enforceable.
 2. Amendment - requires change in contract price due to unforeseen items of repair. The cumulative total of all amendments may not exceed 25% of the original contract amount. In addition to the owner, contractor and Specialist signing the amendment, the signature of the Program Supervisor is required in order to affect the amendment. In order to commit the funds, the Loan Officer must submit a revised Set-Up Report to DPCD. A copy of DPCD's faxed transmittal verifies that the amount committed has been changed in the HUD system. The contractor is not authorized to proceed with the amendment until DPCD receives the revised set-up.

200-9 ***Contractor Payment***

- A. Progress Payment - As the work progresses, a contractor may request a partial payment. The Specialist will determine the amount of work satisfactorily complete and will prepare a Partial Payment Request (PPR). The owner and Specialist sign the PPR, which authorizes a payment to the contractor for a specified percentage of the work. An invoice accompanied by a copy of the PPR will be forwarded to DPCD for payment. The procedure for 30%, 60%, 90% and 100% payments is the same as for payment schedules.

200-10 ***Final Payment and Close-Out***

- A. Within thirty (30) calendar days after the final inspection, and prior to release of the final payment to the contractor, the contractor must submit copies of all City final inspections, warranties, and termite certificate. The Specialist will then sign off for full and final release of the 10% final payment. The contractor will provide a one-year warranty and a Final Release of all Claims indemnifying the owner and Agency of any non-payment to supplier's, materials, or laborers.
- B. A letter is mailed to the owner providing copies of the final inspection, warranty, release, and termite certificate. A questionnaire and a self-addressed, stamped envelope are also sent to the owner. The questionnaire is returned to the Division Manager and then forwarded to the Program Supervisor. The owner's comments regarding the contractor, staff, and the general program are used as guidance in the overall administration of the program.
- C. The inspection file is integrated with the loan file and is kept on site.
- D. Within 30 days of the final payment to the contractor, the loan officer must prepare and transmit a Project Completion Report to DPCD. A copy of DPCD's faxed transmittal will be forwarded to the loan officer for inclusion in the permanent file. (NOTE: The loan officer must verify that all project reimbursements have been received before transmitting the Project Completion Report.)

Warranty Procedure

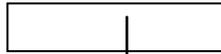
- A. The contractor provides a one year warranty on all work performed. During the warranty period, if the owner contacts DPCD regarding an item needing attention, the following steps are taken.
1. The Homeowner must submit in writing a list of warranty items they feel should be addressed by the contractor, along with dates that they attempted to contact the contractor. The Specialist will then attempt to contact the contractor for the Homeowner by phone and mail.
 2. A copy of the Homeowner's list is mailed to the contractor notifying him that he is allowed twenty (20) days to correct cosmetic items and all others shall be addressed immediately. A copy of the letter is sent to the owner.
 3. When the contractor completes the work, the owner must sign the bottom of the list they submitted indicating that all warranty repairs listed have been completed. A copy of the signed list is forwarded to DPCD for placement in permanent case file.
 4. If the contractor fails to repair the items within the allotted time frame, the owner must pursue the matter through the court system. The contractor's failure to address valid warranty issues may affect his/her continued participation in the program.

APPENDIX A

PROCESS MAP

HOUSING RESOURCES REHABILITATION

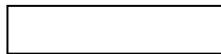
(FROM DATE OF APPLICATION TO COMPLETION OF PROJECT)



APPLICATION RECEIVED - secure verifications and additional information needed to assess eligibility, obtain credit report, and conduct preliminary evaluation for eligibility and possible financing method.



STRUCTURAL SURVEY - Initial inspection of the property to determine feasibility for rehabilitation.



TITLE REPORT - Secure title report to verify ownership and disclose any title defects.



TITLE WORK - Assist participant in clearing title. This may include preparation of an Affidavit of Heir ship, Affidavit of Identity, or Release of Lien, etc. (An average of 42% require some degree of title work).



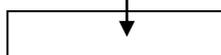
LEAD-BASED PAINT - Certified consultant to perform paint testing/risk assessment. Consultant to provide interim controls/abatement plan.



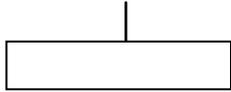
DESCRIPTION OF WORK (DOW) - Prepare and finalize a detailed description of the proposed work with a cost estimate. Incorporate Lead-Based Paint activities into DOW if applicable.



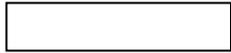
FINAL PROCESSING - Final review of DOW with homeowner, homeowner selects contractors to submit bids, case put out to bid.



LOAN APPROVAL - Financing package presented to Loan Officer. Set up ordered.



LOAN CLOSING - Loan information prepared by loan officers and forwarded to City attorney for review and preparation of legal documents to be signed by homeowner(s).



CONSTRUCTION - From the date of signing loan documents to completion of project. (Construction time varies due to total construction costs).



FINAL INSPECTION AND COMPLETION - Inspect property with homeowner to insure all work described in DOW was done. Send completion report to DPCD.

Perform final clearance exam if lead related activities were performed.

REHABILITATION PROCEDURES

Case Processing

Review application for completeness. Secure verifications and any additional information needed to assess eligibility, obtain credit report and conduct Preliminary Evaluation for eligibility and possible financing method.

Structural Survey

Perform initial inspection of the property to determine feasibility for rehabilitation.

Title Report

Secure title report to verify ownership and disclose any title defects.

Title Work

Assist participant in clearing any title problems. This may include preparation of an Affidavit of Heirship, Affidavit of Identity, or release of Lien, etc.

Description of Work (DOW)

Prepare and finalize a detailed description of work with cost estimate.

Final Processing

Final review of DOW with homeowner, contractor selection and case sent out to bid.

Loan Approval

After receiving bids, homeowner selects contractor, acceptable bid is then processed with financing package and sent to Loan Review Committee/Board for approval.

Loan Closing

After loan approval, the closing takes place at the participant's home with the contractor and the Agency's representative.

Construction

The contractor is then issued a "proceed date" which starts the beginning of the allotted time set forth in the contract agreement.

Final Close Out

After all inspections and payments have been completed, a final completion report is submitted to the City of San Antonio's Housing and Community Development Office for approval.

APPENDIX B

CONTRACTOR'S POLICIES AND PROCEDURES

POLICIES AND PROCEDURES FOR ALL PARTICIPATING CONTRACTORS

October 1, 2004 (revised May 5, 2011)

In order to participate as a general contractor performing work financed by the City of San Antonio's Department of Planning & Community Development (DPCD) and appear as a Prospective Bidder, a contractor must:

- show proof of a current City Home Improvement license to do work in San Antonio
- **not** have any outstanding complaints filed with the Better Business Bureau or Attorney General's Office
- show proof of insurance, including but **not** limited to Workmen's Compensation, Public Liability and Property Damage in amounts not less than \$1,000,000 per person and \$2,000,000 aggregate in case of bodily injury and \$1,000,000 per occurrence in case of property damage; and carry Comprehensive Automobile Liability Insurance in accordance with the laws of the State of Texas. This coverage must remain in place for the duration of all projects financed through DPCD.
- complete a Contractor's Information Form and authorize DPCD to check the company and/or individual credit history
- provide at least three (3) references related to residential home improvements, which were completed by contractor within the last twelve (12) months. Contractor is responsible for scheduling appointments for an DPCD inspection of the properties listed as references.

The Prospective Bidders List is provided to all applicants for rehabilitation. An owner may select three or more contractors to submit a bid -- this is only an INVITATION TO BID. Although you are not required to submit a bid, your company may be removed from the bidders list for continued failure to submit bids (see Suspension).

In order to be considered as "acceptable", bids must be submitted by the time and date specified **and** must be signed by the owner to verify that you have inspected the property. Bids must be within 10% (high or low) of the Department's estimate. At the owner's request, the Department may enter into negotiations with the contractor in an attempt to secure an "acceptable" bid.

If any significant discrepancy or repair item is noted during the bid process, Contractor shall notify Construction Specialist prior to the bid due date. If Specialist deems necessary, all bids will be recalled, work write up will be adjusted and bids will be reissued. If changes are minor, then bidding process will continue and changes will be made after Homeowner selection of Contractor.

Once a bid is submitted, all contractors are prohibited from contacting the owner. Should the Department become aware that a contractor has offered incentives, either before, during or after submitting the bid, the contractor's bid will become NULL and VOID and certain sanctions may apply (see Suspensions).

RESPONSIBILITIES

To complete necessary repairs within the established budget, homeowners, if physically able, may be required to perform "sweat equity" tasks such as interior painting, cleaning, etc.

It is the homeowner's responsibility to review all construction specifications and to select patterns/colors of materials to be used.

It is the homeowner's responsibility to arrange access to the contractors to perform all necessary repairs during normal business hours (unless otherwise agreed upon between contractor and homeowner).

It is the homeowner's responsibility to allow access to the contractor to complete and punch list items or warranty work. If reasonable and timely access is denied to a contractor who is attempting to make a good faith effort to make required repairs, the homeowner will become responsible for these repairs.

It is the homeowner's responsibility to secure the property when rehabilitation repairs are not being made. Movement, storage and security of personal property are the homeowner's responsibility. Personal property damage, displaced or missing during the construction phase, should be reported to DPCD's specialist, but it is up to the homeowner to pursue damages with contractor for such losses.

Except for reconstruction or other required interruptions, the homeowner must provide all existing utilities for use by the contractor (as they relate to construction only) and must be responsible for continuous maintenance and payment of existing utilities.

PROGRESS DRAWS

Progress payments are based on the amount of work satisfactorily completed as per the Description of Work. At present, all inspections must be conducted on a weekly basis. Once the work is inspected, the Construction Specialist will submit the paperwork to the Loan Officer no later than the following day by 9:00 a.m. The payment process will average between 25-30 calendar days from the date of inspection to payment.

If a contractor has any questions regarding their bid or payment status, they may call the appropriate Loan Officer at 207-5401.

PROBATION

Contractors will be added to the Prospective Bidders List on a probationary status until they have established a satisfactory track record. During this period, the Department reserves the right to limit the number of jobs it will finance at any given time. Normally, a second job will not be financed until the previous job is at least 80% satisfactorily complete.

SUSPENSION

A contractor may be suspended from the Prospective Bidders List for his/her failure to:

- maintain and provide proof of insurance,
- actively pursue a job to ensure timely completion,
- conduct oneself in a businesslike manner, i.e. inability to schedule workers or subcontractors so as to minimize inconvenience to the owner, use of abusive language or behavior, drinking on the job site, offering incentives in order to secure a job, etc.,
- pay subcontractors or suppliers,
- submit bids over a three month period,
- promptly rectify owner's warranty concerns,
- remit permits and final inspections to DPCD in a timely fashion, or
- comply with the Description of Work or General Specifications.

The contractor will be given written notice of the suspension.

The suspension shall be for a term of not less than three (3) months. A contractor may be reviewed for reinstatement upon his/her written request, which must contain an explanation for the initial incident and action taken so as to guarantee that the violation will not reoccur. Such reinstatement will be on a Probationary status.

DEBARMENT

DPCD shall provide contractor with a written **warning** indicating excessive violation of any of the conditions outlined under the provisions of "Suspension". If the condition continues, the contractor may be debarred from performing any work financed through the Department of Planning and Community Development.

ACKNOWLEDGEMENT

I hereby certify that I have received and reviewed the Policies and Procedures for All Participating Contractors dated October 1, 2009 as provided by DPCD, and I agree to be bound by same. Furthermore, I have received a copy of the General Specifications which apply to all rehabilitation work financed through DPCD.

COMPANY NAME (PRINTED)

DATE

OWNER'S NAME (PRINTED)

OWNER'S SIGNATURE

APPENDIX C

GENERAL SPECIFICATIONS

CITY OF SAN ANTONIO
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
GENERAL SPECIFICATIONS
Updated May 4, 2011

LEVEL 1 (30% IMPROVEMENT IN HERS INDEX OR ACHIEVING A POST-CONSTRUCTION HERS RATING OF 85 OR LOWER)

LEVEL 2 (50% IMPROVEMENT IN HERS INDEX OR ACHIEVING A POST-CONSTRUCTION HERS RATING OF 70 OR LOWER)

CERTIFICATION FROM BUILD SAN ANTONIO GREEN AND OFFICE OF ENVIRONMENTAL POLICY SHALL BE DOCUMENTATION FOR PRE-CONSTRUCTION AND POST-CONSTRUCTION HERS DOCUMENTATION

Copy of receipt from HERS Rater

HERS (Home Energy Rating System)

PURPOSE:

The purpose of these general specifications is to describe the general guidelines and requirements for contractors participating in the City of San Antonio Department of Planning and Community Development Owner-Occupied Housing Rehabilitation Program. All construction/repairs shall comply with the City of San Antonio building codes.

TRADE NAMES are used to establish a guide to quality and type of materials required, equal quality will be determined by a DPCD Construction Specialist.

MATERIALS shall be new, in good condition, and of standard grade unless otherwise specified.

CONTRACTORS are subject to code violation enforcement (debris, hazards, etc.).

I - REQUIRED INSPECTIONS

1. **INSPECTIONS** of work performed must be promptly secured by Contractor, and Contractor shall permit access and inspection required by any governmental agency with jurisdictional interest. Aside from the electrical, plumbing, shower pan, and HVAC inspections and finals, the following are also required.

a. **FOUNDATION**

➤ **Slab on Grade**

Engineer letter to clear foundation. Letter must specifically indicate that drainage meets the minimum requirements of the City's building codes. If drainage not addressed in letter, an inspection for drainage is required.

➤ **Pier & Footing (specify type)**

Engineer letter to clear foundation inspection

➤ If sills or joists are replaced/repared engineer letter required to clear foundation inspection. Letter must specifically indicate replacement/repair of wood sill, wood shim, beam and/or girder meets minimum requirements of the City's

building codes.

- **Removal/Repair/Replace: Skirting**
Requires Final Inspection by City Inspector for venting, subfloor access and drainage (in addition to engineer letter)
- City inspection of all concrete flat work and concrete porches to ascertain that steel is properly installed.
- DPCD concrete inspection before pouring to ascertain that forms are properly located in accordance with the Description of Work.

b. **WALLS**

- City inspection of framing.
- City and DPCD insulation inspection or letter from Insulation Company for proper amount and R-factor to City code.

NOTE: City code requires that insulation be installed, if sheathing and/or sheetrock is removed from an exterior wall. Inspection is required before sheathing, sheetrock and/or paneling is re-installed.

c. **ROOF**

- City inspection of partial framing, if any rafters, collars and/or additional bracing are required. New sheathing installation and/or repairs can be inspected at this time. **NOTE:** Do not leave roof open pending inspection.

d. **SHOWER PAN**

- City inspection of shower pan is mandatory before covering shower pan.

II – ELECTRICAL

1. **ELECTRICAL WIRING** shall be concealed. All electricians shall be required to pull a WWCPS along with the rewire permit. Permanent service must be in place at time of DPCD final inspection.
 - a. **GENERAL:** All habitable rooms and other appropriate spaces requiring electrical services shall be provided with a system of wiring, wiring devices, and equipment to safely supply electrical energy for proper illumination, appliances, resident security, and other electrical equipment.
 - b. **EXISTING WIRING AND ELECTRICAL EQUIPMENT:** Where continued service is contemplated, existing wiring and electrical equipment shall be in conformance with the current adopted City Electric Code. Existing facilities that are DPCD equate to meet anticipated demands shall be appropriately increased.
 - c. **NEW ELECTRICAL WORK:** The appropriate provisions of the City Electric Code shall be used as a guide for design layout and installation. Heavy-duty equipment shall have individual branch circuits, as required by the City Electric Code.
 - d. **NEW ELECTRICAL FIXTURES:** Materials shall be new and shall be UL Approved and/or National Electrical Code rated. New light fixtures shall be metal and not plastic.
 - e. **PERMITS AND INSPECTIONS:** All electrical work must be performed by a licensed electrician, and a copy of the permit issued by the City Building Inspection

Department must be PROPERLY DISPLAYED prior to commencement of repair to the electrical system. All electrical work must be inspected by the City Building Inspection Department.

- f. APPLIANCES: All existing or new 220v appliances/equipment shall be retrofitted with new cord to be compatible with new receptacle.
 - g. FIXTURES: Any existing fixture that is to remain in use shall be wired new to fixture. Contractor should make Homeowner aware of any non-warranty items of this nature.
2. SMOKE DETECTOR/CARBON MONOXIDE DETECTOR shall be FHA Approved and shall be installed on all rehabilitation jobs to current city codes.

III - PLUMBING

1. NEW SANITARY WASTE AND DRAINAGE PIPING shall be PVC, Schedule 40.
 - a. FLASHING: All piping through the roof shall be flashed with appropriate flashing.
2. WATER PIPING shall be type "L" copper tubing with wrought copper solder joint fittings, PEX water lines or galvanized iron with galvanized fittings.
 - a. VALVES: Water stop valves shall be standard U.S. made with ends similar to fittings. Valves shall be provided at each piece of equipment to permit removal without shutting off service.
 - b. UNIONS: Unions shall be provided to permit removal of equipment without cutting piping where legal.
3. GAS PIPING shall be black steel pipe. Provide standard U.S. made gas stops where required.
 - a. GAS STOPS: Provide standard U.S. made gas stops where required.
4. WATER HEATER shall be a standard US made 30 or 40 gallon minimum and carry a 5 year tank warranty. A temperature and pressure relief valve shall be installed and properly drained. Provide Homeowner with manufacturer's warranty paperwork.
5. EXISTING PLUMBING FIXTURES which are to remain, shall be placed in good working order. All missing or damaged trim shall be replaced with new trim of same design or the entire set shall be replaced.
 - a. TRIM: Trim shall be chrome plated.
 - b. VALVES: Supplies to each water closet shall be provided with stop valves to permit removal without shutting off service.
6. NEW BATHROOM FIXTURES shall be as follows:
 - a. WATER CLOSET: Only standard US made brand is acceptable and shall include a two (2) piece close coupled white, vitreous china, water saving commode (gallons per flush to current code). Includes pressed wood toilet seat, supply line, shut-off valve and one (1) bowl wax ring.
 - b. LAVATORY: Unit shall include a 18" or 24" vanity (if space allows) complete with wood cabinet or equal, with cultured marble top, supply risers, shut-off valves and all necessary hardware. Faucet shall be Moen or equal dual control, or single lever.
 - c. BATH TUB: Tub shall be a 5' white enameled steel/fiberglass tub complete with a lever operated pop-up drain and overflow, PVC waste, a Moen or equal single lever shower diverter and a water saver showerhead.
7. KITCHEN SINK shall be a stainless steel 33 x 22 double bowl counter top sink, with a minimum depth of 7", and includes a Moen or equal single lever water saver faucet with strainers and traps, service valves and supply lines.

8. SHOWER PAN shall be installed as per manufacturer's instructions and have a City inspection.

IV – HVAC

All Mechanical equipment and installation processes must comply with current City codes and State Energy Codes.

V - ROOF

1. ROOFING shall be done in accordance with the manufacturer's recommendations and installed in such a manner, with proper flashing and all other necessary components to prevent leaks of any kind. When decking is replaced, DPCD inspection is mandatory. Provide Homeowner with all applicable manufacturer's warranty paperwork. 25 year on material and 5 year on labor.
 - a. GENERAL: Unless otherwise specified, all old roof coverings, including felt, whether composition, wood, or built-up, shall be removed before installation of new roof. All rotted or missing sheathing, overhang, rafter ends and fascia shall be replaced. There shall be no voids or obstructions and all holes shall be patched with metal.
 - b. BRACING: Sufficient bracing shall be installed to strengthen the roof and to bring the framing to code.
 - c. DECKING: Repair by replacing defective sheathing boards, leaving new deck surface smooth and clean, and adequately secured to structural members. Nails to be 8D common or box for shiplap, and 6D common or box nails for plywood sheathing, 6" o.c. along all edges and 1 2" o.c. along intermediate members for plywood. Plywood is to be sheathing grade no less than 1/2" in thickness with aluminum clips or 1 x 4 shingle strip blocking.
 - d. GUTTER AND DOWNSPOUT: Shall be of seamless galvanized metal or aluminum properly hung and shall have a "splash block" under each downspout.
 - e. FLASHING AND VALLEY MATERIAL: All flashing and valley material shall be 26 gauge galvanized iron. Valley tin shall be a minimum of 20" wide, 10" each side centered.
2. NEW BUILT-UP ROOF shall be installed as follows: Nail one (1) ply of 30# felt; mop two (2) plies of 15# felt. Apply hot mopped tar and gravel, properly spaced to create a uniform and durable roof. Aggregate shall be 1/4" crushed limestone.
3. SHINGLES shall be self-sealing **25 year warranty** fiberglass/asphalt strip shingles, and must comply with Federal Specifications and be installed to manufacturer's specifications.
4. STOOP ROOFS are to be constructed of such material as to conform to existing roof, and shall have all necessary structural members required to form a structurally sound unit.

VI - FOUNDATION

1. LEVELING grades shall be established from existing concrete or masonry structures, when feasible. Bottom of sill shall maintain a minimum of 12" above existing grade at lowest point. Leveling cannot be exact when any of the following conditions exist:

- The framing is racked, out of plumb
- The sill/floor joists are warped and crowned
- The structure is multi-addition at multi-levels
- The structure is/was a porch, slanted for drainage

***NOTE: Foundation repairs must be accomplished in such a manner as to be permanent and must be completed prior to the start of any other work unless approved by DPCD.**

2. SOIL CONDITIONS will determine the length of time the concrete footings shall be allowed to set. When the bearing soil is dry, the concrete footing must set three (3) days before the weight of the house is placed on the foundation. When wet conditions exist, or occur, the soil shall be allowed to dry to accept the bearing load.
3. CONCRETE shall have a compressive strength of 2500# PSI in 28 days. This standard requires the following mix:
 - One (1) part Portland cement
 - Two (2) parts sand
 - Three (3) parts of coarse aggregate
4. SLUMP shall be no greater than 6". This standard requires no more than (five) 5 gallons of water per sack of cement. The concrete shall be poured to within 6" of the existing grade, a minimum of 18" in diameter, 24" deep.
5. POSTS
 - a. CEDAR posts shall be cedar, a species with natural resistance to decay, or treated wood 6" x 6" minimum. For one story structure, the posts shall be spaced at intervals beneath the bearing sills (per city code), at corners, and at sill splices. The spacing for two story structures may be reduced (per city code) and the depth of the holes increased to 30". Piers shall have a minimum of 6" of concrete for footing with 6 x 6 #10 wire mesh installed at bottom of footing according to City Building Code. Call for City inspection before pouring.
 - b. CONCRETE piers to be a minimum of 10" SONO TUBE type. Hole depth, diameter and pad specs to be the same as cedar posts. Install proper size reinforcement bar evenly spaced within the pier and securely attached to the sill. After posts are cured, remove SONO TUBE wrapping completely and install galvanized termite shield(s).
6. LOAD BEARING SILLS shall be double 2 x 6 #2 grade or better pressure treated yellow pine or 4 x 6 pressure treated yellow pine. Where the height of the sill bottom is 3' or higher above ground level, cross bracing shall be installed. Braces shall be 2 x 6 of #3 grade lumber or better.
7. NEW FLOOR JOISTS shall be a minimum of #2 grade lumber installed with crown up.

8. UNDERPINNING shall be constructed of conforming material with 12" 22 gauge galvanized flashing with at least 2" overlap on bottom of skirt and extending 6" into the ground. When stucco underpinning is specified, it shall extend a minimum of 6" into existing soil.
- a. MORTAR: All mortar applications shall consist of one (1) part of Portland cement to not less than 3 nor more than 5 parts of damp, loose aggregate by volume. Hydrate lime may be used but shall not exceed 10% by weight nor more than 25 % by volume of the cement used.
 - b. TEMPERATURE: The temperature of the surrounding air shall not be less than 40° F during application and for at least 48 hours thereafter.
 - c. SURFACES: Surfaces to receive stucco finish shall be covered with 2.5# per square yard metal lath lapped at end and sides a minimum 1", and wired 6" o.c. vertically to 3/8" rods or 3/4" metal tube spaced not over 24" o.c. for underpinning. Tie wire to be minimum 18 gauge wire.
 - d. APPLICATION: Apply in 2 or 3 coats; the final coat shall not be applied sooner than one (1) day after the preceding coat. Before applying the final coat, the surface shall be dampened evenly to obtain uniform suction. Minimum thickness of 1".
 - e. UNDERPINNING TRENCH: To ensure proper drainage, the underpinning trench shall be filled with dirt and sloped around perimeter of foundation to divert water runoff away from foundation.
9. CREEPHOLE DOOR shall be hinged and constructed of such material as to conform to foundation skirt and shall be of adequate size for entrance to crawl space, minimum size 24"W x 18"H. Install eyehook latch to secure creep hole door. When covered by dirt, the creep hole door must be flashed.
10. FOUNDATION VENTS shall be heavy duty metal and screened with 18/16-mesh screen wire cloth and shall be properly spaced to provide ventilation under the structure to current code.
11. WATER TABLE shall be 1 "or 2" dimension lumber of #1 grade pressure treated, beveled at 15° and nailed with galvanized nails, or a manufactured metal water table nailed with galvanized nails.

VII – PORCHES

1. REMOVAL shall be done in such a manner as to cause a minimum amount of damage to the remaining structure. Adequate bracing and strengthening shall be done as necessary for the main structure after removal.
2. WOODEN FLOORING shall be of tongue and groove type #2 pine minimum. Treated material can also be used and when required will be indicated in the Description of Work.
3. CONCRETE TOPPING shall be a minimum of 3" unless otherwise specified. When new concrete is to be placed on old concrete, the old concrete must be roughened and cleaned thoroughly. Old concrete shall be chipped with a chipping hammer to expose a new surface for satisfactory bonding. Old concrete should be moistened thoroughly and bonding agent applied before new concrete is placed on it. Where concrete has been dried out, it is necessary to saturate it for several days. There shall be no pools of water, when new concrete is placed. New concrete shall be 2500# PSI, pea gravel mix and shall have 6" x 6" - #6 gauge concrete reinforcement wire to cover the entire area. New concrete shall be well worked into the irregularities of the old area.
4. COLD ROLLED STEEL COLUMNS shall be 1 1/8" square tubing with support brackets welded top and bottom. Metal scrolls welded for stiffener and design shall be continuous length from floor to bearing beam.
5. WOOD COLUMNS shall be a minimum of 4" x 6" dimension and shall extend from porch floor continuously to bearing beam. Wood columns shall be treated wood posts or of a species that has a natural resistance to decay.
6. CONCRETE PORCH AND STEPS shall have a compressive strength at 28 days of at least 2500# PSI. Concrete will be poured when temperature is at 40° F, or above and rising. Shall be reinforced with minimum 6" x 6" #6 gauge wire mesh and two #6 reinforcing bars in concrete beam. If steps are called for, they are to be poured at the same time. Steps shall contain 3/8" steel rods and have a rise of no more than 7" and a tread of not less than 11 ". Install metal flashing total height of porch, between porch and existing structure.
7. WOOD STEPS shall have 2" x 12" or double 2" x 6" treads and should be kerfed on back side. Width of steps shall be no less than 3', rise shall be no more than 7" and tread shall be no less than 11 ". Wood shall be treated. Stringers shall rest on a 4" thick concrete pad reinforced with 6" x 6" - #10 gauge wire mesh. Pad to extend out 6" in width wider than stringers and 12" out in front of first step.
8. PRECAST CONCRETE STEPS AND LANDINGS will be permitted. These units are to be installed over a 3" gravel bed and be level after installation.
9. HANDRAILS shall be 13 gauge steel, attached so as to withstand 250# pressure for 5 minutes. All metal handrails shall have a metal primer, one coat, if painting is not called for in Description of Work.

VIII - WALKS AND DRIVES

1. WALKS shall be reinforced with 6" x 6" X 10 gauge wire mesh minimum thickness of 4". Concrete shall have a compressive strength at 28 days of at least 2500# PSI. Concrete will be deposited when temperature is at 40° F, or above and rising.
2. DRIVEWAYS shall be reinforced with 6" x 6" gauge wire mesh minimum thickness of 4" with expansion joint material placed at maximum of 30', not to exceed 300 square feet in one block. Concrete shall have a compressive strength at 28 days of at least 2500# PSI. Concrete will be deposited when temperature is at 40° F, or above and rising.
3. SUBGRADE shall be well drained, uniformly graded and compacted to prevent harmful differential settlement. (Sand base shall be installed.)
4. BITUMINOUS PAVEMENT base shall be of crushed stone, gravel, or other appropriate, durable road materials, properly compacted. Minimum compacted thickness 4". Wearing surface shall be bituminous concrete.

IX - EXTERIOR WALLS

1. STUDS shall be a stud grade 2" x 4" with maximum of 16" o.c., or conform to existing wall framing, whichever is less.
2. SIDING shall be installed according to manufacturer's specifications. Use #15 felt paper applied to studs. Galvanized staples or nails shall be used, 6D or 8D.
 - a. CEMENT FIBER BOARD SIDING: Replacement shall be of conforming pattern, type, and color, installed per manufacturer's instructions.
 - b. PLYWOOD SIDING shall be minimum ½" Texture 1-11 or IVY League, Douglas Fir, Western Red Cedar or Southern Yellow Pine for flat panels only. All joints shall fall on center of framing members. If it is necessary to make a joint that has been field cut and the ship lap joint removed, use a butt joint; butter edges with caulking and bring to light contact. Do not force or spring panels into place. Leave a slight space where siding butts against windows or door trim and caulk.
 - c. LAP SIDING: Start application by fastening a wood starter strip (3/8" X 1 3/8") along the bottom edge of the sill. Level and install the first course of siding so that the bottom edge is at least 1/8" below the starter strip, fasten siding by nailing 3/4" up from drip edge of siding. Butt joints should occur only at stud locations. Factory primed or field primed ends should be used for all vertical butt joints which will not be covered. Adjacent siding pieces should just touch at butt joints or preferably, a 1/16" space may be left and filled with caulking. Never force or spring into place. Install subsequent siding courses using a minimum overlap of 1". Use 6D or 8D galvanized exterior nails only.

3. MASONRY work shall not be done when the temperature of the surrounding air is below 40°F. Where brick is installed, there shall be a continuous reinforced concrete grade beam with proper footing. All joints shall be properly tooled and left in a clean condition. Building face brick shall be of gas-fired solid clay or shale units.
 - a. MORTAR: Shall consist of one part masonry cement (Portland or equal) to 2 1/2 to 3 parts clean washed sand.
 - b. JOINTS: Completely fill joints with mortar.
 - c. BRICK, STONE OR BLOCK: Owner or DPCD shall approve Samples of brick, stone or block before starting the work, unless the work is to be painted or covered. Soft salmon type brick is unallowable.
 - d. TUCK POINTING: Only after the joints have been raked out to a minimum depth of 1/2" and wetted shall tuck pointing be accomplished.
 - e. DAMAGED, LOOSE OR SALMON BRICK: All damaged, loose or salmon brick in area to be rebuilt must be removed until sound brick work is encountered.
 - f. NEW BRICK PATCHES: Tooth new brick patches into existing work. Brick patches shall match the existing work in size, joints, and bond.
 - g. VENEER BRICK: Tie veneer brick to frame wall with galvanized wall ties on every third course, 32" o.c. or every fourth course 24" o.c.
4. VINYL/ALUMINUM SIDING shall be installed in accordance with the Manufacturer's recommendations.
5. EXTERIOR TRIM shall be of #1 grade wood. This includes corner boards, frieze boards, fascia boards, and other molding.

X - WINDOWS

1. WOOD units shall be accredited by the American National Standards Institute and will conform to FHA and HUD standards. When wood windows are specified for use, they will be referenced in the Description of Work by brand name. **All windows to be fully insulated and sealed between frame and structure. Windows to be installed per manufacturer's specifications and to the most current IRC and IECC standards.**
2. ALUMINUM units shall conform to the current Energy Code and the 2006 IECC and be constructed of proper gauge extruded aluminum sections. Exposed surfaces of all aluminum members shall be extruded of first class finish material with no serious defects or blemishes. All joints shall be neatly fitted, secure, and made watertight. Operating sashes are to be properly weather stripped to minimize entrance of air and moisture. Windows shall be standard US made with half screens.
3. WOOD WINDOW SCREENS shall be constructed of 3/4" material. Header and sides shall be minimum of 2" in width; base shall be minimum of 3" in width; and shall be properly doweled at joints and screen wire shall be 1 8/10 mesh aluminum wire or nylon mesh. Aluminum screens shall be of standard design and construction with a minimum cross rail and frame width of 1 1/2" and thickness of 7/16" and wired with 1 8/16 mesh aluminum wire. When replacing wood or aluminum full screens, the replacement unit shall conform to existing window size.
4. GLAZING COMPOUNDS shall be of a good grade latex and applied according to manufacturer's specifications, and shall conform with usage. Surfaces shall be properly prepared by removal of all cracked or otherwise unsound glazing material. Proper holding devices will be installed.
5. WINDOW GLASS shall be replaced with minimum of DSB glass. It is the Contractor's responsibility to verify use of safety glass for each application.
6. WINDOW SILLS AND TRIM shall be of #1 grade Pine, and shall be made to join neatly with the window jamb and structure. Treated materials may be used.
7. CUSTOM WINDOWS may be required due to noise attenuation and will be specified in the Description of Work by brand name. No substitutions will be allowed since these windows are required to reduce the interior noise level of the structure, as required by HUD.

XI - DOORS

1. EXTERIOR DOORS shall be solid core wood or steel insulated paneled with a minimum thickness of 1 3/4" with three (3) 4" X 4" butt hinges. All exterior doors shall have rolled-vinyl weather stripping with aluminum channel backing. Includes new locksets. Threshold to be sized accordingly to accept storm or screen door. All doors to be fully insulated between jamb and framing members. Windows to be installed per manufacturer's specifications and to the most current IRC and IECC standards.
2. INTERIOR DOORS shall be paneled hollow core with a minimum thickness of 1 3/8" with two (2) 3 1/2" X 3 1/2" butt hinges and passage locks.
3. CASINGS shall be of 1 1/2" material with properly plowed jamb to receive either 1 3/4" or 1 3/8" doors.
4. THRESHOLD shall be of proper height and width for the particular opening, and a tight seal shall be created by this installation. If storm or screen door is installed, the threshold will be sized properly to complete a tight seal between sweep and threshold.
5. ALUMINUM SCREEN DOORS shall be extruded construction with a minimum thickness of 1", extruded push bar, kick plates, and shall be furnished with 1 8/16 mesh aluminum screen wire.
6. WOODEN SCREEN DOORS shall be of select preservative treated Western Ponderosa Pine with dowel joint construction and furnished with 1 8/16 mesh aluminum screen wire, with a minimum thickness 1 1/8". Screen Doors shall be standard US made with all hardware including two (2) adjustable spring-loaded hinges.
7. STORM DOORS shall be as per DOW and shall be accredited by the American National Standards Institute.

XII - FINISH HARDWARE

1. EXTERIOR DOOR LOCKS shall be A-1 and shall be properly installed with key in knob, standard US made brand only. Where more than one new lock is installed to the exterior of building, these locks shall be keyed alike. All exterior door butts shall be minimum of 4" x 4" in size with minimum of 3 butts to each door. If storm or screen doors are installed, insure that the locking mechanisms do not conflict or come in contact with each other.
2. INTERIOR DOOR LOCKS shall be standard US made brand only, and shall match the existing locks as nearly as possible. All interior door butts shall be minimum 3 1/2" x 3 1/2" in size with a minimum of 2 butts to each door.
3. CABINET HARDWARE shall all be polished, finished material and properly fitted as required for the particular use.

XIII - FIRE RESISTIVE CONSTRUCTION

1. ONE HOUR FIRE RESISTIVE CONSTRUCTION:

- a. PARTITIONS shall be 2" x 4" studs, spaced 16" o.c., covered with 5/8" gypsum board as listed by Underwriter's Laboratory, Inc., applied to both sides of studs. All joints and nails finished by Perf-A-Tape joint system. The board shall be nailed 7" o.c. with 1 7/8" 6D cement coated common nails.
- b. CEILING shall be 5/8" gypsum board as listed by Underwriter's Laboratory, Inc., applied to ceiling joists. All joists and nails finished by Perf-A-Tape joint system. The Board shall be nailed 6" o.c. with 1 7/8" 6D cement coated common nails.
- c. OPENINGS shall be protected by 1/4" wire glass in a fixed frame, or a self closing 1 3/8" solid wood door.
- d. PUBLIC STAIRWAY PROTECTION shall mean a one hour fire resistive partition and the one hour fire doors as specified.

2. TWO HOUR FIRE RESISTIVE BOILER ROOM PROTECTION:

- a. WALLS shall be 8" concrete block set in (1-3) mortar.
- b. CEILINGS shall be metal lath (3.4 # per square yard) nailed to joists with 1 1/2" barbed roofing nails with 7/16" head 6" o.c. finished with vermiculite or Perlite Plaster with a minimum thickness of 3/4".

3. SKYLITE PROTECTION: Install minimum 12" gauge wire mesh not greater than 1" placed not less than 4", nor more than 10" from the glass it protects.

XIV - INTERIOR WALLS

1. WALL BOARD shall be tape joint gypsum board carefully fitted and sized prior to nailing in place.
2. NAILS shall be driven with their shanks perpendicular to the face of the board and seated below the surface of the board without breaking the paper in accordance with current code
3. PERFORATED TAPE MIX shall comply with the recommendations of the manufacturer. A minimum of 55°F shall be maintained in the room where the work is done until the cement is completely dry.
4. PERFORATED TAPE shall be applied according to manufacturer's directions.
 - a. OVER JOINTS: The tape shall be imbedded in cement and covered with a thin layer of cement. A second and third coat shall be applied. Each coat shall be dry before applying the next coat. Each coat shall be featheredged and extended beyond the previous coat, approximately 2". The finish coat shall be sanded lightly and any imperfections filled in prior to any painting or decorating.
 - b. OVER NAILS: Check to see that all nails have been driven so that their heads are below the surface of the board, leaving a dimple in the surface without breaking the paper. Cover nails with 3 applications of cement, allowing time to dry between each coat. The final coat shall be sanded lightly before application of paint or other decoration.
 - c. INSIDE CORNER: Shall be reinforced with tape imbedded in cement finished as specified "Over Joints".
 - d. OUTSIDE CORNER: Shall be protected by wood molding, metal molding, or metal corner reinforcement. Metal corner reinforcement shall be finished as specified "Over Joints", with two coats of cement.
5. TUB RECESS AND WAINSCOT shall be installed as per manufacturer's specifications. Where Masonite or temper tile is used, it shall be installed with metal trim and sealed properly to prevent entrance of moisture. Where ceramic tile is used, it shall be installed with an adhesive recommended by the manufacturer. All wainscot shall be installed a minimum of 4' high (off floor) in all bathrooms, and shall be a minimum of 6' high (off floor) around perimeter of bathtub. Backing shall be metal lath and mortar or Cement based backer board only.

XV - PREFINISHED PLYWOOD PANELING

1. WOOD PANELING shall be applied according to the manufacturer's recommendation with solid backing for all edges and at 16" o.c., or over rigid backing. Wood molding and trim shall match paneling finish. Plastic moldings shall not be used.
2. NAILS with matching color paneling nails with screw thread or annular thread shank or finish nail set and puttied. Length of nail shall be that which will provide at least 1/2" penetration into wood support. Space nails at least 1 2" o.c. Minimum edge distance 3/8".
3. ADHESIVE may be used as a special fastening when installed in accordance with the manufacturer's direction.

XVI - MILL WORK

1. MATERIAL (Grade and Species) shall be of #1 grade wood. Plywood shall be of AD grade or equivalent.
2. MEASUREMENTS AND DIMENSIONS shall all be verified at the job, and the Contractor shall be responsible for any work that does not fit properly.
3. ROUGH CARPENTRY shall be self fitted and nailed and drawn up tight. Finish work shall be finished smooth, free from machine or tool marks, abrasions, raised grain, etc., on exposed surfaces, and shall be machine sanded and hand dressed to a smooth finish. Joints shall be tight and so formed as to conceal shrinkage. Mill assemblies shall be jointed with concealed nails and screws where practical, or with mortise and tenons with glued blocks where practical. All molded members and trim shall be mitered or coped at corners. Nails in exposed work shall be set. Running flat finish shall have kerfed or worked hollow backs and shall be in commercial lengths. Scribing, mitering, and joining shall be done accurately and neatly.
4. KITCHEN CABINETS shall be mill-made wood or better. Contractor may elect to provide, install, and finish custom built units. If contractor chooses to custom build the cabinets, the minimum requirements are: Cabinet grade A/C plywood, doors of solid wood stiles and rails, plywood panels, 1/2" plywood sides, metal, wood or plastic corner bracing with drawers made of wood or composition material.
5. COUNTER TOP material shall be securely bonded to reinforce steel core or to 3/4" plywood or other equivalent material. Top material shall be phenolic laminate, vinyl plastic cover, ceramic tile, and stainless steel or equivalent material suitable for this use. A backsplash of at least 4" shall be provided when abutting walls. All edges shall be of the same material as cabinet top.

XVII - FINISH FLOORS

1. WOODEN floor surfaces shall be properly sanded, filled, sealed, and varnished with two coats of gloss varnish - Bruce Flooring and Finishing products or equivalent. All damaged portions shall be removed and new flooring of the same type and material applied. Sub-flooring, where needed, shall be 3/4" tongue and groove CDX plywood - installed over #15 lb. felt.
2. VINYL COMPOSITION TILE floor coverings shall be a minimum of 1/8" thick. Surfaces shall be properly prepared either by sanding and removing all foreign material from surfaces, filling properly, and cleaned; or by installing an underlayment in a neat and workmanlike manner according to manufacturer's recommendations. Covering shall be installed in a workmanlike manner with mastic materials recommended by manufacturer. Tile shall be commercial grade vinyl composition tile. Contractor must show homeowner a minimum of 5 color samples.
3. UNDERLAYMENT shall be proper sized plywood nailed or stapled 2" o.c. 3/4" from perimeter edge and shower nailed over entire area 6" o.c. using ring shank nails, cement coated nails, or staples. Existing floor shall be re-nailed to prevent loosening or movement of material.
4. CERAMIC TILE FLOORS in the bathroom shall be non-skid floor tile installed on a mortar base with necessary cove base.
5. INLAID LINOLEUM shall be a minimum of 1/16" thick. Surfaces shall be properly prepared either by sanding and removing all foreign material from surfaces, filling properly, and cleaned; or by installing an underlayment in a neat and workmanlike manner according to manufacturer's recommendations. Covering shall be installed in a workmanlike manner with mastic materials recommended by manufacturer. Linoleum shall be FHA Approved. Contractor must show homeowner a minimum of 5 color samples.

XVIII - PAINTING

NO LEAD BASE PAINT SHALL BE USED ON ANY HUD FUNDED PROJECT!

1. PAINT shall be well mixed, shall not settle badly, cake, or thicken in the container, shall be readily broken up with a paddle to smooth consistency and have easy brushing properties. Paint shall be ready mixed except that tinting and thinning may be done at the job. All paint materials shall be delivered in original unopened containers, with labels and tags intact. All materials shall be 100% acrylic and shall be used for the purpose for which it was manufactured.
2. GENERAL REQUIREMENTS - Maintain temperature of rooms where varnish or enamel is being applied at 70°F or more, and at 50°F or more during other interior painting. Exterior painting shall be performed when the air temperature is 55°F or higher and in dry weather. Field painting will not be required on items specified to be completely finished at factory or on aluminum windows. Back prime wood trim with one coat of recommended primer. Allow paint to dry hard between coats (2-5 days). **Protect all work from damage by the use of drop cloths.** Remove paint and stains completely from finished work. Covering shall be complete. When color, stain, dirt or undercoats show through the final coat of paint, the work shall be covered by additional coats until the paint is of uniform color and appearance and coverage is complete. Hardware and accessories, fixtures, and similar items placed prior to painting shall be removed or protected during painting and replaced on completion of

painting. Sand interior enamel surfaces lightly between coats.

3. PREPARATION of all surfaces requiring finishing shall be thoroughly cleaned and dry prior to painting. Nail holes, splits, or scratches shall be puttied or spackled smooth after prime coat. **Drop cloths shall be provided and full precautions taken to prevent paint materials from failing on or marring any adjacent surfaces not to be painted.** Knots and pitch streaks shall be covered with orange shellac, aluminum paint, or resin sealer.
4. EXTERIOR WOODWORK shall be **brush applied**, spray painting is **not** allowed. Three coats of paint are required, as follows: first coat shall be exterior primer, second and third coat shall be exterior latex paint. When woodwork is mildewed, Alkyd primer shall be used.
5. EXTERIOR MASONRY surfaces, except face brick, shall receive a minimum of one overcoat of primer and filler as manufactured by a masonry paint company, and a minimum of one coat of acrylic applied in accordance with the manufacturer's recommendations.
6. INTERIOR wood doors, trim, and other finish woodwork shall be painted with two coats of latex enamel (color selected by Owner). Walls and ceilings or all dry wall products shall be painted with two coats of latex base paint (color selected by Owner). Bath and kitchen walls and ceilings shall be painted with two coats of semi-gloss latex. When interiors are mildewed, a Kilz or equal primer shall be used. When exteriors are water stained, Alkyd paint or shellac shall be used to seal stains.
7. CAULKING compound shall be grade 1 latex, or equivalent. Completely seal with caulking compound, joints around frames of doors, windows, or other openings in exterior masonry walls, joints where masonry abuts other exterior surface finishes, and other joints indicated or specified to be caulked.
8. APPLICATION - Work shall be done by skilled mechanics and shall be uniform in appearance, of approved color, smooth and free from runs, sags, skips, and defective brushing. Make edges of paint adjoining other materials or colors sharp and clean without overlapping. **Should workmanship or finish be found defective, proper preparatory work shall be done and additional coats applied as necessary to give a finish in accordance with the specifications.** At completion, touch up and restore finish where damaged or defaced and leave in first class condition.

XIX - INSULATION

1. INSULATION shall be installed to manufacturer's instructions. **Extreme care** should be exercised to avoid damage to insulation during installation. Blown cellulosic thermal may be used. (Dry loose cellulosic insulation is made of newsprint and other paper or paperboard scrap and waste.) Insulation shall be extended full thickness over entire surface to be insulated. Cut and fit tightly around obstructions and fill voids with insulation and mastic. Installer or contractor shall furnish certification that insulation and installation (blown, batt or sprayed) is to current code for attics and exterior walls.

XX - MISCELLANEOUS

1. ATTIC VENTS and louvers shall be constructed of either aluminum or wood. They shall be of adequate size for proper ventilation of the structure.
2. MECHANICAL VENTILATORS shall be vented through the roof and shall be covered with a rain proof galvanized metal cap (minimum 16 gauge).
3. CLEAN UP - Remove all debris from premises twice a week and keep work area in a clean and safe condition. Remove excess paint, leave floors, porches, and walks in broom clean condition.
4. RECEIPTS for all building materials shall be provided to DPCD to insure compliance with the General Specifications.

**CITY OF SAN ANTONIO
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
SUPPLEMENTAL SPECIFICATIONS FOR HANDICAPPED MODIFICATIONS**

The Description of Work will indicate any special features required on each job.

I - RAMP

1. WHEELCHAIR RAMPS shall have a maximum slope of 1 " to 12" and shall be a minimum width of 4'0".
2. HANDRAILS shall be steel with a minimum outside diameter of 1 1/2" with a 1 1/2" clearance. Handrails shall extend 12" beyond the top and bottom of the ramp on both sides of ramp. Handrails shall be installed approximately 32" above ramp tread.
3. NON-SLIP SURFACE shall be provided on all ramps and may either be built of wood or concrete as specified in the Description of Work.

II - KITCHEN CABINETS

1. When the person who prepares the food for the family is confined to a wheelchair, the kitchen cabinets shall comply with the following:
 - a. COUNTER HEIGHT shall not exceed 34" except at dishwasher, if used.
 - b. TOE SPACE minimum of 6" deep and 8 3/4" high.
 - c. WALL HUNG UPPER CABINETS shall have a bottom shelf a maximum of 50" from the floor. All shelves to be adjustable.
 - d. Where space permits and the handicapped person's desires, a 24" x 30" worktable with a maximum height of 30 1/2" may be provided. If the sink is not enclosed, knee space 30" wide and 29" high shall be provided, if required by the handicapped person. Drains shall be trapped as near to the back as possible. Maximum water temperature of 201 F, or all pipes must be insulated.
 - e. VENT HOOD SWITCHES shall be installed in an accessible location for operation of both vent and light.

III - BATHROOM

NOTE: Each bathroom shall meet or be adjustable to meet the following specifications.

1. DOORS shall be a 36" door unit and shall swing out or slide and shall be operable by a single effort.
2. CLEARANCE-A minimum of 5' x 5' clear floor space between opposite cabinets or opposite cabinets and walls shall be provided to allow for wheelchair turns except where 6" depth X 8 3/4" height toe space is provided with entrance door located on one side of this clear floor space.
3. LAVATORY shall be mounted 2' 10" above the floor to the top of the lavatory and drains shall be trapped as near to the wall as possible. The front of the lavatory shall be no less than 22" from the wall. Lavatories and counter tops, where provided, shall have a 29" clearance and no more than 5" apron. Lavatory shall be Universal Rundle #4648, faucets shall be wrist type Moen #8800, with off-set drain McGuire #1 55WC, to include Truebo Inc. Handi Lav-Guard Insulation kits for p-trap assembly and angle stop assembly. All exposed drain, p-trap, hot side angle stop and supply line shall be insulated.
4. CERAMIC TILE SHOWER STALL shall not be less than 3'4" X 4'6" clear inside and shall not contain curbs. Opening to shower shall be 3' minimum in width. Threshold shall be a maximum of 1/2" LIP. The floor surface shall be non-slip, Carborundum or Grit face tile with a City inspected shower pan and floor drain. The walls shall have 1/2" sheetrock covered with 15 lb. felt applied to wood surfaces with galvanized metal lath applied with galvanized nails, one scratch coat, 3/4" finish setting bed, ceramic tile set in neat cement. (Cement board may be used in place of mud set). Two 1 1/2" O.D. metal hand grab rails will be provided above and parallel to floor on the side and on front wall with 1 1/2" clearance fastened securely at ends and centers properly back blocked to withstand a minimum of a 250# load for 5 minutes. Grab bars shall be 24" long. Water controls shall be single lever, flexible hose with hand-held shower head. Fixed shower head 6'2" above floor, 1/2" chrome plated shower arm and flange, water saving shower head, Moen or equal shower valve, hand shower with 60" flexible hose, 2" outlet shower drain with 6" nickel bronze top.
5. WATER TEMPERATURE for all plumbing fixtures shall not exceed 120°F; or exposed hot water lines and drains shall be fully insulated.
6. WATER SUPPLY CONTROLS shall all be single lever controls for lavatories and tubs.
7. ACCESSORIES:
 - a. When mirrors and shelves are provided, at least one mirror and one shelf shall be placed above lavatories no higher than 40" above the floor, measured from the top of the shelf and the bottom of the mirror.
 - b. Toilet rooms shall have a minimum of one towel rack, one towel bar and one toilet paper holder mounted at a height not to exceed 40" from the floor.

8. CABINETS:
 - a. Medicine cabinets shall have adjustable shelves with top of the cabinets mounted no higher than 6' above the floor.
 - b. Minimum toe space of 8 3/4" in height and 6" in depth shall be provided for cabinets in the toilet room.
9. BATHROOM FLOORS shall be ceramic tile with non-slip floor surface, Grit or Carborundum face tile.
10. TOILET STALL shall have a minimum unobstructed area of 3'0" x 4'8" deep. Each wall shall have a 1 1/2" O.D. metal handrail, 33" high installed parallel to the floor, anchored at ends and center to withstand 250# load for 5 minutes with 1 1/2" clearance and proper back blocking for installation of supports for rails. Toilet seat shall be a minimum of 19" from the floor.
11. HANDICAPPED TOILET shall be a Universal Rundle, American Standard or equal, white VC with Bemis seat, with one 4" CB floor flange with bolts, nuts, and washers, one bowl wax ring, one chrome plated stop and supply.
12. TUB - Where used, tub shall have a non-slip surface on bottom and 1 1/2" O.D. metal handrails at back and at one end of tub. Handrails shall be parallel to the bottom of the tub and anchored at ends and centers to withstand 250# load with proper backing for the installation of supports for rails. **All** water controls shall be single lever, flexible hose with hand held shower head.
13. GRAB BARS shall meet current ADA specifications.

IV - MISCELLANEOUS

1. WINDOW STOOL HEIGHTS shall not exceed 30" above the floor, except in bathrooms and kitchens.
2. ELECTRICAL WALL OUTLETS shall all be mounted to current code, except to meet special requirements in kitchen and bathroom areas.
3. DOORWAYS in the entire house shall have a minimum clearance of 36" (3'0" door units).
4. HALLS shall have a minimum clearance of 3'6".
5. SMOKE DETECTOR shall be FHA Approved and shall be installed on all handicapped rehabilitation jobs.

**CITY OF SAN ANTONIO
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
GENERAL SPECIFICATIONS FOR LEAD-BASED PAINT**

LEAD HAZARD REDUCTION ACTIVITIES

1. All abatement work will be performed in accordance with all Federal Regulations and all State Rules.
2. All substrates that are not functioning as intended shall be repaired or replaced by abatement contractor unless otherwise specified in the description/scope of work.
3. Under no circumstance shall any part, component, or portion thereof, which has been removed due to Lead-Based Paint, be sold, traded or given away to any individual, owner or firm. All items described in the description/scope of work shall be placed in a safe/secured container and disposed of according to Lead-Based Paint rules and/or Federal regulations.
4. **All contractors** performing Lead Hazard Reduction Activities, whether Interim Controls or Abatement, shall comply with the above and shall notify the LBP consultant of their start and stop dates.

CONTRACTOR'S ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of DPCD's General Specifications dated October 1, 2004. I understand and agree that all work performed by my/our company, its employees and subcontractors, shall comply with the General Specifications at all times.

COMPANY

DBA

CONTRACTOR'S SIGNATURE

OWNER OR AGENT'S NAME (PRINT)

DATE

City of San Antonio
TRANSPORTATION AND CAPITAL IMPROVEMENTS

RECEIPT OF ADDENDUM NUMBER(S) 1 IS HEREBY ACKNOWLEDGED FOR THE **JOB ORDER CONTRACTING FOR OWNER-OCCUPIED REHABILITATION PROGRAM PROJECT**, FOR WHICH PROPOSALS WILL BE OPENED ON SEPTEMBER 16, 2015

*****THIS ACKNOWLEDGEMENT MUST BE SIGNED AND RETURNED WITH THE PROPOSAL PACKAGE.*****

Company Name: _____

Address: _____

City/State/Zip Code: _____

Date: _____

Signature

Print Name/Title