

## Housing Rehab Programs

### Quote Requirements & Construction Standards

*Rehabilitation: A method to provide decent, safe and sanitary housing to low and moderate-income individuals, it is not a method to provide remodeling and/or renovation.*

**The purpose of these standards is to establish guidelines and provide guidance to be followed in the undertaking of a housing rehabilitation project.**

#### General Guidelines

- All work is subject to the purchase of applicable permits (building, electrical, plumbing, roofing, etc.) and permitted work completed must be approved by City of Billings Inspectors. Contractors must obtain permits and call for, and have inspections approved, before payment will be issued.
- All contractors working on a Housing Rehab Project must submit copies of the following to the Community Development office before the Construction Agreement may be executed:
  - City of Billings Business License
  - Montana Construction Contractor Registration (<http://erd.dli.mt.gov/work-comp-regulations/montana-contractor>)
  - General Liability Insurance Coverage Certificate – minimum \$250,000
  - Montana Workers Compensation Insurance Coverage or exemption
  - Unique Entity Identifier (UEI) number and proof of SAM registration, which is the federal government's System for Award Management (free at <https://sam.gov/>), AND does not show the contractor has been disbarred
- All work completed in connection with Housing Rehab Projects must be performed in a professional, workmanlike manner and in accordance with all local codes and laws, specifically the current building, electrical, mechanical, plumbing, housing and other applicable codes and ordinances.
- A licensed electrical contractor must complete all electrical repairs and must be completed under required electrical permits.
- All plumbing work must be completed by a licensed plumber and be completed under a plumbing and/or mechanical permit, if required.
- A building permit is required for the replacement of windows including infill and sash replacement. Egress window specifications must be met when a window is replaced in a bedroom or sleeping room.
- All standardized systems, such as hot water heaters and HVAC units, will be replaced with Energy Star rated systems if the units are identified for replacement by the Home Inspector.
- All contractors performing work on pre-1978 housing are required to have undergone lead safe work methods training and have a current EPA Certified Lead Renovator card, a copy of which must be provided to the Community Development Division.

#### Scope of Repairs and Work Specification

- Contractors will perform all work in conformance with applicable local codes and requirements whether or not covered by the specifications and drawings for the work.

- Contractors will be provided a Request for Quote packet by the homeowner and are asked to provide specific itemized quotes so items may be added or deleted based on the availability of funding.
- If during the bidding process the contractor discovers other items that should be addressed, he/she should provide a detailed list of those improvements along with their individual price quote(s). Additionally, recommendations for corrective measures to improve defective / deficient housing condition are welcomed and encouraged.
- The scope of repairs will be limited by designated / available funding.
- Repairs needed to correct basic safety, durability, mechanical, and efficiency deficiencies will take precedence over other repairs.
- All materials used during rehabilitation must be new and of good quality, unless specified within the Final Work List signed by the Contractor, Homeowner and Community Development staff.
- All quotes are final and any proposed changes must be submitted with a change order, signed and submitted by the homeowner and contractor for approval by Community Development staff.
- The construction contract is between the homeowner and the contractor. Community Development staff will facilitate the contract, clarify misunderstandings, and negotiate disputes between the homeowner and the contractor. Community Development staff will make final decisions on disputes and matters relating to the execution or interpretation of contract documents.
- After Construction Agreement & Final Work List approval, the contractor shall provide samples to the homeowner for selection for all materials (i.e., paint, flooring materials, siding, windows, roofing, etc.) and provide reasonable time to the homeowner to make selections. Contractor is encouraged to submit documentation to Community Development staff, signed by the homeowner, stating that the homeowner approves of colors and quality of materials.
- Manufacturer specifications prevail. All materials shall be installed in full accordance with the manufacturer's specifications for working conditions, installation preparation, methods, protection and testing.
- No other work will be done to the project other than the work agreed upon during the pre-construction meeting and detailed in the Construction Agreement and the attached Final Work List.
- The contractor is required to keep the premises clean and orderly during the course of the work and remove all debris at the completion of each work day.
- Prior to any payment authorization, the contractor is responsible for achieving lead clearance associated with any lead hazard reduction work. This includes cleaning to remove visible debris and dust, using a HEPA vacuum and wet cleaning as recommended in HUD guidelines and HUD-approved training courses in lead-safe work practices.
- The contractor will warranty the work performed for one year from the date of final inspection of the work. Additionally, the contractor will furnish the homeowner with the manufacturers' and suppliers' written guarantees and warranties covering materials and equipment furnished under the Construction Agreement.
- All work must conform to construction standards. The contractor's workmanship and performance is subject to acceptance by both the homeowner and Community Development staff. If a contractor fails to comply with program requirements, or fails to maintain an acceptable performance level, he/she may be disqualified from the program and disbarred from future Housing Rehab Program work.