



# BID SHEET

## CITY OF FRANKLIN LAUREL STREET PHASE I

**CLIENT NAME: Cutchin**

**641 & 643 Oak St.  
Franklin VA 23851**

### Scope of Services:

The contractor will provide all materials and labor to rehab the existing 1 bedroom, 2 units, 912sf duplex home. The rehab will include, a new roof, window replacement, vinyl siding installation, kitchen and bathroom renovations, HVAC installation, electrical upgrade, floor repair, and other repairs around the home.

1. Bid Reference to work description **Item #1 Base**, Material and labor to rehab the existing home according to the work write up.

Price \$ \_\_\_\_\_

---

Signature

<u>Contractor Contact Information</u>	
Company Name:	_____
Contact Name:	_____
Business Phone:	_____
Business Cell:	_____
Email:	_____
Street Address:	_____
City, State, Zip	_____
Other:	_____



## WORK WRITE UP

**CDBG Project Description: Laurel Street Neighborhood Revitalization Project - Phase I**

**Owner: Cutchin**

**Tenants: 641 Feener; 643 J. Warren**

**Location: 641/643 Oak Street, Franklin VA**

**Rehabilitate - Both sides of the 1 Bedroom Duplex Home**

**Date: 7-18-2024**



**PROJECT REHAB SPECIALIST: SERCAP**

### GENERAL CONSTRUCTION SPECIFICATIONS

The contractor will provide all materials and labor to rehab the existing 1 bedroom, 2 units, 912sf duplex home. The rehab will include, a new roof, window replacement, vinyl siding installation, kitchen and bathroom renovations, HVAC installation, electrical upgrade, floor repair, and other repairs around the home.

### GENERAL CONSTRUCTION NOTES

- A** The work description, SERCAP master specifications, and drawings provided will be used together as one document. Disclosure on one will be as being disclosed on all. The Work Write-Up constitutes the basis for each job. Items in the write-up are cross-referenced to the Master Specifications which details methods of application and standards for materials. The drawings or floor plans are diagrammatic only. They serve to illustrate the general location of rooms and the intention of the scope of work. They do not always show all of the work required; exact dimensions or construction details. These documents can be revised first by addenda before construction and then by change order once construction has commenced. The contractor should review the Work Write-up, master specification, and plans for the total project scope and alert the rehab specialist of any discrepancies between those documents. The contractor will be supplied with a copy of the master specification.
- B** Remove all construction debris from the work site to an approved off-site disposal area. It is the contractors responsibility to maintain a safe construction site during the building process. The contractor will post an AUTHORIZED ENTRY ONLY-CONSTRUCTION HAZARDS or similar signage during all phases of construction.
- C** As pursuant to the Lead-Based Paint Poisoning Act. No lead-based paint will be used on this project and the contractor will eliminate lead-based paint hazards if encountered using approved practices. **Lead-based paint was identified on this site. Consult lead report for locations identified during the testing. The contractor must use Lead Safe Work Practices (LSWP) in working with any lead based paint items. The lead report is attached and made a part of this work write up.**
- D** The contractor is responsible for identifying any site conditions that affect the completion of project in accordance with plans and specifications. Change orders are required for schedule delays or structural changes. Submit to the Rehab Specialist a written request for approval prior to any work being done. **The contractor must have a fully executed change order with all signatures in place before starting change order work.**



- E All work shall be of professional quality and workmanship using only new materials. Any questions pertaining to quality or procedure will be directed to the Rehab Specialist. All labor and materials shall be guaranteed for one (1) year with the exception of where a manufacturer's warranty applies. All items will be installed in accordance with the manufacturer's installation specifications.
- F **Submit to the homeowner choices for floor vinyl, roof color, siding color, appliance color, fixtures and paint colors.**
- G An asbestos Inspection Report is attached and made a part of this work write-up. Contractor is responsible for compliance with all state and federal regulations relating to asbestos. **Asbestos Containing Material (ACM) was not identified on this project site. Contractor shall consult the ACM report for locations inspected on the site. Only licensed ACM contractors shall abate or disturb any ACM items. ACM report is attached and made a part of this work write up.**
- H Any warranties which come with a specified component or appliance must be given to the Grant Manager and not the homeowner so they can be copied by the Grant Manager prior to distribution to the homeowner. If the warranty is shown on the package (i.e. shingles), the contractor must either submit the packaging or a photograph of the warranty.
- I **Final Cleaning: The contractor shall thoroughly clean and disinfect the entire interior of the home and the exterior entrance doors.**
- J **Provision and Use of Person Protection Equipment Note: Contractor, Subcontractor, and all workers working inside the home for this project shall provide and wear CDC-approved breathing masks and/or shields or other required PPE. These items will not be provided by the homeowner or SERCAP.**
- K **Construction work can cause the walls to vibrate. The homeowner is responsible for removing all items hanging on the walls and any fragile or breakable items from the home before construction begins.**

**ITEM # 1 BASE**

- 
- 1 **PERMITS & FEES**
    - a **The contractor is responsible for all permits, fees, and inspections required by the project and shall be in compliance with all federal, state, and local codes governing the work. Contractor shall submit this work write-up, plans, and all other docs supplied to the contractor so that planning and zoning and the building official can provide their approval.**
    - b Building permit fees will be waived for these CDBG projects, but the contractor is still responsible for obtaining a permit and the required building inspections. Landfill fees will not be waived.

---

2 **SITE WORK**

- a Contractor shall verify property boundaries, existing utilities, and easements prior to the commencement of work.



- b Maintain a safety-first construction site during all phases of construction.
- c The contractor shall comply with all Erosion and Sediment Control Regulations.
- d A copy of the survey or county GIS map is attached and made a part of the work write-up.
- e Downspout drainage option 1: Provide and install four 50ft. plastic drain pipes attached to four downspouts, buried and directing water away from the house. Down spout drainage option 2: Provide and install splash blocks at downspouts in lieu of plastic drain pipes if grade and site conditions allow water to drain away from foundation.
- f Provide equipment, labor, and material to fine grade, seed, and straw all disturbed lawn areas prior to completion. Once the lawn is established the homeowner should be able to mow grass at 3" without hitting any objects. Maintain a positive slope so water runs away from the foundation.

---

### 3 PESTICIDE TREATMENT

- a Unit has been inspected and unit will be treated for all household pest (ants, roaches, bed bugs, etc.) along with termites or other wood-boring insects with borate-based termiticides or other appropriate extermination methods. Submit a 1-year warranty and damage guarantee to the Grant Manager, the report should conform to say no infestation of any pests.

---

### 4 FOUNDATION and EXTERIOR WALL

- a Provide material and labor to install crawl space access door in 2 locations. Use pressure-treated 2x and pressure-treated plywood material. Include hinges and hasps to secure the door. Each door is approx.. 2'x3'. Contractor to verify actual size needed to make the crawl space opening.
- b No foundation vents currently exist, provide material and labor to install foundation vents in 10 locations. Contractor to verify actual number of vents needed and the correct locations according to code, site condition and industry standard. Contractor to relocate and remove any wires, pipes or other objects protruding through or penetrating the foundation that will prevent the designed operation of the crawl space foundation vents.
- c Repair and repoint approx. 30 sf of various places on the foundation wall.
- d Provide material and labor to install approx. 12 lf of footing and foundation wall at the rear of the building at both units to enlarge the bath area. See the sketch for further info about the location and other info.
- e Exterior wall addition: Provide and install a 2x4 stud wall with 1/2 sheathing according to code and industry standards with R-15 insulation, house wrap, and a new 36" door opening. Provide siding to match the vinyl siding used in the other renovation.

---

### 5 ROOF, GUTTERS and SOFFITT (Weatherization Provider may complete, This may be removed from contractors scope.)

- a Provide labor and materials to remove and replace the existing metal roof with new asphalt shingles. Install 30lb roofing felt with 25-year asphalt and fiberglass composition 3 tab shingles using 2" galvanized roofing nails. **Architectural shingles or metal roof can be an option provided the homeowner chooses and there is no additional cost to provide and install.** Install low-profile shingle-over ridge vent. Install a metal drip edge around the perimeter. Install aluminum seamless gutters, downspouts with splash blocks, or if needed 10ft. plastic drain pipe attached to each downspout, buried and directing water from the house. Approx. roof area is 1100 sf. Contractor to verify material quantity.
- b The contractor shall provide labor and material costs to replace approx. 100 sf of existing roof sheathing and structural members with their bid. The estimated existing roof sheathing board is 3/4" thick.



- c Provide labor, material, and equipment to remove and dispose of all chimneys down below the floor. Close the openings in the roof and floor with matching structural components.
- d Provide labor and materials to install a new shed roof that matches the existing shed roof at the rear of the building which is the 64 sf addition to enlarge the bathroom. Provide 2x8 joist and 2x6 rafters along with sheathing and roof felt and shingles that match the main roof renovation.

---

## 6 DOORS

- a **Exterior:** Provide and install the following. Exterior pre-hung insulated steel doors all keyed alike for each separate unit of the duplex. Foam seal or insulate all exterior door frames. 3/0x6/8 2-panel metal, insulated 9-lite at the rear entrance, 3/0x6/8 metal insulated 6 panels with peephole - front entrance. If it doesn't void the insulated steel door warranty provide and install medium-grade 36" storm doors at the front and rear entrance doors. Storm door allowance of \$200 each. Provide and install lever handsets to make doors ADA-compliant. **The general contractor will enlarge the opening to 36" and make the necessary changes to widen the opening for ADA access for 36" door.** Provide labor and material to enlarge front and side exterior entrance doors to be 36" wide and 6'-8" tall. Total of 2 exterior doors for each unit and 4 doors for the building.
- b **Interior doors:** Provide labor and material to replace the door slab and jamb of the living room, kitchen, and bedroom with interior pre-hung, hollow core, six-panel doors. Doors shall be ADA-compliant with locking lever sets and new hinges. Provide and install a closet door in the bedroom. The closet door shall be pre-hung, hollow core, six-panel, 24" width. Total of 4 interior doors per unit and 8 doors for the building.
- c **Interior bifold door:** Provide and install a 5' bi-fold closet door in the utility room where water heater and washer/ dryer hookups are located. Bi-fold door shall be hollow core, six-panel door that matches other doors.

---

## 7 INTERIOR WALLS AND CEILINGS

- a **Entire Building:** Provide material and labor to remove and replace the existing drywall and interior boards on the walls and ceiling with 5/8" fire-rated drywall. Finish the drywall with the standard 3-coat joint compound finish process. Patch, prep and prepare all holes and cracks in the drywall, and then paint the room with one coat of primer and two coats of paint over all walls and ceilings. Approx. 3,000 sf to paint but the contractor to verify the actual quantity to be painted.
- b **Bathroom/laundry utility closet:** Provide material and labor to install approx. 8' long interior wall in the bathroom area that will create a washer/dryer closet. The new wall shall be 3' from the back wall and parallel with that wall and shall form a utility closet approx. 8'x3' with 5' bifold door and made with standard wood 2x4 studs with 1/2" drywall. The drywall shall be finished with a standard 3-coat joint compound finish system.
- c **Kitchen water heater/pantry closet:** Provide material and labor to install a 4'x4' square interior wall in the kitchen in the area where the existing water heater is located. The new wall shall be 4' from the back wall and parallel to that wall and shall form a utility closet 4'x4' with a 3' bifold door and made with standard wood 2x4 studs with 1/2" drywall. The drywall shall be finished with a standard 3-coat joint compound finish system.



---

**8 FLOORS (Entire building) 912 sf**

**a Living Room, Kitchen, Bathroom and Bedroom - Approx. 12 feet x 38 feet one unit area:**

Remove and dispose of the existing floor in these areas. Provide and install new sheet vinyl flooring throughout the entire area. **Caution ACM was not identified in this home but the contractor should proceed with caution for all demolition of older structure components. The contractor should review the ACM report to determine areas that were tested.** Flooring allowance of \$3.00 per sq. ft.

If needed apply 1/4-inch underlayment for installation of the vinyl flooring in accordance with the required preparation for flooring per manufacturer's specifications.

**b Structural Floor repairs:** Provide labor and material to replace, all damaged and deteriorated portions of the kitchen and bathroom floor structural members with 2x members and sheathing that closely match existing or that meets or exceeds the current joist or beam allowable span dimensions and length. Approx. 32 sf to repair.

**c Structural floor addition:** Provide labor and material to install a 2x8 band and joist at the new area developed to enlarge the bathroom area, approx. 64 sf. Install 3/4" tongue and groove plywood, nailed and glued to the joist.

**d** Provide labor and material to install 1/4 round trim areas getting vinyl flooring installed. Approx. 1100 sf.

---

**9 CABINETS**

**a** Provide labor and equipment to remove the kitchen countertop, sink and all kitchen cabinets.

**b** Provide labor, material and equipment to firmly attach new 32" bath cabinet and sink in the bathroom.

**c** Provide labor and material to install L-shaped, approx. 20 linear feet of kitchen upper and lower cabinets. Work with the homeowner on style, color, and location of the cabinets. Cabinets shall be Lowe's or Home Depot or other manufacturer stock contractor grade of cabinet models. Allowance for cabinets is \$7500.

**d** Provide and install approx. 20 linear feet of post-form laminate countertop with 4-inch back and end splashes. Provide the owner with samples of styles and colors of countertops to make the selections. Use stock or readily available countertops. Allowance of \$1200 for countertop.

**e** Provide and install a 7" deep 33 x 22" standard stainless steel double bowl sink sealed to the new countertop with a new levered **ADA faucet**.

---

**10 PLUMBING**

**a** Provide labor and equipment to remove the existing water heater. 1 water heater per unit and 2 water heaters in the building to be removed. Check with the homeowner to determine if the water heaters will be returned to them or disposed of.

**b** Provide and install the following. A 220v, 40gal electric water heater in the utility closet area complete with pan drain with a drain to the exterior. Install water heater according to current code and industry standards. One water heater per unit or install two water heaters per building to be installed.

**c** Remove and replace the existing kitchen sink, faucet set, drain set, and shut-off valves.

**d** Provide labor and materials to install washing machine plumbing supply and drain lines in the utility closet so that they meet current code requirements and industry standard.

---

**11 ELECTRICAL**

**a** Provide and install 200amp upgrade to existing 100 amp electrical system so that the installation meets applicable code requirements and industry standards. Make all electrical wiring code-compliant.



- b Provide and install labor and material to replace all two-pronged ungrounded receptacles located in throughout the home. Replace existing 2-pronged receptacles with 3-pronged devices using approved code techniques. Approx. 40 receptacles to be replaced. The contractor is to verify the exact number of receptacles to be repaired and that there are a minimum of four receptacles in each room excluding the bathroom. Provide and install GFCI receptacles in the kitchen and bathroom according to code. Provide and install two GFCI receptacles outside. Provide and install ARC fault breakers in all bedrooms according to code.
- c Provide and install smoke detectors wired to panel box with battery backup and inter connected, according to code requirements.
- d Provide labor and material to provide a code-approved dryer receptacle at the dryer location in the utility closet.
- e Provide and install electrical switches, wiring, and exhaust fan in the bathroom.
- f Provide and install electrical switch, wiring, and all items needed to make connection for range hood in kitchen.
- g Provide and install new light fixtures and switches for all devices inside and outside the home. 20 devices to be wired and installed. The contractor is to verify the actual fixtures needed.

**HEATING, VENTILATION, & COOLING (2 separate systems to be installed) (Weatherization Provider may complete, This may be removed from contractors scope.)**

12

- a Provide and install minimum 14 SEER Energy Star rated, central air heat pump system and all associated metal duct work and other equipment for complete system operation, size based on load calculation. Provide and install exterior vented range hood and exterior vented bath fan. Submit all owner/warranty documents to Rehab. specialist. Provide and leave 6 return air filters with the client.

**Minisplit or alternative heating & cooling system may be used provided entire unit is properly heated and cooled.**

**INSULATION (Weatherization Provider may complete, This may be removed from contractors scope.)**

13

- a Provide and install the following. Install 6-mil. black vapor barrier on crawl space grade after the ground has been raked smooth and all construction debris has been removed, in accordance with local code.
- b Provide and install insulation on water supply lines in unheated areas.
- c Provide and install R-49- batt or blown insulation in the attic space. Provide and install baffles at eaves according to industry standards.
- d Provide and install R-19 insulation in the crawl space according to code requirements.

**APPLIANCES**

14

- a Provide labor and material to install a new, stove 30" stove, 30" range hood, and 17 cf refrigerator. Save and deliver all warranties for appliances and other major purchase to the Rehab Specialist. Total allowance for appliances is \$1,750.00 per unit.

**HARDWARE**

15

- a The contractor is to provide all hardware needed to complete the project according to this WWU such as nails, screws, nuts, bolts, door stops, towel bars, grab bars, medicine cabinets, and hinges.

**TOTAL ITEM #1 BASE**



**ITEM # 7 HEALTHY HOME**

---

**16 EXTERIOR SIDING (HH)**

- a Provide labor, material, and equipment to provide and install vinyl siding, vinyl soffits, vinyl porch ceilings, and metal wrap for the entire exterior of the home. Leave the existing top 6 feet of siding intact and do not disturb. Remove and repair the bottom 2 feet of wood siding and band board around the perimeter of the building, approximately 200 sf. Provide and install fan-folded 1/4" insulation around the entire exterior of the home to cover the existing siding. Install contractor-grade vinyl siding around the perimeter walls of the home. Install vinyl soffit material at all exterior ceilings and overhangs. Provide and install metal wrap of all trim at windows and fascia. Provide and install new vinyl louvers at the gables of the home to replace the existing louvers.

---

**17 WINDOWS (HH)**

- a Remove and replace 5 existing windows with new vinyl windows. Windows shall be double hung, vinyl clad, double pane insulated glass, sash locks, full screens, and tilt to clean. Foam seal all voids between the window and framing. Window sizes shall meet the egress code, and the contractor shall verify the net clear size from the manufacturer before installation. Use windows like JELD-WEN Builders Series or equivalent. Repair the sills and trim of 5 windows. Wrap the exterior trim and sills of all the windows with metal trim coil stock.

---

**18 FRONT PORCH (HH)**

- a Remove and dispose of both front porches, steps and roofs.  
b **Front Porch, rails, post, roof, and steps:** Provide and install a deck at the front that is approx. 24'-0"x6'-0" and 2'-6" above grade. Provide and install new pressure-treated, PT, 4x4 post to support the roof. Provide and install new PT 48" wide wood steps. Provide and install new PT wood guard rails with code-compliant pickets at the porch deck and stairs. Spacing between pickets shall be less than 4". All work shall meet typical code regulations for PT deck rails and steps installation. The shed roof shall cover the 24x6 foot front porch and shall match exist roof and exterior siding construction complete with vinyl soffits and ceiling and metal and vinyl overhang.

---

**19 SIDE RAMP AND LANDINGS (HH)**

- a **Side Porch, rails, post, ramp, and steps:** Provide labor and material for two decks and two ramps at the building on the side of the building at the unit 643 side. One landing is 5'x10' and one is 5'x5' and is approx. 2'-6" above grade. Two ramps will be approximately 15' long. Provide and install new pressure treated, PT, 4x4 post to support the landings and ramps. Provide and install new PT 48" wide wood steps. Provide and install new PT wood guard rails with code-compliant pickets at the porch deck and stairs. Spacing between pickets shall be less than 4". All work shall meet typical code regulations for PT deck rails and steps installation.

---

**TOTAL ITEM #7 HEALTHY HOME**





**ITEM # 8 LEAD HAZARD REDUCTION**

**20 EXTERIOR WALL**

- a Provide labor, material, and equipment to install vinyl soffits, vinyl porch ceilings, and metal wrap for the fascia of the entire exterior of the home. Install vinyl soffit material at all exterior ceilings and overhangs. Provide and install metal wrap of all trim at windows and fascia. Provide and install new vinyl louvers at the gables of the home to replace the existing louvers.

**TOTAL ITEM #8 LEAD HAZARD REDUCTION**

**ITEM # 9 ADA**

**21 PORCH AND DECK (ADA)**

- a **Ramp at side:** Provide material and labor to install two 15' long pressure treated, PT, 48" wide ramps one 60"x60" landing, and one 5'x10' landing from the driveway and up to the front porch. Ramps will be approx.. 15' long. The contractor will verify the length according to site conditions and the final location of ramp and landing.
- b Provide labor and material to install graspable, secure handrails on each side of a run of steps, and handicap ramp with returns for the front and side porch.

**22 DOORS (ADA)**

- a **Interior doors:** Provide labor and material to make 4 door openings at the living room, kitchen, bedroom, and bathroom 36" wide and install interior pre-hung, hollow core, six-panel doors to allow for ADA access. Doors shall be ADA-compliant with locking lever sets and new hinges.

**23 PLUMBING (ADA)**

- a Provide and install ADA multipiece Tub/Shower, fiberglass 1-piece unit installed in accordance with manufacturer's specifications approximate size 60x32x72 inches. Cultured marble lavatory using 4-inch centers for faucets with backsplash and end cap. Provide washer & dryer hookup in the new utility closet. Submit all owner/warranty documents to the rehab specialist. Use ADA Moen Contractor grade or equal, faucet set for kitchen sink, bath sink and shower faucet set.
- b Provide labor and material to install multipiece shower stall or tub/shower according to homeowner and tenant preference.

**TOTAL ITEM #9 ADA**

**TOTAL LUMP SUM BID (Base ITEM #1 + Exceptions ITEM #7,8 and ITEM #9)**



**I/WE HAVE REVIEWED ALL PROPOSED WORK NOTED IN THIS WORK WRITE UP. I/WE ACCEPT THIS PROPOSED WORK AND AGREE FOR THE CITY TO INITIATE THEIR FORMAL BID PROCESS. I/WE UNDERSTAND THIS PROPOSED WORK (and resultant bid value) MAY BE NEGOTIATED IN ORDER TO COMPLY WITH PROGRAM REGULATIONS AND BUDGET CONSTRAINTS.**

---

Homeowner(s) Signature Date

---

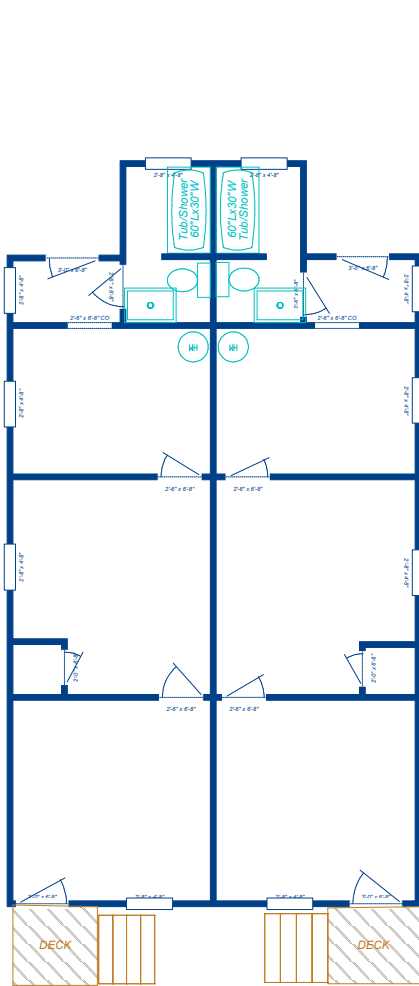
Rehab Specialist Signature Date

---

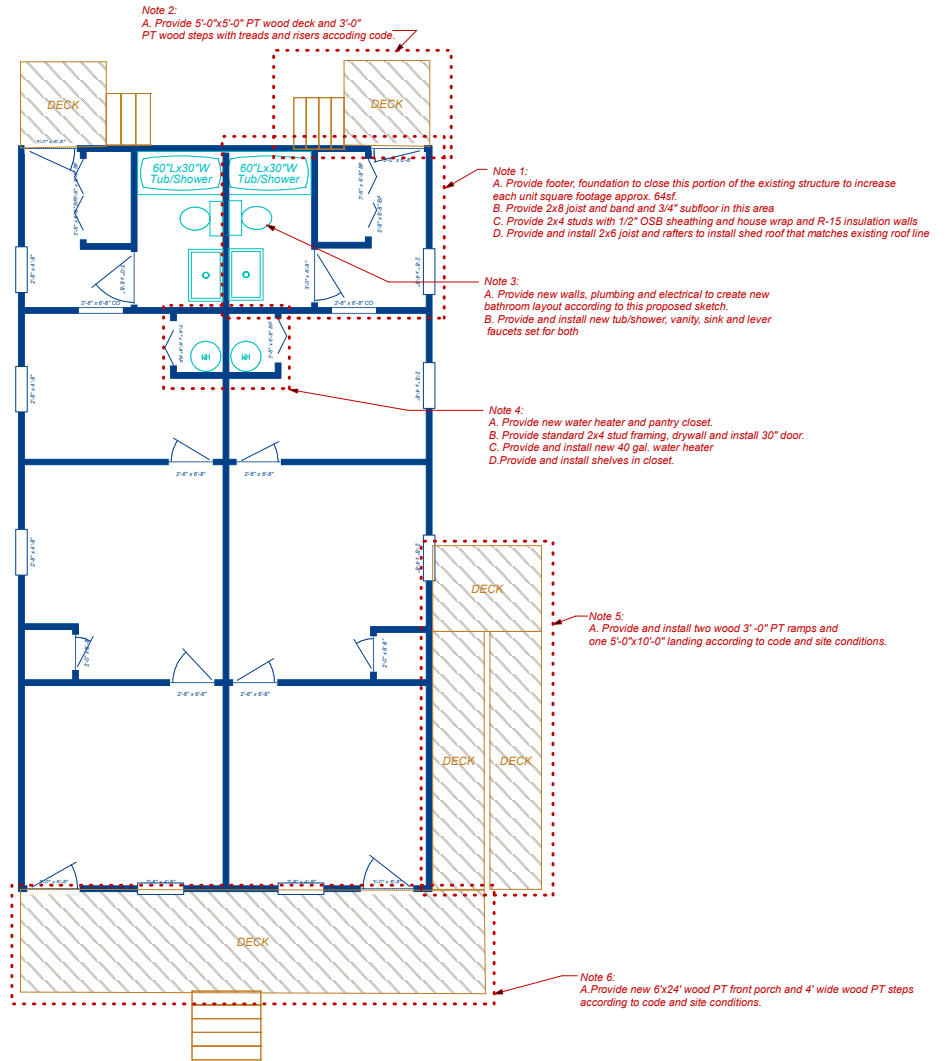
City Representative Signature Date

---

Contractor Signature Date



Existing Floor Plan Layout



Proposed Floor Plan Layout