

HARRIS COUNTY REQUEST FOR QUALIFICATIONS Cover Sheet

Date Due: January 22, 2010
DUE NO LATER THAN 3:00 P.M.
LOCAL TIME IN HOUSTON, TEXAS
*Responses received later than the date
and time above will not be considered.*

REQUEST FOR QUALIFICATION FOR: Provide rehabilitation and/or construction of homes for the Harris County Homeowner Disaster Recovery Program.

OFFERORS NOTE!!

Carefully read all instructions, requirements and specifications. Fill out all forms properly and completely. Submit your RFQ with all appropriate supplements and/or samples.

Please return request for qualifications in an appropriately sized envelope or box. PACKAGE MUST SHOW THE JOB NUMBER, DESCRIPTION AND BE MARKED "SEALED REQUEST FOR QUALIFICATIONS".

RETURN TO:

**HDRP Program Manager
Housing Assistance Center
16602 Diana Lane
HOUSTON, TEXAS 77062**

For additional information, contact the Program Manager, via email to Vendorinquiries@HarrisRecovery.org, by fax to 713-357-4901 or written to HDRP Program Manager, Housing Assistance Center, 16602 Diana Lane, Houston, TX 77062.

You must sign below in INK; failure to sign WILL disqualify the offer. Response must be typewritten or written in ink.

Company Name: _____

Company Address: _____

City, State, Zip Code: _____

Taxpayer Identification Number (T.I.N.): _____

Telephone No. _____ FAX No. _____ e-mail _____

Print Name: _____

Signature: _____ Date: _____

Requested Prequalification (Reconstruction, Rehabilitation or Both) _____

DMD/rjb
Revised 04/04

I. TABLE OF CONTENTS

Respondents are asked to review the package to be sure that all applicable parts are included. If any portion of the package is missing, notify the Program Manager immediately.

It is the Respondent's responsibility to be thoroughly familiar with all Requirements and Specifications. Be sure you understand the following before you return your packet.

Cover Sheet

Your company name, address, and your signature (**IN INK**) should appear on this page.

I. Table of Contents

This page is the Table of Contents.

II. Instructions/Special Requirements

This section provides information you must know in order to properly respond to this request.

III. Specifications

This section contains the detailed description of the product/service sought by the County.

Attachments

a. Residence Certification/Tax Form

Be sure to complete this form and return with packet.

b. Affidavit of No Lien

c. Conflict of Interest Disclosure Forms

d. Statement of Qualifications (SOQ) Forms

Please read carefully and fill out completely.

e. Minimum Housing Rehabilitation Standards

II. INSTRUCTIONS/SPECIAL REQUIREMENTS

The following requirements and instructions supersede General Requirements where applicable.

A. INSTRUCTIONS

1. Nature of Request For Qualifications (RFQ)

The Harris County Homeowner Disaster Recovery Program (HCHDRP) seeks to pre-qualify responsible general contractors for the provision of housing rehabilitation and/or construction services. The award of contracts for this Project will be subject to a two phase process of Prequalification (RFQ) and Bidding (RFP). Harris County, Harris County Community Services Department (HCCSD), and the Program Manager does not accept any financial responsibility incurred in order to respond to this RFQ. In addition, HCCSD reserves the right to accept or reject any or all RFQs, or waive any and all formalities not considered advantageous to HCHDRP.

In this first phase, the RFQ process, the HCHDRP is soliciting a Statement of Qualifications (SOQ) from General Contractors with the experience, capabilities, and qualifications to fulfill the efforts described in *Section III Specifications*, of this RFQ. The following process will be followed:

- **Submission of RFQ Interest Form (GC RFQ Form 1)** – Interested General Contractors must submit a completed RFQ Form 1 expressing interest in the Prequalification process for this project so that any changes or addendums can be sent to an interested General Contractor.
- **Submission of Statement of Qualifications (“SOQ”)** - Interested General Contractor firms must submit a completed *SOQ*; completed *Schedules A through K*, and all required supporting documentation referenced therein in response to this *RFQ* by the *Due Date* set forth in the Cover Sheet.
- **Prequalification Evaluation** – Harris County through HCCSD has appointed a *Program Manager* to review and evaluate the *SOQs* (and supporting documentation) submitted by interested General Contractors. The *Program Manager* shall conduct the evaluation in accordance with the evaluation criteria set forth in *Section II(A)(2)* then summarize the process and results and recommend a list of Prequalified Contractors for Rehabilitation and a list of Prequalified Contractors for Reconstruction to HCCSD. Contractors may qualify on both lists.
- **Notice To Respondent General Contractors** – HCCSD and the Program Manager anticipates concluding the *RFQ* evaluation and review process within the time set forth in *Section II(A)(1)* herein. Upon completion of the evaluation and review process described herein, the *Program Manager* shall provide written notice to all respondent General Contractors as to whether they are deemed prequalified or not. Prequalified General Contractor firms shall also be invited to participate in *Phase Two*, the RFP/Bidding Phase of the General Contractor selection process. Separate RFPs will be issued for Rehabilitation projects and Reconstruction.

In the second phase, the RFP/Bidding process, the Program Manager will prepare individual construction contracts consisting of a bundle of homes to be rehabilitated and a contract for reconstruction for the purpose of soliciting bids. General Contractor firms determined in *Phase One* by the *Program Manager* to be prequalified will be invited to bid on the individual construction contracts. There will likely be approximately 10 or more individual construction contracts to award depending on the number, location and types of work requested by homeowners in the application process. Each construction is expected to be approximately \$3.0

to \$4.0 million. **Only firms deemed prequalified during Phase One – RFQ/Prequalification Phase will be permitted to participate in Phase Two, the RFP/Bidding Phase. Firms that are not prequalified by the Program Manager and firms that do not participate in the RFQ phase will be precluded from participating in Phase Two - the RFP Bidding/Phase.** The construction contracts will be awarded to the lowest responsive bidder(s) in Phase Two.

Anticipated Schedule For Prequalification/Bidding¹:

RFQ Interest Form	December 17, 2009
Interest in Prequalification (CG RFQ Form 1)	January 22, 2010
RFQ Submittal Due Date	January 22, 2010
Publish Prequalified General Contractor List (approx.)	February 19, 2010
First RFP / Bidding Invitation to Bid Issued (approx.)	March 1, 2010

¹Dates are approximate at this time and subject to change.

2. Evaluation/Prequalification

a. Sources of Information Considered

Respondent General Contractors must submit documentation for the four (4) evaluation criteria categories listed herein. Prequalification will be based on the submitted information and materials as well as information on prior project performance, information obtained from references, and information obtained from governmental agencies and entities. The *Program Manager* may also request and review additional information as necessary to clarify or supplement the information provided to or obtained for evaluation.

Do not include superfluous material. You must include the *SOQ Response Form, GC RFQ Form 2* and *Schedules A through K* attached hereto. You must give complete and accurate answers to all questions and provide all of the information requested. Making a materially false statement in this SOQ submission is grounds for rejection and debarment.

b. Evaluation Procedure

The Awarding Authority has selected a *Program Manager* for the purpose of reviewing and evaluating responses to this *RFQ*. The *Program Manager* shall evaluate interested General Contractors based on the evaluation criteria set forth herein and assign points for each evaluation criterion category and subcategory provided herein. The *Program Manager* shall prepare a written evaluation score form for each respondent General Contractor that provides a composite point rating and a specific point rating for each of the evaluation criterion set forth in herein. The *Program Manager* shall only prequalify those General Contractor firms that have achieved the minimum points required in each category set forth herein and a minimum total score of seventy (70) points.

Only General Contractor firms achieving the minimum score required in each evaluation category set forth herein, as well as a minimum total score of seventy (70) points overall shall be prequalified and invited to submit bids on the Project. An interested General Contractor’s score shall be made available to the General Contractor upon request.

The decision of the *Program Manager* and acceptance by HCCSD shall be final and shall not be subject to appeal except on grounds of fraud or collusion.

c. Criteria For Prequalification

SOQs must be submitted on the *GC RFQ Form 2* attached hereto. Interested General Contractors submitting a *SOQ* and supporting information in any other form will not be prequalified. The *Program Manager* shall review and evaluate the information submitted by interested General Contractors in accordance with the RFQ shall set forth the available points for each evaluation sub-category in order to provide interested General Contractors prior notice of the points available in each sub-category. **If a Contractor is requesting prequalification in Reconstruction, Rehabilitation or Both the information included must be representative of the Work in the categories requested. Failure to provide information for a requested category will disqualify the Contractor from that category.**

- i. **Management Experience - (50 points available in this category; minimum of 25 points required in this category for prequalification approval)**
- **Business Owners:** Provide the name, title, including a detailed description of the role and job responsibilities, scope of work and numbers of years with the firm for each of the business owner(s) of the firm. If the respondent General Contractor is a partnership, **YOU MUST** provide the requested information for each general and limited partner. If the respondent General Contractor is a corporation or limited liability company, **YOU MUST** provide the requested information for each officer, director and/or member. **(2 points available)**
 - **Management Personnel:** Provide the name, title, including a detailed description of the role and job responsibilities, scope of work, education, construction experience, years with the firm and list of all projects completed for all management personnel who will have any direct or indirect responsibility over the Project, including but not limited to project executives, project managers, field superintendents and field engineers. **(4 points available)**
 - **Similar Project Experience:** Provide the project name(s), description, scope of work, original contract sum, final contract sum with explanation, and date of completion for each and every similar project undertaken by the firm in the last 10 years. For purposes of this RFQ, “similar projects” shall mean **Construction or rehabilitation of multiple numbers of single family homes in single contracts in excess of \$2.0 mill.** **(10 points available)**
 - **Terminations:** Provide a list of any projects on which the firm was the General Contractor and was terminated, held in default, or failed to complete the work within the last 10 years. Include the name of the project, the timeframe of the project and circumstances surrounding the termination or default. **(10 points available)**
 - **Legal Proceedings:** Provide information regarding each and every legal proceeding, administrative proceeding and arbitration pending against the General Contractor. In addition, provide information regarding each and every legal proceeding, administrative proceeding or arbitration concluded adversely to the General Contractor within the past five (5) years, which relate to the procurement or performance of any public or private construction contract. **(7 points available)**

- **Safety Record:** Provide the three (3) year history of the General Contractor's workers' compensation experience modifier. In addition, provide documentation from the General Contractor's insurance carrier supporting the rating history provided. (7 points available)
- **Use of Local Subcontractors, MBE/WBE Workforce and Modular Housing Units:** The goal of this project is to make use of local subcontractors and make use of MBE/WBE firms in the Project. Provide a list of the local subcontractors and MBE/WBE firms the General Contractor intends to use on this contract. The General Contractor is expected to supply 50 percent of the subcontracted work to local subcontractors. The General Contractor will be expected to utilize the subcontractors and MBE/WBE firms named in the RFQ during construction or request a substitution with legitimate reason for requiring the substitution. (7 points available)
- **Use of Modular Housing:** The General Contractors are also encouraged to use Modular Housing where feasible. If modular housing is to be used, provide the name of the Modular Housing supplier and installer. (3 points available)

ii. **References - (25 points available in this category; minimum of 15 points required in this category for prequalification approval)**

- **Project References:** Provide reference information for owners and architects for each and every project listed in your response. Information provided shall at least include project name and the names of the owners and architects, with current address, current telephone and fax numbers, and contact person for each. Note: The Program Manager may also consider project reference information and information provided in response to Subsection 2(c) herein. (5 points available)
- **Credit References:** Provide a minimum of five (5) credit references, including the telephone and fax numbers of a contact person from key suppliers, vendors and banks. (10 points available)
- **Public Project Record:** Provide a list of all completed public building construction projects worked on during the past three (3) years with the project name, scope of work, contract value, start date, completion date, status of the project, owner's name (including address, telephone number, fax number, and contact person) and architect's name (including address, telephone number, fax number and contact person). (10 points available)

iii. **Capacity to Complete Projects - (25 points available in this category; minimum of 10 points required in this category for prequalification approval)**

- **Financial Statement:** Submit an audited financial statement for the most recent fiscal year. Cash analysis that confirms the resources necessary to complete the Project if awarded. Evidence of the firm's ability to meet certified payroll requirements. The financial information submitted shall remain confidential and shall not be a public record. (10 points available)
- **Revenue:** Submit revenue under contract for the next three (3) years. (10 points available)
- **Capacity to Perform:** The General Contractor shall provide a statement, no more than one page in length, outlining the firm's capacity and approach for the following:

- Number of single family residential units the firm is capable of having under rehabilitation construction at any point in time throughout the program cycle.
- Number of single family residential units the firm is capable of having under new construction at any point in time throughout the program cycle.
- Example of project delivery schedule including estimated total time to complete a single family new construction through issuance of a Certificate of Completion by the governing jurisdiction.
- List of labor and equipment available for this project. **(5 points available)**

iv. Mandatory Requirements - (no points assigned, failure to provide may result in disqualification)

- **Bonding Capacity:** Interested General Contractors must provide a letter (from a surety company licensed to do business in the State of Texas and whose name appears on the United States Treasury Department Circular 570) stating the ability of the General Contractor to obtain payment and performance bonds for each Homeowner contract to an aggregate amount equal to or greater than one hundred percent (100%) of the estimated construction cost for Project as set forth in *Section I*.
- **Permits, Registrations, and Certification:** Interested General Contractors shall provide copies of all the firms and subcontractor's permits, registrations and certifications pertaining to the conductance of business in the State of Texas as a commercial residential construction contractor. Specific submittals include, but are not limited to the following:
 - Registration with the Texas Department of Licensing and Registration, and / or Texas State Board of Plumbing Examiners.
 - Certificate of Account Status establishing that the General Contractor is current with any and all taxes, if any, due to the State of Texas.
 - A notarized statement that the firm is not debarred, suspended, or ineligible contractor according to HUD's "Consolidated List of Debarred, Suspended, and Ineligible Contractors" and the US General Services Administration's "Consolidated List of Debarred and Suspended Contractors".
 - The General Contractor certifies that: the firm, to the extent required by CDBG regulations, will comply with Davis-Bacon Labor Standards and related Laws when applicable in the performance of the Work and will meet all requirements for active monitoring and documentation for adherence to the provision of Davis-Bacon and related Acts.
 - The General Contractor will utilize to the greatest extent feasible, Section 3 businesses under Section 3 of the HUD act of 1968.
 - The General Contractor certifies that: the firm will comply with provisions of the Hatch Act (5 U.S.C. 1501 1508 and 7324-73328), which limit the potential activities of employees whose principal employment activities are funded in whole or in part with federal funds, in the performance of the Work.
 - The General Contractor certifies that: the firm, in performance of the Work, and to the extent applicable, will comply with all federal Laws and policies relating to the CDBG set forth below, which are incorporated by reference.

- 24 CFR Part 57, Subpart I;
 - Public Law 109-148 (Department of Defense Appropriations Act, 2009);
 - Public Law 109-234 (Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Hurricane Recovery, 2006);
 - Allocations and Common Application and Reporting Waivers Granted to and Alternative Requirements for CDBG Disaster Recovery Grantees Under the Department of Defense Appropriations Act, 2006; Notice, “71 Fed. Reg. 7666 (Feb. 13, 2006); and
 - 48 CFR, Part 31 regarding allowability of costs. (These all need to be checked)
- **Escrow Accounts:** Contractor must provide a description of a proposed plan to provide interest bearing escrow accounts for the Homeowners portion of funding for reconstruction or rehabilitation. The plan must describe who will administer the plan and controls so that money is released only when the work is inspected and accepted by the Program Manager and the Homeowner. The plan must also describe the accountability of the account manager to verify amounts deposited and dispersed in each Homeowners account.

3. Changes to Contract

Due to the nature and scope of the work required, it may be necessary to increase, decrease, or otherwise modify the scope of the effort or terms of the agreement. Therefore, HCCSD may, from time to time, request revisions in order to adjust to its needs. Modifications require approval by Program Manager and concurrence by HCCSD.

4. Termination of Agreement

HCCSD based on a recommendation from the Program Manager or on their own, reserves the right to terminate any agreement its agreement for funding with the Homeowner if the Contractor fails to comply with usual and customary practices of the industry, breach of any laws, rules or regulations, or failure to significantly comply or meet the performance expectations as established in the contract, if any, between the Contractor and Homeowner. The Homeowner will be advised to terminate their agreement with the Contractor for this failure to comply.

5. Potential Conflicts Of Interest

An outside consultant or contractor is prohibited from submitting a bid for services on a Harris County project of which the consultant or contractor was a designer or other previous contributor, or was an affiliate, subsidiary, joint venture or was in any other manner associated by ownership to any party that was a designer or other previous contributor. If such a consultant or contractor submits a prohibited bid, that bid shall be disqualified on the basis of conflict of interest, no matter when the conflict is discovered by Harris County. Potential bidders are advised that they may have disclosure requirements pursuant to Texas Local Government Code, Chapter 176. This law requires persons desiring to do business with the County to disclose any gifts valued in excess of \$250 given to any County Official or the County Official’s family member, or employment of any County Official or the County Official’s family member during the preceding twelve (12) month period. The disclosure questionnaire must be filed with the Harris County Clerk. Refer to Texas Local Government Code, Chapter 176 for the details of this law.

B. SPECIAL REQUIREMENTS

Carefully review the components of this RFQ as listed in the **Table of Contents**. Include with your response all required forms, completed and signed as necessary. Submit your RFQ in an envelope clearly indicating the Job

Number, Job Description, and the wording, "**SEALED REQUEST FOR QUALIFICATIONS**", on the outside of the envelope.

Firms shall not contact any members or employees of HCCSD or the Program Manager regarding this RFQ, evaluation, or selection process from the time the RFQ is issued until the time a prequalification list is announced, except if, such contact is in writing, with a copy of any written communication being forwarded to the Program Manager. Contact discovered in any such manner, other than in writing and copied to the Program Manager, would be considered as grounds for elimination.

Any submitted qualification and subsequent proposal shall remain valid for twelve (12) months after the RFQ due date or until contracts are executed for the project, whichever is sooner. HCCSD may, in the event the selected firm fails to perform and/or the contract is terminated within forty-five days of its initiation, request the next qualified bidder to enter into a contract.

Each SOQ must be submitted in a binder with **one (1) original copy (labeled) and six (6) duplicate copies (labeled)** and include the signed RFQ Cover Sheet and the remaining items and information as required in Sections I. through IV. as detailed below. Clearly identify and address each requirement as specifically as possible, in ink or typewritten. Use additional pages, if necessary, maintaining proper identification of items.

Section I. RFQ Cover Sheet

The offeror should complete and include as the first page of Section I. of the submitted package the first page of this RFQ, the **RFQ Cover Sheet**. The authorizing signature indicates the respondent's desire to provide the services as submitted in the applicable request for qualifications.

Section II. GC RFQ Form 2

Each proposer should include in Section II. of their offer completed GC RFQ Form 2 including attachments A through K. The information will be used in the evaluation process; therefore, responses should be as thorough and definitive as possible.

Section III. Additional Information

Each respondent will provide the following information to this RFQ and include it in Section III. of the submitted response.

- Financial Statement [from Section II (A)(2)(b)(iii)]
- Statement of Capacity to Perform [from Section II (A)(2)(b)(iii)]
- Statement of Bonding Capacity [from Section II (A)(2)(b)(iii)]
- Permits, Registrations and Certifications [from Section II (A)(2)(b)(iii)]
- Residence Certification / Tax Form (Attachment a)
- Affidavit of No Lien (Attachment b)
- Conflict of Interest Disclosure Statement (Attachment c)
- Escrow Account Plan Description (See Ii.A.2.c)

Section IV. Contact Information

Each respondent should include in Form 1 (Attachment d) of the submitted response the identity(ies) and telephone number(s) of a representative(s) that can be reached for the purpose of clarifying, verifying, and/or negotiating the contents of the submitted response.

VENDORS OWING TAXES

Pursuant to TX Local Government Code 262.0276, Harris County Commissioners Court has adopted a policy which requires that vendors' taxes be current as of the date bids/proposals are due. Bidders with delinquent taxes on the due date will not be eligible for award. Whether or not a vendor's taxes are delinquent will be determined by an independent review of the Tax Office records. Vendors who believe a delinquency is reflected in error must contact the Tax Office to correct any errors or discrepancies prior to submitting their bid in order to ensure that their bid will be considered. Tax records are available online at the Tax Office website—www.hctax.net. Prior to submitting a bid, vendors are encouraged to visit the Tax Office website, set up a portfolio of their accounts and make their own initial determination of the status of their tax accounts. Furthermore, if, during the performance of this contract, a vendor's taxes become delinquent, Harris County reserves the right to provide notice to the Auditor or Treasurer pursuant to Texas Local Government Code §154.045. This policy is effective for all bids due on or after May 1, 2004.

III. SPECIFICATIONS

<p>Request for Qualifications to Provide Rehabilitation and / or Construction of Homes for the Harris County Homeowner Disaster Recovery Program</p>

SCOPE

The Harris County Homeowner Disaster Recovery Program through its Program Manager is seeking the services of qualified General Contractors for the purpose of Rehabilitating Constructing Homes damaged by Hurricane Ike.

It is the responsibility of each firm to examine the entire RFQ, seek clarification in writing, and review their submittal for accuracy before submitting. Once the submission deadline has passed, all submissions will be final. Questions relating to the RFQ must be submitted in writing and directed the Program Manager, via email to *Vendorinquiries@HarrisRecovery.org*, by fax to 713-357-4901 or written to HDRP Program Manager, Housing Assistance Center, 16602 Diana Lane, Houston, TX 77062. The deadline for submission of questions relating to this RFQ is 12:00 p.m., Wednesday, January 13, 2010. All questions submitted in writing prior to the deadline will be compiled and answered in writing. A copy of all questions and answers will be forwarded via fax and/or email to all firms. The County will not be bound by any information conveyed verbally.

DESCRIPTION

Hurricane Ike made landfall on the Texas coastline September 13, 2008 as a category 2 hurricane. Hurricane Ike was the third most destructive hurricane ever to make landfall in the United States. The Department of Housing and Urban Development (HUD) granted the State of Texas \$1,314,990,193 to assist in recovery. Of that amount Harris County was granted \$53,463,366 to assist homeowners that had damages from Hurricane Ike.

The Harris County Community Services Department (HCCSD) Office of Housing and Community Development through a Program Manager is preparing a list of Prequalified General Contractors for Rehabilitation and for Reconstruction that will be invited to bid on several construction contracts for rehabilitation and / or reconstruction of homes in Harris County.

A total of approximately 500 homes will be rehabilitated or reconstructed depending on the receipt of applications for assistance and verified as eligible participants. As the applications are verified and approved, construction contracts will be developed bundling homes together in contract packages for bidding. The construction packages will include Write-ups for individual homes outlining the rehabilitation required. Reconstruction of homes will be in a separate procurement. The Contractor will be expected to complete the required work from these project Write-ups. Contractors must meet the most restrictive code whether it be Federal, State (International Residential Building Code) or local and will be expected to follow the Harris County Homeowner Disaster Recovery Program MINIMUM HOUSING REHABILITATION STANDARDS, the Harris County Construction & Inspection - Contractor Specification Manual and Texas Government Code - Section 2306.514. A copy of the MINIMUM HOUSING REHABILITATION STANDARDS is included in this RFQ package.

Rehabilitation contracts – As Homeowner applications are obtained, verified and approved a Write-up will be prepared for each home detailing the work to be done. Based on the initial projections of 400 homes that will require rehabilitation, several contracts will be procured through a bidding process with each contract including a bundle of approved homes. Only Prequalified Contractors in the Rehabilitation category will be eligible to bid on these bundled contracts. The lowest responsible bidder for each contract will be selected.

Reconstruction –Based on the initial projection of 100 homes that will require reconstruction, one single RFP process will be completed to select up to four (4) best value Contractors to complete reconstruction for eligible homeowners. Contractors will only be eligible to participate in the RFP process if they have previously been prequalified as a Reconstruction Contractor in the RFQ process.

The RFP process will request the Contractor to provide a price for each of four home designs in each housing category with a variety of bedrooms and bathroom configurations anticipated to meet the market needs. The contractor shall submit the home layouts for each bedroom and bathroom configuration for each category. Each layout shall include a floor plan and 2 elevations. The categories are anticipated to be as follows, but may be adjusted by the time the RFP is prepared.

800 sq. ft.

1000 sq. ft.

1200 sq. ft.

1400 sq. ft.

1600 sq. ft.

1800 sq. ft.

2000 sq. ft.

2200 sq. ft.

Duplex 2600 sq. ft.

20 percent of the plans must be two story layouts

The Contractor must also certify that they have at least one alternate design in each category and bath/bedroom configuration that they are willing to construct at the same price. After the four best value Contractors are selected, the Homeowner will be provided the selection of homes and prices available (including the alternate design) and may select any home and set of options meeting their size, configuration and budget requirements. Budget requirements are based on the funds made available through the CDBG grant funding plus any additional insurance, payments received or other sources the Homeowner proves they have available. Once the Homeowner makes the selection, the home reconstruction will be assigned to the selected Contractor. No more than 50% of the homes will be assigned to a single Contractor. A Contractor must finish each home within 6 months of receiving the Notice to Proceed.

The base prices for the homes included in the bid will be based on “modest“ finishes, however the RFP will also include a unit price list of upgraded finishes, materials, fixtures, and appliances. Once the Contractor is selected, they will be required to meet with the Homeowner to select any upgrades that can be completed within the Homeowners maximum payment limit. Unit prices will also be included for basic site work such as sidewalks, driveways, utility

connections, and demolition that will be included on a specific home basis again within the Homeowners maximum payment limit.

The Proposals will be evaluated by the Program Manager with a recommendation for selection to be accepted by the HCCSD. The four best value Contractors will be selected as follows:

Price - 40%

Qualifications of Proposed Project Management and Site Staff – 20%

Use of local subcontractors, MBE/WBE contractors – 20%

Proposed schedule of completion for assignment of 30 homes – 20%

The price qualification will be based on averaging the costs of homes proposed in each category and then averaging the average cost in each category. The lowest final average will receive the highest score. Other scores will be assigned relative to the other submittals. The submittals judged the best will receive the higher scores. Final selection will be the four Contractors with the highest weighted scores.

Because this Project is being funded under a Community Development Block Grant (CDBG) from HUD, through the State of Texas and the HCCSD, the Contractor will be expected to abide by the applicable federal, state and local laws and regulations governing this work including:

**UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES,
PROGRAM INCOME, AND REVERSION OF ASSETS**

HCCSD as a subrecipient of HUD funds through the Texas Department of Housing and Community Affairs is required to meet the following Uniform Administrative Requirements, Cost Principles, Program Income and Reversion of Assets. The Contractor will be required to maintain certain information and documents and also meet these requirements.

- A. If the Subrecipient is a governmental entity, except as specifically modified by law or the provisions of this Contract, the Subrecipient shall comply with the Regulations in The Applicable Laws and Regulations (below) and, for matters not addressed therein, with 24 CFR Part 85, "Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments" (referred to as the "Common Rule") as modified by the rules promulgated by the Governor's Office under the Uniform Grant and Contract Management Act (Tex. Gov't. Code Ann. Chapter 783; referred to as "UGCMS"), in performing this Contract. The allowability of costs incurred for performances rendered shall be determined in accordance with Department of Management and Budget (OMB) Circular A-87, as supplemented by UGCMS and this Contract.
- B. If the Subrecipient Is a nonprofit organization, except as specifically modified by law or the provisions of this Contract, the Subrecipient shall comply with the Regulations in Exhibit C and, for matters not addressed therein, with 24 CFR Part 84, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher

Education, Hospitals and other Nonprofit Organizations" (referred to as the "Common Rule") as modified by the rules promulgated by the Governor's Office under the Uniform Grant and Contract Management Act (Tex. Gov't. Code Ann. Chapter 783; referred to as "UGCMS"), in performing this Contract. The allowability of costs incurred for performances rendered shall be determined in accordance with Department of Management and Budget (OMB) Circular A-122, as supplemented by UGCMS and this Contract.

THE APPLICABLE LAWS AND REGULATIONS (unless specifically waived)

I. CIVIL RIGHTS

Title VI of the Civil Rights Act of 1964, (42 U.S.C. Section 2000d et seq.); 24 CFR Part I, "Nondiscrimination in Federally Assisted Programs of the Department of Housing and Urban Development - Effectuation of Title VI of the Civil Rights Act of 1964";

Title VIII of the Civil Rights Act of 1968, "The Fair Housing Act of 1968" (42 U.S.C. Sec 3601 et seq.), as amended, and implementing regulations, and it will affirmatively further fair housing;

Executive Order 11063, as amended by Executive Order 12259, and 24 C. F.R. Part 107, "Nondiscrimination and Equal Opportunity in Housing under Executive Order 11063". The failure or refusal of the Subrecipient to comply with the requirements of Executive Order 11063 or 24 CFR Part 107 shall be a proper basis for the imposition of sanctions specified in 24 CFR 107.60;

The Age Discrimination Act of 1975 (42 U.S.C. Sec. 6101 et seq.);

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Sec. 794.) and "Nondiscrimination Based on Handicap in Federally-Assisted Programs and Activities of the Department of Housing and Urban Development", 24 CFR Part 8. By signing this Contract, the Subrecipient understands and agrees that the activities funded shall be operated in accordance with 24 CFR Part 8; and the Architectural Barriers Act of 1968 (42 U.S.C. Sec. 4151 et seq.), including the use of a telecommunications device for deaf persons (TDDs) or equally effective communication system.

II. EMPLOYMENT OPPORTUNITIES

Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. Sec.1701u).

III. LEAD-BASED PAINT

Section 302 of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Sec. 4831(b)) and the procedures established by the Department thereunder.

IV. CONFLICT OF INTEREST

Chapter 171, Texas Local Government Code and 24 CFR 570.489 (h) and 24 CFR. § 570.611 of the federal regulations.

RESIDENCE CERTIFICATION/TAX FORM

Pursuant to Texas Government Code §2252.001 *et seq.*, as amended, Harris County requests Residence Certification. §2252.001 *et seq.* of the Government Code provides some restrictions on the awarding of governmental contracts; pertinent provisions of §2252.001 are stated below:

- (3) "Nonresident bidder" refers to a person who is not a resident.
- (4) "Resident bidder" refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

I certify that _____ is a Resident Bidder of Texas as defined in
[Company Name]
Government Code §2252.001.

I certify that _____ is a Nonresident Bidder as defined in
[Company Name]
Government Code §2252.001 and our principal place of business is _____.
[City and State]

Taxpayer Identification Number (T. I. N.): _____

Company Name submitting Bid/Proposal: _____

Mailing Address: _____

If you are an individual, list the names and addresses of any partnership of which you are a general partner:

PROPERTY: List all taxable property owned by you or above partnerships in Harris County.

Harris County Tax Acct. No.*

Property address or location**

_____	_____
_____	_____
_____	_____
_____	_____

* This is the property account identification number assigned by the Harris County Appraisal District.

** For real property, specify the property address or legal description. For business personal property, specify the address where the property is located. For example, office equipment will normally be at your office, but inventory may be stored at a warehouse or other location.

Revised 11/06

AFFIDAVIT OF NO LIEN

STATE OF _____
COUNTY OF _____

Before me, a duly commissioned Notary Public within and for the State and County aforesaid, personally appeared _____ who, after being duly sworn as required by law, deposes and says:

1. That _____ is a principal officer/owner or authorized representative [title] of _____ [firm] and that _____ [said firm] is a Building, Remodeling or Construction Company which is applying for approval to perform construction services under the HCCSD Housing Construction and/or repair program funded under the HUD CDBG, HOME or Harris County TIRZ programs.

SEE EXHIBIT "A" ATTACHED HERETO

or

[Name of company]

2. That _____ is not the subject to any assessment of tax liens or liabilities resulting from its operations; and/or bankruptcy, creditor's reorganization or insolvency proceeding and none are pending, contemplated or threatened, or that any exceptions or extenuating circumstances to this part have been noted in under part seven (6) of this exhibit.

3. That _____ has possession of the all if its business property and that there is no other person in possession or has any right in its business property; or that any exceptions or extenuating circumstances to this part have been noted in under part seven (6) of this exhibit.

4. That there are no unrecorded labor, mechanic's or material men's liens against the businesses' assets or property and no material has been furnished or labor performed on the businesses' property which has not been paid in full; or that any exceptions or extenuating circumstances to this part have been noted in under part seven (6) of this exhibit.

5. That there are no claims whatsoever of any kind or description against any fixtures or equipment located at the premises of the principal place of business outside the normal course of financing or leasing of the principal place of said businesses' premises or its equipment; or that any exceptions or extenuating circumstances to this part have been noted in under part seven (6) of this exhibit.

6. All exceptions to part(s) 1 through 5 above have been fully noted and explained below:

7. That this affidavit is made for the purpose _____

[Signature]

Subscribed and sworn to before me this ___ day of _____, 20__.

My commission expires _____
NOTARY PUBLIC

Exhibit D, Conflict of Interest

All Applicants

The standards in OMB Circular A-110, Subpart C, provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a **financial or other interest** in the firm selection for an award.

CDBG and HOME Applicants Only

The CDBG regulations at 24 C.F.R. § 570.611 and HOME regulations at 24 C.F.R. § 92.356 provide that no person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient or Subrecipient that are receiving CDBG or HOME funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with CDBG funds or (2) who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest from a CDBG-assisted or HOME-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

IF NO CONFLICTS EXIST, COMPLETE THE FOLLOWING:

<input type="checkbox"/>	I certify that no conflict of interest exists between Harris County and _____ <small>(Name of Organization)</small>

<input type="checkbox"/>	I certify that no conflict of interest exists between the subcontractors of and _____ <small>(Name of Organization)</small>
IF THERE IS A CONFLICT, COMPLETE THE FOLLOWING:	
<input type="checkbox"/>	I certify that a conflict of interest does exist between Harris County and _____ <small>(Name of Organization)</small>

<input type="checkbox"/>	I certify that a conflict of interest does exist between _____ <small>(Name of subcontractor)</small> and _____ <small>(Name of Organization)</small>

Describe the nature of the conflict of interest below: (Please identify the individual, employment, and the conflict or potential conflict [their affiliation with your organization]).

--

Signature of Authorized Agency Official	Date
Typed Name and Title	

Exhibit E, Conflicts Disclosure Statement

LOCAL GOVERNMENT OFFICER

FORM CIS

CONFLICTS DISCLOSURE STATEMENT

(Instructions for completing and filling this form are provided on the back.)

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with chapter 176, Local Government Code.

**OFFICE USE
ONLY**

Date Received

1. Name of Local Governmental Officer

2. Office Held

3. Name of person described by Sections 176.002(a) and 176.003(a), Local Government Code

4. Description of the nature and extent of employment or business relationship with person named in Item 3

5. List gifts if aggregate value of the gifts received from person named in Item 3 exceeds \$250

Date Gift Received _____	Description of Gift _____	<input type="checkbox"/>	Did Not Accept
Gift			
Date Gift Received _____	Description of Gift _____	<input type="checkbox"/>	Did Not Accept
Gift		<input type="checkbox"/>	
Date Gift Received _____	Description of Gift _____		Did Not Accept
Gift			

(attach additional forms as necessary)

6. AFFIDAVIT

acknowledge that

Government

period

I swear under penalty of perjury that the above statement is true and correct. I

the disclosure applies to a family member (as defined by Section 176.001(2), Local

Code) of a government officer. I also acknowledge the statement covers the 12-month

described by Section 176.003(a)(2)(b), Local Government Code.

Signature of Local Government Officer

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____

day of _____, 20_____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

LOCAL GOVERNMENT OFFICER
CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of a governing body of a local government entity or a director, superintendent, administrator, president, or other person designated as the executive officer of the local government entity. This form is required to be filled with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a Class C misdemeanor.

Please refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side

1. Name of Local Government Officer. **Enter the name of local government officer filing this statement.**
2. Office Held. **Enter the name of the office held by the local government officer filing this statement.**
3. Name of person described by Sections 176.002(a) and 176.003(a), Local Government Code. **Enter the name of the person described by Section 176.002, Local Government Code with whom the officer has an employment or other business relationship as described by Section 176.003(a), Local Government Code.**
4. Description of the nature and extent of employment or business relationship with person named in item 3. **Describe the nature and extent of the relationship of the employment or other business relationship with the person in item 3 as described in Section 176.003(a), Local Government Code.**
5. List gifts if aggregate value of the gifts received from person named in number 3 exceed \$250. **List gifts received during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the person named in number 3 that in the aggregate exceed \$250 in value.**
6. Affidavit. **Signature of Local government officer.**

Exhibit F, Conflict of Interest Questionnaire

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

OFFICE USE ONLY

Date Received

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By Law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

1. Name of person doing business with local governmental entity.

2.

Check this box if you are filling an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3. Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.

4. Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.

Exhibit F, Conflict of Interest Questionnaire (p.2)

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

Page 2

5. Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire? Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity? Yes No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes

No

D. Describe each affiliation or business relationship.

6. Describe any other affiliation or business relationship that might cause a conflict of interest.

7. _____

Signature of person doing business with the governmental entity

Date

Part Two: Forms to Be completed By General Contractor
RFQ Interest Form
GC RFQ Form 1

Instructions: If your firm is interested in responding to the RFQ for Prequalification of General Contractors for this Project then GC RFQ Form 1 MUST be submitted to the HDRD Program Manager by January 11, 2010

Awarding Authority:	<i>Harris County Homeowner Disaster Recovery Program</i>
Project Name:	<i>Rehabilitation and / or Reconstruction of Homes for Harris County Homeowner Disaster Recovery Program</i>

Mail or Fax this *RFQ Interest Form* to¹:

HDRP Program Manager
Housing Assistance Center 16602 Diana Lane Houston, TX 77062
Fax: 713-357-4901

By submitting this GC RFQ Interest Form the below identified firm is expressing its interest in the above-referenced public building construction project and is requesting that it be added to the list of firms that will receive any addenda to the RFQ on the Project. The Awarding Authority assumes no responsibility for a firm's failure to receive any addenda or other correspondence related to this RFQ due to the firm's failure to submit an RFQ Interest Form as directed above or for any other reason.

General Contractor Firm Name:	
General Contractor Address:	
General Contractor Telephone:	
General Contractor Facsimile:	
General Contractor Contact Person/Title:	
Date Submitted:	

By: _____
(Signature of Authorized Representative)

¹ Note: The Statement of Qualifications ("SOQ") application form (GC RFQ Form 2) and accompanying Schedules A through K, submitted in response to this RFQ **MAY NOT BE FAXED.**

**Statement of Qualifications Application for General Contractors
GC RFQ Form 2**

Note: See Sections II of Part One, the RFQ for this Project, for instructions on completing this Statement of Qualifications and accompanying Schedules A through K.

Project Name:	Rehabilitation and / or Reconstruction of Homes for Harris County Homeowners Disaster Recovery Program.
Awarding Authority:	Harris County Community Services Department
General Contractor Name:	
General Contractor Mailing Address:	
General Contractor Street Address:	
Telephone Number:	
Facsimile Number:	
Contact Person/Title:	
Prequalification Requested (see note)	

Note: “Reconstruction”, “Rehabilitation” or “Both”

Execution Requirements

- 1. RFQ Response Checklist: Before signing and submitting its SOQ application package for this Project, interested General Contractors are advised to carefully review the RFQ Response Checklist – GC RFQ Form 3.**
- 2. Acknowledgement of Addenda. By signing below, the interested General Contractor acknowledges receipt of the following addenda to this RFQ: [Insert Addenda #]**
- 3. Incomplete or Inaccurate Information: Failure to accurately and completely provide the information requested may result in the disqualification.**
- 4. Authorization to Sign: This form MUST be signed by an officer of the firm or an individual so authorized by an officer of the firm who has personal knowledge regarding the information contained herein.**

5. Debarment Status: **By signing below, the interested General Contractor certifies that it is not currently debarred from performing public work for the State of Texas or the Federal Government.**

6. **Failure to pay Harris County property taxes or current property tax delinquency will disqualify any contractor from participation in the Harris County Home Repair Program.**

THE UNDERSIGNED CERTIFIES THAT ALL INFORMATION IN THIS STATEMENT AND ALL INFORMATION FURNISHED IN SUPPORT OF THIS STATEMENT IS TRUE AND COMPLETE TO THE BEST OF THE UNDERSIGNED'S KNOWLEDGE AND BELIEF.

Signature	Title	Date
Signature	Title	Date

CERTIFICATION & AGREEMENT BY CONTRACTOR FOR QUALIFICATION

RIGHT TO FINANCIAL PRIVACY ACT: This is to notify you, as required by the Fight to Financial Privacy Act of 1978, that the Harris County Community Services Department (HCCSD) (in accordance with the policies and procedures of the U.S. Department of Housing and Urban Development) has a right of access to financial records held by any financial institution in connection with the consideration of your application for the HCCSD Housing Construction Services Program Eligible Contractor's List. Financial records involving your transactions will be available to HCCSD without further notice of authorization but will not be disclosed or released to another Governmental Department or Department without your consent except as required or permitted by law.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S.C. Title 18, Sec. 1001 provides: "Whoever in any matter within the jurisdiction of any department or Department of the United States knowingly and willfully falsifies . . . or makes any false, fictitious or fraudulent statement or representation, or makes any false writing or document knowing the same to contain any false, fictitious, or fraudulent statement or entry, shall be fined not more than \$10,000.00 or imprisoned not more than five years, or both.

THE UNDERSIGNED CERTIFIES THAT ALL INFORMATION IN THIS APPLICATION AND ALL INFORMATION FURNISHED IN SUPPORT OF THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF THE UNDERSIGNED'S KNOWLEDGE AND BELIEF.

VERIFICATION OF ANY OF THE INFORMATION IN REGARD TO THIS APPLICATION MAY BE OBTAINED FROM ANY SOURCE REQUIRED OR NAMED HEREIN.

Signature

Title

Date

Signature

Title

Date

[Insert GC Firm Name]

SCHEDULE F – SAFETY RECORD: Interested General Contractors are required to provide the three (3) three year history of its workers' compensation experience modifier and attached documentation from its insurance carrier supporting the ratings reported herein as set forth in *Section II(c)(2)(c)(i)* of the *RFQ* for this Project.

YEAR	WORKERS' COMP. EXPERIENCE MODIFIER	COMMENTS

[Insert GC Firm Name]

SCHEDULE H - PROJECT REFERENCES: Interested General Contractors are required to list references for prior work your firm has performed as set forth in *Section II(A)(2)(c)(ii)* of the *RFQ* for this Project.

PROJECT TITLE	COMPANY NAME	CONTACT PERSON/ADDRESS	TELEPHONE#	FAX#
	OWNER: DESIGNER:			

[Insert GC Firm Name]

SCHEDULE I - CREDIT REFERENCES: Interested General Contractors are required to list a minimum of five (5) credit references from banks, suppliers and/or vendors as set forth in *Section II(A)(2)(a)(ii)* of the RFQ for this Project.

CHECK ONE	COMPANY NAME	CONTACT PERSON	TELE#	FAX#
<input type="checkbox"/> <u>BANK</u> <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> <u>BANK</u> <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> <u>BANK</u> <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> <u>BANK</u> <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> <u>BANK</u> <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				

[Insert GC Firm Name]

SCHEDULE J - PUBLIC PROJECT RECORD: – Interested General Contractors are required to list all completed public buildings during the past three (3) years in accordance with Section *II(c)(2)(c)(ii) of the RFQ* for this Project. (You may attach additional pages if necessary).

PROJECT INFORMATION	CONTACT INFORMATION Provide business and contact name, address, telephone and fax
PROJECT NAME: CONTRACT VALUE: SCOPE: START DATE: FINISH DATE:	AWARDING AUTHORITY: DESIGNER:
PROJECT NAME: CONTRACT VALUE: SCOPE: START DATE: FINISH DATE:	AWARDING AUTHORITY: DESIGNER:
PROJECT NAME: CONTRACT VALUE: SCOPE: START DATE: FINISH DATE:	AWARDING AUTHORITY: DESIGNER:

[Insert GC Firm Name]

SCHEDULE K – REVENUE UNDER CONTRACT: – Interested General Contractors are required to list revenue under contract for next three (3) fiscal years in accordance with Section *11(a)(2)(c)(iii)* of the *RFQ* for this Project.

Firm's fiscal year runs _____ to _____.

<u>YEAR</u>	<u>REVENUE UNDER CONTRACT (\$)</u>

RFQ RESPONSE CHECKLIST - GC RFQ Form 3

NOTE: LATE APPLICATIONS FOR PREQUALIFICATION WILL NOT BE CONSIDERED. THEREFORE, BEFORE SUBMITTING A RESPONSE TO THIS *RFQ*, PLEASE REVIEW THE FOLLOWING:

- Did you fax or mail the RFQ Interest Form (*GC RFQ Form 1*) to the Program Manager?
- Did you complete the entire *SOQ* Form (*GC RFQ Form 2*)?
- Did you fully complete *Schedules A through K*?
- Did you attach the resumes of owners and management personnel identified in your responses to *Schedule A* and *Schedule B*?
- Did you attach the required documentation from your insurance company supporting the workers' compensation modifier history you reported in *Schedule F*?
- Do you have the current contact information for all of the references you reported in *Schedule H*, *Schedule I* and *Schedule J*?
- Did you attach an audited financial statement as required in *Section II(A)(2)(iii)*?
- Did you include the 3 alternative designs for each Reconstruction home class?
- Did you include the original and all required copies of your entire *SOQ* application package?
- Did you address the *SOQ* envelop correctly (i.e. to reference the Project and other required information set forth herein)?
- Did you review all of the Execution Requirements before signing the *SOQ* application form?
- Is the person who signed the *SOQ* application form authorized to do so and did his or her correct and current contact information?



Harris County Homeowner Disaster Recovery Program

MINIMUM HOUSING REHABILITATION STANDARDS

Revised October 12, 2009

Harris County Minimum Housing Rehabilitation Standards

Table of Contents

- I. Preface..... 44
- II. Definitions 45
- III. Minimum Standards for Basic Equipment and Facilities 46
- IV. Minimum Standards for Ventilation..... 50
- V. Minimum Standards for Electrical Service..... 51
- VI. Minimum Standards for Heating Systems 52
- VII. Minimum Standards for the Interiors of Structures 55
- VIII. Minimum Standards for the Exterior of Structures..... 56
- IX. Minimum Space, Use and Location Requirements..... 57
- X. Minimum Standards for Plumbing Systems..... 58
- XI. Minimum Standards for Potable Water Supply 59
- XII. Minimum Standards for Connection to Sanitary Sewer 59

I. Preface

This document is intended to provide the minimum acceptable standards for existing single household dwelling units rehabilitated in whole or in part with the Harris County Housing Disaster Recovery Fund. These standards apply to all communities within Harris County, with the exception of the City of Houston. These standards are not intended to reduce or exclude the requirements of any local, county or state building or housing codes, standards, or ordinances that may apply.

The Harris County Minimum Housing Rehabilitation Standards are designed to include and to expand on the requirements of the HUD Section 8 Housing Quality Standards (CDBG funded activities) and the Minimum Property Standards (HOME funded activities). Many of the requirements and standards of this document exceed the requirements of the HUD Section 8 Housing Quality Standards and/or the Minimum Property Standards, and are determined necessary to further define the intent or outcome of these standards and to expand on the common definitions of “safe, decent, and sanitary” housing; “non-luxury, suitable amenities” housing; and “good quality, reasonably priced” housing, that is affordable to persons that are low or low and moderate income. These standards are also designed to assist in achieving consistency throughout the county for single-family and duplex rehabilitation activities funded with the Housing Disaster Recovery Fund.

Through the Harris County Minimum Housing Rehabilitation Standards, “sustainable design” principles have been incorporated, intended to minimize negative environmental impacts and to promote the health and comfort of the occupants of housing rehabilitated to these standards. Included herein are measures to reduce consumption of non-renewable resources, minimize waste, and to create healthy productive environments. Standard measures have been incorporated herein relating to energy conservation, energy efficiency, water conservation, and indoor air quality.

Whenever possible and practical, specify materials or products that are made from recycled materials (such as fly ash concrete, carpeting or flooring made from recycled materials, etc.) or specify materials and products produced from rapidly renewable materials (such as cork or bamboo). To the extent possible and practical, avoid using products from non-renewable resources (such as vinyl siding, windows and flooring; asphalt roofing materials; etc.).

These standards assume that a knowledgeable inspector will thoroughly inspect each dwelling to verify the presence and condition of all components, systems and equipment of the dwelling. All components, systems and equipment of a dwelling referenced in this document shall be in good working order and condition and be capable of being used for the purpose in which they were intended and/or designed. Components, systems

and/or equipment that are not in good working order and condition shall be repaired or replaced. When it is necessary to replace items (systems, components or equipment), the replacement items must conform to these standards. These standards also assume that the inspector will take into account any extraordinary circumstances of the occupants of the dwelling (e.g., physical disabilities) and reflect a means to address such circumstances in their inspection and in the preparation of a work write-up/project specifications for that dwelling.

All interior ceilings, walls and floors must not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, severe buckling, missing components or other serious damage. The roof must be structurally sound and weather-resistant. All exterior walls (including foundation walls) must not have any serious defects such as leaning, buckling, sagging, large holes, or defects that may result in the structure not being weather-resistant or that may result in air infiltration or vermin infestation. The condition of all interior and exterior stairs, halls, porches, walkways, etc. must not present a danger of tripping or falling. Outbuildings must conform to these standards or be removed from the property.

If an inspector determines that specific individual standards of this document cannot be achieved on any single dwelling due to it being structurally impossible and/or cost prohibitive, the inspector shall document the specific item(s) as non-conforming with these standards. The inspector shall prepare a list of any and all non-conforming items or non-conforming uses along with his/her recommendation to waive, or not-to-waive, the individual non-conforming items. The inspector's list of non-conforming items and subsequent recommended actions shall be explained to the property owner and the local official(s) representing the program, as well as provide for their signatures and dating of the inspector's list of non-conforming items and subsequent recommendations. If all parties (property owner, local officials and inspector) agree, non-conforming items to these standards may be waived. (NOTE: Items that are necessary to meet HUD Section 8 HQS or the Minimum Property Standards may not be waived).

II. Definitions

- A. **Egress** – A permanent and unobstructed means of exiting from the dwelling in an emergency escape or rescue situation.
- B. **Habitable Space (Room)** – Space (rooms) within the dwelling for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces, and similar areas (rooms) are not considered habitable spaces (rooms).
- C. **Energy Star Rated** – Includes all systems, components, equipment, fixtures and appliances that meet strict energy efficiency performance criteria established, as a joint effort, by the federal Environmental Protection Agency, the U.S. Department of Energy and the U.S. Department of Housing and Urban Development and that carry the Energy Star label as evidence of meeting this criteria.

III.

Minimum Standards for Basic Equipment and Facilities

A. Kitchens – Every dwelling shall have a kitchen room or kitchenette equipped with the following:

1. **Kitchen Sink.** The dwelling shall have a kitchen sink, connected to both hot and cold potable water supply lines under pressure and to the sanitary sewer waste line. When replacing such components, water supply shut off valves shall be installed. If the existing faucet is to remain, a 2 gallon per minute (GPM) flow restricting aerator shall be installed.
2. **Oven and Stove or Range.** The dwelling shall contain an oven and a stove or range (or microwave oven), supplied by the owner, either gas or electric, connected to the source of fuel or power, in good working order and capable of supplying the service for which it is intended.
3. **Refrigerator.** The dwelling shall contain a refrigerator, connected to the power supply, in good working order and capable of supplying the service for which it is intended.
4. **Counter Space Area.** Every kitchen or kitchenette shall have a minimum storage area of eight (8) square feet with a minimum vertical clearance of twelve inches (12") and a minimum width of twelve inches (12"). Every kitchen or kitchenette shall have a minimum of four (4) square feet of counter space.

C. Toilet Room: Every dwelling shall contain a room which is equipped with a flush toilet and a lavatory. The flush water closet shall be connected to the cold potable water supply, under pressure, and to the sanitary sewer. The lavatory shall be connected to both a hot and cold potable water supply, under pressure, and connected to the sanitary sewer. When replacing such components, water supply shut off valves shall be installed. When replacing toilets, these will have a flush valve that use less than or equal to 1.6 gallons per flush. Toilet throat size will be no less than 2 inches and glazed smooth. If the lavatory faucet is not being replaced then a 2 GPM flow restricting faucet aerator will be installed.

D. Bath Required: Every dwelling shall contain a bathtub and/or shower.

1. The bathtub and/or shower unit(s) need not be located in the same room as the flush water closet and lavatory. The bathtub and/or shower unit may be located in a separate room.
2. The bathtub and/or shower unit shall be connected to both hot and cold potable water supply lines, under pressure, and shall be connected to the sanitary sewer. All shower heads must be equal to or less than 2.0 (GPM) water flow. Where feasible, shut off

valves shall be installed on the water supply lines. All faucets, when replaced, shall be water balancing scald guard type faucets.

- E. Privacy in Room(s) Containing Toilet and/or Bath:** Every toilet room and/or every bathroom (the room or rooms containing the bathtub and/or shower unit) shall be contained in a room or rooms that afford privacy to a person with said room or rooms.
1. Every toilet room and/or bathroom shall have doors equipped with a privacy lock or latch in good working order.
- F. Hot Water Supply:** Every dwelling shall have supplied water-heating equipment (water heater and hot water supply lines) that is free of leaks, connected to the source of fuel or power, and is capable of heating water to be drawn for general usage.
1. No water heaters (except point-of-use water heaters) shall be allowed in the toilet rooms or bathrooms, bedrooms or sleeping rooms. No gas water heaters shall be allowed in a clothes closet(s).
 2. All gas water heaters shall be vented in a safe manner to a chimney or flue leading to the exterior of the dwelling. Unlined brick chimneys must have a metal B-vent liner installed to meet manufacturer's venting requirements. If metal chimney venting cannot be added, a power vented water heater may be installed. Size of the B-vent is critical for proper venting. Install according to manufacturer's recommendations.
 3. All water heaters shall be equipped with a pressure/temperature relief valve possessing a full-sized (non-reduced) rigid copper or steel discharge pipe to within six (6) inches of the floor. The steel discharge pipe shall not be threaded at the discharge end.
 4. All water heaters must be installed to manufacturer's installation specifications.
 5. All new water heaters shall have internal foam insulation that is a minimum of R-10. Gas water heaters shall have an EF rating of .62 or higher and a recovery efficiency of .75 or better and/or meet Energy Star requirements at the time of installation. Electric water heaters shall be Energy Star Rated.
 6. Where feasible, tankless water heaters may be installed in accordance with manufacturer's guidelines and sized to provide adequate hot water supply to all fixtures. Gas supply lines and or electrical capacity must be evaluated before installing tankless water heaters. Before installing, careful consideration should be made regarding supply and water temperature to owners.

G. Exits: Every exit from every dwelling shall comply with the following requirements:

1. Every habitable room shall have two (2) independent and unobstructed means of egress. This is normally achieved through an entrance door and an egress window.
2. All above grade egress windows from habitable rooms shall have a net clear opening of 5.7 square feet. The minimum net clear opening width dimension shall not be less than twenty inches (20") wide, and the minimum net clear opening height dimension shall not be less the twenty-four inches (24") wide. Note that the combination of minimum window width and minimum window height opening size does not meet the 5.7 square feet requirements. Therefore, the window size will need to be greater than the minimum opening sizes in either width or height. Where windows are provided as a means of escape or rescue, they shall have a finished sill height of not more than forty-four inches (44") above the floor. Egress windows with a finished sill height of more than forty-four inches (44") shall have a permanently installed step platform that is in compliance with stair construction standards.

All at grade egress windows from habitable rooms may be reduced in size to 5.0 square feet of operable window area, but the area must meet the minimum width and/or and height requirement restrictions of all egress windows.

When windows are being replaced within existing openings, the existing window size shall be determined to be of sufficient size even if current window sizes do not meet current egress standards. However, if the specification writer determines that changing the window size is beneficial; such egress widow size modification will be allowed but not required. If new construction windows are being installed, these windows must meet all egress window requirements.

3. Inhabitable basements (or habitable rooms within a basement) where one means of egress is a window; the window shall have a net clear opening of 5.0 square feet. The window shall open directly to the street or yard, or where such egress window has a finished sill height that is below the adjacent ground elevation shall have an egress window/area well. The egress window/area well shall provide a minimum accessible net clear opening of nine square feet that includes a minimum horizontal dimension of thirty-six inches (36") from the window. Egress window/area wells with a depth of more than forty-four (44") shall be equipped with an affixed ladder or stairs that are accessible with the window in the fully opened position. Such ladder will have rungs at 12 inches on-

center and projecting out a minimum of three inches from the side of the window well.

- H. Stairs:** If replacing existing stairs, stairs will need to conform as close as possible to new construction standards, but replacement stairs do not need to be in compliance with new codes. All newly constructed stairs (interior and exterior stairways) shall comply with the following requirements:
1. All stairways and steps of four (4) or more risers shall have at least one (1) handrail. All stairways and steps which are five (5) feet or more in width shall have a handrail on each side.
 2. All handrails shall be installed not less than thirty four inches (34") nor more than thirty-eight inches (38"), measured plumb, above the nosing of the stair treads. Handrails adjacent to a wall shall have a space of not less than one and one-half inches (1 1/2") between the wall and the handrail. All handrails shall be turned back into the wall on railing ends. The size of a round railing must be a minimum of 1.25 inches, but not more than 2 inches. Railings must be continuous from the top riser to the bottom riser.
 3. Porches, balconies or raised floor surfaces, including stairway riser and/or landing, located more than thirty (30) inches above the floor or the grade, shall have guardrails installed that are not less than thirty-six inches (36") in height. Open guardrails and stair railings shall have intermediate rails or ornamental pattern such that a sphere four inches (4") in diameter cannot pass through.
 4. All stairs and steps shall have a riser height of not more than eight inches (8") and a tread depth of not less than nine inches (9'). All newly constructed stairs, not replacement stairs, shall have a riser height of not more than seven and three quarters (7 3/4") and a tread depth of not less than ten inches (10"). Risers and treads cannot be different in size by more than 3/8 of an inch from the top to the bottom of the stairs.
- I. Smoke Detectors:** All smoke detectors shall be hard-wired with battery back-up and interconnected with all other alarms. There shall be a minimum of one (1) smoke detector per floor (including the basement) and a smoke detector shall be located adjacent to all bedrooms/sleeping rooms and adjacent to the central heating source. All smoke detectors shall be installed per manufacturer's installation instructions.
- J. Carbon Monoxide Detectors:** Where a heating system source, other than solid fuel burning appliances (e.g., wood stoves), and/or water heater that burns solid, liquid or gaseous fuels is located horizontally adjacent to any habitable room, a hard-wired with battery back-up carbon monoxide detector is required and is to be installed per the manufacturer's

instructions. Any dwelling that has a fuel source heating system (not electric), other solid fuel burning appliances (e.g., wood stoves, pellet, or corn stoves), and/or fuel source water heater (not electric), a hard-wired with battery back-up combination smoke alarm/carbon monoxide detector is required to be installed per the manufacturer's instructions on the main living area floor.

IV. Minimum Standards for Ventilation

- A.** In general, sufficient ventilation shall be present to ensure adequate air circulation in the dwelling.
- B.** Every habitable room shall have at least one (1) exterior operable window. All operable windows shall be capable of being easily opened and held in an open position by window hardware. All operable exterior windows shall be provided with screens if none exist. Half screens on windows are allowable.
- C.** Bathrooms, including toilet rooms, shall be provided with a mechanical means of ventilation that is rated at 50 CFM or greater. Fans shall be ducted to the outside of the dwelling. All bathroom fans will be installed on a 20 minute timer for the fan and a regular switch for the light.
- D. Attic Ventilation:**
 - 1. When using roof vents without soffit vents and without a ceiling vapor barrier, sufficient vents shall be used to provide one square foot of free vent area for each one hundred fifty (150) square feet of ceiling area.
 - 2. When using roof vents without soffit vents with a ceiling vapor barrier, sufficient vents shall be used to provide one square foot of free vent area for each three hundred (300) square feet of ceiling area.
 - 3. When using a combination of roof and soffit vents and no ceiling vapor barrier, sufficient vents shall be used to provide one square foot of free vent area for each three hundred (300) square feet of ceiling area. Vents shall be installed with no less than fifty percent (50%) nor more than eighty percent (80%) of the total vent area in the roof near the peak with the balance of vents in the soffit.
 - 4. To conserve energy, power roof ventilation systems will be used only as a method of last resort. Roof ventilation should be accomplished through correctly sized gable vents, ridge vents, and/or roof pod ventilation systems, and soffit vents.

V. Minimum Standards for Electrical Service

A. Minimum Electrical Service:

1. Every dwelling unit, at a minimum, shall have a 100 ampere breaker controlled electrical panel. All electrical work shall be in compliance with adopted electrical code requirements in accordance with any local, county or state requirements having jurisdiction. The panel, service mast, etc. shall also be installed to local utility company requirements.

B. Convenience Outlets:

1. Every habitable room within the dwelling shall contain at least two (2) separate duplex, wall-type electrical outlets. Placement of such outlets shall be on separate walls. All newly installed receptacles shall be grounded duplex receptacles or GFCI protected.
2. All electrical outlets used in bathrooms and toilet rooms, all outlets within six foot (6'-0") of a water source (excluding designated simplex equipment circuits for clothes washing machines and sump pumps), outlets located on open porches or breezeways, exterior outlets, outlets located in garages and in non-habitable basements, except those electrical outlets that are dedicated appliance outlets. All kitchen receptacles serving the countertop area shall be ground fault circuit interrupter (GFCI) protected. All exterior receptacles shall be covered by a receptacle cover that when a cord is plugged in, the GFCI outlet will stay covered and protected.
3. All electrical outlets carrying heavy appliance loads (i.e., window air conditioning units, central air-conditioning units where they exist, refrigerators, freezers, electric stoves, microwaves, clothes washing machines, dish washing machines, electric clothes dryers, furnaces, etc.) shall be simplex receptacles on a separate circuit of the proper amperage and wire size.
4. Basements shall have a minimum of one (1) wall-type electrical outlet for every two hundred (200) square feet, or fraction thereof, of the floor area. Unfinished basements shall have a minimum of one (1) GFCI wall-type electrical receptacle. Such receptacle shall be within 20 feet of the furnace.
5. All accessible knob and tube wiring shall be removed and replaced with type NM cable (Romex) or as required by code.
6. All broken, damaged or nonfunctioning switches or outlets shall be replaced. All fixtures and wiring shall be adequately installed to ensure safety from fire so far as visible components are observed.

7. All missing or broken switch and outlet covers (including junction boxes) shall be replaced. Each receptacle or switch located on an exterior wall shall have a foam seal placed under the cover.

C. Lighting:

1. Every habitable room and every bathroom (including toilet room), laundry room, furnace or utility room, and hallway shall have at least one (1) ceiling or wall-type electric light fixture, controlled by a remote wall switch. Habitable rooms (except kitchens or kitchenettes) may have a wall-type electrical outlet controlled by a remote wall switch in lieu of a ceiling or wall-type light fixture. Energy efficient fixtures that meet energy star ratings and compact florescent bulbs shall be installed in all new fixture installations.
2. Basements with no habitable rooms shall have a light illuminating the stairs with a switch controlling the light located at the top of the stairs. Basements with habitable rooms shall have at least one light fixture controlled by a remote wall switch at the top and bottom of the stairs. If new fixtures are being installed, Energy Star rated fixtures shall be installed with compact florescent bulbs.
3. Porcelain type fixtures with pull chains are acceptable for use in basements (except for the one controlled by a remote wall switch) cellars, and attics.
4. All pendant type lighting fixtures that are supported only by the electrical supply wire shall be removed or replaced. If replaced, replace with Energy Star rated fixtures.
5. All existing closet lights shall be covered.

VI. Minimum Standards for Heating Systems

- A. Heating System:** All heating systems (and central air-conditioning systems where they exist) shall be capable of safely and adequately heating (or cooling as applicable) for all living space.
- B. Cooling System:** Non-working or improperly functioning central air conditioning systems may be replaced as part of the rehabilitation work. The installation of a central air conditioning system, where it currently does not exist, is permissible where feasible and practical.
- C. Requirements for Heating and or Cooling Systems:**
 1. All existing heating systems, including but not limited to, chimneys and flues, cut-off valves and switches, limit controls, heat exchangers, burners, combustion and ventilation air, relief valves,

drip legs and air, hot water, or steam delivery components (ducts, piping, etc.) that are not being replaced, shall be inspected to be in a safe and proper functioning condition at the time of inspection, by means of written project file documentation.

2. Every heating system burning solid, liquid or gaseous fuels shall be vented in a safe manner to a chimney or flue leading to the exterior of the dwelling. The heating system chimney and/or flue shall be of such design to assure proper draft and shall be adequately supported.
3. No heating system source burning solid, liquid or gaseous fuels shall be located in any habitable room or bathroom, including any toilet room.
4. Every fuel burning appliance (solid, liquid or gaseous fuels) shall have adequate combustion air and ventilation air. All new furnaces will have sealed combustion with combustion air brought in from the exterior of the house and installed in accordance with manufacturer's guidelines.
5. Every heat duct, steam pipe and hot water pipe shall be free of leaks and shall function such that an adequate amount of heat is delivered where intended. All accessible duct joints must be sealed with mastic or any other acceptable product. Newly installed ductwork must also be sealed. All accessible steam piping and hot water piping must be installed with an approved material.
6. Every seal between any of the sections of the heating source(s) shall be air-tight so that noxious gases and fumes will not escape into the dwelling.
7. No space heater shall be of a portable type.
8. Minimum requirements for forced air furnaces, when installed, will be no less than a 92% AFUE, or the minimum AFUE, if greater than 92%, to obtain a local utility rebate (Energy Star rated for Southern climates). Also install a digital programmable thermostat. Condensate lines will drain to a floor drain or have a condensate pump installed and piped to discharge. All furnace duct work shall be equipped with an air filter clean out location that has a tight fitting cover installed over it.
9. All boilers, when replaced, will have an "A" rating and be no less than 87% AFUE rating. All combustion air will be from the exterior of the house. The addition of zone valves may be useful to reduce energy cost. Heat lines shall be insulated with approved material. Programmable thermostats will be installed.

10. A/C units, if added or replaced, shall not be less than 14 SEER or the lowest SEER rating that is available at the time of installation but not less than 14 SEER. All units shall be installed, when possible, on either the north or east side of the dwelling or in an area that will provide shade for the unit. The correct coil will be installed that is compatible with both the furnace and A/C unit.

Homeowners who use window air conditioners will be encouraged to purchase Energy Star rated air conditioners. No window A/C units may be purchased with Housing Disaster Recovery Funds.

11. All wood, pellet, corn, switch grass, hydrogen, or other biomass fuel stoves must be installed to manufacturer's guidelines. Where such guidelines are not available, the heating unit will be removed. Venting and combustion air must be installed in accordance with manufacturer's requirements.
12. The installation of Energy Star rated ceiling fans will be encouraged in general living areas. Fans must be installed to manufacturer's requirements.

D. Energy Conservation

1. All structures shall comply with certain energy conservation measures (U.S. Department of Energy recommendations). These measures include, but are not necessarily limited to, the following:
 - a. The provision of insulation at various locations and at the following recommended resistance factors (r-values). Insulation shall be primarily made from recycled glass or newspaper when available.
 - i. Ceilings – R-19 or as close as possible to these requirements where sloped ceilings exist.
 - ii. Crawl Spaces (floors or walls) – R-19
 - iii. Band Joists – R-19
 - b. When siding is being replaced and/or interior wall finishes of exterior walls are being replaced on a dwelling, such exterior walls are to be provided with insulation and at the recommended resistance factor (r-value) of R-11, or that which is allowed by the stud cavity space. In addition, an air infiltration barrier, such as Tyvek or approved equal, shall be installed on all exterior walls. If new walls are being framed and insulated, the minimum R factor is R-19 or R-13 plus R-5 foam. The installation of fan-fold foam or foam sheathing may be added to increase household R-ratings.

- c. The installation of weather stripping at all exterior doors, windows, ground-entry basement doors, etc. is required. Doors, when replaced shall be a metal clad insulated door (energy star rated for Southern climates). Storm doors are encouraged, but not required. Door jams will be sealed and thresholds will be caulked.
- d. The provision of caulking around exterior doors and windows, at the foundation/sill plate union, and at other air-infiltration areas.
- e. Windows must be current Energy Star rated for Southern climate to obtain local window rebates. All storm windows will be removed from heated areas of the home when windows are replaced. All rope weight openings will be insulated and all new windows will have the window jamb sealed. Where SHPO requirements will restrict the installation of vinyl windows, the specifications will be written to come as close as possible to achieving Energy Star requirements.
- f. All heat ducts and hot water or steam heat distribution piping shall be insulated or otherwise protected from heat loss where such ducts or piping runs are located in unheated spaces. Similarly, distribution piping for general use hot water shall also be protected from heat loss where such piping is located in unheated spaces. All water distribution piping shall be protected from freezing.
- g. Attic access passage ways (scuttle holes) shall be no less than 22" by 30" or the size of original construction. If it is impossible to conform to this standard, the largest attic access hole possible will be installed. Scuttle holes shall extend up a minimum 14 inches above the ceiling. Weather stripping shall be installed at the top of this 14 inch scuttle hole extension and shall be covered with ¾ inch plywood or OSB covered by 2 inch, R-10, foam. The gypsum opening on the ceiling will also be weather stripped and covered with 4 inches of foam. Both doors will be made to sit tight against the weather stripping.

VII. Minimum Standards for the Interiors of Structures

A. Interior Walls, Floors, Ceilings, Doors and Windows:

- 1. All interior walls, floors, ceilings, doors and windows shall be capable of being kept in a clean and sanitary condition by the owner.

2. Every bathroom and/or toilet room, kitchen or kitchenette, and utility room floor surface shall be constructed such that they are impervious to water and can easily be kept in a clean and sanitary condition by the owner.
 3. All interior doors shall be capable of affording the privacy for which they are intended.
 4. The dwelling must have at least one bedroom or living/sleeping room for each two persons. Children of the opposite sex, other than very young children, may not be required to occupy the same bedroom or living/sleeping room.
 5. No dwelling containing two or more bedrooms shall have a room arrangement that access to a bathroom, toilet room, or a bedroom can be achieved only by going through another bathroom, toilet room, or another bedroom.
6. All paints, stains, varnishes, lacquers and other finishes used in the rehabilitated dwelling shall be low or no VOC paint finishes and installed as required by the manufacture.

VIII. Minimum Standards for the Exterior of Structures

A. Foundations, Exterior Walls, Roofs, Soffits and Fascia:

1. Every foundation, exterior wall, roof, soffit and fascia shall be made weather resistant. Products for exterior walls, roofs, soffits, and fascia shall be installed in accordance with the manufacturer's guidelines.
2. Roof replacement shall be installed in accordance with the manufacturer's requirements. When installing asphalt or fiberglass shingles, a minimum of a 30 year shingle shall be used. Other products such as metal roofing may be considered.

B. Drainage:

1. All rainwater shall be conveyed and drained away from every roof so as not to cause wetness or dampness in the structure. No roof drainage systems shall be connected to a sanitary sewer.
2. The ground around the dwelling shall be sloped away from foundation walls to divert water away from the structure.
3. If feasible, the collection of roof water is encouraged.

**C. Windows, Exterior Doors and Basement Entries
(Including Cellar Hatchways):**

1. Every window, exterior door, basement entry and cellar hatchway shall be tight fitting within their frames, be rodent-proof, insect-proof and be weatherproof such that water and surface drainage is prevented from entering the dwelling. In addition, the following requirements shall also be met:
 - a. All exterior doors and windows shall be equipped with security locks. Deadbolts are not required.
 - b. Every window sash shall be fully equipped with glass window panes which are without cracks or holes. Every window sash to be replaced shall use Energy Star rated for Southern climate windows unless the existing windows have insulated glass. Stained or leaded glass found to be historically significant may be protected by a fixed low-E glass storm window. Every window sash shall fit tightly within its frame, and be secured in a manner consistent with the window design. All window jambs will be sealed. All rope weight openings shall be insulated before installing the new window. Energy Star rated for Southern climate.
 - c. Storm doors, when installed, shall also be equipped with a self-closing device.
 - d. Every exterior door, when closed, shall fit properly within its frame and shall have door hinges and security locks or latches. All exterior doors will be no less than metal clad insulated (foam filled) doors. All jambs and thresholds will be sealed.
 - e. Every exterior door shall be not less than two foot-four inches (2'-4") in width and not less than six foot-six inches (6'-6") in height. Existing door sizes will be grandfathered, but an attempt shall be made to have at least one exterior door that is not less than 36 inches wide and no less than 6'-8" high.

IX. Minimum Space, Use and Location Requirements

- A. No main floor habitable room in a dwelling shall have a ceiling height of less than seven feet, six inches (7'-6"). At least one-half of the floor area of every habitable room located above the first floor shall have a minimum ceiling height of seven feet (7'-0"). The floor area of any room where the

ceiling height is less than four feet in height shall not be considered floor area in computing the total floor area of the room.

- B.** A minimum ceiling height of seven feet (7'-0") is acceptable in bathrooms, toilet rooms, habitable basement space, and hallways.
- C.** All habitable rooms, except kitchens and/or kitchenettes, shall have a minimum width of seven feet (7').
- D.** No cellar space shall be converted to habitable space.
- E.** **Habitable Basement Space:**
No basement space shall be used as habitable space unless all habitable space requirements are met and all of the following requirements are met:
 - 1. The floor and walls are waterproof or damp proof construction.
 - 2. Such habitable space has a hard surfaced floor of concrete or masonry.
 - 3. Such space shall have a minimum of two exits. In addition to the stairs, this would normally consist of one egress window.

X. Minimum Standards for Plumbing Systems

- F.** All dwelling plumbing systems shall be capable of safely and adequately providing a water supply and wastewater disposal for all plumbing fixtures. Every dwelling plumbing system shall comply with the following requirements.
 - 1. All existing plumbing systems and plumbing system components shall be free of leaks. When repairing or adding to such systems, any type of pipe allowed by the plumbing code shall be allowed in accordance with any local, county or state requirements having jurisdiction.
 - 2. All plumbing system piping shall be of adequate size to deliver water to plumbing fixtures and to convey wastewater from plumbing fixtures (including proper slope of wastewater piping) as designed by the fixture manufacturer).
 - 3. All plumbing fixtures shall be in good condition, free of cracks and defects, and capable of being used for the purpose in which they were intended.
 - 4. The plumbing system shall be vented in a manner that allows the wastewater system to function at atmospheric pressure and prevents the siphoning of water from fixtures. Venting by

mechanical vents is accepted as an alternative to exterior atmospheric venting.

5. All fixtures that discharge wastewater shall contain, or be discharged through, a trap that prevents the entry of sewer gas into the dwelling.
6. All plumbing system piping and fixtures shall be installed in a manner that prevents the system, or any component of the system, from freezing.
7. All plumbing fixtures and water connections shall be installed in such a way as to prevent the backflow of water from the system into the plumbing system's water source.
8. All faucets shall have aerators that restrict water flow to about 2 GPM. Toilets, when installed, shall only use 1.6 gallons per flush, or less.
9. Valves shall be installed with the valve in the upright position. When replacing valves, the use of a full port ball-valve shall be encouraged.

XI. Minimum Standards for Potable Water Supply

- A.** Every dwelling shall be connected to an approved (by the jurisdiction having authority) potable water source.
- B.** All potable water fixtures and equipment shall be installed in such a manner as to make it impossible for used, unclean, polluted or contaminated water, mixtures or substances to enter any portion of the potable water system piping. All equipment and fixtures shall be installed with air gaps (traps) to prevent back siphon age. All outlets with hose threads (except those serving a clothes washing machine) shall have a vacuum breaker for use with the application. No water piping supplied by a private water supply system shall be connected to any other source of water supply without the approval of the jurisdiction having authority over the installation.
- C.** All unused wells on the property shall be abandoned and plugged in accordance with any local, county or state requirements having jurisdiction. All cisterns shall be drained and filled, and if applicable, in accordance with any local or county requirements having jurisdiction.

XII. Minimum Standards for Connection to Sanitary Sewer

- A.** Every dwelling shall be connected to an approved (by the jurisdiction having authority) sanitary sewer system or properly operating septic system.