

Home Modification Loan Program Construction Monitor RFP

Background:

The Massachusetts Home Modification Loan Program (HMLP) is seeking licensed or other qualified property/building inspectors to work on a contract basis to provide construction monitoring services regionally for the program. We are seeking to engage 9 to 11 qualified professionals located throughout the Commonwealth to perform these services.

This state bond-funded program provides loans to homeowners requiring access and/or safety modifications or adaptations to their home. The Massachusetts State Legislature initially established the program in 1999. To date, HMLP has served approximately 3,000 Massachusetts residents. HMLP funding was last authorized in the 2018 Housing Bond Bill; a copy of the legislation can be found here: <https://malegislature.gov/Laws/SessionLaws/Acts/2018/Chapter99>.

Target households include low-and moderate-income elders, adults with disabilities and families with children with disabilities. Eligible modifications are modifications made to the primary residence of a person with a limitation(s) affecting their ability to function on a day-to-day basis and which allow the person to live more safely and independently in the community.

The proposed scope of work funded by the homeowner's HMLP loan must relate to the physical or mental impairment resulting in a functional limitation(s) of the beneficiary, as documented by a professional with whom there is a client history. Projects funded by HMLP can range from the creation of accessory dwelling units and additional living space to more simple projects, such as installing grab bars and a ramp. The creation of a more accessible bathroom and the installation of ramps and lifts are among the more common projects funded. Examples of projects funded through this program assisting individuals with cognitive limitations include fencing, safety windows, sensory integration therapy space, and hardwired alarm systems.

CEDAC is contracted by the Massachusetts Rehabilitation Commission (MRC) to administer HMLP funds and to contract with the regional providers agencies, who work directly with applicants throughout the loan process (visit www.cedac.org/HMLP to learn more about the loan application process). There are seven HMLP provider agencies, servicing eight regions (Northeast, Greater Boston, Southeast, Cape & Islands, Metro West, Central, Greater Springfield, Western) across the Commonwealth. The selected construction monitors will work collaboratively with the regional provider agency staff persons to help to ensure a timely and efficient inspection process of home modification loan program funded projects.

MRC promotes equality, empowerment and independence of individuals with disabilities. These goals are achieved through enhancing and encouraging personal choice and the right to succeed or fail in the pursuit of independence and employment in the community. HMLP is designed to allow for a great deal of consumer choice, and the program strives to empower borrowers to control and manage their selected contractor and overall home modification project.

Construction Monitors will be paid on an hourly basis. Please note: currently monitors on average, depending on the demand in the region, contribute to approximately 20-30 projects a year, spending an average of 6-8 hours per project.

Duties

Construction monitors' duties are limited in scope. Monitors are responsible for:

- Review the contractor's bid and proposed scope of work to discuss and review with the homeowner their HMLP project. The contractor's bid will be entered into between the homeowner and contractor, only. HMLP is simply a funding source for the project. Monitors are asked to consider and comment on the cost, selected materials and any project feasibility considerations.
- Conduct an initial inspection as a representative of the Home Modification Loan Program, in the presence of the homeowner and, in most cases, the homeowner's selected contractor to complete an inspection report (sample below). The report will outline the project scope and confirm the proposed project or highlight any issues or concerns. Monitors might also note any proposed changes or clarifications discovered and discussed during the inspection. The report is shared with the local provider staff and the homeowner. Provider agency staff handle any necessary follow up with the homeowner, such as confirming any changes or concerns raised. Monitors will be informed and consulted on any unresolved issues and documentation associated with any purposed or required changes to the proposed scope of work.
- Conduct a final inspection to complete an inspection report. Review completed project after all required municipal inspections have been completed and the homeowner has verbally confirmed the project has been completed to their satisfaction.
- In limited cases, monitors may be asked by CEDAC to conduct interim inspections or assess a project status to advise HMLP only.

Qualifications

Respondents will have:

- Experience in a construction related field, with a proven understanding of federal, state and city building codes, ordinances and administrative orders applicable to building as well as construction trades.
- Experience with small-scale home rehabilitation projects, including the assessment of labor and material costs and construction methods.
- Proven ability to work and communicate well with contractors, as well as homeowners and other non-construction professionals.
- Ability to complete inspection process in a timely manner, with inspections completed within 2 weeks of assignment.
- Experience working on state and/or federal community development programs preferred.
- Demonstrated knowledge of accessibility or universal design and of the disability community would be preferred.

Submission

Interested parties should submit a proposal, which includes the following:

- Cover letter including: contact information, details of your organization, including the diversity of your staff and the qualifications you feel would assist in our ability to evaluate your proposal.
- Identification of the HMLP region or regions your proposal includes (please visit www.cedac.org/hmlp to view the communities served by HMLP region).
- Resumes of all personnel who will perform construction monitoring services. Please highlight any applicable licenses, registrations or certifications.

- A one-page response to the attached case study or a sample project review report generated from direct involvement in a housing rehabilitation project.
- A proposed fee schedule, including a fixed hourly rate. Please include for how long these rates will be fixed and the basis for increases, if any, over a five-year term.
- References for three (3) similar projects, with contact information, and a brief description of the work performed. Please highlight work performed for a state and/or federal community development program.
- Self-employed contractors must submit a CORI Acknowledgement Form (<https://www.mass.gov/doc/cori-acknowledgement-form-for-employment-and-licensing-0/download>), consenting to a CORI check, which would be performed only if awarded a contract. On this form, respondents can omit the last six digits of the SSN; if awarded a contract, this information will be collected at a later date.

Evaluation Criteria:

- Respondents will have staff who have five (5) or more years of experience in a construction related field.
- Work sample or case study response represents a strong knowledge of the building trades and practices, building codes and overall technical competences.
- References verify a high level of satisfaction of work performance.
- A responsible fee schedule, with a commitment to completing inspections in a timely fashion.
- Special consideration will be given to Individuals and firms who are considered minority-owned, women-owned or owned by individual(s) with disabilities.

A condition of a contract for services from selected agencies or firms will be a letter of assurance that all staff performing services under this contract who have the potential for unsupervised contact with program clients have had a satisfactory CORI check performed in the last 12 months.

Additionally, selected respondents are required as a condition of a contract for services to provide a certificate of general liability insurance, and, when applicable, proof of workers compensation insurance.

Responses must be submitted to Susan Gillam, HMLP Project Manager at CEDAC via email at sgillam@cedac.org by **Friday, November 13, 2020 by 5 pm.**

To ensure no responses are lost in transmission, bidders should also send a copy of the cover letter only via the United States Postal Service (no courier/FedEx or UPS can be accepted) to:

Community Economic Development Assistance Corporation (CEDAC)
18 Tremont Street, Suite 500
Boston, MA 02108
Attn: Susan Gillam

CEDAC will contract annually with each monitor or agency, with an option to renew annually, at CEDAC and MRC's discretion, for a total of five years, subject to funding availability.

Respondents should expect to be notified within 2 weeks of submission regarding a contract award.

Please note, CEDAC reserves the right to modify the timeline and request additional and clarifying information from respondents. Respondents will be notified of any changes.

Home Modification Loan Program

Initial Inspection Form

Provider: _____ Date _____

Borrower Name: _____

Property Location: _____

Phone: _____ E-mail: _____

Egress
Ramp Location: Foot/Rise and length:
Wheelchair Lift (interior or exterior) Location: Make _____ Model _____
Stairlift (interior or exterior) Location: Make _____ Model _____
Elevator Make _____ Model _____
Exterior Modifications
Exterior doorway Modification Please describe:
Fence Please describe, include approximate footage:
Driveway Modifications Please describe:
Garage Modifications Please describe:
Window Modifications Please describe:
Other Exterior Modifications Please describe:
Bathroom(s)
Bathroom(s) to be Modified Location:

Fixtures Modification/Replacement Please describe:				
Bathroom Door Modification				
Install Floor Drain				
Tub/shower Surround Material(s)				
Tub/Shower Fixture Make _____ Model _____ Or please describe:				
Toilet Make _____ Model _____				
Grab Bars Quantity: Location:				
Flooring Material:				
Other Bathroom Modifications Please describe:				
<div style="text-align: center;">Kitchen/Laundry</div>				
Kitchen Cabinet/Counters Modification Please Describe: Linear Footage/upper Cabinets _____ Linear Footage/lower Cabinets _____ Manufacturer _____ Model _____				
Sink				
Other Kitchen Safety Features Please describe:				
Accessible Appliances (Please list) <table style="width: 100%;"> <tr> <td style="width: 50%;">Make _____</td> <td style="width: 50%;">Make _____</td> </tr> <tr> <td>Model _____</td> <td>Model _____</td> </tr> </table>	Make _____	Make _____	Model _____	Model _____
Make _____	Make _____			
Model _____	Model _____			

Laundry hookup Please describe & include location:
Other Kitchen/Laundry Modifications Please Describe:
<p style="text-align: center;">Permanent Adaptive Design</p>
Interior Door/hardware Modification Please describe scope and location:
Flooring Replacement Location_____ Material
Central Air Conditioning Describe scope: Make_____ Model
Therapy or Sensory Room Please describe scope and location:
Other Adaptive or Safety Design Modifications to Interior Living Space
Addition to Dwelling (if available, Provider should attach design documents) please describe and include size:
Additional Comments:

Signature of HMLP Construction Monitor

Date

Signature of Borrower

Date

Home Modification Loan Program Construction Monitor RFP Case Study

INSTRUCTIONS:

Review the attached “HMLP Guide and Bid, Scope of Work and Contract Form” (Parts I and II) and the consumer description below. Prepare a brief response, no more than 1 page, outlining how you would approach and prepare for the initial inspection of this project. Please summarize any issues or weaknesses regarding the bid scope that you would either want to investigate further at the inspection and/or highlight to the homeowner. If applicable, please share any recommendations you might make to the homeowner and/or the HMLP program staff.

Current HMLP construction monitors: we ask that staff involved in the day-to-day program administration working with applicants not contribute to your response.

Consumer Description:

This project includes the installation of a ramp, stair-lift, widening doorways and adaptations to the bathroom. The beneficiary is 63 years old, with mobility issues resulting from a spinal cord injury and uses a wheelchair, as well as has limited dexterity. He resides with his wife, who is the primary caregiver.

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Home Modification Loan Program **Guide and Bid, Scope of Work and Contract Form**

PART I: Guide and General Terms and Conditions

The Home Modification Loan Program (HMLP) provides funding for necessary home modification or adaptations which are required because an individual(s) in the household's ability to function on a daily basis is limited by the configuration of their home. The homeowner is directly responsible for finding, hiring and managing the contractor to complete their modification project.

This form consists of two parts: Part I is a Guide and General Terms and Conditions; Part II is a combined Bid and Contract Form.

Before completing this form, we recommend you review "Frequently Asked Questions Regarding Contractors and HMLP".


Borrower's Name must be printed legibly in the space provided at the bottom of each page of this Form.

Part II of this form must be completed by a licensed and insured contractor (the "Contractor") and signed by both the Contractor and the homeowner in order for a homeowner to receive funds from the program. The homeowner needs to submit the completed and signed Part II of this form with their application in order for eligibility to be determined. Please make sure that the Contractor reads this entire form and fills out Part II of this form with as much detail as possible to avoid multiple revisions and delays to the project start date. The fully completed and fully signed copy of Part II of this form will – upon approval by the program's provider agency – constitutes the approved construction contract for the project described therein and is referred to in this form as the "Contract."

Please take note of the following HMLP policies:

- Up-front payment before work starts is permitted but can be for materials only, when a detailed invoice is submitted and can only be for up to 30% of total project cost.
- HMLP only pays up-front for materials in the first invoice; all other invoices should be submitted when the work is complete.
- A copy of the building permit will be required before any payments are made to a contractor, including up-front payments for materials.
- Change Orders are required:
 - Any deviations in the agreed upon project scope outlined in the Contract must be submitted and approved by the owner and reviewed by the provider agency for eligibility, prior to commencing said work
 - Any change to cost or project duration should be noted
- HMLP does not pay subcontractors directly
- HMLP uses construction monitors to conduct an initial inspection prior to the start of construction work. The inspection is to review the project's scope of work with both the Contractor and homeowner. Once construction work is complete, the construction monitor will conduct a final inspection before the last disbursement.

11/2017

Borrower Name: 

Release of Liens:

The Contractor's application for final payment shall include a statement of release of any liens by subcontractors, laborers, or material suppliers and all other liens arising out of the work performed under this contract.

Provision of Utilities:

The homeowner agrees to furnish all necessary utilities, including water and power, at no charge to the Contractor during the construction period. This shall also include access to a telephone for receipt of messages and the placing of outgoing, local calls.

Compliance with the Law:

It is the Contractor's obligation to obtain all applicable local permits. For building construction projects, if the homeowner obtains the permits, the homeowner will not be entitled to obtain any benefit from the Guaranty Fund established under Massachusetts General Laws Chapter 142A.

The Contractor must have a current Massachusetts construction supervisor license in accordance with the Massachusetts Building Regulations. All subcontractors must meet Massachusetts licensing requirements according to their trade.

The Contractor and all subcontractors are required to be registered with the Massachusetts Board of Building Regulations and Standards, unless specifically exempt from registration. If the homeowner uses unregistered contractors, he/she will not be entitled to obtain any benefit from the Guaranty Fund established under MGL Chapter 142A. Inquiries concerning contractor registration can be made to:

Office of Consumer Affairs and Business Regulation
Ten Park Plaza, Suite 5170
Boston, MA 02116
Phone: (617) 973-8700

Insurance:

The Contractor shall carry or require that there be carried full and complete Workmen's Compensation Insurance for all of his/her employees and those of his/her subcontractors engaged in work on the Contract premises, in accordance with local and state laws governing the same. The amount and limits of General Liability insurance and other required insurance coverage referred to herein shall be subject to the approval of the homeowner, provided however, that the Contractor shall obtain Comprehensive General Liability Insurance Coverage protecting the homeowner in the event of bodily injury including death, and property damage arising out of the work performed by the Contractor. In addition, a certificate of Automobile Liability Insurance shall be obtained for all vehicles used in the performance of this Contract for bodily injury including death and property damage per accident.

Termination:

If at any time the homeowner concludes that the work or the actions of the Contractor are:

- * not in accordance with standard professional trade practices, or
- * not in compliance with the scope of work specifications, or
- * not in compliance with the material specified in the work specifications, or
- * in violation of Contract terms, or
- * a violation of applicable state and/or federal policies, regulations and laws,

Then the homeowner has the right to terminate this Contract, through a written notice of contract termination.

The Contractor may suspend or terminate this Contract by providing the homeowner with written notice for the following reasons:

- * Failure by the homeowner to pay the agreed upon fee.
- * Actions or inactions by the homeowner that seriously hinder the Contractor's ability to perform its obligations in accordance with this Agreement.
- * A reasonable determination by the Contractor that the satisfactory completion of one or more of the agreed upon activities is rendered improbable, infeasible, impossible or illegal, without fault of the Contractor, provided however that the Contractor shall first have;
 - A. advised the homeowner of the reasons for the determination, and
 - B. developed and proposed such solutions as appear feasible, and
 - C. sought to negotiate an amendment of the Contract with the homeowner and such efforts have not satisfactorily removed the impediment to completion.

In the event of suspension or termination, the homeowner shall pay the Contractor for completed, approved and satisfactory work.

Licenses:

The Contractor, and any approved subcontractors, shall procure and keep current any licenses, certifications, or permits required for any activity to be undertaken as part of this Agreement, as may be required by federal, state, or local laws or regulations.

Amendments:

The terms of this Agreement may be modified, amended, and/or extended only by written instrument executed by both the Homeowner and.

Severability:

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby, and all other parts of this Agreement shall nevertheless, be in full force and effect.

If you have any questions or would like further information about the HMLP requirements for this bid form, please contact the regional provider agency working directly with the homeowner on their application.

Home Modification Loan Program Guide and Bid, Scope of Work and Contract Form

Part II: Bid, Scope of Work and Contract Form

This document is a Bid Form and Construction Contract (the "Contract") made effective this 30th day of June, 2019, between [REDACTED] (the "Homeowner"), for work to be performed at [REDACTED] (the "Premises" or "home") and [REDACTED] (the "Contractor") having a principal place of business at [REDACTED].

Narrative description of work scope:

Front entrance: Install 17' x 4' PT ramp with footings. Install stairlift to basement, install low profile handrail.

Reverse swing new basement door into hallway and add extended hinges. Shower area: Remove existing tub and modify floor area to receive, center drain and mud job. Tile shower floor. Repair shower wall and install matching tile. Install weighted curtain, add marble soap shelf and grab bars in shower. Widen bathroom doorway to 32". Create 32" doorway from dining room to bedroom. Install 3 interior stairways with grab bars to be built between breezeway, garage, kitchen hallway and patio.

If the project includes any electrical work, list the home's current electrical circuit load capacity (i.e. 200 AMPS) 100

Please describe how the electrical will be effected by the work scope: Rewire dining room and bedroom wall. Install plug for basement stairlift.

Required Permits (please check all that apply)

☒ Electrical ☒ Plumbing ☐ Gas ☒ Building (if the town/city requires plans, please include)

- The first 7 pages of this form are required for all HMLP funded projects.
- The remaining pages are divided into sub forms by type of modification. Please complete the forms which pertain to the project.
 - Please check all sub forms which apply to this project & will be included with the HMLP Bid, Scope of Work and Contract Form

☒ **Form A:** Ramps, lifts or Elevators

☐ **Form B:** Exterior Modifications

☒ **Form C:** Bathroom Modifications (duplicate form for any work performed in a second bathroom)

☐ **Form D:** Kitchen/Landry Modifications

☒ **Form E:** Permanent Adaptive Design

TOTAL PROJECT COSTS (Subcontractor, Materials, Labor)

Work Item	Total Cost
Form A Ramps, Lifts or Elevators	\$8,240.00
Form B Exterior Modifications	\$0.00
Form C Bathroom Modifications	\$6,995.00
Form D Kitchen/Laundry	\$0.00
Form E Permanent Adaptive Design	\$6,685.00
Permit(s)	\$380.00
Disposal/Dumpster	\$400.00
Total Project Cost	\$22,700.00

TOTAL COST COVERED BY HMLP (not to exceed \$50,000 or \$30,000): 22700

ADDITIONAL ITEMS

Please provide the hourly labor rate for any additional work that may be required/requested.

General Contractor Rate \$75

Other Electrical Rate \$125

Other Plumber Rate \$110

Timeline

Estimated Start Date: 07/29/19 Estimated Completion Date: 08/23/19

Work may not begin until both parties have received a fully executed copy of the contract and the three day rescission period has expired.

It is agreed between the Contractor and Homeowner that the work shall be performed while the premises are occupied/vacant (circle one).

Payment Schedule Payments should reflect milestones or identifiable measures of progress, for example: completion of rough plumbing and framing:

Payment 1: Borrower Contribution, if over \$50,000 or \$30,000 \$

Payment 2: \$ Description: Loan Recording Fees (range of \$200-\$500 exact amount supplied by the Provider Agency)

Payment 3: \$6810 Description: purchase of up-front materials

Payment 4: \$9000 Description:

<input checked="" type="checkbox"/> rough city inspection	<input checked="" type="checkbox"/> demo complete
<input checked="" type="checkbox"/> installation of ramp	<input checked="" type="checkbox"/> framing complete
<input type="checkbox"/> other:	

Payment 5: \$4620 Description:

<input checked="" type="checkbox"/> installation of bathroom mod, stairlift, stairs, doors inspections	<input checked="" type="checkbox"/> final city
<input checked="" type="checkbox"/> other: plumbing & electric	

Final Payment (10%): \$2270 Description: After final inspection

As a part of any application for payment, the Homeowner may require the Contractor to furnish releases or receipts from any and all persons performing work or supplying materials or services to the contractor, or any subcontractors, for work performed under this contract, if this is deemed necessary to protect the Homeowner's interest.

Certification Statement

The quality of workmanship and finish shall be, consistent with a high quality of workmanship and finish in accordance with industry standards for like projects. The Contractor warrants a) that materials furnished pursuant to the proposal and will be of first class quality and new unless otherwise stipulated, b) that the work will conform to the requirements of all authorities having jurisdiction and, c) that the work will be free from defects and encumbrances. All work performed under the contract shall be warranted by the contractor to be free from defects in labor and materials for a period of one year following the final acceptance of the work or final payment for work under the contract.

Resolution of Disputes

If disputes between the Homeowner and Contractor cannot be mutually resolved, the Homeowner may initiate arbitration by right as allowed under the Home Improvement Contractor Law. If agreed to by the Homeowner, the Contractor may also resolve disputes through formal arbitration.

If the Homeowner agrees to an alternative dispute resolution process as initiated by the Contractor, the following must be signed by both parties:

The contractor and the homeowner hereby mutually agree in advance that in the event the contractor has a dispute concerning this contract, the contractor may submit the dispute to a private arbitration firm which has been approved by the Secretary of the Executive Office of Consumer Affairs and Business Regulation and the consumer shall be required to submit to such arbitration as provided in Massachusetts General Laws, Chapter 142A.


Homeowner's Signature


Contractor's Signature

Notice: The signatures of the parties above apply only to the agreement of the parties to alternative dispute resolution initiated by the Contractor. The Homeowner may initiate alternative dispute resolution even where this section is not separately signed by the parties.

Contract The Contract between the Homeowner and the Contractor described below consists of both Part I and Part II of this Home Modification Loan Program Scope of Work Guide and Bid and Contract Form.

CONTRACTOR

HOMEOWNER

Home Modification Loan Program
Part II: Bid, Scope of Work and Contract Form

Form A: Ramps, Lifts or Elevators

Ramp (if more than one will be built, please duplicate)

Location: Front of house

Description: Front door ramp: Install proper footings for 17' x 4' ramp built with PT lumber under carriage. Top of ramp to be covered with 5/4in x 6in PT deck planking.

Rise per 1 Foot, Length and Width : 1" rise per foot. 17' x 4'

Material type: PT Footings: concrete

Material Cost: \$1,200.00 Is this an allowance: ☐ Yes ☒ No

Ramp Hand Rail

Height: Diameter or width: Material type:

Material Cost: Is this an allowance: ☐ Yes ☐ No

All ramps require building department inspection.

Wheelchair Lift (interior or exterior)

Location:

Manufacturer: Model No.

Is electrical work required? ☐ Yes ☐ No Please describe

Material Cost: Electrical cost:

Elevator Mechanics License (required)

Stairlift (interior or exterior) (if more than one will be installed, please duplicate)

Location: basement

Manufacturer: Bruno Model No. SRE 3000

Is electrical work required? ☒ Yes ☐ No Please describe Install plug

Material Cost: \$2,800.00 Electrical cost: \$240.00

Elevator

Location:

Manufacturer: Model No.

Is electrical work required? ☐ Yes ☐ No Please describe

Material Cost: Electrical cost:

Elevator Mechanics License (required)

SUBTOTAL Ramp, Lift or Elevator

Subtotal Material Cost: \$4,000.00

Subtotal Labor Cost: \$4,000.00

Subtotal Electrical Cost: \$240.00

Electrical work performed by subcontractor? ☒ Yes ☐ No

Subtotal Form A: \$8,240.00

Home Modification Loan Program
Part II: Bid, Scope of Work and Contract Form

Form B: Exterior Modifications

Exterior Doorway

Description of work:

Dimensions:

Describe any carpentry work required:

Location: Materials:

Material Cost: Is this an allowance? ☐ Yes ☐ No

Hardware Type:

Fence

Please describe & include location, approximate linear footage and height

Materials:

Material Cost: Is this an allowance? ☐ Yes ☐ No

Driveway Modifications

Please describe and include depth of gravel sub-base, depth of asphalt base, depth of asphalt finish coat and approximate area to be modified.

Location: Materials:

Material Cost: Is this an allowance? ☐ Yes ☐ No

Other Exterior Modifications

Please describe:

Location: Materials:

Material cost(s): Is this an allowance? ☐ Yes ☐ No

SUBTOTAL EXTERIOR MODIFICATIONS

Subtotal Material Cost: \$0.00

Subtotal Labor Cost:

Subtotal Electrical Cost:

Performed by subcontractor? ☐ Yes ☐ No

Subtotal Form B: \$0.00

Home Modification Loan Program
Part II: Bid, Scope of Work and Contract Form

Form C: Bathroom Modifications

Copy these pages if work is required in an additional bathroom

Please describe full extent of modification(s) : Shower area: Remove existing tub and modify joists and floor area to receive center drain and waterproof mud job. Pitch floor to drain from existing floor. Tile shower floor with ceramic tile. Install new cement backer board on walls to floor, water proof, and install matching tile. Grout and seal all surfaces. Install weighted curtain. Add marble soap shelf in shower. Widen 30" doorway to 32".
Location: 1st floor Room Dimensions:

- ☒ Plumbing, please describe replace 1-1/2" with 2" drain/and plumbing
☐ Electrical/Lighting, please describe
☒ Demolition, please describe: Remove existing tub and modify joists and floor area.
☒ Framing/Blocking, please describe: Assisting existing floor joist
Material Cost: \$100.00 Is this an allowance: ☐ Yes ☒ No
☐ Floor Joists, please describe:
Material Cost: Is this an allowance: ☐ Yes ☐ No
☒ Sub-flooring, please describe: MR 3/4 plywood
Material Cost: \$150.00 Is this an allowance: ☐ Yes ☒ No
☐ Insulation Quantity:
Material Cost: Is this an allowance: ☐ Yes ☐ No
☐ Sheetrock or Plaster Quantity:
Material Cost: Is this an allowance: ☐ Yes ☐ No
☐ Prep & Paint, please describe:
Material Cost: Is this an allowance: ☐ Yes ☐ No

Bathroom Door Modification

Description of work: Widen doorway to 32".

Dimensions: 32x80

Hardware Type: Lever

Materials: Brass

Material Cost: \$300.00 Is this an allowance? ☐ Yes ☒ No

Sink Manufacturer: Model No. Material Cost Is this an allowance? ☐ Yes ☐ No

Dimensions (height, depth, knee clearance, clear floor space):

Faucet Manufacturer Model No. Type: ☐ Lever-operated ☐ Push-type ☐ Touch-type

☐ Other (describe):

Anti-scalding device ☐ Yes ☐ No Other Materials:

Material Cost Is this an allowance? ☐ Yes ☐ No

Tub/Shower Surround Material(s)

Manufacturer: Decara Model No.

Material Type: Ceramic tile

Dimensions: 40sq ft.

Material Cost (total) \$600.00 Is this an allowance? ☐ Yes ☒ No

Shower Drain

Manufacturer: Best Bath Model No. K9132

Drain Type: Brass

Material Cost (total) \$45.00 Is this an allowance? ☐ Yes ☒ No

Tub/Shower Fixture

Handheld Shower

Manufacturer: Model No.

Material Cost (total) Is this an allowance? ☐ Yes ☐ No

Shower Head

Manufacturer: Model No.

Material Cost (total) Is this an allowance? ☐ Yes ☐ No

Toilet

Manufacturer: Model No.

Dimensions (height, clear floor space):

Material Cost: Is this an allowance? ☐ Yes ☐ No

Grab Bars (Please indicate where and how many grab bars will be installed)

Shower

Quantity: 2 Horizontal Vertical 36" Height 2' & 4" Length 1.5" Diameter or width

Material Type: SS

Material Cost: \$75.00 Is this an allowance: ☐ Yes ☒ No

Toilet

Quantity:	Horizontal	Vertical	Height	Length	Diameter or width
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Material Type:

Material Cost: Is this an allowance: ☐ Yes ☐ No

Other: Location

Quantity:	Horizontal	Vertical	Height	Length	Diameter or width
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Material Type:

Material Cost: Is this an allowance: ☐ Yes ☐ No

Flooring

Material Type:

Manufacturer: Model No.

Square Footage:

Material Cost (total) Is this an allowance? ☐ Yes ☐ No

Other Bathroom Modifications

Please describe: Install weighted curtain & marble soap shelf.

Materials: weighted curtain & marble shelf

Material cost: \$250.00 Is this an allowance? ☐ Yes ☒ No

SUBTOTAL BATHROOM(S)

Subtotal Material Cost: \$1,520.00

Subtotal Labor Cost: \$4,275.00

Subtotal Plumbing Cost: \$1,200.00 performed by subcontractor?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Subtotal Electrical Cost: performed by subcontractor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Subtotal Form C: \$6,995.00	

Home Modification Loan Program

Part II: Bid, Scope of Work and Contract Form

Form D: KITCHEN/LAUNDRY

Please describe full extent of modification(s) :	
Location:	Room Dimensions:
<input type="checkbox"/> Plumbing, please describe: <input type="checkbox"/> Electrical/Lighting, please describe: <input type="checkbox"/> Demolition, please describe: <input type="checkbox"/> Framing/Blocking, please list materials: Material Cost: Is this an allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Floor Joists quantity: Material Cost: Is this an allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sub-flooring, please list materials: Material Cost: Is this an allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Insulation Quantity: Material Cost: Is this an allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sheetrock or Plaster Quantity: Material Cost: Is this an allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prep & Paint, please describe: Material Cost: Is this an allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>Flooring</u>	
Material Type:	
Manufacturer:	Model No.
Square Footage:	
Material Cost (total)	Is this an allowance? <input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Cabinets</u>	
Number of wall cabinets:	Height of wall cabinets:
Number of base cabinets:	Height of base Cabinets:
Manufacturer:	Model #:
Hardware:	
Material Cost (total)	Is this an allowance? <input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Counter Top</u>	
Dimensions:	Material:
Counter top height above finish floor:	
Total Material Cost:	Is this an allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Kitchen Sink</u>	

Manufacturer:	Model #:	
Sink Height:	Sink Depth:	
Material Type:		
Material Cost	Is this an allowance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>Kitchen Faucet Type:</u>		
<input type="checkbox"/> Lever-operated <input type="checkbox"/> Push-type <input type="checkbox"/> Touch-type <input type="checkbox"/> Other:		
Anti-scalding device <input type="checkbox"/> Yes <input type="checkbox"/> No		
Manufacturer:	Model No.	
Material Cost:	Is this an allowance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>Other Kitchen Safety Features</u>		
<input type="checkbox"/> Cabinet locks:		
<input type="checkbox"/> Other (describe):		
<input type="checkbox"/> Other (describe):		
<input type="checkbox"/> Other (describe):		
Material Cost (total)	Is this an allowance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>Accessible Appliances</u>		
Appliance Type:		
Manufacturer:	Model No.	
Material Cost (total)	Is this an allowance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Appliance Type:		
Manufacturer:	Model No.	
Material Cost (total)	Is this an allowance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>SUBTOTAL KITCHEN/LAUNDRY COST</u>		
Subtotal Material Cost: \$0.00		
Subtotal Labor Cost:		
Subtotal Plumbing Cost:	Plumbing work performed by subcontractor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Subtotal Electrical Cost:	Electrical work performed by subcontractor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Subtotal Form D: \$0.00		

Home Modification Loan Program

Part II: Bid, Scope of Work and Contract Form

Form E: PERMANENT ADAPTIVE DESIGN

Interior Door Modification

Location(s): dining room to bedroom.

Please describe: Install 32" door opening from dining room to bedroom. Open wall, relocate electrical, install new switch, hang new door, trim and paint disturbed areas of walls and woodwork.

Dimensions: 32x80

Door Material: Z barn door, Wood Width: 32"

Hardware Type Lever

Material Cost per doorway: Total # of doorways to be modified: 1

Material Cost (total) \$935.00 Is this an allowance? ☐ Yes ☒ No

Central Air Conditioning

Please describe the full extent of work being performed (i.e. new ductwork, electrical upgrade, etc.):

Location (s): Materials:

Manufacturer: Model No.:

Material Cost:

Subtotal Electrical Cost: Performed by subcontractor? ☐ Yes ☐ No

Other Adaptive or Safety Design Modifications to Interior Living Space

Please describe the full extent of work being performed: 3 interior stairways with grab bars to be built between breezeway, garage, kitchen hallway and patio.

☐ Window locks

Quantity: Material Cost: Is this an allowance? ☐ Yes ☐ No

☐ Specialized door locks

Quantity: Material Cost: Is this an allowance? ☐ Yes ☐ No

☐ Alarm system

Quantity: Material Cost: Is this an allowance? ☐ Yes ☐ No

☐ Security Lighting

Quantity: Material Cost: Is this an allowance? ☐ Yes ☐ No

☒ Other (describe): 3 interior stairways with grab bars to be built between breezeway, garage, kitchen hallway and patio.

Material Cost: \$600.00 Is this an allowance? ☐ Yes ☒ No

☒ Other (describe): Reverse swing basement hall door with new door and extended hinges.

Material Cost: \$200.00 Is this an allowance? ☐ Yes ☒ No

Addition to Dwelling (new bathroom, laundry & kitchen please use those dedicated sections.)

Please describe the full extent of work being performed:

Dimensions of new addition:

☐ Masonry work

Quantity: Material Cost:

☐ Carrying beam/lally column

Quantity:	Material Cost:
<input type="checkbox"/> Insulation	
Quantity:	Material Cost:
<input type="checkbox"/> Roofing:	
Quantity:	Material Cost:
<input type="checkbox"/> Siding:	
Quantity:	Material Cost:
<input type="checkbox"/> Windows:	
Quantity:	Material Cost:
<input type="checkbox"/> Doors:	
Quantity:	Material Cost:
<input type="checkbox"/> Framing:	
Quantity:	Material Cost:
<input type="checkbox"/> Foundation/footings/slab:	
Quantity:	Material Cost:
<input type="checkbox"/> Electrical:	
Quantity:	Material Cost:
<input type="checkbox"/> Plumbing:	
Quantity:	Material Cost:
<input type="checkbox"/> Gas:	
Quantity:	Material Cost:
<input type="checkbox"/> Ductwork:	
Quantity:	Material Cost:
<input type="checkbox"/> Mechanicals:	
Quantity:	Material Cost:
<input type="checkbox"/> Finish Carpentry:	
Quantity:	Material Cost:
<input type="checkbox"/> Flooring:	
Quantity:	Material Cost:
<input checked="" type="checkbox"/> Other (describe): Low profile hand rail for basement stairs	
Quantity: 1	Material Cost: \$600.00
<input type="checkbox"/> Other (describe):	
Quantity:	Material Cost:
<input type="checkbox"/> Other (describe):	
Quantity:	Material Cost:
SUBTOTAL PERMANENT ADAPTIVE DESIGN COST	
Subtotal Material Cost: \$2,335.00	
Subtotal Labor Cost: \$3,750.00	
Subtotal Plumbing Cost:	Plumbing work performed by subcontractor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Subtotal Electrical Cost: \$600.00	Electrical work performed by subcontractor? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Subtotal Form E: \$6,685.00	