

013 – ATTACHMENT II
APPLICATION

GENERAL INFORMATION

Respondent Information: Provide the following information regarding the Respondent.

(NOTE: Co-Respondents are two or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #2.)

Respondent Name: _____

(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Website address: _____

Year established: _____

Provide the number of years in business under present name:

Social Security Number or Federal Employer Identification Number:

Texas Comptroller's Taxpayer Number, if applicable: _____

(NOTE: This 11-digit number is sometimes referred to as the Comptroller's TIN or TID.)

DUNS NUMBER: _____

Business Structure: Check the box that indicates the business structure of the Respondent.

Individual or Sole Proprietorship If checked, list Assumed Name, if any:

Partnership

Corporation If checked, check one: For-Profit Nonprofit

Also, check one: Domestic Foreign

Other If checked, list business structure: _____

Printed Name of Contract Signatory: _____
Job Title: _____

(NOTE: This RFA solicits proposals to provide services under a contract which has been identified as "High Profile". Therefore, Respondent must provide the name of person that will sign the contract for the Respondent, if awarded.)

Provide any other names under which Respondent has operated within the last 10 years and length of time under for each:

Provide address of office from which this project would be managed:

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Annual Revenue: \$ _____

Total Number of Employees: _____

Total Number of Current Clients/Customers: _____

Briefly describe other lines of business that the company is directly or indirectly affiliated with:

List Related Companies:

- 2. Contact Information:** List the one person who the City may contact concerning your proposal or setting dates for meetings.

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____

3. Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes ___ No ___

4. Is Respondent authorized and/or licensed to do business in Texas?

Yes ___ No ___ If "Yes", list authorizations/licenses.

5. Where is the Respondent's corporate headquarters located? _____

6. **Local/County Operation:** Does the Respondent have an office located in San Antonio, Texas?

Yes ___ No ___ If "Yes", respond to a and b below:

- a. How long has the Respondent conducted business from its San Antonio office?

Years _____ Months _____

- b. State the number of full-time employees at the San Antonio office.

If "No", indicate if Respondent has an office located within Bexar County, Texas:

Yes ___ No ___ If "Yes", respond to c and d below:

- c. How long has the Respondent conducted business from its Bexar County office?

Years _____ Months _____

- d. State the number of full-time employees at the Bexar County office. _____

7. Debarment/Suspension Information: Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes ___ No ___ If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

8. Surety Information: Has the Respondent ever had a bond or surety canceled or forfeited?

Yes ___ No ___ If "Yes", state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

9. Bankruptcy Information: Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes ___ No ___ If "Yes", state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

10. Disciplinary Action: Has the Respondent ever received any disciplinary action, or any pending disciplinary action, from any regulatory bodies or professional organizations? If "Yes", state the name of the regulatory body or professional organization, date and reason for disciplinary or impending disciplinary action.

11. Previous Contracts:

a. Has the Respondent ever failed to complete any contract awarded?

Yes ___ No ___ If "Yes", state the name of the organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

- b. Has any officer or partner proposed for this assignment ever been an officer or partner of some other organization that failed to complete a contract?

Yes ___ No ___ If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

- c. Has any officer or partner proposed for this assignment ever failed to complete a contract handled in his or her own name?

Yes ___ No ___ If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

REFERENCES

Provide three (3) references, preferably from public entity clients with preference of medium or large municipalities, for which Respondent is currently providing similar services. The contact person named should be familiar with the day-to-day management of the contract and be willing to respond to questions regarding the type, level, and quality of service provided.

Reference No. 1:

Firm/Company Name _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email Address: _____

Date and Type of Service(s) Provided: _____

Reference No. 2:

Firm/Company Name _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email Address: _____

Date and Type of Service(s) Provided: _____

Reference No. 3:

Firm/Company Name _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email Address: _____

Date and Type of Service(s) Provided: _____

EXPERIENCE, BACKGROUND, QUALIFICATIONS

Prepare and submit narrative responses to address the following items. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture. Include Letters of Commitment, Memorandum of Understanding or other partnership agreements with collaborating agencies.

1. Provide a history of the organization including a description of the history and purpose, years of experience, growth and direct experience with Minor Home Repair activities.
2. Provide an organization chart for development team including general contractor, realtor, housing counselor, etcetera and list licenses, credentials and professional training held by the team members.
3. Describe in detail your resources and capabilities to provide for a Minor Home Repair Program. Include evidence of line-of-credit or other resources necessary to perform the rehabilitation activity on a reimbursement basis.
4. Is your organization currently receiving any funding by the City of San Antonio? If yes, describe the funding sources, amounts, activity, and accomplishments.
5. Has your organization or member of your partnership/joint venture been issued any findings or concerns in relation to HUD funds? If so, indicate the findings and/or concerns cited, the corrective action taken. Describe whether any funds were required to be paid back.
6. Describe the organization's fiscal management, including the following: Financial reporting, record keeping, accounting systems, payment procedures, audit requirements and internal controls.
7. Describe any audit findings provided in your most recent financial or programmatic audit and how your organization has resolved these findings.
8. Describe the specific number of housing units the Respondent is able to undertake in a one year period.
9. Provide a narrative detailing the timeline and landmark dates from the beginning of the process to project completion. Also explain the role and authority of each team member involved.
 - a. Describe landmark due dates such as time frames for receiving approvals, permits and commitments.
 - b. Provide an explanation of the review times and submission due dates for approvals, permits and commitments.
 - c. Describe strategies to ensure timely completion of project

- d. Provide a schedule of activities or "plan of action" narrative that details activities the organization will undertake to achieve the program's goals and objectives.
10. Identify rehabilitation/construction projects from the organization's experience including location, building use, structure type, total project costs and accuracy of cost estimating. Relevant projects will be considered as those completed over the past five years and should reflect those accomplished by current employees of the organization. Discuss experience with lead-based paint abatement.
11. Describe the methods used by your organization to ensure accuracy and coordination of reports such as work write-ups and specifications writing. Identify any software utilized by the organization.
12. If your organization proposes acting as a contractor, describe your organization's bonding capacity and provide evidence.
13. Identify any additional experiences, qualifications, and/or other relevant information about the Respondent's qualifications.
14. Please attach audited financial statements. If the ending period on the audited financial statements is more than six (6) months from the RFA due date, include most recent interim financial statements.
15. Please attach current organizational chart.

PROPOSED PLAN (Administrative Plan and Marketing Plan)

ADMINISTRATIVE PLAN

Prepare and submit the following items.

1. Develop a sound work plan or "plan of action" narrative that details activities the Respondent will undertake to achieve the Minor Repair Program's goals and objectives. The plan should fully address the items included within the Scope of Service. Include the following, as applicable:
 - a. Hours of operation
 - b. Work flow of all activities
 - c. Recruitment or marketing plan to attract potential program participants
 - d. Income Eligibility and verification process
 - e. Rehabilitation work write-ups, bidding, bid review, inspections and quality control
 - f. Using the organizational Charts, discuss the work flow and staff with key responsibilities related to implementing and managing various components.
 - g. Provide a work flow chart
2. Describe dispute resolution process.
3. Identify when temporary relocation will be necessary and describe the process your organization will utilize.
4. Describe the organization's financial controls, invoicing and reporting.
5. Relay the specific volume of units, on a monthly basis, the Respondent is able to undertake over the next 12 month period.
6. Identify the organizations key staff members, their roles/functions and qualifications.
 - a. Include a resume/bio for each key staff member.
7. Identify who will be responsible for conducting the Environmental Review Record (ERR)?
 - a. Include a resume/bio for each individual identified
 - b. List all certifications/qualifications for this individual

MARKETING PLAN

1. Identify the organization's target market.
 - a. Has the organization conducted a needs assessment to identify its targeted market?
 - b. What audience is the organization trying to capture?
 - c. What type of individuals will benefit from the assistance of the organization?
 - d. What are the demographics of the targeted individuals (i.e. age, gender, race, etc)?

2. Describe the organization's marketing plan in detail.
 - a. What priorities, tools and techniques does the organization have in place to be successful in marketing programs and services?
 - b. Who will be responsible for implementing the marketing plan?
 - i. Include a resume or bio for this person.
 - ii. What qualifications does this person have?
3. Identify the organization's advertisement, promotional, and outreach strategies.
 - a. How does the organization plan to reach its targeted audience?
 - b. How will the organization communicate the marketing plan?
 - c. What types of advertisement methods will be used (i.e. bulletin boards, flyers, brochures, newspaper ads, etc)?
 - d. Will your organization be working with or through other organizations to reach out to your target audience? If so, please describe those efforts.

Environmental Acknowledgement

Organization	
Project Name	

The Respondent acknowledges that prior to release of funds for this project the Respondent must complete an environmental assessment, whichever is required. The Respondent also agrees to comply with all requirements and conditions resulting from, or identified by, the environmental review/assessment to complete the project. Contracts may not be executed until an environmental review/assessment is complete and the Release of Funds has been received from the U.S. Department of Housing and Urban Development (HUD).

This Acknowledgement is submitted under the authority of:

Signature of Chairperson or Executive Director

Typed Name of Certifying Official

Date Signed

Signature Page

The undersigned certifies that (s)he is _____ (title) of the entity named below; that (s)he is designated to sign this Application Form (if a Corporation or not-for-profit Corporation, then by resolution with Certified Copy of resolution attached) for and on behalf of the Respondent entity named below, and that (s)he is authorized to execute same for and on behalf of and bind said entity to the terms and conditions provided for and has the requisite authority to execute an Agreement on behalf of Respondent, if awarded:

_____ Organization Name
_____ DBA Name (Required if Respondent is an Individual
or Proprietorship)

Signature: _____

Printed Name: _____ Title:

Date: _____

By signature above, Respondent agrees/certifies that:

1. If this Application is approved for funding, Respondent will be able and willing to comply with the City's insurance and indemnification requirements.
2. If this Application is approved for funding, Respondent will adhere to all relevant Federal, State and local regulations, guidelines, policies, procedures and other assurances as required by the City.
3. The information provided in this application, to the best of the Respondent's knowledge, is true, complete and accurately describes the proposed project and if this Application is approved for funding, Respondent will be able and willing to comply with all representations made by Respondent in this Application and during the Application process.
4. If this Application is approved for funding, Respondent understands that the terms and conditions of the funding are subject to negotiation and are at the discretion of the Director of the Department.
5. Respondent has fully and truthfully submitted an Respondent Questionnaire and understands that failure to fully disclose requested information may result in disqualification of application from consideration or termination of contract, once awarded.
6. Respondent will comply with the City's Ethics Code, particularly Section 2-61 that prohibits a person or entity seeking a City contract - or any other person acting on behalf of such a person or entity - from contacting City officials or their staff prior to the time such contract is posted as a City Council agenda item.
7. Respondent authorizes the release of project information to the City, Department, from all financial partners listed in the Application and authorizes the Department to verify any

Application information, including financial information, as required to complete its due diligence.

8. If this Application is approved for funding and the Respondent receives more than \$500,000 in Federal funding in a fiscal year, the Respondent will have a single independent audit performed at the cost of the Respondent for that corresponding Fiscal Year and that a complete copy of the completed independent audit will be submitted to the City within five (5) business days of it being made available to the Respondent.
9. In compliance with Texas Government Code Section 2264.051, certifies that Agency or a branch, division or department of Agency does not and will not knowingly employ an undocumented worker. If Agency is awarded funds under this Request for Application and is later convicted of violating 8 U.S.C. Section 1324a(f), Agency shall repay the full amount of funding with interest, at the highest non-usurious rate allowed by law, and notwithstanding any other term provided by its Contract with City, not later than the 120th day after the date the City notifies the Agency of the violation.

**014 - ATTACHMENT III
SECTION 3 PROGRAM**

The Section 3 Utilization Plan must be completed by Respondents bidding on a HUD funded activity over \$100,000.00. The City's Section 3 Goals for this professional service activity are as follows:

Employment:

To the greatest extent feasible, thirty percent (30%) of all new hires employed during the contract period as a result of the contract award be Section 3 certified residents.

Contracting:

To the greatest extent feasible, at least ten percent (10%) of the total dollar amount of this contract be awarded to Section 3 certified businesses.

The Section 3 Utilization Plan (fillable PDF) can be found in the webpage below, under "Public Notices."

www.sanantonio.gov/gma

For a list of Section 3 Certified Business and Residents please go to

<http://www.sanantonio.gov/GMA/certified/BusinessCertification.aspx>

The City of San Antonio will also accept certification from the San Antonio Housing Authority's Section 3 Program.

* = Required Fields

Print Form



City of San Antonio Section 3 Utilization Plan

**Office of Grants
Monitoring &
Administration**

Please fill this form out online and print it using the **Print** button provided. [Frequently Asked Questions](#)

Contract Information

*Project Name: _____

*Name of Bidder/Proposer: _____

*Address: _____

*City: _____ *State: TX *Zip: _____

*Contact Person: _____

*Phone Number: _____ Email Address: _____

*Section 3 Certified Business? Yes No (If "Yes", include Certification Letter)

For a list of certified Section 3 Businesses and Individuals who are in our hiring database, please refer to the Grants Monitoring and Administration website at www.sanantonio.gov/gma or request an updated list by calling (210) 207-6600.

List all Subcontractors that will be used in this contract.

Section 3	Subcontractor	Subcontractor Award Amount	Certification Number	Add
<input type="checkbox"/>	*Name: _____ *Address: _____ Email: _____ *Tax ID: _____			<input type="button" value="Add"/>
<input type="checkbox"/>	Name: _____ Address: _____ Email: _____ Tax ID: _____			<input type="button" value="Delete"/>
<input type="checkbox"/>	Name: _____ Address: _____ Email: _____ Tax ID: _____			<input type="button" value="Delete"/>

Use the **Add** button to add as many rows as needed. Use the **Delete** button to remove a row.

Only companies certified as Section 3 businesses by the City of San Antonio can be applied toward the contracting goals. All Section 3 subcontractors must submit a copy of their certification through the General Contractor. Proof of certification must be attached to this form. If a business is not certified, please call the Office of Grants Monitoring and Administration, Special Project Division at (210) 207-6600 for information and details on how subcontractors may obtain certification.

* = Required Fields

Print Form



City of San Antonio Section 3 Utilization Plan

Office of Grants
Monitoring &
Administration

Please fill this form out online and print it using the **Print** button provided.

[Frequently Asked Questions](#)

Estimate the number of employee new hires that will be brought onto the job, if awarded the contract. _____

What percentage of the new hires will be certified Section 3 individuals? _____

Describe how Section 3 individuals will be notified of employment opportunities.

Describe how bids from Section 3 businesses were solicited.

If Section 3 contracting and hiring goals were not achieved in a percentage that equals or exceeds the City's goals, please give an explanation.

List all bids from Section 3 contractors that were received, but rejected.

Business Name	Reason for Rejection	Add
		Delete
		Delete

Use the **Add** button to add as many rows as needed. Use the **Delete** button to remove a row.

Affirmation

I hereby affirm that the above information is true and complete to the best of my knowledge and belief. I further understand and agree that if awarded the contract, this document shall be attached thereto and become a binding part of the contract.

Signature of Bidding Authority _____

Title _____

Date _____

Phone _____

For additional information, contact:
Section 3 Staff
Office of Grants Monitoring & Administration
1400 S. Flores, Unit 3
San Antonio, Texas 78204
(210) 207-6600

Print Form

**015 - ATTACHMENT IV
INSURANCE REQUIREMENTS**

If selected to provide the services described in this RFA, Respondent shall be required to comply with the insurance requirements set forth below:

Prior to the commencement of any work under this Agreement, Respondent shall furnish copies of all required endorsements and an original completed Certificate(s) of Insurance to the City’s Department of Planning & Community Development, which shall be clearly labeled “Historic Acquisition Rehab Program” in the Description of Operations block of the Certificate. The Certificate(s) shall be completed by an agent and signed by a person authorized by that insurer to bind coverage on its behalf. City will not accept a Memorandum of Insurance or Binder as proof of insurance. The certificate(s) must have the agent’s signature and phone number, and be mailed, with copies of all applicable endorsements, directly from the insurer’s authorized representative to City. City shall have no duty to pay or perform under this Agreement until such certificate and endorsements have been received and approved by City’s Fire Department. No officer or employee, other than City’s Risk Manager, shall have authority to waive this requirement.

City reserves the right to review the insurance requirements of this Article during the effective period of this Agreement and any extension or renewal hereof and to modify insurance coverages and their limits when deemed necessary and prudent by City’s Risk Manager based upon changes in statutory law, court decisions, or circumstances surrounding this Agreement. In no instance will City allow modification whereupon City may incur increased risk.

A Respondent’s financial integrity is of interest to City; therefore, subject to Respondent’s right to maintain reasonable deductibles in such amounts as are approved by City, Respondent shall obtain and maintain in full force and effect for the duration of this Agreement, and any extension hereof, at Respondent’s sole expense, insurance coverage written on an occurrence basis, by companies authorized to do business in the State of Texas and with an A.M Best’s rating of no less than A- (VII), in the following types and for an amount not less than the amount listed below:

TYPE	AMOUNTS
1. Workers' Compensation	Statutory Limits
2. Employers' Liability	\$500,000/\$500,000/\$500,000
3. Commercial General Liability Insurance to include coverage for the following: a. Premises operations b. Independent Contractors c. Products/completed operations d. Personal Injury	For <u>Bodily Injury</u> and <u>Property Damage</u> of \$1,000,000 per occurrence; \$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage

e. Contractual Liability f. Damage to property rented by you	f. \$100,000
4. Business Automobile Liability a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	<u>C</u> ombined <u>S</u> ingle <u>L</u> imit for <u>B</u> odily <u>I</u> njury and <u>P</u> roperty <u>D</u> amage of \$1,000,000 per occurrence

Respondent agrees to require, by written contract, that all subcontractors providing goods or services hereunder obtain the same insurance coverages required of Respondent herein, and provide a certificate of insurance and endorsement that name Respondent and City as additional insureds. Respondent shall provide City with said certificate and endorsement prior to the commencement of any work by the subcontractor. This provision may be modified by City’s Risk Manager, without subsequent City Council approval, when deemed necessary and prudent, based upon changes in statutory law, court decisions, or circumstances surrounding this agreement. Such modification may be enacted by letter signed by City’s Risk Manager, which shall become a part of the contract for all purposes.

As they apply to the limits required by City, City shall be entitled, upon request and without expense, to receive copies of the policies, declaration page and all endorsements thereto and may require the deletion, revision, or modification of particular policy terms, conditions, limitations or exclusions (except where policy provisions are established by law or regulation binding upon either of the parties hereto or the underwriter of any such policies). Respondent shall be required to comply with any such requests and shall submit a copy of the replacement certificate of insurance to City at the address provided below within 10 days of the requested change. Respondent shall pay any costs incurred resulting from said changes.

City of San Antonio
Attn: Department of Planning & Community Development
Division of Grants Monitoring & Administration
P.O. Box 839966
San Antonio, Texas 78283-3966

Respondent agrees that with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following provisions:

Name the City, its officers, officials, employees, volunteers, and elected representatives as additional insured by endorsement, as respects operations and activities of, or on behalf of, the named insured performed under contract with the City, with the exception of the workers’ compensation and professional liability policies;

Provide for an endorsement that the “other insurance” clause shall not apply to the City of San Antonio where City is an additional insured shown on the policy;

Workers' compensation and employers' liability, general liability and automobile liability policies will provide a waiver of subrogation in favor of the City; and

Provide advance written notice directly to City of any suspension, cancellation, non-renewal or material change in coverage, and not less than ten (10) calendar days advance notice for nonpayment of premium.

Within five (5) calendar days of a suspension, cancellation or non-renewal of coverage, Respondent shall provide a replacement Certificate of Insurance and applicable endorsements to City. City shall have the option to suspend Respondent's performance should there be a lapse in coverage at any time during this Agreement. Failure to provide and to maintain the required insurance shall constitute a material breach of this Agreement.

In addition to any other remedies the City may have upon Respondent's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the City shall have the right to order Respondent to stop work hereunder, and/or withhold any payment(s) which become due to Respondent hereunder until Respondent demonstrates compliance with the requirements hereof.

Nothing herein contained shall be construed as limiting in any way the extent to which Respondent may be held responsible for payments of damages to persons or property resulting from Respondent's or its subcontractors' performance of the work covered under this Agreement.

It is agreed that Respondent's insurance shall be deemed primary and non-contributory with respect to any insurance or self insurance carried by the City of San Antonio for liability arising out of operations under this Agreement.

It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this Agreement and that no claim or action by or on behalf of City shall be limited to insurance coverage provided.

Respondent and any subcontractors are responsible for all damage to their own equipment and/or property.

**016 - ATTACHMENT V
INDEMNIFICATION REQUIREMENTS**

If selected to provide the services described in this RFA, Respondent shall be required to comply with the indemnification requirements set forth below:

INDEMNIFICATION

RESPONDENT covenants and agrees to FULLY INDEMNIFY, DEFEND and HOLD HARMLESS, the CITY and the elected officials, employees, officers, directors, volunteers and representatives of the CITY, individually and collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal or bodily injury, death and property damage, made upon the CITY directly or indirectly arising out of, resulting from or related to RESPONDENT'S activities under this Agreement, including any acts or omissions of RESPONDENT, any agent, officer, director, representative, employee, consultant or subcontractor of RESPONDENT, and their respective officers, agents employees, directors and representatives while in the exercise of the rights or performance of the duties under this Agreement. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence of CITY, its officers or employees, in instances where such negligence causes personal injury, death, or property damage. IN THE EVENT RESPONDENT AND CITY ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS FOR THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE CITY UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW.

The provisions of this INDEMNITY are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. RESPONDENT shall advise the CITY in writing within 24 hours of any claim or demand against the CITY or RESPONDENT known to RESPONDENT related to or arising out of RESPONDENT's activities under this AGREEMENT and shall see to the investigation and defense of such claim or demand at RESPONDENT's cost. The CITY shall have the right, at its option and at its own expense, to participate in such defense without relieving RESPONDENT of any of its obligations under this paragraph.

Optional Provisions:

Defense Counsel - CITY shall have the right to select or to approve defense counsel to be retained by RESPONDENT in fulfilling its obligation hereunder to defend and indemnify CITY, unless such right is expressly waived by CITY in writing. RESPONDENT shall retain CITY approved defense counsel within seven (7) business days of CITY'S written notice that CITY is invoking its right to indemnification under this Contract. If RESPONDENT fails to retain Counsel within such time period, CITY shall have the right to retain defense counsel on its own behalf, and

RESPONDENT shall be liable for all costs incurred by CITY. CITY shall also have the right, at its option, to be represented by advisory council of its own selection and at its own expense, without waiving the foregoing.

Employee Litigation - In any and all claims against any party indemnified hereunder by any employee of RESPONDENT, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation herein provided shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for RESPONDENT or any subcontractor under worker's compensation or other employee benefit acts.

**017 - ATTACHMENT VI
DISCRETIONARY CONTRACTS DISCLOSURE FORM**

Discretionary Contracts Disclosure Form may be downloaded at
<https://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf>

Instructions for completing the Discretionary Contracts Disclosure form are listed below:

1. Download form and complete all fields. Note: All fields must be completed prior to submitting the form.
2. Click on the "Print" button and place the copy in application response as indicated in the Application Checklist.

**018 - ATTACHMENT VII
PROPOSED BUDGET**

Respondents should attach a proposed budget that includes all revenue sources and expenditures on a per unit basis for the Minor Repair Program.

019 - ATTACHMENT VIII GENERAL SPECIFICATIONS

PURPOSE

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

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

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

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

REQUIRED INSPECTIONS

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

a. **FOUNDATION**

- **Slab on Grade**
The work requires engineering letter to clear foundation. Letter must specifically indicate that drainage meets the minimum requirements of the City's building codes. If drainage not addressed in letter, an inspection for drainage is required.
- **Pier & Footing (specify type)**
The work requires engineering letter to clear foundation. If sills or joists are replaced/repared engineer letter required to clear foundation inspection. Letter must specifically indicate replacement/repair of wood sill, wood shim, beam and/or girder meets minimum requirements of the City's building codes.
- **Removal/Repair/Replace: Skirting**
Requires Final Inspection by City Inspector for venting, subfloor access and drainage (in addition to engineer letter)
- City inspection of all concrete flat work and concrete porches to ascertain that steel is properly installed.
- DPCD concrete inspection before pouring to ascertain that forms are properly located in accordance with the Description of Work.

b. **WALLS**

- City inspection of framing.
- City and DPCD insulation inspection or letter from Insulation Company for proper

amount and R-factor to City code.

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

c. ROOF

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

d. SHOWER PAN

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

ELECTRICAL

1. ELECTRICAL WIRING shall be concealed. All electricians shall be required to pull a WWPCS along with the rewire permit. Permanent service must be in place at time of DPCD final inspection.

- a. GENERAL: All habitable rooms and other appropriate spaces requiring electrical services shall be provided with a system of wiring, wiring devices, and equipment to safely supply electrical energy for proper illumination, appliances, resident security, and other electrical equipment.
- b. EXISTING WIRING AND ELECTRICAL EQUIPMENT: Where continued service is contemplated, existing wiring and electrical equipment shall be in conformance with the current adopted City Electric Code. Existing facilities that are DPCD equate to meet anticipated demands shall be appropriately increased.
- c. NEW ELECTRICAL WORK: The appropriate provisions of the City Electric Code shall be used as a guide for design layout and installation. Heavy-duty equipment shall have individual branch circuits, as required by the City Electric Code.
- d. NEW ELECTRICAL FIXTURES: Materials shall be new and shall be UL Approved and/or National Electrical Code rated. New light fixtures shall be metal and not plastic.
- e. PERMITS AND INSPECTIONS: All electrical work must be performed by a licensed electrician, and a copy of the permit issued by the City Building Inspection Department must be PROPERLY DISPLAYED prior to commencement of repair to the electrical system. All electrical work must be inspected by the City Building Inspection Department.
- f. APPLIANCES: All existing or new 220v appliances/equipment shall be retrofitted with new cord to be compatible with new receptacle.

- g. FIXTURES: Any existing fixture that is to remain in use shall be wired new to fixture. Contractor should make Homeowner aware of any non-warranty items of this nature.
- 2. SMOKE DETECTOR/CARBON MONOXIDE DETECTOR shall be FHA Approved and shall be installed on all rehabilitation jobs to current city codes.

PLUMBING

- 1. NEW SANITARY WASTE AND DRAINAGE PIPING shall be PVC, Schedule 40.
 - a. FLASHING: All piping through the roof shall be flashed with appropriate flashing.
- 2. WATER PIPING shall be type "L" copper tubing with wrought copper solder joint fittings, PEX water lines or galvanized iron with galvanized fittings.
 - a. VALVES: Water stop valves shall be standard U.S. made with ends similar to fittings. Valves shall be provided at each piece of equipment to permit removal without shutting off service.
 - b. UNIONS: Unions shall be provided to permit removal of equipment without cutting piping where legal.
- 3. GAS PIPING shall be black steel pipe. Provide standard U.S. made gas stops where required.
 - a. GAS STOPS: Provide standard U.S. made gas stops where required.
- 4. WATER HEATER shall be a standard US made 30 or 40 gallon minimum and carry a 5 year tank warranty. A temperature and pressure relief valve shall be installed and properly drained. Provide Homeowner with manufacturer's warranty paperwork.
- 5. EXISTING PLUMBING FIXTURES which are to remain, shall be placed in good working order. All missing or damaged trim shall be replaced with new trim of same design or the entire set shall be replaced.
 - a. TRIM: Trim shall be chrome plated.
 - b. VALVES: Supplies to each water closet shall be provided with stop valves to permit removal without shutting off service.
- 6. NEW BATHROOM FIXTURES shall be as follows:
 - a. WATER CLOSET: Only standard US made brand is acceptable and shall include a two (2) piece close coupled white, vitreous china, water saving commode (gallons per flush to current code). Includes pressed wood toilet seat, supply line, shut-off valve and one (1) bowl wax ring.

- b. LAVATORY: Unit shall include a 18" or 24" vanity (if space allows) complete with wood cabinet or equal, with cultured marble top, supply risers, shut-off valves and all necessary hardware. Faucet shall be Moen or equal dual control, or single lever.
 - c. BATH TUB: Tub shall be a 5' white enameled steel/fiberglass tub complete with a lever operated pop-up drain and overflow, PVC waste, a Moen or equal single lever shower diverter and a water saver showerhead.
- 7. KITCHEN SINK shall be a stainless steel 33 x 22 double bowl counter top sink, with a minimum depth of 7", and includes a Moen or equal single lever water saver faucet with strainers and traps, service valves and supply lines.
 - 8. SHOWER PAN shall be installed as per manufacturer's instructions and have a City inspection.

HVAC

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

ROOF

- 1. ROOFING shall be done in accordance with the manufacturer's recommendations and installed in such a manner, with proper flashing and all other necessary components to prevent leaks of any kind. When decking is replaced, DPCD inspection is mandatory. Provide Homeowner with all applicable manufacturer's warranty paperwork. 25 year on material and 5 year on labor.
 - a. GENERAL: Unless otherwise specified, all old roof coverings, including felt, whether composition, wood, or built-up, shall be removed before installation of new roof. All rotted or missing sheathing, overhang, rafter ends and fascia shall be replaced. There shall be no voids or obstructions and all holes shall be patched with metal.
 - b. BRACING: Sufficient bracing shall be installed to strengthen the roof and to bring the framing to code.
 - c. DECKING: Repair by replacing defective sheathing boards, leaving new deck surface smooth and clean, and adequately secured to structural members. Nails to be 8D common or box for shiplap, and 6D common or box nails for plywood sheathing, 6" o.c. along all edges and 1 2" o.c. along intermediate members for plywood. Plywood is to be

sheathing grade no less than 1/2" in thickness with aluminum clips or 1 x 4 shingle strip blocking.

- d. GUTTER AND DOWNSPOUT: Shall be of seamless galvanized metal or aluminum properly hung and shall have a "splash block" under each downspout.
 - e. FLASHING AND VALLEY MATERIAL: All flashing and valley material shall be 26 gauge galvanized iron. Valley tin shall be a minimum of 20" wide, 10" each side centered.
2. NEW BUILT-UP ROOF shall be installed as follows: Nail one (1) ply of 30# felt; mop two (2) plies of 15# felt. Apply hot mopped tar and gravel, properly spaced to create a uniform and durable roof. Aggregate shall be 1/4" crushed limestone.
 3. SHINGLES shall be self-sealing **25 year warranty** fiberglass/asphalt strip shingles, and must comply with Federal Specifications and be installed to manufacturer's specifications.
 4. STOOP ROOFS are to be constructed of such material as to conform to existing roof, and shall have all necessary structural members required to form a structurally sound unit.

FOUNDATION

1. LEVELING grades shall be established from existing concrete or masonry structures, when feasible. Bottom of sill shall maintain a minimum of 12" above existing grade at lowest point. Leveling cannot be exact when any of the following conditions exist:
 - The framing is racked, out of plumb
 - The sill/floor joists are warped and crowned
 - The structure is multi-addition at multi-levels
 - The structure is/was a porch, slanted for drainage
- *NOTE: Foundation repairs must be accomplished in such a manner as to be permanent and must be completed prior to the start of any other work unless approved by DPCD.**
2. SOIL CONDITIONS will determine the length of time the concrete footings shall be allowed to set. When the bearing soil is dry, the concrete footing must set three (3) days before the weight of the house is placed on the foundation. When wet conditions exist, or occur, the soil shall be allowed to dry to accept the bearing load.
 3. CONCRETE shall have a compressive strength of 2500# PSI in 28 days. This standard requires the following mix:
 - One (1) part Portland cement
 - Two (2) parts sand
 - Three (3) parts of coarse aggregate

4. SLUMP shall be no greater than 6". This standard requires no more than (five) 5 gallons of water per sack of cement. The concrete shall be poured to within 6" of the existing grade, a minimum of 18" in diameter, 24" deep.
5. POSTS
 - a. CEDAR posts shall be cedar, a species with natural resistance to decay, or treated wood 6" x 6" minimum. For one story structure, the posts shall be spaced at intervals beneath the bearing sills (per city code), at corners, and at sill splices. The spacing for two story structures may be reduced (per city code) and the depth of the holes increased to 30". Piers shall have a minimum of 6" of concrete for footing with 6 x 6 #10 wire mesh installed at bottom of footing according to City Building Code. Call for City inspection before pouring.
 - b. CONCRETE piers to be a minimum of 10" SONO TUBE type. Hole depth, diameter and pad specs to be the same as cedar posts. Install proper size reinforcement bar evenly spaced within the pier and securely attached to the sill. After posts are cured, remove SONO TUBE wrapping completely and install galvanized termite shield(s).
6. LOAD BEARING SILLS shall be double 2 x 6 #2 grade or better pressure treated yellow pine or 4 x 6 pressure treated yellow pine. Where the height of the sill bottom is 3' or higher above ground level, cross bracing shall be installed. Braces shall be 2 x 6 of #3 grade lumber or better.
7. NEW FLOOR JOISTS shall be a minimum of #2 grade lumber installed with crown up.
8. UNDERPINNING shall be constructed of conforming material with 12" 22 gauge galvanized flashing with at least 2" overlap on bottom of skirt and extending 6" into the ground. When stucco underpinning is specified, it shall extend a minimum of 6" into existing soil.
 - a. MORTAR: All mortar applications shall consist of one (1) part of Portland cement to not less than 3 nor more than 5 parts of damp, loose aggregate by volume. Hydrate lime may be used but shall not exceed 10% by weight nor more than 25 % by volume of the cement used.
 - b. TEMPERATURE: The temperature of the surrounding air shall not be less than 40° F during application and for at least 48 hours thereafter.
 - c. SURFACES: Surfaces to receive stucco finish shall be covered with 2.5# per square yard metal lath lapped at end and sides a minimum 1", and wired 6" o.c. vertically to 3/8" rods or 3/4" metal tube spaced not over 24" o.c. for underpinning. Tie wire to be minimum 18 gauge wire.
 - d. APPLICATION: Apply in 2 or 3 coats; the final coat shall not be applied sooner than one (1) day after the preceding coat. Before applying the final coat, the surface shall be dampened evenly to obtain uniform suction. Minimum thickness of 1".

- e. UNDERPINNING TRENCH: To ensure proper drainage, the underpinning trench shall be filled with dirt and sloped around perimeter of foundation to divert water runoff away from foundation.
- 9. CREEPHOLE DOOR shall be hinged and constructed of such material as to conform to foundation skirt and shall be of adequate size for entrance to crawl space, minimum size 24"W x 18"H. Install eyehook latch to secure creep hole door. When covered by dirt, the creep hole door must be flashed.
- 10. FOUNDATION VENTS shall be heavy duty metal and screened with 18/16-mesh screen wire cloth and shall be properly spaced to provide ventilation under the structure to current code.
- 11. WATER TABLE shall be 1 "or 2" dimension lumber of #1 grade pressure treated, beveled at 15° and nailed with galvanized nails, or a manufactured metal water table nailed with galvanized nails.

PORCHES

- 1. REMOVAL shall be done in such a manner as to cause a minimum amount of damage to the remaining structure. Adequate bracing and strengthening shall be done as necessary for the main structure after removal.
- 2. WOODEN FLOORING shall be of tongue and groove type #2 pine minimum. Treated material can also be used and when required will be indicated in the Description of Work.
- 3. CONCRETE TOPPING shall be a minimum of 3" unless otherwise specified. When new concrete is to be placed on old concrete, the old concrete must be roughened and cleaned thoroughly. Old concrete shall be chipped with a chipping hammer to expose a new surface for satisfactory bonding. Old concrete should be moistened thoroughly and bonding agent applied before new concrete is placed on it. Where concrete has been dried out, it is necessary to saturate it for several days. There shall be no pools of water, when new concrete is placed. New concrete shall be 2500# PSI, pea gravel mix and shall have 6" x 6" - #6 gauge concrete reinforcement wire to cover the entire area. New concrete shall be well worked into the irregularities of the old area.
- 4. COLD ROLLED STEEL COLUMNS shall be 1 1/8" square tubing with support brackets welded top and bottom. Metal scrolls welded for stiffener and design shall be continuous length from floor to bearing beam.
- 5. WOOD COLUMNS shall be a minimum of 4" x 6" dimension and shall extend from porch floor continuously to bearing beam. Wood columns shall be treated wood posts or of a species that has a natural resistance to decay.
- 6. CONCRETE PORCH AND STEPS shall have a compressive strength at 28 days of at least 2500# PSI. Concrete will be poured when temperature is at 40° F, or above and rising. Shall be reinforced with minimum 6" x 6" #6 gauge wire mesh and two #6 reinforcing bars in concrete beam. If steps are called for, they are to be poured at the same time. Steps shall contain 3/8" steel rods

and have a rise of no more than 7" and a tread of not less than 11 ". Install metal flashing total height of porch, between porch and existing structure.

7. WOOD STEPS shall have 2" x 12" or double 2" x 6" treads and should be kerfed on back side. Width of steps shall be no less than 3', rise shall be no more than 7" and tread shall be no less than 11 ". Wood shall be treated. Stringers shall rest on a 4" thick concrete pad reinforced with 6" x 6" - #10 gauge wire mesh. Pad to extend out 6" in width wider than stringers and 12" out in front of first step.
8. PRECAST CONCRETE STEPS AND LANDINGS will be permitted. These units are to be installed over a 3" gravel bed and be level after installation.
9. HANDRAILS shall be 13 gauge steel, attached so as to withstand 250# pressure for 5 minutes. All metal handrails shall have a metal primer, one coat, if painting is not called for in Description of Work.

WALKS AND DRIVES

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

EXTERIOR WALLS

1. STUDS shall be a stud grade 2" x 4" with maximum of 16" o.c., or conform to existing wall framing, whichever is less.
2. SIDING shall be installed according to manufacturer's specifications. Use #15 felt paper applied to studs. Galvanized staples or nails shall be used, 6D or 8D.
 - a. CEMENT FIBER BOARD SIDING: Replacement shall be of conforming pattern, type, and color, installed per manufacturer's instructions.

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

- 2. MASONRY work shall not be done when the temperature of the surrounding air is below 40°F.
Where

brick is installed, there shall be a continuous reinforced concrete grade beam with proper footing. All joint shall be properly tooled and left in a clean condition. Building face brick shall be of gas-fired solid clay or shale units.

- a. MORTAR: Shall consist of one part masonry cement (Portland or equal) to 2 1/2 to 3 parts clean washed sand.
- b. JOINTS: Completely fill joints with mortar.
- c. BRICK, STONE OR BLOCK: Owner or DPCD shall approve Samples of brick, stone or block before starting the work, unless the work is to be painted or covered. Soft salmon type brick is unallowable.
- d. TUCK POINTING: Only after the joints have been raked out to a minimum depth of 1/2" and wetted shall tuck pointing be accomplished.
- e. DAMAGED, LOOSE OR SALMON BRICK: All damaged, loose or salmon brick in area to be rebuilt must be removed until sound brick work is encountered.
- f. NEW BRICK PATCHES: Tooth new brick patches into existing work. Brick patches shall match the existing work in size, joints, and bond.
- g. VENEER BRICK: Tie veneer brick to frame wall with galvanized wall ties on every third course, 32" o.c. or every fourth course 24" o.c.

- 4. VINYL/ALUMINUM SIDING shall be installed in accordance with the Manufacturer's recommendations.

5. EXTERIOR TRIM shall be of #1 grade wood. This includes corner boards, frieze boards, fascia boards, and other molding.

WINDOWS

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

DOORS

1. EXTERIOR DOORS shall be solid core wood or steel insulated paneled with a minimum thickness of 1 3/4" with three (3) 4" X 4" butt hinges. All exterior doors shall have rolled-vinyl weather stripping with aluminum channel backing. Includes new locksets. Threshold to be sized accordingly to accept storm or screen door. All doors to be fully insulated between jamb and

framing members. Windows to be installed per manufacturer's specifications and to the most current IRC and IECC standards.

2. INTERIOR DOORS shall be paneled hollow core with a minimum thickness of 1 3/8" with two (2) 3 1/2" X 3 1/2" butt hinges and passage locks.
3. CASINGS shall be of 1 1/2" material with properly plowed jamb to receive either 1 3/4" or 1 3/8" doors.
4. THRESHOLD shall be of proper height and width for the particular opening, and a tight seal shall be created by this installation. If storm or screen door is installed, the threshold will be sized properly to complete a tight seal between sweep and threshold.
5. ALUMINUM SCREEN DOORS shall be extruded construction with a minimum thickness of 1", extruded push bar, kick plates, and shall be furnished with 1 8/16 mesh aluminum screen wire.
6. WOODEN SCREEN DOORS shall be of select preservative treated Western Ponderosa Pine with dowel joint construction and furnished with 1 8/16 mesh aluminum screen wire, with a minimum thickness 1 1/8". Screen Doors shall be standard US made with all hardware including two (2) adjustable spring-loaded hinges.
7. STORM DOORS shall be as per DOW and shall be accredited by the American National Standards Institute.

FINISH HARDWARE

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

FIRE RESISTIVE CONSTRUCTION

1. ONE HOUR FIRE RESISTIVE CONSTRUCTION:
 - a. PARTITIONS shall be 2" x 4" studs, spaced 16" o.c., covered with 5/8" gypsum board as listed by Underwriter's Laboratory, Inc., applied to both sides of studs. All joints and nails finished by Perf-A-Tape joint system. The board shall be nailed 7" o.c. with 1 7/8" 6D cement coated common nails.

- b. CEILING shall be 5/8" gypsum board as listed by Underwriter's Laboratory, Inc., applied to ceiling joists. All joists and nails finished by Perf-A-Tape joint system. The Board shall be nailed 6" o.c. with 1 7/8" 6D cement coated common nails.
 - c. OPENINGS shall be protected by 1/4" wire glass in a fixed frame, or a self closing 1 3/8" solid wood door.
 - d. PUBLIC STAIRWAY PROTECTION shall mean a one hour fire resistive partition and the one hour fire doors as specified.
2. TWO HOUR FIRE RESISTIVE BOILER ROOM PROTECTION:
- a. WALLS shall be 8" concrete block set in (1-3) mortar.
 - b. CEILINGs shall be metal lath (3.4 # per square yard) nailed to joists with 1 1/2" barbed roofing nails with 7/16" head 6" o.c. finished with vermiculite or Perlite Plaster with a minimum thickness of 3/4".
3. SKYLITE PROTECTION: Install minimum 12" gauge wire mesh not greater than 1" placed not less than 4", nor more than 10" from the glass it protects.

INTERIOR WALLS

- 1. WALL BOARD shall be tape joint gypsum board carefully fitted and sized prior to nailing in place.
- 2. NAILS shall be driven with their shanks perpendicular to the face of the board and seated below the surface of the board without breaking the paper in accordance with current code
- 3. PERFORATED TAPE MIX shall comply with the recommendations of the manufacturer. A minimum of 55°F shall be maintained in the room where the work is done until the cement is completely dry.
- 4. PERFORATED TAPE shall be applied according to manufacturer's directions.
 - a. OVER JOINTS: The tape shall be imbedded in cement and covered with a thin layer of cement. A second and third coat shall be applied. Each coat shall be dry before applying the next coat. Each coat shall be featheredged and extended beyond the previous coat, approximately 2". The finish coat shall be sanded lightly and any imperfections filled in prior to any painting or decorating.
 - b. OVER NAILS: Check to see that all nails have been driven so that their heads are below the surface of the board, leaving a dimple in the surface without breaking the paper. Cover nails with 3 applications of cement, allowing time to dry between each coat. The final coat shall be sanded lightly before application of paint or other decoration.

c. INSIDE CORNER: Shall be reinforced with tape imbedded in cement finished as specified "Over Joints".

d. OUTSIDE CORNER: Shall be protected by wood molding, metal molding, or metal corner reinforcement. Metal corner reinforcement shall be finished as specified "Over Joints", with two coats of cement.

5. TUB RECESS AND WAINSCOT shall be installed as per manufacturer's specifications. Where Masonite or temper tile is used, it shall be installed with metal trim and sealed properly to prevent entrance of moisture. Where ceramic tile is used, it shall be installed with an adhesive recommended by the manufacturer. All wainscot shall be installed a minimum of 4' high (off floor) in all bathrooms, and shall be a minimum of 6' high (off floor) around perimeter of bathtub. Backing shall be metal lath and mortar or Cement based backer board only.

PREFINISHED PLYWOOD PANELING

1. WOOD PANELING shall be applied according to the manufacturer's recommendation with solid backing for all edges and at 16" o.c., or over rigid backing. Wood molding and trim shall match paneling finish. Plastic moldings shall not be used.
2. NAILS with matching color paneling nails with screw thread or annular thread shank or finish nail set and puttied. Length of nail shall be that which will provide at least 1/2" penetration into wood support. Space nails at least 12" o.c. Minimum edge distance 3/8".
3. ADHESIVE may be used as a special fastening when installed in accordance with the manufacturer's direction.

MILL WORK

1. MATERIAL (Grade and Species) shall be of #1 grade wood. Plywood shall be of AD grade or equivalent.
2. MEASUREMENTS AND DIMENSIONS shall all be verified at the job, and the Contractor shall be responsible for any work that does not fit properly.
3. ROUGH CARPENTRY shall be self fitted and nailed and drawn up tight. Finish work shall be finished smooth, free from machine or tool marks, abrasions, raised grain, etc., on exposed surfaces, and shall be machine sanded and hand dressed to a smooth finish. Joints shall be tight and so formed as to conceal shrinkage. Mill assemblies shall be jointed with concealed nails and screws where practical, or with mortise and tenons with glued blocks where practical. All molded members and trim shall be mitered or coped at corners. Nails in exposed work shall be set. Running flat finish shall have kerfed or worked hollow backs and shall be in commercial lengths. Scribing, mitering, and joining shall be done accurately and neatly.
4. KITCHEN CABINETS shall be mill-made wood or better. Contractor may elect to provide, install, and finish custom built units. If contractor chooses to custom build the cabinets, the minimum requirements are: Cabinet grade A/C plywood, doors of solid wood stiles and rails, plywood

panels, 1/2" plywood sides, metal, wood or plastic corner bracing with drawers made of wood or composition material.

5. COUNTER TOP material shall be securely bonded to reinforce steel core or to 3/4" plywood or other equivalent material. Top material shall be phenolic laminate, vinyl plastic cover, ceramic tile, and stainless steel or equivalent material suitable for this use. A backsplash of at least 4" shall be provided when abutting walls. All edges shall be of the same material as cabinet top.

FINISH FLOORS

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

PAINTING

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

1. PAINT shall be well mixed, shall not settle badly, cake, or thicken in the container, shall be readily broken up with a paddle to smooth consistency and have easy brushing properties. Paint shall be ready mixed except that tinting and thinning may be done at the job. All paint materials shall be delivered in original unopened containers, with labels and tags intact. All materials shall be 100% acrylic and shall be used for the purpose for which it was manufactured.

2. GENERAL REQUIREMENTS - Maintain temperature of rooms where varnish or enamel is being applied at 70°F or more, and at 50°F or more during other interior painting. Exterior painting shall be performed when the air temperature is 55°F or higher and in dry weather. Field painting will not be required on items specified to be completely finished at factory or on aluminum windows. Back prime wood trim with one coat of recommended primer. Allow paint to dry hard between coats (2-5 days). **Protect all work from damage by the use of drop cloths.** Remove paint and stains completely from finished work. Covering shall be complete. When color, stain, dirt or undercoats show through the final coat of paint, the work shall be covered by additional coats until the paint is of uniform color and appearance and coverage is complete. Hardware and accessories, fixtures, and similar items placed prior to painting shall be removed or protected during painting and replaced on completion of painting. Sand interior enamel surfaces lightly between coats.
3. PREPARATION of all surfaces requiring finishing shall be thoroughly cleaned and dry prior to painting. Nail holes, splits, or scratches shall be puttied or spackled smooth after prime coat. **Drop cloths shall be provided and full precautions taken to prevent paint materials from falling on or marring any adjacent surfaces not to be painted.** Knots and pitch streaks shall be covered with orange shellac, aluminum paint, or resin sealer.
4. EXTERIOR WOODWORK shall be **brush applied**, spray painting is **not** allowed. Three coats of paint are required, as follows: first coat shall be exterior primer, second and third coat shall be exterior latex paint. When woodwork is mildewed, Alkyd primer shall be used.
5. EXTERIOR MASONRY surfaces, except face brick, shall receive a minimum of one overcoat of primer and filler as manufactured by a masonry paint company, and a minimum of one coat of acrylic applied in accordance with the manufacturer's recommendations.
6. INTERIOR wood doors, trim, and other finish woodwork shall be painted with two coats of latex enamel (color selected by Owner). Walls and ceilings or all dry wall products shall be painted with two coats of latex base paint (color selected by Owner). Bath and kitchen walls and ceilings shall be painted with two coats of semi-gloss latex. When interiors are mildewed, a Kilz or equal primer shall be used. When exteriors are water stained, Alkyd paint or shellac shall be used to seal stains.
7. CAULKING compound shall be grade 1 latex, or equivalent. Completely seal with caulking compound, joints around frames of doors, windows, or other openings in exterior masonry walls, joints where masonry abuts other exterior surface finishes, and other joints indicated or specified to be caulked.
8. APPLICATION - Work shall be done by skilled mechanics and shall be uniform in appearance, of approved color, smooth and free from runs, sags, skips, and defective brushing. Make edges of paint adjoining other materials or colors sharp and clean without overlapping. **Should workmanship or finish be found defective, proper preparatory work shall be done and additional coats applied as necessary to give a finish in accordance with the specifications.** At completion, touch up and restore finish where damaged or defaced and leave in first class condition.

INSULATION

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

MISCELLANEOUS

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

HERS (Home Energy Rating System)

1. LEVEL 1 (30% IMPROVEMENT IN HERS INDEX OR ACHIEVING A POST-CONSTRUCTION HERS RATING OF 85 OR LOWER)
2. LEVEL 2 (50% IMPROVEMENT IN HERS INDEX OR ACHIEVING A POST-CONSTRUCTION HERS RATING OF 70 OR LOWER)
3. CERTIFICATION FROM BUILD SAN ANTONIO GREEN AND OFFICE OF ENVIRONMENTAL POLICY SHALL BE DOCUMENTATION FOR PRE-CONSTRUCTION AND POST-CONSTRUCTION HERS DOCUMENTATION
4. Copy of receipt from HERS Rater

SUPPLEMENTAL SPECIFICATIONS FOR HANDICAPPED MODIFICATIONS

RAMP

1. WHEELCHAIR RAMPS shall have a maximum slope of 1 " to 12" and shall be a minimum width of 4'0".

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

KITCHEN CABINETS

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

BATHROOM

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

1. DOORS shall be a 36" door unit and shall swing out or slide and shall be operable by a single effort.
2. CLEARANCE-A minimum of 5' x 5' clear floor space between opposite cabinets or opposite cabinets and walls shall be provided to allow for wheelchair turns except where 6" depth X 8 3/4" height toe space is provided with entrance door located on one side of this clear floor space.
3. LAVATORY shall be mounted 2' 10" above the floor to the top of the lavatory and drains shall be trapped as near to the wall as possible. The front of the lavatory shall be no less than 22" from

the wall. Lavatories and counter tops, where provided, shall have a 29" clearance and no more than 5" apron. Lavatory shall be Universal Rundle #4648, faucets shall be wrist type Moen #8800, with off-set drain McGuire #1 55WC, to include Truebo Inc. Handi Lav-Guard Insulation kits for p-trap assembly and angle stop assembly. All exposed drain, p-trap, hot side angle stop and supply line shall be insulated.

4. CERAMIC TILE SHOWER STALL shall not be less than 3'4" X 4'6" clear inside and shall not contain curbs. Opening to shower shall be 3' minimum in width. Threshold shall be a maximum of 1/2" LIP. The floor surface shall be non-slip, Carborundum or Grit face tile with a City inspected shower pan and floor drain. The walls shall have 1/2" sheetrock covered with 15 lb. felt applied to wood surfaces with galvanized metal lath applied with galvanized nails, one scratch coat, 3/4" finish setting bed, ceramic tile set in neat cement. (Cement board may be used in place of mud set). Two 1 1/2" O.D. metal hand grab rails will be provided above and parallel to floor on the side and on front wall with 1 1/2" clearance fastened securely at ends and centers properly back blocked to withstand a minimum of a 250# load for 5 minutes. Grab bars shall be 24" long. Water controls shall be single lever, flexible hose with hand-held shower head. Fixed shower head 6'2" above floor, 1/2" chrome plated shower arm and flange, water saving shower head, Moen or equal shower valve, hand shower with 60" flexible hose, 2" outlet shower drain with 6" nickel bronze top.
5. WATER TEMPERATURE for all plumbing fixtures shall not exceed 120°F; or exposed hot water lines and drains shall be fully insulated.
6. WATER SUPPLY CONTROLS shall all be single lever controls for lavatories and tubs.
7. ACCESSORIES:
 - a. When mirrors and shelves are provided, at least one mirror and one shelf shall be placed above lavatories no higher than 40" above the floor, measured from the top of the shelf and the bottom of the mirror.
 - b. Toilet rooms shall have a minimum of one towel rack, one towel bar and one toilet paper holder mounted at a height not to exceed 40" from the floor.
8. CABINETS:
 - a. Medicine cabinets shall have adjustable shelves with top of the cabinets mounted no higher than 6' above the floor.
 - b. Minimum toe space of 8 3/4" in height and 6" in depth shall be provided for cabinets in the toilet room.
9. BATHROOM FLOORS shall be ceramic tile with non-slip floor surface, Grit or Carborundum face tile.

10. TOILET STALL shall have a minimum unobstructed area of 3'0" x 4'8" deep. Each wall shall have a 1 1/2" O.D. metal handrail, 33" high installed parallel to the floor, anchored at ends and center to withstand 250# load for 5 minutes with 1 1/2" clearance and proper back blocking for installation of supports for rails. Toilet seat shall be a minimum of 19" from the floor.
11. HANDICAPPED TOILET shall be a Universal Rundle, American Standard or equal, white VC with Bemis seat, with one 4" CB floor flange with bolts, nuts, and washers, one bowl wax ring, one chrome plated stop and supply.
12. TUB - Where used, tub shall have a non-slip surface on bottom and 1 1/2" O.D. metal handrails at back and at one end of tub. Handrails shall be parallel to the bottom of the tub and anchored at ends and centers to withstand 250# load with proper backing for the installation of supports for rails. **All** water controls shall be single lever, flexible hose with hand held shower head.
13. GRAB BARS shall meet current ADA specifications.

MISCELLANEOUS

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