

WAREHAM HOUSING REHABILITATION PROGRAM CONTRACTOR GUIDELINES

A. CONTRACTOR PARTICIPATION

1. The program will solicit participation by as many local building contractors and subcontractors as possible. Contractors will be notified of the opportunity to participate in the program through direct mailings, advertisements in local papers, and announcements posted in key locations. The program will also solicit contractor recommendations from homeowners and town officials.
2. Minimum requirements for contractors include:
 - a) A Massachusetts Construction Supervisors license or trade license.
 - b) Registration as a Massachusetts Home Improvement Contractor.
 - c) Workman's compensation insurance at statutorily required limits.
 - d) Property and liability insurance. Contractors shall furnish the Town with a Certificate of Insurance including "Public Liability and Property Damage Insurance" in an amount not less than \$500,000 for injuries, including accidental death to each person, and subject to the same limit for each person in an amount not less than \$1,000,000 on account of each accident and "Property Damage Insurance" in an amount not less than \$250,000 per accident and \$500,000 aggregate, to protect the Town, property owner, and any sub-contractor against claims for injury and damage which may occur or result from work performed pursuant to this Agreement. The Contractor's Certificate of Insurance shall list the Town of Wareham as a certificate holder and Additional Insured.
 - e) Certificate of completed training in Safe Work Practices for the leader of the crew or all persons working on the project, if unsupervised.
 - f) Demonstrated experience in the appropriate trade(s).
 - g) A good business credit history.
3. Each contractor must fill out a registration form listing references and licenses and submit a certificate of insurance prior to receiving a contract award. References will be checked by the Rehabilitation Specialist.
4. Once registered with the program, contractors will receive notice of projects when they go out to bid. Homeowners wishing to use contractors not included on the list may do so, provided the contractor registers with the program and submits the proper insurance certificates and references.

5. Contractors must take out all required permits prior to initiation of construction. The cost of the permits is to be included in the bid price.
6. If a participating contractor's performance or quality of work is unsatisfactory in the opinion of the Rehabilitation Specialist, the contractor shall be issued a written notice describing specific problems with the contractor's work. This notice shall serve as a warning. If the problems, as outlined in this notice, are not addressed, then, based upon the opinions of the Rehabilitation Specialist and the Program Director, the contractor may be barred from working in the program.

B. CONTRACTOR BIDDING PROCESS

1. The work write-up and specifications must be approved by the property owner prior to initiating the bidding process.
2. Once approved, an Invitation to Bid will be sent to contractors who have registered with the program and are appropriate for the job. The Invitation to Bid will identify the type of work to be completed and the date, time and location where bids will be due. All bids will be due at a prescribed time and place.
3. The Rehabilitation Specialist will conduct a pre-bid meeting at the project site for prospective bidders. If the pre-bid meeting is announced as mandatory, bids will not be accepted from contractors who did not attend the meeting.
4. Bids received after the designated time will not be accepted under any circumstance.
5. Two or three bids, preferably three, will be obtained for each project. Should less than two bids be received, and the effort to secure more than one bid is documented, the bid can be accepted if it is within 10% of the Rehabilitation Specialist's cost estimate.
6. The bids will be evaluated by the Rehabilitation Specialist and the property owner. The Town will base its funding on the lowest responsible bid from a qualified contractor. The owner may select any bidder provided that the owner pays the price differential between the low bid price and the selected bid price, if applicable.
7. The Town reserves the right to reject any and all bids or estimates of contractors and to waive any irregularities or items if it is in its best interest to do so.

C. CONSTRUCTION PROCESS

1. Periodic inspections will be conducted by the Rehabilitation Specialist during construction. Contractors must submit formal invoices to the Wareham Community Development Office to request payment. As part of the above process, all contractor's invoices will be checked against the actual work done before any payments are made. The Rehabilitation Specialist will sign a form approving payment to the contractor prior to the payment being processed. The owner's signature on the Satisfactory Completion Form and Certificate of Final Inspection form will serve as approval of the work completed. Program funds are disbursed only after all private funds are released for payment to contractors. Private funds are released in accordance with the above procedures.
2. At the completion of work related to lead removal, a certified lead inspector will reinspect the property.
3. At the completion of the job, a final inspection will be performed by the Rehabilitation Specialist and property owner. If there are no deficiencies in the work and all Town-required permits have been signed by the appropriate Town Inspector, a Certificate of Final Completion will be signed by the Rehabilitation Specialist and the property owner.
4. If any deficiencies are found during the final inspection, they will be communicated to the contractor through a punch list signed by the owner. The punch list will be prepared by the Rehabilitation Specialist. Once all punch list items are satisfactorily completed, the Rehabilitation Specialist and the property owner will sign the Certification of Final Completion.
5. A 10% retainage is held by the program until all work has been completed. This includes receiving the following:
 - a. Copies of permits and/or certificates from appropriate town officials
 - b. Signed Warranty & Release of Liens form
 - c. Signed Subcontractor form
 - d. Confirmation that all punch list items are complete – Signed Certificate of Final Inspection
 - e. Signed Satisfactory Completion Form by owner

The retainage will be released no later than one month after all contract obligations are fulfilled.

6. When all of the above has been completed, the contractor will be issued the final payment on the job.