



**2018 REQUEST FOR PROPOSALS**  
**FOR**  
**CONSTRUCTION OF SINGLE-FAMILY HOMES**

**CONSTRUCTION REQUIREMENTS AND STANDARDS**

Builder is responsible for all construction and physical development of homes as specified in this document and in conformance with all plans, designs, and specifications submitted by Builder as part of this 2018 Proposal/Bid process. All work shall comply with any and all applicable Federal, State and local Codes and Ordinances. This proposal/bid submission for home construction services shall constitute agreement in total by Builder to the requirements and standards contained herein by Near North Development Corporation (NNDC).

**1. General Conditions**

- 1.1. Home plans submitted are to be compatible in design and style with the existing housing stock in the area. NNDC reserves the right to make such determination, and to reject or modify any architectural plans or design proposals determined incompatible.
- 1.2. All plans submitted must include a minimum of three (3) bedrooms, two (2) bathrooms, and between 1,300 – 1,800 square feet of finished interior space. Bedrooms will be no smaller than ninety (90) square feet in size, excluding closet area, with the smallest room dimension no less than nine (9) feet. Each bedroom shall have a closet no smaller than six (6) square feet in size.
  - All plans to include first floor interior doors with a min. of 32” of clear passage space to meet visitability requirements.
  - REQUIRED ALTERNATIVE: All plans to include floor plan modification/option showing at least one (1) zero-step entrance to meet visitability requirements.
- 1.3. Home plans submitted must be suitable for lots of forty (40) foot width and adhere to side setback regulations. Front setback shall be similar to the homes on either side of the property.
- 1.4. Builder shall submit all architectural and engineering plans and copies thereof as requested by NNDC. Plans must include room and overall home dimensions.
- 1.5. All requirements and standards must be included in a FIRM FIXED CONSTRUCTION PRICE submitted by Builder with Proposal/Bid, and shall become part of a NO-LIEN CONSTRUCTION AGREEMENT between NNDC and Builder. Builder may not assign construction agreement to another party.
- 1.6. Builder is NNDC's 'partner in the field' and will work closely with NNDC and homeowner to resolve any defects in materials or workmanship. Builder agrees to remedy any defect due to faulty material or workmanship and pay for all associated damage to other work resulting there from, which appear within one year from final payment
- 1.7. Builder must be licensed and bonded by the City of Indianapolis.
- 1.8. Builder must apply for, and obtain, all required Permits. NNDC shall ensure proper zoning of building lot to allow permitting to proceed. Builder must comply with all rules of the permitting process as established by the City of Indianapolis.

- 1.9. All work shall be performed in the manner outlined in the Indiana Residential Code and the City of Indianapolis HOME Property Standards, and comply with any and all applicable Federal, State and local Codes and Ordinances.
- 1.10. NNDC shall select interior and exterior color schemes including, but not limited to, such items as paint, roofing, siding, trim, gutters, accents, carpet, and flooring within the range of choices provided for in Builder's plans and specifications submitted with Proposal/Bid. Builder shall deliver the most up-to-date samples for such selections to the NNDC office.
- 1.11. Builder shall consult with, and have approval from, NNDC as to style and material choice before ordering or installing any item for which options or a range of selections are available in Builder's submitted plans and specifications.
- 1.12. Builder is responsible for exact measurements, materials, material quantities, and labor needed for bidding purposes. Bids must include all labor and materials to complete the job in a workmanship- like manner.
- 1.13. All utilities shall be placed in Builder's name during the construction period, and remain so until a Certificate of Completion is approved. Builder shall notify NNDC before utilities are disconnected to avoid any interruption of service(s).
- 1.14. All costs to complete the Work described in these specifications and included on any drawings or plans should be included in these line items. Any scope of work Builder does not believe is covered, but is needed for a workman-like completion of the Work, should be discussed with NNDC before submitting a Proposal/Bid.
- 1.15. All materials used are to be new, of first quality and without defects, except in the case of repurposed, salvaged, or recycled materials used in finishes, trim, etc., which have been approved by NNDC.
- 1.16. Change orders are for unforeseen circumstances or substantial changes to the Scope of Work only. All reasonable costs to complete the Work in the manner outlined in this document and submitted with Builder's Proposal/Bid are assumed to be included in the original contract.
- 1.17. NNDC and applicable inspectors must approve all change orders before additional Work is started.
- 1.18. Builder understands that grant funds used by NNDC to underwrite project costs require oversight and approvals by City of Indianapolis Housing Rehabilitation Specialists.
- 1.19. Builder shall provide NNDC a detailed list of all individuals and entities that have a contract with Builder to perform any portion of work at the site ("Subcontractor"), including names, addresses, Federal ID numbers, and dollar amount of subcontracts, with or prior to submission of final progress draw request.
- 1.20. Final payment will only occur after Builder, NNDC, and City of Indianapolis Housing Rehabilitation Specialist sign the Certificate of Completion of Work Specifications.
- 1.21. Builder to provide all relevant home warranty information. Builder to assemble and collect applicable warranty information for all products installed by Builder. Such warranty information to be provided to NNDC at final inspection or sales transaction closing, whichever occurs first.

## **2. Site Work**

- 2.1. Builder will provide a plot plan based on the footprint provided by a qualified Site/Survey Plan provider and will provide staking of such footprint. Builder is responsible for reviewing and staking house on the lot per approved plat plan.
- 2.2. Builder is responsible for provision of drainage information and obtaining all needed building permits. Builder shall provide final grade and seeding to achieve positive drainage away from structure and conform to approved drainage plan.
- 2.3. Property shall be kept free of debris during the construction process.
- 2.4. After final/finish grading install landscaping. Landscaping to be min. 4 shrubs min. 12" in height with min. 3' mulch strip across front perimeter.

## **3. Concrete**

- 3.1. Builder shall provide a spread footer (min. 16" x 8") including rebar reinforcement.
- 3.2. Builder shall provide a minimum of 20' x 24' reinforced concrete parking pad at the rear of building lot, with proper concrete footers to facilitate use of pad for construction of a 2-car detached garage. Pad shall have a gravel apron.
- 3.3. Front entry steps are to be concrete with a min. of a 3' x 3' landing. A wooden stoop or small (8' x 8') deck may be substituted at rear entry with the approval of NNDC.
- 3.4. Builder shall provide concrete sidewalks that are a minimum of 36" wide and 4" thick from front entry/porch to city sidewalk and from rear entry to parking pad.

## **4. Masonry**

- 4.1. Foundation is to be a crawlspace with concrete blocks (CMU) or poured concrete walls. Bids should include one and one half (1 ½) courses of block (or approx.. 12") above grade. Adjustments to price shall be made if stipulated by NNDC that the number of (exposed) courses is modified. Above-grade exposure may be adjusted according to neighborhood context/design, or need to meet visitability requirements.
- 4.2. Builder responsible for footer inspection by a City of Indianapolis code compliance inspector.
- 4.3. Builder to install a sump pump pit, and sump pump, per one and two family dwelling code.

## **5. Wood and Plastics**

- 5.1. Builder to supply and install a pressure treated sill plate per code (including sill sealer). Builder shall supply a letter to NNDC that such lumber was in fact installed.
- 5.2. All framing to be done per code and must be inspected by a City of Indianapolis code compliance inspector prior to gypsum wallboard (drywall) installation.
- 5.3. Trim package shall include paint grade wood trim throughout entire house including closets and workrooms. All base trim to be a min. of 4" in height and all door/window casing to be a min. of 2 ¼" wide. All windows are to have a wood sill with returns.
- 5.4. All windows and doors shall have exterior trim to create a positive protrusion beyond siding; installed and caulked to be weatherproof. All fascia/gutter boards are to be wood with aluminum wrap, or of a composite/fiber-cement material.
- 5.5. All exterior steps with three or more risers shall have a decorative handrail per code.

- 5.6. Porch columns shall be a minimum of 6" diameter round or square posts primed and painted to match color scheme.
- 5.7. Builder shall provide and install wooden or wire shelving with clothes rods in all closets including a shelf over the washer and dryer area and appropriate shelving in any linen closets.
- 5.8. All bathrooms receiving vinyl flooring shall have appropriate underlayment installed per manufacturer's specifications. Install a minimum of 4' x 4' area at front and rear entries.

## **6. Thermal and Moisture Protection**

- 6.1. Builder to provide min. of R-30 insulation in the attic and min. of R-13 insulation at all exterior wall conditions.
- 6.2. Insulate the crawlspace exterior walls and perimeter band board with rigid extruded polystyrene insulation board min. of 2" thick properly adhered to foundation walls and band board. Builder shall install a vapor barrier with pea gravel ballast in crawlspace.
- 6.3. House shall have solid ½" sheathing (OSB or plywood) on all exterior walls. All exterior walls shall have either an air barrier (i.e. Tyvec) or "house wrap" installed per manufacturer's specifications prior to siding installation.
- 6.4. Builder shall install fire stop/caulk as required by code at all penetrations throughout house.
- 6.5. Builder to install minimum of 25-year asphalt shingles with appropriate roof ventilation per shingle manufacturer requirements. Shingle style and color selection by owner. Install roof "boots" as required at all roof penetrations.
- 6.6. Exterior siding to be vinyl, fiber-cement, or similar composite material. Vinyl siding to be a 0.44 inch nominal thickness, with min. 4" lap exposure. All soffits are to be vented. Bids should include 3-piece corners with vinyl lentils and decorative ¼ round inserts. Any front or visible side gables shall be decorative half-round or shake style siding. Builder shall provide NNDC with style and color samples (min. three color schemes) for selection by owner. Other decorative choices may be substituted at owner's discretion.
- 6.7. All aluminum gutters are to be a minimum of 5" with appropriate downspouts and splash blocks. All gutters and downspouts shall be securely attached and included in warranty. Color choice by owner.

## **7. Doors and Windows**

- 7.1. Exterior doors to be prefinished, metal- or vinyl-clad insulated doors with deadbolt. Front and rear door locks to be keyed alike. Owner's choice of half-light or solid 6-panel with peepsight. Builder to provide color/style options that match/complement exterior color scheme and owner to select color/style.
- 7.2. All interior doors to be six-panel doors with appropriate locksets and door stops. No bi-fold or by-pass doors will be used without NNDC approval.
- 7.3. First floor interior doors to have a min. of 32" clear passage space to meet visitability requirements.
- 7.4. Windows shall be for new construction with integral nail fins and have fully-fused, welded joints on both sash and frame. All windows to have energy-efficient 7/8" double pane glazing and screen. All bedroom windows shall meet egress requirements by code. Install windows with tempered glass as required per code. Windows installed in bathrooms shall have opaque glass.
- 7.5. REQUIRED ALTERNATIVE: Provide floor plan modification/option showing at least one (1) zero-step entrance to meet visitability requirements. Builder to include this modification as a line-item cost in Proposal/Bid submitted.

## **8. Interior Finishes**

- 8.1. All locksets to be Kwik Set or equal.
- 8.2. Install ½" gypsum wallboard (drywall) on all walls and ceilings. Drywall to be smooth finished on all walls including closets. Provide/apply a lightly textured finish on all ceilings except bathrooms. Water-resistant drywall to be used where appropriate in all bathrooms.
- 8.3. All faucets to be Delta or equal with chrome finish. Quality to be approved by owner.
- 8.4. Kitchen sink to be stainless steel finish and minimum 8" deep. Sink to be equipped with spray hose and garbage disposal per code requirement.
- 8.5. Paint shall be Porter or equal. Semi-gloss in all bathrooms and on all trim, satin or eggshell on all other walls and ceilings including closets.
- 8.6. Builder to bid waterproof flooring for all bathrooms including a minimum of 4' x 4' area at front and rear entries. Owner's choice of style and color.
- 8.7. All other areas to receive carpet and pad. Builder shall bid medium grade FHA approved carpet and pad, owner's choice of color. Builder to provide and install all termination strips.
- 8.8. Minimum builder appliance package included in Proposal/Bid to include Energy Star recirculating range hood microwave, dishwasher, and garbage disposal.

## **9. Specialties**

- 9.1. Builder to provide and install mailbox located on latch side of front entry door.
- 9.2. House numbers shall be installed on a 1" x 8" exterior grade board. House numbers to be appropriately-sized at front and rear entries as required per city ordinance.
- 9.3. All bathrooms to have a minimum of 2 towel bars, toilet paper holder, and shower curtain rod (all accessories are to have chrome finish). Towel bar to attached to a 1" x board that has been primed, painted and securely attached to framing members. Provide mirror above vanity in each bathroom.
- 9.4. Medicine cabinet to be a minimum of 16" x 20" with 3 shelves. If medicine cabinet has a power outlet it must be GFI protected.

## **10. Furnishings**

- 10.1. All cabinets shall have solid wood fronts.
- 10.2. All countertop surfaces shall be Formica or equal with backsplash. Builder to provide three (3) color/finish choices to NNDC for selection. All countertops and backsplashes shall be neatly caulked at all wall conditions.
- 10.3. Builder shall supply and install vinyl mini blinds, cut to size, in all windows including entry doors if glass option is used.

## **11. Mechanical - Plumbing**

- 11.1. All water supply lines shall be appropriately sized copper piping, with ball type, "¼ turn" shut-off valves accessible at all plumbing fixtures. A main shut-off for the entire house shall be conveniently located in the utility room with a full-flow ball type shut-off valve.
- 11.2. All plumbing fixtures shall be metal-bodied Delta or equal with chrome finish.

- 11.3. Builder to install a 40 gallon gas-fired or electric water heater with overflow pan as required by code.
- 11.4. Builder to plumb kitchen for installation of dishwasher. Builder to provide a dishwasher in the kitchen cabinet package. Owner's choice of finish.
- 11.5. Gas lines shall be run to all appliances in the house including, but not limited to, stove, furnace, hot water heater, and dryer with appropriate drip legs per code.
- 11.6. Builder shall include in total price the cost of installing a new sewer and water supply lateral as a line-item cost in Proposal/Bid submitted, and provide for cost reduction or credit should lateral replacement not be required. No change orders for lateral replacement shall be approved.
- 11.7. Builder to provide new meter pit for water service and exterior clean out for sewer service.

### **Mechanical - HVAC**

- 11.8. HVAC system shall have rigid/metal duct supplies with return air ducts at each room. Ducts in the crawlspace are to be insulated.
- 11.9. Builder to supply and install 90%-efficiency gas-fired furnace appropriately sized for the house. Furnace is to be vented as required per code and meet combustion air requirements.
- 11.10. Builder to supply and install air conditioner appropriately sized for the house. Air conditioner condensing unit shall be bolted securely to a concrete pad and enclosed within a tamper-proof locking cage. Builder will not install unit until directed by NNDC, in conjunction with sales transaction.

### **12. Electrical**

- 12.1. Builder to wire house to current National Electric Code and City of Indianapolis Code. For home with all poly water services, electrical system must be grounded with two copper grounding rods.
- 12.2. Builder to provide up to four (4) phone lines/jacks throughout the house except for the bathrooms.
- 12.3. Builder to provide co-axial cables complete with connectors in all bedrooms, living room and kitchen.
- 12.4. Builder to provide one (1) overhead light or fan/light fixture controlled by a switch in each room.
- 12.5. Builder to provide one (1) exhaust fan/light combination fixture in each bathroom.
- 12.6. Builder to provide one (1) wall-mounted light fixture over vanity in each bathroom.
- 12.7. Builder to provide a dedicated circuit in the laundry room, in addition to normal circuit, for installation of security system to be provided by NNDC.
- 12.8. Builder to provide a doorbell on the latch side of front and rear house entries.
- 12.9. Builder to provide an exterior light at front and rear entries. Light to be installed on latch side of entry door(s).
- 12.10. Builder to provide a recirculating microwave range hood with light above range in kitchen.