



**INVITATION FOR BIDS**

**FOR**

**DOJ REPAIRS AND UPGRADES AT LAFITTE**

**SENIOR BUILDING - INTERIOR AND**

**EXTERIOR**

**IFB No. 24-912-31**

**SUBMISSION DATE: WEDNESDAY, AUGUST 21, 2024**

**2:00pm CST**

**PREPARED BY:**

**Housing Authority of New Orleans  
Procurement and Contracts Department  
4100 Touro Street  
New Orleans, LA 70122**

**ISSUED: July 22, 2024**

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**INVITATION FOR BID INFORMATION  
AT A GLANCE**

[Table No. 2]

AGENCY CONTACT PERSON	<b>Cheryl Morgan, Procurement Manager</b> Telephone: (504) 670-3445 E-mail: <a href="mailto:cmorgan@hano.org">cmorgan@hano.org</a>
HOW TO OBTAIN THE IFB DOCUMENTS AND ADDENDA ON HANO'S WEBSITE	<ol style="list-style-type: none"> <li>1. Access <a href="http://www.hano.org">www.hano.org</a>.</li> <li>2. Click on the "<b>Business</b>" tab on the blue taskbar.</li> <li>3. Click on "<b>Active Solicitations</b>" and go to the specific solicitation.</li> <li>4. If you have any problems accessing the IFB documents, please contact Procurement at <a href="mailto:cmorgan@hano.org">cmorgan@hano.org</a>.</li> </ol>
PRE-BID CONFERENCE/SITE VISIT	<b>A Pre-Bid Conference</b> will be held via Zoom; <a href="https://us02web.zoom.us/j/83478956707?pwd=r5aExNgawZvYKjZXz6Aw3UkkrGCJLF.1">https://us02web.zoom.us/j/83478956707?pwd=r5aExNgawZvYKjZXz6Aw3UkkrGCJLF.1</a> Meeting ID: 834 7895 6707 Passcode: 521382
QUESTION SUBMITTAL DEADLINE	<b>August 12, 2024, at 5:00pm</b>
HOW TO FULLY RESPOND TO THIS IFB BY SUBMITTING A BID SUBMITTAL	<ol style="list-style-type: none"> <li>1. As directed within Section 3.2.1 of the IFB document, submit proposed pricing, where provided for, within the IFB.</li> <li>2. As instructed within Section 3.0 of the IFB document, deliver <b>one (1)</b> complete set of the required submittals in a <b>sealed</b> envelope clearly marked with the words "<b>BID Documents</b>" to HANO's Procurement and Contracts Department (address below).</li> </ol>
BID SUBMITTAL RETURN AND DEADLINE	<b>August 21, 2024, at 2:00pm CST</b> Housing Authority of New Orleans Procurement and Contracts Department 4100 Touro Street, New Orleans, LA 70122

- 1.0 THE AGENCY’S RESERVATION OF RIGHTS.** The Agency reserves the right to:
- 1.1 Right to Reject, Waive, or Terminate the IFB.** Reject any or all bids, to waive any informality in the IFB process, or to terminate the IFB process at any time, if deemed by the Agency to be in its best interests.
  - 1.2 Right to Not Award.** Not to award a contract pursuant to this IFB.
  - 1.3 Right to Terminate.** Terminate a contract awarded pursuant to this IFB, at any time for its convenience upon 10 days written notice to the successful bidder(s).
  - 1.4 Right to Determine Time and Location.** Determine the days, hours, and locations that the successful bidder(s) shall provide the services called for in this IFB.
  - 1.5 Right to Retain Bids.** Retain all bids submitted and not permit withdrawal after bid opening and without the written consent of HANO’s Contracting Officer (CO).
  - 1.6 Right to Negotiate.** Negotiate with the apparent, low bidder
  - 1.7 Right to Reject Any Bid.** Reject and not consider any bid that does not meet the requirements of this IFB, including but not necessarily limited to incomplete bids and/or bids offering alternate or non-requested services.
  - 1.8 No Obligation to Compensate.** Have no obligation to compensate any bidder for any costs incurred in responding to this IFB.
  - 1.9 Right to Prohibit.** At any time during the IFB or contract process to prohibit any further participation by a bidder or reject any bid submitted that does not conform to any of the requirements detailed herein.
  - 1.10 Right to Reject - Obtaining Competitive Solicitation Documents.** HANO’s website and Procurement Staff are the only official and appropriate means to obtain the IFB documents (and any other information pertaining to this IFB such as addenda). Accordingly, by submitting a response to this IFB the respondent thereby affirms that he/she obtained all information on the website.



**2.0 SCOPE OF WORK**

The Housing Authority of New Orleans (HANO) is seeking General Contractors to perform repairs and upgrades to the interior and exterior of Lafitte Senior Building.

**THE BASE BID**

**2.1 GENERAL REQUIREMENTS:** The Contractor shall complete repairs as indicated in the Specifications in Appendix A and B.

**3.0 BID REQUIREMENTS.**

- A. Destructive and selective demolition to designate parts of the building to repair and upgrade code issues throughout the building.
- B. Contractor to make the repairs and upgrades stated in the contract documents.
- C. Work to be performed in a fully occupied building. Work shall be sequenced to accommodate the tenants. Contractor shall work with the building’s management on the scheduling of the work.

**3.1 BID SUBMITTALS**

[Table No. 3]

(1) IFB Section	(3) Description
3.1.1	<b>Form of Bid.</b> This Form must be fully completed, executed where provided thereon and submitted as a part of the bid submittal. <b>(REQUIRED)</b>
3.1.2	<b>Form HUD 5369-A (8/93), Certifications and Representations of Bidders, Construction Contract.</b> This Form is attached hereto as Attachment B to this IFB document. This form must be fully completed, executed where provided thereon and submitted under this tab as a part of the bid submittal. Attachment E <b>(REQUIRED)</b>
3.1.2.1	<b>Form HUD SF-LLL Disclosure of Lobbying Activities.</b> This Form is attached hereto as Attachment B-1 to this RFP document. This form <b>must</b> be fully completed, executed where provided thereon and submitted under this tab as a part of the bid submittal. <b>(REQUIRED)</b>
3.1.2.2	<b>Form HUD-50071 Certification of Payments to Influence Federal Transactions</b> This Form is attached hereto as Attachment B-2 to this IFB document. This form must be fully completed, executed where provided thereon and submitted under this tab as a part of the bid submittal.
3.1.2.3	<b>Form HUD-50070 Certification for a Drug-Free Workplace</b> This Form is attached hereto as Attachment B-3 to this RFP document. This form must be fully completed, executed where provided thereon and submitted under this tab as a part of the bid submittal. <b>(REQUIRED)</b>

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3.1.3	<b>Profile of Firm Form.</b> The Profile of Firm Form is attached hereto as Attachment C to this IFB document. This 2-page Form must be fully completed, executed, and submitted as a part of the bid submittal. <b>(REQUIRED)</b>
3.1.4	<b>Equal Employment Opportunity/Supplier Diversity Policy &amp; Statement.</b> The bidder must submit a copy of its Equal Opportunity Employment Policy <b>and</b> a complete description of the positive steps it will take to ensure compliance, to the greatest extent feasible, with the regulations detailed within the following Section 3.6 herein pertaining to supplier diversity (i.e., small, minority-, and women-owned businesses). <b><u>This statement MUST be submitted on the Company’s letterhead.</u></b> <b>(REQUIRED)</b>
3.1.5	<b>Acknowledgement of Addenda.</b> Please check HANO’s website under “Business” and “Active Solicitations” to confirm that you have read and acknowledged in writing all addenda issued and submit your acknowledgment of each addendum on Attachment H. <b>(REQUIRED)</b>
3.1.6	<b>Entry of Proposed Fees, Louisiana Uniform Public Work Bid Form</b> This bidder must submit their proposed fees on this form. The total base bid is inclusive of all fees associated with this project. Attachment I.
3.1.7	<b>Certification of Contractor Non-Exclusion</b> Attachment J
3.1.8	<b>Subcontractor/Joint Venture Information.</b> The bidder shall identify whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the bid is a joint venture with another firm. Please remember that all information required from the bidder under the preceding submittals must also be included for any major subcontractors (10% or more) or from any joint venture. <b>(If you do NOT plan to sub-contractor, include your statement on letter head and include in bid submittal)</b>
3.1.10	<b>Vendor Registration Form</b> Attachment L
3.1.11	<b>Bid Bond.</b> All bids must be accompanied by a bid guarantee at the time of submission, which shall be in the form of a certified check, cashier’s check, or bid bond for not more than five percent of the contract price of work to be done, as evidence of good faith of the bidder. <b>(REQUIRED)</b> Attachment M
3.1.12	<b>Statement of Bidder’s Qualifications.</b> This form must be submitted as a contributor to determining whether the bidder is responsible. <b>(REQUIRED)</b> Attachment P
3.1.13	<b>Corporate Resolution.</b> This form or a similar form must be submitted authorizing the signature of the bidder on behalf of the business. <b>(REQUIRED)</b> Attachment R
3.1.14	<b>Employment, Training and Contracting Plan. Pages 21-24 MUST</b> be completed and submitted with the sealed bid. The lowest bidder <b>MUST</b> complete the remaining required pages before Notice of Award is issued.

3.1.15	Section 3 Preference Form Attachment (D) (If you do NOT plan to participate in Section 3, indicate so on the Section 3 attachment)
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**3.2 Entry of Proposed Fees.**

**3.2.1** *A lump sum fee shall be submitted on the Louisiana Uniform Public Work Bid Form only (Attachment I). This form must bear an original signature. Do not refer to any of your fees or costs on other submittals.*

**3.2.2 Pricing Items.** The base bid is all-inclusive of the lump sum work for all related costs that the successful bidder will incur to provide the noted goods and services, including, but not limited to employee wages and benefits; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; travel expenses; document copying not specifically agreed to by the Agency; etc.

Bidders shall visit the project site prior to submitting a bid to familiarize themselves with the project. By submitting a bid, bidders acknowledge that they have visited the project site and are completely familiar with existing conditions and the full Scope of Work. Failure to properly assess the full Scope of Work will not be cause for an increase in the Contract Price and/or Time.

[Table No. 4]

(1) IFB Section	(2) Designation:	(3) Unit Price	(4) Quantity	(8) Total Cost:
Appendix A & B	Lump Sum Cost for Interior and Exterior Repairs at Lafitte Senior Building			
Total Base Bid				\$

**3.3 Additional Information pertaining to the preceding listed Pricing Items.**

**3.3.1 Manufacturer/Brand Names.** Wherever HANO specifies the name of a certain brand, make, manufacturer, or uses a definite specification, they are used only to denote the quality standard of product desired, and they do not restrict bidders to the specific brand, make, manufacturer, or specification named. They are used only to set forth and convey to prospective bidders the general style, type, character, and quality of product desired. Equivalent products may be acceptable.

**3.3.2 Price Escalation.** Pertaining to the ensuing contract, there shall be **no** escalation of the proposed unit costs allowed at any time during the awarded contract.

**3.3.3 Prior Approval Required.** Please note that the successful bidder shall NOT conduct any additional work without the prior written authorization of the

Agency representative (which will occur, at the Agency's discretion, via delivery of a Notice to Proceed and/or a signed Change Order, which may take the form of an e-mail). Failure to abide by this directive shall release the Agency of any obligation to pay the successful bidder for any work conducted without the noted prior written authorization.

**3.3.4 No Deposit/No Retainer.** The Agency will NOT pay any retainer fees as a result of award of the ensuing contract. This means that the Agency will pay the successful bidder for actual work performed only and pertaining to the fixed fee Pricing Item.

**3.4 Bid Submission.** All submittals must be submitted in a sealed enclosure and all bids must be submitted and time-stamped received in the designated Agency office by no later than submittal deadline stated herein (or within any ensuing addendum). A total of one (1) original signature copy bid submittal, shall be placed in a sealed package, and addressed to:

Housing Authority of New Orleans  
Procurement and Contracts Department Attn:  
Cheryl Morgan, Procurement and Contracts  
Manager  
4100 Touro Street  
New Orleans, Louisiana 70122

**3.4.1 Exterior of Submittal Package.** The package exterior must clearly denote the above noted IFB number and must have the bidder's name, return address, state of Louisiana Contractor's License number and date and time bids are due. Bids received after the published deadline will not be accepted. **Bids that do not have the required information on the outside of the bid package will not be accepted.**

**3.4.2 Submission Conditions.** DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Bidders are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to the Agency by the bidder, such may invalidate that bid. If, after accepting such a bid, the Agency decides that any such entry has not changed the intent of the bid that the Agency intended to receive, the Agency may accept the bid and the bid shall be considered by the Agency as if those additional marks, notations or requirements were not entered on such. By accessing and downloading these documents, each prospective bidder that does so is thereby agreeing to confirm all notices that the Agency delivers to him/her as instructed, and by submitting a bid, the bidder is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this IFB.

**3.4.3 Submission Responsibilities.** It shall be the responsibility of each bidder to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by the Agency, including the IFB document, the documents listed within the following Section 3.8 herein, and any addenda and required attachments submitted by the bidder.

By virtue of completing, signing, and submitting the completed documents, the bidder is stating his/her agreement to comply with all conditions and requirements set forth within those documents. Written notice from the bidder not authorized in writing from HANO to exclude any of the Agency requirements contained within the documents may cause that bidder to not be considered for award.

**3.5 Bidder’s Responsibilities – Contact with the Agency.** It is the responsibility of the bidder to address all communication and correspondence pertaining to this IFB process to the Procurement staff only. Bidders must not make inquiry or communicate with any other Agency staff member or official (including members of the Board of Commissioners pertaining to this IFB. Failure to abide by this requirement may be cause for the Agency to not consider a bid submittal received from any bidder who may not have abided by this directive.

**3.5.1 Addenda.** All questions and requests for information must be addressed in writing to **Cheryl Morgan, Procurement and Contracts Manager, at [cmorgan@hano.org](mailto:cmorgan@hano.org)**. Procurement will respond to all such inquiries in writing by addendum to all prospective bidders (i.e., firms or individuals that have obtained the IFB Documents). Bidders must provide written acknowledgement of addenda with their submissions.

**3.6 Bidder’s Responsibilities – Equal Employment Opportunity and Supplier Diversity.** Both the Contractor and the Agency have, pursuant to HUD regulation, certain responsibilities pertaining to the hiring and retention of personnel and subcontractors.

**3.6.1** Within 2 CFR §200.321 it states:

**3.6.1.1** Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

**3.6.1.2 (a)** The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

**3.6.1.3 (2)** Affirmative steps must include:

**3.6.1.3.1 (1)** Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

**3.6.1.3.2 (2)** Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

**3.6.1.3.3 (3)** Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;

3.6.1.3.4 (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;

3.6.1.3.5 (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

3.6.1.3.6 (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

3.6.2 Within HUD Procurement Handbook 7460.8 REV 2 it states:

3.6.2.1 **Section 15.5.A, Required Efforts.** Consistent with Presidential Orders 11625, 12138, and 12432, the <Agency> shall make every effort to ensure that small businesses, MBEs, WBEs, and labor surplus area businesses participate in <Agency> contracting.

3.6.2.2 **Section 15.5.B, Goals.** <The Agency> is encouraged to establish goals by which they can measure the effectiveness of their efforts in implementing programs in support of . . . contracting with disadvantaged firms. It is important to ensure that the means used to establish these goals do not have the effect of limiting competition and should not be used as mandatory set-aside or quota, except as may otherwise be expressly authorized in regulation or statute. Some localities have adopted minority contracting set-aside policies or geographic limitations, which may be in conflict with Federal requirements for full and open competition.

3.6.3 Within HANO's Procurement Policy it states that our Agency will:

3.6.3.1 **Assistance to Small and Other Business, Required Efforts:**

3.6.3.1.1 Including such firms, when qualified, on solicitation mailing lists;

3.6.3.1.2 Encouraging their participation through direct solicitation of bids or bids whenever they are potential sources;

3.6.3.1.3 Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;

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- 3.6.3.1.4 Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
- 3.6.3.1.5 Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and,
- 3.6.3.1.6 Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

**3.6.4 Requirements.** Accordingly, please see HANO’S Employment, Training, and Contracting Policy attached which details the information pertaining to this issue that the bidder must submit in response to this bid showing compliance, to the greatest extent feasible, with these regulations.

**3.7 Pre-bid Conference.** A pre-bid conference is scheduled for TBD via Zoom: <https://us02web.zoom.us/j/83478956707?pwd=r5aExNgawZvYKjZXz6Aw3UkkrGCJLF.1> Meeting ID: 834 7895 6707; Passcode: 521382.

**3.8 Recap of Attachments.** It is the responsibility of each bidder to verify that he/she has received the following attachments pertaining to this IFB, which are included as a part of this IFB:

[Table No. 5]

(1) IFB Section	(2) Document No.	(3) Attachment	(4) Description
3.8.1	1.0		This IFB Document
3.8.2	2.0		“No-Bid” Response Form
3.8.3	3.0	A	Form of Bid
3.8.4	4.0	B	Form HUD-5369 (10/2002), <i>Instructions to Bidders for Contracts Public and Indian Housing</i>
3.8.5	5.0	B-1	Form SF-LLL <i>Disclosure of Lobbying Activities</i>
3.8.6	6.0	B-2	Form HUD-50071 (01/14), <i>Certification of Payments to Influence Federal Transactions</i>
3.8.7	7.0	B-3	Form HUD-50070 (01/14), <i>Certification for a Drug-Free Workplace</i>
3.8.8	8.0	C	Profile of Firm Form
3.8.9	9.0	D	Section 3 Business Preference Form
3.8.10	10.0	E	Form HUD-5369-A (11/92), <i>Representations, Certifications, and Other Statements of Bidders</i>
3.8.11	11.0	F	<i>Supplemental Conditions for Bidders &amp; Contractors (SIPC)</i>



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3.8.12	12.0	G	HUD-5370 (01/2014), <i>General Conditions for Construction Contracts</i>
3.8.13	13.0	H	Acknowledgement of Addenda
3.8.14	14.0	I	Entry of Proposed Fees, <i>Louisiana Uniform Public Work Bid Form</i>
3.8.15	15.0	J	Certification of Contractor Non-Exclusion
3.8.16	16.0	K	E-Verification Affidavit ( <b>Only required to be submitted post-bid by the awarded bidder</b> )
3.8.17	17.0	L	Vendor Registration Form
3.8.18	18.0	M	Bid Bond Sample Form
3.8.19	19.0	N	Performance Bond Sample Form ( <b>Only required post-bid by the awarded bidder</b> )
3.8.20	20.0	O	Davis Bacon Wage Rates
3.8.21	21.0	P	Employment, Training and Contracting Policy
3.8.22	22.0	Q	Statement of Bidder's Qualifications
3.8.23	23.0	R	Corporate Resolution

**3.9 BID RESULTS.**

**3.9.1 Notice of Bid Award.** If an award is completed, all bidders will receive by e-mail either a Notice of Award or Notice of Regrets. Such notice shall inform all bidders of:

- 3.9.1.2 Which bidder received the award;
- 3.9.1.3 Where each bidder placed in the process as a result of the evaluation of the bids received;
- 3.9.1.4 The cost or financial offers received from each bidder;
- 3.9.1.5 Each bidder's right to a debriefing and to protest.

**3.9.2 Restrictions.** All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a bidder entity will be excluded from participation on the Agency evaluation committee. Similarly, all persons having ownership interest in and/or contract with a bidder entity will be excluded from participation on the Agency evaluation committee.

**4.0 CONTRACT AWARD.**

**4.1 Contract Award Procedure.** If a contract is awarded pursuant to this IFB, the following detailed procedures will be followed:



4.1.1 By completing, executing and submitting a bid, the “bidder is thereby agreeing to abide by all terms and conditions pertaining to this IFB as issued by the Agency,” including the contract clauses already attached in Attachment G. Accordingly, the Agency has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

4.2 **Contract Conditions.** The following provisions are considered mandatory conditions of any contract award made by HANO pursuant to this IFB:

4.2.1 **Contract Form.** The Agency will not execute a contract on the Contractor’s form – contracts will only be executed on the Agency’s form (please see standard contract clauses on Attachment F and G each attached hereto), and by submitting a bid the Contractor agrees to do so (please note that HANO reserves the right to amend this form as the Agency deems necessary). However, the Agency will during the IFB process (prior to the posted question deadline) consider any contract clauses that the bidder wishes to include therein and submits in writing a request for the Agency to do so; but the failure of the Agency to include such clauses does not give the Contractor the right to refuse to execute the Agency’s contract form. It is the responsibility of each prospective bidder to notify the Agency, in writing, prior to submitting a bid, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The Agency will consider and respond to such written correspondence, and if the prospective bidder is not willing to abide by the Agency’s response (decision), then that prospective bidder shall be deemed ineligible to submit a bid.

4.2.1.1 **Mandatory HUD Forms.** Please note that HANO has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this IFB.

4.2.1.2 **E-Verify Affidavit.** The Contractor must certify compliance with Louisiana’s E-Verify requirements, in that the Contractor is registered, uses, and will continue to use the E-Verify, Federal Work Authorization Program throughout the contract period. This Form is attached hereto as Attachment G-4 to this IFB document. This 1-page Form will be fully completed and executed where provided thereon by the successful bidder and will be a part of the ensuing contract (NOTE: It is NOT necessary to complete and submit this form as a part of the bid submittal – only the awarded bidder(s) will be required to do so as a part of the contract execution).

4.2.2 **Assignment of Personnel.** HANO shall retain the right to demand and receive a change in personnel assigned to the work if HANO believes that such change is in the best interest of HANO and the completion of the contracted work.

4.2.3 **Unauthorized Subcontracting Prohibited.** The Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this IFB (including, but not limited to, selling or transferring the contract) without the

prior written consent of HANO. Any purported assignment of interest or delegation of duty, without the prior written consent of HANO shall be void and may result in the cancellation of the contract with the Agency, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; as determined by HANO.

- 4.3 Time of Completion.** The Contractor shall commence work under this contract at the time stipulated in the written “Notice to Proceed” (NTP) issued by the local authority. The Contractor shall complete the work in **22 Months**. The work shall be considered complete only when the Local Authority has issued its formal “Certificate of Acceptance”.
- 4.4 Licensing and Insurance Requirements.** Prior to award (but not as a part of the bid submission) the *Contractor* will be required to provide:
- 4.4.1 The project shall be awarded only to contractors who are licensed under State of Louisiana Contractors License Law La. R.S. 37:2150-2192 with a major classification in Building Construction/Roofing.**
- 4.4.2 Workers Compensation Insurance.** An original certificate evidencing the bidder’s current industrial (worker’s compensation) insurance carrier and coverage amount not less than \$100,000.00 (NOTE: Workers Compensation Insurance will be required of any Contractor that has employees other than just the owner working on-site to provide the services);
- 4.4.3 General Liability Insurance.** An original certificate evidencing General Liability coverage, naming HANO as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of HANO as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a commercially reasonable deductible (i.e., “commercially reasonable,” meaning at least 1% of the “general aggregate minimum” of the policy, with a maximum deductible amount of \$50,000); **Automobile Insurance.** An original certificate showing the bidder’s automobile insurance coverage in a combined single limit of \$500,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$100,000/\$300,000 and medical pay of \$5,000.
- 4.4.4 City/Parish/State Business License.** If applicable, a copy of the bidder’s business license allowing that entity to provide such services within the City of New Orleans, Orleans Parish, and/or the State of Louisiana.
- 4.4.5 Certificates/Profile of Firm Form.** Pertaining to the aforementioned (within Sections 5.4.1 through 5.4.5) insurance certificates and licenses, each bidder is required to enter related information where provided for on the Profile of Firm Form (do not attach or submit copies of the insurance certificates or licenses within the bid submittal – we will garner the necessary documents from the

successful bidder prior to contract execution).

**4.5 Contract Service Standards.** All work performed pursuant to this IFB must conform and comply with all applicable local, state and federal codes, statutes, laws, and regulations.

**4.5 Prompt Return of Contract Documents.** Any and all documents required to complete the contract, including contract signature by the successful bidders, shall be provided to the Agency within **10 workdays** of notification by the Agency.

**Index of Tables**

**[Table No. 8]**

Table	Description
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# Appendix A

## Summary and Scope of Work

# Specifications



***PROJECT MANUAL***  
***FOR***  
***DOJ REPAIRS AND UPGRADES***  
***AT***  
***LAFITTE SENIOR BUILDING INTERIOR***  
***AND EXTERIOR WORK ITEMS***  
***700 N. Galvez Ave***  
***New Orleans, Louisiana 70119***

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***Evette Hester - Executive Director***

***IFB # 24-912-31***  
***ECM Project No. 22462.12***



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***June 3, 2024***

**SET NO. \_\_\_\_\_**

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# DIVISION

# 1

## **GENERAL REQUIREMENTS**



## **SECTION 01010**

### **SUMMARY OF WORK**

#### **PART 1 – GENERAL**

##### **1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the contract, including General and Supplementary Conditions and Divisions 1 Specifications Section, apply to the work of this Section.

##### **1.2 SCOPE OF WORK**

###### **THE BASE BID**

- A. Destructive and selective demolition to designate parts of the building to repair and upgrade code issues throughout the building.
- B. Contractor to make the repairs and upgrades stated in the contract documents.
- C. Work to be performed in a fully occupied building. Work shall be sequenced to accommodate the tenants. Contractor shall work with the building's management on the scheduling of the work.

##### **1.3 GENERAL**

- A. The Contractor shall furnish all labor, materials, equipment tools, service, and incidentals to complete all work required by these specifications and as shown on the drawings and as directed by the engineer/architect.
- B. The Contractor shall perform the work and make ready for use of the building. If any damages to existing equipment or the building are made during construction, contractor will rectify at his own cost.
- C. Furnish and install all materials, equipment, and labor which is reasonably and properly inferable and necessary for the proper completion of the work, whether specially indicated in the Contract documents or not.
- D. Protect all existing building components and contents from damage. It is intended that any existing building components and contents in place shall be repaired to original condition if damaged by work of this Contract.
- E. Contractor shall verify all field and project conditions prior to preparing his bid. Any conditions not described in these drawings and specifications shall be brought to the attention of the A/E ten (10) days prior to bid date. Failure to do so shall render the contractor responsible for correction of this condition should he be awarded the contract.
- F. The work "provide" as used in these specifications and on the drawings will be termed to mean "furnish and install".
- G. Visit and examine the project site with all authorities concerned in order to become familiar with all existing conditions pertinent to the work to be performed thereon. No additional compensation will be allowed for failure to be so informed. Pay all costs and fees for utility connections as applicable.

- H. All work shall be performed in a neat and workmanlike manner and in accordance with all codes, standards, and requirements of the industry.
- I. Check all specifications and all drawings and bring to the attention of the A/E any conflicts or variations as shown or noted.
- J. Specifications and accompanying drawings apply to all material and / or labor for construction of work specified herein and shown on drawings.
- K. The Contractor shall pay for all taxes, license, and permits required for execution of the work. Note: This is a sales tax-exempt project. Refer to the Front-End documents in Bid Package.
- L. For any points which are not clear, or from items and/or details which the Contractor feels are in need of clarification, provide request of clarifications in writing to HANO's Procurement Department. Refer to Front-End Documents in Bid Package.
- M. The drawings and the specifications are complementary and what is shown and/or called for shall be furnished and installed the same as if shown and/or called for in the other.
- N. In case of discrepancies and/or ambiguities in the drawings and/or in the specifications, submit requests for clarifications in writing to HANO's Procurement Department. Refer to the Front-End Documents in the Bid Package. Failure to do so on the part of the successful bidder shall be construed as explicit agreement on his part to abide by the A/E's decision in such matters.

#### **1.4 WORK SEQUENCE**

- A. Contractor is responsible for work sequence.

#### **1.5 CONTRACTOR USE OF PREMISES**

- A. Confine operations at site to areas permitted by law, ordinances, permits, Contract documents, and the Owner.
- B. Do not unreasonably encounter the site with materials or equipment. Assume full responsibility for protection and safekeeping of products stored on premises. Move stored products which interfere with operation of Owner.
- C. Do not load structures with weight that will endanger structure.
- D. Use of site – Limit use of site for work and storage. Coordinate parking areas, materials delivery, and storage areas at site with Architect, HANO and Property Manager of Lafitte Senior.
- E. In no case shall the work interfere with existing streets, drives, walks, passageways, pedestrian traffic, and the like. Comply with provisions of the contract and regulatory of the contract and regulatory ordinances.
- F. Contractor shall at all times conduct his operations to ensure the least inconvenience to the general public.

## **1.6 CONSTRUCTION AREAS**

- A. Contractor shall limit his use of the construction areas for work and for storage to allow for work by other contractors, Owner's use, and public use as applicable.
- B. Assume full responsibility for the protection and safekeeping of products under this contract stored on site.
- C. Move any stored products under Contractor's control which interfere with operations of the Owner or separate contractor.
- D. Obtain and pay for the use of additional storage or work areas needed for operation.
- E. It is assumed there will be no need for street closures on this project. Should the need arise, the Contractor shall submit for and obtain the permits required for any street closures.

**END OF SECTION**

## **SECTION 01045**

### **CUTTING AND PATCHING**

#### **PART 1 - GENERAL**

##### **1.1 RELATED DOCUMENTS**

Drawings and general provisions of contract, including General and Supplementary Conditions and Division-1 Specification Sections apply to work of this Section.

##### **1.2 SCOPE OF WORK**

The work done under this section includes the furnishing of all labor, materials, equipment, and services necessary to complete the cutting, fitting, and patching required in the execution of this Project.

##### **1.3 DESCRIPTION**

Contractor shall be responsible for all cutting, fitting, and patching, required to complete the work and/or to:

- A. Make its several parts fit together properly.
- B. Uncover portions of the work to provide for installation of ill-timed work.
- C. Remove and replace defective work.
- D. Remove and replace work not conforming to requirements of the Contract documents.
- E. Provide repairs to match the finishes of the adjacent construction. Any area receiving corrective work relating in painting, the entire wall surface where the patch is made shall be painted.

##### **1.4 SUBMITTALS**

- A. For cutting not indicated to be performed in the documents, submit a written request to A/E three (3) working days in advance of executing any cutting or alteration which affects:
  - 1. The structural value or integrity of any element of the Project.
  - 2. The integrity or effectiveness of weather-exposed or moisture-resistant elements or systems.
  - 3. The efficiency, operational life, maintenance, or safety of operational elements.
  - 4. The visual quality of sight-exposed elements.
- B. The request shall include:

1. Identification of the Project.
  2. Description of the affected work.
  3. The necessity for cutting, alteration, or excavation.
  4. The effect on the structural or weatherproof integrity of the Project.
  5. Description of the proposed work:
    - a. The scope of cutting, patching, alteration, or excavation.
    - b. The trades who will execute the work.
    - c. Products proposed to be used.
    - d. The extent of refinishing to be done.
  6. Alternatives to cutting and patching.
  7. Cost proposal, when applicable.
  8. Written permission of any separate contractor whose work will be affected.
- C. Should conditions of the work or the schedule indicate a change of products from the original installation, Contractor shall submit a request for substitution.
- D. Submit a written notice to A/E designating the date and the time the work will be uncovered.

## **PART 2 - PRODUCTS**

### **2.1 MATERIALS**

Comply with specifications and standards for each specific product involved.

## **PART 3 - EXECUTION**

### **3.1 INSPECTION**

- A. Inspect existing conditions of the Project, including elements subject to damage or to movement during cutting and patching.
- B. After uncovering work, inspect the conditions affecting the installation of products or performance of the work.
- C. Report unsatisfactory or questionable conditions to the A/E in writing; do not proceed with the work until the A/E has provided further instructions.

### **3.2 PREPARATION**

- A. Provide adequate temporary support as necessary to assure the structural value or integrity of the affected portion of the work.
- B. Provide devices and methods to protect other portions of the Project from damage.
- C. Provide protection from the elements for that portion of the Project which may be

exposed by cutting and patching work.

- D. The Contractor shall be responsible for and shall properly protect all conduit, wires, equipment, drains, pipes, and other property of the Owner's or public service corporations which are not noted to be demolished or removed.

### **3.3 PERFORMANCE**

- A. Execute cutting and patching by methods which will prevent damage to existing building components and contents and will provide proper surfaces to receive installation of repairs.
- B. Execute fitting and adjustment of products to provide a finished installation to comply with specified products, functions, tolerances, and finishes.
- C. Restore work which has been cut or removed; install new products to provide completed work in accordance with requirements of Contract documents.
- D. Fit work airtight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- E. Refinish entire surfaces as necessary to provide an even finish to match adjacent finishes.
  - 1. For continuous surfaces, refinish to nearest expansion joint.
  - 2. For an assembly, refinish the entire unit.

**END OF SECTION**

## **SECTION 01300**

### **SUBMITTALS**

#### **PART 1 – GENERAL**

##### **1.1 GENERAL:**

- A. This specification Section is intended to augment the provisions of Division 0 documents. The specific requirements of those documents shall supersede in the event of direct conflict with any provision of this specification Section as stated herein.

##### **1.2 DESCRIPTION OF WORK:**

- A. This Section specifies administrative and procedural requirements for submittals required for performance of the Work, including:
  - 1. Submittal Schedule
  - 2. Shop Drawings
  - 3. Product Data
  - 4. Samples
- B. Administrative Submittals:
  - 1. Refer to Division-1 and other Contract Documents for requirements for administrative submittals. Such submittals include, but are not limited to:
    - a. Permits
    - b. Applications for payment
    - c. Performance and payment bonds
    - d. Insurance Certificates

##### **1.3 SUBMITTAL PROCEDURES:**

- A. Submittal Preparation:
  - 1. Place a permanent label, title block, or submittal data sheet (sample at end of this Section) attached to each individual submittal for identification.
  - 2. Include the following information on the label for processing and recording action taken:
    - a. Project name
    - b. Date
    - c. Name and address of Architect
    - d. Name and address of General Contractor
    - e. Name and address of Owner
    - f. Name, phone number and address of subcontractor
    - g. Name, phone number and address of supplier
    - h. Name and phone number of manufacturer and his representative
    - i. Number and title of appropriate Specification Section and Article/ Paragraph, as appropriate
    - j. Drawing number and detail references, as appropriate
    - k. General Contractor's review stamp
    - l. Area for Architect's review comments

#### **1.4 SUBMITTAL SCHEDULE:**

- A. The General Contractor shall prepare and submit to the Architect prior to the Date of Commencement a schedule of Shop Drawings and Submittals as required in the Contract Documents. Schedule shall fix dates for submission, and the lead time for each submittal as related to requirements for return receipt for submittal to expedite delivery of material to maintain Progress Schedule. It is to be understood that this Schedule will be subject to change from time to time in accordance with the progress of the work.
- B. Coordinate submittal schedule with the list of subcontracts, schedule of values and the list of products as well as the General Contractor's construction schedule.
- C. Submittal log shall be updated by the General Contractor monthly until all submittals are approved by the Architect and related Consultants.

#### **1.5 STAFF NAMES:**

- A. Within ten (10) days after the Notice to Proceed, submit a list of the General Contractor's principal staff assignments, including the Project Manager, Superintendent and other personnel in attendance at the site; identify individuals, their duties and responsibilities; list their addresses and telephone numbers (including emergency telephone numbers).

#### **1.6 LIST OF SUBCONTRACTORS:**

- A. The list of subcontractors required shall be submitted to the Architect no later than ten (10) days from the Date of Commencement. This list shall include the names of manufacturers, material suppliers, and installers proposed for each of the products, equipment, and materials to be incorporated into this project.
- B. The General Contractor shall furnish upon request adequate data on any named entity on the list in order to permit the Architect and Owner to conduct a proper evaluation. Failure to object to a manufacturer shall not constitute a waiver of any of the requirements of the Contract Documents, and all products furnished by the listed manufacturer must conform to such requirements.

#### **1.7 SHOP DRAWINGS:**

- A. General:
  - 1. Each submittal shall be complete with a "Submittal Data" sheet completely filled out with all requested information including the General Contractor's stamp. A sample "Submittal Data" sheet is included at the end of this section.
  - 2. All submittals shall be dated and shall contain the project name; description or names of equipment; materials or equipment which are to be installed, reference to the Section of Specifications where it is specified and Drawing number where shown.
- B. Shop Drawings:
  - 1. Submit legible, reproducible prints of each drawing. Each drawing shall have a clear space for stamps. When phrase "by others" appears on Shop Drawings, General Contractor shall indicate on drawing who is to furnish material or operations so marked before submittal. When Shop Drawings are checked "resubmit", or words of like meaning, General Contractor shall correct and submit new reproducible prints for approval to the Architect. After completion of checking of each submission of Shop Drawings, the Architect will return prints to General Contractor. For use of all trades, the General Contractor shall provide such numbers of prints as are required for field distribution.
  - 2. General Contractor shall review and approve submittals prior to submission to Architect.



Failure to do so may result in return of submittal to General Contractor without Architect's review.

3. By approving and submitting Shop Drawings, Product Data, Samples and similar submittals, General Contractor represents that he has determined and verified materials, field measurements and field construction criteria related thereto, or will do so, and has checked and coordinated the information contained within such submittals with the requirements of the Work and the Contract Documents.
4. The responsibility for coordinating the Shop Drawings including technical data, capability (warranted and implied), sizing, color, texture, etc. shall be the sole responsibility of the General Contractor. The coordination between subcontractor and/ or material supplier shall be the responsibility of the General Contractor. The Project Coordinator shall be responsible to supervise this activity.
5. The Architect will review each of the General Contractor's submittals one initial time and, should resubmittal be required, one additional time to verify that the reasons for resubmittal have been addressed by the General Contractor and corrections made. Should additional resubmittals be required, the General Contractor shall reimburse the Owner for all costs incurred including the cost of the Architect's services made necessary to review such additional resubmittals.

C. Sheet Size:

1. Submit Shop Drawings on sheets 30" x 42" or 24" x 36".
2. HANO copy of approved shop drawings shall be on 11"x17" and in PDF on flash 23 drives(s). Flash drive(s) shall be labeled: LAFITTE SENIOR UPGRADES - SHOP DRAWINGS.

**1.8 SAMPLES:**

- A. Unless otherwise specifically directed by the Architect, all Samples shall be of the precise article proposed to be furnished.
- B. Where variation in color, pattern, texture or other characteristics are inherent in the material or product represented, submit multiple units (not less than 3), that show approximate limits of the variations.
- C. Refer to Specifications for requirements for Samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation and similar construction characteristics.
- D. Submit all Samples in the quantity which is required to be returned plus one which will be retained by the Architect.

**1.9 DELIVERABLES OF SUBMITTALS:**

- A. Submit to HANO shall receive one (1) hard copy and one (1) electronic copy in PDF on flash drive(s) of all "Approved" submittals. Flash drive(s) shall be labeled: LAFITTE SENIOR UPGRADES - SHOP DRAWINGS..

**PART 2 – PRODUCTS**

Not applicable

**PART 3 – EXECUTION**

Not applicable

SEE SAMPLE SUBMITTAL DATA SHEET NEXT PAGE

**END OF SECTION \_\_\_\_\_**

**SUBMITTAL DATA**

SUBMITTAL DATE:

NAME OF PROJECT:

OWNER:

ARCHITECT:

CONTRACTOR:

SUBCONTRACTOR:

SUPPLIER/ MANUFACTURER:

SPECIFICATION DIVISION NO.:

SPECIFICATION PARAGRAPH NO.:

DRAWING REFERENCE: CONTRACTOR'S

APPROVAL STAMP:

## **SECTION 01315**

### **PROGRESS SCHEDULES**

#### **PART 1 – GENERAL**

##### **1.1 GENERAL:**

- A. This specification Section is intended to augment the provisions of Division 0 documents. The specific requirements of those documents shall supersede in the event of direct conflict with any provision of this specification Section as stated herein.

##### **1.2 DESCRIPTION OF WORK:**

- A. Work Specified In This Section:
  - 1. This Section specifies administrative and procedural requirements for the progress schedules and reporting progress of the Work.
- B. Refer to General Conditions and the Agreement, for definitions and specific dates of Contract Time.

##### **1.3 RELATED WORK:**

- A. Division 0 – General Conditions of the Contract
- B. Division 0 – Supplementary General Conditions

##### **1.4 QUALITY ASSURANCE:**

- A. The General Contractor as “Project Coordinator” shall provide the progress scheduling services, including planning evaluating and reporting.
- B. General Contractor shall deliver the schedules to the Architect within 48 hours of request.

##### **1.5 PROGRESS SCHEDULE:**

- A. Schedule Format:
  - 1. Network Analysis Schedule (NAS):
    - a. Schedule method requested for use with Large/ Complex projects.
    - b. Construction Progress Schedule, utilizing a Critical Path Method (CPM) of scheduling, shall be detailed to a degree which will permit proper and complete coordination of all trades in each portion of the work. Therefore, the schedule shall specifically indicate dates in accordance with General Conditions, which shall include, but is not limited to the following:
      - 1) Date of Notice To Proceed
      - 2) Dates of major activities critical for other work
      - 3) Dates scheduled for delivery of major items of equipment
      - 4) Dates scheduled for completion of installation of major items of equipment
      - 5) The anticipated date of Substantial Completion
      - 6) The date of Substantial Completion of the project, as established by the Contract
      - 7) The date of Final Completion of the project, as established by the Contract

2. Bar Chart Schedule:

- a. Schedule method requested for use with Small projects or as approved by Architect.
- b. Construction project schedule, utilizing a Bar Chart method of scheduling, shall be detailed to a degree which will permit proper and complete coordination of all trades in each portion of the work. Therefore, the schedule shall specifically indicate dates in accordance with General Conditions, which shall include, but is not limited to the following:
  - 1) Date of Notice To Proceed
  - 2) Dates of major activities critical for other work
  - 3) Dates scheduled for delivery of major items of equipment
  - 4) Dates scheduled for completion of installation of major items of equipment
  - 5) The anticipated date of Substantial Completion
  - 6) The date of Substantial Completion of the project, as established by the Contract
  - 7) The date of Final Completion of the project, as established by the Contract

A. Phasing:

1. Provide notations on the schedule to show how the sequence of the Work is affected by requirements for phased completion to permit Work by separate Contractors and partial occupancy by the Owner prior to Substantial Completion.

C. Format:

1. Display the full network or bar chart on opaque prints of sufficient width to show data clearly for the entire construction period. Prints shall be a maximum of 11" x 17" for reproducibility.
2. Mark the critical path. Locate the critical path near the center of the network/ chart; locate paths with the most float near the edges.
3. Sub networks on separate sheets are permissible for activities clearly off the critical path.

D. Schedule Updating:

1. Revise the schedule immediately after each meeting or other activity, where revisions have been recognized or made including all approved CPR's.

**PART 2 – PRODUCTS**

Not Applicable

**PART 3 – EXECUTION**

Not Applicable

**END OF SECTION**

## **SECTION 01700 - PROJECT CLOSEOUT**

### **PROJECT CLOSEOUT**

#### **PART 1 – GENERAL**

##### **1.1 DESCRIPTION OF WORK:**

###### A. Work Included in This Section:

1. This Section specifies administrative and procedural requirements for project closeout, including, but not limited to, the following:
  - a. Inspection procedures
  - b. Project record document submittal
  - c. Operating and maintenance manual submittal
  - d. Submittal of warranties
2. Closeout requirements for specific construction activities are included in the appropriate Sections.

##### **1.2 RELATED WORK:**

- A. Division 0 – General Conditions of the Contract
- B. Division 0 – HUD General Conditions (Form 5370) and Supplemental Conditions
- C. Division 0 – Special Conditions
- D. Section 01300 - Submittals

##### **1.3 SUBSTANTIAL COMPLETION:**

###### A. General:

1. The Work will only be considered suitable for Substantial Completion when all work indicated in the bid documents is complete. The project shall be complete in its entirety.
2. Upon Substantial Completion of the Work and upon application by the General Contractor and recommendation by the Architect, the Owner shall make payment, reflecting adjustment in retainage, if any, for such Work or portion thereof as provided in the Contract Documents.

B. Forms:

1. All forms to be used shall be American Institute of Architect (AIA) forms, unless noted otherwise.

C. Preliminary Procedures: Before requesting inspection for certification of Substantial Completion, complete the following. List exceptions in the request.

1. The General Contractor considers the Work, or a portion thereof which the Owner agrees to with no separation, is substantially complete, the General Contractor shall prepare and submit to the Architect a comprehensive list of items to be completed or corrected prior to final payment. Failure to include an item on such list does not alter the responsibility of the General Contractor to complete all Work in accordance with the Bidding and Contract Documents.
2. Advise Owner of pending insurance change-over requirements and submit consent of surety.
3. Submit specific warranties, workmanship bonds, maintenance agreements, final certifications and similar documents.
4. Obtain and submit releases enabling the Owner unrestricted use of the Work and access to services and utilities; include occupancy permits, operating certificates and similar releases.
5. Deliver tools, spare parts, extra stock, and similar items.
6. Complete start-up testing of systems, and instruction of the Owner's operating and maintenance personnel. Discontinue or change over and remove temporary facilities from the site, along with construction tools, mock-ups, and similar elements.
7. Remove temporary facilities, construction equipment and temporary services. Restore disturbed items to original condition or better.
8. Complete final cleanup requirements, including touch-up painting. Touch-up and otherwise repair and restore marred exposed finishes.
9. Submit an acceptable copy of the HVAC Test and Balance Reports (if applicable).
10. Submit all Final Inspections Certificates along with a Use and Occupancy Certificate.

D. Inspection Procedures: Due to portions of the Work being performed within occupied residential units, inspections for partial substantial completion will be performed at the completion of Work in each unit.

1. On receipt of a request for inspection for Substantial Completion, the Architect will either proceed with inspection or advise the General Contractor of unfilled requirements. The Architect will prepare the Certificate of Substantial Completion following inspection or advise the General Contractor of construction that must be completed or corrected before the certificate will be issued.
2. The Architect will repeat inspection when requested in writing by the General Contractor and assured that the Work has been substantially completed and all items that were incomplete have been corrected.
3. Results of the completed inspection will form the basis of requirements for final acceptance.

E. Re-inspection Procedure:

1. In the event that more than the two inspections by the Architect described above are made necessary by the failure of the General Contractor to complete the Work, or to complete or correct items identified on the list of such items, the General Contractor shall reimburse the Owner for all costs incurred including the cost of the Architect's services made necessary thereby.
2. Upon completion of re-inspection, the Architect will prepare a Partial Certificate of Substantial Completion and a final Certificate of Substantial Completion at the end of the

Work, or advise the General Contractor of Work that is incomplete or of obligations that have not been fulfilled but are required for Substantial Completion.

#### **1.4 FINAL ACCEPTANCE:**

- A. At the completion of the Project prior to receiving final payment, the General Contractor shall furnish the Owner, through the Architect, properly signed and notarized waivers of lien from all subcontractors employed and material suppliers furnishing materials for the Project. Such waivers shall be submitted before final payment will be certified by the Architect to the Owner (AIA G706A). Also, at the completion of the contract, the General Contractor shall provide documentation for the signature of the Owner and General Contractor signifying the completion of the contractual obligation and the cancellation of the contract. This documentation shall be filed by the Contractor with the Recorder of Mortgages and proof of contract cancellation provided to the Owner. Upon completion of these items, final payment shall be due to the General Contractor.
- B. Preliminary Procedures:
  - 1. Before requesting final inspection for final payment, complete the following (list exceptions in the request):
    - a. Submit a copy of the Architect's final inspection list of items to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance (by initialing each individual item), and the list has been endorsed and dated by the Architect
    - b. Submit record drawings, maintenance manuals, final project photographs, and similar final record information
    - c. Submit Consent of Surety to Final Payment (AIA G707)
    - d. Submit evidence of final, continuing insurance coverage complying with insurance requirements
    - e. Guarantees, Warranties and Bonds
    - f. Spare parts and Maintenance Materials
    - g. Certificate of Insurance for Products and Completed Operations
    - h. Certificate of Occupancy, if required
    - i. All remnants required by the Contract Documents
    - j. Any other items as required by the Architect and/ or Owner

#### **1.5 RECORD DOCUMENT SUBMITTALS:**

- A. General:
  - 1. The General Contractor shall record on the Record Drawings maintained at the site all changes and selections made during construction and shall locate by dimensions showing actual field measurements of all major items which will be concealed in the completed work. These items shall include location of piping repaired or replaced and items above hard ceilings such as repairs of ducts, piping, etc.
  - 2. Dimensions are to be taken from face of building lines to centerline of piping or conduit.
  - 3. Do not use record documents for construction purposes; protect from deterioration and loss in a secure, fire-resistive location; provide access to record documents for the Architect's reference during normal working hours.
- B. Record Drawings:

1. Provide one (1) print copy of record drawings.
2. Record drawings shall be provided in the form of reproducible drawing sheets (reproducible bond) and reflect changes in the work and locations of concealed items for all trades including plumbing, mechanical, electrical and general construction. Bond prints of the original contract documents may be purchased from the Architect at the Architect's standard printing rate.
3. Mark the set to show the actual installation where the installation varies substantially from the Work as originally shown.
4. Mark whichever drawing is most capable of showing conditions fully and accurately; where Shop Drawings are used, record a cross-reference at the corresponding location on the Contract Drawings. Give particular attention to concealed elements that would be difficult to measure and record at a later date.
5. Mark new information that is important to the Owner, but was not shown on Contract Drawings or Shop Drawings.
6. Note related Change Order numbers where applicable.

C. Record Specifications:

1. Maintain one (1) complete copy of the Project Manual, including addenda, and one (1) copy of other written construction documents such as Change Orders and modifications issued in printed form during construction. Mark these documents to show variations in actual Work performed in comparison with the text of the Specifications and modifications.
2. Give particular attention to substitutions, selection of options and similar information on elements that are concealed or cannot otherwise be readily discerned later by direct observation. Note related record drawing information and Product Data.
3. Upon completion of the Work, submit record Specifications to the Architect for the Owner's records.

D. Shop Drawings:

1. Provide one (1) print copy of reviewed shop drawings (include all review comments from Architect and Consultants).
2. Deliver General Contractor's approved copy of all shop drawings submitted during the course of the project.

E. Miscellaneous Record Submittals:

1. Refer to other Specification Sections for requirements of miscellaneous record-keeping and submittals in connection with actual performance of the Work. Immediately prior to the date or dates of Substantial Completion, complete miscellaneous records and place in good order, properly identified and bound or filed, ready for continued use and reference. Submit to the Architect for the Owner's records.

F. Electronic Record Documents:

1. Provide three (3) copies of electronic version on flash or thumb drive of sufficient capacity including record drawings, record specifications, shop drawings, miscellaneous record submittals, maintenance manuals, instructions, and warranties.

## **1.6 MAINTENANCE MANUAL AND INSTRUCTIONS:**

- A. General Contractor shall, prior to completion of Contract, deliver to the Architect three (3) copies of a manual, assembled, indexed, and bound; presenting for the Owner's guidance, full details for care and maintenance of mechanical, electrical, and other equipment included in Contract.



Manuals shall include parts lists for each item of equipment furnished under the Contract.

- B. General Contractor shall, for this manual, obtain from Subcontractors, literature of manufacturers relating to equipment, including motors; also furnish cuts, wiring diagrams, instruction sheets, and other information pertaining to same that will be useful to Owner in overall operation and maintenance. Include also, the name, address, and phone number of the nearest sales and service organization for each item.

C. General:

1. Organize each manual into separate Sections for each piece of related equipment.
2. Index all data as per the Table of Contents.
3. As a minimum each manual shall contain a title page, a table of contents, copies of Product Data, supplemented by drawings and written text, and copies of each warranty, bond and service Contract issued.

D. Binders:

1. Identify each binder on the front and spine, with the typed or printed title "OPERATION AND MAINTENANCE MANUAL", Project title or name, and subject matter covered. Indicate the volume number for multiple volume sets of manuals.
2. The binders shall be hard-cover, three-ring notebook, embossed with the name of the project, spring-lock metal label holders, and piano hinge edges, (2" capacity) 11" x 8-1/2" with heavy duty rings. Provide the number of binders required to properly contain all information required.

E. Drawings:

1. Where drawings or diagrams are required as part of the manual, provide reinforced punched binder tabs on the drawings and bind in with the text.
2. Where oversize drawings are necessary, fold the drawings to the same size as the text pages and use as a fold-out.
3. If drawings are too large to be used practically as a fold-out, place the drawing, neatly folded, in the front or rear pocket of the binder. Insert a typewritten page indicating the drawing title, description of contents and drawing location at the appropriate location in the manual.

F. Protective Plastic Jackets:

1. Provide protective transparent plastic jackets designed to enclose diagnostic software for computerized electronic equipment if required.

G. Text Material:

1. Where written material is required as part of the manual use the manufacturer's standard printed material, or if it is not available, specially prepared data, neatly typewritten, on 8-1/2" by 11", 20 pound white bond paper.
2. Such data called for under separate Sections of the Specifications, shall be included in the manual described in this Section.

H. Title Page:

1. Provide a title page in a transparent plastic envelope as the first sheet of each manual. Provide the following information:
  - a. Subject matter covered by the manual

- b. Name and address of the Project
- c. Date of submittal
- d. Name, address, and telephone number of the Contractor
- e. Name and address of the Architect
- f. Cross reference to related systems in other operating and maintenance manuals

I. Table of Contents:

1. After the Title Page, include a typewritten table of contents for each volume, arranged systematically according to the Project Manual format. Include a list of each product included, identified by product name or other appropriate identifying symbol and indexed to the content of the volume.
2. Where more than one volume is required to accommodate data for a particular system, provide a comprehensive table of contents for all volumes in each volume of the set.

J. General Information:

1. Provide a general information Section immediately following the Table of Contents, listing each product included in the manual, identified by product name. Under each product, list the name, address, and telephone number of the Subcontractor or installer, and the maintenance contractor. Clearly delineate the extent of responsibility of each of these entities. In addition, list a local source for replacement parts and equipment.

K. Product Data:

1. Where manufacturer's standard printed data is included in the manuals, include only sheets that are pertinent to the part or product installed. Mark each sheet to identify each part or product included in the installation. Where more than one item in a tabular format is included, identify each item, using appropriate references from the Contract Documents. Identify data that is applicable to the installation and delete references to information that is not applicable.

L. Written Text:

1. Where manufacturer's standard printed data is not available, and information is necessary for proper operation and maintenance of equipment or systems, or it is necessary to provide additional information to supplement data included in the manual, prepare written text to provide necessary information. Organize the text in a consistent format under separate headings for different procedures. Where necessary, provide a logical sequence of instruction for each operating or maintenance procedure.

M. Warranties, Bonds and Service Contracts:

1. Provide a copy of each warranty, bond or service contract in the appropriate manual for the information of the Owner's operating personnel. Provide written data outlining procedures to be followed in the event of product failure. List circumstances and conditions that would affect validity of the warranty or bond.

1.7 **INSTRUCTIONS:**

- A. The Owner's delegated representative shall be given personal instructions by trained personnel, in the care, use, maintenance, and operation procedures for each item. This shall be done in accordance with, and in addition to, the above required manual.

B. Operating and Maintenance Instructions:

1. Arrange for each installer of equipment that requires regular maintenance to meet with the Owner's personnel to provide instruction in proper operation and maintenance. If installers are not experienced in procedures, provide instruction by manufacturer's representatives. Include a detailed review of the following items:

- a. Maintenance manuals
- b. Record documents
- c. Spare parts and materials
- d. Tools
- e. Identification systems
- f. Control sequences

2. As part of instruction for operating equipment, demonstrate the following procedures:

- a. Start-up
- b. Shutdown
- c. Emergency operations
- d. Noise and vibration adjustments
- e. Safety procedures
- f. Economy and efficiency adjustments
- g. Effective energy utilization

C. Maintenance Procedures:

1. Provide information detailing essential maintenance procedures, including the following:

- a. Routine operations
- b. Trouble-shooting guide
- c. Disassembly, repair and reassembly
- d. Alignment, adjusting and checking

D. Operating Procedures:

1. Provide information on equipment and system operating procedures, including the following:

- a. Start-up procedures
- b. Equipment or system break-in
- c. Routine and normal operating instructions
- d. Regulation and control procedures

- e. Instructions on stopping
  - f. Shut-down and emergency instructions
  - g. Summer and winter operating instructions
  - h. Required sequences for electric or electronic systems
  - i. Special operating instructions
- E. Servicing Schedule:
- 1. Provide a schedule of routine servicing and lubrication requirements, including a list of repaired lubricants for equipment with moving parts.
- F. Controls:
- 1. Provide a description of the sequence of operation and as-installed control diagrams by the control manufacturer for systems requiring controls.
- G. Coordination Drawings:
- 1. Provide each Contractor's Coordination Drawings.
  - 2. Provide as-installed color-coded piping diagrams, where required for identification.
- H. Valve Tags:
- 1. Provide charts of valve tag numbers, with the location and function of each valve.

## **PART 2 – PRODUCTS**

Not Applicable

## **PART 3 – EXECUTION**

Not Applicable

**END OF SECTION**

# **TECHNICAL SPECIFICATIONS**

## **SECTION 02220**

### **SELECTIVE DEMOLITION**

#### **PART 1 – GENERAL**

##### **1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this section.

##### **1.2 SUMMARY**

- A. Selective Demolition
  - 1. Remove gypsum board at of the ceilings and walls as indicated in the drawings as required for the work.
  - 2. Remove area of the existing finishes as required to perform the work. Where possible reuse the existing pieces. Where not possible, provide replacement pieces matching the existing as close as possible.
  - 3. Remove to reinstall plumbing fixtures where required.
  - 4. Remove to reinstall toilet accessories where indicated.
  - 5. Relocate existing outlets where required.
  - 6. Remove cabinetry where indicated. Cabinetry to remain shall be protected from damage.
- B. Extent of demolition is indicated on drawings and specified herein.

##### **1.3 SUBMITTALS**

- A. Schedule: Submit for approval selective demolition schedule, including schedule and methods for maintaining facility security at all times.

##### **1.4 QUALITY ASSURANCE**

- A. Comply with governing codes and regulations. Use experienced workers.

##### **1.5 PROJECT CONDITIONS**

- A. In general, the residential units will remain occupied throughout the Work unless the selective demolition reveals extensive remedial work. Should that occur, HANO will provide for relocation of the tenants.
- B. Provide not less than 72 hours notice of activities that will be interrupted during the course of this work.

- C. Maintain access to existing corridors, drives, walkways, exits, etc.

**PART 2 – PRODUCTS** – Not Applicable to This Section

**PART 3 – EXECUTION**

**3.1 PROTECTION**

- A. Protect all building components and contents from damage indicated to remain.
- B. General Contractor shall provide for the proper protection of all persons, property, landscaping, building elements, utilities, etc., both onsite and offsite, in accordance with requirements of these specifications and all prevailing codes and ordinances.
- C. Take all precautions to protect users of site from demolition procedures. Install barriers, fences, partitions, covered passageways, etc. as required to protect on and off-site occupants and to prevent entry of unauthorized persons into the work area.
- D. Provide adequate protection against trespassing. Secure project after work hours.

**3.2 DEMOLITION**

- A. Do not damage materials indicated to remain.
- B. Do not close or obstruct streets, walks, drives or other occupied or used spaces or facilities without the written permission of the Owner and the authorities having jurisdiction. Do not interrupt utilities serving occupied or used facilities without the written permission of the Owner and authorities having jurisdiction. If necessary, provide temporary utilities.

**3.3 DUST CONTROL**

- A. Provide all measures as necessary to prevent movement of airborne dust into adjacent buildings, spaces, hvac systems, and nearby properties. Full clean-up of spaces affected by demolition shall be done by General Contractor's forces on a daily basis before start of business day.
- B. Building interiors and exterior concrete surfaces affected by dust generated by this project (sidewalks, drives parking areas, etc.) shall be maintained in a broom clean condition.

**3.4 SHORING AND BRACING**

- A. When working in and around existing buildings, the design, installation, use and removal of temporary shoring and bracing for existing and new walls, floors, structure, etc. shall be the sole responsibility of the General Contractor, who is also responsible for project sequencing, construction methods and techniques, etc. Project sequencing shall be coordinated with the Owner.

**END OF SECTION**

## **SECTION 06100**

### **ROUGH CARPENTRY**

#### **PART 1 - GENERAL**

##### **1.01 RELATED DOCUMENTS**

- A. The general provisions of the Contract, including General and Supplementary Conditions of the Specification Sections, apply to the Work specified in this Section.

##### **1.02 SUMMARY**

- A. The work required under this Section consists of all carpentry work and related items necessary to complete the Work indicated on Drawings and/or described in Specifications.
- B. Without restricting the volume or generality of the above, the work to be performed under this Section shall include, but is not limited to the following:
  - 1. Compliance with standards and industry specifications.
  - 2. Wood blocking where indicated. Cut to fit.
  - 3. Treated wood substrate at balcony thresholds.
  - 4. Miscellaneous other carpentry Work.

##### **1.03 REFERENCES**

- A. ALSC (American Lumber Standards Committee) - Softwood Lumber standards.
- B. AWWA (American Wood Preservers Association) - C-1 - All timber products preservative treatment by pressure process.
- C. NFPA (National Forest Products Association).
- D. SFPA (Southern Forest Products Association)

##### **1.04 QUALITY ASSURANCE**

- A. Perform work in accordance with the following agencies.
  - 1. Lumber Grading Agency: Certified by ALSC.
- B. Wood preservative: Submit certificate stating chemical and process used, net amount of preservative retained and compliance with standard.

##### **1.05 PRODUCT DELIVERY, STORAGE, AND HANDLING**

- A. Immediately upon delivery to job site, place materials in area protected from weather.
- B. Store materials a minimum of six inches above ground on framework or blocking



and cover with tarpaulins and not plastic film covering, providing for adequate air circulation or ventilation.

- C. Protect products from damage.
- D. Damaged products shall not be used.

## **PART 2 - PRODUCTS**

### **2.01 GRADES AND SPECIES OF WOOD**

- A. Plates, ledgers, bucks, braces, blocking shall be No. 2 grade S.Y.P.
- B. All lumber in direct contact with concrete or masonry or roofing materials shall be pressure treated.
  - 1. All pressure treated lumber, blocking, and trim called for on the Drawings or specified, shall be treated against rot, termites, etc., by a pressure process complying with AWPB C28 (Celcured or Wolmanized).
  - 2. Also treat lumber with fire retardant.
- C. Replacement lumber used for repairs shall match size and profile of existing.
- D. Plywood Sheathing
  - 1. Meet Requirements of PS 1-83/ANSI A199.1 except where APA Performance Rated units are specified. Every sheet shall bear appropriate APA grade stamp identifying species of plywood or by Certificate of Inspection issued by approved lumber grading or inspection bureau or agency listed above.
  - 2. Plywood shall not exceed 18 percent moisture content when fabricated nor more than 19 percent when installed.
  - 3. This specification is written for APA Performance Rated Plywood. In all cases, thickness shown is minimum regardless of span rating. Material used for same purpose shall be of same thickness.
  - 4. Panels shall be stamped 'Sized for Spacing'.
- E. Nails
  - 1. Up to & including 3/8 inch panel – 8d common or box.
  - 2. 15/32 inch & thicker panel – 10d common or galvanized box.
- F. Pressure Treated Wood
  - 1. Treat plywood in contact with concrete or masonry in accordance with LP 2-80 and dried after treatment.
    - a. Lumber grade and species shall be as specified for the particular use.
    - b. Identify treated lumber as to name of treater, preservative used, and retention in lbs/cu. ft.

- c. Season after treatment to moisture content required for non-treated material.

## **2.02 MATERIALS**

- A. Lumber grading rules: NFPA, SPIB, WCLB, SFPA.
- B. Miscellaneous framing: No. 1 Southern Yellow Pine or Douglas fir species. Nineteen percent maximum moisture content, pressure preservative treat for all lumber that may be exposed to weather.

## **2.03 OTHER MATERIALS**

- A. Rough hardware, except as specified otherwise herein, shall be as required for the proper execution of the work of this Section.
- B. Non-corrosive nails shall be used for all exposed woodwork, and shall be aluminum, hot dipped galvanized steel, cadmium plated or stainless steel.

## **PART 3 - EXECUTION**

### **3.01 PROCEDURE**

- A. All blocking, etc., shall be securely nailed with nails sized not to split the material. The work shall be installed in accordance with the best carpentry practice.
- B. Provide all shoring, scaffolding, etc., necessary for the safe performance of the work.
- C. Discard units of material with defects which might impair quality of work, and units which are too small to use in fabricating work with minimum joints or optimum joint arrangement.
- D. Set carpentry work accurately to required levels and lines, with members plumb and true and accurately cut and fitted.
- E. Securely attach carpentry work to substrate by anchoring and fastening as shown and as required by recognized standards. Select fasteners of size that will not penetrate members where opposite side will be exposed to view or will receive finish material. Make tight connections between members. Install fasteners without splitting of wood; predrill as required.
- F. Wood Grounds, Nailers, Blocking and Sleepers
  - 1. Provide wherever shown and where required for screeding or attachment of other work (cabinets, etc.). Form to shapes as shown, kerf and cut as required for true line and level of work to be attached. Coordinate location with other work involved.
  - 2. Attach to substrates as required to support applied loading. Countersink bolts and nuts flush with surfaces, unless otherwise show.
  - 3. Prime all faces of new blocking prior to installation.

**END OF SECTION**

## **SECTION 07920**

### **JOINT SEALANTS**

#### **PART 1 - GENERAL**

##### **1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

##### **1.2 SECTION INCLUDES**

- A. Sealants and joint backing
- B. Precompressed foam sealers

##### **1.3 REFERENCES**

- A. ASTM C 1193 – Standard Guide for Use of Joint Sealants; 1991 (Reapproved 1995).
- B. ASTM D 1056 – Standard Specification for Flexible Cellular Materials – Sponge or Expanded Rubber; 1991.
- C. ASTM D 1667 – Standard Specification for Flexible Cellular Materials – Vinyl Chloride Polymers and Copolymers (Closed –Cell Foam); 1976 (Reapproved 1990).

##### **1.4 SUBMITTALS**

- A. See Section 01300 – for submittal procedures.
- B. Product Data: Provide data indicating sealant chemical characteristics.
- C. Samples: Submit two samples, 3x3 inch in size illustrating sealant colors for selection.
- D. Manufacturer’s Installation Instructions: Indicate special procedures.

##### **1.5 QUALITY ASSURANCE**

- A. Manufacturer Qualifications: Company specializing in manufacturing the Products specified in this section with minimum three years experience.
- B. Applicator Qualifications: Company specializing in performing the work of this section with minimum 3 years experience.

##### **1.6 ENVIRONMENTAL REQUIREMENTS**

- A. Maintain temperature and humidity recommended by the sealant manufacturer during and after installation.

## 1.7 COORDINATION

- A. Coordinate the work with all sections referencing this section.

## PART 2 – PRODUCTS

### 2.1 MANUFACTURERS

- A. Silicone Sealants:
  - 1. Dow Corning Corp. #795.
  - 2. GE Silicones
  
- B. Polyurethane Sealants:
  - 1. Pecora Corp.
  - 2. Sikaflex – 1C SL, 1 part, color, limestone.
  - 3. Tremco, Inc.
  
- C. Acrylic Sealants:
  - 1. Tremco, Inc.
  
- D. Butyl Sealants:
  - 1. Bostik.
  - 2. TEC Incorporated.
  - 3. Tremco, Inc.
  
- E. Acrylic Emulsion Latex Sealants:
  - 1. Pecora Corp.
  - 2. Tremco, Inc.
  
- F. Performed Compressible Foam Sealers:
  - 1. Emseal Joint Systems, Ltd.

### 2.2 ACCESSORIES

- A. Primer: Non –staining type, recommended by sealant manufacturer to suit application.
- B. Joint Backing: Round foam rod compatible with sealant; ASTM D 1667, closed cell PVC oversized 30 to 50 percent larger than joint width.
- C. Bond Breaker: Pressure sensitive tape recommended by sealant manufacturer to suit application.

## **PART 3 – EXECUTION**

### **3.1 EXAMINATION**

- A. Verify that substrate surfaces are ready to receive work.
- B. Verify that joint backing and release tapes are compatible with sealant.

### **3.2 PREPARATION**

- A. Remove loose materials and foreign matter which might impair adhesion of sealant.
- B. Clean and prime joints in accordance with manufacturer's instructions.
- C. Perform preparation in accordance with manufacturer's instruction and ASTM C 1193.
- D. Protect elements surrounding the work of this section from damage or disfigurement.

### **3.3 INSTALLATION**

- A. Perform work in accordance with sealant manufacturer's requirements for preparation of surfaces and material installation instructions.
- B. Perform installation in accordance with ASTM C 1193.
- C. Measure joint dimensions and size joint backers to achieve width-to-depth ratio, neck dimension, and surface bond and area as recommended by manufacturer, except where specific dimensions are indicated.
- D. Install bond breaker where joint backing is not used.
- E. Install sealant free of air pockets, foreign embedded matter, ridges, and sags.
- F. Apply sealant within recommended application temperature ranges. Consult manufacturer when sealant cannot be applied within these temperature ranges.
- G. Tool Joints concave.

### **3.4 CLEANING**

- A. Clean adjacent soiled surfaces.

### **3.5 PROTECTION OF FINISHED WORK**

- A. Protect sealants until cured.

### **3.6 SCHEDULE**

- A. Provide caulking to appropriate materials as recommended by the manufacturer.

**END OF SECTION**

## **SECTION 10420**

### **INTERIOR SIGNAGE**

#### **PART 1 - GENERAL**

##### **1.01 SUMMARY**

- A. Related Documents: Provisions established within the General and Supplementary Conditions of the Contract and the Drawings are collectively applicable to this Section.
- B. Section Includes: Contractor to match existing signage as close as possible. If new signage is required, provide the following:
  - 1. Interior sign of aluminum, ASInTouch Series ADA Inserts, acrylic, and ABS plastic construction with arched face.

##### **1.02 QUALITY ASSURANCE**

- A. Supplier: Obtain products in ALL Signage Sections from a single supplier.
- B. Regulatory Requirements: Products shall meet requirements of the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and local amendments and modifications.
- C. Installer: Installation shall be performed by installer specialized and experienced in work similar to that required for this project.
- D. Sign manufacturer to supply an Online Reorder Website for future orders by Parish. Online Website to show each sign type with sign type drawings and prices. Website must have sign parts and complete sign descriptions. Website to have password access by multiple users.

##### **1.03 SUBMITTALS**

- A. Submit in accordance with requirements of the General Conditions and Division 1.
- B. Product Data: Submit product data for specified products. Include material details for each sign specified.
- C. Shop Drawings: Submit shop drawings showing layout, profiles, and product components, including dimensions, anchorage, and accessories.
- D. Samples: Submit supplier's standard color chart for selection purposes and selected colors for verification purposes.

- E. Installation: Submit supplier's installation instructions.
- F. Closeout Submittals:
  - 1. Submit operation and maintenance data for installed products, including precautions against harmful cleaning materials and methods.
  - 2. Submit warranty documents specified herein.

**1.04 DELIVERY, STORAGE, AND HANDLING**

- A. Comply with requirements of the General Conditions.
  - 1. Comply with manufacturer's ordering instructions and lead time requirements to avoid construction delays.
  - 2. Deliver products in manufacturer's original, unopened, undamaged containers with identification labels intact.
  - 3. Store products protected from weather, temperature, and other harmful conditions as recommended by supplier.
  - 4. Handle products in accordance with manufacturer's instructions.

**1.05 WARRANTY**

- A. Project Warranty: Comply with requirements of the General Conditions.
- B. Manufacturer's Warranty: Submit manufacturer's standard warranty document executed by authorized company official.
  - 1. Warranty Period: One year from product ship date.

**PART 2 - PRODUCTS**

**2.01 SIGNAGE SYSTEMS**

- A. Acceptable Manufacturers:
  - 1. ASI Signage Innovations, 1101 24<sup>th</sup> Street Kenner LA 70062  
PH: (504) 704-1000; FAX: (504) 704-1006  
Contact: Kevin Leumont (504) 616-8636.
- B. Acceptable Product: ASINTOUCH III Unframed Plaques.

1. Additional manufacturers shall submit equal product prior to biddings. The architect has sole discretion to accept or deny substitutes.

## **2.02 SIGNAGE MATERIALS / COMPONENTS**

A. Sign Face: High Impact Cost matte acrylic 3D printed text and braille. Utilize direct to substrate UV-LED flat bed.

1. Printer and silicon based print head, UV-LED curable inks with full CMYK & White ink instantly cured for precise ADA compliance.

B Tactile Graphics and Text provide tactile copy and grade 2 braille raised 1/32" from plaque surface using manufacturers #D printed process.

1. Provide letters and graphics precisely formed uniformly opaque to comply with relevant ADA regulations and requirements indicated for size, style, spacing, content, position and colors. Texts should have matte gloss level and square shoulders.
2. Colors : Background color is second surface painted. Text color is integrally colored and printed first surface with logo, silk screened text is not allowed.
3. Cast acrylic sheet to be laser cut to shape after painted to allow for clear polished edges.

C Sign Type Description:

- 1 Face Depth 1/8" clear acrylic thickness clear acrylic with flat polished edges.
2. Surface Texture: Smooth texture with non- glare finish.
3. Raised text is integrally colored and 3D printed into face background
4. 1/8" thick painted matte clear acrylic panel.
5. Corner shape : square.
6. Sign Typ 1-8" H x 6" W restroom entrances as required.

D Installation Method

1. Tape mount or screw mount with counter sink holes and silicone. Sign on glass to have vinyl backer. All others to be screw mounted. Backer



to have counter sink holes with face piece mounted over backer to conceal mount.

### **2.03 FABRICATION - GENERAL**

- A. General: Comply with requirements indicated for materials, thicknesses, finishes, colors, designs, shapes, sizes, and details of construction.
- B. Preassemble signs in the shop to the greatest extent possible to minimize field assembly. Disassemble signs only as necessary for shipping and handling limitations. Clearly mark units for reassembly and installation, in a location not exposed to view after final assembly.
- C. Conceal fasteners if possible; otherwise, locate fasteners to appear inconspicuous.
- D. Form panels to required size and shape. Comply with requirements indicated for design, dimensions, finish, color, and details of construction.
- E. Coordinate dimensions and attachment methods to produce message panels with closely fitting joints. Align edges and surfaces with one another in the relationship indicated.

## **PART 3 - EXECUTION**

### **3.01 EXAMINATION**

- A. Site Verification of Conditions: Verify installation conditions previously established under other sections are acceptable for product installation in accordance with manufacturer's instructions.
- B. Scheduling of installation by Owner or its representative implies that substrate and conditions are prepared and ready for product installation. Proceeding with installation implies installer's acceptance of substrate and conditions.

### **3.02 INSTALLATION**

- A. Install product in accordance with supplier's instructions.
- B. Install product in locations indicated using mounting methods recommended by sign manufacturer and free from distortion, warp, or defect adversely affecting appearance.
- C. Install product level, plumb, and at heights indicated.

- D. Install product at heights to conform to Americans with Disabilities Act Accessibility Guidelines (ADAAG) and applicable local amendments and regulations.
- E. Install signs within the following tolerances and in accordance with manufacturer's recommendations:
  - 1. Interior Signs: Within 1/4 inch vertically and horizontally of intended location.

### **3.03 CLEANING, PROTECTION, AND REPAIR**

- A. Repair all scratches and other damage which occurred during installation. Replace components where repairs were made but are still visible to the unaided eye from a distance of 5 feet.
- B. Remove temporary coverings and protection to adjacent work areas. Clean installed products in accordance with manufacturer's instructions prior to Owner's acceptance. Remove construction debris from project in accordance with provisions in the General Conditions.

### **3.04 SIGN SCHEDULE**

- A. Schedule: Refer to signage schedule and Drawings for sizes, locations, and layout of signage types, sign text copy, and graphics.

**END OF SECTION**

**SUPPLEMENTAL SPECIFICATIONS**

**SECTION 805**

**CLASS A1 CONCRETE**

**805.1 DESCRIPTION:**

The section consists of Concrete work needed to be performed at the ramp in Courtyard as, at the location as shown on the plans. Demolition work shall take care to not damage existing concrete. Contractor to have dust control measures and debris to be hauled off daily to designated dumping area or dumpsters.

**805.2 MATERIALS AND EQUIPMENTS:**

Concrete material and workmanship will be in accordance with LA DOTD Specifications for CLASS A1 concrete.

Material and workmanship for Drilling and Epoxy Dowel work shall be as shown on plans and follow manufacturer's instructions.

**805.3 MEASUREMENT:**

Measurement will be made by cubic yard of concrete and shall include all work related to demolition of existing concrete to be modified, drilling and epoxy of dowels into existing concrete and installing new concrete as shown on the plans.

**805.3 PAYMENT:**

No separate payment will be made for rebars, demolition, drilling, and epoxy of dowels. Payment will be made by cubic yard of concrete at unit job price.

Payment shall be made under:

<u>Item No.</u>	<u>Pay Item</u>	<u>Pay Unit</u>
805-01-00900	CLASS A1 CONCRETE	C.Y

**SECTION 810**  
**Guard Railings and Hand Railings**

**(SUPPLEMENTAL)**

**PART 1 - GENERAL**

1.1 SUMMARY

- A. Related Documents:
  - 1. Drawings and General Conditions and Special Provisions apply to this Section.
- B. Section Includes:
  - 1. Steel pipe handrails and Guardrails.
- C. Handrails shall be designed to withstand a 200 pounds concentrated load applied in any direction at any point of the top rail or 50 pounds per lf whichever is greater.

1.2 REFERENCES

- A. ASTM International:
  - 1. ASTM A 53 Hot-Dipped, Zinc-coated Welded and Seamless Steel Pipe
  - 2. ASTM A 386 Zinc-Coating (Hot-Dip) on Assembled Steel Products
  - 3. ASTM A 500 Cold-Formed Welded and Seamless Carbon Steel Structural Tubing in Round and Shapes
  - 4. ASTM A 501 Hot-Formed Welded and Seamless Carbon Steel Structural Tubing
- B. Steel Structures Painting Council (SSPC)

1.3 SUBMITTALS

- A. Submit shop drawings including plan, elevations, sizes, connection attachments, anchorage, size and type of fasteners, and accessories.
- B. Design calculations and shop drawings to be submitted for approval by the Engineer of record.

1.4 FIELD MEASUREMENTS

- A. Verify that field measurements are as indicated on shop drawings.

## PART 2 - PRODUCTS

### 2.1 STEEL RAILING SYSTEM

- A. Rails: 1 ½"inch diameter steel pipe; welded joints and Posts (1 ½"inch Min.) as per design requirement.
- B. Mounting: Adjustable brackets and flanges, with steel inserts for casting in concrete.
- C. Exposed Fasteners: Flush countersunk screws or bolts; consistent with design of railing.
- D. Splice Connectors: Steel welding collars
- E. Concrete anchors shall be galvanized and shall be furnished by the railing manufacture.
- F. Shop Prefinishing: Epoxy coated

### 2.2 FABRICATION

- A. Fit and shop assemble components in largest practical sizes, for delivery to site.
- B. Fabricate components with joints tightly fitted and secured.
- C. Supply components required for anchorage of fabrications. Fabricate anchors and related components of same material and finish as fabrication, except where specifically noted otherwise.

## PART 3 - EXECUTION

### 3.1 PREPARATION

- A. Clean and strip primed steel items to bare metal where site welding is required.

### 3.2 INSTALLATION

- A. Install components plumb and level, accurately fitted, free from distortion or defects.
- B. Anchor railing to structure.

## **PART 4 – Pay Items**

Payment includes all labor, materials, hardware, and equipment necessary to complete the work.

Payment will be made under

<b>Item No.</b>	<b>Pay Item</b>	<b>Pay Unit</b>
810-04-00100	HANDRAIL	LF
810-04-00200	GUARDRAIL WITH HANDRAIL	LF
810-04-00300	GUARDRAIL	LF

**END OF SECTION**

# APPENDIX “A”

## **SUPPLEMENTAL INFORMATION**

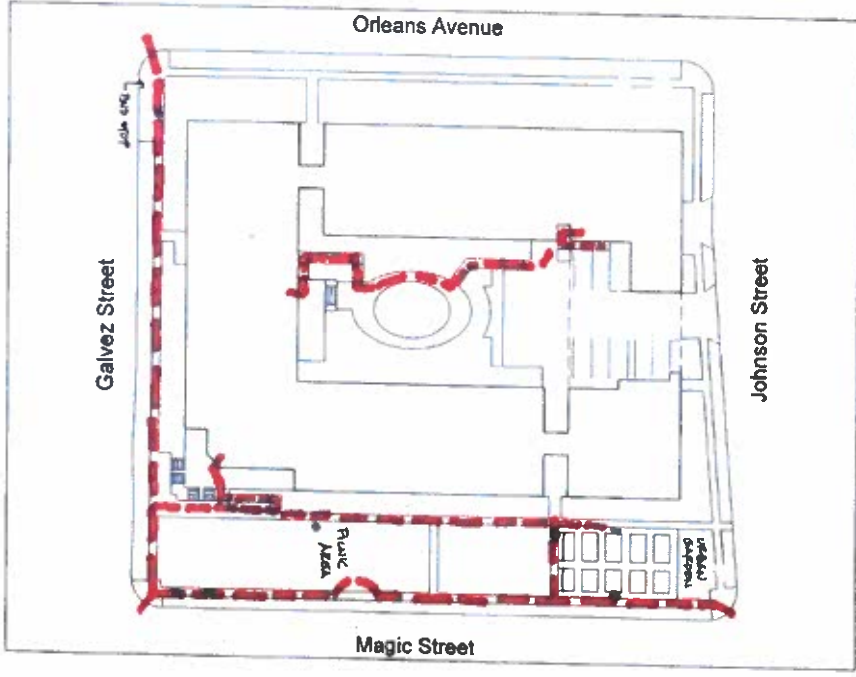
FAUBOURG LAFITTE SENIOR  
RETROFIT PLAN 09/16/22

DOJ Revisions 05/16/23




**FAUBOURG LAFITTE SENIOR: RETROFIT PLAN 09/16/22**  
**DOJ Revisions 05 16 23 in Red**

All retrofits must comply with the requirements of the applicable safe harbor or standard. For the purposes of Lafitte Senior, these include the 2010 ADA Standards and IBC 2018 together with the 2009 edition of ICC/A117.1. These standards align with current local code requirements for work done in 2022.


**Accessible Route Diagram**











	<b>Lack of Accessible Route</b>	<b>Inaccessible Feature</b>	<b>Retrofit</b>
1	 <p><i>Picnic table area.</i></p>	<p>There is no route to any picnic table at the outdoor social area (at least one required). All picnic tables are in a grassy area with no routes provided.</p>	<p>Pour concrete sidewalk (accessible route) to picnic table location, pour concrete pad under table including space to maneuver to an accessible seating position at the table. Retrofit table top as required to provide knee and toe clearance at one end of the table.</p>
2	<p><i>Not Used.</i></p>		
3	 <p><i>Sidewalk near bus stop.</i></p>  <p><i>Cross slope at walk near bus stop.</i></p>	<p>Cross slopes at accessible routes are as high as 3.9% (maximum 2% allowed).</p> <p><u>Location</u>      <u>Slope</u></p> <p>a. N. Galvez, south of Orleans Ave, 3.3%.</p> <p>b. Not used.</p> <p>c. Orleans Ave. near bus stop, 3.9%.</p> <p>d. Path of travel along Magic Street, 3.7%.</p>	<p>Remove and replace sidewalks as required to provide continuous accessible routes with cross slopes not to exceed 2%.</p>

3A		Path of travel along Galvez Street. Surface has a gap that is greater than 0.5" in width at threshold.	Fill gap or replace concrete at threshold to provide a 0.5" maximum wide opening perpendicular to the dominant direction of travel.
3B		Path of travel along Galvez Street. Accessible route has openings that are greater than 0.5" in width.	Fill gap or replace concrete as required to provide a 0.5" maximum wide opening perpendicular to the dominant direction of travel.
3C		Path of travel along Galvez Street. The surface of the accessible route (sidewalk) is broken, loose or unstable.	Replace concrete at accessible route to provide a surface that is stable, firm and slip resistant, with a cross slope not exceeding 2%.
3D		Extend the existing route parallel with Magic Street and adjacent to the building to at least one urban garden box. Surface along the full length of one side of a box to be concrete.	



4	<p><b>Inaccessible Ramp Features</b></p>  <p><i>Termination of inside handrail at lower ramp segment of the main entrance ramp.</i></p>	The main entrance ramp does not have handrails on both sides and the handrail at the switchback is not parallel to the landing surface.  Ramps having a rise greater than 6 inches are required to have handrails on both sides. Handrails must be continuous between ramp segments or have 12 inches extensions beyond the top and bottom of the ramp segment and be parallel to the floor or ground below (Guidelines, Requirement 2; ANSI 1986 4.8.5).	Install second handrail at ramp. Remove existing extensions at landing and install extensions parallel to landing surface.
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	 <p><i>Handrail at switchback.</i></p>		
<p>5</p>	 <p><i>Placement of tape at bottom of middle ramp segment.</i></p>	<p>Courtyard ramp landings are less than 60 inches by 60 inches (minimum 60 inches by 60 inches required at turns).</p> <p>Ramps are required to have level landings at the top and bottom of each run. Where the ramp changes direction, the landing is required to have clear dimensions of 60 inches by 60 inches (Guidelines, Requirement 2; ANSI 1986 4.8.4 (3)).</p>	<p>Remove and replace portions of the landing, ramp and handrail system as required to provide a 60" x 60" clear space at the intermediate landing.</p>


 <p><i>Measurement of lower landing.</i></p>			
<p>6</p>  <p><i>Handrail extension at courtyard ramp.</i></p>	<p>Courtyard ramp handrail extensions are 4" (minimum 12") and are not parallel with the surface below (handrails are required to be parallel to ramp segments and landings).</p> <p>Where handrails are not continuous into a landing or another ramp run, they are required to have 12" extensions beyond the end of the ramp run. Extensions are required to be parallel to the landing below (Guidelines, Requirement 2; ANSI 1986 4.8.5 (2)).</p>	<p>Remove and replace portions handrail system as required to provide required extensions parallel with the landing surface.</p>	

 <p><i>Measurement of extension from post.</i></p>	 <p><i>Measurement from ramp edge to post.</i></p>	<p>6A</p>
	<p>Stairs by entrance to building on Magic Street. Stair handrails have non-compliant extensions.</p> <p>At the top of a stair flight, handrail shall extend horizontally above the landing for 12" minimum beginning directly above the first riser nosing (2010 ADA Fig. 505.10.2 and 505.10.3).</p>	<p>Provide handrails extensions 12" minimum at the bottom of a stair flight, that extend at the slope of the stair flight for a horizontal distance at least equal to one thread depth beyond the last riser nosing.</p>



<p>6B</p>	<p>Gate leading to parking area Gate does not have required maneuvering clearance on pull side.</p> <p>18" minimum maneuvering clearance on the pull side of the door beyond the latch side and 60" minimum deep clear floor leveled area with slopes not exceeding 1:48 (2010 ADA Fig. 404.2.4.1(a))</p>	<p>Rework or add slab to provide the required 18" minimum maneuvering clearance on the pull side of the gate.</p>
<p>Inaccessible Controls at Building Entry and Route to Units</p>	<p>Call box key pad at main entrance is mounted 60" above floor to the top row of buttons (maximum 48" for forward approach).</p> <p>A maximum 48 inches is allowed for the reach range where the space below the control is unobstructed. (Guidelines, Requirement 5; ANSI 1986 4.29.3)</p>	<p>Lower call box so that the highest operable part is a maximum of 48 inches above the porch slab.</p>
<p>7</p> <p><i>Location of call box adjacent to main entry doors.</i></p>  <p><i>Measurement to top row of buttons.</i></p> 		

8	<i>Not Used.</i>		
	<b>Protruding Objects at Routes to Unit Entries</b>		
9	 <p><i>Package shelf at unit door.</i></p>	<p>Package shelves by each unit entry door protrude more than 4 inches into the circulation path at a height more than 27 inches and less than 80 inches above the floor (not allowed). The bottom edge of the shelves is 29-1/8 inches from the floor.</p> <p>A maximum 4 inch protrusion is allowed for objects with a leading edge more than 27 inches and less than 80 inches above the walking surface. (Guidelines Requirement 2, ANSI 1986 4.4.1).</p>	<p>Install a new shelf with a cane detectable barrier. The edge of the new shelf must allow for a minimum of 18" clear space on the latch side of the door. This clear space accommodates both push side required maneuvering space and space required to approach and reach the sign.</p> <p>Retrofit alternates: remove shelf entirely; or remove shelf and install new shelf maximum 4" deep (no cane detectable barrier required).</p>


		
<p><i>Height of shelf.</i></p>		

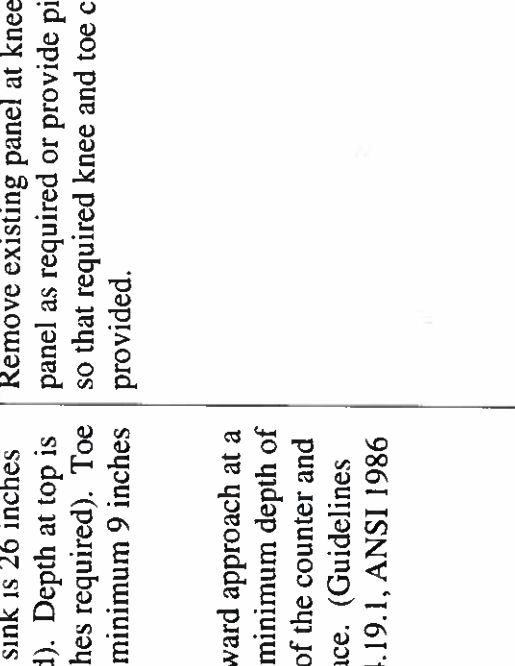

**B. Inaccessible Features at Common Use Areas**


	<b>Inaccessible Features at Common Area Doors</b>	
9	<p>Common area room doors require more than 5 pounds of force to open:</p> <p>1<sup>st</sup> Floor:</p> <ul style="list-style-type: none"> <li>a) Southeast laundry: 13 pounds</li> <li>b) Stair #2: 9 pounds</li> <li>c) Trash room: 10 pounds</li> <li>d) Northwest laundry: 10 pounds</li> </ul>	<p>Identify all doors that are located in rated walls. The life safety plans indicate that restroom doors, game room doors, multi-purpose doors and similar locations are not rated. Laundry rooms and trash room do have rated door openings.</p> <p>Identify the minimum required force permitted by the local Authority Having Jurisdiction (“AHJ”).</p>

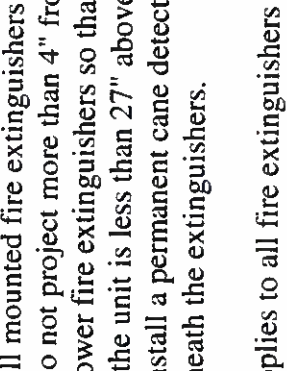

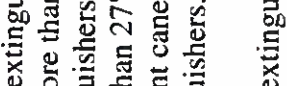


		<p>e) Men's restroom: 10 pounds  f) Women's restroom: 10 pounds  g) Kitchen: 8 pounds  h) Multi-purpose to Gallery: 13 pounds  i) Multi-purpose to Lobby: 12 pounds  k) Activity to Multi-purpose: 8 pounds</p> <p>2<sup>nd</sup> Floor:  l) Not used.  m) Southeast laundry: 14 pounds  n) Game room: 19 pounds</p> <p>3<sup>rd</sup> Floor:  o) Northwest laundry: 11 pounds  p) Trash room: 10 pounds  q) Southeast laundry: 10 pounds  r) Game room: 14 pounds</p> <p>The maximum force for pushing or pulling open a door is limited to 5 pounds at interior doors. (Guidelines Requirement 2; ANSI 1986 4.13.11).</p> <p>Note: trash room and stair doors may be fire doors and may be subject to minimum allowances set by the authority having local jurisdiction.</p> <p>Common area room doors close in less than the minimum time required (minimum 3 seconds to an open position of approximately 12 degrees):</p> <p>1<sup>st</sup> Floor:</p>	<p>Provide documentation concerning required force to DOJ for reference during retrofit inspections.</p> <p>At all common area corridor doors that are not rated, adjust closer to require not more than 5 pounds of force to operate.</p> <p>At all common area corridor doors that are rated, adjust closer to the least possible force permitted by the AHJ.</p>
10			<p>Set sweep time to a minimum of 3 seconds from 90 degrees open to 12 degrees open.</p> <p>Retrofit applies to all common area doors used by residents.</p>


11	 <p><i>Threshold at restroom.</i></p>	<p>Kitchen fully closed      1.5 seconds to</p> <p>Multi-purpose to Lobby      3 seconds to fully closed</p> <p>The sweep period of door closers is required to take at least 3 seconds to move to a position of approximately 12 degrees open. (Guidelines Requirement 2; ANSI 1986 4.13.10).</p> <p>Thresholds at restrooms are more than 1/4 inches tall and do not have a bevel (maximum 1/4 inches allowed with vertical edge, maximum 1/2 inch allowed with a bevel).</p> <p>Note: confirm that employee restroom is staff only.</p> <table border="0"> <thead> <tr> <th><u>Location</u></th> <th><u>Height</u></th> </tr> </thead> <tbody> <tr> <td>Men's restroom</td> <td>9/16</td> </tr> <tr> <td>Women's restroom</td> <td>3/8</td> </tr> </tbody> </table> <p>Thresholds shall not exceed 1/2 inch in height and shall be beveled with a slope no greater than 1:2. (Guidelines Requirement 2, ANSI 1986 4.13.8).</p>	<u>Location</u>	<u>Height</u>	Men's restroom	9/16	Women's restroom	3/8	<p>Install new threshold or beveled edge trim reducing the vertical change in level to less than 1/4 inch in height.</p>
<u>Location</u>	<u>Height</u>								
Men's restroom	9/16								
Women's restroom	3/8								

<p>12</p>	<p><b>Inaccessible Features at Common Areas</b></p>  <p><i>Sink in kitchen.</i></p>  <p><i>Knee space height.</i></p>	<p>Knee space height at kitchen sink is 26 inches (minimum 27 inches required). Depth at top is 5-1/2 inches (minimum 8 inches required). Toe space height is 5-1/4 inches (minimum 9 inches required).</p> <p>Minimum knee space for forward approach at a sink is 27 inches high with a minimum depth of 8 inches from the front edge of the counter and minimum 9-inch-high toe space. (Guidelines Requirement 2; ANSI 1986 4.19.1, ANSI 1986 Figure 31).</p>	<p>Remove existing panel at knee space. Cut panel as required or provide pipe protection so that required knee and toe clearances are provided.</p>
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 <p><i>Knee space depth.</i></p>		
<p><i>Height of toe space.</i></p>		
<p>12A</p>	<p>Laundry Area by Room No. 318 Thermostat is mounted at 49.75" above the finished floor to highest operable part.</p>	<p>Lower thermostat. Topmost operable part to be maximum 48" above the floor.</p>
<p>12B</p>	<p>Laundry by Room No. 110 Thermostat is mounted at 49.5" above the finished floor to the highest operable part.</p>	<p>Lower thermostat. Topmost operable part to be maximum 48" above the floor.</p>
<p>12C</p>	<p>Laundry by Room No. 110 Object encroaches over lavatory clear floor space</p>	<p>Relocate object to provide a 30" by 48" minimum wheelchair clear floor space.</p>

<p>13</p>	 <p><i>Fire extinguisher in 3<sup>rd</sup> floor northwest laundry room, height of bottom edge above the floor.</i></p>	<p>Wall-mounted fire extinguishers protrude more than 4 inches from the wall (maximum 4 inches for objects higher than 27 inches above the floor).</p> <p>1<sup>st</sup> floor southeast laundry 4-1/4          1<sup>st</sup> floor northwest laundry 4-1/2          2<sup>nd</sup> floor southeast laundry 4-1/2          3<sup>rd</sup> floor northwest laundry 5-1/4          3<sup>rd</sup> floor southeast laundry 4-1/2</p> <p>A maximum 4 inch protrusion is allowed for objects with a leading edge more than 27 inches and less than 80 inches above the walking surface. (Guidelines Requirement 2, ANSI 1986 4.4.1).</p>	<p>Recess wall mounted fire extinguishers so that they do not project more than 4" from the wall; lower fire extinguishers so that the bottom of the unit is less than 27" above the floor; or install a permanent cane detectable barrier beneath the extinguishers.</p> <p>Retrofit applies to all fire extinguishers that protrude into the circulation path.</p>
<p>14</p>	 <p><i>Projection from the face of the wall.</i></p>	<p>The first floor trash room lacks turning space in the room (required). The room is 50-1/4 inches deep.</p> <p>The space required for a wheelchair to make a 180 degree turn is a clear space of 60 inches. (Guidelines Requirement 2, ANSI 1986 4.2.3).</p>	<p>The turning spaces in the trash rooms are further obstructed by the swing of the door. At the second floor and above, remove door and frame. Install new rated door and frame with swing reverse to swing into the hall. At first floor, no retrofit required at door. <b>Install sign at door stating "Accessible trash room located on second floor."</b></p>
<p>14</p>	 <p><i>Size of first floor trash room.</i></p>		

14A	Emergency Exit by Elevator Lobby: Emergency exit sign is mounted on hinge side of door.	Provide signage on latch side with raised characters and grade 2 Braille, mounted as required by ADA.
14B	Reception Room identifying signage is mounted on the hinge side of the door.	Remove existing signage. Install compliant signage at latch side of door. Comply with 2010 ADA Standards for permanent room signage.
14C	Multipurpose Room signage at double doors with two active leafs is not mounted on the right side of the right door.	Remove existing signage. Install compliant signage at latch side of door. Comply with 2010 ADA Standards for permanent room signage.
14D	Multipurpose Room – Secondary Entrance Signage at double doors with two active leafs is not mounted on the right of the right hand door.	Remove existing signage. Install compliant signage at latch side of door. Comply with 2010 ADA Standards for permanent room signage.
14E	First Floor Kitchen Permanent room identifying signage is mounted on the hinge side of door.	Remove existing signage. Install compliant signage at latch side of door. Comply with 2010 ADA Standards for permanent room signage.
14F	Manager's Office Permanent room identifying signage is mounted on the hinge side of door.	Remove existing signage. Install compliant signage at latch side of door. Comply with 2010 ADA Standards for permanent room signage.
14G	Multipurpose Room tables have non-compliant knee clearance.	Provide accessible seating at 5% of the seat locations. Accessible seat locations to be dispersed and comply with 2010 ADA Standards for accessible dining surfaces and knee and toe requirements for forward approach.

15	<p><b>Inaccessible Features at Common Area Restrooms</b> <i>Not Used.</i></p>		
16		<p>Mirror at men's restroom is mounted at 41 inches to the bottom of the reflective surface (maximum 40 inches).</p> <p>A maximum 40 inch height above the floor is allowed for the bottom edge of the mirror's reflective surface when the mirror is located over a lavatory or countertop. (Guidelines Requirement 2, ANSI 1986 4.19.6).</p>	<p>Lower mirror to 40" max above the finished floor to the bottom of the reflecting surface.</p>
16A	<p><i>Bottom of mirror at men's room.</i></p>	<p>Men's accessible restroom Toilet tissue dispenser is mounted at non-compliant distance in front of the water closet to the centerline of the dispenser.</p>	<p>Relocate toilet tissue dispenser to water closet side wall and mount between 7"-9" in front of the water closet to the centerline of the dispenser and at 15" minimum above the finished floor to the dispenser outlet. Mount below the side wall grab bar and provide a minimum clearance of 1.5" between the bottom leading edge of the grab bar and the top edge of the dispenser. Cover lavatory bottom supply and drain pipes or reconfigure to protect against contact.</p>
16B		<p>Men's accessible restroom Lavatory has partially unwrapped bottom supply lines or sink pipes.</p>	



16C	Men's accessible restroom Urinal encroaches over the water closet clearance .	Relocate urinal to provide the required 60" by 56" minimum clearance around the water closet.
16D	Men's accessible restroom Coat hook is mounted beyond required reach allowed for approach provided and is mounted at 60.25" above the finished floor.	Lower or install coat hook at 48" maximum above the finished floor for forward approach to object
16E	Women's accessible Restroom Lavatory has partially unwrapped bottom supply lines or sink pipes	Cover lavatory bottom supply and drain pipes or reconfigure to protect against contact.
16F	Women's accessible Restroom Toilet tissue dispenser is mounted at non-compliant distance in front of the water closet to the centerline of the dispenser.	Relocate toilet tissue dispenser to water closet side wall and mount between 7"-9" in front of the water closet to the centerline of the dispenser and at 15" minimum above the finished floor to the dispenser outlet. Mount below the side wall grab bar and provide a minimum clearance of 1.5" between the bottom leading edge of the grab bar and the top edge of the dispenser.
16G	Women's accessible Restroom Coat hook is mounted beyond required reach allowed for approach provided and is mounted at 60.5" above the finished floor.	Lower or install coat hook at 48" maximum above the finished floor for forward approach to object.



**C. Inaccessible Features at Covered Dwelling Units**

**Unit Types by Floor and Unit Number:**

	ADA 1A (1 bed/1 bath)	1B (1 bed/1 bath)	ADA 2A (2 bed/1 bath)	2A (Adapt) (2 bed/1 bath)	2B (2 bed/1 bath)	2B.2 (2 bed/1 bath)	Total
Units Surveyed	102, 306	112, 113, 125	114	111, 243	221	234, 329	
Floor 1	102, 110, 117, 122	101, 103, 104, 105, 106, 107, 108, 109, 112, 113, 115, 116, 118, 119, 120, 121, 123, 124, 125	114	111		126	26
Floor 2	224, 207, 205, 203	202, 204, 206, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 222, 223, 225, 226, 227, 228, 229, 230, 231, 232, 233, 235, 236, 237, 238, 239, 240, 241, 242, 244		201, 243	221	234	44
Floor 3	306, 327	302, 303, 304, 305, 307, 308, 309, 310, 312, 313, 314, 315, 316, 317, 318, 320, 321, 322, 323, 324, 325, 326, 328, 330		301, 311	319	329	30
<b>Totals</b>	<b>10</b>	<b>79</b>	<b>1</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>100</b>

**Global Notes:**

1. Retrofits apply to all units of each unit type. Where elements in a given unit comply with the requirements as-is, no further retrofit is required.
2. Where retrofits include items which may be adapted at a later date, a sign stating that HANO will provide alterations to the item within 10 days of the date of the request is required in the unit. Sign requirements include:

Minimum font: 14 pt. Arial

Contrast: black on white.

Sign material: laminated paper or plastic.

Location: inside a closet, pantry or cabinet. Easily seen and read with the door to the area open and the cabinet empty.

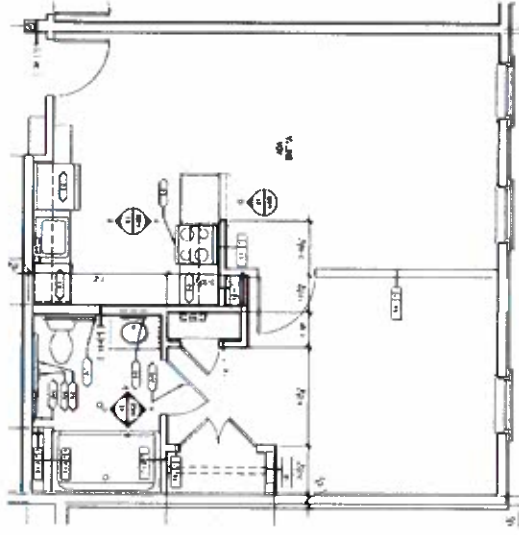
Text: "HANO will remove and/or reinstall the <insert name of item> within 10 days of the date the request is submitted. Notify the HANO main office at ###-###-####."

Where the work includes replacement of the refrigerator with a counter depth unit or a unit with freezer space within reach range, include: "Replacement refrigerator will have reduced storage capacity. Capacity of new appliance will be at least 19 cubic feet."


**UNIT TYPE ADA 1A: 1 Bedroom, 1 Bathroom**

Unit Type ADA 1A is designed to comply with UFAS accessibility requirements. This section of the evaluation addresses only FHAA requirements. Appendix A: Retrofits Concerning UFAS Requirements follows.

*Plan for Unit Type ADA 1A*

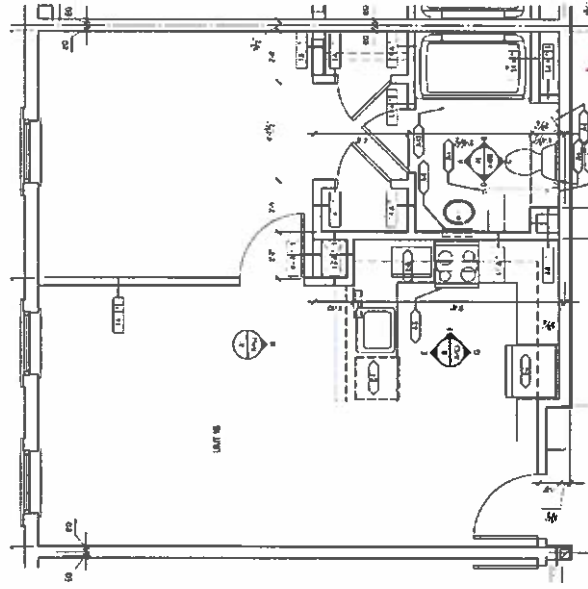


**Inaccessible Features:**

<p>17</p> <p><b>Inaccessible Unit Features</b></p>  <p><i>Kitchen sink in Unit 102.</i></p>	<p>Knee clearance at kitchen sink is less than 27 inches above the floor (minimum 27 inches required) and at Unit 102 is 6-3/4 inches deep at the top and (minimum 8 inches required). Depth of knee space at Unit 304 was blocked by tenant's furnishings. Parallel approach to the sink in both units is blocked by the refrigerator.</p> <p><u>Location Distance</u></p> <p>Unit 102            26-1/4</p> <p>Unit 306            26</p> <p>Kitchen sinks are required to be centered on a 48 inch by 30 inch clear floor space for forward or parallel approach (Guidelines</p>	<p>Remove apron and panel protecting pipes at kitchen sink. Install new apron and new or reconfigured panel at knee space. Maintain required knee and toe clearances. Insulated pipe protection may be substituted for a new panel.</p>
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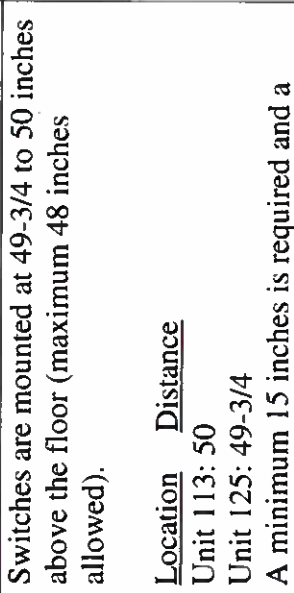
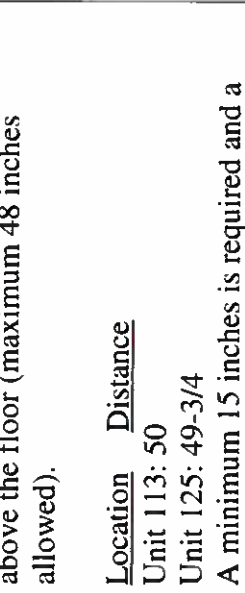
	<p>Requirement 7(1)(a); Figure 6). Knee space for forward approach to a kitchen sink is required to be minimum 27 inches above finished floor and minimum 8 inches deep at the top from the front edge of the cabinet to the top of the pipe protection panel. (Guidelines Requirement 7, ANSI 1986 4.19.2.1, ANSI 1986 Figure 31).</p>	
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**UNIT TYPE 1B: 1 Bedroom, 1 Bathroom**



*Plan for Unit Type 1B*

**Inaccessible Features:**

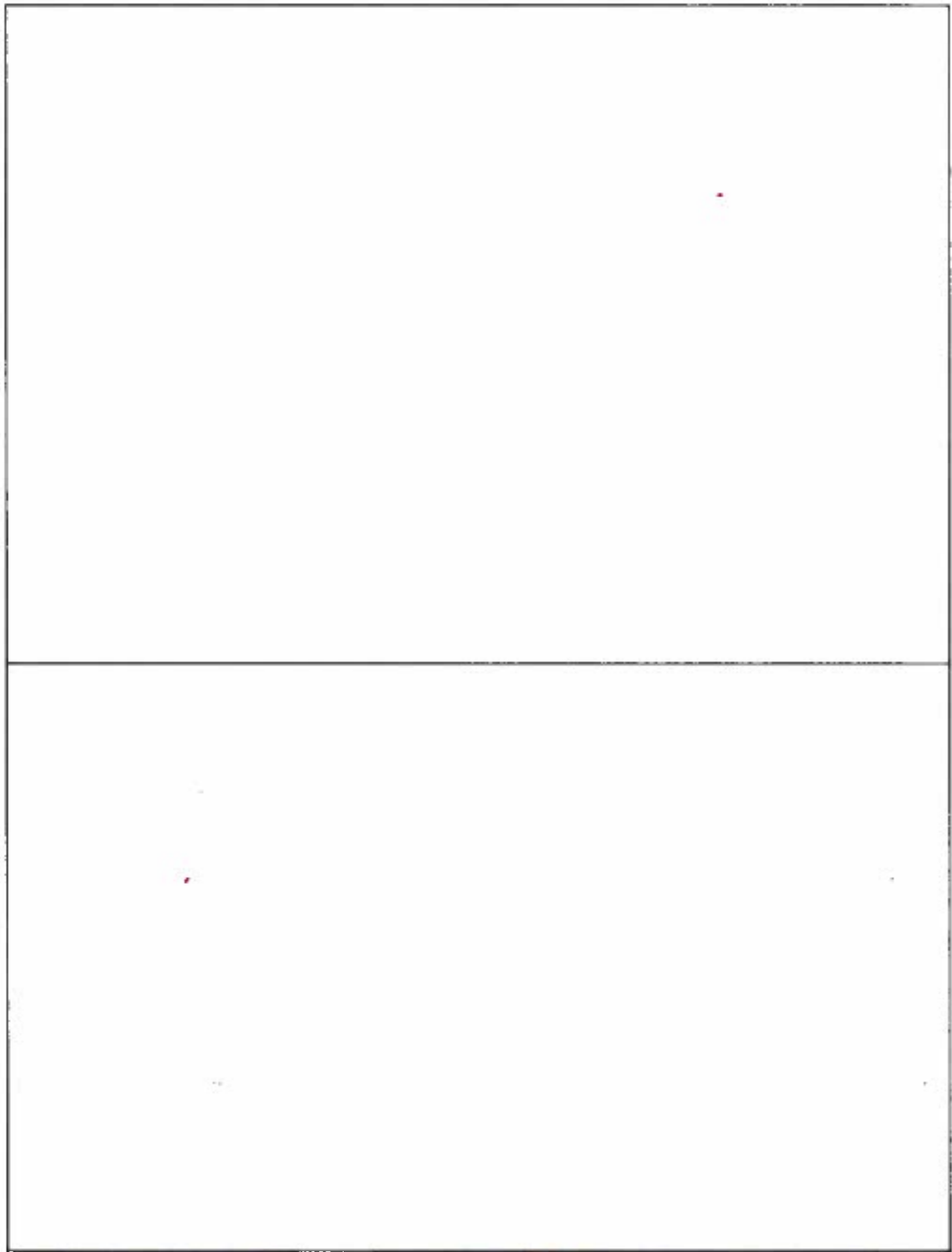
<p>18</p>	<p><b>Inaccessible Unit Features</b></p>  <p><i>Switches in Unit 125.</i></p>	<p>Switches are mounted at 49-3/4 to 50 inches above the floor (maximum 48 inches allowed).</p> <p><u>Location</u>    <u>Distance</u>          Unit 113: 50          Unit 125: 49-3/4</p> <p>A minimum 15 inches is required and a maximum 48 inches is allowed for the reach range where the space below the control is unobstructed. (Guidelines Requirement 5).</p>	<p>Relocate switches. Topmost operable part to be maximum 48" above the floor.</p>
<p>19</p>	 <p><i>Outlet adjacent to the sink in Unit 112.</i></p>	<p>No outlets are provided within reach at kitchen countertop areas. Outlets must have a parallel or forward approach provided. For the areas in both corners, outlets are obstructed by the cabinets and casework or a parallel approach is not possible (access required).</p> <p>Obstructions to side reach are limited to 25 inches in depth. (Guidelines Requirement 5). Light switches, electrical outlets, thermostats and other environmental controls must be in accessible locations. (Guidelines Requirement 5).</p>	<p>Add one outlet on each side of the range at least 30 inches from the sidewalls (the sink wall and the refrigerator wall). Extend each outlet box approximately 1 inch from the face of the wall to reduce reach range to no more than 25-1/2 inches from the face of the range.</p>



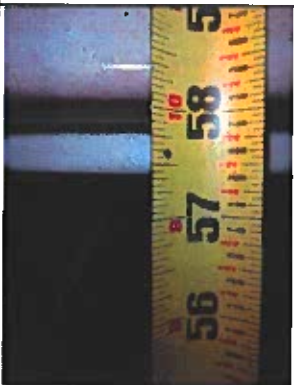


*Measurement to counter edge.*

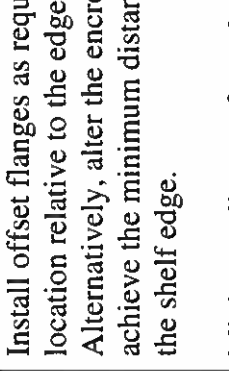


*Workspace adjacent to refrigerator in Unit 125.*



 <p><i>Width of distance from sidewall to edge of counter at workspace.</i></p>	<p>Kitchen sinks are too close to the adjacent counter to be usable and centerline are less than 24 inches from the adjacent counter returns (sink is required to be centered on a 30 inches x 48 inches wheelchair space for parallel approach).</p> <p>Center of sink to counter:          Unit 112 22.5          Unit 125 18.75</p>	<p>Remove existing sink base cabinet and install new removable base providing 30" wide knee and toe space. Interior to be finished include flooring, sides and back.</p> <p>Alternate retrofit: remove base cabinet, confirm 30 inch clear width of knee and toe space. Finish exposed cabinet sides, back wall and floor.          Install base at back of open space. Insulate pipes.</p>								
<p>20</p>  <p><i>Kitchen sink in Unit 125.</i></p>	<p>The refrigerators obstruct a 60 inch diameter turning space (60 inch turning space required at a U-shaped kitchen with a range or sink at the base of the U).</p> <table border="1" data-bbox="1177 1123 1323 1428"> <thead> <tr> <th>Location</th> <th>Distance</th> </tr> </thead> <tbody> <tr> <td>Unit 112</td> <td>57-7/8</td> </tr> <tr> <td>Unit 113</td> <td>57-3/4</td> </tr> <tr> <td>Unit 125</td> <td>55-3/8</td> </tr> </tbody> </table>	Location	Distance	Unit 112	57-7/8	Unit 113	57-3/4	Unit 125	55-3/8	<p>At each unit, confirm that the refrigerator may be pushed toward the wall sufficient to provide required clear floor space. Where necessary, install a recessed outlet to accomplish the 60" turning radius.</p>
Location	Distance									
Unit 112	57-7/8									
Unit 113	57-3/4									
Unit 125	55-3/8									
<p>21</p>  <p><i>Distance from face of refrigerator to face of dishwasher.</i></p>										



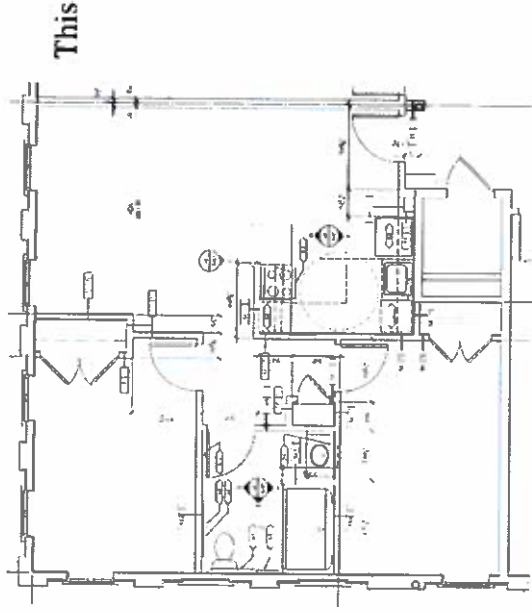
	<p>In U-shaped kitchens with a range or sink at the base of the U, a 60 inch turning radius is required to allow parallel approach. (Guidelines Requirement 7 (1) (c)).</p>							
22	 <p><i>Toilet in Unit 112.</i></p>	<p>Centerlines of toilets are 13 inches to 16 inches from the edge of the counter (18 inches required).</p> <table border="1" data-bbox="511 871 625 1018"> <thead> <tr> <th>Location</th> <th>Distance</th> </tr> </thead> <tbody> <tr> <td>Unit 112</td> <td>13</td> </tr> <tr> <td>Unit 125</td> <td>16</td> </tr> </tbody> </table> <p>Where a toilet is installed adjacent to a wall, the toilet centerline must be 18 inches from the wall (in this case, a continuous counter). (Guidelines Requirement 7 (2)(a)(ii), Figure 7(a)).</p> <p>Install offset flanges as required to adjust toilet location relative to the edge of the countertop. Alternatively, alter the encroaching shelf to achieve the minimum distance of 15 inches from the shelf edge.</p> <p>Minimum distance from the counter edge to be 15 inches.</p>	Location	Distance	Unit 112	13	Unit 125	16
Location	Distance							
Unit 112	13							
Unit 125	16							




**UNIT TYPE ADA 2A: 2 Bedroom, 1 Bathroom**

Unit Type ADA 2A is designed to comply with UFAS accessibility requirements. section of the evaluation addresses only FHAA requirements. See Retrofit Plan, Appendix A: Retrofits Concerning UFAS Requirements.

*Plan for Unit Type ADA 2A*



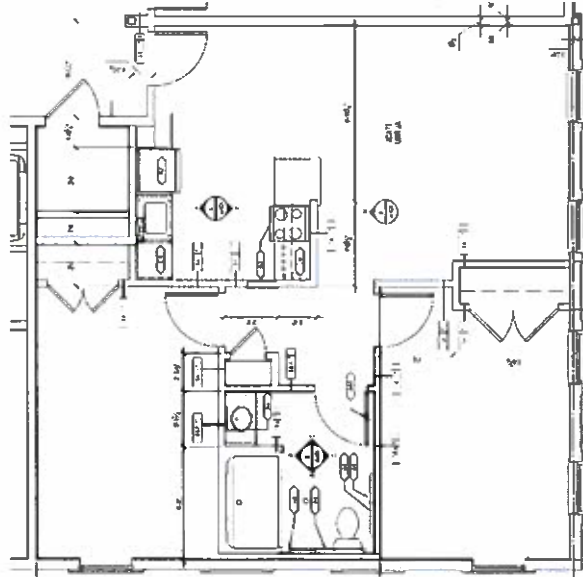
**Inaccessible Features:**

<p>23</p>	<p><b>Inaccessible Unit Features</b></p>  <p><i>Width of countertop next to range.</i></p>	<p>Outlets are not provided within reach at kitchen countertop area between the range and the wall (at least one outlet must be accessible at each countertop area). Outlets must have a parallel or forward approach provided. For the area between the range and the wall, the parallel approach is obstructed by the range depth. Range is 26-1/2 inches deep.</p> <p>Obstructions to side reach are limited to 25 inches in depth. (Guidelines Requirement 5). Light switches, electrical outlets, thermostats and other environmental controls must be in accessible locations. (Guidelines Requirement 5).</p>	<p>Extend the outlet box between the range and wall approximately 1 inch from the face of the wall to reduce reach range to no more than 25-1/2 inches from the face of the range.</p> <p>Note: see Appendix A, FHA requirements do not fully address UFAS requirements. For Type A and UFAS units, reach range is reduced to maximum 24 inches.</p>
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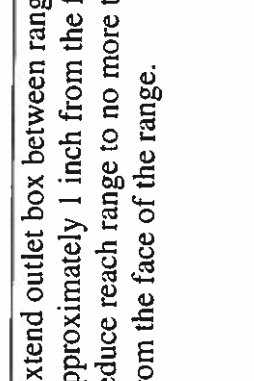
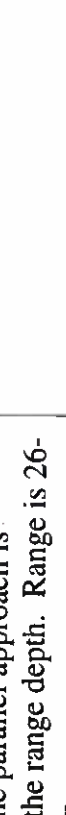
Depth of range.

**UNIT TYPE 2A: 2 Bedroom, 1 Bathroom**

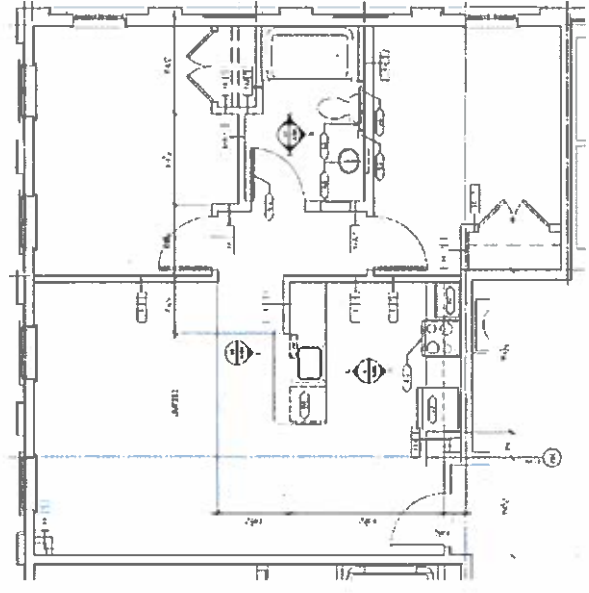
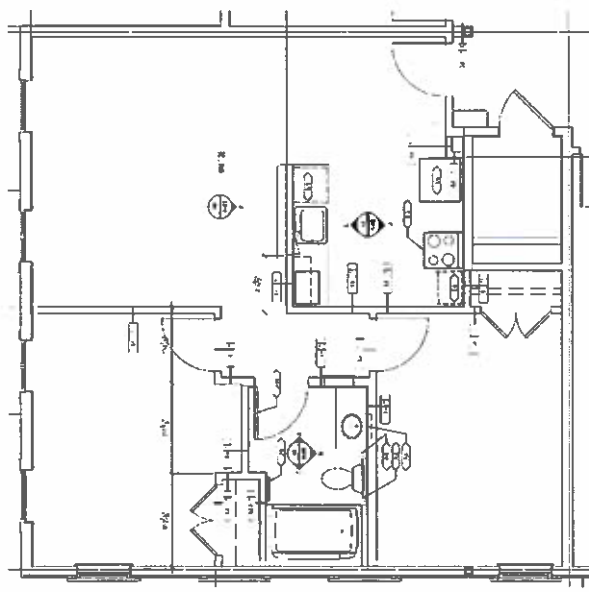


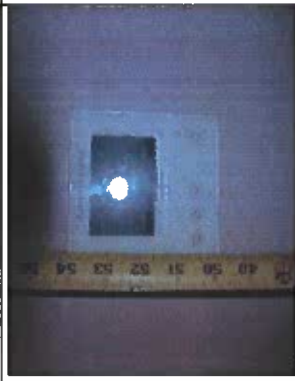
*Plan for Unit Type Adaptable 2A*

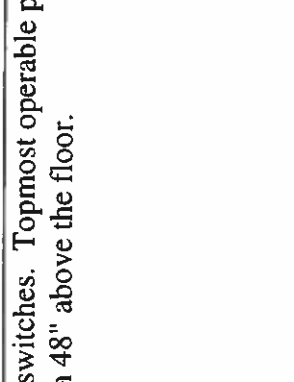
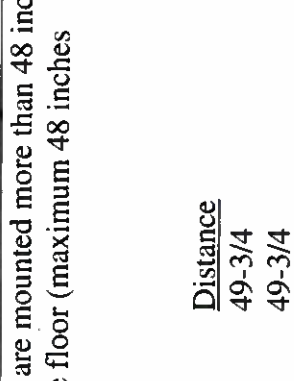
**Inaccessible Features:**



<p>24</p>	<p><b>Inaccessible Unit Features</b></p>  <p><i>Kitchen in Unit 243.</i></p>  <p><i>Depth of range.</i></p>	<p>Outlets are not provided within reach at kitchen countertop area between the range and the wall (at least one outlet must be accessible at each countertop area). Outlets must have a parallel or forward approach provided. For the area between the range and the wall, the parallel approach is obstructed by the range depth. Range is 26-1/2 inches deep.</p> <p><u>Location</u>                      <u>Distance</u>  Unit 243: 26-1/4  Unit 111: same</p> <p>Obstructions to side reach are limited to 25 inches in depth. (Guidelines Requirement 5). Light switches, electrical outlets, thermostats and other environmental controls must be in accessible locations. (Guidelines Requirement 5).</p>	<p>Extend outlet box between range and wall approximately 1 inch from the face of the wall to reduce reach range to no more than 25-1/2 inches from the face of the range.</p>
<p>24a</p>	<p>The sink cabinet front is removable. The protection panel for the piping below limits the depth of the knee space to 3-1/2" to 5-1/2". In at least one unit, the pipes are unprotected.</p>	<p>At each removable cabinet, verify that pipe protection is in place and that the available knee space is at least 8" deep.</p>	

**UNIT TYPE 2B and 2B.2: 2 Bedroom, 1 Bathroom**



25	<p><b>Inaccessible Unit Features</b></p>  <p><i>Thermostat in Unit 221.</i></p>	<p>Thermostat controls are mounted more than 48 inches above the floor (maximum 48 inches allowed).</p> <table border="1"> <thead> <tr> <th>Location</th> <th>Distance</th> </tr> </thead> <tbody> <tr> <td>Unit 221 (2B)</td> <td>51-1/4</td> </tr> <tr> <td>Unit 234 (2B.2)</td> <td>49-1/2 (approx..)</td> </tr> <tr> <td>Unit 329 (2B.2)</td> <td>49</td> </tr> </tbody> </table> <p>A minimum 15 inches is required and a maximum 48 inches is allowed for the reach</p>	Location	Distance	Unit 221 (2B)	51-1/4	Unit 234 (2B.2)	49-1/2 (approx..)	Unit 329 (2B.2)	49	<p>Relocate thermostat. Topmost operable part to be maximum 48" above the floor.</p>
Location	Distance										
Unit 221 (2B)	51-1/4										
Unit 234 (2B.2)	49-1/2 (approx..)										
Unit 329 (2B.2)	49										

<p>26</p>	 <p><i>Switches in Unit 221.</i></p>	<p>range where the space below the control is unobstructed. (Guidelines Requirement 5). Switches are mounted more than 48 inches above the floor (maximum 48 inches allowed).</p> <table border="1" data-bbox="438 1134 584 1449"> <thead> <tr> <th><u>Location</u></th> <th><u>Distance</u></th> </tr> </thead> <tbody> <tr> <td>221</td> <td>49-3/4</td> </tr> <tr> <td>234</td> <td>49-3/4</td> </tr> <tr> <td>329</td> <td>50-1/4</td> </tr> </tbody> </table> <p>A minimum 15 inches is required and a maximum 48 inches is allowed for the reach range where the space below the control is unobstructed. (Guidelines Requirement 5).</p>	<u>Location</u>	<u>Distance</u>	221	49-3/4	234	49-3/4	329	50-1/4	<p>Relocate switches. Topmost operable part to be maximum 48" above the floor.</p>
<u>Location</u>	<u>Distance</u>										
221	49-3/4										
234	49-3/4										
329	50-1/4										
<p>27</p>	 <p><i>Kitchen in Unit 221.</i></p>	<p>Outlets are not provided within reach at kitchen countertop areas between the range and the wall (at least one outlet must be accessible at each countertop area). Outlets must have a parallel or forward approach provided. For the area between the range and the wall, the parallel approach is obstructed by the range depth. Range is 26-1/2 inches deep.</p> <p>Obstructions to side reach are limited to 25 inches in depth. (Guidelines Requirement 5). Light switches, electrical outlets, thermostats and other environmental controls must be in accessible locations. (Guidelines Requirement 5).</p>	<p>Extend the outlet box between the range and the wall approximately 1 inch from the face of the wall to reduce reach range to no more than 25-1/2 inches from the face of the range.</p>								

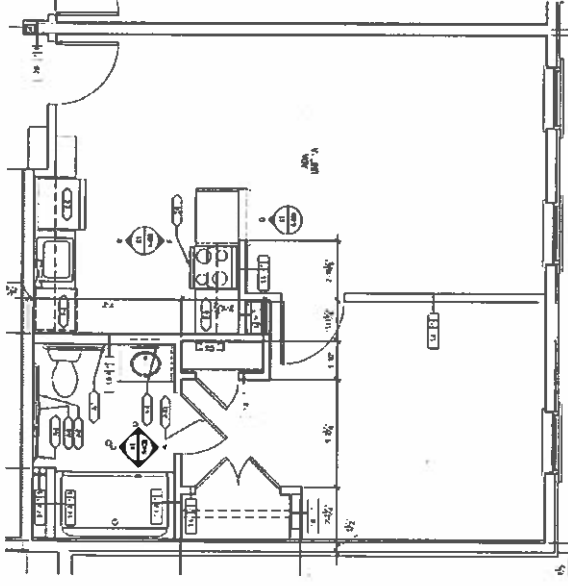
	<p><i>Measurement to face of range.</i></p>	<p>28</p>	 <p><i>Bathroom in Unit 221.</i></p>	<p><i>Centerline of toilet.</i></p>	<p>Install offset flanges as required to adjust toilet location relative to the face of the bathtub. Minimum distance from the toilet centerline to the face of the tub to be 17 inches.</p>	<p>Centerline of toilet in Unit 221 is 15-1/4 inches to the face of the bathtub (minimum 18 inches required). A minimum 18 inches is required between the toilet centerline and the adjacent wall, bathtub or lavatory on the side opposite the direction of approach. (Guidelines Requirement 7 (2)(a)(ii)), Figure 7(a).</p>
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**APPENDIX A: RETROFITS CONCERNING UFAS REQUIREMENTS**

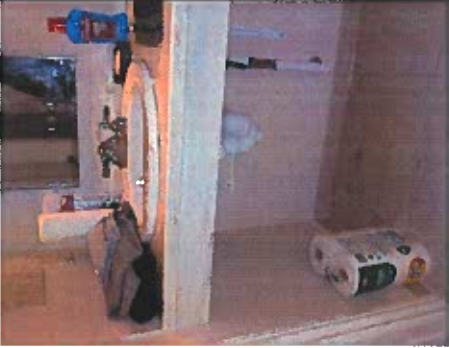

**UNIT TYPE ADA 1A: 1 Bedroom, 1 Bathroom**

Unit Type ADA 1A is designed to comply with UFAS accessibility requirements. This section of the evaluation retrofit related to UFAS requirements.


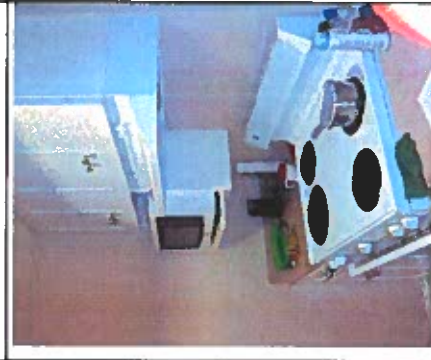



Plan for Unit Type ADA 1A

	<b>Inaccessible Unit Features</b>		
29		Toilet centerline is 17 inches from the side wall (18 inches required).	Install offset flange and center the toilet at 18 inches from the side wall.
29a	Toilet in Unit 102	Rear grab bar starts 6" from sidewall, not extending 12" towards the sidewall from centerline of toilet.	Relocate rear grab bar so that it extends from the centerline of the toilet 12" towards the sidewall and 24" towards the open side of the fixture.
29b		Toilet paper holder installed in front of toilet at 41" from rear wall.	Relocate toilet paper holder so that the centerline of the dispenser is 7" to 9" in front of the nose of the toilet.

30	See above.	Toilet paper dispenser is mounted 41 inches from rear wall to outer leading edge (maximum 36 inches allowed).	Relocate toilet paper dispenser. Locate dispenser with centerline 7" to 9" in front of the nose of the toilet.
31	 <p>Lavatory in Unit 102.</p>	Lavatory supply and waste pipes lack pipe protection.	Install pipe protection wrap or panel.
31a		Bathroom mirror over lavatory in units 117 & 327 mounted at 40½" – 41 ½" AFF (counter height + above counter height) to reflective surface.	Remove and reinstall mirror at a maximum of 40" above the floor to the reflective surface.



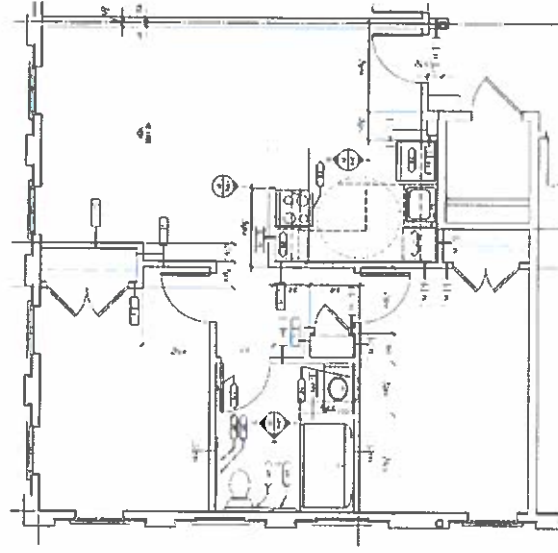
<p>32</p>	 <p><i>Shower spray in Unit 102.</i></p>	<p>Shower spray is 28 inches from the seat wall of the shower and is 50 inches above the floor of the shower (maximum 27 inches from seat wall and maximum 48 inches to the spray unit handle required).</p>	<p>Relocate shower spray bar to a position 27 inches from the seat wall. Height of shower spray unit handle to be maximum 48 inches above the floor.</p>
<p>33</p>	 <p><i>Cabinets and range opposite sink wall. Unit 102.</i></p>	<p>Storage cabinets and microwave are not within reach range (maximum 46 inch high reach where approach is parallel and obstructed).</p>	<p>Provide countertop microwave. Remove wall cabinets adjacent to range and install full height wall cabinet with bottom shelf set at maximum 48 inches above the floor.</p>

<p>34</p>	 <p><i>Refrigerator. Unit 102.</i></p>	<p>Freezer area is 56 inches above the floor (at least 50% of the freezer area must be maximum 54 inches above the floor).</p>	<p>Provide replacement refrigerator/freezer on request of the resident. See global note at the beginning of the Unit Retrofits section.</p>
<p>35</p>		<p>Kitchen outlets: verify that topmost outlets and switches over kitchen counters are maximum 46 above the floor and within 24 inches of the front edge of the counter.</p>	<p>Verify locations of all outlets and switches in UFAS unit kitchens.</p> <p>Perform retrofits as required to provide environmental controls within reach.</p> <p>Lower at least one outlet at each counter area as required to provide devices within reach range.</p> <p>Lower switches as required to place devices within reach range.</p> <p>Provide box extensions as required to bring the face plate to a position within 24 inches of the front edge of the counter.</p>
<p>36</p>		<p>Closet shelves and coat/robe hooks: survey and confirm that accessible clothes rods and</p>	<p>Provide and install one clothes shelf/rod unit with the top of the shelf maximum 48 inches above the</p>

	<p>coat/robe hooks are installed at maximum 48 inches above the floor.</p>	<p>floor at each unit closet. Provide one coat/robe hook maximum 48 inches above the floor.</p>
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**UNIT TYPE ADA 2A: 2 Bedroom, 1 Bathroom**



Unit Type ADA 2A is designed to comply with UFAS accessibility requirements. This section of the evaluation addresses only FHAA requirements. See Retrofit Plan, Appendix A: Retrofits Concerning UFAS Requirements.




*Plan for Unit Type ADA 2A*

	<p><b>Inaccessible Unit Features</b></p>
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<p>37</p>	 <p><i>Width of countertop next to range.</i></p>	<p>Outlets are not provided within reach at kitchen countertop area between the range and the wall (at least one outlet must be accessible at each countertop area). Outlets must have a parallel or forward approach provided. For the area between the range and the wall, the parallel approach is obstructed by the range depth. Range is 26-1/2 inches deep.</p> <p>Obstructions to side reach are limited to 25 inches in depth. (Guidelines Requirement 5). Light switches, electrical outlets, thermostats and other environmental controls must be in accessible locations. (Guidelines Requirement 5).</p>	<p>Verify locations of all outlets and switches in UFAS unit kitchens. Perform retrofits as required to provide environmental controls within reach.</p> <p>Lower at least one outlet at each counter area as required to provide devices within reach range.</p> <p>Lower switches as required to place devices within reach range.</p> <p>Provide box extensions as required to bring the face plate to a position within 24 inches of the front edge of the counter.</p>
<p>38</p>	 <p><i>Depth of range.</i></p>	<p>Closet shelves and coat/robe hooks: survey and confirm that accessible clothes rods and hooks are installed at maximum 48 inches above the floor.</p>	<p>Provide and install one clothes shelf/rod unit with the top of the shelf maximum 48 inches above the floor at each unit closet. Provide one coat/robe hook maximum 48 inches above the floor.</p>

39	 <p><i>Toilet and grab bars. Unit 243.</i></p>	Grab bars mounted at 31 - 1/2 inches above the floor (minimum 33 inches and maximum 36 inches required).	Relocate grab bars.
40	<p><i>See above.</i></p>	Toilet paper dispenser is mounted 40.5 inches from rear wall to outer leading edge (maximum 36 inches allowed).	Relocate toilet paper dispenser. Locate dispenser with centerline 7" to 9" in front of the nose of the toilet.
41	 <p><i>Lavatory pipes. Unit 243.</i></p>	Lavatory supply and waste pipes lack pipe protection.	Install pipe protection wrap or panel.

<p>42</p>	 <p><i>Shower. Unit 243.</i></p>	<p>Shower spray is 51 inches above the floor of the shower (maximum 27 inches from seat wall and maximum 48 inches to the spray unit handle required).</p>	<p>Relocate shower spray bar to a position 27 inches from the seat wall. Height of shower spray unit handle to be maximum 48 inches above the floor.</p>
<p>43</p>		<p>Refrigerator freezer area is mounted at 56" above the finished floor to centerline</p>	<p>Replace unit so that refrigerator provides at least 50" of the freezer area below 54" and 100% of the refrigerator space below 54" above finished floor, or a side-by-side vertical unit.</p>



# APPENDIX “B”

## **SUPPLEMENTAL INFORMATION**

SCOPE OF WORK SHEETS  
*EXTERIOR*



SCOPE OF WORK FOR LAFITTE SENIOR HOUSING DEVELOPMENT					
UNIT / WORK TYPE		Site Work - Sidewalks / Ramps / Accessibility			
#	WORK ITEM DESCRIPTION	UNIT	QTY	REF. NOTES	REPORT#
SITE - 01	PROVIDE 4' WIDE CONCRETE SIDEWALK TO PICNIC AREA WHERE INDICATED WITH 60" X 60" TURN-AROUND AT TABLE	SY	5.33	SEE SHEET C-001 AND C-010 FOR DETAILS	#1
SITE - 02	REMOVE AND REPLACE EXISTING 4' WIDE SIDEWALK AT MAGIC STREET WITH 2% MAX CROSS SLOPE	SY	46.8	SEE SHEET C-001 AND C-010 FOR DETAILS	#3D
SITE - 03	FILL IN CROSS GAPS IN SIDEWALK AT N GALVEZ ST WITH HOT-POURED RUBBERIZED ASPHALT W/ BACKER ROD WHERE INDICATED	LF	12	SEE SHEET C-001 AND STANDARD PLANS FOR DETAILS	#3AB
SITE - 04	REMOVE DAMAGE SIDEWALK SECTION AT N GALVEZ ST NEAR MAIN ENTRANCE. REPLACE WITH NEW CONCRETE SIDEWALK PER STANDARD PLAN ON C-001 AND PLANS ON C-010	SY	4.87	SEE SHEET C-001 AND C-010 FOR DETAILS	#3C
SITE - 05	PROVIDE 4' WIDE CONCRETE SIDEWALK TO GARDEN AREA WHERE INDICATED WITH 60" X 60" TURN-AROUND	SY	2.5	SEE SHEET C-001 AND C-010 FOR DETAILS	#3D
SITE - 06	REMOVE EXISTING HANDRAIL AT INSIDE LANDING. INSTALL HANDRAIL TO MATCH EXISTING TYPE AND MEET APPLICABLE CODES	EA	1	SEE SHEET C-004 AND C-005 FOR DETAILS	#4
SITE - 07	INSTALL HANDRAIL TO MATCH EXISTING TYPE AT INSIDE OF BOTTOM RUN WHERE NOT PROVIDED. HANDRAIL TO MEET APPLICABLE CODES.	LF	24	SEE SHEET C-004 AND C-005 FOR DETAILS	#4
SITE - 08	REMOVE HANDRAILS OF STAIRS AT MAIN ENTRANCE TO BUILDING. INSTALL NEW HANDRAILS MEETING APPLICABLE CODES.	EA	12	SEE SHEET C-002 FOR DETAILS	#6A
SITE - 09	REMOVE AND REPLACE MIDDLE RUN OF THE COURTYARD RAMP AND MIDDLE LANDING NEAR THE EDGE OF THE BUILDING. AS SHOWN ON PLANS. REMOVE AND REPLACE GUARDRAILS AS SHOWN ON PLANS	LS	1	SEE SHEET C-006 AND C-009 FOR DETAILS	#5
SITE - 10	REMOVE HANDRAILS OF STAIRS AT COURTYARD ENTRY TO BUILDING. INSTALL NEW HANDRAILS MEETING APPLICABLE CODES.	EA	3	SEE SHEET C-003 FOR DETAILS	#6A

# APPENDIX “C”

## **SUPPLEMENTAL INFORMATION**

SCOPE OF WORK SHEETS  
*INTERIOR*

UNIT TYPE

COMMON AREAS

**SCOPE OF WORK FOR LAFITTE SENIOR HOUSING DEVELOPMENT  
UNIT / WORK TYPE INTERIOR - COMMON AREAS**

#	WORK ITEM DESCRIPTION	UNIT	QTY	REF. NOTES	RPT #
COM 01	INSTALL PAINTED 2X4 AT EDGE OF PACKAGE SHELF AT EACH ENTRY DOOR TO EACH UNIT.	EA	98	SEE PLAN VIEW #1 - SHT. A-107.1	#9
COM 02	CONTRACTOR TO ADJUST EXISTING CLOSURE FORCE TO BE UNDER 5 LBS. TO OPEN. IF NOT, REPLACE WITH NEW PER PRODUCT NOTE #1	EA	16	SEE PRODUCT NOTE #1 - SHT. A-107.1 AND REPORT FOR LOCATION OF DOORS	#9B-10
COM 03	INSTALL ACCESSIBLE HANDICAP BEVELED THRESHOLD AT TOILET ROOM DOORS AT FIRST LEVEL.	EA	2	SEE PRODUCT NOTES #3 - SHT. A-107.1	#11
COM 04	SAWCUT EXISTING SOLID SURFACE APRON AT KITCHEN SINK. REVISE PER DET #1 ON A-107.2 FOR 27" CLEARANCE UNDER APRON.	EA	1	SEE DETAIL #1 - SHT. A-107.2 FOR TYPICAL DETAIL	#12
COM 05	REMOVE SLOPED PANEL BOARD COVERING SINK PIPING. REVISE PER DET #1 ON 107.2. REINSTALL.	EA	1	SEE DETAIL #1 - SHT. A-107.2 FOR TYPICAL DETAIL	#12
COM 06	LOWER THERMOSTAT AND/OR LIGHT SWITCH TO A MAX OF 48" A.F.F. TO THE OPERATING PART OF THE DEVICE. PATCH, FINISH & PAINT WALL.	EA	12	SEE SHT. G-003 FOR TYPICAL DETAILS	#12A/B
COM 07	REMOVE EXISTING DOOR AND FRAME AT TRASH ROOMS. INSTALL NEW RATED DOOR & CLEAR FRAME (OPENING OUT) AT EACH ROOM.	EA	3	INSTALL IN EAST OPG. W/ NEW COM-02 CLOSER	#14
COM 08	REMOVE EXISTING ROOM SIGN WHERE INDICATED IN ATTACHMENT "A" REPORT. INSTALL NEW CODE COMPLIANT SIGNAGE WHERE INDICATED. PAINT WALL WHERE SIGN REMOVED.	EA	10	SEE PRODUCT NOTE #5 - SHT. A-107.1	#14 A-F
COM 09	LOWER MIRROR AT MEN'S & WOMEN'S TOILET ROOMS AT GROUND FLOOR TO 40" AFF TO REFLECTIVE SURFACE. PATCH & PAINT WALL AS REQUIRED.	EA	2	SEE SHT. G-003 FOR REQUIREMENTS	#16
COM 10	RELOCATE URINAL TO ALLOW FOR 56" CLEARANCE AT THE WATER CLOSET. ADJUST PIPING AS REQ'D	LS	1	SEE PLAN REVIEW #3 ON A-701.1 FOR REVIEWED LAYOUT.	#16C

COM 11	WRAP WATER PIPING UNDER THE LAVATORY IN MEN'S AND WOMEN'S ROOM AS REQUIRED BY CODE.	EA	2	SEE SHT. G-003 FOR REQ'D SEE PRODUCT NOTE #8 ON A-701.1.	#16B&E
COM 12	PROVIDE NEW COAT HOOK AT MEN'S & WOMEN'S TOILET ROOMS AT GROUND FLOOR TO 48" AFF. INSTALL 24" FROM CORNER, NEXT TO PAPER TOWEL DISPENSER.	EA	2	SEE SHT. G-003 FOR REQUIREMENTS	#16D&E
COM 13	REMOVE TO RELOCATE CALL BOX AND OTHER 2 BOXES AT MAIN ENTRANCE PORCH. INTALL WITH ALL OPERATING PART BELOW 48" AFF. PATCH WALL.	LS	1	SEE PHOTO P1 - SHT. A-001	#7
COM 14	INSTALL ADA COMPLIANT SIGN AT 1ST FLOOR TRASH ROOM STATING, "ACCESSIBLE TRASH ROOM LOCATED ON SECOND FLOOR."	EA	1	SEE ATTACHED REPORT FOR REQ'D.	#14
COM 15	RELOCATE TOILET TISSUE DESPENSER IN MEN'S RM PER G-003	EA	1	SEE SHT G-003 FOR REQ'D	#16A
COM 16	RELOCATE FIRE EXTINGUISHERS IN LAUNDRY ROOMS TO BRING BOTTOM EDGE TO NO MORE THAN 27" A.F.F. PATCH WALL.	EA	6	SEE SHT G-003 FOR MOUNTING HEIGHT.	#13

# UNIT TYPE

ADA-1A (1 Bed / 1 Bath)



1301 Clearview Pkwy, Metairie LA 70001



Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - <b>Unit #102</b> - Type 1A - ADA (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
10201	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 <b>Rpt #35,39</b>
10202	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
10203	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	1	Relocate Thermostat in unit. <b>Rpt #25</b>
10206	Remove side and rear grab bars at toilet. Reinstall side and rear bars per code requirements. Install vertical grab bars.	Ea	1	Refer to G-003 for typ dimensions. <b>Rpt # 29a,39</b>
10208	Remove apron and slanted panel at kitchen sink. Revise per Det #1 on A-107.2.	LS	1	Refer to Detail #1 / A-107.2 <b>Rpt #17</b>
10209	Remove to reinstall Toilet Tissue Dispenser. Mount at 7" to 9" from front edge of toilet. Patch wall.	Ea	1	Refer to G-003 for typ dimensions. <b>Rpt # 29b,30</b>
10210	Install Pipe Protection per code.	Ea	1	Refer to Product Data #8. <b>Rpt #31</b>
10211	Remove mirror/medicine cabinet at lavatory. Lower in wall for reflective surface to be no more than 48" A.F.F. Patch wall to match existing as required.	LS	1	Refer to G-003 for typ. dimensions <b>Rpt #31a</b>
10212	Remove shower spray bar to have handle 27" from seat & 48" AFF. Patch wall/ceramic as required.	Ea	1	Refer to G-003 for typ. dimensions <b>Rpt #32</b>
10213	Remove to reinstall Toilet. Provide offset flange or reroute piping to be 18" from CL of toilet. Patch ceramic floor tile as req'd.	Ea	1	Toilet at 17". <b>Rpt #29</b>
10215	Revise microwave shelving per details to comply with handicap requirements.	LS	1	Refer to Elev #2 & #3 on sheet A-107.2. <b>Rpt #33</b>



1301 Clearview Pkwy, Metairie LA 70001



Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - <b>Unit #110</b> - Type 1A - ADA (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
110 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 <b>Rpt #35 ,37</b>
110 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
110 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	1	Relocate Thermostat in unit. <b>Rpt #25</b>
110 06	Remove side and rear grab bars at toilet. Reinstall side and rear bars per code requirements. Install vertical grab bars.	Ea	1	Refer to G-003 for typ dimensions. <b>Rpt # 29a ,39</b>
110 08	Remove apron and slanted panel at kitchen sink. Revise per Det #1 on A-107.2.	LS	1	Refer to Detail #1 / A-107.2 <b>Rpt #17</b>
110 11	Remove mirror/medicine cabinet at lavatory. Lower in wall for reflective surface to be no more than 48" A.F.F. Patch wall to match existing as required.	LS	1	Refer to G-003 for typ. dimensions <b>Rpt #31a</b>
110 12	Remove shower spray bar to have handle 27" from seat & 48" AFF. Patch wall/ceramic as required.	Ea	1	Refer to G-003 for typ. dimensions <b>Rpt #32</b>
110 13	Remove to reinstall Toilet. Provide offset flange or reroute piping to be 18" from CL of toilet. Patch ceramic floor tile as req'd.	Ea	1	Toilet at 17". <b>Rpt #29</b>
110 15	Revise microwave shelving per details to comply with handicap requirements.	LS	1	Refer to Elev #2 & #3 on sheet A-107.2. <b>Rpt #33</b>





1301 Clearview Pkwy, Metairie LA 70001



Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - <b>Unit #117</b> - Type 1A - ADA (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
117 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 <b>Rpt #35 ,37</b>
117 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
117 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	2	Relocate switch in Bedroom & Living Rm. <b>Rpt #26</b>
117 06	Remove side and rear grab bars at toilet. Reinstall side and rear bars per code requirements. Install vertical grab bars.	Ea	1	Refer to G-003 for typ dimensions. <b>Rpt # 29a</b>
117 08	Remove apron and slanted panel at kitchen sink. Revise per Det #1 on A-107.2.	LS	1	Refer to Detail #1 / A-107.2 <b>Rpt #17</b>
117 12	Remove shower spray bar to have handle 27" from seat & 48" AFF. Patch wall/ceramic as required.	Ea	1	Refer to G-003 for typ. dimensions <b>Rpt #32</b>
117 13	Remove to reinstall Toilet. Provide offset flange or reroute piping to be 18" from CL of toilet. Patch ceramic floor tile as req'd.	Ea	1	Toilet at 16-1/2". <b>Rpt #29</b>
117 15	Revise microwave shelving per details to comply with handicap requirements.	LS	1	Refer to Elev #2 & #3 on sheet A-107.2. <b>Rpt #33</b>





1301 Clearview Pkwy, Metairie LA 70001



Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - <b>Unit #203</b> - Type 1A - ADA (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
203 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 <b>Rpt #35 ,37</b>
203 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
203 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. <b>Rpt #25</b>
203 06	Remove side and rear grab bars at toilet. Reinstall side and rear bars per code requirements. Install vertical grab bars.	Ea	1	Refer to G-003 for typ dimensions. <b>Rpt # 29a ,39</b>
203 08	Remove apron and slanted panel at kitchen sink. Revise per Det #1 on A-107.2.	LS	1	Refer to Detail #1 / A-107.2 <b>Rpt #17</b>
203 10	Install Pipe Protection per code.	Ea	1	Refer to Product Data #8. <b>Rpt #31</b>
203 12	Remove shower spray bar to have handle 27" from seat & 48" AFF. Patch wall/ceramic as required.	Ea	1	Refer to G-003 for typ. dimensions <b>Rpt #32</b>
203 13	Remove to reinstall Toilet. Provide offset flange or reroute piping to be 18" from CL of toilet. Patch ceramic floor tile as req'd.	Ea	1	Toilet at 16". <b>Rpt #29</b>
203 15	Revise microwave shelving per details to comply with handicap requirements.	LS	1	Refer to Elev #2 & #3 on sheet A-107.2. <b>Rpt #33</b>



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Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - <u>Unit #205</u> - Type 1A - ADA (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
205 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 <b>Rpt #35 ,37</b>
205 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
205 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	1	Relocate switches at Entry, Living, Closet, Bedroom and Bath. <b>Rpt #25</b>
205 06	Remove side and rear grab bars at toilet. Reinstall side and rear bars per code requirements. Install vertical grab bars.	Ea	1	Refer to G-003 for typ dimensions. <b>Rpt # 29a ,39</b>
205 08	Remove apron and slanted panel at kitchen sink. Revise per Det #1 on A-107.2.	LS	1	Refer to Detail #1 / A-107.2 <b>Rpt #17</b>
205 09	Remove to reinstall Toilet Tissue Dispenser. Mount at 7" to 9" from front edge of toilet. Patch wall.	Ea	1	Refer to G-003 for typ. dimensions <b>Rpt #29b ,30</b>
205 11	Remove mirror/medicine cabinet at lavatory. Lower in wall for reflective surface to be no more than 48" A.F.F. Patch wall to match existing as required.	LS	1	Refer to G-003 for typ. dimensions <b>Rpt #31a</b>
205 12	Remove shower spray bar to have handle 27" from seat & 48" AFF. Patch wall/ceramic as required.	Ea	1	Refer to G-003 for typ. dimensions <b>Rpt #32</b>
205 15	Revise microwave shelving per details to comply with handicap requirements.	LS	1	Refer to Elev #2 & #3 on sheet A-107.2. <b>Rpt #33</b>



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Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - <u>Unit #207</u> - Type 1A - ADA (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
207 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 <b>Rpt #35 ,37</b>
207 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
207 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	2	Relocate and Entry and Thermostat in unit. <b>Rpt #25</b>
207 06	Remove side and rear grab bars at toilet. Reinstall side and rear bars per code requirements. Install vertical grab bars.	Ea	1	Refer to G-003 for typ dimensions. <b>Rpt # 29a ,39</b>
207 09	Remove to reinstall Toilet Tissue Dispenser. Mount at 7" to 9" from front edge of toilet. Patch wall.	Ea	1	Refer to G-003 for typ. dimensions <b>Rpt #29b ,30</b>
207 11	Remove mirror/medicine cabinet at lavatory. Lower in wall for reflective surface to be no more than 48" A.F.F. Patch wall to match existing as required.	LS	1	Refer to G-003 for typ. dimensions <b>Rpt #31a</b>
207 12	Remove shower spray bar to have handle 27" from seat & 48" AFF. Patch wall/ceramic as required.	Ea	1	Refer to G-003 for typ. dimensions <b>Rpt #32</b>
207 15	Revise microwave shelving per details to comply with handicap requirements.	LS	1	Refer to Elev #2 & #3 on sheet A-107.2. <b>Rpt #33</b>



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Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - <u>Unit #224</u> - Type 1A - ADA (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
224 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 <b>Rpt #35 ,37</b>
224 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
224 06	Remove side and rear grab bars at toilet. Reinstall side and rear bars per code requirements. Install vertical grab bars.	Ea	1	Refer to G-003 for typ dimensions. <b>Rpt # 29a ,39</b>
224 08	Remove apron and slanted panel at kitchen sink. Revise per Det #1 on A-107.2.	LS	1	Refer to Detail #1 / A-107.2 <b>Rpt #17</b>
224 09	Remove to reinstall Toilet Tissue Dispenser. Mount at 7" to 9" from front edge of toilet. Patch wall.	Ea	1	Refer to G-003 for typ. dimensions <b>Rpt #29b ,30</b>
224 11	Remove mirror/medicine cabinet at lavatory. Lower in wall for reflective surface to be no more than 48" A.F.F. Patch wall to match existing as required.	LS	1	Refer to G-003 for typ. dimensions <b>Rpt #31a</b>
224 12	Remove shower spray bar to have handle 27" from seat & 48" AFF. Patch wall/ceramic as required.	Ea	1	Refer to G-003 for typ. dimensions <b>Rpt #32</b>
224 15	Revise microwave shelving per details to comply with handicap requirements.	LS	1	Refer to Elev #2 & #3 on sheet A-107.2. <b>Rpt #33</b>





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Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - <u>Unit #327</u> - Type 1A - ADA (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
327 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 <b>Rpt #35 ,37</b>
327 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
327 06	Remove side and rear grab bars at toilet. Reinstall side and rear bars per code requirements. Install vertical grab bars.	Ea	1	Refer to G-003 for typ dimensions. <b>Rpt #29a ,39</b>
327 08	Remove apron and slanted panel at kitchen sink. Revise per Det #1 on A-107.2.	LS	1	Refer to Detail #1 / A-107.2 <b>Rpt #17</b>
327 09	Remove to reinstall Toilet Tissue Dispenser. Mount at 7" to 9" from front edge of toilet. Patch wall.	Ea	1	Refer to G-003 for typ. dimensions <b>Rpt #29b ,30</b>
327 11	Remove mirror/medicine cabinet at lavatory. Lower in wall for reflective surface to be no more than 48" A.F.F. Patch wall to match existing as required.	LS	1	Refer to G-003 for typ. dimensions <b>Rpt #31a</b>
327 12	Remove shower spray bar to have handle 27" from seat & 48" AFF. Patch wall/ceramic as required.	Ea	1	Refer to G-003 for typ. dimensions <b>Rpt #32</b>
327 15	Revise microwave shelving per details to comply with handicap requirements.	LS	1	Refer to Elev #2 & #3 on sheet A-107.2. <b>Rpt #33</b>



# UNIT TYPE

1B (1 Bed / 1 Bath)



















































































































































































# UNIT TYPE

2A-Adapt (2 Bed / 1 Bath)









1301 Clearview Pkwy, Metairie LA 70001



Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - <u>Unit #301</u> - Type 2A - (Adapt) (2 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
301 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 <b>Rpt # 37</b>
301 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
301 06	Install vertical grab bars.	Ea	1	Refer to sheet G-003 for location & dimensions.



# UNIT TYPE

ADA-2A (2 Bed / 1 Bath)



1301 Clearview Pkwy, Metairie LA 70001



Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - <b>Unit #114</b> - Type 2A - ADA (2 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
114 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 <b>Rpt #23 ,24,37</b>
114 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
114 06	Remove side and rear grab bars at toilet. Reinstall side and rear bars per code requirements. Install vertical grab bars.	Ea	1	Reinstall at 33 to 36" AFF. <b>Rpt #39</b>
114 08	Remove apron and slanted panel at kitchen sink. Revise per Det #1 on A-107.2.	LS	1	Refer to Detail #1 / A-107.2 <b>Rpt #24a</b>
114 09	Remove to reinstall Toilet Tissue Dispenser. Mount at 7" to 9" from front edge of toilet. Patch wall.	Ea	1	Refer to G-003 for typ dimensions. <b>Rpt #40</b>
114 10	Install Pipe Protection per code.	Ea	1	Refer to Product Data #8. <b>Rpt #24a</b>
114 11	Remove mirror/medicine cabinet at lavatory. Lower in wall for reflective surface to be no more than 48" A.F.F. Patch wall to match existing as required.	LS	1	Refer to G-003 for typ. dimensions <b>Rpt #31a</b>
114 12	Remove shower spray bar to have handle 27" from seat & 48" AFF. Patch wall/ceramic as required.	Ea	1	Refer to G-003 for typ. dimensions <b>Rpt #32</b>
114 15	Revise microwave shelving per details to comply with Hdcp requirements.	Ea	1	Refer to Elev #2 & #3 on sheet A-107.2. <b>Rpt #33</b>



# UNIT TYPE

2B (2 Bed / 1 Bath)





# UNIT TYPE

2B.2 (2 Bed / 1 Bath)



1301 Clearview Pkwy, Metairie LA 70001



Housing Authority of New Orleans

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - <u>Unit #126</u> - Type 2B.2 (2 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
126 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown with extended box. Install new outlet at other side of range.	Ea	1	Refer to P-3 / A-107.2 <b>Rpt #27</b>
126 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
126 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	7	Relocate Entry, Living, Bed1, Bed 2, Hall, Bath and Thermostat. <b>Rpt #25,26</b>
126 13	Remove to reinstall Toilet. Provide offset flange or reroute piping to be 18" from CL of toilet. Patch ceramic floor tile as req'd.	Ea	1	Contractor to verify location of toilet. Toilet at 19-1/2". <b>Rpt #28</b>





# Appendix B

# Technical Drawings





# FAUBOURG LAFITTE SENIOR HOUSING INTERIOR & EXTERIOR REPAIRS

700 N. GALVEZ AVE.  
NEW ORLEANS, LA 70119

OWNER: HOUSING AUTHORITY OF NEW ORLEANS (HANO)

### ABBREVIATIONS

AFF.	ABOVE FINISH FLOOR
CLR.	CLEAR
CMU	CONCRETE MASONRY UNIT
CONC.	CONCRETE
DIM. PT.	DIMENSION POINT
EO	EDGE OF
E.F.	EXHAUST FAN
(E)	EXISTING
EX.	EXISTING
EXIST.	EXISTING
EXT.	EXTERIOR
F.F.	FINISH FLOOR
F.O.	FACE OF
FDN	FOUNDATION
GSM	GALVANIZED SHEET METAL
GB	GRAB BAR
HDG	HOT DIPPED GALVANIZED
LAV.	LAVATORY
MFG.	MANUFACTURER
MTL.	METAL
(N)	NEW
N.I.C.	NOT IN CONTRACT
NTP	NOTICE TO PROCEED
O.C.	ON CENTER
O/	OVER
PTD	PAPER TOILET DISPENSER
PT	PRESSURE TREATED
R/R	REMOVE AND REPLACE
RA.	RETURN AIR
RAG	RETURN AIR GRILLE
S.C.D.	SEE CIVIL DRAWINGS
S.A.M.	SELF ADHERING MEMBRANE
S/W	SIDEWALK
SIM	SIMILAR
STL	STEEL
STRL	STRUCTURAL
T.B.D.	TO BE DETERMINED
(TBR&R)	TO BE REMOVED AND REPLACED
TPD	TOILET PAPER DISPENSER
T&B	TOP AND BOTTOM
T.O.	TOP OF
(TYP)	TYPICAL
U	UNDERCUT
(UIP)	USE IN PLACE
W.C.S.T.	WOOD COMPOSITE SUBSTRATE TRIM

### CODE COMPLIANCE

- ALL WORK IS TO BE COMPLIANT WITH FOLLOWING STANDARDS:
- IBC 2018 AND ICE A117.1 - 2009 (THROUGHOUT)
  - ADA 2010 STANDARDS, ICC A117.1 2009, CURRENT LOCAL REQUIREMENTS FOR (ALL PUBLIC & COMMON AREAS) & (PUBLIC SIDEWALKS & CURB RAMPS) WHERE APPROPRIATE THE PROW STANDARDS PUBLISHED BY THE ACCESS BOARD MAY BE APPLIED.
  - ADA 2010 STANDARDS AS REVISED BY THE HUD DEEMING NOTICE (ALL UFAS/ADA UNITS)

PROJECT LOCATION

IFB # 24-912-31



LOCATION MAP

STANDARD SPECIFICATIONS  
THE 2016 EDITION OF THE LOUISIANA DOTD  
STANDARD SPECIFICATIONS FOR ROADS AND  
BRIDGES, AS AMENDED BY THE PROJECT  
SPECIFICATIONS, SHALL GOVERN.

ECM PROJECT No. 22462.12

JUNE 3, 2024

### SHEET INDEX

G-001	TITLESHEET
G-002	GENERAL NOTES
G-003	TOILET ROOM DETAILS
C-001	EXISTING SITE PLAN
C-002	ENTRANCE STAIR & HANDRAIL DETAILS
C-003	COURTYARD STAIR AND HANDRAIL DETAIL
C-004	ENTRANCE RAMP & HANDRAIL DETAILS
C-005	COURTYARD RAMP & HANDRAIL DETAILS
C-006	COURTYARD RAMP & HANDRAIL PLANS
C-007	COURTYARD RAMP & HANDRAIL DETAILS
C-008	COURTYARD RAMP & HANDRAIL DETAILS
C-009	COURTYARD RAMP & HANDRAIL DETAILS
C-010	SIDEWALK DETAILS
AS-001	EXISTING SITE PLAN
A-001	REFERENCE FLOOR PLAN - 1ST FLOOR
A-002	REFERENCE FLOOR PLAN - 2ND FLOOR
A-003	REFERENCE FLOOR PLAN - 3RD FLOOR
A-101.1 - A-101.2	TYPICAL ADA 1A FLOOR PLAN UNIT TYPE: ADA 1A
A-102.1 - A-102.14	TYPICAL 1B FLOOR PLAN UNIT TYPE: 1B
A-103.1	TYPICAL ADA 2A FLOOR PLAN UNIT TYPE: ADA 2A
A-104.1	TYPICAL 2A [ADAPT] FLOOR PLAN UNIT TYPE: 2A [ADAPT]
A-105.1	TYPICAL 2B FLOOR PLAN UNIT TYPE: 2B
A-106.1	TYPICAL 2B.2 FLOOR PLAN UNIT TYPE: 2B.2
A-107.1 - A-107.2	MISCELLANEOUS DETAILS



THESE PLANS AND SPECIFICATIONS HAVE BEEN PREPARED BY ME,  
OR UNDER MY CLOSE PERSONAL SUPERVISION, AND TO THE BEST  
OF MY KNOWLEDGE AND BELIEF, THEY COMPLY WITH ALL CITY  
AND STATE REQUIREMENTS. I WILL OBSERVE THE WORK.

BY: *N. Guy Williams*  
REGISTRATION No. 3907

REVISIONS	BY

ARCHITECT/ENGINEER:  
**ECM Consultants, Inc.**  
ENGINEERS - ARCHITECTS - CONSTRUCTION MANAGERS  
1301 CLEARVIEW PKWY. SUITE 200  
METairie, LOUISIANA 70001  
PHONE: (504) 885-4000. FAX: (504) 885-1439  
EMAIL: mail@ecmconsultants.com

OWNER:  
HOUSING AUTHORITY  
OF NEW ORLEANS  
2001 SENATE ST. BUILDING B, Rm. 202  
NEW ORLEANS, LOUISIANA 70122

PROJECT:  
FAUBOURG LAFITTE SENIOR HOUSING  
INTERIOR & EXTERIOR REPAIRS  
SHEET TITLE:  
TITLESHEET

DRAWN  
M.I.M. & A.E.D.  
CHECKED  
N.G.W.  
DATE  
JUNE 3, 2024  
SCALE  
AS SHOWN  
JOB NO.  
22462.12  
SHEET NO.  
G-001

**GENERAL NOTES:**

- CONTRACTOR TO VISIT SITE AND EXAMINE ALL EXISTING CONDITIONS, PRIOR TO SUBMITTING A PROPOSAL.
- SCOPE OF WORK APPLIES ONLY TO THE LAFITTE SENIOR BUILDING LOCATED AT 700 N. GALVEZ STREET, NEW ORLEANS, LA 70119. CONTRACTOR SHALL ASSUME ALL UNITS IN THE BUILDING ARE OCCUPIED. CONTRACTOR SHALL TAKE ALL MEASURES NECESSARY TO PROTECT THE EXISTING FINISHES AND CONTENTS OF THE UNITS AND COMMON AREAS (WORK AREAS) AND TO MITIGATE ANY INCONVENIENCE TO THE RESIDENTS.
- CONTRACTOR SHALL COORDINATE ALL SELECTIVE DEMOLITION AND CONSTRUCTION ACTIVITIES WITH THE PROPERTY MANAGER AND HANO. PROPERTY MANAGER AND HANO SHALL BE NOTIFIED A MINIMUM OF THREE (3) BUSINESS DAYS PRIOR TO BEGINNING ANY WORK IN ANY UNIT. PROPERTY MANAGEMENT CONTACT INFORMATION AND THE HANO REPRESENTATIVE'S CONTACT INFORMATION WILL BE PROVIDED AT THE PRECONSTRUCTION CONFERENCE.
- CONTRACTOR PARKING SHALL BE LIMITED TO LEGAL STREET PARKING. CONTRACTOR VEHICLES THAT BLOCK DRIVES WILL BE SUBJECT TO BEING TOWED AT THE EXPENSE OF THE CONTRACTOR (VIA CHANGE ORDER CREDIT IF REQUIRED).
- ALL MATERIALS SHALL BE NEW AND SHALL BE IN ACCORDANCE WITH THE CONTRACT DOCUMENTS, UNLESS OTHERWISE NOTED.
- UPON ISSUANCE OF THE NOTICE TO PROCEED, CONTRACTOR SHALL SCHEDULE A VISITATION TO EACH RESIDENTIAL UNIT WITH PROPERTY MANAGEMENT AND HANO SO THAT ALL NECESSARY MEASUREMENTS FOR ORDERING AND/OR FABRICATING MATERIALS MAY BE DETERMINED. AS THE RESIDENTIAL UNITS ARE OCCUPIED, ONLY ONE VISITATION WILL BE ALLOWED PER UNIT FOR THIS PURPOSE. FAILURE TO TAKE PROPER MEASUREMENTS WILL NOT BE CAUSE FOR AN INCREASE TO THE CONTRACT PRICE AND/OR TIME.
- NO WORK SHALL BEGIN UNTIL ALL MATERIALS ARE AVAILABLE AND READY FOR INSTALLATION IN ANY GIVEN WORK AREA IN THE BUILDING.
- DEMOLISHED MATERIALS SHALL BE REMOVED FROM THE BUILDING THE SAME DAY THAT THEY ARE REMOVED. DEMOLISHED MATERIALS SHALL NOT BE LEFT IN THE UNITS NOR STORED ON SITE EXCEPT IN APPROVED DUMPSTERS. (NOTE: HANO HAS NO INTEREST IN RETAINING ANY SALVAGEABLE MATERIALS. SHOULD THE CONTRACTOR CHOOSE TO SALVAGE ANY MATERIALS, THEY MAY NOT BE SOLD ON-SITE.)
- CONTRACTOR SHALL COORDINATE THE LOCATION OF DUMPSTER(S) WITH PROPERTY MANAGEMENT AND HANO. CONTRACTOR SHALL PROCURE AND PAY FOR ALL PERMITS FOR DUMPSTER USE THAT MAY BE REQUIRED BY GOVERNING AUTHORITIES HAVING JURISDICTION. CONTRACTOR SHALL POLICE ITS DUMPSTERS. NEITHER HANO NOR PROPERTY MANAGEMENT ASSUMES ANY RESPONSIBILITY FOR THE MISUSE OF THESE DUMPSTERS BY ANYONE. CONTRACTOR SHALL PROVIDE A STAGING PLAN FOR REVIEW AND APPROVAL BY PROPERTY MANAGEMENT AND HANO.
- CONTRACTOR SHALL LEAVE THE WORK AREAS IN A BROOM-SWEPT CONDITION AT THE END OF EACH WORKDAY. CONTRACTOR SHALL PERFORM A THOROUGH "POWDER PUFF" CLEANING AT EACH WORK AREA UPON COMPLETION OF THE WORK. FINAL CLEANUP WORK SHALL BE PERFORMED BY A PROFESSIONAL CLEANING SERVICE.
- SHOULD THE SELECTIVE DEMOLITION EXTEND BEYOND ONE (1) DAY CONTRACTOR SHALL IMMEDIATELY NOTIFY PROPERTY MANAGEMENT AND HANO PRIOR TO 2:00 PM. CONTRACTOR SHALL TAKE ALL MEASURES TO REMEDY ANY POTENTIALLY DANGEROUS CONDITIONS AND OTHER ELEMENTS THAT MIGHT CAUSE A MATERIAL INCONVENIENCE TO THE RESIDENTS. CONTRACTOR SHALL PROVIDE TEMPORARY BARRIERS TO KEEP ALL RESIDENTS FROM ANY POTENTIALLY DANGEROUS AREAS. ALL SUCH MEASURES SHALL BE INCLUDED THE CONTRACT LUMP SUM.
- CONTRACTOR SHALL MAKE ITS BEST EFFORT TO AVOID DAMAGE TO THE EXISTING FINISHES. ANY REQUIRED REMEDIAL WORK RESULTING FROM CONTRACTOR ACTIVITIES SHALL BE PERFORMED AND PAID FOR BY THE CONTRACTOR. SHOULD THE CONTRACTOR FAIL TO PERFORM SUCH REMEDIAL WORK, HANO WILL COMPLETE THIS WORK AND BACK CHARGE THE COST TO THE CONTRACTOR PLUS TEN PERCENT (10%) FOR ADMINISTRATIVE COSTS.
- SCHEDULE: CONTRACTOR SHALL PROVIDE AN INITIAL SCHEDULE FOR THE WORK AT THE PRE-CONSTRUCTION CONFERENCE. THE SCHEDULE SHALL INCLUDE THE FOLLOWING AT A MINIMUM:
  - CONTRACT START DATE AS DEFINED BY THE NOTICE TO PROCEED (NTP)
  - CONTRACT COMPLETION DATE AS DEFINED BY THE (NTP)

- TIME FRAMES FOR NOTIFYING RESIDENTS OF A MINIMUM OF THREE (3) BUSINESS DAYS. (FAILURE TO PROPERLY NOTIFY RESIDENTS IN A TIMELY FASHION SHALL NOT BE CAUSE FOR AN INCREASE IN THE CONTRACT TIME. NOTIFICATION TO BE MADE BY FACILITY MANAGEMENT. CONTRACTOR TO ALLOW TIME IN THE SCHEDULE FOR THIS PRIOR NOTIFICATION.)
  - SELECTIVE DEMOLITION ON A FLOOR-BY-FLOOR BASIS
  - REMEDIAL WORK ON A FLOOR-BY-FLOOR BASIS
  - CONTRACTOR PUNCH ON A FLOOR-BY-FLOOR BASIS
  - ARCHITECTURAL PUNCH ON A FLOOR-BY-FLOOR BASIS
  - AN UPDATED SCHEDULE SHALL BE SUBMITTED BY CONTRACTOR UPON COMPLETION OF ITS REVIEW OF THE WORK AREAS.
- CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING ALL UTILITIES TO THE BUILDING. CONTRACTOR MAY USE EXISTING UTILITIES AS REQUIRED TO PERFORM THE REQUIRED WORK. ANY DISRUPTION TO THESE UTILITIES SHALL BE COORDINATED WITH PROPERTY MANAGEMENT AND HANO A MINIMUM OF THREE (3) BUSINESS DAYS IN ADVANCE. LENGTH OF SERVICE INTERRUPTION SHALL ALSO BE PRE-DETERMINED PRIOR TO INTERRUPTION.
  - CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR DEVELOPING AND MAINTAINING ALL SAFETY MEASURES AND PROGRAMS ASSOCIATED WITH THE WORK AND HANO ASSUMES NONE OF THIS RESPONSIBILITY. FOR THE PURPOSE OF THIS IFB, CONTRACTOR SHALL ALSO ENSURE THAT ALL SAFETY MEASURES REGARDING COVID-19 PANDEMIC ARE INITIATED AND MAINTAINED AS REQUIRED BY THE GOVERNING AGENCIES HAVING JURISDICTION AT THE TIME OF THE BID OPENING. REGARDLESS OF WHAT REQUIREMENTS THAT MAY BE IN PLACE AT THE TIME OF THE BID OPENING, ALL WORKERS MUST WEAR FACE MASKS WHILE IN THE BUILDING. AT A MINIMUM, FAILURE TO PROPERLY MAINTAIN SUCH SAFETY MEASURES MAY RESULT IN PAYMENT BEING WITHHELD UNTIL THE SAFETY DEFICIENCIES ARE CORRECTED.
  - CONTRACTOR SHALL EXERCISE CARE WHEN WORKING AROUND THE LANDSCAPING. ANY PLANTS OR SOD THAT IS DAMAGED DURING THE COURSE OF PERFORMING THE WORK SHALL BE REPLACED BY THE CONTRACTOR WITH LIKE MATERIALS.
  - CONTRACTOR SHALL PROPERLY DEMARCATTE AND PROTECT ALL WORK AREAS AS NECESSARY TO PROTECT THE PUBLIC AND RESIDENTS. THE WORK AREAS SHALL BE PROPERLY PROTECTED AT THE END OF EACH WORKDAY. CONTRACTOR SHALL PROVIDE TEMPORARY BARRIER(S) TO SEPARATE BUILDING TENANTS AND THE PUBLIC FROM ANY PORTION OF THE WORK BEING PERFORMED.
  - CONTRACTOR SHALL COORDINATE THE USE OF ONE (1) ELEVATOR CAR WITH PROPERTY MANAGEMENT AND HANO. THIS INCLUDES THE POSSIBILITY OF LOCKING OUT THE CAR FOR THE CONTRACTOR'S USE ONLY, WHICH IS NOT GUARANTEED. CONTRACTOR SHALL PROTECT THE INTERIOR OF THE ASSIGNED CAR WITH PADS ON THE WALLS AND WITH PLYWOOD 4' UP AT THE OUTSIDE OF THE PAD AND PLYWOOD ON THE FLOOR. CONTRACTOR SHALL INSTALL AND MAINTAIN SIGNS ON THE ELEVATOR DOORS AT EACH FLOOR WITH THE FOLLOWING VERBIAGE:

**CAUTION<sup>1</sup>**

ELEVATOR CLOSED<sup>2</sup>  
FOR  
CONSTRUCTION<sup>2</sup>  
DO NOT USE<sup>2</sup>

LETTERS SHALL BE PRINTED IN RED ON 8-1/2" X 11" PAPER AND LAMINATED. THE FONT SHALL BE ARIAL 100<sup>1</sup> AND 72<sup>2</sup> AS INDICATED ABOVE. INSTALL SIGNS WITH REMOVABLE ADHESIVE. DO NOT MECHANICALLY FASTEN THE SIGNS. ENSURE THAT SIGNS DO NOT INTERFERE WITH THE OPERATION OF THE ELEVATOR DOORS.

- CONTRACTOR TO VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS PRIOR TO THE ORDERING OF MATERIALS AND THE START OF WORK. ANY DISCREPANCIES FOUND SHALL BE BROUGHT IMMEDIATELY TO THE ATTENTION OF THE ARCHITECT/ENGINEER FOR RESOLUTION.
- CONTRACTOR SHALL DOCUMENT ALL EXISTING CONDITIONS WHERE WORK MAY BE PERFORMED AS DESCRIBED IN A MANNER AS DESCRIBED IN THE SUPPLEMENTAL INFORMATION SECTION PROVIDED IN THE SPECIFICATIONS. PRE-CONSTRUCTION, CONSTRUCTION AND FINAL COMPLETION PHOTOS SHALL BE PROVIDED TO DOCUMENT THE EXISTING CONDITIONS AND THE WORK PERFORMED.
- THE CONTRACTOR SHALL PROVIDE AND PAY FOR ALL REQUIRED PERMITS REQUIRED BY THE GOVERNMENTAL AGENCIES HAVING JURISDICTION.

**LEGEND**

 REMOVAL OF CONCRETE  NEW CONCRETE

**STAGING NOTES:**

- CONTRACTOR SHALL COORDINATE ALL WORK WITH THE LAFITTE PROPERTY MANAGEMENT DEPARTMENT AND HANO TO ENSURE MINIMUM DISRUPTION WITH THE OPERATIONS OF THE FACILITY. REFER TO GENERAL NOTES FOR THE PRIOR NOTICE REQUIREMENTS. AS THE WORK PROGRESSES, THE CONTRACTOR SHALL CONTINUE TO PROVIDE PRIOR NOTIFICATION IN ORDER TO COORDINATE THEIR MOVEMENT WITHIN THE FACILITY.
- CONTRACTOR TO SUPPLY FOR REVIEW AND APPROVAL A SCHEDULE OF THE WORK INDICATING THE CONTRACTOR'S PLAN FOR THE PROGRESS OF THE CONSTRUCTION. THIS SCHEDULE SHALL INCLUDE THE ANTICIPATED DATES WHEN WORK IS TO BE PERFORMED AT THE BUILDING'S COMMON AREAS. WORK WITHIN THE UNITS SHALL BE GIVEN AN ANTICIPATED START TIME AND COMPLETION TIME FOR THAT UNIT'S WORK.
- CONTRACTOR SHALL PROVIDE TEMPORARY BARRIER(S) TO SEPARATE THE BUILDING TENANTS AND THE PUBLIC FROM ANY PORTION OF THE WORK BEING PERFORMED.
- CONTRACTOR SHALL AT ALL TIMES PROVIDE UNOBSTRUCTIVE ACCESS TO ALL EXITS FROM THE BUILDING. AT NO POINT SHALL ACCESS TO THE EXITS BE BLOCKED.
- CONTRACTOR SHALL PROVIDE A STAGING PLAN SHOWING THE LOCATION OF DUMPSTERS, STAGING OF MATERIALS, PORTABLE TOILETS, ETC. AT THE PRECONSTRUCTION CONFERENCE FOR REVIEW AND APPROVAL BY HANO.

**SUPPLEMENTAL REFERENCE DATA PROVIDED:**

- SUBMITTAL/PRODUCT INFORMATION IS PROVIDED IN THE SPECIFICATIONS AS REFERENCE TO THE CONTRACTOR. THIS IS FOR INFORMATION PURPOSES ONLY. IF NEW ITEMS ARE REQUIRED, THEY SHALL MATCH THE EXISTING ITEMS AS CLOSE AS POSSIBLE. ALL NEW PRODUCTS REQUIRED TO BE PROVIDED ARE TO MEET THE STANDARD OF QUALITY INDICATED IN THE DATA PROVIDED. ANY SUBSTITUTION FROM THE MAKE AND MODEL OF THE ITEM PROVIDED IN THE SPECIFICATION MUST DEMONSTRATE THAT SUBSTITUTED ITEMS MEET OR SURPASSES THE QUALITY AND STANDARD INDICATED. THESE REQUESTS SHALL BE SUBMITTED TO THE A/E FOR REVIEW. ALL DATA SUBMITTED MUST CLEARLY INDICATE THAT THE REQUESTED SUBSTITUTION IS EQUAL TO THE ITEM BEING SUBSTITUTED IN QUALITY STYLE AND COLOR. THE OPINION OF THE A/E IS FINAL IN THIS MATTER.
- CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE EXTENT, NATURE, AND SCOPE OF WORK DESCRIBED IN THE DOCUMENTS WITH THE EXISTING CONDITIONS IN THE FIELD. CONTRACTOR SHALL PROVIDE ALL LABOR, MATERIALS, EQUIPMENT, SERVICING, SUPERVISION, ETC. TO EXECUTE ALL PHASES OF THE WORK.
- CONTRACTOR SHALL CONTINUOUSLY AND CONSISTENTLY MAINTAIN THE SAFETY OF THE STRUCTURE, WORKERS AND THE GENERAL PUBLIC. NO STRUCTURAL MEMBER SHALL BE CUT OR MANIPULATED IN ANYWAY WITHOUT PRIOR APPROVAL. THE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR THE STABILITY OF THE STRUCTURE. SHORING TO MAINTAIN STRUCTURAL INTEGRITY OF THE BUILDING SHALL BE USED AS REQUIRED.
- CONTRACTOR TO VERIFY ALL DIMENSIONS IN THE FIELD PRIOR TO THE START OF THE WORK. THE EXISTING CONSTRUCTION MAY VARY AT DIFFERENT AREAS OF THE BUILDINGS. CONTRACTOR TO VERIFY ALL CONDITIONS PRIOR TO THE START OF THE WORK. NOTIFY ARCHITECT/ENGINEER OF ANY DISCREPANCIES FOUND.
- CONTRACTOR TO PROTECT EXISTING CONSTRUCTION TO REMAIN ANY DAMAGE DUE TO CONTRACTOR ACTIVITY SHALL BE REPAIRED OR REPLACED AT NO COST TO THE OWNER.
- CONTRACTOR TO PROVIDE COMPLETE DUST PROOF ENCLOSURE AT ALL AREAS WHERE DEMOLITION IS TO OCCUR.
- CONTRACTOR TO COMPLY WITH ALL OSHA, NFPA AND OTHER APPLICABLE CODES AND REGULATIONS ADDRESSING THIS PROJECT.
- ALL UTILITIES ARE TO BE IDENTIFIED BY THE CONTRACTOR.
- REMOVE ALL DEMOLITION WASTE MATERIALS FROM PROJECT SITE AND LEGALLY DISPOSE OF ALL WASTE MATERIALS ON A DAILY BASIS. DO NOT ALLOW DEMOLISHED MATERIALS TO ACCUMULATE ON SITE. REMOVE AND TRANSPORT DEBRIS IN A MANNER TO PREVENT SPILLAGE ONTO ADJACENT AREAS OR ROADWAYS.

**NOTE:**

CONTRACTOR TO INCLUDE IN HIS BID AN ALLOWANCE OF 10% OF HIS BID AMOUNT FOR USE AS THE OWNER SEES FIT FOR ITEMS THAT NEED TO BE ADDRESSED THAT ARE NOT IN THE PROJECT. AT THE END OF WORK, ANY MONEY REMAINING IN THE ALLOWANCE WILL BE ADDRESSED BY CHANGE ORDER TO ZERO OUT THE ALLOWANCE AMOUNT.

**WELDING NOTES:**

- ALL WELDING SHALL BE ELECTRIC WELDING, WORKMANSHIP AND TECHNIQUE, WHERE APPLICABLE SHALL CONFORM TO THE AMERICAN WELDING SOCIETY STRUCTURAL WELDING CODE AWS D1.1. ELECTRODE TO BE USED IN WELDING WILL BE E70XX.
- FIELD VERIFY DIMENSIONS BEFORE ANY FABRICATION.
- ALL SURFACES AT THE WELDING JOINTS TO BE GROUND SMOOTH AND PAINTED AFTER THE WELDING.

**CONCRETE NOTES:**

- CONCRETE SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF (fc) 4000 PSI AT 28 DAYS.
- REINFORCING STEEL SHALL HAVE A MINIMUM YIELD STRENGTH (Fy) OF 60000 PSI.
- ARCYLIC LATEX BONDING AGENT OR EQUAL APPROVED BY THE ENGINEER TO BE USED WHEREVER OLD CONCRETE SURFACE MEETS FRESHLY POURED CONCRETE. OLD CONCRETE SURFACE TO BE ROUGHENED BEFORE APPLICATION OF BONDING AGENT.

**PAINTING NOTES:**

- ALL HANDRAILS TO BE PAINTED WITH HYDROGLOSS SINGLE COMPONENT WATER BASED URETHANE PAINT OR EQUAL APPROVED BY THE ENGINEER. COLOR TO MATCH EXISTING HANDRAILS.

**ANCHORING EPOXY NOTES:**

- ALL EXISTING HANDRAILS ON STAIRS TO BE REMOVED AND NEW HANDRAILS TO BE INSTALLED USING AN ANCHORING EPOXY SUCH AS QUIKRETE FASTSET ANCHORING EPOXY OR EQUAL APPROVED BY THE ENGINEER AT THE BASE OF THE POST, TO SET THE RAILS INTO EXISTING CONCRETE STAIRS.

**DOWEL NOTES:**

- ALL DOWELS USED IN THE CONSTRUCTION OF RAMP TO BE HILTI HIT-HY 200 V3 + REBAR A 815 Gr.60 #4 OR APPROVED EQUAL BY THE ENGINEER OF RECORD. EMBEDMENT LENGTH SHALL BE 6 INCHES UNLESS OTHERWISE SPECIFIED. MANUFACTURER'S RECOMMENDATION TO BE FOLLOWED FOR INSTALLATION, WORKMANSHIP AND FINISH.

**GUARDRAIL NOTES:**

- ALL GUARDRAILS TO BE DESIGNED BY THE CONTRACTOR. DESIGN AND SHOP DRAWINGS TO BE SUBMITTED FOR APPROVAL TO ARCHITECT/ENGINEER.
- ALL GUARDRAILS SHALL BE DESIGNED TO RESIST A 50 LB/LF UNIFORM LOAD AT THE TOP OR 200 LBS POINT LOAD AT THE TOP ACCORDING TO SECTION 4.5 OF ASCE 7.
- ALL GUARDRAILS TO BE A MINIMUM OF 42 INCHES FROM THE RAMP TOP SURFACE AND HANDRAILS TO BE WELDED TO THE GUARDRAIL POSTS. NEW GUARDRAIL POSTS TO BE ROUND IN SHAPE AND DESIGNED AS GIVEN IN SPECIFICATIONS. CONNECTION OF POSTS TO RAMP TO BE DONE AS SHOWN IN THE PLAN AND SECTIONS. ALL OTHER GUARDRAIL FEATURES TO MATCH SHAPE, SIZE AND COLOR OF EXISTING GUARDRAIL. HANDRAIL'S HEIGHT TO BE MINIMUM 36 INCHES FROM RAMP.

**DIMENSIONS NOTES:**

- ALL DIMENSIONS ON PLANS AND DRAWINGS ARE (±). ALL DIMENSIONS TO BE FIELD VERIFIED BY THE CONTRACTOR PRIOR TO THE START OF WORK AND NOTIFIED TO THE ENGINEER IN CASE OF ANY DISCREPANCIES. ALL MEASUREMENTS TO BE FIELD VERIFIED BEFORE ORDERING MATERIALS AND FABRICATION OF COMPONENTS TO IMPLEMENT THE PLANS.

**SLOPE NOTES:**

- ALL THE SLOPES OF THE WORK SPECIFIED IN THE DRAWINGS TO FOLLOW ADA GUIDELINES THE MAXIMUM RUNNING SLOPE SHALL NOT EXCEED 8.33% AT ANY RAMP AND 5% ON ALL OTHER SURFACES. ALL CROSS SLOPES SHALL BE LIMITED TO LESS THAN 2%.

**CONNECTION OF NEW HANDRAIL TO GUARDRAIL AT ENTRANCE MAP:**

- CONNECTION OF NEW HANDRAIL TO EXISTING GUARDRAIL BY WELDING SHALL MATCH EXISTING SHAPE, SPACING, SIZE, COLOR, AND DESIGN. THE DISTANCE BETWEEN THE TOP OF WALL AND CONNECTING BRACKET SHALL NOT BE LESS THAN 4 INCHES. NO SEPARATE PAYMENT SHALL BE MADE FOR THIS ITEM AND SHALL BE INCLUDED IN THE HANDRAIL UNIT PRICE.

**WALL MOUNTING BRACKET NOTES:**

- WALL MOUNTING BRACKET AT DETAIL A SHEET C-005 SHALL BE WAGNER HANDRAIL BRACKET, ST. 3/4 IN DIA BAR BEND, 2-1/2 INCH FROM WALL TO CENTRE. ITEM NO. RB14125 OR APPROVED EQUAL BE ENGINEER OF RECORD. HANDRAIL TO BE WELDED TO BRACKET. BRACKET SHALL BE PRIMED AND PAINTED WITH SAME PAINT AND COLOR AS NEW HANDRAILS. NO SEPARATE PAYMENT SHALL BE MADE FOR THIS ITEM AND SHALL BE INCLUDED IN THE HANDRAIL UNIT PRICE.

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OWNER:  
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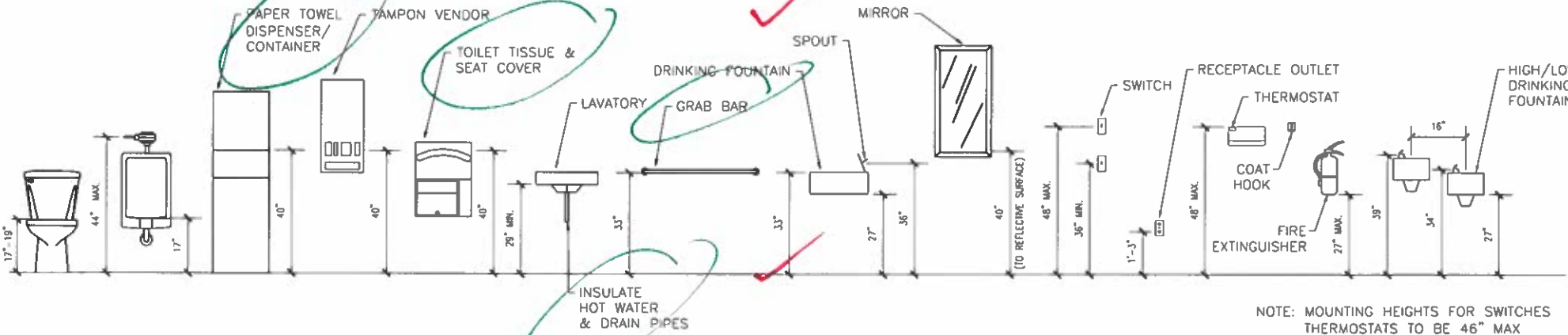
PROJECT:  
**FAUBOURG LAFITTE SENIOR HOUSING INTERIOR & EXTERIOR REPAIRS**

SHEET TITLE:  
**GENERAL NOTES**

DRAWN	M.L.M. & A.E.D.
CHECKED	C.G.W.
N.G.W.	DATE
JUNE 3, 2024	SCALE
AS SHOWN	JOB NO.
22462.12	SHEET NO.

**G-002**



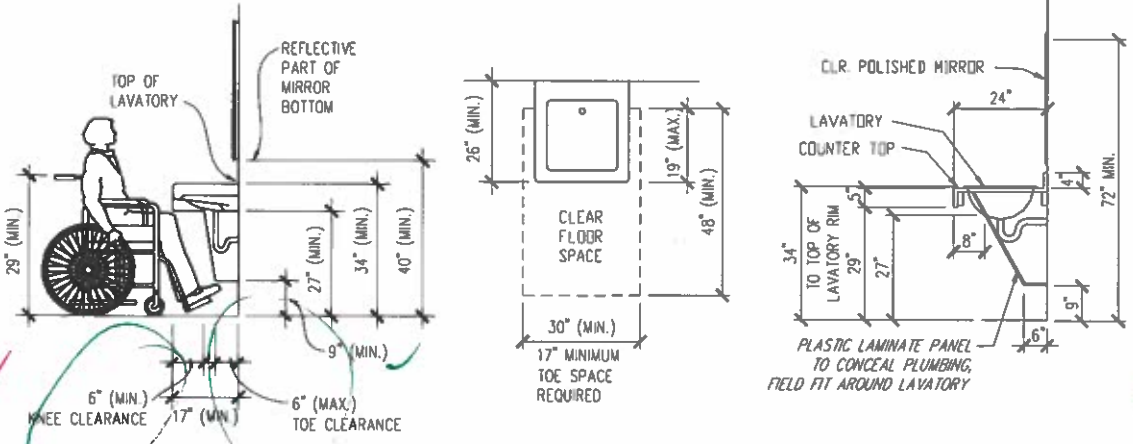


**MOUNTING HEIGHTS**

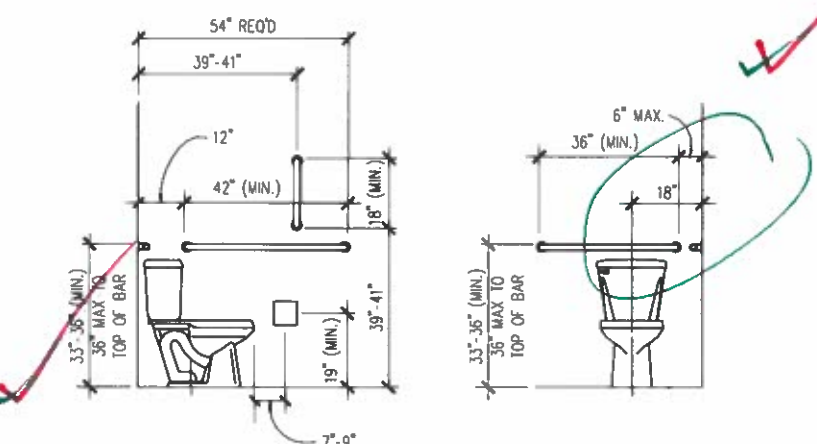
**TOILET ROOMS, FEATURES, AND ACCESSORIES**

1. ALL PUBLIC AND COMMON USE TOILET ROOMS MUST BE ACCESSIBLE. PRIVATE TOILET ROOMS OFF A PRIVATE OFFICE MUST BE ADAPTABLE.
2. AT LEAST ONE TYPE OF EACH FIXTURE & ACCESSORY MUST BE ACCESSIBLE: PROVIDE PATH TO ACCESSIBLE FIXTURE.
3. TURNING SPACE: 60 IN. DIAMETER OR 5x5 FT I-SHAPE.
4. WHERE 6 OR MORE TOILET STALLS ARE PROVIDED IN ADDITION TO THE STANDARD 5x5 FT WHEEL CHAIR STALL, AT LEAST ONE STALL MUST BE 36 IN. WIDE WITH GRAB BARS ON BOTH SIDES.
5. STALL DOORS MAY NOT SWING INTO CLEAR FLOOR SPACE REQ'D FOR FIXTURES, IN STANDARD STALLS, THE FRONT PARTITION AND AT LEAST ONE SIDE PARTITION MUST PROVIDE A TOE CLEARANCE OF 9 IN. ABOVE FINISH FLOOR (AFF) IF STALL DEPTH IS GREATER THAN 60 IN. TOE CLEARANCE NOT REQ'D.
6. FLUSH, LAVATORY, AND ACCESSORY CONTROLS: OPERABLE WITH ONE HAND: NO LIGHT GRASPING, PINCHING, OR TWISTING OF WRIST: 5 LBS MAX, 44 IN. AFF MAX: AUTOMATIC IS OKAY. TOILET FLUSH CONTROLS TO BE MOUNTED ON WIDE SIDE OF TOILET AREA. HOT WATER AND DRAINPIPES UNDER LAVATORIES MUST BE INSULATED OR OTHERWISE CONFIGURED TO PROTECT AGAINST CONTACT. NO SHARP OR ABRASIVE SURFACES UNDER LAVATORIES.
7. TOILET PAPER DISPENSERS THAT CONTROL DELIVERY OR DO NOT PERMIT CONTINUOUS FLOW MAY NOT BE USED.
8. FOR PAPER TOWEL AND OTHER DISPENSERS AND DISPOSALS, SEE "REACH DIMENSIONS FROM A WHEELCHAIR" INFORMATION.
9. COORDINATE ADAAS WITH STATE AND LOCAL CODE REQUIREMENTS.
10. COORDINATE ADAAS WITH STATE AND LOCAL CODE REQUIREMENTS.
11. ALL DIMENSIONS ARE FOR ADULT USE FACILITIES.

NOTE: MOUNTING HEIGHTS FOR SWITCHES THERMOSTATS TO BE 46" MAX OVER COUNTERS.

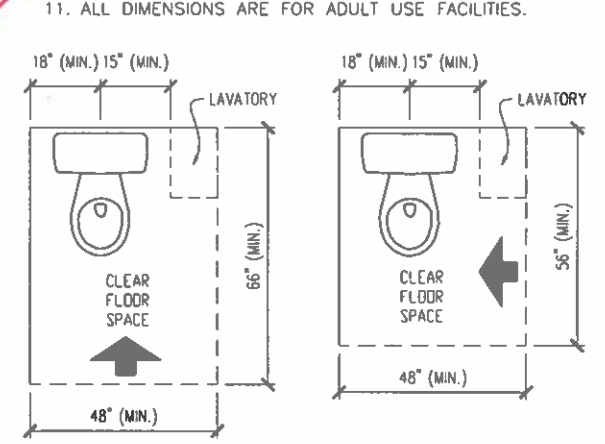


**HANDICAPPED LAVATORY DETAILS**

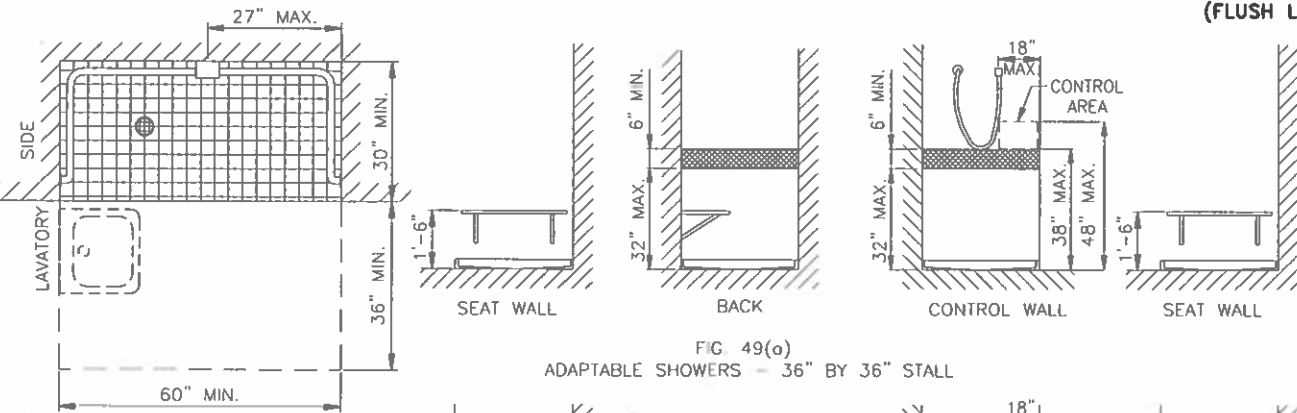


**HANDICAPPED TOILET DETAILS**

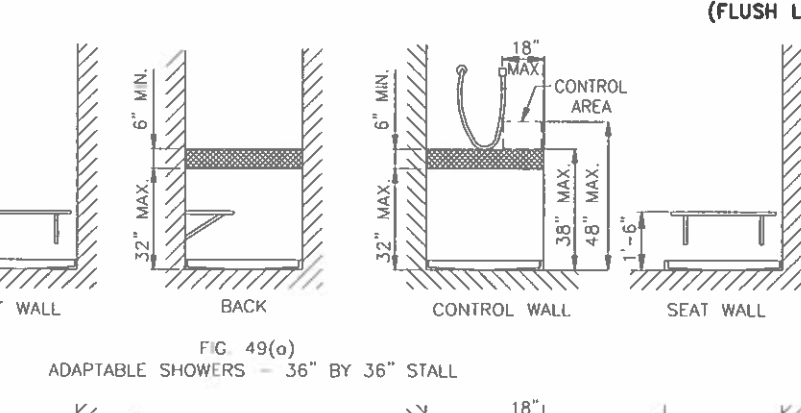
(FLUSH LEVER ON OPEN SIDE OF TOILET)



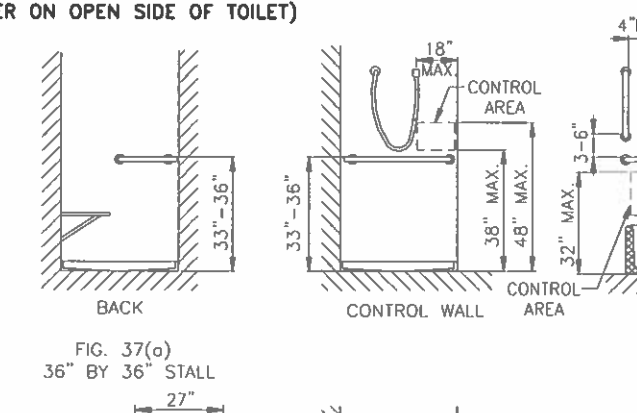
**ACCESSIBLE TOILET ROOM DETAILS**



**SHOWER SIZE & CLEARANCES**

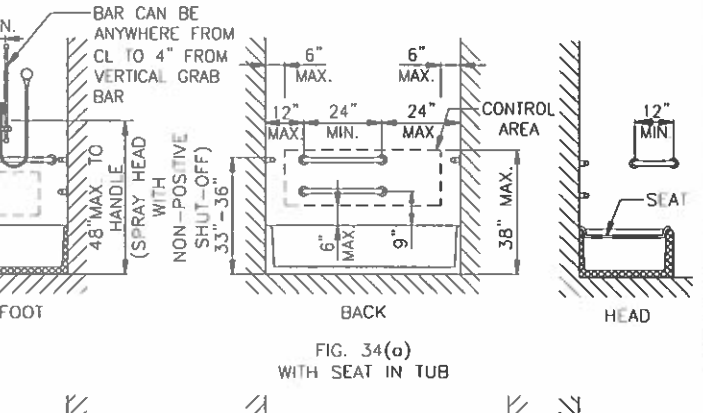


**LOCATION OF GRAB BARS & CONTROLS**



**GRAB BARS AT SHOWER STALLS**

NOTE: SHOWERHEAD & CONTROL AREA MAY BE ON BACK (LONG) WALL (AS SHOWN) OR ON EITHER SIDE WALL.



**GRAB BARS AT BATHTUBS**

NOTE: CONTRACTOR TO PROVIDE WOOD BLOCKING IN WALLS FOR GRAB BARS.

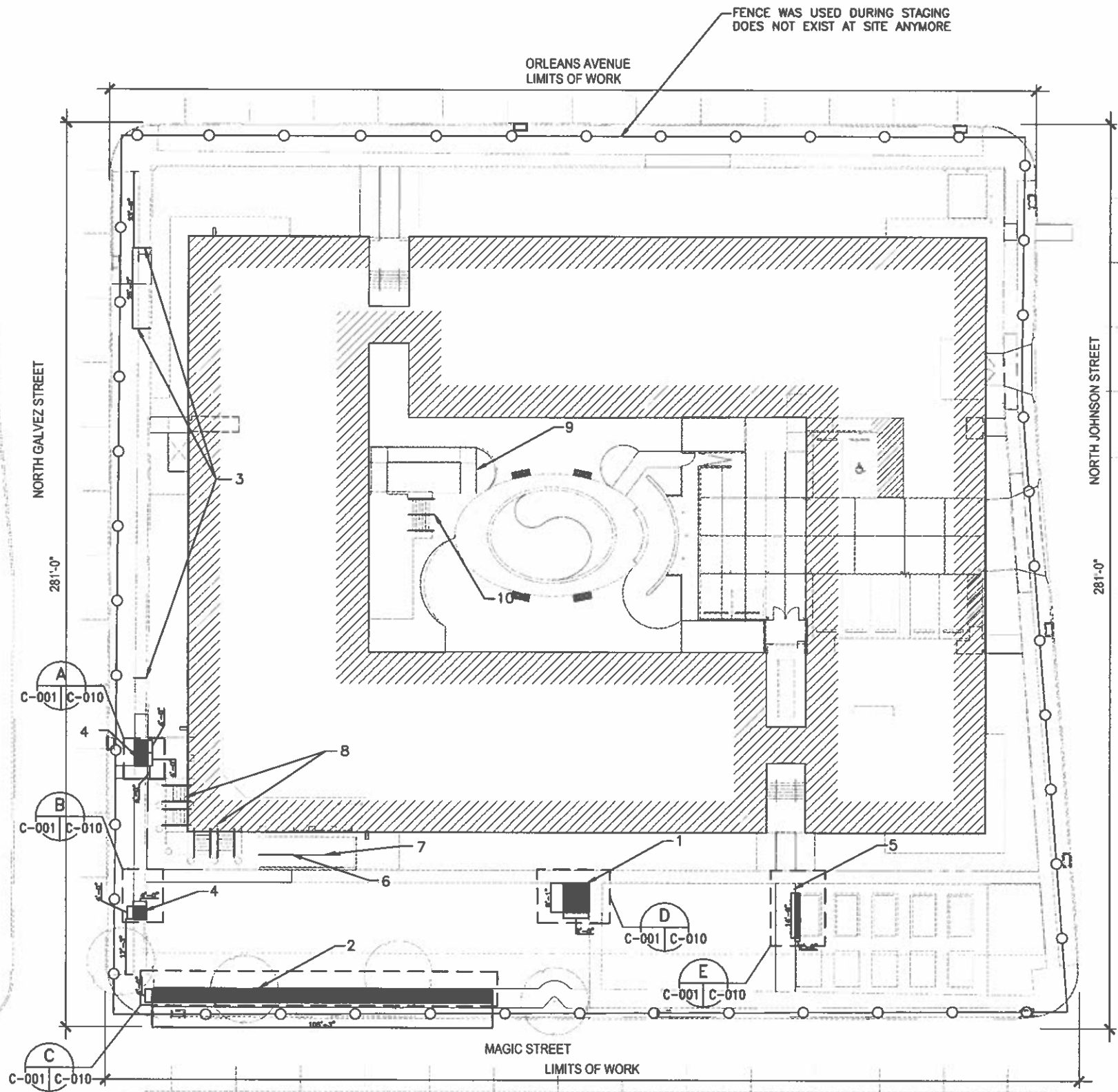
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**PROJECT: FAUBOURG LAFITTE SENIOR HOUSING INTERIOR & EXTERIOR REPAIRS**  
**SHEET TITLE: TOILET ROOM DETAILS**

**DRAWN: M.L.M. & A.E.D.**  
**CHECKED: N.G.W.**  
**DATE: JUNE 3, 2024**  
**SCALE: AS SHOWN**  
**JOB NO.: 22462.12**  
**SHEET NO.:**

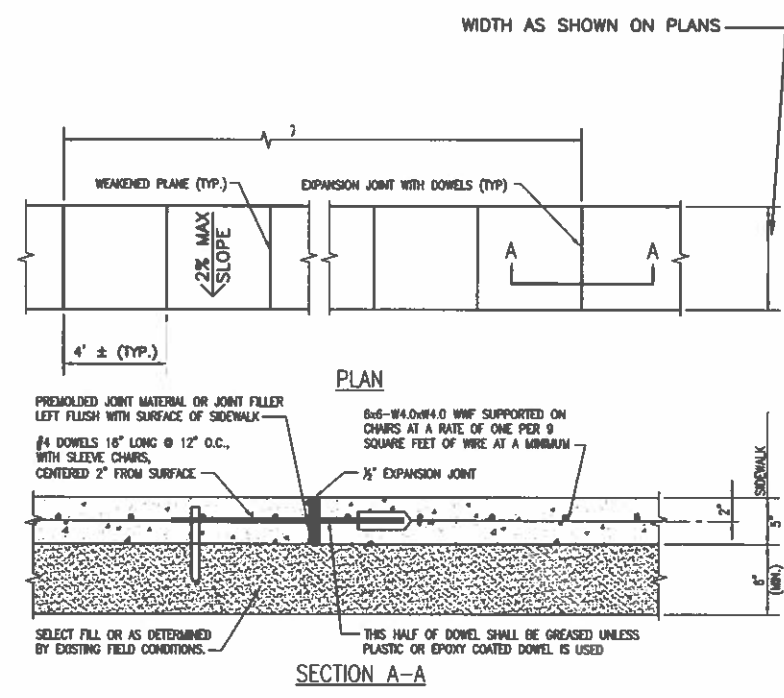


**EXISTING SITE PLAN**

SCALE: 1" = 20'-0"



SCOPE OF WORK FOR LAFITTE SENIOR HOUSING DEVELOPMENT					
#	UNIT / WORK TYPE	Site Work - Sidewalks / Ramps / Accessibility			
		UNIT	QTY	REF. NOTES	REPORT#
SITE-01	PROVIDE 4' WIDE CONCRETE SIDEWALK TO PICNIC AREA WHERE INDICATED WITH 60" X 60" TURN-AROUND AT TABLE	SY	8.1	SEE SHEET C-001 AND C-010 FOR DETAILS	#1
SITE-02	REMOVE AND REPLACE EXISTING 4' WIDE SIDEWALK AT MAGIC STREET WITH 2% MAX CROSS SLOPE	SY	46.8	SEE SHEET C-001 AND C-010 FOR DETAILS	#3D
SITE-03	FILL IN CROSS GAPS IN SIDEWALK AT N GALVEZ ST WITH HOT-POURED RUBBERIZED ASPHALT W/ BACKER ROD WHERE INDICATED	LF	12	SEE SHEET C-001 AND STANDARD PLANS FOR DETAILS	#3AB
SITE-04	REMOVE DAMAGE SIDEWALK SECTION AT N GALVEZ ST NEAR MAIN ENTRANCE. REPLACE WITH NEW CONCRETE SIDEWALK PER STANDARD PLAN ON C-001 AND PLANS ON C-010	SY	4.87	SEE SHEET C-001 AND C-010 FOR DETAILS	#3C
SITE-05	PROVIDE 4' WIDE CONCRETE SIDEWALK TO GARDEN AREA WHERE INDICATED WITH 60" X 60" TURN-AROUND	SY	2.5	SEE SHEET C-001 AND C-010 FOR DETAILS	#3D
SITE-06	REMOVE EXISTING HANDRAIL AT INSIDE LANDING. INSTALL HANDRAIL TO MATCH EXISTING TYPE AND MEET APPLICABLE CODES	EA	1	SEE SHEET C-004 AND C-005 FOR DETAILS	#4
SITE-07	INSTALL HANDRAIL TO MATCH EXISTING TYPE AT INSIDE OF BOTTOM RUN WHERE NOT PROVIDED. HANDRAIL TO MEET APPLICABLE CODES	LF	24	SEE SHEET C-004 AND C-005 FOR DETAILS	#4
SITE-08	REMOVE HANDRAILS OF STAIRS AT MAIN ENTRANCE TO BUILDING. INSTALL NEW HANDRAILS MEETING APPLICABLE CODES	EA	12	SEE SHEET C-002 FOR DETAILS	#6A
SITE-09	REMOVE AND REPLACE MIDDLE RUN OF THE COURTYARD RAMP AND MIDDLE LANDING NEAR THE EDGE OF THE BUILDING AS SHOWN ON PLANS. REMOVE AND REPLACE GUARDRAILS AS SHOWN ON PLANS	LS	1	SEE SHEET C-006 AND C-009 FOR DETAILS	#5
SITE-10	REMOVE HANDRAILS OF STAIRS AT COURTYARD ENTRY TO BUILDING. INSTALL NEW HANDRAILS MEETING APPLICABLE CODES	EA	3	SEE SHEET C-003 FOR DETAILS	#6A



**PORTLAND CEMENT CONCRETE  
N.T.S. SIDEWALK PAVEMENT**

REVISIONS	BY

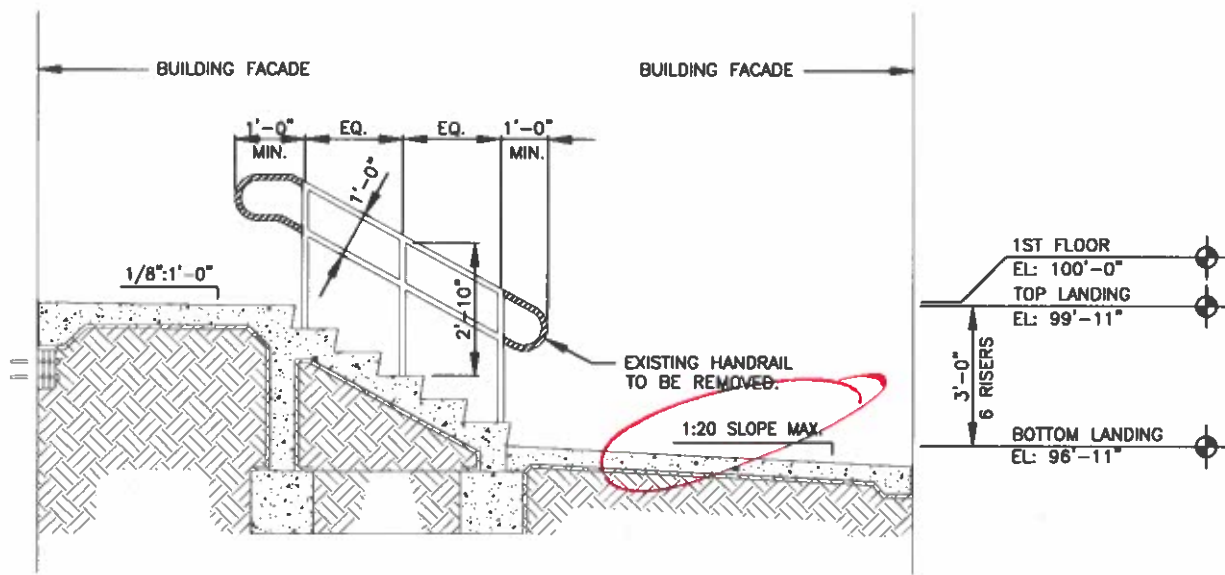
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**PROJECT:** FAUBOURG LAFITTE SENIOR HOUSING INTERIOR & EXTERIOR REPAIRS  
**SHEET TITLE:** EXISTING SITE PLAN

**DRAWN:** K.A.  
**CHECKED:** N.G.W.  
**DATE:** JUNE 3, 2024  
**SCALE:** AS SHOWN  
**JOB NO.:** 22482.12  
**SHEET NO.:** C-001



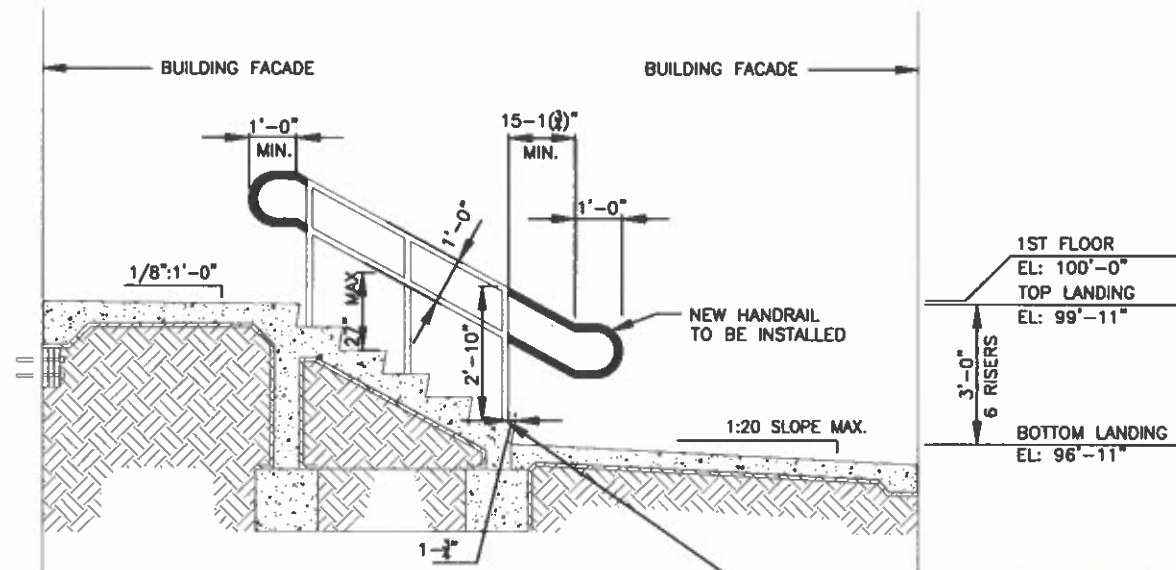


**EXISTING STAIRS DETAIL**  
SCALE: 1/2" = 1'-0" (AT ENTRANCE)



REMOVE ALL HANDRAILS ON STAIRS AT ENTRANCE AND REPLACE WITH NEW. SEE SPECIFICATIONS FOR DETAILS.

**EXISTING HANDRAILS AT ENTRANCE**  
SCALE: N.T.S.



**NEW HANDRAIL DETAIL**  
SCALE: 1/2" = 1'-0" (AT ENTRANCE)

ANCHORING EPOXY TO BE USED TO SET NEW POSTS IN CONCRETE. SEE NOTES SHEET G-002 FOR DETAILS. (TYP. AT EVERY POST BASE)

0 1' 2' 4'  
SCALE: 1/2" = 1'-0"

REVISIONS	BY

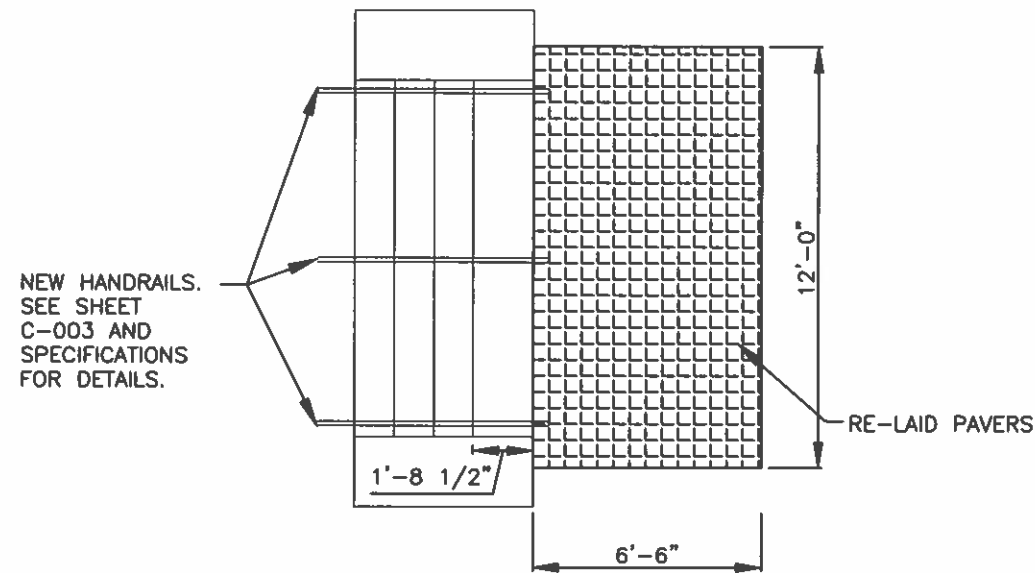
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OWNER:  
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PROJECT:  
**FAUBOURG LAFITE SENIOR HOUSING INTERIOR & EXTERIOR REPAIRS**  
SHEET TITLE:  
**ENTRANCE STAIR & HANDRAIL DETAILS**

DRAWN  
K.A.  
CHECKED  
N.G.W.  
DATE  
JUNE 3, 2024  
SCALE  
AS SHOWN  
JOB NO.  
22482.12  
SHEET NO.

C-002



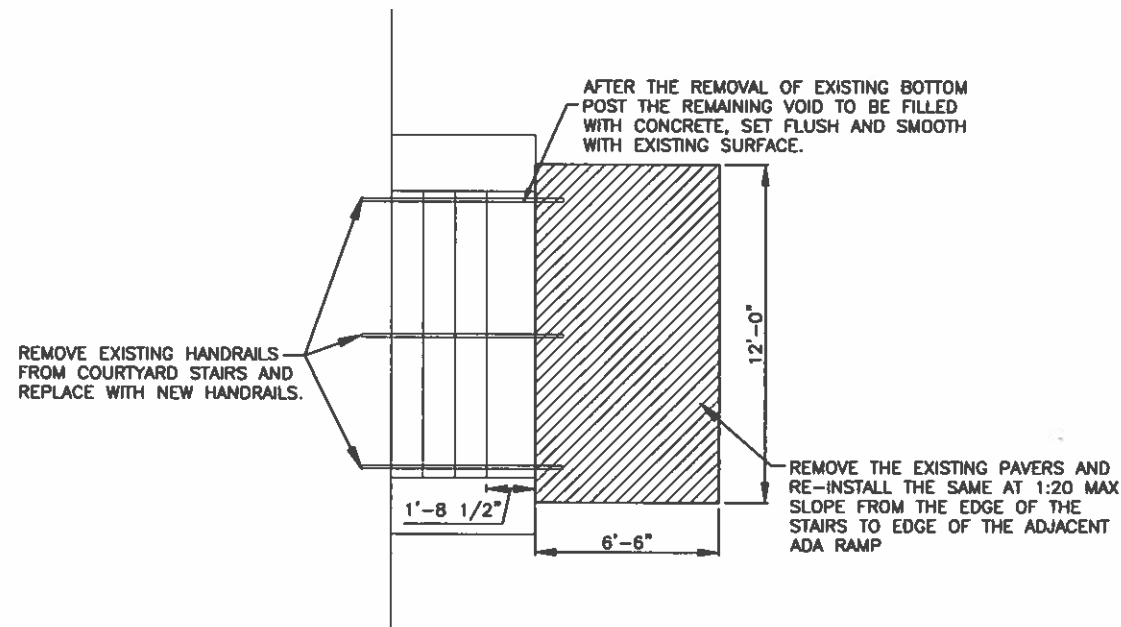
**NEW STAIR PLAN**  
SCALE: 3/8" = 1'-0" (AT COURTYARD)



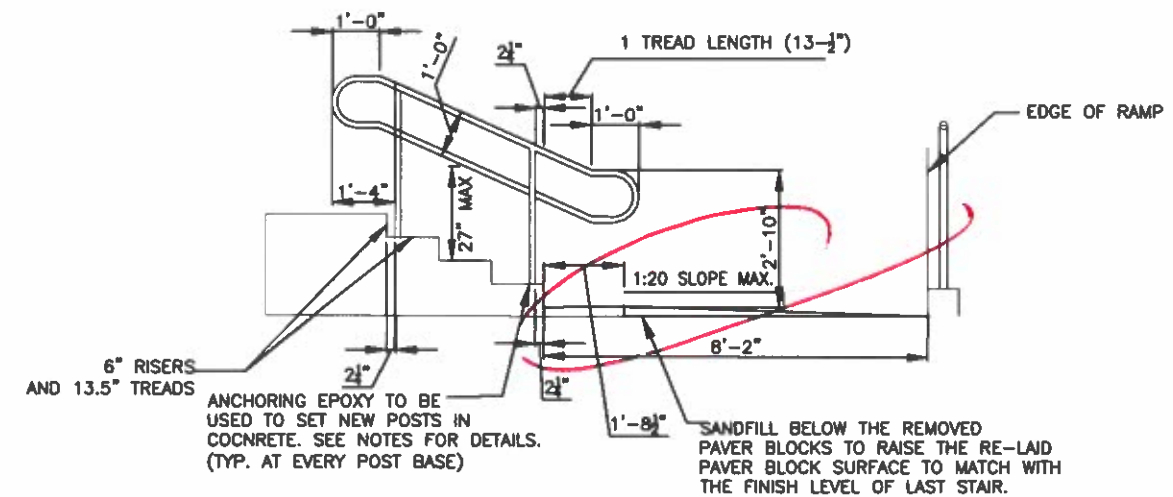
REMOVE EXISTING HANDRAILS FROM COURTYARD STAIRS AND REPLACE WITH NEW HANDRAILS.

BOTTOM 2" THICK CONCRETE WILL NO LONGER BE A STAIR AND WILL BECOME PART OF LANDING AND RELAID PAVERS WILL START FROM ITS END.

**EXISTING STAIR AT COURTYARD**  
SCALE: N.T.S



**EXISTING STAIR PLAN**  
SCALE: 3/8" = 1'-0" (AT COURTYARD)



**NEW HANDRAIL DETAIL AND ELEVATION**  
SCALE: 3/8" = 1'-0" (AT COURTYARD)

0 1' 2' 3' 5'  
SCALE: 3/8" = 1'-0"

REVISIONS	BY

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PROJECT:  
FAUBOURG LAFITTE SENIOR HOUSING INTERIOR & EXTERIOR REPAIRS  
SHEET TITLE:  
COURTYARD STAIR & HANDRAIL DETAILS

DRAWN  
K.A.  
CHECKED  
N.G.W.  
DATE  
JUNE 3, 2024  
SCALE  
AS SHOWN  
JOB NO.  
22482.12  
SHEET NO.

C-003

REVISIONS	BY

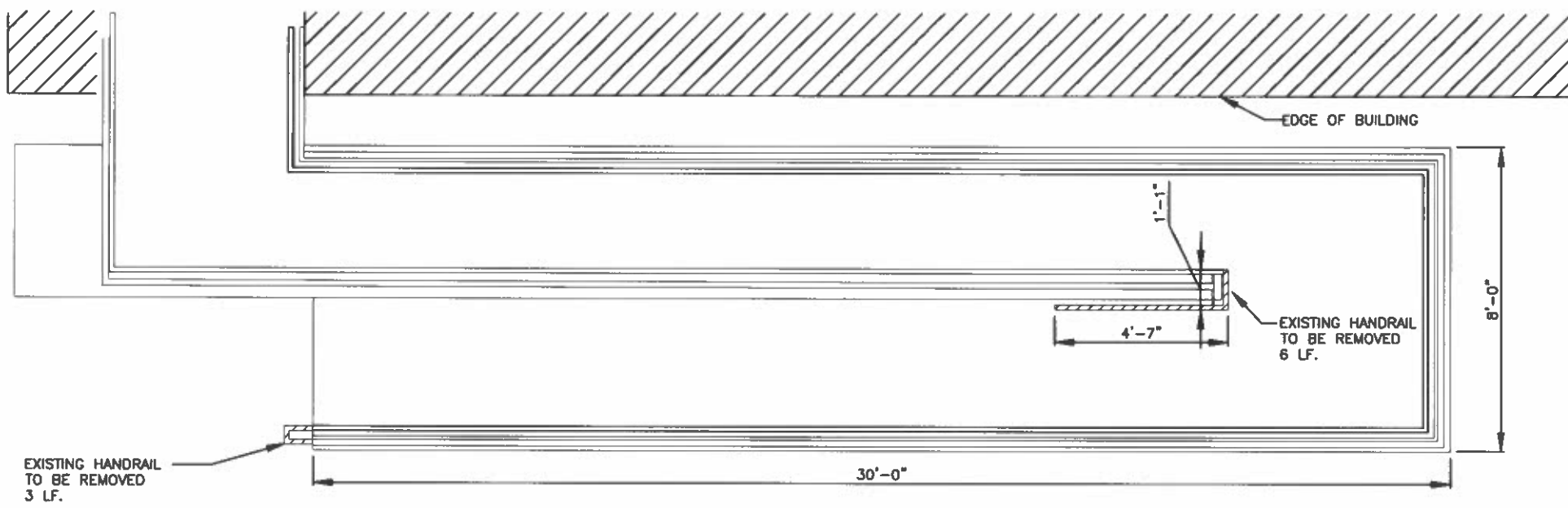
ARCHITECT/ENGINEER:  
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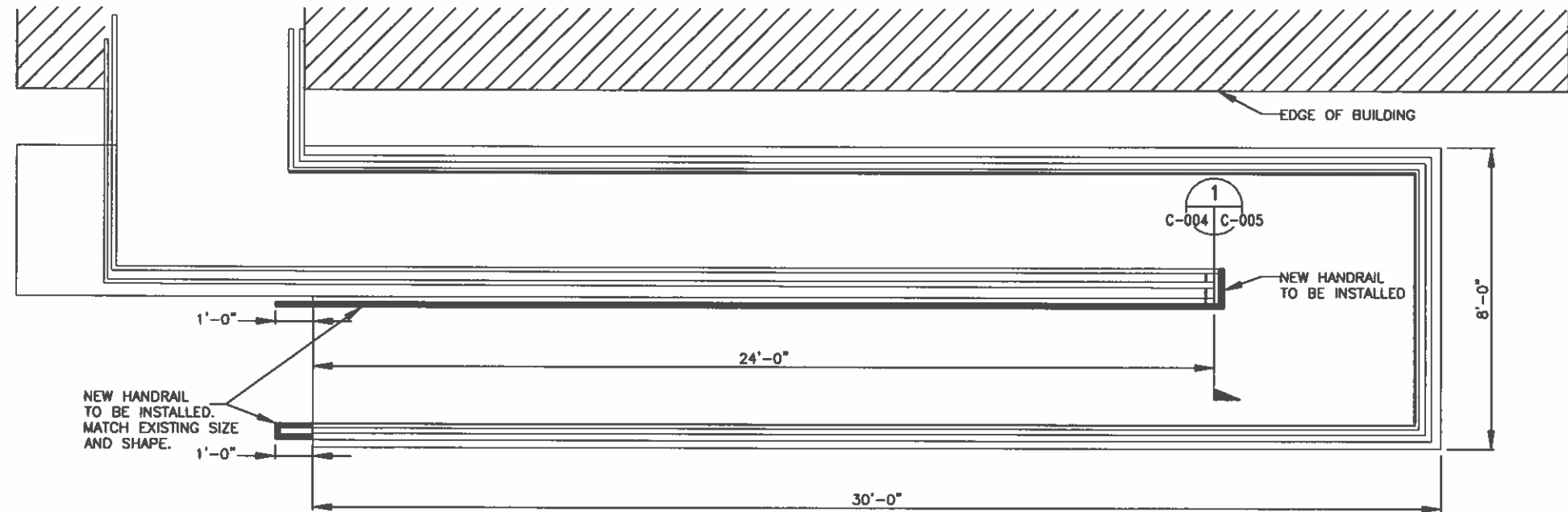
PROJECT:  
 FAUBOURG LAFITTE SENIOR HOUSING  
 INTERIOR & EXTERIOR REPAIRS  
 SHEET TITLE:  
 ENTRANCE RAMP & HANDRAIL PLANS

DRAWN  
 K.A.  
 CHECKED  
 N.G.W.  
 DATE  
 JUNE 3, 2024  
 SCALE  
 AS SHOWN  
 JOB NO.  
 22482.12  
 SHEET NO.

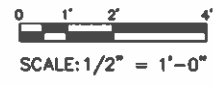
C-004



**EXISTING RAMP & HANDRAIL PLAN**  
 SCALE: 1/2" = 1'-0" (AT ENTRANCE)



**NEW RAMP & HANDRAIL PLAN**  
 SCALE: 1/2" = 1'-0" (AT ENTRANCE)







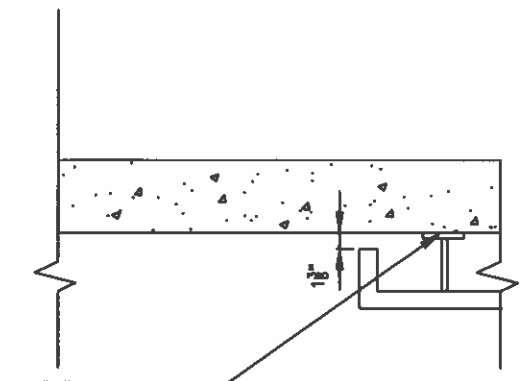
EXISTING HANDRAIL TO BE REMOVED

**EXISTING RAMP & HANDRAIL DETAIL (AT ENTRANCE)**  
SCALE: N.T.S.



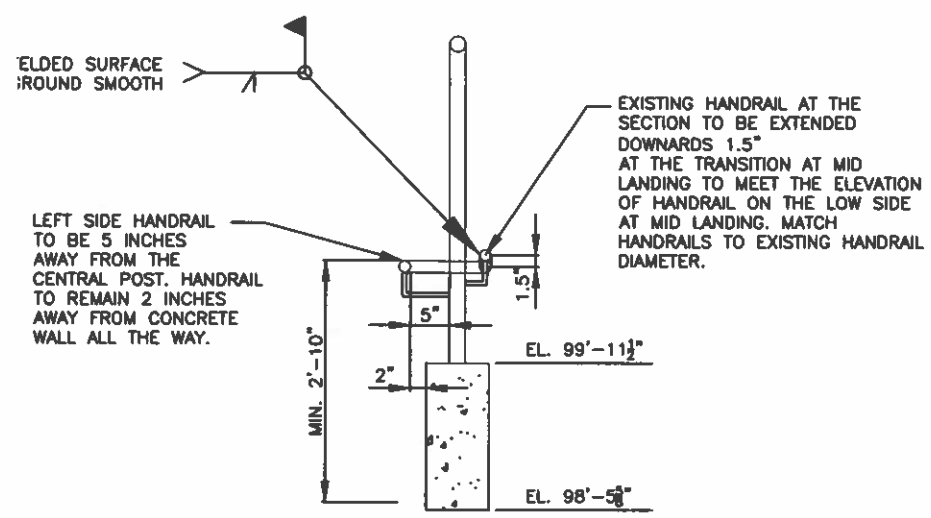
NEW INTERIOR HANDRAIL TO DROP DOWN 1 1/2" AT THE MID LANDING AS THE TRANSITION RAIL HAS TO BE AT ZERO SLOPE THROUGHOUT THE TURN. THE ELEVATION OF HANDRAILS ON BOTH SIDE TO BE SAME OF MINIMUM HIEGHT 2'-10" AT MID LANDING.

**EXISTING RAMP & HANDRAIL DETAIL (AT ENTRANCE)**  
SCALE: N.T.S.

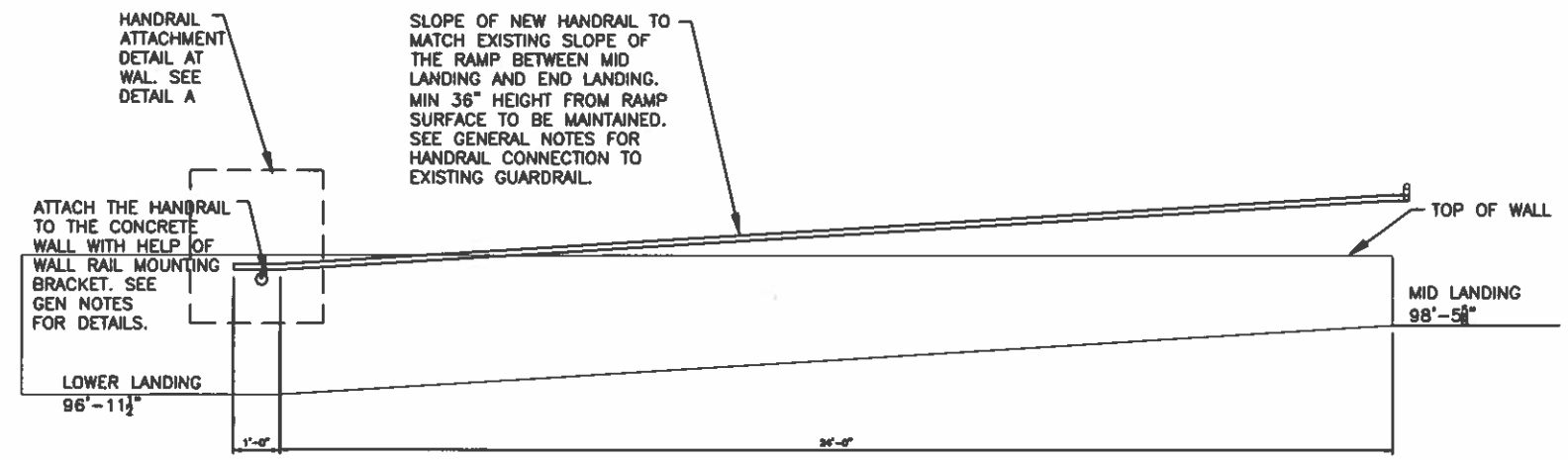


ATTACH THE HANDRAIL TO THE CONCRETE WALL WITH WALL RAIL MOUNTING BRACKET. ALL NEW BOLTS USED FOR ATTACHING NEW GUARDRAIL TO THIS RETAINING WALL SHALL MATCH THE SPECIFICATIONS OF A 1/2" HILTI KWIK BOLT AT MINIMUM. SEE GENERAL NOTES FOR MOUNTING BRACKET DETAILS.

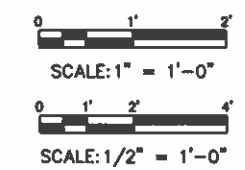
**(A) DETAIL A: HANDRAIL ATTACHMENT AT WALL (AT ENTRANCE)**  
SCALE: 1-1/2" = 1'-0"



**(1) HANDRAIL ELEVATION AT MID LANDING (AT ENTRANCE)**  
SCALE: 1" = 1'-0"



**HANDRAIL ELEVATION MID TO LOWER LANDING (AT ENTRANCE)**  
SCALE: 1/2" = 1'-0"



REVISIONS	BY

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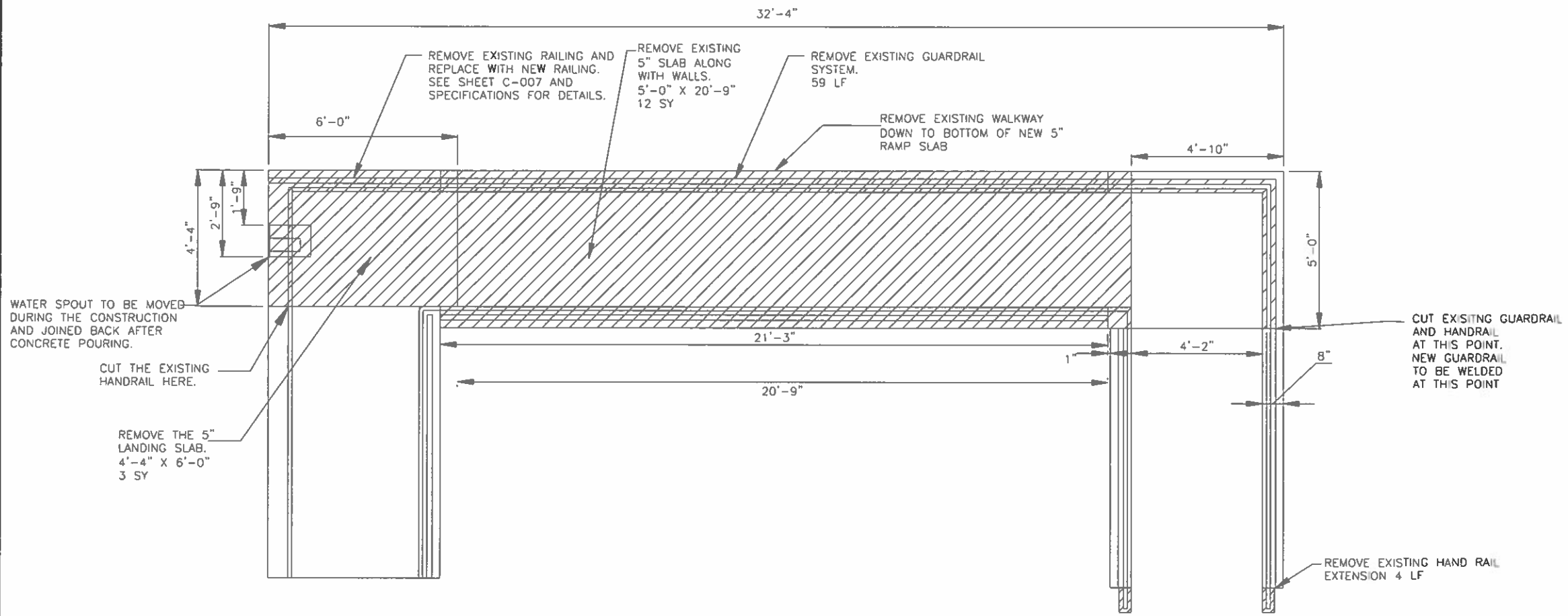
OWNER:  
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2051 SODATE ST. BUILDING B, RM. 202  
NEW ORLEANS, LOUISIANA 70122

PROJECT:  
**FAUBOURG LAFITTE SENIOR HOUSING INTERIOR & EXTERIOR REPAIRS**  
SHEET TITLE:  
**ENTRANCE RAMP & HANDRAIL DETAILS**

DRAWN  
K.A.  
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N.G.W.  
DATE  
JUNE 3, 2024  
SCALE  
AS SHOWN  
JOB NO.  
22482.12  
SHEET NO.

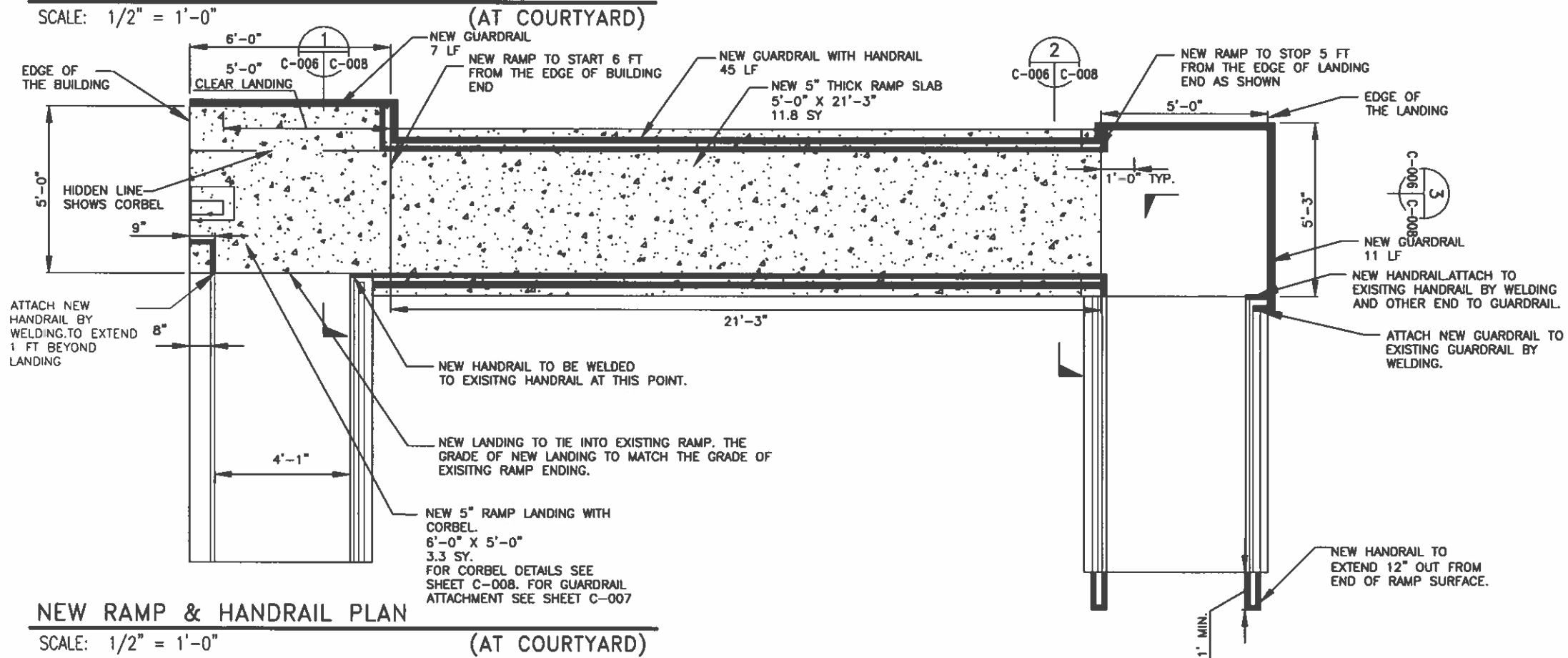
**C-005**





**EXISTING RAMP & HANDRAIL PLAN**

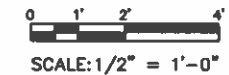
SCALE: 1/2" = 1'-0"



**NEW RAMP & HANDRAIL PLAN**

SCALE: 1/2" = 1'-0"

(AT COURTYARD)



REVISIONS	BY

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**FAUBOURG LAFITTE SENIOR HOUSING INTERIOR & EXTERIOR REPAIRS**  
 SHEET TITLE:  
**COURTYARD RAMP & HANDRAIL PLANS**

DRAWN  
 K.A.  
 CHECKED  
 N.G.W.  
 DATE  
 JUNE 3, 2024  
 SCALE  
 AS SHOWN  
 JOB NO.  
 22462.12  
 SHEET NO.

**C-006**



EXISTING GUARDRAIL AND HANDRAIL TO BE REMOVED AND REPLACED WITH NEW GUARDRAIL AND HANDRAIL

**EXISTING RAMP & HANDRAIL**  
SCALE: N.T.S. (AT COURTYARD)



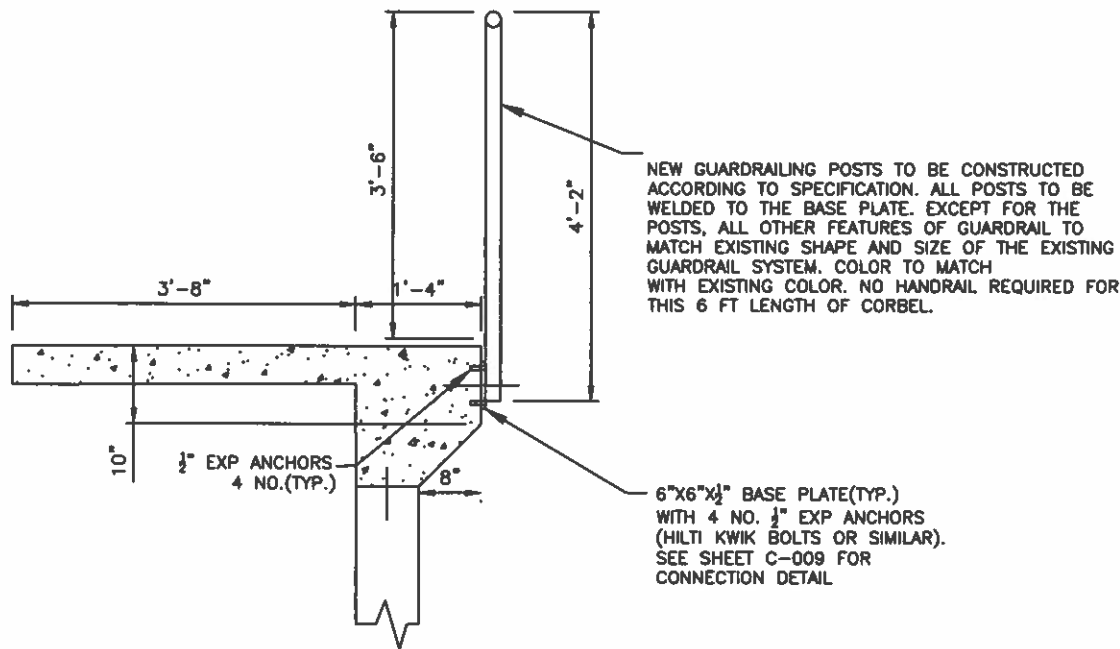
EXISTING 8" THICK WALLS ON BOTH SIDES OF RAMP TO BE CHIPPED TO 3" BELOW THE BASE OF RAMP SURFACE AND FILLED BACK WITH CONCRETE FLUSH WITH EXISTING RAMP.

**EXISTING RAMP & HANDRAIL**  
SCALE: N.T.S. (AT COURTYARD)

EXISTING DRAINAGE SPOUT SECTION TO BE REMOVED DURING CONSTRUCTION AND ATTACHED BACK AFTER POURING THE CONCRETE.



**EXISTING RAMP & HANDRAIL**  
SCALE: N.T.S. (AT COURTYARD)



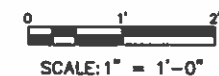
**NEW RAMP & HANDRAIL DETAIL**  
SCALE: 1" = 1'-0" (AT COURTYARD)



GUARDRAIL TO BE REMOVED. SEE SHEET C-008 FOR NEW GUARDRAIL CONNECTION TO EXISTING LANDING

EXISTING 8" THICK WALL TO BE CHIPPED TO 3" BELOW THE BASE OF RAMP SURFACE AND FILLED BACK WITH CONCRETE FLUSH WITH EXISTING RAMP

**EXISTING RAMP & HANDRAIL**  
SCALE: N.T.S. (AT COURTYARD)



REVISIONS	BY

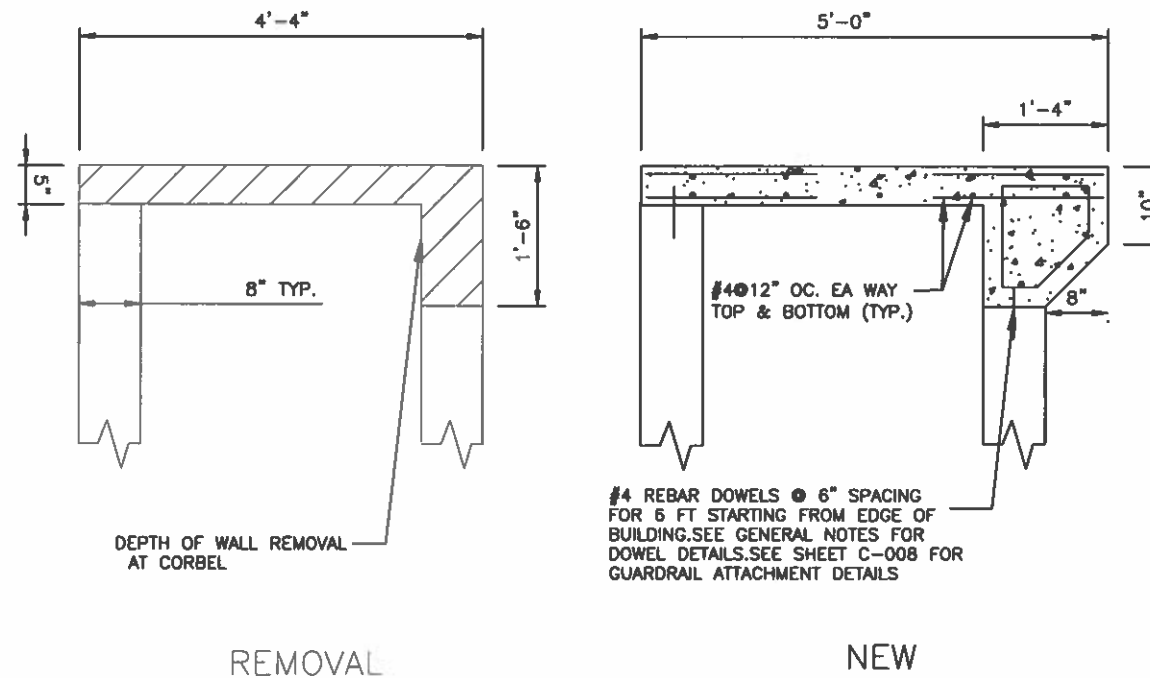
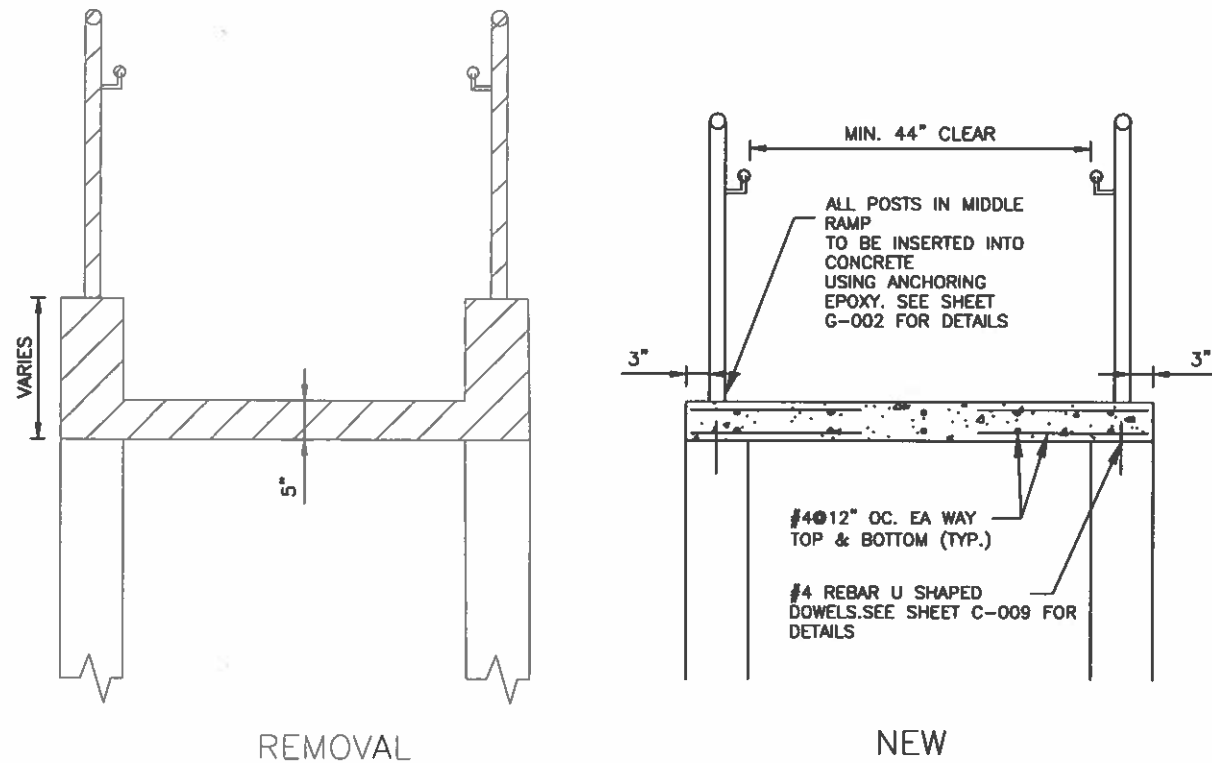
ARCHITECT/ENGINEER:  
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PROJECT:  
FAUBOURG LAFITTE SENIOR HOUSING  
INTERIOR & EXTERIOR REPAIRS  
SHEET TITLE:  
COURTYARD RAMP & HANDRAIL DETAILS

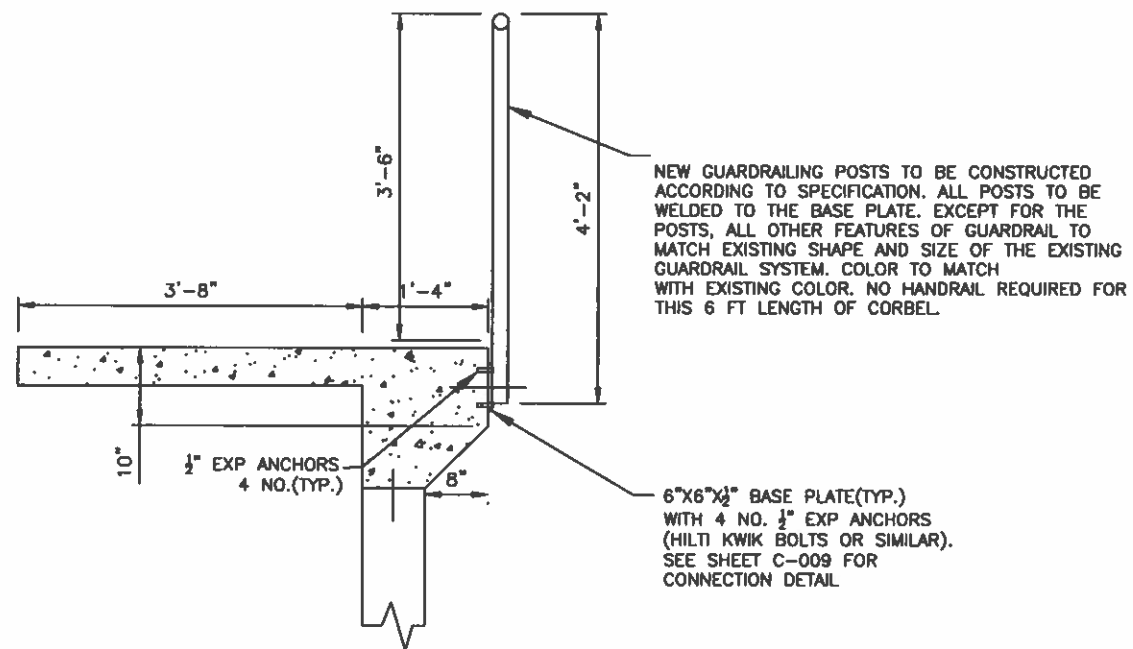
DRAWN  
K.A.  
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N.G.W.  
DATE  
JUNE 3, 2024  
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JOB NO.  
22482.12  
SHEET NO.

C-007

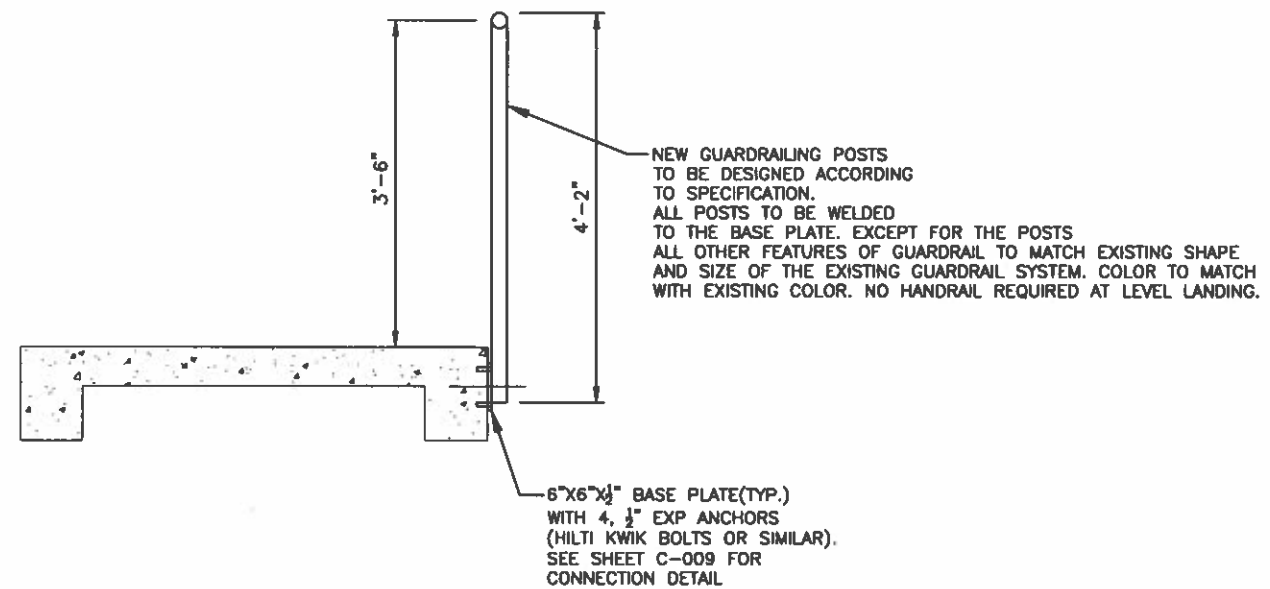


2 NEW RAMP SECTION DETAIL (AT COURTYARD)  
 C-006 | C-008 SCALE: 1" = 1'-0"

2 NEW RAMP SECTION DETAIL AT MID LANDING WITH CORBEL (AT COURTYARD)  
 C-006 | C-008 SCALE: 1" = 1'-0"



1 NEW RAMP & HANDRAIL DETAIL (AT COURTYARD)  
 C-006 | C-008 SCALE: 1" = 1'-0"



3 NEW RAMP SECTION DETAIL AT BOTTOM MID LANDING (AT COURTYARD)  
 C-006 | C-008 SCALE: 1" = 1'-0"



REVISIONS	BY

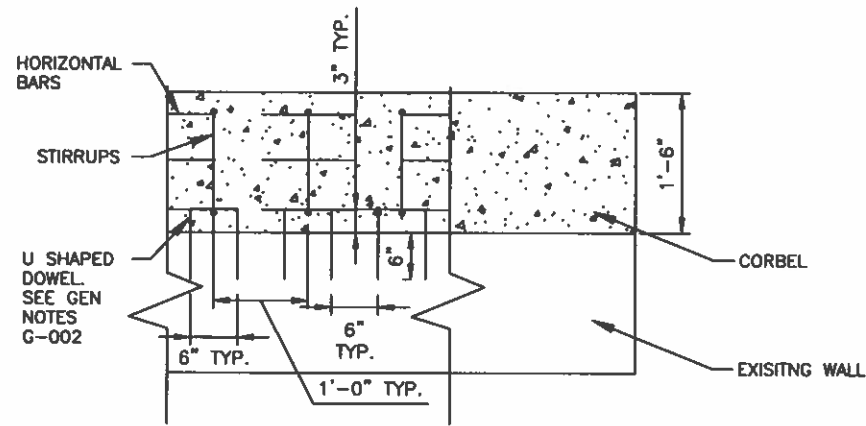
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PROJECT:  
**FAUBOURG LAFITTE SENIOR HOUSING INTERIOR & EXTERIOR REPAIRS**  
 SHEET TITLE:  
**COURTYARD RAMP & HANDRAIL DETAILS**

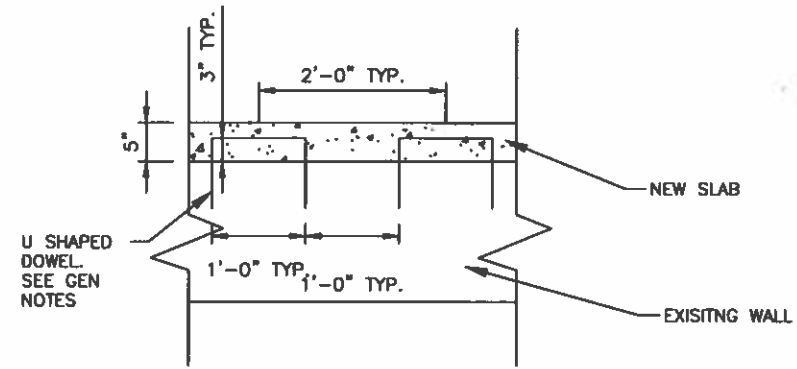
DRAWN	K.A.
CHECKED	N.G.W.
DATE	JUNE 3, 2024
SCALE	AS SHOWN
JOB NO.	22482.12
SHEET NO.	

C-008



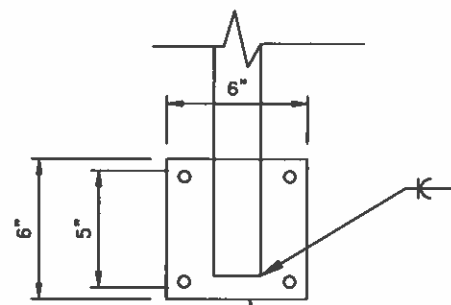
DOWEL LAYOUT (TYPICAL SECTION) AT CORBEL ALONG THE WALL

SCALE: 1" = 1'-0" (AT COURTYARD)



DOWEL LAYOUT (TYPICAL SECTION) AT INTERFACE OF RAMP SLAB ALONG EXISTING WALL (AT COURTYARD)

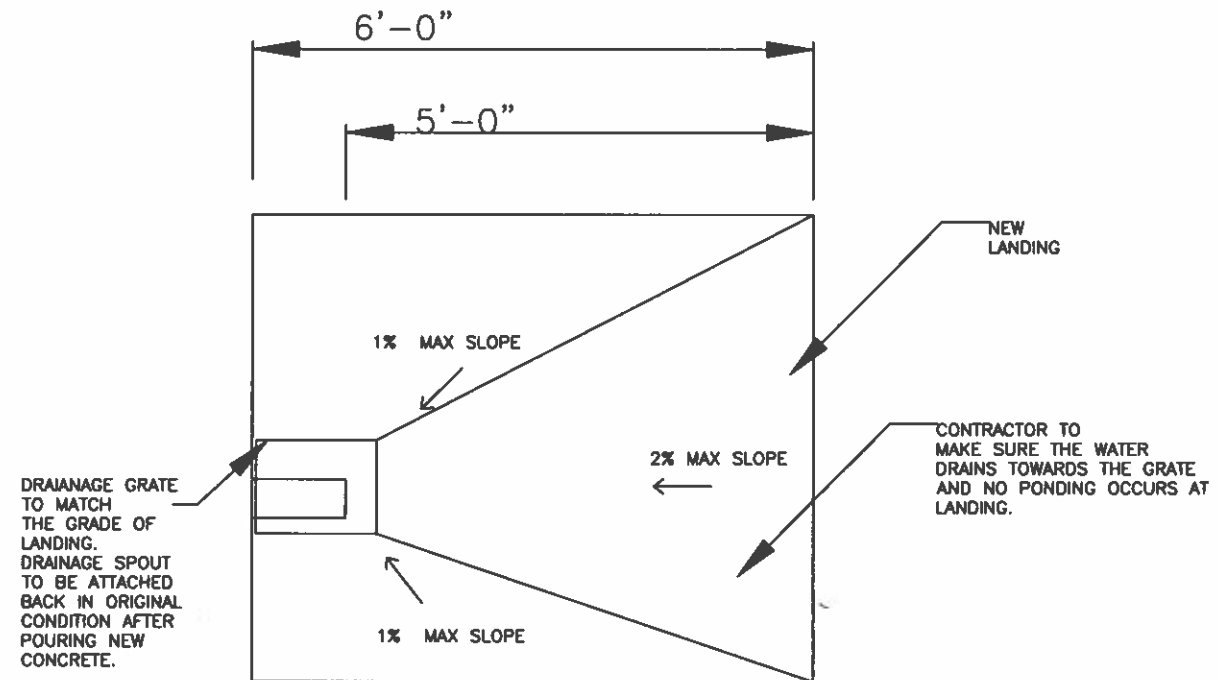
SCALE: 1" = 1'-0"



6"X6"X1/2" BASE PLATE (TYP.) WITH 4, 1/2" EXP ANCHORS. THE POST WILL BE CENTERED ON THE PLATE.

NEW HANDRAIL TO RAMP CONNECTION DETAIL (AT COURTYARD)

SCALE: 3" = 1'-0"



NEW LANDING DRAINAGE (AT COURTYARD)

SCALE: 1" = 1'-0"



SCALE: 3" = 1'-0"



SCALE: 1" = 1'-0"

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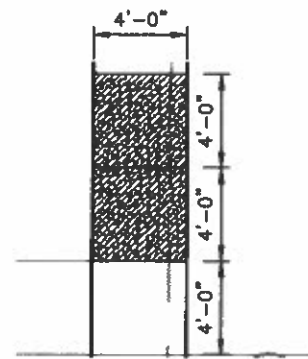
PROJECT:  
**FAUBOURG LAFITTE SENIOR HOUSING INTERIOR & EXTERIOR REPAIRS**

SHEET TITLE:  
**COURTYARD RAMP & HANDRAIL DETAILS**

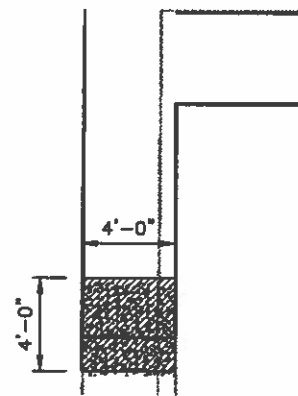
DRAWN K.A.
CHECKED N.G.W.
DATE JUNE 3, 2024
SCALE AS SHOWN
JOB NO. 22482.12
SHEET NO.

C-009

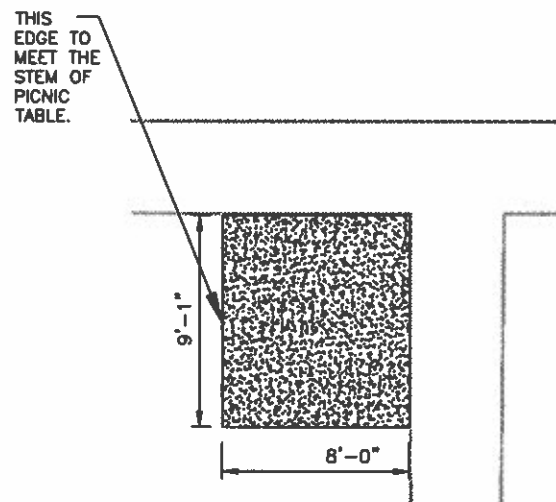




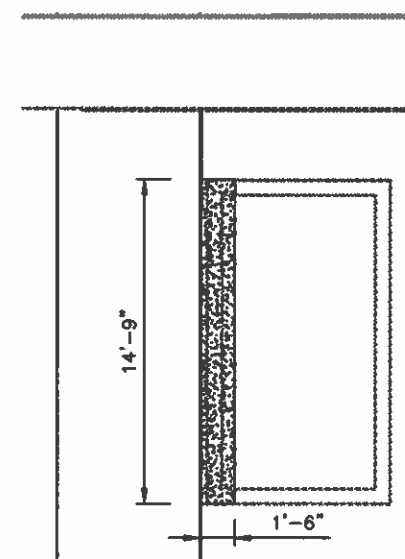
SIDEWALK DETAIL **A**  
SCALE: 1" = 1'-0" C-001 | C-010



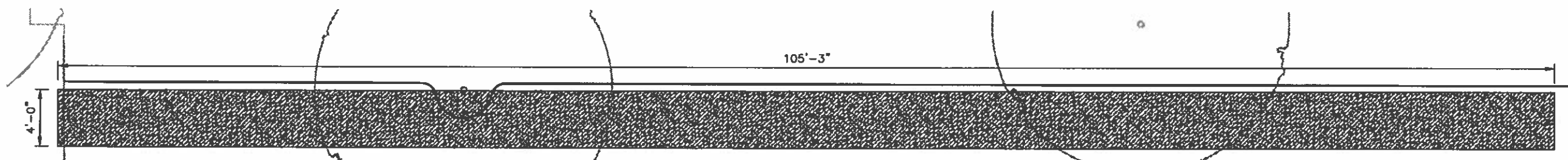
SIDEWALK DETAIL **B**  
SCALE: 1" = 1'-0" C-001 | C-010



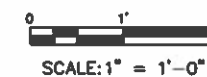
SIDEWALK DETAIL **D**  
SCALE: 1" = 1'-0" C-001 | C-010



SIDEWALK DETAIL **E**  
SCALE: 1" = 1'-0" C-001 | C-010



SIDEWALK DETAIL **C**  
SCALE: 1" = 1'-0" C-001 | C-010



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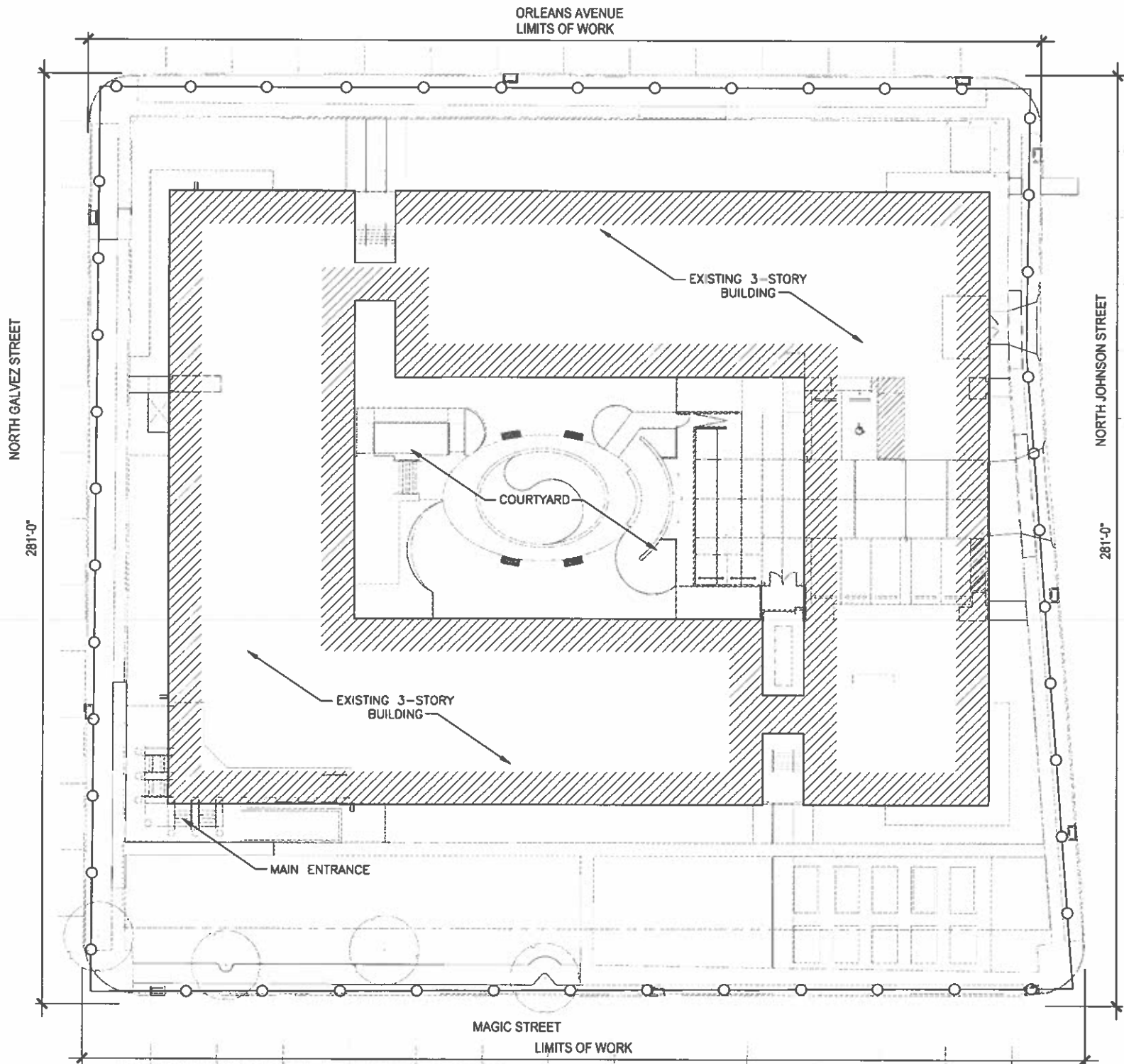
ARCHITECT/ENGINEER:  
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PROJECT:  
FAUBOURG LAFITTE SENIOR HOUSING  
INTERIOR & EXTERIOR REPAIRS  
SHEET TITLE:  
SIDEWALK DETAILS

DRAWN K.A.
CHECKED N.G.W.
DATE JUNE 3, 2024
SCALE AS SHOWN
JOB NO. 22482.12
SHEET NO.

C-010



**EXISTING SITE PLAN**

SCALE: 1" = 20'-0"



**LEGEND OF SCOPE OF WORK SHEETS  
(FOR INTERIOR ONLY)**

(LISTS ALL WORK ITEMS THAT ARE TO BE PERFORMED)

Scope of Work for		Lafitte Senior Housing Development			
Typical Interior Unit Work		Typical Interior Units			
#	Work Item Description	Unit	Quantity	Reference Notes	Rpt #
TYP 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea		Refer to P-3 / A-107.2	19,23,24, 27,35,37
TYP 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.	
TYP 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea		Relocate switches and thermostats where indicated.	18, 25, 26
TYP 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea		See Product Notes #4 on Sht A-107.1	20
TYP 06	Remove side and rear grab bars at toilet. Reinstall side and rear bars per code requirements.	Ea		Reinstall at 33 to 35" AFF	29a, 39
TYP 08	Remove apron and slanted panel at kitchen sink. Revise per Det #1 on A-107.2.	LS		Refer to Detail #1 / A-107.2 for apron.	17
TYP 09	Remove to reinstall Toilet Tissue Dispenser. Mount at 7" to 9" from front edge of toilet. Patch wall.	Ea		Refer to G-003 for typ. Dimensions.	29b
TYP 10	Install Pipe Protection per code.	Ea		Refer to Product Data #8.	31, 41
TYP 11	Provide full-length mirror as shown at Plan #4 on A-107.1.	Ea		Refer to Product Data #9 on Sheet A-107.1	31a
TYP 12	Remove shower spray bar to have handle 27" from seat & 48" AFF. Patch wall/ceramic as required.	Ea		Refer to G-003 for typ. Dimensions	32, 42
TYP 13	Remove to reinstall Toilet. Provide offset flange or reroute piping to be 18" from CL of toilet. Patch ceramic floor tile as req'd.	Ea		Contractor to verify location of toilet. Toilet at 17-1/2"	22, 28, 29,
TYP 15	Remove microwave shelving and wall cab above. Replace with new wall cab meeting Hdcp req'ts.	Ea		Refer to Elev #2 & #3 on sheet A-107.2.	33

1. REFER TO SCOPE OF WORK SHEETS FOR EACH UNIT FOR THE WORK TO BE PERFORMED IN THAT UNIT.
2. SCOPE OF WORK FOR COMMON AREAS ARE SPECIFIC TO THE SCOPE TO THE SCOPE OF WORK COMMON AREA SHEET.

**SEQUENCING AND PHASING OF THE WORK:**

CONTRACTOR TO NOTE THAT THE MAJORITY OF THE INTERIOR REPAIRS WILL BE PERFORMED WITHIN OCCUPIED UNITS. CONTRACTOR SHALL SCHEDULE THE WORK WITHIN EACH UNIT TO ALLOW FOR THE CURRENT TENANT TO REMAIN IN THE UNIT. TEMPORARY BARRIERS SHALL BE USED TO PROTECT AND PREVENT THE TENANTS FROM IMPACTING THE ON-GOING WORK. THE CONTRACTOR SHALL SCHEDULE THE WORK TO SPEND THE MINIMUM AMOUNT OF TIME WITHIN EACH UNIT. WORKERS SHALL BE AVAILABLE AT ALL TIMES WHEN WORK HAS BEGUN WITHIN A UNIT AND SHALL PERFORM THE REQUIRED WORK AS QUICKLY AS POSSIBLE. THE CONTRACTOR SHALL PROVIDE ENOUGH PERSONNEL TO WORK ON A MINIMUM OF 3 TO 5 UNITS AT ONE TIME. WORK WITHIN A UNIT SHALL TAKE A MINIMUM OF 5 TO 7 WORKING DAYS. THE 1ST PHASE OF THE WORK WILL BE PERFORMED IN VACANT UNITS. THESE VACANT UNITS ARE: #207, #215, #220, #232, #241, #242, #309, AND #311.

CONTRACTOR SHALL COMPLETE ALL WORK WITHIN A UNIT BEFORE STARTING ON THE NEXT SET OF UNITS. EACH UNIT SHALL BE INSPECTED TO CONFIRM WORK IS COMPLETE WITHIN EACH UNIT. THESE INSPECTIONS WILL ONLY BE PERFORMED AFTER THE WEEKLY PROGRESS MEETING HELD AT THE SITE. ONCE ALL UNITS OF THE PHASE HAS BEEN ACCEPTED BY THE OWNER AND A/E, THE CONTRACTOR CAN BEGIN WORK ON THE NEXT SET OF UNITS. THE CONTRACTOR SHALL SUBMIT PRIOR TO THE START OF THE WORK A SEQUENCING/PHASING SCHEDULE IDENTIFYING THE TIME EACH UNIT IN THE FACILITY WILL BE OCCUPIED BY THE WORKERS, IN ORDER TO INFORM THE TENANTS. THIS SCHEDULE WILL BE CONTINUALLY UPDATED THROUGHOUT THE COURSE OF THE WORK TO KEEP MANAGEMENT AND TENANTS UPDATED TO THE SCHEDULE.

AT ALL TIMES THROUGHOUT THE PROJECT, THE CONTRACTOR SHALL MAINTAIN A PROJECT MANAGER AND PROJECT SUPERINTENDENT ON SITE DURING THE COURSE OF THE PROJECT. NO CHANGES IN THE PERSONNEL SHALL OCCUR WITHOUT APPROVAL BY THE OWNER.

REVISIONS	BY

**ECM Consultants, Inc.**  
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**PROJECT:**  
 FAUBOURG LAFITTE SENIOR HOUSING  
 INTERIOR & EXTERIOR REPAIRS

**SHEET TITLE:**  
 EXISTING SITE PLAN

DRAWN	M.L.M. & A.E.D.
CHECKED	N.G.W.
DATE	JUNE 3, 2024
SCALE	AS SHOWN
JOB NO.	22482.12
SHEET NO.	

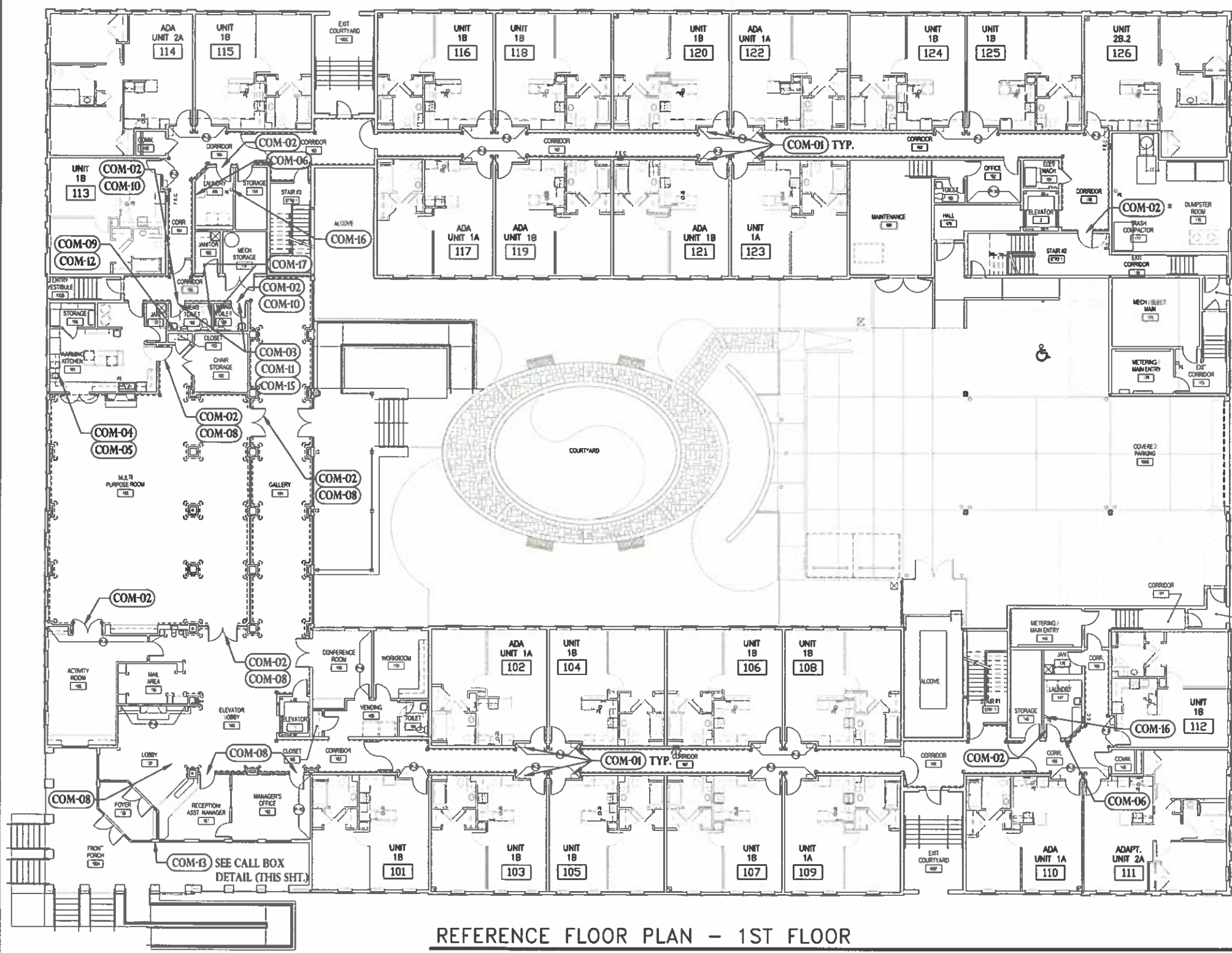
**AS-001**



P1 CALL BOX DETAIL TO BE LOWERED  
SCALE: N.T.S.

**UNIT TYPES:**

- TYPE ADA 1A - [1 BED/1 BATH] - 10 UNITS
- TYPE 1B - [1 BED/1 BATH] - 79 UNITS
- TYPE ADA 2A - [2 BED/1 BATH] - 1 UNIT
- TYPE 2A [ADAPT] - [2 BED/1 BATH] - 5 UNITS
- TYPE 2B - [2 BED/1 BATH] - 2 UNITS
- TYPE 2B.2 - [2 BED/1 BATH] - 3 UNITS



REFERENCE FLOOR PLAN - 1ST FLOOR  
SCALE: N.T.S.

SCOPE OF WORK FOR LAFITTE SENIOR HOUSING DEVELOPMENT				
UNIT / WORK TYPE INTERIOR - COMMON AREAS				
#	WORK ITEM DESCRIPTION	UNIT	QTY	REF. NOTES
COM-01	INSTALL PAINTED 2X4 AT EDGE OF PACKAGE SHELF AT EACH ENTRY DOOR TO EACH UNIT.	EA	98	SEE PLAN VIEW #1 - SHT. A-107.1
COM-02	CONTRACTOR TO ADJUST EXISTING CLOSURE FORCE TO BE UNDER 5 LBS. TO OPEN. IF NOT, REPLACE WITH NEW PER PRODUCT NOTE #1	EA	16	SEE PRODUCT NOTE #1 - SHT. A-107.1 AND REPORT FOR LOCATION OF DOORS
COM-03	INSTALL ACCESSIBLE HANDICAP BEVELED THRESHOLD AT TOILET ROOM DOORS AT FIRST LEVEL.	EA	2	SEE PRODUCT NOTES #3 - SHT. A-107.1
COM-04	SAWCUT EXISTING SOLID SURFACE APRON AT KITCHEN SINK. REVISE PER DET #1 ON A-107.2 FOR 27" CLEARANCE UNDER APRON.	EA	1	SEE DETAIL #1 - SHT. A-107.2 FOR TYPICAL DETAIL
COM-05	REMOVE SLOPED PANEL BOARD COVERING SINK PIPING. REVISE PER DET #1 ON 107.2. REINSTALL.	EA	1	SEE DETAIL #1 - SHT. A-107.2 FOR TYPICAL DETAIL
COM-06	LOWER THERMOSTAT AND/OR LIGHT SWITCH TO A MAX OF 48" A.F.F. TO THE OPERATING PART OF THE DEVICE. PATCH, FINISH & PAINT WALL.	EA	12	SEE SHT. G-003 FOR TYPICAL DETAILS
COM-07	REMOVE EXISTING DOOR AND FRAME AT TRASH ROOMS. INSTALL NEW RATED DOOR & CLEAR FRAME (OPENING OUT) AT EACH ROOM.	EA	3	INSTALL IN EAST OPG. W/ NEW COM-02 CLOSER
COM-08	REMOVE EXISTING ROOM SIGN WHERE INDICATED IN ATTACHMENT "A" REPORT. INSTALL NEW CODE COMPLIANT SIGNAGE WHERE INDICATED. PAINT WALL WHERE SIGN REMOVED.	EA	10	SEE PRODUCT NOTE #5 - SHT. A-107.1
COM-09	LOWER MIRROR AT MEN'S & WOMEN'S TOILET ROOMS AT GROUND FLOOR TO 40" AFF TO REFLECTIVE SURFACE. PATCH & PAINT WALL AS REQUIRED.	EA	2	SEE SHT. G-003 FOR REQUIREMENTS
COM-10	RELOCATE URINAL TO ALLOW FOR 56" CLEARANCE AT THE WATER CLOSET. ADJUST PIPING AS REQ'D	LS	1	SEE PLAN REVIEW #3 ON A-701.1 FOR REVIEWED LAYOUT.
COM-11	WRAP WATER PIPING UNDER THE LAVATORY IN MEN'S AND WOMEN'S ROOM AS REQUIRED BY CODE.	EA	2	SEE SHT. G-003 FOR REQ'D SEE PRODUCT NOTE #8 ON A-701.1
COM-12	PROVIDE NEW COAT HOOK AT MEN'S & WOMEN'S TOILET ROOMS AT GROUND FLOOR TO 48" AFF. INSTALL 24" FROM CORNER, NEXT TO PAPER TOWEL DISPENSER.	EA	2	SEE SHT. G-003 FOR REQUIREMENTS
COM-13	REMOVE TO RELOCATE CALL BOX AND OTHER 2 BOXES AT MAIN ENTRANCE PORCH. INTALL WITH ALL OPERATING PART BELOW 48" AFF. PATCH WALL.	LS	1	SEE PHOTO P1 - SHT. A-001
COM-14	INSTALL ADA COMPLIANT SIGN AT 1ST FLOOR TRASH ROOM STATING, "ACCESSIBLE TRASH ROOM LOCATED ON SECOND FLOOR."	EA	1	SEE ATTACHED REPORT FOR REQ'D.
COM-15	RELOCATE TOILET TISSUE DISPENSER IN MEN'S RM PER G-003	EA	1	SEE SHT G-003 FOR REQ'D
COM-16	RELOCATE FIRE EXTINGUISHERS IN LAUNDRY ROOMS TO BRING BOTTOM EDGE TO NO MORE THAN 27" A.F.F. PATCH WALL.	EA	6	SEE SHT G-003 FOR MOUNTING HEIGHT.
COM-17	PROVIDE VERTICAL GRAB BARS PER SHEET G-003	EA	2	SEE SHT G-003 FOR MOUNTING HEIGHT.

REVISIONS	BY

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**HOUSING AUTHORITY OF NEW ORLEANS**  
OWNER  
2051 SEDATE ST. BUILDING B, RM. 202  
NEW ORLEANS, LOUISIANA 70122

**PROJECT:** FAUBOURG LAFITTE SENIOR HOUSING INTERIOR & EXTERIOR REPAIRS

**SHEET TITLE:** REFERENCE FLOOR PLAN - 1ST FLOOR

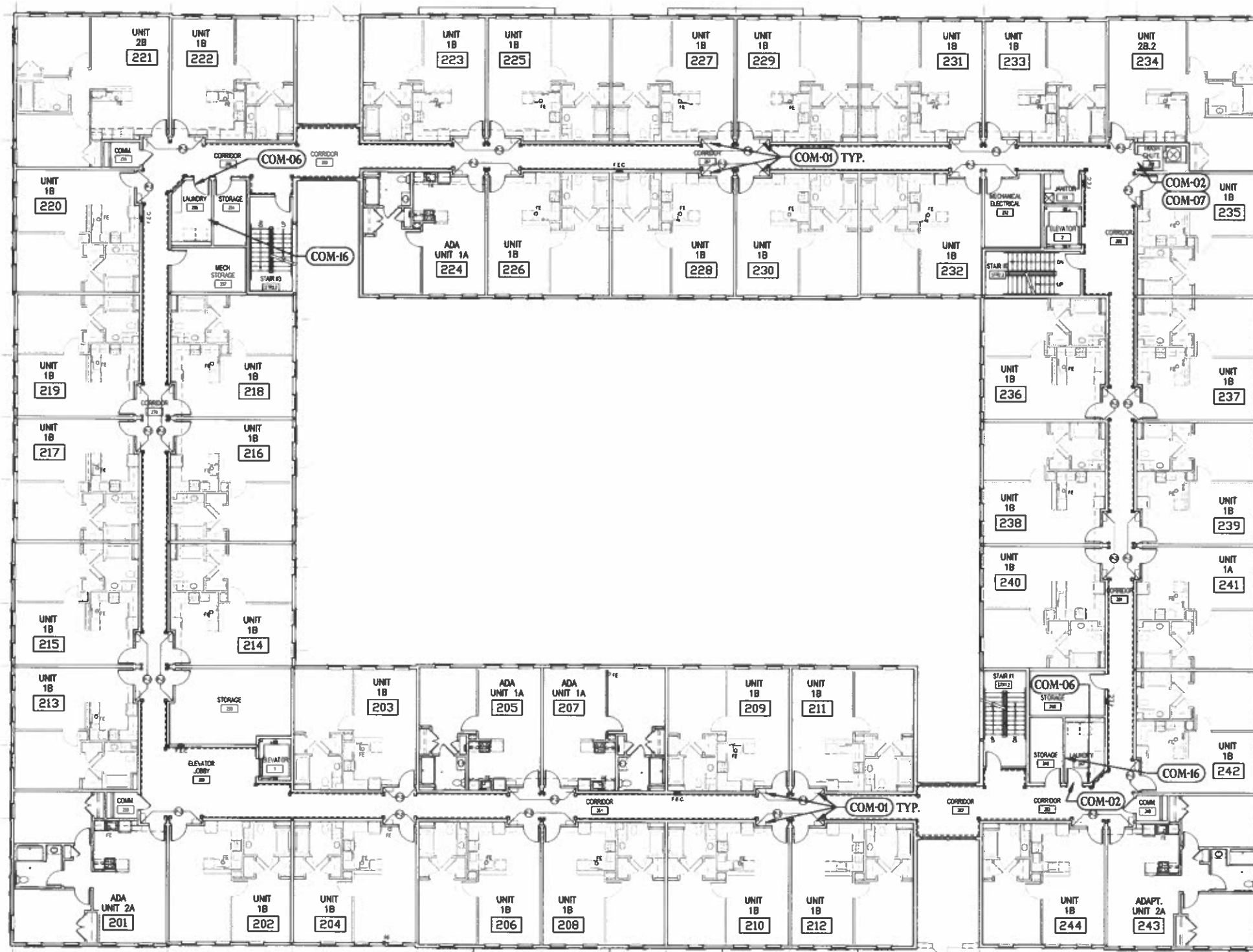
**DRAWN:** M.L.M. & A.E.D.  
**CHECKED:** N.G.W.  
**DATE:** JUNE 3, 2024  
**SCALE:** AS SHOWN  
**JOB NO.:** 22452.12  
**SHEET NO.:**

A-001



**UNIT TYPES:**

- TYPE ADA 1A - [1 BED/1 BATH] - 10 UNITS
- TYPE 1B - [1 BED/1 BATH] - 79 UNITS
- TYPE ADA 2A - [2 BED/1 BATH] - 1 UNIT
- TYPE 2A [ADAPT] - [2 BED/1 BATH] - 5 UNITS
- TYPE 2B - [2 BED/1 BATH] - 2 UNITS
- TYPE 2B.2 - [2 BED/1 BATH] - 3 UNITS



REFERENCE FLOOR PLAN - 2ND FLOOR  
SCALE: N.T.S.

SCOPE OF WORK FOR LAFITTE SENIOR HOUSING DEVELOPMENT				
UNIT / WORK TYPE INTERIOR - COMMON AREAS				
#	WORK ITEM DESCRIPTION	UNIT	QTY	REF. NOTES
COM-01	INSTALL PAINTED 2X4 AT EDGE OF PACKAGE SHELF AT EACH ENTRY DOOR TO EACH UNIT.	EA	98	SEE PLAN VIEW #1 - SHT. A-107.1
COM-02	CONTRACTOR TO ADJUST EXISTING CLOSURE FORCE TO BE UNDER 5 LBS. TO OPEN. IF NOT, REPLACE WITH NEW PER PRODUCT NOTE #1	EA	16	SEE PRODUCT NOTE #1 - SHT. A-107.1 AND REPORT FOR LOCATION OF DOORS
COM-03	INSTALL ACCESSIBLE HANDICAP BEVELED THRESHOLD AT TOILET ROOM DOORS AT FIRST LEVEL.	EA	2	SEE PRODUCT NOTES #3 - SHT. A-107.1
COM-04	SAWCUT EXISTING SOLID SURFACE APRON AT KITCHEN SINK. REVISE PER DET #1 ON A-107.2 FOR 27" CLEARANCE UNDER APRON.	EA	1	SEE DETAIL #1 - SHT. A-107.2 FOR TYPICAL DETAIL
COM-05	REMOVE SLOPED PANEL BOARD COVERING SINK PIPING. REVISE PER DET #1 ON 107.2. REINSTALL.	EA	1	SEE DETAIL #1 - SHT. A-107.2 FOR TYPICAL DETAIL
COM-06	LOWER THERMOSTAT AND/OR LIGHT SWITCH TO A MAX OF 48" A.F.F. TO THE OPERATING PART OF THE DEVICE. PATCH, FINISH & PAINT WALL.	EA	12	SEE SHT. G-003 FOR TYPICAL DETAILS
COM-07	REMOVE EXISTING DOOR AND FRAME AT TRASH ROOMS. INSTALL NEW RATED DOOR & CLEAR FRAME (OPENING OUT) AT EACH ROOM.	EA	3	INSTALL IN EAST OPG. W/ NEW COM-02 CLOSER
COM-08	REMOVE EXISTING ROOM SIGN WHERE INDICATED IN ATTACHMENT "A" REPORT. INSTALL NEW CODE COMPLIANT SIGNAGE WHERE INDICATED. PAINT WALL WHERE SIGN REMOVED.	EA	10	SEE PRODUCT NOTE #5 - SHT. A-107.1
COM-09	LOWER MIRROR AT MEN'S & WOMEN'S TOILET ROOMS AT GROUND FLOOR TO 40" AFF TO REFLECTIVE SURFACE. PATCH & PAINT WALL AS REQUIRED.	EA	2	SEE SHT. G-003 FOR REQUIREMENTS
COM-10	RELOCATE URINAL TO ALLOW FOR 56" CLEARANCE AT THE WATER CLOSET. ADJUST PIPING AS REQ'D	LS	1	SEE PLAN REVIEW #3 ON A-701I FOR REVIEWED LAYOUT.
COM-11	WRAP WATER PIPING UNDER THE LAVATORY IN MEN'S AND WOMEN'S ROOM AS REQUIRED BY CODE.	EA	2	SEE SHT. G-003 FOR REQ'D SEE PRODUCT NOTE #8 ON A-701I
COM-12	PROVIDE NEW COAT HOOK AT MEN'S & WOMEN'S TOILET ROOMS AT GROUND FLOOR TO 48" AFF. INSTALL 24" FROM CORNER, NEXT TO PAPER TOWEL DISPENSER.	EA	2	SEE SHT. G-003 FOR REQUIREMENTS
COM-13	REMOVE TO RELOCATE CALL BOX AND OTHER 2 BOXES AT MAIN ENTRANCE PORCH. INSTALL WITH ALL OPERATING PART BELOW 48" AFF. PATCH WALL.	LS	1	SEE PHOTO P1 - SHT. A-001
COM-14	INSTALL ADA COMPLIANT SIGN AT 1ST FLOOR TRASH ROOM STATING, "ACCESSIBLE TRASH ROOM LOCATED ON SECOND FLOOR."	EA	1	SEE ATTACHED REPORT FOR REQ'D.
COM-15	RELOCATE TOILET TISSUE DISPENSER IN MEN'S RM PER G-003	EA	1	SEE SHT G-003 FOR REQ'D
COM-16	RELOCATE FIRE EXTINGUISHERS IN LAUNDRY ROOMS TO BRING BOTTOM EDGE TO NO MORE THAN 27" A.F.F. PATCH WALL.	EA	6	SEE SHT G-003 FOR MOUNTING HEIGHT.

REVISIONS	BY

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**OWNER:**  
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 OF NEW ORLEANS  
 2051 SENATE ST. BUILDING 6, RM. 202  
 NEW ORLEANS, LOUISIANA 70122

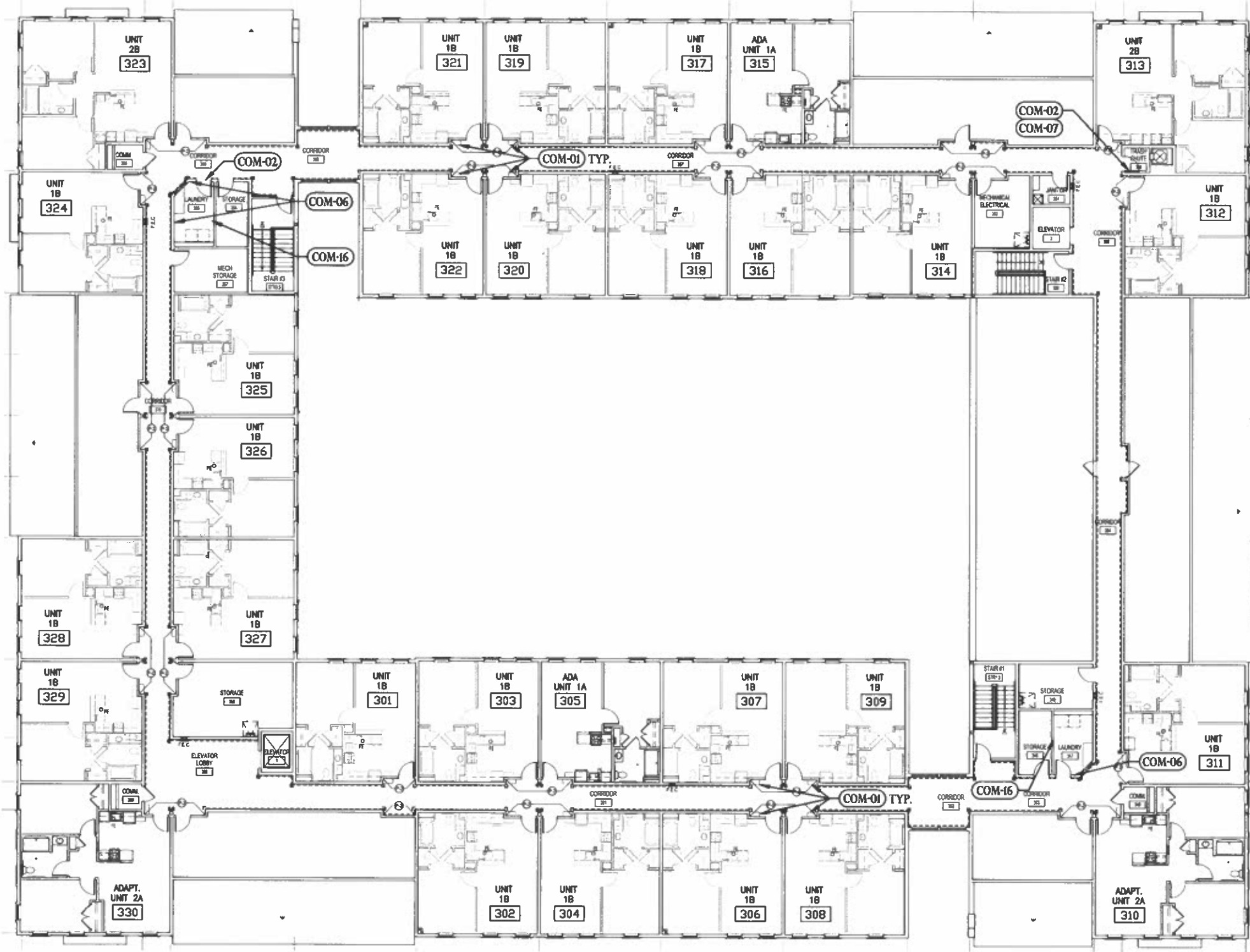
**PROJECT:**  
 FAUBOURG LAFITTE SENIOR HOUSING  
 INTERIOR & EXTERIOR REPAIRS

**SHEET TITLE:**  
 REFERENCE FLOOR PLAN -  
 2ND FLOOR

**DRAWN:**  
 M.L.M. & A.E.D.  
**CHECKED:**  
 N.G.W.  
**DATE:**  
 JUNE 3, 2024  
**SCALE:**  
 AS SHOWN  
**JOB NO.:**  
 22462.12  
**SHEET NO.:**

A-002





REFERENCE FLOOR PLAN - 3RD FLOOR  
SCALE: N.T.S.

UNIT TYPES:

- TYPE ADA 1A - [1 BED/1 BATH] - 10 UNITS
- TYPE 1B - [1 BED/1 BATH] - 79 UNITS
- TYPE ADA 2A - [2 BED/1 BATH] - 1 UNIT
- TYPE 2A [ADAPT] - [2 BED/1 BATH] - 5 UNITS
- TYPE 2B - [2 BED/1 BATH] - 2 UNITS
- TYPE 2B.2 - [2 BED/1 BATH] - 3 UNITS

SCOPE OF WORK FOR LAFITTE SENIOR HOUSING DEVELOPMENT				
UNIT / WORK TYPE		INTERIOR - COMMON AREAS		
#	WORK ITEM DESCRIPTION	UNIT	QTY	REF. NOTES
COM-01	INSTALL PAINTED 2X4 AT EDGE OF PACKAGE SHELF AT EACH ENTRY DOOR TO EACH UNIT.	EA	98	SEE PLAN VIEW #1 - SHT. A-107.1
COM-02	CONTRACTOR TO ADJUST EXISTING CLOSURE FORCE TO BE UNDER 5 LBS. TO OPEN. IF NOT, REPLACE WITH NEW PER PRODUCT NOTE #1	EA	16	SEE PRODUCT NOTE #1 - SHT. A-107.1 AND REPORT FOR LOCATION OF DOORS
COM-03	INSTALL ACCESSIBLE HANDICAP BEVELED THRESHOLD AT TOILET ROOM DOORS AT FIRST LEVEL.	EA	2	SEE PRODUCT NOTES #3 - SHT. A-107.1
COM-04	SAW CUT EXISTING SOLID SURFACE APRON AT KITCHEN SINK. REVISE PER DET #1 ON A-107.2 FOR 27" CLEARANCE UNDER APRON.	EA	1	SEE DETAIL #1 - SHT. A-107.2 FOR TYPICAL DETAIL.
COM-05	REMOVE SLOPED PANEL BOARD COVERING SINK PIPING. REVISE PER DET #1 ON 107.2. REINSTALL.	EA	1	SEE DETAIL #1 - SHT. A-107.2 FOR TYPICAL DETAIL.
COM-06	LOWER THERMOSTAT AND/OR LIGHT SWITCH TO A MAX OF 48" A.F.F. TO THE OPERATING PART OF THE DEVICE. PATCH, FINISH & PAINT WALL.	EA	12	SEE SHT. G-003 FOR TYPICAL DETAILS
COM-07	REMOVE EXISTING DOOR AND FRAME AT TRASH ROOMS. INSTALL NEW RATED DOOR & CLEAR FRAME (OPENING OUT) AT EACH ROOM.	EA	3	INSTALL IN EAST OPG. W/ NEW COM-02 CLOSER
COM-08	REMOVE EXISTING ROOM SIGN WHERE INDICATED IN ATTACHMENT "A" REPORT. INSTALL NEW CODE COMPLIANT SIGNAGE WHERE INDICATED. PAINT WALL WHERE SIGN REMOVED.	EA	10	SEE PRODUCT NOTE #5 - SHT. A-107.1
COM-09	LOWER MIRROR AT MEN'S & WOMEN'S TOILET ROOMS AT GROUND FLOOR TO 40" AFF TO REFLECTIVE SURFACE. PATCH & PAINT WALL AS REQUIRED.	EA	2	SEE SHT. G-003 FOR REQUIREMENTS
COM-10	RELOCATE URINAL TO ALLOW FOR 56" CLEARANCE AT THE WATER CLOSET. ADJUST PIPING AS REQ'D	LS	1	SEE PLAN REVIEW #3 ON A-701.1 FOR REVIEWED LAYOUT.
COM-11	WRAP WATER PIPING UNDER THE LAVATORY IN MEN'S AND WOMEN'S ROOM AS REQUIRED BY CODE.	EA	2	SEE SHT. G-003 FOR REQ'D SEE PRODUCT NOTE #8 ON A-701.1.
COM-12	PROVIDE NEW COAT HOOK AT MEN'S & WOMEN'S TOILET ROOMS AT GROUND FLOOR TO 48" AFF. INSTALL 24" FROM CORNER, NEXT TO PAPER TOWEL DISPENSER.	EA	2	SEE SHT. G-003 FOR REQUIREMENTS
COM-13	REMOVE TO RELOCATE CALL BOX AND OTHER 2 BOXES AT MAIN ENTRANCE PORCH. INTALL WITH ALL OPERATING PART BELOW 48" AFF. PATCH WALL.	LS	1	SEE PHOTO PL - SHT. A-001
COM-14	INSTALL ADA COMPLIANT SIGN AT 1ST FLOOR TRASH ROOM STATING, "ACCESSIBLE TRASH ROOM LOCATED ON SECOND FLOOR."	EA	1	SEE ATTACHED REPORT FOR REQ'D.
COM-15	RELOCATE TOILET TISSUE DISPENSER IN MEN'S RM PER G-003	EA	1	SEE SHT G-003 FOR REQ'D
COM-16	RELOCATE FIRE EXTINGUISHERS IN LAUNDRY ROOMS TO BRING BOTTOM EDGE TO NO MORE THAN 27" A.F.F. PATCH WALL.	EA	6	SEE SHT G-003 FOR MOUNTING HEIGHT.

REVISIONS	BY

**ECM Consultants, Inc.**  
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**OWNER:**  
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 OF NEW ORLEANS  
 2051 SENATE ST. BUILDING 6, RM. 202  
 NEW ORLEANS, LOUISIANA 70122

**PROJECT:** FAUBOURG LAFITTE SENIOR HOUSING  
 INTERIOR & EXTERIOR REPAIRS

**SHEET TITLE:** REFERENCE FLOOR PLAN -  
 3RD FLOOR

**DRAWN:** M.L.M. & A.E.D.  
**CHECKED:** N.G.W.  
**DATE:** JUNE 3, 2024  
**SCALE:** AS SHOWN  
**JOB NO.:** 22462.12  
**SHEET NO.:** A-003

SCOPE OF WORK SHEETS: ADA 1A

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #102 - Type 1A - ADA (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
102 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt #35,39
102 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
102 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	1	Relocate Thermostat in unit. Rpt #25
102 06	Remove side and rear grab bars at toilet. Reinstall side and rear bars per code requirements. Install vertical grab bars.	Ea	1	Refer to G-003 for typ dimensions. Rpt # 29a,39
102 08	Remove apron and slanted panel at kitchen sink. Revise per Det #1 on A-107.2.	LS	1	Refer to Detail #1 / A-107.2 Rpt #17
102 09	Remove and reinstall Toilet Tissue Dispenser. Mount at 7" to 9" from front edge of toilet. Patch wall.	Ea	1	Refer to G-003 for typ dimensions. Rpt # 29b,30
102 10	Install Pipe Protection per code.	Ea	1	Refer to Product Data #8. Rpt #31
102 11	Remove mirror/medicine cabinet at lavatory. Lower in wall for reflective surface to be no more than 48" A.F.F. Patch wall to match existing as required.	LS	1	Refer to G-003 for typ dimensions Rpt #31a
102 12	Remove shower spray bar to have handle 27" from seat & 48" AFF. Patch wall/ceramic as required.	Ea	1	Refer to G-003 for typ. dimensions Rpt #32
102 13	Remove and reinstall Toilet. Provide offset flange or reroute piping to be 18" from CL of toilet. Patch ceramic floor tile as req'd.	Ea	1	Toilet at 17". Rpt #29
102 15	Revise microwave shelving per details to comply with handicap requirements.	LS	1	Refer to Elev #2 & #3 on sheet A-107.2. Rpt #33

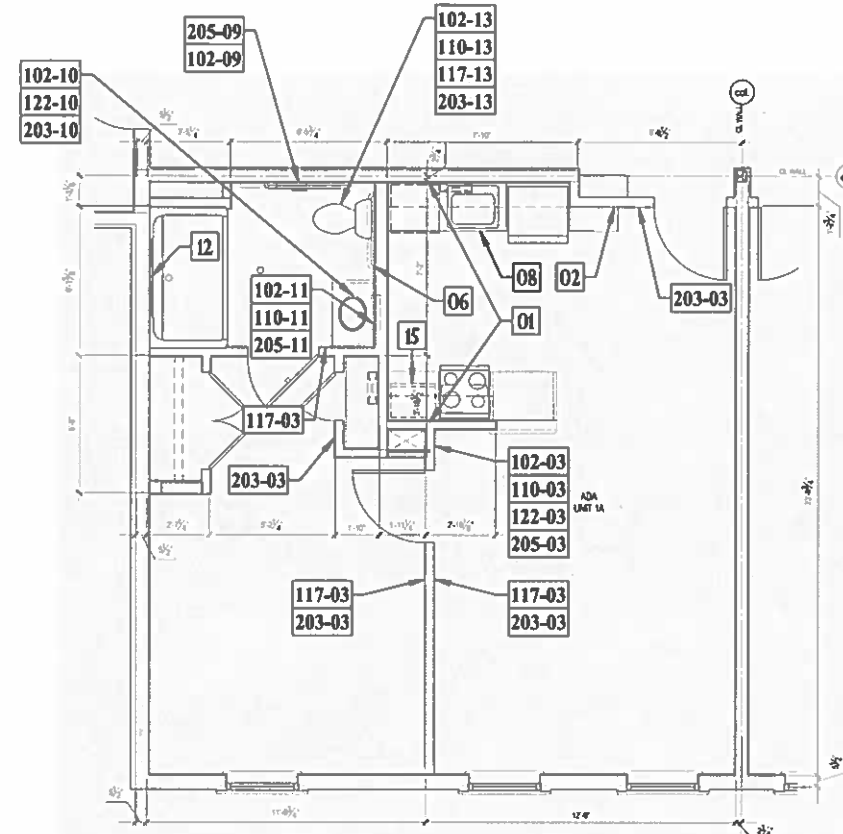
Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #117 - Type 1A - ADA (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
117 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt #35,37
117 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
117 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	2	Relocate switch in Bedroom & Living Rm. Rpt #26
117 06	Remove side and rear grab bars at toilet. Reinstall side and rear bars per code requirements. Install vertical grab bars.	Ea	1	Refer to G-003 for typ dimensions. Rpt # 29a
117 08	Remove apron and slanted panel at kitchen sink. Revise per Det #1 on A-107.2.	LS	1	Refer to Detail #1 / A-107.2 Rpt #17
117 12	Remove shower spray bar to have handle 27" from seat & 48" AFF. Patch wall/ceramic as required.	Ea	1	Refer to G-003 for typ. dimensions Rpt #32
117 13	Remove and reinstall Toilet. Provide offset flange or reroute piping to be 18" from CL of toilet. Patch ceramic floor tile as req'd.	Ea	1	Toilet at 16-1/2". Rpt #29
117 15	Revise microwave shelving per details to comply with handicap requirements.	LS	1	Refer to Elev #2 & #3 on sheet A-107.2. Rpt #33

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #203 - Type 1A - ADA (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
203 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt #35,37
203 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
203 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #25
203 06	Remove side and rear grab bars at toilet. Reinstall side and rear bars per code requirements. Install vertical grab bars.	Ea	1	Refer to G-003 for typ dimensions. Rpt # 29a,39
203 08	Remove apron and slanted panel at kitchen sink. Revise per Det #1 on A-107.2.	LS	1	Refer to Detail #1 / A-107.2 Rpt #17
203 10	Install Pipe Protection per code.	Ea	1	Refer to Product Data #8. Rpt #31
203 12	Remove shower spray bar to have handle 27" from seat & 48" AFF. Patch wall/ceramic as required.	Ea	1	Refer to G-003 for typ. dimensions Rpt #32
203 13	Remove and reinstall Toilet. Provide offset flange or reroute piping to be 18" from CL of toilet. Patch ceramic floor tile as req'd.	Ea	1	Toilet at 16". Rpt #29
203 15	Revise microwave shelving per details to comply with handicap requirements.	LS	1	Refer to Elev #2 & #3 on sheet A-107.2. Rpt #33

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #110 - Type 1A - ADA (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
110 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt #35,37
110 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
110 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	1	Relocate Thermostat in unit. Rpt #25
110 06	Remove side and rear grab bars at toilet. Reinstall side and rear bars per code requirements. Install vertical grab bars.	Ea	1	Refer to G-003 for typ dimensions. Rpt # 29a,39
110 08	Remove apron and slanted panel at kitchen sink. Revise per Det #1 on A-107.2.	LS	1	Refer to Detail #1 / A-107.2 Rpt #17
110 11	Remove mirror/medicine cabinet at lavatory. Lower in wall for reflective surface to be no more than 48" A.F.F. Patch wall to match existing as required.	LS	1	Refer to G-003 for typ. dimensions Rpt #31a
110 12	Remove shower spray bar to have handle 27" from seat & 48" AFF. Patch wall/ceramic as required.	Ea	1	Refer to G-003 for typ. dimensions Rpt #32
110 13	Remove and reinstall Toilet. Provide offset flange or reroute piping to be 18" from CL of toilet. Patch ceramic floor tile as req'd.	Ea	1	Toilet at 17". Rpt #29
110 15	Revise microwave shelving per details to comply with handicap requirements.	LS	1	Refer to Elev #2 & #3 on sheet A-107.2. Rpt #33

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #122 - Type 1A - ADA (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
122 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt #35,37
122 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
122 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	1	Relocate Thermostat in unit. Rpt #25
122 06	Remove side and rear grab bars at toilet. Reinstall side and rear bars per code requirements. Install vertical grab bars.	Ea	1	Refer to G-003 for typ dimensions. Rpt # 29a,39
122 08	Remove apron and slanted panel at kitchen sink. Revise per Det #1 on A-107.2.	LS	1	Refer to Detail #1 / A-107.2 Rpt #17
122 10	Install Pipe Protection per code.	Ea	1	Refer to Product Data #8. Rpt #31
122 15	Revise microwave shelving per details to comply with handicap requirements.	LS	1	Refer to Elev #2 & #3 on sheet A-107.2. Rpt #33

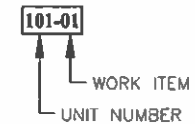
Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #205 - Type 1A - ADA (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
205 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt #35,37
205 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
205 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	1	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #25
205 06	Remove side and rear grab bars at toilet. Reinstall side and rear bars per code requirements. Install vertical grab bars.	Ea	1	Refer to G-003 for typ dimensions. Rpt # 29a,39
205 08	Remove apron and slanted panel at kitchen sink. Revise per Det #1 on A-107.2.	LS	1	Refer to Detail #1 / A-107.2 Rpt #17
205 09	Remove and reinstall Toilet Tissue Dispenser. Mount at 7" to 9" from front edge of toilet. Patch wall.	Ea	1	Refer to G-003 for typ. dimensions Rpt #29b,30
205 11	Remove mirror/medicine cabinet at lavatory. Lower in wall for reflective surface to be no more than 48" A.F.F. Patch wall to match existing as required.	LS	1	Refer to G-003 for typ. dimensions Rpt #31a
205 12	Remove shower spray bar to have handle 27" from seat & 48" AFF. Patch wall/ceramic as required.	Ea	1	Refer to G-003 for typ. dimensions Rpt #32
205 15	Revise microwave shelving per details to comply with handicap requirements.	LS	1	Refer to Elev #2 & #3 on sheet A-107.2. Rpt #33



TYPICAL ADA 1A FLOOR PLAN

SCALE: N.T.S. UNIT #'S - 102 205, 110 207, 117 224, 122 306, 203 327, 10 UNITS

KEY NOTE SYMBOL



SCOPE OF WORK NOTES:

- THE SCOPE OF WORK SHEET INCLUDED ON THIS DRAWING INDICATES THE WORK THAT IS TO BE PERFORMED IN EACH UNIT. FOR FURTHER INFORMATION ON EACH WORK AREA, REFER TO THE REFERENCE NOTES FOR ADDITIONAL DETAILS ON THE WORK AREA.
- WORK ITEMS THAT ARE TO BE PERFORMED IN ALL UNITS WILL BE LISTED (FOR BREVITY) BY THE NUMBER OF THE ITEM ALONE. ALL OTHER ITEMS WILL INCLUDE THE UNIT NUMBER WITH THE WORK ITEM NUMBER. [01] WILL BE PERFORM IN ALL UNITS. [101-01] WILL BE PERFORMED JUST IN THE UNIT NUMBER LISTED.
- REFER TO SHEET A-101.3 FOR THE LOCATION OR RELOCATION OF ABOVE COUNTER OUTLETS IN ADA 1A UNIT'S KITCHEN.

REVISIONS	BY

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**OWNER:**  
 HOUSING AUTHORITY  
 OF NEW ORLEANS  
 2051 SENATE ST. BUILDING B, RM. 202  
 NEW ORLEANS, LOUISIANA 70122

**PROJECT:**  
 FAUBOURG LAFITTE SENIOR HOUSING  
 INTERIOR & EXTERIOR REPAIRS

**SHEET TITLE:**  
 TYPICAL ADA 1A FLOOR PLAN  
 UNIT TYPE: ADA 1A

DRAWN	M.L.M. & A.E.D.
CHECKED	N.G.W.
DATE	JUNE 3, 2024
SCALE	AS SHOWN
JOB NO.	22462.12
SHEET NO.	

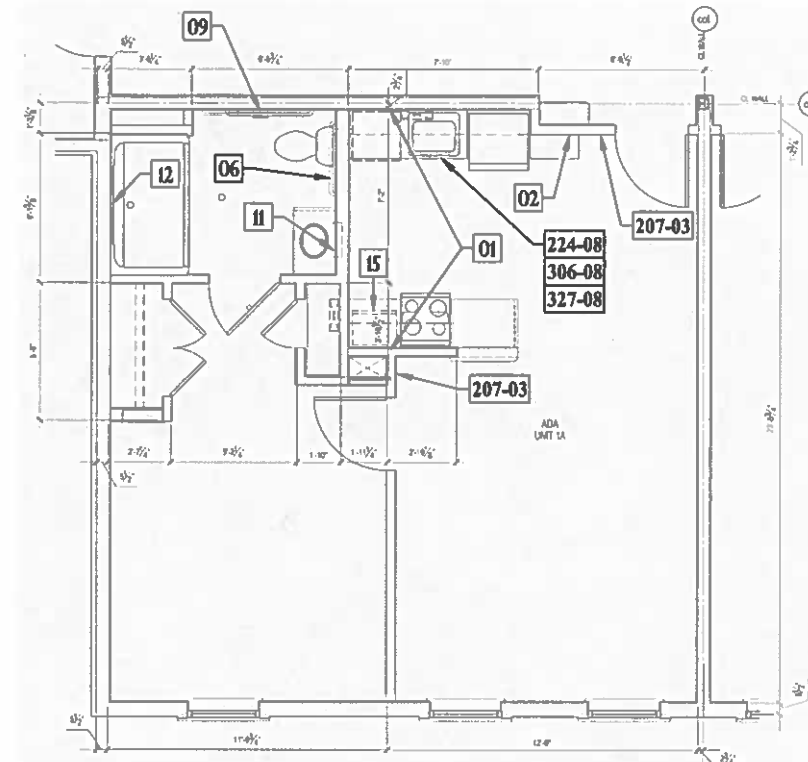
SCOPE OF WORK SHEETS: ADA 1A

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #207 - Type 1A - ADA (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
207 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt #35,37
207 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
207 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	2	Relocate and Entry and Thermostat in unit. Rpt #25
207 06	Remove side and rear grab bars at toilet. Reinstall side and rear bars per code requirements. Install vertical grab bars.	Ea	1	Refer to G-003 for typ dimensions. Rpt #29a,39
207 09	Remove to reinstall Toilet Tissue Dispenser. Mount at 7" to 9" from front edge of toilet. Patch wall.	Ea	1	Refer to G-003 for typ. dimensions Rpt #29b,30
207 11	Remove mirror/medicine cabinet at lavatory. Lower in wall for reflective surface to be no more than 48" A.F.F. Patch wall to match existing as required.	LS	1	Refer to G-003 for typ. dimensions Rpt #31a
207 12	Remove shower spray bar to have handle 27" from seat & 48" AFF. Patch wall/ceramic as required.	Ea	1	Refer to G-003 for typ. dimensions Rpt #32
207 15	Revise microwave shelving per details to comply with handicap requirements.	LS	1	Refer to Elev #2 & #3 on sheet A-107.2. Rpt #33

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #306 - Type 1A - ADA (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
306 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt #35,37
306 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
306 06	Remove side and rear grab bars at toilet. Reinstall side and rear bars per code requirements. Install vertical grab bars.	Ea	1	Refer to G-003 for typ dimensions. Rpt #29a,39
306 08	Remove apron and slanted panel at kitchen sink. Revise per Det #1 on A-107.2.	LS	1	Refer to Detail #1 / A-107.2 Rpt #17
306 09	Remove to reinstall Toilet Tissue Dispenser. Mount at 7" to 9" from front edge of toilet. Patch wall.	Ea	1	Refer to G-003 for typ. dimensions Rpt #29b,30
306 11	Remove mirror/medicine cabinet at lavatory. Lower in wall for reflective surface to be no more than 48" A.F.F. Patch wall to match existing as required.	LS	1	Refer to G-003 for typ. dimensions Rpt #31a
306 12	Remove shower spray bar to have handle 27" from seat & 48" AFF. Patch wall/ceramic as required.	Ea	1	Refer to G-003 for typ. dimensions Rpt #32
306 15	Revise microwave shelving per details to comply with handicap requirements.	LS	1	Refer to Elev #2 & #3 on sheet A-107.2. Rpt #33

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #224 - Type 1A - ADA (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
224 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt #35,37
224 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
224 06	Remove side and rear grab bars at toilet. Reinstall side and rear bars per code requirements. Install vertical grab bars.	Ea	1	Refer to G-003 for typ dimensions. Rpt #29a,39
224 08	Remove apron and slanted panel at kitchen sink. Revise per Det #1 on A-107.2.	LS	1	Refer to Detail #1 / A-107.2 Rpt #17
224 09	Remove to reinstall Toilet Tissue Dispenser. Mount at 7" to 9" from front edge of toilet. Patch wall.	Ea	1	Refer to G-003 for typ. dimensions Rpt #29b,30
224 11	Remove mirror/medicine cabinet at lavatory. Lower in wall for reflective surface to be no more than 48" A.F.F. Patch wall to match existing as required.	LS	1	Refer to G-003 for typ. dimensions Rpt #31a
224 12	Remove shower spray bar to have handle 27" from seat & 48" AFF. Patch wall/ceramic as required.	Ea	1	Refer to G-003 for typ. dimensions Rpt #32
224 15	Revise microwave shelving per details to comply with handicap requirements.	LS	1	Refer to Elev #2 & #3 on sheet A-107.2. Rpt #33

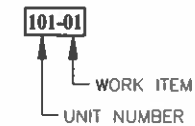
Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #327 - Type 1A - ADA (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
327 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt #35,37
327 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
327 06	Remove side and rear grab bars at toilet. Reinstall side and rear bars per code requirements. Install vertical grab bars.	Ea	1	Refer to G-003 for typ dimensions. Rpt #29a,39
327 08	Remove apron and slanted panel at kitchen sink. Revise per Det #1 on A-107.2.	LS	1	Refer to Detail #1 / A-107.2 Rpt #17
327 09	Remove to reinstall Toilet Tissue Dispenser. Mount at 7" to 9" from front edge of toilet. Patch wall.	Ea	1	Refer to G-003 for typ. dimensions Rpt #29b,30
327 11	Remove mirror/medicine cabinet at lavatory. Lower in wall for reflective surface to be no more than 48" A.F.F. Patch wall to match existing as required.	LS	1	Refer to G-003 for typ. dimensions Rpt #31a
327 12	Remove shower spray bar to have handle 27" from seat & 48" AFF. Patch wall/ceramic as required.	Ea	1	Refer to G-003 for typ. dimensions Rpt #32
327 15	Revise microwave shelving per details to comply with handicap requirements.	LS	1	Refer to Elev #2 & #3 on sheet A-107.2. Rpt #33



TYPICAL ADA 1A FLOOR PLAN

SCALE: N.T.S. UNIT #'S - 102 205, 110 207, 117 224, 122 306, 203 327, 10 UNITS

KEY NOTE SYMBOL



SCOPE OF WORK NOTES:

- THE SCOPE OF WORK SHEET INCLUDED ON THIS DRAWING INDICATES THE WORK THAT IS TO BE PERFORMED IN EACH UNIT. FOR FURTHER INFORMATION ON EACH WORK AREA, REFER TO THE REFERENCE NOTES FOR ADDITIONAL DETAILS ON THE WORK AREA.
- WORK ITEMS THAT ARE TO BE PERFORMED IN ALL UNITS WILL BE LISTED (FOR BREVITY) BY THE NUMBER OF THE ITEM ALONE. ALL OTHER ITEMS WILL INCLUDE THE UNIT NUMBER WITH THE WORK ITEM NUMBER. [01] WILL BE PERFORMED IN ALL UNITS. [101-01] WILL BE PERFORMED JUST IN THE UNIT NUMBER LISTED.
- REFER TO SHEET A-101.3 FOR THE LOCATION OR RELOCATION OF ABOVE COUNTER OUTLETS IN ADA 1A UNIT'S KITCHEN.

REVISIONS	BY

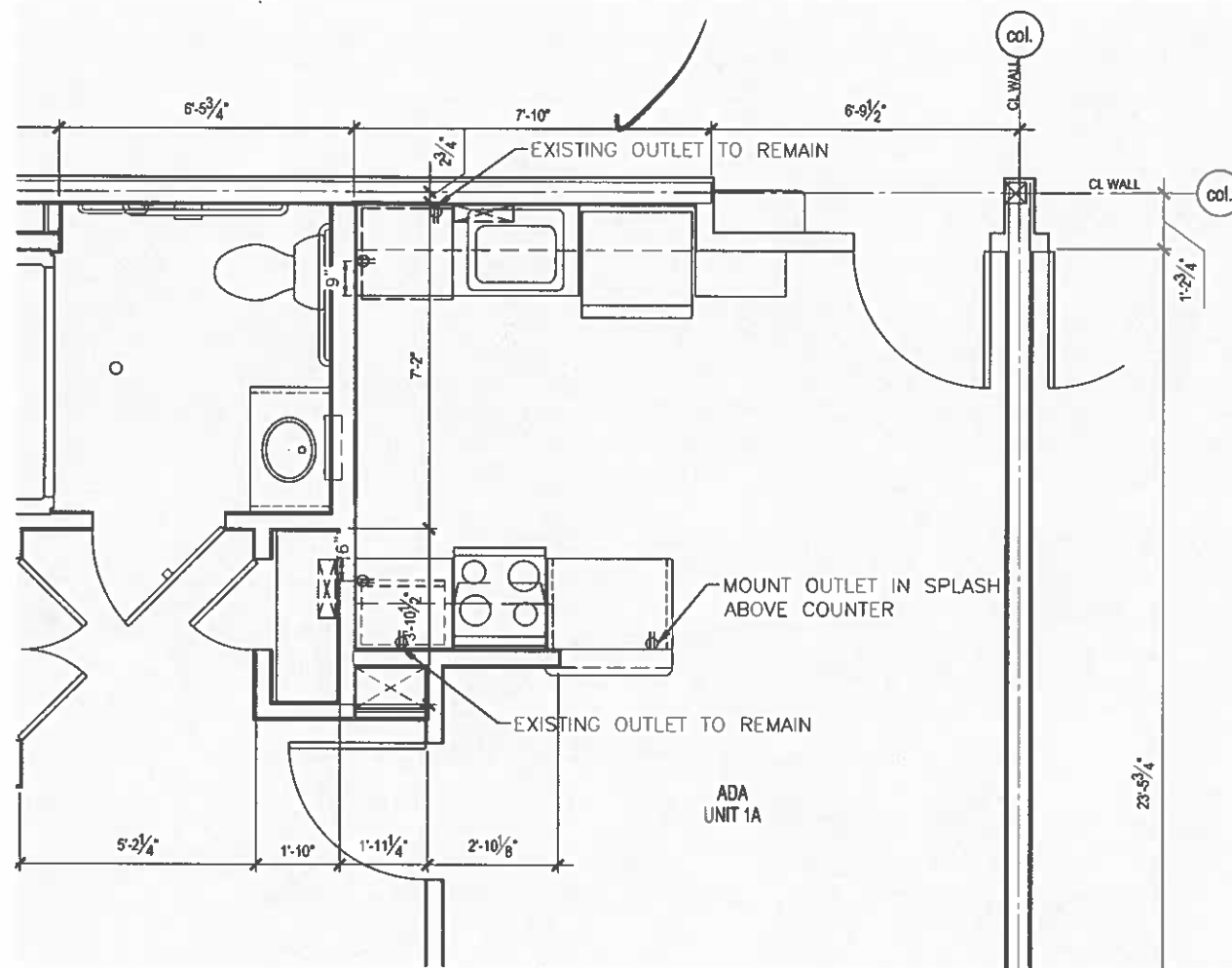
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 205 SDEATE ST. BUILDING B, RM. 202  
 NEW ORLEANS, LOUISIANA 70122

PROJECT:  
**FAUBOURG LAFITTE SENIOR HOUSING INTERIOR & EXTERIOR REPAIRS**

SHEET TITLE:  
**TYPICAL ADA 1A FLOOR PLAN**  
 UNIT TYPE: ADA 1A

DRAWN	M.L.M. & A.E.D.
CHECKED	N.G.W.
DATE	JUNE 3, 2024
SCALE	AS SHOWN
JOB NO.	22462.12
SHEET NO.	



NOTE: OUTLET AND SWITCHES ABOVE COUNTERS TO BE 46" A.F.F. MAX.  
 REACH TO OUTLETS AND SWITCHES TO BE 24" MAX.

**TYPICAL ADA 1A KITCHEN LAYOUT OF ABOVE COUNTER OUTLETS**

SCALE: 1/2" = 1'-0"

REVISIONS	BY

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PROJECT:  
**FAUBOURG LAFITTE SENIOR HOUSING INTERIOR & EXTERIOR REPAIRS**  
 SHEET TITLE:  
**TYPICAL ADA 1A FLOOR PLAN UNIT TYPE: ADA 1A**

DRAWN  
 M.L.M. & A.E.D.  
 CHECKED  
 N.G.W.  
 DATE  
 JUNE 3, 2024  
 SCALE  
 AS SHOWN  
 JOB NO.  
 22452.12  
 SHEET NO.

A-101.2

## SCOPE OF WORK SHEETS: 1B

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #101 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
101 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
101 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
101 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
101 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #104 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
104 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
104 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
104 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
104 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

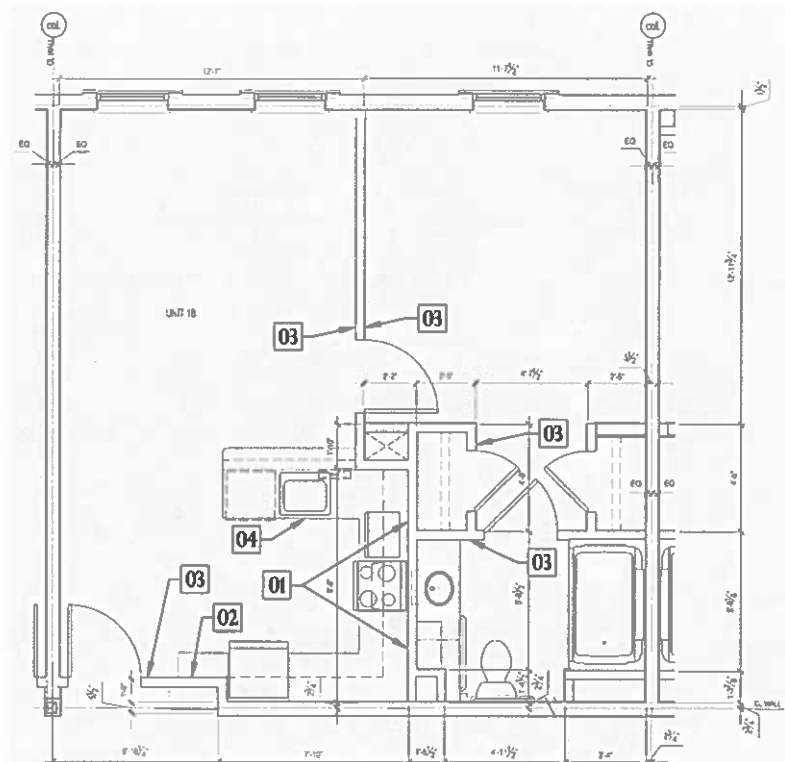
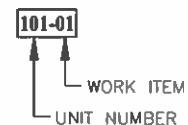
Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #106 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
106 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
106 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
106 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
106 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #103 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
103 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
103 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
103 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
103 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #105 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
105 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
105 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
105 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
105 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

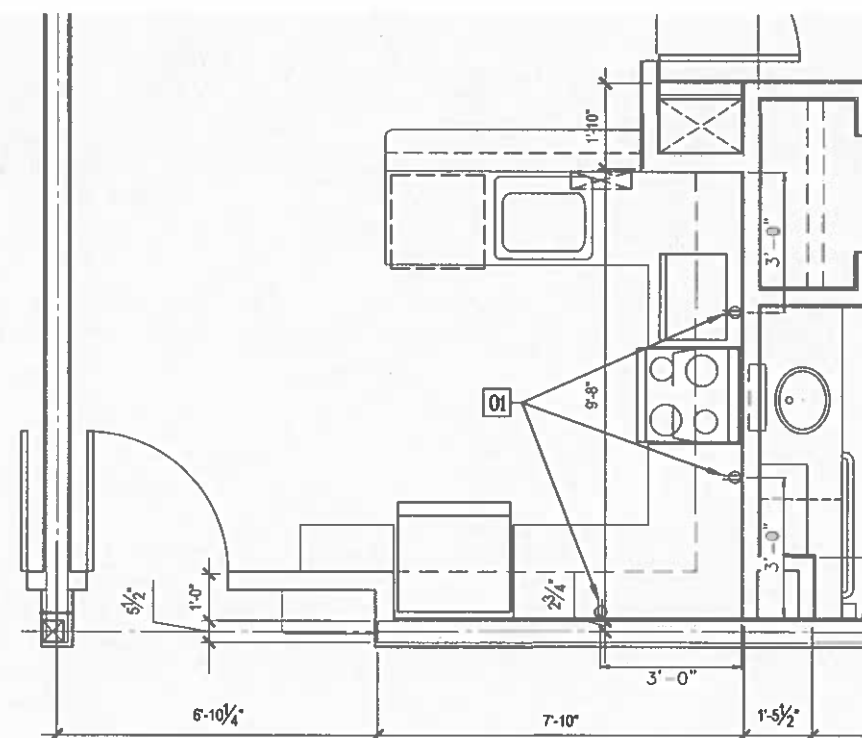
Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #107 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
107 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
107 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
107 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
107 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

## KEY NOTE SYMBOL



TYPICAL 1B FLOOR PLAN

SCALE: N.T.S. UNIT #'S - 101 - 330  
79 UNITS



TYPICAL 1B KITCHEN LAYOUT OF ABOVE COUNTER OUTLETS

SCALE: 1/2" = 1'-0"

## SCOPE OF WORK NOTES:

- THE SCOPE OF WORK SHEET INCLUDED ON THIS DRAWING INDICATES THE WORK THAT IS TO BE PERFORMED IN EACH UNIT. FOR FURTHER INFORMATION ON EACH WORK AREA, REFER TO THE REFERENCE NOTES FOR ADDITIONAL DETAILS ON THE WORK AREA.
- WORK ITEMS THAT ARE TO BE PERFORMED IN ALL UNITS WILL BE LISTED (FOR BREVITY) BY THE NUMBER OF THE ITEM ALONE. ALL OTHER ITEMS WILL INCLUDE THE UNIT NUMBER WITH THE WORK ITEM NUMBER. [01] WILL BE PERFORM IN ALL UNITS. [101-01] WILL BE PERFORMED JUST IN THE UNIT NUMBER LISTED.
- NOTE: OUTLETS AND SWITCHES ABOVE COUNTERS TO BE 46" A.F.F. MAX. REACH TO OUTLETS AND SWITCHES TO BE 25-1/2" MAX.
- REFER TO SHEET A-102.1 FOR THE LOCATIONS OR RELOCATION OF ABOVE COUNTER OUTLETS IN 1B UNIT KITCHENS.

REVISIONS	BY

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2051 SEDATE ST. BUILDING B, RM. 202  
NEW ORLEANS, LOUISIANA 70122

PROJECT:  
FAUBOURG LAFITTE SENIOR HOUSING  
INTERIOR & EXTERIOR REPAIRS

SHEET TITLE:  
TYPICAL 1B FLOOR PLAN  
UNIT TYPE: 1B

DRAWN  
M.L.M. & A.E.D.

CHECKED  
N.G.W.

DATE  
JUNE 3, 2024

SCALE  
AS SHOWN

JOB NO.  
22462.12

SHEET NO.

A-102.1



## SCOPE OF WORK SHEETS: 1B

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #108 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
108 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # 19
108 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
108 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
108 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #112 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
112 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # 19
112 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
112 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
112 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

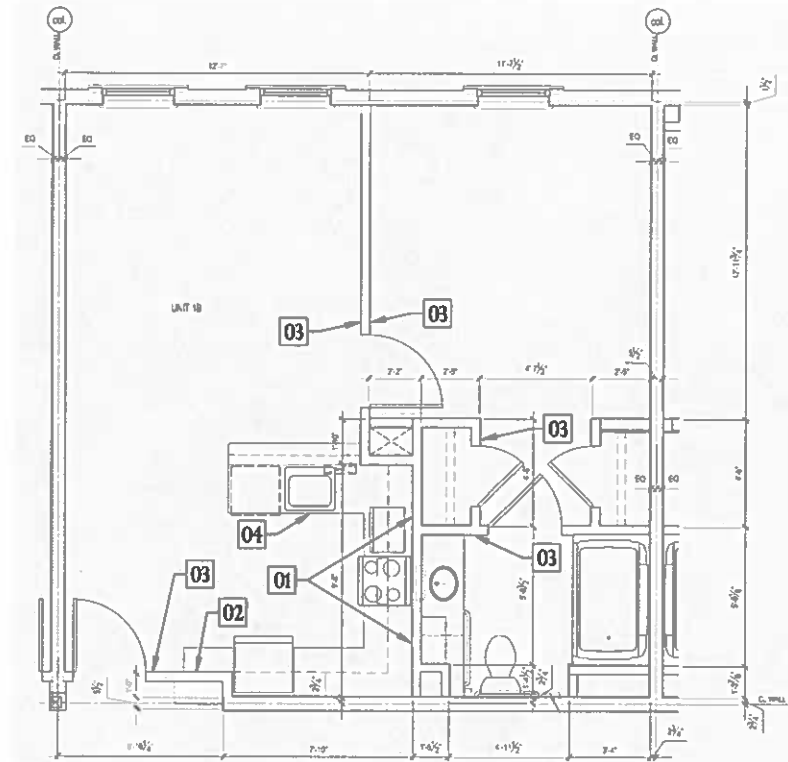
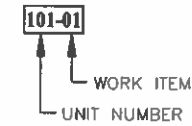
Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #115 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
115 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # 19
115 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
115 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
115 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #109 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
109 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # 19
109 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
109 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
109 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #113 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
113 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # 19
113 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
113 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
113 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #116 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
116 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # 19
116 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
116 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
116 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

## KEY NOTE SYMBOL



TYPICAL 1B FLOOR PLAN

SCALE: N.T.S. UNIT #'S - 101 - 330  
79 UNITS

## SCOPE OF WORK NOTES:

- THE SCOPE OF WORK SHEET INCLUDED ON THIS DRAWING INDICATES THE WORK THAT IS TO BE PERFORMED IN EACH UNIT. FOR FURTHER INFORMATION ON EACH WORK AREA, REFER TO THE REFERENCE NOTES FOR ADDITIONAL DETAILS ON THE WORK AREA.
- WORK ITEMS THAT ARE TO BE PERFORMED IN ALL UNITS WILL BE LISTED (FOR BREVITY) BY THE NUMBER OF THE ITEM ALONE. ALL OTHER ITEMS WILL INCLUDE THE UNIT NUMBER WITH THE WORK ITEM NUMBER. [01] WILL BE PERFORM IN ALL UNITS. [101-01] WILL BE PERFORMED JUST IN THE UNIT NUMBER LISTED.
- NOTE: OUTLETS AND SWITCHES ABOVE COUNTERS TO BE 46" A.F.F. MAX. REACH TO OUTLETS AND SWITCHES TO BE 25-1/2" MAX.
- REFER TO SHEET A-102.1 FOR THE LOCATIONS OR RELOCATION OF ABOVE COUNTER OUTLETS IN 1B UNIT KITCHENS.

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PROJECT:  
FAUBOURG LAFITTE SENIOR HOUSING  
INTERIOR & EXTERIOR REPAIRS  
SHEET TITLE:  
TYPICAL 1B FLOOR PLAN  
UNIT TYPE: 1B

DRAWN  
M.L.M. & A.E.D.  
CHECKED  
N.G.W.  
DATE  
JUNE 3, 2024  
SCALE  
AS SHOWN  
JOB NO.  
22462.12  
SHEET NO.

A-102.2

## SCOPE OF WORK SHEETS: 1B

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #118 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
118 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
118 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
118 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
118 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #120 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
120 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
120 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
120 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
120 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

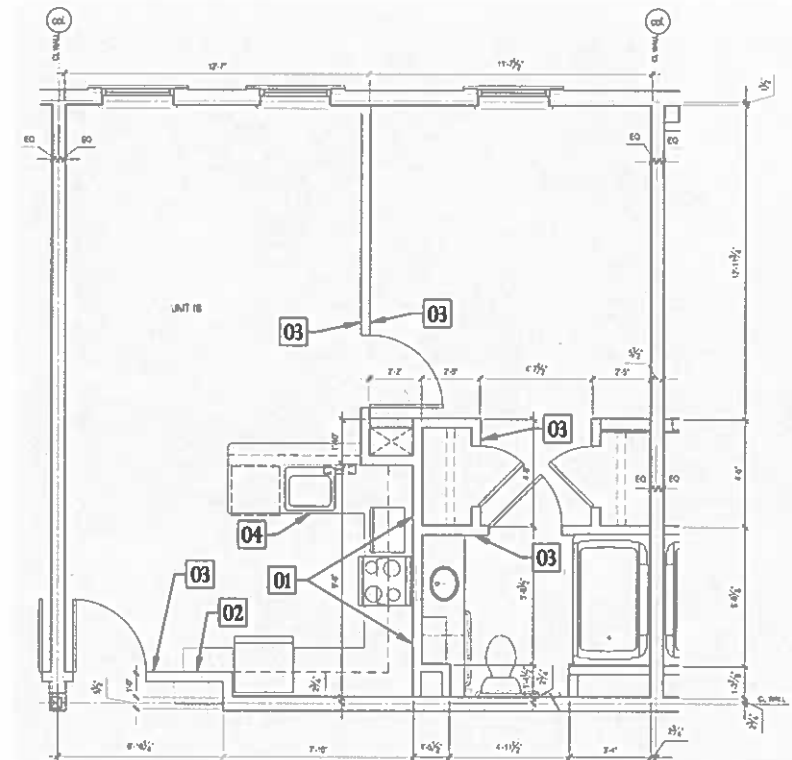
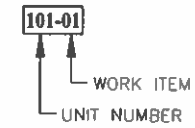
Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #123 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
123 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
123 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
123 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
123 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20
123 13	Remove to reinstall toilet. Provide offset flange or reroute piping to be 15" from face of apron. Patch ceramic floor as req'd.	Ea	1	Contractor to verify location of toilet. Toilet @ 15 1/2" from apron.

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #119 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
119 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
119 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
119 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
119 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #121 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
121 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
121 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
121 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
121 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #124 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
124 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
124 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
124 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
124 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

## KEY NOTE SYMBOL



TYPICAL 1B FLOOR PLAN

SCALE: N.T.S. UNIT #'S - 101 - 330  
79 UNITS

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**PROJECT:**  
 FAUBOURG LAFITTE SENIOR HOUSING  
 INTERIOR & EXTERIOR REPAIRS  
**SHEET TITLE:**  
 TYPICAL 1B FLOOR PLAN  
 UNIT TYPE: 1B

**DRAWN:**  
 M.L.M. & A.E.D.  
**CHECKED:**  
 N.G.W.  
**DATE:**  
 JUNE 3, 2024  
**SCALE:**  
 AS SHOWN  
**JOB NO.:**  
 22482.12  
**SHEET NO.:**

A-102.3

## SCOPE OF WORK NOTES:

- THE SCOPE OF WORK SHEET INCLUDED ON THIS DRAWING INDICATES THE WORK THAT IS TO BE PERFORMED IN EACH UNIT. FOR FURTHER INFORMATION ON EACH WORK AREA, REFER TO THE REFERENCE NOTES FOR ADDITIONAL DETAILS ON THE WORK AREA.
- WORK ITEMS THAT ARE TO BE PERFORMED IN ALL UNITS WILL BE LISTED (FOR BREVITY) BY THE NUMBER OF THE ITEM ALONE. ALL OTHER ITEMS WILL INCLUDE THE UNIT NUMBER WITH THE WORK ITEM NUMBER. 01 WILL BE PERFORM IN ALL UNITS. 101-01 WILL BE PERFORMED JUST IN THE UNIT NUMBER LISTED.
- NOTE: OUTLETS AND SWITCHES ABOVE COUNTERS TO BE 46" A.F.F. MAX. REACH TO OUTLETS AND SWITCHES TO BE 25-1/2" MAX.
- REFER TO SHEET A-102.1 FOR THE LOCATIONS OR RELOCATION OF ABOVE COUNTER OUTLETS IN 1B UNIT KITCHENS.

SCOPE OF WORK SHEETS: 1B

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #125 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
125 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
125 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
125 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
125 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #204 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
204 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
204 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
204 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
204 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

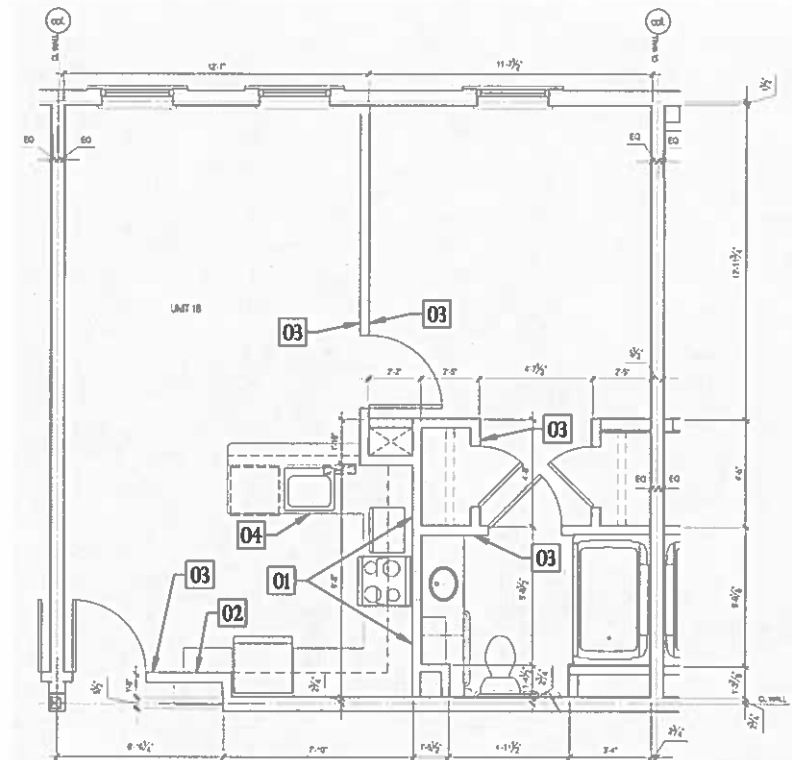
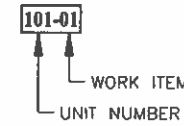
Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #208 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
208 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
208 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
208 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
208 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #202 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
202 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
202 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
202 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
202 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #206 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
206 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
206 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
206 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
206 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #209 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
209 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
209 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
209 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
209 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

KEY NOTE SYMBOL



TYPICAL 1B FLOOR PLAN

SCALE: N.T.S. UNIT #'S - 101 - 330  
79 UNITS

REVISIONS	BY

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 NEW ORLEANS, LOUISIANA 70122

PROJECT:  
**FAUBOURG LAFITTE SENIOR HOUSING INTERIOR & EXTERIOR REPAIRS**  
 SHEET TITLE:  
**TYPICAL 1B FLOOR PLAN**  
 UNIT TYPE: 1B

DRAWN  
 M.L.M. & A.E.D.  
 CHECKED  
 N.G.W.  
 DATE  
 JUNE 3, 2024  
 SCALE  
 AS SHOWN  
 JOB NO.  
 22462.12  
 SHEET NO.

A-102.4

SCOPE OF WORK NOTES:

1. THE SCOPE OF WORK SHEET INCLUDED ON THIS DRAWING INDICATES THE WORK THAT IS TO BE PERFORMED IN EACH UNIT. FOR FURTHER INFORMATION ON EACH WORK AREA, REFER TO THE REFERENCE NOTES FOR ADDITIONAL DETAILS ON THE WORK AREA.
2. WORK ITEMS THAT ARE TO BE PERFORMED IN ALL UNITS WILL BE LISTED (FOR BREVITY) BY THE NUMBER OF THE ITEM ALONE. ALL OTHER ITEMS WILL INCLUDE THE UNIT NUMBER WITH THE WORK ITEM NUMBER. **01** WILL BE PERFORM IN ALL UNITS. **101-01** WILL BE PERFORMED JUST IN THE UNIT NUMBER LISTED.
3. NOTE: OUTLETS AND SWITCHES ABOVE COUNTERS TO BE 46" A.F.F. MAX. REACH TO OUTLETS AND SWITCHES TO BE 25-1/2" MAX.
4. REFER TO SHEET A-102.1 FOR THE LOCATIONS OR RELOCATION OF ABOVE COUNTER OUTLETS IN 1B UNIT KITCHENS.



## SCOPE OF WORK SHEETS: 1B

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #210 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
210 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
210 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
210 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
210 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #212 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
212 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
212 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
212 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
212 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

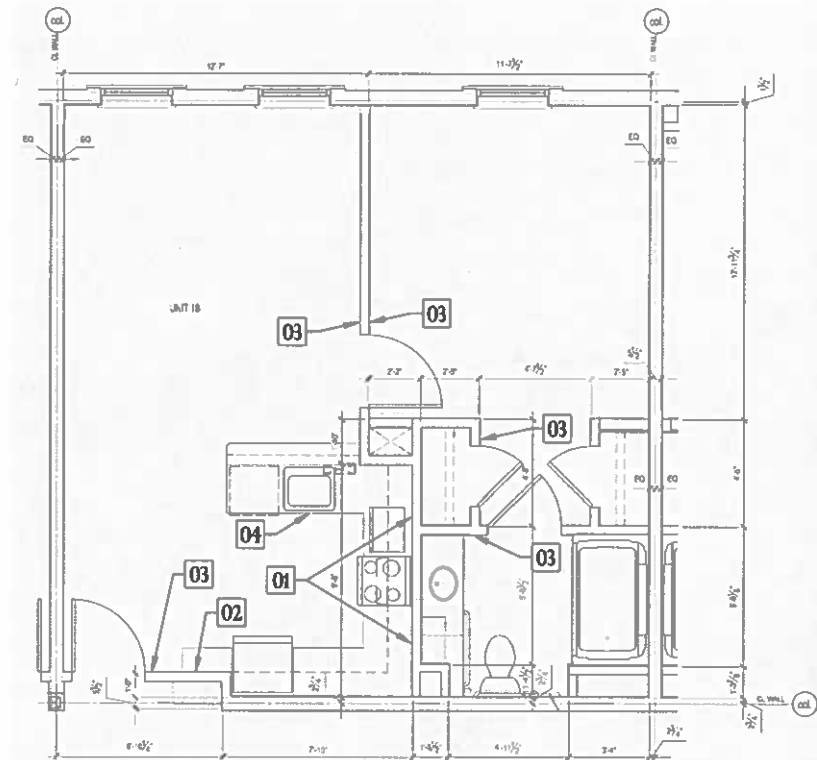
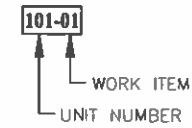
Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #214 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
214 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
214 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
214 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
214 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #211 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
211 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
211 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
211 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
211 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #213 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
213 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
213 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
213 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
213 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #215 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
215 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
215 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
215 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
215 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

## KEY NOTE SYMBOL



TYPICAL 1B FLOOR PLAN

SCALE: N.T.S. UNIT #'S - 101 - 330  
79 UNITS

REVISIONS	BY

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**PROJECT:**  
 FAUBOURG LAFITTE SENIOR HOUSING  
 INTERIOR & EXTERIOR REPAIRS

**SHEET TITLE:**  
 TYPICAL 1B FLOOR PLAN  
 UNIT TYPE: 1B

<b>DRAWN</b> M.L.M. & A.E.D.
<b>CHECKED</b> N.G.W.
<b>DATE</b> JUNE 3, 2024
<b>SCALE</b> AS SHOWN
<b>JOB NO.</b> 22462.12
<b>SHEET NO.</b>

A-102.5

## SCOPE OF WORK NOTES:

- THE SCOPE OF WORK SHEET INCLUDED ON THIS DRAWING INDICATES THE WORK THAT IS TO BE PERFORMED IN EACH UNIT. FOR FURTHER INFORMATION ON EACH WORK AREA, REFER TO THE REFERENCE NOTES FOR ADDITIONAL DETAILS ON THE WORK AREA.
- WORK ITEMS THAT ARE TO BE PERFORMED IN ALL UNITS WILL BE LISTED (FOR BREVITY) BY THE NUMBER OF THE ITEM ALONE. ALL OTHER ITEMS WILL INCLUDE THE UNIT NUMBER WITH THE WORK ITEM NUMBER. **01** WILL BE PERFORM IN ALL UNITS. **101-01** WILL BE PERFORMED JUST IN THE UNIT NUMBER LISTED.
- NOTE: OUTLETS AND SWITCHES ABOVE COUNTERS TO BE 46" A.F.F. MAX. REACH TO OUTLETS AND SWITCHES TO BE 25-1/2" MAX.
- REFER TO SHEET A-102.1 FOR THE LOCATIONS OR RELOCATION OF ABOVE COUNTER OUTLETS IN 1B UNIT KITCHENS.

## SCOPE OF WORK SHEETS: 1B

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #216 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
216 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
216 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
216 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
216 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #218 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
218 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
218 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
218 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
218 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

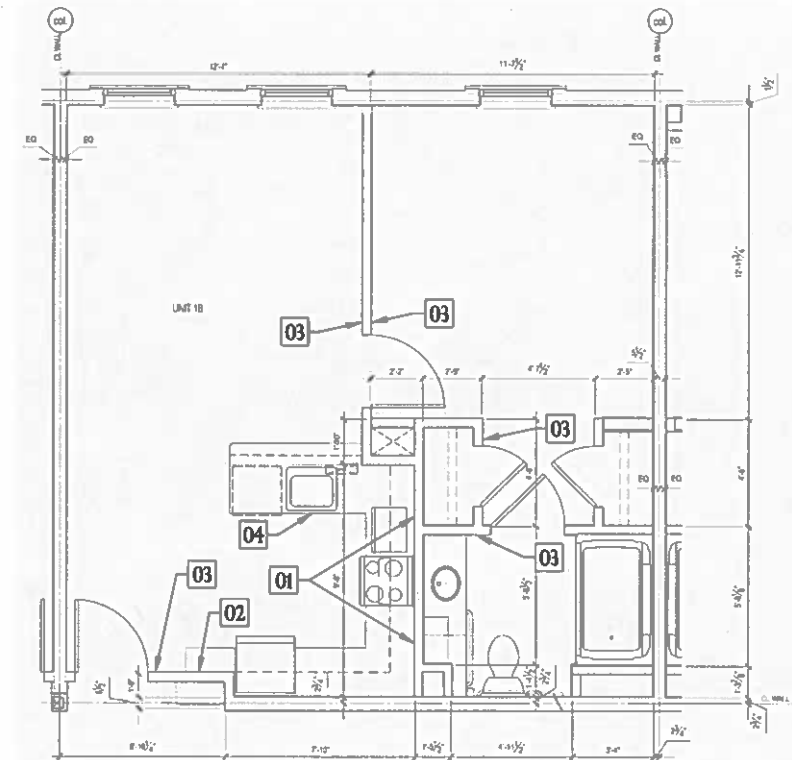
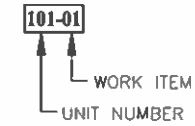
Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #220 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
220 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
220 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
220 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
220 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #217 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
217 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
217 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
217 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
217 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #219 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
219 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
219 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
219 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
219 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20
219 13	Remove to reinstall toilet. Provide offset flange or reroute piping to be 15" from face of apron. Patch ceramic floor as req'd.	Ea	1	Contractor to verify location of toilet. Toilet @ 15 1/2" from apron.

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #222 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
222 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
222 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
222 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
222 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

## KEY NOTE SYMBOL



TYPICAL 1B FLOOR PLAN

SCALE: N.T.S. UNIT #'S - 101 - 330  
79 UNITS

## SCOPE OF WORK NOTES:

1. THE SCOPE OF WORK SHEET INCLUDED ON THIS DRAWING INDICATES THE WORK THAT IS TO BE PERFORMED IN EACH UNIT. FOR FURTHER INFORMATION ON EACH WORK AREA, REFER TO THE REFERENCE NOTES FOR ADDITIONAL DETAILS ON THE WORK AREA.
2. WORK ITEMS THAT ARE TO BE PERFORMED IN ALL UNITS WILL BE LISTED (FOR BREVITY) BY THE NUMBER OF THE ITEM ALONE. ALL OTHER ITEMS WILL INCLUDE THE UNIT NUMBER WITH THE WORK ITEM NUMBER. [01] WILL BE PERFORM IN ALL UNITS. [101-01] WILL BE PERFORMED JUST IN THE UNIT NUMBER LISTED.
3. NOTE: OUTLETS AND SWITCHES ABOVE COUNTERS TO BE 46" A.F.F. MAX. REACH TO OUTLETS AND SWITCHES TO BE 25-1/2" MAX.
4. REFER TO SHEET A-102.1 FOR THE LOCATIONS OR RELOCATION OF ABOVE COUNTER OUTLETS IN 1B UNIT KITCHENS.

REVISIONS	BY

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**OWNER:**  
HOUSING AUTHORITY  
OF NEW ORLEANS  
2061 SENATE ST. BUILDING B, RM. 202  
NEW ORLEANS, LOUISIANA 70122

**PROJECT:**  
FAUBOURG LAFITTE SENIOR HOUSING  
INTERIOR & EXTERIOR REPAIRS

**SHEET TITLE:**  
TYPICAL 1B FLOOR PLAN  
UNIT TYPE: 1B

DRAWN	M.L.M. & A.E.D.
CHECKED	N.G.W.
DATE	JUNE 3, 2024
SCALE	AS SHOWN
JOB NO.	22462.12
SHEET NO.	

A-102.6

# SCOPE OF WORK SHEETS: 1B

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #223 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
223 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
223 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
223 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
223 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #226 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
226 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
226 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
226 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
226 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

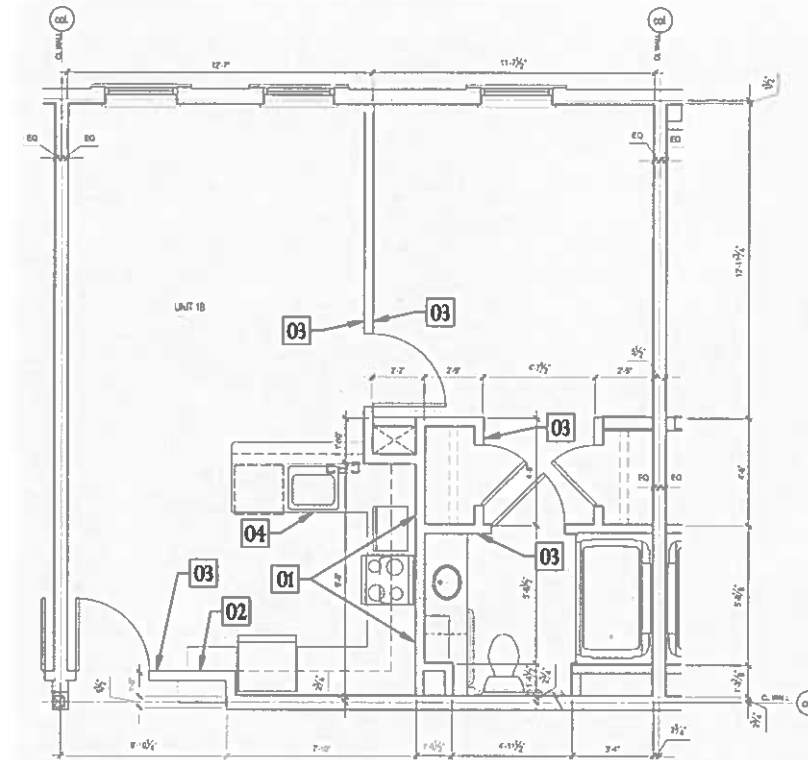
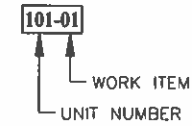
Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #228 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
228 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
228 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
228 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
228 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #225 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
225 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
225 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
225 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
225 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #227 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
227 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
227 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
227 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
227 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #229 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
229 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
229 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
229 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
229 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

## KEY NOTE SYMBOL



TYPICAL 1B FLOOR PLAN

SCALE: N.T.S. UNIT #'S - 101 - 330  
79 UNITS

REVISIONS	BY

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**OWNER:**  
HOUSING AUTHORITY  
OF NEW ORLEANS  
2061 SEDATE ST. BUILDING B, RM. 202  
NEW ORLEANS, LOUISIANA 70122

**PROJECT:**  
FAUBOURG LAFITTE SENIOR HOUSING  
INTERIOR & EXTERIOR REPAIRS

**SHEET TITLE:**  
TYPICAL 1B FLOOR PLAN  
UNIT TYPE: 1B

<b>DRAWN</b> M.L.M. & A.E.D.
<b>CHECKED</b> N.G.W.
<b>DATE</b> JUNE 3, 2024
<b>SCALE</b> AS SHOWN
<b>JOB NO.</b> 22462.12
<b>SHEET NO.</b>

A-102.7

## SCOPE OF WORK NOTES:

1. THE SCOPE OF WORK SHEET INCLUDED ON THIS DRAWING INDICATES THE WORK THAT IS TO BE PERFORMED IN EACH UNIT. FOR FURTHER INFORMATION ON EACH WORK AREA, REFER TO THE REFERENCE NOTES FOR ADDITIONAL DETAILS ON THE WORK AREA.
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3. NOTE: OUTLETS AND SWITCHES ABOVE COUNTERS TO BE 46" A.F.F. MAX. REACH TO OUTLETS AND SWITCHES TO BE 25-1/2" MAX.
4. REFER TO SHEET A-102.1 FOR THE LOCATIONS OR RELOCATION OF ABOVE COUNTER OUTLETS IN 1B UNIT KITCHENS.

SCOPE OF WORK SHEETS: 1B

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #230 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
230 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # 19
230 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
230 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
230 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #232 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
232 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # 19
232 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
232 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
232 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

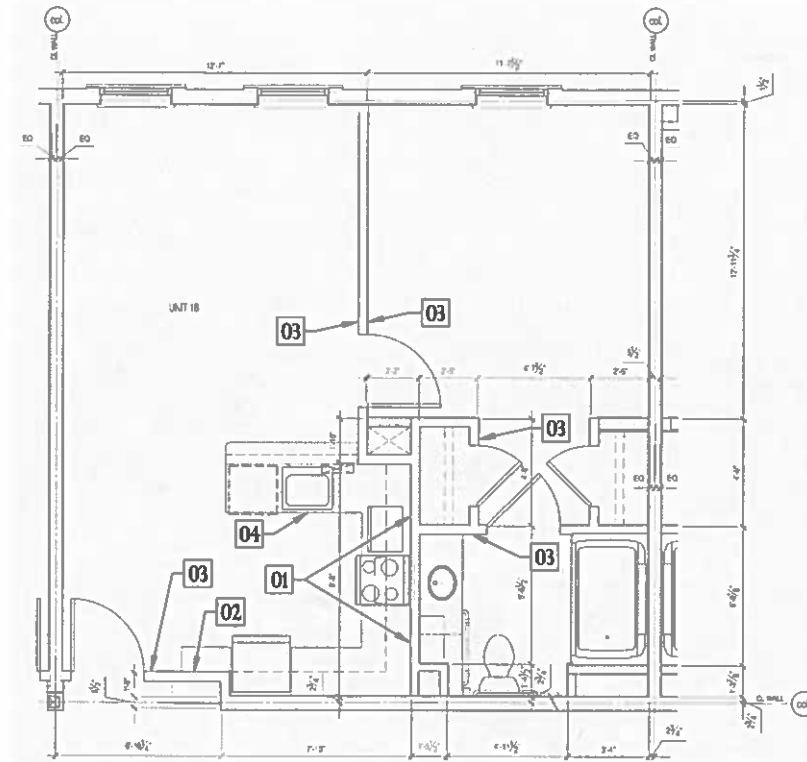
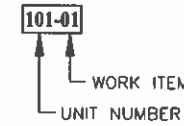
Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #235 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
235 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # 19
235 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
235 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
235 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #231 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
231 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # 19
231 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
231 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
231 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #233 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
233 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # 19
233 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
233 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
233 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #236 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
236 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # 19
236 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
236 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
236 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

KEY NOTE SYMBOL



TYPICAL 1B FLOOR PLAN

SCALE: N.T.S. UNIT #'S - 101 - 330 / 79 UNITS

REVISIONS	BY

**ECM Consultants, Inc.**  
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**OWNER:**  
 HOUSING AUTHORITY  
 OF NEW ORLEANS  
 2051 SENATE ST. BUILDING B, RM. 202  
 NEW ORLEANS, LOUISIANA 70122

**PROJECT:**  
 FAUBOURG LAFITTE SENIOR HOUSING  
 INTERIOR & EXTERIOR REPAIRS

**SHEET TITLE:**  
 TYPICAL 1B FLOOR PLAN  
 UNIT TYPE: 1B

DRAWN	M.L.M. & A.E.D.
CHECKED	N.G.W.
DATE	JUNE 3, 2024
SCALE	AS SHOWN
JOB NO.	22462.12
SHEET NO.	

A-102.8

SCOPE OF WORK NOTES:

1. THE SCOPE OF WORK SHEET INCLUDED ON THIS DRAWING INDICATES THE WORK THAT IS TO BE PERFORMED IN EACH UNIT. FOR FURTHER INFORMATION ON EACH WORK AREA, REFER TO THE REFERENCE NOTES FOR ADDITIONAL DETAILS ON THE WORK AREA.
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4. REFER TO SHEET A-102.1 FOR THE LOCATIONS OR RELOCATION OF ABOVE COUNTER OUTLETS IN 1B UNIT KITCHENS.

SCOPE OF WORK SHEETS: 1B

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #237 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
237 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
237 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
237 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
237 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #239 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
239 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
239 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
239 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
239 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

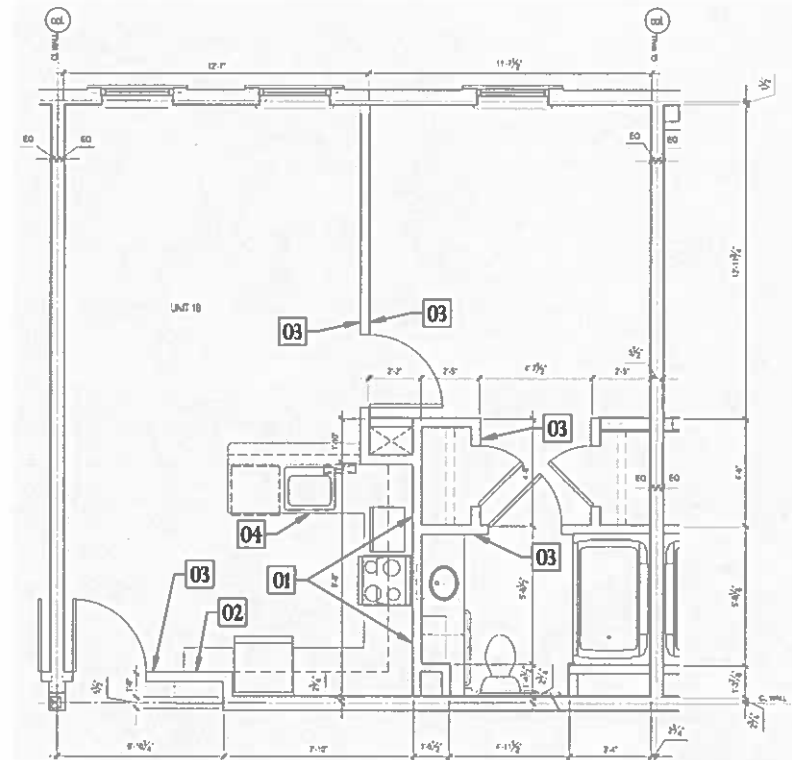
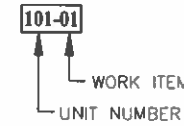
Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #241 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
241 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
241 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
241 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
241 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #238 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
238 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
238 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
238 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
238 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #240 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
240 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
240 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
240 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
240 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #242 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
242 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
242 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
242 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
242 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

KEY NOTE SYMBOL



TYPICAL 1B FLOOR PLAN

SCALE: N.T.S. UNIT #'S - 101 - 330 / 79 UNITS

REVISIONS	BY

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**OWNER:**  
 HOUSING AUTHORITY  
 OF NEW ORLEANS  
 2051 SENATE ST. BUILDING B, RM. 202  
 NEW ORLEANS, LOUISIANA 70122

**PROJECT:**  
 FAUBOURG LAFITTE SENIOR HOUSING  
 INTERIOR & EXTERIOR REPAIRS

**SHEET TITLE:**  
 TYPICAL 1B FLOOR PLAN  
 UNIT TYPE: 1B

DRAWN	M.L.M. & A.E.D.
CHECKED	N.G.W.
DATE	JUNE 3, 2024
SCALE	AS SHOWN
JOB NO.	22462.12
SHEET NO.	

A-102.9

SCOPE OF WORK NOTES:

1. THE SCOPE OF WORK SHEET INCLUDED ON THIS DRAWING INDICATES THE WORK THAT IS TO BE PERFORMED IN EACH UNIT. FOR FURTHER INFORMATION ON EACH WORK AREA, REFER TO THE REFERENCE NOTES FOR ADDITIONAL DETAILS ON THE WORK AREA.
2. WORK ITEMS THAT ARE TO BE PERFORMED IN ALL UNITS WILL BE LISTED (FOR BREVITY) BY THE NUMBER OF THE ITEM ALONE. ALL OTHER ITEMS WILL INCLUDE THE UNIT NUMBER WITH THE WORK ITEM NUMBER. [01] WILL BE PERFORM IN ALL UNITS. [101-01] WILL BE PERFORMED JUST IN THE UNIT NUMBER LISTED.
3. NOTE: OUTLETS AND SWITCHES ABOVE COUNTERS TO BE 46" A.F.F. MAX. REACH TO OUTLETS AND SWITCHES TO BE 25-1/2" MAX.
4. REFER TO SHEET A-102.1 FOR THE LOCATIONS OR RELOCATION OF ABOVE COUNTER OUTLETS IN 1B UNIT KITCHENS.

SCOPE OF WORK SHEETS: 1B

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #244 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
244 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
244 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
244 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
244 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #303 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
303 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
303 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
303 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
303 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

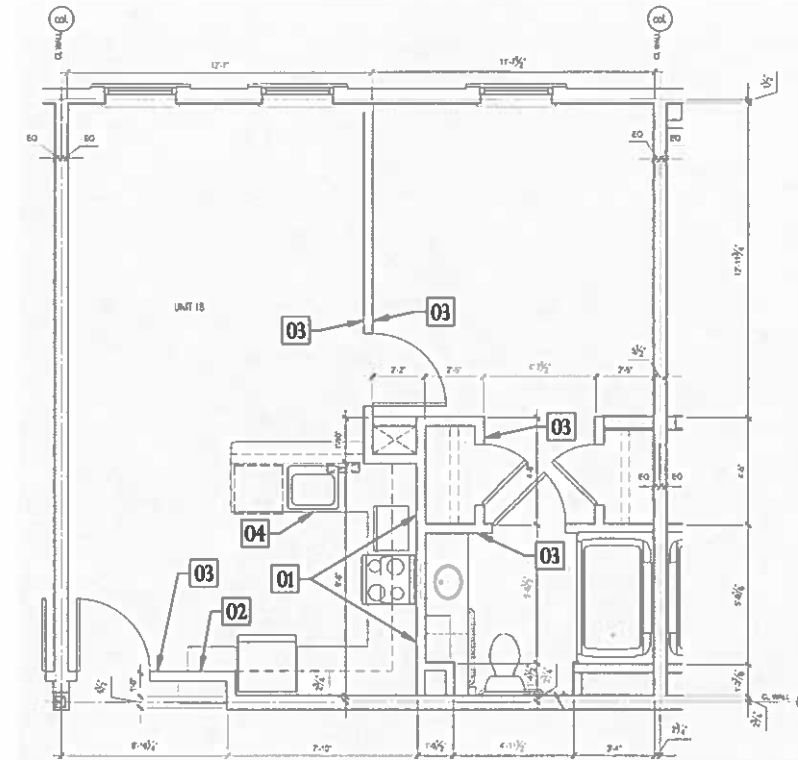
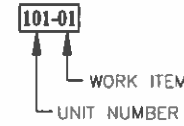
Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #305 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
305 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
305 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
305 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
305 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #302 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
302 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
302 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
302 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
302 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #304 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
304 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
304 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
304 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	6	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
304 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #307 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
307 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
307 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
307 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
307 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

KEY NOTE SYMBOL



TYPICAL 1B FLOOR PLAN

SCALE: N.T.S. UNIT #'S - 101 - 330 / 79 UNITS

REVISIONS	BY

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OWNER:  
**HOUSING AUTHORITY OF NEW ORLEANS**  
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 NEW ORLEANS, LOUISIANA 70122

PROJECT:  
**FAUBOURG LAFITTE SENIOR HOUSING INTERIOR & EXTERIOR REPAIRS**  
 SHEET TITLE:  
**TYPICAL 1B FLOOR PLAN**  
 UNIT TYPE: 1B

DRAWN  
 M.L.M. & A.E.D.  
 CHECKED  
 N.G.W.  
 DATE  
 JUNE 3, 2024  
 SCALE  
 AS SHOWN  
 JOB NO.  
 22462.12  
 SHEET NO.

A-102.10

SCOPE OF WORK NOTES:

1. THE SCOPE OF WORK SHEET INCLUDED ON THIS DRAWING INDICATES THE WORK THAT IS TO BE PERFORMED IN EACH UNIT. FOR FURTHER INFORMATION ON EACH WORK AREA, REFER TO THE REFERENCE NOTES FOR ADDITIONAL DETAILS ON THE WORK AREA.
2. WORK ITEMS THAT ARE TO BE PERFORMED IN ALL UNITS WILL BE LISTED (FOR BREVITY) BY THE NUMBER OF THE ITEM ALONE. ALL OTHER ITEMS WILL INCLUDE THE UNIT NUMBER WITH THE WORK ITEM NUMBER. 01 WILL BE PERFORM IN ALL UNITS. 101-01 WILL BE PERFORMED JUST IN THE UNIT NUMBER LISTED.
3. NOTE: OUTLETS AND SWITCHES ABOVE COUNTERS TO BE 46" A.F.F. MAX. REACH TO OUTLETS AND SWITCHES TO BE 25-1/2" MAX.
4. REFER TO SHEET A-102.1 FOR THE LOCATIONS OR RELOCATION OF ABOVE COUNTER OUTLETS IN 1B UNIT KITCHENS.



SCOPE OF WORK SHEETS: 1B

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #308 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
308 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
308 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
308 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
308 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #310 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
310 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
310 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
310 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
310 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

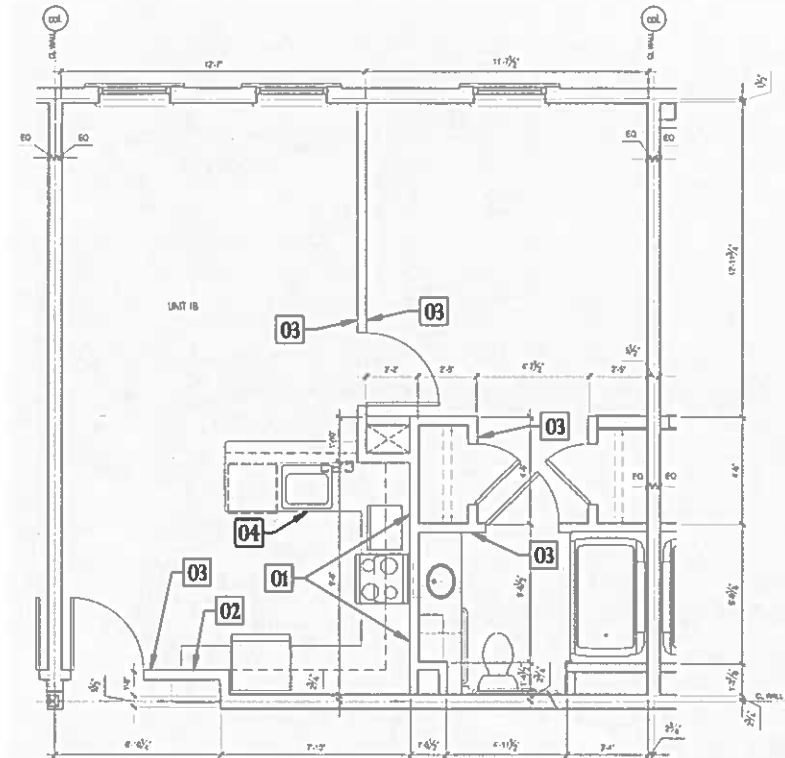
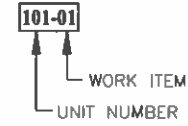
Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #313 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
313 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
313 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
313 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
313 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #309 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
309 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
309 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
309 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
309 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #312 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
312 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
312 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
312 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
312 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #314 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
314 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
314 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
314 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	6	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
314 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

KEY NOTE SYMBOL



TYPICAL 1B FLOOR PLAN  
SCALE: N.T.S. UNIT #'S - 101 - 330  
79 UNITS

REVISIONS	BY

**ECM Consultants, Inc.**  
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2001 SEDATE ST. BUILDING B, RM. 202  
NEW ORLEANS, LOUISIANA 70122

PROJECT:  
**FAUBOURG LAFITTE SENIOR HOUSING INTERIOR & EXTERIOR REPAIRS**  
SHEET TITLE:  
**TYPICAL 1B FLOOR PLAN**  
UNIT TYPE: 1B

DRAWN  
M.L.M. & A.E.D.  
CHECKED  
N.G.W.  
DATE  
JUNE 3, 2024  
SCALE  
AS SHOWN  
JOB NO.  
22462.12  
SHEET NO.

A-102.11

SCOPE OF WORK NOTES:

1. THE SCOPE OF WORK SHEET INCLUDED ON THIS DRAWING INDICATES THE WORK THAT IS TO BE PERFORMED IN EACH UNIT. FOR FURTHER INFORMATION ON EACH WORK AREA, REFER TO THE REFERENCE NOTES FOR ADDITIONAL DETAILS ON THE WORK AREA.
2. WORK ITEMS THAT ARE TO BE PERFORMED IN ALL UNITS WILL BE LISTED (FOR BREVITY) BY THE NUMBER OF THE ITEM ALONE. ALL OTHER ITEMS WILL INCLUDE THE UNIT NUMBER WITH THE WORK ITEM NUMBER. **01** WILL BE PERFORM IN ALL UNITS. **101-01** WILL BE PERFORMED JUST IN THE UNIT NUMBER LISTED.
3. NOTE: OUTLETS AND SWITCHES ABOVE COUNTERS TO BE 46" A.F.F. MAX. REACH TO OUTLETS AND SWITCHES TO BE 25-1/2" MAX.
4. REFER TO SHEET A-102.1 FOR THE LOCATIONS OR RELOCATION OF ABOVE COUNTER OUTLETS IN 1B UNIT KITCHENS.

SCOPE OF WORK SHEETS: 1B

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #315 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
315 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
315 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
315 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	6	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
315 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #317 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
317 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
317 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
317 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	6	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
317 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

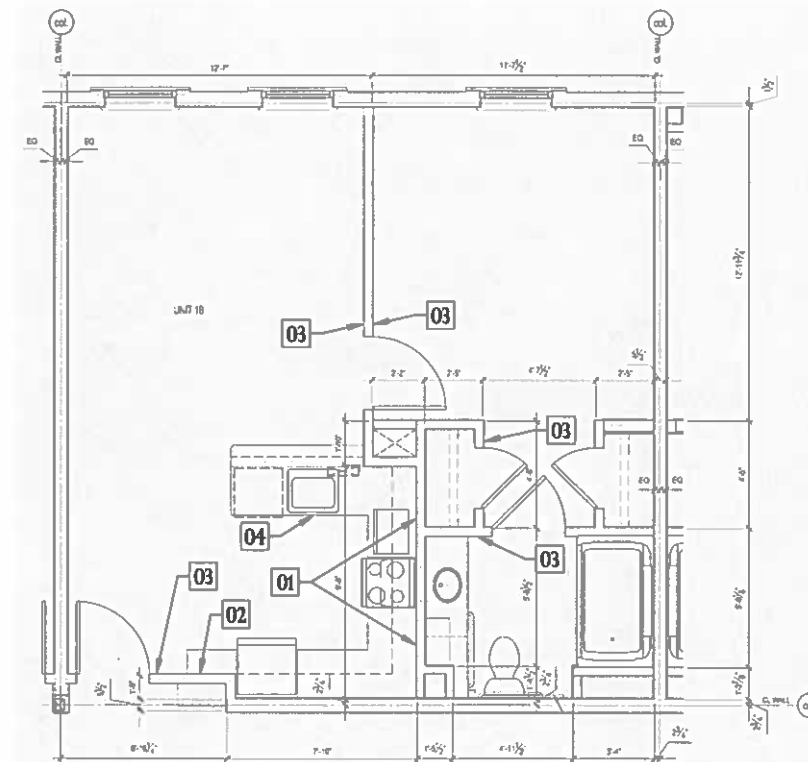
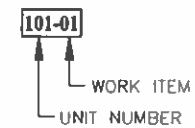
Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #320 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
320 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
320 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
320 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
320 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #316 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
316 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
316 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
316 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	6	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
316 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #318 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
318 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
318 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
318 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	6	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
318 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #321 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
321 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
321 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
321 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
321 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

KEY NOTE SYMBOL



TYPICAL 1B FLOOR PLAN

SCALE: N.T.S. UNIT #'S - 101 - 330 / 79 UNITS

REVISIONS	BY

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OWNER:  
**HOUSING AUTHORITY OF NEW ORLEANS**  
 2061 SEDATE ST. BUILDING B, RM. 202  
 NEW ORLEANS, LOUISIANA 70122

PROJECT:  
**FAUBOURG LAFITTE SENIOR HOUSING INTERIOR & EXTERIOR REPAIRS**  
 SHEET TITLE:  
**TYPICAL 1B FLOOR PLAN**  
 UNIT TYPE: 1B

DRAWN	M.L.M. & A.E.D.
CHECKED	N.G.W.
DATE	JUNE 3, 2024
SCALE	AS SHOWN
JOB NO.	22462.12
SHEET NO.	

A-102.12

SCOPE OF WORK NOTES:

1. THE SCOPE OF WORK SHEET INCLUDED ON THIS DRAWING INDICATES THE WORK THAT IS TO BE PERFORMED IN EACH UNIT. FOR FURTHER INFORMATION ON EACH WORK AREA, REFER TO THE REFERENCE NOTES FOR ADDITIONAL DETAILS ON THE WORK AREA.
2. WORK ITEMS THAT ARE TO BE PERFORMED IN ALL UNITS WILL BE LISTED (FOR BREVITY) BY THE NUMBER OF THE ITEM ALONE. ALL OTHER ITEMS WILL INCLUDE THE UNIT NUMBER WITH THE WORK ITEM NUMBER. 01 WILL BE PERFORM IN ALL UNITS. 101-01 WILL BE PERFORMED JUST IN THE UNIT NUMBER LISTED.
3. NOTE: OUTLETS AND SWITCHES ABOVE COUNTERS TO BE 46" A.F.F. MAX. REACH TO OUTLETS AND SWITCHES TO BE 25-1/2" MAX.
4. REFER TO SHEET A-102.1 FOR THE LOCATIONS OR RELOCATION OF ABOVE COUNTER OUTLETS IN 1B UNIT KITCHENS.



SCOPE OF WORK SHEETS: 1B

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #322 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
322 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
322 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
322 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
322 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20
322 13	Remove to reinstall toilet. Provide offset flange or reroute piping to be 15" from face of apron. Patch ceramic floor as req'd.	Ea	1	Contractor to verify location of toilet. Toilet @ 15 1/2" from apron.

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #324 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
324 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
324 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
324 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
324 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20
324 13	Remove to reinstall toilet. Provide offset flange or reroute piping to be 15" from face of apron. Patch ceramic floor as req'd.	Ea	1	Contractor to verify location of toilet. Toilet @ 15" from apron.

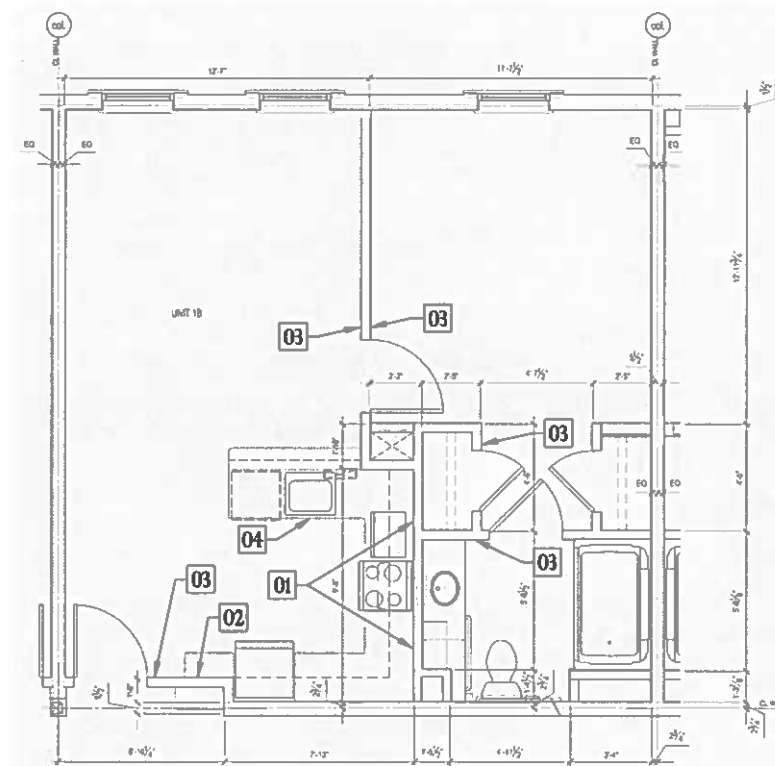
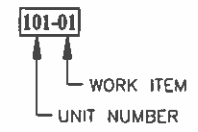
Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #326 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
326 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
326 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
326 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
326 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #323 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
323 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
323 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
323 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
323 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20
323 13	Remove to reinstall toilet. Provide offset flange or reroute piping to be 15" from face of apron. Patch ceramic floor as req'd.	Ea	1	Contractor to verify location of toilet. Toilet @ 15" from apron.

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #325 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
325 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
325 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
325 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
325 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20
325 13	Remove to reinstall toilet. Provide offset flange or reroute piping to be 15" from face of apron. Patch ceramic floor as req'd.	Ea	1	Contractor to verify location of toilet. Toilet @ 14 3/4" from apron.

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #328 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
328 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
328 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
328 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
328 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20
328 13	Remove to reinstall toilet. Provide offset flange or reroute piping to be 15" from face of apron. Patch ceramic floor as req'd.	Ea	1	Contractor to verify location of toilet. Toilet @ 15 1/2" from apron.

KEY NOTE SYMBOL



TYPICAL 1B FLOOR PLAN

SCALE: N.T.S. UNIT #'S - 101 - 330  
79 UNITS

SCOPE OF WORK NOTES:

1. THE SCOPE OF WORK SHEET INCLUDED ON THIS DRAWING INDICATES THE WORK THAT IS TO BE PERFORMED IN EACH UNIT. FOR FURTHER INFORMATION ON EACH WORK AREA, REFER TO THE REFERENCE NOTES FOR ADDITIONAL DETAILS ON THE WORK AREA.
2. WORK ITEMS THAT ARE TO BE PERFORMED IN ALL UNITS WILL BE LISTED (FOR BREVITY) BY THE NUMBER OF THE ITEM ALONE. ALL OTHER ITEMS WILL INCLUDE THE UNIT NUMBER WITH THE WORK ITEM NUMBER. [01] WILL BE PERFORM IN ALL UNITS. [101-01] WILL BE PERFORMED JUST IN THE UNIT NUMBER LISTED.
3. NOTE: OUTLETS AND SWITCHES ABOVE COUNTERS TO BE 46" A.F.F. MAX. REACH TO OUTLETS AND SWITCHES TO BE 25-1/2" MAX.
4. REFER TO SHEET A-102.1 FOR THE LOCATIONS OR RELOCATION OF ABOVE COUNTER OUTLETS IN 1B UNIT KITCHENS.

REVISIONS	BY

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 HOUSING AUTHORITY  
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 2051 SEDATE ST. BUILDING 6, RM. 202  
 NEW ORLEANS, LOUISIANA 70122

**PROJECT:**  
 FAUBOURG LAFITTE SENIOR HOUSING  
 INTERIOR & EXTERIOR REPAIRS

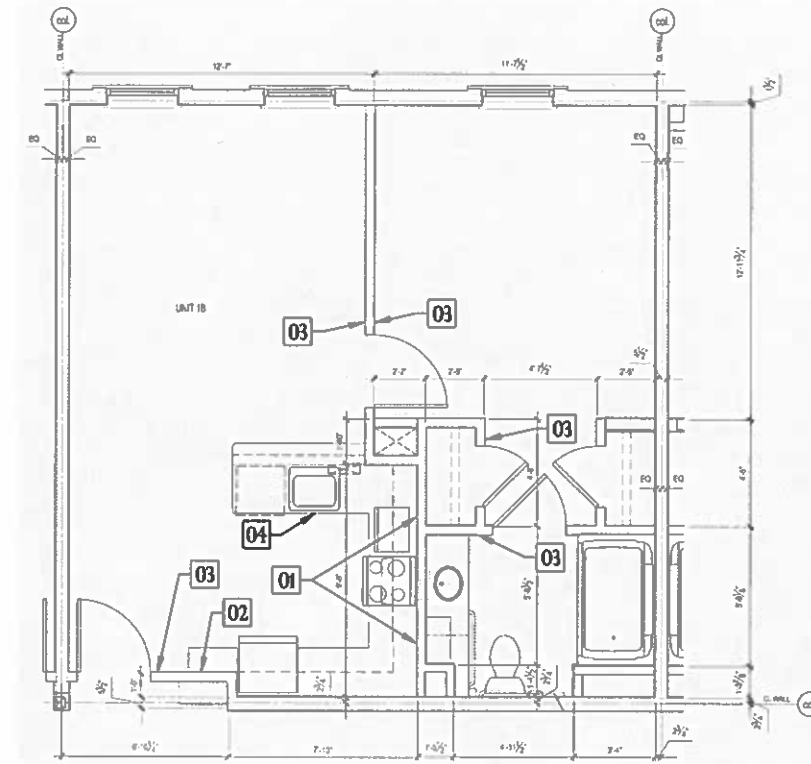
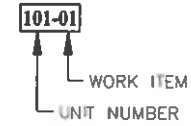
**SHEET TITLE:**  
 TYPICAL 1B FLOOR PLAN  
 UNIT TYPE: 1B

DRAWN	M.L.M. & A.E.D.
CHECKED	N.G.W.
DATE	JUNE 3, 2024
SCALE	AS SHOWN
JOB NO.	22462.12
SHEET NO.	

SCOPE OF WORK SHEETS: 1B

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #330 - Type 1B (1 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Rpt #
330 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # - 19
330 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
330 03	Relocate Light Switch / Thermostat to be no more than 48" A.F.F. to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	5	Relocate switches at Entry, Living, Closet, Bedroom and Bath. Rpt #18
330 04	Remove existing sink base. Finish cab sides, back wall & floor to match existing. Install new removable sink base in opening.	Ea	1	See Product Notes #4 on Sht A-107.1 Rpt #20

KEY NOTE SYMBOL



TYPICAL 1B FLOOR PLAN

SCALE: N.T.S. UNIT #'S - 101 - 330  
79 UNITS

REVISIONS	BY

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PROJECT:  
FAUBOURG LAFITTE SENIOR HOUSING  
INTERIOR & EXTERIOR REPAIRS  
SHEET TITLE:  
TYPICAL 1B FLOOR PLAN  
UNIT TYPE: 1B

DRAWN  
M.L.M. & A.E.D.  
CHECKED  
N.G.W.  
DATE  
JUNE 3, 2024  
SCALE  
AS SHOWN  
JOB NO.  
22462.12  
SHEET NO.

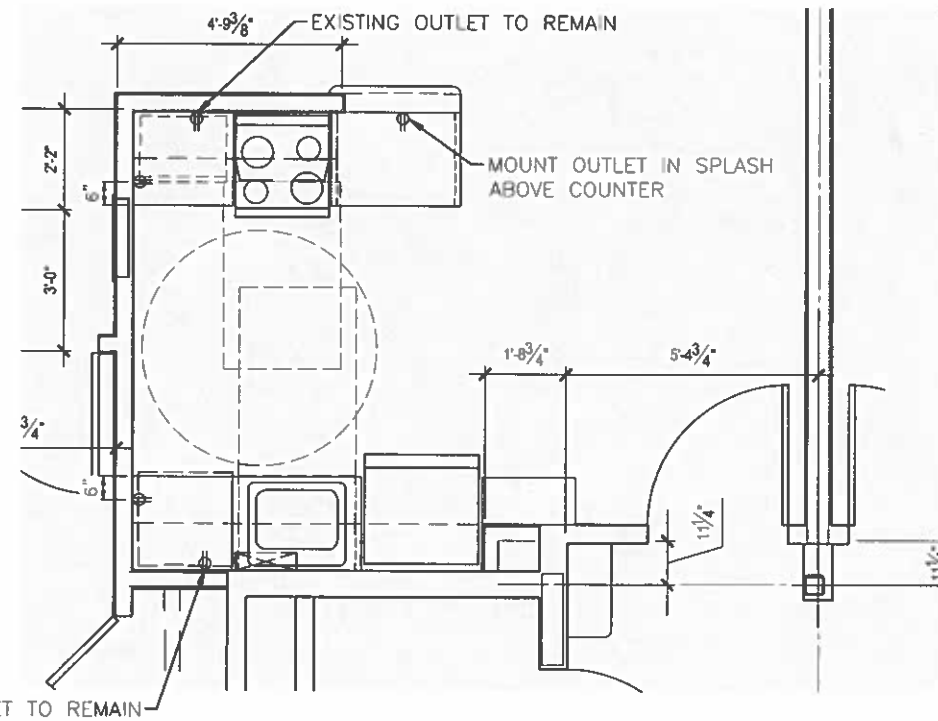
A-102.14

SCOPE OF WORK NOTES:

1. THE SCOPE OF WORK SHEET INCLUDED ON THIS DRAWING INDICATES THE WORK THAT IS TO BE PERFORMED IN EACH UNIT. FOR FURTHER INFORMATION ON EACH WORK AREA, REFER TO THE REFERENCE NOTES FOR ADDITIONAL DETAILS ON THE WORK AREA.
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3. NOTE: OUTLETS AND SWITCHES ABOVE COUNTERS TO BE 46" A.F.F. MAX. REACH TO OUTLETS AND SWITCHES TO BE 25-1/2" MAX.
4. REFER TO SHEET A-102.1 FOR THE LOCATIONS OR RELOCATION OF ABOVE COUNTER OUTLETS IN 1B UNIT KITCHENS.

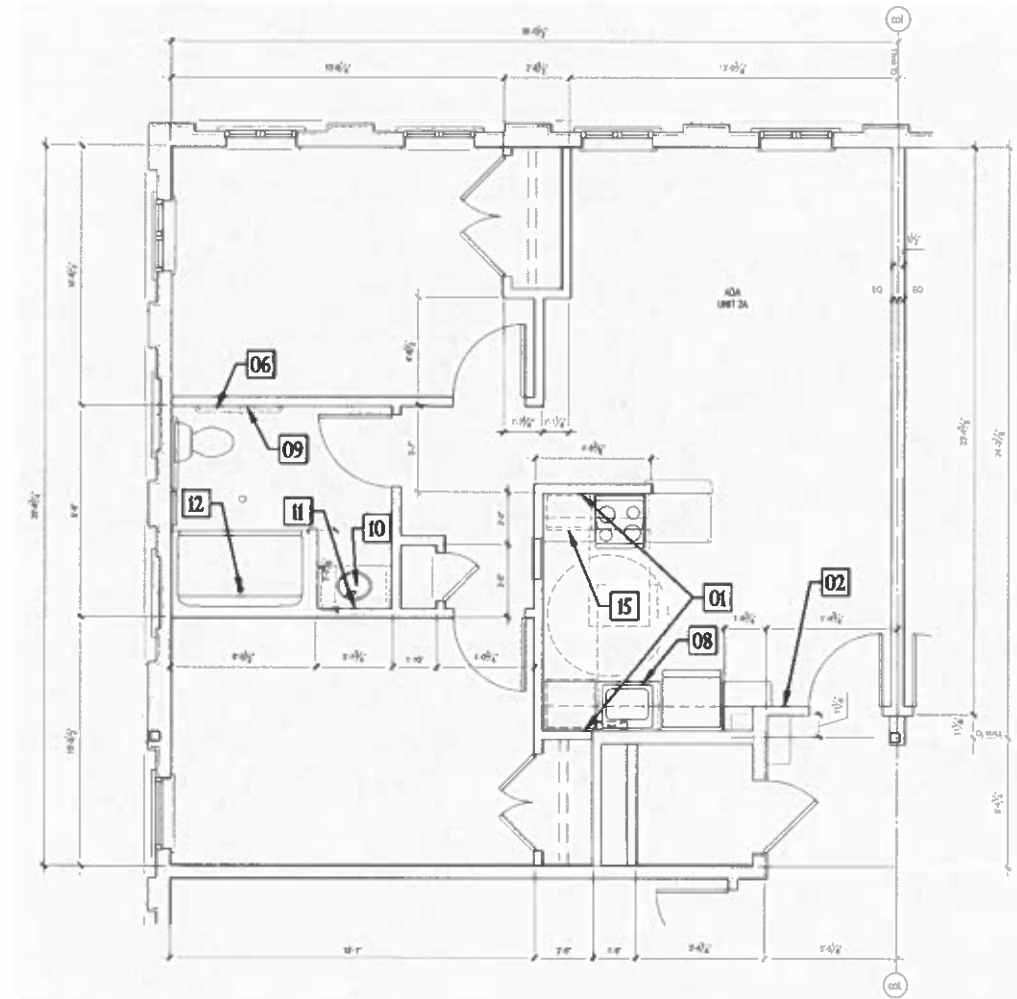
# SCOPE OF WORK SHEETS: ADA 2A

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #114 - Type 2A - ADA (2 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
114 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt #23,24,37
114 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
114 06	Remove side and rear grab bars at toilet. Reinstall side and rear bars per code requirements. Install vertical grab bars.	Ea	1	Reinstall at 33 to 36" AFF. Rpt #39
114 08	Remove apron and slanted panel at kitchen sink. Revise per Det #1 on A-107.2.	LS	1	Refer to Detail #1 / A-107.2 Rpt #24a
114 09	Remove to reinstall Toilet Tissue Dispenser. Mount at 7" to 9" from front edge of toilet. Patch wall.	Ea	1	Refer to G-003 for typ. dimensions. Rpt #40
114 10	Install Pipe Protection per code.	Ea	1	Refer to Product Data #8. Rpt #24a
114 11	Remove mirror/medicine cabinet at lavatory. Lower in wall for reflective surface to be no more than 48" A.F.F. Patch wall to match existing as required.	LS	1	Refer to G-003 for typ. dimensions Rpt #31a
114 12	Remove shower spray bar to have handle 27" from seat & 48" AFF. Patch wall/ceramic as required.	Ea	1	Refer to G-003 for typ. dimensions Rpt #32
114 15	Revise microwave shelving per details to comply with Hdcp requirements.	Ea	1	Refer to Elev #2 & #3 on sheet A-107.2. Rpt #33



**TYPICAL ADA 2A KITCHEN LAYOUT OF ABOVE COUNTER OUTLETS**

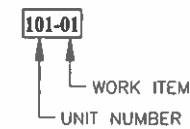
SCALE: 1/2" = 1'-0"



**TYPICAL ADA 2A FLOOR PLAN**

SCALE: N.T.S. UNIT #'S - 114 / 1 UNIT

**KEY NOTE SYMBOL**



**SCOPE OF WORK NOTES:**

1. THE SCOPE OF WORK SHEET INCLUDED ON THIS DRAWING INDICATES THE WORK THAT IS TO BE PERFORMED IN EACH UNIT. FOR FURTHER INFORMATION ON EACH WORK AREA, REFER TO THE REFERENCE NOTES FOR ADDITIONAL DETAILS ON THE WORK AREA.
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3. OUTLET AND SWITCHES ABOVE COUNTERS TO BE 46" A.F.F. MAX. REACH TO OUTLETS AND SWITCHES TO BE 24" MAX.
4. REFER TO SHEET A-103.1 FOR THE LOCATION OR RELOCATION OF ABOVE COUNTER OUTLETS IN ADA 2A UNIT'S KITCHEN.

REVISIONS	BY

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PROJECT:  
**FAUBOURG LAFITTE SENIOR HOUSING INTERIOR & EXTERIOR REPAIRS**  
 SHEET TITLE:  
**TYPICAL ADA 2A FLOOR PLAN UNIT TYPE: ADA 2A**

DRAWN  
 M.L.M. & A.E.D.  
 CHECKED  
 N.G.W.  
 DATE  
 JUNE 3, 2024  
 SCALE  
 AS SHOWN  
 JOB NO.  
 22482.12  
 SHEET NO.

A-103.1

## SCOPE OF WORK SHEETS: 2A [ADAPT]

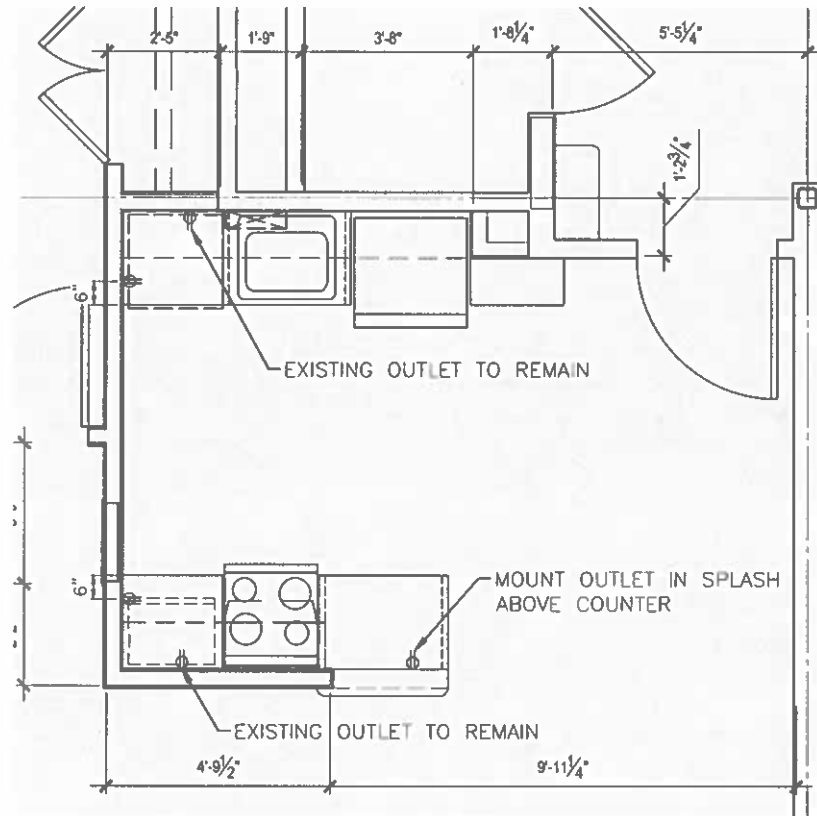
Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #111 - Type 2A - (Adapt) (2 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
111 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt #23
111 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
111 06	Install vertical grab bars.	Ea	1	Refer to sheet G-003 for location & dimensions.

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #201 - Type 2A - (Adapt) (2 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
201 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt #23
201 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
201 06	Install vertical grab bars.	Ea	1	Refer to sheet G-003 for location & dimensions.

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #243 - Type 2A - (Adapt) (2 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
243 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # 37
243 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
243 06	Install vertical grab bars.	Ea	1	Refer to sheet G-003 for location & dimensions.

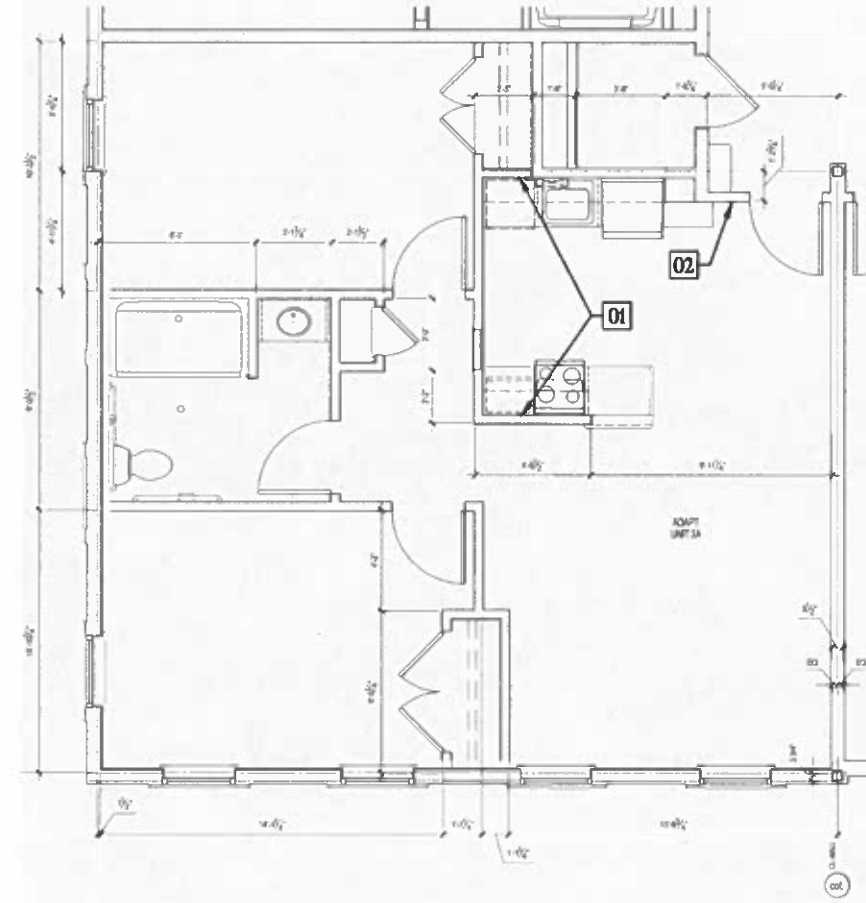
Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #301 - Type 2A - (Adapt) (2 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
301 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # 37
301 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
301 06	Install vertical grab bars.	Ea	1	Refer to sheet G-003 for location & dimensions.

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #311 - Type 2A - (Adapt) (2 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
311 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt # 37
311 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
311 06	Install vertical grab bars.	Ea	1	Refer to sheet G-003 for location & dimensions.



TYPICAL 2A [ADAPT] KITCHEN LAYOUT OF ABOVE COUNTER OUTLETS

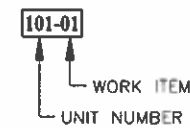
SCALE: 1/2" = 1'-0"



TYPICAL 2A [ADAPT] FLOOR PLAN

SCALE: N.T.S. UNIT #'S - 111, 201, 243, 301, 311, 5 UNITS

### KEY NOTE SYMBOL



### SCOPE OF WORK NOTES:

- THE SCOPE OF WORK SHEET INCLUDED ON THIS DRAWING INDICATES THE WORK THAT IS TO BE PERFORMED IN EACH UNIT. FOR FURTHER INFORMATION ON EACH WORK AREA, REFER TO THE REFERENCE NOTES FOR ADDITIONAL DETAILS ON THE WORK AREA.
- WORK ITEMS THAT ARE TO BE PERFORMED IN ALL UNITS WILL BE LISTED (FOR BREVITY) BY THE NUMBER OF THE ITEM ALONE. ALL OTHER ITEMS WILL INCLUDE THE UNIT NUMBER WITH THE WORK ITEM NUMBER. [01] WILL BE PERFORMED IN ALL UNITS. [101-01] WILL BE PERFORMED JUST IN THE UNIT NUMBER LISTED.
- OUTLET AND SWITCHES ABOVE COUNTERS TO BE 46" A.F.F. MAX. REACH TO OUTLETS AND SWITCHES TO BE 24" MAX.
- REFER TO SHEET A-103.1 FOR THE LOCATION OR RELOCATION OF ABOVE COUNTER OUTLETS IN ADA 2A UNIT'S KITCHEN.

REVISIONS	BY

**ECM Consultants, Inc.**  
ARCHITECT/ENGINEER  
ENGINEERS - ARCHITECTS - CONSTRUCTION MANAGERS  
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PHONE: (504) 885-4080, FAX: (504) 885-1439  
EMAIL: mail@ecmconsultants.com

OWNER:  
HOUSING AUTHORITY OF NEW ORLEANS  
2001 SENATE ST. BUILDING 8, RM. 202  
NEW ORLEANS, LOUISIANA 70122

PROJECT:  
FAUBOURG LAFITTE SENIOR HOUSING INTERIOR & EXTERIOR REPAIRS  
SHEET TITLE:  
TYPICAL 2A [ADAPT] FLOOR PLAN  
UNIT TYPE: 2A [ADAPT]

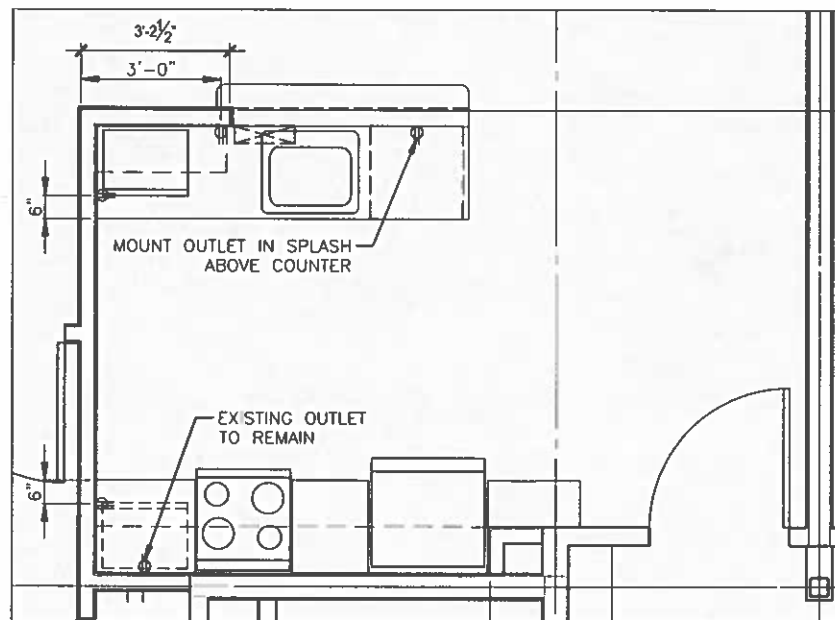
DRAWN  
M.L.M. & A.E.D.  
CHECKED  
N.G.W.  
DATE  
JUNE 3, 2024  
SCALE  
AS SHOWN  
JOB NO.  
22462.12  
SHEET NO.

A-104.1

# SCOPE OF WORK SHEETS: 2B

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #221 - Type 2B - (2 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
221 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt #27
221 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
221 03	Relocate Light Switch/Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	6	Relocate Entry, Living, Bed 1, Bed 2, Bath and Thermostat Rpt #25,26
221 13	Remove to reinstall Toilet. Provide offset flange or reroute piping to be 18" from CL of toilet. Patch ceramic floor tile as req'd.	Ea	1	Contractor to verify location of toilet. Toilet at 15-1/2" from tub. Rpt #28

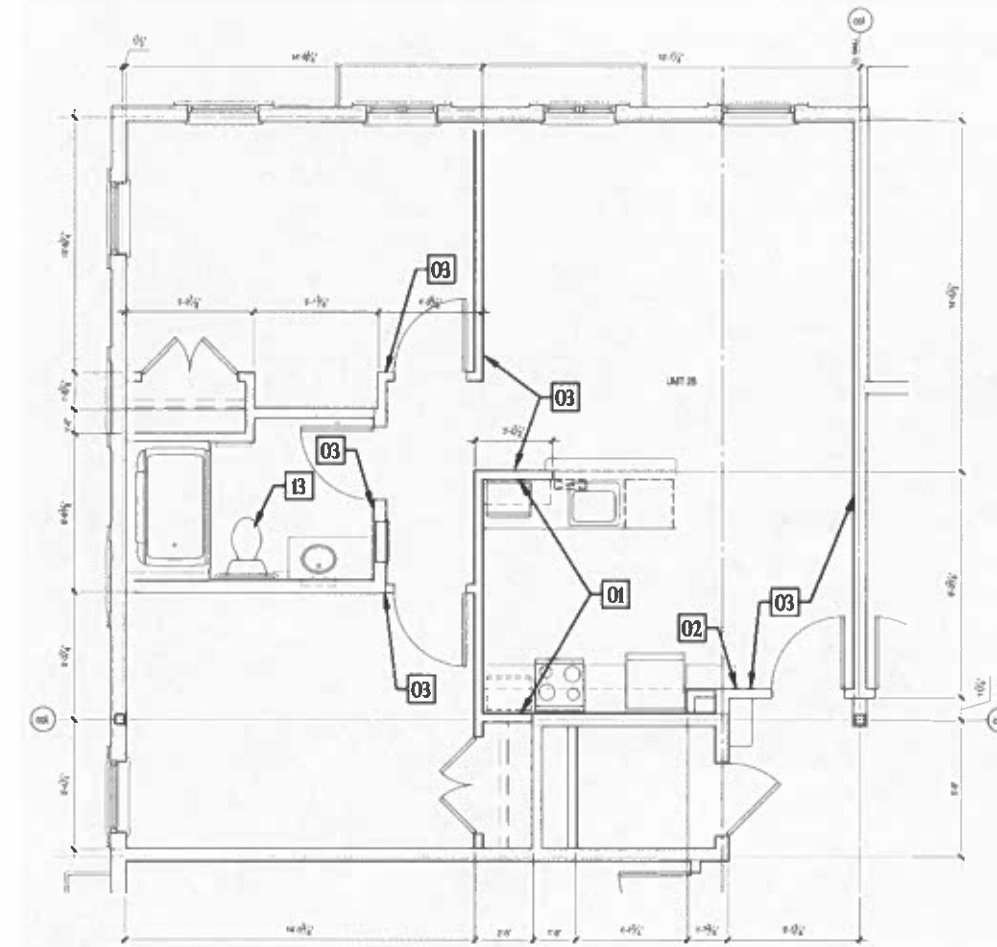
Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #319 - Type 2B - (2 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
319 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown w/ extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt #27
319 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
319 03	Relocate Light Switch/Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	6	Relocate Entry, Living, Bed 1, Bed 2, Bath and Thermostat Rpt #25,26
319 13	Remove to reinstall Toilet. Provide offset flange or reroute piping to be 18" from CL of toilet. Patch ceramic floor tile as req'd.	Ea	1	Contractor to verify location of toilet. Toilet at 16" from tub. Rpt #28



NOTE: OUTLET AND SWITCHES ABOVE COUNTERS TO BE 46" A.F.F. MAX. REACH TO OUTLETS AND SWITCHES TO BE 24" MAX.

### TYP. UNIT 2B KITCHEN LAYOUT OF ABOVE COUNTER OUTLETS

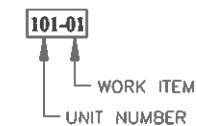
SCALE: 1/2" = 1'-0"



### TYPICAL 2B FLOOR PLAN

SCALE: N.T.S. UNIT #'S - 221  
319  
2 UNITS

### KEY NOTE SYMBOL



### SCOPE OF WORK NOTES:

1. THE SCOPE OF WORK SHEET INCLUDED ON THIS DRAWING INDICATES THE WORK THAT IS TO BE PERFORMED IN EACH UNIT. FOR FURTHER INFORMATION ON EACH WORK AREA, REFER TO THE REFERENCE NOTES FOR ADDITIONAL DETAILS ON THE WORK AREA.
2. WORK ITEMS THAT ARE TO BE PERFORMED IN ALL UNITS WILL BE LISTED (FOR BREVITY) BY THE NUMBER OF THE ITEM ALONE. ALL OTHER ITEMS WILL INCLUDE THE UNIT NUMBER WITH THE WORK ITEM NUMBER. [01] WILL BE PERFORM IN ALL UNITS. [101-01] WILL BE PERFORMED JUST IN THE UNIT NUMBER LISTED.
3. OUTLETS AND SWITCHES ABOVE COUNTERS TO BE 46" A.F.F. MAX. REACH TO OUTLETS AND SWITCHES TO BE 25 1/2" MAX.
4. REFER TO SHEET A105.1 FOR THE LOCATIONS OR RELOCATION OF ABOVE COUNTER OUTLETS IN 2B UNIT KITCHENS.

REVISIONS	BY

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OWNER:  
**HOUSING AUTHORITY OF NEW ORLEANS**  
 2051 SEDATE ST. BUILDING B, RM. 202  
 NEW ORLEANS, LOUISIANA 70122

PROJECT:  
**FAUBOURG LAFITTE SENIOR HOUSING INTERIOR & EXTERIOR REPAIRS**

SHEET TITLE:  
**TYPICAL 2B FLOOR PLAN UNIT TYPE: 2B**

DRAWN  
 M.L.M. & A.E.D.  
 CHECKED  
 N.G.W.  
 DATE  
 JUNE 3, 2024  
 SCALE  
 AS SHOWN  
 JOB NO.  
 22462.12  
 SHEET NO.

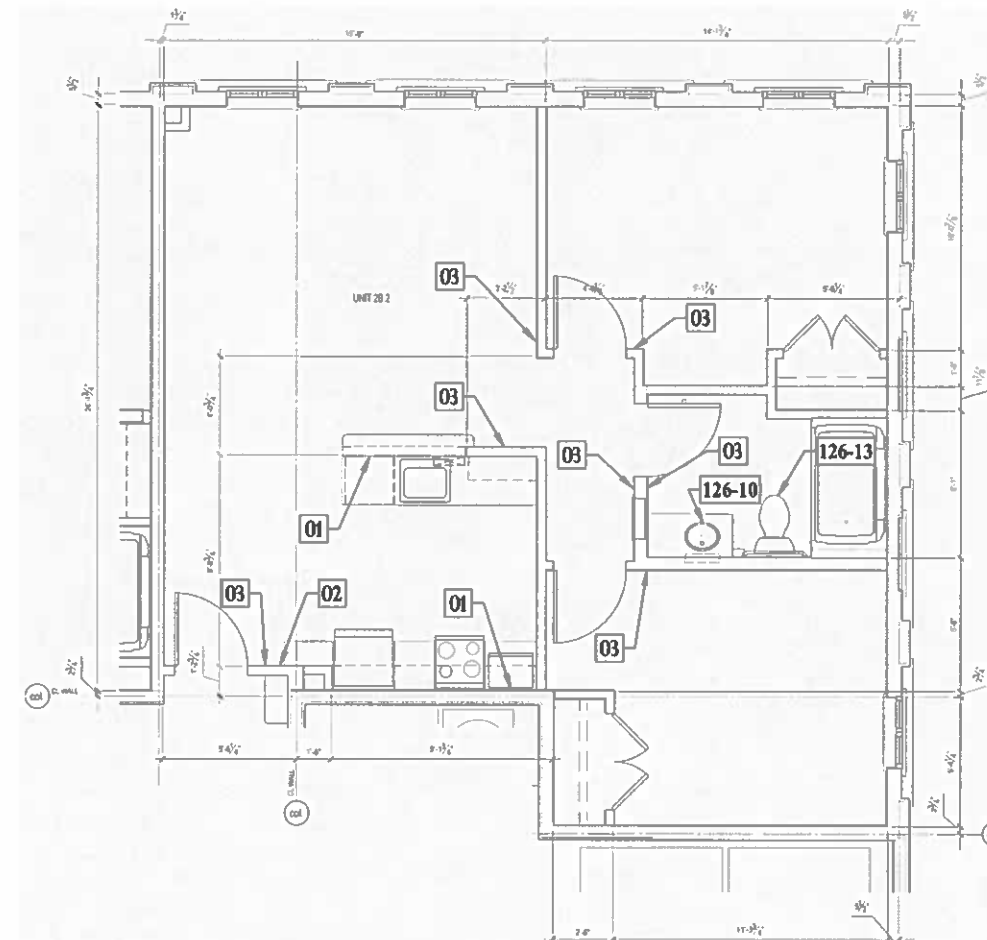
A-105.1

SCOPE OF WORK SHEETS: 2B.2

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #126 - Type 2B.2 (2 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
126 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown with extended box. Install new outlet at other side of range.	Ea	1	Refer to P-3 / A-107.2 Rpt #27
126 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
126 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	7	Relocate Entry, Living, Bed1, Bed 2, Hall, Bath and Thermostat. Rpt #25,26
126 13	Remove to reinstall Toilet. Provide offset flange or reroute piping to be 18" from CL of toilet. Patch ceramic floor tile as req'd.	Ea	1	Contractor to verify location of toilet. Toilet at 19'-1/2". Rpt #28

Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #234 - Type 2B.2 (2 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
234 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown with extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt #27
234 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
234 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	7	Relocate Entry, Living, Bed1, Bed 2, Hall, Bath and Thermostat. Rpt #25,24

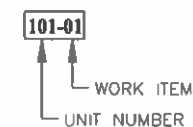
Scope of Work for		Lafitte Senior Housing Development		
Unit / Work Type		Interior - Unit #329 - Type 2B.2 (2 Bed / 1 Bath)		
#	Work Item Description	Unit	Quantity	Reference Notes / Ref Report #
329 01	Remove existing outlet next to Range. Install blank cover plate. Relocate outlet as shown with extended box. Install new outlet at other side of range.	Ea	2	Refer to P-3 / A-107.2 Rpt #27
329 02	Signage will be placed by management per Global Note #2 on sheet 19 of 39 of the attached report.			Refer to Global Note of the attached report.
329 03	Relocate Light Switch / Thermostat to be no more than 48" AFF to operation devices. Patch, Finish & Paint entire wall to match existing.	Ea	7	Relocate Entry, Living, Bed1, Bed 2, Hall, Bath and Thermostat. Rpt #25,26



TYPICAL 2B.2 FLOOR PLAN

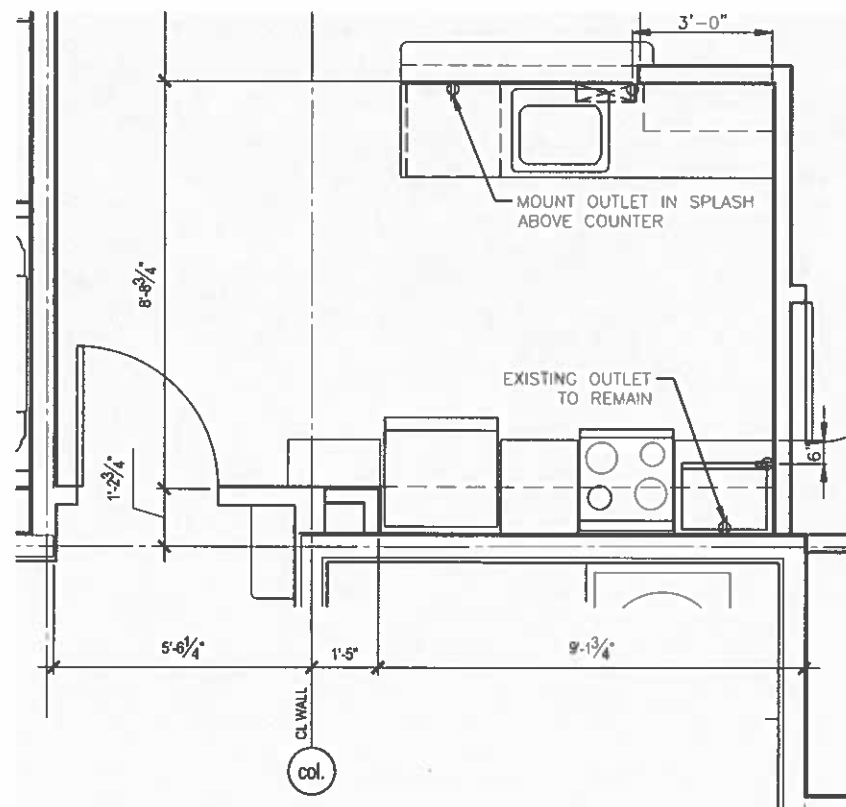
SCALE: N.T.S. UNIT #'S - 126, 234, 329, 3 UNITS

KEY NOTE SYMBOL



SCOPE OF WORK NOTES:

1. THE SCOPE OF WORK SHEET INCLUDED ON THIS DRAWING INDICATES THE WORK THAT IS TO BE PERFORMED IN EACH UNIT. FOR FURTHER INFORMATION ON EACH WORK AREA, REFER TO THE REFERENCE NOTES FOR ADDITIONAL DETAILS ON THE WORK AREA.
2. WORK ITEMS THAT ARE TO BE PERFORMED IN ALL UNITS WILL BE LISTED (FOR BREVITY) BY THE NUMBER OF THE ITEM ALONE. ALL OTHER ITEMS WILL INCLUDE THE UNIT NUMBER WITH THE WORK ITEM NUMBER. 01 WILL BE PERFORM IN ALL UNITS. 101-01 WILL BE PERFORMED JUST IN THE UNIT NUMBER LISTED.
3. OUTLETS AND SWITCHES ABOVE COUNTERS TO BE 46" A.F.F. MAX. REACH TO OUTLETS AND SWITCHES TO BE 25 1/2" MAX.
4. REFER TO SHEET A106.1 FOR THE LOCATIONS OR RELOCATION OF ABOVE COUNTER OUTLETS IN 2B.2 UNIT KITCHENS.



NOTE: OUTLET AND SWITCHES ABOVE COUNTERS TO BE 46" A.F.F. MAX. REACH TO OUTLETS AND SWITCHES TO BE 24" MAX.

TYP. UNIT 2B.2 KITCHEN LAYOUT OF ABOVE COUNTER OUTLETS

SCALE: 1/2" = 1'-0"

REVISIONS	BY

ARCHITECT/ENGINEER:  
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 1301 CLEARVIEW PKWY, SUITE 200  
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 PHONE: (504) 885-4080, FAX: (504) 885-1439  
 EMAIL: mail@ecmconsultants.com

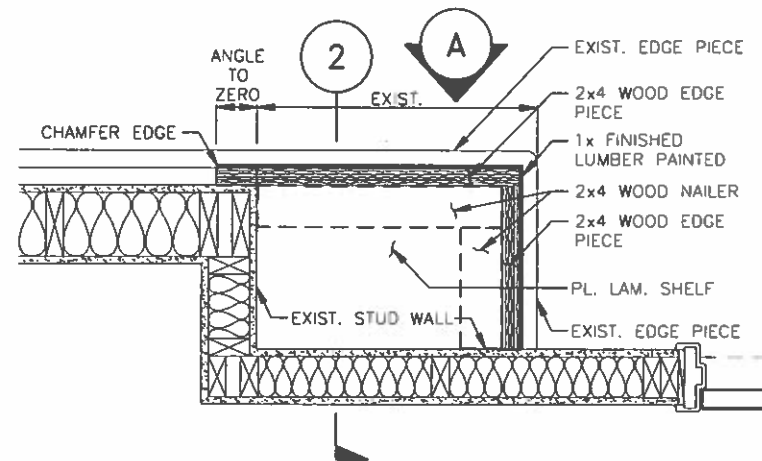
OWNER:  
**HOUSING AUTHORITY OF NEW ORLEANS**  
 2051 SENATE ST. BUILDING B, RM. 202  
 NEW ORLEANS, LOUISIANA 70122

PROJECT:  
**FAUBOURG LAFITTE SENIOR HOUSING INTERIOR & EXTERIOR REPAIRS**

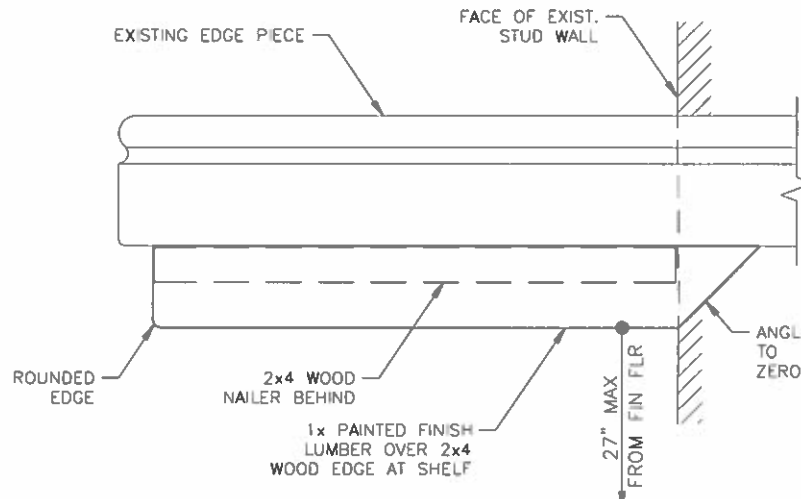
SHEET TITLE:  
**TYPICAL 2B.2 FLOOR PLAN UNIT TYPE: 2B.2**

DRAWN  
 M.L.M. & A.E.D.  
 CHECKED  
 N.G.W.  
 DATE  
 JUNE 3, 2024  
 SCALE  
 AS SHOWN  
 JOB NO.  
 22452.12  
 SHEET NO.

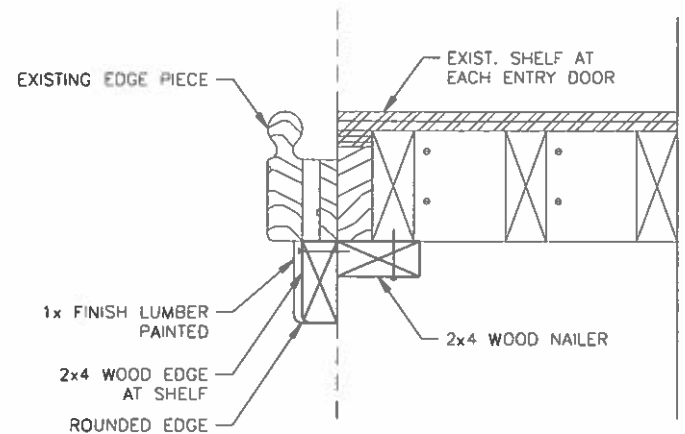
A-106.1



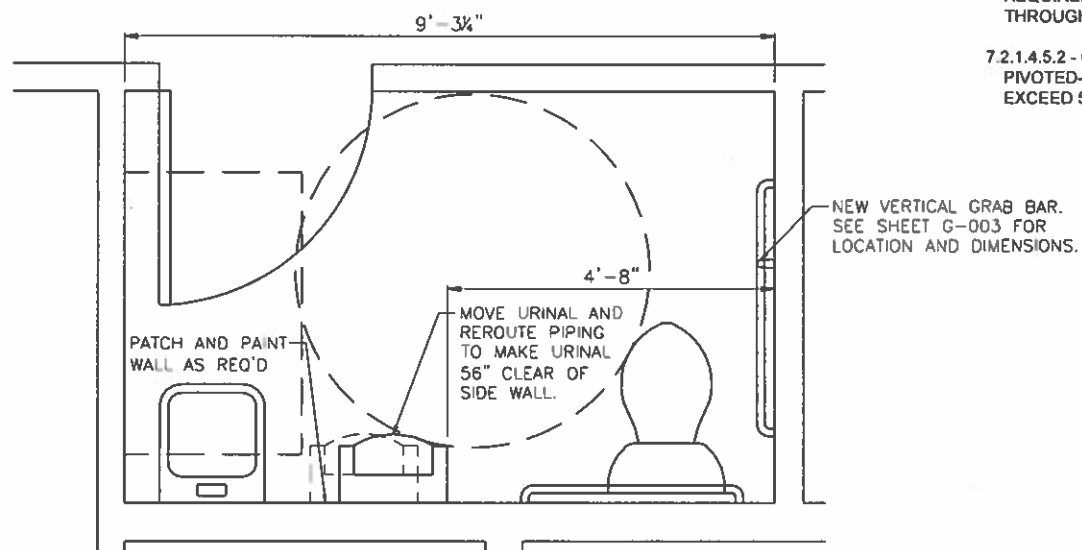
1 PLAN VIEW OF ENTRY DOOR SHELF  
 A107.1 SCALE: 1-1/2" = 1'-0"



A ELEVATION @ NEW EDGE PIECE  
 SCALE: 3" = 1'-0" (AT ENTRY DOOR SHELVES)



2 SECTION @ NEW EDGE PIECE  
 A107.1 SCALE: 3" = 1'-0" (AT ENTRY DOOR SHELVES)



3 SECTION @ NEW EDGE PIECE  
 A107.1 SCALE: 3/4" = 1'-0" (AT FIRST FLOOR MEN'S ROOM)

**PRODUCT NOTES:**

- FOR DOOR CLOSERS, PROVIDE NORTON RIXSON 2800ST SERIES CLOSER FROM ASSA ABLOY OR APPROVED EQUAL. FINISH TO MATCH EXISTING. SEE NFPA 101 WFE SAFE REQUIREMENTS BELOW.
- NEW THRESHOLDS, SHALL BE PROVIDED FROM ASSA ABLOY OR APPROVED EQUAL. THRESHOLDS MUST MEET ALL HANDICAP REQUIREMENTS AND RESTRICTIONS.
- PROVIDE BEVELED THRESHOLD MEETING ALL HANDICAP REQUIREMENTS AND RESTRICTIONS AT ALL INTERIOR DOORS LISTED.
- FOR REMOVABLE SINK BASE CABINET WERE LISTED, PROVIDE SB36-HR CABINET WITH ALL WOOD CONSTRUCTION (STYLE-ELEGANT-FULL-OVERLAY) FOR CABINET INFORMATION CONTACT: KENNY SCHUTZ AT CAMPBELL CABINET CO. PHONE #: 504-296-4360
- REVIEW POJ CASE REPORT #14 FOR SIGNAGE TO BE REMOVED AND NEW SIGNAGE TO BE INSTALLED AS AND WHERE INDICATED.
- NOT USED
- CONTRACTOR TO PROVIDE WALL CABINET IN PLACE OF THE MICROWAVE SHELF. AT INDICATED UNITS. PROVIDE WALL CABINET W2445-BPD. STYLE TO BE SHAKER II. FULL OVERLAY FROM TIDWELL CABINETRY. COLOR TO BE BRIGHT WHITE PAINT. CONTACT: KENNY SCHUTZ AT CAMPBELL CABINET CO. PHONE #: 504-296-4360
- PROVIDE LAVGAURD 2 E-Z SERIES WASTE AND SUPPLY PIPE COVERS COMPLYING WITH ADA REQUIREMENTS OR APPROVED EQUAL.
- ALL OUTLETS 6' FROM A WATER SOURCE MUST BE A GFI OUTLET. CONTRACTOR TO PROVIDE GFI OUTLETS AT THESE LOCATIONS.

**NFPA 101 - DOOR SWING AND FORCE TO OPEN**

- 7.2.1.4.5 - THE FORCES REQUIRED TO FULLY OPEN ANY DOOR MANUALLY IN A MEANS OF EGRESS SHALL NOT EXCEED 15 LBF (67 N) TO RELEASE THE LATCH, 30 LBF (133 N) TO SET THE DOOR IN MOTION, AND 15 LBF (67 N) TO OPEN THE DOOR TO THE MINIMUM REQUIRED WIDTH, UNLESS OTHERWISE SPECIFIED IN 7.2.1.4.5.2 THROUGH 7.2.1.4.5.5.
- 7.2.1.4.5.2 - OPENING FORCES FOR INTERIOR SIDE-HINGED OR PIVOTED-SWINGING DOORS WITHOUT CLOSERS SHALL NOT EXCEED 5 LBF (22 N).

REVISIONS	BY

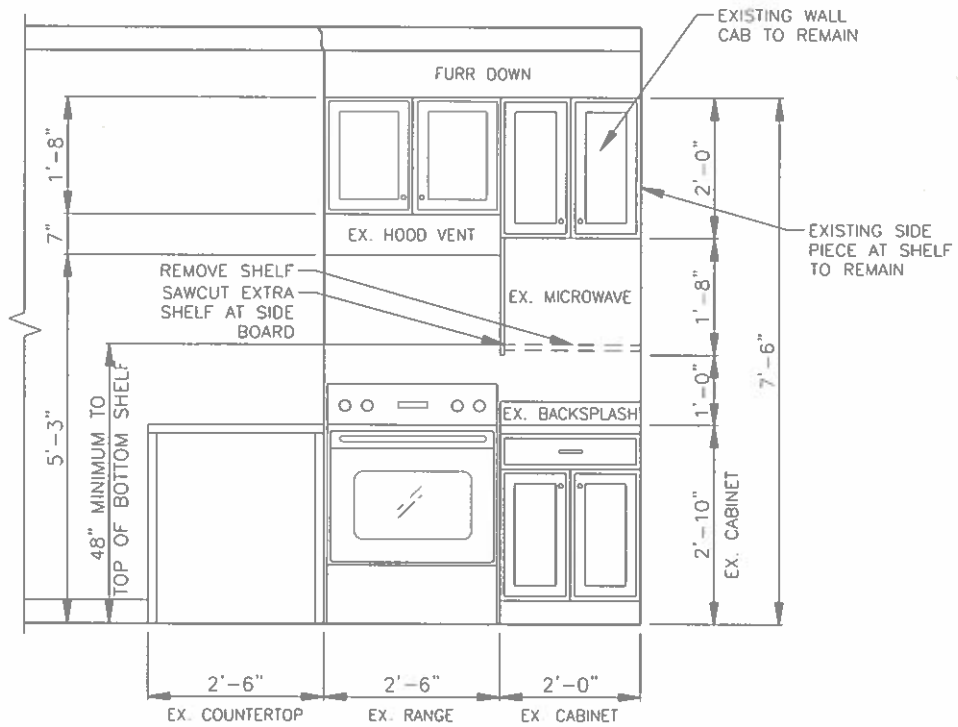
**ECM Consultants, Inc.**  
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 1301 CLEARVIEW PKWY, SUITE 200  
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 EMAIL: mcl@ecmconsultants.com

**HOUSING AUTHORITY OF NEW ORLEANS**  
 OWNER  
 2051 SENATE ST. BUILDING 8, RIL 202  
 NEW ORLEANS, LOUISIANA 70122

**FAUBOURG LAFITTE SENIOR HOUSING INTERIOR & EXTERIOR REPAIRS**  
 PROJECT  
 SHEET TITLE: MISCELLANEOUS DETAILS

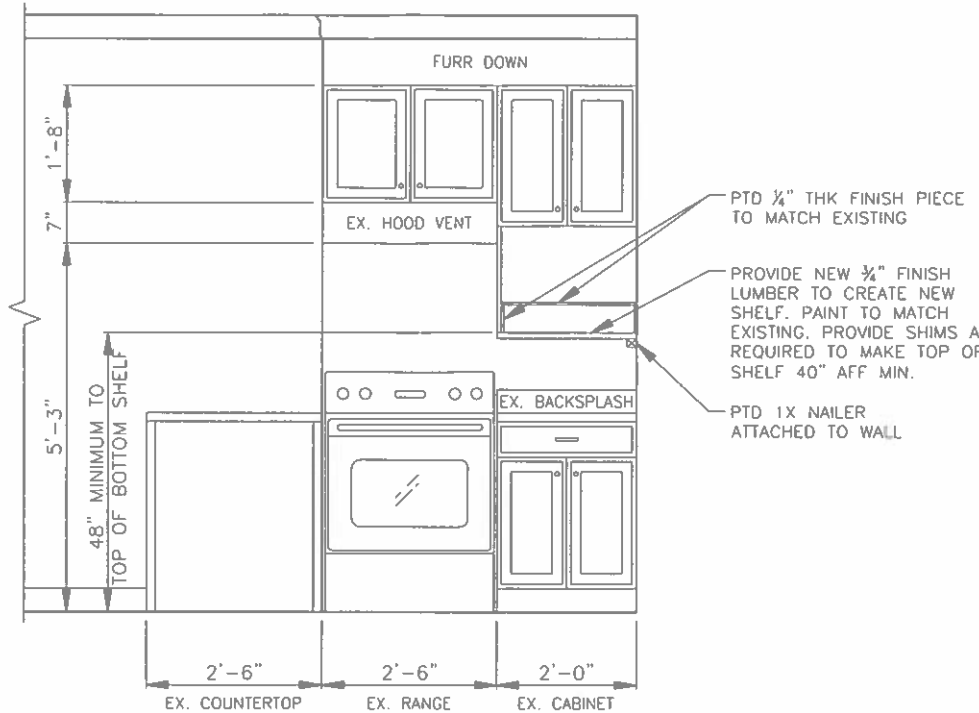
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 M.L.M. & A.E.D.  
 CHECKED  
 N.G.W.  
 DATE  
 JUNE 3, 2024  
 SCALE  
 AS SHOWN  
 JOB NO.  
 22492.12  
 SHEET NO.





**EXISTING MICROWAVE CABINET ELEVATION**

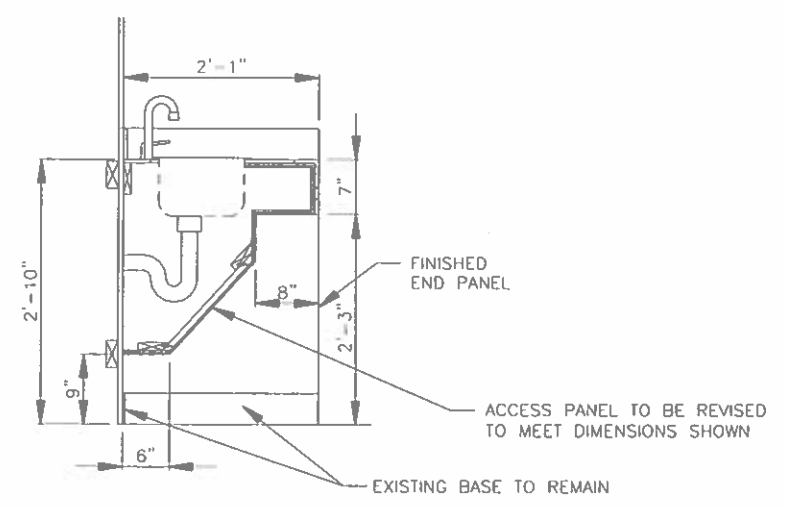
**2**  
A107.2 SCALE: 3/4" = 1'-0"



**PROPOSED MICROWAVE CABINET ELEVATION**

**3**  
A107.2 SCALE: 3/4" = 1'-0"

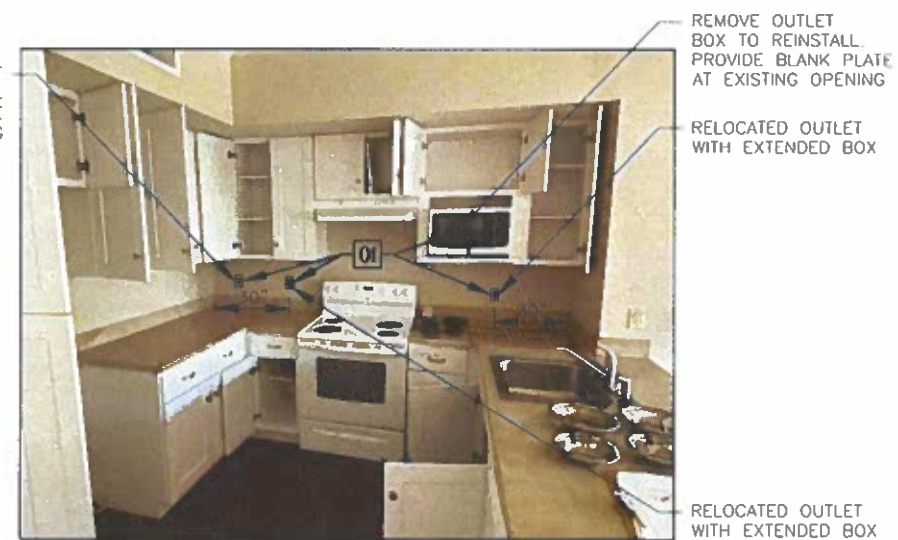
**NOTE:**  
CONTRACTOR TO REMOVE EXISTING APRON AND SLOPED PANEL. REVISE APRON AND PANEL TO MEET DIMENSIONS SHOWN BELOW. REINSTALL PANEL OR PROVIDE NEW APRON AND PANEL AS NEEDED.



**TYPICAL SINK DETAIL AT ALL HANDICAP KITCHEN SINKS**

**1**  
A107.2 SCALE: 1" = 1'-0"

REMOVE OUTLET BOX TO REINSTALL. PROVIDE BLANK PLATE AT EXISTING OPENING



**P3**  
OUTLET BOX DETAIL SCALE: N.T.S.

**PRODUCT NOTES:**

- FOR DOOR CLOSERS, PROVIDE NORTON RIXSON 2800ST SERIES CLOSER FROM ASSA ABLOY OR APPROVED EQUAL. FINISH TO MATCH EXISTING.
- NEW THRESHOLDS, SHALL BE PROVIDED FROM ASSA ABLOY OR APPROVED EQUAL. THRESHOLDS MUST MEET ALL HANDICAP REQUIREMENTS AND RESTRICTIONS.
- PROVIDE BEVELED THRESHOLD MEETING ALL HANDICAP REQUIREMENTS AND RESTRICTIONS AT ALL INTERIOR DOORS LISTED.
- FOR REMOVABLE SINK BASE CABINET WERE LISTED, PROVIDE SB36-HR CABINET WITH ALL WOOD CONSTRUCTION (STYLE-ELEGANT-FULL-OVERLAY) FOR CABINET INFORMATION CONTACT: KENNY SCHUTZ AT CAMPBELL CABINET CO. PHONE #: 504-296-4360
- REVIEW POJ CASE REPORT #14 FOR SIGNAGE TO BE REMOVED AND NEW SIGNAGE TO BE INSTALLED AS AND WHERE INDICATED.
- NOT USED
- CONTRACTOR TO PROVIDE WALL CABINET IN PLACE OF THE MICROWAVE SHELF. AT INDICATED UNITS. PROVIDE WALL CABINET W2445-BPD. STYLE TO BE SHAKER II. FULL OVERLAY FROM TIDWELL CABINETRY. COLOR TO BE BRIGHT WHITE PAINT. CONTACT: KENNY SCHUTZ AT CAMPBELL CABINET CO. PHONE #: 504-296-4360
- PROVIDE LAVGUARD 2 E-Z SERIES WASTE AND SUPPLY PIPE COVERS COMPLYING WITH ADA REQUIREMENTS OR APPROVED EQUAL.
- ALL OUTLETS 6' FROM A WATER SOURCE MUST BE A GFI OUTLET. CONTRACTOR TO PROVIDE GFI OUTLETS AT THESE LOCATIONS.

**APPLIANCE LIST FOR LAFITTE:**

PROVIDE THE FOLLOWING APPLIANCES IN EACH UNIT, OR APPROVED EQUAL:

- SUMMIT APPLIANCE - WEM 210 (40"H X 30"W X 24"D) SLIDE-IN STYLE RANGE
- BROAN 30" WHITE RANGE HOOD NON VENTED WITH POWER CORD. MGF #BUEZ130WW
- GE 24" BUILT-IN 3-CYCLE DISHWASHER MGF #GDT225SGLWW
- WHIRLPOOL 20 CU. FT. TOP FREEZER REFRIGERATOR MGF #WRT311FZDW
- WHIRLPOOL 21 CU. FT. SIDE-BY-SIDE REFRIGERATOR MGF #WRS331SDHM
- GE 1.6 CU. FT. COUNTERTOP MICROWAVE OVEN MGF #JES1657DMWW
- GE 4.5 CU. FT. FRONT LOAD WASHING MACHINE (120 VOLT) MGF #GFW510SCNWW
- GE 7.8 CU. FT. ELECTRIC DRYER, 240 VOLT, 6 CYCLES MGF #GFD55ESSNWW

(NOTE: ONLY 1 REFRIGERATOR PER UNIT)

REVISIONS	BY

**ECM Consultants, Inc.**  
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METairie, LOUISIANA 70001  
PHONE: (504) 885-4080, FAX: (504) 885-1439  
EMAIL: mail@ecmconsultants.com

**HOUSING AUTHORITY OF NEW ORLEANS**  
OWNER:  
2001 SEDATE ST. BUILDING 6, RM. 202  
NEW ORLEANS, LOUISIANA 70122

**PROJECT:** FAUBOURG LAFITTE SENIOR HOUSING INTERIOR & EXTERIOR REPAIRS  
**SHEET TITLE:** MISCELLANEOUS DETAILS

**DRAWN:** M.L.M. & A.E.D.  
**CHECKED:** N.G.W.  
**DATE:** JUNE 3, 2024  
**SCALE:** AS SHOWN  
**JOB NO.:** 22482.12  
**SHEET NO.:** A-107.2

A-107.2



**“NO BID” RESPONSE FORM**

If you do not wish to bid/submit a bid on this solicitation, please provide written notification of your decision. Your responses assist with planning future solicitations. Please indicate below in the appropriate area the reason(s) for your decision and return this page. Responses do not prohibit you from receiving future opportunities unless you request to be removed from future communications. This form may be returned to the address listed below, emailed to [cmorgan@hano.org](mailto:cmorgan@hano.org), or faxed to 504-286-8224.

**Check all that apply:**

- I am submitting a “No Bid” at this time.

**Please keep my name on the Agency’s Bidder’s List.**

- Too busy at this time
- Job too small
- Job too large
- Territory too large to cover
- Cannot meet delivery requirements
- I cannot meet the Terms and Conditions of the solicitation because:
- I do not provide products/services of this nature.
- Insufficient time to respond to solicitation
- Unable to meet bond/insurance requirements
- Specifications too restrictive. Please explain:

\_\_\_\_\_

- Specifications unclear. Please explain:

\_\_\_\_\_

- Other: \_\_\_\_\_

- Please remove my name from this product/service category. I wish to submit a revised Vendor Registration Form. You may receive a copy by email by contacting Procurement at [cmorgan@hano.org](mailto:cmorgan@hano.org).

- I no longer wish to do business with Housing Authority of New Orleans. Please remove my name from the Agency’s Source List(s).

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Email

Please return this completed form to:  
**Housing Authority of New Orleans**  
Procurement & Contracts Department  
4100 Touro St.  
New Orleans, LA 70122  
Email: [cmorgan@hano.org](mailto:cmorgan@hano.org) Fax: 504-286-8224

# IFB Attachment A (Form of Bid)



FORM OF BID

**INVITATION FOR BIDS (IFB) No. 24-912-31 DOJ Repairs and Upgrades at Lafitte Senior Building - Interior and Exterior**

(ATTACHMENT A)

(This Form must be fully completed and included in the “hard copy” as a required bid submittal.)

Instructions: Unless otherwise specifically required, the items listed below must be completed and included in the bid submittal. Please complete this form by marking an “X,” where provided, to verify that the referenced completed form or information has been included within the “hard copy” bid submittal submitted by the bidder. Also, complete the Section 3 Statement and the Bidder’s Statement as noted below:

X=ITEM INCLUDED	SUBMITTAL ITEMS <i>(One original and Three copies of each bid, including one with original signatures)</i>
_____	1 Form of Bid (Attachment A)
_____	2 Form HUD-5369-A (Attachment E)
_____	3 Form SF-LLL (Disclosure of Lobbying Activities (Attachment B-1)
_____	4 Form HUD-50071 (Certification of Payments to Influence Federal Transactions (Attachment B-2)
_____	5 Form HUD-50070 - (Certification of a Drug-Free Workplace (Attachment B-3)
_____	6 Profile of Firm Form (Attachment C)
_____	7 Entry of Proposed Fees (Louisiana Uniform Public Work Bid Form (Attachment I)
_____	8 Acknowledgment of Addenda
_____	9 Equal Employment Opportunity Statement/Supplier Diversity
_____	10 Certification of Contractor Non-Exclusion
_____	11 Subcontractor/Joint Venture Information-If no Subs, you <u>MUST</u> include a statement indicating you will not use Sub-Contractors.
_____	12 Section 3 Business Preference Documentation
_____	13 Statement of Bidder’s Qualifications (Attachment Q)
_____	14 Vendor Registration Form (Attachment L)
_____	15 Corporate Resolution (Attachment R)
_____	16 Core List of Employees
_____	17 Bid Bond, no less than 5% of base bid amount
_____	18 Company’s Equal Opportunity Statement (EEO Statement on Company Letterhead)

SECTION 3 STATEMENT

Are you claiming a Section 3 business preference? YES\_or NO\_. If “YES,” pursuant to the Section 3 portion within the Conditions and Specifications, and pursuant to the documentation justifying such, which priority are you claiming?\_\_\_\_\_.

BIDDER’S STATEMENT

The undersigned bidder hereby states that by completing and submitting this Form and all other documents within this bid submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the HA discovers that any information entered herein to be false, such shall entitle the HA to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the bid submittal, and by entering and submitting the costs where provided within the noted Internet System, the undersigned bidder is thereby agreeing to abide by all terms and conditions pertaining to this IFB as issued by the HA, either in hard copy or on the noted Internet System, including an agreement to execute the attached Sample Contract form. Pursuant to all IFB Documents, this Form of Bid, and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the HA with the services described herein for the fee(s) entered within the areas provided within the noted Internet System pertaining to this IFB.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company

# Attachment B

## HUD-5369



**U.S. Department of Housing and  
Urban Development**  
Office of Public and Indian Housing

**Instructions to Bidders for Contracts  
Public and Indian Housing Programs**

# Instructions to Bidders for Contracts

## Public and Indian Housing Programs

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### 1. Bid Preparation and Submission

(a) Bidders are expected to examine the specifications, drawings, all instructions, and, if applicable, the construction site (see also the contract clause entitled **Site Investigation and Conditions Affecting the Work** of the *General Conditions of the Contract for Construction*). Failure to do so will be at the bidders' risk.

(b) All bids must be submitted on the forms provided by the Public Housing Agency/Indian Housing Authority (PHA/IHA). Bidders shall furnish all the information required by the solicitation. Bids must be signed and the bidder's name typed or printed on the bid sheet and each continuation sheet which requires the entry of information by the bidder. Erasures or other changes must be initialed by the person signing the bid. Bids signed by an agent shall be accompanied by evidence of that agent's authority. (Bidders should retain a copy of their bid for their records.)

(c) Bidders must submit as part of their bid a completed form HUD-5369-A, "Representations, Certifications, and Other Statements of Bidders."

(d) All bid documents shall be sealed in an envelope which shall be clearly marked with the words "Bid Documents," the Invitation for Bids (IFB) number, any project or other identifying number, the bidder's name, and the date and time for receipt of bids.

(e) If this solicitation requires bidding on all items, failure to do so will disqualify the bid. If bidding on all items is not required, bidders should insert the words "No Bid" in the space provided for any item on which no price is submitted.

(f) Unless expressly authorized elsewhere in this solicitation, alternate bids will not be considered.

(g) Unless expressly authorized elsewhere in this solicitation, bids submitted by telegraph or facsimile (fax) machines will not be considered.

(h) If the proposed contract is for a Mutual Help project (as described in 24 CFR Part 905, Subpart E) that involves Mutual Help contributions of work, material, or equipment, supplemental information regarding the bid advertisement is provided as an attachment to this solicitation.

### 2. Explanations and Interpretations to Prospective Bidders

(a) Any prospective bidder desiring an explanation or interpretation of the solicitation, specifications, drawings, etc., must request it at least 7 days before the scheduled time for bid opening. Requests may be oral or written. Oral requests must be confirmed in writing. The only oral clarifications that will be provided will be those clearly related to solicitation procedures, i.e., not substantive technical information. No other oral explanation or interpretation will be provided. Any information given a prospective bidder concerning this solicitation will be furnished promptly to all other prospective bidders as a written amendment to the solicitation, if that information is necessary in submitting bids, or if the lack of it would be prejudicial to other prospective bidders.

(b) Any information obtained by, or provided to, a bidder other than by formal amendment to the solicitation shall not constitute a change to the solicitation.

### 3. Amendments to Invitations for Bids

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Bidders shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date on the bid form, or (3) by letter, telegram, or facsimile, if those methods are authorized in the solicitation. The PHA/IHA must receive acknowledgement by the time and at the place specified for receipt of bids. Bids which fail to acknowledge the bidder's receipt of any amendment will result in the rejection of the bid if the amendment(s) contained information which substantively changed the PHA's/IHA's requirements.

(c) Amendments will be on file in the offices of the PHA/IHA and the Architect at least 7 days before bid opening.

### 4. Responsibility of Prospective Contractor

(a) The PHA/IHA will award contracts only to responsible prospective contractors who have the ability to perform successfully under the terms and conditions of the proposed contract. In determining the responsibility of a bidder, the PHA/IHA will consider such matters as the bidder's:

- (1) Integrity;
- (2) Compliance with public policy;
- (3) Record of past performance; and
- (4) Financial and technical resources (including construction and technical equipment).

(b) Before a bid is considered for award, the bidder may be requested by the PHA/IHA to submit a statement or other documentation regarding any of the items in paragraph (a) above. Failure by the bidder to provide such additional information shall render the bidder nonresponsible and ineligible for award.

## 5. Late Submissions, Modifications, and Withdrawal of Bids

(a) Any bid received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it:

(1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);

(2) Was sent by mail, or if authorized by the solicitation, was sent by telegram or via facsimile, and it is determined by the PHA/IHA that the late receipt was due solely to mishandling by the PHA/IHA after receipt at the PHA/IHA; or

(3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and observed holidays.

(b) Any modification or withdrawal of a bid is subject to the same conditions as in paragraph (a) of this provision.

(c) The only acceptable evidence to establish the date of mailing of a late bid, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the bid, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, bidders should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

(d) The only acceptable evidence to establish the time of receipt at the PHA/IHA is the time/date stamp of PHA/IHA on the proposal wrapper or other documentary evidence of receipt maintained by the PHA/IHA.

(e) The only acceptable evidence to establish the date of mailing of a late bid, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, bidders should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and Failure by a bidder to acknowledge receipt of the envelope or wrapper.

(f) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful bid that makes its terms more favorable to the PHA/IHA will be considered at any time it is received and may be accepted.

(g) Bids may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including mailgram) or facsimile machine transmission received at any time before the exact time set for opening of bids; provided that written confirmation of telegraphic or facsimile withdrawals over the signature of the bidder is mailed and postmarked prior to the specified bid opening time. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening of bids, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid.

## 6. Bid Opening

All bids received by the date and time of receipt specified in the solicitation will be publicly opened and read. The time and place of opening will be as specified in the solicitation. Bidders and other interested persons may be present.

## 7. Service of Protest

(a) Definitions. As used in this provision:

"Interested party" means an actual or prospective bidder whose direct economic interest would be affected by the award of the contract.

"Protest" means a written objection by an interested party to this solicitation or to a proposed or actual award of a contract pursuant to this solicitation.

(b) Protests shall be served on the Contracting Officer by obtaining written and dated acknowledgement from —

[Contracting Officer designate the official or location where a protest may be served on the Contracting Officer]

(c) All protests shall be resolved in accordance with the PHA's/IHA's protest policy and procedures, copies of which are maintained at the PHA/IHA.

## 8. Contract Award

(a) The PHA/IHA will evaluate bids in response to this solicitation without discussions and will award a contract to the responsible bidder whose bid, conforming to the solicitation, will be most advantageous to the PHA/IHA considering only price and any price-related factors specified in the solicitation.

(b) If the apparent low bid received in response to this solicitation exceeds the PHA's/IHA's available funding for the proposed contract work, the PHA/IHA may either accept separately priced items (see 8(e) below) or use the following procedure to determine contract award. The PHA/IHA shall apply in turn to each bid (proceeding in order from the apparent low bid to the high bid) each of the separately priced bid deductible items, if any, in their priority order set forth in this solicitation. If upon the application of the first deductible item to all initial bids, a new low bid is within the PHA's/IHA's available funding, then award shall be made to that bidder. If no bid is within the available funding amount, then the PHA/IHA shall apply the second deductible item. The PHA/IHA shall continue this process until an evaluated low bid, if any, is within the PHA's/IHA's available funding. If upon the application of all deductibles, no bid is within the PHA's/IHA's available funding, or if the solicitation does not request separately priced deductibles, the PHA/IHA shall follow its written policy and procedures in making any award under this solicitation.

(c) In the case of tie low bids, award shall be made in accordance with the PHA's/IHA's written policy and procedures.

(d) The PHA/IHA may reject any and all bids, accept other than the lowest bid (e.g., the apparent low bid is unreasonably low), and waive informalities or minor irregularities in bids received, in accordance with the PHA's/IHA's written policy and procedures.

(e) Unless precluded elsewhere in the solicitation, the PHA/IHA may accept any item or combination of items bid.

(f) The PHA/IHA may reject any bid as nonresponsive if it is materially unbalanced as to the prices for the various items of work to be performed. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated for other work.

(g) A written award shall be furnished to the successful bidder within the period for acceptance specified in the bid and shall result in a binding contract without further action by either party.

#### **9. Bid Guarantee (applicable to construction and equipment contracts exceeding \$25,000)**

All bids must be accompanied by a negotiable bid guarantee which shall not be less than five percent (5%) of the amount of the bid. The bid guarantee may be a certified check, bank draft, U.S. Government Bonds at par value, or a bid bond secured by a surety company acceptable to the U.S. Government and authorized to do business in the state where the work is to be performed. In the case where the work under the contract will be performed on an Indian reservation area, the bid guarantee may also be an irrevocable Letter of Credit (see provision 10, Assurance of Completion, below). Certified checks and bank drafts must be made payable to the order of the PHA/IHA. The bid guarantee shall insure the execution of the contract and the furnishing of a method of assurance of completion by the successful bidder as required by the solicitation. Failure to submit a bid guarantee with the bid shall result in the rejection of the bid. Bid guarantees submitted by unsuccessful bidders will be returned as soon as practicable after bid opening.

#### **10. Assurance of Completion**

(a) Unless otherwise provided in State law, the successful bidder shall furnish an assurance of completion prior to the execution of any contract under this solicitation. This assurance may be [Contracting Officer check applicable items] —

[ ] (1) a performance and payment bond in a penal sum of 100 percent of the contract price; or, as may be required or permitted by State law;

[ ] (2) separate performance and payment bonds, each for 50 percent or more of the contract price;

[ ] (3) a 20 percent cash escrow;

[ ] (4) a 25 percent irrevocable letter of credit; or,

[ ] (5) an irrevocable letter of credit for 10 percent of the total contract price with a monitoring and disbursements agreement with the IHA (applicable only to contracts awarded by an IHA under the Indian Housing Program).

(b) Bonds must be obtained from guarantee or surety companies acceptable to the U.S. Government and authorized to do business in the state where the work is to be performed. Individual sureties will not be considered. U.S. Treasury Circular Number 570, published annually in the Federal Register, lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the States in which the company is licensed to do business. Use of companies listed in this circular is mandatory. Copies of the circular may be downloaded on the U.S. Department of Treasury website <http://www.fms.treas.gov/c570/index.html>, or ordered for a minimum fee by contacting the Government Printing Office at (202) 512-2168.

(c) Each bond shall clearly state the rate of premium and the total amount of premium charged. The current power of attorney for the person who signs for the surety company must be attached to the bond. The effective date of the power of attorney shall not precede the date of the bond. The effective date of the bond shall be on or after the execution date of the contract.

(d) Failure by the successful bidder to obtain the required assurance of completion within the time specified, or within such extended period as the PHA/IHA may grant based upon reasons determined adequate by the PHA/IHA, shall render the bidder ineligible for award. The PHA/IHA may then either award the contract to the next lowest responsible bidder or solicit new bids. The PHA/IHA may retain the ineligible bidder's bid guarantee.

#### **11. Preconstruction Conference (applicable to construction contracts)**

After award of a contract under this solicitation and prior to the start of work, the successful bidder will be required to attend a preconstruction conference with representatives of the PHA/IHA and its architect/engineer, and other interested parties convened by the PHA/IHA. The conference will serve to acquaint the participants with the general plan of the construction operation and all other requirements of the contract (e.g., Equal Employment Opportunity, Labor Standards). The PHA/IHA will provide the successful bidder with the date, time, and place of the conference.

#### **12. Indian Preference Requirements (applicable only if this solicitation is for a contract to be performed on a project for an Indian Housing Authority)**

(a) HUD has determined that the contract awarded under this solicitation is subject to the requirements of section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e(b)). Section 7(b) requires that any contract or subcontract entered into for the benefit of Indians shall require that, to the greatest extent feasible

(1) Preferences and opportunities for training and employment (other than core crew positions; see paragraph (h) below) in connection with the administration of such contracts or subcontracts be given to qualified "Indians." The Act defines "Indians" to mean persons who are members of an Indian tribe and defines "Indian tribe" to mean any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act, which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians; and,

(2) Preference in the award of contracts or subcontracts in connection with the administration of contracts be given to Indian organizations and to Indian-owned economic enterprises, as defined in section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452). That Act defines "economic enterprise" to mean any Indian-owned commercial, industrial, or business activity established or organized for the purpose of profit, except that the Indian ownership must constitute not less than 51 percent of the enterprise; "Indian organization" to mean the governing body of any Indian tribe or entity established or recognized by such governing body; "Indian" to mean any person who is a member of any tribe, band, group, pueblo, or community which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs and any "Native" as defined in the Alaska Native Claims Settlement Act; and Indian "tribe" to mean any Indian tribe, band, group, pueblo, or community including Native villages and Native groups (including



corporations organized by Kenai, Juneau, Sitka, and Kodiak) as defined in the Alaska Native Claims Settlement Act, which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs.

(b) (1) The successful Contractor under this solicitation shall comply with the requirements of this provision in awarding all subcontracts under the contract and in providing training and employment opportunities.

(2) A finding by the IHA that the contractor, either (i) awarded a subcontract without using the procedure required by the IHA, (ii) falsely represented that subcontracts would be awarded to Indian enterprises or organizations; or, (iii) failed to comply with the contractor's employment and training preference bid statement shall be grounds for termination of the contract or for the assessment of penalties or other remedies.

(c) If specified elsewhere in this solicitation, the IHA may restrict the solicitation to qualified Indian-owned enterprises and Indian organizations. If two or more (or a greater number as specified elsewhere in the solicitation) qualified Indian-owned enterprises or organizations submit responsive bids, award shall be made to the qualified enterprise or organization with the lowest responsive bid. If fewer than the minimum required number of qualified Indian-owned enterprises or organizations submit responsive bids, the IHA shall reject all bids and readvertise the solicitation in accordance with paragraph (d) below.

(d) If the IHA prefers not to restrict the solicitation as described in paragraph (c) above, or if after having restricted a solicitation an insufficient number of qualified Indian enterprises or organizations submit bids, the IHA may advertise for bids from non-Indian as well as Indian-owned enterprises and Indian organizations. Award shall be made to the qualified Indian enterprise or organization with the lowest responsive bid if that bid is -

(1) Within the maximum HUD-approved budget amount established for the specific project or activity for which bids are being solicited; and

(2) No more than the percentage specified in 24 CFR 905.175(c) higher than the total bid price of the lowest responsive bid from any qualified bidder. If no responsive bid by a qualified Indian-owned economic enterprise or organization is within the stated range of the total bid price of the lowest responsive bid from any qualified enterprise, award shall be made to the bidder with the lowest bid.

(e) Bidders seeking to qualify for preference in contracting or subcontracting shall submit proof of Indian ownership with their bids. Proof of Indian ownership shall include but not be limited to:

(1) Certification by a tribe or other evidence that the bidder is an Indian. The IHA shall accept the certification of a tribe that an individual is a member.

(2) Evidence such as stock ownership, structure, management, control, financing and salary or profit sharing arrangements of the enterprise.

(f) (1) All bidders must submit with their bids a statement describing how they will provide Indian preference in the award of subcontracts. The specific requirements of that statement and the factors to be used by the IHA in determining the statement's adequacy are included as an attachment to this solicitation. Any bid that fails to include the required statement shall be rejected as nonresponsive. The IHA may require that comparable statements be provided by subcontractors to the successful Contractor, and may require the Contractor to reject any bid or proposal by a subcontractor that fails to include the statement.

(2) Bidders and prospective subcontractors shall submit a certification (supported by credible evidence) to the IHA in any instance where the bidder or subcontractor believes it is infeasible to provide Indian preference in subcontracting. The acceptance or rejection by the IHA of the certification shall be final. Rejection shall disqualify the bid from further consideration.

(g) All bidders must submit with their bids a statement detailing their employment and training opportunities and their plans to provide preference to Indians in implementing the contract; and the number or percentage of Indians anticipated to be employed and trained. Comparable statements from all proposed subcontractors must be submitted. The criteria to be used by the IHA in determining the statement(s)'s adequacy are included as an attachment to this solicitation. Any bid that fails to include the required statement(s), or that includes a statement that does not meet minimum standards required by the IHA shall be rejected as nonresponsive.

(h) Core crew employees. A core crew employee is an individual who is a bona fide employee of the contractor at the time the bid is submitted; or an individual who was not employed by the bidder at the time the bid was submitted, but who is regularly employed by the bidder in a supervisory or other key skilled position when work is available. Bidders shall submit with their bids a list of all core crew employees.

(i) Preference in contracting, subcontracting, employment, and training shall apply not only on-site, on the reservation, or within the IHA's jurisdiction, but also to contracts with firms that operate outside these areas (e.g., employment in modular or manufactured housing construction facilities).

(j) Bidders should contact the IHA to determine if any additional local preference requirements are applicable to this solicitation.

(k) The IHA [ ] does [ ] does not [Contracting Officer check applicable box] maintain lists of Indian-owned economic enterprises and Indian organizations by specialty (e.g., plumbing, electrical, foundations), which are available to bidders to assist them in meeting their responsibility to provide preference in connection with the administration of contracts and subcontracts.

**Attachment B-1**  
**SF-LLL**  
**Disclosure of**  
**Lobbying**  
**Activities**



# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, <i>if known</i> :  <b>Congressional District, if known:</b>	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>   <b>Congressional District, if known:</b>	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, <i>if applicable</i> : _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i>	<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

**Attachment B-2  
HUD-50071  
Certification of  
Payments to  
Influence Federal  
Transactions**



# Certification of Payments to Influence Federal Transactions

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

Public reporting burden for this information collection is estimated to average 30 minutes. This includes the time for collecting, reviewing, and reporting data. The information requested is required to obtain a benefit. This form is used to ensure federal funds are not used to influence members of Congress. There are no assurances of confidentiality. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number.

Applicant Name

Program/Activity Receiving Federal Grant Funding

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Signature

Date (mm/dd/yyyy)

**Attachment B-3**  
**HUD-50070**  
**Certification of a**  
**Drug-Free Workplace**



# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Program/Activity Receiving Federal Grant Funding

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

**2. Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Signature

Date

X



# Attachment C

# Profile of Firm Form



**PROFILE OF FIRM FORM**  
**(Attachment C)**

Does the Contractor intend to hire Sub-Contractors? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, this form **MUST** be submitted for **EACH** Sub-Contractor.

(This Form must be fully completed and included in the "hard copy" as a required bid submittal.)

(1) Prime \_\_\_\_\_ Sub-contractor \_\_\_\_\_ (This form must be completed by and for each).

(2) Name of Firm: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

(3) Street Address, City, State, Zip: \_\_\_\_\_

(4) Please attach a brief biography/resume of the company, including the following information:

(a) Year Firm Established; (b) Year Firm Established in [JURISDICTION]; (c) Former Name and Year Established (if applicable); (d) Name of Parent Company and Date Acquired (if applicable).

(5) Identify Principals/Partners in Firm (submit under Tab No. 5 a brief professional resume for each):

NAME	TITLE	% OF OWNERSHIP

(6) Identify the individual(s) that will act as project manager and any other supervisory personnel that will work on project; please submit under Tab No. 5 a brief resume for each. (Do not duplicate any resumes required above):

NAME	TITLE

(7) Bidder Diversity Statement: You must circle all of the following that apply to the ownership of this firm and enter where provided the correct percentage (%) of ownership of each:

Caucasian American (Male) \_\_\_\_\_%     
  Public-Held Corporation \_\_\_\_\_%     
  Government Agency \_\_\_\_\_%     
  Non-Profit Organization \_\_\_\_\_%

Resident- (RBE), Minority- (MBE), or Woman-Owned (WBE) Business Enterprise (Qualifies by virtue of 51% or more ownership and active management by one or more of the following:

Resident-Owned\* \_\_\_\_\_%     
  African American \_\_\_\_\_%     
  \*\*Native American \_\_\_\_\_%     
  Hispanic American \_\_\_\_\_%     
  Asian/Pacific American \_\_\_\_\_%     
  Hasidic Jew \_\_\_\_\_%     
  Asian/Indian American \_\_\_\_\_%

Woman-Owned (MBE) \_\_\_\_\_%     
  Woman-Owned (Caucasian) \_\_\_\_\_%     
  Disabled Veteran \_\_\_\_\_%     
  Other (Specify): \_\_\_\_\_%

WMBE Certification Number (if known): \_\_\_\_\_

Certified by (Agency): \_\_\_\_\_

\_\_\_\_\_  
Signature    Date    Printed Name    Company

**PROFILE OF FIRM FORM**

**(Attachment C)**

(This Form must be fully completed and submitted in "hard copy" as a required bid submittal.)

- (8) Federal Tax ID No.: \_\_\_\_\_
- (9) [APPROPRIATE JURISDICTION] Business License No.: \_\_\_\_\_
- (10) State of \_\_\_\_\_ License Type and No.: \_\_\_\_\_
- (11) Worker's Compensation Insurance Carrier: \_\_\_\_\_  
Policy No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- (12) General Liability Insurance Carrier: \_\_\_\_\_  
Policy No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- (13) Professional Liability Insurance Carrier: \_\_\_\_\_  
Policy No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- (14) Debarred Statement: Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of \_\_\_\_\_, or any local government agency within or without the State of \_\_\_\_\_? Yes  No   
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.
- (15) Disclosure Statement: Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the HA? Yes  No   
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.
- (16) Non-Collusive Affidavit: The undersigned party submitting this bid hereby certifies that such bid is genuine and not collusive and that said bidder entity has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, to fix overhead, profit or cost element of said bid price, or that of any other bidder or to secure any advantage against the HA or any person interested in the proposed contract; and that all statements in said bid are true.
- (17) Verification Statement: The undersigned bidder hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if the HA discovers that any information entered herein is false, that shall entitle the HA to not consider nor make award or to cancel any award with the undersigned party.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company

**Attachment D**  
**Section 3 Submittal**  
**Form (Complete if**  
**you plan to**  
**participate in**  
**Section 3)**



## Section 3 Business Preference Submittal Form

### (Attachment D)

---

- 10 **Introduction:** This form must be fully completed, accompanied by all required attachments, for any bidder/bidder claiming a Section 3 Business Preference (hereinafter, "Preference").
- 11 This fully completed form and any attachments thereto, will become a part of any ensuing contract.
- 12 Each bidder/bidder shall mark an "X" where provided following for all that apply to his/her claim of a Preference.
- 13 The bidder/bidder shall provide as an attachment to this completed form a detailed work plan clearly explaining how each following "denoted effort" or "claim" will be accomplished). Failure on the part of the bidder/bidder to include any such required attachment fully explaining the claim of the bidder/bidder shall result in the HA not considering the claim for a Preference (though the HA will, if awarded, later require the bidder/bidder to submit the information to satisfy the Section 3 requirements of the ensuing contract).
- 14 Please note that, even if a bidder/bidder does not complete and submit this form claiming a Preference, the HA may require this form to be completed by the successful bidder/bidder as an attachment to the ensuing contract to document the Section 3 Plan required for the ensuing contract.
- 20 **Current Section 3 Status:** The undersigned bidder/bidder hereby claims that it is a Section 3 business concern and claims such preference in that he/she can provide evidence that (the bidder/bidder has attached justifying documentation for each item following marked with an "X"):
- 21  It is 51% or more owned by a Section 3 resident:
- 2.1.1  HA resident lease;
- 2.1.2  Evidence of participation in a public assistance program;
- 2.1.3  Articles of Incorporation;
- 2.1.4  Fictitious or Assumed Business Name Certificate;
- 2.1.5  List of owners/stockholders and % of each;
- 2.1.6  Latest Board minutes appointing officers;
- 2.1.7  Organization chart with names and titles and brief functional statement;
- 2.1.8  Partnership Agreement;
- 2.1.9  Corporation Annual Report.
- 22  At least 30% of its full time employees include persons that are currently Section 3 residents, or within 3 years of the date of first employment with the business concern were Section 3 residents:

2.2.1 To justify this claim, please see the immediate following:

(1)	(2)	(3)
Classification	Total Number of Current Permanent Employees	Total Number of Section 3 Resident Employees
Trainees		
Apprentices		
Journeypersons		
Laborers		
Supervisory		
Superintendent		
Professional		
Clerical		
Other:		

2.2.2 Attach a listing of all employees listed within column (3) above, including name and total annual income.

23        He/she has a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to a Section 3 business concern.

2.3.1 To justify this claim, please see the immediate following:

(1)	(2)	(3)
Name of Section 3 Firm Receiving the Subcontract	Total Amount of Subcontract(s)	Percentage the Subcontract(s) is/are of the Total Proposed Contract Amount
	\$	%
	\$	%
	\$	%

2.3.2 Attach for each firm listed immediately above:

2.3.2.1 A detailed description of the subcontracted activity; and

2.3.2.2 A fully completed Profile of Firm form.

30 **Section 3 Preference Claim, Training and Employment Opportunities:** The undersigned bidder/bidder hereby claims that it will, as detailed within 24 CFR §135.34, provide such "opportunities" as denoted following; to:

**INVITATION FOR BIDS (IFB) No. 24-912-31 DOJ Repairs and Upgrades at Lafitte Senior Building - Interior and Exterior**

- 31  Residents of the housing development or developments for which the section 3 covered assistance is expended (category 1 residents);
- 32  Residents of other housing developments managed by the HA that is expending the section 3 covered housing assistance (category 2 residents);
- 33  Participants in HUD Youthbuild programs being carried out in the metropolitan area (or nonmetropolitan county) in which the section 3 covered assistance is expended (category 3 residents);
- 34  Other section 3 residents.

**3.8 Section 3 Preference Claim, Section 3 Business Concerns:** The undersigned bidder/bidder hereby claims that it will, as a result of the contract award, and as detailed within 24 CFR §135.36, provide such "opportunities" as denoted following; to:

- 41  Business concerns that are 51 percent or more owned by residents of the housing development or developments for which the section 3 covered assistance is expended, or whose full-time, permanent workforce includes 30 percent of these persons as employees (category 1 businesses);
- 42  Business concerns that are 51 percent or more owned by residents of other housing developments or developments managed by the HA that is expending the section 3 covered assistance, or whose full-time, permanent workforce includes 30 percent of these persons as employees (category 2 businesses); or
- 43  HUD Youthbuild programs being carried out in the metropolitan area (or nonmetropolitan county/parish) in which the section 3 covered assistance is expended (category 3 businesses).
- 44  Business concerns that are 51 percent or more owned by section 3 residents, or whose permanent, full-time workforce includes no less than 30 percent section 3 residents (category 4 businesses), or that subcontract in excess of 25 percent of the total amount of subcontracts to business concerns identified in paragraphs (a)(1)(i) and (a)(1)(ii) of this section.

**5.0** As further detailed herein, which of the following priority are you claiming? (NOTE: Mark with an "X" the highest claimed Priority only.)

PRIORITY CLAIMED (Mark "X")	FACTOR DESCRIPTION
	SECTION 3 BUSINESS PREFERENCE PARTICIPATION:
	Priority I, Category 1a: Business concerns that are 51 percent or more owned by residents of the housing development or developments for which the Section 3-covered assistance is expended.
	Priority II, Category 1b: Business concerns whose workforce includes 30 percent of residents of the

	housing development for which the Section 3-covered assistance is expended, or within three (3) years of the date of first employment with the business concern, were residents of the Section 3-covered housing development.
	Priority III, Category 2a: Business concerns that are 51 percent or more owned by residents of any other housing development or developments.
	Priority IV, Category 2b: Business concerns whose workforce includes 30 percent of residents of any other public housing development or developments, or within three (3) years of the date of first employment with the business concern, were "Section 3" residents of any other public housing development.
	Priority V, Category 3: Business concerns participating in HUD Youth-build programs being carried out in the metropolitan area in which the Section 3-covered assistance is expended.
	Priority VI, Category 4a: Business concerns that are 51 percent or more owned by Section 3 residents in the metropolitan area, or whose permanent, full-time workforce includes no less than 30 percent of Section 3 residents in the metropolitan area, or within three (3) years of the date of employment with the business concern, were Section 3 residents in the metropolitan area.
	Priority VII, Category 4b: Business concerns that subcontract in excess of 25 percent of the total amount of subcontracts to Section 3 business concerns.

- 60 As detailed within 24 CFR §135, Appendix I, *Examples of Efforts To Offer Training and Employment Opportunities to Section 3 Residents*, denote the "efforts" your firm hereby formally commits to implement if you are awarded a contract:
- 61 \_\_\_ Entering into "first source" hiring agreements with organizations representing Section 3 residents.
  - 62 \_\_\_ Sponsoring a HUD-certified "Step-Up" employment and training program for section 3 residents.
  - 63 \_\_\_ Establishing training programs, which are consistent with the requirements of the Department of Labor, for public and Indian housing residents and other section 3 residents in the building trades.
  - 64 \_\_\_ Advertising the training and employment positions by distributing flyers (which identify the positions to be filled, the qualifications required, and where to obtain additional information about the application process) to every occupied dwelling unit in the housing



development or developments where category 1 or category 2 persons (as these terms are defined in §135.34) reside.

- 6.5 \_\_\_ Advertising the training and employment positions by posting flyers (which identify the positions to be filled, the qualifications required, and where to obtain additional information about the application process) in the common areas or other prominent areas of the housing development or developments. For HAs, post such advertising in the housing development or developments where category 1 or category 2 persons reside; for all other recipients, post such advertising in the housing development or developments and transitional housing in the neighborhood or service area of the section 3 covered project.
- 6.6 \_\_\_ Contacting resident councils, resident management corporations, or other resident organizations, where they exist, in the housing development or developments where category 1 or category 2 persons reside, and community organizations in HUD-assisted neighborhoods, to request the assistance of these organizations in notifying residents of the training and employment positions to be filled.
- 6.7 \_\_\_ Sponsoring (scheduling, advertising, financing or providing in-kind services) a job informational meeting to be conducted by an HA or contractor representative or representatives at a location in the housing development or developments where category 1 or category 2 persons reside or in the neighborhood or service area of the section 3 covered project.
- 6.8 \_\_\_ Arranging assistance in conducting job interviews and completing job applications for residents of the housing development or developments where category 1 or category 2 persons reside and in the neighborhood or service area in which a section 3 project is located.
- 6.9 \_\_\_ Arranging for a location in the housing development or developments where category 1 persons reside, or the neighborhood or service area of the project, where job applications may be delivered to and collected by a recipient or contractor representative or representatives.
- 6.10 \_\_\_ Conducting job interviews at the housing development or developments where category 1 or category 2 persons reside, or at a location within the neighborhood or service area of the section 3 covered project.
- 6.11 \_\_\_ Contacting agencies administering HUD Youthbuild programs, and requesting their assistance in recruiting HUD Youthbuild program participants for the HA's or contractor's training and employment positions.
- 6.12 \_\_\_ Consulting with State and local agencies administering training programs funded through JTPA or JOBS, probation and parole agencies, unemployment compensation programs, community organizations and other officials or organizations to assist with recruiting Section 3 residents for the HA's or contractor's training and employment positions.
- 6.13 \_\_\_ Advertising the jobs to be filled through the local media, such as community television networks, newspapers of general circulation, and radio advertising.
- 6.14 \_\_\_ Employing a job coordinator, or contracting with a business concern that is licensed in the field of job placement (preferably one of the section 3 business concerns identified in part 135), that will undertake, on behalf of the HA, other recipient or contractor, the efforts to match

eligible and qualified section 3 residents with the training and employment positions that the HA or contractor intends to fill.

- 6.15 \_\_\_ For an HA, employing section 3 residents directly on either a permanent or a temporary basis to perform work generated by section 3 assistance. (This type of employment is referred to as "force account labor" in HUD's Indian housing regulations. See 24 CFR §905.102, and §905.201(a)(6).)
- 6.16 \_\_\_ Where there are more qualified section 3 residents than there are positions to be filled, maintaining a file of eligible qualified section 3 residents for future employment positions.
- 6.17 \_\_\_ Undertaking job counseling, education and related programs in association with local educational institutions.
- 6.18 \_\_\_ Undertaking such continued job training efforts as may be necessary to ensure the continued employment of section 3 residents previously hired for employment opportunities.
- 6.19 \_\_\_ After selection of bidders but prior to execution of contracts, incorporating into the contract a negotiated provision for a specific number of public housing or other section 3 residents to be trained or employed on the section 3 covered assistance.
- 6.20 \_\_\_ Coordinating plans and implementation of economic development (e.g., job training and preparation, business development assistance for residents) with the planning for housing and community development.

7.0 As detailed within 24 CFR §135, Appendix II, *Examples of Efforts To Award Contracts to Section 3 Business Concerns*, denote following the "efforts" your firm hereby formally commits to implement if you are awarded a contract:

- 7.1 \_\_\_ Utilizing procurement procedures for section 3 business concerns similar to those provided in 24 CFR part 905 for business concerns owned by Native Americans (see section III of this Appendix).
- 7.2 \_\_\_ In determining the responsibility of potential contractors, consider their record of section 3 compliance as evidenced by past actions and their current plans for the pending contract.
- 7.3 \_\_\_ Contacting business assistance agencies, minority contractors associations and community organizations to inform them of contracting opportunities and requesting their assistance in identifying section 3 businesses which may solicit bids or bids for contracts for work in connection with section 3 covered assistance.
- 7.4 \_\_\_ Advertising contracting opportunities by posting notices, which provide general information about the work to be contracted and where to obtain additional information, in the common areas or other prominent areas of the housing development or developments owned and managed by the HA.
- 7.5 \_\_\_ For HAs, contacting resident councils, resident management corporations, or other resident organizations, where they exist, and requesting their assistance in identifying category 1 and category 2 business concerns.

- 7.6 \_\_\_ Providing written notice to all known section 3 business concerns of the contracting opportunities. This notice should be in sufficient time to allow the section 3 business concerns to respond to the bid invitations or Invitation for Bids.
- 7.7 \_\_\_ Following up with section 3 business concerns that have expressed interest in the contracting opportunities by contacting them to provide additional information on the contracting opportunities.
- 7.8 \_\_\_ Coordinating pre-bid meetings at which section 3 business concerns could be informed of upcoming contracting and subcontracting opportunities.
- 7.9 \_\_\_ Carrying out workshops on contracting procedures and specific contract opportunities in a timely manner so that section 3 business concerns can take advantage of upcoming contracting opportunities, with such information being made available in languages other than English where appropriate.
- 7.10 \_\_\_ Advising section 3 business concerns as to where they may seek assistance to overcome limitations such as inability to obtain bonding, lines of credit, financing, or insurance.
- 7.11 \_\_\_ Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways to facilitate the participation of section 3 business concerns.
- 7.12 \_\_\_ Where appropriate, breaking out contract work items into economically feasible units to facilitate participation by section 3 business concerns.
- 7.13 \_\_\_ Contacting agencies administering HUD Youthbuild programs, and notifying these agencies of the contracting opportunities.
- 7.14 \_\_\_ Advertising the contracting opportunities through trade association papers and newsletters, and through the local media, such as community television networks, newspapers of general circulation, and radio advertising.
- 7.15 \_\_\_ Developing a list of eligible section 3 business concerns.
- 7.16 \_\_\_ For HAs, participating in the "Contracting with Resident-Owned Businesses" program provided under 24 CFR part 963.
- 7.17 \_\_\_ Establishing or sponsoring programs designed to assist residents of public or Indian housing in the creation and development of resident-owned businesses.
- 7.18 \_\_\_ Establishing numerical goals (number of awards and dollar amount of contracts) for award of contracts to section 3 business concerns.
- 7.19 \_\_\_ Supporting businesses which provide economic opportunities to low income persons by linking them to the support services available through the Small Business Administration (SBA), the Department of Commerce and comparable agencies at the State and local levels.
- 7.20 \_\_\_ Encouraging financial institutions, in carrying out their responsibilities under the Community Reinvestment Act, to provide no or low interest loans for providing working capital and other financial business needs.
- 7.21 \_\_\_ Actively supporting joint ventures with section 3 business concerns.

7.22 \_\_\_ Actively supporting the development or maintenance of business incubators which assist Section 3 business concerns.

8.0 The undersigned bidder/bidder hereby declares:

8.1 The information within this completed form (and any attachments) is, to the best of his/her knowledge, true and accurate.

8.2 He/she is aware that if the HA discovers that any such information is not true and accurate, such shall allow the HA to:

8.2.1 NOT award the bidder/bidder a Preference; and

8.2.2 If the HA deems such is warranted (e.g. in the case of submitting information the bidder/bidder knows to be untrue), declare such bidder/bidder to be nonresponsive and not allow the bidder/bidder to receive an award.

8.3 He/she is aware that if he/she receives an award as the result of this competitive solicitation, even though he/she may not receive a Preference from the HA as a result of this submittal, he/she will still be required to, to the greatest extent feasible, implement a Section 3 Plan, including a commitment to interview and consider hiring Section 3 persons (most specifically, residents of the HA) whenever the successful bidder/bidder has need to hire additional employees during the term of the ensuing contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company

# Attachment E

## HUD- 5369-A



*Housing Authority of New Orleans*

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing

**Representations, Certifications,  
and Other Statements of Bidders**  
**Public and Indian Housing Programs**

# Representations, Certifications, and Other Statements of Bidders

## Public and Indian Housing Programs

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### 1. Certificate of Independent Price Determination

#### (a) The bidder certifies that--

(1) The prices in this bid have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to (i) those prices, (ii) the intention to submit a bid, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this bid have not been and will not be knowingly disclosed by the bidder, directly or indirectly, to any other bidder or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a competitive proposal solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the bidder to induce any other concern to submit or not to submit a bid for the purpose of restricting competition.

(b) Each signature on the bid is considered to be a certification by the signatory that the signatory--

(1) Is the person in the bidder's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

\_\_\_\_\_ [insert full name of person(s) in the bidder's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the bidder deletes or modifies subparagraph (a)2 above, the bidder must furnish with its bid a signed statement setting forth in detail the circumstances of the disclosure.

[ ] [Contracting Officer check if following paragraph is applicable]

(d) Non-collusive affidavit. (applicable to contracts for construction and equipment exceeding \$50,000)

(1) Each bidder shall execute, in the form provided by the PHA/IHA, an affidavit to the effect that he/she has not colluded with any other person, firm or corporation in regard to any bid submitted in response to this solicitation. If the successful bidder did not submit the affidavit with his/her bid, he/she must submit it within three (3) working days of bid opening. Failure to submit the affidavit by that date may render the bid nonresponsive. No contract award will be made without a properly executed affidavit.

(2) A fully executed "Non-collusive Affidavit" [ ] is, [ ] is not included with the bid.

### 2. Contingent Fee Representation and Agreement

(a) Definitions. As used in this provision:

"Bona fide employee" means a person, employed by a bidder and subject to the bidder's supervision and control as to time, place, and manner of performance, who neither exerts, nor proposes to exert improper influence to solicit or obtain contracts nor holds out as being able to obtain any contract(s) through improper influence.

"Improper influence" means any influence that induces or tends to induce a PHA/IHA employee or officer to give consideration or to act regarding a PHA/IHA contract on any basis other than the merits of the matter.

(b) The bidder represents and certifies as part of its bid that, except for full-time bona fide employees working solely for the bidder, the bidder:

(1) [ ] has, [ ] has not employed or retained any person or company to solicit or obtain this contract; and

(2) [ ] has, [ ] has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(c) If the answer to either (a)(1) or (a)(2) above is affirmative, the bidder shall make an immediate and full written disclosure to the PHA/IHA Contracting Officer.

(d) Any misrepresentation by the bidder shall give the PHA/IHA the right to (1) terminate the contract; (2) at its discretion, deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

### 3. Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (applicable to contracts exceeding \$100,000)

(a) The definitions and prohibitions contained in Section 1352 of title 31, United States Code, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The bidder, by signing its bid, hereby certifies to the best of his or her knowledge and belief as of December 23, 1989 that:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of a contract resulting from this solicitation;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the bidder shall complete and submit, with its bid, OMB standard form LLL, "Disclosure of Lobbying Activities;" and

(3) He or she will include the language of this certification in all subcontracts at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

(d) Indian tribes (except those chartered by States) and Indian organizations as defined in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450B) are exempt from the requirements of this provision.

#### 4. Organizational Conflicts of Interest Certification

The bidder certifies that to the best of its knowledge and belief and except as otherwise disclosed, he or she does not have any organizational conflict of interest which is defined as a situation in which the nature of work to be performed under this proposed contract and the bidder's organizational, financial, contractual, or other interests may, without some restriction on future activities:

- (a) Result in an unfair competitive advantage to the bidder; or,
- (b) Impair the bidder's objectivity in performing the contract work.

[ ] In the absence of any actual or apparent conflict, I hereby certify that to the best of my knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement.

#### 5. Bidder's Certification of Eligibility

(a) By the submission of this bid, the bidder certifies that to the best of its knowledge and belief, neither it, nor any person or firm which has an interest in the bidder's firm, nor any of the bidder's subcontractors, is ineligible to:

(1) Be awarded contracts by any agency of the United States Government, HUD, or the State in which this contract is to be performed; or,

(2) Participate in HUD programs pursuant to 24 CFR Part 24.

(b) The certification in paragraph (a) above is a material representation of fact upon which reliance was placed when making award. If it is later determined that the bidder knowingly rendered an erroneous certification, the contract may be terminated for default, and the bidder may be debarred or suspended from participation in HUD programs and other Federal contract programs.

#### 6. Minimum Bid Acceptance Period

(a) "Acceptance period," as used in this provision, means the number of calendar days available to the PHA/IHA for awarding a contract from the date specified in this solicitation for receipt of bids.

(b) This provision supersedes any language pertaining to the acceptance period that may appear elsewhere in this solicitation.

(c) The PHA/IHA requires a minimum acceptance period of [Contracting Officer insert time period] calendar days.

(d) In the space provided immediately below, bidders may specify a longer acceptance period than the PHA's/IHA's minimum requirement. The bidder allows the following acceptance period: calendar days.

(e) A bid allowing less than the PHA's/IHA's minimum acceptance period will be rejected.

(f) The bidder agrees to execute all that it has undertaken to do, in compliance with its bid, if that bid is accepted in writing within (1) the acceptance period stated in paragraph (c) above or (2) any longer acceptance period stated in paragraph (d) above.

#### 7. Small, Minority, Women-Owned Business Concern Representation

The bidder represents and certifies as part of its bid/ offer that it --

(a) [ ] is, [ ] is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) [ ] is, [ ] is not a women-owned business enterprise. "Women-owned business enterprise," as used in this provision, means a business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) [ ] is, [ ] is not a minority business enterprise. "Minority business enterprise," as used in this provision, means a business which is at least 51 percent owned or controlled by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals. For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- [ ] Black Americans
- [ ] Asian Pacific Americans
- [ ] Hispanic Americans
- [ ] Asian Indian Americans
- [ ] Native Americans
- [ ] Hasidic Jewish Americans

#### 8. Indian-Owned Economic Enterprise and Indian Organization Representation (applicable only if this solicitation is for a contract to be performed on a project for an Indian Housing Authority)

The bidder represents and certifies that it:

(a) [ ] is, [ ] is not an Indian-owned economic enterprise. "Economic enterprise," as used in this provision, means any commercial, industrial, or business activity established or organized for the purpose of profit, which is at least 51 percent Indian owned. "Indian," as used in this provision, means any person who is a member of any tribe, band, group, pueblo, or community which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs and any "Native" as defined in the Alaska Native Claims Settlement Act.

(b) [ ] is, [ ] is not an Indian organization. "Indian organization," as used in this provision, means the governing body of any Indian tribe or entity established or recognized by such governing body. Indian "tribe" means any Indian tribe, band, group, pueblo, or



community including Native villages and Native groups (including corporations organized by Kenai, Juneau, Sitka, and Kodiak) as defined in the Alaska Native Claims Settlement Act, which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs.

**9. Certification of Eligibility Under the Davis-Bacon Act** (applicable to construction contracts exceeding \$2,000)

(a) By the submission of this bid, the bidder certifies that neither it nor any person or firm who has an interest in the bidder's firm is a person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(b) No part of the contract resulting from this solicitation shall be subcontracted to any person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(c) The penalty for making false statements is prescribed in the U. S. Criminal Code, 18 U.S.C. 1001.

**10. Certification of Nonsegregated Facilities** (applicable to contracts exceeding \$10,000)

(a) The bidder's attention is called to the clause entitled **Equal Employment Opportunity** of the General Conditions of the Contract for Construction.

(b) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(c) By the submission of this bid, the bidder certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The bidder agrees that a breach of this certification is a violation of the Equal Employment Opportunity clause in the contract.

(d) The bidder further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) prior to entering into subcontracts which exceed \$10,000 and are not exempt from the requirements of the Equal Employment Opportunity clause, it will:

- (1) Obtain identical certifications from the proposed subcontractors;
- (2) Retain the certifications in its files; and
- (3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

**Notice to Prospective Subcontractors of Requirement for Certifications of Nonsegregated Facilities**

A Certification of Nonsegregated Facilities must be submitted before the award of a subcontract exceeding \$10,000 which is not exempt from the provisions of the Equal Employment Opportunity clause of the prime contract. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

**Note:** The penalty for making false statements in bids is prescribed in 18 U.S.C. 1001.

**11. Clean Air and Water Certification** (applicable to contracts exceeding \$100,000)

The bidder certifies that:

(a) Any facility to be used in the performance of this contract [ ] is, [ ] is not listed on the Environmental Protection Agency List of Violating Facilities:

(b) The bidder will immediately notify the PHA/IHA Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the Environmental Protection Agency, indicating that any facility that the bidder proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and,

(c) The bidder will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

**12. Previous Participation Certificate** (applicable to construction and equipment contracts exceeding \$50,000)

(a) The bidder shall complete and submit with his/her bid the Form HUD-2530, "Previous Participation Certificate." If the successful bidder does not submit the certificate with his/her bid, he/she must submit it within three (3) working days of bid opening. Failure to submit the certificate by that date may render the bid nonresponsive. No contract award will be made without a properly executed certificate.

(b) A fully executed "Previous Participation Certificate" [ ] is, [ ] is not included with the bid.

**13. Bidder's Signature**

The bidder hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Typed or Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Company Address)

# Attachment F Supplemental Conditions



## SUPPLEMENTAL CONDITIONS

### **The Contractor shall possess a major classification in Building Construction**

The following supplements and/or modifies the "General Conditions for Construction Contracts," form HUD-5370:

**Time of Completion.** The Contractor shall commence work under this contract at the time stipulated in the written "Notice to Proceed" (NTP) issued by the local authority. The Contractor shall complete the work in **180 calendar days**. The work shall be considered complete only when the Local Authority has issued its formal "Certificate of Acceptance".

### **Liquidated Damages**

The cost per day in Liquidated Damages for delay on completion of this project is **\$523.00**.

### **Contract Type**

The contract resulting from this IFB shall be a fixed price contract. Roof replacement services shall be paid at fixed rates, in accordance with the contractor's Base Bid, pending HUD Funding.

### **Davis Bacon**

Davis Wage Rates are in effect for this project.

### **Bonding**

All bids must be accompanied by a bid bond/guarantee, which shall be in the form of a certified check, cashier's check, or bid bond for not more than five percent of the contract price of work to be done, as evidence of good faith of the bidder.

The awarded bidder will be required to provide a performance bond in an amount not less than one-half of the amount of the contract, for faithful performance of their duties.

### **Employment, Training and Contracting Policy**

#### **PART I- POLICY, PURPOSE, REQUIREMENTS, DEFINITIONS**

- A. INTRODUCTION AND SUMMARY
- B. DEFINITIONS
- C. HANO SECTION 3 & DBE/WBE POLICY STATEMENTS
- D. SECTION 3 NEW HIRE AND CONTRACTING REQUIREMENTS
- E. DBE/WBE CONTRACT REQUIREMENTS

## **PART II- PROCUREMENT & CONTRACTOR REQUIREMENTS AND PROCEDURES**

- A. SECTION 3 CONTRACTING PROCEDURES.
- B. DBE/WBE CONTRACTING PROCEDURES
- C. REPORTING OPEN POSITIONS

## **PART III - COMPLIANCE REQUIREMENTS**

- A. COMPLIANCE REQUIREMENTS FOR HIRING & CONTRACTING
- B. PROJECT LABOR AGREEMENTS OR COMMUNITY WORKFORCE AGREEMENTS

## **PART IV - TRAINING REQUIREMENTS**

- A. TRAINING AND INTERNSHIP REQUIREMENTS

## **PART V - CONTRACTING AND COMPLIANCE FORMS**

- A. SECTION -3 INDIVIDUAL VERIFICATION FORM
- B. SECTION -3 EMPLOYMENT ACTION PLAN
- C. SECTION -3 TRAINING ACTION PLAN
- D. CONTRACTING ACTION PLAN FOR SECTION 3/DBE/WBE
- E. LIST OF CORE EMPLOYEES
- F. CONTRACTING SCHEDULE
- G. SECTION -3 EMPLOYMENT AND TRAINING SCHEDULE
- H. LETTER OF INTENT
- I. STATEMENT OF UNDERSTANDING
- J. CONTRACTORS SECTION -3 EMPLOYMENT AND TRAINING COMPLIANCE REPORT
- K. EMPLOYER PAID TRAINING REPORT
- L. SECTION -3 MANHOUR REPORT
- M. CONTRACTING COMPLIANCE REPORT
- N. EMPLOYMENT ASSESSMENT

### **Invoicing**

Invoices shall be submitted monthly to the Department of Finance with a copy to the Modernization and Development Department. The invoice shall provide an invoice number, service dates, purchase order number, Task Order number, and a description of services provided and the name/title of employee who rendered the services. Invoices shall be submitted on the contractor's own invoice form.

### **Payments**

All vendors should submit invoices to the Finance Department on or before the days listed below. All vendor invoices are due on the 1<sup>st</sup> or 15<sup>th</sup> of the month. Invoice payments are as follows:

- *Invoices received on the 16<sup>th</sup> of the current month thru the 1<sup>st</sup> day of the next month will be paid on the 1<sup>st</sup> of the following month.*

- **Example: An invoice received on August 27<sup>th</sup> will be processed commencing September 1<sup>st</sup> and paid on October 1<sup>st</sup>.**
- *Invoices received on the 2<sup>nd</sup> of the current month thru the 15<sup>th</sup> of the current month will be paid on the 15<sup>th</sup> of the following month.*
- **Example: An invoice received on August 4<sup>th</sup> will be processed commencing August 15<sup>th</sup> and paid on September 15<sup>th</sup>.**

#### **Request for Taxpayer Number and Certification (W-9)**

The respondent(s) shall provide a copy of its Request for Taxpayer Number and Certification (W-9) at the time and date specified by the Authority.

#### **Public Access to Procurement Information/Confidentiality**

All information submitted in response to a solicitation issued by the Housing Authority of New Orleans (HANO) shall remain confidential until after final approval by HANO's Board of Commissioners and/or the United States Department of Housing and Urban Development (HUD). HANO's policy regarding public access is in strict accordance with the guidelines set forth in its Procurement Policy, Section 5.3.4, HUD Handbook 7460.8 REV 2, Section 1.6, Public Access to Procurement Information and Section 7.2 (J) Confidentiality. Furthermore, pursuant to Louisiana Revised Statute 40:526(8), HANO shall not disclose information submitted to HANO in confidence in response to this IFB, and not otherwise required by law to be submitted, where such information should reasonably be considered confidential.

#### **Indemnification**

The successful Respondent(s) will be required to protect, defend, indemnify, keep, save, and hold HANO, its officers, officials, employees and agents free and harmless from and against any and all liabilities, losses, penalties, damages, settlements, environmental liability, costs, charges, professional fees or other expenses or liabilities of every kind, nature and character arising out of or relating to any and all claims, liens, demands, obligations, actions, suits, judgments or settlements, proceedings or causes of action of every kind, nature and character (collectively, "claims") in connection with or arising directly or indirectly out of the acts or omissions and/or the performance thereof by the successful Respondent, its officers, officials, agents, employees, and subcontractors, including, but not limited to, the enforcement of the indemnification provision. The successful Respondent(s) will be further required to investigate, handle, respond to, provide defense for and defend all suits for any and all claims, at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims are considered groundless, false or fraudulent.

HANO will have the right, at its option and at its expense, to participate in the defense of any suit, without relieving the successful Respondent of any of its obligations under this indemnity provision. The indemnities to be set forth in the contract resulting from this IFB will survive the expiration or termination of that contract.

### **Rights, Use, and Ownership of Assessment Materials**

Assessment materials generated as a result of performing the Scope of Services contained in this contract shall be confidential and proprietary, and shall be for the exclusive use and ownership of The Housing Authority of New Orleans. Such materials shall include, but not be limited to data, cost estimates, and reports generated that contain descriptive and/or identifying information regarding individual properties owned by HANO and/or HANO's portfolio of properties. Such materials shall not be shared, signed, sold or disclosed to parties other than those named on the contract without the express written permission of the Housing Authority of New Orleans' Contracting Officer. Any violations of this provision shall be considered a breach of, and grounds for immediate termination in accordance with the General Contract Conditions, HUD Form 5370-C, Paragraph 4, Termination for Convenience and Default.

### **Ethics Policy**

The selected Respondent shall abide by the applicable provisions of the Housing Authority of New Orleans' Ethics Policy and State of Louisiana Ethics Code.

### **Third Party Claims on Software**

HANO shall be held harmless from any third party legal claims involving the use by HANO of any software product or technique provided by the selected Respondent.

### **Licenses and Certifications**

The successful Respondent shall possess all of the required State and Local licenses and certifications required to perform work of the type required by this contract in the City of New Orleans. In addition, the Respondent shall comply with all laws, ordinances and regulations applicable to the services contemplated herein. Respondents are presumed to be familiar with all federal, state and local laws, ordinances, codes, rules and regulations that may in any way affect the delivery of services.

**The project shall be awarded only to contractors who are licensed under State of Louisiana Contractors License Law La. R.S. 37:2150-2192 with a major classification in Building Construction/Roofing.**

### **Contractual Obligations**

At any time, should the proposed services require the use of products or services of another company, such services shall be disclosed, and HANO will hold the selected respondent(s) responsible for the proposed services.

### **Certification of Legal Entity**

Prior to execution of the Contract Agreement, the Respondent shall certify that joint ventures, partnerships, team agreements, new corporations or other entities that either exist or will be formally structured are, or will be legal and binding under Louisiana law.

### **Certifications**

In submitting the bid, the Respondent is indicating a willingness to comply with all terms and conditions of the IFB, including but not limited to those set forth in HUD Form 5370-C, General Contract Conditions, Non-Construction, and these Supplemental Conditions.

### **Personnel**

In submitting their bids, Respondents are representing that the personnel described in their bids shall be available to perform the services described for the duration of the contract period, barring illness, accident or other unforeseeable events of a similar nature in which cases the Respondent must be able to provide a qualified replacement. Such representation shall be valid for a minimum of 120 calendar days after the bid due date and time. Furthermore, all personnel shall be considered to be, at all times, the sole employees of the Respondent under its sole direction, and not employees or agents of HANO.

### **Respondent Status**

The successful Respondent will be held to be an independent Consultant, and will not be an employee of HANO.

### **Assignment**

The successful Respondent shall not enter into any subcontracts, retain consultants, or assign, transfer, convey, sublet, or otherwise delegate its obligations under the contract resulting from this IFB, or any of its rights, title or interest therein, or its power to execute such contract to any person, company or corporation without the prior written consent and approval of the HANO.

### **Advertising**

In submitting a bid, the successful Respondent agrees not to use the results from it as a part of any commercial advertising. HANO does not permit law firms to advertise or promote the fact of their relationship with HANO in the course of marketing efforts, unless HANO specifically agrees otherwise.

### **Media Relations**

The Contractor shall not make public comment on HANO matters without express written approval from HANO's Director of Communications. All media inquiries shall be referred to the Administrative Receiver and to the Director of Communications.

### **Assumption of Risk**

Contractor is aware and acknowledges that HANO has no knowledge and/or duty to investigate the physical condition of any prospective property and/or the health conditions of any prospective property owners and/or occupants, including but not limited to tenants, subtenants, invitees, assignees, and/or any other person that has entered and/or lived in a prospective property. Contractor hereby agrees to assume any and all risk(s) associated with any potential infectious diseases, viruses, or the like, including but not

**INVITATION FOR BIDS (IFB) No. 24-912-31 DOJ Repairs and Upgrades at Lafitte Senior Building - Interior and Exterior**

limited to COVID-19 (Novel Coronavirus Disease), that may be present in a prospective property and/or a prospective property's owner(s) and/or occupant(s). Contractor agrees, acknowledges, and assumes all potential risks, including risk of infection, transmission, and/or contraction of any infectious disease, virus, and/or illness, to view and/or enter a prospective property. Contractor further agrees to hold harmless and release HANO, including any and all agents, assigns, and/or successors, from any and all liability and/or potential claims, whether from Contractor or third party, arising from and/or in any way related to Contractor's alleged infection, transmission, and/or contraction of any infectious disease, virus, and/or illness from a prospective property, except any claim and/or cause of action arising from HANO's gross negligence and/or willful misconduct.



# Attachment G

## HUD 5370



# General Contract Conditions for Small Construction/Development Contracts

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB Approval No. 2577-0157 (exp. 11/30/2023)

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## See Page 7 for Burden Statement

**Applicability.** The following contract clauses are applicable and must be inserted into **small construction/development contracts, greater than \$2,000 but not more than \$250,000.**

### 1. Definitions

Terms used in this form are the same as defined in form HUD-5370

### 2. Prohibition Against Liens

The Contractor is prohibited from placing a lien on the PHA's property. This prohibition shall apply to all subcontractors at any tier and all materials suppliers. The only liens on the PHA's property shall be the Declaration of Trust or other liens approved by HUD.

### 3. Disputes

- (a) Except for disputes arising under the **Labor Standards** clauses, all disputes arising under or relating to this contract, including any claims for damages for the alleged breach thereof which are not disposed of by agreement, shall be resolved under this clause.
- (b) All claims by the Contractor shall be made in writing and submitted to the Contracting Officer for a written decision. A claim by the PHA against the Contractor shall be subject to a written decision by the Contracting Officer.
- (c) The Contracting Officer shall, within 30 days after receipt of the request, decide the claim or notify the Contractor of the date by which the decision will be made.
- (d) The Contracting Officer's decision shall be final unless the Contractor (1) appeals in writing to a higher level in the PHA in accordance with the PHA's policy and procedures, (2) refers the appeal to an independent mediator or arbitrator, or (3) files suit in a court of competent jurisdiction. Such appeal must be made within 30 days after receipt of the Contracting Officer's decision.
- (e) The Contractor shall proceed diligently with performance of this contract, pending final resolution of any request for relief, claim, appeal, or action arising under or relating to the contract, and comply with any decision of the Contracting Officer.

### 4. Default

- (a) If the Contractor refuses or fails to prosecute the work, or any separable part thereof, with the diligence that will insure its completion within the time specified in this contract, or any extension thereof, or fails to complete said work within this time, the Contracting Officer may, by written notice to the Contractor, terminate the right to proceed with the work (or separable part of the work) that has been delayed. In the event, the PHA may take over the work and complete it by contract or otherwise, and may take possession of and use any materials, equipment, and plant on the work site necessary for completing the work. The Contractor and its sureties shall be liable for any damage to the PHA resulting from the Contractor's refusal or failure to complete the work within the specified time, whether or not the Contractor's right to proceed with the work is terminated. This liability includes any increased costs incurred

- (b) The Contractor's right to proceed shall not be terminated or the Contractor charged with damages under this clause if —
  - (1) The delay in completing the work arises from unforeseeable causes beyond the control and without the fault or negligence of the Contractor; and
  - (2) The Contractor, within 10 days from the beginning of such delay notifies the Contracting Officer in writing of the causes of delay. The Contracting Officer shall ascertain the facts and the extent of the delay. If, in the judgment of the Contracting Officer, the findings of Fact warrant such action, time for completing the work shall be extended by written modification to the contract. The findings of the Contracting Officer shall be reduced to a written decision which shall be subject to the provisions of the **Disputes** clause of this contract
- (c) If, after termination of the Contractor's right to proceed, it is determined that the Contractor was not in default, or that the delay was excusable, the rights and obligation of the parties will be the same as if the termination had been for convenience of the PHA.

### 5. Termination for Convenience

- (a) The Contracting Officer may terminate this contract in whole, or in part, whenever the Contracting Officer determines that such termination is in the best interest of the PHA. Any such termination shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which the performance of the work under the contract is terminated, and the date upon which such termination becomes effective.
- (b) If the performance of the work is terminated, either in whole or in part, the PHA shall be liable to the Contractor for reasonable and proper costs resulting from such termination upon the receipt by the PHA of a properly presented claim setting out in detail: (1) the total cost of the work performed to date of termination less the total amount of contract payments made to the Contractor; (2) the cost (including reasonable profit) of settling and paying claims under subcontracts and material orders for work performed and materials and supplies delivered to the site, payment for which has not been made by the PHA to the Contractor or by the Contractor to the subcontractor or supplier; (3) the cost of preserving and protecting the work already performed until the PHA or assignee takes possession thereof or assumes responsibility therefore; (4) the actual or estimated cost of legal and accounting services reasonably necessary to prepare and present the termination claim to the PHA; and (5) an amount constituting a reasonable profit on the value of the work performed by the Contractor.
- (c) The Contracting Officer will act on the Contractor's claim within days (60 days unless otherwise indicated) of receipt of the Contractor's claim.
- (d) Any disputes with regard to this clause are expressly made subject to the provisions of the Disputes clause of this contract

### 6. Insurance

- (a) Before commencing work, the Contractor and each subcontractor shall furnish the PHA with certificates of insurance showing the following insurance is in force and will insure all operations under the Contract.

(1) Workers' Compensation, in accordance with state or Territorial Workers' Compensation laws.

(2) Commercial General Liability with a combined single limit for bodily injury and property damage of not less than \$ \_\_\_\_\_ [Contracting Officer insert amount] per occurrence to protect the Contractor and each subcontractor against claims for bodily injury or death and damage to the property of others. This shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under (3) below. If the Contractor has a "claims-made" policy, then the following additional requirements apply: the policy must provide a "retroactive date" which must be on or before the execution date of the Contract; and the extended reporting period may not be less than five years following the completion date of the Contract

(3) Automobile Liability on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$ \_\_\_\_\_ [Contracting Officer insert amount] per occurrence.

(b) Before commencing work, the Contractor shall furnish the PHA with a certificate of insurance evidencing that Builder's Risk (fire and extended coverage) Insurance on all work in place and/or materials stored at the building site(s), including foundations and building equipment, is in force. The Builder's Risk Insurance shall be for the benefit of the Contractor and the PHA as their interests may appear and each shall be named in the policy or policies as an insured. The Contractor in installing equipment supplied by the PHA shall carry insurance on such equipment from the time the Contractor takes possession thereof until the Contract work is accepted by the PHA. The Builder's Risk Insurance need not be carried on excavations, piers, footings, or foundations until such time as work on the superstructure is started. It need not be carried on landscape work. Policies shall furnish coverage at all times for the full cash value of all completed construction, as well as materials in place and/or stored at the site(s), whether or not partial payment has been made by the PHA. The Contractor may terminate this insurance on buildings as of the date taken over for occupancy by the PHA. The Contractor is not required to carry Builder's Risk Insurance for modernization work which does not involve structural alterations or additions and where the PHA's existing fire and extended coverage policy can be endorsed to include such work.

(c) All insurance shall be carried with companies which are financially responsible and admitted to do business in the State in which the project is located. If any such insurance is due to expire during the construction period, the Contractor (including subcontractors, as applicable) shall not permit the coverage to lapse and shall furnish evidence of coverage to the Contracting Officer. All certificates of insurance, as evidence of coverage, shall provide that no coverage may be canceled or non-renewed by the insurance company until at least 30 days prior written notice has been given to the Contracting Officer.

## 7. Contract Modifications

- (a) Only the Contracting Officer has authority to modify any term or condition of this contract. Any contract modification shall be authorized in writing.
- (b) The Contracting Officer may modify the contract unilaterally (1) pursuant to a specific authorization stated in a contract clause (e.g., Changes); or (2) for administrative matters which

do not change the rights or responsibilities of the parties (e.g., change in the PHA address). All other contract modifications shall be in the form of supplemental agreements signed by the Contractor and the Contracting Officer.

(c) When a proposed modification requires the approval of HUD prior to its issuance (e.g., a change order that exceeds the PHA's approved threshold), such modification shall not be effective until the required approval is received by the PHA.

## 8. Changes

(a) The Contracting Officer may, at any time, without notice to the sureties, by written order designated or indicated to be a change order, make changes in the work within the general scope of the contract including changes:

(1) In the specifications (including drawings and designs);

(2) In the method or manner of performance of the work;

(3) PHA-furnished facilities, equipment, materials, services, or site; or,

(4) Directing the acceleration in the performance of the work (b) Any other written order or oral order (which, as used in this paragraph (b), includes direction, instruction, interpretation, or determination) from the Contracting Officer that causes a change shall be treated as a change order under this clause; provided, that the Contractor gives the Contracting Officer written notice stating (1) the date, circumstances and source of the order and (2) that the Contractor regards the order as a change order.

(c) Except as provided in this clause, no order, statement or conduct of the Contracting Officer shall be treated as a change under this clause or entitle the Contractor to an equitable adjustment.

(d) Many change under this clause causes an increase or decrease in the Contractor's cost of, or the time required for the performance of any part of the work under this contract, whether or not changed by any such order, the Contracting Officer shall make an equitable adjustment and modify the contract in writing. However, except for an adjustment based on defective specifications, no proposal for any change under paragraph (b) above shall be allowed for any costs incurred more than 20 days (5 days for oral orders) before the Contractor gives written notice as required. In the case of defective specifications for which the PHA is responsible, the equitable adjustment shall include any increased cost reasonably incurred by the Contractor in attempting to comply with the defective specifications.

(e) The Contractor must assert its right to an adjustment under this clause within 30 days after (1) receipt of a written change order under paragraph (a) of this clause, or (2) the furnishing of a written notice under paragraph (b) of this clause, by submitting a written statement describing the general nature and the amount of the proposal. If the facts justify it, the Contracting Officer may extend the period for submission. The proposal may be included in the notice required under paragraph (b) above. No proposal by the Contractor for an equitable adjustment shall be allowed if asserted after final payment under this contract

(f) The Contractor's written proposal for equitable adjustment shall be submitted in the form of a lump sum proposal supported with an itemized breakdown of all increases and decreases in the contract in at least the following details:

(1) Direct Costs. Materials (list individual items, the quantity and unit cost of each, and the aggregate cost); Transportation and delivery costs associated with materials; Labor

breakdowns by hours or unit costs (identified with specific work to be performed); Construction equipment exclusively necessary for the change; Costs of preparation and/ or revision to shop drawings resulting from the change; Worker's Compensation and Public Liability Insurance; Employment taxes under FICA and FUTA; and, Bond Costs - when size of change warrants revision.

- (2) Indirect Costs. Indirect costs may include overhead, general and administrative expenses, and fringe benefits not normally treated as direct costs.
- (3) Profit. The amount of profit shall be negotiated and may vary according to the nature, extent, and complexity of the work required by the change.

The allowability of the direct and indirect costs shall be determined in accordance with the Contract Cost Principles and Procedures for Commercial Firms in Part 31 of the Federal Acquisition Regulation (48 CFR 1-31), as implemented by HUD Handbook 2210.18, in effect on the date of this contract. The Contractor shall not be allowed a profit on the profit received by any subcontractor. Equitable adjustments for deleted work shall include a credit for profit and may include a credit for indirect costs. On proposals covering both increases and decreases in the amount of the contract, the application of indirect costs and profit shall be on the net-change in direct costs for the Contractor or subcontractor performing the work

- (g) The Contractor shall include in the proposal its request for time extension (if any), and shall include sufficient information and dates to demonstrate whether and to what extent the change will delay the completion of the contract in its entirety.
- (h) The Contracting Officer shall act on proposals within 30 days after their receipt, or notify the Contractor of the date when such action will be taken.
- (i) Failure to reach an agreement on any proposal shall be a dispute under the clause entitled Disputes herein. Nothing in this clause, however, shall excuse the Contractor from proceeding with the contract as changed.
- (j) Except in an emergency endangering life or property, no change shall be made by the Contractor without a prior order from the Contracting Officer.

#### 9. Examination and Retention of Contractor's Records

The HA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until three years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

#### 10. Rights in Data and Patent Rights (Ownership and Proprietary Interest)

The HA shall have exclusive ownership of, all proprietary interest in, and the right to full and exclusive possession of all information, materials, and documents discovered or produced by Contractor pursuant to the terms of this Contract, including but not limited to reports, memoranda or letters concerning the research and reporting tasks of this Contract.

#### 11. Energy Efficiency

The Contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State in which the work under this contract is performed.

#### 12. Procurement of Recovered Materials

- (a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.
- (b) Paragraph (a) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract

#### 13. Training and Employment Opportunities for Residents in the Project Area (Section 3, HUD Act of 1968; 24 CFR 75)

- (a) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- (b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 75, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 75 regulations.
- (c) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 prioritization requirements, and shall state the minimum percentages of labor hour requirements established in the Benchmark Notice (FR-6085-N-04).

- (d) The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 75.
- (e) Noncompliance with HUD's regulations in 24 CFR Part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- (f) Contracts, subcontracts, grants, or subgrants subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5307(b)) or subject to tribal preference requirements as authorized under 101(k) of the Native American Housing Assistance and Self-Determination Act (25 U.S.C. 4111(k)) must provide preferences in employment, training, and business opportunities to Indians and Indian organizations, and are therefore not subject to the requirements of 24 CFR Part 75.

#### 14. Labor Standards - Davis-Bacon and Related Acts

##### (a) Minimum Wages.

(1) All laborers and mechanics employed under this contract in the construction or development of the project(s) involved will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR Part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the Contractor and such laborers and mechanics. Contributions made or costs reasonably anticipated for bona fide fringe benefits under Section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of 29 CFR 5.5(a)(1)(iv); also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the regular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits in the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein; provided, that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under 29 CFR 5.5(a)(1)(ii) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the Contractor and its subcontractors at the site of the work in

a prominent and accessible place where it can be easily seen by the workers.

- (2) (i) Any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate and fringe benefits therefor only when all the following criteria have been met:
  - (a) The work to be performed by the classification requested is not performed by a classification in the wage determination; and
  - (b) The classification is utilized in the area by the construction industry; and
  - (c) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.
- (ii) If the Contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and HUD or its designee agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action shall be sent by HUD or its designee to the Administrator of the Wage and Hour Division, Employee Standards Administration, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary.
- (iii) In the event the Contractor, the laborers or mechanics to be employed in the classification or their representatives, and HUD or its designee do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), HUD or its designee shall refer the questions, including the views of all interested parties and the recommendation of HUD or its designee, to the Administrator of the Wage and Hour Division for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary.
- (iv) The wage rate (including fringe benefits where appropriate) determined pursuant to subparagraphs (a)(2)(ii) or (iii) of this clause shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.
- (3) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the Contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.
- (4) If the Contractor does not make payments to a trustee or other third person, the Contractor may consider as part

of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program; *provided*, that the Secretary of Labor has found, upon the written request of the Contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the Contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

(b) Withholding of Funds. HUD or its designee shall, upon its own action or upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld from the Contractor under this contract or any other Federal contract with the same prime Contractor, or any other Federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime Contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the Contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working in the construction or development of the project, all or part of the wages required by the contract, HUD or its designee may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased. HUD or its designee may, after written notice to the Contractor, disburse such amounts withheld for and on account of the Contractor or subcontractor to the respective employees to whom they are due.

(c) Payrolls and Basic Records.

(1) Payrolls and basic records relating thereto shall be maintained by the Contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working in the construction or development of the project. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made, and actual wages paid. Whenever the Secretary of Labor has found, under 29 CFR 5.5(a)(1)(iv), that the wages of any laborer or mechanic include the amount of costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the Contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of

the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

- (2) (i) The Contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the Contracting Officer for transmission to HUD or its designee. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under subparagraph (c)(1) of this clause. This information may be submitted in any form desired. Optional Form WH-347 (Federal Stock Number 029-005-00014-1) is available for this purpose and may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. The prime Contractor is responsible for the submission of copies of payrolls by all subcontractors. (Approved by the Office of Management and Budget under OMB Control Number 1214-0149.)
- (ii) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:
- (A) That the payroll for the payroll period contains the information required to be maintained under paragraph (c)(1) of this clause and that such information is correct and complete;
- (B) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in 29 CFR Part 3; and
- (C) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract
- (iii) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirements for submission of the "Statement of Compliance" required by subparagraph (c)(2)(ii) of this clause.
- (iv) The falsification of any of the above certifications may subject the Contractor or subcontractor to civil or criminal prosecution under Section 1001 of Title 18 and Section 3729 of Title 31 of the United States Code.
- (3) The Contractor or subcontractor shall make the records required under subparagraph (c)(1) available for inspection, copying, or transcription by authorized representatives of HUD or its designee, the Contracting Officer, or the Department of Labor and shall permit such representatives to interview employees during working hours on the job. If the Contractor or subcontractor fails to submit the required records or to make them available, HUD or its designee may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

- (d) Apprentices. Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services (OATELS), or with a State Apprenticeship Agency recognized by OATELS, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by OATELS or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice.

The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the Contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated in this paragraph, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the Contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator of the Wage and Hour Division determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event OATELS, or a State Apprenticeship Agency recognized by OATELS, withdraws approval of an apprenticeship program, the Contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

- (e) Trainees. Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate

specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed in the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate in the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate in the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate in the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the Contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

- (f) Equal Employment Opportunity. The utilization of apprentices, trainees, and journeymen under this clause shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR Part 30.
- (g) Compliance with Copeland Act Requirements. The Contractor shall comply with the requirements of 29 CFR Part 3, which are hereby incorporated by reference in this contract
- (h) Contract Termination; Debarment. A breach of the labor standards clauses in this contract may be grounds for termination of the contract and for debarment as a Contractor and a subcontractor as provided in 29 CFR 5.12.
- (i) Compliance with Davis-Bacon and related Act Requirements. All rulings and interpretations of the Davis-Bacon and related Acts contained in 29 CFR Parts 1, 3, and 5 are herein incorporated by reference in this contract
- (j) Disputes Concerning Labor Standards. Disputes arising out of the labor standards provisions of this clause shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR Parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the Contractor (or any of its subcontractors) and the PHA, HUD, the U.S. Department of Labor, or the employees or their representatives.
- (k) Certification of Eligibility.
- (1) By entering into this contract, the Contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the Contractor's firm is a person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).
- (2) No part of this contract shall be subcontracted to any person or firm ineligible for award of a United States Government

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contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(3) The penalty for making false statements is prescribed in the U. S. Criminal Code, 18 U.S.C. 1001.

(1) Subcontracts. The Contractor or subcontractor shall insert in any subcontracts all the provisions contained in this clause, and such other clauses as HUD or its designee may by appropriate instructions require, and also a clause requiring the subcontractors to include these provisions in any lower tier subcontracts. The prime Contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all these provisions.

(m) Non-Federal Prevailing Wage Rates. Any prevailing wage rate (including basic hourly rate and any fringe benefits), determined under State law to be prevailing, with respect to any employee in any trade or position employed under the contract, is inapplicable to the contract and shall not be enforced against the Contractor or any subcontractor, with respect to employees engaged under the contract whenever such non-Federal prevailing wage rate exceeds:

- (i) the applicable wage rate determined by the Secretary of Labor pursuant to the Davis-Bacon Act (40 U.S.C. 3141 et seq.) to be prevailing in the locality with respect to such trade;
- (ii) an applicable apprentice wage rate based thereon specified in an apprenticeship program registered with the U.S. Department of Labor (DOL) or a DOL-recognized State Apprenticeship Agency; or
- (iii) an applicable trainee wage rate based thereon specified in a DOL-certified trainee program.

**Public reporting burden for this collection of information is estimated to average 1 hour. This includes the time for collecting, reviewing, and reporting the data. The information requested is required to obtain a benefit. This form includes those clauses required by OMB's common rule on grantee procurement, implemented at HUD in 2 CFR 200, and those requirements set forth in Section 3 of the Housing and Urban Development Act of 1968 and its amendment by the Housing and Community Development Act of 1992, implemented by HUD at 24 CFR Part 7575. The form is required for construction contracts awarded by Public Housing Agencies (PHAs). The form is used by Housing Authorities in so licitations to provide necessary contract clauses. If the form were not used, PHAs would be unable to enforce their contracts.. There are no assurances of confidentiality. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number.**



# Attachment H Acknowledgment of Addenda



ACKNOWLEDGEMENT OF  
ADDENDA (ATTACHMENT H)

Respondent has received the following Addenda, receipt of which is hereby acknowledged:

Addendum Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed or Typed Name)

**Attachment I**  
**LOUISIANA UNIFORM**  
**PUBLIC WORK BID**  
**FORM**  
**(Entry of Proposed Fees)**



# LOUISIANA UNIFORM PUBLIC WORK BID FORM

**TO:** The Housing Authority of New Orleans  
4100 Touro Street  
New Orleans, LA 70122  
\_\_\_\_\_  
*(Owner to provide name and address of owner)*

**BID FOR:** DOJ Repairs and Upgrades at Lafitte Senior  
Building – Interior and Exterior  
\_\_\_\_\_  
\_\_\_\_\_  
*(Owner to provide name of project and other identifying information)*

The undersigned bidder hereby declares and represents that she/he: a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by: \_\_\_\_\_ and dated: \_\_\_\_\_  
*(Owner to provide name of entity preparing bidding documents.)*

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following **ADDENDA:** (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging) \_\_\_\_\_ .

**TOTAL BASE BID:** For all work required by the Bidding Documents (including any and all unit prices designated “Base Bid” \* but not alternates) the sum of:  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

**ALTERNATES:** For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description.

**Alternate No. 1** *(Owner to provide description of alternate and state whether add or deduct)* for the lump sum of:  
N/A Dollars (\$ \_\_\_\_\_)

**Alternate No. 2** *(Owner to provide description of alternate and state whether add or deduct)* for the lump sum of:  
N/A Dollars (\$ \_\_\_\_\_)

**Alternate No. 3** *(Owner to provide description of alternate and state whether add or deduct)* for the lump sum of:  
N/A Dollars (\$ \_\_\_\_\_)

**NAME OF BIDDER:** \_\_\_\_\_

**ADDRESS OF BIDDER:** \_\_\_\_\_

**LOUISIANA CONTRACTOR’S LICENSE NUMBER:** \_\_\_\_\_

**NAME OF AUTHORIZED SIGNATORY OF BIDDER:** \_\_\_\_\_

**TITLE OF AUTHORIZED SIGNATORY OF BIDDER:** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER \*\*:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## **THE FOLLOWING ITEMS ARE TO BE INCLUDED WITH THE SUBMISSION OF THIS LOUISIANA UNIFORM PUBLIC WORK BID FORM:**

\* The Unit Price Form shall be used if the contract includes unit prices. Otherwise it is not required and need not be included with the form. The number of unit prices that may be included is not limited and additional sheets may be included if needed.

\*\* **A CORPORATE RESOLUTION OR WRITTEN EVIDENCE** of the authority of the person signing the bid for the public work as prescribed by LA R.S. 38:2212(B)(5).

**BID SECURITY** in the form of a bid bond, certified check or cashier’s check as prescribed by LA R.S. 38:2218(A) attached to and made a part of this bid.

# Attachment J Certification of Contractor Non- Exclusion



**CERTIFICATION OF CONTRACTOR NON-EXCLUSION**

This certification applies to a sole proprietor or any bidding entity or any individual partner, incorporator, director, manager, officer, organizer, or member, who has at least 10% ownership in the bidding entity, for consideration for award of contracts, in accordance with LA R.S. 38:2227.

A conviction of or plea of guilty or no contest to the following state crimes or equivalent federal crimes shall permanently bar any person or the bidding entity from bidding on public projects:

- (a) Public bribery
- (b) Corrupt Influencing
- (c) Extortion
- (d) Money laundering

A conviction of or plea of guilty or no contest to the following state crimes or equivalent federal crimes shall bar any person or the bidding entity from bidding on public projects for a period of five years from the date of conviction or from the date of the entrance of the plea of guilty or no contest:

- (a) Theft
- (b) Identity theft
- (c) Theft of a business record
- (d) False accounting
- (e) Issuing worthless checks
- (f) Bank fraud
- (g) Forgery
- (h) Contractors; misapplication of payments
- (i) Malfeasance in office

The five-year prohibition shall apply only if the crime was committed during the solicitation or execution of a contract or bid awarded pursuant to the provisions of LA R.S. Title 38, Chapter 10 - Public Contracts.

Should information be discovered about a bidding entity that would be cause for debarment, suspension, exclusion, or determination of ineligibility for award of a contract, HANO shall report and submit supporting documentation to the applicable regulatory agency.

I hereby attest that I have not been convicted of, or have not entered a plea of guilty or nolo contendere to any of the crimes listed above or equivalent crimes.

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

# Attachment K E-Verification Affidavit

(Only Required Post-Bid by Awarded  
Bidder)



E-VERIFICATION AFFIDAVIT

(Employer)

STATE OF \_\_\_\_\_

CITY/COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ Being duly sworn, attests and says that:  
(Authorized Signatory)

\_\_\_\_\_ a private organization,  
(Name of Private Company/Employer)

duly registered in the aforementioned state, and contracted to perform work within the State of Louisiana, herein attests that I/we (the employer) are in compliance with the United States Department of Homeland Security's "E-Verify" program, which is mandated pursuant to La RS 38:2212.10. I further attest that I/we are registered in a status verification system to verify that all new employees in my/our (the employer) employ are legal citizens of the United States, or are legal aliens. Further, I/we shall continue to utilize a status verification system to confirm the legal status of all new employees assigned to this project during the term of this contract. In further compliance with the Immigration Reform and Immigrant Responsibility Act of 1996 administrated by the U.S. Department of Homeland Security, I/we shall require all subcontractors to submit to me/us (the employer) a sworn affidavit verifying its compliance with the Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324(a).

Signature of

\_\_\_\_\_  
(Authorized Signatory)

\_\_\_\_\_  
(Printed Name/Title of Authorized Signatory)

Sworn to and Subscribed before me:

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

(Must be Notarized to be valid)



# Attachment L Vendor Registration Form





### VENDOR SETUP FORM

Company Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner/President: \_\_\_\_\_

Remit To Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Contact Fax: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Company Website: \_\_\_\_\_

**Banking Information (Required for EFT Payment, if applicable):**

Bank Name: \_\_\_\_\_ Name on Bank Account: \_\_\_\_\_

Routing Number:

Account Number:

Type of Account:  Checking  Savings  Corporate/Commercial

Required: Taxpayer Identification Number: \_\_\_\_\_

**Type of Operation** (Check all that apply):

- Individual  Corporation  Manufacturer  Partnership  Distributor
- Sole Proprietorship  Retail Dealer  Agent/Broker  Limited Liability

**PLEASE ATTACH ANY REVISED INFORMATION INCLUDING W9 AND/OR BANKING UPDATED INFORMATION, AS REQUIRED.....**

Requisition #: \_\_\_\_\_ or N/A \_\_\_\_\_ (Direct pay items do not require a requisition #)

Approvals:

Requestor/Department: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Approval: \_\_\_\_\_ Date: \_\_\_\_\_ 1099? Y N

Procurement Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Date Entered: \_\_\_\_\_ Entered By: \_\_\_\_\_

\* Attach Documentation (If Provided)

## Select All Applicable Products/Service in Each Category:

### Voice Services & Products:

- Call Accounting
- Calling Cards
- Local Services
- Voice Bridging
- VoIP Solutions
- Call Center
- Telephone Equipment
- Long Distance Services
- Voice Systems
- Wireless/Cellular
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

### Network/Internet Services & Products:

- Converged Network Provider
- Internet Access
- Virtual Learning
- Custom Network/Internet Solutions
- Network Equipment
- Wireless LAN/MAN/WAN
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

### Video Services & Products:

- Audio/Visual Equipment
- Interactive Video & Multimedia Equipment
- Video Bridging
- Integration Services
- Network Access
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

### e-Learning Solutions:

- Course/Learning Management Application
- Training/Certification
- Course Content Provider
- Hosting – ASP Services
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

### Computer Services & Products:

- Application Software (Microsoft, Adobe, Lotus, etc.)
- E-mail Applications
- Network Devices
- SAN, Enterprise, Etc.
- Web & Application Hosting/IT Services
- Computers, Servers & Add-On Components
- Internet Content Filtering Applications & Devices
- Peripheral Equipment
- Storage Systems
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

### Additional Services & Products:

- Auditors
- Electrical Generators & Power Suppression Equip
- Office Furniture
- Consulting
- Library Supplies, Equipment & Furniture
- Office Supplies & Equipment
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

Circle all that Apply: (DBE) (WBE) (MBE) (Section 3) (Small Business)

Required: (Attach a copy of your certification for all items circled above)

Check one: \_\_ African American \_\_ Hispanic \_\_ Native American \_\_ Asian \_\_ Caucasian \_\_ Other

## **Definitions:**

**Disadvantage Business Enterprise (DBE)** – A business enterprise that is 51% or more owned, controlled, and actively operated by one or more persons who are classified as members of a racial minority group, such as African American, Hispanic American, Asian Pacific American, Asian Indian American, Native American, Aleuts or Hasidic Jewish Americans.

**Woman Business Enterprise (WBE)** - A business enterprise that is 51% or more owned, controlled, and actively operated by one or more women.

**Section 3 Business** - A business that meets one of the following:

1. 51% or more owned and controlled by a resident of any HANO Housing site or whose full-time permanent workforce includes 30% of HANO residents of any housing site;
2. Hud Youthbuild Program in Orleans Parish;
3. Business concerns that are 51% or more owned and controlled by HANO residents or are low or very low-income Orleans Parish Residents or whose full-time permanent workforce includes 30% of HANO residents or low/very low-income Orleans Parish residents;
4. Business that subcontracts in excess of 25% of the total amount of subcontracts to business concerns identified in the preferences above.

**Small Business Enterprise (SBE)** — A business concern, including its affiliates, that is independently owned and operated and is not dominant in the field of operation for which it is bidding and qualifies as a small business under the criteria and size standards in 13 CFR Part 121 (see FAR 19.102).

## DECLARATION BY VENDOR

**I confirm that:**

- i) Neither I nor any employee of \_\_\_\_\_ is in any way connected to the Housing Authority of New Orleans or its employees or an immediate family member of any Housing Authority of New Orleans employee.
- ii) For each relationship, I will include a brief statement describing the relationship.
- iii) The information furnished is correct to the best of my knowledge and belief.

---

Printed Name of Authorized Signatory

---

Signature

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>				
or				
Employer identification number				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>				

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
------------------	----------------------------------	--------------

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947



The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(ii)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

### Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

### Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

### What Name and Number to Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup> The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor <sup>4</sup>
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

**\*Note:** The grantor also must provide a Form W-9 to trustee of trust.

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

### Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
  - Ensure your employer is protecting your SSN, and
  - Be careful when choosing a tax preparer.
- If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

# Attachment M

# Sample Bid Bond

# Form



SAMPLE FORM OF BID BOND

BID BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, \_\_\_\_\_ as Principal, hereinafter called the Principal, and \_\_\_\_\_ a corporation duly organized under the laws of the State of Louisiana, as Surety, are held and firmly bound unto the Housing Authority of New Orleans (HANO), for the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), for the payment of which sum well and truly to be made, the said Principal and the said Surety bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly be these presents.

**WHEREAS**, the Principal has submitted a bid for \_\_\_\_\_

\_\_\_\_\_ Located at \_\_\_\_\_

(Identify project by number and brief description)

**NOW THEREFORE**, if the HANO shall accept the bid of the Principal and the Principal shall enter into a contract with the HANO in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the HANO the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the HANO may in good faith contract with another party to perform work covered by said bid or an appropriate required amount as specified in the Invitation for Bids, the foregoing to include any other purposes or items set out in, and to be subject to, provisions of La. R.S. 38:2241; 38:2216, as amended, then this obligation shall be null and void; otherwise to remain in full force and effect.

**IN WITNESS WHEREOF**, the Principal and Surety have hereto set their hands and seals, this \_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**PRINCIPAL**

**SURETY**

\_\_\_\_\_  
(Name and Seal)

\_\_\_\_\_  
(Attorney-in-Fact)

**ATTEST:** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_

# Attachment N Performance and Payment Bond Sample Form

(Only Required Post-Bid from  
Awarded Bidder)



**INVITATION FOR BIDS (IFB) No. 24-912-31 DOJ Repairs and Upgrades at Lafitte Senior Building – Interior and Exterior**

**PERFORMANCE AND PAYMENT BOND (OR BONDS)**

CITY OF: \_\_\_\_\_ STATE OF: LOUISIANA

PARISH OF: \_\_\_\_\_ PROJECT NO: \_\_\_\_\_

**KNOW ALL MEN BY THESE PRESENTS:** That we, the undersigned: \_\_\_\_\_

Of the City of \_\_\_\_\_ Parish of \_\_\_\_\_, State of \_\_\_\_\_

As Principal, and \_\_\_\_\_, duly authorized under the Laws of the State of Louisiana to act as surety on bonds for the Principals, and as SURETY, are held and firmly bound unto the HOUSING AUTHORITY of the City of NEW ORLEANS, in Louisiana, a public body corporate and politic, created under and by virtue of the Laws of the State of Louisiana, (hereinafter referred to as the Local Authority) and to subcontractors, workmen, laborers, mechanics, furnishers of materials, and to all others entitled to protection under public Contract Bonds in accordance with the Laws of this State, the provisions of such Laws being incorporated herein by reference as their interest may appear, all of whom shall have the right to sue upon this Bond in the penal sum of:

\_\_\_\_\_ (\$ \_\_\_\_\_)

**THE CONDITION OF THIS OBLIGATION IS SUCH THAT, WHEREAS,**

The above bounded Principal has on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by an Instrument in writing, entered into a Contract with the Local Authority to furnish all materials, labor, tools, equipment, supervision, and other accessories, and to do all work necessary to complete the requirements within the Plans and Specifications for: \_\_\_\_\_, and Addenda thereto, numbered \_\_\_\_\_ Dated: \_\_\_\_\_ and, which said Specifications, Addenda and Drawings are incorporated herein by reference, and made a part hereof.

**NOW, THEREFORE,** if the said principal shall well and truly in good sufficient and workmanlike manner, faithfully perform said Contract and Agreement, and shall and will in all respects duly and faithfully perform all and singular the covenant-conditions and agreements in and by said Contract agreed and covenanted by the said Principal, to be observed and performed and according to the true intent and meaning of said Contract, Plans and Specifications thereunder perform and complete the work required, and shall defend, indemnify and save harmless said Local Authority against all damages, claims, demands, expenses, and charges of every kind

**HOUSING AUTHORITY OF NEW ORLEANS, LA**

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**INVITATION FOR BIDS (IFB) No. 24-912-31 DOJ Repairs and Upgrades at Lafitte Senior Building – Interior and Exterior**

(including claims of patent infringement) arising out of injury or damage to persons or property by reason of said Contract and the work thereunder required of said Principal or arising from any act, omission or neglect of said Principal, his agents, or employees with relation to said work and shall pay all costs, charges, rentals, and expenses for labor, materials, supplies, and equipment, and deliver to the said Local Authority completed and ready for occupancy or operation and free from all liens, encumbrances, or claims for labor, materials or otherwise, during the original term of same, as well as during any period of extension of said Contract that may be granted on the part of the Local Authority; and shall promptly well and truly make payment to persons, firms, corporations, subcontractors, workmen, laborers, mechanics, furnishing materials for, or performing labor in prosecution of work provided in such Contract, all moneys to them owing by said Principal for subcontractor's work, labor and materials, workmen's compensation insurance, excise taxes or other lawful public charges, provided, furnished, or applicable to the construction of such improvements, provided in such Contract, for the said Local Authority and shall pay to the said Local Authority, all penalties provided for under the laws of this State for the violation of any provisions of law and/or of the provisions of said Contract, and shall pay all other expenses lawfully chargeable to the said Local Authority by reason of any default or neglect in the relation of said Contract and said work-then the obligation shall be and become null and void, otherwise to remain in full force and effect.

No modifications, omissions, or additions in or to the terms of said Contract, in the Plans and Specifications, or in the manner and mode of payment, shall in any manner affect the obligation of the undersigned Surety in connection with the aforesaid Contract.

The undersigned hereby does further consent and yield to the jurisdiction of the Civil District Court for the Parish of Orleans, in the State of Louisiana and does hereby formally waive any pleas of jurisdiction on account of the residence elsewhere of the undersigned Surety, as well as all pleas or discussions in regard to the Contractor, its Principal under this Bond.



**INVITATION FOR BIDS (IFB) No. 24-912-31 DOJ Repairs and Upgrades at Lafitte Senior Building - Interior and Exterior**

**IN WITNESS WHEREOF**, the above bonded parties have executed this Instrument under their several  
Seals, and these presents duly signed by their undersigned representative pursuant to the authority of their  
governing bodies;

**IN THE PRESENCE OF:**

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

BUSINESS ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Corporate Surety)

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_

Title: Attorney-in-Fact

Date: \_\_\_\_\_

BUSINESS ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The rate of premium on this bond is \$ \_\_\_\_\_ per thousand

The total amount of premium is \$ \_\_\_\_\_

# Attachment O

## Davis Bacon

## Wage Rates



"General Decision Number: LA20240041 07/19/2024

Superseded General Decision Number: LA20230041

State: Louisiana

Construction Type: Building

County: Orleans County in Louisiana.

BUILDING CONSTRUCTION PROJECTS (does not include single family homes or apartments up to and including 4 stories).

Note: Contracts subject to the Davis-Bacon Act are generally required to pay at least the applicable minimum wage rate required under Executive Order 14026 or Executive Order 13658. Please note that these Executive Orders apply to covered contracts entered into by the federal government that are subject to the Davis-Bacon Act itself, but do not apply to contracts subject only to the Davis-Bacon Related Acts, including those set forth at 29 CFR 5.1(a)(1).

If the contract is entered into on or after January 30, 2022, or the contract is renewed or extended (e.g., an option is exercised) on or after January 30, 2022:	. Executive Order 14026 generally applies to the contract. . The contractor must pay all covered workers at least \$17.20 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2024.
If the contract was awarded on or between January 1, 2015 and January 29, 2022, and the contract is not renewed or extended on or after January 30, 2022:	. Executive Order 13658 generally applies to the contract. . The contractor must pay all covered workers at least \$12.90 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on that contract in 2024.

The applicable Executive Order minimum wage rate will be adjusted annually. If this contract is covered by one of the Executive Orders and a classification considered necessary for performance of work on the contract does not appear on this wage determination, the contractor must still submit a conformance request.

Additional information on contractor requirements and worker protections under the Executive Orders is available at <http://www.dol.gov/whd/govcontracts>.

Modification Number	Publication Date
0	01/05/2024
1	06/07/2024

ASBE0053-001 09/04/2023

	Rates	Fringes
ASBESTOS WORKER/HEAT & FROST INSULATOR.....	\$ 31.54	9.74

ELEC0130-010 12/04/2023

	Rates	Fringes
ELECTRICIAN (Including Communication Technician and Low Voltage Wiring).....	\$ 34.00	15.20

ELEV0016-001 01/01/2024

	Rates	Fringes
ELEVATOR MECHANIC.....	\$ 48.92	37.885+a+b

a. PAID HOLIDAYS: New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, the Friday after Thanksgiving Day and Christmas Day.

b. VACATION: Employer contributes 8% of basic hourly rate for 5 years or more of service; 6% of basic hourly rate for under 5 years of service as vacation pay credit.

ENGI0406-002 07/01/2014

	Rates	Fringes
POWER EQUIPMENT OPERATOR (Crane).....	\$ 23.46	8.35

CRANE PREMIUMS:  
 50-150 Tons \$1.75  
 Over 150 Tons \$2.25

IRON0623-021 01/01/2023

	Rates	Fringes
IRONWORKER (REINFORCING AND STRUCTURAL).....	\$ 33.25	12.22

PAIN1244-006 09/01/2023

	Rates	Fringes
GLAZIER.....	\$ 24.44	11.92

PAIN1244-013 12/01/2021

	Rates	Fringes
PAINTER: Spray Only (Excludes Drywall Finishing/Taping).....	\$ 18.83	9.48

PLAS0567-001 08/01/2022

	Rates	Fringes
CEMENT MASON/CONCRETE FINISHER...	\$ 30.47	7.97

-----  
 \* PLUM0060-009 06/03/2024

	Rates	Fringes
PIPEFITTER (Including HVAC Pipe and Unit Installation; Excluding Installation of HVAC Temperature Controls).....	\$ 33.30	14.98
PLUMBER (Installation of HVAC Temperature Controls; Excluding HVAC Pipe and Unit Installation).....	\$ 33.30	14.98

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 SHEE0214-010 09/01/2013

	Rates	Fringes
SHEET METAL WORKER (Including HVAC Duct Installation).....	\$ 26.71	11.93

-----  
 \* SULA2012-026 09/22/2014

	Rates	Fringes
BRICKLAYER.....	\$ 18.66	0.00
CARPENTER (Form Work Only).....	\$ 15.00 **	0.00
CARPENTER, Excludes Drywall Hanging and Metal Stud Installation, and Form Work.....	\$ 19.37	2.46
DRYWALL FINISHER/TAPER.....	\$ 16.55 **	0.00
DRYWALL HANGER AND METAL STUD INSTALLER.....	\$ 18.21	4.90
LABORER: Common or General.....	\$ 13.09 **	0.00
LABORER: Mason Tender - Brick...	\$ 12.38 **	0.00
OPERATOR: Backhoe/Excavator/Trackhoe.....	\$ 22.92	0.00
PAINTER (BRUSH AND ROLLER), Excludes Drywall Finishing/Taping.....	\$ 17.25	0.00
ROOFER.....	\$ 16.77 **	5.66
SPRINKLER FITTER (Fire Sprinklers).....	\$ 21.08	5.79
TILE SETTER.....	\$ 20.00	0.00
TRUCK DRIVER: Dump Truck.....	\$ 15.00 **	0.00

-----  
 WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

\*\*\*\*\*  
\*\* Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$17.20) or 13658 (\$12.90). Please see the Note at the top of the wage determination for more information. Please also note that the minimum wage requirements of Executive Order 14026 are not currently being enforced as to any contract or subcontract to which the states of Texas, Louisiana, or Mississippi, including their agencies, are a party.

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at <https://www.dol.gov/agencies/whd/government-contracts>.

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (iii)).

-----  
The body of each wage determination lists the classification and wage rates that have been found to be prevailing for the cited type(s) of construction in the area covered by the wage determination. The classifications are listed in alphabetical order of "identifiers" that indicate whether the particular rate is a union rate (current union negotiated rate for local), a survey rate (weighted average rate) or a union average rate (weighted union average rate).

#### Union Rate Identifiers

A four letter classification abbreviation identifier enclosed in dotted lines beginning with characters other than "SU" or "UAVG" denotes that the union classification and rate were prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2014. PLUM is an abbreviation identifier of the union which prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. 07/01/2014 is the effective date of the most current negotiated rate, which in this example is July 1, 2014.

Union prevailing wage rates are updated to reflect all rate changes in the collective bargaining agreement (CBA) governing this classification and rate.

#### Survey Rate Identifiers

Classifications listed under the ""SU"" identifier indicate that no one rate prevailed for this classification in the survey and the published rate is derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As this weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SULA2012-007 5/13/2014. SU indicates the rates are survey rates based on a weighted average calculation of rates and are not majority rates. LA indicates the State of Louisiana. 2012 is the year of survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. 5/13/2014 indicates the survey completion date for the classifications and rates under that identifier.

Survey wage rates are not updated and remain in effect until a new survey is conducted.

#### Union Average Rate Identifiers

Classification(s) listed under the UAVG identifier indicate that no single majority rate prevailed for those classifications; however, 100% of the data reported for the classifications was union data. EXAMPLE: UAVG-OH-0010 08/29/2014. UAVG indicates that the rate is a weighted union average rate. OH indicates the state. The next number, 0010 in the example, is an internal number used in producing the wage determination. 08/29/2014 indicates the survey completion date for the classifications and rates under that identifier.

A UAVG rate will be updated once a year, usually in January of each year, to reflect a weighted average of the current negotiated/CBA rate of the union locals from which the rate is based.

#### State Adopted Rate Identifiers

Classifications listed under the ""SA"" identifier indicate that the prevailing wage rate set by a state (or local) government was adopted under 29 C.F.R. 1.3(g)-(h). Example: SAME2023-007 01/03/2024. SA reflects that the rates are state adopted. ME refers to the State of Maine. 2023 is the year during which the state completed the survey on which the listed classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. 01/03/2024 reflects the date on which the classifications and rates under the ?SA? identifier took effect under state law in the state from which the rates were adopted.

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#### WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:

- \* an existing published wage determination
- \* a survey underlying a wage determination
- \* a Wage and Hour Division letter setting forth a position on

a wage determination matter  
\* a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour National Office because National Office has responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations  
Wage and Hour Division  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

=====  
END OF GENERAL DECISION"



# Attachment P

## Employment, Training, and Contracting Policy





*Housing Authority of New Orleans*

**EMPLOYMENT, TRAINING, AND CONTRACTING POLICY**

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# Part I: Policy, Purpose, Requirements, Definitions

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## A. Introduction and Summary

The Housing Authority of New Orleans (HANO) has established a policy whereby any contractor that transacts business with HANO must meet the requirements of HANO's Section 3 and DBE/WBE policy as outlined in this document. This policy applies to all contracts valued at \$100,000 or greater. Contractors will: 1) offer Section 3 employment, training and employment skill building programs for eligible Section 3 residents and 2) provide Section 3 Business Concerns, Disadvantaged Business Enterprises (DBEs) as well as Woman Business Enterprises (WBEs) with the maximum opportunity to participate in the performance of contracts awarded by HANO. HANO will make a good faith effort to recruit as many Section 3 eligible residents and businesses as possible for employment and instructional positions and contract opportunities, in an effort to provide economic opportunities for area residents and area business concerns.

This document serves to fulfill two (2) main objectives: 1) it outlines the Section 3 & Section 3 Business Concerns/DBE/WBE policy and program compliance measures of HANO, and 2) it contains program definitions, requirements, required forms, information on program assistance provided by HANO, and other information related to HANO's Employment, Training and Contracting Policy. This document replaces all previous policies and is in immediate effect as of the HANO Board approval date.

### Summary of Requirements

Requirements	Section 3 Hiring	Section 3 Training & Internship	DBE Contracting	WBE Contracting	Section 3 Contracting
	30% of new hires	Paid Training and Internship Spots as listed in Chart on Page 17	20% of the value of the contract	5% of the value of the contract	10% of the value of construction contracts  3% of the value of non-construction contracts

These requirements apply to all prime and subcontractors where the value of the contract with HANO is \$100,000 or greater.

## B. Definitions

**Local Hire:** Employee Residing within Orleans Parish.

**Low-Income Person:** A family (including single persons) whose income does not exceed 80% of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

**Very Low-Income Person:** A family (including single persons) whose income does not exceed 50% of the median family income for the area, as determined by HUD, with adjustments for smaller and larger families.

**New Hires:** Full-time employees not previously employed on this contract for permanent, temporary or seasonal employment opportunities.

**Section 3 Resident:** A public housing resident, (HCVP) Housing Choice Voucher Program Participant or an individual who is considered to be a low to very low income Orleans Parish Resident.

**Core Employees:** Persons listed and verified as employed with company before the contract execution date.

**Contractor:** Any entity which contracts for the performance of work generated by the expenditure of Section 3 covered assistance, or performing work in connection with a Section 3 covered project.

**Woman Business Enterprise (WBE):** A business enterprise that is 51% or more owned, controlled, and actively operated by one or more women.

**Disadvantaged Business Enterprise (DBE):** A business enterprise that is 51% or more owned, controlled, and actively operated by one or more persons who are classified as part of a socially and economically disadvantaged group. Such socially disadvantaged persons include African-Americans, Hispanic Americans, Native Americans, Eskimos, Aleuts, Hasidic Jewish Americans, Asian Pacific Americans and Asian Indian Americans.

**Housing Authority (HA):** Public Housing Agency

**Housing Development:** Housing owned, developed, or operated by public housing agencies in accordance with HUD's public housing program regulations codified in 24 CFR Chapter IX.

**Employment Opportunities Generated by Section 3 Covered Assistance:** All employment opportunities generated by the expenditure of Section 3 covered public assistance (i.e., operating assistance, development assistance and modernization assistance, (as described in 24 CFR Section 135.3 (a) (1)). With respect to Section 3 covered housing and community development assistance, this term means all employment opportunities arising in connection with Section 3 covered projects (as described in Section 135.3 (a) (2)), including management

and administrative jobs. Management and administrative jobs include architectural, engineering or related professional services required to prepare plans, drawings, specifications, or work write-ups; and jobs directly related to administrative support of these activities, e.g., construction manager, relocation specialist, payroll clerk, etc.

**HUD Youthbuild Programs:** Programs that receive assistance under subtitle D of Title IV of the National Affordable Housing Act, as amended by the Housing and Community Development Act of 1992 (42 U.S.C. 12899), and provide disadvantaged youth with opportunities for employment, education, leadership development, and training in the construction or rehabilitation of housing for homeless individuals and members of low- and very low-income families.

**Recipient:** Any entity which receives Section 3 covered assistance, directly from HUD or from another recipient and includes, but is not limited to, any State unit of local government, PHA, or other public body, public or private nonprofit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association. Recipient also includes any successor, assignee or transferee of any such entity, but does not include any ultimate beneficiary under the HUD program to which Section 3 applies and does not include contractors.

**Section 3:** Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).

**Section 3 Business Concern:**

- (1) Business concerns that are 51% or more owned by residents of the housing development or developments for which the section 3 covered assistance is expended; or
- (2) Business concerns whose full-time, permanent workforce includes 30% of public housing residents or low or very low income local residents as employees; or
- (3) HUD Youthbuild programs being carried out in the area in which the section 3 covered assistance is expended; or
- (4) Business concerns that subcontract in excess of 25% of the total amount of subcontracts to business concerns identified in paragraphs (1) and (2) of this section.

**Section 3 Covered Contracts:** A contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of Section 3 covered assistance, or for work arising in connection with a Section 3 covered project. Section 3 covered contracts do not include contracts awarded under HUD's procurement program, which are governed by the Federal Acquisition Regulation (FAR). Section 3 covered contracts also do not include contracts for the purchase of supplies and materials only. However, whenever a contract for materials includes the installation of the materials, the contract constitutes a Section 3 covered contract.

**Section 3 Covered Project:** The construction, reconstruction, conversion or rehabilitation of housing (including reduction and abatement of lead-based paint hazards), other public construction which includes buildings or improvements (regardless of ownership) assisted with housing or community development assistance.

**Subcontractor:** Any entity (other than a person who is an employee of the contractor) which has a contract with a contractor to undertake a portion of the contractor's obligation for the performance of work generated by the expenditure of Section 3 covered assistance, or arising in connection with a Section 3 covered project.

### C. HANO Section 3 & DBE/WBE Policy Statements

#### i. **Section 3 Policy Statement**

Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701, et seq.) (the "Act") requires the Housing Authority of New Orleans to ensure that employment and other economic and business opportunities generated by financial assistance from the Department of Housing and Urban Development ("HUD"), are directed to public housing residents and other low income persons, particularly recipients of government housing assistance, and business concerns that provide economic opportunities to low and very low income persons.

With the Housing Authority of New Orleans' (HANO) Board Resolution Number 2012-05, HANO hereby reaffirms its commitment of ensuring that all contractors and any tier subcontractors that are awarded a contract of \$100,000 or greater by HANO for work generated through the expenditure of HUD funding shall take all necessary and reasonable steps to provide meaningful, full-time, permanent employment and training to Section 3 residents. It is further reaffirmed that all vendor/contractors and any tier subcontractors that are awarded a contract of \$100,000 or greater for work generated through the expenditure of HUD funding shall take all necessary and reasonable steps to provide contracting opportunities to Section 3 business concerns.

To comply with the Act and Board Resolution Number 2012-05, the requirements of this policy is to obtain a reasonable level of success in the recruitment, employment, and utilization of HANO residents and other eligible persons and/or businesses by contractors working on contracts partially or wholly funded with HUD monies. HANO shall examine and consider a contractor's potential for success in providing employment and business opportunities to those covered under Section 3 prior to acting on any proposed contract award.

In response to any Request for Proposals (RFP), Request for Qualifications (RFQ) or Invitation for Bids (IFB), HANO will require submission of the Section 3 Opportunities Plan, roster of Core Employees, and certification that the respondent will comply with the requirements of Section 3 and this policy.

HANO, in accordance with applicable laws and regulations, has established employment and training requirements that contractors and subcontractors are expected to meet in order to comply with Section 3 requirements. ***HANO's Section 3 requirement is thirty percent (30%) of any new hires for the term of the contract shall be Section 3 eligible workers, and 10% (construction) or 3% (non-construction) of the value of the contract shall be awarded to Section 3 eligible Businesses.*** It is the contractor's responsibility to implement progressive efforts to attain Section 3 compliance. Failure to attain Section 3 compliance in accordance with their contract will subject them to penalties including, but not limited to, the withholding of payments.

ii. **DBE/WBE Policy Statement**

Consistent with Presidential Executive Orders 11625, 12138, and 12432, and as promulgated in 24 CFR Part 85 and in the Housing Authority of New Orleans' (HANO) Board Resolution Number 2012-05, HANO hereby modifies the numerical requirements relative to contracting with Disadvantaged Business Enterprises (DBEs) and Woman Business Enterprises (WBEs) and reaffirms its commitment of ensuring that all contractors and any tier subcontractors that are awarded a contract of \$100,000 or greater for work generated through the expenditure of HUD funding shall take all necessary and reasonable steps to provide Disadvantaged Business Enterprises (DBEs) and Woman Business Enterprises (WBEs) with the maximum opportunity to participate in the performance of contracts awarded by HANO.

***HANO's DBE requirement is 20% of the value of the contract will be awarded to DBEs and 5% of the value of the contract will be awarded to WBEs.***

To comply with this requirement and Board Resolution Number 2012-05, the requirements of this policy is to obtain a reasonable level of success in the utilization of eligible businesses by contractors working on contracts partially or wholly funded with HUD monies. HANO shall examine and consider a contractor's potential for success in meeting these requirements prior to acting on any proposed contract award.

In response to any Request for Proposals (RFP), Request for Qualifications (RFQ) or Invitation for Bids (IFB), HANO will require submission of evidence and certification that the bidder will comply with the requirements of this policy.

## **D. Section 3 New Hire & Contracting Requirements**

### **Section 3 Numerical Requirements and Order of Preference:**

In accordance with Section 3, HANO requires that all contractors and any tier subcontractors shall provide training and employment opportunities to Section 3 residents to meet or exceed a numerical requirement of 30% of all new hires.

HANO has established employment and training requirements that contractors and subcontractors are expected to meet in order to comply with Section 3 requirements. It is the contractor's responsibility to implement progressive efforts to attain Section 3 compliance.



### **Section 3 Hiring Preference**

Contractors shall adhere to the following order of priority for employment purposes:

- Priority 1: A low or very low-income resident of HANO housing site where the work is being done
- Priority 2: A low or very low-income resident of any HANO housing developments
- Priority 3: A participant in HUD Youthbuild program in Orleans Parish
- Priority 4: HANO Housing Choice Voucher Participant
- Priority 5: a) A Very low-income resident of Orleans Parish  
b) A Low-Income resident of Orleans Parish

### **Contracting Requirements**

In accordance with Section 3, HANO requires that all contractors and any tier subcontractors shall direct 10% of the contract value to Section 3 business concerns for construction contracts and 3% for non-construction contracts in the following order of priority:

- Priority 1: Business concerns that are 51% or more owned by residents of the HANO housing development or developments for which the Section 3 covered assistance is expended, or whose full-time, permanent workforce includes 30% of these persons as employees; or
- Priority 2: Business concerns that are 51% or more owned by residents of other HANO housing developments that is expending the Section 3 covered assistance, or whose full-time, permanent workforce includes 30% of these persons as employees; or
- Priority 3: HUD Youthbuild programs in Orleans Parish; or
- Priority 4: Business concerns that are 51% or more owned by low or very-low income Section 3 Orleans Parish residents, or whose permanent, full-time workforce includes no less than 30% Section 3 residents, or that subcontract in excess of 25% of the total amount of subcontracts to business concerns identified in paragraphs (1) and (2) of this section.

Section 3 businesses seeking a contract or subcontract shall be responsible for submitting evidence, if requested, to demonstrate to the satisfaction of the contracting party that the business concern is responsible and has the ability to perform successfully under the terms and conditions of the proposed contract.

Contractors must incorporate and enforce the provisions of the Section 3 policy and numerical requirements in any and all tier subcontracts. Requirements relative to employment and contracting with Section 3 residents and business concerns shall not apply to contracts less than \$100,000 and shall not apply to contracts for the purchase of supplies and materials unless the contract for materials includes installation.

In some instances, the requirements relative to contracting with Section 3 business concerns and DBEs/WBEs may overlap; however, **participation can only count toward one requirement.** For example, if a subcontract is let to a Section 3 business concern that also qualifies as a DBE, then the contractor may count the subcontract either towards its Section 3 contracting requirements or towards its DBE contracting requirements; the contractor shall not be allowed to count the participation towards both requirements.

## **E. DBE/WBE Contract Requirements**

### **Numerical Requirements**

HANO requires that all contractors and any tier subcontractors shall direct their subcontracting opportunities to DBEs/WBEs as follows:

- Disadvantaged Business Enterprises - 20% of the total value of contract
- Woman Business Enterprises - 5% of the total value of contract

DBE and WBE businesses seeking a contract or subcontract shall be responsible for submitting evidence, if requested, to demonstrate to the satisfaction of the contracting party that the business concern is responsible and has the ability to perform successfully under the terms and conditions of the proposed contract.

Contractors must incorporate and enforce the provisions of this policy and numerical requirements in any and all tier subcontracts.

In some instances, the requirements relative to contracting with Section 3 business concerns and DBEs/WBEs may overlap; however, a individual companies participation can only count toward one requirement on a contract. For example, if a subcontract is let to a WBE concern that also qualifies as a DBE, then the contractor may count the subcontract either towards its WBE contracting requirements or towards its DBE contracting requirements; the contractor shall not be allowed to count the participation towards both requirements.

Requirements relative to contracting with DBEs/WBEs shall not apply to contracts less than \$100,000 and shall not apply to contracts where the contractor is not subcontracting for any work, materials, supplies, services, etc, or when the sole source or specified items are not available from DBEs/WBEs.

100% of the participation of DBE/WBE suppliers shall count towards the requirements as long as the supplier maintains an inventory and/or significantly alters the product for distribution. In cases where the DBE/WBE supplier does not maintain an inventory and/or does not significantly alter products for distribution, only 25% of the DBE/WBE supplier's participation shall count toward the requirements.

## **Part II- Procurement & Contractor Requirements and Procedures**

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### **A. Section 3 Contracting Requirements & Procedures**

The procedures outlined herein shall apply to all contractors seeking contracting opportunities with the Housing Authority of New Orleans.

As part of the response to an IFB, RFP, RFQ, or other solicitation, respondents (prime) are required to submit a Section 3 Employment and Training Action Plan (SETAP) to identify overall projected employment by type and phase, Section 3 hiring, training and contracting requirements, objectives, and actions that will be implemented to ensure compliance with the requirements of Section 3. (See Section III for Section 3 Employment & Training Action Plan format).

The **HANO Section 3 Coordinator** will be responsible for coordinating with the Department of Procurement and Contracts to review the Section 3 Employment and Training Action Plan prior to the award of the contract. Upon selection, HANO will work with the selected firm to finalize the Section 3 Plan, including identification of HANO assistance to be provided (if any), timelines for action, and review of reporting and compliance requirements. The Section 3 Employment and Training plan is separate and apart from the Disadvantaged/Women Business Enterprise Plan and must be completed in addition to the DBE/WBE Plan.

**I. Prior to Bid/Pre Certification Process:** HANO Resident-Owned Businesses can Visit [www.hano.org](http://www.hano.org), to complete and submit a Section 3 Business Concerns Application.

**II. Bid/Proposal Phase:** Contractors submitting bids and/or proposals to HANO shall be required to complete and submit the following forms (Appendix):

- Section 3 Employment Action Plan
- Section 3 Training Action Plan
- Section 3 Contracting Action Plan
- Section 3 Employment and Training Schedule
- List of Core Employees (including date of hire for each core employee and address)
- Contracting Schedule
- Letter of Intent
- Statement of Understanding

**III. Pre-Award Phase:** Subsequent to the submission of bids/proposals, but prior to contract award, contractors may be requested to provide additional information regarding the submissions required in the Bid/Proposal Phase. Such requests may be made in instances where the contractor does not show sufficient detail in their required Action Plans, where the contractor's required Schedules do not reflect achievement of the minimum stated requirements, where the contractor has not identified the name of the Section 3 subcontractor(s) in the required Schedules and does not have signed Letters of Intent, or where it is deemed necessary by HANO's Section 3 Coordinator.

#### **IV. Contract Performance Phase:**

##### **Section 3 Contract Performance Monitoring**

HANO shall monitor and evaluate the contractor's Section 3 compliance towards achieving the numerical requirements relative to Section 3 employment, training, and contracting throughout the contract period. The contractor shall be responsible for providing the following reports to HANO, which shall be submitted no later than 4:30 p.m., on the first business day of each month throughout the contract period (Appendix):

- Core Employee List Subcontractors / New Contracts
- Section 3 Employment and Training Compliance Reports
- Section 3 Manhour Report
- Contracting Compliance Report
- Section 3 Income Verification Form
- Employer Paid Training Report

Upon HANO's request, the contractor and all tier level sub-contractors are required to provide supporting documentation and proof of previous employment of any and all core employees prior to working on a HANO project.

The contractor shall also ensure that for each Section 3 resident hired, a Section 3 Verification Form is completed. The Section 3 Income Verification Form shall be completed by the resident, and submitted to the contractor. This documentation should be included with the monthly reports submitted to HANO.

The contractor shall be responsible for monitoring the compliance of any tier subcontractors. In doing so, the contractor shall require monthly reports, in the formats provided, from its lower tier subcontractors.

##### **Determination of Compliance**

Contractors and their subcontractors are required to demonstrate compliance with the Section 3 employment and contracting requirements by meeting the numerical requirements set forth above. Contractors who do not meet the contracting numerical requirements must thoroughly document its inability to comply. In addition, HANO requires contractors that fail to meet the contracting requirements set forth in this policy use the alternative measures listed on page 16 to comply. Contractor's efforts shall be directed towards identifying methods to achieve success under this program through the following requirements:

Hiring:

- Target recruitment of Section 3 residents for training and employment by taking steps such as:
  - Prominently place a notice of commitments under Section 3 at the project site or other places where applications for training and employment are taken;

- Contact HANO, HANO resident councils, HANO resident management corporations, and HANO residents;
  - Consider contracting with HANO Resident Councils and/or Resident Management Corporations
  - Contact HANO for a list of agencies which may be able to provide assistance regarding opportunities for training which can be utilized on this contract;
  - Contact local job training centers, employment service agencies, and community organizations;
  - Develop on-the-job training opportunities or participate in job training programs;
  - Develop or participate in certified Pre-Apprenticeship/Apprenticeship Trainings Programs for construction trades on Construction Contracts and Paid Internship/Summer Employment Opportunities for Non-Construction Contracts.
  - Advertise in the local media.
- Keep a list of Section 3 area residents who apply on their own or by referral for available positions.
  - Send to labor organizations or representatives of workers with whom the recipient, contractor, or subcontractor has a collective bargaining agreement or other understanding, a notice about contractual commitments under Section 3.
  - Select Section 3 area residents, particularly HANO residents, for training and employment positions.
  - Provide ongoing monitoring of the program by the contractor and its subcontractors to ensure compliance and to identify problems or difficulties in meeting the requirements, and implement strategies to overcome the problems. Where problems or difficulties in meeting the requirements are encountered, take aggressive efforts to rectify the matter. Such action shall include, but not be limited to, convening a meeting with HANO to advise it of the problems and proposed solutions. HANO will offer its assistance whenever possible.

Where feasible, adjust the initial Section 3 and DBE/WBE Action Plan to increase the use of Section 3 residents in categories where the Plan has been successful to compensate for those categories of lower success.

## **B. DBE/WBE Certification**

Businesses wishing to participate in HANO contracts as DBEs/WBEs must be certified by HANO's Section 3/DBE/WBE Coordinator, in the Department of Client Services. Businesses claiming DBE/WBE status must be certified in order to have their participation counted toward the contracting requirements stated herein. Interested businesses must initiate the certification process by submitting an application for certification to the Housing Authority. Applications for certification may be obtained by visiting HANO's website at [www.hano.org](http://www.hano.org).

**Contracting Procedures:**

The procedures outlined herein shall apply to all contractors seeking contracting opportunities with the Housing Authority of New Orleans.

**I. Prior to Bid/Pre Certification Process:** If qualified, contractors can visit [www.hano.org](http://www.hano.org), to complete and submit a Disadvantaged Business Enterprise Program Certification Application.

**II. Bid/Proposal Phase:** Contractors submitting bids and/or proposals to HANO shall be required to complete and submit the following forms (Appendix):

- A. DBE/WBE Contracting Action Plan
- B. Contracting Schedule
- C. Letter of Intent
- D. Statement of Understanding

**III. Pre-Award Phase:** Subsequent to the submission of bids/proposals, but prior to contract award, contractors may be requested to provide additional information regarding the submissions required in the Bid/Proposal Phase. Such requests may be made in instances where the contractor does not show sufficient detail in their required Action Plans, where the contractor's required Schedules do not reflect achievement of the minimum stated requirements, where the contractor has not identified the name of the DBE/WBE subcontractor(s) in the required Schedules and does not have signed Letters of Intent, or where it is deemed necessary by HANO's Compliance Officer.

**IV. Contract Performance Phase:** HANO shall monitor and evaluate the contractor's compliance towards achieving the numerical requirements relative to DBE/WBE contracting throughout the contract period. The contractor shall be responsible for providing the following reports to HANO, which shall be submitted no later than 4:30 p.m., on the tenth business day of each month throughout the contract period:

- Contracting Compliance Report

The contractor shall be responsible for monitoring the compliance of any tier subcontractors. In doing so, the contractor shall require monthly reports, in the formats provided, from its lower tier subcontractors.

**Contracting:**

- Target recruitment of DBEs/WBEs by taking such steps as:
  - Contact DBEs/WBEs in the HANO's directory;
  - Prominently place a notice of commitment relative to DBE/WBE contracting at the project site and other appropriate places;
  - Contact HANO for a list of certified firms;
  - Contact other organizations which might be helpful in identifying DBEs/WBEs;

- Advertise in the local media.
- Make every effort to use DBEs/WBEs included in HANO's directory of certified firms. Such efforts may include, but are not limited to:
  - Dividing total work into smaller sub-tasks (i.e. by floor);
  - Using multiple firms for the same type of work (i.e. two drywall subcontractors or several plumbing suppliers);
  - Exercise flexibility in utilizing DBEs/WBEs in other or additional areas than initially proposed if necessary to meet the program objectives.
- Provide ongoing monitoring of the program by the contractor and its subcontractors to ensure compliance and to identify problems or difficulties in meeting the requirements, and implement strategies to overcome the problems. Where problems or difficulties in meeting the requirements are encountered, take aggressive efforts to rectify the matter. Such action shall include, but not be limited to convening a meeting with HANO to advise it of the problems and proposed solutions. HANO will offer its assistance whenever possible.
- Where feasible, adjust the initial DBE/WBE Contracting Action Plan to increase the use of Section 3 business concerns in categories where the Plan has been successful, to compensate for those categories of lower success.

### C. Reporting Open Positions

All HANO contractors and subcontractors are required to report all job openings in connection with a contract resulting from any solicitation on [crescentcityjobmatch.com](http://crescentcityjobmatch.com), HANO's website and to the onsite/project Section 3 Coordinator as soon as the job becomes available. This will aid in fulfilling the dual requirements of the shared job database by connecting low-income residents in need of employment with contractors seeking to hire Section 3 employees. Noncompliance with HANO's requirement may result in sanctions, termination of the contract for default, and debarment or suspension from future HANO contracts.

\* For Construction Projects – All new hires must go through the on-site hiring process with the Section 3 Coordinator

## Part III- Compliance Requirements

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### Compliance Requirements for Section 3/DBE/WBE Contracting

If a contractor or subcontractor cannot meet the Section 3, DBE, WBE contracting requirements it must thoroughly document its inability to comply. In addition, HANO requires contractors that fail to meet the contracting requirements set forth in this policy use the following alternative measures to comply:

- Contractors must contribute to HANO's Section 3 Training Fund, which provides training and other economic opportunities for HANO residents:
  - **Trade, Construction and Rehab Contractors must contribute 2% of the total contract amount.**
  - **Non-Construction Contractors (e.g. A&E, Consulting, Professional Services, Technical) must contribute 1% of the total contract amount.**

HANO will primarily use the Section 3 Training Fund to pay for resident self-sufficiency programming through HANO's partnerships with Local Colleges, State Approved Trade Programs, paid Work Experience /Internship Programs, Youth Summer Employment Programs and various other employment and training programs for residents. The site in which the construction or project is occurring will receive a portion of funds generated from that respective site for programs and equipment related to resident training.

### Compliance Requirement for Project Labor Agreements or Community Workforce Agreements

HANO shall require that a Project Labor Agreement or Community Workforce Agreement be entered into between the trade unions and the developer, contractor, and subcontractors for all projects whose collective value under HANO contracts is \$25 million or more. The Project Labor Agreement or Community Workforce Agreement shall comply with all requirements of the HANO Section 3 and DBE/WBE Employment, Training, and Contracting Policy dated March 13, 2012. The unions, developers, contractors, and subcontractors shall consult with HANO, resident leaders, and community stakeholders on the terms of the agreement prior to its execution.



## Part IV –Training Requirements

### Training Requirements for Construction Contracts

- HANO requires all construction contracts that are greater than (\$100,000.00) one hundred thousand dollars in total construction cost and is anticipated to exceed 6 months of construction; to include a detailed and well defined plan on how they will provide a certified pre-apprenticeship or apprenticeship training programs to at least (1) one Section 3 Resident in its priority order. (1) One additional Section 3 Resident in its priority order will be provided training for every additional (\$500,000) five hundred thousand to (\$1,000,000.00) one million dollars of the total contract value. The training plan and trainings must be aligned with the scope of work in the contract and approved by HANO. A training program participant can only count for (1) one training slot per total contract amount. Those who do not offer a certified pre-apprenticeship or apprenticeship training program will contribute into the HANO Section 3 Training Fund as prescribed in the chart listed below.

### Training Requirements for Non-Construction Contracts

- HANO requires that all non-Construction contracts that meet or exceed (\$100,00.00) one hundred thousand dollars in total contract value include a detailed and well defined plan to provide paid internship or summer employment opportunities to Section 3 Residents in its priority order. An internship/summer employment program participant can only count for (1) one internship/summer employment slot per total contract amount. Those who do not offer a HANO approved paid internship or summer employment opportunity will contribute into the HANO Section 3 Training Fund as prescribed in the chart listed below.

\* A Portion of All Funds Generated at A HANO Housing Site Will Remain At That Site for Resident Training Programs and Equipment

Total Contract Amount	Number of Section 3 Training / Internship Slots	Contribution to HANO Training Fund if Training or Internship Slots Are not Available
At least \$100,000, but less than \$500,000	1	6% of the Total Contract Value up to \$25,000
At least \$500,000, but less than \$1,000,000	2	5% of the Total Contract Value up to \$40,000
At least \$1,000,000, but less than \$2,000,000	3	4% of the Total Contract Value up to \$60,000
At least \$2,000,000, but less than \$4,000,000	4	3% of the Total Contract Value up to \$80,000
At least \$4,000,000, but less than \$7,000,000	10	2% of the Total Contract Value up to \$105,000
\$7,000,000 or more	1 additional training slot for every additional \$500,000.00	1.5% of that Total Contract Value, with no dollar limit

## Part V – Contracting and Compliance Forms

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## Housing Authority of New Orleans Section 3 Individual Verification Form

The following information will be used to verify your individual eligibility under the Section 3 regulations as set forth in 24 CFR Part 135.

A Section 3 resident seeking the preference in training and employment shall certify and submit evidence to demonstrate Section 3 eligibility.

I, \_\_\_\_\_, residing at \_\_\_\_\_  
(print name) (address)  
\_\_\_\_\_ have a family size of \_\_\_\_\_ and my total  
(city, state, zip code)

annual income for the prior calendar year (20\_\_ ) was \$ \_\_\_\_\_ as is evidenced by the attached documentation.

**HANO Client Status** (Check ONLY One of the Following)

- I live in Public Housing at \_\_\_\_\_ (insert development name)
- I am a Housing Choice Voucher recipient
- None of the above

**Proof of income and residency is a requirement for an individual to become Section 3 certified.**

**Proof of residency** (Check at least one and provide a copy with this form):

- Copy of current lease
- 2 Utility Bills for the past 2 months (Utility bills must be in the name as shown above)
- Notarized statement from an individual with at least one of the above documents in their name attesting that the person seeking Section 3 Certification is living at their residence
- One of the acceptable proofs of income listed below
- Valid Federal or State ID

**Proof of income** (Check at least one and provide a copy with this form):

- Copy of receipt of public assistance
- Copy of Evidence of participation in a public assistance program
- Proof of income (Check stub, W-2, Tax forms, 1099, employer letter on letterhead, etc.)
- Proof of Unemployed Status
- I Have Zero Income and did not receive any form of subsidy during the calendar year listed above

I have voluntarily provided the above information in conjunction with employment on a HANO related project. I attest to the truthfulness of my statements fully understanding that this information is subject to verification by the appropriate federal agencies.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.  
Willful falsification of any of the above statements may subject the contractor or subcontractor to civil or criminal prosecution. See Section 1001 of Title 18 and Section 231 of Title 31 of the U.S. Code.

**Section 3 Individual Verification Form  
(Part B)  
SECTION 3 REQUIREMENTS**

Consistent with the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u) and with the Housing Authority of New Orleans' (HANO) Board Resolution Number 2012-05, HANO hereby reaffirms its commitment of ensuring that all contractors and any tier subcontractors that are awarded a contract in excess of \$100,000.00 by HANO for work generated through the expenditure of HUD funding shall take all necessary and reasonable steps to provide meaningful, full-time, permanent employment and training to Section 3 residents. It is further reaffirmed that all contractors and any tier subcontractors that are awarded a contract in excess of \$100,000.00 by HANO for work generated through the expenditure of HUD funding shall take all necessary and reasonable steps to provide business opportunities to Section 3 business concerns.

**Definitions:**

**Low-Income Person:**

A family (including single persons) whose income does not exceed 80% of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families.

**Very Low-Income Person:**

A family (including single persons) whose income does not exceed 50% of the median family income for the area, as determined by the Secretary, with adjustments for smaller and larger families.

**New Hires:**

Full-time employees for permanent, temporary or seasonal employment opportunities.

**Section 3 Resident:**

- 1) A low or very low income resident of HANO housing site where the work is being done; or
- 2) A low or very low income resident of any HANO housing site; or
- 3) A participant in HUD Youthbuild program in Orleans Parish; or
- 4) A HANO Housing Choice Voucher Participant
- 5) a) A very low-income resident of Orleans Parish  
b) A low-income resident of Orleans Parish

**Statement of Numerical Requirements and Order of Preference:**

In accordance with Section 3, HANO requires that all contractors and any tier subcontractors shall provide training and employment opportunities to Section 3 residents to meet or exceed a numerical requirement of 30% of all new hires in the following order of priority:

- Priority 1: A low or very low income resident of HANO housing site where the work is being done
- Priority 2: A low or very low income resident of any HANO housing site
- Priority 3: A participant in HUD Youthbuild program in Orleans Parish
- Priority 4: A HANO Housing Choice Voucher Participant
- Priority 5: a) A very low-income resident of Orleans Parish  
b) A low-income resident of Orleans Parish



**Section 3 Individual Verification Form  
(Part C)  
ORLEANS PARISH, LOUISIANA  
SECTION 3 ANNUAL FAMILY INCOME LIMITS 2015**

Orleans Parish Median Income: \$60,000

FY 2015 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
<u>Very Low (50%) Income Limits</u>	21,000	24,000	27,000	<b>30,000</b>	32,400	34,800	37,200	39,600
<u>Low (30%) Income Limits</u>	12,600	15,930	20,090	<b>24,250</b>	28,410	32,570	37,200	39,600
<u>Low (80%) Income Limits</u>	33,000	38,400	43,200	<b>48,000</b>	51,850	55,700	59,550	66,400

**Definition of Section 3 Resident:**

- 1) A Low or Very Low-Income Resident of HANO housing site where the work is being done; or
- 2) A Low or Very Low-Income Resident of any HANO housing site; or
- 3) A participant in a HUD Youthbuild program in Orleans Parish; or
- 4) A HANO Housing Choice Voucher Participant
- 5)
  - a) A very low-income resident of Orleans Parish (one whose family income does not exceed the limits outlined above).
  - b) A low-income resident of Orleans Parish (one whose family income does not exceed the limits outlined above).

\*Source – HUD FY 2015 Income Limits Documentations System, <http://www.huduser.org/portal/datasets/il/il2015/2015summary.odn>



HOUSING AUTHORITY OF NEW ORLEANS

SECTION 3 EMPLOYMENT ACTION PLAN

(Note: FINAL PLAN WILL BE INCORPORATED INTO CONTRACT, IF AWARDED.)

Provide a written Plan describing the process and steps that will be taken to ensure that the requirements relative to the hiring of Section 3 residents will be met. Include in the description what specific actions will be taken to ensure that subcontractors comply with the requirements. The description must outline specific steps to be taken and detail the program or strategy to be employed to achieve the requirements. For construction and related contracts where the General Contractor is unknown at the bid/proposal stage, Respondent must outline a process for meeting the stated requirements and commit to providing a detailed job projection within 30 days of contract execution. Complete attached Employment and Training Schedule outlining job projections by category and anticipated timeline.

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NOTE: This plan shall incorporate actions to be taken by the bidder's/offeror's proposed subcontractors/suppliers.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



## HOUSING AUTHORITY OF NEW ORLEANS

### SECTION 3 TRAINING ACTION PLAN

**(Note: FINAL PLAN WILL BE INCORPORATED INTO CONTRACT, IF AWARDED.)**

Provide a written Plan describing the process and steps that will be taken to ensure that the requirements relative to pre-apprenticeship training, apprenticeship training, paid and unpaid internships of Section 3 residents will be met. Include in the description what types of internships, trainings, trades and the specific actions that will be taken to ensure that subcontractors comply with the requirements. The description must outline specific steps to be taken and detail the program or strategy to be employed to achieve the requirements. For construction and related contracts where the General Contractor or subcontractors are unknown at the bid/proposal stage, Respondent must outline a process for meeting the stated requirements and commit to providing a detailed job projection within 30 days of contract execution. Complete attached Employment and Training Schedule outlining job projections by category, internships, pre-apprenticeship trainings, apprenticeship trainings and anticipated timeline.

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NOTE: This plan shall incorporate actions to be taken by the bidder's/offeror's proposed subcontractors/suppliers.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



**HOUSING AUTHORITY OF NEW ORLEANS**

**CONTRACTING ACTION PLAN FOR SECTION 3/DBE/WBE**

**(FINAL PLAN WILL BE INCORPORATED INTO CONTRACT, IF AWARDED. )**

Provide a written Plan describing the process and steps that will be taken to ensure that the requirements relative to contracting with Section 3 businesses, Minority and Women Business Enterprises will be met. Include in the description what specific actions will be taken to ensure that subcontractors comply with the requirements. The description must outline specific steps to be taken and detail the program or strategy to be employed to achieve the requirements. Provide an outline of the specific contracts that will be awarded to Section 3/DBE/WBE businesses, if known. Use additional sheets of paper, if necessary.

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NOTE: This plan shall incorporate actions to be taken by the bidder's/offeror's proposed subcontractors/suppliers.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_





**HOUSING AUTHORITY OF NEW ORLEANS**

**LIST OF CORE EMPLOYEES**

**CONTRACTOR NAME:** \_\_\_\_\_

**CONTRACT EXECUTION DATE:**\_\_\_\_\_

List all regular, permanent employees who are currently performing work, or who normally perform work for your company when work is available. Duplicate form if additional space is needed.

EMPLOYEE NAME/ADDRESS	DATE OF HIRE	JOB CLASSIFICATION
Example: John Doe 1515 Mockingbird Lane City, State	10/10/00	Plumber

Core Employee: Contractor's regular, permanent employee who normally performs work for the contractor when work is available.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



**HOUSING AUTHORITY OF NEW ORLEANS**

**CONTRACTING SCHEDULE**

Contracting Schedules that do not reflect a level of participation that meets or exceeds the stated requirements may cause the bid to be deemed non-responsive. Section 3, DBE, and WBE firms not certified by HANO shall not be included on this schedule and shall not be counted towards the participation requirements. Duplicate form if additional space is needed.

ITEM #	DESCRIPTION OF WORK TO BE PERFORMED	NAME AND ADDRESS OF COMPANY TO BE USED TO PERFORM THE WORK	TYPE OF WORK TO BE PERFORMED			TOTAL ESTIMATED AMOUNT OF WORK TO BE PERFORMED		
			LABOR	MATERIALS	BOTH	SECTION 3	DBE	WBE
EXAMPLE	PAINING	John Doe Resident Owned Painter, Inc. New Orleans, LA			X	\$50,000		
1.								
2.								
3.								
4.								
5.								
6.								
7.								

**Summary:**

- 1) Total Amount to be Awarded to Section 3 Business Concern: \$ \_\_\_\_\_ Percentage of Total Contract Amount \_\_\_\_\_%
- 2) Total Amount to be Awarded to DBE: \$ \_\_\_\_\_ Percentage of Total Contract Amount \_\_\_\_\_%
- 2) Total Amount to be Awarded to WBE: \$ \_\_\_\_\_ Percentage of Total Contract Amount \_\_\_\_\_%

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



**HOUSING AUTHORITY OF NEW ORLEANS**

**SECTION 3 EMPLOYMENT AND TRAINING SCHEDULE**

IFB NO. \_\_\_\_\_

**Employment and Training Schedules that do not reflect a level of participation that meets or exceeds the stated requirements may cause the bid to be deemed non-responsive. Duplicate form if additional space is needed. The Section 3 requirements set forth in this policy are**

Job Category	Total Estimated Positions Needed for Contract	Total Estimated Number of Workforce Manhours Needed for Contract	Total Number of Positions Currently Occupied by Core Employees	Total Estimated Number of Workforce Manhours to be Performed by Current Core Employees	Total Estimated Number of Workforce Manhours to be Performed by Section 3 Residents	Training Plan			
						List Types of Pre-Apprenticeship and Apprenticeship Trainings That Will Be Provided to Section 3 Employees/HANO Residents	Number of "On The Job Training" Positions Available to Section 3 Residents	List The Name Of The Training Program Provider	What Type of Certification Will Be Provided At The Completion of Training
<b>Ex. Clerical</b>	<b>2</b>	<b>80 hours</b>	<b>1</b>	<b>50 hours</b>	<b>30 hours</b>		<b>1</b>		

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



HOUSING AUTHORITY OF NEW ORLEANS

LETTER OF INTENT – Subcontractor Commitment Form

To: \_\_\_\_\_ IFB# \_\_\_\_\_  
Name of Prime Contractor

The undersigned will enter into a signed agreement with the Prime Contractor listed above. Copies of agreements including, but not limited to joint ventures, subcontracts, supplier agreements or purchase orders referencing the IFB, RFP, RFQ, or Purchase Order Number shall be forwarded to HANO at:

Housing Authority of New Orleans  
4100 Touro Street  
New Orleans, Louisiana 70122  
Attn: Section 3/DBE/WBE Coordinator

Name of Subcontractor \_\_\_\_\_

Description of Work to Be Performed by Subcontractor \_\_\_\_\_

Contract Value (inclusive of change orders) \$ \_\_\_\_\_

Term of Contract (include start and end dates) \_\_\_\_\_

Subcontractor Status (Section 3, DBE, WBE) \_\_\_\_\_

By: \_\_\_\_\_  
Prime Contract Signature

\_\_\_\_\_  
Printed or Typed Name

Title: \_\_\_\_\_

Date: \_\_\_\_\_

If a corporate seal is not affixed, this document must be notarized. Provide Letter of Intent on Company Letterhead.

Subscribed and sworn to \_\_\_\_\_ (Notary Public)  
(Seal)  
before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

My Commission expires: \_\_\_\_\_

Date Executed: \_\_\_\_\_



HOUSING AUTHORITY OF NEW ORLEANS

STATEMENT OF UNDERSTANDING

IFB NO. \_\_\_\_\_

Under penalties of perjury, as prescribed in 18 U.S.C. 1001, the undersigned certifies that it:

- o Has prepared and submitted its bid/proposal to HANO with a full understanding of HANO's requirements with respect to employment, training, and contracting with Section 3 residents, Section 3 business concerns, Disadvantaged Business Enterprises (DBEs), and Women Business Enterprises (WBEs); and
o Agrees to act in good faith to ensure that the specified requirements relative to employment, training, and contracting are met; and
o The representations contained in the Section 3 Employment and Training Action Plan submitted with the bid/proposal are true and correct as of this date; and
o Proposes to use the services of the Section 3 business concerns, DBEs, and WBEs listed in the Contracting Action Plan; and
o Will not alter the level of employment, training, and contracting with Section 3 residents, Section 3 business concerns, DBEs, and WBEs identified in the Section 3 Employment and Training Schedule and in the Contracting Schedule without prior written notice to HANO; and
o Agrees to provide regular compliance reports to HANO, at the intervals specified by HANO and in the format specified by HANO; and
o Will monitor, ensure, and report subcontractor compliance with respect to HANO's employment and contracting requirements;
o Will provide HANO with documentation in the format and timeframe requested by HANO, such as subcontractor certifications, employee income verifications, etc. to confirm eligibility of those employees, trainees, subcontractors claiming Section 3, DBE, and/or WBE status.

\_\_\_\_\_  
Bidder's/Offeror's Name

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed or Typed Name

Title: \_\_\_\_\_

Date: \_\_\_\_\_

If a corporate seal is not affixed, this document must be notarized.

Subscribed and sworn to \_\_\_\_\_ (Notary Public)
(Signature)
before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

My Commission expires: \_\_\_\_\_

Date Executed: \_\_\_\_\_



**HOUSING AUTHORITY OF NEW ORLEANS**

**Contractors Section 3 Employment and Training Compliance Report**

Reporting Period: \_\_\_\_\_

**To be submitted before 5:00 p.m. on the first business day of the month**

Prime Contractor: \_\_\_\_\_ Contract No.: \_\_\_\_\_

Contract Start Date: \_\_\_\_\_ Contract Completion Date: \_\_\_\_\_

<b>Craft/Trade</b>	<b>Total Number of New Hires</b>	<b>Tier 1 Resident s Hired</b>	<b>Tier 2 Resident s Hired</b>	<b>Tier 3 Resident s Hired</b>	<b>Tier 4 Resident s Hired</b>	<b>Tier 5 (a) Resident s Hired</b>	<b>Tier 5 (b) Resident s Hired</b>	<b>Total Number of Section 3 Resident s Hired*</b>	<b>Percentage of Section 3</b>	<b>Total Number of Section 3 Resident s in Apprenticeship Programs</b>
<b>Example: Laborer</b>	6	2	1	0	0	3	0	6	100%	2

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_



**HOUSING AUTHORITY OF NEW ORLEANS**

Employer Paid Training Report

To be submitted before 5:00 p.m. on the first business day of the month

Company Name: \_\_\_\_\_

Type of Training: \_\_\_\_\_

TRAININGS CLIENT ATTENDED	TRAINING PROVIDER	TRAINING DATES	# OF TRAINING HOURS	TOTAL COST OF TRAINING & TRAINING MATERIALS
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				

Employer Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

\*\* You must attach Training agenda as well as proof that your organization paid for the training such as Receipt, Copy of Check, Purchase Order, etc.\*\*



**HOUSING AUTHORITY OF NEW ORLEANS**

**Section 3 Manhour Report**

To be submitted before 5:00 p.m. on the first business day of the month

Contractor: \_\_\_\_\_ Contract No.: \_\_\_\_\_

Contract Start Date: \_\_\_\_\_ Contract Completion Date: \_\_\_\_\_

Report for month of: \_\_\_\_\_ 20\_\_\_\_\_

**Identify all Employees Including Section 3 residents who have performed work in connection with this project to date. All Section 3 employees must appear on the Certified Payroll Form (if applicable).**

Name Address, City/State Last 4 of Social Security#	Referral Source	Section 3 Category Preference	Number of Manhours Worked This Period	Hire Date	Termination Date	Total Number Man-hours

For the period of this report, indicate:

Total Number of Manhours Worked by all Employees: \_\_\_\_\_

Total Number of Manhours Worked by Section 3 Employees: \_\_\_\_\_

Total Percentage of Manhours Worked by Section 3 Employees: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\* Attach Section 3 Resident Certification Forms for each new hire reported.**





**HOUSING AUTHORITY OF NEW ORLEANS**

**Contracting Compliance Report**

**To be submitted before 5:00 p.m. on the first business day of the month**

Contractor: \_\_\_\_\_ Contract No.: \_\_\_\_\_

Contract Start Date: \_\_\_\_\_ Contract Completion Date: \_\_\_\_\_

Original Contract Amount: \$ \_\_\_\_\_

Current Contract Amount (Including Change Orders): \$ \_\_\_\_\_

Report for month of: \_\_\_\_\_ 20\_\_\_\_\_

**List all Section 3/DBE/WBE Subcontractors and Suppliers utilized on this contract to date. Copies of all subcontract/supplier agreements executed during this reporting period must be submitted with report. Make copies of form if additional space is needed.**

**ALL SECTION 3/DBE/WBE CONTRACTORS ARE REQUIRED TO LIST ALL SUBCONTRACTORS**

Name of Subcontractor/Supplier	Indicate HANO Certification (DBE/WBE/ Section 3)	Scope of Work Performed	Total Subcontract Amount Including Change Orders	Amount Paid this Period	Amount Paid To Date	Balance Due

Total Amount Paid to Contractor by HANO:

This Period: \$ \_\_\_\_\_ To Date: \$ \_\_\_\_\_

Total Amount Paid by Contractor to Section 3 Business Concerns:

This Period: \$ \_\_\_\_\_ To Date: \$ \_\_\_\_\_

Total Amount Paid by Contractor to DBEs:

This Period: \$ \_\_\_\_\_ To Date: \$ \_\_\_\_\_

Total Amount Paid by Contractor to WBEs:

This Period: \$ \_\_\_\_\_ To Date: \$ \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# Section 3 Employment and Training Assessment

This Assessment is designed to capture potential Section 3 Certified candidates' employment interest, work experience and training information. Information will be forwarded to employers based upon the skills required for the open positions. Applicants will be considered for positions without regard to race, color, religion, sex national origin, age or marital status.

## Personal Information

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Telephone \_\_\_\_\_ Alt. Telephone \_\_\_\_\_

Current Age \_\_\_\_\_ Date of Birth \_\_\_\_\_

Do you reside at a HANO affordable housing site? ( ) YES ( ) NO

If Yes, Which Site: \_\_\_\_\_ Name of Head of Household \_\_\_\_\_

Are you a HANO Housing Choice Voucher Participant ( ) YES ( ) NO

If Yes, Name of Head of Household \_\_\_\_\_

Do you reside at a federally supported housing unit? ( ) YES ( ) NO

Are you a HUD Youth Build Participant? ( ) YES ( ) NO

## Education

Highest Level of Education (Grade Completed) \_\_\_\_\_

High School Diploma \_\_\_\_\_ GED \_\_\_\_\_ Some College \_\_\_\_\_

College \_\_\_\_\_ List Degree \_\_\_\_\_ Year Completed \_\_\_\_\_

Name of last School Attend \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Last Year Attended \_\_\_\_\_

## Employment

1. Have you ever worked before? Yes \_\_\_\_\_ No \_\_\_\_\_

2. Are you currently working? Yes \_\_\_\_\_ No \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

3. Current Job Title \_\_\_\_\_ Hourly Rate \_\_\_\_\_

4. Have you ever completed an occupational skills training? If so, what, when and where.

\_\_\_\_\_

5. Do you have an occupational skills credential/license? If so, what and expiration date.  
\_\_\_\_\_
6. Have you ever participated or completed work readiness training? If so, when.  
\_\_\_\_\_
7. Are there any problems or issues that may prevent you from working consistently? If so, explain.  
\_\_\_\_\_
8. What type of environment would you like to work in? \_\_\_Indoors \_\_\_Outdoors
9. What types of machinery/office equipment to you know how to operate?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employment History**

Name of Employer Address/ City/State	Dates of Employment Start/End	Job Title	Beginning Hourly Rate Ending Hourly Rate	Reason For Leaving

**Transportation**

1. Do you have a valid driver's license? Yes\_\_\_\_\_ No\_\_\_\_\_ State\_\_\_\_\_
2. Do you own a car or have access to reliable transportation to get to and from work?  
Yes \_\_\_\_\_ No\_\_\_\_\_ If yes, make /model/year of car.  
\_\_\_\_\_

If no vehicle or license, what is your primary means of transportation? \_\_\_\_\_

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**References: DO NOT INCLUDE RELATIVES.**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Position/Relationship \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Position/Releationship \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Position/Releationship \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## **SKILLS ASSESSMENT**

- I. Place an (X) on the area(s) in which you have skills and list the number of years of experience.

<b>Trade</b>	<b># Of Years Experience</b>	<b>Trade</b>	<b># Of Years Experience</b>
<b><i>Carpentry</i></b>		<b><i>Drywall</i></b>	
Form Carpentry		Painting	
Cement Forms Finisher		Drywall Hanger	
Rough Frame Carpentry		Drywall Finisher	
Finish Carpentry			
Finish Interior Carpenter		<b><i>Flooring</i></b>	
Finish Exterior		Carpet Installation	
Door Installation		Tile Setting	
Window Installation		Wood Flooring Installation	
<b><i>Machine Operation</i></b>		<b><i>Misc. Items</i></b>	
Forklift		Appliance Installation	
Boom/lift		Fencing	
Bob Cat		Landscaping	
Back Hoe		Plumbing	
Excavator		Plumbing Fixture Install	
Sweeper		Janitorial	
		HVAC	
<b><i>Electrical</i></b>		Security	
Electrical (wiring)		General Labor	
Electrical (Connection)		Other 1	
Electrical (Fixture Install)		Other 2	
		Other 3	
<b><i>Concrete / Masonry</i></b>		Other 4	
Cement			
Steel Setter			
Business	# Of Years Experience	List any Other Field	# Of Years Experience
Administrative Assistant			
Accountant			
Architect			
Engineer			
Social Service			
File Clerk			
Legal Aid Assistant			
Receptionist			
Mail Clerks			
Clerical Assistant			
Customer Service Rep			
Project Assistant			

I. Please place an (X) by the area(s) in which you are interested in training.

<input type="checkbox"/>	Carpentry	<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Painting
<input type="checkbox"/>	Carpet Installation	<input type="checkbox"/>	Cement / Masonry	<input type="checkbox"/>	Fencing
<input type="checkbox"/>	Drywall	<input type="checkbox"/>	Landscaping	<input type="checkbox"/>	Plumbing
<input type="checkbox"/>	Tile Setting	<input type="checkbox"/>	Wood Flooring installation	<input type="checkbox"/>	Iron Work
<input type="checkbox"/>	Machine Operation	<input type="checkbox"/>	HVAC	<input type="checkbox"/>	Appliance Installation
<input type="checkbox"/>	Bricklaying	<input type="checkbox"/>	Janitorial	<input type="checkbox"/>	General labor
<input type="checkbox"/>	Security	<input type="checkbox"/>	Window Installation	<input type="checkbox"/>	Door Installation
<input type="checkbox"/>	Fixtures Installation	<input type="checkbox"/>	Other	<input type="checkbox"/>	

<input type="checkbox"/>	HAZMAT	<input type="checkbox"/>	LIST OTHERS	<input type="checkbox"/>	
<input type="checkbox"/>	HAZWOPER	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Truck Driving	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	OSHA	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Pipe laying	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Green Construction	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

II. Comments


# Attachment Q

# Statement of Bidder's

# Qualifications



**HOUSING AUTHORITY OF NEW ORLEANS  
PROCUREMENT AND CONTRACTS DEPARTMENT**

**INVITATION FOR BIDS #24-912-31 STATEMENT OF BIDDER'S**

**QUALIFICATIONS**

This form must be submitted with each bid or proposal. Each business of a joint venture must submit this form. Complete all blanks by entering the requested information or "NA" if it is not applicable to your business.

<b>BUSINESS NAME:</b>		
<b>AVG. ANNUAL SALES (LAST THREE (3) YEARS):</b>	<b>CURRENT NET WORTH:</b>	<b>DATE BUSINESS STARTED:</b>
<b>PARENT COMPANY (IF AFFILIATE):</b>		<b>PREVIOUS BUSINESS NAME:</b>

**OFFICERS, OWNERS, OR PARTNERS**

NAME	OFFICIAL CAPACITY

**PERSONS AUTHORIZED TO SIGN OFFERS AND CONTRACTS IN COMPANY NAME**

NAME	OFFICIAL CAPACITY

**BANK REFERENCE**

<b>BANK NAME:</b>	<b>ADDRESS:</b>
<b>CONTACT PERSON:</b>	<b>TELEPHONE NO.:</b>



**STATEMENT OF BIDDER'S QUALIFICATIONS (CONT.)****QUALITY ASSURANCE**

	YES	NO
A. Has the Bidder has successfully completed three similar projects within the past five years?		
B. Over the past five years, has the Bidder completed all of their projects within the contract time frame and budget?		
C. Over the past five years, has the Bidder ever been Terminated for Default by any public entity?		
D. Over the past five years, has the Bidder ever been issued a finding of non-compliance by HANO relative to DBE, WBE and Section 3 Employment and Contracting?		
E. Over the past five years, has the Bidder ever been issued a finding of non-compliance relative to Davis Bacon Wage Requirements?		

**BUSINESS REFERENCES (Provide three existing or completed work activities by your business which are similar to or support your ability to successfully complete the scope of work.) Please attach additional pages if additional space is needed.**

AGENCY/COMPANY NAME:	ACTIVITY:	DOLLAR AMOUNT:
DATE COMPLETED:	CONTACT PERSON:	TELEPHONE NO.:
AGENCY/COMPANY NAME:	ACTIVITY:	DOLLAR AMOUNT:
DATE COMPLETED:	CONTACT PERSON:	TELEPHONE NO.:
AGENCY/COMPANY NAME:	ACTIVITY:	DOLLAR AMOUNT:
DATE COMPLETED:	CONTACT PERSON:	TELEPHONE NO.:

**The undersigned covenants and agrees to provide the Housing Authority of New Orleans current, complete, and accurate information regarding their business' status. The undersigned further agrees to permit examination of books, records, and files by authorized representatives of the Housing Authority of New Orleans or the U.S. Department of Housing and Urban Development. Any material misrepresentation may be grounds for terminating any contract which may be awarded and for initiating action under federal or state laws concerning false statements.**

SIGNATURE OF PRINCIPAL:	PRINTED NAME OF PRINCIPAL:	DATE SIGNED:
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# Attachment R

# Corporate Resolution

(Bidder may use this form or their own corporate resolution)



CORPORATE RESOLUTION

I, \_\_\_\_\_, the undersigned Secretary of \_\_\_\_\_ (The "Corporation") hereby certifies that: The Corporation is duly organized and existing under the laws of the State of \_\_\_\_\_ and the following is true, accurate and complete transcript of a resolution contained in the minute book of the Board of Directors of said Corporation duly held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at which meeting there was present and acting throughout a quorum authorized to transact business hereinafter described, and that the proceedings of said meeting were in accordance with the charter and by-laws of said Corporation and that said resolutions have not been amended or revoked and are in full force and effect:

Resolved, that \_\_\_\_\_ (name), \_\_\_\_\_ (title) of the Corporation, be and is hereby authorized and empowered to sign any and all documents on behalf of said Corporation, and to take such steps, and do such other acts and things, as in his or her judgment may be necessary, appropriate or desirable in connection with any proposal submitted to, or any contract entered into with the City of Austin: and,

Resolved, that any and all transactions by and of the officers or representatives of the Corporation, in its name and for its account, with the City of Austin prior to the adoption of these resolutions be, and they are hereby, ratified and approved for all purposes.

Witness my hand and seal of the Corporation this \_\_\_\_ day of \_\_\_\_\_, 202\_.

\_\_\_\_\_  
Secretary-Treasurer

(Corporate Seal)