

**CITY OF LONGVIEW
COMMUNITY DEVELOPMENT COMMUNITY
DEVELOPMENT DIVISION**

1202 N. Sixth St. Longview, TX 75606

**SELECTION OF CONTRACTOR AND BID AWARD PROCEDURES
FOR THE SINGLE FAMILY REHABILITATION LOAN AND OR THE
RECONSTRUCTION PROGRAM**

1. Applications will be accepted until the goals of the Program have been met and/or all funds have been committed:
 - Only completed applications will be processed. Applicants will be processed on a first-come, first-served basis. Unless a declaration of emergency is declared by the County Judge, this may preclude the first-come, first-serve procedures. Any person that is interested in the rehabilitation program may fill out an inquiry form attached to be placed on the waiting list. When we are able to get to you on the waiting list a letter with instructions and application will be sent.
 - Once applications are completed and all supporting documents have been submitted, City staff will date and time-stamp the application to determine the order in which the application will be considered. A completed application includes all documents necessary for City staff to determine income eligibility and property eligibility.
 - When funds committed to accepted applications total an amount that approaches the total HOME loan funds available, the City will suspend the Program and suspend acceptance of applications until additional HOME funds are available.
 - When less than the maximum potential loan amount remains as uncommitted funds, those dollars may be committed to the next eligible applicant. If the expected rehabilitation costs of that applicant's home exceed the remaining funds available, the rehabilitation of that home will be postponed until the following year's HOME entitlement is available.
2. Applicants must pass the following eligibility requirements: gross household income, and property qualifications. HUD Annually determines the income eligibility for potential rehabilitation households and the Community Development Department determines the eligibility of the property and rehabilitation feasibility. If applicants pass the eligibility requirements for income and property, the applicant may continue on to the next step.
3. The City's Community Development Specialist (CDS) will provide a line item in-house cost estimate of all needed repairs to the property to bring it into

compliance with the Program's Minimum Property Standards. City staff determines the feasibility of the rehabilitation based on guidelines established in this Program. If the rehabilitation is feasible, City staff and the homeowner will meet and determine which repair items will be addressed in the rehabilitation program. A letter will be sent to the applicant notifying him of whether or not rehabilitation is feasible.

4. Determination of HOME Assistance.

- The determination of HOME assistance will be based on the selected construction bid and the total of all other eligible costs. The maximum total loan amount is \$30,000 and 25% of the loan amount is reserved for change orders. \$24,999 total for Hard Cost. For example, if the final construction bid was \$28,000, a termite inspection was \$500, and fees for LBP testing were \$600, the total loan amount would be \$29,100. Any approved change orders will be reflected as amendments to the original loan amount.
- (CDS) prepares a letter notifying the applicant of the total loan amount offered. Included with the letter is a copy/draft of the Residential Rehabilitation Program Agreement. If the applicant chooses to proceed, a meeting is scheduled to execute contracts.

Selection of contractor for the Single Family Rehabilitation Loan program will be the responsibility of the City of Longview Community Development Division. A minimum of three (3) or more proposals (bids) from general contractors based on the work write-up furnished by the Community Development Division will be needed.

Steps and guidelines for rehabilitation work.

1. After the property assessment has been completed the (CDS), will then prepare the scope of work and cost estimate including homeowner's preference excluding General Property Improvements (GPI) luxury items i.e. swimming pools and hot tubs to be performed into a work write-up.
2. A meeting will be held between the homeowner(s) (CDS) and Community Development Administrator to discuss the work specifications and items noted to bring the home into conformance with the, Minimum Housing Code/Uniform Housing code and the Uniform Building Code. The homeowner(s) after reviewing all work to be performed and understand the scope of work will need to sign Approval of Work Write-Up and Inspectors statement. The homeowner(s) will sign the Installment Contract and will receive a packet of information that will contain the following information.

- Acknowledgement
- Four (4) sets of the work write-up prepared by the (CDS) to be distributed to homeowner(s) and contractors attending property tour.
- A list of approved and qualified contractors from the Community Development Division.
- Property Inspection Log-form

Ideally this meeting will take place at the home owners dwelling.

3. The (CDS) will have (10) ten working days from signing the Installment Contract to complete the following:
 - a. Contact all contractors on the City of Longview Community Development Division list of approved contractors to solicit bids. The City must provide Equal Opportunity to bidders regarding non-discrimination in the process of selecting a contractor to comply with HUD regulations. All identified contractors are required to attend property tour for review of work to be performed and sign the Project Tour Sign-In sheet. A minimum of (3) bids shall be required.
 - b. All bids shall be sealed and submitted to Community Development Division by a specified date and time. The (CDS) will then open and review all bids and rank the contractor in order of preference being first, second and third choice to perform the planned repairs to property. The Lowest to highest bidder.
 - c. A pre-construction meeting with the identified contractor and the (CDS) at the property for review and understanding the scope of work.
 - d. The homeowner(s) and selected contractor shall sign the Single Family Rehabilitation Loan Contract and Notice to Proceed prior to project start.
4. Homeowner(s) and contractor must agree to comply with the laws of the State of Texas and the United States. Which may be applicable to any Agreements as well as any applicable sections of the Code of Ordinances, City of Longview, Texas, and any and all other local or federal regulations, i.e. Equal Opportunity Law regarding non discrimination in the selection of a Contractor. Contractors will be required to comply with the Equal Opportunity Law regarding the operation of his/her business.
5. The Community Development Staff will act as a mediator upon the homeowner's request for any work related conflicts during the project.

6. A change order must be executed for any deviation, addition, or deletions made to the original job specifications. All parties prior to the work being undertaken must approve all change orders. Project (change orders) must be obtained with written permission through the homeowner, Community Development Specialist, and the Community Development Administrator. The project change order authorization must be within the specified guidelines of the change order procedures. Failure to follow the above procedure will result in the contractor absorbing any additional cost over the scope of the work write-up.

When an invoice is submitted to the Community Development Division for work completed the Contractor Request for Payment Form will need to be accompanied with the invoice. The (CDS) will schedule all inspections with the Homeowner. Homeowner(s) must sign the Contractor Request for Payment Form after each inspection has been completed. The CDS must also schedule a final inspection when all work is completed. The homeowner(s), Community Development Specialist, and Contractor shall conduct final inspection. If all items have been completed satisfactorily, the contractor will be paid through the Community Development Division.

PAYMENTS

1. On all requested payments on a loan project from the contractor, the contractor must submit an invoice to (CDS) for the work completed with the amount for payment. The contractor's amount must be indicated on the lien waiver. The homeowner, contractor and (CDS) will sign the final inspection notice indicating the items have been inspected, approved, and accepted by the homeowner. The paper work and supporting documentation will be given to the Community Development Administrator for processing.
2. The check will be made available to the contractor for the full amount of the invoice within (30) thirty days after the contractor submits invoice.

NO WORK WILL BEGIN UNTIL THE CONTRACT DOCUMENTS HAVE BEEN EXECUTED AND A NOTICE TO PROCEED HAS BEEN ISSUED TO THE CONTRACTOR BY THE HOMEOWNERS.

For any additional questions or inquiries please contact the Community Development Division at 903-237-1201