

- SCOPE OF WORK:** Remodeling of the existing single family house, site and garage work, in accordance with the Construction Documents. The Contractor shall provide all labor, materials, supervision, permits, equipment, tools, rentals, temporary utilities and all other services, supplies and documentation as necessary for a complete and finished job.
- CONSTRUCTION DOCUMENTS:** The Construction Documents shall consist of the; (a) Bid Form (b) General Conditions & Requirements (c) Scope of Work & Plans (d) Addenda & Change Orders (if any) (e) GMHC Remodeling Contract (f) Contractor's Schedule (g) Notice To Proceed (h) Sworn Construction Statement (i) Code Compliance Report
- COMPLETE & FINISHED JOB:** The house, site and garage shall be ready for sale and occupancy at the end of the project, with all work finished and complete. The finished Work shall include all items in the plans and specifications, (subject to any approved change orders), whether or not any particular work item was included in the; Contractor's bid amount, sworn construction statement, or any agreement between the Contractor and a subcontractor or supplier.
- CODES & REGULATIONS:** All Work shall conform to the most recent versions of all applicable US Federal, Minnesota State, County, and City regulations (codes, laws, statutes, ordinances, rules, etc) including, but not limited to the; 2006 International Residential Code, MN State Building and Energy Codes, the Building Inspections Dept.
- PERMITS, INSPECTIONS & LICENSES:** The Contractor, and subcontractors as applicable, shall obtain all required permits and inspections. Submit proof of closed permits either in the form of the inspector's signature on the permit card or tag, or permits shall be shown as closed on the City website for the project address. Contractor and subcontractors as applicable shall be in conformance with the applicable MN State and City contractor licensing requirements. Upon receiving any officially stamped and signed set of Plans and Specifications, submit a copy to the Owner. Submit the permit card to the Owner after all permits closed.
- NOTICE TO PROCEED:** The Notice to Proceed shall be issued only after the following documents are received and approved by the Owner; a) Certificate of Insurance. b) Non-Collusion Affidavit. No work shall begin prior to the date the Notice to Proceed and obtaining the proper building permits.
- PRE-CONSTRUCTION MEETING:** A Pre-Construction Meeting shall be held on site with the Contractor's site supervisor and the major subcontractors (HVAC, plumbing, electrical, insulation, etc).
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- PAYMENT REQUESTS;** See attached Construction Draw Procedures sheet.
- ERRORS, OMISSION & DISCREPANCIES:** Any errors, omission, discrepancies or conflicts in or between the; specifications, plans, field conditions, codes and regulations shall be reported to the Owner for clarification, immediately upon discovery. The higher standard shall prevail.
- COMPLETION TIME:** All work shall be completed within the days allotted in the contract starting on the date of the Notice to Proceed. Work not completed within the allotted period shall be subject to liquidated damages per the Construction Contract. Except weather related work not completed shall be escrowed at two times the cost of that work.
- SUBMITTALS:** The Contractor shall submit the following completed, signed and dated documents to the Owner:
 - A. With Bid - Non-Collusion Affidavit, State License, Instruction to Bidders, Substitutions or Equals on separate sheet.
 - B. Prior to Starting Work – Construction Contract, Certificate of Insurance, Contractor's Schedule.
 - C. Manufacturer's cut sheets, literature and samples sufficient for Owner to evaluate substitutions and/or equals, and when colors, styles and models where not specified in Scope of Work.
- CONSTRUCTION MANAGER (CM):** The Owner, Greater Metropolitan Housing Corp (GMHC), shall be represented by; Bill Buelow. All correspondence, documents, submittals and questions, shall be directed to him at;
 - The Greater Metropolitan Housing Corporation (GMHC)
 - attn: Bill Buelow
 - 15 South Fifth Street,
 - Minneapolis, MN 55402
 - Email: bbuelow@gmhchousing.org
 - Phone: (612) 339-0601 EXT 16
 - Fax: (612) 339-0608

- ❑ **CHANGE ORDERS:** No changes in the Work will be allowed or compensated without a properly approved and Owner signed Change Order, on a GMHC Change Order form. Unapproved changes from the specified products and materials shall not be compensated, and shall be cause for replacement with the specified product. Changes shall be charged at cost of work plus 15% contractor fee. Documentation substantiating pricing must accompany Change Order Form.
- ❑ **QUALITY CONTROL:** Comply with items as follows; (a) Subcontractors & suppliers shall bid from the Owner's original Plans & Specifications, and be familiar with the work of others that may affect their own: (b) Field verify dimensions, sizes and existing conditions, and report any discrepancies upon discovery to the Owner: (c) Deteriorated, missing or substandard framing, where exposed, shall be repaired, reinforced or replaced as necessary: (d) Substrates shall be properly prepared prior to applying finish materials. The installer of a finish material shall take responsibility to assure that the substrate was properly prepared: (e) Cover and protect all finished surfaces (floors, counters, bathtub, etc): (f) Work shall be performed and completed in a 'Workmanlike' manner, defined as the assembly and installation of equipment, products and materials consistent with industry and trade standards and practices in the Metropolitan area.
- ❑ **EQUIPMENT, PRODUCTS & MATERIALS:** Unless noted otherwise, shall be; (a) Supplied and installed. (b) 'In the box' new. (c) Installed plumb, level, smooth and even. (d) In proper working order and ready to use. (e) Installed in strict accordance with the manufacturer's installation instructions. (f) Replaced where defective in operation or appearance. Manufacturers' product and equipment literature shall be saved in good condition and submitted to the Owner at project completion in a folder, including warranties, registration cards, owner's manuals, etc.
- ❑ **SAFETY & SECURITY:** The contractor shall take all necessary precautions and reasonable care to render the entire site safe and free from all reasonable hazards. All work shall be performed in a safe and orderly manner. Any project related injuries shall be reported to the Owner. Secure the house against unintended entry, including locking all exterior doors and windows when unoccupied. Unauthorized persons shall be prohibited from entering.
- ❑ **CONTRACTOR:** All references to the Contractor shall have the same force and effect as referring to the Contractor's employees, subcontractors, suppliers and anyone authorized or assigned by the Contractor.
- ❑ **WARRANTIES:** Warranty time periods shall start per the date of the owner approval of the final draw request. The Contractor shall repair or replace all defective work in a timely manner and at no cost to the owner including labor and materials per MN State Statutes 327A, as follows; (a) All work for one year. (b) Plumbing, HVAC and Electrical work for two years. (c) Structural work for ten years. Roofing and gutter work including labor and material shall be warranted separately against leakage for six years. Manufacturer's product and material warranty periods, when beyond the Statute period, shall also apply.
- ❑ **SELECTIONS, SUBSTITUTIONS & EQUALS:** Where products and materials with a choice of models, colors, styles, patterns, etc. are not specified, submit samples and manufacturer's literature in a timely manner as necessary for the Owner to make selections. Only the specified products (manufacturers, models, styles) shall be installed. Products and materials installed other than specified or approved by the owner shall be cause for replacement with the correct product at the contractor's expense. The Contractor shall notify the Owner in a timely manner of any specified products that are not readily available or have more than three weeks lead time. Requests for substitutions or equals shall be submitted on a separate sheet at time of bid submittal, and accompanied by samples and manufacturer's information sufficient to make comparisons. No substitutions allowed without Owner approval. Substitutions and equals that save costs will be allowed, but the Owner shall be informed and must approve prior to installation.
- ❑ **PUNCH LIST:** The Owner shall walk-through periodically and after final clean-up. Items not in accordance with the Scope and Plans shall be corrected to the satisfaction of the Owner, and prior to final payment.
- ❑ **UTILITIES & TEMPORARY SERVICES:** The Owner shall pay for connection and usage charges of existing gas, water and electric utility services. The Contractor shall be responsible to schedule (in a timely manner) and arrange for all work necessary by the utility companies. Conserve and minimize the use of gas for heating, including the setback of interior temperature to 55°F each evening and whenever house is not occupied, except as necessary to dry-out 'wet' materials. When required, the Contractor shall provide labor and equipment for temporary heat, water, toilet, phone and removal of snow, water and ice as necessary. Costs for these temporary services shall be included in the base bid.
- ❑ **ADJACENT PROPERTY:** Any damages to adjacent private or public properties shall be repaired at the Contractor's expense and in a timely manner. Give neighbors prior notice and receive owner's permission for any work requiring access to their property. Clean-up any construction debris on adjacent private or public property daily.
- ❑ **PATCHING:** Subcontractors shall inform the Contractor of the need and extent of patching necessary for the proper execution of their work. The Contractor shall have final responsibility for patching as necessary to match adjacent surfaces and finishes. All patching and infill shall match the adjacent existing surface in color, texture and plane.
- ❑ **Code Compliance Report;** All items noted in the Code Compliance Report shall be corrected to close out that Report. A final inspection shall be conducted at the project completion and compliance report issued.

GMHC REMODELING CONTRACT FOR CONSTRUCTION (NSP-3)

This Contract is made this ____ **Day of** _____, **2013**, by and between the Greater Metropolitan Housing Corporation (GMHC), the "Owner," and _____, the "Contractor," for construction rehabilitation and remodeling Work at: 434 Charles, St. Paul, MN.

WHEREAS, The Owner desires to have performed and constructed the services and facilities described in the Construction Documents including the Scope of Work;

WHEREAS, The Contractor represents that it has the necessary personnel, experience, competence, and legal right to perform the Work;

WHEREAS, the Owner has authorized its staff to enter into a contract for the completion of the Work specified herein.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

1. **WORK:** The Work shall be performed in strict accordance with the Construction Documents. The Contractor shall carefully review all of the Construction Documents and carefully inspect the project premises and conditions before performing the Work. The Contractor shall promptly, on discovery, call to the attention of the Owner any discrepancy or inconsistency which may exist between any two or more documents or between any parts of the same document. The Owner shall have discretion as to how to address any such discrepancy or inconsistency and shall modify, interpret, or adjust the Construction Documents accordingly as the case may be.

2. **CONSTRUCTION DOCUMENTS:** The Construction Documents shall consist of the; Scope of Work, Drawings, Code Compliance Report, Project General Conditions, Lead Report, GMHC Remodeling Contract, Sworn Construction Statement, Invitation to Bid with Instructions, and Notes, and any Change Orders. The Construction Documents shall, insofar as is possible, be interpreted to be consistent with one another. Any inconsistencies shall be addressed in accordance with paragraph 1 of this Contract.

3. **PERMITS AND REGULATIONS:** Prior to commencing the Work, the Contractor shall secure all necessary building permits and licenses as may be required, and before and during the progress of the Work, give all notices and comply with all the laws, ordinances, rules, and regulations of every kind and nature now or hereafter in effect that are promulgated by any federal, state, county, city or other governmental authority, relating to the performance of the Work. If the Contractor's performance is contrary to any such law, ordinance, rule, or regulation, the Contractor shall bear all costs arising therefrom. Contractor also specifically agrees to abide by and observe all standards and regulations of the; Minneapolis Inspections Division, the Minneapolis Housing Maintenance Code, the Minnesota State Building Code, and the Occupational Safety and Health Administration, which are applicable to the Work.

4. **PROSECUTION OF THE WORK :** The Contractor shall at all times prosecute the Work diligently so as to insure its completion in full accordance with the Construction Documents and shall at all times furnish sufficient numbers and amounts of properly skilled Workers, acceptable materials and equipment, adequate services and proper construction tools. The Work shall be performed in a good and Workmanlike manner. Contractor shall keep the Work site clean and orderly during the course of the Work and remove all debris at the completion of the Work. The Contractor shall adequately protect the Work from damage, will protect the property from injury or loss, and shall take all necessary precautions during the progress of the Work to protect all persons and the property of others from injury or damage. Contractor will assume full responsibility for all its tools, equipment and all materials to be used in connection with Work.

5. **COMMENCEMENT AND COMPLETION OF WORK;** The Work shall commence within seven days of the date of the Notice to Proceed and be totally completed within **90 consecutive calendar days** of the date of the Notice to Proceed. In the event the Work is not commenced within seven days of the date specified, the Owner may dismiss the Contractor without any compensation whatsoever and appoint a substitute Contractor. The Completion Date shall be considered as the date the Owner signs the Contractor's final pay request.

6. **LIQUIDATED DAMAGES:** In the event the Work is not completed by the specified date, the Contractor shall be assessed liquidated damages of \$ 15.00 per calendar day beyond the substantial completion date. This sum shall be deducted from the Contract Price at the time of final payment. This provision for liquidated damages represents the best estimate by the Owner and the Contractor of loss suffered by the Owner due to the Contractor's failure to complete the Work on time, and shall not be, or is not deemed to be, a penalty or forfeiture. This provision for liquidated damages is in addition to any and all other rights and remedies to which the Owner may be entitled at law or in equity in connection with this Contract.

7. **EXCUSABLE DELAYS:** The following circumstances, and only these circumstances, will, at the Owners discretion, be considered legitimate cause for a change in the commencement and/or completion dates per paragraph 5 of this Contract:

- a. Weather: Adverse weather conditions that directly affect the scheduling of exterior work over a significant portion of the term of this Contract.
- b. Changes Order: Significant changes in the original scope of work, which can be reasonably shown to require an extension of the time allowed for completion.
- c. Emergencies: Accidents, death or illness in the immediate family of the Contractor, which necessitates a significant leave of absence from the job.

8. **CHANGE ORDER:** The Owner shall have the right, within the general scope of the Work and without notice to any surety or sureties of the Contractor, to make changes in the Work, either by altering the nature of the same or by adding to or deducting from it. All changes shall, except in the case of emergencies endangering the safety of persons or property, be made by written Change Order. The Contractor shall promptly comply with any and all written Change Orders. No such Change Order shall be deemed to invalidate the remaining terms and conditions contained in the Construction Documents.

9. **GENERAL GUARANTY & WARRANTIES:** The Contractor hereby guarantees to the Owner that all of the Work shall be done in a competent, workman-like manner and that such Work shall be and remain free of defects in workmanship and materials for a period of one (1) year from the Completion Date, with plumbing, heating, air conditioning and venting work guaranteed for two years and structural work guaranteed for ten years. The Contractor warrants that all materials and equipment furnished in connection with the Work will be new, unless otherwise specified, and be of good quality and free from faults and defects. The Contractor shall assign to the Owner (if assignable) or enforce for the benefit of the Owner (if not assignable) any guarantees provided by manufacturers or sellers of materials or equipment that are to be incorporated into the Work. Further any manufacturer's warranties for equipment and materials that extend beyond the above stated time limits shall continue to apply. The Owner's acceptance of the Work shall not be deemed to be a waiver of any of the Owner rights under this paragraph. In addition the Contractor agrees that all Warranty provisions of Minnesota Statute Chapter 321A apply.

10. **WAIVER OF LIABILITY:** It is agreed that the Work is undertaken at the sole risk of the Contractor. The Contractor does expressly forever release the Owner from any claims, demands, injuries, damage actions, or causes of action whatsoever, arising out of or connected with the Work.

11. **INDEMNIFICATION:** Any and all claims that arise or may arise as a consequence of any act or omission on the part of the Contractor, its agents, servants, or employees while engaged in the performance of the Work shall in no way be the obligation or responsibility of the Owner. The Contractor shall indemnify, hold harmless, and defend the Owner, its board, officers, employees, successors, and assigns against any and all liability, loss, cost, damages, expenses, claims, or actions, including attorney's fees which the Owner may hereinafter incur or be required to pay on account of injury to or death of any person or persons or damage to any property arising out of or by reason of any act or omission of the Contractor, its agents, servants, or employees in the execution, performance, or failure to adequately perform its obligations under this Contract, whatever the cause of such injuries or damage.

12. **INSURANCE :** The Contractor agrees that in order to protect itself and the Owner under the indemnity provisions set forth in paragraph 11 of this Contract, it shall at all times during the term of this Contract, maintain at a minimum the following insurance policies from insurance companies rated by A.M. Best at least A-VII;

- a. Commercial General Liability Insurance. The Contractor shall maintain Commercial General Liability Insurance ("CGL"), providing coverage on an "occurrence", rather than on a "claims made" basis, which policy shall include coverage for Completed Operations Hazard, and shall include a Liability Endorsement, ISO # CG2010 and CG 2037, or equivalent form affording coverage which in all respects is at least as broad. The contractor agrees to maintain this coverage for 2 years after completion of the project. The Contractor agrees to maintain total liability policy limits of at least; \$1,000,000 each Occurrence; \$5,000 Medical expenses any one person; \$1,000,000 Personal & Advertising Liability; \$2,000,000 General Aggregate limit per project; and \$2,000,000 Products and Completed Operations Aggregate.
- b. Automobile Liability Insurance. The Contractor shall maintain automobile liability insurance covering liability for Bodily Injury and Property Damage arising out of the ownership, use, maintenance, or operation of all owned, scheduled, hired and non-owned automobiles and other motor vehicles. Such policy shall provide at least total liability limits for combined Bodily Injury and/or Property Damage in the amount of \$500,000 each accident.
- c. Workers Compensation Insurance. The Contractor shall maintain worker's compensation insurance in compliance with all applicable statutes including Chapter 176 of the Minnesota Statutes. Such policy shall include Employer's Liability Coverage of at least \$100,000 each accident for Bodily Injury by Accident, and \$100,000 each employee with \$500,000 policy limit for Bodily Injury by Disease, and at least such amount(s) as are customarily provided in worker's compensation policies issued in Minnesota. Contractor further agrees to require all subcontractors and independent

contractors to maintain worker's compensation insurance in compliance with all applicable statutes and to monitor the compliance of such subcontractors and independent contractors with the applicable statutes.

- d. **Umbrella Liability Insurance.** The Contractor shall maintain excess Umbrella Liability Insurance on an occurrence basis of at least \$1,000,000 each occurrence and \$1,000,00 aggregate.
- e. **Builders Risk.** The contractor shall provide a Builders Risk Policy equal to the construction contract price.

Both The Greater Metropolitan Housing Corporation and MCASA, LLC shall be named as "additional insured" parties with respect to the insurance policies above. Such Insurance afforded to GMHC under said additional insured provision shall be primary and non-contributory as respects any other insurance available to GMHC. The Contractor shall not commence work until a Certificate of Insurance evidencing all of the insurance policies required above is approved by the Owner and a written Notice To Proceed is issued by the Owner. It is expressly understood that the Owner does not in any way represent that the minimum insurance coverage set forth in this paragraph is sufficient or adequate to protect the interest or liabilities of the Contractor.

13. **LIEN WAIVER:** Neither the Contractor nor any subcontractor or other person or entity furnishing labor, equipment, or materials in connection with the Work shall file any mechanic's lien against the Owner buildings, structures or land or any part thereof. The Contractor shall protect, defend, indemnify, and hold harmless the Owner from any and all claims, demands, or actions of whatever nature arising out of work, labor, equipment, or materials furnished by the Contractor or its subcontractors in connection with the Work. Payment of the Contract Price shall not be due until the Contractor has delivered to the Owner lien waivers acceptable to the Owner, which release the Owner from all liens that may arise in connection with the Work. The Contractor shall submit on the Sworn Construction Statement the names of all suppliers and subcontractors that will provide materials, services, or labor in connection with the Work.

14. **CONTRACT PRICE:** The Contractor agrees to furnish all work, labor, materials, permits and equipment necessary to complete the Work as set forth in the Construction Documents for the sum of \$ _____ (the Contract Price), to be paid by the Owner in accordance with the terms and conditions of this Contract. The Contract Price shall constitute the sole compensation payable to the Contractor for its performance of the Work or anything done in connection therewith including expenditures by the Contractor for all taxes, permits, licenses, and bonds required to perform the Work. The Contractor shall indemnify and save the Owner harmless from and against any liability for any such taxes, fees, premiums, contributions, etc. that the Contractor incurs in connection with the Work

15. **PAYMENT OF CONTRACT PRICE:** The Contractor agrees to provide the Owner with the following documentation as a condition to receiving interim and final payments of the Contract Price: (a) Payment Request for Work completed; (c) Sworn Construction Statement; and (d) Lien waivers as required by paragraph 14 of this Contract. The Owner shall submit the request for payment only after receipt, site verification and approval of the above documents. The Owner may withhold payment of the Contract Price to the Contractor to such extent as may be necessary to protect the Owner from loss on account of: (a) Defective work not remedied; (b) Claims or actions filed or evidence reasonably indicating the probable filing of the same against the Owner with respect to the Work performed; (c) Failure of the Contractor to make payments properly to subcontractors and/or suppliers for equipment, material, or labor, or to provide evidence that such payments have been made; (d) Costs for which the Contractor is liable under the Construction Documents; or (e) Breach by Contractor of any term, condition, or provision contained in the Construction Documents.

16. **EQUAL EMPLOYMENT OPPORTUNITY:** The Contractor shall not discriminate against any employee or applicant for employment on the basis of age, race, color, religion, sex, or national origin. The Contractor shall comply with all applicable laws, Executive Orders, and regulations concerning non-discrimination in employment, including the Equal Opportunity Clause of Section 202, Executive Order 11246, as amended, which is hereby incorporated by reference.

17. **Not Used.**

18. **Not Used.**

19. **INDEPENDENT CONTRACTOR STATUS:** Contractor is and shall remain an independent contractor in the performance of the Work, maintaining complete control of its workers and operations. Neither Contractor nor anyone employed or engaged by Contractor shall become an agent, representative, servant, or employee of the Owner in the performance of the Work or any part thereof.

20. **Not Used.**

21. **CONTRACT REPRESENTATIVES; ADDRESSES:** The Owner's and Contractor's representatives with respect to this Contract shall be as named below. All notices, requests, and instructions, or other communications given or received by either party under the terms of this Contract shall, unless otherwise specifically provided herein, be made in writing, signed by the designated representative of the party making such communication and be delivered or addressed to the designated representative of the other party at the following address:

Owner: Greater Metropolitan Housing Corporation (GMHC)
Attention: Bill Buelow Office Phone: 612-339-0601 Ext 16
15 South Fifth Street, Suite 710 Fax: 612-339-0608
Minneapolis, MN 55402 Email: bbuelow@gmhchousing.org

Contractor:

22. **SUBCONTRACTORS:** Contractor agrees to bind every subcontractor by the terms, conditions, and provisions set forth in the Construction Documents that are applicable to the subcontractor's work, unless specifically agreed otherwise in writing by the Owner.

23. **ASSIGNMENT:** This Contract shall be binding upon and in order to the benefit of the Contractor, its legal representatives, heirs, successors, and assigns. No assignment or attempted assignment of this Contract or any rights hereunder shall be effective unless the written consent of the Owner is first obtained. No such assignment, even if consented to by the Owner, shall relieve the Contractor from liability under this Contract for the performance and completion of the Work in accordance with the Construction Documents.

24. **ENTIRE CONTRACT:** The Construction Documents contain all the terms, conditions, and provisions pertaining to the Work to be completed by the Contractor, there being no other understandings, contracts, or warranties, express or implied. All prior negotiations and dealings regarding the subject matter of the Construction Documents are superseded by and merged into the Construction Documents.

25. **APPLICABLE LAW:** This Contract shall be construed in accordance with and governed by the laws of the State of Minnesota.

26. **AMENDMENT:** This Contract may be modified or amended only with the written approval of the Owner and the Contractor.

27. **CONSTRUCTION:** In the event that any one or more of the provisions of this Contract, or any application thereof, shall be found to be invalid, illegal, or otherwise unenforceable, the validity, legality, and enforceability of the remaining provisions or any application thereof shall not in any way be affected or impaired thereby.

28. **AUTHORITY:** Each of the undersigned parties warrants that it has the full authority to execute this Contract, and each individual signing this Contract on behalf of a corporation hereby warrants that he or she has full authority to sign on behalf of that corporation, and that he or she represents and binds such corporation thereby.

29. **WAIVER:** No failure by the Owner to insist upon the strict performance of any covenant, duty, Contract, or condition contained in this Contract or to exercise any right or remedy consequent upon a breach thereof shall constitute a waiver of any such breach or any other covenant, Contract, term, or condition, nor does it imply that such covenant, Contract, term, or condition may be waived again.

IN WITNESS WHEREOF, the parties have set their hands.

OWNER:
Greater Metropolitan Housing Corp

CONTRACTOR:

;
Its Construction Manager

Its _____

Date: _____

Date: _____

