

**City of Orlando**  
**Housing Rehabilitation Standards**  
**Neighborhood Stabilization Program 3**

The Neighborhood Stabilization Program (NSP3) requires that activities administered under that program adhere to the rehabilitation standards of the Housing and Economic Recovery Act (HERA) as provided under Section 1497 of the Wall Street Reform and Consumer Protection Act of 1020. In addition, NSP3 properties must adhere to standards adopted by the City of Orlando. These standards relate to the housing safety, quality, and habitability, in order to sell or rent homes. In addition to the City's rehabilitation standards, improvements will be made to increase efficiency or conservation or to provide renewable energy sources. The City of Orlando's Housing Rehabilitation staff will be available to provide technical assistance and inspections during the rehabilitation phase.

**Rehabilitation Process**

**Bid Packages:**

- The selected proposers (hereinafter referred to as NSP3 recipients or the recipient of NSP3 funds) must develop a bid package and an Invitation to Bid for each home acquired with NSP3 funds. The bid package shall detail the rehabilitation specifications, time and location of a pre-bid walk through to be held by the NSP3 recipient, instructions for change orders, and the bidder's scope of work. The NSP3 recipient shall have the HCD staff review and approve the bid package and specifications before they are released for bids. The NSP3 recipient may use licensed contractors on the City's Contractors' Roster or invite other licensed contractors to bid on the work. The NSP3 recipient must solicit bids from at least three (3) bidders for the rehabilitation of each single family home.

**Pre-Bid Walk Through:**

- All bidders for NSP3 rehabilitation are required to attend a mandatory pre-bid walk-through before the submittal of any bid to the NSP3 recipient. The purpose of this walk-through is to provide and solicit information relative to the scope, purpose, nature, and extent of the work. Also, the walk through offers an opportunity to examine any local conditions that may affect the work and its performance. If a bidder cannot attend the walk-through or, if after the walk-through, the bidder chooses not to bid on the project, a "No Bid" should be returned to the NSP3 recipient. The "No Bid" may be hand delivered, mailed, or faxed to the NSP3 recipient, but must be received by the specified bid due date.

**Bids and Proposals:**

- The submittal of a bid by a bidder shall constitute an acknowledgement by the bidder that he/she has thoroughly examined the job site and is familiar with the rehabilitation work write-up and the specifications. All bids must be itemized. The line item total will be used as the basis for awarding the bid. If the line item total and the bid price listed on the Invitation to Bid differs, the line item total will prevail. Mathematical errors, omissions, or other mistakes made by the bidder, will not free a bidder from honoring a bid. The NSP3 recipient reserves the right to reject any or all bids or proposals.

**Bid Selection:**

- All bids for NSP3 rehabilitation must be submitted sealed and delivered to the NSP3 recipient no later than the specified time and date listed on the Invitation to Bid. All late bids must be rejected. The bid will be awarded to the lowest responsive and responsible bidder. The NSP3 recipient reserves the right to choose the lowest bidder or to have the project sent out for rebid.

**Permits:**

- All NSP3 projects must have the required permits for rehabilitation work. A copy of the permit must be submitted to the NSP3 recipient before the commencement of work. All trade work must be performed by a licensed trade professional.

**Commencement of Work:**

- For all rehabilitation work, the selected bidder (hereinafter the “Contractor”) unless prohibited by inclement weather, must begin work within 7 days after a written Notice to Proceed has been made available and signed by the NSP3 recipient.
- If the Contractor does not complete the work within the time frame specified in the work contract, the Contractor may be released from the job and a new Contractor hired to complete the work.
- The Contractor agrees that 5% of the contract price may be withheld from the amount to be paid to the Contractor for each day that the work is not completed past the designated completion date.

**Completion of Work:**

- At the completion of the NSP3 rehabilitation project, the Contractor will provide documentation of warranties to the NSP3 recipient, who will pass along the warranties to the NSP3 homeowners, when appropriate. The Contractor will also supply the NSP3 recipient with a list of all subcontractors used to install major components (e.g., plumbing, electrical, air conditioning, etc.) in to the NSP3 home.

**Scope of Work:**

- The Contractor shall provide all labor, materials, equipment, permits, drawings (if needed), and services for the proper completion of the rehabilitation of the NSP3 single family home.

**Work Write Up:**

- Items in the work write up shall not take precedence over requirements in the City’s housing rehabilitation standards, architectural drawings, local and state building codes or NSP3 requirements.

**Changes in the Write Up/Change Orders:**

- All NSP3 rehabilitation jobs should be completed with no change orders.
- Changes will only be permitted by the NSP3 recipient when the Contractor encounters unforeseen conditions, which impact the work and could not be evaluated before work began. Before approving any change order, the NSP3 recipient must first obtain approval from HCD before granting approval to the Contractor for the change order. Substitutions of materials, changes in the scope of work or workmanship required by the City’s rehabilitation standards which may be proposed by the Contractor, shall be submitted in writing with any costs, to the NSP3 recipient for approval prior to work beginning. Any requested change which would conflict with these rehabilitation standards shall require the prior written approval of HCD.

**Workmanship:**

- All NSP3 rehabilitation work shall be performed in accordance with the standards of the industry and done in a professional and “workmanlike manner”.

**Materials:**

- All materials shall be new, in good condition, and of standard grade unless otherwise approved in writing by the City HCD staff before their delivery to the job. Products and materials should be installed in accordance with manufacturer’s directions and specifications.
- When “repair of existing work” is called for by the contract, the item is to be placed in “equal to new condition” either by patching or replacement. All damaged, loose, or rotted parts shall be removed and replaced, and the finished work shall match adjacent work in design and dimension.
- Product types, sizes, colors, etc. shall be in accordance with the specifications. Unless authorized by the NSP3 recipient, any product or material that does not match the specification sheet will be removed and replaced with the Contractor absorbing all costs incurred.

**Incidental Items:**

- Items not mentioned in these specifications, the architectural drawings, or the rehabilitation write-up that can be reasonably and legitimately inferred to belong to the work described, to provide a complete system, shall be furnished and installed as though specified in every detail.

**Inspection of Work:**

- The Contractor shall notify the NSP3 recipient and the HCD staff prior to a request for inspection of the work. The inspection of the work shall take place during normal working hours by authorized City of Orlando Building Inspectors and HCD staff.

**Insurance:**

- The Contractor shall maintain insurance coverage, as required by the City and must be in force throughout the entire contract term. Should the Contractor fail to provide acceptable

evidence of current insurance within 7 days prior to the expiration date of an insurance policy or at any time during the contract term, the NSP3 recipient shall have the right to terminate the contract without any further obligation to the Contractor.

**Subcontractors:**

- When subcontractors are employed for NSP3 rehabilitation, they shall be bound by the terms and conditions of the work contract insofar as it applies to their work. This shall not relieve the Contractor from the full responsibility for proper completion of all NSP3 work.

**Warranty:**

- All NSP3 rehabilitation work must be warranted by the Contractor for a period of 1 year. Roof work must be warranted by a roofing contractor for a period of 5 years. During the warranty period, if the Contractor is notified of a problem by the homeowner or a representative of the NSP3 recipient, the Contractor must make arrangements to inspect the problem at the jobsite within 5 working days. If the problem is determined to be the responsibility of the Contractor, he must make corrections within 10 working days. If the Contractor feels the problem does not fall under the requirements of his warranty or is a result of homeowner abuse he should notify the HCD, who will make all final determinations in regard to corrective action.

**Building Codes:**

- All NSP3 rehabilitation work shall be done in accordance with the regulations of the governing local and state codes, as may be interpreted by the City of Orlando Permitting Services Division (Permitting Services).

**Clean Up:**

- All construction site debris shall be placed in a container on a daily basis. No debris is to be left in the yard. All work areas will be thoroughly cleaned at the completion of the project. All debris shall be disposed of legally.

**Pay Requests:**

- For NSP3 rehabilitation projects, a partial pay request may be turned in by the NSP3 recipient during the rehabilitation process at fifty percent (50%) of project completion of the rehabilitation work. In order to be eligible for payment, the request shall include a complete invoice for reimbursement of costs with satisfactory lien waivers, evidence of inspections by the HCD Department and Building inspectors, and certification of compliance with the NSP3 recipient's agreement with the City.
- The Contractor shall submit a final permit and final lien release with all final NSP3 pay requests when the rehabilitation work is 100% complete. No funds will be disbursed until all required inspections and final approvals from Permitting Services and HCD have been obtained.
- Faxed pay requests will not be accepted for payment.

**Construction Facilities and Temporary Controls:**

- *A permit box is* to be posted at the home being rehabilitated with NSP3 funds on a 4 x 4 post facing the street with a “**No Trespassing**” sign under the box on all projects requiring a permit.
- Temporary Sanitation: Contractors should provide a Comfort House or equal with weekly service, when appropriate.

## **Rehabilitation Standards**

### **Termite Control:**

- To address the presence of termites, the Contractor must use an EPA approved termiticide and install per Florida Building Code.

### **Landscaping:**

- The Contractor shall be responsible for any plant requirements mandated by City Code.
- No areas are to be left with bare soil. Sod or mulch must be installed.
- Any new landscape materials that are installed must be: drought-tolerant, low water “xeriscape” plants where practical.
- Install low volume, non-spray irrigation system (such as drip irrigation, bubblers, or soaker hose).

### **Concrete:**

- The Contractor shall provide cast-in-place concrete including, but not limited to footings, foundations, steps and slabs on grade. Follow ACI codes and standards.
- No concrete is to be placed over grass, roots, or foreign matter.
- Concrete reinforcing specifications shall be as follows: Bars: deformed steel, ASTM A615, grade 60 and Mesh: welded steel wire fabric, ASTM A185. Note: Fibermesh is acceptable in lieu of welded steel fabric.
- The Contractor shall use cement with the following specifications: type I minimum 2500 PSI at 28 days, ASTM C150.
- The concrete aggregate shall be normal weight, ASTM C33.
- All concrete slabs shall be separated from existing construction by ½ inch asphalt-impregnated expansion joint material.
- The isolation and control joints shall meet industry standard.
- Exterior steps and slabs shall be broom finish.

### **Masonry:**

- The Contractor shall provide unit masonry for block wall construction.
- Concrete block shall be normal weight, ASTM C145, C90 Type 1, grade N; nominal 8 x 8 x 16” size with hollow cores. Special shapes as required by plans or buildings configuration.
- Mortar shall meet the following specifications: ASTM C270, cement-line mortar, type N above grade, type M below grade, other types as required by application.
- Ties and reinforcing shall be hot-dipped galvanized ASTM A153.

### **Fences:**

- **Fences shall meet the following specifications: chain link variety, unless otherwise specified, hot dipped galvanized #11 minimum wire, post, and fasteners, minimum 4 feet high.**
- Entrance gates shall be minimum 42 inches wide and 4 feet high.
- Driveway gates shall be a minimum of 10 feet wide and 4 feet high.
- Fence posts shall be anchored in concrete. (60 lbs per post)
- All fence installations shall be surveyed prior to installation.
- All fence installations shall include the removal of any shrubs, trees, flowers, etc., that may be in the way of, or interfere with the fence installation. Care shall be taken to keep plant removal to the minimum necessary for installation.

#### **Wood /Plastics:**

- The Contractor shall provide rough carpentry including but not limited to, framing, blocking, nailers, plates, sub flooring, sheathing and furring.
- All vertical framing members and furring strips shall be 16 inches on center.
- Material specifications shall be as follows: Lumber – comply with PS 20 and respective grading rules. Plywood – comply with PSI ANSI A 199.1 or APA performance standard.
- The Contractor shall provide galvanized steel connectors by Simpson Strong – Tie Co. or a product of equal quality.
- The Contractor shall use certified preservative treated lumber at areas where wood is in direct contact with masonry or concrete, including sole plates, furring and blocking.
- The Contractor shall use pressure treated lumber for all exterior columns, beams, railings, etc.
- The Contractor shall use ½ inch 4 ply CDX plywood for decking, roof and gables.
- All decking shall be nailed, not stapled.

#### **Finish Carpentry:**

- The Contractor shall use cement siding/soffit material for all exterior running and standing trim.
- Carpentry materials shall have the following specifications: Softwoods – comply with PS 20. Hardwoods – comply with NHLA rules. Carpentry shall be painted or stained per City of Orlando color pallet.
- All finish work must be of good quality, using mitered corners where practical, and staggered joints.
- All exterior fasteners and hardware shall be galvanized or non-corrosive.

#### **Thermal and Moisture Protection:**

- All roof/attic insulation must be a minimum of R-30 (cumulative).
- The Contractor shall provide either batt or blown insulation in all roof and attic spaces. In sloped ceiling areas, the Contractor must provide batt insulation, supported by metal rods or continuous galvanized wire mesh.
- Acceptable insulation manufacturers include DOW, Certain-Teed, Manville, Owens Corning or equal.
- The Contractor must provide spray foam insulation at window and door casings, behind electric boxes and at wall penetrations.

- Underlayment shall be installed in accordance with the Florida Building Code sub-sections 1507.3.8.1 and 1507.3.8.2.
- Non-shrinking latex or silicone caulk shall be used to seal exterior wall construction, including visible cracks. The Contractor must seal framing members in exterior walls, especially penetrations made by mechanical, electrical, or plumbing trades.

#### **Doors:**

- All exterior doors shall be steel, six panel pre-hung, foam-filled with wood blocking at lock bore area and trim on both sides. Front doors shall include a peephole. All doors must be Energy Star labeled.
- All exterior locksets shall be of a security type to include deadbolts.
- All locks for a home shall be keyed alike.
- The Contractor shall be responsible for providing door and window installation specifications to Permitting Services.
- All interior doors shall be “*Masonite.*” or equivalent
- All security doors shall have wire screening.
- All doors shall have a spring doorstop installed, where needed.

#### **Windows:**

- All windows shall be aluminum, single hung, double glazed, white in color except to match existing, be Energy Star Labeled and meet Florida Building Code requirements.
- All windows shall have a screen.
- All bathroom windows shall have obscured glass.

#### **Laths and Plaster:**

- The Contractor shall use the following specifications for plaster: cement plaster (stucco, not “stucco-like veneer”): 3 coats for frame, 2 coats for block complying with ANSI A42.2 and A42.3.
- The specifications for the metal lath are as follows: comply with MLSFA “Technical Bulletin 101” and ASTM C841.
- The Contractor shall use zinc alloy or plastic plastering accessories including, but not limited to, small nose corner beads, square edged casing beads, two-piece control joints and fasteners.

#### **Drywall:**

- The Contractor shall use gypsum board as the typical finish on the home, including, but not limited to, walls, ceilings, and soffit and shall provide necessary accessories, anchors and metal corner beads.
- Gypsum wallboard specifications shall be as follows: ½ inch thick; comply with ASTM36-screwed.
- The Contractor shall install cement-based backer board around tub/shower and other moisture-prone areas and shall comply with ASTM C475 as recommended by the manufacturer.
- All drywall shall be made from 100% recycled paper.
- All repairs on rehabilitation projects shall match existing finish, unless otherwise specified.

**Tile:**

- All wall tile shall be 4 x 4", gloss finish, white, except to match the existing tile. Flat cap or mud cap must be used at edges.
- All standard grade tile shall be installed per specifications or instructions issued by the material manufacturer. Tile shall be applied with acrylic modified thin-set and grout. No mastic shall be used in wet areas.
- All tile tub/shower surrounds shall include cement based backer board. Backer board to be installed over lip of tub, 2 inches past tub/shower on sides, and all joints sealed with fiberglass mesh tape and thin-set. No gypsum products behind or over backer board.
- All tile tub/shower surrounds shall include soap dish and towel bar.

**Marble Window Stools:**

- The Contractor shall provide honed white marble stools, complying with MIA group "A" requirements for soundness, with rectangular profile and eased edges.

**Flooring:**

- All carpet shall be installed as per manufacturer's specifications. Transitional metals shall be installed where needed.
- The carpet pad shall be minimum 7/16 thickness and 6 lb density.
- Ceramic tile installed shall be 12" x 12" minimum, glazed ceramic tile with a PEI rating of 4 (minimum)

**Painting:**

- When painting is required, the Contractor shall include the painting of all walls, ceiling, trim, closets and doors.
- The Contractor shall use the City of Orlando's color pallet.
- The Contractor shall paint all kitchen and bathroom doors and trim in semi gloss; all other walls/ceilings shall be painted in satin.
- All surfaces to be painted shall have the required prep work included. Prep work shall include filling holes, repairing stucco, caulking, spackling, etc.
- The Contractor shall remove over spray of texture application from doors, windows and trim prior to painting.
- The Contractor shall use qualified and trained painters, and provide surfaces free of runs, drips, holidays, and other visual defects at time of substantial completion.
- At the completion of all projects the Contractor shall leave the homeowner, a small quantity of all paints used in sealed containers.

**Appliances:**

- All appliances must be Energy Star labeled.
- All ranges are to have four burners and a glass panel door.
- All refrigerators are to be 18 cf., no frost with glass shelves.
- All range hoods to be ductless or ducted (match existing), fan with light, white.
- Appliance colors: standard white factory finish or to match existing appliances.

**Cabinetry:**

- All cabinetry, kitchen or bathroom, will be made with solid oak frame and doors.
- Vanity tops shall be one-piece cultured marble vanity top with sink.

**Plumbing:**

- For repiping projects, the Contractor shall ensure that the main waterline must enter through a low area of a wall into a closet or other approved location and be covered diagonally with a 1 x 6 board to protect the pipe, and caulked and painted.
- For repiping projects, the Contractor shall ensure that the pipe will be replaced from the utility meter to the house with ¾ inch PVC pipe.
- Quest/Pex or CPVC hot and cold piping shall be installed as per manufacturer's recommendation.
- New pipe installed in all unconditioned space shall be thermo-insulated.
- For repiping and new home/reconstruction projects a minimum of two hose bibs shall be installed with vacuum breakers.
- The Contractor shall remove all old hose bibs and patch with mortar, unless an electrical ground is attached.
- For repiping projects, the Contractor shall ensure that all holes made through walls, ceilings, etc. must be repaired to match existing walls, ceilings, etc. and primed.
- All penetrations through walls and cabinets must have escutcheon plates installed.
- The Contractor shall ensure that all drains are snaked out along with the main line from the house to street. All drains must be properly working at time of final inspection.
- All trenches created for plumbing repairs are to be properly filled and compacted to ground level.

**Plumbing Fixtures:**

- All replaced toilets, showers, and faucets must be water efficient.
- All tubs are to be "Americast", or equivalent.
- All fixtures shall match existing fixture, when appropriate.
- All water heaters must be Energy Star labeled and meet all installation codes, plumbing, electrical and building.
- All faucets/valves will be handicapped designated.
- All tubs/showers shall have anti-scald guards.
- Kitchen sinks shall be stainless steel double bowl with a depth of 8 inches.

**Mechanical:**

- The Contractor shall provide heating, ventilating and air conditioning systems, including controls, wiring, condensate pumps, thermostats, ducts, dampers, vents, registers, returns, remote panels and exterior pad to complete the work. The systems shall be balanced for uniform air distribution.
- All units are to be 13 SEER minimum, or equivalent, and installed per specification sheet and manufacturer's specifications. Size and layout must be approved by Permitting Services. All units must be Energy Star labeled.
- The Contractor shall install an air handler on a sealed wood platform with return vent in wall below the unit.

- The Contractor shall install a Masonite or equivalent ½ door for access to the HVAC closet. No bifold doors will be accepted for HVAC closet.
- The Contractor shall install attic-mounted rigid and flexible ductwork: R-6 minimum.
- The Contractor shall ensure that the return vent is filter backed.
- The Contractor shall install ceiling ducted vents with dampers to range and 90 cfm bathroom fan/vent.
- The Contractor shall install a dryer vent on the interior walls manufactured by “Dryerbox” by In-O-vate Technologies or equivalent.

**Electrical:**

- The Contractor shall ensure that smoke detectors are installed in hallways and bedrooms.

**Lighting and Fans:**

- The Contractor shall ensure that all fixtures installed must use Energy Star labeled bulbs.
- The Contractor shall install ceiling fans when appropriate.
- All ceiling fans shall have a light kit.

**Energy Efficiency:**

- Energy Efficiency materials and products will be used to improve conservation and sustainability for the purchasers or renters of homes purchased with NSP3 funds such as:
- Durable materials that last longer than conventional counterparts such as stone, brick, or concrete.
- Resource Efficient Materials such as layouts and advanced building techniques that reduce the amount of homebuilding material required.
- Heat Absorbing Materials that retain solar heat in winter and remain cool in summer.
- Solar Reflective Paving such as light-colored/high-albedo materials and/or open grid pavement with minimum Solar Reflective index of 0.6 over at least 30 percent of the site’s hardscaped areas.
- Use materials that are close to the job site.
- Install Green Roofing that is Energy Star compliant and high emissive roofing, and/or install a Green (vegetative) roof for at least 50 percent of the roof area; or a combination of high-albedo and vegative roof covering 75 percent of the roof area.

**Other NSP3 Rehabilitation Requirements:**

- All gut rehabilitation (i.e., general replacement of the interior of a building that may or may not include changes to structural elements such as flooring systems, columns or load bearing interior or exterior walls) or new construction of residential buildings up to three stories must be designed to meet the standard for Energy Star Qualified New Homes.
- All gut rehabilitation or new construction of mid- or high-rise multifamily housing must be designed to meet American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) Standard 90.1 – 2004, which is the Energy Star standard for multifamily buildings piloted by the [Environmental Protection Agency and the Department of Energy](#)
- Compliance with Section 504 of the Rehabilitation Act of 1973

- Compliance with the Fair Housing Act with respect to provisions related to physical accessibility standards for persons with disabilities