

**City of Warsaw & Fellowship Missions**  
**CDBG Blight Clearance Program – Construction Grant**

**Scope of Work**

**Non-Construction Services**

The following tasks have been identified as necessary non-construction services that should be done before demolition and ongoing through the completion of the project.

**1. Grant Administration**

- Manage the activities described in the Scope of Work.
- Act as liaison between the City of Warsaw, Fellowship Missions, the federal, state, and local environmental review agencies, the hired primary and secondary contractors, and the Indiana Office of Community and Rural Affairs (OCRA) staff.
- Prepare and submit the required Semi-Annual Reports, Environmental Status Reports, the Pre-Release of Funds Report, Release of Funds Report, Construction Release Status Report, Claim Requests, the Construction Grant Monitoring Closeout, and other reports and forms required by the U.S. Department of Housing and Urban Development (HUD) or OCRA.
- Coordinate and attend public meetings, project team meetings, and bid conferences.
- Implement quality assurance and control procedures to confirm that the completed work satisfies the project requirements.
- Provide direct assistance in the development and implementation of financial management and record keeping systems.
- Initiate and assist the City and Fellowship Missions through the grant closeout process and complete required closeout forms. The Grant Administrator will maintain all of the project files for at least five (5) years during the grant closeout period to assure timely and appropriate resolution of audit findings and recommendations by the Indiana State Board of Accounts. Additionally, assist the City and Fellowship Missions to ensure the constructed end-use remains as undeveloped green space for at least five (5) years past the project completion.

**2. Labor Standards**

- The Grant Administrator will serve as the Labor Standards Officer, and will conduct the required labor standards and federal prevailing wage requirements.

### **3. Environmental Review**

- The Grant Administrator will oversee the completion for following environmental review activities.
  - Conduct the environmental review coordination process and obtain concurrence letters from applicable federal, state, and local agencies.
  - Manage a file system for the environmental review, documenting the initial coordination to the required federal, state, and local agencies, and their concurrence response letters.
  - Prepare and publish the required notices to the public of the Environmental Findings, and prepare and publish the notice to the public of the request for Release of Funds.
  - Complete and submit all required Environmental Review Forms, and the “Request for Release of Funds” Certification Environmental Review Form.
  - Oversee and attend any on-site investigation or inspection activities.

### **4. Engineering Services**

- **Project Development - Pre-Construction**
  - Project management and coordination.
  - Prepare and publish the bidding documents.
  - Oversee the bidding process.
  - Acquire the required IDEM demolition permit, the IDEM Construction Stormwater General permit, and the local demolition permit.
- **Construction Administration**
  - Project management and coordination.
  - Oversee and monitor construction activity.
  - Review the pay applications.
  - Conduct project closeout activities.

## **Construction Items**

The following construction activities have been identified as necessary for this project. All of these items, with the exception of the asbestos abatement, will require the moving of soils on the site and are outlined in the detailed budget. Undeveloped green space is the intended end use for the property following completion of the demolition during the 5-year grant closeout period as highlighted in the “Warsaw\_Fellowship\_Missions\_Site\_Redevelopment\_Plan” in the National Objective section.

There are no ineligible items in this scope of work.

### **1. Site Remediation**

- **Asbestos Abatement**
  - Conduct an asbestos inspection.
  - Submit the Notification Form 44593 to IDEM.
  - Remove and dispose asbestos material in accordance with federal and state regulations.
- **Removal and disposal of the above and underground storage tank(s)**
  - The removal of the tanks is included in the Scope of Work as state law requires their removal before doing the demolition.
  - Conduct soil samples underneath the tanks to confirm if contamination is present and submit samples to EPA.
  - Remove and dispose of the storage tanks in accordance with federal and state regulations.

### **2. Mobilization & Oversight**

- Mobilization & Demobilization – Hauling heavy machine equipment onto and off the project site.
- Performance Bonds
- Installation of fencing, signage, and barricades.
- Fuel surcharge for operating heavy machine equipment.

### **3. Locate Existing Utilities**

- Contractors will order for the determination and marking of the existing utilities (public and private utilities) to ensure utilities will not be disturbed or if they will need to be relocated in order to proceed with the demolition.

**4. Demolition of Parking Lot & Other Ground Surfaces**

- Saw cutting, where necessary.
- Removal of asphalt, and loading and disposal of material.
- Removal of concrete, and loading and disposal of material.

**5. Demolition of the Jomac Building with West Basement**

- Removal of the structure and loading and disposal of material.
- Removal of the wood and roofing, and loading and disposal of debris to landfill.
- Removal of concrete flooring, and loading and disposal of material to contractor's recycling center.
- Removal of the wall footer foundation, and loading and disposal of material.
- B-sand backfill.
- Placement and compaction.

**6. Demolition of the Office Building**

- Removal of the wood and roofing, and loading and disposal of material.
- Removal of concrete slab, and loading and disposal of material.
- Removal of the foundations, and loading and disposal of material.
- B-sand backfill.
- Placement and compaction.
- Spoil dirt hauled offsite to an IDEM approved contaminated waste landfill.

**7. Site Clearing, Grading, Topsoil and Seeding**

- Final clearing, placement, and grading of the site.
- Lay 4 inches of unscreened topsoil.
- Laying of grass seed.