

**AMENDMENT TO
NORTH MIAMI COMMUNITY DEVELOPMENT AGENCY
HOUSING IMPROVEMENT PROGRAM AGREEMENT**

THIS AMENDMENT TO THE NORTH MIAMI COMMUNITY DEVELOPMENT AGENCY HOUSING IMPROVEMENT PROGRAM AGREEMENT ("Amendment") is entered into this day _____, between the **City of North Miami**, a Florida municipal corporation with a principal address of 776 NE 125th Street, North Miami, Florida 33161 ("City"), **Building & Remodeling, Inc.** ("Contractor") having its principal business address at 11100 SW 124th Street Miami, Florida 33176, and **Jean Emilio Masseus and Genevieve Masseus** ("Owner") living at 930 NE 129th Street, North Miami, Florida 33161 (Subject Property), Owner of the Subject Property. The City, Contractor, and Owner shall collectively be referred to as the "Parties."

RECITALS

WHEREAS, on October 22, 2021, the Parties entered into a NMCRA Housing Improvement Program Agreement ("Agreement"), which is attached hereto as Exhibit "1"; and

WHEREAS, the City desires to amend "Exhibit "A - Scope of Services to remove one previously approved item and replace it by the removal and replacement of rotten trusses in the flat roof considered more urgent than the approved item. ("Services"); and

WHEREAS, all parties to this agreement agree to the changes in the Services to be provided; and

WHEREAS, the changes in the Services will have no impact in the total cost of Services.

NOW, THEREFORE, in consideration of the mutual terms and conditions set forth below, the Parties agree as follows:

1. **Exhibit A. SCOPE OF SERVICES** is hereby amended to show the removal of one door in section 3 and the addition of section 4 for the removal and replacement of rotten trusses. as evidenced by "Exhibit A - Revised".
2. All other terms and conditions of the Agreement remain in full force and effect.

[The remainder of this page is intentionally left blank

IN WITNESS WHEREOF, the Parties have caused this Amendment to be executed by their respective and duly authorized representatives effective as of the date first written above:

ATTEST:

Corporate Secretary or Witness:

By: 

Print Name: Tommie Lee Faison

Date: 2/7/2022

Witness

Date: 2/8/2022

APPROVED BY: 

Alberte Bazile, MBA
Housing & Social Services, Director

ATTEST:

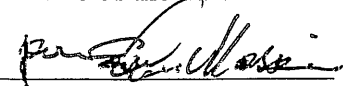
Vanessa Joseph, Esq., NMCRA Secretary

NMCRA Secretary Date Signed

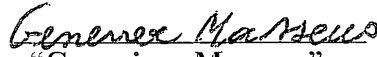
Approved as to form and legal sufficiency:

Steven W. Zelkowitz, Esq., NMCRA Attorney

NMCRA Attorney Date Signed


"Jean Emilio Masseus"

Date: 2/07/2022


"Genevieve Masseus":

Date: 2/07/2022

CONTRACTOR:

By: 

Date: 2/8/2022

Date: 02/08/2022

North Miami Community Redevelopment
Agency, a public body corporate and politic

Gayle S. McDonald, FRA-RP Interim Executive Director

Interim Executive Director Date Signed



Change Order

Company Name: Building & Remodeling, Inc.
Address: 11100 SW 124th Street
City, State, Zip: Miami, Florida 33176
Phone Number: (954) 668-3043

Date: January 11, 2022
Owner: Jean Maseus
Contractor: Jeffrey Beauvoir
Change Order #: 1

Original contract date: 09/22/2021

Change Order Description:
Removal of door in the room facing the west side as requested & agreed by Homeowners (\$1,200)
Installation & reinforcement of framing trusses from the flat roof in approximately 10 trusses
Remarks: Flat roof trusses are rotten and are collapsing. Price for materials & labor (\$1,200)
Change Order results in a change in the scope of work, but contract price remains the same.

The original contract sum was: \$20,400.00
Total amount of this change order: \$0.00
Door removal: (\$1,200.00)
Installation & reinforcement of framing trusses: \$1,200.00
The new contract amount including this change order: \$20,400.00

The date of completion as of the date of this change order is: January 31, 2022

Jeffrey Beauvoir
Contractor/Manager's signature

Jean Maseus
Homeowner's signature

Jeffrey Beauvoir
Housing Inspector

Genevieve Maseus
Homeowner's signature

[Signature]
HSS Assistant Director

[Signature]
HSS Director

Exhibit 1

NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY HOUSING IMPROVEMENT PROGRAM AGREEMENT

THIS AGREEMENT is entered into this day of October 22, 2021, by and among the following: **Jean Emilio Masseus and Genevieve Masseus**, ("Owner")s, Owners of the subject property; the **North Miami Community Redevelopment Agency** ("NMCRA"), a public body corporate and politic, having its principal office at 735 NE 125th Street, Suite 100, North Miami, Florida 33161; and **Building & Remodeling, Inc.** ("Contractor"), having its principal business address at 11100 SW 124th Street, Miami, FL 33176, collectively referred to as "Parties", regarding the rehabilitation of the real property legally described as:

Westerly 46.8 feet of Lot 5, Easterly 16.5 feet of Lot 4, Block 2, ELBARODA GROVE, according to the map or plat thereof as recorded in Plat book 18, Page 66, Public Records of Dade County, Florida a/k/a 930 NE 129th Street, North Miami, Florida 33161 (subject property).

WITNESSETH:

WHEREAS, the City of North Miami ("City") has established the Citywide "Housing Improvement Program" ("Program") sponsored by the North Miami Community Redevelopment Agency ("NMCRA") to provide assistance to eligible homeowners for the purpose of providing financial assistance to income eligible residents of North Miami living within the NMCRA boundaries, who are in need of repairs and beautification of their property (Project); and

WHEREAS, the Program is funded by the NMCRA and will be administered by the City's Housing and Social Services Department; and

WHEREAS, for purposes of administration of the Program, the City shall act as the agent of the NMCRA ("Agent"); and

WHEREAS, the Agent utilizes approved funding from the NMCRA in administering the Program; and

WHEREAS, the Owner(s), legal Owner(s) of the property described above, has agreed to the Project in accordance with Program specifications; and

WHEREAS, this Agreement is entered into after compliance by the Parties with all applicable provisions of Federal, State, and local laws, statutes, rules and regulations.

NOW, THEREFORE, in consideration of the mutual promises and the money in the amount of Twenty Thousand Four Hundred Dollars and 00/100 Cents (**\$20,400.00**) which the Agent will pay, which consideration is acknowledged by the Parties, the Parties agree as follows:

1. NMCRA Funds in the amount of Twenty Thousand Dollars and 00/100 Cents (**\$20,000.00**) are being utilized for the purpose of beautifying the subject property located within the NMCRA boundaries and Four Hundred Dollars and 00/100 (**\$400.00**) in Owners' Funds are being utilized to make up for the total amount of the project.

2. The following documents are incorporated hereto and are made part of this Agreement collectively referred to as the "Contract Documents":
 - The Specifications & Proposal related to the Project, attached as composite Exhibit "A", amended from time to time, represent the scope of services and responsibilities of the Parties under the Program and that the Parties agree to abide by and comply with their roles and responsibilities;
 - Program Regulations and Contractor Method of Payment, attached as Exhibit "B."
3. The Agent has the sole responsibility and obligation of interpreting the intent and purpose of the Program and Contract Documents.
4. Homeowner(s) are receiving a grant from the NMCRA secured by the above-described property. In consideration thereof, homeowner(s) agree to cooperate promptly with the Agent and its agents in the correction or completion, as well as the updating of any agreement documents, if deemed necessary or desirable by the NMCRA. Borrower understands that this may include correction or execution of a new note and mortgage to reflect the agreed terms. Refusal to do so, may jeopardize your opportunity to continue to participate in the program.
5. The Project shall be performed in accordance with the applicable codes, ordinances and Statutes of the State of Florida, the City and Metropolitan Dade County.
6. The Owners agree to maintain the property in good condition after the Project is completed. If the property is located in a Federal Emergency Management Act 100-year flood plain zone, the Owners must have an active flood insurance policy. Owners agree to purchase Homeowner's Insurance, Windstorm Insurance or Flood Insurance (Windstorm and Flood Insurances as applicable) upon completion of the rehabilitation work to be done to property. The coverage details of the insurance requirements follow:
 - a. Hazard (or Homeowner's) Insurance Policy for the replacement value as determined by the insurer, properly endorsed;
 - b. Proof of Windstorm Insurance if not covered by the Homeowner Insurance Policy for the replacement value as determined by the insurer, properly endorsed (if applicable); and
 - c. Proof of Flood Insurance if the subject property is located within a Flood Zone for the replacement value as determined by the insurer, properly endorsed (if applicable).
 - d. The **mortgagee loss payee clause** on the insurance policy(ies) must read as follows:

"North Miami Community Redevelopment Agency"
ISAOA ATIMA

(Its Successors and/or Assigns as Their Interests May Appear)
735 NE 125th Street, Suite 100
North Miami, Florida 33161-5654"

7. The Parties acknowledge and agree that funds provided derive from the NMCRA for the uses and purposes referred to in this Agreement.
8. The Owner(s) are required to provide proof of required insurance coverage and policy endorsements. If insurance coverage is not in compliance, Owner(s) may achieve compliance by obtaining the required coverage. Failure of Owner(s) to obtain and provide the Agent with proof of insurance within one (1) year from the date of execution of the contract will be an act of default.
9. The Owner(s) acknowledge that they presently occupy the property as their primary residence, and agree to continually occupy the property as their primary residence.
10. Awards exceeding Ten Thousand Dollars (\$10,000.00) will require a lien placed on the property through a recorded promissory Note and Mortgage for a period of five (5) years from this Agreement execution.
11. If any interest in the property is sold, assigned, subleased, conveyed or transferred, or the Note and Mortgage created by this Agreement is subordinated, whether voluntarily or involuntarily, including bankruptcy or foreclosure, within five (5) years of this Agreement's execution, such an event shall be considered a default unless the property Owner(s) agree to repay the remaining balance prior to such event. The indebtedness shall be payable at a rate of four percent (4%) simple interest per year on the remaining principal amount. Any person or entity, who, subsequent to the execution of this Agreement, purchases or receives any interest in the subject property, shall be bound by the terms and conditions of this Agreement and shall execute any and all documents required by the NMCRA.
12. All conditions and restrictions of this Agreement shall be considered and construed as restrictions running with the land, and shall bind all successors, assigns and persons claiming ownership of all or any portion of the subject property for a period of five (5) years from the date a Note and Mortgage are recorded, after which time, they shall be released by the NMCRA.
13. The Owner(s) and Contractor will not voluntarily create or permit, suffer to be created or to exist on or against the subject property or any part, any lien superior to the NMCRA's interest, and will keep and maintain the property from the claim of all parties supplying labor or materials which will enter into the construction or installation of improvements.
14. The Agent may, periodically, inspect the property for the purpose of assuring compliance with this Agreement.
15. In the event the Owner(s) or Contractor prevent the Agent from inspecting the Project for purposes of assuring compliance with this Agreement or with the Contract Documents, or prevents the Agent from complying with federal, state or local laws, the Agent shall be entitled to immediately terminate this Agreement, retain all funds, seek reimbursement for any funds distributed for the Project or obtain other relief as permitted by the Agreement.

Further, action by the Owner(s) or Contractor to prevent or deny the Agent's inspection of the project will constitute a default of this Agreement, and the NMCRA shall be entitled to exercise any and all remedies at law or equity.

16. If the Owner(s) terminate or cancel the services of the Contractor, and the Contractor is not in default of this Agreement, the Contractor shall be compensated for labor and material expenses incurred up to the date of cancellation, plus normal profit and overhead, the total sum of which shall not exceed twenty percent (20%) of the labor and materials' cost. As a condition of payment, Contractor shall submit verifiable written documentation of labor and materials expenses to the Agent. The Contractor shall be compensated from the funds provided to this Project. The Contractor shall not seek any relief or file any claim against the NMCRA should such termination or cancellation by the Owner(s) occur.
17. The Owner(s) shall not release or amend this Agreement without the prior written consent of the Agent.
18. Payment to the Contractor for the Project shall be made as described in composite Exhibit "B". After payment is made to the Contractor by the Agent, the NMCRA shall be automatically discharged from any and all obligations, liabilities and commitments to Owner(s), Contractor or any third person or entity.
19. The NMCRA desires to enter into this Agreement only if by so doing the NMCRA can place a limit on its liability for any cause of action arising out of this Agreement, so that its liability never exceeds its monetary commitment of Twenty Thousand Dollars and 00/100 Cents (**\$20,000.00**). Owner(s) and Contractor express their willingness to enter into this Agreement with recovery from the NMCRA for any action arising out of this Agreement to be limited to the total amount of its monetary commitment of Twenty Thousand Dollars and 00/100 Cents (**\$20,000.00**), less the amount of all funds actually paid by the Agent pursuant to this Agreement. Nothing contained in this paragraph or elsewhere in this Agreement is in any way intended to be a waiver of the limitation placed on the NMCRA's liability as set forth in Section 768.28, Florida Statutes.
20. The Owner(s) and Contractor shall hold harmless, indemnify and defend the NMCRA, its Agent, officers and employees from any and all obligations, liabilities, actions, claims, causes of action, suits, or demands arising or accruing by virtue of this Agreement.
21. The Owner(s) and Contractor shall not sublease, transfer or assign any interest in this Agreement.
22. In the event of a default, the Agent may mail to Owner(s) or Contractor a notice of default. If the default is not fully and satisfactorily cured within thirty (30) days of the Agent's mailing notice of default, the Agent may cancel and terminate this Agreement without liability to any other party to this Agreement. In addition, the Agent shall set the amount of compensation to be paid to the Contractor for the work completed up until the time of termination, including replacement of all work areas to a suitable condition.

23. In the event of a default, the NMCRA, shall additionally be entitled to bring any and all legal and/or equitable actions in Miami-Dade County, Florida, in order to enforce the NMCRA's right and remedies against the defaulting party. The NMCRA shall be entitled to recover all costs of such actions including a reasonable attorney's fee, at trial and appellate levels, to the extent allowed by law.
24. A default shall include but not be limited to the following acts or events of an Owner(s), Contractor, or their agents, servants, employees, or subcontractors:
- a. Failure by the Contractor to (i) commence work within thirty (30) days from the date of this Agreement, or (ii) diligently pursue construction and timely complete the project by securing a Final Certificate of Completion within two (2) months from the date of this Agreement, or (iii) provide the documentation required to make the final payment of the grant, within thirty (30) days from the date when a Final Certificate of Completion is issued.
- Work shall be considered to have commenced and be in active progress when, in the opinion of the Agent a full complement of workmen and equipment is present at the site to diligently incorporate materials and equipment into the structure throughout the day on each full working day, weather permitting.
- b. Failure by the Contractor to comply with any applicable building, fire, life safety, housing or zoning law, rule, regulation or code.
 - c. Default by an Owner(s) on any of the terms and conditions of the Note, Mortgage or other document executed in connection with the Program.
 - d. Insolvency or bankruptcy by the Owner(s) or by the Contractor.
 - e. Failure by the Contractor to maintain the insurance required by the NMCRA.
 - f. Failure by the Contractor to correct defects within a reasonable time as decided in the sole discretion of the Agent.
25. This Agreement shall be governed by the laws of Florida and venue shall be in Miami-Dade County, Florida.
26. The Owner(s) shall comply with all applicable uniform administrative requirements as described in Chapter 420, Florida Statutes, Chapter 9I-37, Florida Administrative Code and Section 570.502, Code of Federal Regulations.
27. Notices and Demands: All notices, demands, correspondence and communications between the Agent, Owner(s) and Contractor shall be deemed sufficiently given under the terms of this Agreement if dispatched by registered or certified mail, postage prepaid, return receipt requested, addressed as follows:

If to the NMCRA: North Miami Community Redevelopment Agency
735 NE 125th Street, Suite 100
North Miami, Florida 33161
Attn: NMCRA Executive Director

With copies to: City of North Miami
776 NE 125th Street
North Miami, Florida 33161
Attn: Housing & Social Services Director

If to Contractor: Building & Remodeling, Inc.
Beauvoir, Jeffrey (Registered Agent)
11100 SW 124th Street
Miami, Florida 33176

If to Owner(s): Jean Emilio Masseus and Genevieve Masseus
930 NE 129th Street
North Miami, Florida 33161

or to such address and to the attention of such other person as the NMCRA, Agent, Contractor or Owner(s) may from time to time designate by written notice to the others.

28. It is understood and agreed that all Parties, personal representatives, executors, successors and assigns are bound by the terms, conditions and covenants of this Agreement.
29. Any amendments, alterations or modifications to this Agreement will be valid when they have been reduced to writing and signed by the Parties.
30. No waiver or breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or any other provision, and no waiver shall be effective unless made in writing.
31. Should any provision, paragraphs, sentences, words or phrases contained in the Agreement be determined by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable under the laws of the State of Florida, such provisions, paragraphs, sentences, words or phrases shall be deemed modified to the extent necessary in order to conform with such laws; or, if not modifiable to conform with such laws, then same shall be deemed severable, and in either event, the remaining terms and provisions of this Agreement shall remain unmodified and in full force and effect.

[The remainder of this page is intentionally left blank]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed on the date on which the last of the Parties initials or signs.

[Signature]

Witness

Date: 9/21/21

[Signature]

Witness

Date: 9/22/21

[Signature]

Witness

Date: 9/21/21

[Signature]

Jean Emilio Masseus, Owner

Date: 9/21/2021

[Signature]

Genevieve Masseus, Owner

Date: 9/22/2021

CONTRACTOR:

By: [Signature]

Building & Remodeling, Inc.

Date: 9/21/2021

APPROVED BY:

E-SIGNED by Alberte Bazile
on 2021-09-22 20:55:37 GMT

Alberte Bazile, MBA
Housing & Social Services Director

Date: September 22, 2021

ATTEST:

E-SIGNED by Vanessa Joseph
on 2021-10-22 20:38:38 GMT

Vanessa Joseph, Esq., NMCRA Secretary

October 22, 2021

NMCRA Secretary Date Signed

E-SIGNED by Rasha Soray-Cameau
on 2021-10-15 16:21:46 GMT

Rasha Soray-Cameau, MBA, FRA-RP Executive Director

October 15, 2021

Executive Director Date Signed

Approved as to form and legal sufficiency:

E-SIGNED by Steven Zelkowitz
on 2021-10-05 15:17:33 GMT

Steven W. Zelkowitz, Esq., NMCRA Attorney

October 05, 2021

NMCRA Attorney Date Signed

Exhibit A

SCOPE OF SERVICES

OWNER(S) and CONTRACTOR agree to undertake the following repairs:

GENERAL CONDITIONS

All interior and exterior work shall be done in a clean, professional, workmanship type manner with all O.S.H.A. safety laws and rules observed.

Contractor shall not place any debris or equipment on adjacent properties. Contractor must clean all areas affected by work under this Contract. All left over debris must be removed and disposed of by legal means. Property must be left in broom clean condition daily. All related construction items removed or replaced shall become the property of contractor unless prior agreement with Homeowner has been reached in writing and approved by Housing Inspector. The contractor shall not use the Homeowner's residential bulk pickup and the regular trash pickup system to remove construction debris.

The Contractor shall provide all necessary materials, equipment and shall perform the services with the standard of skill, care and due diligence, which a competent and suitable qualified person performing such services would reasonably be expected to exercise in accordance with the Work Specifications. The work shall be performed in a "Workman Like Manner." Contractor to include cost of services of any licensed professional, if necessary, in procuring permits for the work.

All work to be performed in the Contract Agreement, including plans and bid specifications shall comply with all current building codes, ordinances, and permitting requirements from the City of North Miami. This includes the current Florida Building Code with the latest revisions. All applicable State and Federal Statutes must be followed (i.e. Davis Bacon, Child Labor Laws, etc.) Failure to comply with general conditions may result in suspension or removal from the program.

The Contractor certifies that the location of the proposed work has been examined, as necessary to fully understand the nature of the obligation. Contractor is responsible for verifying all existing dimensions and job site conditions prior to submitting his bid. The work should be completed in the time limit(s) specified and in accordance with the plans and Work Specifications.

The Contractor must obtain all required permits within 30 days of the issuance of the Notice to Proceed. Construction work must begin within thirty (30) days from the date of the Building Permit issuance and shall be carried out at a rate that insures its full completion: no later than thirty (30) days for exterior work and ninety (90) days for total rehabilitation work, from the date of the issuance of the Notice to Proceed. The Contractor is responsible for scheduling and coordinating all subcontractor work.

All permits, inspections, process fees, Notice of Commencement/ Termination, wind mitigation report, and engineering or survey required to complete the following tasks shall be the responsibility of the Contractor.

The Contractor agrees to provide a one (1) year general warranty for all work performed under these specifications and a 10-year roof warranty. This will include all labor and materials. If certain items require different warranty periods, these items will be cited in the individual specifications.

To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the Homeowner and the City and its agents and employees, from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work or providing of materials to the extent caused in whole or in part by negligent or wrongful acts or omissions of, or a breach of this agreement by, the contractor, a subcontractor, anyone directly or indirectly employed by them or anyone whose acts they are legally responsible.

No verbal agreements are to be made between the Contractor and Homeowner. It is understood that the work contained in these specifications shall be done. **There shall be no private agreements of any kind between the Homeowner and the Contractor.**

No changes will be permitted to the Contract Agreement unless of an emergency nature, code violations, a requirement by the Building Department, a request for modification, or other instances as deemed necessary to complete the project. If said changes occur, a Change Order shall be approved and executed by the Homeowner, the Contractor, and the City prior to the start of the change order work.

If at any point in the following Specifications a "maximum retail price" is quoted for an item to be installed, the Homeowner will be responsible for selecting and approving this item within the quoted price range. The Contractor must have written acceptance from the Homeowner, prior to the installation of this product.

Whenever a material, item, article, appliance, or piece of equipment is identified in the Contract Agreement including plans and bid specifications by reference to manufacturers or vendor's names, trade names, model numbers, catalog numbers, or otherwise, the CITY, will have made its best efforts to name such reference. Any such reference is intended merely to establish a standard; and, unless it is followed by the words "**no substitution is permitted**" because of form, fit, function and quality, any material, item, article, appliance, or equipment from other manufacturer's and vendors which will perform or serve the requirements of general design will be considered equally acceptable provided the material, item, article, appliance, or equipment so proposed is, in the sole opinion of the CITY, equal in substance, approval granted by the CITY in the form of an executed change order prior to the installation of the material, item, article, appliance, or equipment.

When a specification refers to an "allowance", the Contractor is to permit the Homeowner to select the product to be installed, providing the pre-tax cost of the product does not exceed the allowance. The product selected must meet the standards specified in these specifications.

If there are conflicts between the Homeowner and the Contractor, the requirements cited in the Work Specifications shall prevail. Exception: Contractor and Homeowner must get written approval from the Home Owner or Condo Association and/or Property Manager for all work items.

The Contractor acknowledges that the agent of the City shall perform pre and post inspections of all work performed. Final and full payment for all work completed pursuant to the Work Specifications (as amended/modified, if applicable) shall be made upon completion of all inspection(s) required by the program and the work has been deemed satisfactory.

Homeowner shall provide the Contractor access to the property: Monday thru Saturday between 8am and 6pm.

Homeowner shall provide the water and electric services necessary to accomplish this work.

It is the Homeowner responsibility to remove and replace all personal property to facilitate the performance of the work. This includes, but is not limited to rugs, furniture, antennas and alarm system.

Contractor shall repair/relocate any phone wires affected by this work, Homeowner responsible for all TV cables or satellite wiring.

Contractor shall be responsible for any damage done to Homeowner's home, furnishings and personal property, because of the work performed by Contractor under these Bid Specifications.

Lead Based Paint Testing Report was provided to each contractor attending the Pre-Bid Conference: by signing the sign-in sheet at the Pre-Bid Conference, the contractors acknowledge receiving the report. However comprehensive the report appears, it cannot claim to have identified all lead containing materials. It is the Contractor's responsibility to determine compliance with EPA and OSHA standard.

Uniform Mitigation Verification Inspection Form - Upon completion of the work specifications, the Contractor must completely fill-out the Uniform Mitigation Verification Inspection Form, include supplying at least one photograph to accompany this form to validate each attribute marked in questions 3 through 7 and performing research to determine permit history and year house built.

Forms MUST contain the Homeowner signature.

Forms MUST contain the Inspector's Wind Mitigation Certificate of Completion with colored pictures.

PROJECT PICTURES

Contractor must provide a complete set of digital project pictures before the final payment

Complete set of pictures include:

- 1. Before construction pictures**
- 2. In-progress construction pictures**
- 3. Final pictures**

EXTERIOR

GENERAL ROOF SPECIFICATIONS

Sheathing end joints shall be made over rafters. All supporting verge rafters shall extend back into the roof at least four feet. All sagging portions of the roof shall be braced with minimum 2"x4" lumber from roof rafters to nearest bearing wall. Purlins shall be used when necessary. The first two hundred feet (200') of unforeseen rotten or damaged sheathing replacement will be included in the contract price. Replacement of any additional sheathing requires the Housing Inspector's verification and authorization prior to replacement. An Engineer Certification is required for repair/replacement of roof framing components of structural concern. The roofing contractor must comply with any gas vents requirements per Building and Zoning. **Contractor shall warrant work for ten years from completion date (final permit approval) of all work required under this contract. A copy of the warranty must be submitted to the Homeowner and the Community Planning & Development Housing Division office upon completion of the roof.** **NOTE: All damaged sheathing, rafters, fascia and soffits replacement shall be included in the contract price.**

01) SLOPED ROOF - DIMENSIONAL SHINGLES WITH SECONDARY WATER BARRIER **\$14,000.00**

Reason for replacement: the existing shingle roof is in poor condition and past its normal useful life.

Remove and reinstall electrical fixtures prior to make the necessary repairs at the front porch.

Remove damaged soffit and wood siding at the front porch, main roof (E & W) and haul away.

Provide labor and materials to replace plywood.

Remove all existing roofing covering, underlayment, and flashings to bare sheathing. Remove all

protruding nails or staples. Sweep-clean sheathing of all foreign materials and haul away all roofing debris from property at once. Replace all rotten, damaged, and missing sheathing and rafters, per General Roof Specifications. Furnish and install new underlayment, 3 inches white galvanized steel drip edge, galvanized steel valleys, return/wall flashings, lead stacks on all plumbing projections, pitch pan at electrical service mast, and new roof jacks. Furnish and install new dimensional fungus resistant shingles mechanically fastened to deck. Apply valley shingles in an open or closed fashion only, not woven. Homeowner will select colors from the manufacturer's standard colors. Upon completion of all work items, Contractor will provide the Homeowner with the manufacturer's shingle warranty and Contractor's ten-year warranty against leaks. This item requires a permit.

- a) Furnish and install new underlayment.
- b) Furnish and install a secondary water barrier (smooth surface peel and stick, roofing membrane).
- c) Finish and install new 3 inches white galvanized steel drip edge, galvanized steel valleys, return/wall flashings, lead stacks on all plumbing projections, pitch pan at electrical service mast, and new roof jacks.
- d) Install new dimensional TIMBERLINE PRESTIQUE 40 High Definition fungus resistant shingles mechanically fastened to deck. Valley shingles may be applied in an open or closed fashion only, not woven.
- e) Patch above the counter-flashing, matching house siding, seal and paint. CONCEAL THE COUNTER-FLASHING. Patch above the counter-flashing, matching house siding, seal and paint. Include painting any exposed flashing.

Homeowner will select colors from the manufacturer's standard colors. Upon completion of all work items, **Contractor will provide the Homeowner with the manufacturer's shingle warranty and Contractor's ten-year warranty against leaks. This item requires a permit.**

02) FLAT ROOF MODIFIED BITUMEN

\$2,800.00

Remove all existing roofing covering, underlayments, and flashings to bare sheathing including the front porch. Remove all protruding nails or staples. Sweep sheathing clean of all foreign materials and haul away all roofing debris from property at once. Replace all rotten, damaged, and missing sheathing and rafters as per Roof General Specifications and paint to match existing.

Furnish and install new underlayment mechanically fastened to the deck, two layers of fiberglass ply sheet, solid mopped with hot asphalt and one layer of Modified Bitumen solid mopped with hot asphalt. Where required, install new 3 inches galvanized steel drip edge, galvanized steel valley, return/wall flashing, lead stacks on all plumbing projections, pitch pan at electrical service mast, and new roof jacks. Upon completion of work, **Contractor will provide the Homeowner with the manufacturer's warranty and Contractor's five-year warranty against leaks.**

NOTE: OVER THE LIVING AREA, 1" RIGID INSULATION IS REQUIRED AT FLAT PORTION OF ROOF EXCEPT WHEN PONDING WATER CONDITION EXIST WHERE TAPERED INSULATION SHALL BE USED OR ANY OTHER APPROVED METHOD. INSPECTION/DOCUMENTATION REQUIRED. There can be no pooling water. Use tapered insulation or build up low areas, if required to prevent any pooling water.

3) INSTALL EXTERIOR INSWING DOOR-COMPLETE

\$3,600.00

NUMBER OF DOOR OPENINGS: 3

Deteriorated exterior doors, show evidence of termite infestation, and are not weather tight. Door locks are compromised and not securing the door.

Remove existing doors, jamb, casing, threshold, and haul these materials/debris away. Modify opening to accept standard size door as needed. Replace wood buck, if deteriorated or necessary, set buck in premium silicone sealant. Countersink all fasteners into frame; fill with wood putty and sand smooth. Repair all damaged and adjacent surfaces inside and out, caused by door removal and modifications, restoring to original condition. The door and its components shall be installed in strict compliance with the Florida Building Code product approval (or Miami/Dade NOA).

- Furnish and install new **IN-swing** impact resistant ¼-panel glass exterior door complete with jamb, casing, brick molding. Doors must be 1-3/4 inch solid core door.
- Furnish and install new **IN-swing** impact resistant six panels steel exterior door complete with jamb, casing, brick molding. Doors must be 1-3/4 inch solid core door.
- Install panoramic peephole, aluminum weather-stripping saddle, weather-stripping & spring/chain stop.
- Install tamper proof hinges.

- The doorknob should be an entry-type, which can be locked by turn button inside or a key outside. Deadbolt will have turn piece inside and keyed to knob outside. The doorknob and deadbolt shall be keyed alike. Material allowance for knob and deadbolt is \$50.00 per set.
- The painting of the door is covered under the exterior painting below.
- Material allowance for paint must be mid-grade or better of the City approved brands, which are ZERO VOC products, i.e., Benjamin Moore (Aura or EcoSpec), Sherwin Williams (Harmony), Glidden/ICI (Life master) PPG (Pure Performance), Olympic (Valspar). Housing Inspector shall verify brand and VOC level.

TOTAL BID AMOUNT: \$20,400.00

Exhibit B

Program Regulations

All work shall be performed in accordance with applicable federal regulations, including, but not limited to Davis-Bacon Act, Contract Work Hours and Safety Standards Act and Copeland Act (Anti-Kickback Act).

All work shall be performed in accordance with the terms and conditions stipulated in the executed contract and all applicable plans and specifications. Change orders to increase or decrease the dollar amount or which alter or deviate from the approved scope of work must be approved in writing by the Agent North Miami Community Redevelopment Agency (NMCRA) prior to work being performed or change orders being undertaken/implemented. Any change in the scope of work which increases the costs of the contract is the Owner(s)'s responsibility.

The Owner(s) shall certify that all information furnished when applying for NMCRA Housing Improvement Program funds is true and complete. Should it be found that the Owner(s) willfully falsified any information upon which eligibility to obtain NMCRA Housing Improvement Program funds was determined, this Agreement may be canceled by the Agent NMCRA and the Owner(s) shall be required to immediately return to the Agent any sums expended by the Agent in repairing or purchasing the Owner(s) property, including any legal fees incurred during the Program application process, and including administrative costs. **PENALTY FOR FALSE OR FRAUDULENT STATEMENT.** Title 18 U.S.C. Section 1001, provides: "whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies or makes any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000.00 or imprisoned not more than five (5) years or both."

Commencing Work

The Project shall begin only after a contract has been executed, a permit pulled, proof that a Notice of Commencement has been filed, and submission of a Contractor's Certification, County-required affidavits, proof of required insurances and an up-to-date contractor's license and occupational license.

Method of Payment

All applications for payment must be accompanied by certified statements (i.e., releases of liens and affidavits from the general contractor, all sub-contractors and suppliers) showing that the property is free and clear of mechanics or any other type of liens or obligations relating to the construction of the project. Also, a copy of both sides of the permit and inspection record card must accompany each payment request. All funding entities must authorize payments.

When requesting a payment, **ALL** of the following documents must be submitted at the same time. If there are any documents missing, the payment request package will **NOT** be accepted.

- Contractor's Invoice
- Release of Liens (Painters, General Contractor & Subcontractors)
- Contractor's Payment Request
- Homeowner's Payment Authorization
- Subcontractor's List

- Contractor's Payment Request Worksheet
- Certificate of Completion (**submit only with final payment**)

Final payment shall be due and payable within **forty-five (45) calendar days** following completion of all terms of this contract and final inspection and acceptance of same by the Homeowner and the Agent.

ADDITIONALLY, ALL PARTIES AGREED TO COMPLY WITH ALL EXISTING FEDERAL, STATE AND LOCAL LAWS AND ORDINANCES HERETO APPLICABLE, AS AMENDED.

Exhibit A

SCOPE OF SERVICES

OWNER(S) and CONTRACTOR agree to undertake the following repairs:

GENERAL CONDITIONS

All interior and exterior work shall be done in a clean, professional, workmanship type manner with all O.S.H.A. safety laws and rules observed.

Contractor shall not place any debris or equipment on adjacent properties. Contractor must clean all areas affected by work under this Contract. All left over debris must be removed and disposed of by legal means. Property must be left in broom clean condition daily. All related construction items removed or replaced shall become the property of contractor unless prior agreement with Homeowner has been reached in writing and approved by Housing Inspector. The contractor shall not use the Homeowner's residential bulk pickup and the regular trash pickup system to remove construction debris.

The Contractor shall provide all necessary materials, equipment and shall perform the services with the standard of skill, care and due diligence, which a competent and suitable qualified person performing such services would reasonably be expected to exercise in accordance with the Work Specifications. The work shall be performed in a "Workman Like Manner." Contractor to include cost of services of any licensed professional, if necessary, in procuring permits for the work.

All work to be performed in the Contract Agreement, including plans and bid specifications shall comply with all current building codes, ordinances, and permitting requirements from the City of North Miami. This includes the current Florida Building Code with the latest revisions. All applicable State and Federal Statutes must be followed (i.e. Davis Bacon, Child Labor Laws, etc.) Failure to comply with general conditions may result in suspension or removal from the program.

The Contractor certifies that the location of the proposed work has been examined, as necessary to fully understand the nature of the obligation. Contractor is responsible for verifying all existing dimensions and job site conditions prior to submitting his bid. The work should be completed in the time limit(s) specified and in accordance with the plans and Work Specifications.

The Contractor must obtain all required permits within 30 days of the issuance of the Notice to Proceed. Construction work must begin within thirty (30) days from the date of the Building Permit issuance and shall be carried out at a rate that insures its full completion: no later than thirty (30) days for exterior work and ninety (90) days for total rehabilitation work, from the date of the issuance of the Notice to Proceed. The Contractor is responsible for scheduling and coordinating all subcontractor work.

All permits, inspections, process fees, Notice of Commencement/ Termination, wind mitigation report, and engineering or survey required to complete the following tasks shall be the responsibility of the Contractor.

The Contractor agrees to provide a one (1) year general warranty for all work performed under these specifications and a 10-year roof warranty. This will include all labor and materials. If certain items require different warranty periods, these items will be cited in the individual specifications.

To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the Homeowner and the City and its agents and employees, from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work or providing of materials to the extent caused in whole or in part by negligent or wrongful acts or omissions of, or a breach of this agreement by, the contractor, a subcontractor, anyone directly or indirectly employed by them or anyone whose acts they are legally responsible.

No verbal agreements are to be made between the Contractor and Homeowner. It is understood that the work contained in these specifications shall be done. **There shall be no private agreements of any kind between the Homeowner and the Contractor.**

No changes will be permitted to the Contract Agreement unless of an emergency nature, code violations, a requirement by the Building Department, a request for modification, or other instances as deemed necessary to complete the project. If said changes occur, a Change Order shall be approved and executed by the Homeowner, the Contractor, and the City prior to the start of the change order work.

If at any point in the following Specifications a "maximum retail price" is quoted for an item to be installed, the Homeowner will be responsible for selecting and approving this item within the quoted price range. The Contractor must have written acceptance from the Homeowner, prior to the installation of this product.

Whenever a material, item, article, appliance, or piece of equipment is identified in the Contract Agreement including plans and bid specifications by reference to manufacturers of vendor's names, trade names, model numbers, catalog numbers, or otherwise, the CITY, will have made its best efforts to name such reference. Any such reference is intended merely to establish a standard; and, unless it is followed by the words "**no substitution is permitted**" because of form, fit, function and quality, any material, item, article, appliance, or equipment from other manufacturer's and vendors which will perform or serve the requirements of general design will be considered equally acceptable provided the material, item, article, appliance, or equipment so proposed is, in the sole opinion of the CITY, equal in substance, approval granted by the CITY in the form of an executed change order prior to the installation of the material, item, article, appliance, or equipment.

When a specification refers to an "allowance", the Contractor is to permit the Homeowner to select the product to be installed, providing the pre-tax cost of the product does not exceed the allowance. The product selected must meet the standards specified in these specifications.

If there are conflicts between the Homeowner and the Contractor, the requirements cited in the Work Specifications shall prevail. Exception: Contractor and Homeowner must get written approval from the Home Owner or Condo Association and/or Property Manager for all work items.

The Contractor acknowledges that the agent of the City shall perform pre and post inspections of all work performed. Final and full payment for all work completed pursuant to the Work Specifications (as amended/modified, if applicable) shall be made upon completion of all inspection(s) required by the program and the work has been deemed satisfactory.

Homeowner shall provide the Contractor access to the property: Monday thru Saturday between 8am and 6pm.

Homeowner shall provide the water and electric services necessary to accomplish this work.

It is the Homeowner responsibility to remove and replace all personal property to facilitate the performance of the work. This includes, but is not limited to rugs, furniture, antennas and alarm system.

Contractor shall repair/relocate any phone wires affected by this work, Homeowner responsible for all TV cables or satellite wiring.

Contractor shall be responsible for any damage done to Homeowner's home, furnishings and personal property, because of the work performed by Contractor under these Bid Specifications.

Lead Based Paint Testing Report was provided to each contractor attending the Pre-Bid Conference: by signing the sign-in sheet at the Pre-Bid Conference, the contractors acknowledge receiving the report. However comprehensive the report appears, it cannot claim to have identified all lead containing materials. It is the Contractor's responsibility to determine compliance with EPA and OSHA standard.

Uniform Mitigation Verification Inspection Form - Upon completion of the work specifications, the Contractor must completely fill-out the Uniform Mitigation Verification Inspection Form, include supplying at least one photograph to accompany this form to validate each attribute marked in questions 3 through 7 and performing research to determine permit history and year house built.

Forms MUST contain the Homeowner signature.

Forms MUST contain the Inspector's Wind Mitigation Certificate of Completion with colored pictures.

PROJECT PICTURES

Contractor must provide a complete set of digital project pictures before the final payment

Complete set of pictures include:

- 1. Before construction pictures**
- 2. In-progress construction pictures**
- 3. Final pictures**

EXTERIOR

GENERAL ROOF SPECIFICATIONS

Sheathing end joints shall be made over rafters. All supporting verge rafters shall extend back into the roof at least four feet. All sagging portions of the roof shall be braced with minimum 2"x4" lumber from roof rafters to nearest bearing wall. Purlins shall be used when necessary. The first two hundred feet (200') of unforeseen rotten or damaged sheathing replacement will be included in the contract price. Replacement of any additional sheathing requires the Housing Inspector's verification and authorization prior to replacement. An Engineer Certification is required for repair/replacement of roof framing components of structural concern. The roofing contractor must comply with any gas vents requirements per Building and Zoning. **Contractor shall warrant work for ten years from completion date (final permit approval) of all work required under this contract. A copy of the warranty must be submitted to the Homeowner and the Community Planning & Development Housing Division office upon completion of the roof.** **NOTE: All damaged sheathing, rafters, fascia and soffits replacement shall be included in the contract price.**

01) SLOPED ROOF - DIMENSIONAL SHINGLES WITH SECONDARY WATER BARRIER **\$14,000.00**

Reason for replacement: the existing shingle roof is in poor condition and past its normal useful life.

Remove and reinstall electrical fixtures prior to make the necessary repairs at the front porch.

Remove damaged soffit and wood siding at the front porch, main roof (E & W) and haul away.

Provide labor and materials to replace plywood.

Remove all existing roofing covering, underlayment, and flashings to bare sheathing. Remove all

protruding nails or staples. Sweep-clean sheathing of all foreign materials and haul away all roofing debris from property at once. Replace all rotten, damaged, and missing sheathing and rafters, per General Roof Specifications. Furnish and install new underlayment, 3 inches white galvanized steel drip edge, galvanized steel valleys, return/wall flashings, lead stacks on all plumbing projections, pitch pan at electrical service mast, and new roof jacks. Furnish and install new dimensional fungus resistant shingles mechanically fastened to deck. Apply valley shingles in an open or closed fashion only, not woven. Homeowner will select colors from the manufacturer's standard colors. Upon completion of all work items, Contractor will provide the Homeowner with the manufacturer's shingle warranty and Contractor's ten-year warranty against leaks. This item requires a permit.

- a) Furnish and install new underlayment.
- b) Furnish and install a secondary water barrier (smooth surface peel and stick, roofing membrane).
- c) Finish and install new 3 inches white galvanized steel drip edge, galvanized steel valleys, return/wall flashings, lead stacks on all plumbing projections, pitch pan at electrical service mast, and new roof jacks.
- d) Install new dimensional TIMBERLINE PRESTIQUE 40 High Definition fungus resistant shingles mechanically fastened to deck. Valley shingles may be applied in an open or closed fashion only, not woven.
- e) Patch above the counter-flashing, matching house siding, seal and paint. CONCEAL THE COUNTER-FLASHING. Patch above the counter-flashing, matching house siding, seal and paint. Include painting any exposed flashing.

Homeowner will select colors from the manufacturer's standard colors. Upon completion of all work items, **Contractor will provide the Homeowner with the manufacturer's shingle warranty and Contractor's ten-year warranty against leaks. This item requires a permit.**

02) FLAT ROOF MODIFIED BITUMEN

\$2,800.00

Remove all existing roofing covering, underlayments, and flashings to bare sheathing including the front porch. Remove all protruding nails or staples. Sweep sheathing clean of all foreign materials and haul away all roofing debris from property at once. Replace all rotten, damaged, and missing sheathing and rafters as per Roof General Specifications and paint to match existing.

Furnish and install new underlayment mechanically fastened to the deck, two layers of fiberglass ply sheet, solid mopped with hot asphalt and one layer of Modified Bitumen solid mopped with hot asphalt. Where required, install new 3 inches galvanized steel drip edge, galvanized steel valley, return/wall flashing, lead stacks on all plumbing projections, pitch pan at electrical service mast, and new roof jacks. Upon completion of work, **Contractor will provide the Homeowner with the manufacturer's warranty and Contractor's five-year warranty against leaks.**

NOTE: OVER THE LIVING AREA, 1" RIGID INSULATION IS REQUIRED AT FLAT PORTION OF ROOF EXCEPT WHEN PONDING WATER CONDITION EXIST WHERE TAPERED INSULATION SHALL BE USED OR ANY OTHER APPROVED METHOD. INSPECTION/DOCUMENTATION REQUIRED. There can be no pooling water. Use tapered insulation or build up low areas, if required to prevent any pooling water.

3) INSTALL EXTERIOR INSWING DOOR-COMPLETE

J M

\$3,600.00

NUMBER OF DOOR OPENINGS: 3 2

\$2,400.00

Deteriorated exterior doors, show evidence of termite infestation, and are not weather tight. Door locks are compromised and not securing the door.

Remove existing doors, jamb, casing, threshold, and haul these materials/debris away. Modify opening to accept standard size door as needed. Replace wood buck, if deteriorated or necessary, set buck in premium silicone sealant. Countersink all fasteners into frame; fill with wood putty and sand smooth. Repair all damaged and adjacent surfaces inside and out, caused by door removal and modifications, restoring to original condition. The door and its components shall be installed in strict compliance with the Florida Building Code product approval (or Miami/Dade NOA).

- Furnish and install new **IN-swing** impact resistant 1/4-panel glass exterior door complete with jamb, casing, brick molding. Doors must be 1-3/4 inch solid core door.
- Furnish and install new **IN-swing** impact resistant six panels steel exterior door complete with jamb, casing, brick molding. Doors must be 1-3/4 inch solid core door.
- Install panoramic peephole, aluminum weather-stripping saddle, weather-stripping & spring/chain stop.
- Install tamper proof hinges.

- The doorknob should be an entry-type, which can be locked by turn button inside or a key outside. Deadbolt will have turn piece inside and keyed to knob outside. The doorknob and deadbolt shall be keyed alike. Material allowance for knob and deadbolt is \$50.00 per set.
- The painting of the door is covered under the exterior painting below.
- Material allowance for paint must be mid-grade or better of the City approved brands, which are ZERO VOC products, i.e., Benjamin Moore (Aura or EcoSpec), Sherwin Williams (Harmony), Glidden/ICI (Life master) PPG (Pure Performance), Olympic (Valspar). Housing Inspector shall verify brand and VOC level.

J M

4) **REMOVE & REPLACE ROTTEN TRUSSES (10)**

\$1,200.00

Removal, installation and reinforcement of framing trusses from the flat roof. Flat roof trusses are rotten and are collapsing.

TOTAL CONTRACT AMOUNT: \$20,400.00