



Wells, 509 South 6th Street, Burlington

BID PACKET

NOTICE TO BIDDERS
HUD LEAD
REHABILITATION PROJECTS

Time and Place for filing sealed Proposals. Sealed bids for the work comprising the improvement as stated below must be filed before **10:00AM, Tuesday, October 27, 2026** in the Southeast Iowa Regional Planning Commission, 211 North Gear Avenue, Suite 100 .

Time and Place Sealed Proposals will be Opened and Considered. Sealed proposals will be opened and bids tabulated at **10:01AM, Tuesday, October 27, 2026** in the Southeast Iowa Regional Planning Commission, 211 North Gear Avenue, Suite 100.

The project will be awarded to the lowest responsible bidder. Southeast Iowa Regional Planning Commission, as administrative agent for the HUD LEAD, reserves the right to reject any and all bids.

Time for Commencement and Completion of Work. Work on the improvement shall be commenced immediately upon approval of the contract by the SEIRPC and within Seven (7) days from the date specified on the Proceed Order. **Proceed Order Start Date may be flexible.**

Contract Documents. Copies of the contract documents are available at the project, and can viewed and downloaded at www.seirpc.com or picked up at Southeast Iowa Regional Planning Commission, 211 North Gear Avenue, Suite 100 or Southeast Iowa Regional Planning Commission, 211 N Gear Ave, Suite 100, West Burlington, IA.

General Nature of Public Improvement. The rehabilitation of buildings, structures and sites in accordance with the rehabilitation standards determined by general inspection and guidance explained on bid packets; in accordance with the contract documents. **Project(s) will be awarded individually.**

Exclusions: Any bids from contractors without signature on sign-in sheet with Homeowner shall be considered null and void, and shall be excluded from bidding.

****Women and Minority Owned Business are encouraged to participate****

Any questions regarding this notice can be directed to Jack Swarm at the Southeast Iowa Regional Planning Commission, (319) 753-4316.

MEMORANDUM

TO: Contractors

FROM: Southeast Iowa Regional Planning Commission

RE: HUD LEAD

DATE: October 05, 2026

Thank you for your interest in bidding on the homes in the HUD LEAD Home Rehabilitation Program. The following are a few reminders as you complete your bid packet.

1. All bids must be completed in permanent ink. Bids written in pencil will not be accepted.
2. Sealed bids for the work comprising of the improvements as stated below must be filed before **10:00AM, Tuesday, October 27, 2026** at **Southeast Iowa Regional Planning Commission, 211 North Gear Avenue, Suite 100**. Sealed proposals will be opened and considered at **10:01AM, on Tuesday, October 27, 2026** in **Southeast Iowa Regional Planning Commission, 211 North Gear Avenue, Suite 100**. The project will be awarded to the lowest responsible bidder. The HUD LEAD reserves the right to reject any and all bids. Copies of the contract documents can viewed and downloaded at www.seirpc.com or picked up at Southeast Iowa Regional Planning Commission, 211 N Gear Ave, Suite 100, West Burlington, IA. **BIDS ARE SUBJECT TO APPROVAL FROM THE STATE HISTORICAL PRESERVATION OFFICE.**
3. ~~PRESERVATION OFFICE~~ must be registered with Iowa Workforce Development and carry workers' compensation insurance on employees.
4. All bid submittals must include the following:
 - ✓ Completed Specification Sheet with all costs identified and project total on bid sheet .
 - ✓ Signed non-collusion statement
 - ✓ Section 3 Intent to Comply Form
5. The following will be required from the winning bidder, before project is awarded:
 - ✓ Certificate of Insurance showing SEIRPC or city as additional insured. Must show liability insurance and workers compensation.
 - ✓ Copy of Iowa Department of Public Health Lead Abatement Contractor and Worker(s) Licenses.
5. Bid amount will be publicly recorded as amount written on bid request cover sheet. Correct calculations



HUD LEAD BID SHEET

DATE BIDS RELEASED

10/1/2026

BIDS DUE

10/27/2026, 10:00 AM

Project: HTF-26-008

Rayne Wells

509 South 6th Street

Burlington, IA 52601

Phone: 903-802-2241

The following is hereby submitted as per your request. This bid covers all work and/or specified in the bid documents received for this job.

The undersigned, having become thoroughly familiar with the terms and conditions of the proposed Contract Documents and with local conditions affecting the performance and costs of the Work at the place where the work is to be completed, and having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the Work within the time stated and in strict accordance with the proposed Contract Document, including furnishing of any construct, and complete said Work in accordance with the Contract Documents, for the sum of money:

All labor, materials, services, and equipment necessary for the completion of the Work shown on the Drawings and in the Specifications:

Total Bid _____
(written amount)

Dollars: \$ _____
(numeric)

If awarded the Contract, the Bidder agrees to have on file with the Agency all required documents for verification of licensing and insurance. Completion of the project will require _____ calendar days. This proposal is valid for a period of 60 days.

All units of measurement and amounts are estimates.

Contractors shall be responsible for on-site measurements for complete accuracy.

Bid is for complete scope unless adjusted by change order by SEIRPC.

For questions, please contact:

Jack Swarm

Regional Planner

Southeast Iowa Regional Planning Commission

211 North Gear Avenue, Suite 100

West Burlington, IA 52655

Email: jswarm@seirpc.com

Phone: 319-753-4316

Fax: 319-754-4763

Website: www.seirpc.com

Office use only:

Mor.

H C

HO CN

Pb C

Bid Request Form

Rayne Wells
509 South 6th Street, Burlington, IA 52601

Contractor Information

Company Name: _____

Address: _____

City, St, Zip: _____

Phone: _____ Cell Phone: _____

Fed. Tax ID: _____ Email: _____

Printed Name: _____ Title: _____

Contractor Signature: _____ Date: _____

Insurance Provider Information

Name: _____

Address: _____

Phone: _____

City, St, Zip: _____ Policy #: _____

To assist in notification of future bidding projects we will be sending texts to the cell phone numbers on file. If you would like to have your number included please list your service provider to assist in setting up this service. If you do not wish to be included please let us know or reply "STOP" to any future message and we will remove you from our list.

List any Subcontractors that will be included

(note: all subcontractors will need to sign a lean waver prior to any payments on project)

Name

Trade

Note: This is a complete bid all blanks shall be filled. Any omissions by the contractor bidding on this project shall be the responsibility of the contractor. Omissions of amounts shall be verified by the contractor.

The amount listed on the front page shall be considered a full and complete amount for entire scope of work. Please be sure your calculations are correct. Incorrect amounts may result in your bid being declared non-responsible, and rejected.

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

HUD LEAD
509 South 6th Street, Burlington, IA 52601

STATE OF Iowa)
) SS:
COUNTY OF Des Moines)

_____, being first duly sworn, deposes and says that:
(printed name of contractor)

He/she is: (owner) (representative) (office personnel)
(partner) (other, explain _____)

Of _____, the Bidder that has submitted the attached Bid;
(Company name)

He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent
circumstances respecting such bid;

Such Bid is genuine and is not a collusive or sham Bid;

Neither the said Bidder nor any of its officers, partners, owner, agents, representatives, employees or parties
in interest including this affidavit, nor any employee or official of the City of Burlington has in any way
colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to
submit a sham bid in connection with the Contract for which the attached Bid has been submitted or to
refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought
by agreement or collusion or communication or conference with any other Bidder, firm or person to fix
the price or prices in the attached Bid or of any other Bidder, or to fix overhead, profit or cost element of
the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy,
connivance or unlawful agreement, any advantage against the City of Burlington or the owner of the
property interested in the proposed contract;

The prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy,
connivance or unlawful agreement on the part of Bidder or any of its agents, representatives, owners,
employers or parties in interest including this affidavit, or by any employee or official of the City of
Burlington.

Signed _____

Title _____

Item	Specification	Quantity/Unit	Total Cost
------	---------------	---------------	------------

1 Lead Based Paint Abatement Cost Totals.

Enter the total cost of all lead based paint abatement costs, as specified on attached work specification sheet, here.

1.00 ea \$ _____

Subtotal not to include Lead Safe Work Costs

Subtotal \$ _____

Please transfer this total to the front page in space provided.

Total Bid \$ _____

SECTION 3 REQUIREMENTS

All contractors working on HUD projects must comply with the following Section 3 Requirements. Please read and fill out the Intent to Comply Form and return with your bid.

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

Section 3 Businesses are encourage to respond to this proposal. A Section 3 business is a business that is:

51% owned by Section 3 residents*

Whose permanent, full-time staff is comprised of at least 30% Section 3 residents*

Has committed 25% of the dollar amount of its subcontracts to Section 3 businesses

*A Section 3 resident is defined as a public housing resident or someone with a household income that is less than 80% of the area median income.

Businesses that believe they meet the Section 3 criteria are encouraged to register as a Section 3 Business through HUD's website:

<https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness>

INTENT TO COMPLY WITH SECTION 3 REQUIREMENTS

Section 3 of the Housing and Urban Development Act of 1968 [12 U.S.C. 1701u and 24 CFR Part 135] is HUD's legislative directive for providing preference to low-income residents of the local community (regardless of race or gender), and the businesses that substantially employ these persons, for new employment, training and contracting opportunities resulting from HUD-funded projects. The regulations seek to ensure that low- and very low- income persons, and the businesses that employ these individuals, are notified about the expenditure of HUD funds in their community and encouraged to seek opportunities, if created.

A Section 3 resident is defined as a public housing resident or someone with a household income that is less than 80% of the area median income.

A Section 3 business is defined as a business that is:

51% owned by Section 3 residents

Whose permanent, full-time staff is comprised of at least 30% Section 3 residents**

Has committed 25% of the dollar amount of its subcontracts to Section 3 businesses

Note: If your business meets the definition of a Section 3 business, you may register as a Section 3 Business through HUD's website here:

<https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness>

Businesses who self-certify that they meet one of the regulatory definitions of a Section 3 business will be included in a searchable online database. The database can be used by agencies that receive HUD funds, developers, contractors, and others to facilitate the award of covered construction and non-construction contracts to Section 3 businesses.

Please complete the following:

1. If awarded a contract for this CDBG funded project, do you anticipate hiring new employees to complete the project? (Hiring would be specific to this project)

☐ Yes ☐ No If yes, please estimate the number of employees to be hired:_____

2. Is your business a Section 3 Business? ☐ Yes ☐ No

3. Is the bidder willing to consider hiring Section 3 residents for future employment opportunities that are a direct result of this CDBG funded project?

☐ Yes ☐ No

4. Is the bidder willing to consider subcontracting with Section 3 Businesses for this project? ☐ Yes ☐ No

I understand that this contracting opportunity is subject to HUD Section 3 requirements (24 CFR Part 135). I have read and understand the Section 3 requirements as generally described above and presented in the Section 3 contract language included in the procurement documents for this project. If awarded a contract, the business commits to following Section 3 requirements, as they apply to this project. If awarded a contract for this project, the business agrees to provide reports to (insert City/County) on Section 3 efforts and accomplishments.

Name of Contractor/Subcontractor

Address

Print Name

Title

Signature

Date

Specification Sheet

509 S 6th St, Burlington, Iowa



Project Information

Owner:	Rayne Wells
Address:	509 S 6 th St, Burlington, Iowa 52601
Phone Number:	903-802-2241
Bids Due:	October 27, 2026, 2:00PM
Submit Bids to:	SEIRPC, 211 N Gear Ave, Suite 100, West Burlington, IA 52655

General Requirements

Instructions

This document is meant to communicate the project and obtain bids.

Review the document carefully, insert your bid where indicated, and return the document in an enclosed, sealed envelope by the date indicated. The envelope should be labeled with the contractor's name and the address of the project. Bids may be returned by email, If returned by email, privacy cannot be guaranteed but every effort will be made to maintain privacy. The contractor should verify that the bid was received.

A walk-through is not required for this project. Contractors are highly encouraged to visit the site before bidding. To visit, contractors must call the owner and arrange a time to visit. The Program Manager, Jack Swarm, is available to visit the site with contractors, or answer questions. Change orders will not be granted for conditions that should have been observed during a site visit; change orders will only be granted for unforeseen and unpredictable conditions.

During construction, the owner will vacate the property, and the agency will arrange and fund their temporary off-site housing. Upon project release, the contractor must coordinate with the owner to agree on a start date and commence work within 30 days. Once started, the contractor has 10 days to complete the project.

Purpose and Standards

Lead Hazard Work

The intent of this project is to control lead-based paint hazards using interim controls or abatement. To secure this intent, all work shall comply with IAC 481-470 regulating lead-based paint abatement, interim controls, and lead safe work practices. This document does not list all required methods necessary to control or abate lead-based paint hazards. All work shall be completed by properly certified/licensed lead abatement contractors and lead abatement workers; the contractor is expected to know and utilize appropriate methods compliant with the law.

Workmanship

All work shall be performed in compliance with local building codes. The contractor shall obtain all necessary permits and inspections, and shall ensure that all work meets local building codes.

All work shall be completed in a workmanlike manner in accordance with any traditional and generally accepted practices.

All products shall be used in strict conformance with the manufacturer's instructions.

Wood and other Trim Components

All wood or wood substitutes used shall be free of knots, cracks, or rough-cut surfaces. Cut edges shall be rounded, machine marks shall be removed, surfaces shall be sanded and smooth, grade marks shall be removed, nail holes shall be filled, and joints shall be tight. Puddy shall not be permitted to be used to fill excessive cracks, joints, or holes. All wood to be painted shall be caulked to the surface before painting. All caulking beads shall be tooled.

Paint

When paint removal is specified for abatement methods, it shall mean removing all layers of paint down to the substrate using chemical stripping, wet scraping, wet sanding, heat guns not exceeding 1,100 degrees Fahrenheit, a HEPA sander, a HEPA needle gun or other approved lead safe method.

When paint removal is required for interim controls, it shall mean only removing of loose paint by wet scraping or other equivalent methods and stabilizing the substrate so that it has no physical defects.

New paint shall only be applied after inspection of substrate has been satisfactorily completed.

Owners shall have choice of paint colors unless otherwise specified. All surfaces of component to be primed and then painted with two coats of high quality latex paint designed by the manufacturer for the intended use. Exterior to be flat or satin. Interior walls to be eggshell, ceilings to be flat. Trim/woodwork to be semi-gloss. The manufacturer's instruction shall be strictly followed.

Enclosures and Coverings

Enclosures. Enclosures are used for abatement work only. An enclosure is defined as the use of rigid, durable construction materials that are mechanically fastened to the substrate in order to act as a permanent, sealed barrier between lead-based paint and the environment.

Enclosures must completely seal the lead-painted surface from the livable environment to prevent lead dust or chips from becoming accessible. Typically, the perimeter of the enclosure is caulked to the underlying surface to create a seal. Materials used for enclosures must be physically screwed, nailed, or anchored to the underlying structure (substrate).

Before applying the enclosure, the underlying surface shall be labelled "lead paint" in compliance with law and inspected before covering.

To qualify as a permanent lead abatement method, an enclosure must be designed to last at least 20 years. Examples of enclosures include installing new drywall over old lead-painted plaster walls/ceilings, installing vinyl siding over original exterior wood cladding, covering old wood floors with underlayment and vinyl flooring, wrapping window casing or trim with aluminum coil stock paneling, and other similar techniques.

Coverings. Coverings are used for interim controls only. A covering is a layer applied over a lead-painted component or lead-contaminated soil to reduce immediate exposure to lead hazards.

Like enclosures, coverings completely cover lead-painted or contaminated surfaces and separate them from the lived environment.

Unlike an enclosure, coverings only temporarily cover the surface with no expectation to last 20 years. Coverings don't have to be sealed around the perimeter, and the underlying surface does not need to be labeled "lead paint". Coverings require ongoing monitoring and maintenance.

Examples of coverings include painting new paint over lead painted surfaces, installing but not sealing drywall, vinyl flooring, siding, coil stock, or other building materials over lead-painted or contaminated surfaces, installing mulch or sowing grass over lead-contaminated soil, etc. When using new paint to cover lead paint, all loose paint should be removed, damage to the underlying surface should be repaired, and the surface should be made smooth.

Coil Stock

All aluminum coil stock must be back caulked. All metal must be installed and flashed to shed water before sealants applied.

Whenever possible, metal should bend to terminate into a substrate or behind a component and edges should not be exposed. If edges must be exposed, edges should be double folded whenever possible to leave a rounded, smooth edge. Raw/cut edges shall not be exposed unless absolutely necessary and only if perfectly straight.

Wavy and sloppy flat surfaces shall not be accepted. Nails should not be exposed except when absolutely necessary. Hammer dents, surface scratches, or other damage will not be accepted. Metal must closely follow the enclosed surfaces and fold tightly around contours. Some contours, such as curved moldings, may be floated over as closely as possible.

At the discretion of the contractor, trim boards may be added before installation of metal to provide a suitable substrate for metal installation. Metal should be tucked under or tucked between architectural features (i.e., under the bottom of windows or between windows and stoppers) to provide a finished appearance, the best weather-resistant seal, and the best lead dust seal possible. When windows are replaced, metal edges shall not be butted to the surface of windows; the metal must always be installed first and folded behind stoppers or under concealed surfaces and back-caulked. Then, windows may be installed and caulked to the metal surface.

Owners to have choice of standard colors.

Windows

When windows are replaced, replace them with equivalent sizes and types as close as possible – double hung for double hung, casement for casement, fixed for fixed, etc. When replaced, remove and dispose of any storm windows. Wrap all trim with coil stock unless specified otherwise.

General procedure for replacement windows: If interior stop does not contain lead-based paint, carefully remove and preserve it for re-use; if it contains lead-based paint, dispose and fabricate a new interior stop, stained/painted to match. Remove and dispose of sash and parting beads. Remove pulley assembly and weights, if present, and fill cavities with fiberglass insulation. Cover jambs and trough with coil stock, wrap coil stock around the exterior stops and hide the edge between the stop and the window, and back caulk all edges. Provide and install a prefabricated, double glazed thermo-pane, vinyl replacement window, including self-storing screen. Caulk exterior stop and the edges to seal, being careful to install coil stock over exterior stop and other components before installing the window. Fasten window to jambs according to the manufacturer's instructions. Insulate any gaps between the window and jambs with foam or fiberglass. Reinstall interior stops and caulk tight against window assembly. Remove all labels from glass. Clean glass pane.

If there is any conflict between these specifications and the manufacturer's, the window shall be installed according to manufacturer's instructions.

Use a fusion-welded, low-E glass with low-conductance spacer, a minimum of 3/4" and a U-factor rating of 0.30 or below, and a lifetime limited warranty. Simonton Prism series, ThermaStar by Pella, or other equal quality window approved by the agency. Warranty is to be given to the Homeowner.

Windows must have overridable opening limiters to prevent accidental falls unless specifically exempted by the local building code.

Doors

When doors are replaced, replace with equivalent as close as possible – solid core for solid core, raised panel for raised panel, slab for slab, etc. When exterior doors are replaced, replace them with insulated steel, raised panel, pre-hung doors with an equivalent lite to the original door, unless otherwise specified. When replaced, provide all new hardware. Bedroom and bathroom doors should have privacy locks. Exterior doors should have all weather hardware and deadbolts.

When repaired, doors should be trimmed to fit uniformly into their openings and should operate without rubbing, dragging, scraping, or binding. Hardware should be adjusted, repaired, secured, or replaced as necessary to achieve these purposes.

When replacing exterior doors, remove the existing door. Install pre-hung steel door and frame assembly, complete with lockset and deadbolt. Door shall fit existing opening. Reduction in opening size shall not be permitted. Door and jamb shall be primed and painted with two finish coats. Reinstall or provide new trim. Repair all damage to walls and

trim. Exterior doors shall be a high-quality Stanley, Peachtree, Mastercraft or equal quality door. Provide manufacturer's warranty to owner.

Carpet stair runners.

Owners shall have choice of medium-grade carpet. Edges to be finished with serging or with a turned hem. Runners shall be professionally installed.

Mulch Ground Covering

When mulch is installed as an interim control, use premium clean and virgin bark chip/nugget hardwood mulch, cedar wood chips, or uniform playground-grade wood chips, free of trash, rocks, construction debris, toxic chemicals, and invasive weed seeds. Do not use recycled demolition waste, pallet mulch, finely pulverized bark dust, or any material containing treated lumber (e.g., CCA-treated wood). The contractor may be required to provide a certificate or receipt from a commercial supplier confirming the mulch quality.

Contaminated soil must not be excavated, rototilled, or tracked outside the work area. Install a commercial-grade, woven or non-woven, water-permeable geotextile filter fabric directly over the bare soil. Overlap all fabric seams by a minimum of six inches to prevent soil breakthrough. Anchor the fabric using landscape staples spaced every two feet along edges and seams. Spread the approved mulch evenly over the fabric to a minimum compacted depth of six inches. Maintain a two-inch gap between the mulch and the actual siding or wood trim of the home to prevent pest infestation and wood rot. Ensure no bare soil is visible within the designated abatement zone.

Surround the perimeter of the mulch with a well secured edger sufficient to hold the mulch in place.

Lead Hazard Work

Containment and Work Area

The work area shall be contained to prevent the spread of lead-based paint waste and debris until clearance testing is passed. No personnel shall be permitted in the containment area except certified lead abatement workers or contractors. Property owners shall not be permitted to enter containment area. If the property cannot be inhabited outside containment areas while work is being performed, the contractor may secure the property from entry by removing existing locks and installing their own locks. When the project is completed, the contractor shall reinstall the original locks.

Before containment is permitted to be removed and before owners are permitted to enter the containment area, the contractor shall pass a clearance inspection and dust testing. If inspections and dust testing fail, the contractor shall be responsible for all additional costs and fees for additional testing until the inspection and dust testing passes.

The contractor may use household utilities only for water and electricity necessary for performing the work. The contractor shall shut off HVAC systems. The contractor shall provide their own bathroom facilities. All lights shall be turned off when work is not being performed, except for lights necessary for security, limited to one interior light per floor and exterior lights.

Work areas shall be restricted by using barrier tape, fencing, or other appropriate physical barriers. Warning signs stating “DANGER: LEAD WORK AREA – MAY DAMAGE FERTILITY OR THE UNBORN CHILD – CAUSES DAMAGE TO THE CENTRAL NERVOUS SYSTEM – DO NOT EAT, DRINK OR SMOKE IN THIS AREA” shall be prominently posted in bold lettering in English and any other language understandable to occupants.

For interior work areas, all furniture, rugs, window coverings, and other items in the work area shall be removed or securely covered with taped plastic sheeting. Heating and cooling ducts, windows, doors, and entryways shall be sealed or contained with plastic barriers designed to allow worker access while preventing dust and debris from spreading. Floors, including carpeted areas, shall be covered with taped-down plastic extending at least six feet beyond the work zone or as far as needed to fully contain dust. Vertical containment walls shall be installed to separate work areas from non-work areas. All workers, tools, equipment, and waste containers shall be cleaned and free of dust and debris before leaving the work area.

For exterior work areas, all doors and windows within 20 feet of the abatement area shall be closed; for multistory buildings, this includes doors and windows within 20 feet on the same story as the work and on all lower stories at the same horizontal distance. Doors within active work areas that remain in use shall be sealed with plastic sheeting or other materials that allow worker access while confining dust and debris. The ground shall be covered with plastic sheeting or other disposable impermeable material extending at least ten feet beyond the work perimeter, or farther if necessary to capture falling debris, unless limited by the property line, and shall be secured with anchors or weights to remain effective during windy conditions. Where needed to prevent migration of dust and debris, vertical containment systems shall be installed using heavy duty polyethylene placed on the ground to collect all debris. All toys, personal belongings, furniture, and other movable items will be removed from the work area. Entryways shall be kept free of debris to minimize tracking of lead dust into the home.

The worksite shall be cleaned daily to remove all generated debris. A HEPA vacuum shall be on-site at all times. Non-HEPA vacuums and standard vacuums equipped with HEPA filters shall not be used. All waste materials shall be removed from the property daily or stored in clearly labeled containers within a locked, secure, restricted area of the property. All waste shall be wrapped in dust-tight plastic, labeled as lead waste with the property address, and properly disposed.

Occupant Protection Plan

To assist meeting the requirements below, SEIRPC has an OPP template that the contractor may use. Simply fill it out and submit it to SEIRPC for approval.

The contractor must develop and submit a written, site-specific Occupant Protection Plan (OPP) to the owner and agency before any work begins. No lead-based paint activities, site preparation, or containment setup may commence until the owner gives written approval of the OPP.

The OPP must fully comply with Iowa Administrative Code 481-470 and HUD Guidelines Chapter 8. A copy of the approved OPP must remain prominently posted at the entrance of the job site for the entire duration of the project.

The Occupant Protection Plan must be unique to the specific property and must detail the following information:

- Risk Identification: A complete description of the specific lead abatement and renovation activities to be performed.
- Hazards Analysis: A detailed description of the potential lead hazards and physical risks posed to occupants and their belongings.
- Control Methods: The specific controls, containment barriers, and work practices used to completely isolate the work area from the occupants.
- Signage: A map or layout showing where lead hazard warning signs will be posted to restrict unauthorized entry into the work zones.

The plan must state whether the work requires the temporary relocation of occupants during the project. If relocation is required, the plan must outline the relocation schedule, temporary housing arrangements, and the safe handling of occupant belongings. If occupants remain in the home, the plan must detail designated safe entry and exit paths that completely avoid the containment zones. The contractor must include a process for notifying occupants daily of the work schedule and active hazard zones.

The plan must indicate whether large or immovable furniture, appliances, and personal belongings that will remain inside the work area. The contractor must describe the

wrapping, sealing, and locking methods used to protect those remaining items from lead dust contamination. If items are moved out of the work zone, the plan must detail the secure storage location and the protective transport methods used.

The OPP must include an emergency evacuation map showing unblocked egress paths for occupants and workers in case of fire or medical crises. The plan must detail the exact steps the contractor will take to safely evacuate occupants and re-contain the area if a dust barrier fails. The plan must state that occupants will not be allowed back into the work area until an independent third party issues a successful dust-wipe clearance report.

7-Day DIAL Notice

To assist meeting the requirements below, SEIRPC has a 7-Day Notice template that the contractor may use. Simply fill it out and submit it to SEIRPC for approval.

The contractor must notify the Iowa Department of Inspections, Appeals, and Licensing (DIAL) of this lead hazard abatement project 7 days before commencing work. DIAL must receive the notice a full 7-days in advance by either regular mail or e-mail; the AMANDA Portal cannot be used. The notice must include following:

- site address
- contact information and address of the lead abatement firm, lead abatement contractor and the property owner contact
- whether the site is owner-occupied or a rental
- site year of construction
- names and contact information of occupants of the site
- brief description of abatement work to be completed

Pre-Renovation Notification

Before beginning any lead abatement, contractors must distribute Iowa's pamphlet, entitled *Lead Poisoning: How to Protect Iowa Families*, to all property owners and adult occupants. Contractors must deliver this pamphlet no more than 60 days before the work starts, secure a signed and dated delivery acknowledgment from each recipient, and retain these records for at least three years to comply with Iowa Department of Inspections, Appeals, and Licensing (DIAL) enforcement guidelines. If an occupant refuses to sign, mail the pamphlet to the occupant by certified mail and retain the receipts. For multi-family common areas, post highly visible warning signs detailing the work dates and locations, and provide instructions on how tenants can request a free pamphlet.

Final Cleaning and Clearance Testing

When the work is complete, the contractor must clean the site to pass an independent dust-wipe clearance test. Vacuum all horizontal and vertical surfaces within the work area using a certified HEPA vacuum, then perform a thorough wet-wipe and wet-mop sequence on all surfaces using a general-purpose cleaner, and finally, vacuum all surfaces again as above.

In accordance with IAC 481-470, the site must meet or fall below the following strict lead dust thresholds: Floors: < 10 micrograms per square foot, Interior Windowsills: < 100 micrograms per square foot, Window Troughs: < 100 micrograms per square foot. If clearance testing fails, the contractor must re-clean the area at their own expense until a passing result is achieved. A \$250 fee will be charged to the contractor for re-inspection and re-testing.

Bid and Work Specifications

The work is specified below. It is divided into rooms. Each exterior side of the home is considered a room, and each room on the interior is considered a room. The interiors of the rooms are divided into sides, A=east, B=south, C=west, and D=north. Refer to the property diagram for room designations.

No work shall be bid or completed except what is specifically listed. Where one component is receiving work and a similar component is not, it is because one component contains lead-based paint and the other does not.

Exterior A

Item	Component	Work Description	Abatement or Interim Controls	Proposed Cost of Work
1.	3 white porch support posts	Cover with white aluminum coil stock	Interim Control	\$
2.	Porch "Header"	Cover with white aluminum coil stock	Interim Control	\$
3.	Porch Ceiling	Cover with white aluminum non-vented soffit	Interim Control	\$
4.	All soffits, fascias, and frieze boards	Cover with white aluminum coil stock	Interim Control	\$

5.	All window (no door) casing, stoppers sills, jambs and troughs	Cover with white aluminum coil stock	Interim Control	\$
6.	Windows (x4)	Replace all windows (W1A, W2A, W19, W20, W21)	Abatement	\$
7.	Porch floor perimeter fascia board	Carefully remove lattice, cover porch floor perimeter fascia board with aluminum coil stock, replace lattice, attempting to install it neatly and square.	Interim Control	\$
8.	Bare soil	Remove any leaves from perimeter of the house, 2ft out from the house, and install 6" mulch on all bare soil without vegetative cover. Owner will remove all junk before work begins.	Interim Control	\$

Exterior B

Item	Component	Work Description	Abatement or Interim Control	Proposed Cost of Work
9.	All window (including basement) casing, stoppers sills, jambs and troughs	Cover with white aluminum coil stock	Interim Control	\$
10	Windows (x12)	Replace all windows (W1, W2, W3, W4, W5, W6, W6.5, W7, W8, W9, and 2 undesignated basement windows). For W2, replace with a fixed pane, plain glass window.	Abatement	\$

11	Door casing and jamb, both sides	Remove and replace. Replace door as coincidental to work. Casing on both sides to be similar in style to original. Exterior to be weather resistant. Paint all.	Interim Control	\$
12	All soffits, fascias, and frieze boards	Cover with white aluminum coil stock	Interim Control	\$
13	Bare soil	Remove any leaves from perimeter of the house, 2ft out from the house, and install 6" mulch on all bare soil without vegetative cover. Owner will remove all junk before work begins.	Interim Control	\$

Exterior C

Item	Component	Work Description	Abatement or Interim Controls	Proposed Cost of Work
14	Window casing, stoppers sills, jambs and troughs, (excluding W10)	Cover with white aluminum coil stock	Interim Control	\$
15	Windows (x3)	Replace windows W11, W12, W13	Abatement	\$
16	All soffits, fascias, and frieze boards	Cover with white aluminum coil stock	Interim Control	\$
17	Bare soil around house	Remove any leaves from perimeter of the house, 2ft out from the house, and install 6" mulch on all bare soil without vegetative cover. Owner will remove all junk before work begins.	Interim Control	\$

18	Bare soil by trampoline	Cover bare soil without vegetative cover around trampoline with 6" mulch.	Interim Control	\$
----	-------------------------	---	-----------------	----

Exterior D

Item	Component	Work Description	Abatement or Interim Controls	Proposed Cost of Work
19	All window casing, stoppers sills, jambs and troughs	Cover with white aluminum coil stock	Interim Control	\$
20	Windows (x4)	Replace windows W14, W15, W16, W17	Abatement	\$
21	All soffits, fascias, and frieze boards	Cover with white aluminum coil stock	Interim Control	\$
22	Coal Chute	Remove coal shoot cover and board the opening. Flash and seal properly. Use pressure-treated wood materials or other weatherproof materials. Paint to match house body color as close as possible.	Abatement	\$
23	Bare soil	Remove any leaves from perimeter of the house, 2ft out from the house, and install 6" mulch on all bare soil without vegetative cover. Owner will remove all junk before work begins.	Interim Control	\$

Downstairs Hall

Item	Component	Work Description	Abatement or Interim Controls	Proposed Cost of Work
24	Door Jamb, door from hall to kitchen	Wet scrape, repaint, install clear plastic corner guards on corners	Interim	\$

25	Stair treads, risers, and wall B stringer	Wet scrape, repaint using floor-rated paint, install carpet runner covering 90% or greater width of stair treads and risers.	Abatement	\$
----	---	--	-----------	----

Living Room

Item	Component	Work Description	Abatement or Interim Controls	Proposed Cost of Work
26	Interior windowsill, W17	Strip paint from front face and from the top and bottom of leading edges 2 inches deep. Wet scrape loose paint from rest of sill. Repaint.	Interim	\$

Kitchen

Item	Component	Work Description	Abatement or Interim Controls	Proposed Cost of Work
27	Jamb and stopper of doorway to office	Remove loose paint. Plane and trim door as necessary so that it closes in the jamb without rubbing. Repaint door if it was necessary to plane or trim. Repaint jamb and stopper. Reinstall door.	Interim	\$
28	Door to basement, door jamb, and stair-side casing.	Remove and replace. Carefully remove casing trim on kitchen side (not lead-based paint) and reinstall, or replace at contractor's option. Paint.	Abatement	\$

Office

Item	Component	Work Description	Abatement or Interim Controls	Proposed Cost of Work
29	Walls B and C	Remove loose paint. Fix any cracks, holes, or other damage. Repaint walls.	Interim	\$

30	Doorway to laundry/bathroom, jamb and stopper	Wet scrape and repaint to match. Install clear plastic corner guards on outside corners.	Interim	\$
31	Doorway to laundry/bathroom, sill/threshold	Remove threshold by cutting carefully flush with jambs. Install a custom made threshold of approximately the same shape and dimensions. Paint.	Abatement	\$

Office Closet

Item	Component	Work Description	Abatement or Interim Controls	Proposed Cost of Work
32	Walls A, B and D	Remove loose paint. Fix any cracks, holes, or other damage. Repaint walls.	Interim	\$

Downstairs Bathroom

Item	Component	Work Description	Abatement or Interim Control	Proposed Cost of Work
33	Beadboard ceiling	Enclose beadboard ceiling. Remove existing crown molding and save for reinstallation. Cover with sheetrock, finish, paint to match. Reinstall crown molding or provide new.	Abatement	\$

Upstairs Hall

Item	Component	Work Description	Abatement or Interim Control	Proposed Cost of Work
34	Baseboards and base shoe, walls A, B, D	Remove and replace with like size/style. MDF or wood may be used. Paint.	Abatement	\$

35	Doors, jambs, casing for all doors (BR1, BR2, BR3, Bath), both sides	Remove and replace with like size/style. Paint.	Abatement	\$
----	--	---	-----------	----

Bedroom 1

Item	Component	Work Description	Abatement or Interim Control	Proposed Cost of Work
36	Baseboard and base shoe, all walls	Remove and replace with like size/style. MDF or wood may be used. Paint.	Abatement	\$
37	Window casing and stops, all windows	Remove and replace with like size/style. MDF or wood may be used. Paint.	Abatement	\$
38	Door to closet, jambs, casing both sides	Remove and replace with like size/style. Paint.	Abatement	\$

Bedroom 1 Closet

Item	Component	Work Description	Abatement or Interim Control	Proposed Cost of Work
39	Baseboard and base shoe, all walls	Remove and replace with like size/style. MDF or wood may be used. Paint.	Abatement	\$
40	Walls C and D	Remove loose paint. Fix any cracks, holes, or other damage. Repaint walls.	Interim	\$
41	Ceiling	Remove loose paint. Fix any cracks, holes, or other damage. Repaint Ceiling.	Interim	\$
42	Closet shelf and cleat	Remove and replace with like equal, or prefabricated wire shelf with integrated hanger.	Abatement	\$

Bedroom 2

Item	Component	Work Description	Abatement or Interim Control	Proposed Cost of Work
43	Baseboard and base shoe, all walls	Remove and replace with like size/style. MDF or wood may be used. Paint.	Abatement	\$
44	Window casing and stops, all windows	Remove and replace with like size/style. MDF or wood may be used. Paint.	Abatement	\$

Bedroom 3

Item	Component	Work Description	Abatement or Interim Control	Proposed Cost of Work
45	Baseboard and base shoe, all walls	Remove and replace with like size/style. MDF or wood may be used. Paint.	Abatement	\$
46	Window casing and stops, all windows	Remove and replace with like size/style. MDF or wood may be used. Paint.	Abatement	\$
47	Door to closet, jambs, casing both sides	Remove and replace with like size/style. Paint.	Abatement	\$

Bedroom 3 Closet

Item	Component	Work Description	Abatement or Interim Control	Proposed Cost of Work
48	Baseboard and base shoe, all walls	Remove and replace with like size/style. MDF or wood may be used. Paint.	Abatement	\$
49	Walls, all	Remove loose paint. Fix any cracks, holes, or other damage. Repaint walls.	Interim	\$
50	Ceiling	Remove loose paint. Fix any cracks, holes, or other damage. Repaint Ceiling.	Interim	\$

51	Closet shelf and cleat	Remove and replace with like equal, or prefabricated wire shelf with integrated hanger.	Abatement	\$
----	------------------------	---	-----------	----

Upstairs Bathroom

Item	Component	Work Description	Abatement or Interim Control	Proposed Cost of Work
52	Walls A, C, and D	Remove loose paint. Fix any cracks, holes, or other damage. Repaint walls.	Interim	\$
53	Chair rail	Remove and replace. Paint.	Abatement	\$
54	Ceiling	Remove loose paint. Fix any cracks, holes, or other damage. Repaint Ceiling.	Interim	\$
55	Baseboard and base shoe, all walls	Remove and replace with like size/style. MDF or wood may be used. Paint.	Abatement	\$
56	Window casing and stops	Remove and replace with like size/style. MDF or wood may be used. Paint.	Abatement	\$
57	Medicine Cabinet	Remove and replace with similar size and style.	Abatement	\$

Hall to Basement

Item	Component	Work Description	Abatement or Interim Control	Proposed Cost of Work
58	Stair stringer on ceiling	Remove loose paint. Repaint.	Interim	\$
59	Rim board around framed opening	Remove loose paint. Repaint. Cover lower horizontal corner with plastic corner guard	Interim	\$
60	Shelf/ledge above Rimboard on wall B	Remove loose paint. Repaint. Cover upper horizontal corner with plastic corner guard.	Interim	\$

61	Stair risers	Remove loose paint and repaint risers only using floor-rated paint. Install carpet runner covering 90% or greater width of risers and stair treads.	Interim	\$
62	Lower stair stringers	Remove loose paint and repaint. Cover lower corner of outer stringer with plastic corner guard.	Interim	\$

Basement

Item	Component	Work Description	Abatement or Interim Control	Proposed Cost of Work
63	Door and jamb to NE Room	Remove handmade nailed board door and jamb, custom build a door and jamb using similar materials and methods, paint, install.	Abatement	\$

Cleanup and Containment

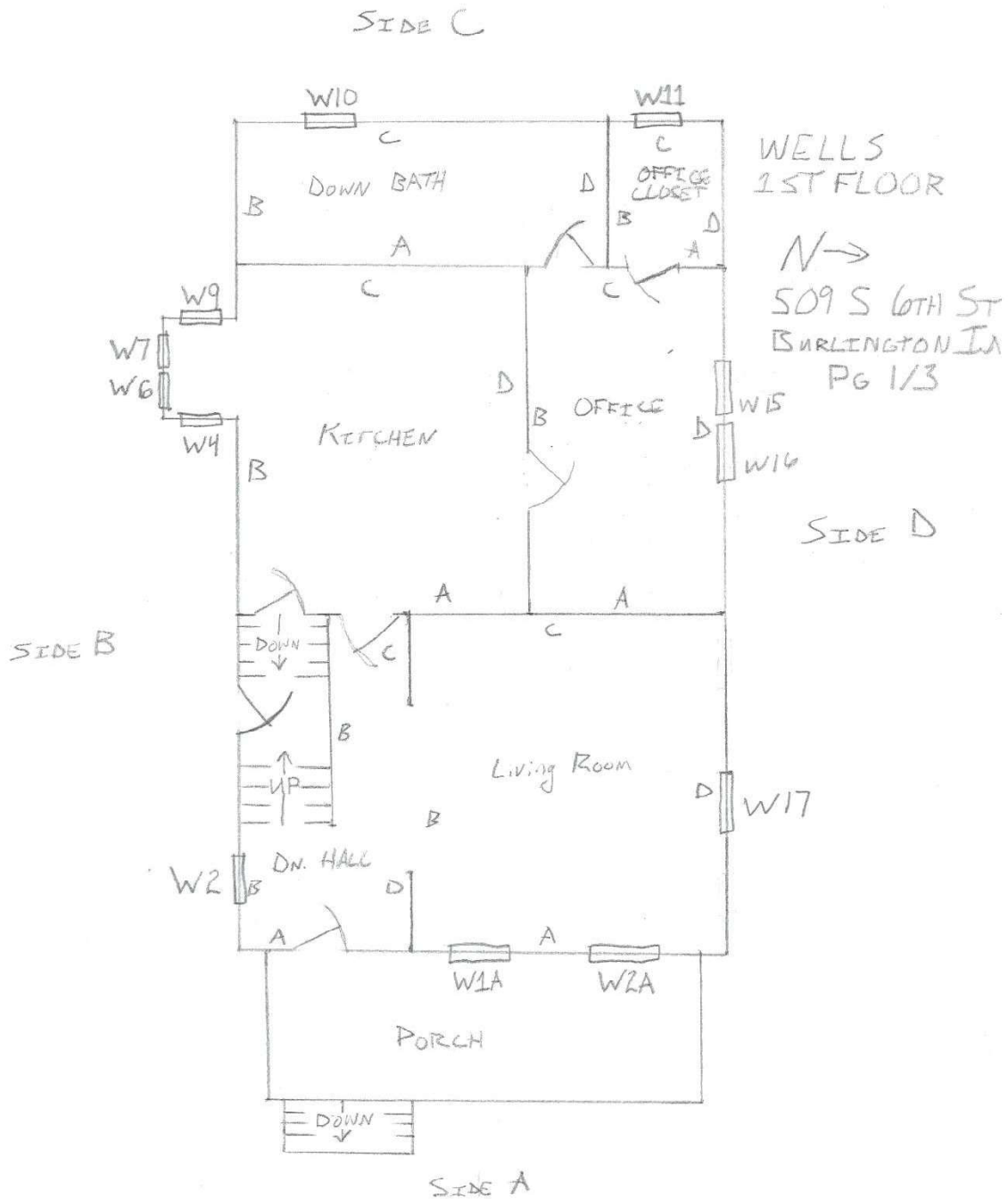
Item	Work Description	Proposed Cost of Work
64	Submit and Occupant Protection Plan for approval. Provide all necessary materials, equipment and labor to contain worksite where lead-based paint activity is being conducted. Protect any personal belongings of the owner. Properly dispose of all discarded materials. Clean worksite to pass final clearance testing. All methods and work to comply with Iowa Law of lead abatement activities. Do not exceed \$1500.	\$

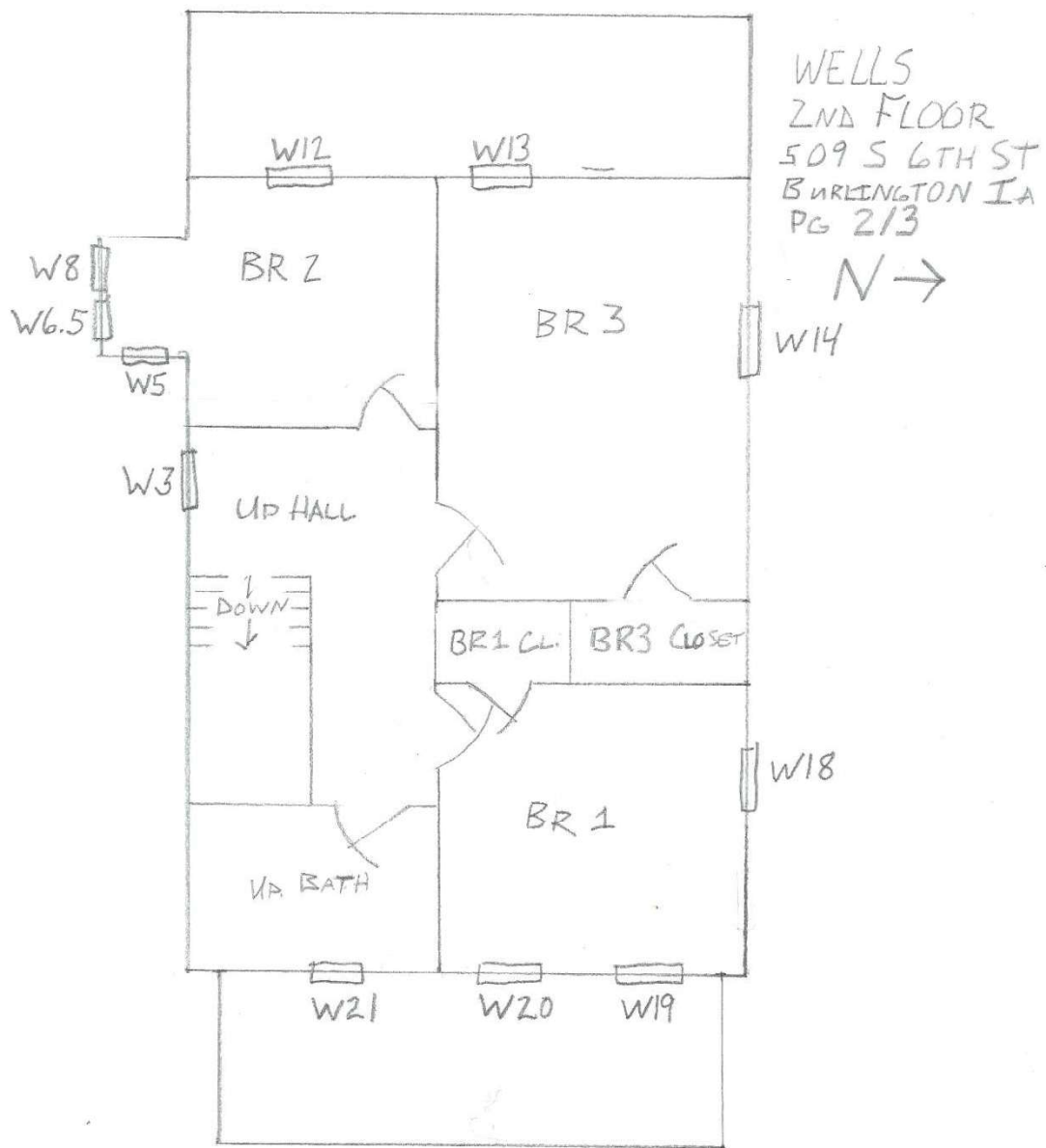
Total Bid

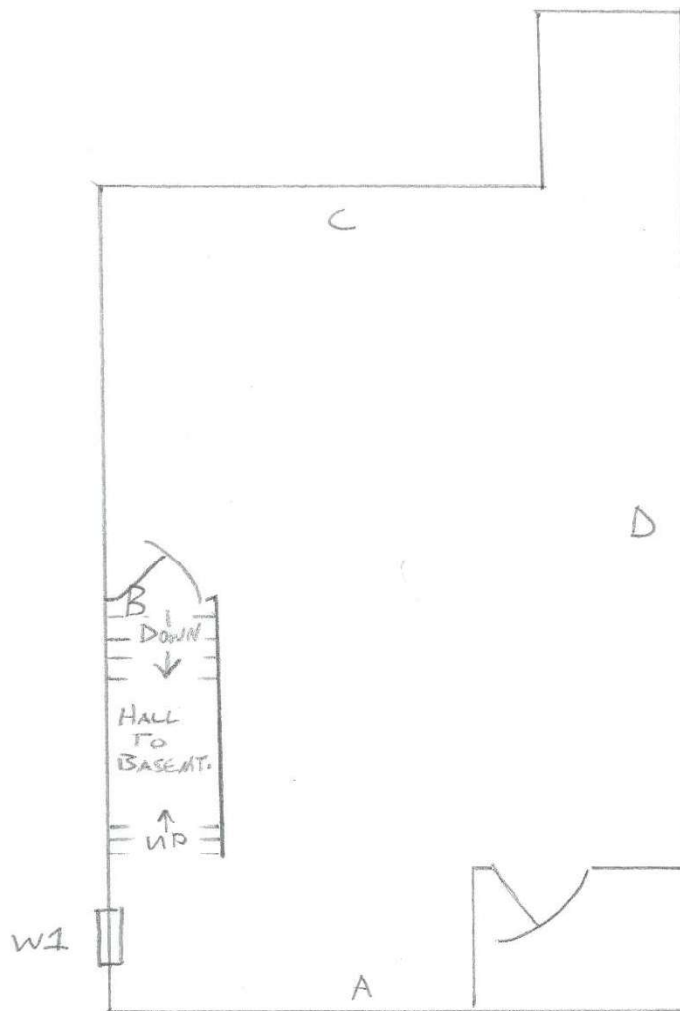
Items 1-64	Add all costs bids and insert total cost of work to the right:	\$
-------------------	---	-----------

DIAGRAM OF PROPERTY

Diagrams of the property are below.







WELLS
BASEMENT
N →
509 S 6TH ST
BURLINGTON IA
PG 3/3