

LAKE COUNTY LAND REUTILIZATION CORPORATION

DEMOLITION POLICIES & PROCEDURES

Notify consultant, CT Consultants, Inc., of project eligibility for demolition under the NIP Program.

Upon notification from LCLRC authorizing the demolition, CT Consultants, Inc. will

- 1) Complete a site visit to identify structures to be demolished as well as identify any additional items to be addressed and take "before pictures"
- 2) Order Asbestos Survey
- 3) Complete Historic Preservation Review
- 4) Estimate the demolition cost portion of the project
- 5) Receive the Asbestos Survey Analysis
- 6) Estimate the asbestos cost portion of the project
- 7) Prepare bid document/s
- 8) Advertise on CT Consultants website, solicit electronically to prequalified contractors
- 9) Review, qualify and recommend contractors to LCLRC for award
- 10) Contractors selected with a current contract will have the new projects added as a change order
- 11) Award the demolition contract to the lowest and best bidder for each address
- 12) Prepare contracts and/or change orders as needed
- 13) Set up pre-construction conference
- 14) Execute contracts and conduct the pre-construction conference
- 15) Issue the Notice to Proceed
- 16) Contractor is responsible for issuing the 10-day required EPA Notice
- 17) Site is inspected at least once during demolition (consultant)
- 18) Contractor is responsible for during pictures
- 19) Final Inspection and photographs (consultant)
- 20) Obtain required supporting documents from the contractor

Contractor is responsible for:

- 1) All necessary Permits
- 2) During photographs
- 3) EPA 10 day Notice (provide copies to consultant)
- 4) Asbestos dump slips
- 5) Permit Inspections
- 6) Coordination with the Asbestos Contractor/s

Prequalification - Contractors may submit a contractor's application.

The LCLRC continually accepts applications from contractors. Prequalification forms are available at www.lakecountylandbank.org under the Resource page. Applications received are reviewed, insurance and worker's compensation reviewed, Federal debarred list reviewed and references checked.

Each time a new demolition is anticipated, prequalified contractors are notified that the bid can be found on the consultants website (www.ctconsultants.com). A copy of the Contractor's application is attached as well as the Contractor General Rules for participation.

Bid process - Lake County Land Reutilization Corporation

For each new Phase, the Consultant will prepare a bid package, set a bid date, advertise the bid in the local newspaper and list on the consultant's website. Electronic solicitations will be forwarded to prequalified contractors.