Overview and Assessment

Cheryl Stephens
Director, Department of Acquisition, Disposition, and Development
Demolition Process

**Level 1 Assessment**
Photograph and evaluate each property

**Team Review**
Make the renovation or demolition decision based on Level 1

**Asbestos Survey**
Contract with licensed asbestos hazard evaluation specialists

**Asbestos Abatement**
Contract with licensed asbestos hazard abatement contractors

**Demolition Bid**
Create specifications and bid to minimum of three contractors

**Demolition**
Prepare contracts and track compliance with requirements

**Final Site Visits**
Confirm compliance and finished work before payment

**Payment of Contractors**
Invoices and supporting documents reviewed before payment
Demolition Process Flow

Preparation for Demolition
- Level 1 Review
- Asbestos Survey
- Interior Cleanout
- Asbestos Abatement

Demolition Bidding and Contracting
- Pre-Qualify Contractors
- Bid Process
- Contracts Signed

Demolition and Field Work
- Notice to Proceed
- Permits and Utility Shutoff
- Inspection During Demolition
- Demolition Completed
- Post-Demo Inspections

Request for Payment
- Invoice Package
- Internal Approval
- 90% Demo Payment
- 10% Retainage
Level 1 Assessments

Every property is inspected, photographed, major systems analyzed, documented.

Assessment Goals
renovation
demolition
additional review
Team Review For Every Property

Major System Evaluation
- Roofing
- Plumbing
- Electrical
- HVAC
- Windows / Walls

Structural Evaluation

Neighborhood Evaluation

Alternate Uses
- Elected Officials / Others
- Funding Sources
- Spec Development
- Final Disposition
Asbestos

Rosemary Woodruff

Senior Environmental Property Specialist
Asbestos Surveys

✓ Since 2010, EPA requires all structures to have an asbestos survey.
✓ Survey providers take samples of cement siding, window glazing, duct and pipe covering, and plaster/drywall. Anything over 1% asbestos is considered hot.
Asbestos Survey Contents

- Survey Findings
- Inspection Procedures
- Bulk Sample Summary
- Photographs
- Lab Report
- Site Sketch
CCLRC Survey Advice

- Know the rules
- Prequalify survey providers
- Agree on fixed survey prices annually, e.g., $640 for a 1-3 family residential survey (2016).
- Require site photos in survey reports
Asbestos Abatement

Cost Impacts
- 90% of CCRLC sites require some abatement; 5% are big jobs.
- A big plaster abatement job can cost $30,000 while the demolition might only cost $7,500.

Regulations
- Before abatement, a 10-day EPA Notification is required.
- Ohio Department of Health monitors OSHA compliance – over 50 SF of ACM requires an ODH notification.
## EPA 10-Day Notifications

**Property Information**
- Abatement Contractor
- Demolition Contractor

**Quantities**
- Dates

**Methods**
- Transporter and Disposal Site

**Signatures**
CCLRC Abatement Advice

- Don’t minimize health concerns
- Again, know the rules
- Prequalify abatement contractors
- Agree on fixed abatement pricing annually (plan to bid out large plaster/drywall jobs)
- Require before and after photos
Abatement Photos
CCLRC Abatement Advice

- Have clear expectations about site clean-up
CCLRC Abatement Advice

- Communicate!
Demolition Process

Jim Maher
Commercial Demolition Officer
Demolition

Contractor Pre-Qualification
Assess contractor’s experience, quality of work, and insurance

Demolition Specifications
Develop unique specification for each property
Creating the Demolition Specifications

GENERAL SPECIFICATIONS

DEMO SET 1610B-01

1. Notify Cuyahoga County Land Reutilization Corp. (CCLRC) and adjacent neighbors of the date and time of the demolition at least 24 hours prior to commencing work.

2. Contractor shall have competent Superintendent on site at all times when work is taking place.

3. Perform demolition during normal work hours Monday through Friday between 7:00AM and 2:00PM. The contractor may not start a demolition that cannot be completed in one day on a Friday. The CCLRC does not want a partially demolished site left unattended over the weekend.

4. Secure all necessary permits including, but not limited to, Building Permit to Demolish, Sewer Permit, and Hydrant Permit. If necessary, applicable sidewalk repair permits shall be secured.

5. Coordinate work performed to have utilities shut-off for project location. Ensure there is no loss of utilities to surrounding properties.

6. Begin and complete contract work within the contract dates. CCLRC reserves the right to cancel the contract if not completed within the time limitations of this contract without making substitutions or payments for work not completed.

7. Locate and buildhead all sewers and call for inspector by the permitting authority prior to backfill.

8. Notify Ohio Utility Protection Service (OUPS) as required by law.

9. Prior to demolition, walk through interior of structure to verify it is unoccupied.

10. Visually verify that asbestos abatement has been completed as required. If RACM or transite is still present, notify CCLRC at once so that abatement can be arranged and completed prior to demolition.

11. Take all necessary precautions to protect workers and the public, including but not limited to, warning signs, barricades, and fall protection. Eliminate unnecessary hazards before leaving the job site at the end of each day. Hazards such as missing sidewalks and demolition debris must be marked with yellow caution tape.

12. Reinstall fall protection and safety precautions at the end of each work day.

13. In the event of accidental damage to an adjacent property, speak with the property owner and notify CCLRC immediately. Contractor is liable for damage to neighboring property.

14. Provide to CCLRC prior to, and as an additional condition of payment for work performed, all pertinent, verified original receipts from an approved land fill or dump site, evidencing that all waste material from the job site contracted herein was disposed of in a proper manner. Receipts shall bear the date, job address, location of landfill or dump site, cubic yardage dumped, and bear the signature of the contractor’s driver and receiving facility representative. In the event such land fill receipts are not provided, CCLRC shall withhold payment until received and approved thereof.

15. Minimize noise, dust and inconvenience to neighbors. Contractor will provide labor and use hose of sufficient length (minimum of 100LIN) to prevent the discharge of visible emissions to the outside air throughout demolition.

16. Note: Costs for removal of personal property, if any, will either be contracted separately or treated as a contract addendum. Change orders require prior written approval by CCLRC.

17. Property dimensions and quantities are obtained from Cuyahoga County Fiscal Officer's records and although deemed reliable, must be field verified.

11405 Ohman Ave
Cleveland, OH 44108
110-21-114
Cuyahoga County Land Reutilization Corp. Generated: December 13, 2016 by Steven Billington
Creating the Demolition Specifications

Note property-specific instructions in bold font:

"Saw cut apron at middle control joint and remove section(s) closest to treelawn, leaving a smooth edge on remaining."

"Remove dead tree brush along fence line."

"This site requires Kurtz Bros Landbank Blend. It is the only approved fill material for this property."
Demolition

Contractor Pre-Qualification
Assess contractor’s experience, quality of work, and insurance

Demolition Specifications
Develop unique specification for each property

Bidding Process
Contractors bid on multiple sets
Multiple bid batches each month
Creating the Bid Package

- Request for Demolition Bids
- Proposal Form
- Demolition Specifications
<table>
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<th>AMJ</th>
<th>AMW</th>
<th>Broadway Wrecking</th>
<th>C&amp;J</th>
<th>CIR</th>
<th>Kingsway</th>
<th>Lightning</th>
<th>OBON</th>
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**Example Data**

| 16108-01 | 11405 OHMAN AVE | Cleveland | Two family | 13,600 | 12,600 | 10,550 | 2,349 |
| 16108-02 | 1435 E 63RD ST | Cleveland | Three family | 13,407 | 12,600 | 12,800 | 2,522 |
| 16108-03 | 2306 W 38TH ST | Cleveland | Single family | 7,000 | 8,080 | 7,425 | 0 |
| 16108-04 | 3220 E 123RD ST | Cleveland | Three family | 14,641 | 11,480 | 17,750 | 14,894 | 2,574 |
| 16108-05 | 3241 E 126TH ST | Cleveland | Two family | 12,500 | 13,492 | 10,700 | 10,300 | 1,175 |
| 16108-06 | 3247 E 134TH ST | Cleveland | Two family | 15,950 | 15,950 | 13,125 | 8,688 | 1,906 |
| 16108-07 | 3662 E 57TH ST | Cleveland | Single family | 8,700 | 11,988 | 8,200 | 7,680 | 1,081 |
| 16108-08 | 9110 CANNON AVE | Cleveland | Single family | 7,700 | 6,740 | 7,275 | 12,660 | 16,300 | 3,640 |
| 16108-09 | 7210 COYERT AVE | Cleveland | Single family | 8,000 | 10,595 | 9,120 | 10,775 | 8,806 | 2,128 |
| 16108-10 | 8612 UNION AVE | Cleveland | Single family | 14,800 | 9,030 | 9,780 | 12,800 | 12,300 | 2,612 |
| 16108-11 | 3646 E 120TH ST | Cleveland | Two family | 12,076 | 11,363 | 10,250 | 10,300 | 1,175 |
| 16108-12 | 8605 E 118TH ST | Cleveland | Single family | 5,790 | 7,892 | 8,080 | 8,080 | 1,175 |
| 16108-13 | 16506 HOME ST | Maple Heights | Single family | 6,662 | 9,644 | 9,315 | 9,315 |
| 16108-14 | 1176 ROSEDALE AVE | East Cleveland | Two family | 13,168 | 12,726 | 13,168 | 11,406 | 2,552 |
| 16108-15 | 3317 DESOTA AVE | Cleveland Heights | Two family | 11,423 | 13,430 | 10,130 | 10,130 | 2,168 |
Demolition

Contractor Pre-Qualification
Assess contractor’s experience, quality of work, and insurance

Demolition Specifications
Develop unique specification for each property

Bid Process
Contractors bid on multiple sets
Multiple bid batches each month

Contracting
Each contract contains multiple properties
Quality of work requirements in contract
DEMOLITION CONTRACT

This Agreement (“Agreement”) between the Cuyahoga County Land Reutilization Corporation (“CCLRC”) and American Metal and Wood Salvage, Inc. (“Contractor”) dated this 16th day of May, 2016.

WHEREAS, Contractor is licensed and certified in the State of Ohio and Cuyahoga County to conduct demolition and related activities. All persons working on any demolition project on Contractor’s behalf are also licensed and certified in the State of Ohio and Cuyahoga County to conduct demolition and related activities.

WHEREAS, Contractor proposes, and CCLRC hereby accepts Contractor’s proposal to perform the following “Work” and “Scope of Work” (as hereinafter defined) for the price quoted below.

SCOPE OF WORK, LOCATION AND PRICE

PROJECTED DATE(S): After the issuance of a written notice to proceed by the CCLRC and commencing on May 18, 2016 (“Start Date”) and completion not to exceed forty five (45) days from the date of execution of this Agreement (“Completion Date”). Contractor agrees that no less than fifteen (15) days prior to the Start Date, Contractor will deliver to CCLRC the original copy of the completed 10 day asbestos NESHAP notice. Failure to provide said notice to the CCLRC will prevent CCLRC from issuing a notice to proceed, but does not change the Completion Date. Prior to the issuance of the notice to proceed, Contractor may request the disconnection of utilities on the Site(s) on behalf of the CCLRC using the form attached hereto as Exhibit C-3 (Demolition Utility Disconnection Request).

BUILDING LOCATIONS: Cleveland, Ohio, located at the following locations (the “Sites(s)”).

<table>
<thead>
<tr>
<th>Building Address</th>
<th>City</th>
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<tbody>
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<td>128-14-044</td>
<td>CLEVELAND</td>
</tr>
<tr>
<td>129-24-037</td>
<td>CLEVELAND</td>
</tr>
</tbody>
</table>

1. Multiple Buildings. If the Contractor is performing work on multiple Sites pursuant to a bid package awarded by the CCLRC, the parties agree that this Contract shall be deemed to be a separate Contract for each individual Building and Site, and individually governed by the terms, conditions and provisions herein.
Demolition Notice to Proceed
Issue Notice to Proceed with 10-day EPA notice, granting access and setting schedule

EPA Notifications
Obtain 10-day NESHAP documents from abatement and demolition contractors

Contracting
Each contract contains multiple properties
Quality of work requirements in contract

Demolition Specifications
Develop unique specification for each property

Bid Process
Contractors bid on multiple sets
Multiple bid batches each month

Contractor Pre-Qualification
Assess contractor’s experience, quality of work, and insurance
Notice to Proceed

Property Information:
Address: 12507 Parkhill Ave
Cleveland, OH 44120
PPN: 129-24-037
Structure Type: Two family

Contract Information:
Contract Price: $9018.00

Property Owner: Cuyahoga County Land Reutilization Corporation
323 W. Lakeside Avenue, Suite 160, Cleveland, OH 44113

Notice to Proceed Date: May 20, 2016
Demolition to be completed by: July 4, 2016

Cheryl Stephens, Director of Acquisition and Disposition
Cuyahoga County Land Reutilization Corporation
323 W. Lakeside Avenue, Suite 160
Cleveland, OH 44113

This Proceed Order is invalid without the proper NESHAP notification's submission to the Cleveland Division of Air Quality Control.

Asbestos abatement to be performed by: Great Lakes Contracting
Demolition Inspections and Field Work

Deidre Lightning-Whitted
Senior Demolition Inspector
Pre-Demolition Activities

- Utility disconnections and inspections
- Walk through the house and around the property
- Check for completed asbestos abatement
- Schedule inspections with land bank and other entities
SITE FINISH REQUIREMENTS

- Clean hole with no debris
- Clean loamy fill with no shale, gravel, or brick
- Smooth even grade, no tire tracks
- No rocks larger than 2"
- Topsoil, fertilizer or compost, grass seed, and straw cover over entire lot
- Remove broken sidewalks and cordon with orange mesh fencing until new sidewalk is installed
Site Finish Problems
Site Finish Successes

- Curb is installed per demolition specification, sidewalk is replaced per field inspection punchlist.
- Timbers are installed per demolition specification and as required by the municipality.
Current Photos

General Observations
- During Demolition
  - +7 Days
  - +30 Days
  - +60 Days

Reports are emailed to contractors if additional work is needed.

Contractor Punch List:
The following tasks need to be completed and documented with photographs before the CCLRC will make final payment.

10/18/16 - dw
1. Apply top soil, fertilizer, seed and straw to bare areas.
2. Grass growth.

9/22/16 - dw
1. Rock hound site.
2. Apply top soil, fertilizer, seed and straw.

9/15/16 - dw
1. Debris, driveway must be removed.
3. Fertilize, seed and straw.

Cuyahoga County Land Reutilization Corporation
Demolition - Final Field Notes

Date of Demolition: September 15, 2016
Date of Site Visit: October 18, 2016
Contractor: C & J
Site: 14525 Saranac Rd, Cleveland, OH 44110
PPN: 115-08-041
Lot Dimensions: 32' X 93' (2,976 S.F.)
30 Days Later…

A Completed Site!
Payment Process

Jane Larson

Financial Analyst
Payments and Documentation

- Level 1 Assessment
- Asbestos Survey
- Asbestos Abatement
- Demolition
- Site Finish
Compliance with Grants and Other Funding Sources

- Payment Request Package
  - Land Bank Standards and Internal Reporting
  - Internal Financial Controls and External Audits
  - Compliance with Local Standards and External Agencies
Payment Request Process

Documents received

Verify pricing and completion

Review for compliance

Update in accounting software

Circulate for review and signatures

Payment issued within 30 days of receipt
Demolition Payment Process

90% payment:
- demolition complete
- site finish complete

10% retained:
- over 80% germination
- stable site conditions
Cuyahoga Land Bank

Preparation for Demolition  Demolition Bidding and Contracting  Demolition and Field Work  Request for Payment