Overview and Assessment Process

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, and documented.

Assessment Goals
renovation
demolition
additional review
Assessment Photos
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 (2017)
- Require site photos in survey reports
Asbestos Abatement

Cost Impacts

- Over 80% of CCLRC 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**

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**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
Abatement Photos
Abatement 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

- Sets of properties clustered by location
- Each property has unique characteristics
Creating the Demolition Specifications

GENERAL SPECIFICATIONS

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 Superintendents on site at all times when work is taking place.

3. Perform demolition during normal work hours Monday through Friday between 7:00 AM and 5:00 PM. 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 inspection 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 workday.

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, evidence 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 land fill 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 horses of sufficient strength (minimum of 1000 LB) 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 Ohiman Ave
Cleveland, OH 44108
110-21-114
Cuyahoga County Land Reutilization Corp. Generated: October 12, 2018 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

**EXHIBIT B: DEMOLITION SPECIFICATIONS**

<table>
<thead>
<tr>
<th>3965 E 64th St</th>
<th>3965 E 64th St</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleveland, OH 44105</td>
<td>Cleveland, OH 44105</td>
</tr>
</tbody>
</table>

**Property Type:** Single Family Dwelling

**Lot Dimensions:** 35' X 70'

**Building Size:** 1235 S.F.

**Basement Size:** 636 S.F.

**Garage Size:** 0 S.F. - None

Please fill in a price below where dollar signs are included. Provide all necessary labor and material to complete the following scope of work. Notify CCLRC if any unique site conditions require immediate discussion.

1. **Demolish structural(s) and all ancillary improvements on property such as garages and sheds, and all paved surfaces including driveways, service walls and patios unless otherwise noted. Haul debris to an appropriate landfill.** All structural elements, including basement walls and floor, are to be removed unless otherwise noted. $ __________

2. **Foundation. Remove all unless portions of foundation are needed to support neighbor’s driveway, sidewalk, or adjacent structure. If portions of the foundation are left to support an adjacent structure, the foundation should be removed to at least 18 inches below finished grade.**

3. **Existing Pavement Condition. Remove apron and install lawn per Item 9 below. Curbs at this site WILL NOT be replaced under this contract. Retail City sidewalk in its current condition unless a repair is specified. Damage to public sidewalks, curbs and streets must be corrected or repaired pursuant to the City’s regulations.**

4. **Remove foundation plantings and front yard hedges unless otherwise noted. Preserve all mature trees. Do not use mechanical equipment to dig under the drip line of trees to be preserved. Remove the hedges that enclose this property.**

5. **After the removal of the building materials and structural elements:**
   a. Obtain a clean hole inspection and approval from the local municipality,
   b. Backfill site with approved clean fill material, compacted in lift sufficient to prevent uneven settlement.

**THIS SITE REQUIRES KURTZ BROS LAND BANK BLEND. IT IS THE ONLY APPROVED FILL MATERIAL FOR THIS PROPERTY.**

6. **Provide a finished site that is level and free of construction debris, brush and trash, including all lot lines and in tree lawns. The contractor is responsible for completing all site finish specifications listed in Item 9 and for insuring that grass is growing on site and that site can be safely mowed.**

7. **Fence Notes:**
   a. Remove fence segments attached to house and all freestanding fences;
   b. Retain rear lot line fence if in good condition.

8. **Asbestos Survey Findings: RACM Identified: 1000 SF transite siding (under vinyl), 20 SF duct paper - basement crawl space. Abatement will be accomplished under separate contract. A copy of the asbestos survey will be forwarded to the winning bidder.**
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Batch 1708A</th>
<th>Batch 1708A</th>
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</thead>
<tbody>
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<td>10:30 AM</td>
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<td>10/08/17</td>
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</tr>
</tbody>
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**Note:** This table appears to be a timesheet or schedule for batch 1708A, possibly for a project or task management.
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 __ day of ____________, 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 ____________, 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 Location</th>
<th>Address</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>107-02-058</td>
<td>927 IDA AVE</td>
<td>CLEVELAND</td>
</tr>
<tr>
<td>107-04-073</td>
<td>8210 KORMAN AVE</td>
<td>CLEVELAND</td>
</tr>
<tr>
<td>107-07-017</td>
<td>7920 BELLEVUE AVE</td>
<td>CLEVELAND</td>
</tr>
<tr>
<td>107-07-020</td>
<td>7912 BELLEVUE AVE</td>
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<tr>
<td>107-20-048</td>
<td>9222 EDMUNDS AVE</td>
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<tr>
<td>110-19-052</td>
<td>11509 TEMBLETT AVE</td>
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</tr>
<tr>
<td>110-29-020</td>
<td>1192 E 125TH ST</td>
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<tr>
<td>110-29-056</td>
<td>1265 E 123 ST</td>
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</tr>
<tr>
<td>110-30-013</td>
<td>1149 E 114TH ST</td>
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<tr>
<td>125-03-005</td>
<td>6306 FRANCIS AVE</td>
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<tr>
<td>127-19-008</td>
<td>10610 KINSMAN RD</td>
<td>CLEVELAND</td>
</tr>
<tr>
<td>128-14-044</td>
<td>10501 LAMONTIER AVE</td>
<td>CLEVELAND</td>
</tr>
<tr>
<td>129-24-037</td>
<td>12507 PARKHILL AVE</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.

Scope of work, locations, price, and timeframe
Hazardous material removal
Subcontracting terms
Work standards and requirements
Suspension and termination
Insurance requirements
Payment and change order conditions
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

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

Demolition Notice to Proceed
Issue Notice to Proceed with 10-day EPA notice, granting access and setting schedule
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
Pre-Demolition Activities

Demolition Contractor Checklist:

- 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.
Field Inspection Reports

- Current Photos
- General Observations
- Contractor Punch List

Site Visits
- During Demolition
- +7 Days
- +30 Days
- +60 Days

Reports are emailed to contractors if additional work is needed.
Field Inspection Reports

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.)

General Observations:
10/18/16 Good grass growth, few bare areas near rear of site.dlw
9/22/16 Site finish incomplete.dlw
9/15/16 Demo/debris removal in progress.dlw

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.
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
Payment Process

- Documents from contractors must comply with internal controls and external agencies.

- Crucial to work with contractors on their documentation.

CCLRC Checklist for Abatement Payment Request:

- Asbestos Abatement Completion Form
  - Is it signed and dated, with date of job completion?
- Invoice
  - Does it include PPN, address, and Purchase Order number?
  - Did you include price of change order (if any)?
- Asbestos Abatement Notice to Proceed
  - Is it signed? (If you submitted the signed NTP to staff, no need to resubmit.)
- Approval of Change Order (if any)
- 10-Day Notification – most recent revision (helpful, but not mandatory)
- Two Photos of Completed Asbestos Abatement Certification (door form)
  - Are both the house number and the certification in the first photo?
  - Is the form legible in the second photo?
- Abatement Photos Before
  - Is photo quality clear?
  - Is there a photo of the entire basement?
  - Do they show all areas to be abated? (check Notice to Proceed)
- Abatement Photos After
  - Is photo quality clear?
  - Do they show all aspects of the job are complete? (check Notice to Proceed)
  - Do they correspond with "before" photos?
- Waste Shipment Record
  - Is it signed by both the waste transporter and the waste disposal site?
  - Does it include the property address of your job?
- Waiver of Mechanic’s Lien (If job exceeds $1000)
  - Is it completed, signed, and notarized?
Payment Request Process

1. Documents received
2. Verify pricing and completion of work
3. Review for compliance
4. Circulate for review and signatures
5. Update in accounting software

Payment issued within 30 days of receipt
Demolition Payment Process

90% payment:

✓ demolition complete
✓ site finish complete
Demolition Payment Process

90% payment:
- demolition complete
- site finish complete

10% retained:
- over 80% germination
- stable site conditions
Demolition Payment Process
Preparation for Demolition
Demolition Bidding and Contracting
Demolition and Field Work
Request for Payment