

## PROJECT MANUAL



### REHABILITATION AND CONVERSION

#### “THE CHARLES GREWE HOUSE”

Dayton’s Bluff Historic District of Saint Paul, MN

**735 MARGARETY STREET**

**SAINT PAUL, MN**

Developer/Owner

Ramsey County

Property Tax, Records & Election Services

90 West Plato Blvd.

Saint Paul, MN 55107



FRONT STREET VIEW –JUNE 2018

735 MARGARET STREET ST

YEAR BUILT: 1890

## Table of contents

<b>SCOPE OF WORK INTRODUCTION</b>	<b>3 - 7</b>
Waste Management Plan	8
<b>EXTERIOR SITE WORK</b>	<b>9 - 10</b>
Private Walk-ways	10
Garage Slab	10
Off-Street Parking Pads	11
Grading/Landscaping	10
<b>HOUSE EXTERIOR</b>	<b>11 - 26</b>
Exterior Demolition and Removal	11
Front Porch Construction	11-12
Rear Porch Construction	13
Masonry Chimney Removal	14
Roofing	14-15
Rear Basement Below Grade Entry	15
Siding	15-17
Soffit, Fascia, and Trim	17
Gutters and Downspouts	17-18
Exterior Foundation Wall	18
Exterior Entry Doors	18-19
Rough Carpentry (Exterior)	19
Windows	20-24
Detached 2 -Car Garage	24-25
Exterior Painting and Staining	25-26

## **Scope Introduction:**

**The following introduction will be considered read and understood by all participating bidders.**

### **Heritage Preservation Commission Design Review**

This property is located in the Dayton's Bluff Heritage Preservation District. Exterior work on the structure and grounds require review and approval from the Heritage Preservation Commission (HPC) before the building permit can be issued. Some of the materials that fall into this category are fencing, exterior doors, trim, windows, siding, railings, steps, roofing, decking and lighting. The materials listed in this scope of work were chosen in collaboration with the HPC staff; with the intention of refining the scope to be reviewed administratively by HPC staff. Any changes to a listed material within this scope will require an additional review.

The Dayton's Bluff Historic District Handbook is attached to this Project Manual. This handbook must be read, understood and followed by all participating contractors working on this project. This will supply, in detail, the guidelines and information needed to be in compliance with the building and rehabilitation practices and materials that are acceptable within this historic district.

#### **\*Exploratory Demolition Permit requirement-**

This project includes the removal of building materials or structural components located on the exterior of the house. In this case, it is mandatory that an Exploratory Demolition Permit is pulled with HPC. Once approved the contractor can initiate the removal. Specific to this project, the materials that fall into this category are:

- Asbestos asphalt siding
- Front 2 story open porch
- Rear open porch support posts and decking

Once removal is complete, all work to the exterior of the structure must stop until HPC has performed an on-site assessment of what has been uncovered, as a result of the removal. If anything is found and deemed to be significant in historic value, the scope may need to be edited to accommodate any changes required by HPC. If the required changes affect any binding cost proposals submitted by contractors, there will be allowance given to accommodate the change in the form of a change order.

**Code Compliance Report:** (Attachment B) The contractor shall correct all items listed in the attached code compliance report as well as the items listed and described in the Scope of Work. The intent of the Scope is to identify and correct all items but ultimately it is the contractor's responsibility to identify, correct and pass final inspection and obtain Certificate of Code Compliance as required by the City of St. Paul.

**Hazardous Materials Survey:** (Attachment C) Sample Testing and Lab Analysis has been conducted on various suspected building materials within and on the structure. A full written report of the Survey is included in your Project manual folder. It will be the Contractor's responsibility to read and understand the report.

- ❖ **Asbestos:** All interior building materials that tested positive for asbestos have been removed and abated. All exterior building materials that tested positive for asbestos are still present. These items include: **White window glazing** and **Exterior seam caulk** used on the asphalt siding throughout the structure, thus making the siding and caulking both asbestos containing material. **(It will be the window contractor's responsibility to handle the asbestos glazing material in compliance with Local and State regulations when removing, and provide the County with disposal documentation that coincides with the quantities listed in the report.)**
- ❖ **Lead Paint:** All lead based painted materials are still present within and on the structure. It is the contractor's responsibility to follow proper procedures and be in compliance with regulations when handling and disposing of lead based paint chips. The Hazardous Materials Report lists the building materials within the structure that contain lead based paint. This list can be found on page 3- C.2. The contractor will also be required to follow the Lead Hazard Reduction Guidelines located at the end of this project manual.
- ❖ **Ash content located in the basement chimney clean outs:** Currently waiting on results. A scope to handle this material will be developed based upon the test results.
- ❖ **Exposed dirt surface located in the garage:** Currently waiting on results. A scope to handle this material will be developed based upon the test results.
- ❖ **Previously Unidentified or Unknown Hazardous Waste:** The contractor must notify The Construction Manager immediately upon finding any previously unknown, hidden or concealed waste that would be considered hazardous or regulated waste material, and instructions will be given to the contractor for proper disposal. Additional compensation will be allowed to the contractor if the contractor disposes of the materials at the request of the County. Alternatively, TFL may arrange for the disposal of the hazardous materials at the expense of the County.

**Quality Control:** All subcontractors are to be familiar with this Scope of Work and attached Plans and the work of all subcontractors that may affect their own. It is the responsibility of the contractor to check all dimensions provided and the methods of construction. Contractor to verify, on site, all dimensions, sizes and existing conditions listed in the Scope and Plans; report any discrepancies upon discovery to the Construction Manager (CM). Exposed deteriorated or missing framing visible at time of pre-bid walkthrough shall be repaired, reinforced or replaced as necessary and included in the bid.

Such items that are not exposed during pre-bid walkthrough and uncovered during rehab are to be reported to the CM to be addressed.

Surfaces and substrates shall be clean, smooth, plumb and level and properly prepared prior to applying finish materials; bidding should take this into consideration. Cover and protect all finished surfaces (floors, counters, bathtubs, new door thresholds, etc.) All labor is to be performed in a "workman-like" manner, consistent with industry/trade standards and practices of the City and manufacturers' installation instructions.

All products, equipment and materials are to be furnished "in the box" new (unless salvage material for reuse), install in accordance with the manufacturer's instructions: set in place, leveled and hooked up complete with all parts and in smooth and proper working order **and** ready to use. Materials, products or equipment that are damaged or defective in operation or appearance shall be replaced.

All mounted items with moving parts shall open, latch, lock and operate smoothly. Contractor is to assure that all doors, drawers, etc. operate smoothly and properly.

**Safety and Security:** The Contractor shall take all necessary precautions and reasonable care to render the entire site safe and free from all reasonable hazards. All work shall be performed in a safe and orderly manner. Any project related injuries shall be reported to the County. The Contractor shall secure the house against unintended entry, including locking all exterior doors and windows when occupied. Unauthorized persons shall be prohibited from entering. It is the Contractors responsibility to keep the house secure at all times. All contractors, subcontractors and county employees must have an identification badge or card, stating the agency or company in which they represent, on their person at all times while on the work site. Anyone who cannot present such identification will not be allowed onto the work site.

**Adjacent Property:** Any damages to adjacent private or public properties shall be repaired at the contractor's expense and in a timely manner. The contractor shall give neighbors prior notice and receive the County's permission for any work requiring access to their property. The contractor shall clean up any construction debris on adjacent private or public property daily.

**Permits:** All active permits and HPC approvals associated with the work site must at all times be visibly mounted or posted inside, at or near the main entry or access point to the structure. At projects end contractor must turn in all closed out permits. All permits must be closed out before final draw.

**Mandatory Job Site Postings:** There must be designated area at the work site that visibly posts the following documents. It must always be accessible and included the following:

1. All active permits
2. Code Compliance Report
3. Project Manual
4. Hazardous Materials Report
5. Prevailing Wage Documentation
6. The Dayton's Bluff Historic District Handbook
7. HPC Certificate of Approval or final HPC resolution

It will be the contractor's responsibility to make sure that each of these documents are present at all times.

**Utilities:** Owner will pay for natural gas, water, and electric use during construction. Contractor is responsible to order service, coordinate connections and maintain utilities.

**Manual and Warranty Information :** Contractor will provide a house manual at completion of the project that includes all manuals for mechanical units, windows, storm doors, lighting fixtures, faucets, cabinetry care guide, shower door, etc. and any other warranty information.

**Change Orders :** The only change orders that can be approved by the construction manager must exist for one of the following reasons:

1. Something unforeseen happens or something is discovered that could not have been identified prior to proposals being developed.

2. The construction manager makes a change to the scope of work, in which case will be conducted through email and verbal communication in order to convey instructions clearly. This type of change can be in the form of a change order-cost increase or a change order-cost credit.

- Immediately upon discovering the change, the contractor must notify the C.M. to discuss.
- After review, the C.M. will either advise the contractor to submit a change order request form or verbally deny the ability based upon one of the above reasons not being met.
- If advised to submit the change order request form, the contractor must do this within 48 hours.
- The document must include the description of the work in question, reason for change request and dollar amount being charged or credited to the contracted total.
- Once received, the request will be evaluated by an office committee who ultimately will make final approval or denial.
- The contractor is **NOT** allowed to perform any work that is related to the change in question. All related work to this area of the scope must stop until the C.M. issues the committee results. Approved change orders are not valid unless signed and dated by the contractor and the C.M.
- Once the contractor receives the signed document, work can then resume.
- The change order request form must be submitted as part of the draw in which the work was performed.

**Punch List:** The Construction Manger punch list walk-through shall be conducted after the final clean-up. Items not in accordance with the Scope of Work shall be listed and corrected to the satisfaction of the Construction Manager. Dirt, dust or debris caused by the performance of punch list items after final clean is to be cleaned again.

**Final Walk Through will be with the CM and contractor. All punch list work must be done in a timely Manner.**

**\*The materials listed in this scope of work are an indication of the quality, style and finish of what we want to see incorporated into the rehabilitation. If the contractor would like to use a different**

product than what is stated in this scope of work; it must be equal in quality, style and finish and must also be approved by the Construction Manager.



Specifications writer/designer - Paul Scharf  
Construction Manager: ("CM") – Paul Scharf

The County shall be represented by  
All correspondence, documents, submittals and questions shall be directed to him.

### Paul Scharf

Lead Real Estate/ Property Mgmt. Specialist  
Ramsey County Tax Forfeited Land  
90 West Plato Blvd.  
St. Paul, MN 55107  
Cell: 651-334-7223 (Main Contact Number)  
Office: 651-266-2035  
Fax: 651-266-2022

Assistant Construction Manager:

### Joey Weatherly

Property Manager  
Ramsey County Tax Forfeited Land  
St. Paul, MN 55164  
Email: Joseph.weatherly@co.ramsey.mn.us  
Cell: 612-605-8842 (Main Contact Number)

**\*All Invoices are to be submitted to:**

### Linda Huerta

Tax Clerk II  
Ramsey County Tax Forfeited Land  
90 West Plato Blvd.  
St. Paul, MN 55164  
Email: Linda.huerta@co.ramsey.mn.us  
Office: 651-266-2078  
Fax: 651-266-2022

## **Waste Management Plan:** (Attachment D)

**All demolition and renovation waste building materials must be sent to an acceptable C&D Facility. Acceptable facilities are:**

- Dem-Con site in Jordan, MN
- Veit at Como/280, St. Paul
- SKB, various locations, MN
- Atomic, Mpls. MN

All concrete and aggregate that is demoed or removed from the site is required to go to a separate recycling facility. Contractor is to provide load tickets documenting quantity and final destination.

**\*Additional practices are required at the worksite to initiate further recycling goals.**

**See Waste Management Plan:**

**\*If the contractor feels it necessary to secure dumpsters, temporary fencing may be installed to enclose them to deter theft, contamination and outside dumping.**

**The 4R Program emphasizes and promotes the reuse of old building materials where practical**

### **Reclaimed / Re-Used / Salvaged / Donated Building Materials**

Any building material that is currently staged at the property is intended to be used in this project. Do not discard.

**Building Material that Re-use-** All existing millwork that is removed during interior demolition must be done carefully and labeled accordingly to room locations for re-installation.

## **Exterior Site Work:**

(See Exterior Site Sketch)

### **Concrete:**

- **Private Walkways:**

-Install new concrete private walkway from rear deck steps to the service door of the garage. Walkway to be 3' wide and 4" thick.

-Front private walkway from city sidewalk to newly constructed wood steps of front porch are to remain. Accommodate length and height to transition appropriately to first step riser.

All private walkways:

- Repair/fill any voids, missing areas or cracks within existing walkways. Ensure all surfaces (old and new) blend and match in height, design and color.
- Ensure that all private walkway areas provide for positive drainage, designed to carry water away from the foundation of the structure on all sides

- **Garage Slab: (See Pre-Renovation Survey Page 7 for testing results and contamination.)**

*The 2-car detached garage does not have an impervious surface or slab of any kind. The bare soil has been evaluated and tested. Results have indicated that diesel range organics have been detected at 610 milligrams per kilogram (mg/kg), which is above the MPCA's Petroleum Remediation Section's guidelines for remediation of petroleum-impacted soil. This soil is to be drummed and disposed of as petroleum impacted unregulated fill. Because the estimated volume of oil is less than five gallons, this material does not need to be reported to the state duty officer.*

- Remediate contaminated soil – Drum 3" of surface soil for disposal. Depending on the depth after drumming, continue to remove soil to accommodate for a 4" layer of ½" crushed rock.
- Install a 10 mil vapor/moisture barrier to entire garage floor surface.
- Install rebar reinforcement. #5 (1/2" rebar) on a 3' x 3' grid and doweled to foundation walls.
- Pour 3000 psi mix concrete of 4" depth. Apply brush finish to surface.

## **Off-Street Parking Pads:**

- Repair any cracks and fill holes to existing asphalt parking pads on each side of the detached garage. Ensure that surfaces are smooth and even.
- If necessary, install additional asphalt against garage foundation walls to ensure positive, water run-off away from the structure.
- Apply new asphalt, top-coat sealer to both parking pads.

## **Grading/Landscaping:**

(Discuss with C.M. for scheduling. Seasonal activity requirements. May require returning at the end of the project depending on initiation to this phase of work.)

Remove and Dispose of all vegetation currently growing on the property. This includes all trees, shrubs and stumps, including their entire root system located around the house and neighboring fence lines.

Remove all stones, bricks, rocks and other debris that are scattered around the property.

- Grade slope away from all areas of the house to ensure positive water run-off is diverted from all foundation walls.
- Fill any holes, or low spots to yard areas. Grade yard to prep for seed laying and spread 1 ½" to 2" of new black dirt to areas where seed will be installed. Minimize any ruts and remove large stones and debris. Repair any damage caused as a result of the construction, vehicle and roll-off activity.
- Apply seed (mixture/species to be determined by C.M.) thoroughly to all areas that are to be grass. Install netting with hay for wind control and protection. Use erosion barriers where needed to protect city sidewalks and portions of alley from dirt.

No bare soils at yard areas from front to rear. All bare soils must be covered with seed and maintained by contractor until completion of the project. If seed is disturbed during construction it will be the contractor's responsibility to repair or replace it.

Maintenance: Watering of the seed or sod will be the contractor's responsibility until the completion of the project.

# **House Exterior:**

## **Demolition/Removal of exterior building materials:**

Must be performed in conjunction with the **exploratory demolition permit** and HPC post removal assessment. See scope introduction, section 1, for further information.

The materials that are to be removed include:

- Top layer of asphalt siding throughout- (Handling and disposal must be done in accordance with MDH regulations and proper disposal documentation must be provided.)
- Entire front, 2-story, open front porch and all of its associated components- This includes excavation and removal of the existing footings.
- Rear open porch (Posts, decking and joists)- Temporarily support the overhead canopy, The canopy structure is to remain attached to the house exterior wall. Remove support posts, decking and steps. Expose the ledger board and joists for inspection.

**\*Once the removal of these materials has been completed, the C.M. will notify the HPC to schedule an on-site assessment. This is a requirement and no other work associated with the exterior of the structure is allowed to continue until assessment has been completed.**

## **New Porch and Canopy Construction (Front):**

(See Front Porch Sketch)

**\* (Refer to page 17 of the Historic District Handbook for Acceptable Repair Procedures.)**

**Demo and remove the 2 story, open porch located on the front of the house. When removing, it is important not to remove or damage any original building materials that may be covered or attached/anchored to.**

### **Concrete-**

- Excavate and remove the existing footings. Based upon new, approved design, install footings to code that will accommodate the weight load.
- Once the existing porch has been removed in its entirety, the front exposed foundation wall will become visible and accessible. Tuck point and repair where necessary. Refer to the Historic District Handbook for allowed procedure when repairing concrete/stone. (Page 12 of handbook)

### **New Front Porch and Canopy-**

*Construction of new design and the materials being used will be approved by the HPC prior to the removal of the existing 2 story porch.* The new design will be a one story, open porch that mimics what would have been present when the house was built.

### **Reconstruction to front of house soffit and fascia.**

*Reconstruction and the materials used will be approved by the HPC prior to the removal of the existing 2 story porch.* New soffit and fascia will match the existing that is present on the rest of the house as close as possible.



**\*\*SEE EXTERIOR PAINTING SECTION for Listed materials that will require painting, staining or sealing**

## **New Porch Construction (Rear):**

\* (Refer to page 17 of the Historic District Handbook for Acceptable Repair Procedures.)

**Existing Canopy is to remain. Construct temporary supports to hold existing canopy until new supports are installed.**

Remove all building material located below the canopy.

Support posts, decking, joists, steps, risers, stringers, skirt board, ledger board.

### **Concrete-**

- Excavate to expose existing footings for inspection. Re-use if footings meet code requirements and will accommodate weight load for this region.
- Once the existing porch has been removed in its entirety, the front exposed foundation wall will become visible and accessible. Tuck point and repair where necessary. Refer to the Historic District Handbook for allowed procedure when repairing concrete/stone. (Page 12 of handbook)

### **New Rear Open Porch –**

*Construction, design and the materials being used will be approved by the HPC prior to the removal of existing porch components.* The new porch will be a one story, open porch that mimics the design of what was removed.

### **Existing Canopy Structure-**

*Construction, design and the materials being used will be approved by the HPC prior to the removal of existing porch components.* Make necessary repairs to damaged or missing pieces/components of existing canopy. Replace the fascia boards with new material

## **Masonry Chimney Removal:**

(See Roof Section)

- Deconstruct and remove the portions of the two (2) brick chimneys on the roof to be 1' below the roof decking, inside the attic. The remaining portions of the 2 chimneys are to remain intact at their current locations.
- Fill the holes resulting from the chimney removal. Frame and deck the two areas to eliminate the voids and prep for roof decking.

**\*The contractor must develop and design a safety system or process that will allow for the removed bricks to be transported to the ground in a safe manner. The contractor will be responsible for any damage caused by falling bricks or other building materials to neighboring properties during demo and reconstruction.**

## **Roofing:**

The contractor is responsible to verify the number of existing layers of shingles.

- Complete tear-off all shingles on the house. This will include the newly constructed front porch canopy and the existing rear porch canopy. **Existing roof shingles are to remain on the detached garage.**
- The house is to be re-decked with 4' x 8' - ½" OSB roof sheathing. Re-deck over the existing plank decking. Replace any existing decking that is rotten or damaged. Remove all skylights from roof, frame them in and deck them.
- Remove all decorative fascia, and cove moldings to the entire house. All structurally stable and non-rotted pieces are to be saved. (See Soffits, Fascia and Gutters Section of the Scope) Ensure there is solid backing for the reinstallation of soffit and fascia boards.
- Install new metal flashings where necessary and to all valleys.
- Install Certainteed Winter-Guard ice and water barrier to 6' at all drip edges, wrap up all sidewall/roof junctions and at all penetrations.
- Install drip edge.
- Install an **Architectural Style Shingle**: Color will be **Weatherwood**.
- **Assure no leakage.** Clean up and remove all debris and nails from the site.

It may be necessary to coordinate the re-roofing system into sections due to the size and shape of the roof. If doing so, DO NOT leave the roof exposed after hours or overnight to the weather/elements. Tarps spread over large areas of the roof will not be acceptable.

## **Rear Basement Entry/Below Ground Stairwell:**

The rear basement entry from the exterior is going to be removed and abandoned.

- Remove lift door, hardware and associated components.
- Remove Exterior house door, jam and associated components.
- Use foundation grade concrete blocks to fill door opening. Use the proper size (width) blocks to match as closely as possible to the existing limestone foundation wall. Drill and install masonry embedders (rebar) Fill all cavities and embed rebar with concrete.
- Fill and seal areas where new block and existing limestone meets with mortar or approved caulking material to be watertight.
- On the exposed, exterior side of the foundation wall, apply a waterproof membrane to all areas that will ultimately be under grade once backfilled.
- Backfill area with properly compacted soil. Final top grade must slope away from the house to ensure positive water run-off.

## **Siding: Repair and Refinishing of Original Wood Lap Siding**

(See Exterior Painting Section/ Exterior Rough Carpentry Section/Window Section)

\*The existing, top layer of asphalt siding was considered asbestos containing and removed by a specialized abatement company for disposal.

- Remove any existing cables, wiring or other abandoned hardware including all satellite dishes that are attached to the house

- Install new siding at locations where window/door openings are to be altered. (See Window Section: East 1<sup>st</sup> floor, Master Bath 2<sup>nd</sup> floor, Master Bedroom 2<sup>nd</sup> floor, Third Floor Rear Gable)
- Repair or replace any missing, rotted or damaged pieces. New lap must match the size and design of the existing lap.
- Make sure all siding is adhered properly to the structure. Appropriately secure any loose sections. Ensure that seams are properly caulked and not visible.

All exterior coverings of the house are to be primed and painted. (See Exterior Painting Section)

### **Siding: Installation of decorative, accent siding to gable locations.**

Material to be pre-approved by HPC prior to installation. (See Exterior Painting Section)

All four, 3<sup>rd</sup> story gables will have new primed, fiber cement shake siding installed.



**Allura™ 1/4" x 16" x 48" Fiber Cement  
Shake Siding Straight Edge**

- Remove existing cedar shake siding from front gable. (All other gables had asphalt siding that has been abated by asbestos contractors.)
- Frame in and close the opening where the door was located at the rear third floor gable. (See Exterior Rough Carpentry.)
- Install new house wrapping weather barrier over sheathing using: **Tyvek House Wrap by Dupont** or approved equal, taping all seams. Install according to manufacturer's written instructions.
- Install new fiber cement shake siding to all identified locations. Installation to be performed according to manufacturer's recommendations.

**\*(Consult with painters prior to installation. Unfinished shake is to be painted with at least one full coat prior to installation.)**

## **Exterior Soffit, Fascia and Trim:**

(Refer to pages 15-16 of the Historic District Handbook for Acceptable Repair Procedures.)

\*Any newly installed fascia or trim must be milled to match the existing material of the house. Newly added material must be approved by HPC.

- Repair or replace any areas of soffit, fascia and trim components that are damaged or missing.
- Make sure all soffit, fascia and trim components are adhered properly to the structure. Appropriately secure any loose sections.
- Apply caulking to all seams and transitions.
- At new window locations, install trim to match existing window trim.

All Exterior- Fascia, soffit, trim, siding, doors and porch components will be painted, stained or sealed. (See Exterior Painting Section.)

## **Gutters and Downspouts:**

(Material to be pre-approved by HPC before installation.)

Currently, the structure is equipped with a gutter system on the west side only. In addition to replacing this one, the contractor will be responsible to install a system to be located on the east side of the house as well. Positions and placements of downspouts are to be done to ensure positive water run-off on all sides.



- Downspouts are to have a minimum of 2' to 4' rain leader extension.
- **Install Splash Guards** to ensure positive water run-off away from the foundation of the structure.

### **Exterior Foundation Wall:**

**\* (Refer to page 12 of the Historic District Handbook for Acceptable Repair Procedures.)**

- Repair, repoint and seal all deteriorating joints, cracks or voids in the exposed foundation of the house and garage. A mortar specification shall be submitted to HPC staff for review and approval. Please include mortar strength, color, and joint profile. If any new bricks are necessary, they shall match existing in size, color, and texture. No water sealant or repellant shall be applied to masonry.

### **Exterior Entry Doors:**

(See Exterior Rough Carpentry Section.)

**\* (Refer to page 19 of the Historic District Handbook for Acceptable Repair Procedures.)**

-Temporary Steel Construction Doors will be installed to all entry locations until the finishing stages of the project. This is to allow for adequate security during the rehab and to allow for off-site restoration to the doors before they are re-installed.

-The Third-Floor gable exterior door is being abandoned and removed

**-The original entry doors, rear doors and associated millwork, including the casing and crowns have been removed to an off-site location.** Ramsey County will provide the contractor with the new doors and trim for installation once work has minimized to the finishing stages of the project. All door hardware for each will be provided with the doors. This includes the hinges, knobs, pates, mortise locks and keys.

-The existing door jambs and thresholds were damaged beyond repair. It will be the contractor's responsibility to reconstruct and install new door jambs, matching in size, shape, style and wood species, to accommodate the new doors. Exterior door openings are not being altered at any of the 3 locations.

## **Rough Carpentry (Exterior):**

(See Front and Rear New Porch Construction and Window Section)

1. Front and Rear Porch New Construction- Refer to these sections for final design rough carpentry instructions.

### 2.Windows and Doors:

There are two (2) locations where existing exterior doors are being altered and/or converted to windows. Refer to "Windows" section for window openings that are being altered for rough carpentry instructions.

- 1<sup>st</sup> floor- east side exterior "old" porch entry- The porch in which this door accessed is no longer present. Remove the door and all associated components. Frame in and convert to accommodate for approved window installation.
- 2<sup>nd</sup> floor-front of house porch access- There will no longer be a second story front porch. Remove the door and all associated components. Frame in and convert to accommodate for approved window insulation.
- 2<sup>nd</sup> Floor New Master Bath Window- (See New Floor Plan Sketch.) frame and build a new opening at this location to accommodate for the installation of a new window. To be HPC approved.
- 3<sup>rd</sup> Floor gable, exterior door- There will no longer be an opening at this location. Frame in to accommodate for sheathing, insulation and decorative, shake siding installation.

## **Windows:**

(See **Hazardous Materials Report**- Asbestos containing.)

\*According to lab test results, the exterior (white) window putty that encases the existing windows has been identified as a Cat II Non-Friable asbestos containing material. Refer to page 2 for mandatory instructions and submittals required.

- All windows will be pre-approved by the HPC prior to the, being installed.

**NOTE- Bidding contractors will only be responsible for the below repairs listed here under the Windows Section. Due to availability and the historic guidelines in place for window specifications in this neighborhood, all other window repair will not be included as part of the awarded contractor's responsibilities and will be managed and paid for by Ramsey County utilizing a separate contract with an outside vendor specializing in this type of repair.**

**Bidding contractors must include the following in their proposal:**

## **New Window locations and existing window locations to be altered or changed:**

**1.**



On the east side of the house at the first floor, there is currently a door with transom window which was used to access the front porch that wrapped around the side of the house. There will no longer be a side porch. The contractor is to remove the door at this location and install a window to match the existing one that is located directly across, on the other side of the bump-out.

Finish material:

Interior- Wood

Exterior- Wood

---

**2.**



On the second floor located on the front of the house, there currently is a door that provides access to the porch. The second floor porch is being removed. The door opening is to be converted to a window opening. The window is to match in exact size, style and design as the 2 windows located beside it to the west. This will become the third window of this series.

Finish material:

Interior- Wood

Exterior- Wood

---

3.



There will be a new window added on the second floor of the west side of the house to accommodate for the new master bath layout. Opening to be added and framed to accommodate for the new window. Size, style, shape and design will be pre-approved by the HPC prior to installation.

New approximate window location will for 2<sup>nd</sup> floor, Master Bathroom. (See Floorplan Sketch for New Layout.)

---

**Basement Windows: THESE ARE TO REMAIN.** There are two units to each opening. (See Exterior Painting Section)

- Repair any broken or non-functioning windows and associated components
  - All windows must be operational and have locking capabilities.
  - Replace any glazing to deteriorated or missing areas of each.
  - Window frames (interior and exterior sides) to all locations are to be painted to match the exterior finish of the house windows.
- 
- Ensure that windows in stairwells are equipped with tempered glass. Refer to building code inspector for other areas that require tempered glass.

---

**NOTE: Bidding contractors are not to include the below specifications in their bidding. This will be the responsibility of Ramsey County and the work will be contracted separately from the awarded contractor.**

1. The following window specifications are for

**T.C. Woodworks ONLY:**

- Construct and build new pine storm windows for the second story, arched topped windows located on the front of the house-  
Specifications: 5/4" Northern White Pine, clear. To be glazed with double-strength glass, 1/1 lites and primed for installation.

2. The following window specifications are for

**Borden Window LLC. ONLY**

For all house windows with the exception of:

1. **The 3 altered locations identified and listed in the Window Section above for Bidding Contractors**
2. **Basement windows**
3. **The 3 round top storm windows located on the second floor on the front of the house.**

- Install new weather stripping to all windows.
- Remove and abandon weight pulley system to all operating double-hung windows and insulate the cavities using Greenguard certified fiberglass insulation, with the exception of three, including bulb seal on tops, center and bottom of sash.
- Build 2 new wooden sashes to match old window where they have been damaged beyond repair. (1 upper and 1 lower sash to arched second floor windows on the front of the house.)
- Replace/repair the rope system to three (3) double-hung windows located on the first floor on the front of the house.
- All remaining windows- Install a new track system to all double hung windows for operation. All to have appropriate seal and operate smoothly with tilt-in function for cleaning and access.
- Replace any damaged or missing glass panes throughout to all windows.

- Remove all loose putty to exterior sides and meld new to match.
- Remove and dispose of all debris associated with the work above.

\*\*At end of project, the contractor is to include waste manifest and proof of proper disposal for the removed existing putty that is positive for asbestos containing material.

#### **Storm Windows:**

(With the exception of the three arched top windows located on the second floor of the front of the house.)

All existing openings are not to be altered

Install all new storm windows throughout to all window locations. Include the 3 altered and new locations as described above

**Larson Gold Series, Flush Mount- ½ screen Historic Look Aluminum (color charcoal)**

## **Detached 2-Car Garage: Exterior Coverings and Components**

- **Siding:** Repair or replace missing or damaged existing siding. Remove bottom layer to expose the foundation block to have at least 4" from siding to grade. Fill/caulk any holes. Prepare lap siding for painting. (See Painting Section)
- **Fascia/Soffit:** Repair existing aluminum Fascia and soffit. Prepare for painting. (See Painting Section)
- **Service Door:** install a white in-swing 2 Panel, primed steel door as shown below. (To be Painted)



- **Garage Lift Doors:** Install 2x Gallery Collection 8ft x 7ft 6.5 R-Value Solid White Garage Door.  
Include new weather stripping to door jams and new brick mold.



- **Roof:** Existing shingles are to remain. Inspect for any needed repairs.
- **Door and Window Trim:** Replace all trim to doors and windows. Use a composite material with a wood-grained finish. Match in width to the existing.
- **Windows:** Replace both windows with new barn sash style, 4-lite , single pane glass. To be non-operating.



## **Exterior Painting/Staining:**

### **Product Requirements:**

**Paints:** Only use approved best grade paints and primers meeting the **Green Seal G-11 Environmental Standard**

**Caulks, Sealants, Strippers and Adhesives:** Comply with regulation 8, rule 51, Air Quality Management. Low or no Voc (Urethane Caulk)

All building materials that are to be painted must be free of rot and damage. Surface that have been repaired must sanded and prepped for painting. Ensure smooth and even transitions at caulk lines and edges.

Exterior building materials that are to be **painted or stained** are listed below. Colors and sheen are still to be determined. A consultation with the construction manager will take place during the orientation with the contractor.

1. Front/Rear Porch- balusters, handrails
2. Front/Rear Porch- support posts:
3. Front/Rear Porch- header
4. Front/Rear Porch- soffit
5. Front/Rear Porch- fascia
6. Front/Rear Porch- decking/stair treads (Cedar)
7. Front Porch- canopy ceiling
8. House- decorative shake siding at gable locations.
9. House/Garage- existing Lap Siding
10. House/Garage- soffit
11. House/Garage- fascia
12. House/Garage- window and door trim
13. House/Garage- window sashes
14. Basement Windows- both interior and exterior sides of basement wood window frames
15. Exterior Rear Door
16. Garage Service Door