

# **City of Minot Demolition Program Policy**

## **Demolition of Structures and Site Work Reclamation on City of Minot Owned Properties**

In order for the demolition of a structure owned by the City of Minot to be made eligible for Community Development Block Grant (CDBG) reimbursement, there are requirements of the City of Minot and their contractors. Structures are initially inspected upon acquisition by the city consistent with the policies governing determination if structure(s) is suitable for auction. Once a determination is made by the city, the structures determined to not be suitable for auction will be assigned by the city to CDM Smith to follow the Demolition Program Policy. To ensure the CDBG requirements are met, the City of Minot has tasked CDM Smith through its contract with managing the demolition program and recording the paperwork associated with demolitions owned by the City of Minot. Below is a synopsis of the requirements for which CDM Smith is responsible and how it associates actions by the City of Minot and its demolition contractor.

### **Initial Assessment**

Prior to beginning any demolition or abatement work on a property, assessments are completed. In the assessment process, the initial address verification is started. If any discrepancies are discovered, CDM Smith retrieves the legal description to resolve the issue. If the legal description does not resolve the issue, the City is notified for further assistance.

### **Initial Property Inspection**

The initial inspection is completed by a CDM Smith assigned Inspector engaged through its contract with the city who prepares a report. The initial inspection report will include a plot plan documenting the square footage of all structures, slabs, flatwork, removable fencing, vessels, automobiles, stumps or trees to be removed, and any additional items that may be on the property. The Inspector will take a series of photographs of all accessible exterior sides of all structures, as well as the interior of each structure to determine the conditions and construction of each structure on the property. If sheds, metal containers, PODs, etc., are on the property, they will be clearly labeled in the plot plan and photographed.

The Demolition Manager, a CDM Smith engaged employee and/or consultant per the contract, will review the initial inspection report and critique each structure for eligibility in the demolition square footage by reviewing both the written report and photographs. If a structure on the property is to be taken as debris only, then it is clearly labeled on the work order as such. If there is any doubt as to the eligibility of a structure to be included in the demolition square footage, further investigation must be made.

## **Initial Asbestos Inspection**

The initial asbestos inspection is completed by a North Dakota Department of Health Accredited Asbestos Inspector assigned and engaged by CDM Smith. The Asbestos Inspector assigned to complete the initial inspection will perform a thorough asbestos inspection in full regulatory compliance of all Federal, State and Local laws and regulations and will prepare a report. The inspection report will include location and quantity of all identified friable and non-friable asbestos containing material (ACM). Suspect materials identified will be taken and sent to a NVLAP approved laboratory in PLM & TEM analysis with a 24-hour turnaround time for results.

## **Bid Process**

CDM Smith will prepare the demolition contract bid documents based on guidance from the city for form and format, and in accordance with North Dakota Public Bid Law as well as the City of Minot's procurement policies. The bid documents are reviewed and approved by the City. Once approved, the bid package will be advertised per HUD CDBG guidelines and competitive bids will be received from bidding contractors. Prior to the bid opening, CDM Smith will provide an engineer's estimate to the City to meet HUD's cost/price analysis requirement. All bids will be opened, read aloud and then reviewed by CDM Smith's demolition management team. Once it is determined that the lowest responsive bidder meets all other requirements, CDM Smith will make its recommendation which will include cost justification based on HUD's necessary and reasonable rules to the City concerning a contract award to the lowest responsive bidder. After Council approval of the contract, CDM Smith will hold a Pre-Construction Meeting with the City, Contractor, and Regulatory Agency and issue Notice to Proceed to the Contractor.

## **Demolition**

When a property is ready to be demolished, a demolition work order is issued from CDM Smith to the contractor via a transmittal. Each day, a schedule is provided by the contractor indicating the number of crews assigned to the demolition work. As a result, CDM Smith will assign one demolition field monitor per crew. CDM Smith's monitors accompany the contractor to locations, at the direction of the contractor.

The day the demolition or abatement is scheduled to take place, the CDM Smith Inspector/Monitor Supervisor (Inspector) reviews the demolition folder including all inspection reports and photos. This QA/QC review is performed on each folder by CDM Smith prior to releasing the folder to the field monitor. A field visit of the site may be required to clarify any discrepancies between the work order and the documents in the demolition folder.

Once at the site, the Inspector surveys the site to determine if it is consistent with all information in the demolition folder. If there are any inconsistencies, the Inspector contacts the Demolition Manager and if any changes are to be made to the work order based on this discussion, the Inspector makes the change to the work order, and

initials and dates it. The Inspector is to include this decision and the reason behind the decision in the daily inspection report. If any questions or clarification are needed involving abatement issues, the Asbestos Supervisor will be called to the site for settling any discrepancies.

Other structures on the site such as sheds, metal containers, PODs, etc. could be taken as either demolition square footage or debris only. At the time of demolition, if a shed or garage that was not included in the original square footage calculated for the work order is scheduled to be demolished, then the Inspector's signature is required on the work order with the change in the square footage and a date the change was made. Additionally, the daily inspection report should include detailed information as to why the change was made. Likewise, if a structure is to be excluded from the original square footage, then the same change needs to be documented.

Finally, the Inspector is to meet the foreman of the crew and communicate clearly to him which structures on the property will be included in the demolition square footage and which ones will be taken as debris only. This is not to be negotiated.

Once all site and work order information is verified, the Inspector will give the property folder to the CDM Smith field monitor assigned to the demolition. The monitor is responsible for documenting the work of the contractor at the assigned property. Means and methods for completing the work fall within the contractual obligation of the contractor. The monitor records all actions completed by the contractor, and completes a demolition inspection report for each task and location for which work is performed. If any situation arises in which the monitor requires assistance, they contact the CDM Smith Inspector immediately. If work must be stopped, they inform the contractor that if work resumes without approval, a ticket will not be issued for work completed.

Once the site is cleaned, then square footage tickets can be written for all structures to be included in the demolition square footage. If a structure is Asbestos, Asbestos Non-RACM, or Non-Asbestos, this should be clearly circled and marked on each work order.

Once all demolition work at the site is completed, CDM Smith will forward a completed work order to the contractor for invoice purposes. CDM Smith will have reviewed the completed work order, and verified its activity by reviewing all inspection reports completed by the monitor. If necessary, demolition tickets will be cross-referenced in order to verify the validity of the contract pay-items for the contractor.

## **Post Demolition**

Following the demolition of a structure, a post-demolition photograph is taken which will show the property. All documents are scanned and included as part of CDM Smith's electronic file. Upon receipt of an invoice for payment review, documents from the demolition folder are reviewed to justify approval for payment to the contractor.

CDM Smith in submitting a payment request to the city shall demonstrate in writing that all procedures as outlined in the policies have been followed and that payment is consistent with HUD and city requirements consistent with the work performed. In addition, all properties are rechecked by CDM Smith for substantial grass growth and potential ground settling, and if issues are found, the contractor is contacted to correct them under the conditions of their 2-year warranty. Except for compliance monitoring related to the warranty, upon completion of the demolition and preparation of the property, the city assumes responsibility for management and maintenance of the property.

## **Closeout**

When the demolition program is complete and it has been determined there are no outstanding warranty issues, CDM Smith turns the hard copy files over to the City of Minot.