



Request for Qualifications (RFQ)

REHABILITATION OF

**Baileyton Terrace  
Greeneville Landing  
Jamestown Village  
Mountain City Manor  
Newport Village  
Tazewell Village**

Preconstruction and Construction Phase General  
Contracting Services  
2.26.2019

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## **SECTION 1. INTRODUCTION AND PROJECT DESCRIPTION**

### **INTRODUCTION**

People Incorporated Housing Group (PIHG), a nonprofit affiliate corporation of People Incorporated of Virginia (PINC) specializing in the development of multifamily affordable housing, invites qualified General Contractors to submit responses to this Request for Qualifications (RFQ) to provide preconstruction and construction services for the rehabilitation of six multifamily housing properties across Northeast Tennessee, the “Project.” PIHG intends to enter negotiations with highly qualified, capable General Contractor(s) to furnish supplies and services to renovate all or any combination of the six properties listed under this RFQ. PIHG will give prime consideration to General Contractor(s) demonstrating current and significant experience in the renovation and construction of similar multifamily projects in the state of Tennessee and experience working with the Tennessee Housing Development Authority (THDA) and USDA – Rural Development (USDA-RD). The selected General Contractor(s) will join the Design Team for preconstruction services including estimating, value engineering, and design review.

### **PROJECT DESCRIPTION**

People Incorporated Housing Group (PIHG) is a nonprofit developer of affordable housing seeking preconstruction and general contracting construction services for the “like-new” rehabilitation of an existing portfolio of USDA-RD properties located on six sites in Tennessee. The selected contractor(s) should be experienced in all aspects of construction and renovation of residential type buildings – including the construction or renovation of affordable housing in the state of Tennessee with prior experience working with THDA and USDA-RD.

The proposed portfolio consists of six, age and income-restricted multifamily properties located in Newport, Greeneville (two properties), New Tazewell, Mountain City, and Jamestown, all in Northeast Tennessee. Each property consists of single-story garden-style apartment buildings and a single-story office/community building equipped with office, kitchenette, laundry facility, and two bathrooms. Of the 40 one-bedroom, one-bath units at each of the properties (44 at Tazewell Village), two are fully accessible according to HUD Section 504 UFAS standards.

1. Baileyton Terrace – Built 1994 (7600 Horton Highway Greeneville, TN 37746)
2. Greeneville Landing – Built 1990 (1100 Light Street Greeneville, TN 37743)
3. Jamestown Village – Built 1993 (250 Mace Avenue Jamestown, TN 38556)
4. Mountain City Manor – Built in 1992 (310 Dotson Lane Mountain, City, TN 37683)
5. Newport Village – Built in 1992 (421 Appalachian Way Newport, TN 37821)
6. Tazewell Village – Built in 1993 (807 Majestic Way New Tazewell, TN 37825)

The selected General Contractor(s) will be required to perform General Contractor Construction and Construction Management Services to be specified more fully in a contract agreement negotiated after selection. The contract agreement will provide payment for phases of work completed with options to proceed through all phases or to discontinue work as the circumstances may dictate. Upon the initial selection of a Respondent based upon qualifications, a scope of work will be developed.

## **SECTION 2. SCOPE OF SERVICES**

### SCOPE OF THE SERVICES

Work shall include all labor and services necessary to produce such construction and is divided into two phases: The Preconstruction Phase and the Construction Phase. While PIHG intends to continue working with the Contractor(s) on both phases, PIHG reserves the right to terminate the work during or after preconstruction, compensating the Contractor for the work performed at the time of cancellation. For the construction portion of the work, PIHG intends to utilize the A201-2017, General Conditions of Contract for Construction including RD attachments: 1952-A Guide 27, Attachment pgs. 3-4 and AIA, A101-2017 Agreement Between Owner and Contractor where the basis of the payment is a Stipulated Sum.

### PROPOSED SITE IMPROVEMENTS

Generally, each of the six sites will receive the following improvements:

- Sites are well graded and have adequate parking and exterior lighting
- Mill, overlay and stripe existing parking lot (47 spaces)
- Install two-rail vinyl fencing along front of properties
- Exterior security cameras
- Select railing installation at slopes steeper than five percent
- Curb replacement; replace damaged or noncompliant sidewalks/curbwalks
  - Install wheelchair accessible curb ramps
- Select landscaping

### PROPOSED BUILDING IMPROVEMENTS

- Extend porches at UFAS units by 20"
- Install storm doors at front entry on all units
- Replace existing vinyl siding with Fiber Cement siding
- Soffit/fascia replacement
- Replace metal entry doors on all units
- Install energy star windows on all units
- Relocate columns and reconfigure beams at UFAS units
- New gutters, downspouts and splash blocks

### PROPOSED UNIT IMPROVEMENTS

Generally unit improvements are proposed for all 40 one-bedroom (44 at Tazewell Village), one-bathroom units as follows:

- General demo and build out: doors, trim, cabinets, plumbing, HVAC, appliances
- Drywall repair as needed
- Interior and ceiling paint
- Blown cellulose in attics to provide R-38
- Vinyl plank flooring
- Kitchen cabinet replacement
- Bathroom vanity replacement
- Replace refrigerators, 30" ranges, dishwashers, water heaters
- Repair/replace existing emergency pull string horn/strobe

- Install 14.5 SEER heat pumps
- R-8 insulation on all duct work not in conditioned space
- Replace bath exhaust fans and duct to exterior
- Replace electrical switches, outlets and plates
- Wired-in smoke detectors with battery back-up
- New TV cable, phone, internet lines
- Comfort height toilets
- New accessible tub/shower units with grab bars and seat

In the two accessible units:

- Additional demo/construction for clearances
- Grab bars at toilet
- Handheld shower with slide rail
- Hardwired smoke/strobe detector with battery backup
- Wall hung cabinet style vanity with top and sink
- Lower existing electrical panel

In office/community room/kitchen/laundry:

- Drywall repair as needed
- New entry and interior doors
- Wall and ceiling paint
- ADA toilet fixtures and toilet room accessories
- Vinyl plank flooring
- HVAC replacement
- Water heater replacement
- New dryer outlets and supply boxes with washer outlets

## SCHEDULE AND PHASING

Schematic design is currently underway and finalized scopes of work will be completed and submitted to USDA-RD in January 2019. The Design Team will engage the chosen General Contractor in preconstruction services soon thereafter. The Construction documents are expected to be completed in two phases - preconstruction and construction. The project will proceed upon the award of bond financing in late 2019 and construction should begin soon after preconstruction and finalization of a guaranteed maximum price. The construction of the rehabilitation of the six properties may be performed in multiple phases in order to minimize the disruption to residents.

## BUDGET

Following the interviews and selection of Contractor(s), PIHG will request a preliminary budget estimate for this project, using the schematic documents provided by the Design Team. Fees, general conditions, and schedules of costs will be negotiated with the successful respondent(s) on an aggregate basis for any combination of the six properties. All pricing, billing, and cost estimates shall be "open book."

### A. PRECONSTRUCTION

These services will include, but not necessarily be limited to, preparation of the following documents and completion of the following services:

- Prepare an initial cost estimate based on the concept plans provided at a later date. (Cost estimate not to be included with this response.) Revise cost estimate when Contract Documents are about 70%

complete.

- In concert with the Design Team, recommend/review and analyze engineering systems for the project.
- Develop a Project Master Budget.
- Identify qualified subcontractors and obtain competitive bids in the selection and recruitment of major subcontractors (contracts exceeding \$10,000).
- Coordinate constructability reviews and assist with the evaluation and preparation of cost saving or value engineering alternatives developed during the design, preconstruction, and construction phases. Incorporate the approved alternatives into the project.
- As required, attend regularly scheduled meetings during the design phases. The proposal should include pricing to attend meetings as required during design phase. These meetings are typically Owner, Architect and Contractor meetings intended to review and resolve design, phasing and construction issues.

#### B. GREEN CERTIFICATION

PIHG and the Design Team are committed to green building and to exploring green elements in the design and rehabilitation of these projects. Projects may be designed to meet EarthCraft or comparable certification as confirmed by THDA's tax-exempt bond financing commitment.

#### C. CONSTRUCTION SERVICES

The General Contractor will be responsible (in collaboration with PIHG and Design Team) for management of a construction team, providing pricing in an open book manner, and converting that to a hard dollar contract once the project has been fully designed and bid to the subcontractors and vendors. The General Contractor(s) will also be required to identify and select the appropriate subcontractors; however, PIHG reserves the right to approve proposed subcontractors that will be associated with the Project.

#### D. ADDITIONAL SERVICES

Provide a listing of additional services not described or reasonably inferred herein that the Owner may wish to consider adding to this scope of work or that the Contractor feels should be added. The selected General Contractor will be required to perform basic construction and renovation services to be specified more fully in a contract agreement negotiated after selection.

#### E. ADDITIONAL INFORMATION

The project will be operated in an "Open Book" fashion, where all time sheets, labor rates, and all other information shall be made available for review and use. No hidden fees with regard to insurance, accounting charges, etc., will be permitted.

## SECTION 3. UNIFORM PROPOSAL FORMAT

### UNIFORM PROPOSAL FORMAT

In the interest of performing a thorough and timely evaluation of all proposals received, PIHG requests that all proposals be submitted in the following **tabbed format**.

#### 1.0 CORPORATE INFORMATION

- 1.1. State the firm's legal name and organizational structure (corporation, partnership, etc.) including whether the corporation is private or publicly held.
- 1.2. State how long the firm has been doing business under current and past names.
- 1.3. Provide the address of the firm's headquarters.
- 1.4. Indicate if your firm is a certified Minority, Small and/or Women-Owned Business.

#### 2.0 FINANCIAL STRENGTH

- 2.1. Provide the name and address of your current General Liability Insurance agent. Provide coverage limits of liability, covered operations, effective dates, date of expiration and any exclusion. An ACORD-25 form is an acceptable means of documentation.
- 2.2. Provide the value of all work currently under contract to the Contractor and a Schedule of Completion.
- 2.3. List any outstanding lawsuits against your company. Also list any prior lawsuits and arbitration settlements against your company during the past five years.

#### 3.0 EXPERIENCE

- 3.1. Identify a maximum of three of the most recent projects of similar size and scope as the "Project", in which your company has provided Preconstruction and/or Construction services. Preference will be given to companies who have experience with THDA or USDA-RD funds. The following information is requested on each project: (Limit: 1 page per project)
  - 3.1.1 Owner name, address and telephone number that could be contacted as a reference.
  - 3.1.2 Completion date and/or status of project.
  - 3.1.3 Architect and engineer of record, including address and telephone number that could be contacted as reference.
  - 3.1.4 Project description (building use, scope of work for buildings and site and any unique features)
    - Identify any projects using THDA or USDA-RD funding for new construction or substantial rehabilitation.
    - Identify any green-building certifications or standards used for new construction or substantial rehabilitation.
  - 3.1.5 Project size (number of new and renovated square feet).
  - 3.1.6 Total construction budget.
  - 3.1.7 A comparison of initial budget to actual completed costs. Include dollar amount in scope changes, cost adjustment, unknown construction issues and change orders. Identify whether changes were initiated by Contractor or by Owner.

4.0 PROJECT TEAM

- 4.1. Provide the name, title, and address of the person who will have the overall responsibility for this project from initial engagement through occupancy.
- 4.2. Provide the name, title, and address of the person who will be responsible for the day-to-day activities during the preconstruction and construction phases.
- 4.3. Provide resumes, including project experience, for the proposed staff to be assigned to the "Project."
- 4.4. Provide three Owner references for the Project Manager and Superintendent.

5.0 PROJECT APPROACH

- 5.1. With regard to each of the following items, particularly identify any unique systems, practices, or capabilities of your firm, in addition to the discussion of your firm's approach.
- 5.2. Describe the firm's proposed approach to preconstruction and construction in general and to this project in particular.
- 5.3. Discuss your firm's approach to budget development.
- 5.4. Describe any work, not part of general conditions that your company might self-perform. Describe your approach to assuring competitive pricing for self-performed work.
- 5.5. In light of Owner Occupancy during construction, what is the minimum number of units that would constitute a phase? Would cost savings be obtained by making an entire building available during each phase (3 phases)? Provide a realistic timeline for each phase of construction.
- 5.6. Is your firm interested in one geographical area over another? How would you approach staffing/site supervision to run the various sites? Are you able to run job sites simultaneously? Or would you propose a roll out phased construction effort?

Contractor	Tennessee Registration No.
Signature of Corporate Officer or Responsible Partner	
Printed Name and Title	Date



## SECTION 4. SUBMITTAL GUIDELINES AND SELECTION INFORMATION

### 1.0 GENERAL INFORMATION

The evaluation of proposals will be conducted in the following manner:

1. PIHG will form an evaluation committee to preliminarily screen and evaluate submittals on the criteria indicated below.
2. PIHG reserves the right to make an award based solely on the proposal or to negotiate further with one or more respondents.
3. PIHG may request that respondents make oral presentations concerning their qualifications to the evaluation committee. Presentations will be scheduled by PIHG on an as-needed basis.
4. PIHG will then make the final selection.

PIHG will arrange non-mandatory site visits for interested parties. Please contact, Hunter Snellings, hsnellings@peopleinc.net, by **March 8, 2019** if you would like to arrange site visits.

### 2.0 SELECTION CRITERIA

The major categories that compose the evaluation criteria are as follows: **(100-point scale)**

- Qualifications of organization. Specifically as the qualifications relate to affordable housing construction and rehabilitation in Tennessee and prior experience working with THDA and USDA-RD – particularly tenant-in-place, rehabilitation projects of similar scope. **(30 possible points)**
- Current and past experience and performance in providing Preconstruction, Construction, and Construction Administration services for similar projects. **(25 possible points)**
- Probable responsiveness to the project team and availability. **(5 possible points)**
- Depth of the firm, including financial strength, availability of resources, and capacity to accommodate this project. **(20 possible points)**
- Depth of knowledge of prevailing and advanced systems and technology as applied to the project environment. **(5 possible points)**
- Staffing plan and time of service. **(10 possible points)**
- Completeness of proposals in responding to the information requested in the format outlines. **(5 possible points)**
- Status as a certified Minority, Small and/or Women-Owned Business - see Attachment for more details. *(5 possible bonus points)*

### 3.0 RECEIPT OF PROPOSAL

**One bound original and one copy** of your proposal shall be received no later than **03/19/2019 by 3:00 pm** at the headquarters of People Incorporated of Virginia, 1173 West Main Street, Abingdon, VA 24210 submitted to:

**Bryan Ailey**  
**People Incorporated Housing Group**  
**1173 West Main Street**  
**Abingdon, VA 24210**  
**276.623.9000**

#### 4.0 QUESTIONS/REQUEST FOR INFORMATION

All questions and inquiries shall be directed to:  
Bryan Ailey,  
Multi-Family Development Program Coordinator  
bailey@peopleinc.net

All submittals received ultimately become the property of PIHG.

People Incorporated Housing Group or any of its affiliates shall not be liable, and Prospective Proposers shall not be reimbursed for any costs or expenses incurred in the preparation and submission of proposals. This RFQ constitutes only an invitation to make a proposal for the "Project". PIHG reserves, holds, and may in its sole discretion; exercise the following rights and options with respect to this RFQ:

- To waive or modify any irregularities in proposals received after notification to Proposers affected.
- To request additional information.
- To select and enter into an agreement with the firm whose proposal best satisfies the interest of the "Project" and not necessarily on the basis of price or any other single factor.
- To accept, reject, or negotiate modifications to any proposal, as PIHG shall, in its sole discretion, deem to be in its best interest.
- To issue additional, subsequent solicitations for proposals.
- To conduct investigations with respect to the qualifications of each Proposer.
- To negotiate with any Proposer for amendments or other modifications to their proposals.
- To modify dates.
- To exercise its discretion and apply its judgment with respect to any aspect of this RFQ, the evaluation of proposals, and the negotiation and award of any contract.

SECTION 5: ATTACHMENTS

1. Affirmative Consideration of Minority, Small Business and Women-Owned Businesses Policy
2. As-Is Capital Needs Assessments
3. Jamestown Village Scope of Work

## ATTACHMENT 1:

### **Affirmative Consideration of Minority, Small Business & Women-Owned Businesses**

*(2 CFR Part 200.321)*

Positive efforts shall be made by People Incorporated to utilize small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms whenever possible. Therefore, the following steps shall be taken:

1. Ensure that small business, minority-owned firms, and women's business enterprises are used to the fullest extent practicable. *(2 CFR Part 200.321)*
2. Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small business, minority-owned firms, women's business enterprises, and labor surplus area firms. *(2 CFR Part 200.321(b)(4))*
3. Consider in the contract process whether firms competing for larger contracts tend to subcontract with small businesses, minority-owned firms and women's business enterprises. *(2 CFR Part 200.31(b)(6))*
4. Encourage contracting with consortiums of small businesses, minority owned firms, women's business enterprises, and labor surplus area firms when a contract is too large for one of these firms to handle individually. *(2 CFR Part 200.321(b)(3))*
5. Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Department of Commerce's Minority Business Development Agency in the minority-owned firms and women's business enterprises. *(2 CFR Part 200.321(b)(5))*

**ATTACHMENT 2:**



10-Dec-18

**Scope of Work**

**Project:** Jamestown Village, Jamestown, TN

**Owner:** Jamestown Village, L.P.

**Contractor:** TBD

**Funding:** THDA 4%

**Architect Job #:** 3854

**Property Summary:** Address: 250 Mace Ave, Jamestown, TN 38556

County: Fentress

Approx. Year Constructed: 1993

Total Rentable Units: 40

Bldg. Type: 1-story Senior

Number of Bldgs.: 4

Approx. # of parking space: 47

Acres: 5

Flood Zone Map:

Flood Zone:

Office Phone:

Manager:

**Unit Summary:**

<u>Quantity</u>	<u>sqft ±</u>	<u>Bedrooms</u>	<u>Bathrooms</u>
40		1	1

**Scope of Work with Estimated Cost:**

Work Item:

Quantity:

**Site Work:**

Replace sign board at monument sign	1	allowance
Parking and Drive Repair	4,340	SF
Curb replacement	0	LF
2" asphalt overlay at parking lot	19944	allowance
Stripe parking lots	47	allowance
Install HDCP reserve parking signage	5	ea.
Landscaping allowance	1	ea.
Pavillion Repair/Bench Repair	1	allowance
Install new vinyl dumpster enclosures	1	ea.
Install new picnic table and bbq grill	1	allowance
Overall finish grading	0	allowance
Install new 2 rail vinyl fence along front of property	380	LF
Exterior Security with camera's	1	allowance
Select Tree Removal	5	ea.
Install new mailbox kiosk , same location	1	allowance
Select fence repair	0	allowance
Install railing at slope steeper than 5%	70	ft

**Concrete:**

Replace damaged or non compliant sidewalks/curbwalks (See site plan)	330	sf
Construct wheelchair accessible curb ramps (See site plan)	0	ea
Extend porches at UFAS units by 20"	0	ea

<b>Building Exteriors:</b>							
Install new storm doors at front entry						42	Apts.
Remove existing vinyl siding, replace with Hardi Board siding						4	Bldgs.
Roof-New 30 Year Architectural Shingles						4	Bldgs.
Replace Soffit and Fascia						4	Bldgs.
Replace/Add window shutters						0	ea
Repair existing attic smoke walls						4	Bldgs.
Replace metal entry doors: door, frame, peep,threshold & hardware(deadbolt+lever pass)						42	Doors
Install apt. signage						40	Apts.
Replace windows (Low E, double glazed, U .55, SHGC .29 VT .52)						126	ea
Remove exterior hose bibbs/ Install new keyed hose bibbs						4	Bldgs.
Install new columns at porches						42	Porches
Relocate columns and reconfigure beams at UFAS units						2	Apts.
New gutters, downspouts and splashblocks						4	Bldgs.
<b>Interiors:</b>							
General Demo: doors, trim, cabinets, plumbing, hvac, applicances						40	apts
Demo and build out, including closet door trim out, Check for Reinforced bathroom walls for later						40	apts
Replace interior doors, 6-panel masonite (include frame & hardware)						264	doors
Install new doorstops						264	doors
Replace baseboard trim with MDF type 5 1/4						40	apts.
Install wire shelving throughout						40	apts.
Drywall repairs as needed by G.C.-provide knock down on walls and ceilings						40	apts.
Painting interiors & ceiling, doors and trim (Low VOC)						40	apts.
Install blown cellulose insulation in attics to provide R-38						4	bldgs.
Install new vinyl plank (Stratomax, Low VOC)						40	apts
Install new window sills						264	ea
Install new mini-blinds (2" Faux Wood)						264	ea
Replace kitchen cabinets (base,wall, pantry,c.top, sink, plumb lines, shut offs...)						40	apts
Replace bath vanities, (base, c.top, sink, faucets & shut-offs)						38	vanities
Replace towel bars, shower bar, toilet paper, mirrors, med cabinets)						40	baths
Replace refrigerators (Energy Star)						40	apts.
Replace 30" range (front controls in HDCCP)						40	apts
Install new ES dish washer						0	apts
Install new range queen canisters over ranges						40	apts
Install new vented microhoods (150 CFM)						38	apts
Install vented range hood at UFAS units (150 CFM)						2	apts
Repair/Replace existing Emergency pull string horn/strobe						40	allowance
Install C pulls on all cabinets						40	apts
<b>HVAC:</b>							
Install new ES furnace and disconnect (8.2 HSPF)						40	apts.
Install new ES Heat Pump (14.5 SEER)						40	apts.
Replace refrigerant lines for HP conversion.						0	apts.
Flush condensate lines						40	apts.
New thermostats-Lower to reach range Lower than 48" AFF						40	apts
New registers/diffusers/return grilles						40	apts
Cover all refrigerant lines w/ Aluminum						40	apts
Replace ceiling mounted heaters in bathrooms						40	apts
Replace bath exhaust fans & duct to exterior, wire with bathlight on timer switch (ES Qualified)						40	apts.
Seal all/increase insulation to R-8 at all duct that is not in conditioned space						40	apts
<b>Plumbing:</b>							
Install new comfort height toilets (1.28 gpf)						40	baths
Install new tub/shower 3 piece w/backing tub control shower diverter and drain and grab bars						38	baths

Install plumbing for dishwasher					0 baths		
New Accessible tub/shower units w/ bars & seats					2 baths		
Replace water heaters & associated piping, elect. Disconnect, pan on all floors					40 apt		
New kitchen and bath faucets sink shut offs ect.					40 apt.		
Install new garbage disposal					0 apts.		
<b>Electrical:</b>							
New electrical switches, outlets and plates (Tamper resistant, BR Arch faults)					40 apts.		
Install new light fixtures (Energy Star Bulbs)					40 apts.		
Install new rec. for dish washer					0 apts		
Install hardwired smoke detectors w/ battery backup per Code					40 apts.		
New TV Cable, phone, internet (CAT 5e per QAP)					40 apts.		
Install ceiling fan/light combo in LR and all BRs (Energy Star)					80 ea		
Replace and size breakers if needed in panel box for new appliances					0 apts.		
<b>Provide (2 HDCP Apt. (see also all general items above for typ. Apts.))</b>							
General demo/construction for clearances					2 apts.		
Install grab bars at toilet					2 ea		
Install handheld shower on slide rail with on/off control					2 ea		
Pipe wrap at kitchen and bath sinks					2 ea		
Install remote switch for hood fan/light					2 ea		
Install hardwired smoke/strobe detector with battery back up in (1) apt.					1 ea		
Install new wall hung cabinet style vanity with top and sink					2 ea		
Build false wall at coat closet (Max depth 2')					2 ea		
Lower existing electrical panel (Max 48" AFF)					2 ea		
<b>Renovated Office/Community Room/Kitchen/Laundry:</b>							
Install new entry door 9 lite					4 ea.		
Install new 3' interiors doors					10 ea.		
Drywall repairs as needed provide knock down texture to wall and ceiling					1 ea.		
Paint walls ceiling base and trim					1 ea.		
Similar finishes and equipment	Install new base and trim				1 ea.		
Install new toilet fixtures (ADA) and toilet room accessories					2 ea.		
Install new HVAC					1 ea.		
Install new Vinyl Plank Flooring					1 ea.		
Install new 2" faux wood blinds					14 ea.		
Install new light fixtures energy star					20 ea.		
Install interconnected strobe smoke in office computer room and laundry					4 ea.		
Install new wire for internet					1 ea.		
Install new supply boxes with washer outlets					4 ea.		
Install new dryer outlets					4 ea.		
Install new water heater					1 ea.		
Install new folding table					1 ea.		