
Contractor Q&A & Estimate Items (to submit to city & keep for your records)

When you meet with the contractor at your home, please review the program guidelines with them, and ask them to tell you and/or provide you with the answers to the following question below **BEFORE** you sign anything, of you are unsure about their answers, contact the city.

Pre-Qualification questions

1. Do your company and subcontractors have experience in sustainable residential building design and construction (deconstruction, and demolition) projects?
2. Does your company have any Green Advantage Certifications or LEED? Or are you a member of the US Green Building Council or any other green organization? If so, which one? Can I get a copy of each?
3. Does your company have design-build capabilities? Are you willing to work with me to develop a design plan (drawing specifications) with an exact site layout of your plans for renovating my home? Can you provide digital copies of the specifications?
4. What professional and trade license do you hold? Any Green home design/improvement Certifications? Please provide me with a copy and/or business information and license numbers for each?
5. Can you complete the work in 45 days? If so, how long?
6. Can you complete the job without a deposit? (Note: The city pays for the work after the job is completed and final invoice with scope submitted for payment and approval)
7. Can I have 2 references from past residential green home improvements you completed, if possible, a home that had similar work done to what's being proposed for my home (i.e. contact information)?

Demolition & Abatement questions

1. Do your company and subcontractors have experience in sustainable residential building design, specifically, deconstruction, and demolition projects?
2. Does your company have in-house fabrication capabilities? In other words, do you build or stock your own building materials in your facility, or an owned facility (helps with waster reduction and quicker delivery schedules)?
3. Does your company have a site recycling plan?
4. Does your company have a site waste management plan? How do you plan to dispose of the old building materials and trash/debris collected on the project site?
5. Can you provide a copy of your demolition/abatement plan outlining the separation of waste and recyclable containers/dumpsters?
6. Do your workers smoke on the project site?
7. Do you plan to separate each waste and place waste and recycled materials in "marked buggies" for the demolition contractor/worker to move to the dumpster or recycling bin?
8. We willing have an On-call Abatement (lead-paint, mold, and asbestos) contractor; will you be willing to work with contractor during the project?
9. Can you provide me with a site plan of the locations for the demolition and construction equipment, material haulers and material lifts (this is to prevent groundwater contamination)?
10. Do you use any digital technology (i.e. digital photos) to document the before and after, especially during demolition and abatement.

Site work

1. Do your company have Plant protection plan?
2. Do you utilize local materials?
3. Can you clearly identify re-fueling stations for equipment on my property? Is this a normal business practice?
4. Do you grind, chip, and shred bulk site clearing materials for mulch use, if possible?

Foundations/Pavement

1. Do you return or would you return unused or excess materials to vendors?
2. Do you use hand excavation around underground utilities?

Material Selection

- Do you use sustainable building materials that are:
 - a. Durable _____
 - b. Reused _____
 - c. Salvaged _____
 - d. High recycled content _____
 - e. Rapidly renewable _____
 - f. Biodegradable _____
 - g. Reusable _____
 - h. Locally manufactured _____
- Do you use materials containing the following toxic materials:
 - a. CFC's and HCFC's: ozone-depleting chemicals in mechanical equipment and insulation made of CFCs and HCFC's
 - b. VOCs: Volatile Organic Compounds found in paints and coatings, adhesives and sealants, carpet, and composite wood.
 - c. PVC
 - d. Wood treated cooper chromium arsenate (CCA).
 - e. PBT (Persistent, Bioaccumulative Toxic Chemicals) (e.g. mercury, lead and cadmium).

Waste Management

1. What are your plans for waste management and waste avoidance (reduce or eliminate waste generated during site work)? Can you provide me with a plan to submit to the city with your estimate/scope of work?
2. DO you have a recycling plan for materials used? Can you recycle 50% of your construction debris? If not, why not? _____
3. Do you have a cleanup plan in place, for each workday? Do you communicate the plan with your workers and subcontractors? Do you have it in writing?

Material Reuse

- DO you have experience in material reuse (i.e. salvaging)?
- Do you plan to designate areas on site for reusable materials?
- Do you workers and subcontractors know the proper way to handle salvaged materials?
- Can you easily identify materials that can be salvaged vs. potentially hazardous materials? Can you provide us with a list prior to starting construction --- after demolition?
- Do you donate for reuse any of the following materials:
 - a. Excess or slightly damaged materials (may be donated)
 - b. Brick
 - c. CMU brick
 - d. Windows
 - e. Any more:

- **Electrical (if applicable):**
 - a. Do you remove and recycle copper wiring?
 - b. Do you use reusable modular wiring systems?
 - c. Use surface mount electrical wiring (to allow for ease of reconfiguration)?
 - d. Do you donate the following materials or reuse any of the following:
 - i. Motors
 - ii. Transformers
 - iii. Circuit Breakers
 - iv. Switchgear
 - v. Panel boards
 - vi. Conduit
 - vii. Cable trays
 - viii. If any of the items above have been reused as part of you past work, have the work passed final inspection? Provide a reference (contact information) for a past job where materials have been reused and successfully completed, inspected, and approved.

Health and Safety

1. Do you have a Health and Safety Plan when facing the following events:
 - a. Lead-Paint, Mold/Mildew, and Asbestos
 - b. VOCs
 - c. Carbon Monoxide Poisoning
 - d. Demolition
 - e. Ventilation situations (i.e. painting)?
2. Do you use Hard Hats, goggles, or safety glasses onsite? In which situation?
3. Are you RRR (Renovate, Repairing or Painting) certified? Are you familiar and have experience with “Encasement” a new alternative to the removal of asbestos and lead-based materials?

Asphalt/Concrete & Roofing work

1. What are your pre-construction plans? (i.e. notifying the owners before work begin)
2. DO you use personal protective equipment?
3. Do you use impervious concrete or other eco friendly materials?
4. Do you use warning tapes etc... to prepare and mark off worksite?
5. Have you considered using fume-suppressing asphalts etc...? If so, give product information_____