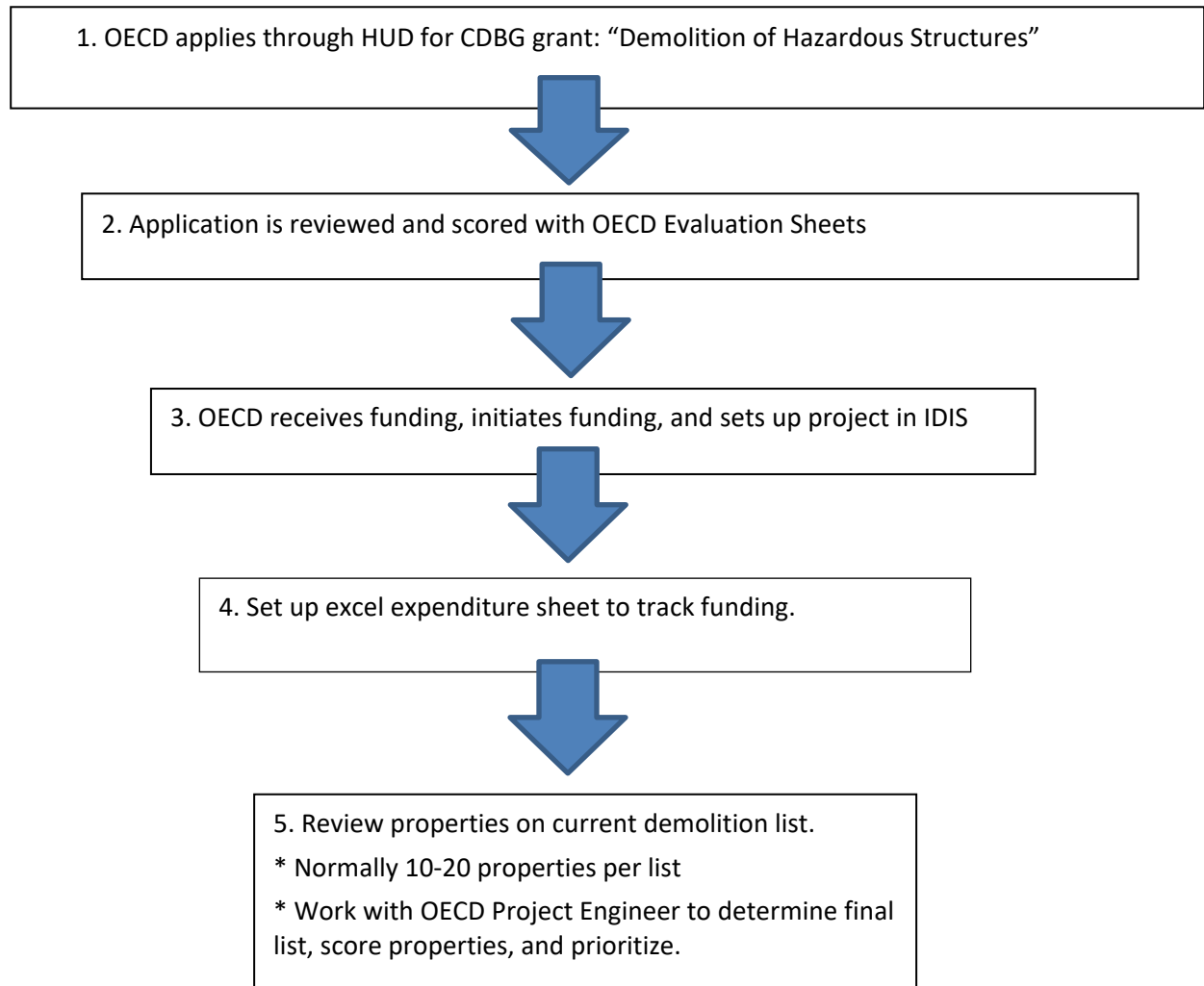


PHASE 1: START

Pre-Demolition Actions



PHASE 2: START

1. Background Check

- Check HAB list and with HAB Solicitor if any of the demolition properties are held up in HAB extensions.
- Check Judicial Sale List, Land Bank List, Sheriff Sale and Tax Sale



2. Pictures

- Take pictures of property for ERR/SHPO clearance
- * Front and behind property, up the street and down the street, and any safety issues
- Set up individual property files



3. ERR/ SHPO

- Provide list of properties with pictures to City Planner to create ERRs and send to State Historic Preservation Office (SHPO) for clearance
- City Planner will provide HEROs numbers for IDIS for properties and any updates from SHPO



6. Demolition Contractor

- Meeting with contractor about timelines, goals, expectations, and priorities
- Notice to Proceed: Contractor is to begin work specified on NTP. No work can begin without permits
- PA One Call: Contractor to notify affected utility companies before starting work
- Once City requests project to move forward, Contractor has 5 days to contact PA One Call. Once PA One Call approves, property must be demolished in 10 days
- Contract must deliver written notice to neighbors about demolitions next to them at least 1 week prior to demolition
- All work to be completed in 90 consecutive working days from date of contract.



5. Pre-Demolition Services

- Send a request to pre-demolition inspection services company.
- Inspection company provides information regarding asbestos and asbestos abatement costs for each property in report form



4. Title Search

- Send a request to title search company for a title search on each property on your demolition list
- Once you receive information back, document potential interested parties.
- Use template and individualize 20 day letter to potential interested parties.
- Send out mail regular and certified. Document Tracking Number.

Notes: Check status of previously contracted title search, pre-demolition inspection services, and contracting companies. If a contract has expired, bidding for a new company must begin (See Phase 3 below. If contract has not expired, skip to box 5 on Phase 3 below.

Phase 3: START

1.

- **For demolition contractors**, complete Specifications Book with OECD Project Engineer
- Confirm with Controller and set a date for legal ad to appear in newspaper and bid opening to occur.
- Complete Invitation to Bidders Legal Ad using OECD templates
- Send request to Scranton Times asking them to put RFP as a legal ad in paper (2 consecutive days)
- Request IT to launch on City website



2.

- **For title search company and pre-demolition inspections company:** No pre-bid conference necessary, if bidders have questions they can email you. If you receive any questions make sure to send out an addendum with the answers to everyone interested.
- **For demolition contractors**, pre-bid conferences are scheduled 5-7 days after legal ad appears in paper. Contractors or an employee of their company must be present at pre-bid conference to bid on project. Continue to send out addendum to all interested parties with questions asked and answers provided. Track who has requested Spec Book, received addendums, questions/answers, and invitations to zoom meeting/ conference information



3.

- Customize contract between potential awarded company and OECD (OECD Solicitor to provide contract)
- **For title search company and pre-demolition inspections company:** 10 days after legal ad appears in newspaper, conduct bid opening with City Controller.
- **For demolition contractors**, conduct pre-bid conference. Bid opening occurs 10 days after.
- Due to COVID-19 the Controller has been doing live openings that can be viewed on the City's Youtube channel.



4.

- Once Controller opens all bids they will send you an information sheet as well as the full bids
- Send bids to Solicitor and Executive Director
- To help determine the lowest/ most responsible bidder create a grading rubric and discuss scores with team
- **For demolition contractors**, legislation is required. Edit contract and have OECD Solicitor proof read. See directors for other legislative documents needed
- Once a company has been chosen, send out an award letter to winner and a thank you letter to the companies who were denied.



5.

- Send approved contract for signature circulation to contractor and City Hall
- **For title search company and pre-demolition inspections company:** Once all documentation is received, send a request to company to complete title search or pre-demolition services on a list of properties
- **For demolition contractors**, see box 6 Demolition Contractor under "Phase 2"



END

Phase 4: Start

Timelines: Pre- demolition commencement meeting with contractor to set timelines, goals, expectations, and priority properties.



Notice to Proceed: Begin work on the date specified in the Notice to Proceed. No work can begin until a Contract has been signed and all permits are issued.



PA One Call: Contractor shall notify the affected utility companies before starting work (PA One Call). Once the City requests a project to move forward, the Contractor will have five (5) days to contact Pennsylvania One Call System.



At minimum of 10 days prior to demolition, recheck Property information to ensure all documentation and owner information is up to date.



Monitor properties and the progress of the awarded contractor. Take pictures of properties once they are demolished and add to file.



Once contractor provides invoice, update expenditure sheet from proper funding source.



Demolition lien is recorded with Lackawanna County.



Project is drawn from IDIS and closed

END