

## HPD BLDS Moderate Rehab Review Submission Checklist for BLDS-Scoped Projects

HPD PROJECT ID \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_

HPD PROGRAM(S) \_\_\_\_\_

A multi-phased process with three milestones: Inspection, BLDS Scope of Work, and Bid Analysis. Program must request each milestone separately and submit the appropriate documents outlined below. BLDS will provide additional guidance throughout the process as needed. All files must be submitted through the eBLDS process (uploaded directly by HPD PMs).

### MILESTONE: MOD REHAB – INSPECTION

*Fill out the above project information and submit this file, along with the HPD Works closing report as instructed. Upon inspection, BLDS will return this checklist with the required items for the subsequent milestone below.*

*In eBLDS, select "Moderate Rehab 1 – Inspection" in the Review Type dropdown.*

- Submission Checklist** (this document, filled-out)  
File Name: [borough]\_[block]\_[project name]\_Checklist.pdf
- HPD Works Closing Report** of just this project. BLDS will not accept projects with incomplete buildings/location information. Submit as an Excel file. To create a report: from the Report tab in HPD Works, select "Closing" from the Report dropdown, enter the Project ID/Name, click "Generate Report," and save as: [borough]\_[block]\_[project name]\_Addresses.xlsx
- Integrated Physical Needs Assessment (IPNA) Report (Building Inspection Report)**, dated within two years, providing existing building conditions and estimated life expectancies of the following building components: Architectural, Structural, Mechanical, Electrical, Plumbing, Fire Alarm, Sprinkler Systems, Fixtures, Finishes, and Equipment. Include photos, energy efficiency and water conservation (EEWC) items, testing performed with results, energy audits, and other documents as required based on review. (Note: if the IPNA is not yet available, then to be submitted as part of the SOW checklist, below.)  
File Name: [borough]\_[block]\_[project name]\_IPNA.pdf
- Documentation of Structural Issues**, including existing DOB violations (confirm on [DOB BIS](#) or [DOB NOW](#); most violations can be found in BIS and additional violations on boilers, elevators, energy efficiency grade, and façades can be found in NOW); provide relevant photos, engineering reports, screenshots, etc. File name: [borough]\_[block]\_[project name]\_PrelimStructural.pdf

### MILESTONE: MOD REHAB – MOD REHAB – IPNA/BLDS SOW

*Submit ALL documents that have been checked off by BLDS following their inspection of the project. Submit as a single, combined PDF no larger than 50 MB, compiled in the order outlined below, unless otherwise noted.*

Compress all submission items in this section into a zip file named [ProjectName]\_[HPDProjectID]\_SOWPackage\_Date.

*In eBLDS, select "Moderate Rehab 3 – IPNA/BLDS SOW" in the Review Type dropdown.*

#### CORE DOCUMENTS

- Submission Checklist** (this document, filled-out through this Milestone)  
File Name: [borough]\_[block]\_[project name]\_Checklist.pdf
- IPNA Report** (if not already provided as part of the Inspection Milestone checklist. See above for details.)  
File Name: [borough]\_[block]\_[project name]\_IPNA.pdf
- Aging in Place (AIP)** identifying accessibility needs of current tenants (kitchens, bathrooms, or both).  
File name: [borough]\_[block]\_[project name]\_AIP.pdf

#### REQUIREMENT BASED ON PROJECT SPECIFICS

*BLDS will update this portion after the inspection, but see the note below each item to plan for potential requirements*

- HVAC Drawings** representing all equipment information (including but not limited to space heating and domestic hot water units, ventilation systems, pumps, etc.), equipment schedules, piping and ductwork layouts and sizes.

File name: [borough]\_[block]\_[project name]\_HVAC.pdf

- Required if changing existing HVAC type (e.g., changing from a steam to hydronic system) but not if replacing in kind; this is an engineering document and will required DOB filing

- Fire Alarm Drawings** representing device locations and types; owner to hire consultant to develop scope, plans, bid package, and to provide estimated cost. File name: [borough]\_[block]\_[project name]\_FireAlarm.pdf

- Required if putting in new systems or if current system is dated and likely needs component replacements; this is an engineering document and will required DOB filing

- Fire Suppression Drawings** (sprinkler and standpipe) representing piping layout, all equipment (including but not limited to sprinkler booster pump, pump controller, heads, hose cabinets, etc.) sprinkler head locations and service entry locations; owner to hire consultant to develop scope, plans, bid package, and to provide estimated cost.

File name: [borough]\_[block]\_[project name]\_FireSuppression.pdf

- Required if putting in new systems or if current system is dated (useful life is 25 years) and likely needs replacement; this is an engineering document and will require DOB filing

- Surveillance Camera System Drawings** owner to hire consultant to develop scope, plans, bid package, and to provide estimated cost. File name: [borough]\_[block]\_[project name]\_Surveillance.pdf

- Required if scope to include new security system; if available, existing system drawings should also be provided

- Asbestos Report** by a certified asbestos investigator, which must be a written summary report of findings including quantities on areas with required abatement; sample data log; lab test results; and diagram(s) on locations for samples taken from roof areas (including bulkheads and parapets), boilers, window caulking and piping, and other areas as specified by BLDS. Submit an ACP5 if no asbestos was found. File name: [borough]\_[block]\_[project name]\_Asbestos.pdf

- Typically required (but not limited to) if roof is more than 15 years old, is leaking, has lifting seams, or is otherwise deteriorating; if boiler room or other piping has plaster/fiber-type insulation; or if asbestos-containing material (ACM) flooring/tiles is lifting or cracking

- Elevator Report, Bid Documents, & Scope of Work** from an elevator consultant, including detailed descriptions of the existing elevator and equipment, maintenance records, DOB inspection records, photos, and any findings and recommendations. The Bid Documents & Scope of Work must include specifications on all equipment to be replaced, a proposed cost estimate, and a bid breakdown for the scope of work. File name: [borough]\_[block]\_[project name]\_Elevator.pdf

- Generally required for elevator buildings, especially (but not limited to) if elevators have received violations, have existing equipment failure, have single-speed controllers, or are 25 years or older; newer buildings/elevators may be exempted from requiring this report

- Structural Investigation Report** from a licensed professional, including details on condition and recommendations for remediation; owner to hire consultant to develop scope, plans, bid package, and to provide estimated cost.

File name: [borough]\_[block]\_[project name]\_Structural.pdf

- Typically required (but not limited to) if building has sloping floors, bulging parapets, or cracked façades; will require DOB filing

- Façade Inspection & Safety Program (FISP / Local Law 11 Façade) Report + Scope of Work** from a licensed Qualified Exterior Wall Inspector (QEWI), including current DOB filing cycle (based on year), inspection findings, and recommendations. Also include Bid Sheet and Specifications. File name: [borough]\_[block]\_[project name]\_Facade.pdf

- Required every five years, for buildings where any façade/side is 6 stories or greater; the cycle is determined by the end number of the block; will require DOB filing

- Lead-Based Paint Test Report** from a lead risk assessor, including findings, XRF lab test results, plan layouts, and samples, for areas of work. File name: [borough]\_[block]\_[project name]\_Lead.pdf

- For buildings constructed prior to 1978, typically required (but not limited to) if scope to include window replacement in common areas/public halls, front entrance door replacement, or other interior work

- Sewer Inspection** including a Video of the current condition and a Report based on the findings.

File names: [borough]\_[block]\_[project name]\_Sewer.pdf/.mp4 (report and video respectively, video in widely accessible format)

- Typically required (but not limited to) if building plumbing experiences constant backups, which may be due to a collapse

- Landmarks Preservation Commission (LPC) Documents / Permit** including the scope of work; owner to hire architect to develop scope and plans. File name: [borough]\_[block]\_[project name]\_LPC.pdf
  - Required if building is in landmark district
- State Historic Preservation Office (SHPO) Documents / Permit** including the scope of work; owner to hire architect to develop scope and plans. File name: [borough]\_[block]\_[project name]\_SHPO.pdf
  - Required if building is SHPO-designated

**Supportive Housing Projects may require the following additional documents:**

- Outline of the Initial Scope of Work**
- Existing Field Conditions Report**
- Unit Size Chart**

### **MILESTONE: MOD REHAB – BID ANALYSIS**

*Submit the initial documents at the time this request is made through eBLDS. Note that “other” documents will need to be submitted throughout the rest of the process.*

*In eBLDS, select “Moderate Rehab 4 – Bid Analysis” in the Review Type dropdown.*

**Required for initial submission, combined into a single PDF:**

File Name: [borough]\_[block]\_[project name]\_Bid.pdf

- Submission Checklist** (this document, filled-out through this Milestone)
- Final Contractor List** from owner, which must correspond to the contractors who eventually submit bid proposals, as well as the walkthrough attendance sheet (you may request a copy from BLDS)
  - Minimum of 5 contractors for the walkthrough, unless waived by Program in writing

**Other documents:**

- Contractor Comments** based on the walkthrough, which should be submitted for BLDS’ response prior to bid submissions  
File Name: [borough]\_[block]\_[project name]\_Comment1/2/3/4/5\_[GC Name].pdf

- Contractor Bid Proposals** as separate Excel files with formulas intact, along with PDF versions, for each contractor.
  - Minimum of 3 contractor bids, unless waived by Program in writing

*Contractor 1*

File Name: [borough]\_[block]\_[project name]\_Bid1\_[GC Name].pdf

File Name: [borough]\_[block]\_[project name]\_Bid1\_[GC Name].xlsx

*Contractor 2*

File Name: [borough]\_[block]\_[project name]\_Bid2\_[GC Name].pdf

File Name: [borough]\_[block]\_[project name]\_Bid2\_[GC Name].xlsx

*Contractor 3*

File Name: [borough]\_[block]\_[project name]\_Bid3\_[GC Name].pdf

File Name: [borough]\_[block]\_[project name]\_Bid3\_[GC Name].xlsx