

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

HPD PROJECT ID _____

PROJECT NAME _____

PROJECT ADDRESS(ES) _____

This checklist will be submitted up to three times, according to milestone: 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 via [direct upload by HPD PMs](#).

NOTE: This checklist is intended for Mod Rehab projects that fall outside the typical Pre-Scoping & Design Consultation process and do not have an architect/engineer of record. Projects requiring an architect/engineer, including for scopes that trigger Section 504, are not eligible for the BLDS-scoped process.

MILESTONE: MOD REHAB – INSPECTION

Submit all items below for “Moderate Rehab 1 – Inspection” in eBLDS. Upon inspection(s), BLDS will return this checklist with the required items for the subsequent milestone (BLDS SOW).

- ☐ **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
- ☐ **IPNA Report** including LL97 and Resiliency tabs, in Excel format, and dated within 2 years of this submission.
File Name: [borough]_[block]_[project name]_IPNA.xlsx
- ☐ **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 – BLDS SCOPE OF WORK (SOW)

Submit items below, as instructed by BLDS, for “Moderate Rehab 3 – IPNA/BLDS SOW” in eBLDS.

- ☐ **IPNA Report** (if updated since the previous submission and requested by BLDS).
File Name: [borough]_[block]_[project name]_IPNA.xlsx
- ☐ **Sewer Inspection** including a Video of the current condition and a Report based on the findings. *Typically required if building plumbing experiences constant backups, which may be due to a collapse.
File names: [borough]_[block]_[project name]_Sewer.pdf/mp4 (report and video respectively, video in widely accessible format).
- ☐ **Drawings** combined into a single pdf, in the order provided below.
File name: [borough]_[block]_[project name]_DWGS.pdf
 - ☐ **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. *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 require 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. *Required if putting in new systems or if current system is dated and likely needs component replacements; this is an engineering document and will require 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. *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. *Required if scope to include new security system. If available, existing system drawings should also be provided.

- ☐ **Documents** combined into a single pdf, in the order provided below.

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

- ☐ **Submission Checklist** (this document, filled-out)
- ☐ **Aging in Place (AIP)** Resident **Survey** Results for Mod Rehab projects.
- ☐ **Façade Inspection & Safety Program (FISP) Report (formerly LL 11/98)** representing all exterior elevations of the proposed development and indicating materials, ceiling heights, floor elevation levels, and total building height; labeling all elements and indicating existing adjacent and proximate buildings to illustrate the context. Include all existing/demolition elevations. *Required if building façade has more than six stories.
- ☐ **Landmarks Preservation Commission (LPC) Documents / Permit** including the scope of work; owner to hire architect to develop scope and plans. *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. *Required if building is SHPO-designated.
- ☐ **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. *Typically required if building has sloping floors, bulging parapets, or cracked façades; will require DOB filing.
- ☐ **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. *Typically required if roof is more than 15 years old, is leaking, has lifting seams, or is otherwise deteriorating; boiler room or other piping has plaster/fiber-type insulation; asbestos-containing material (ACM) flooring/tiles is lifting or cracking; or scope includes masonry work.
- ☐ **Lead-Based Paint Test Report** from a lead risk assessor, including findings, XRF lab test results, plan layouts, and samples, for areas of work. *Typically required if building constructed prior to 1978 and scope includes window replacement in common areas/public halls, front entrance door replacement, or other interior work.

- ☐ **Elevator Report** 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. *Generally required if building has elevator, especially (but not limited to) if elevators have received violations, have existing equipment failure, have single-speed controllers, or are 25 years or older.

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

If applicable (cost estimate to be reviewed by BLDS), submit items below in phases for “Moderate Rehab 4 – Bid Analysis” in eBLDS, as instructed by BLDS.

Initial Submission:

- ☐ **Submission Checklist** (this document, filled-out through this Milestone).
File Name: [borough]_[block]_[project name]_Checklist.pdf
- ☐ **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.
File Name: [borough]_[block]_[project name]_GCList.pdf

Additional Submission:

- ☐ **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