

estimate shall be utilized to the greatest extent possible, a reliable cost estimator in all other instances. The work write-up/specifications and cost estimate shall be submitted to the Village within five (5) business days from the date of initial inspection. Coordination with local Code Enforcement Officers, the NYS Department of Health or the New York State Office of Parks, Recreation and Historic Preservation (to include preparation of Building Structure Inventory) may be required from time to time in the development of work write-ups/specifications.

3. To assist the Village staff in evaluating bids submitted for Projects. Also to attend Village Application Review Committee meetings to provide Committee members with the background or technical information required to take action on individual applications for rehabilitation assistance.

4. To conduct pre-construction meetings arranged by the Village for its clients and their contractors. Additionally to evaluate and present requests for change orders to the Village's Community Development Director as required under the Village's policies and procedures manual.

5. If necessary to collect samples of paint, water or to perform other field tests for the presence of lead based paint in units proposed for rehabilitation. It is understood and agreed that the cost of testing those samples collected or the testing materials required shall be to the Village's account.

R.R.B.
Unit

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6. To conduct periodic scheduled and at least two (2) unannounced inspections of work-in-place and completed work to ensure that it complies with client/contractor agreements, applicable codes, workmanlike standards and standards designated in the Village's policies manual. CMS shall perform inspections of work-in-place and completed work within three (3) business days of receiving notice from the Village, client, or client's contractor that an inspection is required. Any reports resulting from inspections shall be submitted to the Village within two (2) business days from the date of inspection.

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7. To certify to the Village and the client that work-in-place and completed work meets or exceeds the aforementioned quality standards for rehabilitation work. Upon discovery of a deficiency or defect in work-in-place or completed work, CMS shall immediately notify the Village, the client and the contractor of the nature and scope of the deficiency or defect and recommend remedial action necessary to correct the deficiency or defect. Works closely with the Village to resolve conflicts that may arise between clients, their contractors, and local Code Enforcement Officers.

8. Responsible for the provision of technical assistance and support to property owners undertaking self-help rehabilitation projects.

9. To periodically submit report to the Village on the progress of individual rehabilitation jobs for the purpose of reporting to the Village Board and funding agencies.

10. To provide the Village with photographs of inspected units both before and after the rehabilitation work.