



TOWN OF WEYMOUTH

2015 HOME ELEVATION GRANT PROGRAM
SCOPE OF WORK JOB AID FOR
HOMEOWNERS AND CONTRACTORS

The 2015 Home Elevation Grant Program is administered by the Town of Weymouth through a multi-department committee of Town staff. Its purpose is to assist eligible residents raise their homes in the 100-year floodplain so the risk for flooding is reduced. Funding has been made available through the [Federal Emergency Management Agency's \(FEMA\) Hazard Mitigation Grant Program \(HMGP\)](#).

This job aid has been prepared for homeowners participating in the 2015 Home Elevation Grant Program. Homeowners are encouraged to follow and share this document with potential general contractors in order to prepare a Scope of Work (SOW) consistent with FEMA's HMGP requirements.

PREPARING A SCOPE OF WORK (SOW)

A homeowner's SOW provides a description of his/her elevation project. It is a narrative, or short story, that tells FEMA how you plan to elevate your home in the 100-year floodplain. Like any story, a SOW has a beginning, middle and end. Any information contained in a SOW should be relevant and stated in short concise sentences for both easy reading and writing.

Homeowners are encouraged to use the following Worksheet as a guide to help build and draft a SOW. The left column of the Worksheet describes information that must be included in the SOW. The right column provides sample writing for weaving the required information into a narrative. Please note that the details given in the sample writing column are fictional. They are provided for purposes of example only. Homeowners should use the sample writing as a blue print and adapt the words and sentences to fit their needs. Because no two projects are the same, each SOW will be unique.

SCOPE OF WORK (SOW) WORKSHEET FOR HOMEOWNERS

This worksheet has been prepared to guide homeowners and their general contractors in drafting a Scope of Work (SOW) which describes in detail how a home will be elevated above the BFE in the 100-year floodplain. Use the sample writing as a blue print and adapt the words and sentences to fit your needs.

| INFORMATION | SAMPLE WRITING |
|---|--|
| STRUCTURE INFORMATION | |
| <p>Describe the structural features of your home: floors, area, materials, foundation, etc.</p> <p>Describe your home's age, general condition, new additions, utilities (location), ventilation/ductwork (location), etc.</p> <p>Describe the flood zone and Base Flood Elevation (BFE) in which your home is located.</p> <p>Describe the current height and post-elevation height of your home's first floor – or bottom of the lowest horizontal structure, if located in the VE or <i>Coastal</i> AE Zone – compared with the BFE.</p> | <p>Our home is a two-story wood structure built on a concrete slab. It has approximately 2,400 square feet of floor space. The original structure was built in 1960 and has been expanded through additions. 300 square feet was added to the front of the home in 1991 to extend the living room. 400 square feet was added to the rear in 1997 to connect a one-stall garage. The interior and exterior are in good condition. The first floor windows were replaced with energy efficient units in 2011. All utility equipment is located on the first floor, and all ductwork is located on the first and second floors. The home is located in the AE Zone. The BFE is 12 feet as determined from the attached Elevation Certificate prepared by Company A using NAVD 1988. The top of the first floor is 7 feet. We propose to elevate our home to 15 feet, or 3 feet above the BFE.</p> |
| ELEVATION/CONSTRUCTION ACTIVITY INFORMATION | |
| <p>Describe your elevation plans: who prepared them, when were they prepared, what design method(s) were used?</p> <p>State the elevation method and describe the construction activities that the general contractor will complete to implement your elevation plans: site preparation (demolition, excavation, filling in grading, erosion control, etc.), elevation (masonry work, lifting/jacking, extending foundation walls, installing</p> | <p>Structural elevation plans for our home were prepared by Company B in September of 2015. The plans use design methods consistent with "Flood Resistant Design and Construction" published by the American Society of Civil Engineers (ASCE 24-14). The plans call for elevation via an open foundation on concrete columns.</p> |

column/piers/piles, etc.), construction (new floor frame/system, insulating to code, stairs/railings, etc.), disconnecting/extending utility systems (water, electric, sewer, etc.).

Hint: Take the activities from your Cost Estimate and briefly describe them in order of completion.

Site preparation will begin with demolition and removal of... (describe further activities for site preparation).

To elevate our home, the general contractor will disconnect.... The structure will be elevated using.... Once elevated, the general contractor will install # columns.... (describe further activities for elevation).

After our home is elevated on the new foundation, the general contractor will construct a new floor frame. This is necessary because the original first floor is not appropriate to support the house on the new foundation. The new floor system will consist of.... Rough in electrical wiring and plumbing will be completed to provide for extensions of.... The general contractor will rebuild the front porch using dimensions consistent with the original porch. A new 5-foot stair case and railing for the porch will be constructed to meet minimum state and local building codes.... 5 feet of the attached garage will remain under the BFE following the elevation of the home. To comply with ASCE 24-14, those portions of the garage's walls which are below the BFE will be.... (describe further activities for construction).

PROJECT COMPLETION INFORMATION

Describe the wrap up activities that the general contractor will complete to finish the project: reconnecting utility systems (water, electric, sewer, etc.), restoring front/back yard landscaping, soil stabilization, etc. *Hint: Take the activities from your Cost Estimate and briefly describe them in order of completion.*

Restate the post-elevation height of your home's first floor – or bottom of the lowest horizontal structure, if located in the VE or Coastal AE Zone – compared with the BFE.

As the project wraps up, the general contractor will reconnect... (describe reconnecting utilities, if applicable). We anticipate that construction activities will have damaged our front yard, so landscaping will include... (describe further activities for wrap up).

Upon completion of all activities, the post elevation height of the first floor will be 15 feet, or 3 feet above BFE. A certificate of occupancy will be obtained to demonstrate state and local building code compliance. The

Assuming “all goes well,” estimate how long in weeks or months the project will take to complete from site preparation to the certificate of occupancy. *Hint: Ask the general contractor for his/her best estimates.*

general contractor estimates that the project will take up to 12 weeks to complete: 1-2 weeks for site preparation, 3-5 weeks for elevation, 2-3 weeks for construction, and 1-2 weeks for wrap up.

SUBMITTING YOUR SCOPE OF WORK (SOW)

When printing a SOW for submission to the Town, homeowners should use the following heading:

Date

Department of Planning and Community Development
Town of Weymouth
75 Middle Street Third Floor
Weymouth, MA 02189

Homeowner(s) Information: Full Name(s)
Property Address
City, State Zip

To the Town’s Home Elevation Grant Program coordinator(s):

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