



## **Residential Sound Insulation – SMART Program**

### Program Outline

Each phase of the SMART Program is processed through a series of steps to insure that the work complies with the requirements of the program. The overall time line for each grant/group of homes is approximately one year. The major steps are outlined below.

- 1) A grant application from the City of Fresno, Department of Airports is submitted to the FAA. When the grant is awarded, preparation begins for the project to expand into a new noise boundary. Homeowners within that contour are contacted by letter. They are asked to complete and return an application if they wish to participate in the SMART Program. The date of receipt of the application determines the order in which homes are treated within a given noise boundary.
- 2) Homeowners that have submitted an application are scheduled for an appointment to sign an Avigation Easement and an Owner Participation Agreement.
- 3) The project architect contacts the homeowner to arrange a design survey meeting at the home. The design team inspects the home taking measurements and pictures in all living spaces and the attic in order to design the specific noise reduction improvements for that home. At this time the homeowner is asked to select the type of windows and doors that will be installed.
- 4) The architect will prepare drawings and specifications for the work to be done on the home. Once he has completed the design he sets up another meeting with the homeowner to review the design and approve the drawings, specifications, window and door selections.
- 5) When design work on a group of homes is completed and approved, a bid package is put together by SMART Program staff and submitted to the City of Fresno, Purchasing Division to publish a Notice Inviting Bids for the construction contract. The invitation to bid is advertised for approximately (30) days after which bids are publicly opened. The results of the bid are certified by Purchasing and then approved by SMART Program staff and the FAA. Finally, a report and staff recommendation to award a contract to the lowest responsive and responsible bidder is presented to the Fresno City Council for approval and contract award.
- 6) The successful contractor then sets up a preconstruction meeting at each home, with the property owner and SMART Program staff, to discuss the construction process and verify the materials to be ordered.
- 7) The contractor puts together a schedule and advises the homeowner when the materials are anticipated to arrive, when construction will begin and makes arrangements for completion of the work.
- 8) City of Fresno inspectors are onsite during construction to insure that all work is done in a professional manner per plans and specifications. Once the work is completed the homeowner, architect, contractor and inspector approve the work and sign a final acceptance document.