REQUEST FOR PROPOSAL

Habitat for Humanity Portland / Metro East
1478 NE Killingsworth St. / PO Box 11527 Portland OR 97211
Phone: 503-535-9141

PROJECT NAME: Foster Townhomes
PROJECT LOCATION: 13445 SE Foster Road Portland, OR 97236
PROJECT DESCRIPTION: New development of 40 affordable townhome condominiums
SCOPE OF WORK: Site Excavation and Utilities
DATE OF WORK: January 2021

PROPOSAL/ BID DUE DATE: Thursday, December 31, 2020 at 4pm
LOCATION: Direct all questions, and deliver RFP response to:

| Address | Office Location: 1478 NE Killingsworth St. Portland, OR 97211
| Phone | Mailing: PO Box 11527 Portland OR 97211
| Email | procurement@habitatportlandmetro.org |

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I. INTRODUCTION

Habitat for Humanity Portland/Metro East (Habitat) has developed this Request for Proposal (RFP) to help organizations and contractors bid on specific scopes of work for the construction of Habitat homes.

Because Habitat is currently building 20-30 homes per year, there are ongoing opportunities for firms that can consistently demonstrate excellent performance and the abilities to achieve economies of scale.

Since 1981, we have built over 250 homes in the Portland/Metro East service area (Multnomah County and northern Clackamas County). Our commitment to building decent, affordable single and multifamily housing harnesses the good will of over 3,500 volunteers per year.

For more information about Habitat’s mission and approach, as well as photographs of completed homes and details on our programs and projects under construction, visit our web site at http://habitatportlandmetro.org/our-builds/.

Habitat, as General Contractor and Owner, solicits bids for the procurement of construction-related materials and subcontracted services. Habitat makes a good faith effort to include all interested parties in the bidding process. Habitat maintains a list of vendors and solicits RFP responses. In addition, Habitat advertises RFPs for construction projects on industry websites and in industry publications.

RFPs are available at http://habitatportlandmetro.org/our-builds/bid-opportunities/.

II. PROCUREMENT PROCEDURE

See section III, BIDDER INSTRUCTIONS, for instructions for both submittal of Interest To Bid and final Bid Submittal.

Evaluation Criteria for Contract Award:

Selection for provision of professional services shall be made by evaluating the following factors:

1. Completeness of the RFP response submittal.
2. The Vendor’s related experience and past performance.
3. Ability of Vendor to perform within Habitat’s timeline.
4. Qualified MWESB Firms/and or Section 3 Firms.
5. Participation in State Run Apprentice Programs.
6. Overall cost of Vendor’s proposal.

Habitat for Humanity reserves the right to:

1. Reject any or all offers and discontinue this RFP process without obligation or liability to any potential vendor
2. Accept other than the lowest priced offer, and/or
3. Award more than one contract.

Incomplete or late proposals will not be considered.
III. BIDDER INSTRUCTIONS

A. INTEREST TO BID (OPTIONAL):
If your company is interested in bidding, please return a completed and signed Respondent Firm Information form, page 5 of the RFP, to the following email: procurement@habitatportlandmetro.org. Please also indicate “Will Bid” on the Procore bid package invitation.

**Interest to Bid Submittal Materials:**
1. Respondent Firm Information (page 5)

B. BID SUBMITTAL:
Respondent must submit completed bid materials to Habitat for Humanity Portland/Metro East no later than date and time noted on page 1 of this RFP document in order to be considered. Incomplete or late proposals will not be considered.

**Bid Submittal Materials:**
1. Exhibit A, completed, including:
   a. Respondent Firm Information
   b. Completed Schedule of Values
   c. Comments on proposed scope of work (if applicable)
   d. Total bid amount
   e. Proposed schedule for completion of work
   f. Proof of bonding and insurance

(Exhibit B to be completed following selection)
IV. CONTRACT

Habitat for Humanity Portland/Metro East, as both Owner and General Contractor, will be subcontracting for site excavation and utilities services, comprising the Scope of Work in EXHIBIT A. A draft of the contract is attached as EXHIBIT B, to be executed upon Contractor selection.

Habitat adheres to all applicable federal, state, and local regulations and to the requirements established by our funders. Habitat shall execute a written contract with each vendor that includes contract language as required to meet federal, state, and local regulations including licensing, OSHA safety standards, contract labor hours, liability insurance, clean air, clean water, and other laws and regulations as applicable. Subcontractors and their employees are expected to conform to all applicable OSHA standards at all times on Habitat jobsites. The subcontractor will be responsible for paying any fines incurred by Habitat due to OSHA violations by the subcontractor or their employees.
RESPONDENT FIRM INFORMATION

Organization’s registered name (Corporate, DBA, etc.):

_____________________________________________________

_____________________________________________________

CCB #:_____________ Expires: _______________ Federal Tax ID #:________________________

Mailing Address:

___________________________________________________________________________________________

___________________________________________________________________________________________

Name of Principal: ____________________________ Title: _________________________________

Office Phone: _____________________________ Cell Phone: _____________________________

Email: _____________________________ Fax: _____________________________

Do you have relevant experience completing Earth Advantage and/or LEED Certified homes? Please indicate below:

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

In response to this RFP, vendors should indicate whether the following apply:

• Do you employ low-income, Section 3 residents (People who earn less than 80% of the Area Median Income)? ___Yes ___ No
• Do you employ State registered apprentices? ___Yes ___ No
• Are you Certified DMWESB? Please check all that apply:
   _____DBE  _____MBE  _____WSB  _____ESB  Certification Number(s): ______________

I, the undersigned, hereby certify I have read the full RFP document and attachments; and have the authority to represent the Firm or Organization listed above:

Signature: _____________________________ Date: _____________________________
EXHIBIT A

If there is any conflict between the scope of work in this RFP and the permitted plans and specification, the work described in the permitted plans and specifications shall apply.

Project Description:
Habitat for Humanity Portland/Metro East is building a 40-unit townhome condominium project in the Pleasant Valley/Powellhurst-Gilbert neighborhood of Southeast Portland. This development will be a total of 15 buildings consisting of duplexes, triplexes, and one 4-plex. The project site is located at 13445 SE Foster Road Portland, OR 97236. The project will be constructed with a mix of volunteer and skilled labor.

Project Schedule:
- Demolition, site grading, site excavation and utilities work scheduled anticipated to start January 2021, pending permit issuance. Actual dates will be communicated by the project Site Supervisor.
- Scope of work to be completed in 4 months. Please provide proposed schedule when bidding.
- Contractor to attend on-site pre-construction meeting.
- Contractor shall perform the scope on Habitat’s schedule within dates communicated by Habitat’s Site Supervisor or Project Manager.

Scope of Work:
Notes:
- No work to start until site development permit is approved by City of Portland. Habitat to provide site development permit. Site excavation contractor to provide permits for all scope not permitted in the SD permit nor the home (unit) plumbing permits. Site excavation contractor to pull their own plumbing permit with the City of Portland. Plumbing permit needed for inspections on new sanitary sewer, stormwater, and water line mains and laterals.
- No work to start until all erosion measures are installed and approved by the City of Portland.
- All site work to be done in conjunction with our geotechnical engineer on the project. No work is to progress to the next stage without proper geotechnical inspection and approval.
- Work may not proceed until all applicable City inspections, soils special inspections, structural special inspections, and structural engineer observations have been approved.
- Work done by other subcontractors includes all concrete work, paving, housing foundation excavation, utility connections to each home (unit), and installation of domestic water lines.
- No gas service will be installed for this project.
- Provided one point of contact for Habitat to coordinate schedule, scope and quality communication.
- Contractor to provide a generator if temporary power is needed.

Erosion control:
- Install and maintain erosion control measures including sediment fencing, inlet protection, construction entrance, and bio-filter bags per approved erosion control plans and corresponding details. See C6.00, C6.01, C6.02, C6.03, C6.04 and details on C6.05.
- Install temporary road access from Foster Road into the project in the same location as the future permanent private road. Establish the new temporary road low enough and with proper crush stone. Set the elevation of the temp road so it does not need to be removed when the permanent road is installed.
- NOTE - temporary construction entrance may need to shift east of the permanent location due to existing PGE in the way (which will be relocated at a later date).
- Install and maintain concrete wash out pit as needed. Coordinate location with project Site Supervisor.
Keep existing street surface clean at all times.

**Demolition:**
- Remove existing structures per approved demolition plan C0.50.
- Perform site clearing and grubbing.
- Remove all trees under 4.5” DBH. Habitat will contract separately for removal of trees larger than 4.5” DBH prior to excavator starting work.
- Remove all stumps left by tree removal subcontractor.
- Haul off dirt mixed with construction debris that is currently on the site by a grove of trees along the west property line (see photo in arborist report).

**Site preparation:**
- Schedule underground locates prior to starting any underground digging.
- Verify that utilities have been disconnected and capped before proceeding.
- Excavate for and remove underground utilities indicated to be removed.
- Provide all necessary pot hole investigations to locate any sewer or water connections, as needed.
- Remove topsoil. Stockpile topsoil only as necessary for use in landscaping. Stockpile topsoil away from edge of excavations without intermixing with subsoil or other materials, per approved detail 6/C6.05. Topsoil stockpiles are to be properly protected to prevent soil erosion.
- Mass grade entire site to within 6” of proposed final grade per approved C1.00 and C1.01. Calculate dirt spoils from foundation digs so that no additional dirt haul off will be needed after foundation backfill per building.
- If any large or interesting rocks/boulders are found during mass grading or drywell installation, please consult with Habitat. We may want to keep these and re-purpose them in the project's future nature play park.
- Prep all building pads areas such that the elevation is low enough based on the finish floor elevations of the slab on grade. Deduct for the 4” thickness of the concrete slab on grade, 4” of underslab insulation, and 8” of structural aggregate/radon stone that will be installed below the finish floor elevation per building. Therefore, the building pad top of sub-grade soil is to be set 16” below the finish floor elevation. Discuss with Habitat Site Supervisor for further clarification.
- Excavate and prep for all site concrete and asphalt work (approach, private drive, parking lot entrance road, parking lot, sidewalks, curbs, ramps, bike parking and trash enclosures). See layout and paving plans C2.00, C2.01, and details on C4.00. Provide base rock and compaction per Geotech report and confirm asphalt thickness with geotechnical engineer. Provide line item for wet weather conditions, if needed.
- Coordinate with site concrete flatwork subcontractor for installation of new concrete curbs, crosswalks, and concrete parking area. Coordinate with asphalt subcontractor for installation of the new private road and parking areas.
- Provide all necessary soil compaction according to plans, geotech report, special soils inspections, and code requirements.
- Remove backfill from historic crawl spaces and backfill with geotechnical engineer approved fill. See attached map.

**Stormwater systems:**
- Contractor to pull plumbing permit with City of Portland for all fixtures and lines in the stormwater system that are not included in the SD permit nor the home (unit) plumbing permits. Plumber will have 100 ft of stormwater lines per home included in the home (unit) plumbing permits.
- Provide all required materials and install storm system according to approved utility plans C3.00, C3.01 and details C4.00, C4.01 and C4.02.
• Provide submittals for all underground storm structures for review and approval prior to construction start dates.
• Install drywells per utility plans and detail 11/C4.00. Habitat will coordinate to have geotechnical engineer test the infiltration rate at design depth. If infiltration rate is not achieved, excavate in 5’ intervals as necessary.
• Install one storm laterals to each building and to all area drains, out of the utility trench and leave a 2x4 locator for the house excavator to find when home construction starts. Please propose locations to terminate storm laterals for approval by Habitat. The house excavator will connect to the storm laterals after the foundation is poured and install the remaining storm pipe per plans.
• Install area drain to the north east play park area per C3.0 and C3.01. Note - remaining area drains to be installed by the house excavator after each foundation is poured.
• Install sediment manholes, catch basins and area drains and connect to dry wells with storm drain pipe. Some area drains will be installed by the house excavator when home construction starts.
• Install all storm drain and cleanouts per approved utility plans and detail 1 on C4.00. Cleanout concrete collar to be installed by site concrete flatwork subcontractor.

Sanitary sewer systems:
• Site excavation contractor to pull plumbing permit with City of Portland for installing the private Sanitary Sewer mains. Calculate lineal footage of new private sewer mains and laterals; then apply for the sewer permit prior to starting work. Plumber will have 100 ft of sanitary sewer lines per home included in the home (unit) plumbing permits.
• Provide shop drawings and submittals for all underground sewer structures for review and approval prior to construction start dates.
• Connect on-site sanitary sewer system to existing 8” sanitary sewer mainline in Foster Street and construct manhole. Provide connection permit, street closure permit, traffic control, and OSHA approved shoring as needed.
• Install sanitary sewer laterals to each home (unit), out of the utility trench and leave a 2x4 locator for the house excavator to find when home construction starts. Please propose locations to terminate sanitary sewer laterals for approval by Habitat. The house excavator will connect to the sanitary sewer laterals after the foundation is poured and install the remaining sanitary sewer pipe per plans.
• Excavate for and install all on-site sanitary sewer lines.
• Install sanitary manholes per utility plans and detail 3/C4.02.
• Install sanitary cleanouts per utility plans and detail 1/C4.00.
• Bring sanitary sewer line to trash enclosures and provide a locator. The house excavator will install the sanitary sewer drains when we are ready to construct the trash enclosure foundations.

Domestic water systems
• Site excavation contractor to pull plumbing permit to cover the installation of the new private water mains on the project. Calculate lineal footage of new private water mains; then apply for the water pipe permit prior to starting work. Plumber will have 100 ft of water lines per home included in the home (unit) plumbing permits.
• Provide submittals for all underground and above ground structures for review and approval prior to construction start dates.
• Habitat will coordinate with Portland Water Bureau for installation of new master water meter.
• Trench and backfill for installation of new water private main lines from new master water meter. Install per civil drawings. In addition, install the individual water line going to each home from the new private water main and into the location of the private water meter box - behind the new road curb. Then cap the individual water service installed to the back of the curb in the new water meter box.
Note - there are several units that we anticipate cannot be run during the Site Development phase due to their proximity to future foundations. Please consult with Habitat Site Supervisor about these units.

- Tee off of new private water main and install individual house water supply lines to location of private water meter boxes. Note - several buildings will need to be discussed due to location prior to running the house water supply line to the private water meter box.
- Install gate valves per plan.
- Provide labor and material to install each private water meter box with lid after running the house line to each location for each unit. Note - several house water lines should not be installed during Site Development because they are too close to the foundation. We would not want the private water meter box or lid installed if the house line is not tapped and run. Allow for an additional water sub meter box for the common area water loads.
- Bring water lines to each trash enclosure.
- Pot hole to verify locations of existing water and sewer public pipes, as needed.

**Irrigation road crossings:**

- Provide and install conduit - sized per the irrigation plan from our irrigation subcontractor - at several street/road crossings to allow for the irrigation water lines to cross the road and access all areas of the development. Note - we do not have the irrigation design yet. It will be part of the site development to provide irrigation in several locations.

**Fire water systems**

- Site excavation contractor to provide Fire Marshal permit for underground fire lines.
- Habitat will coordinate with Portland Water Bureau for installation of new meter.
- Provide submittals for all underground structures for review and approval prior to construction start dates.
- Site excavation contractor to connect to short stub-out on the back side of the new water meter.
- Provide and install below grade DCDA and vault per approved utility plan. Please provide material submittal for fire vault and get approval from Portland Water Bureau and Water Quality.
- Provide conduit for power from the DCDA to the house panel location.
- Provide and install new fire water lines from DCDA to private hydrant.
- Install private hydrant, gate valve and riser per utility plan and details 8 and 7/C4.01.

**Private utilities**

- Excavate for and install utilities and utility vaults per approved PGE and Comcast plans, and site electrical plans. Note, we may also have CenturyLink on the project for underground telecommunications. If so, then plan on coordinating the installation of their underground pipe and equipment per their plans.
- Trench, provide, and install conduit for all private utilities, including electric, internet/TV, and phone.
- Please provide a per linear foot cost for trenching, installation of conduit, and backfilling of trenches to provide utilities to each unit in case modifications need to be made with the utility companies.

**EV charging station prep**

- Install underground conduit to prep for future electric car charging stations. Provide all labor and material to install underground conduit per approved plans.

**Nature Play Area:**

- Prep the nature play area: establish the grade and set the boulders we want to keep there (out of the way).
- Provide recommendations for prepping the nature play area.
GENERAL REQUIREMENTS

- Subcontractors shall be familiar and abide by safety rules OSHA and DEQ regulations.
- Subcontractors will follow COVID-19 prevention guidelines by OSHA, CDC, NAHB, and local municipalities. Cloth face coverings or N95 masks will be worn on-site. Please keep track of personnel and dates on site for contract tracing, if needed.
- All work shall be performed in accordance with manufacturer’s printed installation instructions and all local, state and federal laws and regulations.
- The Work shall conform to all codes in effect in the jurisdiction where the work is performed.
- To promote safety, the job site must be kept clean and free of debris at all times. All trash, discarded packaging, boxes, bags, spoils of demolition, damaged and/or waste building materials, and other forms of debris shall be disposed of properly and legally.
- Additional work shall not be performed without the written approval of the VP of Construction. This approval will be in the form of a “Change Order,” see attached Annex B. If extra work is performed without prior approval, no payment will be made, and if required the extra work will be removed by and at the expense of the Subcontractor.
- The Subcontractor shall furnish all labor, equipment and supplies necessary to complete the work, unless directed otherwise in the scope of work.
- Habitat for Humanity Portland/Metro East is a tax-exempt entity. You will be instructed by our accounting department how to handle sales tax.
- Progress payments for partial completion of the work will be made on a monthly basis.
- 5% retainage will be held until final payment and lien release waiver signing.
- Subcontractors shall schedule work to start and end per the predetermined work schedule for their phase of construction as established by our Habitat for Humanity Site Supervisor.
- Subcontractor shall protect the condition of their work and the work previously installed by others.
- Subcontractor shall protect the work by lights, barriers, supports and guards, as necessary to avoid injury or damage to persons and property.

SCHEDULE OF VALUES:
Please provide a schedule of values with your bid proposal.
PROPOSED TOTAL BID AMOUNT:

$________________________

PROPOSED CHANGES TO SCOPE AND/OR CONDITIONS:

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DATE AVAILABLE TO START WORK:

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PROPOSED SCHEDULE BY PHASE:

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“I hereby certify that the bid amount is correct for the scope of work and schedule of values as specified in Exhibit A, above, and in accordance with the permitted plans and specifications for the identified project location.”

Signature: ________________________________  Date: ________________
EXHIBIT B
(Only to be returned upon acceptance of bid)

AGREEMENT TO PROVIDE SERVICES

AGREEMENT (the “Agreement”) is comprised of EXHIBIT A, EXHIBIT B and any other Exhibits and Attachments herein.

The Agreement made as of this __________ between Habitat for Humanity Portland / Metro East (“Habitat”) and __________________________ (the “Contractor/Supplier”).

ARTICLE I
SCOPE OF WORK

The Contractor shall execute the entire work set forth in EXHIBIT A included as part of the Request for Proposals and in accordance with City of Portland design and engineering requirements except to the extent such work is specifically indicated in this Agreement to be the responsibility of others:

The Contractor/Supplier has reviewed the plans and specifications for the Foster Townhomes Project.

TOTAL PRICE FOR THE ABOVE SCOPE OF WORK: $_________________.

Any instance where the scope of work outlined in EXHIBIT A and/or in the contractor’s submittal included as part of EXHIBIT A, differs from the City of Portland requirements, the contractor shall perform all work in accordance with the design and engineering requirements.

ARTICLE II
DATE OF BEGINNING AND COMPLETION OF WORK

The Contractor shall proceed with the work according to the following schedule: Work to begin January 2021 through project completion in May 2021. Contractor will also be responsible for Construction Administration services throughout the length of the project. The time periods for completing the Work are hereinafter referred to as the “Contract Time.”

ARTICLE III
PAYMENT

Habitat shall pay the Contractor for the performance of the Contract work in the total sum of _______________ (the “Contract Sum”), subject to such additions and deductions as provided in this Agreement. The Contract Sum will be paid to the Contractor on a “Per Unit Complete” basis, invoiced on a monthly basis.

Invoices shall be sent to Habitat for Humanity Portland/Metro East, and shall include at a minimum the following information referencing the schedule of values in EXHIBIT A, or shall be returned for correction and resubmittal: amount invoiced to date, current invoice amount, and fee by phase as outlined in the schedule of values in EXHIBIT A. Habitat will issue payment within 30 days of receipt of invoice.

ARTICLE IV
PROGRESS PAYMENTS

Habitat shall make progress payments on the Contract Sum to the Contractor when a discrete portion work is complete based on the pricing estimates shown in the scope of work. It shall be at the sole discretion of Habitat to determine the percent complete and to calculate the resulting draw amount for each item listed on the schedule of values for progress payments.

Invoices for progress payments must include detailed information about the work completed, what unit(s) the work is for, and whether or not the work was on the private property or in the public right or ways in order to be processed.

At the time of payment, Habitat may, at its discretion, withhold five percent of the payment amount from progress payments. Final payment shall be made and all retainage released when all work has been completed, inspected, and approved and the Contractor has provided lien releases for all work and material provided prior to final payment.
ARTICLE V
DUTIES OF THE CONTRACTOR

(a) Except as otherwise provided in this Agreement, the Contractor shall secure, in a timely manner all licenses and approvals necessary for the Contractor to perform the Contract Work. The contractor may be required to provide documentation of required licenses and approvals.

(b) The Contractor shall perform the Contract Work in a workman like manner and in conformance with all applicable building codes and the permitted plans and specifications. The Contractor shall supervise and direct the Contract Work using the Contractor’s best skill and attention. All materials shall be installed in accordance with the manufacturer’s specifications. The Contractor shall be solely responsible for and have control over construction means, methods, and techniques, sequences and procedures and for coordinating all portions of the Contract Work unless this Agreement specifically provides otherwise. The Contractor shall enforce strict discipline and good order among the Contractor’s employees and other persons carrying out the Contract Work. The Contractor shall not permit the employment of unfit persons or persons not skilled in the tasks assigned to them. The Contractor shall be responsible to Habitat for the acts and omissions of the Contractor’s employees.

(c) Unless otherwise specifically provided in this Agreement or in a Change Order (as such term is defined in Article VIII hereof), the Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, transportation, and other facilities and services necessary for the proper execution and completion of the Contract Work.

(d) The Contractor warrants to Habitat that materials and equipment furnished by the Contractor under this Agreement shall be of good quality and new unless otherwise required or permitted by Habitat, and that the Contract Work shall be free from defects not inherent in the quality required or permitted, and that the Contract Work shall conform to the requirements of this Agreement. Contract Work not conforming to the requirements of this Agreement, including substitutions not properly approved and authorized by Habitat, may be considered defective. The Contractor’s warranty excludes remedy for damage or defect caused by abuse, modifications not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear under normal usage. If required by Habitat, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment used.

(e) The Contractor shall comply with and give notice required by laws, ordinances, rules, regulations, and lawful orders of public authorities bearing on performance of the Contract Work.

(f) The Contractor shall keep the Project Site and the surrounding area free from the accumulation of waste materials or rubbish caused by operations performed under this Agreement. At the completion of the Contract Work, the Contractor shall remove from and about the Project Site (1) any waste materials or rubbish caused by the operation performed under this Agreement; (2) the Contractor’s tools, construction equipment, and machinery; and (3) any surplus materials originally furnished by the Contractor.

(g) The Contractor shall provide Habitat with access to the Project Site and the Contract Work in preparation and progress at any time.

(h) To the fullest extent permitted by law, the Contractor shall indemnify and hold Habitat and its employees and agents harmless from and against claims, damages, losses and expenses, including, but not limited to, attorney’s fees, arising out of or resulting from the performance of the Contract Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or the destruction of tangible property (other than the Contract Work itself) including any loss of use resulting there from, but only to the extent caused in whole or in part by negligent acts or omissions of the Contractor, anyone directly or indirectly employed by the Contractor, or anyone for whose acts the Contractor may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Subsection (h).

(i) In claims against any person or entity indemnified under Subsection (h), above, by an employee of the Contractor or anyone directly or indirectly employed by the Contractor, or anyone for whose acts the Contractor may be liable, the indemnification obligation under Subsection (h), above, shall not be limited by a limitation on the amount or types of damages, compensation or benefits payable by or for the Contractor or anyone else under workers’ or workman’s compensation acts, disability benefits acts, or other employee benefit acts.

(j) Subcontractors and their employees are expected to conform to all applicable OSHA standards at all times on Habitat jobsites. The subcontractor will be responsible for paying any fines incurred by Habitat due to OSHA violations by the subcontractor or their employees.
ARTICLE VI
SUBCONTRACTS
The Contractor shall not subcontract any or all of the Contract Work without the prior written consent of Habitat. The conditions for written consent include the subcontractor’s licensing, bonding and proof of insurance and verification that the Subcontractor is qualified to perform the work specified in the subcontract.

ARTICLE VII
CONSTRUCTION BY OWNER OR SEPARATE CONTRACTORS
(a) Habitat reserves the right to perform construction or operations at or about the Project Site with Habitat's own forces, and to award separate contracts in connection with other portions of the work being performed at the Project Site or other construction or operations on the Project Site under conditions of the contract identical or substantially similar to this Agreement, including those portions related to insurance. If the Contractor claims that delay or additional cost is involved because of such action by Habitat, the Contractor shall make such claim in accordance with Article IX of this Agreement.

(b) The Contractor shall afford Habitat and separate subcontractors reasonable opportunity for the introduction and storage of their materials and equipment and performance of their activities, and shall connect and coordinate the Contractor's construction and operations with theirs as required by the Contractor.

ARTICLE VIII
CHANGES IN THE WORK
(a) Habitat, without invalidating the Contract, may order changes in the Contract Work consisting of additions, deletions, or modifications, the Contract Sum and the Contract Time being adjusted accordingly. Such changes in the Contract Work shall be authorized by a written change order (the "Change Order"), in the form set forth in Attachment B of this agreement, signed by Habitat, which Change Order shall be deemed to be a part of this Agreement.

(b) The Contract Sum and the Contract Time shall be changed only by a Change Order.

(c) The cost or credit to Habitat from a change in the Contract Work shall be determined by the mutual agreement of Habitat and the Contractor.

ARTICLE IX
TIME
Time limits stated in this Agreement are of the essence of this Agreement. By executing the Agreement, the Contractor confirms that the Contract Time is a reasonable period for performing the Contract Work.

If the Contractor is delayed at any time in progress of the Contract Work by changes in the Contract Work, by labor disputes, fire, unusual delays in deliveries, abnormal adverse weather conditions which could not be reasonably anticipated, unavoidable casualties, or any causes beyond the Contractor's control, or by other causes which may justify delay, then the Contract Time shall be extended by a Change Order for such reasonable time as Habitat and the Contractor may determine.

ARTICLE X
PAYMENTS AND COMPLETION
(a) Payments shall be made as provided in Articles III and IV of the Agreement.

(b) Payments may be withheld on account of (1) defective Contract Work not remedied by the Contractor, (2) claims filed by third parties, (3) failure of the Contractor to make payments for labor, materials, or equipment, (4) reasonable evidence that the Contract Work cannot be completed for the unpaid balance of the Contract Sum, (5) damage suffered by Habitat or another contractor, (6) reasonable evidence that the Contract Work will not be completed within the Contract Time and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay, or (7) the Contractor's persistent failure to carry out the Contract Work in accordance with this Agreement.

(c) Final payment shall not be due until the Contractor has delivered to Habitat a complete release of all liens arising out of this Agreement or receipts in full covering all labor, materials, and equipment for which a lien could be filed. If such lien remains unsatisfied after payments are made, the Contractor shall refund to Habitat all the money Habitat may be compelled to pay in discharging such lien, including all costs and reasonable attorneys' fees.
(d) The making of final payment of the Contract Sum by Habitat shall constitute a waiver of claims by Habitat except those arising from:

1. Liens, claims, security interests, or encumbrances arising out of this Agreement which remain unsettled;
2. The failure of the Contract Work to comply with the requirements of this Agreement;
3. The terms of special warranties required by this Agreement.

Acceptance of final payment of the Contract Sum by the Contractor or a material supplier shall constitute a waiver of claims by that payee except those previously made in writing and identified by the payee as unsettled at the time final payment is made.

ARTICLE XI
PROTECTION OF PERSONS AND PROPERTY

The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of this Agreement. The Contractor shall take reasonable precautions for the safety of, and shall provide reasonable protection to prevent damage, injury, or loss to:

1. Employees performing the Contract Work and other persons who may be affected thereby;
2. The Contract Work and the materials and equipment to be incorporated therein; and other property at the Project Site or adjacent thereto. The Contractor shall give notices and comply with applicable laws, ordinances, rules, regulations, and lawful change orders of public authorities bearing on safety of persons or property and their protection from damage, injury, or loss. The Contractor shall promptly remedy damage and loss to property at the Project Site caused in whole or in part by the Contractor or anyone directly or indirectly employed by the Contractor, or by anyone for whose acts the Contractor may be liable and for which the Contractor is responsible under this Article XI, except for damage or loss attributable to the acts or omissions of Habitat or by anyone for whose acts Habitat may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to the Contractor's obligations under Subsection (h) of Article V.

ARTICLE XII
INSURANCE

Contractor shall take out, pay for, and maintain throughout the duration of this Agreement and shall also require any subcontractors to take out, pay for, and maintain the following:

(a) General liability insurance for an amount of not less than $1,000,000 per occurrence for bodily injury and $1,000,000 per occurrence for property damage, with an aggregate of not less than $2,000,000.

(b) Worker's compensation insurance as required by the laws of the State of Oregon and any other applicable law.

Before beginning the Work, Contractor shall furnish to Habitat certificate or certificates showing the above insurance minimums and including Habitat as additional insured under the scheduled policies. Failure of Habitat to request or receive such certificates shall not relieve Contractor of its obligations under this Agreement. Failure to maintain the required insurance during the course of the work shall be a breach of this Agreement, and Habitat may, at its sole discretion, terminate this Agreement immediately upon such an occurrence.

ARTICLE XIII
CORRECTION OF WORK

(a) The Contractor shall promptly correct Contract Work reasonably rejected by Habitat or which fails to conform to the requirements of this Agreement, whether observed before or after the completion of the Contract Work and whether or not fabricated, installed or completed, and shall correct any Contract Work found not to be in accordance with the requirements of this Agreement within one year from the date the Contract Work is completed or by the terms of an applicable special warranty required by this Agreement.

(b) Nothing contained in this Article XIII shall be construed to establish a period of limitation with respect to other obligations which the Contractor might have under this Agreement. Establishment of the time period of one year as described in Subsection (a), above, relates only to the specific obligations of the Contractor to correct the Contract Work, and has no relationship to the time within which the obligation to comply with this Agreement may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to the Contractor's obligations other than specifically to correct the Work.
ARTICLE XIV
GOVERNING LAW
This Agreement shall be governed by the laws of the State of Oregon.

ARTICLE XV
TERMINATION OF THE CONTRACT
(a) Habitat may terminate this Agreement at any time. If Habitat terminates the Agreement for any reason other than as provided in Subsection (c) or (d) herein, the Contractor may recover from Habitat payment for Contract Work executed and for proven loss with respect to materials, equipment, tools, and construction equipment and machinery, including reasonable overhead, profit and damages applicable to the Contract Work.

(b) If Habitat fails to make payment hereunder for a period of fifteen (15) days after the date a payment is due, the Contractor may, upon seven (7) additional days' written notice to Habitat, terminate this Agreement and recover from Habitat payment for Contract Work executed and for proven loss with respect to materials, equipment, tools, and construction equipment and machinery, including reasonable overhead, profit and damages applicable to the Contract Work.

(c) If the Contractor defaults under this Contract or persistently fails or neglects to carry out the Contract Work in accordance with this Agreement, Habitat, after seven (7) days' written notice to the Contractor, and without prejudice to any other remedy Habitat may have, may make good any deficiencies and may deduct the cost thereof, from the payment then or thereafter due the Contractor. Alternatively, at Habitat's option, Habitat may terminate this Agreement and take possession of the Project Site and of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor and may finish the Contract Work by whatever method Habitat may deem expedient. If the unpaid balance of the Contract Sum exceeds the cost of finishing the Contract Work, such excess shall be paid to Contractor, but if such costs exceed such unpaid balance, the Contractor shall pay the difference to Habitat.

(d) If the Contractor cannot complete the Contract Work for circumstances beyond its reasonable control, then, at Habitat's option, Habitat may terminate this Agreement and take possession of the Project Site and of all materials purchased by Contractor in order to perform the Contract Work and may finish the Contract Work by whatever method Habitat may deem expedient. If the unpaid balance of the Contract Sum exceeds the cost of finishing the Contract Work, such excess shall be paid to Contractor.

(e) For purposes of this Agreement, the Contractor will be in "default" if (i) the representations and warranties contained in Article XVI were incorrect as of the date this Agreement is executed; (ii) the Contractor fails to comply with any of the requirements contained in Article XVII or XVIII of the Agreement; (iii) the Contractor fails to perform the Contract Work in accordance with the terms of this Agreement for reasons other than those Specified in Subsections (b) and (d) herein; or (iv) the Contractor fails to comply with any law, order, rule or regulation of any court, governmental or regulatory body applicable to the Contractor.

ARTICLE XVI
LOBBYING AND DEBARMENT
The Contractor hereby represents and warrants that:

(a) No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.
(c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

(d) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

(e) The undersigned and its principals (see 24 CFR 24.105(p)):
   i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction (see 24 CFR 24.110) by any Federal department or agency.
   ii. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
   iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in (b) of this certification; and
   iv. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
   v. Here the applicant is unable to certify to any of the statements in this certification, such applicant shall attach an explanation behind this page.

ARTICLE XVII
COMPLIANCE WITH REGULATIONS

(a) The Contractor shall comply with Executive Order 11246, entitled “Equal Employment Opportunity”, as amended by Executive Order 11375, and as supplemented in the Department of Labor regulations (41 CFR, Part 60). The contractor must register or be registered for EEO certification with the City of Portland.

(b) The Contractor shall comply with the provisions of the Copeland “Anti-Kickback” Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (23 CFR, Part 3). The Contractor shall not require, by any means, any persons employed in the completion of the Contract Work, to give up any part of the compensation to which he is otherwise entitled.

(c) To the extent required by law, the Contractor shall comply with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR, Part 5). To the extent required by law, the Contractor shall compute the wages of every mechanic and laborer on the basis of a standard work day of eight hours and a standard work week of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay of all hours worked in excess of 40 hours in the workweek.

(d) The Contractor shall comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, (12 U.S.C. 1701u) (implemented at 24 CFR Part 135) concerning infrastructure improvements funded with Grant Funds hereunder, to the extent that if any state, unit of local government, public housing agency, or other public body, and their respective contractors and subcontractors exceed the applicable thresholds set forth in 24 CFR Part 135.3 of the HUD regulations, then the economic opportunities generated by the HUD financial assistance made available to any such participant and its contracts with contractors/subcontractors shall, to the greatest extent feasible be given to low- and very low-income persons and to businesses that provide economic opportunities for these persons, together with opportunities for training and employment to lower-income residents of the project, and contracts for work in connection with the project be awarded in substantial part to persons residing in the area of the project.

(e) The Contractor shall comply with the requirements of Executive Orders 11625 and 12432 (concerning Minority Business Enterprise), and 12138 (concerning Women’s Business Enterprise) by using its best efforts to encourage the use of minority and women’s business enterprises in connection with Contract Work.

(f) The Contractor shall comply with the regulations governing the Drug-Free Workplace Act of 1988 which is found in 24 CFR 24, subpart F. The Drug-Free Workplace Act of 1988 is located at 41 USC §701 et seq. Specifically, this requires contractors to certify that they will provide a workplace in which the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited.
(g) The Contractor must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible (2 CFR section 200.321).

Affirmative steps must include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

ARTICLE XVIII
BOOKS AND RECORDS

Habitat, Habitat for Humanity International, Inc., the U.S. Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Contractor which are directly pertinent to the Contract Work for the purposes of making audit, examination, excepts, and transcriptions for three years after final payment of the Contractor and all pending matters are closed.

IN WITNESS WHEREOF, this Agreement has been entered into as of the day and year first written above.

HABITAT FOR HUMANITY
PORTLAND/METRO EAST

By: ________________________________
For Habitat for Humanity Portland / Metro East
Title: ______________________________

By: ________________________________
For: ________________________________
Title: ______________________________
Federal Tax ID # ____________________
ATTACHMENT A

OSHA – Subcontractor’s Responsibility

A. Subcontractors shall be familiar with and abide by the safety rules and regulations of Habitat for Humanity Portland Metro / East (“Habitat”) and of any governmental body having the authority to control the manner or method of carrying out the work, including, but without limitation the Williams-Steiger Occupational Safety and Health Act of 1970 (OSHA), all rules and regulations established pursuant thereto, and all amendments and supplements thereto. Subcontractor is expected to enforce its own safety program to the fullest extent relative to their scope of work. In no way does Habitat release the Subcontractor of their responsibilities concerning safety issues. It shall be the responsibility of the Subcontractor to furnish and pay for any special tools and equipment required to comply with the safety standards herein stated.

B. Without limiting the foregoing, subcontractor shall specifically be expected to:

1. Require all of his employees, visitors and suppliers to wear hard hats at all times on the jobsite. Safety glasses/goggles when chipping concrete, driving nails, hitting steel on steel, etc. Workers will be properly dressed for construction when entering the jobsite.

2. All tools and equipment, including of ladders, platforms, lifts and scaffolding will conform to OSHA requirements.

3. Use full body harnesses with lanyard attached to a suitable anchor point when working in areas above 6’ and not protected by guardrails.

4. If it becomes necessary to have access to any opening or shaft or to remove any guardrail system, Subcontractor shall see that the openings or shafts are adequately protected while the work is in progress and that covers or guardrails are replaced before leaving the area. If a Subcontractor does not follow this procedure Habitat will assess a backcharge for its time and material in order to correct the problem.

5. Require his foremen and all his employees to attend weekly safety meetings. Subcontractors may attend Habitat’s safety meetings in lieu of their own.

6. Furnish Habitat with a report on any accident involving any of the subcontractor’s employees or equipment as well as a copy of all Insurance and Worker’s Compensation Claims involving this project.

7. Provide our job superintendent with the identity of the subcontractor competent person responsible for ensuring compliance with OSHA requirements.

8. Provide our job superintendent with an emergency list showing your company doctor, hospital, insurance carrier, etc. Furnish the project with a first aid kit and/or send your first aid type injuries to your company Habitat’s first aid kit will not be available to subcontractor’s employees.

C. If Subcontractor’s foreman and/or his employee(s) do not comply with the above Habitat has the authority to remove them from the project and Subcontractor agrees to provide a new foreman and/or employee(s) who will abide by the safety rules.

D. If it is necessary for Habitat to loan hard hats or other safety equipment to employees of the subcontractor, their visitors or suppliers, in order to comply with state and federal law, there shall be a backcharge against the subcontractor of $10/day for each hard hat or piece of safety equipment loaned. This money shall be withheld from the monthly payments due the subcontractor. Safety equipment loaned that is not returned will be also backcharged at replacement cost.

E. Subcontractor shall be responsible for providing drug-free employees to the Construction jobsite. Subcontractor warrants and agrees to advise its employees that alcohol and drugs will not be tolerated on any Habitat jobsite. Subcontractor will furnish a post-accident drug test on any Subcontractor employee involved in a lost-time accident. Habitat reserves the right to direct random drug testing of all Subcontractor employees on its
worksite(s), if reasonable suspicion of substance abuse is being experienced on said sites. This test will be
conducted as outlined in the Habitat Substance Abuse Program testing procedure (copy available upon request). If
Subcontractors’ employee refuses a drug test in either case, Habitat will not allow him (or her) back on the project
site.

F. It shall be the responsibility of all Subcontractors to provide the appropriate Material Safety Data Sheets
(MSDS) to Habitat for all hazardous chemicals being used by their company at the jobsite.

This instrument is intended as an agreement by and between the parties hereto and is intended as an Amendment
to any Written of Oral Subcontract Agreement previously entered into by and between the same parties for work
to be performed at a project located at 13445 SE Foster Road Portland, OR 97236.

Executed this ____________ day of ______________________, 20____.

Contractor: Habitat for Humanity Portland/Metro East
By: ______________________________
Title: ______________________________

Subcontractor: ______________________________
By: ______________________________
Title: ______________________________
ATTACHMENT B
CHANGE ORDER

<table>
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<tr>
<th>PROJECT SITE: Foster Townhomes</th>
<th>CHANGE ORDER NUMBER: ________________</th>
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<tr>
<td>CONTRACTOR (name and address):</td>
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The Agreement dated ______________, between the Contractor and Habitat for Humanity Portland Metro / East (the "Agreement") is hereby changed as follows:

____________________________________________________________________________________________________

____________________________________________________________________________________________________

____________________________________________________________________________________________________

____________________________________________________________________________________________________

____________________________________________________________________________________________________

____________________________________________________________________________________________________

____________________________________________________________________________________________________

Defined terms contained in this Change Order shall have the same meaning set forth for such terms in the Agreement, unless the context clearly requires otherwise.

____________________________________________________________________________________________________

The original Contract Sum was  $ ____________________  
Net change by previously authorized Change Orders  $ ____________________  
The Contract Sum prior to this Change Order was  $ ____________________  
The Contract Sum will be increased  $ ____________________  
By this Change Order in the amount of  $ ____________________  
The new Contract Sum including this Change Order shall be  $ ____________________  

The Contract Time shall: ________________________________________________________________________________

HABITAT FOR HUMANITY                                    CONTRACTOR
PORTLAND/METRO EAST                                     

By: ____________________________________________        By: ____________________________________________
For: Habitat for Humanity Portland / Metro East          
Title: ____________________________________________     
Title: ____________________________________________