



Bidders Package
Vista Rosas Apartments
(Formerly Wendorf Apartments)



Table of Contents

- 1. Invitation to Bid**
- 2. Site Maps / Bid Packages**
- 3. Pre-Bid Walk**
- 4. Project Contacts**
- 5. Instructions to Bidders**
- 6. Bid Form**
- 7. Section 3 Information**
- 8. Workforce Requirements**
- 9. Insurance Requirements**
- 10. Prevailing Wage Rates**



Invitation to Bid

Colas Construction, Inc. (CCI) is pleased to invite you to submit a quote on the Vista Rosas Apartments. We will be accepting bids until **Thursday, June 5th at 2:00 pm.**

- [Project documents are available at Precision Images, Colas Website.](#)
- [A Pre-Bid job walk through meeting will be held on **May 23rd at 10 AM**](#)
- [Project Address: 6936 NE Killingsworth, Portland, OR 97218.](#)

Bid Packages:

The scopes of work for in this bid release include but are not limited to:

Demolition: Interior / Exterior	Window supply – Residential
HZMAT Removal	Door & hardware supply
Site Work: Grading, storm, sewer est.	Insulation
CMU Walls	Drywall hang & finish
Site Concrete	Painting & coatings
Landscaping	Floor coverings
Synthetic grass/play safety surfacing	Signage
Misc. site accessories	Accessories
Misc. steel and metals	Appliances
Rough carpentry	Window coverings
Interior finish carpentry	Fencing & Obscuring slats
Wood Millwork	Asphalt shingle Roofing @ trash enclosure
Cabinets & casework	Plumbing
Countertops	HVAC (VRF system is owner supplied/installed)
Traffic coating & waterproofing	Electrical
Exterior Siding	

COLAS Bid Room:

www.colasconstruction.com

User Name: vistarosas

Password: lowbid



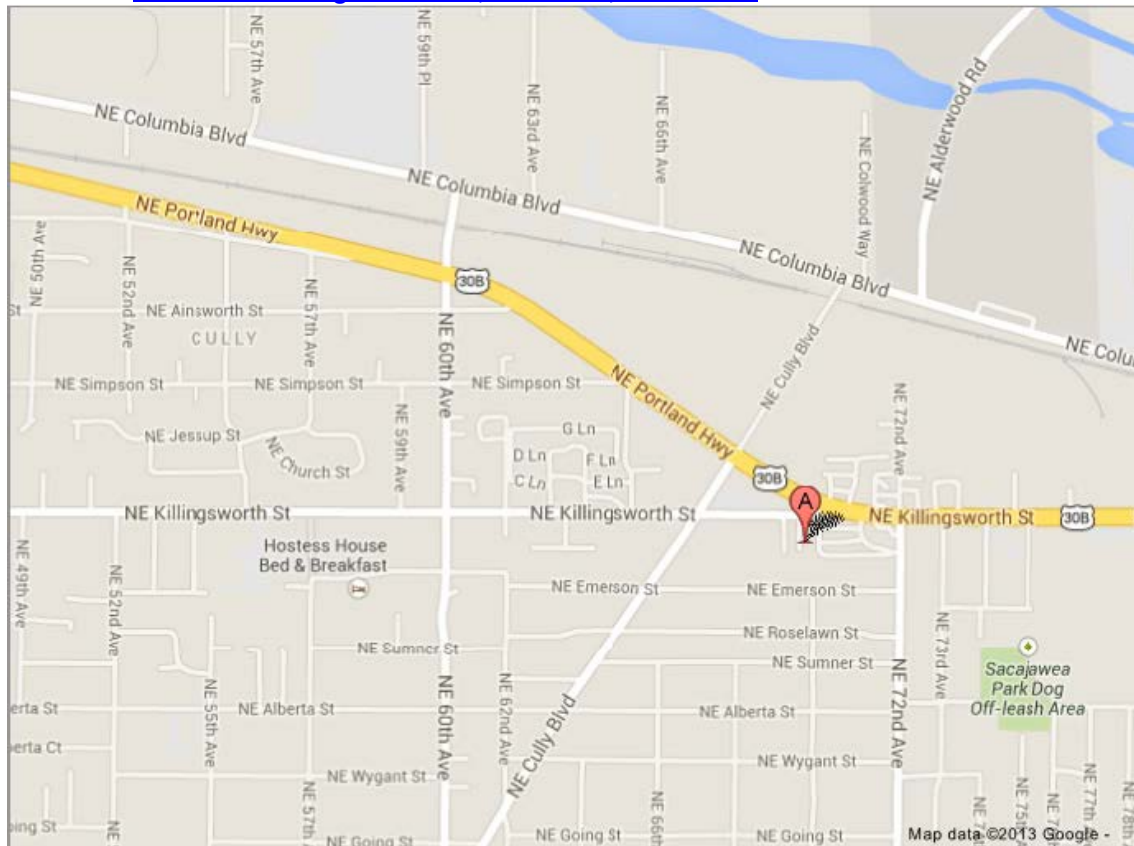
Pre-Bid Walk Through

Due to the nature of the site being an occupied apartment rehabilitation all bidders are encouraged to attend the pre-bid walk through

When:

Pre-Bid Meeting: **Friday, May 23rd at 10:00 am**

Where: [6936 NW Killingsworth St, Portland, OR 97218](#)



The Pre-Bid Walk will be held at the Vista Rosas Apartment complex. Bidders will have the opportunity to walk the one and two bedroom units. The four bedroom unit that is being converted will also be available to tour. The meeting will take place in the Laundry building.



Project Contacts

GC:

Colas Construction, Inc.

- Marc-Daniel Domond: Project Manager (**estimator**)
 - 503-292-4025 x 303
 - marcdaniel@colasconstruction.com
- Alex Colas: Project Engineer
 - 503-292-4025 x 313
 - alex@colasconstruction.com

Architect:

Scott Edwards Architecture

- Ken Dyreson
 - 503-226-3617
 - ken@seallp.com

Owner:

Hacienda CDC

- David Ruelas
 - 503-961-6417
 - druelas@haciendacdc.org

City of Portland:

Section 3 & Workforce Training Questions:

- Cathleen Massier
 - 503-823-6888
 - Cathleen.massier@portlandoregon.gov

Davis Bacon Wage Rate Questions:

- Marlo Medellin
 - 503.823.3280
 - Marlo.Medellin@portlandoregon.gov



Instructions to Bidders

1) Proposal Submission

- a) All proposals must be submitted in accordance with the plans, specifications, addenda, and supplemental instructions issued by Colas Construction, Inc. (CCI). If there are items in the plans and/or specifications that cannot be achieved, those items should be specifically identified and listed as a clarification to your proposal. If there are items that deviate substantially from generally accepted industry standards and/or practices, clearly identify and provide a deductive alternate with a description of the industry standard material or method and the variance thereof.
- b) All bids are due by **2:00 PM on Thursday, June 5th 2014**
- c) Proposals are to be delivered, emailed, or faxed to:
Colas Construction, Inc.
Attention: Alex Colas
19 NW 5th Avenue, Suite 203, Portland, OR 97209
fax: 503-292-4024
email: alex@colasconstruction.com
- d) Bids are to be submitted per the bid form cost categories.
- e) Bids must be held open for 45 days from due date.
- f) All bidders must provide break out and alternate pricing. Please review the schedule of alternates and the bid form and include all alternate pricing with your bid.

2) Contacts

All questions or requests for information or interpretation of the plans and specifications must be submitted in writing to Alex Colas.

3) Insurance

Bidders must satisfy CCI insurance requirements (see attached Insurance form). Should there be an increase in your standard insurance premium to satisfy these requirements, please identify that premium amount with your proposal in the Alternates/Options section of the bid form.

4) Wage Rate

This is a Davis-Bacon prevailing wage project OR140017 Mod 3 4-25-2014. The wage rate is attached to this document. All wages are strictly enforced per the modification. If bidder has clarification on wage rates please contact Marlo Medellin: Marlo.Medellin@portlandoregon.gov

5) Contract Award

CCI will evaluate bids in response to this solicitation and will award a contract to the responsible bidder whose bid, both conforms to and is responsive to the solicitation, is most advantageous to the project goals. A review of bids will be conducted to determine the responsible bidder who provides lowest responsible bid.

CCI reserve the right to reject any or all bids; choose bid options (base bids/alternates); waive any formalities in bidding; make a final judgment whether the bidders are responsive or non-responsive to the bid request after carefully evaluating the bid results, and considering all of the factors; accept other than the lowest bids (e.g., the apparent low bid is unreasonably low or unbalanced and or any additional factors.)



6) Workforce Training & Hiring Program

Subcontractors with contracts of \$100,000 or will be required to comply with City of Portland workforce training and hiring program throughout the duration of the project. See attached Workforce Training and Hiring Program contractor checklist attached.

7) Responsibility of Prospective Contractors

Criteria for award include, but are not limited to; experience, past performance, technical and financial resources to perform and complete the project successfully; ability to provide insurance and bonding specified herein, licensing, comply with equity and social goals, and other CCI requirements.

- 8) To be recognized as a Target Business or for purposes of this proposal, your business must be certified by the state of Oregon MWESB on the date your proposal is submitted.

a) Plans Dated: 05/16/14

b) Specifications Dated: 07/17/13



BID FORM: Vista Rosas Apartment Rehabilitation

BIDS DUE: June 5th 2014 @ 2:00 PM

Email bids to: alex@colasconstruction.com

Bid Form updated: 5/20/14

Note: All bidders required to submit this bid form in addition to any standard bid form

Company submitting bid: _____

Contact person submitting bid: _____

Phone number to reach contact: _____

Email to reach contact: _____

Confirm Addendum: _____, _____, _____, _____, _____, included

Yes ☐ No ☐

Confirm sub-contracts \$100k and over will comply with City of Portland

Yes ☐ No ☐

Workforce Training & Hiring

Confirm bidder has read and understands **Section 3** hiring efforts

Yes ☐ No ☐

Confirm bid uses: **Davis-Bacon Wage Rates - OR140017 Mod 3 4-25-2014**

Yes ☐ No ☐

Design-Build: HVAC, Electrical, Plumbing, Fire Detection & Alarm. Bidder is responsible for design of complete system and all associated trade permits

Yes ☐ No ☐

State certified MWESB contractor? If yes enter certification number _____

Yes ☐ No ☐

Are any second tier MWESB contractors/vendors included in bid? \$ _____

Yes ☐ No ☐

Section 3 certified business?

Yes ☐ No ☐

Please provide a breakdown of bid items if not noted on sub-contractor bid form:

Laundry Building:	\$
HVAC, Electrical, Plumbing, Fire Detection & Alarm (MEP) Permit Costs:	\$
	\$
	\$
Base Bid TOTAL:	\$

Alternates:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Total:

\$
\$
\$
\$
\$
\$

City of Portland
Portland Housing Bureau
Section 3 Policies & Procedures

for Borrowers/Developers, General Contractor and Subcontractors

This proposed project is covered by the requirements of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (section 3). The following is a guide to Section 3 requirements.

I. Background

The Portland Housing Bureau (PHB) administers funding from the U.S. Department of Housing and Urban Development (HUD), which PHB uses to make loans to affordable housing developers. The City of Portland has set forth the following policies, which are applicable to developers, contractors, subcontractors, and others engaged in projects funded through PHB.

Section 3 requires that when employment or contracting opportunities are generated by HUD-funded projects, preference is given to low-income persons and businesses residing in the community where the project is located (i.e. to “Section 3 residents” and “Section 3 business concerns”). Borrowers/Developers and their general contractors are responsible for ensuring compliance with Section 3 in the hiring and contracting decisions made on the project. PHB has tasked the City’s Procurement Services office with overall responsibility for implementation and monitoring of the City’s Section 3 policies.

The City’s Section 3 policies apply to all projects and situations, as indicated, below:

- a. All construction projects for which the amount of PHB (HUD Sourced) assistance exceeds \$200,000 and;
- b. All contractor/subcontractor situations where the contract or subcontract exceeds \$100,000 from the PHB with HUD sourced funds.

II. Definitions

“Section 3 Resident” means:

- i. Residents of Public and Indian Housing; or
- ii. An individual who resides in the metropolitan area or nonmetropolitan county*, in which the proposed contract will be performed and who is defined by HUD as low- or very-low income (80% of the area median income or less, based on household size). Income guidelines are listed, below:

Number in Household	Annual Household Income Less Than
1	\$38,850
2	\$44,400
3	\$49,950
4	\$55,500
5	\$59,950
6	\$64,400
7	\$68,850
8	\$73,300

*Counties included: Multnomah, Clackamas, Washington, Clark, Columbia, Yamhill, and Skamania

“Section 3 Business Concern” means a business concern:

- i. That is 51% or more owned by Section 3 Residents; or
- ii. Whose permanent, full-time employees included persons, at least 30% of whom are currently Section 3 Residents, or within 3 years of the date of their first employment with the business were Section 3 Residents; or
- iii. That provides evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded by the business under the proposed contract to Section 3 businesses as defined in (i) and (ii) above;

“New Hires” Any employee that an individual company hires after the effective date of signing the Section 3 *Statement of Commitment*.

III. Borrower/Developer Requirements

The City fully embraces the spirit and intent of its Section 3 obligations, and it is important for any developer who seeks funds from the Portland Housing Bureau to clearly understand that Section 3 obligations and requirements accompany any commitment of PHB funding, meeting or exceeding the federal threshold.

Borrowers/Developers are required to:

- a. Sign a *Statement of Commitment* (Attachment A) to acknowledge Section 3 requirements and obligations, which accompany City (HUD sourced) funding.
- b. Include the *Section 3 Contract Clause* (Attachment B) in all solicitations and contracts over \$100,000, for work on the project, including professional service contracts, but not contracts for the purchase of supply or material.
- c. Incorporate Section 3 considerations in their procurement of a general contractor and carefully consider the ability of a general contractor to collaborate and deliver results.

III. General Contractor Requirements *for contracts greater than \$100,000*

General Contractors bidding on this project must submit a *Section 3 Utilization Plan* (Attachment C) to indicate their intended overall project goals, and plan to achieve those goals. At minimum, the Plan must achieve the following goals:

- a. 10% of construction dollars awarded to Section 3 business concerns.
- b. 3% of non-construction dollars awarded to Section 3 business concerns.
- c. 30% of new hires are Section 3 residents.

Please note, if the Borrower/Developer received Section 3 covered funding and invests these funds into covered projects, but no individual contract exceeds \$100,000, responsibility for complying with Section 3 only applies to the Borrower/Developer.

The selected General Contractor is required to:

- a. Meet with Procurement Services to discuss the review of their *Section 3 Utilization Plan*, and modify the plan, if needed, based on feedback from Procurement Services. Please note, the City will not move forward with funding of any project until the Section 3 Project Plan receives approval.
- b. Sign a *Statement of Commitment* (Attachment A) to acknowledge Section 3 requirements and obligations, which accompany City (HUD sourced) funding.

- c. Ensure that Section 3 preferences are implemented in the selection of subcontractors and hiring of workers.
- d. Include the *Section 3 Contract Clause (Attachment B)* in all solicitations and contracts over \$100,000, for work on the project, including professional service contracts, but not contracts for the purchase of supply or material.

IV. Subcontractor Requirements

Subcontractors, with contracts of \$100,000 or more must:

- a. Ensure that Section 3 preferences are implemented in the selection of subcontractors and hiring of workers.

V. Additional Requirements

- a. Additional requirements for hiring of Section 3 Residents and Business Concerns are outlined as part of the Workforce Training & Hiring Program and Minority, Women, and Emerging Small Business & Section 3 Utilization Plan requirements.
- b. Section 3 signage is required for construction projects. The sign must be large enough to be visible from the street. The sign must: (a) identify the name of the project; (b) state "This is HUD Section 3 project"; and (c) provide contractor contact info including name and telephone number.

Attachments

A: Statement of Commitment – acknowledging receipt of Section 3 Program materials

B: Section 3 Contract Clause – clause to be included in all Section 3 covered contracts

C: Section 3 Utilization Plan – for general contractors bidding on the project to create an overall plan for Section 3 hiring and subcontracting.

Questions Regarding Section 3

Cathleen Massier, Contract Compliance Specialist
City of Portland, Office of Management & Finance
Bureau of Internal Business Services, Procurement Services
1120 SW 5th Avenue, Room 750
Portland, OR 97204
503.823.6888
cathleen.massier@portlandoregon.gov

Attachment A
City of Portland
Portland Housing Bureau

Statement of Commitment

Project Name:

Submitted By:

By signature below, I am hereby acknowledging to the City of Portland that I have been duly provided with information regarding the City's Section 3 Policies and Procedures, which explain the obligations and requirements of any construction project, which is funded in part or whole by HUD sourced funds.

Signature

Date:

Title:

Company Name:

Company Address:

Attachment B
City of Portland
Portland Housing Bureau
Section 3 Contract Clause

All Section 3 covered contracts shall include the following clause:

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1988, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low and very low income persons, particularly persons who are recipients of HUD assistance for housing.
- B. Contractor agrees to comply with HUD's regulations in 24 CFR, Part 135, which implement Section 3. As evidenced by its execution of this Contract, the Contractor certifies that it is under no contractual or other impediment that would prevent it from complying with the Part 135 Regulations.
- C. The Contractor agrees to send each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding; if any, a notice advising the labor organization or workers' representative of the Contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The Contractor agrees to include the Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The Contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulation in 24 CFR Part 135.
- E. The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.
- F. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this Contract for default, and debarment or suspension from future HUD assisted contracts.

Attachment C
City of Portland
Portland Housing Bureau
Section 3 Utilization Plan

Instructions:

1. The general contractor must fill out this Section 3 Utilization Plan
2. The plan must represent the bidder's commitments to achieve minimum outcomes with respect to Section 3, and should include a description of efforts to accomplish the Plan.

Contractor Name:

Project Name:

Contact Person:

Contact Phone #:

Section 3 Hiring Goals

Enter the goal for hiring by your company and by all subcontractors on the project

of new hires:

of Sec.3 Hires:

% of Sec.3 Hires:

(min. of 30% is required)

Section 3 Subcontracting Goals

Enter the goal for subcontracting by your company and all subcontractors on this project

of Subcontracts:

Total \$ Amount Available to Subcontract: \$

(use bid amount less general conditions, P&P bond, profit & overhead, etc.)

of Subcontracts with Sec.3 Businesses:

Total \$ Amount Expected to Subcontract to Sec.3 Businesses: \$

% of Total Available to Subcontract Expected to Subcontract to Sec.3 Businesses:

Description of Efforts to Implement Section 3 Project Plan

Describe your plan to achieve the Section 3 goals established above. Discuss how you will assess subcontractor bids in relation to their Section 3 qualifications and commitments, and the approach you will take in holding subcontractors accountable for producing Section 3 outcomes.



WORKFORCE TRAINING & HIRING PROGRAM Contractor Checklist

This program applies to projects estimated at \$200,000 or more and subcontracts of \$100,000 or more

The following Workforce Training & Hiring Program requirements are a summary of the key contractual obligations of contractors working on Portland Housing Bureau projects. It is the Contractor's responsibility to read and fully understand this section of the bid specifications and to comply with all provisions of the program, regardless of whether they appear on this checklist. Contractors shall include in its bid all costs associated with complying with the Workforce Program.

CHECKLIST:

1. Prime Contractor:

- A. Submit a Work Plan (Exhibit 2) to Contract Compliance Specialist within 14 calendar days of bid opening or prior to Contract award, whichever occurs first.
- B. Submit a Work Plan for each subcontractor with a subcontract \$100,000 and above.
- C. Ensure compliance by all subcontractors with subcontracts of \$100,000 or more, and provide them with a copy of the Workforce Training & Hiring Program specifications.

2. Subcontractors, at all tiers, with contracts of \$100,000 or more:

- A. Submit a Work Plan (Exhibit 2) prior to beginning work on the project or within 5 days of signing subcontracts, whichever occurs first.

3. Prime Contractor & all subcontractors with contracts of \$100,000 or more must:

- A. Before starting work on this project: Submit proof of registration as a Training Agent with the Bureau of Labor & Industries (BOLI), Apprenticeship & Training Division. Not a BOLI registered training agent? Contact BOLI (971-673-0760) or City of Portland (503-823-6888) for further information.
- B. Throughout the duration of the project:
 - 1. Ensure that a minimum of 20% of labor hours in each apprenticeable trade performed by the Prime, and subcontractors with subcontracts of \$100,000 or more, are worked by state registered apprentices. The Prime and subcontractors shall fulfill the 20% apprenticeship requirement without exceeding the apprentice ratios approved by the applicable apprenticeship program, if working in excess of 300 hours in any given trade.
 - 2. Strive in good faith to meet the applicable workforce diversity goals of employing women and minorities (including both journey and apprentice workers).
 - 3. Make all reasonable and necessary efforts to employ a workforce that reflects the diversity of the City of Portland, including recruitment of a diverse workforce through the unions, apprenticeship programs and other community resources as described herein.
 - 4. Maintain written documentation of all requests for workers from the unions, apprenticeship programs, and community organizations.
 - 5. When an apprentice is hired: Notify the City's Contract Compliance Specialist at (503) 823-6888.

6. Submit the Monthly Employment Report (Exhibit 4) by the 5th of each month to the City's Contract Compliance Specialist. This report will be submitted electronically upon award (via email). For further information, please send an email to: mur-mer@ci.portland.or.us.

For additional information or questions, please contact the City's Contract Compliance Specialist, Cathleen Massier, at 503-823-6888.

WORKFORCE TRAINING AND HIRING PROGRAM Specifications

I. PURPOSE

A. General Program Description

The Portland City Council has directed that all Bureaus and Departments maximize apprenticeship and employment opportunities for minorities, women and economically disadvantaged workers in the construction trades (ref. City Ordinance No. 167374, Feb. 16, 1994 and County Ordinance No. 861, July 11, 1996). Their goals include a) ensuring that the City and County do business with contractors whose workforce reflects the diversity of the workforce found in the city of Portland and Multnomah County, and b) that their contracting dollars provide fair and equal opportunities to the jurisdictions' diverse populations.

The Workforce Training & Hiring Program is an important part of meeting the Section 3 requirements of the Housing and Urban Development Act of 1968. Section 3 requires that when employment or contracting opportunities are generated by HUD-funded projects that preference is given to low-income persons and businesses residing in the community where the project is located.

The Workforce Training & Hiring Program ("Workforce Program") is administered by the City of Portland, Procurement Services. The Workforce Program applies to all projects estimated at \$200,000 or more and to each subcontractor having a subcontract of \$100,000 or more on the project. The Contractor and all subcontractors are encouraged to fulfill the program requirements even if their contracts are less than these amounts.

Contractors shall make reasonable efforts to ensure that their workforce reflects the diversity of the City of Portland and Multnomah County.

One way contractors can make reasonable efforts to ensure that their workforce is diverse is to recruit, train and employ minorities and women whenever possible. This portion of the Contract establishes requirements regarding that recruitment, training and employment.

For purposes of the Workforce Program specifications, the following definitions shall apply:

The "**Contract**" shall mean the contract awarded as a result of these bid specifications.

"**Contractor**" shall mean the Prime Contractor to whom a Contract is awarded, and any subcontractors with subcontracts of \$100,000 or more.

The term "**minorities**" shall include members of either sex who are African-Americans, Hispanic Americans, Asians or Pacific Islanders, Native Americans or Alaskan Native Americans.

"**Owner**" shall mean the government agency that awarded the Contract, or leveraged public involvement in the project through a loan or development agreement.

The "**project**" shall include all work performed pursuant to the Contract.

The term "**New Hire**" shall refer to any employee that an individual company hires after the effective date of signing the Section 3 *Statement of Commitment*.

A “**Section 3 Resident**” is defined as follows:

- i. Residents of Public and Indian Housing; or
- ii. An individual who resides in the metropolitan or nonmetropolitan county, in which the proposed contract will be performed and who is defined by HUD as low-or very-low income (80% of the area median income or less, based on household size). Income guidelines, for applicable counties (Clark, Columbia, Washington, Multnomah, Clackamas, Yamhill & Skamania) are listed, below:

Number in Household	Annual Household Income Less Than
1	\$38,850
2	\$44,400
3	\$49,950
4	\$55,500
5	\$59,950
6	\$64,400
7	\$68,850
8	\$73,300

B. Organization of Program Requirements

The Workforce Program specifications are divided into several parts.

Section II - refers to the action the PRIME must take in order to be eligible for award of a contract.

Section III - lists the actions that must be taken by the PRIME to meet contractual obligations.

Section IV - refers to remedies available to the Owner if a PRIME fails to meet the requirements of the Workforce Program specifications.

Section V - refers to the Owner's ability to monitor compliance with the Workforce Program specification by examination of PRIME and subcontractor records.

II. ACTIONS REQUIRED PRIOR TO BEGINNING THE PROJECT

The PRIME shall thoroughly read this Workforce Program specification and commit to perform all requirements described herein. The PRIME shall submit, at least fourteen (14) calendar days before beginning work on the project, a Work Plan, which demonstrates how the workforce on this project will fulfill all program requirements, including utilization of apprentices, and workforce diversity goals.

III. ACTIONS REQUIRED TO SATISFY CONTRACTUAL OBLIGATIONS

A. Make Reasonable Efforts to Have Diverse Workforce

A PRIME must make all necessary and reasonable efforts to have a workforce that reflects the diversity of the city of Portland and Multnomah County and is reasonably consistent with the availability of qualified women and minorities based on Equal Employment Opportunity data supplied by the City. This requirement is in addition to any other requirement of this portion of the Contract.

1. Using the table below, the Contractor shall determine the applicable workforce diversity goal, for the project (i.e. if the project will be complete during Fiscal Year 2012/2013, the workforce diversity goal for

the project is 10% women and 27.5% minority). Fiscal Year runs from July 1st through June 30th.

Fiscal Year	2011/ 2012	2012/ 2013	2013/ 2014	2014/ 2015	2015/ 2016	2016/ 2017	2017/ 2018
Women	9%	10%	11%	12%	13%	14%	15%
Minorities	27%	27.5%	28%	28.5%	29%	29.5%	30%

2. The PRIME and its subcontractors with subcontracts of \$100,000 or more, at any tier level, shall strive to achieve the applicable workforce diversity goal of employing women and minorities (including both journey level and apprentice workers) on the project.
3. The PRIME and its subcontractors are encouraged to employ people with disabilities and veterans.
4. To the extent allowed by law, the PRIME and its subcontractors are encouraged to hire apprentices and journey level workers with consideration of gender and ethnicity.
5. The failure by a union with whom the Contractor has a collective bargaining agreement to refer either minorities or women shall not excuse the Contractor's obligations under this section of the specifications.

B. Make Reasonable Efforts to Employ Section 3 Residents

1. The PRIME and its subcontractors shall document efforts to outreach to Section 3 referral resources for all new hires.
2. Provide appropriate employment outreach signage at the project site and throughout the project area to inform low and very low income neighborhood residents of employment opportunities.

C. Ensure Compliance by Certain Subcontractors

1. The PRIME shall ensure that each subcontractor having a subcontract of \$100,000 or more, at any tier, shall comply with all of the provisions of the Workforce Program specifications. Contractors shall include in their price all costs associated with this requirement. No change order will be executed in order for the contractor to comply with the Workforce Program specifications.
2. The PRIME shall provide a copy of this Workforce Program specification to all subcontractors with contracts of \$100,000 or more executed for the project.

D. Register as a Training Agent

The PRIME shall register with the Oregon Bureau of Labor and Industries (BOLI) as a Training Agent and ensure that all subcontractors who have contracts in the amount of \$100,000 or more are registered as Training Agents. However, registration as a Training Agent in a specific trade is not required if there are no training opportunities in that trade on the project, based on the maximum ratio allowed by BOLI.

1. Training programs approved by and registered with BOLI may be used to fulfill training requirements under the Workforce Program specifications. Other training alternatives must be approved by the City's Workforce Program Coordinator.
2. Training is intended to be primarily on-the-job training in apprenticeable crafts, and does not include classifications such as flag person, timekeeper, office engineer, estimator, bookkeeper, clerk/typist, fire

fighter, or secretary. Hours performed in crafts, which are not apprenticeable occupations are exempt from the training requirements.

3. Exemptions to the training requirements must be approved by the Owner in writing prior to starting work on the project. Written requests for exemptions related to the training requirements will be considered by the Owner only for extreme circumstances during the course of the project, and must be approved in writing. All requests to exempt all or any portion of the work on a project shall be submitted to the Owner 14 calendar days before any work on the project begins. All exemptions must be approved by the Workforce Program Coordinator. *Please note: Procedures for granting exemptions are subject to change. For the most recent updates, please visit <http://www.portlandonline.com/omf/index.cfm?c=42255&>.*

E. Submit Documentation

The PRIME shall submit documentation regarding the following subjects to the Contract Compliance Specialist. The Contract Compliance Specialist's failure to object to documentation submitted by the PRIME or subcontractor shall not relieve them of the requirements of the Workforce Program specifications.

1. ***Training Agent Status***
The PRIME and all required subcontractors listed on the Subcontractor and Self-Perform Work List must submit proof to the Contract Compliance Specialist that they are registered Training Agents with BOLI prior to beginning any work on the project.
2. ***Subcontractor Workforce Information***
Exhibit 2, Work Plan, must also be submitted for each subcontractor with a contract of \$100,000 or more, at any tier level, within 5 calendar days after the execution of the applicable subcontract, or before work begins, whichever occurs first. Work by a subcontractor shall not begin prior to submission of such documentation.
3. ***Prime and Subcontractor Reports After Work Begins***
The Monthly Employment Report (Exhibit 4) must be submitted by the PRIME and any subcontractor having a subcontract of \$100,000 or more to the Contract Compliance Specialist by the 5th day of each month. The Contractor shall follow the submittal instructions on the report form. All hours subject to prevailing wage rates on public projects, in addition to supervisors, foremen and superintendents, shall be reported on Exhibit 4.
4. A copy of certified payroll reports may be requested by the Owner to verify information in the Report. The payroll reports shall be provided within 7 days of the date when the Contractor receives the request for the payroll.
5. Any employee reported as a Section 3 Resident on Monthly Employment Reports must complete the Section 3 Resident Certification Form (Exhibit 7) and provide supporting documentation. Procurement Services will certify whether or not employees are Section 3 eligible.

F. Use of Apprentices

The PRIME shall:

1. Ensure that a minimum of 20% of labor hours in each apprenticeable trade performed on the project by the PRIME, and subcontractors with subcontracts of \$100,000 or more, are worked by state registered apprentices throughout the duration of the project. The PRIME and subcontractors shall fulfill the 20% apprenticeship requirement without exceeding the apprentice

ratios approved by the applicable apprenticeship program, if working in excess of 300 hours in any given trade.

2. Pay all apprentices the wages required by any applicable collective bargaining contract or pursuant to state or federal law and regulations.
3. Not use workers previously employed at journey-level or those who have successfully completed a training course leading to journey-level status to satisfy the requirements of these provisions.
4. Notify the Contract Compliance Specialist when an apprentice is hired for this project.
5. Count apprentice hours as follows:
 - (a) Hours worked on the project by apprentices enrolled in state-approved apprenticeship programs. If the Contractor is unable to fulfill its 20% requirement, then the Contractor may also use methods (b) and (c) below;
 - (b) Hours worked on the project by apprentices who are required to be away from the job site for related training during the course of the project, but only if the apprentice is rehired by the same employer after completion of training; and
 - (c) Hours worked on the project by graduates of state-registered apprenticeship programs, provided that such hours are worked within the 12-month period following the apprentice's completion date.

G. Use Apprenticeship Programs for Referrals

Contractors must follow all of these steps in seeking apprentice referrals:

1. Contact the appropriate apprenticeship program or dispatch center to request apprentices who are enrolled in the apprenticeship program; and
2. If the apprenticeship program is unable to refer a Section 3 Resident for dispatch, contact the programs listed on Exhibit 6, for referrals.
3. Request female or minority apprentices from the union or open shop apprenticeship program if such an action will help remedy historical underutilization in the Contractor's workforce; and
4. Keep a written record of the request for apprentices, including name of contact person at apprenticeship program, phone, fax, date, time, job location, start date, etc.; and
5. Make reasonable and necessary efforts to recruit apprentice applicants from the Worksource Program at the Oregon Employment Department, and seek to enroll them into an apprenticeship program, if the apprenticeship program is unable to supply an apprentice (or if no women or minorities are available to meet EEO needs), and if the program is open for applications or allows direct entry from the Oregon Employment Division.

NOTE: Contractors may contact the Contract Compliance Specialist for assistance regarding the apprentice referral process, or may utilize Exhibit 3, Request For Apprentice form, to document their efforts.

H. Utilize Unions and Community Organizations When Recruiting For any Positions

When hiring, requesting, recruiting, or replacing workers for this project, the Contractor shall:

1. Actively solicit and give preference to qualified Section 3 Residents.
2. Make reasonable and necessary efforts to employ a diverse workforce. Such actions should include requests for minority and female applicants. Contractors are notified that direct hiring of employees (such as "walk-ons") without providing notification of that job opportunity, in accordance with paragraph G.2. below, may not constitute a reasonable effort.
3. Document its employment efforts. Documentation should be sufficient to establish the Contractor's efforts, and should include:
 - a) Requests to union halls for signatory contractors;
 - b) Requests to union or open shop apprenticeship programs;
 - c) Requests to the Oregon Employment Division that assist contractors with recruitment and referral of workers.
4. Documentation will be requested by the Owner from contractors who are not following their Work Plan or meeting the workforce diversity goals, if it appears that the Contractor has not made reasonable and necessary efforts to acquire a diverse workforce. When requested, the Contractor shall provide that documentation to the Contract Compliance Specialist within 7 calendar days.

IV. **CONSEQUENCES OF NONCOMPLIANCE WITH WORKFORCE PROGRAM REQUIREMENTS**

The Owner's commitment to this program is reflected, in part, by the cost of administering the program. Failure to meet the requirements of this section of the specifications negates such funding and impairs the Owner's efforts to promote workforce diversity and to provide fair and equal opportunities to the public as a whole as a result of the expenditure of public funds. Therefore, the parties mutually agree that failure to meet the requirements of this section of the specifications, including but not limited to the submission of required documentation, constitutes a material breach of the Contract.

In the event of a breach of this section of the Contract, the Owner may take any or all of the following actions:

A. Withholding Progress Payments

The Owner may withhold all or part of any progress payment or payments until the PRIME has remedied the breach of Contract. In the event that progress payments are withheld, the PRIME shall not be entitled to interest on said payments.

If a subcontractor(s) is responsible for noncompliance with the Workforce Program requirements, the Owner may choose to withhold only their portion of the progress payment.

B. Retain Sums as Damages for Failure to Comply with Workforce Program Specifications

The parties mutually agree that it would be difficult, if not impossible, to assess the actual damage incurred by the Owner for the PRIME's failure to comply with the Workforce Program specifications. The parties further agree that it is difficult, if not impossible, to determine the cost to the Owner when workforce opportunities are not provided. Therefore, if the PRIME fails to comply with the Workforce Program provisions of this Contract, the PRIME agrees to pay the sum of \$250 per day for each day of missed

apprenticeship hours or until the breach of Contract is remedied. Damages may be assessed for failure to meet the 20% apprenticeship training requirements by the PRIME and each required subcontractor in each trade employed. Damages will be calculated based on the training hours not provided at a rate of \$250 per day. For example, if the Contractor was required to provide 200 hours of carpenter training (20% of 1,000 total carpenter hours), and the Contractor only provided 150 training hours, then the difference (50 hours) is divided by 8 (one day of work) to determine the number of days of undelivered training. $(50/8 = 6.25 \times \$250 = \$1,562.5)$.

Damages may also be assessed for failure to fulfill the inclusive hiring process described in Section III, subsections F and G.

These damages are independent of any liquidated damages that may be assessed due to any delay in the project caused by the Contractor's failure to comply with the Workforce Program provisions of the Contract.

C. Retain Sums as Liquidated Damages for Delay

The PRIME agrees that any delay to the specified contract time as a result of the PRIME's failure to comply with the requirements of these specifications shall subject the PRIME to the amount of liquidated damages specified elsewhere in the Contract.

D. Notification of Possible Debarment

By executing this Contract, the PRIME agrees that it has been notified that failure to comply with the requirements of this portion of the Contract may lead to the PRIME's disqualification from bidding on and receiving other Owner contracts.

E. Other Remedies

The remedies that are noted above do not limit any other remedies available to the Owner in the event that the PRIME fails to meet the requirements of the Workforce Program specifications.

V. REVIEW OF RECORDS

In the event that the Owner reasonably believes that a violation of the requirements of the Workforce Program specifications has occurred, the Owner is entitled to review the books and records of the PRIME and any subcontractors employed on the project to which the requirements of these specifications are applicable to determine whether such a violation has or has not occurred.

In the event that the PRIME or any subcontractor fails to provide the books and records for inspection and copying when requested, such failure shall constitute a material breach of this Contract and permit the imposition of any of the remedies noted in Section IV above, including the withholding of all or part of any progress payment.

ATTACHMENTS:

Exhibit 1: Recommended Recruitment & Retention Practices

Exhibit 2: Work Plan

Exhibit 3: Request For Apprentice form

Exhibit 4: Monthly Employment/Training Report

Exhibit 5: Apprenticeship Ratio Data

Exhibit 6: Section 3 Referral Resources

Exhibit 7: Section 3 Resident Certification Form

WorkSource Contact

Frank Granger
Oregon Employment Department
WorkSource Portland Metro Central
30 N. Webster Street, Suite E
(503) 280-6056

Questions Regarding Apprenticeship:

Bureau of Labor & Industries
Apprenticeship & Training Division
800 N.E. Oregon St. # 32
Portland, OR 97232
(971) 673-0760

Questions Regarding the Workforce Training & Hiring Program:

City of Portland / Procurement Services
1120 SW 5th Ave, Room 750
Portland, OR 97204
503-823-6888 (Cathleen Massier)

RECOMMENDED GOOD FAITH RECRUITMENT & RETENTION PRACTICES

A. Recruitment Efforts

Good faith recruitment efforts are those intense, aggressive, sincere, and result-oriented actions taken by the Contractor designed to accomplish the objectives of the City Workforce Training & Hiring Program. Good faith recruitment efforts include, but are not limited to:

1. Work aggressively with Contractor's Joint Apprenticeship Training Committee (JATC) to recruit minorities, women and disadvantaged individuals. Provide evidence of these efforts.
2. Assist the JATC by conducting a workshop with minority and women employees to enlist their assistance as recruiters and request their ideas on how to increase employment of underutilized groups.
3. Support the efforts of the Contractor's JATC by giving all apprentices referred to the Contractor a fair chance to perform successfully, allowing for possible lack of previous experience. Recognize that the Contractor is responsible for providing on-the-job training, and that all apprentices should not be expected to have previous experience.
4. Participate in job fairs, school-to-work, and community events to recruit minorities, women, and disadvantaged individuals into the construction trades.
5. Allow scheduled job site visits by participants in community programs, as safety allows, increasing awareness of job and training opportunities in the construction trades.
6. Keep applications of those not selected for an opening. Contact when opening occurs.

B. Retention Efforts

The Contractor shall endeavor to retain minorities, women, and disadvantaged individuals by implementing steps such as the following:

1. Maintain a harassment-free work place.
2. Ensure that employees are knowledgeable about the company's policies if they need to report a harassment problem.
3. Make reasonable attempts to keep apprentices working and train them in all work processes described in the apprenticeship standards.
4. Review and disseminate, at least annually, the company's EEO policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions.
5. Conduct a review, at least annually, of all supervisors' adherence to and performance under the Contractor's EEO policies and affirmative action obligations.
6. Take steps to reduce feelings of isolation among minorities and women to curb hostile attitudes and behavior (e.g., have several minorities and women at the job site, provide access to support group system).
7. Provide adequate toilet facilities for women on the job site.
8. Match minority, female, or disadvantaged apprentices who may need support to complete their apprenticeship programs with a journey-level mentor.

Workforce Plan

Bid #: _____ Project Name: _____
 Company Name: _____ Contract Amount: \$ _____
 Federal Tax ID: _____ Prime Contractor: ☐ Subcontractor: ☐

List all Trades to be used on this Project (one trade, per line)	Total # of Journey Workers	Total # of Apprentices	Total # of Female Workers	Total # of Minority Workers	# of New Hires	Section 3 Hire Anticipated?	Anticipated Start Date	Estimated Total Hours (all workers in each trade)
						<input type="checkbox"/> Yes <input type="checkbox"/> No		
						<input type="checkbox"/> Yes <input type="checkbox"/> No		
						<input type="checkbox"/> Yes <input type="checkbox"/> No		
						<input type="checkbox"/> Yes <input type="checkbox"/> No		

TOTAL SECTION 3 HIRES ANTICIPATED: *A minimum of 30% of new hires is required*

NOTE: IF NO NEW HIRES ARE EXPECTED, AN EXPLANATION MUST BE PROVIDED BELOW.

Please list the apprentices who will work on this project. If you need more space, attach an additional sheet of paper. Compliance Staff must approve all apprentices on the project.

Name of Apprentice	Trade	Race	Gender		Date of Hire	STAFF USE ONLY

If no current apprentices, indicate when and how they will be hired:

Name of Workforce Plan Administrator (for Apprentice/Diversity Goals): _____ Phone: _____ Fax: _____

E-mail address ? _____ Phone number: _____

Are you a registered Training Agent? ☐ Yes ☐ No Are you a Union or Open Shop Contractor? ☐ Yes ☐ No

Which JATC dispatches apprentices to your company?

Name: _____ Phone: _____ Fax: _____

Name: _____ Phone: _____ Fax: _____

Please answer the following questions concerning your efforts to achieve the diversity goals on this project:

- How do you plan to achieve the diversity goals on this project?
- Other than your JATC, what resources will you use to recruit minority and female workers for this project (please check all that apply)?
☐ Oregon Tradeswomen ☐ ETAP ☐ Portland YouthBuilders
☐ Constructing Hope ☐ Job Corps ☐ Other
- Do you need any assistance with meeting the apprenticeship requirements or diversity goals on this project?
☐ Yes ☐ No

Prepared By (print): _____

Signature: _____

Date: _____

Send to:
City of Portland, Bureau of Internal Business Services, Procurement Services
1120 S.W. Fifth Avenue #750, Portland, OR 97204
Phone (503) 823-5047 or FAX (503) 823-5539

Request for Apprentice

The contractor may use this form to document efforts when recruiting apprentices.

To:			
Fax #:		Number of Pages:	
From:		Contact:	
Phone:		Fax:	
Date:		Time:	

Apprentice Request:

As a registered Training Agent, I am using this form to request referral of an apprentice for employment with my company in cooperation with the City Workforce Training & Hiring Program. This project is also covered by the requirements of Section 3 of the HUD Act of 1968. Therefore, please refer individuals that meet the qualifications of a Section 3 resident. A Section 3 resident is a) either a resident of public or Indian housing or b) meets the income guidelines, below and resides in either Clark, Columbia, Washington, Multnomah, Clackamas, Yamhill or Skamania counties:

INCOME LIMITS			
Number in Household	Annual Household Income Less Than	Number in Household	Annual Household Income Less Than
1	\$38,850	5	\$59,950
2	\$44,400	6	\$64,400
3	\$49,950	7	\$68,850
4	\$55,500	8	\$73,300

If I am unable to receive a referral within a reasonable time, I may use this form to request a referral to the apprenticeship program from one of the following Section 3 Referral Resources: JobCorps, Constructing Hope, Portland YouthBuilders, Oregon Tradeswomen, or Evening Trades Apprenticeship Preparation Program.

Apprentice referral is needed by this date: Work Starts: Expected Length of Employment:

Project: Job Site Location: Compliance Agency City of Portland

Number of Apprentices: Trade/Occupation:

Number of Apprentices: Trade/Occupation:

Minimum qualifications (if different from apprenticeship standards):

Safety needs: ☐ Hard hat ☐ Gloves ☐ Hard-toed boots Other?

Please fax this Request for Apprentice form to your apprenticeship committee with a copy to:

City Workforce Training & Hiring Program
FAX: (503) 823-5539 Cathleen.Massier@portlandoregon.gov

Apprenticeship Committee Instructions:

Please complete and fax to City Workforce Training & Hiring Program at: 503-823-6865 or 503-823-5539

☐ We were able to dispatch an apprentice meeting the guidelines above.
Name of Apprentice _____ Race *A (Asian-American)* Gender *M* Term _____

☐ We were unable to dispatch an apprentice meeting the guidelines above because:

MONTHLY EMPLOYMENT REPORT

mer.xls [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer Add-Ins

Normal Page Layout Page Break Preview Custom Views Full Screen Workbook Views

Ruler Formula Bar Gridlines Headings Message Bar Show/Hide

Zoom 100% Zoom to Selection Zoom

New Window Arrange All Freeze Panes Hide Split View Side by Side Synchronous Scrolling Reset Window Position Window

Save Workspace Switch Windows Macros

Security Warning Macros have been disabled. Options...

J16 fx

	A	B	E	F	G	H	I
1	MONTHLY EMPLOYMENT REPORT						
2							
3	COMPANY NAME	FEDERAL TAX ID	MONTH ENDING	BIDNO	PRIME?	FINAL REPORT?	
4							
5							
6	The Monthly Employment/Training Report must be completed by the prime contractor and all subcontractors with						
7	contracts of \$100,000 or more. The prime contractor shall submit a report for its workforce on the project. Each						
8	subcontractor shall separately submit a report for its workforce on the project. It is the responsibility of the prime						
9	contractor to assure that all subcontractors submit Monthly Employment/Training Reports in a timely manner.						
10							
11	Complete the form on the worksheet titled MER (third tab), filling in all categories for each employee working on						
12	the project during the reporting period.						
13	Email the completed worksheet as an Excel attachment to mur-mer@portlandoregon.gov no later than the 5th of						
14	each month for work performed during the previous month. The emailed worksheet must be titled mer.xls .						
15	Please do not change the worksheet's layout or contents.						
16							
17	Please direct questions about electronic data submission to the same email address.						
18							
19							
20							
21	REVISED 3.11.11						

mer.xls [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer Add-Ins

ABC Spelling Research Thesaurus Translate Proofing

New Comment Delete Previous Next Comments

Show/Hide Comment Show All Comments Show Ink

Protect Sheet Protect Workbook Share Workbook Track Changes Changes

Security Warning Macros have been disabled. Options...

C14 fx

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	FEDID	MONTHENDING	BIDNO	LASTNAME	FIRSTNAME	ZIP	SSN	JOBCLASS	LEVEL	RACE	GENDER	HOURS	PRIME?
2	123456789	8/31/2002	100758	DOE	JANE	97214	9874	1010	A	C	F	32	NO
3	123456789	8/31/2002	100758	DOE	JOHN	97204	7489	1018	J	C	M	154	NO
4													
5													
6													

*Ratios may change pursuant to actions taken by the Oregon State Apprenticeship & Training Council/BOLI. For the purposes of this contract, the ratios approved by BOLI on the date the bid is advertised shall prevail.

TRADE**APPRENTICE TO JOURNEY RATIO***

	<u>1st Apprentice</u>	<u>2nd Apprentice</u>	<u>Max</u>
Asbestos/Insulation Workers	1/1	1/4	
Brick/Marble/Terrazzo/Tile Finisher	1/1	1/3	
Bricklayer/Masonry	1/1	1/3	
Carpenter (Portland)	1/1	1/1	1/1 for first three apprentices; 1/5 after
Carpet Installers/Floorlayers	1/1	1/3	
Cement Masons	1/2 (1/1 Open Shop)	1/3	
Drywall Applicator (Ext/Int Specialists)	1/1	1/1	1/1 for the first three apprentices; 1/5 thereafter
Drywall Finisher (Taper)	1/1	1/3	1/3 thereafter
Electricians			
Inside	2 apprentices for every three journey workers on the job or fraction thereof	Example: Number of Journeymen Maximum Number of Apprentice(s) to Journeymen 1 to 3 2 to 4 4 to 6 7 to 9	Apprentices never to exceed number of apprentices on the job
Limited Energy/Limited Residential	1/1	1/1	
Construction Lineman	1/1		Max. 2 apprentices a crew/subject to conditions
Limited Maintenance	1/1	1/2	
Stationary Engineer	1/1	1/3	
Elevator Contractor	1/1	1/3	
Environmental Control System (HVAC)	1/1	1/1	Additional apprentices at 1/3
Glass Installer (Glazier)	1/1	1/3	
Hod Carrier/Mason Tender	1/1	1/5	
Iron Worker	1/1	1/3	
Laborer (Construction)	1/1	1/5 (1/3 open shop)	1/10 Union – 10 max
Maintenance Mechanic	1/1	1/3	
Millwright	1/1		1/1 for first three apprentices, 1/5 after
Operating Engineer (Heavy)	1/1-4	2/5-9	3/10-19 4/20-24 5/25-29 30 or more 1/for each 5 additional operators
Painting & Sandblasting	1/1	1/3	
Painting (Traffic Control)	1/1	1/4	
Pile Drivers	1/1	1/1	1/1 for first three apprentices, 1/5 thereafter
Pipe Fitters	1/1	1/1	1/3 thereafter
Plasterers	1/1	1/3	
Plumber	1/1	1/1	1/1 for first two apprentices, 1/3 after
Roofer	1/1	1/1	
Scaffold Erector	1/1		1/1 for the first five apprentices; 1/5 thereafter
Sheet Metal Worker	1/1	1/1	1/1 for first two apprentices, 1/3
Sheet metal Worker (Residential)	1/1	1/3	
Sign Maker/Erector	1/1	1/1	
Sprinkler Fitter	1/1	1/1	
Steamfitters	1/1	1/1	1/1 for the first two apprentices on the job; 1/3 thereafter
Terrazzo Worker	1/1	1/3	
Tile/Marble Setter	1/1	1/3	
Truck Driver (Heavy)	1/1	1/1	

Section 3 Referral Resources

Job Corps

37573 Old Highway 30, Astoria, OR 97013

Pre-apprenticeship & job training programs for youth ages 16-24 in construction, health, business, auto body, culinary, and landscaping

Jan Mogenson-Jones, Career Support Services Manager

503.338.4971

Constructing Hope

405 NE Church Street, Portland, OR 97211

Pre-apprenticeship training program. Recruit participants within the Portland Metro region and provide training and education in life skills, construction math, GED prep, green building workshops and hands-on training.

Pat Daniels, Executive Director

503.281.1740

Portland YouthBuilders

4816 NE 92nd Avenue, Portland, OR 97217

Preparation for apprenticeship program for youth ages 16-24; integrates HS diploma with experience in construction. Job referrals, support.

Bill Kowalczyk, Program Manager

503.286.9350 ext.222

Oregon Tradeswomen, Inc.

3934 NE Martin Luther King Jr.. Blvd. Suite 101, Portland, OR 97212

Mentoring, support groups, for women in trades; technical assistance to employers to retain women.

Vivian Scott, Employment Services Manager

503.335.8200 ext.33

SECTION 3 RESIDENT CERTIFICATION

Any employee claiming Section 3 Resident status must complete this form. Information provided on this form shall remain confidential and shall be used for certification and reporting purposes only. Please fax or email this form to (503) 823-5539 Cathleen.Massier@portlandoregon.gov

Name:

Address:

City:

State:

Zip:

Employer Name:

Hire Date:

Position:

Section 3 Criteria: A Section 3 qualified person must:

- a) Be a resident of public housing; or
- b) Live in the metropolitan statistical area (MSA) covering Clark, Columbia, Multnomah, Clackamas, Washington, Skamania and Yamhill counties, **and**
- c) Earn no more than the following amounts for the respective counties, as follows:

INCOME LIMITS (Clark, Columbia, Multnomah, Clackamas, Washington, Skamania, & Yamhill)			
Number in Household	Annual Household Income Less Than	Number in Household	Annual Household Income Less Than
1	\$38,850	5	\$59,950
2	\$44,400	6	\$64,400
3	\$49,950	7	\$68,850
4	\$55,500	8	\$73,300

Based on the criteria above, please select from the following:

☐ I am a resident in a Home Forward property. Please provide Property Name: _____

☐ I am currently a participant in a Section 8 Program located within the the MSA. Please fill-in the following:

There are a total of _____ members in my family. The total number of deductions claimed on my Federal income tax return from last year was _____. The total gross income for my family, from all sources, from all related family members was \$_____.

☐ I am a participant in Portland Youthbuilders. Please attach supporting documentation.

☐ I am a resident living within the MSA, and I meet the income guidelines stated above. My current gross annual income is _____. There are a total of _____ members in my family.

If you are claiming income eligibility for more than (1) in household, please provide name and date of birth, for each household member.

Name	Date of Birth

The source(s) of my total annual household income is/are (fill-out table, below):

	Head of Household	Spouse (if Applicable)	Other Adult members- 18 or older (if applicable)	Other Adult members- 18 or older (if applicable)	Other Adult members- 18 or older (if applicable)	Other Adult members- 18 or older (if applicable)
Gross Earnings						
Temporary Assistance for Needy Families (TANF)						
Child Support						
Bank Income						
Other Income (list)						
1.						
2.						
3.						

I hereby certify under penalty of perjury that the information above is true and correct.

Print Name: _____ Signature: _____ Date: _____

WARNING: Title 18, US Code Section 1001, States that a person who knowingly and willingly makes false or fraudulent statements to any Department or Agency of the United States is guilty of a felony. State law may also provide penalties for false or fraudulent statements.



Subcontractor Insurance Requirements/ Colas Construction, Inc.

See Attached Sample Certificate of Insurance

Commercial General Liability

Limits of Insurance:	\$1,000,000 Per Occurrence / \$1,000,000 Aggregate
Coverage:	Occurrence Form, No Residential Exclusion or Limitation if working residential projects, Per Project Aggregate
Additional Insured Requirement:	Primary & Non Contributory Additional Insured Additional Insured Status for both Ongoing & Completed Operations
Additional Insured:	Colas Construction, Inc., its Subsidiaries, their Officers, Directors, Sureties, Agents, Employees & The Project Owner
Waiver of Subrogation:	Required in favor of all additional insureds

Acceptable Additional Insured Forms include but are not limited to the following:

- **CG2010 11/85**
- **CG2010 10/93 or Later Version In Conjunction with CG2037 10/93 or CG3263 10/05**
- **CG2033 10/01 in Conjunction with CG2037 10893 or CG3263 10/05**
- **Insurance Company Specific Forms that include coverage for ongoing as well as completed operations**

****If you are unable to provide completed operations additional insured, you must contact our office to discuss this further.***

Auto Liability

Limits of Insurance:	\$1,000,000 Combined Single Limit Bodily Injury & Property Damage
Coverage:	Any Auto, or Scheduled, Hired & Non-Owned Auto Hired & Non Owned Auto may be accepted no company owned vehicles
Additional Insured Requirement:	Additional Insured required

Worker's Compensation & Employers Liability
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Limits of Insurance:	Statutory Workers Compensation Employers Liability: \$500,000 Each Accident/Disease/Disease Policy Limit
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Excess / Umbrella Liability

Required if necessary to meet required limits listed above.

General Decision Number: OR140017 04/25/2014 OR17

Superseded General Decision Number: OR20130017

State: Oregon

Construction Type: Residential

County: Multnomah County in Oregon.

RESIDENTIAL CONSTRUCTION PROJECTS (consisting of single family homes and apartments up to and including 4 stories).

Modification Number	Publication Date
0	01/03/2014
1	01/17/2014
2	02/14/2014
3	04/25/2014

BROR0001-011 06/01/2013

	Rates	Fringes
BRICKLAYER.....	\$ 32.75	16.15
TILE FINISHER.....	\$ 21.82	11.02
TILE SETTER.....	\$ 29.19	14.64

CARP0001-023 07/01/2013

	Rates	Fringes
CARPENTER (INCLUDING ACCOUSTICAL CEILING INSTALLATION, FORM WORK AND METAL STUD INSTALLATION)		
Multi Unit.....	\$ 24.84	10.86
Single Unit.....	\$ 22.34	10.86

ELEC0048-016 01/01/2014

	Rates	Fringes
ELECTRICIAN.....	\$ 28.25	10.25

ENGI0701-019 01/01/2014

	Rates	Fringes
Power equipment operators:		
GROUP 1.....	\$ 38.25	13.70
GROUP 1A.....	\$ 40.16	13.70
GROUP 1B.....	\$ 42.08	13.70
GROUP 2.....	\$ 36.56	13.70
GROUP 3.....	\$ 35.54	13.70
GROUP 4.....	\$ 34.56	13.70
GROUP 5.....	\$ 33.43	13.70
GROUP 6.....	\$ 30.34	13.70

POWER EQUIPMENT OPERATORS CLASSIFICATIONS

GROUP 1: CRANE: Helicopter Operator, when used in erecting work; Whirley Operator, 90 ton and over; LATTICE BOOM CRANE: Operator 200 tons through 299 tons, and/or over 200 feet boom; HYDRAULIC CRANE: Hydraulic Crane Operator 90 tons through 199 tons with luffing or tower attachments

GROUP 1A: HYDRAULIC CRANE: Hydraulic Operator, 200 tons and over (with luffing or tower attachment); LATTICE BOOM CRANE: Operator, 200 tons through 299 tons, with over 200 feet boom;

GROUP 1B: LATTICE BOOM CRANE: Operator, 300 tons through 399 tons with over 200 feet boom; Operator 400 tons and over

GROUP 2: CRANE: Cableway Operator, 25 tons and over; HYDRAULIC CRANE: Hydraulic crane operator 90 tons through 199 tons (without luffing or tower attachment); TOWER/WHIRLEY OPERATOR: Tower Crane Operator; Whirley Operator, under 90 tons; LATTICE BOOM CRANE: 90 through 199

tons and/or 150 to 200 feet boom; EXCAVATOR: Excavator over 130,000 lbs.; HYDRAULIC CRANE: Hydraulic crane operator, 50 tons through 89 tons (with luffing or tower attachment); BLADE: Auto Grader; Blade Operator-Robotic; Rubber tired scraper with tandem scrapers, multi-engine

GROUP 3: HYDRAULIC CRANE: Hydraulic crane operator, 50 tons through 89 tons (without luffing or tower attachment); LATTICE BOOM CRANES: Lattice Boom Crane-50 through 89 tons (and less than 150 feet boom); EXCAVATOR: excavator over 80,000 lbs. through 130,000 lbs.; Rubber Tired Scraper: with tandem scrapers; self loading, paddle wheel, auger type, finish and/or 2 or more units.

GROUP 4: CRANE: Hydraulic Crane Operator, under 50 tons; LATTICE BOOM CRANE OPERATOR: Lattice Boom Crane Operator, under 50 tons; TRACKHOE/ EXCAVATOR-ROBOTIC: up to and including 20,000 lbs. with any or all attachments; Excavator Operator over 20,000 lbs through 80,000 lbs.; BLADE: Blade operator; Tractor operator with boom attachment; DRILLING: Churn Drill and Earth Boring Machine Operator; Directional Drill Operator over 20,000 lbs pullback; CRANE: Chicago boom and similar types; Boom type lifting device, 5 ton capacity or less; HYDRAULIC HOES EXCAVATOR: Robotic Hydraulic backhoe operator, track and wheel type up to and including 20,000 lbs. with any or all attachments; Asphalt Paver; Screed Operator; Rubber-Tired Scraper, single engine, single scraper.

GROUP 5: TRACKHOE/EXCAVATORS-HYDRAULIC: up to and including 20,000 lbs.; Boom truck operator; DRILLING: Churn Drill and Earth Boring Machine Operator; Directional Drill Operator less than 20,000 lbs pullback; HYDRAULIC HOES EXCAVATORS: Hydraulic Backhoe Operator, wheel type (Ford, John Deere, Case type); Hydraulic Backhoe Operator track type up to and including 20,000 lbs.; Concrete Pumper; Concrete Paver

GROUP 6: LOADERS: (less than 1 cu yd.); Roller (Non-Asphalt); Oiler

Zone Differential (add to Zone 1 rates):

Zone 2 - \$3.00

Zone 3 - \$6.00

For the following metropolitan counties: MULTNOMAH; CLACKAMAS; MARION; WASHINGTON; YAMHILL; AND COLUMBIA; CLARK; AND COWLITZ COUNTY, WASHINGTON WITH MODIFICATIONS AS INDICATED:

All jobs or projects located in Multnomah, Clackamas and Marion Counties, West of the western boundary of Mt. Hood National Forest and West of Mile Post 30 on Interstate 84 and West of Mile Post 30 on State Highway 26 and West of Mile Post 30 on Highway 22 and all jobs or projects located in Yamhill County, Washington County and Columbia County and all jobs or projects located in Clark & Cowlitz County, Washington except that portion of Cowlitz County in the Mt. St. Helens "Blast Zone" shall receive Zone I pay for all classifications.

All jobs or projects located in the area outside the identified boundary above, but less than 50 miles from the Portland City Hall shall receive Zone II pay for all classifications.

All jobs or projects located more than 50 miles from the Portland City Hall, but outside the identified border above, shall receive Zone III pay for all classifications.

For the following cities: ALBANY; BEND; COOS BAY; EUGENE; GRANTS PASS; KLAMATH FALLS; MEDFORD; ROSEBURG

All jobs or projects located within 30 miles of the respective city hall of the above mentioned cities shall receive Zone I pay for all classifications.

All jobs or projects located more than 30 miles and less than 50 miles from the respective city hall of the above mentioned cities shall receive Zone II pay for all classifications.

All jobs or projects located more than 50 miles from the respective city hall of the above mentioned cities shall receive Zone III pay for all classifications.

LABO0001-031 06/01/2013

	Rates	Fringes
Laborers: (Mason Tender-Brick)...	\$ 27.63	12.85

LABO0003-005 06/01/2013

	Rates	Fringes
Laborers:		
GROUP 2.....	\$ 27.09	12.85
GROUP 3.....	\$ 22.57	12.85

LABORER CLASSIFICATIONS:

GROUP 2: Grade Checker; Pipelayers

GROUP 3: Traffic Flaggers

* PAIN0055-004 07/01/2009

	Rates	Fringes
PAINTER		
BRUSH, ROLLER AND SPRAY.....	\$ 19.59	7.24

* PAIN0055-005 07/01/2011

	Rates	Fringes
HIGHWAY/PARKING LOT STRIPING:		
Painter.....	\$ 33.19	9.05

PLAS0082-002 06/01/2011

	Rates	Fringes
PLASTERER.....	\$ 25.08	11.32

PLAS0555-003 06/01/2012

	Rates	Fringes
CEMENT MASON/CONCRETE FINISHER...	\$ 29.98	17.76

PLUM0290-007 04/01/2013

	Rates	Fringes
PLUMBER		
INCLUDING HVAC PIPE		
INSTALLATION.....	\$ 25.40	20.52

SUOR2009-015 10/16/2009

	Rates	Fringes
CARPENTER (Drywall Hanging Only).....	\$ 18.62	2.30
FENCE ERECTOR (Chain Link/Cyclone Fence).....	\$ 16.30	2.22
LABORER: Asphalt Raker.....	\$ 17.31	5.12
LABORER: Common or General.....	\$ 15.85	7.00
LABORER: Mason Tender - Cement/Concrete.....	\$ 22.18	7.40
ROOFER.....	\$ 12.00	0.00
SHEET METAL WORKER (HVAC Duct Installation Only).....	\$ 25.67	0.00

TRUCK DRIVER: Dump Truck.....\$ 15.00 0.00

TRUCK DRIVER: Water Truck.....\$ 17.00 6.18

WELDERS - Receive rate prescribed for craft performing
operation to which welding is incidental.

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Unlisted classifications needed for work not included within
the scope of the classifications listed may be added after
award only as provided in the labor standards contract clauses
(29CFR 5.5 (a) (1) (ii)).

The body of each wage determination lists the classification
and wage rates that have been found to be prevailing for the
cited type(s) of construction in the area covered by the wage
determination. The classifications are listed in alphabetical
order of "identifiers" that indicate whether the particular
rate is union or non-union.

Union Identifiers

An identifier enclosed in dotted lines beginning with
characters other than "SU" denotes that the union
classification and rate have been found to be prevailing for that
classification. Example: PLUM0198-005 07/01/2011. The first
four letters, PLUM, indicate the international union and the
four-digit number, 0198, that follows indicates the local union
number or district council number where applicable, i.e.,
Plumbers Local 0198. The next number, 005 in the example, is
an internal number used in processing the wage determination.
The date, 07/01/2011, following these characters is the
effective date of the most current negotiated rate/collective
bargaining agreement which would be July 1, 2011 in the above
example.

Union prevailing wage rates will be updated to reflect any
changes in the collective bargaining agreements governing the
rates.

0000/9999: weighted union wage rates will be published annually
each January.

Non-Union Identifiers

Classifications listed under an "SU" identifier were derived
from survey data by computing average rates and are not union
rates; however, the data used in computing these rates may
include both union and non-union data. Example: SULA2004-007
5/13/2010. SU indicates the rates are not union majority rates,
LA indicates the State of Louisiana; 2004 is the year of the
survey; and 007 is an internal number used in producing the
wage determination. A 1993 or later date, 5/13/2010, indicates
the classifications and rates under that identifier were issued
as a General Wage Determination on that date.

Survey wage rates will remain in effect and will not change
until a new survey is conducted.

WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can
be:

- * an existing published wage determination
- * a survey underlying a wage determination
- * a Wage and Hour Division letter setting forth a position on

- a wage determination matter
- * a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour Regional Office for the area in which the survey was conducted because those Regional Offices have responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations
Wage and Hour Division
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

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END OF GENERAL DECISION