



EXHIBIT A
REPORT TO COUNCIL – DECEMBER 12, 2011

Advanced American Construction, Inc.

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November 23, 2011

AAC Serial Letter No. L-006

City of Portland, Water Bureau
1120 SW 5th Avenue, Room 600
Portland, OR 97204-1926
Attn: Kevin Larson, Project Manager
(kevin.larson@portlandoregon.gov)

RE: Bull Run Dam 2 Tower Improvements and Fish Flow Piping Project
Guaranteed Maximum Price (GMP) Submittal Revision 3

Dear Mr. Larson,

Advanced American Construction, Inc. (AAC) is pleased to submit our Guaranteed Maximum Price (GMP) of \$31,552,701 to construct the Bull Run Dam 2 Tower Improvements and Fish Flow Piping Project. The scope of the Tower Improvements project is to construct the North Tower as shown in the 90% design drawings, dated May 12, 2011. A majority of the South Tower scope has been removed from the project with the exception of the access improvements, lighting, and sampling pump equipment. In addition to the Tower Improvements, the GMP includes construction of the Fish Flow Piping located at the Headworks facility. The breakdown is as follows:

Construction Part 1:

- Dam 2 Tower Improvements Project = \$26,630,270
- Fish Flow Piping – Part 1 = \$ 450,602

Construction Part 2:

- Fish Flow Piping – Part 2 = \$ 4,471,829

Please contact myself if you have any questions regarding this proposal.

Sincerely,

Sam Barchus
Sr. Project Manager
Advanced American Construction, Inc.

cc: File

**BULL RUN DAM 2 TOWER
IMPROVEMENTS PROJECT
90% Design Estimate**

100 MOBILIZATION & DEMOBILIZATION		AAC 90% Estimate
110	Mobilize/Demobilize Equipment & Tools	\$ 841,000
	Mobilize/Demobilize Equipment	
<i>SUB-TOTALS</i>		\$ 841,000
200 SEDIMENT REMOVAL		90%
210	Remove, Transfer, & Dispose of Sediment	\$ 1,471,000
	Fabricate & Seal Material Barge	
	Dredge Sediment	
	Hand Removal on Top of Concrete Footings	
	Develop/Remove On-Site Storage Facility	
	Transfer Sediment to Temporary Work Dock	
	Haul & Dispose of Sediment Off-Site	
212	Furnish & Install Armorflex Mats	
214	Furnish & Install 6" Quarry Spalls	
216	Locate, Remove, Re-install Power Cables to Towers	
220	Purchase, Place, Maintain, & Remove Silt Curtains	
299	Contingency	\$ 200,000
<i>SUB-TOTALS</i>		\$ 1,671,000

**BULL RUN DAM 2 TOWER
IMPROVEMENTS PROJECT
90% Design Estimate**

300 NORTH TOWER CONSTRUCTION		90%
305	Fabricate Structural Steel Wet Well	\$ 3,067,000
	Furnish Structural Steel Wet Well	
310	Demolition	\$ 241,000
	Remove Asbestos Enclosure	
	Remove Gate Hoists	
	Remove Existing Electrical & Controls	
	Remove Handrail	
	Demolish Roof Slab & Walls	
	Remove Existing Stop Logs	
	Remove Overhead Crane	
	Suspend Stop Gates Below Deck Level	
	Remove Trashracks	
	Remove Ladders, Cages, and Landings	
	Remove Miscellaneous Debris	
315	Concrete Work - Roof Slab & Topping Slab	\$ 277,000
	Construct CIP Roof Slab	
	Construct CIP Topping Slab - Wet Well	
320	Furnish & Install Electrical Building	\$ 372,000
325	Electrical, IC, & HVAC	\$ 598,000
330	Furnish & Install Hoisting Equipment	\$ 601,000
	Furnish & Install 10-ton Overhead Crane	
	Furnish & Install 10-ton Extendable Boom Crane	
	Furnish & Install 10-ton Gate Hoists	
335	Furnish & Install Guardrails, Walkways, Stairs, & Ladders	\$ 162,000
340	Install Wet Well	\$ 1,173,000
	Clean Concrete Surface	
	Set, Align, Core, Grout Wet Well Base Assembly	
	Core Drill and Install Bolts	
	Install & Bolt Wet Well Sections	
	Install Mid & Top Connections to Tower	
	Install Seals from Existing Tower to Wetwell	
345	Furnish Slide Gates, Relief Gates, and Trash Racks	\$ 2,592,000
	Furnish & Install Slide Gates	
	Furnish & Install Relief Gates	
	Furnish & Install Trash Racks	
350	Furnish New Stop Logs & Modify Existing Stop Gates	\$ 295,000
	Furnish & Install Stop Logs	
	Modify Existing Stop Gates	
355	Corrosion Protection	\$ 352,000
357	Mechanical Systems (Pumps, Sampling Equip., Actuators)	\$ 252,000
	Furnish & Install Sampling Equipment	
	Furnish & Install Mixing Beams	
	Install Actuators for Slide Gates	
360	Furnish & Install Boat Dock	\$ 85,000
365	Operation Testing North Tower 10 day requirement+ repairs & restart	\$ 206,000
399	Contingency	\$ 750,000
SUB-TOTALS		\$ 11,023,000

**BULL RUN DAM 2 TOWER
IMPROVEMENTS PROJECT
90% Design Estimate**

400 SOUTH TOWER CONSTRUCTION		90%
410	Demolition	\$ 43,000
	Remove Handrail	
	Remove Ladders, Cages, and Landings	
425	Electrical, IC, & HVAC	\$ 150,000
435	Furnish & Install Guardrails, Walkways, Stairs, & Ladders	\$ 85,000
460	Furnish & Install Boat Dock	\$ 85,000
462	Mechanical Systems (Sampling Equipment)	\$ 67,000
465	Operation Testing South Tower 10 day requirement+ repairs & restart	\$ 19,000
499	Contingency	\$ 50,000
<i>SUB-TOTALS</i>		\$ 499,000
500 CIVIL IMPROVEMENTS		90%
120	Site Improvements & Restoration	\$ 553,000
	Site Preparation - Boathouse 1.3 Acres	
	Site Preparation - Teardrop	
	Site Restoration - Boathouse 1.3 Acres	
	Site Restoration - Teardrop	
	Widen (gravel) Road from Dam 2 Turnoff to Boathouse	
510	Install Fiber Optics/Electrical Conduit	\$ 164,000
520	Generator Building - I&C & Electrical	\$ 72,000
530	Furnish & Install New Guardrail System	\$ 79,000
540	Road Improvements/Repairs	\$ 116,000
599	Contingency	\$ 50,000
<i>SUB-TOTALS</i>		\$ 1,034,000
TOTAL DIRECT COSTS		\$ 15,068,000

**BULL RUN DAM 2 TOWER
IMPROVEMENTS PROJECT
90% Design Estimate**

600	INDIRECTS - PROJECT SPECIFIC	90%
605	Incidental Project Equipment-Land Crane, trucks, forklifts, etc.	\$ 1,818,000
	Crane Barge, Tug, Barges, and other marine support equipment	\$ 2,021,000
610	Yard/Work Dock Operators	\$ 241,000
615	Direct Work Supervision	\$ 802,000
620	STS & Misc. Support	\$ 510,000
625	Crew Travel	\$ 294,000
630	PWB Office Trailer	\$ 35,000
632	PWB ROV	\$ 36,000
635	Temporary Lighting	\$ 53,000
640	Survey	\$ 27,000
650	Insurance/Builders Risk	\$ 297,000
655	Outside Consultants	\$ 79,000
660	Environmental Compliance	\$ 106,000
665	O&M Manuals/PWB Training	\$ 80,000
670	Security - Main Gate	\$ 41,000
675	Permits	\$ 11,000
677	Traffic Control	\$ 140,000
680	Outside Engineering	\$ 73,000
	AAC Yard Labor	\$ 76,000
	Trucking - Miscellaneous Loads	\$ 63,000
130	Temporary Work Dock	\$ 792,000
	Purchase/Salvage Trestle Materials	
	Install/Remove Trestle	
	Truck & Offload Trestle at AAC Yard	
685	Bond	\$ 145,000
699	Contingency	\$ 250,000
	SUB-TOTALS	\$ 7,990,000

PROJECT SUB-TOTAL COSTS **\$ 23,058,000**

Design Contingency - 5% of Construction Costs \$ 1,100,000

ESTIMATE SUBTOTAL **\$ 24,158,000**

Contractor Fee - 6.5% of Estimate Sub-Total Costs \$ 1,570,270

* General Conditions Fee (See inclusions below) \$ 902,000

TOTAL TOWER IMPROVEMENTS (PART 1) **\$ 26,630,270**

* General Conditions Fee includes the following:

- Project Manager
- Project Engineer
- Safety Supervisor
- Secretary
- Office Supplies & Expenses
- AAC Office Trailer Rent
- Job Site Fencing
- Toilets, Water, Garbage, Recycling

**BULL RUN DAM 2 TOWER IMPROVEMENTS PROJECT -
PART 1 FISH FLOW
60% Design Estimate**

PART 1 FISH FLOW		AAC Estimate
100	Pipe Modifications	\$ 179,300
	Mobilization - Pipe Sub	\$ 15,400
	Clear and Grub Site	\$ 2,100
	Cut & Remove Existing 72" Pipe	\$ 10,100
	F&I 72" x 54" Tee	\$ 103,500
	Install 54" Butterfly Valve	\$ 8,800
	F&I 12" DI Retrained Pipe	\$ 16,300
	F&I 12" Gate Valve	\$ 5,200
	Reroute Existing 12" Water	\$ 12,200
	AC Restoration, 3"	\$ 4,100
	Erosion Control	\$ 1,600
200	F&I Ultrasonic Flow Meter	\$ 113,300
300	Indirects	\$ 60,000
	Project Engineer	\$ 13,300
	Toilets, Garbage, & Misc ST&S	\$ 7,600
	Survey	\$ 8,300
	Traffic Control	\$ 20,600
	O&M Manuals/PWB Training	\$ 5,200
	Bond	\$ 5,000
	SUB-TOTALS	\$ 352,600
	Design Contingency - 20% of Construction Costs	\$ 70,500
	ESTIMATE SUBTOTAL	\$ 423,100
	Contractor Fee - 6.5% of Estimate Sub-Total Costs	\$ 27,502
	TOTAL FISH FLOW PART 1	\$ 450,602

**BULL RUN DAM 2 TOWER IMPROVEMENTS PROJECT -
PART 2 FISH FLOW
60% Design Estimate**

PART 2 FISH FLOW		AAC Estimate
100	Pipe Modifications	\$ 2,002,500
	Mobilization - Pipe Sub	\$ 51,500
	Cut & Remove Existing 30" Pipe	\$ 4,100
	Cut & Remove Existing 54" Header Pipe	\$ 16,600
	F&I Steel Header Piping	\$ 1,236,000
	F&I 12" Gate Valve	\$ 2,300
	F&I 24" Butterfly Valve	\$ 9,300
	F&I 24" Butterfly Valve w/Actuator	\$ 18,400
	F&I 24" Pressure Reducing Valve	\$ 65,800
	F&I Fire Hydrant Assembly	\$ 5,000
	F&I 36" Butterfly Valve	\$ 20,800
	F&I 36" Butterfly Valve w/Actuator	\$ 28,300
	F&I 36" Pressure Reducing Valve	\$ 268,800
	F&I 48" Butterfly Valve	\$ 33,900
	F&I 48" Butterfly Valve w/Actuator	\$ 82,300
	F&I 72" Butterfly Valve w/Actuator	\$ 107,900
	Electrical - Sub	\$ 51,500
200	PRV2 Vault Concrete	\$ 157,400
	PRV2 Vault Concrete	\$ 106,000
	Excavate & Backfill PRV2 Vault	\$ 51,400
300	Outfall Structure	\$ 980,200
	Demolition of Wasteway Wall	\$ 37,600
	36" Diameter Secant Pile Wall (13 ea)	\$ 237,000
	48" Diameter Shafts (5 ea)	\$ 211,000
	Outfall Excavation & Backfill	\$ 188,500
	Outfall Structure Concrete	\$ 306,100
400	PIS Structure Modifications	\$ 148,000
	Demolition of PIS Stairs and Walls	\$ 15,500
	Re-construct PIS Walls, Stairs & Sidewalk	\$ 132,500
500	Site Restoration & Rerouting of Existing Pipe Runs	\$ 74,600
	AC Restoration, 3"	\$ 12,400
	Erosion Control	\$ 2,600
	Rerouting of Existing 4" Water	\$ 7,600
	Rerouting of Existing 6" Water	\$ 13,400
	Rerouting of Existing 8" Water	\$ 4,500
	Rerouting of Existing 12" Water	\$ 8,500
	Rerouting of Existing 8" Storm	\$ 14,400
	Demobilization - Pipe Sub	\$ 11,200
600	Indirects	\$ 136,400
	Project Engineer	\$ 26,400
	Toilets, Garbage, Fencing & Misc ST&S	\$ 18,100
	Survey	\$ 25,800
	Traffic Control	\$ 30,900
	O&M Manuals/PWB Training	\$ 5,200
	Bond	\$ 30,000
	SUB-TOTALS	\$ 3,499,100
	Design Contingency - 20% of Construction Costs	\$ 699,800
	ESTIMATE SUBTOTAL	\$ 4,198,900
	Contractor Fee - 6.5% of Estimate Sub-Total Costs	\$ 272,929
	TOTAL FISH FLOW PART 2	\$ 4,471,829

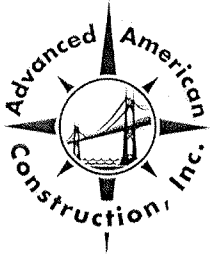


EXHIBIT B
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**MINORITY, WOMEN AND EMERGING SMALL BUSINESS (MWESB) & SUPPLIER
PROGRAM CONSTRUCTION PLAN FOR THE
BULL RUN DAM 2 TOWER IMPROVEMENTS PROJECT**

I. Program Goal

The objective of Advanced American Construction's (AAC) MWESB and Supplier Program Construction Plan for the Bull Run Dam 2 Tower Improvements Project is to maximize the utilization of MWESB's subcontractors and suppliers wherever possible and to promote their economic growth while increasing competition for City of Portland construction contracts. The goal is to accomplish this objective while ensuring that the Bull Run Dam 2 Tower Improvements Project meets schedule, budget, and quality requirements. The total MWESB subcontract aspirational goal for the Construction Phase is 35% or \$4,112,000.00 of the total subcontractor/supplier amount, based on an estimated total subcontractor/supplier value of \$11,750,000.00. If Phase 2 of the Fish Flow Project is removed from AAC's contract, then the aspirational goal percentage for the Construction Phase would be 28% or \$2,380,000.00 of the total subcontractor/supplier amount, based on an estimated total subcontractor/supplier value of \$8,500,000.00.

AAC and their subcontractors at all tiers make a commitment to maximize and provide quality GFE and Outreach Efforts in order to achieve the highest possible utilization on this project.

AAC and their subcontractors at all tiers make a firm commitment to the diversity of this project with Minorities, Women, and Emerging Small Businesses.

To ensure that agreed upon goals and aspirations are met, and to assist in the implementation and monitoring, AAC has designated Faye Burch of FM Burch and Associates, Inc. as the MWESB Outreach Program Consultant. FM Burch and Associates, Inc. will assist AAC in initiating MWESB outreach during the pre-construction services phase. FM Burch and Associates, Inc. is an MWESB certified firm, and maintains extensive experience and expertise in developing and implementing participation programs for minorities, Women and Emerging Small Businesses in the Oregon construction industry. AAC will retain FM Burch and Associates, Inc. to provide guidance in creating and assuring maximum MWESB utilization on an as needed basis.

The procurement of subcontractors for the Project will consist of an open, fair, and competitive subcontractor solicitation process, incorporating both AAC and the City's commitment to the utilization of MWESB's. AAC will use both the "Informal" and "Formal" calls for bid to bring about the utilization of these subcontractors.

The process, as a minimum, will include: timely notification of solicitation requests; availability of and easy access to plans and specifications; identification of subcontracting work feasible for MWESB solicitation; identification of MWESB subcontractors by work categories; facilitating the interest of these subcontractors on the Project; directing prospective bidders to interested MWESB subcontractors; and evaluating bid proposals for compliance with the City's solicitation requirements.

In addition to subcontracting, AAC will identify materials and supplies needed for the work of the Project and solicit the interest of MWESB material suppliers and manufacturers in bidding the work.

II. Criteria for Identifying and Packaging MWESB Subcontracting Opportunities

The following criteria will be used in creating construction packages for the MWESB subcontractors. In order to achieve stated goal, AAC will bid out some work that they would normally self perform.

- Work normally subcontracted
- Risk compatible with critical path work
- Availability of MWESB subcontractors
- Informal packages under \$200,000
- Formal packages above \$200,000

AAC in collaboration with the City Contract Compliance Specialist will review all subcontract project packages against these criteria to ensure maximum opportunities are brought forward while mitigating risk, cost, and schedule impacts. AAC will prepare a MWESB Construction Package for each package identified for MWESB solicitation. This information will be utilized for outreach coordination and solicitation purposes. All solicitations will at a minimum comply with the MWESB & Supplier Plan requirements.

III. EEO Certification

All bidders and proposers must be currently certified as an Equal Employment Opportunity (EEO) Affirmative Action Employer. AAC is current in its certification and will require all subcontractors to be EEO certified prior to start date and time of bid opening or recognize it could result in delay in the awarding of a contract.

IV. Solicitation Prioritization

To assure utilization of MWESB subcontractors in the work of the Project, solicitation for all informal project packages will be prioritized as follows:

1. MWESB subcontractor availability

V. Identified Bidding Opportunities

AAC has identified the following potential subcontract work, much of which will be used for MWESB contract opportunities in project packages to meet the established MWESB target amount for the Project:

Asbestos Abatement/Disposal	Asphalt Paving/Saw Cutting	Cathodic Protection Systems
Concrete Work	Concrete Saw Cutting	Drop Boxes
Electrical Services	Engineering Services	Environmental Services
Equipment Rental	Erosion Control	HVAC
Janitorial Services	Landscape Restoration	Mechanical
Reinforcement Supply & Install	Recycling	Rock Supply
Scaffolding	Signage	Site Fencing
Sitework/Clear & Grubbing	Street Sweeping	Surveying
Traffic Control/Flagging	Trucking	Earthwork

Having already identified likely subcontracting opportunities, MWESB outreach will start after this plan approval to give early schedule notification that will continue during the pre-construction phase to provide notification to MWESB's. AAC will contact all certified firms by email, phone calls and/or fax notifying them of the anticipated work available on the Project. Information will be posted on the AAC and City of Portland, Procurement websites to facilitate ascertaining the interest of MWESB's in the work of the Project. The advance notice will also be sent to key trade and business organizations that promote utilization of Minority, Women, and Emerging Small Businesses in public works and MWESB's Outreach will continue during the life of the Project and will be tailored to specific opportunities made available in project packages. Continued outreach will minimize the risk of overlooking MWESB's with an interest in the Project and to provide organizational progress updates.

The following is a list of major work activities that AAC plans to self-perform on the project:

1. All diving activities.
2. Dredging operation.
3. Wetwell and associated slide/butterfly gate installation.
4. Temporary dock installation/maintenance/removal.
5. Marine support equipment.
6. Demolition – partial.
7. Concrete work at North Tower.

VI. MWESB Awards Target

Based upon a contract Guaranteed Maximum Price (GMP) of \$31,552,701.00, AAC aspires to achieve \$4,112,000.00 in subcontract/supplier awards to MWESB firms on the Project. The total MWESB subcontract aspirational goal is 35% of the total subcontractor/supplier amount of \$11,750,000.00. Accordingly, AAC will take all reasonable steps to accomplish the target amount.

Please note that if Phase 2 of the Fish Flow Project is removed from AAC's contract the contract GMP will be \$27,080,872.00 and the aspirational goal for MWESB will be 28% or \$2,380,000.00 of the total subcontractor/supplier amount of \$8,500,000.00.

VII. Procurement Methods

AAC will procure all subcontractors in the construction of the Project using the following methods:

1. Direct Negotiations, project packages \$5,000 or less
2. Limited Solicitations, project packages \$25,000 or less
3. Informal Solicitations, project packages not greater than \$200,000
4. Formal Solicitations, project packages greater than \$200,000

VIII. Informal Bid Methods

1. Direct Negotiation - where the Estimated Package Value (EPV) is not greater than \$5,000
Project packages at this level will be negotiated directly with a subcontractor. This procurement process may be appropriately used for limited construction support services. Only one subcontractor need be solicited in this category and contract award may occur provided the bid amount is less than \$5,000 and other bid requirements are properly met.
2. Limited Solicitation - where the EPV is not greater than \$25,000
Project packages at this level will be limited to subcontractor competition. This procurement process may be appropriately used for limited construction support services. Only two subcontractors need be solicited in this category and contract award may occur provided the bid amount is less than \$25,000 and other bid requirements are properly met.
3. Informal Solicitation - where the EPV is greater than \$25,000 and less than \$200,000
Project packages at this level will not be advertised; however, solicitation will target a minimum of three MWESB firms including the subcontractors indicating interest in bidding the package. If no bids are received, the project package will bid to the open market.

IX. Formal Bid Method

Formal Open Solicitation/MWESB Requirements - Required - where the EPV is greater than \$200,000

Project packages at this level will, as a minimum, be advertised in the *Daily Journal of Commerce*, *El Hispanic News*, *The Skanner*, *The Portland Observer*, *The Asian Reporter*, other MWESB publications, and will be made available for posting on the City's Bureau of Purchases web page. Posting information will be provided to the City Contract Compliance Specialist. These packages will be subject to the City's MWESB requirements regardless of subcontracting tier.

AAC will utilize MWESB Requirements on all packages having an EPV greater than \$200,000 and will require all subcontractors submitting a quote or a proposal to perform work in the package, regardless of tier, to meet the MWESB Program requirements.

X. Formal Qualification/Price Based Method

Request for Proposal (RFP) - where the work involved requires specialized knowledge, skill, experience, and expertise

Project packages that require special professional skills, knowledge, experience, and expertise not included in the City's pre-qualification work classifications will be solicited through this method. RFP's will, at a minimum, be advertised in the *Daily Journal of Commerce*, *El Hispanic News*, *The Skanner*, *The Portland Observer*, *The Asian Reporter*, other MWESB publications and will be made available for posting on the City's Procurement Services website. Posting information will be provided to the City Contract Compliance Specialist. These packages will be subject to the City's GFE requirements regardless of subcontracting tier.

AAC will engage MWESB Requirements on all packages having an EPV greater than \$200,000 and will require all subcontractors submitting a quote or a proposal to perform work in the package, regardless of tier, to meet the MWESB program requirements. RFP's may require of proposing subcontractors, when deemed appropriate, responses to the following:

- a. Describe your company's policy and practice for contracting with MWESB's and include your success by identifying the number of individual MWESB's contracted, the dollar amount contracted and amount paid to MWESB's over the past three years. List the name, nature of work, and subcontract dollar amount of each MWESB subcontractor for the cited projects.
- b. Describe successes that occurred through MWESB utilization, problems experienced by these subcontractors and solutions adopted and implemented during the life of the project.
- c. Describe objectives for increasing MWESB subcontracting capacity in the work of the project, including an estimate of the dollar volume of MWESB utilization you will aspire to achieve and your rationale for the estimate.
- d. Describe your company's hiring policy and practice for hiring, retaining, and advancing minorities and women in your workforce. Include your company's current workforce composition by ethnic/gender breakdown and work classifications.
- e. Describe your company's policy and practice for achieving diversity in contracting through your subcontractors.
- f. Identify staff and describe the role of your company's personnel responsible for MWESB outreach and diversity in hiring.

XI. Pre-Bid Meetings

AAC will conduct pre-bid meetings for all project packages with an estimated value greater than \$25,000. The purpose of the meetings is to provide clarity to bid specifications, encourage bidders to submit proposals, and to reiterate the importance of our own personal commitment to this process and expectations for MWESB utilization. MWESB requirements will be emphasized beginning with bids and throughout the life of the project. AAC will coordinate meetings with the City Contract Compliance Specialist required to attend all Pre-bids.

XII. MWESB Program Parameters

All project packages identified with MWESB opportunities will be subject to the contract provisions approved for the MWESB Plan participation requirements for the Project.

XIII. MWESB Subcontractor Outreach/Solicitation

AAC will identify all construction packages for which MWESB subcontractors may be available in sufficient numbers to competitively bid as the primary objective of this project, with outreach services to MWESB's subcontractors as detailed below.

XIV. Outreach/Solicitation Procedures

- a. Construction Package: Prior to solicitation, AAC will prepare a MWESB Construction Package for all project packages with an EPV greater than \$25,000 and less than \$200,000. AAC will prepare an Outreach Letter of Inquiry containing information on the package. This letter will be sent to all MWESB subcontractors that are pre-qualified at a dollar value equal to or greater than the EPV.
- b. Pre-Qualification/Certification: In the event less than three subcontractors within the designated pre-qualification classification respond as having interest in bidding the package, Advanced American Construction will then proceed to send the Outreach Letter of Inquiry to certified MWESB subcontractors falling within the appropriate commodity code best describing the work contained in the package. Letters will be sent until a total of three combined MWESB's have responded as having interest in bidding the package. Advanced American Construction will expand the outreach efforts to open market subcontractors, if and only if, less than three subcontractors from the MWESB ranks have responded as having interest in bidding the package. MWESB prequalified contractors will be supplied by the City.
- c. Subcontracts to be awarded by Prime Contractor: AAC will list the names, addresses, etc. of those subcontractors having indicated interest in bidding the package. AAC will in turn mail a bid proposal packet to those interested subcontractors and/or make it available for pick-up. The bid proposal packet will include a package number, BOLI Requirements (where appropriate), bid date and time, bid submittal address, EPV, Estimated Notice to Proceed date (ENTP), etc.
- d. Subcontracts to be Awarded by First Tier or Lower Tier Subcontractor and Suppliers: All Tier Subcontractors will conduct outreach as outlined above and the results of the efforts, i.e. the names, addresses, etc. of interested subcontractors will be transmitted to AAC and the plan holders in which the MWESB project package(s) appear so as to enable them to solicit quotes from those identified interested MWESB subcontractors prior to the bid date of the project package in which the MWESB package(s) appear. In the event the package falls under the overall work scope of a first tier or lower subcontractor, AAC will direct in its larger Project solicitation that the MWESB packages be solicited consistent with these procedures.

- e. Packages with an EPV Greater Than \$200,000: Any package, division of work and/or work element having an EPV greater than \$200,000, regardless of subcontracting tier will be solicited from open market subcontractors. Subcontractors bidding on any package, division of work and/or work element having an EPV greater than \$200,000, regardless of subcontracting tier, will be required to meet the MWESB & Supplier Construction Plan program requirements, including the submission of all required forms. AAC will require all subcontractors, regardless of tier, either bidding or quoting work on the Project for a dollar amount greater than \$200,000 to engage MWESB requirements toward utilizing MWESB subcontractors on the work being bid or quoted. AAC will deem bid proposals not meeting this requirement to be non-responsive.
- f. Bidder Assistance: AAC and the Project MWESB Coordinator will be available to assist prospective bidders in MWESB outreach/solicitation services on project packages with an EPV greater than \$200,000.
- g. Package Advertisement: AAC will ensure the package is advertised in:
- *Daily Journal of Commerce (DJC)*
 - *El Hispanic News*
 - *The Skanner*
 - *The Portland Observer*
 - *The Asian Reporter*
- The ad will also be made available to:
- The City's Bureau of Purchases for posting on the web page
 - Oregon Association of Minority Entrepreneurs (OAME)
 - National Utility Contractors Association (NUCA)
 - Associated General Contractors (AGC)
 - National Association of Minority Contractors Oregon (NAMC)
 - Metropolitan Contractor Improvement Partnership Portland (MCIP)
- h. Project Bid Specifications: Before bids are released, the City Contract Compliance Specialist will be provided with one copy of the Project specifications and a copy of each project package anticipated to bid, regardless of size, scope or procurement method used. All MWESB Forms will be submitted, Letter of Intent to Award and any other required forms to both the City.
- i. Reporting Requirements: Prime and All subcontractors, regardless of tier, that have lower tiered subcontractor(s) and suppliers will be required to submit the following: Subcontractor and Self-Perform Work List (Form 1), MWESB Contact/Bids Received Log (Form 2) and a Monthly Subcontractor Payment and Utilization Report (Form 3). Payments are expected to be paid according to accelerated payment requirements, which is twice monthly.

Outreach services provided by AAC will ensure timely, consistent outreach; timely notification to soliciting subcontractors of interested MWESB subcontractors; and reduce or eliminate inconsistent outreach efforts.

XV. Accelerated Payment

All contracts are subject to the requirements of Section 195.50 and 195.51, Progress Payments, Retained Amounts, and Mid-Month Payments of the City of Portland's Standard Construction Specifications, which requires twice-monthly payment to primes and subcontractors. These provisions are mandatory on all contracts of the Project at all tiers.

XVI. Outreach Components/ Utilization Strategies

a. Subcontracting Opportunities Forum

During the pre-construction services phase, AAC will conduct outreach conferences apprising the construction industry and MWESB subcontractors of the subcontracting procurement process and approach to MWESB utilization. The conferences will include information on future bidding opportunities by description of work, anticipated solicitation dates, and divisions of work identified for MWESB and local subcontractor participation. Conference attendees will be informed of the resources that will be available to them during the bidding and construction phases. These events will also provide a networking forum for prospective contract participants. Major and/or specialty subcontractors anticipating bidding on project packages will be invited to attend.

b. Voluntary MWESB Project Outreach Meeting

During the construction phase, voluntary pre-bid meetings will be conducted on Project packages where work has been identified for MWESB participation to assure prospective bidders/subcontractors have an understanding of the solicitation requirements. At the meeting, bidders will receive information and instructions and will be offered assistance in conducting effective solicitation steps to obtain MWESB participation. Prime Contractor is required to notify the City of Portland, Contract Compliance prior to the meeting being held.

c. Project Notifications

MWESB firms will be provided ample notification of contract opportunities via mail, email, fax, and phone, through the City Procurement Services electronic resources, and through minority/women trade associations and general publications. Ads will be placed in *Daily Journal of Commerce*, *El Hispanic News*, *The Skanner*, *The Portland Observer*, *The Asian Reporter*. The notifications will inform prospective subcontractors of the type of work, bid date, availability of plans and specifications and technical assistance.

d. Plans and Specifications

Plans and specifications will be available at the local plan centers, such as (but not limited to): *Daily Journal of Commerce*, OAME Plan Center, MCIP, and Ford Graphics. AAC will also maintain five (5) full sets of plans and specifications of project packages available for review by MWESB firms at AAC site for use and checkout. Plans and specifications will be distributed and shipped directly to potential subcontractors based on the area they are bidding in hard copy, and/or electronically by request.

e. PRIME CONTRACTOR Assisted Purchasing

To level the playing field, in partnership with the City, AAC may negotiate pricing and secure a single material supplier or group of suppliers for eligible participants on particular aspects of the Project to decrease or eliminate material pricing as a factor in the award of contracts to MWESB firms. Many of these firms are small and do not have the purchasing power or ability to negotiate the best unit prices from major suppliers, and thus are less competitive.

f. Equitable Opportunities Packaging

To create opportunities for the utilization of firms that typically may not benefit from MWESB opportunities, AAC will take steps to offer project packages for MWESB's to compete against firms of similar size and circumstances. Only those firms that are certified and have limited gross receipts over a fixed period of time will be invited to compete for designated projects. For example, to increase the utilization of small MWESB firms on incidental project work such as flagging, trucking/hauling, landscaping, or cleanup, bid specifications could require that the work be competitively solicited from firms that meet the equitable opportunities eligibility requirements, which take into account the market disparity within the MWESB marketplace. A specific type and dollar amount of MWESB participation will be pre-established for participation under this utilization strategy on a project-by-project basis.

g. Unit Price Project Packaging

In collaboration with the City, AAC will look for opportunities to contract with MWESB's in business areas that are difficult to realize a profit. Assuring genuine economic opportunities through project packaging is essentially the objective of the MWESB & Supplier Construction Plan. In recognition that some segments of the MWESB contracting pool that service the construction industry are minimally able to access opportunities and/or realize a meaningful profit, AAC will take steps to build project packages that provide reasonable assurance of access and profitable performance. For example, flagging and trucking MWESB companies are often small and not diversified. These companies are faced with the dilemma of offering unit prices that are not commercially useful. Eventually they will go out of business and are replaced by other companies that repeat the cycle. To remedy this, AAC may establish unit price project packaging for trucking and flagging through which a pool of MWESB's can profitably perform.

XVII. Technical/Business Assistance

AAC as the Prime Contractor will offer and provide the following technical assistance services to all MWESB subcontractors awarded a contract on the Project regardless of subcontracting tier:

- a. Establishing a schedule of values for the package to be performed.
- b. Cash flow projections required for successful performance of the package.
- c. Advance on progress payments consistent with the City's Accelerated Payment provisions, i.e. bi-monthly payments.
- d. Payment advance superseding the advance on progress payment provisions in those instances where prudent and appropriate to facilitate successful participation of first tier MWESB subcontractors.
- e. Establishing projected measurable capacity building elements (e.g. additional equipment, expanded expertise, improved production efficiency, etc.) anticipated as a result of participating in the capacity building component of this MWESB & Supplier Construction Plan.

XVIII. Pre/Post Contract Award Monitoring

AAC will comply fully with the provisions of the Subcontracting Procurement Memorandum in the solicitation and award of subcontracts during the life of the Project. Prior to each solicitation, AAC will allow the City Contract Compliance Specialist access to all bid proposal packages for review and comment. After solicitation but prior to subcontract award, AAC will submit all bid proposal results, responses to RFP's, and other supporting documentation to the City Contract Compliance Specialist for review purposes to monitor compliance with established procurement procedures.

AAC will establish and maintain contact with all participating MWESB subcontractors, regardless of tier, to monitor and coordinate efforts to prevent problems from arising and/or solve those that have arisen, which are or may contribute toward unsuccessful performance by the affected subcontractor(s). Information regarding such matters will be submitted with the Monthly Subcontractor Payment and Utilization Reports (Form 3) under separate cover to the City Contract Compliance Specialist.

XIX. MWESB Replacement Policy and Procedure

While affording maximum opportunities for MWESB subcontractors to participate on the Project, it is imperative that the overall Project production schedules be maintained. Any MWESB subcontractor on the Project deemed to warrant replacement will be terminated in accordance with the relevant contract provisions as set forth in the MWESB Bid Specifications or Plan requirements. The basis for termination will be one or more of the following with supportive documentation:

- Inability of the company to perform the work as required
- Refusal of the company to perform the work as required
- Mutual agreement of AAC and the MWESB Company not to perform the work due to reasons beyond the control or influence of AAC as the Prime Contractor.

The successful bidder, regardless of tier, will not be permitted to substitute a MWESB subcontractor without the consent of AAC and the City of Portland Procurement Manager. A MWESB is considered substituted or replaced when any portion of the work identified in the Prime's submitted MWESB Requirements is performed with the resources of any firm other than the MWESB. Resources include supplying the labor, supervision, material, equipment, technical and management expertise to perform the MWESB's work.

If any subcontractor is added or replaced after the bid is submitted, the successful bidder shall make additional good faith efforts as outlined above to contract with a MWESB for the work to be performed by that subcontractor. Documentation of these efforts is required, and must be submitted to City Contract Compliance Specialist regardless of tier.

AAC will not terminate any first tier MWESB companies on the Project without adhering to the criteria set forth in this Plan. Prior to termination, AAC will notify the City Contract Compliance Specialist in a written statement of the decision and the basis upon which the MWESB is being terminated. In so doing, AAC will seek the advice and consent of the City Contract Compliance Specialist to avoid termination if possible of MWESB contracted to perform on the Project. Prime Contractor shall not replace any MWESB subcontractor without the prior written consent of the City, Procurement Manager.

XX. Documentation, Reporting and Program Evaluation

a. Documentation

During the life of the Project, AAC will document information regarding the implementation

of the MWESB & Supplier Program Construction Plan. Information to be documented includes all aspects of the program including but not limited to:

- The creation of MWESB packages;
- MWESB solicitation results;
- Inquiries of MWESB interest in bidding, bid amounts, and contract awards;
- level of performance;
- Subcontractor payments;
- Subcontractor replacement requests/decisions;
- Technical assistance requested/provided and/or referred to the City's technical assistance provider;
- Problems and successes experienced; and
- Capacity building results.

Required documentation of the MWESB & Supplier Construction Plan produced and maintained by AAC will be available for the City to audit. AAC will allow the City access to all MWESB & Supplier Construction Plan components for preliminary review to assure all systems are operating satisfactorily.

b. Development/Maintenance of Database

AAC will create a excel spreadsheet designed to capture and maintain data associated with the implementation and operation of the MWESB & Supplier Construction Plan. The Excel spreadsheet reports reflecting data from all subcontracting tiers and supplier and have the capacity for data input/reporting on other City projects to be interfaced in the future. The database will be designed to capture all critical data elements at all subcontracting tiers/supplier necessary to both qualitatively and quantitatively measure and evaluate the success of the MWESB & Supplier Construction Plan. Though by no means exhaustive, the database will include the activities cited in the documentation section above, and MWESB bidders, certification status, bid amounts, award amounts, notice to proceed dates, change orders, and progress payments sample reports available from the City of Portland.. A monthly report will be delivered electronically via email to the City Contract Compliance Specialist. Quarterly reporting of updates will be submitted regarding all parts of this spreadsheet. Upon request, a draft of the required spreadsheet can be provided by the Contract Compliance Specialist.

c. Monthly Reports

AAC and all tier subcontractors working on the Project having a lower tiered subcontractor will prepare a Monthly Subcontractor Payment and Utilization Report. AAC as the Prime Contractor will prepare two copies of these reports and submit them electronically via email to Compliance Specialist by the 15th of each month. Within 15 days of submitting its monthly report AAC will update the excel spreadsheet program by entering data from all Form 3's and other pertinent data to be submitted electronically to the City's Compliance Specialist prior to Monthly Meetings.

d. Retainage Release

AAC will not release any retainage to sub tiers without approval of the Contract Compliance Specialist. This applies to all sub tiers that AAC MWESB and/or Workforce Plan applies. This is to ensure that all of the Plan Requirements have been met.

XXI. Required Procurement Documents

- MWESB Program Requirements including all related forms
- Specification Copies per Solicitation
- Upcoming List of Bids for Solicitation, Pre-bid Dates
- City of Portland Workforce Training and Hiring Program Specs including all related forms
- Electronic Spreadsheet of MWESB Awards/Quarterly Reporting of Subcontract Awards, Material & Major Expenditures and Supplier Purchases
- Presentations of Overall Project Progress to NAMCO and OAME and other organizations as requested will be provided quarterly, along with desired charts and graphs. Contract Compliance Specialist is to review prior to attending organization meetings.

**CITY OF PORTLAND
MWESB & SUPPLIER PROGRAM CONSTRUCTION PLAN
SUBCONTRACTOR AND SELF-PERFORM WORK LIST
(FORM 1)**

NOTE: IF THE BIDDER IS NOT USING ANY SUBCONTRACTORS ON THIS PROJECT, THE BIDDER SHALL WRITE "SELF-PERFORMING ALL WORK" ON THE FORM

Bidder Name:

Total Bid Amount:

Bid Number:

Project Name:

BIDDER SELF-PERFORMING: Shall identify below **ALL** identified GFE Divisions of Work (DOW) to be self-performed. Good Faith Efforts are otherwise required. The City will not consider untimely or unsolicited subcontractor amounts in its award decision that do not comply with the Good Faith Effort Program.

GFE DOW BIDDER WILL SELF-PERFORM (GFE not required)

BIDDERS SHALL DISCLOSE AND LIST ALL SUBCONTRACTORS, including those M/W/ESBs that you intend to use on the project. If this bid includes Bid Alternates for additional work, follow the same instructions as above.

LIST ALL SUBCONTRACTORS BELOW (Print Legibly) Use <u>correct legal name</u> of Subcontractor	GFE AND OTHER DOW (Painting, electrical, landscaping, etc.) Shall list ALL DOW performed by Subcontractors	DOLLAR AMOUNT OF SUBCONTRACT	If Certified MBE/WBE/ESB Subcontractor Check box <input checked="" type="checkbox"/>		
			MBE	WBE	ESB
Name Address City/St/Zip Phone# Fax # OCCB# FED ID#			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name Address City/St/Zip Phone# Fax # OCCB# FED ID#			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name Address City/St/Zip Phone# Fax # OCCB# FED ID#			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Failure to submit this form with the bid or by 4:00 p.m. on the day of the bid opening will result in the bid being non-responsive and the bid will be rejected. Completed form may be faxed to: 503-823-6865. The City of Portland is not responsible for delays or problems with fax transmission.

MWESB & SUPPLIER PLAN SUBCONTRACTOR AND SELF-PERFORM WORK LIST (FORM 1)

cont'd

Bidder Name:

Total Bid Amount:

Bid Number:

Project Name:

LIST ALL SUBCONTRACTORS BELOW (Print Legibly) Use <u>correct legal name</u> of Subcontractor	GFE AND OTHER DOW (Painting, electrical, landscaping, etc.) Shall list ALL DOW performed by Subcontractors	DOLLAR AMOUNT OF SUBCONTRACT	If Certified MBE/WBE/ESB Subcontractor Check box <input checked="" type="checkbox"/>		
			MBE	WBE	ESB
Name Address City/St/Zip Phone# Fax # OCCB# FED ID#			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name Address City/St/Zip Phone# Fax # OCCB# FED ID#			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name Address City/St/Zip Phone# Fax # OCCB# FED ID#			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Name Address City/St/Zip Phone# Fax # OCCB# FED ID#			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CITY OF PORTLAND
MWESB & SUPPLIER PROGRAM CONSTRUCTION PLAN
M/W/ESB CONTACT / BIDS RECEIVED LOG
(FORM 2)**

Bidder Name: _____

Bid Number: _____

Bidders shall record their contacts with MBE/WBE/ESB Subcontractors through use of this log (or equivalent) entering all required information. All columns shall be completed where applicable. Additional forms may be copied if needed.

NAME OF M/W/ESB SUBCONTRACTOR	GFE Divisions of Work <small>Use list provided for areas of subcontracting. (Painting, electrical, landscaping, etc.)</small>	Date Solicitation Letter / Fax Sent	PHONE CONTACT		BID ACTIVITY <small>Check Yes or No</small>			REJECTED BIDS <small>(if bid received & not used)</small>		Notes
			Date of Call	Person Receiving Call	Will Bid	Bid Received	Bid Used	Bid Amount	Reason Not Used <small>(Price, Scope or Other. If Other, explain in Notes>>)</small>	
					<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	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			
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					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Failure of the apparent low Bidder to submit this form (or equivalent) by 4:00 p.m. on the day after bid opening will result in the bid being non-responsive and the bid will be rejected. If an equivalent form is used, it shall include all information requested on this form as required. Completed form may be faxed to: 503-823-6865. The City of Portland is not responsible for delays or problems with fax transmission.

CITY OF PORTLAND - MWESB & SUPPLIER PROGRAM CONSTRUCTION PLAN

MONTHLY SUBCONTRACTOR PAYMENT AND UTILIZATION REPORT (FORM 3 - MUR)

1. Bid Number

2. Contract Number

3. Contractor Name

I am the Prime
 I am a Sub submitting amounts I've paid to my subs

4. Prime Contract Amount

5. Month End Date

6. Project Name

7. Progress Report Number

8. Are you being paid twice per month? YES NO

9. Is this your Final MUR (all subs paid in full)? YES NO

SECOND TIER PAYMENTS TO SUBCONTRACTORS SHALL BE INCLUDED ON THIS REPORT

10 ALL SUBCONTRACTORS LISTED ON SUBPLAN (from Form 1 at bid time)	11 Check if 2nd- Tier Sub	12 ORIGINAL AWARD AMOUNT (On Form 1 at bid time)	13 AMENDED SUBCONTRACT AMOUNT	14 MONTHLY AMOUNTS		15 PROJECT TOTALS TO DATE	
				PAYMENTS MADE THIS MONTH ONLY	RETAINAGE	PAYMENTS MADE TOTAL-TO-DATE	RETAINAGE
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*SUBCONTRACTORS ADDED AFTER PROJECT AWARD (Shall be EEO Certified with the City of Portland)

16 SUBCONTRACTOR NAME	17 Check if 2nd- Tier Sub	18 STATUS MWESB?	19 TYPE / NATURE OF WORK	20 SUBCONTRACT AMOUNT	21 MONTHLY AMOUNTS		22 PROJECT TOTALS TO DATE	
					PAYMENTS MADE THIS MONTH ONLY	RETAINAGE	PAYMENTS MADE TOTAL-TO-DATE	RETAINAGE
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							

*** CHANGES TO CONTRACT: Before replacing, substituting, or adding any subcontractor, please contact the Contract Compliance Specialist ***

Please note: Instructions for completing this report are available on the next page.

BY SIGNING BELOW, I HEREBY CERTIFY THAT THE ABOVE LISTED FIRMS HAVE BEEN UTILIZED BY OUR COMPANY IN THE AMOUNTS REPRESENTED ABOVE AND THAT THE INFORMATION CONTAINED HEREIN IS COMPLETE AND ACCURATE.

Authorized Signature of Contractor Representative

Date

Submit with request for Progress Payment or by the 15th of the month to Project Manager & City of Portland, Procurement Services, 1120 SW 5th Av, Room 750, Portland, OR 97204 (fax: 503-823-6865)

INSTRUCTIONS FOR COMPLETING THE MONTHLY SUBCONTRACTOR PAYMENT & UTILIZATION REPORT

1. **BID NUMBER:** City of Portland Bid Number.
2. **CONTRACT NUMBER:** City of Portland contract number.
3. **CONTRACTOR NAME:** Name of contractor submitting the MUR. Indicate by checking the box whether you are the Prime or a Subcontractor listing payments to your subs.
4. **PRIME CONTRACT AMOUNT:** Total dollar amount.
5. **MONTH END DATE:** Indicate the month end date you are reporting payments for (i.e. 6/30/08; 07/31/08; 08/31/08, etc).
6. **PROJECT NAME:** As indicated on the contract documents.
7. **PROGRESS REPORT NUMBER:** Enter report No.1 for the first report submitted and subsequent numbers for reports submitted thereafter.
8. **ARE YOU BEING PAID TWICE PER MONTH?:** Indicate whether you are being paid twice per month per the City's Standard Construction Specifications.
9. **IS THIS YOUR FINAL MUR?:** Please check whether or not this is your final MUR, indicating that all subcontractors have been paid.
10. **ALL SUBCONTRACTORS LISTED ON SUBPLAN:** Names of all subcontractors (not suppliers) listed on the Contractor's original subcontract plan (Form 1) submitted at bid time.
11. **CHECK IF SECOND TIER SUBCONTRACTOR**
12. **ORIGINAL AWARD AMOUNT (From Form 1 at bid time):** Indicate the dollar amount shown on the Form 1 for each subcontractor at bid time.
13. **AMENDED SUBCONTRACT AMOUNT:** This amount should show the current subcontract amount as it changes throughout the project, reflecting additions or deletions of work.
14. **MONTHLY AMOUNTS:** Please list dollar amount of retainage with-held and actual payment amount (excluding retainage) for the month.
15. **PROJECT TOTALS TO DATE:** The cumulative retainage with-held and total payments (excluding retainage) made to date for each subcontractor.

SUBCONTRACTORS ADDED AFTER PROJECT WAS AWARDED

16. **SUBCONTRACTOR NAME:** Please list any subcontractors not appearing on original subplan (Form 1).
17. **CHECK IF SECOND TIER SUBCONTRACTOR**
18. **STATUS:** Indicate the certification status of each subcontractor listed (i.e. MBE, WBE, and ESB). Leave blank for non-certified subcontractors.
19. **NATURE / TYPE OF WORK:** Briefly describe subcontractors work (i.e. Landscaping, Electrical, Paving, etc.).
20. **SUBCONTRACT AMOUNT:** Indicate the dollar amount of the subcontract. If any changes during project, change to reflect current amount here.
21. See #14.
22. See #15.

Completed form may be faxed to: 503-823-6865. The City of Portland is not responsible for delays or problems with fax transmission.

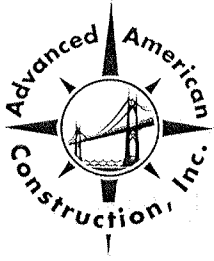


EXHIBIT C
REPORT TO COUNCIL – DECEMBER 12, 2011

Advanced American Construction, Inc.

Post Office Box 83599 • Portland, Oregon 97283
Phone: (503) 445-9000 • Fax: (503) 546-3031
Website: www.callaac.com • CCB# 167886

WORKFORCE TRAINING AND HIRING PROGRAM PLAN
BULL RUN DAM 2 TOWER IMPROVEMENTS PROJECT

I. Program Goal

Objective – Advanced American Construction, Inc.'s (AAC) objective is to fully comply with the City of Portland's workforce Development objectives by achieving the highest possible Apprentice Utilization in Apprenticeable Trades. We will also work toward strong workforce diversity inclusive of minorities and women and representative of the greater diversity of the City of Portland and fully hold our subcontractors accountable for achieving the same.

While this project offers many unique training opportunities for the construction industry, some by nature of the trade require extensive background and training such as diving and could result in limited Apprenticeship participation in those particular trades.

We also plan to look at opportunities to diversify our internal staff thru temporary hires and paid intern opportunities.

EEO Certification - AAC is current with our EEO Certification and recognize the importance of all of the subcontractor's completion and updates of their EEO Certification prior to contract being issued.

Meeting City Requirements on AAC Self Performed Work:

- AAC will submit Exhibit 2 Training and Hiring Needs to BOLI and the City of Portland Contract Compliance Specialist upon contract award.
- AAC will commit to the Utilization of BOLI Approved Program Trained Apprentices.
- AAC will provide notification of Registered Training Agent Status.
- Regularly provide notification to the City of Portland Contract Compliance Specialist when an Apprentice is hired.
- AAC will recruit Diversity from Community Based Programs that include Constructing Hope, Oregon Tradeswomen, PCC ETAP and the NW College of Construction.
- AAC will submit the MER- Monthly Employment Report Exhibit 4 to the City of Portland by the 5th of the month. (Electronic Required)
- AAC will participate fully in regular monthly meetings to review status of Workforce Development Program.

Subcontracted work with Value greater than \$100,000:

- Subcontractors will be accountable for all of the previously stated responsibilities required by the CMGC.
- In addition, the subcontractors are required to submit copies of MER to AAC and the City of Portland by the 5th of the month.
- Subcontractors will be required to provide written notification of request for Diversity to meet project requirements.
- AAC will work closely with the City of Portland Contract Compliance Specialist to assure that all requirements are followed.
- All subcontracts over \$90,000 with a possibility of change order will be subject to these conditions at the beginning of their contracts.

Non-Compliance:

- Progress Payments delayed until non-compliance remedied.
- Liquidated Damages of \$250.00 per day until non-compliance remedied.
- Other applicable damages may apply in accordance with contract or project delays as a result.

WORKFORCE TRAINING & HIRING PROGRAM

Contractor Checklist

This program applies to prime contracts of \$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 City projects, and projects with PDC funds, development agreements or Enterprise Zone benefits. 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. The City administers this program for the Portland Development Commission and Home Forward.

CHECKLIST:

1. Prime Contractor:

- A. Submit Projected Hiring Needs form (Exhibit 2) to City prior to Contract award, or as otherwise designated.
- B. 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:

Submit Projected Hiring Needs form (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 (503-823-5047) for information on how to become one.
- 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. 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, the apprenticeship programs and other community resources, as described herein.
 3. Maintain written documentation of all requests for workers from the unions, apprenticeship programs, and community organizations.
 4. When an apprentice is hired: Notify the City's Contract Compliance Specialist assigned to the project.
 5. Submit the Monthly Employment Report (Exhibit 4) by the 5th of each month to the Owner's Project Manager and the Contract Compliance Specialist. This report will be submitted electronically upon award (via email). For further information, please send an email to: murmer@ci.portland.or.us.

For additional information or questions, please contact the Contract Compliance Specialist assigned to the project or the City's Workforce Program Coordinator at 503-823-5047.

The City of Portland is currently seeking qualified individuals to fill the following positions. The positions are located in the City of Portland, Oregon. The positions are located in the City of Portland, Oregon. The positions are located in the City of Portland, Oregon.

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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 ("Workforce Program") is administered for the City of Portland, Portland Development Commission (PDC), and Home Forward by the City of Portland, Procurement Services. The Workforce Program applies to all prime contracts of \$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, development agreement or Enterprise Zone program.

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

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 FOR AWARD

The PRIME shall thoroughly read this Workforce Program specification and commit to perform all requirements described herein. The PRIME shall submit Exhibit 2, Projected Hiring Needs prior to award of the Contract, or as otherwise designated. The Exhibit shall provide complete information. The Projected Hiring Needs must demonstrate how the workforce on this project will fulfill all program requirements, including utilization of apprentices.

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.

The PRIME shall demonstrate that it is an EEO employer with a diverse workforce, or that it is making serious efforts to become one, as follows:

1. The PRIME and each affected subcontractor shall submit a copy of its "A" level EEO certification letter from the City of Portland EEO Program. An "A" level EEO certification demonstrates that the Contractor is not underutilized by trade, race, and gender in its companywide workforce based on availability data from the 1990 census and the City's EEO statistical summary; or
2. Provide written documentation of its good faith recruitment efforts. If the Contractor is unable to verify that it employs a diverse workforce based on the standards described in the paragraph above, then the Contractor must follow the process for recruiting apprentices and journey workers described in Section III, subsections F and G of this specification. This process is considered by the City to be the minimum effort to recruit a diverse workforce.

NOTE: A Contractor seeking an "A" level EEO certification may wish to consider utilizing the Recommended Good Faith Recruitment & Retention Practices, attached as Exhibit 1.

3. 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. Ensure Compliance by Certain Subcontractors

1. The PRIME shall ensure that each subcontractor having a subcontract of \$100,000 or more, at all tiers shall comply with all of the provisions of the Workforce Program specifications. The PRIME shall include in its price all costs associated with this requirement. No change order will be executed in order for the PRIME 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.

C. 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, such as truck driving, 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&>.*

D. Submit Documentation

The PRIME shall submit documentation regarding the following subjects to the Owner. The Owner'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 First Tier Subcontractor Disclosure Form 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, Projected Hiring Needs, must also be submitted for each subcontractor listed on the First Tier Subcontractor Disclosure Form required to register as a Training Agent prior to

beginning work on the project or within 5 calendar days after the execution of the applicable subcontract, 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, with a copy to the Owner's Project Manager. 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.

E. 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.

F. Use Apprenticeship Programs for Referrals

A Contractor that does not have an "A" level EEO certification 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. Request female or minority apprentices from the union or open shop apprenticeship program if such an action will help meet Equal Employment Opportunity (EEO) certification requirements or remedy historical underutilization in the Contractor's workforce; and
3. 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
4. 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.

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

When hiring, requesting, recruiting, or replacing workers for this project, the Contractor that does not have an "A" level EEO certification shall:

1. Make reasonable and necessary efforts to employ a diverse workforce, especially to correct any potential EEO certification problems. 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.
2. 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.
3. Documentation will be requested by the Owner from contractors that are not "A" level EEO certified 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: Projected Hiring Needs

Exhibit 3: Request For Apprentice form

Exhibit 4: Monthly Employment/Training Report

Exhibit 5: Apprenticeship Ratio Data

Oregon Employment Department
WorkSource Portland Metro East
19421 SE Stark Street
Portland, Oregon 97233
(503) 491-2242 – Phone
(503) 666-2230 – FAX

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
503-823-5047 (main number)

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/PDC Workforce Training & Hiring, and Equal Employment Opportunity Programs. These efforts may assist the Contractor in achieving an "A" level EEO certification. 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 Training & Hiring Program
PROJECTED HIRING NEEDS
20% Apprenticeship Requirement**

This form must be completed by the Prime and each subcontractor with a subcontract of \$100,000 or more. Please state how you plan to perform the work on this project, indicating the number of journey workers and apprentices by trade. This plan must demonstrate how your company will fulfill all Workforce Program requirements, including utilization of apprentices. Refer to Exhibit 5 for apprenticeship ratio data. **Complete all columns, with project-specific information.**

BID#: _____ **CONTRACT AMOUNT \$** _____
PROJECT NAME: _____
COMPANY: _____ **FED ID #** _____ **Prime**
Subcontractor

List all TRADES to be used on this Project (list each trade on a separate line)	Total # of Journey Workers	Total # of Apprentices	# and Level of New Positions (i.e. 1-A or 1-J)	Anticipated Start Date	Estimated Total Hours in this Trade (all workers)
--	----------------------------	------------------------	---	------------------------	---

Please list the apprentices who will work on this project. If you need more space, attach an additional sheet of paper. The Workforce Program compliance staff must approve all apprentices on the project.

Name of Apprentice	Trade	Race	Gender	Date of Hire	Staff use only (Initial:Approved Notified, Docs)

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

Company Contact Person: _____ **EMAIL:** _____
PHONE: _____ **FAX:** _____ **CCB#:** _____

Are you a registered Training Agent? Yes No **Are you a** Union **OR** Open Shop contractor?

With which JATC's are you registered to train apprentices? _____
 Apprentice committee or union contact person who dispatches apprentices to your company: _____

Name: _____ Phone: _____ Fax: _____
 Name: _____ Phone: _____ Fax: _____

PREPARED BY: _____ **DATE:** _____

Prime and required Subcontractors must complete and submit, as designated, to Owner:

**City of Portland Workforce Program, Procurement Services
1120 SW Fifth Ave #750, Portland, OR 97204**

Phone (503) 823-5047 / FAX (503) 823-6865

UNITED STATES OF AMERICA

DEPARTMENT OF JUSTICE

CRIMINAL JUSTICE TRAINING CENTER
1000 N. W. 5TH AVE. SUITE 1000
MIAMI, FLORIDA 33136
TEL: (305) 536-6100 FAX: (305) 536-6101
WWW.USDOJ.CTTC.GOV

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1000 N. W. 5TH AVE. SUITE 1000

MIAMI, FLORIDA 33136

TEL: (305) 536-6100 FAX: (305) 536-6101

Request For Apprenticeship

CONTRACTOR: Please complete & fax/send this *Request For Apprenticeship* to your apprenticeship committee. Ask them to complete the boxed portion below explaining their response to your request and fax/send to us at address below.

FAX To: _____ / _____
(Apprenticeship Committee) (Contact/ Dispatcher)

Fax Number: _____ Number of Pages: _____

Request From:

Company Name: _____ / _____
(Registered Training Agent) (Contact Person)

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/PDC Workforce Training & Hiring Program. I would like to continue to diversify my workforce. Therefore, please refer ethnic minorities and women for my consideration.

Apprentice referral is needed by this date: _____ Work Starts: _____

Job Site Location: _____ Expected Length of Employment: _____

Bid # and Project Name: _____ Owner: 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 _____

Apprenticeship Committee Instructions:

Please complete and fax to City/PDC/Home Forward Workforce Program at: 503-823-6865

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

We were unable to dispatch an apprentice to the project listed above because:

Contractor: Please FAX/Send to: City of Portland Workforce Training & Hiring Program
1120 SW 5th Ave. Rm 750, Portland, OR 97204
Phone: (503) 823-5047 / FAX: (503) 823-6865

MONTHLY EMPLOYMENT REPORT

MONTHLY EMPLOYMENT REPORT

COMPANY NAME	FEDERAL TAX ID	MONTH ENDING	BIDNO	PRIME?	FINAL REPORT?
City of Portland	93222288	08/31/10	109999	YES	NO

The Monthly Employment/Training Report must be completed by the prime contractor and all subcontractors with contracts of \$100,000 or more. The prime contractor shall submit a report for its workforce on the project. Each subcontractor shall separately submit a report for its workforce on the project. It is the responsibility of the prime contractor to assure that all subcontractors submit Monthly Employment/Training Reports in a timely manner.

Complete the form on the worksheet titled MER (third tab), filling in all categories for each employee working on the project during the reporting period.

Email the completed worksheet as an Excel attachment to Angela.Pack@PortlandOregon.gov no later than the 5th of each month for work performed during the previous month. The emailed worksheet must be titled **mer.xls**. Please do not change the worksheet's layout or contents.

Please direct questions about electronic data submission to the same email address.

Information Tab

FEDID	MONTH ENDING	BIDNO	LASTNAME	FIRSTNAME	ZIP	SSN	JOBCLASS	LEVEL	RACE	GENDER	HOURS	PRIME ?
93222288	08/31/10	109999	ABELL	JASON	97038	2525	1014	J	C	M	3	YES
93222288	08/31/10	109999	VINCENT	ROBERT	97056	2056	1014	J	C	M	43	YES
93222288	08/31/10	109999	WATSON	JOHN	97062	4138	1014	J	C	M	8	YES

MER Tab

*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.

<u>TRADE</u>	<u>APPRENTICE TO JOURNEY RATIO*</u>		
	<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	1/3	
Drywall Applicator (Ext/Int Specialists)	1/3		1/3 for the first three apprentices; 1/5 thereafter
Drywall Finisher (Taper)	1/1		1/1 for first three apprentices; 1/5 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 Construction Lineman	1/1	1/1	
Limited Maintenance Stationary Engineer	1/1	1/2	
Stationary Engineer	1/1	1/3	
Elevator Contractor	1/1	1/3	
Environmental Control System (HVAC)	1/1	1/1	
Glass Installer (Glazier)	1/1	1/3	
Hod Carrier/Mason Tender	1/1	1/5	
Iron Worker	1/1	1/4	
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	1/3	1/5	
Pipe Fitters	1/1	1/5	
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	1/1	

TRADE

APPRENTICE TO JOURNEY RATIO*

	1st Apprentice	2nd Apprentice	Max
Sign Maker/Erector	1/1	1/1	
Sprinkler Fitter	1/1	1/1	
Steamfitters	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	



Request for Proposal Evaluation
 Bull Run Dam 2 Tower Improvements CM/GC
 Department of Water
 Solicitation Number 110465
 April 13, 2010

Evaluation Summary

Criteria	Max Points	Triton - Vanir	Slayden Construction	Advanced American	ASI Constructors
Project Team	20	15.60	14.20	17.40	15.60
Proposer's Capabilities	25	18.80	19.60	21.60	19.05
Project Approach, Understanding, and Cost	25	16.40	18.50	20.60	20.40
Diversity in Employment and Contracting	15	13.05	12.10	13.80	11.50
Sustainability	5	3.30	4.40	4.45	4.30
Safety	10	8.20	8.90	8.20	8.20
Total	100	75.35	77.70	86.05	79.05