



## REQUEST FOR BID

Habitat for Humanity Portland Region  
1478 NE Killingsworth St. PO Box 11527  
Portland OR 97211 Phone: 971-501-8162

PROJECT NAME: Century Commons  
PROJECT LOCATION: 825 SE Century Blvd, Hillsboro OR  
PROJECT DESCRIPTION: New construction of 18 townhomes  
SCOPE OF WORK: House Mechanical  
DATE OF WORK: Anticipated Summer 2023  
BID DUE DATE: May 19, 2023 @ 18:00PDT  
Email responses to: [procurement@habitatportlandregion.org](mailto:procurement@habitatportlandregion.org)

### I. INTRODUCTION

Habitat for Humanity Portland/Metro East dba Habitat for Humanity Portland Region (Habitat) has developed this Request for Bid (RFB) to help organizations and contractors bid on specific scopes of work for the construction of Habitat homes. Because Habitat is currently building 50-100 homes per year, there are ongoing opportunities for firms that can consistently demonstrate excellent performance and the abilities to achieve economies of scale.

Habitat's commitment to building affordable housing harnesses the effort and goodwill of over 3,500 volunteers per year. For more information about Habitat's mission and approach, as well as photographs of completed homes and details on our programs and projects under construction, visit our web site at <http://habitatportlandmetro.org/our-builds/>.

Habitat, as General Contractor and Owner, solicits bids for the procurement of construction-related materials and subcontracted services. Habitat makes a good faith effort to include all interested parties in the bidding process. Habitat maintains a list of vendors and solicits bid responses. In addition, Habitat advertises open bids for construction projects on industry websites and in industry publications. A list of current bid opportunities is available at <http://habitatportlandmetro.org/our-builds/bid-opportunities/>.



## II. CONTRACT STRUCTURE

Habitat will serve as Owner/Developer and General Contractor for this project. If selected, Respondent firm will enter into a contract with Habitat.

## III. PROCUREMENT PROCEDURE

Respondent must submit proposal per bidder instructions below in order to be considered. Incomplete or late proposals will not be considered. Proposals must be submitted electronically in PDF format.

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

1. Completeness of the bid submittal.
2. Ability to meet experience criteria.
3. Ability of Vendor to perform work within Habitat's timeline.
4. COBID certified and/or qualified MWESB and/or Section 3 status.
5. Overall cost of Vendor's proposal.

Habitat for Humanity reserves the right to:

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

## IV. BIDDER INSTRUCTIONS

Visit the [Bid Opportunities](#) page on our website and select the "New Bidder Registration" button. Fill out the registration form, and select this bid package from the list. You will receive an invitation to bid with a full set of documentation from our Procore system.

If you have any questions about this bid package or the bidding process, please email us at [procurement@habitatportlandregion.org](mailto:procurement@habitatportlandregion.org).



## Exhibit A

### Project Description:

Habitat is inviting bids from contracting firms for a new 18-unit development. The primary deliverable is HVAC for 8 buildings/18 homes.

The site is located at 825 SE Century Blvd in Hillsboro, OR.

### Project Schedule:

Anticipated Fall 2023

### Scope of Work:

#### General requirements

- Abide by all Habitat safety requirements including but not limited to full PPE when on site (hardhat, high vis, work boots, ear and eye protection when necessary).
- No smoking is permitted on Habitat job sites.
- Contractor is responsible for reviewing complete plan set and raising any concerns before start of construction.
- Attend on-site pre-construction meeting with City of Hillsboro and Habitat.
- Collaborate with other trades as needed to ensure everyone's work can proceed smoothly.
- Work may not proceed until all applicable City inspections, soils special inspections, structural special inspections, and structural engineer observations have been approved.
- All work to be completed in adherence to City of Hillsboro code requirements, approved plans, and approved specifications.
- Read and adhere to all notes and details in plans.
- Provide all labor, materials, and equipment mobilization to perform scope of work.
- Provide all material submittals required per plans.
- Adhere to all wet weather requirements as necessary.
- State any exclusions.

#### Permits

- Mechanical contractor to obtain all trade mechanical permits for the project. Habitat to pay all permit fees.

#### Rough mechanical

- Provide all labor and material to install all rough mechanical per approved plans, Oregon code, and manufacturer's specifications.
- Install ERV and ERV ducting per plans and manufacturer's specifications.



- Install dryer box and dryer exhaust duct. Leave sufficient duct pipe to penetrate drywall for future dryer installation
- Install all ducting for bath and laundry exhaust fans per plans, applicable codes, and manufacturer's specifications.
- Mask off all duct openings after installation.
- Connect ducting to bath and laundry exhaust fans.
- Install all ducting for range hood exhaust
- Seal all ducting joints with nickel-thick liquid mastic.
- Quickflash all exterior penetrations.
- Provide and install all fasteners and straps for ductwork.
- No penetrations within 4 feet of property line.
- Fire-caulking to be installed by others if necessary
- All vent stacks shall be installed and quick-flashed prior to roofing.

#### **Final mechanical**

- Provide labor and material to install all final mechanical per approved plans and Oregon code.
- Balance ERV and test all systems
- Connect range-hood to ducting
- Trim out ERV to manufacturer's specs to ensure proper functioning.
- (Note - electrician will trim out exhaust fans.)

#### **Documents included with RFP:**

Preliminary Plan Set  
HFHPR Sample Contract  
HFHPR Sample Change Order  
HFHPR Site Safety Standards