



Scope of Work

PROJECT NAME: NE 181st

PROJECT LOCATION: 1104 NE 181st St. Gresham, Oregon 97230

PROJECT DESCRIPTION:

Habitat for Humanity Portland Region is inviting proposals for civil services for a condominium project consisting of 40 attached townhouse condos, including survey, land use, engineering, permitting, and construction administration for both site development and vertical construction phases. The site is located at 1104 NE 181st Ave in Gresham. The selected firm will need to work closely with the architect hired by Habitat.

A previous City of Gresham pre-application meeting was held to review various site plans. A Phase 1 Environmental Assessment and a geotechnical report have been completed and are included here, along with the preliminary site plan and pre-app meeting notes.

PROJECT SCHEDULE:

Land use review and submittal anticipated by March 2026

Public & private site improvement permit applications anticipated by June 2026

SCOPE OF WORK:

1. Survey
 - a. Topographical design survey
 - b. Record of survey
 - c. Survey and staking for site development construction
 - d. Survey and staking for vertical construction
 - e. Condominium plat survey
2. Land use services
 - a. Site planning in coordination with other Habitat-retained consultants
 - b. Type II/ III land use application
 - c. Land use consulting - other services
3. Engineering services
 - a. Erosion and sedimentation control plans
 - b. Construction documents - private site
 - c. Construction documents - public improvements
 - d. Precise grading plans - 1 per building

- e. Coordinate all engineering with other Habitat-retained consultants to avoid design conflicts in grading, elevation, retaining walls, roads, and utilities: architect, landscape architect, electrical engineer, project arborist
 - f. Coordinate all franchise utilities with Habitat-retained electrical engineering consultant
4. Permitting services
- a. Manage primary responsibility for the following permits:
 - b. Public Improvements
 - c. Site Development
 - d. DEQ 1200C
 - e. UIC permit & registration
 - f. Assist with tree removal permits as needed
 - g. Habitat-retained arborist will be primarily responsible for tree removal permit process.
 - h. Coordinate with Habitat-retained arborist and produce any required tree removal and tree protection plan sheets.
 - i. Assist with building permits as needed
 - j. Habitat-retained architect will be primarily responsible for building permit process.
 - k. Coordinate with Habitat-retained architect and produce any needed plan sheets to support building permit process.
5. Construction Administration
6. Project Closeout and As-Builts
- a. Comply with any jurisdictional requirements to close out permits

EXCLUSIONS

- 1. Habitat-retained arborist will be responsible for all arborist services.
- 2. Habitat-retained landscape architect will be responsible for all landscape services.
- 3. Habitat-retained electrical engineer will be responsible for any required public and private lighting design.

DOCUMENTS INCLUDED WITH RFP

- 1. Pre-application materials including meeting summary
- 2. Preliminary arborist report
- 3. Preliminary geotechnical report
- 4. Phase 1 Environmental Assessment