



# PORTLAND HOUSING BUREAU

Dan Saltzman, Commissioner  
Kurt Creager, Director

## SENIOR CONSTRUCTION COORDINATOR (SCC)

### ROLE

From the project award, SCC will be continuously evaluating your project for cost, value, risk, schedule, design integrity, accessibility, sustainability and overall quality as well as provide design/construction support and feedback. SCC will also shepherd each project through the Land Use and Permitting process.

### PRE-DEVELOPMENT

#### \*GREEN BUILDING POLICY

- o Eco Charrette funded by EnergyTrust
- o Multifamily Incentive Package through EnergyTrust<sup>(1)</sup>
- o 3<sup>rd</sup> Party Certification
  - New Construction - Gold
  - Renovation - Silver

#### ACCESSIBILITY

- 5% Accessibility (not adaptable)
- +2 % Hearing/Sight accessible.

#### ENVIRONMENTAL REVIEW (*Federal Funds*)

- o Phase 1 & 2 Assessments
- o Allowable Activities<sup>(2)</sup>

#### DUE DILIGENCE REVIEW

#### DESIGN MEETINGS

#### \*Governmental Accountability Transparency Review (Land Use/Permitting)

- o Co-applicants
- o Early Assistance, Pre Application, Design Advice Request, Design Review

#### PROCUREMENT (*Cathleen Massier 503.823.6888*) meet with the GC

- DMWESB Participation Goal – 30% HardCost 15% SoftCost
- Workforce Training – Goals 30% Minority /13% Female (increases every year)
- Section 3 -10% Requirement (*Federal Funds*)<sup>(3)</sup>
- \*PDC/PHB Projects – higher standards (Patricia Weekley)

#### PREVAILING WAGE

- BOLI – determination letter required for all projects
  - o Wage Rates set by date of "Reservation of Funds"
- Davis Bacon (*Federal Funds*)
  - o Wage Rate set by date of signed Construction Contract

### CONSTRUCTION

#### AIA FORMS AND DOCUMENTS REQUIRED FOR CONTRACTS AND PAY APPLICATIONS

#### SITE MEETINGS

#### CONTINGENCY, CHANGE ORDERS & COST SAVING

- o All contingency subject to shared cost saving
- o All (pre and final) change orders require SCC approval (\$5000/25,000)

#### DISBURSEMENTS<sup>(4)</sup> and BLACKOUT PERIOD

### CLOSE OUT

#### \*COMPLETION NOTICE filed by SCC

- o Certificate of Occupancy and/or Final Permit Approval
- o Completed Punchlist and Certificate of Substantial Completion

#### CHECKLIST from Notice To Proceed

#### FINAL DISBURSEMENT

### Portland Housing Bureau Senior Construction Coordinators

**Bobby L. Daniels Jr.**  
(503)823.3277  
[bobby.daniels@portlandoregon.gov](mailto:bobby.daniels@portlandoregon.gov)

**Suzanne Zuniga**  
(503)823.3280  
[suzanne.zuniga@portlandoregon.gov](mailto:suzanne.zuniga@portlandoregon.gov)

**Faez Soud**  
(503)823.3771  
[faez.soud@portlandoregon.gov](mailto:faez.soud@portlandoregon.gov)

*All construction related documents to be provided electronically unless otherwise agreed upon  
Web based shared file system is highly recommended*

**KEY MILESTONE MEETINGS**

DESIGN KICK OFF  
ECO CHARRETTE  
PROCUREMENT & GENERAL CONTRACTOR  
PRE BID  
GATR MEETINGS  
    EARLY ASSISTANCE  
    PRE APPLICATION  
    DESIGN ADVICE REQUEST  
    DESIGN REVIEW  
    FIRE LIFE SAFETY  
PREVAILING WAGE with GENERAL CONTRACTOR  
PRE CONSTRUCTION MEETING

**CONTRACTING**

<https://www.portlandoregon.gov/phb/65533>

Contact:

Cathleen Massier, Program Manager  
City of Portland  
Bureau of Revenue and Financial Services  
Procurement Services Division  
503.823.6888  
cathleen.massier@portlandoregon.gov

**ENERGYTRUST INCENTIVES**

<http://www.energytrust.org/programs/multifamily/>

Contact:

Trisha Paul  
Outreach Manager  
New Buildings Program  
503.679.9463