



# **AIRPORT HEIGHTS SENIOR HOUSING PHASE I**

## **VERTICAL CONSTRUCTION**

### **INVITATION TO BID 26T-DV-103**

MARCH 2026

Cook Inlet Housing Authority  
3510 Spenard Road  
Anchorage, Alaska 99503  
Phone: (907) 793-3064  
Email: [procurement@cookinlethousing.org](mailto:procurement@cookinlethousing.org)

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
 AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

<b>TABLE OF CONTENTS</b>	<b>PAGE NO.</b>
Specified Dates .....	1
Advertisement .....	2
Invitation to Bid .....	4
Instructions to Bidders.....	7
Bidders Checklist .....	9
Bid Form .....	10
Bid Bond .....	12
Previous Participation Certificate.....	13
Form of Non-Collusive Affidavit .....	18
Representations, Certifications, and Other Statement of Bidders .....	19
Lobbying Certification and Disclosure .....	23
AIA Sample Contract.....	28
Performance Bond .....	35
Payment Bond .....	38
General Conditions for Construction Contracts .....	40
Supplementary Conditions .....	59
Indemnity and Insurance Requirements .....	65
BABA Requirements .....	71
Job Training Requirements .....	72
Section 3 Requirements .....	77
Section 3 Reporting Sample Forms.....	79
MBE WBE Requirements .....	88
MBE WBE Reporting Sample Forms.....	89
Wage Determination .....	94
BEES Requirements .....	99
Summary of Work .....	100
Project Management and Coordination .....	102
Construction Progress Schedules .....	110
Product Requirements .....	114
References .....	120
Closeout Procedures.....	130

**DRAWINGS**

Airport Heights Drawings March 2026.....	209 pages
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**ATTACHMENTS**

BGES Phase I ESA November 2024..... (updated report forthcoming via addenda)	140 pages
NGE-TFT GEO Tech Report November 2025 .....	107 pages
Stormwater Pollution Prevention Plan (SWPPP).....	Forthcoming via Addenda
Home Energy Rating Certificate .....	2 pages

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

**SPECIFIED DATES  
AIRPORT HEIGHTS SENIOR HOUSING PHASE I  
VERTICAL CONSTRUCTION  
ITB # 26T-DV-103**

Description	Date and Time	Location
1. Bid Packet Available	March 17, 2026	via CIHA Website
2. Last Day for Questions	April 2, 2026, 2:00 p.m.	via email
3. Bid Due Date	April 23, 2026, 2:00 p.m.	CIHA Main Office
4. Public Bid Opening	April 23, 2026, 2:15 p.m.	via teleconference

Public Bid Opening Teleconference Information:

**Microsoft Teams meeting**

**Join:** <https://teams.microsoft.com/meet/21784013802714?p=aqdKNWq4jtfNKE8Af2>

Meeting ID: 217 840 138 027 14

Passcode: 6Gx7GB35

**Dial in by phone**

[+1 907-215-4044](tel:+19072154044), [920943271#](tel:+1920943271) United States, Anchorage

[Find a local number](#)

Phone conference ID: 920 943 271#

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

**ADVERTISEMENT FOR INVITATION TO BID  
AIRPORT HEIGHTS SENIOR HOUSING PHASE I  
VERTICAL CONSTRUCTION  
ITB # 26T-DV-103**

On behalf of Airport Heights I Limited Partnership, Cook Inlet Housing Authority (CIHA) is accepting sealed bids from responsible and responsive contractors for the Airport Heights Senior Housing Phase I – Vertical Construction project, located at Tract 1 Seward Towers on the northeast corner of Debarr Road and Columbine Court, Anchorage, Alaska.

The scope of work for this project includes furnishing all material, labor, installation and services necessary to complete the Airport Heights Senior Housing Phase I - Vertical Construction project as described in the contract documents, adhering to all applicable local, state, and federal regulatory building codes and standards. The scope of work includes, but is not limited to, utility connections, limited civil work, hardscape, concrete, paving, striping, landscaping and all construction of a single 3-story 24-unit residential building. The building total square footage is approximately 24,405 SF, consisting of a foundation, slab on grade and vertical wood construction. The contractor shall comply with all administrative requirements of the contract, including the submission of a project schedule, safety plan, schedule of values, daily reports, job training reports, Section 3 reports, MBE/WBE reports, certified payroll reports, submittals and other tasks required under the contract.

The anticipated start date is July 1, 2026, with project completion by August 31, 2027.

100% Performance and Payment Bonds will be required for the project.

Bids must be hand-delivered or mailed to CIHA at 3510 Spenard Road, Anchorage, Alaska 99503 or emailed to [procurement@cookinlethousing.org](mailto:procurement@cookinlethousing.org) and received by the deadline below. Bids received after this time shall not be accepted. It is the bidder's responsibility to ensure its bid is received at the specified location and time.

**Specified Dates:**

Bid Packet Available	March 17, 2026
Last Day for Questions	April 2, 2026, 2:00 p.m.
Bid Due Date	April 23, 2026, 2:00 p.m.
Public Bid Opening	April 23, 2026, 2:15 p.m.

Bid documents will be available on CIHA's website at [www.cookinlethousing.org](http://www.cookinlethousing.org). Plan holders are responsible for checking the website for addenda.

**Preference.** Preference will be given to Minority- and Women-owned and Section 3 businesses. Minority- and Women-owned and Section 3 businesses are encouraged to submit bids. Contractors requesting a preference must submit form HUD 5369-A with its bid.

**Equal Employment Opportunity.** The Contractor may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, age, physical handicap, sex, marital status, changes in marital status, pregnancy, or parenthood. The Contractor shall post in conspicuous places, accessible to employees and applicants for employment, at the location of the grant project, notices setting out the provisions of AS 18.80.220.

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

The Contractor shall state, in all solicitations or advertisements for employees to work on this project, that the Contractor is an equal opportunity employer (EEO) and that all qualified applicants will be considered for employment without regard to race, religion, color, national origin, age, physical handicap, sex, marital status, changes in marital status, pregnancy, or parenthood.

The Contractor shall include the provisions of this EEO article in every subcontract relating to this Contract and shall require the inclusion of these provisions in every agreement entered into by any of its subcontractors, so that those provisions will be binding upon each subcontractor.

Pursuant to the Build America, Buy America Act (BABA), enacted as part of the Infrastructure Investment and Jobs Act. Pub. L. 117-58, 41 U.S.C. § 8301, the recipient of the Federal Financial Assistance used to fund this infrastructure project is required to apply a domestic content procurement preference (the “Buy America Preference” or “BAP”) for all construction, alteration, maintenance, or repair of public infrastructure, including buildings and real property, unless application of the BAP has been waived by HUD. Accordingly, this agreement shall be carried out in accordance with BABA.

This Invitation to Bid is not to be construed as a commitment of any kind nor does it commit CIHA to pay for any cost incurred in the submission of bids or any other incurred costs prior to the execution of a contract.

Published March 17, 2026, through April 23, 2026, at [www.cookinlethousing.org](http://www.cookinlethousing.org).

**INVITATION TO BID  
AIRPORT HEIGHTS SENIOR HOUSING PHASE I  
VERTICAL CONSTRUCTION  
ITB # 26T-DV-103**

Cook Inlet Housing Authority (CIHA) is accepting sealed bids from responsible and responsive contractors for the Airport Heights Senior Housing Phase I – Vertical Construction project, located at Tract 1 Seward Towers on the northeast corner of Debarr Road and Columbine Court, Anchorage, Alaska.

Sealed bids must be submitted, clearly marked: “**Attn: Procurement, ITB # 26T-DV-103, Airport Heights Senior Housing Phase I – Vertical Construction – Do Not Open**”. CIHA will reject bids received after the deadline. Faxed bids will not be accepted. CIHA will open and read accepted bids at the time stated in the Specified Dates.

- **Mailed and/or hand-delivered bids:** Bids must be received at CIHA, **Attention: Procurement, 3510 Spenard Road, Anchorage, Alaska 99503** no later than the deadline stated in the Specified Dates according to the time clock located at CIHA’s front desk.
- **Emailed bids:** Bids must be received by the Procurement Department at [procurement@cookinlethousing.org](mailto:procurement@cookinlethousing.org). Bids must be received no later than the deadline, according to the time and date received by CIHA’s email server.

**QUESTIONS**

CIHA will not be bound by any oral interpretation of this ITB. Questions are encouraged and must be sent in writing to Procurement by the deadline in the Specified Dates. Questions received after the deadline will be disregarded. Substantive issues received by the deadline will be answered by addendum to all plan holders.

- Email: [procurement@cookinlethousing.org](mailto:procurement@cookinlethousing.org)

No questions shall be directed to any other CIHA employees or CIHA representative.

**SCHEDULE**

The anticipated start date is July 1, 2026, with project completion by August 31, 2027.

**SCOPE OF WORK**

The scope of work for this project includes furnishing all material, labor, installation and services necessary to complete the Airport Heights Senior Housing Phase I - Vertical Construction project as described in the contract documents, adhering to all applicable local, state, and federal regulatory building codes and standards. The scope of work includes, but is not limited to, utility connections, limited civil work, hardscape, concrete, paving, striping, landscaping and all construction of a single 3-story 24-unit residential building. The building total square footage is approximately 24,405 SF, consisting of a foundation, slab on grade and vertical wood construction. The contractor shall comply with all administrative requirements of the contract, including the submission of a project schedule, safety plan, schedule of values, daily reports, job training reports, Section 3 reports, MBE/WBE reports, certified payroll reports, submittals and other tasks required under the contract.

Please note, much of the site preparation including installation of the deep utilities will be completed by a civil contractor under a separate contract with the Owner. The vertical contractor

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

shall coordinate its work closely with the civil contractor to ensure both scopes are performed and completed on schedule.

**BID, PERFORMANCE AND PAYMENT BONDS**

The Contractor will be required to submit 100% payment and performance bonds for the project and shall submit with its bid a letter from its surety evidencing the bidder's ability to obtain this bonding should it be awarded the project. A 5% bid bond must be submitted with the Contractor's bid, as stated in the Instructions to Bidders.

The Contractor will be required to submit a Multiple Obligee Rider to the Performance and Payment Bonds.

This bonding requirement is a funding source requirement and cannot be waived.

**BUILD AMERICA, BUY AMERICA ACT**

Pursuant to the Build America, Buy America Act, (BABA), enacted as part of the Infrastructure Investment and Jobs Act. Pub. L 117-58-, 41 U.S.C § 8301, the recipient of the Federal Financial Assistance used to fund this infrastructure project is required to apply a domestic content procurement preference (the "Buy America Preference" or "BAP") for all construction, alteration, maintenance, or repair of public infrastructure, including buildings and real property, unless application of the BAP has been waived by HUD. Accordingly, this agreement shall be carried out in accordance with BABA.

**INDEMNITY AND INSURANCE REQUIREMENTS**

See Insurance and Indemnity Requirements Form for details on the insurance requirements. No Contract will be signed until the certificate(s) of insurance have been received and approved by the CIHA Procurement Manager. If the insurance expires or is cancelled during the term of the contract, progress payments will be suspended, and work must cease.

**PREFERENCE**

The work to be performed under this contract is subject to Minority Business Enterprise (MBE) or Women's Business Enterprise (WBE) and Section 3 preference.

In order to be deemed a bona fide Minority Business Enterprise (MBE) or Women's Business Enterprise (WBE) a firm must be an independent business concern which is a least fifty-one percent (51%) owned and controlled by minority group members or women (per MBE WBE Requirements).

In order to be deemed a bona fide Section 3 Business, a firm must be at least 51% or more owned by a Section 3 Resident, have 30% or more of full-time workers who are Section 3 Residents, or commit to subcontract to at least 25% of all subcontracts to Section 3 businesses (per Section 3 Requirements).

Any firm stating a MBE or WBE preference or Section 3 preference must submit a certification form (per MBE WBE Requirements and Section 3 Requirements).

If comparable bids are submitted from a responsible minority-, woman-owned, or Section 3 enterprise and a responsible non-minority-, woman-owned, or Section 3 enterprise, CIHA will award to the small, minority, women-owned, or Section 3 enterprise.

**SECTION 3 OF THE HOUSING & URBAN DEVELOPMENT ACT OF 1968**

The work to be performed under this contract is subject to Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u), and the implementing regulations at

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

**24 CFR Part 75.** To the greatest extent feasible, the Contractor shall provide economic opportunities in employment, training, and contracting to Section 3 workers and Section 3 business concerns, in accordance with 24 CFR Part 75. The Contractor shall include the applicable Section 3 clause in every subcontract subject to 24 CFR Part 75 and shall comply with all Section 3 reporting and documentation requirements set forth in the ITB Documents.

**WAGE DETERMINATION**

Federal Davis-Bacon Wages including certified payroll are required for this project. All contractors for this project must comply with all Federal Labor Standard Requirements and will require payment of the Federal Davis Bacon Wage for the specific geographic region in which the project is located. See the Wage Determination Requirements.

**PAYMENT TERMS**

See General Conditions, part 27, pp. 9-10, for Payments and Retainage. Terms are NET forty-five (45) days, subject to any discounts for prompt payment. CIHA has implemented an Electronic Funds Transfer (EFT) payment process. The awarded Contractor will complete an ACH Registration Form to sign up for EFT payments.

**BID SUBMITTAL**

Bidder shall supply all information and submittals required by the ITB documents to constitute a proper bid. The bid must clearly state the legal name, address, telephone number, and email address of the bidder. The bid must be signed above the typed or printed name and title of the signer. The signer shall have the legal authority to bind the bidder to the bid. Any changes that are made to this bid using correction fluid, writing utensils, etc. before submission must be dated and initialed in each area that a change was made. No bids may be withdrawn without the written consent of CIHA for a period of ninety (90) days subsequent to the deadline date for receipt of bids.

**AWARD**

Award of a firm, fixed-price Contract for the specified Work will be made in accordance with CIHA's procurement policies to the lowest priced, responsive and responsible bidder. CIHA reserves the right to reject any and all bids for this work and to waive any technicality or informality in the procurement process that is deemed in the best interest of CIHA. This Invitation to Bid is not to be construed as a commitment of any kind nor does it commit CIHA to pay for any cost incurred in the submission of any bid or any other incurred cost prior to the execution of a Contract.

Upon issuance of the Notice of Intent to Award, the successful contractor shall provide the following within ten (10) business days:

- Insurance letter verifying limits can be met (per Indemnity and Insurance Requirements)
- Subcontractor list along with any self-performed work per task
- Construction Baseline Schedule for Owner approval
- Detailed Schedule of Values for Owner approval

**DISPUTES**

In the event any dispute arises from this ITB, such dispute will be resolved in accordance with CIHA's policies and procedures.

**CLOSE OUT PROCEDURES**

Closeout procedures and requirements can be found in the Closeout Procedures. Closeout documents must be received before full and final payment will be made to the Contractor.

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I - VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS 1 LIMITED PARTNERSHIP**

**Instructions to Bidders**

**1. Bid Preparation and Submission**

- (a) Bidders are expected to examine the specifications, drawings, all instructions, and, if applicable, the construction site (see also the contract clause entitled **Site Investigation and Conditions Affecting the Work** of the General Conditions of the Contract). Failure to do so will be at the Bidders' risk.
- (b) All bids must be submitted on the forms provided by Cook Inlet Housing Authority (CIHA). Bidders shall furnish all the information required by the solicitation. Bids must be signed and the bidder's name typed or printed on the bid sheet and each continuation sheet which requires the entry of information by the bidder. Erasures or other changes must be initialed by the person signing the bid. Bids signed by an agent shall be accompanied by evidence of that agent's authority. (Bidders should retain a copy of their bid for their records.)
- (d) All bid documents shall be sealed in an envelope which shall be clearly marked with the words "Bid Documents," the Invitation for Bids (ITB) number, any project or other identifying number, the bidder's name, and the date and time for receipt of bids.
- (e) If this solicitation requires bidding on all items, failure to do so will disqualify the bid. If bidding on all items is not required, Bidders should insert the words "No Bid" in the space provided for any item on which no price is submitted.
- (f) Unless expressly authorized elsewhere in this solicitation, alternate bids will not be considered.
- (g) Unless expressly authorized elsewhere in this solicitation, bids submitted by telegraph or facsimile (fax) machines will not be considered.

**2. Explanations and Interpretations to Prospective Bidders**

- (a) Any prospective bidder desiring an explanation or interpretation of the solicitation, specifications, drawings, etc., must request it at least 7 days before the scheduled time for bid opening. Requests may be oral or written. Oral requests must be confirmed in writing. The only oral clarifications that will be provided will be those clearly related to solicitation procedures, i.e., not substantive technical information. No other oral explanation or interpretation will be provided. Any information given a prospective bidder concerning this solicitation will be furnished promptly to all other prospective Bidders as a written amendment to the solicitation, if that information is necessary in submitting bids, or if the lack of it would be prejudicial to other prospective Bidders.
- (b) Any information obtained by, or provided to, a bidder other than by formal amendment to the solicitation shall not constitute a change to the solicitation.

**3. Amendments to Invitation to Bids**

- (a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.
- (b) Bidders shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date on the bid form, or (3) by letter, or email, if those methods are authorized in the solicitation. CIHA must receive acknowledgment by the time and at the place specified for receipt of bids. Bids which fail to acknowledge the bidder's receipt of any amendment will result in the rejection of the bid if the amendment(s) contained information which substantively changed the CIHA's requirements.
- (c) Amendments will be on file in the offices of CIHA and the

~~Architect at least 7 days before bid opening.~~

**4. Responsibility of Prospective Contractor**

- (a) CIHA will award contracts only to responsible prospective contractors who have the ability to perform successfully under the terms and conditions of the proposed contract. In determining the responsibility of a bidder, CIHA will consider such matters as the bidder's:
  - (1) Integrity;
  - (2) Compliance with public policy;
  - (3) Record of past performance; and
  - (4) Financial and technical resources (including construction and technical equipment).
- (b) Before a bid is considered for award, the bidder may be requested by CIHA to submit a statement or other documentation regarding any of the items in paragraph (a) above. Failure by the bidder to provide such additional information shall render the bidder nonresponsible and ineligible for award.

**5. Late Submissions, Modifications, and Withdrawal of Bids**

- (a) Any bid received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it:
  - (1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
  - (2) Was sent by mail, and it is determined by CIHA that the late receipt was due solely to mishandling by CIHA after receipt at CIHA; or
  - (3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of Bids. The term "working days" excludes weekends and observed holidays.
- (b) Any modification or withdrawal of a bid is subject to the same conditions as in paragraph (a) of this provision.
- (c) The only acceptable evidence to establish the date of mailing of a late bid, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the bid, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, Bidders should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.
- (d) The only acceptable evidence to establish the time of receipt at CIHA is the time/date stamp of PHA/IHA on the Bid wrapper or other documentary evidence of receipt maintained by CIHA.
- (e) The only acceptable evidence to establish the date of mailing of a late bid, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, Bidders should request the postal clerk to place a legible

# AIRPORT HEIGHTS SENIOR HOUSING PHASE I - VERTICAL CONSTRUCTION

## AIRPORT HEIGHTS 1 LIMITED PARTNERSHIP

(f) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful bid that makes its terms more favorable to CIHA will be considered at any time it is received and may be accepted.

(g) Bids may be withdrawn by written notice, or if authorized by this solicitation, received at any time before the exact time set for opening of bids; provided that written confirmation of withdrawals over the signature of the bidder is mailed and postmarked prior to the specified bid opening time. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening of bids, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid.

### 6. Bid Opening

All Bids received by the date and time of receipt specified in the solicitation will be publicly opened and read. The time and place of opening will be as specified in the solicitation. Bidders and other interested persons may be present. If respondent representatives are present for the opening, each Bid shall be opened, and only the name of the responding company shall be announced.

### 7. Service of Protest

(a) Definitions. As used in this provision:

“Interested party” means an actual or prospective bidder whose direct economic interest would be affected by the award of the contract.

“Protest” means a written objection by an interested party to this solicitation or to a proposed or actual award of a contract pursuant to this solicitation.

(b) Protests shall be served on the Contracting Officer by obtaining written and dated acknowledgement from —

Rashaad Esters  
Procurement Manager  
Cook Inlet Housing Authority  
3510 Spenard Road  
Anchorage, Alaska 99503

[Contracting Officer designate the official or location where a protest may be served on the Contracting Officer]

(c) All protests shall be resolved in accordance with CIHA’s protest policy and procedures, copies of which are maintained at CIHA.

### 8. Contract Award

(a) CIHA will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to CIHA, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) CIHA may

- (1) reject any or all offers if such action is in CIHA's interest,
- (2) accept other than the lowest offer,
- (3) waive informalities and minor irregularities in offers received, and
- (4) award more than one contract for all or part of the requirements stated.

(c) If this solicitation is a request for proposals, CIHA may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

(d) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. If this solicitation is a request for proposals, before the offer's specified expiration time, CIHA may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by CIHA.

(e) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract.

### 9. Bid Guarantee (applicable to construction and equipment contracts exceeding \$25,000)

All bids must be accompanied by a negotiable bid guarantee which shall not be less than five percent (5%) of the amount of the bid. The bid guarantee may be a certified check, bank draft, U.S. Government Bonds at par value, or a bid bond secured by a surety company acceptable to the U.S. Government and authorized to do business in the state where the work is to be performed. Certified checks and bank drafts must be made payable to the order of CIHA. The bid guarantee shall insure the execution of the contract and the furnishing of a method of assurance of completion by the successful bidder as required by the solicitation. Failure to submit a bid guarantee with the bid shall result in the rejection of the bid. Bid guarantees submitted by unsuccessful Bidders will be returned as soon as practicable after bid opening.

### 10. Assurance of Completion

(a) Unless otherwise provided in State law, the successful bidder shall furnish an assurance of completion prior to the execution of any contract under this solicitation. This assurance shall be separate performance and payment bonds, each for 100 percent or more of the contract price.

(b) Bonds must be obtained from guarantee or surety companies acceptable to the U.S. Government and authorized to do business in the state where the work is to be performed. Individual sureties will not be considered. U.S. Treasury Circular Number 570, published annually in the Federal Register, lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the States in which the company is licensed to do business. Use of companies listed in this circular is mandatory. Copies of the circular may be downloaded on the U.S. Department of Treasury website <http://www.fms.treas.gov/c570/index.html>, or ordered for a minimum fee by contacting the Government Printing Office at (202) 512-2168.

(c) Each bond shall clearly state the rate of premium and the total amount of premium charged. The current power of attorney for the person who signs for the surety company must be attached to the bond. The effective date of the power of attorney shall not precede the date of the bond. The effective date of the bond shall be on or after the execution date of the contract. (d) Failure by the successful bidder to obtain the required assurance of completion within the time specified, or within such extended period as CIHA may grant based upon reasons determined adequate by CIHA, shall render the bidder ineligible for award. CIHA may then either award the contract to the next lowest responsible bidder or solicit new bids. CIHA may retain the ineligible bidder's bid guarantee.

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

**BIDDERS CHECKLIST  
AIRPORT HEIGHTS SENIOR HOUSING PHASE I  
VERTICAL CONSTRUCTION  
ITB # 26T-DV-103**

**NOTICE TO BIDDERS: REMOVE THIS SECTION AND SUBMIT WITH BID**

All responsive Bids MUST contain the following:

1. Bid Form\*
2. Bid Bond\*
3. Certificate and Disclosure Packet\*
4. Form of Non-Collusive Affidavit\*
5. Letter from Contractor's surety evidencing the proposer's ability to obtain the required bonding capacity should it be awarded the project\*
6. Current State of Alaska Business License
7. Current State of Alaska Contractor's License
8. Current Municipality of Anchorage Contractor's License
9. Completed IRS form W9\*
10. Representations, Certifications and Other Statements of Bidders\* (*if applicable*)
11. HUD Form 2530 Previous Participation Certificate\*
12. Preliminary Schedule of Values
13. Preliminary Project Schedule

**\*All Bid documents requiring signature *must* be signed and dated.**

**Bids submitted without one or more requirements listed above are subject to rejection.**

**BID FORM**  
**AIRPORT HEIGHTS SENIOR HOUSING PHASE I**  
**VERTICAL CONSTRUCTION**  
**ITB # 26T-DV-103**

- 1) The undersigned, \_\_\_\_\_(Company Name) on this date: \_\_\_\_\_, having familiarized itself with the local conditions affecting the scope and cost of work, and with the Invitation to Bid (ITB), including the Construction Drawings and Specifications, Bid Form, General Conditions, Form of Contract, project drawings, and the Scope of Work, hereby proposes to furnish all labor, material, equipment and services required to complete the Airport Heights Senior Housing Phase I – Vertical Construction project in accordance with all sections of this Invitation to Bid.

Bidder to submit a Firm, Fixed-Price bid to complete the work as described in the ITB. Additionally, the contractor shall comply with all administrative requirements of the contract, including the submission of a project schedule, safety plan, schedule of values, daily reports, job training reports, Section 3 reports, MBE/WBE reports, certified payroll reports, submittals and other tasks required under the contract, as well as ancillary and miscellaneous work as described or reasonably inferable from the ITB.

**Total Lump Sum Bid** \$ \_\_\_\_\_

**(Written Amount):** \_\_\_\_\_

**Deductive Alternate #1:** \$ \_\_\_\_\_  
Remove plastic laminated counter tops at all specified locations from the scope of work.

**Additive Alternate #1:** \$ \_\_\_\_\_  
Provide and install solid surface tops to replace plastic laminated tops at all specified locations.

**Additive Alternate #2:** \$ \_\_\_\_\_  
Provide and install solid surface windowsills.

- 2) The lowest bid shall be determined by the Total Lump Sum.
- 3) In submitting this bid, it is understood that the right is reserved by CIHA to reject any and all bids at its sole discretion and for its convenience or benefit. The bidder agrees to execute and deliver to CIHA a contract in the prescribed form and furnish the required performance and payment bonds within ten (10) days of contract execution.
- 4) I/We have submitted with this bid the following items:
- a. Bid Form
  - b. Bond Form
  - c. Lobbying Certificate and Disclosure
  - d. Form of Non-Collusive Affidavit
  - e. Letter from Contractor's Surety evidencing the proposer's ability to obtain the required bonding capacity should it be awarded the project.
  - f. Current State of Alaska Business License
  - g. Current State of Alaska Contractor's License
  - h. Current Municipality of Anchorage Contractor's License
  - i. Completed IRS form W9

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

- j. Representations, Certifications and Other Statements of Bidders
  - k. HUD Form 2530 Previous Participation Certificate
  - l. Airport Heights Senior Housing Phase I – Vertical Construction Preliminary Schedule of Values
  - m. Airport Height Senior Housing Phase I – Vertical Construction Preliminary Project Schedule
- 5) Bid cannot be withdrawn for a period of ninety (90) days without the express permission of CIHA.
- 6) I/We further acknowledge receipt of the following addenda:
- Addendum No.: \_\_\_\_ Dated: \_\_\_\_\_
- 7) Non-Collusive Affidavit: By submission of this bid, the bidder certifies that making the foregoing bid, that such bid is genuine and not collusive or a sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from quoting, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communications or conference, with any person, to fix the bid price of affiant or any other bidder, or to fix any overhead, profit or cost element or said bid price, or of that of any other bidder, or to secure any advantage against the Cook Inlet Housing Authority or any person interested in the proposed contract; and that all statements in said bid are true.
- 8) I/We further understand the penalty for making false statements in offers is prescribed by federal law at 18 U.S.C. §1001.

Bid Submitted by:

**NAME OF BIDDER**

**OFFICIAL ADDRESS**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

**BID BOND  
AIRPORT HEIGHTS SENIOR HOUSING PHASE I  
VERTICAL CONSTRUCTION  
ITB # 26T-DV-103**

KNOW ALL MEN BY THESE PRESENTS, that we, \_\_\_\_\_ as PRINCIPAL, and \_\_\_\_\_ as SURETY, are held firmly bound into COOK INLET HOUSING AUTHORITY (hereinafter called "CIHA"), Owner, in the penal sum of (\$ \_\_\_\_\_), lawful money of the United States, for the payment of which sum will and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents. THE CONDITION OF THIS OBLIGATION IS SUCH that, whereas the Principal has submitted the accompanying bid, dated this \_\_\_\_\_ day of \_\_\_\_\_ 2026, for \_\_\_\_\_

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NOW, THEREFORE, if the Principal shall not withdraw said bid within the period specified therein after the opening of the same, or, if no period be specified, within three (3) months after the bid opening, and shall within the period specified therefore, or, if no period be specified within ten (10) days after the prescribed forms are presented to him for signature, enter into a written contract with CIHA in accordance with the bid. as accepted, and give the required performance and payment security, for the faithful performance and proper fulfillment of such contract; or in the event of the withdrawal of said bid within the period specified, or the failure to enter into such contract and give such security within the time specified, if the Principal shall pay CIHA the difference between the amount specified in said bid and the amount for which CIHA may procure the required work or supplies or both, if the latter amount be in excess of the former, then the above obligation shall be void and of no effect; otherwise to remain in full force and virtue.

IN WITNESS WHEREOF, the above bound parties have executed this instrument this \_\_\_\_\_ day of \_\_\_\_\_ 2026, the name and corporate seal of each corporate party being hereto affixed and these present duly signed by its undersigned representative, pursuant to authority of its governing body.

In presence of:

(Corporate Seal)

---

(Principal)

(Seal)

---

(Surety)

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I - VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

Previous Participation Certification

**US Department of Housing and Urban Development**

Office of Housing/Federal Housing Commissioner

**US Department of Agriculture**

Farmers Home Administration

OMB Approval No. 2502-0118

(Exp. 01/31/2026)

<b>Part I to be completed by Controlling Participant(s) of Covered Projects</b> (See instructions) Reason for submission:		<b>For HUD HQ/FmHA use only</b>	
1. Agency name and City where the application is filed <b>Cook Inlet Housing Authority - Anchorage, AK.</b>		2. Project Name, Project Number, City and Zip Code <b>Airport Heights Senior Housing Phase I -Vertical Constr., 26T-DV-103, Anchorage, AK 99503</b>	
3. Loan or Contract amount \$ <b>TBD</b>	4. Number of Units or Beds <b>24 Units</b>	5. Section of Act	6. Type of Project (check one) <input type="checkbox"/> Existing <input type="checkbox"/> Rehabilitation <input checked="" type="checkbox"/> Proposed (New)

**7. List all proposed Controlling Participants and attach complete organization chart for all organizations showing ownership %**

Name and address ( Last, First, Middle Initial) of controlling participant(s) proposing to participate	8 Role of Each Principal in Project	9. SSN or IRS Employer Number (TIN)

1. Schedule A contains a listing, for the last ten years, of every project assisted or insured by HUD, USDA FmHA and/or State and local government housing finance agencies in which the controlling participant(s) have participated or are now participating.
  2. For the period beginning 10 years prior to the date of this certification, and except as shown on the certification:
    - a. No mortgage on a project listed has ever been in default, assigned to the Government or foreclosed, nor has it received mortgage relief from the mortgagee;
    - b. The controlling participants have no defaults or noncompliance under any Conventional Contract or Turnkey Contract of Sale in connection with a public housing project;
    - c. There are no known unresolved findings as a result of HUD audits, management reviews or other Governmental investigations concerning the controlling participants or their projects;
    - d. There has not been a suspension or termination of payments under any HUD assistance contract due to the controlling participant's fault or negligence;
    - e. The controlling participants have not been convicted of a felony and are not presently the subject of a complaint or indictment charging a felony. (A felony is defined as any offense punishable by imprisonment for a term exceeding one year, but does not include any offense classified as a misdemeanor under the laws of a State and punishable by imprisonment of two years or less);
    - f. The controlling participants have not been suspended, debarred or otherwise restricted by any Department or Agency of the Federal Government or of a State Government from doing business with such Department or Agency;
    - g. The controlling participants have not defaulted on an obligation covered by a surety or performance bond and have not been the subject of a claim under an employee fidelity bond;
  3. All the names of the controlling participants who propose to participate in this project are listed above.
  4. None of the controlling participants is a HUD/FmHA employee or a member of a HUD/FmHA employee's immediate household as defined in Standards of Ethical Conduct for Employees of the Executive Branch in 5 C.F.R. Part 2635 (57 FR 35006) and HUD's Standard of Conduct in 24 C.F.R. Part 0 and USDA's Standard of Conduct in 7 C.F.R. Part 0 Subpart B.
  5. None of the controlling participants is a participant in an assisted or insured project as of this date on which construction has stopped for a period in excess of 20 days or which has been substantially completed for more than 90 days and documents for closing, including final cost certification, have not been filed with HUD or FmHA.
  6. None of the controlling participants have been found by HUD or FmHA to be in noncompliance with any applicable fair housing and civil rights requirements in 24 CFR 5.105(a). (If any controlling participants have been found to be in noncompliance with any requirements, attach a signed statement explaining the relevant facts, circumstances, and resolution, if any).
  7. None of the controlling participants is a Member of Congress or a Resident Commissioner nor otherwise prohibited or limited by law from contracting with the Government of the United States of America.
  8. Statements above (if any) to which the controlling participant(s) cannot certify have been deleted by striking through the words with a pen, and the controlling participant(s) have initialed each deletion (if any) and have attached a true and accurate signed statement (if applicable) to explain the facts and circumstances.
- 1/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

Name of Controlling Participant	Signature of Controlling Participant	Certification Date (mm/dd/yyyy)	Area Code and Tel. No.

**This form prepared by (print name)** \_\_\_\_\_ **Area Code and Tel. No.** \_\_\_\_\_

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I - VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

**Schedule A: List of Previous Projects and Section 8 Contracts.** Below is a complete list of the controlling participants' previous participation projects and participation history in covered projects as per 24 CFR, part 200 §200.214 and multifamily Housing programs of FmHA, State and local Housing Finance Agencies, if applicable. **Note:** Read and follow the instruction sheet carefully. Make full disclosure. Add extra sheets if you need more space. Double check for accuracy. If no previous projects, write by your name, **"No previous participation, First Experience"**.

1. Controlling Participants' Name (Last, First)	2. List of previous projects (Project name, project ID and, Govt. agency involved)	3. List Participants' Role(s) (indicate dates participated, and if fee or identity of interest participant)	4. Status of loan (current, defaulted, assigned, foreclosed)	5. Was the Project ever in default during your participation <b>Yes No If yes, explain</b>		6. Last MOR rating and Physical Insp. Score and date

**Part II- For HUD Internal Processing Only**

Received and checked by me for accuracy and completeness; recommend approval or refer to Headquarters after checking appropriate box.

Date (mm/dd/yyyy)	Tel No. and area code	<input type="checkbox"/> A. No adverse information; form HUD-2530 approval recommended. <input type="checkbox"/> C. Disclosure or Certification problem <input type="checkbox"/> B. Name match in system <input type="checkbox"/> D. Other (attach memorandum)	
Staff	Processing and Control		
Signature of authorized reviewer	Signature of authorized reviewer	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Date (mm/dd/yyyy)

### Instructions for Completing the Previous Participation Certificate, form HUD-2530

Carefully read these instructions and the applicable regulations. A copy of the regulations published at 24 C.F.R. part 200, subpart H, § 200.210-200.222 can be obtained on-line at [www.gpo.gov](http://www.gpo.gov) and from the Account Executive at any HUD Office. Type or print neatly in ink when filling out this form. Incomplete form will be returned to the applicant.

Attach extra sheets as you need them. Be sure to indicate "Continued on Attachments" wherever appropriate. Sign each additional page that you attach if it refers to you or your record. **Carefully read the certification before you sign it.** Any questions regarding the form or how to complete it can be answered by your HUD Account Executive.

**Purpose:** This form provides HUD/USDA FmHA with a certified report of all previous participation in relevant HUD/USDA programs by those parties submitting the application. The information requested in this form is used by HUD/USDA to determine if you meet the standards established to ensure that all controlling participants in HUD/USDA projects will honor their legal, financial and contractual obligations and are of acceptable risks from the underwriting standpoint of an insurer, lender or governmental agency. HUD requires that you certify and submit your record of previous participation, in relevant projects, by completing and signing this form, before your participation can be approved.

***HUD approval of your certification is a necessary precondition for your participation in the project and in the capacity that you propose. If you do not file this certification, do not furnish the information requested accurately, or do not meet established standards, HUD will not approve your certification.***

***Note that approval of your certification does not obligate HUD to approve your project application, and it does not satisfy all other HUD program requirements relative to your qualifications.***

**Who Must Sign and File Form HUD-2530:** Form HUD-2530 must be completed and signed by all Controlling Participants of Covered Projects, as such terms are defined in 24 CFR part 200 §200.212, and as further clarified by the Processing Guide (HUD notice H 2016-15) referenced in 24 CFR §200.210(b) and available on the HUD website at: [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/housing/mfh/prevparticipation](http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh/prevparticipation).

**Where and When Form HUD-2530 Must Be Filed:** The original of this form must be submitted to the HUD Office where your project application will be processed at the same time you file your initial project application. This form must be filed with applications for projects listed in 24 CFR §200.214 and for the Triggering Events listed at 24 CFR §200.218.

**Review of Adverse Determination:** If approval of your participation in a HUD project is denied, withheld, or conditionally granted on the basis of your record of previous participation, you will be notified by the HUD Office. You may request reconsideration in accordance with 24 CFR §200.222 and further clarified by the Processing Guide. Request must be made in writing within 30 days from your receipt of the notice of determination.

The Department of Housing and Urban Development (HUD) is authorized to collect this information by law 42 U.S.C. 3535(d) and by regulation at 24 CFR 200.210. This information is needed so that principals applying to participate in multifamily programs can become HUD-approved controlling participants. The information you provide will enable HUD to evaluate your record with respect to established standards of performance, responsibility and eligibility. Without prior approval, a controlling participant may not participate in a proposed or existing multifamily or healthcare project. HUD uses this information to evaluate whether or not controlling participants pose an unsatisfactory underwriting risk. The information is used to evaluate the potential controlling participants and approve only individuals and organizations that will honor their legal, financial and contractual obligations.

**Privacy Act Statement:** The Housing and Community Development Act of 1987, 42 U.S.C. 3543 requires persons applying for a Federally-insured or guaranteed loan to furnish his/her Social Security Number (SSN). HUD must have your SSN for identification of your records. HUD may use your SSN for automated processing of your records and to make requests for information about you and your previous records with other public agencies and private sector sources. HUD may disclose certain information to Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as required and permitted by law. You must provide all of the information requested in this application, including your SSN. Failure to provide any of the information will result in your disapproval of participation in this HUD program. APPS SORN could be accessed in Federal Register / Vol. 81, No. 146 / Friday, July 29, 2016 / Notices ([Docket No. FR-5921-N-10] Implementation of the Privacy Act of 1974, as Amended; Amended System of Records Notice, Active Partners Performance System).

**PRA Statement:** The public reporting burden is estimated at 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, Paperwork Reduction Project, to the Office of Information Technology, US Department of Housing and Urban Development, Washington, DC 20410-3600. When providing comments, please refer to OMB Approval No. 2502-0118. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

The collection is authorized by 12 U.S.C 1702-1715z; 42 U.S.C. 3535(d). HUD form 2530 is created to collect information as mandated by 24 CFR Part 200. The HUD-2530 form is used to protect HUD's Multifamily Housing and Healthcare programs by comprehensively assessing industry participants' risk. It is the Department's policy that participants in its housing programs honor their legal, financial, and contractual obligations. Accordingly, uniform standards are established for approvals, disapprovals, or withholding actions on principals in projects, based upon their past performances as well as other relevant information. Respondents such as owners, management agents, master tenants, general contractors, and nursing home operators are subject to review. The information on this form needs to be collected by the Department to evaluate participants' previous performance and compliance with contracts, regulations, and directives.



**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing

**Representations, Certifications,  
and Other Statements of Bidders**  
**Public and Indian Housing Programs**

**Representations, Certifications,  
and Other Statements of Bidders**  
Public and Indian Housing Programs

**Table of Contents**

Clause	Page
1. Certificate of Independent Price Determination	1
2. Contingent Fee Representation and Agreement	1
3. Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions	1
4. Organizational Conflicts of Interest Certification	2
5. Bidder's Certification of Eligibility	2
6. Minimum Bid Acceptance Period	2
7. Small, Minority, Women-Owned Business Concern Representation	2
8. Indian-Owned Economic Enterprise and Indian Organization Representation	2
9. Certification of Eligibility Under the Davis-Bacon Act	3
10. Certification of Nonsegregated Facilities	3
11. Clean Air and Water Certification	3
12. Previous Participation Certificate	3
13. Bidder's Signature	3

**1. Certificate of Independent Price Determination**

(a) The bidder certifies that--

(1) The prices in this bid have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to (i) those prices, (ii) the intention to submit a bid, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this bid have not been and will not be knowingly disclosed by the bidder, directly or indirectly, to any other bidder or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a competitive proposal solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the bidder to induce any other concern to submit or not to submit a bid for the purpose of restricting competition.

(b) Each signature on the bid is considered to be a certification by the signatory that the signatory--

(1) Is the person in the bidder's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

\_\_\_\_\_ [insert full name of person(s) in the bidder's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the bidder deletes or modifies subparagraph (a)2 above, the bidder must furnish with its bid a signed statement setting forth in detail the circumstances of the disclosure.

[ ] [Contracting Officer check if following paragraph is applicable]

(d) Non-collusive affidavit. (applicable to contracts for construction and equipment exceeding \$50,000)

(1) Each bidder shall execute, in the form provided by the PHA/IHA, an affidavit to the effect that he/she has not colluded with any other person, firm or corporation in regard to any bid submitted in response to this solicitation. If the successful bidder did not submit the affidavit with his/her bid, he/she must submit it within three (3) working days of bid opening. Failure to submit the affidavit by that date may render the bid nonresponsive. No contract award will be made without a properly executed affidavit.

(2) A fully executed "Non-collusive Affidavit" [ ] is, [ ] is not included with the bid.

**2. Contingent Fee Representation and Agreement**

(a) Definitions. As used in this provision:

"Bona fide employee" means a person, employed by a bidder and subject to the bidder's supervision and control as to time, place, and manner of performance, who neither exerts, nor proposes to exert improper influence to solicit or obtain contracts nor holds out as being able to obtain any contract(s) through improper influence.

"Improper influence" means any influence that induces or tends to induce a PHA/IHA employee or officer to give consideration or to act regarding a PHA/IHA contract on any basis other than the merits of the matter.

(b) The bidder represents and certifies as part of its bid that, except for full-time bona fide employees working solely for the bidder, the bidder:

(1) [ ] has, [ ] has not employed or retained any person or company to solicit or obtain this contract; and

(2) [ ] has, [ ] has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(c) If the answer to either (a)(1) or (a)(2) above is affirmative, the bidder shall make an immediate and full written disclosure to the PHA/IHA Contracting Officer.

(d) Any misrepresentation by the bidder shall give the PHA/IHA the right to (1) terminate the contract; (2) at its discretion, deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

**3. Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions** (applicable to contracts exceeding \$100,000)

(a) The definitions and prohibitions contained in Section 1352 of title 31, United States Code, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The bidder, by signing its bid, hereby certifies to the best of his or her knowledge and belief as of December 23, 1989 that:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of a contract resulting from this solicitation;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the bidder shall complete and submit, with its bid, OMB standard form LLL, "Disclosure of Lobbying Activities;" and

(3) He or she will include the language of this certification in all subcontracts at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

(d) Indian tribes (except those chartered by States) and Indian organizations as defined in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450B) are exempt from the requirements of this provision.

**4. Organizational Conflicts of Interest Certification**

The bidder certifies that to the best of its knowledge and belief and except as otherwise disclosed, he or she does not have any organizational conflict of interest which is defined as a situation in which the nature of work to be performed under this proposed contract and the bidder's organizational, financial, contractual, or other interests may, without some restriction on future activities:

(a) Result in an unfair competitive advantage to the bidder; or,

(b) Impair the bidder's objectivity in performing the contract work.

[ ] In the absence of any actual or apparent conflict, I hereby certify that to the best of my knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement.

**5. Bidder's Certification of Eligibility**

(a) By the submission of this bid, the bidder certifies that to the best of its knowledge and belief, neither it, nor any person or firm which has an interest in the bidder's firm, nor any of the bidder's subcontractors, is ineligible to:

(1) Be awarded contracts by any agency of the United States Government, HUD, or the State in which this contract is to be performed; or,

(2) Participate in HUD programs pursuant to 24 CFR Part 24.

(b) The certification in paragraph (a) above is a material representation of fact upon which reliance was placed when making award. If it is later determined that the bidder knowingly rendered an erroneous certification, the contract may be terminated for default, and the bidder may be debarred or suspended from participation in HUD programs and other Federal contract programs.

**6. Minimum Bid Acceptance Period**

(a) "Acceptance period," as used in this provision, means the number of calendar days available to the PHA/IHA for awarding a contract from the date specified in this solicitation for receipt of bids.

(b) This provision supersedes any language pertaining to the acceptance period that may appear elsewhere in this solicitation.

(c) The PHA/IHA requires a minimum acceptance period of [Contracting Officer insert time period] calendar days.

(d) In the space provided immediately below, bidders may specify a longer acceptance period than the PHA's/IHA's minimum requirement. The bidder allows the following acceptance period: calendar days.

(e) A bid allowing less than the PHA's/IHA's minimum acceptance period will be rejected.

(f) The bidder agrees to execute all that it has undertaken to do, in compliance with its bid, if that bid is accepted in writing within (1) the acceptance period stated in paragraph (c) above or (2) any longer acceptance period stated in paragraph (d) above.

**7. Small, Minority, Women-Owned Business Concern Representation**

The bidder represents and certifies as part of its bid/ offer that it --

(a) [ ] is, [ ] is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) [ ] is, [ ] is not a women-owned business enterprise. "Women-owned business enterprise," as used in this provision, means a business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) [ ] is, [ ] is not a minority business enterprise. "Minority business enterprise," as used in this provision, means a business which is at least 51 percent owned or controlled by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals. For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- [ ] Black Americans
- [ ] Asian Pacific Americans
- [ ] Hispanic Americans
- [ ] Asian Indian Americans
- [ ] Native Americans
- [ ] Hasidic Jewish Americans

**8. Indian-Owned Economic Enterprise and Indian Organization Representation** (applicable only if this solicitation is for a contract to be performed on a project for an Indian Housing Authority)

The bidder represents and certifies that it:

~~(a) [ ] is, [ ] is not an Indian-owned economic enterprise. "Economic enterprise," as used in this provision, means any commercial, industrial, or business activity established or organized for the purpose of profit, which is at least 51 percent Indian-owned. "Indian," as used in this provision, means any person who is a member of any tribe, band, group, pueblo, or community which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs and any "Native" as defined in the Alaska Native Claims Settlement Act.~~

~~(b) [ ] is, [ ] is not an Indian organization. "Indian organization," as used in this provision, means the governing body of any Indian tribe or entity established or recognized by such governing body. Indian "tribe" means any Indian tribe, band, group, pueblo, or community including Native villages and Native groups (including corporations organized by Kenai,~~

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION**  
**AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

~~Juneau, Sitka, and Kodiak) as defined in the Alaska Native Claims Settlement Act, which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs.~~

**9. Certification of Eligibility Under the Davis-Bacon Act**  
(applicable to construction contracts exceeding \$2,000)

(a) By the submission of this bid, the bidder certifies that neither it nor any person or firm who has an interest in the bidder's firm is a person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(b) No part of the contract resulting from this solicitation shall be subcontracted to any person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(c) The penalty for making false statements is prescribed in the U. S. Criminal Code, 18 U.S.C. 1001.

**10. Certification of Nonsegregated Facilities** (applicable to contracts exceeding \$10,000)

(a) The bidder's attention is called to the clause entitled **Equal Employment Opportunity** of the General Conditions of the Contract for Construction.

(b) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(c) By the submission of this bid, the bidder certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The bidder agrees that a breach of this certification is a violation of the Equal Employment Opportunity clause in the contract.

(d) The bidder further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) prior to entering into subcontracts which exceed \$10,000 and are not exempt from the requirements of the Equal Employment Opportunity clause, it will:

- (1) Obtain identical certifications from the proposed subcontractors
- (2) Retain the certifications in its files; and
- (3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

**Notice to Prospective Subcontractors of Requirement for Certifications of Nonsegregated Facilities**

A Certification of Nonsegregated Facilities must be submitted before the award of a subcontract exceeding \$10,000 which is not exempt from the provisions of the Equal Employment Opportunity clause of the prime contract. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

**Note:** The penalty for making false statements in bids is prescribed in 18 U.S.C. 1001.

**11. Clean Air and Water Certification** (applicable to contracts exceeding \$100,000)

The bidder certifies that:

(a) Any facility to be used in the performance of this contract [ ] is, [ ] is not listed on the Environmental Protection Agency List of Violating Facilities:

(b) The bidder will immediately notify the PHA/IHA Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the Environmental Protection Agency, indicating that any facility that the bidder proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and,

(c) The bidder will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

**12. Previous Participation Certificate** (applicable to construction and equipment contracts exceeding \$50,000)

(a) The bidder shall complete and submit with his/her bid the Form HUD-2530, "Previous Participation Certificate." If the successful bidder does not submit the certificate with his/her bid, he/she must submit it within three (3) working days of bid opening. Failure to submit the certificate by that date may render the bid nonresponsive. No contract award will be made without a properly executed certificate.

(b) A fully executed "Previous Participation Certificate"

[ ] is, [ ] is not included with the bid.

**13. Bidder's Signature**

The bidder hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Typed or Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Company Address)

**Restrictions on Lobbying Activities**

Entities receiving a federally-funded contract from CIHA that is in excess of \$100,000 must comply with the "New Restrictions on Lobbying" found at 24 C.F.R. Part 87. 24 CFR 87.100 provides a baseline prohibition on the use of federal funds for lobbying purposes. 24 CFR 87.110(d) further provides that any person (or entity) receiving a federally funded contract or subcontract, at any tier, that exceeds \$100,000 must file a certification, and, if required, a disclosure form, to the next tier above.

All CIHA contractors and subcontractors who will receive a contract or subcontract of \$100,000 or more, to be paid from a federal grant to CIHA, must sign and submit to CIHA the attached certification form. All contractors and subcontractors who will receive a contract or subcontract of \$100,000 or more must also require all of their subcontractors who will receive a subcontract of \$100,000 or more to sign and submit the required certification and, if applicable, disclosure form.

**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

**INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

**CERTIFICATION REGARDING LOBBYING**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub- recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization: \_\_\_\_\_

Street address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Certified By: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
*signature*

\_\_\_\_\_  
*date*

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

Approved by OMB

0348-0046

**Disclosure of Lobbying Activities**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure)

<p><b>1. Type of Federal Action:</b>          a. contract          _____ b. grant          c. cooperative agreement          d. loan          e. loan guarantee          f. loan insurance</p>	<p><b>2. Status of Federal Action:</b>          a. bid/offer/application          _____ b. initial award          c. post-award</p>	<p><b>3. Report Type:</b>          a. initial filing          _____ b. material change</p> <p><b>For material change only:</b>          Year _____ quarter _____          Date of last report _____</p>
<p><b>4. Name and Address of Reporting Entity:</b>          _____ Prime _____ Subawardee          Tier _____, if Known:</p> <p><b>Congressional District, if known:</b></p>		<p><b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b></p> <p><b>Congressional District, if known:</b></p>
<p><b>6. Federal Department/Agency:</b></p>	<p><b>7. Federal Program Name/Description:</b></p> <p>CFDA Number, if applicable: _____</p>	
<p><b>8. Federal Action Number, if known:</b></p>	<p><b>9. Award Amount, if known:</b></p> <p>\$ _____</p>	
<p><b>10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):</b></p>	<p><b>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):</b></p>	
<p><b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b></p>	<p><b>Signature:</b> _____  <b>Print Name:</b> _____  <b>Title:</b> _____  <b>Telephone No.:</b> _____ <b>Date:</b> _____</p>	
<p><b>Federal Use Only</b></p>	<p><b>Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)</b></p>	

DISCLOSURE OF LOBBYING ACTIVITIES  
CONTINUATION SHEET

Approved by OMB  
0348-0046

Reporting Entity: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

Authorized for Local Reproduction  
Standard Form - LLL-A

# DRAFT AIA® Document A101™ – 2017

## Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum

**AGREEMENT** made as of the TBD day of July in the year 2026  
(In words, indicate day, month and year.)

**BETWEEN** the Owner:  
(Name, legal status, address and other information)

Airport Heights I Limited Partnership»  
c/o Cook Inlet Housing Development Corporation  
3510 Spenard Road  
Anchorage, Alaska 99503  
(907) 793-3000

and the Contractor:  
(Name, legal status, address and other information)

TBD

for the following Project:  
(Name, location and detailed description)

26T-DV-103 Airport Heights Senior Housing Phase I – Vertical Construction  
Northway Business Park Seward Towers Subdivision Tract-1, Anchorage, AK 99501.  
The scope of work for this project includes furnishing all material, labor, installation and services necessary to complete the Airport Heights Senior Housing Phase I - Vertical Construction as described in the contract documents, adhering to all applicable local, state, and federal regulatory building codes and standards. The scope of work includes, but not limited to, utility connections, civil work, hardscape, concrete, paving, striping, landscaping and all construction of one 3-story 24-unit residential building. The building total square footage will be approximately 24,405 SF, consisting of foundation, slab on grad and vertical wood construction. All units will be either studio, 1- bedroom or 2- bedrooms. There is an elevator, common laundry and a resident manager's office. Additionally, the contractor shall comply with all administrative requirements of the contract, including the submission of a project schedule, safety plan, schedule of values, daily reports, job training reports, Section 3 reports, MBE/WBE reports, certified payroll reports, submittals and other tasks required under the contract.

The Architect:  
(Name, legal status, address and other information)

Spark Design, LLC  
5401 Cordova Street Suite 301  
Anchorage, Alaska 99518  
(907) 344-3424

The Owner and Contractor agree as follows.

**ADDITIONS AND DELETIONS:**  
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

The parties should complete A101™-2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. AIA Document A201™-2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

**ELECTRONIC COPYING** of any portion of this AIA® Document to another electronic file is prohibited and constitutes a violation of copyright laws as set forth in the footer of this document.

## TABLE OF ARTICLES

- 1 THE CONTRACT DOCUMENTS
- 2 THE WORK OF THIS CONTRACT
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 CONTRACT SUM
- 5 PAYMENTS
- 6 DISPUTE RESOLUTION
- 7 TERMINATION OR SUSPENSION
- 8 MISCELLANEOUS PROVISIONS
- 9 ENUMERATION OF CONTRACT DOCUMENTS

### EXHIBIT A INSURANCE AND BONDS

#### ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

Each of the Contract Documents is an essential part of the agreement between the parties, and a requirement occurring in one is as binding as though occurring in all. The Contract Documents are intended to be complimentary and to describe and provide for a complete agreement. In the event of any conflict among the Contract Documents, the order of precedence shall be as set forth below.

1. Change Order(s)
2. Addenda
3. Executed Agreement
4. Supplemental Conditions
5. General Conditions (HUD-5370)
6. Specifications
7. Drawings
8. Other Documents as listed in Section 9.1.7

Additional details and more stringent requirements contained in a lower priority document will control unless the requirements of the lower priority document present an actual conflict with the requirements of the higher-level document (i.e. it is not possible to comply with both requirements). In addition, information referenced in the Contract Documents shall be deemed incorporated into the Contract Documents to the extent that it is so referenced, with the same order of priority as the Contract Document in which the reference occurs.

#### ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

**ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**

**§ 3.1** The date of commencement of the Work shall be:  
(Check one of the following boxes.)

- The date of this Agreement.
- A date set forth in a notice to proceed issued by the Owner.
- Established as follows:  
(Insert a date or a means to determine the date of commencement of the Work.)

The commencement date shall be fixed in a Notice to Proceed or by a series of Limited Notices to Proceed.

**§ 3.2** The Contract Time shall be measured from the date of commencement of the Work.

**§ 3.3 Substantial Completion**

**§ 3.3.1** Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:  
(Check one of the following boxes and complete the necessary information.)

The completion and approval for occupancy is as scheduled: Substantial Completion of the contract by August 31, 2027. Substantial Completion shall include all Owner and Design Team punch list items complete and the building being in lease up and move in condition as evidenced by Owner approval and at least MOA Conditional Certificates of Occupancy (CCO).

**§ 3.3.3** If the Contractor fails to achieve Substantial Completion as provided in this Section 3.3, liquidated damages, if any, shall be assessed as set follows:

For damages incurred by the Owner for buildings not delivered to the Owner per the contract, the Owner shall assess Liquidated Damages against the Contractor for failure to achieve Substantial Completion as described below. These Liquidated Damages are not a substitute for any other type or form of damage to the Owner and are solely intended to liquidate damages related to the project’s LIHTC financing. The Contractor shall still be liable to the Owner for any other damages incurred by the Owner as a result of any act or omission, including delays or other impacts, by the Contractor, for all other forms and types of damage not related to the project’s LIHTC financing.

The Contractor acknowledges that Liquidated Damages are not a penalty but are a reimbursement for LIHTC financing damages as a result of delayed Substantial Completion.

Liquidated Damages will be as follows:

The monthly lump sum amount shall be \$45,000.00. This lump sum amount will be assessed the 1<sup>st</sup> of each month, without proration, for each month in which Substantial Completion is not achieved after its contractual substantial completion date, and will continue to be assessed monthly until Substantial Completion is achieved.

**ARTICLE 4 CONTRACT SUM**

**§ 4.1** The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor’s performance of the Contract. The Contract Sum shall be TBD (), subject to additions and deductions as provided in the Contract Documents.

**§ 4.2 Alternates**

**§ 4.2.1** Alternates, if any, included in the Contract Sum:

Item	Price
Deductive Alternate #1: Remove plastic laminated counter tops from the scope of work.	TBD

Additive Alternate #1: Provide and install solid surface tops to replace plastic laminated tops at all specified locations.

TBD

Additive Alternate #2: Provide and install solid surface windowsills.

TBD

## ARTICLE 5 PAYMENTS

### § 5.1 Progress Payments

§ 5.1.1 Based upon Applications for Payment submitted to the Owner by the Contractor, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

§ 5.1.3 Provided that an Application for Payment is received by the Owner not later than the 1st day of a month and it contains all required documents to enable the Owner to approve the pay application, the Owner shall make payment of the approved amount to the Contractor not later than the last day of the month. If an Application for Payment is received by the Owner after the application date fixed above, payment shall be made by the Owner not later than forty-five (45) days after the Owner receives and approves the Application for Payment, which contains all required documentation to enable the Owner to approve the pay application. Payment to the Contractor is also contingent upon receipt and approval of all reporting documentation required under the Contract, including but not limited to: an Updated Schedule and Subcontractors List, Lien Releases from the Contractor and required submittal and compliance documents for payment per Airport Heights Senior Housing Phase I Vertical Construction ITB 26T-DV-103 Bid Documents.

*(Federal, state or local laws may require payment within a certain period of time.)*

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Owner may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 In accordance the General Conditions of the Contract for Construction, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

- .1 Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedule of values, less retainage of ten percent (10%). Pending final determination of cost to the Owner of changes in the Work, amounts not in dispute shall be included as provided in the General Conditions of the Contract for Construction.
- .2 Add that portion of the Contract Sum is properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing), less retainage of ten percent (10%);
- .3 Subtract the aggregate of previous payments made by the Owner; and
- .4 Subtract amounts, if any, for which the Owner has withheld or nullified a Certificate for Payment.

## § 5.1.7 Retainage

§ 5.1.7.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

*(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)*

Retainage is ten percent (10%). If upon completion of fifty percent (50%) of the Work, the Owner determines that the Contractor's performance and progress are satisfactory, the Owner may make the remaining payments without retainage for the Work subsequently completed. If the Owner subsequently determines that the Contractor's performance and progress are unsatisfactory, the Owner shall reinstate the ten (10%) retainage until such time as the Owner determines that the performance and progress are satisfactory.

## § 5.2 Final Payment

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in the General Conditions, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Owner.

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Owner's final Certificate for Payment, or as follows:

The Owner's final payment to the Contractor shall be made within sixty (60) days after the Contractor has fully completed the requirements of the Closeout Procedures.

## ARTICLE 6 DISPUTE RESOLUTION

### § 6.1 Initial Decision Maker

The Owner will serve as the Initial Decision Maker, unless the parties appoint below another individual, not a party to this Agreement, to serve as the Initial Decision Maker.

*(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)*

### § 6.2 Binding Dispute Resolution

For any Claim subject to, but not resolved by, mediation, the method of binding dispute resolution shall be as follows:

*(Check the appropriate box.)*

- Arbitration
- Litigation in a court of competent jurisdiction
- Other *(Specify)*

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

## ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in the General Conditions.

§ 7.2 The Work may be suspended by the Owner as described in the General Conditions.

**ARTICLE 8 MISCELLANEOUS PROVISIONS**

§ 8.1 Where reference is made in this Agreement to a provision of the General Conditions or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 The Owner’s representative:  
(Name, address, email address, and other information)

Airport Heights I Limited Partnership  
c/o Cook Inlet Housing Development Corporation  
Gabriel Layman, President/CEO  
3510 Spenard Road  
Anchorage, Alaska 99503

§ 8.3 The Contractor’s representative:  
(Name, address, email address, and other information)  
TBD

§ 8.4 Neither the Owner’s nor the Contractor’s representative shall be changed without ten days’ prior notice to the other party.

**§ 8.5 Insurance and Bonds**

The Contractor shall purchase and maintain insurance and provide bonds as set forth in the contract documents.

Type of insurance or bond	Limit of liability or bond amount (\$0.00)
Indemnity and Insurance Requirements	Indemnity and Insurance Requirements
Performance Bond	100% of the Contract price
Payment Bond	100% of the Contract price

§ 8.7 Other provisions:

**ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS**

§ 9.1 This Agreement is comprised of the following documents:

- 1) Airport Heights Multi-Family Housing Phase I, ITB 26T-DV-103, and all addenda
- 2) Contractor’s Schedule of Values
- 3) Contractor’s State of Alaska Contractor’s License
- 4) Contractor’s State of Alaska Business License
- 5) Contractor’s Municipality of Anchorage Contractor’s License
- 6) 100% Performance Bond
- 7) 100% Payment Bond
- 8) Contractors Project Schedule
- 9) Indemnity and Insurance Requirements – Revised February 2026
- 10) Geotechnical Report by Northern Geotechnical dated November 2025
- 11) Phase I Environmental Report by BGES, Inc dated November 2024
- 12) Storm Water Pollution Prevention Plan
- 13) Updated General Conditions (June 12, 2025)
- 14) Contractor’s Bid Dated TBD

**.5 Drawings**

Title	Title	Date
Cook Inlet Housing Airport Heights Multi-Family Housing	Permit Design Set	March 10, 2026

.6 Specifications

Section	Title	Date	Pages

.7 Addenda, if any:

Number	Date	Pages

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

.8 Other Exhibits:

(Check all boxes that apply and include appropriate information identifying the exhibit where required.)

AIA Document E204™-2017, Sustainable Projects Exhibit, dated as indicated below: (Insert the date of the E204-2017 incorporated into this Agreement.)

The Sustainability Plan:

Title	Date	Pages

Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
Supplementary Conditions			6

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

Gabriel Layman, President Cook Inlet Housing Development Corporation, General Partner

(Printed name and title)

CONTRACTOR (Signature)

(Printed name and title)

**PERFORMANCE BOND  
AIRPORT HEIGHTS SENIOR HOUSING PHASE I  
VERTICAL CONSTRUCTION  
ITB # 26T-DV-103**

**KNOW ALL PEOPLE BY THESE PRESENTS:** That we, \_\_\_\_\_ as PRINCIPAL, and \_\_\_\_\_ as SURETY, are held firmly bound unto \_\_\_\_\_ as Obligee, (hereinafter call the “OWNER”), in the penal sum of \_\_\_\_\_ (\$ \_\_\_\_\_), for the payment which sum we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally.

WHEREAS, the Principal has entered into a certain Contract with OWNER, dated \_\_\_\_\_ 2026, a copy of which is hereto attached and made a part of hereof.

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall in all respects fully perform the Contract and all duly authorized modifications thereof, during its original form and any extensions thereof that may be granted and during any guarantee period for which the Contract provides, and if the Principal shall fully satisfy all claims arising out of the prosecution of the work under the Contract and shall fully indemnify OWNER for all expenses which it may incur by reason for such claims, including its attorney's fees and court costs, and if the Principal shall make full payment to all persons supplying labor, services, materials, or equipment in the prosecution of the Work under the Contract, in default of which such persons shall have a direct right to action hereupon; and if the Principal shall pay or cause to be paid all sales and use taxes payable as a result of the performance of the Contract as well as payment of gasoline and special motor fuels taxes in the performance of the Contract and all motor vehicle fees required for commercial motor vehicles used in connection with the performance of the Contract, then this obligation shall be void; otherwise, it shall remain in full force and effect. No modification of the Contract or extension of the term thereof, or any forbearance on the part of OWNER shall in any way release the Principal or the Surety from liability hereunder. Notice to the Surety of any such modification, extension, or forbearance is hereby waived.

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

_____	_____
	(Corporate Principal)
	_____
CORPORATE SEAL	(Business Address)
	_____
	By: _____
_____	_____
ATTEST:	_____
_____	_____
	(Corporate Surety)
CORPORATE SEAL	_____
	_____
_____	_____

(Power-of-Attorney for person signing for Surety Company must be attached to bond.)

**CERTIFICATE AS TO CORPORATE PRINCIPAL**

I, \_\_\_\_\_, certify that I am the  
\_\_\_\_\_ (title) of the corporation named as Principal in the within  
bond; that \_\_\_\_\_, who signed in the said bond on behalf of the Principal was  
then \_\_\_\_\_ of said corporation; that I know this signature, and his/her  
signature thereto is genuine; and that said bond was duly signed, sealed, and attested to for  
and in behalf of said corporation by authority of its governing body.

Corporate  
Seal

\_\_\_\_\_

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

IN WITNESS WHEREOF; the aforesaid Principal and Surety have executed this instrument and affixed their seals hereto, this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

(Seal)

\_\_\_\_\_

(Individual Principal)

\_\_\_\_\_  
Witness

(Seal)

\_\_\_\_\_

(Corporate Surety)

\_\_\_\_\_  
Witness

The rate of premium on this bond is \$ \_\_\_\_\_, per thousand

The total amount of premium charges is \$ \_\_\_\_\_

**(The above is to be filled in by Surety Company.)**

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I - VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

**U.S. Department of Housing  
and Urban Development**  
Office of Housing  
Federal Housing Commissioner

**Payment Bond**

(This Bond is issued simultaneously with Performance Bond in favor of  
Owner conditioned on the full and faithful performance of the contract)

**Project Number:** \_\_\_\_\_

**Know All Men By These Presents, that we,** \_\_\_\_\_  
of \_\_\_\_\_

as Principal(hereinafter called the Principal)and \_\_\_\_\_,

a \_\_\_\_\_ as Surety (hereinafter called the Surety) are held and firmly bound

unto \_\_\_\_\_ as Obligee, (hereinafter called the "Owner"), for the use and

benefit of claimants as hereinafter defined, in the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_),

lawful money of the United States of America, for the payment of which Principal and Surety bind themselves, their heirs, executors,  
administrators, successors and assigns, jointly and severally, firmly by these presents.

**Whereas,** Principal has entered into a Construction Contract dated \_\_\_\_\_ with Owner for the construction of a Housing  
Project designated as \_\_\_\_\_ a copy of which Construction Contract is by reference made  
a part hereof; and is hereinafter referred to as the Contract.

**Now, therefore, the conditions of this obligation** is such that, if  
Principal shall promptly make payment to all claimants as hereinafter  
defined, for all labor and material used or reasonably required for use in  
the performance of the Contract, then this obligation shall be void;  
otherwise it shall remain in full force and effect, subject, however, to the  
following conditions:

1. A Claimant is defined as one having a direct contract with the  
Principal or with a subcontractor of the Principal for labor, material, or  
both, used or reasonably required for use in the performance of the  
contract, labor and material being construed to include that part of  
water, gas, power, light, heat, oil, gasoline, telephone service or rental of  
equipment directly applicable to the Contract.

2. The above name Principal and Surety hereby jointly and severally  
agree with the Owner that every claimant as herein defined, who has not  
been paid in full before the expiration of a period of ninety (90) days  
after the date on which the last of such claimant's work or labor was  
done or performed, or materials were furnished by such claimant, may  
sue on this bond for the use of such claimant, prosecute the suit to final  
judgment for such sum or sums as may be justly due claimant, and have  
execution thereon. The Owner shall not be liable for the payment of any  
costs or expenses of any such suit.

3. No suit or action shall be commenced hereunder by any claimant:

a) Unless claimant, other than one having direct contract with the  
Principal, shall have given written notice to any two of the following:  
The Principal, the Owner, or the Surety above named, within ninety

(90) days after such claimant did or performed the last of the work or  
labor, or furnished the last of the materials for which said claim is made,  
stating with substantial accuracy the amount claimed and the name of  
the party to whom the materials were furnished, or for whom the work  
or labor was done or performed. Such notice shall be served by mailing  
the same by registered mail or certified mail, postage prepaid, in an  
envelope addressed to the Principal, Owner or Surety, at any place  
where an office is regularly maintained for the transaction of business,  
or served in any manner in which legal process may be served in the state  
in which the aforesaid project is located, save that such service need not  
be made by a public officer.

b) After the expiration of one (1) year following the date on which  
Principal ceased work on said Contract, it being understood, however,  
that if any limitation embodied in this bond is prohibited by any law  
controlling the construction hereof, such limitation shall be deemed to  
be amended so as to be equal to the minimum period of limitation  
permitted by such law.

c) Other than in a state court of competent jurisdiction in and for the  
county or other political subdivision of the state in which the project, or  
any part thereof, is situated, or in the United States District Court for the  
district in which the project, or any part thereof, is situated, and not  
elsewhere.

4. The amount of this bond shall be reduced by and to the extent of any  
payment or payments made in good faith hereunder, inclusive of the  
payment by Surety of mechanics' liens which may be filed of record  
against said improvement, whether or not claim for the amount of such  
lien be presented under and against this bond.

Signed and Sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Witness as to Principal: \_\_\_\_\_ (Seal)  
\_\_\_\_\_  
(Principal)

By: \_\_\_\_\_  
\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

(Surety)

**PAYMENT BOND**

No. \_\_\_\_\_

**On Behalf of**

\_\_\_\_\_

**To**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date** \_\_\_\_\_, 20 \_\_\_\_\_

**Expires** \_\_\_\_\_, 20 \_\_\_\_\_

# General Conditions for Construction Contracts - Public Housing Programs

**U.S. Department of Housing and Urban  
 Development**  
 Office of Public and Indian Housing  
 OMB Approval No. 2577-0157 (exp. 1/31/2027)

**Applicability. This form is applicable to any  
 construction/development contract greater than \$250,000.**

Public reporting burden for this collection of information is estimated to average 1.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, Office of Policy Development and Research, REE, Department of Housing and Urban Development, 451 7th St SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0157. This form includes those clauses required by OMB's common rule on grantee procurement, implemented at HUD in 2 CFR 200, and those requirements set forth in Section 3 of the Housing and Urban Development Act of 1968 and its amendment by the Housing and Community Development Act of 1992, implemented by HUD at 24 CFR Part 75. The form is required for construction contracts awarded by Public Housing Agencies (PHAs). The form is used by Housing Authorities in solicitations to provide necessary contract clauses. If the form were not used, PHAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. HUD may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB number.

<b>Clause</b>	<b>Page</b>	<b>Clause</b>	<b>Page</b>
1. Definitions	2	<b>Administrative Requirements</b>	
2. Contractor's Responsibility for Work	2	25. Contract Period	9
3. Architect's Duties, Responsibilities and Authority	2	26. Order of Precedence	9
4. Other Contracts	3	27. Payments	9
<b>Construction Requirements</b>		28. Contract Modifications	10
5. Preconstruction Conference and Notice to Proceed	3	29. Changes	10
6. Construction Progress Schedule	3	30. Suspension of Work	11
7. Site Investigation and Conditions Affecting the Work	3	31. Disputes	11
8. Differing Site Conditions	4	32. Default	11
9. Specifications and Drawings for Construction	4	33. Liquidated Damages	12
10. As-Built Drawings	5	34. Termination of Convenience	12
11. Material and Workmanship	5	35. Assignment of Contract	12
12. Permits and Codes	5	36. Insurance	12
13. Health, Safety, and Accident Prevention	6	37. Subcontracts	13
14. Temporary Heating	6	38. Subcontracting with Small and Minority Firms, Women's Business Enterprise, and Labor Surplus Area Firms	13
15. Availability and Use of Utility Services	6	39. Equal Employment Opportunity	13
16. Protection of Existing Vegetation, Structures, Equipment, Utilities, and Improvements	6	40. Employment, Training, and Contracting Opportunities for Low- Income Persons, Section 3 of the Housing and Urban Development Act of 1968	14
17. Temporary Buildings and Transportation Materials	7	41. Interest of Members of Congress	15
18. Clean Air and Water	7	42. Interest of Members, Officers, or Employees and Former Members, Officers, or Employees	15
19. Energy Efficiency	7	43. Limitations on Payments Made to Influence	15
20. Inspection and Acceptance of Construction	7	44. Royalties and Patents	15
21. Use and Possession Prior to Completion	8	45. Examination and Retention of Contractor's Records	15
22. Warranty of Title	8	46. Labor Standards-Davis-Bacon and Related Acts	15
23. Warranty of	8	47. Non-Federal Prevailing Wage Rates	19
24. Prohibition Against Liens	9	48. Procurement of Recovered Materials	19

## 1. Definitions

- (a) "Architect" means the person or other entity engaged by the PHA to perform architectural, engineering, design, and other services related to the work as provided for in the contract. When a PHA uses an engineer to act in this capacity, the terms "architect" and "engineer" shall be synonymous. The Architect shall serve as a technical representative of the Contracting Officer. The Architect's authority is as set forth elsewhere in this contract.
- (b) "Contract" means the contract entered into between the PHA and the Contractor. It includes the forms of Bid, the Bid Bond, the Performance and Payment Bond or Bonds or other assurance of completion, the Certifications, Representations, and Other Statements of Bidders (form HUD-5370), these General Conditions of the Contract for Construction (form HUD-5370), the applicable wage rate determinations from the U.S. Department of Labor, any special conditions included elsewhere in the contract, the specifications, and drawings. It includes all formal changes to any of those documents by addendum, change order, or other modification.
- (c) "Contracting Officer" means the person delegated the authority by the PHA to enter into, administer, and/or terminate this contract and designated as such in writing to the Contractor. The term includes any successor Contracting Officer and any duly authorized representative of the Contracting Officer also designated in writing. The Contracting Officer shall be deemed the authorized agent of the PHA in all dealings with the Contractor.
- (d) "Contractor" means the person or other entity entering into the contract with the PHA to perform all of the work required under the contract.
- (e) "Drawings" means the drawings enumerated in the schedule of drawings contained in the Specifications and as described in the contract clause entitled Specifications and Drawings for Construction herein.
- (f) "HUD" means the United States of America acting through the Department of Housing and Urban Development including the Secretary, or any other person designated to act on its behalf. HUD has agreed, subject to the provisions of an Contributions Terms and Conditions (ACC) to provide financial assistance to the PHA, which includes assistance in financing the work to be performed under this contract. As defined elsewhere in these General Conditions or the contract documents, the determination of HUD may be required to authorize changes in the work or for release of funds to the PHA for payment to the Contractor. Notwithstanding HUD's role, nothing in this contract shall be construed to create any contractual relationship between the Contractor and HUD.
- (g) "Project" means the entire project, whether construction or rehabilitation, the work for which is provided for in whole or in part under this contract.
- (h) "PHA" means the Public Housing Agency organized under applicable state laws which is a party to this contract.
- (j) "Specifications" means the written description of the technical requirements for construction and includes the criteria and tests for determining whether the requirements are met.
- (l) "Work" means materials, workmanship, and manufacture and fabrication of components.

## 2. Contractor's Responsibility for Work

- (a) The Contractor shall furnish all necessary labor, materials, tools, equipment, and transportation necessary for performance of the work. The Contractor shall also furnish all necessary water, heat, light, and power not made available to the Contractor by the PHA pursuant to the clause entitled Availability and Use of Utility Services herein.
- (b) The Contractor shall perform on the site, and with its own organization, work equivalent to at least [ ] (12 percent unless otherwise indicated) of the total amount of work to be performed under the order. This percentage may be reduced by a supplemental agreement to this order if, during performing the work, the Contractor requests a reduction and the Contracting Officer determines that the reduction would be to the advantage of the PHA.
- (c) At all times during performance of this contract and until the work is completed and accepted, the Contractor shall directly superintend the work or assign and have on the work site a competent superintendent who is satisfactory to the Contracting Officer and has authority to act for the Contractor.
- (d) The Contractor shall be responsible for all damages to persons or property that occur as a result of the Contractor's fault or negligence, and shall take proper safety and health precautions to protect the work, the workers, the public, and the property of others. The Contractor shall hold and save the PHA, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance. The Contractor shall also be responsible for all materials delivered and work performed until completion and acceptance of the entire work, except for any completed unit of work which may have been accepted under the contract.
- (e) The Contractor shall lay out the work from base lines and bench marks indicated on the drawings and be responsible for all lines, levels, and measurements of all work executed under the contract. The Contractor shall verify the figures before laying out the work and will be held responsible for any error resulting from its failure to do so.
- (f) The Contractor shall confine all operations (including Annual storage of materials) on PHA premises to areas authorized or approved by the Contracting Officer.
- (g) The Contractor shall at all times keep the work area, including storage areas, free from accumulations of waste materials. After completing the work and before final inspection, the Contractor shall (1) remove from the premises all scaffolding, equipment, tools, and materials (including rejected materials) that are not the property of the PHA and all rubbish caused by its work; (2) leave the work area in a clean, neat, and orderly condition satisfactory to the Contracting Officer; (3) perform all specified tests; and, (4) deliver the installation in complete and operating condition.
- (h) The Contractor's responsibility will terminate when all work has been completed, the final inspection made, and the work accepted by the Contracting Officer. The Contractor will then be released from further obligation except as required by the warranties specified elsewhere in the contract.

## 3. Architect's Duties, Responsibilities, and Authority

- (a) The Architect for this contract, and any successor, shall be designated in writing by the Contracting Officer.

- (b) The Architect shall serve as the Contracting Officer's technical representative with respect to architectural, **Schedule** engineering, and design matters related to the work performed under the contract. The Architect may provide direction on contract performance. Such direction shall be within the scope of the contract and may not be of a nature which: (1) institutes additional work outside the scope of the contract; (2) constitutes a change as defined in the Changes clause herein; (3) causes an increase or decrease in the cost of the contract; (4) alters the Construction Progress Schedule; or (5) changes any of the other express terms or conditions of the contract.
- (c) The Architect's duties and responsibilities may include but shall not be limited to:
- (1) Making periodic visits to the work site, and on the basis of his/her on-site inspections, issuing written reports to the PHA which shall include all observed deficiencies. The Architect shall file a copy of the report with the Contractor's designated representative at the site;
  - (2) Making modifications in drawings and technical specifications and assisting the Contracting Officer in the preparation of change orders and other contract modifications for issuance by the Contracting Officer;
  - (3) Reviewing and making recommendations with respect to - (i) the Contractor's construction progress schedules; (ii) the Contractor's shop and detailed drawings; (iii) the machinery, mechanical and other equipment and materials or other articles proposed for use by the Contractor; and, (iv) the Contractor's price breakdown and progress payment estimates; and,
  - (4) Assisting in inspections, signing Certificates of Completion, and making recommendations with respect to acceptance of work completed under the contract.

#### **4. Other Contracts**

The PHA may undertake or award other contracts for additional work at or near the site of the work under this contract. The Contractor shall fully cooperate with the other contractors and with PHA employees and shall carefully adapt scheduling and performing the work under this contract to accommodate the additional work, heeding any direction that may be provided by the Contracting Officer. The Contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or by PHA employees

### **Construction Requirements**

#### **5. Preconstruction Conference and Notice to Proceed**

of the work, and that it has investigated and satisfied itself

- (a) Within ten calendar days of contract execution, and prior to the commencement of work, the Contractor shall attend a preconstruction conference with representatives of the PHA, its Architect, and other interested parties convened by the PHA. The conference will serve to acquaint the participants with the general plan of the construction operation and all other requirements of the contract. The PHA will provide the Contractor with the date, time, and place of the conference.
- (b) The contractor shall begin work upon receipt of a written Notice to Proceed from the Contracting Officer or designee. The Contractor shall not begin work prior to receiving such notice.

#### **6. Construction Progress**

- (a) The Contractor shall, within five days after the work commences on the contract or another period of time determined by the Contracting Officer, prepare and submit to the Contracting Officer for approval three copies of a practicable schedule showing the order in which the Contractor proposes to perform the work, and the dates on which the Contractor contemplates starting and completing the several salient features of the work (including acquiring labor, materials, and equipment). The schedule shall be in the form of a progress chart of suitable scale to indicate appropriately the percentage of work scheduled for completion by any given date during the period. If the Contractor fails to submit a schedule within the time prescribed, the Contracting Officer may withhold approval of progress payments or take other remedies under the contract until the Contractor submits the required schedule.
- (b) The Contractor shall enter the actual progress on the chart as required by the Contracting Officer, and immediately deliver three copies of the annotated schedule to the Contracting Officer. If the Contracting Officer determines, upon the basis of inspection conducted pursuant to the clause entitled Inspection and Acceptance of Construction, herein that the Contractor is not meeting the approved schedule, the Contractor shall take steps necessary to improve its progress, including those that may be required by the Contracting Officer, without additional cost to the PHA. In this circumstance, the Contracting Officer may require the Contractor to increase the number of shifts, overtime operations, days of work, and/or the amount of construction plant, and to submit for approval any supplementary schedule or schedules in chart form as the Contracting Officer deems necessary to demonstrate how the approved rate of progress will be regained.
- (c) Failure of the Contractor to comply with the requirements of the Contracting Officer under this clause shall be grounds for a determination by the Contracting Officer that the Contractor is not prosecuting the work with sufficient diligence to ensure completion within the time specified in the Contract. Upon making this determination, the Contracting Officer may terminate the Contractor's right to proceed with the work, or any separable part of it, in accordance with the Default clause of this contract.

#### **7. Site Investigation and Conditions Affecting the Work**

- (a) The Contractor acknowledges that it has taken steps reasonably necessary to ascertain the nature and location as to the general and local conditions which can affect the work or its cost, including but not limited to, (1) conditions bearing upon transportation, disposal, handling, and storage of materials; (2) the availability of labor, water, electric power, and roads; (3) uncertainties of weather, river stages, tides, or similar physical conditions at the site; (4) the conformation and conditions of the ground; and (5) the character of equipment and facilities needed preliminary to and during work performance. The Contractor also acknowledges that it has satisfied itself as to the character, quality, and quantity of surface and subsurface materials or obstacles to be encountered insofar as this information is

reasonably ascertainable from an inspection of the site, including all exploratory work done by the PHA, as well as from the drawings and specifications made a part of this contract. Any failure of the Contractor to take the actions described and acknowledged in this paragraph will not relieve the Contractor from responsibility for estimating properly the difficulty and cost of successfully performing the work, or for proceeding to successfully perform the work without additional expense to the PHA.

- (b) The PHA assumes no responsibility for any conclusions or interpretations made by the Contractor based on the information made available by the PHA. Nor does the PHA assume responsibility for any understanding reached or representation made concerning conditions which can affect the work by any of its officers or agents before the execution of this contract, unless that understanding or representation is expressly stated in this contract.

#### **8. Differing Site Conditions**

(a) The Contractor shall promptly, and before the conditions are disturbed, give a written notice to the Contracting Officer of (1) subsurface or latent physical conditions at the site which differ materially from those indicated in this contract, or (2) unknown physical conditions at the site(s), of an unusual nature, which differ materially from those ordinarily encountered and generally recognized as inhering in work of the character provided for in the contract.

(b) The Contracting Officer shall investigate the site conditions promptly after receiving the notice. Work shall not proceed at the affected site, except at the

Contractor's risk, until the Contracting Officer has provided written instructions to the Contractor. If the conditions do materially so differ and cause an increase or decrease in the Contractor's cost of, or the time required for, performing any part of the work under this contract, whether or not changed as a result of the conditions, the Contractor shall file a claim in writing to the PHA within ten days after receipt of such instructions and, in any event, before proceeding with the work. An equitable adjustment in the contract price, the delivery schedule, or both shall be made under this clause and the contract modified in writing accordingly.

(c) No request by the Contractor for an equitable adjustment to the contract under this clause shall be allowed, unless the Contractor has given the written notice required; provided, that the time prescribed in (a) above for giving written notice may be extended by the Contracting Officer.

(d) No request by the Contractor for an equitable adjustment to the contract for differing site conditions shall be allowed if made after final payment under this contract.

#### **9. Specifications and Drawings for Construction**

(a) The Contractor shall keep on the work site a copy of the drawings and specifications and shall at all times give the Contracting Officer access thereto. Anything mentioned in the specifications and not shown on the drawings, or shown on the drawings and not mentioned in the specifications, shall be of like effect as if shown or mentioned in both. In case of difference between drawings and specifications, the specifications shall govern. In case of discrepancy in the figures, in the drawings, or in the specifications, the matter shall be

promptly submitted to the Contracting Officer, who shall promptly make a determination in writing. Any adjustment by the Contractor without such a determination shall be at its own risk and expense. The Contracting Officer shall furnish from time to time such detailed drawings and other information as considered necessary, unless otherwise provided.

(b) Wherever in the specifications or upon the drawings the words "directed", "required", "ordered", "designated", "prescribed", or words of like import are used, it shall be understood that the "direction", "requirement", "order", "designation", or "prescription", of the Contracting Officer is intended and similarly the words "approved", "acceptable", "satisfactory", or words of like import shall mean "approved by", or "acceptable to", or "satisfactory to" the Contracting Officer, unless otherwise expressly stated.

(c) Where "as shown" "as indicated", "as detailed", or words of similar import are used, it shall be understood that the reference is made to the drawings accompanying this contract unless stated otherwise. The word "provided" as used herein shall be understood to mean "provide complete in place" that is "furnished and installed".

(d) "Shop drawings" means drawings, submitted to the PHA by the Contractor, subcontractor, or any lower tier subcontractor, showing in detail (1) the proposed fabrication and assembly of structural elements and (2) the installation (i.e., form, fit, and attachment details) of materials of equipment. It includes drawings, diagrams, layouts, schematics, descriptive literature, illustrations, schedules, performance and test data, and similar materials furnished by the Contractor to explain in detail specific portions of the work required by the contract. The PHA may duplicate, use, and disclose in any manner and for any purpose shop drawings delivered under this contract.

(e) If this contract requires shop drawings, the Contractor shall coordinate all such drawings, and review them for accuracy, completeness, and compliance with other contract requirements and shall indicate its approval thereon as evidence of such coordination and review. Shop drawings submitted to the Contracting Officer without evidence of the Contractor's approval may be returned for resubmission. The Contracting Officer will indicate an approval or disapproval of the shop drawings and if not approved as submitted shall indicate the PHA's reasons therefore. Any work done before such approval shall be at the Contractor's risk. Approval by the Contracting Officer shall not relieve the Contractor from responsibility for any errors or omissions in such drawings, nor from responsibility for complying with the requirements of this contract, except with respect to variations described and approved in accordance with (f) below.

(f) If shop drawings show variations from the contract requirements, the Contractor shall describe such variations in writing, separate from the drawings, at the time of submission. If the Architect approves any such variation and the Contracting Officer concurs, the Contracting Officer shall issue an appropriate modification to the contract, except that, if the variation is minor or does not involve a change in price or in time of performance, a modification need not be issued.

(g) It shall be the responsibility of the Contractor to make timely requests of the PHA for such large scale and full size drawings, color schemes, and other additional information, not already in his possession, which shall be

required in the planning and production of the work. Such requests may be submitted as the need arises, but each such request shall be filed in ample time to permit appropriate action to be taken by all parties involved so as to avoid delay.

- (h) The Contractor shall submit to the Contracting Officer for approval four copies (unless otherwise indicated) of all shop drawings as called for under the various headings of these specifications. Three sets (unless otherwise indicated) of all shop drawings, will be retained by the PHA and one set will be returned to the Contractor. As required by the Contracting Officer, the Contractor, upon completing the work under this contract, shall furnish a complete set of all shop drawings as finally approved. These drawings shall show all changes and revisions made up to the time the work is completed and accepted.
- (i) This clause shall be included in all subcontracts at any tier. It shall be the responsibility of the Contractor to ensure that all shop drawings prepared by subcontractors are submitted to the Contracting Officer.

#### **10. As-Built Drawings**

- (a) "As-built drawings," as used in this clause, means drawings submitted by the Contractor or subcontractor at any tier to show the construction of a particular structure or work as actually completed under the contract. "As-built drawings" shall be synonymous with "Record drawings."
- (b) As required by the Contracting Officer, the Contractor shall provide the Contracting Officer accurate information to be used in the preparation of permanent as-built drawings. For this purpose, the Contractor shall record on one set of contract drawings all changes from the installations originally indicated, and record final locations of underground lines by depth from finish grade and by accurate horizontal offset distances to permanent surface improvements such as buildings, curbs, or edges of walks.
- (c) This clause shall be included in all subcontracts at any tier. It shall be the responsibility of the Contractor to ensure that all as-built drawings prepared by subcontractors are submitted to the Contracting Officer.

#### **11. Material and Workmanship**

- (a) All equipment, material, and articles furnished under this contract shall be new and of the most suitable grade for the purpose intended, unless otherwise specifically provided in this contract. References in the contract to equipment, material, articles, or patented processes by trade name, make, or catalog number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition. The Contractor may, at its option, use any equipment, material, article, or process that, in the judgment of, and as approved by the Contracting Officer, is equal to that named in the specifications, unless otherwise specifically provided in this contract.
- (b) Approval of equipment and materials.
  - (1) The Contractor shall obtain the Contracting Officer's approval of the machinery and mechanical and other equipment to be incorporated into the work. When requesting approval, the Contractor shall furnish to the Contracting Officer the name of the manufacturer, the model number, and other information concerning the performance, capacity, nature, and rating of the

machinery and mechanical and other equipment. When required by this contract or by the Contracting Officer, the Contractor shall also obtain the

Contracting Officer's approval of the material or articles which the Contractor contemplates incorporating into the work. When requesting approval, the Contractor shall provide full information concerning the material or articles. Machinery, equipment, material, and articles that do not have the required approval shall be installed or used at the risk of subsequent rejection.

- (2) When required by the specifications or the Contracting Officer, the Contractor shall submit appropriately marked samples (and certificates related to them) for approval at the Contractor's expense, with all shipping charges prepaid. The Contractor shall label, or otherwise properly mark on the container, the material or product represented, its place of origin, the name of the producer, the Contractor's name, and the identification of the construction project for which the material or product is intended to be used.
- (3) Certificates shall be submitted in triplicate, describing each sample submitted for approval and certifying that the material, equipment or accessory complies with contract requirements. The certificates shall include the name and brand of the product, name of manufacturer, and the location where produced.
- (4) Approval of a sample shall not constitute a waiver of the PHA right to demand full compliance with contract requirements. Materials, equipment and accessories may be rejected for cause even though samples have been approved.
- (5) Wherever materials are required to comply with recognized standards or specifications, such specifications shall be accepted as establishing the technical qualities and testing methods, but shall not govern the number of tests required to be made nor modify other contract requirements. The Contracting Officer may require laboratory test reports on items submitted for approval or may approve materials on the basis of data submitted in certificates with samples. Check tests will be made on materials delivered for use only as frequently as the Contracting Officer determines necessary to insure compliance of materials with the specifications. The Contractor will assume all costs of retesting materials which fail to meet contract requirements and/or testing materials offered in substitution for those found deficient.
- (6) After approval, samples will be kept in the Project office until completion of work. They may be built into the work after a substantial quantity of the materials they represent has been built in and accepted.
- (c) Requirements concerning lead-based paint. The Contractor shall comply with the requirements concerning lead-based paint contained in the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) as implemented by 24 CFR Part 35.

#### **12. Permits and Codes**

- (a) The Contractor shall give all notices and comply with all applicable laws, ordinances, codes, rules and regulations. Notwithstanding the requirement of the Contractor to comply with the drawings and specifications in the contract, all work installed shall comply with all applicable codes and regulations as amended by any

waivers. Before installing the work, the Contractor shall examine the drawings and the specifications for compliance with applicable codes and regulations bearing on the work and shall immediately report any discrepancy it may discover to the Contracting Officer.

Where the requirements of the drawings and specifications fail to comply with the applicable code or regulation, the Contracting Officer shall modify the contract by change order pursuant to the clause entitled Changes herein to conform to the code or regulation.

- (b) The Contractor shall secure and pay for all permits, fees, and licenses necessary for the proper execution and completion of the work. Where the PHA can arrange for the issuance of all or part of these permits, fees and licenses, without cost to the Contractor, the contract amount shall be reduced accordingly.

### **13. Health, Safety, and Accident Prevention**

- (a) In performing this contract, the Contractor shall:
- (1) Ensure that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his/her health and/or safety as determined under construction safety and health standards promulgated by the Secretary of Labor by regulation;
  - (2) Protect the lives, health, and safety of other persons;
  - (3) Prevent damage to property, materials, supplies, and equipment; and,
  - (4) Avoid work interruptions.
- (b) For these purposes, the Contractor shall:
- (1) Comply with regulations and standards issued by the Secretary of Labor at 29 CFR Part 1926. Failure to comply may result in imposition of sanctions pursuant to the Contract Work Hours and Safety Standards Act (Public Law 91-54, 83 Stat. 96), 40 U.S.C. 3701 et seq.; and
  - (2) Include the terms of this clause in every subcontract so that such terms will be binding on each subcontractor.
- (c) The Contractor shall maintain an accurate record of exposure data on all accidents incident to work performed under this contract resulting in death, traumatic injury, occupational disease, or damage to property, materials, supplies, or equipment, and shall report this data in the manner prescribed by 29 CFR Part 1904.
- (d) The Contracting Officer shall notify the Contractor of any noncompliance with these requirements and of the corrective action required. This notice, when delivered to the Contractor or the Contractor's representative at the site of the work, shall be deemed sufficient notice of the noncompliance and corrective action required. After receiving the notice, the Contractor shall immediately take corrective action. If the Contractor fails or refuses to take corrective action promptly, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. The Contractor shall not base any claim or request for equitable adjustment for additional time or money on any stop order issued under these circumstances.
- (e) The Contractor shall be responsible for its subcontractors' compliance with the provisions of this clause. The Contractor shall take such action with respect to any subcontract as the PHA, the Secretary of Housing and Urban Development, or the Secretary of Labor shall direct as a means of enforcing such provisions.

### **14. Temporary Heating**

The Contractor shall provide and pay for temporary heating, covering, and enclosures necessary to properly protect all work and materials against damage by dampness and cold, to dry out the work, and to facilitate the completion of the work. Any permanent heating equipment used shall be turned over to the PHA in the condition and at the time required by the specifications.

### **15. Availability and Use of Utility Services**

- (a) The PHA shall make all reasonably required amounts of utilities available to the Contractor from existing outlets and supplies, as specified in the contract. Unless otherwise provided in the contract, the amount of each utility service consumed shall be charged to or paid for by the Contractor at prevailing rates charged to the PHA or, where the utility is produced by the PHA, at reasonable rates determined by the Contracting Officer. The Contractor shall carefully conserve any utilities furnished without charge.
- (b) The Contractor, at its expense and in a manner satisfactory to the Contracting Officer, shall install and maintain all necessary temporary connections and distribution lines, and all meters required to measure the amount of each utility used for the purpose of determining charges. Before final acceptance of the work by the PHA, the Contractor shall remove all the temporary connections, distribution lines, meters, and associated paraphernalia.

### **16. Protection of Existing Vegetation, Structures, Equipment, Utilities, and Improvements**

- (a) The Contractor shall preserve and protect all structures, equipment, and vegetation (such as trees, shrubs, and grass) on or adjacent to the work site, which are not to be removed under this contract, and which do not unreasonably interfere with the work required under this contract.
- (b) The Contractor shall only remove trees when specifically authorized to do so, and shall avoid damaging vegetation that will remain in place. If any limbs or branches of trees are broken during performance of this contract, or by the careless operation of equipment, or by workmen, the Contractor shall trim those limbs or branches with a clean cut and paint the cut with a tree-pruning compound as directed by the Contracting Officer.
- (c) The Contractor shall protect from damage all existing improvements and utilities (1) at or near the work site and (2) on adjacent property of a third party, the locations of which are made known to or should be known by the Contractor. Prior to disturbing the ground at the construction site, the Contractor shall ensure that all underground utility lines are clearly marked.
- (d) The Contractor shall shore up, brace, underpin, secure, and protect as necessary all foundations and other parts of existing structures adjacent to, adjoining, and in the vicinity of the site, which may be affected by the excavations or other operations connected with the construction of the project.
- (e) Any equipment temporarily removed as a result of work under this contract shall be protected, cleaned, and replaced in the same condition as at the time of award of this contract.

- (f) New work which connects to existing work shall correspond in all respects with that to which it connects and/or be similar to existing work unless otherwise required by the specifications.
- (g) No structural members shall be altered or in any way weakened without the written authorization of the Contracting Officer, unless such work is clearly specified in the plans or specifications.
- (h) If the removal of the existing work exposes discolored or unfinished surfaces, or work out of alignment, such surfaces shall be refinished, or the material replaced as necessary to make the continuous work uniform and harmonious. This, however, shall not be construed to require the refinishing or reconstruction of dissimilar finishes previously exposed, or finished surfaces in good condition, but in different planes or on different levels **Construction** when brought together by the removal of intervening work, unless such refinishing or reconstruction is specified in the plans or specifications.
- (i) The Contractor shall give all required notices to any adjoining or adjacent property owner or other party before the commencement of any work.
- (j) The Contractor shall indemnify and save harmless the PHA from any damages on account of settlement or the loss of lateral support of adjoining property, any damages from changes in topography affecting drainage, and from all loss or expense and all damages for which the PHA may become liable in consequence of such injury or damage to adjoining and adjacent structures and their premises.
- (k) The Contractor shall repair any damage to vegetation, structures, equipment, utilities, or improvements, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damage promptly, the Contracting Officer may have the necessary work performed and charge the cost to the Contractor.

#### **17. Temporary Buildings and Transportation of Materials**

- (a) Temporary buildings (e.g., storage sheds, shops, offices, sanitary facilities) and utilities may be erected by the Contractor only with the approval of the Contracting Officer and shall be built with labor and materials furnished by the Contractor without expense to the PHA. The temporary buildings and utilities shall remain the property of the Contractor and shall be removed by the Contractor at its expense upon completion of the work. With the written consent of the Contracting Officer, the buildings and utilities may be abandoned and need not be removed.
- (b) The Contractor shall, as directed by the Contracting Officer, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the Contracting Officer. When materials are transported in prosecuting the work, vehicles shall not be loaded beyond the loading capacity recommended by the manufacturer of the vehicle or prescribed by any federal, state, or local law or regulation. When it is necessary to cross curbs or sidewalks, the Contractor shall protect them from damage. The Contractor shall repair or pay for the repair of any damaged curbs, sidewalks, or roads.

#### **18. Clean Air and Water**

The contractor shall comply with the Clean Air Act, as amended, 42 USC 7401 et seq., the Federal Water Pollution Control Water Act, as amended, 33 U.S.C. 1251 et seq., and standards issued pursuant thereto in the facilities in which this contract is to be performed.

#### **19. Energy Efficiency**

The Contractor shall comply with mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State in which the work under the contract is performed.

#### **20. Inspection and Acceptance of**

- (a) Definitions. As used in this clause -
  - (1) "Acceptance" means the act of an authorized representative of the PHA by which the PHA approves and assumes ownership of the work performed under this contract. Acceptance may be partial or complete.
  - (2) "Inspection" means examining and testing the work performed under the contract (including, when appropriate, raw materials, equipment, components, and intermediate assemblies) to determine whether it conforms to contract requirements.
  - (3) "Testing" means that element of inspection that determines the properties or elements, including functional operation of materials, equipment, or their components, by the application of established scientific principles and procedures.
- (b) The Contractor shall maintain an adequate inspection system and perform such inspections as will ensure that the work performed under the contract conforms to contract requirements. All work is subject to PHA inspection and test at all places and at all reasonable times before acceptance to ensure strict compliance with the terms of the contract.
- (c) PHA inspections and tests are for the sole benefit of the PHA and do not: (1) relieve the Contractor of responsibility for providing adequate quality control measures; (2) relieve the Contractor of responsibility for loss or damage of the material before acceptance; (3) constitute or imply acceptance; or, (4) affect the continuing rights of the PHA after acceptance of the completed work under paragraph (j) below.
- (d) The presence or absence of the PHA inspector does not relieve the Contractor from any contract requirement, nor is the inspector authorized to change any term or condition of the specifications without the Contracting Officer's written authorization. All instructions and approvals with respect to the work shall be given to the Contractor by the Contracting Officer.
- (e) The Contractor shall promptly furnish, without additional charge, all facilities, labor, and material reasonably needed for performing such safe and convenient inspections and tests as may be required by the Contracting Officer. The PHA may charge to the Contractor any additional cost of inspection or test when work is not ready at the time specified by the Contractor for inspection or test, or when prior rejection makes reinspection or retest necessary. The PHA shall perform all inspections and tests in a manner that will not unnecessarily delay the work. Special, full size, and performance tests shall be performed as described in the contract.

- (f) The PHA may conduct routine inspections of the construction site on a daily basis.
- (g) The Contractor shall, without charge, replace or correct work found by the PHA not to conform to contract requirements, unless the PHA decides that it is in its interest to accept the work with an appropriate adjustment in contract price. The Contractor shall promptly segregate and remove rejected material from the premises.
- (h) If the Contractor does not promptly replace or correct rejected work, the PHA may (1) by contract or otherwise, replace or correct the work and charge the cost to the Contractor, or (2) terminate for default the Contractor's right to proceed.
- (i) If any work requiring inspection is covered up without approval of the PHA, it must, if requested by the Contracting Officer, be uncovered at the expense of the Contractor. If at any time before final acceptance of the entire work, the Construction PHA considers it necessary or advisable, to examine work already completed by removing or tearing it out, the Contractor, shall on request, promptly furnish all necessary facilities, labor, and material. If such work is found to be defective or nonconforming in any material respect due to the fault of the Contractor or its subcontractors, the Contractor shall defray all the expenses of the examination and of satisfactory reconstruction. If, however, such work is found to meet the requirements of the contract, the Contracting Officer shall make an equitable adjustment to cover the cost of the examination and reconstruction, including, if completion of the work was thereby delayed, an extension of time.
- (j) The Contractor shall notify the Contracting Officer, in writing, as to the date when in its opinion all or a designated portion of the work will be substantially completed and ready for inspection. If the Architect determines that the state of preparedness is as represented, the PHA will promptly arrange for the inspection. Unless otherwise specified in the contract, the PHA shall accept, as soon as practicable after completion and inspection, all work required by the contract or that portion of the work the Contracting Officer determines and designates can be accepted separately. Acceptance shall be final and conclusive except for latent defects, fraud, gross mistakes amounting to fraud, or the PHA's right under any warranty or guarantee.

#### **21. Use and Possession Prior to Completion**

- (a) The PHA shall have the right to take possession of or use any completed or partially completed part of the work. Before taking possession of or using any work, the Contracting Officer shall furnish the Contractor a list of items of work remaining to be performed or corrected on those portions of the work that the PHA intends to take possession of or use. However, failure of the Contracting Officer to list any item of work shall not relieve the Contractor of responsibility for complying with the terms of the contract. The PHA's possession or use shall not be deemed an acceptance of any work under the contract.
- (b) While the PHA has such possession or use, the Contractor shall be relieved of the responsibility for (1) the loss of or damage to the work resulting from the PHA's possession or use, notwithstanding the terms of the clause entitled Permits and Codes herein; (2) all maintenance costs on the areas occupied; and, (3) furnishing heat, light, power, and water used in the areas

occupied without proper remuneration therefore. If prior possession or use by the PHA delays the progress of the work or causes additional expense to the Contractor, an equitable adjustment shall be made in the contract price or the time of completion, and the contract shall be modified in writing accordingly.

#### **22. Warranty of Title**

The Contractor warrants good title to all materials, supplies, and equipment incorporated in the work and agrees to deliver the premises together with all improvements thereon free from any claims, liens or charges, and agrees further that neither it nor any other person, firm or corporation shall have any right to a lien upon the premises or anything appurtenant thereto.

#### **23. Warranty of**

- (a) In addition to any other warranties in this contract, the Contractor warrants, except as provided in paragraph (j) of this clause, that work performed under this contract conforms to the contract requirements and is free of any defect in equipment, material, or workmanship performed by the Contractor or any subcontractor or supplier at any tier. This warranty shall continue for a period of \_\_\_\_\_ (one year unless otherwise indicated) from the date of final acceptance of the work. If the PHA takes possession of any part of the work before final acceptance, this warranty shall continue for a period of (one year unless otherwise indicated) from the date that the PHA takes possession.
- (b) The Contractor shall remedy, at the Contractor's expense, any failure to conform, or any defect. In addition, the Contractor shall remedy, at the Contractor's expense, any damage to PHA-owned or controlled real or personal property when the damage is the result of—
  - (1) The Contractor's failure to conform to contract requirements; or
  - (2) Any defects of equipment, material, workmanship or design furnished by the Contractor.
- (c) The Contractor shall restore any work damaged in fulfilling the terms and conditions of this clause. The Contractor's warranty with respect to work repaired or replaced will run for (one year unless otherwise indicated) from the date of repair or replacement.
- (d) The Contracting Officer shall notify the Contractor, in writing, within a reasonable time after the discovery of any failure, defect or damage.
- (e) If the Contractor fails to remedy any failure, defect, or damage within a reasonable time after receipt of notice, the PHA shall have the right to replace, repair or otherwise remedy the failure, defect, or damage at the Contractor's expense.
- (f) With respect to all warranties, express or implied, from subcontractors, manufacturers, or suppliers for work performed and materials furnished under this contract, the Contractor shall:
  - (1) Obtain all warranties that would be given in normal commercial practice;
  - (2) Require all warranties to be executed in writing, for the benefit of the PHA; and,
  - (3) Enforce all warranties for the benefit of the PHA.
- (g) In the event the Contractor's warranty under paragraph (a) of this clause has expired, the PHA may bring suit at its own expense to enforce a subcontractor's, manufacturer's or supplier's warranty.

- (h) Unless a defect is caused by the negligence of the Contractor or subcontractor or supplier at any tier, the Contractor shall not be liable for the repair of any defect of material or design furnished by the PHA nor for the repair of any damage that results from any defect in PHA furnished material or design.
- (i) Notwithstanding any provisions herein to the contrary, the establishment of the time periods in paragraphs (a) and (c) above relate only to the specific obligation of the Contractor to correct the work, and have no relationship to the time within which its obligation to comply with the contract may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to its obligation other than specifically to correct the work.
- (j) This warranty shall not limit the PHA's rights under the Inspection and Acceptance of Construction clause of this contract with respect to latent defects, gross mistakes or fraud.

**24. Prohibition Against Liens**

The Contractor is prohibited from placing a lien on the PHA's property. This prohibition shall apply to all subcontractors at any tier and all materials suppliers.

**Administrative Requirements**

**25. Contract Period**

this contract within \_\_\_\_\_ calendar days of the effective date of the contract, or within the time schedule established in the notice to proceed issued by the Contracting Officer.

**26. Order of Provisions**

accordance with the terms and conditions of the contract and any applicable state or local law or regulation, the state or local law or regulation shall prevail; provided that such state or local law or regulation does not conflict with, or is less restrictive than applicable federal law, regulation, or Executive Order. In the event of such a conflict, applicable federal law, regulation, and Executive Order shall prevail.

**27. Payments**

Retain ten (10) percent of the amount of progress

- (a) The PHA shall pay the Contractor the price as provided in this contract.
- (b) The PHA shall make progress payments approximately every 45 days as the work proceeds, on estimates of work accomplished which meets the standards of quality established under the contract, as approved by the Contracting Officer. The PHA may, subject to written determination and approval of the Contracting Officer, make more frequent payments to contractors which are qualified small businesses.
- (c) Before the first progress payment under this contract, the Contractor shall furnish, in such detail as requested by the Contracting Officer, a breakdown of the total contract price showing the amount included therein for each principal category of the work, which shall substantiate the payment amount requested in order to provide a

basis for determining progress payments. The breakdown shall be approved by the Contracting Officer and must be acceptable to HUD. If the contract covers more than one project, the Contractor shall furnish a separate breakdown for each. The values and quantities employed in making up this breakdown are for determining the amount of progress payments and shall not be construed as a basis for additions to or deductions from the contract price. The Contractor shall prorate its overhead and profit over the construction period of the contract.

- (d) The Contractor shall submit, on forms provided by the PHA, periodic estimates showing the value of the work performed during each period based upon the approved submitted not later than \_\_\_\_\_ days in advance of the date set for payment and are subject to correction and revision as required. The estimates must be approved by the Contracting Officer with the concurrence of the Architect prior to payment. If the contract covers more than one project, the Contractor shall furnish a separate progress payment estimate for each.
- (e) Along with each request for progress payments and the required estimates, the Contractor shall furnish the following certification, or payment shall not be made: I hereby certify, to the best of my knowledge and belief, that:

- (1) The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the contract;
- (2) Payments to subcontractors and suppliers have been made from previous payments received under the contract, and timely payments will be made from the proceeds of the payment covered by this certification, in accordance with subcontract agreements; and,
- (3) This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a subcontractor or supplier in subcontract.

**Name:**

Title:

Date:

- (f) Except as otherwise provided in State law, the PHA shall retain ten (10) percent of payments until completion and acceptance of all work under the contract; except, that if upon completion of fifty (50) percent of the work, the Contracting Officer, after consulting with the Architect, determines that the Contractor's performance and progress are satisfactory, the PHA may make the remaining payments in full for the work subsequently completed. If the Contracting Officer subsequently determines that the Contractor's performance and progress are unsatisfactory, the PHA shall reinstate the ten (10) percent (or other percentage as provided in State law) retainage until such time as the Contracting Officer determines that performance and progress are satisfactory.
- (g) The Contracting Officer may authorize material delivered on the site and preparatory work done to be taken into consideration when computing progress payments.

Material delivered to the Contractor at locations other than the site may also be taken into consideration if the Contractor furnishes satisfactory evidence that (1) it has acquired title to such material; (2) the material is properly stored in a bonded warehouse, storage yard, or similar suitable place as may be approved by the Contracting Officer; (3) the material is insured to cover its full value; and (4) the material will be used to perform this contract. Before any progress payment which includes delivered material is made, the Contractor shall furnish such documentation as the Contracting Officer may require to assure the protection of the PHA's interest in such materials. The Contractor shall remain responsible for such stored material notwithstanding the transfer of title to the PHA.

- (h) All material and work covered by progress payments made shall, at the time of payment become the sole property of the PHA, but this shall not be construed as (1) relieving the Contractor from the sole responsibility for all material and work upon which payments have been made or the restoration of any damaged work; or, (2) waiving the right of the PHA to require the fulfillment of all of the terms of the contract. In the event the work of the Contractor has been damaged by other contractors or persons other than employees of the PHA in the course of their employment, the Contractor shall restore such damaged work without cost to the PHA and to seek redress for its damage only from those who directly caused it.
- (i) The PHA shall make the final payment due the Contractor under this contract after (1) completion and final acceptance of all work; and (2) presentation of release of all claims against the PHA arising by virtue of this contract, other than claims, in stated amounts, that the Contractor has specifically excepted from the operation of the release. Each such exception shall embrace no more than one claim, the basis and scope of which shall be clearly defined. The amounts for such excepted claims shall not be included in the request for final payment. A release may also be required of the assignee if the Contractor's claim to amounts payable under this contract has been assigned.
- (j) Prior to making any payment, the Contracting Officer may require the Contractor to furnish receipts or other evidence of payment from all persons performing work and supplying material to the Contractor, if the Contracting Officer determines such evidence is necessary to substantiate claimed costs.
- (k) The PHA shall not; (1) determine or adjust any claims for payment or disputes arising there under between the Contractor and its subcontractors or material suppliers; or, (2) withhold any moneys for the protection of the subcontractors or material suppliers. The failure or refusal of the PHA to withhold moneys from the Contractor shall in nowise impair the obligations of any surety or sureties under any bonds furnished under this contract.

#### **28. Contract Modifications**

- (a) Only the Contracting Officer has authority to modify any term or condition of this contract. Any contract modification shall be authorized in writing.
- (b) The Contracting Officer may modify the contract unilaterally (1) pursuant to a specific authorization stated in a contract clause (e.g., Changes); or (2) for administrative matters which do not change the rights or

- responsibilities of the parties (e.g., change in the PHA address). All other contract modifications shall be in the form of supplemental agreements signed by the Contractor and the Contracting Officer.
- (c) When a proposed modification requires the approval of HUD prior to its issuance (e.g., a change order that exceeds the PHA's approved threshold), such modification shall not be effective until the required approval is received by the PHA.

#### **29. Changes**

- (a) The Contracting Officer may, at any time, without notice to the sureties, by written order designated or indicated to be a change order, make changes in the work within the general scope of the contract including changes:
  - (1) In the specifications (including drawings and designs);
  - (2) In the method or manner of performance of the work;
  - (3) PHA-furnished facilities, equipment, materials, services, or site; or,
  - (4) Directing the acceleration in the performance of the work.
- (b) Any other written order or oral order (which, as used in this paragraph (b), includes direction, instruction, interpretation, or determination) from the Contracting Officer that causes a change shall be treated as a change order under this clause; provided, that the Contractor gives the Contracting Officer written notice stating (1) the date, circumstances and source of the order and (2) that the Contractor regards the order as a change order.
- (c) Except as provided in this clause, no order, statement or conduct of the Contracting Officer shall be treated as a change under this clause or entitle the Contractor to an equitable adjustment.
- (d) If any change under this clause causes an increase or decrease in the Contractor's cost of, or the time required for the performance of any part of the work under this contract, whether or not changed by any such order, the Contracting Officer shall make an equitable adjustment and modify the contract in writing. However, except for a adjustment based on defective specifications, no proposal for any change under paragraph (b) above shall be allowed for any costs incurred more than 20 days (5 days for oral orders) before the Contractor gives written notice as required. In the case of defective specifications for which the PHA is responsible, the equitable adjustment shall include any increased cost reasonably incurred by the Contractor in attempting to comply with the defective specifications.
- (e) The Contractor must assert its right to an adjustment under this clause within 30 days after (1) receipt of a written change order under paragraph (a) of this clause, or (2) the furnishing of a written notice under paragraph (b) of this clause, by submitting a written statement describing the general nature and the amount of the proposal. If the facts justify it, the Contracting Officer may extend the period for submission. The proposal may be included in the notice required under paragraph (b) above. No proposal by the Contractor for an equitable adjustment shall be allowed if asserted after final payment under this contract.
- (f) The Contractor's written proposal for equitable adjustment shall be submitted in the form of a lump sum proposal supported with an itemized breakdown of all increases and decreases in the contract in at least the following details:

- (1) Direct Costs. Materials (list individual items, the quantity and unit cost of each, and the aggregate cost); Transportation and delivery costs associated with materials; Labor breakdowns by hours or unit costs (identified with specific work to be performed); Construction equipment exclusively necessary for the change; Costs of preparation and/ or revision to shop drawings resulting from the change; Worker's Compensation and Public Liability Insurance; Employment taxes under FICA and FUTA; and, Bond Costs when size of change warrants revision.
- (2) Indirect Costs. Indirect costs may include overhead, general and administrative expenses, and fringe benefits not normally treated as direct costs.
- (3) Profit. The amount of profit shall be negotiated and may vary according to the nature, extent, and complexity of the work required by the change. The allowability of the direct and indirect costs shall be determined in accordance with the Contract Cost Principles and Procedures for Commercial Firms in Part 31 of the Federal Acquisition Regulation (48 CFR 1-31), as implemented by HUD Handbook 2210.18, in effect on the date of this contract. The Contractor shall not be allowed a profit on the profit received by any subcontractor. Equitable adjustments for deleted work shall include a credit for profit and may include a credit for indirect costs. On proposals covering both increases and decreases in the amount of the contract, the application of indirect costs and profit shall be on the net-change in direct costs for the Contractor or subcontractor performing the work.
- (g) The Contractor shall include in the proposal its request for time extension (if any), and shall include sufficient information and dates to demonstrate whether and to what extent the change will delay the completion of the contract in its entirety.
- (h) The Contracting Officer shall act on proposals within 30 days after their receipt, or notify the Contractor of the date when such action will be taken.
- (i) Failure to reach an agreement on any proposal shall be a dispute under the clause entitled Disputes herein. Nothing in this clause, however, shall excuse the Contractor from proceeding with the contract as changed.
- (j) Except in an emergency endangering life or property, no change shall be made by the Contractor without a prior order from the Contracting Officer.

### **30. Suspension of Work**

- (a) The Contracting Officer may order the Contractor in writing to suspend, delay, or interrupt all or any part of the work of this contract for the period of time that the Contracting Officer determines appropriate for the convenience of the PHA.
- (b) If the performance of all or any part of the work is, for an unreasonable period of time, suspended, delayed, or interrupted (1) by an act of the Contracting Officer in the administration of this contract, or (2) by the Contracting Officer's failure to act within the time specified (or within a reasonable time if not specified) in this contract an adjustment shall be made for any increase in the cost of performance of the contract (excluding profit) necessarily caused by such unreasonable suspension, delay, or interruption and the contract modified in writing accordingly. However, no adjustment shall be made under this clause for any suspension, delay, or interruption to the extent that performance would have

- been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Contractor or for which any equitable adjustment is provided for or excluded under any other provision of this contract.
- (c) A claim under this clause shall not be allowed (1) for any costs incurred more than 20 days before the Contractor shall have notified the Contracting Officer in writing of the act or failure to act involved (but this requirement shall not apply as to a claim resulting from a suspension order); and, (2) unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of the suspension, delay, or interruption, but not later than the date of final payment under the contract.

### **31. Disputes**

- (a) "Claim," as used in this clause, means a written demand or written assertion by one of the contracting parties seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other relief arising under or relating to the contract. A claim arising under the contract, unlike a claim relating to the contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant. A voucher, invoice, or other routine request for payment that is not in dispute when submitted is not a claim. The submission may be converted to a claim by complying with the requirements of this clause, if it is disputed either as to liability or amount or is not acted upon in a reasonable time.
- (b) Except for disputes arising under the clauses entitled Labor Standards - Davis Bacon and Related Acts, herein, all disputes arising under or relating to this contract, including any claims for damages for the alleged breach thereof which are not disposed of by agreement, shall be resolved under this clause.
- (c) All claims by the Contractor shall be made in writing and submitted to the Contracting Officer for a written decision. A claim by the PHA against the Contractor shall be subject to a written decision by the Contracting Officer.
- (d) The Contracting Officer shall, within 60 (unless otherwise indicated) days after receipt of the request, decide the claim or notify the Contractor of the date by which the decision will be made.
- (e) The Contracting Officer's decision shall be final unless the Contractor (1) appeals in writing to a higher level in the PHA in accordance with the PHA's policy and procedures, (2) refers the appeal to an independent mediator or arbitrator, or (3) files suit in a court of competent jurisdiction. Such appeal must be made within (30 unless otherwise indicated) days after receipt of the Contracting Officer's decision.
- (f) The Contractor shall proceed diligently with performance of this contract, pending final resolution of any request for relief, claim, appeal, or action arising under or relating to the contract, and comply with any decision of the Contracting Officer.

### **32. Default**

- (a) If the Contractor refuses or fails to prosecute the work, or any separable part thereof, with the diligence that will insure its completion within the time specified in this contract, or any extension thereof, or fails to complete said work within this time, the Contracting Officer may, by written notice to the Contractor, terminate the right to

proceed with the work (or separable part of the work) that has been delayed. In this event, the PHA may take over the work and complete it, by contract or otherwise, and may take possession of and use any materials, equipment, and plant on the work site necessary for completing the work. The Contractor and its sureties shall be liable for any damage to the PHA resulting from the Convenience Contractor's refusal or failure to complete the work within the specified time, whether or not the Contractor's right to proceed with the work is terminated. This liability includes any increased costs incurred by the PHA in completing the work.

- (b) The Contractor's right to proceed shall not be terminated or the Contractor charged with damages under this clause if—
- (1) The delay in completing the work arises from unforeseeable causes beyond the control and without the fault or negligence of the Contractor. Examples of such causes include (i) acts of God, or of the public enemy, (ii) acts of the PHA or other governmental entity in either its sovereign or contractual capacity, (iii) acts of another contractor in the performance of a contract with the PHA, (iv) fires, (v) floods, (vi) epidemics, (vii) quarantine restrictions, (viii) strikes, (ix) freight embargoes, (x) unusually severe weather, or (xi) delays of subcontractors or suppliers at any tier arising from unforeseeable causes beyond the control and without the fault or negligence of both the Contractor and the subcontractors or suppliers; and
- (2) The Contractor, within days (10 days unless otherwise indicated) from the beginning of such delay (unless extended by the Contracting Officer) notifies the Contracting Officer in writing of the causes of delay. The Contracting Officer shall ascertain the facts and the extent of the delay. If, in the judgment of the Contracting Officer, the findings of fact warrant such action, time for completing the work shall be extended by written modification to the contract. The findings of the Contracting Officer shall be reduced to a written decision which shall be subject to the provisions of the Disputes clause of this contract.
- (c) If, after termination of the Contractor's right to proceed, it is determined that the Contractor was not in default, or that the delay was excusable, the rights and obligations of the parties will be the same as if the termination had been for convenience of the PHA.

### 33. Liquidated Damages

- (a) If the Contractor fails to complete the work within the time specified in the contract, or any extension, as specified in the clause entitled Default of this contract, the Contractor shall pay to the PHA as liquidated damages, the sum of \$ 45,000/MONTH Contracting Officer insert amount for each day of delay. If different completion dates are specified in the contract for separate parts or stages of the work, the amount of liquidated damages shall be assessed on those parts or stages which are delayed. To the extent that the Contractor's delay or nonperformance is excused under another clause in this contract, liquidated damages shall not be due the PHA. The Contractor remains liable for damages caused other than by delay.
- (b) If the PHA terminates the Contractor's right to proceed, the resulting damage will consist of liquidated damages until such reasonable time as may be required for final

completion of the work together with any increased costs occasioned the PHA in completing the work.

- (c) If the PHA does not terminate the Contractor's right to proceed, the resulting damage will consist of liquidated damages until the work is completed or accepted.

### 34. Termination for

- (a) The Contracting Officer may terminate this contract in whole, or in part, whenever the Contracting Officer determines that such termination is in the best interest of the PHA. Any such termination shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which the performance of the work under the contract is terminated, and the date upon which such termination becomes effective.
- (b) If the performance of the work is terminated, either in whole or in part, the PHA shall be liable to the Contractor for reasonable and proper costs resulting from such termination upon the receipt by the PHA of a properly presented claim setting out in detail: (1) the total cost of the work performed to date of termination less the total amount of contract payments made to the Contractor; (2) the cost (including reasonable profit) of settling and paying claims under subcontracts and material orders for work performed and materials and supplies delivered to the site, payment for which has not been made by the PHA to the Contractor or by the Contractor to the subcontractor or supplier; (3) the cost of preserving and protecting the work already performed until the PHA or assignee takes possession thereof or assumes responsibility therefore; (4) the actual or estimated cost of legal and accounting services reasonably necessary to prepare and present the termination claim to the PHA; and (5) an amount constituting a reasonable profit on the value of the work performed by the Contractor.
- (c) The Contracting Officer will act on the Contractor's claim within days (60 days unless otherwise indicated) of receipt of the Contractor's claim.
- (d) Any disputes with regard to this clause are expressly made subject to the provisions of the Disputes clause of this contract.

### 35. Assignment of Contract

The Contractor shall not assign or transfer any interest in this contract; except that claims for monies due or to become due from the PHA under the contract may be assigned to a bank, trust company, or other financial institution. Such assignments of claims shall only be made with the written concurrence of the Contracting Officer. If the Contractor is a partnership, this contract shall inure to the benefit of the surviving or remaining member(s) of such partnership as approved by the Contracting Officer.

### 36. Insurance

See the Indemnity and Insurance Requirements which supersedes this section.

- ~~(a) Before commencing work, the Contractor and each subcontractor shall furnish the PHA with certificates of insurance showing the following insurance is in force and will insure all operations under the Contract:~~
- ~~(1) Workers' Compensation, in accordance with state or Territorial Workers' Compensation laws.~~
- ~~(2) Commercial General Liability with a combined single limit for bodily injury and property damage of not less than \$ \_\_\_\_\_ [Contracting Officer insert amount]~~

~~per occurrence to protect the Contractor and each subcontractor against claims for bodily injury or death and damage to the property of others. This shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under (3) below. If the Contractor has a "claims-made" policy, then the following additional requirements apply: the policy must provide a "retroactive date" which must be on or before the execution date of the Contract; and the extended reporting period may not be less than five years following the completion date of the Contract.~~

~~(3) Automobile Liability on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$ \_\_\_\_\_.~~

~~[Contracting Officer insert amount] per occurrence. (d)~~

~~(b) Before commencing work, the Contractor shall furnish the PHA with a certificate of insurance evidencing that Builder's Risk (fire and extended coverage) insurance on all work in place and/or materials stored at the building site(s), including foundations and building equipment, is in force. The Builder's Risk Insurance shall be for the benefit of the Contractor and the PHA as their interests may appear and each shall be named in the policy or policies as an insured. The Contractor in installing equipment supplied by the PHA shall carry insurance on such equipment from the time the Contractor takes possession thereof until the Contract work is accepted by the PHA. The Builder's Risk Insurance need not be carried on excavations, piers, footings, or foundations until such time as work on the superstructure is started. It need not be carried on landscape work. Policies shall furnish coverage at all times for the full cash value of all completed construction, as well as materials in place and/or stored at the site(s), whether or not partial payment has been made by the PHA. The Contractor may terminate this insurance on buildings as of the date taken over for occupancy by the PHA. The Contractor is not required to carry Builder's Risk Insurance for modernization work which does not involve structural alterations or additions and where the PHA's existing fire and extended coverage policy can be endorsed to include such work.~~

~~(e) All insurance shall be carried with companies which are financially responsible and admitted to do business in the State in which the project is located. If any such insurance is due to expire during the construction period, the Contractor (including subcontractors, as applicable) shall not permit the coverage to lapse and shall furnish evidence of coverage to the Contracting Officer. All certificates of insurance, as evidence of coverage, shall provide that no coverage may be canceled or non-renewed by the insurance company until at least 30 days prior written notice has been given to the Contracting Officer.~~

### **37. Subcontracts**

(a) Definitions. As used in this contract -

(1) "Subcontract" means any contract, purchase order, or other purchase agreement, including modifications and change orders to the foregoing, entered into by a subcontractor to furnish supplies, materials, equipment, and services for the performance of the prime contract or a subcontract.

(2) "Subcontractor" means any supplier, vendor, or firm that furnishes supplies, materials, equipment, or services to or for the Contractor or another subcontractor.

(b) The Contractor shall not enter into any subcontract with any subcontractor who has been temporarily denied participation in a HUD program or who has been suspended or debarred from participating in contracting programs by any agency of the United States Government or of the state in which the work under this contract is to be performed.

(c) The Contractor shall be as fully responsible for the acts or omissions of its subcontractors, and of persons either directly or indirectly employed by them as for the acts or omissions of persons directly employed by the Contractor.

The Contractor shall insert appropriate clauses in all subcontracts to bind subcontractors to the terms and conditions of this contract insofar as they are applicable to the work of subcontractors.

(e) Nothing contained in this contract shall create any contractual relationship between any subcontractor and the PHA or between the subcontractor and HUD.

### **38. Subcontracting with Small and Minority Firms, Women's Business Enterprise, and Labor Surplus Area Firms**

The Contractor shall take the following steps to ensure that, whenever possible, subcontracts are awarded to small business firms, minority firms, women's business enterprises, and labor surplus area firms:

(a) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(b) Ensuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;

(c) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;

(d) Establishing delivery schedules, where the requirements of the contract permit, which encourage participation by small and minority businesses and women's business enterprises; and

(e) Using the services and assistance of the U.S. Small Business Administration, the Minority Business Development Agency of the U.S. Department of Commerce, and State and local governmental small business agencies.

### **39. Equal Employment Opportunity**

During the performance of this contract, the Contractor/Seller agrees as follows:

(a) The Contractor/Seller shall not discriminate against any employee or applicant for employment because of race color, religion, sex, sexual orientation, gender identity, disability, or national origin.

(b) The Contractor/Seller shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race,

color, religion, sex, sexual orientation, gender identity, disability, or national origin. Such action shall include, but not be limited to, (1) employment, (2) upgrading demotion, (4) transfer, (5) recruitment or

recruitment advertising, (6) layoff or termination, (7) rates of pay or other forms of compensation, and (8) selection for training, including apprenticeship

(c) The Contractor/Seller agrees to post in conspicuous places available to employees and applicants for employment the notices to be provided by the Contracting Officer setting forth the provisions of this nondiscrimination clause.

(d) The Contractor/Seller shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor/Seller, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

(e) The Contractor/Seller shall send, to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, the notice to be provided by the Contracting Officer advising the labor union or workers' representative of the Contractor's commitments under this clause, and post copies of the notice in conspicuous places available to employees and applicants for employment.

(f) The Contractor/Seller shall comply with Executive Order 11246, as amended, and the rules, regulations, and orders of the Secretary of Labor.

(g) The Contractor/Seller shall furnish all information and reports required by Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto. The Contractor/Seller shall permit

access to its books, records, and accounts by the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(h) In the event of a that the Contractor/Seller is in noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor/seller may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(i) The contractor/seller will include the provisions of paragraphs (a) through (h) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each sub[contractor/seller] or vendor. The [contractor/seller] will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the [contractor/seller] becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the [contractor/seller] may request the United States to enter into such litigation to protect the interests of the United States.

(j) Compliance with the requirements of this clause shall be to the maximum extent consistent with, but not in derogation of, compliance with section 7(b) of the Indian Self-Determination and Education Assistance Act and the Indian Preference clause of this contract.

**40. Employment, Training, and Contracting  
Opportunities for Low-Income Persons, Section 3 of  
the Housing and Urban Development Act of 1968.**

(a) The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

(b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 75, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 75 regulations.

(c) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 prioritization requirements and shall state the minimum percentages of labor hour requirements established in the Benchmark Notice (FR-6085-N-04).

(d) The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 75.

(e) Noncompliance with HUD's regulations in 24 CFR Part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

(f) Contracts, subcontracts, grants, or subgrants subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5307(b)) or subject to tribal preference requirements as authorized under 101(k) of the Native American Housing Assistance and Self-Determination Act (25 U.S.C. 4111(k)) must provide preferences in employment, training, and business opportunities to Indians and Indian organizations, and are therefore not subject to the requirements of 24 CFR Part 75.

**41. Interest of Members of Congress**

No member of or delegate to the Congress of the United States of America shall be admitted to any share or part of this contract or to any benefit that may arise therefrom.

**42. Interest of Members, Officers, or Employees and Former Members, Officers, or Employees**

No member, officer, or employee of the PHA, no member of the governing body of the locality in which the project is situated, no member of the governing body of the locality in which the PHA was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall, during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.

**43. Limitations on Payments made to Influence Certain Federal Financial Transactions**

- (a) The Contractor agrees to comply with Section 1352 of Title 31, United States Code which prohibits the use of **Acts** Federal appropriated funds to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract; the making of any Federal grant; the making of any Federal loan; the entering into of any cooperative agreement; or the modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) The Contractor further agrees to comply with the requirement of the Act to furnish a disclosure (OMB Standard Form LLL, Disclosure of Lobbying Activities) if any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal contract, grant, loan, or cooperative agreement.

**44. Royalties and Patents**

The Contractor shall pay all royalties and license fees. It shall defend all suits or claims for infringement of any patent rights and shall save the PHA harmless from loss on account thereof; except that the PHA shall be responsible for all such loss when a particular design, process or the product of a particular manufacturer or manufacturers is specified and the Contractor has no reason to believe that the specified design, process, or product is an infringement. If, however, the Contractor has reason to believe that any design, process or product specified is an infringement of a patent, the Contractor shall promptly notify the Contracting Officer. Failure to give such notice shall make the Contractor responsible for resultant loss.

**45. Examination and Retention of Contractor's Records**

- (a) The PHA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until 3 years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.
- (b) The Contractor agrees to include in first-tier subcontracts under this contract a clause substantially the same as paragraph (a) above. "Subcontract," as used in this clause, excludes purchase orders not exceeding \$10,000.
- (c) The periods of access and examination in paragraphs (a) and (b) above for records relating to (1) appeals under the Disputes clause of this contract, (2) litigation or settlement of claims arising from the performance of this contract, or (3) costs and expenses of this contract to which the PHA,

HUD, or Comptroller General or any of their duly authorized representatives has taken exception shall continue until disposition of such appeals, litigation, claims, or exceptions.

**46. Labor Standards - Davis-Bacon and Related**

If the total amount of this contract exceeds \$2,000, the Federal labor standards set forth in the clause below shall apply to the development or construction work to be performed under the contract.

- (a) Minimum Wages.
  - (1) All laborers and mechanics employed under this contract in the development or construction of the project(s) involved will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR Part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the Contractor and such laborers and mechanics. Contributions made or costs reasonably anticipated for bona fide fringe benefits under Section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of 29 CFR 5.5(a)(1)(iv); also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the regular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits in the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein; provided, that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under 29 CFR 5.5(a)(1)(ii) and the Davis-Bacon poster (WH-1321) shall

be posted at all times by the Contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

(2) (i) Any class of laborers or mechanics, including

helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate and fringe benefits therefor only when all the following criteria have been met: (A) The work to be performed by the classification requested is not performed by a classification in the wage determination; and (B) The classification is utilized in the area by the construction industry; and (C) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

- (ii) If the Contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and HUD or its designee agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by HUD or its designee to the Administrator of the Wage and Hour Division, Employee Standards Administration, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary.
- (iii) In the event the Contractor, the laborers or mechanics to be employed in the classification or their representatives, and HUD or its designee do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), HUD or its designee shall refer the questions, including the views of all interested parties and the recommendation of HUD or its designee, to the Administrator of the Wage and Hour Division for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary.
- (iv) The wage rate (including fringe benefits where appropriate) determined pursuant to subparagraphs (a)(2)(ii) or (iii) of this clause shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in classification.
- (3) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the Contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.
- (4) If the Contractor does not make payments to a trustee or other third person, the Contractor may consider as part of the wages of any laborer or mechanic the

amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program; provided, that the Secretary of Labor has found, upon the written request of the Contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the Contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

- (b) Withholding of funds. HUD or its designee shall, upon its own action or upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld from the Contractor under this contract or any other Federal contract with the same prime Contractor, or any other Federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime Contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the Contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working in the construction or development of the project, all or part of the wages required by the contract, HUD or its designee may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased. HUD or its designee may, after written notice to the Contractor, disburse such amounts withheld for and on account of the Contractor or subcontractor to the respective employees to whom they are due.
- (c) Payrolls and basic records.
- (1) Payrolls and basic records relating thereto shall be maintained by the Contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working in the construction or development of the project. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made, and actual wages paid. Whenever the Secretary of Labor has found, under 29 CFR 5.5(a)(1)(iv), that the wages of any laborer or mechanic include the amount of costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the Contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

- (2) (i) The Contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the Contracting Officer for transmission to HUD or its designee. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under subparagraph (c)(1) of this clause. This information may be submitted in any form desired. Optional Form WH-347 (Federal Stock Number 029-005-00014-1) is available for this purpose and may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. The Contractor is responsible for the submission of copies of payrolls by all subcontractors. (Approved by the Office of Management and Budget under OMB Control Number 1214-0149.)
- (ii) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the Contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:
- (A) That the payroll for the payroll period contains the information required to be maintained under paragraph (c) (1) of this clause and that such information is correct and complete;
- (B) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in 29 CFR Part 3; and
- (C) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.
- (iii) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirements for submission of the "Statement of Compliance" required by subparagraph (c)(2)(ii) of this clause.
- (iv) The falsification of any of the above certifications may subject the Contractor or subcontractor to civil or criminal prosecution under Section 1001 of Title 18 and Section 3729 of Title 31 of the United States Code.
- (3) The Contractor or subcontractor shall make the records required under subparagraph (c)(1) available for inspection, copying, or transcription by authorized representatives of HUD or its designee, the Contracting Officer, or the Department of Labor and shall permit such representatives to interview employees during working hours on the job. If the Contractor or subcontractor fails to submit the required records or to make them available, HUD or its designee may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to

make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

- (d) (1) Apprentices. Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship and Training, Employer and Labor Services (OATELS), or with a State Apprenticeship Agency recognized by OATELS, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by OATELS or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the Contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated in this paragraph, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the Contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator of the Wage and Hour Division determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event OATELS, or a State Apprenticeship Agency recognized by OATELS, withdraws approval of an apprenticeship program, the Contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.
- (2) Trainees. Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under

the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed in the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate in the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate in the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate in the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the Contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

- (3) Equal employment opportunity. The utilization of apprentices, trainees, and journeymen under this clause shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR Part 30.
- (e) Compliance with Copeland Act requirements. The Contractor shall comply with the requirements of 29 CFR Part 3, which are hereby incorporated by reference in this contract.
- (f) Contract termination; debarment. A breach of this contract clause may be grounds for termination of the contract and for debarment as a Contractor and a subcontractor as provided in 29 CFR 5.12.
- (g) Compliance with Davis-Bacon and related Act requirements. All rulings and interpretations of the Davis-Bacon and related Acts contained in 29 CFR Parts 1, 3, and 5 are herein incorporated by reference in this contract.
- (h) Disputes concerning labor standards. Disputes arising out of the labor standards provisions of this clause shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR Parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the Contractor (or any of its subcontractors) and the PHA, HUD, the U.S. Department of Labor, or the employees or their representatives.
- (i) Certification of eligibility.
  - (1) By entering into this contract, the Contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the Contractor's firm is a person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

- (2) No part of this contract shall be subcontracted to any person or firm ineligible for award of a United States Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).
  - (3) The penalty for making false statements is prescribed in the U. S. Criminal Code, 18 U.S.C. 1001.
- (j) Contract Work Hours and Safety Standards Act. As used in this paragraph, the terms "laborers" and "mechanics" include watchmen and guards.
    - (1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics, including watchmen and guards, shall require or permit any such laborer or mechanic in any workweek in which the individual is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.
    - (2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the provisions set forth in subparagraph (j)(1) of this clause, the Contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic (including watchmen and guards) employed in violation of the provisions set forth in subparagraph (j)(1) of this clause, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of 40 hours without payment of the overtime wages required by provisions set forth in subparagraph (j)(1) of this clause. DOL posts current fines at: <https://www.dol.gov/whd/govcontracts/cwhssa.htm#cmp>
    - (3) Withholding for unpaid wages and liquidated damages. HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or subcontractor under any such contract or any Federal contract with the same prime Contractor, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or subcontractor for unpaid wages and liquidated damages as provided in the provisions set forth in subparagraph (j)(2) of this clause.
  - (k) Subcontracts. The Contractor or subcontractor shall insert in any subcontracts all the provisions contained in this clause, and such other clauses as HUD or its designee may by appropriate instructions require, and also a clause requiring the subcontractors to include these provisions in any lower tier subcontracts. The prime Contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all these provisions.

**47. Non-Federal Prevailing Wage Rates**

(a) Any prevailing wage rate (including basic hourly rate and any fringe benefits), determined under State or tribal law to be prevailing, with respect to any employee in any trade or position employed under the contract, is inapplicable to the contract and shall not be enforced against the Contractor or any subcontractor, with respect to employees engaged under the contract whenever such non-Federal prevailing wage rate exceeds:

(1) The applicable wage rate determined by the Secretary of Labor pursuant to the Davis-Bacon Act (40 U.S.C. 3141 et seq.) to be prevailing in the locality with respect to such trade;

(b) An applicable apprentice wage rate based thereon specified in an apprenticeship program registered with the U.S. Department of Labor (DOL) or a DOL-recognized State Apprenticeship Agency; or

(c) An applicable trainee wage rate based thereon specified in a DOL-certified trainee program.

**48. Procurement of Recovered Materials.**

(a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.

( ) Paragraph (a) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

**SUPPLEMENTARY CONDITIONS  
AIRPORT HEIGHTS SENIOR HOUSING PHASE I  
VERTICAL CONSTRUCTION  
ITB # 26T-DV-103**

**1. HUD 5370**

All reference to “HUD 5370” shall mean the General Conditions of the Contract for Construction, which is an edited version of HUD 5370 that has been adapted by Cook Inlet Housing Authority (CIHA) for use on this project.

**2. BUSINESS LICENSE AND EQUIPMENT**

The Contractor agrees, warrants, and represents that it has paid all required fees and is properly licensed and bonded to do business in the State of Alaska and within the local governing body in which the work is to be performed. The Contractor agrees, warrants, and represents that it will maintain all personnel and the equipment listed by Contractor in its bid in sufficient quantity and working order to timely perform all services required by this Contract.

**3. PERMITS, FEES, AND UTILITIES**

The Contractor shall secure and pay for all permits, fees, licenses, inspections and reinspection’s by government agencies necessary for proper execution and completion of the Work, except for the Municipal of Anchorage (MOA) building permit fees and special inspections, which will be paid for by the Owner, that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.

**4. DRUG FREE WORKPLACE**

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on the premises of CIHA, including all properties, premises, and work sites. Appropriate disciplinary actions, which may include termination, will be taken against CIHA employees, contractors, and subcontractors for violations of the prohibition.

"Controlled substance" for purposes of this statement means a controlled substance listed in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. Section B12), and as further defined by federal regulations (21 C.F.R., Sections 1300.11 through 15.)

The work to be performed under this contract requires that each employee directly engaged in the performance of work funded by CIHA shall abide by the terms of this statement and all related Federal Acts and shall notify CIHA of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

**5. VALUE ENGINEERING**

Contractor is encouraged to develop, prepare and submit Value Engineering Change Proposals (VECP) voluntarily.

**6. BUILD AMERICA, BUY AMERICA ACT**

Pursuant to the Build America, Buy America Act, (BABA), enacted as part of the Infrastructure Investment and Jobs Act. Pub. L 117-58-, 41 U.S.C § 8301, the recipient of the Federal Financial Assistance used to fund this infrastructure project is required to apply a domestic content procurement preference (the “Buy America Preference” or “BAP”) for all construction, alteration, maintenance, or repair of public infrastructure, including buildings and real property, unless application of the BAP has been waived by HUD. Accordingly, this agreement shall be carried out in accordance with BABA.

**7. DOMESTIC PREFERENCES**

In accordance with Domestic Preferences for Procurements (2 CFR § 200.322), as appropriate and to the extent consistent with law, CIHA will, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).

For purposes of this section:

(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

**8. COORDINATION WITH COOK INLET HOUSING AUTHORITY**

The term "Contracting Officer" shall mean Gabriel Layman, President / CEO for CIHA. For purposes of this Contract, CIHA's Project Manager, Tony Epple, will serve as the duly authorized representative of the Contracting Officer as Project Manager. Many times, there will be changes to the contract documents in the form of an RFI response or a submittal response. Consistent with CIHA's contracting processes; CIHA Project Manager may approve these changes to the contract documents.

The Contractor shall consult with the Project Manager to ensure that all work by Contractor under this Contract meets CIHA's requirements. Neither the Contracting Officer, the Contract Administrator, nor the Project Manager shall be personally liable to Contractor for any act or omission in the performance of his/her duties under this Contract. Should the Project Manager change at any time the Contractor will be notified in writing of the new Project Manager.

**8. JOBSITE SUPERINTENDENT**

Before starting work, the Contractor shall designate a competent authorized representative (also referred to as a "superintendent") to represent and act with full authority for the Contractor. The proposed superintendent's name, address, telephone number and qualifications shall be submitted in writing for approval to the Project Manager. The Contractor agrees that it will only utilize a superintendent expressly approved by the Owner. This requirement also applies to any proposed substitution of superintendents as well. Any proposed superintendent must have at least five (5) years of experience on similar size and type projects. This superintendent, or an assistant to the superintendent expressly approved of by the Owner, shall be present at the site of work at all times when work is actually in progress, and shall be responsible for full-time field supervision, coordination of subcontractors and suppliers, completion of the work and safety. The Contractor's superintendent shall be supported by competent assistants as necessary. All such assistants must also be expressly approved by the Project Manager. All requirements, instructions and other communications given to the superintendent, or his/her assistant, by the Project Manager shall be as binding as if given directly to the Contractor.

**9. INCOMPLETE OR UNSATISFACTORY WORK, INCLUDING PUNCH LIST ITEMS**

Work found not to be in compliance with the Contract's requirements, including any and all unsatisfactory work and punch list items, shall be corrected within ten (10) calendar days of written notice to the Contractor, or a lesser time as the Owner may determine appropriate. If the Contractor fails to fully and satisfactorily correct all nonconforming or unsatisfactory work, or punch list items within the time allowed by the Owner, the Owner shall have the right,

without declaring default, to offset from the Contract price an amount deemed appropriate by the Owner for curing such nonconforming or unsatisfactory work or punch list items. The Owner shall then have the right to complete the work in any manner it sees fit. This offset shall take the form of a unilateral change order and will appear as a deduction on the Contractor's next sequential Periodic Payment. Insufficient funds remaining for offset will result in a claim against the Contractor. This remedy, including the right of offset, is in addition to all other remedies available to the Owner under the Contract and law, and any decision by CIHA to exercise such a remedy shall not operate to extinguish, limit or in any way waive the Contractor's, and surety's obligations to faithfully and fully perform all other duties and responsibilities existing under the Contract, including all warranty obligations.

If the Owner requires the Contractor to work overtime, on weekends or on holidays in order to correct incomplete or nonconforming work, the Contractor must first notify the Owner in writing of the overtime schedule. If the Owner determines, in its sole discretion, that it is necessary to have CIHA staff present or on call during the Contractor's overtime, the Contractor shall reimburse the Owner for all of its costs for such supervision or on call status, including but not limited to labor costs for CIHA staff at time and a half the regular staff rate. Should the Contractor fail to reimburse the Owner by the next progress payment requested by the Contractor, the Owner may deduct such reimbursement from the Contractor's next progress payment. Insufficient funds remaining for offset will result in a claim against the Contractor.

**10. ALLOWABLE GENERAL REQUIREMENT COSTS AND CONTRACTOR FEE (PROFIT AND OVERHEAD) ON THE ORIGINAL WORK**

Any and all costs associated with general requirements shall not exceed 8% of the direct costs associated with the Work.

Any and all profit plus overhead on the Work shall not exceed 8% of the costs associated with the Work. No profit and overhead shall be permitted on general requirement costs.

**11. ALLOWABLE GENERAL REQUIREMENT COSTS AND CONTRACTOR FEE (PROFIT AND OVERHEAD) ON CHANGE ORDERS AND EQUITABLE ADJUSTMENTS**

Any and all costs associated with general requirements permitted in the AIA Form of Contract shall not exceed 8% of the direct costs associated with any change order or request for equitable adjustment.

Any and all profit plus overhead permitted under the AIA Form of Contract shall not exceed 8% of the costs associated with any change order or request for equitable adjustment. No profit and overhead shall be permitted on general requirement costs.

Equitable adjustments for deleted work shall include a credit for profit plus overhead and general requirements in the stipulated percentages above. On proposals covering both increases and decreases to the contract amount, the application of profit plus overhead and general requirements shall be on the net-change in the direct costs for the Contractor and subcontractor performing the work.

**12. WARRANTY**

The maintenance and warranty period commences at final acceptance of the installation and shall remain in effect for one year. Final acceptance is granted only after a Substantial Completion inspection for a project area is requested by the Contractor and completed by the Owner, and the tasks of corrective action captured in the inspection punch-list are completed to the satisfaction of the Owner.

The date of Final Completion shall be established in a Memorandum of Acceptance signed by the Owner and Contractor.

### **13. RETAINAGE**

The Owner shall retain ten (10) percent of the amount of progress payments until completion and acceptance of all work under the contract or until such time as the Owner determines that performance and progress are satisfactory.

### **14. ADDITIONAL REQUIREMENTS**

- a) **Notice of Differing Site Conditions:** The Contractor shall promptly, and before the conditions are disturbed, give written notice to the Contracting Officer of (1) subsurface or latent physical conditions at the site which differ materially from those indicated in this Contract, or (2) unknown physical conditions at the site(s), of an unusual nature, which differ materially from those ordinarily encountered and generally recognized as inhering in Work of the character provided for in the Contract.
- i) The Contracting Officer shall investigate the site conditions promptly after receiving the notice. Work shall not proceed at the affected site, except at the Contractor's risk, until the Contracting Officer has provided written instructions to the Contractor. If the conditions do materially so differ and cause an increase or decrease in the Contractor's cost of, or the time required for, performing any part of the work under this contract, whether or not changed as a result of the conditions, the Contractor shall file a claim in writing to the PHA within ten (10) days after receipt of such instructions and, in any event, before proceeding with the work. An equitable adjustment in the contract price, the delivery schedule, or both shall be made under this clause and the contract modified in writing accordingly.
- ii) No request by the Contractor for an equitable adjustment to the contract under this clause shall be allowed, unless the Contractor has given the written notice required; provided, that the time prescribed in (a) above for giving written notice may be extended by the Contracting Officer.
- iii) No request by the Contractor for an equitable adjustment to the contract for differing site conditions shall be allowed if made after final payment under this contract.
- iv) The Contractor's obligation to give "prompt notice" of a differing site condition, as set forth above in 11.a, shall mean that the Contractor shall give written notice of the differing site condition to the Owner by hand delivery or email within twenty-four (24) hours of discovery.
- b) **Submittals:** The Contractor shall provide with each required submittal a certificate attesting that the products or materials to be provided are (1) currently and readily available, (2) not obsolete or discontinued, and (3) not to be discontinued or deleted from the supplier or manufacture's stock within the next calendar year.
- c) **Change Orders: Unless** otherwise required, the Contractor shall, within seven (7) calendar days following receipt of a Request for Proposal (RFP) or Directive for changes in the Work submit, in writing to the Project Manager a proposal for accomplishing such change or extra Work. The proposal shall set forth any increase or decrease in cost to the Owner in comparison to such cost had such change or extra work not been authorized. The proposal shall state the basis of compensation for all work in connection with any such changes or extra work. No proposal by the Contractor for an equitable adjustment shall be allowed if asserted after final payment under this Contract. If the facts justify it,

after receipt of a written request from the Contractor within the seven (7) day period identified above, the Project Manager may extend the period for submission of the Contractor's proposal.

Sufficient detail shall be given in said proposal to permit thorough analysis of the proposal by the Project Manager. This detail must be provided regardless of the method used to determine the basis for compensation. Unless otherwise directed, the detail shall permit an analysis of all materials, labor, equipment and overhead costs as well as profit, and shall cover all Work involved in accomplishing the change, whether deleted, added or changed.

**d) Additional Basis for Default:**

- i. In addition to the requirements set forth in the AIA Form of Contract, the Owner may declare the Contractor to be in default in any situation where it determines that the Contractor has breached any provision of this Contract including, but not limited to, any of the following reasons:
  - (1) Failure of the Contractor to begin work within the time specified in the Contract or as otherwise specified by the Owner;
  - (2) Failure of the Contractor to perform the work with sufficient labor, equipment, or material to ensure the timely completion of the work in accordance with the Contract's requirements;
  - (3) Unsatisfactory performance of the work;
  - (4) Failure or refusal of the Contractor to remove material, or remove and replace any work rejected as defective or unsatisfactory;
  - (5) Discontinuance of the work without approval by the Owner;
  - (6) Failure of the Contractor to resume work, which has been discontinued, within a reasonable time after notice by the Owner to do so;
  - (7) Insolvency or bankruptcy of the Contractor;
  - (8) Any assignment of this Contract by the Contractor for the benefit of creditors;
  - (9) Failure or refusal of the Contractor to, within ten (10) days of payment by the Owner, make payments or show cause why payment should not be made, of any amounts due by the Contractor for materials furnished, labor supplied or performed, for equipment rentals, or for utility services rendered;
  - (10) Failure by the Contractor to protect, repair, or pay for any damages or injuries to persons or property; or
  - (11) Failure by Contractor to remove from the job site any personnel of the Contractor or its subcontractors whom the Project Manager determines to be incompetent, dishonest, careless, inexperienced in work he is responsible for performing, negligent or uncooperative.

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

- ii. The Owner may declare default and terminate the Contract, in whole or in part, for any reason set forth above or any other reason permitted under this Contract or by law, by providing written notice of such to the Contractor.
- iii. Should the Owner declare default and terminate the Contract in whole or in part for any reason set forth in this Article, the Owner may, in addition to any other rights and remedies provided in this Contract, procure, upon such terms as it deems proper, services similar or identical to those terminated, and the Contractor or the Contractor's surety shall be liable to the Owner for all excess costs incurred by the Owner for obtaining such similar or identical work included within the terminated portion of the Contract. Such costs shall also include the Owner's additional administrative, procurement, and labor costs necessarily incurred.
- iv. If the Contract is terminated for default the Owner may, in addition to any other rights and remedies provided in this Contract, require the Contractor to transfer title and deliver immediately, in a manner required by the Owner, such partially completed work, including where applicable, reports, working papers and other documents that the Contractor, or its agents or subcontractors, have produced or acquired in its performance of the Contract. Payment for partially completed work shall be made in an amount deemed reasonable and appropriate by the Owner. The Owner may withhold from such payment amounts deemed necessary by the Owner to offset against additional costs or loss reasonably anticipated to occur.
- v. The rights and remedies set forth in this Article are in addition to any and all other rights and remedies available to the Owner under this Contract and law.
- vi. The Owner's failure to exercise any right or remedy provided under the Contract shall not constitute a waiver of the Owner's rights and remedies in the event of any breach of Contract, default or subsequent event of breach of Contract or default. Consent or notice by the Owner for one event may not be construed as consent or notice in the future.

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

**INDEMNITY AND INSURANCE REQUIREMENTS  
AIRPORT HEIGHTS SENIOR HOUSING PHASE I  
VERTICAL CONSTRUCTION  
ITB # 26T-DV-103**

**1. INDEMNIFICATION**

- A. To the fullest extent permitted by law, Contractor shall release, defend, indemnify and hold **Cook Inlet Housing Authority (“CIHA”), Airport Heights I Limited Partnership c/o Cook Inlet Housing Authority, Cook Inlet Housing Development Corporation (“CIHDC”), Alaska Housing Finance Corporation and the State of Alaska, State of Alaska Department of Commerce, Community and Economic Development, Northrim Bank, and R4 AHAK Acquisition LLC and R4 Capital LLC**, its subsidiaries, directors, officers, agents, officials, employees and consultants (collectively, “**Indemnified Parties**”) harmless from and against all claims or loss, including without limitation any and all demands, suits, expenses, damages, fines, charges, liens, actions or liability of any nature, kind or character whatsoever, and including without limitation, claims or loss resulting from injury, death, economic loss, violation of statutes, ordinances, constitutions or other laws, rules or regulations, contractual claims, attorneys’ fees, costs or expenses or any other kind of loss (collectively, “claims or loss”), related to, resulting from or arising directly or indirectly out of the activities of Contractor, the performance, failure of performance or breach of any term of this Contract by Contractor, or by any person or entity employed by Contractor in the performance of this Contract, regardless of whether such claim or loss is caused in part by **Indemnified Parties**.
- B. Contractor’s responsibility for defense and indemnification extends to and includes any claim or loss alleging acts or omissions by **Indemnified Parties** that are said to have contributed to the claim or loss. However, Contractor shall not be required to indemnify an **Indemnified Party** for any claim or loss that results from the sole negligence or willful misconduct of the **Indemnified Party**.
- C. In any and all claims against the **Indemnified Parties** by any employee of Contractor, anyone directly employed by Contractor or anyone for whose acts the Contractor may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Contractor under workers’ compensation acts, disability benefit acts or other employee benefit acts.
- D. Contractor agrees that as part of any subcontract, its subcontractor shall provide assurance of defense and indemnity in **Indemnified Parties’** favor that are identical in scope as those assumed by Contractor under the terms of this Contract.
- E. The requirement of any insurance required of Contractor under this Contract shall not limit Contractor’s indemnification responsibilities under this section in any way.

**2. INSURANCE**

- A. Without limiting the Contractor's indemnification responsibilities, it is agreed that Contractor shall purchase, at its own expense, and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Such policies shall be primary to any policies held by CIHA.

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

- B. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Contractor's policy contains higher limits, CIHA shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the Manager of Procurement prior to fully executing the Contract, and as a condition of payment, Contractor shall purchase and maintain insurance that will protect it from the claims arising out of its operations under the Contract, whether the operations are by Contractor, or any of its consultants or subcontractors or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. This includes Worker's Compensation Insurance, Employer's Liability Insurance, Comprehensive General Liability Insurance and Automobile Liability Insurance.
- C. Contractors' insurance shall name **Cook Inlet Housing Authority ("CIHA"), Airport Heights I Limited Partnership c/o Cook Inlet Housing Authority, Cook Inlet Housing Development Corporation ("CIHDC"), Alaska Housing Finance Corporation and the State of Alaska, State of Alaska Department of Commerce, Community and Economic Development, Northrim Bank, and R4 AHAK Acquisition LLC and R4 Capital LLC** as additional insureds, except for Worker's Compensation. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under Alaska Statutes Title 21.
- D. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this Contract and shall be grounds for termination of the Contractor's services. All insurance companies obligated under the following described policies must have a best rating of "A - VII" or better as identified in the *A.M. Best Insurance Rating Guide*, most recent edition.

**3. MINIMUM LIMITS OF LIABILITY**

Contractor shall maintain with a company satisfactory to **CIHA** at least the limits of liability set forth below. The requirements of this section shall not limit Contractor's indemnification responsibilities as provided in the Contract. Please note, the General Contractor requirements and the Additional Insureds are preliminary and will be finalized before final contract award.

A. Worker's Compensation and Employers' Liability: Contractor shall provide and maintain, for all employees engaged in work under this Contract, coverage as required by AS 23.30.045; and, where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. This policy must waive subrogation against **Cook Inlet Housing Authority ("CIHA"), Airport Heights I Limited Partnership c/o Cook Inlet Housing Authority, Cook Inlet Housing Development Corporation ("CIHDC"), Alaska Housing Finance Corporation and the State of Alaska, State of Alaska Department of Commerce, Community and Economic Development, Northrim Bank, and R4 AHAK Acquisition LLC and R4 Capital LLC.**

- 1. Workers Compensation - Statutory limits
- 2. Employers Liability: a) \$1,000,000 Each Accident Bodily Injury; b) \$1,000,000 Disease Per Employee; c) \$1,000,000 Policy Limit Bodily Injury

B. Commercial General Liability Insurance: Covering all business premises used by and operations conducted by the Contractor in the performance of services under this Contract with minimum coverage limits of \$1,000,000 combined single limit per occurrence. This policy must waive subrogation against **Cook Inlet Housing Authority**

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

**(“CIHA”), Airport Heights I Limited Partnership c/o Cook Inlet Housing Authority, Cook Inlet Housing Development Corporation (“CIHDC”), Alaska Housing Finance Corporation and the State of Alaska, State of Alaska Department of Commerce, Community and Economic Development, Northrim Bank, and R4 AHAK Acquisition LLC and R4 Capital LLC.**

1. \$1,000,000 Each Occurrence
2. \$2,000,000 General Aggregate Per Project/Location
3. \$2,000,000 Products-Completed Operations Aggregate
4. \$1,000,000 Personal and Advertising Injury
5. \$50,000 Fire Damage Legal Liability (per fire)
6. \$5,000 Medical Expense (per person)

The additional following provisions apply to the **Contractor**:

- a. **Deductible:** \$25,000 maximum per occurrence and stated on the ACORD 25 Form.
  - b. **Aggregate:** If the policy covers multiple locations, a per project aggregate limit is required and must be endorsed onto the policy, using ISO Endorsement CG 25 03, or its equivalent.
  - c. **Pollution:** Pollution exclusion must specify that hostile fire or building heating equipment and products is not excluded.
  - d. **Additional Interests Coverage:** To be provided under ISO Endorsement CG 20 36, or its equivalent, for the Additional Insureds listed in Section 7 below. Coverage is to apply on a primary non-contributory basis when coverage under other policies are available to the additional insureds, using CG 20 01, or its equivalent. If coverage is written on any other forms, copies must be attached.
  - e. **Construction Related Activities:** Coverage shall not limit liability arising from construction related activities.
  - f. **Unacceptable Exclusions:**
    - i. “Limitation of Coverage to Designated Premises or Project”, ISO CG 21 44, or its equivalent; and
    - ii. Residential work exclusions or limitations, or subcontractor warranty provisions.
    - iii. Professional Liability exclusions are not to apply to bodily injury, personal injury or property damage liability.
- C. Vehicle Liability Insurance - Covering all vehicles, owned, leased, hired or non-owned, used by the Contractor in the performance of services under this Contract with minimum coverage limits of \$1,000,000 combined single limit of bodily and property damage per accident. This policy must waive subrogation against **Cook Inlet Housing Authority (“CIHA”), Airport Heights I Limited Partnership c/o Cook Inlet Housing Authority, Cook Inlet Housing Development Corporation (“CIHDC”), Alaska Housing Finance Corporation and the State of Alaska, State of Alaska Department of Commerce, Community and Economic Development, Northrim Bank, and R4 AHAK Acquisition LLC and R4 Capital LLC.**

The additional following provisions apply to the **Contractor**:

1. Policy Form: ISO Business Auto form CA 00 01, or its equivalent.

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

2. Coverage to apply on a primary and non-contributory basis when other insurance is available to the additional insureds.
3. Insurance shall include coverage for owned, leased, hired and non-owned vehicles.

D. **Umbrella/Excess Liability Coverage** – Contractor shall provide coverage no less broad than the underlying Commercial General Liability, Vehicle, and Employers Liability policies required above, with limits of \$3,000,000 per occurrence and annual aggregate. Aggregates are to apply on a per project basis. If coverage is not following form, differences must be identified. Additional insureds: **Cook Inlet Housing Authority (“CIHA”), Airport Heights I Limited Partnership c/o Cook Inlet Housing Authority, Cook Inlet Housing Development Corporation (“CIHDC”), Alaska Housing Finance Corporation and the State of Alaska, State of Alaska Department of Commerce, Community and Economic Development, Northrim Bank, and R4 AHAK Acquisition LLC and R4 Capital LLC.** Coverage to apply on a primary and non-contributory basis when other insurance is available to the additional insureds.

**4. CANCELLATION, RENEWAL AND MODIFICATION**

Contractor shall maintain in effect all insurance coverages required under the Contract at Contractor's sole expense and with insurance companies acceptable to CIHA. All policies shall contain a provision that coverage will not be modified, cancelled or not renewed until at least thirty (30) days prior written notice has been given to **Cook Inlet Housing Authority (“CIHA”), Airport Heights Limited Partnership c/o Cook Inlet Housing Authority, Cook Inlet Housing Development Corporation (“CIHDC”), Alaska Housing Finance Corporation and the State of Alaska , State of Alaska Department of Commerce, Community and Economic Development, Northrim Bank, and R4 BFAK Acquisition LLC and R4 Capital LLC,** Certificates of insurance showing required coverage to be in force pursuant to this Section shall be filed with and approved by CIHA prior to commencement of the Work. In the event Contractor fails to obtain or maintain insurance coverage required under the Contract, CIHA may purchase such coverage as desired for **Indemnified Parties’** benefit and charge the expense to Contractor or terminate the Contract for default.

**5. CONTINUATION OF COVERAGE**

If any of the required liability insurance is on a claims made basis, “tail” coverage will be required at the completion of this contract for twelve (12) months, or the maximum time period reasonably available in the marketplace. Contractor shall furnish certification of “tail” coverage as described or continuous “claims made” liability coverage for twelve (12) months following Contract completion. Continuous “claims made” coverage will be acceptable in lieu of “tail” coverage provided its retroactive date is on or before the effective date of this Contract. If Continuous “claims made” coverage is used, Contractor shall be required to keep the coverage in effect for not less than twelve (12) months from the end of the Contract. This will be a condition of the final acceptance of work or services.

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

**6. SUBCONTRACTORS**

Contractor agrees that as part of any subcontract, Contractor shall require its subcontractors, including second tier and lower subcontractors, to provide assurance of compliance with all insurance provisions applicable to Contractor herein, including policy limits that are identical in scope to those required of Contractor, except as expressly modified by this Section 6, or as otherwise agreed in writing by **Contractor** and **Cook Inlet Housing Authority (“CIHA”)**, **Airport Heights I Limited Partnership c/o Cook Inlet Housing Authority, Cook Inlet Housing Development Corporation (“CIHDC”)**, **Alaska Housing Finance Corporation and the State of Alaska, State of Alaska Department of Commerce, Community and Economic Development, Northrim Bank, and R4 AHAK Acquisition LLC and R4 Capital LLC**. *Certificates of Insurance must be provided for all additional insureds.*

Minimum Umbrella/Excess Liability limits applicable to subcontractors, including second tier and lower subcontractors, shall be as follows:

<b>Contract Amount</b>	<b>Required Umbrella/Excess Liability Limit</b>
Under \$1,000,000	\$1,000,000
Over \$1,000,000	\$3,000,000

**7. ADDITIONAL INSUREDS and CERTIFICATE HOLDERS**

Contractor’s insurance shall name all entities below as Additional Insured, except for Worker’s Compensation. Coverage shall apply on a primary non-contributory basis when other insurance is available to the additional insured. Certificates shall be issued with each entity indicated as a certificate holder.

NOTED: Spelling and punctuation of the **Additional Insured** names must be exactly as shown below:

<p><b>Owner:</b> Airport Heights I Limited Partnership c/o Cook Inlet Housing Authority, 3510 Spenard Road, Anchorage, Alaska 99503</p>	<p><b>General Partner:</b> Cook Inlet Housing Development Corporation 3510 Spenard Road Anchorage, Alaska 99503</p>
<p><b>Grantor:</b> Alaska Housing Finance Corporation and the State of Alaska PO BOX 101020 Anchorage, Alaska 99510</p>	<p><b>Landlord:</b> <b>Cook Inlet Housing Authority</b> 3510 Spenard Road Anchorage, Alaska 99503</p>
<p><b>Grantor:</b> State of Alaska, Dept of Commerce, Community and Economic Development 550 W. 7<sup>th</sup> Avenue, Suite 1535 Anchorage, Alaska 99501</p>	<p><b>Lender:</b> Northrim Bank Attn: Loan Servicing Dept PO BOX 241489 Anchorage, Alaska 99524</p>
<p><b>Investor:</b> R4 AHAK Acquisition LLC And R4 Capital, LLC 155 Federal Street, Suite 1400 Boston, MA 02110</p>	

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

**8. ACORD CERTIFICATE OF INSURANCE FORM**

1. Produce one certificate for each of the insured parties.
2. In the description, reference: **Airport Heights Senior Housing Phase I – Vertical Construction, Tract 1 Seward Towers Subd., Columbine Court, Anchorage, Alaska**  
Certificates MUST state exactly: **“The certificate holder is an additional insured with primary and non-contributory status on the general liability, automobile and umbrella/excess liability policies. Waiver of Subrogation is provided in favor of the certificate holder under the general liability, automobile and workers compensation policies.”**
3. Provide copies of all endorsements for additional insured and waiver of subrogation in addition to the certificate of insurance.
4. Make sure that the Certificate of Insurance:
  - a. identifies all NAIC#
  - b. The additional insured and subrogation waived columns are checked where applicable
  - c. All policy numbers are identified
  - d. All appropriate boxes checked.
  - e. Deductible amounts identified.
  - f. Description follows the language under #2 provided above.
  - g. Attach the appropriate endorsements or policy documents.

**BABA REQUIREMENTS  
AIRPORT HEIGHTS SENIOR HOUSING PHASE I  
VERTICAL CONSTRUCTION  
ITB # 26T-DV-103**

Pursuant to the Build America, Buy America Act (BABA), enacted as part of the Infrastructure Investment and Jobs Act. Pub. L. 117-58, 41 U.S.C. § 830, the recipient of the Federal Financial Assistance used to fund this infrastructure project is required to apply a domestic content procurement preference (the “Buy America Preference” or “BAP”) for all construction, alteration, maintenance, or repair of public infrastructure, including buildings and real property, unless application of the BAP has been waived by HUD. Accordingly, this agreement shall be carried out in accordance with BABA.

Additional details on fulfilling the BABA requirements can be found at:

[Build America, Buy America | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#)

**JOB TRAINING PROGRAM REQUIREMENTS  
AIRPORT HEIGHTS SENIOR HOUSING PHASE I  
VERTICAL CONSTRUCTION  
ITB # 26T-DV-103**

**INTRODUCTION**

The job training program is in conjunction with Cook Inlet Housing Authority (CIHA) Co-Developer and Cook Inlet Housing Development Corporation (CIHDC), Co-Developer, Alaska Works Partnership, Inc. and the General Contractor to provide job training, trade apprenticeship and employment for constructing the project.

The job training program must target low- and moderate-income families during the construction of the project. One of the primary goals is for trainees to be prepared for meaningful employment opportunities after the program is completed. See Job Training Program Memorandum of Agreement and Job Training Program for specific program requirements.

1. Training will be provided by Alaska Works Partnership, Inc. and the General Contractor.
2. Trainees must be drug and alcohol free in order to remain eligible for employment and training opportunities with CIHA, CIHDC, Alaska Works Partnership, Inc. and the General Contractor.
3. An adequate ratio of skilled trade workers must be employed to train apprentices.
4. The training partners participating in this program are CIHA, CIHDC, Alaska Works Partnership, Inc. (training sponsor), and the General Contractor.
5. Four (4) Trainees will receive on-the-job training, with at least two (2) Trainees receiving 20 hours each of classroom training.
6. The Job Training Program will be the responsibility of the General Contractor.
7. After completion of the required training, it is hoped that trainees will continue working at full journeyman wages at companies working on the Airport Heights Senior Housing Phase I – Vertical Construction project or comparable projects.
8. The duration of this program is approximately thirteen (13) months.

**REPORTING REQUIREMENTS**

The job training program requires the Contractor to provide monthly reports to CIHA. CIHA will provide the job training report templates upon contract award and shall require the following:

1. Provide monthly reports with Contractor's pay application. CIHA reserves the right to delay or withhold payment to the Contractor if the Contractor fails to provide the report.
2. Report shall include: Names of employees trained under the program; Type of training provided to employees; Numbers of hours trained from start of training until the date of the report; Wages received to date under the training program; and, a summary of the employees' progress under the program.

## **JOB TRAINING PROGRAM - MEMORANDUM OF UNDERSTANDING AIRPORT HEIGHTS HOUSING PROJECT**

By and Between:

Cook Inlet Housing Development Corporation, Cook Inlet Housing Authority, Alaska Works  
Partnership and Contractor - TBD

This Memorandum of Understanding (MOU) effective November 2025, is entered into by Cook Inlet Housing Development Corporation (CIHDC) as GOAL applicant, Cook Inlet Housing Authority (CIHA) as Developer, and with the future limited partnership (Owner), Alaska Works Partnership (Training Sponsor) and Contractor - TBD (Contractor) (collectively, the "Parties"). The purpose of this MOU is to formalize a partnership and commitment between the Parties to provide job training, trade apprenticeship and employment opportunities to low and moderate-income families in conjunction with the construction of the Airport Heights Housing Project, a 24-unit senior housing development in Anchorage, Alaska (the "Project").

The Parties are committed to providing job and career training opportunities for a minimum of four (4) individuals during the construction of the Project. Training is to include at least 20 hours of classroom instruction for at least two (2) individuals receiving on-the-job training. Accordingly, individuals from low- and moderate-income families will receive first priority in employment, training and apprentice positions related to the development.

The Contractor agrees to provide job supervision and on-site training in various construction trades and coordinate with all other parties to this agreement in administering the job training program. Contractor agrees to ensure that an adequate ratio of skilled trade workers are employed to train apprentices during on-the-job work. All on-the-job training will be provided by qualified and skilled trade workers. All reports necessary to maintain the program and other relevant apprentice information will be gathered by the Contractor and reported to CIHA in writing on a monthly basis.

The Contractor retains full and exclusive authority for the management of its operations and the right to direct its own work force, including the hiring, promotion, transfer, discipline or discharge of its employees; the selection of contractors/foremen; the assignment and scheduling of work; the requirement of overtime work and the determination of when overtime shall be worked. No rules, customs or practices that limit or restrict productivity or efficiency shall be permitted or observed.

The Contractor and its employees shall comply with all applicable provisions of state and federal laws and regulations relating to job safety and safe work practices. Safety meetings with trade workers and apprentices will be scheduled and conducted periodically to comply with this requirement. All employees shall be required to use appropriate personal protective equipment as may be prescribed by state or federal safety and health standards. Participants must be drug and alcohol free in order to remain eligible for employment and training opportunities with all Parties to this MOU.

The Contractor will be responsible for any cost of on-the-job and classroom training components of this program, and the cost will be included in the project budget.

The term of this agreement is from November 1, 2025, to August 31, 2027, or determined by the construction period for the project. The job training program will start at the commencement of

the vertical construction through the completion of the project. This agreement can be extended by mutual agreement of all parties and for a period stated in the amendment.

The Contractor must adhere to all the elements set forth in this job training program MOU.

This MOU will be assigned to the future LIHTC limited partnership

Signatures of Representatives:

**COOK INLET HOUSING DEVELOPMENT CORPORATION**

  
\_\_\_\_\_  
By: Gabriel Layman  
Its: President

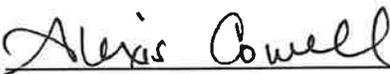
DATE 11/24/25

**COOK INLET HOUSING AUTHORITY**

  
\_\_\_\_\_  
By: Gabriel Layman  
Its: President/CEO

DATE 11/24/25

**ALASKA WORKS PARTNERSHIP**

  
\_\_\_\_\_  
By: Alexis Cowell  
Its: Executive Director

DATE 11/18/25

**CONTRACTOR - TBD**

\_\_\_\_\_  
By:  
Its:

DATE \_\_\_\_\_

*The General Contractor Procurement Solicitation and the General Contractor Contract will include a requirement to satisfy the Job Training Program obligations as identified in this Job Training Memorandum of Understanding.*

### **Job Training Program**

The job training program must target low- and moderate-income families during the construction or rehabilitation of the planned project. The trainees must be prepared for meaningful employment opportunities after the program is completed. Apprenticeship training in a recognized trade union is one example.

**No points** will be awarded under this criteria **without written commitments, a Memorandum of Understanding, and a detailed program summary** which specifies the goals and objectives for the program, the number of training positions, the target group of people, how the program will be funded, the skills learned by the trainees, the duration of the training and what future employment opportunities will be available to trainees.

AHFC will recapture any reservation or funding commitment made from GOAL funds if the applicant fails to implement and complete the proposed training program.

- 1. Generally, please describe the Job Training Program you propose. Also, please specifically identify the skills that will be learned during the program and the future employment opportunities that will be available to trainees.**

Cook Inlet Housing Development Corporation's (CIHDC) proposed Job Training Program will be conducted in conjunction with Alaska Works Partnership and the general contractors and its subcontractors. The goal of the program is to provide job training, trade apprenticeship and employment opportunities to all participants. Ultimate responsibility for the program will rest with CIHDC. The job training program will train at least 4 unskilled persons in either general carpentry, electrical, plumbing or masonry work. Most of the training will be in the field and at least 2 of the 4 trainees will receive a minimum of 20 hours of classroom education. The training will focus on basic job safety, math, construction drawing interpretation, and the proper use of common tools and materials. At minimum, trainees will earn apprentice wages. After completion of the project specific job training program, it is hoped that trainees will retain meaningful employment with the contractors working on the Airport Heights Housing Project or comparable projects.

- 2. Please identify the duration and concisely describe the specific outcomes for the program:**

**Duration:** The Airport Heights Housing Project training program will start at the commencement of the vertical construction through completion of the project.

**Outcomes:** This job training program approach will enable participants to make informed choices and match capabilities with capacities. There should be few dropouts by participants who might be ill-suited to certain occupations or otherwise have made unwise career choices. The program will provide participants with training support services such as basic education and life skills training and will provide opportunities to gain meaningful employment and continue working in their chosen trade.

<p><b>3. Identify the names and relationships of all participating training partners, including who will be doing the actual training:</b></p>
<p>Name: Cook Inlet Housing Development Corporation / Cook Inlet Housing Authority  Relationship: Applicant / Developer  Will they be doing the actual Training? No</p>
<p>Name: Alaska Works Partnership  Relationship: Training Sponsor  Will they be doing the actual Training? Yes, classroom training</p>
<p>Name: TBD  Relationship: General Contractor  Will they be doing the actual Training? Yes, field training</p>
<p><b>4. Identify how the program will be funded (include costs as separate line in Project Development Cost Table):</b></p> <p>The general contractor will include the cost of on-the-job and classroom training within their schedule of values, and the cost will be included in the development budget.</p>
<p><b>5. Identify the number of training positions and the target group of people who will be trained:</b></p> <p>Number of positions: 4  Position Type: Carpentry, electrical, plumbing or masonry  Target Group to be Trained: The program will target individuals from low and moderate-income families during the construction of the project.</p>
<p><b>6. Identify the number of hours that classroom training will be provided under this plan</b></p> <p>Number of classroom training hours: 20 hours/person minimum  Number of persons receiving classroom training: At least 2  Target Group to be Trained: The program will target individuals from low and moderate-income families during the construction of the project.</p>

Once this page has been completed, please include a printed copy of this form with the rest of the documents scanned into the system in response to the documentation requirements under this category.

**SECTION 3 REQUIREMENTS  
AIRPORT HEIGHTS SENIOR HOUSING PHASE I  
VERTICAL CONSTRUCTION  
ITB # 26T-DV-103**

**1. OVERVIEW**

Section 3 requires HUD-funded projects to provide job training, employment and contracting opportunities to low-income (80% or below the median income of that area) and very-low-income (50% or below the median income of that area) residents and businesses and applies to all prime contracts and subcontracts with a value equal to or greater than \$100,000.

**2. KEY DEFINITIONS**

- Section 3 Workers: Low-income individuals, workers employed by Section 3 businesses or YouthBuild participants.
- Targeted Section 3 Workers: Those employed by Section 3 businesses, living in the project service area or YouthBuild participants.
- Section 3 Business Concerns: Businesses meeting ownership or labor-hour thresholds for low-income persons.

**3. CONTRACTOR RESPONSIBILITIES**

- Notify Section 3 residents and Section 3 Business Concerns of employment and contracting opportunities and post notices at the jobsite.
- Provide hiring and contracting opportunities to Section 3 Workers and Section 3 Business Concerns to the greatest extent feasible.
- Meet or exceed the labor-hour benchmarks established by HUD.
- Include the Section 3 clause in all subcontracts and ensure subcontractor compliance.
- Document all Section 3 efforts, including actions taken, outcomes and impediments.
- Submit all required Section 3 reports, including monthly labor-hour reporting and any required certifications.

Failure to comply with Section 3 requirements constitutes a material breach of contract.

**4. EMPLOYMENT GOALS**

- 25% of labor hours by Section 3 workers.
- 5% by targeted workers.

**5. REPORTING REQUIREMENTS**

- Initial Narrative & Employees Report: Due 10 days before pre-construction; include approach and procedure basis.
- Initial Contracts Report: List all contracts/subcontracts and Section 3 status with certification forms, if applicable.

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

- Monthly Employee Hours Report: List total monthly hours and Section 3 status for all workers.
- Monthly Contracts Report: List new monthly contracts/subcontracts and certification forms, if applicable.
- Final Employee Hours & Narrative Report: Summarize Section 3 efforts, explain unmet goals and provide total project labor hours and Safe Harbor evaluation.

**6. SECTION 3 CLAUSE SUMMARY**

Contracts must include HUD’s Section 3 clause requiring compliance with 24 CFR Part 75 and outlining noncompliance consequences, as follows:

“The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), as amended, and the implementing regulation at 24 CFR Part 75. Section 3 requires that employment, training, and contracting opportunities generated by HUD funding be directed to low-income persons, particularly residents of the community where the funds are spent, and to businesses that substantially employ such persons.

The Contractor must comply with Section 3 and 24 CFR Part 75. The Contractor must document compliance efforts and certify the status of employees and subcontractors as required. Noncompliance may result in sanctions, including contract termination, suspension, or debarment.”

**7. REFERENCES**

HUD Section 3 Frequently Asked Questions: [Section 3 - HUD Exchange](#)

**Section 3 Compliance Form**  
*Initial Narrative & Employees Report*

**Project Information:**

General Contractor: \_\_\_\_\_ Preparer Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
 Project/Contract No.: \_\_\_\_\_ Contact Phone No.: \_\_\_\_\_ (page 1 of 2)  
 Project Name: \_\_\_\_\_

**Narrative:**

Describe efforts to direct HUD-funded opportunities to low-income and very low-income individuals. (Check all that apply.)

- Local media advertising
- Attend/hold job fairs
- Signs prominently displayed at project site
- Connect with local community and agency partners where the project is located.
- Other methods (describe here): \_\_\_\_\_
- Participate in programs that promote training or employment for Section 3 residents.
- Participate in programs that promote awarding contracts to qualified Section 3 businesses.
- Coordinate with local YouthBuild programs in the project area.
- Other (describe here): \_\_\_\_\_

Specify methods you will use to meet your goals:

\_\_\_\_\_

**Employees Information:**

Check the appropriate box that applies for this initial report, complete the employee information if applicable and complete the certification.

- Employees to be determined (If checked, skip the employees information and certify.)
- Existing employees assigned to this project (lookback period: up to 5 years) (If checked, complete the employees information below and certify.)

All existing and newly hired employees assigned to this project must complete and certify the information below. Use a second workbook if the project exceeds 15 employees.

NAME OF WORKER	JOB TITLE	Section 3 Worker?		Targeted Section 3 Worker?		Race/Ethnicity Code (see below)	Gender	
		YES	NO	YES	NO		Male	Female
		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

Race/Ethnicity Code: (1) American Indian or Alaska Native (2) Asian or Pacific Islander (3) Black or African American (4) Native Hawaiian or Other Pacific Islander  
 (5) White (6) Hispanic or Latino (7) Other: write-in entry such as two or more races, multiracial, multi ethnic, mixed, interracial ethnic group

**Certification and Agreement**

With your signature, you are certifying that the above information is correct, to the best of your knowledge.

Certified this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_  
 (Day) (Month) (Year) (Signature)

Name and Title of Certifying Officer: \_\_\_\_\_ (Print Name) \_\_\_\_\_ (Title)



**AIRPORT HEIGHTS SENIOR HOUSING PHASE I - VERTICAL CONSTRUCTION**

**AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

**Section 3 Compliance Form  
Monthly Employee Hours Report**

**Project Information:**

General Contractor: \_\_\_\_\_  
 Project/Contract No.: \_\_\_\_\_  
 Project Name: \_\_\_\_\_

Preparer Name: \_\_\_\_\_  
 Contact Phone No.: \_\_\_\_\_

Date Submitted: \_\_\_\_\_  
 (page 1 of 2)

**Employee Information:**

Check the appropriate box for **this reporting period**, provide employee(s) information if applicable and complete the certification.

- NO** employees worked onsite for this reporting period (If checked, **skip** employees information and certify.)  
 Employees worked onsite for this reporting period (If checked, **complete** employees information and certify.)

**Employees Hours & Safety Harbor Threshold:**

**Employee Hours:**

Enter the total hours worked for the entire duration of this project, including hours for Section 3 and Targeted Section 3 workers.

	Total Hours	Actual %
Total Monthly Labor Hours	0	
Section 3 Worker Hours	0	0.00%
Targeted Section 3 Worker Hours	0	0.00%

(% will auto populate)

**Safety Harbor Threshold:**

The Safe Harbor Threshold question for Section 3 and Targeted Section 3 will auto populate to show if you met the Safe Harbor Threshold.

	GOAL %	Meets Safe Harbor Threshold?
Section 3 Worker Hours	25% min	No
Targeted Section 3 Worker Hours	5%	No

(answers will auto populate)

Employee(s) who performed work during this reporting period must provide and certify the information below.

NAME OF WORKER	JOB TITLE	EMPLOYEE HOURS WORKED FOR THIS REPORTING PERIOD										Race/Ethnicity Code (see below)	Gender	
		Total Monthly Labor Hours	Section 3 Worker Hours				Targeted Section 3 Worker Hours				Male		Female	
		HOURS	YES	NO	HOURS	Certificate	YES	NO	HOURS	Certificate				
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**AIRPORT HEIGHTS SENIOR HOUSING PHASE I - VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

**Section 3 Compliance Form  
Final Employee Hours & Narrative Report**

**Project Information:**

General Contractor: \_\_\_\_\_  
Project/Contract No.: \_\_\_\_\_  
Project Name: \_\_\_\_\_

Preparer Name: \_\_\_\_\_  
Contact Phone No.: \_\_\_\_\_

Date Submitted: \_\_\_\_\_  
(page 1 of 2)

**Employees Hours & Safety Harbor Threshold:**

**Employee Hours Information:**

Enter the **total hours worked for the entire duration of this project**, including hours for Section 3 and Targeted Section 3 workers.

	Total Hours	Actual %
Total Monthly Labor Hours	0	
Section 3 Worker Hours	0	0.00%
Targeted Section 3 Worker Hours	0	0.00%

(% will auto populate)

**Safety Harbor Threshold:**

The Safe Harbor Threshold question for Sec 3 and Targeted Sec 3 will auto populate to show if you met the Safe Harbor Threshold.

	GOAL %	Meets Safe Harbor Threshold?
Section 3 Worker Hours	25% min	No
Targeted Section 3 Worker Hours	5%	No

(answers will auto populate)

Employee(s) who performed work during this reporting period must provide and certify the information below.

NAME OF WORKER	JOB TITLE	EMPLOYEE HOURS WORKED FOR THIS REPORTING PERIOD									Race/Ethnicity Code (see below)	Gender	
		Total Monthly Labor Hours	Section 3 Worker Hours			Targeted Section 3 Worker Hours			Male	Female			
		HOURS	YES	NO	HOURS	YES	NO	HOURS					
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### Section 3 Business Certification Form

Date:	_____
Name of Business:	_____
Address of Business:	_____
	Street City Zip

#### Section 3 Business Concern Eligibility Claimed:

- 51% or more owned and controlled by low-income or very low-income persons
- Over 75% of labor hours performed for the business over prior 3-month period are performed by Section 3 Worker
- At least 51% owned and controlled by current residents of public housing or Section 8 assisted housing

Note: Be prepared to provide documentary evidence for Section 3 Business Concern status.

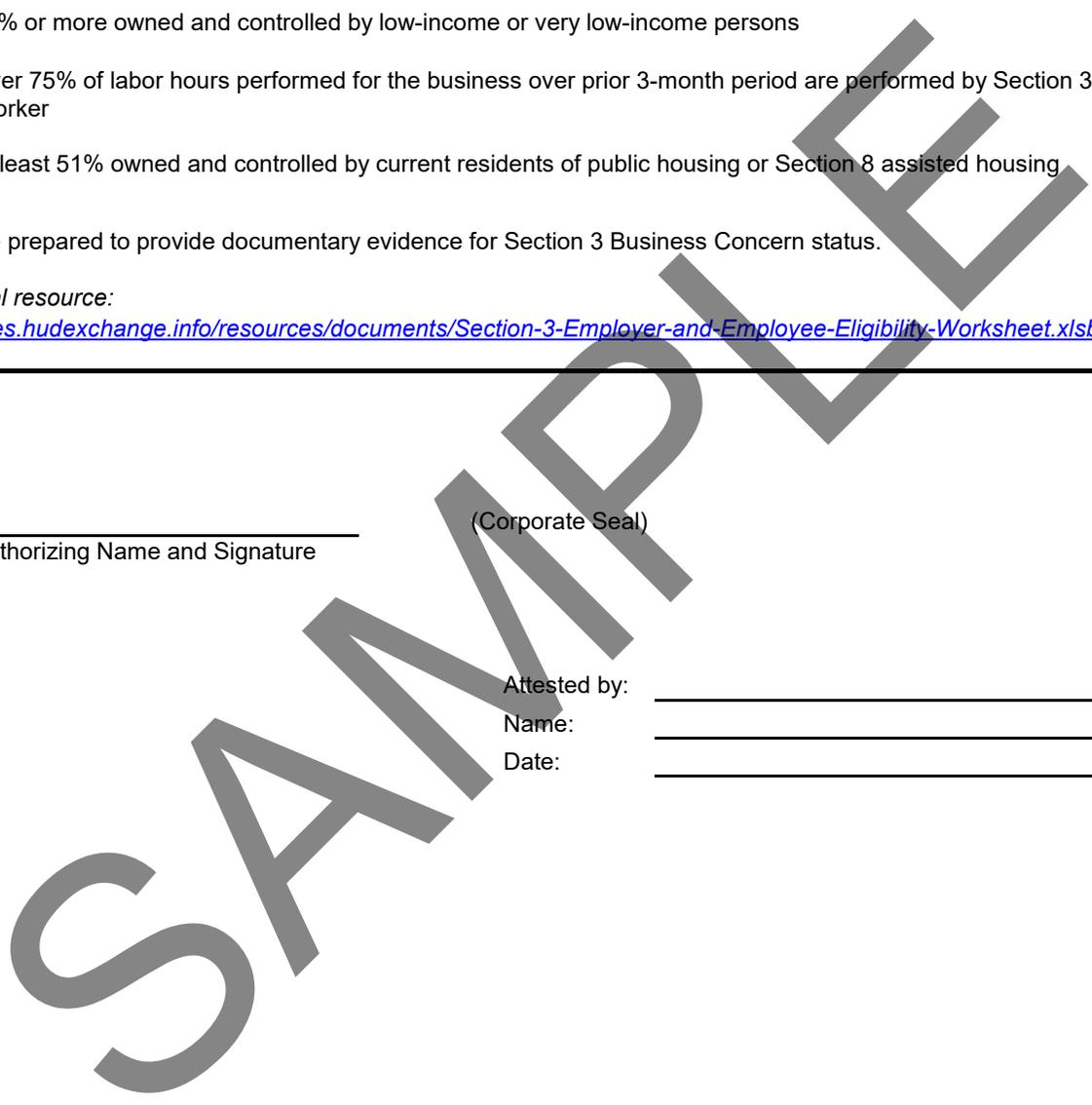
Additional resource:

<https://files.hudexchange.info/resources/documents/Section-3-Employer-and-Employee-Eligibility-Worksheet.xlsb>

\_\_\_\_\_  
Authorizing Name and Signature

(Corporate Seal)

Attested by: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_



### Section 3 Worker Certification Form

(Employee to fill in the following information)

Employee Name:

Last Name

First name

Middle Initial

1. Are you a resident of Public Housing or a Housing Choice Voucher Holder (Section 8 or Alaska Housing)?

Yes:  No:

2. Select the amount of individual income you earn each year.

- Less than \$10,000
- \$10,001 to \$20,000
- \$20,001 to \$25,700
- \$25,701 to \$35,000
- \$35,001 to \$42,850
- \$42,851 to 55,000
- \$55,101 to \$66,300
- \$66,301 to \$70,000
- More than \$70,000

#### Employee Affirmation

I affirm that the above statements are true, complete, and correct to the best of my knowledge and belief. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Employee Name (Print):

First Middle Initial Last

Date Hired:

Employee Address:

Street City Zip

Employee Signature:

Date:

(Employer to fill in the following information)

1. Organization Name:

2. Project Location:

3a. Contact Name:

3b. Contact Phone Number:

#### Section 3 Worker:

4. Does this employee qualify as a Section 3 Worker?

Yes:  No:

(If yes, one of the following criteria must be met)

- A low or very low income resident.  
(The worker's individual income for the previous or annualized calendar year is below HUD 80% or 50% AMI limits)
- Worker is employed by a Section 3 Business Concern.
- Worker is a YouthBuild participant.

#### Targeted Section 3 Worker:

5. Does this employee qualify as a Targeted Section 3 Worker?

Yes:  No:

(If yes, one of the following criteria must be met)

- Worker is employed by a Section 3 Business Concern.
- Currently meets or when hired met at least one of the following categories as documented within the past five years.
- Worker is Living within the service area or the neighborhood of the project, as defined in 24 CFR 75.5
- Worker is a YouthBuild participant.

6. Employee Date of Hire:

Month Day Year

7. Employee Title or Position hired for:

\_\_\_\_\_

**Certification and Agreement**

This information will be used to ensure compliance with US Department of Housing and Urban Development Section 3 eligibility requirements. With your signature, you are certifying that the above information is correct, to the best of your knowledge.

\_\_\_\_\_  
Employer Name (Print)

\_\_\_\_\_  
Employer Title

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

**Borough or Census area Section 3 Income Limits  
Eligibility Guidelines**

The worker's income must be at or below the amount provided below for a household of 1, regardless of actual household size.

**Borough or Census Area**

**Income Limit Category**

**FY 20 \_\_\_\_ Income Limits\***

Extremely Low Income (30% AMI)

Very Low Income (50% AMI)

Low Income (80% AMI)

*\*At time of Contract Award*

SAMPLE

**MBE/WBE REQUIREMENTS  
AIRPORT HEIGHTS SENIOR HOUSING PHASE I  
VERTICAL CONSTRUCTION  
ITB # 26T-DV-103**

**1. OVERVIEW**

This summary outlines the Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) requirements for the Airport Heights Senior Housing – Civil Construction Project. Compliance with Executive Orders 11625 and 12432 and 41 CFR 60 applies to all contracts/subcontracts over \$10,000 or more.

**2. KEY DEFINITIONS**

- MBE/WBE: Business at least 51% owned and controlled by minority individuals or women.
- Recognized Minorities: Black, American Indian/Alaska Native, Hispanic, Asian/Pacific Islander.

**3. CONTRACTOR RESPONSIBILITIES**

- Notify MBE/WBE firms and worker groups of contracting opportunities.
- Include MBE/WBE language in all solicitations and post notices onsite.
- Track and document actions taken, results and any impediments.
- Submit required MBE/WBE reports monthly with pay requests.
- Owner to provide Excel reporting workbook after contract award.

**4. ADVERTISING REQUIREMENTS**

Advertise at least 10 days before bid date using one or more of the following methods:

- Anchorage daily paper or local regional paper
- Radio (if standard)
- Trade associations or targeted MBE/WBE media

**5. REPORTING REQUIREMENTS**

- Initial Narrative Report: Due 10 days before pre-construction; include approach and procedure basis.
- Initial Contracts Report: List all contracts/subcontracts and MBE/WBE status with certification forms, if applicable.
- Monthly Report: List new monthly contracts/subcontracts and certification forms, if applicable.
- Final Narrative & Report: Summarize MBE/WBE efforts, explain unmet goals and provide final contract list.

**6. RESOURCES**

SBA database of certified disadvantaged, minority-owned, women-owned businesses:  
<https://search.certifications.sba.gov/>

**MBE WBE Compliance Form**

*Initial Narrative & Contracts Summary Report*

<b>Project Information:</b>		
General Contractor: _____	Preparer Name: _____	Date Submitted: _____
Project/Contract No.: _____	Contact Phone No.: _____	(page 1 of 2)
Project Name: _____		

**Narrative:**  
*Identify the actions you and your subcontractors will take to encourage participation from Minority- and Women-Owned Businesses. (Select all that apply.)*

<input type="checkbox"/> Outreach efforts to recruit Minority and Women-Owned business through the following: <input type="checkbox"/> Local media advertising <input type="checkbox"/> Attend/hold job fairs <input type="checkbox"/> Signs prominently displayed at the project site <input type="checkbox"/> Network with local community organizations and public or private agencies in the project area. <input type="checkbox"/> Other methods (describe here): _____	<input type="checkbox"/> Participate in online SBA Learning Platform or similar programs (list others below). <a href="#">SBA Learning Platform   U.S. Small Business Administration</a> <input type="checkbox"/> Participate in SBA Resource programs or similar initiatives that support awarding contracts to MBE/WBE businesses. <a href="#">Resource Partners   U.S. Small Business Administration</a> <input type="checkbox"/> Other (describe here): _____
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**Specify methods you will use to meet your goals:**

**Contracts Summary**  
 Complete the fields in yellow.

Construction Contracts	GOAL	Actual	Non-Construction Contracts	GOAL	Actual
A. Total Dollar Amount of All Contracts Awarded on Project:			A. Total Dollar Amount of All Contracts Awarded on Project:		
B. Total dollar amount of contracts awarded to MBE/WBE businesses:			B. Total dollar amount of contracts awarded to MBE/WBE businesses:		
C. Percentage of total dollar amount awarded to MBE/WBE Businesses:	10%		C. Percentage of total dollar amount awarded to MBE/WBE Businesses:	3%	
D. Total number of MBE/WBE businesses receiving contracts:			D. Total number of MBE/WBE businesses receiving contracts:		

**Certification and Agreement**  
 With your signature, you are certifying that the above information is correct, to the best of your knowledge.

Certified this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

(Day) (Month) (Year) (Signature)

Name and Title of Certifying Officer: \_\_\_\_\_

(Print Name) (Title)



**MBE WBE Compliance Form**

**Monthly Contracts Report**

**Project Information:**

General Contractor: \_\_\_\_\_  
 Project/Contract No.: \_\_\_\_\_  
 Project Name: \_\_\_\_\_

Preparer Name: \_\_\_\_\_  
 Contact Phone No.: \_\_\_\_\_

Date Submitted: \_\_\_\_\_  
 (page 1 of 2)

PRIME CONTRACTOR TAX ID or EIN No. \_\_\_\_\_

MBE WBE  YES  NO

**Contracts Information:**

Check the appropriate box, provide subcontractor(s) information if applicable and complete the certification.

- NO subcontractor(s) performed work onsite for this reporting period (If checked, skip subcontractor information below and certify.)
- Subcontractor(s) performed work onsite for this reporting period (If checked, complete subcontractor information below and certify.)

Subcontractors procured to work on this project must complete and certify the information below. Use a second workbook if more than 20 subcontractors are included.

**SUBCONTRACTOR(S)**

Subcontractor Amount of Contract	Date of Contract	MBE WBE		Certificate Attached	Women Owned Business		Subcontractor Name and Address					Subcontractor Tax ID or EIN	CODES: (see below)		
		Y	N		Y	N	Name	Address	City	State	Zip Code		Trade	Business Racial/Ethnic Code *	
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**MBE WBE Compliance Form  
Final Narrative & (Contracts Summary?) Report**

<b>Project Information:</b>		
General Contractor: _____	Preparer Name: _____	Date Submitted: _____
Project/Contract No.: _____	Contact Phone No.: _____	(page 1 of 2)
Project Name: _____		

**Narrative:**  
*Identify the efforts taken to direct economic opportunities, to the greatest extent feasible, toward Minority- and Women-Owned Businesses. (Select all that apply.)*

Attempted to contact MBE/WBE businesses through:

- Local media advertising
- Signs prominently displayed at the project site
- Other methods (describe here): \_\_\_\_\_

Participated in a program or similar initiatives that support awarding contracts to MBE/WBE businesses.

Other (describe below): \_\_\_\_\_

*Explain any unexpected outcomes. If employment goals were not met, describe the reasons why.*

**Contracts Awarded**  
*Complete the fields in yellow.*

Construction Contracts	GOAL	Actual	Non-Construction Contracts	GOAL	Actual
A. Total Dollar Amount of All Contracts Awarded on Project:			A. Total Dollar Amount of All Contracts Awarded on Project:		
B. Total dollar amount of contracts awarded to MBE/WBE businesses:			B. Total dollar amount of contracts awarded to MBE/WBE businesses:		
C. Percentage of total dollar amount awarded to MBE/WBE Businesses:	10	%	C. Percentage of total dollar amount awarded to MBE/WBE Businesses:	3	%
D. Total number of MBE/WBE businesses receiving contracts:			D. Total number of MBE/WBE businesses receiving contracts:		

**Certification and Agreement**  
*With your signature, you are certifying that the above information is correct, to the best of your knowledge.*

Certified this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

(Day) (Month) (Year) (Signature)

Name and Title of Certifying Officer: \_\_\_\_\_

(Print Name) (Title)

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I - VERTICAL CONSTRUCTION  
 AIRPORT HEIGHTS I LIMITED PARTNERSHIP  
 MBE WBE Compliance Form  
 Final Contracts Report**

**Project Information:**

General Contractor: \_\_\_\_\_ Preparer Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
 Project/Contract No.: \_\_\_\_\_ Contact Phone No.: \_\_\_\_\_ (page 1 of 2)  
 Project Name: \_\_\_\_\_

PRIME CONTRACTOR TAX ID or EIN No. \_\_\_\_\_ MBE WBE  YES  NO

**Contracts Information:**

Check the appropriate box, provide subcontractor(s) information if applicable and complete the certification.

Subcontractors were **NOT** used throughout the entirety of this project; provide reason(s) and describe how MBE WBE requirements were met: *(If checked, provide the reason(s) for not selecting subcontractors, then skip the subcontractor information below and certify.)*

\_\_\_\_\_

Onsite work was performed by subcontractor(s) for the entirety of the project. *(If checked, complete subcontractor information below, and certify.)*

Subcontractors procured to work on this project must complete and certify the information below. Use a second workbook if more than 20 subcontractors are included.

SUBCONTRACTOR(S)											CODES: (see below)			
Subcontractor Amount of Contract	Date of Contract	MBE WBE		Certificate Attached	Women Owned Business		Subcontractor Name and Address					Subcontractor Tax ID or EIN	Trade	Business Racial/ Ethnic Code *
		Y	N		Y	N	Name	Address	City	State	Zip Code			
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								



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

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Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at <https://www.dol.gov/agencies/whd/government-contracts>.

Note: Executive Order 13658 generally applies to contracts subject to the Davis-Bacon Act that were awarded on or between January 1, 2015 and January 29, 2022, and that have not been renewed or extended on or after January 30, 2022. Executive Order 13658 does not apply to contracts subject only to the Davis-Bacon Related Acts regardless of when they were awarded. If a contract is subject to Executive Order 13658, the contractor must pay all covered workers at least \$13.30 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2025. The applicable Executive Order minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under Executive Order 13658 is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

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

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The body of each wage determination lists the classifications and wage rates that have been found to be prevailing for the type(s) of construction and geographic area covered by the wage determination. The classifications are listed in alphabetical order under rate identifiers indicating whether the particular rate is a union rate (current union negotiated rate), a survey rate, a weighted union average rate, a state adopted rate, or a supplemental classification rate.

#### Union Rate Identifiers

A four-letter identifier beginning with characters other than ""SU"", ""UAVG"", ?SA?, or ?SC? denotes that a union rate was prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2024. PLUM is an identifier of the union

## AIRPORT HEIGHTS SENIOR HOUSING PHASE I - VERTICAL CONSTRUCTION AIRPORT HEIGHTS I LIMITED PARTNERSHIP

whose collectively bargained rate prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. The date, 07/01/2024 in the example, is the effective date of the most current negotiated rate.

Union prevailing wage rates are updated to reflect all changes over time that are reported to WHD in the rates in the collective bargaining agreement (CBA) governing the classification.

### Union Average Rate Identifiers

The UAVG identifier indicates that no single rate prevailed for those classifications, but that 100% of the data reported for the classifications reflected union rates. EXAMPLE:

UAVG-OH-0010 01/01/2024. UAVG indicates that the rate is a weighted union average rate. OH indicates the State of Ohio. The next number, 0010 in the example, is an internal number used in producing the wage determination. The date, 01/01/2024 in the example, indicates the date the wage determination was updated to reflect the most current union average rate.

A UAVG rate will be updated once a year, usually in January, to reflect a weighted average of the current rates in the collective bargaining agreements on which the rate is based.

### Survey Rate Identifiers

The "SU" identifier indicates that either a single non-union rate prevailed (as defined in 29 CFR 1.2) for this classification in the survey or that the rate was derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As a weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SUFL2022-007 6/27/2024. SU indicates the rate is a single non-union prevailing rate or a weighted average of survey data for that classification. FL indicates the State of Florida. 2022 is the year of the survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. The date, 6/27/2024 in the example, indicates the survey completion date for the classifications and rates under that identifier.

?SU? wage rates typically remain in effect until a new survey is conducted. However, the Wage and Hour Division (WHD) has the discretion to update such rates under 29 CFR 1.6(c)(1).

### State Adopted Rate Identifiers

The "SA" identifier indicates that the classifications and prevailing wage rates set by a state (or local) government were adopted under 29 C.F.R 1.3(g)-(h). Example: SAME2023-007 01/03/2024. SA reflects that the rates are state adopted. ME refers to the State of Maine. 2023 is the year during which the state completed the survey on which the listed classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. The date, 01/03/2024 in the example, reflects the date on which the classifications and rates under the ?SA? identifier took effect under state law in the state from which the rates were

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WAGE DETERMINATION APPEALS PROCESS

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

- a) a survey underlying a wage determination
- b) an existing published wage determination
- c) an initial WHD letter setting forth a position on a wage determination matter
- d) an initial conformance (additional classification and rate) determination

On survey related matters, initial contact, including requests for summaries of surveys, should be directed to the WHD Branch of Wage Surveys. Requests can be submitted via email to [davisbaconinfo@dol.gov](mailto:davisbaconinfo@dol.gov) or by mail to:

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

Regarding any other wage determination matter such as conformance decisions, requests for initial decisions should be directed to the WHD Branch of Construction Wage Determinations. Requests can be submitted via email to [BCWD-Office@dol.gov](mailto:BCWD-Office@dol.gov) or by mail to:

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

2) If an initial decision has been issued, then any interested party (those affected by the action) that disagrees with the decision can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Requests for review and reconsideration can be submitted via email to [dba.reconsideration@dol.gov](mailto:dba.reconsideration@dol.gov) or by mail to:

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

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

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

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

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END OF GENERAL DECISION

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**BUILDING ENERGY EFFICIENCY STANDARDS (BEES)  
AIRPORT HEIGHTS SENIOR HOUSING PHASE I  
VERTICAL CONSTRUCTION  
ITB # 26T-DV-103**

This project is partially funded using monies from the Alaska Housing Finance Corporation. For this reason, it is required that the Project at a minimum meet the Alaska State Building Energy Efficiency Standards (BEES). Contractor is required to meet the most current version of the BEES and all applicable amendments. The following information is pertinent:

1. The International Energy Conservation Code (IECC) 2018, First Printing, as amended by AHFC on November 28, 2018
2. ASHRAE Standard 62.2-2016 Ventilation and Acceptable Indoor Air Quality in Low-Rise Residential Buildings as amended by AHFC on November 28, 2018
3. These Alaska-specific amendments, in conjunction with the IECC 2018 and ASHRAE 62.2 2016 constitute “Alaska BEES”

The Contractor must certify the building using the most recent PUR-101 form provided by Alaska Housing Finance Corporation (AHFC). Any testing and certifications necessary for completing the PUR-101 form shall be done by an Energy Rater certified by AHFC and is the responsibility of the Contractor to coordinate and pay for. All certified Energy Raters are required to upload their AKWarm analysis reports and Home Energy Rating Certificates into ARIS (Alaska Retrofit Information System).

In addition, the Owner is requiring that the Project also achieve a post-construction 5+ Star energy rating. The Contractor shall commission the post-construction energy rating based on the Project’s design and energy rating based on the construction documents which if constructed as designed can achieve a 5+ Star rating.

The Contractor shall be responsible for construction means and methods to ensure that a post-construction 5+ Star energy rating is achieved. Any testing and construction measures necessary to certify a 5+ Star energy rating is the responsibility of the Contractor.

**SUMMARY OF WORK  
AIRPORT HEIGHTS SENIOR HOUSING PHASE I  
VERTICAL CONSTRUCTION  
ITB # 26T-DV-103**

**1. OVERVIEW**

The scope of work for this project includes furnishing all material, labor, installation and services necessary to complete the Airport Heights Senior Housing Phase I - Vertical Construction project as described in the contract documents, adhering to all applicable local, state, and federal regulatory building codes and standards. The scope of work includes, but is not limited to, utility connections, limited civil work, hardscape, concrete, paving, striping, landscaping and all construction of a single 3-story 24-unit residential building. The building total square footage is approximately 24,405 SF, consisting of a foundation, slab on grade and vertical wood construction. The contractor shall comply with all administrative requirements of the contract, including the submission of a project schedule, safety plan, schedule of values, daily reports, job training reports, Section 3 reports, MBE/WBE reports, certified payroll reports, submittals and other tasks required under the contract.

**2. WORK COVERED BY CONTRACT DOCUMENTS**

- Project Identification: Airport Heights Senior Housing Phase I – Vertical Construction
- Project Location: Tract 1 Seward Towers on the northeast corner of Debarr Road and Columbine Court, Anchorage Alaska
- Owner: Cook Inlet Housing Authority
- Owner’s Representative: Tony Epple, Project Manager II
- Architect: Spark Design, LLC

**3. USE OF PREMISES**

The Contractor shall restrict all construction activities, equipment operations, and material staging to the areas identified as work limits on the Drawings and shall avoid disturbing any portions of the site outside these boundaries.

The Contractor shall maintain unobstructed access to all driveways, loading areas, and entrances, ensuring these remain continuously available to the Owner, the Owner’s employees, and emergency vehicles. These areas shall not be used for material storage, parking, or equipment staging. All deliveries shall be coordinated and scheduled to minimize interference with site access and to reduce the time and space required for on-site storage.

**4. SITE LIMITS AND WORK HOURS**

The Contractor shall restrict all construction activities, material staging, and equipment movement to the designated work areas and shall avoid disturbing any portion of the site outside these limits. Standard working hours for onsite activities are between 7:00 AM to 7:00 PM, Monday through Friday. Any weekend or early morning hours, as well as utilities that

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

require shutdown, shall be coordinated in advance with the Owner's Representative.

The Contractor shall maintain continuous, unobstructed access to driveways, loading zones, and entrances, keeping them available for the Owner, the Owner's employees, and emergency vehicles at all times. These areas may not be used for parking, staging, or storing materials. All deliveries shall be scheduled to minimize disruption and reduce the time and space required for on-site storage.

**PROJECT MANAGEMENT AND COORDINATION**  
**AIRPORT HEIGHTS SENIOR HOUSING PHASE I**  
**VERTICAL CONSTRUCTION**  
**ITB # 26T-DV-103**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Specification Sections, apply to this Section.

**1.2 SUMMARY**

- A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:

1. General coordination procedures
2. Coordination drawings
3. Requests for Information (RFIs)
4. Safety
5. Project meetings
6. Daily Construction Reports
7. Schedule of Values
8. Submittals Procedures

- B. Each Contractor shall participate in coordination requirements. Certain areas of responsibility are assigned to specific Contractors.

- C. Related Requirements:

1. "Construction Progress Schedules" for preparing and submitting Contractor's construction schedule
2. "Closeout Procedures" for coordinating closeout of the Contract.

**1.3 DEFINITIONS**

- A. RFI: Request from Owner, Project Manager, or Contractor seeking information required by or clarifications of the Contract Documents.

**1.4 INFORMATIONAL SUBMITTALS**

- A. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:

1. Name, address, and telephone number of entities performing subcontract or supplying products.
2. Number and title of related Specification Section(s) covered by subcontract.
3. Drawing number and detail references, as appropriate, covered by subcontract.

- B. Key Personnel Names: Within five (5) days of starting construction operations, submit a list of key personnel assignments, including superintendent and other personnel in attendance at the Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home, office, and cellular telephone numbers and e-mail addresses. Provide names, addresses, and telephone numbers of individuals assigned as alternates in the absence of individuals assigned to Project.

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

1. Post copies of list in temporary field office. Keep list current at all times.

**1.5 GENERAL COORDINATION PROCEDURES**

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections, that depend on each other for proper installations, connections, and operations.

Each Contractor shall coordinate its construction operations with those of other Contractors and entities to ensure efficient and orderly installation of each part of the Work. Each Contractor shall coordinate its operations with other operations, included in different Sections, that depend on each other for proper installations, connections, and operations.

1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
  2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
  3. Make adequate provisions to accommodate items scheduled for later installation.
- B. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
1. Prepare similar memoranda for Owner and any other Contractor(s) if coordination of their Work is required.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other Contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
1. Preparation of Contractor's construction schedule
  2. Preparation of the schedule of values
  3. Installation and removal of temporary facilities and controls
  4. Delivery and processing of submittals
  5. Progress meetings
  6. Pre-installation conferences
  7. Project closeout activities
  8. Startup and adjustment of systems
- D. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials. Coordinate use of temporary utilities to minimize waste.
1. Salvage materials and equipment involved in the performance of, but not actually incorporated into, the Work. See other Sections for disposition of salvaged materials that are designated as Owner's property.

**1.6 REQUESTS FOR INFORMATION (RFIs)**

- A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form as approved by Owner's Representative.

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

1. Project Manager will return RFIs submitted to Project Manager by other entities controlled by Contractor with no response.
  2. Coordinate and submit RFIs in a prompt manner to avoid delays in Contractor's Work or Work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
1. Project name
  2. Project number
  3. Date
  4. Name of Contractor
  5. Name of Project Manager
  6. RFI number, numbered sequentially
  7. RFI subject
  8. Specification Section number and title and related paragraphs, as appropriate.
  9. Drawing number and detail references, as appropriate
  10. Field dimensions and conditions, as appropriate
  11. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
  12. Contractor's signature
  13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation
    - a. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.
- C. RFI Forms: Contractor generated form with substantially the same content as indicated above, acceptable to the Owner's Representative.
1. Attachments shall be electronic files in Adobe Acrobat PDF format.
- D. Owner's Representative's Action: Owner's Representative will review each RFI, determine action required, and respond. Allow five (5) Working days for Owner's Representative to response to each RFI.
1. The following Contractor-generated RFIs will be returned without action:
    - a. Requests for approval of submittals
    - b. Requests for approval of substitutions
    - c. Requests for approval of Contractor's means and methods
    - d. Requests for coordination information already indicated in the Contract Documents
    - e. Requests for adjustments in the Contract Time or the Contract Sum.
    - f. Requests for interpretation of Owner's Representative's actions on submittals.
    - g. Incomplete RFIs or inaccurately prepared RFIs.
  2. Owner's Representative's action may include a request for additional information, in which case, Owner's Representative's time for response will date from time of receipt of additional information.
  3. If requested information is available from careful study and comparison of Contract Documents, field conditions, other CIHA provided information, coordination drawings, or prior Project correspondence or documentation, Contractor shall reimburse CIHA for such costs that may be incurred by CIHA due to architect review costs.

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

4. Owner's Representative's action on RFIs that may result in a change to the Contract Time, or the Contract Sum may be eligible for Contractor to submit Change Proposal according to "Contract Modification".
  - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Project Manager in writing within five days of receipt of the RFI response.
- E. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Distribute an updated log at project meetings.

Log shall include the following:

  1. Project name
  2. Name and address of Contractor
  3. Name and address of Project Manager
  4. RFI number including RFIs that were returned without action or withdrawn.
  5. RFI description
  6. Date the RFI was submitted
  7. Date Project Manager's response was received
- F. On receipt of Project Manager's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Project Manager within five (5) days if Contractor disagrees with response. Contractor shall provide the following information:
  1. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.
  2. Identification of related Field Order, Work Change Directive, and Proposal Request, as appropriate.

**1.7 SAFETY**

- A. Contractor submission of project specific safety plan: CONTRACTOR shall, prior to commencement of the Work, submit to Owner, for Owner's information, a Project Safety Plan for the Work in accordance with the following:
  1. An emergency management plan for a prompt and controlled response to any emergency with human injury, physical damage potential or fire risk. The plan must clearly state the actions that must be taken and the responsible parties.
  2. Emergency organizations to be contacted, telephone numbers, and the type of information they will need.
  3. Procedures to cover life threatening situations, first aid services and fire.
  4. Access of emergency vehicles to the site.
  5. Provision for an on-site emergency control center.
  6. Provisions for an emergency management team.
  7. A responsibility matrix that describes and names the responsibilities for implementation of the safety plan and emergency plan.
  8. A hazardous material abatement plan which provides for identification of hazardous materials, including the submission of Material Safety Data Sheet (MSDS), as required by Contract and by law.
  9. Provisions for storage of hazardous materials.
  10. A plan for disposal of hazardous wastes in accordance with all applicable federal, state, and local requirements.
  11. A plan for hazard identification and mitigation, personal protection, hazard assessments, and regulatory compliance.

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

- B. The Contractor shall hold weekly safety meetings with all Subcontractors and shall send a copy of the safety meeting minutes to the Owner with each pay application.

**1.8 PROJECT MEETINGS**

- A. General: Schedule and conduct meetings and conferences at Project site unless otherwise indicated.
  - 1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Project Manager of scheduled meeting dates and times.
  - 2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
  - 3. Minutes: Entity responsible for conducting meetings will record significant discussions and agreements achieved. Distribute the meeting minutes to all attendees within five days of the meeting.
  
- B. Preconstruction Conference: Owner will schedule and conduct a preconstruction conference before starting construction.
  - 1. Conduct the conference to review responsibilities and personnel assignments.
  - 2. Attendees: Authorized representatives of Owner and Contractor shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
  - 3. Agenda: Discuss items of significance that could affect progress, including the following:
    - a. Tentative construction schedule
    - b. Phasing
    - c. Critical Work sequencing and long-lead items
    - d. Designation of key personnel and their duties
    - e. Lines of communications
    - f. Procedures for processing field decisions and Change Orders
    - g. Procedures for RFIs
    - h. Procedures for testing and inspecting
    - i. Procedures for processing Applications for Payment
    - j. Distribution of the Contract Documents
    - k. Submittal procedures
    - l. Procedures for compliance reporting and submission
    - m. Use of the premises
    - n. Work restrictions
    - o. Working hours
    - p. Owner's occupancy requirements
    - q. Responsibility for temporary facilities and controls
    - r. Procedures for moisture and mold control
    - s. Procedures for disruptions and shutdowns
    - t. Construction waste management and recycling
    - u. Parking availability
    - v. Office, Work, and storage areas
    - w. Equipment deliveries and priorities
    - x. First aid
    - y. Security
    - z. Progress cleaning

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

4. Minutes: Entity responsible for conducting the meeting will record and distribute meeting minutes.
- C. Progress Meetings: Conduct progress meetings at weekly intervals.
1. Coordinate dates of meetings with preparation of payment requests.
  2. Attendees: In addition to representatives of the Owner and Project Manager, each Contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with the Project and authorized to conclude matters relating to the Work.
  3. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to the status of Project.
    - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
      - 1) Review schedule for next period
    - b. Review the present and future needs of each entity present, including the following:
      - 1) Safety update
      - 2) As-Built progress to date
      - 3) Look ahead schedule
      - 4) Coordination of Work with Owner's own forces
      - 5) Status of submittals
      - 6) Deliveries
      - 7) Off-site fabrication
      - 8) Access
      - 9) Site utilization
      - 10) Temporary facilities and controls
      - 11) Progress cleaning
      - 12) Quality and Work standards
      - 13) Status of correction of deficient items
      - 14) Field observations
      - 15) Status of RFIs
      - 16) Status of proposal requests
      - 17) Pending changes
      - 18) Status of Change Orders
      - 19) Pending claims and disputes
      - 20) Documentation of information for payment requests
  4. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.
    - a. Schedule Updating: Revise Contractor's construction schedule after each progress meeting where revisions to the schedule have been made or

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

recognized. Issue revised schedule concurrently with the report of each meeting.

**1.9 DAILY CONSTRUCTION REPORTS**

- A. Contractor shall be responsible for preparing a daily construction report, recording information concerning events at the site. Contractor shall submit copies the Owner with each Pay Application. The daily construction reports shall include the following information:
1. List of Subcontractors
  2. Approximate number of personnel
  3. List of equipment and/or specialized machinery
  4. High and low temperatures and general weather conditions
  5. Safety incidents
  6. Formal meetings
  7. Significant decisions
  8. Unusual events (refer to special reports)
  9. Stoppages, delays, shortages, and losses
  10. Meter readings and similar recordings
  11. Order and request of authorities having jurisdiction
  12. Change Orders received and implemented
  13. Construction Change Directives received
  14. Utility services connected and disconnected
  15. Equipment or system tests and startups
  16. Partial completions and occupancies
  17. Substantial completions authorized
  18. Jobsite visitors list

**2.0 SCHEDULE OF VALUES**

- A. The Contractor shall submit a Schedule of Values, the sum of which is equal to the total Contract Price. The Schedule of Values shall serve as a basis for calculating progress payments during construction and shall be presented in such detail to allow CIHA's Representative to accurately verify the amount and value of Work completed as defined in the Contractor's Progress Payment Request. The Schedule of Values shall correspond to activities on the Construction Schedule as defined in Construction Progress Schedules.
1. The Schedule of Values, to the extent approved shall be submitted in tabular and computer format as part of the construction schedule submittals following CSI format.
  2. The Schedule of Values must be reviewed and accepted by the Owner as the basis of calculating progress payments. If, in the opinion of the Owner, the Schedule of Values is deemed incorrect, the Contractor shall present documentation substantiating the proposed values. If, in the opinion of the Owner, the Schedule of Values lacks sufficient detail to calculate progress payments, the Contractor shall submit additional detail as requested. Progress payment subsequent to the required submission date for the Construction Schedule shall be withheld until the Owner has accepted the Construction Schedule.

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

3. Job site overhead expenses shall be assigned (e.g., prorate supervision expenses, temporary utilities, small tools, etc.) to the activities whose start and finish dates are consistent with the actual disbursement of the expenses or over the total period of the job. Cost of bonds, insurance, schedule, etc., shall be assigned to appropriate mobilization activities.
4. Each cost category listed below, and the total cost assigned to each activity should be considered in the schedule of values.
  - General Requirements (MAX 8%)
  - Labor
  - Equipment
  - Material
  - Subcontractor
  - Supplemental Grant Program Energy Efficiency Items
  - Overhead and Profit (MAX 8%)
  - Total Cost
5. Contractor's Schedule of Values must include line items for "Overhead and Profit" and "General Conditions." The amount allocated for General Conditions cannot exceed 8% of the total Contract price. The amount allocated for Overhead and Profit cannot exceed 8% of the total Contract price. No Overhead and Profit on General Requirements. (See Supplementary Conditions)

**CONSTRUCTION PROGRESS SCHEDULES  
AIRPORT HEIGHTS SENIOR HOUSING PHASE I  
VERTICAL CONSTRUCTION  
ITB # 26T-DV-103**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General Conditions, Supplementary Conditions, and other Specification Sections, apply to this Section.

**1.2 SUMMARY**

- A. This Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
  1. Contractor's Construction Schedule
  2. Submittal Register
  3. Daily Construction Reports

**1.3 DEFINITIONS**

- A. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction project. Activities included in a construction schedule consume time and resources.
  1. Critical activities are activities on the critical path, which must start and finish on the planned early start and finish times.
  2. Immediate predecessor activity is an activity that must be completed before a follow-on activity can be started.
- B. Critical Path: The longest connected chain of interdependent activities through the Work schedule that establishes the minimum overall project duration and contains no float.
- C. Float: The measure of leeway in starting and completing an activity.
  1. Float time is not for the exclusive use or benefit of either owner or Contractor, but is a jointly owned, expiring project resource available to both parties as needed to meet schedule milestones and Contract completion date.
  2. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the following activity.
  3. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned project completion date.
- D. Milestone: A key or critical point in time for reference or measurement.

**1.4 CONTRACTOR'S CONSTRUCTION SCHEDULE**

- A. General: The Contractor will be responsible for scheduling, tracking, and reporting the progress of the Work on a construction schedule. Use of a computer scheduling software is required. This schedule shall be prepared and presented using the latest version of "Microsoft Project" or an approved equal software program.

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

- B. The schedule will be used by CIHA to evaluate progress of the Work throughout the project, allocate funds for the Schedule of Values, determine the impact of any changes to the Contract, and establish the basis for progress payments. The schedule shall include and show the following minimum information:
1. The date Notice to Proceed is issued, and;
  2. That all Work is completed no later than the last day of the Contract Period, measured in continuous days from date of Notice to Proceed, and;
  3. Each separate Contract pay item as a Work Activity, including its duration, cost, and immediate predecessor relationship to other activities, and;
  4. All Contract milestones, and;
  5. The “Critical Path(s)” with Critical Path Activities highlighted or otherwise clearly identified, and;
  6. Work that will be done with Owner’s Workforce.
- C. Work Breakdown Structure (WBS): The contents of the schedules shall be organized, generally, according to a WBS established by CIHA (Attachment A).
- D. Schedule Submissions: The Contractor shall submit electronic copies of project schedules to CIHA, as follows:
1. Project “Baseline” Schedule: The Contractor shall submit a detailed project schedule within ten (10) days after Notice of Award (NOA). This detailed schedule shall be established as the official project “baseline” schedule after it has been reviewed and approved by CIHA.
  2. Pay Requests: The Contractor shall submit a schedule update with each pay request, current as of the day of the pay request.
- E. Project Baseline Schedule:
1. NOTE: The Contractor shall not mobilize to the site of Work until the review and approval of the project baseline schedule has been completed.
  2. CIHA will evaluate and review the Contractor’s proposed project baseline schedule within five (5) Working days of submission. The Contractor shall incorporate any comments noted by CIHA and reissue a revised version of the detailed schedule within five (5) Working days of this review. This process shall continue until a detailed project baseline schedule acceptable to CIHA has been submitted. In the event that resubmission of proposed schedules is required to meet the requirements of this Section, such required resubmission shall not be used as a basis for delay claims by Contractor. Once approved, this schedule shall become the official project “baseline” schedule and thereafter shall become the baseline for measuring Contractor’s compliance with Contract schedule requirements.
  3. CIHA may reject any proposed project schedule or report that fails to reflect timely completion of the Work, intermediate Contract milestone dates or otherwise indicates unrealistic schedule performance. CIHA may, without incurring any liability, reduce the Contract period if the Contractor proposes a baseline schedule utilizing less time than allowed in the Contract.
  4. CIHA’s acceptance and approval of the Contractor’s project baseline schedule does not constitute a warranty of its feasibility, suitability or reasonableness.
- F. Monthly Schedule Updates:
1. The Contractor will continuously monitor its progress against the approved project baseline schedule and will prepare and submit monthly updates showing actual progress against the baseline schedule.

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

2. Monthly updates will show the current status of all Work. This includes original Work shown on the baseline schedule, additional Work included by change order, and changes in logic, e.g., splitting one activity into two separate activities.

**ATTACHMENT A**

**WORK BREAKDOWN STRUCTURE (WBS)**

- Notice to Proceed
- Baseline Schedule (Submission/Review/Approval)
- Mobilization
- Construction Work Activities (all)
- Inspections
- Punch List/Cleanup
- Demobilization
- Warranty Period

For projects entailing more than one building structure, the above WBS should be applied to each building or unit.

**PRODUCT REQUIREMENTS  
AIRPORT HEIGHTS SENIOR HOUSING PHASE I  
VERTICAL CONSTRUCTION  
ITB # 26T-DV-103**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General Conditions, Supplementary Conditions, and other Sections, apply to this Section.

**1.2 SUMMARY**

- A. This section includes the following administrative and procedural requirements: selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; product substitutions; and comparable products.
- B. Related Requirements:
  - 1. "References" for applicable industry standards for products specified.

**1.3 DEFINITIONS**

- A. Products: Items purchased for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
  - 1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation, shown or listed in manufacturer's published product literature that is current as of date of the Contract Documents.
  - 2. New Products: Items that have not previously been incorporated into another project or facility. Products salvaged or recycled from other projects are not considered new products.
  - 3. Comparable Product: Product that is demonstrated and approved through submittal process, or where indicated as a product substitution, to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.
- B. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.
- C. Basis-of-Design Product Specification: Where a specific manufacturer's product is named and accompanied by the words "basis of design," including make or model number or other designation, to establish the significant qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics for purposes of evaluating comparable products of other named manufacturers.
- D. Manufacturer's Warranty: Preprinted written warranty published by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

- E. Special Warranty: Written warranty required by or incorporated into the Contract Documents, either to extend time limit provided by manufacturer's warranty or to provide more rights for Owner.
- F. Excess Material: Utilize inventory management systems to efficiently identify and manage excess materials per Excess Material in "Closeout Procedures".

**1.4 PRODUCT DELIVERY, STORAGE, AND HANDLING**

- A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft. Comply with the manufacturer's written instructions.
- B. Delivery and Handling:
  - 1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
  - 2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
  - 3. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
  - 4. Inspect products on delivery to ensure compliance with the Contract Documents and to ensure that products are undamaged and properly protected.
- C. Material Storage:
  - 1. Store products to allow for inspection and measurement of quantity or counting of units.
  - 2. Store materials in a manner that will not endanger Project structure.
  - 3. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation.
  - 4. Protect foam plastic from exposure to sunlight, except to the extent necessary for period of installation and concealment.
  - 5. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
  - 6. Protect stored products from damage and liquids from freezing.
  - 7. Provide a secure location and enclosure at Project site for storage of materials and equipment by Owner's construction forces. Coordinate location with Owner.
  - 8. All Requests for Payments for Stored Materials must be accompanied with:
    - 1) Owner provided Stored Material Recap Worksheet.
    - 2) Certificates of Insurance for storage facility naming General Contractor as Additional Insured.
    - 3) Pictures of all Stored Materials purchased and insured
    - 4) Invoices/Receipts for all material purchased and billed for to date
    - 5) If material has moved, ensure Owner is notified and has received updated certificates of insurance.

**1.5 QUALITY ASSURANCE**

- A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, select product compatible with products previously selected, even if previously selected products were also options.

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

1. Each contractor is responsible for providing products and construction methods compatible with products and construction methods of other contractors.
2. If a dispute arises between contractors over concurrently selectable but incompatible products, the Project Manager will determine which products shall be used.

**1.6 PRODUCT WARRANTIES**

- A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturers' disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents. All warranties shall be registered and activated prior to turning the building over to the Owner.
  1. Manufacturer's Warranty: Written warranty furnished by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
  2. Special Warranty: Written warranty required by the Contract Documents to provide specific rights for the Owner.
- B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution. Submit a draft for approval before final execution.
  1. Manufacturer's Standard Form: Modified to include Project-specific information and properly executed.
  2. Specified Form: When specified forms are included with the Specifications, prepare a written document using indicated form properly executed.
  3. See other Sections for specific content requirements and particular requirements for submitting special warranties.
- C. Submittal Time: Comply with requirements in "Closeout Procedures".

**PART 2 – PRODUCTS**

**2.1 PRODUCT SELECTION PROCEDURES**

- A. General Product Requirements: Provide products that comply with the Contract Documents, are undamaged and, unless otherwise indicated, are new at time of installation.
  1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for complete installation and indicated use and effect.
  2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
  3. Owner reserves the right to limit selection to products with warranties not in conflict with requirements of the Contract Documents.
  4. Where products are accompanied by the term "as selected," the Project Manager will make selection.
  5. Descriptive, performance, and reference standard requirements in the Specifications establish salient characteristics of products.
  6. Or Equal: For products specified by name and accompanied by the term "or equal," or "or approved equal," or "or approved," comply with requirements in "Comparable Products" Article to obtain approval for use of an unnamed product.

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

- B. Product Selection Procedures:
1. Product: Where Specifications name a single manufacturer and product, provide the named product that complies with requirements. Comparable products or substitutions for the Contractor's convenience will not be considered.
  2. Manufacturer/Source: Where Specifications name a single manufacturer or source, provide a product by the named manufacturer or source that complies with requirements. Comparable products or substitutions for the Contractor's convenience will not be considered.
  3. Products:
    - a. Restricted List: Where Specifications include a list of names of both manufacturers and products, provide one of the products listed that complies with requirements. Comparable products or substitutions for the Contractor's convenience will not be considered.
    - b. Non-restricted List: Where Specifications include a list of names of both available manufacturers and products, provide one of the products listed, or an unnamed product, that complies with requirements. Comply with requirements in the "Comparable Products" Article for consideration of an unnamed product.
  4. Manufacturers:
    - a. Restricted List: Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements. Comparable products or substitutions for the Contractor's convenience will not be considered.
    - b. Non-restricted List: Where Specifications include a list of available manufacturers, provide a product by one of the manufacturers listed, or a product by an unnamed manufacturer, that complies with requirements. Comply with the requirements in the "Comparable Products" Article for consideration of an unnamed manufacturer's product.
  5. Basis-of-Design Product: Where Specifications name a product, or refer to a product indicated on Drawings, and include a list of manufacturers, provide the specified or indicated product or a comparable product by one of the other named manufacturers. Drawings and Specifications indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Comply with requirements in the "Comparable Products" Article for consideration of an unnamed product by one of the other named manufacturers.
- C. Visual Matching Specification: Where Specifications require "match Project Manager's sample", provide a product that complies with requirements and matches Project Manager's sample. The Project Manager's decision will be final on whether a proposed product matches.
1. If no product available within the specified category matches and complies with other specified requirements submit available samples to the Project Manager.
- D. Visual Selection Specification: Where Specifications include the phrase "as selected by Project Manager from manufacturer's full range" or similar phrase, select a product that complies with requirements. The Project Manager will select color, gloss, pattern, density, or texture from the manufacturer's product line that includes both standard and premium items.

**2.2 PRODUCT SUBSTITUTIONS**

- A. Substitutions for Cause: Submit requests for substitution immediately on discovery of need for change, but not later than fifteen (15) days prior to time required for preparation and review of related submittals.
1. Conditions: Project Manager/Owner will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, the Project Manager will return requests without action, except to record noncompliance with these requirements:
    - a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
    - b. The substitution request is fully documented and properly submitted.
    - c. Requested substitution will not adversely affect Contractor's construction schedule.
    - d. Requested substitution has received necessary approvals from authorities having jurisdiction.
    - e. Requested substitution is compatible with other portions of the Work.
    - f. Requested substitution has been coordinated with other portions of the Work.
    - g. Requested substitution provides specified warranty.
    - h. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.
- B. Substitutions for Convenience: Owner will consider requests for substitution if received within thirty (30) days after the Notice to Proceed. Requests received after that time may be considered or rejected at the discretion of the Owner.
1. Conditions: Owner will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Owner will return requests without action, except to record noncompliance with these requirements:
    - a. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Design Team for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
    - b. Requested substitution does not require extensive revisions to the Contract Documents.
    - c. Requested substitution is consistent with the Contract Documents and will produce indicated results.
    - d. The substitution request is fully documented and properly submitted.
    - e. Requested substitution will not adversely affect Contractor's construction schedule.
    - f. Requested substitution has received necessary approvals from authorities having jurisdiction.
    - g. Requested substitution is compatible with other portions of the Work.
    - h. Requested substitution has been coordinated with other portions of the Work.
    - i. Requested substitution provides specified warranty.

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

- j. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.
2. Costs for Review of Substitution; Alternative Sequence; Method of Construction Request: Should a Contractor-proposed substitution or alternative sequence or method of construction require investigation by the Owner and/or the Design Team, Contractor shall pay for such services of Owner, Design Team and/or other responsible design professionals for researching and reporting on proposed substitutions or alternative sequence and method of construction. The contractor shall pay such fees whether or not the proposed substitution or alternative sequence or method of construction is ultimately accepted by the Owner.

**2.3 COMPARABLE PRODUCTS**

- A. Where products or manufacturers are specified by name, submit the following, in addition to other required submittals, to obtain approval of an unnamed product:
  1. Evidence that the proposed product does not require extensive revisions to the Contract Documents, that it is consistent with the Contract Documents and will produce the indicated results, and that it is compatible with other portions of the Work.
  2. Detailed comparison of significant qualities of proposed product with those named in the Specifications. Significant qualities include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
  3. Evidence that the proposed product provides specified warranty.
  4. List of similar installations for completed projects with project names and addresses and names and addresses of Project Managers and owners, if requested.
  5. Samples, if requested.

**REFERENCES**  
**AIRPORT HEIGHTS SENIOR HOUSING PHASE I**  
**VERTICAL CONSTRUCTION**  
**ITB # 26T-DV-103**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Specification Sections, apply to this Section.

**1.2 SUMMARY**

- A. Regulatory Requirements: Comply with current applicable laws, ordinances, codes and regulations.
  - 1. Accessibility: Comply with following:
    - a. Architectural Barriers Act of 1968 as amended (42 USC 4152-4157), HUD implementing regulations (24 CFR Part 40), and Uniform Federal Accessibility Standards (UFAS).
    - b. Section 504 of the Rehabilitation Act of 1973 as amended (29 USC 794) and HUD implementing regulations 24 CFR Part 8.
    - c. Fair Housing Accessibility Guidelines (24 CFR Chapter 1).
  - 2. Recoverable Materials: Comply with Resource Conservation and Recovery Act (RCRA), Section 6002 and EPA Guidelines.
- B. Reference Standards: For products or workmanship specified by reference to association, trade, or Federal Standards, comply with requirements of standard, except when more rigid requirements are specified or are required by applicable codes.
  - 1. No provision of any referenced standard specification OF the provisions or code (whether or not specifically incorporated by reference in the Contract Documents) shall be effective to change duties and responsibilities of CIHA or Contractor or any of their consultants, agents or employees from those set forth in Contract Documents, nor shall it be effective to assign to Contracting Officer any duty or authority to supervise or direct furnishing or performance of Work or any duty or authority to undertake responsibilities contrary to provisions of General Conditions.
    - a. Where wording of referenced standard is permissive, or where requirements of more than one reference standard apply, provide under more restrictive requirement.
    - b. Comply with recommendations of referenced standards even though they are not mandatory in standard.
  - 2. Detailed Requirements: Be familiar with and verify detailed requirements of referenced standards to verify that items and their installation provided under Work of this Contract meet or exceed standard's requirements.
    - a. Notify CIHA of any conflicts between referenced standards and requirements specified in Specifications or indicated on Drawings before proceeding with work.
    - b. Tolerances: Tolerances may vary from standards of different sections. Make adjustments necessary to ensure proper fitting of different elements. Tolerances may be plus or minus as indicated but in sum shall be compensating, not cumulative.
  - 3. Effective Date: Date of referenced standard is that in effect as of documents date except when specific date is specified or when standard is part of applicable

code which includes edition date.

4. Copies: When required by individual sections, obtain a copy of referenced standard. Maintain copy at job site during work.
- C. Certificates: When required by Contract Documents, or when requested in writing by CIHA, submit Certificate of Compliance or Manufacturer's Certificate that materials or workmanship, or both comply with requirements of referenced standard.
- D. Labels: Where labels indicating certification are specified, deliver and install products with labels intact. Do not remove labels.

### **1.3 DEFINITIONS**

- A. General: Basic Contract definitions are included in the Conditions of the Contract.
- B. "Approved": When used to convey Architect's action on Contractor's submittals, applications, and requests, "approved" is limited to Architect's duties and responsibilities as stated in the Conditions of the Contract.
- C. "Directed": A command or instruction by Architect. Other terms including "requested," "authorized," "selected," "required," and "permitted" have the same meaning as "directed."
- D. "Indicated": Requirements expressed by graphic representations or in written form on Drawings, in Specifications, and in other Contract Documents. Other terms including "shown," "noted," "scheduled," and "specified" have the same meaning as "indicated."
- E. "Regulations": Laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, and rules, conventions, and agreements within the construction industry that control performance of the Work.
- F. "Furnish": Supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.
- G. "Install": Unload, temporarily store, unpack, assemble, erect, place, anchor, apply, work to dimension, finish, cure, protect, clean, and similar operations at Project site.
- H. "Provide": Furnish and install, complete and ready for the intended use.
- I. "Project Site": Space available for performing construction activities. The extent of Project site is shown on Drawings and may or may not be identical with the description of the land on which Project is to be built.

### **1.4 INDUSTRY STANDARDS**

- A. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

- B. Publication Dates: Comply with standards in effect as of date of the Contract Documents, unless otherwise indicated.
- C. Conflicting Requirements: If compliance with two or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer uncertainties and requirements that are different, but apparently equal, to Architect for a decision before proceeding.
  - 1. Minimum Quantity or Quality Levels. The quantity level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Refer uncertainties to Architect for a decision before proceeding.
- D. Copies of Standards: Each entity engaged in construction on Project must be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Contract Documents.
  - 1. Where copies of standards are needed to perform a required construction activity, obtain copies directly from publication source and make them available upon request.

**1.5 ABBREVIATIONS AND ACRONYMS**

- A. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities indicated in Gale's "Encyclopedia of Associations: National Organizations of the U.S." or in Columbia Books' "National Trade & Professional Associations of the United States."
- B. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. This information is subject to change and is believed to be accurate as of the date of the Contract Documents.
  - 1. AABC - Associated Air Balance Council; [www.aabc.com](http://www.aabc.com).
  - 2. AAMA - American Architectural Manufacturers Association; [www.aamanet.org](http://www.aamanet.org).
  - 3. AAPFCO - Association of American Plant Food Control Officials; [www.aapfco.org](http://www.aapfco.org).
  - 4. AASHTO - American Association of State Highway and Transportation Officials; [www.transportation.org](http://www.transportation.org).
  - 5. AATCC - American Association of Textile Chemists and Colorists; [www.aatcc.org](http://www.aatcc.org).
  - 6. ABMA - American Bearing Manufacturers Association; [www.americanbearings.org](http://www.americanbearings.org).
  - 7. ACI - American Concrete Institute; (Formerly: ACI International); [www.concrete.org](http://www.concrete.org).
  - 8. ACPA - American Concrete Pipe Association; [www.concrete-pipe.org](http://www.concrete-pipe.org).
  - 9. AEIC - Association of Edison Illuminating Companies, Inc. (The); [www.aeic.org](http://www.aeic.org).
  - 10. AF&PA - American Forest & Paper Association; [www.afandpa.org](http://www.afandpa.org).
  - 11. AGA - American Gas Association; [www.aga.org](http://www.aga.org).
  - 12. AHAM - Association of Home Appliance Manufacturers; [www.aham.org](http://www.aham.org).

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

13. AHRI - Air-Conditioning, Heating, and Refrigeration Institute (The); [www.ahrinet.org](http://www.ahrinet.org).
14. AI - Asphalt Institute; [www.asphaltinstitute.org](http://www.asphaltinstitute.org).
15. AIA - American Institute of Architects (The); [www.aia.org](http://www.aia.org).
16. AISC - American Institute of Steel Construction; [www.aisc.org](http://www.aisc.org).
17. AISI - American Iron and Steel Institute; [www.steel.org](http://www.steel.org).
18. AITC - American Institute of Timber Construction; [www.aitc-glulam.org](http://www.aitc-glulam.org).
19. AMCA - Air Movement and Control Association International, Inc.; [www.amca.org](http://www.amca.org).
20. ANSI - American National Standards Institute; [www.ansi.org](http://www.ansi.org).
21. AOSA - Association of Official Seed Analysts, Inc.; [www.aosaseed.com](http://www.aosaseed.com).
22. APA - APA - The Engineered Wood Association; [www.apawood.org](http://www.apawood.org).
23. APA - Architectural Precast Association; [www.archprecast.org](http://www.archprecast.org).
24. API - American Petroleum Institute; [www.api.org](http://www.api.org).
25. ARI - Air-Conditioning & Refrigeration Institute; (See AHRI).
26. ARI - American Refrigeration Institute; (See AHRI).
27. ARMA - Asphalt Roofing Manufacturers Association; [www.asphaltroofing.org](http://www.asphaltroofing.org).
28. ASCE - American Society of Civil Engineers; [www.asce.org](http://www.asce.org).
29. ASCE/SEI - American Society of Civil Engineers/Structural Engineering Institute; (See ASCE).
30. ASHRAE - American Society of Heating, Refrigerating and Air-Conditioning Engineers; [www.ashrae.org](http://www.ashrae.org).
31. ASME - ASME International; (American Society of Mechanical Engineers); [www.asme.org](http://www.asme.org).
32. ASSE - American Society of Safety Engineers (The); [www.asse.org](http://www.asse.org).
33. ASSE - American Society of Sanitary Engineering; [www.asse-plumbing.org](http://www.asse-plumbing.org).
34. ASTM - ASTM International; (American Society for Testing and Materials International); [www.astm.org](http://www.astm.org).
35. ATIS - Alliance for Telecommunications Industry Solutions; [www.atis.org](http://www.atis.org).
36. AWEA - American Wind Energy Association; [www.awea.org](http://www.awea.org).
37. AWI - Architectural Woodwork Institute; [www.awinet.org](http://www.awinet.org).
38. AWMAC - Architectural Woodwork Manufacturers Association of Canada; [www.awmac.com](http://www.awmac.com).
39. AWPA - American Wood Protection Association; (Formerly: American Wood-Preservers' Association); [www.awpa.com](http://www.awpa.com).
40. AWS - American Welding Society; [www.aws.org](http://www.aws.org).
41. AWWA - American Water Works Association; [www.awwa.org](http://www.awwa.org).
42. BHMA - Builders Hardware Manufacturers Association; [www.buildershardware.com](http://www.buildershardware.com).
43. BIA - Brick Industry Association (The); [www.gobrick.com](http://www.gobrick.com).
44. BICSI - BICSI, Inc.; [www.bicsi.org](http://www.bicsi.org).
45. BIFMA - BIFMA International; (Business and Institutional Furniture Manufacturer's Association); [www.bifma.com](http://www.bifma.com).
46. BISSC - Baking Industry Sanitation Standards Committee; [www.bissc.org](http://www.bissc.org).
47. BOCA - BOCA; (Building Officials and Code Administrators International Inc.); (See ICC).
48. BWF - Badminton World Federation; (Formerly: International Badminton Federation); [www.bwfbadminton.org](http://www.bwfbadminton.org).
49. CDA - Copper Development Association; [www.copper.org](http://www.copper.org).
50. CEA - Canadian Electricity Association; [www.electricity.ca](http://www.electricity.ca).
51. CEA - Consumer Electronics Association; [www.ce.org](http://www.ce.org).

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

52. CFFA - Chemical Fabrics & Film Association, Inc.; [www.chemicalfabricsandfilm.com](http://www.chemicalfabricsandfilm.com).
53. CFSEI - Cold-Formed Steel Engineers Institute; [www.cfsei.org](http://www.cfsei.org).
54. CGA - Compressed Gas Association; [www.cganet.com](http://www.cganet.com).
55. CIMA - Cellulose Insulation Manufacturers Association; [www.cellulose.org](http://www.cellulose.org).
56. CISCA - Ceilings & Interior Systems Construction Association; [www.cisca.org](http://www.cisca.org).
57. CISPI - Cast Iron Soil Pipe Institute; [www.cispi.org](http://www.cispi.org).
58. CLFMI - Chain Link Fence Manufacturers Institute; [www.chainlinkinfo.org](http://www.chainlinkinfo.org).
59. CPA - Composite Panel Association; [www.pbmdf.com](http://www.pbmdf.com).
60. CRI - Carpet and Rug Institute (The); [www.carpet-rug.org](http://www.carpet-rug.org).
61. CRRC - Cool Roof Rating Council; [www.coolroofs.org](http://www.coolroofs.org).
62. CRSI - Concrete Reinforcing Steel Institute; [www.crsi.org](http://www.crsi.org).
63. CSA - Canadian Standards Association; [www.csa.ca](http://www.csa.ca).
64. CSA - CSA International; (Formerly: IAS - International Approval Services); [www.csa-international.org](http://www.csa-international.org).
65. CSI - Construction Specifications Institute (The); [www.csinet.org](http://www.csinet.org).
66. CSSB - Cedar Shake & Shingle Bureau; [www.cedarbureau.org](http://www.cedarbureau.org).
67. CTI - Cooling Technology Institute; (Formerly: Cooling Tower Institute); [www.cti.org](http://www.cti.org).
68. CWC - Composite Wood Council; (See CPA).
69. DASMA - Door and Access Systems Manufacturers Association; [www.dasma.com](http://www.dasma.com).
70. DHI - Door and Hardware Institute; [www.dhi.org](http://www.dhi.org).
71. ECA - Electronic Components Association; [www.ec-central.org](http://www.ec-central.org).
72. ECAMA - Electronic Components Assemblies & Materials Association; (See ECA).
73. EIA - Electronic Industries Alliance; (See TIA).
74. EIMA - EIFS Industry Members Association; [www.eima.com](http://www.eima.com).
75. EJMA - Expansion Joint Manufacturers Association, Inc.; [www.ejma.org](http://www.ejma.org).
76. ESD - ESD Association; (Electrostatic Discharge Association); [www.esda.org](http://www.esda.org).
77. ESTA - Entertainment Services and Technology Association; (See PLASA).
78. EVO - Efficiency Valuation Organization; [www.evo-world.org](http://www.evo-world.org).
79. FIBA - Federation Internationale de Basketball; (The International Basketball Federation); [www.fiba.com](http://www.fiba.com).
80. FIVB - Federation Internationale de Volleyball; (The International Volleyball Federation); [www.fivb.org](http://www.fivb.org).
81. FM Approvals - FM Approvals LLC; [www.fmglobal.com](http://www.fmglobal.com).
82. FM Global - FM Global; (Formerly: FMG - FM Global); [www.fmglobal.com](http://www.fmglobal.com).
83. FRSA - Florida Roofing, Sheet Metal & Air Conditioning Contractors Association, Inc.; [www.floridarroof.com](http://www.floridarroof.com).
84. FSA - Fluid Sealing Association; [www.fluidsealing.com](http://www.fluidsealing.com).
85. FSC - Forest Stewardship Council U.S.; [www.fscus.org](http://www.fscus.org).
86. GA - Gypsum Association; [www.gypsum.org](http://www.gypsum.org).
87. GANA - Glass Association of North America; [www.glasswebsite.com](http://www.glasswebsite.com).
88. GS - Green Seal; [www.green Seal.org](http://www.green Seal.org).
89. HI - Hydraulic Institute; [www.pumps.org](http://www.pumps.org).
90. HI/GAMA - Hydronics Institute/Gas Appliance Manufacturers Association; (See AHRI).
91. HMMA - Hollow Metal Manufacturers Association; (See NAAMM).
92. HPVA - Hardwood Plywood & Veneer Association; [www.hpva.org](http://www.hpva.org).
93. HPW - H. P. White Laboratory, Inc.; [www.hpwhite.com](http://www.hpwhite.com).

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

94. IAPSC - International Association of Professional Security Consultants; [www.iapsc.org](http://www.iapsc.org).
95. IAS - International Approval Services; (See CSA).
96. ICBO - International Conference of Building Officials; (See ICC).
97. ICC - International Code Council; [www.iccsafe.org](http://www.iccsafe.org).
98. ICEA - Insulated Cable Engineers Association, Inc.; [www.icea.net](http://www.icea.net).
99. ICPA - International Cast Polymer Alliance; [www.icpa-hq.org](http://www.icpa-hq.org).
100. ICRI - International Concrete Repair Institute, Inc.; [www.icri.org](http://www.icri.org).
101. IEC - International Electrotechnical Commission; [www.iec.ch](http://www.iec.ch).
102. IEEE - Institute of Electrical and Electronics Engineers, Inc. (The); [www.ieee.org](http://www.ieee.org).
103. IES - Illuminating Engineering Society; (Formerly: Illuminating Engineering Society of North America); [www.ies.org](http://www.ies.org).
104. IESNA - Illuminating Engineering Society of North America; (See IES).
105. IEST - Institute of Environmental Sciences and Technology; [www.iest.org](http://www.iest.org).
106. IGMA - Insulating Glass Manufacturers Alliance; [www.igmaonline.org](http://www.igmaonline.org).
107. IGSHPA - International Ground Source Heat Pump Association; [www.igshpa.okstate.edu](http://www.igshpa.okstate.edu).
108. ILI - Indiana Limestone Institute of America, Inc.; [www.iliai.com](http://www.iliai.com).
109. Intertek - Intertek Group; (Formerly: ETL SEMCO; Intertek Testing Service NA); [www.intertek.com](http://www.intertek.com).
110. ISA - International Society of Automation (The); (Formerly: Instrumentation, Systems, and Automation Society); [www.isa.org](http://www.isa.org).
111. ISAS - Instrumentation, Systems, and Automation Society (The); (See ISA).
112. ISFA - International Surface Fabricators Association; (Formerly: International Solid Surface Fabricators Association); [www.isfanow.org](http://www.isfanow.org).
113. ISO - International Organization for Standardization; [www.iso.org](http://www.iso.org).
114. ISSFA - International Solid Surface Fabricators Association; (See ISFA).
115. ITU - International Telecommunication Union; [www.itu.int/home](http://www.itu.int/home).
116. KCMA - Kitchen Cabinet Manufacturers Association; [www.kcma.org](http://www.kcma.org).
117. LMA - Laminating Materials Association; (See CPA).
118. LPI - Lightning Protection Institute; [www.lightning.org](http://www.lightning.org).
119. MBMA - Metal Building Manufacturers Association; [www.mbma.com](http://www.mbma.com).
120. MCA - Metal Construction Association; [www.metalconstruction.org](http://www.metalconstruction.org).
121. MFMA - Maple Flooring Manufacturers Association, Inc.; [www.maplefloor.org](http://www.maplefloor.org).
122. MFMA - Metal Framing Manufacturers Association, Inc.; [www.metalframingmfg.org](http://www.metalframingmfg.org).
123. MHIA - Material Handling Industry of America; [www.mhia.org](http://www.mhia.org).
124. MIA - Marble Institute of America; [www.marble-institute.com](http://www.marble-institute.com).
125. MMPA - Moulding & Millwork Producers Association; (Formerly: Wood Moulding & Millwork Producers Association); [www.wmmpa.com](http://www.wmmpa.com).
126. MPI - Master Painters Institute; [www.paintinfo.com](http://www.paintinfo.com).
127. MSS - Manufacturers Standardization Society of The Valve and Fittings Industry Inc.; [www.mss-hq.org](http://www.mss-hq.org).
128. NAAMM - National Association of Architectural Metal Manufacturers; [www.naamm.org](http://www.naamm.org).
129. NACE - NACE International; (National Association of Corrosion Engineers International); [www.nace.org](http://www.nace.org).
130. NADCA - National Air Duct Cleaners Association; [www.nadca.com](http://www.nadca.com).
131. NAIMA - North American Insulation Manufacturers Association; [www.naima.org](http://www.naima.org).
132. NBGQA - National Building Granite Quarries Association, Inc.; [www.nbgqa.com](http://www.nbgqa.com).
133. NCAA - National Collegiate Athletic Association (The); [www.ncaa.org](http://www.ncaa.org).

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

134. NCMA - National Concrete Masonry Association; [www.ncma.org](http://www.ncma.org).
135. NEBB - National Environmental Balancing Bureau; [www.nebb.org](http://www.nebb.org).
136. NECA - National Electrical Contractors Association; [www.necanet.org](http://www.necanet.org).
137. NeLMA - Northeastern Lumber Manufacturers Association; [www.nelma.org](http://www.nelma.org).
138. NEMA - National Electrical Manufacturers Association; [www.nema.org](http://www.nema.org).
139. NETA - InterNational Electrical Testing Association; [www.netaworld.org](http://www.netaworld.org).
140. NFHS - National Federation of State High School Associations; [www.nfhs.org](http://www.nfhs.org).
141. NFPA - NFPA; (National Fire Protection Association); [www.nfpa.org](http://www.nfpa.org).
142. NFPA - NFPA International; (See NFPA).
143. NFRC - National Fenestration Rating Council; [www.nfrc.org](http://www.nfrc.org).
144. NHLA - National Hardwood Lumber Association; [www.nhla.com](http://www.nhla.com).
145. NLGA - National Lumber Grades Authority; [www.nlga.org](http://www.nlga.org).
146. NOFMA - National Oak Flooring Manufacturers Association; (See NWFA).
147. NOMMA – National Ornamental & Miscellaneous Metals Association; [www.nomma.org](http://www.nomma.org).
148. NRCA - National Roofing Contractors Association; [www.nrca.net](http://www.nrca.net).
149. NRMCA - National Ready Mixed Concrete Association; [www.nrmca.org](http://www.nrmca.org).
150. NSF - NSF International; (National Sanitation Foundation International); [www.nsf.org](http://www.nsf.org).
151. NSPE - National Society of Professional Engineers; [www.nspe.org](http://www.nspe.org).
152. NSSGA - National Stone, Sand & Gravel Association; [www.nssga.org](http://www.nssga.org).
153. NTMA - National Terrazzo & Mosaic Association, Inc. (The); [www.ntma.com](http://www.ntma.com).
154. NWFA - National Wood Flooring Association; [www.nwfa.org](http://www.nwfa.org).
155. PCI - Precast/Prestressed Concrete Institute; [www.pci.org](http://www.pci.org).
156. PDI - Plumbing & Drainage Institute; [www.pdionline.org](http://www.pdionline.org).
157. PLASA - PLASA; (Formerly: ESTA - Entertainment Services and Technology Association); [www.plasa.org](http://www.plasa.org).
158. RCSC - Research Council on Structural Connections; [www.boltcouncil.org](http://www.boltcouncil.org).
159. RFCI - Resilient Floor Covering Institute; [www.rfci.com](http://www.rfci.com).
160. RIS - Redwood Inspection Service; [www.redwoodinspection.com](http://www.redwoodinspection.com).
161. SAE - SAE International; (Society of Automotive Engineers); [www.sae.org](http://www.sae.org).
162. SCTE - Society of Cable Telecommunications Engineers; [www.scte.org](http://www.scte.org).
163. SDI - Steel Deck Institute; [www.sdi.org](http://www.sdi.org).
164. SDI - Steel Door Institute; [www.steeldoor.org](http://www.steeldoor.org).
165. SEFA - Scientific Equipment and Furniture Association; [www.sefalabs.com](http://www.sefalabs.com).
166. SEI/ASCE - Structural Engineering Institute/American Society of Civil Engineers; (See ASCE).
167. SIA - Security Industry Association; [www.siaonline.org](http://www.siaonline.org).
168. SJI - Steel Joist Institute; [www.steeljoist.org](http://www.steeljoist.org).
169. SMA - Screen Manufacturers Association; [www.smainfo.org](http://www.smainfo.org).
170. SMACNA - Sheet Metal and Air Conditioning Contractors' National Association; [www.smacna.org](http://www.smacna.org).
171. SMPTE - Society of Motion Picture and Television Engineers; [www.smpte.org](http://www.smpte.org).
172. SPFA - Spray Polyurethane Foam Alliance; [www.sprayfoam.org](http://www.sprayfoam.org).
173. SPIB - Southern Pine Inspection Bureau; [www.spib.org](http://www.spib.org).
174. SPRI - Single Ply Roofing Industry; [www.spri.org](http://www.spri.org).
175. SRCC - Solar Rating and Certification Corporation; [www.solar-rating.org](http://www.solar-rating.org).
176. SSINA - Specialty Steel Industry of North America; [www.ssina.com](http://www.ssina.com).
177. SSPC - SSPC: The Society for Protective Coatings; [www.sspc.org](http://www.sspc.org).
178. STI - Steel Tank Institute; [www.steeltank.com](http://www.steeltank.com).
179. SWI - Steel Window Institute; [www.steelwindows.com](http://www.steelwindows.com).

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

180. SWPA - Submersible Wastewater Pump Association; [www.swpa.org](http://www.swpa.org).
181. TCA - Tilt-Up Concrete Association; [www.tilt-up.org](http://www.tilt-up.org).
182. TCNA - Tile Council of North America, Inc.; (Formerly: Tile Council of America); [www.tileusa.com](http://www.tileusa.com).
183. TEMA - Tubular Exchanger Manufacturers Association, Inc.; [www.tema.org](http://www.tema.org).
184. TIA - Telecommunications Industry Association; (Formerly: TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance); [www.tiaonline.org](http://www.tiaonline.org).
185. TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance; (See TIA).
186. TMS - The Masonry Society; [www.masonrysociety.org](http://www.masonrysociety.org).
187. TPI - Truss Plate Institute; [www.tpinst.org](http://www.tpinst.org).
188. TPI - Turfgrass Producers International; [www.turfgrasssod.org](http://www.turfgrasssod.org).
189. TRI - Tile Roofing Institute; [www.tilerroofing.org](http://www.tilerroofing.org).
190. UBC - Uniform Building Code; (See ICC).
191. UL - Underwriters Laboratories Inc.; [www.ul.com](http://www.ul.com).
192. UNI - Uni-Bell PVC Pipe Association; [www.uni-bell.org](http://www.uni-bell.org).
193. USAV - USA Volleyball; [www.usavolleyball.org](http://www.usavolleyball.org).
194. USGBC - U.S. Green Building Council; [www.usgbc.org](http://www.usgbc.org).
195. USITT - United States Institute for Theatre Technology, Inc.; [www.usitt.org](http://www.usitt.org).
196. WASTEC - Waste Equipment Technology Association; [www.wastec.org](http://www.wastec.org).
197. WCLIB - West Coast Lumber Inspection Bureau; [www.wclib.org](http://www.wclib.org).
198. WCMA - Window Covering Manufacturers Association; [www.wcmanet.org](http://www.wcmanet.org).
199. WDMA - Window & Door Manufacturers Association; [www.wdma.com](http://www.wdma.com).
200. WI - Woodwork Institute; (Formerly: WIC - Woodwork Institute of California); [www.wicnet.org](http://www.wicnet.org).
201. WMMPA - Wood Moulding & Millwork Producers Association; (See MMPA).
202. WSRCA - Western States Roofing Contractors Association; [www.wsrca.com](http://www.wsrca.com).
203. WPA - Western Wood Products Association; [www.wwpa.org](http://www.wwpa.org).

C. Code Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. This information is believed to be accurate as of the date of the Contract Documents.

1. DIN - Deutsches Institut für Normung e.V.; [www.din.de](http://www.din.de).
2. IAPMO - International Association of Plumbing and Mechanical Officials; [www.iapmo.org](http://www.iapmo.org).
3. ICC - International Code Council; [www.iccsafe.org](http://www.iccsafe.org).
4. ICC-ES - ICC Evaluation Service, LLC; [www.icc-es.org](http://www.icc-es.org).

D. Federal Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Information is subject to change and is up to date as of the date of the Contract Documents.

1. COE - Army Corps of Engineers; [www.usace.army.mil](http://www.usace.army.mil).
2. CPSC - Consumer Product Safety Commission; [www.cpsc.gov](http://www.cpsc.gov).
3. DOC - Department of Commerce; National Institute of Standards and Technology; [www.nist.gov](http://www.nist.gov).
4. DOD - Department of Defense; <http://dodssp.daps.dla.mil>.

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

5. DOE - Department of Energy; [www.energy.gov](http://www.energy.gov).
6. EPA - Environmental Protection Agency; [www.epa.gov](http://www.epa.gov).
7. FAA - Federal Aviation Administration; [www.faa.gov](http://www.faa.gov).
8. FG - Federal Government Publications; [www.gpo.gov](http://www.gpo.gov).
9. GSA - General Services Administration; [www.gsa.gov](http://www.gsa.gov).
10. HUD - Department of Housing and Urban Development; [www.hud.gov](http://www.hud.gov).
11. LBL - Lawrence Berkeley National Laboratory; Environmental Energy Technologies Division; <http://eetd.lbl.gov>.
12. OSHA - Occupational Safety & Health Administration; [www.osha.gov](http://www.osha.gov).
13. SD - Department of State; [www.state.gov](http://www.state.gov).
14. TRB - Transportation Research Board; National Cooperative Highway Research Program; [www.trb.org](http://www.trb.org).
15. USDA - Department of Agriculture; Agriculture Research Service; U.S. Salinity Laboratory; [www.ars.usda.gov](http://www.ars.usda.gov).
16. USDA - Department of Agriculture; Rural Utilities Service; [www.usda.gov](http://www.usda.gov).
17. USDJ - Department of Justice; Office of Justice Programs; National Institute of Justice; [www.ojp.usdoj.gov](http://www.ojp.usdoj.gov).
18. USP - U.S. Pharmacopeia; [www.usp.org](http://www.usp.org).
19. USPS - United States Postal Service; [www.usps.com](http://www.usps.com).

E. Standards and Regulations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the standards and regulations in the following list. This information is subject to change and is believed to be accurate as of the date of the Contract Documents.

1. CFR - Code of Federal Regulations; Available from Government Printing Office; [www.gpo.gov/fdsys](http://www.gpo.gov/fdsys).
2. DOD - Department of Defense; Military Specifications and Standards; Available from Department of Defense Single Stock Point; <http://dodssp.daps.dla.mil>.
3. DSCC - Defense Supply Center Columbus; (See FS).
4. FED-STD - Federal Standard; (See FS).
5. FS - Federal Specification; Available from Department of Defense Single Stock Point; <http://dodssp.daps.dla.mil>.
  - a. Available from Defense Standardization Program; [www.dsp.dla.mil](http://www.dsp.dla.mil).
  - b. Available from General Services Administration; [www.gsa.gov](http://www.gsa.gov).
  - c. Available from National Institute of Building Sciences/Whole Building Design Guide; [www.wbdg.org/ccb](http://www.wbdg.org/ccb).
6. MILSPEC - Military Specification and Standards; (See DOD).
7. USAB - United States Access Board; [www.access-board.gov](http://www.access-board.gov).
8. USATBCB - U.S. Architectural & Transportation Barriers Compliance Board; (See USAB).

F. State Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. This information is subject to change and is believed to be accurate as of the date of the Contract Documents.

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

1. CBHF - State of California; Department of Consumer Affairs; Bureau of Electronic Appliance and Repair, Home Furnishings and Thermal Insulation; [www.bearhfti.ca.gov](http://www.bearhfti.ca.gov).
2. CCR - California Code of Regulations; Office of Administrative Law; California Title 24 Energy Code; [www.calregs.com](http://www.calregs.com).
3. CDHS - California Department of Health Services; (See CDPH).
4. CDPH - California Department of Public Health; Indoor Air Quality Program; [www.cal-iaq.org](http://www.cal-iaq.org).
5. CPUC - California Public Utilities Commission; [www.cpuc.ca.gov](http://www.cpuc.ca.gov).
6. SCAQMD - South Coast Air Quality Management District; [www.aqmd.gov](http://www.aqmd.gov).
7. TFS - Texas Forest Service; Forest Resource Development and Sustainable Forestry; <http://txforests-service.tamu.edu>.

**CLOSEOUT PROCEDURES  
AIRPORT HEIGHTS SENIOR HOUSING PHASE I  
VERTICAL CONSTRUCTION  
ITB # 26T-DV-103**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Specification Sections, apply to this Section.

**1.2 SUMMARY**

- A. Section includes administrative and procedural requirements for contract close-out, including, but not limited to, the following:
  - 1. Substantial Completion procedures
  - 2. Final completion procedures
  - 3. Warranties
  - 4. Final cleaning
  - 5. Repair of the Work

**1.3 ACTION SUBMITTALS**

- A. Product Data: For cleaning agents
- B. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion
- C. Certified List of Incomplete Items: Final submittal at Final Completion
- D. Compliance Reporting & Documentation: All outstanding corrections received

**1.4 CLOSEOUT SUBMITTALS**

- A. Certificate of Insurance: For continuing coverage
- B. A copy of all employee and visitor sign in sheets
- C. A copy of all safety and construction meeting minutes
- D. A copy of all completed daily QC report forms
- E. Executed Memorandum of Acceptance
- F. Executed Contractor's Certificate and Release

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

- G. Executed Final Release of Liens

**1.5 MAINTENANCE MATERIAL SUBMITTALS**

- A. Schedule of Maintenance Material Items: For maintenance material submittal items specified in other Sections.

**1.6 SUBSTANTIAL COMPLETION PROCEDURES**

- A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's punch list), indicating the value of each item on the list and reasons why the Work is incomplete.
- B. Submittals Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
  - 1. Certificates of Occupancy: Obtain and submit Certificates of Occupancy and/or Conditional Certification of Occupancy from authorities having jurisdiction permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
  - 2. Submit closeout submittals specified in other Division 01 Sections, including project record documents, operation and maintenance manuals, construction photographic documentation, damage or settlement surveys, property surveys, and similar final record information.
  - 3. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
  - 4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Owner. Label with manufacturer's name and model number where applicable.
    - a. Schedule of Maintenance Material Items: Prepare and submit schedule of maintenance material submittal items, including name and quantity of each item and name and number of related Specification Section. Obtain Owner's signature for receipt of submittals.
  - 5. Submit test/adjust/balance records.
  - 6. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
- C. Procedures Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
  - 1. Advise Owner of pending insurance changeover requirements.
  - 2. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
  - 3. Complete startup and testing of systems and equipment.

**CLOSEOUT PROCEDURES**

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

4. Perform preventive maintenance on equipment used prior to Substantial Completion.
  5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.
  6. Advise Owner of changeover in heat and other utilities.
  7. Participate with Owner in conducting inspection and walkthrough with local emergency responders.
  8. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
  9. Complete final cleaning requirements, including touchup painting.
  10. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of 10 days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Owner/Project Manager will either proceed with inspection or notify Contractor of unfulfilled requirements. Owner will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Owner/Project Manager, that must be completed or corrected before certificate will be issued.
1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
  2. Results of completed inspection will form the basis of requirements for final completion.

**1.7 FINAL COMPLETION PROCEDURES**

- A. Submittals Prior to Final Completion: Before requesting final inspection for determining final completion, complete the following:
1. Submit a final Application for Payment.
  2. Certified List of Incomplete Items: Submit certified copy of Owner's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Owner/Project Manager. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
  3. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements.
- B. Inspection: Submit a written request for final inspection to determine acceptance a minimum of 10 days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Owner/Project Manager will either proceed with inspection or notify Contractor of unfulfilled requirements. Owner will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.
1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

**CLOSEOUT PROCEDURES**

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

**1.8 LIST OF INCOMPLETE ITEMS (PUNCH LIST)**

- A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
  - 1. Organize list of spaces in sequential order, starting with exterior areas first and proceeding from lowest floor to highest floor.
  - 2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
  - 3. Include the following information at the top of each page:
    - a. Project name
    - b. Date
    - c. Name of Project Manager
    - d. Name of Contractor
    - e. Page number
  - 4. Submit list of incomplete items in the following format:
    - a. PDF electronic file

**1.9 TRAINING**

- A. Contractor shall provide Owner training on any system that includes manufacturer recommended training.
- B. The Owner's personnel will provide up to four hours of tenant training at time of COO. Training will cover the following:
  - 1. Operation procedures and preventative maintenance instructions for all mechanical and electrical systems.

**1.10 SUBMITTAL OF PROJECT WARRANTIES, OPERATION & MAINTENANCE MANUALS AND ASBUILTS**

- A. Time of Submittal: Submit written warranties on request of Owner for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated, or when delay in submittal of warranties might limit Owner's rights under warranty.
- B. Partial Occupancy: Submit properly executed warranties within 15 days of completion of designated portions of the Work that are completed and occupied or used by Owner during construction period by separate agreement with Contractor.
- C. Organize warranty documents into an orderly sequence based on the table of contents of Project Manual. All product warranties shall be registered and active prior to turning the building over to the Owner.
- D. Organize and label closeout documents in an orderly sequence based on the disciplines.

**CLOSEOUT PROCEDURES**

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

1. Bind documents, product data, parts, replacement, cleaning & care instructions in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.
2. Provide heavy paper dividers with plastic-covered tabs for each separate section/discipline. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of installer.
3. Identify each binder on the front and spine with the typed or printed title "Operation & Maintenance Manuals with Warranties," Project name, and name of Contractor.
  - a. Provide two (2) paper copies and one (1) electronic PDF copy on a USB Flash Drive in the following format:
    - 1) Organized and labeled by discipline/division.
    - 2) Label all equipment used; make & model.
  - b. Provide Full size (22"x34") field redline Asbuilt drawings that incorporated all changes including but not limited to: RFI's, Change Orders and field directives in both hard copy and electronic PDF copy on a USB flash drive.
    - 1) Electronic copy shall be provided on a USB Flash Drive.
4. Retain "Warranty Electronic File" Subparagraph below and paper copy documents if required by Owner. Indexing requirement below can be performed automatically using PDF publishing software.

E. Copies of each warranty to be included in the operation and maintenance manuals.

**PART 2 - PRODUCTS**

**2.1 MATERIALS**

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.
  1. Use cleaning products that comply with Green Seal's GS-37, or if GS-37 is not applicable, use products that comply with the California Code of Regulations at the maximum allowable VOC levels.
- B. Excess Materials: The Contractor shall provide the following excess materials for the owner Maintenance Program:
  1. Flooring: 10% of total square footage
  2. Cabinets: 2 kitchen sink bases, 3 each vanity bank of drawers, Manufacturer's Scratch Repair Kit
  3. Paint: 5 Gallons of each color for interior and exterior
  4. Glycol: 10 Gallons (if applicable)
  5. Siding: 10 each, 4' x 8' Resin Panels

**CLOSEOUT PROCEDURES**

**PART 3 - EXECUTION**

**3.1 FINAL CLEANING**

- A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to the condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
  - 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion of Project:
    - a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
    - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
    - c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
    - d. Remove tools, construction equipment, machinery, and surplus material from Project site.
    - e. Remove snow and ice to provide safe access to building.
    - f. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
    - g. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
    - h. Sweep concrete floors broom clean in unoccupied spaces.
    - i. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.
    - j. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Polish mirrors and glass, taking care not to scratch surfaces.
    - k. Remove labels that are not permanent.
    - l. Wipe surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
    - m. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
    - n. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
    - o. Clean ducts, blowers, and coils if units were operated without filters during construction or that display contamination with particulate matter on inspection.

**AIRPORT HEIGHTS SENIOR HOUSING PHASE I – VERTICAL CONSTRUCTION  
AIRPORT HEIGHTS I LIMITED PARTNERSHIP**

- p. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency.
- q. Leave Project clean and ready for company.

**3.2 REPAIR OF THE WORK**

- A. Complete repair and restoration operations before requesting inspection for determination of Substantial Completion.
- B. Repair or remove and replace defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired. Restore damaged construction and permanent facilities used during construction to specified condition.
  - 1. Remove and replace chipped, scratched, and broken glass, reflective surfaces, and other damaged transparent materials.
  - 2. Touch up and otherwise repair and restore marred or exposed finishes and surfaces. Replace finishes and surfaces that already show evidence of repair or restoration.
    - a. Do not paint over "UL" and other required labels and identification, including mechanical and electrical nameplates. Remove paint applied to required labels and identification.
  - 3. Replace parts subject to operating conditions during construction that may impede operation or reduce longevity.
  - 4. Replace burned-out bulbs, bulbs noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.