

Pre-Job Conference Package

This package helps contractors understand the forms and requirements for the Pre-Job Conference, which is a required meeting under the City of Seattle Community Workforce Agreement (CWA). The CWA requires the following of every contractor.

1. The prime contractor must achieve workforce requirements for the project and relies on subcontractors to help fulfill those requirements. This includes a minimum share of hours performed by each of the following:
 - residents from certain Seattle and King County zip codes
 - women
 - people of color
 - graduates of registered pre-apprentice programs
 - apprentices
2. Every contractor signs a letter (included in the attached pre-job package) agreeing to work under the CWA.
3. Every prime contractor and subcontractor attends a Pre-Job Conference at least two weeks prior to their work on the job-site. A Pre-job Package is submitted to the prime contractor prior to that meeting. Unless granted a waiver, the contractor re-appears at another Pre-Job Conference prior to any other work on the project. The request for such a waiver can be obtained [here](#) and will only be considered when the same scope of work is being repeated.
4. Every prime attends a monthly Joint Administrative Committee.

Tuesday Pre-Job Conference

Standing Meeting Every Tuesday @ 10am
Seattle Building & Construction Trades Council Office
14675 Interurban Ave. S., Auditorium 2, Tukwila, WA 98168

Who attends:

- Contractors of any tier scheduled to work onsite
- City of Seattle staff
- Labor Union representatives

Agenda:

- City staff explains the CWA and documentation required from all attending contractors
- Each contractor and subcontractor presents their Pre-Job Package, explains their contract scope, and answers questions
- Contractors request clarification or guidance from the city or unions
- Attendees discuss jobsite conditions and proposed trade assignments

Prime (includes primes known as the GCCM) brings:

- Contract information including the project scope and job site address
- List of planned and working subcontractors
- Job site conditions such as start/stop times, safety plan, parking, water and restroom access

Next Steps:

Contractors announce their trade assignments within one week after their Pre-Job Conference and send an email to City Purchasing and Contracting Services (CPCS) Labor Equity Program (laborequity@seattle.gov). Any Union may challenge the craft assignments up to one week thereafter.



PRE-JOB PACKAGE

Email this package to your Prime no later than Thursday before your Pre-Job Conference

Subcontractor Name	James W Fowler Company	
Subcontractor License#	JAMESWF101JZ	
Pre-Job Meeting Date:	June 23, 2105	Time: 10:00 am
Location: Seattle Building & Construction Trades, Tukwila 14675 Interurban Ave. S., Auditorium 2, Tukwila, WA 98168	Women and Minority Business (WMBE): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No www.seattle.gov/purchasing/wmbe.htm	
Prime Contractor:	James W Fowler Comp	Hiring Contractor (if any):
City of Seattle Contract #:	PW#2015-001	Hiring Contractor License #:

Subcontract Detail

Contact Name	Tim Janesofsky
Contact Phone	503 623-5373
Subcontractor Address	12775 Westview Dr, Dallas OR 97338
Current Union Agreements	None
Contract Sub-package Name/Identifier	James W Fowler Company
Subcontract Dollar Amount	\$4,890,300
Approximate Start Date	May 26, 2015
Approximate Completion Date	Feb 10, 2016
Job Site Location	8526 Roosevelt Way NE, Seattle WA 98115, & 7087 35th Ave
Job Superintendent	Dave Sherman
Job Site Phone	503 899-2283
Craft Hiring Rep	Dave Sherman/Ursula Lande
Project Manager	Tim Janesofsky
Shifts	7-4
Payday(s)	Every Friday
Date Pay Period Ends	Previous Saturday



First Aid Provider Hospital	Northwest Hospital & Medical Center, 1550 N 115th Street
Worker Parking Provisions <i>Review requirements in CWA Article II Section 1</i>	Parking area provided on-site near field offices
Drinking Water Provided by	<input checked="" type="checkbox"/> General Contractor <input checked="" type="checkbox"/> Subcontractors
Sanitation Facilities Provided by	<input checked="" type="checkbox"/> General Contractor <input type="checkbox"/> Subcontractors
Number of Workers & Crafts Expected	Average 10 workers & 5 crafts
Scope of Work for subcontract, (Including prefabrication in Washington State)	Selective Demolition and Siesmic & Structural repair to the existing Maple Leaf & Myrtle Reservoirs. Structural repairs include drilling and placing rebar dowels, install reinforcing and placing concrete.



CWA – Proposed Trade Assignment

All workers, including core workers, must be dispatched through the appropriate union hall.

Please list trade assignments by craft in the table below. Describe the scope of work for each. List each piece of equipment planned for use by craft. Include all “tools of the trade” or part-time use of equipment. If more space is needed, attach additional sheets.

Craft	Scope	Equipment/Tools
Carpenter	Fabricate & Place forms	Saws, hammers, drills
Labor	Clean up, Drill holes in existing concrete	Drills, rotohammers

Project Craft Demand List

List the number of workers per craft for both the peak and average number of workers.

Craft	Peak	Average
Asbestos Workers		
Boiler Makers		
Brick Layers		
Carpenters	5	3
Cement Masons		
Electrical Workers (Inside Wiremen)		
Electrical Workers (Outside Wiremen)		
Elevator Constructors		
Glaziers		
Insulators		
Iron Workers (Structural/Rebar)		
Iron Workers (Ornamental/Architectural)		
Laborers	3	2
Millwrights		
Operating Engineers		
Painters		
Pile Drivers		
Plumbers & Pipefitters		
Plasterers		
Roofers		
Teamsters		



Project Staff

Project Manager:	Tim Janesofsky
Office Contact #	503 623-5373
Cell Contact #	503 269-1032
Email Address	timj@jwfowler.com
Office Contact:	
	Tim Janesofsky
Office Phone	503 623-5373
Cell Phone	503 269-1032
Email Address	timj@jwfowler.com
Superintendent:	
	Dave Sherman
Office Phone	503 623-5373
Cell Phone	503 899-2283
Email Address	daves@jwfowler.com
Safety Representative:	
	Dave Sherman
Office Phone	503 623-5373
Cell Phone	503 899-2283
Email Address	daves@jwfowler.com
Drug Test Coordinator:	
	Ursula Lande
Office Phone	503 623-5373
Cell Phone	503 856-6925
Email Address	ursulal@jwfowler.com



Open-Shop Core Worker List

Open Shop Contractors without a collective bargaining agreement with Unions signatory to the City CWA may employ up to 5 of their own core workers, with possible exceptions that must be discussed with Union Representatives. A core worker is an employee that meets all the following (CWA Article IX Section 2):

- Worked on the (sub)contractor payroll at least 1500 hours within the craft classification during the last two years prior to the date of dispatch for this project
- Been on (sub)contractors active payroll for at least 60 of 90 calendar days prior to (sub)contract execution
- Meets journey level qualifications for the craft they are performing
- Holds all required licenses and certifications for the craft

Core workers include working foremen, lead (journeymen), working City-operators and apprentices, and are not supervisory, management or non-working non-signatory contractors.

Core workers must place their name with the respective union hall dispatch prior to work.

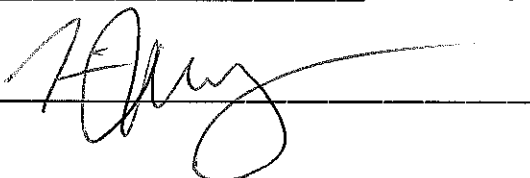
CORE WORKER LIST:

Employee Name	Classification	Hire Date	Has worker been on payroll 1500 hours in the last 2 years?	Has worker been on active payroll 60 out of the last 90 calendar days?
Greg Gibson	Carpenter	1/28/13	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Anthony Clark	Laborer	9/30/14	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Marty Stewart	Carpenter	7/22/14	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Matt Peckham	Carpenter	4/16/12	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Michael Mack	Laborer	9/18/14	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Your signature verifies the information above is accurate. If information is a knowing misrepresentation of facts, (sub)contractor could be subject to breach and/or removal from the project.

Name: Tim Janesofsky

Email/Phone: timj@jwfowler.com/503 62

Signature: 

Community Workforce Agreement Letter of Assent

CONTRACTOR/SUBCONTRACTOR AGREEMENT TO BE BOUND

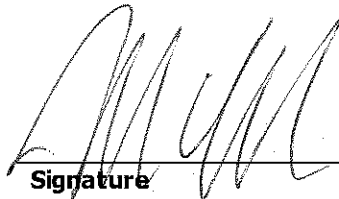
Public Works Contract Number: 2015-001

Public Works Contract Name: Buried Reservoir Seismic Program - Maple Leaf & Myrtle 

Business Name of Contractor/Subcontractor:

James W Fowler Company

Contractor/Subcontractor has been awarded construction work within the scope of the City of Seattle's CWA and hereby agrees to be bound by all its terms and conditions.



Signature

6/19/15

Date

John Fowler

Printed Name

VP

Title



Site Specific Safety Plan

Please attach a Site Specific Plan (either copied and pasted here or in a separate document).

The (sub)contractor is responsible for providing and maintaining personal protective equipment (PPE) per WAC 296. The (sub)contractor must provide a robust replacement schedule for such PPE, which is subject to pre-job discussion. Safety rules shall be posted at the job site and uniformly enforced. (CWA Article II Section 2)

DRAFT



City of Seattle

Subcontractor Name: Ralph's Concrete Pumping, Inc.

Request for Pre-Job Conference Waiver

(Sub)contractors who have already attended a pre-job conference for the same scope of work, may request a waiver from attending another pre-job conference. Complete and submit this form to the prime contractor. Work may only begin if the waiver is approved by the Building and Construction Trades Council.

New scope of work? Yes No
New contract? Yes No

(Sub)contractor Name: Ralph's Concrete Pumping, Inc. Sub to: James W. Fowler

Contract #: _____ Project Name: Seattle Reservoir Seismic Upgrade-Maple Leaf & Myrtle

Describe the scope of work to be performed:

Concrete Pumping

Specify proposed trade assignments and list craft unions and Local #:

IUOE Local 302 & 612

List other project contracts you have performed under the City CWA. List and describe any jurisdictional, dispatch, grievance, and/or CWA compliance disputes.

CONTRACT#	DISPUTE DESCRIPTION
_____	<u>South 200th Link Extension - NO DISPUTE</u>
_____	_____
_____	_____

(Sub)contractor requests a waiver from the Pre-job Conference. The (sub)contractor agrees that the Building and Construction Trades Council and affiliated local union members retain their CWA to deny this waiver request and to challenge any proposed trade assignment.

Signed: [Signature] Title: General Manager Date: 6/25/15

Reviewed by: Seattle/King County Building Trades Council Initials: _____ Date 6/25/15 Approved: Yes No

Pre-Job Conference Package

This package helps contractors understand the forms and requirements for the Pre-Job Conference, which is a required meeting under the City of Seattle Community Workforce Agreement (CWA). The CWA requires the following of every contractor.

1. The prime contractor must achieve workforce requirements for the project and relies on subcontractors to help fulfill those requirements. This includes a minimum share of hours performed by each of the following:
 - residents from certain Seattle and King County zip codes
 - women
 - people of color
 - graduates of registered pre-apprentice programs
 - apprentices
2. Every contractor signs a letter (included in the attached pre-job package) agreeing to work under the CWA.
3. Every prime contractor and subcontractor attends a Pre-Job Conference at least two weeks prior to their work on the job-site. A Pre-job Package is submitted to the prime contractor prior to that meeting. Unless granted a waiver, the contractor re-appears at another Pre-Job Conference prior to any other work on the project. The request for such a waiver can be obtained [here](#) and will only be considered when the same scope of work is being repeated.
4. Every prime attends a monthly Joint Administrative Committee.

Tuesday Pre-Job Conference

Standing Meeting Every Tuesday @ 10am
Seattle Building & Construction Trades Council Office
14675 Interurban Ave. S., Auditorium 2, Tukwila, WA 98168

Who attends:

- Contractors of any tier scheduled to work onsite
- City of Seattle staff
- Labor Union representatives

Agenda:

- City staff explains the CWA and documentation required from all attending contractors
- Each contractor and subcontractor presents their Pre-Job Package, explains their contract scope, and answers questions
- Contractors request clarification or guidance from the city or unions
- Attendees discuss jobsite conditions and proposed trade assignments

Prime (includes primes known as the GCCM) brings:

- Contract information including the project scope and job site address
- List of planned and working subcontractors
- Job site conditions such as start/stop times, safety plan, parking, water and restroom access

Next Steps:

Contractors announce their trade assignments within one week after their Pre-Job Conference and send an email to City Purchasing and Contracting Services (CPCS) Labor Equity Program (laborequity@seattle.gov). Any Union may challenge the craft assignments up to one week thereafter.



PRE-JOB PACKAGE

Email this package to your Prime no later than Thursday before your Pre-Job Conference

Subcontractor Name		Ralph's Concrete Pumping, Inc.
Subcontractor License#		N/A - Equipment Rental Non-Construction
Pre-Job Meeting Date:	June 30, 2015	Time: 10:00 am
Location: Seattle Building & Construction Trades, Tukwila 14675 Interurban Ave. S., Auditorium 2, Tukwila, WA 98168		Women and Minority Business (WMBE): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No www.seattle.gov/purchasing/wmbe.htm .
Prime Contractor:		Hiring Contractor (if any):
City of Seattle Contract #:		Hiring Contractor License #:

Subcontract Detail

Contact Name	Tim Henson
Contact Phone	206-714-9052
Subcontractor Address	1529 Rainier Ave. S, Seattle WA 98144
Current Union Agreements	IUOE Local 302 and 612
Contract Sub-package Name/Identifier	
Subcontract Dollar Amount	
Approximate Start Date	
Approximate Completion Date	
Job Site Location	Maple Leaf and Myrtle
Job Superintendent	Tim Henson
Job Site Phone	
Craft Hiring Rep	
Project Manager	Tim Henson
Shifts	
Payday(s)	
Date Pay Period Ends	



First Aid Provider Hospital	
Worker Parking Provisions <i>Review requirements in CWA Article II Section 1</i>	
Drinking Water Provided by	<input checked="" type="checkbox"/> General Contractor <input checked="" type="checkbox"/> Subcontractors
Sanitation Facilities Provided by	<input type="checkbox"/> General Contractor <input type="checkbox"/> Subcontractors
Number of Workers & Crafts Expected	1
Scope of Work for subcontract, (Including prefabrication in Washington State)	



CWA – Proposed Trade Assignment

All workers, including core workers, must be dispatched through the appropriate union hall.

Please list trade assignments by craft in the table below. Describe the scope of work for each. List each piece of equipment planned for use by craft. Include all "tools of the trade" or part-time use of equipment. If more space is needed, attach additional sheets.

Craft	Scope	Equipment/Tools
	Concrete Pumping	Concrete Pump Truck



Project Craft Demand List

List the number of workers per craft for both the peak and average number of workers.

Craft	Peak	Average
Asbestos Workers		
Boiler Makers		
Brick Layers		
Carpenters		
Cement Masons		
Electrical Workers (Inside Wiremen)		
Electrical Workers (Outside Wiremen)		
Elevator Constructors		
Glaziers		
Insulators		
Iron Workers (Structural/Rebar)		
Iron Workers (Ornamental/Architectural)		
Laborers		
Millwrights		
Operating Engineers	1	1
Painters		
Pile Drivers		
Plumbers & Pipefitters		
Plasterers		
Roofers		
Teamsters		

Project Staff

Project Manager:	Tim Henson
Office Contact #	206-329-5888
Cell Contact #	206-714-9052
Email Address	tim@ralphsconcrete.com
Office Contact:	
Office Phone	
Cell Phone	
Email Address	
Superintendent:	
	Tim Henson
Office Phone	
Cell Phone	
Email Address	
Safety Representative:	
	Jerry Carrier
Office Phone	206-329-5888
Cell Phone	206-714-9381
Email Address	safety@ralphsconcrete.com
Drug Test Coordinator:	
	Dave Lemmert
Office Phone	206-329-5888 Ext. 129
Cell Phone	
Email Address	dot@ralphsconcrete.com



Open-Shop Core Worker List

Open Shop Contractors without a collective bargaining agreement with Unions signatory to the City CWA may employ up to 5 of their own core workers, with possible exceptions that must be discussed with Union Representatives. A core worker is an employee that meets all the following (CWA Article IX Section 2):

- Worked on the (sub)contractor payroll at least 1500 hours within the craft classification during the last two years prior to the date of dispatch for this project
- Been on (sub)contractors active payroll for at least 60 of 90 calendar days prior to (sub)contract execution
- Meets journey level qualifications for the craft they are performing
- Holds all required licenses and certifications for the craft

Core workers include working foremen, lead (journeymen), working City-operators and apprentices, and are not supervisory, management or non-working non-signatory contractors.

Core workers must place their name with the respective union hall dispatch prior to work.

CORE WORKER LIST:

Employee Name	Classification	Hire Date	Has worker been on payroll 1500 hours in the last 2 years?	Has worker been on active payroll 60 out of the last 90 calendar days?
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Your signature verifies the information above is accurate. If information is a knowing misrepresentation of facts, (sub)contractor could be subject to breach and/or removal from the project.

Name: Tim Henson

Email/Phone: tim@ralphsconcrete.com

Signature: 

City of Seattle
Subcontractor Name: Ralph's Concrete Pumping, Inc.

Community Workforce Agreement Letter of Assent

CONTRACTOR/SUBCONTRACTOR AGREEMENT TO BE BOUND

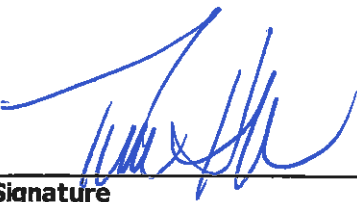
Public Works Contract Number: _____

Public Works Contract Name: Seattle Reservoir Seismic Upgrade - Maple Leaf & Myrtle

Business Name of Contractor/Subcontractor:

Ralph's Concrete Pumping, Inc.

Contractor/Subcontractor has been awarded construction work within the scope of the City of Seattle's CWA and hereby agrees to be bound by all its terms and conditions.



Signature

6/25/15

Date

Tim Henson

Printed Name

General Manager

Title



Site Specific Safety Plan

Please attach a Site Specific Plan (either copied and pasted here or in a separate document).

The (sub)contractor is responsible for providing and maintaining personal protective equipment (PPE) per WAC 296. The (sub)contractor must provide a robust replacement schedule for such PPE, which is subject to pre-job discussion. Safety rules shall be posted at the job site and uniformly enforced. (CWA Article II Section 2)



Pre-Job Conference Package

This package helps contractors understand the forms and requirements for the Pre-Job Conference, which is a required meeting under the City of Seattle Community Workforce Agreement (CWA). The CWA requires the following of every contractor.

1. The prime contractor must achieve workforce requirements for the project and relies on subcontractors to help fulfill those requirements. This includes a minimum share of hours performed by each of the following:
 - residents from certain Seattle and King County zip codes
 - women
 - people of color
 - graduates of registered pre-apprentice programs
 - apprentices
2. Every contractor signs a letter (included in the attached pre-job package) agreeing to work under the CWA.
3. Every prime contractor and subcontractor attends a Pre-Job Conference at least two weeks prior to their work on the job-site. A Pre-job Package is submitted to the prime contractor prior to that meeting. Unless granted a waiver, the contractor re-appears at another Pre-Job Conference prior to any other work on the project. The request for such a waiver can be obtained [here](#) and will only be considered when the same scope of work is being repeated.
4. Every prime attends a monthly Joint Administrative Committee.

Tuesday Pre-Job Conference
Standing Meeting Every Tuesday @ 10am
Seattle Building & Construction Trades Council Office
14675 Interurban Ave. S., Auditorium 2, Tukwila, WA 98168

Who attends:

- Contractors of any tier scheduled to work onsite
- City of Seattle staff
- Labor Union representatives

Agenda:

- City staff explains the CWA and documentation required from all attending contractors
- Each contractor and subcontractor presents their Pre-Job Package, explains their contract scope, and answers questions
- Contractors request clarification or guidance from the city or unions
- Attendees discuss jobsite conditions and proposed trade assignments

Prime (includes primes known as the GCCM) brings:

- Contract information including the project scope and job site address
- List of planned and working subcontractors
- Job site conditions such as start/stop times, safety plan, parking, water and restroom access

Next Steps:

Contractors announce their trade assignments within one week after their Pre-Job Conference and send an email to City Purchasing and Contracting Services (CPCS) Labor Equity Program (laborequity@seattle.gov). Any Union may challenge the craft assignments up to one week thereafter.



PRE-JOB PACKAGE

Email this package to your Prime no later than Thursday before your Pre-Job Conference

Subcontractor Name	
Subcontractor License#	
Pre-Job Meeting Date:	Time:
Location: Seattle Building & Construction Trades, Tukwila 14675 Interurban Ave. S., Auditorium 2, Tukwila, WA 98168	Women and Minority Business (WMBE): <input type="checkbox"/> Yes <input type="checkbox"/> No www.seattle.gov/purchasing/wmbe.htm
Prime Contractor:	Hiring Contractor (if any):
City of Seattle Contract #:	Hiring Contractor License #:

Subcontract Detail

Contact Name	
Contact Phone	
Subcontractor Address	
Current Union Agreements	
Contract Sub-package Name/Identifier	
Subcontract Dollar Amount	
Approximate Start Date	
Approximate Completion Date	
Job Site Location	
Job Superintendent	
Job Site Phone	
Craft Hiring Rep	
Project Manager	
Shifts	
Payday(s)	
Date Pay Period Ends	

City of Seattle

Subcontractor Name: _____

First Aid Provider Hospital	
Worker Parking Provisions <i>Review requirements in CWA Article II Section 1</i>	
Drinking Water Provided by	<input checked="" type="checkbox"/> General Contractor <input checked="" type="checkbox"/> Subcontractors
Sanitation Facilities Provided by	<input type="checkbox"/> General Contractor <input type="checkbox"/> Subcontractors
Number of Workers & Crafts Expected	
Scope of Work for subcontract, (Including prefabrication in Washington State)	

CWA – Proposed Trade Assignment

All workers, including core workers, must be dispatched through the appropriate union hall.

Please list trade assignments by craft in the table below. Describe the scope of work for each. List each piece of equipment planned for use by craft. Include all “tools of the trade” or part-time use of equipment. If more space is needed, attach additional sheets.

Craft	Scope	Equipment/Tools

Project Craft Demand List

List the number of workers per craft for both the peak and average number of workers.

Craft	Peak	Average
Asbestos Workers		
Boiler Makers		
Brick Layers		
Carpenters		
Cement Masons		
Electrical Workers (Inside Wiremen)		
Electrical Workers (Outside Wiremen)		
Elevator Constructors		
Glaziers		
Insulators		
Iron Workers (Structural/Rebar)		
Iron Workers (Ornamental/Architectural)		
Laborers		
Millwrights		
Operating Engineers		
Painters		
Pile Drivers		
Plumbers & Pipefitters		
Plasterers		
Roofers		
Teamsters		



Project Staff

Project Manager:	
Office Contact #	
Cell Contact #	
Email Address	
Office Contact:	
Office Phone	
Cell Phone	
Email Address	
Superintendent:	
Office Phone	
Cell Phone	
Email Address	
Safety Representative:	
Office Phone	
Cell Phone	
Email Address	
Drug Test Coordinator:	
Office Phone	
Cell Phone	
Email Address	

Open-Shop Core Worker List

Open Shop Contractors without a collective bargaining agreement with Unions signatory to the City CWA may employ up to 5 of their own core workers, with possible exceptions that must be discussed with Union Representatives. A core worker is an employee that meets all the following (CWA Article IX Section 2):

- Worked on the (sub)contractor payroll at least 1500 hours within the craft classification during the last two years prior to the date of dispatch for this project
- Been on (sub)contractors active payroll for at least 60 of 90 calendar days prior to (sub)contract execution
- Meets journey level qualifications for the craft they are performing
- Holds all required licenses and certifications for the craft

Core workers include working foremen, lead (journeymen), working City-operators and apprentices, and are not supervisory, management or non-working non-signatory contractors.

Core workers must place their name with the respective union hall dispatch prior to work.

CORE WORKER LIST:

Employee Name	Classification	Hire Date	Has worker been on payroll 1500 hours in the last 2 years?	Has worker been on active payroll 60 out of the last 90 calendar days?
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Your signature verifies the information above is accurate. If information is a knowing misrepresentation of facts, (sub)contractor could be subject to breach and/or removal from the project.

Name: _____ Email/Phone: _____

Signature: _____

City of Seattle
Subcontractor Name: _____

Community Workforce Agreement Letter of Assent

CONTRACTOR/SUBCONTRACTOR AGREEMENT TO BE BOUND

Public Works Contract Number: _____

Public Works Contract Name: _____

Business Name of Contractor/Subcontractor:

Contractor/Subcontractor has been awarded construction work within the scope of the City of Seattle's CWA and hereby agrees to be bound by all its terms and conditions.



Signature

Date

Printed Name

Title

Site Specific Safety Plan

Please attach a Site Specific Plan (either copied and pasted here or in a separate document).

The (sub)contractor is responsible for providing and maintaining personal protective equipment (PPE) per WAC 296. The (sub)contractor must provide a robust replacement schedule for such PPE, which is subject to pre-job discussion. Safety rules shall be posted at the job site and uniformly enforced. (CWA Article II Section 2)

Pre-Job Conference Package

This package helps contractors understand the forms and requirements for the Pre-Job Conference, which is a required meeting under the City of Seattle Community Workforce Agreement (CWA). The CWA requires the following of every contractor.

1. The prime contractor must achieve workforce requirements for the project and relies on subcontractors to help fulfill those requirements. This includes a minimum share of hours performed by each of the following:
 - residents from certain Seattle and King County zip codes
 - women
 - people of color
 - graduates of registered pre-apprentice programs
 - apprentices
2. Every contractor signs a letter (included in the attached pre-job package) agreeing to work under the CWA.
3. Every prime contractor and subcontractor attends a Pre-Job Conference at least two weeks prior to their work on the job-site. A Pre-job Package is submitted to the prime contractor prior to that meeting. Unless granted a waiver, the contractor re-appears at another Pre-Job Conference prior to any other work on the project. The request for such a waiver can be obtained [here](#) and will only be considered when the same scope of work is being repeated.
4. Every prime attends a monthly Joint Administrative Committee.

Tuesday Pre-Job Conference
Standing Meeting Every Tuesday @ 10am
Seattle Building & Construction Trades Council Office
14675 Interurban Ave. S., Auditorium 2, Tukwila, WA 98168

Who attends:

- Contractors of any tier scheduled to work onsite
- City of Seattle staff
- Labor Union representatives

Agenda:

- City staff explains the CWA and documentation required from all attending contractors
- Each contractor and subcontractor presents their Pre-Job Package, explains their contract scope, and answers questions
- Contractors request clarification or guidance from the city or unions
- Attendees discuss jobsite conditions and proposed trade assignments

Prime (includes primes known as the GCCM) brings:

- Contract information including the project scope and job site address
- List of planned and working subcontractors
- Job site conditions such as start/stop times, safety plan, parking, water and restroom access

Next Steps:

Contractors announce their trade assignments within one week after their Pre-Job Conference and send an email to City Purchasing and Contracting Services (CPCS) Labor Equity Program (laborequity@seattle.gov). Any Union may challenge the craft assignments up to one week thereafter.



City of Seattle
 Subcontractor Name: _____

PRE-JOB PACKAGE

Email this package to your Prime no later than Thursday before your Pre-Job Conference

Subcontractor Name	
Subcontractor License#	
Pre-Job Meeting Date:	Time:
Location: Seattle Building & Construction Trades, Tukwila 14675 Interurban Ave. S., Auditorium 2, Tukwila, WA 98168	Women and Minority Business (WMBE): <input type="checkbox"/> Yes <input type="checkbox"/> No www.seattle.gov/purchasing/wmbe.htm
Prime Contractor:	Hiring Contractor (if any):
City of Seattle Contract #:	Hiring Contractor License #:

Subcontract Detail

Contact Name	
Contact Phone	
Subcontractor Address	
Current Union Agreements	
Contract Sub-package Name/Identifier	
Subcontract Dollar Amount	
Approximate Start Date	
Approximate Completion Date	
Job Site Location	
Job Superintendent	
Job Site Phone	
Craft Hiring Rep	
Project Manager	
Shifts	
Payday(s)	
Date Pay Period Ends	

City of Seattle

Subcontractor Name: _____

First Aid Provider Hospital	
Worker Parking Provisions <i>Review requirements in CWA Article II Section 1</i>	
Drinking Water Provided by	<input checked="" type="checkbox"/> General Contractor <input checked="" type="checkbox"/> Subcontractors
Sanitation Facilities Provided by	<input type="checkbox"/> General Contractor <input type="checkbox"/> Subcontractors
Number of Workers & Crafts Expected	
Scope of Work for subcontract, (Including prefabrication in Washington State)	

CWA – Proposed Trade Assignment

All workers, including core workers, must be dispatched through the appropriate union hall.

Please list trade assignments by craft in the table below. Describe the scope of work for each. List each piece of equipment planned for use by craft. Include all “tools of the trade” or part-time use of equipment. If more space is needed, attach additional sheets.

Craft	Scope	Equipment/Tools

Project Craft Demand List

List the number of workers per craft for both the peak and average number of workers.

Craft	Peak	Average
Asbestos Workers		
Boiler Makers		
Brick Layers		
Carpenters		
Cement Masons		
Electrical Workers (Inside Wiremen)		
Electrical Workers (Outside Wiremen)		
Elevator Constructors		
Glaziers		
Insulators		
Iron Workers (Structural/Rebar)		
Iron Workers (Ornamental/Architectural)		
Laborers		
Millwrights		
Operating Engineers		
Painters		
Pile Drivers		
Plumbers & Pipefitters		
Plasterers		
Roofers		
Teamsters		

Project Staff

Project Manager:	
Office Contact #	
Cell Contact #	
Email Address	
Office Contact:	
Office Phone	
Cell Phone	
Email Address	
Superintendent:	
Office Phone	
Cell Phone	
Email Address	
Safety Representative:	
Office Phone	
Cell Phone	
Email Address	
Drug Test Coordinator:	
Office Phone	
Cell Phone	
Email Address	

Open-Shop Core Worker List

Open Shop Contractors without a collective bargaining agreement with Unions signatory to the City CWA may employ up to 5 of their own core workers, with possible exceptions that must be discussed with Union Representatives. A core worker is an employee that meets all the following (CWA Article IX Section 2):

- Worked on the (sub)contractor payroll at least 1500 hours within the craft classification during the last two years prior to the date of dispatch for this project
- Been on (sub)contractors active payroll for at least 60 of 90 calendar days prior to (sub)contract execution
- Meets journey level qualifications for the craft they are performing
- Holds all required licenses and certifications for the craft

Core workers include working foremen, lead (journeymen), working City-operators and apprentices, and are not supervisory, management or non-working non-signatory contractors.

Core workers must place their name with the respective union hall dispatch prior to work.

CORE WORKER LIST:

Employee Name	Classification	Hire Date	Has worker been on payroll 1500 hours in the last 2 years?	Has worker been on active payroll 60 out of the last 90 calendar days?
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Your signature verifies the information above is accurate. If information is a knowing misrepresentation of facts, (sub)contractor could be subject to breach and/or removal from the project.

Name: _____ Email/Phone: _____

Signature: _____

City of Seattle
Subcontractor Name: _____

Community Workforce Agreement Letter of Assent

CONTRACTOR/SUBCONTRACTOR AGREEMENT TO BE BOUND

Public Works Contract Number: _____

Public Works Contract Name: _____

Business Name of Contractor/Subcontractor:

Contractor/Subcontractor has been awarded construction work within the scope of the City of Seattle's CWA and hereby agrees to be bound by all its terms and conditions.

Signature **Date**

Printed Name

Title

Site Specific Safety Plan

Please attach a Site Specific Plan (either copied and pasted here or in a separate document).

The (sub)contractor is responsible for providing and maintaining personal protective equipment (PPE) per WAC 296. The (sub)contractor must provide a robust replacement schedule for such PPE, which is subject to pre-job discussion. Safety rules shall be posted at the job site and uniformly enforced. (CWA Article II Section 2)

Pre-Job Conference Package

This package helps contractors understand the forms and requirements for the Pre-Job Conference, which is a required meeting under the City of Seattle Community Workforce Agreement (CWA). The CWA requires the following of every contractor.

1. The prime contractor must achieve workforce requirements for the project and relies on subcontractors to help fulfill those requirements. This includes a minimum share of hours performed by each of the following:
 - residents from certain Seattle and King County zip codes
 - women
 - people of color
 - graduates of registered pre-apprentice programs
 - apprentices
2. Every contractor signs a letter (included in the attached pre-job package) agreeing to work under the CWA.
3. Every prime contractor and subcontractor attends a Pre-Job Conference at least two weeks prior to their work on the job-site. A Pre-job Package is submitted to the prime contractor prior to that meeting. Unless granted a waiver, the contractor re-appears at another Pre-Job Conference prior to any other work on the project. The request for such a waiver can be obtained [here](#) and will only be considered when the same scope of work is being repeated.
4. Every prime attends a monthly Joint Administrative Committee.

Tuesday Pre-Job Conference

Standing Meeting Every Tuesday @ 10am
Seattle Building & Construction Trades Council Office
14675 Interurban Ave. S., Auditorium 2, Tukwila, WA 98168

Who attends:

- Contractors of any tier scheduled to work onsite
- City of Seattle staff
- Labor Union representatives

Agenda:

- City staff explains the CWA and documentation required from all attending contractors
- Each contractor and subcontractor presents their Pre-Job Package, explains their contract scope, and answers questions
- Contractors request clarification or guidance from the city or unions
- Attendees discuss jobsite conditions and proposed trade assignments

Prime (includes primes known as the GCCM) brings:

- Contract information including the project scope and job site address
- List of planned and working subcontractors
- Job site conditions such as start/stop times, safety plan, parking, water and restroom access

Next Steps:

Contractors announce their trade assignments within one week after their Pre-Job Conference and send an email to City Purchasing and Contracting Services (CPCS) Labor Equity Program (laborequity@seattle.gov). Any Union may challenge the craft assignments up to one week thereafter.



PRE-JOB PACKAGE

Email this package to your Prime no later than Thursday before your Pre-Job Conference

Subcontractor Name Seaburg Construction Corp	
Subcontractor License# CCSEABUCC918L3	
Pre-Job Meeting Date:	Time: 10:00 am
Location: Seattle Building & Construction Trades, Tukwila 14675 Interurban Ave. S., Auditorium 2, Tukwila, WA 98168	Women and Minority Business (WMBE): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No www.seattle.gov/purchasing/wmbe.htm
Prime Contractor: JW FOWLER	Hiring Contractor (if any): JW FOWLER
City of Seattle Contract #: 2015-06	Hiring Contractor License #: JAMESWF101JZ

Subcontract Detail

Contact Name	Dean Seaburg
Contact Phone	2533101609
Subcontractor Address	14438 Bear Creek Road NE Woodinville 98077
Current Union Agreements	IUOE 302
Contract Sub-package Name/Identifier	N/A
Subcontract Dollar Amount	T&M
Approximate Start Date	May 2015
Approximate Completion Date	Unknown
Job Site Location	Myrtle & Maple Leaf Reservoir
Job Superintendent	
Job Site Phone	
Craft Hiring Rep	
Project Manager	
Shifts	
Payday(s)	Friday
Date Pay Period Ends	Sunday

City of Seattle

Subcontractor Name: Seaburg Construction Corp

First Aid Provider Hospital	
Worker Parking Provisions <i>Review requirements in CWA Article II Section 1</i>	
Drinking Water Provided by	<input checked="" type="checkbox"/> General Contractor <input checked="" type="checkbox"/> Subcontractors
Sanitation Facilities Provided by	<input type="checkbox"/> General Contractor <input type="checkbox"/> Subcontractors
Number of Workers & Crafts Expected	1
Scope of Work for subcontract, (Including prefabrication in Washington State)	



CWA – Proposed Trade Assignment

All workers, including core workers, must be dispatched through the appropriate union hall.

Please list trade assignments by craft in the table below. Describe the scope of work for each. List each piece of equipment planned for use by craft. Include all "tools of the trade" or part-time use of equipment. If more space is needed, attach additional sheets.

Craft	Scope	Equipment/Tools
Operator	Boom Truck	Same

Project Craft Demand List

List the number of workers per craft for both the peak and average number of workers.

Craft	Peak	Average
Asbestos Workers		
Boiler Makers		
Brick Layers		
Carpenters		
Cement Masons		
Electrical Workers (Inside Wiremen)		
Electrical Workers (Outside Wiremen)		
Elevator Constructors		
Glaziers		
Insulators		
Iron Workers (Structural/Rebar)		
Iron Workers (Ornamental/Architectural)		
Laborers		
Millwrights		
Operating Engineers	1	1
Painters		
Pile Drivers		
Plumbers & Pipefitters		
Plasterers		
Roofers		
Teamsters		

Project Staff

Project Manager:	Dean Seaburg
Office Contact #	253 310 1609
Cell Contact #	Same
Email Address	dean@seaburgconstruction.com
Office Contact:	
Office Phone	253 310 1609
Cell Phone	N/A
Email Address	seaburgconstruction@gmail.com
Superintendent:	
Office Phone	
Cell Phone	
Email Address	
Safety Representative:	
Office Phone	
Cell Phone	
Email Address	
Drug Test Coordinator:	
Office Phone	
Cell Phone	
Email Address	

Open-Shop Core Worker List

Open Shop Contractors without a collective bargaining agreement with Unions signatory to the City CWA may employ up to 5 of their own core workers, with possible exceptions that must be discussed with Union Representatives. A core worker is an employee that meets all the following (CWA Article IX Section 2):

- Worked on the (sub)contractor payroll at least 1500 hours within the craft classification during the last two years prior to the date of dispatch for this project
- Been on (sub)contractors active payroll for at least 60 of 90 calendar days prior to (sub)contract execution
- Meets journey level qualifications for the craft they are performing
- Holds all required licenses and certifications for the craft

Core workers include working foremen, lead (journeymen), working City-operators and apprentices, and are not supervisory, management or non-working non-signatory contractors.

Core workers must place their name with the respective union hall dispatch prior to work.

CORE WORKER LIST:

Employee Name	Classification	Hire Date	Has worker been on payroll 1500 hours in the last 2 years?	Has worker been on active payroll 60 out of the last 90 calendar days?
N/A			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Your signature verifies the information above is accurate. If information is a knowing misrepresentation of facts, (sub)contractor could be subject to breach and/or removal from the project.

Name: _____ Email/Phone: _____

Signature: _____

City of Seattle

Subcontractor Name: Seaburg Construction Corp

Community Workforce Agreement Letter of Assent

CONTRACTOR/SUBCONTRACTOR AGREEMENT TO BE BOUND

Public Works Contract Number: 2015-06

Public Works Contract Name: Myrtle & Maple Leaf

Business Name of Contractor/Subcontractor:

Seaburg Construction Corp

Contractor/Subcontractor has been awarded construction work within the scope of the City of Seattle's CWA and hereby agrees to be bound by all its terms and conditions.

Dean Seaburg
Signature

6-25-15
Date

Dean Seaburg
Printed Name

Secretary
Title

