GENERAL INFORMATION FOR CONSULTANTS:

1. **CONSULTANT SELECTION PROCESS:** While each City department awards its own consultant contracts, there are general City-wide selection rules with which departments comply, depending on the type of services to be performed and the estimated dollar amount of the contract. There are three levels of selection process that SPR uses to select consultants, which include the following:

   A. **The City-wide Consultant Roster Program:** City departments may select approved consultants directly from the City-wide Consultant Roster, for projects up to $260,000 in value, without having to advertise the project. The City-wide Consultant Roster features approximately 78 separate categories of work. Interested, qualified consultants may apply at any time for evaluation and approval in a particular category. The list of approved roster consultants may be found online at:
      1. **Questions regarding consultant contracting, contact** Steven Larson **at 684-4529, or at** http://inweb/contracting/consultant.htm
      2. **Frequently asked Questions link:** http://inweb/contracting/pwfaq.htm
      3. **Small construction works link:** http://inweb/contracting/scpr.htm

   B. **The Informal Selection Process:** Departments generally use an informal selection process for consultant contracts valued at less than $44,000, and therefore do not advertise such projects in the *Seattle Daily Journal of Commerce.*

   C. **The Formal Competitive Selection Process:** Consultant contracts valued at $44,000* or more (except for consultants selected through the City-wide Consultant Roster Program) are advertised for a minimum of two days in the City's official newspaper (currently the *Seattle Daily Journal of Commerce*.) The department may request either a statement of qualifications or a proposal, or both, depending on the nature of the work. The department then selects the consultants based on established selection criteria through the use of a consultant evaluation committee. *Note*: The $44,000 threshold amount is revised annually based on changes in the Consumer Price Index. Selection requirements, consultant contracting rules and forms may be found online at the Websites listed above.

2. **CONSULTANT DESIGN CONTRACT:** The Design Consultant must adhere to and provide documents which adhere to the stated Construction Contract Amount (CCA) value of the project at all times, unless budget balance has been adjusted and approved by the SPR Project Steering Committee. In the event of a budget increase/decrease, the Design Consultant may request a contract amendment to reflect any additional costs that they incur. Consultant contract billing procedures are spelled out in the contract.

3. **DESIGN PROGRAM:** Any changes to the scope of work or to the priority of elements within the Design Program must be approved in writing in advance by the Project Manager.

3. **PROJECT COORDINATION:** The contact person during all phases of a project will be the Project Manager, unless directed otherwise.

4. **PROJECT INFORMATION SIGNS:** A sign at the site notifying the general public of the proposed project will be furnished and installed by SPR in accordance with the projects approved Public Involvement Plan (PIP). This item is coordinated by the Project Manager well ahead of the construction phase and is not the responsibility of the Consultant but occasionally, graphics provided by the Consultant are used on the signs.

5. **SPR DESIGN STANDARDS:** Website: www.seattle.gov/parks/projects/standards/

A. **Applicable Codes and policies:**

The intent of the SPR Design Standards is to improve consistency, durability, maintainability, and economy under the existing City building codes. If the Consultant sees any conflicts between SPR Standards and City codes, he/she shall notify the Project Manager and seek a resolution, which complies with City codes and thereafter is acceptable to SPR.

NOTE: Only four terms are acceptable for use in this or any other specification written for City of Seattle Public Works Construction Contract Documents. They are "the Owner", "the Engineer", "the Consultant" and "the Contractor". The Owner is the City of Seattle's Department of Finance & Executive Administration, Purchasing & Contracting Services Division (aka Public Works). Seattle Parks & Recreation is the Administering Department for the contract. . The term "Engineer", while defined, refers only to the Park Engineer or his/her authorized representative city staff. Only use the term "Engineer" when referring to City Staff acting under the authority of the Park Engineer. Typically, use the term "Consultant" when referring to design professionals working under a separate contractual responsibility to the project work. The terms "Architect" or "Consulting Engineer" can sometimes be used to help clarify the project manual language. The terms "Landscape Architect", "Inspector" or "Owner's Representative" are not defined terms by any accepted standard language and shall not be used on the Contract Documents.

B. Standards are divided into three groups as follows:

1) **Design Standards:** These are design criteria for a facility, equipment, or a system and are based on SPR's past experiences. These standards represent the minimum acceptable standards. The standards are not specifications. When using the standards as specifications, the Consultant shall be responsible for expanding or clarifying them into standard CSI-based three part format specifications. Also included in the category of Design Standards are the Standards for Surveys & Mapping, and Standards for Computer Aided Design (AutoCAD).

2) **Standard Specifications:** Most of the standard specifications provided are "partial" specifications delineating SPR's minimum requirements for particular products and/or methods of installation. The Consultant shall be responsible for editing or expanding upon these specifications into more

detailed CSI-based three part formal specifications. Text identified in ***bold and italics*** is intended to be reviewed and edited base on individual project conditions. Other information may be added but no information shall be removed from the Standard Specifications without the approval of the Parks Engineer through the design review (Proview Tech) process

3) **Standard Details & Plans:** Standard details and plans are intended as a library of options and preferred methods of construction that have worked well for SPR in the past, and shall be included in the Contract Documents, along with additional ones provided by the Consultant, as required.

6. **CODES & REGULATIONS:** The Consultant shall comply with the following Regulations, Ordinances, and Policies as applicable:

A. SMC 22.100.010 - Adoption of the International Building Code (IBC).

B. The Seattle Building Code (SBC) consists of:
   1) The following portions of the 2009 Edition of the International Building Code published by the International Code Council: Chapters 2 through 28, and 31 through 35.
   2) The amendments and additions to the 2009 International Building Code, adopted by City Council by ordinance.
   3) Chapters 1, 29, and 30 adopted by City Council by ordinance.

C. Rules, Regulations and/or Ordinances issued by the City of Seattle, but not specifically covered in SBC.

D. Federal Regulations not listed in SBC.

E. U.S. Department of Justice, Americans with Disabilities Act, 2010 Standards for Accessible Design; available at www.ada.gov Additionally, The Consultant shall comply with the following resources currently proposed as rules by the Federal Department of Justice (DOJ), Architecture and Transportation Compliance Board.
   1) Draft Accessibility Guidelines for Outdoor Developed Areas (most recent edition). Web site: www.access-board.gov

F. The City of Seattle's Environmental Management Program.

G. Sustainable Building Policy as adopted by the Mayor and the Council (including LEED, Green Building Rating System, Version 2.0 Final, and Seattle Supplements).

H. All substantial renovation and new construction shall comply with regulations set forth in Washington State regulations listed in Washington Administrative Code, W.A.C., available at www.apps.leg.wa.gov/wac/.

I. Federal, State, County, and Municipal Standards:
   1) American Society for Testing and Materials (ASTM) “Standard Consumer Safety Performance Specification for Playground Equipment for Public Use”, F1487 (most recent edition).

2) U.S. Consumer Product Safety Commission (CPSC) "Handbook for Public Playground Safety", Publication No. 325 (most recent edition) Web site: www.cpsc.gov/cpscpub/pubs/325.pdf .
3) ASTM F2223-04 Standard Guide for ASTM Standards on Playground Surfacing.
4) ASTM F1292 Standard Specification for Impact Attenuation of Surfacing Materials within the Use Zone of Playground Equipment Standard.
5) City of Seattle "Standard Plans for Municipal Public Works Construction" (most recent edition).

7. **SPR SURVEY & MAPPING STANDARDS:** Existing maps and plans are available to the Consultant and are filed at the 800 Maynard Avenue South, 3rd floor office of the Parks Engineer. The scales of the maps may vary from 1" = 10' to 1" = 100'. The age of the existing drawings can range from 90 years to the present.

NOTE: If new General Maps (surveys) are to be generated for design purposes, the Parks Engineer shall be the final authority for content and form. If the existing general maps are substantially current and cover the general vicinity of the project, they will be utilized for design purposes. Additional information requested by the Consultant will be reviewed by the Parks Engineer or his/her assignee for practicality and need. Such information that is desired by the Consultant shall be submitted to the Project Manager in a written form. It shall also contain a dimensioned sketch and the particular data desired. An on-site meeting with the Consultant, the Parks Surveyor, and the Project Manager will be arranged to discuss the request. Generally, the scale of the maps supplied will be 1"=20'. If the size of the area makes such scale unsuitable, then an alternate engineering scale could be negotiated. In most instances, the maps will be drawn on 24" x 36" format but 30"x42" size is optional if condition warrant larger sheets. In some cases AutoCAD or scanned images (.tif) files can be provided to the Consultant for their convenience, to be used in conjunction with the Contract Documents. Information detailed on the maps furnished by SPR, if applicable, will include:

A. Inverts and rims of manholes and catch basins in the vicinity of proposed design.

B. Copies of City of Seattle sewer cards will be furnished when the design area is adjacent to streets and alleys, if available.

C. Spot elevations, as supplementary data to contouring, on specific positions; top of slope, toe of slope, base of trees, curbs, etc.

D. Contours at 1' interval in maps covering areas larger than 100' square where surface drainage of lawn or natural vegetation is a concern.

E. All trees over 2" in diameter.

F. Irrigation lines, heads and valves, sewer lines and underground electrical conduit. AutoCAD and/or .tif copies of Record Documents or "As-builts" may also be provided to provide additional information about underground utility locations or layouts but this information cannot be guaranteed by SPR as accurate due to the fact that those documents were prepared by others from past projects. When the locations of underground utilities are not known from existing data, it will be the

Project Manager's responsibility to determine if Park personnel will implement on-site excavation or location work. Unconfirmed utility locations shall be dually noted on the Contract Documents by the Consultant.

G. Buildings, walks, and other man-made structures within the perimeter of the design area if said structures are pertinent to design criteria.

H. Pertinent legal information including; legal description, park property lines, corners, ordinances, etc. shall be provided by SPR at the beginning of design work and shall be included on a stamped and signed copy of the survey titled "Existing Conditions" and shall be included after the "Cover Sheet" in the Contract Documents.

I. Baseline/Gridding: The Consultant shall utilize given baseline and grid information to station items to be staked during construction on the Contract Documents (usually on the "Layout Sheet"). All items such as buildings, catch basins, manholes, curbs, walls, walks, underground utilities, etc., will be labeled with station and finish elevations. All designed curves will have at least two parts of the curve labeled so the Surveyor and/or Contractor can complete the field layout.

J. Contract Documents: Must be developed on the most recent versions of the SPR Standard title block sheets including the required title block, signature blocks and other required information. The Park Engineer's office, upon request through the Project Manager, furnishes the required sheets either by download from the SPR Standards website at www.seattle.gov/parks/projects/standards/ or by burning the electronic files to a CD. All original drawings shall be either 24" x 36" or 30" x 42" and all lettering on these drawings shall be at least 1/8" when reduced to half sized prints.

8. **GRAPHICS:** All graphics, such as new facility identification signs, space/circulation signs, interpretative signs, traffic control signs, etc. are to be included in the design. SPR Design Standards must be used when applicable. Note that graphics such as signs, must comply with State regulations listed in Washington Administrative Code, W.A.C., available at www.apps.leg.wa.gov/wac/

9. **RENDERINGS:** When the plans are firm, a rendering of the project may be requested by the Project Manager for display purposes at SPR offices for public presentations if the Design Agreement so states.

10. **VARIANCES, GRANTS, SEPA INFORMATION:** The Consultant shall assist SPR in applying for any zoning variances, conditional use/street use/shoreline permits, or special exceptions, and appealing any adverse determination there from; applying for funding grants; and preparing required SEPA documents, e.g., environmental impact statement (EIS) or Declaration of Non-significant Impact (DNSI).

11. **PLAN COVER SHEET (BID SET):** In addition to the information required by DPD, include the following: contract number, vicinity map, locality map, legal description of project area furnished by SPR, name of the project, list of all required permits and variances as applicable, list of consultants, plan/sheet index and a basic symbol legend.

12. **DPD COVER SHEET:** Consultant shall use the current format cover sheet required of SPR by the Department of Planning and Development (DPD), which can be obtained from DPD or the SPR Project Manager (at the time of furnishing the set of record drawings of "as-built" condition of the project to SPR. Consultant shall also include a reproducible copy of the DPD Cover Sheet, as it was submitted to DPD, with all corrections, if any).

13. **PERMITS:** All necessary permits are to be identified by the Consultant following a pre-application conference with DPD including, but not limited to, master use, demolition, grading, street use, shoreline (including Fisheries, Hydraulics, Corps of Engineers, etc.), etc., and be shown on the Bid Set Cover Sheet. The Consultant shall make application and submit the required number of sets of plans to DPD for the Master Use Permit and assist SPR as necessary for any other required permits. SPR will furnish key plan and legal description. Applications shall be made at the time that drawings and specifications are complete and prior to advertisement and bidding. The construction contractor shall pay for the fees for the permits when they are picked up at DPD after the construction contract has been awarded.

14. **SOILS INFORMATION/TESTS:** When required, will be provided by SPR or will be subcontracted for by the Consultant in accordance with the terms of the Design Agreement.

15. **CONTRACT DOCUMENTS:** All work will be completed in accordance with "City of Seattle Standard Specifications for Road, Bridge and Municipal Construction (most recent edition)" and the Laws of the State of Washington, and Charter and Ordinances of the City of Seattle Municipal Code (SMC) as amended and now in force, as applicable.

16. **SUBMITTALS & CONTRACT DOCUMENT REVIEW PROCESS:**

    A. Consultants shall submit to the Project Manager up to eight (8) copies of plans, specifications and cost estimates for review at the Schematic, Design Development and the 65% and 95% Construction Document phases as appropriate for each project. Project Manager will, in turn, distribute copies to appropriate staff for their review. After reviewing the documents, staff will send the comments, in writing, on the Project Review Form back to the Project Manager. These comments will be reviewed and resolved at the ProView Team meetings including ProView Tech review meetings at the 65% and 95% Contract Document phase submittals.

    B. The Consultant is required to respond in writing to all design review comments transmitted by the Project Manager noting the final resolution/disposition of each comment.

    B. Presentations to the public, the Seattle Design Commission and other groups, if applicable, normally follow ProView Team meetings.

    D. Any financial or design issues that cannot be resolved in the ProView Team meetings shall be forwarded to the Project Steering Committee for final resolution.

17. **PROJECT MANUAL:**

    A. PDF versions of Division 00 - General Information such as; cover sheets, section divider sheets, table of contents, etc. Those files can be viewed on the SPR Design

Standards Web site at www.seattle.gov/parks/projects/standards/. Bidding Requirements, Contract Forms and Conditions of the Contract shall be provided by SPR and bound into the final version of the Project Manual prior to printing and bidding.

B. PDF versions of Division 01 - General Requirements can be viewed and downloaded for informational purposes and limited use by the Consultant by going to the SPR Design Standards Web site at www.seattle.gov/parks/projects/standards/. Microsoft Word versions of the needed sections will be provided by SPR upon request. Editing of some sections of the General Requirements shall generally be done by the Project Manager, with input by the Consultant. Text identified in ***bold and italics*** is intended to be reviewed and edited base on individual project conditions. Additional sections, written by the Consultant, may need to be included in the General Requirements, only as approved by the Parks Engineer based on individual project conditions.

C. PDF versions of Divisions 02 thru 48 - Technical Specifications shall be developed by the Consultant using the SPR Design Standards and Standard Specifications as the basis for generating the specifications needed for the project, and shall be in 2004 CSI format. The Standards can be viewed by the Consultant by going to the SPR Design Standards Web site at www.seattle.gov/parks/projects/standards. Microsoft Word versions of the needed sections will be provided by SPR upon request. Editing of some sections of the Technical Specifications shall be done by the Consultant, as part of the project review (Proview) process, as required by individual project conditions.

18. **BID FORM:** Prior to advertising, the Consultant shall provide or discuss with the Project Manager and Parks Engineer, how the project will be bid, including Base Bid, Unit Price(s) if any, Additives if any, etc..

19. **CIRCULATION/BIDDING/AWARD:** Procedures for all DFAS-PCSD construction contracts must be discussed with the Project Manager prior to submission of the Contract Documents to SPR for review.

20. **DISTRIBUTION OF CONTRACT DOCUMENTS TO BIDDERS:**

A. Once the 100% Contract Documents are signed by the Parks Engineer and the Contracting Manager for the DFAS-PCSD, they are sent to the printer and eBid by SPR. A final review and compilation of the Contract Documents by both SPR and DFAS-PCSD occurs at this phase and final revisions may be required before the Contract Documents are signed.

B. Documents are available on-line at www.ebidexchange.com/seattle. Potential bidders must complete a free registration prior to viewing, printing, saving to their own equipment at no cost, or ordering full or partial document sets and/or CDs through the Web site. These documents may also be available at your area plan center, but the official plan holders list includes only those bidders who download directly from the Web site. Addenda and other project information will only be sent to official plan holders (including plan centers that obtained documents through the Web site). For help using this site, or to order documents if you are unable to access

the Web site, please call eBid Systems at 206-855-8430 or toll-free at 1-888-291-8430. Free Internet access to obtain these documents is available at Seattle Neighborhood Service Centers and most public libraries. Contractors can view plans and specifications on a PC at DFAS-PCSD at the street address identified in the Bid Submittal section.

NOTE: The bids are **ALWAYS** opened on Wednesdays at the DFAS-PCSD offices at the Seattle Municipal Tower in downtown Seattle.

C. Usually, the project is advertised in the Daily Journal of Commerce (for five consecutive days) the day after CDs are sent to the printer.

21. **PRE-CONSTRUCTION MEETING:** After the General Contractor has posted his/her bond and insurance, and the DFAS-PCSD has accepted it, the Project Manager calls for a Pre-Construction Meeting. A sample of suggested agenda for this meeting can be obtained from the Project Manager. DPD may also require a pre-construction meeting if special inspections or other unique permitting requirements exist.

22. **CONSTRUCTION PERIOD:** Prior to advertising for bids, the Consultant shall provide SPR with the recommended number of working days to complete the Work of the Contract and dates for Substantial and Physical Completion are established, for inclusion in the Project Manual.

23. **AS-BUILTS/RECORD DOCUMENTS:**

A. At Substantial Completion the Contractor shall submit to the Consultant the "As-builts" as recorded on a clean set of the Contract Documents per Section 01 78 39. In general, on larger projects, the Contractor shall have a survey of the X, Y, and Z components identified and provided for final "as-built" development. The Engineer shall confirm the level of "as-built" control to be done by the Contractor.

B. The Consultant shall then transfer the Contractor's "as-built" information onto the final Record Documents and submit to the Engineer as described as follows:

1. At thirty (30) days after Physical Completion of the Contract Work, the Consultant shall furnish Seattle Parks & Recreation (SPR) with the stamped and signed original drawings (on high quality bond paper) along with a CD of the Project Manual (Specifications) in Microsoft Word format.
2. The Record Documents shall be burned onto a CD as electronic media that is compatible with AutoCAD 2007 or later version files in accordance with the SPR Standard for Computer Aided Design (AutoCAD). All external references (xref's) shall be bound into the drawing files and the plot style (.ctb) files from all Consultants and Sub-consultants shall also be included if the PARKS.ctb is not used. The drawings shall also be converted to either .pdf, or .tif files burned onto the same CD, so that they can be uploaded to the Parks Facility Plans Web site.

24. **OPERATION & MAINTENANCE (O & M) MANUALS:**

A. At thirty (30) days after Physical Completion, the Consultant shall furnish the Engineer with the Contractor provided and SPR approved O&M Manuals, per Section 01 78 23 and Warrantees, per Section 01 78 36. Also, the Consultant shall develop and provide a Preventive Maintenance Schedule using the 2004 CSI format, based upon the contents of the O&M Manuals.

25. **WARRANTEES:**

A. **General:**
1. Shall be in writing.
2. Typically, all Warrantees shall cover the one year general contractor time for roofing, painting, and mechanical systems and equipment. In certain cases, the Warranty period may be longer than one year.
3. Shall be in written form and shall state the terms, date, length of Warranty period, and shall be signed by an authorized person that can obligate the Contracting and/or supplying companies financially.

B. **Procedures:**
1. The Contractor shall send all Warrantees to the Consultant.
2. The Consultant shall bind copies of all Warrantees into each copy of the Operation & Maintenance (O&M) Manual, per General Requirements Section 01 78 23 - Operation & Maintenance Manual.
3. The Project Manager, after receipt from the Consultant, shall send the originals to Seattle Parks & Recreation (SPR) Design and Technical Services Section for filing in the facilities files.

C. **FIRST YEAR - Process:**
1. A defect is found and called into the Consolidated Work Order System @ 206-684-7250.
2 A work order is sent to a Facilities Maintenance Services to determine if work required is covered under a current Warranty. Reference the O&M manuals.
3. If covered, the work order is sent to the Project Manager for processing.
4. The Project Manager contacts the contractor and coordinates the work with appropriate SPR Facilities Maintenance Divisions including inspections and acceptance of the work.
5. A record of the work order repair is placed into the O&M manuals. The Project Manager shall coordinate.

D. **BEYOND FIRST YEAR - Process:**
1. A defect is found and called into the Consolidated Work Order System.
2. The work order is sent to Facilities Maintenance Services shop for warranty determination.
3. If covered, same process as in 1.03 above. Typical work would be roofing, painting, and mechanical equipment.
4. If not covered, the Facilities Maintenance Division becomes the work order coordinator and coordinates work with the appropriate Divisions including inspections and acceptance of work.
5. Record of the work order repair is placed into the O & M Manuals.

END OF SECTION