

Subcontractor Name: _____

SEAWALL Pre-Job Conference Package

*Every Contractor (of any tier) must attend one Tuesday Pre-Job Conference Meeting.
That meeting must be no later than two weeks before they start work.*

Pre-Job Conference

Standing Meeting

Every Tuesday @ 10am

Seattle Building & Construction Trades Council Office

14675 Interurban Ave. S., Training Room

Tukwila, WA 98168

Who attends:

- Contractors of any tier who are scheduled to work onsite must each attend a Pre-Job two weeks before they are scheduled to be on site.
- City of Seattle
- Labor Union representatives

Agenda:

- City explains the PLA and required documentation
- Subcontractor Rotation
 - In turn, each Subcontractor explains their contract scope, subcontractors, reviews their Package, answers questions
 - Subcontractor describes their Workforce Diversity plans
 - Contractors ask for clarification(s) or guidance as needed
 - Attendees discuss jobsite conditions and proposed trade assignments

Prime/GCCM brings:

- Bid Award info including Project scope, Project ID and job site address
- List of all planned and/or working subcontractors
- Job site conditions such as start/stop times, parking, water, restrooms, etc.

Next Step:

- Contractor(s) makes trade assignments within one week after Pre-Job Conference and emails to Seattle Building Trades and copies seawallcwa@seattle.gov.
- Union may challenge proposed craft assignments up to one week thereafter

Subcontractor Name: _____

SEAWALL PRE-JOB PACKAGE

**Subcontractor Emails this package Thursday before your Pre-Job Conference
(72 hours in advance)**

Subcontractor Name	
Subcontractor License#	
Pre-Job Meeting Date:	Time: 10:00 AM
Location: Seattle Building & Construction Trades, Seattle	Women and Minority Business (WMBE): <input type="checkbox"/> Yes <input type="checkbox"/> No For City's WMBE definition, go to: http://www.seattle.gov/purchasing/wmbe.htm .
General Contractor: Mortenson/Manson	Prime Contractor (if any):
City of Seattle Contract #:	Prime Contractor License #:

Subcontract Detail

Contact Name	
Contact Phone	
Subcontractor Address	
Current Union Agreements	
Contract Subpackage Name	
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)	
Pay Period Ends	
Insurance Provider	

Subcontractor Name: _____

Disability	
Workers Comp	
First Aid Provider Hospital	
Safety Representative	
Parking	
Drinking Water Provided by	<input type="checkbox"/> General Contractor <input 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	
PLA Exclusions Applicable to this Subcontract Scope	

Subcontractor Name: _____

Project Craft Demand List

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		

Subcontractor Name: _____

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 Results Coordinator:	
Office Phone	
Cell Phone	
Email Address	

Subcontractor Name: _____

Community Workforce Agreement (CWA) Letter of Assent

CONTRACTOR/SUBCONTRACTOR AGREEMENT TO BE BOUND

Seawall Project

Public Works Contract Number: 2012-050AC_____

_____ Contractor/Subcontractor has been awarded construction work within the scope of the Alaskan Way Seawall Replacement Project CWA and hereby agrees to be bound by all its terms and conditions.

Contractor/Subcontractor:

Signature Title Date

Confirmation of Receipt: Nancy Locke, CPCS Director Date

Subcontractor Name: _____

Subcontractor Workforce Diversity Plan

Describe plan for achieving following Seawall CWA goals

A. Distressed Zip Code Placement (15 Percent of Workforce) – *see Contractor Guidelines for a list of zip codes identified as economically distressed areas*

B. Preferred Entry for Pre-Apprenticeship Programs (20 Percent of Apprentices)

C. Apprentice Utilization (15 Percent of Contractor/Subcontractor's Total Hours)

D. Apprentice Diversity (21 Percent People of Color; 12 Percent Women)

E. Workforce Diversity (21 Percent People of Color; 12 Percent Women)