



City of Seattle  
City Purchasing and Contracting Services

**Inclusion Plan**  
**Construction – Public Works**

1. Bidders must complete and submit this form with their bid. A “completed” form is one which includes all of the required information and which achieves the award of a minimum of 10 points as described below. Bids that are not completed either because they lack required information or do not achieve the minimum of 10 points, will be rejected.
2. This completed form is used to determine Bidder responsiveness and intent to comply with SMC 20.42.
3. Self-performance is not a substitute for good faith efforts to subcontract and utilize WMBE firms for compliance with SMC 20.42.
4. The City may discuss the Plan with the lowest responsive and responsible bidder before incorporating into the contract.
5. A responsive Plan shall be material to the contract; contract performance shall require a continuous good faith effort to achieve the goals.
6. WMBE firms include any certified or self-identified woman owned and minority owned (WMBE) firm. They do not need to be state certified. Bidders may include any firm that self-identifies as at least 51% WMBE owned (per SMC 20.42). The City has a list of self-identified firms, although this is not exhaustive: <https://wald1.seattle.gov/dea/registration/>
7. A responsive Plan shall document a reasonable, good faith effort to include WMBE firms as subcontractors. A responsive Plan will be determined by the City using the point system set out below. Plans that achieve at least 10 points and, for contracts at or above \$2,000,000, also identify a WMBE expert, will be responsive.
8. Marketplace Availability as used in this form will be calculated by the City for this project after bid opening. For information regarding the average of past WMBE utilization applicable to the project and the means by which Market Availability will be calculated see <http://www.seattle.gov/purchasing/wmbe.htm>

Please identify the person in your company authorized to speak on behalf of the company regarding this Inclusion Plan:

Contractor Name:  
Contact Name:  
Contact E-mail:

**PROPOSED SUBCONTRACTING WMBE GOALS.** To assure equality of contracting opportunity, the Bidder shall state its proposed subcontracting WMBE inclusion goals in the spaces provided below. These aspirational goals represent the WMBE utilization that the Bidder intends to achieve during contract performance, but are not mandatory utilization goals.

- Bidders who set goals that are consistent with the reasonable Marketplace Availability of WMBE contractors as determined by the City will receive 6 points.
- Bidders will be awarded points in proportion to how close their goals come to Marketplace Availability of WMBEs. For example, bidders who set goals that are half of the Marketplace availability will receive 3 points.
- Bidders who set no goals will receive no points.

Base Bid Dollar Amount	\$	%100
Estimated dollars to Minority Owned firms	\$	%
Estimated dollars to Woman Owned firms	\$	%
Total Estimated dollars to all WMBE subcontractors and suppliers	\$	NA

**WMBE Expert.** For projects with an Engineer's Base Bid Estimate at \$2,000,000 or more, the Bidder shall name a person or firm to act as the Bidder's WMBE Expert, as part of the project team. Failure to name a WMBE Expert for such projects will result in the bid being rejected as non-responsive. The WMBE Expert shall work with the City and Bidder to develop and implement the Plan and to provide recruitment and support throughout the contract (see responsibilities, below).

The person or firm designated as the Bidder's WMBE Expert, shall meet the qualifications described below and must be approved by the City. A list of pre-approved individuals and firms are listed at <https://www2.ci.seattle.wa.us/ConsultantRoster/RptApprovedConsultant.asp> for the convenience of the Bidder, however the Bidder may name any individual or firm, subject to City approval. If the Bidder is unable to identify a qualified WMBE Expert, the Bidder must engage one of the qualified expert consultants identified on the list.

WMBE Expert Name	
WMBE Expert Phone	
WMBE Expert E-Mail	

Specify how many hours were spent by this WMBE Expert in pre-bid outreach efforts:

Estimate the number of hours and specific services that are anticipated for the WMBE Expert during contract performance:

WMBE Expert responsibilities include but are not limited to:

- Outreach to qualified WMBE firms to submit subcontract bids;
- Work with the estimators during bid preparation;
- Work with the City to refine and finalize this plan during the contract award processes.
- Ongoing outreach to WMBE firms for subcontractable work that the contract may require, including work added by alternate/additive change order;
- Outreach to qualified WMBE subcontractors when replacement subcontractors are required during the course of the contract;
- Assist and resolve concerns, problems and needs of WMBE firms to enhance WMBE subcontractor opportunity and performance, such as assisting with licensing, bonding, and dispute resolution.
- Be a member of the Prime contractor's Project Team and routinely participate in progress meetings with the City and the Prime.

The WMBE Expert must demonstrate:

- Satisfactory working knowledge of the identity, capabilities and capacities of local WMBE subcontractors and suppliers for this project;
- Experience recruiting and working with WMBE subcontractors for construction projects;
- Experience in assisting WMBE firms to develop working relationships with prime contractors;
- Experience in developing sub-contracting plans in ways which provide WMBE opportunity;





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**W/MBE CONTRACT LOG.** Use multiple pages as needed. List those WMBE firms with whom you intend to contract if you are awarded the contract for this project.

- Six points will be awarded if the total bid amounts for “Will Contract With” equal or exceed the WMBE Market Availability.
- Bidders will be awarded points in proportion to how close the total value of “Will Contract With” comes to WMBE Marketplace Availability For the project. For example, if the Bidder “Will Contract With” received bids from WMBEs which represent half of the Marketplace Availability, 3 points will be awarded.
- Zero points will be awarded if the total “Will Contract with” are zero.

In the event that a WMBE listed as “Will Contract With” is unable to perform, the Bidder may request to substitute another firm and shall use good faith efforts to recruit a WMBE firm.

Scope of Work or Supply	WMBE Business Name	Name of the Contact Person at WMBE firm	E-Mail or Phone of the Contact Person the WMBE firm	Bid Amount	Will Contract With
				\$	Yes
				\$	Yes
				\$	Yes
				\$	Yes
				\$	Yes



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Scope of Work or Supplier	WMBE Business Name	Name of the Contact Person at WMBE firm	E-Mail or Phone of the Contact Person the WMBE firm	Bid Amount	Will Contract With
				\$	Yes
				\$	Yes
				\$	Yes
				\$	Yes
				\$	Yes
				\$	Yes
				\$	Yes
				\$	Yes
			<b>TOTAL</b>	\$	