



City of Seattle
Department of Finance and Administrative Services

Construction Inclusion Plan

1. For all projects above \$300,000, the Bidder is required to submit a WMBE Inclusion Plan at time of bid. The Inclusion Plan replaces the Outreach Plan previously required. See the Inclusion Plan, however as a brief summary the Plan requires:
 - The Bidder must clearly identify their proposed WMBE goals as a percentage of the total bid amount.
 - Self-performance is not a substitute for good faith efforts to subcontract and utilize WMBE firms for compliance to SMC 20.42.
 - The Bidder must demonstrate that it conducted sufficient outreach to appropriately qualified WMBE firms (such as those licensed and/or certified for the scope of work sought).
 - PCSD will reject any bid that does not attach a completed Inclusion Plan.
 - PCSD will score the Inclusion Plan for all remaining responsive bids and make responsiveness determination based on scoring as described in the Inclusion Plan.
2. For projects with an engineer's estimate above \$2 million, the Bidder is required to identify a WMBE Expert in the bid. Before bid opening, the Expert responsibilities are detailed in the Inclusion Plan. 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.
3. PCSD has established a Roster Category for pre-qualified WMBE Experts from which contractors may select their expert. A contractor may elect to identify a person with the Bidder's staff that the Bidder intends to use for their own WMBE Expert. The person or firm designated must meet the WMBE Expert qualifications described in the Inclusion Plan, and must be approved by the City. A list of pre-approved individuals and firms are listed on the City Roster. If the City does not approve the proposed WMBE Expert, the Bidder may choose to designate another WMBE Expert, subject to City approval. If the City does not approve the substitution, the Bidder must engage one of the qualified experts identified on the list.
4. The City has often discussed the outreach plan with the lowest responsive and responsible bidder before award. With the new Inclusion Plan, the City (PCSD) expects to eliminate that step from the bid award process.
5. The WMBE Contact Log shall indicate whether a WMBE subcontractor was selected for a subcontract with the Bidder, if the Bidder wins the contract award. The Prime can request the City to approve a substitution of the named WMBE sub, for certain reasons that are provided for within the contract specifications. In such event, the Prime shall use good faith efforts to recruit a WMBE firm to do that work.
6. The Inclusion Plan will become material to the contract. Project Managers will receive WMBE payment information from PCSD about utilization compared to the percentage goals. Project Managers should discuss the utilization with Primes as needed, during project progress meetings. There are several resources for departments: (1) department WMBE Representatives may wish to participate on larger projects in particular; (2) the PCSD Contract Compliance Team is available to provide advice, (3) and if there are recruitment issues during the contract, the administering department could use one of the pre-qualified WMBE Roster Construction Experts.
7. At Close-out, PCSD will score the Prime's performance on WMBE inclusion goals as part of the performance evaluation. PCSD will compare the original percentage goals with the actual project WMBE utilization percentage.