

# Pre-Job Conference Package

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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, but not more than 90 days 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](mailto: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: 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 type="checkbox"/> No <a href="http://www.seattle.gov/purchasing/wmbe.htm">www.seattle.gov/purchasing/wmbe.htm</a>
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	

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)	
Subcontractor list	
Have you received a copy of the CWA	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you reviewed the workforce goals and requirements for the project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you prepared to meet the stated goals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "NO" what is preventing you from meeting the stated goals?	



# CWA – Proposed Trade Assignment

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*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

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*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		
Sheet Metal Workers		
Teamsters		

# Project Staff

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

# Open-Shop Core Worker List

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Open Shop Contractors without a collective bargaining agreement with Unions signatory to the City CWA may employ up to 3 of their own core workers and up to 2 of their own apprentices, with possible exceptions that must be discussed with Union Representatives.

A **core worker** is an employee that meets all the following (CWA Article XI 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.

An **apprentice** is an employee that is enrolled in a WSATC program and one of the following:

- Lives in a priority ZIP code
- A Pre-Apprenticeship program graduate
- An individual who furthers the City’s aspirational goals for women and people of color

**Core workers and apprentices 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"/>

Subcontractor Name: \_\_\_\_\_

**APPRENTICE LIST:**

Apprentice Name	Classification	WSATC Program	Live in a priority ZIP code?	Pre-Apprenticeship program graduate?	Individual who furthers City's aspirational goals?
			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: \_\_\_\_\_



# Community Workforce Agreement Letter of Assent

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**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

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***\*Prime Contractor Only\****

**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)