



Dear Contractor:

There are some unique requirements for you on the Arena at Seattle Center project. These requirements apply to subcontractors and are important as you prepare to bid and perform work.

There is a **Community Workforce Agreement** (CWA, also known as a Project Labor Agreement) on this project. If you've worked on Sound Transit or Port of Seattle projects, you may be familiar with requirements similar to these. The City of Seattle is the third-party administrator of the Arena CWA.

All contractors working on this project must comply with the CWA, including subcontractors. As part of the CWA, you are required to do the following:

1. Sign a letter of assent to the CWA.
2. Complete and submit a pre-job package that explains your scope of work and trade assignment (CWA Attachment C). This paperwork is due at least three weeks prior to starting work on the project.
3. Attend a pre-job conference at least two weeks prior to starting work.
4. File an Intent form with the City of Seattle (attached). This form confirms your intent to pay appropriate wages on this project. For additional information or questions regarding the Intent form, please contact Michael de Give at 206-386-4128 or Michael.deGive@seattle.gov.
5. Pay appropriate wages. The CWA requires that contractors adhere to the WA State Prevailing Wage rate in effect at the time their contract is executed. Contractors must then recognize all increases to wages and fringe benefits on the effective dates in the individual craft local collective bargaining agreement.
6. On behalf of your workers, pay into union trust funds and pay representation fees. Both can be paid from the total package amount specified in the local craft collective bargaining agreements.
7. Inform subcontractors of the Dual Benefits Reimbursement. Any open-shop contractor on this project that makes payments into employer-sponsored benefit plans while paying into the union trust fund may be eligible for a reimbursement from Seattle Arena Company for contributions made into the employer-sponsored benefit plans. This applies to open-shop contractors of any tier. Please contact Allison Calvert at 206-615-1112 or Allison.Calvert@seattle.gov for additional information.
8. Inform workers of dedicated parking areas. Mortenson will either designate parking in a dedicated area within three blocks of the project, provide transportation to and from a remote dedicated parking area, or reimburse workers for parking costs.
9. The CWA requires a share of the overall labor hours, including subcontractor hours, be performed by workers living in economically distressed ZIP codes (called "Priority Workers"; ZIP codes attached). Additionally, a certain number of apprentices working on the project must be graduates of a pre-apprenticeship program (known as Preferred

Entry). You must employ workers that help meet these requirements. A detailed chart explaining these requirements is provided below. You may already have workers on your existing workforce who will help you meet one or more goal or requirement. Please consider employing these workers on this project. You may also request new dispatches from the union halls to help you meet these requirements. Additionally, you may work with the City of Seattle Job and Training Advisor, Jon Bersche, to find the appropriate workers. One of the Job and Training Advisor’s main responsibilities is to help contractors find workers for covered projects. Jon Bersche can be reached by phone at 206-512-9737 or by email at Jon.Bersche@seattle.gov.

Requirements	Arena at Seattle Center	Explanation
Apprentice Utilization <i>Out of total project hours</i>	18%	<i>Hours from workers who are enrolled in a WSATC Apprentice Training Program</i>
Apprentice – Preferred Entry	1:5	<i>Apprentices who completed a pre-apprenticeship program and work at least 700 hours on the project</i>
Priority Workers – Apprentice Level <i>Out of WA State project hours</i>	6%	<i>Hours from Apprentices who live in a Priority Hire ZIP Code</i>
Priority Workers – Journey Level <i>Out of WA State project hours</i>	15%	<i>Hours from Journey Level workers who live in a Priority Hire ZIP Code</i>
Aspirational Goals		
Journey Level <i>Out of Journey Level hours</i>		
People of Color	23%	<i>Hours from Journey Level workers who are people of color</i>
Women	5%	<i>Hours from Journey Level workers who are women</i>
Apprentices <i>Out of Apprentice hours</i>		
People of Color	26%	<i>Hours from Apprentices who are people of color</i>
Women	9%	<i>Hours from Apprentices who are women</i>

10. Dispatch all workers from the union hall, including open-shop core employees.

- For open-shop contractors: You may bring as many as three of your own journey level employees to the job (also called “core employees”) and up to two apprentices enrolled in a WSATC program. All other workers that you need for the project must come from the union hall, unless the union hall agrees to a higher number.
- For union signatory contractors: You may bring any workers from your own workforce.

When you request workers from the union hall, use the provided **dispatch form** from Mortenson or your hiring contractor. As long as you are using this form, the union halls will send available workers that help you meet the CWA's requirements and goals.

11. Submit weekly certified payroll into LCPTracker and record monthly subcontractor payments in B2Gnow. Please contact Michael de Give for additional information at 206-386-4128 or Michael.deGive@seattle.gov.

If you are concerned about meeting these requirements/goals or assenting to the CWA, notify Mortenson immediately and explain the challenges. Mortenson and/or the City may be helpful in removing the barriers you anticipate.

The information above is not inclusive of all provisions and requirements of the CWA. It is an overview of the most important requirements to be aware of. You are still responsible for reading and understanding the CWA.

If you have questions, concerns, or would like to discuss strategies to help you meet the requirements and goals on the project, please contact Allison Calvert, Labor Equity Field Advisor, at 206-615-1112 or allison.calvert@seattle.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Anna Pavlik", written over a light gray rectangular background.

Anna Pavlik
Labor Equity Program Manager
City Purchasing and Contracting Services



PROJECT INFORMATION

Project Name

COMPANY INFORMATION

Company Name

AFFIDAVIT

I declare under penalty of perjury under the laws of the State of Washington that (1) all information provided in this form is true and correct, (2) the undersigned is an owner or corporate officer of the company named below,

_____ and is authorized to represent the company with regard to these assurances, and (3) that all workers employed on this project by this company will be paid no less than the applicable Prevailing Wage Rate(s) as published by the Washington State Department of Labor and Industries.

Signature _____
Printed Name _____
Title _____
Date _____

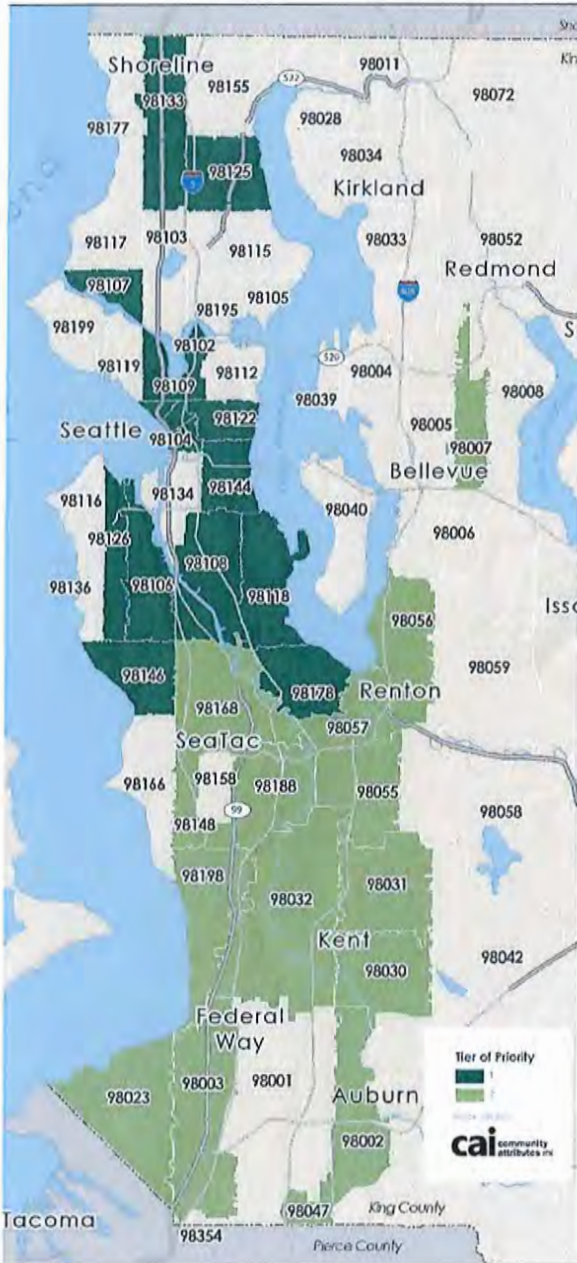
INSTRUCTIONS

To be completed by each subcontractor and returned to the General Contractor.

The General Contractor is responsible for forwarding all signed *Intent* forms to the City of Seattle CPCS.

ATTACHMENT B Economically Distressed Zip Codes

Priority Hire Economically Distressed ZIP Codes



Tier	Seattle Neighborhood	ZIP Code
Tier 1	Downtown	98101
Tier 1	Capitol Hill/Eastlake	98102
Tier 1	Downtown/ID	98104
Tier 1	Delridge	98106
Tier 1	Ballard	98107
Tier 1	S. Beacon Hill/South Park	98108
Tier 1	Interbay/Queen Anne	98109
Tier 1	Rainier Valley/Rainier Beach	98118
Tier 1	Belltown	98121
Tier 1	Central District	98122
Tier 1	Lake City/Northgate	98125
Tier 1	Delridge/High Point	98126
Tier 1	Bitter Lake/NW Seattle	98133
Tier 1	N. Beacon Hill	98144
Tier 1	White Center	98146
Tier 1	Rainier Beach/Skyway	98178
Tier 2 King County Neighborhood ZIP Code		
Tier 2	Kent/Auburn	98002
Tier 2	Federal Way	98003
Tier 2	Bellevue	98007
Tier 2	Federal Way	98023
Tier 2	East Kent	98030
Tier 2	Northeast Kent	98031
Tier 2	West Kent	98032
Tier 2	Pacific	98047
Tier 2	South Renton	98055
Tier 2	Northeast Renton	98056
Tier 2	Central Renton	98057
Tier 2	Burien	98148
Tier 2	Boulevard Park/Tukwila	98168
Tier 2	SeaTac/Tukwila	98188
Tier 2	Des Moines	98198

SEATTLE ARENA COMPANY

REQUEST/VERIFICATION FOR CRAFT EMPLOYEES

PROJECT NAME _____

INSTRUCTIONS

To the Contractor:

Email or fax this form to the applicable union to request craft workers that fulfill all hiring requirements for the Arena at Seattle Center project. Please cc LaborEquity@seattle.gov on the email. Call the Local to verify receipt and please retain a copy of your sent request for your records.

To the Union:

Please complete the "Union Use Only" section and fax form back to the requesting contractor. Retain form for your records and cc LaborEquity@seattle.gov when responding to the contractor.

To:	Local:	Fax#: ()	Date:
From – Company Name:		Person Sending:	
Person Sending: Contact Phone: ()			

Please provide me with union craft workers per the Arena at Seattle Center CWA that fulfills the goals and requirements for this project as defined below **(Contractor, please check boxes)**:

- "Priority Worker" Requirement (Union craft employees, including apprentices, who reside in ZIP codes listed on back).
 - **Tier 1 ZIP codes must first be exhausted prior to utilizing the Tier 2 ZIP codes.**
- Pre-apprenticeship graduate within their first two years/steps of apprenticeship.
- Women and people of color apprentices and journey-level workers.
- General Dispatch (Union craft employees dispatched per normal dispatch procedures, not including the Priority Hire Worker requirements or direct entry apprenticeship criteria)

Craft Employees Requested

Job/Craft Description	Journeyman/Apprenticeship Level	Number Requested	Report Date	Report Time

Total Workers Requested _____

Please have worker(s) report to the following address indicated below:

Site Address:	Report to (On-Site Contact):
On-Site Tel.#: () _____	Fax: () _____
Comments or special licenses or qualifications:	

SEATTLE ARENA COMPANY

FOR UNION USE ONLY:

Reception Date: _____ Dispatch Date: _____ Received By: _____

Employee Name	Address	Zip Code

<u>Requested Dispatch</u>	<u>Available For Dispatch</u>	<u>Unavailable For Dispatch**</u>
Priority Worker (ZIP code resident)	<input type="checkbox"/>	<input type="checkbox"/>
Preferred Entry Apprentice	<input type="checkbox"/>	<input type="checkbox"/>
Woman and/or person of color	<input type="checkbox"/>	<input type="checkbox"/>
General Dispatch	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

**If Union is unable to make a referral in 2 business days, the contractor may use any available means to fill the call.

Priority Worker List

Tier 1 ZIP Code Priority Areas			
98101	Downtown	98102	Capitol Hill/Eastlake
98104	Downtown/ID	98106	Delridge
98107	Ballard	98108	S. Beacon Hill/South Park
98109	Interbay/Queen Anne	98118	Rainier Valley/Rainier Beach
98121	Belltown	98122	Central District
98125	Northgate	98126	High Point
98133	Bitter Lake/NW Seattle	98144	N. Beacon Hill
98146	White Center/Fauntleroy	98178	Rainier Beach/Skyway

Tier 1 ZIP codes must first be exhausted prior to utilizing the Tier 2 ZIP codes.

Tier 2 ZIP Code Priority Areas			
98002	Kent/Auburn	98003	Federal Way
98007	Bellevue	98023	Federal Way
98030	East Kent	98031	Northeast Kent
98032	West Kent	98047	Pacific
98055	South Renton	98056	Northeast Renton
98057	Central Renton	98148	Burien
98168	Boulevard Park/Tukwila	98188	SeaTac/Tukwila
98198	Des Moines		