

CITY OF SEATTLE

Priority Hire – Prime Contractor Responsibilities

This covers some aspects of Priority Hire covered projects that you should consider prior to bidding on the project. Read through the Community Workforce Agreement (CWA) and contract specifications for all responsibilities. Contact Allison Calvert at 206-615-1112 or LaborEquity@seattle.gov if you have questions.

CWA Purpose <i>and</i> GSP 0-01.3(2)	WORKFORCE REQUIREMENTS AND GOALS The prime contractor is responsible for meeting the project's overall workforce requirements and goals, including submitting the Priority Hire and New Hire Projections in the Social Equity Plan.
CWA Article VI, Section 3 <i>and</i> GSP 1-07.10(3)	JAC ATTENDANCE AND REPORTING The prime contractor is required to attend monthly Joint Administrative Committee (JAC) meetings with labor and City representatives to discuss project progress and workforce performance under the CWA.
CWA Article IX, Section 4 <i>and</i> GSP 1-07.10(1)	PRE-JOB CONFERENCES The prime and all subcontractors of any tier must attend a pre-job meeting with labor unions at least two weeks prior to starting work. Primes are responsible for ensuring all subcontractors submit paperwork and attend pre-job conferences.
CWA Article II, Section 1 <i>and</i> GSP 1-10.2(5)C	PARKING The prime contractor designates a parking location for workers within 3 blocks of the project or provides transportation between the project and parking location. The prime contractor may instead pay a negotiated amount for parking compensation, if workers incur a cost to park, and include the cost in their bid.
CWA Article III, Section 1 <i>and</i> GSP 1-07.9(1)C1	WAGE ESCALATION Every September, all contractors of any tier must increase wages to meet updated state prevailed wage rates. Wage increases shall be included in contractors' bids.
CWA Article XI, Section 1-2 <i>and</i> GSP 1-01.3	CORE WORKERS Open shop contractors may bring as many as five core workers onto the Covered Project for each contract. Core workers are those that meet journey level qualifications, have been on the contractor's payroll a minimum of 1500 hours over the last two years and have been on the payroll for at least 60 out of the last 90 days.
CWA Article V, Section 4 <i>and</i> CWA Article III, Section 3 <i>and</i> GSP 1-07.9(1)C1	REPRESENTATION FEES AND UNION TRUST FUND Contractors are responsible for honoring union dues and representation fees check-off (for union members and core workers) and will remit to the appropriate union. Additionally, the contractor will contribute to the appropriate Joint Health & Pension Trust Fund.
SMC 20.37.050 <i>and</i> GSP 1-07.9(1)C1	DUAL BENEFIT REIMBURSEMENT Open-shop contractors are eligible for reimbursement of payments into existing employer-sponsored health and pension plans for the time their employees work on the project. All contractors requesting reimbursement are requirement to submit the Dual Benefit Reimbursement Form and invoice to City Purchasing and Contracting Services (CPCS).

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Have you...

- Included annual wage escalation in your bid package?
- Identified staff to attend monthly JAC meetings and report on prime responsibilities?
- Planned how you'll have the project meet the priority hire requirements and goals for workers living in priority hire ZIP codes, women, people of color, apprentices and preferred entry apprentices?
- Dedicated a parking location for workers or included a reasonable estimate for compensating workers (if workers incur a cost to park)?
- Planned the project site rest facilities, including restrooms and heated rooms for meal periods?
- Identified and confirmed your list of core workers? (*Open-shop contractors only*)
- Filled out and submitted your pre-job paperwork, including the City-approved safety plan, to the City to attend the pre-job conference at least two weeks prior to starting on the project?

If you need help planning your priority hire workforce, contact Jon Bersche at 206-684-7907 or jon.bersche@seattle.gov.