**SEAWALL Pre-Job Conference Package**

***Every Contractor (of any tier) must attend one Tuesday Pre-Job Conference Meeting.***

***That meeting must be no later than two weeks before they start work.***

**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 who are scheduled to work onsite must each attend a Pre-Job two weeks before they are scheduled to be on site
* City of Seattle
* Labor Union representatives

**Agenda:**

* City explains the PLA and required documentation
* Subcontractor Rotation
	+ In turn, each Subcontractor explains their contract scope, subcontractors, reviews their Package, answers questions
	+ Subcontractor describes their Workforce Diversity plans
	+ Contractors ask for clarification(s) or guidance as needed
	+ Attendees discuss jobsite conditions and proposed trade assignments

**Prime/GCCM brings:**

* Bid Award info including Project scope, Project ID and job site address
* List of all planned and/or working subcontractors
* Job site conditions such as start/stop times, parking, water, restrooms, etc.

**Next Step:**

* Contractor(s) makes trade assignments within one week after Pre-Job Conference and emails to Seattle Building Trades and copies seawallcwa@seattle.gov
* Union may challenge proposed craft assignments up to one week thereafter

**SEAWALL PRE-JOB PACKAGE**

**Subcontractor Emails this package Thursday before your Pre-Job Conference**

**(72 hours in advance)**

|  |
| --- |
| Subcontractor Name  |
| Subcontractor License# |
| Pre-Job Meeting Date:  | Time: 10:00 AM |
| Location: Seattle Building & Construction Trades, Seattle | Women and Minority Business (WMBE): [ ] Yes [ ] No For City’s WMBE definition, go to: <http://www.seattle.gov/purchasing/wmbe.htm>.  |
| General Contractor: **Mortenson/Manson**  | Hiring Contractor (if any): |
| City of Seattle Contract #: | Hiring Contractor License #: |

**Subcontract Detail**

|  |  |
| --- | --- |
| Contact Name |  |
| Contact Phone |  |
| Subcontractor Address |  |
| Current Union Agreements |  |
| Contract Subpackage Name |  |
| 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) |  |
| Pay Period Ends |  |
| Insurance Provider |  |
| Disability |   |
| Workers Comp |  |
| First Aid Provider Hospital |  |
| Safety Representative |  |
| Parking |  |
| Drinking Water Provided by  | [ ]  General Contractor [ ]  Subcontractors |
| Sanitation Facilities Provided by | [ ]  General Contractor [ ]  Subcontractors |
| Number of Workers & Crafts Expected |  |
| Scope of Work for subcontract, including prefabrication in Washington State |  |
| PLA Exclusions Applicable to this Subcontract Scope |  |

**Seawall PLA – Proposed Trade Assignment**

***All Workers, including core employees, must be dispatched through Union hall.***

**List trade assignments by craft including scope of work for each. List each piece of equipment planned for use by craft. Include any/all “tools of the trade” or part-time use of equipment. If more space is required, attach additional sheets.**

|  |  |  |
| --- | --- | --- |
| **Craft** | **Scope** | **Equipment/Tools** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Project Craft Demand List**

|  |  |  |
| --- | --- | --- |
| **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 |  |  |
| Teamsters |  |  |

**Project Staff**

|  |  |
| --- | --- |
| **Project Manager**: |  |
| Office Contact # |  |
| Cell Contact # |  |
| Email Address |  |
|  |
| **Office Contact**: |  |
| Office Phone |  |
| Cell Phone |  |
| Email Address |  |
|  |
| **Superintendent**: |  |
| Office Phone |  |
| Cell Phone |  |
| Email Address |  |
|  |
| **Safety Representative**: |  |
| Office Phone |  |
| Cell Phone |  |
| Email Address |  |
|  |
| **Drug Test Results Coordinator**: |  |
| Office Phone |  |
| Cell Phone |  |
| Email Address |  |

**Community Workforce Agreement (CWA)**

 **Letter of Assent**

CONTRACTOR/SUBCONTRACTOR AGREEMENT TO BE BOUND

**Seawall Project**

**Public Works Contract Number: \_**2012-050AC\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contractor/Subcontractor has been awarded construction work within the scope of the Alaskan Way Seawall Replacement Project CWA and hereby agrees to be bound by all its terms and conditions.

|  |  |
| --- | --- |
| Contractor/Subcontractor: |  |
| Signature Title Date |
|  |
|  |
|  |
| Confirmation of Receipt: Nancy Locke, CPCS Director Date |

**Subcontractor Workforce Diversity Plan**

Describe plan for achieving following Seawall CWA goals

A. Distressed Zip Code Placement (15 Percent of Workforce) – *see Contractor Guidelines for a list of zip codes identified as economically distressed areas*

B. Preferred Entry for Pre-Apprenticeship Programs (20 Percent of Apprentices)

C. Apprentice Utilization (15 Percent of Contractor/Subcontractor’s Total Hours)

D. Apprentice Diversity (21 Percent People of Color; 12 Percent Women)

E. Workforce Diversity (21 Percent People of Color; 12 Percent Women)