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| **RFP Number & Title:** |  |
| **Proposer - Consultant Name:** |  |

***Use additional sheets to provide detail and specificity as appropriate.***

***See attached instructions.***

The Proposer shall respond to questions below. As part of the selection, the City will score and evaluate the response for voluntary commitments that reflect responsible good faith efforts at inclusion of WMBE firms. The City may request additional information during evaluation. The City may negotiate the Plan with the highest ranked Proposer, and the agreed-upon Plan shall become part of the contract.

**Subcontracting**

**Subcontracting means direct performance of commercially useful work through subcontracting as part of the proposed project team.** Of the total contract work, what is the percentage of WMBE participation proposed for subcontracting on your team? This percentage will become a contract commitment and will apply to all phases of work unless updated by agreement for future phases.

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| **Project Goals** |  |
| Specify the percentage participation of woman owned subcontracting, out of the total work identified in the RFP. This percentage will become part of the contract. | % |
| Specify the percentage of minority owned subcontracting participation, out of the total work identified in the RFP. | % |

**Subconsultant Team**

Name the WMBE team members you intend to use, given the RFP scope. Describe the work you expect the WMBE firms to perform. Identify the percentage of total contract value intended for each WMBE. The City may request letters of commitment that show agreements between your company and the subconsultants before accepting the Plan. The goals on page 1 become a material part of the contract. The parties will discuss any changes that may be appropriate given changes in scope or future phases of work.

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| Name of WMBE Company | Specify whether a self-identified Women or Minority Business | Describe Task | Describe percentage of the City contract for subcontract to this WMBE |
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**WMBE Expert.** Identify the person within your team to manage your WMBE inclusion responsibilities. Particularly for projects above $2,000,000, this person should substantially meet the qualifications described below. See instructions.

WMBE Expert Name:

WMBE Expert Firm:

WMBE Expert Contact Information:

WMBE Expert responsibilities would typically include but are not limited to:

* Outreach to qualified WMBE firms
* When requested by the City, work with the City to refine the Inclusion plan before contract execution;
* Submit and discuss updates on a regular basis to the City Project Manager, to indicate WMBE utilization and discuss progress;
* Ongoing outreach to WMBE firms for work the contract may require, including any new scopes;
* Outreach to qualified WMBE firms when replacement subcontractors are required during the contract;
* Assist WMBE firms to successfully perform; and

A qualified WMBE Expert brings knowledge of the identity, capabilities and capacities of WMBE subcontractors and suppliers; experience recruiting and working with WMBE firms for construction; and assisting WMBE firms to develop working relationships with contractors.

**Past Performance:**

In detail, describe your past success and past performance at WMBE subcontracting or teaming participation on contracts and/or other evidence of the likelihood of the proposed subcontracting, including pre-award commitments or agreements with your named WMBE firms, specific strategies you intend to use in the solicitation and award of subcontractors that can achieve WMBE participation at the percentages you have indicated, or similar evidence.

**Strategies:**

Describe the strategies and selection processes you intend to use to achieve meaningful WMBE utilization in this contract. Describe your strategies, the scopes of work that have greatest WMBE opportunities and how you would balance those scopes that have less WMBE opportunity.

**Mentoring Program:**

If any of the WMBE subcontractors listed above are participating in a mentoring or capacity building program with your company, please identify which and describe your program.

**Diverse Employment**

Please specify the following information for your local office and/or other offices that are performing direct services to this contract.

* 1. What is your current employment profile?

Total number of employees:

Number and percentage of minorities and/or women:

* 1. Describe your employment and hiring policies that promote affirmative efforts in recruitment for employee diversity.

* 1. How many new employees may be required?

Total number of new employees:

Number and percentage of minorities and/or women:

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* 1. If you are planning new employment, provide a paragraph that describes the functions for which you are recruiting that relate to performance of this contract, how you would recruit, and your past performance for such recruitment that demonstrates Proposer has made successful plans to solicit women and minorities.
  2. If you have an intern program designed to recruit woman and minorities, please describe.

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Signature of Authorized Representative

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Printed Name of Authorized Representative Title Date

Consultant Inclusion Plan Instructions

1. This form is required on most consultant projects with an estimate of total scope at $260,000 or greater. Projects with Federal funding may not require this form. For projects where this form is requested by the City, the “Prime” shall complete and submit this WMBE Inclusion Plan as part of the response.
2. WMBE Consultants (“primes”) must complete this Form. Self-performed work of a WMBE Prime not considered to be subcontracting.
3. All work proposed for a WMBE firm is to be a commercially useful function, and substantive to the contract scope.
4. Intent to self-perform does not relieve the “Prime” from completing this form and establishing WMBE goals.
5. The Plan will be evaluated based upon the strength of the good faith efforts to include WMBE firms.
6. WMBE firms include any certified or self-identified woman owned and minority owned (WMBE) firm. They do not need to be state certified. Bidders may include any firm that self-identifies as at least 51% WMBE owned (per SMC 20.42). The following are some resources to assist bidders: (<https://wald1.seattle.gov/dea/registration/>) and the State Office of Minority and Women Business Enterprise (<http://www.omwbe.wa.gov/certification/certification_directory.shtml>). .
7. The City may discuss the Plan with the highest ranked proposer before incorporating into the contract and the Plan may be amended by mutual consent.
8. The Plan is material to the contract; contract performance shall require a continuous good faith effort to achieve the goals.
9. Scoring shall reflect the likelihood of a successful, good faith and responsible effort:

* A more robust Plan shows clear commitments for utilization of WMBE firms and reflect responsible, sincere good faith effort relative to other proposals.
* A more robust Plan shows diverse employment opportunities and policies.
* Mentoring or training programs may be an additional strength evidencing good faith efforts.
* A more robust Plan describes successful past performance as predictability for the proposed participation.
* For any solicitation seeking phased work, such as an Architectural or an Engineering Design project, provide responses as thorough as possible given the scope known. If future phases require, the City will review the goals and subconsultant team you have listed for mutually-agreed upon updates.

**Minority Designations**

1. If the firm is both woman owned and minority owned, count the firm as minority owned.
2. A WMBE does not need to be self-identified and registered within the City VCR system to be considered a WMBE firm at the time of bid. However, the firm must self-identify and register in the City system no later than time of award

**Proposed Subcontracting WMBE Goals**

1. These goals are intended to be a serious commitment that the “Prime” can reasonably and realistically achieve, given reasonable good faith efforts.
2. These goals are material to the contract. Contractor performance will be evaluated at project completion by the City as part of the City performance evaluation, and shall measure the good faith efforts towards achieving the aspirational goals given as the contract commitment. Such performance in this contract may be used to measure responsibility for future projects.
3. These proposed subcontracting goals are what the “Prime” intends to achieve. These are not intended to equal the amounts the Firm has named in their WMBE Subconsultant Team.
4. Proposed WMBE Subcontracting goals represent the percentage of the total contract that the Bidder intends to actually subcontract to WMBE subcontractors. This should take into account all variables that may influence the ability to reach their aspirational goal. The percentage applies to the entire contract cost. If change to the contract requires a modification to the percentage, then the City and Prime shall discuss whether a greater or lesser goal is appropriate and modify the Plan accordingly.
5. The bidder should enter a total WMBE goal on the form where indicated on page 1. The City seeks a separate percentage WBE and MBE goal for the project. If the bidder does not provide such goals separately and only gives a total, then the City may seek the two separate percentages after bid opening and will rely upon the total for bid responsiveness calculations.

**WMBE Expert (advised)**

1. The “prime” shall offer a person that will manage their WMBE responsibilities for the project. A stand-alone WMBE expert would be expected on projects above $2,000,000. A list of WMBE Experts is at: seattle.gov/html/business/construction.htm. A WMBE Expert does not need to be on the City list.

**WMBE Subconsultant Team**

1. The WMBE Subconsultant Team lists WMBE firms you intend to use if you win the contract. This does not need, and is not expected, to equal your total aspirational goal on page 1. You may have some firms you can commit to at time of your response, but you may also have other opportunities for subcontracting that arise during the course of the contract.
2. A WMBE Commitment does not require a signed contract in place with the WMBE, or any form of a signed agreement. Instead, this is assurance from the Prime that they intend to use the firm for at least the minimum guaranteed contract amount, unless an appropriate exception that requires a change is approved by the City.