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**SEATTLE CENTER
REQUEST FOR QUALIFICATIONS
Design Services
For Seattle Center Skatepark**

The Seattle Center is seeking Statements of Qualifications for a consultant team to provide design and construction services for the new Seattle Center Skatepark.

Background

Seattle Center's commitment to skateboarding dates back to the 1990 Master Plan which identified the inclusion of a skatepark in the proposed Family Entertainment Center on the site of 5th Avenue parking lot. Despite the failure of the county-wide ballot measure to fund this in 1991, Seattle Center proceeded with the creation of a seasonal skatepark, called SeaSk8, on a portion of the parking lot. In 2002 a permanent Skatepark was completed.

As part of the sale of the Fifth Avenue parking lot to the Bill and Melinda Gates Foundation, it was agreed that this skatepark would be relocated in the general area. Several locations were proposed and analyzed with the Skate Park Advisory Committee (SPAC) and City Council as possible sites before the Council passed an ordinance in August 2007 naming the Seattle Center Pavilions as their preferred site. The ordinance set a deadline of October 15, 2007 for a preliminary assessment of the budget, schedule and event relocation for this location. Weinstein A|U completed a feasibility study that examined the existing buildings and the construction complexities of the site and defined the scope, schedule and budget for this project. The feasibility study was informed by a half-day planning charrette that included members of SPAC, Seattle Center and two skatepark consultants from Vancouver, BC. This planning charrette developed a list of project goals that will be carried forward into this project and are included within the feasibility study.

Century 21

The Century 21 Committee, a 17-member citizens group, began meeting in November 2006 to propose a range of development opportunities for Seattle Center's next 20 years. The Committee's report, issued in June 2007, built on the 1990 Seattle Center Master Plan and the work of the Mayor's Task Force for Seattle Center Sustainability, which recommended in its May 2006 report that the City of Seattle "make sufficient capital investments to allow Seattle Center to reinvent aging facilities to stay current with changing market demands and provide ongoing maintenance for facilities to retain their productive value." The June 2007 report includes a set of design and planning principles for future Seattle Center design, including the new Skatepark.

The City will post the RFP, background documents (including the Century 21 study and design principles), courtesy notices, reminders, addenda and similar announcements on the City of Seattle Procurement web site <http://ebidexchange.com/seattle>. Firms must complete a free registration prior to viewing, printing and saving to their own equipment at no cost, or ordering full or partial document sets and/or CDs through the website. Notwithstanding efforts by Seattle Center to provide such notices to known vendors, it remains the obligation and responsibility of the Proposer to learn of any addenda, responses, Q&A, or other notices issued by Seattle Center.

Project Description

This project includes the design of an innovative, site-specific skatepark that features at least 8,900 square feet of skateable area and includes a variety of features such as ledges, banks, rails, curbs and

transition elements that will provide areas for different skill levels and terrain types. Integration with the existing landscaped areas and accommodation for spectator seating will also be included in this project. The skatepark will be located in the space currently occupied by Seattle Center Pavilion A, a concrete tilt-up building from the 1962 Seattle World's Fair. This building is located at the northwest portion of the intersection of Thomas Street and Second Avenue North. This project will include the demolition of the upper floor of Seattle Center Pavilion A, which is above an occupied and fully-functioning work area that includes a catering warehouse, primary electrical room and an emergency generator, all of which serve KeyArena. Multiple utilities and mechanical systems will require relocation or venting but the entire KeyArena support areas located on the lower level of Pavilion A must remain protected and in full operation during the construction phase of this project. Please refer to the feasibility study for more detail.

Sound mitigation will need to be considered and incorporated into the design in order to minimize disturbances to neighboring buildings. Site drainage will also need to be redesigned and incorporated into this project in order to ensure that stormwater control measures are made current with existing stormwater regulations.

Project Budget

The total budget for this project is a \$2.9 million with an estimated construction cost of \$1.9 million.

Summary of Scope of Work

Because of the unusual and varied work involved that may be awarded under this contract, Seattle Center encourages proposals from creatively-structured teams. The lead firm may be an architectural or engineering firm or be lead by a skatepark designer or landscape architectural firm.

The consultant design team must provide all required professional services, including the requirements for the continued function and protection of existing utilities, the plan for partial demolition of an occupied building, review of possible sound mitigation, existing drainage and lighting in addition to the design of a new skatepark. The team will provide all the technical expertise required for this project and will complete the construction documents necessary for this project to be publicly bid and built as a public work under a contract with the City of Seattle.

To be considered responsive, SOQs should include the following core disciplines: skatepark design, architecture/landscape architecture, mechanical engineering, and structural & civil engineering. Seattle Center reserves the right to assign additional subconsultants including an Artist/Arts Planner from the Mayor's Office of Arts and Cultural Affairs.

This project will involve a large amount of stakeholder input and involvement and the selected team will work with three levels of stakeholder involvement. The core design team will include a representative of SPAC and Seattle Center's Project Manager and Deputy Director. In addition to this core team, there will be a stakeholder group including additional members of the skateboard community, representatives of the four major Seattle Center festivals and other Seattle Center work groups. This group will meet as needed during the design process to provide information and resources to the design team to assure a completed project that meets the needs of the skateboard community, Seattle Center and its resident organizations. There will also be outreach and information gathering from the broader community.

The design for the new skatepark will also require an awareness of new trends in skateboarding and the ability to work with and accept input from the skateboard community, the arts manager from the City as well as other constituent and stakeholder groups. The design team should have extensive experience designing state-of-the-art skateparks, providing proactive oversight during the construction process, incorporating art into the design as well as the experience and patience to communicate and work successfully with the variety of stakeholders and incorporate their suggestions into the design.

Seattle Center has completed a hazardous materials inventory of Pavilion A and will make that report available to the design team. ACMs were discovered in the tile, mastic and baseboards.

Sustainable and “green” design principles are essential to the design of the new skatepark, and periodical review with the Seattle Design Commission is required.

Possible Scope Addition

The Skatepark site is adjacent to a major pedestrian and vehicle entrance to Seattle Center, however this entrance is not well defined. With the addition of a skatepark at this location, the opportunity exists to apply the Century 21 Committee’s design and planning principles to enhance the arrival experience and to incorporate campus-wide components, such as improved site lighting, informational kiosks and other way-finding icons. The design team chosen for this project may also be asked to review and make recommendations to improve this entrance as well as design a new admissions booth for this location.

Estimates for Probable Construction Costs

The consultant team shall also provide itemized cost estimates for construction at the 30%, 60% and 90% design levels to ensure the project remains within its established budget and within the constraints of the available space. The ability to provide accurate estimates in the current construction market is critical to the project.

Design and Construction Schedule

Seattle Center issued a Declaration of Non-Significance as its SEPA threshold determination on Dec. 6, 2007. It is envisioned that a Master Use Permit will be needed for this project. Due to the complexity of this site and its relationship to KeyArena, a thorough review of code compliance will be required.

Schematic design will begin in early 2008 with final design completed in early summer of 2008 in anticipation of advertising and publicly bidding this project during the summer of 2008. Demolition and construction will begin in October 2008 with a targeted completion of April 2009.

- A. Specifications: the consultant team shall prepare the technical specifications. Division 1 will be prepared by Seattle Center but reviewed by the consultant team. Division 0 will be prepared by Seattle Center.
- B. Bidding process: the consultant team will attend a pre-bid inspection site visit with contractors and will respond to questions asked during the bid phase.
- C. Construction: the consultant team will attend regular construction meetings, review submittals, prepare RFIs, review costs in change order proposals, review pay applications, and prepare a punch list at the end of the project.

SOQ Review and Consultation Selection Process

Seattle Center will review the submitted Statements of Qualifications and interview the selected short list of firms. The interview offers an opportunity for the design team to demonstrate creative approaches to the skatepark design as well as engage in conversation with Seattle Center staff and a SPAC member. Seattle Center seeks to conclude selection of the prime consultant and their team by the end of January, 2008. Firms submitting SOQs should anticipate that, if selected for an interview, they will be notified by January 22, 2008 for an interview the week of January 28. This schedule is tentative and subject to change.

Organization of Statement of Qualifications Submittal

Firms wishing to be considered for this project shall submit six (6) copies of the Statement of Qualifications no later than **3:00 P.M. on Thursday, January 10, 2008.**

Kathleen McLaughlin
Seattle Center Project Management
305 Harrison Street, Room #109
Seattle, Washington 98109
Telephone: (206) 684-7117

kathleen.mclaughlin@seattle.gov

Elaborately bound Statements of Qualifications are discouraged. Statements of Qualifications shall not exceed 10 single-sided 8 1/2 X 11 inch pages plus a cover letter, maximum of two pages. Include as an Appendix an Affirmative Efforts Outreach Plan required by SMC 20.42. The Appendix will not count against the SOQ page limit. Statements of Qualifications sent by fax or e-mail will not be accepted. Late submittals or submittals exceeding the page limits will be disqualified.

The Statement of Qualifications shall include the following:

- A. The qualifications of the design team and the specific person who will serve as Project Manager. Indicate other projects to which the Project Manager is currently assigned. Provide the names of three clients with contact information who have worked directly with this Project Manager on similar projects.
- B. A brief description of similar design projects, the estimated construction cost, the design duration, and the construction duration. If possible, compare your construction cost estimate to the actual bid. Indicate whether construction administration/management services were also provided and, if available, the number of RFIs, change orders, and the dollar amount of the change orders. Identify specific complexities of construction phasing or implementation in a congested urban setting, on a busy campus, or at a continuously operating facility. This type of specific information is preferred to generic descriptions of your firm's quality control procedures. Do not include projects that are more than four years old.
- C. Demonstrations of design innovation and creativity on relevant projects. Prove the relevance of these past endeavors to this skatepark project.
- D. The consultant team's relevant experience in skatepark design projects ranging between 5,000-20,000 SF, with emphasis on projects with budgets exceeding \$1.0 million. Demonstrated ability to design and prepare construction documents for the development of an innovative and world class skatepark. Provide photographs of specific skatepark design features that make your designs innovative and world class.
- E. Examples of working in a complex environment with a diverse range of invested stakeholders.
- F. Examples of past projects that integrated sustainable design principles into their design, including the addition of art elements into the design and the willingness to work effectively with and listen to community groups.
- G. Opportunities for applying the Project Goals articulated in the skatepark feasibility study and the Century 21 Committee's design and planning principles into the new Skatepark.
- H. In addition to the qualifications of the lead firm, provide the names and qualifications of the required subconsultants. Include only the names and experience of people who will actually be assigned to the project. Provide references for similar projects and contact information with at least three former clients. Seattle Center is especially interested in the skatepark designer's expertise as referenced in D above. The consultant team must possess the architectural and engineering

expertise essential to perform the full range of services required for this scope of work. The construction documents must contain all the information necessary for a contractor to bid and build the designed park to its completion.

- I. An indication of current workload and availability of staff.
- J. The names and phone numbers of four clients for whom your firm has worked on similar projects.
- K. A brief discussion of the prime consultant's approach to creating a diversified team and mentoring start-up and small firms that are relative newcomers to public works projects.
- L. An Affirmative Efforts Outreach Plan required by SMC 20.42, as described below.

Administrative Details

Receiving Addenda And/Or Questions And Answers

The City will post the RFP, background documents, courtesy notices, reminders, addenda and similar announcements on the City of Seattle Procurement web site <http://ebidexchange.com/seattle>. Notwithstanding efforts by Seattle Center to provide such notices to known vendors, it remains the obligation and responsibility of the Proposer to learn of any addenda, responses, Q&A, or other notices issued by Seattle Center.

Affirmative Efforts in Women and Minority Business Subcontracting:

In SMC 20.42.010, the City has found that minority and women businesses are significantly under-represented and have been underutilized on City Contracts. Additionally, the City does not want to enter into agreements with businesses that discriminate in employment or the provision of services. The City intends to provide the maximum practicable opportunity allowed by law for increased participation by minority and women owned and controlled businesses, as long as such businesses are underrepresented, and to ensure that City contracting practices do not support discrimination in employment and services when the City procures public works, goods, and services from the private sector. The City will not enter into Contracts with contractors that do not agree to use Affirmative Efforts as required under SMC Chapter 20.42 or violate any provisions of that chapter, or those requirements set forth below.

Consultants entering into contracts with the City shall actively solicit the employment of women and minority group members should they be hiring employees for work on the project. Should there be subcontracting opportunities; consultants shall actively solicit subcontract proposals from qualified, available, and capable Women and Minority Businesses for participation on the contract. At the request of the City, Consultants shall furnish evidence of the Consultant's compliance with these requirements and provide records necessary to document: 1) Affirmative Efforts to employ women and minority group members; 2) Affirmative Efforts to subcontract with Women and Minority Businesses on City Contracts; and 3) the Consultant's non-discrimination in the provision of goods and services.

Consultants are also encouraged to take Affirmative Efforts to assure equality of employment and subcontracting opportunities within the scope of work for the Contract. Such Affirmative Efforts may include, but are not limited to, establishing voluntary employment aspirational goals for women and minorities and establishing voluntary aspirational goals for subcontracting to Women and Minority Businesses.

See the Outreach Plan for more information on documenting Affirmative Efforts and for resources that may be of assistance in your solicitation efforts.

RFQ Affirmative Efforts Documentation Requirements:

Prior to contract negotiations, the City will review the Outreach Plan from the finalist (or if more than one proposal is selected, the finalist(s)). The Consultant finalist(s) shall provide an Outreach Plan identifying the Affirmative Efforts that the Consultant has made in preparing its proposal, along with its proposal in continuing those efforts during the term of the contract in soliciting women and minority businesses for participation on this contract consistent with SMC Ch.20.42. Upon agreement by the City, each selected Consultant's Outreach Plan shall be incorporated as part of the resulting Agreement.

See the attached Outreach Plan the Consultant should use in responding to the following request for information regarding the consultant's Affirmative Efforts.

Affirmative Efforts Information for Women and Minority Employment:

1. Should there be new employment opportunities on this project, the Consultant should note the number of such positions and the efforts the consultant will make to recruit qualified minority and women to fill new positions.
2. The Consultant may also indicate any voluntary employment aspirational goals for women and minorities that it believes to be reasonably achievable for this contract. Such voluntary aspirational goals shall not represent a utilization requirement that would be a condition of contracting, but instead shall be considered a presentation of the Affirmative Efforts that the Consultant intends to make and the voluntary aspirational goals that the Consultant proposes to be reasonably achievable. Note: The City will not approve or reject an Outreach Plan based upon the voluntary aspiration women and minority employment goals.

Affirmative Efforts Information for Women and Minority Subcontracting:

1. If there will be subcontracting available on the proposed contract:
2. Identify the commercially useful subcontracting opportunities available or expected within the contract.
3. Note any voluntary aspirational goals for subcontracting with Minority and Women Owned Businesses that the Consultant believes are reasonably achievable. Note: such voluntary aspirational goals shall not represent a utilization requirement that would be a condition of contracting; instead such voluntary aspirational goals shall be considered a presentation of the Affirmative Efforts the Consultant shall make and the voluntary aspirational goals that the Consultant proposes to be reasonably achievable. The City will not approve or reject an Outreach Plan based upon the voluntary subcontracting goals established for women and minority businesses.
4. The Affirmative Efforts the Consultant will make to solicit from qualified, available, and capable Women and Minority Businesses to perform such work, and,
5. Document any other Affirmative Efforts the Consultant will make to encourage participation by qualified, available, and capable Women and Minority Businesses.

See the Consultant Outreach Plan for a definition of active solicitation, a check list of affirmative effort activities and resources that may be of assistance in identifying minority and women owned firms.

No evaluation points will be assigned to a consultant's response to the requirements of this section. The consultant will receive either a "Pass" or a "Fail" for its completion of the Outreach Plan.

Note, however, that this RFQ includes a separate requirement for the Prime Consultant to discuss diversity of design and construction opportunities and mentorship plans for small, start-up, and firms new to public projects in the main body of the SOQ. See Paragraph K in the list of information to be provided in the SOQ. This section of the SOQ will be subject to evaluation.

Nondiscrimination in Employee Benefits

Compliance with SMC Chapter 20.45: The Consultant shall comply with the requirements of SMC Chapter 20.45 and Equal Benefits Program Rules implementing such requirements, under which the Consultant is obligated to provide the same or equivalent benefits ("equal benefits") to its employees with domestic partners as the Consultant provides to its employees with spouses. At the City's request, the Consultant shall provide complete information and verification of the Consultant's compliance with SMC Chapter 20.45. Failure to cooperate with such a request shall constitute a material breach of this Agreement. *(For further information about SMC Chapter. 20.45 and the Equal Benefits Program Rules call (206) 684-0202 or review information at <http://cityofseattle.net/contract/equalbenefits/>).*

- Remedies for Violations of SMC Chapter 20.45: Any violation of Section A9 of this Agreement shall be a material breach of the Agreement for which the City may:
- Require the Consultant to pay liquidated damages in the amount of five hundred dollars (\$500.00 USD) per day for each day that the Consultant is in violation of SMC Chapter 20.45 during the term of the Agreement; or
- In the event the Consultant willfully refuses or repeatedly fails to comply with the requirements of SMC Chapter 20.45, terminate the Agreement; or
- Disqualify the Consultant from bidding on or being awarded a City contract for a period of up to five (5) years; or
- Impose such other remedies as specifically provided for in SMC Chapter 20.45 and the Equal Benefits Program Rules promulgated there under.

Insurance Requirements

The Contractor will be required to provide evidence of insurance prior to contract execution. The insurance requirements established for this project are shown below:

Insurance Documentation Required

- No Insurance Required
- STANDARD INSURANCE: Certificate of Insurance and Additional Insured Endorsement or Blanket Policy Wording
- Acord Certificate and Additional Insured Endorsement or Blanket Policy Wording**
- Declarations Pages and Schedule of Forms and Endorsements
- Certified True and Complete Copy of Policy: CGL Auto Liability Professional Liability
 Technology E&O Other:

Required Coverages And Minimum Limits

- | | |
|---|--|
| <input checked="" type="checkbox"/> Commercial General Liability
<input checked="" type="checkbox"/> \$1,000,000 | <input type="checkbox"/> Technology E&O Liability
Limit: <input type="checkbox"/> \$1,000,000 <input type="checkbox"/> \$ |
| <input checked="" type="checkbox"/> Auto Liability
<input type="checkbox"/> \$500,000 (Unless <input checked="" type="checkbox"/> \$1,000,000) | <input type="checkbox"/> Umbrella or Excess Liability
<input type="checkbox"/> \$2,000,000 <input type="checkbox"/> \$5,000,000 <input type="checkbox"/> \$ |
| <input checked="" type="checkbox"/> Workers Compensation
<input type="checkbox"/> U.S. L.& H. <input type="checkbox"/> Jones Act | <input type="checkbox"/> Other Insurance
Limit: <input type="checkbox"/> \$1,000,000 <input type="checkbox"/> \$ |
| <input checked="" type="checkbox"/> Professional Liability
Limit: <input checked="" type="checkbox"/> \$1,000,000 <input type="checkbox"/> \$ | |

END OF REQUEST FOR QUALIFICATIONS



Consultant Outreach Plan (SMC CH. 20.42)

Project Number (if given) /Name: _____ To be completed by department

Consultant's Company Name: _____

EEO Opportunity Officer:: _____

EEO Officer's Phone #: _____ Fax: _____

EEO Officer's e-Mail: _____

The information the Consultant provides will be evaluated to determine compliance with the City's Affirmative Efforts Policies (Outreach Plan) requirements of the Contract. The City reserves the right to request additional information. The Consultant's Outreach Plan will become a part of the Contract at the time of Award. Please use additional sheets if necessary to complete this plan. If you have any questions regarding the completion of this plan or the Outreach requirements for this project, please contact: _____ of _____

PART A: EMPLOYMENT

1. Do you plan to add staff if you are selected for is project?

- Yes Complete Part A and then proceed to Part B.
- No Proceed to Part B.

2. How many new positions do you anticipate hiring?

3. Voluntary Aspirational Hiring Goals:

Based on your planned new hires, please note the voluntary aspirational goals you believe are achievable for hiring minorities and women on this project, expressed in terms as a the number of employees you anticipate hiring.

Voluntary Goal for minorities	Voluntary Goal for women

Note: *These goals are not a utilization requirement, but instead represent goals that you believe to be reasonably achievable.*

4. List recruitment efforts in the space provided or select from the recruiting effort examples provided.

Affirmative Recruitment Efforts (Check or add additional efforts if applicable.)	Comments
<input type="checkbox"/> Advertised in publications targeted to women and minority readers/professionals.	
<input type="checkbox"/> Recruited from professional associations encouraging application by women and minorities.	
<input type="checkbox"/> Contacted WMBE businesses or organizations to solicit help in recruiting women and minority	

Affirmative Recruitment Efforts (Check or add additional efforts if applicable.)		Comments
<input type="checkbox"/>	applicants.	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

PART B: SUBCONCONSULTANT OPPORTUNITIES:

1. Do you plan to use subconsultants if you are selected for this project?

- Yes Complete Part B and then proceed to Part C.
- No Proceed to Part C.

2. List the subconconsulting opportunities you believe will be available on the project by specialty or task, (for example, environmental engineering, landscape design, technical writing, etc.)

3. Indicate below the total subconsultant opportunities by estimated dollars and as a percent of the total project budget. Note any voluntary aspirational women and minority subconsultant goals in terms of estimate dollars and as percentages of the total budget that you believe are reasonably achievable on this project for Minority and Women owned businesses. **(NOTE: If you are a WMBE¹ owned firm, you should also solicit from and note goals for minority and women owned businesses.)**

Estimated Contract Amount	Total Subconsultant Opportunities	Voluntary Subconsultant Goal for Minority-owned businesses	Voluntary Subconsultant Goal for Women-owned businesses
\$	\$	\$	\$
100 %	%	%	%

4. If you anticipate subconsultant opportunities, you must actively solicit² from WMBE businesses. To demonstrate compliance with this requirement, please identify below all WMBE businesses

¹ **WMBE (Women and Minority-owned Business Enterprises):** Is a business at least fifty-one percent of which is owned by minority group members. Minority group members include, but are not limited to, African Americans, women, Native Americans, Asians, Eskimos, Aleuts, and Hispanics

² Active Solicitation defined on last page.

contacted as part of your firm’s solicitation efforts (whether they received/will receive a contract or not). For solicitation purposes, “contacted” includes firms you contacted directly as well as firms that contacted you about work on this project.

WMBE Business Solicited	WMBE Status ³	Specialty/ Description of Work	Contract w/Firm Y/N	Estimated Dollar amount (Optional)

5. List affirmative efforts in the space provided or select from the affirmative effort examples provided. (Visit this website for resources that may assist with affirmative efforts: [http://www.seattle.gov/executiveadministration/smallbusiness/.](http://www.seattle.gov/executiveadministration/smallbusiness/))

Affirmative Effort (Check or add additional efforts if applicable.)		Comments
<input type="checkbox"/>	Attended Department pre-proposal meeting & discussed potential interest/involvement of WMBEs in work	
<input type="checkbox"/>	Followed up with WMBE-owned firms for potential participation.	
<input type="checkbox"/>	Firm maintains list of qualified WMBE firms and provided them with written notice of subconsultant opportunities,	
<input type="checkbox"/>	Established schedules for completion of proposals that provided WMBE’s with adequate and timely information about project work scope to allow for proposal from small firm	

³ WBE-51% ownership, white female, MBE-51% ownership, minority male, MWBE-51% ownership-minority female

Affirmative Effort (Check or add additional efforts if applicable.)		Comments
<input type="checkbox"/>	Broke down work components into smaller tasks to provide opportunities for smaller and WMBE firms	
<input type="checkbox"/>	Provided subconsultants with adequate time for preparing submittals	
<input type="checkbox"/>	Sought assistance in identifying potential WMBE subconsultants from WMBE resource agencies	
<input type="checkbox"/>	Reviewed and established work deliver schedules, where the project permitted, to encourage participation by smaller and WMBE firms	
<input type="checkbox"/>		
<input type="checkbox"/>		

PART C: SIGNATURE – CERTIFICATION OF INFORMATION

The undersigned certifies that the information and data contained herein are correct and complete.

Signature of Authorized Representative Printed Name and Title Date

ACTIVE SOLICITATION FOR SUBCONSULTANT OUTREACH

If a Consultant intends to subcontract out any portion of a contract instead of performing the work itself, then the following requirement applies:

To the extent possible, the Consultant's solicitation efforts shall include solicitation to WMBE businesses to obtain proposals for such subconsulting work. This solicitation requirement only requires solicitation to WMBE businesses the Consultant is able to identify that appear qualified, capable, and available to perform the subconsulting work item(s). Visit this website for resources that may assist with affirmative efforts: <http://www.seattle.gov/executiveadministration/smallbusiness/>. If, after exhausting available resources, the Consultant is not able to identify any WMBE businesses for a subconsulting work item, the Consultant shall document active solicitation efforts in your response to the checklist in B.5.

The requirement to actively solicit as part of the Consultant's affirmative efforts is not a utilization requirement. A Contractor is in compliance with solicitation requirements, even if the solicitation efforts do not result in receiving a proposal from the WMBE businesses solicited or a subcontract award to a WMBE business, provided the Consultant documents the names of the businesses it solicited to during the proposal preparation (as well as during the term of the contract if additional subconsulting opportunities become available).

For the purposes of this section, the term "Consultant" includes all prime consultants submitting proposals for a City of Seattle contract.



Equal Benefits Compliance Work Sheet (Consultants)

Instructions:

- Complete the Equal Benefits Compliance Worksheet. The answers that you choose will help you determine the appropriate selection on the Equal Benefits Declaration.
- Forward the completed Equal Benefits Worksheet and Declaration to the Purchasing and Contracting Services Division (contact information on page two of this document).
- All contracts awarded by the City may be audited for Equal Benefits Compliance. Non-compliance may result in a rejection of a bid or proposal, or termination of the contract.

Company Information

Name of Company: _____ Contact Person: _____
 Phone Number: _____ Fax: _____ E-mail: _____
 Approximate Number of Employees in the U.S.: _____

- Do you have any employees? YES NO
 If "YES," continue to Question 1b and 2. If "NO," select Option C on Page 2.
 - Are any of your employees covered by a collective bargaining agreement or union trust fund? YES NO
- Do you make any benefits available to employees? * YES NO
 - Do you make any benefits available to the spouses of employees? * YES NO
 - Do you make any benefits available to the domestic partners of employees? * YES NO

* For question 2, answer "YES" even if the company does not pay for the benefits.

If the answers to both Questions 2(b) and 2(c) are "NO", select **Option B** on the attached Declaration.

If the answer to either Question 2(b) or 2(c) is "YES", continue to Question 3.

3. BENEFITS AVAILABLE

Please indicate below which benefits you make available. This list is not intended to be exhaustive. Note: Benefits can be available indirectly, e.g. family leave to care for a sick spouse or domestic partner, and the designation of retirement plan beneficiary (joint annuity) to spouse or domestic partner. Check "Yes" for any benefit that is available, whether you pay for the benefit or not. Check "No" if a benefit is not available.

EMPLOYEE BENEFIT	EMPLOYEES	SPOUSES	DOMESTIC PARTNERS
Health Care	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dental Care	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vision Care	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pension/Retirement	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bereavement Leave	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Family Leave	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parental Leave	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employee Assistance Programs	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Relocation and Travel	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Consultant discounts, facilities, events	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Credit Union	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Child Care	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other (please specify):	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other (please specify):	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If **all** of the check boxes in the "Spouses" and "Domestic Partners" columns match, select Option A on Page 2 of this Declaration.

If **any** of the check boxes in the "Spouses" and "Domestic Partners" columns do not match, please contact the City's Purchasing and Contracting Services Division to see if you qualify under alternative criteria.



The City cannot award a contract until you submit the attached Worksheet and this Declaration

I, _____ on behalf of _____
(name) (business name)

state that the company complies with Seattle Municipal Code Chapter 20.45 and related rules because it:

Option A

Makes benefits available on an equal basis to its employees with spouses & its employees with domestic partners.

Option B

Does not make benefits available to the spouses or the domestic partners of its employees.

Option C

Has no employees.

Option D

Has received authorization from the City's Purchasing and Contracting Services Division to delay implementation of equal benefits (*Substantial Compliance Authorization attached*).

Option E

Has received authorization from the City's Purchasing and Contracting Services Division to provide a cash equivalent payment to eligible employees, in lieu of making the benefit available (*Reasonable Measures Authorization attached*).

Statement of Non-Compliance

state that the Company does not comply and does not intend to comply with Seattle Municipal Code Chapter 20.45 and related rules.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Executed this _____ day of _____, 20____, at _____,
(City) (State)

Signature

Name (please print)

Title

Federal Tax Identification Number

Address

City of Seattle – Purchasing and Contracting Services Division
700 5th Ave, Suite 4112, PO Box 94687
Seattle, WA 98124-4687

Phone: (206) 684-0430
FAX: (206) 684-4511
E-mail: ContractingServices@seattle.gov

For more information, visit our website: <http://www.seattle.gov/contract/equalbenefits/>