

BOARD OF PUBLIC WORKS

1980

#1

BOARD OF PUBLIC WORKS

1980

**ADMINISTRATIVE
RECORDS CENTER**

BPW

CITY OF SEATTLE

LAW DEPARTMENT

MUNICIPAL BUILDING SEATTLE WASHINGTON 98104

AREA CODE 206 TELEPHONE 625-2402

DOUGLAS H JEWETT, CITY ATTORNEY

December 31, 1980

81 JAN 16 AIO: 41

SEATTLE ENG. DEPT.

ROUTING	DATE	INITIAL
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3C

Mr. Walter R. Hundley, Director
Parks and Recreation Department
The City of Seattle

Mr. Frank Doolittle, Director
Department of Administrative Services
The City of Seattle

Re: Powers of the Board of Public Works

Gentlemen:

As the chairperson and the chairperson-designate of the Board of Public Works, you have requested our advice regarding four questions, which we set forth and answer below.

1. May a member of the Board of Public Works designate an alternate in his Department to serve on the Board or vote at a meeting?

Article VII of the City Charter, which creates the Board of Public Works and defines its powers and duties, is silent as to whether a member of the board may designate an alternate. Prior to being amended in 1977, Article VII in Section 3 provided in part as follows:

" . . . any member of the board may designate an alternate in his department to serve on the board and vote at any regular or special meeting thereof whenever such member is absent from the city, or incapacitated from attending any such meeting, provided at least two regular members of the board are present at any such meeting."

It is a general principle of law that where an amendment is enacted, a presumption exists that a change was intended.

Orig Copy: City Attorney

Page Two
 Mr. Walter R. Hundley
 December 31, 1980

Bowen v. Statewide City Emp. Retirement System, 72 Wn.2d 397, 433 P.2d 150 (1967); Fisher Flouring Mills Co. v. State, 35 Wn.2d 482, 213 P.2d 938 (1950). The presumption may be rebutted if surrounding circumstances indicate that the original enactment was merely being interpreted or clarified, rather than changed.

The fact that the 1977 amendment to Article VII eliminated the provision relating to designation of an alternate indicates a clear intent by the voters to prohibit the designation of an alternate.

The current language of Article VII itself lends further support to this conclusion. Section 3 expressly provides that "a majority of all the members of the board shall constitute a quorum" (emphasis added). Section 1 provides that "each member of the board . . . shall be appointed by the Mayor and confirmed by a majority of the members of the City Council" (emphasis added). Thus, the business of the Board is conducted by the regular members who are appointed by the Mayor and confirmed by the City Council.

We therefore conclude that a member of the Board of Public Works lacks authority to designate an alternate in his Department to serve on the Board or vote at a meeting. As a result, Section 6 of Ordinance 107785, which purports to authorize board members to delegate their authority to vote, should be repealed to avoid confusion. See Platt Electric Supply, Inc. v. The City of Seattle, 16 Wn. App. 265, 272, 555 P.2d 521 (1976).

2. May the Board of Public Works take action by a poll of its members?

The Board of Public Works is a "governing body of a public agency", and is subject to the "Open Public Meeting Act," codified as Chapter 42.30 RCW. (See our opinion #5515.) RCW 42.30.060 provides in part that:

". . . No governing body of a public agency shall adopt any ordinance, resolution, rule, regulation, order, or directive, except in a meeting open to the public and then only at a meeting, the date of which is fixed by law or rule, or at a meeting of which notice has been given according to the provisions of this chapter. Any action taken at meetings failing to comply with the provisions of this section shall be null and void."

In our opinion, the actions taken by the Board of Public Works are adoptions of rules, regulations, orders

Page Three
 Mr. Walter R. Hundley
 December 31, 1980

or directives. Consequently, the Board must act only in a meeting open to the public.

3. May there be a vice-chairperson of the Board of Public Works?

Pursuant to Section 3 of Article VII of the City Charter, only the Chairperson of the Board, appointed by the Mayor, may call meetings of the Board. No provision of Article VII authorizes appointment of a vice chairperson. Because we have concluded in our answer to question 2 above that the Board acts only in a meeting open to the public, the sole function of a so-called "vice-chairperson" would be to preside over and conduct the meetings of the Board.

Under accepted rules of parliamentary procedure, a meeting may be called to order by the presiding officer, someone acting for the presiding officer, or a member of the body who obtains the floor. 67A C.J.S. Parliamentary Law § 6. In the absence of the presiding officer, a quorum being present and the meeting having been called to order, the meeting itself may proceed to the selection of a presiding officer pro tempore. Id.

In conformance with the rules of parliamentary procedure set forth above, we advise that the members of the Board of Public Works, in the absence of the Chairperson (a quorum of members being present and the meeting having been called to order), should proceed to select a Chairperson pro tempore to preside over the meeting.

4. Who may sign Board of Public Works documents in the absence of the chairperson?

Our research has failed to disclose any statute, ordinance, or charter provision which requires that the Chairperson execute a document on behalf of the Board. As stated previously in this letter, the Board may act only in a meeting open to the public. Any documents relating to the actions of the Board which are required to be signed by a Board member, in our opinion, may be signed by a member who was present at the meeting upon the authority of the Board or the Chairperson upon his return.

Page Four
Mr. Walter R. Hundley
December 31, 1980

We trust the foregoing is of assistance to you.

Very truly yours,

DOUGLAS N. JEWETT
City Attorney

By

ROD P. KASEGUMA
Assistant

RPK:klm
cc: All Board Members

B.P.W

Your Seattle Board of Public Works
Michael E. Purdy, Acting Executive Secretary
Charles Royer, Mayor



MEMORANDUM

December 30, 1980

TO: Board of Public Works Members
FROM: Michael E. Purdy, Acting Executive Secretary
RE: New Board Chairman for 1981

Mayor Royer has appointed Frank Doolittle, Director of the Department of Administrative Services, as Chairman of the Board of Public Works for 1981. His office is located on the 5th Floor of the 400 Yesler Building (09-05-01). All pay estimates to contractors requiring the Chairman's signature should be routed to his office.

MEP:clm
cc: Project Managers
Sid Deguchi, Engineering

ROUTING	DATE	INITIAL
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MEM		
REN/DJ/H		
RRP/TRL/ST		

HC

31 JAN 2 P 2: 25

SEATTLE ENG. DEPT.

NEW ADDRESS:

An equal employment opportunity - affirmative action employer.
Board of Public Works Department, 400 Municipal Building, Seattle, Washington 98104; (206) 625-2266
Board of Public Works: Walter R. Hundley, Chairman, Supt. of Parks and Recreation; Kenneth M. Lowthian, Supt. of Water;
Paul A. Wiatrak, Dir. of Engineering, Robert H. Murray, Supt. of City Light, William J. Justen, P.E. Supt. of Buildings

4th FLOOR
400 YESLER BLDG.
SEATTLE, WA 98104

B.P.W.

Arthur Maronek, Acting Director of Engineering

Your Seattle Board of Public Works
Michael E. Purdy, Acting Executive Secretary
Charles Royer, Mayor



MEMORANDUM

December 30, 1980

TO: Board of Public Works Members
FROM: Michael E. Purdy, Acting Executive Secretary
RE: 1981 Working Day Calendar

Attached for your information and use is a working day calendar for 1981.

MEP:clm
cc: Project Managers
Len Clark, Engineering
Sid Deguchi, Engineering
Willy Liang, Comptroller's Office

ROUTING	DATE	INITIAL
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81 JAN 2 P 2: 25

SEATTLE ENG. DEPT.

1981 WORKING DAY CALENDAR

JANUARY - 21

S	M	T	W	T	F	S
				1	1	3
4	2	3	4	5	6	10
11	7	8	9	10	11	17
18	12	13	14	15	16	24
25	17	18	19	20	21	31

MAY - 20

S	M	T	W	T	F	S
					84	2
3	85	86	87	88	89	9
10	90	91	92	93	94	16
17	95	96	97	98	99	23
24	25	100	101	102	103	30
31						

SEPTEMBER - 21

S	M	T	W	T	F	S
		169	170	171	172	5
6	7	173	174	175	176	12
13	177	178	179	180	181	19
20	182	183	184	185	186	26
27	187	188	189			

FEBRUARY - 18

S	M	T	W	T	F	S
1	22	23	24	25	26	7
8	27	28	29	12	30	14
15	16	31	32	33	34	21
22	35	36	37	38	39	28

JUNE - 22

S	M	T	W	T	F	S
	104	105	106	107	108	6
7	109	110	111	112	113	13
14	114	115	116	117	118	20
21	119	120	121	122	123	27
28	124	125				

OCTOBER - 22

S	M	T	W	T	F	S
				190	191	3
4	192	193	194	195	196	10
11	197	198	199	200	201	17
18	202	203	204	205	206	24
25	207	208	209	210	211	31

MARCH - 22

S	M	T	W	T	F	S
1	40	41	42	43	44	7
8	45	46	47	48	49	14
15	50	51	52	53	54	21
22	55	56	57	58	59	28
29	60	61				

JULY - 22

S	M	T	W	T	F	S
			126	127	3	4
5	128	129	130	131	132	11
12	133	134	135	136	137	18
19	138	139	140	141	142	25
26	143	144	145	146	147	

NOVEMBER - 18

S	M	T	W	T	F	S
1	212	213	214	215	216	7
8	217	218	11	219	220	14
15	221	222	223	224	225	21
22	226	227	228	26	27	28
29	229					

APRIL - 22

S	M	T	W	T	F	S
			62	63	64	4
5	65	66	67	68	69	11
12	70	71	72	73	74	18
19	75	76	77	78	79	25
26	80	81	82	83		

AUGUST - 21

S	M	T	W	T	F	S
						1
2	148	149	150	151	152	8
9	153	154	155	156	157	15
16	158	159	160	161	162	22
23	163	164	165	166	167	29
30	168					

DECEMBER - 22

S	M	T	W	T	F	S
		230	231	232	233	5
6	234	235	236	237	238	12
13	239	240	241	242	243	19
20	244	245	246	247	25	26
27	248	249	250	251		

BPW

12/31

A. E. Maronek
Acting Director of Engineering

✓ 30 December 1980

Copperstate Asphalt Heaters, Inc.
3960 E. Illinois
P.O. Box 17626
Tucson, Arizona 85731

Att: John P. Karagas, Vice-President

Subject: City of Seattle Construction Contracts

Dear Mr. Karagas,

Thank you for your interest in City of Seattle contracts. It is unfortunate that we do not list potential bidders for notice of the many varieties of work to be performed by contract.

Advertising of our jobs is through the Board of Public Works, in a local publication, the Daily Journal of Commerce and Northwest Construction Record. Perhaps you may be interested in subscribing to this paper, or you may find that it is available in your local library.

Again, thank you for your interest.

Sincerely,

Mary Wyke
Administrative Specialist
Construction Contracts

MW:dc

BPW



Puget Sound Chapter
National Electrical Contractors Association

✓ December 18, 1980

ROUTING	DATE	INITIAL
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Mr. Walter Hundley, Chairman
Board of Public Works
600 Fourth Avenue
Seattle, Washington 98104

SUBJECT: NAMING OF ELECTRICAL/MECHANICAL SUBCONTRACTORS

Dear Mr. Hundley:

The Seattle Center House Improvement Project was awarded November 12 to Wick Construction Company without the electrical or mechanical subcontractor listed. The specification required the listing of the major subcontractors; however, the Board elected to ignore the listing requirements.

The inconsistency of the Board's action is of major concern to NECA. It appears the enforcement of the contract document is at the whim of the Board. If a contractor does not comply with the affirmative action or MBE/WBE or other requirement, the bid will be rejected one time. If other requirements, such as listing major subcontractors, is not complied with the Board ignores that requirement.

Additionally, NECA is concerned that certain members of the Board have the attitude that the listing requirement is a bother and is not needed. Nothing could be further from the truth. When the simple procedure of listing the electrical/mechanical subcontractor is properly used, the owner (taxpayer) receives the lowest competitive price and the owner (city) gets what it pays for.

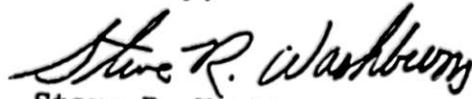
Enclosed is a brochure delineating the salient reasons why listing the electrical/mechanical subcontractors serves the owner.

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SEATTLE ENG. DEPT.

Page 2
Board of Public Works
December 18, 1980

NECA urges the Board to keep the listing requirement in the bid specification and require that general contractors comply with such specifications or have their bid non-responsive.

Sincerely,



Steve R. Washburn
Director
Governmental Affairs

lt

cc: Mayor Charles Royer
Members of the Board of Public Works
(Kenneth Lowthian
Frank Doolittle
Joe Miller
Art Maronek)

BPLW

Arthur Maronek, Acting Director
of Engineering

Your
Seattle
Board of Public Works

Michael E. Purdy, Acting
Executive Secretary
Charles Royer, Mayor



MEMORANDUM

December 17, 1980

TO: Board of Public Works Members
FROM: Michael E. Purdy, Acting Executive Secretary 
RE: Public Works Contract Administration Charges For 1981

Effective January 1, 1981 the Board Office's charges for contract administration will be increased from \$9.00 per day to \$13.00 per day from the date of execution to the date of acceptance of the work, as to each and every public works contract administered by the Board of Public Works with the exception of consultant services, other service contracts and tree or plant establishment portions of landscaping contracts. Projects which began prior to 1981 will continue to be charged the rate in effect at the time of execution (i.e. \$9.00 per day for 1980, \$7.00 per day for 1979). Attached is a copy of Ordinance 109491 authorizing the charges.

If you have any questions, please call Wanda Brooks at extension 2266.

MEP:clw

- cc: Ed Engel, Parks and Recreation
- Evelyn Larson, Parks and Recreation
- Doug Howell, Engineering
- Sid Deguchi, Engineering
- Len Clark, Engineering
- Robert Snyder, D.A.S.
- William Woodward, D.C.L.U.
- Scott Haskins, Water Dept.
- Jim Miller, Water Dept.
- Al Wyemura, Seattle Center
- Rich Richmire, Seattle Center
- John Hansen, City Light

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30 DEC 19 11:14
LE ENG. DEPT.

NEW ADDRESS:

An equal employment opportunity - affirmative action employer.
Board of Public Works Department, 303 Municipal Building, Seattle, Washington 98104. (206) 625-2266
Board of Public Works: Walter R. Hundley, Chairman. Supt. of Parks and Recreation; Kenneth M. Lowthian, Supt. of Water;
Paul A. Wiatrak, Dir. of Engineering; Robert H. Murray, Supt. of City Light; William J. Justen, P.E. Supt. of Buildings

4th FLOOR
400 YESLER BLDG.
SEATTLE, WA 98104

BPW

109491

12-13-80

ORDINANCE 109491

AN ORDINANCE relating to the Board of Public Works; amending Section 1 of Ordinance 99492 to increase contract administration charges of the Board of Public Works as of January 1, 1981.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. As of January 1, 1981, Section 1 of Ordinance 99492, as last amended by Ordinance 108654, is further amended as follows:

Section 1. There is hereby imposed a charge of ((Nine Dollars (\$9.00))) Thirteen Dollars (\$13.00) per day from date of execution to date of acceptance of the work as to each and every public works contract administered by the Board of Public Works with the exception of contracts for consulting services, other service contracts, and tree or plant establishment portions of landscaping contracts. Such charge shall be

computed by the Executive Secretary of the Board of Public Works and billed to the department or fund for which such contract is administered, and receipts therefrom shall be deposited in the General Fund. Section 136

Section 2. This ordinance shall take effect and be in force thirty days from and after its passage and approval, if approved by the Mayor; otherwise it shall take effect at the time it shall become a law under the provisions of the city charter.

Passed by the City Council the 1st day of December, 1980,
 and signed by me in open session in authentication of its passage this 1st day of December, 1980.
Randy Revala
 President Pro Tem of the City Council. Section 147

Approved by me this 9 day of December, 1980.
Charles Royer
 Mayor.

Filed by me this 9 day of December, 1980.
Tim Hill
 Attest: City Comptroller and City Clerk. Section 172

(SEAL)

By *Theresa J. Jambon*
 Deputy Clerk.

Publication ordered by TIM HILL, Comptroller and City Clerk.
 Date of Official Publication in the Daily Journal of Commerce, Seattle, December 13, 1980.
 (C-586)

appr'd 12-9-80

BPW

Your Seattle Board of Public Works
Michael E. Purdy
Acting Executive Secretary
Charles Royer, Mayor



LETTER OF TRANSMITTAL

TO: <i>Board of Public Works Members</i>	DATE: <i>Dec. 8, 1980</i> BPW #:
	RE: <i>Listing of subcontractors with bid submittal</i>
ATTN:	

THIS MATERIAL IS TRANSMITTED AS CHECKED BELOW:

- | | |
|--|---|
| <input checked="" type="checkbox"/> For your information | <input type="checkbox"/> For your approval |
| <input type="checkbox"/> For your files | <input type="checkbox"/> For your signature |
| <input type="checkbox"/> Per your request | <input type="checkbox"/> For your investigation |
| <input type="checkbox"/> For your action | <input type="checkbox"/> For your report and recommendation |
| <input type="checkbox"/> Please return | <input checked="" type="checkbox"/> For review and comment |
| <input type="checkbox"/> _____ | |

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<i>REN</i>	<i>12/8</i>	<i>DSH</i>
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<i>AEM</i>		

3c + att

ACTION REQUESTED BY: *12/22/80*

REMARKS: *Currently, Engineering and Parks and Recreation requires that the principal subcontractors be listed on the proposal. Should this be a requirement on all proposals?*

COPIES TO:

Donald M. Kehoe

BOARD OF PUBLIC WORKS

Michael E. Purdy
Michael E. Purdy
Acting Executive Secretary

30 DEC 10 9 7: 54

SEATTLE ENG. DEPT.

Washington State Nurserymen's Association, Inc.



December 4, 1980

RECEIVED
DEC 8 11 44 AM '80
SECRETARY
BOARD OF PUBLIC WORKS

Mike Purdy
Board of Public Works
City of Seattle
Seattle, WA

Dear Mr. Purdy:

The 54 member firms of the Associated Landscape Design and Contractor's Chapter of the Washington State Nurserymen's Association wish to vigorously make our position known to you and the City of Seattle and the Board of Public Works concerning the listing of subcontractors on construction projects.

We strongly urge that all subcontractors be listed by the prime contractor in the bid proposal as exemplified by the protest of Cree Construction Company on the Center House project because the award winner, Wick Construction Company, did not list all their subcontractors on the Human Rights Department form.

This listing procedure protects the owner or public agency and the subcontractor in a number of ways as outlined by Robert Taylor of the law firm, Taylor & Ulin, Seattle, in his book, Construction Law Manual, 1976.

Listing subcontractors eliminates the possibility of allowing prime contractors to engage in 'Bid Peddling' or 'Bid Chiseling' after the award of the prime contract. Bid peddling consists of the prime contractor disclosing bids made to him by some subcontractors to other subcontractors in order to get a lower sub-contract price.

Subcontractors, knowing that a prime contractor will engage in bid chiseling, may purposely inflate their bid proposals so they will have some room to negotiate after the project has been awarded to the prime contractor. This creates higher prices for the owner and also discourages good subcontractors from bidding at all, because they have no assurance that they will get the job, even if they were the low bidder at the time the bids were received by the owner. Bid peddling and bid chiseling also encourages substandard work by subcontractors forced to cut corners because of the low price allowed for the work.

Washington State Nurserymen's Association, Inc.



Bid chiseling is a devise generally used only for the prime contractor's benefit, as rarely does the prime contractor pass the reduction in price onto the owner after he has beaten down the prices of the subcontractors.

Further, a subcontractor once he has submitted a bid to a prime contractor is legally obligated, as upheld by the courts on the legal theory of 'Detrimental Reliance', to honor his sub-bid to the general contractor.

The theory is simply that the subcontractor's bid to the prime contractor was made knowing that the prime contractor would rely on it and use it in his bid to the owner. This reliance creates an obligation on the part of the subcontractor to honor his bid if the prime contractor is awarded the prime contract.

Where the invitation to bid requires that subcontractors be listed by the general contractor at the time the bid proposal is submitted to the owner, courts have construed this listing as being a manifestation of intent on the part of the prime contractors to enter into a subcontract agreement with the listed subcontractor. This is rather significant as most public agencies now require subcontractors to be listed by the prime contractor in the bid proposal.

Therefore, we ask your careful consideration in concluding that it is in the best interest of the Board of Public Works and subcontractors of all trades to require the listing of all subcontractors on the form provided by the Seattle Human Rights Department. This allows added protection for the public agency and equal enjoyment of rights and protection for the many firms in subcontract work.

Sincerely,

Donald M. Kehoe

Donald M. Kehoe
Vice-President, ALDC

DMK/kk

BPW

Your
Seattle
Board of Public Works
Michael E. Purdy, Acting
~~Executive Secretary~~, Executive Secretary
Charles Royer, Mayor



M E M O R A N D U M

✓ December 4, 1980

To: Board of Public Works Members
From: Michael E. Purdy, Acting Executive Secretary
Re: Revisions to Contract Specification Forms

+atts
[Signature]

ROUTING	DATE	INITIAL
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REN/DJH		

The Board of Public Works, in regular session November 26, 1980, adopted the attached "Sworn Statement for Compliance with Section 4, Ordinance 101432" and "Instructions for Contract Compliance with Ordinance 101432" to be included in all public works improvement contract specifications, effective immediately. The attached forms replace the current ones with the same names.

An additional change was also adopted by the Board. In our November 24, 1980 memorandum to all Board departments, a revised "Estimated Projected Employment Profile" form was attached for inclusion into contract specifications. (HRI E-3, 11/21/80). The word "Estimated" in the title of the form should be deleted.

If you have any questions, please call Wanda Brooks at extension 2266.

MEP:clc

Attachments

cc: Project Managers
Roberta Standifer, Human Rights Department
Print Shop

80 DEC 5 9:04

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SWORN STATEMENT FOR COMPLIANCE WITH
SECTION 4, ORDINANCE 101432

State of Washington)
County of King) ss.

The Undersigned, being first duly sworn, on oath states on behalf of the Bidder as follows:

A. Bidder has given or will, prior to the commencement of work, give notice to supervisors and other employees and subcontractors of the terms of the affirmative action to be undertaken.

B. Bidder hereby designates

_____ Name

_____ Title

as the person who has been charged with the responsibility for securing compliance with and reporting progress on the affirmative actions taken.

C. Bidder will cooperate fully with the Seattle Department of Human Rights while making every "good faith" effort to comply with the Affirmative Action requirements set forth in this sworn statement and in Ordinance 101432. The Seattle Department of Human Rights will be kept fully informed in writing of all the Bidder's affirmative action taken during the contract's term and of any refusals by unions or others to cooperate with the contractor's Affirmative Action Plan.

D. Bidder will ensure that equal opportunity of employment for minorities and women results during the term of this contract by taking the following affirmative actions:

1. Take every possible measure to maintain at all levels of workforce and management, minority and female employment ratios of not less than indicated in the following schedule:

<u>YEAR</u>	<u>MINORITIES</u>	<u>WOMEN</u>
1980	19.0%	18.0%
1981	21.0%	20.0%

In 1981 there will be a subgoal within the women's goal for minority women of 4.5%.

2. Notify organizations that are active in equal employment opportunities of positions available, in writing, and send a copy to the Seattle Department of Human Rights. A list of such organizations is available from the Seattle Department of Human Rights.

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EQUAL EMPLOYMENT OPPORTUNITY

SWORN STATEMENT (Continued)

- 3. Make continuing recruitment efforts with organizations, schools, and/or training organizations concerned with employment of minorities and women.
 - 4. Notify present employees of new positions and vacancies and encourage them to recruit minorities and women for those positions.
 - 5. Provide on-the-job or other training opportunities to minimally qualified minority and female job applicants who can with such training become satisfactory employees.
 - 6. Provide opportunity for training and advancement for minorities and women in pre-apprentice, apprentice, journeyman, and all other positions with contractor and subcontractors employed on the project.
 - 7. Provide equal employment opportunity for after-school and summer employment for minority and female young persons.
- E. In the event that bidder already has an affirmative action plan which meets the requirements of Section D above, such plan may, upon approval of the Seattle Department of Human Rights, be submitted in lieu of implementing Section D.

Bidder	Company Name
Phone Number _____	Company Address
By _____	Title

Subscribed and sworn to before me this _____ day of _____, 19____

Notary Public in and for the State of _____

_____ residing at _____.

INSTRUCTIONS FOR CONTRACT COMPLIANCE WITH ORDINANCE 101432

A. GENERAL

As part of the execution of the contract, the contractor shall comply with the following Ordinance and other requirements relative thereto, copies of which are enclosed.

1. Ordinance No. 101432
2. Sworn Statement for Compliance with Section 4, Ordinance No. 101432
3. Form E-3, entitled "Projected Employment Profile"
4. Form A-1/E-5, entitled, "Equal Employment Opportunity Report"

The use of these requirements and forms for compliance with Ordinance 101432 are to be implemented as follows:

B. SUBMISSION OF BIDS

1. Section 3.1 of Ordinance No. 101432 establishes specific requirements to be met in regard to bidding on public works contracts. Failure to meet these requirements will cause bids to be considered non-responsive for reason of non-compliance.

The form entitled, "Sworn Statement for Compliance with Section 4, Ordinance No. 101432," is required for conformance with Section 3.1 of the ordinance and is to be completed, notarized and submitted with the sealed bid. YOU ARE REQUIRED TO INSERT A NAME IN PART B OF THE FORM. SIGNATURE AND NOTARIZATION ARE ALSO REQUIRED.

In the event that Bidder has an Affirmative Action Plan which meets the requirements of Section D of the Sworn Statement, such plan may upon the approval of the Department of Human Rights be submitted in lieu of implementing Section D.

Section D.1 indicates the schedule of minority and women's goals for 1980 and 1981. Note that in 1981 there is a subgoal within the women's goal for minority women, to ensure the equitable participation of minority women.

IF A BID IS OPENED AND IT IS FOUND THAT THE CONTRACTOR HAS NOT SUBMITTED THE SWORN STATEMENT, AND/OR HAS NOT COMPLIED WITH THE ABOVE INSTRUCTIONS, THE BID WILL NOT BE READ.

2. A "PROJECTED EMPLOYMENT PROFILE" (Form E-3) shall be filled out and submitted with bid. This form will be used as a projection and commitment of minorities and women to be used on the prime contractor's workforce throughout all phases of the workforce of the awarded contract.

C. PRIOR TO AWARD

Prior to award a pre-award conference will be held with the apparent low bidder(s), at which time:

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1. The bidders programs for compliance with the provisions as noted herein will be examined in detail and his/her capability for carrying out the program will be evaluated. Part of the program shall include a review and evaluation of the bidders compliance with the WMBE requirements. Refer to the WMBE section of the bid specs for further details.

D. AFTER AWARD, PRIOR TO BEGINNING WORK

MANPOWER REPORT (HRI.B-3) should reflect the total workforce of the prime's company This means office staff as well as field staff.

PROJECTED EMPLOYEE TOTALS (HRI.E-4) This form will be used as a projection and commitment of minorities and females to work for the subs on the awarded project. The requirements for the subcontractor(s) regardless of tier are the same as the prime contractor as specified in the Sworn Statement for Compliance with Section 4, Ordinance 101432, and is the prime contractor's responsibility to see that the subcontractor(s) comply with said requirements.

ESTIMATED START AND CONSTRUCTION DATA (HRI.B-5) should be an estimation of working days of the prime and subcontractors on the project.

The above forms will be given to the contractor to be completed and returned to the Department of Human Rights five (5) days prior to the start of the project.

E. PROGRESS AFTER AWARD AND DURING THE TERM OF CONTRACT

1. Any subcontractor requested by the prime contractor to perform any portion of the contract after the project has started shall be required to submit form HRI.B-4 and HRI.B-5 at the time the request for subcontractors is made.
2. EQUAL EMPLOYMENT OPPORTUNITY REPORT (A-1/E-5) shall be submitted, bi-weekly, to the Human Rights Department by the contractor and the subcontractors she/he has working on the project at any time during the progress of the project. The Human Rights Department holds the prime contractor responsible for the subcontractor's affirmative action program and EEO reports.
3. The contractors first EEO report will be submitted two (2) weeks after the start of the project and every two weeks thereafter during the progress of the project to the Department of Human Rights.
4. Subcontractors will fill out separate EEO reports. These reports will be turned into the prime contractor who will inspect the report as to the validity and compliance. The contractor will then submit subcontractors' report with his/her own, to the Compliance Division of the Human Rights

Department. Prime contractors should request from the sub-contractors an affirmative action policy or program and retain in their files for inspection by the Federal Agencies and/or the Human Rights Department.

5. Prime Contractors are responsible for the compliance of his/her subcontractors. Appropriate sanctions for non-compliance will be imposed on the prime contractor.
6. Each Board of Public Works project will be dealt with separately for contractors having more than one contract or project with the City. Projects may not be combined for the purpose of reporting or any other way of using minorities and women to attempt to show affirmative action on projects where, in fact, there is none.
7. All A-1/E-5 forms shall be examined for its intent by the Compliance Division of the Human Rights Department. In the event that the Division is not satisfied with the report, an approach shall be made to the contractor by the Department and attempt to reach a satisfactory conclusion in regard to the contractor's affirmative action on minority/female employment.
8. In the event that the Human Rights Department finds that the Contractor has not made a good faith effort and is in non-compliance with the commitments set forth in the Sworn Statement and Projected Employment Profile, a ten-day show cause will be sent to the Contractor before a report shall be transmitted to the Board of Public Works for their findings. A request shall be made to ask the Board of Public Works to take the appropriate action as set forth in the Ordinance.
9. Contractor's obligation under Title VII of the Civil Rights Act, Executive Order 11246, and the City Ordinance 101432 must be carried out in the same manner as all other contractual provisions for each project with the City.

Each successful bidder will be furnished with the necessary forms as mentioned in these instructions by the Human Rights Department and should be mailed to the Compliance Division, Human Rights Department, 105 14th Avenue, Seattle, WA 98122, attention the Compliance Supervisor.

RDS
Revised 10/27/80

BPW

Your Seattle Board of Public Works

Arthur Maronek, Director of Engineering



Michael E. Purdy, Acting Executive Secretary
Charles Royer, Mayor

November 24, 1980

MEMORANDUM

TO: Board of Public Works members
FROM: Michael E. Purdy, Acting Executive Secretary
RE: Estimated Projected Employment Profile Form in Contract Specifications

The Board of Public Works in special session on Friday, November 21, 1980 approved an amendment to the Estimated Projected Employment Profile which deletes the following wording from the form: "Name and *trades of all subcontractors, if any, to be used on project. (Note: Please use the reverse side of this form to list subcontractors.) *Trades: Electrical, Cement, Iron, Demolition, etc."

A copy of the corrected form is attached. This change should be incorporated into all public works improvement contract specifications, effective immediately.

If you have any questions, please call Wanda Brooks at extension 2266.

MEP:ec

cc: Project Managers
Human Rights Department
Print Shop

ROUTING	DATE	INITIAL
ACTION		
FILE		✓
INFORMATION		
AEM		
REN		DJH

30 NOV 25 P 3: 12

SEATTLE ENG. DEPT.

NEW ADDRESS:

SEATTLE HUMAN RIGHTS DEPARTMENT

CONTRACT COMPLIANCE DIVISION

ESTIMATED PROJECTED EMPLOYMENT PROFILE

Prime Contractor _____
 Doing Business at _____ Company Name _____
 Address _____ Phone _____
 City _____ State _____ Zip _____
 Exact location of project _____
 EEO Officer for this project _____
 Type of construction work _____
 Tentative length of contract _____
 Total number of employees expected to work on project _____
 Male _____ Female _____
 Total number of MINORITIES expected to work on project _____
 Male _____ Female _____
 List below skills of minority utilization on this project:

OCCUPATIONS	Female		Black		Asian		Amer. Indn.		Span. Amer.	
			M	F	M	F	M	F	M	F
Foreman										
*										
*										
*										
*										
*										
Apprentices										
Trainee Positions										

* List Skills

How many City of Seattle contracts are now held by contractor? _____

PLEASE SUBMIT THIS FORM WITH SWORN STATEMENT

THIS IS _____ IS NOT _____ A FEDERALLY FUNDED PROJECT.

BPW

Arthur E. Marink, Director of Engineering

Your Seattle Board of Public Works

Michael E. Purdy, Acting Executive Secretary
Charles Royer, Mayor



November 21, 1980

MEMORANDUM

To: John Saven, Director, Office of Management and Budget
Attention: Jack Kachmarik
From: Michael E. Purdy, Acting Executive Secretary
Re: Additional Funds Request for 1980 for Board of Public Works Department

ROUTING	DATE	INITIAL
ACTION		
FILE		
INFORMATION		
AEM		
RRP		

Per your request, the following amounts are needed in the Board of Public Works Department's budget for the remainder of 1980, due to unexpected circumstances, plus the amounts detailed in my memorandum of October 10, 1980.

Our CETA Accounting Support Assistant position was vacated by the incumbent effective November 3, 1980. A temporary Administrative Support Assistant has been hired to cover the duties of this position. We calculate the costs to be \$2,145.31.

In addition, I have calculated the retroactive wages and benefits to become due to the Administrative Specialist II in this Department due to a proposed reclassification of the position to an Administrative Secretary, effective retroactive to January 1, 1980. The attached sheet details how these figures were calculated.

Thus, the following represents the additional funds necessary for the reclassification and the temporary Administrative Support Assistant.

51110	\$ 337.76
51310	20.70
51320	26.92
55115	<u>2,145.31</u>
TOTAL	\$2,530.69

If you have any questions, please call me at extension 2266.

MEP:ec

cc: Board of Public Works Members

An equal employment opportunity - affirmative action employer.
Board of Public Works Department, 303 Municipal Building, Seattle, Washington 98104, (206) 625-2266
Board of Public Works: Walter R. Hundley, Chairman, Supt. of Parks and Recreation, Kenneth M. Lowthian, Supt. of Water,
Paul A. Wiatrak, Dir. of Engineering; Robert H. Murray, Supt. of City Light; William J. Justen, P.E. Supt. of Buildings

00 NOV 25 P 3: 15
SEATTLE ENG. DEPT.

November 21, 1980

BOARD OF PUBLIC WORKS DEPARTMENT

January 1, 1980 through August 18, 1980 at Step 1 of Administrative Secretary (Range 26.0C)

Normally, first step increase would be after 6 months. However, Wanda Brooks took a 48-day unpaid leave of absence from February 13, 1980 through April 18, 1980. This time affects service time, except that 15 days of the leave of absence does accrue toward service time, per the Salary Ordinance. Thus instead of the step increase becoming effective on July 1, 1980, it is extended to August 18, 1980.

August 19, 1980 through February 19, 1980 at Step 2 of Administrative Secretary

For the year 1980, payment to Wanda Brooks at Step 2 of Administrative Secretary will be effective from August 19, 1980 through October 21, 1980, at which time she began receiving out of class pay at the Assistant Secretary level. She will, however, continue to accrue service time as Administrative Secretary since she is only receiving out of class pay and has not been officially appointed as Assistant Secretary.

January 1, 1980 through August 18, 1980 at Step 1 -
total of 117 days; 936 hours; rate as Administrative Specialist \$8.33 per hour; Step 1 rate for Administrative Secretary is \$8.49; 936 hours times 16 = \$149.76.

August 19, 1980 through October 21, 1980 at Step 2 -
total of 47 days; 376 hours times .50 = \$188.00

Administrative Secretary - 26.0C

\$1478	\$1536	\$1597
\$8.49	\$8.83	\$9.18

BA

Arthur E. Monek, Act. Director of Engineering

Your Seattle Board of Public Works

Michael E. Purdy, Acting Executive Secretary
Charles Royer, Mayor



November 19, 1980

MEMORANDUM

TO: All Board of Public Works Members
FROM: Michael E. Purdy, Acting Executive Secretary
RE: Modification #1 to Federal Prevailing Wage Listing

ROUTING	DATE	INITIAL
ACTION		
FILE		✓
INFORMATION		
AEM	/	
REN	/	D.J.H.

gc
an

Attached is Modification #1 to Federal Prevailing Wage Rate decision (WA 80-5136). This modification must be incorporated into all federally funded public works contract specifications immediately, by addendum if necessary.

WVB:ec

- cc: Doug Howell, Engineering
- Ed Engel/Evelyn Larson, Parks
- Al Wyemura, Seattle Center
- Rich Richmire, Seattle Center
- R. L. Snyder, D.A.S.
- Bill Woodward, DCLU
- John Hansen, City Light
- Scott Haskins, Water
- Jim Miller, Water
- Wally Slabaugh, Seattle Center

Attachment

30 NOV 24 A10:45
SEATTLE ENG. DEPT.

DECISION NO. WA80-5136 (Cont'd)CHANGE:TRUCK DRIVERS (AREA 1)All Counties and portions of Counties
East of the 120th Meridian

<u>GROUP</u>	<u>ZONE 1</u>	<u>ZONE 2</u>	<u>ZONE 3</u>	<u>ZONE 4</u>	<u>ZONE 5</u>
1	\$13.14	14.19	14.59	15.24	15.99
2	13.18	14.23	14.63	15.29	16.03
3	13.24	14.29	14.69	15.34	16.09
4	13.33	14.38	14.78	15.43	16.18
5	13.34	14.39	14.99	15.64	16.39
6	13.38	14.63	15.03	15.68	16.43
7	13.64	14.69	15.09	15.74	16.49
8	13.68	14.73	15.13	15.78	16.53
9	13.79	14.84	15.24	15.89	16.64
10	13.83	14.88	15.28	15.93	16.68
11	14.14	15.19	15.59	16.24	16.99
12	14.28	15.33	15.73	16.38	17.13
13	14.44	15.49	15.89	16.34	17.29
14	14.58	15.63	16.03	16.68	17.43

PRIME BENEFITS:

Health and Welfare	\$1.24
Pension	1.33
Apprenticeship Training	.09

DECISION NO. WA80-5136

TRUCK DRIVERS (AREA 1)

All Counties and portions of Counties East of the 120th Meridian

Group 1: Flat Bed Truck, single rear axle; Fork Lift, 3,000 lbs. and under; Tender and Swanper; Leverperson loading Trucks at Bunkers; Pick-up hauling material; Seeder and Mulcher; Stationary Fuel Operator; Team Driver; Tractor (small rubber tired pulling trailer or similar equipment); Water Tank Truck, 1,800 gallons

Group 2: Bus Driver or Employeenaul Driver; Flat Bed Truck, dual rear axle; Power Boat hauling employees or material); Tireperson No. 1

Group 3: Buggy Mobile and similar; Bulk Cement Tanker; Oil Tank Driver; Power operated Sweeper; Straddle Carrier (Ross Hyster and similar); Transit Mixers and Trucks hauling concrete (3 yards and under); Trucks, side, end, and bottom dump (under 6 yards); Water Tank Truck, 1,801 - 4,000 gallons

Group 4: Auto Crane, 2,000 lbs. capacity; Bulk Cement Spreader; Dumptor (6 yards and under); Flat Bed Truck (with hydraulic system); Fork Lift (3,001 - 16,000 lbs.); Rubber-tired Tunnel Jumbo; Scissor Truck; Slurry Truck Driver; Transit Mixers and Trucks, 4,001 to 6,000 gallons; Wrecker and Tow Trucks; Fuel Truck Driver; Steam Cleaner and Washer; Flaherty Spreader

Group 5: Service Greaser; Tireperson No. 2; Truck, side, end, and bottom Dump (over 6 yards to 12 yards)

Group 6: A-Frame; Water Tank Truck, 6,001 to 8,000 gallons

Group 7: Dumptor (over 6 yards); Transit Mixers and Trucks hauling concrete (6 yards to 10 yards); Trucks, side, end, and bottom dump (over 12 yards including 20 yards); Semi Truck and Trailer; Lowboy 30 Tons and under

Group 8: Low Boy (over 30 tons); Water Tank Trucks, 8,001 to 10,000 gallons; Tractor with Steer Trailer; Truck mounted Crane with load bearing surface, either mounted or pulled

Group 9: Transit Mixer and Trucks hauling concrete (10 yards to 15 yards); Trucks, side, end, and bottom dump (over 20 yards including 30 yards); Water Tank Truck (10,001 to 12,000 gallons); Fork Lift, over 16,000 lbs.; Flaherty Spreader Box Driver; Flow Boys; Semi-end Dumps

DECISION NO. WABO-5136 - Mod. 81
 (45 FR 69151 - October 17, 1980)
 Statewide Washington

CHARGE:

POWER EQUIPMENT OPERATORS (AREA 3)
 Clark, Cowlitz, Klickitat, Skamania,
 Wahkiakum, and the Southern portion
 of Pacific County.

GROUP	ZONE 1	ZONE 2	ZONE 3	ZONE 4	ZONE 5	ZONE 6
1	\$13.12	13.62	14.02	14.52	15.42	16.12
2	13.28	13.78	14.18	14.68	15.58	16.28
3	13.40	13.90	14.30	14.80	15.70	16.40
4	13.58	14.08	14.48	14.98	15.88	16.58
5	13.60	14.10	14.50	15.00	15.90	16.60
6	13.69	14.19	14.59	15.09	15.99	16.69
7	13.76	14.26	14.66	15.16	16.06	16.76
8	13.87	14.37	14.77	15.27	16.17	16.87
9	13.94	14.44	14.84	15.34	16.24	16.94
10	14.01	14.51	14.91	15.41	16.31	17.01
11	14.03	14.53	14.93	15.43	16.33	17.03
12	14.10	14.60	15.00	15.50	16.40	17.10
13	14.19	14.69	15.09	15.59	16.49	17.19
14	14.37	14.87	15.27	15.77	16.67	17.37
15	14.55	15.05	15.45	15.95	16.85	17.55
16	14.76	15.26	15.66	16.16	17.06	17.76
17	14.92	15.42	15.82	16.32	17.22	17.92
18	15.12	15.62	16.02	16.52	17.42	18.12
19	15.28	15.78	16.18	16.68	17.58	18.28

PRIME BENEFITS:
 Health & Welfare \$1.25
 Pension 1.47
 Vacation .50
 Apprenticeship Training .05

DECISION NO. WABO-5136

Page 28

POWER EQUIPMENT OPERATORS (AREA 3)
 Clark, Cowlitz, Klickitat, Skamania, and Wahkiakum
 Counties; and the Southern portion of Pacific County

Group 1: Oiler, including Plant, Crane, Crusher, Guardrail equip-
 ment, and Trenching Machine; Assistant Conveyor Operator; Crusher
 Feeder; Deckhand; Self-propelled Scaffolding Operator; Guard-
 rail Punch Oiler; Pump Operator, under 4"; Brakeman; Switchman;
 Parts Man (tool room)

Group 2: Blade Operator, pulled type; Truck Crane Oiler - driver,
 25 ton capacity or over; Crane Fireman (all equipment except
 floating); A-Frame Truck Operator, single drum; Tugger or Coffin
 type Hoist Operator; Driller Tender; Auger; Oiler; Boatman; Fork
 Lift or Lumber Stacker Operator (on job site); Oiler, combination
 Guardrail Machines; Temporary Heating Plant Operator; Grade Oiler,
 required to check grade; Grade Checker; Tar Pot Fireman; Tar Pot
 Fireman (power agitated); H.D. Repairman Tender; Helicopter Radio-
 man (ground); Roller Operator, grading of base rock (not asphalt)

Group 3: Asphalt Plant Fireman; Pugnill Operator (any type); Truck
 mounted Asphalt Spreader, with Screenshot; Compressor Operator (any
 power), under 2,250 cu. ft. total capacity; Conveyor Operator;
 Mixer Box Operator (C.T.B., Dry Batch, etc.); Cement Bag; Con-
 crete Saw; Concrete Curing Machine (riding type); Wire Mat or
 Brooming Machine; Ross Carrier Operator (on job site); Bucket
 Elevator Loader, Barber Greene and similar types; Hydraulic Pipe
 Press; Pump Operator (any power), 4" and over; Hydrostatic Pump;
 Motorman; Ballast Jack Tamper; Bell Boy, phones, etc.; Tamping Ma-
 chine, mechanical self-propelled; Hydrographic Seeder Machine;
 straw, pulp or seed; Broom Operator, self-propelled (on job site);
 Air Filtration Equipment; Welding Machine Operator

Group 4: Screenshot Operator; Compactor, including Vibratory; Com-
 pressor (any power) over 1,250 cu. ft. total capacity; Combi-
 nation Mixer and Compressor, Gunnite Work; Concrete Mixer Op-
 erator, single drum, under five bag capacity; Helicopter Hoist
 Operator; Floating Equipment Fireman; Lull Hi-lift Operator or
 similar type; Fork Lift, over 5 ton; Service Oiler (Greaser);
 Hydra Hammer or similar types; Pavement Breaker; Pump Operator,
 more than 5 (any size); Locomotive, under 40 tons; Roller Op-
 erator, Oiling, C.T.B.

Group 5: Extrusion Machine; Wagner Factor or similar type (with-
 out blade); Concrete Batch Plant Quality Control Operator; Power
 Jumbo, Setting Slip Forms, etc. in tunnels; Slip Form Pumps, Power
 driven Hydraulic Lifting Device for concrete forms; Hoist, single
 drum; Elevator Operator; Pulva-mixer or similar types; Chip
 Spreading Machine Operator; Lime Spreading (on job site); Sweeper
 (Wayne type) Self-propelled (on job site); Tractor, rubber-tired
 50 H.P. Flywheel and under; Trenching Machine, maximum digging
 capacity 3 ft. depth

748340

Federal Register / Vol. 45, No. 218 / Friday, November 7, 1980 / Notices

69164

Federal Register / Vol. 45, No. 208 / Friday, October 17, 1980 / Notices

B.P. 97

Your City, Seattle

Office of the Mayor
Charles Royer, Mayor



November 18, 1980

MEMORANDUM

TO: Tim Hill
City Comptroller

FROM: Charles Royer

SUBJECT: Appointment of Chair, Board of Public Works

ROUTING	DATE	INITIAL
ACTION		
FILE		
INFORMATION		
AEM		

In keeping with the practice of rotating the Chairmanship of the Board of Public Works, I am appointing Frank Doolittle to succeed Walt Hundley in that capacity, effective January 1, 1981.

CR:ndw

cc: Walt Hundley
Ken Lowthian
✓ Art Maronek
L. Joe Miller
Mike Purdy
All City Councilmembers

SEATTLE ENG. DEPT.
30 NOV 24 11:13

Art Maronek, Act. Dir. of Engineering
BPW

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT

M E M O R A N D U M

✓ October 17, 1980

ROUTING	DATE	INITIAL
ACTION		
FILE	✓	
INFORMATION		
AEM		

To: John Saven, Director, Office of Management and Budget

Attention: Jack Kachmarik

From: Michael E. Purdy, Acting Executive Secretary *MP*

Re: Request for Additional Budget Authority

As my October 10, 1980 letter to you indicated, this Department has an immediate need for additional funds for 1980 to hire two temporary employees and for out-of-class pay for two employees of the Department. The calculations in the October 10, 1980 letter are based upon the temporaries beginning work on October 22, 1980 and for out-of-class pay for myself as Acting Executive Secretary and Wanda V. Brooks as Acting Assistant Secretary to begin with the payroll period beginning on October 22, 1980.

I request that the Office of Management and Budget provide written confirmation of additional budget authority to proceed with the above mentioned actions, with the understanding that the necessary funds will be made available to the Board of Public Works Department's budget.

MEP:wb
cc: Board of Public Works Members

30 OCT 21 4 7: 57
SEATTLE ENG. DEPT.

SEATTLE POLICE DEPARTMENT MEMORANDUM

TO Michael Purdy, Acting Exec. Secy.
Board of Public Works

DATE 10-15-80

FROM Sergeant Marnie Oslin
Evidence Section

SUBJECT Retirement party, Saturday - Oct. 25th

We are planning a combined retirement party for R. E. "Mac" McFarlane, Betty, and two other Police Officers (Sonny Hancock and Bill Danbom). Everyone in your office and on the Board who would be interested are more than welcome; we think Betty should be recognized, too. Tickets can be obtained from me or Officer George Pearson (Mac's replacement) at the Evidence Section, across the street on 5th Avenue, behind the gas pumps. If a representative of the Board would like to say something special or make any kind of presentation to Betty, please let me know, and we can plan it into the program.

Marnie Oslin

COMBINED RETIREMENT PARTY

SONNY HANCOCK

BILL DANBOM

DICK AND BETTY McFARLANE

SATURDAY, October 25th 1980
No-Host Cocktails 6:30 PM
DINNER 7:30 PM

SANDPOINT OFFICERS CLUB
7500 SANDPOINT WAY N.E.

\$ 13.00 SINGLE

\$ 25.00 COUPLE

TICKETS -

EVIDENCE

JUVENILE

ARCTIC BLDG.

5th FLOOR

HARBOR

PATROL-DOWNTOWN

No. PCT.

So. PCT.

RELIEF/PENSION

TRAFFIC

MANNIE OSLIN, GEORGE PEARSON

HAL KULGREN

AUGIE ZAMPARDO

MIKE SLESSMAN

BOB AVERY

DEAN OLSON

JOHN FISHER

DALE DOUGLASS

ERIC JOHNSON

DOUG CAMERON

Mararik, Act. Dir. of Engineering

B.P.W.

**Your
Seattle
Board of Public Works**
Michael E. Purdy, Acting
~~Executive Secretary~~ Executive Secretary
Charles Royer, Mayor



October 10, 1980
300 11 14 A 7: 51
SEATTLE ENG. DEPT.

Re: Additional Funds Request for Board of
Public Works Department for 1980 Budget

FORMING	DATE	INITIAL
FILE		
INFORMATION		
AEM		

Mr. John Saven, Director
Office of Management and Budget
City of Seattle

Attention: Jack Kachmarik

Dear Mr. Saven:

A number of unanticipated circumstances, including the September 30, 1980 retirement of Betty L. McFarlane as Executive Secretary of the Board of Public Works, has placed this Department in a position where additional appropriations for the 1980 budget are now necessary. In this letter I will outline for you the items for which additional funds are requested.

1. Betty L. McFarlane's vacation and sick leave payoff, not anticipated in the 1980 budget, will come to \$5,917.94. Prior to payment of the vacation and sick leave payoffs, a total of \$7,945.60 in salary savings could be anticipated. However, with the payoffs, the amount saved amounts to just over \$2,000.00.
2. Payment of out-of-class pay until the end of the year to the Acting Executive Secretary of the Board of Public Works, Michael E. Purdy, will amount to \$1,560.00. A request for approval of the out-of-class pay will be sent to the Personnel Department next week.
3. In order to fill the position which was left vacant by my appointment as Acting Executive Secretary (actually I have been performing the duties of both jobs since October 1, 1980) I intend to appoint Wanda V. Brooks, an Administrative Specialist II in this Department, as Acting Assistant Secretary of the Board. Out-of-class pay for Ms. Brooks will amount to \$396.00 until December 30, 1980. A request for approval of the out-of-class pay will be sent to the Personnel Department next week.
4. In order to fill the Administrative Specialist II position in the Department when Ms. Brooks is appointed Acting Assistant Secretary, I propose that a temporary employee be hired at the Administrative Specialist I level. A total appropriation of \$2,910.24 is necessary to cover the salary and overhead for this position to be hired from Personnel's Temporary Employment Service.

NEW ADDRESS
4th FLOOR
400 YESLER BLDG
SEATTLE, WA 98104

An equal employment opportunity - affirmative action employer.
Board of Public Works Department, 303 Municipal Building, Seattle, Washington 98104, (206) 625-2266
Board of Public Works: Walter R. Hundley, Chairman, Supt. of Parks and Recreation; Kenneth M. Lowthian, Supt. of Water;
Paul A. Wiatrak, Dir. of Engineering; Robert H. Murray, Supt. of City Light; William J. Justen, P.E. Supt. of Buildings

int.
Mr. John Saven
October 10, 1980
Page 2

5. CETA excess wages for the Accounting Support Assistant in this Department were not budgeted in 1980, but has been a cost incurred. Under normal conditions, had Ms. McFarlane not retired, the funds would have been available within our budget to meet the expense. However, with the other unanticipated expenses, the CETA excess wages expense will not be covered by the present 1980 budget. A total of \$606.85 in additional funds is necessary for this item.

The next two items are additional costs not brought about by the retirement of Ms. McFarlane, but are nonetheless items for which additional funds for 1980 are necessary.

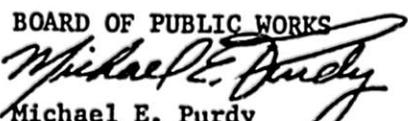
6. The Board of Public Works Department's proposed 1981 budget contains a new Office Assistant position to help enforce labor standards provisions by checking contractor payrolls for payment of prevailing wages. As you are aware, this Department has experienced a dramatic increase in workload relative to contractor payrolls with the passage of the WMBE Ordinance which has increased the number of subcontractors on public works projects. To fulfil the Charter responsibilities placed upon the Board of Public Works, it is critical that a temporary Office Assistant be hired for the remainder of this year to assist in this area. Well defined procedures have been established to ensure payment of prevailing wages on public works projects. However, the procedures are impossible to implement without adequate staffing levels. A total of \$2,219.90 is necessary for the salary and overhead of this position to be hired through Personnel's Temporary Employment Service.
7. An invoice from 1979 received from the Personnel Department indicates that \$3,051.50 is still owing for temporary help hired during the summer of 1979. The records in this Department indicate that the invoice is a valid one.

The funds requested for items 2, 3, and 4 above would cover the period from October 22, 1980 to the end of the year.

Based on the above requests, a projection of this Department's salary expenditures is attached in Appendix A. You will note that the total of \$7,161.86 in additional funds requested is actually less than the total of the items listed above. This is due to certain savings which will occur during the year.

I am sure that you understand the importance of acting upon this request quickly and thank you for your prompt consideration of it. Please call me if you have any questions or if I may be of any assistance.

Very truly yours,

BOARD OF PUBLIC WORKS

Michael E. Purdy
Acting Executive Secretary

MEP:wb
cc: BPW Members

APPENDIX A

SALARY EXPENDITURES FOR BOARD OF PUBLIC WORKS DEPARTMENT

<u>AMOUNT</u>	<u>EXPLANATION</u>
\$ 60,366.72	Amount paid in salaries through payroll period ending 9/23/80
2,553.60	Salaries for payroll period ending 10/7/80
1,942.40	Salaries for payroll period ending 10/21/80
17,125.60	Salaries for payroll period ending 11/4/80 through payroll period ending 12/30/80. Includes out-of-class pay and temporary positions as follows:
	Acting Executive Secretary \$ 1,046.40
	Acting Assistant Secretary 706.40
	Admin. Spec. I (permanent) 580.80
	Temporary Admin. Spec. I 619.20
	<u>Temporary Office Assistant 472.32</u>
	Total Per Payroll Period \$ 3,425.12
5,917.94	Vacation and Sick Leave payoff for Betty L. McFarlane
3,051.50	Temporary Employment Service Invoice from 1979
606.85	CETA excess wages for all of 1980
581.25	Net cost of leave of absence granted earlier in year to a member of the staff
<u>\$ 92,145.86</u>	Total projected amount for 1980 salaries
<u>- 84,984.00</u>	Department's 1980 Budget for salaries
\$ 7,161.86	Total amount of additional funds requested

More detailed figures and explanations of the above are available upon request. CETA excess wages and temporary employee's salaries are included in the above calculations as the Department's budget has no funds allocated for these specific line item accounts.

THE CITY OF SEATTLE

LAW DEPARTMENT

MUNICIPAL BUILDING . SEATTLE, WASHINGTON 98104

AREA CODE 206 TELEPHONE 625-2402

DOUGLAS N. JEWETT, CITY ATTORNEY

✓ October 9, 1980

COPIES ALL: 25

Mr. Arthur E. Maronek
Acting Director of Engineering
The City of Seattle

Re: Citizenship and Residential
Preferences in Public Works
Employment

Dear Sir:

bC
MJS

ROUTING	DATE	INITIALS
ACTION		
FILE		✓
INFORMATION		
AEM	/	
RRP	/	JA
REN	/	HWS
		ABW

You have called our attention to certain standard provisions of contracts with the City's public works contractors. Those provisions require that a contractor give a preference in employment to United States citizens who are heads of families and residents of The City of Seattle. You have asked for our opinion regarding the legality of such provisions in light of Executive Order 11246 and other laws and governmental policies against discrimination.

Even before the recent enactment of various laws and regulations regarding civil rights, it was well established that an alien is entitled to the protections of the Equal Protection Clause of the Fourteenth Amendment to the United States Constitution. Graham v. Richardson, 403 U.S. 365, 371, 29 L.Ed.2d 534, 91 S.Ct. 1848 (1971); Truax v. Raich, 239 U.S. 33, 39, 60 L.Ed. 131, 36 S.Ct. 7 (1915).

"This protection extends, specifically, in the words of Mr. Justice Hughes, to aliens who 'work for a living in the common occupations of the community.' Truax v. Raich, 239 U.S. at 41."

Sugarman v. Dougal, 413 U.S. 634, 641, 37 L.Ed.2d 853, 859, 93 S.Ct. 2842 (1973).

However, in the same year that Truax was decided, the Supreme Court in the companion decisions of Heim v. McCall, 239 U.S. 175, 60 L.Ed. 206, 36 S.Ct. 78 (1915), and Crane v. New York, 239 U.S. 195, 60 L.Ed.218, 36 S.Ct. 85 (1915), found no constitutional violations in local governments' restriction of public works employment to citizens. The

ORIGINAL: City Attorney
COPIES: Bd of Public Works
Misc Imprs-West Seattle Freeway,
Bridge Replacement, etc.
Ord 107085, etc.

Mr. Arthur E. Maronek
 October 9, 1980
 Page 2

court accepted Mr. Justice (then Judge) Cardozo's argument that government had a special interest in the "restriction of the resources of the state to the advancement and profit of the members of the state." People v. Crane, 214 N.Y. 154, 161, 108 N.E. 427, 429 (1915), affd. Crane v. New York, supra. The state's "special public interest" doctrine had been based on the proposition that the privilege (not right) of employment may be made dependent on citizenship. Sugarman v. Dougall, 413 U.S. 634, 644, 37 L.Ed.2d 853, 861, 93 S.Ct. 2842 (1973). The Supreme Court has now rejected the concept that constitutional rights turn upon whether a governmental benefit is characterized as a "right" or as a "privilege." Graham v. Richardson, 403 U.S. 365, 374, 29 L.Ed.2d 534, 91 S.Ct. 1848 (1971); Takahashi v. Fish and Game Comm'r., 334 U.S. 410, 92 L.Ed. 1478, 68 S.Ct. 1138 (1948). With the rejection of the right-privilege distinction, courts have found statutory provisions prohibiting the employment of aliens on public works to be a denial of the equal protection of the laws. See 38 A.L.R. 3rd, "Constitutionality of Enactment or Regulation Forbidding or Restricting Employment of Aliens in Public Employment or Public Works," 1213 (1971).

The leading case is Purdy & Fitzpatrick v. State, 71 Cal.2d 566, 79 Cal.Rptr. 77, 456 P.2d 645, 38 A.L.R. 3rd 1194 (1969). There, contractors on public works brought actions against the state of California to declare unconstitutional a statute which prohibited the employment of aliens on public works. The court found the challenged statute to be a denial of the equal protection of the law, and unconstitutional.

". . . The discrimination involved denies arbitrarily to certain persons, merely because of their status as aliens, the right to pursue an otherwise lawful occupation. The classification within the statutory scheme operates irrationally without reference to any legitimate state interest except that of favoring United States citizens over citizens of other countries. This latter objective does not reflect such a compelling state interest that it would permit us to sustain this kind of discrimination. Because [the] section . . . offends the equal protection clause of the Fourteenth Amendment to the United States Constitution, . . . [the] - section is hereby declared to be void."

Purdy & Fitzpatrick, supra, 467 P.2d at 658.

Mr. Arthur E. Maronek
 October 9, 1980
 Page 3

Following after Purdy & Fitzpatrick, an Arizona statute preventing noncitizens from being employed upon or in connection with any state, county or municipal works or employment was found to be an unconstitutional denial of equal protection. Miranda v. Nelson, 351 F.Supp. 735 (D.C. Ariz. 1972), Affd. 413 U.S. 902, 37 L.Ed.2d 1021, 93 S.Ct. 3065 (1973). Our state's Supreme Court cited Purdy & Fitzpatrick with approval in overturning the City of Seattle's civil service regulation prohibiting aliens from taking the civil service examination for the position of transit operator. Herriott v. Seattle, 81 Wn.2d 48, 500 P.2d 101 (1972). The citizenship requirement was found to have no relation to the legitimate purposes of civil service, and was therefore a denial of equal protection. Herriott, supra at 61, 63.¹ Similarly, New York's flat statutory prohibition against the employment of aliens in the competitive classified civil service was found to be constitutionally invalid in Sugarman v. Dougall, 413 U.S. 634, 37 L.Ed.2d 853, 93 S.Ct. 2842 (1973).

Without even reaching issues of recent enactments in the area of civil rights, we are of the opinion, based upon the above-discussed authority, that the standard form preference against employment of aliens in public works would be violative of an individual's right to equal protection under the law.

This is not to say that on the basis of an individualized decision, regarding a public work, persons may be refused employment, on the basis of noncitizenship, should there be a legitimate governmental interest that relates to the particular public work or employment on the public work. Sugarman v. Dougal, supra, 413 U.S. at 646-647, 37 L.Ed.2d at 862. Courts will apply strict scrutiny to the decision to exclude aliens from such employment. Foley v. Connelie,

-
1. Our Supreme Court has also found that Seattle's civil service citizenship requirements as applied in areas of general public employment intrude upon federal prerogatives and Article 6 of the United States Constitution. Hsieh v. Civil Serv. Comm'n., 79 Wn.2d 529, 488 P.2d 575 (1971).

Mr. Arthur E. Maronek
October 9, 1980
Page 4

435 U.S. 291, 295, 55 L.Ed.2d 287, 291, 98 S.Ct. 1067 (1978).² The standard construction clause that you have called to our attention would not appear to reflect an individualized decision regarding a public work, nor does it appear that such a clause would serve a legitimate governmental interest.

Preference in employment for residents is similarly constitutionally suspect, particularly where residence for a certain duration is required. Durational residency requirements offend a person's fundamental right to travel. Memorial Hospital v. Maricopa County, 415 U.S. 250, 39 L.Ed.2d 306, 94 S.Ct. 1076 (1974). Such requirements for enjoyment of a government benefit can be sustained only if government meets a "heavy burden of justification," and chooses the "least restrictive" alternative to achieve the desired result. San Antonio Independent School Dist. v. Rodriguez, 411 U.S. 1, 36 L.Ed. 16, 93 S.Ct. 1278 (1973).

In addition to the above-discussed constitutional limitations on discrimination against non-citizens or non-residents, we note some of the many laws and regulations adding emphasis to government's interest in eliminating discrimination.

-
2. In Foley, we note that the Supreme Court applied less demanding scrutiny in finding that a state's exclusion of aliens from its police force was not violative of the equal protection clause.

"Police officers very clearly fall within the category of 'important nonelective . . . officers who participate directly in the . . . execution . . . of broad public policy.' Dougall, 413 U.S., at 647, 37 L.Ed.2d 853, 93 S.Ct. 2842 (emphasis added) [by Court]. In the enforcement and execution of the laws the police function is one where citizenship bears a rational relationship to the special demands of the particular position. A State may, therefore, consonant with the Constitution, confine the performance of this important public responsibility to citizens of the United States."

435 U.S. at 300, 55 L.Ed.2d at 295.

Mr. Arthur E. Maronek
October 9, 1980
Page 5

Executive Order No. 11246, 30 FR 12319 Part II, Section 202, prohibits contractors on federal projects from discriminating on the basis of national origin. This prohibits employment preferences for United States citizens on projects funded, in part, by the United States government. The state of Washington, at Chapter 49.60 RCW, and the City, in the Fair Employment Practices Ordinance (Ordinance 109116), also prohibit such discrimination.

A federal attorney who has examined the clause on behalf of the United States government advises that the clause is also contrary to "CFR 635-124(a),(b)." We are unable to verify that number, but do find the clause to offend 41 CFR 60-50.1 -- 60 - 50.5 implementing Executive Order 11246 regarding contractor's discrimination on the basis of national origin.

For the foregoing reasons, we recommend deletion of the clause from the City's contract.

Very truly yours,

DOUGLAS N. JEWETT
City Attorney

By



SUSAN R. SAMPSON
Assistant

By



P. STEPHEN DIJULIO
Assistant

SRS:PSDJ:vf

B.P.W

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT
M E M O R A N D U M

✓ October 8, 1980

To: Board of Public Works Members
From: Michael E. Purdy, Acting Executive Secretary
Re: "Rules and Regulations" Book - Amended Pages 51 and 52

ROUTING	DATE	INITIAL
ACTION		
FILE		✓
INFORMATION		
AEM		
M-Stein		

9c
f att

The Board of Public Works, in regular session today, appointed the Director, Department of Administrative Services as Chairman of the Board's Street Naming Committee, replacing the Superintendent of Buildings, who is no longer a member of the Board.

Amended pages reflecting the above change are attached for insertion in all Board of Public Works' "Rules and Regulations" books retained by your departments. Copies also are being filed with the City Comptroller's Office for inclusion in C.F. File No. 276261.

MEP/jw

Atts.

cc: Comptroller - C.F. File No. 276261
Municipal Building Library (2)
Shirley Kolm, Director, Legislative Audits
Lauraine Brekke, Executive Director,
Legislative Department

30 OCT 13 7:37
SEATTLE ENG. DEPT.

RULES OF THE BOARD OF PUBLIC WORKS

CITY OF SEATTLE

MEMBERS:

**Director of Engineering
Superintendent of City Light
Superintendent of Parks and Recreation
Director, Department of Administrative Services
Superintendent of Water
Executive Secretary**

The Rules of the Board of Public Works of the City of Seattle have been amended to read as follows:

- Rule 1. The regular meeting of the Board of Public Works shall be called at 9:00 a.m., on Wednesday of each week, unless said day be a legal holiday, in which event the meeting shall be held on the first business day prior thereto.**
- Rule 2. The Board shall annually, at the first meeting following the Mayor's appointment of the Chairman, elect a Vice-Chairman.**
- Rule 3. Special meetings may be held at any time upon the call of the Chairman, or in case of his absence or refusal to act, the Executive Secretary upon request of three members, who shall state in writing the reasons therefor, may call such special meeting.**
- Rule 4. A majority of all the members of the Board shall constitute a quorum for the transaction of the business of the Board. Each Board member shall designate an alternate(s) to act in his/her behalf on the Board in case of absence. This shall be in writing to the Board of Public Works.**
- Rule 5. The Chairman shall vote on all questions before the Board and on a roll call his name shall be called last.**
- Rule 6. The Chairman shall preside over all meetings of the Board, provided that in the absence from the City or incapacity of the Chairman, meetings of the Board shall be called to order and presided over by the Vice-Chairman.**

Rule 7. For the purpose of expediting the work, the Board shall be divided into four standing committees, which shall investigate all matters referred to them by the Board and shall prepare reports on same. The Committees shall be constituted as follows:

Street Vacation Committee:

Director of Engineering, Chairman
Superintendent of Water
Superintendent of Parks and Recreation

Street Naming Committee:

Director, Department of Administrative
Services, Chairman
Superintendent of Water
Director of Engineering

Utilities and Franchises Committee:

Superintendent of City Light, Chairman
Superintendent of Water
Director of Engineering

Committee of the Whole:

All members on call.

Rule 8. All final committee reports shall be made to the Board in writing. In making a final report, the committee shall return all records and papers pertaining to the question to the Executive Secretary.

Rule 9. The Regular Order of Business of the regular meetings shall be as follows:

1. Call to order--Approval of minutes of previous session.
2. Applications and Petitions.
3. Ordinances and Resolutions.
4. Communications.
5. Assessment Rolls.
6. Council Files.
7. Reports of Committees.
8. Unfinished Business.
9. Extensions of Time.
10. Opening of Bids.
11. Awarding of Contracts.
12. Plans and Specifications.
13. Acceptance of Contracts.
14. New Business.
15. Adjournment.

BPW

Your Seattle Board of Public Works

Michael E. Purdy, Acting Executive Secretary
~~Deputy Executive Secretary~~
Charles Royer, Mayor



✓ October 8, 1980

ROUTING	DATE	INITIAL
ACTION		
FILE		✓
INFORMATION		
AEM		
WGV		
RRP	RJA	LAK
REN	LFC	HHH

SC

Mr. William J. Justen
Director, Department of
Construction and Land Use
City of Seattle

Dear Mr. Justen:

The Board of Public Works, in regular session today, appointed the Director, Department of Administrative Services as the Chairman of the Board of Public Works' Street Naming Committee, replacing the Superintendent of Buildings, who is no longer a member of the Board.

The Board also requested that the Director, Department of Construction and Land Use continue to provide staff support for the Street Naming Committee subcommittee. Please provide the Board Office with the name of the member of your staff who will work with the subcommittee.

Thank you.

Yours very truly,

BOARD OF PUBLIC WORKS

Michael E. Purdy
Acting Executive Secretary

MEP/jw

cc: Board of Public Works
Members

Copy: Street Naming

BPW

ARTHUR E. MARONEK, ACTING DIRECTOR OF
ENGINEERING

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT
M E M O R A N D U M

✓ October 3, 1980

ROUTING	DATE	INITIAL
ACTION		
FILE	✓	
INFORMATION		
AEM	/	
REN	/	DJH

To: Plan Centers/Plan Bureaus

From: Michael E. Purdy, Acting Executive Secretary 

Re: Leftover Copies of Plans and Specification Books
for Board of Public Works Improvement Projects 30

Please return leftover Specification Books and Plans to the City of Seattle department which issued them, rather than to the Board of Public Works Department. (The department name appears on the front cover of the Spec Book.)

The names and addresses of the Board member departments follow:

Engineering Department: Rm. 800 Seattle Municipal Building
600 Fourth Avenue
Seattle, WA 98104

Parks & Recreation Dept.: 100 Dexter Avenue North
Seattle, WA 98109

City Light Department: Rm. 301, 1015 Third Avenue
Seattle, WA 98104

Water Department: 8th Floor, 1015 Third Avenue
Seattle, WA 98104

Dept. of Administrative Services: 5th Floor, Seattle Municipal Building
600 Fourth Avenue
Seattle, WA 98104.

Thank you for your cooperation.

MEP/jw

cc: Board of Public Works Departments

SEATTLE ENG. DEPT.
OCT 7 17:45

BPW

Art Marzok, Act. Director of Engineering

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT

M E M O R A N D U M

✓ October 1, 1980

To: Board of Public Works Members
From: Michael E. Purdy, Acting Executive Secretary *(Signature)*
Re: Change in Board of Public Works Membership

ROUTING	DATE	INITIAL
ACTION		
FILE	✓	
INFORMATION		
AEM		
REN/DJH		
		JEA

In accordance with Ordinance 109299, effective September 25, 1980, the Director of the Department of Administrative Services (DAS) replaced the Superintendent of Buildings as a member of the Board of Public Works. A copy of the Ordinance is attached for your information.

The Department of Administrative Services should be added to the list of Board member departments and should receive circulation copies of plans and specifications for comment and approval prior to Board action.

The Director of the Department of Construction and Land Use should continue to receive plans and specifications on projects involving grading for grading review and approval.

MEP:wb

cc: Human Rights Department
Office for Women's Rights
William Justen, Director, DCLU
Don Swenson, DCLU

Att.

30 OCT 6 A 8: 05

SEATTLE ENG. DEPT.

Art Maronick, Acting Dir. of Engineering

BPA

Your Seattle Board of Public Works

Betty L. McFarlane, Executive Secretary
Charles Royer, Mayor



Re: Appointment of Michael E. Purdy as Acting Executive Secretary of the Board of Public Works

✓ October 1, 1980

ROUTING	DATE	INITIAL
ACTION		
FILE		✓
INFORMATION		
AEM		
M-Staff		

Ms. Susan B. Pavlou, Director
Personnel Department
City of Seattle

Attn.: John McCarty

Effective October 1, 1980, Michael E. Purdy will serve as Acting Executive Secretary of the Board of Public Works. Betty L. McFarlane retired as of September 30, 1980.

Mr. Purdy was appointed on October 23, 1979 as the Assistant Secretary of the Board of Public Works. In accordance with Rule 14.04 of the Interim Personnel Rules, the Board of Public Works, as the appointing authority for the Executive Secretary position, requests that Mr. Purdy's service as Acting Executive Secretary be credited toward the completion of his probationary period as Assistant Secretary, as the probationary period may be properly judged on the basis of his service as Acting Executive Secretary.

Thank you for your consideration of this request.

Yours very truly,

BOARD OF PUBLIC WORKS

Walter R. Hundley
Walter R. Hundley
Chairman

30 OCT 10 A 9: 32

SEATTLE FILE ENG. DEPT.

WRH/mpj

cc: Board of Public Works Members

BPW

Seattle Water Department



MEMORANDUM

DATE: September 24, 1980 ✓
 TO: Leonard Clark, Principal Construction Engineer
 FROM: *JJM* Jim Miller, Director of Water Management & Engineering
 SUBJECT: Water Department Notification

As I have discussed with you in the past, there have been problems getting notices of final inspection to our Operations Personnel in a timely manner. In order to resolve this matter, I am asking that all notices of final inspection be sent to Dale Emerson, Director of Operations at 2700 Airport Way South. This procedure should also apply to any "Notice to Proceed" letters to contractors. This would apply to all public works contracts under your control.

In addition, if the particular project in question is a Water Department project, I would request that an additional copy of the above mentioned notices be sent to me at the Third Floor of the City Credit Union Building. Please let me know if there are any problems in implementing the above requested revised notification procedures.

- cc: Dale Emerson
- Mike Lindblom
- Jack Herold
- Eric Erickson
- Harry Pratt

JWM:tmd

ROUTING	DATE	INITIAL
ACTION		
KEN	/	LFC
FILE		✓
INFORMATION		

2C

30 SEP 26 7:57

SEATTLE ENG. DEPT.

orig Copy: Water Dept

Your Seattle Board of Public Works

Betty L. McFarlane, Executive Secretary
Charles Royer, Mayor



✓ September 24, 1980

90 SEP 25 A 7: 25

SEATTLE ENG. DEPT.

Honorable
Board of Public Works Members
City of Seattle

Dear Members:

You are like family to me. Since this is the last Board meeting before I retire, I would like to formally say goodbye to each of you today. It has been an enjoyable and meaningful experience being the Executive Secretary of the Board of Public Works over the last 10 years and to have had the opportunity to be involved in implementing the policies of the City. This is truly the most livable City and the Board has been an instrumental part of that.

I have also enjoyed working under two mayors and many fine councilmembers. The cooperation and assistance of all City departments has been appreciated very much. Without the dedication and excellent work performance of my fine staff, it would have been very difficult for me to be responsive to the needs of the Board and the City. I am thankful for their daily support and loyalty.

I wish all of you well in the future and know you will continue to do the expert and high caliber job you have always done in the past.

You will always be remembered with fondness.

Sincerely,

Betty
Betty L. McFarlane
Executive Secretary

BLM/jw

cc: Mayor Charles Royer
Councilmembers
All City Department Heads

ROUTING	DATE	INITIAL
ACTION		
FILE	✓	
INFORMATION		
AEM		

2877
Art Maronek, Acting Dir. of B.P.W.
Engineering Plans/
Re: Title blocks

Board of Public Works
Office of the Executive Secretary

Betty L. McFarlane, Executive Secretary

DEPARTMENTAL ROUTING SLIP

9/22/80
(date)

All B.P.W. Members
(referred to)

Blm
(referred by)

Please prepare reply for the Executive Secretary's signature on office stationery.

Please reply to the attached letter for the Executive Secretary showing a copy of the Executive Secretary.

Forwarded for your investigation, report, and recommendation.

Forwarded for your information and files.

Other: All Board departments should be using the same type title blocks suggested by Law Dept. for consistency and to alleviate the responsibility concerns. The attached is a good example.
*Action requested no later than _____ (date)

SEP 26 4:57
MAIL ROOM
DEPT.

THE CITY OF SEATTLE

LAW DEPARTMENT

MUNICIPAL BUILDING . SEATTLE, WASHINGTON 98104

AREA CODE 206 TELEPHONE 625-2402

DOUGLAS N. JEWETT, CITY ATTORNEY

September 17, 1980

Mr. Walter E. Hundley
Superintendent
Parks & Recreation Department
The City of Seattle

Attention: Mr. Ed Engle

Re: Title Block for Parks & Recreation
Department Construction Drawings

Dear Sir:

Pursuant to your recent request we have reviewed the form of the "title block" utilized by the Parks & Recreation Department on its construction project drawings.

Enclosed please find a copy of our suggested revisions to said form, which more accurately reflects the involvement and responsibility of the City and its designer/consultant. Our proposed changes also make this form correspond more closely to the Engineering Department "title block" currently in use (a copy of which is enclosed).

If you have any questions about this form, please contact the undersigned Assistant City Attorney.

Very truly yours,

DOUGLAS N. JEWETT
City Attorney

THOMAS J. WETZEL
Assistant

By
PHILIP M. KING
Assistant

PMK:vf
Encl.

cc: Ms. Betty McFarlane ✓
Executive Secretary
Board of Public Works

ROUTING	DATE	INITIAL
ACTION		
FILE		✓
INFORMATION		
ARM		
REN/RPL		
		DTH
		JEA

5c
+
at

APPROVED FOR ADVERTISING
 BY THE BOARD OF PUBLIC WORKS
 SEATTLE, WASHINGTON

CHAIKMAN

EXECUTIVE SECRETARY

PROJECT NO.

DATE: _____
 TIME: _____
 PLACE: _____

SECTION'S TITLE

APPROVED FOR THE
 BOARD OF PUBLIC WORKS
 BY _____
 PROJECT &
 ADVERTISING

OFFICE NO.

DATE

SCALE

CHECK

CITY OF SEATTLE
 DEPARTMENT OF PARKS
 AND RECREATION
 100 BERTH AVE. N.O.
 (625-4304)

DATE	MARK	NATURE	MADE (CHK/D)	REVISIONS

VAULT SERIAL NO.	DATE		NATURE OF REVISIONS	MADE		CHK'D	APPR'D
	MARK						

APPROVED FOR ADVERTISING
 BY THE BOARD OF PUBLIC WORKS
 SEATTLE, WASHINGTON 19

CHAIRMAN
 EXECUTIVE SECRETARY
 PROJECT NO.

DESIGNED: _____
 DRAWN: _____
 CHECKED: _____
 REVIEWED: _____
 FINAL-CONST-CHECKED: _____

RECEIVED: _____
 APPROVED: _____
 AUTHORIZED AS REQUEST: _____

DESIGNER'S SEAL

THE CITY OF SEATTLE
 DEPARTMENT OF PUBLIC WORKS
 ORDINANCE NO. _____
 FILED _____
 SCALE: H V

ATTEST:
 EXECUTIVE SECRETARY

THE CITY OF SEATTLE
 DEPARTMENT OF PUBLIC WORKS

BPW

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT
MEMORANDUM

✓ September 18, 1980

ROUTING	DATE	INITIAL
ACTION		
REN	D.J.H.	
FILE		✓
INFORMATION		
AEM		

To: All Board of Public Works Members

From: Betty L. McFarlane, Executive Secretary *Blm*

Re: Update of State Prevailing Wage Listings

Attached is an update of State Prevailing Wage Rates which must be incorporated into all public works contract specifications immediately.

BLM:mpw

cc: Doug Howell, Engineering Dept.
 Ed Engel/Evelyn Larson, Parks Dept.
 Al Wyemura, Seattle Center
 Wally Slabaugh, Seattle Center
 Robert Snyder, DAS
 John Hansen, City Light
 William Rashkov, Water Dept.
 William Woodward, DCLU

80 SEP 22 411 : 42

SEA FILE ENG. DEPT.

PREVAILING WAGE RATES
(Effective Date 8-28-80)

The contract is subject to Chap. 39.12 RCW and amendments and additions thereto relating to minimum wages. On Federally-funded projects, Federal Wage Laws and Regulations prevail. When there is a difference between the applicable State and Federal prevailing rate of wage for a similar classification of labor, the Contractor shall pay not less than the wage which is the higher of the two.

All laborers, workmen or mechanics shall be paid not less than the minimum hourly rate of wage hereinafter specified, Provided, however, that nothing herein contained shall be construed to prohibit the Contractor, Subcontractor or other person doing or contracting to do the whole or any part of the work under this contract, from paying any such laborers, workmen or mechanics' wages in excess of the hourly minimum rate above specified, Provided further, that any listing of wages and fringe benefits set forth herein for any classification is intended only as a guideline for the Contractor and does not necessarily reflect the most recent classifications or prevailing wage rates therefor.

It is the sole responsibility of the Contractor to assign the appropriate classifications to all laborers, workmen or mechanics who will perform any work pursuant to any Public Works Contract and to ascertain the applicable prevailing wage rates and fringe benefits for each such classification.

Current prevailing wage data can be obtained by the Contractor from the Industrial Statistician of the Department of Labor and Industries, Industrial Relations Division, General Administration Building, Olympia, Washington 98404, (206) 753-4019, and for Federally-funded projects, from the U. S. Department of Labor, Employment Standards Administration, Wage and Hour Division, Federal Office Building, Seattle, 442-1914.

BUILDING TRADES FOR KING COUNTY

ASBESTOS WORKERS

Journeyman		\$17.48
Health & Welfare	.78	
Pension Fund	1.48	
Occupational Health & Research Fund	.07	
Apprentice Fund	.08	

BOILERMAKERS AND BLACKSMITHS

Foreman		14.36
Assistant Foreman - Leadman		14.11
Boilermaker - Blacksmith		13.61
Health & Welfare	1.175	
Pension	1.25	
Vacation	1.00	
Apprenticeship	.04	

**PREVAILING WAGE RATES
(Effective Date 8-28-80)**

BRICKLAYER & MARBLE MASON

Journeyman Bricklayer		15.47
Stone Masons		15.47
Blocklayer		15.47
Cleaners, Pointers & Caulkers		15.47
Exterior Marble Masons		15.47
Health & Welfare	.80	
Pension Fund	1.55	
Apprenticeship	0.16	

CARPENTERS

Journeyman Carpenter		14.93
Carpenters on Creosoted Material		15.03
Sawfilers, Stationary Power Saw Operators, Floor-finishers, Floorlayers, Floorsanders, Shingler & Operators of other stationary power woodworking tools		15.06
Millwrights and Machine Erectors		15.43
Piledrivers, Bridge, Dock & Wharf Builders		15.08
Boom Men		15.13
Acoustical Workers		15.09
Acoustical Foreman		16.09
Millwright Foreman		16.43
Carpenter Foreman		15.93
Piledriver Foreman		16.13
Piledriver Foreman - on power rigs while driving and/or pulling piling		16.43
Health & Welfare	0.75	
Pension	0.95	
Apprentice Fund	0.04	

CARPET, LINOLEUM & SOFT TILE LAYERS

Journeyman		13.58
Health & Welfare	.63	
Pension Fund	1.25	
Apprenticeship Fund	0.13	

CEMENT MASONS - SOUTH

GROUP I - Journeyman - Cement Mason - Building General Concrete Paving, Patching Concrete, Curing Concrete, Curb and Gutter, Sidewalks, Application of Sealing Compound		14.73
--	--	-------

PREVAILING WAGE RATES
(Effective Date 8-28-80)

CEMENT MASONS - SOUTH (Continued)

GROUP II - Application of underlayment, composition mastic, Epoxy, Plastic Concrete Saw (Self-Powered) Grinders and all other Power Tools used by Cement Masons, Hand Powered Grinder, Sandblasting Architectural Finish, Finish Colored Concrete, Guniting Nozzleman, Tunnel Workers

14.98

GROUP III - Trowel Machine on Colored Slabs, Composition or Kalman Floors

15.23

Health & Welfare	.95
Pension	1.50
Training Fund	.10

CEMENT MASONS - NORTH

Cement Masons		14.63
Composition, Epoxy		14.88
Color & Mastic		14.88
Trowel Machine		14.88
Grinder & all other power tools		14.88
Guniting Nozzleman		14.88

Health & Welfare	.85
Pension	1.25
Training Fund	0.10

DIVERS & TENDERS

Divers		36.95
Tenders		16.13

Health & Welfare	0.75
Pension	0.95
Apprentice Fund	0.04

ELECTRICIANS

Journeyman Wireman & Technician		17.87
General Foreman - 20% over Journeyman		21.44
Foreman - 10% over Journeyman		19.66
Cable Splicer - 10% over Journeyman		19.66
Construction Stockman - 50% of Journeyman		8.935

Health & Welfare	.98
Pension - NEBF -	
3% of the Hourly Rate	
Apprentice Fund	0.10
Pension (Local)	1.30
Industry Fund	1%

PREVAILING WAGE RATES
(Effective Date 8-28-80)

ELECTRONIC TECHNICIANS

Journeyman Technician		11.65
Foreman		12.815
Health & Welfare	.54	
Pension	.40	

ELEVATOR

Elevator Constructor Foreman		19.62
Elevator Constructor Mechanic		17.44
Elevator Constructor Helper		12.21
Probationary Helper		8.72
Health & Welfare	1.195	
Pension	0.95	
Educational Fund	.035	
Vacation under 5 yrs, 6% hourly wage		
5 yrs. and over, 8% hourly wage		

GLAZIERS

Journeyman		13.27
Foreman		13.93
Health & Welfare	0.40	
Pension Fund	1.05	

IRONWORKERS

Structural		15.66
Ornamental		15.66
Riggers		15.66
Welders & Burners		15.66
Fence Erectors		15.66
Reinforcing		15.66
Foreman		17.16
General Foreman		18.16
Health & Welfare	.93	
Pension	1.90	
Apprenticeship Fund	.10	

LANDSCAPE LABORERS

Landscape Laborers		7.80
No Fringe Benefits		

LATHERS

Journeyman		15.31
Foreman 2 to 5men		15.56
6 to 9 men		16.21
10 men or more		16.71
Health & Welfare	.85	
Apprenticeship	0.10	
Pension	1.00	

BOARD OF PUBLIC WORKS

1980

#2

PREVAILING WAGE RATES
(Effective Date 8-28-80)

LAWN SPRINKLER & IRRIGATION WORK

Lawn Sprinkler Journeyman		9.75
Foreman		10.25
General Foreman		10.75
Health & Welfare	.70	
Dental	.15	
Vacation	.37	
Pension	.30	
Training Fund	.11	

PAINTERS

Brush, Roller, Paperhanger		13.87
Steeple Jack, Tower		14.57
Industrial Painter - Steam Cleaner, Power Wash (Over 2000 PSI), Bridge, Epoxy, Toxic Spray, Sandblast (Pot Tender - Brush Rate), Steel, Tank, Suspended Scaffolding, Pipes, Industrial Work in Industrial Plants		14.22
Foreman - .75 per hour over the highest paid Journeyman on the job		
General Foreman - \$1.00/hour over highest paid Journeyman on the job		
Health & Welfare/ Dental	0.84	
Pension	0.70	
Apprenticeship	.04	

PAVEMENT STRIPING

Journeyman Pavement Striper		14.99
Foreman		15.99
Health & Welfare	0.84	
Pension	.25	

PLASTERERS

Journeyman		14.79
Foreman - 2 to 5 men supervised		15.24
6 to 9 men supervised		15.68
10 men or more supervised		16.12
Health & Welfare	0.85	
Pension Fund	1.50	
Apprenticeship Fund	0.12	

PREVAILING WAGE RATES
(Effective Date 8-28-80)

PLUMBERS & PIPEFITTERS

Journeyman Plumber & Pipefitter		16.71
Foreman		18.38
General Foreman		19.22
Dental	0.26	
Health & Welfare	0.73	
Pension	1.75	
Vacation	2.00	
Apprenticeship	.12	

REFRIGERATOR MECHANICS

Journeyman		15.71
Health & Welfare	.71	
Pension Fund	1.65	
Vacation Fund	1.61	
Apprentice Fund	.12	
Dental	.23	

ROOFERS AND WATERPROOFERS

Journeyman		15.08
Kettlemen		15.08
Tile & Slate Roofers		15.33
Helper	70%	10.56
Foreman - .50 per hour over highest classification supervised		
Health & Welfare	0.85	
Pension Fund	1.00	
Apprenticeship	.03	

SHEETMETAL WORKERS

Foreman Sheetmetal Worker		18.15
Journeyman Sheetmetal Worker		16.65
Health & Welfare	.73	
Pension Fund	1.56	
Apprenticeship	0.14	
SASMI	3% of the hourly rate, + Health & Welfare + Pension	

SPRINKLER FITTERS

Journeyman Sprinkler Fitter		17.96
Foreman		19.26
Health & Welfare	0.85	
Pension	2.70	
Apprentice Fund	.11	

I-30-7

PREVAILING WAGE RATES
(Effective Date 8-28-80)

TERRAZZO WORKERS

Journeyman		14.67
Health & Welfare	.80	
Pension Fund	1.55	
Training Fund	0.11	

TILE SETTERS

Journeyman		14.67
Health & Welfare	.80	
Pension Fund	1.55	
Apprenticeship	.11	

TILE, MARBLE & TERRAZZO HELPERS

Helpers - Experienced		12.58
Inexperienced - 1st 6 months		11.58
Health & Welfare	.80	
Pension	0.75	

OPERATING ENGINEERS IN NORTHWESTERN WASHINGTON

GROUP IA \$17.00

Cranes 100 tons to 300
Loader 8 yards and over
Shovels and attachments 6 yards and over

GROUP I \$16.50

Cableways
Crane over 45 tons up to 100 tons
Rollagon
Tower Crane
Helicopter Winch
Remote Control Oper., etc.
Loader, Overhead 6 yards up to 8 yards
Shovels, Backhoes over 3 yards to 6 yards
Slipform Pavers
Scrapers, Self-propelled 45 yards and over
Quad 9 and similar D-10 and HD-41

GROUP II

\$16.06

Concrete Batch Plant Operator
 Bump Cutter
 Cranes 20 tons thru 45 tons
 Hydrolifts
 Chipper
 Crushers
 Derrick
 Drilling Machine
 Finishing Machine
 Loaders, Overhead under 6 yards
 Locomotives, all
 Mechanics, all
 Leadman Mechanic (3 or more)
 Mixers, Asphalt Plant
 Motor Patrol Graders - finishing, bluetops,
 pulling slopes, ditches, etc.
 Pump Truck mounted concrete pump with
 boom attachment
 Piledriver
 Screed Man
 Shovels, Backhoes 3 yards and under
 Sub-grader - Trimmer
 Tractors, Backhoe
 Scrapers, Self-propelled under 40 yards
 ** 30¢ over Mechanic
 Tractor, 60 HP and over, Backhoe
 and attachments

GROUP III

\$15.70

Brooms
 Dozers, D-9 and under and Pay dozer
 A-frame Crane
 Cranes, up to 20 tons
 Conveyors
 Hoists, Air Tuggers, etc.
 Loaders - Elevating type
 Fork lifts
 Motor Patrol Grader - non-finishing, Haul roads,
 roughing in grade, etc.
 Mucking machine, etc.
 Concrete Pumps
 Rollers, on plant, roadmix or multilift
 materials
 Saws, Concrete
 Scrapers - Carry all
 Spreaders, Blaw Knox, etc.
 Trenching Machines
 Equipment Service Engineer
 Driver on truck cranes over 45 tons
 Tractor, 60 HP and under, Backhoe
 and attachments

I-30-9

PREVAILING WAGE RATES
(Effective Date 8-28-80)

GROUP IV

\$15.40

Roller, other than plant road mix
or multilift materials
Driver on truck crane 45 tons and under
Oil Distributors, blower, etc.
Assistant Engineers
Pavement Breaker
Posthole Digger, Mechanical
Power Plant
Wheel Tractors, Farmall type
Compressors
Pumps, water

GROUP V

\$13.60

Stake hopper and Grade checker

FRINGE BENEFITS

Health & Welfare	\$.95
Pension	1.50
Training Fund	.16
	<hr/>
	2.61

PREVAILING WAGE RATES
(Effective Date 8-28-80)

HEAVY CONSTRUCTION FOR NORTHWESTERN WASHINGTON, CHELAN-WEST, CLALLAM, DOUGLAS-WEST, GRAYS HARBOR, ISLAND, JEFFERSON, KING, KITSAP, KITTITAS-WEST, LEWIS, MASON, OKANOGAN-WEST, PACIFIC-NORTH, PIERCE, SKAGIT, SNOHOMISH, THURSTON, WHATCOM, YAKIMA-WEST.

TRUCK DRIVERS FOR NORTHWESTERN WASHINGTON

The following classifications and rates of wage are for all the counties in the Northwestern Washington area as heretofore listed.

<u>A-FRAME OR HYDRALIFT TRUCKS OR SIMILAR EQUIPMENT WHEN A-FRAME OF HYDRALIFT OR SIMILAR EQUIPMENT IS IN USE</u>	15.76
<u>BUGGYMOBILE</u>	15.45
<u>BULK CEMENT TANKER</u>	15.61
<u>BULL LIFTS, OR SIMILAR EQUIPMENT USED IN LOADING OR UNLOADING TRUCKS, TRANSPORTING MATERIALS ON JOB SITES:</u>	
Warehousing	15.28
Other Than Warehousing	15.63
<u>BUS OR MANHAUL</u>	15.28
<u>DUMPSTERS, AND SIMILAR EQUIPMENT</u>	
<u>TOURNOROCKERS, Tournowagon, Tournotrailer, CAT DW SERIES, TERRA COBRA, LE TOURNEAU, WESTINGHOUSE, ATHEY WAGON, EUCLID, TWO AND FOUR-WHEELED POWER TRACTOR WITH TRAILER AND SIMILAR TOP-LOADED EQUIPMENT TRANSPORTING MATERIAL AND PERFORMING WORK IN TEAMSTER JURISDICTION. DUMP TRUCKS SIDE, END AND BOTTOM DUMP, INCLUDING SEMI-TRUCKS AND TRAINS OR COMBINATIONS THEREOF:</u>	
Up to and including 5 yards	15.28
Over 5 yards to and including 12 yards	15.50
Over 12 yards to and including 16 yards	15.56
Over 16 yards to and including 20 yards	15.61
Over 20 yards to and including 30 yards	15.78
Over 30 yards to and including 40 yards	15.94
Over 40 yards to and including 55 yards	16.10
- 15¢ per hour increase for each 10 yard increment over 55 yards	
<u>EXPLOSIVE TRUCK - FIELD MIX - & SIMILAR EQUIPMENT FLATBED</u>	15.50
Single Rear Axle	15.28
Dual Rear Axle	15.39
<u>GREASE TRUCK, FUEL TRUCK, GREASER, BATTERY SERVICE MAN AND/OR TIRE SERVICE MAN</u>	15.28

PREVAILING WAGE RATES
(Effective Date 8-28-80)

<u>HYSTER OPERATORS - HANDLING BULK LOOSE AGGREGATES</u>	15.45
<u>LEVERMAN & LOADERS AT BUNKERS & BATCH PLANTS</u>	15.18
<u>LOWBED H.D. TRAILER</u>	
Under 50 Ton Gross	15.50
50 Ton Gross through 100 gross	15.78
Over 100 gross	15.94
<u>MECHANIC</u>	15.62
<u>MECHANIC HELPER</u>	15.03
<u>PICKUP TRUCK, ESCORT OR PILOT CAR</u>	15.18
<u>ROAD OIL DISTRIBUTOR DRIVER</u>	15.50
<u>SCISSOR TRUCK</u>	15.28
<u>SLURRY TRUCK</u>	15.50
<u>SNO-GO & SIMILAR EQUIPMENT</u>	15.50
<u>SPREADER, FLAHERTY</u>	15.28
<u>STRADDLE CARRIER ROSS, HYSTER -</u>	
<u>AND SIMILAR EQUIPMENT</u>	15.45
<u>SWAMPERS</u>	15.18
<u>TEAM DRIVER</u>	15.23
<u>TRACTOR, SMALL RUBBER-TIRED - WHEN USED</u>	
<u>WITHIN TEAMSTER JURISDICTION</u>	15.28
<u>TRANSIT-MIX USED EXCLUSIVELY IN HEAVY CONSTRUCTION</u>	
0 to and including 4½ yards	15.49
Over 4½ yards to and including 6 yards	15.66
Over 6 yards to and including 8 yards	15.82
Over 8 yards to and including 10 yards	15.98
Over 10 yards to and including 12 yards	16.15
Over 12 yards to and including 16 yards	16.31
Over 16 yards to and including 20 yards	16.47
Over 20 yards	16.63
Note: All types of trucks or equipment used to haul Portland Cement Ready-Mix shall be governed by the Transit-Mix Scales.	
<u>VACUUM TRUCK</u>	15.28
<u>WAREHOUSEMAN AND CHECKERS</u>	15.18
<u>WATER WAGON AND TANK TRUCK</u>	
Up to 1600 Gallons	15.28
1600 Gallons to 3000 Gallons	15.45
Over 3000 Gallons	15.61
<u>WINCH TRUCK</u>	
Single Rear Axle	15.28
Dual Rear Axle	15.50
<u>WRECKER, TOW TRUCK AND SIMILAR EQUIPMENT</u>	15.28
<u>FRINGE BENEFITS - TRUCK DRIVERS:</u>	
Health and Welfare	1.06
Pension Fund	1.33
Training Fund	0.14

PREVAILING WAGE RATES
(Effective Date 8-28-80)

LABORERS FOR NORTHWEST WASHINGTON

The following classifications and rates of wage are for all the counties in the Northwestern Washington area as heretofore listed:

GROUP A \$ 7.90

Window Washers

GROUP I \$12.93

General Laborer
Asphalt Laborers
Batch Weighman
Broomers
Brush Cutter
Brush Hog Feeder
Burners
Car & Truck Loader
Carpenter Helper
Cement Handler
Changehouse or Dry Shack
Chocker Setter
Cleanup Laborer
Concrete Form Stripper
Concrete & Monolithic Laborer
Crush Feeder
Curing Laborer
Demolition: Wrecking & Moving -
 including charred material
Ditch Digger
Drierman
Dumpman
Elevator Feeders
Faller and Bucker - Hand
Fence Laborer
Fine Graders
Flagman
Form Cleaning Machine Feeder
Form Setter
Grout Machine Header Tender
Header Laborer & Guardrail Erector
House Wrecker
Maintenance Man
Material Yard Man - including Electrical
Nipper-Swamper
Pilot Car
Pitman
Pot Tender
Rip Rap Man
Sandblast Tailhoseman
Scaleman
Signalman

PREVAILING WAGE RATES
(Effective Date (8-28-80))

LABORERS FOR NORTHWEST WASHINGTON

GROUP I (Continued)

Skipman
Sloper Sprayman
Stacker
Stockpiler
Toolroom Man - at job site
Track Laborer
Truck Spotter
Vinyl Seaming
Watchman

GROUP II

\$13.27

Air, Gas or Electric Vibrating Screed
Anchor Machines
Ballast Regulator Machines
Chippers
Choker Splicer
Chuck Tender
Clary Power Spreader & Others
Concrete Saw Operator
Epoxy Technician
Gabian Basket Builder
Grinders
Groutman - Pressure, Including Post Tension Beams
Jackhammer
Multiple Tampers
Pavement Breaker, under 90 lbs.
Pipe Pot Tender
Pipe Wrapper
Powderman's Helper
Power Jacks
Power Wheelbarrow or Buggy
Railroad Spike Puller
Ribbon Setter, Head
Rip Rap Man, Head
Rodder
Sloper - over 20 feet
Stake Hopper
Swinging Scaffold or Boatswain Chair
over water or 25 feet in height
Tamber - Multiple & Self Propelled
Tamber and Similar Electric and Air Operated Tools
Topman - Tailman
Track Liners
Wagon Driller and Air Trac Helper
Well Point Laborer

PREVAILING WAGE RATES
(Effective Date 8-28-80)

LABORERS FOR NORTHWEST WASHINGTON

GROUP III \$13.41

Bit Grinder and Drill Doctor
 Cement Dumper - Paving
 Cement Finisher Helper
 Faller & Bucker Chain Saw
 Grade Checker and Transit Man
 High Scaler
 Laser Beam Operator
 Manhole Builder
 Mortarman and Hodcarrier
 Nozzleman - Concrete Pump, Green Cutter when using combination of high pressure air and water on concrete and rock, sandblast, Gunit, Shotcrete - Water Blaster
 Pavement Breaker, 90 lbs. and over
 Pipe Layer & Caulker
 Powderman
 Raker - Asphalt
 Spreader - carries grade with Rodder
 Timberman - Sewer
 Tugger Operator
 Vibrator (all)
 Wagon Driller and Air Trac Operator

GROUP IV \$13.51

Caisson Worker
 Laser Beam Operator - Tunnel
 Miner
 Spader - Tunnel
 Pipe Reliner (not insert type)
 Powderman
 Re-Timberman

Foremen - Fifty cents per hour above the highest Laborer's Classification Supervised

FRINGE BENEFITS - LABORERS

Health & Welfare	.95
Pension	1.30
Training Fund	.08

HOURLY SCALE OF WAGES

In the event any dispute arises as to whether the above rates are the prevailing rates for this locality, and the dispute cannot be adjusted by the parties involved, the matter shall be referred for arbitration to the Director of the Department of Labor and Industries of the State of Washington, and his decision therein shall be final and conclusive and binding on all parties involved in the dispute.

Weekly payroll reports shall be filed with the Secretary of the Board of Public Works, containing the following items:

1. Name and residence address
2. Classification of work as defined by specifications
3. Number of hours employed each day
4. Total number of hours employed each payroll period
5. Rate of wages
6. Total amount earned
7. Deductions for Medical Aid
8. Net amount paid
9. Whether a citizen of the United States
10. Whether a head of a family

Work performed at the straight-time rate shall be shown on one line of the payroll for each day and any overtime worked; travel time or other additional compensation must be shown on a separate line for each day and extended at the premium rate.

Payroll reports shall be signed by the Contractor or his duly authorized agent.

An authorization for an agent, in substantially the following form, shall be submitted with the first payroll report for each project. If the agent is changed, a new authorization will be required.

I-30-16

A F F I D A V I T

I, _____, hereby certify that _____
(Affiant) (Agent)

_____, pay(s) or supervise(s) the paying of the employees of _____
(Title)

_____, on the following project for the City of Seattle, _____

_____, Ordinance No. _____, L.I.D. No. _____, and is in a
(Name of Project)

position to have full knowledge of the facts set forth in the affidavit respecting the payment of wages of employees working on the project herein mentioned.

Affiant

Sworn to before me this _____ day of _____, 19____.

Notary Public

The affidavit accompanying each payroll report shall be substantially the following form.

I, _____, _____
(Name of Affiant) (Title)

hereby certify that I pay or supervise the payment of the persons employed by _____

_____, on the following project for the City of Seattle,
(Contractor)

_____, Ordinance No. _____, L.I.D. _____.

That the attached payroll sets out accurately and completely the name, occupation, hourly wage rate, total number of hours worked and the full weekly wages earned, of each person employed on the above project for the weekly payroll period from the _____ day of _____, 19____ to the _____ day of _____, 19____:

That no laborer, workman or mechanic employed on the above project has been paid less than the prevailing rate of wage or less than the minimum rate of wage specified in the contract:

That no rebates have been made either directly or indirectly to or on behalf of said Contractor from the full weekly wages earned as set out on the attached payroll and that the full amount due has been paid.

Signature of Affiant

Sworn to before me this _____ day of _____, 19____.

Notary Public

The City Comptroller will withhold payment on all estimates for work performed by the Contractor under this contract until all payroll reports of said Contractor for work performed have been filed with the Secretary of the Board of Public Works.

BPW

Art Maronek, Acting Dir. of Engineering

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT

M E M O R A N D U M

✓
September 4, 1980

ROUTING	DATE	INITIAL
ACTION		
REN		LFC
FILE		✓
INFORMATION		
AEM		

3C
+
AM

30 SEP 5 8:18

SEATTLE ENG. DEPT.

To: L. F. Clark, Construction Division, Engineering Department

From: Betty L. McFarlane, Executive Secretary *BLM*

Re: Completion Letters/Acceptance of Contracts

In regard to your communication of 8/28/80, on the above subject, the Board's use of the word "Expiration" is to denote the required completion date. Expiration means to come to an end. It is used to illustrate the number of days allowed within the contract for completion of the project. It could also be termed "Required Completion Date", as you suggest, and, the words "Actual Completion Date" could then follow rather than simply, "Completion Date," as now used in the Board's policy for acceptance letters.

Either way it does not change the procedure to be followed for acceptance letters. The Board still requires documentation showing details of requests for extensions of time, and/or supplemental contracts when a project has been "terminated" with additional work to be accomplished later. Then, the "Required Completion Date" and "Actual Completion Date", should follow indicating number of days requested for extension, if any, or supplemental contract information.

If departments recommend denial of requests for extensions of time, they should also indicate the liquidated damages which should be assessed, if the Board of Public Works concurs with the recommendation.

The point is, the "Required Completion Date" is the "Expiration Date." This shows the Board at a glance that the project has, or has not, been completed within the contract specified time limit. Departments are still free to keep their records, as you have attached, in a manner they choose, to document the progress of the contract and substantiate the recommendation made to the Board.

If you have further questions, please call.

BLM:wb

cc: BPW Members

Att.

Seattle
Engineering Department
Arthur E. Maronek
Acting Director of Engineering
Charles Royer, Mayor



August 28, 1980

M E M O R A N D U M

To: Board of Public Works, Attention: Betty L. McFarlane

From: L. F. Clark, Construction Division

Subject: Completion Letters

Since there still appears to be some confusion regarding terminology related to project completion dates, and time extensions, we have attached a copy of our standard reporting form including explanation of all terminology as used by the Construction Division. In our more recent completion letters to the Board, we have been using the dates and format as requested in your memo dated July 16, 1980. However, we believe the information so supplied does not accurately reflect the actual progress of the project, and may not be sufficient for the Board to make an accurate judgment upon possible request for time extension and/or liquidated damages.

The "Required Completion Date", in our reference, is not the expiration date. Construction contracts do not "expire", and we cannot find this terminology referenced in the AFWA Standard Specifications nor in the City Supplement. The Construction Division has utilized the terminology Required Completion Date, to designate the calendar date upon which all the work of the contract must be completed after all corrections to the construction time have been made or approved and accepted extensions, including time suspensions, procurement time when so specified, abnormal weather days, additional work, etc.

As can be seen by the attached record of time as maintained for a project by the Construction Division, actual times used, including possible extensions, is sometimes much more complicated than is indicated by the completion letter. The contract document set forth a working day count in which the contractor must complete all work. This time may be modified by unavoidable delays (subject to BPW concurrence) and by work suspension ordered by the engineer. The AFWA Standard Specifications refers to the actual date required for completion of all work, as modified by accepted time extensions, as "Revised Date for Completion". This Revised Date for Completion, is the same comparable date we have been using in our completion letters and referencing as Required Completion Date. It is this date that is compared to the actual completion date defined in Section 8-1.06 of the AFWA Specifications, that allows computation for liquidated damages, if any.

BFW, Attn: Betty L. McFarlane
L. F. Clark
Completion Letters

August 28, 1980

page two

The Construction Division would prefer not using the terminology Expiration Date as it is believed to be misleading in reference to the contract documents. It is recommended that the Board of Public Works give consideration to using the terminology "Tentative Completion Date" in lieu of the terminology "Expiration Date" as it is a more appropriate definition for the uncorrected completion date set forth in the contract documents. It is also recommended that "Required Completion Date" be adopted as the most appropriate terminology to define the actual required date for completion, be corrected for all approved time extensions, if any.

The several factors affecting contract completion, and contributing to the necessary corrections to the tentative completion date set forth in the contract, can be separated into two major categories:

- 1) Suspension of Time (suspend and resume work orders in writing by the engineer)
 - a) for unsuitable weather (for extended periods of time only)
 - b) procurement of material when so provided in the contract documents
- 2) Unavoidable delays
 - a) abnormal inclement weather
 - b) extra work
 - c) delays caused by the owner
 - d) other reasons claimed by the contractor, such as fire, flood, strike, etc.

Although the Board of Public Works officially accepts or rejects all time extensions at completion of the projects, the suspensions of time ordered by the Engineer and the abnormal inclement weather days, are in effect established prior to submission of the completion letter. The suspensions of time are directed by the engineer at time of occurrence, in accordance with the contract documents. The abnormal inclement weather days must be reported in the weekly statement of working days for each project in accordance with the local agency guidelines for Certification Acceptance on State projects. The Construction Division has been submitting these weekly statement of working days to the State.

The Construction Division believes it necessary to record all dates on each project as shown on the attached record form. We find it necessary to work with a final revised date for completion including all corrections allowed by time extensions, which we have designated Required Completion Date in order to make comparison with the Actual Completion Date to enable computation of liquidated damages. However, we also wish to present the completion letters to the Board in the format that is best suited to the Board's wishes. We have met many times with the Board staff and have attempted to present the completion letters in the format we believe the

BPW, Attn: Betty L. McFarlane
L. F. Clark
Completion Letters

August 28, 1980

page three

Board wanted. We will continue to do so, but it is requested that the Board give consideration to the recommendations made by the Construction Division, and set forth firm guidance policy for all affected departments. However, we must all work within the framework of the adopted contract documents.

Your review of this matter will be sincerely appreciated.

IFC:kk

J.A.B. For L.F.C.
cc: J. A. Bolding

Attachment

	1) W.A.No.P.C. _____	CO _____
Project _____	2) Ord. No. _____	LI _____
	3) Award Date _____	
	4) Procurement Days Allowed _____	
	*5) Notice to Proceed Date _____	
	6) Working Days Allowed _____	
	*7) Expiration Date _____	
	8) Approved Procurement Days _____	
Senior Engr: _____	9) Abnormal Inclement Weather Days _____	
	10) Tentative Completion Date _____	
Resident Engr: _____	11) Other Extension Days _____	
	*12) Required Completion Date _____	
Contractor: _____	13) Early-Late Completion Date _____	
	*14) Actual Completion Date _____	
	15) Substantial Completion Date _____	
	16) Liquidated Damages _____	
Was there a supplemental contract made? _____	17) Acceptance Date _____	
Yes OR No	18) Release Date _____	
	19) Funding Source _____	
	20) W.A. Termination Date _____	

Line Item 1) and 2) are self explanatory.

Line Item 3) is the date on which the Board of Public Works awards the contract.

Line Item 4) is the maximum number of days allowed for material procurement as called out in Section 2 of the contract.

Line Item *5) is the date on which the contractor was ordered to proceed. The asterisk indicates that this date is to be included as a line item in completion letter to BPW.

Line Item 6) is the maximum number of working days called out in Section 2 of the contract. If calendar days are specified, mark out the word "working" and write in "C.D." after number inserted. If specific completion date is specified, write in "N/A" in lieu of number. Mention of this line item is to be included in the preamble of the completion letter to the BPW.

Line Item *7) is line item 5) date extended by line item 6). If line item 6) has been marked "N/A", write in the specific completion date required by Section 2 of the contract. The asterisk indicates that this date is to be included as a line item in completion letter to BPW.

Line Item 8) is the actual number of material procurement days used and approved. Such number cannot exceed that number allowed under line item 4). However, any additional days may be recommended under line item 11). Mention of this line item is to be included in the preamble of the completion letter to the BPW.

Line Item 10) is line item 7) date extended by line items 8) and 9).

Line Item 11) is the number of days for which claim for unavoidable delays is made per Section 8-1.07 of the specifications and for which the engineer recommends BPW approval. This number does not include those days mentioned in line items 8) and 9) nor claimed delay days which the engineer considers unjustifiable. Mention of this line item is to be included in the preamble of the completion letter to the BPW.

Line Item *12) is line item 10) date extended by line item 11). The asterisk indicates that this date is to be included as a line item in the completion letter to the BPW.

Line Item 13) is the difference in days (calendar and/or working as called for by Section 8-1.08 of the specifications) between line item 12) and line 14). If line item 12) date precedes line item 14) date, mark out the word "Early". If line item 14) date precedes line item 12) date, mark out the word "Late". Mention of this line item is to be included in the preamble of the completion letter to the BPW.

Line Item *14) is the date on which all work which is intended to be done under the contract has been completed. The asterisk indicates that this date is to be included as a line item in the completion letter to the BPW.

Line Item 15) is the date on which the engineer determined the work completed to the extent that the owner had full and unrestricted use and benefit, both from the operational and safety standpoint, and only minor incidental work, replacements, corrections or repairs remained to complete the total project. If the specifications call for different liquidated damage rates after substantial completion, this date should be included in the preamble of the completion letter to the BPW.

Line Item 16) is the amount of liquidated damages recommended by the engineer based on 13), and 15), if applicable, and the per day amount called for by the spec. Mention of this line item is to be included in the preamble of the completion letter to the BPW.

Line Items 17), 18), 19) and 20) are self explanatory.

BPCW

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT

M E M O R A N D U M

ROUTING	DATE	INITIAL
ACTION		
FILE		✓
INFORMATION		
AEM		
R.R.P./P.D.H.		
REN/H.W.J.		
		K.T.J.

✓ September 3, 1980

To: All City Departments

From: Betty L. McFarlane, Executive Secretary *Blm*

Re: New Location for Board of Public Works Department

Effective Monday, September 8, 1980, the Board of Public Works Department will be located on the:

4th Floor
 400 Yesler Building
 Seattle, Washington 98104

Our phone number will remain the same (extension 2266). Our mail code will remain the same (01-03-03) until further notice by the Department of Administrative Services.

The Board of Public Works weekly meetings will also be held in the Yesler Building.

BLM:mpw

30 SEP 4 17:40

SEATTLE ENG. DEPT.

B.P.W.

9/3

August 28, 1980

M E M O R A N D U M

To: Board of Public Works, Attention: Betty L. McFarlane

From: L. F. Clark, Construction Division

Subject: Completion Letters

Since there still appears to be some confusion regarding terminology related to project completion dates, and time extensions, we have attached a copy of our standard reporting form including explanation of all terminology as used by the Construction Division. In our more recent completion letters to the Board, we have been using the dates and format as requested in your memo dated July 16, 1980. However, we believe the information so supplied does not accurately reflect the actual progress of the project, and may not be sufficient for the Board to make an accurate judgment upon possible request for time extension and/or liquidated damages.

The "Required Completion Date", in our reference, is not the expiration date. Construction contracts do not "expire", and we cannot find this terminology referenced in the APWA Standard Specifications nor in the City Supplement. The Construction Division has utilized the terminology Required Completion Date, to designate the calendar date upon which all the work of the contract must be completed after all corrections to the construction time have been made or approved and accepted extensions, including time suspensions, procurement time when so specified, abnormal weather days, additional work, etc.

As can be seen by the attached record of time as maintained for a project by the Construction Division, actual times used, including possible extensions, is sometimes much more complicated than is indicated by the completion letter. The contract document set forth a working day count in which the contractor must complete all work. This time may be modified by unavoidable delays (subject to BFW concurrence) and by work suspension ordered by the engineer. The APWA Standard Specifications refers to the actual date required for completion of all work, as modified by accepted time extensions, as "Revised Date for Completion". This Revised Date for Completion, is the same comparable date we have been using in our completion letters and referencing as Required Completion Date. It is this date that is compared to the actual completion date defined in Section 8-1.06 of the APWA Specifications, that allows computation for liquidated damages, if any.

Information	
Concurrence Prior to Signature	
PEN	RE
AEM	MAEM

BFW, Attn: Betty L. McFarlane
L. F. Clark
Completion Letters

August 28, 1980

page two

The Construction Division would prefer not using the terminology Expiration Date as it is believed to be misleading in reference to the contract documents. It is recommended that the Board of Public Works give consideration to using the terminology "Tentative Completion Date" in lieu of the terminology "Expiration Date" as it is a more appropriate definition for the uncorrected completion date set forth in the contract documents. It is also recommended that "Required Completion Date" be adopted as the most appropriate terminology to define the actual required date for completion, be corrected for all approved time extensions, if any.

The several factors affecting contract completion, and contributing to the necessary corrections to the tentative completion date set forth in the contract, can be separated into two major categories:

- 1) Suspension of Time (suspend and resume work orders in writing by the engineer)
 - a) for unsuitable weather (for extended periods of time only)
 - b) procurement of material when so provided in the contract documents
- 2) Unavoidable delays
 - a) abnormal inclement weather
 - b) extra work
 - c) delays caused by the owner
 - d) other reasons claimed by the contractor, such as fire, flood, strike, etc.

Although the Board of Public Works officially accepts or rejects all time extensions at completion of the projects, the suspensions of time ordered by the Engineer and the abnormal inclement weather days, are in effect established prior to submission of the completion letter. The suspensions of time are directed by the engineer at time of occurrence, in accordance with the contract documents. The abnormal inclement weather days must be reported in the weekly statement of working days for each project in accordance with the local agency guidelines for Certification Acceptance on State projects. The Construction Division has been submitting these weekly statement of working days to the State.

The Construction Division believes it necessary to record all dates on each project as shown on the attached record form. We find it necessary to work with a final revised date for completion including all corrections allowed by time extensions, which we have designated Required Completion Date in order to make comparison with the Actual Completion Date to enable computation of liquidated damages. However, we also wish to present the completion letters to the Board in the format that is best suited to the Board's wishes. We have met many times with the Board staff and have attempted to present the completion letters in the format we believe the

BFW, Attn: Betty L. McFarlane
L. F. Clark
Completion Letters

August 28, 1980

page three

Board wanted. We will continue to do so, but it is requested that the Board give consideration to the recommendations made by the Construction Division, and set forth firm guidance policy for all affected departments. However, we must all work within the framework of the adopted contract documents.

Your review of this matter will be sincerely appreciated.

IFC:kk

cc: J. A. Bolding

Attachment

	1) W.A.No.P.C. _____ CO _____
Project _____	2) Ord. No. _____ LID _____
_____	3) Award Date _____
_____	4) Procurement Days Allowed _____
_____	*5) Notice to Proceed Date _____
_____	6) Working Days Allowed _____
_____	*7) Expiration Date _____
Senior Engr: _____	8) Approved Procurement Days _____
_____	9) Abnormal Inclement Weather Days _____
Resident Engr: _____	10) Tentative Completion Date _____
_____	11) Other Extension Days _____
Contractor: _____	*12) Required Completion Date _____
_____	13) Early-Late Completion Date _____
_____	*14) Actual Completion Date _____
_____	15) Substantial Completion Date _____
Was there a supplemental contract made? _____	16) Liquidated Damages _____
Yes _____ OR No _____	17) Acceptance Date _____
_____	18) Release Date _____
_____	19) Funding Source _____
_____	20) W.A. Termination Date _____

Line Item 1) and 2) are self explanatory.

Line Item 3) is the date on which the Board of Public Works awards the contract.

Line Item 4) is the maximum number of days allowed for material procurement as called out in Section 2 of the contract.

Line Item *5) is the date on which the contractor was ordered to proceed. The asterisk indicates that this date is to be included as a line item in completion letter to BPW.

Line Item 6) is the maximum number of working days called out in Section 2 of the contract. If calendar days are specified, mark out the word "working" and write in "C.D." after number inserted. If specific completion date is specified, write in "N/A" in lieu of number. Mention of this line item is to be included in the preamble of the completion letter to the BPW.

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Line Items 17), 18), 19) and 20) are self explanatory.

BPW

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT
M E M O R A N D U M

✓ August 22, 1980

To: Board of Public Works Members
From: Betty L. McFarlane, Executive Secretary *BLM*
Re: Routing Order of Contractors' Monthly Estimates

In order to expedite processing of contractors' monthly estimates, Board departments should, after appropriate departmental signatures have been obtained, send estimates directly to the Chairman of the Board for signature, rather than to the Board of Public Works Office. The Chairman will then sign the estimates and send them to the Board Office for the signature of the Executive Secretary.

It is anticipated that this new procedure will help speed up the processing of payments to contractors.

BLM/mpj

- cc: Ed Engel, Evelyn Larson - Park Dept.
- Robert Snyder, Eleanor Stafford, D.A.S.
- Bill Woodward, D.C.L.U.
- Len Clark, Sid Deguchi - Engineering
- Scott Haskins, Jim Miller - Water Dept.
- John Hansen, City Light
- Al Wyemura, Seattle Center

30 AUG 25 A 8:05
SEATTLE ENG. DEPT.

ROUTING	DATE	INITIAL
ACTION		
FILE	✓	
INFORMATION		
AEM	/	
RRP	/	TRL
REN	/	LFC

20

Art Maronek, Act. Dir. of Engineering
BPN

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT

✓ August 19, 1980

To: All Board of Public Works Members
From: *fo* Betty L. McFarlane, Executive Secretary *(Signature)*
Re: Change in Specification Page Titled "Instructions for Contract Compliance, Ordinance 101432"

On the page in the boiler plate of the specifications titled "Instructions for Contract Compliance, Ordinance 101432", the following change should be made:

Under Section B, Number 1, in the third paragraph, delete the wording "(excluding Subsection 2 of Section D)".

BIM:mpw

cc: Project Managers

ROUTING	DATE	INITIAL
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<i>ic</i>		<i>REN/DJA</i>
FILE	✓	
INFORMATION		
		<i>AFM</i>

80 AUG 20 A 7: 23

SEATTLE ENG. DEPT.

Art Maronek, Director of Engineering
BPW

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT

M E M O R A N D U M

✓ August 15, 1980

To: All Board of Public Works Members
From: Betty L. McFarlane, Executive Secretary *BLM*
Re: Agenda deadline for September 3, 1980
Board of Public Works Meeting

Since Monday, September 1, 1980 is a City holiday, items to be considered at the Wednesday, September 3, 1980 Board of Public Works meeting must be received in my Office by Friday, August 29, 1980 at 5:00 p.m. All requests for acceptance of projects as complete by the Board must be received by Thursday, August 28, 1980 at 5:00 p.m.

Please inform the appropriate people in your department of these deadlines.

BLM:mpw
cc: All project managers

80 AUG 18 8:01
SEATTLE ENG. DEPT.

ROUTING	DATE	INITIAL
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FILE	✓	
INFORMATION		
REM		
REN	DJH	

BPW Art Maronek, Acting Dir. of Engineering

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT

MEMORANDUM

✓
August 7, 1980

ROUTING	DATE	INITIAL
ACTION		
FILE	✓	
INFORMATION		
FEM		
REN/DJH		

To: Board of Public Works Members

From: Betty L. McFarlane, Executive Secretary *BLM*

Re: Funding Sources on Title Page of Specifications

To help ensure that proper inserts are included in all public works contract specifications we have been advised by the Law Department that Board Departments should list the funding source for the project on the title signature page of the specifications.

This should be started immediately.

BLM:mpw

cc: Project Managers

SEATTLE ENG. DEPT.
80 AUG 12 A 7: 56

BPW

Your Seattle Parks and Recreation

Walter R. Hundley, Superintendent
Charles Royer, Mayor



August 4, 1980 ✓

MEMORANDUM

TO: Mayor Charles Royer
FROM: Walter R. Hundley *WRH*
SUBJECT: Vacation

ROUTING	DATE	INITIAL
ACTION		
FILE		✓
INFORMATION		
<i>AEM</i>		

I will be on vacation from August 4 thru August 8, 1980. In my absence C.M. (Bud) Girtch will be responsible for operations but, in the event of an emergency my secretary will be able to reach me.

Although I am on vacation I am herewith convening a meeting of the Board of Public Works on Wednesday, August 6, 1980, at 9:00am.

WRH:hg

cc: Dorothy McCormick
George Benson
Board of Public Works ✓

80 AUG 5 9:56

SEATTLE ENG. DEPT.

An equal employment opportunity - affirmative action employer

Seattle Department of Parks and Recreation, 610 Municipal Building, Seattle, Washington 98104 (206) 625-4671
Board of Park Commissioners: Thomas E. Allen, Chairman, Gienna Hall, Vice Chairman,
Robert E. Kildall, Phyllis S. Legters, Ruben Sierra, Thomas O. Wimmer, Fabiola Woods

BPW

UNIT	INITIAL
ACTION	
FILE	✓
INFORMATION	
ACM	
EMW/KTS/SD	
REN/LFC	

THE CITY OF SEATTLE BOARD OF PUBLIC WORKS

DEPARTMENT MEMORANDUM

July 30, 1980

To: Tim Hill, City Comptroller--
Attn.: Willy Liang

From: Betty L. McFarlane, Executive Secretary *BLM*

Re: Retainage being held on Public Works Improvement Contracts

The following contractors and projects are missing various payroll-related documents required under the contract specifications. All funds due to these contractors for the projects listed, including retainage, should be held by the City Comptroller's Office and not released to the contractors until clearance is received in writing from this Office.

1. R. L. Alia & O. R. Alia, International District by Streetscaping, BPW #77-100.
2. Gary Merlino Construction Co., Beacon Avenue South, Phase I, by Street Improvements, BPW #79-65.
3. Sound General Construction, Beacon Hill Playground, BPW #79-82.
4. D. R. Craig Construction, South Othello St./Empire Way South by Landscape and Construction, BPW #79-54.
5. Coleman-Gilchrist Building Co., Greenwood Senior Center Rehabilitation, BPW #79-11.
6. Golf Landscaping, Georgetown Playfield Rehabilitation and New Shelterhouse, BPW #79-73.
7. Gordon Kruse Construction, Rainier Community Center, BPW #80-1
8. R. L. Alia Co., Beacon Avenue South, Phase III, by Street-Improvement, BPW #79-135.
9. Ironwood N.W., Inc. Denny Regrade Park, BPW #78-68.

00-111-1
 1A10
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 SEATTLE ENG. DEPT.

BLM/jw

B 97

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT
MEMORANDUM

July 24, 1980 ✓

ROUTING	DATE	INITIAL
ACTION		
FILE		
INFORMATION		
AEM		
EMW		
REN/DJH		

2c

To: Board of Public Works Members

From: Betty L. McFarlane, Executive Secretary *BLM*

Re: New Deadline for Receipt of Project Acceptance Letters
by Board of Public Works Department

Effective immediately, all letters requesting acceptance of projects as complete by the Board of Public Works must be received by this Office by Thursday, at 5:00 p.m., for the following Wednesday's agenda. The deadline for all other itmes will continue to be Monday at 5:00 p.m.

This change is necessary in order to allow time for this Department to review each project's payroll file and check to ensure that all required payroll information has been submitted and that prevailing wage rates have been paid.

Letters received after 5:00 p.m. Thursday will not be placed on the Board's agenda for the following week, but will go on for the week after.

BLM:wb

80 JUL 29 8:00
 SEATTLE ENG. DEPT.

SEATTLE ENG. DEPT.

30 JUL 17

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT

M E M O R A N D U M

July 16, 1980

To: Mayor Charles Royer, and
Members of the Board of Public Works

From: Betty L. McFarlane, Executive Secretary *BLM*

Re: Executive Secretary Position Opening due to Retirement

At 11:20 a.m., in regular session today, the Board of Public Works members, Jack Collins, and I discussed the position of the Executive Secretary and whether the position should be advertised immediately. After discussing the matter, it was believed that there could be further studies undertaken in the near future which would result in changes in the operation and responsibilities of the Board of Public Works. These changes could affect the present job description of the Executive Secretary of the Board, or do away with the position. For your information, the attached job description outlines duties and responsibilities of the position as they are carried out at the present time.

Because of pending changes, I recommend that the Board not advertise to fill the position, but appoint an Acting Executive Secretary to carry out the duties of this Office until a decision is made by the Mayor and the City Council on the future responsibilities of the Board of Public Works.

I agree that it would be unfair to appoint a permanent director to undertake the duties of this Office with uncertainty hanging over the position. For this reason, as planned originally, I will plan to leave on September 23, 1980. I am hopeful that an Acting Executive Secretary can be found in that period of time. Please advise how I can be of help in this regard.

Again, it has been an extreme pleasure to work for the City of Seattle, and I thank all those who have made it so.

BLM/jw

Att.

ROUTING	DATE	INITIAL
ACTION		
FILE		✓
INFORMATION		
AEM		
		<i>M Staff</i>

100

EXECUTIVE SECRETARY,
BOARD OF PUBLIC WORKS
(EXEMPT POSITION)

2,276 2,365 2,461 2,559 2,659

DEFINITION

Under general direction of the Board of Public Works to function as head of the Board of Public Works Department; to serve as Executive Secretary of the Board; to direct staff; and to do related work as required.

EXAMPLES OF DUTIES

Exercises administrative direction over staff and management of Department.

Selects and directs the training, development and supervision of office personnel.

Directs the preparation of the Department's budget; maintenance of accounts, records, budget control, payrolls, requisitions, and bills; the completion, execution and filing of all Board of Public Works contracts for public improvements.

Directs the call for bids, the closing of contracts and maintains the flow of work.

Acts for the Board in the day-to-day direction of public works activities in accordance with Board adopted rules and regulations and City, State and Federal laws.

Directs the monitoring of public works improvement and design contracts to ensure that they are developed and carried out legally.

Develops and recommends policies, ordinances, rules and regulations pertaining to contracting and its related activities. Maintains policy records.

Directs the checking of contractor payrolls to ensure that prevailing wages are paid.

Conducts investigations of claims and appeals.

Directs the maintenance of the City-wide Consultant Register file.

Checks and signs all estimates for payments to contractors.

Signs all plans and specifications for public improvements and contracts relating thereto.

EXECUTIVE SECRETARY,
BOARD OF PUBLIC WORKS

EXAMPLES OF DUTIES (continued)

Interprets and directs appropriate application of policies and rules adopted by the Board or as authorized by other laws; acts in a liaison capacity between the Board, Mayor's Office, City Council, City departments, other governmental agencies and citizens on matters of Board rules, actions and orders.

Directs the preparation and assembly of information and provides an analysis of material essential to decisions of the Board.

Attends and participates in meetings of the Board; directs the processing of orders and decisions resulting from Board of Public Works meetings; notifies the appropriate departments, officials, organizations, and other persons of Board actions.

Investigates and answers complaints or inquiries regarding public works contracts and permits; works closely with contractors, Federal Government and Human Rights Department to ensure utilization of women and minorities on public works contracts.

Exercises a high degree of judgment in determining course of action on communications and questions referred to Board, taking either direct action thereon or passing on to Board with recommended course of action.

Directs the processing of communications, reports, contracts, permits, bonds, and contractors' payroll records; the maintenance of records indicating contract jobs proposed, in process, or completed; and provides for site inspection view trips for the Board.

Represents the Board of Public Works at City Council hearings, conferences, State Legislative Committees, State Legislature and meetings which relate to public works; serves on committees.

Maintains contacts with citizens, professional and other organized groups directly and through use of publications to assist the Board in planning to meet problems of future legislation and changing public concern.

MINIMUM QUALIFICATIONS

Education

Baccalaureate degree in Public Administration or a related field.

EXECUTIVE SECRETARY,
BOARD OF PUBLIC WORKS

MINIMUM QUALIFICATIONS (continued)

Experience

Six years of top level administrative experience in direction of public works and contracting activities.

KNOWLEDGES AND ABILITIES

Thorough working knowledge of the provisions of City Charter/ State/Federal laws, American Public Works Association Specifications for Municipal Construction and City ordinances administered by the Board relating to Public Works Improvements and contracting for Cities of the first class.

Thorough knowledge of advertising, bidding procedures and requirements of specifications and contracts, as prepared for and entered into by the Board.

Some knowledge of engineering terminology.

Good knowledge of office management and necessary financial record-keeping methods and procedures.

Ability to deal tactfully with contractors, citizens and public officials.

Ability to develop good working relationships with others.

Ability to express oneself clearly and effectively both orally and in writing.

Ability to maintain an effective system of public records.

Ability to plan, coordinate, supervise and evaluate the work of others.

Ability to train employees effectively.

Working knowledge of applications of Board rules, regulations and policies.

Ability to carry out the direction of the Board of Public Works and to coordinate the public works and contracting activities of the City.

Appointment by Board of Public Works Members

BPM

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT

M E M O R A N D U M

July 16, 1980

ROUTING	DATE	INITIAL
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REN		LAC
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EMW		

4C

To: Paul A. Wiatrak, Director of Engineering
 Attention: Len Clark, Construction Division
 From: Betty L. McFarlane, Executive Secretary *Blm*
 Re: Project Acceptance Letters

Letters requesting acceptance of projects as complete should not refer to a required completion date. The required completion date is the expiration date. The following format should be used on acceptance letters:

Expiration Date:
 Completion Date:
 Extension of Time: _____ days *(When applicable, w/ reasons & fee)*

Please word your acceptance letters accordingly in the future. Thank you.

BLM:wb

SEATTLE ENG. DEPT.
 80 JUL 21 A 7: 58

Paul Wiatrak, Director of Engineering
BPN

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT

M E M O R A N D U M

✓ July 14, 1980

ROUTING	DATE	INITIAL
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FILE		✓
INFORMATION		

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AEM /
EMW / RMC
REN / DJH

To: Board of Public Works Members

From: Betty L. McFarlane, Executive Secretary *Blm*

Re: Departmental Signature on Supplemental Contracts

Supplemental Contracts submitted to the Board of Public Works for approval should include the signature of the Department Head or other authorized signature indicating approval of the department on the Supplemental Contract. A line should be added on the Supplemental Contract form for the department's signature.

BLM:wb

cc: Project Managers

30 JUL 16 A10:41

SEATTLE ENG. DEPT.

BPN

Art Maronek
Engr.

Your Seattle Department of Administrative Services



Frank Doolittle, ~~xxxx~~ Acting Director
Charles Royer, Mayor

July 11, 1980 ✓

Honorable Paul Kraabel, President
Seattle City Council
City of Seattle

Via: John Saven, Budget Director (OMB)

Dear Councilman *Paul* Kraabel:

Attached is proposed legislation transferring the responsibility for membership on the Board of Public Works from the Superintendent of Buildings to the Director of Administrative Services. The Director of Administrative Services has been designated by ordinance as the successor to the Superintendent of Buildings with respect to other aspects of the Municipal Facilities matters which come before the Board. No appropriation authority is required as a result of this transfer.

If you have any questions concerning this legislation, please call me at 4204.

Thank you.

Sincerely,

FRANK DOOLITTLE, Acting Director
Department of Administrative Services

FD:lmt

Attachment (ordinance)

- cc: William Justen
- Ken Lowthian
- Art Maronek
- Walter Hundley
- Robert Murray
- Betty McFarlane

ROUTING	DATE	INITIAL
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	M-Staff	

90 JUL 18 A 7:31

SEATTLE ENG. DEPT.

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ORDINANCE _____

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AN ORDINANCE relating to the Department of Administrative Services; and amending Ordinance 107785 to transfer responsibilities from the Superintendent of Buildings to the Director of Administrative Services.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. Section 2 of Ordinance 107785 is amended as follows:

Section 2. (a) There shall be a Board of Public Works composed of five members who shall be the heads of the following City departments: Engineering, Water, (~~Building~~) Administrative Services, City Light, and Parks and Recreation.

(b) The Superintendents of the Lighting, (~~Building~~) and Water Departments and the Directors of Engineering and Administrative Services shall serve on the Board of Public Works for terms coincident with their terms as heads of City departments. The Director of Parks and Recreation shall serve on the Board of Public Works for a four-year term; provided, that the first term of the Director of Parks and Recreation as a member of the Board of Public Works shall expire on December 31, 1979.

(c) Members of board of Public Works may be removed as Board members, and as Department heads while serving on the Board, only for cause, by the Mayor, by filing a statement of reasons constituting such cause with the City Council. Cause shall be substantial, not frivolous; shall relate to the Board member's or department head's performance of public duties; and shall reflect upon that person's fitness to perform the duties of his/her office. Announced or actual refusal to follow the written official policies of the Mayor or adopted policies of the City Council constitutes cause. Upon the resignation of any member of the Board in response to the Mayor's request, the Mayor shall file with the City Council a statement of his or her reasons for making such request.

(d) The Mayor shall appoint the Chairperson of the Board of Public Works.

(To be used for all Ordinances except Emergency.)

Section 2. Any act consistent with the authority but prior to the effective date of this ordinance is hereby ratified and confirmed.

Section 3. This ordinance shall take effect and be in force thirty days from and after its passage and approval, if approved by the Mayor; otherwise it shall take effect at the time it shall become a law under the provisions of the city charter.

Passed by the City Council the day of, 19,
and signed by me in open session in authentication of its passage this day of
....., 19

President..... of the City Council.

Approved by me this day of, 19

Mayor.

Filed by me this day of, 19

Attest:.....
City Comptroller and City Clerk.

(SEAL)

Published.....

By.....
Deputy Clerk.

BPN

PAUL A. WIATRAC, DIRECTOR OF ENGINEERING

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT

M E M O R A N D U M

✓
July 10, 1980

ROUTING	DATE	INITIAL
ACTION		
FILE		✓
INFORMATION		
AEM		
EMW		

To: All Board of Public Works Members

From: Betty L. McFarlane, Executive Secretary *BLM*

Re: Board of Public Works Quorum

The City Attorney's verbal advice is that three Department Head Members of the Board of Public Works are required to make a quorum. A majority vote prevails. The Board may not appoint a Vice-Chairman, but may on a case-by-case basis appoint an Acting Chairman.

Therefore, to carry on the business of the Board it is imperative that all members attend personally whenever possible.

Thank you for your cooperation. Please advise this Office well in advance of Board meeting if you cannot attend a particular meeting.

BLM:wb

SEATTLE ENG. DEPT.
30 JUL 11 A 7:36

BPW

DIRECTOR OF PERSONNEL
ENGINEERING DEPT.

Your
Seattle
Board of Public Works

Betty L. McFarlane Executive Secretary
Charles Royer, Mayor



ROUTING	DATE	INITIAL
ACTION		
FILE	✓	
INFORMATION		
HEM		
M. J. J.		

July 8, 1980 ✓

80 JUL 9 P 1 : 38

SEATTLE ENG. DEPT.

The Honorable
Board of Public Works
City of Seattle

Dear Members:

It is with mixed emotions that I announce my plans to retire from City service on September 23, 1980.

It has been a pleasure to serve as Executive Secretary of the Board of Public Works and to work for the City of Seattle for over 12 years. My husband Dick will be retiring from the Seattle Police Department in October and desires that I retire with him.

It has been a stimulating and exciting experience being involved in City government. I will miss all the people I come in contact with on a daily basis and want to especially thank all of your departments for the marvelous cooperation and assistance afforded me and my staff over the years. Without their help our job would have been impossible.

I wish those who carry on in the position of Executive Secretary and the members of the Board the very best in the future. The Board is a good system and I have been honored to have been associated with it.

Sincerely,

Betty L. McFarlane
Executive Secretary,
Board of Public Works

BLM:jw

cc: Mayor Charles Royer
City Council Members

BPN

Your Seattle Board of Public Works



Betty L. McFarlane, Executive Secretary
Charles Royer, Mayor

Re: 1981 Board of Public Works Department Budget

BUDGET	DATE	INITIAL
ACTION		
INFORMATION		
AEM		
EMW		
RRP		

July 7, 1980

Mr. John Saven, Director
Office of Management and Budget
City of Seattle

Dear Mr. Saven:

Attached is the 1981 budget submittal for the Board of Public Works Department. I received your communication June 24, 1980 requesting that 5% be trimmed from the budget.

I recognize the City's need to be frugal and support this effort. However, a 5% cut from our already tight 1980 budget does not provide adequate funding for the operation of the Department and adequate direction of Board of Public Works activities. In fact, such a cut would render our operation ineffectual. An incremental budget is attached for your consideration.

The Board of Public Works is charged by the City Charter and Ordinances with vastly important City contracting and street use management functions. Failure to provide adequate funding and staff to carry out the necessary contract monitoring, implementation of public works activities and checking of contractor payrolls to ensure payment of prevailing wages on public works contracts can result in costly claims against the City and potential loss of federal and/or state funding in certain cases.

Coordination of Street Use activities is another important service to the public and the City, Mayor and City Council benefit from this function. Appeals may be heard when citizens differ with the opinion or action of the Engineering Department. The Board of Public Works has served that capacity well. To continue this, they must have staff support. Staff is also necessary for research and development of draft rules and regulations in all areas of the Board's jurisdiction. Presently, only three people are budgeted. Two CETA positions are no longer funded.

I believe it is my responsibility to apprise you of the imminent danger which could result from the less than adequate funding projected in our base budget.

SEATTLE ENG. DEPT.

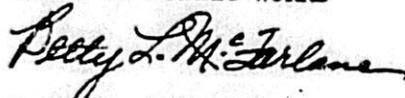
80 JUL 8 10 30

Mr. John Saven
July 7, 1980
Page 2

It is in the best interest of the City to safeguard these important functions from the ramifications of nonfulfillment of our Charter and Ordinance responsibilities. We respectfully request that our budget increments for funding of the Department's basic needs and staff be approved.

Very truly yours,

BOARD OF PUBLIC WORKS



Betty L. McFarlane
Executive Secretary

BLM:wb

cc: Mayor Charles Royer
BPW Members

BPW

Your City, Seattle

Office of the Mayor
Charles Royer, Mayor



✓ June 27, 1980

SEARCHING	DATE	INITIAL
ACTION		
FILE	✓	
INFORMATION		
REM		
M. Staff		

Honorable Paul Kraabel, President
Seattle City Council
City of Seattle

Dear Councilman Kraabel:

As a result of the recent reorganization of City government, the position of Superintendent of Buildings no longer exists. The Building Superintendent was a member of the Board of Public Works, due mostly to his responsibilities for the public works improvement projects undertaken and managed by the Municipal Facilities Division. That division has been transferred to the new Department of Administrative Services.

Legislation now before the City Council would permit William Justen, the Superintendent of Buildings at the time the reorganization was adopted, to continue as a member of the Board of Public Works until a successor is appointed. Attached to this letter is my nomination of Frank Doolittle, Acting Director of Administrative Services, to be that successor. I believe this nomination will allow the Board to continue to operate as it has in the past by placing on the Board representatives of those departments most involved in making public works improvements.

Thank you.

Sincerely,

Charles Royer

CR:gpt

Attachment

- cc: Honorable Members, Seattle City Council
- Frank Doolittle
- William Justen
- Walter Hundley
- Arthur Maronek
- ✓ Kenneth Lowthian
- Betty McFarlane
- Susan Pavlou, Attn: Ned Dunn

80 JUL 7 P 1: 37

SEATTLE ENG. DEPT.

CITY OF SEATTLE
NOTICE OF APPOINTMENT

Board of Public Works Department

June 26, 1980

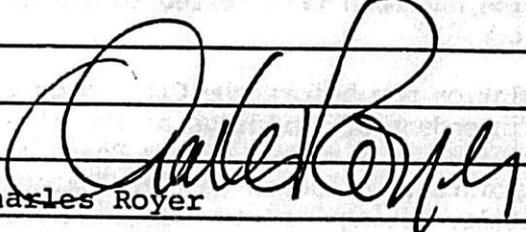
FRANK DOOLITTLE

is hereby appointed to the {Office} of Member, Board of Public Works

under the provisions of City Charter and Ordinance 107785

for the term of Indefinite

Officers
or
Board
Making
Appointment


Charles Royer

Mayor

Official Designation of Officer or Board

CONFIRMATION BY COUNCIL

Confirmed by the following vote at City Council meeting on _____

In favor: _____

Against: _____

TIM HILL
~~E. L. KIDD~~
Comptroller and City Clerk

By _____
Deputy Clerk

OATH OF OFFICE

STATE OF WASHINGTON, }
County of King, } ss.

I, Frank Doolittle, being first duly sworn,

on oath depose and say, that I am the person appointed on June 26, 1980

to the {Office} of Member, Board of Public Works of the City of Seattle, in the State of Washington, and that I possess all the qualifications prescribed for said {Office} by the Charter of the City of Seattle; that I will support the Constitution of the United States and the Constitution of the State of Washington, and the Charter and Ordinances of the City of Seattle; and that I will faithfully demean myself in my said {Office}

Subscribed and sworn to before me this _____ day of _____, 19____

TIM HILL
~~E. L. KIDD~~
Comptroller and City Clerk

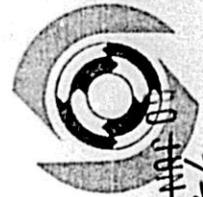
By _____
Deputy Clerk

B.P.M.

Art Maronek

Your
Seattle
Department of Administrative
General Services

Frank Doolittle, Director
Charles Royer, Mayor



SEATTLE ENG. DEPT.

7-7-81 A 7:38

MEMORANDUM

June 27, 1980

ROUTING	DATE	INITIAL
ACTION		
FILE		✓
INFORMATION		
AEM		
M-Staff		

10C
+
AWP

TO: Charles Royer, Mayor
City of Seattle

FROM: Frank Doolittle, Acting Director
Department of Administrative Services

SUBJECT: Membership on the Board of Public Works

Since the City Council's actions on the D.A.S. proposal scotched, at least temporarily, our plans to revamp the duties and membership of the Board of Public Works, William Justen is continuing to serve as a member.

William's reason for being on the Board originally was that, as Building Superintendent, he was responsible for the capital improvements being made by the Municipal Facilities Division. As a member of the Board charged with awarding Public Works contracts, he could present his department's projects to other Board members and review their projects for effects on present and future Municipal Facilities' construction activities. He was responsible also for understanding and "sponsoring" Seattle Center projects.

That rationale disappears now that the Construction and Land Use Department has no responsibility for the Municipal Facilities Division. Both D.A.S., which inherited Municipal Facilities, and the Seattle Center must seek a "sponsor" for projects.

William and I have discussed this matter and believe that until we are able to change the role of the Board of Public Works, the Director of Administrative Services should serve on the Board instead of the Director of Construction and Land Use.

I have taken the liberty of attaching an appointment form for submission to the City Council. Please let me know what you think.

Thank you.

FD:gpt

Attachment

- cc: Jack Collins
- William Justen
- Art Maronek
- Robert Murray
- Ken Lowthian

- Walter Hundley
- Betty McFarlane
- John Saven
- Susan Pavlou, Attn: Ned Dunn

Your City, Seattle

Office of the Mayor
Charles Royer, Mayor



June 27, 1980

Honorable Paul Kraabel, President
Seattle City Council
City of Seattle

Dear Councilman Kraabel:

As a result of the recent reorganization of City government, the position of Superintendent of Buildings no longer exists. The Building Superintendent was a member of the Board of Public Works, due mostly to his responsibilities for the public works improvement projects undertaken and managed by the Municipal Facilities Division. That division has been transferred to the new Department of Administrative Services.

Legislation now before the City Council would permit William Justen, the Superintendent of Buildings at the time the reorganization was adopted, to continue as a member of the Board of Public Works until a successor is appointed. Attached to this letter is my nomination of Frank Doolittle, Acting Director of Administrative Services, to be that successor. I believe this nomination will allow the Board to continue to operate as it has in the past by placing on the Board representatives of those departments most involved in making public works improvements.

Thank you.

Sincerely,

Charles Royer

CR:gpt

Attachment

cc: Honorable Members, Seattle City Council
Frank Doolittle
William Justen
Walter Hundley
Arthur Maronek
Kenneth Lowthian
Betty McFarlane
Susan Pavlou, Attn: Ned Dunn

BPN

Your Seattle Board of Public Works

Betty L. McFarlane, Executive Secretary
Charles Royer, Mayor



✓ June 17, 1980

80 JUN 18 AID: 08

SEATTLE ENG. DEPT.

ROUTING	DATE	INITIAL
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FILE		
INFORMATION		
3C	AEM/DJH	
	RRF	

Mr. George Mack, President
Mr. Mike Hunsinger, Chairman
Special League Task Force
Municipal League of Seattle and King County
Central Building
Seattle, Washington 98104

Dear Mr. Mack and Mr. Hunsinger:

I read with interest your 1979-80 Highlights in the Municipal League News, which mentions that you have a special league task force investigating the way local governments go about planning and coordinating capital projects.

The article stated that the task force report is in the process of being completed. The following information is pertinent:

Prior to legislative action and public hearings by the City Council, the City's C.I.P. priorities are set forth after review with communities and involved agencies. When a recommendation is finalized, it is submitted to the City Council for consideration and adoption. Projects are scheduled so that they may be phased in proper sequence; i.e., watermains first, paving second, etc. On underground wiring projects, telephone and cable companies go in at the same time as City Light.

The Board of Public Works is awarding authority for the City of Seattle and requires such plans and specifications to be coordinated with other affected departments and agencies, prior to advertising projects for open competitive bids. If Metro, Port of Seattle, Telephone Company, Washington Natural Gas, etc. were planning an improvement which would be located in public area, entirely or in part, the plans and specifications are also circulated to all concerned City departments and agencies, prior to Board of Public Works' action on the permit. The circulation also includes the Human Rights Department to assure Affirmative Action/Equal Employment provisions are in the bid specifications.

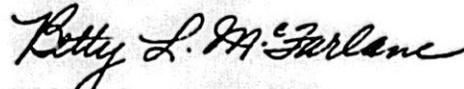
Orig Copy: Capital Imp Program

Mr. George Mack
Mr. Mike Hunsinger
June 17, 1980
Page 2

Since your task force has not contacted the Board of Public Works Department during its investigation of City Capital Improvement Project Planning and Coordination, I offer this information so that your study will be more complete. If you desire further details, please contact me.

Yours very truly,

BOARD OF PUBLIC WORKS



Betty L. McFarlane
Executive Secretary

BLM/jw

cc: Jack Sweek, Municipal League
Mayor Charles Royer
City Council
Board of Public Works Members

BPW

Ted Whiting

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT

MEMORANDUM

June 16, 1980

To: All Board of Public Works Members

From: Betty L. McFarlane, Executive Secretary *BLM*

Re: Board of Public Works Quorum

Since the Board of Public Works Members have been busy with reorganization and other matters, some members have not been attending Board of Public Works Meetings but have been sending alternates. I am requesting that from now on all regular members attend, whenever possible, because there must be a quorum to conduct business. The City Charter states that a majority of all the members of the Board shall constitute a quorum. The Law Department is going to advise me on the question of alternates being counted as members to make up a quorum and whether they may be designated by the Board as Acting Chairman if the Chairman and Vice Chairman are not in attendance. Until that opinion is received, please make every effort to attend personally to assure that any actions taken by the Board are legal and that public works business may continue as usual. This is vitally important if you want your projects to go forward.

Thank you.

BLM/mn

- cc: City Attorney
- Attn: Don Stout
- & Rod Kaseguma
- Ed Engle
- Tom Rockey
- Ted Whiting
- Mike Nagan
- Tom Spring

AEM
2c

ROUTING	DATE	INITIAL
ACTION		
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INFORMATION		

80 JUN 17 A 7: 58

SEATTLE ENG. DEPT.

BPN

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS

DEPARTMENT
MEMORANDUM

✓ June 5, 1980

To: All Board of Public Works Members
From: Betty L. McFarlane, Executive Secretary *Blm*
Re: Updates of Federal and State Prevailing Wage Listings

Attached are updates of both Federal and State Prevailing Wage Rates to be incorporated into all public works contracts immediately.

BLM/bb

cc: Doug Howell Engineering
Ed Engel/Evelyn Larson, Parks
Al Wyemeura, Seattle Center
Robert L. Snyder Buildings
John Hansen. City Light
Bill Woodward, Buildings
William Rashkov Water

ROUTING	DATE	INITIAL
ACTION		
FILE		✓
INFORMATION		
<i>AM</i>	<i>AEM/DJH</i>	
<i>ATT</i>	<i>PMW</i>	
<i>C</i>		

no

80 JUN 9 4:42

SEATTLE ENG. DEPT.

BPAW

PAUL A. WENTRACK, DIRECTOR OF ENGINEERING

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT

M E M O R A N D U M

May 27, 1980 ✓

TO: BPW Members
FROM: Betty L. McFarlane, Executive Secretary *BLM*
RE: Public Works Projects to be Accepted by the Board of
Public Works During 1980 and 1981.

To assist the Board of Public Works Department in forecasting revenues to be received from Board of Public Works charges on public improvement projects, please fill in the information requested on the attached form and return it to the Board of Public Works (01-03-03) by June 10, 1980. Thank you.

BLM:kp
Att.

ROUTING	DATE	INITIAL
ACTION		
FILE		✓
INFORMATION		
PAW		
M-Staff		

bc

80 MAY 29 AID: 08

SEATTLE ENG. DEPT.

CITY OF SEATTLE
 BOARD OF PUBLIC WORKS
 DEPARTMENT

Department

Estimate the following:

<u>Number of Projects</u> ¹	<u>Year of Notice to Proceed</u> ²	<u>Year of Acceptance Date</u> ³	<u>Total number of working days of projects</u> ⁴
_____	1980	1980	_____
_____	1979	1980	_____
_____	1978	1980	_____
_____	1977	1980	_____
_____	1981	1981	_____
_____	1980	1981	_____
_____	1979	1981	_____
_____	1978	1981	_____

Prepared By _____

Extension _____

DEFINITIONS:

1. The number of public works projects having the given notice to proceed and acceptance years.
2. The year in which the department directed the contractor to begin work on the project.
3. The year in which the Board of Public Works acted upon and accepted the project as complete.
4. The total number of working days involved for all projects listed under "Number of Projects".

RETURN TO BOARD OF PUBLIC WORKS (01-03-03) BY JUNE 10, 1980.

BPN

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT

M E M O R A N D U M

✓ May 8, 1980

To: All Board of Public Works Members

From: Betty L. McFarlane, Executive Secretary *Blm*

Re: Agenda Deadline for May 28, 1980
Board of Public Works Meeting

Since Monday, May 26, 1980 is a holiday for all City employees, all items to be on the Wednesday, May 28, 1980 Board of Public Works agenda must be in the Office of the Executive Secretary by Friday, May 23, 1980 at 5:00 p.m.

BLM:kp

- cc: Doug Howell, Engineering
- ✓ Len Clark, Engineering
- Evelyn Larson, Parks
- Ed Engel, Parks
- Bill Woodward, Buildings
- Robert Snyder, Buildings
- Al Wyemura, Seattle Center
- Rich Richmire, Seattle Center
- John Hanson, City Light
- Bill Rashkov, Water
- Scott Haskins, Water
- Jim Miller, Water

ROUTING	DATE	INITIAL
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INFORMATION		
PAW		
AEM	LFC	
	DJH	
M-Staff		

7c

80 MAY 9 AIO: 01

SEATTLE ENG. DEPT.

BPW

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT

M E M O R A N D U M

✓ May 5, 1980

TO: Paul A. Wiatrak, Director of Engineering
FROM: Betty L. McFarlane, Executive Secretary
RE: Contract Acceptance Letters



Acceptance letters submitted to the Board of Public Works, should be in accordance with the following:

Expiration Date: Date contract is scheduled for completion.

Completion Date: Date contract is actually completed.

If a contract extends past the scheduled completion date for any reason, then an extension of time must be addressed. When this occurs, acceptance letters should not refer to "early completion" since the contract is not being completed early, but at a date past the expiration date. The number of days past the expiration date must be explained and documented.

BLM:kp

cc: BPW members

ROUTING	DATE	INITIAL
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80 MAY 6 AIO: 07

SEATTLE ENG. DEPT.

BPLW 804

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT

MEMORANDUM

To: Board of Public Works Departments
From: Betty L. McFarlane, Executive Secretary *BLM*
Re: Bid Tabulations - *Public Works Projects*

Departments are reminded that tabulations of bidder's proposals which are submitted to the Board of Public Works after bid opening should have a departmental or engineer's estimate for the cost of the work to be performed included on the bid tabulation.

BLM/mn

cc: ✓ Doug Howell, Engineering
Robert Snyder, Buildings
William Woodward, Buildings
John Hansen, City Light
Evelyn Larson, Parks & Recreation
Al Wyemura, Seattle Center
Scott Haskins, Water Dept.

ROUTING	DATE	INITIAL
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FILE		✓
INFORMATION		
<i>PAW</i>	<i>1</i>	
<i>3C</i>	<i>AEM/DJH</i>	

80 APR 23 A 9: 46

SEATTLE ENG. DEPT.

BPW

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS

DEPARTMENT
MEMORANDUM

✓ April 10, 1980

To: All Board of Public Works Members

From: Betty L. McFarlane, Executive Secretary *Blm*

Re: Public Works Contract Administration Charges

Effective January 1, 1980 the Board office's charges for administration are increased from \$7.00 per day to \$9.00 from the date of execution to date of acceptance of the work, as to each and every public works contract administered by the Board of Public Works with the exception of consultant services, other service contracts and tree or plant establishment portions of landscaping contracts. Attached is Ordinance 108654 authorizing these charges.

Attachment

BLM/bb

cc: Ed Engel/Evelyn Larson, Parks and Recreation
Doug Howell/Sid Deguchi/Leonard Clark, Engineering
Bob Snyder/Bill Woodward, Buildings
Scott Haskins, Jim Miller, Water
Al Wymura/Rich Richmire, Seattle Center

80 APR 15 A 7: 33

SEATTLE ENG. DEPT.

ROUTING	DATE	INITIAL
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<i>Paw</i>		
<i>A E H J D J A</i>		
<i>E H G K T J / S Deguchi</i>		

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ORDINANCE 108654

AN ORDINANCE relating to the Board of Public Works; amending Section 1 of Ordinance 99492 to increase contract administration charges of the Board of Public Works as of January 1, 1980.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. As of January 1, 1980, Section 1 of Ordinance 99492, as last amended by Ordinance 107832, is further amended as follows:

Section 1. There is hereby imposed a charge of ((Seven Dollars (7.00))) Nine Dollars (\$9.00) per day from date of execution to date of acceptance of the work as to each and every public works contract administered by the Board of Public Works with the exception of contracts for consulting services, other service contracts, and tree or plant establishment portions of landscaping contracts. Such charge shall be computed by the Executive Secretary of the Board of Public Works and billed to the department or fund for which such contract is administered, and receipts therefrom shall be deposited in the General Fund.

Section 2. This ordinance shall take effect and be in force thirty days from and after its passage and approval, if approved by the Mayor; otherwise it shall take effect at the time it shall become a law under the provisions of the city charter.

Passed by the City Council the 30 day of November, 1917, and signed by me in open session in authentication of its passage this 30 day of November, 1917.

John Miller

President of the City Council.

Approved by me this day of December, 1917.

Charles W. ...

Mayor.

Filed by me this day of December, 1917.

Attest: *E. L. ...*
City Comptroller and City Clerk.

(SEAL)

Published

By Deputy Clerk.

3P24

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS

DEPARTMENT

MEMORANDUM

April 10, 1980

To: Board of Public Works Departments

From: Betty L. McFarlane, Executive Secretary *Blm*

Re: Bidder's Check List

Two alterations on bidder's checklists included in all public works specifications should be made as soon as possible for those who have not already done so.

- 1) References to all pages on pink paper requiring Bidder's signature should be changed to read, "All pages on pink paper require Bidder's signature or attention!". This change is necessary as not all of the pink pages included in the WMBE Bid Specification are applicable to every contractor.
- 2) Add a statement that, in addition to the contractor's state license number being required on the proposal, that the contractor's City of Seattle Business License number is also required on the proposal. A line should be included on the proposal page for this purpose.

80 APR 11 A 7: 27

SEATTLE ENG. DEPT.

BLM/bb

cc: Scott Haskins, Water Department
Jim Miller, Water Department
Ed Engel, Parks Department
Evelyn Larson, Parks Department
Al Wyemura, Seattle Center
Rich Richmire, Seattle Center
John Hansen, City Light Department
R. L. Snyder, Building Department
William Woodward, Building Department
Doug Howell, Engineering Department

ROUTING	DATE	INITIAL
ACTION		
FILE	✓	
INFORMATION		
Paw		
AEM/DJH		

3c

BOARD OF PUBLIC WORKS

1980

#3

BP 11

Paul Wiatrak,
Dir. of Engineering

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT
MEMORANDUM

✓ April 8, 1980

To: All City Department Heads
From: Betty L. McFarlane, Executive Secretary *BLM*
Re: Addressing Communications to the Board of Public Works

Some mail is being misdirected to others and several calls have been received requesting information on the proper way to address communications to the Board of Public Works.

All requests, reports, recommendations and other communications for presentation to the Board, or for this Department, should be in writing to the Executive Secretary of the Board of Public Works:

Betty L. McFarlane, Executive Secretary
Board of Public Works
City of Seattle

Our interdepartmental Mailing Code is: 01-03-03

BLM/mn

ROUTING	DATE	INITIAL
ACTION		
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INFORMATION		
<i>9c</i>	<i>Paul</i>	
		<i>M. Staff</i>

80 APR 9 A10: 08

SEATTLE ENG. DEPT.

BPW

Board of Public Works
Office of the Executive Secretary

Re: Contract
Payments

Betty L. McFarlane, Executive Secretary

DEPARTMENTAL ROUTING SLIP

3/20/80
(date)

Jim Hill, Comptroller
(referred to)

Bln
(referred by)

Please prepare reply for the Executive Secretary's signature on office stationery.

Please reply to the attached letter for the Executive Secretary showing a copy to the Executive Secretary.

Forwarded for your investigation, report, and recommendation.

Forwarded for your information and files.

X Other: Thank you for your comm. of Mar. 10 regarding Contract payments for BPW projects. This information has been circulated to all BPW members.

*Action requested no later than _____ (date)

cc: BPW Members

ROUTING	DATE	INITIAL
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INFORMATION		
Law		
EMW/KT/SD		

80 MAR 25 A 7: 38

SEATTLE ENG. DEPT.

City of Seattle

OFFICE OF THE COMPTROLLER

101 Municipal Building
Seattle, Washington 98104

RECEIVED

MAR 12 11 24 AM '80

SECRETARY
BOARD OF PUBLIC WORKS



TIM HILL
CITY COMPTROLLER

E. J. RICE
CHIEF DEPUTY COMPTROLLER

MEMORANDUM

DATE: March 10, 1980

TO: Betty McFarlane, Executive Secretary
Board of Public Works

FROM: Tim Hill, City Comptroller *JTH*

SUBJECT: Contract Payments for BPW Projects #79-27 and #79-44

I have reviewed Mr. Hundley's memorandum to you dated February 26, 1980 and I feel some additional facts must be taken into consideration.

Generally, warrants are issued and mailed within six days after the voucher batch is received from the Department. Excluding City holidays, the following dates should be added to the date tabulation submitted by the Park Department:

<u>Date Voucher Batch was Received from Parks Department (1)</u>	<u>Date of Warrant (2)</u>	<u>Working Days in Comptroller's Office</u>
Magnolia 2-11-80	2-21-80	7
1-18-80	2-13-80	18
12-18-79	1-04-80	12
11-27-79	12-05-79	7
10-16-79	10-22-79	5
9-19-79	9-25-79	5
Aquarium 2-01-80	2-08-80	6
12-10-79	12-14-79	5
11-09-79 (Batch 11-16)	11-29-79	12 (8)
10-24-79	11-02-79	8
9-12-79	9-20-79	7
8-13-79	8-20-79	6

¹ These dates are taken from the information supplied by the Parks Department. The batch dated 11-9-79 appears in our records as being dated 11-16-79.

² The warrants were printed on this date. Most often, warrants are mailed on this day or the following day.

I must agree that there were some delays with processing payments to this contractor. Some of these delays were due to errors on the vouchers and increased volume of transactions during year end processing. If a contractor must be paid in a more timely manner, the Parks Department accounting personnel should bring the voucher batch directly to the Audit Supervisor in this office. Batches submitted to the supervisor are processed that day for payment the following day.

TH:VN:et
Attachment

cc: Dwight Perkins, Parks Department
John Marshall, Project Manager (Seattle Aquarium)
Jim Sekor, Project Manager (Magnolia Community Center)

Payment number	Date rec. by DOPAR	Working days in Eng. Sec.	Working days in mail from Eng. Sec. to Supt-BPM	Working days at BPM	Working days in mail-BPM to DOPAR Accounting	Working days in DOPAR Accounting	Date sent from DOPAR to Comptroller	Total working days to Comptroller	Date check received by Contractor	Work. days in mail and at Comptrol.	Working days TOTAL
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MAGNOLIA COMMUNITY CENTER: #726
 318
 Date BPM
 Date BPM

6	2/5/80	1	1	2/7	1/2	1/2	2/11/80	2/21	4	7	not rec'd	11 to date	15 to date
5	12/26/79	1	3	1/3	1	10	1/18/80	2/13	16	15	2/14/80	19	35
4	11/30/79	4	6	1/5	1/2	1/2	12/18/79	1/4	12	12	1/9/80	14	26
3	11/9/79	1	6	1/20	1/2	1/2	11/27/79	12/5	12	7	12/7/79	8	20
2	10/1/79	2	5	1/1	1	1	10/16/79	10/22	11	5	10/25/79	7	18
1	9/5/79	1	2	1/2	1/2	1/2	9/19/79	9/25	10	5	9/28/79	7	17

SEATTLE AUDITORIUM EXPANSION: #722
 118

6	1/4/80	7	5	1/23	1	1/24	2	2/1/80	2/8	20	2/13/80	5	26
5	11/27/79	1	5	12/5	1/2	10/6	1/2	12/10/79	12/14	9	5	12/19/79	7
4	10/29/79	1	4	1/5	1	11/5	1	11/9/79	11/29	10	12	12/4/79	17
3	10/1/79	5	7	1	1	1	10/24/79	11/2	17	7	11/5/79	8	27
2	9/29/79	2	5	9/10	1	9/11	1	9/12/79	9/20	10	1	9/28/79	12
1	8/11/79	1	3	8/17	1/2	8/17	2-1/2	8/13/79	8/20	9	6	8/23/79	16

11/26/80

BPN

Re: Verif. of
Bus. Lic. on
Pub. Works Contrs.

Board of Public Works
Office of the Executive Secretary

Betty L. McFarlane, Executive Secretary

DEPARTMENTAL ROUTING SLIP 3/19/80
(date)

BPW Members and
(referred to)
City Comptroller
Blm
(referred by)

Please prepare reply for the Executive Secretary's signature on office stationery.

Please reply to the attached letter for the Executive Secretary showing a copy to the Executive Secretary.

Forwarded for your investigation, report, and recommendation.

Forwarded for your information and files.

Other: _____

*Action requested no later than _____
(date)

ROUTING	DATE	INITIAL
ACTION		
FILE	✓	
INFORMATION		
		Paul
		HEM/DJH

SEATTLE ENG. DEPT.
80 MAR 20 9:54

Your
Seattle
Department of Licenses and Consumer Affairs



Regina L. Glenn, Director
Charles Royer, Mayor

March 17, 1980

MAR 19 10 11 AM '80
BOARD OF PUBLIC WORKS

MEMORANDUM

TO: Betty L. McFarlane, Executive Secretary, Board of Public Works
FROM: Regina L. Glenn, Director, Licenses and Consumer Affairs
SUBJECT: VERIFICATION OF BUSINESS LICENSE ON CONTRACTORS AWARDED CONTRACTS
BY BOARD OF PUBLIC WORKS

As the Public Works' specifications include a line for contractors to fill in City Business License No. (per your memorandum of March 7, 1980) it is not necessary to send this Department a copy of the award notice. Please discontinue sending copies of awards immediately, as the Board is apparently screening for the Business License.

Thank you for your cooperation in reminding all Board departments to verify licensing before recommending the award to the Board.

RLG:CSC:dmc

BPM

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT

M E M O R A N D U M

✓ March 12, 1980

To: Paul A. Wiatrak - Director of Engineering
Attention: Doug Howell - Chairman, Task Force APWA Specs.

From: Betty L. McFarlane, Executive Secretary *Blm*

Re: Business License Nos. - Your memo of March 6, 1980

With regard to your suggestion on the working of Section 7-1.10 concerning permits, being reworded to state, "all permits not included herein shall be obtained by the contractor." This can be looked at by the Task Force. Please advise when next meeting will be.

BLM:mh

SEATTLE ENG. DEPT.
80 MAR 19 9 9:49

ROUTING	DATE	INITIAL
ACTION		
AEH/DJH		
FILE	✓	
INFORMATION		
(Paw)		

BPW

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT
M E M O R A N D U M

March 7, 1980

To: Regina L. Glenn, Director, Licenses and Consumer Affairs
From: Betty L. McFarlane, Executive Secretary *BLM*
Re: Verification of Business License on Contractors
Awarded Contracts by Board of Public Works

The Board of Public Works Department and/or its Board departments do not request verification from your Department on contractors' licenses or ask your Inspectors to pursue same, as indicated in your memorandum of February 15, 1980. Perhaps there is some misunderstanding. We carbon copy your Department on award notices because we were asked by your staff to do so. There is no request for verification by this procedure, though; it is simply information. If you no longer desire these copies, please advise.

All public works specifications include separate lines on the proposal pages for contractors to fill in their State Registration No. and their City Business License No. I have reminded all Board departments that before they recommend award to the Board if either number is missing they must obtain same from the contractor before making a recommendation to the Board.

Contractors are responsible for obtaining required licenses, prior to submitting a bid to the Board of Public Works; and to identify them on the proposal page submitted with their bids.

If you have any further questions on this procedure, please advise.

BLM/jw

cc: Board of Public Works Members
City Comptroller
Carmen Claus, Assistant Director,
Licenses

ROUTING	DATE	INITIAL
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FILE		✓
INFORMATION		
(Paw)		
AEM/LFC		

80 MAR 10 A10:23
SEATTLE ENG. DEPT.

BPW
3/5

Central file



Seattle Engineering Department

Paul A. Wiatrak, Director of Engineering -
Charles Royer, Mayor

✓ March 5, 1980

Ms. Maria Junco
Marmot Construction
114-34th Avenue
Seattle, WA 98122

Dear Ms. Junco:

Thank you for your interest in bidding on City public work projects. We hope you will participate both as a prime and sub-contractor.

The Seattle Engineering Department does not solicit bids via mailing list. Calls for bid proposals on City projects by law are required to be advertised in an "official newspaper" which for the City of Seattle is the "Daily Journal of Commerce". In addition, we also advertise selected projects in minority newspapers such as the "Facts" and "Medium". Attached is a list of Plan Centers which automatically receive copies of plans and specifications for contractor, sub-contractor, or supplier review.

Bid proposals (plans and specifications) for Engineering Department projects may be obtained at the Engineering Department, Room 800 Municipal Building, 600 4th Avenue, Seattle, Washington. (Locations where plans and specifications may be obtained are always listed in bid advertisement.)

If you wish to submit sub-bids to prime contractors on any City project, you may obtain a list of planholders at our counter or we can mail lists upon request. If time permits and the list is short, we may also read the planholder list to you over the phone to save us both time.

I hope this information will be of assistance to you. We again welcome you to this area and wish you a successful

copy; Human Rights Dept

Ms. Maria Junco
Page 2

March 5, 1980

future. Should you have any questions, please feel free to call this office at (206) 625-2873.

Very truly yours,

PAUL A. WIATRAK, P. E.
Director of Engineering

By:
D. J. Howell, P. E.
Manager X, Estimates and Spec. Div.

DJH:elg
Attachment
cc: BPW
File

BPW
3/5

central file



Seattle Engineering Department

Paul A. Wiatrak, Director of Engineering
Charles Royer, Mayor

✓ March 5, 1980

LaVonne L. Mohundro, President
LLM Contractors, Inc.
3652 Hillcrest Avenue S. W.
Seattle, Washington 98116

Dear Mr. Mohundro:

Thank you for your interest in bidding on City public work projects. We hope you will participate both as a prime and sub-contractor.

The Seattle Engineering Department does not solicit bids via mailing list. Calls for bid proposals on City projects by law are required to be advertised in an "official newspaper" which for the City of Seattle is the "Daily Journal of Commerce". In addition, we also advertise selected projects in minority newspapers such as the "Facts" and "Medium". Attached is a list of Plan Centers which automatically receive copies of plans and specifications for contractor, sub-contractor, or supplier review.

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If you wish to submit sub-bids to prime contractors on any City project, you may obtain a list of planholders at our counter or we can mail lists upon request. If time permits and the list is short, we may also read the planholder list to you over the phone to save us both time.

I hope this information will be of assistance to you. We again welcome you to this area and wish you a successful

Copy; Human Rights Dept

LaVonne L. Mohundro
Page 2

March 5, 1980

future. Should you have any questions, please feel free to call this office at (206) 625-2873.

Very truly yours,

PAUL A. WIATRAK, P. E.
Director of Engineering

By:
D. J. Howell, P. E.
Manager X, Estimates and Spec. Div.

DJH:elg
Attachment
cc: BPW
File

BPN

Re: Sample
acceptance
letter w/ Ext. of
time

Board of Public Works
Office of the Executive Secretary

Betty L. McFarlane, Executive Secretary

DEPARTMENTAL ROUTING SLIP

2/4/80
(date)

Leonard Clark - Engineering
(referred to)
Construction Div.

Bm

(referred by)

ROUTING	DATE	INITIAL
FC		
FILE INFORMATION		
PAW		
HEMIL		FC

80 FEB 6 1980
SEATTLE ENG. DEPT.

Please prepare reply for the Executive Secretary's signature on office stationery.

Please reply to the attached letter for the Executive Secretary showing a copy to the Executive Secretary.

Forwarded for your investigation, report, and recommendation.

Forwarded for your information and files.

Other: This is an example
of correct format and
wording for acceptance
letter with extension of
time.

*Action requested no later than _____
(date)

Your
Seattle
City Light

Robert H. Murray, Superintendent
Charles Royer, Mayor

January 31, 1980



RECEIVED
FEB 4 2 41 PM '80
SECRETARY
BOARD OF PUBLIC WORKS

Board of Public Works
City of Seattle

Attention: Mrs. Betty L. McFarlane

Members:

Specification No. 2551
Ordinance No. 107800
BPW Project No. 79-119

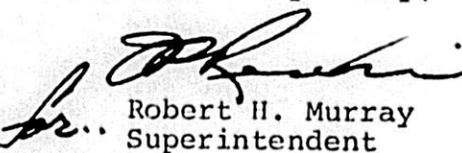
The following project has received final inspection and is complete in accordance with the plans and specifications.

1. Name of Improvement: Western Alley Vault and Duct Installation, Eagle Street to Bay Street
2. Contractor: Holert Electric Company
3. Required Contract Completion Date: January 11, 1980
4. Actual Contract Completion Date: January 23, 1980
5. The Total Project Cost is not yet available and will be forwarded to you when known.

For your information and records, we have attached a copy of the Prime Contractor Performance Evaluation form and the Subcontractor Performance Evaluation form.

Due to unusually heavy rain in December and snow in January as documented by the attached Record of Contract Delays please extend the contract by eight working days to January 23, 1980.

Yours very truly,


Robert H. Murray
Superintendent

WKS:cb

Attachment: Prime Contractor Performance
Evaluation Form
Subcontractor Performance
Evaluation Form
Record of Contract Delays (2)

"An Equal Employment Opportunity-Affirmative Action Employer"

BPW

Paul Wiatrak - Dir of Eng

Your Seattle Board of Public Works

Betty L. McFarlane, Executive Secretary
Charles Royer, Mayor

ROUTING	DATE	INITIAL
ACTION		
FILE	✓	
INFORMATION		



Re: Contract Payments for Board of Public Work Projects, 79-27 & 79-44

March 3, 1980

80 MAR 5 10 57
SEATTLE ENG. DEPT.

Dennis Steinman
Almer Construction Company
4731 Twelfth Ave. N. E.
Seattle, Washington 98105

Dear Mr. Steinman:

We have investigated the delays in monthly payments received by your firm for the subject projects. Attached is a report from the Supt. of Parks and Recreation showing how long the estimates were in each office.

We are sorry for those times when you have been delayed in receiving payments and agree that this should not occur. We have reminded all concerned by a carbon copy of this letter to process payments quickly.

Thank you for bringing this matter to our attention.

Yours very truly,

BOARD OF PUBLIC WORKS

Betty L. McFarlane
Betty L McFarlane
Executive Secretary

BLM/mn
Att: (2)
cc:

- Dick Richards
- Dwight Perkins
- J. Sekor
- J. Marshall
- Board of Public Work Members
- F. Hungate, Parks
- Tim Hill, City Comptroller
- Pat Gordon, Architect
- Walter R. Hundley, Supt. of Parks & Rec.

BPN
2/29

✓
February 28, 1980

Mr. Noel Lumper
Marantha Construction
P. O. Box 701
Fall City, WA 98024

Dear Mr. Lumper:

Thank you for your interest in bidding on City public work projects. We wish to extend our welcome to this State and hope your new venture meets with success.

The Seattle Engineering Department does not solicit bids via mailing list. Calls for bid proposals on City projects by law are required to be advertised in an "official newspaper" which for the City of Seattle is the "Daily Journal of Commerce". In addition, we also advertise selected projects in minority newspapers such as the "Facts" and "Medium". Attached is a list of Plan Centers which automatically receive copies of plans and specifications for contractor, sub-contractor, or supplier review.

Bid proposals (plans and specifications) for Engineering Department projects may be obtained at the Engineering Department, Room 800 Municipal Building, 600 4th Avenue, Seattle, Washington. (Locations where plans and specifications may be obtained are always listed in bid advertisement.)

I hope this information will be of assistance to you. We again welcome you to this area and wish you a successful future. Should you have any questions, please feel free to

BPW.

MARANATHA CONSTRUCTION

file

Phon: 2227863

Noel Lumper

*letter sent
2/20/80*

Attention Sir:

We are starting a new Christian Construction business in your area. We are going to work in the Seattle and surrounding area. We were in business in the state of Idaho , but have decided to work in this area .

We would like to be on your mailing list for all upcoming construction work, new work or maintenancework. We are avialable with licence, Bond and necessary tools to complete work. We would like to be on bid list so we are aware of the bid results.

Here is a list of types of work we are interested in and the amount of money we feel we can take at this time.

SEWER WORK ALL TYPES	\$100,000.00
WATERPIPING	100,000.00
STORM SEWER PIPING AND PONDS	100,000.00
TRAIL WORK AND PACK BRIDGES	50,000.00
SITE WORK	25,000.00
BRIDGES GENERAL	100,000.00
CONCRETE SAWING	50,000.00
PAVEMENT SAWING	50,000.00
CONCRETE STRUCTURES	25,000.00
UNDERGROUND PHONE,GAS,POWER CABLES	100,000.00

LICENSED FREE ESTIMATES 5 YEARS EXPERIENCE



*Formerly "SEAPORT CONST."
Lewiston Idaho.*

MARANATHA CONSTRUCTION

Backhoe Ph. 222-7863 Loader

Owners
NOEL & TINA LUMPER

BOX 701
FALL CITY

Sincerely Yours

Noel Lumper

Noel Lumper

BPW Doug Howell, Engineering

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT

February 26, 1980

TO: All Board of Public Work Departments
FROM: Betty L. McFarlane, Executive Secretary *Blm*
RE: Business License Numbers of Contractors -
Section 7 - 1.10 APWA Standard Specifications

As you are aware all contractors are responsible for procuring all necessary permits, pay for same, and obtain all official licenses for the construction of public improvements. The City should not enter into contract with contractors who are not properly registered and licensed.

Prior to recommending award of contracts to the Board of Public Works, departments must check to assure that the bidder(s) have obtained and shown the contractor's business license number and state contractor's license number on the proposal page of the specification. No contracts should be recommended for award until departments obtain a copy of the contractor's registration and licenses. These should be attached to award letters for the project file.

BIM/mn

cc: All Project Managers
City Comptroller
Licenses & Consumer Affairs Department

30 FEB 27 4 7 : 56

SEATTLE ENG. DEPT.

ROUTING	DATE	INITIAL
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FILE	✓	
INFORMATION		
<i>Paw</i>		
<i>REM/DJH</i>		

BPA

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT
M E M O R A N D U M

January 30, 1980

To: All Board of Public Works Members
From: Betty L. McFarlane, Executive Secretary *BLM*
Re: Contract Award Letters Issued by Board Departments
on Public Works Projects

Often the apparent lowest and best bidder is not responsive due to lack of WMBE requirements with the bid. We must keep reviewing bid submittals until the responsive lowest and best bidder is determined.

In the future, after bid opening and tabulation of the bids, please do not write your award letters until after we have notified you by telephone advising you of the responsive lowest and best bidder. Then your letters are relevant.

Thank you.

BLM/jw

cc: Project Engineers
Willie Winston, HRD
Patria Robinson-Martin, OWR

80 JAN 31 11:02
SEATTLE ENG. DEPT.

ROUTING	DATE	INITIAL
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INFORMATION		
<i>BLM</i>		
<i>WJW</i>		
		<i>LR</i>

BPW

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT
MEMORANDUM

✓
January 28, 1980

To: Board of Public Works Members
From: Betty L. McFarlane, Executive Secretary *Blm*
Re: Deadline for Agenda Items for February 13th and
February 20th Meetings

Since Tuesday, February 12th, is a City holiday, the deadline for submittal of agenda items for the Board meeting on Wednesday, February 13th, will be Friday, February 8th, at 5:00 p.m.

Also, as Monday, February 18th is a City holiday, the deadline for submittal of agenda items for the Board meeting on Wednesday, February 20th, will be Friday, February 15th, at 5:00 p.m.

BLM:na

cc: All Project Managers

80 JAN 29 A 9:56

SEATTLE ENG. DEPT.

ROUTING	DATE	INITIAL
ACTION		
FILE	✓	
INFORMATION		
9c	<i>faw</i>	
	<i>M. Steff</i>	
		<i>DJA</i>

BPW

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT

M E M O R A N D U M

SEATTLE ENG. DEPT.
1980
80 JAN 28 AIO: 14
✓ January

To: Board of Public Works Members
From: Betty L. McFarlane, Executive Secretary *BLM*
Re: Plan Holders Information

As a reminder, the BPW policy on release of plan holders is as follows: "As a general rule, information on plan holders will be made available, but in the event that a department feels that it would be detrimental to the bidding process, it may be withheld."

It has come to my attention that some departments have been advising contractors and others who call for such information that they do not have time to provide lists of plan holders or even to give out information on the telephone in this regard. I would appreciate your making every effort to provide this information.

Plan Centers can do us a service by giving such assistance to small minority and/or women's businesses, if they have the names of primes bidding our projects. This information can help these small firms to bid on City Projects as subcontractors, and we can reach our WMBE goals faster if plan holders are made known to all concerned as a general rule.

BLM:na

cc: Ken Helling
Dodge, McGraw, Uphill

ROUTING	DATE	INITIAL
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INFORMATION		
PAW	/	
4c GEM	/	DJM
		LEC

BPN

1/25

✓ January 24, 1980

Board of Public Works
Seattle, Washington

Re: SECTION 9-1.03 PAYMENT FOR EXTRA WORK-THE EXECUTIVE
SECRETARY'S MEMO DATED 12/5/79

Gentlemen:

In response to the above request, we have reviewed the various problems associated with Section 9-1.03, as currently written and submit the attached amendments for your consideration. The amendments as proposed, reflects this Departments' belief that only the prime contractor should receive a supplemental markup and that markups should apply only to extra work accomplish via the force account method. The proposed amendments are consistent with the current Washington State Department of Transportation/Associated General Contractors Rental Rate Agreement which is the basis for both the State and APWA sections' regarding force account payment for equipment use. A copy of the agreement is attached for your reference.

The amendment as proposed, is also consistent with the wording of the State's Section 9-1.06 regarding force account work from which the APWA Section originates. This wording will most probably be adopted by the APWA Specification Committee later this spring.

We urge the adoption of the proposed amendment, now being used by this Department as a special provision, to correct a problem which has been posed by the State/AGC's adoption of a commercially published rental rate book. The rental rates quoted in the agreed upon rental rate book now include the fifteen percent (15%) markup for overhead and profit. The current APWA specification now states in substance that "the Contractor will be compensated (for equipment) in accordance with the current AGC/State equipment

Copy: Stud Plans & Specs

SECTION 9 - MEASUREMENT AND PAYMENT

9-1.03 PAYMENT FOR EXTRA WORK

This section shall be amended as follows:

Delete the supplemental paragraphs found on page 14 (Division 1) of the City's 1976 Supplement.

Then, amend paragraph 1, Item (c) of APWA Standard Specifications to read:

"(c) by force account as specified in Section 9-1.04".

Add the following after the third paragraph:

Payment by methods (a) and (b) shall include all costs for overhead and profit except that any markups for overhead and profit included in any computation requested to justify a lump sum agreed price shall be limited to those permitted for extra work by method (c), force account.

9-1.04 FORCE ACCOUNT

This section beginning with subparagraph 3, Equipment, under the first paragraph shall be revised to read as follows:

"3. Equipment

For any machine-power tools or equipment which the Engineer deems necessary or desirable to use, payment shall be made in accordance with the current AGC-Department of Transportation Rental Rate Agreement and Rental Rate Blue Book which is current at the time the force account is authorized. The rates in effect at the time the force account work is authorized, as set forth in the Rental Rate Blue Book and as modified by the current AGC-Department of Transportation Equipment Rental Agreement are the maximum rates allowable for equipment of modern design and in good working condition and include and are full compensation for furnishing all

fuel, oil, lubrication, repairs, maintenance, insurance, small tools, overhead, profit, and all other costs incidental to furnishing and operating such equipment except labor for operation thereof. Rental rates for equipment retained on a project for force account for an extended duration will be adjusted to the current rate once each year from the date of authorization.

Current copies of the Rental Rate Blue Book and the AGC-Department of Transportation Equipment Rental Agreement will be maintained at each district office of the Department of Transportation and at each of the offices of the Associated General Contractors of America, located at Seattle (Mountain Pacific), Spokane, Tacoma and Portland, where the schedule is available for inspection.

The rates in effect at the time of the performance of the force account work, as set forth in the schedule of "Equipment Rental Rates for Force Account Work," are the maximum rates allowable for equipment of modern design and in good working condition and include and are full compensation for furnishing all fuel, oil, lubrication, repairs, maintenance, insurance and incidental expenses except labor for operation thereof. In the event equipment is required for which a rental rate is not included in the current schedule, an agreed rental rate shall be established for that equipment based upon the same elements of cost used in establishing the current schedule of rental rates. Such rates must be approved by the Engineer prior to use of the equipment on the force account work.

Transportation of tools and equipment not already available on the project site will not be paid except as allowed under force account mobilization as hereinafter specified.

Force account mobilization is defined as the preparatory work performed by the Contractor including transportation of tools, equipment and personal travel time (when included in a bargaining agreement). The owner may pay for mobilization of materials, equipment and labor if the force account item is not an item included in the original contract proposal or such other contract items as may be included in the special provisions as being eligible for reimbursement for mobilization. Force account mobilization for off-site

work in preparation for the travel or on-site work in an amount under \$300 will not be paid. The Owner will not pay for mobilization for force account items under any circumstances unless the Contractor specifically makes a request in writing in advance of any mobilization work. Such requests shall include an estimate for mobilization costs and the basis for reimbursement. The approval of the Engineer will be required prior to commencing the work and mobilization. To the agreed final amount of mobilization for force account shall be added an amount equal to fifteen percent of that sum for all other costs, overhead and profit.

4. Service Contracts

Reimbursement for specialized force account work for service contracts will be on the basis of an invoice as approved by the Engineer. To the total of the invoice an allowance of 15 percent shall be added for overhead and profit.

When extra work is performed on a force account basis by an approved subcontractor, the Contractor will be allowed an additional percentage markup based upon the following schedule:

First \$10,000 of work done by subcontractors (85 percent of equipment rates from Rental Rate Blue Book and less markup for overhead and profit on labor and materials) allow 10 percent supplemental markup.

All work in excess of \$10,000 done by subcontractors (85 percent of equipment rates from Rental Rate Blue Book and less markup for overhead and profit on labor and materials) allow 5 percent supplemental markup.

The ten percent 10% supplemental markup shall apply to the first \$10,000 accumulated total of all force account work performed by subcontractors. The supplemental supplemental markup shall cover all additional bonding and insurance costs.

The payments provided above shall be full payment for all work done on a force account basis and for all delays which may have been suffered prior to the change requiring force account payment or result from the performance of such changed

work. The payment shall cover all expenses of any nature, kind and description, including overhead expenses, profit, payments required under the Social Security Act, State Unemployment Compensation Act, occupational tax and any other federal or state revenue acts, premiums on public liability and property damage insurance policies, and for the use of small tools and equipment for which no rental is allowed.

No claim for force account shall be allowed except upon written order by the engineer prior to the performance of such work. No work shall be construed as force account work which can be measured under the specifications and paid for at the unit prices names in the contract.

The amount and costs of any work to be paid by force account shall be computed by the Engineer, and the amount certified by him shall be final, conclusive, and binding upon the Contractor.

The Contractor's cost records pertaining to work paid for on a force account basis shall be open to inspection or audit by representatives of the Owner during the life of the contract and for a period of not less than 3 years after the date of acceptance thereof, and the Contractor shall retain such records for that period. When payment for materials or labor is based on the cost thereof to forces other than the Contractor, the Contractor expressly guarantees that the cost records of such other forces shall be open to inspection and audit by representatives of the Owner on the same terms and conditions as the cost records of the Contractor. If an audit is to be commenced more than 60 days after the acceptance date of the contract, the Contractor will be given a reasonable notice of the time when such audit is to begin."

ATTACHMENT "B",

AGC - WASHINGTON STATE DEPARTMENT OF TRANSPORTATION EQUIPMENT RENTAL AGREEMENT

Effective Date: May 23, 1979 Until Further Notice

It is mutually agreed by the parties to this agreement that rental rates to be paid contractors for equipment used on force account will be established in accordance with section 1-09.6 of the Standard Specifications and this agreement. The following rules have been agreed to:

1. General

The Rental Rate Blue Book published by the Equipment Guide-Book Company, as clarified or modified by this agreement, will be used to establish rental rates for equipment, approved for use by the engineer, on force account work. Rate modifications indicated on area maps in the Blue Book shall not apply. The effective date of each section of the Blue Book when revised by the Equipment Guidebook Company will be established by the Washington State Department of Transportation in Olympia.

This agreement shall apply only to those contracts advertised after May 23, 1979. Upon mutual consent of the Contractor and the State this agreement may be effected on contracts advertised before the aforementioned date provided that the Contractor accepts amendments to Section 1-09.6 of the Standard Specifications all as set forth in a standard change order especially written by the State for this purpose. Such change orders must be approved before June 20, 1979 to be eligible for payment under this agreement; otherwise payment shall be made under the terms of the 1978 Equipment Rental Rates for Force Account agreement for the duration of the contract.

2. Rental Rate

The rental rate for each authorized force account shall be a combination of the following items:

- a. The first 40 total hours will be paid at Blue Book daily rate divided by 8. More than forty hours will be paid at Blue Book weekly rate divided by 40.
- b. The hourly operating cost for each hour that the equipment is in use.
- c. The attachments will be included in the rental rate only when deemed applicable and essential to the force account work by the engineer. When multiple attachments are approved for use, (e.g. tractor with ripper and dozer or tractor with loader and backhoe) and the attachments are being used interchangeably on the force account operation, only the one attachment having the higher rate will be eligible for payment.

Summation of the rates established in a, b, and c above shall be considered to include overhead and profit. No additional allowance shall be made for such costs. Rental will not be allowed for equipment listed in section 18 of the Blue Book (Shop Tools) having a daily rate of less than \$5.00.

3. Standby Time

When ordered by the Engineer, standby time shall be paid at one-third of the rate established in accordance with this agreement. The standby rate will be rounded to the nearest \$0.10. Standby rates which are calculated at less than \$1.00 per hour shall not be paid. No more than 8 hours of standby will be paid during a 24 hour period. No more than 40 hours of standby will be paid during a one week period. No additional allowance for overhead or profit shall be paid for equipment on standby.

4. Rental Invoices

If contractor-owned equipment is not available and equipment is rented from outside sources, payment will be computed on the basis of actual invoice cost. The State reserves the right to disallow invoice payment based on rates higher than those set forth herein. When the invoice specifies that the rental rate does not include fuel, lubricants, repairs and servicing, an amount equal to 15% of the invoice will be added for such items. An amount equal to 15% of the total rental of equipment from outside sources shall be added for overhead, profit, and all other costs incidental to furnishing and operating such equipment.

12. Intermittent Use

The Contractor is expected to divert equipment being operated infrequently to other work if practicable. When the engineer determines that equipment need not remain at the work site continuously, payment will be limited to actual hours of use.

13. Breakdowns or Shutdowns

When breakdown, or by order of the Engineer, of any equipment being used on force account work causes shutdown of part or all of the equipment being used, payment for such equipment that is idled shall cease. Labor that is idled and cannot be diverted to other work shall be paid through the one-half shift during which the breakdown occurs. When diversion of equipment is not practicable, as confirmed by the Engineer and the operator cannot be used elsewhere and must be paid through the one-half shift in which he actually performed the work, payment for the operator shall be made through the one-half shift. No payment shall be made for equipment during non-operating hours except when allowed under Rule 3, Standby Time.

14. Small Tools

Individual pieces of equipment not specifically covered by the Blue Book and having a value of three hundred and fifty (\$350) dollars or less shall be considered "small tools and equipment for which no rental is allowed" as specified in Section 1-09.6 of the Standard Specifications.

15. Aeration Equipment

Payment for plows and discs shall be at 100 percent of the rates listed herein for projects in progress after the effective date of this agreement.

Plows meeting the requirements of section 2-03.3(15) of the Standard Specifications shall be paid at the rate of \$4.30 per hour.

Discs meeting the requirements of section 2-03.3(15) of the Standard Specifications shall be paid at the rate of \$6.70 per hour.

Add \$0.50 per hour per foot of width for additional width of disc above 10 ft.

Motive power for discs and plows shall be capable of pulling discs and plows at the speeds specified in section 2-03.3(15) of the Standard Specifications. Payment for motive power shall be 100% of the rates in this agreement except that equipment having motive power in excess of 292 horsepower shall be paid at 100% of the highest equipment rate for a comparable unit of the same manufacturer having less than 292 horsepower.

Payment for all other equipment approved for Aeration shall be at the rates established in accordance with this agreement when used for aeration work.

16. Pilot Cars

The rental rate for pilot cars shall be the rate for a 4 x 2 one-half ton truck (section 20 of the Blue Book) as determined in accordance with this agreement.

This agreement is issued after conference with representatives of the Seattle, Inland Empire, Tacoma Oregon-Columbia Chapters of the Associated General Contractors and has their approval subject to their party requesting a review of the rates after a one-year period.



State Construction Engineer,
Washington State Department of Transportation



Chairman, AGC Statewide Highway Committee

May 10 1979
(Date)

5/9/79
(Date)

BPW.

PAUL A. WIATRAC, DIRECTOR OF ENGINEERING

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THE CITY OF SEATTLE
 BOARD OF PUBLIC WORKS
 DEPARTMENT
M E M O R A N D U M

January 18, 1980

To: Casey Jones, Director, Office of Management and Budget
 From: Betty L. McFarlane, Executive Secretary
 Re: 1980 Budget

The Budget for 1980 was approved by the City Council on the basis of our submittal, but minus one new Office Assistant position to maintain a central consultant register in the Board of Public Works Department. It was also approved with the City Council's acknowledgment that after January, 1980 the street use activity of the Board of Public Works would be transferred to the Engineering Department, consistent with the recommendations of the Contracting Study.

As of this date, we are still dealing with management of the streets and have also been mandated by the recently passed Consultant Services Ordinance 108762 to develop rules, regulations and procedures for all awarding authorities to follow regarding same, by April 1, 1980.

We also have been assigned the responsibility of maintaining a central reference file on all consultants "who (during the twelve (12) months following the effective date of the ordinance express an interest in performing work for or providing services to or on behalf of the City and any of its departments as well as those with which the City contracts for such services."

We continue to monitor all public works contracting. Also, our new Women's and Minority Business Enterprises bid specifications have resulted in almost 75% of the Board Department's staff time being spent on this activity alone. We are simply swamped with telephone calls, personal visits from public and contractors, etc. This is making it difficult, if not impossible, to take care of our other daily monitoring and administrative responsibilities. Unless changes occur, we will also be in a position of not being able to meet the Council's deadline on the Rules and Regulations for Consultant Contracts. We don't want this to happen. Is it possible for you to speed up the Council's action on removal of the Street Use activities? This would help some. We are aware that Human Rights Department should be handling calls on the WMBE Bid Specs, and they are. People, however, call us when they don't get the answers they want to hear or dispute the recommendation of Human Rights Department. Also, I have all new staff, but one. It is difficult.

Casey Jones
January 18, 1980
Page 2

Therefore, additional staff is necessary now to allow us to cover all our responsibilities. Our workload is becoming backlogged. We must meet deadlines and be responsive to the public, contractors, City departments, etc. We appreciate any consideration you can give to our immediate needs. Please advise soon.

BLM/jw

cc: Mayor Charles Royer
Board of Public Works Members

SEATTLE ENG. DEPT.

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BPW

Seattle Board of Public Works

Betty L. McFarlane, Executive Secretary
Charles Royer, Mayor



M E M O R A N D U M

January 17, 1980

TO: All Department Heads

FROM: Betty L. McFarlane, Executive Secretary *Betty L. McFarlane*

RE: Annual Appointment of Board of Public Works Chairman

The Mayor may appoint a Chairman of the Board of Public Works at any time, and as a general rule, he appoints the Chairman annually.

On December 20, 1979, the Mayor appointed Walter R. Hundley, Superintendent of Parks and Recreation, as Chairman of the Board of Public Works for 1980. The Board appointed William Justen, Superintendent of Buildings, as Vice-Chairman at their meeting on January 2, 1980.

All communications to the Board of Public Works should continue to be addressed to the attention of the Executive Secretary of the Board at:

Board of Public Works Department
Room 303
Seattle Municipal Bldg.
01-03-03 (Mail Code)

Thank you.

BLW:na

cc: Mayor Royer
City Council

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SEATTLE ENG. DEPT.

BPW

THE CITY OF SEATTLE
BOARD OF PUBLIC WORKS
DEPARTMENT

M E M O R A N D U M

✓ January 9, 1980

To: All Board of Public Works Member Departments
From: Betty L. McFarlane, Executive Secretary *Blm*
Re: Items submitted to BPW for approval

The Board of Public Works, in regular session today, asked that we remind its departments to be certain that Department Head signatures, or appointed designee signatures, appear on all documents prior to being submitted to the Board for action. Items not bearing approved signatures will be returned to departments. This can create delays about which we all would be concerned. Thank you.

BLM:wb

Att.

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