

City of Seattle: Partnership with Organizations

Helpful hints and questions and answers:

Q: How will what we do be integrated into the Seattle Transportation Plan and Comprehensive Plan update processes? How much support can I get from City staff?

Once selected to work with us, we will work with you on refining your scope of work and will look to you for the types of support you would like to have from City staff. For example, we could work together to create survey materials and discussion question to bring to your communities, attend events, and provide basic materials to support engagement. We will work with you on engagement strategies that you feel will be reflective of and effective in your unique communities. Throughout the contract and towards the conclusion of your engagement, we also would like to hear about how you would like broader feedback and your input to be integrated into the plan, especially if you are working closely with us as an engagement and policy partner (the \$30,000 contract).

Q: How do I know how much money should I ask for?

Consider comparable pay rates, add up staff time for engaging in activities as well as regular meetings with City staff. We suggest that staff is paid \$50.00-\$75.00 per hour.

Also consider how you much money you would need per “event” to do outreach for the event, provide interest for folks to attend the event, and for any materials or location rentals.

Q: What is the City’s rate for hiring interns?

If you want to hire interns to support this body of work, the City of Seattle hires students at a couple different levels:

- Intern who is pursuing an undergraduate degree: \$18.36 per hour
- Intern who is pursuing a graduate degree: \$22.50 per hour

Q: What is your current policy on COVID-19 vaccines?

Mayor Executive Order 2021-08: COVID-19 Vaccination Requirements for City Contractors

The Consultant, by submitting its Proposal, agrees that it will comply with Mayor’s Executive Order 2021-08, regarding COVID-19 Vaccination Requirements, and that it will require its workers, service providers, subcontractors, suppliers, and their workers to comply as well. Furthermore, the Consultant shall submit the City provided Vaccine Attestation form no later than the contract execution date. During the performance of the Work, Consultant shall provide an updated Vaccine Attestation form upon the City’s request.

The Executive Order and Vaccine Attestation Form are incorporated herein and are available at: www.seattle.gov/contractorvax

All costs related to the Mayor’s Executive Order shall be considered included with or incidental to other Cost items.

Q: What does contracting with the City look like? What documents will I have to sign?

We will have time to collaborate and refine a scope of work that fits your organization's capacity and the City's goals for the project.

After reviewing your proposal and being selected, you will be signing the City of Seattle's consultant contract: [Link to example contract template](#) for Seattle Department of Transportation. You will fill out a budget form that will be attached to your contract: [Link to example budget form](#) for Seattle Department of Transportation. If you are applying for the Engagement and Policy Partner contract, you will also fill out a consultant questionnaire: [Link to example consultant questionnaire](#) for Seattle Department of Transportation. OPCD will be using similar contracting documents.

Q: I have more questions! How can I attend an information session?

Optional information sessions will be held online. Fill out this survey to get the invitations for the upcoming information sessions: <https://forms.office.com/g/RXRmzcNtMq>

Please let us know if you need an interpreter or translator at least one week in advance of the information session.