

## **POTENTIAL CONFLICT OF INTEREST INQUIRIES**

Firms interested in current or upcoming work that believe there may be a potential conflict of interest because of previous or concurrent work with Sound Transit (or any other related third-party work) may seek a written determination from Sound Transit regarding the firm's eligibility to propose on upcoming work. Sound Transit's written response will be binding. Written requests must include the following information:

1. A detailed description of the specific scope of the previous or concurrent work and how it relates to the specific scope of work to be performed by the firm for upcoming work;
2. The identification of any personnel that will be used on the current scope of work that also were involved in the previous or concurrent work and their respective roles on each;
3. A detailed explanation regarding why the firm believes there is no conflict of interest that would preclude the firm from performing the scope of work; and
4. Any internal measures that the firm proposes to implement to eliminate any potential or perceived conflict of interest that would preclude the firm from performing the work.

Subconsultants to potential prime proposers may seek similar determinations, but the required information must be submitted to Sound Transit through a potential prime consultant.

### **Submittal:**

Submit written requests to:

Amanda Lanier  
Director, Design & Construction Contracts  
[Dccprocurementhelp@soundtransit.org](mailto:Dccprocurementhelp@soundtransit.org)