

DBE Boot Camp

October 16, 2019

CONSTRUCTION SESSION | 9:00 - 12:00

DBE Boot Camp

Certification Next Steps

October 16, 2019 | Caleb McInville

You're Certified! Now what?

- ▶ Congratulations on getting certified as a DBE!
- ▶ What are the next steps to ensure you make the most out of your certification?



Next steps

- ▶ Promptly submit your renewal
 - DBE certification renews every year
 - State certification is every three years
 - All applications are submitted online

- ▶ Keep your certification up to date
 - Inform OMWBE of changes in your address or contact information
 - Let us know of major changes, such as new owners, within 30 days

Next steps

- ▶ Add to your certification
 - Request new NAICS codes if your business expands into new types of work

- ▶ Get State Certified
 - State certification is easy for DBEs
 - Gives you benefits on state funded projects for various agencies
 - Provides access to the Linked Deposit Program

Linked Deposit

- ▶ State certified firms eligible for Linked Deposit Program
 - 2% interest rate reduction on a small business loan
 - Enrollment form and participating banks on OMWBE's website: omwbe.wa.gov



Resources

- ▶ Take advantage of resources
 - OMWBE
 - WSDOT
 - DBE Supportive Services
 - PTAC
 - MBDA

OMWBE

Location

1110 Capitol Way S, Suite 150
Olympia, WA 98501

We're open Monday – Friday 8 a.m. – 5 p.m.



Phone

Main: (360) 664-9750
Toll Free: (866) 208-1064

Web/Email

omwbe.wa.gov
Technicalassistance@omwbe.wa.gov

Caleb McInville

(360) 664-9751
CalebM@omwbe.wa.gov

Questions?

The background of the slide is a photograph of the Seattle skyline at dusk. The Space Needle is prominent on the left, illuminated with its characteristic lights. The city's skyscrapers are lit up, and the sky shows a gradient from blue to orange. Mount Rainier is visible in the distance on the right.

Washington Procurement Technical Assistance Center (PTAC)

Washington PTAC Program

The Procurement Technical Assistance Center increases the number of government contracts & subcontracts won by Washington firms.

- Find
- Bid
- Win



Photo Credit: Exeltech Consulting

Washington PTAC Program

We provide these **FREE** services through:

- Workshops
- One-on-one Counseling Sessions
- Matchmaking events
- Bid Match service

PTAC is funded in part by the federal government.



Attorney and guest trainer Makai Yamada speaking at PTAC event

Washington PTAC team:

- Are professional advisors on how to succeed in government marketplaces.
- Utilize national best practices for counseling & outreach to small and diverse firms.
- Strong track record of success (since late 1980's).
- Increases the likelihood a firm will be responsive and competitive on a proposal



Counselor Ashley Coronado , Tri City, WA

PTAC's Technical Assistance includes one-on-one assistance on:

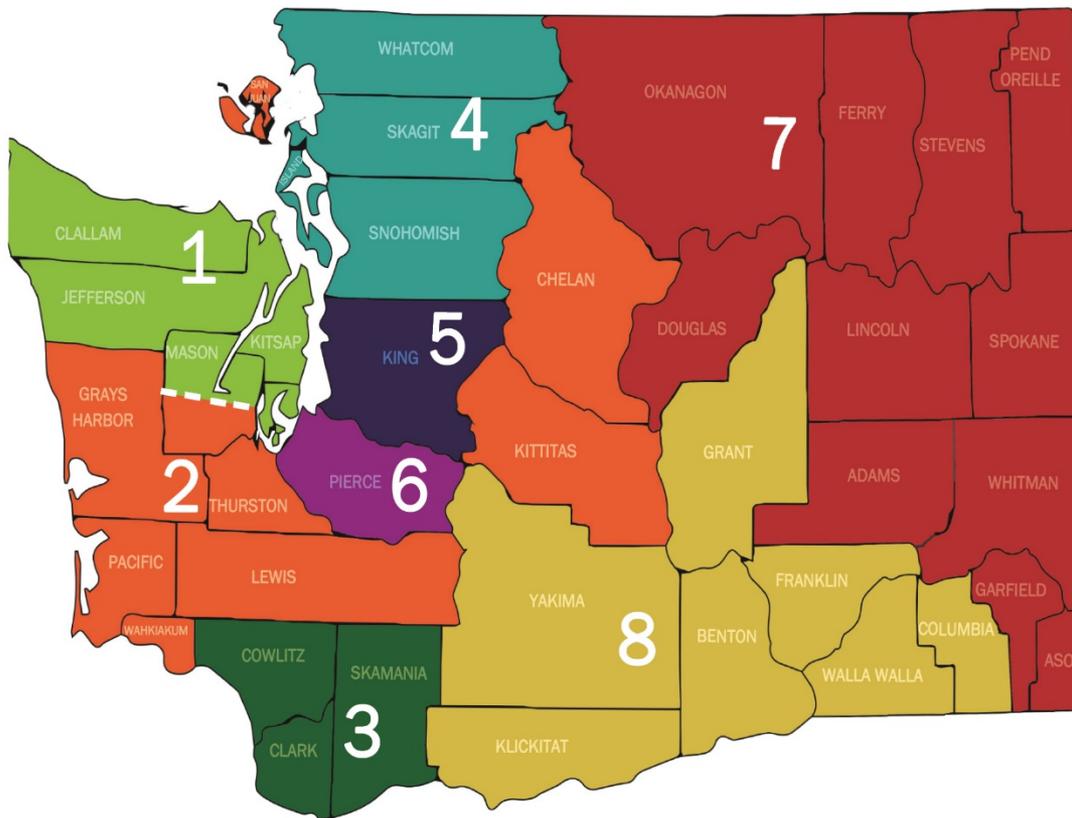
- How to respond to an RFQ, RFP, etc
- How to find government solicitations, register in systems
- How to get certified or registered as a WMBE, veteran, etc.
- How to develop a marketing strategy for government and prime customers
- Understanding terms and conditions in government solicitations
- Making go/no-go decisions when exploring government work
- & much more.

The PTAC team DOES NOT:

- Provide general business planning or advising services.
.... But, we provide warm referrals to folks who do.
- Lobby
- Represent the firms we work with in the marketplace.



Counselor meeting with client at event in Everett, WA



www.WashingtonPTAC.org

Serving businesses throughout Washington

Washington PTAC is a program of Thurston Economic Development Council
 Tiffany Scroggs, Program Director | 4220 6th Ave SE | Lacey WA 98503
 P 360.464.6041 | F 360.407.3980 | programmanager@washingtonptac.org
 Funded in part through a cooperative agreement with the Defense Logistics Agency.

Contact a Washington PTAC center near you today!



1: Kitsap Economic Development Alliance
 Mary Jo, Kathy Cocus
 360.377.9499/kitsap@washingtonptac.org



2: Thurston Economic Dev. Council
 Kate Hoy, Dale Colbert
 360.754.6320/thurston@washingtonptac.org



3: Greater Vancouver Chamber of Commerce
 Jeannet Santiago
 360.567.1051/swwa@washingtonptac.org



4: Economic Alliance Snohomish County
 Lisa Lagerstrom
 425.248.4223/snohomish@washingtonptac.org



5: Green River College
 Darrell Sundell, Marnie Tyson
 253.520.6267/king@washingtonptac.org



6: Bates Technical College
 Tom Westerlund
 253.680.7054/pierce@washingtonptac.org



7: Greater Spokane Incorporated
 Ryan Rodin
 509.321.3617/spokane@washingtonptac.org



8: Tri-City Regional Chamber of Commerce
 509.491.3231
tricity@washingtonptac.org



Upcoming Major Events

- Greater Pierce Co Purchasing Forum – Oct 17 in Lakewood
- North Puget Sound Small Business Summit - Oct 23 in Lynnwood
- Alliance Northwest – March 5 in Puyallup
- Regional Contracting Forum – April 8th in Seattle

North Puget Sound Small Business Summit has primes/agencies seeking DBEs:

- Community Transit
- Granite Construction
- Hensel Phelps
- Sellen Constructions
- Siemens Smart Infrastructure
- Sound Transit
- WSDOT & Many more...

A photograph of the Seattle skyline at dusk. The Space Needle is prominent on the left, illuminated. The city lights are visible against a twilight sky, with a mountain range in the background.

Tiffany Scroggs

ProgramManager@washingtonptac.org

360-464-6041

www.washingtonptac.org



MBDA-Tacoma Business Center

Operated by the City of Tacoma

MBDA-Tacoma.com

WSDOT DBE Boot camp | Workshop 10/16/2019

MBDA Background

Minority Business Development Agency (MBDA)

- Executive Order 11645 1974 (President Nixon)
- Minority Business Development Agency (MBDA) is an agency of the United States Department of Commerce working on behalf of the nation's 8 million minority-owned firms in support of their growth and global competitiveness
- 40 Business Centers nationwide
 - www.MBDA.gov

Program at a Glance

- Program Purpose:
 - Provide technical and strategic business consulting to established minority-owned firms to help them grow and hire more people.
- Drivers:
 - Job creation
 - Retention and award of contracts/procurements
 - Financial transactions (Working Capital and Bonding)
- Core Clients:
 - MBEs with \$1 million in revenue, or case-by-case basis
 - Rapid growth potential

Services

Technical Assistance and Strategic Business Consulting Services:

- **Access to Capital**
 - Identify and broker financing opportunities
 - Financial documents preparation
- **Access to Contracts**
 - Identification of procurement opportunities
 - Solicitation analysis & bid and proposal preparation
 - Dodge and GovPurchase opportunity reports (Lead Generation)
 - Match-making and Advocacy
- **Access to Markets & Export-Import**
 - Market research, feasibility studies, and promotion
 - International market analysis and trade assistance

Typical Services

#	Technical Services Provided
1	Access to Capital/Capital Sourcing
2	Bid Estimating
3	Bid Proposal Review
4	Bid/Contract Opportunity Sourcing
5	Capability Statements/Sales Brochures/Marketing
7	External Resource Matching
8	Legal Counseling/ Support/ JV agreements
9	Preparation of Financial Statements (Bookkeeper and CPA)
10	Pre-submittal Certification Application Support
11	Prime Construction Firm Matchmaking
12	Process Improvement Consulting (Impact Washington)
13	Strategic Consulting (How to do Business with the City)
14	Technical Writing (Business Plan)
15	Website Development
16	Workshops/Networking Events (Group setting)
17	Training/Education (1:1 Support)

How to partner to maximize resources



Contact

MBDA-Tacoma Business Center

Operated by the City of Tacoma

Tel: 253-591-5240

E-mail:

mbda@cityoftacoma.org

Website: www.MBDA-Tacoma.com



PLATINUM



Business Development Organization to
Manage Disadvantaged Business Enterprise
Supportive Services Program

Platinum Group, LLC

60 East Amy Court

Shelton, WA 98584

(800) 270-0724

www.platinumbusinessgroup.com

TEAM

PROJECT MANAGER

DANIEL J. SEYDEL, II

PRINCIPAL OF PLATINUM GROUP

Alternative Works Expert

28 years experience



Awards

- 2018 NAMC Minority Business Award
- 2015 Tabor 100 Minority Business Advocate
- First Thursday, Small Business Champion Award – 2014
- 2012 Catholic Housing Services Minority Business Inclusion Award (Imani Village 73% Inclusion Record)
- 2010 Catholic Housing Services Minority Business Inclusion Award (Monica's Village Place 47% Inclusion)
- *Nominated* Puget Sound Business Journal Top 40 under 40 (2008 & 2011)
- Tabor 100, Minority Business Advocate Crystal Eagle Award – 2007

Since 2001, Daniel Seydel has delivered construction management consulting services to disadvantaged businesses, specifically in government project management and operations. Mr. Seydel has been involved in more than 100 projects at the executive and consultant levels. In addition, Mr. Seydel founded and continues to manage a non-profit organization dedicated to capacity building within the entrepreneurial community, working with multiple DBEs throughout the State of Washington. Mr. Seydel will oversee all operations of this project and provide his expertise to all Skill Categories.



TEAM PLATINUM SKILL MATRIX

	Greg Fuller	Matt Murray	Daniel Seydel	Ryan Taylor	Mary Wenner	Veronica Ybarra	Dave Harmon
DBE Experience	✓	✓	✓	✓	✓	✓	✓
Accounting practices			✓		✓		
Bid Preparation	✓	✓	✓	✓	✓	✓	✓
Bonding Assistance	✓		✓		✓		
Business Development	✓	✓	✓	✓	✓	✓	✓
Change Order Assistance	✓	✓	✓				✓
Marketing and Sales Advisement			✓	✓	✓	✓	✓
Prompt Pay Advisement			✓		✓		
Scheduling Advisement	✓	✓	✓				
Workflow & Operations Management	✓	✓	✓	✓	✓		✓

OFFICE OF EQUAL OPPORTUNITY



DISADVANTAGED BUSINESS ENTERPRISE SUPPORT SERVICES AND BUSINESS DEVELOPMENT PROGRAM

WHAT IS THE VALUE?

All services provided by the Office of Equal Opportunity (OEO) are at no-cost to Disadvantaged Business Enterprises wishing to work on WSDOT and Local Agency highway-related projects.

HOW ARE THEY DELIVERED?

- One-on-one time with the Office of Equal Opportunity's Business Development Advisors and partner agencies.
- WSDOT's business consultants specializing in areas including: accounting, marketing, bonding, etc.
- With your input more services can be added, just ask OEO.

WHO CAN GET THEM?

Support Services are available to DBEs certified in the highway construction industry to include construction companies, consultants, regular dealers, and manufacturers.

HOW TO GET THEM?

- A firm must be certified as a DBE through the Office of Minority & Women's Business Enterprises.
- Direction is available for those seeking DBE certification.
- Assistance provided under the Business Development Program requires developing a business plan with direction provided by the Office of Equal Opportunity.

NEED ASSISTANCE MAKING A PLAN?

To get started, call:
(800) 270-0724
Or email: dan@platinumbusinessgroup.com

You can also contact OEO directly at:
(360) 705-7090
Or email: dbess@wsdot.wa.gov

THE DBE SUPPORT SERVICES PROGRAM OFFERS ASSISTANCE IN THE FOLLOWING AREAS

ACCOUNTING PRACTICES:

Bookkeeping, understanding Indirect Cost Rate, Federal Acquisition Rules, pricing, audit preparation, tax advice, reporting, best-practices, Safe Harbor, certified payroll

BID PREPARATION:

Understanding the submittals process; how to prepare a proper response, submit a bid, and scope letter

BILLING AND INVOICING:

Schedule of values, liens, insurance, intent to pay prevailing wages, sales tax, payment terms, billing for materials on hand, deposits

BONDING ASSISTANCE:

Understanding requirements

BUSINESS PLAN:

Business plan creation and development

CHANGE ORDER ASSISTANCE:

Understanding, getting a second look

INFORMATION TECHNOLOGY SUPPORT:

Technical support to assist with IT utilization

MANAGING OPERATIONS:

Dealing with the day-to-day

MARKETING:

Networking and marketing assistance for contractors and professional service providers

PROMPT PAY ADVICE:

Filing statement of intent, record of materials, certified payrolls

SALES ADVICE:

In person and over the phone

SCHEDULING:

Understanding requirements from higher-tier contractors

WORKFLOW MANAGEMENT:

Understanding logistics of people- power and materials movement



Subcontracting

On Construction Projects with the WSDOT

Derek Case, PE, DBIA

Assist. State Construction Engineer



South Seattle College, Seattle WA
October 16, 2019

WSDOT

State Construction Office

Chris Christopher, Director of the Construction Division

Craig McDaniel, Deputy State Construction Engineer

Denys Tak, Lead Engineer, Administration

Derek Case, Assistant State Construction Engineer

Contract Ad and Award Office

Jenna Fettig, Office Manager

WSDOT

Contract Ad and Award Office

Jenna Fettig, Office Manager

- provides plans and specifications to prospective bidders,
- conducts advertisement, bidding, protest and award processes for WSDOT projects,
- maintains an advance schedule of contracts,
- administers prequalification of contractors,
- manages Prime Contractor performance evaluation process,
- collect and maintains bid history

Contract Ad & Award Webpage

The screenshot shows the Washington State Department of Transportation website. At the top, there is a green navigation bar with links for News, Employment, Good To Go!, Contact Us, and WSDOT Home. Below this is the WSDOT logo and a search bar. A secondary navigation bar includes links for Traffic & Cameras, Projects, Business, Environment, and Maps & Data, along with an email/text updates icon. The main content area is titled 'Contract Ad & Award' and includes a breadcrumb trail: 'You are Here: Home > Business with WSDOT > Contract Ad & Award'. The page content is organized into several sections: 'Business with WSDOT' (with sub-links for 'Contract Ad & Award' and 'Contact Us'), a main introductory paragraph about COA Underutilized Disadvantaged Business Enterprise (UDBE) Goals, a link to the 'DBE Program Waiver', a link to the 'Bidder's List Survey', a subscription prompt for 'Gov Delivery', and several categorized lists of links: 'Bidding' (including Call for bids, Prequalify to bid on contracts, Currently advertised & awarded contracts, Bid electronically on a contract, Bid opening results, Bid tabulations, and Order plans & specifications), 'Alternative Delivery' (including Design-Build & General Contractor/Construction Manager contracts), 'Active Projects & upcoming bidding opportunities' (including Advance schedule of contracts and Active contracts & bid history), 'Stay updated' (including Alerts & bulletins), and 'You may be looking for:' (including Forms & samples, Unit Bid Analysis, and Specifications, Amendments and General Special Provisions (GSPs)). At the bottom, there is a footer with navigation links (Traffic & Cameras, Search, Contact Us, Site Index, Privacy Policy, Accessibility / Title VI) and a copyright notice: 'Copyright WSDOT © 2018'.

WSDOT

State Construction Office

Chris Christopher, Director of Construction Division

Craig McDaniel, Deputy State Construction Engineer

Denys Tak, Lead Engineer, Administration

Derek Case, Assistant State Construction Engineer

- execute all WSDOT contracts,
- assist WSDOT regions with contract administration,
- provide oversight in fulfillment of FHWA commitment, 'next step' in issue escalation from regions,
- establish statewide policy and provide guidance to regions and mega programs,
- oversee Contract Ad and Award office,
- coordinate internally with OEO

HQ Construction Webpage

Washington State Department of Transportation

News | Employment | Good To Go! | Contact Us | WSDOT Home

Traffic & Cameras | Projects | Business | Environment | Maps & Data

Home • Business • Construction • Construction

Construction

As our state invests billions of dollars into critical transportation improvements over the next 16 years, the [Construction Program Business Plan](#) (pdf 2 mb) is designed to guide effective project delivery in a changing construction landscape. [Construction Program Business Plan appendix](#) (pdf 4 mb)

This page is intended to provide statewide policy, resources and information for delivering WSDOT construction projects. If you're looking for current construction updates, check out the [travel alerts](#) section of our site.

Payment tracking

- [Construction Contract Progress Payment Reporting](#)

Standards and manuals

- [Construction Manual](#)
- [Standard specifications](#)

Contracting Programs

- [Apprenticeship Program](#)
- [Project Partnering Guide](#) (pdf 1.16 mb)

Design-Build Program

- [Design-Build](#)

Industrial Fire Precaution Level (IFPL) Maps

- [Industrial Fire Precaution Level \(IFPL\) Maps](#)

Handling Illegal Encampments

- [WSDOT's Guidelines to Address Illegal Encampments within State Right of Way](#) (pdf 282 kb)

Rental rate agreement

Note: By mutual agreement, AGC and WSDOT have replaced the Rental Rate Blue Book published by Primedia Information, Inc. with the Rental Rate Blue Book for Construction from Equipment Watch to determine equipment rental rates. All other provisions of the agreement remain in place:

- [AGC/WSDOT rental rate agreement](#) (pdf 180.69 kb)

Change Orders Over \$500,000 Memorandum & Reporting Requirements

- [Change Order Memorandum and Reporting Requirements](#) (pdf 109.27 kb)

Powered by Drupal

Traffic & Cameras | Search | Contact Us | Site Index | Privacy Policy | Accessibility / Title VI

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Monitoring WSDOT Construction Contracts

Contract Ad & Award Office

- Call for Bids
- Bid Opening Schedule
- Pre-Advertisement Documents
- Project Information
- Project Addenda
- Proposal/Plan Holder's Lists
- Project Specific Q & A
- Links to useful pages (forms)

The screenshot shows the Washington State Department of Transportation website. The header includes navigation links for News, Employment, Good To Go!, Contact Us, and WSDOT Home. The main navigation bar lists Traffic & Cameras, Projects, Business, Environment, and Maps & Data. A search bar is located in the top right corner. The breadcrumb trail reads: You are Here: Home > Business with WSDOT > Contract Ad & Award. The page title is "Contract Ad & Award". The main content area contains the following text:

Be advised: As of June 26, 2017, WSDOT is advertising contracts with Condition of Award (COA) Underutilized Disadvantaged Business Enterprise (UDBE) Goals. A UDBE is a special classification of DBE for WSDOT. Reference the "Project Information" to determine if a contract has a COA UDBE goal.

For updated information regarding the DBE program, read the [DBE Program Waiver](#).

Firms that bid on WSDOT projects should take the [Bidder's List Survey](#).

Would you like to receive notices about upcoming contracts, project advertisements, contractor bulletins and other updates by e-mail? Please visit [Gov Delivery](#) to subscribe to Construction Contract Opportunities and Contractor Bulletins.

Bidding

- [Call for bids](#) (pdf 159 kb)
- [Prequalify to bid on contracts](#)
- [Currently advertised & awarded contracts](#)
- [Bid electronically on a contract](#)
- [Bid opening results](#)
- [Bid tabulations](#)
- [Order plans & specifications](#)

Alternative Delivery

- [Design-Build & General Contractor/Construction Manager contracts](#)

Active Projects & upcoming bidding opportunities

- [Advance schedule of contracts](#)
- [Active contracts & bid history](#)

Stay updated

- [Alerts & bulletins](#)

You may be looking for:

- [Forms & samples](#)
- [Unit Bid Analysis](#)
- [Specifications, Amendments and General Special Provisions \(GSPs\)](#)

The footer of the page includes navigation links for Traffic & Cameras, Search, Contact Us, Site Index, Privacy Policy, and Accessibility / Title VI, along with the copyright notice: Copyright WSDOT © 2018.

Specific Project Example Page

The screenshot shows a web page for a specific project. At the top, there is a green navigation bar with links for News, Employment, Good To Go!, Contact Us, and WSDOT Home. Below this is the Washington State Department of Transportation logo and a search bar. A secondary navigation bar includes links for Traffic & Cameras, Projects, Business, Environment, and Maps & Data, along with an email/text updates subscription link. The main content area features a breadcrumb trail: Home > Contract Ad and Award > Contracts > SR 503, NE 154TH St to SR 502 Median Barrier. The project title is "SR 503, NE 154TH St to SR 502 Median Barrier". A status box indicates "Contract Ad & Award" and "Currently advertised & awarded contracts". The text states: "Bid opening occurred for this project on 9/25/2019. The bids are currently under review." A list of details includes: Award Status: Pending; Bid Tabulation; Contract Number: 9481; County: Clark; and contact information for Devin Reck, P.E. (Email: swgorgequestions@wsdot.wa.gov). A section titled "Project Information Available" lists: Plans & Specifications; Plan Holders List; Project Addenda; Reference Information; and Project Q&A. The page is dated "Last Updated: September 25, 2019". The footer contains a secondary navigation bar with links for Traffic & Cameras, Search, Contact Us, Site Index, Privacy Policy, and Accessibility/Title VI, and a copyright notice for WSDOT © 2018.

News | Employment | Good To Go! | Contact Us | WSDOT Home

Washington State
Department of Transportation

Traffic & Cameras | Projects | Business | Environment | Maps & Data

Email/text updates

You are Here: [Home](#) > [Contract Ad and Award](#) > [Contracts](#) > SR 503, NE 154TH St to SR 502 Median Barrier

Contract Ad & Award **SR 503, NE 154TH St to SR 502 Median Barrier**

Currently advertised & awarded contracts

Contact Us

Bid opening occurred for this project on 9/25/2019. The bids are currently under review.

- Award Status: Pending
- [Bid Tabulation](#)
- Contract Number: 9481
- County: Clark
- For additional information on this project, please direct your inquiries to the Project Engineer:
Devin Reck, P.E.
- Email: swgorgequestions@wsdot.wa.gov

Project Information Available

- Plans & Specifications
- Plan Holders List
- Project Addenda
- Reference Information
- Project Q&A

Last Updated: September 25, 2019

[Traffic & Cameras](#) | [Search](#) | [Contact Us](#) | [Site Index](#) | [Privacy Policy](#) | [Accessibility/Title VI](#)

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Prior to Bid

Contacting Bidders

Sales Strategies

- Be Knowledgeable about the Contractor
- Understand the Project
- Look for ways to make the Contractor successful
- Minimize risk for all parties
- Inspire confidence
- Price fairly
- Know your scope

HWY-RCA420A

PLANHOLDER LIST

09/25/19

BID OPENING OF WEDNESDAY, SEPTEMBER 25, 2019

ITEM 1 - SR 503, MP 4.58 TO MP 8.09 - CLARK
NE 154TH ST TO SR 502
MEDIAN BARRIER

PROJECT ENGINEER
DEVIN RECK, PE.
11018 NE 51ST CIRCLE
VANCOUVER WA 98682

PS&E NUMBER: 21X302
CONTRACT NUMBER: 009481
L NUMBER: XL5640
PROJECT NUMBER: 450317M
ADDENDA NUMBER: 2

EMAIL: SWGORGEQUESTIONS@WSDOT.WA.GOV

PROPOSAL HOLDERS (10/4)

328300 PHONE: (509)535-3069
FAX: (509)535-1911
EMAIL: FGURNEY@COMCAST.NET

*FRANK GURNEY, INC.

5521 E RAILROAD AVE
99212-0932
PO BOX 11557
SPOKANE VALLEY WA 99211-1557

1 SETS P53743
DATE ISSUED: 08-21-19

755800 PHONE: (360)696-2675
FAX: (360)696-1180
EMAIL: JSELBY3419@MSN.COM

*SELBY BRIDGE COMPANY, INC.

600 SE ASSEMBLY AVE
SUITE 230 - 98661-5583
2901 SE HIDDEN WAY
VANCOUVER WA 98661-8018

1 SETS P53745
DATE ISSUED: 08-22-19

Prior to Bid

Marketing as a Subcontractor

- Certified as M/S/V/W/DBE Federal? State? – check the website!
- Certified work and other work capable
- Responsive and Responsible
- Quality product/service
- Fair Price
- Inspire confidence – you know the ropes
- Easy to work with – a team player
- Prepared to fulfill administrative obligations – confirm payments, submit payrolls, materials certifications, and all required documents
- Electronic forms - Are you ready? Many primes and state agencies using them

Prior to Bid

Request For Proposal (RFP) or Call for Bids

- Prime Contractor may initiate contact
- Be Proactive! Contact the Prime Contractor

RFP should contain the following, at a minimum

- The specific work (Trucking – Total no. of trucks required for peak work efforts)
- Work Location – mob./demob. part of subcontract
- Work Schedule – Approx. schedule when work will be performed, night work? OT?
- Work Duration – in terms of working days
- Method of Payment – time & material?, lump sum?, per hour?
- Apprenticeship requirements
- Union participation
- Bonding requirements

Prior to Bid

Communicating with the Bidder

- Once the Prime Contractor accepts your quote along with conditions (if any)
- Intent to enter into a contract by listing your firm, type of work, and the amount in the DBE Utilization Certification.



Disadvantaged Business Enterprise Utilization Certification

To be eligible for award of this contract the bidder must fill out and submit, as part of its bid proposal, the following Disadvantaged Business Enterprise Utilization Certification relating to Disadvantaged Business Enterprise (DBE) requirements. The Contracting Agency shall consider as non-responsive and shall reject any bid proposal that does not contain a DBE Certification which properly demonstrates that the bidder will meet the DBE participation requirements in one of the manners provided for in the proposed contract. The Bidder must submit good faith effort documentation within 48 hours of bid opening only in the event the bidder's efforts to solicit sufficient DBE participation has been unsuccessful. If submitting a good faith effort bidder needs to check Box 4 agreeing to submit good faith effort within 48 hours. The successful bidder's Disadvantage Business Enterprise Utilization Certification shall be deemed a part of the resulting contract. Information on certified firms is available from OMWBE, telephone 360-664-9750 or Toll Free 1-866-208-1064.

_____ (Box 1) Name of Bidder certifies that the Disadvantaged Business Enterprise (DBE) Firms listed below have been contacted regarding participation on this project. If this bidder is successful on this project and is awarded the contract, it shall assure that subcontracts or supply agreements are executed with those firms where an "Amount to be Applied Towards Goal" is listed. (If necessary, use additional sheet.)

Column 1	Column 2	Column 3	Column 4
Name of DBE Certificate Number	Project Role (Prime, Joint Venture, Subcontractor, Manufacturer, Regular Dealer)	Description of Work	Amount to be Applied Towards Goal
1. W.E. Coates Surveying D 3M 8019952	SUB	Construction Surveying	32,580-
2. Reece Trucking D 1M 0023093	SUB	Planing Bituminous Asphalt	57,050-
3. The Bad Lady D 2F 6016394	SUB	Erosion Control	18,598-
4. G & G, Inc. D 2F 5010391	SUB	Electrical	132,100-
5. Michaels Trucking & Excavating D 3F 0021132	SUB	Trucking	34,000-
6.			
7.			
8.			
9.			
10.			

Disadvantaged Business Enterprise Subcontracting Goal: 1700 DBE Total \$ 594,228.00 ***

By checking Box 4 the bidder is stating that their attempts to solicit sufficient DBE participation has been unsuccessful and good faith effort will be submitted within 48 hours of bid opening.

* Regular Dealer status must be approved prior to bid submittal by the Office of Equal Opportunity, Wash. State Dept. of Transportation, on each contract.

** See the section "Crediting DBE Participation Toward Meeting the Goal" in the Contract Document.

*** The Contracting Agency will utilize this amount to determine whether or not the bidder has met the goal. In the event of an arithmetic difference between this total and the sum of the individual amounts listed above, then the sum of the amounts listed shall prevail and the total will be revised accordingly. Participation in excess of the goal amount will be considered voluntary or race-neutral participation.

Prior to Bid

Communicating with the Bidder

- You must indicate you have reached agreement and intend to enter into a contract with the Prime Contractor by signing and submitting a DBE Written Confirmation document
- Prime Contractor must submit this document within 48 hours of the bid opening on WSDOT projects



Disadvantaged Business Enterprise (DBE) Written Confirmation Document

As an authorized representative of the Disadvantaged Business Enterprise (DBE), I confirm that we have been contacted by the referenced bidder with regard to the referenced project and if the bidder is awarded the contract we will enter into an agreement with the bidder to participate in the project consistent with the information provided in the bidder's Disadvantaged Business Enterprise Utilization Certification.

Contract Title: SR 99 George Washington Memorial Rr 99/500 Paving Stage 1

Bidder's Business Name: _____

DBE's Business Name: _____

DBE Signature: _____

DBE's Title: Project Administrator

Date: May 6, 2015

The entries must be consistent with what is shown on the bidder's Disadvantaged Business Enterprise Utilization Certification. Failure to do so will result in bid rejection. See contract provision; *Disadvantaged Business Enterprise Condition of Award Participation*.

Description of Work: Construction Signs, Traffic Control

Amount to be Applied Towards Goal: \$389,650.56

Prior to Bid - Examples

Communicating with the Bidder



Disadvantaged Business Enterprise Utilization Certification

To be eligible for award of this contract the bidder must fill out and submit, as part of its bid proposal, the following Disadvantaged Business Enterprise Utilization Certification relating to Disadvantaged Business Enterprise (DBE) requirements. The Contracting Agency shall consider as non-responsive and shall reject any bid proposal that does not contain a DBE Certification which properly demonstrates that the bidder will meet the DBE participation requirements in one of the manners provided for in the proposed contract. The Bidder must submit good faith effort documentation within 48 hours of bid opening only in the event the bidder's efforts to solicit sufficient DBE participation has been unsuccessful. If submitting a good faith effort bidder needs to check Box 4 agreeing to submit good faith effort within 48 hours. The successful bidder's Disadvantage Business Enterprise Utilization Certification shall be deemed a part of the resulting contract. Information on certified firms is available from OMWBE, telephone 360-664-9750 or Toll Free 1-866-208-1064.

INC certifies that the Disadvantaged Business Enterprise (DBE) firms listed below have been contacted regarding participation on this project. If this bidder is successful on this project and is awarded the contract, it shall assure that subcontracts or supply agreements are executed with those firms where an "Amount to be Applied Towards Goal" is listed. (If necessary, use additional sheet.)

Column 1 Name of DBE Certificate Number	Column 2 Project Role (Prime, Joint Venture, Subcontractor, Manufacturer, Regular Dealer)	Column 3 Description of Work	Column 4 Amount to be Applied Towards Goal
1. BC Traffic LLC D4M5011474	Subcontractor	Traffic Control Service	\$86,000.00
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

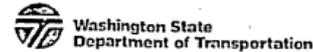
Disadvantaged Business Enterprise Subcontracting Goal: 9% OBE Total \$ \$86,000.00

By checking Box 4 the bidder is stating that their attempts to solicit sufficient DBE participation has been unsuccessful and good faith effort will be submitted within 48 hours of bid opening.

Regular Dealer status must be approved prior to bid submittal by the Office of Equal Opportunity, Wash. State Dept. of Transportation, on each contract.

See the section "Crediting DBE Participation Toward Meeting the Goal" in the Contract Document.

The Contracting Agency will utilize this amount to determine whether or not the bidder has met the goal. In the event of an arithmetic difference between this total and the sum of the individual amounts listed above, then the sum of the amounts listed shall prevail and the total will be revised accordingly. Participation in excess of the goal amount will be considered voluntary or race-neutral participation.



Disadvantaged Business Enterprise (DBE) Written Confirmation Document

As an authorized representative of the Disadvantaged Business Enterprise (DBE), I confirm that we have been contacted by the referenced bidder with regard to the referenced project and if the bidder is awarded the contract we will enter into an agreement with the bidder to participate in the project consistent with the information provided in the bidder's Disadvantaged Business Enterprise Utilization Certification.

Contract Title: W OF STEAMBOAT ISLAND RD TO BLACK LAKE BLVD..

Bidder's Business Name: [Redacted]

DBE's Business Name: BC TRAFFIC LLC

DBE Signature: [Redacted]

DBE's Title: MEMBER

Date: 11/06/13

By the above signature I certify that all the information on this form is complete and accurate to the best of my knowledge.

The entries must be consistent with what is shown on the bidder's Disadvantaged Business Enterprise Utilization Certification. Failure to do so will result in bid rejection. See contract provision, Disadvantaged Business Enterprise Condition of Award Participation.

Description of Work: TRAFFIC CONTROL

Amount to be Applied Towards Goal: \$86,000.00

W OF STEAMBOAT ISLAND RD TO
BLACK LAKE BLVD. PAVING

E

DOT Form 320-DBE (Rev. 11/11)

Example DBE Utilization & Confirmation



Disadvantaged Business Enterprise Utilization Certification

To be eligible for Award of this Contract the Bidder shall fill out and submit, as a supplement to its sealed Bid Proposal, a Disadvantaged Business Enterprise (DBE) Utilization Certification. The Contracting Agency shall consider as non-responsive and shall reject any Bid Proposal that does not contain a DBE Utilization Certification which properly demonstrates that the Bidder will meet the DBE participation requirements in one of the manners provided for in the proposed Contract. Refer to the instructions on Page 2 when filling out this form or the Bid may be rejected. An example form has been provided on Page 3. The successful Bidder's DBE Utilization Certification shall be deemed a part of the resulting Contract.

Box 1: A Plus Construction Company certifies that the DBE firms listed below have been contacted regarding participation on this project. If this Bidder is successful on this project and is awarded the Contract, it shall assure that subcontracts or supply agreements are executed with named DBEs. (If necessary, use additional sheets.)

Box 2: US 395, Spokane City Limits to Stevens County Line - Paving and Safety

Column 1 Name of DBE (See instructions)	Column 2 Project Role (See instructions)	Column 3 Description of Work (See instructions)	Column 4 Dollar Amount Subcontracted to DBE (See instructions)	Column 5 Dollar Amount to be Applied Towards Goal (See instructions)
A Plus Construction Company	Prime	Asphalt and concrete paving, asphalt milling, preleveling and pavement repair	N/A	900,000
In the Line Services, Inc.	Subcontractor (Force Account)	Crack sealing	20,000	10,000
In the Line Services, Inc.	Subcontractor	Guideposts, joint seal, pavement markers, temporary signage, construction sign installation	200,000	200,000
The Everything Guyz, LLC	Regular Dealer	Rental and sales of highway construction and related equipment and materials	100,000	60,000
Optimus Prime Trucking, Inc.	Subcontractor	Dump Trucking	50,000	50,000
Metalheads, Inc.	Manufacturer	Dowel Bars	75,000	75,000
Erosion Under Control Co.	Broker	Erosion control blankets, straw bales and wattles, sand bags	15,000	250

EXAMPLE

Disadvantaged Business Enterprise 356,968.16 Total DBE Commitment Dollar Amount 1,295,250
 Condition of Award Contract Goal Box 3 Box 4

5 By checking Box 5 the Bidder is stating that their attempts to solicit sufficient DBE participation to meet the COA Contract goal has been unsuccessful and good faith effort will be submitted in accordance with Section 1-02.9 of the Contract

DOT Form 272-058 Revised 02/2018



Disadvantaged Business Enterprise (DBE) Written Confirmation Document

See Contract Provisions: DBE Document Submittal Requirements
Disadvantaged Business Enterprise Participation

THIS FORM SHALL ONLY BE SUBMITTED TO A DBE THAT IS LISTED ON THE CONTRACTOR'S DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION CERTIFICATION.
 THE CONTRACTOR SHALL COMPLETE PART A PRIOR TO SENDING TO THE DBE.

PART A: To be completed by the bidder

The entries below shall be consistent with what is shown on the Bidder's Disadvantaged Business Enterprise Utilization Certification. Failure to do so will result in Bid rejection.

Contract Title: _____

Bidder's Business Name: _____

DBE's Business Name: _____

Description of DBE's Work: _____

Dollar Amount to be Applied Towards DBE Goal: _____

Dollar Amount to be Subcontracted to DBE*: _____
*Optional Field

PART B: To be completed by the Disadvantaged Business Enterprise

As an authorized representative of the Disadvantaged Business Enterprise, I confirm that we have been contacted by the Bidder with regard to the referenced project for the purpose of performing the Work described above. If the Bidder is awarded the Contract, we will enter into an agreement with the Bidder to participate in the project consistent with the information provided in Part A of this form.

Name (printed): _____

Signature: _____

Title: _____

Address: _____ Date: _____

DOT Form 422-031 Revised 02/2018

WSDOT Forms Page

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 Washington State Department of Transportation

Traffic & Cameras | Projects | Business | Environment | Maps & Data ✉ Email/text updates

You are Here: [Home](#) > [forms](#)

WSDOT Forms Management

Forms Home

eForms

Electronic Forms

Contacts

About Us

Welcome to the Washington State Department of Transportation Forms Management webpage. Below you will find links to Frequently used forms, also a link to all our external forms in PDF version. We provide services to WSDOT staff by designing and implementing the forms that are necessary for our department.

eForms Download - NEW - November 4, 2016 - eForms package. This package is updated when needed, we do try to update this at least quarterly.

When opening the eForms download you will notice that the version number on the menu page has changed. This numbering will reflect the current date that an update has taken place. When this update occurs there are usually only a few forms that have changed. Please check the help button on the eforms main menu to see what forms have been updated.

Electronic forms Electronic versions of WSDOT forms - a quick and easy way to get the form you need.

Frequently used forms

Local Agency Bid Proposal Package

- [271-015A](#) Local Agency Subcontractor List (PDF 163 KB)
- [272-001A](#) Local Agency Proposal Bond (PDF 155 KB)
- [272-002A](#) Local Agency Performance Bond (PDF 114 KB)
- [272-003A](#) Local Agency Public Works Payment Bond (PDF 118 KB)
- [272-006A](#) Local Agency Contract - Highway Construction (PDF 159 KB)
- [272-008A](#) Local Agency Contract - Building Construction (PDF 159 KB)
- [272-036J](#) Local Agency Non Collusion and Debarment Affidavit (PDF 113 KB)
- [272-036L](#) Local Agency Region Ad and Award Contract Proposal - Signature Page (PDF 166 KB)
- [272-036K](#) Local Agency Proposal - Signature Page (PDF 169 KB)
- [272-040A](#) Local Agency Certification for Federal Aid Contracts (PDF 111 KB)
- [272-063A](#) Local Agency Contractor Prequalification Questionnaire (PDF 163 KB)
- [422-031](#) Disadvantaged Business Enterprise (DBE) Written Confirmation Document (PDF 225 KB)

Bid Proposal Package

- [271-015](#) Subcontractor List (PDF 163 KB)
- [272-001](#) Proposal Bond (PDF 163 KB)
- [272-002B](#) Contract Bond - Highway Construction (PDF 175 KB)
- [272-003](#) Contract Bond - Building Construction (PDF 177 KB)
- [272-006](#) Contract - Highway Construction (PDF 166 KB)
- [272-008](#) Contract - Building Construction (PDF 167 KB)
- [272-009](#) Contractor Certification - Wage Law Compliance (PDF 125 KB)
- [272-036C](#) Region Ad and Award Contract Proposal - Signature Page (PDF 175 KB)
- [272-036D](#) Proposal - Signature Page (PDF 178 KB)
- [272-036H](#) Non Collusion and Debarment Affidavit (PDF 113 KB)
- [272-040](#) Certification for Federal Aid Contracts (PDF 111 KB)
- [272-054](#) Underutilized Disadvantaged Business Enterprise (UDBE) Bid Item Breakdown Form (PDF 165 KB)
- [272-056](#) Disadvantaged Business Enterprise Utilization Certification Fill-able PDF (PDF 156 KB)
- [272-056U](#) Underutilized Disadvantaged Business Enterprise Utilization Certification Fill-able PDF (PDF 351 KB)
- [272-058](#) Underutilized Disadvantaged Business Enterprise (UDBE) Trucking Credit Form Fill-able PDF (PDF 135 KB)
- [272-063](#) Contractor Prequalification Questionnaire (\$100,000 or Less) (PDF 174 KB)
- [422-031](#) Disadvantaged Business Enterprise (DBE) Written Confirmation Document Fill-able PDF (PDF 107 KB)
- [422-031U](#) Underutilized Disadvantaged Business Enterprise (UDBE) Written Confirmation Document Fill-able PDF (PDF 232 KB)

Prior to Starting Work

Prime Contractor

- Request to Sublet
- Subcontract Agreement and Certification

Subcontractors

- Statement of Intent to pay prevailing wages (Labor & Industries form #F700-029-000)
- File online at L&I website using PWIA
- <http://www.lni.wa.gov/TradesLicensing/PrevWage/IntentAffidavits/GettingStarted/default.asp>

Failure to provide these documents will prevent you from working or getting paid.

Request to Sublet Work

(Check all that apply for State Program)
 Disadvantaged Business (DBE) Veteran Owned Business (VBE) Woman Owned Business (WBE)
 Minority Owned Business (MBE) State Small Business (SBE) Federal Small Business (FBE) (Federal Program)

Prime Contractor		Federal Employer I.D. Number *		State Contract Number	
Job Description (Title)				Request Number	
Approval is Requested to Sublet the Following Described Work to:					
<input type="checkbox"/> Lower Tier Subcontractor <input type="checkbox"/> Subcontractor		Unified Business Identifier (UBI)		Federal Employer I.D. Number *	
Lower Tier Subcontract/Subcontract Name					
Address				Telephone Number	
City		State	Zip Code	Estimated Starting Date	
If Lower Tier Subcontractor, Name of Corresponding Sub.		Fed ID of Corresponding Sub		* If no Federal Employer I.D. Number, Use Owner's Social Security Number	
Item No.	Partial	Item Description			Amount
I understand and will ensure that the subcontractor will comply fully with the plans and specifications under which this work is being performed.				Prime Contractor Signature	
				Date	
Department of Transportation Use Only					
Percent of Total Contract		DBE Status Verification			
This Request _____ %					
Previous Requests _____ %					
Sublet to Date _____ %					
<input type="checkbox"/> Approved		Project Engineer's Signature		Date	Approved - Region Construction Engineer (When Required)

Contractor and Subcontractor or Lower Tier Subcontractor Certification for Federal-Aid Projects

(Required for each Subcontractor or Lower Tier Subcontractor on all Federal-Aid projects)

Contract Number		Federal-Aid Number		State Route Number	
Subcontractor or Lower Tier Subcontractor					
To be signed by proposed subcontractor or lower tier subcontractor					
The contract documents for this subcontract include as part of the subcontract a special provision entitled "Required Federal-Aid Provisions", the "Required Contract Provisions Federal-Aid Construction Contracts (FHWA 1273)", and the minimum wage rates.					
I certify the above statement to be true and correct.					
Company					
Signature				Date	
Title					
Contractor Certification					
To be completed and signed by the contractor					
1. <input type="checkbox"/> A written agreement has been executed between my firm and the above subcontractor.					
2. <input type="checkbox"/> A written agreement has been executed between (the subcontractor) _____ and the above lower tier subcontractor.					
All documents required by the special provision entitled "Required Federal-Aid Provisions" are included in the agreement for (1) or (2) marked above.					
I certify the above statements under Contractor Certification to be true and correct.					
Company					
Signature				Date	
Title					

Labor & Industries Webpage

page/IntentAffidavits/GettingStarted/default.asp

The screenshot shows the Washington State Department of Labor & Industries website. The header includes navigation links for Home, Español, and Contact, along with a search bar and links for A-Z Index, Help, and My L&I. The main navigation menu lists Safety & Health, Claims & Insurance, Workplace Rights, and Trades & Licensing. The breadcrumb trail indicates the user is in the 'File Intents & Affidavits' section under 'Trades & Licensing' and 'Prevailing Wage'. The left sidebar contains a 'Prevailing Wage' menu with options like 'Getting Started', 'Contractor Training', and 'Intents & Affidavits'. The main content area features a 'FILE ONLINE' button, an 'Expand All' button, and a list of frequently asked questions. Below this is a link to 'Print Step-By-Step Instructions for Filing with PWIA (2.3 MB PDF)'. The footer contains four columns of links: 'Find a Law (RCW) or Rule (WAC)', 'Get a Form or Publication', 'Report Fraud', and 'About L&I'. The bottom right corner includes the Washington State logo and the Access Washington logo.

Washington State Department of Labor & Industries

Home | Español | Contact

Search L&I [SEARCH]

A-Z Index | Help | My L&I

Safety & Health | Claims & Insurance | Workplace Rights | Trades & Licensing

Home > Trades & Licensing > Prevailing Wage > Intents & Affidavits > File Intents & Affidavits

Prevailing Wage

- Getting Started
- Contractor Training
- Prevailing Wage Rates
- Intents & Affidavits**
 - About Intents & Affidavits
 - File Intents & Affidavits**
 - Search Approved Intents & Affidavits
- Retainage Release
- Employer Responsibilities
- Awarding Agencies
- Advisory Committee
- Prevailing Wage Policies & Determinations
- Prevailing Wage Forms & Publications
- Prevailing Wage Electronic Mailing Lists

File Intents & Affidavits [Contact Us] [Join Email List]

FILE ONLINE

Expand All

- How do I file Intents and Affidavits?
- How do I use the PWIA system?
- Do I need a Contractor Registration License to use the PWIA system?
- What is the filing fee for each Intent and Affidavit?
- Am I exempt from paying the affidavit fee?

Print Step-By-Step Instructions for Filing with PWIA (2.3 MB PDF).

Find a Law (RCW) or Rule (WAC)

Get a Form or Publication

Report Fraud

About L&I
News & Data Center
Find a Job at L&I
Language Services
Office Locations
Online Self-Service Center
Site Feedback

For Business

- What to do if your employees are injured
- Find a safety rule
- File a Quarterly Report
- Find safety training materials
- Permits and inspections
- Check L&I business requirements
- Help for small business owners

For Workers

- Workers' comp claims
- Find out about breaks
- Learn workplace safety requirements
- Understanding overtime pay
- Minimum wage
- How to file a workplace safety complaint
- Find a Doctor

For Medical Providers

- Become an L&I Provider
- Fee schedules
- Get authorization
- Treating patients
- Check claim status
- Provider billing & payment
- Medical treatment guidelines

More For Business **More For Workers** **More For Medical Providers**

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Access Washington
Official State Government Web Site



**STATEMENT OF INTENT TO
 PAY PREVAILING WAGES**
 Public Works Contract
 \$40.00 Filing Fee Required

Intent ID # (Assigned by L&I) _____

- This form must be typed or printed in ink.
- **Fill in all blanks or the form will be returned for correction (see instructions).**
- Please allow a minimum of 10 working days for processing.
- Once approved, your form will be posted online at <https://fortress.wa.gov/lni/pmispub/SearchFor.asp>

Your Company Information				Awarding Agency Information			
Your Company Name				Project Name		Contract Number	
Your Address				Awarding Agency			
City		State	Zip+4	Awarding Agency Address			
Your Contractor Registration Number		Your UBI Number		City		State	Zip+4
Your Industrial Insurance Account Number				Awarding Agency Contact Name		Phone Number	
Your Email Address (required for notification of approval)			Your Phone Number	County Where Work Will Be Performed		City Where Work Will Be Performed	
Additional Details				Contract Details			
Year Expected Job Start Date (mm/dd/yyyy)				Bid Due Date (Prime Contractor's)		Award Date (Prime Contractor's)	
Job Site Address/Directions				Total Dollar Amount of Your Contract (including sales tax) or indicate time and materials, if applicable. \$ _____ <input type="checkbox"/> T&M			
ARRA Funds				Weatherization or Energy Efficient Funds			
Does this project utilize American Recovery and Reinvestment Act (ARRA) funds? <input type="checkbox"/> Yes <input type="checkbox"/> No				Does this project utilize any weatherization or energy efficiency upgrade funds (ARRA or otherwise)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Prime Contractor's Company Information				Hiring Contractor's Company Information			
Prime Contractor's Company Name		Prime Contractor's Intent Number		Hiring Contractor's Company Name			
Prime Contractor's Registration Number		Prime Contractor's UBI Number		Hiring Company's Contractor Registration Number		Hiring Contractor's UBI Number	
Employment Information							
Do you intend to use ANY subcontractors?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will employees perform work on this project?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will ALL work be subcontracted?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you intend to use apprentice employees?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Number of Owner/Operators who own at least 30% of the company who will perform work on this project:				<input type="checkbox"/> None (0)	<input type="checkbox"/> One (1)	<input type="checkbox"/> Two (2)	<input type="checkbox"/> Three (3)
Crafts/Trades/Occupations - (Do not list apprentices. They are listed on the Affidavit of Wages Paid only.) If an employee works in more than one trade, ensure that all hours worked in each trade are reported below. For additional crafts/trades/occupations please use Addendum A.				Number of Workers	Rate of Hourly Pay	Rate of Hourly Usual ("Fringe") Benefits	
Signature Block							
I hereby certify that I have read and understand the instructions to complete this form and that the information, including any addenda, are correct and that all workers I employ on this Public Works Project will be paid no less than the Prevailing Wage Rate(s) as determined by the Industrial Statistician of the Department of Labor and Industries.							
Print Name: _____		Print Title: _____		Signature: _____		Date: _____	
For L&I Use Only							
Approved by signature of the Department of Labor and Industries Industrial Statistician							

NOTICE: If the prime contract is at a cost of over one million dollars (\$1,000,000.00), RCW 39.04.370 requires you to complete the EHB 2805 (RCW 39.04.370) Addendum and attach it to your Affidavit of Wages Paid when you work on the project concludes. This is only a notice. The EHB 2805 Addendum is not submitted with this Intent. P700-029-000 Statement of Intent to Pay Prevailing Wages 05-2011

Material Documentation

Request for Approval of Materials (RAM)

Qualified Products List (QPL)

Certificate of Material Origin (CMO)

Manufacturer's Certificate of Compliance (MCC)

Aggregate Source Approval (ASA) – approved pit sites

Fabricated Items – approved fab shop, arrange for inspection

Certified Payrolls

Submit weekly for federal aid projects and monthly for state funded contracts

- complete and accurate

PEO staff will verify for accuracy

Part of the satisfactorily completed work for payment

After January 1, 2020, submit certified payrolls directly to Labor & Industries on their website using the PWIA program

- will require electronic payrolls

MBE, WBE, SBE and DBE Participation

On Site Reviews – every calendar year that you work

Commercially Useful Function reviews – as needed

Truck Unit Listing Log reviews – every calendar year that you work

Monthly MBE, WBE, SBE, and DBE Reporting

- **Within 20 calendar days following end of the month**
- **Payments made to DBE for the certified work**
- **Entered by the Prime Contractor in DMCS and verified by subcontractor, monitored by PEO**
- **Required to report both condition of award and voluntary**

Prompt Payment Requirements

Contact your Prime Contractor, inform the PE office of any payment issues

Contract progress payment estimates

- **Prime Contractor is required to pay within 10 calendar days of receiving payment**
- The Work must be satisfactorily completed (including all required documentation)

Withholding payment

- Notice
- Dispute resolution
- See also Standard Specification 1-08.1(1)

Contract Close Out and Return of Retainage

Review specific requirements of subcontract

Required documents (part of satisfactorily completing the work)

- **Affidavit of Wages Paid (AWP) - file online at L&I website**
- **Dept of Revenue, Employment Security, L&I insurance**

Clear any liens

- **No subcontract bond, subcontract may allow the Prime Contractor to clear all liens prior to payment**
- **Typically from suppliers, union, and L&I**
- **Maintain communication on when and how liens get cleared**

Release of Retainage see also Std. Spec 1-09.9(1)



Affidavit of Wages Paid
Public Works Contract
\$40.00 Filing Fee Required*
 *Exemption may apply. See instruction 9.

Affidavit ID # (Assigned by L&I):

#

This form must be typed or printed in ink.
Fill in ALL blanks or the form will be returned for correction (see instructions).
 Please allow a minimum of 10 business days for processing.
 Once approved, your form will be posted online at:
<http://forms.wa.gov/lni/wagelookup/searchforms.aspx>

Your Company Information				Awarding Agency Information			
Your Company Name _____				Project Name _____		Contract Number _____	
Your Company Address _____				Awarding Agency _____			
City _____		State _____	Zip+4 _____-____	Awarding Agency Address _____			
Your Contractor Registration Number _____		Your UBI Number _____		City _____		State _____	Zip+4 _____-____
Your Industrial Insurance Account Number _____				Awarding Agency Contact Name _____		Phone Number _____	
Your Email Address (required for notification of approval) _____		Your Phone Number _____		County Where Work Was Performed _____		City Where Work Was Performed _____	
Additional Details				Contract Details			
Your Job Start Date (mm/dd/yyyy) ____/____/____		Your Date Work Completed (mm/dd/yyyy) ____/____/____		Bid Due Date (Prime Contractor's) _____		Award Date (Prime Contractor's) _____	
Job Site Address/Directions _____		Your Approved Intent ID # _____		Indicate Total Dollar Amount of Your Contract (including sales tax). \$ _____			
EHB 2806 (RCW 39.04.370) – Is the Prime Contractor's contract at a cost of over one million dollars (\$1,000,000)?				<input type="checkbox"/> No if "Yes" to the EHB 2806 question and the Award Date is 9/1/2010 or later you must complete and submit the EHB 2806 (RCW 39.04.370) Addendum. <input type="checkbox"/> Yes			
ARRA Funds				Weatherization or Energy Efficient Funds			
Does this project utilize American Recovery and Reinvestment Act (ARRA) funds? <input type="checkbox"/> Yes <input type="checkbox"/> No				Does this project utilize any weatherization or energy efficiency upgrade funds (ARRA or otherwise)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Prime Contractor's Company Information				Hiring Contractor's Company Information			
Prime Contractor's Company Name _____				Hiring Contractor's Company Name _____			
Prime Contractor's Registration Number _____		Prime Contractor's UBI Number _____		Hiring Contractor's Registration Number _____		Hiring Contractor's UBI Number _____	
Employment Information							
Did you use ANY subcontractors?		<input type="checkbox"/> Yes (Addendum B Required) <input type="checkbox"/> No		Did employees perform work on this project?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Was ALL work subcontracted?		<input type="checkbox"/> Yes (Addendum B Required) <input type="checkbox"/> No		Did you use apprentice employees?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of Owner/Operators who own at least 30% of the company who performed work on this project: You must list the First and Last Name(s) of any Owner/Operator performing work below				<input type="checkbox"/> None (0) <input type="checkbox"/> One (1) <input type="checkbox"/> Two (2) <input type="checkbox"/> Three (3)			
List your Crafts/Trades/Occupations Below - For Journey Level Workers you must provide all of the information below. Owner/Operators - must provide their First and Last name no other information required. **Apprentices are not recorded below. You must use Addendum D to list Apprentices.				Number of Workers	Total # of Hours Worked	Rate of Hourly Pay	Rate of Hourly Usual ("Pringe") Benefits
_____				_____	_____	_____	_____
_____				_____	_____	_____	_____
_____				_____	_____	_____	_____
Signature Block							
I hereby certify that I have read and understand the instructions to complete this form and that the information on the form and any addenda is correct and that all workers I employed on the Public Works Project were paid no less than the Prevailing Wage Rate(s) as determined by the Industrial Statistician of the Department of Labor and Industries.		Print Name:		Print Title:		Signature:	
_____		_____		_____		Date:	
_____		_____		_____		_____	
For L&I Use Only							
Department of Labor and Industries							
APPROVED BY: _____ Industrial Statistician							

WSDOT Office of Equal Opportunity

DBE Support Services Contacts

Toll-free: 1-888-259-9143

E-mail: dbess@wsdot.wa.gov

Diane Gard – DBE Support Services Program Specialist

360-705-7127

DB Training Summit



When:

Tuesday, March 31 – Wednesday, April 1, 2020

Where:

[The Davenport Grand](#)

333 West Spokane Falls Boulevard

Spokane, WA 99201

Registration

Registration is open. Space is limited, so please [register online here](#).

Registration Cost

\$200

What's included in the Registration Fee?

- Access to all training sessions and activities
- Training materials and handouts
- Meals: Breakfast and lunch both days
- Daily refreshments
- Networking opportunities with other design-build professionals

Accommodations

The Davenport Grand

Group Discount Room Rates: \$108 – Single Occupancy

Each individual guest must make their own room reservations by calling the Reservation Line at 1-800-228-9290 or [booking online here](#) before Friday, February 28, 2020. Please identify yourself as a registered guest of the WSDOT Design-Build Summit.

Approved Continuing Education Credits

The training modules presented at the 2020 Design-Build Summit have been reviewed and approved by the [Design-Build Institute of America](#) (DBIA) for approved Continuing Education Credits. This is an excellent opportunity accrue a large portion of the required 24 hours of credit needed to renew your Design-Build Professional™ credentials.

Established Training Modules

1. Alternative Technical Concept Review Process
2. Design-Build Close-Out Process
3. Design-Build Environmental
4. Design-Build Invoicing

5. Design-Build Office Management and Contract Administration
6. Design-Build Start-Up and Request for Qualifications Development (Step 1)
7. Design-Build Request for Proposal & Instructions to Proposers Development (Step 2)
8. Design-Build Statements of Qualifications Evaluations
9. Design-Build Proposal Evaluation
10. Internal & External Debriefs
11. Introduction to Design-Build
12. Lessons Learned
13. Quality in Design-Build
14. Design-Build Quality Verification
15. Risk in Design-Build
16. DBIA - Best Practices for Transportation
17. Inclusion Requirements for Design-Build Projects
18. Panel Discussion

2020 WSDOT Design-Build Training Summit – Other Agencies

2020 WSDOT Design-Build Training Summit – Other Agencies

Navigating WSDOT's Contract Ad & Award website to find Public Works contracting opportunities

We need your business to help us deliver our commitments!

Please visit: <http://www.wsdot.wa.gov/biz/contaa/> to learn how to:

1. Sign up for alerts about upcoming contracts
2. Find current contract opportunities
3. Prequalify to bid as a Prime Contractor or join the Small Works Roster
4. View plans, specifications, plan holder listings, Q&A and reference information for currently advertised construction contracts
5. Find information for Prime Contractors on bidding electronically using Bid Express
6. Find bid opening results after bid opening for the lowest three bidders including DBE/UDBE commitments, subcontractor commitments and bid totals
7. View detailed tabulations of item by item bids submitted by each contractor on a given project
8. Order contract plans and specifications and be added to the plan holder list to receive updates about addenda, Q&A and reference information
9. Find documents for Design-Build and GC/CM construction contracts and sign up for individualized alerts for these projects
10. View upcoming contracts
11. View plans, specifications, plan holder listings, Q&A and reference information for active construction contracts
12. Read recent bulletins and notices for contractors
13. Find bid forms
14. Search bid history
15. Find Standard Specifications and Special Provisions

Key available on next slide

Maximize your exposure and time by:

- Staying aware of when upcoming contracts are scheduled to begin procurement
- Signing up to receive alerts about contract opportunities
- Ordering plans to be added to plan holder lists
- If you work as a Prime Contractor, prequalify to bid and get added to WSDOT's Small Works Roster
- Sign up for project specific alerts, whenever applicable
- Attend pre-bid meetings, voluntary submitters meetings and voluntary proposers meetings to network with Prime Contractors, Subcontractors, Consultants, DBE and UDBE firms and MSVWBE firms
- Use WSDOT's plan holder lists and submitters lists to network and submit quotes

You are Here: [Home](#) > [Business with WSDOT](#) > Contract Ad & Award <http://www.wsdot.wa.gov/biz/contaa/>

Business with WSDOT

Contract Ad & Award

Contract Ad & Award

Be advised: As of June 26, 2017, WSDOT is advertising contracts with Condition of Award (COA) Underutilized Disadvantaged Business Enterprise (UDBE) Goals. A UDBE is a special classification of DBE for WSDOT. Reference the "Project Information" to determine if a contract has a COA UDBE goal.

Contact Us



For updated information regarding the DBE program, read the [DBE Program Waiver](#)

- 1 Would you like to receive notices about upcoming contracts, project advertisements, contractor bulletins and other updates by e-mail? Please visit [Gov Delivery](#) to subscribe to Construction Contract Opportunities and Contractor Bulletins.

Bidding

- 2 · [Call for bids](#) (pdf 187 kb)
- 3 · [Prequalify to bid on contracts](#)
- 4 · [Currently advertised & awarded contracts](#)
- 5 · [Bid electronically on a contract](#)
- 6 · [Bid opening results](#)
- 7 · [Bid tabulations](#)
- 8 · [Order plans & specifications](#)

Alternative Delivery

- 9 · [Design-Build & General Contractor/Construction Manager contracts](#)

Active Projects & upcoming bidding opportunities

- 10 · [Advance schedule of contracts](#)
- 11 · [Active contracts & bid history](#)

Stay updated

- 12 · [Alerts & bulletins](#)

You may be looking for:

- 13 · [Forms & samples](#)
- 14 · [Unit Bid Analysis](#)
- 15 · [Specifications, Amendments and General Special Provisions \(GSPs\)](#)

Questions?

Do not hesitate to contact us. We are here to help! Your continued interest in WSDOT contracts is appreciated!



**Washington State
Department of Transportation**

Contract Ad & Award
CAA@wsdot.wa.gov
<http://www.wsdot.wa.gov/biz/contaa/>
Bids accepted in Room 2D20

360-705-7535
Fax: 360-705-6810
Construction Division
310 Maple Park Ave SE
PO Box 47354
Olympia, WA 98504-7354

Minority, Small, Veteran and Women's Business Enterprise Program Update

Voluntary Program Compliance

DBE Compliance Program
Office of Equal Opportunity

Roger Millar, Secretary of Transportation

Keith Metcalf, Deputy Secretary of Transportation

MSVWBE Voluntary Program

- Governor's Results Washington goals had led the Washington State Department of Transportation to implement the following voluntary goals on state funded contracts:
 - Minority businesses 10 percent
 - Small businesses 5 percent
 - Veteran businesses 5 percent
 - Women's businesses 6 percent
- Voluntary requirements are included on State funded consulting and construction projects over \$250,000.

MSVWBE Certification

- Certified firms can be found on either the Office of Minority and Women's Business Enterprises (OMWBE) website or the Department of Enterprise Services (DES) website, Washington Electronic Business Solution (WEBS)
 - OMWBE - <https://omwbe.wa.gov/>
 - DES - <https://fortress.wa.gov/es/webs/VendorSearch.aspx>
- In the event of a firm's decertification after bid opening, the Prime can count participation

MSVWBE Program Compliance Mechanisms

- Commercially Useful Function elements, to be captured during an On-Site Review
 - Management
 - Materials/Supplies
 - Equipment
 - Performance
 - Employees
- Failure of a firm to perform a CUF will result in loss of countable participation
- Firms can be certified by OMWBE, DES and Department of Veterans Affairs (and shown in DES database)

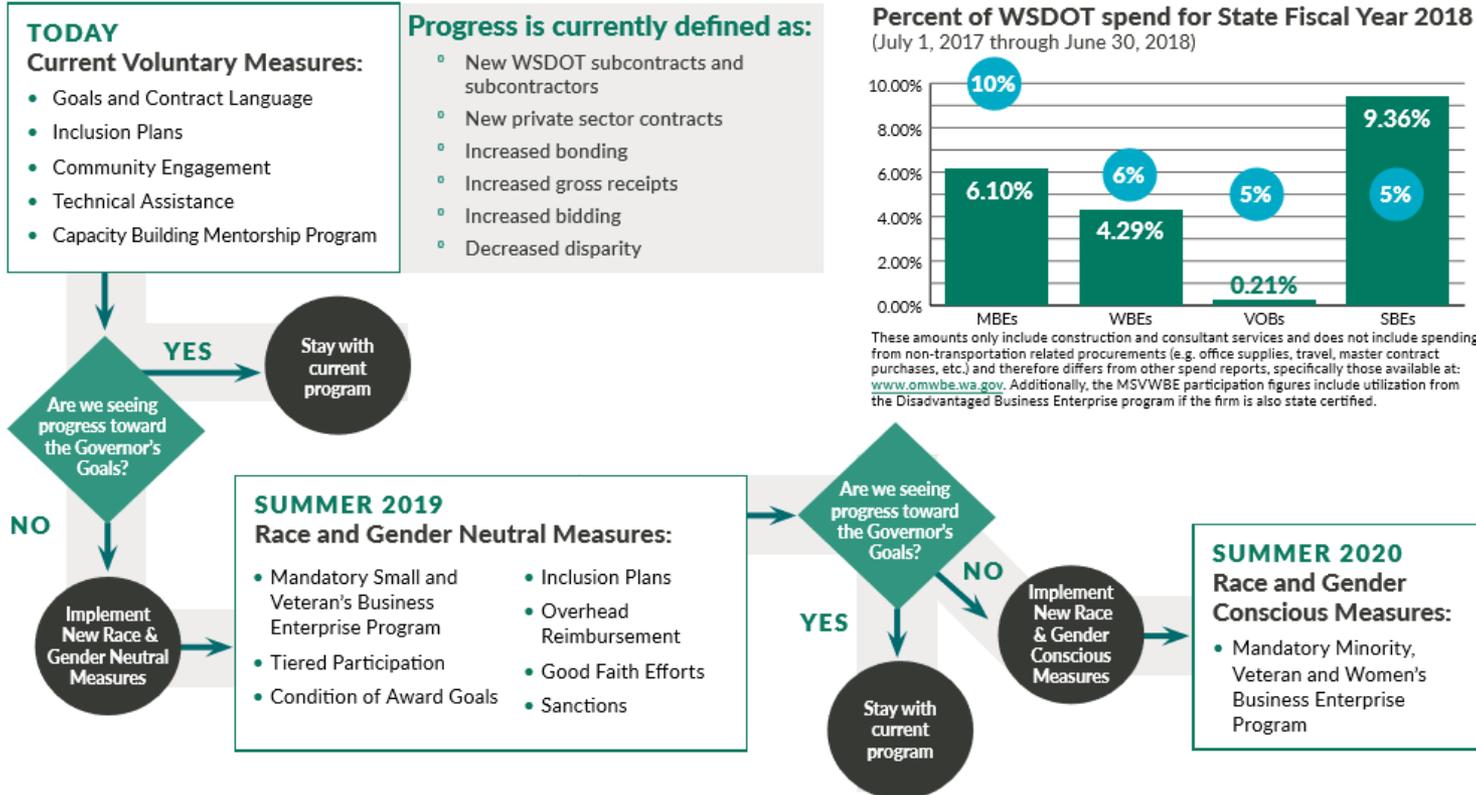
MSVWBE Suppliers

- Suppliers must manufacture the goods or assume the actual and contractual responsibility for furnishing the goods or materials and execute material changes in the configuration of those items
- Factors that may indicate a Supplier's *non-performance* of CUF include:
 - No minimum amount of inventory maintained
 - Billing and shipping arrangements are performed by non-owners or the staff of non-owners
 - Items are shipped directly from the producer or manufacturer to the end user

Counting MSVWBE Participation

- 100% for Certified firms performing a CUF – Firms certified under multiple areas count toward each i.e, a firm certified as a MBE and a WBE count toward both goals. All certified firms can count toward SSBE goal
- If a Joint Venture, only the dollar value attributed to work performed by the MSVWBE firm
- Cannot subcontract more than 25% of work to a non-certified firm
- Suppliers count 100%
- Brokers only count fee or commission or 20% of the dollar value of expenditures, whichever is greater
- For trucking and hauling where the firm is not a supplier, only the dollar value of expenses or fees charged to deliver the goods or materials will be counted
- there is no specific language pertaining to joint checks

State Funded Contracts - Diversity Roadmap



Americans with Disabilities Act (ADA) Information: This material can be made available in an alternate format by emailing the Office of Equal Opportunity at wsdotada@wsdot.wa.gov or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

Title VI Notice to Public: It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equal Opportunity (OEO). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OEO's Title VI Coordinator at (360) 705-7090.

19-04-0249

MORE INFORMATION
Jackie Bayne
Policy Manager
 WSDOT Office of Equal Opportunity
 360-705-7084
BayneJ@wsdot.wa.gov

MSVWBE Specific Questions

John Huff

- DBE Program Manager
- 360.705.7010

Sharon Schnebly

- DBE Program Lead, Eastern Region
- 509.323.8406



DBE Boot Camp

October 16, 2019

CONSULTING SESSION | 1:00 – 4:00

DBE Boot Camp

Certification Next Steps

October 16, 2019 | Caleb McInville

You're Certified! Now what?

- ▶ Congratulations on getting certified as a DBE!
- ▶ What are the next steps to ensure you make the most out of your certification?



Next steps

- ▶ Promptly submit your renewal
 - DBE certification renews every year
 - State certification is every three years
 - All applications are submitted online

- ▶ Keep your certification up to date
 - Inform OMWBE of changes in your address or contact information
 - Let us know of major changes, such as new owners, within 30 days

Next steps

- ▶ Add to your certification
 - Request new NAICS codes if your business expands into new types of work

- ▶ Get State Certified
 - State certification is easy for DBEs
 - Gives you benefits on state funded projects for various agencies
 - Provides access to the Linked Deposit Program

Linked Deposit

- ▶ State certified firms eligible for Linked Deposit Program
 - 2% interest rate reduction on a small business loan
 - Enrollment form and participating banks on OMWBE's website: omwbe.wa.gov



Resources

- ▶ Take advantage of resources
 - OMWBE
 - WSDOT
 - DBE Supportive Services
 - PTAC
 - MBDA

OMWBE

Location

1110 Capitol Way S, Suite 150
Olympia, WA 98501

We're open Monday – Friday 8 a.m. – 5 p.m.



Phone

Main: (360) 664-9750
Toll Free: (866) 208-1064

Web/Email

omwbe.wa.gov
Technicalassistance@omwbe.wa.gov

Caleb McInville

(360) 664-9751
CalebM@omwbe.wa.gov

Questions?

The background of the slide is a photograph of the Seattle skyline at dusk. The Space Needle is the most prominent feature on the left, illuminated with its characteristic lights. The city's skyscrapers are lit up, and the sky shows a gradient of colors from blue to orange. In the distance, the snow-capped Mount Rainier is visible under a clear sky.

Washington Procurement Technical Assistance Center (PTAC)

Washington PTAC Program

The Procurement Technical Assistance Center increases the number of government contracts & subcontracts won by Washington firms.

- Find
- Bid
- Win



Photo Credit: Exeltech Consulting

Washington PTAC Program

We provide these **FREE** services through:

- Workshops
- One-on-one Counseling Sessions
- Matchmaking events
- Bid Match service

PTAC is funded in part by the federal government.



Attorney and guest trainer Makai Yamada speaking at PTAC event

Washington PTAC team:

- Are professional advisors on how to succeed in government marketplaces.
- Utilize national best practices for counseling & outreach to small and diverse firms.
- Strong track record of success (since late 1980's).
- Increases the likelihood a firm will be responsive and competitive on a proposal



Counselor Ashley Coronado , Tri City, WA

PTAC's Technical Assistance includes one-on-one assistance on:

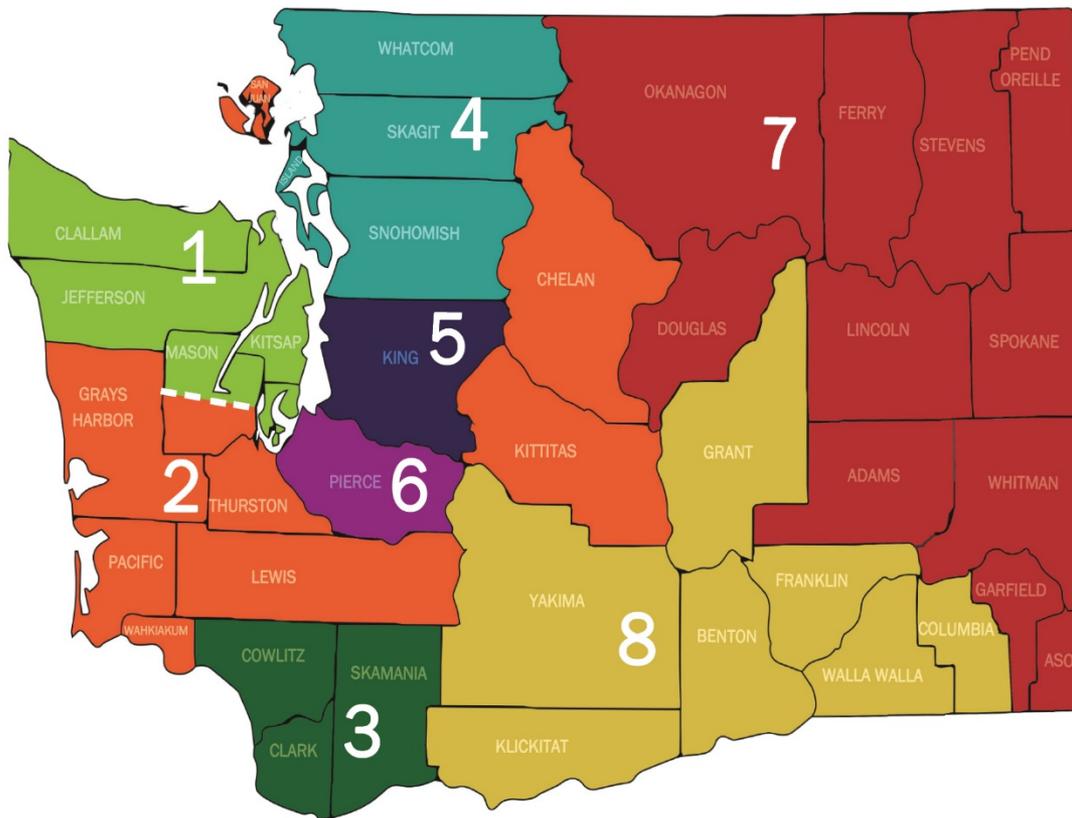
- How to respond to an RFQ, RFP, etc
- How to find government solicitations, register in systems
- How to get certified or registered as a WMBE, veteran, etc.
- How to develop a marketing strategy for government and prime customers
- Understanding terms and conditions in government solicitations
- Making go/no-go decisions when exploring government work
- & much more.

The PTAC team DOES NOT:

- Provide general business planning or advising services.
.... But, we provide warm referrals to folks who do.
- Lobby
- Represent the firms we work with in the marketplace.



Counselor meeting with client at event in Everett, WA



www.WashingtonPTAC.org

Serving businesses throughout Washington

Washington PTAC is a program of Thurston Economic Development Council
 Tiffany Scroggs, Program Director | 4220 6th Ave SE | Lacey WA 98503
 P 360.464.6041 | F 360.407.3980 | programmanager@washingtonptac.org
 Funded in part through a cooperative agreement with the Defense Logistics Agency.

Contact a Washington PTAC center near you today!



1: Kitsap Economic Development Alliance
 Mary Jo, Kathy Cocus
 360.377.9499/kitsap@washingtonptac.org



2: Thurston Economic Dev. Council
 Kate Hoy, Dale Colbert
 360.754.6320/thurston@washingtonptac.org



3: Greater Vancouver Chamber of Commerce
 Jeannet Santiago
 360.567.1051/swwa@washingtonptac.org



4: Economic Alliance Snohomish County
 Lisa Lagerstrom
 425.248.4223/snohomish@washingtonptac.org



5: Green River College
 Darrell Sundell, Marnie Tyson
 253.520.6267/king@washingtonptac.org



6: Bates Technical College
 Tom Westerlund
 253.680.7054/pierce@washingtonptac.org



7: Greater Spokane Incorporated
 Ryan Rodin
 509.321.3617/spokane@washingtonptac.org



8: Tri-City Regional Chamber of Commerce
 509.491.3231
tricity@washingtonptac.org



Upcoming Major Events

- Greater Pierce Co Purchasing Forum – Oct 17 in Lakewood
- North Puget Sound Small Business Summit - Oct 23 in Lynnwood
- Alliance Northwest – March 5 in Puyallup
- Regional Contracting Forum – April 8th in Seattle

North Puget Sound Small Business Summit has primes/agencies seeking DBEs:

- Community Transit
- Granite Construction
- Hensel Phelps
- Sellen Constructions
- Siemens Smart Infrastructure
- Sound Transit
- WSDOT & Many more...

A photograph of the Seattle skyline at dusk. The Space Needle is prominent on the left, illuminated with its characteristic lights. The city's skyscrapers are lit up, and the sky shows a gradient of colors from blue to orange. In the background, a large mountain peak is visible under a clear sky.

Tiffany Scroggs

ProgramManager@washingtonptac.org

360-464-6041

www.washingtonptac.org



MBDA-Tacoma Business Center

Operated by the City of Tacoma

MBDA-Tacoma.com

WSDOT DBE Boot camp | Workshop 10/16/2019

MBDA Background

Minority Business Development Agency (MBDA)

- Executive Order 11645 1974 (President Nixon)
- Minority Business Development Agency (MBDA) is an agency of the United States Department of Commerce working on behalf of the nation's 8 million minority-owned firms in support of their growth and global competitiveness
- 40 Business Centers nationwide
 - www.MBDA.gov

Program at a Glance

- Program Purpose:
 - Provide technical and strategic business consulting to established minority-owned firms to help them grow and hire more people.
- Drivers:
 - Job creation
 - Retention and award of contracts/procurements
 - Financial transactions (Working Capital and Bonding)
- Core Clients:
 - MBEs with \$1 million in revenue, or case-by-case basis
 - Rapid growth potential

Services

Technical Assistance and Strategic Business Consulting Services:

- **Access to Capital**
 - Identify and broker financing opportunities
 - Financial documents preparation
- **Access to Contracts**
 - Identification of procurement opportunities
 - Solicitation analysis & bid and proposal preparation
 - Dodge and GovPurchase opportunity reports (Lead Generation)
 - Match-making and Advocacy
- **Access to Markets & Export-Import**
 - Market research, feasibility studies, and promotion
 - International market analysis and trade assistance

Typical Services

#	Technical Services Provided
1	Access to Capital/Capital Sourcing
2	Bid Estimating
3	Bid Proposal Review
4	Bid/Contract Opportunity Sourcing
5	Capability Statements/Sales Brochures/Marketing
7	External Resource Matching
8	Legal Counseling/ Support/ JV agreements
9	Preparation of Financial Statements (Bookkeeper and CPA)
10	Pre-submittal Certification Application Support
11	Prime Construction Firm Matchmaking
12	Process Improvement Consulting (Impact Washington)
13	Strategic Consulting (How to do Business with the City)
14	Technical Writing (Business Plan)
15	Website Development
16	Workshops/Networking Events (Group setting)
17	Training/Education (1:1 Support)

How to partner to maximize resources



Contact

MBDA-Tacoma Business Center

Operated by the City of Tacoma

Tel: 253-591-5240

E-mail:

mbda@cityoftacoma.org

Website: www.MBDA-Tacoma.com



PLATINUM



Business Development Organization to
Manage Disadvantaged Business Enterprise
Supportive Services Program

Platinum Group, LLC

60 East Amy Court

Shelton, WA 98584

(800) 270-0724

www.platinumbusinessgroup.com

TEAM

PROJECT MANAGER

DANIEL J. SEYDEL, II

PRINCIPAL OF PLATINUM GROUP

Alternative Works Expert

28 years experience



Awards

- 2018 NAMC Minority Business Award
- 2015 Tabor 100 Minority Business Advocate
- First Thursday, Small Business Champion Award – 2014
- 2012 Catholic Housing Services Minority Business Inclusion Award (Imani Village 73% Inclusion Record)
- 2010 Catholic Housing Services Minority Business Inclusion Award (Monica's Village Place 47% Inclusion)
- *Nominated* Puget Sound Business Journal Top 40 under 40 (2008 & 2011)
- Tabor 100, Minority Business Advocate Crystal Eagle Award – 2007

Since 2001, Daniel Seydel has delivered construction management consulting services to disadvantaged businesses, specifically in government project management and operations. Mr. Seydel has been involved in more than 100 projects at the executive and consultant levels. In addition, Mr. Seydel founded and continues to manage a non-profit organization dedicated to capacity building within the entrepreneurial community, working with multiple DBEs throughout the State of Washington. Mr. Seydel will oversee all operations of this project and provide his expertise to all Skill Categories.



TEAM PLATINUM SKILL MATRIX

	Greg Fuller	Matt Murray	Daniel Seydel	Ryan Taylor	Mary Wenner	Veronica Ybarra	Dave Harmon
DBE Experience	✓	✓	✓	✓	✓	✓	✓
Accounting practices			✓		✓		
Bid Preparation	✓	✓	✓	✓	✓	✓	✓
Bonding Assistance	✓		✓		✓		
Business Development	✓	✓	✓	✓	✓	✓	✓
Change Order Assistance	✓	✓	✓				✓
Marketing and Sales Advisement			✓	✓	✓	✓	✓
Prompt Pay Advisement			✓		✓		
Scheduling Advisement	✓	✓	✓				
Workflow & Operations Management	✓	✓	✓	✓	✓		✓

OFFICE OF EQUAL OPPORTUNITY



DISADVANTAGED BUSINESS ENTERPRISE SUPPORT SERVICES AND BUSINESS DEVELOPMENT PROGRAM

WHAT IS THE VALUE?

All services provided by the Office of Equal Opportunity (OEO) are at no-cost to Disadvantaged Business Enterprises wishing to work on WSDOT and Local Agency highway-related projects.

HOW ARE THEY DELIVERED?

- One-on-one time with the Office of Equal Opportunity's Business Development Advisors and partner agencies.
- WSDOT's business consultants specializing in areas including: accounting, marketing, bonding, etc.
- With your input more services can be added, just ask OEO.

WHO CAN GET THEM?

Support Services are available to DBEs certified in the highway construction industry to include construction companies, consultants, regular dealers, and manufacturers.

HOW TO GET THEM?

- A firm must be certified as a DBE through the Office of Minority & Women's Business Enterprises.
- Direction is available for those seeking DBE certification.
- Assistance provided under the Business Development Program requires developing a business plan with direction provided by the Office of Equal Opportunity.

NEED ASSISTANCE MAKING A PLAN?

To get started, call:
(800) 270-0724
Or email: dan@platinumbusinessgroup.com

You can also contact OEO directly at:
(360) 705-7090
Or email: dbess@wsdot.wa.gov

THE DBE SUPPORT SERVICES PROGRAM OFFERS ASSISTANCE IN THE FOLLOWING AREAS

ACCOUNTING PRACTICES:

Bookkeeping, understanding Indirect Cost Rate, Federal Acquisition Rules, pricing, audit preparation, tax advice, reporting, best-practices, Safe Harbor, certified payroll

BID PREPARATION:

Understanding the submittals process; how to prepare a proper response, submit a bid, and scope letter

BILLING AND INVOICING:

Schedule of values, liens, insurance, intent to pay prevailing wages, sales tax, payment terms, billing for materials on hand, deposits

BONDING ASSISTANCE:

Understanding requirements

BUSINESS PLAN:

Business plan creation and development

CHANGE ORDER ASSISTANCE:

Understanding, getting a second look

INFORMATION TECHNOLOGY SUPPORT:

Technical support to assist with IT utilization

MANAGING OPERATIONS:

Dealing with the day-to-day

MARKETING:

Networking and marketing assistance for contractors and professional service providers

PROMPT PAY ADVICE:

Filing statement of intent, record of materials, certified payrolls

SALES ADVICE:

In person and over the phone

SCHEDULING:

Understanding requirements from higher-tier contractors

WORKFLOW MANAGEMENT:

Understanding logistics of people- power and materials movement



WSDOT Internal Audit Available Resources – How We Can Help

Steve McKerney
Director of Internal Audit



Schatzie Harvey
Agreement Compliance Audit Manager



Jarron Elter
Safe Harbor Program Manager



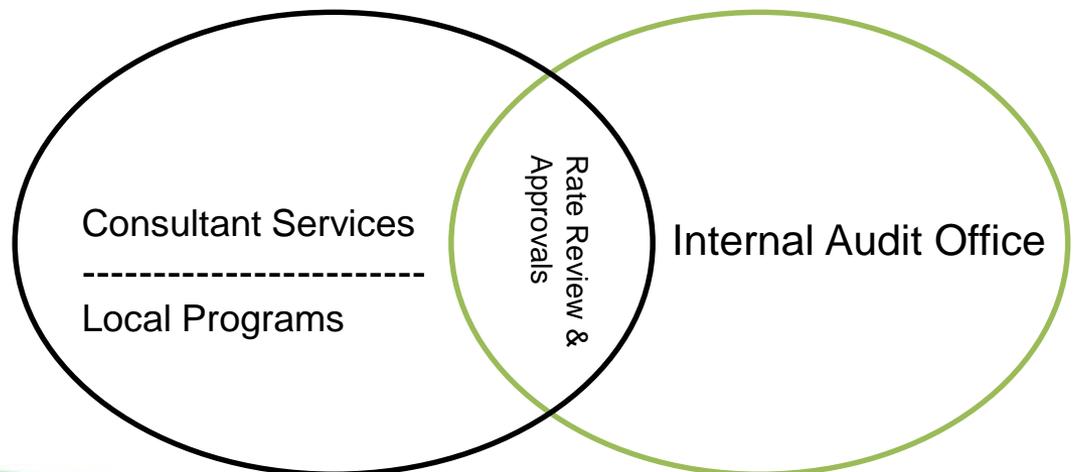
October 2019
DBE Boot Camp

Internal Audit Office (IAO) Role within WSDOT

- Internal Auditing is an independent, objective assurance and consulting activity.
- IAO services include (but not limited to): internal audits and consulting engagements; audits of agreements and contracts with external service providers such as consultants, and indirect cost rate (ICR) reviews.
- IAO also manages the Safe Harbor Program.
- Your interaction with us will primarily consist of:
 - Getting your ICR Approved
 - Joining the Safe Harbor Program
 - Or, responding to an invoice review or audit

“Rate Approval” Process

- Standard WSDOT procedure requires all firms to have their billing rates approved, in writing, prior to being authorized to work on an A/E contract:
 - Direct Labor (DL)
 - Indirect Cost Rate (ICR) *(You will most likely work with IAO on this)*
 - Fixed Fee (FF)
- Consultants (Prime and Subs) must comply with the Federal Acquisition Regulation (FAR) Cost Principles (48 CFR Part 31)



FAR compliant??? What's that?

- FAR compliance means your firm has “an accounting system that contains separate accounts or sub-accounts for allowable and unallowable costs in accordance with FAR (48 CFR Part 31), and the capacity to track direct costs that are allocable directly to projects.”

AND

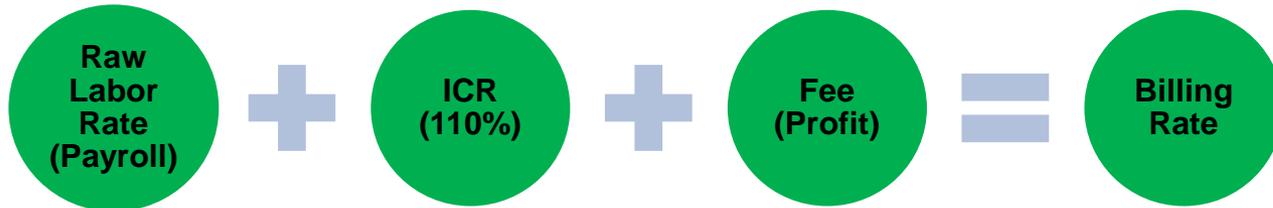
“a labor- charging/ time keeping system that is complete and sufficiently detailed to allow for a proper determination of direct and indirect labor costs.”

- This can be intimidating and that is where the Safe Harbor Program can help

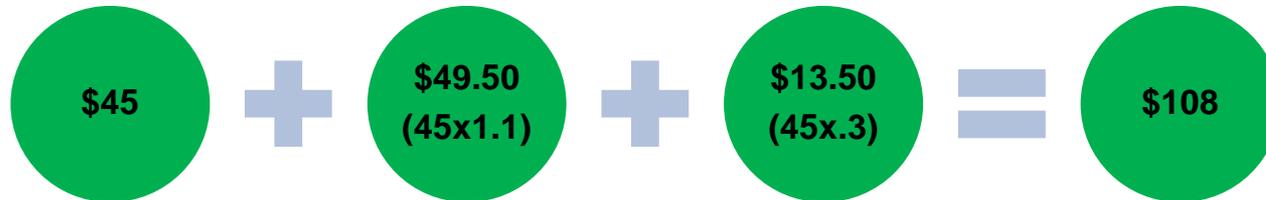
Safe Harbor Program

- Approved by Washington State's FHWA to use indefinitely
- Useful for:
 - Firms new to contracting with the government
 - Firms who have never had a FAR-compliant rate on a government contract
 - Firms willing to learn and grow
- Provides an ICR Home Rate of 110% and Field Rate of 80%
- The Safe Harbor Rate is not subject to audit; however, your invoices and direct labor rates are subject to audit
- Allows a firm time to develop an indirect cost rate in accordance with the Federal Cost Principles

How does the Safe Harbor Rate Work?



Example:



- **Raw Labor Rate** – the rate is supported by payroll records or owner draws in some instances. For small/new firms who do not have an established payroll this may be negotiated during contracting.
- **ICR** – The Safe Harbor Rate is 110%, this is not subject to audit. This is calculated by multiplying the raw labor rate by 110%.
- **Fee (profit)** – This is negotiable; it is part of contract negotiations. The amount is calculated by multiplying the raw labor rate by the fee percentage.
- **Billing Rate** – This is the hourly rate billed on the invoice. This is calculated by adding the raw labor rate, indirect cost rate (ICR) and fee.

WSDOT Internal Audit Webpage

<http://www.wsdot.wa.gov/audit/>

Contact Information

Steve McKerney
360.705.7004
mckerns@wsdot.wa.gov

Jeff Tawney
360.705.7008
tawneyj@wsdot.wa.gov

Schatzie Harvey
360.705.7006
harveys@wsdot.wa.gov

Jarron Elter
360.705.7799
elterj@wsdot.wa.gov

Contract Services Office

Consultant Contracts

Finding Opportunities

Office of Equal Opportunity's DBE Boot Camp

Erik Jonson – WSDOT Contract Services Manager

Open Competition

WSDOT will publicly announce, in advance, the department's requirement for Architectural and Engineering and Professional Services contracts. WSDOT will negotiate with consultants for Professional Services and A&E contracts on the basis of demonstrated competence and qualifications for the type of services required at fair and reasonable prices to the state, in accordance with [39.26 RCW](#) and [39.80 RCW](#).

Advertisement Publication Mediums

- WSDOT CSO “Open Advertisements” Website
- DES Washington Electronic Business Solution (WEBS)
- Seattle Daily Journal of Commerce
- Other Regional or Technical Publications
- Prequalification
- Outreach and Events

WSDOT CSO “Open Advertisements” Website

<http://www.wsdot.wa.gov/Business/Consulting/Ads/Default.htm>



Traffic & Cameras | Projects | Business | Environment | Maps & Data |

Email/text updates

You are here: [Home](#) > [Business](#) > [Consultant Services](#) > [Advertisements](#)

Consultant Services

Open Advertisements

[Consultant Home](#)

[Open Ads](#)

[Closed Ads](#)

[Archived Ads](#)

[Consultant
Prequalification](#)

We are accepting Statements of Interest on the following projects:

Title	Date Posted	Submittal Due Date	Type	Goal
2019 SR160/Fauntleroy Terminal - Trestle and Transfer Span Replacement Project	2-7-2019 and 2-14-2019	3-14-2019		
2019 SR 9 Marsh Rd to 2nd St. Widening	1-14-2019 and 1-21-2019	2-22-2019		
2018 WSDOT Consultant Prequalification	5-15-2018 and 5-22-2018	Until further notice		

DES Washington Electronic Business Solution (WEBS)

<https://fortress.wa.gov/ga/webs/home.html>

Washington's Electronic Business Solution WEBS for Vendors

- New to the vendor registration system? Click the Register Now link to begin the registration process.
- Already registered? Enter in your email address and password to login.
- Are you a Government organization? Go to [WEBS for Government](#).
- A listing of current open solicitations can be found at the [Public Bid Calendar](#).
- [Search for other businesses](#).

email ::

password ::

LOGIN 

→ [Forgot My Password?](#)

→ [Register Now](#)

Seattle Daily Journal of Commerce

**State of
Washington
WSDOT Consultant
Prequalification
Submittal Date: Continuous**

*State of Washington
Department of Transportation
Notice to Consultants
2018 WSDOT Consultant
Prequalification Advertisement*

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be prequalified to provide professional services for WSDOT. Firms that complete the prequalification process will be eligible to compete for select WSDOT projects for the period from July 1, 2018 to June 30, 2019.

WSDOT reserves the right to amend terms of this "Request for Qualifications" (RFQ) to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses.

To access the advertisement and information on the Project Description; Submittal Information, Evaluation Criteria; etc., please go to the WSDOT Consultant Services web site at:

<http://www.wsdot.wa.gov/business/consulting>

The project is a separate listing under: Advertisements / Open Advertisements.

If you do not have Internet access, please call 360-704-6397 to obtain a hard copy of the advertisement. Submittal Due Date and Time: Continuous

Dates of publication in the Seattle Daily Journal of Commerce, May 15 and 22, 2018.
5/22(361996)

**State of
Washington
SWR Regionwide
Construction Support
– Materials Testers
Submittal Date: April 5**

*State of Washington
Department of Transportation
Notice to Consultants
SWR Regionwide Construction
Support – Materials Testers*

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be evaluated and considered to provide Materials Testing Construction Support for Southwest Region. One (1) agreement may be awarded. The agreement will be approximately ten (10) months in duration. The agreement amount will be approximately \$1,000,000.00 with the option for WSDOT to supplement it for additional time and money if necessary.

WSDOT reserves the right to amend terms of this "Request for Qualifications" (RFQ) to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses.

To access the advertisement and information on the Project Description; Submittal Information, Evaluation Criteria; etc., please go to the WSDOT Consultant Services web site at:

<http://www.wsdot.wa.gov/business/consulting>

The project is a separate listing under: Advertisements / Open Advertisements.

If you do not have Internet access, please call 360-704-6397 to obtain a hard copy of the advertisement. Submittal Due Date and Time: April 5, 2018, by 4:00pm (Pacific Standard Time).

Dates of publication in the Seattle Daily Journal of Commerce, March 1 and 8, 2018.
3/8(359116)

**State of
Washington
SR432/Longview Grade
Crossing – Design,
RFQ, RFP Support
Submittal Date: October 11**

*ADVERTISEMENT
ANNOUNCEMENT FOR
WASHINGTON STATE
DEPARTMENT OF
TRANSPORTATION*

*SR432/Longview Grade Crossing
– Design, RFQ, RFP Support*

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be evaluated and considered to provide Preliminary Engineering, for up to thirty percent (30%) design, in order to prepare the Basic Configuration, Conceptual Plan, Design Documentation, Estimate, and Schedule and for development of WSDOT Design-Build procurement documents (the Request for Qualifications (RFQ) and the Request for Proposals (RFP) including the Instructions to Proposers (ITP), Chapter 1 – General Provisions, Chapter 2 – Technical Requirements, and the Appendices) for the Project. One (1) agreement may be awarded. The agreement will be approximately two (2) years in duration. The agreement amount will be approximately Two (2) Million Dollars (\$2,000,000.00) with the option for WSDOT to supplement it for additional time and money if necessary.

Deadline for submission of responses is October 11, 2018, by 4:00pm (Pacific Standard Time).

To access the advertisement and information on the Project Description; Submittal Information, Evaluation Criteria; etc., please go to <http://www.wsdot.wa.gov/business/consulting>.

The solicitation is a separate listing under: Advertisements / Open Advertisements.

Dates of publication in the Seattle Daily Journal of Commerce, September 6 and 13, 2018.

9/13(365565)

Other Regional or Technical Publications

Prequalification

Prequalification is a process to efficiently and fairly advertise, select, and task professional services consultants within select categories of work for projects estimated under \$2M.

WSDOT is currently soliciting interest from consultants who wish to be prequalified.

Firms that complete the prequalification process will be eligible to compete for select WSDOT projects. These opportunities will be distributed to prequalified firms via email.

Prequalification Advertisement:

http://www.wsdot.wa.gov/Business/Consulting/Ads/Open/2018_Consultant_Preq_ual.htm

Additional Resources:

<http://www.wsdot.wa.gov/Business/Consulting/Ads/Default.htm>

Outreach and Events

- King County Regional Contracting Forum
- Alliance NW Government Contracting Event
- Mega Program Outreach
- Outreach Events with WSDOT Office of Equal Opportunity (OEO)

Questions?

Contacts

Erik Jonson: JonsonE@wsdot.wa.gov 360-705-7106

Larry Schofield: SchofiL@wsdot.wa.gov 360-705-6953

Cody Scheuermann: ScheueC@wsdot.wa.gov 360-704-6397

Minority, Small, Veteran and Women's Business Enterprise Program Update

Voluntary Program Compliance

DBE Compliance Program
Office of Equal Opportunity

Roger Millar, Secretary of Transportation

Keith Metcalf, Deputy Secretary of Transportation

MSVWBE Voluntary Program

- Governor's Results Washington goals had led the Washington State Department of Transportation to implement the following voluntary goals on state funded contracts:
 - Minority businesses 10 percent
 - Small businesses 5 percent
 - Veteran businesses 5 percent
 - Women's businesses 6 percent
- Voluntary requirements are included on State funded consulting and construction projects over \$250,000.

MSVWBE Certification

- Certified firms can be found on either the Office of Minority and Women's Business Enterprises (OMWBE) website or the Department of Enterprise Services (DES) website, Washington Electronic Business Solution (WEBS)
 - OMWBE - <https://omwbe.wa.gov/>
 - DES - <https://fortress.wa.gov/es/webs/VendorSearch.aspx>
- In the event of a firm's decertification after bid opening, the Prime can count participation

MSVWBE Program Compliance Mechanisms

- Commercially Useful Function elements, to be captured during an On-Site Review
 - Management
 - Materials/Supplies
 - Equipment
 - Performance
 - Employees
- Failure of a firm to perform a CUF will result in loss of countable participation
- Firms can be certified by OMWBE, DES and Department of Veterans Affairs (and shown in DES database)

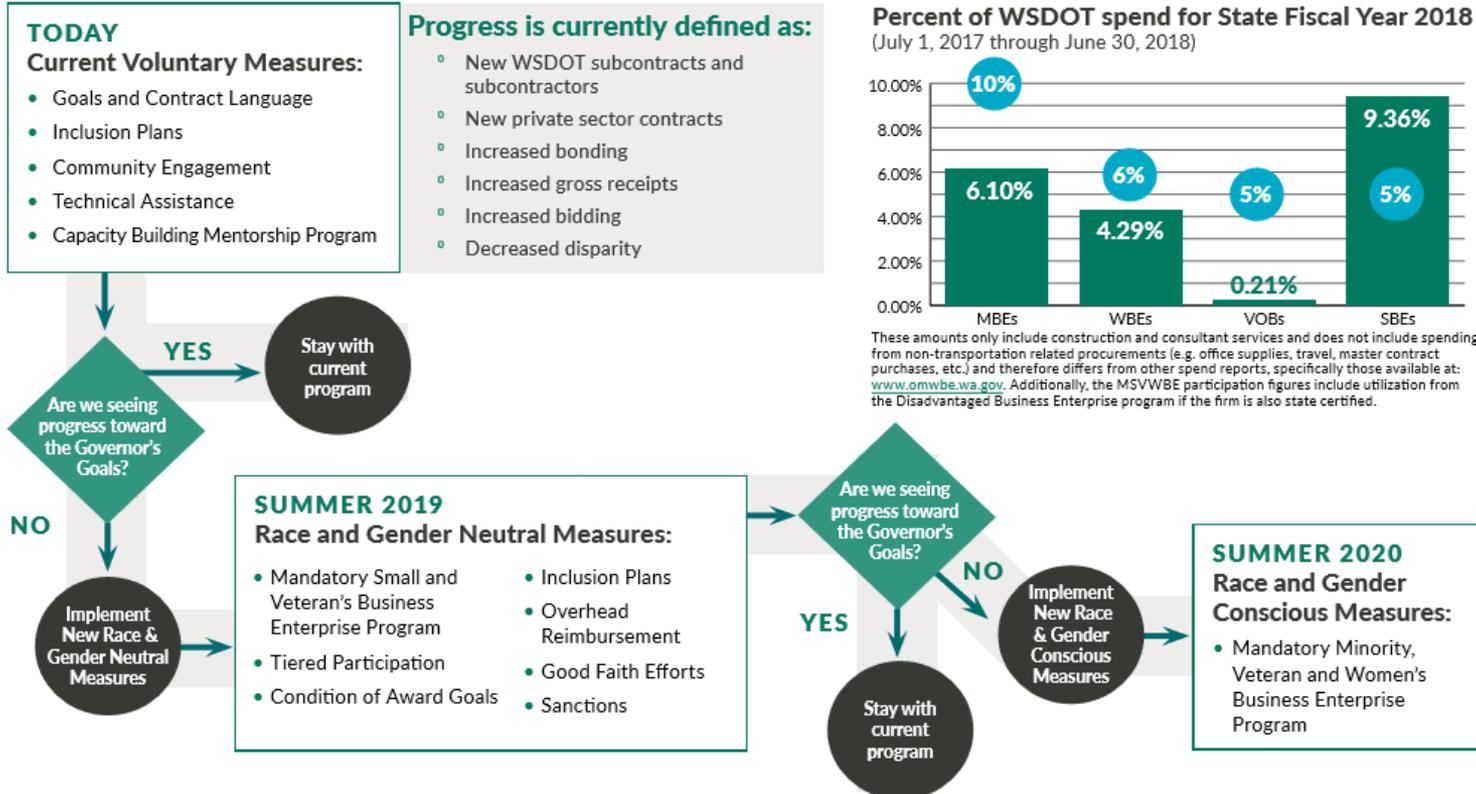
MSVWBE Suppliers

- Suppliers must manufacture the goods or assume the actual and contractual responsibility for furnishing the goods or materials and execute material changes in the configuration of those items
- Factors that may indicate a Supplier's *non-performance* of CUF include:
 - No minimum amount of inventory maintained
 - Billing and shipping arrangements are performed by non-owners or the staff of non-owners
 - Items are shipped directly from the producer or manufacturer to the end user

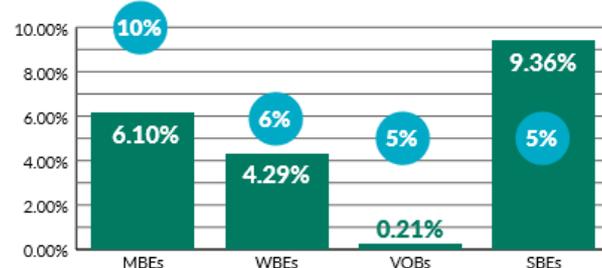
Counting MSVWBE Participation

- 100% for Certified firms performing a CUF – Firms certified under multiple areas count toward each i.e, a firm certified as a MBE and a WBE count toward both goals. All certified firms can count toward SSBE goal
- If a Joint Venture, only the dollar value attributed to work performed by the MSVWBE firm
- Cannot subcontract more than 25% of work to a non-certified firm
- Suppliers count 100%
- Brokers only count fee or commission or 20% of the dollar value of expenditures, whichever is greater
- For trucking and hauling where the firm is not a supplier, only the dollar value of expenses or fees charged to deliver the goods or materials will be counted
- there is no specific language pertaining to joint checks

State Funded Contracts - Diversity Roadmap



Percent of WSDOT spend for State Fiscal Year 2018
(July 1, 2017 through June 30, 2018)



These amounts only include construction and consultant services and does not include spending from non-transportation related procurements (e.g. office supplies, travel, master contract purchases, etc.) and therefore differs from other spend reports, specifically those available at: www.omwbe.wa.gov. Additionally, the MSVWBE participation figures include utilization from the Disadvantaged Business Enterprise program if the firm is also state certified.

Americans with Disabilities Act (ADA) Information: This material can be made available in an alternate format by emailing the Office of Equal Opportunity at wsdotada@wsdot.wa.gov or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

Title VI Notice to Public: It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equal Opportunity (OEO). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OEO's Title VI Coordinator at (360) 705-7090.

19-04-0249

MORE INFORMATION
Jackie Bayne
Policy Manager
 WSDOT Office of Equal Opportunity
 360-705-7084
BayneJ@wsdot.wa.gov

MSVWBE Specific Questions

John Huff

- DBE Program Manager
- 360.705.7010

Sharon Schnebly

- DBE Program Lead, Eastern Region
- 509.323.8406





PEARLS OF WISDOM

DBE BOOT CAMP
October 16, 2019
CONSULTING





Pearls are created
by ...

Irritation & Reaction

PEARLS OF WISDOM **JTS**

Growing a Business is
developed from



Irritation & Reaction

PEARLS OF WISDOM



DBE Certification = Window

To experience **irritation** & **reaction**
gain opportunities

7 Pearls of Wisdom

(Tanya-*isms*)

PEARLS OF WISDOM **JTS**





At JTS we don't make mistakes

We make *discoveries* that don't work.

1st Tanya-*ism*

2nd Tanya-*ism*

Know your BHAG
Big Hairy Audacious Goal



PEARLS OF WISDOM



3rd Pearl of Tanya-*ism*

It is not what you know or who you know, but ... how well they like you.



4th pearl of Tanya-*ism*

The only color we see at JTS is green.

PEARLS OF WISDOM



5th pearl of Tanya-*ism*

Not all money is good money.





6th pearl of Tanya-*ism*

The best client is a repeat client.

PEARLS OF WISDOM **JTS**

7th Pearl of Tanya-*ism*

**Establish a relationship between 1-2
sister or brother businesses.**

**Not Networking or Mentorship
but a TRUSTING relationship**

Thank You

Tanya Jimale, President & CEO

jimalet@JTS-Seattle.com | 206.861.8000

Jimale Technical Services

Construction Management & Project Controls

**SOLUTIONS THAT MINIMIZE RISKS, ASSURE COMPLIANCE, AND
MAXIMIZE ACCOUNTABILITY**