DBE Boot Camp
October 16, 2019
CONSTRUCTION SESSION | 9:00 - 12:00
DBE Boot Camp

Certification Next Steps

October 16, 2019 | Caleb McInvaille
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
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
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 McInvaille
(360) 664-9751
CalebM@omwbe.wa.gov
Questions?
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.
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.
Washington PTAC Team’s 8 Locations

Appointed Attorney and guest trainer Makai Yamada speaking at PTAC event

www.WashingtonPTAC.org

Serving businesses throughout Washington

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

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.
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…
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

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

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)
- Tabor 100, Minority Business Advocate Crystal Eagle Award – 2007
# Team Platinum Skill Matrix

<table>
<thead>
<tr>
<th>Skill</th>
<th>Greg Fuller</th>
<th>Matt Murray</th>
<th>Daniel Seydel</th>
<th>Ryan Taylor</th>
<th>Mary Wenner</th>
<th>Veronica Ybarra</th>
<th>Dave Harmon</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBE Experience</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Accounting practices</td>
<td></td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bid Preparation</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Bonding Assistance</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Development</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Change Order Assistance</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marketing and Sales Advisement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prompt Pay Advisement</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheduling Advisement</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Workflow &amp; Operations Management</td>
<td></td>
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</tbody>
</table>
# OFFICE OF EQUAL OPPORTUNITY

## DISADVANTAGED BUSINESS ENTERPRISE SUPPORT SERVICES AND BUSINESS DEVELOPMENT PROGRAM

<table>
<thead>
<tr>
<th>WHAT IS THE VALUE?</th>
</tr>
</thead>
<tbody>
<tr>
<td>All services provided by the Office of Equal Opportunity (OEO) are at no-cost</td>
</tr>
<tr>
<td>to Disadvantaged Business Enterprises wishing to work on WSDOT and Local Agency</td>
</tr>
<tr>
<td>highway-related projects.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOW ARE THEY DELIVERED?</th>
</tr>
</thead>
<tbody>
<tr>
<td>° One-on-one time with the Office of Equal Opportunity’s Business Development</td>
</tr>
<tr>
<td>Advisors and partner agencies.</td>
</tr>
<tr>
<td>° WSDOT’s business consultants specializing in areas including: accounting,</td>
</tr>
<tr>
<td>marketing, bonding, etc.</td>
</tr>
<tr>
<td>° With your input more services can be added, just ask OEO.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WHO CAN GET THEM?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support Services are available to DBEs certified in the highway construction</td>
</tr>
<tr>
<td>industry to include construction companies, consultants, regular dealers, and</td>
</tr>
<tr>
<td>manufacturers.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOW TO GET THEM?</th>
</tr>
</thead>
<tbody>
<tr>
<td>° A firm must be certified as a DBE through the Office of Minority &amp;</td>
</tr>
<tr>
<td>Women’s Business Enterprises.</td>
</tr>
<tr>
<td>° Direction is available for those seeking DBE certification.</td>
</tr>
<tr>
<td>° Assistance provided under the Business Development Program requires</td>
</tr>
<tr>
<td>developing a business plan with direction provided by the Office of Equal</td>
</tr>
<tr>
<td>Opportunity.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NEED ASSISTANCE MAKING A PLAN?</th>
</tr>
</thead>
<tbody>
<tr>
<td>To get started, call: (800) 270-0724</td>
</tr>
<tr>
<td>Or email: <a href="mailto:dan@platinumbusinessgroup.com">dan@platinumbusinessgroup.com</a></td>
</tr>
<tr>
<td>You can also contact OEO directly at:</td>
</tr>
<tr>
<td>(360) 705-7090</td>
</tr>
<tr>
<td>Or email: <a href="mailto:dbess@wsdot.wa.gov">dbess@wsdot.wa.gov</a></td>
</tr>
</tbody>
</table>
### The DBE Support Services Program Offers Assistance in the Following Areas

<table>
<thead>
<tr>
<th><strong>Accounting Practices:</strong></th>
<th><strong>Bid Preparation:</strong></th>
<th><strong>Billing and Invoicing:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookkeeping, understanding Indirect Cost Rate, Federal Acquisition Rules, pricing, audit preparation, tax advice, reporting, best-practices, Safe Harbor, certified payroll</td>
<td>Understanding the submittals process; how to prepare a proper response, submit a bid, and scope letter</td>
<td>Schedule of values, liens, insurance, intent to pay prevailing wages, sales tax, payment terms, billing for materials on hand, deposits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Bonding Assistance:</strong></th>
<th><strong>Business Plan:</strong></th>
<th><strong>Change Order Assistance:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding requirements</td>
<td>Business plan creation and development</td>
<td>Understanding, getting a second look</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Information Technology Support:</strong></th>
<th><strong>Managing Operations:</strong></th>
<th><strong>Marketing:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical support to assist with IT utilization</td>
<td>Dealing with the day-to-day</td>
<td>Networking and marketing assistance for contractors and professional service providers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Prompt Pay Advice:</strong></th>
<th><strong>Sales Advice:</strong></th>
<th><strong>Scheduling:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Filing statement of intent, record of materials, certified payrolls</td>
<td>In person and over the phone</td>
<td>Understanding requirements from higher-tier contractors</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Workflow Management:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding logistics of people- power and materials movement</td>
</tr>
</tbody>
</table>
Questions
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

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.

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 GovDelivery to subscribe to Construction Contract Opportunities and Contractor Bulletins.

Bidding
- Call for bids (pdf 189 kb)
- Prequalification to bid on contracts
- Currently advertised & awarded contracts
- Bid electronically on a contract
- Bid opening results
- Bid Tabulations
- Contract documents & 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)
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
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)
Specific Project Example Page

SR 503, NE 154TH St to SR 502 Median Barrier

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, PE.
- Email: wassepguests@wsdot.wa.gov

Project Information Available

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

Last Updated: September 25, 2019
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
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.
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.
Prior to Bid - Examples

Communicating with the Bidder

Disadvantaged Business Enterprise Certification

To be eligible to award this contract, the bidder must fill out and submit a Disadvantaged Business Enterprise Utilization Certification (DBE) form. The Contracting Agency shall consider the DBE participation requirements in the award of contracts. The DBE must be certified for at least $20,000 of the contract value. The DBE shall have a DBE total of at least 5% of the contract amount.

<table>
<thead>
<tr>
<th>Contracting Agency</th>
<th>DBE Total</th>
<th>DBE Subcontracting Goal</th>
<th>Amount to be Applied Towards Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC TRAFFIC LLC</td>
<td>$86,000</td>
<td>5%</td>
<td>$86,000</td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Disadvantaged Business Enterprise (DBE) Written Confirmation Document

As an authorized representative of the Disadvantaged Business Enterprise (DBE), I confirm that the contract requirements have been met, and the DBE participation goal has been achieved. The DBE Total is $86,000, and the DBE Subcontracting Goal is 5%, with $86,000 applied towards that goal.

Bidder's Name: BC TRAFFIC LLC

DBE Total: $86,000

DBE Subcontracting Goal: 5%

Amount to be Applied Towards Goal: $86,000

Date: 11/06/15

By the above signature, I certify that all the information provided in this document is complete and accurate to the best of my knowledge.
### DBE Utilization Form

**Disadvantaged Business Enterprise (DBE) Utilization Certification**

To be eligible for Award of this Contract the Bidder shall fill out and submit, as a supplement to the 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:** Certifies that the DBE firms listed below have been contacted regarding participation on this project. If the 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.)

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
<th>Column 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of DBE (See instructions)</td>
<td>Project Role (See instructions)</td>
<td>Description of Work (See instructions)</td>
<td>Dollar Amount Subcontracted to DBE (See instructions)</td>
<td>Dollar Amount to be Applied Towards Goal (See instructions)</td>
</tr>
</tbody>
</table>

**Box 2:**

<table>
<thead>
<tr>
<th>Box 1: Name of Bidder (Proposal holder) submitting Bid</th>
<th>Box 2: Name of the Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Controls: Identification of Award Contract Goal</td>
<td>Column 1: Name of the Disadvantaged Business Enterprise (DBE). DBE firms can be found using the Diversity Management and Compliance System web page <a href="https://www.diversity.doi.gov">https://www.diversity.doi.gov</a>. Repeat the name of the DBE for each Project Role that will be performed.</td>
</tr>
<tr>
<td>Column 2:</td>
<td>Column 3: The project role that the DBE will be performing as follows:</td>
</tr>
<tr>
<td></td>
<td>- Prime Contractor</td>
</tr>
<tr>
<td></td>
<td>- Subcontractor</td>
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<tr>
<td></td>
<td>- Subcontractor (Force Account)</td>
</tr>
<tr>
<td></td>
<td>- Work sublet as Force Account must be listed separately.</td>
</tr>
<tr>
<td></td>
<td>- Manufacturer</td>
</tr>
<tr>
<td></td>
<td>- Regular Dealer</td>
</tr>
<tr>
<td></td>
<td>- Work sublet to a Regular Dealer must be listed separately.</td>
</tr>
<tr>
<td></td>
<td>- Regular Dealer status must be approved prior to Bid submittal by the Office of Equal Opportunity, Washington State Department of Transportation, on each Contract.</td>
</tr>
<tr>
<td></td>
<td>- Broker</td>
</tr>
<tr>
<td></td>
<td>- Work sublet to a Broker must be listed separately.</td>
</tr>
</tbody>
</table>

List each project role to be performed by a single DBE individually on a separate row. The role is used to determine what portion of the amount to be subcontracted (Column 4) may be applied towards meeting the goal (Column 5).

**Column 3:** Provide a description of work to be performed by the DBE. The work to be performed must be consistent with the certified Business Description of the DBE provided at the Diversity Management and Compliance System web page [https://www.diversity.doi.gov](https://www.diversity.doi.gov).

- A Bidder submitting a portion of a list item shall state "Partial" and describe the work that is included.
- "Mobilization" will not be accepted as a description of Work.

**Column 4:** List the total amount to be subcontracted to each DBE for each Project Role they are performing.

**Column 5:** This is the dollar amount for each line listed in the certification that the primes intend to apply towards meeting the COA Contract goal. It may be that only a portion of the amount subcontracted to a DBE in Column 4 is eligible to be credited toward meeting the goal. See Note 1, Note 2, and Note 3. The Contracting Agency will utilize the sum of this column (Box 4) to determine whether or not the bidder has met the goal. In the event of an arithmetic error in summing column 5 or an error in making appropriate reductions in the amounts in column 4, the mathematics will be corrected and the totals (Box 4) will be revised accordingly.

**Note 1:** For Work sublet as Force Account the bidder may only claim 50% of the amount subcontracted (Column 4) towards meeting the goal (Column 5). This information will be used to demonstrate that the DBE contract goal is met at the time the bidder submits their bid. For example, amount subcontracted as force account = $100,000 (Column 4) equals to ($100,000 * 50%) = $50,000 (Column 5) to be applied towards the goal.

**Note 2:** For Work sublet to a Regular Dealer, the bidder may only claim 60% of the cost of the materials or supplies (Column 4) towards meeting the goal (Column 5). For example, material cost = $100,000 (Column 4) equals to ($100,000 * 60%) = $60,000 (Column 5) to be applied towards the goal.

**Note 3:** For Work sublet to a Broker, the bidder may only claim the fees paid to a Broker towards meeting the goal (Column 4). For example, amount subcontracted to a Broker = $100,000 (Column 4) equals to ($100,000 X 60%) X 5 (Column 5) to be applied towards the goal.

**Box 3:** Box 3 is the COA Contract goal which is the minimum required DBE participation. The goal stated in the Contract will be in terms of a dollar amount or a percentage in the Contract. When expressed as a percentage the Contractor must first convert the dollar amount to a dollar value. When expressed as a dollar the Contractor must first convert the percentage to a percentage of the dollar goal and then the Contractor must determine the dollar goal and write it in Box 3. In the event of an error in this box, the Contracting Agency will revise the amount accordingly.

**Box 4:** Box 4 is the sum of the values in column 5. This value must equal or exceed the COA Contract goal amount written in Box 3.

**Box 5:** Check Box 5 if sufficient DBE Participation has been achieved and a good faith effort is required. Refer to the subsection titled, Selection of Successful Bidders/Good Faith Efforts (GFE) in the Contract. See the Disadvantaged Business Enterprise Participation specification in the Contract for more information.

DOT Form 270-026
Rev 02/2018

**Total DBE Commitment Dollar Amount**

Disadvantaged Business Enterprise

**Section 1-102.9 of the Contract**
Example DBE Utilization & Confirmation

<table>
<thead>
<tr>
<th>.col1</th>
<th>col2</th>
<th>col3</th>
<th>col4</th>
<th>col5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name of DBE (See instructions)</td>
<td>Project Role (See instructions)</td>
<td>Description of Work (See instructions)</td>
<td>Dollar Amount Subcontracted to DBE (See instructions)</td>
</tr>
<tr>
<td>lb</td>
<td>A Plus Construction Company</td>
<td>Rcape</td>
<td>Asphalt and concrete paving, asphalt milling, patchwork, and pavement repair</td>
<td>N/A</td>
</tr>
<tr>
<td>lb</td>
<td>The Line Service, Inc.</td>
<td>Subcontractor (For Services)</td>
<td>Crack sealing</td>
<td>20,000</td>
</tr>
<tr>
<td>lb</td>
<td>The Line Service, Inc.</td>
<td>Subcontractor</td>
<td>Guardrails, post realignment, pavement markings, temporary signage, construction sign installations</td>
<td>200,000</td>
</tr>
<tr>
<td>lb</td>
<td>The Roadway Group, LLC</td>
<td>Regular Dealer</td>
<td>Rental and sales of heavy equipment and related equipment and materials</td>
<td>100,000</td>
</tr>
<tr>
<td>lb</td>
<td>Optima Pride Trucking, Inc.</td>
<td>Subcontractor</td>
<td>Dump Trucking</td>
<td>100,000</td>
</tr>
<tr>
<td>lb</td>
<td>Metalsco, Inc.</td>
<td>Manufacturer</td>
<td>Dowel Bars</td>
<td>75,000</td>
</tr>
<tr>
<td>lb</td>
<td>Roadside Crew Contracted</td>
<td>Subcontractor</td>
<td>Showcase control barriers, store tables and markers, and signs</td>
<td>15,000</td>
</tr>
</tbody>
</table>

Disadvantaged Business Enterprise 356,500 16  Total DBE Commitment Dollar Amount 1,297,500

Conditions of Award Contract Goal: Box 4

By checking Box 5, the Bidder is stating that their attempts to solicit sufficient DBE participation to meet the DBE Goal have been unsuccessful and good faith effort will be submitted in accordance with Section 1-021-4 of the Contract

DOT Form 273-098
Revised 02/2010
WSDOT Forms Page
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

**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:**
- Lower Tier Subcontractor
- Subcontractor Name
- Unified Business Identifier (UBI)
- Federal Employer I.D. Number *

**Address:**
- Telephone Number

**City:**
- State
- Zip Code
- Estimated Starting Date

**If Lower Tier Subcontractor, Name of Corresponding Sub:**
- Federal I.D. of Corresponding Sub
- * If no Federal Employer I.D. Number, Use Owner’s Social Security Number.

**Item No.**
- Partial
- Item Description
- Amount

---

**Contractor Certification**

To be completed and signed by the contractor

1. [ ] A written agreement has been executed between my firm and the above subcontractor.
2. [ ] 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:**
- 

---

**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)

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Federal-Aid Number</th>
<th>State Route Number</th>
</tr>
</thead>
</table>

**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:**
- 

---

**Department of Transportation Use Only**

<table>
<thead>
<tr>
<th>Percent of Total Contract</th>
<th>DBE Status Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>This Request</td>
<td>%</td>
</tr>
<tr>
<td>Previous Requests</td>
<td>%</td>
</tr>
<tr>
<td>Sublet to Date</td>
<td>%</td>
</tr>
</tbody>
</table>

**Project Engineer’s Signature:**
- Date

**Approved - Region Construction Engineer:**
- Date (When Required)

**DOT Form 421-012**
- Revised 07/2010

---

**Washington State Department of Transportation**
<table>
<thead>
<tr>
<th>Your Company Information</th>
<th>Awarding Agency Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Company Name</td>
<td>Project Name</td>
</tr>
<tr>
<td>Your Address</td>
<td>Contact Number</td>
</tr>
<tr>
<td>City</td>
<td>Date</td>
</tr>
<tr>
<td>State</td>
<td>Exp. Date</td>
</tr>
<tr>
<td>Zip Code</td>
<td>Awarding Agency Address</td>
</tr>
<tr>
<td>Your Contractor Registration Number</td>
<td>Awarding Agency Name</td>
</tr>
<tr>
<td>Your UBI Number</td>
<td>Awarding Agency Phone Number</td>
</tr>
<tr>
<td>Your Industrial Business Account Number</td>
<td>Awarding Agency Contact Name</td>
</tr>
<tr>
<td>Your Email Address (required for notification)</td>
<td>Awarding Agency Phone Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Details</th>
<th>Government Bond</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Registered/Job Start Date (mm/dd/yyyy)</td>
<td>Bid Day Due (Prime Contractor)</td>
</tr>
<tr>
<td>Job Site Address/Directions</td>
<td>Award Due (Prime Contractor)</td>
</tr>
<tr>
<td>401A Funds</td>
<td>Total Dollar Amount of Prize ($xxx,xxx)</td>
</tr>
<tr>
<td>Does this project utilize American Recovery</td>
<td>(Indicate Modifiable or Non-Modifiable)</td>
</tr>
<tr>
<td>and Reinvestment Act (ARRA) funds? Yes/No</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prime Contractor's Company Information</th>
<th>Prime Contractor's Company Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prime Contractor's Company Name</td>
<td>Prime Contractor's BNI Number</td>
</tr>
<tr>
<td>Prime Contractor's Registration Number</td>
<td>Prime Contractor's UBI Number</td>
</tr>
<tr>
<td>Prime Contractor's DBA Name</td>
<td>Prime Contractor's DBA Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employment Information</th>
<th>Prime Contractor's Company Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you intend to use ANY subcontractors? Yes/No</td>
<td>Prime Contractor's Company Name</td>
</tr>
<tr>
<td>WILL ALL work be subcontracted? Yes/No</td>
<td>Prime Contractor's BNI Number</td>
</tr>
<tr>
<td>Number of Owner/Operators who will perform</td>
<td>Prime Contractor's UBI Number</td>
</tr>
<tr>
<td>work at this project:</td>
<td>Prime Contractor's DBA Number</td>
</tr>
<tr>
<td>More than (0), One (1), Two (2), Three (3)</td>
<td></td>
</tr>
<tr>
<td>Have any apprentices? Yes/No</td>
<td></td>
</tr>
<tr>
<td>Will employees perform work on this project?</td>
<td></td>
</tr>
<tr>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>Do you intend to use apprentices? Yes/No</td>
<td></td>
</tr>
<tr>
<td>Yes/No</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trade Description:</th>
<th>Prime Contractor's Company Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do not list apprentices. They are listed as</td>
<td>Prime Contractor's Company Name</td>
</tr>
<tr>
<td>Addendum A. workers in more than one trade,</td>
<td>Prime Contractor's BNI Number</td>
</tr>
<tr>
<td>ensure that all hours worked in each trade</td>
<td>Prime Contractor's UBI Number</td>
</tr>
<tr>
<td>are stated above. For additional trade</td>
<td>Prime Contractor's DBA Number</td>
</tr>
<tr>
<td>descriptions, please see Addendum A.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Workers</th>
<th>Rate of Hourly Pay</th>
<th>Rate of Hourly</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature Block</th>
<th>Prime Contractor's Company Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>I hereby certify that I have read and</td>
<td>Prime Contractor's Company Name</td>
</tr>
<tr>
<td>understand the instructions to complete this</td>
<td>Prime Contractor's BNI Number</td>
</tr>
<tr>
<td>form and that the information, including any</td>
<td>Prime Contractor's UBI Number</td>
</tr>
<tr>
<td>addenda, are accurate and that all workers I</td>
<td>Prime Contractor's DBA Number</td>
</tr>
<tr>
<td>employed on this project are in compliance</td>
<td></td>
</tr>
<tr>
<td>with the prevailing wage. This is only valid</td>
<td></td>
</tr>
<tr>
<td>if the project is covered by the Prevailing</td>
<td></td>
</tr>
<tr>
<td>Wage Law as determined by the Industrial</td>
<td></td>
</tr>
<tr>
<td>Inspector of the Department of Labor and</td>
<td></td>
</tr>
<tr>
<td>Industries.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Print Name:</th>
<th>Print Title:</th>
<th>Statement:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approved by signature of the Department of Labor and Industries Industrial Inspector.
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)
Form: Affidavit of Wages Paid

**Public Works Contract**

**$40.00 Filing Fee Required**

*Exemption may apply. See Instruction 9.*

<table>
<thead>
<tr>
<th>Affidavit ID # (Assigned by L&amp;I):</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
</tr>
</tbody>
</table>

### Your Company Information
- **Your Company Name:**
- **Your Company Address:**
  - City:
  - State:
  - Zip+4:
- **City:
  - State:
  - Zip+4:**
- **Your Contractor Registration Number:**
- **Your UBI Number:**
- **Your Industrial Insurance Account Number:**
- **Your Email Address (required for notification purposes):**
- **Your Phone Number:**

### Awarding Agency Information
- **Project Name:**
- **Contract Number:**
- **Awarding Agency Address:**
  - City:
  - State:
  - Zip+4:
- **Awarding Agency Contact Name:**
- **Phone Number:**

### Additional Details
- **Completion Date:**
  - **Completion Date:**
  - **Completion Date:**
- **Job Site Address/Directions:**
- **Your Approved Intent ID #:**

### Contract Details
- **Bid Due Date (Prime Contractor):**
- **Award Date (Prime Contractor):**
- **Total Dollar Amount of Award Contract:**

### EHB 2506 (ROW 09.04.370) - Is the Prime Contractor's contract at a cost of over one million dollars ($1,000,000)?
- **Yes:**
- **No:**

### ARRA Funds
- **Does this project utilize American Recovery and Reinvestment Act (ARRA) Funds?**
  - **Yes:**
  - **No:**

### Prime Contractor's Company Information
- **Prime Contractor's Company Name:**
- **Prime Contractor's UBI Number:**
- **Prime Contractor's Registration Number:**
- **Prime Contractor's UBI Number:**
- **Prime Contractor's UBI Number:**
- **Prime Contractor's UBI Number:**

### Prime Contractor's Information
- **Hiring Contractor's Company Name:**
- **Hiring Contractor's UBI Number:**
- **Hiring Contractor's UBI Number:**
- **Hiring Contractor's UBI Number:**

### Employment Information
- **Did you use ANY subcontractors?**
  - **Yes:**
  - **No:**
  - **(Appendix B Required)**
- **Did employees perform work on this project?**
  - **Yes:**
  - **No:**
- **Was ALL work subcontracted?**
  - **Yes:**
  - **No:**
  - **(Appendix B Required)**
- **Did you use apprentice employees?**
  - **Yes:**
  - **No:**

### Number of Owners/Operators who own at least 30% of the company who performed work on this project:
- **(First and Last Names) of any Owner/Operator performing work below**

### List of Crafts/Trades/Occupations Below - For Journey Level Workers you must include all the information below. Owner/Operators - must include their first and last name and other information required. **Apprentices are not recorded below. You must use Appendix B to list Apprentices.**
- **Number of Workers:**
- **Total # of Hours Worked:**
- **Rate of Hourly Pay:**
- **Rate of Hourly Wages (Fringe) Benefits:**

### Signature Block
- **Print Name:**
- **Print Title:**
- **Signature:**
- **Date:**

---

**For L&I Use Only**

**Department of Labor and Industries**

**APPROVED BY:**

---

**Industrial Statistician**

---

*FT000007-000: Affidavit of Wages Paid 06-2014*
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. Spots are limited, so please register online here!

Registration Cost
$250

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: $188 – Single Occupancy

Each individual guest must make their own room reservations by calling the Reservation Line at 1-800-328-9209 or booking online here before Friday, February 28, 2020. Please identify yourself as a registered guest of the WSDOT Design-Build Summit.

Professional 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 to earn a large portion of the required 24 hours of credit needed to renew your Design-Build Professional (DBP) credentials.

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

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
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.

For updated information regarding the DBE program, read the [DBE Program Waiver](http://www.wsdot.wa.gov/biz/contaa/).

Would you like to receive notices about upcoming contracts, project advertisements, contractor bulletins and other updates by e-mail? Please visit [GovDelivery](http://www.wsdot.wa.gov/biz/contaa/) to subscribe to Construction Contract Opportunities and Contractor Bulletins.

**1.** Call for bids (pdf 167 kb)
**2.** Prequalification to bid on contracts
**3.** Currently advertised & awarded contracts
**4.** Bid electronically on a contract
**5.** Bid opening results
**6.** Bid tabulations
**7.** Order plans & specifications

**Alternative Delivery**

**9.** [Design-Build & General Contractor/Construction Manager contracts](http://www.wsdot.wa.gov/biz/contaa/)

**Active Projects & upcoming bidding opportunities**

**10.** Advance schedule of contracts
**11.** Active contracts & bid history

**Stay updated**

**12.** Alerts & bulleting

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!
Minority, Small, Veteran and Women’s Business Enterprise Program Update
Voluntary Program Compliance

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/

- 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

**TODAY**
Current Voluntary Measures:
- Goals and Contract Language
- Inclusion Plans
- Community Engagement
- Technical Assistance
- Capacity Building Mentorship Program

Progress is currently defined as:
- New WSDOT subcontracts and subcontractors
- New private sector contracts
- Increased bonding
- Increased gross receipts
- Increased bidding
- Decreased disparity

---

**SUMMER 2019**
Race and Gender Neutral Measures:
- Mandatory Small and Veteran's Business Enterprise Program
- Tiered Participation
- Condition of Award Goals
- Inclusion Plans
- Overhead Reimbursement
- Good Faith Efforts
- Sanctions

---

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

- MBEs: 10%
- WBEs: 6%
- VOBE: 5%
- SBEs: 5%

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 differ from other spend reports, specifically those available at www.gomwbef.wa.gov. Additionally, the MBE/WBE participation figures include utilization from the Disadvantaged Business Enterprise program if the firm is also state certified.

---

**SUMMER 2020**
Race and Gender Conscious Measures:
- Mandatory Minority, Veteran and Women's Business Enterprise Program

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

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Americans with Disabilities Act (ADA) Information: This material can be made available in an alternate format by emailing the Office of Equal Opportunity at wdotoeo@wsdot.wa.gov or by calling toll free, 800-365-4444. 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 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 it 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) 705-7093.

10-04-2019
MSVWBE Specific Questions

John Huff
  • DBE Program Manager
  • 360.705.7010

Sharon Schnebly
  • DBE Program Lead, Eastern Region
  • 509.323.8406
Questions
DBE Boot Camp
October 16, 2019
CONSULTING SESSION | 1:00 – 4:00
DBE Boot Camp

Certification Next Steps

October 16, 2019 | Caleb McInvaille
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
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 McInvaille
(360) 664-9751
CalebM@omwbe.wa.gov
Questions?
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.
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.
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

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

Supported in part through a cooperative agreement with the Defense Logistics Agency.
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…
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](http://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

<table>
<thead>
<tr>
<th>#</th>
<th>Technical Services Provided</th>
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<tbody>
<tr>
<td>1</td>
<td>Access to Capital/Capital Sourcing</td>
</tr>
<tr>
<td>2</td>
<td>Bid Estimating</td>
</tr>
<tr>
<td>3</td>
<td>Bid Proposal Review</td>
</tr>
<tr>
<td>4</td>
<td>Bid/Contract Opportunity Sourcing</td>
</tr>
<tr>
<td>5</td>
<td>Capability Statements/Sales Brochures/Marketing</td>
</tr>
<tr>
<td>7</td>
<td>External Resource Matching</td>
</tr>
<tr>
<td>8</td>
<td>Legal Counseling/ Support/ JV agreements</td>
</tr>
<tr>
<td>9</td>
<td>Preparation of Financial Statements (Bookkeeper and CPA)</td>
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<tr>
<td>10</td>
<td>Pre-submittal Certification Application Support</td>
</tr>
<tr>
<td>11</td>
<td>Prime Construction Firm Matchmaking</td>
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<tr>
<td>12</td>
<td>Process Improvement Consulting (Impact Washington)</td>
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<tr>
<td>13</td>
<td>Strategic Consulting (How to do Business with the City)</td>
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<tr>
<td>14</td>
<td>Technical Writing (Business Plan)</td>
</tr>
<tr>
<td>15</td>
<td>Website Development</td>
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<tr>
<td>16</td>
<td>Workshops/Networking Events (Group setting)</td>
</tr>
<tr>
<td>17</td>
<td>Training/Education (1:1 Support)</td>
</tr>
</tbody>
</table>
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
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
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.
<table>
<thead>
<tr>
<th></th>
<th>Greg Fuller</th>
<th>Matt Murray</th>
<th>Daniel Seydel</th>
<th>Ryan Taylor</th>
<th>Mary Wenner</th>
<th>Veronica Ybarra</th>
<th>Dave Harmon</th>
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<tbody>
<tr>
<td>DBE Experience</td>
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<tr>
<td>Accounting practices</td>
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<tr>
<td>Bid Preparation</td>
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<td>Bonding Assistance</td>
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<td>Business Development</td>
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<td>Change Order Assistance</td>
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<td>Marketing and Sales Advisement</td>
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<td>Prompt Pay Advisement</td>
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<td>✔</td>
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<tr>
<td>Scheduling Advisement</td>
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<td>✔</td>
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<tr>
<td>Workflow &amp; Operations Management</td>
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</table>
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
<table>
<thead>
<tr>
<th>ACCOUNTING PRACTICES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookkeeping, understanding Indirect Cost Rate, Federal Acquisition Rules, pricing, audit preparation, tax advice, reporting, best-practices, Safe Harbor, certified payroll</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BID PREPARATION:</th>
</tr>
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<tbody>
<tr>
<td>Understanding the submittals process; how to prepare a proper response, submit a bid, and scope letter</td>
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</tbody>
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<table>
<thead>
<tr>
<th>BILLING AND INVOICING:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule of values, liens, insurance, intent to pay prevailing wages, sales tax, payment terms, billing for materials on hand, deposits</td>
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</table>

<table>
<thead>
<tr>
<th>BONDING ASSISTANCE:</th>
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<tbody>
<tr>
<td>Understanding requirements</td>
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<table>
<thead>
<tr>
<th>BUSINESS PLAN:</th>
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<tbody>
<tr>
<td>Business plan creation and development</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>CHANGE ORDER ASSISTANCE:</th>
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<tbody>
<tr>
<td>Understanding, getting a second look</td>
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</table>

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<thead>
<tr>
<th>INFORMATION TECHNOLOGY SUPPORT:</th>
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</thead>
<tbody>
<tr>
<td>Technical support to assist with IT utilization</td>
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<table>
<thead>
<tr>
<th>MANAGING OPERATIONS:</th>
</tr>
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<tbody>
<tr>
<td>Dealing with the day-to-day</td>
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</table>

<table>
<thead>
<tr>
<th>MARKETING:</th>
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<tbody>
<tr>
<td>Networking and marketing assistance for contractors and professional service providers</td>
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</tbody>
</table>

<table>
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<tr>
<th>PROMPT PAY ADVICE:</th>
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<tbody>
<tr>
<td>Filing statement of intent, record of materials, certified payrolls</td>
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</tbody>
</table>

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<tr>
<th>SALES ADVICE:</th>
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<tbody>
<tr>
<td>In person and over the phone</td>
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<table>
<thead>
<tr>
<th>SCHEDULING:</th>
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<tbody>
<tr>
<td>Understanding requirements from higher-tier contractors</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WORKFLOW MANAGEMENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding logistics of people, power and materials movement</td>
</tr>
</tbody>
</table>
WSDOT Internal Audit
Available Resources – How We Can Help

Steve Mc Kerney
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?

- **Raw Labor Rate (Payroll)** – 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.

**Example:**

\[ \text{Billing Rate} = \text{Raw Labor Rate} + \text{ICR} + \text{Fee} \]

\[
\begin{align*}
\text{Raw Labor Rate} & = 45 \\
\text{ICR (110\%)} & = 49.50 \\
\text{Fee (Profit)} & = 13.50 \\
\text{Billing Rate} & = 108
\end{align*}
\]
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
Open Advertisements

We are accepting Statements of Interest on the following projects:

<table>
<thead>
<tr>
<th>Title</th>
<th>Date Posted</th>
<th>Submittal Due Date</th>
<th>Type</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 SR160/Fauntleroy Terminal - Trestle and Transfer Span Replacement Project</td>
<td>2-7-2019 and 2-14-2019</td>
<td>3-14-2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018 WSDOT Consultant Prequalification</td>
<td>5-15-2018 and 5-22-2018</td>
<td>Until further notice</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 :: [ ]

→ [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 Announcement
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/businessconsulting

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


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/businessconsulting

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).


State of Washington
SR432/Longview Grade Crossing – Design, RFQ, RFP Support

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 ninety percent (90%) 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/businessconsulting

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


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.


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

Roger Millar, Secretary of Transportation
Keith Metcalf, Deputy Secretary of Transportation

DBE Compliance Program
Office of Equal Opportunity
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

**Today**

Current Voluntary Measures:
- Goals and Contract Language
- Inclusion Plans
- Community Engagement
- Technical Assistance
- Capacity Building Mentorship Program

Progress is currently defined as:
- New WSDOT subcontracts and subcontractors
- New private sector contracts
- Increased bonding
- Increased gross receipts
- Increased bidding
- Decreased disparity

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**Summer 2019**

Race and Gender Neutral Measures:
- Mandatory Small and Veteran’s Business Enterprise Program
- Tiered Participation
- Condition of Award Goals
- Inclusion Plans
- Overhead Reimbursement
- Good Faith Efforts
- Sanctions

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**Percent of WSDOT Spend for State Fiscal Year 2018**

(July 1, 2017 through June 30, 2018)

- MBEs: 6.10%
- WBEs: 4.29%
- VOBE: 0.21%
- SBEs: 5%

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

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**Summer 2020**

Race and Gender Conscious Measures:
- Mandatory Minority, Veteran and Women’s Business Enterprise Program

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**More Information**

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

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Americans with Disabilities Act (ADA) Information: This material can be made available in an alternate format by emailing the Office of Equal Opportunity at wsdotco@wsdot.wa.gov or by calling toll free: 1-800-32-4A4423). 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, 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 that 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 360-705-7093.
MSVWBE Specific Questions

John Huff
- DBE Program Manager
- 360.705.7010

Sharon Schnebly
- DBE Program Lead, Eastern Region
- 509.323.8406
Questions
Pearls are created by …

Irritation & Reaction
Growing a Business is developed from . . . . . .

*Irritation & Reaction*
DBE Certification = Window

To experience irritation & reaction
gain opportunities

7 Pearls of Wisdom

(Tanya-isms)
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
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.
5th pearl of Tanya-ism

Not all money is good money.
The best client is a repeat client.
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