

# Welcome!

## Port of Seattle Informational Session (Part 1)

Presented by Tabor 100 - July 30<sup>th</sup>, 2020



- **Diversity in Contracting WMBE Program**  
Lawrence Coleman
- **Vendor Connect & PortGen Workshops**  
Tina Boyd
- **Construction Contract Types**  
Lisa Albanese
- **Services Contract Types**  
Jason Gates
- **Rates**  
Adam Simpson-Hood
- **Safety**  
Bruce Gamble
- **Tabor 100**  
Darci Henderson



# Diversity in Contracting WMBE Program

**Lawrence Coleman, WMBE Program Manager**

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## Diversity in Contracting Policy Directive

**Advance equity and address contracting disparities by increasing the utilization of Women Minority Business Enterprises and other disadvantaged firms**

### **Goals - 5 year Benchmarks:**

- ☐ Triple the number of WMBE firms doing business with the Port
- ☐ Increase to 15% the amount of spend on WMBE contracts within 5 years

Divisions are assigned individual WMBE goals – Are monitored by WMBE Program Manager and Divisions

# Diversity in Contracting Department

The Diversity in Contracting (DC) department drives equitable economic development by supporting Women & Minority Business Enterprises (WMBE) and Disadvantaged Business Enterprises (DBE).

- Diversity in Contracting Policy Directive Deliberate affirmative efforts
  - Community Engagement
  - Internal Trainings
  - External Trainings and Workshops
    - DC & Airport Dining and Retail partnership
  - Promotion of Opportunities
  - On-line resources
  - Supplier Database
- WMBE Aspirational Goals and Inclusion Plans
- Federal Disadvantage Business Enterprise (DBE) Program
  - U.S. DOT – CFR 49 Part 26

## 2020 Division Goals

The Diversity in Contracting (DC) policy directive required department/division directors to develop WMBE aspirational goals, and to conduct affirmative efforts to achieve the set goals as part of their annual performance evaluation.

WMBE aspirational goals for Construction are not included within the table stated below. However, WMBE aspirational goals are set for construction, on a contract by contract basis with the exception of small works.

The table below illustrates the 2019 Port wide WMBE attainment, and 2020 aspirational goals for individual divisions and departments.

Division	2020 Projected WMBE spend	Projected 2020 Overall Spend	%WMBE	
			2019 Attainment	2020 Goal
Aviation (AV)	\$8,759,147	\$58,394,317	14.8%	15%
Economic Dev. (EDD)	\$531,366	\$4,020,603	13.2%	13%
Maritime (MD)	\$565,006	\$5,564,318	15.1%	15%
Corporate	\$4,497,436	\$43,260,473	10.1%	13%
<b>Total</b>	<b>\$14,352,955</b>	<b>\$97,973,596</b>	<b>12.8%</b>	<b>14.4%</b>

# Diversity in Contracting Programs

## **Women and Minority Business Enterprise (WMBE) Program**

*The WMBE Program is aimed at providing a level platform to all businesses including women and minority business Enterprise (WMBE) firms to compete and succeed on Port projects.*

**Guiding Document:** Port Commission Resolution 3737

**Contract Goal Type:** Aspirational WMBE

**Prime Requirements:** Inclusion Plans, Affirmative Efforts, Contract Compliance.

**Contract Types:** A/E, Good and Services, Construction

**Dollar Value:** Above 199K or when subcontracting is available

**Certification:** Self Identified or Certified

## **Disadvantaged Business Enterprise Program (DBE)**

*DBE program is intended to remedy past and current discrimination against disadvantaged business enterprises, ensure a "level playing field" and foster equal opportunity in DOT-assisted contracts*

**Guiding Document:** 49 CFR part 26

**Contract Goal Type:** Mandatory DBE

**Prime Requirements:** Inclusion Plans, Good Faith Efforts, Contract Compliance.

**Contract Types:** A/E and Construction

**Dollar Value:** Over \$1 Million Airport/Airfield Focused

**Certification:** Certified DBE at time of bid



# Diversity in Contracting Inclusion Plan Elements

## Diversity Coordinator

- Prime appointed contact responsible for implementing and monitoring efforts to meet WMBE utilization goals on this contract.

## Information to support Prime's Diversity Team Development

- Historical Data
- Potential Future Projects

## Affirmative Efforts/Business Support Strategies

- Provides the Port insight to your overall strategy to include and support WMBE firms
- Must answer with full and detailed responses
- Primes that are WMBE firms are still required to respond





# Tips to Improve Chances of Contracting

- Know what your prime writes in the Inclusion Plan
- WMBE Primes are still required to completely the Inclusion Plan just as Non-WMBE firms.
  - Even if you have never managed WMBE subs, it's fine to discuss in detail plans you have in the future.
- Attend pre-bid/pre-proposal meetings
- Know the agency values and commitments to inclusion
- Understand procurement thresholds
- Know WMBE/DBE certification requirements—Not all public agencies are the same.

Mian Rice – Diversity in Contracting Director

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Lawrence Coleman – WMBE Manager

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Tamaka Thornton – DBE Manager

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Tina Boyd – WMBE and Disadvantaged Business Coordinator

[Boyd.T@portseattle.org](mailto:Boyd.T@portseattle.org)

Michael Roberson – Sr. Administrative Assistant

[Roberson.M@portseattle.org](mailto:Roberson.M@portseattle.org)





Visit us at <https://www.portseattle.org/business/bid-opportunities>





**Tina Boyd, WMBE & Disadvantaged Business Coordinator**

**Boyd.t@portseattle.org**

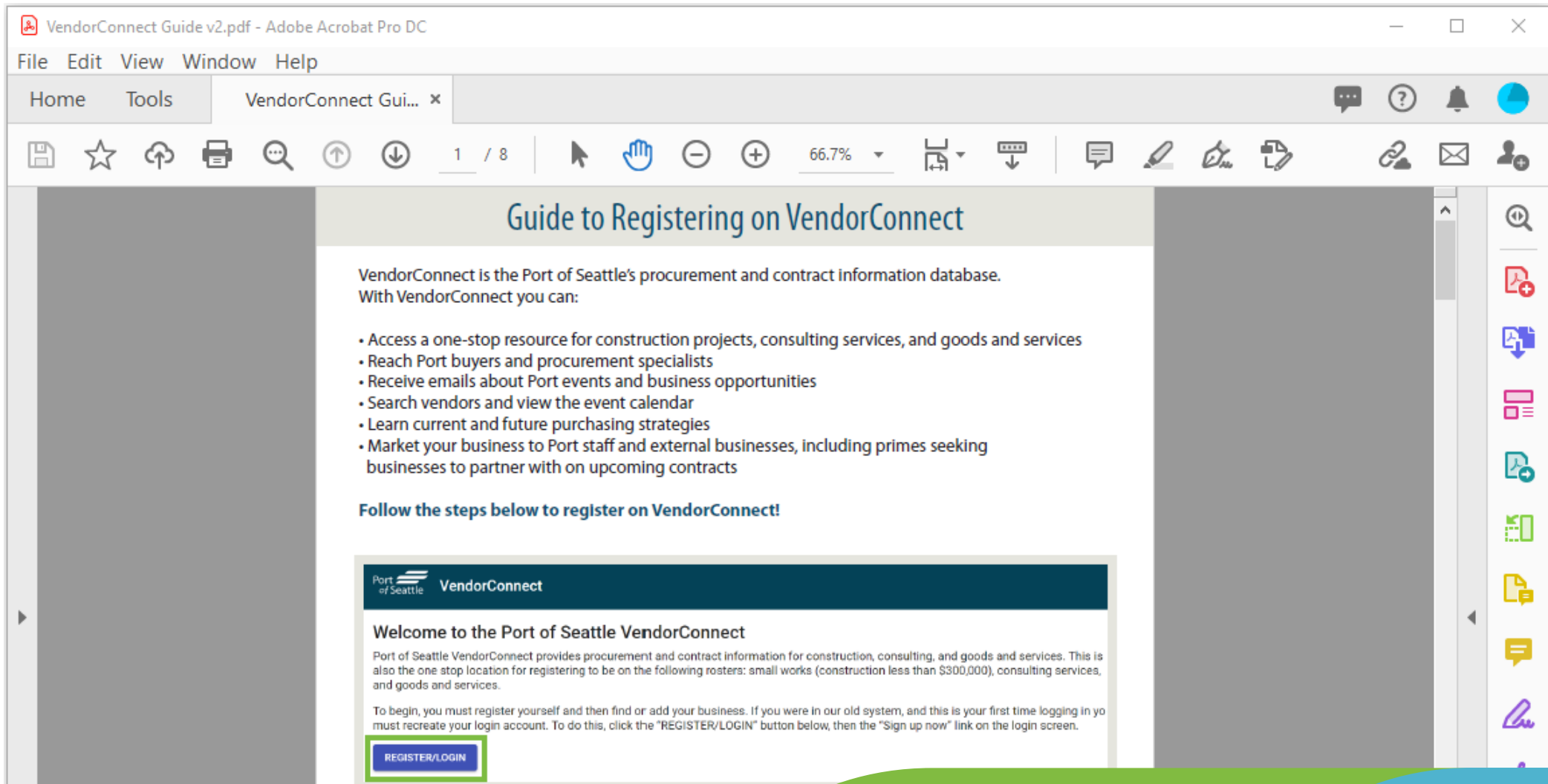




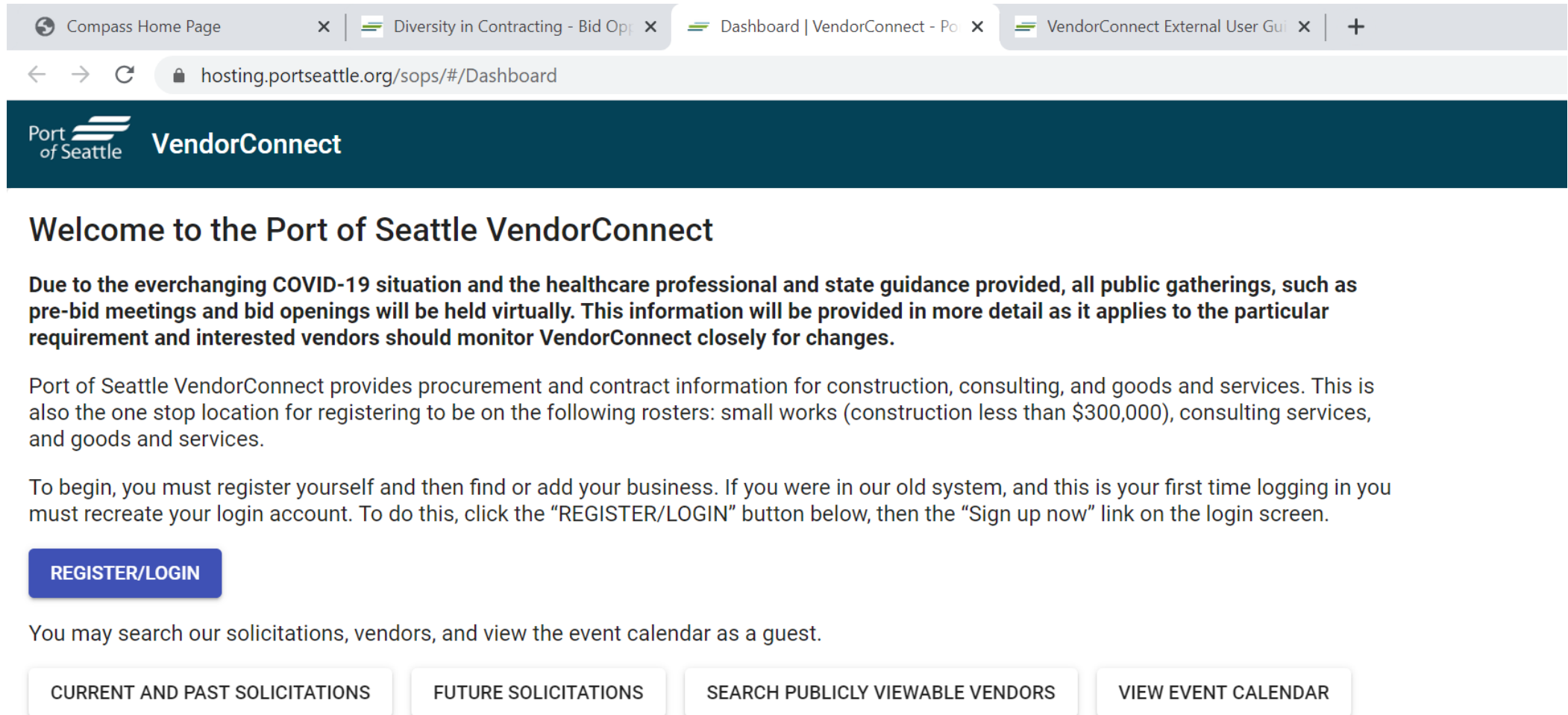
- Internal and External Database
  - Marketing
- View current and future bid/proposal opportunities
- Add your WMBE & Small Business Credentials
- Register your company for opportunity notifications
  - NAICS codes
  - Rosters (Small Works, Goods & Services, Consultants)

# VendorConnect Registration Guide

[Link to the Guide to Registering on VendorConnect](#)



<https://hosting.portseattle.org/sops/>



The screenshot shows a web browser with multiple tabs open: "Compass Home Page", "Diversity in Contracting - Bid Op", "Dashboard | VendorConnect - Po", and "VendorConnect External User Gui". The address bar shows the URL "hosting.portseattle.org/sops/#/Dashboard". The page header features the Port of Seattle logo and the text "VendorConnect".

## Welcome to the Port of Seattle VendorConnect

**Due to the everchanging COVID-19 situation and the healthcare professional and state guidance provided, all public gatherings, such as pre-bid meetings and bid openings will be held virtually. This information will be provided in more detail as it applies to the particular requirement and interested vendors should monitor VendorConnect closely for changes.**

Port of Seattle VendorConnect provides procurement and contract information for construction, consulting, and goods and services. This is also the one stop location for registering to be on the following rosters: small works (construction less than \$300,000), consulting services, and goods and services.

To begin, you must register yourself and then find or add your business. If you were in our old system, and this is your first time logging in you must recreate your login account. To do this, click the "REGISTER/LOGIN" button below, then the "Sign up now" link on the login screen.

**REGISTER/LOGIN**

You may search our solicitations, vendors, and view the event calendar as a guest.

CURRENT AND PAST SOLICITATIONS

FUTURE SOLICITATIONS

SEARCH PUBLICLY VIEWABLE VENDORS

VIEW EVENT CALENDAR

# Upcoming Workshops

Please *note dates are confirmed as of today, but can be subject to change.*

<https://www.portseattle.org/page/portgen-workshops>

Date	Course	Format
September 18, 2020	Construction and A&E Part 2 (Tabor 100)	Webinar
September 23, 2020	The Importance of DBE Participation & Reporting	Webinar



**Lisa Albanese, Contract Administrator - Construction**

**Albanese.L@portseattle.org**



Small Works – SW  
Major Construction – MC

VendorConnect

<https://hosting.portseattle.org/sops/#/Dashboard>

## **Small Works – SW Under \$300,000**

Projects under \$40 K

On Call Contracts

Lump Sum Projects

## **Major Construction - MC Over \$300,000**

Traditional Low Bid

Lump Sum Projects

May Include – Federal or Grant Funding



## **Alternative Public Works – APW**

Job Order Contract – JOC

Design Build – DB

Building Engineering System – BES

General Contractor Construction Manager – GC/CM

## **Register - VendorConnect**

<https://hosting.portseattle.org/sops/#/Dashboard>

**Jason Gates, Contract Administrator - Service Agreements**

**Gates.J@portseattle.org**



# Personal vs. Professional Services

Within Service Agreements, all procurements are either defined as **personal** or **professional** in nature and that difference plays a role in how the Port procures.



- Contracts for Architectural and Engineering Services.
- RCW 39.80: Services rendered by a consultant or any person, other than an employee of the agency, contracting to perform activities within the scope of the general definition of professional practice:
  - Architecture (RCW 18.08)
  - Engineering (RCW 18.43)
  - Landscape Architecture (RCW 18.96)
  - Land Surveying (RCW 18.43)

- Advertised via VendorConnect
- Qualifications-Based Selection.
  - Proposal & Interview
- Competitive process in which consultants are selected based on demonstrated competence and qualifications for the type of professional services required.
- Price cannot be a selection criterion.
- Negotiate contract with highest rated (most qualified) consultant.

- **Indefinite Delivery Indefinite Quantity (IDIQ)**
  - General Scope of Work (SOW)
    - Ex. Architect IDIQ
  - Hourly Rates
  - Service Directives: specific SOW and Level of Effort (LOE)
- **Project Specific**
  - Specific SOW and LOE
    - Ex. North Satellite Renovation Design Services
  - SOW and LOE negotiated upfront

# Negotiations – Professional Services

- After notice of selection, consultant will be asked to submit rates via Firm Input Form.
- Port will use a variety of market data sources to analyze proposed rates and negotiate.
- If the Port does not receive the Firm Input Form within the specified time frame or is unable to finalize negotiations with the top ranked firm, the Port may either enter into negotiations and contract with the next ranked firm or cancel the procurement.



[illegible]

## Adam Simpson-Hood, CPO Data Analyst

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# AE Rate Negotiation Process - Overview

1. The Port of Seattle (Port) awards the contract to a primary consulting firm.
2. Fully burdened labor rates will be negotiated utilizing the AE rate tool and rate negotiation process.
3. CA will add the finalized fee schedule with the approved titles/levels/rates to the contract.

## Determining Fair & Reasonableness:

1. Is the requested consultant level fair based on their attributes?
2. Is the requested fully burdened labor rate fair for their job title and level?



# Firm Input Form - Visual

## Consultant

Firm Name

Individual Name

## Basic Qualifications

Degree

Field of Study

Licenses/Certifications

Years of Experience

## Proposal/Request

Proposed Job Title

Proposed Level (1-8)

Proposed Rate (FBLR)

- Direct Labor(optional)
- Overhead(optional)

# Port Leveling & Classification System



## Common Job Titles

- 120+ Job titles
- Creates consistency
- Titles are added when needed



## Levels

- Levels 1-8
- Mirrors ASCE Job Classifications
  - Used by ACEC and Dietrich



## Market Survey Data

- Covers all 120+ Port job titles





Market  
Survey Rate  
Data



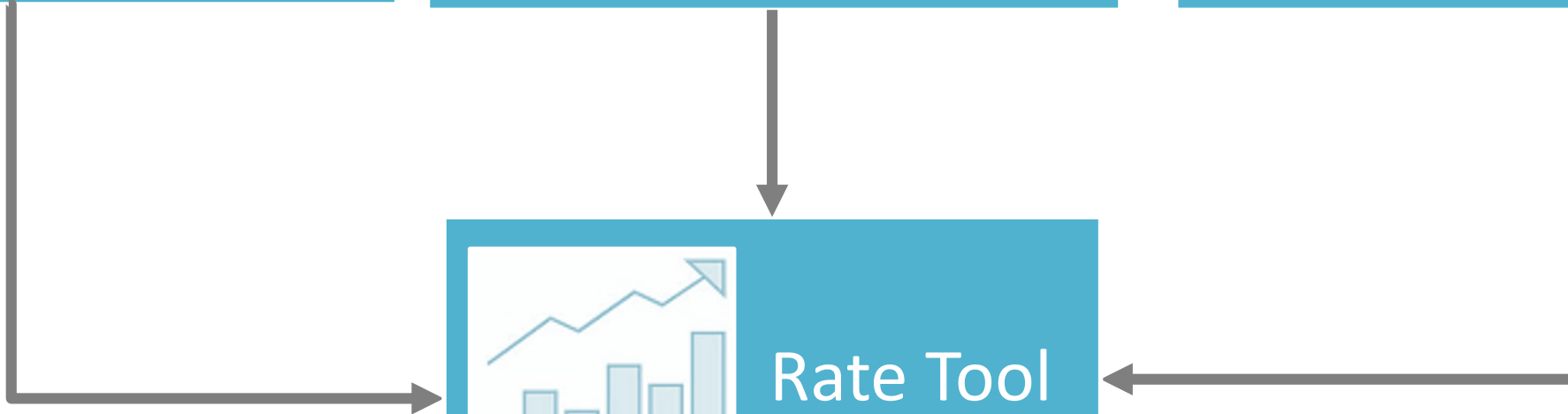
Port  
Historical  
Data



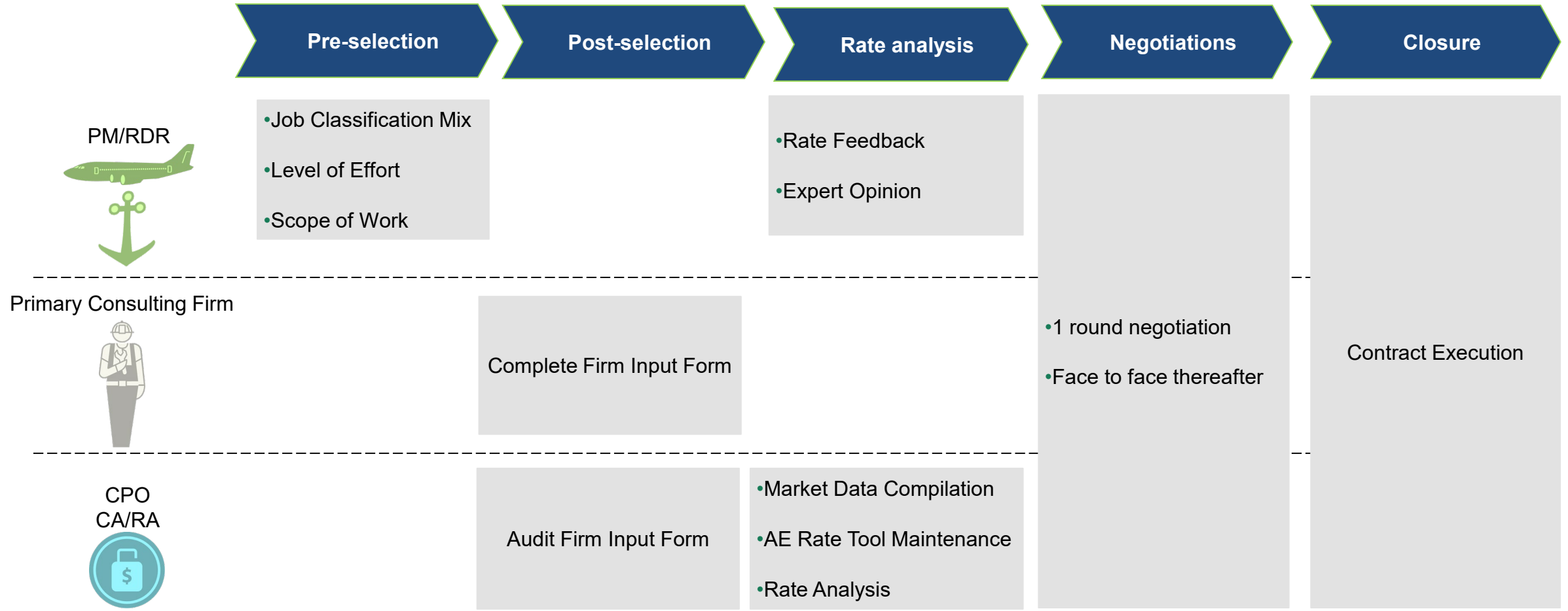
Consultant  
Data



Rate Tool



# AE Rate Process Map - Overview





- Revised Code of Washington (RCW): <https://apps.leg.wa.gov/rcw/>
- Washington State: RCW: [WA.GOV/RCW 39.80.050](https://leg.wa.gov/RCW/2017/RCW_39.80.050)
- Port of Seattle: referenced as port after initially indicated
- AE: Architect & Engineer
- CA: Contract Administrator
- RA: Rate Analyst
- PM: Project Manager
- RDR: Requesting Department Representative
- FBLR: Fully burdened labor rate
- CPO: Central Procurement Office
- Market Data Sources

Source	Link
OES	<a href="https://www.bls.gov/oes/tables.htm">https://www.bls.gov/oes/tables.htm</a>
ASCE	<a href="https://www.asce.org/civil-engineering-salaries/">https://www.asce.org/civil-engineering-salaries/</a>
Dietrich Architect	<a href="https://dietrichsurveys.com/architectural-salary-survey">https://dietrichsurveys.com/architectural-salary-survey</a>
Delteck	<a href="https://info.deltek.com/40-AE-Clarity-Report#download">https://info.deltek.com/40-AE-Clarity-Report#download</a>
ACEC	<a href="https://www.acec.org/">https://www.acec.org/</a>
Dietrich Engineering	<a href="https://dietrichsurveys.com/spring-engineering-salary-survey">https://dietrichsurveys.com/spring-engineering-salary-survey</a>
Dietrich Architect	<a href="https://dietrichsurveys.com/architectural-salary-survey">https://dietrichsurveys.com/architectural-salary-survey</a>

**Bruce Gamble, Manager - Construction Safety Management**

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# Construction Safety Agenda

- Port Overview
- Jobsite Orientations
- Planning for Safety
- Working at an Active Facility
- Construction During COVID 19
- Questions and Answers

Aviation Construction  
Maritime Construction  
Land Side

## Types of Work

- Capital
- Small Works/On-Call
- Tenant
- Tennant Airport Dining and Retail (ADR)
- Service





# Construction Safety Orientation

**Available 5 Days a Week, Monday – Friday  
7-8:30 AM (1.5 hours)**

**In Person Class and MS Teams Versions  
Available**

**Topics Covered:**

Construction Safety Requirements  
Port Environmental Requirements  
Acceptable Work Place Standards/ Culture of Care  
COVID 19 Awareness

**Additional Topics:**

Conveyer Training  
Satellite Transit System (STS) Training







Construction Safety Plan  
Submittal

Meets or Exceeds WAC/WISHA,  
OSHA, Port of Seattle  
Construction Safety Manual

Onsite Safety Supervision

Inspection Walks

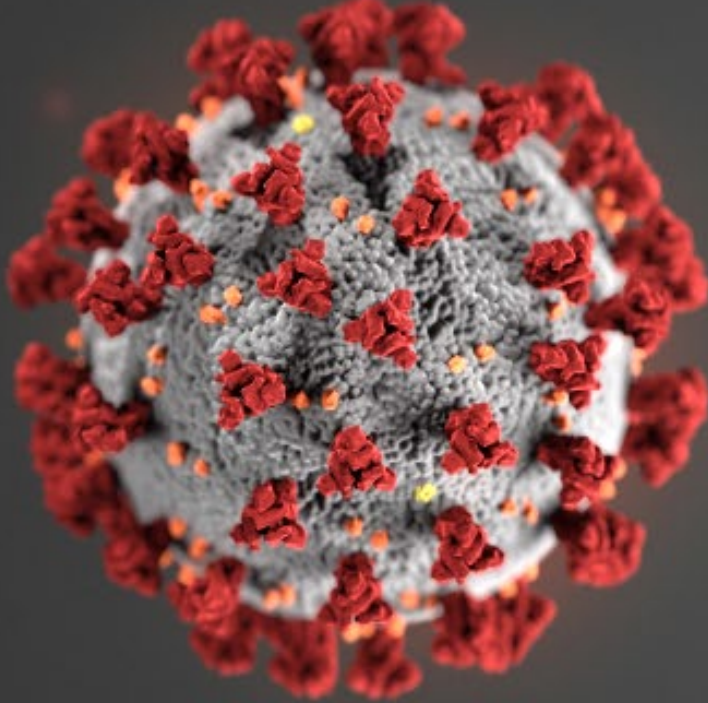
# Working at an Active Port Facility

- Pre Planning
- Coordination
- Communication
- Public Protection
- Facilities Protection
- Security



International Arrivals Facility Pedestrian Bridge

# Construction During the COVID-19 Pandemic



- COVID 19 Prevention Plan
- Best Practices





- Discussion Wrap Up
- Questions and Answers



**Darci Henderson**  
Membership Chair





# Tabor 100 Board Members



## Officers

**President** Ollie Garrett

**Vice President** Brian Sims

**Treasurer** Aundrea Jackson

**Secretary** Sherlita Kennedy

## Committee Chairs

Kevin Washington

Anthony Burnett

David Hackney

Manal Al-Ansi

Abdul Yusuf

Henry Yates

Darci Henderson

## HUB Administrator

Ray Bradley



# About Tabor 100

Ollie Garrett  
President

Darci Henderson  
Membership Chair

Tabor 100 is an association of entrepreneurs and business advocates who are committed to economic power, educational excellence and social equity for African-Americans and the community at large.

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# Vision

- Tabor 100 Economic Development HUB
  - Become a connecting link between existing organizations
  - Vigorously advocate minority business interests, ventures and initiatives to the benefit of our members/community.
  - Identify youth interested in professional careers
  - Have a dedicated and disciplined membership
-



# Membership Benefits

- Access to Tabor 100 HUB | Monday - Friday
- Free use of designated meeting rooms
  - Vulcan Room
  - Bruce Harrell Gathering Room
  - Larry Gossett Gathering Room
- Peer networking
- Discounted or no cost event tickets hosted by Tabor 100
- Reciprocal Seattle Chamber of Commerce membership
- Conference rooms rental discount - Save \$75 an hour

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