



# Welcome!

## Diversity in Contracting

### PortGen: Architecture & Engineering



- ❑ Welcome
- ❑ Diversity in Contracting | Tina Boyd | Josie Regan
- ❑ Central Procurement Office (CPO) | A&E Process | Denise Casson | Lisa Maddox
- ❑ Highlighted | Fishermen's Terminal Northwest Dock Project | Mark Longridge
- ❑ T-5 Cargo Yard Expansion | T-5 Paving | Cassie Fritz
- ❑ Break
- ❑ Networking at Tables | Rotation of Primes. SBs & WMBE's please stay seated.

## **Purpose:**

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

## **Five-year Policy Benchmarks:**

- ☐ Increase to 15% the amount of spend on WMBE contracts within 5 years (Baseline was 5.3%)
- ☐ Triple the number of WMBE firms doing business with the Port (Baseline was 118; Goal is 354)

**This presentation will be emailed to you post event.**

- [Register your business on VendorConnect](#)
- [Register to attend a PortGen](#)
- [Find our Current, Past and Future Solicitations on VendorConnect](#)
- [Email the Port of Seattle's Diversity in Contracting team](#)

### Welcome to the Port of Seattle VendorConnect

#### Important! Port Contractor/Consultant Vaccine Requirement

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.

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[CURRENT AND PAST SOLICITATIONS](#)

[FUTURE SOLICITATIONS](#)

[SEARCH PUBLICLY VIEWABLE VENDORS](#)

[VIEW EVENT CALENDAR](#)


**VendorConnect**
? 

DASHBOARD > VENDOR INDEX

## Vendor Index

List of publicly viewable vendors. Use the filter for more detailed searches. You must login to add your vendor to our system.

×
SHOW FILTER
EXPORT TO EXCEL

| Name ↑                                   | Work Types   | Business Certifications (*self-identified) | NAICS  |
|--|--|--|--|
| <a href="#">Diving Blerit Marine LLC</a> | Environmental, Finishes (flooring, painting), Shoreline, Marine Construction, Electrical, Finishes - Painting, Mechanical, HVAC, Plumbing, Services-Coffee Break Supplies & Services, Community Investment |  |  |
| <a href="#">1 Alliance Geomatics LLC</a> |  | DBE, MBE, SCS, SBE                         | 541370 - Surveying and Mapping (except Geophysical) Services   |
| <a href="#">1 Industrial Source LLC</a>  |  | DBE, SCS, SBE*, WBE                        | 423320 - Brick, Stone, and Related Construction Material Merchant Wholesalers, 423610 - Electrical Apparatus and Equipment, Wiring Supplies, and Related Equipment Merchant Wholesalers, 444190 - Other Building Material Dealers  |
| <a href="#">1029 consulting, inc.</a>    |  | SBE*, WBE*                                 | 541611 - Administrative Management and General Management Consulting Services, 541612 - Human Resources Consulting Services, 541614 - Process, Physical Distribution, and Logistics Consulting Services, 541618 - Other Management Consulting Services, 561499 - All Other |

# Upcoming Event's and Training's

## PortGen's

- ❑ 101 Quarterly | February, May, August, November
- ❑ First Looks | April, July, October, December
- ❑ PortGen 201 Training | Fall 2023
- ❑ PortGen PLA's and Insurance | "May TBD" | Microsoft Teams Online

## Upcoming Events

- ❑ SEA Industry Day | June
- ❑ Maritime Industry Day | September
- ❑ Project First Look with Port Prime Hensel Phelps | April 20<sup>th</sup> | Emerald Downs, Auburn
- ❑ Job Order Contracts and Small Works Networking | April 26<sup>th</sup> | SeaTac
- ❑ Business Accelerator Program | Fall 2023

## Diversity in Contracting

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## CPO

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Lisa Maddox | [maddox.l@portseattle.org](mailto:maddox.l@portseattle.org)

## Capital & Waterfront Projects

Mark Longridge | [longridge.m@portseattle.org](mailto:longridge.m@portseattle.org)

Cassie Fritz | [Fritz.c@portseattle.org](mailto:Fritz.c@portseattle.org)



# Lisa Maddox

Contract Admin. 2, Svc  
Agreements

# Denise Casson

Contract Admin. 2,  
Svc Agreements

Central  
Procurement  
Office (CPO)

# Types of Services Procured

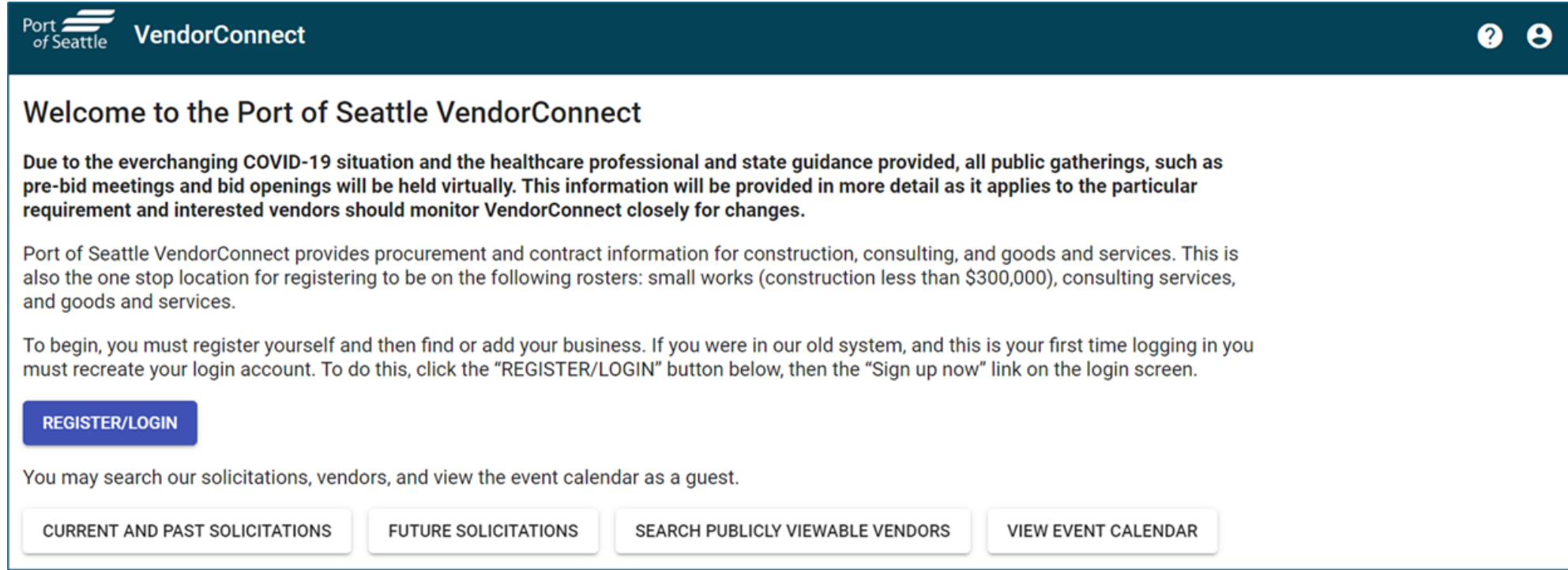
- ☐ Financial
- ☐ Auditing
- ☐ Training/Coaching
- ☐ Graphic Design/Marketing
- ☐ Computer/Info Technology
- ☐ Architectural Design
- ☐ Engineering Design
- ☐ Planning
- ☐ Copywriting/Editing
- ☐ Construction Management
- ☐ Airport Dining and Retail Consulting
- ☐ Legal Services
- ☐ Maritime/Seaport Environmental Support
- ☐ **And much more!**

- **Indefinite Delivery Indefinite Quantity (IDIQ)**
  - General Scope of Work (SOW)
  - Hourly Rates
  - Service Directives: specific SOW and Level of Effort (LOE)
- **Project Specific**
  - Specific SOW and LOE
  - SOW and LOE negotiated upfront

# Professional Services

- 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)
- Qualifications-Based Selection.
- 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 (rates must be fair and reasonable).

All procurements can be found on VendorConnect:



The screenshot shows the Port of Seattle VendorConnect website. The header includes the Port of Seattle logo and the text "VendorConnect", along with a help icon (?) and a user icon. The main content area has a heading "Welcome to the Port of Seattle VendorConnect" followed by a paragraph about COVID-19 changes to public gatherings. Below this is a paragraph describing the platform's purpose for procurement and contract information. A third paragraph provides instructions for new users to register or log in. A prominent blue button labeled "REGISTER/LOGIN" is displayed. At the bottom, a sentence states that users can search for solicitations, vendors, and view the event calendar as a guest. Four white buttons with dark text are arranged horizontally: "CURRENT AND PAST SOLICITATIONS", "FUTURE SOLICITATIONS", "SEARCH PUBLICLY VIEWABLE VENDORS", and "VIEW EVENT CALENDAR".

Port of Seattle VendorConnect

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# Pre-Proposal Conference

- ☐ For most procurements above \$200k, a Pre-Proposal Conference is held.
- ☐ Find date and location information in Solicitation.
- ☐ Whether you're interested in an opportunity as a prime or sub-consultant, Pre-Proposal Conferences provide a setting to network and learn more of the Port's processes.
- ☐ Meet other local small businesses and build connections to bid on future work together.

☐ Typical Insurance Coverages Required:

- ☐ Auto
- ☐ General liability
- ☐ Errors and omissions

☐ Required Documentation

- ☐ Certificates of insurance
- ☐ Policy endorsements

☐ Limits of Coverage Required (in Dollars)

☐ Washington UBI Number

☐ Washington State  
Workers Compensation (if  
applicable)

☐ Federal Taxpayer Identification  
Number (e.g. SSN, EIN)

☐ No Debarment

# Tips for Successful Proposals

- ❑ Structure proposal in the same order as the Evaluation Criteria.
- ❑ Identify how project examples are relevant to the Solicitation's project.
- ❑ For Project-Specific, select project experience that covers most or all elements of the scope.
- ❑ For IDIQs, select projects that are a representation of the range of projects that might come up in the IDIQ, with the majority showcasing the core competencies addressed in the scope.
- ❑ Research RFPs and proposals from other local, state, or federal agencies.
- ❑ Do a Public Disclosure Request to view submittals of successful consultants from the previous solicitation (if there was one).



- ☐ Plan to ensure availability for the interview date listed in the Solicitation.
- ☐ Currently interviews are being conducted virtually via Microsoft Teams.
- ☐ Panel consists of 3 to 5 subject matter experts and the Contract Administrator.
- ☐ Presentations are generally not allowed.
- ☐ Often one hour, with 6 to 10 questions. Expect at least one scenario question.
- ☐ Questions may not be given ahead of time and may be provided in writing during the interview.

- ❑ Following interviews, the Port may conduct “Discussions” regarding the technical proposal and/or Diversity in Contracting Inclusion Plan.
- ❑ During Discussions, the Port will identify any material weaknesses and have an opportunity to ask questions about the proposal. This will be an informal conversation and will not be rated.
- ❑ Based on the information acquired during the Discussion, the Port may issue an addendum requesting a revised proposal and/or Diversity in Contracting Inclusion Plan. This is a rare opportunity to improve the proposal.

# Selection Criteria


| Rating       | Description  |
|--------------|--|
| Outstanding  | Indicates an exceptional approach and understanding of the requirements and contains multiple strengths that far outweigh any weaknesses. Risk of unsuccessful performance is low. |
| Good         | Indicates a thorough approach and understanding of the requirements and contains at least one strength, and risk of unsuccessful performance is low.                               |
| Acceptable   | Meets requirements and indicates an adequate approach and understanding of the requirements, and risk of unsuccessful performance is no worse than moderate.                       |
| Marginal     | Has not demonstrated an adequate approach and understanding of the requirements, and/or risk of unsuccessful performance is high.  |
| Unacceptable | Does not meet requirements and therefore contains one or more significant weaknesses or deficiencies, and/or risk of unsuccessful performance is unacceptable.                     |

- ❑ Evaluation Team rates each proposal and interview response based on the evaluation criteria.
- ❑ Deliberations may take hours as team discusses strengths and weaknesses.
- ❑ Entire process is confidential – only the procurement team has access to meetings and materials.
- ❑ Selection is made during this meeting and then Notice of Selection is issued.

- ☐ After award, 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.
- ☐ The Port reserves the right to conduct negotiations after the selection decision to lower cost and price.
- ☐ 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 begin negotiations and contract with the next ranked firm or cancel the procurement.

- An overview of the rate negotiation process is provided for reference at:  
<https://www.portseattle.org/page/procurement-documents>
- Firm Input Form Sample:

Firm Input



**Notes**

SOC Titles and Codes will autopopulate, but you can override the SOC code if necessary

Please select an appropriate common title. If one does not exist, please use "NOTITLE". Enter comments to explain what title you want or why you want a different Common Title - SOC pair.

| Company Name | Last Name | First Name | Highest Relevant Degree | Major/Primary Field of Study | Years of Relevant Experience | State License/ Other Certifications | Proposed Job Title | Common Title (select from dropdown) | Level Classification (1-8) |
|--------------|-----------|------------|-------------------------|------------------------------|------------------------------|-------------------------------------|--------------------|-------------------------------------|----------------------------|
|              |           |            |                         |                              |                              |                                     |                    |                                     |                            |
|              |           |            |                         |                              |                              |                                     |                    |                                     |                            |
|              |           |            |                         |                              |                              |                                     |                    |                                     |                            |
|              |           |            |                         |                              |                              |                                     |                    |                                     |                            |

- ☐ Report Monthly Amounts Paid (MAPs) to each subconsultant for the prior invoicing period. MAPs are submitted electronically utilizing the Port's Contractor Data System (CDS). Refer to Section III of the Service Agreement for more information.
- ☐ Check with Port PM on requirements and expectations for invoices.
- ☐ If Port PM is unresponsive, reach out to the Contract Administrator for help.

# Mark Longridge

Capital Project Manager,  
Waterfront Project Management

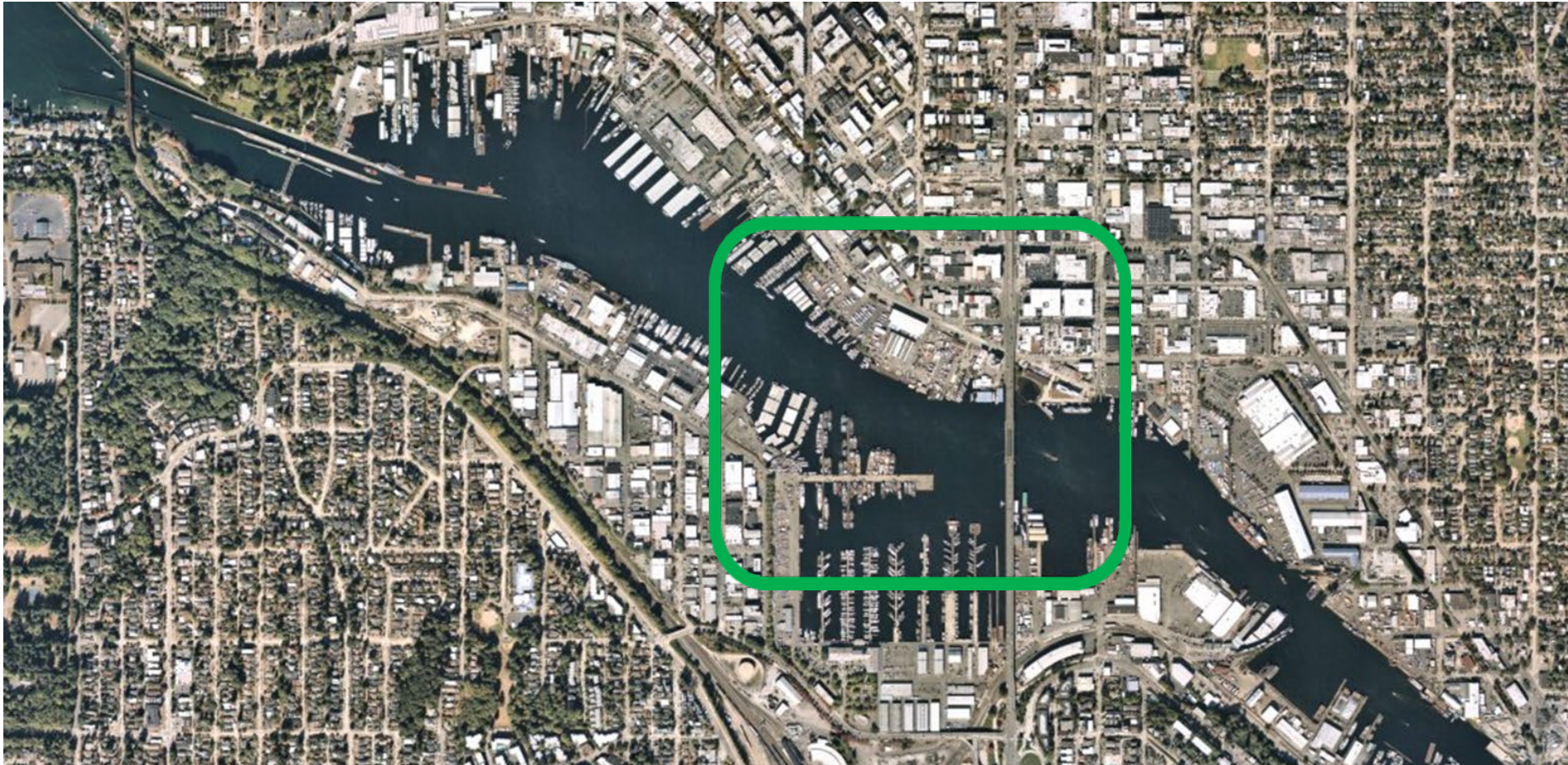
Fisherman's  
Terminal  
Northwest Dock



# Fisherman's Terminal

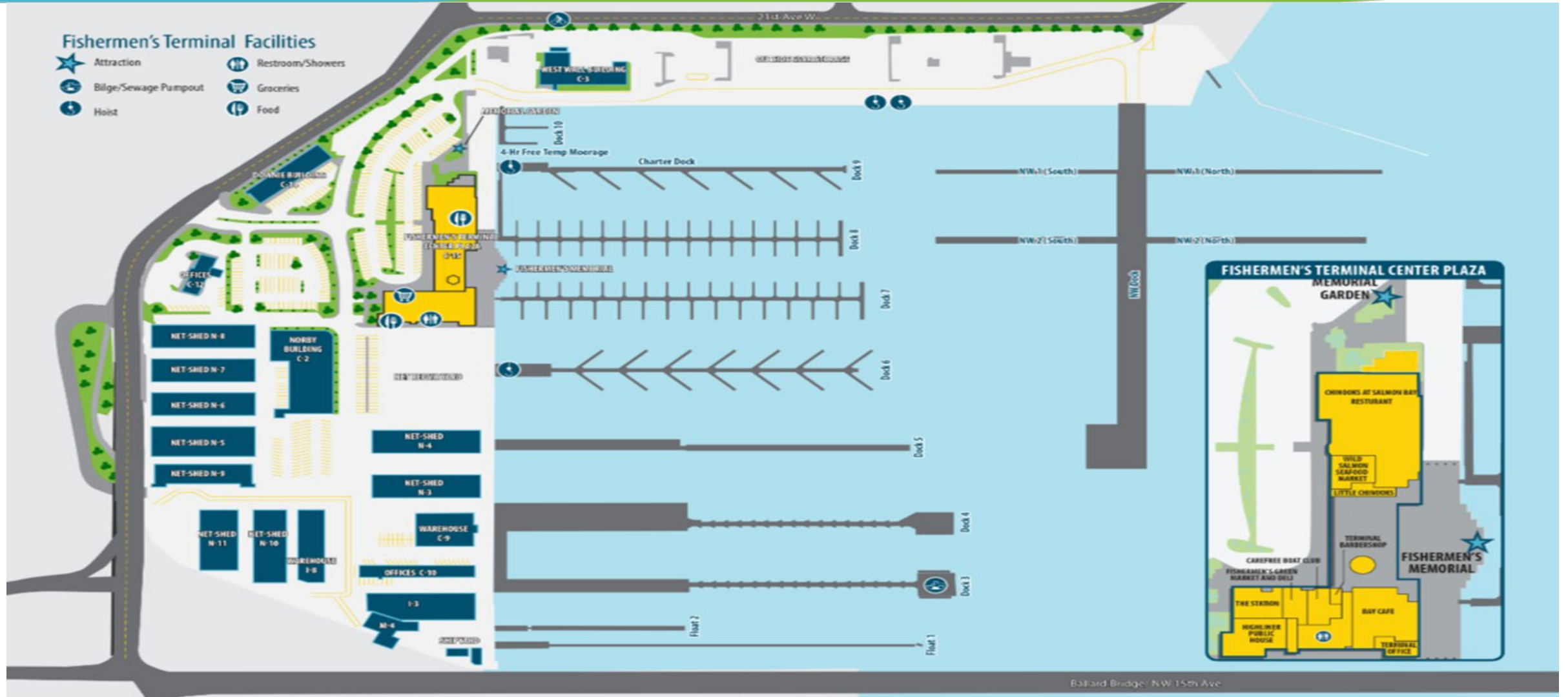
Fishermen's Terminal is the Port's oldest property, founded in 1911.

The terminal is located on the ship canal, between the Ballard locks and Lake Union.

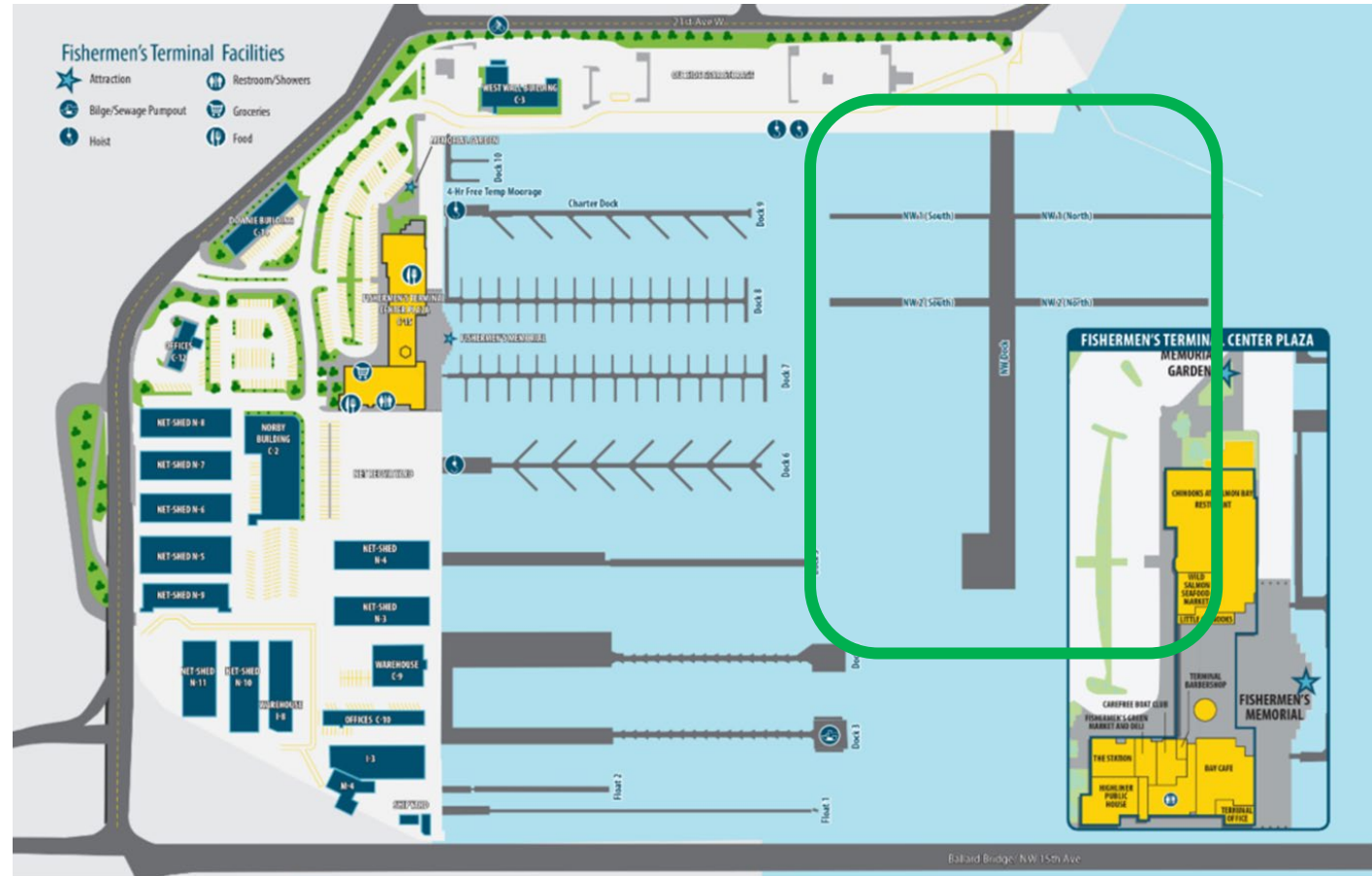




# Fisherman's Terminal | Overview



NW Dock was constructed in 1987  
after completion of NW Pier 1 (1978)  
and NW Pier 2 (1979)





While load capacity of NW Pier 1 and 2 is 250 psi, which vehicular access is feasible, effective width of the piers (approx. Pier1: 8', Pier2: 14') prevents large vehicular access.



NW Pier1 South



NW Pier2 North

NW Pier 1 and 2 have water line and combination of wet/dry standpipe.

2023 CIP (FT NW Dock West Improvements) proposes to widen NW Pier 1 to the same width of the existing Pier 2 and add sanitary sewer system.

Demolish existing timber piers (NW Pier 1 and 2) and replace with new concrete piers with steel structural piles, steel fender system and upgraded utilities

Replacement of existing timber fender system with a new steel fender system (west of Pier 2)

Project budget total is \$60-70M

Project Definition and initial design starting in late 2023

Construction planned for 2025/6

# Cassie Fritz

Manager, Seaport PMG Controls,  
Waterfront Project Management

T-5 | Yard  
Expansion &  
Paving



# Terminal 5 (T-5)



# Questions?



- ❑ Primes will introduce themselves at tables
- ❑ Small and WMBE's ask questions to Primes within 10-15 minutes
- ❑ Primes move to next table in numerical order

**SB's and WMBE's please stay seated at your original table**

Questions?

Thank You