

# **SDOT: The Basics**

The Seattle Department of Transportation builds, maintains and operates Seattle's transportation infrastructure. Its engineers, road crews and planners are committed to delivering a safe, efficient, equitable transportation system that enhances Seattle's environment and economic vitality.



# **SDOT: The Basics**

- Seattle Department of Transportation has 8 Divisions.
  - Each division is responsible for different work areas of SDOT.
  - Each procures specific things through Consultant Contracting and Purchasing based on the type of work.



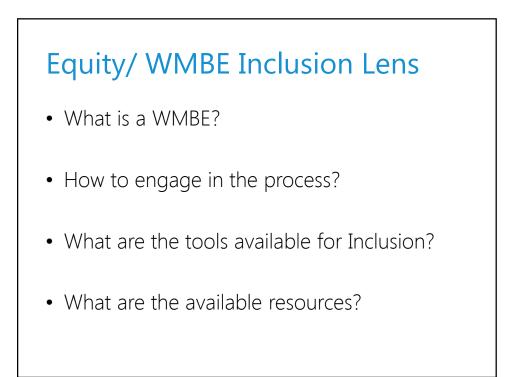
# SDOT: The Basics

- SDOT Finance & Administration
- Policy and Planning
- Project Development
- Street Use
- Capital Projects & Roadway Structures
- Transportation Operations
- Transit & Mobility
- Maintenance Operations

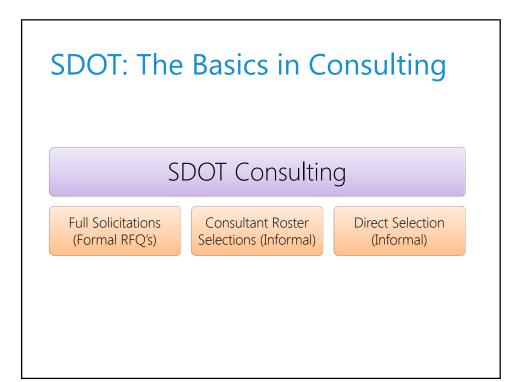
# **SDOT: The Basics**

• <u>Consultant</u> Contracts and <u>Purchasing</u> of goods and services are key procurement methods at SDOT and the City of Seattle.

Consultant	Purchasing Services
A one-time, stand-alone project	Routine, ordinary work
&	&/or
Professional expert	Repetitive, ongoing services
&	&/or
Providing you advice.	Responsible for a specific set of technical requirements and specifications.
These projects are professional in nature and require specific professional expertise. Consultants often include, but are not limited to, an attorney, architect, accountant, public relations advisor, dentist, physician, surgeon, psychiatrist, psychologist, veterinarian, engineer, surveyor, appraiser, planning consultant, investment counselor, and actuary. See SMC 20.50 for a detailed definition.	Purchasing Services include a wide range of services Work is typically ordinary and routine. It is usually repetitive or routinely used from time-to-time in the City. Purchasing Services encompass such work as testing, financial services, training programs, routine analyses, routine graphic design or printing, roadway or building maintenance, repairs and services. A professional can also be providing purchased services. For example, systems design that is conducted as part of building an IT system, or a veterinarian providing on-call services.







# Consultant Contracts: Direct Select & Roster

**Direct Select Contract** 

- Contracts < \$47K
- PM selects qualified candidate

### Roster Contract

- Contracts < \$285K
- PM selects candidates from City Consultant Contract Roster
- Accurate contact information critical

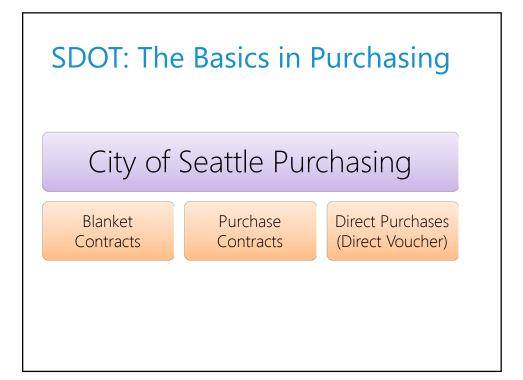
## Consultant Contracts: Full Solicitation

- Contracts > \$285K
- RFQ /RFP
  - posted in Daily Journal of Commerce and E-Bid Exchange
  - Contain important dates, step-by-step instructions and current forms / templates
  - Important to register for E-Bid
- Pre-submittal meetings
  - Key project information provided
  - Forum for asking questions

# How Do I Get Connected?

- Attend events like this
- Network and team with other consultants
- Attend pre-submittal meetings





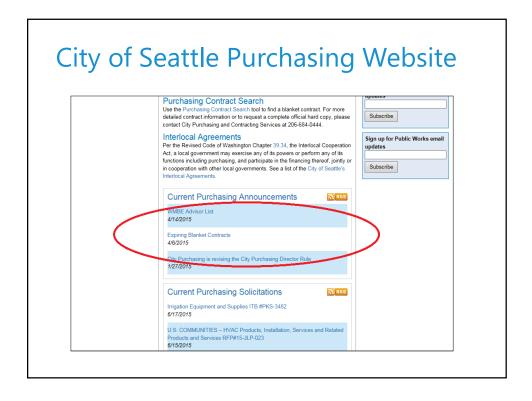
## **About Blankets**

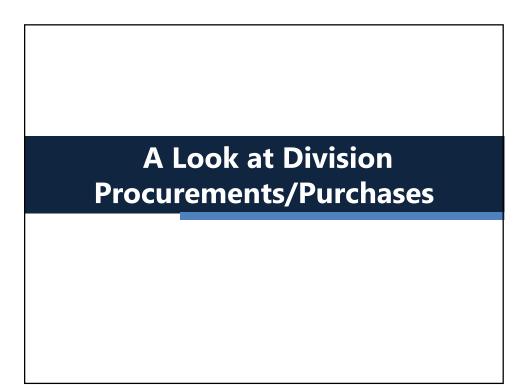
- What type of work does this entail?
- Key procurement method of City of Seattle for Purchasing
- How can vendors join a blanket?



# Purchasing Procurement Considerations

- Register on the Online Business Directory
- Keep profile information current. Denote all applicable service areas/product lines in profile.
- Consult with departments if your type of work is performed through blanket contracts
- Check if applicable blanket contracts are available/are set to renew/expire.





## **Maintenance** Operations

Responsible for keeping street pavement clean and in good repair, regulating, planting, maintaining trees and landscapes in the public right-ofway, traffic signs and markings.

The crews sweep and flush streets, remove snow and ice, repair potholes, and take care of minor asphalt and concrete paving jobs; build accessible curb ramps, sidewalks, paths and curbs.

Monitor performance of city streets and establish multi-year repaving priorities. The staff is also responsible for landslide cleanup on city streets.



### **Maintenance Operations**

#### Main areas of work:

- Pavement Engineering Management
- Urban Forestry
- Paving Asphalt & Concrete
  Maintenance Operations
  Signs and Markings

- Install/Maintenance

### Key procurement activity:

- Blanket Contracts
- Direct Voucher
- Consultant Contracts

#### Key things Maintenance Operations looks for:

- Quality Products
- Customer Care/Responsiveness

#### **Examples of Purchasing Areas**

- Building Materials/ Equipment
- Snow Removal
- Street Cleaning Services
- Landscape Services & Supplies
- Sidewalk Safety Repair
- Emergency Services
- Bike Master Plan Implementation

**Examples of Consultant Contracts** 

 Engineering Training

### Capital Projects and Roadway Structures

The Capital Projects Division oversees all aspects of project management, communications, design, and construction of transportation projects small and big, after the 10% design phase.

The responsibilities of Roadway Structures include overseeing the city's bridges, retaining walls, public stairways and other structures.

CPRS employees also operate the city's five movable bridges.



### Capital Projects and Roadway Structures

### Main areas of work:

- CP: design and construction project delivery
- RS: maintenance and operations of our roadway structures

### Key procurement activity:

- Consultant Contracts

# Key things Capital Projects Looks for:

- Quality Customer Service
- Applicable Expertise
- Quality Products

#### **Examples of Consultant Contracts**

- Engineering: Civil, Electrical, Structural, Specialized, including non-motorized design
   Communications
- Construction Management Services
- Drainage/Hydraulics Design Services
- Environmental Consulting: Assessment,
- Cleanup
- Noise Monitoring
   Gootochnical Asso
- Geotechnical AssessmentProject Management
- Right of Way Services
- Surveying
- Traffic Analysis

#### Examples of Purchases

- Roadway Supplies
- Building Materials
- Construction Services & Equipment
- Bridge Monitoring Equipment
   Street Lighting & Signal Poles

# **Transportation Operations**

Oversees the operations of SDOTs transportation system.

Focus areas include real-time transportation operations monitoring and information sharing, transportation operations inquiries, spot improvements, operational design, design review as well as managing our signs, markings and signal assets.

Key units include the **traffic data and records group** as well as the **traffic shop** which oversees signals.





# **Transportation Operations**

### Main areas of work:

- transportation operations monitoring and information sharing,
- managing our signal assets

### Key procurement activity:

- Blanket Contracts

Key things Transportation Operations looks for

#### Examples of Purchases

- Sign Maintenance
- Signal Major Maintenance
- Sign Shop
- New traffic signals
- Ped Master Plan School Safety
- Neighborhood Traffic Control
- Bike Master Plan ImplementationUrban Trail-Bikeways Spot
- Implementation
- Curb and Pavement Marking
- ADA Accessibility
- New Generation IT system
   improvements
- Curbspace Management
- Freight Spot Improvement Program

### Transit & Mobility

Focused on delivering more attractive, reliable, and efficient travel solutions for Seattle.

This division is responsible for the following areas: transit policy, planning and procurement; transit design and construction oversight; transit operations and interagency coordination; and mobility options and parking programs that support transit.



# Transit & Mobility

#### Main areas of work:

- Transit network development
- Curb space allocation
- Parking pay stations and permits
- Transportation demand management
- Streetcar system
- Bike Share
- Active transportation (i.e., Summer Parkways)

#### Key procurement activity:

- Blanket contracts
- Design contracts
- Planning contracts

#### Key things Transit & Mobility looks for:

- Commitment to schedule and budget
- Ability beyond minimum technical
  - qualifications
- Bench strength

#### Examples of Consultant Contracts

- First Hill Streetcar
- Parking Program
- Broadway Streetcar Extension
- Paid Parking Maintenance Transit Corridor Improvements
- Pay Stations

#### **Examples of Purchases**

- South Lake Union Streetcar
- First Hill Streetcar
- First Hill Streetcar Operations King Street Station O & M
- SLU Streetcar Operations
- Madison Street Bus Rapid Transit

# WMBE Focus: Resources and Strategies

### Notes & Guidelines: WMBE/DBE Status

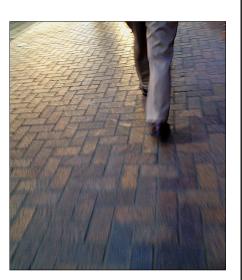
Different guidelines and requirements to participate in Federal/Locally funded contracts – SDOT partakes in both types of contracts.

- Federally Funded Projects:
  - OMWBE Certification: DBE Certification
  - <u>http://omwbe.wa.gov/get-certified-registration/</u>
- Locally Funded Projects:
  - OMWBE Certification
  - Self-designation through the Online Business Directory (OBD)

OMWBE certification carries over to City of Seattle's Online Business Directory

### Notes & Guidelines Systems & Registrations

- City of Seattle Online
   Business Directory
- WMBE Designation/Certification
- Consultant Services: Rosters
- Purchasing Services: Blanket Contracts
- E-Bid Exchange



### Notes & Guidelines WMBE Inclusion

### Consultant

- Small informal procurements vs. Larger formal solicitations.

### Purchasing

- Procurements from pre-established Blankets, and one time purchases.

\*Up-to-date OBD profile is important

### Notes & Guidelines WMBE Inclusion: **Inclusion Plan**

- Inclusion Plan applies to all locally-funded SDOT contracts valued over \$285,000.
- Opportunity for prime consultants to demonstrate good faith efforts to include Women- and Minority-owned businesses as subs on large projects.
- Subs expected to be used on core functions of work.
- SDOT monitors inclusion plans closely to ensure compliance and strong communication between primes and subs.

# Notes & Guidelines WMBE Inclusion: **Moving Forward**

- Resources
- Information
- Outreach



#### **Additional Resources** City of Seattle Finance & Administration – CPCS First Fridays - Meet buyers and learn about opportunities with the City. Department of Transportation Small Business Transportation • Resource Center (SBTRC) - Office Hours with Lily Keefe at the Seattle Municipal Tower (206-718-7250 or lilyk@economicalliancesc.org) Procurement Technical Assistance Center • - Events, classes, and office hours to help with submittals http://washingtonptac.org/ Other WMBE Contacts - Mayors Office Javier Valdez (206) 684-5584 – City of Seattle FAS CPCS Forrest Gillette (206) 684-3081 City of Seattle Public Utilities Jean Bailey (206) 733-9155 City of Seattle Light John Trausch (206) 233-1559 City of Seattle FAS CPCS Julie Salinas (206) 684-0383

