



# Working With SDOT: Ready to Prime



WWS: Ready to Prime  
June 29, 2016







## Presentation Overview

- Background / Big Picture: **WMBE Program**
- Getting Ready: **FAS**
- Perspective from **Contracting Staff**
- Perspective from **Project Managers**
- Resources: **Lily Keffe**
- Close & Networking



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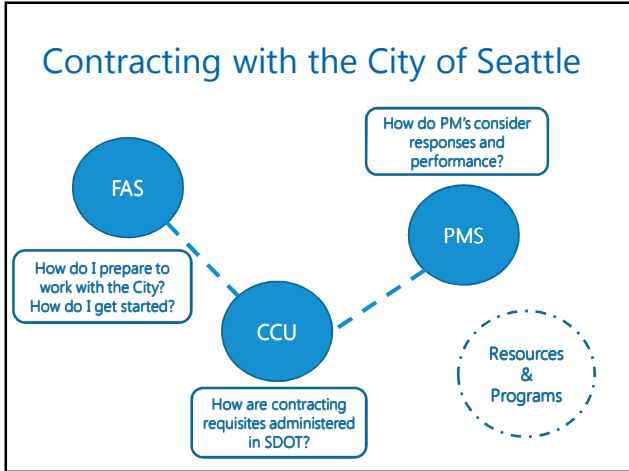
## Networking Guide

-  SDOT –City Staff
-  Yet to Work with SDOT
-  Have Presently Worked as SUBS Only
-  Have Worked as Primes / Primes & Subs

## Background & Big Picture

Edson I. Zavala  
SDOT

Manager, SDOT Office of Equity & Economic Inclusion



## Getting Ready

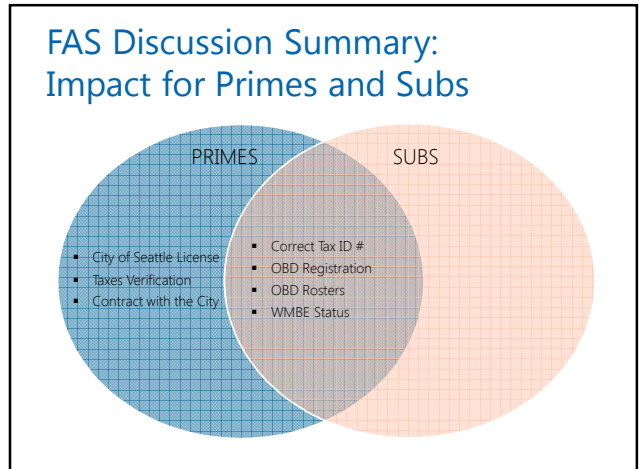
Steven Larson  
FAS

Department of Finance & Administrative Services (FAS),  
City Purchasing & Contracting Services

### FAS Perspective Getting Started

Common things needed to work with the City – whether Prime or Sub

- City of Seattle License
- Taxes
- WA State License (UBI#)
- Correct W-9
- OBD Registration
- WMBE Status
- Federal Debarment Check
- Secretary of State Corporations Registrations



## FAS Perspective Next Steps (Further Info)

- City of Seattle license → <http://www.seattle.gov/licenses/get-a-business-license>
- State UBI → <http://bls.dor.wa.gov/file.aspx>
- OBD Registration → FAS: Julie Salinas
- WMBE Status → SDOT: Edson I. Zavala
- Correct W-9 & Taxes → Varies / Accountant Services

## Consultant Contracting

Jana Duran  
SDOT

Manager,  
Contracts & Procurement

## Consultant Contracting Perspective

Things to Think About as a Prime

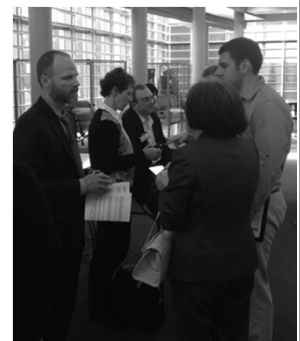
- Insurance
- Effort and cost to manage and oversee sub work
- Coordination and submission of timely invoices to City, including WMBE report
- Coordination and submission of rate change requests and staff additions / deletions



## Consultant Contracting Perspective

Things to Think About as a Prime (continued)

- Developing relationships with Subs
- Developing WMBE goals and managing to those goals
- Paying subs promptly
- Knowing State and Federal requirements (if applicable)



## Consultant Contracting Perspective

Most Common Delays to Contract Execution

- City License or State UBI not current
- Overdue taxes
- Incorrect name and/or address on W-9
- Waiting for information

## Invoice Checklist & Sample Invoice

Checklist and Sample Invoices are available online

Denote key areas to take into consideration

Can help ensure your payment will be processed promptly

### Invoice Review Checklist

The City intends to pay you promptly. Below is a checklist to ensure your payment will be processed quickly. Please check the box next to each item to indicate if you have completed the item.

- Send the invoice to the correct address.
- City Department Address/Invoice Recipient:
- Validate that the time period for services performed is within the Contract Begin Date and Contract End Date.
- Ensure invoice items have not been previously billed or paid, given the time period for which services were performed.
- Ensure enough money remains on the contract (including amendments), to pay the invoice.
- Ensure the Labor Rates match the most current approved rate sheet.
- Ensure the Overhead Rate and Fee used in calculating personnel costs match the most current approved rate sheet.
- Ensure the Direct Charges on the invoice are allowable by contract.
- Eliminate unallowable costs (e.g. Traveling Business or First Class, Alcoholic Beverages, etc.)
- Verify that personnel named are explicitly allowed for within the contract or most current approved rate sheet.
- Ensure W9/ABC certification is provided to the City and/or entered into the City on-line system.
- Check the math.
- Ensure back-up documentation is adequate and complete.
- Verify invoice number and make sure it is not a duplicate or previously submitted. Outstate invoices will confuse and delay your payment. Contact the City if you think a duplicate invoice is needed, before you send one.

- Definitions**
- Services: Deliverables or work performed by the consultant including analysis, which, recommendations, report preparation, design development, and other specialized services.
  - Direct Charges: Non-Salary expenses that are necessary and directly applicable to the work required by the contract, for example, Travel & Per Diem, Reproduction Expenses, Office Supplies, and lab consultants, and other reimbursables.
  - Contract End Date: The date the contract expires. Consultants may not work after this date.

## Sample Invoice

Consultant Contract Invoice By Task

This is original invoice

This is a duplicate invoice

Date Invoice Sent to City

Consultant Name

Contract #

Contract Title

Work Authorization #

Period Covered By

Consultant Invoice No.

Consultant Project #

Phone #

Email

City Project Manager

Mail original hard-copy invoice to:

City of Seattle

Address

City, State Zip

Phone

For City

Date Invoice Received

Consultant Name

Contract #

Contract Title

Work Authorization #

Period Covered By

Consultant Invoice No.

Consultant Project #

Phone #

Email

City Project Manager

Mail original hard-copy invoice to:

City of Seattle

Address

City, State Zip

Phone

Task # - Task Name

Personnel	Classification	Hours	Hour Rate	Contract Invoice Total
		0	0.00	0.00
		0	0.00	0.00
Subtotal Raw Rates Salary Costs This Task				\$ -
			Overhead	0.0%
			Fee	0.0%
Total Direct Salary Costs This Task				\$ -

Expense Category	Hours	Contract Invoice Total
1 Travel & Per Diem		
2 Reproduction		
3 Communication		
4 Traveling & Training		
5 Lab Consultants		
6 Other		
Subtotal Direct Salary Costs This Task		
Overhead		
Direct Fee		
Total Direct Salary Costs This Task		

Task # - Task Name	Total Amount Due
	\$ -

## Sample Invoice (Continued)

Task # - Task Name Total Amount Due \$ -

Total Amount Due This Invoice (Summary of All Tasks) \$ -

Personnel	Classification	Hours	Hour Rate	Contract Invoice Total
		0	0.00	0.00
		0	0.00	0.00
Subtotal Raw Rates Salary Costs This Task				\$ -
			Overhead	0.0%
			Fee	0.0%
Total Direct Salary Costs This Task				\$ -

Expense Category	Hours	Contract Invoice Total
1 Travel & Per Diem		
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Subtotal Direct Salary Costs This Task		
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Direct Fee		
Total Direct Salary Costs This Task		

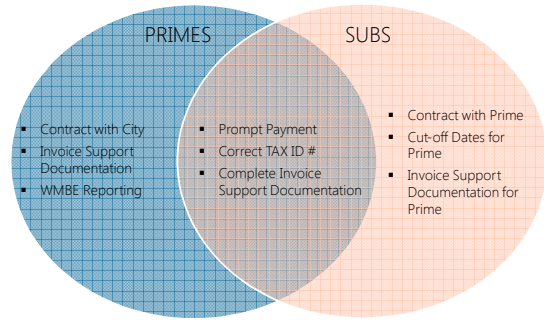
Task # - Task Name	Total Amount Due
	\$ -

## Consultant Contracting Perspective

### Resources

- Contracts and Procurement staff
  - [DOT\\_CCU@seattle.gov](mailto:DOT_CCU@seattle.gov)
- <http://www.seattle.gov/>
  - City Purchasing & Contracting
  - > Consultant Contracting -> Consultant Policies and Templates
- E-Bid and Consultant Connection

## CCU Discussion Summary: Impact for Primes and Subs



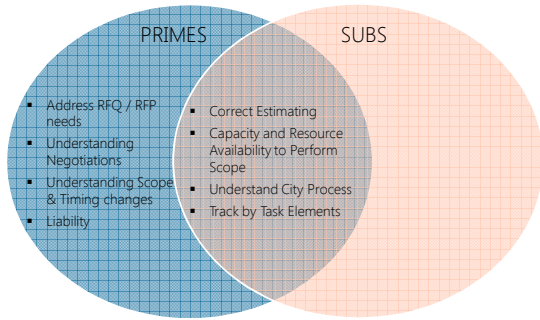
## Project Manager

Jeff Lundstrom  
SDOT  
Supervising Project Manager

## Project Manager Perspective

Understanding Contract Documentation	<b>RFQ / RFP Responses</b>
	<b>Estimating</b>
Negotiations	<b>Contract Negotiations</b>
Project Capacity & Timing	<b>Capacity for Scope</b>
	<b>Availability / Timing</b>
Things to consider as a Prime and Sub	<b>Exposure to City Process</b>

### PM Discussion Summary: Impact for Primes and Subs



### Project Manager Perspective Next Steps (Further Information)

Understanding Contract Documentation / City Process

- PTAC
- Lily Keeffe
- Debriefs
- FAS
- CCU
- WMBE Program

Estimating

- PTAC
- SBDC
- Lily Keeffe

## Resources

Lily Keeffe  
US DOT

Northwest Small Business  
Transportation Resource Center (SBTRC)

### Resources/Technical Assistance

Understanding Available Technical Assistance

RFQ / RFP Responses

Estimating

Bonding / Insurance

Bonding / Insurance

Financials

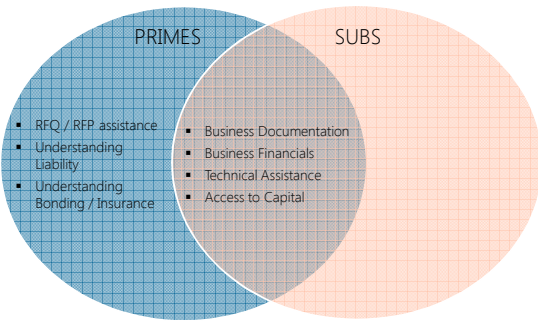
Financials

Business Documentation

Getting Started

Financials

## Resource Summary: Impact for Primes and Subs



## Technical Assistance Next Steps (Further Information)



Technical Assistance

Financials

Bonding / Insurance

Access to Capital

+ Connections to Related Resources

## What's Next

Edson I. Zavala  
SDOT


Manager, SDOT Office of Equity & Economic Inclusion

## Close & Networking

- Review of Available Information
- Upcoming SDOT Projects/Opportunities
- Networking




**2016 ANTICIPATED PROJECTS**  
Listing Updated Quarterly



Project Name	Project Number	Project Type	Project Status	Project Location	Project Start	Project End	Project Budget	Project Funding	Project Description
...	...	...	...	...	...	...	...	...	...

**SDOT UPCOMING CONSULTANT OPPORTUNITIES**  
Listing Updated Quarterly



Project Name	Project Number	Project Type	Project Status	Project Location	Project Start	Project End	Project Budget	Project Funding	Project Description
...	...	...	...	...	...	...	...	...	...

## Resources

City of Seattle Finance & Administration Services (FAS) Purchasing and Contracting Website  
<http://www.seattle.gov/city-purchasing-and-contracting/social-equity/wmbe>

SDOT Contracts and Procurement Staff  
[DOT\\_CCU@seattle.gov](mailto:DOT_CCU@seattle.gov)

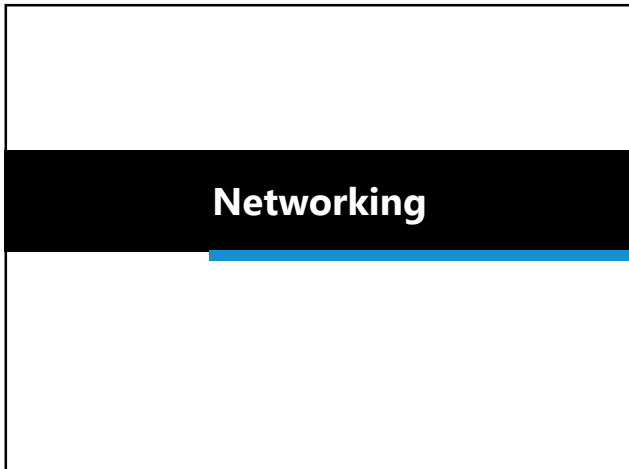
The Consultant Connection Blog:  
<http://consultants.seattle.gov/category/bids-proposals/>





SDOT WMBE Program Website  
<http://www.seattle.gov/transportation/wmbe.htm>

Northwest Small Business Transportation Resource Center (SBTRC)  
<https://www.transportation.gov/osdbu/nw-sbtrc>

City of Seattle Online Business Directory (OBD)  
<http://www.seattle.gov/city-purchasing-and-contracting/online-business-directory>

Washington State Office of Minority and Women's Business Enterprises (OMWBE)  
<http://omwbe.wa.gov/>



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