

**ALLIANCE**  
**NORTHWEST**



**BREAKOUT SESSION**

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# How To Do Business with the Port of Seattle





# How to do Business with the Port of Seattle

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March 20, 2025



- Port of Seattle
- VendorConect (Port Procurement Portal)
- Contracting at the Port
  - Construction
  - Service Agreements
  - Goods and Services
- How to Engage
  - VendorConnect
  - Other Steps
  - Upcoming PortGen Trainings and Events

# PORT OF SEATTLE OVERVIEW



# Economic Impact of the Port of Seattle



Capital Project Plan  
**\$3.7 Billion**  
2021-2025



All Port Activities  
**121,200**  
Area Jobs



SEA Airport  
**\$22.5 B**



Commercial Fishing  
**\$1.4 B**



Maritime Int'l Trade\*  
**\$16.3 B**



Cruise  
**\$900 M**

*\* In partnership with the Northwest Seaport Alliance*





## Aviation – Seattle-Tacoma Int'l Airport

- 10<sup>th</sup> most connected international hub in the United States
- 36.2M passengers in 2021

## Maritime – Fishermen's Terminal, Marinas, Cruise Ship Terminals

- Fishing vessels at Port facilities produce 13% of total U.S. commercial fishing
- >1 Million cruise passengers each year

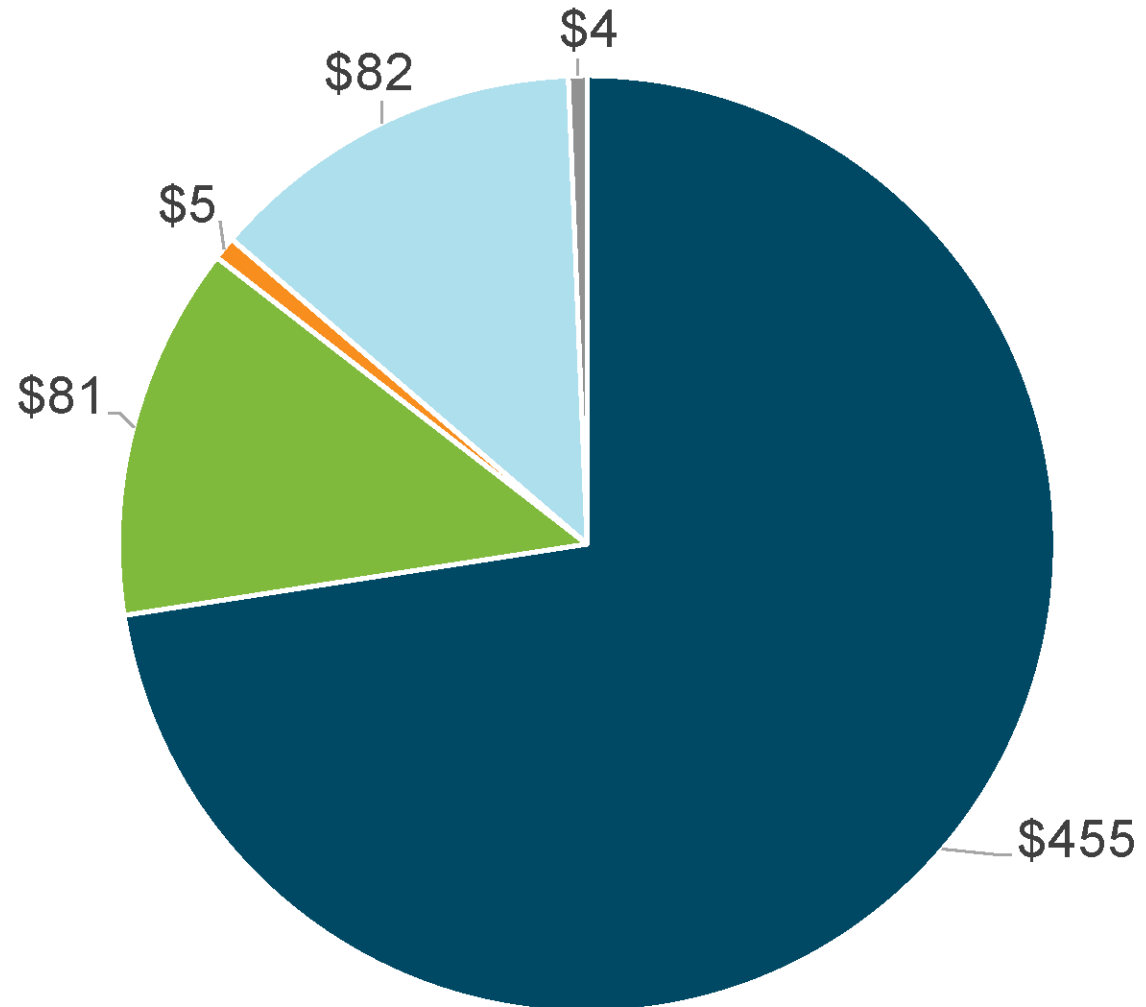
## Economic & Community Partnerships

- Local tourism marketing support programs
- Leasing of office, retail, industrial, maritime, and warehousing space to all industries



# 2023 Division Spend (in millions)

- Aviation
- Maritime
- Economic Development
- Corporate
- NWSA





Construction  
\$323M

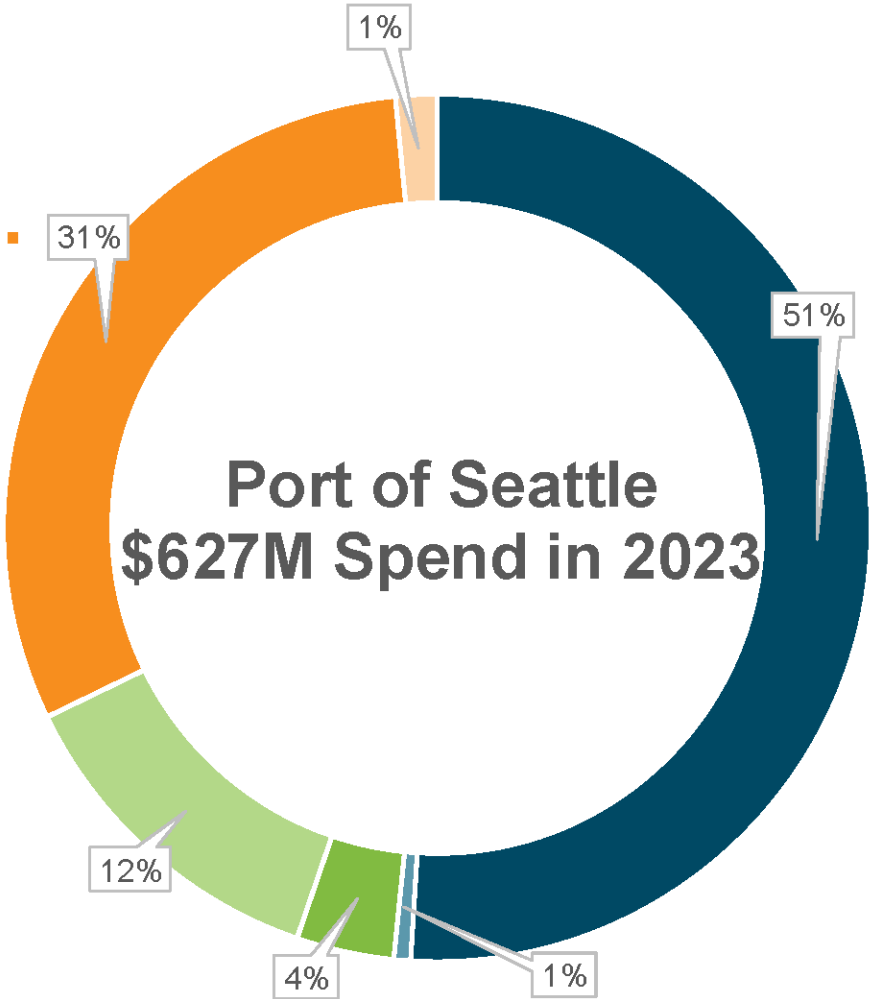
- Major Construction - \$319M
- Small Works - \$4M

Service Agreements  
\$102M

- Personal Services - \$23M
- Prof. Services - \$79M

Goods and Services  
\$202M

- Goods & Services - \$192M
- PCard Purchases - \$10M



# Diversity in Contracting Policy Directive

## Resolution 3737:

Diversity in Contracting (DC) policy established on January 9, 2018 by Port Commissioners. This directive was created to increase women and minority business opportunities because they have faced historical barriers to economic opportunity.

### **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)

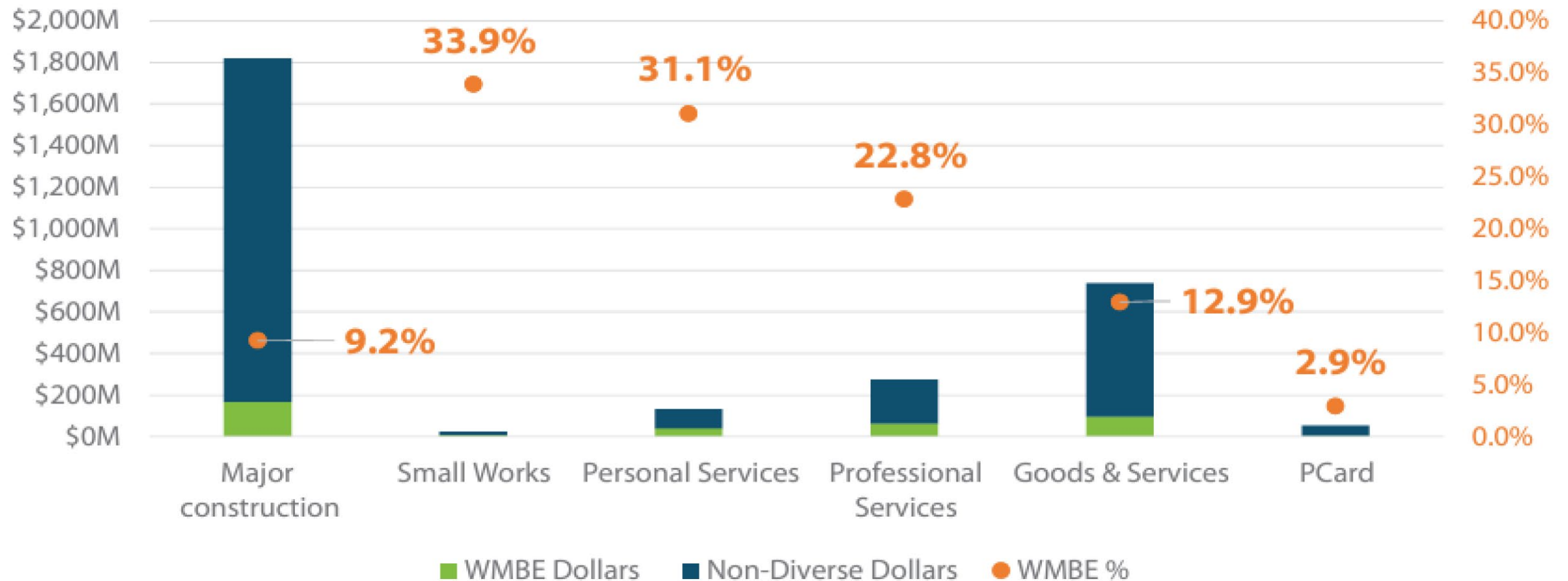
# WMBE Utilization 5-Year Benchmarks

| WMBE Utilization    | 2016        | 2017 | 2018<br>(Policy Directive) | *2019 | 2020 | 2021 | 2022  | 2023         |
|---------------------|-------------|------|----------------------------|-------|------|------|-------|--------------|
| Percent Utilization | <b>5.3%</b> | 8.8% | 8.9%                       | 11.3% | 12%  | 14%  | 12.6% | <b>12.4%</b> |
| Number of Firms     | <b>118</b>  | 200  | 258                        | 342   | 366  | 349  | 359   | <b>392</b>   |



# WMBE Utilization 5-Year Benchmarks

**Figure 5c. Five-Year Total Port Spend and WMBE Percentage by Contract Type**



# WMBE and DBE Program

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

- Established by Port Commissioners to ensure small businesses majority-owned (51%) and controlled by women and minority individuals can compete for contracts Independent of government authorities
- Self Certification Accepted at the Port

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

- Port receives funding from USDOT to ensure small businesses majority-owned (51%) and controlled by a socially and economically disadvantaged individuals have a fair opportunity to compete for federally-funded transportation contracts.
- Must be certified through OMWBE

Both programs were created to remedy historical discrimination of disadvantaged groups

# VENDORCONNECT

12

## Top 5 Benefits of VendorConnect



Be considered by Port staff doing direct-buys and/or inviting firms to bid/provide quote for smaller projects



Receive e-mail notifications of bid opportunities matching your NAICS code for larger, advertised projects



Be accessible to and reachable for Primes who are looking for diverse partners



View and contact Primes (viewable as a “plan holder”) that you would like to work with on specific projects



View current and past solicitations



## 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.

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.

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[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](#)

## Create New Vendor

Basic vendor information, including Work Types, Roster Types, and NAICS Codes.

NEXT

Name\*

UBI

Contractor License #

Phone

Website

Ethnicity\*

☒ Display My Vendor in Online Business Directory

Work Types

Roster Types

NAICS Codes

What you should include:

- Contact information
- NAICS codes
- Business firm certification
- Upload a business firm resume

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.

Search Vendors X

SHOW FILTER

EXPORT TO EXCEL

| Name ↑                                    | Work Types                                                                                                                                                                                                 | Business Certifications (*self-identified) | NAICS                                                                                                                                                                                                                                                                      |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Drivins 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 |

# CONTRACTING AT THE PORT



# Port Contract Roles



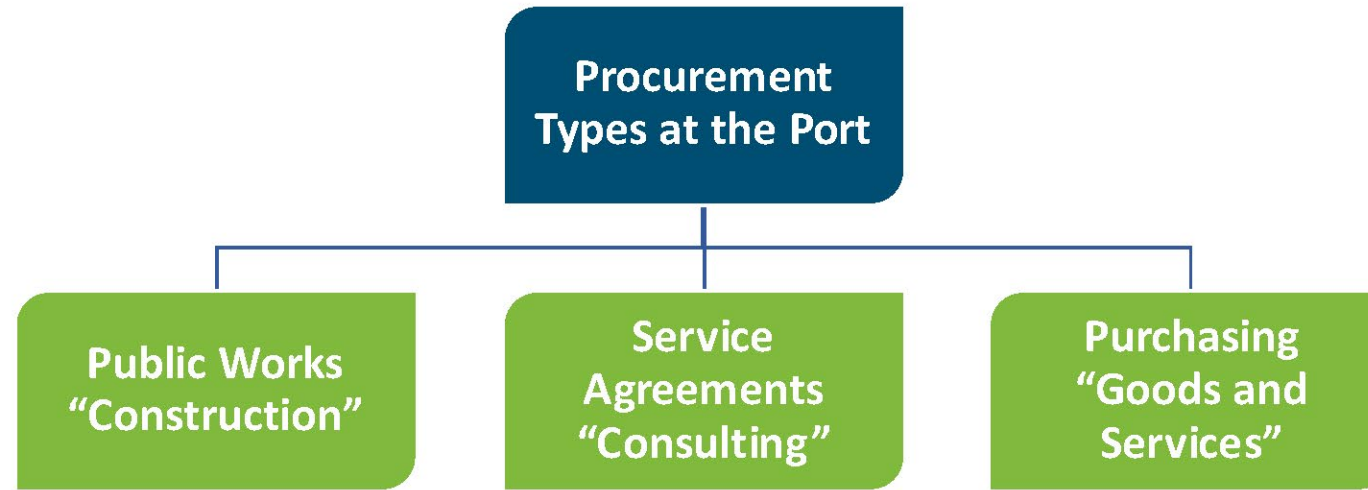
Firms can participate as:

Prime Contractor who is responsible for:

- Proposing in VendorConnect and putting together the team
- Meeting contractual requirements
- Completing the project
- Reporting and meeting inclusion goals
- Obtaining minimum insurance requirements

Subcontractor who is responsible for:

- Any flow-down clauses from the contract
- Possible insurance requirement



# Public Works Contract Types

## 1. Small Works < \$300,000

- Includes Unit Price (“On-Call”) Contracts
- Lump Sum Projects

- **Electrical**
- **Telecommunications**
- **Regulated Materials Management**
- HVAC
- **Mechanical**
- Landscape Maintenance
- Dock and Piling

- Roof Repairs
- Paving
- Sealcoating & Striping
- Sawcutting
- Cast in Place Pipe (CIPP)

### Why Register on the Small Works Roster?

The Port awards 20-30 SW contracts per year in multiple disciplines. Of those on-call contracts, an average of 200-300 projects are completed each year.

## 2. Major Construction >\$300,000

- Traditional Low Bid
- Lump Sum Projects
- May Include – Federal or Grant Funding

## 3. Alternative Public Works

- Design Build
- General Contractor/Construction Management – GC/CM



## 3. Alternative Public Works (continued)

- Job Order Contract
  - Individual small projects are assigned as Work Orders
  - Well-defined, recurring, or repetitive work where quick execution is essential
  - Small new construction, renovation and alteration projects that are not typically completed by SW On-Call (one-trade)
  - Work Orders = up to \$500,000
  - Prime: Centennial Contractor Enterprises
  - Request a subcontractor qualification form from:
    - Cory Andreatta-Pierce, [candreatta-pierce@cce-inc.com](mailto:candreatta-pierce@cce-inc.com)

# Public Works Delivery Methods

| Category                 | Method           | Selection                | Price                  | Design Phase                            | Construction               | WMBE/DBE Goals         |
|--------------------------|------------------|--------------------------|------------------------|-----------------------------------------|----------------------------|------------------------|
| Major Works              | Design Bid Build | Low Bid                  | Lump sum/Unit Price    | Designer                                | Contractor                 | Yes. In inclusion plan |
| Alternative Public Works | GC/CM            | Qualifications/\$ Profit | MACC                   | Designer & Contractor provided services | Contractor                 | Yes. In Inclusion Plan |
| Alternative Public Works | Design Build     | Qualifications/\$ Price  | Lump Sum (traditional) | Designer/Contractor (Same)              | Designer/Contractor (Same) | Yes. In Inclusion Plan |
| Alternative Public Works | JOC              | Qualifications/\$ Price  | RS Means Pricing Book  | Designer                                | Prime/Subcontractor        | 16% WMBE<br>5% DBE     |

# Public Works Requirements & Considerations

## Interested in Public Works Construction?

State of Washington public works minimum requirements to be considered "Responsible bidder":

- Contractor's license
- WA Unified Business Identifier number (UBI#) or Federal Tax ID#
- Department of Revenue account
- Employment Security number
- Industrial insurance
- Performance and payment bonds
- Prevailing wage - Intents & affidavits
- Not currently debarred from bidding on a project that involves prevailing wage
- Must attend L&I training on Public Works and Prevailing Wage Law unless a contractor has been in business for 3 or more years and has completed 3 or more public works projects.
- Certified Payrolls

*Learn more about these requirements at:*

*<https://lni.wa.gov/licensing-permits/public-works-projects>.*

## POS Construction Considerations:

Insurance minimums:

CGL = \$1M/\$2M

Auto = \$1M to \$5M for AOA (\$10m on airfield)

Employer's Liability(stop gap) = \$1M

Pollution liability, vessel liability, other requirements per scope of work

Retainage = 5% from each invoice

Performance and Payment Bonds = \$ contract amount

Badging = Airport and Seaport (TWIC) = \$200-\$400 per person

Safety program = Training, Plans, JHA's

## Other Possible Projects Requirements:

Project labor agreements (PLA)

Federal Funding = Buy America, Davis-Bacon Act and other related acts

Night work/Shift work

Parking restrictions

Space restrictions – laydown areas



# SERVICE AGREEMENTS

# Service Agreements - Professional

- Professional Services:
  - Architecture
  - Engineering
  - Landscape Architecture
  - Land Surveying
- 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



# Service Agreements - Personal

- Financial
  - Auditing
  - Training/Coaching
  - Graphic Design/Marketing
  - Computer/Info Technology
  - Copywriting/Editing
  - Construction Management
  - Airport Dining and Retail Consulting
  - Legal Services
  - Maritime/Seaport Environmental Support
  - And much more!
- 
- Cost information is requested as part of consultant proposal
  - Port utilizes “best value” criteria to determine selection
  - After qualification rating is complete, pricing is analyzed

# Service Agreements Thresholds

- <\$49,999 (Category I)
  - One consultant selected
- \$50,000-200,000 (Category II)
  - Three firms interviewed
  - WMBE Equity Goals Sometimes
- >\$200,000 (Category III)
  - Publicly advertised
  - Pre-proposal conference
  - WMBE Equity Goals

# Service Agreements Requirements

- Know your rates and understand how Port negotiates rates
- 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

# PURCHASING

# Purchasing (aka Goods and Services)

## Goods:

- Electronics
- Furniture
- Office Supplies
- Automotive Parts
- Police & Fire Equipment

## Services:

- Catering
- Janitorial
- Mechanical
- Drug Testing
- Veterinarian (Police Dogs)
- Window Cleaning





# Goods and Services Contracting Types

- < \$49,999
  - Direct Purchases
- \$50,000 - \$150,000
  - Selection Based on Quotes
- >\$150,000
  - Advertised Bids/Proposals
  - Equity Goals (typically on service contracts)

- Insurance
- Safety Plan
- Bank Information
- W9
- Business Classification Information
- Badging requirements

# Procurement Card Program

## P-Card



# HOW TO ENGAGE

## To be Notified of Project Advertisements

- Register on VendorConnect
- Sign up for our [Diversity in Contracting mailing list](https://bit.ly/41f0sAP) by scanning the QR code or visiting <https://bit.ly/41f0sAP> for weekly digest and latest training and networking events.

## Once Advertised, First Steps to Pursue a Posted Project

- Reach out to Project Plan holders on VendorConnect
- Become a Plan Holder on VendorConnect
- Attend informational/pre-bid meetings to network and learn about the Port and the job, team up with other small businesses



# Networking Tips to Participate as a Sub

- View future solicitations
  - [portseattle.org/page/future-procurements-list](https://portseattle.org/page/future-procurements-list)
- View our upcoming Capital Projects webpage
  - [www.portseattle.org/UpgradeSEA](https://www.portseattle.org/UpgradeSEA)
  - [www.portseattle.org/Maritime-and-Economic-Development-Capital-Projects](https://www.portseattle.org/Maritime-and-Economic-Development-Capital-Projects)
- Attend local trade shows
- Attend pre-proposal conferences
- Check out past awardees on VendorConnect
- Register as a planholder for specific procurements
- Network with primes at PortGen networking events
- Reach out to primes who attended PortGen events

## **PortGen:** Port of Seattle Small Business Generator

- **PortGen 101:** Webinars providing essential information for working at the Port.
- **PortGen First Look:** Presentations on specific Port Projects (usually online)
- **PortGen Connects:** Networking-focused in-person events

## Advanced PortGen

This program consist of classes that combine a resource video of detailed information and a virtual Q&A session to discuss the topic with a professional in the industry.

- Partner: APEX Accelerators
- Duration: 7-weeks
- Format: Online
- Access: Open to public

## Business Accelerator Program

This program includes an application process where select businesses undergo rigorous curriculum and are paired with a mentor in their industry to scale up!

- Partner: Business Impact NW
- Duration: 13-weeks
- Format: Online & in-person
- Access: Accepted program members

Both are training series designed for small, minority, and women-owned businesses wanting to learn how to be more successful with government contracting.

## PortGen First Look

### One Design & One Construction Project

Wednesday, Mar 26

3:00pm - 4:30pm

Online

#### Projects to be presented:

- TASCOR - Tenant ADR Shell & Core Renovation (Design)  
\$950K - WMBE Goal: 11%  
Advertise Date: April 9, 2025
- Snow Storage Expansion 2025 (Construction)  
\$9M - WMBE Goal: TBD  
Advertise Date: June 2025

## PortGen 101

### Introduction to Construction Contracting at the Port

Wednesday, April 3

2:00 – 4:00 pm

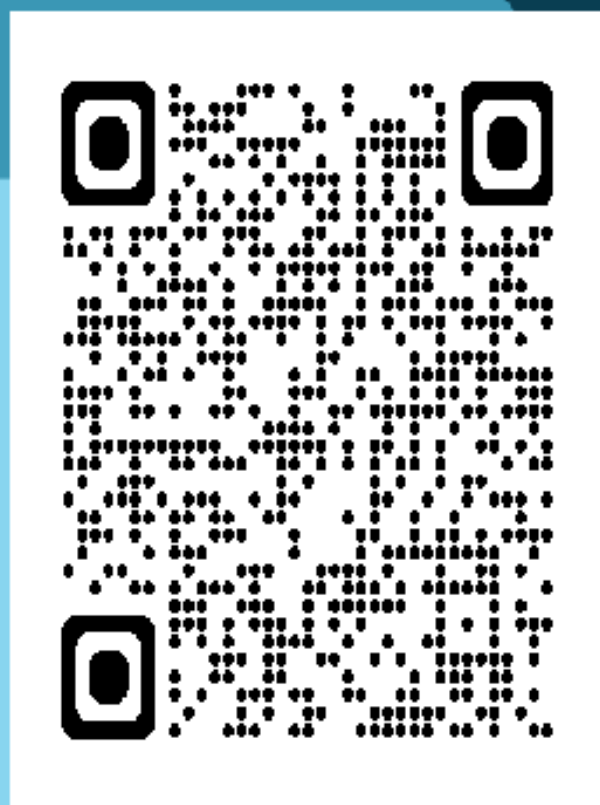
Online

#### Get a comprehensive overview of:

- How the Port does construction contracting
- Construction contracting requirements
- What to expect when submitting a bid
- How to maximize your opportunities
- How to best use VendorConnect

**Questions?**





SIGN ONTO OUR MAILING LIST

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