



## Navigating City Contracting

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November 17, 2021 – Vendor Fair



# Purchasing and Contracting Policy

It is the intent of the City of Renton to utilize uniform, efficient, and competitive bidding, purchasing, cooperative purchasing, Request for Proposals (RFP), Call for Bids (CFB), and Requests for Qualifications/Statements of Qualifications (RFQ/SOQ) consistent with State law; and to ensure that all public purchases and contracts for services, equipment, materials, supplies and public works are executed and managed at the highest professional and ethical standard; and to achieve the greatest attainable levels of quality and value permitted by law.

City departments shall make their best effort to purchase goods and services from local businesses and WMBE (women- and minority-owned businesses) when price, availability, quality/qualification, and responsibility are comparable. This preference is not applicable when prohibited by law, agreement, funding source or when the purchase is made through competitive or cooperative/interlocal purchase agreement in accordance with procedure prescribed by law.



# WMBE Certifications...

A quick note about WMBE certifications...

- The City of Renton does not require business enterprises to go through the State certification process in order to be considered a Women and/or Minority Business Enterprise (WMBE).
- Instead, we encourage business enterprises to self-identify when renewing your business license with the City or when completing a City vendor set-up form.
- The goal is to use the collected information to determine how many of these businesses currently contract with the City, and to set aspirational goals to increase that number.
- Additionally, we want to promote equality of economic opportunities for WMBEs and identify and eliminate barriers to their participation in City contracting.



COMMON CONTRACT TYPES



CONSTRUCTION

2020: 37 projects

2021: 29 projects



PROFESSIONAL SERVICES

2020: 78 contracts

2021: 50 contracts



ENGINEERING/  
ARCHITECTURAL

2020: 37 agreements

2021: 18 agreements



SOCIAL SERVICES

2020: 247 contracts

2021: 82 contracts



# Different Types of Contracts

## Public Works:

- Sidewalk construction and repair
- Guard rail construction and repair
- Tree pruning and planting
- Pressure washing parking lots
- Basketball court repair and/or replacement

## Professional Services:

- Legal services
- Developing a Forest Management Plan
- Walkway condition assessments
- Economic development marketing strategies
- Moving services

# Different Types of Contracts

## Engineering & Architectural:

- Designing scope of work for public works projects
- Construction management services
- Designing booster stations for sewer systems
- Conceptual evaluations for things such as light rail, sports arenas, etc.
- Design services for utility and transportation projects

## Social Services:

- Virtual magic show and workshop for community center patrons
- Community Development Block Grants
- Small Business grants
- After School All-Stars tutoring services
- Outreach and engagement for various community groups within Renton



## How We Advertise

### Construction projects over \$350,000:

- Published in the Daily Journal of Commerce at least 13 days prior to the bid opening.
- Published in the online Renton Reporter at least 13 days prior to the bid opening. (This will be ending in 2021 due to budget constraints)
- Posted on the City's website at [www.rentonwa.gov/bids](http://www.rentonwa.gov/bids)
- Posted on the Office of Minority and Women's Business Enterprises website at <https://omwbe.wa.gov/small-business-assistance/bids-contracting-opportunities>
- Posted on the Builder's Exchange of Washington to their posted projects page at <http://www.bxwa.com/>



## How We Advertise

### Construction projects under \$350,000:

- Posted to the Small Works Roster at [www.mrscrosters.org](http://www.mrscrosters.org)

### Professional Services Agreements:

- Posted to the appropriate MRSC Rosters at [www.mrscrosters.org](http://www.mrscrosters.org)
- The City may also issue a Request for Proposals (RFP) or Request for Qualifications (RFQ)
  - These will be advertised in the Daily Journal of Commerce and on the City's website at [www.rentonwa.gov/bids](http://www.rentonwa.gov/bids)

### Purchasing Goods, Supplies, and Materials

- Direct negotiation with vendors, however, staff is encouraged to use appropriate MRSC Rosters at [www.mrcsrosters.org](http://www.mrcsrosters.org)





# How To Respond

## Construction projects over \$350,000:

- Sealed bids must contain all the required documents listed in the bid package and must be hand-delivered to the lobby of City Hall prior to the submittal deadline. We are not accepting mailed bids currently.
- Due to the ongoing pandemic, sealed bids are being opened one (1) hour after bid submittal deadlines via Zoom.
- After sealed bids are publicly opened, the project manager will review the bid packets and submit a memo to the City Clerk asking Council to award the project to the lowest responsive and responsible bidder.
- After Council awards the bid, a letter from the City Clerk will be sent to the contractor with instructions on next steps. The contractor works directly with the project manager from that point forward.



# How To Respond

## Professional Services Agreements and Construction Project under \$350,000:

- MRSC Rosters or via an advertised Request for Proposal or Request for Statement of Qualifications:
  - Agencies submit an electronic proposal based on the scope of work or bid specifications via email to the project manager.
  - For professional services agreements, the project manager uses a two-step process:
    1. Selects the most qualified consultant/vendor.
    2. Negotiates cost based on the scope of work.
  - For construction contracts, the manager must select the lowest responsive and responsible bid. The bid package will contain the information needed to determine what makes a bid responsive and responsible.



Conclusion

Questions?

