

USING THE STATEWIDE SMALL WORKS ROSTER



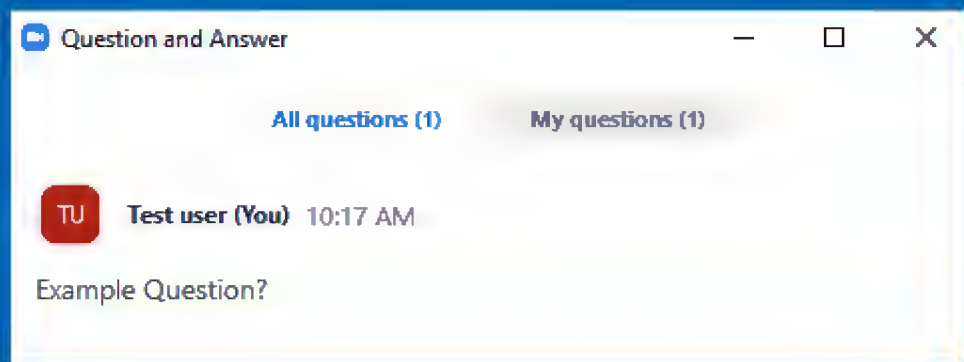
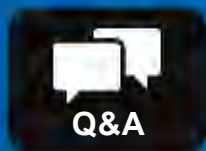
August 1, 2024



Zoom Webinar: Q&A and Chat

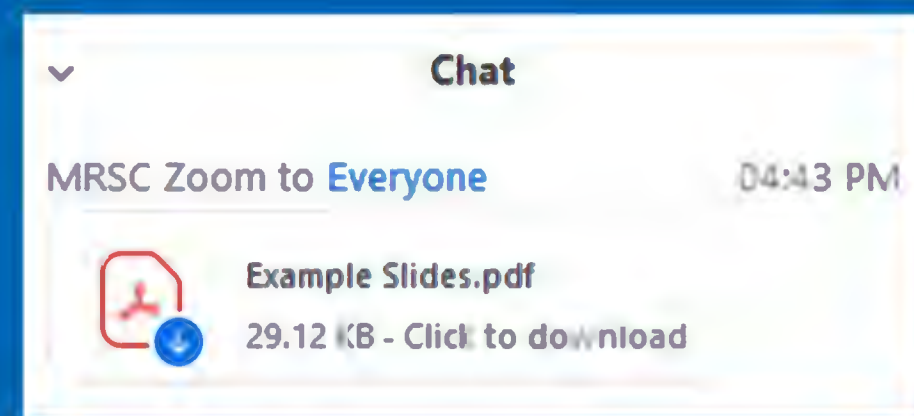
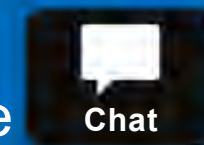
To submit content-related or technical questions, use the Q&A feature

To open the Q&A, press the



To download the presentation slides, use the Chat feature

To open the Chat, press the

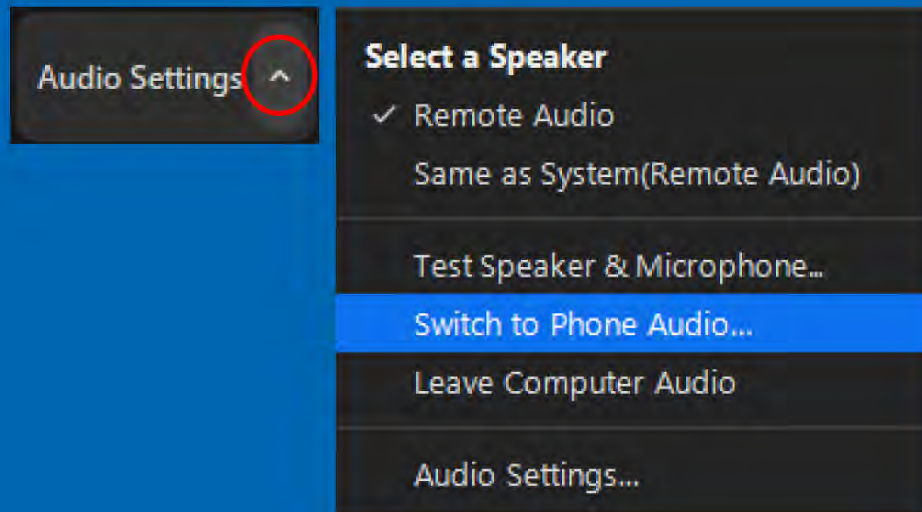


Typing in the Chat is disabled

Zoom Webinar: Audio and Captions

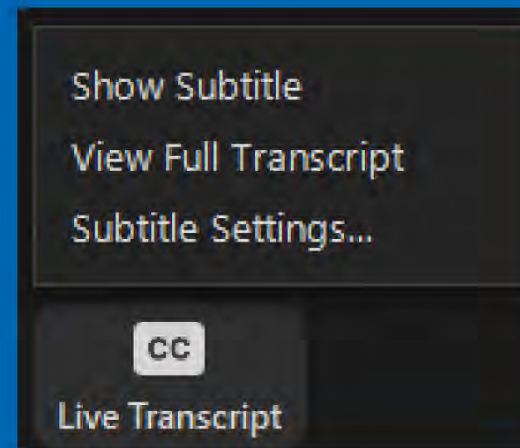


To adjust audio settings or switch to a phone, click the Audio Settings button:



For switching to phone audio, dial the highest number listed (closest to your area), enter the Meeting/Participant ID

To enable closed captions, press the at the bottom of your screen:



You may either show subtitles or view the full transcript

For more support: **206-625-1300 ex.19**



MRSC ROSTERS TEAM MEMBERS

- Jon Rose (Facilitator) – Finance & Administration Manager
- Lisa Lagerstrom – Rosters Lead
- Theresa Gonzales – Rosters Coordinator
- Brynn Linville – Program Support



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AGENDA

1. Overview of the statewide small works roster platform
2. Generating a project-specific roster
3. Using a project-specific roster for Direct Contracting
4. Bidding and award (outside MRSC Roster's platform)
5. Adding bidding and award data and publicly available information
6. **Demonstration**
7. Questions
8. Resources and trainings

ABOUT TODAY'S SESSION

What we will cover in today's session

- Using the statewide small works platform
- Searching registered contractors
- Building a project-specific roster
- Documenting

What we will support after the session

- Statutes
- Policies, processes, and procedures
- Additional resources
- More small works roster training opportunities

Polling Question

How many of you use the MRSC Small Works Roster?

1. Yes, looking forward to the updates
2. Thinking about it
3. No, I think I'll use my own
4. What is the MRSC statewide small works roster?

BEFORE USING THE STATEWIDE SMALL WORKS ROSTER

Am I ready to use the statewide small works roster?

- Resolutions, policies, processes, and procedures updated

Is small works the right contracting method?

- Estimated contract amount (\$350,000 or less, under \$150,000?)
- Is it a service that pays prevailing wage vs. a construction project?
- Project type
- Primary work category
- What contractors are currently registered in the target project type and work category

THE NEW STATEWIDE SMALL WORKS ROSTER PLATFORM

What's different?

- New look and feel (past the landing page)
- Account settings, allowed to add as many administrators and account users as needed
- Over \$150,000 under \$150,000 (no limited works)
- **Project Types**
- **Categories**
- Documenting bids and award, **publicly available information**
- Agency Dashboard

WHEN YOU FIRST ENTER

1. Log In
2. Select “small works”
3. Enter project name
 - Your agency name and number. Same that will be on your internal documents and
4. Select if your project estimate is over \$150,000 or under \$150,000

The screenshot displays the MRSC ROSTERS web application. At the top, the logo and navigation menu are visible. The user's account information is shown as 'Account Created: 09/19/2023 | Account Status: Inactive | Your Total: \$0', with a 'START RENEWAL' button. The main content area features a 'Generate a Roster' section with three options: 'Generate a Roster', 'Download Rosters', and 'Search for a Business'. The 'Generate a Roster' option is selected, leading to a 'SMALL WORKS ROSTERS' form. The form includes a progress bar with five steps: 'Create Solicitation', 'Select Categories', 'List of Businesses', 'Solicit Businesses', and 'Document Responses'. The 'Create a project-specific roster' section contains a 'Project Name' text input field (circled in blue), an 'Estimated dollar amount for your Small Works project' section with radio buttons for 'Under \$150,000' and 'Over \$150,000', and 'CANCEL' and 'SAVE & CONTINUE' buttons at the bottom.

FREQUENTLY ASKED QUESTION

How do I *search "the roster"* without creating a project-specific roster *record*?

Welcome. Get connected with businesses in MRSC Rosters:

- ▶ Generate a Roster
- ▶ Download Contacts
- ▶ Search for a Business

Search for a Business

If you are already working with a business and need to find their application, type in their business name and click the search icon.

 Search for a business you are currently working with

Download Business Contacts

Need to send out an announcement, or track your registered businesses? Download an Excel spreadsheet with business contact information by clicking on a roster type below, or export all of your registered businesses contact information by clicking "Download All Rosters."

Small Works Roster

Construction, building, renovation, remodeling, alteration, repair or improvement of real property as referenced in the [RCW 39.04.155](#).

Consultant Roster

Architecture, engineering, and surveying services as referenced by [Ch. 39.80 RCW](#), as well as some other professional services such as management, financial, legal, communications, and environmental consulting.

SEARCHING "THE ROSTER"

Search Results

Click on the business's name to view their complete

ELTEC ELEVATOR & ESCALATOR SERVICE

Exeltech Consulting, Inc.

MRSC Rosters - Work - Microsoft Edge
https://members.mrscrosters.org/public-agency/search/rosters?accountId=0011L00002c7t3xQAA

Selected Services

Small Works

Facilities

Elevator

- General

Search for a business

1794 Excavating LLC	Tiffany Gilthvedt	Concrete and Masonry, Earthwork, Roadway Construction, Repair, and Maintenance, Site Improvement, Repair, and Maintenance, Storm Drainage Facility Construction, Repair, and Maintenance, Vegetation Work, Water Facility
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Download your business contacts



KEY TAKEAWAYS

1. Plan your project before starting a new project-specific roster around a specific **project type** and **work category**
2. Projects should be ready to solicit with **estimates** and **invitation documents**
3. If you are not confident that your project-specific roster will produce a viable list of contractors, use the various **search tools** or pull an initial list and don't lock it in.
4. Don't be nervous about pulling an **initial "list,"** you don't have to lock it in.

GENERATING A PROJECT SPECIFIC ROSTER

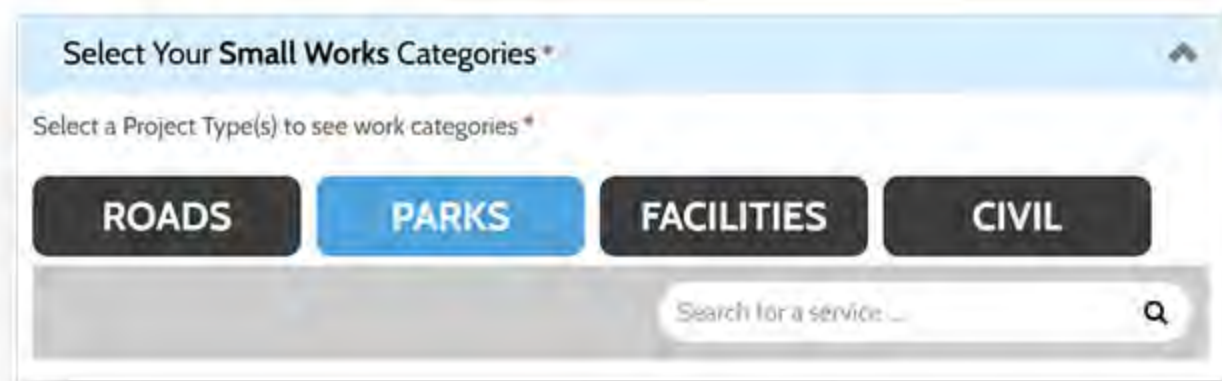
- Select “**Project Type**” and “(work) **category**”
- The statewide roster performs best if there is only **1 project type and category selected**, which represents the primary work and would focus on the prime that would be able to perform the work



FREQUENTLY ASKED QUESTION

Why are there Project Types? And why only 4.

- With so many users of the statewide roster, business and agencies, *we need ways to focus on different work scopes.*
- **Buildings/Facilities**, **Parks**, **Civil**, and **Roads** covers 95% of roster projects over the last several years (based on L&I data)



Select Your Small Works Categories*

Select a Project Type(s) to see work categories*

ROADS PARKS FACILITIES CIVIL

Search for a service...

GENERATING A PROJECT SPECIFIC ROSTER

Select Your **Small Works** Categories *

Select a Project Type(s) to see work categories *

ROADS **PARKS** **FACILITIES** **CIVIL**

Curbs, Gutters, Sidewalks, Driveways

Curb Ramps

Driveways

Sidewalks

Curbs and Gutters

General

BACK **SEARCH BUSINESSES**

ANALYZING A PROJECT SPECIFIC ROSTER

Before your project-specific roster gets locked in.

List of Businesses

Below is the Roster Business List for your records.
Click "Solicit Businesses" to solicit businesses for your project.

SOLICIT BUSINESSES

Using the Competitive Bid process, as required for Small Works projects over \$150,000.

Open Project ID# DS-24-0008 : Webinar 2 - Sidewalk Repairs

Public Agency Name: Department of Enterprise Services
Roster Type: Small Works
Search Date and Time: July 25, 2024 07:54:04
Main Category: Curbs, Gutters, Sidewalks, Driveways
Sub-Category: Curbs, Gutters, Sidewalks, and Driveways

Download Solicitation List 

If Direct Contracting: An agency must have a Business Utilization Plan. When six or more certified businesses appear on the list an agency/local government must rotate and direct contract with one of those businesses.

Sort By: Last Contract Date

CERTIFIED BUSINESS NAME	LAST CONTRACT DATE	MORE
JAMESCO PRO INC.		+
JM Pacific Construction Inc		+
Mountain View Concrete LLC		+
Northwest Striping & Sealing LLC		+
Salinas Construction, Inc.		+
Smugglers Cove Flagging LLC		+
W. Business Solutions LLC, dba Transblue		+
Wheeler Excavation LLC.		+
Woodland Industries		+
1794 Excavating LLC		+
Gates & Erb, Inc.		+
chetos concrete LLC		+
East Slope Earthworks		+

● = Certified Businesses

UNCERTIFIED BUSINESS NAME	LAST CONTRACT DATE	MORE
H&H Construction Solutions LLC		+
Halme Builders Inc.		+
Hanson Excavation		+

GENERATING A PROJECT SPECIFIC ROSTER

- Selecting “**solicit businesses**” is the point where you “**lock in**” your project-specific roster.
- This is the point where no additional contractors can be added.
- *If you need to recruit or find more bidders, don’t “solicit”*

By selecting “solicit businesses” the project specific roster will change status to “active solicitation” indicating bidding and award is being conducted outside MRSC Rosters.

Agencies/local governments must only invite the businesses on the project specific roster and follow your local procedures for bidding and awarding public works project.

Keep this project specific roster in your procurement file.

CANCEL

CONFIRM

GENERATING A PROJECT SPECIFIC ROSTER

Solicit Businesses

- *Where are you going to send your list?*

“Solicitation” (list) Options

- Go to Bonfire
- Download an “.xls” file
- **Copy addresses to outlook** (email)

Create Solicitation Select Categories List of Businesses Solicit Businesses Document Responses

Choose the roster format

Select the form in which you would like the project specific roster to be generated in.

Evaluate Competitive Bid Project ID# PL-24-0002 : Main Street Sidewalk Repair 2024

Start Electronic Bidding

If you are subscribed to our Electronic Bidding platform, you can use the "Go to Bonfire" button below to login and create a solicitation for electronic bidding.

GO TO BONFIRE

Download list

DOWNLOAD

Click "download" to generate an Excel spreadsheet of the roster business contacts. You can use this spreadsheet to review business certifications (e.g. WA Minority Business Enterprise, etc.) and to create mailing labels for projects solicitations. This spreadsheet is also useful for tracking respondents.

Email Contacts

EMAIL ALL

To send a solicitation email using your default email client, such as Outlook, click "Email All." Otherwise, you can

BIDDING AND AWARDING

Key Takeaways:

- Use the same process as any other procurement, except only invite your project specific roster contractors
- Outside MRSC Rosters

Public | Purchase™



Log in to your Bonfire account

Email Address

Continue

BIDDING AND AWARDING

Key Takeaways:

- Contractors that are on your project-specific roster also need to be **registered in your electronic bidding application**. The statewide small works roster DOES NOT “talk” to your application.
- Invitations ONLY go to your *project specific roster*. Don’t turn on the “public” facing opportunity.
- *Follow your local policies and procedures* like any other public works projects. (ex., supplemental bidder responsibility criteria, addenda, site walks or pre-bids, lowest responsive and responsible, etc.)



DIRECT CONTRACTING

Using your project-specific roster

Polling Question

How many are ready to direct contract with a business utilization plan and a rotation policy?

1. Ready to go!
2. Working on it
3. Still have questions
4. Huh?

Rule of Six

DIRECT CONTRACTING

SMALL WORKS ROSTERS



List of Businesses

Below is the Roster Business List for your records.
Click "Solicit Businesses" to solicit businesses for your project.

SOLICIT BUSINESSES

Which Small Works Roster Process do you intend to use? [?]

Competitive Bid Direct Contracting

Open Project ID# PL-24-0001 : Levana Test 718

Public Agency Name: Public Agency Levana
Roster Type: Small Works
Search Date and Time: July 18, 2024 14:36:54
Main Category: Fencing
Sub-Category: General

Download Solicitation List

If Direct Contracting: An agency must have a Business Utilization Plan. When six or more certified businesses appear on the list an agency/local government must rotate and direct contract with one of those businesses.

Sort By: Last Contract Date

CERTIFIED BUSINESS NAME	LAST CONTRACT DATE	MORE
● Accurate Impressions Landscaping LLC		+
● Adekoya Business Consulting LLC		+
● Woodland Industries		+
● Belarde Company		+
● Black Hills Excavating Inc.		+
● Custom & Mobile Welding LLC dba JB Welding		+
● Esquadra NW INC		+
● Express Iron Works, Inc		+
● LKE CORPORATION		+
● M2 Industrial, Inc.		+
● MBI Construction Services, Inc		+
● M City Street Sweepers		+
● Perimeter Security Group		+
● Reign City Services LLC		+
● RJS Construction, Inc.		+
● roots landscaping and reastoration llc		+


● = Certified Businesses

DOCUMENTATION CHANGE TO COMPETITIVE BID

DIRECT CONTRACTING









Open Project ID# MA-24-0010 : Webinar 3 - Main park play equipment


Public Agency Name: MRSC Test Account
Roster Type: Small Works
Search Date and Time: July 25, 2024 08:41:23
Main Category: Playground and Site Furnishing Renovation
Sub-Category: Playground Equipment




[Download Solicitation List](#) 

If **Direct Contracting**: An agency must have a Business Utilization Plan. When six or more certified businesses appear on the list an agency/local government must rotate and direct contract with one of those businesses.

Sort By: Last Contract Date

CERTIFIED BUSINESS NAME	LAST CONTRACT DATE	MORE
 JAMESCO PRO INC.		
 MATY GLOBAL SERVICES LLC		
 Orca Pacific, Inc.		
 Powers Power		

 = Certified Businesses

UNCERTIFIED BUSINESS NAME	LAST CONTRACT DATE	MORE
Allplay Systems		
American Ramp Company		
Beisley Enterprises LLC		

Five or Fewer

- Consult your Business Utilization Plan
- Rotate through any contractor

DIRECT CONTRACTING

● LKE CORPORATION	+
● M2 Industrial, Inc.	+
● MBI Construction Services, Inc	+
● M City Street Sweepers	+
● Perimeter Security Group	+
● Reign City Services LLC	+
● RJS Construction, Inc.	+
● roots landscaping and reastoration llc	x

CONTACT: John Doe

PHONE:

LAST CONTRACT DATE:

EMAIL: john@test.com

UBI #: 604059418

CERTIFICATION: ROOTSLL791PH



Direct Contracting Practices

1. Interest email: ...you are the next **rotated business** on the project-specific roster, are you interested in bidding? No other bidders will be contacted unless you decline, or we are unable to reach agreement on the price.
2. Email the solicitation/bidding package: Invitation, Scope, Bid/Negotiation Form, etc.
3. Reach agreement
4. Award
5. Document

● = Certified Businesses

DIRECT CONTRACTING

Key Takeaways:

1. Must have a **Business Utilization Plan** prior to soliciting
2. Must have a **rotation policy**
3. Must have an approach to invite and accept a bid from a single contractor
4. **Only engage one contractor at a time**
5. If a bid is not accepted/acceptable, have strong rationale and documentation as to why

A stack of green folders with a purple binder ring is visible on the left side of the page. The background is a blurred office setting.

DOCUMENTATION

Adding your bidding and award data into the statewide platform

DOCUMENTATION

- No response
- Bid Received
- Not responsive
- Not responsible

Document Small Works

Enter responses or outcomes for every contractor on the project-specific roster. Once a determination has been made to award, indicate by clicking "selected." After award, slide the "Project Awarded" toggle and the project will appear on the Small Works Roster data page.

All bidding and award information is to be kept in agency/local government procurement files and available upon request. Local governments and agencies must follow their local policies for bidding and awarding public works projects.

Evaluate Competitive Bid Project ID# MA-24-0010 : Webinar 3 - Main park play equipment

Public Agency Name: MRSC Test Account
Roster Type: Small Works
Search Date and Time: July 25, 2024 08:41:23
Main Category: Playground and Site Furnishing Renovation
Sub-Category: Playground Equipment

This form autosaves

MRSC Rosters does not notify bidders nor have oversight into your agency-specific policies and procedures for bidding or awarding public works projects.

Project Canceled Project Awarded

Sort By: Last Contract Date

BUSINESS NAME	RESPONSE	BID AMOUNT	SELECTED	MORE
Allplay Systems	No response		<input type="radio"/>	+
American Ramp Company	No response		<input type="radio"/>	+
Beisley Enterprises LLC	No response		<input type="radio"/>	+
Allplay Systems	Bid received	\$750,000	<input checked="" type="radio"/>	+

DOCUMENTATION

SMALL WORKS ROSTERS



Document Small Works

Enter responses or outcomes for every contractor on the project-specific roster. Once a determination has been made to award, indicate by clicking "selected." After award, slide the "Project Awarded" toggle and the project will appear on the Small Works Roster data page.

All bidding and award information is to be kept in agency/local government procurement files and available upon request. Local governments and agencies must follow their local policies for bidding and awarding public works projects.

Once an agency has announced the responsive and responsible contractor, notice of award is sent and the appropriate bonding and insurance is collected, followed by signatures on the contract by both the contractor and your agency. By selecting "award" in the system, you are documenting this final exchange of information is complete and a fully executed contract is on file with your agency. Proceed to entering your project, as awarded, in the Awarding Agency portal L&I. [\(link\)](#)

CANCEL

CONFIRM

DOCUMENTATION

DOCUMENTATION: DIRECT CONTRACTING

Complete

Direct Contracting

Project ID# PL-24-0001 : Levana Test 718

Public Agency Name: Public Agency Levana

Roster Type: Small Works

Search Date and Time: July 18, 2024 14:36:54

Main Category: Fencing

Sub-Category: General

This form autosaves

MRSC Rosters does not notify bidders nor have oversight into your agency-specific policies and procedures for bidding or awarding public works projects.

BUSINESS NAME

roots landscaping and reastoration llc

RESPONSE

Bid received

BID AMOUNT

\$55,000

SELECTED MORE

- Not contacted (default)
- No response
- Bid received
- Not responsive
- Not responsible
- Declined to bid
- Bid not accepted

PUBLICLY AVAILABLE INFORMATION



[PUBLIC AGENCIES](#) [BUSINESSES](#) [ABOUT](#) [ROSTER DATA](#)



LOGIN

MRSC SMALL WORKS DATA

The following lists the awarded small works roster projects as documented in MRSC Rosters. MRSC only records those projects and rosters generated using MRSC Rosters. Agencies/local governments may use their own roster and post their own data separately. As required by RCW 39.04.152(6) after an award is made the information shall be recorded and publicly available. MRSC does not keep any physical bidding or award documentation. To request copies of documents please contact the Awarding Agency directly.

EXPORT DATASET

Search Dataset



Solicitation date	Project ID #	Project Name	Process	Awarding Agency	Business Name	Award Amount	More
2024-07-01	CL-24-0001	188th St SW As...	Competitive Bid	City of Lynnwood	Olympic Paving...	\$16,000	+
2024-07-02	PC-24-0001	Culvert and La...	Competitive Bid	Public Utility Di...	NW Utility Servi...	\$82,642	+

EXPORT DATASET

1 to 2 of 2



A man with dark curly hair, glasses, and a beard is smiling and gesturing with his hands. He is wearing a grey button-down shirt over a green t-shirt and has blue headphones around his neck. The background is a wall with a calendar grid and several colorful sticky notes. The overall scene is dimly lit, suggesting an office or meeting room.

AGENCY MANAGEMENT

Tracking your small works roster usage

AGENCY DASHBOARD

Helping each agency track all small works solicitation and contracts

Click on "Project ID #" to document business contacted and outcomes

[Show hidden](#)

	STATUS	PROCESS	PROJECT ID #	PROJECT NAME	LAST EDIT DATE	CREATED BY
<input type="checkbox"/>	Open		DS-24-0009	WVC Omak TI	07/25/2024	Eric, Lester
<input type="checkbox"/>	Open		DS-24-0008	Webinar 2 - Sidewalk Repairs	07/25/2024	Aleanna, Kondelis
<input type="checkbox"/>	Evaluate	Direct Contracting	DS-24-0007	Webinar 1 - HVAC Repair	07/24/2024	Aleanna, Kondelis
<input type="checkbox"/>	Evaluate	Direct Contracting	DS-24-0006	18-056 OC Shop Electrical connections	07/24/2024	David, Opp-Beckman
<input type="checkbox"/>	Open		DS-24-0005	landscaping project test	07/23/2024	Aleanna, Kondelis
<input type="checkbox"/>	Open		DS-24-0004	WVC Fastpitch Field Improvements-Scoreboard	07/22/2024	Eric, Lester
<input type="checkbox"/>	Open		DS-24-0003	Roofing Test Project	07/22/2024	Aleanna, Kondelis
<input type="checkbox"/>	Open		DS-24-0002	18-056 OC Shop Electrical final connections	07/22/2024	David, Opp-Beckman
<input type="checkbox"/>	Evaluate	Competitive Bid	DS-24-0001	Project test	07/08/2024	Jonathan, Martin

ROSTERS HOME

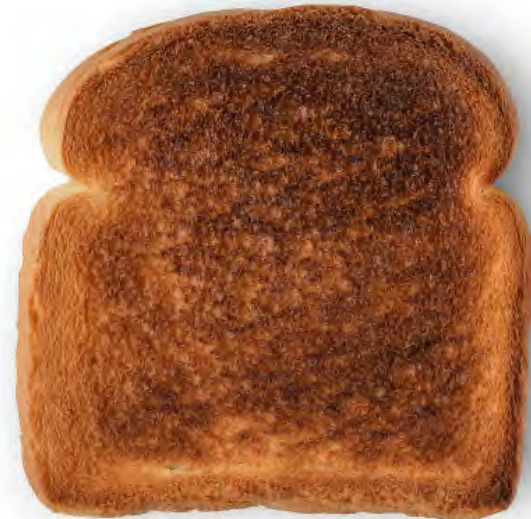
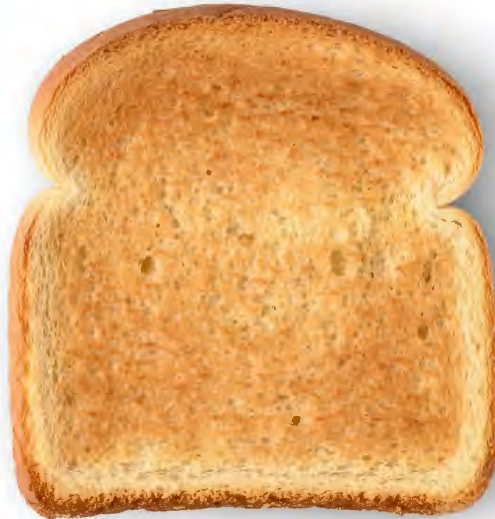
SMALL WORKS PUBLIC INFORMATION

FREQUENTLY ASKED QUESTION

Can I delete "test" rosters or "mistaken" rosters?

- Not at this time, you may **"hide"** them.
- This is under further consideration and changes will most likely be made soon so at least the "test" projects are deleted.
- A reminder that "test" projects should not be necessary.

DEMONSTRATION





QUESTIONS

Answering questions in
the Q&A.

FREQUENTLY ASKED QUESTION

What do I do if there are no contractors in the category, not the contractor I was looking for, etc.?

1. Go “back” and add more categories
2. Contact MRSC to find out if there was a “mix up” behind the scenes
3. Recruit to the category

Trouble Shooting

- Was the contractor in the same category before July 1
- Is this a new category for your agency
- Contractors that might need to update their registration

FREQUENTLY ASKED QUESTION

Continued...

Example: Ballfield, Netting

Expect to see:

- Coastal Netting
- Beacon Athletics
- Versatile Sports Netting

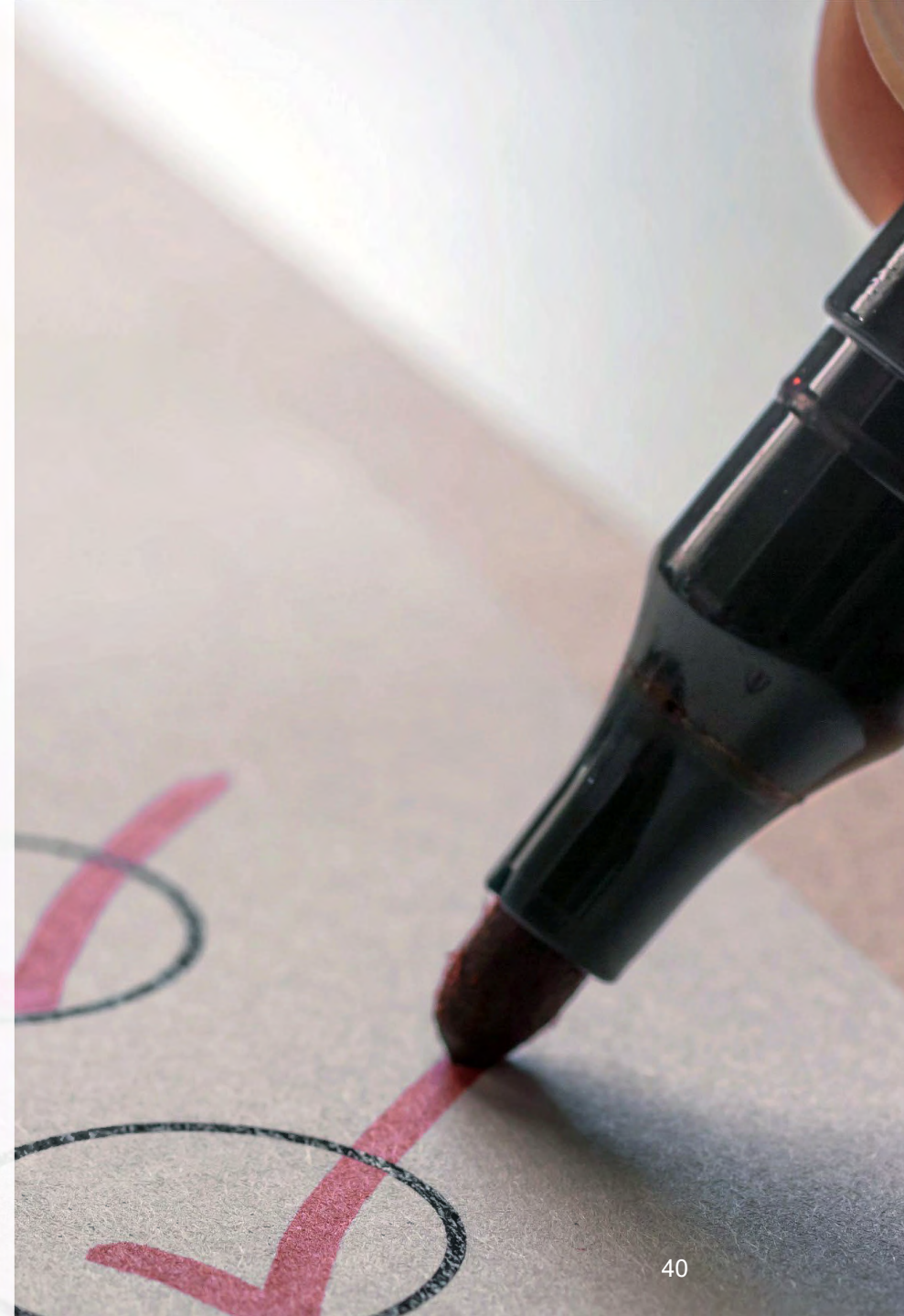
Trouble Shooting

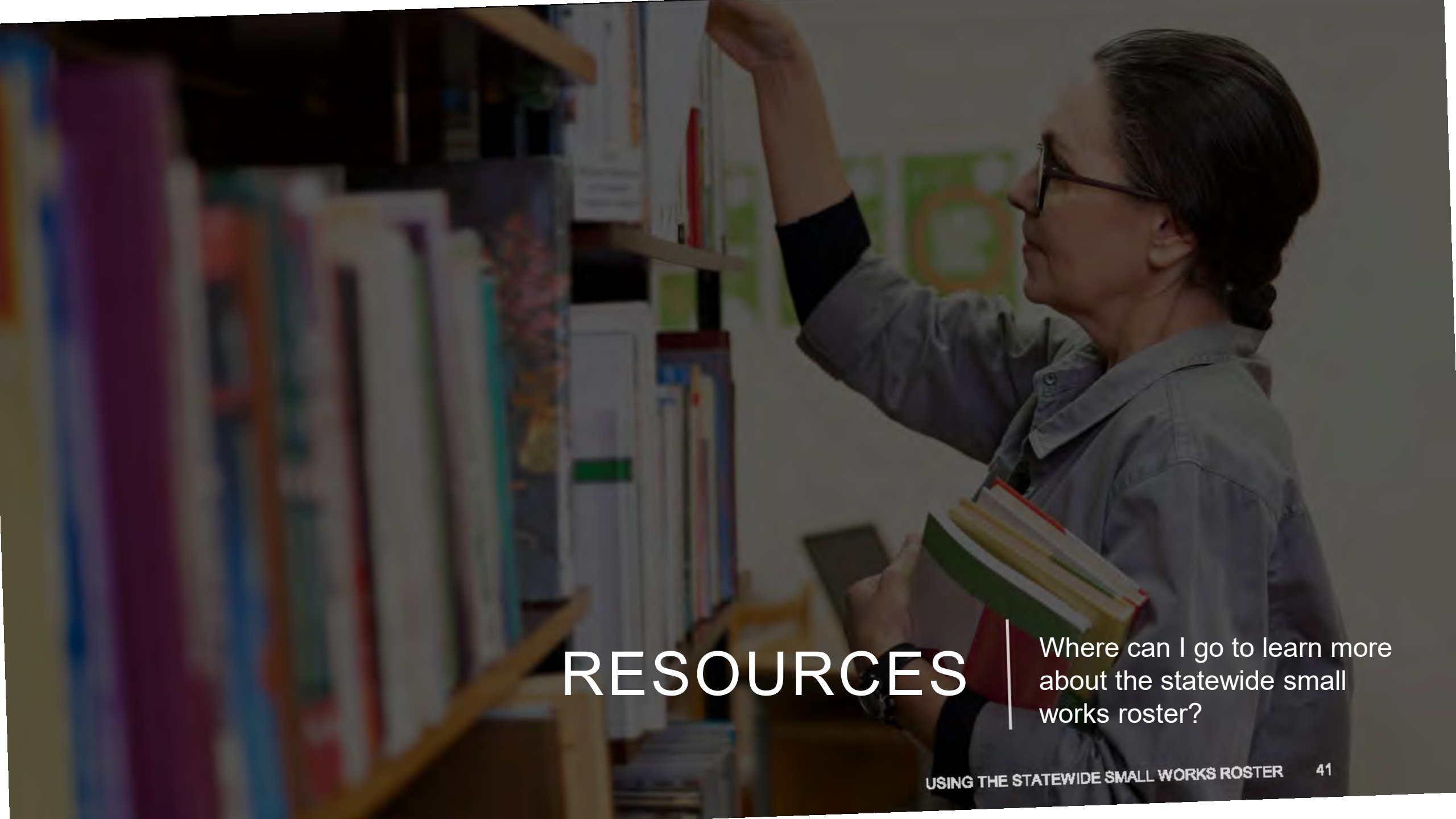
- Were the companies aware you needed these services in this location (e.g., county)
- Were they registered before in a different category

FREQUENTLY ASKED QUESTION

I started my solicitation in June and have a list of contractors I have been collecting bids from. How do I document the award that occurred after July 1, I can't recreate the exact list in the new small works platform?

- The statewide platform and the “reporting” or documentation function is only available for solicitations and project-specific rosters that start in the new platform.
- Previously pulled lists, and any subsequent awards will have to be documented separately on a public agency's own records or site.
- In the statewide small works platform, you cannot add a bidder to a list after the project-specific roster has been created.





RESOURCES

Where can I go to learn more about the statewide small works roster?

RESOURCES AND TRAININGS

- [Roster Manual](#)
- “Preparing for the Future” Materials
 - [Slide Deck](#)
 - [Handout](#)
 - [Q&A](#)
- Email mrscrosters@mrsc.org
- *Updates as the roster evolves and improves*

Small Works Roster Manual 2024

This e-publication provides a comprehensive overview of small public works rosters for local and state government agencies in Washington State, with an emphasis on the statewide public works roster administered by MRSC Rosters (mrscrosters.org).

Please note that the Small Works Roster Manual is formatted as a series of webpages (links below), *not* a PDF document. We no longer offer a PDF copy of the manual.

Small Works Roster Training Materials

MRSC conducted two free, in-person workshops in May 2024 on “Preparing for the Future: Changes to the Small Works Roster.” Below are the resources from those training sessions:

- “Preparing for the Future” Slide Deck
- Workshop Handout – Includes sample scope development checklist, bidder responsibility checklist, ordinance/resolution, rotation policy, and business utilization plan
- Q&A and Key Takeaways – Answers many questions asked at the workshops as well as additional questions received outside the workshops

Upcoming Trainings



Webinars

- Using PWIA Portal – September
- Electronic Bidding – October
- Good Faith Efforts – November
- Owner Readiness – December
- Direct Contracting – January
- And more!

Public Works Fundamentals (In-Person)

- Bellingham – November 14
- Vancouver – March 27
- Puget Sound – April 17
- Tri-Cities – May 22
- Sequim – May 29

Sign up for our training e-newsletter at [mrsc.org/e-news](https://www.mrsc.org/e-news)

Thank You!

Additional Questions?

Submit your questions to mrscrosters@mrsc.org or
pwtraining@mrsc.org

Call MRSC Rosters at 206-625-1300 X14

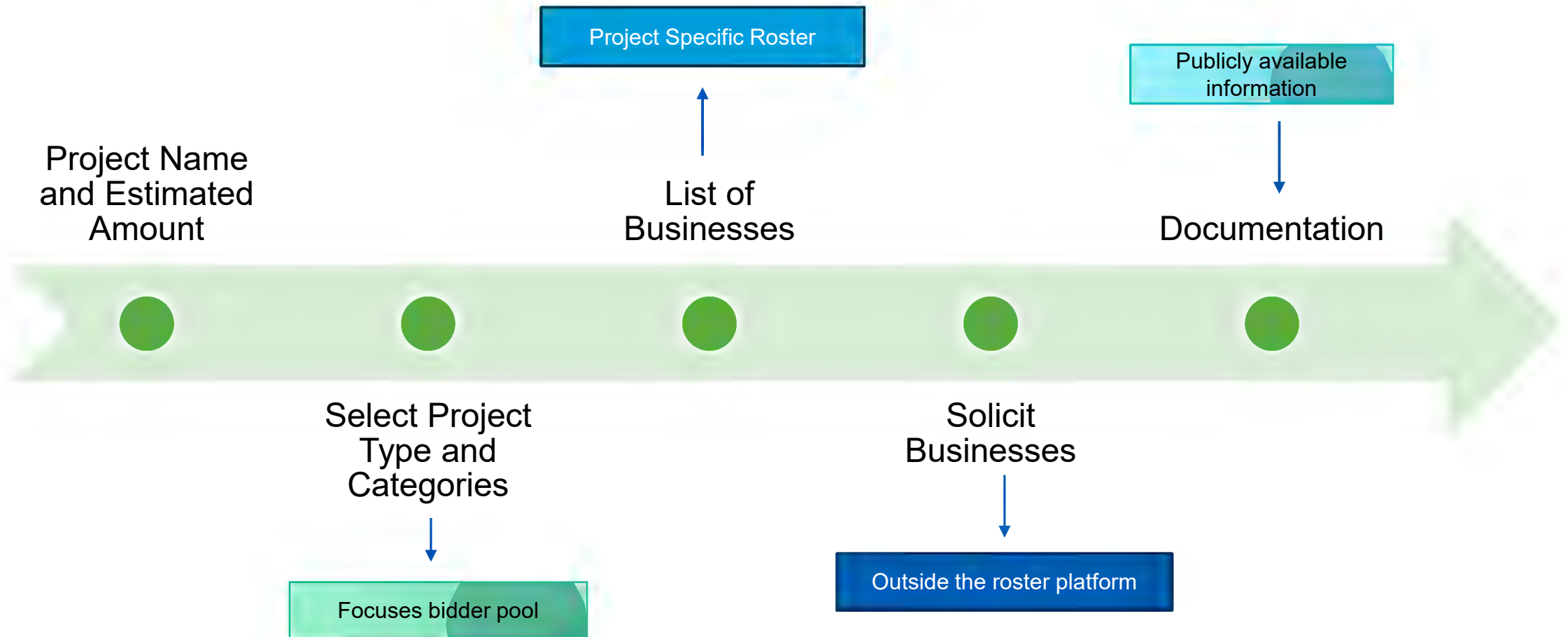
Please fill out the training evaluation survey





APPENDIX

STATEWIDE SMALL WORKS ROSTER “WORKFLOW”



PUBLIC WORKS VS. SMALL WORKS

Small Works are small public works, small works projects have a slightly different definition now

RCW 39.04.010(5)	RCW 39.04.152(1)
All work	Construction
Construction	Building
Alteration	Renovation
Repair	Remodeling
Improvement	Alteration
Not ordinary maintenance (WAC 296-127-010)	Repair
	Improvement