

MICHAEL E. PURDY

P.O. Box 46181
Seattle, Washington 98146-0181
(206) 762-2699

Experience

■ UNIVERSITY OF WASHINGTON

Contracts Manager, *Capital Projects Office*. Manage and coordinate all design and construction contracts for the University of Washington. Supervise staff of four professional contracts specialists.

- Review all design and construction contracts to ensure compliance with applicable laws, policies, and procedures.
- Provide ongoing advice, consultation, and training to project managers and other staff in the Capital Projects Office regarding contracting approaches and methodologies.
- Develop and modify contracts to meet the legal and functional needs of the University.
- Mediate and resolve contracting protests, appeals, and contractual disputes.
- Monitor proposed state legislation regarding contracting and participate in the education of policy makers regarding the University's position.
- Working with others, develop strategic plans and priorities for legislative issues affecting design and construction contracting at the University.

(October 2005 to present)

■ SEATTLE HOUSING AUTHORITY

Contracting and Procurement Manager. Direct and manage the Purchasing Division responsible for purchasing and contracting for all goods, materials, equipment, and supplies; construction services; consultant services; social services; professional and other services for the Seattle Housing Authority. Provide agency-wide leadership on major policy issues. Supervise staff of eight professional contract administrators and buyers and one administrative assistant.

- Review contracts for compliance with legal requirements and policies.
- Negotiate complex construction and information technology contracts
- Streamline contracting and purchasing functions for greater efficiency and accountability.
- Provide project management counsel and training as part of developing contracts.
- Manage contract and project budgets.
- Mediate and resolve contracting protests, appeals, and contractual disputes.
- Interact with Federal and State auditors.
- Monitor and enforce Federal and State "prevailing wages" to construction workers.
- Manage rosters for use of contractors and consultants.
- Provide advice to the agency regarding legal issues and compliance with Federal and State law related to contract administration.

(December 2000 to October 2005)

MICHAEL E. PURDY

■ CITY OF SEATTLE

Contracting Manager, *Executive Services Department*. Direct and manage centralized contracting group with \$1.4 million budget and 20 employees. Provide general administrative and legal oversight and management of the City of Seattle's public works and consultant contracts, and liaison with business community:

- Review contracts for compliance with legal requirements and policies.
- Bid and award almost \$100 million of public works contracts annually.
- Brief the City Council and Mayor and provide information to the media and community on contracting programs and issues.
- Mediate and resolve contracting protests, appeals, and contractual disputes.
- Manage the following City contracting programs and functions:
 - Public works contract payments and claims.
 - Public works apprenticeship program.
 - City-wide consultant roster program.
 - Federal and State required "prevailing wage" payments to construction workers.
 - Women and minority owned business (WMBEs) utilization program.
 - Federally mandated disadvantaged business enterprise (DBEs) utilization program.
 - EEO/affirmative action program for use of women and minorities by the City's contractors and consultants.
- Provide advice to City departments regarding legal issues related to contract administration and project management.
- Develop and implement contracting guidelines and requirements for all City departments and train and advise departments and the contracting community on contracting policies, procedures, and legal issues.
- Design, develop, and manage centralized citywide contracting database.

Responsible for managing the City's WMBE and DBE program, as noted above, from May 1996 through July 1997. From January 1994 to December 1996, working title of position was Public Works Contracting Manager in the Department of Administrative Services, renamed Executive Services Department through a reorganization in January 1997. (January 1994 to December 2000)

■ CITY OF SEATTLE

Assistant Contracting Manager, *Department of Administrative Services*. Manage daily operations of centralized contracting group including supervision, human resource management, financial and budget management, contractual/legal advice and administration, and overseeing computer systems:

- Develop and manage budget for contracting group.
- Develop and interpret citywide rules, policies, and procedures for public works and consultant contracting.
- Supervise staff responsible for monitoring and enforcement of "prevailing wages" paid to construction workers on public works projects.
- Provide advice and information to contractors, consultants, other city departments, the media and general public regarding contracting procedures, requirements, and activities.

MICHAEL E. PURDY

- Serve as Local Area Network (LAN) administrator for computer system.
- Design, implement, and oversee operation of contracting databases.

Working title of position was Assistant Contracting Services Administrator. (January 1992 to December 1993)

Assistant Executive Director, *Board of Public Works*. Manage all financial, budgetary and human resource functions of Board of Public Works Department, in addition to all of the duties for the Assistant Contracting Manager position listed above.

Reorganization of city contracting functions effective January 1992 transferred the contracting responsibilities of the Board of Public Works to the Department of Administrative Services. Position was titled Assistant Executive Secretary until October 1986. (October 1979 to September 1980; August 1982 to December 1991)

Executive Director (acting), *Board of Public Works*. As a City department head reporting to a five member board appointed by the Mayor, direct and manage the City department responsible for centralized contracting functions, as well as management and use of the public right-of-way.

- Serve as member of the Mayor's cabinet.
- Administer the operations of the department and supervise staff.
- Develop and manage city-wide policies and procedures for public works and consultant contracting and the management and use of the public right-of-way.
- Coordinate public hearings and meetings on adoption of rules, contracting protests and appeals, public right-of-way policy decisions (street vacations, permits, street renaming, etc.), and other actions of the Board with elected officials, citizen's groups, and other government agencies; Interact with the media on issues of public interest.
- As staff to the Board, recommend contract actions, policies, and procedures, and implement Board decisions and actions.
- Manage the City's enforcement of federal and state mandated "prevailing wage" requirements.
- Develop and present budget to City Council; manage budget.

Position officially titled as Acting Executive Secretary. (October 1980 to August 1982).

■ UNIVERSITY OF PUGET SOUND

Institutional Research Analyst, Design and manage institutional research database for the University's branch campuses in Seattle and Olympia; Research, analyze, and report findings on student enrollment data. *Part-time position while seeking MBA degree. (September 1978 to May 1979).*

Assistant Director, *Olympia Campus*. Manage day-to-day operations of university branch campus program offering bachelor's and master's degrees in business and public administration:

- Recruit faculty for graduate level courses in business and public administration and provide faculty support.
- Monitor quality of instructional program.
- Counsel students on their academic course of study.

MICHAEL E. PURDY

- Develop and manage campus budget.
- Train and supervise campus staff.
- Manage campus facilities.
- Develop and administer marketing and public relations program for the campus, including preparation of promotional materials and reports; Research new markets, programs, and services.

Position classified as program coordinator for first four months. (April 1977 to September 1978).

Registrar and Admissions Counselor, *Seattle Campus*. Develop policies and procedures for, and administer student registration and admissions process at branch campus in downtown Seattle; Train and coordinate registration staff. Admissions counselor for Seattle Campus and main campus in Tacoma. *(September 1976 to March 1977).*

■ U.S. HOUSE OF REPRESENTATIVES

Congressional Intern, Research, analyze, and prepare reports for a U.S. Congressman on a variety of public policy issues, including a major research paper on the energy crisis. *(June 1973 to August 1973).*

Education

Master of Business Administration, University of Puget Sound (Tacoma, Washington), May 1979.

Master of Divinity, Fuller Theological Seminary (Pasadena, California), June 1990.

Bachelor of Arts, Business Administration and Public Administration (double major), University of Puget Sound (Tacoma, Washington), May 1976.