



Washington State  
DEPARTMENT OF  
ENTERPRISE SERVICES

# 2025-2027 Statewide On-Call Consultant Training + FPS Introduction

Facility Professional Services (FPS)

*AUGUST 1, 2025*



Washington State  
DEPARTMENT OF  
ENTERPRISE SERVICES

# Meeting Housekeeping

- ✓ Please mute your audio unless you are speaking.
- ✓ Please sign into the Chat with your name, company and email.
- ✓ To raise your hand, the icon is located at the top of your screen.
- ✓ Please write your questions in the chat.
- ✓ We will take questions at the end of the presentation

*Thank you.*

# AGENDA

## **1. Who We Are - FPS Teams**

## **2. Working with FPS**

- Project Workflow
- Delivery Methods & Project Types
- Roles & Responsibilities
- Highlight your Firm! - Info Sheet

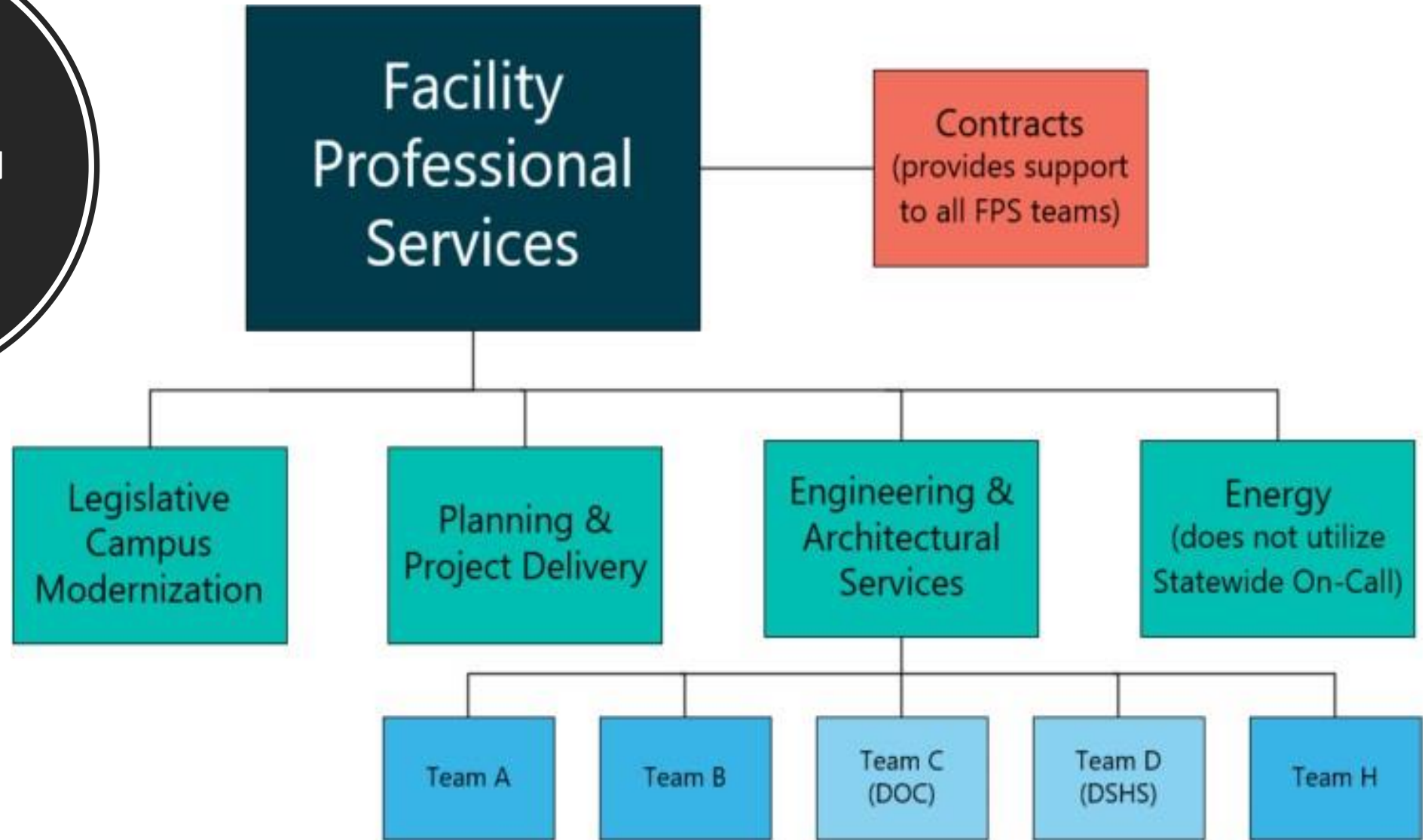
## **3. Agreement Documents**

## **4. Proposal Requirements**

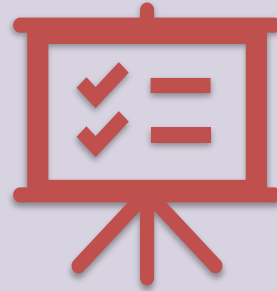
## **5. Project Administration**

## **6. Questions**

FPS  
ORGANIZATION  
CHART



# DES FPS Authority: **RCW 43.19.450**



The Revised Code of Washington (RCW) 43.19.450 authorizes the Department of Enterprise Services, Engineering & Architectural Services to design or to contract for the design and construction of public works projects at state-owned facilities for numerous state agencies.



The FPS PM represents the legal **PUBLIC WORKS** contracting authority for many state agencies.

# PPD - PLANNING & PROJECT DELIVERY TEAM

- **Team Organization**
  - Program Manager – Oliver Wu
  - Assistant Program Managers – Project Delivery – Majid Jamali
  - 9 Project Managers
- **Focus/Client List:** Capitol Campus, DES-owned facilities and State Agencies within Thurston County
- **Current Funding:** For 25-27 = \$108M+, plus funding from client agency projects, TI's, and operating/emergency funding
- **Opportunities for on call:** Studies, TI's, elevators, utilities, safety, fire, MEP equipment replacements, and small-med design/bid/build projects
- **Examples:** elevator modernizations, security systems, fire system upgrades, infrastructure repairs, emergency generators, energy efficiency upgrades

# EAS – Engineering & Architecture Services

- **Team Organization**
  - Program Manager– Janet Jansen
  - Assistant Program Managers – Ariel Birtley, Chris Gizzi, Nancy Deakins
  - 30 + Project Managers
- **Focus/Client List:** Community & Technical Colleges (34) campuses, and State Agencies (Washington State Military Department, Washington State Patrol, Department of Veterans Affairs, Department of Children, Youth, & Families, 20 Smaller Agencies (Department of Health, Museums, School for Deaf, School for the Blind +))
- **Current Funding:**  
Community & Technical Colleges minor works statewide \$129M (new funding), Military Department \$26M, DCYF \$5.5M, Smaller Agencies \$9.5M.
- **Opportunities for on-call:** Tenant Improvements, elevators, utilities, safety, fire, MEP equipment replacements, and major project support.

DEPARTMENT OF  
SOCIAL AND  
HEALTH  
SERVICES &  
DEPARTMENT OF  
CORRECTIONS  
TEAMS

- **Team Organization**

- Assistant Program Manager – *Aaron Young*

- **DOC** - 7 Project Managers

- Focused on Prisons and Reentry Centers across the state
  - \$6M Minor Works Funding for 25-27

- **DSHS** - 12 Project Managers

- Focused on Psychiatric Hospitals, Residential Treatment Centers,
  - Residential Habilitation Centers, & the Special Commitment Center
  - \$8.4M Minor Works Funding for 25-27



# WASHINGTON STATE MILITARY DEPARTMENT

- **Team Organization**
  - CFMO, Design & Construction Branch Chief – Andi Bodnariuk
  - 4 Project Managers and Contract Staff
    - Focused on WA National Guard Facilities across the state
    - 20+ projects within delegated authority limits:
      - Projects with MACC < \$999,999
      - A/E Fees under \$150k

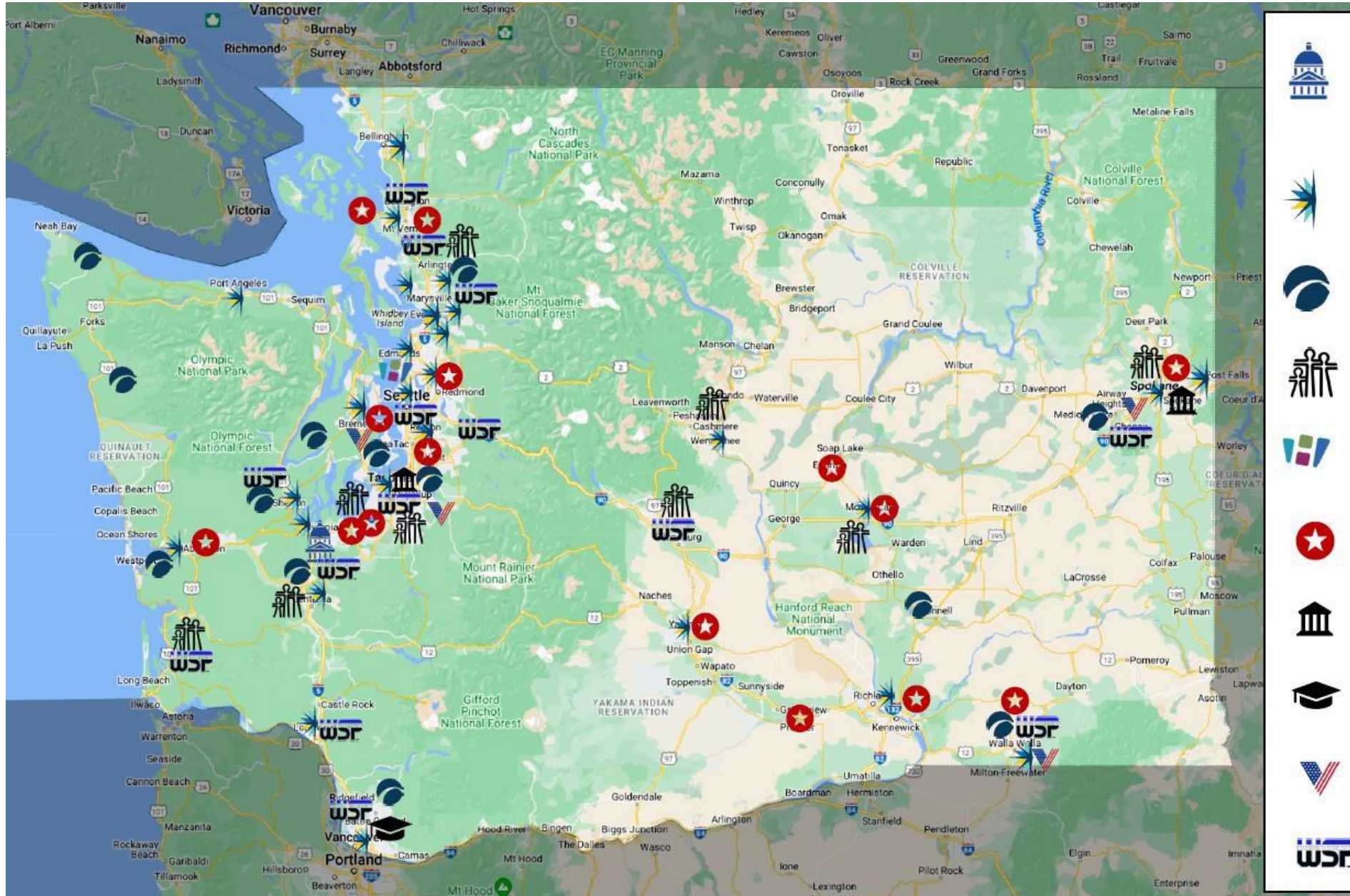
***DES manages ~15 projects for Mil Dept ≥ \$1M***

# FPS CONTRACTS

- **Team Organization**
  - Program Manager – Alissa North
  - Contracts Supervisors - 3
  - Contracts Specialists – 11
- **Focus:** Direct support with Project Managers from each team (*including Energy*) to execute and track all contract documents;
  - Notice to Proceeds
  - Consultant Agreements
  - Consultant Amendments
  - Change Orders



# FPS CLIENT MAP



Capital Campus and other Agencies, Olympia



Community & Technical Colleges



Department of Corrections



DSHS



Department of Health



Military Department



Museums



Schools for Deaf / Blind



Veterans Affairs



Washington State Patrol

# HIGHLIGHT YOUR FIRM - INFO SHEET

If you would like to provide DES with a one-page document to highlight your firm's expertise and experience within the discipline of your on-call agreement, DES will compile these for FPS Project Managers (PMs) to use while considering on-call firms.

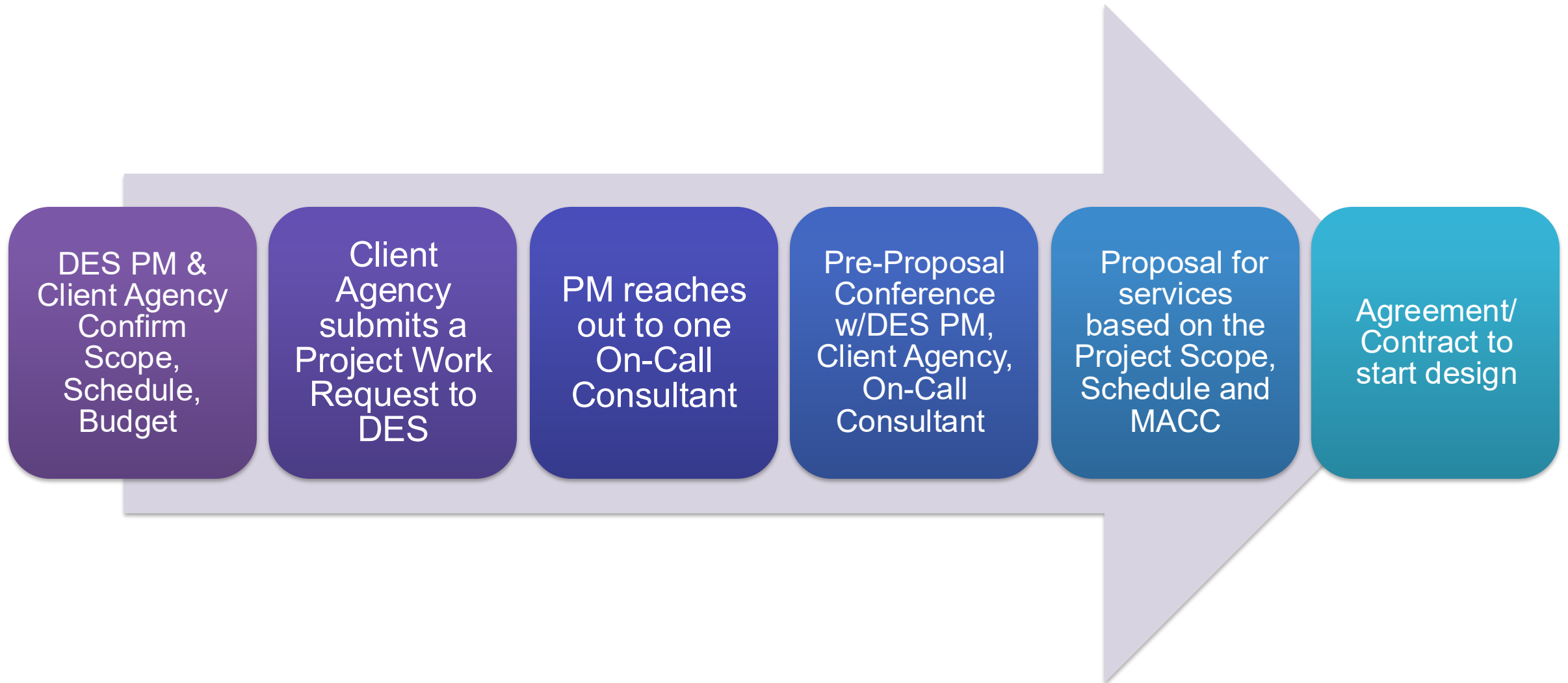
If you'd like to submit a one-page PDF, please adhere to the following criteria:

- One 8.5" x 11" page of content
- Legible Font Sizes
  - Avoid "narrow" fonts
  - Avoid naturally "smaller" fonts
  - Use Calibri, size 11 as a sample size

Submit to [ryan.grimes@des.wa.gov](mailto:ryan.grimes@des.wa.gov)

# WORKING WITH FPS

# PROJECT WORKFLOW



# On-Call DELIVERY METHODS + PROJECT TYPES



## Delivery Methods

Design, Bid, Build  
(*Advertised Construction Projects*)

JOC Contracts

Small Works Contracts

**EDGE**



## Project Types:

- ✓ Infrastructure
- ✓ Roofing
- ✓ Renovations
- ✓ HVA
- ✓ Electrical
- ✓ ADA
- ✓ Elevators
- ✓ Building Envelope
- ✓ Support to major projects



# ROLES, RESPONSIBILITIES & COMMUNICATION



## **DES Project Manager:**

Prime point of contact with consultant and client

Provides direction to consultant

Manages the contracts



## **Client Agency Representative:**

Defines project scope, funding and schedule



## **Consultant:**

Manages design and construction administration

Designs project within client budget and schedule

Communicates through DES PM with client

Does not start work until has signed Agreement or Amendment



# A/E RESPONSIBILITIES

- ✓ Design within the MACC and schedule
- 🏠 Update construction cost estimate & schedule each design phase
- 🏗️ Coordinate design reviews with AHJs
- 🏰 Chair design meetings with stakeholders
- 🔧 Chair construction meetings & distribute minutes
- 📅 Review contractor change order calculations
- ⌚ Review contractor's time extension requests
- 📄 Ref: Conditions of the Agreement and Instructions for A/Es

# B2GNow REQUIREMENTS

The Public Works Diversity Tracking & Management System (B2GNow) is a web-based system used to report payment details on Public Works contracts.

- ✓ The System collects data on small and diverse business certifications as well as promptness of payment.
- ✓ Reporting payment detail in B2GNow is required per your contract or agreement. **Monthly Updates (*upon payment*), Coordinate with Sub-Consultants, Direct questions to your PM**
- ✓ DES has an FAQ page for B2GNow and Diversity Compliance: <https://des.wa.gov/services/facilities-leasing/public-works-design-construction/architecture-engineering-design-consultants/B2GNow-FAQs>
- ✓ <https://des.diversitycompliance.com/>

For more information, contact Sarah Erdmann at  
[sarah.erdmann@des.wa.gov](mailto:sarah.erdmann@des.wa.gov)

# AGREEMENT DOCUMENTS

# ELEMENTS OF THE AGREEMENT



1. DES Agreement/Contract



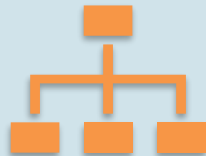
2. Proposal for Consultant Services



3. Conditions of the Agreement



4. Attachment A from Conditions of Agreement  
– Project Deliverables

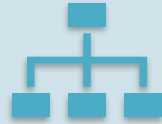


5. Instructions to Architects and Engineers

# CONDITIONS OF THE AGREEMENT

- |  |  |
|--|--|
| I. Owner's Responsibilities                                | IX. Compensation for Changes during Construction |
| II. Basic Services of A/E                                  | X. Voluntary MWBE Participation                  |
| III. Additional Services & Reimbursables                   | XI. Termination & Suspension                     |
| IV. A/E's Estimate of Construction Cost                    | XII. General Requirements                        |
| V. Approvals of Design Phases                              | XIII. Quality Assurance                          |
| VI. Basis of Compensation                                  | <i>Attachment A</i>                              |
| VII. Compensation for Basic Services                       | – Provides Required Project Deliverables         |
| VIII. Compensation for Additional Services & Reimbursables |  |

# INSTRUCTIONS FOR ARCHITECTS & ENGINEERS



1. Purpose and DES Authority



2. Planning and Design



3. Construction Documents



4. Bidding, Printing & Permits



5. Construction Administration



6. Project Completion and Close Out

# PROPOSAL REQUIREMENTS

# PRE-PROPOSAL CONFERENCE

Meeting with Client, Consultant, and DES PM

*Goals –*

- ✓ Gain common understanding of project scope, schedule, and budget
- ✓ Review of DES public works process
- ✓ Review of agreement deliverables for basic and additional services
- ✓ Review Expectations for Fee proposal



# PRE-PROPOSAL CONFERENCE Review of Agreement

Identify and Document  
Deliverables for each  
Phase for Basic Services  
and Additional Services

## Attachment A

### ATTACHMENT A DOCUMENT/DELIVERABLES REQUIREMENTS

This Attachment lists the documents to be provided by the A/E to the extent that items of work are related to the project. The Owner and A/E shall review the list and agree and indicate which items are included in Basic Services (BS) in Article II in the Conditions of the Agreement or are Additional Services (AS). This list is not all inclusive nor is it limited to any items referred to or implied in other parts of the Agreement or normally provided under Article II of the Conditions of the Agreement.

ITEM	B S	A S	SCHEMATIC PHASE	B S	A S	DESIGN DEVELOPMENT PHASE	B S	A S	CONSTRUCTION DOCUMENT PHASE
Specifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	System & Material Narrative Descriptions	<input type="checkbox"/>	<input type="checkbox"/>	Outline Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Complete Specifications
Construction Cost Estimate	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Site	<input type="checkbox"/>	<input type="checkbox"/>	Existing conditions	<input type="checkbox"/>	<input type="checkbox"/>	Pedestrian circulation	<input type="checkbox"/>	<input type="checkbox"/>	Pipe sizes
	<input type="checkbox"/>	<input type="checkbox"/>	Site footprints	<input type="checkbox"/>	<input type="checkbox"/>	Utility details	<input type="checkbox"/>	<input type="checkbox"/>	Connection details
	<input type="checkbox"/>	<input type="checkbox"/>	Site entrance	<input type="checkbox"/>	<input type="checkbox"/>	Dimensions	<input type="checkbox"/>	<input type="checkbox"/>	Contractor parking
	<input type="checkbox"/>	<input type="checkbox"/>	Demolition	<input type="checkbox"/>	<input type="checkbox"/>	Traffic flow plan	<input type="checkbox"/>	<input type="checkbox"/>	Construction area
	<input type="checkbox"/>	<input type="checkbox"/>	Site utilities	<input type="checkbox"/>	<input type="checkbox"/>	Handicapped flow plan	<input type="checkbox"/>	<input type="checkbox"/>	Construction phasing
	<input type="checkbox"/>	<input type="checkbox"/>	Utility requirements	<input type="checkbox"/>	<input type="checkbox"/>	Lighting plan	<input type="checkbox"/>	<input type="checkbox"/>	Site development
	<input type="checkbox"/>	<input type="checkbox"/>	Roads and driveways	<input type="checkbox"/>	<input type="checkbox"/>	Stairway connections	<input type="checkbox"/>	<input type="checkbox"/>	phasing
	<input type="checkbox"/>	<input type="checkbox"/>	Loading dock location	<input type="checkbox"/>	<input type="checkbox"/>	Waste containers	<input type="checkbox"/>	<input type="checkbox"/>	Street use plan
	<input type="checkbox"/>	<input type="checkbox"/>	Future expansion	<input type="checkbox"/>	<input type="checkbox"/>	Bicycle facilities			
	<input type="checkbox"/>	<input type="checkbox"/>	Walkway locations	<input type="checkbox"/>	<input type="checkbox"/>	Site drainage			
	<input type="checkbox"/>	<input type="checkbox"/>	Stairway locations	<input type="checkbox"/>	<input type="checkbox"/>	Site utilities			
	<input type="checkbox"/>	<input type="checkbox"/>	Parking locations	<input type="checkbox"/>	<input type="checkbox"/>	Reference elevations			
	<input type="checkbox"/>	<input type="checkbox"/>	Waste/recycle collection locations						
Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	Existing conditions	<input type="checkbox"/>	<input type="checkbox"/>	Irrigation plan	<input type="checkbox"/>	<input type="checkbox"/>	Soil preparation and planting specification

# PROPOSAL REQUIREMENTS

**Scope** - Project Description, identify work to be performed by prime consultant and subconsultant.

**Schedule** – Provide for design, construction and closeout

**Deliverables** - Identify in proposal according to Attachment A of Conditions of the Agreement.

**Fees** – Breakdown all costs for the project according to contract:

- Cost/Level of Effort Matrix – showing firm representative level, number of hour and hourly rate for each phase.
- Reimbursable expenses and travel according to OFM
- Include subconsultants proposals with same backup.

# FEE REQUIREMENTS

- Identify Basic and Additional Services
- MACC under \$1M are negotiated
- MACC over \$1M use OFM Fee Schedule for basic services
- Negotiated Fees shall be itemized = hourly rate x hours
  - Additional services are negotiated
  - Shall not exceed hourly rate in OFM Fee Guidelines

<https://ofm.wa.gov/sites/default/files/public/budget/instructions/capital/2025-27/Ch9AEfees.pdf>

# BASIC SERVICES PHASES

- **Design and Review**– For all Phases
- **Permitting** – Identify AHJ's, DAHP Coordination, SEPA, SWPP
- **Cost Estimating** – Required for each design phase
- **Schedule** – A/E to provide for Design and Construction (*Include owner review time*).
- **Bid Document Preparation** – DES Front Ends, Division 01, Pre-Bid DES Review
- **Bidding Support** – Addenda, Pre-Bid Walk Thru
- **Construction Administration** – Pre-Construction meeting, OAC and Site Visits
- **Closeout** – Punchlist, backchecks and review of as-builts
- **Warranty** - 10 Month Review

# ADDITIONAL SERVICES

- Define each additional service
- Provide detailed description of scope for each additional service; how/why this **exceeds** basic services
- Quantify Level of Effort: tasks, hours, responsible parties, and rates (for prime and subs)
- Specialty consultant  $\neq$  additional service
- Cost estimating is a basic service, not additional service

# PROJECT ADMINISTRATION

# DESIGN PHASES

## **Schematic Design**

- Conceptual Design Alternatives
- Schematic Design Documents

## **Design Development**

- Describe and illustrate the full size, character and scope of the Project
- Drawings and outline specifications required

## **Construction Documents**

- A/E to provide Drawings, Specifications and other documents to show in detail the scope of the Project.
- Documents shall describe materials, standards of workmanship, finishes, equipment and the conditions affecting the Work required to be performed in all divisions of the construction work.
- A/E shall, in consultation with Owner, prepare the necessary bidding information, bidding forms, project manual, which shall include Owner's General Conditions, Division 01, and project documents as outlined in Instructions for A/E's and on the DES website.

# DESIGN PHASE EXPECTATIONS



Be professional, collaborative and solution oriented



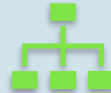
Plan and hold regular design meetings and review meetings at milestones with stakeholders.



All phases should have deliverables as indicated in Attachment "A".



Include cost estimate & schedule



Oversee Value Engineering & Constructability



Address review comments



DES PM & Client agency to provide approval prior to moving to next phase.



The A/E submit to the local permitting agency, Department of Health, Fire Marshal, L&I.



# BIDDING PHASE EXPECTATIONS

## Prior to bidding A/E to Confirm Completion of:

- Permits
- DAHP
- Utility Locates
- Asbestos and Hazardous Materials studies

## Bid Documents

- Prepare bid documents according to contract and Instructions to A/E's
- Ensure bid documents align with project budget and schedule.

## Finalize Documents

- Work with DES FPS PM, APM and Contracts for approval of documents and for online bidding portal and plan centers.

## Oversee Pre-Bid Walk Through

## Respond to questions and prepare Addenda

## Review Bids with DES PM and Client Agency

# BIDDING DOCUMENT REQUIREMENTS

DES Front Ends and Division 1

Apprenticeship Utilization Plan

Bid Range Calculator

Subcontractor List Form A

Subcontractor List Form B

Certificate of Insurance

Liquidated Damages Checklist

Plan Centers

Pre-bid Walk through Agenda Template

Prevailing Wage Example

Responsibility Criteria under \$1M

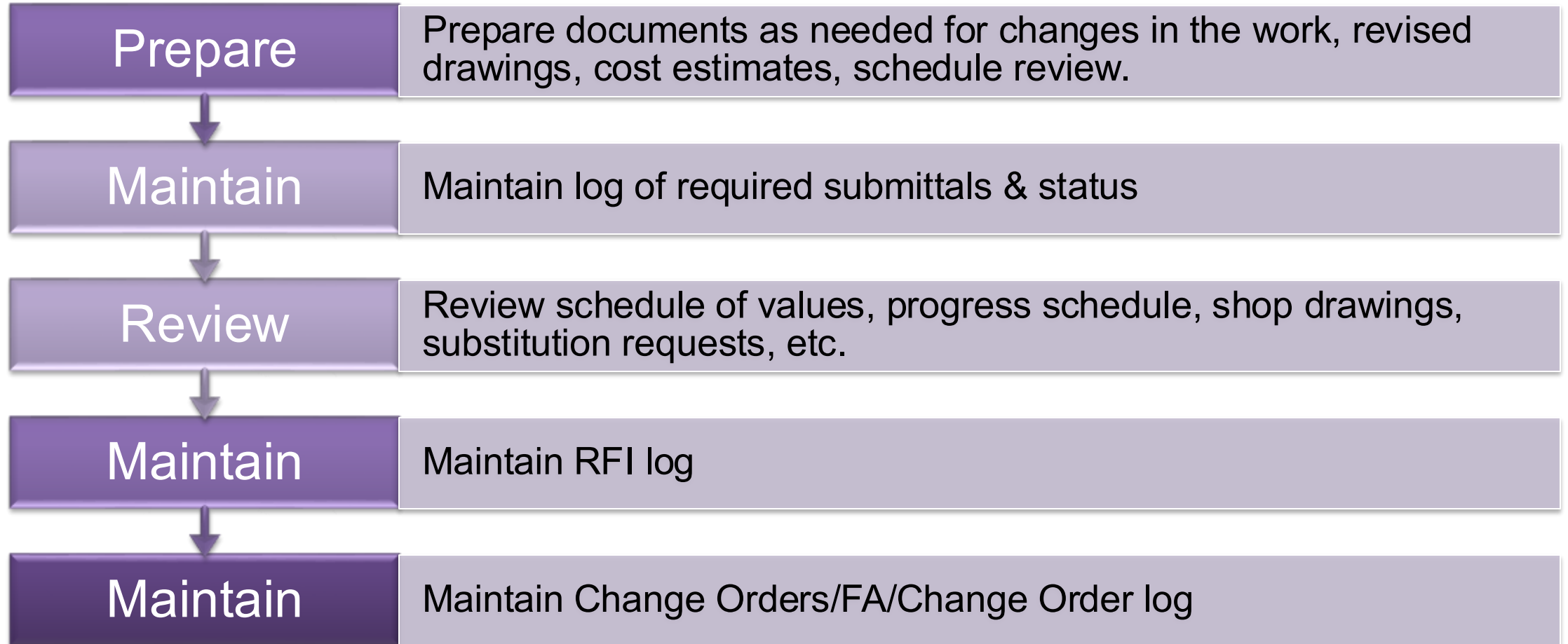
Responsibility Criteria Over \$1M

Wage Theft Prevention Form

# CONSTRUCTION ADMINISTRATION

Meetings	Site Visits	Invoicing	Schedule	Budget	Risk Management
A/E & PM co-chair Pre-Construction Meeting Chair project progress meetings	Conduct on-site or virtual meetings once per week or as stipulated Be familiar with the progress and quality of site work. Verify general conformance with contract documents	Certify the amount owing to Contractor based on observation and evaluation of progress.	Review for conformance with construction documents, notify owner of any deviation.	Review and track project budget	Review projects for potential risks to scope, schedule and budget.

# CONSTRUCTION ADMINISTRATION



# CLOSEOUT PHASE EXPECTATIONS



**Dedicated Close Out Meeting** - 75% complete  
– use DES meeting agenda.



**Punchlist** – A/E shall conduct punch list walks and prepare check lists of corrective items, make final inspections by all disciplines, including one reinspection.



**Substantial Completion** – A/E & PM review Substantial Completion Checklist. A/E shall obtain, review, approve and deliver to Owner written guarantees, manuals and instructions from Contractor as required by the Construction Documents.

# CLOSEOUT PHASE EXPECTATIONS



**Final Completion** – Final Completion shall be achieved when the Work is fully and finally complete in accordance with the Contract Documents. The date Final Completion is achieved shall be established by Owner in writing, but in no case shall constitute Final Acceptance which is a subsequent, separate, and distinct action. A/E shall review all work for final completion and recommend when to make this determination.



**Final acceptance** - Final Acceptance means Substantial and Final Completion have been achieved, that the work is fully and finally completed in accordance with the contract documents and that all other contract requirements are complete and accepted.

# CLOSEOUT PHASE



Identify any claims and/or disputes.



Field Authorizations and Change orders processed.



Contract-required LEED submittals and reports complete and uploaded to USGBC.



A/E approves final “as-built” record documents.



Post-commissioning issues resolved, and Final Commissioning Report received.



All other requirements of the contract documents are complete.



Final Contractor invoicing received, reviewed, and sent to Client Agency for payment. A/E recommendation on Final Acceptance Checklist.

# WARRANTY

Warranty support is included with basic services

- Inspection & identifying defects
- Determining corrective measures & assist with implementation

A/E may be called to assist with warranty issues

A/E schedules walkthrough with contractor 11 months after substantial completion

A/E issues warranty inspection report



# INVOICES

## A/E Invoices

- Submit on Form A19
- Project Number (example: 2025-000, not on-call number)
- Attn: Project Manager
- Submit once a month – delayed submittals may lead to delayed payment

## Contractor Invoices

- Review for completion & accuracy
- Return incorrect invoices within 7 days

**Project Manager may provide specific instructions to follow, relevant to the client**

# QUESTIONS?



[eamail@des.wa.gov](mailto:eamail@des.wa.gov)



360-902-7272  
(voicemail)



[https://des.wa.gov/services/  
facilities-and-leasing-  
management/architecture-  
engineering-design-  
consultants](https://des.wa.gov/services/facilities-and-leasing-management/architecture-engineering-design-consultants)