



Washington State  
DEPARTMENT OF  
ENTERPRISE SERVICES

# DES Public Works Contracts Program

FACILITY PROFESSIONAL SERVICES

ALISSA NORTH, PUBLIC WORKS CONTRACTS PROGRAM MANAGER

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# PUBLIC WORKS

**Purpose:**

Public works vertical construction and maintenance/repairs for ALL Washington state government structures/buildings/facilities, statewide (college campuses, military, prisons, Capitol Campus, etc.).

**Funding:**

Funded through Legislature's capital budget.

**Constraints:**

Bound by state laws including but not limited to the Attorney General, RCWs, and WACs.

# ABOUT OUR CONTRACTS TEAM

## **What we do:**

Public works administrative support for all contracting needs from design through closeout and maintain all contract management documents.

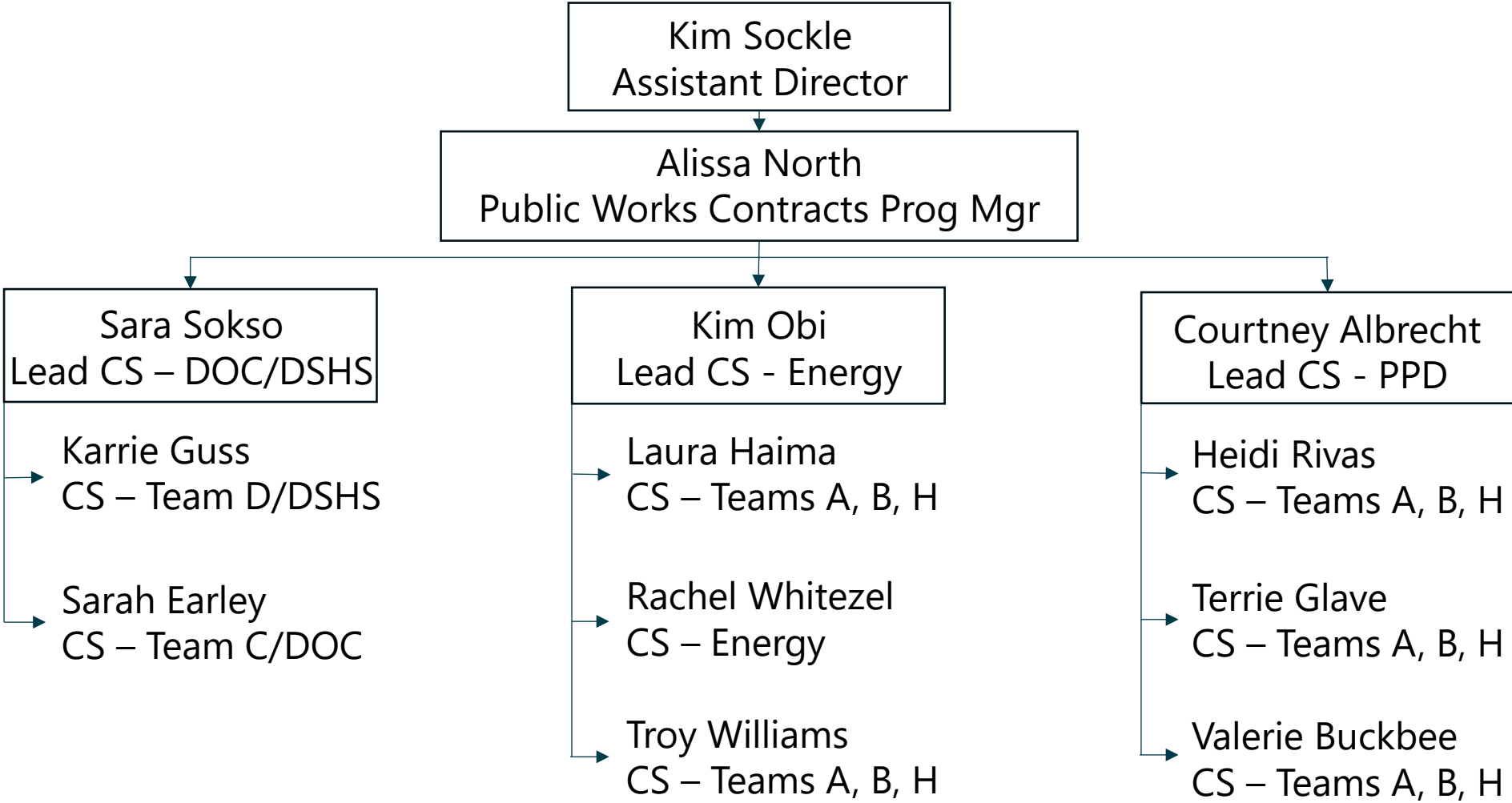
We support three outward-facing FPS programs:

- Energy
- Engineering and architectural services (EAS)
- Project planning and delivery (PPD) for Capitol Campus

Contracts team ensures compliance with state requirements, funding conditions, and procurement rules and regulations.

Our goal is to make contracting efficient, transparent, and partnership-driven.

# CONTRACTS TEAM



# COLLABORATIVE & PARTNERSHIP FOCUSED



## **Client agency**

- Stakeholder client for public works needs and project budget/funding.
- Submits public works request to obtain DES State project numbers.
- Works with project manager.



## **Project manager**

- Collaborates with all stakeholders, including project planning, project tracking, onsite visits.
- DES project manager leads projects and is the bridge between agency, contractor, and contracts specialist.



## **Contracts specialist**

- DES is the owner of contracts and agreements stakeholder.
- Creates, executes, and files legally binding documents within the confines of the laws.

# AGREEMENTS

DES enters into an agreement **with the consultant** on behalf of the client agency for professional services, including:

- **Additional services:**
  - Study, commission, testing, predesign, etc.
- **Basic services:**
  - Design, bidding, construction administration, etc.

There are **several agreement types** made between DES and the consultant, or between DES and the client agency (interagency).

Consultants are selected via **selection processes**, including on-call, large project, small project, expedited.

# CONDITIONS OF THE AGREEMENT

This incorporates the instructions for consultants. With that, the consultant has certain contractual obligations to meet the conditions of the agreement.

*Our consultants have contractual terms and conditions that they must adhere to.*

# AMENDMENTS

These are approved changes to the existing agreement with the consultant in relation to, but not limited to, a change of the scope, schedule, or fee.

# PUBLIC WORKS BIDDING

We have an online public procurement bid portal called **Euna** that contractors use to view opportunities and submit bids.

- Contracts team manages the bidding process from advertisement to contract award in Euna.

**Public works bidding follows RCWs** including, but not limited to:

*RCW 39.04.010 (5) "public work" means all work, construction, alteration, repair, or improvement other than ordinary maintenance.*

# ADDENDA

These are approved changes to the bid docs during the bidding phase (prior bid opening) that modify, clarify, or add to the original bid documents (plans, specifications) for a public works project.

# PUBLIC WORKS CONTRACTS

**Public works contract** is between the contractor and DES on behalf of the client agency.

Contractors must adhere to their contractual obligations specified in the **construction manual** to include our general conditions (GC) and instructions to bidders and must be licensed to work in Washington state and to work on public works projects.

Project **delivery methods** include:

- Traditional bid
- Emergency
- Job order contract (JOC)
- Small works
- Energy

(Alternative methods: GC/CM and design build)

# GENERAL CONDITIONS & INSTRUCTIONS TO BIDDERS

**Construction manual** includes both the general conditions (GC) and instructions to bidders.

**GCs are reviewed and vetted** by the Attorney General and specify contractual obligations contractors must follow.

**Instructions to bidders** includes directions for contractor on how to bid on a public works project.

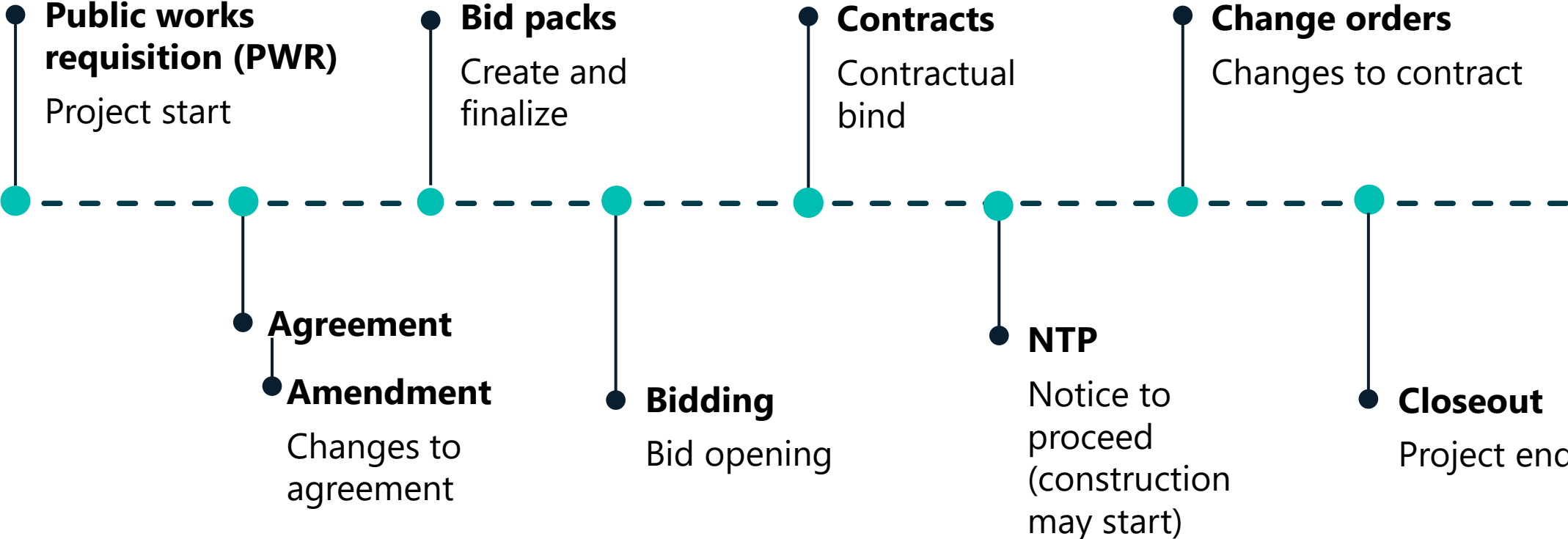
# CHANGE ORDERS

These are approved changes to a construction contract that changes work, cost, or schedule after contract execution.

The contractor must adhere to the general conditions requirements.

General conditions also specify what supporting documentation is needed, and how much overhead and profit a contractor can charge for change orders.

# EXAMPLE PROJECT TIMELINE



# PUBLIC SERVICE RECOGNITION WEEK



FPS contracts team Public Service Recognition Awards 2025 winner of the Extra Mile Award for implementing online bidding tool, Euna, and making public works contracting more accessible and diverse.

# THANK YOU



[alissa.north@des.wa.gov](mailto:alissa.north@des.wa.gov)



360-701-6231



[DES.wa.gov](https://DES.wa.gov)