



Washington State  
DEPARTMENT OF  
ENTERPRISE SERVICES

# The Role of DES Project Managers

**Glen Gipe, Project Manager**  
Engineering & Architectural Services

*NOVEMBER 2025*

# WE ARE HERE FOR YOU

As trusted experts in public works project delivery in Washington state, we provide professional project management to meet your programmatic facility needs with a focus on durable, energy-efficient, environmentally sustainable, and accessible facilities/projects.



# HOW PROJECT MANAGERS BRING VALUE

- Building and strengthening team relationships.
- Promoting open communication.
- Identifying strategies to reduce risk.
- Keeping everyone on track throughout the process.
- Answering your questions.
- Sharing expertise on design, construction and administration of projects.

# HOW WE LEAD PUBLIC WORKS PROJECTS



Comprehensive campus and master planning services



Capital budget development and resource utilization



Professional services and contractor selections



Sound and compliant agreements and contracts



Excellent quality design and bidding efforts

# HOW WE LEAD PUBLIC WORKS PROJECTS

- Providing permitting and jurisdictional guidance.
- Managing construction administration.
- Managing changes and stakeholder expectations.
- Educating stakeholders on public works.
- Executing projects and managing the legality of the contracts.
- Managing the cost accounting.

# HOW WE WORK WITH YOU

# BUDGETS AND REPORTING

## **DES PM**

- Prepares C100s: Project budget requests.
- Prepares project request report (PRR).
- Helps determine owner project requirements (OPR).
- Monitors cash flows.
- Tracks budgets through project development and delivery.

## **Client**

- Decides how to fund small projects based on appropriated budget amounts.
- Reports to executive leadership the impacts of design and construction decisions and activities.
- Shares planning for budgets with PM to establish priorities in funding and project identification.
- Determines available funding from various agency sources.
- Monitors cash flows of related budgets.

# CONSULTANT SELECTION

## **DES PM**

- Organizes selection teams to interview potential, interested firms.
- Prepares and manages advertisement documents.
- Manages selection process including interviews and consensus.
- Guides on-call selections to evenly distribute the work.
- Reviews all consultant submittals and qualifications.
- Advises client on best fit.

## **Client**

- Reviews biennium appropriations to determine which design/construction pathway is best for the client.
- Reviews consultant skills for best fit with projects.
- Reviews consultant experiences and preferences with project manager.
- Reviews advertisement documents for applicability and appropriateness to programmatic needs.

# DESIGN

## DES PM

- Monitors changes in project scoping, proposal, consultant agreement.
- Advises on completion of design phases.
- Provides expertise from similar projects to guide decisions.
- Keeps team on schedule and within budget.
- Meets client needs for scheduling, exploring options, determining delivery strategies.

## Client

- Provides any documentation necessary to inform the design team of existing conditions.
- Represents agency to scope design criteria.
- Informs the team of key programmatic needs.
- Conducts site visits for design team review and questions.
- Agrees on the completion of distinct design phases.

# BIDDING

## **DES PM**

- Prepares advertisements and bid package.
- Develops base scope and addenda.
- Manages online bidding.
- Conducts pre-bid meetings and walk-throughs.
- Coordinates activities of potential bidders.
- Confers with client to award base and alternates.
- Reviews and amends CA funding and documents.

## **Client**

- Provides documentation to inform bidders of existing conditions.
- Represents agency to scope criteria for base and alternates.
- Site visits to inform potential bidders on issues and considerations.
- Selects alternates based on funding available.
- Reviews Q & A to provide input.
- Conducts pre-construction meetings on site.
- Approves amendments to the CA funding.

# CONSTRUCTION

## **DES PM**

- Executes contract and gives notice to proceed to contractor.
- Ensures contract compliance.
- Reviews site specific safety plans.
- Tracks RFIs, submittals, changes.
- Verifies L&I intents, affidavits, and certified payrolls are filed.
- Monitors apprenticeship utilization.
- Ensures contract compliance.
- Reviews and processes invoices.

## **Client**

- Represents agency to create schedules.
- Informs construction teams on issues and considerations.
- Reviews agency specific RFIs, submittals, and project changes.
- Monitors and reports client impacts from construction activities.
- Reviews applicable substitution requests.
- Facilitates site access.
- Observes and reports construction deficiencies.

# CLOSEOUT

## **DES PM**

- Reviews O&M manuals, as-builts.
- Helps determine substantial completion criteria.
- Manages punch list completion.
- Verifies apprenticeship.
- Accepts final completion.
- Submits notice of completion to L&I.
- Manages releases and retainage (L&I,ESD,DOR).

## **Client**

- Distributes O&M manuals, as-builts.
- Represents staff to determine substantial completion criteria.
- Participates in punch list identification.
- Manages staff for trainings.
- Accepts project as completed
- Authorizes and processes final payment.

# ONGOING COLLABORATION

## **Our goals**

- Holding each other accountable
- Review roles and responsibilities during planning, design, and construction
- Meet regularly to discuss expectations, responsibilities, and project status, and what is working
- Open communication

**Need help? Just ask! We are here for you!**



**QUESTIONS?**

# THANK YOU



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