



Washington State
DEPARTMENT OF
ENTERPRISE SERVICES

Starting a Project with DES

Ariel Birtley, Assistant Program Manager
Gary Wendleken, Construction Project Coordinator

Facility Professional Services (FPS)

November 2025

STARTING A MINOR PROJECT

WHAT IS A MINOR WORKS PROJECT

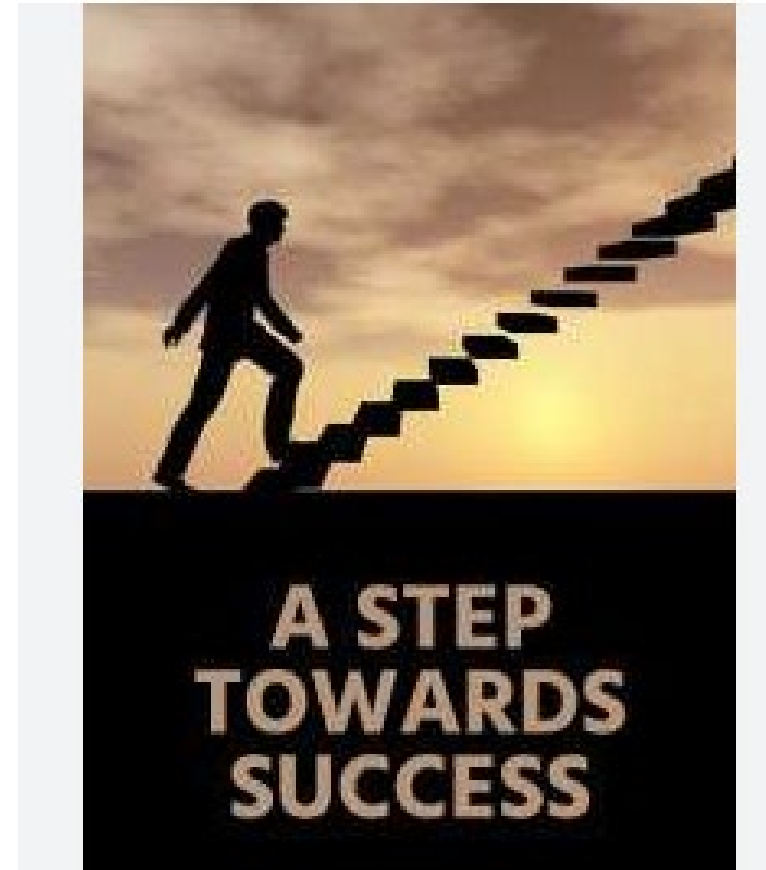
- Must have an estimated value of \$25,000
 - State agencies (non-higher education): Upper limit is \$1 million
 - Higher education: Upper limit is \$2 million
- Must be completed within the biennium
- A minor project is not:
 - A phase of a larger project
 - Supplemental funding for a larger project that already received separate appropriation
 - Movable or temporary structure

TYPES OF MINOR WORK PROJECTS

- Remodels
- Infrastructure (sewer, storm water)
- HVAC
- Elevator
- ADA compliance
- Electrical
- Security
- Roofing
- Building envelope

STEPS FOR THE BIENNIUM

- Most agency construction projects: Two-year cycle (July 1-June 30)
 - During cycle, agencies are expected to start and finish all projects with available funds
- Pre-planning best practices:
 - Review your biennium budget
 - Consider combining projects: Mechanical, electrical and infrastructure
 - Review latest facility condition survey
 - Review latest master plan
 - Start conversations with your DES project manager as soon as possible!



STEPS FOR MINOR WORKS PROJECT

1. Schedule a meeting with your DES project manager.
2. During your meeting, review scope, schedule, and budget for the project.
3. After the meeting, submit a project work request (PWR) to DES.
4. Architectural engineer selection process. (If needed)
5. Project delivery methods. Public bid, Small works roster, (Direct negotiated or Competitive), job order contracting JOC, Washington EDGE.



MEETING WITH YOUR PROJECT MANAGER

- Schedule meeting sooner than later.
- Meet in person if possible so you can better assess the project.
- Recommended for meeting:
 - Scope of work
 - As-built drawings
 - Budget
 - Schedule
 - Hazardous material reports
 - Existing surveys, known potential issues or concerns
 - If meeting virtually, have floor / site plans available to share.
- Determine line of communication (i.e., email, phone, face to face).



DISCUSSING THE PROJECT

- **Scope:**
 - Review conditions facility survey, if applicable
 - Identify the building and its spaces
 - Expectations, objectives, and goals:
 - Any known constraints or assumptions to be aware of
 - Possible alternates
- **Schedule:**
 - Long lead items and equipment
 - Desired start and finish date
 - Weather impacts
 - If funding is part of a grant, this may impact the schedule



DISCUSSING THE PROJECT

- **Budget:**
 - Determine funds available
 - Discuss possible alternates
 - Is a DES interagency agreement (IAA) required?
 - Allow for taxes and contingency amount (usually 10% each)
 - Limited schedule can affect start time of projects
 - Infrastructure projects should be given highest priority
 - They usually have specific equipment or material that can have long lead times



SUBMITTING A PWR

Project work request (PWR): A form filled out by the owner with input from DES project manager as needed and submitted by owner via email to DES contracts.

- eas-pwr@des.wa.gov

Form can be downloaded from our website:

- <https://des.wa.gov/services/facilities-and-leasing-management/construction-contractors/formsreference-documents>

There is a 'help' tab within the Excel document explaining how to complete the form. Funding boxes are very important—your project manager can help!

The image shows a screenshot of the 'PWR - PUBLIC WORKS REQUEST' form from the Washington State Department of Enterprise Services (DES). The form is titled 'PWR - PUBLIC WORKS REQUEST' and is part of the 'DIVISION OF FACILITY PROFESSIONAL SERVICES'. It includes sections for 'ORDERING AGENCY NAME', 'PROJECT LOCATION', 'PROJECT TITLE', 'FUNDING AUTHORIZATION', and 'AGENCY INFORMATION'. The 'FUNDING AUTHORIZATION' section contains fields for 'Capital Budget Funding' and 'Non-Capital Funding Dollars', with a total of \$0.00. The 'AGENCY INFORMATION' section includes fields for Name, Title, and Signature. A large 'Page 1' watermark is visible in the center of the form.

SELECTING AN ARCHITECTURAL ENGINEER

Many projects require an architectural engineer (AE) to deliver these items:

- Design services
- Problem-solving
- Estimated costs for construction
- Contract drawings
- Specifications
- Permit submission
- Construction administration
- Closeout procedures

How an AE may be chosen:

- DES on-call roster
- Campus on call (architects only, usually)
- Small project and large project selection

On-call roster also includes non-AEs, such as testing services, hazardous materials, and commissioning.



ARCHITECTURAL ENGINEER SELECTION PROCESS

DES project manager (PM) and client agency confirm scope, schedule, and budget

Client agency submits a project work request to DES

PM reaches out to one on-call consultant or campus architect

Pre-proposal conference with DES PM, client agency, and on-call consultant

Proposal for services based on the project scope, schedule, and MACC

Agreement processed to start project

PROPOSAL REQUIREMENTS: UNDER \$1M

Scope: Project description, identify work to be performed by prime consultant and subconsultant (If applicable)

Schedule: Provide for design, construction, and closeout

Deliverables: Identify in proposal according to conditions of the agreement

Fees: Break down all costs for the project according to contract:

- Cost and level of effort matrix showing firms number of hours and hourly rate for each phase
- Reimbursable expenses and travel costs according to Office of Financial Management (OFM)
- Include subconsultants' proposals with same backup

PROJECT DELIVERY METHODS

Will be determined by schedule, cost, and scope of work.



Available methods:

1. Public bid:

- EUNA
- Small works roster (direct/negotiated or competitive)
 - Need to contract with an architectural engineer and documents are required.

2. Job order contracting (JOC):

- Quicker process but may cost more.

3. Washington EDGE Program:

- Still in the works.

ROCK & ROLL!

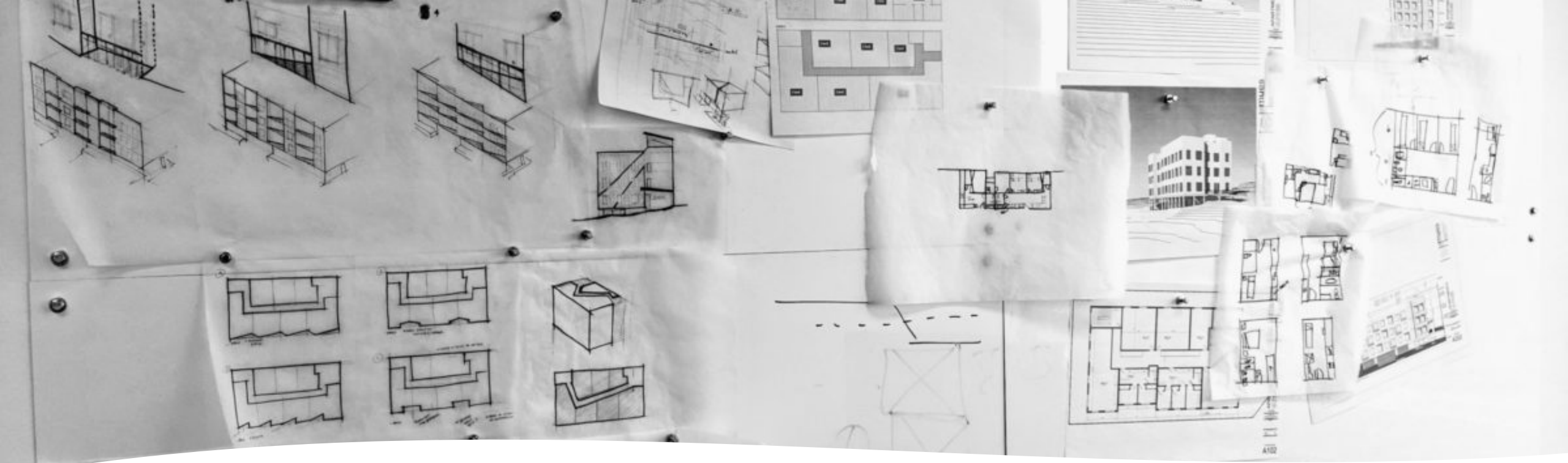
It's time to get started! Go out there, have fun, and make a difference!



STARTING A MAJOR PROJECT

STARTING A MAJOR PROJECT

1. Predesign
2. OFM Major Project Tracking Requirements
3. Project delivery method
4. Project funding
5. Consultant selection
6. Site selection
7. Pre-proposal conference
8. Proposal requirements
9. Design and Construction Management



PREDESIGN

- **Required for all capital projects over \$10M or select projects under \$10M.**
- **Purpose** - Explore alternatives for proposed capital projects and determine which alternative best addresses the problem, opportunity, or program requirement.
- **Pre-design Deliverables**- Problem statement, analysis of alternatives, site location, budget with C-100 and proposed funding.
- **Outcome:** Decision makers use the pre-design to determine whether the project should proceed toward design and construction.

PREDESIGN BASICS

Kickoff

- Meet with your DES PM to discuss the project, submit PWR to DES and finally contract with consultant.
- Schedule initial scoping meeting with your OFM capital budget analyst.

Submittal

- For projects to qualify for consideration in the capital budget, they must be submitted to OFM for review and approval July 1 of even years.
- Contents of a predesign: There are specific requirements for the predesign submittal review these in the OFM predesign manual chapter 8.

Review

- OFM reviews the predesign to ensure projects are meeting predesign manual requirements.
- Approval does not guarantee additional appropriation of funding for design or construction.

OFM MAJOR PROJECT TRACKING REQUIREMENTS

Major project status reports: Required for projects with an anticipated cost of over \$10M. Total anticipated cost includes predesign, design and construction phases.

Life cycle cost analysis and life cycle cost tool: During design, agencies must use OFM's life cycle cost tool to demonstrate how the building design contributes to energy efficiency and conservation. Required for facilities over 5,000 square feet.

State efficiency and environmental performance: Subject to available funding, newly constructed and state-owned building should be designed as zero energy or zero capable. All buildings that receive over \$10M in funding must be built to sustainable standards.

Final closeout report: After a major project is complete a final closeout report is required to send to OFM.

PROJECT FUNDING & BUDGET

Once OFM approves predesign, follow your agency requirements to submit your funding request to the Legislature.

- **C-100:** A C-100 is a cost estimating tool that identifies all projects costs.
 - Construction projects over \$1.5M (\$2M higher ed) require a C-100 to be submitted.
 - Consultants' fees, construction costs, site acquisition, FFE, HazMat, Arts WA, costs related to DAHP and Tribal consultation.
- **Funding methods:** Funding can come from general obligation bonds (VPGO), certificates of participations (COPs), local funds, grants, or federal programs. You must identify funding source with your DES PM so they can ensure the project design and construction meet funding requirements.
- **Project fully funded:** Once the project is funded for design, contact DES to set up a meeting with your PM and submit a project work request.

PROJECT DELIVERY METHOD

Prior to submitting predesign, project delivery method must be determined.

- **Design-bid-build:**
 - Consultant selected and design project. Contractor is selected through low bid.
- **General contractor/construction manager (GCCM):**
 - Design team selected first, then contractor at 30% design.
 - RFQ process for contractor selection based on qualifications and fee.
- **Design-build:**
 - May be used on projects over \$2M.
 - Alternative delivery method where design and construction services are contracted by a single entity known as the design builder (or contractor).
 - Used to minimize risks for project owner and reduce the delivery schedule by overlapping design and construction phases of a project.
 - RFQ process based on qualifications and fee.



CONSULTANT SELECTION: MAJOR PROJECT

Large Project Selection RFQ

- \$500k+ in fees requires a Five-person panel and public advertisement.
- RFQ must contain scope of work, project goals, selection criteria, scoring method, and diverse business inclusion plan.
- **Phase 1:** Qualifications of Personnel, Relevant Experience, Past Performance, Diverse Business Inclusion
- **Phase 2:** Interviews to include following topics: Firms organization, project management, project approach, and relevant experience.
- **Next Steps:** DES reviews and calculates scoring sheets to identify most qualified consultant.



PRE-PROPOSAL MEETING

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.



AGREEMENT REQUIREMENTS

Consultant Agreement Documents:

1. DES Agreement Contract
2. A/E Conditions of the Agreement:
3. Attachment A
4. Instructions for Architects and Engineers

Identify and document deliverables for each phase for basic services and additional services.

Basic Services – Consists of the majority of design services for a major project, fees are based on a percentage of the MACC.

Additional Services – Includes those services not covered under basic, fees are negotiated.

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	A	SCHEMATIC PHASE	B	A	DESIGN DEVELOPMENT PHASE	B	A	CONSTRUCTION DOCUMENT PHASE
	S	S		S	S		S	S	
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						

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 firms number of hours and hourly rate for each phase and subconsultant.
- Reimbursable expenses and travel according to OFM.
- Include subconsultants proposals with same backup.

PROJECT SITE SELECTION

Site selection: You may own a site or may be required to purchase land.

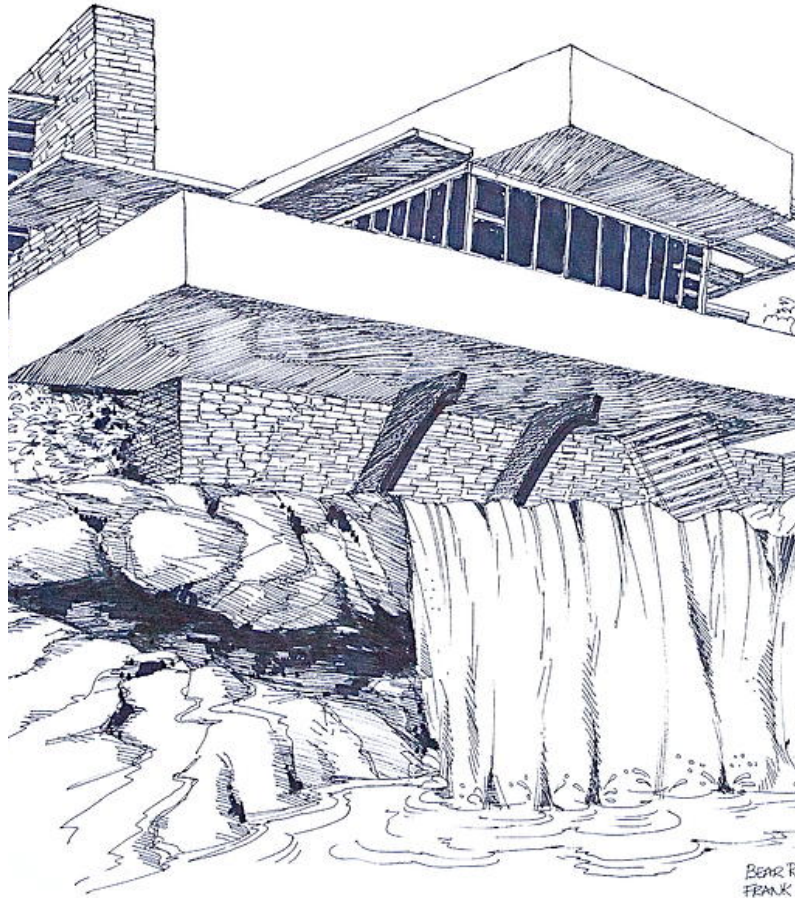
OFM requirements: Review requirements from OFM for land purchase.

Land purchases: Work with RES (Real Estate Services), and possibly DES FPS project manager and a design consultant.

Site selection:

- **Land survey:** Site boundaries, easements, infrastructure, critical habitat.
- **Phase one environmental survey:** Identifies potential critical habitat areas.
- **Department of Archaeology and Historic Preservation (DAHP) notification and review:** Required for projects involving buildings 50+ years or older.
- **Tribal review:** Required for any site where digging will occur.
- **Infrastructure review:** Sewer, water, electric, and gas.
- **Appraisal:** This will be done by DES.
- **Geotechnical study:** May be needed to assess the buildability of the site.

DESIGN PHASES



Schematic design:

First phase. Client collaboration is critical, and the work provides the foundation for future phases.

Design development:

Second phase. Schematics design approved by client begins to shape the building. Structural elements, materials, and placement of key building features.

Construction documents:

Final phase. Includes specifications and written descriptions of the work. The documents finalize all systems. Documents are submitted for permits and allow design and construction team to construct the building to align with the drawings.

BIDDING AND CONSTRUCTION PHASES

Bidding:

A/E to prepare bidding documents and addendums. DES bid terms and conditions. Bids received by DES contracts evaluated by DES project manager and client agency.

Construction:

Weekly owner-architect-contractor meetings. Meetings on site as agreed. A/E evaluates work for conformance with documents. DES provides project management and oversees the contract. Cost and schedule impacts are reviewed by architect, DES and client agency.



Blogspot.com

CLOSEOUT PHASES

Project Closeout Meeting:

Project closeout meeting held at 75% of construction.

Substantial Completion:

Work is **sufficiently** complete in accordance with the contract, owner can use or occupy the work for its intended purpose.

Final Completion:

Work is **fully and finally complete** in accordance with the contract documents. All Punchlist, Record Drawings, LEED, all FA's and COP's. Actual Damages occur after date in contract.

Final Acceptance:

Achieved when the contractor has completed the requirements of the contract documents. All intents and affidavits filed, no claims or disputes.

QUESTIONS?



easmail@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)