



Washington State
DEPARTMENT OF
ENTERPRISE SERVICES

Phases of a Project With DES

Ariel Birtley, Assistant Program Manager
Facility Professional Services (FPS)

November 2025

AGENDA

- Project Delivery Methods and Consultant Types
- Project Initiation
- Roles and responsibilities and communications
- Pre-proposal planning
- DAHP, Tribal notifications
- Permits
- Schematic design phase
- Design development phase
- Construction document phase
- Bidding phase
- Construction phase
- Close-out phase

PROJECT DELIVERY METHODS AND CONSULTANT TYPES

Delivery methods

- Design-bid-build: Advertised construction projects
- Job order contracting (JOC)
- Small works contracts
- Alternative delivery: General contractor/construction manager (GCCM), design-build

Consultant types

- Architectural, electrical engineering, mechanical engineering, civil engineering, testing services, value engineering and constructability review, hazardous materials and site assessment, survey, scheduling, historic preservation, geotechnical engineering, building envelope and roofing, commissioning services, design build, and GCCM audit

PROJECT INITIATION: ROLES AND RESPONSIBILITIES

DES project manager:

- Prime point of contact with consultant and client
- Provides direction to consultant and manages the contracts
- DES is the owner's representative
- Provides written direction to consultants and contractors
- Provides guidance and facilitates decision on project delivery method

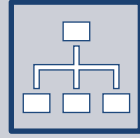
Client agency representative:

- Defines project scope, funding and schedule
- Provides hazardous material surveys
- Reviews and approves design documents at end of each design phase
- Coordinates agency stakeholders (tenants, maintenance, etc.) to provide input to the design process
- Provides and directs access to the site

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

PROJECT INITIATION



1. DES project manager meets with client agency to determine and confirm scope, schedule, and budget.



2. Client agency submits a project work request (PWR) to DES.



3. Project manager reaches out to consultants.



4. Consultant responds to the request for proposal, provides an estimate for services based on the project scope, schedule and maximum allowable contract cost (MACC)

PROJECT INITIATION



5. **Client agency** authorizes funding



6. **DES** issues contract to consultant



7. If there is funding from a source other than legislative funding for state capital projects, an interagency agreement will be signed by **DES and the client agency**.



8. **Consultant** begins design work; identifies all agencies with jurisdiction, required permits, environmental reviews, site surveys.

PRE-PROPOSAL CONFERENCE

Meeting with client, consultant, and DES PM

Goals:

- ✓ Gain common understanding of project scope, schedule, budget
- ✓ Review DES public works process
- ✓ Review agreement deliverables for basic and additional services
- ✓ Review expectations for fee proposal
- ✓ Review delivery method – JOC, Small Works, DBB, GCCM, Design Build



Shoreline HSAMCC - Mithun

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						

OFM FEE REQUIREMENTS

- Based on Office of Financial Management (OFM) fee guidelines, 2025-2027 budget:
- Maximum allowable construction cost is the highest total cost for a construction project including all expenses and contingencies.
- MACC under \$1M are negotiated
- MACC over \$1M use OFM fee schedule for basic services
- Negotiated fees are itemized = hourly rate x hours
- Additional services are negotiated
- Cannot exceed hourly rate in OFM fee guidelines
- Travel must follow OFM requirements



PROPOSAL REQUIREMENTS: MACC UNDER \$1M

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

- Cost/level of effort matrix: Showing firm representative level, number of hours and hourly rate for each phase and subconsultant
- Reimbursable expenses and travel according to OFM
- Include subconsultants' proposals with same backup

PROPOSAL REQUIREMENTS- MACC OVER \$1 M

1. Identify Basic Services

- **Broken out by phase and percentage**

Primary and all Subconsultants Provide Below Information:

- **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.

2. Identify Additional Services – These are negotiated by hour and fee rate.

Percent of Basic Services Fee	
Schematic design	18
Design development	20
Construction document	31
Bidding	2
Construction	27
Project closeout	2

BASIC SERVICES: MACC OVER \$1M

- **Authority Having Jurisdiction:** Architectural engineer gathers requirements of all authorities having jurisdiction/permits/environmental.
- **Description of scope:**
 - Describe project, outline the tasks and deliverables.
 - Include design services for schematic design, design development, construction development, bidding, construction and project closeout.
 - Review OFM guidelines.
- **Scope of work** and proposal for required subconsultants.
- **Cost estimating** is a basic service, *not* additional service.
- **Quantify required level of effort:**
 - Detail deliverables and schedule.
 - Tasks, responsible parties, number of meetings, site visits, etc.



BASIC SERVICES FEE REQUIREMENTS

Design and review: For all phases

Permitting: Identify AHJs, DAHP coordination, SEPA, SWPP

Cost estimating: Required for each design phase

Schedule: Architectural engineer 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-through

Construction administration: Pre-construction meeting, OAC and site visits

Closeout: Punchlist, backchecks and review of as-builts

Warranty: 10-month review

ADDITIONAL SERVICES AND REIMBURSABLES: MACC OVER \$1M

- Most projects should be **complete within basic services**; some are more complex or require additional services. These are negotiated.
- 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).
- Extra services **should reflect actual anticipated cost**, not to be an adjustment of basic services.
- **Examples:**
 - ELCCA
 - Life cycle cost
 - Commissioning and enhanced commissioning
 - Value engineering
 - Constructability review
 - LEED

DESIGN PHASE EXPECTATIONS



Be professional, collaborative and solution oriented.



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

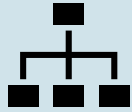


All phases should have deliverables as indicated in Attachment A.



Include cost estimate and schedule.

DESIGN PHASE EXPECTATIONS



Oversee value engineering and constructability.



Address review comments.



DES PM and client agency to provide approval prior to moving to next phase.



The architectural engineer submits to the local permitting agency, Department of Health, fire marshal, and L&I.

ARCHITECT/ENGINEER RESPONSIBILITIES

Design within the MACC and schedule

Update construction cost estimate and scheduled each design phase

Coordinate design reviews with AHJs

Chair design meetings with stakeholders

Chair construction meetings and distribute minutes

Review contractor change order calculations

Review contractor time extension requests

Ref: Conditions of the Agreement and Instructions for A/Es

CONSULTANT AGREEMENT DOCUMENTS

ELEMENTS OF THE CONSULTANT AGREEMENT

- DES agreement/contract
- Proposal for consultant services
- Conditions of the agreement
- Attachment A from conditions of agreement: Project deliverables
- Instructions to architects and engineers



AGREEMENTS AND AMENDMENTS

Proposals must address: Scope, schedule, budget, and deliverables

Proposals must include: Recommended subconsultants and testing requirements

Proposal requirements:

- Identify Deliverables
- Identify Schedule
- Fee breakdown and all backup
- Hourly rates for each employee working on the project
- Cost matrix showing firm representative level, number of hours and hourly rate for each phase
- Requests for higher than allowed rates must be in writing and provide reasoning
- Reimbursable expenses and travel breakout
- The same backup information must be provided for any subconsultants

CONDITIONS OF THE AGREEMENT

- Owner's responsibilities
- Basic services of architectural engineers
- Additional services and reimbursables
- Architectural engineers estimate of construction cost
- Approvals of design phases
- Basis of compensation
- Compensation for basic services
- Compensation for additional services and reimbursables
- Compensation for changes during construction
- Voluntary MWBE participation
- Termination and suspension
- General requirements
- Quality assurance
- Attachment A: Provides required project deliverables

INSTRUCTIONS FOR ARCHITECTS AND ENGINEERS

- Purpose and DES authority
- Planning and design
- Construction documents
- Bidding, printing, and permits
- Construction administration
- Project completion and closeout



PROJECT DESIGN PHASES

PROJECT DESIGN PHASES

Schematic design (SD)

- Two parts:
 - Conceptual design alternatives
 - Schematic design documents
- SD docs should align with attachment A, contract requirements
- Must include cost estimate and schedule
- Architectural engineer is collaborative and solution-oriented
- PM approves schematic design phase prior to architectural engineer starting design development

Design development (DD)

- Describe and illustrate the full size, character and scope of the project
- Drawings and outline specifications required
- Value engineering and early constructability review
- Design review meetings with stakeholders
- Must include cost estimate and schedule
- Project manager approves design development phase prior to starting construction documents

PROJECT DESIGN PHASES

Construction documents

- Drawings, specifications, and other documents detailing the scope of the project
- Architectural engineers prepare necessary bidding information, bidding forms, and project manual
- Design review meetings with stakeholders
- Attachment A requirements
- Includes detailed cost estimate and schedule
- Architectural engineer submits applicable and required documents to the local permitting agency, Department of Health, fire marshal, and L&I

BIDDING PHASE

Architect and/or engineer:

- Prepares and provides documentation for bid documents
- Confirms all permits are complete
- Confirms DAHP is complete
- Confirm all utility locates are complete
- Complete asbestos and hazardous materials
- Bid alternates
- Pre-bid walk through
- Addenda

Client agency:

- Reviews and approves bid documents
- Provides dates for bid, construction start



AIA Civic Award – Spokane
Fine and Applied Arts

CONSTRUCTION

ELEMENTS OF THE BID AND CONSTRUCTION CONTRACT

- Bid dollar amount, including alternates
- Subcontractor list form A
- Subcontractor list form B
- Certificate of insurance
- Bonding
- Retainage
- Construction days to substantial completion and days to final completion
- Drawings, specifications, project manual, addenda - All items that were a part of the bid documents



ELEMENTS OF THE BID AND CONSTRUCTION CONTRACT

- Liquidated damages requirement
- Prevailing wage requirement
- Apprenticeship utilization plan for projects over \$1M
- Responsibility criteria under \$1M
- Responsibility criteria over \$1M
- Wage theft prevention form

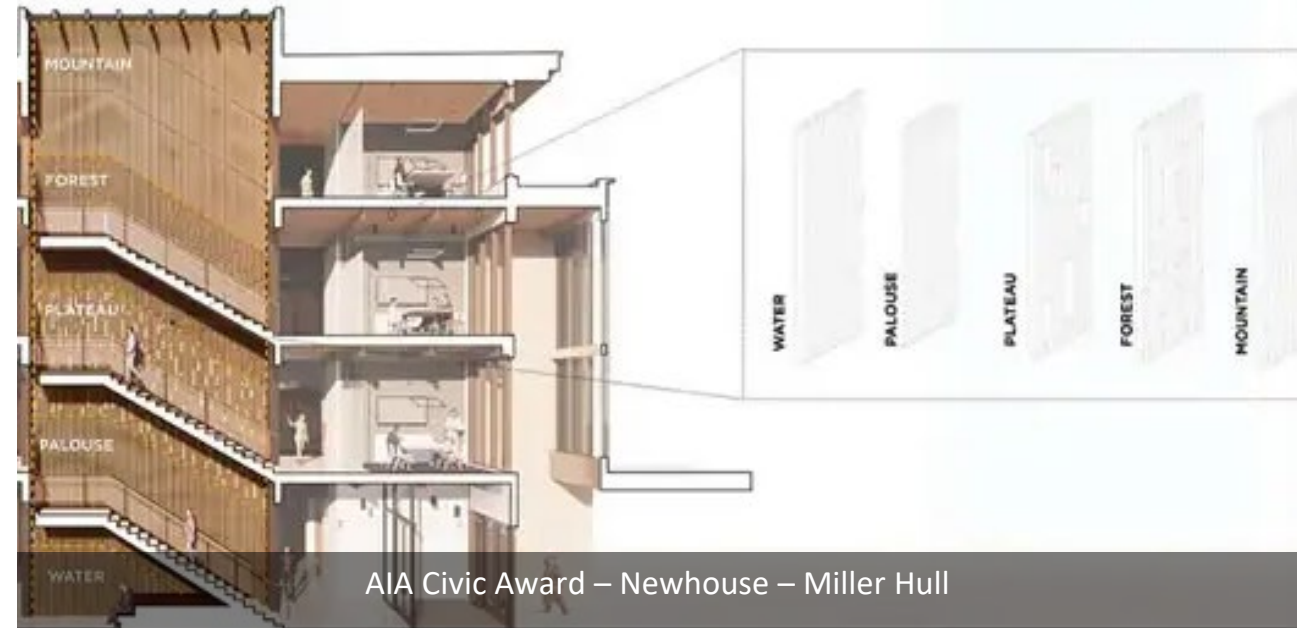


CONSTRUCTION ADMINISTRATION

- **Architect and DES project manager** co-chair pre-construction meeting; uses DES' pre-construction meeting agenda
- Architect maintains log of required submittals and status
- Architect reviews schedule of values, progress schedule, shop drawings, substitution requests, etc
- Architect chairs progress meetings; uses DES meeting agenda.
- Architect maintains RFI log.
- Architect maintains COP/FA/change order log.
- Verify general conformance with contract documents, review, approve, or take appropriate action for contractors' submittals, shop drawings etc. If there is not conformance, issue non-conforming.

iters
ansparent
lge.

icapes
natural
is ode to



CONSTRUCTION ADMINISTRATION

- Architect - Prepare documents as needed for changes in the work, revised drawings, cost estimates, and schedule review.
- **Architect** - Determine and certify the amount owing to contractor based on architectural engineer observation and evaluation of application for payment.
- **Architect/PM/ Owner** - Review progress schedule at least once a month for conformance with construction documents and notify owner of any deviation.
- **Architect/PM/ Owner** - Visit the site at intervals appropriate to become familiar with and review progress and quality of the work and conformance to contract documents.
- **Architect/PM/ Owner** - Conduct on site or virtual meetings once per week or as stipulated in agreement.



FIELD AUTHORIZATIONS AND CHANGE ORDER PROPOSALS

- Select reason for change (reason code)
- Must be signed by all parties
- For change order proposals and field authorizations over \$1,000, attach all backup documentation
- Review schedule and critical path for added days
- At threshold limits send to FPS cost estimator for review and approval
- At cost or with added days send to assistant program manager for review and approval
- Contracts specialist compiles and creates a change orders

INVOICING

Architectural engineer invoices

- Submit on Form A19
- Project number (Example: 2025-000, not on-call number)
- Attention: Project manager
- Submit once a month: Delayed submittals may lead to delayed payment

Contractor invoices

- Architectural engineer reviews for completion and accuracy
- Return incorrect invoices within seven days
- Client agency to pay invoice within 30 days of receipt

Project manager may provide specific instructions to follow, relevant to the client



PROJECT CLOSEOUT PHASE

- **Dedicated closeout meeting at 75% complete.**
- **Punchlist:** Architectural engineer conducts punchlist walks, prepares checklists of corrective items, and makes final inspections by all disciplines, including one reinspection.
- **Substantial completion:** Architectural engineer and project manager review substantial completion checklist. Architectural engineer collects and reviews all required warranties, manuals, and instructions from the contract documents and provides them to the owner.



AIA Public Works Award - CILE Tacomacc.com

CLOSEOUT PHASE

- **Final completion:** Means all work is fully done according to the contract. The owner will confirm the final completion date in writing. This is not the same as final acceptance, when happens later. The architectural engineer reviews the finished work and recommends when it is ready for final completion.
- **Final acceptance:** Means the project is fully complete and meets all contract requires, including both substantial and final completion. All work and obligations under the contract have been finished and accepted.

FINAL COMPLETION AND NOTICE OF COMPLETION

Completion and acceptance of punchlist work	Identify any claims and/or disputes	All final acceptance and change order proposals items completed, and change orders processed
All contract-required LEED submittals and reports complete and uploaded to USGBC	Architectural engineer approves final “as-built” record documents	All 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	Architectural engineer 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



AIA Civic Award – Newhouse – Miller Hull

QUESTIONS?



easmail@des.wa.gov



360-902-7272



[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)