**PRE-AGREEMENT CONFERENCE CHECKLIST**

**DEPARTMENT OF ENTERPRISE SERVICES**

**FACILITIES DIVISION**

**ENGINEERING AND ARCHITECTURAL SERVICES (E&AS)**

Project No.  Date

Title

\*

 *Name of Client Agency Address (Including Zip Code)*

\*

 *Name of Using Agency Address (Including Zip Code)*

# \***Dept. of Enterprise Services, Facilities Division, E&AS** 1500 Jefferson St. S.E., Olympia, WA 98504

 *Name of Contracting Agency Address (Including Zip Code)*

\*

 *Name of Consultant (Firm) Address (Including Zip Code)*

##  Location of Conference

**Representatives at Conference:**

##  Person Phone Fax

Client Agency ( ) - ( ) -

Using Agency ( ) - ( ) -

E&AS PM ( ) - ( ) -

Consultant ( ) - ( ) -

Other ( ) - ( ) -

Other ( ) - ( ) -

Other ( ) - ( ) -

**1. Communications:**

 Role of E&A Services

 Role of Client Agency

 Role of Consultant

**2. Review of Agreement:**

 **Instructions to A/Es**

Abbreviations

 Planning & Design

 Construction Documents

 Bidding, Printing, & Permits

 Construction Administration

 Project Close-out

 Reference Documents on the E&AS Website

 Applicable RCWs & WACs

 Invoice Instructions

 State Boilerplate

 Forms

 Energy & Environmental Guidelines

 Energy Life Cycle Cost Guidelines

 Indoor Air Quality Guidelines

 Value Engineering Guidelines

 Commissioning Guidelines

 CAD Standards

 Client Design & Construction Standards

 Division 01

 As-Built Drawings

 **Agreement**

Basic Services

 Additional Services

 Project Management Conditions

 Site Visits for Construction Phase

 MWBE Utilization

 Schedule of Performance

 Scope of Work for Basic Services

 Scope of Work for Additional Services

  **Conditions of the Agreement**

Owner's Responsibilities

 Basic Services of A/E

 Additional Services & Reimbursables

 A/E's Estimate of Construction Cost

 Approvals of design phases

Basis of Compensation

 Compensation for Basic Services

 Compensation for Additional Services & Reimbursables

 Compensation for Changes During Construction

 Voluntary MWBE Participation

 Termination & Suspension

 General Requirements

 Quality Assurance

  **Attachment A - Document Requirements for Basic Services and Additional Services**

 A/E Fee Guidelines (Fee Schedule)

 Insurance

 Modifications to the Agreement

**3. Review of Project:**

 Scope

 Budget

 Schedule

 Special Requirements

1. **Notes:**

Provide a schedule and detailed proposal based upon these needs for our review.