**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.