

**WASHINGTON STATE PARKS AND
RECREATION COMMISSION**

**ARCHITECTURAL/ENGINEERING
CONSULTANT ROSTER
2023-2025**



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Washington State Parks and Recreation Commission Consultant Roster

Information and Instructions

Washington State Parks & Recreation Commission solicits qualified consulting firms to provide professional services for the 2023-2025 biennium (July 1, 2023 to June 30, 2025) for unspecified projects. The Consultant Roster will be used to select firms for on-call contracts as well as specific projects whose total fees will be under 350,000. We are only looking for information on your in-house expertise and personnel. Please refer to the Consultant Roster Information Form for the list of specialties.

Our consultant roster is used to select professional consultants for Parks' Capital Program projects as well as select maintenance projects. These projects are construction and maintenance based. The professional services are those of registered professionals licensed in Washington State or those working under them. Please see the FAQ for more information.

For consideration for the whole biennium, completed submittals must be received by the Commission no later than June 5, 2023. This deadline is set only to be considered for the remainder of the biennium beginning July 1. You may submit at any time for inclusion on the roster.

Note: Being placed on the Consultant Roster is no guarantee of a contract.

If your firm is chosen from the roster for a contract, a Diverse Business Inclusion Plan will be required. Please see the Prime Consultant Diverse Business Inclusion Plan.

State Parks requires all A/E consultants to provide a certificate of insurance once an agreement has been successfully negotiated. See the A/E Insurance Requirements located within this document.

State Parks complies with [Executive Order 18-03](#) and requires a Workers Rights Certification form. The form is located within this document.

Women and Minority businesses (WMBE), Veteran-owned businesses, and certified Small Businesses are encouraged to submit for the Consultant Roster.

While some specialties do not require a registered professional to perform the work, the State Parks Consultant Roster is limited to firms or individuals that possess a professional license in accordance with [Chapter 39.80 RCW](#).

The following licensed professionals are eligible for the roster.

- Architect
- Engineer
- Land Surveyor
- Landscape Architect
- Structural Engineer

Washington State Parks Consultant Roster Submittal Instructions

Please make sure to include all required information and materials. If the submittal is incomplete, you will not be considered. All required forms are located on our webpage.

The submittal must include:

1. Letter of Submittal
 - Must be signed by the person authorized to legally bind the consultant to a contractual relationship, e.g., the president or executive director of a corporation, the managing partner of a partnership, or the proprietor of a sole proprietorship.
 - Submit a hard copy and electronic copy.
2. Consultant Roster Information Form (R144) & Professional Licenses and Endorsements Form
 - Make sure all fields are filled in. Those who do not include a professional license number will not be considered.
 - Submit a hard copy and electronic copy
3. Custom Statement of Qualifications (electronic copy only) containing:
 - Descriptions of representative projects demonstrating each individual's experience and ability to perform work in the subject categories.
 - If submitting for multiple specialties, divide the respective areas.
 - Resumes of key personnel to be used on projects.
 - A Standard Form 330 (SF330) may be submitted in conjunction with the custom SOQ, but it is not required.
4. Workers' Rights Certification Form – Executive Order 18-03
 - Must be signed by the person authorized to legally bind the consultant to a contractual relationship, e.g., the president or executive director of a corporation, the managing partner of a partnership, or the proprietor of a sole proprietorship.
 - Submit a hard copy and electronic copy.
5. Wage Theft Prevention Certification Form. Pursuant to [RCW 49.48.082](#)
 - Must be signed by the person authorized to legally bind the consultant to a contractual relationship, e.g., the president or executive director of a corporation, the managing partner of a partnership, or the proprietor of a sole proprietorship.
 - Submit a hard copy and electronic copy.

All documents must be PDF format on a labeled USB. Emailed documents will not be accepted.

Mail to:
Melissa Wilson, Parks Development Service Center
Washington State Parks and Recreation Commission
PO Box 42650
Olympia WA 98504-2650

Please refer to the Consultant Roster FAQ for more information.

For questions about the process of being added to the roster or questions about your submittal, please contact:

Melissa Wilson, Program Assistant
Melissa.Wilson@PARKS.wa.gov



Washington State Parks and Recreation Commission Consultant Roster FAQ

What does the Capital Program do?

Constructs new and upgrades existing facilities. This can range from buildings, roads and trails, bridges, water and sewer systems and many others. Project range from very small to large, from new construction to historical restoration. State Parks are in many ways like small cities with many of the same kinds of needs, plus others.

What are the WMBE certification requirements?

Women, Minority, and Veteran owned business must be certified by Washington State.

In accordance with the legislative findings and policies set forth in chapter 39.19 RCW, and RCW 43.60A.200 and 39.22.240, the State of Washington encourages participation by veteran owned business enterprises and Minority & Women Owned Business Enterprises (MWBE), either self-identified or certified by, respectively, the Department of Veterans Affairs or the Office of Minority & Women's Business Enterprises (OMWBE). While the State does not give preferential treatment, it does seek equitable representation from the veteran owned business and minority and women's business communities.

Participation by veteran owned and MWBE Bidders may be either on a direct basis or as a Sub-Consultant to a Prime Consultant. However, no preference will be given in the evaluation of Responses, no minimum level of MWBE or veteran-owned business participation shall be required, and Responses will not be evaluated, rejected or considered non-responsive on that basis.

Bidders may contact the Office of Minority & Women's Business Enterprises (OMWBE) at <https://omwbe.wa.gov/about-omwbe/contact-us-directions> and/or the Department of Veterans Affairs at <http://www.dva.wa.gov/program/certified-veteran-and-servicemember-owned-businesses> to obtain information on certified firms for potential sub-contracting arrangements or for information on how to become certified.

What is a Diverse Business Inclusion Plan?

It is a plan for your company to explain how you will utilize small businesses, certified by the Office of Minority and Women's Business Enterprise (www.omwbe.wa.gov) to participate in your State Parks Projects. This is not part of the submittal to be placed on the Consultant Roster but is a requirement for Contracts.

What kinds of projects are planned for the biennium?

We are building the roster for yet unidentified needs. You can look for the capital budget at <http://www.ofm.wa.gov/budget/>

When can I submit to the roster?

The roster is open for submittal at any time.

Can I include a submittal for a firm I partner with?

Please do not include another firm's submittal in combination with yours. Each firm must submit separately to be considered.

When will I find out if I have been added to the roster?

The submittals received by the deadline are processed first. Those firms will be notified by the beginning of July. If the submittal is received any other time in the biennium the firm will receive notification approximately two weeks after we have received it.

What do you mean by divide or separate the respective areas?

This could mean bookmarks in a single PDF, or each specialty in a different PDF. Please make it easy for us to locate each specialty.

Can I make my submittal by e-mail?

No, please submit on a USB drive along with the hard copy Submittal Packet.

What is the Unified Business Identifier (UBI) number?

The UBI is the Washington State Business License number. An active number is required if you are going to work in Washington State. Washington State Parks cannot contract with a firm who is not licensed in the state of Washington.

For more information see the Washington State Department of Revenue Business Licensing Service website at <http://bls.dor.wa.gov/faqlicense.aspx>

Do you have definitions for the specialties?

No, we do not have a description of each specialty area. The specialties titles are from the Department of Enterprise Services and are general because they are used by many state agencies.

What if my specialty is not on the list?

Do not submit for a specialty not on the list. If your specialty is not on the list, then it is one we rarely need. If a non-listed specialty is needed, it will normally be advertised separately.

What does State Parks require of Architects and Engineers?

The "Guidelines for Architects and Engineers" gives information on requirements State Parks uses when working with Architects and Engineers.

If I am on the current roster, do I need to submit?

Yes, you will need to submit.



CONSULTANT ROSTER INFORMATION FORM

**Completed form must be included in your submittal.
*Required information.**

*FIRM NAME:		
*CONTACT NAME AND POSITION:		
*MAILING ADDRESS:		
*CITY:	*STATE:	*ZIP CODE
*E-MAIL ADDRESS:	*PHONE:	*FAX:
*UNIFIED BUSINESS IDENTIFIER (UBI):	WASHINGTON MWBE CERTIFICATE #:	
CERTIFIED VETERAN-OWNED BUSINESS:	WEB PAGE ADDRESS (OPTIONAL):	

****Please check all areas your firm is submitting for:**

- ADA Consulting
- Architect
- Bridges
- Building Condition Assessment
- CAD Drafting
- Civil Engineer
- Constructability Review Consultant
- Construction Project Management
- Construction Testing & Inspection
- Cost Estimator
- Electrical Engineer
- Historical Preservation
- HVAC
- Professional Land Surveyors
- Landscape Architect

- Lighting Interior & Exterior
- Master / Site Planning
- Mechanical Engineer
- Planner / Urban Design
- Rehabilitation (Buildings, Structures, Facility)
- Roofing / Envelope
- Sanitary Engineer
- Septic / Sewer Design
- Geo-Tech Engineer including Soils, Hydrology
- Storm Water Handling & Facilities
- Storm Water Management
- Structural Design, Special Structures
- Structural Engineer
- Underground Utilities / Subsurface Investigation
- Wastewater Treatment, Design & Management
- Marine Engineering

Professional Licenses and Endorsements

List each stamp/seal license number that is applicable to specialties selected.

Firm (If licensed as a firm, not an individual)

FIRM LICENSE #:	FIRM TYPE: <input type="checkbox"/> Engineer/Land Surveying <input type="checkbox"/> Architect
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Architect

LICENSE #:	NAME:
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Engineer

LICENSE #:	NAME:
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Endorsements: Civil Electrical Marine Mechanical Sanitary

Structural Engineer

LICENSE #:	NAME:
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Land Surveyor

LICENSE #:	NAME:
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Landscape Architect

LICENSE #:	NAME:
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**CONTRACTOR CERTIFICATION
EXECUTIVE ORDER 18-03
WORKERS' RIGHTS WASHINGTON STATE GOODS & SERVICES CONTRACTS**

Pursuant to the Washington State Governor's Executive Order 18-03 (dated June 12, 2018), the Washington State Parks and Recreation Commission is seeking to contract with qualified entities and business owners who certify that their employees are not, as a condition of employment, subject to mandatory individual arbitration clauses and class or collective action waivers.

Solicitation No.: Consultant Roster 2023-2025

I hereby certify, on behalf of the firm identified below, as follows (check one):

NO MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This firm does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

OR

MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This firm requires its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the firm listed herein.

Firm Name: _____
(Name of Contractor/Bidder - Print full legal entity name of firm)

By: _____
(Signature of authorized person)

Print Name: _____
(Print name of person making certification for firm)

Title: _____
(Title of person signing certificate)

Place: _____
(Print name of city and state and country where signed)

Date: _____

**CONSULTANT CERTIFICATION
WAGE THEFT PREVENTION – RESPONSIBLE CRITERIA
WASHINGTON STATE GOODS & SERVICES CONTRACTS**

Prior to awarding a contract, agencies are required to determine that a consultant is a 'responsible employer.' Pursuant to legislative enactment in 2017, the responsible consultant criteria include a certification that the consultant has not willfully violated Washington's wage laws. See Chap. 258, 2017 Laws (enacting SSB 5301).

I hereby certify, on behalf of the firm identified below, as follows (check one):

- NO WAGE VIOLATIONS.** This firm has NOT been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgement entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of RCW chapters 49.45, 49.48, or 49.52 within three (3) years prior to the date of the above-referenced date.

OR

- VIOLATIONS OF WAGE LAWS.** This firm has been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgement entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of RCW chapters 49.45, 49.48, or 49.52 within three (3) years prior to the date of the above-referenced date.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make this certification on behalf of the firm listed herein.

Firm Name: _____
(Legal Name of Firm - Print full legal entity name of firm)

By: _____
(Signature of authorized person)

Print Name: _____
(Print name of person making certification for firm)

Title: _____
(Title of person signing certificate)

Place: _____
(Print name of city and state and country where signed)

Date: _____

Prime Consultant Diverse Business Inclusion Plan

Prime Consultant Name: _____

For the purposes of this form, Washington State-certified diverse businesses are defined as follows:

- *Minority Business Enterprise (MBE), Women’s Business Enterprise (WBE),* or combination of the two. Certified by the Office of Minority and Women’s Business Enterprises (OMWBE): <http://omwbe.wa.gov/>
- *Veteran-owned Business.* Certified by the Department of Veteran’s Affairs (DVA): <http://dva.wa.gov/>
- *Small Business* (includes Mini and Micro businesses). Certified through the Washington Electronic Business Solution (WEBS): <https://fortress.wa.gov/ga/webs/home.html>

Anticipated Certified Diverse Business Participation Goals

Subcontracting means direct performance of commercially useful work through subcontracting as part of the proposed project team. Of the total contract work, what are the diverse business participation goals proposed for subcontracting on your team? Please only include the above-listed Washington State certification types in your “Consultant-defined Anticipated Percent of Contract Amount (Goals)” estimate. Zero percent (0%) is not a goal.

Anticipated Certified Diverse Business Participation Goals	Washington State Goals	Consultant-defined Anticipated Percent of Contract Amount (Goals)
Minority-owned business (MBE)	10%	%
Women-owned business (WBE)	6%	%
Veteran-owned business (DVA)	5%	%
Small business	5%	%

Subcontracting Team

List the names of the diverse businesses you anticipate using on this project. Generally describe the work you expect the diverse business to perform and identify the percent of total contract value intended for each diverse business. Please include the above-listed Washington State certification types. *If necessary, add more rows below.*

Name of Diverse Business	Specify Diverse Business Certification (circle one or more)	Describe Trade or Task	Anticipated Percent of Contract Amount
	MBE, WBE, DVA, Small		%
	MBE, WBE, DVA, Small		%
	MBE, WBE, DVA, Small		%
	MBE, WBE, DVA, Small		%
	MBE, WBE, DVA, Small		%

Attach a list of diverse businesses near the project location to this form:

1. Go to <https://omwbe.wa.gov/directory-certified-firms>
2. Click on “OMWBE DIRECTORY”
3. Click on “Search Certified Firm Directory”
4. Select MBE, MWBE, SBE, and WBE certifications.
5. Enter a City, Zip Code, or County near the project site address and then press “Search” at the bottom of the page. If you do not have many results, please expand your search to include nearby locations.
6. Print and attach the results to this form with your submittal

Diverse Expert:

Diverse Expert responsibilities would typically include, but are not limited to:

- Outreach to qualified diverse businesses.
- Submit and discuss updates on a regular basis to the state project manager regarding Diverse Business utilization and progress.
- Ongoing outreach to diverse businesses for required contract work, including any changes in scope.
- Assist diverse businesses with successful contract performance.

A qualified Diverse Expert brings knowledge of the identity, capabilities and capacities of diverse business Sub-Consultant and suppliers; experience recruiting and working with diverse businesses for construction; and assisting diverse businesses to develop working relationships with consultants.

Identify the person within your team to manage your diverse inclusion responsibility.

Diverse Expert Name: _____

Diverse Expert Contact Information: _____

Diverse Expert Firm (if another firm is managing participation): _____

Past Performance

Please select **five (5) of your projects** with Washington State-certified diverse business participation (MBE, WBE, DVA, and/or Small/Mini/Micro) and list them below **for the last five (5) years**. If you do not have any projects that tracked or reported diverse business participation, you may leave this section blank. In that case, please attach an additional sheet with explanation.

You may have projects with diverse business participation for an organization or entity that required *different* diverse business categories (including self-certification). If so, please attach a sheet with the same column data and information, but include percentages for the categories that were tracked during the project.

Contract Name	Contracting Agency or Entity	Contract Amount	Year	Percent of Contract Amount	
				Minority-owned business:	%
				Women-owned business:	%
				Veteran-owned business:	%
				Small/mini/micro business:	%
Contract Name	Contracting Agency or Entity	Contract Amount	Year	Percent of Contract Amount	
		\$		Minority-owned business:	%
				Women-owned business:	%
				Veteran-owned business:	%
				Small/mini/micro business:	%
Contract Name	Contracting Agency or Entity	Contract Amount	Year	Percent of Contract Amount	
		\$		Minority-owned business:	%
				Women-owned business:	%
				Veteran-owned business:	%
				Small/mini/micro business:	%
Contract Name	Contracting Agency or Entity	Contract Amount	Year	Percent of Contract Amount	
		\$		Minority-owned business:	%
				Women-owned business:	%
				Veteran-owned business:	%
				Small/mini/micro business:	%
Contract Name	Contracting Agency or Entity	Contract Amount	Year	Percent of Contract Amount	
		\$		Minority-owned business:	%
				Women-owned business:	%
				Veteran-owned business:	%
				Small/mini/micro business:	%

Washington State Parks and Recreation Commission
A/E INSURANCE REQUIREMENTS

Commercial General Liability Insurance (CGL): Consultant shall maintain general liability insurance and, if necessary, commercial umbrella insurance, with a limit of not less than \$1,000,000 per each occurrence. If CGL insurance contains aggregate limits, the general aggregate limit shall be at least twice the “each occurrence” limit. CGL insurance shall have products-completed operations aggregate limit of at least two times the “each occurrence” limit. CGL insurance shall be written on ISO occurrence form ISO CG 25 03 05 09 or 25 04 05 09 (or a substitute form providing equivalent coverage). All insurance shall cover liability assumed under an insured contract (including the tort liability of another assumed in a business contract) and contain separation of insureds (cross liability) condition.

Additionally, the Consultant is responsible for ensuring that any sub-consultants provide adequate insurance coverage for the activities arising out of subcontracts.

Business Auto Policy: As applicable, the Consultant shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit not less than \$1,000,000 per accident. Such insurance shall cover liability arising out of “Any Auto.” Business auto coverage shall be written on ISO form CA 00 01, 1990 or later edition, or substitute liability form providing equivalent coverage.

Professional Liability Insurance (also referred to as Errors and Omissions): Agreements requiring professional services such as, but not limited to: engineering design or surveying, architectural services, software services, information technology services, environmental services, real estate management, legal services, or financial advisory services, may require Professional Liability insurance coverage.

If required, Consultant shall provide Professional Liability (E&O) insurance in an amount not less than \$1 Million per claim or wrongful act and \$2 Million in the policy aggregate on a practice policy to cover the Consultant and its employees. Consultant may choose to provide a project specific policy, in lieu of a practice policy, in which case the insurance shall be in an amount not less than two times the project’s Maximum Allowable Construction Cost (MACC) per claim or wrongful act and in the policy aggregate. Sub-consultants retained by Consultant who are performing professional services, shall either be added onto the policy of the Consultant, or, sub-consultant shall provide and obtain a similar policy of Professional Liability insurance coverage that covers the Sub-consultant and its employees. When a self-insured retention (SIR) or deductible exceeds \$25,000, State Parks reserves the right, but not the obligation, to review and request a copy of the Consultant’s most recent annual report or audited financial statement. If coverage is to be provided on a claims-made basis, the Consultant shall warrant that any policy retroactive date precedes the effective date of this Agreement. In addition, continuous coverage must be maintained throughout the Agreement and for one year beyond the completion of the Agreement, or the Consultant shall purchase an extended discovery period policy for not less than one year from the completion of work.



Washington State Parks and Recreation Commission

**GUIDELINES FOR LICENSED CONSULTANT ARCHITECTS
AND ENGINEERS**

April 2023 (Revised)

Parks Development Service Center
1111 Israel Road Southwest
Tumwater, WA 98505-2650
Post Office Box 42650
Olympia, Washington 98504-265

GUIDELINES FOR LICENSED CONSULTANT ARCHITECTS AND ENGINEERS

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GUIDELINES FOR LICENSED CONSULTANT ARCHITECTS AND ENGINEERS

1 PURPOSE

- 1.1 To give guidance for Architectural or Engineering Consulting Firms having agreements with the Washington State Parks and Recreation Commission (Commission).
- 1.2 In this document, the term “Commission” means employees of the Washington State Parks and Recreation Commission who have direct responsibility in the completed project. These employees include, but are not limited to, project representatives, park managers, regional managers, executive management staff and Designees.
- 1.3 These are general guidelines and are not intended to modify or eliminate any terms or provisions of the Architectural/Engineering Services Agreement. If conflicts occur between the agreement and these guidelines, the Agreement governs. These guidelines are considered part of the Commission’s standards.
- 1.4 The style of these Guidelines is directive; all statements are directed at the Consultant unless otherwise noted.
- 1.5 Abbreviations used in these Guidelines are contained in Appendix 1.

2 AUTHORITY

- 2.1 Washington State Parks and Recreation Commission
 - A. Chapter 39.80 RCW empowers the Washington State Parks and Recreation Commission to contract for the design and construction of public works projects for Commission owned facilities.

3 PARTICIPANTS AND RESPONSIBILITIES

- 3.1 Principal Participants
 - A. Commission Director or designee
 - B. Capital Program Manager
 - C. Region Construction Project Coordinator
 - D. Project Representative
 - E. Consultant Contractor
- 3.2 Responsibilities
 - A. The Commission as represented by the Director, or designee, Capital Program Manager, and Project Representative will:
 1. Conduct the Consultant selection process.
 2. Be fully knowledgeable of the agreement and understand the services specifically included or excluded.
 3. Provide detailed functional requirements, known site constraints, and other pertinent information to the Consultant.
 4. Provide Commission personnel, who have appropriate project knowledge, to attend scheduled project design and construction meetings.
 5. Approve changes in scope of services, schedules, budget, and fees.

GUIDELINES FOR LICENSED CONSULTANT ARCHITECTS AND ENGINEERS

6. Review and approve invoice vouchers for payment.
7. Review and approve the design documents submitted by Consultant. This review does not relieve the Consultant of professional liability.
8. Facilitate resolution of project issues, disputes, and/or claims.
9. Accept completed work on behalf of the Commission.
10. When part of the Consultant's scope of work, set up a pre-construction conference meeting with the Consultant, Contractor, and Commission, if addressed in the agreement.

B. Consultant will:

1. Be fully knowledgeable of the agreement and understand the services specifically included or excluded.
2. Proceed only after receiving a signed agreement.
3. Prepare invoice vouchers of services for payment.
4. Have a representative empowered to make decisions at scheduled meetings.
5. Provide updated project cost estimates and schedules at the end of the design development and construction document phases as detailed in the agreement.
6. Present schematic, design development, and constructional documents to Commission for review and comment as detailed in the agreement.
7. Initiate and obtain design and plan reviews from applicable regulatory agencies as detailed in the agreement.
8. Submit written requests for approval to Project Representative for changes in scope of services, schedules, budget, or fees.

C. If addressed in the agreement:

1. Attend and participate in leading the pre-bid conference and/or the pre-construction meeting with Contractor, and Project Representative.
2. Schedule construction meetings, establish and distribute agendas for meetings, record meeting minutes and distribute to Project Representative and Contractor.
3. Review and certify Contractor invoice vouchers.
4. Prepare and process change order proposals.
5. Facilitate completion of project closeout and verify warranty requirements are met during the warranty period(s), including warranty inspections and corrections as required.

4 COMMUNICATIONS

4.1 Communications between Consultant, Commission, and Project Representative

- A. Channel correspondence and communication on issues to or from Commission and Consultant through Project Representative.
- B. Authorization by Project Representative for Consultant to communicate directly with other Commission personnel may be given to expedite the design, and to avoid communication delays. This action does not authorize additional work, change in scope, or exclude copying communications to the Project Representative.

GUIDELINES FOR LICENSED CONSULTANT ARCHITECTS AND ENGINEERS

4.2 Project Numbers

- A. Projects have a Commission Project Number, Park, if applicable, and project name. Use the project number on written and digital (e.g., email) communications transmitted between Commission, Consultant, and Contractor(s), regarding the project.

4.3 Review and Approval

- A. Conduct review and approval in accordance with the performance schedule defined in the agreement. Final review and approval authority for Consultant's work resides with the Project Representative.

4.4 Communications with Contractor(s)

- A. When the Consultant is under contract for services during the construction phase the Consultant will act as Commission representative in communication with the Contractor(s). However, Commission does not relinquish its right to communicate with the Contractor directly.

5 PAYMENT

- 5.1 Payment for Consultant's services is in accordance with the Architectural/Engineering Services Agreement. Discuss with Project Representative the percent complete on each item before submitting invoice. Inaccurate or incomplete invoices will result in delays of payment.

6 EXPECTATIONS

6.1 Project Design

- A. State facilities are intended for long-term use. Design must provide for
 1. permitting,
 2. safety,
 3. low maintenance,
 4. durable construction,
 5. re-use,
 6. flexibility,
 7. low operating cost,
 8. constructability,
 9. universal accessibility where practical.
 10. all requirements listed under RCW 39.04.
 11. construction documents that are complete, clear, correct, concise, specific, coordinated between disciplines, and explicit in acceptable materials, systems, and workmanship.
- B. See Commission Mission and Vision for intent at Appendix 1
- C. Qualifications and Professional demeanor

GUIDELINES FOR LICENSED CONSULTANT ARCHITECTS AND ENGINEERS

1. Meet the degree of professional skill, care, and judgment commensurate with that which is normally exercised by recognized professional firms performing similar services under similar circumstances.
 2. The Consultant shall defend, protect and hold harmless the state of Washington, Commission, Commission's Agents, or any employees thereof, from and against all claims, suits or actions arising from the Consultant's acts which are libelous or slanderous, which result in injury to persons or property, which violate a right of confidentiality, or which constitute an infringement of any copyright, patent, trademark or trade name through use or reproduction of material of any kind, arising out of negligence of the Consultant or its subcontractors, but in the event of concurrent negligence by the indemnitee, then only to the extent of the negligence of the Consultant and its subcontractors. In addition, Consultant waives its immunity under Title 51 RCW to the extent necessary to give this indemnity full effect.
- D. Throughout all phases of the project, work closely with Project Representative and Commission staff to ascertain and confirm project requirements.
- E. The Commission encourages Consultant to have staff that have taken the CDT (Construction Document Technology) and/or CCCA (Certified Construction Contract Administrator) training or other, similar programs such as, but not limited to Certified Construction Manager (CCM).
- 6.2 Project Budget
- A. The budget is fixed and project must be designed, permitted, and constructed within the Maximum Allowable Construction Cost (MACC).

7 CONSULTANT EXTRA SERVICES

7.1 Extra Services

- A. Submit a written proposal, if requesting extra services.

7.2 Authorization for Extra Services

- A. Do not proceed with extra service work prior to written authorization, in the form of a Commission amendment, according to the conditions of the Consultants agreement.

8 PRE-DESIGN OR 15-PERCENT DESIGN PHASE

8.1 Pre-Design Meetings

- A. The Project Representative will schedule a pre-design meeting. Agenda will include introduction of Commission personnel, Sub-Consultants, and other participants, reviewing project's scope of work, budget, project schedules, and existing data.

GUIDELINES FOR LICENSED CONSULTANT ARCHITECTS AND ENGINEERS

8.2 Existing Program Data

- A. The Consultant will be given or have access to available program data for functional requirements.
 - 1. Examples of program data may be, Record Drawings, As-builts, studies, surveys, EIS, checklist(s), and/or space standards.

8.3 Existing Conditions

- A. Review As-Builts, pertinent studies, and other data to assess the relationship between existing and proposed project conditions. Perform a site investigation to verify existing conditions.
- B. After investigation of existing conditions, recommend in writing to Project Representative necessary supplemental surveys or studies; include reason(s), purpose(s), and proposed fees for work.

8.4 Permitting Agency Coordination

- A. Be aware of requirements imposed by Authorities Having Jurisdiction (AHJ). Inform Project Representative of requirements that may affect project scope, budget, or schedule. With prior written approval and direction by the Project Representative, contact the AHJ and coordinate interaction required during implementation of the project.

8.5 Utility Coordination

- A. Be aware of the utilities serving work area. Coordinate interaction required to protect and preserve utilities in project area.

8.6 Cultural and Historic Preservation and Environmental Coordination

- A. Coordinate with Project Representative for requirements from Commission specialist.

9 SCHEMATIC DESIGN OR 30-PERCENT DESIGN PHASE

9.1 Schematic Design or 30-Percent Design

- A. Provide schematic design documents as outlined in agreement.
- B. Value Engineering (VE) and Life Cycle Cost Analysis (LCCA) need to be included in this phase, if included in the Agreement, and approved recommendations of both are to be included in the final Schematic Design (or 30% design) documents. If the MACC is over \$5 million or includes a structure over 5,000 square feet advise the Project Representative

GUIDELINES FOR LICENSED CONSULTANT ARCHITECTS AND ENGINEERS

9.2 Design Meetings

- A. Coordinate, schedule and conduct design meetings with Project Representative.
- B. Record and distribute minutes of the meetings to identified interested parties.

9.3 Design Approval

- A. Schedule a final design meeting for this phase. This meeting may serve the dual purpose of a design review and approval meeting, if appropriate and approved by the Project Representative. The design documents must be accompanied by a project cost estimate, and project schedule. Include in the project cost estimate approved bid alternates within the MACC.

10 DESIGN DEVELOPMENT 60-and/or 90-PERCENT DESIGN PHASE

10.1 Design Development or 60-an/or 90-Percent Design Phase

- A. Based on the approved design documents, prepare drawings, outline for technical specifications, product information, project schedule, and a construction cost estimate.

10.2 Design Meetings

- A. Same as 8.2 Design Meetings.

10.3 Design Approval

- A. Same as 8.3 Design Approval.
- B. Upon approval of the Design Development documents, the Project Representative will authorize Consultant to proceed with the development of construction documents according to the conditions of the agreement.

11 FINAL DESIGN OR 100-PERCENT DESIGN PHASE

11.1 Construction Documents

- A. Based on the approved design documents, prepare Construction Documents: Technical Specifications, drawings, detailed construction cost estimate, and project schedule.

12 REQUIRED DOCUMENTS

12.1 Prepare the following documents: technical specifications, construction drawings, detailed cost estimate, project schedule, and other documents as outlined in the conditions of the agreement.

12.2 Project Manual

- A. Current information on the Commission-developed Standards for the Technical

GUIDELINES FOR LICENSED CONSULTANT ARCHITECTS AND ENGINEERS

Specifications and Drawings can be found at <http://biz.parks.wa.gov/cadstandards/>. Include standards and formatting for the Project Manual format described in Appendix 2 and Appendix 3.

- B. Prepare technical specifications using Construction Specifications Institute (CSI) Master Format 50 section, three-part format. Consult with the Project Representative if other specification formats are proposed such as WSDOT/APWA Standard Specifications. Use American units of measure unless the item is only available in metric units. Note: there are no Supplementary Conditions. Please remove any references to them.
- C. Technical Specifications includes Sections in Divisions 00 and 01 as described below. Each section must be in a separate Microsoft Word electronic file.

Required sections include:

- 1. Cover (developed and inserted by Commission)
- 2. Stamp Page (with original wet ink stamp and signature by licensed Consultant)
- 3. Table of Contents
- 4. Advertisement for Bid
- 5. Invitation to Bid
- 6. Instructions to Bidders
- 7. Bid Proposal Form (items must match the estimate)
- 8. General Conditions for Construction at Washington State Parks
- 9. Prevailing Wages
- 10. Section 010000 – General Requirements
- 11. Section 013300 – Submittal Procedures
- 12. Section 013501 – Inadvertent Discoveries of Cultural Resources and Skeletal Remains
- 13. Section 014000 – Quality Requirements
- 14. Section 014100 – Regulatory Requirements
- 15. Section 014200 – References
- 16. Section 015000 – Temporary Facilities and Controls
- 17. Section 016000 – Product Requirements
- 18. Section 017419 – Construction Waste Management and Disposal
- 19. Section 017700 – Closeout Procedures

Optional sections include:

- 21. Summary of Pay Items and Quantities
- 22. Section 010099 – Surveying
- 23. Section 012200 – Unit Prices
- 24. Section 012300 – Alternates
- 25. Section 013233 – Photographic Documentation
- 26. Section 015639 – Temporary Tree and Plant Protection
- 27. Section 013591 – Historic Treatment Procedures
- 28. Section 015526 – Traffic Control
- 29. Section 017329 – Cutting and Patching

GUIDELINES FOR LICENSED CONSULTANT ARCHITECTS AND ENGINEERS

The sections above are subject to change so please be sure to check the <http://biz.parks.wa.gov/cadstandards/> location.

- D. Instructions to Bidders and General Conditions: do not revise or amend unless approved in writing by the Contract group. Amending the General Conditions requires Attorney General review which could take several months. If necessary Supplemental Conditions can be added but they require Attorney General review. If changes are desired make sure to allow enough review time.
- E. Table of Contents: a single section listing the entire contents of the Project Manual.
- F. Bid Proposal Form: Consultant is to fill in the project information, base bid items, bid alternates, unit prices, Substantial Completion, and liquidated damages.
- G. Division 01 Sections: may be modified or edited to reflect specific items included in the project work. Coordinate edits with the Project Representative.
- H. Stamp Page: stamped by the licensed professionals that authored the section(s). If space for more than one stamp is needed, please check with Project Representative for instructions.
- I. Sole source material specifications requires a statement of justification and Project Representative's approval.
 - 1. MATERIAL AND EQUIPMENT Contractor to provide new and equivalent equipment and materials: All equipment, material, and articles incorporated into the Work shall be new and of the most suitable grade for the purpose intended, unless otherwise specifically provided in the Contract Documents. References in the Specifications to equipment, material, articles, or patented processes by trade name, make, or catalog number, shall be regarded as establishing a standard quality and shall not be construed as limiting competition. Contractor may, at its option, use any equipment, material, article, or process that, in the judgment of Consultant, is equal to that named in the specifications, unless otherwise specifically provided in the Contract Documents
- J. Pre-qualification of contractors requires a statement of justification and will need approval by the Capital Program Manager and Contracts. This may apply to Washington State Department of Transportation funded projects. Consultant will list all supplemental responsibility criteria as required in RCW 39.04.350 3.a in one section titled, "Supplemental Responsibility Criteria". The criteria will not be so restrictive as to limit reasonable competition.
- K. Do not add general disclaimer statements to bid documents without prior approval from Project Representative.
- L. Appendices, as appropriate, include relevant test reports and documents that provide additional site information such as: land surveys, hazardous materials

GUIDELINES FOR LICENSED CONSULTANT ARCHITECTS AND ENGINEERS

(including the “Good Faith” asbestos survey), archeological surveys, historic preservation surveys, geotechnical investigations and test borings, building envelope investigations, photographs of site conditions, etc. Any PDF formatted documents need to be in a format that allows it to be combined into a multiple document PDF (no PDF binders).

12.3 Drawings

- A. Refer to Consultant Agreement (Consultant’s Contract).

13 MEETINGS AND APPROVALS

13.1 Meetings

- A. Review Meetings
- B. Schedule and conduct construction document phase meetings with Project Representative.
- C. Record and distribute minutes of the meetings to identified interested parties.
- D. Conduct a thorough review of construction documents to ensure and certify previous comments have been included, and documents have been fully coordinated between disciplines.

13.2 Bid Alternates

- A. Bid Alternates must be approved by Project Representative. Additive alternates are preferred. Use deductive bid alternates only with written approval of Project Representative. Strive for no more than six alternates. Alternates shall be numbered on the estimate and bid proposal as A1, A2, etc.

13.3 Permit/Plan Reviews and Fees

- A. At the direction of the Project Representative, submit necessary documents to Authorities Having Jurisdiction (AHJ). Payment of fees will be a direct reimbursable cost to the Consultant or paid directly to the AHJ. Generally, the Commission applies for and secures environmental permits, unless otherwise provided in the terms of the agreement.

13.4 Document Approval

- A. Final construction documents must be accompanied by a detailed project cost estimate, on Commission form, and a project schedule.
- B. Consultants are encouraged to do a “plans-in-hand” site visit to ensure existing conditions have been properly documented in proposed work.
- C. The Director or designee is the Commission’s final approval authority for construction documents.

GUIDELINES FOR LICENSED CONSULTANT ARCHITECTS AND ENGINEERS

- D. Stamp and seal work by the licensed design professional, as required by state laws.
- E. The Project Representative will authorize Consultant to proceed with the bid phase according to the conditions of agreement. Project Representative will move the project forward once documents are bid ready. Commission approvals will be secured, then a bid date will be set.

14 PRE-BID REVIEW MEETING

14.1 If included in the agreement, coordinate, schedule, and conduct a pre-bid review meeting with Project Representative and Representative from the Park for agreement on:

- A. Total project budget, including base bid and alternates.
- B. Construction schedule.
- C. Permit review process.
- D. Recommendation of how long should be advertised.
- E. Services required for construction phase.

14.2 Bid Date

- A. When the bid documents are complete, a bid date will be set by Commission. The minimum bid period for a public works project is 15 days from date of advertisement. The bid date for major projects should be a minimum of three (3) weeks.

14.3 Advertisements

- A. Advertisement will be made by Commission.
- B. Consultant can not share what is not public knowledge such as estimate, budget, etc.
- C. If there are questions or information on outreach check with the Project Representative.

14.4 Bid Document Distribution

- A. In most cases, Commission will post bid documents electronically, online, to Builders Exchange of Washington and State Parks webpage <https://parks.wa.gov/182/Contracting-opportunities>. Notification will be sent by Commission to plan centers in Washington, Oregon and Idaho.
- B. A minimum number of paper copies will be printed and will be provided to the Consultant, Project Representative, and other Commission staff.

GUIDELINES FOR LICENSED CONSULTANT ARCHITECTS AND ENGINEERS

14.5 Pre-bid Conference

- A. An onsite pre-bid conference should be held for prospective bidders.
- B. Mandatory pre-bids conferences are not allowed except under extraordinary circumstances and need prior written approval from Contracts Group.
- C. Pre-bid Walk through: Develop a meeting agenda for review and approval by the Project Representative. Develop and maintain an attendee sign-in list, meeting minutes, and questions and responses brought up during the Pre-bid Conference. Prepare answer bidder's questions and recommend issuance of addenda.
- D. Questions: Document all questions from attendees and endeavor to answer questions during the pre-bid conference. If an answer would give bidder(s) an advantage or put them at a disadvantage over those not in attendance the answer should be included in a follow up addendum
- E. Addenda: To be issued only by Commission. Consultant will assist the Project Representative in drafting addenda and the Project Representative will provide draft addenda to the Contracts group. Addenda must be posted at least three (3) working days before bid opening. The Commission discourages addenda.

15 BID OPENINGS

15.1 Bid Results

- A. Bid results are posted to:
 - 1. Builders Exchange (BXWA)
http://www.bxwa.com/bxwa_toc/pub/127.html
 - 2. Parks <https://parks.wa.gov/contracts>

15.2 Formal Bid Acceptance

- A. The Commission will perform Responsiveness tests and Phase 1 of Responsibility Check (RCW 39.04.350). Consultant is to perform Phase 2 of Responsibility checks. See Appendix 1 for definitions.

15.3 Disclosing Bid Results

- A. The Consultant is to give no indication of apparent successful bidder without the Commission's approval/confirmation. Do not initiate any contact with the bidders unless directed by the Project Representative. If authorized by the Project Representative, Consultant may provide bidding results if asked and state that "all bids are taken under advisement" until the contract is awarded.

GUIDELINES FOR LICENSED CONSULTANT ARCHITECTS AND ENGINEERS

16 CONSTRUCTION CONTRACT AND NOTICE TO PROCEED

- 16.1 Commission will prepare a construction contract and issue a Notice of Award to the responsive, responsible low bidder.
- 16.2 Commission will execute construction contract and issue a Notice to Proceed to Contractor when contract documents are received and accepted.

17 PRE-CONSTRUCTION CONFERENCE

(NOTE that the Consultant agreement may or may not contain this work).

17.1 Scheduling the Conference

- A. Consultant and Project Representative are responsible for scheduling the pre-construction conference with Contractor. In most cases, the meeting will occur onsite.

17.2 Participants

- A. Include the appropriate sub-Consultants, Project Representative, Park Representative, Contractor and appropriate sub-contractors.

17.3 Chairperson

- A. The Project Representative and Consultant will co-chair the pre-construction conference. The agenda for this meeting will be the Commission Pre-construction Conference Agenda. Consultant will record and distribute minutes following review by the Project Representative

18 CONSTRUCTION PROGRESS MEETINGS

(NOTE: the Consultant agreement may or may not contain this work).

18.1 Scheduling the Meetings

- A. Establish construction progress meeting general schedule. Onsite construction observation by the Contractor should occur at least every two weeks and scheduled at the pre-construction conference.

18.2 Participants

- A. Attended by the Project Representative, Park Representatives, Consultant, applicable sub-Consultants, Contractor, major sub-contractors and specialty sub-contractors, and major suppliers when applicable.

18.3 Chairperson

- A. Chair the meetings, record, and distribute minutes within seven days. If the meeting is co-chaired, the Consultant is responsible.

GUIDELINES FOR LICENSED CONSULTANT ARCHITECTS AND ENGINEERS

18.4 Agenda

A. The suggested agenda items for construction progress meetings includes:

1. Project number
2. Date
3. Contract days remaining
4. Attendees
5. Previous minutes
6. Field Authorizations
7. Change Order Proposal (COP) / Change Order (CO) Log review
8. Shop drawing/submittal update
9. Material delivery status
10. Requests for Information (RFI) Log review
11. Submittal Log review
12. Construction schedule update
13. As-built drawings review
14. Notable field observations
15. Progress payment update
16. Discussion items
17. Next meeting date and time
18. Action items, by whom, and when

18.5 Contractor Inquiries

A. Carefully document any questions raised by Contractor during construction meetings. Promptly provide a written answer to Contractor's questions or Requests for Information. Assign each question or request a number and track.

19 CHANGE ORDERS/CHANGE ORDER PROPOSALS/FIELD AUTHORIZATIONS

(NOTE: the Consultant agreement may or may not contain this work).

19.1 Change Order Proposals (COPs) are issued to Contractor by Consultant. Contractor returns the signed COP to Consultant along with pertinent cost information. The COP must be signed by the Contractor, Consultant, Project Representative, and authorized by Commission prior to its conversion into a Change Order (CO). Work is not authorized to proceed until the signed COP is executed by Commission. Payment to Contractor for work included in the COP will not occur until the COP is converted into a CO. It is important that the Consultant review and forward the COP to the Project Representative in a timely manner to avoid delays.

19.2 In cases of health and safety emergency, Consultant may provide the Contractor a field authorization to proceed with work that constitutes a COP Consultant. Project Representative must approve in writing before the work is authorized. Oral authorization is not acceptable.

19.3 If appropriate for additional fees, work with Project Representative to establish an appropriate Consultant fee for each Change Order. No extra Consultant fees will be approved for change orders which are a result of the Consultant's errors or omissions.

GUIDELINES FOR LICENSED CONSULTANT ARCHITECTS AND ENGINEERS

19.4 Maintain a log of Field Authorizations, COPs, and COs.

20 CONSTRUCTION OBSERVATION

(NOTE: the Consultant agreement may or may not contain this work).

20.1 Schedule for site visits will be noted in the Consultant agreement. Promptly submit written reports of site visits to Project Representative. Written observation reports should summarize work observed, progress made, contractor staff onsite (including subcontractors, suppliers, etc.), equipment (status – standby or operating), and AHJs onsite (including name, agency, time onsite). When reporting on progress made, describe work by bid item and bid unit; if work is observed for COs based on time and materials, summarize equipment, operators, materials, etc.

20.2 Document construction work observed that is out of compliance with contract documents. Transmit non-compliance report to Contractor, with information copies to Project Representative.

20.3 Document direction provided by the Consultant to the Contractor in matters involving interpretation of the drawings or technical specifications. Transmit directives to Contractor, with information copies to Project Representative.

20.4 Document questions or RFIs submitted by Contractor. Promptly provide written answers to Contractor with copies to Project Representative.

20.5 Photograph work and provide all photographs to the Project Representative.

21 REVIEW OF SUBMITTALS

(NOTE: the Consultant agreement may or may not contain this work).

21.1 Check Contractor's shop drawings, material and equipment submittals for compliance with contract documents. Substitutions approved by Consultant must also be approved by the Project Representative when appearance, performance, maintenance, or operation are affected. Substitutions that might affect contract time (schedule), quality, or cost must be documented. Maintain one set of approved shop drawings and provide to Commission at project closeout.

22 UTILITY ACCEPTANCE INSPECTIONS

(NOTE: the Consultant agreement may or may not contain this work).

22.1 Assist Contractor, if needed, to schedule and conduct utility inspections. Conduct inspections when the applicable utility work has been installed and tested in accordance with utility company policy.

23 SUBSTANTIAL COMPLETION

(NOTE: the Consultant agreement may or may not contain this work).

GUIDELINES FOR LICENSED CONSULTANT ARCHITECTS AND ENGINEERS

- 23.1 Notify Project Representative when it is appropriate for Commission to issue a Substantial Completion letter. Prerequisites to Substantial Completion generally include:
- A. Owner can take beneficial occupancy.
 - B. Completion of all contracted work except incidental punch list items.
 - C. Systems and components are functional.
 - D. Utilities and meters have been connected, tested, and are functioning properly.
 - E. Work is accessible by normal vehicular and pedestrian traffic routes.
 - F. AHJ inspections have been completed and passed, and certificate of Occupancy and other permits received.
 - G. Operations and Maintenance (O&M) training satisfactorily completed.
 - H. O&M Manuals submitted, reviewed approved, and delivered to Commission.
 - I. Specified maintenance materials (tools, spare parts, extra stock, etc.) delivered to Commission.
 - J. Specified Building Commissioning complete, except for incidental corrective issues.
 - K. Specified Special Inspection and Testing reports received by Commission.
 - L. Notice from the Licensee of Record that the work is substantially complete.

24 PROJECT COMPLETION AND ACCEPTANCE

(NOTE: the Consultant agreement may or may not contain this work).

- 24.1 Take the lead role in monitoring the project completion and closeout process. Diligently encourage Contractor to complete the work in accordance with contract documents and within contract time for completion.
- 24.2 Schedule the pre-final and final inspections and issue the “punch list” to Contractor with copy to the Project Representative. Monitor Contractor’s performance to ensure the punch list work is completed.
- 24.3 Review O&M Manuals, provide a detailed list of closeout submittal requirements, review the Close-Out Submittals for compliance with the contract documents, and ensure that the information provided is specific to the equipment and systems installed in the project.
- 24.4 Review the Contractor’s training plan and training material and monitor the satisfactory progress and completion of the plan.

GUIDELINES FOR LICENSED CONSULTANT ARCHITECTS AND ENGINEERS

24.5 Notify Commission when Final Acceptance is achieved.

A. Prerequisites to Final Acceptance:

1. Field Authorization and Change Order Proposals items completed and Change Orders processed.
2. Claims and/or disputes resolved.
3. Specified certificates of warranty, bonds, extra stock receipts, permits, etc. received.
4. Submittal of completed and acceptable “as-built” documents.
5. Final Subcontractor/Suppliers list with MWBE, Affidavits of Wages Paid, Apprenticeship reporting requirements, and off-site fabrication reports received, if applicable.
6. Post-Commissioning issues resolved, and Final Commissioning Report received.
7. Other requirements of contract documents complete.
8. Final Contractor payment application received, accepted and processed for payment.

24.6 Record Documents: As an additional service, the Consultant may be engaged to provide Record Documents (drawings and/or specifications) incorporating changes made during construction based on the Contractor’s submitted and approved as-built documentation.

25 CORRECTION PERIOD REVIEW AND WARRANTIES

(NOTE: the Consultant agreement may or may not contain this work).

25.1 The correction period begins on the date of substantial completion and extends for a period of one (1) full year, unless otherwise noted in the contract documents.

25.2 Relay warranty problems to the Project Representative. Notify Contractor in writing and copy the Project Representative.

25.3 Schedule a walk-through at least one month prior to expiration of the correction period. The walk-through should be attended by a Park Representative, Consultant, Project Representative, and Contractor. Deficiencies and highlights should be noted in the minutes by Consultant.

GUIDELINES FOR LICENSED CONSULTANT ARCHITECTS AND ENGINEERS

APPENDIX 1 – ABBREVIATIONS AND DEFINITIONS

Abbreviations and definitions that might be used throughout these guidelines: Abbreviations

Abbreviation Definition

A/E	Architect or Engineer (prime Consultant)
AHJ	Authority(ies) Having Jurisdiction
As-Builts	construction drawings showing the “as-built” conditions
Commission Consultant	Washington State Parks and Recreation Commission Consultant Architect, Engineer, or Landscape Architect Consultant
CO	Change Order
COP	Change Order Proposal
CSI	Construction Specifications Institute
EIS	Environmental Impact Statement
LCCA	Life Cycle Cost Analysis
O&M	Operations and Maintenance
MACC	Maximum Allowable Construction Cost
MWBE	Minority and Women Business Enterprise
NTP	Notice to Proceed
Pts	Points (referring to font size)
Project Representative	Commission staff serving as primary point-of-contact to Consultant
RCW	Revised Code of Washington
RFI	Request for Information
VE	Value Engineering

Definitions

Responsibility:

As defined in 39.04.350 RCW, including these additional factors:

1. The ability, capacity, and skill of the Bidder to perform the work;
2. The character, integrity, reputation, judgment, experience, and efficiency of the Bidder;
3. Whether the Bidder can perform the work within the time specified;
4. The quality of performance of previous work;
5. The previous and existing compliance by the Bidder with laws and requirements relating to the work and contract;
6. Such other information as may have bearing on the decision to award the contract.

Responsiveness:

1. Complete or conforming bid proposal;
2. Registered contractor as required by law;
3. Subcontractor’s list when required by invitation to bid;
4. Bid form has not been modified or conditioned;
5. Bid bond when required by invitation to bid;
6. Certification when required by invitation to bid.

GUIDELINES FOR LICENSED CONSULTANT ARCHITECTS AND ENGINEERS

Beneficial Occupancy:

Use of a building, structure, or facility by the Commission for its intended purpose (functionally complete), although other contract work, nonessential to the function of the occupied section, remains to be completed.

The Maximum Allowable Construction Cost (MACC)

Is defined as **the total sum available to the A/E for construction purposes, including all alternates**. The MACC excludes Washington state sales tax, professional fees, project contingency funds, or other charges that may not be under the scope of the architect (see Cost Estimate in Capital Budget System (CBS)). The A/E basic services fee is based on the MACC inflated to the midpoint of construction. For General Contractor/Construction Manager (GC/CM) projects, the A/E basic services fee is based on the MACC less the GC/CM risk contingency.

MISSION & VISION

Note that the Mission, Vision, and Core Values may change periodically, but can also be viewed at: <https://parks.wa.gov/176/Mission-vision>

MISSION

The Washington State Parks and Recreation Commission cares for Washington's most treasured lands, waters, and historic places. State parks connect all Washingtonians to their diverse natural and cultural heritage and provide memorable recreational and educational experiences that enhance their lives.

VISION

Washington's state parks will be cherished destinations with natural, cultural, recreational, artistic, and interpretive experiences that all Washingtonians enjoy, appreciate, and proudly support.

CORE VALUES

The agency has adopted the following core values:

- Commitment to stewardship that transmits high quality park assets to future generations
- Dedication to outdoor recreation and public enjoyment that welcomes all our citizens to their public parks
- Excellence in all we do
- Involving the public in our policy development and decision making
- Support for one another as we translate our mission into reality

**STATE PARK
PROJECT NAME**

APPENDIX 2 – SPECIFICATION FORMAT INFORMATION

Format for MasterWorks

Page set up 1-inch margins all sides of page.

Headers and Footers set from edge one half inch

Font is Times New Roman size 11

The main body is to be justified

Save each section as an individual file (Microsoft Word and PDF).

Reference other sections by both name and number.

All items in the A., 1., a., 1), a) are set up as hanging (set at 0.4 inch), so they line up with the wording on the first line.

Tabs are set at 0.6, 1, 1.4, 1.8, 2.2, 2.6 inches. Add 0.4 inches to increase indent.

Spacing between A, B, is 12 points (pts) or one hard return.

Any level thereafter one hard return or 12 points above and below, with no spacing in the body.

Example:

1. A complete list of sub-contractors, including business address, telephone number, items of work, and Contractor registration number. This list is to be updated during the life of the contract.
2. Name of Contractor's superintendent who will be on the job at all times.
3. A progress schedule in accordance with the General and Supplemental Conditions to the contract.

Note 12 points is equal to one hard return. If there are 12 points you could also use a hard return

Abbreviation Pts means points

**STATE PARK
PROJECT NAME**

Header: setup is ALL CAPS, **bold** and centered; 12 points before and after division (paragraph setting)
SECTION # - NAME (12 PT BEFORE – ALL CAPITALS) (there should be a total of 24 points
between the DIVISION # - TITLE.)

PART 1 - GENERAL (24 PT BEFORE – ALL CAPITALS) (24 points between this and above and
below.)

1.1 LEFT ALIGNED AT 0; TAB SET at 0.6; 24 PT BEFORE; 12 PT AFTER - ALL CAPITALS
(Total of 24 points between this and above and 12 points before below)

A. Left Aligned 0.2 Indent at 0.6 Tab Space After 0.6 12 pt before and 12 pt between
(12 point between this and above: you can put the points on the one above or this one)

1. Aligned 0.6 Indent at 1 Tab Space After 1 12 pt before first; after that no
pts before 12 pts after last.

2. No points or hard returns between numbers on list

3. There would be one hard return or 12 points after the last number in list. This is the form
for: 1., a., 1), a)

a. Aligned 1 Indent 1.4 Tab Space After 1.4 12 pt before first after
that no pts before 12 pts after last

1) Aligned 1.4 Indent 1.8 Tab Space After 1.8 12 pt before
first after that no pts before 12 pts after last

a) Aligned 1.8 Indent 2.2 Tab Space After 2.2 12 pt before
first after that no pts before 12 pts after last

END OF SECTION # (section #): at the end of each section.

If a Part 1, 2 or 3 is not used the format is, at the end or within the section.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

Before Footer – 12 pt - set up is ALL CAPITALS, **bold** and centered; each section starts at one.

**STATE PARK
PROJECT NAME**

Settings for MasterWorks

Header: setup is ALL CAPS, **bold** and centered; one hard return before and after division (paragraph setting)

SECTION # - NAME (12 PT BEFORE – ALL CAPITALS) One hard return before (there should be a total of 2 hard returns between the DIVISION # - TITLE.)

PART 1 - GENERAL (24 PT BEFORE – ALL CAPITALS) (Two hard returns between this and above and below.)

1.2 LEFT ALIGNED AT 0; TAB SET at 0.6; 24 PT BEFORE; ONE HARD RETURN AFTER - ALL CAPITALS (Total of 2 hard returns and above and 1 hard return before below)

A. Left Aligned 0.2 Indent at 0.6 Tab Space After 0.6 12 pt before 12 pt between (one hard return or between this and above.)

1. Aligned 0.6 Indent at 1 Tab Space After 1 (or one hard return between the above and this)

2. No points or hard returns between number on list

3. There would be one hard return or 12 points after the last number in list This is the form for: 1., a., 1), a)

a. Aligned 1 Indent 1.4 Tab Space After 1.4 one hard return before first after that hard returns before one hard return after last

1) Aligned 1.4 Indent 1.8 Tab Space After 1.8 one hard return before first after that no hard returns before after last

a) Aligned 1.8 Indent 2.2 Tab Space After 2.2 one hard return before first after that no hard returns until after last

END OF SECTION # (section #): at the end of each section.

Before Footer – 12 pt - set up is ALL CAPITALS, **bold** and centered; each section starts at one.

Header
All Capitals, Bold & Centered

**STATE PARK
PROJECT NAME**

SECTION 012300 - ALTERNATES

24 points

PART 1 - GENERAL

24 point

24 points

1.1 WORK IN THIS SECTION

A. NARRATIVE DESCRIPTION OF BID ALTERNATES

24 points

1.2 ADJUSTMENTS OF THE WORK

A. XXXX

1.3 REINSTATEMENT OF BID ALTERNATES

12 points

12 points

A. The Commission reserves the right to reinstate, within sixty (60) calendar days after the Notice to Proceed date, any bid alternates not incorporated into the contract, at the stated alternate bid price.

B. XXXXX

12 points

1. XX

2. XX

Note: There are 0 points between the numbers within the list

12 points

C. XXXXX

1.4 ORDER OF CONSIDERATION

A. Bid alternates may be selected by the Commission in any order. The Commission may select all or any combination of the bid alternates.

1.5 BID ALTERNATES

A. LIST BID ALTERNATES

PART 2 - PRODUCTS (NOT USED)

24 points

PART 3 - EXECUTION (NOT USED)

24 points

END OF SECTION

NOTE:
24 points equals 2 hard returns
12 points equals 1 hard return

Footer
All capitals, Bold & Centered
Begin numbering at each section.

12 points before
typing in the footer



Header

All Capitals, Bold & Centered

**STATE PARK
PROJECT NAME**

SECTION 012300 - ALTERNATES

2 hard returns

PART 1 - GENERAL

2 hard returns

1.3 WORK IN THIS SECTION

2 hard returns

A. NARRATIVE DESCRIPTION OF BID ALTERNATES

2 hard returns

1.4 ADJUSTMENTS OF THE WORK

A. XXXX

1.3 REINSTATEMENT OF BID ALTERNATES

1 hard return

A. The Commission reserves the right to reinstate, within sixty (60) calendar days after the Notice to Proceed date, any bid alternates not incorporated into the contract, at the stated alternate bid price.

1 hard return

B. XXXXX

1 hard return

- 1. XX
- 2. XX

Note: There are no hard returns between the numbers within the list

1 hard return

C. XXXXX

1.4 ORDER OF CONSIDERATION

A. Bid alternates may be selected by the Commission in any order. The Commission may select all or any combination of the bid alternates.

1.6 BID ALTERNATES

A. LIST BID ALTERNATES

PART 2 - PRODUCTS (NOT USED)

2 hard returns

PART 3 - EXECUTION (NOT USED)

2 hard returns

END OF SECTION

Footer

All capitals, Bold & Centered
Begin numbering at each section.

1 hard return before the footer

ALTERNATES - 012300 - 1

**STATE PARK
PROJECT NAME**

DO NOT BREAK UP PARAGRAPHS. IF A PAGE BREAK FALLS WITHIN A PARAGRAPH, MOVE THE WHOLE PARAGRAPH TO NEXT PAGE.

Page
break
falls here

- D. The Commission reserves the right to reinstate, within sixty (60) calendar days after the Notice to Proceed date, any bid alternates not incorporated into the contract, at the stated alternate bid price.

MOVE WHOLE SECTION TO NEXT PAGE.

Page break is now here. When this happens change to 0 pt or no hard return before this (or 12 pts if it is a heading.)

- D. The Commission reserves the right to reinstate, within sixty (60) calendar days after the Notice to Proceed date, any bid alternates not incorporated into the contract, at the stated alternate bid price.

IF THE PAGE BREAK FALLS SO THAT YOU WOULD BE BREAKING UP A SECTION LIKE SHOWN BELOW, MOVE THE WHOLE TO NEXT PAGE.

PART 1 - GENERAL

1.1 WORK INCLUDED

Page break
falls here

- A. Work of Division 16 includes all labor, materials, and tools necessary to provide a complete electrical installation in complete operating condition, as shown on the drawings and in accordance with all applicable codes and ordinances governing electrical work.

Move the whole section starting from PART 1 – GENERAL to the next page.

**STATE PARK
PROJECT NAME**

PART 1 - GENERAL

Page break – now falls here.
Also when there is a page break like this, there should only be 24 pt or 2 hard return between this and the header.

1.1 WORK INCLUDED

- B. Work of Division 26 includes all labor, materials, and tools necessary to provide a complete electrical installation in complete operating condition, as shown on the drawings and in accordance with all applicable codes and ordinances governing electrical work.

1 hard return before
the footer



**STATE PARK
PROJECT NAME**

IF YOU HAVE ONLY THE PART 2 OR PART 3 OR END OF SECTION ON A PAGE BY ITSELF –
MOVE SOME OF THE INFORMATION FROM THE PAGE BEFORE TO THE NEXT PAGE.

1.4 ORDER OF CONSIDERATION

- A. Bid alternates may be selected by the Commission in any order. The Commission may select all or any combination of the bid alternates.

**STATE PARK
PROJECT NAME**

PART 2 - PRODUCTS (NOT USED)

← Page break falls here. Move 1.4
from above to this page.

PART 3 - EXECUTION (NOT USED)

END OF SECTION 01030

**STATE PARK
PROJECT NAME**

1.4 ORDER OF CONSIDERATION

← Page break here. Change the 24 pt before
to 12 pt (or a total of 2 hard returns)

- A. Bid alternates may be selected by the Commission in any order. The Commission may select all or any combination of the bid alternates.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION

1 hard return before
the footer



ALTERNATES - 012300 - 3