



Washington State Parks and Recreation Commission
GUIDELINES FOR ARCHITECTS AND ENGINEERS

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

GUIDELINES FOR ARCHITECTS AND ENGINEERS

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GUIDELINES FOR ARCHITECTS AND ENGINEERS

GUIDELINE'S PURPOSE

To give guidance for Architectural or Engineering Firms having Consultant agreements with the Washington State Parks and Recreation Commission (Commission).

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, and executive management staff.

These are general guidelines and are not intended to modify or eliminate any terms or provisions of the agreement. If conflicts occur between the agreement and these guidelines, the agreement governs. These guidelines are considered part of the Owner's standards.

The style of these Guidelines is directive; all statements are directed at the Consultant unless otherwise noted.

Abbreviations used in these Guidelines are contained in Appendix 1.

1 AUTHORITY

1.1 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.

2 PARTICIPANTS AND RESPONSIBILITIES

2.1 Principal Participants

Commission
Director or designee
Capital Program Manager
Region Capital Program Coordinator
Project Representative
Consultant
Contractor

2.2 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.

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4. Provide agency 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.
 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-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.

3 COMMUNICATIONS

3.1 Communications between Consultant, Commission, and Project Representative

- A. Channel correspondence and communication on issues to or from Commission and Consultant through Project Representative.

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- 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.

3.2 Project Numbers

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

3.3 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.

3.4 Communications with Contractor(s)

- A. When the Consultant is under contract for construction administration, 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.

4 PAYMENT

- 4.1 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.

5 COMMISSION EXPECTATIONS

5.1 Project Design

- A. State facilities are intended for long-term use. Design must provide for low maintenance, durable construction, re-use, flexibility, low operating cost, and be universally accessible. The State requires construction documents to be complete, clear, correct, concise, specific, coordinated between disciplines, and explicit in acceptable materials, systems, and workmanship.
- B. Throughout the design phase of the project, work closely with Project Representative and Commission staff to ascertain and confirm project requirements.

5.2 Project Budget

- A. The budget is fixed and project must be designed and constructed within the Maximum Allowable Construction Cost (MACC).

5.3 Project Scheduling

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- A. Project schedule is based on the design and construction requirements of project and must consider state park operating schedules, weather, environmental constraints, etc.

6 CONSULTANT EXTRA SERVICES

6.1 Extra Services

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

6.2 Authorization for Extra Services

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

7 PRE-DESIGN MEETINGS

- 7.1 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.

8 PRE-DESIGN AND PRE-PLANNING

8.1 Existing Program Data

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

8.2 Existing Conditions

- A. Review Record Drawings, 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.

8.3 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. Make contact with the AHJ and coordinate interaction required during implementation of the project.

8.4 Utility Coordination

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

9 SCHEMATIC DESIGN PHASE

9.1 Schematic 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 documents. If the anticipated MACC is over \$5 million or contain a structure over 5,000 square feet contact the Capital Program Manager.

9.2 Schematic Design Meetings

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

9.3 Schematic Design Approval

- A. Schedule a final schematic design meeting. This meeting may serve the dual purpose of a final schematic design review and approval meeting, if appropriate. The final schematic design document must be accompanied by a project cost estimate, and project schedule. Include in the project cost estimate approved bid alternates within the Maximum Allowable Construction Cost (MACC).

9.4 Design Development

- A. Based on the approved Schematic Design documents, prepare Design Development drawings, outline specifications, product information, project schedule, and a construction cost estimate.
- B. Upon approval of the Design Development documents, the Project Representative will authorize Consultant to proceed with the construction documents phase according to the conditions of the agreement.

9.5 Construction Document

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

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10 REQUIRED DOCUMENTS

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

10.2 Project Manual

- A. Current information on the Commissions Standards (boiler plate) for the Specifications and Drawings can be found at <http://biz.parks.wa.gov/cadstandards/>. This will include standards and formatting for the Project Manual format.
- B. Commission Specification “Boilerplate” includes, Sections in Division 00 and 01. Advertisement for Bid, Instructions to Bidders, and General Conditions are inserted by Commission before bid. Project Representative will provide a review copy. Specification sections must be in separate Microsoft Word electronic sections files.

Required sections include:

- Cover
- Stamp Page (with original wet ink stamp and signature)
- Table of Contents
- Invitation to Bid
- Bid Proposal
- Section 010000 - General Requirement
- Section 013300 – Submittal Procedures
- Section 014000 - Quality Requirements
- Section 014100 - Regulatory Requirements
- Section 014200 - References
- Section 015000 - Temporary Facilities and Controls
- Section 016000 - Product Requirements
- Section 017419 - Construction Waste Management and Disposal
- Section 017700 - Closeout Procedures

Optional sections include:

- Section 010099 - Surveying
- Section 012200 - Unit Prices
- Section 012300 - Alternates
- Section 013233 - Photographic Documentation
- Section 015639 – Temporary Tree and Plant Protection
- Section 013591 - Historic Treatment Procedures
- Section 014116 – Laws (For FEMA projects)
- Section 015526 – Traffic Control
- Section 017329 – Cutting and Patching
- Summary of Pay Items & Quantities

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

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- C. Do not revise or amend the “Instructions to Bidders” and “General Conditions” unless approved in writing by the Project Representative. Amending the General Conditions requires Attorney General review which could take several months, if changes are desired make sure to allow enough review time.
- D. The Table of Contents is to be a single section listing the entire contents of the Project Manual.
- E. In the Bid Proposal Form the Consultant is to fill in the project information, base bid items, any bid alternates, or unit prices, time of completion, and liquidated damages.
- F. Division 01 may be modified, or edited to reflect specific items included in the project work. Additional sections need to be reviewed by the Capital Program Manager.
- G. Stamp page needs to be stamped by the Architect or Engineer. If space for more than one stamp is needed, please check with Project Representative for instructions.
- H. Prepare technical specifications using standard Construction Specification Institute (CSI) MasterFormat 2004 Edition format, 50 section, three part format. Consult with the Project Representative if you are referencing specification documents such as WSDOT/APWA Standard Specifications. Use American units of measure, unless the item is only available in metric units.
- I. Sole source material specifications and pre-qualification of contractors requires a statement of justification and Project Representative’s approval. Do not add general disclaimer statements to bidding documents without prior approval from Project Representative.
- J. Appendices, as appropriate, include relevant test reports and documents that provide additional site information such as: land surveys, hazardous materials (including the “Good Faith” asbestos survey), archeological surveys, historic preservation surveys, geotechnical investigations and test borings, building envelope investigations, etc.
- J. Provide specifications in electronic format as required by Commission

10.3 Drawings

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

11 MEETINGS AND APPROVALS

11.1 Review Meetings

- A. Schedule and conduct construction document phase meetings with Project Representative.
- B. Record and distribute minutes of the meetings to identified interested parties.

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- C. Conduct a thorough review of construction documents to ensure and certify previous comments have been included, and documents have been fully coordinated between disciplines.

11.2 Bid Alternates

- A. 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.

11.3 Permit/Plan Reviews and Fees

- A. 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.

11.4 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 layout 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.
- D. Stamp and seal work as the 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.

12 PRE-BID REVIEW MEETING

- 12.1 If included in your contract, 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. Bid date recommendation.
- E. Services required for construction phase.

12.2 Bid Date and Location

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- A. When the bid documents are complete, a bid date will be set. 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.
- B. Bid opening will be at Commission headquarters at 1111 Israel Road SW, Tumwater, Washington.

12.3 Advertisements

- A. Advertisement will be made by Commission.

12.4 Bid Document Distribution

- A. Commission will post bid documents electronically, online, to Builders Exchange of Washington, State Parks webpage <https://parks.state.wa.us/182/Contracting-opportunities> and send CD-ROM copies to plan centers. A minimum number of paper copies will be printed.

12.5 Pre-bid Walk Through, Questions, and Addenda

- A. Pre-bid Conference
 - 1. A pre-bid conference should be held for prospective bidders. Mandatory pre-bids are not allowed except under extraordinary circumstances, and need prior written approval from the Capital Program Manager.
 - 2. Pre-bid Walk through: Maintain an attendees sign-in list, minutes of questions and responses brought up during the Pre-bid Walk Through. Answer bidder's questions, and recommend issuance of addenda.
 - 3. Questions: Answer bidder questions. If an answer would give bidder an advantage or put them at a disadvantage over those not in attendance the answer should be included in a follow up addendum.
 - 4. Addenda: To be issued only by Commission. The latest addendum must be received by bidders at least three (3) working days before bid opening. The Commission discourages addenda.

13 BID OPENINGS

13.1 Bid Opening Procedures

- A. Conducted by Commission. Consultant is invited, but attendance is not mandatory.

13.2 Bid Results

- A. Bid results are posted to:
 - 1. Builders Exchange (BXWA) http://www.bxwa.com/bxwa_toc/pub/127.html

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2. Parks <http://parks.state.wa.us/182/Contracting-Opportunities>

13.3 Formal Bid Acceptance

- A. The Commission will perform Responsiveness tests. Consultant is to perform Responsibility checks. See Appendix 1 for definitions.

13.4 Disclosing Bid Results

- A. Consultant may provide bidding results if asked and state that “all bids are taken under advisement” until the contract is final. 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.

14 CONSTRUCTION CONTRACT AND NOTICE TO PROCEED

14.1 Commission will prepare a construction contract and issue a Notice of Award to the responsive, responsible low bidder.

14.2 Commission will execute construction contract and issue a Notice to Proceed to Contractor when contract documents are received and accepted.

15 PRE-CONSTRUCTION CONFERENCE

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

15.1 Scheduling the Conference

- A. Consultant and Project Representative are responsible for scheduling the pre-construction conference with Contractor.

15.2 Participants

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

15.3 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.

16 CONSTRUCTION PROGRESS MEETINGS

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

16.1 Scheduling the Meetings

- A. Establish construction progress meeting general schedule. Construction observation

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should be at least every two weeks and scheduled at the pre-construction conference.

16.2 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.

16.3 Chairperson

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

16.4 Agenda

- A. The minimum agenda for construction progress meetings includes:

- Project number
- Date
- Attendees
- Previous minutes
- Field Authorizations
- Change order proposal/Change Order Log status
- Shop drawing/submittal update
- Material delivery status
- Requests for Information
- Submittal updates
- Construction schedule update
- As-built updates
- Field observations
- Progress payment
- Discussion items
- Next meeting date and time
- Action items, by whom, and when.

16.5 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.

17 CHANGE ORDERS/CHANGE ORDER PROPOSALS/FIELD AUTHORIZATIONS

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

- 17.1 Change Order Proposals are issued to Contractor by Consultant. Contractor returns the signed change order proposal to Consultant along with pertinent cost information. The change order proposal must be signed by the Contractor, Consultant, Project Representative,

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and authorized by Commission prior to its conversion into a Change Order (CO). Work is not authorized to proceed until the signed Change Order Proposal is executed by Commission. Contractor payment will not occur until Change Order Proposal is converted into a Change Order. It is important that the Consultant review and forward the change order proposals to Commission in a timely manner to avoid delays.

- 17.2 In cases of health and safety emergency, a field authorization to proceed may be given to Contractor by Consultant. However, Project Representative must approve in writing before the work is authorized. (Oral authorization is not acceptable.)
- 17.3 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.
- 17.4 Maintain a log of project, Field Authorizations, change order proposals and Change Orders.

18 CONSTRUCTION OBSERVATION

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

- 18.1 Schedule for site visits will be noted in the Consultant agreement. Promptly submit written reports of site visits to Project Representative.
- 18.2 Document construction observed out of compliance with contract documents. Transmit non-compliance report to Contractor, with information copies to Project Representative.
- 18.3 Direct the Contractor in matters involving interpretation of the drawings or technical specifications.
- 18.4 Document questions or requests for information submitted by Contractor. Promptly provide written answers to Contractor with copies to Project Representative.
- 18.5 Photograph work

19 SHOP DRAWINGS AND SUBMITTALS

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

- 19.1 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 impact either the construction time or cost must be documented. Maintain one set of approved shop drawings and provide to Commission at project closeout.

20 UTILITY ACCEPTANCE INSPECTIONS

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

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- 20.1 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.

21 SUBSTANTIAL COMPLETION

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

- 21.1 Notify Owner when it is appropriate for Owner to issue a Substantial Completion letter. Prerequisites to Substantial Completion:
- 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. Authorities Having Jurisdiction 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 and approved, delivered to Owner.
 - I. Specified maintenance materials (tools, spare parts, extra stock, etc.) delivered to Owner.
 - J. Specified Building Commissioning complete, except for incidental corrective issues.
 - K. Specified required Special Inspection and Testing reports received by Owner.
 - L. Notice from the A/E that the work is substantially complete.

22 PROJECT COMPLETION AND ACCEPTANCE

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

- 22.1 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.
- 22.2 Schedule the pre-final and final inspections and issue the “punch list” to Contractor. Monitor Contractor’s performance to ensure the punch list work is completed.
- 22.3 Review of 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

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information provided is specific to the equipment and systems installed in the project.

22.4 Review the Contractor's training plan and training material and monitor the satisfactory progress and completion of the plan.

22.5 Notify Owner 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 invoiced received, accepted and processed for payment.

22.6 As-Built/Record Documents: As an additional service, the Architectural/Engineering 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.

23 CORRECTION PERIOD REVIEW AND WARRANTIES

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

23.1 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 specifications).

23.2 Relay warranty problems to the Project Representative. Notify Contractor in writing.

23.3 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.

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APPENDIX 1 – ABBREVIATIONS AND DEFINITIONS

Abbreviations and definitions that might be used throughout these guidelines:

Abbreviations

Commission	Washington State Parks and Recreation Commission
Consultant	Architect, Engineering or Landscape Architect Consultant
CSI	Construction Specification Institute
EIS	Environmental Impact Statement
AHJ	Authorities Having Jurisdiction
LCCA	Life Cycle Cost Analysis
MACC	Maximum Allowable Construction Cost
MWBE	Minority and Women Businesses
NTP	Notice to Proceed
Project Representative	Commission Project Representative
RCW	Revised Code of Washington
VE	Value Engineering

Definitions

Responsibility:

As defined in 39.04.350 RCW, and including such additional factors, including but not limited to:

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 from has not been modified or conditioned;
5. Bid bond when required by invitation to bid;
6. Certification when required by invitation to bid.

Beneficial Occupancy:

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

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APPENDIX 2 - INFORMATION FOR ON-CALL CONTRACTS

The Commission has on-call contracts; they may be set up via an RFQ or selected from our Consultant Roster. An on-call has a main contract with Task Orders set up under it. Each Task Order covers a project or a part of a project. The main difference is how payments are processed.

How to fill out the A-19 Invoice Voucher.

- An A-19 Invoice Voucher template is sent after the original contract is signed by both parties is set up.
- You can request payment for more than one task order on the A-19. The task order list is on the second tab. You will add to the list as task orders are set up.
- For payment 2, nine task orders were worked on and your request would look like Example 1 below. Example 2 shows payment 3, with three task orders worked on.

Example 1

CENTENNIAL 1913 X 2013 CONSULTING SERVICES						
CONTRACT NO.		CONSULTANT'S NAME		REGION NAME AND CONTRACT NAME		
Statewide - On-call Structural Engineering Svcs.						
(A) AGREEMENT TOTALS		PAYMENT NO. 2		TOTAL EARNED	PREVIOUS INVOICE	THIS INVOICE
TOTAL TASK ORDERS TO DATE				\$ 23,900.00	\$ 12,925.00	\$ 10,975.00
(B) TASK ORDERS						
TASK ORDER #	FUNDING CODE	FEE	% COMPLETE	TOTAL EARNED	PREVIOUS INVOICE	THIS INVOICE
1	D5555 S15	\$ 7,000.00	71.43%	\$ 5,000.00	\$ 2,000.00	\$ 3,000.00
2	S6895 K01	\$ 1,000.00	75.00%	\$ 750.00	\$ 250.00	\$ 500.00
3	D3547 S15	\$ 500.00	60.00%	\$ 300.00	\$ 100.00	\$ 200.00
4	S9763 K15	\$ 3,000.00	66.67%	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00
5	S9876 J37	\$ 8,000.00	56.25%	\$ 4,500.00	\$ 3,000.00	\$ 1,500.00
6	D3642 K05	\$ 14,000.00	19.64%	\$ 2,750.00	\$ 700.00	\$ 2,050.00
7	D5863 K01	\$670.00	59.70%	\$ 400.00	\$ 375.00	\$ 25.00
8	D2469 K27	\$20,000.00	37.50%	\$ 7,500.00	\$ 5,000.00	\$ 2,500.00
9	D6483 S27	\$850.00	82.35%	\$ 700.00	\$ 500.00	\$ 200.00
			#DIV/0!			\$ -
			#DIV/0!			\$ -

Example 2

CENTENNIAL 1913 X 2013 CONSULTING SERVICES						
CONTRACT NO.		CONSULTANT'S NAME		REGION NAME AND CONTRACT NAME		
Statewide - On-call Structural Engineering Svcs.						
(A) AGREEMENT TOTALS		PAYMENT NO. 3		TOTAL EARNED	PREVIOUS INVOICE	THIS INVOICE
TOTAL TASK ORDERS TO DATE				\$ 24,570.00	\$ 23,900.00	\$ 670.00
(B) TASK ORDERS						
TASK ORDER #	FUNDING CODE	FEE	% COMPLETE	TOTAL EARNED	PREVIOUS INVOICE	THIS INVOICE
1	D5555 S15	\$ 7,000.00	71.43%	\$ 5,000.00	\$ 5,000.00	\$ -
2	S6895 K01	\$ 1,000.00	75.00%	\$ 750.00	\$ 750.00	\$ -
3	D3547 S15	\$ 500.00	100.00%	\$ 500.00	\$ 300.00	\$ 200.00
4	S9763 K15	\$ 3,000.00	66.67%	\$ 2,000.00	\$ 2,000.00	\$ -
5	S9876 J37	\$ 8,000.00	56.25%	\$ 4,500.00	\$ 4,500.00	\$ -
6	D3642 K05	\$ 14,000.00	19.64%	\$ 2,750.00	\$ 2,750.00	\$ -
7	D5863 K01	\$670.00	100.00%	\$ 670.00	\$ 400.00	\$ 270.00
8	D2469 K27	\$20,000.00	37.50%	\$ 7,500.00	\$ 7,500.00	\$ -
9	D6483 S27	\$850.00	82.35%	\$ 700.00	\$ 700.00	\$ -
10	D3152 K01	\$ 1,500.00	13.33%	\$ 200.00		\$ 200.00
			#DIV/0!			\$ -
			#DIV/0!			\$ -

- To fill in the form, each individual task order needs:
 - the task order number,
 - cost code, and
 - dollar amount
- Stay on the same line for each task order. As you request future payments: make changes to the amount already billed and the new request.
- Please include each task order you worked on in one payment request. Bill once a month.

GUIDELINES FOR ARCHITECTS AND ENGINEERS

Task Order end dates:

- If your invoice that shows work after the end of the task order, we can not pay this. To help avoid this, make sure it's clear when the work was done.
- An amendment must be processed before the task order has expired.
- Send a hard copy with original wet ink signature. We can not accept scanned, faxed or copies.
- Send payment requests to:

Attention: Nata Hurst
Parks Development Service Center
Washington State Parks and Recreation Commission
1111 Israel Road SW
PO Box 42650
Olympia WA 98504-2650

- You will work with the project representative on the task. Route requests for Amendments through the project representative.
- If you have questions about the payments please contact Nata Hurst, for task order questions please contact the project representative.

**STATE PARK
PROJECT NAME**

APPENDIX 3 – SPECIFICATION FORMAT INFORMATION

General:

Each section is saved as a separate section.

Save each section as an individual file.

Section numbering is CSI 2004, 50 divisions, in three part section.

- Every page should have:
 - Park Name
 - Project Name
 - Section Name
 - Section Number
 - Section Page Number
 - (Note Division Name is not required.)

1 inch margins.

Headers and Footers set from edge 0.5

Font size: No less than 10pt. or larger than 12pt. Times New Roman size 11 preferred.

The main body is to be left justified.

When referencing other sections within a section, only using the section title, or section number is okay but both the section title and number is preferred.

Subparagraph numbering: Consistent within the section.

FORMAT INFORMATION SET UP

How to set up the MasterSpec paragraph settings.

All items in the A., 1., a., 1), a) are set up as hanging (set at .4), 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. Add .4 to increase indent.

Spacing between A, B, is 12 pt or one hard return.

Any level after that is a hard return or 12 points above and below, with none 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.

**STATE PARK
PROJECT NAME**

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. So, if there is to be 12 points you could also use a hard return

Pts equals points

Header: setup is ALL CAPS, **bold** and centered.

SECTION # - NAME (12 PT BEFORE – ALL CAPITALS) (there should be a total of 24 points between the PROJECT NAME and SECTION # AND NAME.)

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 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: 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)

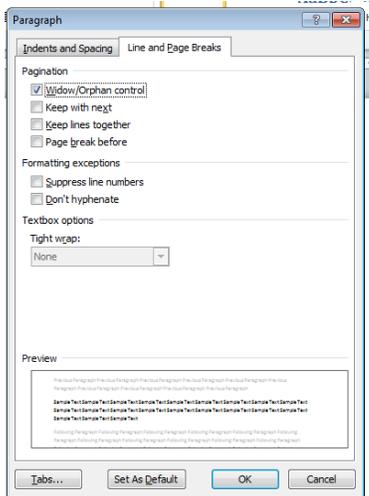
PART 3 - EXECUTION (NOT USED)

**STATE PARK
PROJECT NAME**

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

Best if paragraphs are not broken between pages.

You can use Widow/Orphan control to keep paragraphs together. It is found under the Home / Paragraph ribbon, make sure is checked.



Header

**STATE PARK
PROJECT NAME**

General Spacing Setup Information

NOTE:

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

24 points
SECTION 012300 - ALTERNATES

PART 1 - GENERAL

1.1 WORK IN THIS SECTION

A. NARRATIVE DESCRIPTION OF BID ALTERNATES

1.2 ADJUSTMENTS OF THE WORK

A. XXXX 24 points

1.3 REINSTATEMENT OF BID ALTERNATES 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 12 points

2. XX

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

C. XXXXX 12 points

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

Footer
All capitals, Bold & Centered
Each section begins at one.

12 points before typing in the footer

ALTERNATES - 012300 - 24