

# **CONSTRUCTION BULLETIN**

State Construction Office Multimodal Development & Delivery CATS HQ Checklists
Bulletin #2019-05, Page 1 of 3

Date: December 2, 2019

#### **Purpose**

The purpose of this bulletin is to notify all design-build project personnel that the Construction Division/Design-Build Program has created several new checklists in the Construction Audit Tracking System (CATS) for 2019. These checklists are based on the Standard Specifications as well as the design-build contract templates for General Provisions (both Federal-funded and State-funded versions) and Technical Requirements.

#### Background

The Design-Build Program has traditionally maintained two **HQ** checklists: Materials and Inspection. Design-build project offices have traditionally created their own **PE** checklists in order to capture the contractual requirements contained in their DB contract documents – primarily the Request for Proposals (RFP). This was a labor-intensive task for each of the project offices that would generate many (often times thousands) QV audit questions. This effort was traditionally repeated by every DB project office for every new DB contract.

For the last several years, the WSDOT Design-Build Program has made DB contract templates available for project offices to use in developing their design-build contract documents. These templates have standardized DB contract language. Because of the RFP templates, the DB contract documents are now largely identical, aside from project-specific requirements. The RFP templates created an opportunity to apply a LEAN process to the creation of CATS checklists. Instead of each project office creating RFP-based checklists, it was determined to be more efficient to have the WSDOT HQ Design-Build Program create a centralized set of CATS checklists. The HQ checklists relieve the burden of each project office creating template-based checklists and allows effort to be focused on developing PE checklists containing project-specific requirements.



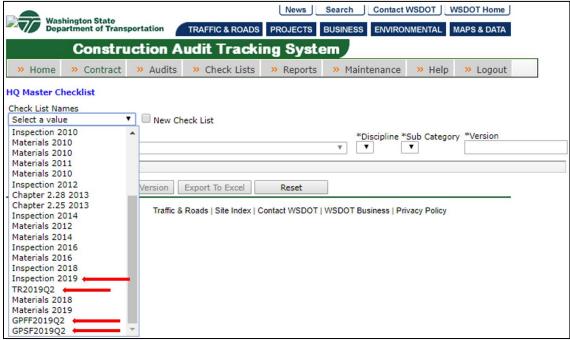
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#### Guidance

The graphic that follows identifies the four HQ checklists that are now maintained by the HQ Design-Build Office:



Focus your attention on the four checklists that are identified with red arrows in the above graphic. As before, the checklist named Inspection 2019 is based on the WSDOT Standard Specifications. The other three are the new HQ checklists. TR2019Q2 is based on the 2019 second quarter version of the Technical Requirements template. GPFF2019Q2 and GPSF2019Q2 are based on the 2019 second quarter versions of the General Provisions templates. The "FF" and "SF" designations refer to Federally Funded and State-Funded, respectively. The Materials checklists will continue to be maintained by the HQ Materials Lab.

The Design-Build Program recommends that all DB project offices use the new HQ checklist moving forward as QV audits are created. The program also recommends that PE checklists now focus primarily on project-specific contract requirements. Due to the evolution of the contract and project specific changes, DB project offices must update their checklists accordingly. DB project offices shall supplement the PE checklists with any template or Standard Specifications-based requirements that changed between the latest HQ checklists and the actual DB contract. For example, if a contract was awarded using third quarter 2019 templates, but the newest available HQ checklists are based on older second quarter 2019 templates, then all requirements that have changed between the second and third quarter documents must be identified and included in the PE checklist. Any requirements contained in the HQ checklists that have been superseded shall be disregarded.



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### Resources

**CATS HQ Checklists** 

### **Contact Information**

Jolena Missildine, PMP, Assoc. DBIA Design-Build Engineer Construction Division 360-705-7548 MissildJ@wsdot.wa.gov