

DES Design-Bid-Build DIVISION 01 SPECIFICATION GUIDELINES

PURPOSE AND USE

The purpose of this specification guidelines is to coordinate individual projects with the administrative and regulatory requirements for Design-Bid-Build projects administered by the Department of Enterprise Services (DES). They have been coordinated with the project administrative processes and procedures of DES, the General Conditions for Washington State Facilities Construction, and other Division 00 specifications sections provided by DES.

It is the Architect and/or Engineering (A/E) consultant holding the prime agreement's responsibility to produce complete Divisions 01 Specifications in accordance with this set of guidelines and as needed to insure effective and efficient execution of a project's bidding, construction, construction administration, and closeout. Proposed deviations by the A/E from this set of guidelines shall be reviewed and approved by the project's assigned DES Project Manager.

REFERENCE DOCUMENTS

In addition to documents included in this DES Division 01 Guidelines, the following documents shall be reviewed and incorporated throughout the Project Manual.

- Advertisement for Bids
- Bid Form
- Pre-Construction Checklist
- Construction Manual – which includes:
 - Instructions to Bidders for Washington State Facilities Construction
 - General Conditions for Washington State Facilities Construction
 - Any Supplemental Conditions as required
- Field Authorization (FA) Form
- Change Order Proposal (COP) Form
- Substantial Completion Checklist and Certification
- Final Acceptance Checklist

The above, and other related documents, are available on the DES website at:

<https://des.wa.gov/services/facilities-leasing/public-works-design-construction/formsreference-documents>

Prior to preparation of the final DRAFT Contract Documents for review by DES, the A/E should review the DES website for any updated documents as they are frequently updated.

USE

This specification guidelines, its sections, and text included, is intended to be used in the preparation of Contract Documents. It contains **Specifier Notes** which shall guide editing by the A/E consultant for the uniqueness of each project during the preparation of the Project Manual. Where **[Optional]** appears in these documents, it indicates requirements which may/may not be relevant to the subject project depending upon the project complexity, scope and unique conditions.

The A/E consultant shall take full ownership and responsibility for the contents of all specification sections and is expected to modify other portions of the Project Manual and Contract Drawings as necessary to accurately reflect conditions/execution of the project.

Throughout this template, there are references/options for Projects of Limited Scope. A limited scope project may be loosely defined as one of the following:

1. A MACC under \$1M
2. Only a few subcontractor trades
3. Are interior tenant improvement projects

LIST OF SPECIFICATION SECTIONS TO BE INCLUDED IN THESE GUIDELINES

All projects shall include the following specification sections, except where noted as **[Optional]** and are included in the DES Division 01 Guidelines unless indicated otherwise. A/E shall review and obtain approval from DES Project Manager for any proposed inclusions/exclusions.

DIVISION 00 -- PROCUREMENT AND CONTRACTING REQUIREMENTS

00 7400 – Special Conditions **[Optional]**

DIVISION 01 -- GENERAL REQUIREMENTS

01 1000 – Summary

01 1101 – Summary of Hazardous Materials Work

The need for this specification section is the sole responsibility of the A/E and is not included as part of the DES Division 01 Specification Guidelines. A/E should consider inclusion of section 01 1101 as means to identify necessary procedures associated existing Hazardous Materials included in the Project.

01 1250 – Site Specific Conditions **[Optional]**

01 2000 – Price and Payment Procedures

01 2050 – Contract Modification Procedures

01 2100 – Allowances **[Optional]**

01 2200 – Unit Prices **[Optional]**

01 2300 – Alternates **[Optional]**

01 2500 – Substitution Procedures

Department of Enterprise Services - Substitution Request Form

01 3000 – Administrative Requirements

01 3216 – Construction Progress Schedule

01 3329 – Sustainable Design Reporting - LEED **[Optional]**

01 4000 – Quality Requirements

01 4216 – Definitions **[Optional]**

01 4219 – Reference Standards

Means and methods for identifying necessary Reference Standards is the sole responsibility of the A/E and is not included as part of the DES Division 01 Specification Guidelines. A/E should consider inclusion of section 01 4129 as means to identify necessary standards not covered by other elements of the Contract Documents.

01 5000 – Temporary Facilities and Controls

01 6000 – Product Requirements

01 7000 – Execution Requirements

01 7419 – Construction Waste Management and Disposal

01 7800 – Closeout Submittals and Procedures

01 9113 – General Commissioning Requirements **[Optional]**

01 9114 – Commissioning Agent Responsibilities **[Optional]**

This section is to be provided by A/E's Commissioning Agent when a project requires independent commissioning. No template provided by DES.

CONSTRUCTION FORMS

Department of Enterprise Services – [Notice of Nonconformance](#)

Department of Enterprise Services – Required Submittals Schedule

Department of Enterprise Services – [Request For Information](#)

Department of Enterprise Services – Request For Information – PPD (DES only)

Department of Enterprise Services – [Substitution Request](#)

Department of Enterprise Services – Request for Equitable Adjustment in Contract Time