



May 2, 2022

TO: WSDOT Project Development Engineers

FROM: Chris Christopher, Director, Construction Division *CC*
Mark Gaines, Director, Development Division *MG*

SUBJECT: Project Delivery Memo #22-02 – Risk Approval for Advertisement of Design-Build Projects

Purpose

The purpose of this memo is to provide direction and tools for determining and communicating risk associated with advertising (publishing Request for Qualifications) design-build projects that have outstanding contract elements.

Background

In accordance with the Advertisement and Award Manual, Appendix 1, all projects must be approved for advertisement. The Department acknowledges that some level of risk may be assumed with the advertisement of a project and that the level of risk associated with each project may be different. To quantify these risks, three approval levels were developed, depending on the level of risk that is assessed through a collaborative effort between the Region and Headquarters. These approval levels (Level 1, Level 2, and Level 3) do not contain elements specific to design-build project delivery. As such, providing justification for any of these approval levels for a design-build project is not an accurate reflection of the risk elements associated with the phased procurement utilized in this method of project delivery.

Direction

Effective May 16, 2022, all design-build projects that have not published Request for Qualifications documents are expected to conduct an assessment of the risk level for project advertisement using the *Design-Build to Advertisement Checklist* spreadsheet located on the Design-Build Program's "[Resources](#)" SharePoint site and the guidance provided in Chapter 5 of the Design-Build Manual. The tool provides varying levels of confidence that elements in the checklist will be completed by the target dates (based on scheduled completion date input), which are related to either the RFQ publish date or the RFP publish date.

Once the Engineering Manager, Assistant State Design Engineer (ASDE), and Assistant State Construction Engineer (ASCE) concur that the project can be advertised with the assigned risk level (Level 1, Level 2, or Level 3) and that the assigned risk level can be adequately justified, a letter from the Region to the Headquarters Contract Ad and Award Office is then prepared certifying the project meets the conditions of either Level 1, Level 2, or Level 3 Approval.

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The instructions for completing each of the six sections of the checklist are available on the "Instructions" tab of the spreadsheet.

Questions

If you need assistance using the tool or have questions, please contact your ASDE or ASCE for assistance.

CC:MG:am
Attachment: Design-Build to Advertisement Checklist