

CONSULTANT SPEC DEVELOPMENT MATRIX

	WHO...	TASK...
1.		PRELIMINARY DESIGN COMPLETED
	CO	Project's basic design concept is complete. <ul style="list-style-type: none"> • materials to be used • foundation/soils data • R/W Plan • preliminary plans available • permit process nearing completion
2.		SPECIFICATION REQUEST
	PM	Submits Specification Request Form to Technical Resources Supervisor.
3.		PICK LIST
	SW	Provides Pick List in a black binder to the Project Manager. (1 WD duration)
	PM	Delivers to Consultant.
	CO	Reviews Pick List and determines which should be included in the specification. <ul style="list-style-type: none"> • Pick List includes current amendments and indexes. • Indexes contain state GSP's (General Special Provisions) and our commonly used county RGSP's (General Special Provisions) • Indexes are prepared on a color printer to highlight what we are currently using. Explanations with each GSP will assist in determining whether or not to use that particular GSP.
		<p style="color: green;"><u>Green GSP's (State) are not being used at this time.</u></p> <p style="color: red;"><u>Red RGSP's (County) are being used.</u></p> <p style="padding-left: 40px;">these will have an extension of DT1, DT8, etc.</p> <p style="padding-left: 40px;">sample regional GSP's (RGSP's)</p> <p style="padding-left: 80px;">0102.DT6 refers to 6-01.2 in the Standard Specs</p> <p style="padding-left: 80px;">010301.DT8 refers to 8-01.3(1) in the Standard Specs</p> <p style="padding-left: 80px;">010304B1.DT8 is a supplement to 8-01.3(4)B</p> <p style="color: blue;"><u>Black GSP's (State) are being used.</u></p> <p style="padding-left: 40px;">these will have an extension of GR8, FR8, GB6, etc.</p> <p style="padding-left: 40px;">"G" = general "F" = Fill in</p> <p style="padding-left: 40px;">"B" = bridge "R" = roadway</p> <p style="padding-left: 40px;">sample state GSP's</p> <p style="padding-left: 80px;">0103.GR8 refers to 8-01.3 in the Standard Specs</p> <p style="padding-left: 80px;">010302C.GR8 refers to 8-01.3(2)C in the Standard Specs</p> <p style="padding-left: 80px;">010231C1.FR8 is a supplement to 8-01.3(2)C</p>
		Example: A look at the GSP/RGSP index (Pick List) shows a State GSP in green (deleted, please don't use) and a County RGSP with the same number in red . The County RGSP has been rewritten to fit Snohomish County regulations (e.g. 5301.GR8 and 5301.DT8).
	CO	Provides marked-up Pick List and draft Summary of Quantities (SOQ) Bid Items to Project Manager. <ul style="list-style-type: none"> • Use current WSDOT Standard Items Table to determine and highlight which SOQ items are appropriate for the project. • or, Engineer's Estimate is acceptable. • All bid items must be separated per WSDOT Standard Items List sections. • All bid items must include WSDOT Standard Item Number.

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		<ul style="list-style-type: none"> All bid items Description names must match WSDOT Standard Items List, if they are Standard Items. All bid items to include plan quantity and unit measurement.
4.		60% PRELIMINARY REVIEW
	SW	Builds 60% Specifications and SOQ and returns them to the Project Manager. (aka "First Run" Specifications/SOQ) (1 WD duration)
5.		60% PROJECT DEVELOPMENT
	CO	Develops 60% project.
	PM	Holds 60% review meeting. Use the plan checking procedure for items to review at this stage.
	PM/CO	Collects all comments from 60% review meeting & incorporates all markups into one specification and one SOQ. <ul style="list-style-type: none"> SOQ markups to be hand-written on original SOQ built by Spec Writer. All specials to be delivered to PM via e-mail - each special saved to own file, with corresponding name.
	PM	Provides 60% review markups to Spec Writer.
6.		90% DRAFT BUILD
	SW	Revises Specifications and SOQ to include 60% comments. (2 WD duration)
	SW	Returns as 1st Draft 90% Specifications and SOQ to Project Manager.
7.		90% PURCHASING REVIEW BUILD
	SW	Builds complete 90% Specifications (covers, inserts, proposal, SOQ, appendices, etc.); gives one set to Purchasing Department and one complete set to Project Manager for Federal Aid projects.
	SW	Sends contract provisions to Risk Management to Review.
	PURCH	Assigns Purchasing Agent and reviews documents.
	PM	If project has federal funds, forwards extra set of the 90% Specifications to WSDOT for review.
	WSDOT	Reviews and assigns Trans Aid number and DBE/Training goals. (allow 4-6 weeks for this to be completed)
8.		90% PROJECT DEVELOPMENT
	CO	Develops 90% project.
	PM	Holds 90% review meeting. Use the plan checking procedure for items to review at this stage.
	PM/CO	Collects all comments from 90% review meeting & incorporates all markups into one specification and one SOQ.
	PM	Provides 90% review markups to Spec Writer.
9.		90% MARKUPS/95% SPECIFICATIONS
	SW	Revises Specifications and SOQ to include 90% comments and builds 95% Specifications.
	SW	Returns 95% package to Project Manager.
	PM/CO	Reviews and provides final review markups to Spec Writer.
10.		FINAL SPECIFICATIONS/SOQ/PROPOSAL
	SW	19 work days prior to Wednesday advertisement date, begins preparation of final specifications (SOQ, vicinity map, appendix information, permits or permit receipt date) (1 WD duration)
11.		QUALITY ASSURANCE REVIEW
	SW	18 work days prior to Wednesday advertisement date, begins quality assurance review. (Project Manager final review and stamps) (10 WD duration) When Project Manager signs and stamps, their action indicates approval and the following: <ul style="list-style-type: none"> Right-of-Way has been certified. Construction funding has been secured. All required permits have been obtained or receipt date determined and included.

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12.		PREP FOR PRINTING
	SW	8 work days prior to Wednesday advertisement date, <u>coordinates</u> preparations for printing including signatures. signatures needed (2 WD duration): <ul style="list-style-type: none"> • Project Manager • Purchasing Department (SW) • County Engineer (PM) • Consultant (PM)
	PM	Fills out Plan Holders list and gives to PMCA by the Friday before print date, which is Tuesday the week prior to Wednesday advertisement date.
13.		PRINT READY/SEND ORDER
	SW	6 work days prior to advertisement date, the plans, specifications, and SOQ are print ready.
	PMCA	Print request sent to Printer. <ul style="list-style-type: none"> • Due date for package to go to printer is Tuesday by 10:00 a.m.
	PRINTER	Prints and produces contract bid documents per Snohomish County request. (48 hours duration per contract)
14.		PRINT ORDER COMPLETED
	PRINTER	Returns original contract docs, printed paper or CD/DVD copies, & minimum one CD/DVD for Sno Co files.
	PMCA	4 work days prior to advertisement date, receives contract documents from printer. <ul style="list-style-type: none"> • Due date to receive package is Thursday by 10:00 a.m.
15.		DOCUMENT DISTRIBUTION
	PMCA	4 work days prior to Wednesday advertisement date, contract documents are distributed to Plan Holders list. <ul style="list-style-type: none"> • Must be in mailroom by noon on Thursday prior to advertisement date to guarantee same-day mail out.
		NO bid packages are to be sold or released to anyone prior to the advertisement date, other than those listed on the original Plan Holders List.
16.		ADVERTISEMENT
	PURCH	Advertises project on scheduled Wednesday date.
	PM	Gives original contract documents (plans, specs, and SOQ) to PMCA.
	PMCA	Puts original contract documents in project's master design file.
	PM	During the bidding process, is available to take bidders' questions after they have been routed through Purchasing. No information is to be given to a bidder that could give them a bidding advantage. If the questions warrant this kind of answer, DO NOT ANSWER. The bidder must be told that we will address the question to all plan holders in an addendum.
		LEGEND
	PMCA	Project Management Coordination Assistant
	PRINTER	Print/Reprographic Vendor
	PURCH	Purchasing Department
	PM	Project Manager
	SW	Specification Writer
	TRS	Technical Resources Supervisor
	CO	Consultant