

# Modified D-Form Process for Skill Center Major Projects

## Beginning in 2015-17 Biennial Budget

Version 2.3, Revised January 7, 2014

### **Table of Contents**

- A. Skill Center Reimbursement Request Schedule
- B. General OSPI requirements
- C. Capital budget requirements from OFM, regardless of project scope or size
- D. Modified D-Forms for Design and Construction phases
  - 1. Modified D-5
  - 2. Modified D-7
  - 3. Modified D-9
  - 4. Modified D-9 for GC/CM
  - 5. D-5/7/9 (Only for projects using an appropriation from a previous project)
- E. Submit to OSPI after signing construction contract (or MACC)
- F. Construction-Phase reminders
- G. Modified D-11 for Close-Out

### **A. Skill Center Reimbursement Request Schedule**

- Submit at beginning of major phases (predesign, design, construction, FF&E)
- OFM may require a quarterly revision, if the actual expenditures vary by more than 10% or \$100,000 of the allotments

### **B. General OSPI requirements**

- Following legislative appropriation: Site visit and assessment by OSPI
- High-Performance School standard: WSSP or LEED, as applicable
- 30-year maintenance plan: Asset Preservation Program (APP), as applicable

### **C. Capital budget requirements from OFM, regardless of project scope or size**

- Value Engineering
- Constructability Review
- Construction Management
- Building Commissioning
- Fixtures, Furnishings and Equipment (FF&E): to occur during construction phase, as a separate allotment. Provide:
  - Up-to-date Reimbursement Request Schedule.
  - A listing of all FF&E to be purchased, including costs, and references on where the costs are from (hard copies or links to websites).
  - A statement that OSPI does not request certification from the host districts of skill centers to purchase from inmate work programs per RCW 39.26.251, because districts are not a state agency or department, and therefore not required to comply.
  - An affirmation statement from the host district that the FF&E purchases will remain within the appropriation amount, and that all FF&E required for start-up and operation of the new facility are allowed.

### **D. Modified D-Forms for Design and Construction phases**

#### **1. Modified D-5**

- DESIGN DEVELOPMENT STATUS
- DUE as soon as all items are in hand.
- Download from OSPI School Facilities Skill Center website.
- Instructions on required documents are listed on the form.
- Schedule a site visit with your OSPI coordinator, if not already done.

***IF YOUR PROJECT HAS RECEIVED A LEGISLATIVE APPROPRIATION FOR CONSTRUCTION PHASE,  
YOU MAY PROCEED WITH BIDDING PHASE, AND THE MODIFIED D-7.***

## **2. Modified D-7**

- APPLICATION TO PROCEED WITH BID OPENING OR NEGOTIATE MACC
- DUE approximately 30 days before planning to open bids (or negotiate MACC in GC/CM).
- Download from OSPI School Facilities Skill Center website.
- Instructions on required documents are listed on the form.
- Provide Architectural/Engineering estimate of construction costs on D-7 page 2.
- Reminder to advertise in two journals, each for two consecutive weeks.

State statutes to be included in the General Conditions:

- Wage rates (RCW 39.12)
- Nondiscrimination (RCW 49.60)
- Hours of labor (RCW 49.28)
- Contractor's bond (RCW 39.08)
- Contractor's registration (RCW 18.27)
- Provisions for physically handicapped (RCW 70.92)
- Apprenticeship utilization (RCW 39.04.320)

## **3. Modified D-9**

- APPLICATION FOR AUTHORIZATION TO SIGN CONTRACTS (DESIGN/BID/BUILD)
- DUE within 90 days of D-8 letter.
- Download from OSPI School Facilities Skill Center website.
- Instructions on required documents are listed on the form.
- Provide recommended bidder's estimate of construction costs on D-9 page 2.
- Reminder to provide an updated C-100 and Reimbursement Request Schedule, both reflecting the bidder's numbers.

## **4. Modified D-9 for GC/CM**

- APPLICATION FOR AUTHORIZATION TO SIGN MACC AGREEMENT (GC/CM)
- DUE with 90 days of D-8 letter.
- Download from OSPI School Facilities Skill Center website.
- Instructions on required documents are listed on the form.
- Provide GC/CM's estimate of construction costs on D-9 page 2.
- Reminder to provide an updated C-100 and Reimbursement Request Schedule, both reflecting the GC/CM's numbers.

## **5. D-5/7/9 (Only for projects using an appropriation from a previous project)**

- Description of project with emphasis on how it stays within existing programming scope originally proposed when funds were first appropriated.
- Timeline.
- Letter of intent to follow best building practices including emphasis on continuation of a previously planned project.
- Letters from any permitting agency approving construction documents.
- Resolution of intent to construct project.
- Copy of host district board acceptance of low-bid contractor.
- Signed bid tabulation sheet.

## **E. Submit to OSPI after signing construction contract (or MACC)**

- Copy of signed contract (or MACC agreement)
- Copy of contractor's bond and insurance
- Copy of Escrow Agreement, Contractor's Option Form, or other evidence of Retainage Handling

***NO CONSTRUCTION PHASE REIMBURSEMENT TO TAKE PLACE UNTIL RETAINAGE DOCUMENTATION IS RECEIVED.***

**F. Construction-Phase reminders**

- Six-month project updates will be required by January 1 and July 1 of each year.
- Quarterly updates will be requested, and may be required if expenditures vary by more than 10% or \$100,000 of the allotments.
- A separate allotment will need to be approved for FF&E, see section C.
- An Art Allocation for new construction will be factored out of the project's legislative appropriation, not added on top.

**F. Modified D-11 for Close-Out**

- APPLICATION TO RELEASE RETAINAGE
- DUE DATES and instructions on required documents are listed on the form.
- Download from OSPI School Facilities Skill Center website.