



## 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.



## Guidance

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

The screenshot shows the 'Construction Audit Tracking System' interface. At the top, there are navigation links for 'News', 'Search', 'Contact WSDOT', and 'WSDOT Home'. Below that are tabs for 'TRAFFIC & ROADS', 'PROJECTS', 'BUSINESS', 'ENVIRONMENTAL', and 'MAPS & DATA'. The main title is 'Construction Audit Tracking System'. A breadcrumb trail shows: 'Home >> Contract >> Audits >> Check Lists >> Reports >> Maintenance >> Help >> Logout'. The 'HQ Master Checklist' section has a dropdown menu for 'Check List Names' with a 'New Check List' checkbox. The dropdown list includes: 'Select a value', 'Inspection 2010', 'Materials 2010', 'Materials 2010', 'Materials 2011', 'Materials 2010', 'Inspection 2012', 'Chapter 2.28 2013', 'Chapter 2.25 2013', 'Inspection 2014', 'Materials 2012', 'Materials 2014', 'Inspection 2016', 'Materials 2016', 'Inspection 2018', 'Inspection 2019', 'TR2019Q2', 'Materials 2018', 'Materials 2019', 'GPFF2019Q2', and 'GPSF2019Q2'. Red arrows point to 'Inspection 2019', 'TR2019Q2', 'GPFF2019Q2', and 'GPSF2019Q2'. To the right of the dropdown are fields for '\*Discipline', '\*Sub Category', and '\*Version'. Below the dropdown are buttons for 'Version', 'Export To Excel', and 'Reset'. At the bottom, there are links for 'Traffic & Roads | Site Index | Contact WSDOT | WSDOT Business | Privacy Policy'.

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.



**Washington State  
Department of Transportation**

# **CONSTRUCTION BULLETIN**

State Construction Office  
Multimodal Development & Delivery

CATS HQ Checklists

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## **Resources**

[CATS HQ Checklists](#)

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