

Purpose

To notify all Design-Build (DB) projects of the new requirement to use the DB Procurement Folder Structure when preparing design-build procurement documents. This folder structure shall be utilized immediately on all DB projects.

Background

The WSDOT Design-Build Workgroup, WSDOT subject matter experts, and WSDOT Headquarters Construction Division have collaboratively developed a standardized DB Procurement Folder Structure to use when developing DB procurement documents. This folder structure aligns with the Joint Transportation Committee (JTC) Report recommendation that WSDOT standardize and update the DB procurement process. Based on the review and approval of the groups mentioned above, the use of the DB Procurement Folder Structure is authorized.

Guidance

Headquarters Construction Division has approved the use of the DB Procurement Folder Structure for all DB Projects.

All DB procurement documents are to be filed in this approved standardized DB Procurement Folder Structure.

This DB Procurement Folder Structure can be found on the DB Program SharePoint Site. There are instructional files in each folder that identify which documents are to be stored in that folder.

Design-build projects initiating development of a DB procurement before the date of this bulletin may choose to use the DB Procurement Folder Structure; those design-build projects initiating such development on or after the date of this bulletin shall use the DB Procurement Folder Structure.

Resources

[Design-Build Program SharePoint site](#)

[Design-Build Procurement Folder Structure](#)

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