

WSDOT/ACEC-WA BAS Sub-Committee Meeting

Monday, Sept 15, 2025 – 9:00 am to 10:20 am

Meeting Minutes

- 1.) Introductions/Safety – Erik briefly covered the agenda and provided the safety topic – how to deal with an emergency.
- 2.) Introduce new members – Erik introduced our two floating members for this year: Carolyn Simmons from Rail and Jodie Vosse from Environmental Services.
- 3.) Annual Meeting – Erik and Ron provided a recap of the annual meeting in June.
- 4.) Local Programs – Kyle mentioned they just finished their project management review, and two overarching issues were expired consultant agreement and mishandling of CPFF contract. Talked about scrapping CPFF which sparked discussion about CPFF versus NHR; will hold on this in hopes that we can get some training going on CPFF.
- 5.) CSO Update – Schatzie mentioned the draft manual is off to graphics for publication. Asked about feedback on ANTE update cycle and general feedback was it went well. Discussed the new direct buy policy from DES, with 3 levels and that it could apply to A&E. Had to send a correction through Teams on this as after reviewing 23 CFR 172 again, small purchases do say we can use state procedures but includes additional requirements such as 3 bids.
- 6.) Focus Areas for this year – Standing items are rate review process, DBE/MSVWBE goals, safe harbor, and manual. New items for this year include CPFF training, scope development, profit/fixed fee calculation, prompt pay, and progressive design build contracting procedures.
- 7.) The next meeting is set for Nov 4, 2025.