

MEMORANDUM

January 25, 2021

To: Capital Projects Advisory Review Board Members  
From: JOC Committee  
Subject: JOC Draft Best Practices Guidelines

The JOC Committee is pleased to provide the enclosed JOC Draft Best Practices Guidelines for your review and approval.

The Guidelines are intended to provide public owners and contractors information on overall methods and processes in procuring, awarding and managing a typical Job Order Contract that have been successful for many Washington State public agencies. They are also intended to fill the gap between Washington State's regulations and practices with the goal of enabling public agencies to effectively utilize JOC.

The Guidelines were developed as a training tool that will evolve as statutes change and additional best practices are identified. The notes section of each slide is an integral part of the document and provides additional content and information. The bibliography includes many example documents from public agencies, DES and private industry and will expand as additional agencies adopt a JOC Program.

The development of the Guidelines was a very collaborative effort, with representation from Centennial Contractors, FORMA Construction, Gordian, University of Washington, City of Seattle, DES, Snohomish County, Seattle Housing Authority, Evergreen Healthcare, Washington State University, Sound Transit and Pierce Transit.

The Guidelines include an emphasis of utilization of diverse businesses, and addresses pending legislative changes.

Since all public agencies can now utilize JOC, there have been many requests from public works professionals across the State for information and training on JOC. The committee was asked by the Washington Chapter of the American Public Works Association's Contract Administration Education Committee (CAEC) to conduct a webinar in May. This webinar is co-sponsored by MRSC. Attendees for CAEC training typically include public works professionals from cities, towns, municipalities, state agencies, library systems, WSDOT, school districts, ports, transit and others.

The committee believes the Guidelines is a good representation of statutory requirements and best practices, provides an excellent library of example documents, and is ready for use.

At the February 11<sup>th</sup> Board meeting, the committee will be requesting CPARB's approval to begin using the Guidelines as a training tool, with the understanding that the document is a living document and will evolve as statutes change and additional best practices are identified.

Please do not hesitate to reach out to Quinn or myself with any questions prior to the February meeting. We are prepared to address your questions and comments at any time.

Respectfully,

*Linda Shilley*

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