State of Washington
PROJECT REVIEW COMMITTEE (PRC)

**APPLICANT INFORMATION PACKET
FOR PROJECT APPROVAL**

This information will guide you through the application process for obtaining approval to use the General Contractor/Construction Manager (GC/CM) or Design-Build (DB) alternative contracting procedure.

Completing the Application
Project Description
This section consists of 10 - 11 questions regarding the size of your project, its complexity, why use of the GC/CM or DB procedure is appropriate for your project, the ability of your public body's construction team to successfully complete this project using the GC/CM or DB procedure, and your public body's construction history. One extra question has been added to GC/CM for requesting the use of Alternative Subcontractor Selection Process. Three options are available: 1) Answer this question with an N/A if not intending to use this process; 2) Submit one Supplement A form with the application for each alternate subcontractor selection package; or 3) After project approval, the applicant can submit a combined application to use the alternate subcontractor selection process which includes one Supplement B form for each alternate subcontractor selection package.

Your responses in the project description must be no more than 20 pages, using a font size of 11 or larger. In addition, you should include no more than six PDF drawings, sketches, concepts or diagrams that sufficiently depict the project's site plan and general project areas. *(Question 9 in the application provides more information.)*

Summary
This section is a one-two page "snap shot" of your *Project Description* Application.

Submitting the Application
You <u>must</u> submit your application ***electronically***:

Electronically: You must submit your completed application by 4 pm, in a PDF file, no earlier than the 15th and no later than 20th day of the month in order to be considered at the next-scheduled meeting of the PRC. Please submit your application to: PRC@des.wa.gov .

Mail: Additionally, you can submit **1 original** of your completed application postmarked no later than 20th day of the month prior to the next scheduled PRC meeting. *(Please note that this <u>does not</u> replace the electronic submission.*)* Please mail to:

> Attn: Talia Baker
> PRC, Administrative Support
> Dept. of Enterprise Services,
> Engineering & Architectural Services
> Post Office Box 41476
> Olympia, WA 98504-1476

*IF you find that you must apply by US mail <u>only</u>, the application must be received no later than the 20th of the month prior to the next scheduled PRC meeting.

Going Through the PRC Process
The application goes through a four-step process. (1) The assigned PRC members individually review the application and return clarification questions if needed; (2) The applicant makes a verbal presentation, including responses to any questions submitted prior to the meeting; (3) The PRC panel will ask questions based on the presentation and application; and (4) The PRC panel will approve the application if the proposed project and project team meets the statutory requirements for using the GC/CM or DB procedure. Steps (2) through (4) take place in a meeting that is open to the public.

Individual Review of the Application
Before the PRC meeting, each assigned panel member individually reviews your application and may submit questions or requests for additional information. A compilation of the questions or requests will be forwarded to the applicant via the DES Administrative Staff, one week before the PRC meets to review the application. The applicant should be prepared to respond to these questions by 3-days prior to the meeting and address this information during the verbal presentation.

Verbal Presentation to the PRC
The applicant will have 20 minutes to make a verbal presentation on the project in an open public meeting. The panel will then take another 15 minutes to ask additional questions. It is recommended that, at a minimum, the project manager and lead consultant attend this presentation to answer technical questions by the Committee. Additional team members are recommended to ensure all Committee questions are answered to the panel's satisfaction. Audio-visual equipment needs should be requested at least 3 business days prior to the meeting. Please email the PRC In-box at PRC@des.wa.gov or call Talia Baker at 360-790-8322. Additional technical arrangements may be available with advance notification.

PRC Discussion
After the verbal presentation and Question & Answer period, there will an opportunity for public comments, and then the panel will discuss your application and make a determination. The applicants are encouraged to remain for this discussion, but it is not a requirement.

PRC Decision
Unless there are unusual extenuating circumstances, the PRC will make a determination on the date of the application review. Within ten business days after the meeting, the PRC will issue a decision letter.

Need More Information?
If you have questions regarding the PRC or the Project Application please contact Talia Baker as follows:

Talia Baker
PRC Staff Support
Engineering and Architectural Services
Dept. Of Enterprise Services
PRC@des.wa.gov
(360) 790-8322