

Project Review Committee

Leadership & Administrative Responsibilities and Collaboration

Committee Officers are elected by super majority vote of the Committee. Elections are to take place in May for the next Vice Chair, and solicitation for Letters of Interest begin in January or as soon as possible into the year.

Each Officer will have served the Committee for 2 years; 1st year as the Vice Chair and back up to the Chair, and 2nd as the Committee Chair. The hope is that one will be from a Public Body while the other will be from a Private Body whenever possible. The Committee voted in 2018 to keep this option flexible so the individuals who strive for this leadership role will come forward and not be held back. Both positions are expected to be at all Committee meetings.

The Chair is responsible for working with DES Administrative Staff for agenda development, assigning the panels to review the applications, signing the Approval or Denial letters, attending the CPARB meetings to report on PRC activity, fulfill CPARB requests for adjustments to PRC process when there are changes to the statute, call for business meetings to share important changes in statute or fulfill CPARB requests, and Lead the training for new members.

The Vice Chair is responsible to provide back up to the Chair whenever he or she is unavailable, split the Chair duties as the Chair and Vice Chair deem appropriate, and maintain open communication with the Chair and DES Administrative Support.

If the position the Chair or Vice Chair represents is due to expire within 12 months prior to the end of his or her term as Chair, the incumbent's position is extended to June 30th of that year. This was a CPARB decision made in May 2017.

This document is intended to supplement the PRC Bylaws to enable the Administrative Support Staff for the Committee to be able to locate and update Committee files as well as guide the incumbents on how to operate each function of that support as the Committee has come to expect.

This collection of Standard Operating Processes (SOPs) can be updated as needed and added to the PRC binder to keep it current and relevant.

Expectations of the Chair/Vice Chair

- Provide a 24-hour response time frame when responding to the CPARB Chair or stakeholders on issues beyond Admin knowledge or that are directed specifically to the PRC Chair.
- Provide a 24-48 hour response to Admin requests for approval, signatures, and recommendations regarding Committee Business.
- Provide a status on panel assignments, signatures, etc. if there is a delay more than a day. *(Most requests should be short and simple.)*
- The Chair needs to provide a report for the CPARB meetings as a pre-read 1-2 weeks prior to each CPARB meeting. This will be a brief overview of the current PRC activity since the last CPARB meeting.
 - The PRC Chair or Vice Chair are expected to attend the CPARB meetings to report and answer any questions the Board may have, provide requested reports, and provide observations regarding the activity within the construction community around use and hurdles around using Design-Build or GC/CM.
 - The Chair/Vice Chair can receive travel reimbursement for attending the CPARB meetings in Olympia in addition to the PRC meetings.

Project Review Committee

Leadership & Administrative Responsibilities and Collaboration

Accountabilities

Administrative Support has a desk manual of resources and standard operating procedures, is responsible for maintaining the webpages, working templates and current forms\applications, providing simple statistical reports, track annual expenditures, and record of all of the projects and certifications brought before the PRC since its creation in 2007.

The PRC runs on a 55-day revolving schedule which looks like the following:

- Applications are due to Admin via the PRC Inbox between the 15-20th of the month prior to the meeting date;
- Public Notice of the Basic agenda must be published in local newspapers and online 20-days prior to the next meeting date;
- Panel assignments should be established by the 20-day mark, but can be flexible by a couple of days;
- Panel Questions are due to Admin by 1 week (8-days) prior to the meeting;
- Panel Questions must be forwarded to the Applicant 7-days prior to the meeting,
- Meeting prep the week of the meeting;
- Decision letters are due, per statute, 10-days post meeting. (*emailed to applicant and posted online*)
- Update both homepage and archive page, stats, forms, etc. online and in files.

Additionally, Admin putts all relevant documentation online as quickly as possible.