State of Washington

Project Review Committee (PRC)

**Application for Recertification of Public Body**

*RCW 39.10 Alternative Public Works Contracting*

*General Contractor/Construction Manager (GC/CM) and/or Design-Build (DB)*

The PRC will consider recertification applications based upon agency’s experience, capability, and success in undertaking Alternative Public Works Contracting utilizing the General Contractor/Construction Manager (GC/CM) and/or Design-Build (DB) project delivery process. **Incomplete applications may delay action on your application**.

**Identification of Applicant**

1. Legal name of Public Body (your organization):
2. Mailing Address:
3. Contact Person Name:  Title:
4. Phone Number:  E-mail:
5. Expiration Date of current Certification: GC/CMDB
6. Type of Certification Being Sought: GC/CMDB
7. **Experience and Qualifications for Determining Whether Projects Are Appropriate for GC/CM and/or DB Alternative Contracting Procedure(s) in RCW 39.10***(RCW 39.10.270 (2)(a)) Limit response to two pages or less.*

Provide your agency’s processes. If there have been any changes to your agency’s processes since certification/recertification addressing items (a) and (b) below, please submit the revised process chart or list with the reasoning for the changes.

* 1. The steps your organization takes to determine that use of GC/CM and/or DB is appropriate for a proposed project; and
  2. The steps your organization takes in approving this determination.

1. **Project Delivery Knowledge and Experience***(RCW 39.10.270 (3)(b)(i)) Limit response to two pages or less.*

Please describe your organization’s experience in delivering projects under Alternative Public Works in the past three years and summarize how these projects met the statutes in RCW 39.10.

* 1. Include the status of each alternative delivery project *[planned, underway, or completed, projects, start and completion dates, and projected/actual construction cost]*. Describe cost overruns or schedule delay, and any Litigation and Significant Disputes on any Alternative Delivery Project since Previous certification/recertification.
  2. List lessons learned from your experience.

1. **Personnel with Construction Experience Using the Contracting Procedure***(RCW 39.10.270 (3)(b)(ii) Limit response to two pages or less.*

Please provide an updated matrix/chart showing changes in your agency’s personnel with management and construction experience using the alternative contracting procedure(s) since the previous certification. Provide a current organizational chart and highlight changes since previous certification/recertification. Do not include outside consultants.

1. **Resolution of Audit Findings on Previous Public Works Projects**

*(RCW 39.10.270 (3)(c)) Limit response to one page or less.*

If your organization had audit findings on **any** public works project since the **Previous** certification/recertification application, please specify the project, briefly state those findings, and describe how your organization is resolving them.

1. **Project Data Collection**

Please provide a matrix listing all projects with a total value of greater than $5 million, including projects with a design agreement or DB agreement awarded within the last 3 years. This list shall also include projects within the public body’s capital plan projected to start within the next three (3) years.

* Project Title
* Description of Project
* Agency’s Project Number
* Project Value
* Delivery Method *[DB, or GC/CM - either actual or as-planned]*
* Small-, minority-, women-, and veteran-owned business participation planned goals (%) and actual utilization ($).
* Alternative Subcontractor Selection Procurement utilization, type and costs *(if applicable)*
* Is the project complete *[Yes or No]*

1. **GC/CM Self Performance** *(complete only if requesting**GC/CM recertification)*

Please provide GC/CM project information on subcontract awards and payments, and if completed, a final project report. As prepared for each GC/CM project, please provide documentation supporting compliance with the limitations on the GC/CM self-performed work. This information may include but is not limited to a construction management and contracting plan, final subcontracting plan and/or a final TCC/MACC summary with subcontract awards, or similar.

1. **Subcontractor Outreach**

Please describe your subcontractor outreach and how the public body will encourage small-, minority-, women-, and veteran-owned business participation. Please include past performance inclusion goals (%) and actual utilization ($).

**Signature of Authorized Representative**

In submitting this application, you, as the authorized representative of your organization, understand that the PRC may request additional information about your organization, its construction history, and the experience and qualifications of its construction management personnel. You agree to submit information in a timely manner and understand that failure to do so may delay action on your application.

The 2021 Legislature updated [RCW 39.10.330(8)](https://apps.leg.wa.gov/RCW/default.aspx?cite=39.10&full=true#39.10.330) stating that Design-Build contracts must require the awarded firm to track and report to the public body and to the office of minority and women's business enterprises (OMWBE) its utilization of the OMWBE certified businesses and veteran certified businesses. By submitting this application, you agree to include these reporting requirements in project contracts.

PRC strongly encourages all project team members to read the [Design-Build Best Practices Guidelines](https://des.wa.gov/sites/default/files/2022-11/DBBP-Guidelines_Revised_5-2018.pdf) and/or [GC/CM Best Practices](https://des.wa.gov/sites/default/files/2025-04/2025-04-10-GCCM-best-practices-manual.pdf) as developed by CPARB and attend any relevant applicable training. If the PRC approves your request for recertification, you also agree to provide additional information if requested. Public Bodies may renew their certification or recertifications for additional three-year periods provided the current certification has not expired.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: *(please print)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_