

**JOC Committee Report to CPARB**  
September 10, 2020

**Submitted by:**

Chair: Linda Shilley (Pierce Transit)  
Co-Chair: Quinn Dolan (Centennial Contractors Enterprises)

**Committee Members**

Randy Horn (Gordian), Aleanna Kondelis (University of Washington), Michael LaVielle (Washington State University), Brent LeVander (Centennial Contractors Enterprises), Eric Lindstrom (Forma Construction), Gina Owens (City of Seattle), Brian Thomas (Dept of Enterprise Services)

The Committee also has regular participation from stakeholder representatives of construction management, general contractors, and other public agencies.

**CPARB Assigned Committee Task: Best Practices Guidelines**

**Discussion Purpose:** To update CPARB on the status of the above task.

The best practices guideline is intended to provide public owners and contractors information and instruction on the typical Job Order Contract methods and processes that have been successful for many local agencies.

**Guideline Topics included:**

- Definitions
- Introduction to JOC
- Benefits and Limitations of JOC
- State of Washington Specific Contract Procurement Process
  - RFP Development
  - Selection Process
  - Pre-Bid Conference
  - Evaluation Process of Proposals
  - Evaluation Process of Interviews
  - Evaluation Process of Coefficients
  - Evaluation Process of the UPB
  - Minority Participation
- JOC Contract Execution
  - Work Order Process
  - Owner Notification of Work and Contractor Initial Response
  - Initial Site Visit and Scope Development
  - Proposal Preparation and Proposal Submission
  - Proposal Approval/Work Order Award Process
- Program Management of a JOC Contract
- Reporting
- Best Practices
- Bibliography

**Schedule for Completion:**

The guideline is approximately 50% complete.

September 17 <sup>th</sup>	Committee members will submit their notes, edits, comments to Linda and Quinn
September 18 – October 8	Document updated to incorporate Committee member feedback
October 15 and Nov 19	Committee meetings to review changes
December 9	Final draft presented to CPARB