

**Data Collection Implementation Committee**

**Capital Projects Advisory Review Board**

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**November 15<sup>th</sup>, 2018**

**UW Facilities Administration Building, Ground Floor Conference Room C**

**1:00 PM to 3:00 PM**

**Current Members**

Rebecca Keith            Co-chair

Andrew Thompson      Co-chair

Irene Reyes

Walter Schacht

Nancy Deakins

Aleanna Kondelis

Ty Heim

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**Draft Agenda**

<b>Item</b>	<b>Purpose</b>	<b>Time</b>
Welcome and introductions	Information	1:00 PM
Review and approve agenda	Action	1:05 PM
Review Motion from October 11, 2018 (Refocus Data Collection Committee effort to collect information in response to JLARC's recommendation #3 regarding GC/CM subcontractor and self-performance)	Discussion	1:10 - 1:20 PM
Develop framework to implement and respond to JLARC Recommendation #3	Action	1:20 - 2:20 PM
Committee Membership and Co-Chair	Discussion and action	2:30 PM
Set agenda and agree on next meeting date/time	Action	2:45 PM
Adjourn	Action	3:00 PM

### **Motion (October 11, 2018)**

Refocus Data Collection Committee effort to collect data in response to JLARC's recommendation #3 regarding GC/CM subcontractor and self-performance. Committee can decide timeline for data collected.

### **JLARC Recommendation #3**

#### **Recommendation 3**

**Public bodies using GCCM should obtain information on project subcontract awards and payments and provide a final project report on their GCCM subcontracting to CPARB.**

Review of selected GCCM project files shows that information to verify the limit on GCCM contractors performing subcontract work is not readily available without access to contractor project files. Although public bodies have procedures in place to ensure compliance with this requirement, the information needed to verify compliance is often dispersed and unorganized. The public bodies using GCCM should maintain a complete record of a project's subcontract awards and payments and report this information to CPARB. CPARB can provide guidance and instructions to the public bodies on how best to consistently report this information.

### **Responding to JLARC**

Group to identify and discuss issues to be addressed in order to carry out JLARC Recommendations, including:

1. What format should public bodies use to document a complete record of a project's subcontract awards and payments to verify compliance with the limit on GCCM contractors performing subcontract work?
2. What date should be used as a start point for a timeline for the requested information?
3. Should the information get reported to CPARB? If so, how is it collected or reported, and does DES have the responsibility for maintaining? Is there a way to use the PRC certification and project approval process? Future use of UW portal?
4. Any additional implementation issues identified by committee.

### **Committee Administration**

1. Current members:
  - a. Andrew Thompson, Rebecca Keith, Irene Reyes, Walter Schacht, Nancy Deakins, Aleanna Kondelis, Ty Heim
2. Elect co-chair to replace Rebecca
3. Next Meeting date, time and agenda [UW Facilities Administration Building, Ground Floor Conference Room C]
  - November 30, 2018 1:00 PM to 3:00 PM

**Outstanding Question(s)**

1. Should the Committee expand and include more public body representation and GCCM advisory firm(s) to assist with determining a format?
2. PRC request for guidance regarding collection of information regarding inclusion in the public body certification process
3. Possible changes (by CPARB) to committee's scope regarding women and minority business inclusion

**Notes:**

Next CPARB Meeting December 13, 2018