

State of Washington
Capital Projects Advisory Review Board (CPARB)
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

The application consists of two sections: a description of your project and a summary. Both sections should be attached.

Project Description

This section consists of 10 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.

Your responses in this section 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-to-two page "snap shot" of your *Project Description* Application.

Submitting the Application

You must 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 CPARB PRC. Please submit your application to: PRC@des.wa.gov .

Mail: Additionally, you can submit **1-2 originals** of your completed application postmarked no later than 20th day of the month prior to the next scheduled CPARB PRC meeting. (*Please note that this does not 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 only, the application must be received no later than the 20th of the month prior to the next scheduled CPARB PRC meeting.***

Going Through the CPARB PRC Process

Your application goes through a four-step process. (1) The CPARB PRC members individually review it; (2) You make an oral presentation to the PRC about it; (3) The PRC will discuss it; and (4) The PRC will approve it if the proposed project and your project team meet the statutory requirements for using the GC/CM or DB procedure. Steps (2) through (4) take place at a meeting that is open to the public.

Individual Review of the Application

Before the PRC meets, each member individually reviews your application and may submit any questions or requests for additional information. If there are any questions, they will be forwarded to the applicant via the DES Administrative Support Staff, one week before the PRC meets on your application. The applicant will be sent a compilation of the questions or requests. You should be prepared to respond to these questions by 3-days prior to the meeting and address this information during your oral presentation to the PRC.

Oral Presentation to the PRC

You will have 20 minutes to make an oral presentation on your project to the PRC at an open public meeting. The PRC will then take another 15 minutes to ask questions. If you have a PowerPoint presentation or audio-visual equipment requirements, please notify Talia Baker at 360-407-8260 or PRC@des.wa.gov at least 3 business days before the PRC meets on your application. It is recommended that, at a minimum, your project manager and lead consultant representative attend this presentation as well as anyone on your team that can answer technical questions about your application. If you want others to participate by phone, arrangements may be made with advance notification.

PRC Discussion

After your oral presentation, the PRC will discuss your application in public. The PRC encourages applicants to remain for this discussion.

PRC Decision

Unless there are unusual circumstances, the PRC will make a decision on your application on the same day. Within ten business days after the meeting on your application, the PRC will issue a written decision.

Submitting Data on Your Approved Project

If the PRC approves your application to use the GC/CM or DB procedure, you will be required to participate in a brief survey. Your responses will be used in a study by the State of Washington to evaluate the effectiveness of the GC/CM or DB process.

Need More Information?

If you have questions regarding the PRC or the Project Application please contact Nancy Deakins as follows:

Nancy Deakins
CPARB PRC Staff Support
Engineering and Architectural Services
Dept. Of Enterprise Services
Nancy.Deakins@des.wa.gov
(360) 407-9333