



**STATE OF WASHINGTON**  
**Capital Projects Advisory Review Board**

January 31, 2019

TO: Public Bodies applying for GC/CM certification or recertification under RCW 39.10  
FROM: CPARB Chair and PRC Chair  
SUBJECT: **Application Requirements for public bodies to report GC/CM subcontract awards and payment**

Under [RCW 39.10](#), the Capital Projects Advisory Review Board (CPARB) is authorized to collect data to assist with evaluation of alternative public works contracting procedures, and public bodies are required to have contract documents that require contractors, subcontractors and designers to submit project information required by CPARB. CPARB has directed the Project Review Committee (PRC) to begin collecting information from public bodies regarding subcontract awards on GC/CM projects as part of the application process for certification and recertification. This memo explains more about the information CPARB seeks as well as the reason CPARB is requesting it.

In 2012, the Joint Legislative Audit Committee (JLARC) Report on RCW 39.10 was written in preparation for the legislature's consideration of alternative public works statute reauthorization 2013. The report recommends that public bodies utilizing GC/CM project delivery obtain information on project subcontract awards and payments, and provide a final project report to CPARB. For several years, CPARB was working on finding a way for this information to be collected through a web-portal. There have been challenges with this approach, and recently CPARB's Data Collection Implementation Committee recommended that the PRC collect this information as part of reviewing applications for agency certifications and recertification.

### **JLARC Recommendation 3**

CPARB is requesting this information as a result of recommendations made in the 2012 JLARC Report, which indicated that review of selected project files shows that information to verify the limit on GC/CM 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 GC/CM 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.

Fulfilling JLARC's recommendations is critical considering the pending Sunset Review of RCW 39.10 Alternative Works Contracting procedures in 2020 and CPARB's goal of reauthorization of the statute by the legislature in 2021.

### **Project Review Committee GC/CM Certification and Recertification Application**

With Data Collection Implementation Committee input, CPARB has directed the PRC to expand the public body PRC Certification and Recertification Applications(s) to include the following question in the application:

*Responding to the 2013 JLARC Recommendation that public owners maintain a complete record of subcontract awards is a priority and focus of CPARB. 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.*

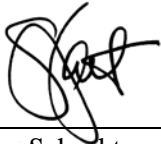
*Public Bodies requesting to be certified or recertified must demonstrate successful management of the GC/CM processes including the ability to meet the requirements of RCW 39.10. Information provided by Public Bodies during the certification and recertification process to respond to the additional question will allow all public bodies to understand how the limits on GC/CM self-performance is monitored and provide examples or best practices all stakeholders can follow. CPARB recognizes each Public Body has its own method to manage and collect this information and is interested in daylighting and sharing this with GC/CM users through the PRC application process. We believe this is reasonable approach to answering JLARC's request.*

**Phased Approach to Data Collection**

Information provided by public bodies applying for certification or recertification over the next year (2019) will be used by the Data Collection Implementation Committee as a sampling to determine the plausibility of standardizing reporting. It is the intent of CPARB that starting in 2020, all public bodies submitting project applications that have previously utilized GC/CM would be required to submit applications with documentation addressing the JLARC Recommendation #3 requirements through a similar question concerning subcontractor awards and payments.

CPARB believes this is a practical approach to meet JLARC recommendations while leveraging the existing administrative structure with PRC to collect information. Your cooperation and thoughtful response to the requirements outlined in this memorandum are greatly appreciated.

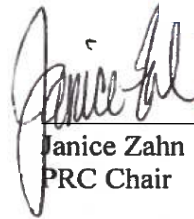
Respectfully,



Walter Schacht  
CPARB Chair



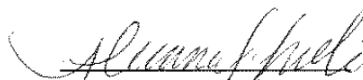
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PRC Chair



Andy Thompson  
Data Collection Co-Chair



Aleanna Kondelis  
Data Collection Co-Chair

CC: CPARB Files  
PRC Files