

**CAPITAL PROJECTS ADVISOR REVIEW BOARD
PROJECT REVIEW COMMITTEE (PRC)
RECRUITMENT PLAN**

The [Project Review Committee](#) (PRC) was created by the Washington State Legislature and is responsible for reviewing and approving public body certifications and project approval applications for the utilization of General Contractor/Construction Manager (GC/CM) and Design-Build (DB) delivery methods of public works construction. The PRC is comprised of members from different public and private entities with wide variety of backgrounds, experience, and expertise in the construction industry.

Applications to serve on the PRC need to be reviewed and voted upon by the Capital Projects Advisory Review Board (CPARB). CPARB meets 6 times a year to review alternative public works contracting procedures and provides guidance to state policymakers on ways to further enhance the quality, efficiency and accountability of public works contracting methods. PRC letters of interest need to be collected and reviewed with ample time for the Board to discuss and appoint new members to avoid gaps in PRC membership.

PRC members serve three-year terms, beginning in July of the year they are appointed. Review of the upcoming member expiration dates need to be made in the fall to give plenty of time to post recruitment and incorporate application review into the spring CPARB meetings.

The Recruitment Plan is outlined as follows:

<i>Month</i>	<i>Activity</i>	<i>Due Date</i>
Fall	<ul style="list-style-type: none"> • Review plan and dates for next year • Notify CPARB of positions expiring and identify recruitment dates in the coming year • Public Recruitment Notice posted on both homepages and published in the local Daily Journal of Commerce and Spokesman Review for vacant positions 	Oct-Dec
January	<ul style="list-style-type: none"> • Notice is given to each Committee member whose position will expire and invite to reapply. • Begin to collect Letters of Interest and post to webpage for Board member review 	4 th week
February	<ul style="list-style-type: none"> • CPARB meeting: <ul style="list-style-type: none"> ○ Review expiring positions ○ Request members share recruitment with their stakeholder groups • Letters of Interest are posted as they come in to both homepages 	2 nd week
March	Public Recruitment Notice posted on both homepages, and published in the Daily Journal of Commerce, and the Spokesman Review.	1 st week
April	<ul style="list-style-type: none"> • CPARB meeting: <ul style="list-style-type: none"> ○ Discuss upcoming appointments ○ Request members share recruitment with their stakeholder groups • Collect Letters of interest and post to webpage for Board member review • Invite applicants to present at the May CPARB meeting 	2 nd week
May	<ul style="list-style-type: none"> • CPARB meeting: <ul style="list-style-type: none"> ○ Review PRC Letters of interest ○ Appoint new members • Letters sent to new members with effective date of appointment 	2 nd week
June	New members are welcomed, appointed a mentor	2 nd week