

State of Washington
PROJECT REVIEW COMMITTEE (PRC)

**APPLICANT INFORMATION
FOR PROJECT APPROVAL**

This information will guide you through the application process for obtaining project approval to use the General Contractor/Construction Manager (GC/CM) or Design-Build (DB) alternative contracting procedure.

Completing the Application

Project Description

This section consists of 11 - 12 questions regarding the size of the project, its complexity, why use of the GC/CM or DB procedure is appropriate for this project, the ability of the applicant's construction team to successfully complete this project using the GC/CM or DB procedure, and the applicant's construction history.

One extra question has been added to GC/CM for requesting the use of Alternative Subcontractor Selection Procurement (ASSP). Three options are available: 1) Answer this question with an N/A if not intending to use this process; 2) Submit one Supplement A form with the application for each alternate subcontractor selection package; or 3) After project approval, the applicant can submit a combined application to use the alternate subcontractor selection process which includes one Supplement B form for each alternative subcontractor selection package. The applicant will then revisit the PRC for approval with a compressed review schedule.

Applicant responses in the project description must be no more than 20 pages, using a font size of 11 or larger. In addition, there should be no more than six PDF drawings, sketches, concepts or diagrams included 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-two page "snapshot" of the *Project Description Application*.

Submitting the Application

The application must be submitted **electronically**.

Electronically: A completed application must be submitted by 4 pm, in a PDF file format, no earlier than the 15th and no later than 20th day of the month prior to the next scheduled PRC meeting in order to be placed on the agenda. Please email the application to: PRC@des.wa.gov .

Mail-in submissions are no longer required.*

****IF you find that you must apply by US mail only, the Certification application must be received no later than the 20th of the month prior to the next scheduled PRC meeting. Please contact PRC Staff for more information via email PRC@des.wa.gov or call 360-790-8322.***

Going Through the PRC Project Review Process

Each application goes through a four-step process. (1) The assigned PRC members individually review the application and return clarification questions if needed; (2) The applicant makes a verbal presentation, including responses to any questions submitted prior to the meeting; (3) The PRC panel will ask questions based on the presentation and application; and (4) The PRC panel will approve the application if the proposed project and project team meets the statutory requirements for using the GC/CM or DB procedure. Steps (2) through (4) take place in a meeting that is open to the public.

PRC Review of the Application

Before the PRC meeting, each assigned panel member individually reviews your application and may submit questions or requests for additional information. A compilation of the questions or requests will be forwarded to the applicant via the PRC Staff, one week before the PRC meets to review the application. The applicant

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should be prepared to respond to these questions by 3-days prior to the meeting and address this information during the verbal presentation.

Applicant Presentation

The applicant will have 20 minutes to make a verbal presentation on the project in an open public meeting. The panel will then take another 15 minutes to ask additional questions. It is recommended that, at a minimum, the project manager and lead consultants attend this presentation to answer technical questions by the Committee. Additional team members are welcome to ensure all Committee questions are answered to the panel's satisfaction. Reasonable accommodation needs should be requested at least 7 business days prior to the meeting by emailing the PRC In-box at PRC@des.wa.gov or call Talia Baker at 360-790-8322. Additional technical arrangements may be available with this advance notification.

PRC Discussion

After the verbal presentation and Question & Answer period, there will an opportunity for public comments, and then the panel will discuss the application in preparation for a determination. There will be a 2-minute clarification period for the applicant to clarify any misinformation that may come up during the panel deliberations. This will be a time for *clarification only* and no new information will be allowed at this point.

PRC Determination

Unless there are unusual extenuating circumstances, the PRC will make a determination on the date of the application review. Within ten business days after the meeting, the PRC will issue a decision letter by email and will publish the letter on the meeting event page.

Need More Information?

If you have questions regarding the PRC or the Project Application please contact Talia Baker as follows:

Talia Baker
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Dept. Of Enterprise Services
PRC@des.wa.gov
(360) 790-8322