

State of Washington  
**Project Review Committee (PRC)**  
**Applicant Information for**  
**Public Agency Certification\Recertification**

This information will guide you through the application process for obtaining certification to use the General Contractor/Construction Manager (GC/CM) or Design-Build (DB) alternative contracting procedure for a period of three years.

### **Completing the Application**

Applications consist of 10 - 11 sections seeking information on your agency's background and qualifications for evaluation by the Committee in establishing your capability to manage and conduct projects under Alternative Contracting Procedures (GC/CM and/or DB). Individual section content descriptions contain both directions and, in some cases, appended examples of form and content desired in that section. All documents must be run through an accessibility check prior to conversion to PDF, and after conversion to ensure compliance with state requirements for online publication.

### **Recertification**

Recertification applications are required to meet the 90-day application deadline to ensure timely review prior to certification expiration. A list of Currently Active Agency Certifications can be found on the PRC homepage. Please contact us if you have questions or need clarification.

### **How to Submit Your Application**

You must submit your application **electronically**.

**Electronically:** A completed application must be submitted by 4 pm, in a PDF file format, no earlier than the 15<sup>th</sup> and no later than 20<sup>th</sup> 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](mailto: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 20<sup>th</sup> of the month prior to the next scheduled PRC meeting. Please contact PRC Staff for more information via email [PRC@des.wa.gov](mailto:PRC@des.wa.gov) or call 360-790-8322.*

## **Going Through the PRC Application Review Process**

Each application goes through a four-step process. (1) The PRC members individually review each application and return clarification questions if needed; (2) The applicant makes a verbal presentation on the application, including responses to any questions submitted prior to the meeting; (3) The PRC will ask questions based on the application and presentation; and (4) The PRC will approve the application if the Public Body meets the statutory requirements to independently use 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 PRC member individually reviews the application and may submit questions or requests for additional information. A compilation of the questions or requests will be forwarded to the applicant via PRC Staff, one week before the PRC meets to review the application. The applicant should be prepared to respond to these questions by 3-days prior to the meeting and address this information during the verbal presentation to the PRC.

### **Applicant Presentation**

The applicant has 20 minutes to make a verbal presentation on the Certification\Recertification Application to the PRC in an open public meeting. The PRC will then take 15 minutes to ask additional questions. It is recommended that, at a minimum, the primary point of contact for the application 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 their 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](mailto:PRC@des.wa.gov) or call Talia Baker at 360-790-8322. Additional technical arrangements may be available with this advance notification.

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**PRC Discussion/Public Comments/Deliberation**

After the verbal presentation and Question & Answer period, there will be an opportunity for public comments, and then the PRC 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 decision 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 Certification\Recertification application, please contact Talia Baker as follows:

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(360) 790-8322