

State of Washington  
Capital Projects Advisory Review Board (CPARB)  
PROJECT REVIEW COMMITTEE (PRC)

## **APPLICANT INFORMATION PACKET FOR CERTIFICATION\RECERTIFICATION OF PUBLIC BODY**

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.

### **Completing the Application**

Applications consist of 7-11 sections seeking information as to 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.

### **Recertification**

Recertification applications are required to meet the 90-day application deadline to ensure timely review prior to certification expiration. Current 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:** You must submit your completed application by 4 pm, in a PDF file, 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 CPARB PRC meeting in order to be placed on the agenda. Please submit your application to: [PRC@des.wa.gov](mailto:PRC@des.wa.gov) .

**Mail:** Additionally, you can submit **1-2 originals** of your completed application postmarked no later than 20<sup>th</sup> 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 Certification application must be received no later than the 20<sup>th</sup> of the month prior to the next scheduled CPARB PRC meeting.***

## ***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 any; (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.

### ***Individual Review of the Application***

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

### ***Verbal Presentation to the PRC***

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 recommended to ensure all Committee questions are answered to their satisfaction. Audio-visual equipment needs should be requested at least 3 business days prior to the meeting. Please email the PRC In-box at [PRC@des.wa.gov](mailto:PRC@des.wa.gov) or call Talia Baker at 360-407-8260. Additional technical arrangements may be available with advance notification.

### ***PRC Discussion***

After the verbal presentation and Question & Answer period, there will an opportunity for public comments, and then the PRC will discuss your application and make a determination. The applicants are encouraged to remain for this discussion, but it is not a requirement.

### ***PRC Decision***

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.

### ***Need More Information?***

If you have questions regarding the Certification\Recertification application, please contact Talia Baker as follows:

Talia Baker  
PRC Staff Support  
Engineering and Architectural Services  
Dept. Of Enterprise Services  
[PRC@des.wa.gov](mailto:PRC@des.wa.gov)  
(360) 407-8260