

**CPARB Data Collection Implementation Committee
Meeting Minutes/Committee Recommendation
November 15, 2018**

Background

CPARB passed a motion October 11, 2018 directing the Data Collection Implementation Committee to prepare the response to the February 20, 2013 JLARC report. The Data Collection Implementation Committee met on November 15, 2018 and discussed ways to obtain information on GC/CM project subcontract awards and payments to address Recommendation 3. As a result of the November 15th meeting, the committee is bringing two action items back to CPARB on December 13, 2018.

Recommendation 3 states:

Public Bodies using GCCM should obtain information on project subcontract awards and payments and provide a final project report on their GCCM subcontracting to CPARB.

Review of selected project files shows that information to verify the limit on GCCM 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 GCCM 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.

CPARB Motion (October 11, 2018)

Refocus Data Collection Committee effort to collect data in response to JLARC's Recommendation 3 regarding GC/CM subcontractor and self-performance. Committee can decide timeline for data collected.

Meeting Minutes/Committee Recommendation

- A quorum was determined

The Data Collection Implementation Committee (committee) members present were Rebecca Keith, Andy Thompson, Irene Reyes, Nancy Deakins and Aleanna Kondelis. In addition to these committee members – Brian Barson (Sound Transit), Janice Zahn (PRC Chair, Port of Seattle), Howard Hillinger (PRC, Consultant) and Santosh Kuruvilla (CPARB, Consultant) participated in the meeting on November 15th, 2018. Current Co-chairs are Aleanna Kondelis (UW) and Andy Thompson (CPARB, General Contractor). Action was taken to replace Rebecca Keith (CPARB Co-Chair, Cities) with Aleanna Kondelis.

- Discussion

The committee discussed practical challenges associated with each public body having different methods and processes to collect information to manage and monitor project subcontract awards and ensure compliance. After input from most committee members, we realized there is an opportunity to collect information through the PRC Application process for owner recertification and certification. A

framework of voluntary compliance for past and ongoing projects would be requested from public bodies when submitting applications to the PRC. By monitoring the PRC application process, CPARB can efficiently gain insight on current Owner reporting structures and determine next steps. This reasoning is based on consideration of:

1. Public owners submitting for certification or recertification have the capability and experience to provide information to meet JLARC's request. Planned recertification is expected from Sound Transit, Lake Washington School District, Northshore School District, WSU, UW, DES in 2019 and Tacoma Public Schools and Port of Seattle in early 2020.
2. CPARB can collect through the Project Review Committee (PRC) information provided by public bodies to evaluate the process and procedures used to verify the limit on GC/CM contractors performing subcontract work is compliant with 39.10.
3. The addition of heavy civil GC/CM delivery along with alternative subcontractor selection process requires public bodies to work closely with the GC/CM to develop a proposed construction management and contracting plan.
4. Through the voluntary information provided by public bodies – CPARB can determine format for collecting information. The committee's next step would be to review information being submitted to the PRC and provide a recommendation to CPARB regarding information to be collected in the future.
5. The committee will review Sound Transit's project summary to determine if there is a template language that could be included in the PRC re-certification-certification application to guide Owner's as to how they could submit the information.. It includes a bubble diagram to display the cost allocation and Subcontract Package Plans including S/DBE subcontractors.

Action Item for CPARB to consider at December 13, 2018 meeting:

1. Appoint new committee members Brian Barson, Janice Zahn, Howard Hillinger and Santosh Kuruvilla.
2. Discuss and approve the expansion of the public body PRC Certification and Recertification Application(s) to include the following question in the application:

"Responding to the 2013 JLARC Recommendations 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."