

Potential RCW 39.10 Violation**Alternative Delivery Issue Report Form**

Fill out this form if a potential RCW 39.10 violation is suspected regarding the use of Design-Build or General Contractor/Construction Management alternative delivery procurement. The intent of this process is to identify potential misuse and educate the owner at the lowest level possible whenever possible.

Submit this form via email to the Project Review Committee (PRC) inbox at PRC@des.wa.gov

Submission Date:		Conclusion Date:	
Report Issuer Contact Information		Owner/Project Information	
Name:		Public Agency:	
Organization:		Project Name:	
Phone:		Project Location:	
Email:		Point of Contact:	
		Type of Procurement: Design-Build GC/CM	
Description of Potential RCW Violation			
Witness Date:	RCW: (Choose from dropdown list)	Category: (Best Practices or RCW)	
Describe the Issue: <i>Please provide a detailed description of the suspected violation to include actions, dates and parties involved.</i>			
Steps Taken to Resolve Issue with Owner			
If you have contacted the owner, who did you talk to?			Date of Contact:
Other Information not already included above.			Additional Date of Contact: (if any)
The following is to be filled out by PRC/CPARB representatives and/or Administrative Staff			
PRC Representative Name:		Phone:	Email:
Date of contact with Report Issuer:	Notes:		
Date of contact with Owner:	Notes:		
Conclusion\Next Steps:			
CPARB Representative Name:		Phone:	Email:
Date of contact with Owner:	Notes:		
Potential RCW Violation: Yes No	If Yes, Which RCW(s): (Choose from dropdown list)		
CPARB Response:			
Conclusion\Next Steps:			

Submit this form via email to the Project Review Committee (PRC) inbox at PRC@des.wa.gov. CPARB has no legal authority to take action against an Owner for violating RCW 39.10. This process is intended to educate owners and mitigate risk of future non-compliance with the statute. Nothing in this process precludes or limits any individual from bringing legal action against an owner for alleged violations of RCW 39.10.

Potential RCW 39.10 Violation

Alternative Delivery Issue Report Form

Instructions

If a potential RCW 39.10 violation is suspected regarding the use of Design-Build or General Contractor/Construction Management (GC/CM) alternative delivery procurement, the individual who suspects this violation is encouraged to reach out to the owner directly in an attempt to resolve the issue at the lowest level possible. If the issue cannot be resolved upon this first contact, please fill out the Potential Violation Reporting form and submit it via email to the Project Review Committee (PRC) inbox at PRC@des.wa.gov.

To fill out this form, please fill out the top of the form to the best of your ability. *(areas above the light blue bar)* Please leave the Conclusion Date empty.

Report Issuer Contact Information

Please add your information so the PRC Chair can contact you if they have additional clarification questions. This completed form will not be posted online, however it is subject to public records request as is all information regarding RCW 39.10.

Owner/Project Information

Please fill out the section to the best of your ability. The PRC Chair or Administrative Staff will fill in any information not included as it becomes available.

Description of Potential RCW Violation

Please add the date you witnessed the suspected violation and the appropriate RCW. If more than one, please add the additional RCW under the 'Describe the Issue' section.

Please describe the issue to the best of your ability. Please be specific as there is a 300-character limit to this field.

Steps Taken to Resolve Issue with Owner

Please fill this out to the best of your ability. This information will assist the PRC Chair with their conversation with the Owner and help with the contact paper trail should a potential violation be identified.

Please submit your completed form to the PRC inbox at PRC@des.wa.gov for further processing.

Please Note: Confirmed potential violations of RCW 39.10 could be actionable in court and may be addressed through the court system at the discretion of the reporting individual or the public.