Project Review Committee

## New Member Orientation

PRC

The Project Review Committee (PRC) was established by the Capital Projects Advisory Review Board (CPARB) in 2007.
- RCW 39.10.240 is the PRC's own RCW

The PRC is empowered to:

- Review and approve GC/CM and Design-Build projects over $2M.

- Certify public bodies to use GC/CM and/or Design-Build.

- Revoke or deny Re/Certification if deemed necessary.

Note: The PRC is not an adjudicating nor enforcement body. However, there is a process in place to track potential violations which could be used to empower the PRC to not approve a project or certification if the potential violation is not addressed prior to bringing a new project or re/certification before the PRC.
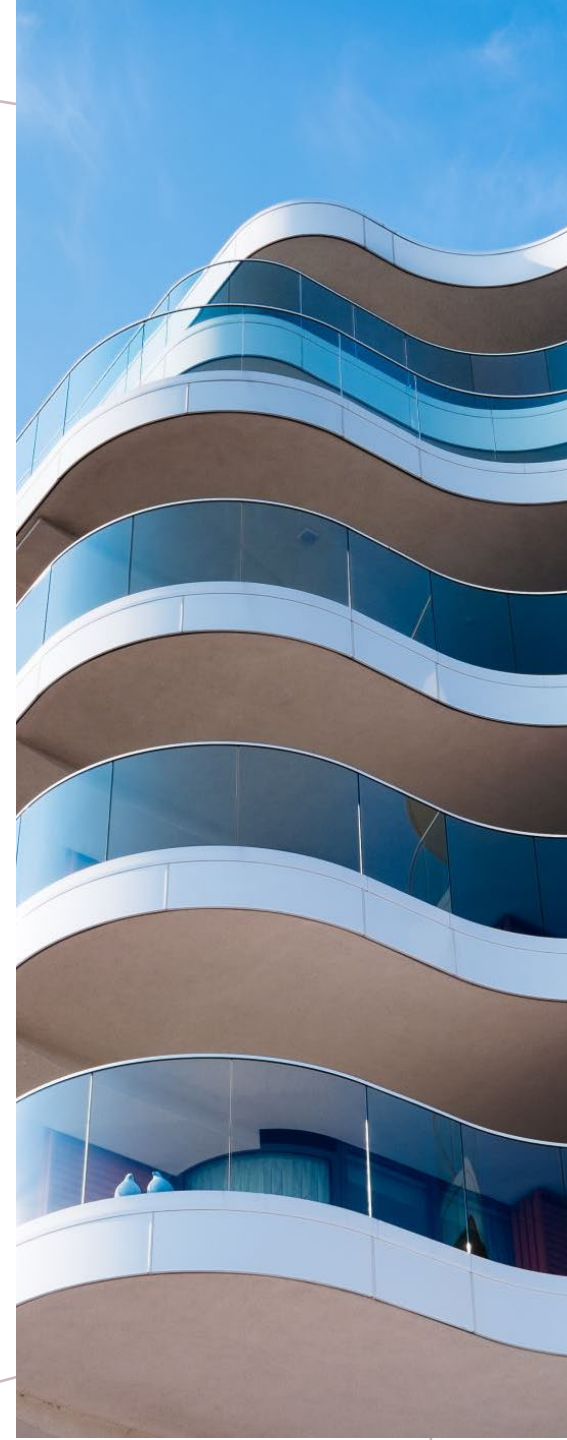
PRC Membership

LEADERSHIP

PRC Leadership is made up of a Chair and Vice Chair.

- Members elect a new Vice Chair every spring and the prior Vice Chair becomes the new Chair.

- When possible, alternate the new VC between public and private representatives.

- Leadership with the assistance of PRC Staff appoint panels for all PRC business.
    - A Full Committee is called for owner certifications and recertifications.
    - Panels of 6-8 members are assigned for project applications.

- Chair is responsible for reporting PRC activities and statistics to CPARB at a regularly scheduled CPARB meeting.

PRC Membership Composition (33 positions)

Private

- Construction Managers *(3 positions)*
- Construction Trades Labor *(2 positions)*
- Disadvantaged Business Enterprises *(2 positions) (one rep is required on every review)*
- Minority/Women Businesses *(2 positions)*
- Design Industry Architects *(2 positions)*
- Design Industry Engineers *(2 positions)*
- General Contractors *(4 positions)*
- Private Sector *(1 position)*
- Specialty / Subcontractors *(3 positions)*

Public

- Owner – Cities *(1 position)*
- Owner – Counties *(1 position)*
- Owner – Higher Education *(3 positions)*
- Owner – Ports *(1 position)*
- Owner – Public Hospitals *(1 position)*
- Owner – School Districts *(1 position)*
- Owner – State/DES *(1 position)*
- Owner – Transit *(1 position)*
- Owner – General Public *(2 positions)*

PRC Member Appointments

Members are appointed by CPARB:

- ✓ Must be knowledgeable about GC/CM & Design-Build.

- ✓ Will serve 1 to 3-year terms during PRC position realignment. *This should even out by 2030.*

- ✓ Once realigned, all positions will hold a stagnant renewal term every 3 years regardless of incumbent's time in the position.

- ✓ Members may apply for additional terms.

PRC MEMBER EXPECTATIONS

Member Attendance & Conduct:

- Members must keep in mind their mission is to serve the public and as a member of their stakeholder group. It is inappropriate to use membership to create a personal platform.

- Members are expected to consistently attend all Business Meetings, Certifications, Recertifications and panel assignments.

- Members will review all assigned meeting material provided prior to the meeting and provide pre-questions by the due date.

- When unable to attend all or part of a meeting, member should inform PRC Leadership and PRC Staff.

  - *Note: 2 or more consecutive unpardoned absences could result in loss of position.*

PRC MEMBER EXPECTATIONS

- Members must be recused for individual project or agency re/certifications that could be perceived a potential conflict of interest.
  (PRC Bylaws Article 10: Ethics and Conflict of Interest)

  o   Member or Member's Company is under contract with applicant.

  o   Member or Member's Company is in negotiations with applicant.

  o   Member or Member's Company is knowingly considering pursuing a contract with applicant.

  o   Member or Member's Company is/has been in arbitration with the applicant.

- Members are not precluded from bidding on or participating in projects that have been reviewed by the PRC.

- Recused members are allowed to participate in presentations to the PRC as representatives of their employer/agency.

Mentorship Program

PRC

PRC Mentorship

The PRC mentorship program was created to provide new PRC members with a structured program for onboarding, navigation and understanding of how the PRC functions.

- The PRC Vice Chair appoints an existing PRC member as Mentor for each new PRC member.

- Mentors will consist of volunteers selected from the PRC committee. When possible, the Mentor will have the same public or private sector definition as the Mentee.

- The Mentor/Mentee will collaborate and schedule a structured monthly meeting at a time that both agree to.

- The Mentee is responsible to review all the materials listed in the PRC New Member Onboarding Checklist prior to attending their first official PRC meeting.

PRC Meetings

PRC Meetings General

All PRC Meetings are Open Public Meetings and adhere to the Open Public Meetings Act. - *RCW 42.30*

All Meetings are guided buy Robert's Rules of Order.

- Current schedule is the 4th Thursday, bi-monthly July through June with an additional meeting in February. *Currently Scheduled meetings can be found on the PRC homepage.*

- PRC Staff *(provided by the Dept. of Enterprise Services)* will publish the public notices 20-days prior to each meeting and post the agenda\schedule with the applications on the meeting event page.

- All PRC meetings are currently virtual via the Zoom platform.

- When fiscally able, 2 in-person hybrid meetings will be scheduled per year.
    - *Please see the PRC Bylaws for Travel Reimbursement Article 3 Section 6.*

PRC Meetings Pre-Review

Meeting Preparation:

- ✓ PRC Staff will send out a Quorum Solicitation Email with the approved schedule.

- ✓ All members are required to respond with their availability and recusals to assist with PRC panel assignments.

- ✓ All members are required to review business meeting information, their assigned panel applications and provide any pre-questions to the panel chair by due date.

- ✓ Panelists will familiarize themselves with the appropriate evaluation form:
  - Includes RCW 39.10 criteria to be evaluated/considered.
  - Space to document your rational for approval or denial of application.
  - All members must sign their name.
  - All evaluation forms must be returned the same day as the evaluation.

PRC MEETINGS BUSINESS

Business Meetings:

- ✓ Run by PRC Leadership.

- ✓ Required Attendance by Full Committee.

- ✓ Addresses CPARB & PRC current issues and activities.

- ✓ Provides training opportunities.

- ✓ Provides an opportunity for broad committee discussions and networking.

PRC MEETINGS RE/CERTIFICATIONS

Public Body Certification\Recertification:

- A presentation by the Public Body is reviewed by the full committee with a quorum of 17 members present.

- Members will determine via additional Q&A if the Public Body:
  - ✓ Possesses adequate experience and qualifications to determine which projects are appropriate for GC/CM and/or Design-Build.
  - ✓ Is experienced and qualified to successfully carry out the procedure *(management plan, personnel, demonstrated success and resolution of audits)*.
  - ✓ Meets all RCW requirements for certification.

- The PRC will deliberate/discuss the application, presentation and Q&A, but members will refrain from voicing their voting intention. This will allow all members to vote based on their best assessment of the application and presentation without pressure from fellow committee members.

- The final determination vote will be based on a supermajority of 2/3 of members present.

Re/Certification Applications

A Public Body may apply for GC/CM, Design-Build or both.

- Certification is for 3 years at a time.
  - ✓ Renewable with recertification application & approval.
  - ✓ Recertification application must be submitted 3 months prior to certification expiration.
- Certification allows the use of GC/CM or DB without individual PRC project approval.
- Public Body must demonstrate successful <u>management</u> of the procedure within the past 5 years.
- Provide written responses to committee pre-questions by the due date.
- Ensure knowledgeable team members are present to answer questions by the PRC.
- The PRC may revoke or deny certification if deemed necessary.

PRC MEETINGS PROJECTS

The PRC reviews Design-Build & GC/CM Projects:

- A presentation is reviewed by a panel of 6-8 PRC members and then ask questions regarding the application and presentation for clarity.

- Panelists will determine if the application demonstrates:
    - ✓ Chosen delivery method provides substantial fiscal benefit over traditional procedures.
    - ✓ Project team possesses the experience & qualifications for a successful project.
    - ✓ Any audit findings are resolved.
    - ✓ Project meets RCW 39.10 requirements.

- The panel will deliberate/discuss the application, presentation and Q&A, but panelists will refrain from voicing their voting intention. This will allow all panelists to vote based on their best assessment of the application and presentation without pressure from fellow committee members.

- The final determination vote will be based on a supermajority of 2/3 of panelists present.

PROJECT APPLICATIONS

- The applying agency should build time for the PRC application and meeting into their schedule and check the PRC homepage for updated forms and meeting dates.

- Applications are due between the 15th & 20th of the month before the meeting.

  Note: only the first 7 applications are guaranteed to be on the agenda for the scheduled meeting date. Depending on the number of applications submitted and available staff, a second day may be scheduled to complete all the reviews. Please plan ahead for this possibility.

- Applicant needs to provide a thorough and responsive application.

- Applicants are encouraged to check out the PRC archives for similar projects.

- Written responses to PRC panel questions must be submitted by the due date.

- All potential applicants should consider attending a PRC meeting in advance of submitting their application.

PROJECT APPLICATIONS

- Applicant must demonstrate:
  - ✓ Project will provide substantial fiscal benefit over traditional procedures.
  - ✓ Project team possesses the experience & qualifications for a successful project.
  - ✓ Any audit findings are resolved.
  - ✓ Project meets all RCW 39.10 requirements.

- During panel deliberation at the end of the review. If the applicant notes any misinformation, they will be given a brief opportunity to correct the information just prior to the vote. This is for <u>correction only</u> and no additional information will be allowed. Applicant may be cut off or application denied if this opportunity is misused.

- At the meeting focus on:
  - ✓ How does the project qualify for the chosen delivery method under RCW 39.10?
  - ✓ Highlight the experience and qualifications of the project team to demonstrate their ability to deliver a successful project. *(Consider outside consultants if needed.)*

Application Review Member Best Practices

✓ Before speaking, state your name and the stakeholder group you represent.

✓ Ask good questions that are relevant to the approval criteria.

✓ During panel deliberations, don't tell panel members how you will be voting.

✓ On the scoresheet, document reasons for approval or denial that are consistent with RCW requirements.

✓ Sign and turn in your scoresheet the <u>same day</u> as the meeting.

RECENT PROJECT ACTIVITY

The PRC has seen a steady increase in use of Design-Build and GC/CM alternative delivery.

Type of Projects Approved	2022	2023	2024	Estimated Cost
Progressive Design-Build	15	20	30	$10.4B
GC/CM	14	23	17	$4.9B
Estimated Total Annual Cost	$2.2B	$3.2B	$9.85B	$15.3B

ADDITIONAL INFORMATION

- Visit the PRC Homepage: https://des.wa.gov/about/committees-groups/project-review-committee-prc

- A list of PRC members, a list of Current Agency Certifications, and annual statistics can be found under *Statistics*.

- Check out the *Explore Public Works and Construction Training Resources* for a downloadable pamphlet of agencies that provide a wide range of training and resources.

- Member recruitment occurs each spring for positions that expire on June 30th.

- PRC Staff support is provided by the Department of Enterprise Services.

MORE QUESTIONS?

Contact PRC Staff:

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