

GC/CM Committee

Meeting Summary June 30, 2020 (Meeting #17)

1. **Chair Datz called the meeting to order at 9:15 a.m. A quorum was established.**
2. **Administrative**
 - a. Committee members in attendance, including by phone: Nick Datz (Owners), Scott Middleton (Specialty Contractors), Rebecca Keith (Cities), Penny Koal (DES), John Palewicz (Private Industry), Santosh Kuruvilla (Engineers), Shannon Gustine (General Contractors), Olivia Yang (Higher Ed), Sam Miller (Architects)
3. **Legislative Update**
 - a. Chair Middleton and Chair Datz presented to the Capital Projects Advisory Review Board (CPARB) at their May meeting and reviewed our committee's recommended changes to the statutes related to GCCM. CPARB will review and provide feedback on our recommendations during their September 2020 meeting.
 - b. The Reauthorization Committee is working on a finalized proposal which they are planning to complete by the end of July 2020.
 - c. The GCCM committee is on hold until we receive feedback in September, and we will convene then to address any questions or clarifications. Once we have our final recommendations, we will then begin our best practices document discussion. The purpose of today is to discuss our next steps including the best practices process.
4. **GC/CM Committee Next Steps (Best Practices Manual)**
 - a. Chair Datz shared a draft outline for the best practices document for group discussion. The [Design-Build Committee created a Best Practices Manual in May 2018](#) and since that document was well received, the Chairs propose providing a similar manual format for GCCM. Chair Datz shared the Design-Build Manual Outline and created a proposed GCCM Best Practices Outline, both shown below.

D-B Best Practices Manual Outline	GCCM Best Practices Outline
1. Introduction	1. Introduction
2. D-B Types	2. GCCM Types
3. Evaluating the Use of D-B	3. Evaluating the Use of GCCM
4. D-B Procurement	4. GCCM Procurement
5. Encouraging Competition	a. Encouraging Competition
6. After D-B Team Selection	5. Preconstruction Services
7. Appendix	a. Encouraging Competition
	6. Construction Services
	a. Encouraging Competition
	7. Appendix

- b. Chairs Datz and Middleton proposed creating subcommittees to allow smaller groups to work through and compile key points to include in the sections listed in the outline above. If the subcommittees are able, they can draft the manual sections, but the primary focus is to identify key points and topics for each section. The Chairs plan to draft the full sections following the development of the key points. We will use our monthly meetings to review and discuss each section. We suggest setting up the subcommittees at our next meeting and during this meeting we would like to hear your questions and concerns.
 - i. Private Industry---I think it is a good idea to mirror the design-build best practices. I participated in that effort and it went well and will serve as a good model for us.

[LR] indicates a comment about RCW guidance.

[BP] indicates a comment to inform our best practices.

[AI] indicates an action item for follow up.

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This outline does not directly align with our GCCM class outlines, but it covers the essential information and I think it will work well.

- ii. Chair Middleton noted that in our earlier process we learned what areas folks were interested in and will use that information to help form the subcommittees. We also had several stakeholders attend our meetings and supply helpful context and feedback so we may invite them to join these subcommittees or our meetings to review the sections.
- iii. Engineers---Based on observation from the design-build committee, I suggest that once we have a draft manual at 60 percent complete that we share it with CPARB to obtain feedback prior to finalizing the document.
- iv. Cities---The design-build committee's process was long and a little messy but they did conduct a lot of outreach and thought through the application of the best practices. This effort made the manual that much more effective. I am curious how we will make sure we are getting a wide variety of perspectives and feedback on this manual. How will our approach address this?
- v. Chair Datz replied that this manual will address how different agencies address certain aspects and provide perspective and best practices. We would like everyone to review the design-build best practices manual so you can start to think about how we will make sure we have a comprehensive approach.
- vi. Higher Ed---I'm concerned that if we split the subcommittees up into small groups that we'll lose some of the holistic perspective at a point in which we need big and broad perspectives (at the start) which will be more informative at the start of the process than at the mid or end of the process. When we were going through the legislative issues, we focused on what went wrong and not on aspirational views of how the process could and should work. Suggest we have a large group meeting to talk through each of the sections and brainstorm ideas before we break into subcommittees.
- vii. Chair Datz---Our goal is to provide a broad perspective and holistic understanding of best practices, so that's a great idea to have a large group meeting to discuss the high level ideas and agree on an overview for each section and then have the subcommittees break off to do their work.
- viii. Architects---I think it would be good to clarify who our audience is and to provide that information up front in our document but also through our discussions. Also, are there other GCCM best practices manuals in different states or other educational materials that will help inform our document or can we pull from existing resources?
- ix. Chair Datz---Good idea, I have not looked around for other GCCM manuals.
- x. Private Industry---The GCCM class is essentially a best practice manual because it covers what the law dictates and then best practices and different approaches to doing so. We do not have an exact manual, but we do have a set of slides and background information such as RFPs from the different agencies and the laws. The AGC has these materials and I can check with the AGC to see if we can use that information to guide our effort. Depending if we can have those materials, then the Chairs will save all materials to the Dropbox and ask the committee to review prior to our next meeting.
- xi. Cities---Do we have background research time built into our schedule? That would help get us all on the same page rather than diving in without that background.

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- xii. Chair Datz---I think we should do research in our subcommittees and as a group. We have not specifically included time for background research but expect each subcommittee to conduct their own research.
- xiii. Private Industry---DBIA teaches a rigorous class on design-build best practices which is country-wide. This could be a helpful reference tool. However, our manual will be Washington state specific.
- xiv. Chair Datz---Agree and we have created a diverse group of people to help us create a holistic best practices manual. We will have more time fine tune our approach at our next meeting when we propose our timeline and subcommittee structure. We will also want to discuss our tone and style of the document.
- xv. Chair Middleton---We will form subcommittees but that does not prevent other key individuals from the committee, stakeholders, or even CPARB to provide support and information to inform each subcommittees' work.
- xvi. Engineers---There are a few good UDOT (CMGC) reports that I can track down and share as part of our background information.
- xvii. Chair Datz---Other recommendations for background information materials are welcome. We will need to make sure what we put together is specific for Washington state but materials that are outside of Washington state are helpful, too.

5. Next Meeting Proposed Agenda

- a. Chair Datz proposed meeting as a large group monthly to get underway and to review the sections as a group. Let us know if you have questions or concerns about this general schedule. We propose meeting the first or last Tuesday or Thursday of the month beginning in late July or August.
- b. Chair Middleton inquired whether anyone had any major conflicts with this proposed schedule and the proposed meeting dates.
 - i. Architects---Offered not available before 9:30 a.m. on Thursdays.
 - ii. Owners---Offered that afternoons are good on Thursdays.
 - iii. General Contractors---Agreed the timing sounds good except not available on July 30.
- c. Chair Datz---At the next meeting we will refine our timeline, schedule, assign our subcommittees and discuss expectations around encouraging subcommittees to begin working as soon as practical.

6. Action Items & Adjournment

- a. The next meeting will be scheduled on the afternoon of August 6. At the next meeting we will discuss the purpose, audience, tone, and style of our manual, as well as logistics including where to save files. If there are other items we want to discuss, please let us know.
- b. Action Items
 - i. Review documents saved in the Dropbox prior to our next meeting. Documents include, but are not limited to:
 - 1. [Design-Build Committee created a Best Practices Manual in May 2018](#)
 - 2. Proposed best practices manual outline
 - ii. John Palewicz to check with AGC to see if we can use their slides and GCCM information to inform our work. If available, John to send to the Chairs to save in the Dropbox.
 - iii. Santosh Kuruvilla will track down his recommended UDOT (CMGC) reports for the Chairs to save in the Dropbox.

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- c. Best Practices Development Suggestions
 - i. Suggestion to hold a large group meeting to talk through each of the sections and brainstorm ideas before we break into subcommittees.
 - ii. Once our manual is at 60 percent complete, we should share it with CPARB to obtain feedback prior to the finalization of the document.
- 7. Meeting adjourned at 10:00 a.m.**

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