

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

### **Need More Information?**

If you have questions regarding the PRC or the Certification\Recertification Application please contact Nancy Deakins at:

Nancy Deakins  
CPARB PRC Staff Support  
Engineering and Architectural Services  
Dept. Of Enterprise Services  
[Nancy.Deakins@des.wa.gov](mailto:Nancy.Deakins@des.wa.gov)  
(360) 407-9333

***\*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***

Your application goes through a four-step process. (1) The CPARB PRC members individually review it; (2) You make an oral presentation to the PRC about it; (3) The PRC will discuss it; and (4) The PRC will approve it if your Public Body meets the statutory requirements to independently use the GC/CM or DB procedure. Steps (2) through (4) take place at a meeting that is open to the public.

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

Before the PRC meeting, each member individually reviews your application and may submit questions or requests for additional information. If there are questions, they will be forwarded to the applicant via the DES Administrative Support Staff, one week before the PRC meets on your application. The applicant will be sent a compilation of the questions or requests. You should be prepared to respond to these questions by 3-days prior to the meeting and address this information during your oral presentation to the PRC.

### ***Oral Presentation to the PRC***

The applicant will have 20 minutes to make an oral presentation on the Certification\Recertification Application to the PRC at an open public meeting. The PRC will then take another 15 minutes to ask questions. If you have a PowerPoint presentation or audio-visual equipment requirements, please notify Talia Baker at 360-407-8260 or [PRC@des.wa.gov](mailto:PRC@des.wa.gov) at least 3 business days before the PRC meets on your application. It is recommended that, at a minimum, your project manager and lead consultant representative attend this presentation to answer technical questions by the Committee. If you want others to participate by phone, arrangements may be made with advance notification.

### ***PRC Discussion***

After your oral presentation, the PRC will discuss your application in public. The PRC encourages applicants to remain for this discussion.

### ***PRC Decision***

Unless there are unusual circumstances, the PRC will make a decision on your application on the same day. Within ten business days after the meeting on your application, the PRC will issue a written decision.

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

If you have questions regarding the PRC or the Project Application please contact Nancy Deakins as follows:

Nancy Deakins  
CPARB PRC Staff Support  
Engineering and Architectural Services  
Dept. Of Enterprise Services  
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(360) 407-9333