

**CAPITAL PROJECTS ADVISOR REVIEW BOARD
PROJECT REVIEW COMMITTEE (PRC)
RECRUITMENT PLAN**

CPARB's [Project Review Committee](#) (PRC) was created to review and approve projects and project teams proposing to use the General Contractor/Construction Manager (GC/CM) and Design Build (DB) contracting methods on projects and project teams, and to certify public bodies for three years to use these procedures without having to submit project applications to the PRC. The PRC is comprised of members from many different public and private entities with wide variety of backgrounds, expertise and experience.

Applications to serve on the PRC need to be reviewed and voted upon by the CPARB. The Board meets only 5 times a year unless a special session is called. Public Notice needs to be made, and applications need to be collected and reviewed with plenty of time for the Board to discuss and vote.

Current PRC members serve three-year terms, beginning in July of the year they are appointed. Review of the up-coming member expiration dates need to be made in the fall to give plenty of time to post recruitment and incorporate application review into the spring CPARB meetings.

The Recruitment Plan is outlined as follows:

| <i>Month</i> | <i>Activity</i> | <i>Due Date</i> |
|--------------|---|--|
| October | <ul style="list-style-type: none"> • Review expiring positions • Review plan and dates for next year | 2 nd week |
| November | <ul style="list-style-type: none"> • Notify CPARB of positions expiring and identify recruitment dates in the coming year. • Public Recruitment Notice made on the Webpage and in the local Daily Journal of Commerce | 2 nd week 4 th week |
| December | Letters\email to each Committee Member who's position will expire and invite to reapply. | 2 nd week |
| January | <ul style="list-style-type: none"> • Collect Letters of interest and post to webpage for Board member review • Invite applicants to present at next CPARB meeting | 4 th week |
| February | <ul style="list-style-type: none"> • CPARB meeting: <ul style="list-style-type: none"> ○ Discuss applications ○ Vote on new members • Letters to new members with effective dates | 2 nd week 4 th week |
| March | Public Recruitment Notice made on the Webpage and in the local Daily Journal of Commerce for remaining positions | 2 nd week |
| April | <ul style="list-style-type: none"> • Collect Letters of interest and post to webpage for Board member review • Invite applicants to present at next CPARB meeting | 4 th week |
| May | <ul style="list-style-type: none"> • CPARB meeting: <ul style="list-style-type: none"> ○ Discuss applications ○ Vote on new members • Letters to new members with effective dates | 2 nd week 4 th week |
| July | Notify new members of training opportunities | 2 nd week |
| September | Welcome new members | |