

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 15th and no later than 20th 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.

Mail: Additionally, you can submit **1-2 originals** of your completed application postmarked no later than 20th 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

****IF you find that you must apply by US mail only, the Certification application must be received no later than the 20th of the month prior to the next scheduled PRC meeting.***

Going Through the PRC Application Review Process

Individual Review of the Application

Before the PRC meeting, each PRC member individually reviews your application and may submit questions or requests for additional information. A compilation of the questions or requests will be forwarded to the applicant via the DES Administrative Staff, one week before the PRC meets to review the application. The applicant should be prepared to respond to these questions by 3-days prior to the meeting and address this information during the verbal presentation to the PRC.

State of Washington
PROJECT REVIEW COMMITTEE (PRC)

Verbal Presentation to the PRC

The applicant has 20 minutes to make a verbal presentation on the Certification\Recertification Application to the PRC in an open public meeting. The PRC will then take 15 minutes to ask additional questions. It is recommended that, at a minimum, the primary point of contact for the application and lead consultants attend this presentation to answer technical questions by the Committee. Additional team members are recommended to ensure all Committee questions are answered to their satisfaction. Audio-visual equipment needs should be requested at least 3 business days prior to the meeting. Please email the PRC In-box at PRC@des.wa.gov or call Talia Baker at 360-790-8322. Additional technical arrangements may be available with advance notification.

PRC Discussion

After the verbal presentation and Question & Answer period, there will be an opportunity for public comments, and then the PRC will discuss your application and make a determination. The applicants are encouraged to remain for this discussion, but it is not a requirement.

PRC Decision

Unless there are unusual extenuating circumstances, the PRC will make a decision on the date of the application review. Within ten business days after the meeting, the PRC will issue a decision letter.

Need More Information?

If you have questions regarding the Certification\Recertification application, please contact Talia Baker as follows:

Talia Baker
PRC Staff Support
Engineering and Architectural Services
Dept. Of Enterprise Services
PRC@des.wa.gov
(360) 790-8322