

State of Washington
Capital Projects Advisory Review Board (CPARB)
Project Review Committee (PRC)

APPLICATION FOR CERTIFICATION of PUBLIC BODY
RCW39.10 Alternative Public Works Contracting- Design-Build [DB]

The CPARB PRC will only consider complete applications. Incomplete applications may delay action on your application. Responses to Questions 3-10 should not exceed 15 pages (font size 11 or larger).

1. Identification of Applicant

(a) Legal name of Public Body (your organization):

(b) Address:

(c) Contact Person Name: Title:

(d) Phone Number: Fax: E-mail:

2. Experience and Qualifications for Determining Whether Projects Are Appropriate for DB under Alternative Contracting Procedure (RCW 39.10.270 (2)(a).) Limit response to two pages or less. (See attached example of a public body's internal project approval flow chart)

Please submit a process chart or list showing: (1) The steps your organization takes to determine that use of the procedure is appropriate for a proposed project; and (2) The steps your organization takes in approving this determination. Also submit the written guidelines or criteria that your organization uses in determining whether this alternative contracting procedure is appropriate for a project. If the public body's organizational structure is subdivided into agencies, divisions or departments discuss how the public body makes experience and qualification determination on a divisional or department level.

3. Project Delivery Knowledge and Experience (RCW 39.10.270 (2)(b)(i).) Limit response to two pages or less.

Please describe your organization's knowledge and experience in delivering projects over the past 10 years, including the complexity of projects your organization built. Describe delivery methods, management structures, design-build honorarium determination, and project controls utilized.

4. Personnel with Construction Experience Using Various Contracting Procedures (RCW 39.10.270 (2)(b)(ii).) Limit response to two pages or less. (See attached sample to display personnel experience)

Please provide a chart with your organization's current personnel with construction experience using the contracting procedure and briefly describe their experience (for example, the type of project, the length of time they worked on the project, the tasks they performed, and the percent of time devoted to each task). Only identify those personnel that you reasonably expect will be with your organization over the next three years.

5. Management Plan and Rationale for Alternative Contracting Projects (RCW 39.10.270 (2)(b)(iii).) *Limit response to one page or less. (See attached example of a management plan and rationale for using an alternative contracting procedure.)*

Please provide your typical management plan or protocol that you would use to manage a Design-build (D-B) project. Your plan should address the typical roles, types of positions with specific responsibilities and also list any advisory or oversight roles (by expertise).

6. Demonstrated Success in Managing Public Works Projects Involving All Types of Contracting Procedures (RCW 39.10.270 (2)(b).) *Limit responses to two pages or less. (See attached example table of how to display construction history.)*

Please provide a table with the following information for a maximum of twenty-five (25) public works projects with a total cost of at least \$5M each that your organization has managed over the past 10 years:

- Name of project
- Description of project
- Total project cost
- Method of delivery (design-bid-build, GC/CM, design-build, etc.) Use the delivery abbreviations in Section 4.
- Lead Design Firm (including current contact information)
- General Contractor or Design/Builder (including current contact information)
- Planned construction start at authorization date
- Planned completion date
- Actual construction start date
- Actual completion date
- Reason for schedule overrun (if any)
- Original budget at authorization (not including land acquisition)
- Final Cost
- Reason for cost overrun (if any)

**If the public body has fewer than twenty-five (25) applicable projects, it may list projects under \$5 million if they believe them to be relevant.*

***If the public body has more than twenty-five (25) applicable projects, they should state the number of projects they have managed and provide a list of the twenty-five (25) projects it believes are most relevant.*

7. Demonstrated Success in Managing at Least One Project Using DB Contracting Procedure Within the Last Five Years (RCW 39.10.270 (2)(b).) *(Limit response to one page or less.)*

In addition to the information provided in response to Question 7 about projects that your organization has managed using the alternative contracting procedure, please provide a narrative discussion with the following information:

- Appropriateness of the alternative contracting method used for the project(s).
- Honorarium amount awarded for the project (s).
- Alternative dispute resolution process for the project(s).
- Lessons learned from your experience.

8. Ability To Properly Manage the Public Body's Capital Facilities Plan (RCW 39.10.270 (2)(b)(vi).) *Limit response to one page or less.)*

As part of this statutory requirement, the PRC needs to determine that the public body has the appropriate project planning and budgeting experience. In addition to the information that's been requested in previous questions, please provide other information to assist the PRC to determine whether the organization has project planning and budgeting experience.

9. Ability to Meet the Requirements of Chapter 39.10 of the Revised Code of Washington (RCW 39.10.270 (2)(b)(vii).) (Limit Response to one page or less.)

Please provide any information not presented in your answers to Questions 3-8 further demonstrating your organization's ability to meet the requirements of this chapter to include:

Honorarium determination process for design-build projects;
Procurement process if public body has multiply divisions, departments, or agencies;
Utilization of alternative dispute processes; and
Project contingency determination.

10. Resolution of Audit Findings on Previous Public Works Projects (RCW 39.10.270 (2)(c).) (Limit response to one page or less.)

If your organization had audit findings on any project identified in your response to Question 7, please specify the project, briefly state those findings, and describe how your organization resolved them.

Signature of Authorized Representative

In submitting this application, you, as the authorized representative of your organization, understand that the PRC may request additional information about your organization, its construction history, and the experience and qualifications of its construction management personnel. You agree to submit this information in a timely manner and understand that failure to do so shall render your application incomplete.

Should the PRC approve your request for certification, you also agree to notify CPARB when your organization approves the construction of a project using the alternative contracting procedure(s) for which you are certified; and to participate in brief, state-sponsored surveys at the start and completion of each of these construction projects. You understand that this information will be used in a study by the state to evaluate the effectiveness of the alternative contracting procedure(s).

I have carefully reviewed the information provided and attest that this is a complete, correct and true application.

Signature: _____

Name (please print) _____

Title: _____

Date: _____