

DRAFT v. 2 Outline for Owner Readiness Webinar

Introduction – Purpose and intent of the webinar

Panel Introductions

Step 1. Project Initial Assessment

- What is the target project?
 - Goals
 - Scope
 - Schedule
- Budget and Funding
 - What is allocated?
 - Other funding options
 - Funding strings (e.g., federal funds may have procurement implications)
- Initial “approval” to pursue the project (e.g., budget, capital plan approval, etc.)

Step 2. Procurement Options, Review, and Identification.

- What is alternative public works?
- Design-Bid-Build compared/contrasted to alternative public works.

Step 3. Getting ready.

- **Talk to other owners. (1)**
 - Where to find information and other owners
 - Organizations/Associations for your agency type
 - Go to training (e.g., AGC Education Foundation, DBIA)
 - CPARB Training resource guide
 - PRC Application Review
- **Assess your own agency, is internal team is ready for alternative delivery.**
 - Confirm project team.
 - Staff
 - Contract Owner’s Rep
 - (Prep boss’ boss, etc.)
 - Maybe there is a steering committee.
 - Procurement/purchasing.
 - RFQ/P Development
 - Contract Development
 - Project management, construction management
 - Org chart
 - Alignment with your agency’s governing board and internal procedures (e.g., decision process, key is quickly, delegation/signature authority)
- **Assembling the Project Team**
 - Staff (who is available, experience, training, etc.)
 - Management
 - Governance
 - Legal
 - Purchasing
 - Temp/Limited staff augmentation.
 - Owner’s Advisors/Special Counsel
 - Oversight committee for your agency (e.g. school board oversight committee)
 - Training needs and support identified/requested.

Capital Projects Advisory Review Board
Education Connections Committee

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- **Hire Advisors**
 - Special counsel
 - Project Managers
- **Attend Training/Train**
- **Assess your project is a good candidate for alternative delivery.**
 - *Make the contracting method decision* (e.g., DB, GCCM)
 - *Outline target schedule.*
 - *Start “marketing”*
- **What do you need to do to get there?**
 - Permission needed.
 - Who is involved internally (e.g., purchasing/finance, public works, board, or governance, etc.)
 - Other
- **Development and Procurement of minority women veteran owned firms/small business**

Step 4. Going to PRC

- How to prepare your application to PRC
- Describe PRC
- Best Practices when submitting a PRC application.
- Key elements of application
 - Presentation (who is involved, why, etc.)

Closing thoughts by panel

- What are risks or areas of consideration when considering alternative PW?
- Lessons learned.
- 1 thing I wish I knew the first time going through alternative PW.

Resources

- MRSC Alternative Delivery topic page
- CPARB Education Connections Committee

Education Committee NEXT STEPS

1) MRSC confirm timing of session with training calendar.

2) Josh “pitch” to PRC

Take to next PRC Business Meeting (7/25)

- Panel with moderator
- 1 hours recorded Webinar
- Need volunteers (a couple owners, contractors, small business?)
- 30 minutes to the present to PRC the idea

3) Project feedback committee notes