**Job Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

Level 2 Partnering (Abbreviated Agenda)

Montana partnering program PRIME CONTRACTOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Introductions:**

Name + Role on Job

Connection Question (such as “How long have you lived or worked in Montana?”)

**Team Expectations Roundtable:** What do you need from others in the room to accomplish your role? Why?

*Response timelines, advanced notice timelines, submittal needs/contact personnel, work culture, team dynamics, understanding different perspectives, work schedule, group updates, how to express concern, etc.*

**Partnering Through Risk:** Open discussion of potential risks for the project. How to mitigate that risk?

*Weather, fire/dust mitigation, traveling public, landowners, seasonal constraints, material supply, rural/urban location, permitting, utilities, site materials, understaffing, nightwork, current road condition, submittal timelines.*

**Communication Plan:** What are your preferred ways to communicate with this project team? When?

 *Weekly meeting, safety meetings, daily/weekly schedule, test results, PI firm, etc.*

**Issue Resolution Ladder:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Step** | **Time** | **MDT Contact (Position)** | **MDT Contact (Name)** | **Prime Contractor Contact (Position)** | **Prime Contractor Contact (Name)** | **Phone, email, text, in-person?** |
| 1 | 1 day | Lead Inspector |   | Foreman |   |   |
| 2 | 1 day | Project Manager |   | Superintendent |   |   |
| 3 | 2 days | District Construction or Operations Engineer |   | Construction Manager |   |   |
| 4 | 5 days | Construction Engineer or District Administrator |   | Owner/General Manager |   |   |

\*Time durations and levels can be adjusted by mutual agreement. Resolutions resulting in a change order will follow the designated change order process.

\*The contractor may choose to submit a notice of claim once the final level on the ladder has not reached a resolution (see Standard Specification 105.16.1).

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For other questions/contact info: <https://www.mdt.mt.gov/business/partnering/>