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

Level 2 Partnering (Full Agenda)

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

**What is Partnering?**

Partnering is a collaborative commitment. It establishes strong and cooperative relationships among all project stakeholders. The main goal of Partnering is to enhance project outcomes by improving communication, fostering teamwork, and promoting mutual trust/respect. The results of Partnering include safer projects, efficient issue resolution, claims avoidance, reduction in project costs, reduction in project delays, and increased job satisfaction.

**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.*

**Common Goals:** Discuss important project goals as a group. What does success look like?

*Team adaptability/collaboration, honesty/trust, how to achieve zero accidents, public involvement, team values, team objectives, work schedule, partnering check-ins, project-specific goals, profitability for contractor, 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/>