Owner Readiness Assessment

A Resource for Navigating Any Variation of Design-Build

Owners must conduct a proactive and balanced assessment of the unique characteristics of their program/project and their organization before deciding to use design-build. In some instances, Owners do not have the internal capacity or capability to successfully engage in design-build and will rely on an Owner Advisor for guidance.

DBIA created this Owner Readiness Assessment which is intended to help Owners understand how prepared they are to both engage in design-build project delivery and reap the full benefits of this collaborative approach to achieve exceptional outcomes. When paired with DBIA's Universal Best Practices and Role of an Owner Advisor Primers, these tools can help Owners understand their level of preparedness for design-build or determine where added training, education and support may be needed.

After filling out this assessment, in areas where the Owner cannot provide a sufficient level of project service, the engagement of an Owner Advisor is recommended *(reference Exhibit A of the DBIA Form #501 which outlines the full potential scope of Owner Advisor Services)*.

This Owner Readiness Assessment should be used alongside other design-build education and resources to help inform decisions. For a comprehensive list of resources, visit the online DBIA Bookstore.

The Owner Readiness Assessment is intended for educational purposes only. DBIA makes no guarantees regarding its completeness or applicability to specific situations. Users are encouraged to exercise their own judgment and consult with qualified professionals as needed. By using this document, you acknowledge and agree to this disclaimer.

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If your organization is considering using any variation of Design-Build on your Capital Project...

PRE-PROCUREMENT	
1. Has the Owner reviewed and confirmed with Owner's legal advisors that sufficient authority exists to use design-build?	Select an answer:
2. Does the Owner understand the legislative/statute requirements which must be followed with respect to the use of design-build?	Select an answer:
3. Has the Owner used design-build delivery previously?	Select an answer:
4. Has the Owner used design-build to deliver a project of similar scope, scale and complexity?	Select an answer:
5. Does the Owner's program include projects of a similar scope, scale and complexity where design-build was used to deliver the project?	Select an answer:
6. Does the Owner employ internal experienced, knowledgeable (DBIA Certified) staff to manage the design-build project phases?	Select an answer:
7. Does the Owner have established processes for procuring a design-build team, including processes to assess the team's commitment to design-build education and understanding of best practices?	Select an answer:
8. Will internal Owner staff be assigned full-time to manage all design-build project phases?	Select an answer:
9. Has the Owner identified project drivers, priorities, challenges, limitations and its project expectations?	Select an answer:
10. Has the Owner developed and validated a reasonable budget reflective of current market conditions with appropriate contingencies?	Select an answer:
11. Does the Owner have the in-house capability to develop and maintain the budget (cost model) through periodic updates?	Select an answer:
12. Has the Owner developed an appropriate project risk assessment process?	Select an answer:
13. Does the Owner have the in-house capability to manage and maintain a Risk Register covering risks that impact schedule, budget, quality and performance, probability and impacts, etc.?	Select an answer:
14. Have risk mitigation procedures been contemplated and/or implemented to address anticipated serious risk impacts?	Select an answer:
15. Has the Owner developed a realistic and reasonable schedule, including procurement activities, reflective of current market conditions?	Select an answer:
16. Does the Owner have the in-house capability to develop and maintain the project schedule through periodic updates?	Select an answer:
17. Do key project staff possess the required leadership, technical and facilitative skills to accomplish Design-Build Done Right®?	Select an answer:
18. Does the Owner have the experience using qualifications-based design-build and Progressive Design-Build procurement or Best Value design-build procurement consistent with Design-Build Done Right® best practices?	Select an answer:
19. Does the Owner have the experience to develop the design-build procurement documents consistent with Design-Build Done Right® best practices?	Select an answer:
20. Have Owner's requirements (design objectives and constraints, space, performance, security, flexibility and expandability, budgetary limitations) been developed?	Select an answer:

Owner Readiness Assessment cont.

PROCUREMENT	
21. Does Owner's internal staff have the requisite understanding of performance-based selection requirements, and therefore the qualifications to prepare RFP/RFQ documents, including all pertinent instructions to proposer and necessary attachments?	Select an answer:
22. Relating to Question 21, does the Owner/Owner's staff understand the distinction between performance-based requirements and prescriptive requirements?	Select an answer:
23. Is Owner's internal staff qualified to publish, distribute, respond to questions, etc., regarding the RFQ?	Select an answer:
24. Is Owner's internal staff qualified to receive, summarize and evaluate Statement of Qualifications (SOQs) and assist in design-builder selection?	Select an answer:
25. Has the Owner established project-specific goals that will guide development of the evaluation criteria?	Select an answer:
26. Does the Owner have a process in place to ensure confidentiality and also identify conflicts of interest for those parties involved in the evaluation process?	Select an answer:
27. Does the Owner have experience developing project-specific evaluation criteria for either a one-step or two-step procurement process?	Select an answer:
28. Does the Owner have the experience to develop an evaluation manual and to train evaluators?	Select an answer:
29. Does the Owner have the experience to review and evaluate SOQs and proposals consistent with Design-Build Done Right® Best Practices?	Select an answer:
30. Does the Owner have the experience to undertake interviews and confidential one-on-one meetings consistent with Design-Build Done Right® Best Practices?	Select an answer:
31. Does the Owner have the experience to develop the minimum technical requirements for a design-build project consistent with Design-Build Done Right® Best Practices?	Select an answer:
32. Does the Owner understand the Spearine Doctrine?	Select an answer:
33. Does Owner have the qualified internal staff availability to undertake the design-build procurement?	Select an answer:
CONTRACTING	
34. Does the Owner have prior experience developing design-build contracts?	Select an answer:
35. Does the Owner have the experience to develop a contract with terms and conditions consistent with Design-Build Done Right® Best Practices?	Select an answer:
36. Does the Owner have the experience to develop the detailed contract attachments and exhibits consistent with Design-Build Done Right® Best Practices?	Select an answer:
37. Does the Owner have the experience to develop a design-build contract that meets the contract requirements of its jurisdiction, state and, if appropriate, Federal government?	Select an answer:
38. Has the Owner had the design-build contract reviewed by their legal team or advisor?	Select an answer:
39. Are the contract terms aligned with risk allocation in the risk register?	Select an answer:
40. Have specific post-award deliverables been identified to facilitate contract execution?	Select an answer:
41. Has the Owner established a dispute resolution procedure for a design-build contract of the size, scope and complexity of the anticipated project?	Select an answer:
42. Does the Owner have the experience to negotiate a contract with a Design-Builder for a project of similar scope, scale and complexity?	Select an answer:
43. Is Owner's internal staff qualified to prepare and execute the Owner/Design-Builder Agreement, including all pertinent documents?	Select an answer:

Owner Readiness Assessment cont.

EXECUTION	
44. Has the Owner established their approach to construction administration and oversight?	Select an answer:
45. Is Owner's internal staff qualified to act as Owner's Representative during the Design and Construction Phases?	Select an answer:
46. Is Owner's internal staff qualified to assist in the selection of an independent testing agency/laboratory?	Select an answer:
47. Is Owner's internal staff available to attend conferences and manage the Design-Build Contract?	Select an answer:
48. Is Owner's internal staff qualified to receive and review submittals and inspection/ test reports, etc.?	Select an answer:
49. Is Owner's internal staff qualified to make site visits during construction, generally inspect and observe and determine work is in accordance with Basis of Design Documents?	Select an answer:
50. Is Owner's internal staff qualified to assist Owner in issuing clarification and interpretations, recommending Change Orders and Change Requests?	Select an answer:
51. Is Owner's internal staff qualified to represent the Owner in claims between the Owner and the Design-Builder?	Select an answer:
52. Is Owner's internal staff qualified to review and approve Design-Builder's requests for payment?	Select an answer:
53. Is Owner's internal staff qualified to review maintenance and operating instructions, schedules and guarantees, and receive bonds, certificates or other evidence of insurance required by the contract documents?	Select an answer:
54. Is Owner's internal staff qualified to conduct pre-occupancy and/or final inspections of the completed work?	Select an answer:
OTHER OWNER RESPONSIBILITIES NOT NOTED ABOVE	
55. Have Owner's required design and construction standards been developed?	Select an answer:
56. Have Owner's standard forms, conditions, etc., been developed for inclusion in the RFP and/or Basis of Design?	Select an answer:
57. Is other information (reports, previous design efforts, site investigations) pertinent to the project available?	Select an answer:
58. Is other information (property boundary, easement, right-of-way, engineering survey, deed and other land use restrictions, data relating to subsurface conditions, environmental assessments, specific Air Handling Unit requirements) available?	Select an answer:
59. Is the Owner prepared to provide prompt written notice regarding any development affecting project scope or schedule?	Select an answer:
60. Is Owner qualified to TIMELY examine project-related studies, reports, drawings, specifications, proposals and other documents?	Select an answer:
61. Is Owner able/qualified to provide or obtain reviews, approvals and permits from all Authorities Having Jurisdiction necessary by completion of each phase of the project?	Select an answer:
62. Is Owner prepared to attend pre-submission, pre-proposal conferences, proposal opening, proposers' in-person presentations, initial conference, design and construction progress and other project-related meetings, and pre-occupancy and final inspections?	Select an answer:
63. Is Owner able/prepared to provide the services of an independent testing laboratory to perform all inspections, tests and approvals of samples, materials and equipment required by the Basis of Design Documents, or to evaluate the performance of materials, equipment and facilities of Owner, prior to incorporation into the work, with appropriate professional interpretation thereof?	Select an answer:

In areas where the Owner cannot provide a sufficient level of project service, the engagement of an Owner Advisor is recommended. When selecting an Owner Advisor, DBIA encourages you to ensure appropriate knowledge of and training in design-build project delivery. The collaborative nature of design-build requires a distinct skillset that may not be found in Owner Advisors who have only worked in a more adversarial design/bid/build environment.

For more information on the important role of Owner Advisors, visit dbia.org.