

2020-12-14 - Ad hoc 'PM/Owner's Rep' team Report to the Board

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12/14/20

Person Reporting: Grant

Will you be attending the next Board Meeting? yes

Team Primary Responsibilities: This is an unchartered, ad hoc team formed first to explore the Project Manager (PM) and Owner's Rep roles so the Board better understands those positions and can begin to think more clearly about who takes them.

Doing that led to discussions of the roles of architect, store designer, engineering firm, contractors and the design+build approach.

Team Chair: na

Active Team Members: Grant, Donna, Bob, Dana, Lee

~~Team reports are due to the Board per the cadence indicated on the Team's charter. This could be monthly or bi-monthly, depending on the work of the team. Please coordinate submission of the report through the Board Liaison for your team. Note: This report does not replace meeting notes from team meetings. Those should still be recorded for each meeting and kept in your team's Basecamp project.~~

Briefly describe the work of the team since the last report in the following areas.

Current Team Initiatives: Describe what your team is currently working on, identify if you are "on time" and "on budget" for your initiatives, if not, please explain and describe your remediation plan.

- on time/budget

Team Accomplishments/Impact: What are you or your team currently most proud of or excited about related to your work? Regarding impact, please list any metrics you are able to track for your work.

We created a list of roles/responsibilities and skillsets we believe a PM and an Owner's Rep need to cover:

org chart: **Owners > Board > [Team?]> Project Manager > Owner's Rep**

Project Manager: manages and oversees everything about the project, including the Owner's Rep:

Roles:

- Owner's Rep/construction process
- Budget and cashflow - PM & Board consider spending decisions together at first until an agreed-upon financial plan is in place
- Fundraising
- Owner growth
- Financing/bank loan
- TIF process
- Store prep (NCG relationship, vendors, equipment choices, design changes, etc)
- Building stewardship
- PR/Marketing - advocate of co-op, representing and outreach
- Delegating work to the appropriate teams, providing support where needed

Skillsets:

- Grocery
- PM skills
- Construction/contractor oversight
- Budget management
- Co-op development

Owner's Rep: serves as construction manager; manages and oversees all aspects of the build-out:

Roles:

- collects bids
- hires/fires contractors
- manages construction budget
- manages construction timeline
- arranges permits

- oversees equipment installations

Skillsets

- construction experience
- PM skills
- Chicago local - knows how to get things done in the city
- budget management
- grocery store equipment knowledge

This raised questions:

- who does each?
- should OR be an architecture firm or engineering company, as Donna is accustomed to seeing?
- what role does Retail Planit play in this, given we know we want to keep them involved as long as is appropriate?
- what about Design+Build
- can our current GM candidate do the work of the PM? qualified? interested? available? can they prepare a proposal for us?

We pivoted the GM search team a little and had them lead this conversation with our current candidate. They are very willing and interested and are preparing a proposal for us. This group feels strongly we need PM support as soon as possible after we vote to stay to increase our capacity and push progress forward.

The sub-task of talking to the GM candidate was performed by the GM Search Team on Sat 12/12. It was treated somewhat like an RFP process and we ended up asking them to write up a proposal outlining what they see as the scope and timing for a PM role for our project. The team will work with that content and them and Anthony (legal) to better understand what we would want to include in a PM contract. Once a contract is created the GM team/this ad hoc team should present that contract to the Board for discussion and vote.

We have a better understanding about what type of business might serve as our Owner's Rep, but also know we don't need to make that decision right now and would like the PM onboard and in the conversation with us. Likewise the decision about whether to use design+build.

Retail Planit has prepared a bid and will lead us through all the drawings needed *prior* to an architect coming on board.

In the case of a "yes" for Gerber, we will submit our TIF application with our current store plan, but do need schematic design drawings from an architect to submit as soon as possible so we're doing architecture firm research now and drafting an RFP. Our plan will be to ask them to bid on a phased approach so that we see their full scope through the project, but we only approve cost/work of each phase step by step. Firstly we need the drawings that TIF requires.

Team Obstacles/Challenges:

-

Input, Decisions, or Participation Needed from the Board:

-

Expense Update:

- na; but we do have a proposal for next step design services from Retail Planit

Team's Future Plans: *Please include any timelines for upcoming tasks, responsibilities, activities, or events.*

- further vendor research
- timing and planning for cost estimating to satisfy TIF application needs/timing

Team Member Update: *Please include any dissenting opinions among the team to ensure they have a voice.*

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Volunteer Time Log: *Please log hours work between this report and your last for all work related to this group.*

- Hours for Team Lead:

- Hours for Team Members (total):

Additional Notes or Highlights: *What else would you want the board to know?*

- that this is an ad hoc team and from a Board capacity perspective may not be sustainable - all the more reason we need a PM to do the rest of the work here

Other potential content to report:

- *Topics or content from the team for the monthly newsletter*
- *Upcoming volunteer needs*
 - *Please also create a To Do for the Volunteer Coordinator. If this is a new position, please create a Position Description and forward it to the Volunteer Coordinator.*
- *Upcoming Social Media or Marketing Support needed*
 - *Please also create a To Do for the marketing team.*
- *Upcoming important dates (meetings, events, milestones)*

Discussion
