



SUP 03-2 ITD POLICY ON PARTNERING

Intermodal Transportation Division Policy

December 30, 2003
Effective Date

December 30, 2006
Review Date

Supersedes Policy
Memorandum 98-1

Bill Higgins,
State Engineer

Purpose

To provide direction regarding partnering processes. The policy includes direction for the use of partnering consultants and ADOT employees as partnering facilitators; selecting a facility; providing food and/or beverages; workshop planning; team feedback and follow-up. This policy supersedes any and all previous policies and memorandums regarding partnering.

Definition

Partnering is a process of collaborative teamwork to achieve measurable results through agreements and productive working relationships. It provides a structure for teams to establish a mission, common goals and objectives, an issue resolution process, and to evaluate the team's progress through the Partnering Evaluation Program (PEP) software. Partnering is a viable tool for team building and issue resolution. Technical and relationship issues usually do not become points of adversity and are generally settled early when all team members follow the principles of partnering. It is also a tool to assist in developing winning relationships among internal ADOT teams. It is used extensively to develop relationships between ADOT and partner groups outside of ADOT. Partnering is an ADOT business practice and is becoming a part of our work ethic and culture.

Policy

- a. It is the Intermodal Transportation Division's policy that partnering be utilized as a business practice. The following guidelines, policies and laws apply when entering into a partnership:
 - 1) The Standard Specifications for Road and Bridge Construction, 2000, Section 104 - Scope of Work, Subsection 104.01(B). This document can be accessed at:
<http://www.azdot.gov/Highways/ConstGrp/Contractors/StandardSpecifications.asp>
 - 2) The "Fine-Tuned Partnering Processes" which details the partnering processes. This document can be accessed at:
http://www.azdot.gov/CCPartnerships/Partnering/PDF/FineTunedProcesses_2008.pdf
 - 3) The "Check List of Potential Attendees for Construction Partnering Workshops". This document can be assessed at:
http://www.azdot.gov/CCPartnerships/Partnering/PDF/Potential_Attendees.pdf

- 4) Arizona Administrative Code Personnel Rules: Article 5 Conditions of Employment, Rule R2-5-501 (C)(4). This document can be accessed at:
http://www.azdot.gov/CCPartnerships/Partnering/PDF/Standards_of_Conduct.pdf
- 5) Governor's Diversity Advisory Council, Governor's Diversity Plan. This document can be accessed at:
http://www.azdot.gov/CCPartnerships/Partnering/PDF/Executive_Order_Diversity.pdf
- 6) Contact ADOT Procurement for any additional Executive Orders that might apply. A copy of the Governor's Executive Order 2000-4 can be accessed at:
<http://www.azsos.gov/aar/2000/17/governor.pdf>

Supplemental to this is Executive Order 2003-9 that can be accessed at:
<http://azgovernor.gov/esci/documents/ExecutiveOrder2003-9.pdf>
Or, http://www.azdot.gov/CCPartnerships/Partnering/PDF/Executive_Order_Diversity.pdf
- 7) Close-Out Workshop Process (for construction projects). This document can be assessed at:
<http://www.azdot.gov/CCPartnerships/Partnering/PDF/FlowChart.pdf>
- 8) ADOT Administrative Policy FIN-13.01 Guidelines for Providing Food/Beverages at ADOT Sponsored Functions. This document can be accessed at:
http://spweb/intranet/adot/pponline/search_results.asp?txtQuickSearch=FIN-13.01 - Select FIN-13.01
Or, <http://azdot.gov/CCPartnerships/Partnering/PDF/FIN-13.01.pdf>
- 9) Partnering Workshop Plan, ADOT Partnering Facilitator (form). This document can be accessed at: <http://www.azdot.gov/CCPartnerships/Partnering/PDF/workshopPlan.pdf>
- 10) "Clarification of Construction, Public, and Internal Partnering" – This document can be accessed at: <http://www.azdot.gov/CCPartnerships/Partnering/PDF/Clarification.pdf>

It is the Intermodal Transportation Division's policy that partnering workshops be facilitated by trained partnering facilitators; either partnering consultants contracted through the Partnering Services Contract which is managed by the Partnering Section, or ADOT employee partnering facilitators. It is the Intermodal Transportation Division's intent that all groups build effective partnerships when working with stakeholders. It is the current practice that all partnerships begin by holding a workshop. There are various workshop models that can be applied to a wide variety of partnerships. The start of any partnership requires early planning. Contact the Partnering Section office for assistance.

Contact Partnering Section office at (602) 712-7120 if you have questions regarding this policy.