

**Partnering Advisory Committee Meeting Minutes**

Date: March 11, 2009

Location: HRDC – Grand Canyon #3

***ACTION PLAN***

WHAT	BY WHOM	WHEN
<ul style="list-style-type: none"> <li>• Work on Developing an ADOT Quality Award</li> <li>• Develop Innovation Team</li> <li>• Involvement of the utilities stakeholders in the design process</li> <li>• Include an update on Partnering in the design development process</li> </ul>	Committee Members Partnering Staff	
<ul style="list-style-type: none"> <li>• Develop mentoring program for new engineers and contractors</li> </ul>	All PAC members	September 9
Develop a 1 page Procurement document for SCOPE office managers clarifying facilities and caterer use	Partnering Office	April 1, 2009
<ul style="list-style-type: none"> <li>• Attend next PAC Meeting</li> </ul>	All PAC Members	June 3, 2009
<ul style="list-style-type: none"> <li>• Refreshments for June 3rd PAC meeting, Paul Waung to sponsor the costs</li> </ul>	Michelle	June 3, 2009

***NEXT PARTNERING ADVISORY COMMITTEE MEETING***

**PAC**

**June 3, 2008, from 9:00 A.M. – 12:00 P.M**

**HRDC – 1130 N 22<sup>nd</sup> Ave, Phx, AZ 85009**

**Agenda items for next meeting**

- Subcommittee Updates – Annual Event, Workshop Planning process at the District level
- American Recovery and Reinvestment ACT (ARRA)

***FUTURE PARTNERING ADVISORY COMMITTEE MEETING DATES:***

***Put on your calendars:***

***June 3, and September 9, 2009***

***ADOT HRDC - 1130 S. 22<sup>nd</sup> Ave, Phx. AZ 85009***

***9 A.M. – Noon***

## Partnering Advisory Committee Meeting Minutes

Date: March 11, 2009

Location: HRDC – Grand Canyon #3

### **MEETING HIGHLIGHTS**

Review of the Annual Event and Announcements of the Fine-Tuned Process Forms available on Partnering webpage. <http://www.azdot.gov/ccpartnerships/Partnering/index.asp>

### **Discussion Topics:**

Meeting and Conference Planners Performance with facility and caterer arrangements  
American Recovery and Reinvestment Act (ARRA).

### **Check-in with PAC members in the order as seated around the table.**

#### **Re: Stakeholder Group News:**

- David Burbank – ADOT Tucson District – Materials Engineer, working on the I-10 widening project in Tucson.
- Vincent Li – ADOT Statewide Transportation Enhancement, His first PAC meeting, currently focused on the ARRA funding package & projects.
- Paul Waung – Premier Engineering, his first PAC meeting assisting Vince Li with the ARRA funding package, currently busy.
- Jason Carlson – ADOT Partnering Office, Quality Services Coordinator, his first PAC meeting. Jason started working in Partnering Office in December, his responsibility is to observe and evaluate the construction workshops. He will also begin to facilitate in April. Former ADOT inspector and big supporter of the Partnering process.
- Mike Murphy - FNF Construction, Senior Project Manager, alternate for Will Garrison, First PAC meeting, concerned with the Federal Funding situation. Working on the 202 at Washington & Mill Ave, long time supporter of Partnering philosophy. He remembers when Chuck Cowen brought Partnering to ADOT in 1991.
- Jeff Moon – Windswept Organix, Storm Water/Environmental coordination, his first PAC meeting, attended the annual event and glad to be invited to the PAC committee.
- Russ Hanson – Partnering Consultant, 7 year PAC facilitator and member, been involved with the Hoover Dam project/ US 93/ and FNF.
- Madhu Reddy – ADOT Assistant District Engineer First PAC meeting, his district is involved in 5 ARRA approved projects.
- Phil Carpenter- ADOT Project Plans Reviewer, his first PAC meeting, fine-tuning the 5 projects for the ARRA list.
- James Young – Partnering Director, Update on the public partnerships with Navajo, Hopi, White Mountain Apache tribes, Game & Fish Dept, State Land Dept. DEQ and Aeronautics. Assisted Matt Burdick and Julio Alvarado with January AASHTO Partnering webinar. Coordinating with the Aeronautics Dept. to use Partnering processes on construction projects at Arizona airports. Hired an internal trainer to teach the 4 Partnering classes throughout the state and to contractors to save time and money. Partnering team is preparing to facilitate the minimum and moderate complexity workshops to save money.

## Partnering Advisory Committee Meeting Minutes

Date: March 11, 2009

Location: HRDC – Grand Canyon #3

- Kevin Woudenberg – Pulice Construction, Director of Business Development, long time supporter of Partnering and CM@Risk advocate.
- Bill Cowdrey – HDR, closely following the ARRA projects and meetings.
- Layne Patton – FHWA, team leader for the ROW Resource Sharing Pilot States AZ and NM, coordinating the ARRA funds with the DC office. Arizona to receive \$521 Million of which ADOT will receive an estimated \$350 million for highway and bridge projects statewide under the American Recovery and Reinvestment Act. Approximately \$130 million will go to the MAG region, \$46 million will go to the PAG region and \$175 million will go to Arizona's 13 other counties.
- Jim Delton – ADOT Materials Engineer, working on the SR 87 Landslide Project with Royden. Revising some AC specs and updating classes of concrete.
- Paul Arnold – Ames Construction, Project Engineer, His first PAC meeting, supports Partnering.
- Mark Soyster – Pulice Construction attended the Marvin M Black Award Ceremony in San Diego. 4 of the 5 awards or special achievement awards went to Arizona. Waiting for the ARRA money to be distributed.
- Julio Alvarado – ADOT Construction Engineer Meets monthly with James Young to discuss Partnering issues and escalation process. Experiencing some reporting challenges, Partnering with FHWA to follow the guidelines and spend the money responsibly in AZ. The CM@Risk project might have to adjust to the ARRA criteria to meet requirements.
- Lenyne Hickson – ADOT Field Reports Manager, Encouraging everyone to attend the 3 PAC meetings a year, important to meet all contractors and exchange ideas. Electronic-payroll is going well, reducing errors and expanding monthly to new contractors and suppliers. Field Reports staff is required to attend 4 workshops a year.
- Michelle Fink – ADOT Partnering, Education Coordinator and PAC facilitator, busy with PAC meeting set up, working with the Partnering trainer to deliver Introduction and Field classes out to the districts to save time and money. Working on the Annual Partnering Event. Reminded everyone that ADOT is now on 2 mandatory furlough days with shorter schedules, so be patient.

### SUBCOMMITTEE UPDATES:

#### Annual Partnering Event – December 3, 2009 Glendale Civic Center, Glendale AZ

##### **December 3, 2008 Planning**

The event held at the Glendale Civic Center, with the theme “Arizona Collaboration for Future Growth”. This is a wonderful networking opportunity and an industry reunion for attendees.

The agenda was shortened to 10:00 to 2:00. Time frame was well received by the attendees as it allowed for rural districts to drive in that morning and not have hotel and per diem expenditures. There were 7 Partnering Excellence Awards winners and each did a 10 minute presentation on their project. The keynote speaker was Michael Ladino of Valley Metro Light Rail. 280 participants signed in of the 302 registered. Rather than have giveaway items, the sponsorship money was used to register

## Partnering Advisory Committee Meeting Minutes

Date: March 11, 2009

Location: HRDC – Grand Canyon #3

100 guests to attend at no cost. Representatives were from ADOT, Colorado River, Gila River, Navajo Nation and Salt River Maricopa Indian Tribes, and 14 city managers and engineers from Casa Grande, El Mirage, Glendale, Goodyear, Mesa, Peoria, Phoenix, Oro Valley, Show Low, Tempe and Wellton. MAG, PAG and CAAG, FHWA and 3 counties were represented. The evaluations scored the event at 3.83 out of 4. Networking, awards & presentations, speakers and seeing old friends ranked the highest on reason for their attendance. Glendale Civic Center received excellent ratings and has already reserved the building for the 2009 event at the same rate.

The 2009 Committee Event Chairman is Paul Waung of Premier Engineering and co-chair is ADOT Assistant District Engineer, Madhu Reddy. Your theme ideas are welcome, please submit to Michelle.

If you have a recommendation for a new stakeholder to be invited to the event, please submit the information to Michelle Fink. 602-712-8224 or [mfink@azdot.gov](mailto:mfink@azdot.gov)

The new 2009 Arizona Transportation Partnering Excellence Award brochure is available on the ADOT, AGC, ACEC, TUCA and APWA websites. Submissions are due by August 28, 2009.

[http://www.azdot.gov/ccpartnerships/partnering/PDF/AZTransportation\\_Partnering\\_Excellence\\_Award\\_Application\\_2009.pdf](http://www.azdot.gov/ccpartnerships/partnering/PDF/AZTransportation_Partnering_Excellence_Award_Application_2009.pdf)

### DISCUSSION TOPICS:

#### 1. Meeting & Conference Planners Performance with facilities and food

Feedback from the Districts is that the Meeting & Conference Planners (MCP) are expensive to hire for workshops. The list of 16 companies isn't capable of handling the increasing demand. Of the 16 MCP's listed, 2 are out of state and 4 are specialized to specific districts. The Partnering Office will work with the managers to solve the issues brought to our attention. Please email any challenges that you are experiencing to James Young, [jyoung@azdot.gov](mailto:jyoung@azdot.gov) so the Partnering office can follow up.

James and Jason will attend the SCOPE Office Managers meeting on March 17 and clarify the MCP coordination process. If an ADOT or Contractor facility is used, the food can be ordered through a caterer listed in Advantage and a MCP is not necessary.

#### 2. Workshop Coordination and streamlining of stimulus awards

The Partnering Office will be working with the District Offices to streamline the ARRA construction workshops. Possibly by combining workshops with other contractors that are on the same roadway. The SEO office will assist with the process of multiple projects at the same workshop. 80% of the team was supportive of this idea. The Partnering Office and the APFN members will facilitate the minimal and moderate degree of complexity workshops. Guidelines are as follows:

- Approximately 90 to 240 workdays or less to complete the work - to reduce budget expenses,
- 2 to 4 key stakeholder groups,
- Minimal or moderate degree of technical complexity in design and construction,
- All stakeholder groups have worked together successfully on 2 or more previous projects.

## Partnering Advisory Committee Meeting Minutes

Date: March 11, 2009

Location: HRDC – Grand Canyon #3

- Public involvement issues have been addressed in the pre-design and design phases and verified to be minor or moderate. Involvement will be managed by the CCP office and public information officer assigned to area.
- The facilitator is not expected to follow up with the team on a monthly basis. Follow up on an as needed basis as scheduled by the project team leaders.
- At closeout workshop/meeting the lessons learned and PEP final results will be discussed and captured.

### Fine-Tune Partnering Process Manual

The 2009 Fine-Tuned Partnering Processes – Construction manual was distributed to all the members present at the meeting. Minor changes have been made to the formatting and sequence of the pages. All the forms are located at the back of the packet, for easy and quick location, instead of throughout the document. This document explains the who, what, where, when and how the Partnering Process works. It is used at all levels, from the State Engineers Office, Resident and District Engineers, Facilitators, Champions, Workshop Coordinators and Office Managers. This is the link to the manual: [http://www.azdot.gov/ccpartnerships/Partnering/PDF/Documents/FT\\_Processes\\_Construction.pdf](http://www.azdot.gov/ccpartnerships/Partnering/PDF/Documents/FT_Processes_Construction.pdf)

The Partnering Office has posted the FILLABLE forms to the website and made them easier to locate.

### DISCUSSION TOPIC

American Recovery and Reinvestment Act (ARRA)

The criteria for **economically distressed** areas when determining projects for federal funding

An economically distressed area, under federal law, meets one or more of the following criteria:

- Low per capita income: 80 percent or less of the national average.
- The unemployment rate is above the national average.
- The U.S. Secretary of Commerce has determined that an area has experienced or is about to experience a special need arising from actual or threatened severe unemployment or economic adjustment problems resulting from severe, short-term or long-term changes in economic conditions.

ADOT met several times with FHWA and received guidance on how to proceed with ensuring that projects are located in economically distressed areas. FHWA uses the first two criteria of the federal law and is based on data that is several years old. ADOT identified areas within three counties (Maricopa, Pima and Coconino) that are economically distressed due to factors such as high foreclosure rates and high job loss. The updated data reinforces confidence by both FHWA and ADOT that all shovel-ready projects meet the eligible criteria for economic recovery funding.

Arizona is set to receive an estimated \$522 million in recovery funding, \$350 million of which will be allocated by ADOT. Currently, the funding allocation distribution is approximately \$130 million to the Maricopa County region, \$46 million to the Pima County region and \$175 million to Arizona's 13 other counties. Approximately 17,000 jobs will be created statewide as a result of the funded projects.

## Partnering Advisory Committee Meeting Minutes

Date: March 11, 2009

Location: HRDC – Grand Canyon #3

- The State Transportation Board met on Friday March 13 to decide which of the more than 100 statewide ready-to-go highway projects will move forward for federal funding under ARRA.
- 41 projects were approved and are designed to put Arizonans back to work while bolstering the state's highway system.
- While ADOT oversees the projects, construction companies bid on the jobs and they hire workers to perform the job. Like all businesses, they must adhere to all hiring laws and would not be hiring any unlawful workers. We can expect these jobs to go to workers in the area and dollars to be returned to the local economy.
- Of the 41 projects statewide that will move forward for economic recovery funding, 5 are in Maricopa County, 8 are in Pima County and 28 are located in Arizona's 13 other counties. The two major projects for Maricopa County are the widening projects along I-17 between the Carefree Highway and Anthem Way and along I-10 between Sarival Avenue and Verrado Way. These two projects are extensions of current widening projects along these two freeways.
- ADOT will start advertising projects for bids on March 16. The State Transportation Board then approves the construction contracts. ADOT plans to begin construction on some of the projects by this summer. All transportation projects funded by ARRA must be complete within 3 years.

The 5 funded projects in the MAG region:

- I-10: Sarival Avenue to Verrado Way (Construct one general purpose lane in each direction). Approximately 520 jobs created by this project at \$43 million.
- I-17: Carefree Highway to Anthem Way (Construct one general purpose lane in each direction). Approximately 520 jobs created at \$22 million.
- US 60/Grand Avenue: Loop 303 to 99th Avenue (10 miles of widening: one new lane in each direction). Approximately 520 jobs created at \$45 million.
- US 60/Grand Avenue: 99th Avenue to 83rd Avenue (2.5 miles of widening: one new lane in each direction). Approximately 310 jobs created at \$11 million.
- Loop 101: Beardsley Road/Union Hills Drive (widening and improvement to traffic interchange). Approximately 310 jobs created at \$9 million.

Flagstaff District/Coconino has 3 projects moving forward under the economic recovery funding;

- US 89 Townsend to Fernwood Road for repaving at \$8 million
- US 160 from the junction of US 89 to Vanns Trading Post for repaving at \$4.1 million
- Interstate 40 westbound at Walnut Canyon where the roadway will be reconstructed at \$12M

The Governor has met the Certification Section 1511 requirements to post a website for reporting transparency in government to the taxpayers.

<http://az.gov/recovery/>

Contractors will recruit new employees when the bid is awarded.

Documentation will be imperative at all levels, plan ahead to meet this heightened requirement. It can also be used in your Partnering award submission.

Arizona has an advantage over other states that e-payroll is already in place and will run smoothly.

## Partnering Advisory Committee Meeting Minutes

Date: March 11, 2009

Location: HRDC – Grand Canyon #3

Change orders can be used and funded with ARRA funds.

### **MEETING FEEDBACK** (Note: ✓ means multiple entries of same comment)

#### MOST VALUABLE AGENDA TOPIC:

<b>Check-In</b>	9
<b>Annual Event Update</b>	4
<b>Fine Tune Process Manual</b>	4
<b>ARRA- Recovery Act</b>	16
<b>Networking</b>	10
<b>Workshop Coordination topic</b>	4
<b>Other- CM@Risk &amp; Veiwpoints</b>	2

#### SUGGESTIONS FOR THE FUTURE MEETING IMPROVEMENTS:

- Use a laptop to review the agenda, website, annual event agenda items.
- Shorten the meeting to 2 hours
- More breaks, but shorter in duration. We can network before and after the meeting
- Better coffee
- It is good now. Need more contractors & subs to attend. It is to ADOT heavy.
- Shorten meeting by 30 mins
- Invite other stakeholders – local agencies
- Always have some discussion focused on at least one Partnering process – how to make it better
- Currently well organized- closely followed the agenda, continue that
- The more people we can get to attend, always help provide more substance to the quality
- Good meeting
- Excellent meeting!!! Glad I came to it

#### OVERALL RATING OF THE MEETING:

1	2	3	3.5	4	<b>Average</b>
		<b>7</b>	<b>2</b>	<b>7</b>	<b>3.50</b>

(Scale: 1=Needs Significant Improvement, 4=Excellent, met all expectations)

20 attendees, 16 evaluations returned

### **COMMENTS FROM THE EVALUTATIONS FORMS:** (Note: ✓ means multiple entries of same comment)

- Great attendance, 7 new people and fresh ideas
- Solve the facility/caterer issue – make it easier on the field offices
- Great to see the new attendees and overall attendance

## Partnering Advisory Committee Meeting Minutes

Date: March 11, 2009

Location: HRDC – Grand Canyon #3

- Good meeting
- I like that we are comfortable to talk off topic. We can go where needed. This is a good forum to hear comments from others.
- It was great having several new members on board with fresh perspectives
- It was good to meet with different people from our industry to talk about the current economy.
- Great open and honest discussions!
- Well organized and stayed on task
- Good job, Michelle

### **Topic Suggestions for June meeting:**

#### **COMMENTS FROM THE EVALUTATIONS FORMS:**

(Note: ✓ means multiple entries of same comment)

- ARRA update ✓ ✓ ✓ ✓
- Mentoring
- Issues raised from PEP forms
- Contractor issues in the field
- Documentation & record keeping for ARRA
- Info on CM@Risk delivery method
- Changing Environmental Regulations

#### **Recommended contacts to join PAC:**

• City of Peoria	• Utilities
• Aztec Engineering	• Tucson – Larry Lewis
• Contracts & Specs	• James Windsor – RE Phx.
• Sheldon Lincoln - CS Construction	• Environmental rep

Michelle will contact them and invite to the June meeting.

#### **ATTACHMENTS:**

Updated Partnering Advisory Committee (PAC) Membership Roster

***For questions, assistance & information please refer to the ADOT Partnering web site:***

**<http://www.azdot.gov/CCPartnerships/Partnering/index.asp>**