

Partnering Advisory Committee Meeting Minutes

Date: June 3, 2009

Location: HRDC – Grand Canyon #1

ACTION PLAN

WHAT	BY WHOM	WHEN
<ul style="list-style-type: none">• Work on Developing an ADOT Quality Award• Develop Innovation Team• Involvement of the utilities stakeholders in the design process• Include an update on Partnering in the design development process	Committee Members Partnering Staff	
<ul style="list-style-type: none">• Develop mentoring program for new engineers and contractors	All PAC members	Sept. 9, 2009
Develop a 1 page Procurement document for SCOPE office managers clarifying facilities and caterer use	Partnering Office	August, 2009
<ul style="list-style-type: none">• Attend next PAC Meeting	All PAC Members	Sept. 9, 2009
<ul style="list-style-type: none">• Refreshments for Sept. 9, PAC meeting, to sponsor the costs or give Michelle \$20.00 to shop	Need volunteer	Sept. 9, 2009

NEXT PARTNERING ADVISORY COMMITTEE MEETING

PAC

September 9, 2009, from 9:00 A.M. – 11:45 P.M

HRDC – 1130 N 22nd 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)
- Introduce the new Partnering Video

FUTURE PARTNERING ADVISORY COMMITTEE MEETING DATES:

Put on your calendars:

September 9, 2009 and December 2, 2009 the Annual Event

ADOT HRDC - 1130 S. 22nd Ave, Phx. AZ 85009

9 A.M. – Noon

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>

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Discussion Topics:

Improving the Partnering Workshop Experience

Adding FHWA to the Issue Resolution ladder for ARRA projects

American Recovery and Reinvestment Act (ARRA)

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

Re: Stakeholder Group News:

- Bill Cowdrey – HDR, closely following the ARRA projects and meetings. HDR is busy planning which is positive. Shorthanded with field personnel.
- Jason Carlson – ADOT Partnering Office, Quality Services Coordinator, Busy observing and facilitating the minimal and moderate degree construction workshops. He averaging one a week, hearing first hand the ARRA issues. Able to assist ADOT office managers and facilitators at the workshops and address issues on the spot.
- Russ Hanson – Partnering Consultant, 7 year PAC facilitator and member, his business is feeling the downward trend of the economy. Following the ARRA funds and process closely.
- 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. Busy keeping up the constant changes and ARRA reporting with weekly video conferences. Transparency and accountability are key to the ARRA funds. Reporting will be significantly tighter and real time. Everyone should be aware of the changes and possibility of federal audits. Please take photos of the ARRA signs on your projects and email them to layne.patton@fhwa.dot.gov. These signs will be provided by ADOT Sign department and posted on all 41 projects.
- James Young – Partnering Director, Update on the new public partnerships with State Land Dept. and the San Carlos Apache Tribe. Partnering team is preparing to facilitate the minimum and moderate complexity workshops to save ADOT money. Met the APFN facilitators in May. Our in-house trainer will travel to 3 districts to train new facilitators in June on low complexity projects.
- Jay Guertin - PB consultant. Assisting local governments with projects. Fuel Red Lines are a current issue. JPA has set aside the funds for fuel costs. This is his first meeting.
- Mike Murphy - FNF Construction, Senior Project Manager, alternate for Will Garrison, second PAC meeting, uses Partnering every day. Working on the 202 at Washington & Mill Ave, and the I-40. Concerned about the trust and creditability issues arising from the under bids for projects. Their bids don't include fuel or equipment upkeep or charges, makes it very hard to bid and unrealistic.
- Kevin Woudenberg – Pulice Construction, Director of Business Development, long time supporter of Partnering and would love to see the Legislature stop sweeping the ADOT program funds. Hopes that PPP, Public Private Partnerships will get approval for new projects.
- Mike Zimmick – ADOT Phoenix District Engineer has 6 or 7 jobs on the Red Mountain Freeway causing congestion and traffic control issues. The Southbound HOV lanes from Princess/Pima

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Drive to Via De Venture in Scottsdale opened on June 1. In May, 8 miles of HOV lanes opened on the 101 Northbound. Working on the US 60 and Loop 202 HOV lanes.

- Julio Alvarado – ADOT Construction Engineer Meets monthly with James Young to discuss Partnering issues and escalation process. Experiencing some interesting reporting challenges, and working with industry to solve them. The new companies aren't familiar with Partnering and have a different philosophy. Reporting aspects of ARRA are complex, but ADOT is ahead of the technology curve with the E-payroll and reporting software. His office has spent a lot of time developing guidelines and tracking the ARRA money responsibly to meet the ARRA reporting requirements.
- Lenyne Hickson – ADOT Field Reports Manager, held 4 Electronic-payroll classes for over 400 people as part of the ARRA reporting function. The implementation takes time, but will reduce errors and make reporting easier in the long run. 5500 new contractors and suppliers are now on the software system. Developing a PowerPoint Presentation for those that missed the training classes, which will be available on the website. Field Reports staff is attending workshops to explain the new reporting processes.
- Phil Carpenter - ADOT Project Plans Reviewer was extremely busy fine-tuning the projects for the ARRA list. His office has slowed down, now that the projects are going or gone out to bid.
- Madhu Reddy – ADOT Assistant District Engineer, his district is very busy and involved in 5 ARRA approved projects.
 - 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.

Lots of everyday issues that use Partnering to solve.

- Paul Waung – Premier Engineering, Fortunately design doesn't have very many issues! Following the ARRA funding package closely.
- Michael Lee – International Union of Operating Engineers, Local 428, his first meeting. Glad to be invited and willing to help ADOT and others with their projects.
- Rod Lane – Tucson Resident Engineer, 2.5 years on the same I-10 widening project in Tucson. Grant Road and Speedway Boulevard entrance ramps opened weeks ahead of schedule and the project is set for completion in December. Will begin 3 new ARRA projects in Pima County.
- Michelle Fink – ADOT Partnering, Education Coordinator and PAC facilitator, busy with PAC meeting set up. Coordinated meetings with the APFN, Consultants, and the SCOPE Office Managers to resolve issues regarding workshops and the Meeting and Conference Planners. The information was well received and appreciated and complaints have decreased. Having Jason attend the workshops is a big help. A PowerPoint presentation has been developed for all facilitators to use at workshops that include the Partnering history, charter, issue resolution, PEP, Champion for consistent Partnering Process delivery. Working with the planning team on

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the Annual Partnering Event at the Glendale Civic Center on December 2 at 10:00. The committee needs your ideas for a THEME for the event. ADOT will go off of the mandatory furlough days on June 12.

- Manuel Tapia – AECOM, working with BLM and FHWA on several projects.

SUBCOMMITTEE UPDATES:

Annual Partnering Event – December 2, 2009 Glendale Civic Center, Glendale AZ

December 2, 2009 Planning Committee (Paul Waung, Madhu, Michelle, James, Jason)

Preparations are well underway and ahead of schedule for this year's event. It will be held at the Glendale Civic Center.

The team is developing the **theme** to coincide with the increasing population and demands on transportation. We need your ideas! Please email them to Michelle by June 19.

The keynote speech could be from one of the following:

Governor Jan Brewer

Victor Mendez

Mary Peters

John Halikowski, ADOT Director

Floyd Roehrich or

FHWA representative

The presentations from the Partnering Excellence Awards winners will be the main feature. They will have more time to present and answer questions regarding the projects.

We are targeting for 280 participants at this year's event, with special emphasis on including city engineers, designers and the tribes.

To make it easier on District budgets the start time has been changed to 10:00 am, to allow attendees time to drive in that morning. Depending on the number of winners, we will end at approximately 2:30. No one should have to stay over the night before in a hotel.

Registration will be available on the AGC website as of October 15. Registration fee is **\$30 per person**. Currently three volunteers are working on sponsorships to defray costs.

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

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 by 5:00 pm. http://www.azdot.gov/ccpartnerships/partnering/PDF/AZTransportation_Partnering_Excellence_Award_Application_2009.pdf

DISCUSSION TOPICS:

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Meeting & Conference Planners coordination process

Jason and Michelle meet with the SCOPE Office Managers on May 17 to clarify workshop coordination and address their concerns. The 40 office managers received a packet of information covering: Workshop Process Checklist, the advertised bid sheet, a new list of Meeting and Conference Planners(MCP), the ADOA MCP feedback form, contract facilitator price list, and the need to rotate the facilitators explanation letter. The Partnering Office will work with the managers to solve the issues and offer training at future meetings. Please email any challenges that you are experiencing to James Young, jyoung@azdot.gov so the Partnering office can follow up.

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.

Workshop Coordination Process

The Partnering Office is working with the District Offices to find APFN members to facilitate the minimal and moderate degree of complexity in design and construction, the ARRA construction workshops. Currently, we are averaging 2 workshops a week. Guidelines are as follows:

- Approximately 90 to 240 workdays or less to complete the work
- 2 to 4 key stakeholder groups, that have worked together successfully on 2 or more previous projects.
- 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.

DISCUSSION TOPIC

American Recovery and Reinvestment Act (ARRA) shortened to Recovery Act (RA)

The group discussed the latest events with the RA monies estimated at \$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 6,000 jobs will be created statewide as a result of the funded projects.

Jason Carlson attended the first RA workshop in Flagstaff. There was a lengthy discussion on the escalation ladder and if FHWA should be included on that form. The team decided that FHWA will be included in the stakeholder list below the issue resolution escalation ladder. An additional box will not be added at this time.

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Update: Regarding FHWA’s role in the Issue Resolution Escalation Ladder between the state and contractor. After some internal discussion at FHWA , we determined that with respects to issue resolution, we should continue to treat ARRA projects as a normal ‘A’ project; meaning, we are not typically explicitly involved in the issue resolution process, unless our involvement is formally requested to determine issue eligibility for federal participation or any other reason. Keep in mind that FHWA does continue to reserve the right to become involved at any point during the issue resolution process, or other project related matters as we deem necessary and appropriate.

Additional reporting rules, fines and audits are attached to the RA monies. Be aware of the new RA specification reporting guidelines that are required prior to bidding ADOT RA projects. The Liquidated Damages can be assessed (\$1,000 non refundable + \$2,500 under 109 RET) when reporting deadlines are not met. The next round of projects to open on June 12th will include this specification as will any other ARRA projects advertised moving forward. Included in this new specification are the latest reporting requirements for DBE Commitments and DBE Subcontractor Payments. ADOT understands there are currently no utilization goals on projects but they also know contractors utilize DBE subs on their projects and they would like the efforts reported. Even a zero utilization effort MUST be reported.

The ADOT/AGC document is attached with the updated reporting guidelines.

The automated e-payroll process has over 5500 contractors’ enrolled and new members joining daily. This reporting process has given ADOT an advantage over many states for the RA monies. There is a learning curve with the new software, but in the long run it simplifies reports, saves time and money. The software will get easier the more familiar you get with it and is becoming a seamless process for most contractors.

Low bid is a concern on RA projects is being closely tracked. Change orders will be audited and accountability and transparency are required by ADOT, The Governor and the Federal Government. All projects should expect the Office of Inspector General (OIG) to examine any record and interview any employee or officer of the contractor, its subcontractors or other firms working on this contract.

The Governor has posted a website for reporting transparency in government to the taxpayers.
<http://az.gov/recovery/>

Documentation is imperative at all levels, plan ahead to meet this heightened requirement. This will likely become the standard of operation in the coming years.

Change orders can be used and funded with RA funds.

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

MOST VALUABLE AGENDA TOPIC:

Check-In	7
Annual Event Update	6
ADOT Office Manager Feedback	5
ARRA- Recovery Act	10

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Networking	10
Partnering Workshop Coordination	5
Other- Escalation Ladder, FHWA role	2

SUGGESTIONS FOR THE FUTURE MEETING IMPROVEMENTS:

- Break at 10:15
- More participation needed
- Good overview of ARRA process
- More people to attend
- Rude of people to leave early
- To ADOT heavy, it doesn't seem to be important to contractors and subcontractors.
- Need more contractors, subcontractors and municipalities to attend
- Everything was great
- More participation from contractors

OVERALL RATING OF THE MEETING:

1	2	3	3.5	4	Average
		1	9	4	3.32

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

17 attendees, 14 evaluations returned

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

- Great to see the new attendees and overall attendance
- Good meeting on ARRA
- 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 ✓✓ ✓ ✓
- Escalation Ladder
- Partnering experiences shared
- Keep introductions to 2 minutes, capture issues on flip chart to discuss during meeting

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- Discuss partnering evaluations, inputs and participation
- Good meeting and discussion
- Introduce the new Partnering video
- Thanks, I have a better understanding of the budget process
- Documentation & record keeping for ARRA

Recommended contacts to join PAC:

No new contacts listed on the June evaluation form.

Below are the contacts from the March meeting. **Bold** have been contacted and are aware of PAC meetings.

• City of Peoria	• Utilities - SRP
• 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 September meeting.

ATTACHMENTS:

Updated Partnering Advisory Committee (PAC) Membership Roster

AGC Reporting Requirements

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

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