

Partnering Advisory Committee Meeting Notes

Date: September 12, 2007

Location: HRDC – Grand Canyon #2

ACTION PLAN

WHAT	BY WHOM	WHEN
Sub-Committee Action Items		
<ul style="list-style-type: none"> • Post Design Subcommittee: One remaining action is to propose additional guidelines to augment the post design section of the Project Development Manual 	<p>Berwyn, lead with input from Committee Members</p>	<p>Update on 3/19</p>
<ul style="list-style-type: none"> • Development Partnering Model – Continue getting feedback on process improvement recommendations 	<p>L. Peterson E. Gene</p>	<p>Update on 3/19</p>
<ul style="list-style-type: none"> • Add "Issues Briefing" to standard Pre-Con Agenda 	<p>J. Alvarado</p>	<p>Update on 3/19</p>
<ul style="list-style-type: none"> • Gather additional feedback on improving PEP process and making it a more useful tool; attend Office Managers & RE's meetings; interview contractor, sub and supplier PAC members 	<p>Cynthia Douglas Replacement; Partnering Staff</p>	<p>Update on 3/19</p>
<ul style="list-style-type: none"> • Prepare updates to Partnering Fine Tuned Processes and be ready to present at Sept. meeting 	<p>L. Peterson & Partnering Staff</p>	<p>Update on 3/19</p>
<ul style="list-style-type: none"> • Attend next PAC Meeting 	<p>All PAC Members</p>	<p>3/19/08</p>
<ul style="list-style-type: none"> • Bring refreshments for March 19th PAC meeting 	<p>Michelle Fink</p>	<p>3/19/08</p>

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NEXT PARTNERING ADVISORY COMMITTEE MEETING

Partnering Annual Event

**December 5, 2007, from 8:00 A.M. – 2:00 P.M., Glendale Civic Center,
5750 W Glenn Dr. Glendale, AZ 85301**

Agenda items for next meeting

- Subcommittee Updates – Annual Event, Post Design Support, Development Model
- Post Design Closeout Report
- Status Of Communication With And Involvement Of Key Stakeholders
- Review Changes to the Partnering Specification

FUTURE PARTNERING ADVISORY COMMITTEE MEETING DATES:

March 15, 2008 9 A.M. – Noon HDRC Grand Canyon #3

June 11, 2008 9 A.M. – Noon HDRC Grand Canyon #3

September 10, 2008 9 A.M. - Noon HDRC Grand Canyon #3

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MEETING HIGHLIGHTS

Questions of the Day: What do you hope to gain from today's meeting? What will you contribute to today's meeting?

Check-in with PAC members re: Stakeholder Group News:

- Layne Patton – FHWA –to give and gain insights and ideas. Federal Highways is moving in 2008 to 4000 North Central in approximately the March timeframe. Public Roads Magazine has recognized the Partnering with the tribes. (Navajo Nation and Hopi) Federal Highways wants to be a stakeholder and partner. One recent example of this cooperation is on the project for an area service road near the Barry Goldwater firing range; surveying work requiring cooperation from the Navy and Marine Corps and ADOT at two weeks, versus six months.
- Russ Hanson - Partnering Consulting Group - find out what's going on with the other stakeholders. New consultants were brought on board in 2006 and are going through an extensive training process. ADOT and Pima County workshops are requesting to use the PEP software. The Burro Creek project over US 93, received the Governor's Bridge award.
- Matt Burdick - Director of CCP, New to PAC, attended his first meeting. like to learn about what's going on into the role of the committee and provide information and on staffing in the Partnering Office. Cynthia Douglas (PEP coordinator) has left the organization and they are currently looking for her replacement. The agency direction is focused on Partnership intention is to create two in-house facilitator positions and an in-house trainer. Additionally, the organization will restructure to create two partnering teams; one focused internally the other focused externally.
- James Young (represented by Michelle Fink) – Partnering Office – James was not able to attend the PAC meeting because he was attending a conference. On 9/26 six agencies will come together to create a partnership with the Hopi tribe. A Tucson Partnering meeting was held on 6/29; the first quarterly meeting will be held on 9/24. Partnering with the City of Tempe, continues on a bimonthly basis. The next meeting is 12/4. The "Brown Book" of partnering specifications will be released within the next two months. Two key changes are that Partnering Workshops will be a requirement and personnel above a foreman level will be required to attend partnering classes that AGC and ADOT are creating. Three staff members in the Partnering Office are celebrating their one year anniversary. The Partnering Office held three successful classes for PEP in August.

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- Michelle Fink – Partnering Office – would like to learn more about what's happening in the field and how the PAC can assist. The Introduction to Partnering will be converted to a two hour e-learning class and followed by an 2 hours interactive class. The Conducting a Partnering Workshop class has been revised also to include a two hour e-learning session and an interactive role-playing class.
- Maysa Hanna – new to PAC, here to learn what is going on in the Phoenix District. The H.O.T. (Highway Operations Technician) series will be used to help reduce turnover, and help partner with other agencies.
- Kevin Woudenberg – Subcontractor –to see key people like Julio and add to the Partnering approach. Since the June meeting, all of his issues have been resolved (improvement of Traffic Control specifications for landscaping vs. construction projects and for surveying prior to pavement marking).
- Linda Peterson – Partnering Office – assist in strategic partner team, gain insight into networking and provide updates from the Partnering office. The Partnering Excellence Award nomination forms for 2007 have been received. The judges will decide the winners by the end of October. Winners will be recognized at the December Annual Event. Linda has assumed temporarily PEP duties; the PEP classes in August increased exposure to the design group. With the departure of Cynthia, some of the other projects have been put on the back burner.
- Julio Alvarado – ADOT - to receive the subcommittee updates and to give updates on issues affecting the industry and provide success stories. External partnerships are working. Internal partnerships, like those with Safford, need to close the Partnering gap. Using Monthly estimates for PEP, including subcontractors submissions.
- Mark Soyster - networking, continuing education about partnering and relationship building. AGC mandatory partnering class specifications. Will attend the 2 ADOT classes to see how to incorporate industry.
- Mike Zimnick – Asst. DE – to gain good conversations and the advancement of Partnering/ to give the construction viewpoint on issues. The Phoenix construction district, they are moving along in spite of the recent losses of personnel.
- Will Garrison – Contractor–attendance to honor his commitment to the Partnering process and to represent the construction industry. Russ asked if materials were decreasing in cost and the labor was more available due to the decrease in the housing industry. Will responded by saying that the materials were more available and that labor resources were not, but they are working a normal work day now.
- Rod Lane – RE Tucson – to be involved in the process and give the Tucson construction point of view.

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- Bob Garza - APS construction representative – New to PAC, attending his first leading to listen and learn and ultimately build better relationships for partnering with ADOT and the construction industry.

SUBCOMMITTEE UPDATES:

Annual Partnering Event –

December 5, 2007 Planning

The agenda for the Annual Partnering Event was distributed with the meeting handouts. Preparations are well underway and ahead of schedule for this year's Event. It will be held at the Glendale Civic Center, with the theme "Partnering: The Super Bowl of Teamwork" to coincide with Super Bowl to be held in Glendale the following month.

The agenda includes a keynote speech by Tom Schmidt and Ginger Murdough, four expansion of the break-out sessions, and the presentation of the Partnering Excellence Awards. We are targeting for 250 participants at this year's event, with special emphasis on including engineering firms and utilities.

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

Sleeping rooms are being made available at a nearby Quality Inn, and arrangements for "night before" activities are also being planned (i.e., Glendale Glitters) and a post event tour of the Cardinals Stadium

Post Design Support

Berwyn Wilbrink was unavailable to report on this topic. The only remaining action is to develop additional post design support guidelines for the Project Development Manual. The group needs a final report from the subcommittee. Julio Alvarado will check with the Berwyn for status and request a final report for the March meeting.

Design Partnering Model

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Linda Peterson, Ermalinda Gene and Russ Hanson met on May 17th to review the processes and tools used for Design Partnering. The current model has been used for several years, so assessments are being made as to how it is working and what changes/improvements may be in order. Several Statewide Project Managers are also being interviewed for input and recommendations. Initial feedback is that the current formal Partnering model may not be the best approach, as Design Partnering tends to be less potentially adversarial. An alternative mentioned at the meeting was to refine the agenda and participation of the various Design Kickoff meetings to make them more “partnering-like.” The group agreed that some type of Partnering process should be used on larger projects where there are multiple stakeholders, especially those involving agencies such as USFS, BLM, Cities, etc.

Linda reported that they did receive input from the Design Group PEP. The current reorganization within the Partnering Office is limiting progress. Michelle will invite Program Managers to the December event. (Vince, Floyd, Mary and Vivian.) Julio commented that they need to participate given the process changes. Russ stated a success story with the US 60 Project. Three years ago, they conducted three design consultant meetings, and one workshop with monthly project meetings. A month and a half ago, the project made a seamless transition to the construction phase.

The Partnering Office will take the lead in continuing discussions with the Development groups and report at the March 2008 meeting.

DISCUSSION TOPICS:

Involvement of The Utilities Stakeholders In The Design Process

The group had a rather lengthy discussion about the involvement of the utilities stakeholders in the design and construction process. Bobby Garza from APS commented that the utilities need to be brought into the process earlier, before the 30% complete mark. The best time would be at project award. Rather than just ordering maps, it would be better to have a project consulting session. Mark Soyster asked Bobby who his peers were. It was stated that Qwest has had a high turnover. One name that was mentioned was Eric Hitchcock. Bobby mentioned that Bruce has quarterly meetings with individuals from the utilities on an individual basis. It was recommended that Bruce's meeting be a joint meeting with all of the utilities represented.

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Bobby also mentioned that APS has a standard checklist for design and construction projects. The group agreed that it would start with APS to get a standard process, and then expand to the rest of the utilities stakeholders. Julio recommended that we create a subcommittee comprised of a partnership of utilities, design and construction. Bruce, Bobby should lead this group, with support from Julio and Mike Zimnick.

Bobby also mentioned that he is organizing, independently, a meeting with ADOT representatives to improve the permitting process. This meeting is to take place next month. Instead of complaining about the process, it is time to fix it.

Timing of Partnering Workshops

Mike stayed from his perspective, that there should be a preconstruction meeting between the Senior RE, the construction PM and the Partnering Facilitator to determine the partnering approach for the project. This should be an official step of the process. For large projects, the partnering workshop should take place about two months into the project. At that time, you have more questions, better issue resolution, stable team members and will have a higher quality event. The team then discussed about criteria to categorize projects. Some key factors are project size (low, medium, and high), past relationships, and existing relationships.

1. Matt raised concern about delaying the Partnering workshop. If the partnering workshop was delayed, 60 days at the most. , then many more people should be involved at the pre-con meeting, like representatives from design, cities, utilities etc. The team stated three key points:
 2. The issue resolution ladder should be established prior to the pre-con meeting.
 3. During the pre-con meeting, target dates for the partnering workshop should be identified; then subsequently the workshop scheduled.

You can't wait for partnering event to resolve project issues must resolve at the earliest possible time.

Julio is to add to the pre-con agenda and item titled "Issues Briefing." This agenda item would cover any known potential items raised during the design phase, whether they are from community action committees, businesses or from any other source. This agenda item would address the concern that Matt raised.

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How can we enhance communication with all stakeholders?

Matt Burdick started the conversation by asking the group how the Partnering Office/PAC could enhance communication with all stakeholders. The group defined “all stakeholders” as:

- Utilities
- Cities
- Tribes
- Businesses
- State Land
- Forest Service
- Federal Agencies
 - BLM
 - Game & Fish
 - Etc.
- Railroads
- Counties
- Rural Irrigation Districts

Layne mentioned for Federal projects, FHWA is the lead agency.

Ideas from the group:

- Get the right people at the Partnering Workshop. This is a big issue.
- Enhance communication at an Executive Level. Use the ADOT Corporate Quarterly meeting with Utility Executives. Build relationships with the utilities and show them what they'll get by participating.
- Identify “go to” people for ADOT projects (BLM, APS and Forest Service have this)
- Use the upcoming Annual Partnering Event to identify champions/key contacts, target city/town DOT officials to attend
- Get people to the Annual Event, where we can “toot our horn” with Partnering successes
- Identify what is the personal gain for them to participate (WIIFM)
- Work community relations contacts in cities, tribes, etc.
- Focus on utilities to create “win-win” relationships, in particular Qwest, Cox, Comcast, Southwest Gas, water companies and Rural Irrigation Districts.

ATTACHMENTS:

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>

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MEETING FEEDBACK

Note: ✓ means multiple entries of same comment

MOST VALUABLE:

Check-In	5
Annual Event Update	4
Subcommittee Update	4
Discussion Topic	10
Networking	6
Workshop Discussion	6
Other	0

SUGGESTIONS FOR THE FUTURE:

- More members in attendance ✓✓✓✓✓✓
- Excellent meeting!!! Glad I came to it.
- Utility reps.
- Continue with the successful discussion we have.
- Need project managers and reps from development to add to discussion and address issues.
- Possible phone contact several days before the meeting to members.
- Solve attendance problem.

OVERALL RATING OF THE MEETING:

1	2	3	4	Average
		8	2	3.20

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

COMMENTS:

- Well organized and staying on task.
- Good discussion about Partnering needs through development and needs to establish new partnerships with utilities.
- Good job, Natalie.
- Good topic on utilities

MEETING FREQUENCY PREFERENCE:

Monthly	Quarterly	Bi-Annually
	10	

Recommended contacts to join PAC:

- Southwest Paving (Mike Haynes)

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- Vince Li
- Vivian Lattibeaudiere joined - 9/25/07
- Mary Viparina
- Floyd York
- Will keep trying (subcontractors)