

Partnering Advisory Committee Meeting Minutes

Date: September 9, 2009

Location: HRDC – Grand Canyon #1

ACTION PLAN

WHAT	BY WHOM	WHEN
<ul style="list-style-type: none">Update the Partnering Process at construction workshops	Committee Members Partnering Staff	
<ul style="list-style-type: none">Develop mentoring program for new engineers and contractors	All PAC members	March 3, 2010
Develop a 1 page Partnering checklist for distribution to the new contractors	Partnering Office	March 3, 2010
<ul style="list-style-type: none">Attend next PAC Meeting	All PAC Members	March 3, 2010
<ul style="list-style-type: none">Refreshments for, March 3, PAC meeting, to sponsor the buy food or give Michelle \$20.00 to shop	Need volunteer	March 3, 2010

NEXT PARTNERING ADVISORY COMMITTEE MEETING

PAC

March 3, 2010, from 9:00 A.M. – 12:00

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)
- Contractors need help entering PEP online
- Partnering success and failures from a contractors point of view
- Partnering checklist for new contractors

FUTURE PARTNERING ADVISORY COMMITTEE MEETING DATES:

Put on your calendars:

June 2, 2010 at HRDC

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:

American Recovery and Reinvestment Act (ARRA)

Next wave of RA projects and small Partnering Workshops

Partnering Advisory Committee Meeting Minutes

Date: September 9, 2009

Location: HRDC – Grand Canyon #1

Mentoring – Coaching the Partnering Principles to the new people
Improving the Partnering Workshop Experience

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

Re: Stakeholder Group News:

- Paul Waung – Premier Engineering, Fortunately design doesn't have very many issues! Following the ARRA funding package closely.
- Mike Zimnick – ADOT Phoenix District Engineer has 6 or 7 jobs on the Red Mountain Freeway causing congestion and traffic control issues. Working on the US 60 and Loop 202 HOV lanes, and see's the need for more close-out workshops.
- Paul Arnold – Ames Construction,
- Mark Belshe – FNF Construction, alternate for Will Garrison, first PAC meeting
- Richardo Carlo – AMEC, Following the ARRA funds and projects closely.
- Phil Carpenter - ADOT Project Plans Reviewer was extremely busy fine-tuning the projects for the ARRA list. Eleven more projects are going out to bid.
- Jim Delton - ADOT ITD Materials Group, keeping busy.
- Russ Hanson – Partnering Consultant, 7 year PAC facilitator and member, his business is picking up with the ARRA projects. Following the ARRA funds and process closely. Protect, examine and promote partnering. Value of PEP will increase and be the pulse of the project.
- Dallas Hammit – State Engineer, Commented on the large number of contractors bidding on each projects, the low bid amount in under the State estimate, out of state contractors are getting involved, increased number of change orders. Waiting to see the actual bid savings results, if there will be any. These tight bids leave no room for mistakes. A real test for partnering process.
- Tom Goodman – Payson Resident Engineer, working on a large project with Ames in Little Green Valley. Partnering works in their district.
- Kevin Woudenberg – Pulice Construction, Director of Business Development, long time supporter of Partnering. Hopes that some large projects will come through for sustainability of jobs in the Valley. These are challenging times; we need good communication to stay informed.
- Sally Stewart – Deputy Director of CCP, assisting the Partnering Office with daily operations. Currently involved with the SR 179 Sedona project. First time at this meeting.
- Julio Alvarado – ADOT Construction 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 to responsibly to meet the ARRA reporting requirements. Expects that relationships and specifications will be tested by the new wave of RA projects and Partnering processes will become extremely important.
- Lenyne Hickson – ADOT Field Reports Manager, Conducting electronic-payroll classes for 70 people as part of the ARRA reporting function. Some attendees are from New Mexico and Texas, because the program has a good reputation. 5900 new contractors and suppliers are

Partnering Advisory Committee Meeting Minutes

Date: September 9, 2009

Location: HRDC – Grand Canyon #1

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. Good to hear the feedback from the contractors. Always available to assist.

- Layne Patton – FHWA, team leader for the ROW Resource Sharing Pilot States AZ and NM, coordinating the ARRA funds with the DC office. The 6000th ARRA project was just advertised nationally. 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, new requirements and Davis Bacon guidelines.
- Madhu Reddy – ADOT Assistant District Engineer, his district is very busy and involved in 4 ARRA approved projects.
 - I-17: Carefree Highway to Anthem Way
 - US 60/Grand Avenue: Loop 303 to 99th Avenue
 - US 60/Grand Avenue: 99th Avenue to 83rd Avenue
 - Loop 101: Beardsley Road/Union Hills Drive

Lots of everyday issues that use Partnering tools to solve. Would like to have more close out workshops to celebrate the successful project conclusion.

- Michelle Fink – ADOT Partnering, Measurements & Education Coordinator and PAC facilitator, busy with PAC meeting set up. The Partnering Office is going through some major changes with the lose of James, Evonne and Patty. The 4 of us will assist the best way we can. Use the main number 7120 to get ahold of one of us. Will now be coordinating the meetings with the Hopi, Navajo DOT and San Carlos Tribes in Sept and December. Coordinating the Annual Partnering Event at the Glendale Civic Center on December 2 at 10:00. The lapel pin graphic design will be circulated for your input for the event.

SUBCOMMITTEE UPDATES:

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

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

Preparations are well underway for this year's Partnering event at the Glendale Civic Center.

The theme is **Partnering – Building Solutions Together** which reflects the economic challenges and the increasing population and demands on transportation.

The keynote speaker will be Mary Peters on Public Private Partnerships (PPP). Other speakers will be John Halikowski, ADOT Director, ADOT SEO -Floyd Roehrich, ACEC President- Janice Burnett, and AGC President- David Martin.

Partnering Advisory Committee Meeting Minutes

Date: September 9, 2009

Location: HRDC – Grand Canyon #1

11 submissions came in for the Partnering Excellence Award; the judges will meet on Sept. 14 to determine the winners. The winners will be the main feature at the annual event. Each project will have 10 minutes to present and answer questions regarding the winning projects.

We are targeting for 250 participants at this year's event, with special emphasis on including city engineers, designers and the tribes.

To make it easier on rural District to travel, the event will begin at 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. Therefore, no one should have to stay in a hotel.

Registration will be available on the AGC website as of October 15. The registration fee will remain at **\$30 per person**. Currently three contractors have volunteered to solicit for sponsorship funds to defray costs.

If you have a new stakeholder recommendation for the event, please submit their information to Michelle Fink. 602-712-8224 or mfink@azdot.gov

DISCUSSION TOPICS:

Construction Workshop

The Partnering Office is operating with 4 people and limited resources. We facilitated 35 workshops this year, most being the minimal and moderate degree of complexity projects. The budget has put constraints on the districts to not use the Partnering consultants. The rapid ARRA award process of the projects has put time constraints on everyone. We need to pool our resources and work together.

An instructional email could be sent to the new contractors with links to the Partnering website, Contracts and Specifications and Field Reports. This can be set up by Lenyne, Julio, Michelle and Sally and then forwarded to Dallas. This is how the info will get to the DE's and out to the contractors.

Recommend that they take the Introduction to Partnering class prior to submitting a bid. Could this announcement be included at the bid opening to all bidders? Supply them with a link to the class. Contact Barry Crockett to add to announcement process.

Many of the small projects are under \$1 million and 30 days or less. We're seeing fencing, guardrails, overlay, and mill and fill projects. These small projects have various issues to identify, but are requesting 2 hour short workshops.

Close out Workshops

Mike Zimnick commented that there is a growing need for close out workshops on large valley projects. Phoenix Construction district has 4-6 projects that are completed. Necessary to share the lessons learned, the solutions developed to address issues, the value of sharing the data from challenge. Environmental issues and solutions are valuable to share with next project. Any process

Partnering Advisory Committee Meeting Minutes

Date: September 9, 2009

Location: HRDC – Grand Canyon #1

changes can benefit the next team. Set up your close-out workshop date at your initial workshop, so that you have all your stakeholders available to attend. Important to celebrate the milestones of projects finalized. Customization of workshops is key to keeping the interest of the participants, esp. if they have attended other workshops and worked together.

DISCUSSION TOPIC

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

Approximately 163 local government projects that will be ADOT advertised and not self certified. \$150,000,000 with FHWA requirements. The Districts will oversee the projects. Use consultant assistance to get the word out. Most advertisements will be out in January and awarded by March 2.

Suggest that we use the elearning Introduction to Partnering online class to coach the local governments and subcontractors that have not partnered before. In order for the process to work smoothly, mentoring is need. Field Reports has developed a checklist of ARRA requirements

- E-payroll
- Bulletin Board
- Davis Bacon
- Subcontractor request form

We can be proactive in planning the RA projects and contact the subcontractors before the project starts.

All RA required paperwork is due on the 14th of the month. If not, there are \$1000 fines levied each week. The fines highly motivate them to get their paperwork in on time.

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

MOST VALUABLE AGENDA TOPIC:

Check in	12
Annual Partnering Event Update	13
Discussion Topic- Recovery Act	28
Discussion Topic- 2 nd Wave for RA projects	25
Networking	21
Discussion Topic-Partnering process, training	18
Other- close out workshops	1

SUGGESTIONS FOR THE FUTURE MEETING IMPROVEMENTS:

- Need a break at 10:15
- More participation needed
- Very important to have ADOT senior management at the meeting, like today

Partnering Advisory Committee Meeting Minutes

Date: September 9, 2009

Location: HRDC – Grand Canyon #1

- Have a very specific topic to dissect
- Have something to discuss that requires input from the contractors
- Follow the agenda more closely
- Need more contractors, subcontractors and municipalities to attend
- Everything was great
- Continue to encourage more participation from contractors

OVERALL RATING OF THE MEETING:

1	2	3	3.5	4	Average
			9	1	3.55

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

17 attendees, 10 evaluations returned

- Good discussion but little input from industry
- Good discussions
- Great information
- Thanks you for ADOT representative and industry reps who took part in today's meeting
- If there is a desire for contractors to participate more then there needs to be agenda items that they can speak to.
- I liked this meeting because much of the discussion focused on process improvement (training and orientating new contractors)
- Great discussion of ARRA and preplanning for next wave of ARRA projects

OVERALL RATING OF THE FACILITATOR OF THE MEETING:

1	2	3	3.5	4	Average
		1	6	3	3.66

- Michelle did a great job
- Michelle was very organized, allowed discussions to flow naturally and moved us along the agenda to keep us on time.
- Liked having Dallas attend
- Partnering processes and failures from the contractor's point of view.
- Bring discussions to a close and move onto other agenda items.
- Keep the check-in to 2 minutes

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

- Good meeting on ARRA
- 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

Partnering Advisory Committee Meeting Minutes

Date: September 9, 2009

Location: HRDC – Grand Canyon #1

Topic Suggestions for June meeting:

COMMENTS FROM THE EVALUTATIONS FORMS:

(Note: ✓ means multiple entries of same comment)

- ARRA update ✓ ✓ ✓ ✓
- Partnering experiences shared
- Keep introductions to 2 minutes, capture issues on flip chart to discuss during meeting
- Discuss partnering evaluations, inputs and participation
- Good meeting and discussion

Recommended contacts to join PAC:

No new contacts listed on the September evaluation form.

Below are the contacts from the June 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 March 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>