

The Preconstruction/Partnering Meeting

1. **Location:** Book an **offsite** meeting room. Staying off KDOT property allows for better discussion because it is considered neutral by the contractors and it keeps KDOT employees from sneaking off to do work while your meeting is taking place.

Considerations: Room size, location, accommodations. Be sure there are ADA and smoking accommodations, restrooms and sufficient parking.

Conference Room Reservation Information:

Contact Person: _____ Phone Number: _____

Notes:

Room set-up:

- o Participants appreciate writing surfaces. Set up the tables in a U or hollow square shape. Do not use classroom style or theater style.
 - o Set out a sign-in table.
 - o Tables to set up & plans out for pick-up and return if necessary.
- b. Equipment:
- o Overhead projector?
 - o LCD and Laptop for a Power-point presentation?
 1. Flipchart stand, paper and markers?
 - a. All items the group comes up with must be written up front in big enough letters so all can see. This helps build the team in that they see what they are contributing.
 - b. To help verify that all parties clearly understand the issues.
- c. Support Material:
- o Name Tents (assigned seats to mix contractors/consultants)
 - o Name Tags
 - o Handouts/Worksheets
 - o Sign in Sheets
 - o Preconstruction Handouts

2. Participant List:

The purpose of the Preconstruction/Partnering Workshop is to begin building working relationships among all stakeholders. This starts with identifying and inviting every stakeholder to the meeting. It is critical to invite any party that will impact the project. This list is only a suggestion and is not all inclusive.

Prime Contractor

Owner/President Vice President
Estimator Superintendent
Lead Foreman Project Manager

Subcontractor

Owner/President
Superintendent
Manager

Supplier Officials

Owner/President

Municipal Officials

City Manager/Engineer
County Public Works Officials
Community Organizations

Utilities

Electric
Gas
Water
Sewer
Telephone
Cable
Fiber Optic
Cellular Services

Consultant Designer

Owner/President
Design Engineer

Consultant Inspection

Owner/President
Construction Inspectors

KDOT Officials

District Engineer
District Construction Engineer
District Maintenance Engineer
District Materials Engineer
Road/Bridge Design Squad Leaders
Area Engineer
Project Manager
Utilities Coordinator
Hydraulics Engineer
Geologist
Public Affairs Personnel
Office of Civil Rights
Bureau of Traffic Safety & Technology
Partnering Coordinator

Other

Federal Highway Administration
Environmental Agencies
Local Private Companies
Railroads
Corp of Engineers

3. Facilitating the Workshop:



- a. At start time, determine if all key parties are in attendance. If not wait a reasonable amount of time.
- b. Ask for introductions (introduce yourself first to set the tone). Include name, title and organization.
- c. Breaks: For reasonable retention, adults need a break at least every hour. Before the break get their commitment to return at a specific time. Keep very careful track of when the break is to be concluded. You may need to go around the room or the smoking area and remind them that the session is starting again.
- d. At the beginning, inform participants:
 - o To sign the roster and include e-mail addresses
 - o Location of restrooms
 - o Smoking areas
 - o Any parking constraints
 - o Days agenda
 - o Lunch arrangements
 - o Commitment to start and end on time

- e. Proceed through the precon material and take a break before the discussion of issues and special considerations (this usually takes 30 minutes to an hour).
- f. Conflict resolution chain
 - o Explain that decisions are to be made at the earliest moment and lowest possible level.
 - o Require conference calls when an issue is to be escalated.
 - o Gain the groups commitment not to go around the levels to the top.
 - o Format: see example #1 following this section.
- g. Establish the weekly progress meeting.
 - o When
 - o Where
 - o Who is facilitating it
 - o Who is documenting it
 - o Who will receive the minutes
 1. High level Prime Contractor Official
 2. High Level District Official
 3. Partnering Coordinator
 4. Participants of the meeting
 - o Format: see example #2 following this section
- h. Create a list of Goals and gain the commitment of everyone to achieve them.
- i. Brainstorm issues and write them on the flipchart first.
 - o After getting a list of items to discuss, go through them one by one, documenting the action plan for each.
- j. Conclude on a positive note. Discuss what it means to be a part of THIS project.
- k. Have the minutes to this meeting typed and e-mailed to all who attended.



Example #1
COMMUNICATION CHAIN

(Please *print* clearly)

Organization:

FRONT LINE PERSON:

FIRST LEVEL

Name:

Office number:

Cell number:

E-mail address:

SECOND LEVEL

Name:

Office number:

Cell number:

E-mail address:

THIRD LEVEL

Name:

Office number:

Cell number:

E-mail address:

FOURTH LEVEL

Name:

Office number:

Cell number:

E-mail address:

FIFTH LEVEL

Name:

Office number:

Cell number:

E-mail address:

Example #2
WEEKLY PROGRESS MEETING

PROJECT _____

Date: _____ Minutes Taken by: _____

New Topics Discussed:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Old Business:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Other Relevant Issues:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Accomplishments from Previous Week:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Attendance Roster: