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:
- Participants appreciate writing surfaces. Set up the tables in a U or hollow square shape. **Do not use** classroom style or theater style.
- Set out a sign-in table.
- Tables to set up & plans out for pick-up and return if necessary.

b. Equipment:
- Overhead projector?
- LCD and Laptop for a Power-point presentation?
  - Flipchart stand, paper and markers?
    - 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.
    - To help verify that all parties clearly understand the issues.

c. Support Material:
- Name Tents (assigned seats to mix contractors/consultants)
- Name Tags
- Handouts/Worksheets
- Sign in Sheets
- 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:
      - To sign the roster and include e-mail addresses
      - Location of restrooms
      - Smoking areas
      - Any parking constraints
      - Days agenda
      - Lunch arrangements
      - 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
   - Explain that decisions are to be made at the earliest moment and lowest possible level.
   - Require conference calls when an issue is to be escalated.
   - Gain the groups commitment not to go around the levels to the top.
   - Format: see example #1 following this section.

g. Establish the weekly progress meeting.
   - When
   - Where
   - Who is facilitating it
   - Who is documenting it
   - Who will receive the minutes
     1. High level Prime Contractor Official
     2. High Level District Official
     3. Partnering Coordinator
     4. Participants of the meeting
   - 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.
   - 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: