

"Through partnering, KDOT and KCA are committed to enhancing our ability to perform and achieve common goals by increasing the effectiveness of our working relationships."



KCA/KDOT Preconstruction Partnering Packet

The KCA and KDOT began a partnering effort in November 1991. A task force was created to review adversarial relationships between KDOT and contractor field personnel. From this task force study, a joint KDOT/KCA Committee was formed and the first Partnering Workshop was held in January 1992. In subsequent years, annual workshops were conducted to establish and affirm the partnering concept and process for KDOT and KCA member employees. Partnering has been found a critical piece for the success of projects across the state. As a result, the KDOT/KCA Partnering Program had an extremely positive and effective impact on the successful completion of the Comprehensive Highway Program and Comprehensive Transportation Program. Likewise, it will play a critical role in the administration and completion of THIS PROJECT.

Unique to only a hand full of states in the country, Kansas leads the nation in the Partnering approach to infrastructure construction and maintenance.

"It's not KDOT versus the Contractor, it's not the Contractor versus KDOT, It's KDOT and the Contractor versus the project."



CCI means:

1. **C**ommunication-

- a. Open and honest communication between all partners to plan, implement, and complete all the work involved.
- b. Regular, purposeful progress meetings.
- c. A clearly defined system to solve problems and escalate issues through utilizing the communication chain.
- d. An individual's maturity that doesn't carry grudges or put personal pride over the successful execution of the project.
- e. Escalate the issue to a higher level when:
 - i. You do not have the authority to solve the issue.
 - ii. You are not able to reach an agreement.
 - iii. Communication has broken down at your level.

2. **C**ollaboration-

- a. Honest communication through respect.
- b. Utilizes the experience of each person to resolve issues.
- c. Open to new or different ideas.
- d. The proper application of specifications to the unique conditions found on this project.
- e. Flexibility in execution to provide for a more effective application of resources.

3. **I**ntegrity-

- a. Your word is your contract. Keep your word.
- b. The times have changed. Be professional.
- c. When mistakes are made, forgive and move forward.
- d. Be completely candid. There are no secrets.
- e. Trust builds relationships, promotes calculated risk-taking, and creates the ability to solve problems at your level.



Weekly Progress Meeting

These are absolutely critical to the success of the project. Projects with regular, specific, and documented meetings have significantly less claims and delay than projects without them.

These meetings ARE NOT gripe sessions! They are a format to review scheduling, collaborate on outstanding issues, assignments, accomplishments and status of the project.

It is critical that the decision makers attend these meetings. Subcontractors and other officials should attend when necessary. Land and business owners, municipal officials, and subcontractors that do not have a relevant role to play in the discussions should NOT be a part of this meeting. Schedule separate meetings for them as necessary.

Copies of the minutes should be distributed to:

1. Participants in the meeting.
2. Prime Contractor: _____
3. District Construction Engineer: _____
4. KDOT's Partnering Coordinator: Scott Swanson swanson@ksdot.org

When: _____

Where: _____

Note Taker: _____



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:

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:

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:

Goals of this Project

Commitments (Signatures)

Issue Resolution

Issue number _____

Describe the Issue:

Whose participation is required in the collaboration?

Action plan:

Who's responsible for each action?

Time frame commitments:

How/when was it resolved?

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