

# The \_\_\_\_\_ /KDOT Project Team Construction Kick-Off Session

March 8, 2016



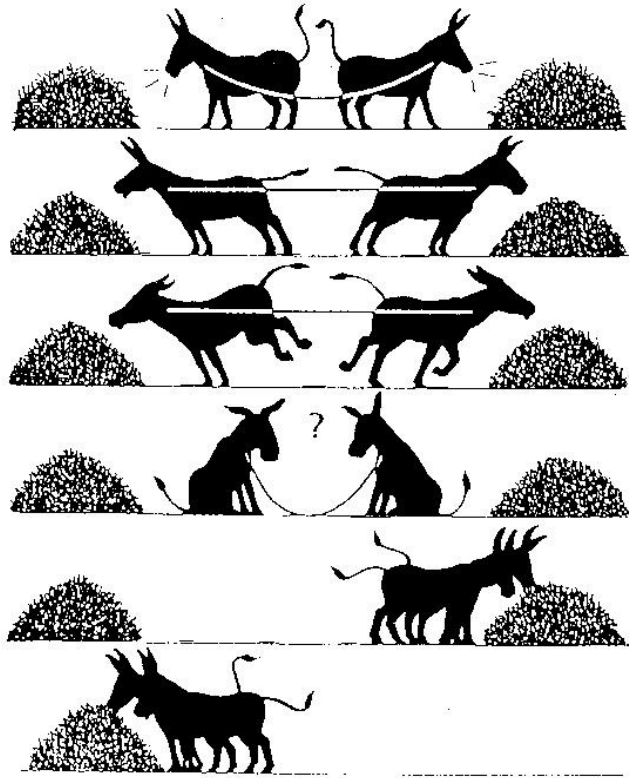
## ***Meeting Objectives:***

1. Review pertinent data for the administration of this project.
2. Establish the partnering process which includes a project charter, issue resolution process and team meetings.
3. Establish the collaboration tools necessary to successfully complete the project successfully.

## ***Agenda:***

1. Welcome, Introductions, Agenda review (KDOT Construction Engineer)
2. Group Opening Comments: (Senior Managers)
  - a. Expectations
  - b. Key issues to be discussed
3. Review DOT Form No 205
4. Establishing our Charter –Goals and Objectives
5. Issue Resolution & Communication Chain
6. Discussion of Key Issues
7. Sign Charter

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



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## : What We Believe

These core values have been forged through over 50 years of experience. As a privately owned company, the commitment to these core values starts with the Michels family and runs through the organization.

### Core Values

- We take pride in our reputation for quality work performed safely and with care for our environment.
- We have sustainable and profitable operations driven by our ability to execute swift decisions.
- Our people are dedicated, innovative and hardworking.
- Our actions are characterized by integrity, trust and respect.
- We are committed to teamwork.

### Vision

To exceed our customers' expectations by continually setting the global standard for quality, safety and environmental stewardship in utility and infrastructure construction.

### Mission

To be the foremost provider of innovative construction solutions and value for our clients in their mission to serve the growing utility and infrastructure requirements of their customers around the world.

# Project Team Charter

We, the Partners hereby commit, individually and as a team to successfully complete our project, meeting or exceeding all expectations of everyone involved. We strive for open, honest, timely and professional communication, mutual respect, trust and cooperation at all levels. We are accountable for our performance and will resolve all issues in a fair and timely manner at the lowest practical level and support those decisions. As ONE construction team, we commit that no issue becomes larger than our common goals. The extent of our success will be measured by our ability to achieve the following:

## **SAFETY**

- No lost time accidents
- No accidents of the traveling public in our work-zones
- Everyone on the job is responsible to correct unsafe conditions.

## **QUALITY**

- Meet or exceed contract requirements
- Do it right the first time/no rework

## **EROSION CONTROL**

- Meet or exceed all environmental requirements
- Complete repair of any deficiencies within the 7-day time frame

## **TRAFFIC CONTROL**

- Give proper notice for all traffic related issues to the locals and the traveling public

## **COST**

- Work together to mitigate risk and avoid unnecessary costs
- Complete with no unresolved financial or administrative issues
- Achieve all partners financial goals, profit for the contracting team members and an on-budget outcome for the state

## **SCHEDULE**

- Achieve all critical milestones/maintain an early completion schedule
- Review and update all team members on schedule successes, challenges and revisions
- Meet or beat the project completion date

## **COMMUNITY**

- Maintain positive public opinions
- Keep the public proactively informed
- Be responsive to any issues raised within 24 hours

## **TEAMWORK**

- Provide proactive project management to collectively anticipate and manage risks
- Maintain focus, flexibility, and a cooperative positive attitude
- Fairly and timely resolve issues at the lowest practical level and evaluate when appropriate
- Communicate clear expectations/Follow through on commitments
- No Surprises/Clear and open communication
- Celebrate successes and have fun doing this job with each other

By accomplishing these goals, we provide professional experience and enhanced reputations for excellence of the entire team. We will finish with professionally developed people, enduring friendships and a desire to work together again. We will take great pride in this job, well done.

# Weekly Progress Meetings

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. Michels: \_\_\_\_\_
3. KDOT: \_\_\_\_\_
4. KDOT's Partnering Coordinator: Scott Swanson [swanson@ksdot.org](mailto: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:

## KDOT/KCA Partnering Review Questionnaire

KDOT and Kansas Contractors are committed to working closely and successfully through open and honest communication resulting in problem solving in the field. We will establish healthy and professional relationships in order to resolve all issues that come up during construction. Your honest feedback is absolutely essential to achieve that end.

Project Number: \_\_\_\_\_ Date: \_\_\_\_\_

KDOT Representative: \_\_\_\_\_

Contractor Representative: \_\_\_\_\_

Type of Work: \_\_\_\_\_

Please rate each category by checking the appropriate box:

	POOR	FAIR	GOOD	EXCELLENT
Quality of Communication				
Why did you give this rating?				
Timeliness of work/decision making				
Why?				
Prompt payment of work completed				
Why?				
Cooperation with each other				
Why?				
Cooperation with the public				
Why?				
Knowledge of Contract/Specifications				
Why?				
Knowledge of this action				
Why?				

Your input is critical. Thank you for your time, as it will help us become more effective at our work.  
Please use the back side of this document for any additional comments.

## 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