

Partnering Meeting

Recordkeeper Job Aid
Construction Division

Overview

The intent of this job aid is to identify the records and documentation for a Partnering meeting.

Resources:

2014 Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges, Article 4.3 "PARTNERING".

2024 Standard Specifications for Construction and Maintenance of Highways, Streets and Bridge, Article 4.3 "PARTNERING".

Construction Contract Administration Manual, Chapter 3.6," Partnering"

Applications utilized:

E-forms

ProjectWise

Forms:

Form 2390 "Escalation Ladder"

Form 2391 "Partnering Pledge"

Partnering Meeting

A Partnering Pledge is identified as part of the Preconstruction Agenda and meeting, but the need for partnering will be determined by the DE after the consideration of factors identified in the CCAM Chapter 3, Section 6. Some projects determine that a separate formal partnering meeting utilizing an external facilitator are necessary to address project issues. There is not a set agenda for the Partnering meeting. If an internal or external facilitator is used the facilitator will develop the agenda and get approval from both TxDOT and the contractor.

When an external facilitator is used the contractor shall pick the facilitator and pay half the costs of the Partnering meeting. Completed minutes from the Partnering Meeting. If an external facilitator does the Partnering meeting the facilitator will supply TxDOT and the contractor with a completed Partnering meeting packet.

Meeting minutes will be filed in ProjectWise in Folder 6 "PROJECT DOCUMENTATION" and Folder 6.5 "Meetings."

Change Order for Partnering Costs

When an external facilitator is used, the contractor will pay for the meeting and meeting site (if outside of TxDOT). The Contractor will submit invoices for the facilitator and meeting location rental. TxDOT will pay for half of the approved costs via a change order. Please follow Recordkeeper Job Aid for developing and processing a change order.