

Conference Call Information

Tracs Number: _____ Project Name: _____

Contractor: _____ Contractor PM: _____

ADOT RE: _____ ADOT PM: _____

Comm. Relations: _____ Designer: _____

Others on call:

Approximate # of Attendees: _____ Workshop Date/Time: _____

Food/Beverage at workshop: Yes No Who will coordinate: _____

Location: _____

Key Stakeholders to Invite to Workshop:

Project Discussion to include: project purpose, objectives, unique elements, critical items, specific challenges, design to construction handoff info, community concerns, traffic impact, businesses, schedule – quick or late start, team experience, involvement of stakeholders, submittals prior to precon, etc.

Project Discussion Notes:

Partnering Champions: ADOT _____

Issue Escalation Ladder:

Level	ADOT		Time
Field			
PM/RE			
Mgmt/DE			
SR. Mgmt/SEO			



Partnering Workshop Food Authorization and Cost Estimate Documentation

Tracs Number: _____ Project Name: _____

Contractor PM: _____ ADOT RE: _____

Food/Beverage at workshop: No – No further action necessary.
 Yes – The ADOT RE must complete this form and retain in the project file.

Food Authorization

The Contractor's PM and ADOT RE agree food will be provided in the Partnering Workshop. Considering the specific needs of this project, in the RE's own words explain why food is necessary for the success of the partnering and why the costs estimate below is a reasonable expense:

Cost Estimate Information

Prior to Workshop

To determine the maximum budget for the Partnering Workshop Food Costs, complete the following:

Approximate # of Workshop Attendees: _____ Method used to determine approximate attendees:

Enter Maximum Meal Rate: _____ Breakfast is \$14, Lunch is \$17, Both \$31 (meal + tip)

Estimated Delivery Costs: _____

Estimated Room/Location Rental: _____

Partnering Workshop **Maximum Budget**: _____ (Partnering Facilitator time and travel costs are not included)

After workshop

Actual Partnering Workshop Costs: _____

Difference: _____ If higher than maximum budget, explain why