

Conference Call Information

Date of Call: _____ Tracs Number: _____

Project Name: _____ Contractor: _____

ADOT RE: _____ Contractor PM: _____

TES: _____ Office Manager: _____

Comm. Relations: _____ Env. Planning: _____

ADOT PM: _____ Designer: _____

Others on call:

Workshop Date/Time: _____ In-person only Hybrid All Virtual

If in-person/hybrid: Physical location: _____

Food/Beverage at workshop: Yes No

Approximate # of in-person attendees: _____

Who will coordinate: _____

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:

Issue Escalation Ladder:

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

Partnering Workshop 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.

Reason for Food

Providing food at workshops keeps teams together and maintains momentum. It's a more efficient use of time and money to keep people in one place, working on the specifics of the project while getting them back to their respective organizations as early as possible.

Cost Estimate Information

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

Prior to Workshop

Use [AZ GAO SAAM](#) 50-95 (Travel - Maximum Mileage, Lodging, Meal, Parking and Incidental Expense Reimbursement Rates), find the specific location meal rate(s) and enter **ONLY** the amount(s) to be used:

	Breakfast _____	Lunch _____
Maximum per-person budget amount (Includes meal, delivery and gratuity):	_____	_____
Estimated # of in-person attendees (Use Attendee Checklist and workshop invite acceptance):	_____	_____
Estimated food budget:	_____	_____
Room/facility quote:	_____	_____
Consultant Facilitator quote (ADOT Facilitator time and travel costs are not included):	_____	_____
Partnering Workshop Budget:	_____	_____

After Workshop

Actual food cost (Includes meal, delivery and gratuity):	_____
Total Attendee count:	_____
ADOT Employee/Representative count:	_____
Actual room/facility cost:	_____
Consultant Facilitator cost (ADOT Facilitator time and travel costs are not included):	_____
Actual Partnering Workshop Cost:	_____

Difference between budget and actual cost: _____
If actual cost is higher than maximum budget, explain why:

Partnering costs are split equally (50/50) by the contractor and ADOT.

The Letter of Agreement amount for this project is: _____