

1 **(January 13, 2021)**

2 **Project Partnering**

3 The Engineer and the Contractor's Project Manager (PM) will plan and host a Project  
4 Partnering workshop as soon as practical after Contract execution. The objective of this  
5 Partnering workshop is to promote open lines of communication and teamwork between  
6 the Contracting Agency and Contractor staff for the effective completion of the work,  
7 and to the standard of quality that will be a source of pride to both the Contracting  
8 Agency and the Contractor. Commitments made by both parties shall be memorialized  
9 in a Project Partnering Agreement at the conclusion of the Partnering workshop. The  
10 Partnering agreement will not affect the terms of the Contract. It is intended only to  
11 establish an environment of cooperation and mutual understanding between the parties.  
12

13 The planning and execution of the Partnering process is intended to be a collaborative  
14 effort between the Engineer and the PM. The length of the partnering workshop should  
15 be commensurate with the size and complexity of the project, and familiarity of the  
16 parties. For simple projects an expanded pre-construction meeting may suffice. The  
17 partnering workshop may be facilitated by the Engineer, the Engineer and PM, or a  
18 mutually agreeable Partnering Facilitator (PF). Selection of a PF, dates and location of  
19 the workshops, materials needed for the workshop, frequency and location for follow up  
20 meetings, and estimated cost associated with this effort should be discussed and  
21 agreed to prior to moving forward with the Partnering process.  
22

23 An initial 1 day (or half day) facilitated Project Partnering workshop is recommended to  
24 initiate the partnering agreement. After the initial Partnering workshop, quarterly follow  
25 up meetings on projects with over 120 working days shall be scheduled to evaluate how  
26 the Partnering process is working, acknowledge successes and opportunities for  
27 improvement.  
28

29 The cost to retain the services of a Partnering Facilitator (if mutually selected as the  
30 PF), locate and rent a neutral location to hold the workshop (if held offsite), and any  
31 additional materials needed to host the workshop, will be paid by the Contractor. The  
32 Partnering Field Guide is available as a resource to the Engineer and PM to assist in  
33 the planning of the Partnering session(s) at the following link:  
34

35 [https://wsdot.wa.gov/publications/fulltext/construction/WSDOTProjects-Partnering-](https://wsdot.wa.gov/publications/fulltext/construction/WSDOTProjects-Partnering-FieldGuide.pdf)  
36 [FieldGuide.pdf](https://wsdot.wa.gov/publications/fulltext/construction/WSDOTProjects-Partnering-FieldGuide.pdf)  
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38 The Contracting Agency will reimburse invoice cost for the Contractor provided  
39 Partnering Facilitator, facilities and materials at a rate of 50% under the Bid item,  
40 "Project Partnering".  
41

42 **Payment**

43 "Project Partnering", by calculation.

44 "Project Partnering" will be calculated and paid for as described above.