

SFCPSC Partnering Enhancement Proposal (PEP)

Success Factor 0.0: Program-Level Guidance

Issue 0.1.2 Partnering in Weekly Meeting Agendas

Barrier

The SF Departments need better and consistent partnering field guidance specific to their projects that include a set of tools intended to cultivate a culture of partnering at the field level.

Problem Statement and Current Practice

Currently, we do not have a common set of standards defining the partnering process that is accepted by all SF Departments. This results in a lack of consistency across the Departments for contractors, which makes it difficult for the City to become the Owner of Choice. We need to develop a set of tools that train City and industry staff to routinely develop a culture of collaboration at the field level.

0.1.2 How do we teach field staff to create an environment where Partnering works in the trailer and the field?

Proposal:

Partnering in the Weekly Meeting Agendas

While each SF Department is unique and their approach must also be unique, we must also strive to be consistent in the implementation of the Partnering requirements across the City. The inconsistencies lead to confusion among contractors, inconsistent implementation, and inconsistent results. Currently, we do not have a way to ensure that project teams are including Partnering in their daily and weekly project process. In an effort to embed the Partnering culture in projects, we recommend that project teams add a section to their existing weekly project meeting agendas focused on Partnering.

PEP 0.1.2

Partnering in the Weekly Meeting Agendas

To achieve this, the SFCPSC has created a sample “Partnering Check-in” section to be included in project team’s weekly project meeting agenda. The “Check-in” will include a space for the next follow-up Partnering session and a Partnering check-in to ensure project teams are focused on developing a culture of collaboration, resolving outstanding issues and enjoying the process of delivering the project.

See Attached Sample Agendas

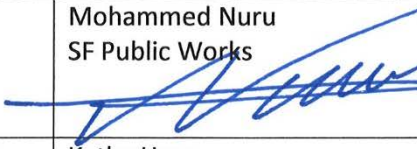

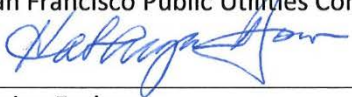

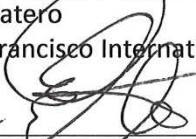

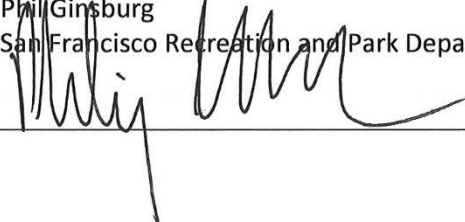
Addenda 1 and 2

Resources Required

Sponsors from each SF Department will roll out the “Partnering check-in” to be included in the team’s existing weekly project meeting agendas (a.k.a. OAC agendas). The sample agenda, guidance for the implementation of the agenda, and guidance for measurement will be included in an updated partnering field guide.

Performance Measurement

The measurement of success will be the successful roll out of the “Partnering Check-in” into each SF Department’s weekly project meeting agendas and the addition of this section to the updated Partnering field guide.

Success Factor 0.0: Program-Level Guidance			
Issue 0.1.2 Partnering in Weekly Meeting Agendas			
Concept Approved By:	SFCPSC Department Leads	Date	
SFCPSC Co-Chairs	Mohammed Nuru SF Public Works 	Mike Ghilotti Ghilotti Bros., Inc. 	2/8/17
SFCPSC Department Leads	Kathy How San Francisco Public Utilities Commission 		2/8/17
	Elaine Forbes Port of San Francisco 		2/8/17
	Ivar Satero San Francisco International Airport 		2/8/17
	Ed Reiskin San Francisco Municipal Transportation Agency 		2.8.17
	Phil Ginsburg San Francisco Recreation and Park Department 		2/8/17.

Addendum 1:

Sample SFO weekly project meeting (OAC) minutes with Partnering check-in (pg. 3)

Addendum 2:

Sample SF Public Works weekly project meeting agenda with Partnering check-in (pg. 4-5)

Addendum 1

San Francisco International Airport (SFIA)
T1 Redevelopment Program
Project # – Project Description



WEEKLY PROGRESS MEETING

Meeting Subject: Project Weekly Meeting Minutes
Location: Contractors Jobsite Trailer
Project: Project Name
Prepared by: Steve Jobs

Date: November 17, 2016
Time: 8:30 am – 10:00 am

Meeting Participants (Please Refer to Sign In Sheet)

1. Old Business
 - A. Minor corrections/comments noted and have been corrected regarding meeting minutes for 11/10.
2. **Safety:** Contractor Report: Everything good; Ongoing housekeeping efforts with continuous communication for inside/outside.
3. **Partnering Check-in: Next Partnering Session: January 11, 2017 9:00 am – 10:30 am**
Answer one sample question per week
 - How are we working as a Team?
 - Are there outstanding issues that are not resolved?
 - How are we tracking on our project goals?
 - What's your favorite joke? (fun = high performance)
4. Review Action Item Log
 - A. Items 20, 22, 24: Update deferred
 - B. Item 60 (Architectural & Construction LEED): Architect: update
5. Weekly Escalated Focused Items: Not discussed
6. Pull Planning Action Items with reference to their numbering on white board :
10/25 list update:
 1. Conduits for security doors: Name: Detail11/1 list update:
 2. Add soffit in Reception area: Name: Detail
7. RFI and Submittal discussion:
 - RFI 421: Architect: Working on...
 - RFI 578: Architect: Working on...
8. Schedule: Update not distributed at meeting.
9. PTO/Vacation schedule for November/December:
Stephen McCovey 12/12-12/14
10. New Business Discussion:
 - A. Other business

Addendum 2



**SAMPLE Project
Progress Meeting # 1 Agenda**

Meeting Address – Conference Room

Date (Day of week) - 10:00 A.M-11:00 A.M

Edwin M. Lee
Mayor

Mohammed Nuru
Director

Julia Laue, AIA, LEED AP
Principal Architect
and Manager

Building Design & Construction
30 Van Ness Ave.
San Francisco, CA 94102
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twitter.com/sfpublicworks

Item #	ISSUES	Description	Action Required	Status
1.1	Safety	01/01/2017: Daily safety meeting, highlight safety strategy here	Steve	Open
1.2	Partnering Check in	01/01/2017: Kick-off Partnering Session: 2/1/2017, 9-11:30am, 30 Van Ness Ave. Include one question or topic per week developed by the team: (Sample topics) <ul style="list-style-type: none"> • How are we working as a Team? • How are we tracking on our project goals? • Are there any unresolved items on the partnering scorecard survey? • What is one idea you have that could make our team more efficient? • What is a success story from last month that we should gather for potential partnering award applications? 	Steve/Jim	Open
1.3	Ground Breaking Ceremony	01/01/2017: Ground breaking ceremony is 02/09/2017 (R) 4:00-5:00 p.m.	Jane	Open
1.4	CPM baseline schedule	01/01/2017: Contractor is required to submit CPM baseline schedule with activities and duration, and sequence.	Steve	Open
1.5	Pre-con joint photos	01/01/2017: Contractor and RE shall have joint pre-con photos by 01/08/2017.	Steve/Jane	Open
1.6	SFRPD banner	01/01/2017: Jane will monitor status of banner for ground breaking ceremony.	Jane	Open
1.7	Schedules of values	01/01/2017: Schedules of Values has been approved. Contractor to forward Excel spread sheet of SOV to RE.	Jim	Open
1.8	Long Lead Items	01/01/2017: Contractor will s submit long lead item submittal log by 1/6/2017. <ol style="list-style-type: none"> 1. Fiber 2. Rebar shop drawing 3. Park sign 	Jim	Open
1.9	ASIs	01/01/2017: No ASI issued yet.		

Partnering Enhancement Proposal 0.1.2 – Partnering in the Weekly Meeting Agendas
 SFCPSC Meeting #3 Attachment 1

1.10	RFIs	01/01/2017: No ASI submitted yet.		
1.11	Submittals	01/01/2017: See submittal log.	Team	Open
1.12	PCO/COR	01/01/2017: No ASI submitted yet.		
1.13	Three Week Look- Ahead Schedule	01/01/2017: Contractor to provide look ahead schedule for every progress meeting.	Jim	Open

Note: These minutes will be relied upon as the approved record of matters discussed and conclusions reached during the meeting. If you disagree with the contents, please send the author a letter outlining your disagreement within seven calendar days of the issuance of these minutes.

 Steve Jobs - Resident Engineer
 Attachments: Sign in Sheet

Meeting Note Format:

Item # description: Example: 1.9. 1 represents progress meeting number. 9 represents item order.