



## Informal Partnering Agreement

Project:  
(C/R/S)  
(DATE)

Contractor:

Project Engineer/Supervisor:

Area Engineer:

Partnering is an agreement among the key players involved in a construction project that outlines responsibilities, lines of communication, and seeks to develop a spirit of teamwork and cooperation. It is the policy of ODOT to deal with Contractors in a professional manner.

Project Engineers and Inspectors are expected to be honest, fair, and impartial in their dealings with Contractors. Project Engineers and Inspectors have a clear sense of what is best for the overall project in terms of quality, schedule, and costs. By doing their best to balance these needs between the Department and the Contractor, they help achieve good faith and fair dealing with the Contractor. Cooperative construction between ODOT and the Contractor is the expected way of business.

### A. Project Goals

- Communicate openly and honestly.
- Build a project that is safe for the workforce and the travelling public.
- Treat all stakeholders with respect. Remain open to all viewpoints.
- Focus on the project first with attitudes of success and fairness.
- ODOT is committed to prompt payment to Contractors.
- Create a positive team culture in the administration of the project.
- Build a project that is completed on time and within budget.
- All parties commit to mitigate the impact of issues as they arise.
- Resolve issues on projects respectfully utilizing the Dispute Resolution process. ODOT strives to resolve issues at the Project and Area Engineer levels.
- Build a quality project for which we are proud.

## Additional Goals

- 1.
- 2.
- 3.

## **B. Chain of Command**

There is an understanding that individuals are not expected to make a decision with which they are uncomfortable, and will escalate upward. However, ignoring an issue or making no decision is not acceptable.

### **ODOT**

1. Project Engineer
2. Area Engineer
3. Scott LeBlanc, P.E. District Construction Engineer

### **CONTRACTOR**

1. Project Superintendent
- 2.

## **C. Communications and RFI's (Request for Information)**

Initial Contact:

Format: Email

Standard Response Time: 2 days

## **D. The District promotes a Finalize-As-You-Go process. The PE/PS and Contractor shall agree on quantities as soon as materials are approved and the work is accepted. The PE/PS is expected to finalize line items progressively and pay out balances throughout the project.**

## **E. Signatures**

ODOT:

Date:

CONTRACTOR:

Date:

