

**Ohio Department of Transportation**

**Ohio Contractors Association**

**Don Conaway Partnering Award**

**2021 Nomination**



**Nomination Deadline: Friday, January 8th, 2021**

**1980 West Broad Street  
Columbus, Ohio 43223**

**[www.dot.state.oh.us/pages/home.aspx](http://www.dot.state.oh.us/pages/home.aspx)**

**[www.ohiocontractors.org/default.aspx](http://www.ohiocontractors.org/default.aspx)**

## DON CONAWAY PARTNERING AWARD CATEGORIES

A project team, consisting of the Contractor and ODOT, will be recognized in each of the following project categories:

- **Category 1 – (Under \$5 Million)**
- **Category 2 – (\$5 – \$20 Million)**
- **Category 3 – (\$20+ Million)**

## 2021 ELIGIBILITY REQUIREMENTS

- Projects must be substantially complete by December 31, 2020.
- All ODOT let construction projects are eligible.
- A project can only be nominated once for consideration of this Award.
- **Projects must be nominated jointly by both the Prime Contractor and respective ODOT District.**

## AWARD PROGRAM GUIDELINES

### **Nomination Deadlines and Submittal Information**

Nominations to be sent/ emailed to:

Chase Wells, ODOT Partnering Coordinator – **by Friday, January 8<sup>th</sup>, 2021**  
1980 West Broad Street  
Columbus, Ohio 43223  
Mailstop 4090

For questions contact:

Chase Wells, 614-466-4789, [Chase.Wells@dot.ohio.gov](mailto:Chase.Wells@dot.ohio.gov)

### **Selection Criteria (No particular order)**

- Establishment and achievement of goals.
- Management of Key Stakeholder and Subcontractor relationships.
- Challenges encountered and overcome.
- Utilization of the Dispute Resolution Process.
- Mitigation Efforts to reduce the risk of claims.
- Demonstration of Partnering Values.

### **Selection Process**

The Don Conaway Partnering Award selection process is conducted by the ODOT/ OCA Partnering Steering Committee which is comprised of ODOT Central Office and District employees, OCA representatives, and Contractor members. The Committee oversees the award process and has final eligibility and award determination.

The Award recipients are recognized each year at the annual Don Conaway Conference.

The evaluation and selection process is:

1. The ODOT Partnering Coordinator reviews submittals for eligibility.
2. Committee reviews nominations.
3. The Committee may ask the Project Team to present more information that will be used to determine the award assignment.
4. Finalists selected for each project category with the possibility of an added "Honorable Mention" category.
5. Awards presented at the annual Conaway Conference.

**Note:** Any Committee member who has a business relationship with a potential winner will be excused from participating in the determination of the award.

## 2021 Don Conaway Partnering Award Nomination

### Nomination Form

*To Check/Un-Check Boxes: Right Click on Box, Select Properties*

Check only one project category below:

- Under \$5 Million (Category 1)  
 \$5 Million - \$20 Million (Category 2)  
 \$20+ Million (Category 3)

### Application Information

*To Enter Info. into the Boxes: Right Click on Box, Select Properties, Type Info. into "Default Text."*

Project Number: 19-0566 & 20-0015      Project Location (C-R-S): HAN-US 68-04.70  
Arlington Phase 2 & HAN-US 68-05.37 Arlington Phase 3      PID: 104001& 104002

### Project Description

These projects were a complete reconstruction of Main Street from the South Village Corporation Limit to South of Liberty Street for phase 2 and from North of Buck Run Bridge North to 350' North of Wardwell Street for Phase 3. The existing roadway and curbing will be removed and replaced with a new asphalt roadway, concrete curbing and some concrete sidewalk, including ADA compliant curb ramps. The project will also include the replacement of the storm drainage system, manholes, pipe and catch basins.

Helms & Sons Excavating was awarded the contract for both of these projects, so they treated it essential as one project. This was a challenge for the Department in making sure to keep everything separate for each job. We knew from the beginning that partnering and open lines of communication was going to be very important.

**Note: Please provide any project photos along with this nomination form.**

### Team Members

- ODOT Project Engineer: Michael Butler

Telephone Number: 419-549-0914

Email: Michael.Butler@dot.ohio.gov

- **Prime Contractor: Helms And Sons Excavating**

Contact Name: [Matt Glick](#) Telephone Number: [419-348-4712](#)  
Title: [Project Manager](#)

Email: [mglick@helmsandsons.com](mailto:mglick@helmsandsons.com) Mailing Address: [1753 LIMA AVE FINDLAY  
OH 45840](#)

- **Number of Sub-Contractors: 7**

- **Designer: Nancy K. Tobe P.E. with Access Engineering Solutions**

Title: [Project Manager](#) Telephone Number: [419-586-1430 X105](#)  
Email: [nkt@accessengllc.com](mailto:nkt@accessengllc.com)

- **Was PN 111 assigned? Yes NoX**

- **If yes, Partnering Facilitator:**

Telephone Number: Email:

### **Project Data**

Project Bid Date: [Phase 2: 11/21/2019, Phase 3: 1/23/20](#)

Project Award Date: [Phase 2: 11/27/2019, Phase 3: 1/30/20](#)

Original Completion Date: [Phase 2: 10/31/20, Phase 3: 10/30/20](#)

Substantial Work Complete Date: [Phase 2: 11/18/20, Phase 3: 11/18/20](#)

Original Project Bid Amount: [Phase 2: \\$1,344,035.10, Phase 3: \\$857,298.50](#)

Final Project Amount: [Phase 2: \\$1,314,61.85, Phase 3: \\$873,148.18](#)

What goals were established and how were they achieved?

The project team held an initial partnering meeting to establish goals for the project. Those goals and how they were achieved are as follows.

- **Maintain a safe project site with no reportable lost-time injuries.**
  - The project was completed with a perfect safety record and had zero recordable incidents for Helms or ODOT, as well as the subcontractors. This was in part because Helms held safety meetings every Monday where ODOT personnel and the Contractor would discuss the schedule and how to be safe performing that week's work items. Both the Contractor and ODOT welcomed input from each other if a potentially unsafe act was witnessed.
  
- **Build the project with a workable on-time schedule**
  - ODOT and Helms worked closely together every day discussing any issues that arose and exploring ways to solve them in a timely manner.
  
- **Develop a work environment that promotes mutual respect.**
  - The Department and the Contractor worked together going over each day's pay items to make sure everything was accounted for and resolving any quantity disagreements. This timely approach allowed for easy resolution without conflict. The ODOT project staff and the Helms project staff frequently discussed the upcoming short-term work goals and brainstormed potential conflicts and resolutions. This helped the team have materials and equipment on site to expedite any surprises.
  
- **Construct a quality project that everyone can be proud of.**
  - The owner of Helms as well as the Project Manager for the project both lived in very close proximity of the Village of Arlington, so the emphasis on wanting to do a good job was increased greatly. The Contractor and ODOT interacted constantly with the locals in regard to property access, problem areas on the roadway, safety concerns, and general questions about what was going on. This public involvement helped drive towards the quality product that not just the workers, but the residents themselves would be proud to be involved with.
  
- **Build project within budget.**
  - There were many changes that were made on the project, such as the addition of extra sidewalk, underground cistern, extra work to the surrounding local roads, and failed subgrade to name a few. Each of these items added costs to the project, however by working as a team on

the resolutions, costs were minimized and phase 2 came in under budget and phase 3 was slightly over.

- **Minimize the inconvenience to adjacent property owners and the traveling public.**
  - This was a big issue for the construction team being that this project completely shut down the Main Street in Arlington, Ohio. Nearly all of the properties on this stretch of road had access to their homes from the back side which certainly eased the stress of this situation. In situations where a resident did not have access from the back, the team made sure they would be able to get to their homes each and every day. The local residents were great partners by willingly working with us to expedite the project.
  
- **“Project first” mentality.**
  - Our team always worked to do what was best for the project as well as the Village of Arlington. When issues arose, they were solved on-site with the project personnel and ODOT working together which allowed for the project to keep moving forward with positive production towards completion. Because all project problems were mediated regularly, the project management staff was aware of the relationship of the expenses compared with the budget. This allowed for both parties to move forward on resolutions without fear of funding constraints.
  
- **Keep adjacent property owners well informed of project activity.**
  - The Project Manager for Helms attended the village meetings. In these meetings he was able to inform the village of the progress schedule and the upcoming construction events. Following the meetings, he would brief the ODOT personnel with any concerns the property owners had. And as a team, the group would figure out how to address the resident’s concerns.

How did Subcontractors and/or Key Stakeholders contribute to the Project’s success?

**Subcontractors were notified of the project’s partnering goals as well as the process as they came on-board. This project had a lot of curb and gutter work to be completed, so we really worked hard as a team including the concrete curb and gutter sub (Oglesby) to complete the slip forming in a timely manner. Time saved here has a direct impact on the opening of the roadway.**

List any teambuilding activities or unique motivational activities:

**Because of the Covid-19 guidelines we didn't do any unique teambuilding activities. We knew that we would need to keep our lines of communication open and really work on any issues we might have daily. The contractor and the ODOT project team worked closely every day discussing the project schedule and anything that could potential be a problem.**

Safety Record of the Project:

**The project maintained a perfect safety record and had zero OSHA recordable incidents for either Helms or ODOT.**

What challenges or obstacles were encountered and how were they overcome?

- **Safety**
  - **Safety as always was a big focus on the project. Regular safety meetings were held through out the course of the project to make sure everyone was aware of the upcoming schedule and possible risks involved. The traveling public as well as the local pedestrian traffic was also a focus of ours when safety was discussed. We wanted to make sure we kept the construction site clean and free of any hazardous situations.**
  
- **MOT/Traffic Control**
  - **When closing US-68 during phase one of the Main Street project, issues with the local and state detours were made obvious. We had a lot of semitruck traffic that was still making its way down to the closed road. We wanted to adjust for this when we started phase 2 and 3 of the project. We added multiple message boards to the project to help with this issue. We also added more advanced warning signs to help deter some of the traffic. The local law enforcement officers paid a big role in the success of the getting the trucks detoured from the work site just by increasing their presence.**



- **Access to EMS building on Phase 3**
  - The local EMS station is located in the middle of Phase 3. An immense amount of communication was done prior to and during the construction season with the EMS group to make sure they were going to have access or if they needed to store their supplies and vehicles off site while we constructed the roadway in front of the station. The State Pharmacy Board was accommodating with allowing the EMS to stage the supplies and equipment offsite to assist with the construction schedule.
- **Driveway access to Tannery Business in Phase 2**
  - There was also one particular driveway for a tannery business in phase 2 that required a partnering effort as well. The property owner was not happy with the proposed design of his driveway, so the Department, Contractor, Designer, and the Village worked out a solution that fit the owner's desires. We made his driveway larger and moved the location a bit to allow for better access for semitruck deliveries. There were a number of meetings held to address this problem.
- **Maintaining access to residential and business properties**
  - Driveway access was an issue on both phases of the project. Some residents did have back access to their properties, so that helped greatly. For the properties that didn't, the contractor was able to schedule their work with the property owners to minimize their inconvenience. Helms made it their goal to re-establish access after each day's work when possible. Jack and Do's restaurant is located at the very North end of Phase 3. Helms did a great job working with the owner to keep his access open during the course of the project.
- **Plan error with the original Survey on Phase 2**
  - When the surveyors were attempting to verify vertical and horizontal control on the project there seemed to be 1.5' +/- bust in the horizontal control points. It was determined that there was an error in the original survey done by the contractor. The designer and contractor were able to work through the issue and solve it with out much delay or dispute.

- **Secondary routes and how we will maintain/repair them**
  - The Village was concerned with the damage that the local roads were exposed to through the construction of Phase 1. After the completion of Phase 1 in 2018 it was determined that we would not complete any repairs until the project was completely finished. The local roads were exposed to a large increase in truck traffic due to people not following the detour signage. After a few meetings and discussions, the Department had agreed to repair a lot of the local roads that showed the worst damage after the three projects had been completed. The contractor agreed to complete the extra work using the original bid items and prices. This was a great compromise and testament to the partnering process from everyone involved. We were able to repair the roads around the Village that otherwise would not have been completed. This did cause the project completion date to be pushed and the budget for phase 3 to get slightly overrun, but it was the best result for the village and surrounding roads.
- **Additional sidewalk added by the Village**
  - The village added roughly 2300 square feet to phase 2 and 4000 square feet to phase 3. This was a large addition of work to the project. The contractor was able to accommodate the schedule and still meet the project milestones of getting the road open.
- **Underground cistern found on phase 2**
  - An underground cistern was found on phase two. We had some experience with this when we did the first phase of the project. The Department and the Contractor was able to work through the issue timely and was able to pump out the cistern and fill it with low strength mortar backfill to keep the schedule of the road reconstruction moving. The timely decision making allowed for this issue to be mitigated in a cost-effective manner.
- **Failed subgrade on both phases**
  - Throughout phase 2 and phase 3 after the subgrade was excavated to the plan depth of 12" and the proof rolling was completed, some areas of the subgrade was still failing. The contractor worked with the Department to perform extra excavation to allow for a stable subgrade to build the roadway on. This was done timely and the original contract items were used to perform the work

How was the Dispute Resolution Process used?

Was a Dispute Resolution Board or Dispute Resolution Advisor used?

# of Verbal Notices: 0

# of Early Written Notices: 0

# of Step 2 Disputes: 0

# of Step 3 Claims: 0

**Although there were no claims, no major conflicts, or major time delays on this project, it is our belief as a team that despite the many challenges that arose during construction, lack of these negative events is in fact a testament to the successful partnering this award was created to distinguish.**

What mitigation efforts were taken either before or during the Dispute Resolution Process?

**By Helms and ODOT following the chain of command established during the Initial Partnering Session at the beginning of the project the above challenges each of which could have risen to an early written notice were avoided and solved at the project level. This is a testament to the communication and collaboration from the team atmosphere that existed between all parties at the project level. This willingness to work together to resolve issues and complete on time was a rewarding experience that led directly to the success of this project. Mitigation efforts were really nothing more than communication, honest, open discussion, buy-in by both parties to complete the project in a win-win atmosphere, and simply put, good teamwork.**

If applicable, list the number and savings from the Value Engineering Change

Proposals:

None

How did the project finish in relation to critical milestones?

**The road was open on time and all original contract work was completed. This was even done with all the extra sidewalk that was added by the Village. The thing that caused the project to not hit the completion data was all the extra work we did to repair the local roads in the village that were damaged from all three phases of the Main Street Reconstruction. Helms was very accommodating to complete this extra work in a timely manner.**

How did the Project Team demonstrate that Partnering added Value to the Project?

**The initial partnering session provided a framework for the project team to work in a collaborative effort to achieve the goals of the project. Especially helpful was defining the roles of key personnel and the chain of command so that issues could be quickly and accurately relayed to the appropriate individuals to be addressed. It was evident, and made known from the beginning, that communication on this project was going to be critical between all parties involved. The overall level of communication between Helms and ODOT was exceptional throughout the project allowing the progress of the work to proceed and problems to be solved in an efficient and equitable manner. This project demonstrated that honest and open communication between the parties can lead to an environment of mutual respect and cooperation. Recognizing that the project team had common goals and solving issues with a “project first” approach was critical in making this project a success for all involved.**

Were partnering meetings held? If so, please attach minutes, sign-in sheets, or other documents.

**Yes, see attached documentation**

List any Quality Awards the project has received (e.g. Smooth Pavement Award).

**None to date**

Please share any innovative ideas, lessons learned, or additional facts from the project that could provide insight in helping other teams improve their projects.

**Lessons learned from this project:**

- **Open lines of communication from the start of the project allowed for positive relationships to form between Helms and ODOT, as well as Village personnel. With all of the surprises and challenges this reconstruction project encountered, great communication and total embracement of the true partnering concept were paramount in the successful completion of a quality product on time.**
- **The project management from ODOT and the Contractor strived to resolve every possible challenge at the project level. This saved time and money as the number of people involved in the decision-making process was minimized, and the decisions were being made on-site so there was no lost time waiting on meetings or trying to get ahold of a higher authority. This demonstrates that if the team is willing to respect each other and have honest communications about the issues, most challenges can be accomplished quickly, economically and efficiently.**

**By submitting this application form, all materials become the property of ODOT's Statewide Partnering Committee and may be used in education, marketing, and promotion for the Don Conaway Conference.**

**Prime Contractor**

**Name: Matt Glick**

**Title: Project Manager**

**Organization: Helms & Sons Excavating**

**Phone: (419) 348-4712**

**Email: mglick@helmsandsons.com**

**ODOT District**

**Name: Michael Butler**

**Title: Project Engineer**

**Organization: ODOT D-1**

**Phone: (419)-549-0914**

**Email: [michael.butler@dot.ohio.gov](mailto:michael.butler@dot.ohio.gov)**

When submitting project photos, please keep such separate from this nomination document or present in a manner that maintains quality and allows for ease of extraction. JPEG images are preferred, and photos will be used to present projects at the 2021 Conaway Conference. For submission questions, please contact Chase Wells at [chase.wells@dot.ohio.gov](mailto:chase.wells@dot.ohio.gov) or 614-466-4789.



**Existing Main Street in Arlington Phase 2, prior to construction.**



**Existing Main Street in Arlington Phase 3, prior to construction.**



# Initial Partnering Session Agenda/Minutes

**Project: 0556 (19) and 0015 (20)**

US-68-04.70 Arlington Phase 2 and US 68-05.37 Arlington Phase 3  
[4/15/2020]

## **I. Welcome and Introductions**

- **Facilitators**

- i. ODOT-Michael Butler

- ii. Helms & Sons-Matt Glick

## **II. Known Stakeholders Issues/Needs**

- Village of Arlington
- Property owners within project area
- Traveling Public
- Public Notification of closures/restrictions
- Garner Trucking
- Trucking Industry
- Businesses on Main Street in Arlington
- Arlington School
- Emergency Services
- Sheriff's Department
- OSP



### III.

- Chain of Command

Organization	Project Personnel	Senior Personnel
ODOT	Michael Butler– project decisions 419-549-0914 Darryll August- Inspection	Luke Johansen - construction  <u>Office Contacts</u> Jenn Gasser-design contact Shell Miller – real estate contact Duane Hackworth – utilities contact Deidra Noel – maintenance/snow/ice
Helms & Sons	Matt Glick 419-348-4712 Jack Allison	Shane Helms

## **IV. Issue Identification and Resolution**

### **Primary Issues**

- Safety
- Communication
- MOT/Traffic Control
- Quality Construction
- DBE Goal: Meet or exceed the 8% DBE goal
- Maintaining Access to residential and business properties
- COVID 19 Compliance
- Secondary routes and how we will maintain them

#### **Action Plan**

- Additional Messages Boards
- Village ordinance
- Increased communication with law enforcement
- Send Garner Trucking detour maps
- Reach out to state EMS/Pharmacy Board for storing ambulances to a separate location to mitigate access issues.
- Safety Meetings each week to discuss the guidelines pertaining to COVID 19.

### **Secondary issues**

- Haul routes
- Chain of command
- Dispute resolution- lowest level
- Change of plans- inform all
- Emergency access
- Consistent info to all
- Prompt RFI responses
- Prompt payment
- Dust control
- Closures & traffic impacts - public notices
- Weather
- Protect utilities during construction

- Environmental concerns
- Plan quality & clarity
- Important events & dates affecting traffic?
- Timely communication of concerns
- Daily activity communication to all (tailgate talks)
- Responsiveness
- Material paperwork submittals
- Stay within budget
- Project coordination – including detours
- Job site security
- SWPPP Track usage

#### Action Plan for Secondary Issues

- Emergency Access/make sure trucks stay off secondary routes to leave access for emergencies.
- Keep Emergency services updated on work
- Construct project part width to maintain traffic.

#### **Schedule (goals)**

Build a quality schedule that is efficient and makes sense.

### **V. Develop Mission Statement**

Working together for the surrounding areas future.

## **VI. Goals**

- Build projects that are safe for the workforce and the travelling public
- Profitable for the contractor
- Develop a work environment that promotes mutual respect
- Build important projects that last and serve the public interest
- Build projects that are completed on time and on budget
- Treat the environment with respect on all our projects
- Resolve issues on projects respectfully, timely and without litigation whenever possible
- Strive to resolve issues at the level closest to the project consistent with levels of authority
- Seriously consider all alternative viewpoints on a project
- Partner with all stakeholders including the public, local governments, utilities and other transportation modes
- Trust and respect each other and all the partners on the project
- Focus on the Project first with attitudes of success and fairness
- Commit to responsibly mitigate the impact of issues as they arise
- Manage our projects so that they are fully transparent and meet all real and perceived legal standards
- Build quality projects that we're proud of
- Communicate openly and effectively
- Empower our people to use and enforce these principles

### **Progress Meeting Schedule**

- ODOT and Helms will be working together daily discussing the project and will hold meetings as necessary.

### **CMS 100 Requirements**

- Early Notification Requirements (108.02.F.1 & 108.02.F.2)
- Dispute Resolution Process (108.02.G)
- Entering the dispute resolution process should not be viewed as “bad” or “adverse”. It is part of the contract and a tool to assist in finding a fair solution for all parties.

### **Charter Implementation & Evaluation**

- Make revisions, send for signatures
- Convey the Charter to all Parties Involved including Tradesmen and Inspectors
- Review Charter at all progress meetings
- Post Charter on SharePoint site
- Celebrate Successes

CONTID: HAN US 68-04.07\_190566\_\_ Date: 4/15/2020

CONTID: HAN US 68-05.37\_200015\_\_ Date: 4/15/2020

Sign in sheet

**Formal Partnering Meeting**

NAME	INITIAL	COMPANY	PHONE	EMAIL
Chris Hughes	x	ODOT	419-999-6815	Chris.Hughes@dot.ohio.gov
Rob White	x	ODOT	419-999-6901	Robert.White@dot.ohio.gov
Scott Mullins	x	ODOT	419-999-6903	Scott.Mullins@dot.ohio.gov
Michael Butler	x	ODOT	419-549-0914	Michael.Butler@dot.ohio.gov
Luke Johansen	x	ODOT	419-999-6956	Luke.Johansen@dot.ohio.gov
Matt Glick	x	Helms & Sons		mglick@helmsandsons.com
Shane Helms	x	Helms & Sons		shane@helmsandsons.com
Nancy Tobe	x	Access Engineering Solutions, LLC		nkt@accessengllc.com
Dean Glick	x	Street and Parks Commissioner		voastreetspark@gmail.com
Colton Kidd	x	Water/Sewer		voawatersewer@gmail.com
Kathy Fahy	x	Village Engineer		kfahy@blancharddesign.com
Kevin Haught	x	Superintendent		Haughtk@arlingtonlocal.org
Brian Essinger	x	Village of Arlington		brian.essinger@outlook.com

Douglas E Cade PE, PS	x	Hancock County Engineer		decade@co.hancock.oh.us
Crow, Matthew	x	OSP Findlay Post Commander		MCrow@dps.ohio.gov
Sheriff Mike Heldman	x	Hancock Co.		meheldman@co.hancock.oh.us
Tim Chrulski	x	Operations Director Garner Trucking		tchrulski@garnertrucking.com
Sheri Brumbaugh	x	President Garner Trucking		sbrumbaugh@garnertrucking.com
Jennifer Gasser	x	ODOT	419-999-6871	Jennifer.Gasser@dot.ohio.gov
Todd Richard	x			toddmrichard@yahoo.com
Matt Kinsinger	x	Hancock Co		makinsinger@co.hancock.oh.us
Deidra Noel/ <b>Hancock</b>	x	ODOT	419-999-6731	Deidra Noel@dot.ohio.gov

# Post-Construction Meeting Agenda/Minutes

Attach signed attendance sheet with Name/Representing/Phone

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Date: December 9, 2020 Meeting Location: Microsoft Teams

Name: [Helms and Sons Excavating](#)

CONTID: HAN104001 / HAN104002 ALTID: 190566 / 200015  
C-R-S: HAN-US68-4.70 / HAN-US68-5.37

Project Type / Description: For Improving Us 68 In Village Of Arlington, Of Hancock County, Of Ohio, In Accordance With Plans And Specifications By Reconstructing An Existing Roadway, Replacing The Storm Drainage System And Related Work.

Award date: 11/27/20 **566(19)** & 01/30/20 **15(20)**

Original Completion date: 10/31/20 **536(20)** & 09/01/20 **15(20)**

Actual Completion date: 11/18/20 **566(19)** & 7/20/20 **15(20)**

Designer: Access Engineering 566(19) & 15(20)

## 1. Project Positive Aspects:

- a. Overall, the project turned out really well.
- b. Contractor was great to work with.

## 2. Partnering:

- a. Were goals established? **YES** -or- NO
- b. Were the goals realized? **YES** -or- NO
- c. How well were the goals evaluated or measured?
  - Project completed on time and budget with zero early notices.
- d. How were foremen/workers involved in the Partnering process?
  - Daily conversations with ODOT project members
- e. How were subcontractors involved in the Partnering process?
  - Conversations with prime and ODOT personnel.



- f. How were relationships with key stakeholders managed?
- Advanced notices of closures and planned work locations
- g. Teambuilding activities or unique motivational activities:
- i. Nothing unique was done, but open lines of communication was kept throughout the project.
  - ii. The contractor worked well with the Village on any issues they had. They attended Village meetings to help with any issues.
- h. Safety Record of the Project:
- Zero-time loss accidents.
- i. Challenges or obstacles overcome:
- i. Access to property owners
  - ii. Access to EMS
  - iii. Initial Survey for project 19-0566
  - iv. Undercutting in different areas due to failed subgrade
- j. Partnering Survey Completed by Contractor: **YES** -or- NO

Link to online Partnering Survey:

[https://www.surveymonkey.com/s/ODOT\\_Partnering\\_CloseOut\\_Survey](https://www.surveymonkey.com/s/ODOT_Partnering_CloseOut_Survey)

### 3. Change Order Summary:

Ohio Department of Transportation Change Order History Alternate ID: 190566						
ALT ID	CONT ID	County/Route/Section	PE/PS	District		
190566	HAN104001	HAN-US 68-04.70 Arlington Phase 2	MBUTLER3 / ljohanse	01		
CO Nbr	Type	Status	Net Amount	Date Entered	ODOT Approval	Change Description
<a href="#">001</a>	EWCO	APPR	\$4,799.70	08/27/2020	09/16/2020	LSM Backfill For Unknown Cistern
<a href="#">002</a>	RWCO	APPR	(\$65,264.98)	11/17/2020	11/30/2020	Change order for Normal Diff Overrun/Underrun
<a href="#">003</a>	RWCO	APPR	\$30,592.03	11/17/2020	11/30/2020	Change order for significant diff. overrun/underrun
<a href="#">004</a>	RWCO	APPR	\$0.00	12/01/2020	12/03/2020	Time Extension

Change Order History Page 1 of 1 Run Date & Time: 12/9/2020 10:34:30 AM



ALT ID	CONT ID	County/Route/Section	PE/PS	District
200015	HAN104002	HAN-US 68-05.37 Arlington Phase 3	MBUTLER3 / Jjohanse	01

CO Nbr	Type	Status	Net Amount	Date Entered	ODOT Approval	Change Description
<a href="#">001</a>	EWCO	APPR	\$3,199.80	05/11/2020	06/11/2020	Low Strength Morter Backfill
<a href="#">002</a>	RWCO	APPR	\$1,413.48	10/20/2020	11/05/2020	Change order for normal differences
<a href="#">003</a>	RWCO	APPR	\$11,236.40	10/20/2020	11/05/2020	Change order for significant differences
<a href="#">004</a>	RWCO	APPR	\$0.00	12/01/2020	12/02/2020	Time Extension

Change Order History

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Run Date & Time: 12/9/2020 10:36:50 AM

4. Modification of Plan Concepts:
  - a. Added sidewalks
  - b. Driveway adjustments
  
5. Public Issues:
  - Issues throughout the job that we worked with the Village to resolve
    - Driveway
    - EMS Access
  
6. Project/Design Issues:
  - a. Profile of side streets caused issues with ADA Ramps.
  - b. Survey issues with Phase 2
  
7. Right of Way/ Utilities Conflicts:
  - None
  
8. Number of Early Written Notices Received:
  - None
  
9. Number of Step Two Disputes:
  - None
  
10. Number of Claims:
  - None

**11. Number of Value Engineering Change Proposals:**

- None

**12. C-95 Form Completed by ODOT Personnel:            YES   -or-   **NO** Not completed yet.**

**13. Finalization:**

- Final quantities mostly agreed upon. Working through a few items.
- CA-D-12 returned Will send out with last estimate of value
- Quantity Adjustment CO's pending (Overrun/Underrun CO's yet for both jobs)

***Distribute the Post-Construction Minutes with all attachments to: Project Engineer, Prime Contractor Superintendent, Designer, Construction Office, LPA, and others expressing interest.***