

**Urban Construction Initiative
Annual Meeting Minutes
City of Lynchburg
May 21st and 22nd, 2014**

The Urban Construction Initiative Annual Meeting was hosted by the City of Lynchburg at their IT Center. We would like to extend a special thank you to the City of Lynchburg for hosting this year's Annual meeting and to all of the presenters for their outstanding contributions. Similar to the UCI Annual meetings the last couple of years, we conducted a two day annual meeting to allow for a full day of training sessions followed by the traditional UCI Annual meeting business and technical items.

MAY 21st TRAINING COURSES

We were fortunate to have three informational sessions on May 21st for various training topics.

Todd Halacy, P.E., VDOT Local Assistance Division welcomed everyone to day 1 of the UCI Annual Meeting and outlined the day's agenda. **Gaynelle Hart, P.E.**, City of Lynchburg – Director of Public Works and **Lee Newland, P.E.**, City of Lynchburg - City Engineer welcomed everyone to the City of Lynchburg. Mr. Halacy thanked the members of the UCI Workgroup for developing this year's UCI Annual meeting agenda and kicked off the training session discussions. The training sessions included the following:

I. **Training Session #1: Patented & Proprietary Products/ Processes Update –**

Todd Halacy, P.E., kicked off the discussion by introducing the other speakers and provided the background on the discussion of patented and proprietary products. The UCI Municipalities requested that VDOT and the Federal Highway Administration (FHWA) discuss the process requirements which were later presented at the March 2013 UCI Meeting. Since the March 2013 discussion, VDOT and the FHWA have been busy reviewing the current process and redefining a new more streamlined process. **Elliott Moore, P.E.**, FHWA Area Engineer provided an overview of the process review that took place to include the scope, methodology of the process review. **Lorenzo Casanova, P.E.**, FHWA LPA and Research Program Manager outlined the definitions of proprietary products and Sole Source procurement. He also described the Certification and Public Interest Finding (PIF) processes from the federal perspective. Mr. Moore outlined the observations and recommendations of the process review which included creating well-defined procedure on how to process PIFs and Certifications. Mr. Halacy then described the new proposed process for approving patented & proprietary products which will not only allow for certifications but will also allow blanket approvals. The full presentation can be found under the separate link labeled 'Patented/Proprietary Products'

II. **Training Session #2: Optimizing Pre-Construction Meetings/ Materials –**

Danielle Morris, Program Support Specialist with the City of Harrisonburg with the outlined the City’s best practice for facilitating preconstruction meetings. Ms. Morris went through the civil rights documentation and what is required for materials to include the testing requirements. **Don French, P.E.**, VDOT’s Lynchburg District Materials Engineer presented detailed information on what is required for materials testing on locally administered projects. Mr. French described the FHWA/State testing requirements, frequency of testing, the flexibilities for testing on small quantities, and detailing quality assurance testing plans. He also went through some areas of concern and what localities should be aware of. **Bill Wise**, VDOT’s Lynchburg District Quality Assurance Manager detailed the density and compaction requirements for transportation projects. The full presentation can be found under the separate link labeled ‘Optimizing Pre-Construction Meetings/ Materials Testing’

III. **Training Session #3: Prequalified Contractors –**

Suzanne Lucas, VDOT’s State Prequalification Supervisor provided an overview of VDOT’s prequalification process. Ms. Lucas described how contractors become prequalified, what it means to be qualified and how the prequalification ties into the contractor evaluations. She also went through various forms that are important for the prequalification program and how the information is used. **Darrell Roach**, VDOT’s Claims Manager outlined contractor incentives and disincentives and the various processes to address contractor default. Mr. Roach also described the requirements for suspension of work and the processes for terminating non performing contractors from work. The full presentation can be found under the separate link labeled ‘Prequalified Contractors’

Approximately 45 people, representing ten localities, FHWA and VDOT staff from six Districts and Central Office attended the day of training.

A group dinner event was held later that evening at the Depot Grille as a kickoff to the next day’s annual meeting.

MAY 22nd ANNUAL MEETING

I. **Welcome – Opening Remarks:**

Russ Dudley, VDOT Local Assistance Assistant Division Administrator began the UCI Annual Meeting by thanking the City of Lynchburg for hosting this year’s meeting. Mr. Dudley introduced **Chris Winstead**, VDOT’s Lynchburg District Administrator who reemphasized the importance of partnering and the huge role that local governments and the UCI program play in successfully delivering transportation projects in Virginia. Mr. Winstead then introduced **Mayor Dr. Michael Gillette**, City of Lynchburg who welcomed everyone to the City and discussed the benefits of the UCI program. Mr. Dudley concluded the opening remarks by outlining the agenda for the day.

II. Business Items:

A. **VDOT Update:**

Jennifer DeBruhl, VDOT Local Assistance Division Director presented information on various topics that are of some interest by the UCI municipalities. Ms. DeBruhl presented the following:

- **2014 General Assembly:** There were several bills that were presented that would be of some interest to the UCI municipalities to include;
 - **HB1048/ SB 518 – Primary Extensions:** This bill modified the CTB formula to ensure eligibility for funds for paving of primary extensions. VDOT is currently working on the application format and project prioritization which will be shared with the Commonwealth Transportation Board (CTB) at their June 18th meeting. Additional information can be found on the VDOT Local Assistance Division’s website at the following address:
http://www.virginiadot.org/business/local_assistance_division_funding_programs.asp
 - **HB 2 – Prioritization:** This bill directs the CTB to develop a statewide prioritization process for construction funds (starting with the FY17-22 Six Year Improvement Program (SYIP)). There are still many questions that are being worked out with the requirements of this bill. As presented by the Assistant Secretary of Transportation, additional information can be found on the CTB website under the following link:
http://www.ctb.virginia.gov/resources/2014/may/pres/Presentation_Agenda_Item_7.pdf
- **FY15-20 Six Year Improvement Program (SYIP):** the public hearings for the upcoming SYIP have just been completed. The CTB approved the final SYIP at their June meeting. Revenue projections and collections are down from the FY14-19 SYIP leading to some significant changes in the funding. The urban formula allocations that were proposed in the out years of the FY14-19 program are no longer funded. While this is bad news, the overall situation is better than it would have been if HB2313 had not been passed last year. The approved version of the SYIP can be found at the following link:
<http://syip.virginiadot.org/Pages/allProjects.aspx>
- **June CTB Meeting:**
 - **Maintenance Payments:** The program has increased by 3.50% with rates being proposed: COL/LOC \$11,274 per moving lane mile, and PA/MA \$19,202 per moving lane mile.
 - **Revenue Sharing:** The program was fully funded. There is \$183M in state funds with \$883M in total project value (including funds from other sources). The Revenue Sharing program is budgeted at \$185M in future years.
- **Local Administered Projects:** The program continues to grow and as local projects now represent 42% of the projects on the 36 month advertisement schedule. We can expect additional emphasis to be placed on project delivery and committing to schedules. Russ Dudley, went over the Locally Administered Projects (LAP) performance reports. He showed that the UCI

Localities were responsible for 44% (\$124M) of the total dollar amount (\$284). Currently, the actual number of projects advertised for construction is lagging behind to-date with only 14% of the construction dollars being advertised. Mr. Dudley and Mr. Chris Winstead both reemphasized the importance of VDOT and the localities working together to get the projects on the construction commitment list advertised and the importance of meeting Virginia's federal strategy. Everyone was reminded to remember to provide schedule updates and task completion dates to their local VDOT project coordinators.

- **Local Programs Workshop:** The workshop will be held in Roanoke on September 16th thru 18th. The CTB will be meeting in conjunction with the workshop. There is a charity golf tournament by Volkert and mobile workshops for the Transportation Alternatives Program that are scheduled for Tuesday. Some of the highlights for this year's workshop includes;
 - Four tracks: 1) boot camp, 2) 10,000 foot for administrators, 3) project development, and 4) construction
 - Five slots per locality
 - More breakout sessions and repeat sessions

Additional information, to include registration can be found at the following link: <http://www.cpe.vt.edu/lpw/index.html>

B. FHWA Update:

Lorenzo Casanova, P.E., FHWA LPA and Research Program Manager presented the changes with risk-based project stewardship and oversight (R-BPS&O). This program will be replacing the Federal Oversight (FO) and Non-Federal Oversight (NFO) designation of projects. He went over the three main components of the new program, which are; 1) required project approval actions, 2) compliance assessment program (CAP), and 3) risk based stewardship and oversight of project of corporate and division interests (PoCI) & (PoDI). Mr. Casanova also discussed local projects from the national and divisional perspective and described how the local program has increased significantly. Mr. Casanova's full presentation can be found under the separate link labeled 'FHWA Updates'

C. UCI Workgroup Update:

David Jarman, P.E., presented the accomplishments and progress of the UCI Workgroup since the July UCI Annual Meeting. He discussed the workgroup's updated goals, proposed meeting schedule modifications, and upcoming activities. Mr. Jarman described each of the goals, why they are important and the task leads. Mr. Jarman also demonstrated the VDOT Project Development Review Timeline that the City of VA Beach and VDOT Hampton Roads District has been developing. This was UCI goal priority number two as Mr. Jarman described earlier in his presentation. Mr. Jarman's full presentation is attached for your review under the separate link labeled 'UCI Workgroup Update'. Also included is the link to the project development timeline.

D. **Urban Conversion Project (UCP):**

Todd Halacy, P.E., presented information on the Urban Conversion Project (UCP). The UCP project will merge the Urban Maintenance Inventory System (UMIS) that houses the street data for quarterly maintenance payments to urban localities, with the Virginia Geographical Information Network (VGIN) and with VDOT's Centerline Data. This merger will allow for geo-enabled business data for the local streets. Mr. Halacy also described how this merger has required a reconciliation of the data in VDOT's UMIS system. This reconciliation will require VDOT to reach out to each urban locality individually to correct errors in the data (examples include; gaps in the data, overlaps, street name discrepancies, etc...). Mr. Halacy's full presentation can be found under the separate link labeled 'Urban Conversion Project-UCP'

III. **Lunch**

J.P. Morris, P.E., Engineering Project Manager for the City of Lynchburg presented a summary of the Midtown Connector Project in the City of Lynchburg. Mr. Morris gave an overview of the project, including the background on the project, the project scope, stakeholders, the construction schedule, and challenges the city has encountered. Mr. Morris also showed a video that was aired by the City to assist with communications within the community. Mr. Morris' full presentation can be found under the separate link labeled 'Midtown Connector Project – Lynchburg'

IV. **Technical Items:**

A. **New Eminent Domain Law Update:**

Jennifer DeBruhl, VDOT Local Assistance Division Director updated the group on the latest with regard to the new Eminent Domain Law that took place in 2014. As a reminder there were several statutory changes that took place in 2014, which included; billboard relocations, relocation assistance, deed correction and date of valuation-inverse. Ms. DeBruhl discussed some of the current issues surrounding the new statutory changes. Additional information can be found in the document labeled 'Right of Way and Eminent Domain Update'

B. **Highway Safety Improvement Program (HSIP):**

Stephen Read, P.E. and Tracy Turpin, P.E., HSIP Program Managers for VDOT's Traffic Engineering Division discussed the latest with the Highway Safety Improvement Program. Their discussion included the latest VA highway crash trends and safety goals. They also went over the performance and outstanding inventory of active HSIP projects and the localities' role. They concluded their presentation with a schedule and proposed plan of the HSIP program moving forward. Their full presentation can be found under the separate link labeled 'HSIP Program Update'

C. **iVision Pavement Condition Monitoring & Analysis Tool:**

Todd Halacy, P.E., presented and demonstrated VDOT's iVision pavement condition monitoring and analysis tool. The iVision software is available to

local governments to access the data for the arterial routes that VDOT collected in late 2012 early 2013. Details and a demonstration of the iVision software to include the May 8th webinar held by VDOT's Maintenance Division can be found in the 'Local Government Workgroup Information/Pavement Condition Data' section of the following link:

<http://www.virginiadot.org/business/local-assistance-programs.asp#UrbanHighways>

The webinar also describes how localities can access the iVision software. Mr. Halacy's full presentation can be found under the separate link labeled 'iVision Pavement Condition Tool'

IV. **General Discussion/Next Meeting Topic:**

Todd Halacy discussed the proposed timeframe for the next UCI meeting. As explained during the UCI Workgroup Update, the full UCI group will meet semi-annually in lieu of tri-annually. The next meeting will be in the fall with the exact date and location to be determined shortly. Any localities interested in hosting the next UCI meeting, please let Todd know.

V. **Wrap Up/Close:**

Todd Halacy closed the meeting with a special thank you to the presenters and to the City of Lynchburg for hosting this year's UCI Annual Meeting. He also thanked the UCI Workgroup for their hard work accomplishing several UCI goals this year and their assistance in preparing the agenda and topics for the annual meeting.