



# UCI WORKGROUP UPDATE

Annual Meeting  
May 22nd, 2014

David Jarman  
City of Virginia Beach

The Urban Construction Initiative



# Workgroup Committee Members

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- Richard West, Town of Dumfries
- Lynn Allsbrook, City of Hampton
- John Yorks, City of Hampton
- Chris Swartz, City of Hampton
- Jim Baker, City of Harrisonburg
- Tom Hartman, City of Harrisonburg
- David Jarman, City of Virginia Beach
- Phil Pullen, City of Virginia Beach
- Lamont Benjamin, City of Richmond
- Brian Cople, City of Colonial Heights
- Lorenzo Casanova, FHWA
- Iris Rodriguez, FHWA
- Dan Blackburn, City of Newport News
- Thomas Slaughter, City of Newport News
- Jacqueline Kassel, City of Newport News
- Michael Fulcher, VDOT, Staunton District
- Steve Rowan, VDOT, Hampton District
- Dave Cubbage, VDOT, Culpeper District
- Russ Dudley, VDOT Local Assistance
- Todd Halacy, VDOT Local Assistance
- Cynthia Clark, VDOT Local Assistance

# Today's Presentation

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- **UCI Goals (Update)**
  - Priority Listing
  - Schedules/ Milestones
- **UCI Proposed Meeting Schedule Modifications**
- **Upcoming Activities**

# UCI Goals

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## **Strategic:**

- Revise Guidance Documents:
  - ▣ Incorporate UCI Policy & Program into Urban Manual
  - ▣ Incorporate UCI Project Dev into LAP Manual
- Establish the District Local Project Teams
- Training
- Accomplishment Document
- **Application Access**

## **Programmatic:**

- **VDOT Project Development Review Timeline**
- Completeness Review Checklist
- **Continue Development of the UCI Certification Program**
- **Performance Measures**

Items in **green** are complete

# UCI Goals Priorities

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1. Continue Development of the UCI Certification Program
2. VDOT Project Development Review Timeline
3. Completeness Review Checklist
4. Revise Guidance Documents:
  - a) Incorporate UCI Policy and Program Into Urban Manual
  - b) Incorporate UCI Project Development Into LAP Manual
5. Application Access
6. Performance Measures
7. Establish the District Local Project Teams
8. Accomplishment Document
9. Training

# #1 - CONTINUE DEVELOPMENT OF THE UCI CERTIFICATION PROGRAM -

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- ▣ Task Leads: Todd Halacy/Phil Pullen
- ▣ Definition: Continue to establish processes and tools for localities that are members of the UCI Certification program.
- ▣ Why is this important: UCI still the “cutting edge” of local programs with the UCI Certification Program remaining a priority and the ultimate implementation of the “risk based approach.” Because of this new way of doing business, we need to establish internal documentation for the changes to processes and checklists under certification and to continue to look for opportunities to streamline.

# #1 - CONTINUE DEVELOPMENT OF THE UCI CERTIFICATION PROGRAM - (Continued)

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- Status: Underway
- Milestone Activities/ Dates:
  - Continue to develop the project level details for the Certification Program
  - Develop certification letter and documentation for RW & CN Authorization/ Done
  - Compliance Program initiation (Project/ Program Level)/ Done
  - City Environmental Project Management Guide/ Done
  - Complete transition document for the Civil Rights Program/ Underway
  - Complete transition document for Pre-Award Audit/ Underway
  - Update LAP Manual with UCI Certification development areas/ Late 2014

## #2 - VDOT PROJECT DEVELOPMENT REVIEW TIMELINE

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- ▣ Task Leads: David Jarman/Steve Rowan/Sonya Hallums-Ponton
- ▣ Definition: Create a project development timeline that lists local and VDOT timeframes for reviews and submittals.
- ▣ Why this is important: Having typical durations for VDOT review activities allows localities to integrate those review activities and durations into their project scheduling, and provides VDOT with reasonable timeframes to complete reviews as well as metrics to measure performance. Incorporating VDOT review times into the project schedule will allow for a more complete and accurate project delivery schedule.
- ▣ Status: Complete (rollout today!)



## #3 - COMPLETENESS REVIEW CHECKLIST -

- ▣ Task Leads: Lynn Allsbrook/Chris Swartz/ Michael Fulcher
- ▣ Definition: Create comprehensive checklists for right of way and construction phase submittals that outline the minimal submittal requirements
- ▣ Why this is important: To ensure localities submit all items in one package that VDOT needs to authorize approvals. This will assist with streamlining reviews and ensure consistency statewide.

## #3 - COMPLETENESS REVIEW CHECKLIST – (Continued)

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- Status: Almost complete
- Milestone Activities/ Dates:
  - Right of Way Submittal Checklist DRAFT/ Complete
  - Right of Way Submittal Checklist FINAL/ Complete
  - Construction Submittal Checklist DRAFT/ Complete
  - Construction Submittal Checklist FINAL/ July 2014

## #4 – REVISE GUIDANCE DOCUMENTS

### a) - INCORPORATE UCI POLICY/PROGRAM INTO URBAN MANUAL

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- ▣ Task Lead: Todd Halacy
- ▣ Definition: Phase out the UCI Guide policy and program areas by combining them into the Urban Manual
- ▣ Why this is important: Incorporating the UCI Guide policy and program areas into the Urban Manual will allow a single source, the Urban Manual, for all policy and program information for the Urban and UCI Programs.

## #4 – REVISE GUIDANCE DOCUMENTS

### a) - INCORPORATE UCI POLICY/PROGRAM INTO URBAN MANUAL (Continued)

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- ❑ Status: Almost complete
- ❑ Milestone Activities/ Dates:
  - Determine the format for incorporating the UCI policy and program differences into the Urban Manual/ Done
  - Draft policy and program section in the Urban Manual with UCI differences/ Done
  - Revise UCI policy and program information to incorporate into the Urban Manual/ Done
  - Finalize changes in Urban Manual and publish/ June 2014
- ❑ UCI Guide Sections Moving to Urban Manual
  - I.A. Introduction
  - I.B. Certification Program
  - V. Fiscal/ Audit/ Budget
  - VI. Civil Rights
  - Appendices; C, D, E, G, H, I, M and N

## #4 – REVISE GUIDANCE DOCUMENTS

### b) - INCORPORATE UCI PROJECT DEVELOPMENT INTO LAP MANUAL

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- ▣ Task Leads: Tom Slaughter/Todd Halacy
- ▣ Definition: Phase out the UCI Guide project development areas by combining them into the LAP Manual.
- ▣ Why this is important: Incorporating the UCI Guide project development areas into the LAP Manual will allow VDOT Project Coordinators and Locality Project Managers a single resource for all project development activities and deliverables.

## #4 – REVISE GUIDANCE DOCUMENTS

### b) - INCORPORATE UCI PROJECT DEVELOPMENT INTO LAP MANUAL (Continued)

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- Status: Pending
- Milestone Activities/ Dates:
  - Determine format for incorporating UCI project development in LAP Manual
  - Draft the project development process section in the LAP Manual with UCI differences to share with workgroup for feedback
  - Revise LAP Manual and review draft sections/ Summer 2014
  - Send to VDOT Districts/ Residencies/select Localities to review/ Fall 2014
  - Finalize changes in LAP Manual/ Late 2014
- UCI Guide Sections Moving to Urban Manual
  - II. Preliminary Engineering
  - III. Right of Way
  - IV. Construction
  - Appendices; A, B, F, J, K, L

## #5 - APPLICATION ACCESS -

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- ▣ Task Leads: John Simmers
- ▣ Definition: Implement a tool/process that will allow the localities to access and input data in various VDOT applications (i.e. PCES, Project Pool, iPM, iSYP, etc.)
- ▣ Why this is important: To provide UCI localities with seamless access to VDOT applications used to track and maintain general project information, schedule and estimate data that has the potential to improve overall project management and administration by the UCI localities.
- ▣ Status: **Complete**

## #6 - PERFORMANCE MEASURES -

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- ▣ Task Leads: Russ Dudley
- ▣ Definition: Establish performance metrics and performance monitoring process for UCI program and program participants.
- ▣ Why this is important: By developing a performance monitoring process, the program's benefits and contributions can be identified, and program efficiency and effectiveness can be increased. When measurement identifies UCI participants that are particularly successful, their processes can be used as a model to other program participants, so that all program participants can benefit.
- ▣ Status: **Complete**



## #7 - ESTABLISH THE DISTRICT LOCAL PROJECT TEAMS -

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- ▣ Task Leads: Lamont Benjamin/Todd Halacy
- ▣ Definition: Establish District Local Project Teams. These will consist of technical representatives in the VDOT Districts.
- ▣ Why this is important: To develop District teams that are familiar with current UCI guidelines in order to provide consistent timely reviews and building a rapport with local PM's to help achieve project success.

## #7 - ESTABLISH THE DISTRICT LOCAL PROJECT TEAMS – (Continued)

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- Status: Pending
- Milestone Activities/ Dates:
  - Put together template of how the team would look/ Summer 2014
  - Prepare outline of benefits for implementing team/ Summer 2014
  - Discuss with VDOT District UCI Workgroup team members/ Fall 2014
  - Share with District contacts at LAD Videoconference/ Winter 2015
  - Meet w/ individual Districts as necessary/ Winter 2015
  - Hold project team kickoff meetings/ Spring 2015
  - Finalize activity/ Summer 2015

## #8 - ACCOMPLISHMENT DOCUMENT -

- ▣ Task Leads: Dan Blackburn/David Cubbage
- ▣ Definition: Prepare a document that lists all of the accomplishments (project and program level) of the UCI Program since the program was established in 2003.
- ▣ Why this is important: Will assist VDOT and Local Staff in briefing Executive Management on the accomplishments and value of the UCI program since established in 2003.

## #8 - ACCOMPLISHMENT DOCUMENT - (Continued)

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- Status: Pending
- Milestone Activities/Dates:
  - ▣ Task team will put together a preliminary list of Accomplishments/Summer 2014
  - ▣ Preliminary list will be distributed for review and comment by workgroup members / Summer 2014
  - ▣ Discuss with VDOT District UCI Workgroup members at the next workgroup session after the first of the year 2015
  - ▣ Consolidate comments, additions, and edits from the previous workgroup session into a draft document in March 2015
  - ▣ Publish final document list internal to the workgroup for acceptance in May 2015
  - ▣ Finalize document and task/ June 2015

## #9 - TRAINING -

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- ▣ Task Leads: Russ Dudley/Todd Halacy
- ▣ Definition: Establish and implement a training schedule for UCI participants on an annual basis.
- ▣ Why this is important: Proper understanding leads to expedited processes, from design consultant pre-award audit to construction closeout.
- ▣ Status:
  - Underway
- ▣ Milestone Activities/ Dates:
  - NHI Web-based course/ NHI Instructor led course
  - Tri-Annual Discussion with expert on NHI Web-based course
  - Develop 3-yr Training Schedule/Plan

# UCI Proposed Meeting Schedule Modifications

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- UCI Tri-annual Meetings to Semi-Annual Meetings
  - ▣ Annual meeting to be held May (typically in July)
  - ▣ 2<sup>nd</sup> Meeting Late Fall/Early Winter
- Workgroup Meetings
  - ▣ Changed from monthly to every other month
  - ▣ Allow “off-months” for independent work on goals

## Upcoming Activities

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- The UCI Workgroup will reconvene in July
- Continue to finish and implement existing goals
- Continue to be the “eyes and ears” for process improvements
- Prepare training, business, technical items and presenters for the next UCI Annual Meeting
- Report status of the Workgroup deliverables at the next meeting

# Questions / Discussion?



# VDOT PROJECT DEVELOPMENT REVIEW TIMELINE DEMO

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Project Development Timeline.xlsx - Microsoft Excel

|    | A                              | B                        | C | D        | E        | F        | G        | H        | I        | J | K  | L | M |
|----|--------------------------------|--------------------------|---|----------|----------|----------|----------|----------|----------|---|--|---|---|
| 1  | <b>UCI Project</b>             |                          |   |          |          |          |          |          |          |   |  |   |   |
| 2  | <b>State Funded</b>            |                          |   |          |          |          |          |          |          |   |  |   |   |
| 3  |                                |                          |   |          |          |          |          |          |          |   |  |   |   |
| 4  |                                | input cells              |   | Phase    | Locality | VDOT     | Total    | Start    | Finish   |   | Notes  |   |   |
| 5  |                                | constant values          |   | Start    | Duration | Duration | Duration | Date     | Date     |   |  |   |   |
| 6  |                                |                          |   | Date     | (weeks)  | (weeks)  | (days)   |          |          |   |  |   |   |
| 7  |                                |                          |   |          |          |          |          |          |          |   |  |   |   |
| 8  | <b>Project Initiation</b>      |                          |   | 04/05/13 |          |          |          | 04/05/13 | 06/14/13 |   |  |   |   |
| 9  | Narrative                      |                          |   |          | 1        | 1        | 14       | 04/05/13 | 04/19/13 |   |  |   |   |
| 10 | Estimate/Schedule              |                          |   |          | 1        | 1        | 14       | 04/05/13 | 04/19/13 |   |  |   |   |
| 11 | Agreements/Funding             |                          |   |          |          |          |          |          |          |   |  |   |   |
| 12 |                                | RTA                      |   |          |          | 0        | 0        | 04/19/13 | 04/19/13 |   |  |   |   |
| 13 |                                | PAA Initiation           |   |          |          | 4        | 28       | 04/19/13 | 05/17/13 |   | If App A & B exist, duration will be shorter |   |   |
| 14 |                                | Locality Executes PAA    |   |          |          | 0        | 0        | 05/17/13 | 05/17/13 |   |  |   |   |
| 15 |                                | VDOT Executes PAA        |   |          |          | 3        | 21       | 05/17/13 | 06/07/13 |   |  |   |   |
| 16 |                                | Execute Prog. Resolution |   |          |          | 0        | 0        | 06/07/13 | 06/07/13 |   |  |   |   |
| 17 |                                | Authorize PE Funds       |   |          |          | 1        | 7        | 06/07/13 | 06/14/13 |   |  |   |   |
| 18 |                                |                          |   |          |          |          |          |          |          |   |  |   |   |
| 19 | <b>Scoping</b>                 |                          |   | 06/14/13 |          |          |          | 06/14/13 | 11/01/13 |   |  |   |   |
| 20 | PM-100                         |                          |   |          | 2        |          | 14       | 06/14/13 | 06/28/13 |   |  |   |   |
| 21 | Consultant Selection           |                          |   |          |          |          |          |          |          |   |  |   |   |
| 22 |                                | RFP Preparation & Review |   |          | 1        | 0        | 7        | 06/28/13 | 07/05/13 |   | Civil Rights Determination                   |   |   |
| 23 |                                | Advertise                |   |          | 4        | 0        | 28       | 07/05/13 | 08/02/13 |   |  |   |   |
| 24 |                                | Shortlist/Interviews     |   |          | 4        | 0        | 28       | 08/02/13 | 08/30/13 |   |  |   |   |
| 25 |                                | Pre-Award Evaluation     |   |          | 2        | 0        | 14       | 08/30/13 | 09/13/13 |   |  |   |   |
| 26 |                                | Scope Contract           |   |          | 3        | 0        | 21       | 09/13/13 | 10/04/13 |   |  |   |   |
| 27 |                                | Execute Contract         |   |          | 4        | 0        | 28       | 10/04/13 | 11/01/13 |   |  |   |   |
| 28 |                                |                          |   |          |          |          |          |          |          |   |  |   |   |
| 29 | <b>Environmental</b>           |                          |   | 11/01/13 |          |          |          | 11/01/13 | 02/21/14 |   |  |   |   |
| 30 | EQ-429                         |                          |   |          | 1        | 1        | 14       | 11/01/13 | 11/15/13 |   | only state funded projects >\$500K           |   |   |
| 31 | SERP                           |                          |   |          | 2        | 12       | 98       | 11/15/13 | 02/21/14 |   | only state funded projects >\$500K           |   |   |
| 32 | NFPA Document Type Concurrence |                          |   |          |          |          | 0        | 02/21/14 | 02/21/14 |   |  |   |   |

UCI State Funded UCI Fed Funded NFO UCI Fed Funded FO LAP State Funded LAP Fed Funded NFO LAP Fed Funded FO Summary