

**Urban Construction Initiative
Annual Meeting Minutes
Newport News Marriott at City Center – City of Newport News
July 17th and 18th, 2013**

The Urban Construction Initiative Annual Meeting was hosted by the City of Newport News at the Newport News Marriott at City Center. We would like to extend a special thank you to the City of Newport News for hosting this year's Annual meeting and to all of the presenters for their outstanding contributions. Similar to last year's UCI Annual meeting, 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.

JULY 17TH TRAINING COURSES

We were fortunate to have four training sessions on July 17th for various training topics.

Todd Halacy, VDOT Local Assistance Division welcomed everyone to day 1 of the UCI Annual Meeting and outlined the day's agenda. 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: VDOT Systems and External User Access –**

John Simmers, VDOT's Local Project Administration Section Manager in the Local Assistance Division provided an overview of VDOT's applications used to store, maintain, and report project and program information. The VDOT applications covered were Project Pool, integrated Project Management (iPM), Project Schedule, Project Cost Estimating System (PCES), Six Year Improvement Program, and Dashboard.

Jeff Cutright, P.E., Director of the Project Management Office and **Bruce McAuliffe, P.E., PMP**, Assistant Director of the Project Management Office discussed VDOT's Project Development System and demonstrated the internal and external and functionality of iPM and Project Pool.

Corey Bourne, VDOT's Project Estimating System Manager, discussed the basics of the Project Cost Estimating System (PCES) and changes that have been made to PCES. Mr. Bourne also discussed basics of the Live Six-Year Improvement Program (SYP) and Dashboard.

At the end of this training session, local staff had the opportunity to initiate the process to access these systems. The full presentation can be found under the separate link labeled 'VDOT Systems and External User Access'

II. **Training Session #2: Design-Build –**

Jeff Roby, P.E., DBIA VDOT Design-Build Program Manager with the Alternate Project Delivery Office gave an overview of the Design-Build project delivery method for delivering transportation projects. This session also included a discussion of lessons learned and identified common concerns with the Design-Build option and gave examples of what would be considered the right type of candidate projects. Mr. Roby's full presentation can be found under the separate link labeled 'Design Build'

III. **Training Session #3: PPTA (P3) –**

Raymond Partridge, Program Manager with the PPTA Office provided an overview of Public-Private Partnerships (P3) as an alternative for delivering transportation projects. Mr. Partridge also discussed what would make a good candidate project, lessons learned, and identified some common concerns with this option that localities should be aware of. Mr. Partridge's full presentation can be found under the separate link labeled 'Public-Private Partnerships'

IV. **Training Session #4: Civil Rights –**

Tammy Mancinelli, DBE Compliance Coordinator with VDOT's Civil Rights Division provided an outline of the civil rights requirements for procurement and the requirements during construction. Ms. Mancinelli also outlined necessary steps for localities to follow to resolve issues relating to DBE goals with prime and/or sub-contractors. Ms. Mancinelli's full presentation and handouts can be found under the separate link labeled 'Civil Rights Presentation'

Approximately 60 people, representing thirteen localities, FHWA and VDOT staff from seven Districts and Central Office attended the day of training.

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

JULY 18TH ANNUAL MEETING

LAD Office Hours: Prior to the beginning of the UCI Annual Meeting on the 18th, from 8:00am until 9:00am, VDOT Local Assistance Division staff opened up registration for office hours to discuss LAD programs and processes. The City of Lynchburg participated in the discussion.

I. **Welcome – Opening Remarks:**

Mayor McKinley Price, City of Newport News welcomed everyone to the City and discussed the benefits of the UCI program and significance of becoming certified. **Russ Dudley**, VDOT Local Assistance Assistant Division Administrator began the UCI Annual Meeting by thanking the City of Newport News for hosting this year’s meeting and outlined the agenda for the day.

II. **Business Items:**

A. **VDOT Update:**

Jennifer DeBruhl, VDOT Local Assistance Division Director presented information on the June 2013 Commonwealth Transportation Board (CTB) Synopsis, upcoming FY15 Program Applications, and the upcoming Local Programs Workshop in the fall.

Ms. DeBruhl updated the group on the latest proposed Final Six-Year Improvement Program, FY14 Revenue Sharing Allocations, FY14 Transportation Alternatives Allocations and FY14 Maintenance Payments. The presentation also included information on the upcoming applications for FY15 Revenue Sharing Program and FY15 Transportation Alternatives Allocations.

The 2 ½ day Local Programs Boot Camp and Workshop is being held on September 24th through September 26th at the DoubleTree by Hilton Richmond-Midlothian in Richmond. The ½ day Boot Camp will focus on the Who, What, When, Where, and How of Local Programs and Locally Administered Projects. This boot camp is intended for those within local public agencies who are new to working with Local Programs. Attendees will learn the basics to help you make the most out of your time at the Local Programs Workshop. The ½ day Boot Camp will be held on September 24th at the Double Tree Hotel by Hilton in Richmond. The Workshop will focus on providing an overview of local programs and provide training for program management and project development and will feature four different tracks (LAP Basic - Basic Project Administration topics , LAP Advanced - Advanced Project Administration topics, Special Funding Programs, Hot Topics). The workshop will be held on September 25 and 26th at the Double Tree Hotel by Hilton in Richmond. Registration is currently opened and more information can found on our website at http://www.virginiadot.org/business/local_assistance_division_workshop_information.asp

Ms. DeBruhl’s full presentation can be found under the separate link labeled ‘VDOT Update/ Items of Interest’

B. **2013 Satisfaction Survey:**

Drew Williams, City of Harrisonburg provided the results of the 2013 Satisfaction Survey that measures the program success. The UCI Workgroup

included additional questions for this year's survey. Responses regarding program satisfaction from both localities and VDOT were consistent with 2012 results. The survey also reflected that the respondents are not as interested in pursuing certification at this time due to staffing and budgetary limitations. The presentation is attached for your review under the separate link labeled 'UCI 2013 Satisfaction Survey'

C. **UCI Workgroup Update:**

Russ Dudley, VDOT Local Assistance Assistant Division Administrator presented the accomplishments and progress of the UCI Workgroup since the March UCI-Tri Annual Meeting. He discussed the workgroup's updated goals, proposed meeting schedule modifications, and upcoming activities. Mr. Dudley described each of the goals, why they are important and the task leads. It was decided that the majority wanted to change from Tri-Annual to Bi-Annual meetings and discussed possibly rotating workgroup members. The presentation is attached for your review under the separate link labeled 'UCI Workgroup Update'

III. **Lunch**

Mr. James Utterback, VDOT's Hampton Roads District Administrator addressed the group shortly after lunch. As the new District Administrator for Hampton Roads, Mr. Utterback provided insight into his background with VDOT and expectations for moving the District forward. He also reemphasized the importance of partnering and the huge role that local governments and the UCI program play in successfully delivering transportation projects in Virginia.

IV. **Technical Items:**

A. **Locally Maintained Pavement Condition Assessment:**

Jennifer DeBruhl, VDOT Local Assistance Division Director discussed the results of the Locally Maintained Pavement Condition Assessment. Ms. DeBruhl gave an overview of the background of the assessment, the data collection as requested by the CTB, the conclusions, and recommendations that Local Assistance Division made to the CTB. Ms. DeBruhl's full presentation can be found under the separate link labeled 'Locally Maintained Pavement Condition Assessment'

B. **Functional Classifications Changes:**

Ben Mannell, Brad Shelton, and Chris Detmer VDOT's Transportation Mobility Planning Division discussed the updating Virginia's statewide functional classification system. They discussed what functional classification is, the use of functional classification, key elements of the functional class update, gave a web tool demonstration, and discussed the next steps. It was discussed that the current NHS network will only get bigger (roughly 800 miles added) and nothing was being removed from the current NHS. The presentation is attached for your review under the separate link labeled 'Functional Classification Changes'

C. **Fort Eustis Blvd Bridge Replacement over CSX RR:**

Thomas Cheney, II, LS with the City of Newport News Department of Engineering discussed Route 105 Bridge Replacement project over the CSX Railroad. Mr. Cheney 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. Chaney's full presentation can be found under the separate link labeled 'Fort Eustis Bridge Replacement over CSX RR – Newport News'

D. **Performance Metrics:**

John Simmers, VDOT's Local Project Administration Section Manager in the Local Assistance Division discussed Local Performance Metrics and Reporting. Mr. Simmers gave the group an overview of LAD initiatives, information on performance reporting, and how to ensure future success. Mr. Simmers full presentation can be found under the separate link labeled 'Performance Metrics'

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

There were questions relating the Highway Safety Improvement Program (HSIP). The answers to the questions from VDOT's Traffic Engineering Division are as follows:

1. *Q: Russ and I explained to the group that your VDOT's Traffic Engineering Office is currently putting together a new guidance document/policy regarding how and when the HSIP funds should be utilized. When does VDOT anticipate finalizing the document/policy?*

A: We expect the adjustments to the HSIP policy to be completed this Fall when it can be shared with the localities

2. *Q: Is the HSIP program going to be opened up to Local Governments this year?*

A: We have already assigned available HSIP funds for FY2014 and 2015. As a result, we don't anticipate accepting new HSIP project proposals from local governments this year. Note, however, we have programmed significant funds on LAP to cover costs increases on projects being delivered in FY14 and 15.

3. *Q: If not this year, then when could they expect the HSIP program to be reopened to local governments?*

A: The earliest opportunity would be FY2016 depending on VDOT Management approval. For this schedule, project proposals would need to be developed by the late summer of 2014 for VDOT District and CO review and concurrence by early 2015 for inclusion in the SYIP.

VI. **Wrap Up/Close:**

Todd Halacy, VDOT Local Systems Policy Manager with the Local Assistance Division closed the meeting with a special thank you to the presenters and to the City of Newport News for hosting the meeting the last couple of days.

Date Change: It was decided that there would not be a September UCI Meeting. The next UCI Meeting will be held tentatively in November. Localities interested in hosting the November meeting, please contact Todd Halacy.