UCI WORKGROUP UPDATE
Tri-Annual Meeting, March 24th

Standard Contract Documents

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The Urban Construction Initiative

Workgroup Committee Members

- Jeanette Janiczek, City of Charlottesville
- Angela Tucker, City of Charlottesville
- M. Khara, City of Richmond
- Greg Tkac, Town of Dumfries
- Drew Williams, City of Harrisonburg
- James Baker, City of Harrisonburg
- Lynn Allsbrook, City of Hampton
- Selena Griffett, City of Hampton
- Harold Caples, City of Colonial Heights
- David Jarman, City of Virginia Beach
- Phil Pullen, City of Virginia Beach
- Brandon Steele, Town of Blacksburg

- Lorenzo Casanova, FHWA
- Iris Rodriguez, FHWA
- Gerry Harter, City of Lynchburg
- Lamont Benjamin, VDOT, Richmond Dist
- Dic Burke, VDOT, NOVA District
- Steve Rowan, VDOT, Hampton District
- Karen Kilby, VDOT, Culpeper District
- Jennifer DeBruhl, VDOT Local Assistance
- Todd Halacy, VDOT Local Assistance
- Cynthia Clark, VDOT Local Assistance
- Russell Dudley, VDOT Local Assistance

Tasks of Workgroup

- Workgroup initiative's as discussed at the Nov 18th Tri-Annual Meeting:
  - **Contract Documents (Front End) –** *focus of this presentation*
  - Lessons Learned (FAQ's)
  - Program and Financial Management
- Other topics of discussion
- Next steps

Goals - *Contract Documents (Front End)*

- Develop a standardized front end construction bid contract document for use by all localities

- Simplify and meet all VDOT and FHWA contract requirements for all projects (including FO and NHS)

- Create a recognizable, familiar document for ease of use by localities and review by VDOT and FHWA

Challenges - *Contract Documents (Front End)*

- VDOT did not have a "standard" contract document

- Localities have different needs and requirements with regard to Risk Management, insurances, and legal concerns

- Contract document must meet FHWA (VDOT) requirements

Development – *Contract Documents (Front End)*

- City of Hampton selected a consultant to create a contract for an ARRA (NHS) funded project and a FO project

- Contract document was reviewed and approved by VDOT and FHWA

- City created "template" contract for use on all VDOT and federally funded projects

Development – *Contract Documents (Front End)- Sample Page*

BID PR

Project Title:

VDOT P
FHWA No

VD
CITY/ TOW

COVER

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BID DOC
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- II. – B
- III. – C
- IV. – A
- Pre-B
- Supp

VDOT FO
- C-18a
- C-24
- C-48
- C-49
- C-104
- C-105
- C-111
- C-112

REQUIRE
2007 VDO

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OTHER F

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  - T
  - T

- PLAN

SUPPLEMENTAL CITY/ TOWN PROVISIONS

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Development (Cont.) - *Contract Documents (Front End)*

- Template contract document provided to UCI Workgroup participants for review by local resources (Risk Management, Procurement, Attorneys)

- UCI Workgroup participants collaborated with VDOT and FHWA representatives to ensure the contract document template met all state and federal requirements

- FHWA has approved the template contract document for use with federally funded projects

Pros – *Contract Documents (Front End)*

- Template document is easy to edit for local interests (Localities can still choose to use their own documents)
- Municipality specifies that the standard contract document is being used in the Construction Certification Letter to VDOT
- Expedited review by VDOT when using the standardized contract document
- The UCI Workgroup recommends that the template contract document be designated a "standard" for localities that do not currently have a contract document, or want to ensure the contract document they use meets VDOT/FHWA requirements.
- Will be available on VDOT LAD website

Other topics of discussion

- General discussions that would benefit the UCI program
  - Easier access to PCES
  - Performance Data
  - Checklist for plan reviews
  - Access to other VDOT systems
    - Project pool
    - iPM
    - SYIP

Next steps

➢ The UCI Workgroup will reconvene in April

➢ Group prioritized proposed initiative topics as:

1. Lessons Learned (FAQ's) –

   ❑ The creation of lessons learned database

   ❑ Establish formal mentoring program

   ❑ Statewide information & knowledge sharing

   ❑ Other tools

Next steps – Continued

2. Program and Financial Management Training
   - ❑ The Workgroup will identify the appropriate training resources
   - ❑ Discussion of the need for training that outlines the differences between the expenditures, authorizations, allocations, and obligations for VDOT programs
   - ❑ Provide training on basic federal-aid requirements
   - ❑ Provide technical session training opportunities to assist the UCI localities in the management of their program and project delivery

➢ By next Tri-Annual UCI meeting
  - ◻ Lessons Learned (FAQ's) Database Implemented
  - ◻ Training for Program and Financial Management identified

Questions?