

**Urban Construction Initiative
Annual Meeting Minutes
Virginia Beach Convention Center – City of Virginia Beach
July 11 and 12, 2012**

The Urban Construction Initiative Annual Meeting was hosted by the City of Virginia Beach at the Virginia Beach Convention Center. We would like to extend a special thank you to the City of Virginia Beach 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 11th TRAINING COURSES:

We were fortunate to have four training sessions on July 11th 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: Pre-Award Audit:**

Judson Brown, VDOT's Director of the External & Construction Audit Division outlined the pre-award evaluation process. His discussion included an introduction to the audit process, outline of the accounting system, and the requirements for direct labor, payroll & overhead rates. Other topics of discussion included the non-salary direct costs, net fee and contingency rates. Mr. Brown's full presentation and handouts can be found under separate pdf file labeled '*Pre Award Evaluation Presentation_Brown_7-11-12.pdf*' with additional information found under the following pdf files: '*Pre-Award Checklist 3-10.pdf*' and '*Pre-Award Example.pdf*'

II. **Training Session #2: Civil Rights:**

Olayiwala Okesola, VDOT Civil Rights Program Manager presented information pertaining to state and federal civil rights requirements. The topics covered included the requirements for Disadvantaged Business Enterprises (DBE) goals and goal setting, pre-award documentation, good faith efforts guidelines, labor compliance, post award and construction documentation.

Sharon Foster, Virginia Beach Minority Business Coordinator described the City's civil rights transition since becoming certified last fall. She outlined the city's implementation plan and some of the changes the city has made to take over management of their civil rights program for transportation projects.

The full presentation can be found under separate pdf file labeled '*Civil Rights Presentation_Okesola_7-11-12.pdf*'

III. **Training Session #3: Work Orders and Basic Construction Management:**
Thomas Druhot, VDOT Peninsula Area Construction Engineer outlined the basic construction management requirements for local governments. Mr. Druhot described the project documentation requirements, contract work orders/ change orders, and claims. In addition to outlining the definitions of each item, he described the process requirements, mitigation techniques, and examples of each. Mr. Druhot's full presentation can be found under separate pdf file labeled '*Work Orders_Claims Presentation_Druhot_7-11-12.pdf*'

IV. **Training Session #4: Right of Way (Disposing of Property):**
Neil Hord, VDOT Property Acquisition and Property Manager presented information on the documentation requirements for disposing of property that was acquired with federal funding. He described the Title 23 requirements, Class II Properties, Leasing and Residue Property.

Les Griggs, VDOT Right of Way Acquisition and Regional Right of Way Manager, detailed some of the important tips in right of way acquisition that localities should be aware of.

The full presentation and handouts can be found under separate pdf file labeled '*Right of Way Presentation_Hord_Griggs_7-11-12.pdf*' with additional information found labeled '*Important Tips in Right of Way Acquisition_7-11-12.pdf*'

Approximately 70 people, representing eleven localities and VDOT staff from six 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 12th ANNUAL MEETING:

LAD Office Hours: Prior to the beginning of the UCI Annual Meeting on the 12th, 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:

Phil Davenport, Acting Director of Public Works for the City of Virginia Beach welcomed everyone to the City and discussed the benefits of the UCI program and significance of becoming certified. **Russ Dudley, VDOT Assistant Division Administrator** for the Local Assistance Division began the UCI Annual Meeting by thanking the City of Virginia Beach for hosting this year's meeting outlining the agenda for the day.

II. VDOT Executive Perspective:

Rick Walton, VDOT's Chief of Policy and Environment spoke to the group about the VDOT's Executive's perspective regarding the Local Administered Program. Mr. Walton described the State's reliance on local governments to deliver projects and the partnership between local, state and federal governments. He talked about the UCI program and benefits of being part of a group that is on the cutting edge of the locally administered program. Mr. Walton briefly spoke about the new federal bill (MAP 21) and some of the changes that are anticipated. He also explained that there will be more information regarding the bill once further guidance is released from the FHWA.

III. Business items:

A. VDOT Update:

Jennifer DeBruhl, VDOT Local Assistance Division Director presented information on the VDOT Business Plan, the June 2012 Commonwealth Transportation Board (CTB) Synopsis, the Fall Local Assistance Division Workshop, and went over other items of interest.

Ms. DeBruhl updated the group on the latest information regarding the VDOT Revenue Sharing Program and recommendations from the Local Government Workgroup regarding pavement data collection for arterial roads within urban localities. The presentation also included information regarding the approved the recently approved FY13-18 Six Year Improvement Program.

The 2-day Fall Local Programs Workshop is planned for October 24th and 25th at the Holiday Inn Koger Conference Center South 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 (federal program requirements, project development and financials, funding programs and project delivery). Registration will be opening in August (more information to follow).

The presentation can be found under separate pdf file labeled '*VDOT Update Presentation_DeBruhl_7-12-12.pdf*'

B. 2012 Satisfaction Survey:

Dan Blackburn, Senior Engineer for the City of Newport News provided the results of the 2012 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 trended slightly upwards from previous years. While the number of VDOT responses increased, we had a decrease in the number of localities that responded to the survey. The survey also reflected that the respondents are not as interested in pursuing certification at this time due to staffing and budgetary limitations. The survey results and presentation are attached for your review under separate pdf files labeled '*UCI Satisfaction Survey 2012 Update Presentation_Blackburn_7-12-12.pdf*'

C. UCI Workgroup Update:

Lamont Benjamin, Capital Projects Administrator for the City of Richmond presented the accomplishments and progress of the UCI Workgroup since the March UCI Tri-Annual Mtg. He discussed the workgroup's new focus to take a larger lead in preparing for UCI Tri-annual meetings and to establish UCI 12-month goals. As part of the new focus to take a larger lead in preparing for UCI Tri-Annual Meetings, the workgroup established the topics and presenters for this annual meeting. The workgroup established 12-month goals that they will focus on for the year. The goals included strategic and programmatic tasks. Mr. Benjamin described each of the goals, why they are important and the task leads. Each goal includes a VDOT and a Local representative as task leads.

The presentation and handouts can be found under separate pdf file labeled '*UCI Workgroup Update Presentation_Benjamin_7-12-12.pdf*'

IV. Lunch

V. Technical Items

A. FHWA Update:

Wayne Fedora, Assistant Division Administrator for FHWA's Virginia Division presented an overview of the FHWA's Every Day Counts Initiative (EDC), the latest information on MAP 21, and the FHWA's National and Virginia Division perspective on Local Program Administration.

- **Reauthorization Bill:** Mr. Fedora described the three themes of the bill which include consolidating, simplifying and accelerating. Some of the program changes include; performance program, emergency relief, STP, HSIP, CMAQ, federal lands,

and tribal projects, to name a few. He explained that the FHWA will be releasing additional information regarding the changes in the bill shortly.

- **FHWA National Perspective:** Mr. Fedora went over several items that were identified as national best practices for locally administered projects. This included the LAD procedures manual, establishing a dedicated local programs office, stewardship agreements, establishing management of consultants for locals, LPA Manual and QA committee. He also discussed where FHWA had identified areas where local programs had shown weaknesses, which included; 1) program documentation , 2) (establishing uniform procedures, development of process efficiencies, division based plans on state oversight and sighted transactions of unsupported costs)-OIG Report, 3) general lack of understanding of program delivery requirements by some local governments that were federal fund recipients.
- **FHWA Virginia Division Perspective:** Mr. Fedora discussed the FHWA Virginia Office top three areas of risks for local projects. They are 1) contract administration, 2) finance (billing, etc...), 3) right of way acquisition and approval. He also discussed some of the areas the Virginia Office wanted to focus on which are new & developing technologies, training and additional reviews.
- **Every Day Counts:** He discussed the three basic areas for focusing on EDC's in the new federal bill, which are 1) shortening project delivery, 2) accelerating the project delivery procurement, and 3) accelerating new technologies and developments.

B. Innovative Project Financing:

Earl Sorey, City Engineer and Acting Public Works Director for the City of Chesapeake shared his experience with innovative financing for two major projects within the City. He described the challenges with the New South Norfolk Jordan Bridge which is being constructed with 100% private funds. Also, he outlined the challenges with financing the Dominion Boulevard Improvements which costs approximately \$412 million using 100% public funds. Mr. Sorey also described the challenges with tolling both facilities. The presentation can be found under separate pdf file labeled '*Innovative Project Financing_Chesapeake Presentation_Sorey_7-12-12.pdf*'

C. Rte 250 Bypass Interchange at McIntire Road Project:

Jeanette Janiczek, Program Manager for the City of Charlottesville described the communications and public involvement process that the City faced with this complex project. She outlined how the City involved the various stakeholders in the decision making process and outlined the keys for success when working with council, citizens, various state & federal agencies, business owners, students and other stakeholders. The presentation can be found under separate pdf file labeled '*Route 250 Interchange Project Presentation_Janiczek_7-12-12.pdf*'

D. Continuous Flow Hybrid Intersection:

Taha Ataya, Senior Project Manager for the City of Virginia Beach gave a brief overview and ran a simulation model of the continuous flow hybrid intersection that the City is designing for the intersection of Indian River Rd and Kempsville Road Improvements. Mr. Ataya detailed the various options that were evaluated before deciding to go with the CFI design and the right of way and traffic flow benefits of such design. The presentation can be found under separate pdf file labeled '*Indian River Road and Kempsville Road Presentation_Ataya_7-12-12.pdf*'

VI. General Discussion/ Next Meeting Topic:

There were no further questions or general discussion items.

VII. Wrap Up/ Close:

Todd Halacy, VDOT Local Assistance Division closed the meeting with a special thank you to the presenters and to the City of Virginia Beach for hosting the meeting the last couple of days.

Date Change: We are changing the date and time of our next UCI Tri-Annual Meeting to assist with travel arrangements in conjunction with the LAP Workshop that we are planning in October. The next UCI Tri-Annual Meeting will begin at 2pm on October 23rd at the Holiday Inn Koger Conference Center South in Richmond.