UCI WORKGROUP UPDATE
Annual Meeting, July 12th

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The City of Richmond

The Urban Construction Initiative

Workgroup Committee Members

- Jeanette Janiczek, City of Charlottesville
- Angela Tucker, City of Charlottesville
- Greg Tkac, Town of Dumfries
- Drew Williams, City of Harrisonburg
- James Baker, City of Harrisonburg
- Lynn Allsbrook, City of Hampton
- John Yorks, City of Hampton
- Chris Swartz, City of Hampton
- David Jarman, City of Virginia Beach
- Phil Pullen, City of Virginia Beach
- Lamont Benjamin, City of Richmond
- Brian Copple, 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
- Sherry Eagle, VDOT, Richmond District
- Jan Vaughan, VDOT, NOVA District
- Steve Rowan, VDOT, Hampton District
- Tracy Elliott, VDOT, Culpeper District
- Russ Dudley, VDOT Local Assistance
- Todd Halacy, VDOT Local Assistance
- Cynthia Clark, VDOT Local Assistance

Today's Presentation

- **Workgroup Redefined**
  - Prepare for UCI Tri-Annual Meetings
  - Establish UCI 12-Month Goals
- **UCI 12-Month Goals**
  - Review Draft Goals
  - Recommendations/ Approval
- **Next Steps**

Workgroup Redefined

Based on discussion at the March Tri-Annual Meeting

- ☐ Redefine Workgroup to focus on:
    1. Prepare for UCI Tri-Annual Meetings
    2. Establish UCI 12-Month Goals

Prepare for UCI Tri-Annual Meetings

☐ Establish training opportunities and technical sessions for future Tri-Annual/Annual UCI Meetings

☐ Determine meeting topics and presenters

☐ Assist with the logistics of the meetings

Establish UCI 12 – Month Goals

- Outline the goals and objectives of the Workgroup

- Assign UCI Workgroup Task Leads to each item

- Prepare schedule for accomplishing tasks

- Facilitate developing/ implementing tasks

- Present 12-month goals to full UCI group at UCI Annual Meeting

UCI 12 – Month Goals
July 2012 to June 2013

Strategic: Long term impact on the direction of the program

- Incorporate UCI into LAP Manual
- Establish the District Local Project Teams
- Training
- Accomplishment Document
- Application Access

Programmatic: Changes to the programs to increase efficiency and effectiveness of our programs

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

UCI 12 - Month Goals
- Strategic -

- **INCORPORATE UCI INTO LAP MANUAL**
  - *Task Leads:* Tom Slaughter/Todd Halacy
  - *Definition:* Begin phasing out the UCI Guide and will incorporate UCI project development items into LAP Manual and UCI policy and program areas into Urban Manual
  - *Why this is important:* Incorporating the UCI Guide into the LAP Manual will allow VDOT Project Coordinators and Locality Project Managers a single resource for all project development activities and deliverables. This will also allow a single resource, the Urban Manual, for all policy and program information for the Urban Program.

UCI 12 - Month Goals - Strategic - (Cont'd)

- **ESTABLISH THE DISTRICT LOCAL PROJECT TEAMS**
  - *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.

UCI 12 – Month Goals – Strategic – (Cont'd)

☐ **TRAINING**

- ☐ *Task Leads:* Jeanette Janiczek/Jan Vaughan

- ☐ *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.

UCI 12 – Month Goals – Strategic – (Cont'd)

- **ACCOMPLISHMENT DOCUMENT**
  - *Task Leads:* Dan Blackburn/Tracy Elliott
  - *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.

- **APPLICATION ACCESS**
  - *Task Leads:* John Simmers/Greg Tkac
  - *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 tract and maintain general project information, schedule and estimate data that has the potential to improve overall project management and administration by the UCI localities.

UCl 12 – Month Goals
– Programmatic –

- **VDOT PROJECT DEVELOPMENT REVIEW TIMELINE**
  - _Task Leads_: David Jarman/Steve Rowan
  - _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.

COMPLETENESS REVIEW CHECKLIST

- _Task Leads_: Lynn Allsbrook/Sherry Eagle

- _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.

◻ **CONTINUE DEVELOPMENT OF THE UCI CERTIFICATION PROGRAM**

- *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.

PERFORMANCE MEASURES

- _Task Leads_: Russ Dudley/Drew Williams

- _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.

Next steps/Other topics for discussion

- ☐ The UCI Workgroup will reconvene in August
- ☐ Continue to implement and deliver the 12-Month Goals for this year
- ☐ Prepare business, technical items and presenters for the November, 2012 UCI Tri-Annual Meeting
- ☐ Report status of the Workgroup deliverables at the next meeting

Questions?