UCI WORKGROUP UPDATE

Annual Meeting
May 21ˢᵗ, 2015

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The Urban Construction Initiative

VDOT
Virginia Department of Transportation

Workgroup Committee Members

- Richard West, Town of Dumfries
- Lynn Allsbrook, City of Hampton
- John Yorks, 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
- Toni Alger, City of Virginia Beach
- Jorg Huckabee-Mayfield, VDOT, Richmond District
- Sonya Hallums-Ponton, VDOT Hampton District

- Lorenzo Casanova, FHWA
- Iris Rodriguez, FHWA
- Dan Blackburn, City of Newport News
- Bryan Stilley, 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

Today's Presentation

- **UCI Goals (Update)**
  - Priority Listing
  - Schedules/ Milestones

- **UCI Initiative Updates**
  - Proprietary Procurement Process & Guidelines
  - Project Development Timeline Tool

- **Upcoming Activities**

Strategic:

- ☐ Revise Guidance Documents:
  - ☐ Incorporate UCI Project Developement into LAP Manual
- ☐ Establish the District Local Project Teams
- ☐ Training
- ☐ Accomplishment Document

Programmatic:

- ☐ Completeness Review Checklist
- ☐ Continue Development of the UCI Certification Program
- ☐ Modified Programmatic Agreement
- ☐ Proprietary Procurement

UCI Goals Priorities

1. Continue Development of the UCI Certification Program

2. Completeness Review Checklist

3. Revise Guidance Documents:

   □ Incorporate UCI Project Development Into LAP Manual

4. Establish the District Local Project Teams

5. Accomplishment Document

6. Training

#1 – 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.

- *Status*: **Underway**

- *Milestone Activities/ Dates:*
  - Update LAP Manual with UCI Certification development areas/ 2015

#2 – COMPLETENESS REVIEW CHECKLIST –

- *<u>Task Leads</u>:* Lynn Allsbrook/Michael Fulcher
- *<u>Definition</u>:* Create comprehensive checklists for right of way and construction phase submittals that outline the minimal submittal requirements
- *<u>Why this is important</u>:* 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.
- *<u>Status</u>:* **Almost complete**
- *<u>Milestone Activities/ Dates:</u>*
  - Construction Submittal Checklist FINAL/ 2015

- *Task Leads:* 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.

- *Status:* **Underway**

- *Milestone Activities/ Dates:*
  - Finalize changes in LAP Manual/ Early 2016

#4 – 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.

- *Status*: **Pending**

- *Milestone Activities/ Dates*:
  - Finalize activity/ Summer 2016

#5 – ACCOMPLISHMENT DOCUMENT
(Expanded to include Website) –

- *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. Also location on our UCI website to include a list of UCI accomplishments. This would include completed goals, etc…
- *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.
- *Status*: **Pending**
- *Milestone Activities/Dates*:
  - Finalize document and task/ August 2015

#6 – TRAINING –

- *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

#7 – MODIFIED PROGRAMMATIC AGREEMENT – (NEW)

- _Task Leads:_ Todd Halacy

- _Definition:_ Modify the UCI Programmatic Agreement which covers Urban funded projects to expand for specially funded programs (i.e. include CMAQ, RSTP, HSIP, etc…).

- _Why this is important:_ This would eliminate having to execute a separate agreement for each specially funded project which could save time at the beginning of the project development process.

- _Status:_ Ready to begin

PROPRIETARY PROCUREMENT UPDATE

- Background:
  - Request by UCI Municipalities to Review Requirements
  - Led to FHWA Process Review
    - Process Review recommended establishing new procedures
  - FHWA/VDOT worked together to develop new guidelines
  - Draft guidelines were presented at October 2014 UCI Meeting
  - New process now approved

PROPRIETARY PROCUREMENT UPDATE

- Highlights:
  - Will allow the use of Certifications, PIFs, and Experimental/ Research for approving Patented & Proprietary Products
  - Certifications used for Synchronization
    - Function
    - Aesthetics
    - Logistics
  - Allows the use of Sunset Clauses
    - Multi-Year and/or
    - Multi-Project

PROPRIETARY PROCUREMENT UPDATE

- How to access procedures/forms:
  - VDOT Construction Instructional and Information Memorandum (IIM-CD-2015-01.01)
    - http://www.virginiadot.org/business/resources/const/IIM-CD-2015-01-01.pdf
  - Certification, PIF and Experimental Request Forms:
    - http://vdotforms.vdot.virginia.gov/SearchResults.aspx?IngDivisionID=4

PROJECT DEVELOPMENT TIMELINE TOOL UPDATE

- What is it?
  - Tool to aid in the development of project schedules
  - Being developed by VA Beach and VDOT's Hampton Roads District
  - VDOT's Project Management Office (PMO) will use to tie in with the tracked schedules in VDOT Systems
- Demonstration

PROJECT DEVELOPMENT TIMELINE UPDATE

- Next Steps
  - Continue to modify the tool to;
    - Allow to enable the tool to create schedules with varying types of complexity (i.e. RW/No-RW, Tier I/II, etc…)
    - Include drop down boxes as much as possible
    - Link major activities to the VDOT tracked activities
  - Meet with VDOT PMO for testing
  - Seek feedback from other VDOT/Locality Users
  - Upload to VDOT LAD website for all localities to use

Upcoming Activities

- ☐ The UCI Workgroup will reconvene in July
- ☐ Continue to finish and implement new and existing goals
- ☐ Finalize the Project Delivery Timeline Tool
- ☐ Continue to be the "eyes and ears" for process improvements
- ☐ Prepare training, business, technical items and presenters for the next UCI Semi-Annual Meeting planned for this Fall (Location TBD)
- ☐ Report status of the Workgroup deliverables (Goals Completed) at the next meeting

Questions/Discussion?