

# UCI WORKGROUP UPDATE

Annual Meeting  
May 26<sup>th</sup>, 2016

Bryan Stilley, EIT  
City of Newport News



# Workgroup Committee Members

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- ❑ Richard West, Town of Dumfries
- ❑ Angela Rico, City of Hampton
- ❑ John Yorks, City of Hampton
- ❑ Jim Baker, City of Harrisonburg
- ❑ Tom Hartman, City of Harrisonburg
- ❑ Bryan Stilley, City of Newport News
- ❑ Jacqueline Kassel, City of Newport News
- ❑ Lamont Benjamin, City of Richmond
- ❑ David Jarman, City of Virginia Beach
- ❑ Phil Pullen, City of Virginia Beach
- ❑ Toni Alger, City of Virginia Beach
- ❑ Julie Brown, VDOT, Local Assistance
- ❑ Todd Halacy, VDOT Local Assistance
- ❑ Yolanda Newton, VDOT Local Assistance
- ❑ Lorenzo Casanova, FHWA
- ❑ Iris Rodriguez, FHWA
- ❑ Michael Fulcher, VDOT, Staunton District
- ❑ Gregory Cooley, VDOT, Culpeper District
- ❑ Steve Rowan, VDOT, Hampton Roads District
- ❑ Kelly Waldrop, VDOT Hampton Roads District
- ❑ Sonya Hallums-Ponton, VDOT Hampton Roads District
- ❑ Jorg Huckabee-Mayfield, VDOT, Richmond District

# UCI Workgroup Update

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## Today's Agenda

- ❑ Recent Accomplishments
- ❑ Activities Underway
- ❑ Satisfaction Survey Results

# Recent Workgroup Accomplishments

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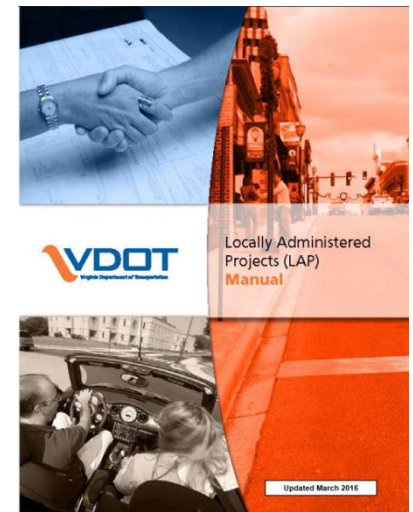
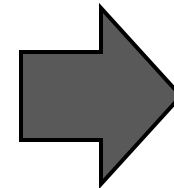
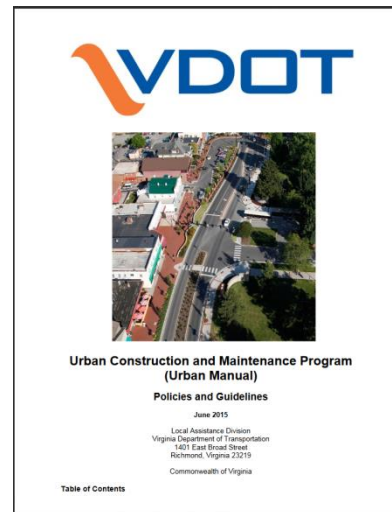
- ❑ Incorporating UCI Project Development Processes into the Urban Manual
- ❑ Project Development – LAP Scheduling Tool
- ❑ Streamlined Proprietary Equipment Approvals

# Workgroup Tasks Underway

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## Strategic:

- ❑ Incorporate UCI Project Development Process into LAP Manual
- ❑ District Local Project Teams
- ❑ Training and Development



# Workgroup Tasks Underway

## Programmatic:

- Completeness Review Checklist
  - Provides VDOT all needed items to authorize approvals
    - Right of Way Phase
    - Construction Phase



Federal-aid Project Checklist		
Required	Complete	Task Name
<input type="checkbox"/>	<input type="checkbox"/>	<b>Project Programming and Initiation</b>
<input type="checkbox"/>	<input type="checkbox"/>	Project and Funding in STIP and TIP (where applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Local Government Resolution (Urban Localities)
<input type="checkbox"/>	<input type="checkbox"/>	Request to Administer Form
<input type="checkbox"/>	<input type="checkbox"/>	Project Administration Agreement (updated when total reimbursable costs change and prior to Construction)
<input type="checkbox"/>	<input type="checkbox"/>	<b>PE Phase Authorization</b>
<input type="checkbox"/>	<input type="checkbox"/>	PCS Estimates Updated every 90 days during project development
<input type="checkbox"/>	<input type="checkbox"/>	Project Scoping Report
<input type="checkbox"/>	<input type="checkbox"/>	EQ-429/State Environmental Review Process (SERP) for projects > \$500,000
<input type="checkbox"/>	<input type="checkbox"/>	Consultant Selection Pre-Award Audit
<input type="checkbox"/>	<input type="checkbox"/>	NEPA Level of Documentation Concurrence
<input type="checkbox"/>	<input type="checkbox"/>	NEPA Documentation
<input type="checkbox"/>	<input type="checkbox"/>	Bridge "touch-down" points approved (when applicable)
<input type="checkbox"/>	<input type="checkbox"/>	30% Plan Submittal
<input type="checkbox"/>	<input type="checkbox"/>	Design Exception/Variance Requests
<input type="checkbox"/>	<input type="checkbox"/>	Value Engineering for Projects over \$5 M
<input type="checkbox"/>	<input type="checkbox"/>	60% Plan Submittal
<input type="checkbox"/>	<input type="checkbox"/>	Right of Way Plan Review
<input type="checkbox"/>	<input type="checkbox"/>	Public Hearing/Posting of Willingness
<input type="checkbox"/>	<input type="checkbox"/>	Design and Public Hearing Resolution
<input type="checkbox"/>	<input type="checkbox"/>	NEPA RW Reevaluation
<input type="checkbox"/>	<input type="checkbox"/>	Project RW listed in STIP and estimates are current
<input type="checkbox"/>	<input type="checkbox"/>	<b>Right of Way Authorization</b>
<input type="checkbox"/>	<input type="checkbox"/>	90% Plan Submittal
<input type="checkbox"/>	<input type="checkbox"/>	Submit Final RW Plans, Cost Estimate including breakdown of Utilities, and Title Sheet
<input type="checkbox"/>	<input type="checkbox"/>	Complete RW and Utilities Checklist, RW-301
<input type="checkbox"/>	<input type="checkbox"/>	RW Acquisition completed
<input type="checkbox"/>	<input type="checkbox"/>	Utility relocation completed
<input type="checkbox"/>	<input type="checkbox"/>	Water quality permits/finalize coordination with environmental regulatory agencies
<input type="checkbox"/>	<input type="checkbox"/>	LPA performs final QA/QC on plans prior to submittal to VDOT for Advertisement Authorization
<input type="checkbox"/>	<input type="checkbox"/>	Environmental Re-evaluation at PS&E (EQ-200), Environmental Certification (EQ-103)
<input type="checkbox"/>	<input type="checkbox"/>	Project Construction listed in STIP and estimates are current
<input type="checkbox"/>	<input type="checkbox"/>	Final Plan, Specifications and Estimates Submitted for VDOT approval DBE Goals

Advertisement/Construction Authorization		
<input type="checkbox"/>	<input type="checkbox"/>	Publicly Advertise Project/Federal-aid Contracts
<input type="checkbox"/>	<input type="checkbox"/>	Public Opening of Bids/Bid Tabulation/Evaluation of DBE Goals (good faith efforts)
<input type="checkbox"/>	<input type="checkbox"/>	Concurrence to award by CTB (over \$2 Million)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Award Authorization</b>
<input type="checkbox"/>	<input type="checkbox"/>	City/State Agreement or Modification of Project Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Include Project in Dashboard
<input type="checkbox"/>	<input type="checkbox"/>	Preconstruction conference
<input type="checkbox"/>	<input type="checkbox"/>	Materials Certifications/Project Records
<input type="checkbox"/>	<input type="checkbox"/>	DBE/CJOT Documentation
<input type="checkbox"/>	<input type="checkbox"/>	Change Orders submitted for approval
<input type="checkbox"/>	<input type="checkbox"/>	Final Inspection Reports
<input type="checkbox"/>	<input type="checkbox"/>	Notification of Project Completion
<input type="checkbox"/>	<input type="checkbox"/>	Final Acceptance Inspection
<input type="checkbox"/>	<input type="checkbox"/>	C-S submitted/Project Closed
<input type="checkbox"/>	<input type="checkbox"/>	Final Invoice

VDOT Project Coordinator: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

LPA Project Manager: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Once the checklist has been completed a copy should be maintained in the municipality's project file

State-aid Project Checklist		
Required	Complete	Task Name
<input type="checkbox"/>	<input type="checkbox"/>	Local Government Resolution (Urban Localities)
<input type="checkbox"/>	<input type="checkbox"/>	Request to Administer Form
<input type="checkbox"/>	<input type="checkbox"/>	Project Administration Agreement (updated when total reimbursable costs change and prior to Construction)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Project State Authorization</b>
<input type="checkbox"/>	<input type="checkbox"/>	EQ-429 / State Environmental Review Process (SERP); construction projects > \$500,000
<input type="checkbox"/>	<input type="checkbox"/>	Plan Submittals for VDOT maintained highways
<input type="checkbox"/>	<input type="checkbox"/>	Design Exception Requests
<input type="checkbox"/>	<input type="checkbox"/>	Value Engineering for Projects over \$5 M
<input type="checkbox"/>	<input type="checkbox"/>	Right of Way Plan Review for sufficient RW for VDOT maintained highways
<input type="checkbox"/>	<input type="checkbox"/>	RW Acquisition completed
<input type="checkbox"/>	<input type="checkbox"/>	Utility relocation completed
<input type="checkbox"/>	<input type="checkbox"/>	Submission of Project State-aid Certification Form
<input type="checkbox"/>	<input type="checkbox"/>	Contract Award Information submitted to VDOT for concurrence to award
<input type="checkbox"/>	<input type="checkbox"/>	Concurrence to award by CTB or Commissioner
<input type="checkbox"/>	<input type="checkbox"/>	<b>Award Authorization</b>
<input type="checkbox"/>	<input type="checkbox"/>	City/State Agreement or Modification of Project Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Include Project in Dashboard - S1/P / S1/P Projects
<input type="checkbox"/>	<input type="checkbox"/>	Materials Certifications/Project Records - VDOT maintained projects
<input type="checkbox"/>	<input type="checkbox"/>	Final Inspection Reports, VDOT Maintained
<input type="checkbox"/>	<input type="checkbox"/>	Notification of Project Completion
<input type="checkbox"/>	<input type="checkbox"/>	Final Acceptance Inspection, VDOT Maintained
<input type="checkbox"/>	<input type="checkbox"/>	C-S submitted / Project Closed
<input type="checkbox"/>	<input type="checkbox"/>	Final Invoice

VDOT Project Coordinator: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

LPA Project Manager: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Workgroup Tasks Underway

## Programmatic:

- ❑ Continue Development of the UCI Certification Program
  - ❑ Certification allows for project development with minimal VDOT oversight
  - ❑ Requires Localities to commit more resources to their VDOT program
  - ❑ Constantly looking for efficiency improvements

Task	UCI	UCI Certified
Project Agreements	(Special Funds Only)	No
State Funded Projects	No	No
Phase Authorization	Yes (Certification Letters)	Yes (Locality Certifies)
NEPA/ Reevaluation	Yes	Yes (Reevaluated by Locality)
Plan Reviews (L/M/H)	Yes	No
Value Engineering	No	No
Title Sheet Signatures	No	No
PS&E	Yes	Certified by Locality
Bid Packages Certified by District	Yes	Certified by Locality
Pre-Award Audit (ECAD)/ FAR	Yes	Certified by Locality
Civil Rights	Yes	Transitioned to Locality
Construction Award	Awarded by Localities	Awarded by Localities
Reimbursement of Federal Funds	Yes	Submit 1-pg invoice to VDOT

# Workgroup Tasks Underway

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## Programmatic:

- ❑ Modified Programmatic Agreement
  - ❑ Expand the existing UCI Programmatic Agreement to cover:
    - ❑ CMAQ
    - ❑ RSTP
    - ❑ HSIP
    - ❑ Other specially funded programs
  - ❑ Reduce delay in starting projects
  - ❑ Reduce paperwork



# Accomplishment Document

## Time to Show Off!

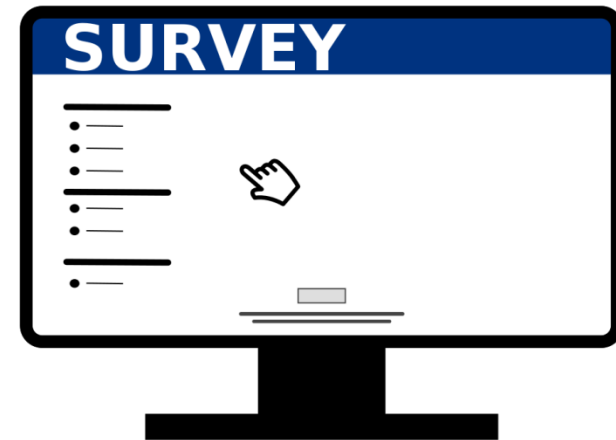
- ❑ Annual Report to Central Office
  - ❑ Introduce New Members
  - ❑ Workgroup Strategic and Programmatic Accomplishments
  - ❑ Local Successes in Project Development
    - ❑ Direct Submissions to:
      - ❑ Todd Halacy [todd.halacy@vdot.virginia.gov](mailto:todd.halacy@vdot.virginia.gov)
      - ❑ Yolanda Newton [yolanda.newton@vot.virginia.gov](mailto:yolanda.newton@vot.virginia.gov)

# Satisfaction Survey

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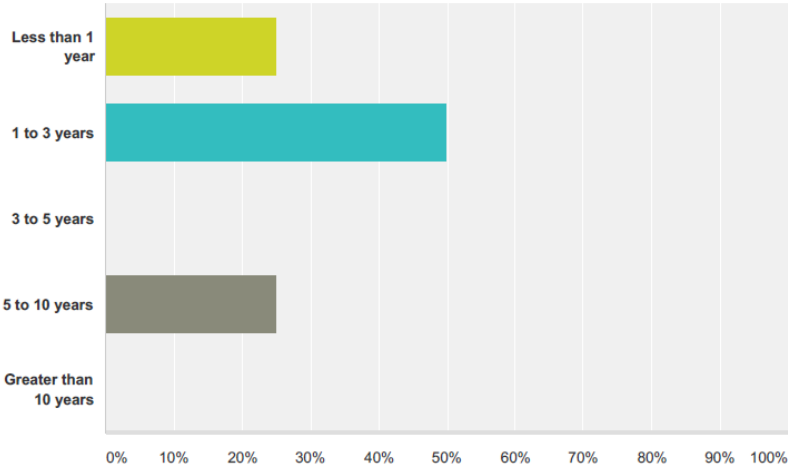
## 2016 Self Examination

- ❑ VDOT District Staff
  - ❑ 4 Responses
  
- ❑ Locality Staffs
  - ❑ 16 Responses

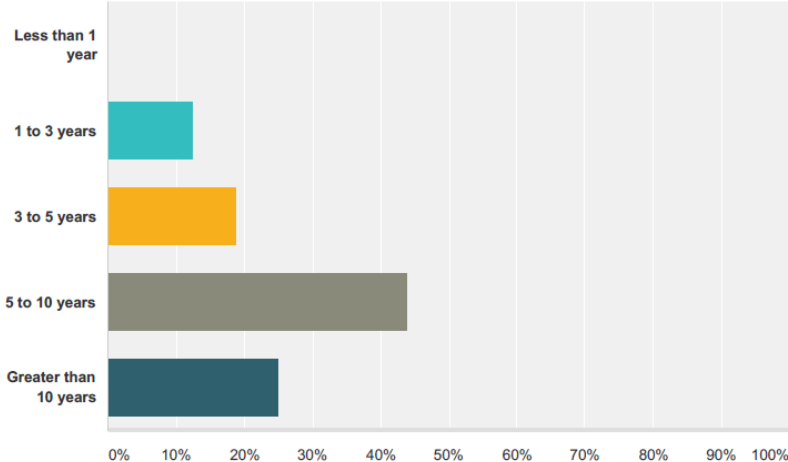


# Satisfaction Survey

## Experience



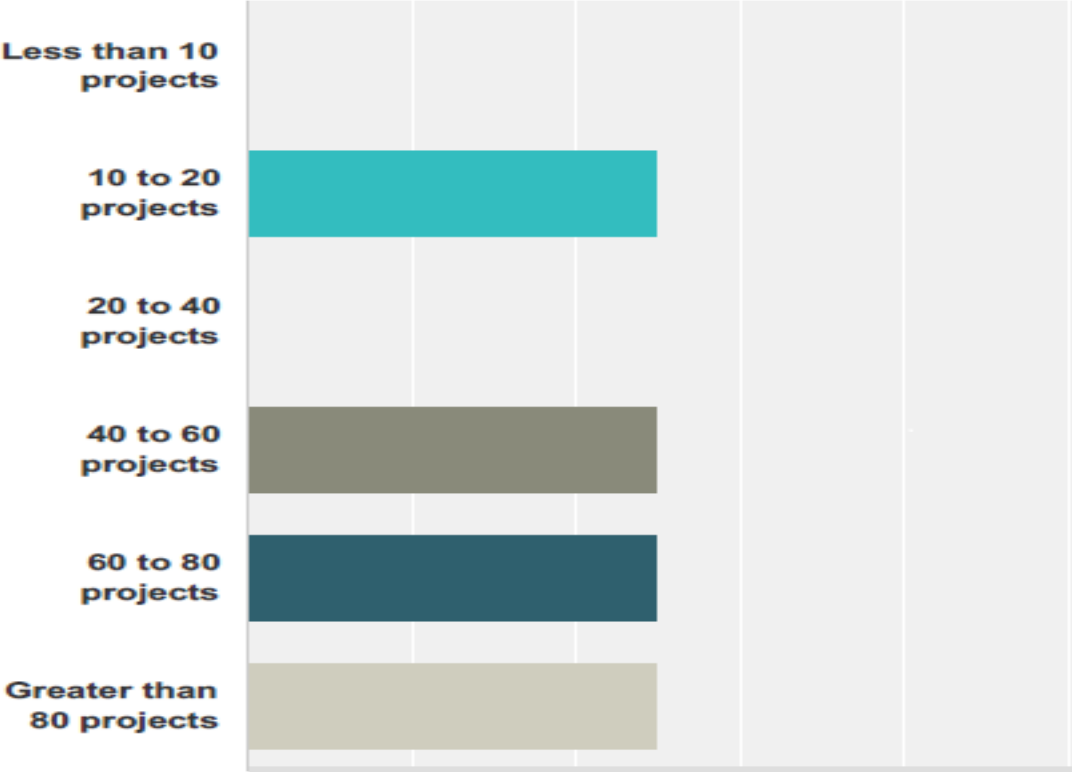
VDOT



Locality

# Satisfaction Survey

## VDOT Staff Workload – LAP Projects



# Satisfaction Survey

## Communication Quantity



VDOT

Locality

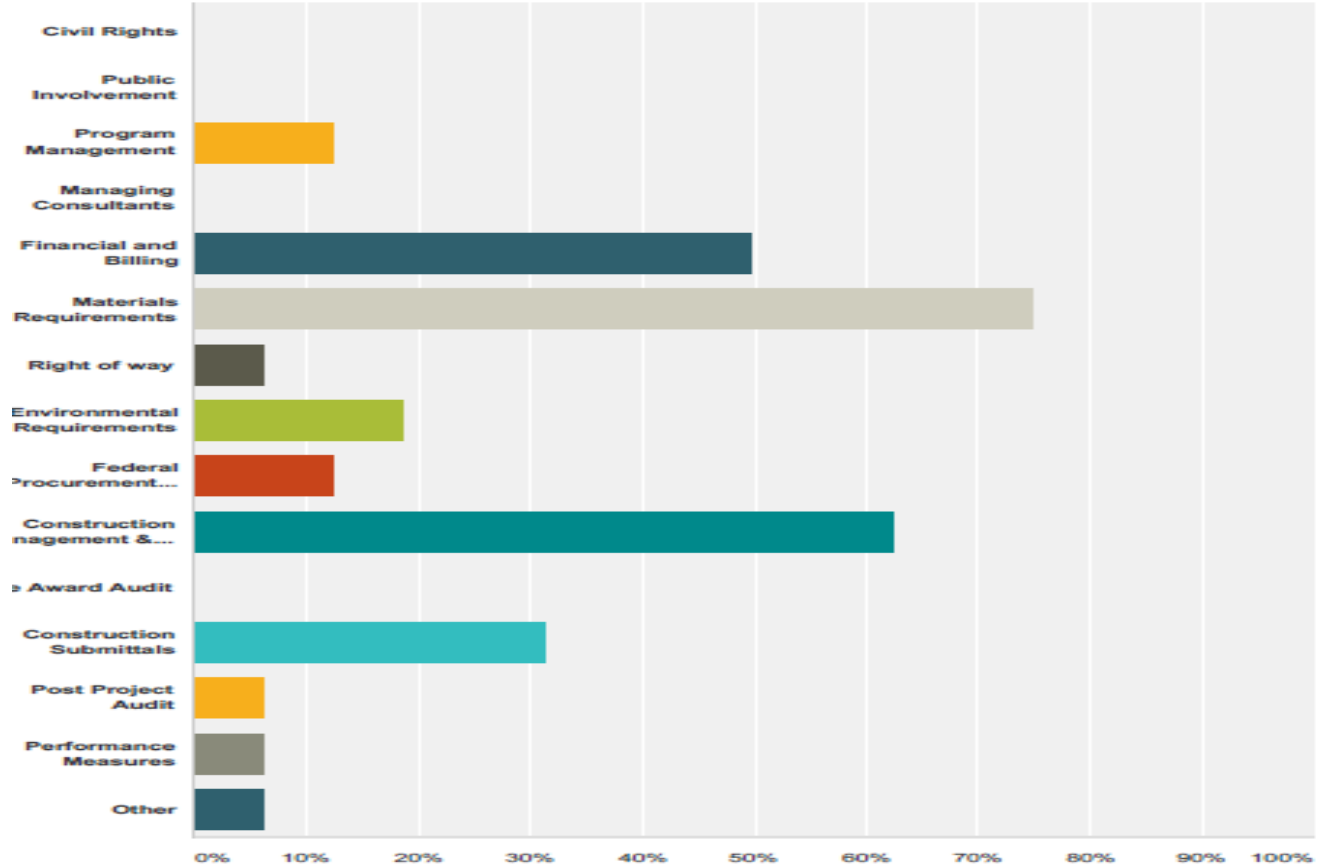
# Satisfaction Survey

## Communication Quality



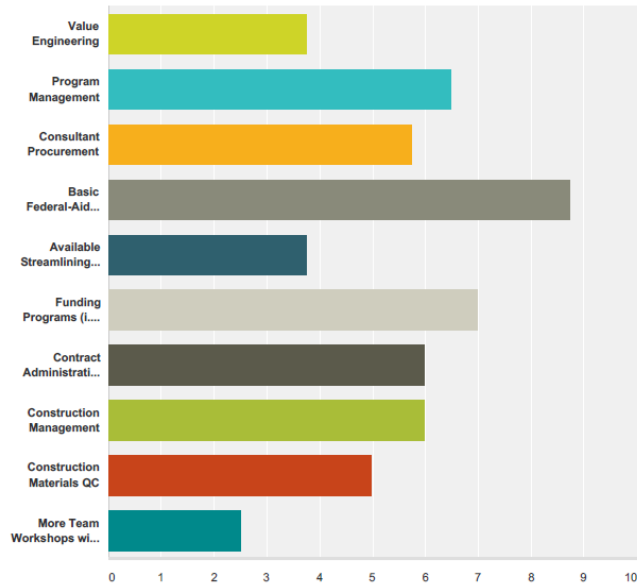
# Satisfaction Survey

## Locality Identified Areas for Increased Autonomy

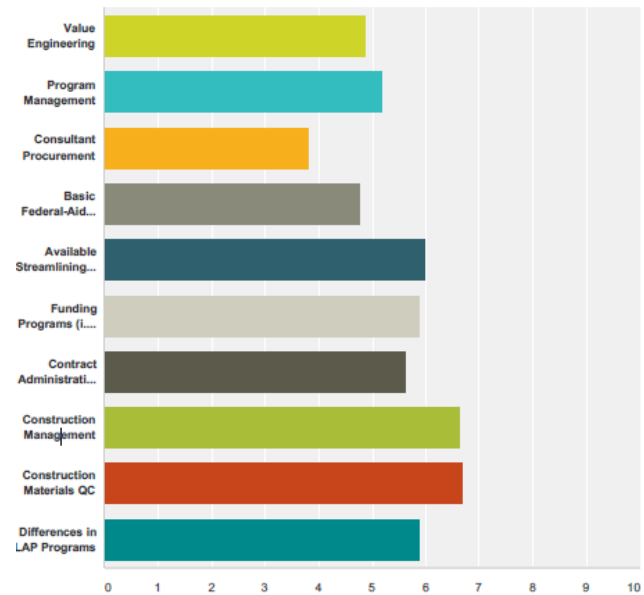


# Satisfaction Survey

## Locality Training Needs



VDOT



Locality

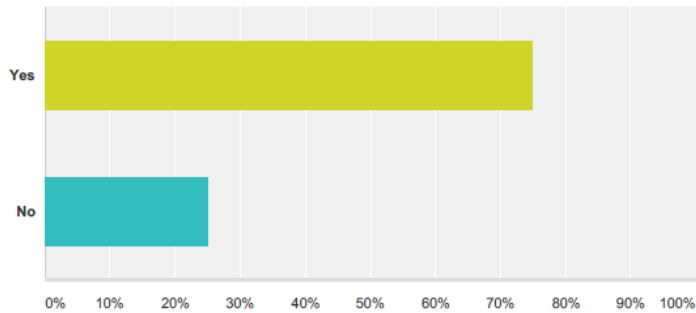


# Satisfaction Survey

## UCI Certification

**Q20 Do you feel that the UCI localities that you work with would succeed in the UCI Certification Program?**

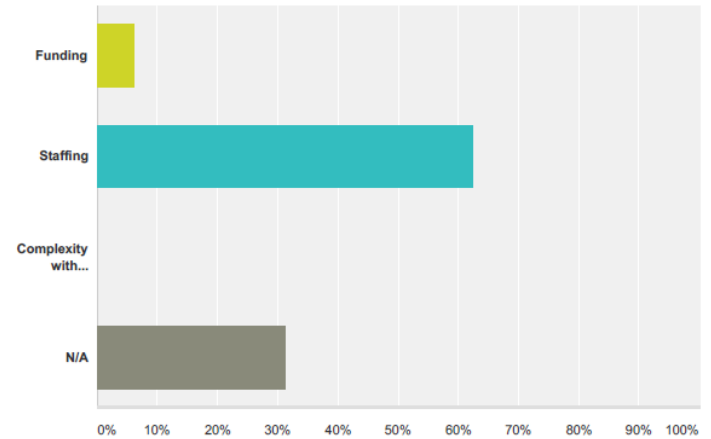
Answered: 4 Skipped: 0



**VDOT**

**Q25 What is limiting your locality in pursuing certification under the UCI Certification Program?**

Answered: 16 Skipped: 0



**Locality**

# Satisfaction Survey

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## Takeaways

- ❑ Both sides want more effective communication.
  - ❑ Bigger
  - ❑ Better
  - ❑ Faster
  - ❑ More
  
- ❑ Training Opportunities
  - ❑ Locality Days
  - ❑ LAP Workshop
  - ❑ UCI Annual Meeting

# UCI WORKGROUP UPDATE

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Questions?