UCI WORKGROUP UPDATE

Annual Meeting, July 28th

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The City of Virginia Beach

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
- Thomas Slaughter, City of Newport News
- Jacqueline Kassel, City of Newport News
- 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
Tasks of Workgroup

- Workgroup initiative’s as discussed at the March 24th Tri-Annual Meeting:
  - Contract Documents (Front End) – develop template construction RFP and templates for the use with non-professional services and the procurement of goods, services, and equipment
  - Lessons Learned (FAQ’s)
  - Program and Financial Management
- Other topics of discussion
- Next steps
Goals - Contract Documents (Front End)

- Develop a standardized template for use by all localities for:
  - Request for Proposals (RFP) – professional services
  - the purchase of goods, services, and equipment
  - Hiring of non-professional services

- 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 documents must meet FHWA (VDOT) requirements
- There are different rules for the purchasing of goods, services, and equipment with VDOT and FHWA funds
- What qualifies for non-professional services
Accomplishments:
- Creation of an RFP “insert” that can be utilized by localities to meet federal/state requirements
- Clear definition of what qualifies for non-professional services and how this can streamline project delivery

Underway:
- Draft templates for the purchase of goods, services, and equipment (conflicting guidance on federal requirements)
- Draft template/insert for non-professional services
Lessons Learned (FAQ) Database

- Develop a tool that localities can use to share information
- Several options were explored
  - Have IT create FAQ database on VDOT network
  - Purchase an existing service
  - Investigate a free service to provide a communications tool
  - Combination of any of the above
Lessons Learned (FAQ) Database – cont.

- **Group Findings:**
  - Create a database with IT – Too costly and time consuming
  - Purchase existing database – Too costly
  - Utilize free service – Limited capabilities but free
  - Combination of the above – still would require funding
Lessons Learned (FAQ) Database – cont.

- **What we have decided:**
  - Try out free message board service
    - **Pros:**
      - Free
      - Accessible by UCI Municipalities
      - Security enabled
      - Can gage if this will work for the groups needs prior to spending money
    - **Cons:**
      - Limited capabilities
      - Storage space and uploading capability is limited
  - Will open for group to try and report the usefulness back at the next UCI Tri-Annual Meeting
  - Potential for hosting on VDOT site with upcoming webpage upgrade
Lessons Learned (FAQ) Database – cont.
Lessons Learned (FAQ) Database – cont.
Next steps/Other topics for discussion

- The UCI Workgroup will reconvene in August

- Other priorities include:
  1) Lesson Learned (FAQ) Database
     - Continue to monitor the use of the free message board service
     - Determine if it should be discontinued or expanded
  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
     - NOTE: The Workgroup was successful in planning for the FHWA Core Curriculum Training Course that was held yesterday
Other topics of discussion

UCI Guide

- VDOT is currently pulling project development information into the VDOT LAP Manual and Incorporating the Program and Policy information into the VDOT Urban Manual
- Workgroup can review and provide comments on draft sections
Questions?