



UCI WORKGROUP UPDATE

Tri-Annual Meeting, March 21st, 2013

Chris Swartz
City of Hampton

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
- Michael Fulcher, VDOT, Staunton District
- Jan Vaughan, VDOT, NOVA District
- Steve Rowan, VDOT, Hampton District
- Dave Cubbage, VDOT, Culpeper District
- Russ Dudley, VDOT Local Assistance
- Todd Halacy, VDOT Local Assistance
- Cynthia Clark, VDOT Local Assistance

Today's Presentation

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- **UCI Workgroup Next Steps**
- **UCI 12-Month Goals (Update)**
 - Priority Listing
 - Review Goals
 - Schedules/ Milestones
- **Other**

UCI Workgroup Next Steps

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- Develop Charter
 - Will include;
 - Roles
 - Mission
- Rotating Membership
- Future Meetings
 - Tri-Annual (meet twice in lieu of three times?)
 - Number of Workgroup Mtgs (redefine)
- 12 Month Goals (reduce/consolidate)

UCI 12 - Month Goals (Reminder)

July 2012 to June 2013

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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 Priority Order

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1. Continue Development of the UCI Certification Program
2. VDOT Project Development Review Timeline
3. Completeness Review Checklist
4. Revise Guidance Documents:
 - a) Incorporate UCI Policy and Program Into Urban Manual
 - b) Incorporate UCI Project Development Into LAP Manual
5. Application Access
6. Performance Measures
7. Establish the District Local Project Teams
8. Accomplishment Document
9. Training

#1 - CONTINUE DEVELOPMENT OF THE UCI CERTIFICATION PROGRAM -

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- ▣ 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.

#1 - CONTINUE DEVELOPMENT OF THE UCI CERTIFICATION PROGRAM - (Continued)

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□ Schedule:

- Begin Date: Underway
- End Date: On-going w/ deliverables shown below

□ Milestone Activities/ Dates:

- Continue to develop the project level details for the UCI Certification Program
- Develop the certification letter and documentation for Federal Right of Way Authorization/ March 2013
- Develop the certification letter and documentation for Federal CN Authorization/ March 2013
- Compliance Program initiation (Project/ Program Level)/ March 2013
- City Environmental Project Management Guide/ Complete
- Complete transition document for the Civil Rights Program/ Date???
- Complete transition document for Pre-Award Audit/ Date???

#2 - 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.

#2 - VDOT PROJECT DEVELOPMENT REVIEW TIMELINE – (Continued)

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□ Schedule:

- Begin Date: October 2012
- End Date: July 2013

□ Milestone Activities/ Dates:

- Complete MS Project Template Schedules: Dec 2012
- **Workgroup/Peer Review: Mar 2013-Apr 2013**
- Test & Refine: Apr 2013—Jun 2013
- Rollout: Jul 2013

#3 - COMPLETENESS REVIEW CHECKLIST -

- ▣ Task Leads: Lynn Allsbrook/Chris Swartz/ **Michael Fulcher**
- ▣ 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.

#3 - COMPLETENESS REVIEW CHECKLIST – (Continued)

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□ Schedule:

- Begin Date: October 2012
- End Date: June 2013

□ Milestone Activities/ Dates:

- Right of Way Submittal Checklist DRAFT/ December 2012
- Right of Way Submittal Checklist FINAL/ February 2013
- Construction Submittal Checklist DRAFT/ March 2013
- Construction Submittal Checklist FINAL/ June 2013

#4 – REVISE GUIDANCE DOCUMENTS

a) - INCORPORATE UCI POLICY & PROGRAM INTO URBAN MANUAL -

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- ▣ Task Lead: Todd Halacy
- ▣ Definition: Phase out the UCI Guide policy and program areas by combining them into the Urban Manual
- ▣ Why this is important: Incorporating the UCI Guide policy and program areas into the Urban Manual will allow a single source, the Urban Manual, for all policy and program information for the Urban and UCI Programs.

#4 – REVISE GUIDANCE DOCUMENTS

a) - INCORPORATE UCI POLICY & PROGRAM INTO URBAN MANUAL (Continued)

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- Schedule:
 - Begin Date: Ongoing
 - End Date: January 2013
- Milestone Activities/ Dates:
 - Determine the format for incorporating the UCI policy and program differences into the Urban Manual
 - Draft policy and program section in the Urban Manual with UCI differences
 - **Revise UCI policy and program information to incorporate into the Urban Manual/ March 2013**
 - Finalize changes in Urban Manual
- UCI Guide Sections Moving to Urban Manual
 - I.A. Introduction
 - I.B. Certification Program
 - V. Fiscal/ Audit/ Budget
 - VI. Civil Rights
 - Appendices; C, D, E, G, H, I, M and N

#4 – REVISE GUIDANCE DOCUMENTS

b) - INCORPORATE UCI PROJECT DEVELOPMENT INTO LAP MANUAL

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- ▣ Task Leads: Tom Slaughter/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.

#4 – REVISE GUIDANCE DOCUMENTS

b) - INCORPORATE UCI PROJECT DEVELOPMENT INTO LAP MANUAL (Continued)

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▣ Schedule:

■ **Begin Date:** April 2013

■ **End Date:** July 2013

▣ Milestone Activities/ Dates:

■ Determine the format for incorporating the UCI project development differences in LAP Manual.

■ Draft the project development process section in the LAP Manual with UCI differences to share with workgroup for feedback.

■ Revise LAP Manual and review draft sections/ April 2013 - June 2013

■ Finalize changes in LAP Manual.

#5 - APPLICATION ACCESS -

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- ▣ 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 track and maintain general project information, schedule and estimate data that has the potential to improve overall project management and administration by the UCI localities.

#5 - APPLICATION ACCESS – (Continued)

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□ Schedule:

■ Begin Date: June 2012

■ End Date: June 2013

□ Milestone Activities/ Dates:

■ Scope of work: June 28, 2012 <100% complete>

■ Research Complete: November 30, 2012 <20% complete>

■ Begin Tests: January 7, 2013

■ **End Tests: April 10, 2013**

■ Test Result Summary: April 12, 2013

■ Final Recommendations: April 26, 2013

■ Approval to proceed: May 10, 2013

■ Implementation: May 20 – June 14, 2013

■ Finish Date: June 28, 2013 (Assignment complete)

#6 - 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.

#6 - PERFORMANCE MEASURES – (Continued)

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- Schedule:
 - Begin Date: July 2012
 - End Date: TBD
- Milestone Activities/ Dates:
 - LAP Performance Measures – initially round complete
 - Survey UCI localities for UCI-specific performance measures ideas: November 2012
 - Review/Select with Workgroup February 2013
 - Begin collecting data / implementation April 2013
 - First report June 2013
 - Additional or modified performance measures as necessary
 - Possible agenda item for the July UCI Annual Meeting

#7 - 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.

#7 - ESTABLISH THE DISTRICT LOCAL PROJECT TEAMS – (Continued)

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▣ Schedule:

- Begin Date: December 2012
- End Date: July 2013

▣ Milestone Activities/ Dates:

- Put together template of how the team would look/ Mar 2013
- Prepare outline of benefits for implementing team/ Apr 2013
- Discuss with VDOT District UCI Workgroup team members/ Apr 2013
- Share with District contacts at LAD Videoconference/ Apr 2013
- Meet w/ individual Districts as necessary/ Apr - May 2013
- Hold project team kickoff meetings/ May - June 2013
- Finalize activity/ July 2013

#8 - ACCOMPLISHMENT DOCUMENT -

- ▣ 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.
- ▣ 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.

#8 - ACCOMPLISHMENT DOCUMENT - (Continued)

- Schedule:
 - Begin Date: December 2012
 - End Date: July 2013
- Milestone Activities/Dates:
 - Task team will put together a preliminary list of Accomplishments by Jan 2013
 - Preliminary list will be distributed for review and comment by workgroup members / Jan 2013
 - Discuss with VDOT District UCI Workgroup members at the next workgroup session after the first of the year /2013
 - Consolidate comments, additions, and edits from the previous workgroup session into a draft document / February - March 2013
 - Publish final document list internal to the workgroup for acceptance/June 13
 - Finalize document and task / July 2013

#9 - TRAINING -

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- ▣ 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.
- ▣ Schedule:
 - Begin Date: ONGOING
 - End Date: ONGOING
- ▣ 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**

Other - Preparation for July Annual Meeting

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- The UCI Workgroup will reconvene in April
- Will focus on areas described earlier in presentation
- Continue to implement and deliver the 12-Month Goals for this year
- Prepare 12-Month Goals for next year
- Prepare training, business, technical items and presenters for the July, 2013 UCI Annual Meeting
- Report status of the Workgroup deliverables at the next meeting

Questions?