

**Urban Construction Initiative  
Annual Meeting Minutes  
City of Harrisonburg  
May 20<sup>th</sup> and 21<sup>st</sup>, 2015**

The Urban Construction Initiative Annual Meeting was hosted by the City of Harrisonburg at their Public Transportation Department. We would like to extend a special thank you to the City of Harrisonburg for hosting this year's Annual meeting and to all of the presenters for their outstanding contributions. Similar to the UCI Annual meetings the last couple of years, we conducted a two day annual meeting to allow for a full day of training sessions followed by the traditional UCI Annual meeting business and technical items.

**MAY 20<sup>th</sup> TRAINING COURSES**

**Todd Halacy, P.E.**, VDOT Local Assistance Division welcomed everyone to day 1 of the UCI Annual Meeting and outlined the day's agenda. **Jim Baker, P.E.**, City of Harrisonburg – Director of Public Works welcomed everyone to the City of Harrisonburg. Mr. Baker also emphasized the importance of partnering and the huge role that local governments and the UCI program play in successfully delivering transportation projects in Virginia. **Tom Hartman, P.E.**, City of Harrisonburg - City Engineer discussed the logistics of the facility and the plan for the day which included a tour of the facility. Mr. Halacy thanked the City of Harrisonburg for hosting the meeting and the members of the UCI Workgroup for developing this year's UCI Annual meeting agenda. He kicked off the training session discussions, which included the following:

II. **Training Session #1: Air Quality and Noise Abatement Program Updates –**

**Jim Ponticello**, VDOT's Air Quality Program Manager provided an overview of VDOT's Air Quality Program. Mr. Ponticello outlined the basic requirements and classifications of the air quality program. He also discussed project level analysis and greenhouse emissions. Mr. Ponticello concluded the presentation with an overview of the state air quality control requirements and opened the floor for questions. The full presentation can be found under the separate link labeled 'Air Quality Update'.

**Paul Kohler**, VDOT's Noise Abatement Program Manager outlined the noise abatement requirements during the planning and preliminary design phases of project development. Mr. Kohler also discussed various areas of project development and emphasized the importance to identify noise abatement early in the process as there are various areas that could be affected if noise abatement is required, to include; right of way, utilities and bridge design. He discussed why it is important to have constant open communication throughout project development. Mr. Kohler also went over a new requirement that primary authors must have a minimum of 10 years' experience working with DOT's on noise abatement in order to submit a noise analysis for review and approval. He also

advised that a new “Highway Traffic Noise Impact Analysis Guidance Manual – Version 7” is scheduled to be published by early July 2015. The full presentation can be found under the separate link labeled ‘Noise Abatement Program’.

III. **Training Session #2: Environmental Justice –**

**Fred Davis**, Environmental Planner for VDOT’s Salem District briefly outlined the Environmental Justice program and when localities would be required to perform an Environmental Justice Study during the NEPA process. He showed an example of the types of information that are available when conducting the study and what should be included in the study. The full presentation can be found under the separate link labeled ‘Environmental Justice’.

IV. **Break & Tour:** During the break, the City of Harrisonburg offered the group a guided tour of their new Public Transportation Department facilities. These facilities are a partnership between the City of Harrisonburg, the Transit Authority, and James Madison University.

V. **Training Session #3: Threatened and Endangered Species –**

**Leo Snead**, VDOT’s Central Office Environmental Division gave an overview of the Threatened and Endangered Species Program. He provided background information regarding the program and described some of the most recently added protected species. Mr. Snead provided examples of online databases that are available for localities to conduct their research on threatened and endangered species during the NEPA process. He also went over the localities responsibilities and spent some time discussing new changes to the program. The full presentation can be found under the separate link labeled ‘Threatened and Endangered Species’.

VI. **Lunch:** Provided by the City of Harrisonburg.

VII. **Training Session #4: Title 2 CFR 200 Overview –**

**Lorenzo Casanova, P.E.**, FHWA LPA and Research Program Manager discussed changes to the Federal Office of Management and Budget (OMB) uniform guidance that would affect local projects under Title 2 CFR 200 Executive Order. He started the discussion with a definition of the OMB uniform guidance and how the guidance document combines eight previous Federal grant regulations into one comprehensive guidance document. Mr. Casanova went over the new provisions to the uniform guidance and how it could affect transportation projects. Some of the changes included;

- **Firm Project End Dates:** The FHWA will require that federally funded projects establish a firm end date, even at the beginning of the PE phase. This end date can be modified under certain mitigating circumstances.
- **Indirect Cost Payment Plans:** Localities may elect to charge a de minimis rate of 10% for overhead. If a different overhead rate is desired, the locality would have to follow the procedures for an external audit of the indirect cost plan.
- **Debarment Database:** A contract award for federally funded projects cannot be made to parties listed on the government exclusions in the System for Award

Management ([SAM](#)). Managers for each federally funded project will be required to review the website prior to award to verify the contractor is not on the list.

- **Comprehensive Annual Financial Report (CAFR):** The amount of expenditures of federal funds by a locality in a fiscal year that would require an audit has been increased to \$750,000.

The full presentation can be found under the separate link labeled '2 CFR 200 Overview'.

VIII. **Training Session #5: NHS Performance Metrics –**

**Russ Dudley**, VDOT Local Assistance Assistant Division Administrator and **Todd Halacy, P.E.**, VDOT Local Assistance Division provided an overview on a recent rulemaking established by FHWA on NHS routes and how the changes will affect VDOT and local governments. Map-21 not only expanded the National Highway System (NHS) system in each state, but it also required the establishment of target performance metrics on bridges and pavements on the NHS system. VDOT and local governments will be required to utilize the same target to report to the FHWA. Penalties may be imposed by the FHWA if targets are not met. VDOT may modify the Weldon Cooper Center Survey to account for expenditures associated with NHS routes. We are working with our Maintenance Division to provide maps of the NHS system for each UCI locality and will mail out once we receive. The full presentation can be found under the separate link labeled 'NHS Performance Metrics'.

IX. **Break**

X. **Highway Safety Improvement Program (HSIP):**

**Mark Cole, P.E.**, VDOT State Assistant Traffic Engineer, **Stephen Read, P.E.** and **Tracy Turpin, P.E.**, HSIP Program Managers for VDOT's Traffic Engineering Division discussed the latest information regarding the Highway Safety Improvement Program. Their discussion included the latest VA highway crash trends and safety goals. They also went over the performance and outstanding inventory of active HSIP projects and the localities' role. They also informed the group that the HSIP program will be opened back up to localities to apply for funding. With a limited budget, they outlined various safety project treatments that could be used for potential successful projects. They also shared various resources and tools that would aid localities in selecting projects. They concluded their presentation advising the group that they will dive into the new application process, schedule and proposed plan of the HSIP program moving forward at tomorrow's session. Their full presentation can be found under the separate link labeled 'HSIP Program Update – Day 1'.

Approximately 43 people, representing ten localities, FHWA and VDOT staff from six Districts and Central Office attended the day of training.

A group dinner event was held later that evening at the Union Station as a kickoff to the next day's annual meeting. The City of Harrisonburg provided a bus that picked up attendees from the Hotel to join in this networking event.

## MAY 21<sup>st</sup> ANNUAL MEETING

### LAD Office Hours:

As with each UCI Annual Meeting, Local Assistance Division (LAD) offers localities the option to sign up to meet for office hours with LAD staff to ask questions and discuss any topics regarding the UCI program. This year LAD met with the Cities of Colonial Heights and Suffolk.

### I. Welcome – Opening Remarks:

**Russ Dudley**, VDOT Local Assistance Assistant Division Administrator began the UCI Annual Meeting by thanking the City of Harrisonburg for hosting this year's meeting. **Jim Baker, P.E.**, City of Harrisonburg – Director of Public Works introduced **Mayor Christopher Jones**, City of Harrisonburg who welcomed everyone to the City and discussed the benefits of the UCI program and the positive role the program has been for the City. Mr. Dudley concluded the opening remarks by outlining the agenda for the day.

### II. Business Items:

#### A. VDOT Items of Interest:

**Russ Dudley**, presented information on various topics of interest by the UCI municipalities. Mr. Dudley presented the following:

- **FY16 Revenue Sharing (RS):** Applications were due to VDOT on October 31, 2014. Eighty-two localities submitted 261 applications with total requests at \$198.5M. The FY16 RS proposed budget is \$185M, with \$4.1M in funds previously deallocated, allowing a total budget of \$189M. The FY16 RS program project selections will be presented to the CTB for approval at their June meeting.
- **FY16 Transportation Alternatives:** Applications for the TA program were due to VDOT on November 1, 2014. VDOT received 90 applications with \$31.8M being requested. The TA proposed FY16 budget is \$18.9M. The FY16 TA program project selections will be presented to the CTB for approval at their June meeting.
- **FY16 Urban Maintenance Payments:** At the time of the UCI Annual Mtg, VDOT LAD had not received a budget for the FY16 urban maintenance payments. The payment rates for the urban program will grow at the same rate as the VDOT maintenance program. The CTB will approve the new payment rates at the June CTB meeting. The numbers will be available on VDOT's website at the attached link after June 18<sup>th</sup>.  
<http://www.virginiadot.org/business/local-assistance-programs.asp#UrbanHighways>
- **Urban Maintenance Inventory System (UMIS) Reconciliation Update:** VDOT continues to work to reconcile the inventory for maintenance payment

during the Urban Conversion Project (UCP). Currently VDOT has completed reviews of 74 out of the 84 Cities and Towns in the Urban System. The remaining localities will be completed by October 2015 with any required modifications to the UMIS mileage due to the reconciliation will be done for the FY17 update in June 2016.

- **Primary Extension Paving Program:** Applications for the FY16 primary extension paving funds were due to VDOT on March 27, 2015. VDOT scored 101 applications worth \$22.7M in requests. VDOT is proposing to fund the applications with a total score of 56 or higher. VDOT has recommended to the CTB to fund \$15.5M worth of requests (this includes \$9.1M from FY16 funds and \$6.4M from FY17 funds). The FY16 Primary Extension Paving Funds program project selections will be presented to the CTB for approval at their June meeting. Additional information can be found at the following: [http://www.virginiadot.org/business/local\\_assistance\\_division\\_funding\\_programs.asp](http://www.virginiadot.org/business/local_assistance_division_funding_programs.asp)
- **VDOT – Business Plan for Local Assistance Division:** Mr. Dudley presented the draft strategies for improving local project delivery that has been established as a part of the FY16 VDOT Business Plan. That plan can be found under the separate link labeled ‘Draft Strategies for Improving Local Project Delivery’.
- **LAP/ UCI Performance Reporting:** The local administered program remains a large part of the statewide project delivery and represents 40% of the projects on the 36 month advertisement schedule. We can continue to expect an emphasis on project delivery and committing to schedules. Mr. Dudley went over the Locally Administered Projects (LAP) performance reports. He showed that the UCI Localities scored about 39% of the 3-year on-time advertisement performance measures which is up from last year’s 3 year period, so the trend is heading in the right direction. UCI localities have done an excellent job meeting the federal strategy obligation phase starts with 145% being done for FFY2014. Percentages for the construction advertisement commitments have also gone up with UCI localities representing 108% of the CY2015 projects worth 124% of the total statewide construction advertisement dollars.
- **Local Programs Workshop:** The workshop will be held in Williamsburg at the DoubleTree by Hilton on September 29<sup>th</sup> thru October 1<sup>st</sup>, 2015. Some of the highlights for this year’s workshop includes;
  - Mobile workshops on day 1
  - Four tracks/ Five Sessions; one Track for Basic/Boot Camp & one for Repeat Topics
  - There is an emphasis on ConstructionAdditional information, to include registration can be found at the following link: <http://www.cpe.vt.edu/lpw/index.html>
- **2015 General Assembly Legislative Updates:** Mr. Dudley went over several bills that were enacted by the 2015 General Assembly that may be of some interest to the UCI municipalities to include;

- [HB1402](#) – Payments to City of Richmond for moving-lanes converted to bicycle lanes
- [HB1887](#) – Commonwealth Transportation Board; membership, funding, updates annual reporting, and changes to allocations and the establishment of the state of good repair funding
- [HB1835/SB1371](#) – Virginia Public Procurement Act (VPPA); methods of procurement

(Note: hyperlinks to the bills are included with each of the bill #'s below)

Mr. Dudley's full presentation on all of the above topics can be found under the separate link labeled 'VDOT – Local Programs Update'.

**Kim Pryor**, VDOT's Director of the Infrastructure Investment Division presented information on the FY 2016-2021 Six-Year Improvement Program (SYIP), House Bill 2 implementation and House Bill 1887 details.

- **HB 2 – Prioritization:** This bill directs the CTB to develop a statewide prioritization process for construction funds (starting with the FY17-22 Six Year Improvement Program (SYIP)). Ms. Pryor went through several factors that will be used in the process for scoring projects. She also shared the anticipated HB2 yearly schedule and the timeline for implementation. There will be additional information coming in the following weeks. However, the following link has detailed information on HB2 and contains many of the presentations given on the subject by the Secretary of Transportations Office: <http://www.virginiahb2.org/index.html>
- **FY16-21 Six Year Improvement Program (SYIP):** The public hearings for the upcoming SYIP have just been completed. The CTB will approve the final SYIP at their June meeting. The primary focus of the SYIP is on deficient bridges and pavements and funding deficits on underway project phases. VDOT continues to transition to HB 2 and HB 1887 and are not adding new projects that are subject to prioritization. Ms. Pryor went through the proposed funding for HB 2 and the State of Good Repair. She informed the group that localities can apply for both programs. Once the SYIP is approved by the CTB, a final copy can be found on VDOT's website at the following link: <http://syip.virginiadot.org/Pages/allProjects.aspx>

Ms. Pryor's full presentation on the above two topics can be found under the separate link labeled 'Draft FY 2016-2021 SYIP Update'.

**B. FHWA Update:**

**Gilberto DeLeon, P.E.**, FHWA Field Operations Team Leader provided updates on several FHWA topics that are of interest to local governments.

- **2 CFR 200 Executive Order:** Mr. DeLeon presented a brief overview of changes to the federal program due to the 2 CFR 200 Regulations. Since Mr. Casanova provided a very detailed discussion on this topic the day before, Mr. DeLeon highlighted the significant changes due to this executive order.

- **Every Day Counts (EDC 3):** Mr. DeLeon provided an update on the Every Day Counts initiative. He discussed some of the latest EDC 3 innovations and demonstrated a couple of examples.
- **Compliance Assessment Program (CAP):** Mr. DeLeon discussed the Compliance Assessment Program and some of the changes due to MAP-21. He went over some of the details of the CAP reviews and discussed in detail the CAP checklist for 2015. Mr. DeLeon presented the CAP Core Question Guide and provided a few sample questions. He outlined what the FHWA will be evaluating to determine if projects are in compliance. He also spent some time discussing various compliance issues that localities should be aware of. Mr. DeLeon provided several documents that will be utilized during the CAP Reviews. These three documents can be found under a separate link labeled as follows:
  - CAP Core Question Guide
  - CAP Contract Administration Guide
  - CAP Finance Guide

Mr. DeLeon's full presentation can be found under the separate link labeled 'FHWA Updates'.

### **City of Harrisonburg Bus Tour and Lunch**

The City of Harrisonburg offered the meeting participants to board buses which took the group on a tour of several projects that the City has underway and others that have been recently completed. The tour gave the participants an opportunity to see several of the City's projects that they are working on or have completed under the UCI program. The tour lasted approximately 1 hour with lunch that was provided by the City following the tour.

### **C. UCI Workgroup Update:**

**David Jarman, P.E.**, VA Beach Transportation Project Management Supervisor and **Sonya Hallums-Ponton, PMP**, VDOT's Hampton Roads District Program Manager for the Western Region provided an update of recent activities performed by the UCI Workgroup. They discussed the workgroup's updated goals, schedule modifications, and upcoming activities. They described each of the goals, why they are important and the next steps for completing the goals.

**Proprietary Procurement Update:** They announced to the group that the new proprietary procurement process guidelines have now been approved and are ready for use. These guidelines have streamlined the approval process for using proprietary equipment on state and federally funded projects. The process will now allow for approvals for synchronization and multi-year and/or multi-project approvals. The new procedures can be found at the following:

- VDOT Construction Instructional and Information Memorandum (IIM-CD-2015-01.01):  
<http://www.virginia-dot.org/business/resources/const/IIM-CD-2015-01-01.pdf>

- Certification, PIF and Experimental Request Forms:  
<http://vdotforms.vdot.virginia.gov/SearchResults.aspx?IngDivisionsID=4>

**Project Development Timeline:** They also demonstrated the Project Development Review Timeline that the City of VA Beach and VDOT's Hampton Roads District have been developing. The timeline is being developed to be used to assist VDOT and localities in developing and monitoring project schedules for state and federally funded projects. This timeline has been presented previously to the UCI Group in draft form. The timeline has been modified significantly over the past couple of months and is nearing completion. The timeline will be sent out under a separate email for everyone to review and provide comments prior to being finalized. VDOT's Project Management Office (PMO) will be using this timeline to aid in the development of the schedules that will be tracked in VDOT systems. A special thank you to Mr. Jarman and the VDOT Hampton Roads Urban Team (Ms. Hallums-Ponton, Ms. Waldrop, and Mr. Rowan) that worked diligently to create this valuable tool. Their full presentation can be found review under the separate link labeled 'UCI Workgroup Update'.

### III. Technical Items:

- **Utility Coordination and Relocation:**  
**Matt Reynolds**, VDOT State Utilities and Property Manager outlined the authority for utility relocation policies and procedures. He also presented VDOT's Utilities Section and their overall objectives. Mr. Reynolds discussed utility coordination by going over several best practices used by VDOT. He described various issues VDOT has encountered working with utility companies and ways to overcome the challenges. Mr. Reynolds discussed the cost responsibility for utility relocations, franchise agreements, "Buy America" and various other utility topics. Mr. Reynolds presentation can be found in the separate document labeled 'Utility Coordination and Relocation'.
- **NHS Performance Metrics Overview:**  
Since this topic was presented in detail on Day 1, the presentation was tabled to allow additional time for the following presentations/ discussions. The full presentation on this topic from Day 1 can be found under the separate link labeled 'NHS Performance Metrics'.
- **Highway Safety Improvement Program (HSIP):**  
**Stephen Read, P.E. and Tracy Turpin, P.E.**, HSIP Program Managers for VDOT's Traffic Engineering Division continued their discussion from day 1 on the latest information with the Highway Safety Improvement Program. They informed the group that VDOT will be accepting applications from localities. They went over the project selection/ delivery criteria and the project delivery expectations. They also discussed the HSIP local safety project submittal process and schedule. The project submittal deadline is

September 1, 2015. The guidelines and schedule can be found in their presentation with additional details on their website. The VDOT Traffic Engineering website can be found at the following:

<http://www.virginiadot.org/business/trafficeng-default.asp>

Their full presentation can be found under the separate link labeled 'HSIP Program Update – Day 2'

IV. **General Discussion/Next Meeting Topic:**

**Todd Halacy** discussed the proposed timeframe for the next UCI meeting. The next meeting will be in the fall with the exact date and location to be determined. The UCI Workgroup will work to develop the agenda and will recommend a date.

V. **Wrap Up/Close:**

**Todd Halacy** closed the meeting with a special thank you to the presenters and to the City of Harrisonburg for hosting this year's UCI Annual Meeting. *A special thank you to Danielle Morris with the City of Harrisonburg for all of her hard work making the annual meeting a success.* He also thanked the UCI Workgroup for their work accomplishing several UCI goals this year and their assistance in preparing the agenda and topics for the annual meeting. The meeting adjourned at around 3:00pm.