

Group Memory  
Transportation Coop Committee

September 11, 2014

Next Meeting dates

November 13, 2014	All meetings to be held at Terminal A – 2 <sup>nd</sup> Floor, Media Room, Sacramento Airport
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**January 22, 2015 proposed.**

Desired outcome for Next meeting:

Should we hold a longer meeting to discuss strategic stuff?

Upshot review. All action which have items due.

HSIP / HBP committee update

RTPA Update

Update on the NHS MAP 21.

Invoice Streamlining Report

Agenda for Change – Items Related to State Laws

Glean from these notes and upshot items.

SEP 14 process from FHWA – New York, CT Update. .

League Conference Update

~~GROW America presentation – Reauthorization bill/proposal... from FHWA~~

Agenda Committee

Ray

Adriann

Tom M

Robert N

Bin List & Great Ideas

Report - Ohio experiment on Safe Harbor Indirect Cost Rate (after June 2014) (Ray Z, 12/5/2013)

Videos for bridge academy training course – make available if and when it is done... (Ray Z 1/9/2014)

Need to have a system to broker funds to combine federal money for the bigger projects. (Rick M, 3/13/2014)

Charter

PURPOSE OF GROUP (FROM JUNE 1998; Revalidated in Dec 2009; to be reviewed in Dec 2010)

- ADDRESS FUNDING, PROCEDURAL AND LEGISLATIVE ISSUES RELATED TO TRANSPORTATION FROM A LOCAL PERSPECTIVE. (MODIFIED JUNE 8, 2000).
- ENHANCE THE WORKING RELATIONSHIP BETWEEN CITIES & COUNTIES, COG's and RTPA's, CT, CTC AND FHWA. THIS EXTENDS TO IMPROVING COMMUNICATION WITH ALL STAKEHOLDERS. COLLABORATION IS A KEY METHOD. (MODIFIED DECEMBER 2008)
- IMPROVE THE APPLICATION OF TECHNOLOGY TO SPREAD INFORMATION AND IMPROVE ACCESS TO ALL STAKEHOLDERS. (MODIFIED DECEMBER 2008)

- PROVIDE INPUT TO THE DEPARTMENT AND FHWA TO ENHANCE THE ABILITY TO MEET ALL STAKEHOLDER NEEDS. (ADDED I N JUNE 2000, MODIFIED DECEMBER 2008)

Ground Rules:

- Start on time. End on time or early.
- Identify if you have to leave early and have an agenda item.
- Consensus decisions. You must be able to live with it.
- Keep side conversations silent.
- Send alternate if you are not able to attend.

Upshot

These are the assignments made at the meeting. As new ones are added they will be appended to the list. As assignments are completed they will be lined out with a ~~strike through~~, but left on the list for one meeting. This will provide a running record of assignments made at these meetings.

September 19, 2013

Ref. #	Who	What	When
32	Ray Z	get the statutes or the foundation of the Caltrans legal opinion relating to software and data sharing <del>11/7/2013 1/9/2014 3/13/2014 5/01/2014 7/31/2014</del>	<del>9/11/2014</del> 11/13/2014

December 5, 2013

Ref. #	Who	What	When
34	<del>John</del> Winton	Send office bulletin/memo on lump sum/pro rata to the group via Lori. (see discussion notes #1) <del>Today 3/13/2014 5/01/2014 7/31/2014</del>	11/13/2014

January 9, 2014

Ref. #	Who	What	When
45	Ray Z	(See discussion notes # 5) Work with Mark in TSI - CT needs to make sure the counties and cities have an opportunity to review what data will be collected and validate the data once it is collected. Need a procedure developed to facilitate this. Ensure the local partners are informed on the details. Look for ways to leverage the data and the data collection effort. Share the contract with members. <del>1/17/2014 7/31/2014</del>	<del>9/11/2014</del> 11/13/2014

March 13, 2014

Ref. #	Who	What	When
50	Mike Penrose	Take the lead to survey counties – IRI vs. PCI data – NACE <del>5/1/2014 7/31/2014</del>	<del>9/11/2014</del> 11/13/2014
56	John H	<del>Brief the group on progress made on performance metrics. 5/1/2014 7/31/2014</del>	<del>9/11/2014</del> 11/13/2014

May 29, 2014

64	Ray Z	<del>share progress on CEAC / League Action items monthly. Special attention to Design, please. (Check in in July for progress report) (See discussion</del>	<del>7/31/2014</del> 9/11/2014
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		<del>under agenda item # 7)</del>	
64	Ray	Ray will determine what part of the contract code needs to be changed to allow CT to do procurement/prequalification of consultants. (See discussion under agenda item # 11)	<del>7/31/2014</del> 9/11/2014 11/13/2014
65	Tom	Tom will take utility relocation issues back to CAEC for further discussion. (See discussion under agenda item # 13)	<del>7/31/2014</del> 9/11/2014

May 29, 2014

66	<del>Ray</del>	<del>Got presentation from Rick Suarez on Central Federal Lands Highway Division and distribute to the group. (See discussion under agenda item # 8)</del>	8/8/2014
67	<del>Kiana</del>	<del>send out a copy of the CSAC reauthorization principles (See discussion under agenda item # 10)</del>	9/11/2014
68	<del>Kiana</del>	<del>Send the committee members the Agenda for Change and also take this to the CEAC conference in September for a detailed review. (See discussion under agenda item # 14)</del>	9/11/2014
69	Ray	Bring Audits and Investigations to the next meeting to discuss consultant contract issues. (See discussion under agenda item # 12)	8/8/2014
71	Rick M	Provided a letter promoting the invoice streamlining process to Ray.	<del>9/11/2014</del> 9/25/2014
72	<del>Jean</del>	<del>contact Ray Z to discuss approval process protocols to implement SEP 14 (See discussion under agenda item # 13)</del>	9/11/2014
73	Jean	contact New York to find out about their SEP-14 process (See discussion under agenda item # 13)	9/11/2014 11/13/2014

September 11, 2014

74	Ray	Clarify percentage-of-cost reference points for PE, CE costs – there are differing opinions among the districts. In the case of smaller (bridge??) projects the percentages don't really apply. Has this caused delivery delays? (See discussion under agenda item # 8)  Take it up with the Bridge Committee – Have them take it up and then report back.	1/22/2014
75	Ray	discuss GFE office bulletin problem with FHWA to see what can be done to make the process not take time out of the 30 day timetable for award, after bid opening? Look into the comments made today and report back. Review the policy.	10/1/2014

76	Ray	get the findings from the original process review that identified the deficiencies in the GFE issue and put the information on the web site.	10/1/2014
77	Winton	Bring ATP allocation process discussion (Agenda for change) to the next meeting.	11/13/2014
<del>78</del>	<del>Kiana</del>	<del>send out the powerpoint and information to the group on cap and trade.</del>	<del>today</del>

Critique from LAST meeting:

What went well	What Needs Improvement
People were timely – discussions stayed within their limits for time Good attendance. Finished early Staff guiding us to the secret elevator. facilitation	Room not as good. Mike's second computer died Secret elevator

Critique from THIS meeting:

What went well	What Needs Improvement
Full agenda good topics. Flexibility on time	

1	9:00	Introductions	All	
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Agenda Item 1.

1. 1.

2	9:05	Ground Rules; Action Items; Review Agenda	Mike Halverson	Understand meeting process and status of action items
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Agenda Item 2.

3	9:20	CTC Allocation Update	Mitch Weiss	Information Sharing / Feedback
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Agenda Item 3. CTC Allocation Update

3. 1. Working on STIP guidelines for 2016. Issues: ITIP etc. public process, performance measures. Hope for a draft this week.
3. 2. We will be adopting the ATP program from large MPO's in November.
3. 3.

4	9:30		Jean Mazur	Information Sharing
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Agenda Item 4. FHWA Update

4. 1. Working on oversight agreement – We have a template for all states – Some elements are not well defined yet. Information will be brought back to this group for input. We will have to respond to questions about how we are handling the local assistance program.
4. 2. Every Day Counts III (EDC-3) – Agency stakeholder partnering meeting set for Oct 29 and 30. Ray will be involved.
4. 3. 2014 awards for the TIGER program announcement will be coming out shortly.
4. 4. Consultant contracting – we are working with Caltrans – we will need the help of this group to address some of the items,
4. 5. MAP 21- extended through May 2015
4. 6. Still expecting appropriations bill for FY 14/15

5	9:50	RTPA Update	Adriann Cardoso	Information Sharing
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Agenda Item 5. RTPA Update

5. 1. Met Aug 20 in San Jose. We are working on the STIP guidelines. Looking to have the same info and format as RTIP.
5. 2. We are monitoring Cap and Trade program.

6	10:00	HSIP / HBP Committee Updates	Tom Mattson / Pat DeChellis	Information Sharing
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Agenda Item 6. HSIP / HBP Committee Updates

6. 1. HSIP had second meeting yesterday , focusing on delivery of old projects from cycle 1 and 2. Two programs to be implemented in 2015 (a) HSIP Cycle 7 – using average costs and (b) proactive Safety Program.
6. 2. HSIP team still needs one City Representative.
6. 3. Next meeting is November 14<sup>th</sup>.
6. 4. HBP: We are trying to support needs stemming from the Napa earthquake, coordinating with other divisions.
6. 5. HBP: State parks have eligibility for projects and they have bridges that need to be included, just like local agencies.

7	10:10	Annual Plan Meeting of the TCC	Ray Zhang	Plan for one-all day meeting
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Agenda Item 7. Annual Plan Meeting of the TCC

7. 1. We could spend a longer time in January to plan out major elements of what we need to get done – What if January is a two-day meeting? Perhaps review the charter?
7. 2. Proposal: One day – Focus on the next year’s agenda. January meeting will be the planning meeting for the year. January 22 proposed.

8	10:20	Conformance Review of A&E Consultant Contracts	MarSue Morrill	Update
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Agenda Item 8. Conformance Review of A&E Consultant Contracts

8. 1. Status on the 3rd party A&E contract process.

- 8. 2. Amendments: When you move from one threshold to the next, you must comply with all the state and federal requirements regardless of dollar amount. Audits conformance review is triggered at one million dolalrs.
- 8. 3. You can submit a conformance review request before negotiations are complete - When Audits gets a complete package, they will turn it around within 30 business days.
- 8. 4. A&E consultants must be able to segregate all their costs on their invoices – they must be able to properly identify what cost is for which project. This can be just a data base or spreadsheet for a small firm.
- 8. 5. Cost estimate you should do up front to prepare a budget for your contract. Cost analysis is when you are doing an analysis for appropriateness of the costs in the Prime contractor’s proposal.
- 8. 6. Smaller agencies, smaller counties are limited in staff, and often we only get one or two submittals for our projects. It would be good to have a tiered system or more latitude for smaller agencies with limited staff and limited capabilities to have a little more help from Local Assistance, to accommodate the challenges smaller agencies have. CT Response: We (Audits and Investigations) are giving training – call us if you have any questions.
- 8. 7. Outcome
- 8. 7. 1. Ray will clarify percentage-of-cost reference points for PE, CE costs – there are differing opinions among the districts. In the case of smaller bridge projects thje percentages don’t really apply. Has this caused delivery delays? (See upshot # 74) Clarify reference points for PE, CE costs – there are differing opinions among the districts. In the case of smaller bridge projects thje percentages don’t really apply. Take it up with the Bridge Committee – Have them take it up and then report back.

9	10:40	MAP-21 NPRMs on NHS		Ray Zhang	Update
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Agenda Item 9. MAP-21 NPRMs on NHS

- 9. 1. No update on MAP 21.

10	10:50	SEP 14 (JOC) Process Update	Jean Mazur	Information Sharing
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Agenda Item 10. SEP 14 (JOC) Process Update

- 10. 1. No report today.

11	11:00	Agenda for Change – Items related to state laws	Kiana Buss	
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Agenda Item 11. Agenda for Change – Items related to state laws

- 11. 1. Group reviewed agenda for change items to ensure they are still relevant.
- 11. 2. Outcome:
- 11. 2. 1. .  
Bring ATP allocation discussion (Agenda for change) to the next meeting.

12	11:10	DBE Policy Change	Henry Wells	Information Sharing
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Agenda Item 12. DBE Policy Change

- 12. 1. Latest policy is now out.
- 12. 2. The DBE program adequacy of good faith effort (GFE), and collecting DBE data from local agencies have been two big issues.

12. 2. 1. Many GFE's are inadequate. These contracts could be federally ineligible. Recent process review showed that 19 out of randomly selected 20 GFE's were inadequate.
12. 2. 2. DBE data from local agencies – we typically get data on about 30% of the federal money. CT is trying to meet a 12.5% goal, and needs the data.
12. 3. In the new policy, for construction over \$2 million and engineering cost over \$500,000 will be reviewed by CT– CT will need to see the GFE's if the award is based on the GFE. CT will have 10 days to review the GFE. CT will either approve or point out deficiencies. If CT determines the GFE is no good, the contractor can sit with the local agency to appeal. Local agency makes the final decision.
12. 4. Local agencies have 30 days to award after they open the bids. CT reviews will burn some of this time reviewing the bid package. This process may cause delivery problems.
12. 5. CT should/could take a risk-based approach, and not apply this new policy to all agencies because some agencies have a problem complying. Can CT help with the goal setting? Can CT do some sort of lessons learned communication? Can we phase ino this? Local agency goal is to get the projects delivered.
12. 6. Should we let the new policy run for awhile and then assess it for delays it may be causing?
12. 7. What is the actual magnitudde of this? Only 20 projects reviewed, seems like a small sample from the total universe of projects.
12. 8. Can we write more time into our award process to accommodate this new requirement?
12. 9. What are the guidelines? FHWA: This is not a new requirement. It is in the manual.
12. 10. FHWA: Information coming from local agencies is sparse. Regulations require us to have an action plan to address the deficiencies we have uncovered by our review.
12. 11. Outcome
12. 11. 1. Ray will discuss GFE problem with FHWA to see what can be done to make the process not take time out of the 30 day timetable for award, after bid opening? Look into the comments made today and report back. (See upshot # 75)
12. 11. 2. Ray will get the findings from the original process review that identified the deficiencies in the GFE issue and put the information on the web site. (See upshot # 76)

13	11:20	Consultant Oversight Plan	Ray Zhang / Mohammad Maljai	Information Sharing
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Agenda Item 13. Consultant Oversight Plan

13. 1. Process review findings are leading to a preventive/proactive approach, looking forward.
13. 2. 30 agency processes were reviewed, leading to findings and action plans.
13. 3. A list of the strategies and action plans was reviewed.
13. 4. Maybe this should be an item for the planning meeting.

14	11:30	Invoice Review Streamline	John Hoole	Update
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Agenda Item 14. Invoice Review Streamline

14. 1. No report today

15	11:35	SHSP Update	Katherine Chen	Outreach Presentation
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Agenda Item 15. SHSP Update

15. 1. See powerpoint from Katherine

16	11:55	Cap and Trade	Kiana Buss	
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- Agenda Item 16. Cap and Trade
- 16. 1. Carry forward to November.
  - 16. 2. Outcome:
    - 16. 2. 1. Kiana will send out the powerpoint and information to the group. (See upshot # 78)

17	12:20	Meeting Wrap-up <ul style="list-style-type: none"> <li>• Review Action Items</li> </ul>	All	Preparation for upcoming meeting
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Agenda Item 17.

18	12:30	Adjourn		
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Agenda Item 18.