

ADOPTED OPERATING PRINCIPLES

Concrete Task Group

Rock Products Committee

1. MISSION:

- 1.1.** The Rock Products Committee (RPC) is a partnering effort of the California Department of Transportation (Caltrans), industry associations (Industry), and Federal Highway Administration (FHWA), involving the production and use of aggregate, asphalt and concrete in transportation projects. The RPC provides a forum for Caltrans and Industry to coordinate efforts to improve construction methods, material specifications and test methods utilized in the construction and preservation of transportation facilities.
- 1.2.** The Concrete Task Group deals with issues related to concrete materials and products on behalf of the Rock Products Committee.

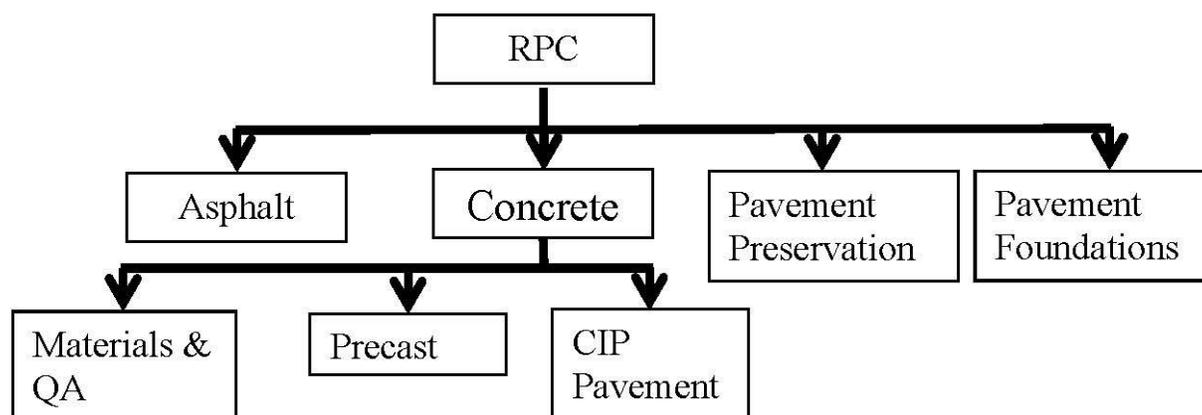
2. BACKGROUND:

The RPC was established by Caltrans and the Association of General Contractors of California (AGC) because of the importance of aggregate used in roadway materials for both building and maintaining the state highway system. The RPC was established to provide a forum for materials suppliers, contractors, and Industry to interact directly with Caltrans in the development and modification of Caltrans specifications and test methods. Since the original commencement of the RPC, the committee has expanded and continues to accept other Associations and Industry members that have the same goals as the original committee.

3. CONCRETE PRODUCTS TASK GROUP GOALS:

- 3.1.** Task Group (TG) members manage issues related to concrete by directing the development and implementation of the performance objectives of the following Sub-Task Groups:
 - 3.1.1. Materials & QA
 - 3.1.2. CIP Pavement
 - 3.1.3. Precast Concrete
 - 3.1.4. Other subtasks groups as deemed necessary by the task group
- 3.2.** TG members positively participate in the ongoing partnership between Caltrans and Industry.
- 3.3.** TG members will encourage innovation in all RPC Sub-Task Groups.

ORGANIZATIONAL STRUCTURE:



3.4. Concrete Task Group

3.4.1. Caltrans membership in the Task Group will be at the Office Chief-level from the Pavement Program, Division of Engineering Services (Materials and Structures), Construction, and Districts/Regions.

3.4.2. The Task Group will support partnering, facilitate effective communication, and foster trust between Caltrans and Industry in the completion of all activities.

3.4.3. The TG will also identify issues important to Caltrans and Industry, recommend priorities, make proposals via Scoping Document to the RPC Co-Chairs, and accomplish assignments.

3.4.4. Industry membership will be identified by the industry associations and/or Industry consensuses.

3.4.5. Caltrans Rock Products Committee co-chairs will appoint three co-chairs to represent the Department in the Task Group.

3.4.6. Industry will appoint two co-chairs from amongst their members to represent their industries in the Task Group.

3.5. Roles of Co-Chairs

3.5.1. Communicate with Rock Products Committee Co-chairs on issues, priorities, and status of projects within the concrete sub-task group.

3.5.2. Facilitate quarterly Task Group meetings, produce meeting minutes, and document status updates for all Task Group priorities.

3.5.3. Facilitate and promote communication and consensus between members of the task group.

3.5.4. Solicit comments and feedback regarding RPC activity documents, and relay feedback to STGs in a manner that allows for sufficient and timely response within the work plan of each Scoping Document.

3.5.5. Facilitate resolution of disputes within the subtask groups. Where resolution is not possible at task group level, fairly and equitably communicate the issues and provide recommendations to the RPC co-chairs on how to resolve the dispute in accordance with the

3.6. Roles of Task Group Members

- 3.6.1. Provide strategic direction consistent with the overall strategic direction laid out by the Rock Products Committee.
- 3.6.2. Work together as a team to both openly communicate individual functions needs and issues, listen to others needs and issues, and reach by consensus resolutions that are mutually agreeable to all parties both on the task group or affected by the decision.
- 3.6.3. Establish Sub-Task Groups and assign issues. Hold Subtask Groups accountable for delivery of resolution on prioritized issues. Seek concurrence on priority Task Group issues and deliverables from the RPC.
- 3.6.4. Assure members of Sub-Task group under their functional control are participating, communicating, providing timely input, and working together to achieve resolution of issues within the Sub-Task group.
- 3.6.5. Review the scoping documents, and approve workplans and associated resources for projects. Review and approve membership for sub-task groups.
- 3.6.6. Monitor the performance of the Sub-Task Group deliverables.
- 3.6.7. As new Scoping Documents and deliverables are completed at the Sub-Task Group level, the Task Group performs a final review to ensure that there are no “fatal flaws” or significant omissions that cannot be supported outside of the RPC.

3.7. Concrete Materials & QA Sub-Task Group

This Sub-Task group is responsible for dealing with Concrete Materials and Quality Assurance issues. This subtask group will include all concrete materials and cast-in-place concrete issues – excluding precast and concrete pavement. This subtask group will address all issues associated with constituent materials that make up concrete, such as cementitious materials, aggregates, admixtures as well as quality assurance processes for cast-in-place concrete.

3.8. Cast-In-Place (CIP) Concrete Pavement Sub-Task Group

This Sub-Task group is responsible for dealing with Cast-In-Place pavement concrete issues; this is a separate Sub-Task group due to unique challenges associated with concrete pavements. This Sub-Task group will address all issues associated with constituent materials like concrete materials, reinforcing steel, dowel bars, pavement detailing, methods of construction, as well as other issues unique to cast-in-place concrete pavements.

3.9. Precast Concrete Sub-Task Group

This Sub-Task group is responsible for dealing with all issues associated with precast concrete. This includes major precast products like girders, piles as well as other/new products like MSE panels, precast pavement, box culverts, reinforced concrete pipes, etc. This Sub-Task group will address all issues associated with the production of precast concrete, including constituent materials, QC/QA, precast specifications, etc.

4. MEMBERSHIP:

Information on TG and Sub-Task Group (STG) members is included in the Attachment to these Operating Principles, as well as in the Attachment to the RPC Charter, found at the following website:

http://www.dot.ca.gov/hq/maint/Pavement/RPC/Rock_Products.html.

4.1. All Members

All members of Task Group and Sub-Task Groups shall access the Concrete Task Group website continuously for updated Meeting Minutes and revised Activity documents. The link to the Concrete Task Group Website is

below: http://www.dot.ca.gov/hq/esc/Translab/OSM/rpc_concrete_task_group/index.htm.

4.2. Task Groups

For Task Groups organization, including membership, see the **Tools and Resources** section of the Operating Principles. The members of the Task Group are expected to conduct the following actions:

4.2.1. Monitor performance of assignments, and assure quality of Sub-Task Group deliverables and recommendations.

4.2.2. Meet as needed to prepare for the quarterly RPC meetings during which the status of each group's deliverables will be discussed.

4.3. Sub-Task Groups

For Sub-Task Group organization, including membership, see **Tools and Resources** section of the Operating Principles. The members of the Sub-Task Group are expected to conduct the following actions:

4.3.1. Caltrans membership in the Sub-Task Group will be generally at the senior transportation engineer level from units with functional responsibility for the topic.

4.3.2. Industry representatives in the Sub-Task Groups are subject matter experts of topics and generally are not Task Group Co-Chairs or members.

4.3.3. Meet every three months or more frequently as needed in order to complete the assignments.

4.3.4. Identify issues important to Caltrans and Industry, recommend priorities, make proposals via a scoping document to the Co-Chairs, and accomplish assignments.

4.3.5. Serve as representatives of their functional unit. Sub-Task Group members will be expected to speak for the position of the functional unit they represent, and also serve as a Single-point-of-contact for the functional unit's comments or stance for each activity addressed within the STG.

4.3.6. Deliver the planned deliverables in accordance with approved work plans inside approved Scoping Documents.

4.3.7. As new Scoping Documents and deliverables are completed at the Project Team level, the Sub-Task Group performs as necessary an additional review to ensure that the activity can be supported outside of the RPC. Once the Scoping Document or activity deliverable reaches consensus at the Sub Task Group level, then it is sent onward to the Task Group for final review. See Section 7 below for more information regarding issue consensus and resolution.

4.3.8. Report on status of deliverables via established reporting system.

4.3.9. Resolve issues at lowest level possible

4.3.10. Members represent their industry segment or functional unit within Caltrans and should seek concurrence or direction from their segment or unit as needed to be an effective Subtask Group member.

4.3.11. In the event a member is unable to attend a meeting, the member may designate a proxy member who can attend on behalf of the absent member, given that the proxy member abides by the operating principles. This proxy attendance should be confirmed with co-chair prior to the execution of the meeting.

4.4. Project Team Leader

4.4.1. The Project Team Leader is a member of the Sub-Task Group who is leading a Project Team tasked with the execution of deliverables within an approved Scoping Document.

4.4.2. The Project Team Leader ensures that the Project Team executes work within the timeline and scope of work documented in the approved Scoping Document.

4.4.3. The Project Team Leader is also responsible for coordinating any changes to the approved Scoping Document if necessary.

4.5. Project Team Member

4.5.1. Project Team Members are experts on each activity. They shall assist their Project Team Leader with the execution of deliverables.

4.5.2. The Sub-Task Group shall select the Project Team Members for each issue or project. Project Team Members could be individuals on the RPC or not on the RPC.

4.5.3. Project Team Members must be actively involved with the issue or activity.

4.5.4. See Section 6 for rules regarding requirements for project team members for each new activity.

5. MEETINGS:

5.1. Invitation to the Meetings

5.1.1. For the Sub-Task Groups, the meeting invitation will be sent out a month prior to the date of the meeting.

5.1.2. Participation to the Quarterly Sub-Task Group meetings is limited to the Sub-Task Group members only. However, when the Quarterly Sub-Task Group meeting is combined with a Project Team meeting, non-members may attend the meeting with prior approval from Co-Chair of that Sub-Task Group.

5.2. Meeting Minutes

- 5.2.1. Meeting Minutes will be recorded for every Task Group and Sub-Task Group meeting. The Co-Chair is responsible for providing a note taker that will record the meeting minutes.
- 5.2.2. The meeting minutes shall follow the standard format, see Section 10. TOOLS/RESOURCES of the Operating Principles.
- 5.2.3. The draft meeting minutes will be email to the TG or STG within one week of the meeting, and allow for the meeting attendees to review and comment on the draft.
- 5.2.4. After 2 weeks from the date of the meeting, the meeting minutes shall be finalized and posted onto the Concrete Task Group website at the following link: http://www.dot.ca.gov/hq/esc/Translab/OSM/rpc_concrete_task_group/index.htm

6. PROPOSING NEW PROJECTS

- 6.1. To propose a new issue or project, a draft Scoping Document shall be submitted to the Sub-Task Group Co-Chairs. See Section 10.2 of TOOL/RESOURCES for a Scoping Document template. This will be presented to the STG for approval. Scoping Documents approved at the STG-level will then be elevated to the TG level for final approval.
- 6.2. To ensure that all are in agreement with the scope of work, deliverables, and project delivery timeline, each Scoping Document will be signed by the Task Group Co-Chairs, the RPC Co-Chairs, and, for activities requiring specification changes, the appropriate Structures Policy and Innovation (SP&I) Office Chief.
- 6.3. Should an activity require new or updated specifications, then the team should consist of at least one member representing the specification owner for this particular item of work. The specification development process, which falls under this team member's area of responsibility, shall be incorporated into the project Scoping Document.
- 6.4. Tied to Paragraph 6.2, the timeline documented within each Scoping Document will include adequate time for the Structures or Pavement Specification Development process to take place. The Specification Development process includes the time needed to route the draft specification to all mandatory stakeholders, the time needed for the specification owner to resolve comments, the time for routing of the final draft to all mandatory stakeholders for concurrence, and also the time needed to request publishing. Based on current procedures, this entire process takes approximately 2 months to complete.
- 6.5. Within each new project Scoping Document, the Project Team leader will include a listing of the Team Members that are to be participating in the delivery of the activity. Each activity will have no more than 12 voting members on the project team, with equal representation from Industry and the Department (6 from each, or less).
- 6.6. Sub-Task Group shall keep a bin of proposed issues for future fiscal years and recommend priorities for proposed issues to the Task Group.

7. ISSUE CONSENSUS:

- 7.1. In case of dissenting opinions regarding an issue and a consensus cannot be achieved; the dissenting/minority opinion within Sub-Task Group shall provide written documentation substantiating their functional unit's opinion and shall follow the Dispute Resolution Process. See Section 10 of TOOLS/RESOURCES of the RPC Charter for more information.

- 7.2. In case where written documentation is not submitted by the dissenting/minority party within the timeframe established by the RPC in the Dispute Resolution Process, the co-chair is to consider the matter closed and consensus to have been achieved. The majority opinion will be considered the consensus.
- 7.3. If a deliverable is accomplished at the Project Team level, the deliverable must be distributed to the Sub-Task Group for final review and approval when it is technical or substantive in nature, as participation from all units are only maintained at STG level. If the project team accomplishes as part of a deliverable an editorial change to the Specification, this change may only be approved at the project team level. The decision of “technical versus editorial” change will lie with STG co-chairs.
- 7.4. The Scoping Document should also include certain milestones (i.e. Hold Points) in the list of deliverables where the Sub-Task Group will submit to the Task Group for review of a specific group of deliverables, specifically at 95% level, prior to overall completion of the project.

8. SUPPORT RESOURCES:

- 8.1. From Caltrans – Division of Construction, Division of Engineering Services, Pavement Program and Districts/Regions will provide representatives to the Task Group and Sub-Task Groups.
- 8.2. From Industry – Industry Associations will provide representatives to the Task Group and Sub-Task Group.
- 8.3. Caltrans will develop tools to monitor deliverables of the Task Groups and Sub-Task Groups to maximize the outputs and provide swift implementation.

9. TOOLS/RESOURCES:

9.1. Concrete Task Group Website

- 9.1.1. The Concrete Task Group website will contain all the updated information and materials for Task Group members to download. Below is the link to the website: http://www.dot.ca.gov/hq/esc/Translab/OSM/rpc_concrete_task_group/index.htm
- 9.1.2. All members of Task Group and Sub-Task Groups are encouraged to check the website on a regular basis to view new information that has been posted.
- 9.1.3. In order to better track documents and to avoid any inadvertent deletion or changes, the upload access to the Concrete Task Group website will be limited to the members responsible for maintenance of the site.
- 9.1.4. The Concrete Task Group website will be updated with new latest documents within 48 hours of their release.

9.2. The following tools and resources for Task Groups and Sub-Task Groups will be on the Caltrans Pavement Program website at http://www.dot.ca.gov/hq/maint/Pavement/RPC/Rock_Products.html

- 9.2.1. Task Groups and Sub-Task Groups Organization including Membership
- 9.2.2. General Procedure for Developing Task Groups Organization including Membership
- 9.2.3. Dispute Resolution Process

9.2.4. Scoping Document Template

9.2.5. Meeting Minutes Template

9.2.6. Sample Project Workplan

9.2.7. Meeting Calendar

9.2.8. Deliverable Status Monitoring Report

10. ATTACHMENT:

10.1. Attachment A: Members of Concrete TG and Sub-Task Groups.

Attachment A: Rock Products Committee Concrete TG & STG Members**Concrete Task Group**

Dan Speer	Caltrans Co-Chair	(916) 227-7016
Chuck Suszko	Caltrans Co-Chair	(916) 227-7314
Barbara Reenan	Caltrans Co-Chair	(530) 225-3371
Charley Rea	Industry Co-Chair	(916) 600-4492
Kirk McDonald	Industry Co-Chair	(818) 399-2713

Membership of Subtask Groups**Precast Concrete Subtask Group**

Co-Chair:	Keith Hoffman	DES-METS	(510) 376-7627
Co-Chair:	Cliff Ohlwiler	Industry-CPCA	(909) 208-0023
	Jim Cotey	Construction	(916) 227-5709
	Mehdi Parvini	Pavement	(916) 227-6938
	John Lammers	DES-Struct.Construction	(916) 375-8025
	Jim Ma	DES-Struct. Design	(916) 227-8175
	Tinu Mishra	District 4 DME	(510) 286-4841
	Kirsten Stahl	District 7 DME	(213) 653-4568
	Don Reding	DES-SP&I	(916) 227-8648
	Tracy Vacura	DES-OE	(916) 227-6314
	Doug Mooradian	Industry-PCMAC	(818) 247-6177
	Farshad Mazloom	PCMAC/Kiecon	(925) 754-9494
	James Sagar	DES-METS	(916) 227-7205

Cast In Place Concrete Pavement Subtask Group

Co-Chair:	Deepak Maskey	Pavement	(916) 227-5842
Co-Chair:	Craig Hennings	Industry-ACPA-SW	(209) 499-9052
	Art Padilla	District 11	(858) 467-4050
	Rick Lewis	Granite Construction	(916) 855-4501
	Greg Bartholomew	Industry-Tiechert	(916) 645-4878
	Phil Zink	District 3	(530) 346-7996
	Alvin Mangindin	District 10	(209) 948-7300
	Rosme Aguilar	METS	(916) 227-7007
	Ken Darby	Construction	(916) 227-5705
	Sharon Hansen	DES-OE	(916) 227-6306
	James Sagar	DES-METS	(916) 227-7205
	Pat Imhoff	Industry-Calportland	(805) 357-2877
	Hernan Perez	Industry-Cemex	(916) 941-7486

Concrete Materials & OA Subtask Group

Co-Chair:	Keith Hoffman	DES-METS	(510) 376-7627
Co-Chair:	Mark Hill	Industry-Cemex	(916) 607-9421
	Jim Cotey	Construction	(916) 227-5705
	Deepak Maskey	Pavement	(916) 227-5842
	John Lammers	DES-Struct Construction	(916) 375-8025
	James Sagar	DES-METS	(916) 227-7205
	Don Reding	DES-SP&I (spec owner)	(916) 227-8584
	Tracy Vacura	DES-OE	(916) 227-6314
	Al Ochoa	District 11	(858) 688-1466
	Marc Robert	Industry/Natcem	(626) 358-9690
	Morgan Johnson	Industry/Lehigh	(925) 348-4066
	Robert Hightower	Industry/Syar	(916) 416-5768