

ADOPTED OPERATING PRINCIPLES

Concrete Products Task Group

Rock Products Committee

1. MISSION:

1.1. The Rock Products Committee (RPC) is a cooperative 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 joint 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.

2. BACKGROUND:

In the early 1990's, Caltrans and the Association of General Contractors of California (AGC) recognized the importance of suppliers of roadway materials and established the Rock Products Committee. The Rock Products Committee was established to provide a forum to foster coordination and continuous improvement in the development and modification of Caltrans specifications and test methods used in the development and construction of transportation facilities.

3. COCNCRETE PRODUCTS TASK GROUP GOALS:

3.1. 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

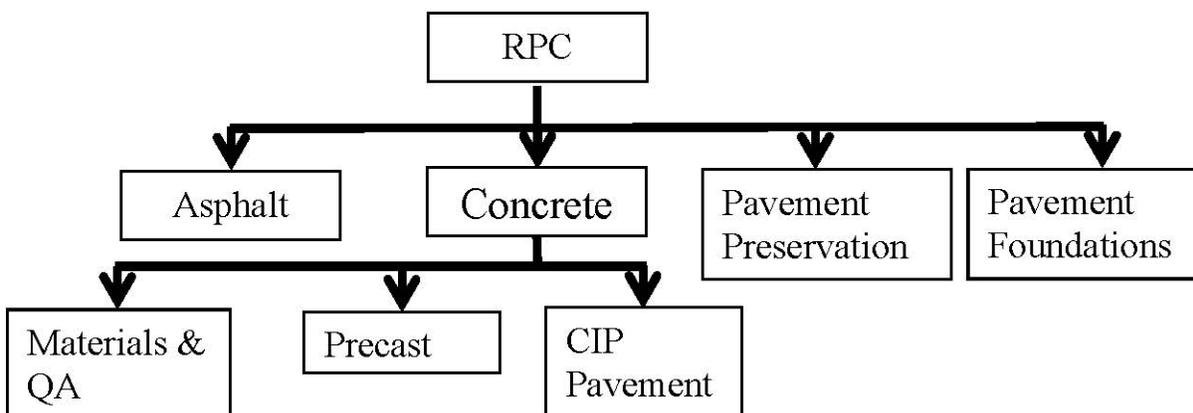
3.1.3. Precast concrete

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 Task Groups.

4. ORGANIZATIONAL STRUCTURE:



4.1. Task Group

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

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

4.1.3. Caltrans Rock Products co-chairs will appoint one co-chair from the Caltrans members to represent the Department.

4.1.4. Industry will appoint two co-chairs from among their members to represent their industries.

4.2. Roles of Co-Chairs

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

4.2.2. Facilitate the quarterly Task Group meetings, produce minutes, and document status of the task group.

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

4.2.4. 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 RPC Charter.

4.3. Roles of Task Group Members

4.3.1. Provide strategic direction consistent with the overall strategic direction laid out by the Rock Products Committee.

- 4.3.2. 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.
- 4.3.3. Establish Subtask 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. Assures 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.
- 4.3.4. Review the scoping documents, and approve workplans and associated resources for projects. Review and approve membership for sub-task groups.
- 4.3.5. Monitor the performance of the Sub-Task Group deliverables.

4.4. Concrete Materials & QA Sub-Task Group

This Sub-Task group is responsible for dealing with Concrete Materials and Quality Assurance issues associated with concrete. This subtask group will include all concrete materials and cast-in-place concrete issues -excluding precasting 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.

4.5. 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 task group due to unique challenges associated with concrete pavements. This subtask 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.

4.6. 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 subtask group will address all issues associated with the production of precast concrete including constituent materials, QC/QA, precast specification etc.

5. MEMBERSHIP: Information on TG and STG members is included in the Attachment.

5.1. All Members

All members of Task Group and Sub-Task Groups shall be provided with download access to the FTP Site. See Section 10.1 for more information.

5.2. Task Groups

For Task Groups organization, including membership, see Tools and Resources section of the Operating Principles.

- 5.2.1. Monitor performance of assignments, and assure quality of Sub-Task Group deliverables and recommendations.
- 5.2.2. Meet as needed to prepare for the quarterly RPC meetings during which the status of each group's deliverables will be discussed.

5.3. Sub-Task Groups

For Sub-Task Groups organization, including membership, see Tools and Resources section of the Operating Principles.

- 5.3.1. Caltrans membership in the Sub-Task Group will be generally at the senior transportation engineer level from units with functional responsibility for the topic.
- 5.3.2. Industry representatives in the Sub-Task Groups are subject matter experts of topics and generally are not Task Group Co-Chairs or members.
- 5.3.3. Meet every three months or more frequently as needed in order to complete the assignments.
- 5.3.4. Identify issues important to Caltrans and Industry, recommend priorities, make proposals via a scoping document to the Co-Chairs, and accomplish assignments.
- 5.3.5. Deliver the planned deliverables in the approved workplan.
- 5.3.6. Report on status of deliverables via established reporting system.
- 5.3.7. Resolve issues at lowest level possible.
- 5.3.8. 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.
- 5.3.9. 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.

5.4. Project Team Leader

- 5.4.1. Project Team Leader is a member of the Sub-Task Group who is leading a Project Team tasked with the execution of deliverables.

5.5. Project Team Member

- 5.5.1. Project Team Members are experts on each activity. They shall assist their Project Team

Leader with the execution of deliverables.

5.5.2. 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.

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

6. MEETINGS:

6.1. Invitation to the Meetings

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

6.1.2. 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 meeting, non-members may attend the meeting with prior approval from Co-Chair of that Sub-Task Group.

6.2. Meeting Minutes

6.2.1. Meeting Minutes will be recorded for every Task Group and Sub-Task Group meeting.

6.2.2. The Co-Chair is responsible for providing a note taker that will record the meeting minutes.

6.2.3. The meeting minutes shall follow the standard format, see Section 10. TOOLS/RESOURCES of the Operating Principles.

6.2.4. The draft meeting minutes shall be uploaded to the FTP site within one week for the meeting attendees to review and comment on the draft.

6.2.5. After 2 weeks from the date of the meeting, the meeting minutes shall be finalized and posted on the FTP site.

6.3. Binders

6.3.1. Each Task Group and Sub-Task Group member is responsible for updating his/her own binder with the latest revisions of documents from the FTP site.

6.3.2. The FTP site will include an index highlighting the updated sections/documents that need to be downloaded.

7. PROPOSING NEW PROJECTS

7.1. To propose a new issue or project, a draft Scoping Document shall be submitted to the Sub-Task Group member. See Section 10.2 of TOOL/RESOURCES for a Scoping Document template. This will be presented

to the TG for approval.

- 7.2. Sub-Task Group shall keep a bin of proposed issues for future fiscal years and recommend priorities for proposed issues to the Task Group.

8. ISSUE CONSENSUS:

- 8.1. In case of dissenting opinions regarding an issue and a consensus cannot be achieved; the dissenter(s) within Sub-Task Group shall provide written documentation substantiating their functional unit's opinion and shall follow the [Issue Resolution Process](#). See Section 10.2 of TOOLS/RESOURCES for more information.
- 8.2. In case where written documentation is not submitted within the timeframe established by the RPC in the Issues Resolution Process, the co-chair is to consider the matter closed and consensus to have been achieved.
- 8.3. 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 groups 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.
- 8.4. 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.

9. SUPPORT RESOURCES:

- 9.1. 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.
- 9.2. From Industry – Industry Associations will provide representatives to the Task Group and Sub-Task Group.
- 9.3. Caltrans will develop tools to monitor deliverables of the Task Groups and Sub-Task Groups to maximize the outputs and provide swift implementation.

10. TOOLS/RESOURCES:

10.1. FTP Site

- 10.1.1. The FTP Site refers to an online File Transfer Protocol site (<http://caltransosm.ftpww.com/uftp>) that shall contain all the updated binder materials for the members to download.
- 10.1.2. All members of Task Group and Sub-Task Groups shall be provided with download access to the FTP Site.

10.1.3. In order to better track documents and to avoid any inadvertent deletion or changes, the upload access to the FTP Site shall be limited to the members responsible for maintenance of the site.

10.1.4. The FTP site shall include an index of documents uploaded on the site. The Index will be maintained in the main directory of the FTP Site.

10.1.5. The FTP Site shall be updated with the latest documents within 48 hours of their release.

10.1.6. The naming convention of the documents to be uploaded to the FTP site shall follow the format of the Index.

10.2. 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

10.2.1. Task Groups and Sub-Task Groups Organization including Membership

10.2.2. General Procedure for Developing Task Groups Organization including Membership

10.2.3. Issue Resolution Process

10.2.4. Scoping Document Template

10.2.5. Meeting Minutes Template

10.2.6. Sample Project Workplan

10.2.7. Meeting Calendar

10.2.8. Deliverable Status Monitoring Report

11. ATTACHMENT:

11.1. Information on Members of Concrete Products TG.