DEPARTMENT OF TRANSPORTATION
OFFICE OF THE DIRECTOR
1120 N STREET
P. O. BOX 942873
SACRAMENTO, CA 94273-0001
PHONE (916) 654-5266
FAX (916) 654-6608
TTY (916) 653-4086

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February 6, 2006

Mr. Dennis Scovill
Chief Operating Officer
Federal Highway Administration
650 Capitol Mall, Suite 4-100
Sacramento, CA 95814-4708

Dear Mr. Scovill:

Dennis, thank you and your staff for meeting with us on the afternoon of January 20, 2006. I want to assure you that the California Department of Transportation (Department) is fully committed to providing stewardship of the California's transportation system on behalf of the Federal Highway Administration (FHWA) as outlined in our December 26, 2002 Stewardship Agreement.

I want to share with you the Action Plan (Plan) that we have put into place to help us meet our obligations in this very important matter. As you can see in the attached Plan, I have already written to the Department's District Directors and Division Chiefs underscoring the Department's stewardship responsibilities and asking them to schedule training for their managers and staff in a course that is co-presented by Department and FHWA. The Plan also calls for the Department to review and enhance our guidance regarding the roles, responsibilities and processes of stewardship; provide additional training to Department and Local Agency staff; and to work with you and your staff to develop a system of lessons learned so we can continuously improve our processes.

It is my goal that with the Department and the FHWA working together, we will enter into a new and improved Stewardship Agreement by the beginning of the 2007/2008 federal fiscal year.

Thank you for your understanding, patience, and cooperation.

Sincerely,

RICHARD D. LAND
Deputy Director
Project Delivery

Attachment

c: Randy Iwasaki
Cindy McKim
Norma Ortega
Fardad Falakfarsa
Project Delivery Division Chiefs
Division of Design Managers

Improving Caltrans Stewardship of Federally Eligible State Highway Projects

Item	Activity	Completion Date	Who	Status/Comments
1	Published "Oversight Engineer Field Guidelines" - Includes Stewardship responsibilities.	January 1, 2004	Construction - Rick Gifford	Revised June 1, 2005.
2	Email from Rick Land to District Directors re: importance of Department Stewardship Responsibilities, including request to name a single individual as a point of contact for stewardship issues	January 13, 2006	Rick Land	Complete January 13, 2006.
3	Memo to Districts re: importance of Department Stewardship Responsibilities	January 23, 2006	Design - TCraggs	Complete January 26, 2006.
4	Finalize "Procedures for Submittal of 100% PS&E and Approval by FHWA for Full Oversight Projects".	~~January 31, 2006~~ February 28, 2006	OE - BLee	Initial draft complete. Revise to include "25 steps" and Documentation Process. Meeting to be set up between CT/FHWA staff.
5	Memo to FHWA from Rick Land formally transmitting Workplan and commitment for improvement	February 10, 2006	Design - Tim Craggs	FHWA buy-in on FHWA's workplan activites needed.
6	Finalize Project Delivery Quality Management System Framework	February 28, 2006	QMP Steering Committee	Initial drafts developed by Functional teams.
7	Establish Feedback loop between FHWA and CT Project Delivery	February 28, 2006	Design - MB Herritt w/ FHWA	
8	Revise "Local Agency Resident Engineer Guidelines" - includes Stewardship Responsibilities	March 1, 2006	Construction - Rick Gifford	1st edition published June 1, 2005. Being revised to include Structures Construction section.
9	Revitalize Special Funded Projects Guide	April 15, 2006	Design - MBHerritt	Building upon initial draft developed by Central region.
10	Implement Training Statewide "Stewardship Reguirements for AAA of Federal-aid Projects"	June 30, 2006	FHWA & Construction - Rick Gifford	4 sessions have been given - HQs & Districts 4, 8 & 11. Note - very poor attendance in District 4. Include "gatekeepers" in training.
11	Revitalize Department Oversight Guidance	June 30, 2006	Design - MBHerritt	Team established, first meeting by January 31, 2006.
12	Implement Training "Local Agency's Resident Engineer - Roles and Responsibilities" - includes Stewardship Responsibilities.	June 30, 2006	Construction - Rick Gifford	Course being revised to included Structure Construction Roles and Responsibilities. Plan on offering 7 Sessions Spring 2006.
13	Revisit applicability of "Implementing Agency Responsibilities on STIP Projects" document relative to stewardship.	June 30, 2006	PM - Nigel Blampied	Revised February 2005 to address certain FHWA issues. Will relook.
14	Status memo to FHWA from Rick Land	July 30, 2006	Design - Tim Craggs	

Improving Caltrans Stewardship of Federally Eligible State Highway Projects

Item	Activity	Completion Date	Who	Status/Comments
15	Revise Project Development Procedures Manual, Ch. 2, re: roles and responsibilitiesd of Stewardship	July 30, 2006	Design - MBHerritt	Pending # 5 and #9 above.
16	FHWA Workshops in Districts re: stewardship roles and responsibilities	Ongoing	Ops Engineers	District 11 scheduled for 2/1/06.
17	FHWA Program Ananlysis	September 30, 2006	FHWA & CT	
18	Revise FHWA Stewardship Agreement	Septemebr 30, 2007	FHWA & CT Fed Reources and Project Delivery	Pending #14 above.