

Pavement & Materials Partnering Committee

Standard Operating Procedures

Prepared By



December 2020

Forward

These Standard Operating Procedures (SOP) were developed to establish uniform practices and procedures for the efficient and effective functioning of the Pavement & Materials Partnering Committee (PMPC). The SOP will provide consistency to the way PMPC conducts its business.

Changes and/or updates made to this SOP will be available on-line on the Caltrans PMPC website: <https://dot.ca.gov/programs/maintenance/pavement/pavement-materials-partnering-committee>.

Table of Contents

Forward.....	2
Nomenclature.....	4
Purpose and Goal.....	7
Organization and Responsibilities.....	8
Organization.....	8
Roles and Responsibilities.....	9
Communication.....	17
Consensus Resolution Process.....	18
Meetings and Schedules.....	19
Work Product Status.....	21
Document Posting.....	22
Development and Processing of New PMPC Work Products.....	23
Work Product Scoping Document.....	25
Work Product Work Plans.....	26
Work Product Completion.....	28
Pilot Projects.....	29
Appendix A: Meeting Agenda and Minutes Template.....	30
Appendix B: Pavement & Materials Partnering Committee Scoping Document.....	31
Appendix C: Additional Work Plan Guidance.....	36

Nomenclature

Acronyms

1. Caltrans – California Department of Transportation.
2. CalCIMA - The California Construction & Industrial Materials Association
3. CalAPA - The California Asphalt Pavement Association
4. PMPC – Pavement & Materials Partnering Committee
5. NSSP – Non-Standard Special Provisions
6. SS – Standard Specifications
7. SSP – Standard Special Provision
8. RSS – Revised Standard Specifications

Definitions

1. **Designated Specification Owner**

Owner is the Caltrans staff person responsible for a specification or test method.

2. **Industry**

Volunteers from associations or private firms related to roadway and bridge construction willing to participate in the improvement of Caltrans construction standards.

3. **Performance**

Performance is a measurement used to evaluate changes to materials and test methods to ensure that the changes made provide durability, usability, and resiliency. These changes are evaluated against defined performance indicators at appropriate times.

4. **Pilot Projects**

Pilot Projects are programmed projects that may be utilized during the development of a specification/test method or revision of a specification/test method to assist with ensuring that the specification/test method is street ready and the performance anticipated is achieved.

5. **Pavement & Materials Partnering Committee (PMPC)**

The PMPC provides a forum for Industry to coordinate efforts with Caltrans to review and propose improvements to construction standards used in the construction and preservation of transportation facilities. PMPC members will support the development and implementation of specifications and test methods for:

- Asphalt
- Concrete
- Materials

6. **PMPC Sponsors**

- Deputy Director of Project Delivery
- Deputy Director of Maintenance and Operations

7. **PMPC Steering Committee**

Caltrans Division Chiefs for:

- Maintenance
- Construction
- Engineering Services
- Research, Innovation and System Information

8. **PMPC Executive Committee**

Caltrans

- State Pavement Engineer (Chair)
- State Materials Engineer
- Deputy Division Chief, Structure Policy & Innovation
- Deputy Division Chief, Division of Construction

Industry - Representatives from:

- The California Asphalt Pavement Association (CalAPA)
- The California Construction and Industrial Materials Association (CalCIMA)

9. **PMPC Groups**

a. **Task Groups (TG)**

Groups that include Caltrans and Industry representatives to oversee the subtask groups' activities.

b. **Subtask Groups (SG)**

Groups that include Caltrans and Industry representatives that propose work products, develop scoping documents and oversees the delivery of work products.

c. **Work Product Groups**

Groups that include appropriate representation to develop work products approved by the PMPC Executive Committee.

10. **Scoping Document**

The document used to identify an issue and effort to develop or change a specification or test method. Scoping Documents require approval by the PMPC Executive Committee before work can begin.

11. Specifications

- a. Standard Specifications (SS): Specifications standard to Department construction projects. These specifications are in a book titled Standard Specifications.
- b. Revised Standard Specifications (RSS): New or revised standard specifications. The RSS are available and will be published in the next official publication of the Standard Specifications. Until published, these specifications are in a section titled Revised Standard Specifications and included in the book titled Notice to Bidders and Special Provisions completed for each project.
- c. Standard Special Provisions (SSP): Specifications specific to the project. These specifications are in a section titled Special Provisions of a book titled Notice to Bidders and Special Provisions.
- d. Nonstandard Special Provision (NSSP): An SSP developed for use if there is not an SS, RSS or SSP which pertains to the issue being specified.

12. Statewide Consistency

Consistency means that specifications and test methods will be uniformly interpreted and implemented statewide through communication, processes, and training.

13. Street Ready

Contract standards that have been sufficiently evaluated to ensure that it can be effectively implemented statewide without undue risk to the contractor or Caltrans.

14. Work Plan

A work plan is a resourced work product schedule that defines the scope, milestones, costs and deliverables

15. Work Product

A proposed review or change to construction standards.

16. Work Product Final Report

A report produced by the working group which outlines the findings and recommendations regarding the work product they have been reviewing and/or developing.

Purpose and Goal

PMPC's goal is to operate efficiently and produce timely delivery of work products developed for the improvement of Caltrans construction standards. These work products typically include improvements to construction methods, specifications, and test methods.

During the development or modification of construction contract standards (specifications, plans and test methods), it is important to engage Industry stakeholders for input regarding the viability of the standards. This includes material suppliers, contractors and subject-matter experts. It is, also, advantageous to engage Industry in conversations regarding emerging technology and materials. The PMPC provides a platform for engaging the Industry. Caltrans is committed to working with Industry to create a better understanding for all parties of construction practices and emerging technologies, which lead to improving Caltrans' products and services.

The purpose of the PMPC is to improve construction contract standards by:

1. Providing opportunity for Industry to bring forward issues and/or opportunities for improvement regarding construction contract standards.
2. Allowing a venue to provide input on proposed changes to construction contract standards.
3. Exchanging information regarding new technology, materials, and upcoming initiatives.
4. Providing transparency, stewardship, efficiency, and sustainability.

Organization and Responsibilities

Members of the PMPC agree to work together as a cohesive, cooperative team to support and enhance Caltrans' construction standards.

To facilitate effective governance, Caltrans or Industry members serving at the PMPC Executive Committee or Task Group level, should not serve at any other level other than the Work Product Group level. The PMPC Executive Committee recognizes the value in obtaining different perspectives at each level.

Organization

The PMPC structure is:

PMPC Sponsors

The committee is sponsored by the deputy directors of Project Delivery and of Maintenance and Operations, who provide general guidance and strategic direction.

PMPC Steering Committee

At the top of the structure of the PMPC is a Steering Committee which consists of the Caltrans Division Chiefs for Maintenance, Construction, Engineering Services, and Research, Innovation and System Information.

PMPC Executive Committee

The next level of the PMPC is an Executive Committee which consists of the four Caltrans Divisions and representatives of the two key materials associations. The expectation is that the two industry representatives will solicit input from other material and construction trade associations as deemed necessary. This group coordinates schedules, keeps deliverables moving and resolves issues.

For the Executive Committee, Caltrans' members will be:

- State Pavement Engineer (Chair)
- State Material Engineer
- State Bridge Engineer
- Deputy Division Chief, Division of Construction

Industry groups associations represented on the Executive Committee will be:

- The California Asphalt Pavement Association (CalAPA)
- The California Construction and Industrial Materials Association (CalcIMA)

Other Industry Associations may request representation at the Executive Committee (EC) level. Their request to join the EC should be submitted in writing to the EC chair, and explain why they should be included in the committee. Their request, at a minimum, should cover the following areas:

- Why their industry Association is not adequately represented at the EC level.
- How the PMPC would benefit from having this broad Industry Association become part of the EC.
- What resources they plan to bring to help the Department and PMPC meet its mission/vision and goals.

The EC will review the request and provide a recommendation to the steering committee. The steering committee will review the request and recommendation from the EC and then provide a final

recommendation to the sponsors for their consideration. The PMPC sponsors will make the final determination on these requests.

The Executive Committee will notify the Steering Committee of any changes to the Executive Committee Representatives. Any changes to a group's representatives at levels below the Executive Committee needs to be reported to the Executive Committee as soon as possible. The Executive Committee will revise the roster of these changes.

PMPC Task Groups

There shall be two task groups made up of Caltrans and Industry. The two task groups are the Asphalt Task Group and the Concrete Task Group. Stakeholder groups will select their representatives for membership to any of the task, subtask or work product groups. They will notify the Executive Committee of their representatives through the PMPC Single Focal Point.

PMPC Subtask Group

Below each task group, there are subtask groups. These are co-chaired by Caltrans and Industry. Caltrans membership in the Subtask group will be generally at the Senior Engineer level from units with functional responsibility for the topic. Industry representatives in the Subtask Groups are subject matter experts on the topics. Stakeholder groups will select their representatives for membership to any of the task, subtask or work product groups. They will notify the Executive Committee of their representatives through PMPC Single Focal Point.

The standing subtask groups for Concrete are Concrete Pavement, Foundations, Materials & Quality Assurance.

The standing subtask groups for Asphalt are Hot Mixed Asphalt, Pavement Preservation, and In-Place Recycling.

If any items impact asphalt and concrete pavements, a joint working group will be developed drawing membership from and reporting to both Task Groups.

PMPC Single Focal Point

Caltrans shall appoint a Single Focal Point (SFP) for PMPC. This SFP will assist the PMPC in its functioning but is not considered as a member of the PMPC Executive Committee. The SFP shall also help all groups under the PMPC when possible and under the guidance of PMPC Executive Committee members.

Work Product Groups

Work Product groups are the staff designated to carry out the work outlined in an approved scoping document. These work groups are created under the subtask groups to work on the work products. These groups shall be chaired by a Caltrans member of the Subtask Group. The PMPC working groups shall strive for district representation.

Roles and Responsibilities

The roles and responsibilities of all members are:

1. Serve on the committee with a focus on supporting the Caltrans Mission, Vision and Goals and the PMPC goals.
2. Strive to reach consensus resolutions that are mutually agreeable to all parties.

3. Undertake work products that provide value and improve the Caltrans construction standards.
4. Attend monthly, quarterly or other scheduled meetings.

Individuals will be nominated for membership to any of the task or subtask groups. This nomination shall be via the Participation Memo as noted in the appendices.

PMPC Sponsors

The committee is sponsored by the deputy directors of Project Delivery and of Maintenance and Operations, who provide general guidance and strategic direction.

PMPC Steering Committee

The PMPC Steering Committee consists of the Caltrans Division Chiefs for Maintenance, Construction, Engineering Services and Research, Innovation and System Information. The Steering Committee shall provide more detailed guidance and strategic direction to the Executive Committee members.

PMPC Executive Committee

1. Facilitate effective communication and foster trust between Caltrans and Industry.
2. Seek ways to improve the PMPC process and structure.
3. Facilitate quarterly meetings with Task Group members.
4. Approve scoping documents for Work Product development.
5. Monitor the performance of the Task Group deliverables.
6. Approve Work Product Final Reports.

Caltrans PMPC Executive Committee Members

1. Act as Executive Committee Chair (State Pavement Engineer)
2. Provide direction to Caltrans Task Group members.
3. Adjust workload priorities for Caltrans Task Groups members
4. Establish systems for tracking and sharing work product status

Industry PMPC Executive Committee Members

1. Be an accountable representative for the industry and not to the company/association of their employment.
2. Gather, disseminate, and exchange information and final outcomes from PMPC to their industry members.
3. Provide direction to Industry Task Group members.

PMPC Single Focal Point

1. Coordinate PMPC meetings by developing the agenda and taking meeting minutes
2. Ensure the charter and standard operating procedures are current
3. Maintain the PMPC website and calendar

Task Group Members

1. Each task group shall consist of a maximum of four (4) Caltrans staff and a maximum of two (2) representatives from Industry.
2. Caltrans shall designate one member as a chairperson.
3. Industry shall designate one member as Industry Lead.

4. Members shall meet as needed to ensure work product deliverables are being met and to prepare for the quarterly PMPC meetings during which the status of each task group's deliverables will be discussed.
5. The roles of the Task Group members include these activities:
 - a. Providing high-level leadership, direction, and oversight to the subtask group members.
 - b. Ensure adequate resources are allocated to execute approved scoping documents.
 - c. Support partnering, facilitate effective communication and foster trust between Caltrans and Industry.
 - d. Communicating work product objectives and status to peers, colleagues, and staff.
 - e. Hold Subtask Groups accountable for delivery of prioritized Work Products and assure quality of deliverables.
 - f. Make proposals for future work products (bin list) to the PMPC Executive Committee and complete assignments.
 - g. Facilitate quarterly Task Group meetings, prepare meeting minutes, and document status updates for all Task Group priorities
 - h. Assure members of Sub-Task groups under their functional control are participating, communicating, providing timely input, and working together to resolve issues within the Sub-Task groups.
 - i. Perform final review of scoping documents and deliverables at the STG level to ensure that there are no "fatal flaws" or significant omissions that cannot be supported outside of the PMPC.
 - j. Caltrans members shall be responsible for providing monthly updates in the Caltrans-maintained database or single focal point.
 - k. Recommend membership changes.

Subtask Groups

1. Each subtask group shall comprise a maximum of four (4) Caltrans staff and a maximum of four (4) representatives from Industry.
2. Caltrans shall designate one member as a chairperson.
3. Industry shall designate one member as Industry Lead.
4. Subtask Group members shall meet every three months or more frequently as needed to ensure work product deliverables are being delivered and provide updates on the work product group's progress to the Task Group members.
5. Industry members may include representatives of contractors, materials suppliers and Industry associations involved in roadway construction and preservation as recommended by the Task Group members or stakeholders. They will notify the Executive Committee of their representatives through PMPC Single Focal Point by mail, notes, or meeting minutes.
6. Members should speak for the position of the functional unit they represent, and serve as a single-point-of-contact for the unit's comments or stance for each activity addressed within the STG.
7. If a member cannot attend a meeting, the member may designate a proxy member who can attend on their behalf. This proxy attendance should be confirmed with the members prior to the meeting.
8. As Work Product deliverables and/or a final report are completed, the Subtask Group performs, as necessary, an additional review to ensure that the results can be supported outside the PMPC.
9. The responsibilities of the Subtask Group members include:

- a. Make proposals for future work products.
- b. Develop scoping documents for Work Products for those proposals approved by the PMPC Executive Committee.
- c. Review yearly and maintain a prioritized list (bin list) of proposed work products.
- d. Caltrans members shall be responsible for providing monthly updates to the Caltrans-maintained database.
- e. Provide industry representative suggestions to the scoping document process for participation in Work Product Groups.
- f. Deliver the planned deliverables in accordance with approved scoping documents and work plans.
- g. Communicate work product objectives and status to peers, colleagues, and staff.
- h. Manage membership changes.
- i. Facilitate quarterly Subtask Group meetings, produce meeting minutes to be provided to PMPC SFP for posting, and document status updates for all Subtask Group priorities.

Work Product Groups

Creation of a Work Product Group (WPG) shall occur only after a Work Product scoping document has been approved by the PMPC.

1. All members of the WPG shall be identified in the scoping document.
2. Work Product Groups shall be chaired by the designated specification/test method owner or their representative as outlined in the Work Product Scoping Document.
3. The WPG shall comprise of no more than eight (8) members. Four (4) shall be from Caltrans, including a district representative if available, and four (4) from Industry.
4. Industry members included as part of the WPGs shall be subject matter experts on the topic. Industry WPG members are responsible and committed to collect and recommend consensus positions that represent the industry as a whole.
5. WPG members meet as needed in order to complete the work product on the schedule outlined in the Work Product Scoping Document.
6. WPG responsibilities are considered fulfilled upon completion of the work product deliverables and then the WPG is disbanded.

The responsibilities of the Caltrans WPG Chair include:

- Provide overall leadership and direction of the work product.
- Facilitate Work Product Group meetings, produce meeting minutes to be provided to PMPC Subtask groups for information, and document status updates for work product deliverables.
- Make or evaluate key work product-related decisions.
- Share/provide operational knowledge.
- Identify work product risks/issues and determine which should be elevated to the Subtask Group.
- Attend Subtask Group meetings to provide work product status and solicit feedback and guidance.
- Schedule meetings with subject matter experts from other Caltrans programs, industry, federal, state, local agency or academia.
- Reports the status of deliverables via established reporting system.
- Execute work within the timeline and scope of work documented in the approved scoping document.
- Coordinate any changes to the approved scoping document if necessary.

- Review all work product deliverables.
- Coordinate and consolidate review comments on interim and final deliverables and provide Caltrans response.
- Recommend for approval, work product deliverables in a timely manner.

Pavement & Materials Partnering Committee (PMPC)

PMPC SPONSORS

**Caltrans Deputy Director, Project Delivery
Caltrans Deputy Director, Maintenance and Operations**

PMPC Steering Committee

**Caltrans Division Chief of Maintenance
Caltrans Division Chief of Construction
Caltrans Division Chief of Engineering Services
Caltrans Division Chief of Research, Innovation and
System Information.**

PMPC Executive Committee

Caltrans

**Pavement Program
Division of Construction
Structure Policy and
Innovation
METS**

Industry

**CalAPA
CalCIMA**

Asphalt Task Group

<u>Caltrans</u> Pavement - Asphalt Construction METS	<u>Industry</u>
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Concrete Task Group

<u>Caltrans</u> Pavement - Concrete Construction METS	<u>Industry</u>
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Asphalt Task Group Subtask Groups

<u>Asphalt</u>	<u>Pavement Preservation</u>	<u>In-Place Recycling</u>
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Concrete Task Group Subtask Groups

<u>Concrete Pavement</u>	<u>Foundations</u>	<u>Materials & QA</u>
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Communication

The fundamental reason behind the creation of the PMPC is to maintain open communication between Caltrans and Industry. Caltrans will listen to industry input and consider those inputs for determining changes that may be needed. The PMPC strives for consensus, but ultimately Caltrans makes final decisions. Participants in the PMPC process are committing to each other and all parties involved in this process to have open and honest communication.

In all PMPC activities, the members will:

- Exercise trust, mutual respect and engage in open communications
- Identify, develop, and agree on common goals and solutions in the best interest of the State.
- Listen to input from each other and other subject matter experts with knowledge that could benefit the group to find better solutions.
- Value integrity, commitment, teamwork and innovation

Consensus Resolution Process

Each group within the PMPC will strive to reach consensus, where “Consensus” is defined as a decision that can be “lived with” and supported by all members outside the group. PMPC Executive Committee shall strive to empower all participants to resolve issues at the lowest level.

When a discussion on an issue continues for over 3 months, with no movement toward consensus, the issue shall be considered disputed and the discussions at an impasse. Once impasse has been reached, the issue should be raised through the below resolution ladder.

In addition, the PMPC Executive Committee may initiate a third-party resolution process such as an Independent Peer Review Panel or Dispute Resolution Advisor.

PMPC Resolution Ladder

LEVEL	WHO	WHEN
I	<p>Subtask Group (STG) members</p> <p>If consensus cannot be reached between the members of a WPG, members of the WPG must define and agree on, in writing, the problem statement or specific scope of the issue and the relevant positions. The STG Co-Chairs should first try to facilitate consensus. If an issue cannot be resolved by at the STG level, the impasse will be elevated to the Task Group level with additional comments from the STG.</p>	At the time of Impasse
II	<p>Task Group (TG) members</p> <p>If consensus cannot be reached between the STG members (LEVEL I), the issue shall be elevated to the TG members. The scope of the issue will remain as defined in writing by the WPG members along with the STG comments. The TG will review the issue. If the issue is technical in nature, TG members will reach a consensus resolution. If the TG members cannot reach consensus on a non-technical issue, they shall add any necessary information to the issue paper in a supplemental document and elevate the issue to the PMPC Executive Committee (Level III).</p>	Within 2 Weeks of the time of STG impasse.
III	<p>PMPC Executive Committee (EC)</p> <p>If the issue is not resolved at the TG level the issue shall be elevated to the Executive Committee along with comments from the TG and WPG. The TG Chair and Lead may bring any subject matter experts to explain details of the problem statement to the EC. The PMPC Executive Committee will review the issue and a reach consensus resolution.</p>	Within 2 Weeks of the time of TG impasse.

Meetings and Schedules

Each of the task groups in the PMPC shall have regular meetings to ensure there is continuous communications. Each year, in November, the task group shall provide to the PMPC SFP the anticipated meeting schedule for the next calendar year. By January 1, the PMPC SFP will distribute and post the PMPC meeting calendar on the PMPC website.

All meetings shall have an agenda. All meetings shall have meeting minutes. Meeting invitations shall be sent out at least one month prior to the date of the meeting. Agendas shall be distributed one week prior to the meeting for comment. Final agenda and pertaining documents should be distributed as early as possible for a meeting. Draft minutes shall be routed for comment within one week of the meeting. The meeting minutes shall be finalized and distributed to the Work Product Group, Subtask Group, Task Group and PMPC SFP within two weeks from the meeting. Meeting minutes sent to the PMPC SFP via PMPC@dot.ca.gov will be posted on the PMPC website under respective task group webpage. The Caltrans Chair shall be responsible for providing a note taker that will record the meeting minutes and ensure that they are posted. Subtask Group members are responsible for reviewing the minutes of the Work Products groups they are responsible for to note any conflicts that need to be escalated for resolution or deliverables that are behind schedule.

All groups shall use the meeting minute template located on the PMPC website. Minutes should be folded into the same template and shall include attendance, action items and updated comment/response matrix. Minutes do not need to be extensive.

The PMPC Executive Committee will hold monthly PMPC meetings to achieve operational and strategic objectives of the PMPC. In addition, the PMPC Executive Committee will have quarterly meetings with the Task Group members. During these quarterly meetings, they shall:

1. Review any issues brought forward by the task group members.
2. Sign new scoping documents ready for signature.
3. Review new projects being proposed by the Subtask Group.
4. Consider suggestions to improve the PMPC process and structure.
5. Address membership changes.

In addition, quarterly, a facilitated meeting shall be held with the PMPC Steering and Executive Committees. These meetings shall be held to:

1. Focus on specifications or test method issues that either have a significant impact on Caltrans and/or the Industry or are deemed to be at an impasse within the PMPC
2. Seek to resolve issues under discussion.
3. Discuss Caltrans' and Industry's perspectives on significant PMPC issues under discussion or are considered at an impasse.
4. Discuss progress made on outstanding issues.
5. Share strategic direction related to Caltrans pavement and materials policies and standards.
6. Review PMPC processes and discuss ways to improve processes.
7. Document meetings with minutes and distribute to all attendees.

Agenda items can be brought to the partnering meeting by the PMPC Executive Committee members.

Each Task Group and Subtask Group shall meet quarterly or more frequently as necessary to track

progress of the Work Products Groups and ensure continuous communications. Caltrans Task Group and Subtask Group members will have additional Caltrans only meetings one month before the joint Caltrans-Industry meeting. Attendees for quarterly Task Group meetings shall include the STG Chair and Industry Lead. The purpose of these meetings shall be to:

1. Review Work Product Group deliverables.
2. Allow for informal information sharing. Topics shall not include issues or questions related to current construction projects.
3. Resolve any issues where consensus could not be reached by the Subtask Group members.

Subtask Group members shall meet as necessary to track the progress of the Work Products Groups but no less than quarterly. The purpose of these meetings shall be to:

1. Review Work Products Group deliverables.
2. Allow for informal information sharing. Topics shall not include issues or questions related to current construction projects.
3. Resolve any issues where consensus could not be reached by the Work Products Group members.

Work Product Groups will meet as frequently as needed to accomplish Work Products in accordance with the schedule detailed in the approved scoping document. To accomplish effective communication and continuous progress, the Work Product Group Chair must:

1. Monitor PMPC Work Product deliverables and provide updates on deliverables to Subtask Group members.
2. Ensure all Caltrans and industry members identified in the scoping document are given an opportunity to participate.
3. Use a comment/response matrix to address issues raised during the meetings and keep all members informed as to the disposition of each issue. The Caltrans members determine the response.
4. Use the Consensus Resolution Process when the team members cannot “live with” or support the comment responses or decisions. Meetings shall be used to accomplish specific objectives, gain consensus, review draft work, assign tasks, etc. To maintain efficient meetings, they are not intended as a workshop for the Work Products. Work should be performed outside of the meeting and brought to the meeting for status update and evaluation.

Work Product Status

Work Product information is recorded in the Caltrans Pavement Program Project Management Access Database. Information shall include the primary deliverables, due dates, needed resources, and current activities/status.

Prior to the end of each month, the Caltrans Work Product Group Chair is responsible to provide a current update in the Pavement Program Project Management database along with updating the percentages complete on the individual deliverables. If there is no update, this shall be noted.

If a Work Product Group Chair has determined that a work product will not meet the original target date, they shall provide to the Subtask Group members, a new target date accompanied by remaining deliverables with due dates and a summary of the resources needed to complete the work product. The Subtask Group Members shall review and if they approve of the change, the new date will be shared with the Task Group for approval. If necessary, a meeting will be scheduled with the Subtask Group members and the Work Product Group Chair to discuss the proposal with the Task Group members. Once the new target date is approved, the change can be made in the database.

Document Posting

As the PMPC has members from outside the Caltrans organization, important documents need to be posted on the PMPC internet website. At a minimum, the following documents will be posted on the PMPC website (<https://dot.ca.gov/programs/maintenance/pavement/pavement-materials-partnering-committee>).

The following is a list of documents to be posted on the PMPC website, but it is not all inclusive:

1. PMPC Charter
2. PMPC Organizational Structure with member names.
3. PMPC Standard Operating Procedures
4. PMPC Meeting Calendar
5. Scoping Documents
6. Work Product Final Reports
7. Work Product Status
8. Meeting Minutes with agenda and meeting attendees

Development and Processing of New PMPC Work Products

A proposal to review or modify a construction contract standard or investigate new technology or construction practices related to roadways can be submitted by any member of the PMPC at any time to be considered for the proposed Work Products (bin list) list. The proposal shall include the issue, and the objectives to be achieved. The template for Work Product Scoping Document shall be used and filled out through the Background section. When an issue is submitted, these steps will be taken:

1. The proposal will be submitted to the appropriate Subtask Group for discussion.
 - a. The issue will be discussed with the designated construction standard owner. The proposal document provides an opportunity for the owner to provide comments. If the owner or his/her designee feels that the Work Product isn't warranted, an explanation shall be provided on the Proposed Work Product document.
 - b. The Proposed Work Product scoping document will be elevated to the Task Group members for review
 - i. If the Task Group agrees with the proposal, the document will be signed and forwarded to the Executive Committee for review.
 - ii. If the Task Group does not concur with the proposal, this shall be noted in the document.
 - c. After the Task Group members have reviewed the proposal, the Proposed Work Product scoping document shall be submitted to the PMPC Executive Committee for their review.
2. If the PMPC Executive Committee concur that the Work Product should be considered, the proposal will be returned to the Task Group to add to their list of proposed Work Products (bin list).
3. If all members do not concur with the proposal, the Consensus Resolution Process will be invoked.
4. If it is determined that if the new work product is of urgent need, a review of the necessary resources is completed. If the resources are available, the Task Group will be instructed by the Executive Committee to develop a scoping document. If necessary, existing work products may be delayed. The risk and potential delays to other work products will be considered by the Executive Committee.

In all cases, a scoping document must be completed and approved before any work can begin on a work product. A work product scoping document template is included in the appendices. If, during the life of the work product, the work product group chair determines there is a need to modify the scope or schedule, a supplemental work product scoping document shall be prepared and submitted through the same processes as the original work product scoping document for concurrence and approval by the Task Group and the PMPC Executive Committee. Any anticipated changes shall be in the monthly status to provide advance notice to PMPC Executive Committee.

Annually, the PMPC Executive Committee shall review the resource needs for the ongoing work products and determine if work will begin on any new Work Products. To complete this task these steps are to be followed:

1. Task Group members will maintain the prioritized list of existing and potential work products (bin list).
2. Task Group members will present and discuss the prioritized work products list and current capacity with PMPC Executive Committee during the Task Group/Executive Committee first quarter meeting each year.
3. Workload capacity for Caltrans divisions involved in the work product shall be confirmed.
4. Subtask Group members will prepare work product scoping documents and work product work plans with resource estimates for new work products approved by the PMPC Executive Committee. The Task Group members will submit the new scoping documents to the PMPC Executive Committee for approval at the second quarterly meeting each year.
5. As Work Products are completed throughout the year, the PMPC Executive Committee may consider initiating work product groups for projects on the bin lists.

Work Product Scoping Document

A Scoping Document is required for every work product. In addition, a supplemental scoping document will be needed if the work product group changes the scope (decrease or increase), adjusts the required resources or modifies the schedule. Both of these documents require the approval of the PMPC Executive Committee prior to work beginning/continuing on the work product.

The objective of this phase is to define the scope of the work product and develop a detailed work product plan to accomplish the agreed upon objectives. For large efforts, more detailed Work Plans may be attached to the scoping document for approval.

When developing the scope consider:

- What is the problem we are trying to solve?
- The expected outcome
- Guiding Principles – Street Ready, Consistency, and Performance
- Roles & Responsibilities
- The schedule of deliverables and target dates of completion.
- The time required to complete the specification or test method development process.
- The list of deliverables.
- Internal and external stakeholders that will be working on the work product
- Required resources

The specification and test method development processes include the time needed to route the draft to all mandatory stakeholders, the time needed for the 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.

The Industry subtask group members shall submit the names of appropriate representatives to act on Industry's behalf as part of the Work Product Group.

Once the scoping document is approved by the PMPC Executive Committee, it will be posted on the PMPC website and the work group will be notified to start work.

A template for scoping documents and work plans is included in the appendices.

Work Product Work Plans

All Work Product scoping documents shall include an outline of the deliverables, milestones and resources. The scoping document template includes sections for this input. It is recommended that no more than eight major milestones be tracked. The following guidance aids the team developing the scoping documents. It can also be used to provide additional deliverables in an expanded Work Plan with milestones to keep the team on schedule.

Assumptions

The following assumptions were made in developing this Work Product Work Plan:

1. The Work Product Group will be responsible for developing the deliverables described in this document.
2. The Work Product Group will have support from Caltrans and Industry leadership, management and employees.

Work Product Resource Requirements

To deliver the work product efficiently and timely, the following estimated resources are necessary:

Caltrans Staff		
Caltrans Work Product Group Members	Time Period Required	Hours Required
Pavements		
Construction		
METS		
District		

Industry Representatives		
Industry Work Product Group Members	Time Period Required	Hours Required

Outside Resources		
Resource Type	Time Period Required	Cost
UCPRC		
Chico State		
A & E Consultant		
Other		

Schedule		
Start	Description of Task	Target Completion Date
Task 1		
Task 2		
Task 3		
Task 4		
Task 5		
Task 6		

Additional Information and sample are included in the appendices.

Work Product Completion

Once a Work Group has completed work on the Work Product, the following steps shall be completed.

1. All Work Products shall have a final report. This final report shall include:
 - a. A copy of the scoping document.
 - b. Any updated scoping documents if applicable.
 - c. Any additional work plans developed.
 - d. Results of research and testing.
 - e. Recommendation Analysis.
 - f. Comment/response matrix
 - g. Decisions.
 - h. Final Work Product (revised specification, test method, etc.).
 - i. Next steps.
2. The final report shall be reviewed by both the subtask group and task group for concurrence with recommendations before forwarding the report to the Executive Committee. Once the Executive Committee has approved the final report, the completion date shall be entered into the database and the Work Product closed. Then the Work Product Group shall be disbanded, and its efforts recognized by Caltrans.
3. The Work Product will be retained on the monthly work product status report and monitored by the appropriate Task Group until all remaining milestones or steps have been completed.
4. The work product can be placed on the tracking product list for pilot projects and mandatory stakeholder review process for specifications/test methods for monitoring to publication or posting. Work products will be removed from the tracking list once the specification is published and/or the pilot project has completed the tracking the project.
5. If changes are made or concerns are raised by mandatory stakeholders during their review, the Task Group will request the appropriate subtask group and members of the work product group to review, comment and determine the next steps. If the issue is within the scope of the current scoping document, it should be resolved in that context. If an issue goes beyond the original scope of scoping document, then there may be a need for the development of new Work Product Scoping Documents.
6. If no modifications are needed and the work product has completed Mandatory Review for publication, the Task Group shall be informed, and the Work Product will be removed from the monthly tracking status list.


Pilot Projects

The Work Product Final Report may include a recommendation that pilot projects be completed prior to full adoption of the work product to confirm that the new or modified construction standard is street ready and meets the intended performance. If so, the work product group will consider their work complete and disband. The appropriate Task Group in conjunction with the Construction Standard owner shall submit a report regarding the pilot projects' performance. The list of pilot projects will be posted on the Caltrans website.

When defining pilot projects in a scoping document or final report, the following should be considered:

- Whether the pilot projects are necessary.
- The type of projects that best fit the Work Product being evaluated.
- Expected outcomes for the projects.
- Contractor outreach before bid.
- How the working group will monitor the projects.
- What results will be evaluated.
- How performance will be monitored.

Appendix A: Meeting Agenda and Minutes Template

	(Indicate Group) Meeting Agenda/Minutes* Date: Time: Location:
Attendees	
	Topics
	Old Business – Update on previous meetings Action Items
	New Business 1. Status of Projects 2. Open Discussion
	Review Bin List (if appropriate)
	Summarize New Action Items
	Next meeting(s)

***Add notes regarding each item under the topic for minutes. Minutes should primarily document decisions made and actions to be taken.**

Appendix B: Pavement & Materials Partnering Committee Scoping Document

Pavement & Materials Partnering Committee SCOPING DOCUMENT

(New/Revised)

(Insert Title)

(Insert Date)

Task Group

Concrete Task Group

Title

Problem Process

Annual

Expedited

Emerging Initiative

Statement of Effort/Improvement *(What is the issue?)*

Purpose *(Why we need to work on this?)*

Background *(Background information to better understand the issue or provide information on other efforts on going related to the issue.)*

Approach *(What approach will the Task Group use to ensure that the effort/improvement 1) will be Street-Ready, 2) will be tracked and managed to ensure expected performance and 3) will be implemented consistently statewide? This includes defining stakeholders to be included in the effort/improvement to ensure consistent implementation statewide as appropriate. What training/guidance will be required? If "Pilot Projects" are to be used explain how in the approach.)*

1. Street Ready Assurance

2. Performance Tracking/Management

3. Consistently Implemented

4. Pilot Projects (if anticipated)

5. Research Needs (if necessary)

Team Members

CT/Industry	Division/Firm Name	Member Name

Team should include no more than 4 Caltrans staff and 4 members from Industry. See PMPC Standard Operating Procedures for more information.

Objectives/Deliverables/Due Dates (*What is important to be done, what is the expected outcome, and when is each deliverable due and to who?*)

Description:

Details:

Milestones	Name - Responsible Party	Due Date (Start/Complete)
Work plan		
Performance evaluation plan		
Research plan		
Training and guidance		
Monitoring		
Reporting		
Other milestones		

*Some milestones listed above may not be necessary

Resources to Develop and Implement *(Staff hours and expenses.)*

	Caltrans Hours	Industry Hours
Development		
Pilot (if used)		
Implementation		
Long Term performance		
Other Resources		

Benefits *(For example, increased life cycle, reduced costs, reduced risk factors, compliance with Caltrans goals etc. Quantify benefits and define success and performance measures.)*

Estimated Impact to Caltrans and Contractor - *(What are the impacts to policy, specifications, construction practices, and stakeholders? Include an estimate to overall increase/decrease in project cost, District/HQ resources at project level, and Contractor/supplier impact. Estimate increased/reduced risk factors for Caltrans and Contractor.)*

Impediments to Completion of Deliverables – *(Identify impediments and potential mitigation measures to address impediments.)*

Recommendation and Approval

This scoping document for *(Insert Title)* was prepared by *(Insert Task Group Name)* to address a priority issue with statewide significance and is within the Rock Products Committee mission as described in the Rock Products Committee Charter. The Task Group Co-Chairs have determined the scope, resources required and timeline for delivery of this project to ensure that the deliverables are achievable. A signature here indicates that each Task Group and RPC Co-chair will provide the resources to support this effort within the prescribed timeframes. Each Co-chair will monitor project progress to ensure that the final effort/improvement will be:

- 1) Street-Ready,
- 2) Monitored and reported for performance,
- 3) Successfully implemented statewide as appropriate.

Scoping Document Recommendation and Industry Concurrence by (name and date):

Caltrans Name (Recommendation)	Date	Industry Name (Concurrence)	Date
Caltrans Task Group Co-Chair		Industry Task Group Co-Chair	
Caltrans Task Group Co-Chair		Industry Task Group Co-Chair	
Caltrans Task Group Co-Chair			

Scoping Document Approval and Industry Concurrence by (name and date):

Caltrans Name (Approval)	Date	Industry Name (Concurrence)	Date
Caltrans RPC Co-Chair (Pavement Program)		Industry RPC Co-Chair	
Caltrans RPC Co-Chair (Headquarters Construction)		Industry RPC Co-Chair	
Caltrans RPC Co-Chair (Structures Policy and Innovation)			
Caltrans RPC Co-Chair (Materials Engineering and Testing Services)			

Approval Date: _____

Appendix C: Additional Work Plan Guidance

All scoping documents shall include a work plan which outlines the deliverables, milestones and resources. The scoping document template includes sections for this input. It is recommended that no more than eight major milestones be tracked. The following guidance aids the team developing the scoping documents. It can also be used to provide additional deliverables with milestones to keep the team on schedule.

Assumptions:

The team can note any assumptions made in developing the work plan such availability of staff, frequency/number of meetings, etc.

Work product Resource Requirements:

To deliver the work product efficiently and timely the following estimated resources are necessary:

Caltrans Staff		
Caltrans Sub Task Group Member	Person Years(PY's)	Hours Required
Pavements		
Construction		
METS		
District		

Industry Representatives		
Industry Sub Task Group Member	Time Period Required	Hours Required

Subject Matter Experts (SME)		
SME Name	Time Period Required	Hours Required

Outside Resources		
Resource Type	Time Period Required	Cost
UCPRC		
Chico State		
A & E Consultant		

This section describes each phase of the work product, the expected outcome of each phase, the methods of completing each phase, and the work products produced. The table below also identifies the participants to complete the work product phases.

Phase	Expected Outcome	Deliverables	Method	Participants
Develop Draft Deliverables	The purpose of this phase is the development of draft deliverables by the Sub Task Group. The deliverable must be complete and have Sub Task Group consensus.	<ul style="list-style-type: none"> • Specifications • Standard Plans • Test Methods • Guidance Documents 	<ul style="list-style-type: none"> • Interview Subject Matter Experts • Determine best practices • Determine requirements • Develop draft documents 	<ul style="list-style-type: none"> • Sub Task Group • Caltrans Subject Matter Experts • Industry Subject Matter Experts
Stakeholder Input	This phase submits draft deliverables for review and comment to stakeholders.	<ul style="list-style-type: none"> • Documentation of comments received and resolution • Final Document 	<ul style="list-style-type: none"> • Circulation of documents to targeted stakeholders and subject-matter experts for review and comments. • Resolution of comments received by the Sub Task Group. • Documentation of comments and resolutions. 	<ul style="list-style-type: none"> • Sub Task Group • Caltrans Subject Matter Experts • Industry Subject Matter Experts • Stakeholders • Task Group • Work product Sponsor

Phase	Expected Outcome	Deliverables	Method	Participants
Pilot Implementation	This phase reduces risk for both Caltrans and Industry while fine tuning new requirements in documents.	<ul style="list-style-type: none"> • Revised documents based on pilot results 	<ul style="list-style-type: none"> • Try specification or test method on a limited number of pilot work products • Analyze pilot work product results. If major revisions to the draft specification are needed, prepare new draft document then repeat process until no major revisions are needed. 	<ul style="list-style-type: none"> • Sub Task Group • Work product Sponsor
Final Deliverables	Ready for publication specifications, standard plans, test methods and guidance documents.	<ul style="list-style-type: none"> • Specifications • Standard Plans • Test Methods • Guidance Documents • Implementation Plan • Communication Plan • Training plan 	<ul style="list-style-type: none"> • Present deliverables to Task Group for recommendation to Sponsor 	<ul style="list-style-type: none"> • Sub Task Group • Caltrans Subject Matter Experts • Industry Subject Matter Experts • Task Group • Work product Sponsor

Below is a table with suggested deliverables.

Deliverable	Description	Anticipated Date
1. Draft Specification	The draft specification will include general objectives, submittals, quality control, materials, construction, measurement, and payment. <i>(Insert additional text)</i>	<i>Insert Date</i>
2. Draft Standard Plan	The draft standard plan <i>(Insert additional text)</i>	<i>Insert Date</i>
3. Draft Test Method	The draft specification test method will include <i>(Insert text)</i>	<i>Insert Date</i>
4. Draft Guidance Documents	The following guidance <i>(Insert text)</i>	<i>Insert Date</i>
5. Final Specification	The specification will be <i>(use either</i> published on the Office Engineer web page or a nonstandard special provision available for use with specification owner approval).	<i>Insert Date</i>
6. Final Standard Plan	Posting of the standard plan on the Office Engineer webpage.	<i>Insert Date</i>
7. Final Test Method	Posting of the test method on the METS webpage	<i>Insert Date</i>
8. Final Guidance Documents	The guidance document will be <i>(Insert text)</i> .	<i>Insert Date</i>
9. Implementation Plan	The implementation plan will <i>(Insert text)</i> .	<i>Insert Date</i>
10. Communication Plan	Communication of the change will be by (use Construction Policy Bulletin (CPB) or Construction Procedures Directive (CPD) or <i>insert text</i>)	<i>Insert Date</i>
11. Training Plan	Training will include <i>(Insert text)</i>	<i>Insert Date</i>