

## Roles and Responsibilities

There are several groups involved with the work done under this pooled-fund study. They include the:

- Federal Highway Administration (FHWA)
- Highway Agencies
- Technical Advisory Committee (TAC)
- Phase I Contractor
- Phase II Contractor
- LTPP Regional Support Contractors (RSCs)
- LTPP Technical Support Services Contractor (TSSC)

The following pages summarize the role of each group and list the responsibilities each group has as part of this study. It is worth mentioning that careful attention to coordination must be made by each group in order for the work to progress in an efficient, orderly, and timely manner.

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## Role

Manages Pooled-Fund Study

## Responsibilities

- ❖ Identify SPS sites for the Phase I and Phase II contractors to visit.
- ❖ Work with the RSC to make sure the sites are ready for a visit by either the Phase I or Phase II contractor.
- ❖ Call the agency contacts (the LTPP Coordinator and Traffic Contact) to let them know that a Task Order is being prepared for either the Phase I or Phase II contractor to visit their site(s). Provide the contacts with a summary of what the contractor will be tasked to do. Make it clear that once a Task Order for the work is submitted, follow through is a must (due to the nature of the contract, Firm-Fixed Price). Follow-up conversations with an e-mail to the agency contacts summarizing the discussions, and ask for their concurrence by responding to the e-mail.
- ❖ Provide guidance if requested by the agency on site preparation (including installation of concrete slab and grinding specifications).
- ❖ Arrange meetings as needed with necessary parties (such as the highway agency, pooled-fund contractors, and regional contractors) in order to facilitate the work.
- ❖ Provide FHWA Division contact information to the Phase I and Phase II contractors so the division office LTPP liaison is kept informed of the work being done in the agencies they help to support. The FHWA liaison is invited (by the pooled-fund contractors) to attend all meeting briefs and on-site field activities scheduled with the highway agency as schedule permits.
- ❖ Issue Task Orders to Phase I and Phase II Contractors.
- ❖ Send an e-mail to the RSC about the Task Order and ask that they schedule profiling if the current profile data is more than a year old.
- ❖ Provide copy of deliverables to the pooled-fund Technical Advisory Committee (TAC) and the appropriate RSC for review and comment.
- ❖ Address the TAC's comments and concerns related to the study's progress.
- ❖ Send contract deliverables (such as the Phase I Assessment and Performance Evaluation Reports, and the Phase II Site Acceptability Reports and WIM Installation Plans) to the highway agency for their information and input. Also work with the agency to address any questions or concerns about the contract deliverables.
- ❖ Review and approve deliverables submitted by the Phase I and Phase II Contractors.
- ❖ Upon approving contract deliverables, FHWA will give permission to the Phase I and Phase II contractors to send deliverables to the TSSC for posting to LTPP's operations center website.
- ❖ Give access to LTPP's operations center website to the Phase I, Phase II, and RSCs for information sharing purposes only.
- ❖ Submit information on issue(s) or problem(s) identified with the data, equipment, or pavement to the appropriate party (Phase II contractor, agency) and work with the appropriate people to find a solution to the issue(s) or problem(s).
- ❖ Have the highway agency commit to downloading the data and sending it to the RSC every two weeks, or ask them to give this task to the RSC.
- ❖ Perform QC/QA review of the Phase I and Phase II contractor's field activities.
- ❖ Attend on-site field visits as budget and schedule permits.

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❖ Maintain LTPP Pooled-Fund website.

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| <b>Highway Agencies</b>                   | <b>States and Canadian Provinces</b>  |
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| <i>Role</i>                               | Owns Test Sites   |
| <i>Responsibilities</i>                   | <ul style="list-style-type: none"> <li>❖ Install 400-foot concrete slab if necessary and if the agency has the funds.</li> <li>❖ Provide all utilities (such as power and phone lines) according to the Phase II contractor's WIM Installation Plans.</li> <li>❖ Grind test section if necessary to make sure pavement meets LTPP smoothness requirements (Phase II contractor can provide assistance on requirement).</li> <li>❖ Maintain pavement within and around the WIM equipment to ensure integrity and smoothness for at least five years.</li> <li>❖ Concur with FHWA on Task Order recommendations.</li> <li>❖ Provide the Phase I and Phase II contractors with local maintenance and resident engineers contact information (to include at a minimum name, telephone number, e-mail, and office address).</li> <li>❖ Coordinate the date and time to perform field work with the Phase I and Phase II contractors.</li> <li>❖ Participate in briefings (if needed) with the Phase I and Phase II contractors prior to work being done at the test sites. The highway agency will provide a meeting place for the briefings to take place.</li> <li>❖ Provide the Phase I contractor access to the state-installed WIM equipment.</li> <li>❖ Review and approve the traffic control plan (TCP) submitted by the Phase II contractor. The Phase II contractor will provide traffic control if the agency is unable to provide this assistance.</li> <li>❖ Review and provide input on Phase I and Phase II contract deliverables to FHWA based on the findings from their test sites.</li> <li>❖ Download and submit raw and pre-processed data from WIM equipment bi-weekly to the RSC (unless the agency gives this responsibility to the RSC).</li> <li>❖ Attend (as an observer only) on-site field visits as schedule permits.</li> <li>❖ Work with FHWA to resolve any issues with the field activities performed by the pooled-fund contractors.</li> </ul> |
| <b>Technical Advisory Committee (TAC)</b> | <b>Representatives from State Highway Agencies, Academia, and Industry</b>  |
| <i>Role</i>                               | Provides Technical Advice to FHWA   |
| <i>Responsibilities</i>                   | <ul style="list-style-type: none"> <li>❖ Advise FHWA on the technical issues of the study.</li> <li>❖ Recommend to FHWA the priority of the test sites (which sites the Phase I and Phase II contractors should visit).</li> <li>❖ Review and provide comments to FHWA on Phase I and Phase II contract deliverables.</li> <li>❖ Attend (as an observer only) on-site installation of WIM equipment if budget permits.</li> <li>❖ Meet with FHWA and the pooled-fund contractors at least once a year to discuss progress.</li> </ul>   |

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| <b>Phase I Contractor</b>  | <b>MACTEC Engineering and Consulting, Inc.</b>   |
| <i>Role</i>                | Performs Site Assessments and Field Validations of WIM Equipment   |
| <i>Responsibilities</i>    | <ul style="list-style-type: none"> <li>❖ Follow the contract document for doing the work.</li> <li>❖ Establish and maintain effective communication early with the highway agency, FHWA Division Office, RSC, and Phase II contractor.</li> <li>❖ Keep all parties informed of schedule arrangements (including any changes that may take place). For example send an e-mail directly to the agency contacts and cc FHWA Program and Division offices, the RSC, and the Phase II contractor (if necessary).</li> <li>❖ Forward a copy of contract deliverables approved by FHWA to the TSSC for posting to LTPP's operations center website.</li> <li>❖ Forward updated Sheet 16 and Sheet 17 information to the appropriate RSC once contract deliverable is approved by FHWA.</li> <li>❖ Provide checklist of items to FHWA indicating what the RSCs should inspect at the WIM sites during monitoring visits to the site by the region.</li> </ul>  |
| <b>Phase II Contractor</b> | <b>International Road Dynamics (IRD), Inc.</b>   |
| <i>Role</i>                | Performs Site Acceptability, Installation, Maintenance, and Daily Data Download of New WIM Equipment   |
| <i>Responsibilities</i>    | <ul style="list-style-type: none"> <li>❖ Follow the contract document for doing the work.</li> <li>❖ Establish and maintain effective communication early with the highway agency, FHWA Division Office, RSC, and Phase I contractor.</li> <li>❖ Keep all parties informed of schedule arrangements (including any changes that may take place). For example send an e-mail directly to the agency contacts and cc FHWA Program and Division offices, the RSC, and the Phase I contractor (if necessary).</li> <li>❖ Forward a copy of contract deliverables approved by FHWA to the TSSC for posting to LTPP's operations center website.</li> <li>❖ Forward updated Sheet 16 and Sheet 17 information to the appropriate RSC once contract deliverable is approved by FHWA.</li> <li>❖ Coordinate with highway agency and RSC to minimize lane closures without hampering work progress.</li> <li>❖ Provide checklist of items to FHWA indicating what the RSCs should inspect at the WIM sites during monitoring visits to the site by the region.</li> </ul> |

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**Regional Support  
Contractors (RSCs)**

Fugro Consultants LP, Nichols Consulting Engineering, and Stantec

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*Role*

Provides State Contact Information and Historical Traffic Data to the Phase I and Phase II Contractors, and Processes Traffic Data

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*Responsibilities*

- ❖ Provide status of WIM equipment to FHWA (such as is equipment there and is it working).
  - ❖ Provide highway agency contact information to the Phase I and Phase II contractors.
  - ❖ Coordinate with highway agency and Phase II contractor to minimize lane closures and provide data collection/traffic closure schedules to the Phase II contractor.
  - ❖ Profile WIM pad annually (if budget permits) and provide profile data to the Phase I and Phase II contractors.
  - ❖ Provide the Phase II contractor with the pavement cross-section, contact information and specific location details (such as current power supply) for all SPS sites that will have new WIM equipment installed as part of the Phase II activities.
  - ❖ Provide other data as requested by the Phase I and Phase II contractors.
  - ❖ Copy FHWA (LTPP Program and Division offices) and Phase I or Phase II contractors on all correspondence with the highway agency related to the pooled-fund study activities.
  - ❖ Download and pre-process raw data from state-installed WIM equipment bi-weekly to create normal input files for the LTPP Traffic Analysis Software, LTAS (if the agency gives permission to the RSC to do this).
  - ❖ Load processed data provided by the Phase II contractor and the states in LTAS within a week of receiving the data.
  - ❖ Report any data drifts or problems identified with the Phase II WIM equipment within 24 hours of noticing the problem directly to FHWA, or to the state directly for state-installed WIM sites.
  - ❖ Check WIM equipment when on-site performing other data collection activities. Inspection should consist of using checklist provided by FHWA and taking digital photos of WIM equipment and pavement.
  - ❖ Load any information provided by the pooled-fund contractors into the LTPP database (such as Sheet 16).
  - ❖ Review Phase I and Phase II deliverables and work with the highway agency to implement findings in the contractor deliverables.
  - ❖ Attend (as an observer only) the on-site site assessment and/or field validation performed by the Phase I contractor as schedule and budget permits. Provide 1-page summary of field activities to FHWA.
  - ❖ Attend (as an observer only) installation of WIM equipment as schedule and budget permits. Provide 1-page summary of the WIM installation (such as observation of how the installation process went and any problems encountered and how they were resolved).
  - ❖ Maintain updated Sheets 17 and 18 for SPS pooled-fund sites.
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**Technical Support  
Services Contractor  
(TSSC)**

MACTEC Engineering and Consulting, Inc.

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*Role*

Provides Technical Support for Collecting Research Quality Traffic Data

*Responsibilities*

- ❖ Provide technical assistance to the Phase I and Phase II contractors.
  - ❖ Maintain “Data Collection Guide for SPS WIM Sites.”
  - ❖ Assist highway agency in understanding smoothness criteria.
  - ❖ Develop procedures to help the RSCs identify potential equipment problems when reviewing and analyzing the data.
  - ❖ Enhance and maintain LTPP Traffic Analysis Software (LTAS) used by the RSCs for processing the data, and provide training on how to use the software if budget permits.
  - ❖ Assist regions in processing data using the traffic analysis software.
  - ❖ Post copy of Phase I and Phase II contract deliverables (reports) approved by FHWA on the LTPP operations center website.
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