



OPERATING PROCEDURES

Revised on March 31, 2015

Pooled Fund Project TPF-5(218), Test and Evaluation of Test and Evaluation of Materials, Equipment and Methods for Winter Highway Maintenance

The Clear Roads pooled fund research group was established in 2004 to carry out rigorous testing of winter maintenance materials, equipment and methods for use by highway maintenance crews. This document outlines the administrative makeup and practices of the pooled fund, which consists of one (1) Technical Advisory Committee (TAC) representative from each of the member agencies. Close collaboration with the Federal Highway Administration and other related research organizations is also a crucial component of a successful pooled fund effort. Updated information on projects, membership and activities can be found on the clear roads website: www.clearroads.org.

All contracts for Clear Roads research and other activities are administered by the lead state and must comply with their regulations, policies and procedures. This pooled fund originally launched with the Wisconsin Department of Transportation as the lead agency. Wisconsin DOT led this pooled fund until 2010 under TPF-5(092). The Minnesota DOT has now taken the lead on the project under TPF-5(218). In this role, Minnesota DOT is responsible for contracting with research investigators and handling payment of invoices. Another agency may fulfill this role upon agreement by the TAC and the FHWA.

Justin Droste is currently the designated the Chair of the Technical Advisory Committee. Justun Juelfs is the Vice Chair. The suggested term for these roles is two years. The TAC may elect a new Chair or Vice Chair as needed though.

Membership

Each government organization that has made at least the minimum annual commitment to Clear Roads of \$25,000 (USD)¹ may appoint a technical expert to serve as a member of the Technical Advisory Committee and represent the agency's interests. In-kind commitments are not accepted to achieve membership in Clear Roads. At the discretion of the TAC, reduced funding contributions may be considered in exchange for limited membership benefits.

In order to maintain member status (including paid travel expenses and voting privileges) at the spring meeting, the organization must be paid up through the previous year. For example,

¹ Additional fees for travel may be required for those traveling to TAC meetings from outside the United States of America.

membership for continuing partners at the Spring 2014 meeting requires payment of FY 2013 funds.

To maintain member status at the fall meeting, the organization must have committed funds for the current calendar year prior to the meeting and must have plans to transfer those funds to the lead state agency (Minnesota DOT) before the year ends. For example, an agency must officially commit funding for FFY 2013 on the TPF Web site by September 2013 in order to participate as a member at the fall meeting.

For states unable to contribute the full \$25,000 (USD), a temporary contributing membership status will be granted for a minimum of \$15,000. This is a temporary membership status and is only granted for one year at a time. It may be renewed annually at the discretion of the TAC. The roles and responsibilities will be the same as those outlined above for members, with the following exceptions:

- Temporary contributing members will not have voting rights.
- Temporary contributing members may serve on project subcommittees.

The chair or vice chair may invite a member whose agency has not maintained timely commitments to a meeting if the person is needed due to their contributions on a particular project or subject. This can be determined on a case-by-case basis. Organizations that lose membership status can still send in proposals for consideration. Non-member proposals must be sponsored by a current Clear Roads member in order to be voted upon for funding.

Member Roles and Responsibilities

TAC members participate in project-related meetings and briefings on matters needing full membership resolution, and as subcommittee members on individual projects. The role of the TAC will include the following responsibilities and others that the TAC decides are appropriate:

- Participate in face-to-face meetings.
- Develop and vote on research proposals for funding each year.
- Vote on Clear Roads matters involving research project selection, ad hoc funding requests and operating procedures.
- Volunteer on the subcommittees for selected projects. (Subcommittees typically consist of 3 to 7 members.)
- Approve project subcommittee members.
- Review and approve project scopes developed by the subcommittees before advertising.
- Provide input on the best-qualified investigators to conduct projects.
- Approve final reports.
- Provide guidance on implementation activities.

Subcommittee Responsibilities:

- Participate in the evaluation and selection of the best-qualified investigators to conduct projects. (Only full members in good standing on the subcommittee may participate in proposal evaluation.)
- Develop Scope of Work for projects.
- Approve investigator contracts.
- Participate in check-in teleconferences with investigators.

- Review project progress reports and annual reports.
- Approve invoices and reimbursement requests.
- Approve project deliverables and final reports.
- Other duties as determined by the TAC.

Administration

The Clear Roads pooled fund will contract with an Administrator to support the efforts of the Technical Advisory Committee and the research conducted through the pooled fund. Below is a summary of the Administrator's functions:

1. Serve as primary contact for the project with the Transportation Pooled Fund Program and its sponsors (FHWA, TRB and AASHTO), partner organizations, Technical Advisory Committee members, prospective and selected investigators, and others.
2. Post the project solicitation to the TPF Web site, monitor partner commitments, request FHWA approval for use of 100 percent SP&R funds and assure obligation forms are received by FHWA from partners.
3. Establish and maintain regular communication with Technical Advisory Committee members via e-mail, phone and meetings.
4. Schedule and coordinate meetings and teleconferences of the Committee.
5. Prepare and distribute meeting agendas, minutes and other materials needed to conduct Committee business.
6. Disseminate RFPs for individual research projects; receive, review and distribute proposals to TAC members.
7. Facilitate issuance of investigator contracts through the lead state agency's standard purchasing processes, including communication with the lead state agency's purchasing personnel and prospective investigators.
8. Track and report on (via posting to TPF Web site) all aspects of ongoing research projects based on investigator quarterly reports and other milestones.
9. Receive and coordinate review, approval and payment of reimbursement requests from investigators and Technical Advisory Committee members.
10. Receive and distribute (via Web posting and other means as needed) interim and final research reports and other deliverables.
11. Track and report on implementation activities related to completed research.
12. Support other Technical Advisory Committee activities as needed.

As of February 2005, CTC & Associates LLC is the contract administrator for this pooled fund. For more information, contact Kim Linsenmayer at kim.linsenmayer@ctcandassociates.com or 608-628-3806.

Voting Procedures

Each TAC representative from the member agencies will have voting privileges on Clear Roads matters involving research project selection, ad hoc funding or operating procedures. Each member agency may have no more than one voting representative. Formal votes are not necessary on all issues. The TAC may establish an accepted consensus through meeting discussions, phone calls, e-mail exchanges and other electronic means.

For research project selection and other matters requiring a more formal approach, votes may be cast by voice, a show of hands, or a written proxy. Any voting member may request a roll call vote if desired. To ensure that the diversity of the member agencies is being represented, consensus decisions require majority agreement of at least two-thirds of the members. Without a quorum of two-thirds of the members, members who are absent from the meeting will be polled. Decisions will be delayed until all members have had sufficient opportunity to respond.

Annual TAC Meeting Calendar

The calendar below represents the tentative timing and content of the Clear Roads Technical Advisory Committee meetings and research project milestones. The TAC may meet more frequently, either in person or by conference call, to review and approve research project interim deliverables or to hold joint meetings with other winter maintenance research organizations. The location of face-to-face meetings will vary to best accommodate members from around the country and to keep costs down.

Jan/Feb	Submit new proposal ideas to Administrator
March/April	Spring Face-to-face TAC meeting <ul style="list-style-type: none"> • Discuss new project proposals, select projects to fund, and identify project subcommittee members. • Plan for year’s activities • Review progress of current research projects • Present state reports
April/May	Conference calls with project subcommittees <ul style="list-style-type: none"> • Subcommittees discuss and finalize draft RFPs for new projects. • TAC reviews the scopes developed by the subcommittees before they are posted as RFPs
July	Post RFPs for new research projects
September	Responses to RFPs due
October	Fall Face-to-face TAC meeting <ul style="list-style-type: none"> • Subcommittees present on all proposals received for each project and the full TAC provides input for the subcommittee to consider in their evaluations. • Subcommittee members select researchers • Review progress of current research projects • Discuss next steps for new projects • Present state reports • Review completed projects for implementation and technology transfer activities

November/December	Award contracts, finalize work plans
December	Conference calls with project subcommittees • New projects get underway

Research Project Lifecycle

The primary goal of the Clear Roads pooled fund group is to fund and oversee research projects and technology transfer activities that advance the field of winter highway operations. To achieve this objective, TAC members will work closely together to identify and prioritize needs, develop and review project problem statements, disseminate Requests for Proposal, select research investigators, oversee the research projects, and promote implementation of research results.

Below are the steps taken to propose, rank, and select projects to be funded on the annual Clear Roads cycle:

Proposing and Selecting Research Projects

Prior to the annual TAC meeting in March:

1. TAC members submit written problem statements (no more than two per member) describing the proposed research project to the Administrator.
2. If a member has three or more proposals that they would like to submit, a state with one or no proposals may be requested to co-sponsor a proposal.

At the annual TAC meeting in March:

1. TAC members present and discuss their research proposals. Additional project ideas may emerge during these discussions and are recorded for consideration.
2. TAC members complete a preliminary project ranking based on a scale of 1 (no need) to 5 (absolute need). An average score is tallied for each project. These rankings serve to eliminate from consideration projects that are not supported by the majority. The highest scoring projects are further discussed.
3. TAC members make a final selection of projects to fund. Selected projects should address the objectives of Clear Roads, focus on implementation opportunities, represent the variety of interests of the member organizations, and be financially possible within the constraints of the pooled fund budgets.
4. A project champion and project subcommittee will be assigned to each project that is selected. The project subcommittee will consist of 3 to 7 members, although exceptions to those limits may be determined on a case-by-case basis at the discretion of the TAC. The champion will work with the project subcommittee and the Administrator to develop a Request for Proposal and will serve as the primary contact throughout the project lifecycle.
5. Projects may emerge that would lend themselves to joint funding with other research organizations. TAC members will discuss appropriate steps for pursuing such projects.

Developing and Posting Requests for Proposal

1. The Administrator will work with the Project Champions and Technical Advisory Subcommittee to draft RFPs for the selected research projects.
2. The Administrator will conduct a brief literature search for selected projects as needed to identify existing identical or complimentary research.
3. RFPs will conform to the standards established by the pooled fund's lead state agency.
4. The subcommittee will meet by conference call to discuss and edit the draft RFPs.
5. The entire TAC will review and provide input on project scopes prior to posting RFPs.
6. TAC members are responsible for submitting lists of potential investigators for the research projects.
7. The Administrator will work closely with the lead agency's purchasing unit to finalize the RFPs, distribute them to the TAC's list of researchers, and to post the RFPs on all appropriate Web sites.
8. RFPs will allow a minimum of 30 days for contractor response. A longer period of 45-60 days is preferable.

Awarding Contracts

1. Contracts shall be awarded in accordance with the rules of the lead state agency.
2. The TAC will meet in-person (or by conference call) to review and discuss the RFP responses for all projects.
3. The project subcommittee scores the proposals on behalf of the TAC. If the Project Subcommittee decides it is necessary, they can request interviews and/or presentations by proposers. RFP scoring will be documented per the lead state's guidelines.
4. Upon selection of the research investigators by the project subcommittee, the Administrator will work with the lead state's purchasing unit to notify the contractor of the award and develop the contract. The Project Champion and the Project Subcommittee will assist in final review and approval of the work plan and budget prior to signing the contract and to monitor the progress of the project.

Overseeing the Research

1. Each research investigator must submit quarterly reports for review by the TAC and posting on the Clear Roads Web site.
2. Investigators will also be expected to provide interim and final deliverables and to participate in face-to-face meetings, teleconferences or Web-based meetings with the TAC regarding the project progress and results. Specific deliverables and meetings will be defined in each project work plan.
3. The project champion and project subcommittee will provide primary project oversight and technical support. However, the entire Technical Advisory Committee will be involved in final presentation meetings.

The Lead Agency Administrative Contact will coordinate approval of investigator invoices with the Lead Agency Technical Contact.

Travel Expenses

TAC Members

Travel expenses for Technical Advisory Committee members related to participation in Clear Roads activities will be paid out of the pooled fund project's funds unless stated otherwise for the individual project. Such expenses include airfare, car rental, mileage, meals, lodging, etc. As noted above, agencies outside the US may need to contribute additional funding for travel costs to meetings in the US. The majority of travel expenses will relate to Clear Roads TAC meeting participation. However, at the TAC's discretion, travel expenses associated with attending related meetings or activities will also be reimbursed. The Administrator is responsible for coordinating events that minimize travel costs.

When appropriate and possible, the Administrator will pay for TAC member expenses at the time they are incurred on behalf of the TAC member and then submit an invoice for reimbursement to the Clear Roads pooled fund. When this is not possible, TAC members must submit a request for reimbursement to the lead state, following their guidelines for reimbursement. The Administrator will reimburse the TAC member and invoice the pooled fund for the expenses.

Program Administrator

Travel expenses for the pooled fund Administrator will be reimbursed by the pooled fund.

Investigators

Investigators should include costs for travel related to Clear Roads research in their project budgets. Expenses incurred for travel related to presenting a proposal response are the responsibility of the investigators or submitting organizations.

Non-voting Participants

The TAC may invite non-Members to attend the Clear Roads face-to-face meetings or to participate in teleconferences. These non-Members must be proposed or nominated by a current Clear Roads member. These participants will not be allowed to vote or bid on projects, but can attend the meetings or teleconferences and receive documents. Examples of these non-voting participants include:

FHWA Representatives

Meal expenses incurred while participating in a group Clear Roads event such as a group lunch, dinner, or break item are covered. Other travel and lodging expenses are not covered.

Potential TAC Members

Are invited to one meeting to get familiar with the program before becoming a full member. All reasonable travel expenses incurred, following the same reimbursement policies as for TAC members.

Additional Member State Representatives

Full expenses will be reimbursed for only one representative for each member agency. However meal expenses incurred while participating in a group Clear Roads event will be reimbursed for additional representatives. Other meal, travel and lodging costs would not be reimbursed, unless approved by the TAC. All attendance and reimbursement must be approved by the TAC prior to the event.

Other Invited Guests (such as APWA, LTAP, industry stakeholders)

Meal expenses incurred while participating in a group Clear Roads event such as a group lunch, dinner, or break item. Other travel and lodging expenses are not covered.