



Memorandum

Date: December 13, 2021

To: HRPDC Technical Review Committee (TRC)

From: Todd Smith

Subject: **November 8, 2021 Meeting Minutes**

A meeting of the HRPDC *Regional Construction Standards* TRC was held on November 8, 2021 via WebEx. Those in attendance are shown at the end of these minutes.

Arnie Cuevas welcomed the attendees. He stated that due to an increase in COVID cases in the area, it was decided that the Technical Review Committee (TRC) meeting for the HRPDC Regional Construction Standards (RCS) would be held via Web Ex. The following discussions were conducted:

Old Business –

- **General Notes Consolidation**

Arnie Cuevas talked about the consolidation of general notes which was initially discussed at the last meeting. He added the consolidated list of General Notes was put together by Bob Sciacchitano for locality use if the TRC and Full Committee approved their use. A copy of the General Notes was distributed during the meeting. After a brief discussion, a vote was taken as to whether the consolidated list of General Notes would be incorporated into the RCS. All voting members present voted in favor of incorporating the consolidated list of General Notes into the RCS. There were none opposed.

- **VDOT Initiative** – Arnie Cuevas mentioned it was stated at the last TRC meeting that Whitney Katchmark held discussions with VDOT regarding acceptance of the RCS and he wanted to discuss among the TRC to reach final consensus on pursuing VDOT approval. There was discussion concerning the 2020 VDOT Road and Bridge Specifications and potential impacts on the 2016 HRPDC RCS 7th Edition. Norbert Kuhn mentioned that a comparison of standards was done and it appears VDOT added a few pay items and the bulk of their revisions were made in Division 100.

Norbert Kuhn further stated that the pay items are not an issue. The issue with VDOT approval of the RCS is the front-end documents. The cities do not use VDOT front ends. Only the counties use VDOT front end documents for VDOT projects. VDOT recognizes that the RCS is a more comprehensive document and has more detailed requirements for utilities projects. The localities prefer the RCS and the contractors that perform work for the localities prefer the RCS for utility work.

After further discussion, consensus was reached by the TRC not to pursue VDOT approval further.

- **Measurement & Payment into Section 109** – Arnie Cuevas mentioned that a few years ago, Bob Sciacchitano prepared a draft version of Section 109 moving all the measurement and payment items into that section. Todd Smith stated this document was forwarded to TRC members prior to this meeting.



Discussions were held and many of the localities present indicated they use the RCS measurement and payment items, but also have their own payment items in their Special Provisions. Arnie Cuevas further stated that to make a revision of this magnitude would mean the RCS 7th should be prepared to reflect this change.

A vote was taken and incorporating the expanded and revised Section 109 moving all the measurement and payment items into that section was unanimously approved.

- **Moving Forward with the 7th Edition** – The TRC discussed moving forward with the 7th Edition. As stated at the last TRC meeting, Arnie Cuevas and Todd Smith had a discussion with Whitney Katchmark and Gary Hart regarding developing the 7th Edition. Arnie Cuevas further stated that there have been 24 publication updates. Todd Smith added that for prior editions, the TRC typically voted to develop the next edition when there were 15 or more publication updates.

The TRC unanimously agreed to begin preparing the 7th Edition in 2022.

New Business –

- **On-Line Training**
On-line training will be reported at the next meeting.
- **Special Provisions**
Arnie Cuevas reminded localities that their Special Provisions should be uploaded to the HRPDC RCS site. Only a few utilities have uploaded their Special Provisions.
- **RCS Annual Usage Update**
Todd Smith and/or Shonia Holloway (CDM Smith) will be contacting localities to obtain 2021 RCS usage. The format will be digital and similar to last year's format.

There was no further discussion and the meeting adjourned.

NEXT MEETING – TBD

TRC Meeting Attendees			
Name	Organization	Name	Organization
Arnie Cuevas	Chesapeake DPU	Ashley Gordon	HRPDC
Brian McNamara	Portsmouth DPU	Bryan Stilley	Newport News
Bud Curtis	Newport News Engineering	Ibrahim Karaaslan	Norfolk DU
Jeff Morse	Chesapeake DPW	Jeff Harper	Portsmouth DPW
JP Saintsing	Tri-State Utilities	Karen Harrell	Chesapeake DPU
Karlyn Owens	James City County	Landon Kee	Newport News Engineering
Norbert Kuhn	Virginia Beach DPW	Phil Hubbard	HRSD
Scott Frechem	Chesapeake DPW	Shawn Gordon	James City County
Todd Smith	CDM Smith		



END OF MEETING