

Regional Construction Standards

Organization and Procedures



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Proposed Revision Form

follows page 8



1. The Formation and Purpose of the HRPDC *Regional Construction Standards*

The Cities and Counties that make up the region of Hampton Roads, Virginia have recognized the need to develop uniform construction standards for improvements in public rights of way. Prior to the development of the *Regional Construction Standards* ("Standards"), most of the Hampton Roads municipalities had developed individual construction standards, many of which were severely out of date, or inappropriate for the newer technologies that were being developed. Contractors and consultants, who provide services throughout Hampton Roads, were frustrated that each jurisdiction had different construction standards for performing very similar work. Often times, the legal documentation, technical specifications and methods of payment for conducting the work varied drastically. Time and again, contractors (and consultants) would need to familiarize themselves with the conditions to execute the work in a particular jurisdiction, which resulted in a waste of time and money.

The initial direction of the *Standards* is to address "horizontal" improvements and those involving the major elements of roadways, drainage and utilities (water distribution and wastewater collection). Therefore, these documents are intended to support the majority of issues the communities face in building typical roads and utilities. Large utility pipelines, major roadways, and vertical construction (including buildings) are not intended to be addressed by the *Regional Construction Standards*, although some communities have adapted the *Standards* for use on these endeavors.

The *Standards* were developed under the auspices of the Hampton Roads Planning District Commission (HRPDC) and represent a collaborative effort of the 17 member communities, the Hampton Roads Sanitation District (HRSD), and the Hampton Roads Utility and Heavy Contractors Association (HRUHCA).

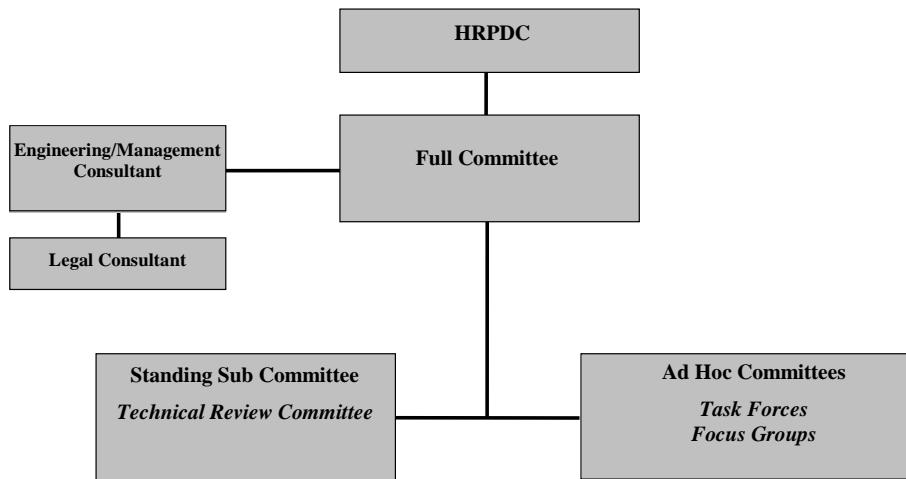
On May 20, 1998, HRPDC enlisted a consultant to furnish professional services to assist in the development, management and implementation of the *Standards*. The First Edition was published in December 1999. The latest version, the 6th Edition, was adopted by HRPDC in 2016.

The *Regional Construction Standards* are intended to provide quality construction throughout the region, simplify the bidding and construction administration process, provide a means to implement new technologies, reduce construction costs, and improve safety in the public right-of-way.

Many municipal, HRSD and HRUHCA representatives have spent countless hours serving on committees that guided, edited, refined, and established these *Regional Construction Standards*. Designers, material suppliers, contractors, attorneys, purchasing agents and consulting engineers have provided timely and insightful comments, along with the Virginia Department of Transportation, the Virginia Department of Environmental Quality, and the Virginia Department of Health.

2. Organizational Structure/General Responsibilities

The Organizational Structure for the *Regional Construction Standards* is illustrated in the accompanying figure and described below.



Program Administration

HRPDC is responsible for the administration of the financial and contractual issues for the continued implementation of the *Regional Construction Standards* program.

Full Committee

The Full Committee (FC) is the governing body for the *Standards*. The Full Committee's function is to:

- a. Produce an updated edition of the *Standards* every 5 years or as required to stay current with VDOT's Road and Bridge Specifications.
- b. Prepare annual Amendments, if necessary.
- c. Promote the use of the *Standards*.

Technical Review Committee

The Technical Review Committee (TRC) is a standing subcommittee established by the Full Committee to provide technical reviews of the *Regional Construction Standards*. The TRC updates and edits the document and prepares new technical specification sections and standard details. The TRC collects information from individuals, jurisdictions and agencies with an emphasis on reviewing Special Provisions to determine common elements or improvements that could be incorporated into the future editions or amendments.

Ad-Hoc Committees

At key stages of development of the document or for special assignments, Ad Hoc Committees are formed and are often referred to as Focus Groups or Task Force Committees. In the past,



Focus Groups have been convened to provide critical input of the *Standards* prior to the completion of new editions. Focus Groups have included: City and County Attorneys and Purchasing Agents whose task has been to review the front-end portion of the document; and, consulting engineers, contractors, and suppliers who have reviewed the entire document, with emphasis on the technical specifications and the standard details. Task Force Committees have also been convened to study specific assignments, such as the Manhole Coatings Task Force that addressed specific issues dealing with new, precast, manhole coatings.

Engineering/Management/Legal Consultant

A consultant is used for technical, management and legal advice. The consultant serves at the pleasure of HRPDC and provides guidance and support for the committees, as well as HRPDC. The consultant also performs training and promotional speaking engagements.

3. Committee Membership/Chairs

Full Committee

The Full Committee consists of up to 36 voting members – up to two voting representatives from each of the 17 cities and counties in the Hampton Roads Planning District and one voting member from the Hampton Roads Sanitation District (HRSD) and the Hampton Roads Utility and Heavy Contractors Association (HRUHCA). Each voting member shall have a designated alternate. When a voting member is absent, his/her alternate shall be entitled to vote. The City Manager, County Administrator, or agency director, as appropriate, designates the voting members and their alternates. If a voting member or his/her designated alternate, does not attend three consecutive meetings, his/her City Manager, County Administrator, or agency director, will be requested to provide a replacement. HRPDC shall maintain a list of voting members and their alternates.

The voting jurisdictions and agencies consist of the following:

- City of Chesapeake
- City of Franklin
- City of Hampton
- City of Newport News
- City of Norfolk
- City of Poquoson
- City of Portsmouth
- City of Suffolk
- City of Virginia Beach
- City of Williamsburg
- County of Gloucester
- County of Isle of Wight
- County of James City
- County of Southampton
- County of Surry
- County of York
- Hampton Roads Sanitation District
- Hampton Roads Utility and Heavy Contractors Association
- Town of Smithfield

The Virginia Department of Health – Office of Drinking Water, the Virginia Department of Environmental Quality, the Virginia Department of Transportation (VDOT), and other interested parties participate in Full Committee meetings and provide comments.

The Full Committee Chair schedules Committee meetings; presides at meetings of this Committee; and, has general supervision of the affairs of the Committee. The Chair and a Vice-Chair shall be elected by a majority vote of the voting members of the Full Committee. The Chair shall serve a term of four years, which will provide continuity between the development of new editions. Consecutive terms shall be acceptable. The Vice-Chair shall assume the responsibilities of the Chair in his/her absence. The HRPDC consultant shall take and disseminate meeting minutes. Meeting minutes will be a general record of the meeting and will be electronically transmitted within two weeks of the meeting.

Technical Review Committee

The TRC consists of municipal engineers from city Public Works and Public Utilities Departments; county utility agencies; HRSD; contractors; consultants; and, suppliers. Each entity can provide up to two members, but each entity gets only one vote on matters requiring a vote. Members are volunteers, but can also be solicited by the FC and TRC Chair. The TRC Chair is a municipal employee appointed by the Full Committee for a term of four years. Consecutive terms shall be acceptable. The TRC Vice-Chair shall be a municipal employee selected by a majority vote of the TRC and shall serve as the TRC Chair in his/her absence. Meeting minutes will be taken as directed by the TRC Chair. Meeting minutes will be a general record of the meeting and will be electronically transmitted within two weeks of the meeting.

Ad Hoc Committees

Ad Hoc Committees may consist of municipal engineers from city Public Works and Public Utilities Departments; county/town utility agencies; HRSD; contractors; consultants; and, suppliers, inclusive of at least one member of the TRC. Every effort shall be made to involve specific expertise from the appropriate individuals or entities to properly evaluate the given task. The Ad Hoc Committee Chair shall be a municipal employee appointed by the Full Committee. The Ad Hoc Committee Vice-Chair shall be a municipal employee selected by a majority vote of the Ad Hoc Committee and shall serve as the Ad Hoc Committee Chair in his/her absence. Meeting minutes will be taken as directed by the Ad Hoc Committee Chair. Meeting minutes will be a general record of the meeting and will be electronically transmitted within two weeks of the meeting.

4. Committee Voting/Quorum/Conflict of Interest

Committee decisions are made by consensus whenever possible. If there is no clear consensus on an issue, the Chair shall request a hand vote of the voting members or their alternates. A majority vote is necessary to approve a motion. No proxy votes are allowed. Whenever a new edition or



amendment is proposed for adoption by the HRPDC Commissioners, a formal hand vote must be taken.

A quorum must be present to conduct a hand vote. The quorum must include at least nine (9) voting members (or their alternates). If a quorum is not present, then an electronic letter ballot must be performed. Within 7 days of receiving the e-mail electronic letter ballot, the voting member must respond to an e-mail message with their vote.

Whenever a committee matter is processed, no person who has a conflict of interest with this matter shall vote on the matter. Any voting member with a conflict of interest shall announce that he or she has a conflict of interest and shall refrain from voting on that matter. The meeting minutes shall note the participant who announces a conflict of interest with the matter. A conflict of interest shall mean it is reasonably expected that the decision on the matter will have a material financial effect on the person or a member of his or her immediate family or business entity.

5. Committee Meetings

Full Committee

The Full Committee shall meet at least one time per calendar year. Meeting dates shall be determined by the Committee Chair and meetings may be held at HRPDC's Regional Building in Chesapeake, VA., in coordination with other HRPDC activities. The meeting agenda shall be disseminated at least four weeks prior to the meeting date. Tele- and video- conference meetings may be permitted.

TRC Committee

Meetings of the TRC shall be held at frequencies and locations determined by the TRC Chair. Consideration shall be given to matters requiring TRC input at the Full Committee. The Chair shall take reasonable steps to provide as much advanced notice of the meeting date as possible. Meetings of the TRC may be conducted via teleconference, if deemed appropriate by the Chair.

Ad Hoc Committees

Meetings of Ad Hoc Committees shall be held at frequencies and locations determined by the Ad Hoc Committee Chair, and in consideration of matters requiring Ad Hoc Committee input at the Full Committee. Meetings of Ad Hoc Committees may be conducted via teleconference, if deemed appropriate by the Chair.

6. Consideration of Proposed Changes

Suggestions for changes to the *Standards* shall be directed to the TRC Chair for consideration. Typically, the TRC will review proposed modifications, additions; deletions of the *Standards* that



have been brought to the Committee from TRC Committee members or other individuals, Ad Hoc Committees, Full Committee directives, review of Special Provisions of member jurisdictions, or through the use of the Proposed Revision Form (see following page). After proposed revisions are made by the TRC to the document (New Editions or Amendments), a final draft is submitted to the Full Committee for approval. The Full Committee recommends new editions for the adoption by the HRPDC Board of Commissioners.