**BEST PRACTICES FOR THE DESIGN, EVALUATION AND QUALITY CONTROL OF HIGH PERCENTAGE RAP MIXES**

**PSU WO #10**

**Friday, July 11, 2014**

**2:00 PM – 3:00 PM**

**PennDOT Materials and Testing Lab**

**81 Lab Lane**

**Harrisburg, PA 17110**

**KICK-OFF MEETING AGENDA**

1. INTRODUCTIONS *[Heather]*
   * Project Team:
     + Principal Investigator (Mansour Solaimanian)
     + Technical Advisor (Tim Ramirez)
     + Project & Contract Manager (Heather Heslop)
2. **RESEARCH CONTRACTUAL & PROJECT MANAGEMENT DETAILS** *[Heather]* 
   * Project Start Date: July 1, 2014
   * Project End Date: June 30, 2015
   * Project Amount: $55, 694.00
   * Contractual Communications
     + Contract/Budgeting/Invoice Communications
     + Any Proposed Changes to Contract
       - All contractual adjustments must be submitted to Heather for processing and approval. After review, a formal letter of approval will be issued identifying the date that the adjustment will go into effect. ***Please note:*** *PennDOT cannot backdate approval letters with an effective date that occurs prior to the submission of the request.*
       - When requesting contractual adjustments for change in project staff, the following must be submitted:
         1. A formal letter providing proposed employee role and justification for proposed changes.
         2. A resume for each employee being added to the project team (if applicable).
       - **No changes can be made in the last 30 days of the contract.**
   * Invoice Submissions
     + Must be submitted to PennDOT upon completion and acceptance of deliverables.
       - Submit invoice including the **cover letter, OS-501 form, monthly progress report, and supporting back-up documentation** **(approval email)** electronically to Heather for *pre-review* and approval.
       - Heather will send notification to submit the hardcopy invoice to the PO Box for payment once approved.
     + Approved invoices must be mailed to:

Commonwealth of Pennsylvania – PO Invoice

PO Box 69180

Harrisburg, PA  17106

* + - A monthly progress report (template was sent with agenda)
    - A sample cover letter and OS-501 form are at PSU.
  + Heather is responsible for coordinating all of the activities of the project with PSU and will oversee the project activities, including:
    - Project Communications: Technical/Project Management
    - Monthly Progress Reports

▪ Per the Reporting requirements in Attachment 1 of the Work Order Package, a monthly progress report must be submitted to Tim and Heather within **ten (10) working days** of a completed month.

* + - Monthly Recurring Conference Call Schedule/Meeting Notes
    - Submission of Deliverables

▪ Per the Reporting Requirements in Attachment 1 of the Work Order Package:

◦ Task reports, as delineated in the scope of work, must be submitted in a reproducible electronic version compatible with the most current version being used by PennDOT (currently PennDOT is using Microsoft Office).

◦ Final Report must be submitted in a reproducible electronic version on **two (2) CDs** **and/or two (2) USB Drives** compatible with the most current version being used by PennDOT (currently PennDOT is using Microsoft Office) in addition to **three (3) bound and two (2) unbound copies**.

* + - Review of Actual Due Dates and Expectation for each deliverable
    - Discussion of anticipated project outcome for PennDOT Research Sheet ( template sent with agenda)

1. **REVIEW OF PROJECT SCOPE & TASKS** *[Mansour & Tim]*
   * Background & Purpose of the Project
   * Tasks & Deliverables
     + **TASK 1: Review Current PennDOT Practices and Specification of RAP Usage**
       - *Deliverable & Due Date:*
   1. Report summarizing existing PennDOT documents containing RAP usage and

design and documentation of existing QC control measures: September 2, 2014

* **TASK 2: Review and Select Nationally Developed Practices for High Percentage RAP**
* *Deliverable & Due Date:*

2.1 A summary report of important recommendations and developments on high

Percentage RAP mixes, selected from reviewed documents: October 1, 2014

* **TASK 3: Incorporate the Changes into PennDOT Publications & Minimum QC Requirements**
* *Deliverable & Due Date:*
  1. A tracked version of pertinent PennDOT publications reflecting the proposed

changes : April 1, 2015

* **TASK 4: Finalize the Changes in PennDOT Publications**
* *Deliverable & Due Date:*

4.1 A revised version of PennDOT publications with the final changes incorporated:

June 1, 2015

* **TASK 5 Develop an Implementation Plan**
* *Deliverable & Due Date:*
  1. An implementation plan: June 1, 2015
* **TASK 6: Develop and Submit Draft Final Report**
* *Deliverable & Due Date:*
  1. Draft final report: June 1, 2015
* **TASK 7: Final Report**
* *Deliverable & Due Date:*
  1. Final report: June 30, 2015

1. **OPEN DISCUSSION AND WRAP-UP**