Transportation Asset Management Plan

Work Plan - Outline

This document offers an outline to develop the State Transportation Asset Management Plan
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Introduction
On July 6, 2012, President Obama signed into law new highway legislation. The legislation, commonly known as the “Moving Ahead for Progress in the 21st Century Act” (or MAP-21), funded transportation programs for fiscal years 2013 and 2014. In addition to providing funding, the legislation established a performance-based Federal highway program that focuses on national transportation goals, increases the accountability and transparency of the Federal highway programs, and supports the use of performance data to drive investment decision making.

As part of MAP-21, the National Highway Performance Program (NHPP) includes a requirement for States to develop “a risk-based asset management plan for the National Highway System to improve or preserve the condition of the assets and the performance of the system.” This State transportation asset management plan (herein referred to as TAMP) is to include strategies that will lead to a program of projects that enables States to make progress towards their performance targets, and that supports progress towards national goals.
To the extent necessary to at a minimum meet statutory requirements, ODOT’s TAMP will include the following six elements:

1) A summary listing of the pavement and bridge assets on the National Highway System in the State, including a description of the condition of those assets.
2) Asset management objectives and measures.
3) The identification of any performance gap.
4) A lifecycle cost and risk management analysis.
5) A financial plan.
6) Investment strategies.

On February 20, 2015, Federal Highway Administration (FHWA) released its Notice of Proposed Rulemaking (NPRM) that will define the minimum requirements to comply with MAP-21. Although those requirements are not finalized at this point in time, the FHWA is expected to assume responsibility for certifying the State asset management plan development process in order to ensure that the plan leads to investment decisions that enable the State to achieve strategic performance objectives and reduce risks, while minimizing whole life costs.

This document outlines general content and the direction for conducting efforts to develop the Department’s first formal TAMP. Recommendations are in part based on paper reviews of TAMP efforts set by independent and pilot States in partnership with FHWA. Augmenting the information gathered in reviews, are the takeaways that ODOT’s asset management leadership team compiled from two separate DOT scan-visits. These FHWA sponsored peer exchanges were viewed as a unique way for Oklahoma to consider and place the lessons learned from the Utah DOT and the Ohio DOT asset management experience.

With an internal perspective, the outline also gleams on the results from an ODOT TAM workshop which included participants from a broad cross-section of the Department, representatives from FHWA, and members of the Tribal Transportation Assistance Program (TTAP). Deputy Director Tim Gatz reminded the group that all functioning areas would be affected by the growing TAMP initiative. He conveyed the importance of an asset management plan in addressing financial forecasting, and enhancing the understanding and support of those decisions that gain the greatest benefit. This philosophy is in alignment with Governor Mary Fallin’s new OkStateStat, rolled out in her 2015 State of the State Address and, which endeavors to make the state of Oklahoma “the first state in the nation to develop a comprehensive budgeting system that ties spending to measurable goals and outcomes”.

Developing a TAMP is an example of how ODOT is already seeking to support the transparency and accountability of performance informed budgeting decisions.

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1 Assets’ conditions may be listed in terms of national measures, established through MAP-21, which are consistent with performance reporting requirements at the national level. In the other hand State defined measures, which tend to convey the performance of the agency, are communicated at the State Legislature and to the traveling public as a level of service being delivered. Therefore States may elect to include in their TAMP, legacy measures especially in cases where assets beyond those identified as NHS will be included.
What is the Purpose of the TAMP?

ODOT is expected to define the following objectives for developing a TAMP in an effort to:

1. Influence ODOT’s orientation to an initiative of asset management that combines operations and maintenance with capital planning and programming.
2. Document and prioritize opportunities for improving upon the asset management program.
3. Make investment decisions more transparent, and communicate how asset management balances investments in transportation to maximize economic development and sustainability.
4. Meet MAP-21 requirements.

What assets will be included in the TAMP?

By MAP-21 Law pavements and bridges on the NHS are required to be included in the plan. States are encouraged but not required to include all other NHS infrastructure within the right-of-way corridor.

ODOT anticipates that a beginning focus on asset management processes that address highest valued assets strengthens opportunities to develop the plan as a cohesive communication tool that substantiates decision making. Recommendations for a manageable range of business actions would also obtain buy in for a long term vision for asset management. As experience and knowledge is expected to grow, ODOT appreciates that this approach builds an adaptable framework ready for future asset management program developments.

Assessment of the benefits for including additional assets within the highway system will be a part of the TAMP Improvement Plan. ODOT is expected to include in its initial TAMP the following asset classes:

1. Bridges
2. Pavements

When defining the scope of the TAMP, ODOT must consider a combination of factors like:

- The TAMP audience, and the end-users of performance and asset management program developments
- The balance between past Department priorities and the vision for asset management
- The condition of agency data, and the evolution of background solutions that support the asset management purpose
- The agency’s maturity in asset management, owners of the asset management program, and owners of the TAMP effort

While an initial agency assessment considers such factors in determining the TAMP scope, ODOT expects implications to shift and thus validation of the TAMP scope becomes an iterative process. The agency self-assessment objectives and other details relating to the intent of the Special Work Group are included in Appendix B.
Who will Champion the Effort?
   a. Dawn Sullivan, P.E., Director of Capital Programs, will champion the effort at the executive level.
   b. Terri Holley, P.E., Strategic Asset and Performance Management Division, will serve as TAMP Project Lead.

What is the TAMP Development timeframe?
   a. ODOT plans to have a draft TAMP completed by April 30, 2017. This deadline allows for TAMP review cycles to take place within ODOT and FHWA.
   b. ODOT plans to have a final TAMP completed by July 31, 2017.
   c. A more defined timeline, which will be closely directed by the final Transportation Asset Management NPRM, will be established through the TAM Committee.

Who will be involved in developing the TAMP?
In addition to the champion and lead the TAMP project will include an executive level Steering Committee that provides ODOT’s vision and awareness of agency Transportation Asset Management, and a multi-disciplinary TAM Committee responsible for governance and the overall TAMP development. Preliminary recommendations for the members of both committees were reached at the conclusion of ODOT’s TAM Workshop.
   a. Steering Committee (Appendix A) – provides general direction to the TAMP effort, and assists in communicating the purpose and progress of TAM to other stakeholders.
   b. TAM Committee (Appendix B) – manages the overall efforts of the TAMP development process; and with a plan for how all elements will work together, bares the greatest influence on the asset management program.

What will the TAMP look like?
AASHTO’s Transportation Asset Management Guide offers a TAMP outline for States to follow that includes the following sections:
   - Executive Summary
   - Introduction
   - Levels of Service
   - Life-Cycle Management
   - Growth and Demand
   - Financial Summary
   - TAM Practices
   - Improvement Plan
   - Appendices

Appreciating the role of asset management in supporting agency strategic objectives ODOT’s TAMP will ultimately “look and feel like ODOT”. The TAM Committee will be responsible for developing and approving the TAMP outline.
What information will be needed to develop the TAMP?
The information needed to develop the TAMP is largely defined by the outline. However, in light of the recent Notice of Proposed Rulemaking establishing States’ requirements regarding TAMP contents, ODOT anticipates the following key information will be needed to develop the TAMP:

- asset inventory and condition data
- agency planning and programming documents and processes
- agency goals and objectives (including measures and targets)
- asset management systems and analysis
- asset deterioration models
- agency, program, and project level risk management and analysis
- agency financial forecasting and sustainability practices

How will ODOT move from a concept to a Final Plan?
Members of the TAM Committee will be responsible for developing the materials included in the TAMP. This group is expected to convene on TAM planning and action items on monthly cycles. The TAMP Project Lead and sponsored staff will facilitate all work, ensure coordination between the various parties, and combine the results. The TAM Committee will work under the direction of the Asset Management Steering Committee (AMSC). The TAM NPRM proposes to require the head of the State DOT to approve the Transportation Asset Management Plan.
Appendix A: Asset Management Steering Committee (AMSC)

Purpose

Provides general direction to the TAMP effort, and assists in communicating the purpose and progress of TAM to other stakeholders.

Objectives

Provide required support toward ensuring that the various elements of the TAMP process proceed in a coordinated manner.

Committee Priorities

- Adopt AMSC Charter
- Provide support for a special working group and the objectives discussed in (Appendix C)
- Formalize the TAM Committee

Committee Meetings

The AMSC shall convene on matters supporting the call regularly. Respective to the time constraints characteristic of an executive level group, the TAM Committee anticipates arrangements to present and receive direction from the Steering Committee in (formal setting) monthly cycles.

<table>
<thead>
<tr>
<th>ODOT TAM Steering Committee</th>
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<tbody>
<tr>
<td><strong>Voting Members</strong></td>
</tr>
<tr>
<td>Casey Shell, P.E. (Chairman)</td>
</tr>
<tr>
<td>Tim Gatz (Vice-Chair)</td>
</tr>
<tr>
<td>Paul Green, P.E.</td>
</tr>
<tr>
<td>Dawn Sullivan, P.E.</td>
</tr>
<tr>
<td>Russell Hulin</td>
</tr>
<tr>
<td>Tim Tegeler, P.E.</td>
</tr>
<tr>
<td><strong>Non-Voting Members</strong></td>
</tr>
<tr>
<td>Terri Holley, P.E.</td>
</tr>
<tr>
<td>David Ooten, P.E.</td>
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<tr>
<td>Brad Mirth, PE</td>
</tr>
<tr>
<td>Basharat Siddiqi, P.E.</td>
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Appendix B: TAM Committee

Purpose
Manage the overall efforts of the TAMP development process, and through strategic coordination influence the overall asset management program.

Objectives
- Adopt final TAMP Work Plan Outline
- Remain responsive to the call to pull contents of the TAMP together
- Draft TAM policy and program guidelines
- As liaison between Steering Committee and Work Groups, make recommendations for resource acquisition and resource allocations supporting the objectives for TAM Program
- Establish a Work Plan and TAMP development Timeline
- Draft TAMP

Committee Priorities
- Adopt TAM Committee Charter
- Identify agency asset management performance gaps and recommend task groups to address gaps
- Attend NHI TAMP Development Workshop

ODOT TAM Committee

<table>
<thead>
<tr>
<th>ROLE</th>
<th>NAME</th>
<th>DIVISION</th>
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<tbody>
<tr>
<td>TAMP Champion</td>
<td>Dawn Sullivan, P.E.</td>
<td>Director of Capital Programs, ODOT</td>
</tr>
<tr>
<td>Committee Chair</td>
<td>Brad Mirth, P.E.</td>
<td>Maintenance Division</td>
</tr>
<tr>
<td>Project Lead</td>
<td>Terri Holley, P.E.</td>
<td>Strategic Assets &amp; Performance Management Division</td>
</tr>
<tr>
<td>Project Executive Sponsor²</td>
<td>David Ooten, P.E.</td>
<td>Strategic Assets &amp; Performance Management Division</td>
</tr>
<tr>
<td>Project Secretary³</td>
<td>Sponsored Support</td>
<td></td>
</tr>
<tr>
<td>Project Communications⁴</td>
<td>Frank Roesler III</td>
<td>Public Involvement, Strat. Asset. &amp; Perf. Mgt. Division</td>
</tr>
<tr>
<td>Co-Chair</td>
<td>Kevin Bloss, P.E.</td>
<td>Field Division 3, Division Engineer</td>
</tr>
<tr>
<td>Division Perspective</td>
<td>Brantley Hendrix, P.E.</td>
<td>Urban Division 4, Maintenance Engineer</td>
</tr>
<tr>
<td>Bridge Design</td>
<td>Steve Jacobi, P.E.</td>
<td>Bridge Division</td>
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<tr>
<td>Bridge Management</td>
<td>Mike Johnson P.E.</td>
<td>Bridge Division</td>
</tr>
<tr>
<td>Pavement Design</td>
<td>Caleb Austin, P.E.</td>
<td>Roadway Design Division</td>
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<tr>
<td>Traffic &amp; Safety</td>
<td>David Glabas, P.E.</td>
<td>Traffic Engineering Division</td>
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<tr>
<td>Maintenance Management</td>
<td>Brent Almquist, P.E.</td>
<td>Rural Division 5, Division Engineer</td>
</tr>
<tr>
<td>Finance</td>
<td>Chelley Hilmes</td>
<td>Comptroller Division</td>
</tr>
<tr>
<td>Finance</td>
<td>Sam Adkins</td>
<td>Programs Division</td>
</tr>
<tr>
<td>Cross Program Optimization</td>
<td>Lary Willis</td>
<td>Project Management Division</td>
</tr>
<tr>
<td>External Stakeholder</td>
<td>Tim Stewart</td>
<td>Oklahoma Turnpike Authority</td>
</tr>
<tr>
<td>Technical Assistance</td>
<td>TAMP Dev. Team</td>
<td>Consultant Company</td>
</tr>
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² The Executive Sponsor is responsible for promoting the benefits of the project to the agency. Sponsor also secures funding for the project activities necessary to its success.
³ Resource not yet secured. Tasks involve basic communications. Supports documenting development process.
⁴ Not responsible for the contents of the TAMPs. Supports enhanced communications necessary to facilitate the exchange and accessibility of project information (ie. TAMP Web Page)
Appendix C: Special Work Group

Purpose
A structure to continue carrying out TAMP development activities prior to the convening of TAM Committees

Objectives
Conduct agency Self-Assessment - Identify useful and current processes, tools, and approaches in an effort to reduce duplicative work.

Use existing resources in an effort to reduce time to develop initial TAMP.

Tasks
- Provide summary information of agency documents
- Provide assessment summary of available data, processes, and analytical tools that could support the TAMP development – Apply AASHTO and UDOT examples as guide
- Project Development Outline – Include recommendations and timeframes for TAMP development
- TAMP Knowledge Management Outline – Include any training and or technical assistance requests (including research needs supporting the overarching TAM initiative).

Special Work Group Members

<table>
<thead>
<tr>
<th>NOMINATED MEMBERS</th>
<th>TASK FOCUS AREAS</th>
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<tbody>
<tr>
<td>Lary Willis</td>
<td>Processes and Analysis/Knowledge Management Outline</td>
</tr>
<tr>
<td>Matthew Swift, P.E.</td>
<td>Data and Analysis/Project Development Outline</td>
</tr>
<tr>
<td>Waseem Fazal, P.E.</td>
<td>Data and Process/Knowledge Management Outline</td>
</tr>
<tr>
<td>Scott Seiter, P.E.</td>
<td>Data and Analysis/Project Development Outline</td>
</tr>
<tr>
<td>Brad Mirth, P.E.</td>
<td>Processes and Analysis/Project Development Outline</td>
</tr>
<tr>
<td>Brantley Hendrex, P.E.</td>
<td>Processes and Analysis/Knowledge Management Outline</td>
</tr>
<tr>
<td>Terri Holley, P.E.</td>
<td>Project Lead/Processes/Project Development Outline</td>
</tr>
<tr>
<td>David Ooten, P.E.</td>
<td>Project Sponsor/Project Development Outline / Knowledge Management Outline</td>
</tr>
<tr>
<td>Project Secretary(^5)</td>
<td>Communications/Processes</td>
</tr>
<tr>
<td>Kevin Bloss, P.E.</td>
<td>Processes and Analysis</td>
</tr>
</tbody>
</table>

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