

# **JOINT AGC/NDOT COMMITTEE CHARTER**

Updated August 2020

## **MISSION:**

- i** The AGC and NDOT members work together to:
  - Mutually resolve issues and challenges;
  - Preserve the investment in the state highway system;
  - Strive to make the highways safer and more efficient;
  - Deliver projects in a timely and cost-effective manner;
  - And strengthen the construction industry.

## **BACKGROUND:**

- i** NDOT and AGC have been working together for years in one format or another to resolve issues and implement new technologies. It is in the interest of all involved in the Nebraska heavy highway industry for the parties to continue work together to build and maintain a mutually beneficial relationship focused on improving the performance of all involved.

## **PURPOSE:**

- i** The purpose of this charter is to define the roles and responsibilities of the Chairs and the Committee members, and also define the duties of the Committees as a whole.

## **ROLE OF SPONSORS:**

- i**
  - General oversight: AGC – Board of Directors and NDOT Director and Deputy Directors
  - Specific oversight: AGC Executive Director and the NDOT State Construction Engineer

## **MAKEUP OF THE COMMITTEES:**

- i** • AGC
  - AGC Chair will be approved by the AGC Board of Directors
  - The AGC Chair will appoint four (4) Committee members from the membership of the AGC.
- NDOT
  - Co-Chair will be appointed by the Director from the five (5) committee members from the following divisions:
    - District Construction Engineer
    - Assistant District Construction Engineer
    - Construction Division
    - Two (2) members from the appropriate NDOT division
- FHWA
  - FHWA Members will participate in an advisory role.

## **DUTIES OF THE CHAIR & CO-CHAIRS:**

- i** • Will serve for 2 alternating years
- Appoint their respective committee members
  - Communicate their assignments and ensure they understand
- Establish how the year's work should be accomplished
  - Appointment of task force when needed (or a subcommittee)
  - Timing of meetings (min. quarterly)
  - Expectations
  - Deadlines
- Document action items and assign deadlines
- Assign and keep track of action items from all meetings
- Shall work together to develop the agenda and set meeting dates:
  - Schedule meetings when the AGC liaison can attend
  - Meetings should be scheduled a year in advance (in addition to the Construction Industry Day meetings)
  - Work with AGC staff & NDOT Construction Engineer to see what issues need to be addressed
  - Prepare an agenda & distribute it in advance to committee members (4 weeks in advance is preferable)
  - Minutes shall be taken; once approved AGC staff will post on the AGC website
- Present committee work to the Construction Industry Day attendees

- AGC Chair shall report to the membership at the annual AGC meeting
- AGC Chair will stay on one year after their chairmanship is complete
- AGC Chair shall report to the Board of Directors quarterly to report on committee progress
- AGC Board of Directors approved the six AGC committee chairs to be non-voting members of the board
  - Each will present the committee work/updates to the board of directors (4 quarterly meetings)

## **RESPONSIBILITIES OF COMMITTEE MEMBERS:**

- i** • Be familiar with the objective and activities of the committee
- Be accountable for your commitment; plan to attend all meetings
- Understand the policies & procedures that relate to the committee work
- Prepare yourself prior to meetings
  - Read previous minutes
  - Review agenda; seek assistance if you have questions
  - Meet at the Annual Convention with all committee members to discuss what is expected for the upcoming year

## **COMMITTEE PROPOSALS:**

- i** If a specification change request is brought to a joint committee, the following steps shall be followed (see change request form):
  1. Joint Committee discusses the proposed change and determines the request should be pursued, then the joint committee drafts the proposal, which should include:
    - a. Why is the proposed specification necessary?
    - b. Who does the proposed specification affect?
      - Is there full support from all joint committee members?
    - c. What does the proposed specification change?
    - d. How would the proposed specification affect the industry?
    - e. Are there examples where a similar solution has worked successfully?
  2. AGC discusses proposed specification change with AGC Executive Director.
    - a. AGC Executive Director submits the proposal to the Board of Directors for approval to pursue

development of proposal. (NOTE: Joint Committee Chair should be prepared to report to the Board if proposal requires a vote of action.

- b. If AGC Board approves; AGC Executive Director will submit proposal to Construction Division for guidance on specification development.
3. NDOT Construction Division drafts special provision with input from:
    - a. AGC/NDOT joint committee members,
    - b. Relevant NDOT Division,
    - c. Other with relevant technical expertise.
  4. NDOT Construction Division submits draft specification to AGC Executive Director for distribution to membership for comments.
  5. Comments are reviewed and necessary revisions are incorporated, and draft is submitted to NDOT Spec Review Committee for review.
  6. Within 2 weeks of AGC and NDOT review; the final draft specification is to be submitted to FHWA for review.
    - a. FHWA review is then submitted to AGC Executive Director to review any changes made by FHWA.

NDOT Construction Division finalizes specification and incorporates into contracts.

## **RESOURCES:**

- i** • AGC Staff will serve as joint committee liaisons to:
  - Provide Administrative support; planning and on-site coordination of committee meetings
  - Attend and take minutes at meetings, when requested
  - Coordinate and plan annual Committee Chairs meeting and/or training session
  - Handle the communication to committee members and maintain a Committee section on the agcne.org website

- i** • NDOT Construction Division will serve the joint committees by:

- Drafting specification change proposals
- Attend and take minutes at meetings, when requested

### **ORGANIZATION ACTIVITIES:**

- i** AGC and NDOT committee members will take an active role in supporting all AGC Nebraska activities and major events, and promote participation and attendance to others.