

April 25, 2005

Dr. Anthony Kane
Director of Engineering and Technical Services
AASHTO
444 N. Capitol Street, NW
Suite 249
Washington, D. C. 20001

ATTN: Ms. Kelley Rehm

RE: QPR for Q1-05

JN 2334 & 2336

Dear Sir and Madam:

The following is a list of major activities during the reporting period:

- Converted the LFRD Movable Bridge Specification to a dual unit format.
- Received, reviewed and organized 65 agenda items for the '05 SCOBS meeting. While the original submissions of agenda items are getting closer to the editorial standards each year, most still require some processing, especially now that AASHTO staff is preparing the Interims. There were a few agenda items that had to be reviewed technically with the appropriate Technical Committee Chair. The rewrite of Section 10 required extensive telephone discussions.
- Attended Technical Committee and other meetings as approved.
- Worked on finalizing Item 30 from the '04 SCOBS meeting. This is the item which was approved subject to rewriting by M and M and approval by T-10.

There are two excerpts from previous correspondence which help to put costs associated with our Year 2 activities in proper perspective.

From an emailed progress report of 8/04, "In an Email following the Oversight Panel meeting in June we suggested to Ms. Ried that we keep billing to the budget for our first year, which originally covered work until the end of June, 2004. We made this suggestion because our scope had changed so much now that AASHTO was going to prepare the LRFD Interims, do the final editing of the construction specification, and all conversion and editing of the movable specification. No exception to this was taken." This reduced to costs charged to our second year budget by the amounts indicated for JN 2200 and JN2202 below.

The following revised broad budget was established for the second year and submitted in February, 2005.

Adjusted Budget for LRF Document Maintenance - July 1 04 thru June 30 05

		Feb	Mar	Aprl	May	Jun	
JMK	\$80	20	40	60	40		\$12,800
WGW	\$51		40	60	30		\$6,565
BMR	\$26		40	40	0		\$2,096
DML	\$21	90	140	140	80		\$9,428
Review 05 Interims, prepare 05 agenda - Salary, Overhead & Profit							\$83,028
Misc. direct expenses not associated with SCOBS 05							\$5,000
Sum of invoices for JN 2334 and JN 2336 Through December 04							\$49,994
Est for SCOBS 05 including labor costs							\$45,141
Total							\$183,163
Amounts billed to 03-04 budget after 6/30/04							
JN 2200							\$32,919
JN 2202							\$19,848
Grand Total							\$235,930
Probable Budget							\$250,000

Despite the simplicity of the budget, we keep track of job charges using the following set of job codes:

JN 2334 – LRFD Maintenance

- 100 General
- 101 Maintenance studies
- 102 Interpretations and Calibration
- 103 Agenda Items
- 104 no longer used
- 105 no longer used
- 106 QPR's and Administration
- 107 no longer used
- 108 SCOBS attendance

JN 2335 – LRFD Interims

- 101 Design
- 102 Construction
- 103 Rating Manual

104 Movable

JN 2336 – Construction

- 100 General
- 101 Maintenance Studies
- 102 Interpretation and Calibration
- 103 Agenda Items
- 104 Special Editing
- 203 Conversion to Word

As you can imagine, there is a lot of overlap between tasks. We have tried to keep the task title that used in our original proposal. For any future proposals we should try to reduce the number of charge codes.

The following costs have been billed to AASHTO for the first quarter of 2005.

JN 2334

Summary January, 2005 thru March, 2005

	101	12,958.25
	103	17,260.91
	106	<u>1,197.02</u>
Direct Costs	103	679.63
		<u>32,095.81</u>

Total Project 2334 **55,838.13**

Summary January, 2005 thru March, 2005

	101	\$113.99
	104	<u>346.86</u>
		<u>\$460.85</u>

Total Project 2336 **\$23,712.99**

Note that for the reporting period there were no charges to JN 2335. This will change in the second Quarter because we will be checking the 2005 Interim during April and early May.