

TRANSPORTATION POOLED FUND PROGRAM QUARTERLY PROGRESS REPORT

Lead Agency: Utah Department of Transportation

INSTRUCTIONS:

Project Managers and/or research project investigators should complete a quarterly progress report for each calendar quarter during which the projects are active. Please provide a project schedule status of the research activities tied to each task that is defined in the proposal; a percentage completion of each task; a concise discussion (2 or 3 sentences) of the current status, including accomplishments and problems encountered, if any. List all tasks, even if no work was done during this period.

Transportation Pooled Fund Program Project # TPF-5(526)		Transportation Pooled Fund Program - Report Period: <input type="checkbox"/> Quarter 1 (January 1 – March 31, 2024) <input type="checkbox"/> Quarter 2 (April 1 – June 30, 2024) <input type="checkbox"/> Quarter 3 (July 1 – September 30, 2024) <input checked="" type="checkbox"/> Quarter 4 (October 1 – December 31, 2024)	
Project Title: Western Transportation Research Consortium			
Name of Project Manager(s): David Stevens, Cameron Kergaye	Phone Number: 801-589-8340	E-Mail davidstevens@utah.gov	
Lead Agency Project ID: FINET 42115, ePM PIN 21525 UDOT PIC No. PL05.526	Other Project ID (i.e., contract #): 1 st UDOT Contract No. 25-8222 (Administrative Coordinator Svcs)	Project Start Date: November 8, 2023 (TPF study #) August 23, 2024 (1 st contract)	
Original Project End Date: September 30, 2026 (pooled fund)	Current Project End Date: February 28, 2026 (1 st contract SOW) September 30, 2026 (pooled fund)	Number of Extensions:	

Project schedule status:

☒ On schedule
 ☐ On revised schedule
 ☐ Ahead of schedule
 ☐ Behind schedule

Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
Total commitments = \$645,000.00 Current obligated funds = \$420,000.00 1 st contract amount = \$204,592.62 Fund balance not on contract = \$213,743.73	\$11,673.68 (from 1 st contract) \$1,663.65 (contract management)	6% (1 st contract)

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
6% (1 st contract)	\$11,673.68 (1 st contract)	40% (project)

Project Description:

AASHTO RAC Region IV presents this transportation pool funded initiative to conduct strategic research and foster collaboration among member states. Its purpose is to pool the financial, professional, and academic resources of the region to develop improved methods of dealing with common problems in the planning, design, construction, maintenance, management and operation of transportation systems. The consortium will gather DOT research and innovation professionals, virtually or in-person, to prioritize transportation needs and allocate resources. It will also address high priority transportation research topics of common interest to RAC IV states. The lead state will manage contracted services and adhere to the consortium charter.

Benefits of the partnership include:

- Regional collaboration on common problems will allow participants to more effectively use its resources.
- Collaboration will provide an effective way to focus resources on the Region's transportation research priorities.
- The program will provide an additional way to leverage research and technology transfer funding of the state DOTs.
- The program will provide a means to define, support and share technology of mutual interest.
- The program will provide a method for Peer Exchange support.
- The partnership will develop a longer-range plan of collaboration (strategic plan).
- A focused program will help promote interest in transportation related fields by researchers and students within the research institutions in the region.

The program is intended to supplement, not to replace, ongoing state, federal, and university research activities and other national programs such as the National Cooperative Highway Research Program. It is intended to reduce duplication of research and provide means for better communication of on-going research activities in the state research programs.

UDOT intends to hire a firm or university as the Administrative Coordinator consultant (currently CTC & Associates) for the consortium and a number of firms or universities as Research consultants for specific studies, all through qualifications-based selection using a series of Solicitations (Requests for Qualifications). The technical advisory committee (TAC) for the study currently includes representatives from UT, AK, CA, CO, ID, MT, ND, NE, NM, NV, OK, TX, WA, and WY state DOTs and an FHWA technical liaison.

Partner states in the consortium are encouraged to transfer their 2025 funding commitments to UDOT in early Federal FY 2025. The Y560 program funds are preferred for the SPR funding transfers.

Progress this Quarter (includes meetings, work plan status, contract status, significant progress, etc.):

Contracts – UDOT completed contract negotiation and execution with CTC & Associates for the consortium Administrative Coordinator services.

Tasks –

Progress is shown by task; these tasks and general descriptions were previously established in the WTRC Administrative Coordinator Services contract with CTC & Associates.

1. Coordinate SME Activities. Coordinate activities to stimulate research among the WTRC member state DOTs' subject matter expert groups.
2. Manage Research Projects. Manage the procedural and administrative requirements of research projects.
3. Advisory/Technical Committees. Provide all services necessary to manage the administrative and functional activities of UDOT, the WTRC Advisory Committee and the research technical committees.
 - The first annual, in-person WTRC Advisory Committee meeting and peer exchange was held in Salt Lake City, Utah from November 19-20, 2024. Planning included finalizing the meeting agenda, guest presentations, hotel accommodations and meeting logistics, as well as booking attendee flights. CTC & Associates facilitated and documented the meeting and peer exchange. Follow-up activities included posting meeting materials on the WTRC website, finalizing and distributing meeting notes, drafting a peer exchange final report and assisting with attendee reimbursements,

- Charter and Operating Procedures – A WTRC Charter and Operating Procedures were drafted prior to the in-person meeting and peer exchange. WTRC members voted to accept both documents at the November meeting.
 - WTRC website – CTC & Associates developed and launched the WTRC website at westerntrc.org. A November WTRC meeting page and meeting materials were posted. Members have access to additional meeting and peer exchange materials in a members only section.
4. Technology Transfer. Provide assistance with all technology transfer and communication activities.
 5. Contract Administration. Conduct administrative work, such as budgeting and overall program planning.

Meetings – Several peer exchange planning meetings were held with UDOT, CTC & Associates, NDOT and NDDOT. The first annual, in-person WTRC Advisory Committee meeting and peer exchange was held in Salt Lake City, Utah from November 19-20, 2024.

Anticipated work next quarter:

Tasks – CTC & Associates will complete and publish the final report for the November WTRC peer exchange. CTC & Associates will begin the planning for the next in-person WTRC meeting and peer exchange taking place May 2025 in Texas. Planning activities will include developing a draft agenda and travel memo and researching hotels for guest rooms and meeting space. The WTRC website will be designed and updated with additional meeting and peer exchange materials and member information. A research ideas submission form will be developed and sent to members for review and approval. CTC & Associates will reach out to members who need to transfer their FFY25 funds to Utah.

Meetings – Planning meetings will be held with UDOT, CTC & Associates, and others in preparation for the next WTRC meeting and peer exchange taking place in Texas in May 2025. The WTRC members will meet in February or March 2025 to discuss the May meeting and peer exchange and other consortium business.

Contracts – A contract amendment will be initiated to add funds to the CTC & Associates contract.

Significant Results:

- The November 2025 WTRC Advisory Committee meeting and peer exchange resulted in a Charter and Operating Procedures, identification of potential research topics, next steps for holding member SME meetings, next steps for NCHRP voting and coordination and a peer exchange co-hosted by Nevada, North Dakota and Utah.
- The WTRC website was developed and launched at westerntrc.org.

Circumstance affecting project or budget. (Please describe any challenges encountered or anticipated that might affect the completion of the project within the time, scope and fiscal constraints set forth in the agreement, along with recommended solutions to those problems).

None.

Potential Implementation: