

## Improving the Quality of Pavement Surface Distress and Transverse Profile Data Collection and Analysis (PSDAT) Pooled-Fund Study Charter, TPF-5(299)

### 1. Guiding Principles

The goal of the PSDAT Pooled-Fund Study (Study), TPF-5(299), is to assemble state highway agencies (SHA), the Federal Highway Administration (FHWA), industry and academia to (1) identify PSDAT data integrity and quality issues; (2) suggest approaches to addressing identified issues; (3) initiate and monitor projects intended to address identified issues; (4) disseminate results; (5) assist in solution deployment; and (6) support other efforts related to improving PSDAT data collection and analysis.

### 2. Scope

#### 2.1 Administration

Technical Advisory Committee (TAC): A TAC led by a Chair will develop and oversee the Study work program. The TAC will consist of the financially participating SHA's and the FHWA. Each TAC member and the FHWA will have one vote.

Friends of the Study: Friends are composed of industry, academia, and others who are interested in activities related to the Pooled Fund Study. The major difference between the TAC and the Friends is that the TAC will select what projects and activities are to be carried out within the business of the Pooled Fund Study. TAC and Friends participation in proposing projects/activities, addressing technical items, and providing guidance and insight will be critical to the success of the Study.

It is expected there will be at least 1 face to face Study meeting annually. It is expected that remote meetings will be utilized extensively.

#### 2.2. Projects

Ultimately, the purpose for bringing agencies together is to initiate projects that address PSDAT issues. Potential projects may include, but are not limited to:

- Verification/validation of existing standards
- Field Evaluations of vendor data collection and analysis systems (rodeos)
- Analysis standards for transverse profiles related to water retention
- Implementation/demonstration of results
- Procurement standards for vendor services
- Calibration standards
- Verification standards
- Feasibility studies for innovative technologies
- Technical assistance services to assist SHAs in implementing standards
- Define critical accuracy requirements
- Monitor emerging technologies
- Develop surface distress indices
- Support other efforts with complementary goals

Project summaries will be developed to the point that the TAC can prioritize and approve projects to undertaken within available budget. It is expected project summaries will generally include the following information:

- Statement of problem.
- Proposed approach.
- Products.
- Users or customers for products.
- Implementation or results dissemination plan.
- Rough order of magnitude cost estimate that includes person hours and other charges.
- Summary of in-kind support and proposed funding support from sources.
- Approximate schedule for major milestones.

The summaries are intended to clearly state the purpose and products of the proposed projects, and to enable the TAC to evaluate the feasibility of completing the project within available resources.

After a project is selected for execution, a Project Committee consisting of TAC members will be formed. The Project Committee will assist in further development of projects, and provide high-level project oversight.

The Project Committee and FHWA will prepare a detailed project plan for each project. If a project requires a contract, then the project plan will be suitable for incorporation in a request for proposals and/or a statement of work. The Project Committee may participate in proposal review and contractor selection. Project committee members will be apprized of project progress relative to the project plan. Should substantial revisions to a project plan or contract be required, the Project Committee will be so advised. The Project Committee will also participate in review of contract deliverables and the TAC will approve any deliverables to be disseminated outside the TAC.

### 3. Governance

This Charter provides rules governing the Study membership, voting privileges, management, policies and procedures, fiscal management, and program management.

#### 3.1 Voting Privileges

Each TAC Member shall have one vote. Whenever the Study must make a decision regarding project approval, project funding, or when a decision cannot be made by consensus, then a vote of the TAC shall be taken. Votes will be decided by two-thirds majority of the assembled TAC. A quorum of three-fourths of the TAC Members is required for either votes or consensus decisions. A Quorum (three-fourths of TAC members) must be present for a vote. In the event that a Quorum is not present, then the TAC Members shall be polled.

#### 3.2 Policies and Procedures

The TAC will adopt policies and procedures as they deem appropriate, and shall select a Chair. Activities of the Committee not specifically addressed within the Charter will under Roberts Rule of Order.

### 3.3 Funding

Pooled funding will be derived from contributions received from participating entities. For SHA's that utilize pooled SP&R funds, uniform treatment of funding is assured under existing FHWA Transportation Pooled Fund Study procedures.

### 3.4 Amendments

Amendments to the Charter shall be by four-fifths vote of the voting TAC. Any TAC member may propose amendments. A Quorum (three-fourths of TAC members) must be present for a vote. In the event that a Quorum is not present, then the TAC Members shall be polled.

## 4. Program Administration

As part of its contribution to the Study, the FHWA Office of Technical Services, Resource Center – Pavement and Materials Technical Service Team will serve as Program Administrator and administer Study resources under the direction of the TAC. With FHWA as Program Administrator, procurements will be made using FHWA procedures.

The Program Administrator is responsible for administering the budget. TAC members meeting related travel expenses are eligible study expenses. If a TAC member wants travel expenses to be paid by the Study, they will inform the Program Administrator before arranging any travel and will use FHWA procedures. The Program Administrator will be responsible for documenting meeting action items and other meeting notes as required.

\*Original charter approved May 7, 2014.