**TRANSPORTATION POOLED FUND PROGRAM**

**QUARTERLY PROGRESS REPORT**

Lead Agency (FHWA or State DOT): Oregon 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.*

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| **Transportation Pooled Fund Program Project #**  TPF-5(301) | | **Transportation Pooled Fund Program - Report Period:**  □ Quarter 1 (January 1 – March 31)  □ Quarter 2 (April 1 – June 30)  □Quarter 3 (July 1 – September 30)  ⧆ Quarter 4 (October 1 – December 31) | |
| **Project Title:**  Support Services for Peer Exchanges | | | |
| **Name of Project Manager(s):**  Michael Bufalino | **Phone Number:**  503-986-2700 | | **E-Mail**  Michael.bufalino@odot.state.or.us |
| **Lead Agency Project ID:**  TPF-5(301) | **Other Project ID (i.e., contract #):** | | **Project Start Date:**  2014 |
| **Original Project End Date:**  2018 | **Current Project End Date:**  2018 | | **Number of Extensions:**  0 |

Project schedule status:

⧆ On schedule □ On revised schedule □ Ahead of schedule □ Behind schedule

Overall Project Statistics:

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| --- | --- | --- |
| **Total Project Budget** | **Total Cost to Date for Project** | **Percentage of Work**  **Completed to Date** |
| $511,500.00 | $1,065 | 1% |

***Quarterly*** Project Statistics:

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| --- | --- | --- |
| **Total Project Expenses**  **and Percentage This Quarter** | **Total Amount of Funds**  **Expended This Quarter** | **Total Percentage of**  **Time Used to Date** |
| $1,065 | $1,065 | 5% |

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| **Project Description**:  The Peer exchange has been a requirement for state RD&T programs since 1998 and it has proven to be a useful and effective tool for improving research program management. However, for many states the most difficult aspect of hosting a peer exchange is logistics and procurement. Beginning in 2006 the AASHTO Research Advisory Committee established a task force on Peer Exchanges. Over the next few years the Task Force surveyed membership, discussed issues in depth and made recommendations to FHWA for an update in Peer Exchange Guidance. Among those recommendations was that the Pooled Fund program should be made available to support peer exchange planning, and logistics and procurement. FHWA representatives had participated in the discussions of the Peer Exchange Panel, and supported those Task Force recommendations, including this one.  This Peer Exchange Project is intended to provide Research Programs with the option to procure services to help with the logistical and administrative aspects of organizing and holding an RD&T Peer Exchange, as described under 23 CFR 420.203. Doing so will allow Research Programs to focus on the content of their peer exchange.  The Oregon Department of Transportation will contract with a service provider. The service provider will offer a menu of support services including but not limited to:   * Making travel and lodging arrangements for peer exchange panel participants. * Reimbursing travel expenses for peer exchange panel participants. * Meeting facilitation services including:   + Moderating and facilitating discussion during the peer exchange.   + Working with the host state to help identify activities to support meeting the objectives of the peer exchange.   + Coordinating and scheduling meeting participants.   + Providing a recording secretary to take notes and prepare meeting minutes.   + Assisting with report preparation. * Rental of off- site meeting facilities. * Catering.   A project manager will be assigned at Oregon DOT. The host state will contact the project manager with the price quote. The project manager and the lead state will agree on a pooled fund contribution from the host state, based on the price quote plus a small administrative surcharge ($500) retained by Oregon to cover the project manager’s time. The host state will then execute a fund transfer to the pooled fund account. |

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| **Progress this Quarter (includes meetings, work plan status, contract status, significant progress, etc.):**  Contract Signed |
| **Anticipated work next quarter**:  Ohio Peer Exchange |
| **Significant Results:**  NA |
| **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).**  NA |
| **Potential Implementation:**  States will implement findings of individual peer exchanges to better manage SPR research programs. |