

INNOVATIVE CONTRACTING ADVISORY COMMITTEE (ICAC) CHARTER

PURPOSE

The ICAC exists in order to facilitate organized and efficient communications within CDOT related to all Innovative Contracting topics. The ICAC serves as a credible board that offers solutions, provides guidance, shares information, cultivates talents, commemorates successes, and makes statewide recommendations regarding Innovative Contracting.

GOALS AND OBJECTIVES

The overarching goal of the ICAC is to support CDOT's Mission by promoting Innovative Contracting techniques that deliver safe and efficient projects, without compromising quality and environmental attributes. This will be accomplished through working towards the establishment of a normalized, streamlined, and transparent statewide system. This system will primarily revolve around establishing and maintaining up-to-date CDOT policies, procedures, specifications, manuals, and design/construction bulletins related to Innovative Contracting. The ICAC will also strive to become the primary statewide transportation entity for research, training, and community outreach.

MEMBERSHIP

The ICAC will consist of the following members:

- Facilitator/Chairman (1 member)
- Innovative Contracting Program (Co-Chair, 1 member)
- Area Engineers (1 member)
- FHWA Representative (1 member)
- Attorney General's Office (1 member)
- One representative from each of the CDOT Regions (6 members)
- CDOT EEO Office (1 member)
- ACEC (1 member)
- CCA (1 member)

In addition, there will be several alternate members or specialty groups that can contribute to the committee on an as needed basis, and can attend regular meetings if a designated member is unable to attend.

MEETINGS

ICAC meetings will initially be held every third Thursday of every month, from 8:30 am until 10 am, at CDOT HQ. The meeting frequency will then be evaluated yearly and depending on the need to meet, may be susceptible to change. Video Conferencing will be available for members who will not be able to travel to Denver. The Chair and Co-Chair will be responsible for recording and distributing Agenda items and Draft Meeting Minutes, accepting comments and making appropriate revisions, and then distributing Final Meeting Minutes. Agenda items for upcoming meetings must be submitted to the Chairs at least 3 working days prior to the meeting. Draft Minutes will be distributed to the ICAC members within one week after the meeting, and Final Minutes will be distributed within two weeks after the meeting.

SCOPE - ISSUES TO BE ADDRESSED BY THE ICAC

Any innovative contracting issue that could significantly affect a project's schedule, cost, design, construction, operation or maintenance may be brought to the ICAC for discussion.

Issues will be submitted to the ICAC Chairs for their consideration of inclusion on the Meeting Agenda for the next ICAC meeting. Such requests will be made using a standard ICAC Agenda Request Form, which will be maintained by the ICAC Chairs. The Meeting Agenda will identify the ICAC member(s), or guest speakers, that will lead the discussion on each topic listed.

DECISION MAKING

As part of the discussion of each issue on the ICAC Agenda, a course of action should be proposed. The ICAC will seek to reach a consensus on the proposed action from all members present at each meeting, or if necessary, through subsequent email communications among all the ICAC members.

The ICAC Chairs will ensure that all the ICAC members present at meetings are given the opportunity to voice their opinion on the proposed action, and if necessary, will be the central point of contact for subsequent email communications. If substantial work is anticipated to discuss or resolve specific items, a task force can be formed to develop an action plan and propose resolutions.

If any member voices a strong objection to the proposed action, an alternate course of action shall be proposed, and a formal vote shall be taken on which course of action should be followed.

Alternate representatives present at meetings may vote in place of the regular designated member.

AUTHORIZED ACTIONS

The ICAC may:

- Review Standards, Specifications, Policies and Procedures;
- Perform research and develop reports;
- Make recommendations to the CDOT Executive Management Team and the Chief Engineer

The focus of recommendations should be towards the development of new or revised Standards, Specifications, Policies, Procedures, Manuals, or, the generation of Design or Construction Bulletins.

The responsibility for carrying out such actions will be assigned to the specific ICAC members.