

# **INNOVATIVE CONTRACTING ADVISORY COMMITTEE (ICAC)**

## **Environmental Subcommittee Charter**

### **PURPOSE**

The ICAC serves as a credible and diverse board that offers solutions; identifies areas of improvement for FHWA, CDOT and industry; provides guidance; shares information; and makes statewide recommendations regarding Innovative Contracting. The ICAC Environmental Subcommittee exists in order to facilitate organized and efficient communications and processes with FHWA, CDOT and industry (consulting and contractors) about the the environmental process as they relate to innovative contracting topics to support project delivery.

### **GOALS AND OBJECTIVES**

The overarching goal of the ICAC Environmental Subcommittee is to enhance environmental compliance. The first step to this goal is to evaluate the stages or processes within innovative contracting, develop a toolkit to link those steps to environmental milestones and ensure that environmental requirements are considered and implemented throughout all lifecycle phases of the project. The primary objectives to achieve this goal will be focused on design-build processes and challenges, followed by CMGC or other innovative contracting processes. The objectives include:

- Analyze environmental risk to help set priorities;
- Identify and review existing policies, procedures, tools, specifications, manuals etc;.
- Identify ways to improve environmental outcomes that better meet environmental compliance requirements;
- Create templates to help with environmental compliance and consistency where important;
- Facilitate communication;
- Provide education to project team members;
- Track and analyze lessons learned; and
- Outline the critical decision-making milestones in the innovative contracting process and identify how they should link to the environmental process.

The ICAC Environmental Subcommittee will strive for monthly decisions/deliverables to drive continual progress.

## **MEMBERSHIP**

The expectation of members is to regularly attend meetings, provide feedback and review materials in a timely manner, and to actively engage in the goals of the group. A quorum of 75% attendance will be required for any vote. The ICAC Environmental Subcommittee will consist of the following members with two co-chairs (one from CDOT and one from industry - consulting or contracting):

- FHWA (1 member)
- Innovative Contracting Program Chair (1 member)
- CDOT EPB (1 member)
- CDOT OMPD (1 member)
- CDOT Regions (4 members)
- Consulting Community (2 members)
- Contracting Community (2 members)

To allow for additional feedback and comments and in order to obtain support from a larger network, information from the environmental subcommittee will be disseminated at critical milestones within the environmental roadmap to FHWA, CDOT, ACEC and CCA via the following points of contact:

- ICAC            Nabil Hadad
- FHWA:        Stephanie Gibson
- CDOT:        Jane Hann
- ACEC:        Scott Epstein
- CCA:          Jenn Bradtmueller

As the team identifies specific work products, working groups may be developed to tackle specific tasks. The working groups may be comprised of members from the ICAC Environmental Subcommittee and others from FHWA, CDOT, consulting and contracting communities.

## **MEETINGS**

ICAC Environmental Subcommittee meetings will be held monthly. The meeting frequency will be evaluated by the committee as necessary and, depending on the need to meet, may be susceptible to change by majority vote of a quorum. On-line Conferencing or teleconferencing will be available for members who will not be able to travel to Denver. The agenda will be distributed at least one week prior to the meeting. The Co- Chairs will be responsible for developing draft meeting minutes, accepting comments and making appropriate revisions, and then distributing Final Meeting Minutes and will be uploaded to the ICAC website. Draft meeting 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.

## **DECISION MAKING**

The ICAC Environmental Subcommittee 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.

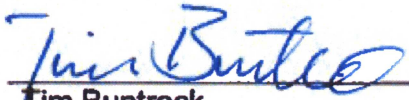
The Co-Chairs will ensure that all the ICAC Environmental Subcommittee members present at meetings are given the opportunity to voice their opinion on the proposed action, and if necessary, will be the central point of contact for subsequent email communications. If substantial work is anticipated to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

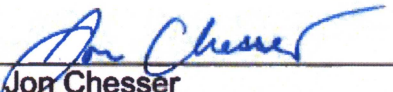
If any member voices a strong objection to the proposed action, an alternate course of action shall be proposed, and a formal majority vote of a quorum shall be taken on which course of action should be followed.


## ICAC Environmental Subcommittee Charter Approval

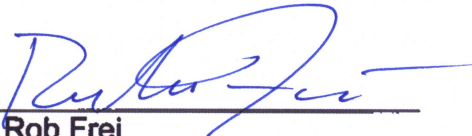
The signatures below indicate a commitment to the content of this charter.

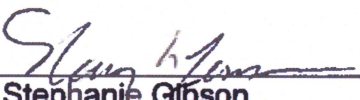
  
Jenn Bradtmueller

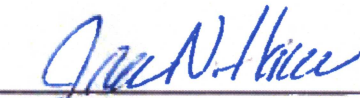
  
Tim Buntrock

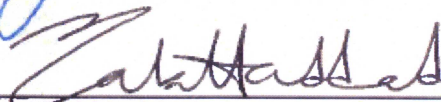
  
Jon Chesser

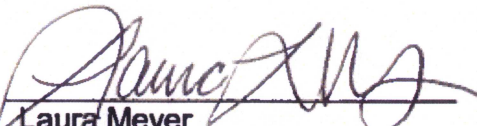
  
Scott Epstein

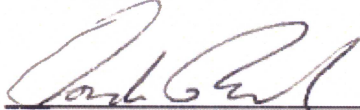
  
Rob Frei

  
For Stephanie Gibson

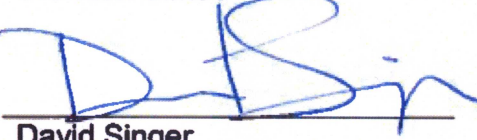
  
Jane Hann

  
Nabil Haddad

  
Laura Meyer

  
Jordan Rudel

  
Brandon Simao

  
David Singer