

State of Wisconsin/Department of Transportation
 RESEARCH PROGRESS REPORT FOR THE QUARTER ENDING: June 30, 2005

Program: SPR-0010(36) FFY99	Part: II Research and Development
Project Title: WHRP Administrative Contract	Project ID: 0092-05-11
Administrative Contact: Nina McLawhorn	Sponsor: WHRP
WisDOT Technical Contact: Hussain Bahia	Approved Starting Date: November 1, 2004
Approved by COR/Steering Committee: \$138,973	Approved Ending Date: September 30, 2004
Project Investigator (agency & contact): Hussain Bahia, UW-Madison.	

Percent Complete: 76% (based on the effort predicted in the first two months of an eleven month work program)

Project Description:

This project is for the administration of the Wisconsin Highway Research Program (WHRP) by the staff at UW-Madison assigned to perform the duties/tasks detailed below. The tasks listed are those that are to be completed over the length of the entire contract, which is scheduled to close on 9/30/05.

- Task 1: Development and Implementation of WHRP's Strategic Plan
- Task 2: Management of All Areas of WHRP Activities
- Task 3: Development of WHRP Operating Budget and Research Contracts
- Task 4: Research Project Management and Oversight
- Task 5: Develop Written Procedures for WHRP, HRSC and TOC Activities
- Task 6: WHRP Marketing and Outreach
- Task 7: Measuring Program Performance
- Task 8: Travel Funding

Progress This Quarter:

(Includes project committee mtgs, work plan status, contract status, significant progress, etc.)

Task 1: Identified the need for TOCs to formulate their own 5-year strategic plans before WHRP staff can develop an overall WHRP strategic plan. Received 5-year strategic plans from each of the four TOCs. Used those TOC strategic plans to provide direction to an overall WHRP plan. Formulated the WHRP strategic plan and presented it to the WHRP Steering Committee on April 28, 2005, for review and comment. Whatever comments are received will be incorporated into the plan and presented for approval at the next Steering Committee meeting in July.

Task 2: Organized meeting of the Steering Committee on April 28, 2005, including meeting agenda, meeting minutes and additional documentation. Attended meetings of all four TOCs including meetings for the purposes of 2006 project contractor selection, PI presentations of draft final reports and various issues related administration of WHRP. Numerous meetings between WHRP and RCS were held (sometimes once per week) concerning issues such as implantation of projects, administration of quarterly reports and invoices, budget issues, pooled fund projects (including the Frozen Four), contractor selection, program evaluation, etc.

Coordinated the efforts of the TOCs and the Steering Committee to select and approve contractors for WHRP's ffy 2006 research projects. Contacted all researchers who submitted proposals to the RFPs with either formal award or rejection letters. Commenced the process for contract negotiations to secure a ffy 2006 budget figure.

Task 3: Through the process of contract negotiations, secured budget figures for all seven ffy 2006 research projects. Combining these numbers with the WHRP administration budget, research project implementation, construction and materials support center to arrive at an overall program budget.

Once the budgets are in place for the ffy 2006 projects, will work to finalize the work plans and commence the contracting process.

Task 4: Worked with Maryellen, UW financial folks in the college of engineering and RSP to clear up a number of problem invoices that were still outstanding, such as projects 0092-02-14a,b, and c, and projects under master contract 0092-03-19, 0092-00-04 and the previous years WHRP administrative contracts – 0092-03-17 and 0092-04-16.

Coordinated the submission of quarterly reports that resulted in 35 of 36 reports being submitted on time. This works out to a **97%** submission rate. The final report 0092-03-16 will be arriving one business day late.

Completed 6 projects this quarter including Al Ghorbanpoor's 0092-00-15: "Non-Destructive Testing of Wisconsin Highway Bridges", Hussain Bahia's 0092-01-01: "Guidelines for PG Binder Selection in Wisconsin", Habib Tabatabai's 0092-01-06: "Rehabilitation Techniques for Concrete Bridges", Jeff Russell and Hussain Bahia's 0092-02-14c: "The Effect of Pavement Lift Thickness on Superpave Mix Permeability and Density", Michael Kalinski's 0092-04-08: "Application of Electromagnetic Geophysics (EMG) Technology to Subsurface Investigations" and Sam Owusu-Ababio's 0092-05-06: "Effects of Heavy Loading on Wisconsin's Concrete Pavements."

Worked with TOCs to identify projects for implementation. Developed a form that will be used to document the impacts of implemented projects.

Task 5: Inclusion of various amendments and revision to the first draft of the program administration manual is still on-going. The topics discussed in the manual...

- Introduction – WHRP mission, program objectives, purpose of the manual and history of the program
- WHRP organizational structure/responsibilities – including discussion of WHRP staff, RCS, TOCs, and the steering committee
- Project development, selection and contracting – discussion of research idea generation (RFPs), contractor selection and contracting, and formulation/approval of a WHRP budget.
- Program monitoring and reporting – including invoices, quarterly reports and interim reports.
- Project closeout and publications – draft final reports, final reports, accompanying documentation and release of 10% holdback.
- Appendices

Task 6: Spent \$1,600 of UW-Madison's Capital Exercise funds to hire Signature Graphics to create and construct a WHRP exhibit presentation graphic for use at vendor exhibits and conferences. Used the WHRP exhibit presentation graphic during WHRP's participation as a sponsoring organization for the 13th Annual Great Lakes Geotechnical/Geoenvironmental Conference in Milwaukee on May 13, 2005.

Distributed the six completed final reports (80 copies of each) to the appropriate agencies.

Coordinated with CTC & Associates, to create research briefs for soon-to-be-completed research projects.

Coordinated with WisDOT and FHWA to post a solicitation for the Frozen Four on the Transportation Pooled Fund website. Wrote and submitted a letter to FHWA requesting use of 100% of SP&R funds for the Frozen Four pooled fund. Created a work plan and budget for the administration and oversight of the Frozen Four pooled fund.

Worked with CTC & Assoc. and the new program assistant at the Wisconsin Transportation Center to update/overhaul the WHRP website. This will make it more user friendly, attractive and easier to connect to our partner organizations.

Task 7: Used various indicators to measure the performance of WHRP, such as an 98% submission of quarterly reports compared to 80% from the previous quarter.

Task 8: Provided funding for WisDOT and WHRP staff travel.

Work Next Quarter:

Task 1: Will continue to collect comments by the Steering Committee and incorporate them as revisions into the WHRP strategic plan. Will present this revised plan to the Steering Committee in July.

Task 2: Will coordinate meetings of the TOC Chairs as well as the Steering Committee. Will continue to work with RCS on numerous activities.

Task 3: Will coordinate with PIs and the performing organizations to refine work plans and budgets for the ffy 2006 projects. Will coordinate contracting activities with WisDOT and the performing organizations.

Task 4: Will continue to manage quarterly reports, invoices, final reports and to support the implementation process. Expect completion of projects: 0092-45-15, 0092-45-18, 0092-00-05, 0092-00-12, 0092-01-04, 0092-01-05, 0092-03-11, 0092-03-12, 0092-03-14, 0092-03-15, 0092-03-16, 0092-04-05.

Task 5: Will work on revisions and a final draft of the WHRP Program Administration Manual.

Task 6: Will work to put the Frozen Four pooled fund under contract. Will continue to overhaul the WHRP website. Will continue to work with CTC & Assoc. to market the WHRP.

Task 7: Will continue to measure the performance of WHRP activities.

Task 8: Will continue to fund the travel of WisDOT personnel and WHRP staff.

Circumstances Affecting Progress/Budget:

None.

WHRP “Snapshot” for the quarter ending 6/30/05

TOC	# active projects	# QPRs submitted	% QPRs submitted	# projects closed out	# of projects that need NCTEs
Flexible	11	11	100%	2	1 (awaiting TOC response to a PI request for cost extension for 04-06)
Geotech	12	12	100%	1	5 (NCTEs have been requested)
Rigid	8	7	88%	1	2 (NCTE has been requested for 01-04; awaiting budget from PI and available funds from WHRP for 00-08)
Structures	5	5	100%	2	0
Total	36	35	97%	6	8

Note: One quarterly report (03-16) has yet to be submitted. Spoke to PI and will be in by Monday, July 18th.

