

NJDOT Bureau of Research  
**QUARTERLY PROGRESS REPORT**

This page summarizes all of the open tasks under the Cambridge Systematics contract with the research bureau.

<b>Task</b>	<b>Project Budget</b>	<b>Budget Expended</b>	<b>% of Budget Expended</b>	<b>% of Work Complete</b>
TO #30 – Oversize/Overweight Public Documentation Benchmarking and Effectiveness Study	\$54,040.00	\$15,798.00	29%	29%
TO #31 – NJDOT Research Process Improvement and Regulatory Compliance Updates	\$42,320.00	\$8,273.00	20%	20%

NJDOT Bureau of Research  
**QUARTERLY PROGRESS REPORT**

Project Title:	Oversize/Overweight Public Documentation Benchmarking and Effectiveness Study		
RFP NUMBER: 8020415	NJDOT RESEARCH PROJECT MANAGER: Priscilla Ukpah		
TASK ORDER NUMBER: 30	PRINCIPAL INVESTIGATOR: Christopher Titze and Brandon Rivenburg		
Project Starting Date: 10/1/2014 Project Ending Date: 7/31/2015	Period Starting Date: 1/1/2015 Period Ending Date: 3/31/2015		

Task	% of Total Project Budget	Total Budget	% of Task This Quarter	Cost This Quarter	% of Task to Date	Total Cost to Date
1. Literature Review and Cataloging of State DOT OS/OW Informational Resources	17%	\$9,120	20%	\$1,824	100%	\$9,120
2. OS/OW Informational Resource Examination	23%	\$12,600	21%	\$2,646	40%	\$5,040
3. Industry Outreach	20%	\$10,920	15%	\$1,638	15%	\$1,638
4. Gap Analysis	22%	\$11,600	0%	\$0	0%	\$0
5. Final Report	18%	\$9,800	0%	\$0	0%	\$0
<b>TOTAL</b>	<b>100%</b>	<b>\$54,040</b>	<b>11%</b>	<b>\$6,108</b>	<b>29%</b>	<b>\$15,798</b>

**Project Objectives:**

The purpose of this project will be to benchmark the current practices and tools utilized by State DOTs in disseminating commercial oversize/overweight statutes and regulations to commercial carriers and the public as a whole, and assess their effectiveness in increasing regulatory compliance. Additionally, research finding will be used to enhance the language of rules and regulations surrounding commercial vehicle operations in New Jersey, and improve the methods and resources used by NJDOT to educate the commercial vehicle industry on the commercial size and weight regulations.

To answer these questions, the research team will:

- Perform a literature review of the informational resources used by states to provide the commercial vehicle industry with information on size and weight rules and regulations;
- Examine the collected data and analyze the method by which each state provides size and weight rules and regulation information to the commercial vehicle industry;
- Reach out to the commercial vehicle industry to get feedback on the effectiveness of the various methods employed by the study states;

- Identify any gaps in expectations between the methods employed by the states to provide size and weight information to the commercial vehicle industry and what the industry views as adequate; and
- Summarize all work steps, lessons learned, and recommendations in a Final Report.

**Project Abstract:**

Every state has specific regulations controlling the commercial movement of oversize and overweight (OS/OW) shipments. These regulations are necessary to protect both physical infrastructure and other road users. While there is some collaboration and overlap, regulations often differ between states, and at times between specific parts of a state. The ability of operators to find and understand this information is a critical component in the education and enforcement of OS/OW limits.

**1. Progress this Quarter by Task**

Task 1:

- Finished performing literature review and interviews to identify State DOTs who are leaders in disseminating OS/OW regulatory information effectively and/or have noteworthy publications or public information documents.
- Completed list of State DOTs for inclusion in data gathering and analyses.
- Contacted selected agencies and gathered publications and public documentation.
- Completed cataloging collected informational resources in matrix for analyses.
- Submitted Task 1 Technical Memorandum for review and comment.
- Edited Task 1 Memorandum based on review and submitted Final Task 1 Technical Memorandum.

Task 2:

- Began analysis of the method by which each state provides size and weight rules and regulation information to the commercial vehicle industry.
- Developed metrics to analyze resources produced by each state.
- Identified relevant resources from each of the states.
- Began analysis of resources provided by each state.

Task 3:

- Began development of outreach survey.
- Began identifying potential survey recipients.

Task 4:

- No work completed this quarter.

Task 5:

- No work completed this quarter.

**2. Proposed activities for next quarter by task**

Task 1:

- No work proposed for this task next quarter.

Task 2:

- Analyze the method by which each state provides size and weight rules and regulation information to the commercial vehicle industry.
- Update Matrix of Informational Resources
- Submit Task 2 – Technical Memorandum for review and comment.

Task 3:

- Finalize survey questions and begin conducting industry outreach activities.
- Contact members of the commercial vehicle industry to get feedback on the effectiveness of the various methods employed by the study states.

Task 4:

- No proposed work to be completed next quarter.

Task 5:

- No proposed work to be completed next quarter.

**3. List of deliverables provided in this quarter by task (product date):**

Task 1:

- Task 1 Technical Memorandum Final (3/25/15)

Task 2:

- No deliverables this quarter.

Task 3:

- No deliverables this quarter.

Task 4:

- No deliverables this quarter.

Task 5:

- No deliverables this quarter.

**4. Progress on Implementation and Training Activities:**

- No work on implementation or training in this period

**5. Problems/Proposed Solutions:**

- No problems to report during this period.

Total Project Budget	\$54,040.00
<b>Contract Amount:</b>	\$54,040.00
Total Project Expenditure to date	\$15,798.00
% of Total Project Budget Expended	29%

NJDOT Bureau of Research  
**QUARTERLY PROGRESS REPORT**

Project Title:	NJDOT Research Process Improvement and Regulatory Compliance Updates		
RFP NUMBER: 8092165	NJDOT RESEARCH PROJECT MANAGER: Priscilla Ukpah		
TASK ORDER NUMBER: 31	PRINCIPAL INVESTIGATOR: Jason Bittner		
Project Starting Date: 2/17/2015 Project Ending Date: 6/17/2015	Period Starting Date: 1/1/2015 Period Ending Date: 3/31/2015		

Task	% of Total Project Budget	Total Budget	% of Task This Quarter	Cost This Quarter	% of Task to Date	Total Cost to Date
1. Review, Document, and Update Business Process Documents	28%	\$11,760	40%	\$3,505	40%	\$3,505
2. Develop Action Plan to Address 2014 Research Subpart B Process Review Findings	34%	\$14,460	50%	\$4,382	50%	\$4,382
3. Develops a Process and Tool to Appropriately Categorize Research Projects	15%	\$6,140	10%	\$876	10%	\$876
4. Final Report	23%	\$9,960	0%	\$0	0%	\$0
<b>TOTAL</b>	<b>100%</b>	<b>\$42,320</b>	<b>20%</b>	<b>\$8,763</b>	<b>20%</b>	<b>\$8,763</b>

**Project Objectives:**

The purpose of this project is to provide NJDOT with a detailed analysis and review of the 2014 Research Subpart B Process Review findings, as well as document the implications for the implementation of 2 CFR 200 (December 2014) including the subsequent update of several NJDOT processes and forms. The study team will also develop an approach to categorize research projects as applied, basic research or other.

The goal of the research is to provide the NJDOT with updated basic agreements and supplemental information that reflect current regulatory and policy oriented preferences. To accomplish these goals, CS proposes a scope that:

Reviews, documents, and updates business process documents as a result of the modifications to federal regulations related to uniform cost principles and audit requirements for federal awards to non-Federal entities;

Develops an action plan and documents the impacts of the 2014 Research Subpart B Process Review Findings for research business practices; and

Develops a process and tool to appropriately categorize projects as applied, advanced, basic research or other categories.

## **Project Abstract:**

This project is intended to review, update, and revise business process documents as they are affected by changes in federal guidance and as a result of Federal Highway Administration review. The project also will develop a tool for use in categorizing research projects to allow for better reporting. These activities will help NJDOT Research comply with federal and state requirements, as well as improving the efficiency of internal monitoring and oversight of research activities.

## **1. Progress this Quarter by Task**

### Task 1:

- The research team conducted a project kickoff and initial discussion on February 23. Camille Crichton-Sumners and Jason Bittner attended the kickoff teleconference.
- Jason Bittner and Jamie Osborne conducted a series of interviews and discussions with research staff on March 11<sup>th</sup> onsite to help collect and assess the information related to the overall project, but specifically to understand business processes, documentation, FHWA review findings, and associated information. Meetings were scheduled from 9:30am-3:30pm.
- Osborne and Bittner have begun reviewing the documents and updating information, including specific changes to the risk monitoring process (developing interactive documentation formats)
- Osborne is also contacting key participants in the research process (specifically university officials and other State DOT research managers) to increase understanding of certain contracting mechanisms/processes, including risk management
- Bittner reviewed Risk management/monitoring processes of Washington State DOT and conducted a telephone interview with WSDOT officials

### Task 2:

- Bittner reviewed the proposed NJDOT Action Plan for responding to the FHWA Process Review
- Bittner examined the FHWA Process Review Findings and prepared a set of recommendations and observations
- Based on these reviews, recommendations were forwarded to Ms. Crichton-Sumners for possible inclusion in the NJDOT Research Office response
- Specific comments on Implications were forwarded on March 24, 2015 and included a series of comments on monitoring processes, reserve funding, audit related issues, and monitoring processes.
- Bittner also reviewed the existing Resource Centers structure and offered recommendations on possible procurement options for these centers.

### Task 3:

- Bittner and Osborne began creating a categorization tool and reviewed definitions in use at NJDOT and elsewhere. It is expected that the tool will be developed in Excel or some other format.

### Task 4:

No progress this quarter.

## 2. Proposed activities for next quarter by task

### Task 1:

- The research team will complete its interviews and documentation efforts related to the research business practices. A formal memorandum detailing these changes will be prepared and the edited documents will be compiled for NJDOT research review.

### Task 2:

- The research team will draft a formal memorandum reflecting the action plan recommendations and propose a strategy for meeting them.

### Task 3:

- A sample tool will be developed and documented in May.

### Task 4:

- A draft final report will be available and reviewed prior to June 17th.

## 3. List of deliverables provided in this quarter by task (product date):

### Task 1:

- No deliverables this quarter.

### Task 2:

- No deliverables this quarter.

### Task 3:

- No deliverables this quarter.

### Task 4:

- No deliverables this quarter.

## 4. Progress on Implementation and Training Activities:

- No work on implementation or training in this period

## 5. Problems/Proposed Solutions:

- No problems to report during this period.

Total Project Budget	\$42,320.00
<b>Contract Amount:</b>	\$42,320.00
Total Project Expenditure to date	\$8,273.00
% of Total Project Budget Expended	20%