

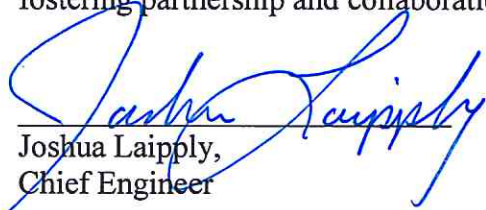
Colorado State Transportation Innovation Council

Charter

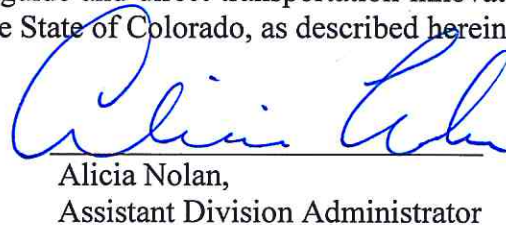
August 20, 2014

DEVELOPED IN PARTNERSHIP WITH TRANSPORTATION STAKEHOLDERS

We, the co-chairs, support the concept of establishing a Colorado State Transportation Innovation Council. The attached Charter will guide and direct transportation innovation by fostering partnership and collaboration within the State of Colorado, as described herein.



Joshua Laipply,
Chief Engineer



Alicia Nolan,
Assistant Division Administrator

Colorado Department of Transportation

Federal Highway Administration
Colorado Division

Colorado State Transportation Innovation Council (STIC) Charter

August 20, 2014



Purpose

This Charter establishes the State Transportation Innovation Council (STIC) for the state of Colorado and defines its mission, scope and responsibility, membership, and administration.

Vision

The State Transportation Innovation Council (STIC) fosters a collaborative culture for rapid implementation of innovations to efficiently deliver a modern and high quality transportation system.

Mission

Facilitate the rapid implementation of technology, processes/procedures and techniques among transportation professionals to ensure smart and efficient investment in Colorado's transportation infrastructure.

Scope and Responsibility

The State Transportation Innovation Council (STIC) brings together entities that represent key stakeholders and work together to lead innovation for Colorado's transportation program.

The STIC provides multi-stakeholder leadership to foster the deployment of innovation in Colorado. The objectives and duties of the STIC are to identify and recommend ways to ensure an appropriate action to key issues and challenges that impact Colorado's transportation program. The STIC acts as a catalyst for rapid deployment of identified technologies, techniques and processes/procedures that can offer improved performance/effectiveness in our state.

- The STIC provides leadership to promote and support rapid deployment of selected technologies, processes/procedures and techniques.
- The STIC provides a forum for discussing and proposing solutions to transportation-related problems.
- The STIC acts as a liaison among the stakeholders represented by the membership, and may provide a forum for those stakeholders on current and emerging issues in the transportation sector.
- The STIC develops a process to select technologies, processes/procedures and techniques on which to focus implementation efforts.
- The STIC identifies and mobilizes champions within the state of Colorado who are committed to the deployment of chosen technologies, strategies and techniques.
- The STIC monitors performance metrics to ensure priority initiatives move into standard practice.
- The STIC shares information with all Colorado stakeholders through meetings, workshops, webinars and conferences.

Membership

The STIC will function with a 2-tiered approach including an Executive Steering Committee and an Advisory Committee for providing input and concurrence for advancement of key project/innovation advancement for the stakeholders to pursue or champion.

The *Advisory Committee* membership includes the membership (CDOT and FHWA representatives) of the existing Quality Improvement Council (QIC) members with additional representatives from other organizations that have an interest in promoting and pursuing innovation including the following organizations (additional members could be added by request to the executive steering committee):

- American Public Works Association (APWA)
- Colorado Local Technical Assistance Program (CLTAP)
- American Council of Engineering Companies (ACEC)
- Colorado's Contractor's Association (CCA)

In addition, subject matter experts (SMEs) and other advisory members may be invited to attend STIC meetings as non-voting members/guests with the concurrence of the co-chairs.

The Advisory Committee is co-chaired by the Chief Engineer of CDOT and the Assistant Division Administrator of FHWA Colorado Division.

The *Executive Steering Committee* will be chaired by the same co-chairs and be responsible for the function of the STIC, solicitation of the proposed innovation proposals, initial screening of proposed projects and setting priority of selected projects to advance to the advisory group. Also, this committee will be responsible for the running of the STIC (setting meeting schedules, project status reports by the champion, making changes to the charter and looking for ways to leverage funding).

Meetings

The Advisory Committee shall meet quarterly targeting meeting the first month of every Quarter (July, October, January and April) as part of the regular QIC meeting (the STIC portion will be the first half of the meeting). This is to discuss various innovation initiatives, discuss national and regional opportunities (i.e., Every Day Counts 3rd round of initiatives) and other related business of the Advisory Committee.

The Executive Steering Committee will meet at least every month during the first year in order to get the STIC operational. Once the committee reaches that point, the committee will decide on the best meeting schedule. The co-chairs can call a meeting at their discretion, based on need to meet, at any time.

Members are expected to attend all meetings. Attendance should be in person or any two-way, interactive communications means, such as conference call or video conference. If necessary, a member could be represented by a designated alternate. A majority of members, one of whom is a Co-Chair, must attend the meetings to establish a quorum. Decisions on proposals will be made by a consensus of members in attendance at the meeting (if consensus cannot be reached, then a 2/3 quorum majority vote is needed to pass the measure, with CDOT members limited in casting a vote not to make up a majority vote). FHWA members cannot cast a vote when deciding the use of federal funds for initiatives.

Items presented for STIC review shall be circulated electronically for members' review in advance of the meeting to allow members time to review the documents.