

Draft Strategic Plan Internal and External Review Comments

Role/ Responsibility	District	District/ Agency Contact	Caltrans Division Agency	Comment	Response	Status Pending/ Done/ No Action Needed
PID Steering Committee	HQ	Terry Abott	Design	Strategy 1.1.1 - PID Charter may be an effective tool in the conflict resolution process.	Added to Action Plan for Strategy 1.1.1	Done
				Recommend keeping authority for approval of PID Strategic Plan at Steering Committee Level - provides more flexibility.	Noted	No Action Needed
PID Steering Committee	HQ	Mary Beth Herritt	Design	Regarding QMS, replace all 'established' with 'currently under development'.	Replaced	Done
PID Steering Committee	D12	D-12 - PID Steering Committee Meeting		Implement strategy to fund strategic PIDs. DOF may be open to funding strategic PIDs for projects funded outside of the SHOPP program. Action to Discuss with Ryan Chamberlain who discussed with DOF and D-12.	Included in Strategy 2.2.7	Pending
Office of Project Scoping Coordination, Chief	HQ	Marlon Flournoy, OPSC	Department of Transportation Planning	Incorporate strategy to streamline PIDs - Consolidate SHOPP PID Document	VA study in progress.	Pending
SHOPP Manager	HQ	Suzy Namba	Landscape Architecture	Page 4: I think the PSR-PDS and SCVP discussions need to include evaluation of the risks involved in expanding the use.	Noted. No change.	No Action Needed
				Page 5, 3rd bullet: "Identify opportunities and risks involved in further expanding the use of the streamlined SCVP...."	Noted. No change.	No Action Needed
				Page 5, 4th bullet: "Examine the P..... explore opportunities and risks involved in expanding the parameters....."	Noted. No change.	No Action Needed
				Page 5, Measuring Success: Shouldn't the goals be listed on page 4 under the Vision statement?	Noted. No change.	No Action Needed
				Pages 8 - 15: Should the "Who" be identified in each of the Strategies?	The "lead" is identified in the Action Plan.	Done
				Page 10, Strategy 1.3.1: "The SCVP should be evaluated for use on every SHOPP program."	The language has been revised.	Done
				Page 11: Shouldn't there be a tie in to the SHOPP 10-yr plan and the Regional Fiscally Constrained Plans?	Strategy 2.2.7 has been revised to include RTP's.	Done
				Page 12, Strategy 2.2.2: Shouldn't the project specific monitoring occur more frequently than quarterly	Noted. The team discussed frequency and determined quarterly would be the minimum.	No Action Needed
				Page 12, Strategy 2.2.4: Why are Project ID's kept open for 4 weeks after approval? "Expedite Safety (010) project movement to next phase"	The team discussed the length and determined a maximum of 4 weeks to be appropriate.	No Action Needed
				Page 13, Strategy 3.1.2: PSR-PDS is not new - delete "new".	Clarification added to the strategy.	Done
				Page 14, Objective 3.2: is the PID Committee statewide, regional or district level?	See page 4 for Committee description.	Done
				Page 15, Strategy 3.3.3: Is the "in-basket" being created or maintained?	Strategy has been revised.	Done
Pages 17 - 21: Include changes recommended above (if accepted)	Completed.	Done				

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				Page 18, Objective 1.3: Since the risk here affects Programming, shouldn't they be listed as a co-lead?	Programming will be involved at the task level.	No Action Needed
SHOPP Manager	HQ	Suzy Namba (cont.)	Landscape Architecture	Page 18, Strategy 1.3.1: Include SHOPP Program Manager as co-lead.	SHOPP Program Managers will be involved at the task level.	No Action Needed
				Page 19, Strategy 2.1.5: Include SHOPP Program Manager as co-lead.	SHOPP Program Managers will be involved at the task level.	No Action Needed
	HQ	Keith Robinson, ASLA	Design	Reduce or eliminate ambiguous language such as 'in-basket', fire drill', etc., replace with standard definition terms.	Wording has been revised.	Done
				Page 4- Implementation of PID Program Improvements - Use of PSR-PDS and SCVP formats have shortened PID development time but also increased risks. This should be discussed as a potential negative outcome of their use.	Noted. No change.	No Action Needed
				Page 5- The conflict resolution process discussion seems in conflict with a streamlining goal if a "District Executive Committee" is needed.	Noted. No change.	No Action Needed
				Is there consensus among the various SHOPP Committee that further expansion the use of the streamlined SCVP is a good idea? Have risks been identified as they pertain to the various SHOPP program elements?	Noted. Will be discussed during the PSR-PDS quality evaluation.	No Action Needed
				Pages 7- A separate goals should be identified regarding project quality. Quality should not just be a bullet under efficiency (1.2.1 & 2.1.5).	Noted. No change.	No Action Needed
				Page 10- 1.3.1: "The SCVP should be evaluated for use on every SHOPP project." Each SHOPP program element should be evaluated for applicability of the SCVP, not individual projects.	Noted. Will be discussed during the SCVP quality evaluation.	No Action Needed
				Page 11- 2.2.2 doesn't seem to describe or discuss "tools".	The tools are identified in the strategies.	No Action Needed
				Page 12- 2.2: All identified monitoring activities should occur more frequently than described. Aren't the PMs currently assessing resource use more frequently than quarterly?	Some districts monitor more frequently. The frequency identified is the minimum of maximum time, depending on the	No Action Needed
				Page 14- 3.2: The PID Committee is not clearly defined - statewide, regional or district ?	See page 4 for Committee description.	No Action Needed
				Page 4: Insert after carefully evaluating the project scope, purpose and need and various permits required in the project delivery phase without impacting Capital Outlay Support funding,	No change made.	No Action Needed
				Page 5: To support the Implementation of Quality Management System, more PID resources will be required.	Noted. No change.	No Action Needed

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SHOPP Program Manager	HQ	Jagjiwan S Grewal, PE, PMP	Division of Environmental Analysis, Office of Stormwater Program Implementation	Page 5: Careful evaluation will be needed to extend the use of small SCVP, otherwise it has a potential to develop the PID with minimum information and then increasing the support costs during project delivery phase in order to complete all the necessary studies to develop a quality project.	Noted. No change.	No Action Needed
				Page 6: quality PIDs containing a well defined scope	Noted. No change.	No Action Needed
				Page 8, Strategy 1.1.1: Clarifications are needed, what is the meaning of content. Do this refers to project scope, schedule and budget?	No change.	No Action Needed
				Page 9, Strategy 1.2.1: To support QMS, more PID resources must be provided.	Noted. No change.	No Action Needed
				Page 9, Strategy 1.2.3: It will be a waste of resources if PID is reviewed after 100% complete. It needs to be reviewed during development phase also.	Noted. No change.	No Action Needed
				Page 10, Strategy 1.3.1: Careful evaluation will be highly needed. The SCVP cannot be considered for all projects especially bridge projects and other SHOPP Projects requiring multiple permits. Extended use of SCVP document without careful evaluation will lead to program projects with poorly developed project scopes, budgets and other necessary studies. This will have huge inversely impact on capital outlay support budget. Established criteria must be vetted with all of the stakeholders.	Noted.	No Action Needed
				Page 11, Strategy 2.1.1: Add "quality:	Noted. No change.	No Action Needed
				Page 12, Strategy 2.2.1: Will this be achieved through Task Management?	No, this will be achieved through evaluating expenditure reports.	No Action Needed
				Page 12, Strategy 2.2.3: This activity needs to be supported with PID resources.	Noted.	No Action Needed
				Page 17, Strategy 1.2.1: Add Program Managers to lead	Noted. No change.	No Action Needed
				Page 18, Strategy 1.2.3: Add Program Managers to lead	Noted. No change.	No Action Needed
				Page 18, Strategy 1.3.1: Add Program Managers to lead.	Noted. No change.	No Action Needed
				Page 19, Strategy 2.1.4: Add Program Managers to lead.	Noted. No change.	No Action Needed
Page 20, Strategy 2.2.3: Add HQ SHOPP Program Managers to meetings.	Headquarters SHOPP incorporated into the strategy.	Done				
Page 21, Strategy 3.2.1 add without adversely impacting Capital Outlay support budget.	Noted. No change.	No Action Needed				
PID Working Committee	N/A	Eugene Maeda, VTA	N/A	Page 7: Add to Goal 1: In an effort to save cost and to deliver projects faster to local community taxpayers.	Noted. No change.	No Action Needed
				Strategy 1.1.1: The PID Strategic Plan emphasizes teamwork, partnership and transparency. There should be at least one local/regional agency representative included in the Conflict Resolution Executive Review Committee. In addition, the resolution process itself should be simple and prompt in order to minimize delay to the project schedule.	The local/ regional agencies will be involved at the task level.	No Action Needed

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				Strategy 1.2.1: It would be helpful to create a library of approved PSR-PDS documents that is accessible to everyone to serve as examples to follow.	Strategy 2.2.5 has been revised recommend utilization of a web based PID library.	Done
PID Working Committee	N/A	Eugene Maeda, VTA (cont.)	N/A	Objective 1.3: Suggestion to include a separate process for locally sponsored PIDs that will not use STIP funds. Current government code does not address this situation. Can these projects go directly to PA/ED, especially for straight forward, uncomplicated, simple projects? This will save tax payers time and money.	Noted.	No Action Needed
				Strategy 2.1.3: Add: Time it took to complete projects from development of co-op agreement to PID approval including documentation of delays.	Noted. No change.	No Action Needed
				Strategy 3.1.4: Add: on a quarterly basis or as needed.	Strategy 3.1.4 has been revised to include comment.	Done