

Rock Products Committee

Roles and Responsibilities

RPC Co-Chairs – For RPC Co-Chairs see Attachment #1 RPC Organization

1. Facilitate effective communication and foster trust between Caltrans and Industry, seek ways to continuously improve the RPC process and structure.
2. Facilitate the quarterly RPC meetings.
3. Establish Task Groups.
4. Review and approve project scoping documents.
5. Establish the annual RPC work plan in support of the strategic direction.
6. Monitor the performance of the Task Group deliverables.

RPC Members – For Rock Products Committee Members see Attachment #2 RPC Members Roster.

1. Caltrans membership in RPC includes Office Chief's from Pavement Program, Division of Engineering Services and Division of Construction.
2. Industry membership in the RPC includes representatives of contractors, materials suppliers and Industry associations for asphalt, concrete, aggregates and pavement preservation.
3. Are the source for communicating RPC information and gathering issues that are of Statewide significant that should be dealt with by RPC.
4. Provide input into RPC work plan.
5. Act as Task Group Co-Chairs based on technical expertise or area of knowledge.

Task Groups – For Task Groups organization, including membership, see:
Attachment #3 Task Group and Sub Task Group Organization
Attachment #4 Task Group and Sub Task Group Members Roster

1. Caltrans membership in the Task Groups will be at the Office Chief level from Pavement Program, Division of Engineering Services and Division of Construction. Industry membership will be identified by the Industry associations and/or industry consensus.
2. Support partnering, facilitate effective communication and foster trust between Caltrans and Industry.
3. Identify issues important to Caltrans and Industry, recommend priorities, make proposals via a scoping document to the RPC Co-Chairs, and accomplish assignments.
4. Monitor performance of assignments, and assure quality of Sub Task Group deliverables, and recommendations.
5. Meet as needed to prepare for the quarterly RPC meetings during which the status of each group's deliverables will be discussed.

Sub Task Groups – For Sub Task Groups organization, including membership, see:
Attachment #3 Task Group and Sub Task Group Organization
Attachment #4 Task Group and Sub Task Group Members Roster

1. Caltrans membership in the Sub Task Group will be generally at the senior transportation engineer level from units with functional responsibility for the topic. Industry representatives in the Sub Task Group are subject matter experts of topic.
2. Service on a Sub Task Group is fulfilled upon completion of the project deliverables.
3. Within the Sub Task Groups, facilitate effective communication and foster trust between Caltrans and Industry.
4. Meet every three months or more frequently as needed in order to complete the project.
5. Report on the status of deliverables via established reporting system.
6. Submit work plan deliverables to the appropriate Caltrans manager for approval.

Stakeholder Groups – For stakeholder distribution lists see Task Group webpages.

1. Stakeholders include all interested contractors, materials suppliers and Industry trade associations that want to provide input in the development and modification of Caltrans specifications and test methods.
2. To allow for fair and open communication to all interested parties the RPC strives to expand input to all parties not directly involved in the RPC, Task Groups or Sub Task Groups.
3. To ensure that all interested parties have an opportunity to be aware of and provide comments on scoping documents and Sub Task Group deliverables distribution lists will be maintained by Task Groups, and where appropriate Sub Task Groups.
4. Industry Task Group and Sub Task Group Co-Chairs will be responsible for creating and maintaining distribution lists.
5. Caltrans RPC Co-Chairs will designate a manager to act as the single focal point (SFP) for gathering distribution list and posting the lists on the Task Group webpages.
6. Industry Task Group and Sub Task Group Co-Chairs will provide the SFP updated distribution list whenever additions or deletions are made to the distribution list.