SUMMARY STATEMENT

ITEM NO.: DRPA-11-089
SUBJECT: In-Kind Guided Technical Tours of DRPA Bridge Facilities

COMMITTEE: Operations & Maintenance

COMMITTEE MEETING DATE: October 19, 2011

BOARD ACTION DATE: November 16, 2011

PROPOSAL: That the Board authorizes staff to continue to provide in-kind guided (escorted) technical tours of DRPA bridges for educational and professional organizations during the period of January 2012 through December 2012.

PURPOSE: To allow in-kind guided technical tours of DRPA bridge facilities for professional and/or educational organizations.

BACKGROUND: DRPA has a history of providing educational and professional groups with an opportunity to visit our bridge facilities. Some organizations that have requested and been approved for tours in the past include: International Bridge Turnpike and Tunnel Association (IBTTA); American Association of State Highway and Transportation Officials (AASHTO); Society of Industrial Archeology (SIA); and American Society of Civil Engineers (ASCE).

Groups will be required to provide DRPA with substantial information about their organization’s mission and goals and the purpose of the tour. Groups must have a demonstrated educational, technical and/or professional mission in order to be considered for a guided technical bridge tour. The group must also submit all information necessary for background security screenings for participants.

Written requests for tours should be received by DRPA no later than 45 days prior to the requested tour date. DRPA staff circulates requests among the following DRPA management staff for review: CEO, COO, PATCO GM (if applicable), Bridge Director, Police Chief, Chief Engineer, Risk Management/Safety, Legal, Director of Homeland Security and other designated Operations staff.
Requesting organization must comply with all requisite security, safety and insurance/indemnification regulations and requirements as determined by Operations, Public Safety, Engineering, Homeland Security and Risk Management/Safety.

DRPA management evaluation and discretion shall be exercised with regard to permitting technical tour requests in security sensitive areas.

Staff from Public Safety, Operations, Engineering and Customer Services & Community Relations participates in the planning and execution of these tours. It is estimated that Bridge Operations and Engineering field staff contributes approximately two (2) hours time per tour. A maximum of four (4) tours a year is recommended.

The value of field staff time totals approximately $404 per tour. Operations = $250; Engineering = $154; the current annual value of the four (4) tours totals approximately $1,616. Therefore, the annual value of in-kind guided technical tours of DRPA bridge facilities shall not exceed $2,000. DRPA staff would provide an annual report back to the Board of the events held and the estimated number of participants, cost and results of the prior year’s events.

**SUMMARY:**

- **Amount:** Not to exceed $2,000 of field staff labor for the year
- **Source of Funds:** Operating Budget (if necessary)
- **Capital Project #:** N/A.
- **Operating Budget:** Not to exceed $2,000 of field staff labor for the year
- **Master Plan Status:** N/A
- **Other Fund Sources:** N/A
- **Duration of Contract:** N/A
- **Other Parties Involved:** N/A
RESOLUTION

RESOLVED: That the Board authorizes DRPA to provide in-kind support services for guided (escorted) technical tours of the DRPA bridge facilities for educational and professional organizations during the period of January 2012 through December 2012 provided that the requesting organization comply with all requisite security, safety and insurance/indemnification regulations and requirements as determined by Operations, Public Safety, Engineering, Homeland Security and Risk Management/Safety, and that the annual cost for such in-kind services shall not exceed $2,000. DRPA staff would provide an annual report back to the Board of the tours held and the number of participants, cost and results of the prior year’s tours.

SUMMARY:

- **Amount:** Not to exceed $2,000 of field staff labor for the year
- **Source of Funds:** Operating Budget
- **Capital Project #:** N/A
- **Operating Budget:** Not to exceed $2,000 of field staff labor for the year
- **Master Plan Status:** N/A
- **Other Fund Sources:** N/A
- **Duration of Contract:** N/A
- **Other Parties Involved:** N/A