

Digital Delivery Stakeholder Group Charter

This charter presents the organization and administration of the Digital Delivery Stakeholder Group and its objectives. It will support and promote better communications and understanding of the mission, goals, and operating procedures for all interested parties. It is not a comprehensive listing of all the duties and responsibilities of the group. The successful operation of the Digital Delivery Working Group requires a collaborative team effort from all stakeholders, including industry, the labor force, researchers and the federal, state and local governments who are the responsible members. It is essential that all members and partners must work together to produce a dynamic system and synergistic forum that is responsive to the changes and demands of the transportation programs we operate under.

Name

The name of this organization shall be the "Digital Delivery Stakeholder Group", hereinafter referred to as the DDSG.

Purpose

The DDSG is established to coordinate and integrate various digital delivery¹ efforts across transportation infrastructure sectors and phases. Under FHWA leadership, DDSG aims to bridge gaps among agency and industry advances, fostering a comprehensive digital transformation nationwide. It serves as a forum to shape a national vision for digital delivery that enhances safety, accelerates project delivery, promotes economic growth, and strengthens partnerships.

The purpose of the DDSG is to facilitate information exchange among participants and to provide technical assistance. The DDSG is not established to provide collective advice, recommendations, or policy guidance to the U.S. Department of Transportation, Federal Highway Administration, the President, or Congress.

Objectives

1. **Foster Collaboration** – Unify industry efforts to enhance coordination across transportation agencies, AASHTO, state Departments of Transportation (DOTs), and industry groups.
2. **Promote Knowledge Sharing** – Share information on current initiatives and future activities to identify improvements, address challenges, identify gaps, and avoid duplicative efforts.
3. **Foster Innovation** – Advance the understanding and use of emerging digital delivery practices and procedures that accelerate adoption and use.

¹ Digital delivery is a project delivery method that employs digital technologies such as 3D-engineered models, BIM, and digital data environments to share design intent, product/materials quantities/properties, construction details, and other project data seamlessly among stakeholders. It is not a single event but an ongoing process that transforms how transportation projects are designed, bid, constructed, and maintained by making project information living, accessible, and data-driven across the entire lifecycle.

4. **Address Needs**– Identify and promote solutions to technical and organizational requirements that need further development.
5. **Encourage Standardization** – Coordinate and support common data, process, and interoperability standards to enable nationwide implementation.
6. **Influence Practice** – Provide actionable recommendations that agencies and partners can integrate into best practices, standards, and project delivery.
7. **Optimize Investments** – Minimize duplication and focus resource on nationwide gaps and improvements.

Scope

In Scope “What the DDSG is”

- Established for information exchange, briefings, individual expression of views among members and participants, and to provide technical information and assistance.
- Coordination of digital delivery efforts related to transportation infrastructure projects across the asset lifecycle.
- Sharing of lessons learned, best practices, and emerging technologies across member organizations.
- Development and promotion of common standards and frameworks for digital project delivery.
- Foster the development of lifecycle data management that support semantically rich digital twins.
- Facilitation of collaboration and innovation among public agencies, industry partners, and academia.

Out of Scope “What the DDSG is not”

- Not established as a Federal Advisory Committee under the Federal Advisory Committee Act, as amended, 5 U.S.C. chapter 10.
- Does not deliberate, formulate, endorse, or vote on advice, recommendations, or policy positions to the U.S. Department of Transportation, Federal Highway Administration, the President, or Congress.
- Not used as a channel to obtain consensus advice from non-federal parties on matters that are within the U.S. Department of Transportation or Federal Highway Administration decision making responsibilities.
- Does not discuss information or issues involving the prices of goods or services, the costs of producing goods or services, or actions that would tend to restrict economic competition or competitors in the marketplace.

Membership

Membership is limited to ensure active and effective participation during meetings, ensure timely completion of tasks and goals, ensure professional and ethical conduct by all members, and

prevent conflicts of interest. Members do not serve in an advisory capacity to the U.S. Department of Transportation, or Federal Highway Administration.

Stakeholders

Membership is drawn from a diverse cross-section of the transportation sector and digital delivery lifecycle with representatives from FHWA, state DOTs, AASHTO, industry partners, standards development organizations, academia, and other relevant organizations.

Criteria

Members selected for their expertise, role in digital delivery advancements, and commitment to contribute actively and collaboratively.

Commitment to Collaboration

DDSG's strength lies in the openness of its members to share experiences, challenge assumptions, and work collectively toward common goals. Participation is an opportunity to participate in and benefit from shaping the future of digital delivery in U.S. transportation.

Term Length

Initial term of [to be defined], with option for renewal based on ongoing participation and engagement.

Governance and Roles

Chair

State DOT representative to provide strategic leadership and coordination.

Co-Chair

FHWA representative to provide strategic leadership, coordination, and resources.

Secretary

FHWA-appointed staff responsible for providing facilitation and coordination. Provides support, activities, tasks, meetings, minutes, and logistics. Provides technologies and tools for collaboration, communications, and tracking progress and impact.

Decision Making

Decisions are made through consensus.

Outside Participation

Departments of Transportation

All Departments of Transportation pursuing or interested in digital delivery are invited to join, participate, and provide input in all meetings of the DDSG either in person or virtually.

Industry and Organizations

Organizations pursuing digital delivery in transportation and other domains, conducting research, delivering training, providing services and tools to DOTs to support digital delivery are invited to join DDSG meetings and provide input.

Member and Participant Responsibilities

- Conduct all business and activity in conformance with the highest ethical standards.
- Treat all members and participants equally, fairly, professionally, and with respect.
- Actively participate in meetings, discussions, and tasks.
- Share knowledge, lessons learned, use cases, and examples.
- Identify barriers and gaps and propose solutions.
- Support consensus building on digital delivery standards and strategies.
- Champion adoption within their organizations.
- Provide technical and strategic input.
- Support knowledge exchange and collaboration.
- Share knowledge from or about the DDSG with others to foster engagement.

Meetings

Meetings are for information exchange only and are open to attendance by all public individuals both inside and outside the member agencies and organizations. Any actual or perceived conflicts of interest shall be disclosed during participation in meetings.

Frequency

It is anticipated the DDSG will meet two to three times per year or as determined necessary by the DDSG. The meetings will be in-person meetings complemented by additional scheduled virtual sessions to maximize engagement.

Format

All meetings will be Hybrid (in-person and virtual) to encourage broad participation by the stakeholder community, but DDSG members should plan to participate in person.

Evaluation and Review

Periodic assessment of group effectiveness and progress toward objectives, at least annually. Charter and scope subject to revision based on evolving needs, resources, and strategic direction.

The charter is also intended to ensure the DDSG's structure and activities do not create a Federal Advisory Committee under the Federal Advisory Committee Act. Charter and scope subject to revision to ensure compliance and may be modified to address current or future requirements.

Ethics Statement

Members of the DDSG pledge to:

1. Perform to the utmost of your ability.
2. Participate in honest enterprise.
3. Participate and contribute according to the highest standards of professional ethics, integrity, and conduct.
4. Place service before profit, the honor and standing of their profession before personal advantage, and the public welfare above all other considerations.
5. Place the public welfare and benefits of the national efforts ahead of personal or parochial bias or interest

Digital Delivery Stakeholder Group Membership

<u>Name:</u>	<u>Affiliation</u>	<u>Signature:</u>
Cassidy Blowers	Delaware DOT	_____
Rick Brice	Washington State DOT	_____
Katie Brown	Oklahoma DOT	_____
Matthew Corrigan	FHWA	_____
Cyndee Hoagland	ARTBA	_____
Will Holmes	Kentucky Transportation Cabinet	_____
Ian Howell	buildingSMART USA	_____
Carrie Lavallee	Massachusetts DOT	_____
Jennifer Lloyd	Tennessee DOT & AASHTO JTCEES	_____
Kevin Marshia	AASHTO	_____
Allen Melley	Pennsylvania DOT	_____
Devin Porr	Caltrans	_____
Jonathon Porter	AGC	_____
Charlie Purcell	Iowa DOT	_____
Dan Reinke	ACEC	_____
Trisha Stefanski	Minnesota DOT & AASHTO JSTAN	_____
Jacob Tambunga	Texas DOT	_____
Brad Wieferich	Michigan DOT	_____