

**Scope of Services**  
**ADMINISTRATION AND OVERSIGHT OF THE NORTH CENTRAL PAVEMENT  
RESEARCH PARTNERSHIP (FROZEN FOUR)**

**Task 1: Development and Maintenance of a Frozen Four website**

As the representative for the lead agency, WHRP will develop and maintain a Frozen Four website. This website will serve as a clearinghouse of information regarding pavement related research for the pooled fund's participating agencies. This may include goals and objectives, organizational structure, bylaws and procedures, meeting minutes, posting of research problem statements from individual partner agencies, information related to technology transfer and individual and agency website research links and contact information. A subcontract with CTC & Associates will be used to complete this task.

**Task 2: Coordinate Teleconferences**

WHRP staff will coordinate teleconferences of the pooled fund's participating agencies to allow for the exchange of ideas, discussion of the Frozen Four's goals and objectives, identification of means to initiate and monitor priority research projects, and collaboration of research efforts, including research needs, data and solutions to research and technology challenges as well as implementation of research results on an on-going basis. Teleconferences will serve as a substitute to business meetings if the group does not wish to take the time to meet face to face.

**Task 3: Coordinate Frozen Four Face-to-Face Meetings and Research Workshops.**

WHRP staff will work with the participating states to coordinate face-to-face meetings of the Frozen Four to discuss the goals and directions of the group. It is expected that a maximum of four business meetings annually will be necessary. WHRP will also coordinate all facets of an annual research workshop, the topic of the workshop will be determined by the Frozen Four voting members.

**Task 4: Investigate Potential Processes and Potential Topics for Pilot Projects**

WHRP will work with the Frozen Four Partners to identify potential administrative processes that would provide the opportunity for funding and oversight of pilot projects to further investigate areas of great interest. WHRP would coordinate all activities related to the research award process from work plan development to researcher selection and contracting. WHRP will also facilitate the identification and prioritization of candidate topics for pilot projects. Upon execution of the contract WHRP would be responsible for coordination of Frozen Four Technical Review and monitoring of researcher reporting.

**Duration**

It is expected the pooled fund will be extended an additional 24 months.

**Cost**

Each state is expected to provide an annual contribution of \$20,000