



MEETING MINUTES

Date: November 18, 2005
Re: West Corridor Stakeholder Kickoff Meeting
Location: RTD-FasTracks Offices – 7th Floor, Express Room
In Attendance:

Dennis Cole, RTD-FasTracks	Liz Rao, RTD-FasTracks (PT)
Bill Byrne, DEA	Rob Ball, RTD-FasTracks
Charmaine Knighton, FTA	David Baskett, City of Lakewood
Tony Ogboli, CCD /PW	John Sutton, PMOC
Philip Kim, City of Lakewood	Alan Sorrel, CCD/PW
Roger Wadnal, City of Lakewood	Karl Buchholz, City of Lakewood
Catherine Cox-Blair, CCD	Lee Waddleton, FTA
Tiffany Gallegos, FTA	Bob Kochevar, CCD/PW
Lisa Morpurgo, GSA	Dave Ruchman, RTD
Rick Brown, RTD-FasTracks (PT)	John Shonsey, RTD-FasTracks (PT)
Keith French, CCD/PNR	Stan Szabelak, RTD-FasTrack
Brenda Tierney, RTD-FasTracks	Andy Leong, DEA
Peter Zurawel, IBI	Bill Sirois, RTD-FasTracks
Beth Ordonez, Ordonez & Vogelsang	Kevin Diviness, RTD-FasTracks (PT)
John Harrison, RTD-FasTracks (PT)	Gary Gonzales, CDOT
Kim Podobnik, PRACO	Kip Coulter, DEA
Pauletta Puncerelli, RTD-FasTracks	Kate Newman, Jeffco
Cales Givens, EDAW	Steve Glueck, Golden

Minutes:

1. CALL TO ORDER

Call to order by West Corridor Project Manager, Dennis Cole who emphasized three main themes:

- West Corridor has adopted the use of “challenges and opportunities” rather than “issues and problems” due to the negativity of the latter terms. Challenges and opportunities promote a more positive outlook and encourage teamwork.
- Budget and schedule is paramount.

- Project Manager is in charge.

2. WELCOME

Welcome to all project stakeholders and brief introduction of attendees.

3. RTD/FASTRACKS ORGANIZATION

A brief overview of the FasTracks organization was presented to stakeholders. FasTracks will function as a matrix organization with Project Managers drawing on support staff from the RTD discipline managers. Each project will assign a Project Manager and Ass't. Project Manager. Initial corridor management will be under planning direction until the project completes the FEIS and obtains ROD, after which project will transition to an engineering lead.

The FasTracks organization is comprised of the following groups that will function as one overall team.

- In-House RTD Staff
- Program Management Consultant
- Quality Management Oversight Consultant
- Public Involvement Consultant
- Systems Engineering Consultant

Planning and design consultants will be competitively selected for the planning and final design of the corridors. The David Evans team has been selected as the final design consultants for the West Corridor project. A systems engineering consultant (SEC) has been hired led by John Gustafson of LTK, who will be responsible for systems engineering design on all FasTracks corridors.

Staff Roles

- RTD has oversight role of project
- Stan Szabelak is RTD's Civil Engineering Manager for park-and-Ride facilities.
- Henry Stoppelcamp is RTD's Technical Services Engineering Manager who will assign technical staff for utilities, drainage, trackwork, etc. to the project.
- RTD will coordinate with stakeholders for design review and resolution of challenges.

Corridor Overview

The West Corridor project is the first corridor on the FasTracks program to be entering the final design phase. The project consists of 12.1 miles of Light Rail Transit (LRT) extending from the existing light rail line at Auraria West Station, west across the South Platte River, then west traversing the existing Associated Railroad right-of-way between

Decatur Street and Quail Street as well as through the Lakewood Industrial Park, and crossing West 6th Avenue into the Denver Federal Center. West of the Denver Federal Center, the alignment returns to the north side of West 6th Avenue and parallels the highway at-grade to the Jefferson Country Government Center. The project includes the development of twelve stations: Auraria West, Federal/Decatur, Knox, Perry, Sheridan, Lamar, Wadsworth, Garrison, Oak, Denver Federal Center, Red Rocks and Jefferson County Government Center. Parking will be provided at six of the 12 stations, providing approximately 5,700 parking spaces.

Brief overview on several Project Challenges:

- Bridge opening under I 25 – Narrow width that must accommodate LRT tracks and maintain railroad industrial spur to Siegel Oil
- South Platte River crossing
- Decatur Station – Pedestrian tunnel under Howard Place to station
- Proposed Lakewood Dry Gulch drainage channel improvements
- SR98 CDOT Structure – Needs to be rebuilt and cleared by Environmental Assessment or Categorical Exclusion (Federal Boulevard bridge)
- Oxbow in Drainage Channel – needs to be retained; two wooden trestles to be replaced
- Sheridan Blvd. (SR 95) – Major challenge to design and build roadway structure extending from 10th to 17th Street; significant TOD opportunity
- North/ South Dry Gulch convergence east of Harland Street – major drainage challenge
- 44 roadway grade interfaces; 9 proposed street closures, 3 tunnel sections, 11 proposed grade separations, 2 existing grade separations, remaining at-grade crossings to be protected with gate and flashers
- 13th Avenue segment from Harland to Oak – narrow corridor thru residential area
- Wadsworth Blvd. - Major parking structure with significant TOD opportunities
- Ritchey Park –Small existing area that needs to be upgraded to handle 100 year storm event
- Kipling Street – Right-of-way challenges west of Kipling street with property encroachments onto ROW
- Remington Spur segment – challenge with Gambro relative to their sterilization facility
- Federal Center – transfer of 240 acres to City of Lakewood. West Corridor requires 20 acres for trackway and station facility.
- Tunnel Crossing under 6th Avenue, 4th Avenue, Union and portal locations
- Design and construction of 1300 ft. structure over Indiana Street
- Tunnel under I 70 embankment
- Large flyover @Colfax/US40
- Pedestrian Crossings @ 9 locations:
 - Ped bridge at Jeffco station
 - Ped bridge at Red Rocks station
 - Ped bridge thru Paco Sanchez Park
 - Ped bridge at Tennyson
 - Ped bridge at Wolf Street
 - Ped tunnel at Howard Place

- Ped bridge over Lakewood Gulch to Federal Station
- Proposed Ped tunnel at Nelson Street
- Proposed Ped tunnel at Pike View Street

4. DEA TEAM ORGANIZATION

The DEA team comprises 21 firms with DEA leading the design effort.

Major Subconsultants:

- PRACO – Public Involvement, including assistance from Beth Ordonez of Ordonez and Vogelsang
- FHU and HDR – Structures
- Muller – Drainage
- IBI – Stations (Architecture)

Key Staff:

- Bill Byrne – Corridor PM
- Andy Leong – Engineering Project Manager
- Steve Long – Civil Engineering Lead
- Kip Coulter – Structures Lead
- Peter Zurawel – Architectural Urban Design/Landscape Architecture Lead
- Jon Blake – Support Services and Coordinator with systems

The DEA team's goal is to focus on design and minimize rework. DEA requests good clear direction from RTD.

5. INTEGRATED PROJECT DELIVERY AND COMMUNICATIONS PROTOCOL

RTD emphasized the need to have a solid team effort on the West Corridor working closely with all stakeholders. Project protocol for the project is for all stakeholders to work through RTD staff. RTD requested stakeholders not to have direct communications with the DEA team except for requests for information such as as-built drawings, etc.

6. STAKEHOLDER BRIEFINGS

City/County of Denver

Bob Kochevar is main liaison and overall contact for FasTracks. David Ridenour is the West Corridor team lead. Catherine Cox is TOD lead.

Bob stressed the need to coordinate with the development review department. He also mentioned that CCD has adopted a new in-house plan review system where CCD is encouraging the use of electronic submittals. How CCD's plan review system interfaces with RTD's proposed design review and tracking system needs to be discussed in a separate meeting.

City of Lakewood

David Baskett is the main contact. He stressed the importance of a bike path link. He sees the following challenges for the project:

- Kipling and Wadsworth structures
- Station design – Overflow parking is a neighborhood concern
- Involvement of numerous agencies- suggests meeting with RTD's PI group to coordinate meetings
- Desire to have good aesthetics in bridge design
- Real project concern by neighborhoods – construction impacts. Residents are now realizing that LRT is coming to the West Corridor.

General Services Administration

Lisa Morpurgo is main contact. She stressed the following challenges:

- New master site plan and EIS for Federal Center
- Cold Springs park and Ride – how to build into Federal Center – TOD opportunities
- Timing of St. Anthony's Hospital improvements – breaking ground in fall of 2006
- Land ownership discussions
- Challenges of a LRT system coming into the Federal Center site

City of Golden

Steve Glueck is the lead. The following challenges were mentioned:

- Jurisdictional boundaries between Golden, Lakewood and the County
- Large structure over US 40/Colfax
- Park-and-Ride site at Jeffco Government Center

Jefferson County

Nanette Neelan is the lead. The following challenge was mentioned:

3 new commissioners coming onboard – need to familiarize the commissioners with the West Corridor project.

CDOT

Gary Gonzales is the lead liaison for the West Corridor project. He supports the TREX project as well and brings along the TREX philosophy of on time, on budget. He sees the following challenges:

- Large interface with CDOT structures – stressed the need for safety and to have continuous maintenance of traffic on freeway and state route operations
- CDOT's ability to expand highway facilities in future
- ROW concerns

FTA

Charmaine Knighton is main contact. She works through the PMOC who has quarterly meetings with the projects. Next PMOC meeting is December 14, 2005. John Sutton with STV is the PMOC for the West Corridor project. She stressed the following challenges:

- Contain cost; stay within established schedule
- Keep FTA informed
- Value Engineering – important to identify cost savings

There was a question on the status of the final risk assessment report for PE. John Sutton advised it has been issued to FTA and final report should be out shortly.

7. CORRIDOR CONSULTANT SCOPE OF WORK

General: Andy Leong went over the scope and responsibilities. He stressed the need to tie down the alignment by the Spring of 2006. Survey and geotechnical work are on the critical path.

Structures: The project requires a major focus on structures. Function and economy are most important factors.

Architecture: Consider successful application that RTD has had on past stations, walls, etc. Need discussion with stakeholders on opportunities

System Integration: DEA stressed that design is a multi-disciplinary, integrated effort, and includes close coordination with Systems Engineering Consultant (SEC).

Noise and Vibration: DEA will conduct an assessment and review the sound mitigation measures currently proposed along 13th Avenue, 6th Avenue, etc.

Safety & Security: DEA emphasized the need for safety in the design both for the public as well as RTD's employees.

CADD support: DEA discussed the use of multiple platforms (Microstation, AutoCAD, etc.) A meeting was requested with RTD's CAD Manager, Mike Barnes to agree on CAD standards.

Public Involvement: A Public Involvement (PI) plan, interaction with the public, use of electronic media, production of collaborative materials, newsletters, etc. were mentioned. PI will have a heavy involvement in the first 12 months of design as challenges and opportunities are defined. RTD will perform overview of the PI activities being undertaken by the DEA team. RTD will assign a specific person to each project. Brenda Tierney has been assigned to the West Corridor.

Stakeholder Coordination: Beth Ordonez will perform this role to keep design team informed and responsive.

8. STAKEHOLDER MEETINGS

A standing monthly stakeholder meeting is to be scheduled. RTD prefers Tuesday or Friday mornings or Thursday. The first meeting will be held in early January 2006 and will coincide with the stakeholders partnering session.

9. PROJECT SCHEDULES AND MILESTONES

Rob Ball discussed the design milestones and contract packaging for the West Corridor. The design phase is composed of three submittals.

65% Submittal (Scheduled 11-03-06): At the completion of this submittal, design development is complete and the majority of all challenges have been resolved. Design effort shifts into production after 65%. Design changes after this submittal become difficult and costly to implement.

90% submittal (Scheduled 11-06-07) – Last review submittal for reviewers to confirm that prior comments and understanding is correct. Design is largely completed at this stage.

100% submittal (Scheduled 5-05-08) – Primarily the final clean-up stage and finalizing the preparation of construction documents.

Value Engineering - Will be conducted after the 65% submittal. Major opportunity to reduce cost of construction.

Constructability and Contract Packaging – Primary contracting method will be through a Construction Manager/General Contractor approach. The majority of West Corridor will be built through a CM/GC contract.

Early CM/GC contracting opportunities may include:

- Track Removal
- Utility Relocation/drainage
- Pedestrian access structures

Other contracts may include:

- Upfront HazMat remediation
- Owner-furnished materials
- Utility relocation by utility companies
- Fare Collection
- Elevator-design-furnish-install
- Design-Build parking structures

10. OVERVIEW OF DESIGN SUBMITTAL PROCESS

Kevin Diviness introduced the Agency's proposed design review process that is currently being developed by RTD's Quality Management Oversight Consultant. With the size of the FasTracks program, RTD needs to implement a consistent approach to design review that establishes a data base, and tracks comments to resolution.

A separate Quality Management Plan will be developed by the design consultants and approved by RTD, who will then perform periodic audits of the deliverables to ensure compliance with the Agency's quality goals and objectives.

It was understood that CCD has developed an in-house process for redlining design plans. It is important to see how the two systems can interface. A separate meeting will be arranged with CCD.

11. PROJECT CHALLENGES/OPPORTUNITIES

The timely resolution of challenges is important from both a budget and schedule standpoint. Each stakeholder was requested to screen project challenges and opportunities that bring value to the project and recognize budget and schedule constraints. A summary of the major challenges include:

- Development and execution of IGAs by September 2006 – critical to obtaining a FFGA for the project
- Resolution and agreement on Denver Federal Center
- Drainage – Resolution on drainage and who is responsible for design – UDFCD, City of Lakewood, City/County of Denver
- End of the line station at Jeffco Government Center
- Sustainability – Economy of design

12. CM/GC CONTRACTING APPROACH

Rick Brown presented the three primary contracting approaches in use today: Design-Bid-Build, Design-Build and CM/GC. Pros and cons were presented for all three methods.

CM/GC has been selected for the West Corridor to obtain early budget certainty, allows the Owner to control final design and to have a contractor on board for constructability and value

engineering prior to the 65% design submittal. Examples of other transit agencies were given who have project experience with CM/GC. Tri Met in Portland, Oregon now uses CM/GC on all projects and has good success with this contracting approach.

A timeline was discussed to have a contractor on board by the Summer of 2006. It was requested to add an item for briefing of local elected officials.

13. NEXT STEPS

- Regular stakeholder meetings schedule to be developed
- Partnering date in early January to be arranged
- IGAs to be developed

14. ADJOURN

Meeting adjourned at 11:50 AM