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| **MEETING TITLE:** | City of Seguin – Cordova Rd Reconstruction  Team Kickoff | | **DATE:** | 09/13/2022 | |
| **PROJECT NUMBER:** | 12775-00 | |  |  | |
| **AGENDA TOPICS:** | | | | |
| General Project | | 1. Purpose of this meeting 2. Intro and Team Members 3. Points of Contact 4. Purpose of City kickoff meeting 5. Status of Contracts    1. NTP    2. Scope    3. Billing       1. Status reports required       2. Billings meeting and deadlines       3. How to invoice 6. Timeline 7. Agency Oversight    1. LG    2. DCC / DDRT / DSRT / ENV | | |
| 110 Feasibility Studies | | 1. Field reconnaissance 2. Geotechnical    1. Pavement alternatives    2. Pavement Report    3. Drilling and site investigations    4. Schedule 3. Traffic Studies    1. Traffic counts by City    2. Upcoming analysis    3. Summary Report 4. Required client feedback | | |
| 120 ENV / Public Involvement | | 1. ENV    1. Public Meeting supporting ENV and Cultural studies    2. NEPA / ECOS    3. Determination of 404 Permitting    4. ENV Coordination 2. Optional Assessments and Schedule 3. Public Involvement    1. Schematic phase    2. Design phase    3. ROW acquisition    4. Public meeting processes       1. ADA, location, etc    5. Schedule and regulatory timelines 4. Required client feedback | | |
| 130 ROW Data | | 1. ROW    1. Right of entry update    2. ROW mapping and deliverables    3. Schedule 2. Utility Coordination 3. Utility Engineering    1. Utility layout    2. Utility Conflict Matrix    3. Major petroleum line    4. Evaluation of proposed adjustments       1. How to control expectations    5. NOPC    6. Scheduled meetings; need to begin soon 4. Required client feedback | | |
| 131 ROW Acquisition | | 1. Uniform Act Requirements 2. Preparation and starting? 3. Development of plan framework – how to guide city 4. Working with Connie Real 5. Regular meetings and coordination 6. Prioritization of problematic parcels 7. Environmental impacts etc.    1. What ENV considerations are present? 8. Property owner engagement / Public Involvement blending    1. What PI involvement is needed from CDP 9. Negotiations and timelines 10. Relocation assistance 11. Required client feedback | | |
| 150 Survey | | 1. Methods and limits    1. Areas of specific interest from the team?       1. Wetland delineation       2. Geotechnical bores    2. Special follow up capture (ENV / DRN / UTL) 2. Schedule 3. Current status of ROE Agreements 4. Alignment alternatives and ROW acquisition 5. Required client feedback | | |
| 160 Roadway Design | | 1. Preliminary Geometric Layout    1. 2 – design alternatives    2. ROW constraints    3. DCC 2. LG process, DDRT / DSRT 3. Constraints mapping 4. Design cross section intervals 5. Pedestrian and bicycle facilities 6. Required client feedback | | |
| 161 Drainage | | 1. Data collection and field work 2. Design criteria and design storm 3. Hydrology studies and modeling requirements 4. Hydraulic modeling and anticipated design 5. HEC-RAS and complex modeling / Hydraulic Data Sheets 6. Storm drain design and outfalls 7. Detention requirements 8. Environmental permitting 9. Required client feedback | | |
| 162 Traffic | | 1. TPP vs Option C 2. City provided traffic counts 3. Signing – what specifics? mounts? 4. Warrants and timing plans 5. Traffic signal design 6. Temp traffic signal design 7. Required reports 8. Required client feedback | | |
| 163 Misc Design | | 1. Retaining walls and structures 2. TCP    1. Suggestions on phasing    2. Lessons learned    3. Public Involvement strategy 3. SW3P    1. Constraints and mitigation measures 4. Development of CPM schedule 5. Constructability review at milestones 6. Required client feedback | | |
| 164 SUE | | 1. Utility investigations    1. Level A-D    2. What is included and where    3. Coordination with owners 2. Deliverables 3. Required client feedback | | |
| Project Management | | 1. Invoicing 2. Communication protocols 3. Required proactive task management 4. QAQC, backup, work deliverables 5. Next steps | | |
| Open Discussion | |  | | |
| **ACTION ITEMS:**  **Description** | | | | |
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