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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- **Each firm to provide maximum of two POC’s** 4. Purpose of City kickoff meeting- **Informative with stakeholders, make sure we are on the same page** 5. Status of Contracts    1. NTP- **Have been sent, sub agreements will be sent**    2. Scope- **Cordova Rd from SH 46 to SH 123 near Seguin, TX. Two lane section today, widening to four lane divided section with dual shared use paths.**    3. Billing- **Lump sum based on percent complete. Invoices must match project work plan tasks.**       1. Status reports required       2. Billings meeting and deadlines       3. How to invoice 6. Timeline- **will be slight PS&E pause near 90% for ROW, etc** 7. Agency Oversight    1. LG- **must meet federal standards, design using TxDOT LG process**    2. **Public involvement needs to follow TxDOT process- Sam Blanco confirmed**    3. **Follow NEPA guidelines, TxDOT templates, logos, etc**    4. **Public notices- dual logos; possibly Guadalupe County**    5. DCC / DDRT / DSRT / ENV | | |
| 110 Feasibility Studies | | 1. Field reconnaissance 2. Geotechnical    1. Pavement alternatives- **Only interested in flexible options. Will follow TxDOT design, they don’t have info to run TxDOT program- ESAL. Can ask city if they have any material preferences for alternatives. Not a good way to quantify in FTS program. Geogrid can help with ENV shrink swell.**    2. Pavement Report-**TxDOT requirements**    3. Drilling and site investigations- **Mark locations, need city contact, boring layout ready for review within a week. Boring layout is critical to get started. Alternatives are needed DCC**    4. Schedule- **Completed borings-3 weeks post borings. Can make some assumptions before ESALS are available. Borings should be done in approximately 3 weeks from now.**   **Falling weight deflectomitor.**   1. Traffic Studies    1. Traffic counts by City    2. Upcoming analysis    3. Summary Report 2. 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   **Sam (ENV)- most critical item is an executed AFA, sit down with TxDOT with schematic to discuss preliminary impacts (parcels, etc), will provide workplan development for TxDOT SAT upload/scoping in ECOS. To determine if this will be CE or EA. Having a working document will keep ENV discussion moving, trying to keep it within CE <30 AC ROW, 10 displacements.**  **Conceptual schematic – end of the year**  **Jacqie (Public involvement)- public involvement needed for the wetland, cultural, farmland impacts, etc based on NEPA. Seguin decided on typ section, public involvement is more informative, very long schedule.**  **What is the path if the public does not agree with alignment revisions- will ask Seguin.**  **Early outreach and meeting with property owners before public meeting**  **When is a good time to hold public meetings?**  **Does city want to be involved with property owner meetings?**  **John asked number of meetings required? Jacqie will check tool kick. May not be exact prescription but required steps. Need specific info: number of parcels, acreage. Jacqie will research before Friday.**  **First public meeting around schematic phase**  **Start doing introductions end of year** | | |
| 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   **Public involvement will be attended and begin process. Have a ROW agent there when showing owners exhibits with prop ROW.**  **Important the same agent is present for the same property owner throughout the process** | | |
| 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   **SUE- Tommy will need alignment, limits, pull initial records. Will start one call and research. Angela will put in one-call tickets and send tickets to TRG. The city is purchasing part of spring hill water line, limits not known.**  **ROW- Using TxDOT forms for offer letters? Assisting with ROE if there has been any difficulty making contact or responses. Will go out to properties- same as CDNP**  **Appraisal and title- need to know if TxDOT approved, sub contract, or city selected** | | |
| 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 | | **Reach out if there is something that can be done proactively or if you are waiting on us for anything.** | | |
| **ACTION ITEMS:**  **Description** | | | | |
| * City of Sequin Kick-off * **Daniel to attend** * **Jacqie to attend** * **ENV unavailable to attend** | | | | |