

MEETING AGENDA

MEETING TITLE: City of Seguin – Cordova Rd Reconstruction **DATE:** 09/13/2022
 Team Kickoff

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 <ul style="list-style-type: none"> a) NTP b) Scope c) Billing <ul style="list-style-type: none"> i) Status reports required ii) Billings meeting and deadlines iii) How to invoice 6) Timeline 7) Agency Oversight <ul style="list-style-type: none"> a) LG b) DCC / DDRT / DSRT / ENV
110 Feasibility Studies	1) Field reconnaissance 2) Geotechnical <ul style="list-style-type: none"> a) Pavement alternatives b) Pavement Report c) Drilling and site investigations d) Schedule 3) Traffic Studies <ul style="list-style-type: none"> a) Traffic counts by City b) Upcoming analysis c) Summary Report 4) Required client feedback

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120 ENV / Public Involvement	<ol style="list-style-type: none">1) ENV<ol style="list-style-type: none">a) Public Meeting supporting ENV and Cultural studiesb) NEPA / ECOSc) Determination of 404 Permittingd) ENV Coordination2) Optional Assessments and Schedule3) Public Involvement<ol style="list-style-type: none">a) Schematic phaseb) Design phasec) ROW acquisitiond) Public meeting processes<ol style="list-style-type: none">i) ADA, location, etce) Schedule and regulatory timelines4) Required client feedback
130 ROW Data	<ol style="list-style-type: none">1) ROW<ol style="list-style-type: none">a) Right of entry updateb) ROW mapping and deliverablesc) Schedule2) Utility Coordination3) Utility Engineering<ol style="list-style-type: none">a) Utility layoutb) Utility Conflict Matrixc) Major petroleum lined) Evaluation of proposed adjustments<ol style="list-style-type: none">i) How to control expectationse) NOPCf) Scheduled meetings; need to begin soon4) Required client feedback

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131 ROW Acquisition	<ol style="list-style-type: none">1) Uniform Act Requirements2) Preparation and starting?3) Development of plan framework – how to guide city4) Working with Connie Real5) Regular meetings and coordination6) Prioritization of problematic parcels7) Environmental impacts etc.<ol style="list-style-type: none">a) What ENV considerations are present?8) Property owner engagement / Public Involvement blending<ol style="list-style-type: none">a) What PI involvement is needed from CDP9) Negotiations and timelines10) Relocation assistance11) Required client feedback
150 Survey	<ol style="list-style-type: none">1) Methods and limits<ol style="list-style-type: none">a) Areas of specific interest from the team?<ol style="list-style-type: none">i) Wetland delineationii) Geotechnical boresb) Special follow up capture (ENV / DRN / UTL)2) Schedule3) Current status of ROE Agreements4) Alignment alternatives and ROW acquisition5) Required client feedback
160 Roadway Design	<ol style="list-style-type: none">1) Preliminary Geometric Layout<ol style="list-style-type: none">a) 2 – design alternativesb) ROW constraintsc) DCC2) LG process, DDRT / DSRT3) Constraints mapping4) Design cross section intervals5) Pedestrian and bicycle facilities6) Required client feedback

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161 Drainage	<ol style="list-style-type: none">1) Data collection and field work2) Design criteria and design storm3) Hydrology studies and modeling requirements4) Hydraulic modeling and anticipated design5) HEC-RAS and complex modeling / Hydraulic Data Sheets6) Storm drain design and outfalls7) Detention requirements8) Environmental permitting9) Required client feedback
162 Traffic	<ol style="list-style-type: none">1) TPP vs Option C2) City provided traffic counts3) Signing – what specifics? mounts?4) Warrants and timing plans5) Traffic signal design6) Temp traffic signal design7) Required reports8) Required client feedback
163 Misc Design	<ol style="list-style-type: none">1) Retaining walls and structures2) TCP<ol style="list-style-type: none">a) Suggestions on phasingb) Lessons learnedc) Public Involvement strategy3) SW3P<ol style="list-style-type: none">a) Constraints and mitigation measures4) Development of CPM schedule5) Constructability review at milestones6) Required client feedback
164 SUE	<ol style="list-style-type: none">1) Utility investigations<ol style="list-style-type: none">a) Level A-Db) What is included and wherec) Coordination with owners2) Deliverables3) Required client feedback

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Project Management	<ol style="list-style-type: none">1) Invoicing2) Communication protocols3) Required proactive task management4) QAQC, backup, work deliverables5) Next steps
Open Discussion	

ACTION ITEMS:

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