

Court International Building, Ground Floor-RM #150 2550 University Avenue West St. Paul

## **Meeting of the Central Corridor Business Advisory Committee**

**Monday, March 15, 2010**

### **Meeting Minutes**

**Membership Attendance:** Lori Fritts, Karri Plowman, Peter Latuff, Christine Wiegert, Brenda Kyle, Jim Segal, Jim Roth, Sondra Reis, Brian Thoenke, David Jones, Jeannine Kessler, Kathy Bjerke,

**Other Attendance:** Kevin Ryan, Emily Peller, Joey Browner, Hue Pham, Linda Jungwirth, Rita Rodriguez, Hue Pham, Joey Browner, Shoua Lee, Jessica Hill

**Introductions:** Jim Roth started the meeting with introductions and approval of the minutes. He thanked all the BAC members for their contribution, time and support for their three years of participation. Jim introduced Chair Bell.

**Chair Bell:** Chair Bell thanked all the BAC members for their participation and contribution for serving on the committee. He emphasized that the BAC has been meeting for three years and that we held the first meeting in March 2007. Chair Bell thanked the BAC members for volunteering one night a month to provide feedback and for their continued support. He thanked co-chairs, Lori Fritts, and Jim Roth for their leadership and time. He thanked Robin Cauffman and Karri Plowman for staffing the BAC and providing direction on the agendas, topics of discussion, presentation, and meeting materials. Also, he thanked the CCPO outreach staff and technical staff that have prepared all the materials for discussion.

Before taking questions, he provided an update on several issues. The dispute with the **University of Minnesota** continues to be a high priority; there will be a lock down meeting on March 24<sup>th</sup> to hopefully come to resolution. **MPR** continues to have concerns over the type of slab we are proposing. We continue our discussions with MPR and hope to come to some resolution as well. Chair Bell asked for questions/comments from the audience.

Brenda Kyle: Thanked Chair Bell for his fairness in representing the businesses and for being a great example in leading this project.

Jim Segal asked how global issues are going to be heard after this BAC committee disbands? Chair Bell replied by stating that it is his priority that everyone has their point of view and that they be heard. We continue to work out the details for a Construction Communication Committee (CCC) that may include each outreach coordinator having a CCC in their area. Also, if any BAC member is interested in participating in the CCC you can talk to your Outreach Coordinator.

### **Construction Schedule**

Jim Roth introduced **Kevin Ryan, CCLRT Construction Manager**. Kevin reviewed the CCLRT construction contract and identified that on March 4<sup>th</sup> six contractors pre-

qualified to advance to the next level. They were interviewed by a special committee and identified their strengths and experience.

**Civil East:** The scope of work for civil east includes the area down by the capital on University Avenue, Robert to 12<sup>th</sup> and over to Cedar Street. Robert Street will be closed August to November and University Avenue will not be affected. On December 1, 2009 we issued invitation for prequalification. On March 4<sup>th</sup> the bid documents were released to qualified bidders. Bids will open on April 30<sup>th</sup> and contract awarded June 23, 2010

**Construction Segments:** Construction will begin in 2011 we will start construction on the west end of University Avenue followed by the east end in 2012. Track and station will continue in the middle of road the following years.

**Utility Relocation.** Notice and orders issues from MnDOT requires utilities to relocate, adjust, or remove affected facilities by specified date. The CCPO coordinates closely with utilities to establish detailed relocation schedule. Relocations may or may not be concurrent with CCLRT.

David Jones stated that Hubbard broadcasting boarders St. Paul and Minneapolis and wanted to know when construction in front of their building will begin? KSTP is scheduled in the Civil East package which will start in March of 2011.

What are the parameters for traffic impact? No area can be affected more than 150 days and no sidewalk will be closed for more than 15 days.

Will construction be torn up all at once? No we will get 3 miles done per year. The City of St. Paul preferred the least disruptive timeline which includes 3 mile construction. All signalized intersections will remain open. We may tear out a mile at a time over one construction year.

Is it fair to say that the entire 3 mile segment will not be torn up? While we are in the 3 mile segment there may be some form of construction going on at any given spot; it may be utility relocation or some kind of construction.

How do you control the contractor from not working on an area? By reviewing contractors work and monitoring their practices. A Construction Communication Committee will be the next committee that will be reviewing the contractors work.

At what point will we relocating utilities and roadwork be tore up? We are coordinating utility work with the rest of the civil work. However, some private utilities may be relocated in advance of civil construction.

How will be work with if businesses ask us to coordinate new services? We will work with public works to coordinate.

**How will the Incentive Program work?** It is based on a performance review by the Construction Communication committee. There will also be liquidated damages

penalizing the contractor for not meeting quality of work on a quarterly basis. The monetary incentive includes \$600,000 for Civil East and \$250,000 for Civil West. How is the 24 hour hotline working? It is working well and we are responding in a timely manner.

How will you handle construction responsiveness? Our experience in downtown has shown that we have been responsive to concerns. When we are in full heavy construction we will have 15 construction staff members in addition to the outreach coordinators.

When will business owners be notified by the contractor regarding upcoming work? We will award contract in June and require contractor to turn in their work plan and we will review it and have some idea this fall.

Will there be meetings with the business owners and the contractors? Yes, the contractors will be contacting the business/property owners. Dana Happel reviewed her constructing communication process and stated that representatives from the following organizations have attended one to one meetings regarding specific property:

- City of St. Paul
- Xcel staff
- District Energy
- Contractor
- Construction Manager

The meetings included reviewing any issues or concerns that have come up. They share ideas and discuss issues like signage. Construction updates are posted in the skyway. Businesses that are unable to attend meetings are contacted by phone and/or email. Other communications include emails, phone calls, and a construction update that is available online.

Every two weeks we hold informal block level meetings where 15-16 people show up and the contractor talks about what is going on for the next phase of construction. It is vital to make it accessible to businesses and residents.

Other monthly or quarterly meetings include:

- District Council Meeting open house style
- Quarterly open house for businesses what's coming up session?
- Quarterly business plans (Comprehension Business Plans)

Shoua Lee stated that the Outreach Coordinators have built relationships with many businesses and that many do not have email access, especially in her area. There will be different strategies for each neighborhood.

### **Next Steps:**

We will be sending out information for those members that want to serve on the Construction Communication Committee.

We will have a quarterly BAC meeting ongoing until necessary. Anyone can attend

Jim Roth stated that **The Business Resource Collaborative** includes many organizations that have been working on a comprehensive resource plan to assist businesses prior, during and after construction. They have presented to the Council and are looking to fill any gaps that may exist

Jim Roth adjourned the meeting at 5:30 PM