

ATTACHMENT 2
Scoping / Pre-Design Conference
Minutes (7-17-07)

ATTACHMENT 2

PRE-DESIGN CONFERENCE MINUTES July 17, 2007

Warren County Intersection Improvements

US31W/University Blvd./Loving Way and US31W/Chestnut Street

Item No. 3-131.00

Participants:

- | | | |
|--------------------|---------------------|------------------------|
| 1. James Simpson | KYTC Central Office | Jim.Simpson@ky.gov |
| 2. Steve James | KYTC District 3 | Steve.James@ky.gov |
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| 5. Scott Pedigo | KYTC District 3 | Scott.Pedigo@ky.gov |
| 6. Renee Slaughter | KYTC District 3 | Renee.Slaughter@ky.gov |
| 7. Jeremy Lukat | Qk4, Inc. | jluckat@qk4.com |
| 8. Bob Gustafson | Qk4, Inc. | gustafson@qk4.com |

The consultant is to provide engineering and related services for this project for the following items (check all that applies):

- Pre-design scoping study
- Phase I Design
- Phase II Design

Scoping Studies

The type and extent of studies necessary for any given project will be defined at the Pre-design conference. The Department reserves the right to solicit other firms to complete the actual design of the project after the studies are completed. The project may be split into design sections or may require the selection of another consultant to perform activities specifically identified during the study phase.

Design Related Services

The following design related services shall be performed as checked below:

	N/A	Department	Consultant
Photogrammetry: *	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Surveying:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Geotechnical:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R/W & Utility Estimates:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Traffic Analysis:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pavement Design:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structure Plans:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signing Plans:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signal Plans:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting Plans:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping Plans:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utility Design:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**** The project area will not be flown. Qk4 or District 3 will acquire digital ortho-photos, mapping and 3-D models (if available) from the City of Bowling Green.***

Unless otherwise specified in the Pre-design Conference Minutes, the Department shall provide:

- (1) All existing and projected traffic counts, including intersection turning movements. Anticipate receipt from the KYTC by September 7, 2007
- (2) ~~The project's photogrammetry will be provided in DGN format, in English units. Additionally, the mass point and breakline files will be provided to aid the Consultant in creating a digital terrain model. Ortho-rectified aerial photographs will also be provided.~~
- (3) Copies of any available record plans of existing roads and construction plans of any proposed road projects in the project corridor.
- (4) Copies of any previous pertinent studies, reports or project documentation.

Scope of Work

Scoping study for operational/capacity/safety improvements to the US31W@Universty Blvd./Loving Way and US31W@Chestnut Street intersections in Bowling Green. Approximately 400 feet separates these intersections and Chestnut Street intersects US31W at a severe skew. The KYTC staff indicated the main issues to address are the left turning movement from Chestnut to US31W, congestion at University @ US31W and the integration of pedestrian facilities. The following tasks will be included in the scope of work:

- 1) Data Collection and Review
- 2) Geometric Review and Concept Development
 - Turning Lane Improvements
 - Relocation of Chestnut intersection +/- 350 feet north
 - Roundabout at Chestnut
 - Roundabouts at Chestnut and University
 - Other concepts
 - Pedestrian Facilities
- 3) Traffic Analysis – Traffic analysis using VISSIM software for capacity and simulations for existing conditions plus all considered alternatives.
- 4) Preparation of schematics of each alternative for review by the project team and presentation to City and WKU officials.
- 5) Construction Cost Estimates – Estimates of probable construction costs will be developed for all of the alternatives produced under Task 2.
- 6) Report – Qk4 will prepare a brief report which describes and summarizes the study results. Supporting traffic analysis and simulations will be included in this report.
- 7) Management and Meetings – This work effort includes the management and coordination for accomplishment of the work for this study. The meetings required during the timeframe for this study are also included in this task.

Surveying

The consultant's responsibility for surveys shall include:

Preliminary Design

~~The consultant shall be responsible for all studies and construction cost estimates necessary to make a determination of a recommended alignment. Said studies should generally include the following items:~~

~~Preliminary hydraulic studies, including stream sections, stream profile, and necessary channel changes. Consideration of avoidance and minimization of effects on blue line streams must be included in accordance with Section 404 and 401 of the Clean Water Act. The consultant shall be responsible for obtaining all floodway studies and other pertinent drainage information to be utilized in his design.~~

Environmental

All environmental work will be performed by the department. *An Environmental Overview will be prepared.*

Public Involvement

If necessary, public meetings or hearings will be held as discussed at the pre-design conference. The consultant will be responsible for providing all necessary exhibits and to attend any public meetings or hearings that may be held.

- (1) Informational meeting will be held to present the project to City of Bowling Green and Western Kentucky University officials.

Final Design

~~The consultant shall be responsible for the development of all final details necessary for the complete design of Grade, Drain, and Surfacing Plans suitable for the letting to contract of the project. Plan scales for this project are as follows:—————~~

- | | |
|---|----------------------------------|
| 1) Plan and Profile ————— | 1" = 50' ————— |
| 2) Cross Sections ————— | 1" = 10' ————— |
| 3) Cross Section Spacing ————— | 50' ————— |
| 4) Pipe Sections ————— | 1" = 10' ————— |
| 5) Right of Way Strip Maps ————— | 1" = 200' ————— |
| 6) Soil Profile Sheets ————— | Provided by KTC ————— |
| 7) Coordinate Control Sheets ————— | 1" = 100' ————— |
| 8) Erosion Control Sheets ————— | 1" = 50' ————— |

~~Detail sheets shall be provided as required or as otherwise specified in the Pre-design Conference Minutes.~~

~~An Advance Folders will be required for the Box Culvert Extension.~~

~~The consultant is responsible for providing an acceptable plan for the maintenance of traffic. This plan shall include, as necessary:~~

- ~~(1) A written description of all required phases and notes to adequately explain the activities required of the contractor during construction to address maintenance of traffic.~~
- ~~(2) Plan and profile views of runarounds, part-width construction or other necessary maintenance of traffic items.~~
- ~~(3) Cross sections to depict the location of traffic in various phases.~~

~~A Final Plans In Hand Inspection will be held when the right of way limits, plan construction notes and drainage items are shown on the plans. A detailed maintenance of traffic scheme shall also be available. An updated cost estimate based on all established bid items will be required. Details of Avoidance, Minimization and Mitigation Alternatives for blue line streams shall be presented. A Drainage Inspection will also be held, frequently concurrent with the Final Inspection. Finalization of plans shall not occur until the approvals of the Final and Drainage Inspection Reports are given by the Department.~~

~~A separate Right of Way Inspection may be held, in order to expedite the Right of Way phase. The Project Manager will make the determination if adequate details have been developed and included within the plans to hold an inspection. Upon approval of the inspection report and incorporation of inspection recommendations into the plans, Right of Way review prints will be submitted.~~

~~The Right of Way Plans submittal will consist of mylar prints, 1/2 size prints with cross sections, project CD, deeds on CD and hard copy of all source deeds.~~

~~It shall be the Consultant's responsibility to see that all comments addressed in all inspection reports have been resolved before submission of Final Plans. Any item that may affect right of way should be resolved prior to the submission of Final Right of Way Plans.~~

~~Approximately 6 months prior to the letting date, a complete set of full-size prints of the final plans will be submitted to the Project Manager, to be forwarded to the Plan Processing Section in the Central Office. The Plan Processing Section shall review the plans and return the plans with comments, corrections and revisions necessary to be made to the original plans. The Consultant, prior to submittal of the original mylars of the final construction plans, will perform the required changes to the final plans. With the submittal of the final plans, all electronic plans, terrain models, geometric files, etc. shall be submitted on compact disk (CD), as directed by the Project Manager.~~

General

- (1) The consultant shall be represented at all inspections and meetings. Any plans or exhibits required shall be the responsibility of the consultant.
- (2) Any subconsultants utilized must have approval of the Department prior to their performance of any work.

- (3) The consultant is responsible for having obtained and being knowledgeable of all Department Manuals including, but not limited to, Design, Drainage, Standard Drawings and Bridges. All work shall be performed in accordance with those manuals or other memos issued subsequent to the publication of those manuals unless otherwise explicitly stated.
- (4) The Consultant shall submit the Production-Hour Worksheet, listing only the involved units of work, including supporting documentation of units obtained to the Project Manager to be reviewed. Upon agreement of the Production-Hour units, the Consultant shall submit his fee proposal with detailed production-hours on the Department's standard Production-Hour Worksheet to the Director of Professional Services. The Department's Project Manager shall also submit the Department's detailed Production-Hours
- (5) Change orders to this project will not be permitted except in such cases that:
 - the project limits have been substantially revised from those initially indicated in the Pre-design Minutes.
 - a change of scope has occurred.
 - the Consultant is requested to revise the plans as a result of a direction change by the Department.
- (6) The consultant is responsible, at all times, for correction of any errors or omissions that he may have made in the preparation of the plans. The consultant shall immediately notify the Project Manager of any item that he feels requires extra work. He shall not proceed with that item of work until such time that the matter of extra work has been resolved.
- (7) All original submissions, including pay estimates and consultant monthly reports, shall be sent to the Project Manager. The pay estimate and monthly report may be electronically submitted to the Project Manager. The consultant monthly report shall be submitted even if a pay estimate is not being submitted. All correspondences pertinent to this project shall have the County, Item No. and Project Description noted.
- (8) Sets of plans shall be provided for inspections and meetings, as requested by the Project Manager.
- (9) The Consultant will be responsible for preparation of all minutes of meetings, including this Pre-design Conference.
- (10) Periodic progress meetings will be held with the District as discussed during the Pre-design Conference.
- (11) All design work and development of plans, preliminary and final shall be prepared in MicroStation DGN format in accordance with current KTC CADD Standards
- (12) The Departments Project Manager assigned to this project is ***Jim Hudson***.

(13) The current schedule for this project, as described in the 2006 Six Year Plan is as follows:

<u>Phase</u>	<u>FY</u>
Final Design	2007
Right of Way	2008
Utilities	2008
Construction	2008

Milestones

The consultant shall provide milestone dates for the following activities:

1) Scoping Study

- a) Progress Meeting, Review Alternatives - October 15, 2007
- b) Informational Meeting (City Bowling Green, WKU) - November 1, 2007
- c) Submit Scoping Study Report - November 30, 2007

Milestone dates are based on receiving Notice to Proceed and/or letter agreement by August 15, 2007.