

Date / Time: **Wednesday, September 12<sup>th</sup>, 2012 / 1:30PM**

Subject: **Monthly Coordination Meeting (#2)**

Location: **Virginia Department of Transportation  
Culpeper District Office  
1601 Orange Road  
Culpeper, VA 22701**

**Attendees:**

<b><u>VDOT</u></b>	<b><u>Skanska-Branch JV (SBJV)</u></b>	<b><u>Johnson Mirmiran &amp; Thompson (JMT)</u></b>
Ken Connors	Brook Brookshire	Bill Schaub
Laurence Ferrell	Mike Higgins	Shawn Reynolds
Hal Jones	JJ Moegling	Matt Wolniak
Chuck Proctor	Curtis Rowden	
Satish Airi	Ryan Webb	

**Meeting Minutes**

**1) Progress Payment Process**

VDOT provided a template outlining the five broad categories that SBJV needs to bill to during the course of the contract.

**2) Traffic Study and Analysis Update:**

VDOT met w/Central Office Environmental Department and PB yesterday to get resolution on traffic data for the North and South Terminus. There are changes to Old Ivy Rd. Ramp which were not included in documents previously provided to JMT. VDOT to review and forward to JMT later today to resolve all movements in South Terminus. These are the new volumes they are using in the Revised E.A. Some other minor adjustments will be made such as Seg 3,4 being labeled wrong in the Environmental Document. VDOT requested that JMT develop % associated with turn ramps. JMT will develop numbers to be consistent with Environmental Document and agreed to send traffic volumes to VDOT by next Friday, September 21.

VDOT stated that the revised EA is consistent with 1997 design but will contain some slight references to the JV design. Revised EA will be an update of the 2003 ROD Document and VDOT understands that if our design remains within the existing Environmental footprint, SBJV will not be required to submit another Revised EA. VDOT to confirm with their Environmental Manager and will add him to this meeting for regular attendance. JMT to verify this information with their Environmental Manager and will also add him to this meeting's roster.

**3) South Terminus Design and Alignment:**

**VDOT's preference for free-flow of the south terminus design was discussed.**

Stacking between the signals is also a concern to VDOT. They may require a 4<sup>th</sup> lane on the bridge that can be used as a reversible lane for UVA events. SBJV has partially-developed an option for this and will plan to bring their concept to the next meeting.

**4) IJR Status:**

VDOT stated that coordination in scoping of IJR is helpful for speedy approval. SBJV stated that we should have a meeting with FHWA on the topic of IJR scoping to make sure we understand FHWA requirements, and that we can meet the requirements. VDOT to schedule a meeting with FHWA for this purpose.

**5) Design QA/QC Requirements:**

Design QA/QC manual listed in the Contract is 2008. VDOT is asking for the 2012 Update version to be used on this project rather than 2008 manual that is listed in the contract. VDOT is requesting this because they feel the newer manual better-defines the duties of VDOT and QA/QC Contractor than 2008. SBJV requested a list of revisions to the 2008 manual that were incorporated in the 2012 update so they may better understand the difference in the two manuals. VDOT believes there is a list available and will try to get the list to SBJV.

**6) Progress Construction Reports**

VDOT asked SBJV to forward a sample template report to find a good fit to be used for this project. Both parties agreed to exchange reports from previous projects.

**7) Construction Offices:**

VDOT has decided not to utilize any of the existing homes on the site for their field office and will forward a spec to SBJV with a request for a price. SBJV has a few sites in mind for a temporary office complex (on site) and will forward their plan to VDOT for vetting purposes to be sure they have picked an acceptable site.

**8) Citizen's Information Meeting:**

Citizen's Information Meeting is scheduled for September 27<sup>th</sup>, 2012 (6pm-9pm @ Jack Jouett School). This meeting is being handled by VDOT Central Office. Focus is for public comment on the EA.

**9) New Items:**

VDOT recognized the need for this team to set recurring design co-ordination meetings with the team from the Rte 29 project being designed to the north of the Bypass. December 15, 2015 is the Advertisement Date for the construction letting. All parties agreed that coordination efforts may occur once SBJV design has progressed further.

VDOT is rolling out a new document management system called "Organice". It is a sharepoint based program and there is currently training taking place for the Mid-Town Tunnel project. This system is a step toward the ultimate goal of going paperless on the project. VDOT invited members of SBJV to participate in the training sessions. VDOT will deliver the schedule for the training to SBJV, meanwhile, SBJV will send a list of names to attend.

SBJV asked VDOT if there is any possibility of SBJV beginning Preliminary Geotechnical Borings prior to NTP#2, VDOT stated there is not.

VDOT stated that the revised EA from FHWA is expected in November. VDOT expects to request a FONSI in Mid December, then would expect a couple weeks for NTP#2 if FONSI is granted.

Following-up on SBJV's earlier request to change their public relations firm, VDOT requested a formal letter from SBJV requesting VDOT's approval of the change. SBJV agreed to provide.

### **Action Items:**

#### **SBJV:**

1. (JMT) Traffic Volumes to VDOT by Fri, Sept 21<sup>st</sup>.
2. (JMT) Confirm w/Env. Mgr. that no revised EA is required if our design is w/in Environmental Footprint.
3. (JMT) Add Env. Mgr. to the list of attendees for this meeting.
4. (JMT) Bring Option 5 to next meeting.
5. (SBJV) Sample Progress Construction Report to VDOT.
6. (SBJV) Temporary Office Plan to VDOT.
7. (SBJV) List of names to VDOT for "Organice" Training.
8. (SBJV) PR firm change letter to VDOT for approval.

#### **VDOT:**

1. Traffic Data on S. & N. Termini to JMT.
2. Confirm w/Env. Mgr. that no revised EA is required if our design is w/in Environmental Footprint.
3. Add Env. Mgr to list of attendees for this meeting.
4. Set up Meeting with District Administrator to discuss South Terminus Design.
5. Set up Meeting with SBJV & FHWA to discuss IJR Scoping Coordination.
6. List of Revisions to 2008 QA/QC Manual to SBJV.
7. Set up Design Coordination Meetings with SBJV & Future Rte 29 Designer (North Project).
8. "Organice" Training Schedule to SBJV.