

Metropolitan Council  
St. Louis Park City Hall

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Meeting of the Southwest Corridor Management Committee  
November 26, 2018

Members Present	Chair Alene Tchourumoff Jan Callison Dan Duffy Steve Elkins Jacob Frey	Marion Greene Linda Higgins James Hovland Aaron Kuznia (Alt) Brian Lamb	Peter McLaughlin Jennifer Munt Jake Spano Nancy Tyra-Lukens Brad Wiersum
Members Absent	Asad Aliweyd	Scott McBride	

**1. CALL TO ORDER**

Chair Alene Tchourumoff called the November 26, 2018, meeting of the Southwest Corridor Management Committee to order at 1:05 p.m. at the St. Louis Park City Hall.

**2. APPROVAL OF MINUTES**

Chair Tchourumoff presented the May 24, 2018, SWLRT Corridor Management Committee meeting minutes for approval. Mayor James Hovland made a motion to approve, Mayor Jake Spano seconded the motion, and the minutes were approved.

**3. CHAIR'S UPDATE**

Chair Tchourumoff reported that SWLRT recently received a very important milestone, which was the Letter of No Prejudice (LONP) from FTA. She thanked all those that helped us reach this milestone. Hennepin County and Met Council have both given their approvals now for the civil construction contract. The Groundbreaking for this construction will happen on Friday, November 30. CMC members will soon be receiving an invite to this event.

Chair Tchourumoff recognized and presented the outgoing CMC members Commissioner Linda Higgins and Mayor Nancy Tyra-Lukens with thanks and certificates. She also thanked outgoing CMC member Commissioner Peter McLaughlin and presented him with a signed construction vest.

Commissioner Callison then thanked Chair Tchourumoff for her leadership on the CMC and presented her with a plaque. Commissioner McLaughlin made remarks and thanked the Chair and others for their trust in their leadership. Chair Tchourumoff said it has been a privilege to serve as chair of the Council and work with the CMC. Our staff at Met Council is great, and she enjoyed working with the communities, which are a great partnership in functioning across the region.

**5. LONP ACTIVITIES**

Mr. Jim Alexander, SWLRT Project Director, presented an update and reviewed the overall project schedule. Mr. Alexander explained that the Letter of No Prejudice (LONP) means that any money spent on construction will now be eligible for federal match once we receive the Full Funding Grant Agreement (FFGA). We are now waiting for the invitation from FTA to submit our application for the FFGA.

**6. CONSTRUCTION ACTIVITIES**

Mr. Brian Runzel, Director of Construction, went through the construction sequencing. Utility work and site prep will happen first, which includes some building demolition. Some of the site prep work, including installation of fencing, will start this winter. Structures, track and station work will then follow in 2019, followed by Systems work, which includes cables and connecting the system to the Franklin Facility.

Mr. Runzel went over the scope of the Civil construction, which will include 16 new stations, 44 structures with 29 new bridges, 6 ped tunnels and 2 cut and cover tunnels. There will be 15 at-grade LRT crossings, with 5 crossings shared with freight rail; over 100 retaining walls; and 182,000 feet of track. 7.8 miles of the LRT corridor will be shared with freight. The LONP scope was reviewed, with a map showing where the initial work will be, which will start with mainly bridge, retaining wall and grading work.

Lunda/McCrossan has been awarded the Civil construction contract on Nov. 15. The next steps are to issue a Limited Notice to Proceed, which will be mid-December; followed by a kick off meeting with Council and construction staff. This will then allow for the working structures to be coordinated with the project partners. The schedule will be completed in increments, with the contractor providing us the first part of the schedule in January.

Mayor Spano asked to explain how and where this construction will start. Mr. Runzel responded that the contractor can start at any location, but all five cities will most likely start concurrently.

Commissioner McLaughlin asked for an explanation of the Limited Notice to Proceed (LNTTP). Mr. Runzel responded that the LNTTP includes informing the contractor they have 245 days and of the dollar amount (\$216M) to do the work. Having an LNTTP is a way for the project to not commit the entire amount up front. As an example, for CCLRT there were nine LONPs before Full Notice to Proceed was issued. We don't anticipate that many with this project, depending on when we receive our FFGA.

Mr. Dan Duffy asked if there will be penalty clauses in the contract. Mr. Runzel responded that the contractor will have liquidated damages they will be assessed if they don't finish on time.

## **5. COMMUNICATIONS AND OUTREACH**

Ms. Sam O'Connell, Manager of Public Involvement, presented an overview of the construction outreach and communication plan. The plan includes using lessons learned from past large project and incorporating best practices from national large-scale public work projects. The plan will be used to ensure clear, consistent project information is provided throughout construction.

The Outreach Coordinators have been developing relationships with the communities and will continue to do this. Advisory committees will meet, along with holding open houses to share the plan. Outreach is currently assembling a 'what to expect during construction' document to use. For construction communication, there will be a 24-hour hotline; website; signage; video/animation; and door-to-door canvassing, which informs communities when construction is coming through their area.

Some of the new activities include a mobile friendly app, where last minute updates will be available via cell phones. Social media will also be used (Twitter, Facebook); and public tours given. The SWLRT mobile office (bus) will be used for these tours. Ms. O'Connell mentioned the Communications Steering Committee will begin meeting again soon to help get information out to the community. Outreach will also work with the cities along the corridor and create Construction Information Workgroups, along with holding pop up events when needed.

Commissioner Greene asked how the public will be able to find out about track relocation and Kenilworth tunnel work. Ms. O'Connell responded that once the contractors inform us of the schedule for this work, we will inform the public, including sharing on our website. Outreach staff plan to attend city council meetings to bring information to the communities as well. Mr. Runzel stated that at this time, he is not sure where exactly the tunnel work will start.

Ms. O'Connell reported that the first open houses will be scheduled once we receive the contractor schedule, which we are anticipating receiving in January 2019. Commissioner McLaughlin asked about the number for the minority and women hiring goals. Ms. O'Connell responded that the DBE goal is 16%, and she will confirm the workforce goals of 20% for women and 32% for people of color. Commissioner McLaughlin suggested these numbers be added to future presentations.

Mr. Brian Lamb mentioned there are training programs in place and suggested a future CMC agenda item on these programs. Mayor Hovland asked that Outreach also keep in contact with Edina Communications Department.

Chair Tchourumoff reported that receiving the FFGA is the next major milestone for this project, and there is a lot of work ahead for us all. The Chair reminded CMC members that the Groundbreaking will be Friday, Nov. 30 in Hopkins.

**6. ADJOURN**

Chair Tchourumoff mentioned the next SWLRT CMC meeting will be held some time in January. The meeting was adjourned at 1:55 p.m.

Respectfully Submitted,

Dawn Hoffner, Recording Secretary