

**CITY OF MONTPELIER
CAPITAL CITY OF VERMONT**

City Manager's Weekly Report – 2/17/2017

UPCOMING MEETINGS ...

Tuesday, February 21	Design Review Committee, 5:30 P.M. in the City Council Chambers
	Development Review Board, 7:00 P.M. in the City Council Chambers
Wednesday, February 22	City Council Meeting: Executive Session in the City Manager's Conference Room at 5:30 P.M.; Public Portion of Meeting begins at 6:30 P.M. in the City Council Chambers

CITY MANAGER'S REPORT ...

Annual Report

The Annual Report was released this week. It is available on line at:
<http://www.montpelier-vt.org/ArchiveCenter/ViewFile/Item/4057>

Hard copies are available at City Hall, the Kellogg-Hubbard Library, the Montpelier Senior Activity Center, each Public School and the Recreation Department.

The decision was made two years ago to reduce the number of printed copies, eliminate home delivery and use the online capability. If people have difficulty obtaining a report, please contact the City Manager's Office, and we will assist you.

Assistant City Manager

Next Friday is Jessie's last day with us. We wish her the best. I will begin the formal process for her replacement next week.

One Taylor

A full progress report was sent to FTA on Wednesday. A copy is included.

We will need an appraisal for the Mowatt transaction. VTrans may be able to do the work in-house. I am waiting on an answer for that.

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Berlin Pond

Mayor Hollar, Public Works Director McArdle and I met with ANR Secretary Moore and her key water supply staff on Tuesday. We will provide an update at Wednesday's meeting.

Parking Strategy

This is now on target for the March 22 meeting.

Econo Lodge

The State has taken administrative action against the Econo Lodge for failing to meet a deadline submitting a clean-up and site improvement plan. In the meantime, I am reviewing drafts of ordinances in other Vermont communities which deal with these situations and will have a recommended draft to you for the March 22 meeting.

Northfield Street Construction Project

The informational hearing on Wednesday night was very well attended with a lot of questions asked. Documents and information related to this project are available here: <http://www.montpelier-vt.org/925/Northfield-Street-Reconstruction>

Downtown Paving Project

We have received word of rumors that the project would not begin until July. That is not true; we confirmed the current schedule with VTrans today. Information about this project is available here: <http://www.montpelier-vt.org/929/State-Paving-Project-STP29501>

Pre Town Meeting

The Pre Town Meeting on Thursday night had light attendance but was a very good discussion of both City and School issues.

Legal

Illuzzi vs City, et al: The VT Superior Court of Washington County issued its "Opinion and Order on Defendant's Motions to Compel, Enlarge, and Amend". The plaintiff has taken no action since the Opinion & Order was issued.

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WEEKLY REPORTS FROM DEPARTMENT HEADS ...

None this week

TOPICS FOR UPCOMING COUNCIL MEETINGS ...

February 22

Debt Policy
Fund Balance Policy
Personnel Costs
Paving Ordinances – 2nd Reading
2017 Paving Project Related Waiver of Noise Ordinance
Northfield Street Utilities Improvements Project Public Meeting
Energy Improvement Revolving Loan Fund
Event/Safety Update

March 8

Organizational Meeting
Elect Officers
Rules of Procedure
Ethics Policy
Discussion of Goal-setting Process
Discussion re: Orientation/Retreat
Zoning

March 22

Zoning
Parking Strategy
Building Code
Tax Stabilization/Development Agreement

April 12

Zoning



William J. Fraser
City Manager

City of Montpelier, VT
 Multi-Modal Transit Center & Shared Use Path Project
 Project Schedule

preparation date: 14-Feb-2017
 prepared by: J. Tucker, P.E.

	Duration (no. of days)	Begin	End
Transit Center Design			
FTA / City meeting	0	17-Jan-2017	17-Jan-2017
Meeting w/ CCTA / GMTA	0	3-Feb-2017	3-Feb-2017
Updated construction cost estimate	6	8-Feb-2017	14-Feb-2017
100% DD plans & outline specifications	60	3-Feb-2017	4-Apr-2017
100% DD estimate	21	4-Apr-2017	25-Apr-2017
100% DD review & comment period	21	4-Apr-2017	25-Apr-2017
Operations Agreement w/ CCTA/GMTA	45	25-Apr-2017	9-Jun-2017
75% Construction Document (CD) plans, specifications & estimate	105	25-Apr-2017	8-Aug-2017
75% CD review & comment period (FTA, GMTA)	7	8-Aug-2017	15-Aug-2017
Transit Center Issued For Construction (100% CD) plans & specification	36	15-Aug-2017	20-Sep-2017
Housing Design			
Update City / Developer Agreement	30	14-Feb-2017	16-Mar-2017
Housing Schematic design plans	30	16-Mar-2017	15-Apr-2017
Housing schematic design review meeting	1	15-Apr-2017	16-Apr-2017
Housing 100% Design Development & specification outline	45	16-Apr-2017	31-May-2017
100% DD estimate	21	31-May-2017	21-Jun-2017
Housing 100% DD review & comment period	7	21-Jun-2017	28-Jun-2017
Updated City / Developer Agreement	14	21-Jun-2017	5-Jul-2017
Housing Issued for Construction (100% CD) plans & specifications	36	15-Aug-2017	20-Sep-2017
Right of Way (bike path) (17 weeks)			
Mowatt / TKS / VABVI appraisal	14	16-Feb-2017	2-Mar-2017
Preliminary agreement w/ Mowatt	7	2-Mar-2017	9-Mar-2017
Finalize agreement w/ Mowatt	30	2-Mar-2017	1-Apr-2017
Finalize Railroad boundary line adjustment	45	1-Apr-2017	16-May-2017
Submit ROW Clearance to VTrans	5	16-May-2017	21-May-2017
VTrans issues ROW Clearance	28	21-May-2017	18-Jun-2017
Permits (30 weeks)			
Operational stormwater permit (VANR)	60	9-Mar-2017	8-May-2017
Construction stormwater permit (VANR)	30	30-Aug-2017	29-Sep-2017
CE Reevaluation	21	9-Mar-2017	30-Mar-2017
GMP Utility relocation easements & utility agreement	60	4-Apr-2017	3-Jun-2017
Submit Utility & Environmental Clearance to VTrans	7	3-Jun-2017	10-Jun-2017
VTrans issues Utilities & Environmental Clearance	21	10-Jun-2017	1-Jul-2017
Act 250 (3 months)			
Prepare & submit Act 250 application	21	21-Jun-2017	12-Jul-2017
Attend hearing	40	12-Jul-2017	21-Aug-2017
Appeal process	30	21-Aug-2017	20-Sep-2017
City Permits (4 months)			
Prepare & submit DRB permit application	7	21-Jun-2017	28-Jun-2017
City Council / project status meeting	1	28-Jun-2017	29-Jun-2017
DCR meeting	14	28-Jun-2017	12-Jul-2017
DRB hearing (1)	14	12-Jul-2017	26-Jul-2017
DRB hearing (2)	14	26-Jul-2017	9-Aug-2017
DRB decision	30	9-Aug-2017	8-Sep-2017
Appeal process	30	8-Sep-2017	8-Oct-2017
Bike Path Design (16 weeks)			
Obtain VTrans's authorization to proceed w/ final design			1-Jul-2017
Prepare draft final (90%) plans, specifications & estimate	60	1-Jul-2017	30-Aug-2017

90% review & comment period	14	30-Aug-2017	13-Sep-2017
Prepare draft PS&E (100% complete plans, specifications & estimate)	14	13-Sep-2017	27-Sep-2017
draft PS&E review & comment period	7	27-Sep-2017	4-Oct-2017
Prepare IFC Construction Documents (PS&E)	14	4-Oct-2017	18-Oct-2017
Final Federal Authorizations (7 weeks)			
FTA approval of Transit Center CD's	7	20-Sep-2017	27-Sep-2017
FHWA / VTrans Authorization for construction	14	18-Oct-2017	1-Nov-2017
FTA / FHWA Grant transfer	21	1-Nov-2017	22-Nov-2017
Bid Phase / Guaranteed Maximum Price (7 weeks)			
Bid duration period	30	1-Nov-2017	1-Dec-2017
Bid Opening	7	1-Dec-2017	8-Dec-2017
Bid Evaluation	7	8-Dec-2017	15-Dec-2017
Issue Guaranteed Maximum Price	0	15-Dec-2017	15-Dec-2017
GMP Evaluation	7	15-Dec-2017	22-Dec-2017
Construction (1 year)			
Execute construction contract	7	22-Dec-2017	29-Dec-2017
Construction Period	365	29-Dec-2017	29-Dec-2018



1 Taylor Street Redevelopment Project FTA Monthly Report

Reporting Period: January 17, 2017 to February 15, 2017

Submitted: February 15, 2017

ROW Status

Relative to the overall project, from Taylor St to Main St, there are a total of eight (8) properties that have required either full acquisition / purchase or permanent easements. Of these 8, written agreements for six (6) have been acquired and filed. The remaining two include the Mowatt Trust property (parcel 12 on Main St) and a railroad property boundary adjustment.

The City has been negotiating with the Mowatt Trust representatives and a tentative agreement has been reached. The specifics of the agreement requires prior approval from the Vermont Agency of Transportation (VTrans) and the Federal Highway Administration (FHWA). The City met with FHWA / VTrans officials on Feb 10, 2017 and established the basis for concluding the agreement. VTrans has agreed to work closely with the City and facilitate the basis beginning this week. VTrans was not able to commit to a final date but they did commit to advancing the basis diligently and immediately. VTrans and FHWA both clearly understand the need to conclude this effort this winter and to advance the final design of the project this spring and summer, followed by construction later this year.

The City also met with VTrans Railroad property management officials on January 25, 2017. The property boundary line adjustment maps and associated written documents have been drafted and verbally approved by VTrans. Final execution of the documents will occur once the City obtains ownership of the Mowatt Trust property as discussed above. Once the Mowatt Trust property and the railroad boundary line adjustment is completed, the City will have 100-percent of all easements required for the overall project.

Design Status

The schematic design of the Transit Center was completed in June 2015. Following the January 17, 2017 meeting with FTA and FHWA officials, the City met with the design team and developed a schedule to immediately advance the next phase of the Transit Center design. The City concurs with FTA that the Transit Center design can (and will) be advanced immediately. As shown on the attached schedule, the design team will complete 100% Design Development

documents by early April, 2017. Final, 100% Construction Documents for the Transit Center will be completed by September 20, 2017.

On February 3, 2017, the City and lead architect met with Mr. Mark A. Sousa, Interim General Manager and other officials at the Chittenden County Transit Authority (CCTA) and their subsidiary, Green Mountain Transit (GMT). The objective was to discuss the Transit Center design and programming and also the accelerated design schedule. Mr. Sousa was very pleased to receive the project update and reiterated CCTA's position that this new Transit Center remains a strong priority for their operations. The City and CCTA has established regular meetings as the design advances in order to facilitate CCTA's input to the design as it progresses.

The design of the bike path portion of the project has been advanced to 60-percent complete. The right of way plans for the overall project have been updated to reflect the acquisition / easements of the 6 parcels.

In addition, the design of the granite wall that lines the bank of the Winooski River was completed to 100% and construction of the wall was initiated in November 2016.

Construction Status

Construction of the wall and associated work is projected to be completed in March 2017. This is a significant construction milestone because completion of the wall construction work prior to advancing construction of the transit center building itself was essential due to the very tight work area. That is, concurrent construction of the wall and transit center building could not occur due the limited space at the site. Funding for construction is through the Vermont State Community Development Block Grant.

Development of the final design, preparation of construction documents and construction are identified on the attached project schedule.

Schedule

The City, including its project manager, lead architect and construction manager prepared an updated project schedule. A tabular summary of the schedule is attached.

The project schedule plans for the completion of the transit center, bike path and overall project in fiscal year 2017, prior to October 1, 2017. This schedule also allows for the public bidding and advancement into construction by December 2017.

A detailed project management critical path method schedule has been developed. Details of this schedule are being compiled at this time and will be forwarded to FTA under separate cover later this week. The schedule is consistent with the attached summary table.

Budget/Grants

The City's overall project team, including the City Manager, Planning Director, Finance Director, Public Works Director and supporting staff has met and reviewed the project grants in detail. We are updating the project finances, which will be led by the finance director. The planning director and support staff will maintain continued responsibility for grant management and reporting.

Other Issues

- Leadership Transition: Jessie Baker is leaving the City on February 24, 2017. This reporting period the team spent time planning for this transition. Moving forward Bill Fraser will be the primary contact. Jeff Tucker, Mike Miller, Todd Provencher, and Corey Line will provide support.
- Construction Cost Estimate:

The project manager, lead architect and construction manager met on February 14, 2017 and reviewed an updated, detailed construction cost estimate. This estimate will be updated as the project design advances.

