



**Minutes of Meeting
SR 0052 Section KNT
January 6, 2010**

A Kick-Off Meeting was conducted with Urban Engineers, Kennett Township and Gilmore & Associates, at Gilmore's offices in Kennett Square PA on Wednesday January 6, 2010 at 1:30 PM. The following were in attendance:

<u>NAME</u>	<u>REPRESENTING</u>
Ryan Gallagher	DVRPC-PennDOT Project Manager
Tom Nale	Kennett Township
John Haedrich	Kennett Township
Robert Johnston	Gilmore & Associates-Township Engineer
Pat Dougherty	Urban Engineers-Project Manager
John Federico	Urban Engineers

The following is a summary of the discussions at the meeting:

Pat Dougherty provided a plan showing the limits of the improvements. The project Limits of Work will extend along Kennett Pike (SR 0052) from US Route 1 south to the Township boundary with Pennsbury Township. The shoulder reconstruction, with widening to a five (5) foot width, will extend from Spruce Lane to Timber Ridge Lane. Shoulder improvements (overlay/edge reconstruction) will be provided on an as needed basis, as costs permit, along northbound Kennett Pike, across from Maple Lane and along both sides between the Township boundary and Creamery Lane. Inlets will be upgraded for bicycle safe grates throughout the project, pavement markings and signs will be provided throughout the project.

Pat noted that the Safety Review Approval is the goal of the preliminary design phase. The Safety Review submission will be prepared to show the project improvements, pavement markings and signs, traffic control plans, and a preliminary cost estimate. All of this preliminary work must be completed and reviewed with the PennDOT PM (Ryan Gallagher) before submission. The submission will go thru Ryan to PennDOT.

Final design will proceed after we receive approval of the Safety Review. The PS&E package will include plans, specifications, a construction schedule and an engineer's estimate.

Ryan Gallagher noted that there is no Let Date set for this project. He expects that we can look for the Letting in Mid-2011. The PS&E needs to be completed in January 2011 to meet this Letting Date.

Bob Johnston noted that the PennDOT project at US 1 and PA 52 is ready for Letting, and expected that it will be Let in a few weeks. Bob will contact URS (Vito Genua) to obtain final plans for Urban's use in completing the bikeway construction at the US 1 intersection area.

Pat Dougherty noted that Urban would provide an updated cost estimate before the Safety Review submission, and would discuss the costs vs. the Township budget prior to submission. Urban intends to meet with the Township to review the construction areas and determine what improvements to proceed with to meet the budget constraints.

Bob Johnston discussed the Railroad involvement. Apparently one of the signs at the Railroad crossing is closer to the edge of shoulder and will not provide the required clearance from the edge of the bikeway. Urban will provide a review of this issue and recommend solutions. A Design Exception may be required to keep the sign within the roadway right-of-way. Ryan Gallagher noted that PennDOT has a standard form that needs to be completed for this project regarding the influence area of the Railroad. Ryan Gallagher will check to see if the PA-PUC will need to be involved once plans are developed to sufficiently detail the work in the vicinity of the Railroad crossing.

The Utility PA One-Call has been completed for this project. Bob Johnson will send the contact data and responses along with all plans they received from the utilities to Pat Dougherty. Pat noted that the project plans have to be sent to the PennDOT utility contacts to request their verification of the locations plotted on the plans. Urban will follow PennDOT processes for Utility Clearance. The PS&E must have an approved D-419 Form, signed by the Township for Utility Clearance.

The Bikeway involves removal of the existing shoulder materials. The millings can be used for backfill or shoulder base aggregate, thereby saving some construction costs. Pat Dougherty noted that this issue is up to the construction contractor. If he can efficiently remove the shoulder paving, he may be able to re-use it in construction; however it may be more cost-effective for the contractor to excavate the paving box in one operation and he may not be able to separate out the bituminous materials.

The proposed construction involves reducing the existing travel lanes to a width of 11 feet, providing a 1-foot buffer between the travel lanes and the five (5) foot wide Bikeway along the shoulders. This needs to be approved by PennDOT early in the preliminary design phase. The 11-foot lanes should be acceptable, since they meet PennDOT's new Smart Transportation Criteria. Bob Johnston noted that PennDOT approved the use of 11-foot travel lanes for the improvements at Hillendale Road. Ryan Gallagher noted that PennDOT requires a 4-foot wide shoulder if 11-foot travel lanes are used. Urban will have to review the shoulder widths along the entire project length to

make sure there will be a 4-foot wide shoulder along the roadway from US 1 to the Township boundary.

Pat Dougherty noted that Urban would work closely with the Township to review construction costs for the improvements. Cost estimates will be provided before the Safety Review submission, at the 60% completion milestone and again at the 90% completion milestone, and finally at the PS&E submission. Urban will review costs vs. budget with the Township and develop a construction project that meets the budgeted construction costs.

Pat Dougherty noted that the Township will be responsible for Inspection costs. He suggested that the Township use Gilmore & Associates for Inspection. Ryan Gallagher noted that the Inspection costs cannot exceed 15% of the construction bid. He also noted that a reimbursement agreement would be needed for the Inspection costs.

Pat Dougherty noted that the Township would have to pay the contractor, receive a verification of payment and submit an invoice to PennDOT for reimbursement. The reimbursement would also be subject to a reimbursement agreement between the Township and PennDOT.

Pat Dougherty noted that Urban would provide coordination services and shop drawing reviews during the construction period. Urban does not expect any shop drawings will be needed for this project, and coordination includes attendance at the pre-construction meeting and clarification of design issues during the construction.

Urban was requested to make recommendations for signing along the Bikeway with consideration of future signing from Grants applied for by the Township. John Haedrich noted that the Township was not successful with their recent grant application to the Chester County Conference and Visitors Bureau (CCCVB).

Bob Johnston stated that he would provide Urban with electronic files for the improvements at Hillendale Road. Pat Dougherty noted that he would like to see the traffic signal conduit locations included in these plans. Bob Johnston noted that the Verizon underground conduits, in their relocated positions would also be included.

Bob Johnston noted that the Bikeway would connect to the PennDOT project's crosswalks and ADA ramps at the US 1 intersection. Bikers would be required to dismount and walk their bikes along the proposed sidewalks and across the roadways at the intersection. Special signs would be required to instruct bikers to dismount. The new sidewalk on the west side at the intersection could be concrete or bituminous paving. Also a depressed curb would be needed to allow bikers access to the sidewalk.

There may be a need to fill in the ditch along southbound Kennett Pike near Ashford Drive. Urban will review the need to provide drainage improvements along the entire length of the project.

Pat Dougherty noted that there are regulated waters and wetlands near the roadway at several locations which will need to be located by Urban prior to construction; and Gilmore & Associates will need to survey the delineation points. The regulated waters and wetlands will require perimeter fencing during construction.

Monthly status meetings with the Township are proposed. Status meetings can be conducted electronically, or thru phone conferences. Minutes of each meeting will be provided by Urban. Schedule and design issues will be reviewed along with the status of reviews by PennDOT. Ryan Gallagher will be invited to the meetings and will receive minutes of all meetings.

Ryan Gallagher noted that the project schedule should include a deadline for the Safety Review submission. This is the key approval needed for project design completion. Ryan noted that the Traffic Control Plan and the Pavement Markings and Signing Plans could be submitted simultaneously with the Safety Review submission. Ryan will need five (5) sets of the Plans, Design Criteria Report and the Safety Study.

Ryan Gallagher noted that all submissions to PennDOT must go thru his reviews first.

Ryan noted that he has a CD-ROM available that details the process for PennDOT Transportation Enhancement (TE) projects. Pat Dougherty noted that he would stop at DVRPC in the next few weeks to get a copy.

Pat Dougherty noted that Urban would follow their ISO certified QA/QC program. The Township agreed that a separate project QA/QC Plan was not necessary.

Client contacts are Bob Johnston, Tom Nale and John Haedrich. Questions and data requirements should be addressed to all three. PDF copies of plans and reports can be sent electronically for reviews.

Ryan Gallagher noted that the Federal Government may have an additional round of stimulus money coming out. He noted the project may be eligible for some of these funds if the project meets the program qualifications.

The Meeting adjourned at 3:00 PM