

Conference Memo

PROJECT: Santa Rosa – Cesar Chavez to Martin

DATE: 11/24/2017

CONFERENCE LOCATION: COSA

PURPOSE OF MEETING: Kick-Off Scoping

FROM: John Tyler, P.E., RAS

PROJECT NO.: 11534-00

DISCUSSION:

****ACTION ITEMS SHOWN IN BOLD****

Those in attendance are indicated on the attached sign-in sheet.

Pape-Dawson (PD) met with the City of San Antonio to discuss the 2017 Santa Rosa Bond Project scoping. (\$12 million) Below is a summary of project development topics and corresponding discussion:

I. Existing Conditions

- A. Apparent Existing width of right-of-way: varies from 108' – 110'
- B. Approximate Existing width of pavement: approx. 36' separated by a median
- C. Curb/gutter/sidewalks present? Yes
- D. Existing drainage infrastructure: Storm drainage throughout project limits. Much of the system is brick or clay and will require replacement.
- E. Existing utilities
 1. CPS Overhead Electric: Is located throughout project limits.
 2. CPS Underground Electric: Located throughout project limits. High voltage duct banks are located throughout corridor. Potential network resides within limits. CPS will provide details and locations of services via email to Mr. Rodriguez.
 3. CPS Gas: Located throughout project limits. 8" STL will be replaced. 16" supply to remain. All but 16" to be replaced. CPS will provide details and locations of services via email to Mr. Rodriguez. CPS Gas will joint bid affected assets.
 4. SAWS maintains numerous underground water and sanitary sewer facilities. SAWS provided P-D with a disc containing block maps and memo stating requested replacement. SAWS will joint bid.
 5. Spectrum: Located throughout project limits. Spectrum / TW will provide details and locations of services via email to Mr. Rodriguez.
 6. AT&T: Located throughout project limits. Major distribution duct resides within limits. Assets are shallow. ATT will provide details and locations of services via email to Mr. Rodriguez.
 7. Grande: Was not present.
 8. Other: Attending communication representatives stated Level 3 may be in corridor. No other utilities were present at the meeting.

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- F. Existing features (trees, landmarks, schools, etc.):**
 1. Trees: Various species exist. Large median trees will require mitigation if impacted.
 2. Landmarks: Market Square, Milam Park (Old Catholic Burial Ground) This is a major concern on the project and close coordination with COSA ENV will be required. COSA highly recommended not installing underground infrastructure on the West portion of the roadway if possible.

HDRC approval will be required for all work near/around Milam Park.

3. Hospitals: The Children's Hospital of San Antonio (Christus) Coordination with emergency services will be required for TCP.

- G. Predominant land use: Commercial, Civic; Dense fully developed urban**

II. Stakeholders

- A. Neighborhood Associations: Soapworks and Towne Centre Apartments**
- B. Community Groups: Contact Jeanette Morin – TCI City Council Liaison**
- C. Businesses: Bill Miller (Headquarters), Goodwill, The Vistana, Market Square, Mi Tierra Offices, et al.**
- D. Other: San Antonio Public Safety Headquarters**

Stakeholder coordination will be required at 40% level. It is likely downtown project public meetings will be presented as a whole and not individually held.

PROPOSED DESIGN ELEMENTS AND SCOPE

I. Roadway / Drainage Requirements

- A. Street Typical Section – Follow outline from Zona Cultural, including typical sections**
 1. Project limits are to include Cesar Chavez north to Martin, Martin intersection is not included.

Proposed Right-of-Way: No revision from existing

Other Elements: Ensure DGM requirements are fulfilled; color stamped conc will be required and should match downtown theme.

- B. Cross Sections**

1. Every 50 feet, driveways including ROE
2. Channel cross sections will not be required for this project
3. Include ROW lines and existing fences (if encroaching)

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- C.** Drainage (Follow DGM) – reference included handout from storm water engineering.
 - 1. LID is not required.
 - 2. COSA will televise and will provide to designer in 1 to 2 months

- D.** Traffic – Team was directed to follow DGM and considerations from the SA-DTS.
 - 1. Green traffic signals
 - 2. Use 332 Cabinets
 - 3. Design should incorporate PTZ cameras, radar
 - 4. Illumination will not be on signal as Zona Cultural illumination should be sufficient.

- E.** Surveys (Follow DGM – team will prepare)
 - 1. Topographic Survey
 - 2. Apparent Right-of-Way or Right-of-Way Survey:
 - 3. Plats and Field Notes: (Additional Services – per each)

- F.** Enhancements / Landscaping / Public Art
 - 1. Team will design per Zona Cultural

- G.** Complete Streets
 - 1. Team will design per Zona Cultural
 - 2. VIA will provide email follow up detailing stop designs/locations and preferences

- II.** Environmental Considerations (Follow DGM) – reference included meeting handout
 - A.** Hazmat: No known. Ph I will be ordered by COSA. Ph II likely needed
 - B.** Known Landfills: No known
 - C.** Jurisdictional Waters / USACE 404: No jurisdictional waters contained within the project
 - D.** Archaeological: Will require monitoring around Milam Park
 - E.** RIO 7 B District will require coordination
 - F.** Monitor for contaminated soils in any tree root balls imported to the project.

- III.** Geotechnical Considerations (Follow DGM)
 - 1. Team will study cost effectiveness of material selection for pavement.
Intersections will be concrete pavement with decorative stamping/color.
 - B.** Subgrade Investigation:
 - C.** SUE Expectations: SUE will be required do to the complexity and numerous utilities within the corridor. SUE will require permit near Milam Park
 - D.** Pavement Design (Include sulfate investigation, lime series curve, and tested CBR values [not assumed]):

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- III. Permitting (Follow DGM)
 - A. TDLR Review & Inspection: Required
 - B. TxDOT Permit: Not Required
 - C. Tree Permit: Required
 - D. Railroad Permit: Not Required
 - E. WPAP: Not Required
 - F. Floodplain Development Permit: Not Required
 - G. Provide Exhibits for Environmental Permits: Not Required
 - H. LOMR: Not Required

PROJECT PROCESSES AND DELIVERABLES

- I. Design Phases
 - A. Standard Phases: 40%, 70%, 95%, Bid Phase (100%), and Construction
 - B. DGN files to utilities at all phases (Utility design based on approved 40% design)
 - C. Intermediate Phases (reference DGM for complete list)
 - 1. Utility Kick-Off
 - 2. 20% Utility Meeting (assign alignments / corridors)
- II. Construction Phase
 - A. Re-establish benchmarks prior to construction
 - B. Bi-weekly Construction Update Meetings
 - 1. **Draft meeting minutes distributed by the second business day**
 - 2. **Final meeting minutes by the fifth business day**
 - C. Construction Observation Reports
 - D. Review Monthly Estimates
 - E. Prepare Shop Drawing List and Review/Approve submittal(s)
 - F. Review Change Order(s)
 - G. RFI Review and Responses
 - H. Final Inspection & provide punchlist report
 - I. Attend 1-year warranty inspection
 - J. Quarterly Updates of Record Drawings
- III. Project Closeout
 - A. Record Drawing Submittal
- IV. Public Relations
 - A. Three Public Meetings
 - B. Preparation of Exhibits for Each Meeting

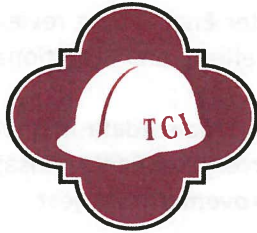
V. Fee Proposal Deliverables

A. Scope of Work Narrative / Meeting Minutes

1. Draft meeting minutes distributed by the second business day
2. Final meeting minutes by the fifth business

B. Fee Proposal Package Due 4 Weeks After Scoping Meeting

1. Basis of Fee Construction Cost Estimate (2 to 3 Weeks from Scoping Meeting)
2. Fee Proposal (Submitted with Basis of Fee Construction Cost Estimate)
3. Design Schedule
 - 40% Milestone (duration) 120 (days)
 - 70% Milestone (duration) 75 (days)
 - 95% Milestone (duration) 30 (days)
4. Joint-Design Fee Proposal (e.g. SAWS, CPS)
5. DGM Exclusions Form



CITY OF SAN ANTONIO
TRANSPORTATION & CAPITAL IMPROVEMENTS
Storm Water Engineering

Project: Santa Rosa St. (Cesar Chavez Blvd. – Martin St.)

Project Manager: Florencio Rodriguez, PE

Meeting Type: Scoping / 2017 Bond (Streets, Bridges, and Sidewalks)

Meeting Date: 11/16/2017

GENERAL REQUIREMENTS

- Guidance governing drainage design:
 - Design Guidance Manual, Section 4
 - UDC Appendix H – Storm Water Design Criteria Manual
 - UDC Appendix F – Floodplain Ordinance
 - TXDOT design criteria (LAM projects)
- Adverse Impact Analysis:
 - Storm Water Management Report (SWMR)
 - Flood Study in lieu of Conditional Letter of Map Revision (CLOMR)
- Digital copy of H&H models/GIS datasets (as applicable)
- Update and submit digital copies of H&H report and/or models at each design milestone
- Floodplain Development Permit (FPDP) required
- Letter of Map Revision required if FEMA 100-year floodplain is altered (post-project)

HYDROLOGY & HYDRAULICS

- Facility Design Frequencies: Refer to Table 2 in DGM Section 4 for specific references
 - watercourse/channel streets storm sewer systems
 - bridge/culvert other:
- Drainage infrastructure design: drainage areas < 100 ac. = Q25, drainage areas ≥ 100 ac. = Q100.
- Drainage design based on Ultimate Development flows (from contributing watershed)
- Drainage design should be able to accommodate adjacent/future/successive capital project phases
- Flood control/channel improvement projects: check hydrologic routing for impact on flows
- Watercourse/channel: adverse impact reminders
 - Velocities: check potential adverse impact (earthen watercourses only)
 - WSE increases: check potential adverse impact or contained in easement/ROW

OTHER CONSIDERATIONS

- Existing storm drain infrastructure within project limits
- Record of multiple complaints (311s) in or near project area
- Check drainage right-of-way or easements are in place or identify need to acquire
- Low Impact Development (LID): Any LID features incorporated into the design will require review by Storm Water Engineering and Storm Water Operations. Coordinate LID design as early as feasible. Utilize the San Antonio River Basin LID Technical Guidance Manual for design criteria and guidance.
- Review coordination with TCI Storm Water Operations is often necessary and is typically required during design for the following general areas of maintenance responsibility: water quality features (basins, inlets, LID), mow/no mow areas, storm sewer systems, detention ponds, ingress/egress access. Digital data may be required for tracking purposes.

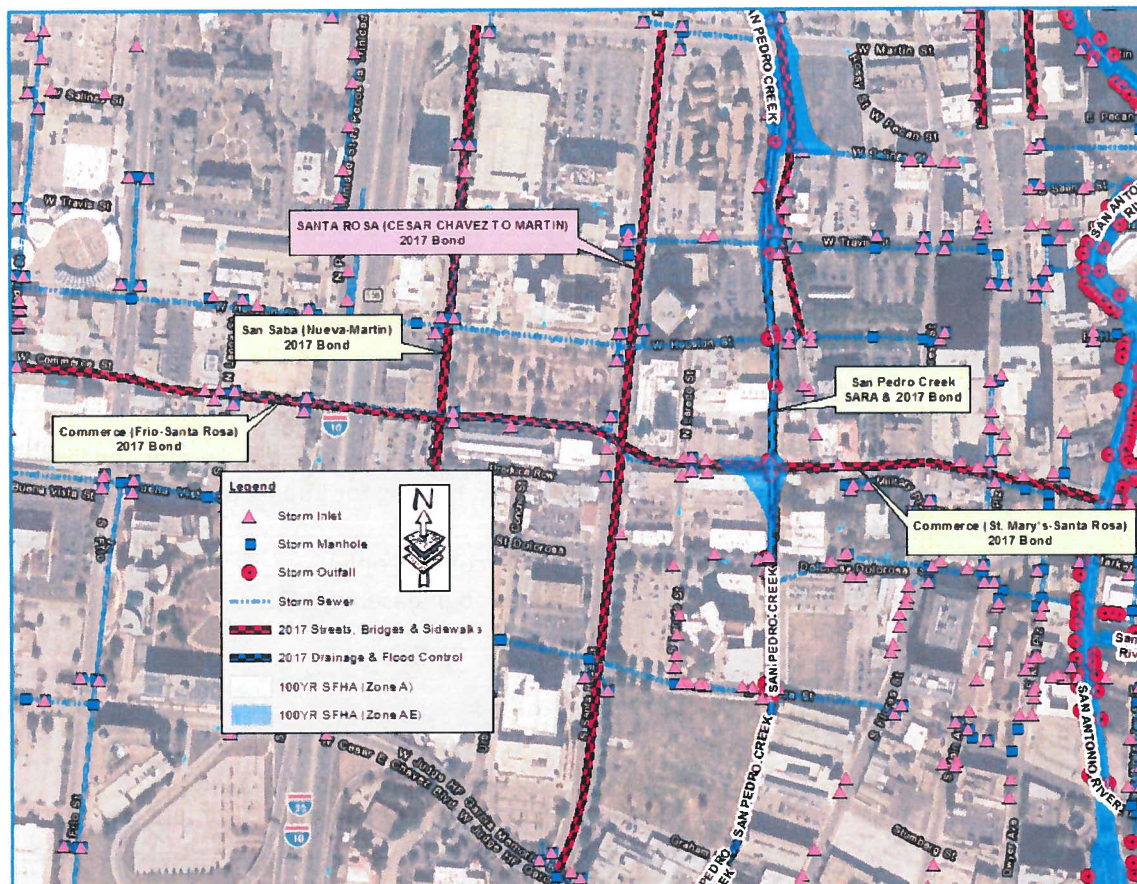
- Unsteady 1D or 2D hydraulic modeling approaches: Consult with Storm Water Engineering review staff as soon as possible to discuss justification. Increased level of effort and additional documentation for these approaches should be expected.
- Project is adjacent to or in the vicinity of another project or project phase. Studies/data may be available for reference: **2017 Bond: San Saba (Nueva-Martin), Commerce (Frio-Santa Rosa), Commerce (St. Mary's-Santa Rosa); SARA, 2017 Bond: San Pedro Creek Improvements Project**
- Attachments included
- ADDITIONAL CONSIDERATIONS:** (1.) Storm inlets contributing to storm sewers that outfall at San Pedro Creek or the San Antonio River will be required to incorporate some form of trash excluders to improve water quality. (2.) Recommend televising storm sewer system prior to or during design in order to investigate system condition and aid in decision making. (3.) Post-construction televising of proposed storm sewer system will be required by contractor. Add specification for this item during design.

CONTACT INFORMATION

TCI Storm Water Engineering technical review points of contact:

Jeremy George, PE, CFM
 Phone: 210-207-7788
 Email: Jeremy.George@sanantonio.gov

Lyndon J. Duano, CFM
 Phone: 210-207-2540
 Email: Lyndon.Duano@sanantonio.gov



Notes: 2017 aerial imagery shown

Disclaimer: The City of San Antonio (COSA) does not guarantee the accuracy, adequacy, completeness, or usefulness of any information. COSA does not warrant the completeness, timeliness, or positional, thematic, and attribute accuracy of the GIS Data. The GIS data, cartographic products, and associated applications are not legal representations of the depicted data. All storm water infrastructure should be field verified.



November 16, 2017

Gilmer Gaston, P.E., PTOE
Pape-Dawson Engineers, Inc.
2000 NW Loop 410
San Antonio, TX 78213

RE: Santa Rosa (Cesar E. Chavez to Martin)
2017-2022 COSA Bond Program
SAWS Water Job No. 17-5071
SAWS Sewer Job No. **Pending**
SAWS Infrastructure Letter

Dear Mr. Gaston,

SAWS has researched the existing water and sewer facilities for the above referenced project within the project limits. Based on this information, the following has been determined:

Water Main

- ± 90 LF of 16" AC (1973) – Crossing Santa Rosa St. at W Martin St. – Will be replaced within project limits.
- ± 1,200 LF of 12" AC (1969) – Along west side of Santa Rosa, between W Martin and W Houston – Will be replaced within project limits.
- ± 80 LF of 8" AC (1974) – Crossing Santa Rosa at W Travis St. – Will be replaced within project limits.
- ± 40 LF of 12" CI (1969) – Along west side of Santa Rosa at W Houston St. – Will be replaced within project limits.
- ± 40 LF of 12" DI (1992) – Crossing Santa Rosa at W Houston St. – Avoid.
- ± 630 LF of 12" AC (1977) – Along west side of Santa Rosa, between W Houston and Dolorosa – Will be replaced within project limits.
- ± 55 LF of 8" DI (1992) – Crossing Santa Rosa at W Commerce St. – Avoid.
- ± 100 LF of 24" CI (1958) – Crossing Santa Rosa at Dolorosa – Will be replaced within project limits.
- ± 100 LF of 8" AC (1977) – Crossing Santa Rosa at Dolorosa – Will be replaced within project limits.
- ± 1,060 LF of 16" AC (1964) – Along west side of Santa Rosa, between Dolorosa and W Cesar Chavez – Will be replaced within project limits.
- ± 90 LF of 16" DI (1992) – Crossing Santa Rosa at W Nueva – Avoid.
- ± 90 LF of 16" CI (1902) – Crossing Santa Rosa at W Nueva – Will be replaced within project limits.
- ± 90 LF of 6" AC (1964) – Crossing Santa Rosa at Graham St. – Will be upsized to 8" diameter within project limits.
- ± 90 LF of 8" AC (1967) – Crossing Santa Rosa at W Cesar Chavez – Will be replaced within project limits.

Sewer Main

- ± 90 LF of 30" VCP (1975) – Intersection of W Martin and Santa Rosa - Avoid.
- ± 60 LF of 10" VCP (1975) – At the intersection of W Martin and Santa Rosa, crossing a portion of N Santa Rosa from the west – Avoid.
- ± 1,035 LF of 30" VCP (1971) – Along Santa Rosa between W Martin and W Houston - Avoid.

- ± 670 LF of 8" VCP (Unknown) – Along Santa Rosa between W Martin and W Houston – Will be replaced within project limits.
- ± 45 LF of 27" VCP (1971) – Crossing a portion of Santa Rosa at W Travis St. – Avoid.
- ± 45 LF of 27" CIPP (1988) – Crossing a portion of Santa Rosa at W Houston – Avoid.
- ± 80 LF of 12" VCP (Unknown) – Intersection of Santa Rosa and W Houston – Will be replaced within project limits.
- ± 130 LF of 18" CIPP (1988) – Along south side of W Commerce St., crossing Santa Rosa St. – Avoid.
- ± 60 LF of 18" CIPP (1988) – Crossing a portion of Santa Rosa, south of W Commerce – Avoid.
- ± 200 LF of 8" CIPP (2011) – Along Santa Rosa between W Commerce and Dolorosa – Avoid.
- ± 70 LF of 8" CIPP (1988) – Crossing a portion of Santa Rosa at Dolorosa – Avoid.
- ± 30 LF of 8" NRC (1965) – Crossing a portion of Santa Rosa at Dolorosa – **To be determined.**
- ± 100 LF of 8" VCP (1966) – Crossing Santa Rosa at W Nueva – Will be replaced within project limits.
- ± 120 LF of 12" VCP (1966) – Crossing Santa Rosa at W Cesar Chavez – Will be replaced within project limits.

Recommended Work

Please note that no water or sewer replacement shall extend beyond the City of San Antonio project limits. Coordination with other utilities for existing facilities will also be required. Coordination with the City of San Antonio Arborist is required to determine the tree preservation plan and resolve any conflicts that may occur on the project.

These are SAWS recommendations for the replacement of the existing facilities. Additional information from the City's scoping meeting will be evaluated and be taken into consideration when developing a preliminary cost estimate which will be provided within 2-3 weeks.

Should you need any additional information, please feel free to contact me at 233-3012.

Sincerely,



Daryl Spillmann, P.E.
Project Engineer
SAWS Pipelines Department

cc: Emilio Rodriguez
David McBeth, P.E.
Nina Bittle, P.E.
Michael Boyd, EIT

CITY OF SAN ANTONIO
Transportation and Capital Improvements
Environmental Management Division
MEMORANDUM

TO: Florencio Rodriguez P.E., Project Manager, TCI Horizontal
FROM: Céline Finney, Environmental Project Manager, TCI Environmental
COPIES: Project File
SUBJECT: Santa Rosa Street (Cesar E Chavez Blvd to Martin Street)
Pre-Scoping Preliminary Environmental Review

WBS Element: 23-01608

Environmental Project Code: 01-616D5-1015CIP

DATE: 16 November 2017

Based on the information currently available, the following environmental concerns have been identified for this project.

1. The work will not require a Clean Water Act Section 404 permit.
2. Because the work is located along the boundary of the Milam Park and Market Square, and terminates and follows the western edge of RIO-7B district, this project could require a historic resources survey. In addition, there are several historically significant resources along Santa Rosa Street that may require coordination with OHP depending on the proposed improvements.
3. The work will require an archeological survey/construction monitoring as well as a subsurface investigation to establish the exact boundary of the Milam Park Cemetery.
4. There are no anticipated concerns related to threatened/endangered species, karst features, or the Edwards Aquifer.
5. Coordination with TxDOT for environmental issues is not anticipated.
6. It is possible that there could be concerns related to migratory birds and tree removal.

The information above is based on preliminary information with no available design plans. Therefore, it is subject to change based on the results of the scoping meeting and development of the design plans.

Should you have any questions regarding this matter or require additional information, please do not hesitate to contact me at 207-1454 or by email at Celine.Finney@sanantonio.gov.

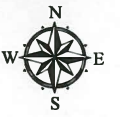
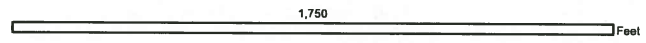


City of San Antonio
 Transportation and Capital Improvements
 Environmental Management Division

Santa Rosa

This map is a representation of the City of San Antonio's current information and is not intended to be used for any other purpose. The City of San Antonio is not responsible for any errors or omissions on this map. The City of San Antonio is not responsible for any damages or losses resulting from the use of this map. The City of San Antonio is not responsible for any changes to the information on this map. The City of San Antonio is not responsible for any changes to the information on this map.

Map Created by T. Larson
 Map Last Edited November 16, 2017





PROJECT NAME: Santa Rosa – Cesar Chavez to Martin

COUNCIL DISTRICT: 1

DATE: November 16, 2017

PROJECT ADMINISTRATION

COSA Project Management Team: Florencio Rodriguez Jr., P.E., Interim Project Manager
Juan Contreras, P.E., Project Engineer
Timothy Hayes, EIT, Senior Engineering Associate

Design Firm: **Pape Dawson Engineers.**
Gilmer Gaston, P.E., PTOE, Senior Vice President
GGaston@pape-dawson.com

Project Scope: (See Presentation)

Estimated Construction Cost: To Be Determined

Project Delivery Method: Design, Bid, Build

Background and History: (See Presentation)

Project Goals: (See Presentation)

Adjacent Projects: Commerce St. (St. Mary's to Santa Rosa), Commerce St. (Santa Rosa to Frio), San Saba St. (Nueva to Martin).

PROGRAMMING AND FUNDING

Program Funding: \$12 million*
Improvements

Funding Type: Streets, Bridges & Sidewalks

(*) Includes: Estimated Construction Cost, Design Cost, Real-estate, Environmental Cost, Material Testing, Project Administration Cost, Permit Requirement Cost, PrimeLink Cost and related Contingencies.

EXISTING ELEMENTS

I. Existing Conditions

- A. Apparent Existing width of right-of-way:**
- B. Approximate Existing width of pavement:**
- C. Curb/gutter/sidewalks present?**
- D. Existing drainage infrastructure:**
- E. Existing utilities**
 - 1. CPS Overhead Electric:**
 - 2. CPS Underground Electric:**
 - 3. CPS Gas:**
 - 4. SAWS Water:**
 - 5. SAWS Sewer:**
 - 6. Spectrum:**
 - 7. AT&T:**
 - 8. Grande:**
 - 9. Other:**
- F. Existing features (trees, landmarks, schools, etc.):** Trees: Various species. Landmarks: Market Square, Milam Park (Old Catholic Burial Ground). Hospitals: The Children's Hospital of San Antonio (Christus)
- G. Potential hazards:** Shallow Utilities, Old Clay Storm Sewer, Historical/Archaeological Resources
- H. Predominant land use:** Commercial, Civic

II. Stakeholders

- A. Neighborhood Associations:** Soapworks and Towne Centre Apartments
- B. Community Groups:** Contact Jeanette Morin – TCI City Council Liaison
- C. Businesses:** Bill Miller (Headquarters), Goodwill, The Vistana, Market Square, Mi Tierra Offices, et al.
- D. Schools:** None
- E. Other:** San Antonio Public Safety Headquarters

PROPOSED DESIGN ELEMENTS AND SCOPE

III. Roadway / Drainage Requirements

A. Street Typical Section

- 1. Proposed Right-of-Way:**
- 2. Number of traffic lanes:**
- 3. Traffic lane widths:**
- 4. Raised Medians:**
- 5. Bike Lanes:**
- 6. Shared-Use Paths:**
- 7. Sidewalk Width:**
- 8. Parkway Width:**
- 9. Other Elements:** Ensure DGM requirements are fulfilled
- 10. Diagram:**

B. Cross Sections

- 1. Every 50 feet**
- 2. At all driveways (Exhibits will be required for penetrations)**
- 3. Channel cross sections**
- 4. Include ROW lines and existing fences (if encroaching)**

C. Drainage (Follow DGM)

- 1. Design Requirements:**
- 2. Bridges / Culverts:**
- 3. Required Permitting:**
- 4. Other Considerations:**

D. Traffic (Follow DGM)

- 1. Traffic Signals:**
- 2. Pavement Markings:**
- 3. Signage:**
- 4. Specialized Crossings (e.g. Schools, HAWK):**
- 5. ITSD and Other Considerations:**

E. Surveys (Follow DGM)

- 1. Topographic Survey**
- 2. Apparent Right-of-Way or Right-of-Way Survey:**
- 3. Plats and Field Notes: (Additional Services – per each)**

F. Enhancements / Landscaping / Public Art

G. Low Impact Development (LID)

H. Complete Streets

- 1. Bicycle Facilities**
- 2. Pedestrian Connectivity**
- 3. Transit Considerations (VIA)**

Utilities

I. CPS Overhead Electric:

J. CPS Underground Electric:

K. CPS Gas:

L. SAWS Water:

M. SAWS Sewer:

N. Spectrum:

O. AT&T:

P. Grande:

Q. Other:

IV. Environmental Considerations (Follow DGM)

A. Hazmat:

B. Known Landfills:

C. Jurisdictional Waters / USACE 404:

D. Archaeological:

E. Historical:

F. SWPPP:

V. Geotechnical Considerations (Follow DGM)

A. Subgrade Investigation:

B. SUE Expectations: (Additional Services – per each)

C. Pavement Design (Include sulfate investigation, lime series curve, and tested CBR values [not assumed]):

D. Embankment Analysis (Bridge approaches):

VI. Permitting (Follow DGM)

A. TDLR Review & Inspection:

B. TxDOT Permit:

C. Tree Permit:

D. Railroad Permit:

E. WPAP:

F. Floodplain Development Permit:

G. Provide Exhibits for Environmental Permits: As needed

H. LOMR:

PROJECT PROCESSES AND DELIVERABLES

VII. Design Phases

- A. Standard Phases:** 40%, 70%, 95%, Bid Phase (100%), and Construction
- B.** DGN files to utilities at all phases (Utility design based on approved 40% design)
- C.** Intermediate Phases (reference DGM for complete list)
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VIII. Construction Phase

- A.** Re-establish benchmarks prior to construction
- B.** Bi-weekly Construction Update Meetings
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- I.** Attend 1-year warranty inspection
- J.** Quarterly Updates of Record Drawings

IX. Project Closeout

- A.** Record Drawing Submittal

X. Public Relations

- A. Three Public Meetings**
- B. Preparation of Exhibits for Each Meeting**

XI. Fee Proposal Deliverables

A. Scope of Work Narrative / Meeting Minutes

- 1. Draft meeting minutes distributed by the second business day (Due Monday, November 20, 2017)
- 2. Final meeting minutes by the fifth business (Due Thursday, November 23, 2017)

B. Fee Proposal Package Due 4 Weeks After Scoping Meeting

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