

ROUTE 18
TRANSPORTATION IMPROVEMENTS

**COMMUNITY
PARTNERING TEAM**

CITY OF NEW BRUNSWICK

STEERING COMMITTEE MEETING REPORT NO. 14

PROJECT: ROUTE 18 - Section 2F, 7E, and 11H
City of New Brunswick
Middlesex County, New Jersey

PLACE: NJDOT Office, Conference Room 3A
Trenton, NJ

DATE: March 18, 2004

SUBJECT: Steering Committee Meeting No. 14

ATTENDEES:

Mr. Steve Lavelle (SL)	NJDOT, Div. of Proj. Mgmt.	609-530-2546
Mr. Kiran Patel (KP)	NJDOT, Div. of Proj. Mgmt.	609-530-2498
Ms. Pam Garrett (PG)	NJDOT, Div. of Proj. Mgmt., Env. Services	609-530-2721
Ms. Amy Polachak (AP)	NJDOT, Div. of Proj. Mgmt., Env. Services	609-530-5353
Mr. Stephen Mikulak (SM)	NJDOT, Office of Community Relations	609-530-6558
Mr. Thomas Loughlin (TL)	City of New Brunswick	732-745-5007
Mr. Bob Spear (BS)	Rutgers, The State University	732-932-6966
Ms. Martine Culbertson (MC)	M.A. Culbertson, LLC	856-795-8485

SUMMARY:

To present information on the Rutgers subcommittees for Route 18 and Transportation Summit meetings; to review the project status and schedule; to discuss outstanding issues; to review draft Communications Plan and to determine next steps for the CPT Task Forces and public outreach efforts. (Agenda attached).



POINTS OF DISCUSSION:

1. (SL) noted that the funding will become available October 2004 and the Award will be in December 2004. Some aspects of the project will continue such as utilities relocation and advanced demolition contracts.
2. (KP) discussed the situation with Verizon. They are not working on the relocation designs without a second contract, which requires additional funding. (SL) and (KP) to contact Verizon management to elevate issue and resolution since the utilities relocation effects the project schedule. ACTION ITEM
3. For the advance demolition of the police site, by regulation, the destroying of police records must be witnessed by a police or court officer. (TL) will investigate and provide necessary language to (KP) for the contract specs. ACTION ITEM
4. NJDOT Route 18 Web site is 90% complete. (SL) and (KP) have viewed the Rutgers web site. (SL) requested that the construction staging maps be removed from the Rutgers web site since the construction staging plans are not final. The NJDOT web site will provide the staging information and images once the final design and staging plans are completed and approved. ACTION ITEM
5. (SL) noted that the project schedule for construction based upon funding is now 2005 and 2006, pending Capital Program approval. The Home News Tribune reporter, Sharon Walters, has contacted (TL) requesting the latest information.
6. Gannett Fleming to provide Steering Committee Meeting No. 13 minutes. ACTION ITEM
7. Regarding the Project Status:
 - (a) Final Design will be completed in the next few weeks. The NJDOT reviews will be conducted over these weeks. Once the comments are addressed, the Preliminary Plan and Specifications will be issued tentatively in May, 2004. This is the largest single project in NJDOT State history. There are 2176 plan sheets in 14 parts.
 - (b) The tentative date for the Pre-Bid advertisement is May 1, 2004.
 - (c) Right-of Way remaining is the J&J parcel and the Quick claim deed from the City in connection with Riverside Towers parcel. Rutgers parcel is under review by the lawyers. Meg Palmer has been working with the Dettmer property and has located new residence. Owners wish to remain at current location until September. Taylor Drive residents have contacted (TL) concerned about their property takes. (KP) to provide a list of parcels under condemnation process to (TL). ACTION ITEM
 - (d) Pre-qualification will be handled by the Department's Construction Support Services during the advertisement process. Contract enhancements have been incorporated in the specs by the designer. (BS) requested that erosion control and site cleanliness should be clearly explained and enforced given the tendency for severe mud conditions. In response to (BS)'s request for sweepers, (KP) indicated that the Department does not provide means and methods to perform the work. It is contractor's responsibility. Project specifications include the soil erosion and sediment control (SESC) during construction.
 - (e) (SL) noted that this project NJDOT would establish an environmental control team responsible for monitoring erosion/soil impacts and to ensure that the contractor complies with the permit requirements and contract requirements for SESC. (PG) will provide coordination under NJDOT environmental services.
 - (f) There will be a pre-bid conference and possible field walk-through for this project. (TL) and (BS) expressed interest in attending the conference. (SL) and (KP) indicated that they will be invited to the conference
8. (TL) to provide parking ordinances which are currently being developed. ACTION ITEM
9. (MC) to obtain list of events from the key stakeholders so those events which cause a significant impact on construction (potential shutdown days) are added to the contract as additional constraints (examples: Rutgers graduation day, J&J shareholders meeting, and Boyd Park festivals). ACTION ITEM
10. Estimated workday would be ten to twelve-hour day. There will be some night work for installation of bridge beams. It will require waiver to local noise ordinances.

11. Environmental status:

(a) (PG) to check on status of Army Corps of Engineers permit. ACTION ITEM

(b) State House Commission hearing is scheduled for Monday regarding Green Acres process of the Boyd Park property exchange and the open Space County parcel at Paulus Boulevard. Dave Smith of DEP, Green Acres has commented favorably on both parcels.

(c) The hazardous waste parcel of J&J has DEP approval for capping and isolating at an estimated cost of two million dollars. Meg is to make an offer to J&J.

(d) The status of the Agnew House is being reviewed by the Historic Council. George Dawson from the City Historic Commission took a non-position. He has not been active with the CPT and it would be helpful to have support from the City. (PG) to coordinate with the sub-committee to resolve this issue. ACTION ITEM

12. The new member of the Steering Committee is Frank Wong for Rutgers University. The alternate is Bob Spear. They are to share information with other key Rutgers reps, Marty Robbins and Matt Weismantel. (BS) expressed appreciation on behalf of Rutgers for adding their representation to the Steering Committee. (SL) explained that their role and contribution during construction is important given the impacts of moving a large number of students and faculty through the corridor daily. Given the completion of final design plans, representation from Gannett Fleming will only be needed as directed by (SL) and (KP) for design issues support so they will continue to be a part of the CPT as project support team members. (TL) expressed appreciation for Gannett Fleming's engineering assistance with City issues.

13. (BS) provided information on the Rutgers Route 18 subcommittee. Rutgers is thinking to request traffic modeling. (KP) explained that traffic modeling is subjective and could be manipulated to have desired outcome. IT would be wise to spend that money for improvements. (KP) briefed the committee of the issues raised at the Rutgers transportation sub-committee.

14. (BS) explained that the President of Rutgers requested the creation of an internal Route 18 committee to address the impacts of construction on the University. There are three sub-committees: transportation, scheduling, and student services. The meeting was held on March 11, 2004. The transportation subcommittee is looking at the possibility of a dedicated bus lane with remote parking sites. On March 24, 2004 there is a meeting with the engineers for Rutgers, the County and the City to examine alternatives involving traffic flow on Nielsen and George Street. The sub-committees are working possible options to relieve congestion concerns and will make recommendations by April 1, 2004. (FW) to provide the results of the Rutgers subcommittees and Transportation Summit to the Steering Committee in April. ACTION ITEM

15. (SL) noted that the mechanism for changes on the project through the construction stages such as traffic mitigation options is to make recommendations to the Steering Committee which must then consider the benefits or impacts and determine action items or changes to be implemented and seek further approvals in the Department as necessary.

16. The construction management (inspection) contract will soon be posted. The purpose of this contract will be to select a firm responsible for construction inspection, management, accessible communications team, and CPM. (SL) and (KP) are examining the contract options for continuing the CPT efforts and Communications Plan support work effort by M.A. Culbertson. ACTION ITEM

17. The City Public Relations Officer, Mike Drulis, has taken a new position. (TL) will inform the Steering Committee of the new PR Officer once appointed and provide the resource survey information. The new City Engineer is Tim White. ACTION ITEM

18. Jurisdictional agreement discussions are on-going. City has concern regarding level of financial obligation for the City relative to other players such as the County and State. (SM) offered to schedule a meeting with the County, Ralph Albinar, regarding the maintenance of Multi-use paths. (SL) noted that NJDOT will not proceed to construction without signed jurisdictional agreements. ACTION ITEM

19. (KP) and (SL) to provide a briefing on the project to legislature, as requested by Assemblyman Wisniewski, Chairman of the Transportation Board. ACTION ITEM

20. (SL) noted that this project should have a pre-construction conference, once the contractor has been selected. (MC) to possibility schedule and facilitate. (TL) and (BS) noted their interest in attending this conference.
21. The Steering Committee reviewed the Traffic Management Summary Issues Matrix. Revisions are reflected in the Issues Matrix dated March 2004 (see attached).
22. (MC) to obtain list of other projects under construction in the area which may have an impact on construction of this project. The list may be added to the contract as additional constraints (examples: Rutgers bookstore, DEVCO projects, City projects - contact Glenn Patterson). ACTION ITEM
23. (MC) provided a brief overview of the draft Communications Plan and associated flowcharts. The Plan addresses three aspects of communication during construction: people (the staff and stakeholders), the process (communication network), and the information (PI tools and materials). There are organizational charts and communications flowcharts to be detailed and the specific tools to be applied for routine activities, special events, and unexpected incidents. (SL) asked that the draft plan outline be reviewed by the Steering Committee, and (MC) to send a copy to Camille Sinclair for review. ACTION ITEM
24. (SM) to review the legislative representation on the CPT and regional stakeholders for the Communications Plan flowcharts. Provide any revisions to (MC). ACTION ITEM
25. (SL) listed the Next Steps as follows:
1. (MC) to distribute meeting reports to CPT members
 2. Steering Committee members to review the Draft Communications Plan
 3. (SL), (KP) and (MC) will meet by next week to review the draft plan
 4. Schedule next Steering Committee Meeting No. 15 for April, 2004
 5. Pre-Bid Advertisement is tentatively set for May, 2004
6. CPT Meeting and Pre-construction Public Info Center meeting to be held in fall and winter, 2004.
26. The meeting was adjourned at 12:30 p.m.

KEY ACTION ITEMS

Tom Louglin (City of New Brunswick)

- Items No. 3, 8, and 17
- Water agreement
- Police support resource needed during construction

Frank Wong/Bob Spear (Rutgers University)

- Items No. 4 and 14

Kiran Patel (Project Management)

- Items No. 2, 7c, 7d, 16, 18, 19

Steve Mikulak (Community Relations)

- Item No. 24

Pam Garrett (Environmental Services)

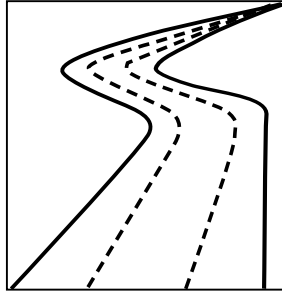
- Items No. 7e, 11a, 11d

Martine Culbertson (CPT Facilitation)

- Items No. 9, 22, 23, 25

We believe the foregoing to be an accurate summary of discussions and related decisions. We would appreciate notification of exceptions or corrections to the minutes within three (3) working days of receipt. Without notification, we will consider these minutes to be record of fact.

Martine Culbertson
CPT Facilitator



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STEERING COMMITTEE MEETING NO. 14

AGENDA

March 18, 2004

NJDOT, Trenton NJ, Conference Room 3A, 9:30 a.m.

Objective: To present information on the Rutgers subcommittees for Route 18 and Transportation Summit meetings; to review the project status and schedule; to discuss outstanding issues; to review draft Communications Plan and to determine next steps for the CPT Traffic Management and Communications Task Forces and public outreach efforts.

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|------------|---------------------------------------|--------------------|
| 9:30 a.m. | I. Welcome and Introductions | |
| | o Agenda and Goals | Lavelle |
| | o Project Status and Schedule | Patel |
| 10:00 a.m. | II. Project Items | |
| | o Rutgers Subcommittee Review | Spear |
| | o Transportation Summit Meetings | Spear/Loughlin |
| | o Environmental/Agency Coordination | Garrett |
| | o Outstanding Issues – Summary Matrix | Lavelle/Culbertson |
| | o Draft Communications Plan | Culbertson |
| | o CPT – Next Steps - Task Forces | Mikulak/Culbertson |
| 11:15 a.m. | III. Summary and Close | |
| | o Action Items / Next Steps | Patel/Culbertson |
| | o Closing Comments | Lavelle |

