



Department of Engineering Project Charter

Project Name: Lincoln Elementary Safe Routes To School (SRTS)
Department: Engineering
Project Number: 17STR52
Account Number: 412-500-501-873-101, 412-502-502-873-101

Prepared By

Document Owner(s)	Project/Organization Role
Dan Mann	Project Manager

Project Charter/PMP Version Control

Version	Date	Author	Change Description
Charter V1	1/12/2018	Dan Mann	<ul style="list-style-type: none">Initial Charter Creation
Charter V2			<ul style="list-style-type: none">

Online Project Plan

Status	Date	Author	Details
Design	1/12/2018	Dan Mann	<ul style="list-style-type: none">ProjectManager.com set-up

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1 PROJECT CHARTER/PMP PURPOSE

The project [charter/PMP] defines the vision, goals, scope, objectives, constraints, and overall approach for the work to be completed as part of this project. It is a critical element for initiating, planning, executing, controlling, and assessing the project. In addition, it serves as an agreement between the Project Team stating what will be delivered according to the budget, time constraints, risks, resources, and standards agreed upon for the project.

2 PROJECT PURPOSE AND OVERVIEW

Lincoln Elementary School was established in 1930 and is located at the intersection of Perry Street and S. 6th Street. There are several locations where no sidewalks are present within a half mile of the school. Zones of missing sidewalks surrounding schools were prioritized in the City's 2015 Long Range Sidewalk and ADA Transition Plan. Lincoln Elementary School zone is now the highest priority zone. Additionally, the 2016 Bicycle & Pedestrian Master Plan acknowledged and built on the 2015 Long Range Sidewalk and ADA Transition Plan by identifying the need for pedestrian and bicycle safety improvements along Perry, and recommended future traffic calming measures. The City of Saint Charles was awarded federal FAST Act Transportation Alternative Program Set-Aside matching funds in 2017.

The selected design consultant will be responsible for designing approximately 3,500 linear feet of new sidewalk along Perry Street and surrounding streets in addition to determining repairs to existing sidewalks to meet PROWAG standards. In total, this project will install or repair approximately 4500 linear feet of sidewalk. Where practical, new sidewalks should be designed at 6' width (sidewalk will be constructed at a minimum width of 5' in constrained areas). New ADA accessible ramps and crosswalk striping will be designed at street intersections. New sidewalk locations are depicted in yellow and repair sections in orange on the attached project location map. The selected design consultant will be responsible for survey, retaining wall design, and assisting with MoDOT LPA coordination & compliance.

When constructed, this project will increase the safety of children walking to school and improve pedestrian connectivity between Lincoln Elementary School and the surrounding neighborhood. In addition to Lincoln Elementary, Perry Street connects two commercial shopping areas with pedestrian destinations. The west end of Perry Street connects to the newly constructed University Commons Shopping Center including a Schnuck's grocery store and Post Office. The east end of Perry Street connects to retail shopping along Fifth Street. This project would also provide better connectivity to several St. Charles Area Transit (SCAT) bus stops and a more walkable connection for residents of student housing traveling to the Lindenwood University Campus.

3 PROJECT TEAM

Project Team Role	Project Team Member(s)	Contact Information
Project Manager (City)	Dan Mann	636-949-3229 daniel.mann@stcharlescitemo.gov
Assistant City Engineer, Design (City)	Brad Temme	636-940-4617 brad.temme@stcharlescitemo.gov

Assistant City Engineer, Construction (City)	Jim Gremaud	636-949-3240 jim.gremaud@stcharlescitymo.gov
Director of Engineering (City)	Jerry Hurlbert	636-949-3237 jerry.hurlbert@stcharlescitymo.gov
Right-of-Way Specialist	Brian Faust	636-949-3245 brian.faust@stcharlescitymo.gov
Public Communications	Jeremy Lutgen	636-949-3353 jeremy.lutgen@stcharlescitymo.gov
MoDOT District Design Liaison	Tom McCloskey	314-453-1831 thomas.mccloskey@modot.mo.gov
Design Consultant	TBD	TBD
Contractor	TBD	TBD

3.1 [PMP – Organizational Chart]

Attach Org. Chart Exhibit

3.2 [PMP – Communications Plan]

Add document online

4 PROJECT SCOPE STATEMENT

4.1 Goals and Objectives

Goals	Objectives
Improve or install pedestrian facilities near Lincoln Elementary to allow better and safer access	<ul style="list-style-type: none"> Determine appropriate width & alignment of sidewalks, crosswalks, and signage.
Maintain Access and minimize traffic interruptions and disruptions to property owners	<ul style="list-style-type: none"> Develop traffic control plans that minimize impacts to property owners and drivers by coordinating construction timing and planning detour routes during design. Where possible, minimize retaining wall installations and impacts to existing fences.

4.2 Statements of Work (SOW)

SOW	Owner/Prime	Due Date/Sequence
Program Agreement	Mann	1/3/2018
MoDOT Consultant Solicitation	Mann	2/9/2018
Select Consultant	Mann	3/14/2018
MoDOT ESC Approval/Obligation	Mann	5/30/2018
Preliminary Plan	Consultant	9/7/2018
MoDOT Preliminary Plan Approval	Consultant	9/28/2018
Right of Way Plan	Consultant	11/12/2018
MoDOT Right of Way Plan Approval	Consultant	12/24/2018
Right of Way Acquisition	Faust	5/30/2019
Final PS&E	Consultant	6/13/2019
MoDOT Final PS&E Approval	Consultant	7/31/2019
Bid Opening	Temme	10/25/2019
Construction	Gremaud	7/13/2020
Final Close Out	Gremaud	12/28/2020

4.3 Milestones and Deliverables

Milestone	Deliverable
1. Program Agreement	<ul style="list-style-type: none"> Executed MoDOT Program Agreement
2. Consultant Contract	<ul style="list-style-type: none"> Executed Contract Updated Project Charter Design Standards
3. Preliminary PS&E Submittal	<ul style="list-style-type: none"> Preliminary Plans
4. Preliminary Approval	<ul style="list-style-type: none"> MoDOT Preliminary Plan Approval
5. Environmental Classification	<ul style="list-style-type: none"> Approved Environmental Clearance
6. 106 Clearance	<ul style="list-style-type: none"> Approved 106 Clearance
7. Utility Relocation Plan Approval	<ul style="list-style-type: none"> Utility Relocation Plan Approval Letter
8. Right of Way Plan Submittal	<ul style="list-style-type: none"> Right of Way Plans Sealed Right of Way and Easement Documents
9. Right of Way Plan Approval	<ul style="list-style-type: none"> MoDOT Right of Way Plan Approval
10. Right of Way Acquisition	<ul style="list-style-type: none"> Right of Way Clearance
11. Final PS&E Submittal	<ul style="list-style-type: none"> Final PS&E
12. Final PS&E Approval	<ul style="list-style-type: none"> Federal Obligation of Construction Funding and Authority to Advertise for Bids
13. Bid	<ul style="list-style-type: none"> Sealed Bids from Contractors
14. MoDOT Concurrence in Award	<ul style="list-style-type: none"> MoDOT Concurrence in Award and Federal Obligation of the Construction Contract

4.4 Out of Scope

Major street and stormwater modifications, other than what is required to install the proposed sidewalk and crosswalks, are not included in this project.

4.5 Project Funding

Source	FY 2018	FY 2019	FY 2020	Confidence Level
Transportation Alternative Project Funds [TAP-7303(616)]	\$56,000	\$32,000	\$632,000	High
City	\$14,000	\$8,000	\$158,000	High

4.6 [PMP – Work Breakdown Structure]

Specified online.
Attach Executed Contracts

4.7 [PMP – Time Management Plan]

Managed online. Schedule shall be updated as frequently as weekly.

4.8 [PMP – Cost Management Plan]

Cost estimates shall be stored online and provided at completion of the following tasks: preliminary plans, right-of-way plans, and final plans

4.9 [PMP – Change Management Plan]

Managed online.

5 PROJECT CONDITIONS

If an online project plan has already been created, issues and risks can be entered online with a printed summary attached to the project charter/PMP.

5.1 Issues List

#	Description	Impact*	Priority*	Owner	Proposed Resolution
1	Sidewalks do not connect in areas along 7 th Street and Perry Street surrounding Lincoln Elementary	High	High	City/Design Consultant	Design sidewalk connections and cross walks in accordance with the Access Board and PROWAG guidance.
2	Traffic Disruption	Medium	Medium	City/ Design Consultant	Traffic control will be designed to minimize traffic impacts and closure times. Detour plans will be designed to provides all property owners access throughout the project. Determine appropriateness of adding liquidated damages for an “open to traffic” construction milestone.
3	Federal Funding Requirements	Low	High	City/ Design Consultant	Project must be completed in accordance with MoDOT’s EPG 136 LPA Manual

#	Description	Impact*	Priority*	Owner	Proposed Resolution
4	City Project Coordination	Medium	Medium	City/ Design Consultant	Coordinate project with the ongoing Proposition P stormwater project (7 th St. to Boone's Lick Storm Sewers) that could include improvements on 7 th Street, McDonough, and Perry Street.

5.2 Risk Register

#	Description	Impact*	Likelihood*	Owner	Proposed Mitigation
1	ROW & Easements	High	High	Design Consultant	In the City & County's GIS databases, it appears sidewalk will fit within existing Right-of-Way in many locations; temporary easements will still be required at nearly every property. Design should minimize the impact to the adjacent properties as much as practical and allow for early discussions with the many affected property owners.
2	Pedestrian & Bus Routes Disrupted by Road Closure	Medium	High	Design Consultant/City	Begin discussion early with Lincoln Elementary Administration to help minimize impacts to pickup & drop-off circulation and to allow time to determine alternate bus routes if necessary.
3	Meeting MoDOT LPA Deadlines	High	Low	City / Design Consultant	Manage project schedule with enough buffer to ensure tasks can be completed within each phase's designated funding year.
4	MoDOT delays plan approval or provides major comments	High	Medium	City / Design Consultant	Communication with LPA District Design Liaison early and often to try to mitigate unforeseen issues.

*Risk and Issue Criteria:

Description	Impact	Priority	Likelihood
High	occurrence will have a substantial impact on the progress or result of the project	requires immediate follow-up and resolution	very likely to occur
Medium	occurrence will have an impact on the progress or result of the project,	requires follow-up before completion of next project milestone	may occur

Description	Impact	Priority	Likelihood
	but within reasonable tolerances		
Low	occurrence will have only minor impacts on the progress or result of the project	requires resolution prior to project completion	probably will not occur

5.3 Stakeholder Input Summary

Name	Organization	Role	Interests
Engineering	City	Represent the citizens of the City	Oversees design and construction processes for quality assurance, and tracks the project schedule and budget
MoDOT	MoDOT	Recommends Federal Fund Obligation	A project that meets the original scope, schedule, and budget.
Lincoln Elementary School	St. Charles School District	Local Elementary School	Impact to pickup & drop-off routes and improving access & student safety.
Adjacent Property Owners	Owners of property adjacent to project	ROW and easements may need to be acquired	Receiving fair compensation for any ROW or easement needed on their property
Utility Companies	Utilities	Relocate conflicting utilities	Protecting their financial interests and preserving their rights

5.4 [PMP – Issue and Risk Management Plan]

Managed online

6 PROJECT STANDARDS

6.1 Standards

- MoDOT EPG 136 LPA Policy
 - i. ADA Guidance, Including ADA Post Inspection Checklist (Fig. 136.9.4)
- Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) 2011
- City of St. Charles (Design codes and plan checklist)
- St. Louis County Department of Transportation
 - i. Standard Drawings
 - ii. Design Criteria Manual
 - iii. Standard Specifications for Road and Bridge Construction

6.2 Permits/Outside Approvals

- MoDOT LPA Approvals/Certification Process
- Permits Resulting from Request for Environmental Review(RER)
 - i. NEPA CE Approval
 - ii. Section 106
 - iii. Section 404

6.3 Utility Coordination


- **Utility Coordination Log** – Design Consultant to contact and coordinate with private utility companies and City Water & Sewer Divisions throughout design and document all communication and meetings on the City Standard Utility Coordination Log
- **Contact Information** – provided by City, verified by Design Consultant
- **Survey Location Verification** – Design Consultant to verify surveyed utility locations with private utility companies records and City records including GIS data and As-built plans, resolve any discrepancies and submit revised Survey Plans to City
- **Preliminary Plan of Adjustment** – Design Consultant to identify utility conflicts during preliminary design and develop possible resolutions with private utility companies and City Water & Sewer Divisions, identify right of way and utility easement requirements
- **Relocation Plan and Approval** – Obtain relocation plans from private utility companies, show utility relocations by others on the plans, and design City water and sewer relocations with City Water & Sewer Divisions approval
- **Utility Agreements** – the City will reimburse private utility companies for relocating utilities within easements or undergrounding of existing aerial utilities, Design Consultant shall coordinate with City and private utility companies to obtain Utility Agreements with exhibits for relocations plans, estimate of City costs, schedule for relocation work, and acquired utility easements. Utility Agreements require 2 City Council meetings for approval. If no City costs are expected, then Design Consultant shall obtain a No Utility Conflicts Letter or a Memorandum of Understanding Letter from private utility companies.
- **Job Special Provision for Existing Utilities** – Design Consultant to provide a specification for Existing Utilities with utility contact information, known utility conflicts, detailed description of relocation plan, and pothole information or instructions for Contractor
- **Utility Clearance** – Design Consultant to package and submit completed utility coordination log, utility agreements with relocation plans and cost estimates, no conflict letters, recorded utility easements for City Approval of Utility Clearance prior to Advertisement of Bid

6.4 Notes

- City GIS utility information is available upon request.
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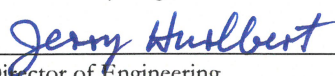
7 APPROVALS

Prepared by


Project Manager

Digitally signed by Dan Mann
DN: C=US, E=daniel.mann@stcharlescitymo.gov,
O=City of Saint Charles, OU=Engineering, CN=Dan
Mann
Date: 2018.01.12 07:58:00 -06'00'

Approved by

Consultant

Assistant City Engineer

Director of Engineering

[Other/Stakeholder]

8 APPENDICES

8.1 Project Map

8.2 Preliminary Project Schedule (Updated Schedule Kept Online)

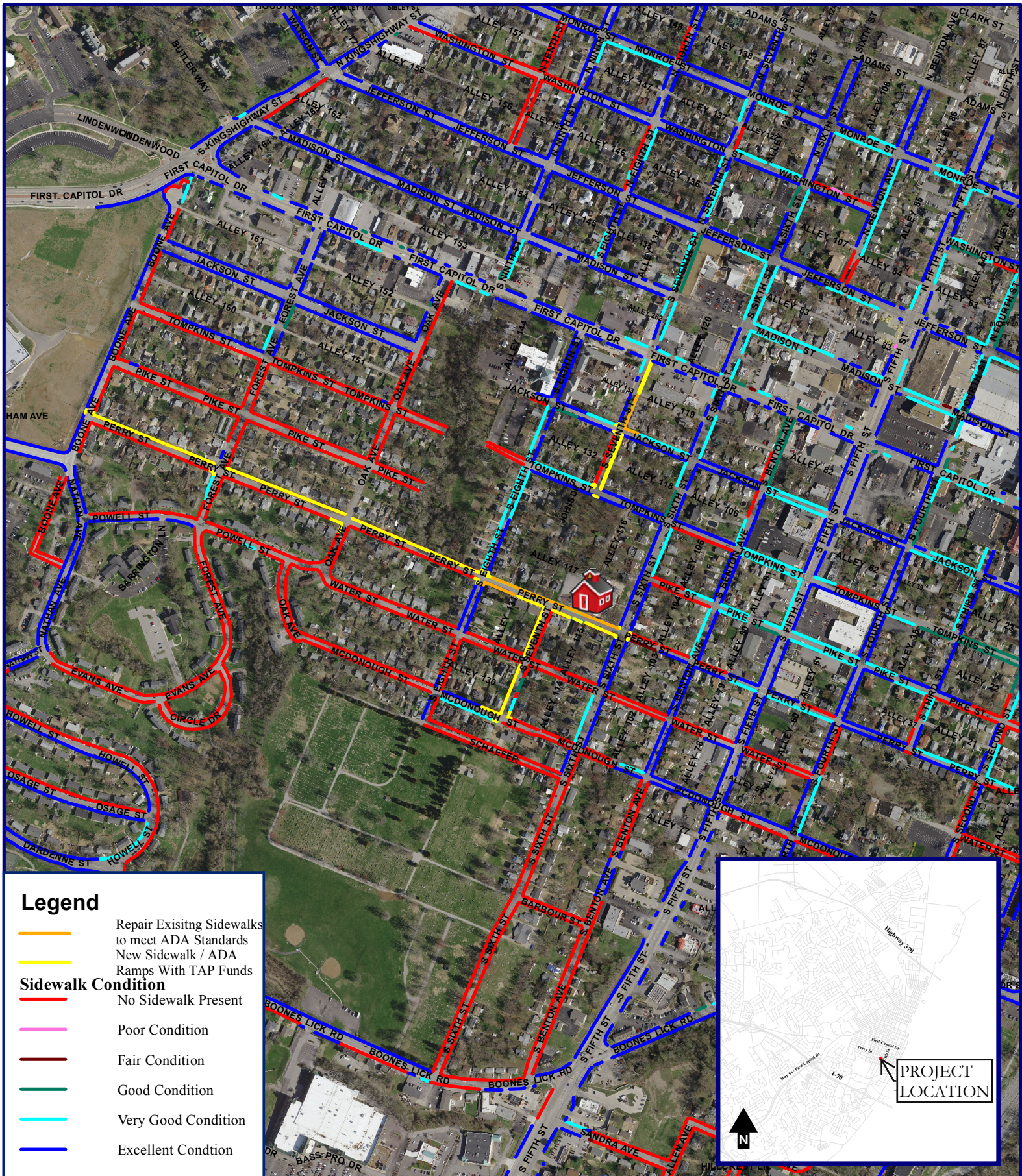
8.3 Project Organization Chart

8.4 Project Communications Plan (Generated Online as Necessary)

8.5 Executed Consultant Contract(s) (Will be Included as Obtained)

Lincoln Elementary Safe Route To School

Sidewalks shown from a .5 mile buffer surrounding Lincoln Elementary



DISCLAIMER: This map is based on information maintained by the City of St. Charles, Missouri. The City does not warrant or guarantee the accuracy or completeness of the information shown. It is the responsibility of the user of this information to verify independently its accuracy and completeness. By using this information, the user waives any and all claims against the City of St. Charles, Missouri, arising from such use.

Lincoln Elementary SRTS Sidewalks

on 10 January 2018 CST

Lincoln Elementary SRTS Sidewalks (Charge Code: GRT) (Project Manager: Dan Mann) (Customer: Ward 2)				
WBS	Task Name	Planned Start Date	Planned Finish Date	Planned Duration
1.1	Prepare and Approve Project Charter	12/4/2017	1/12/2018	30 days
1.3	RFPs and reviews	2/12/2018	3/9/2018	20 days
1.5	Scope and negotiate contract	3/15/2018	3/28/2018	10 days
1.7	MoDOT ESC Approval & Obligation of Funds	5/10/2018	5/30/2018	15 days
2.1	Data Sharing	5/17/2018	5/23/2018	5 days
2.2	Site Assessment	5/17/2018	5/17/2018	1 day
2.3	Project Management Plan (PMP)	5/17/2018	5/23/2018	5 days
2.7.1	Title Reports	5/17/2018	6/6/2018	15 days
2.7.3	Field Survey and Submittal	6/14/2018	7/4/2018	15 days
2.7.4	Survey Review	7/5/2018	7/11/2018	5 days
2.8.3	Preliminary Plan Review	9/10/2018	9/12/2018	3 days
2.9.1.1	Prepare Authority to Acquire Memo/RCA	9/10/2018	9/11/2018	2 days
2.9.3.1	Appraiser Agreements	10/10/2018	10/23/2018	10 days
2.9.3.3	Review Appraisals	1/15/2019	2/4/2019	15 days
2.9.4.2	Coordination and Property Owner Meetings	3/8/2019	5/16/2019	50 days
2.10.2.1	Pre-Final PS&E QA/QC Check	1/16/2019	1/29/2019	10 days
2.10.3	PS&E Adjustments (Utility/ROW) and submittals	5/31/2019	6/13/2019	10 days
2.12	Design Buffer	9/12/2019	9/25/2019	10 days
3.1	Utility Survey Location Verification	7/5/2018	8/1/2018	20 days
3.2.1	Utility Agency Review of Project Preliminary Plans	9/10/2018	9/28/2018	15 days
3.2.3	Preliminary Utility Plans of Adjustment	10/2/2018	11/26/2018	40 days
3.3.1	Utility Relocation Plan Design	12/5/2018	1/29/2019	40 days
3.5	Relocation Scheduling	5/31/2019	6/4/2019	3 days
4.1	Capability, Experience, Reference, Bid, and Schedule Checks	10/28/2019	11/1/2019	5 days
4.3	Construction Contract Documents	1/6/2020	1/17/2020	10 days
4.5	Council Notification of Construction Schedule	1/21/2020	1/21/2020	1 day
4.6	Contractor Tasks/Schedule	1/28/2020	7/13/2020	120 days
4.7	Construction Buffer	8/4/2020	8/17/2020	10 days
4.9	Final Completion	8/18/2020	9/28/2020	30 days
5.1	Final Submittals	11/10/2020	11/23/2020	10 days
5.3	Asset Management Updates and O&M Requirements	11/24/2020	11/26/2020	3 days
5.4	File Review and Closeout	12/15/2020	12/28/2020	10 days
6.1	Permitting	9/10/2018	4/5/2019	150 days
6.2.1	Public Meeting Prep	9/10/2018	9/14/2018	5 days
6.2.3	Public Meeting Feedback and Eval	9/18/2018	9/24/2018	5 days
6.2.4	Web Updates	9/10/2018	4/5/2019	150 days
6.3.1	Agency Approval of Funding Agreement	1/3/2018	1/3/2018	1 day
6.3.5	Agency intermediate reviews of Pre-Final PS&E	1/16/2019	1/22/2019	5 days
6.3.7	Agency construction contract award concurrence	12/16/2019	1/3/2020	15 days
6.3.8	Agency final inspection, punchlist, and approval	11/10/2020	11/30/2020	15 days

PROJECT ORG. CHART

LINCOLN ELEMENTARY SAFE ROUTES TO SCHOOL
17 STR 52

