



MEETING NOTES

CLIENT: CITY OF SPOKANE
PROJECT: LATAH BRIDGE REHABILITATION STUDY
PROJECT No.: 425825

MEETING DATE & TIME: August 23, 2011

2:30 p.m.

Attendees: Mark Serbousek (City)
Lisa Malstrom (City)
Katherine Miller (City)
John Hinman (CH2M HILL) via Phone
Marlena Guhlke (CH2M HILL)

Roger Flint (CH2M HILL) via Phone
Mark Brower (CH2M HILL)
Michelle Hege (Desautel Hege Comm.)
Kristin Paul (Desautel Hege Comm.)

MEETING NOTES – PROJECT KICKOFF MEETING

INTRODUCTIONS (ALL)

BACKGROUND (ALL)

- Purpose of Project
- Goals & Objectives
 - Mark B presented DRAFT Goals and Objectives for the group to consider, and stressed the importance of these to the project team for guidance throughout the study. Comments were encouraged and may be submitted to Mark. The Goals and Objectives will be shared with the Stakeholder committee at the initial coordination meeting.
 - Katherine M. suggested that the 4th scenario for consideration for bridge improvement should read “multi-modal” instead of “light rail loading” to account for the need for bike/ped and LRT, as deemed required. **Mark B. to revise the Goals & Objectives document.**

SCOPE (M. BROWER, TEAM)

- Mark B provided a brief overview of the major scope tasks as follows:
 - Major Project Tasks Overview
 - Baseline Conditions Assessment
 - Environmental
 - Bridge Condition
 - Transportation
 - Alternatives Analysis
 - Alignment and Section Geometrics
 - Bridge Rehabilitation Alternatives
 - Environmental Coordination
 - Cost and Constructibility Reviews
 - Recommendations and Documentation

STAKEHOLDER COORDINATION/PUBLIC INVOLVEMENT (M. HEGE, K. PAUL)

- Kristen P. provided an overview of the stakeholder coordination and public outreach plan as scoped, and solicited comments/input.
- Kristen P. and Michelle H. presented the DRAFT stakeholder committee list for review. A number of modifications were suggested as follows:
 - Council President (Shogun) should be contacted to see if a council member (likely Snyder or Rush) is available to sit on the project stakeholder committee. **Kristen/Michelle to investigate and initiate this process and ID representative(s).**



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- In lieu of Spokane Bicycle Club, Grant Wenzel (City's Bike/Ped Coordinator) should be contacted to see who should be on the project committee, likely a bike and a ped representative. **Kristen/Michelle to contact Grant and ID representative(s).**
- Leroy Eadie should be contacted to see who should be on the project committee from Parks & Recreation. **Kristen/Michelle to contact Leroy and ID representative.**
- Jonathan Mallahan (City's Neighborhood Planner) should be contacted to see who is appropriate for the committee from the various Neighborhood Councils. **Kristen/Michelle to contact Jonathan and ID representative(s).**
- Dave Mandyke (City's Public Works Director) should be invited to initial stakeholder meeting. **Kristen/Michelle to add Dave to list of invitees for this meeting.**
- GSI should be contacted to ID potential business representatives along Sunset Highway. **Kristen/Michelle to contact GSI and ID representative(s).**
- A City Plan Commission representative should be included. **Kristen/Michelle to contact Asher Ernst and ID representative.**
- The initial stakeholder meeting is preliminarily scheduled for the week of Sept 5. Most agreed that this was too soon to get group identified, invites out, venue set up, etc. Mark B. noted that we should target the week of the 12th or 19th to kickoff the project with the stakeholders to solicit initial input and thoughts to guide the process.
 - Venue for Stakeholder meetings will be at City's Ops Complex, in the Street Dept. Conference Room
 - Roger F. noted that we needed to be careful and identify bounds for the initial stakeholder meetings to keep suggestions within reason.
 - Katherine M. noted that a key message will be to let stakeholders know that this project is in the planning stages, and it may be quite some time before implementation of this study's recommendations. These expectations need to be managed with the public outreach sessions as well.
 - First order of business is to get the Stakeholder committee representatives identified by end of week of August 29th. Send invites out the week of 9/5 for a meeting the week of 9/19.

SCHEDULE (M. BROWER)

- Mark B. provided detailed CPM Schedules and a brief overview of upcoming milestones/coordination points as follows:
 - a. Initial Stakeholder Coordination Meeting – ~~Week of Sept 5th?~~ – Revised to week of Sept 19th.
 - b. Stage 1 Bridge Condition Assessment (Field review w/ City Crews) – ~~Week of Sept 5th?~~
 - i. John H and Lisa M agreed to target Sept 7th. **Lisa will confirm with her driver and Jim Moe and coordinate with Mark B./John H.**
 - c. Bridge Inspection Plan – Sept 13
 - i. Following Stage 1 assessment, John H will modify the inspection plan as needed and provide to the City and team.
 - d. Environmental Compliance Memo – Bridge Inspections – Sept 21
 - i. Environmental coordination for bridge inspections is envisioned to occur immediately following the revised inspection plan completion. **Lisa M will make contact with her contact at Fish & Wildlife to let him know of the planned inspections, and that CH2M Hill, Marlena G. will be in contact with him as the project progresses.** Lisa M doubted that further environmental coordination would be required. Marlena G suggested that making contact with the HPO might be a good idea.
 - e. Stage 2 Bridge Condition Assessment– September 26-September 30
 - i. Mark B will be on vacation this week. John H will organize and lead the field work.



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TECHNICAL COORDINATION ISSUES (ALL)

- Data Needs & Requests
 - Bridge team requested load rating data, as-builts, model data, etc. ***Lisa M said that the City has scanned everything electronically and would provide a link to Mark B so the team may download the data.***
 - ***Mark B will develop a list of remaining traffic data needs to Katherine.***

ADMINISTRATIVE COORDINATION (M. BROWER)

- Establish Standing Coordination Meetings
 - ***Mark B and Katherine M to coordinate the best time for standing bi-weekly meetings.*** Lisa M. is unavailable on Mondays and has a standing meeting Wednesday mornings.
- Project Communications
 - Lisa M and Katherine M are good with e-mail communications. Project communications from the consultant team to the City will be via Mark B. or with a CC to Mark B.

ACTION ITEMS REVIEW

- Mark B. to initiate Action Items List.
- For meeting notes, ***all Action Items are shown in bold italics.***



MEETING NOTES

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MEETING DATE & TIME: September 15, 2011

1:30 p.m.

Attendees:

Lisa Malstrom (City)

Craig Grandstrom (CH2M HILL)

Katherine Miller (City)

John Hinman (CH2M HILL)

Marlena Gohlke (CH2M HILL)

Roger Flint (CH2M HILL)

DRAFT Notes – PROJECT COORDINATION MEETING

SCHEDULE (M. BROWER)

- Upcoming Milestones/Coordination Points:
 - a. Initial Stakeholder Coordination Meeting – Week of October 3rd
 - b. ~~Stage 1 Bridge Condition Assessment Form Review Meeting – October 10th~~
 - c. Bridge Inspection Plan – Sept 13
 - d. Environmental Compliance Review – Bridge Inspections – Sept 21
 - e. Stage 2 Bridge Condition Assessment– September 26-September 30
 - f. Historic Preservation Meetings – Weeks of Oct 3, 10.

TECHNICAL COORDINATION ISSUES (ALL)

- Data Needs & Requests
 - Traffic/Transportation
 - Latest Visum model that has existing and future forecasts (SRTC). **Katherine M. to notify SRTC that our request is on it's way.**
 - Latest ADT count in study area (nearest to bridge) (CITY) **Lisa M. to provide count data.**
 - Latest pm peak hour turn movement counts at Government Way, Inland Empire Way, 4th Avenue intersections. (CITY) **Katherine M. to notify Ray Wright that our request is on it's way.**
 - Synchro file that has signal (Government Way /Sunset Blvd.) timings and volumes, if possible. Otherwise we will need signal timing data. (CITY) **Katherine M. to notify Ray Wright that our request is on it's way.**
 - Aerial photo (CITY/AVISTA) **Mark B to provide Katherine/Scotty with request.**
 - GIS Data Layers (Roadways, Right-of-Way, Contours, Utilities, Storm Drainage, etc.) (CITY Website)
 - Accident Data (WSDOT) **Craig G to secure accident data from WSDOT.**
 - Structural
- Stage 2 Inspection Coordination. John Hinman reviewed the inspection plan with the City. **John will provide a schedule of events overview to the City. Marlena noted that, based on the plan, she anticipated no need for specific environmental coordination or permits.**
 - Coordination with City's UBIT crew
 - Concrete Cutter/Traffic Control. Lisa will allow concrete cuttings to be pushed interior to the abutments, rather than hauling them out.
 - Marlene Feist, City Communications Director
 - Access Door. **Mark B noted that the access door plans were ready for review and that he would send them to Lisa for review.**

Updated September 22, 2011



CH2MHILL

MEETING NOTES

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- R. Flint's Role

ADMINISTRATIVE COORDINATION (M. BROWER)

- Public Involvement/Stakeholder Coordination

CHANGE MANAGEMENT (M. BROWER)



MEETING NOTES

CLIENT: CITY OF SPOKANE
PROJECT: LATAH BRIDGE REHABILITATION STUDY
PROJECT No.: 425825

MEETING DATE & TIME: October 6, 2011

1:30 p.m.

Attendees:

Lisa Malstrom (City)

Katherine Miller (City)

John Hinman (CH2M HILL)

Craig Grandstrom (CH2M HILL)

Lori Price (CH2M HILL)

Michelle Hege (Desautel Hege)

Notes – PROJECT COORDINATION MEETING

SCHEDULE (M. BROWER)

- Upcoming Milestones/Coordination Points:
 - a. Initial Stakeholder Coordination Meeting – October 14th 10:30 a.m. to Noon
 - b. Historic Preservation Meetings – October 13th
 - c. Bridge Condition Report Submittal – November 4, 2011
 - d. Structural Load Rating Analyses Complete – November 11, 2011
 - e. Transportation Analysis Methods and Assumption Memo Submittal – October 21, 2011
 - f. DRAFT Transportation Analysis Memo to City – November 3, 2011
 - g. DRAFT Baseline Conditions Memo to City – November 25, 2011

TECHNICAL COORDINATION ISSUES (ALL)

- Data Needs & Requests
 - Traffic/Transportation
 - Latest pm peak hour turn movement counts at Inland Empire Way, 4th Avenue intersections. (CITY) We are discussing options with Quality Counts.
- Transportation Analyses
 - Having trouble receiving working VISUM files from SRTC. They are burning data to DVD as next option.
- Stage 2 Inspection:
 - Inspection Debrief – John Hinman
 - No surprises encountered. Arches, piers, deck (center only) look good. Deck edges and overhang and near center of piers is where issues are, as expected.
 - Laboratory analyses underway.
 - Corrosion readings were uncharacteristically low
 - Door Fabrication & Installation
 - Mark is coordinating with vendors to get 3 bids, understand Buy American as it may apply
- Structural Analyses
 - As-constructed load rating model well underway. Will model deteriorated condition once we have inspection report, results.

ADMINISTRATIVE COORDINATION (M. BROWER)

- Public Involvement/Stakeholder Coordination
 - Review Meeting Agenda
 - Agenda works for all.
 - (3) Exhibits discussed. Will be reviewed with City and prepared for meeting

Updated November 16, 2011



CH2MHILL

MEETING NOTES

CLIENT: CITY OF SPOKANE
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- Review Logistics
 - Kristen (DHC) will bring refreshments, namecards.
 - Kristen will be making calls to stakeholders this week to coordinate RSVP and remind.
 - Extra seats may be needed if we get large attendance.
- Task-Level Earned Value Statement
 - CH2M Hill will revise initial invoice and include this table in all future invoicing for the project.

CHANGE MANAGEMENT (M. BROWER)

- Additional access hole – Authorized NTE \$2,000



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CLIENT: CITY OF SPOKANE
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MEETING DATE & TIME: October 20, 2011

1:30 p.m.

Attendees:

Lisa Malstrom (City)

Katherine Miller (City)

John Hinman (CH2M HILL)

Craig Grandstrom (CH2M HILL)

Roger Flint (CH2M HILL)

Kristen Paul (Desautel Hege)

John Willis (CH2M HILL)

NOTES – PROJECT COORDINATION MEETING

SCHEDULE (M. BROWER)

- Upcoming Milestones/Coordination Points:
 - a. Bridge Condition Report Submittal – November 4, 2011
 - b. Structural Load Rating Analyses Complete – November 11, 2011
 - c. Transportation Analysis Methods and Assumption Memo Submittal – October 21, 2011
 - d. DRAFT Transportation Analysis Memo to City – November 3, 2011
 - e. DRAFT Baseline Conditions Memo to City – November 25, 2011
 - f. Stakeholder Coordination Meeting – TBD Week of Dec 5th
 - g. Public Outreach Event – TBD Week of Dec 12th

TECHNICAL COORDINATION ISSUES (ALL)

- Data Needs & Requests
 - Traffic/Transportation
 - Latest pm peak hour turn movement counts at Inland Empire Way, Cannon, Coeur d'Alene, 4th Avenue intersections. (CITY)
- Transportation Analyses Update
 - Focus on Sunset Boulevard segment, initially to keep structural analysis on schedule
 - Analyze intersections
 - **City will need Land Use assumptions to be included in our analysis.**
- Door Fabrication & Installation
- Structural Analyses
 - Samples at Lab
 - B&N Inspection Report
 - Corrosion Control
- Environmental Coordination
 - Historic Preservation

ADMINISTRATIVE COORDINATION (M. BROWER)

- **Kristen to send SAC Meeting #1 minutes to all stakeholders.**
- November Neighborhood Meetings
 - Notice for December Public Outreach Event
- Locations, Dates for Stakeholder/Public Outreach Meetings
- Kristen to coordinate with Katherine/Lisa and team to tie down dates and locations.
 - We will use City hall conference room 2B (week of 12/5) for stakeholder meeting
 - We will use Woodland Center (week of 12/12) for public meeting.

Updated November 16, 2011



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MEETING NOTES

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CHANGE MANAGEMENT (M. BROWER)

- Schedule Risk – approach roadway traffic data.



CH2MHILL

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CLIENT: CITY OF SPOKANE
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MEETING DATE & TIME: November 17, 2011

1:30 p.m.

Invitees:

Lisa Malstrom (City)

Kristen Paul (Desautel Hege)

Katherine Miller (City)

John Hinman (CH2M HILL)

Craig Grandstrom (CH2M HILL)

Marlena Guhlke (CH2M HILL)

Notes – PROJECT COORDINATION MEETING

SCHEDULE (M. BROWER)

- Upcoming Milestones/Coordination Points:
 - a. Bridge Condition Report Submittal – **November 30, 2011**
 - b. Structural Load Rating Analyses Complete – **November 23, 2011**
 - c. DRAFT Transportation Analysis Memo to City – **November 30, 2011**
 - d. DRAFT Baseline Conditions Memo to City – **November 30, 2011**
 - e. Stakeholder Coordination Meeting – December 9th
 - f. Public Outreach Event – December 14th

TECHNICAL COORDINATION ISSUES (ALL)

- Data Needs & Requests
 - Traffic/Transportation
 - Latest pm peak hour turn movement counts at Inland Empire Way, Cannon, Coeur d'Alene, 4th Avenue intersections. (CITY)
 - Counts are underway (by others) and should have them the week of 11/28.
- Transportation Analyses Update
 - Analysis Methods and Assumptions Memo
 - Reviewed City-provided comments to the Memo. Craig will revise the memo accordingly and forward to the City.
 - Initial model results for bridge segment.
 - Craig reviewed initial model results that shows growth on the Sunset Boulevard Corridor, but more significant growth on the Inland Empire Way corridor, likely due to the inclusion of the State's proposed Thorpe Road overcrossing.
 - STA Coordination
 - Katherine received an e-mail response from STA (Karl Otterstrom) regarding STA's input for the bridge project. STA will be increasing frequency of 60/61 routes as demand requires. They anticipate running routes as frequently as 10-15 minutes as part of planned High Performance Transit access on this corridor. Large 60' articulated coaches may be deployed. LRT is not currently within their planning horizon, but STA acknowledges that at some point the cost/benefit may be favorable to LRT. They recommend that the City consider LRT loadings for long-term bridge rehabilitation options.
- Door Fabrication & Installation
 - MetalsFab is currently building the doors.
- Bridge/Structural Analyses
 - Samples at Lab
 - Corrosion Control

Updated November 30, 2011



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- Utilities Coordination
 - *Utility companies have been contacted. There are critical communications facilities on the bridge (CenturyLink), and City water facilities that will need to be accommodated and coordinated as the project progresses.*

- Environmental Coordination

ADMINISTRATIVE COORDINATION (M. BROWER)

- November Neighborhood Meetings
 - Notice for December Public Outreach Event
- December Stakeholder/Public Outreach Meetings
 - Logistics

CHANGE MANAGEMENT (M. BROWER)

- Schedule Risk – approach roadway traffic data. Available the week of 11/28.



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CLIENT: CITY OF SPOKANE
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 PROJECT No.: 425825

MEETING DATE & TIME: December 1, 2011

2:30 p.m.

Attendees:

Lisa Malstrom (City)

Kristen Paul (Desautel Hege)

Katherine Miller (City)

John Hinman (CH2M HILL)

Craig Grandstrom (CH2M HILL)

Marlena Gohlke (CH2M HILL)

NOTES – PROJECT COORDINATION MEETING

SCHEDULE (M. BROWER)

- Upcoming Milestones/Coordination Points:
 - a. Bridge Condition Report Submittal – **November 30, 2011**
 - b. Structural Load Rating Analyses Complete – **November 23, 2011**
 - c. DRAFT Transportation Analysis Memo to City – **November 30, 2011**
 - d. DRAFT Baseline Conditions Memo to City – **November 30, 2011**
 - e. Stakeholder Coordination Meeting – December 9th
 - f. Public Outreach Event – December 14th

Mark noted that the items to be submitted (a-d, above) will be delayed, due to additional analysis time and review needed for the structural load rating and QC review process. It is anticipated that the reports will be done in mid-December, but that key information from the reports will be conveyed to the stakeholders and public in scheduled meetings.

TECHNICAL COORDINATION ISSUES (ALL)

- Data Needs & Requests
 - Traffic/Transportation
 - Latest pm peak hour turn movement counts at Inland Empire Way, Cannon, Coeur d'Alene, 4th Avenue intersections. (CITY)

Counts have been received and analysis has been performed. No significant changes in results – slightly higher growth by tenths of a percentage.

- Transportation Analyses Update
 - Analysis Methods and Assumptions Memo
 - Status Update

City's review comments on assumptions Memo have been addressed and sent back to the City. We will continue to move forward with completion of the analysis, documentation, and preparation for the stakeholder and public meetings.

- Door Fabrication & Installation

City should receive doors and installation hardware within the week. Once we have confirmed receipt and approval of the products, we will release MetalsFab invoice for payment.

- Bridge/Structural Analyses
 - Load Rating Status Update
 - Corrosion Control

Updated December 28, 2011



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Load rating analysis has been completed for as-built and deteriorated conditions. Red flags came up that required some additional review and tweaking of the model – still underway with this and is taking some time to work through. QC is being performed on the as-built model.

ADMINISTRATIVE COORDINATION (M. BROWER)

- November Neighborhood Meetings
 - Notice Distribution for December Public Outreach Event
- December Stakeholder/Public Outreach Meetings
 - Mailer Update

Mailers have been sent out. Kristen handed out mailers to the group. She will provide to certain stakeholders to distribute as well.
 - Draft Agenda

DRAFT Agenda was reviewed and will be finalized for the stakeholder meeting.

Comment cards were discussed, and Kristen will assemble cards that also serve to obtain information about how the bridge is currently used, how often, and what's important about the future of the bridge.

A handout will also serve to summarize the process.

- Visuals

CH2M HILL is preparing draft visuals for review. We will use previous boards (goals, timeline, overview) and include boards to review key aspects of baseline analyses and existing conditions.

CHANGE MANAGEMENT (M. BROWER)

- Schedule Risk – approach roadway traffic data. Available the week of 11/28.
- Schedule Risk – structural analyses in progress.



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MEETING DATE & TIME: December 15, 2011

1:30 p.m.

Attendees:

Lisa Malstrom (City)

Kristen Paul (Desautel Hege)

Katherine Miller (City)

John Hinman (CH2M HILL)

Craig Grandstrom (CH2M HILL)

Marlena Gohlke (CH2M HILL)

NOTES – PROJECT COORDINATION MEETING

SCHEDULE (M. BROWER)

- Upcoming Milestones/Coordination Points:
 - a. Bridge Condition Report Submittal – **December 16, 2011**
 - b. Structural Load Rating Analyses Complete – **December 16, 2011**
 - c. DRAFT Transportation Analysis Memo to City – **December 16, 2011**
 - d. DRAFT Baseline Conditions Memo to City – **December 16, 2011**
 - e. Roadway and Bridge Section/Alignment Options – **January 12, 2011**

Mark noted that the items to be submitted (a-d, above) will be in pre-review draft form, such that the City may review and CH2M HILL may complete internal QC prior to releasing to the stakeholders, and publishing on the City's website.

TECHNICAL COORDINATION ISSUES (ALL)

- Environmental Update
 - Status Update
 - Next Steps

Environmental analysis is complete until review of alternatives generated. Marlena expressed thanks to Karin Divens and Tirell Black for their assistance and input to the project thus far.

- Transportation Analyses Update
 - Status Update
 - Next Steps

Analysis model (VISUM) includes projects in the approved SRTC MTP. City requested that projects such as the SIA/Boeing, and other significant land use changes envisioned that may impact the corridor be footnoted in the document, but not directly incorporated into analyses.

Next steps are to generate roadway sections options for City review.

- Door Fabrication & Installation
 - Status for Payment to MetalsFab

Mark B to contact Tim at MetalsFab to ensure the City will receive the new epoxy gun that was part of the quote. Once this has been received, Mark will release the invoice to be paid.

- Bridge/Structural Analyses
 - Status Update
 - Corrosion Control
 - Next Steps

John is working with CCT to obtain the corrosion report, and will forward to the City once we have it.

Updated December 28, 2011



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Next steps for structural work will be to analyze bridge section & loading criteria as developed.

ADMINISTRATIVE COORDINATION (M. BROWER)

- Stakeholder Coordination/Public Outreach Events
 - Review of Events
 - Next Steps

17 attendees came to the public outreach event. Kristen handed out a brief summary of input received. One key question regarding safety of left-hand turns at Coeur d'Alene street was noted. Katherine to discuss with Ray Wright to see if we need to investigate a TWLTL at this location moving forward.

Mark/Kristen to develop website content for the City's review and incorporation on the City-hosted site. Public process boards, and comment information will be desirable. Draft baseline conditions analysis may also be posted once complete.

CHANGE MANAGEMENT (M. BROWER)

**CH2MHILL**

MEETING NOTES

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MEETING DATE & TIME: January 5, 2012 1:30 p.m.

Attendees: Lisa Malstrom (City)
 Katherine Miller (City)
 John Hinman (CH2M HILL)
 Roger Flint (CH2M HILL)
 Mark Brower (CH2M HILL)

NOTES – PROJECT COORDINATION MEETING

SCHEDULE (M. BROWER)

- Upcoming Milestones/Coordination Points:
 - a. Revised DRAFT Baseline Conditions Memo to City – January 20, 2012
 - i. *City is reviewing the memo and will provide comments shortly.*
 - b. Roadway and Bridge Section/Alignment Options – January 20, 2012
 - c. Structure Rehabilitation Concept Report – February 24, 2012
 - d. Constructibility Review, Cost Estimates – March 9, 2012
- *Mark to e-mail the current detailed CPM schedule to Lisa & Katherine.*

TECHNICAL COORDINATION ISSUES (ALL)

- Environmental Update
 - Next Steps
- Transportation Analyses Update
 - Status Update
 - Left turn pocket at Coeur d'Alene St.
 - *City's traffic department is reviewing warrant/need for this turn lane.*
 - Roadway and Bridge Section/Alignment Options
 - *Mark discussed the approach for preparing bridge roadway sections and noted that the sections were currently hand-sketched, and once cleaned up and in CADD, he would forward to the City with an initial Evaluation Matrix for consideration.*
 - Initial Evaluation Criteria
 - *Mark discussed development of evaluation criteria for the bridge roadway sections, noting that the process and bridge rehabilitation and environmental considerations will help to shape what we can feasibly do with regard to traffic management.*
 - Next Steps
- Bridge/Structural Analyses
 - Status Update
 - Ted Aadland
 - *Mark informed the group that Ted has left his firm. Early contact with the parties suggest that we may need to contract with Ted via his existing company, Aadland, Inc. Mark will inform the group as things develop.*
 - Corrosion Control
 - *John Hinman reported that the bridge corrosion control testing and analyses yielded nothing unexpected. Where rainwater encounters structural members (such as at deck joint and storm drain locations), there are corrosion issues.*

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- *There are a few construction quality issues where spalling is occurring, minimum cover, etc. where corrosion is occurring.*
- Next Steps
 - Bridge Rehabilitation Alternatives
 - *Lisa Malstrom suggested that as we look to rehabilitation alternatives, the City would be interested only in solutions that bring load rating factors up to 1.0 for bridge elements. John noted that this criteria will certainly shape the types of solutions that are suggested. Lisa will confirm this criterion with Mark Serbousek.*
 - *Roger Flint noted that the bridge railing seemed to be in poor condition, with a number of gaps between the intermediate decorative vertical members and the lateral railing. John agreed that the railing would likely need to be replaced under any rehabilitation scenario.*

ADMINISTRATIVE COORDINATION (M. BROWER)

- Project Website Content
- Stakeholder Coordination/Public Outreach Events
 - Next Steps

CHANGE MANAGEMENT (M. BROWER)



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PROJECT: LATAH BRIDGE REHABILITATION STUDY
PROJECT No.: 425825

MEETING DATE & TIME: January 19, 2012

1:30 p.m.

Attendees:

Lisa Malstrom (City)

Mark Brower (CH2M HILL)

Katherine Miller (City)

John Hinman (CH2M HILL)

Craig Grandstrom (CH2M HILL)

Marlena Gohlke (CH2M HILL)

NOTES – PROJECT COORDINATION MEETING

SCHEDULE (M. BROWER)

- Upcoming Milestones/Coordination Points:
 - a. Revised DRAFT Baseline Conditions Memo to City – January 20, 2012
 - b. Roadway and Bridge Section/Alignment Options – January 20, 2012
 - c. Structure Rehabilitation Concept Report – February 24, 2012
 - d. Constructibility Review, Cost Estimates – March 9, 2012

TECHNICAL COORDINATION ISSUES (ALL)

- Environmental Update
 - Status Update
 - Next Steps
- Transportation Analyses Update
 - Status Update
 - Baseline Review Comments
 - *Craig discussed the City's review comments on the baseline traffic analysis. In addition to the current comments, the City would like to include a list of projects assumed to be built in the 2030 SRTC Visum Model for clarification.*
 - Left turn pocket at Coeur d'Alene St.
 - *City traffic department reviewed accident and traffic counts at this location, and have determined that no left turn lane is warranted. Katherine will forward the recommendation e-mail from Landen.*
 - Roadway and Bridge Section/Alignment Options
 - *The Group reviewed the initial bridge roadway section options developed. Minimal rehabilitation options (no bridge deck widening) and full restoration options (with deck widening) are considered.*
 - *Katherine noted that we have shown fully separated LRT options, but no options with LRT sharing a roadway travel lane.*
 - *Lisa noted that the evaluation of these sections is dependent on what types of structural rehabilitation we need go get into. If, for example, that there are no easy strengthening options to repair the most deteriorated elements, any significant superstructure replacement would likely result in looking at a wider bridge deck.*
 - *Lisa and Katherine agreed that impacts to the roadway geometry and bridge undercrossing at Inland Empire Way, should be identified in this project, but will be resolved by another project.*



MEETING NOTES

CLIENT: CITY OF SPOKANE
PROJECT: LATAH BRIDGE REHABILITATION STUDY
PROJECT No.: 425825

- Katherine noted that "sharrows" may be used to include bicycle traffic in standard travel lanes.
 - Katherine noted that a 12' shared use trail option has not been shown.
 - Initial Evaluation Matrix
 - Matrix was not necessary at this point. A structural and environmental analysis will help us determine feasible bridge deck widening parameters.
 - Next Steps
 - Roadway and Bridge Section/Alignment Options
 - Initial roadway sections will be revised to include some of the additional options discussed. Final roadway section evaluation will be based on subset of feasible bridge section alternatives remaining after the structural rehabilitation scenarios are understood.
 - Initial alignment options will be developed to understand how widening options may impact the Sunset Boulevard corridor immediately east and west of the bridge.
 - Bridge/Structural Analyses
 - Status Update
 - Baseline Review Comments
 - John and Lisa discussed the City's review comments. John will make revisions to our tables to help clarify the findings. John will review the inspection report and provide Lisa with documentation to support findings with respect to de-rating of the interior stringers.
 - Ted Aadland
 - Efforts to contract with Ted Aadland directly are ongoing.
 - Bridge Rehabilitation Alternatives
 - Keeping in mind the City's requirement for rehabilitation efforts to provide a 1.0 minimum LRF, John Hinman noted that a minimum 20-year rehabilitation scenario would likely include bridge railing replacement and deck/beam/stringer and pier cap strengthening and/or replacement at the most deteriorated locations. Corrosion protection may be limited to some passive efforts.
 - John has not ruled out options for strengthening some of the bridge superstructure elements that have low rating factors, in lieu of replacement.
 - The bridge railing should be replaced under any scenario. Since the railing has been identified as a character defining feature, the City will likely need to consider options that mimic the existing railing aesthetics.
 - Next Steps
 - Bridge Rehabilitation Alternatives
 - John's group is working to develop structural rehabilitation options for the scenarios defined in our scope of work.

ADMINISTRATIVE COORDINATION (M. BROWER)

- Project Website Content
- Stakeholder Coordination/Public Outreach Events
 - Next Steps

CHANGE MANAGEMENT (M. BROWER)

**CH2MHILL**

MEETING NOTES

CLIENT: CITY OF SPOKANE
 PROJECT: LATAH BRIDGE REHABILITATION STUDY
 PROJECT No.: 425825

MEETING DATE & TIME: February 16, 2012

1:30 p.m.

Invitees:

Lisa Malstrom (City)

Katherine Miller (City)

John Hinman (CH2M HILL)

Marlena Gohlke (CH2M HILL)

Mark Brower (CH2M HILL)

NOTES – PROJECT COORDINATION MEETING

SCHEDULE (M. BROWER)

- Upcoming Milestones/Coordination Points:
 - a. Structure Rehabilitation Concept Report – February 24, 2012
 - b. Constructibility Review, Cost Estimates – March 9, 2012

TECHNICAL COORDINATION ISSUES (ALL)

- Environmental Update
 - Status Update
 - N/A
 - Next Steps
 - Review of Initial Rehabilitation Alternatives
- Transportation Analyses Update
 - Status Update
 - Review of Recommended Bridge Roadway Sections
 - *Bridge roadway sections were revised to show shared LRT/Vehicle Lane options, per City's previous comment.*
 - Next Steps
 - Plan views of Preferred Alignment Concepts
 - *Horizontal alignment concepts being developed to identify and understand near-bridge impacts on Sunset Boulevard...specifically to underpass at Inland Empire Way. Impacts will be resolved by a future project.*
- Bridge/Structural Analyses
 - Status Update
 - Ted Aadland
 - *Re-Contracting with Ted Aadland as he has left Aadland-Evans.*
 - Review Initial Rehabilitation Options
 - *John walked the group through concept-plans for rehabilitation of the bridge in the following scenarios:*
 - *Alternative A – Short-Term Design Life (no bridge widening)*
 - *Alternative B – Short-Term Design Life (widen bridge for 10-foot multi-use path)*
 - *Alternative C – Long-Term Design Life (no bridge widening)*
 - *Alternative D – Long-Term Design Life (widen bridge 7-feet each side)*
 - *Alternative E – Long-Term Design Life (widen bridge 6-feet each side, consider future LRT loads)*

Updated March 11, 2012



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MEETING NOTES

CLIENT: CITY OF SPOKANE
PROJECT: LATAH BRIDGE REHABILITATION STUDY
PROJECT No.: 425825

- **City will review the concepts and provide comments.**
- *City would like new ladders/access to be part of any retrofit such that they may access across the piers. John indicated that these would be included as part of any alternative.*
- *John noted that closure of the bridge will be assumed in cost analyses. His initial thought is that construction under traffic for any of these scenarios would be cost-prohibitive.*
- Baseline Conditions Memo Clarification
 - *Lisa M. pointed out apparent disconnects between B&N condition report, and John's characterization in our summary report. **John will pull together some data/photos and call Lisa this week to discuss.***
- Next Steps
 - Constructibility Reviews & Cost Estimating
 - LCCA

ADMINISTRATIVE COORDINATION (M. BROWER)

- Project Website Content
 - Baseline Conditions Memorandum
 - *Files for website were transmitted on 2/16.*
- Stakeholder Coordination/Public Outreach Events
 - Date for Stakeholder Coordination Meeting #3 Set for 3/26.
 - **Lisa M. will reserve City conference room 2B.**
 - Date for Public Outreach Event #2 Set for April 9.
 - **Katherine will coordinate with the Arboretum for use of the meeting facility.**
 - **CH2M HILL/DHC will pull together draft Agendas, content for advertisements.**

CHANGE MANAGEMENT (M. BROWER)

**CH2MHILL**

MEETING NOTES

CLIENT: CITY OF SPOKANE
 PROJECT: LATAH BRIDGE REHABILITATION STUDY
 PROJECT No.: 425825

MEETING DATE & TIME: March 15, 2012

1:30 p.m.

Invitees:

Lisa Malstrom (City)

Katherine Miller (City)

John Hinman (CH2M HILL)

Marlena Guhlke (CH2M HILL)

Mark Brower (CH2M HILL)

NOTES – PROJECT COORDINATION MEETING

SCHEDULE (M. BROWER)

- Upcoming Milestones/Coordination Points:
 - a. Structure Rehabilitation Concept Report – March 12, 2012
 - b. Constructibility Review, Cost Estimates – March 16, 2012
 - c. Stakeholder Coordination Meeting #3 – March 28th
 - d. Public Meeting #2 – April 19th

TECHNICAL COORDINATION ISSUES (ALL)

- Environmental Update
 - Status Update
 - Review of Initial Rehabilitation Alternatives
 - *Marlena provided a brief review of her assessments of each of the bridge scenarios. Most of the alternatives are similar in that they primarily impact the bridge superstructure only. The alternatives differ in the amount of widening, and the extent that the superstructure will be removed/replaced, and whether the approaches will be replaced or not. As we impact more of the bridge superstructure and widen, we will need to coordinate with historic preservation agencies/groups to ensure that we maintain bridge's character defining features. We will need to coordinate with WDFW as there may be impacts to bat roosting and possible falcon nesting activities. Excavations for approach replacements will need to be coordinated and appropriate stormwater/erosion control measures incorporated. Marlena is documenting here analysis in a memorandum.*
 - Next Steps
- Transportation Analyses Update
 - Status Update
 - Review of Recommended Bridge Roadway Sections
 - *The group confirmed that the bridge roadway sections considered/evaluated will provide the City flexibility to implement a number of different possible deck configurations, to be determined at a future date.*
 - Plan views of Preferred Alignment Concepts
 - *Alignment concepts are in progress.*
 - Next Steps
- Bridge/Structural Analyses
 - Status Update
 - Review Initial Rehabilitation Options

Updated April 4, 2012

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MEETING NOTES

CLIENT: CITY OF SPOKANE
PROJECT: LATAH BRIDGE REHABILITATION STUDY
PROJECT No.: 425825

- City received draft structures concept report on 3/12.
- City did not have any comments on the initial rehabilitation options.
- Constructibility Reviews & Cost Estimating
 - Ted Aadland and John Hinman are coordinating on these assessments currently.
 - Katherine suggested that we do a quick run of the regional traffic model with the bridge segment closed to understand from a high level, where traffic might go. Mark will coordinate this with Craig.
- Construction Schedules
 - Ted Aadland and John Hinman are coordinating on these assessments currently.
- Visualizations
 - The group reviewed photos from several viewpoints from which a visual simulations will be prepared from one viewpoint. The group settled on a view from Coeur d'Alene Street sidewalk (looking west) that shows the deck, as well as the architectural features of the bridge.
 - Mark explained that there will be an existing condition view, and visual simulations will be prepared for Alternatives B and E to illustrate how different widening will impact the bridge aesthetics, and provide useful materials for funding applications.
- Next Steps
 - LCCA

ADMINISTRATIVE COORDINATION (M. BROWER)

- Stakeholder Coordination/Public Outreach Events
 - Stakeholder Coordination Meeting #2
 - Reviewed draft agenda for SC#2. Katherine suggested that we start with a recap of the project.
 - Public Meeting #3
 - Reviewed content for outreach. City will provide comments as needed. DHC/CH2 will develop mailers.
- Media Contact
 - Spokesman has been contacting consultant team and City. Katherine advised that the City will be the primary point-of-contact with media.

CHANGE MANAGEMENT (M. BROWER)

- Supplement #1 – Contract Time Extension to 9/30/12

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MEETING NOTES

CLIENT: CITY OF SPOKANE
 PROJECT: LATAH BRIDGE REHABILITATION STUDY
 PROJECT No.: 425825

MEETING DATE & TIME: April 5, 2012

1:30 p.m.

Invitees:

Lisa Malstrom (City)

Mark Brower (CH2M HILL)

Katherine Miller (City)

John Hinman (CH2M HILL)

Marlena Gohlke (CH2M HILL)

Craig Grandstrom (CH2M HILL)

NOTES – PROJECT COORDINATION MEETING

SCHEDULE (M. BROWER)

- Upcoming Milestones/Coordination Points:
 - a. Public Meeting #2 – April 19th
 - b. Updated Draft Bridge Structure Concepts Report – Week of April 9
 - c. Life Cycle Cost Analyses – Week of April 9
 - d. Bridge Visualizations – Week of April 16
 - e. DRAFT Study Report – Week of May 7
 - f. FINAL Study Report – Week of May 23

TECHNICAL COORDINATION ISSUES (ALL)

- Environmental Update
 - Status Update
 - Review of Initial Rehabilitation Alternatives
 - Next Steps
 - Coordination with USFWS, Historic Preservation Office, Spokane Tribe
 - *Marlena is scheduling meetings with these agencies specifically to review the initial rehabilitation alternatives and obtain guidance from them to capture for future project phases. Katherine/Lisa will ensure that at least one of them is available for these meetings.*
- Transportation Analyses Update
 - Status Update
 - Bridge Closure Traffic Analysis
 - *Craig reviewed this high-level look at the regional model, with the Sunset Boulevard segment closed to traffic. Traffic gets distributed to Riverside, I-90 and Inland Empire Way. Riverside has the largest increase with over 300 additional trips in each direction – about a 40-50% increase in volumes for that road. The level of impact to I-90 and Inland Empire Way are less significant and can probably handle the increase. Katherine suggested that the study report include guidance/recommendations for future analyses regarding impacts due to closure of the Bridge.*
 - Plan views of Preferred Alignment Concepts
 - *Reviewed initial alignment concepts and discussed impacts to Sunset Boulevard to the immediate west and east of the bridge. Katherine suggested that we include this information as an attachment (a separate memo) to the Latah Report, with recommendations to study further prior to selecting a preferred deck configuration for the Latah Bridge.*

Updated April 12, 2012



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MEETING NOTES

CLIENT: CITY OF SPOKANE
PROJECT: LATAH BRIDGE REHABILITATION STUDY
PROJECT No.: 425825

- Next Steps
 - Air Quality Analysis (Hot Spot)
 - ***Katherine to contact SRTC (Anna) and set up a call to discuss the level of analysis needed at this time to ensure that the project will be competitive for upcoming federal funding opportunities.***
- Bridge/Structural Analyses
 - Status Update
 - Finalize Construction Schedules
 - *John and Ted have developed preliminary schedules and are currently refining them to include in the updated Bridge Structure Concepts Report.*
 - Visualizations
 - *Draft visual simulations are anticipated to be ready tomorrow, and will be forwarded to the City for review and comment.*
 - Next Steps
 - LCCA

ADMINISTRATIVE COORDINATION (M. BROWER)

- Stakeholder Coordination/Public Outreach Events
 - RECAP: Stakeholder Coordination Meeting #3
 - *Katherine suggested that we publish the boards/handouts to the project website. **Mark will provide files to Katherine this week.***
 - Public Meeting #2
 - *Mailers need to be sent early next week. Printing is currently underway*
 - *Comment cards were discussed. The following specific questions will be asked of attendees:*
 - *Do the bridge concepts presented capture the functional uses for the bridge that are important to you?*
 - *Do the bridge concepts presented capture other issues that are important to you?*
 - *What comments or question do you have about the project or the concepts presented?*
 - *Katherine Miller suggested that the Spokesman Review article from 3/19 be included in the final report appendices.*

CHANGE MANAGEMENT (M. BROWER)

**CH2MHILL**

MEETING AGENDA

CLIENT: CITY OF SPOKANE
 PROJECT: LATAH BRIDGE REHABILITATION STUDY
 PROJECT No.: 425825

MEETING DATE & TIME: May 8, 2012

2:00 p.m.

Invitees:

Lisa Malstrom (City)

Katherine Miller (City)

Mark Serbousek (City)

John Hinman (CH2M HILL)

Marlena Guhlke (CH2M HILL)

Mark Brower (CH2M HILL)

Roger Flint (CH2M HILL)

AGENDA – PROJECT COORDINATION MEETING

SCHEDULE (M. BROWER)

- Upcoming Milestones/Coordination Points:
 - a. DRAFT Vol 2. Study Report – Week of May 7 (TBD)
 - b. FINAL Vol 2. Study Report – Week of May 23 (TBD)

TECHNICAL COORDINATION ISSUES (ALL)

- Environmental Update
 - Status Update
 - Action Items Recap: Coordination with USFWS, Historic Preservation Office, Tribes
 - *Marlena went through some of the suggested action items offered by the agencies during these meetings. In general the action items are suggestions for future actions during later phases of the project. Katherine noted that the City's stance is to listen and consider these, but make no commitments at this point.*
 - Next Steps
- Transportation Analyses Update
 - Status Update
 - White Paper: Horizontal Alignment Concepts
 - *Memo is underway. Initial figures were reviewed. Roger noted that recommendations from this memo could include suggestions to package other projects on Sunset Boulevard with the Bridge project or not. Katherine noted and Mark S. concurred that this analysis and brief recommendations need to be added to the final report document as an appendix and referenced in the report conclusions.*
 - Next Steps
 - Air Quality Analysis (Hot Spot)
 - *Mark to set up conference call with SRTC (Anna) to discuss the triggers for this analysis, and what needs to be accomplished at this point in the study?*
- Bridge/Structural Analyses
 - Status Update
 - Review of LCCA
 - *John walked the group through the initial LCCA. LCCA favors long-term solutions, primarily due to large ongoing maintenance costs associated with short-term options.*
 - Review of Updated Structure Rehabilitation Concept Report
 - *John suggested and Lisa concurred that details regarding access to spandrel arches may be left for final design.*

Updated May 28, 2012



CH2MHILL

MEETING AGENDA

CLIENT: CITY OF SPOKANE
PROJECT: LATAH BRIDGE REHABILITATION STUDY
PROJECT No.: 425825

- Visualizations
 - *Visual simulations showing existing conditions, Alt B and Alt E were reviewed on the screen from two key viewpoints. Katherine noted that she did not think it was appropriate to show LRT infrastructure on the bridge at this point, as it may mislead people in to thinking that this infrastructure would be included in a rehabilitation project. It was decided to add another viewpoint that would capture the top deck of the bridge along the centerline. Mark will coordinate with Lisa to utilize a City boom truck to get the photos taken and develop additional simulations.*
- Next Steps

ADMINISTRATIVE COORDINATION (M. BROWER)

- Project Closeout
 - Alternatives Evaluation, Recommendation
 - *Katherine noted that from a cost strategy standpoint, the bridge will likely require long-term rehabilitation by the time funding is secured, so the short-term solutions should be discarded.*
 - *No specific bridge deck configuration will be recommended. A widened bridge that will structurally accommodate all of the transportation needs will be the recommendation.*
 - City Council Coordination & Approval Process
 - Touch Point between DRAFT & FINAL Report?
 - *Katherine suggested that the project will slow down, as the draft deliverable will be reviewed with the Mayor's office and Public Works Committee at the City before it is finalized and accepted by Council.*

CHANGE MANAGEMENT (M. BROWER)

- Contract Completion Date –September 30, 2012