



Mill Valley Downtown Project

Downtown Project Design Advisory Committee April 7, 2020, 11 AM

Zoom Conference Call meeting

Meeting Agenda AMENDED

1. Project Construction Contract Status
 - Project opened bids last Thursday April 2, 2020 at 2 pm.
 - A total of 7 bids were received.
 - KJ Woods Construction (from San Francisco) was the low bidder Contractor.
 - Bid was \$1,638,00 and was below the Engineers Estimate of \$1,962,000.
 - KJ Woods is a competent contractor who specializes in sewer construction.
 - KJ Woods is working with the City to try to expedite the work to take advantage of the Shelter in Place.
 - City hopes to get signed contract today so that KJ Woods can start to mobilize next week.
 - There currently is no bid protest.
 - City Council previously gave City Manager authority to proceed with signing contract with low bidder.
 - City is planning to have the pre-construction meeting this week to coordinate.
 - City will update Design Advisory Committee (DAC) once preliminary construction schedule is completed.
 - AnchorCM will be the Construct Management team and specializes in public infrastructure work.
 - AnchorCM has worked with KJ Woods and their paving subcontractor, Interstate Paving in the past.
 - Brian Danley will be the Construction Manager.
 - Norman Acana(?) will be inspector and will be point-of-contact in the field.
 - We are currently well ahead of schedule. Typically it takes 2 or more weeks to get the construction contract signed.

2. Projected Construction Schedule
 - City is hoping to reduce the working days. They will discuss this with the Contractor to discuss at the pre-construction meeting.
 - City is hoping construction will be done in August, or at the very least Substantial Completion.
 - Contractor is required to provide 3-week look ahead schedule. City will share 3-week look ahead with the committee so they are updated.

- If all goes to plan then the community could start seeing vehicles next week for preparatory work such as USA markings and staking.

3. Project Construction Logistics

- City will notify businesses of status
- Traffic control plan and parking plan will be submitted by the Contractor. These will be shared with the committee.
- City will work with Contractor to do work on Throckmorton, Corte Madera and West Blithedale as first order of work to limit disruption to businesses.
- City will work with Contractor to keep City Hall parking lot open all the time.
- City employees will not be parking in the City Hall parking lot during construction.
- Contractor will be able to use parking lot for staging and open up parking spaces in the lot to replace that are temporarily removed from the street.
- KJ Woods in the past has tried to do laterals at the same time as the mainline. Although, sometimes Contractors have separate crew that come in after the mainline is completed to perform work on lower laterals. It is up to the Contractor to decide how they will proceed.
- Lower laterals are being replaced as part of this project (lateral from mainline to sidewalk/edge of pavement). If businesses want to replace their upper lateral (from cleanout to building) they can coordinate directly with the Contractor. City will send contact information.
- City will look into expedited permit process for upper laterals repairs. City also typically waives permit fees when lateral replacement is tied to a public works project.
- If there are specific concerns, business can contact the City or AnchorCM to discuss.
- City met with Ryan Canepa, Mill Valley Market, previously to discuss the project. City will meet with him again now that we have a Contractor in order to coordinate delivery schedule and business hours.
- Most of the work is expected to be done during the day.
- Regarding the pipe bursting on Throckmorton, we don't know exactly where pipe bursting pits will be located. This will be determined by the Contractor. City will provide the locations once we have that information.
- Contractor will submit vehicular and pedestrian traffic control plan prior to construction.
- The City has deemed this project "Essential". Per County and State guidelines, all essential work must follow protocols due to COVID-19.
- AnchorCM will contact KJ Woods to see if they have a written plan for COVID-19
- City and CM will work with the Contractor to make sure that they are followed.

4. Public Outreach

- City will continue doing public outreach including newsletters, website, etc.
- Pre-Construction meeting with DAC, businesses, residents and contractor during week of April 20.
- City will set that meeting up soon and send out invite.

- It will be a Zoom meeting or webinar format meeting.
 - The City will have more construction details available at this meeting.
 - Community will be able to ask questions.
5. Committee Discussion (All)
- Phase 2 construction timeline is unknown as of now. This will be one of the discussions with the DAC.
 - For DAC, next phase will be to schedule a meeting later this summer to discuss Phase 2 improvements.
 - Rain gardens are an idea for stormwater runoff to help reduce into streams. Mainly thought for later phases.
 - Depot is currently under construction and taking parking away. City is unaware if this construction is considered essential as it is under the jurisdiction of the Planning and Business Department.
 - Specifications only allow 20 parking spaces to be temporarily closed at any one time, but City is freeing up over 20 in the City Hall to counter these lost parking spaces.
 - It is noted that there could be situations where more parking spaces are taken.
6. Set Next Meeting Date
- Next meeting will be the pre-construction meeting during the week of April 20th. City will coordinate an exact date.

Meeting adjourned at 12 p.m.

These meeting minutes are the understandings of the preparer, if there are any discrepancies, please notify the preparer within 2 weeks.