



Galveston Corridor Project Charter

June 12, 2014

Charter is assigned by: Nick Arnis, City of Bend (Growth Management Dept. Director)
To: Stephanie Serpico (Project Manager, HDR Engineering)

Project Goals

There are two sets of over-arching goals of the project:

- One set represents the city of Bend's interests; the project shall strive toward enhancing roadway safety and encouraging non-motorized vehicle travel. At the same time, meeting environmental quality goals of the community and as much as practical, minimizing any resultant maintenance costs of any new public improvements.
- And a second set, representing the interests of the general public and businesses that are located along the corridor; the project shall make the corridor a more attractive place to live and travel, be environmentally sensitive and create a setting that is prosperous for business while striving to minimize any resultant neighborhood impacts.

All or any expectations and outcomes of the Project:

- Project team will operate with openness and transparency
- Schedule and budget – be focused and cognizant of the budget – particularly with respect to managing the outreach component
- Communication will be critical – use a SharePoint site and keep website up to date and interesting
- Continue project momentum and strive to maintain public support
- Use Galveston as a street scape project example
- Build something
- Satisfied maintenance staff regarding maintainability and constructability of the design

Method by which the City, Consultant PM/Team and Task Force will communicate and support each other:

- Nick will be the point of contact for the City of Bend for the Project unless otherwise agreed to.
- Stephanie will be the point of contact for Consultant Project Team and Task Force unless otherwise agreed to.
- Al Tozer will be the point of contact and chair of the Task Force.

Task Force:

The Task Force is composed of residents and business owners along and adjacent to the Galveston corridor.

The Task Force will support the Project by providing the vision and desired outcome of project elements. The Task Force is an advisory committee providing best recommendations to City staff, Council, general public, and the design team. It is important for Task Force Members to support the process that was used to develop the final product.



Decision Making – it was agreed that the Task Force would use simple majority voting for periodic decisions throughout the design process. For Plan recommendations or key decisions, the Task Force can and will use a three-tiered voting system, with voting options as follows:

- a. “Yes” – agree with the concept / plan.
- b. “Yes, with reservations” – agree to the overall concept / plan but with recommendations for improving the plan to the point where a clear “Yes” vote would be possible.
- c. “No” – absolutely cannot support a concept, with reasons stated.

Should individual Task Force members wish to include minority positions with the Final Plan (about the overall Plan or its elements), they may do so.

The Task Force includes: Jason Adams, Marshall Greene, David Gurule, John Kelly, Brian Potwin, Joanne Richter, Stacey Stemach, Al Tozer, Garrett Wales, Nicole Weathers (Tom Atkins was a member but resigned).

Project Design Team comprised of Stephanie Serpico, HDR Engineering; Matt Arnold and Dan Jenkins, SERA Architects; Chris Maciejewski, DKS and Associates; and Mark Douglas, Hickman Williams will support the project by providing technical data and guidance to the Task Force and City TAC in effort of selecting a preferred alternative for the Galveston Corridor.

City Technical Advisory Committee (TAC) will support the Project by providing input on design and constructability elements of the project. When a deliverable needs technical review, the review period will typically be ten (10) days. Input and recommendations from the TAC will be discussed among the Task Force and Design Team and incorporated in the contract documents if agreed upon. Decisions will be made by consensus and if disagreements arise, the issue will be presented to EDIAM for final decision.

The Technical Advisory Committee will include: Hardy Hanson, Robin Lewis, Karin Morris, Wendy Robinson, David Buchanan, and Larry Medina

EDISM will be utilized to provide support to the Project by expediting and streamlining high level decision making and approval of changes to the Project scope, schedule and budget and major public impacts and issues. Presentations and meetings will occur as needed.

Perspectives and expectations on how to go about the work:

All meetings will have agendas and notes outlining action items and decisions.

A Design Change Notice Form, along with a Program Change Request form, will be used to document any proposed and approved changes to the Program scope, schedule and/or budget. Each change will be recorded in the Program Change Management Log.

SharePoint will be used to manage communications between the City and the Task Force. At a minimum, the SharePoint site will contain action items, decisions, stakeholder lists and shared documents.