



Technical Memorandum #1a: Project Overview

Gambell Street Redevelopment and Implementation Plan

Date: May 13, 2013 Project #: 13489
To: Paul Fuhs, Fairview Business Association
From: Kelly Laustsen; Andy Daleiden, PE; Bob Kniefel, PE; Gary Katsion, PE; and Marc Butorac, PE, PTOE; (Kittelson & Associates, Inc.) / Jim Potts, PE and Jordan Engel (CH2M Hill)
cc: Project Management Team (PMT)

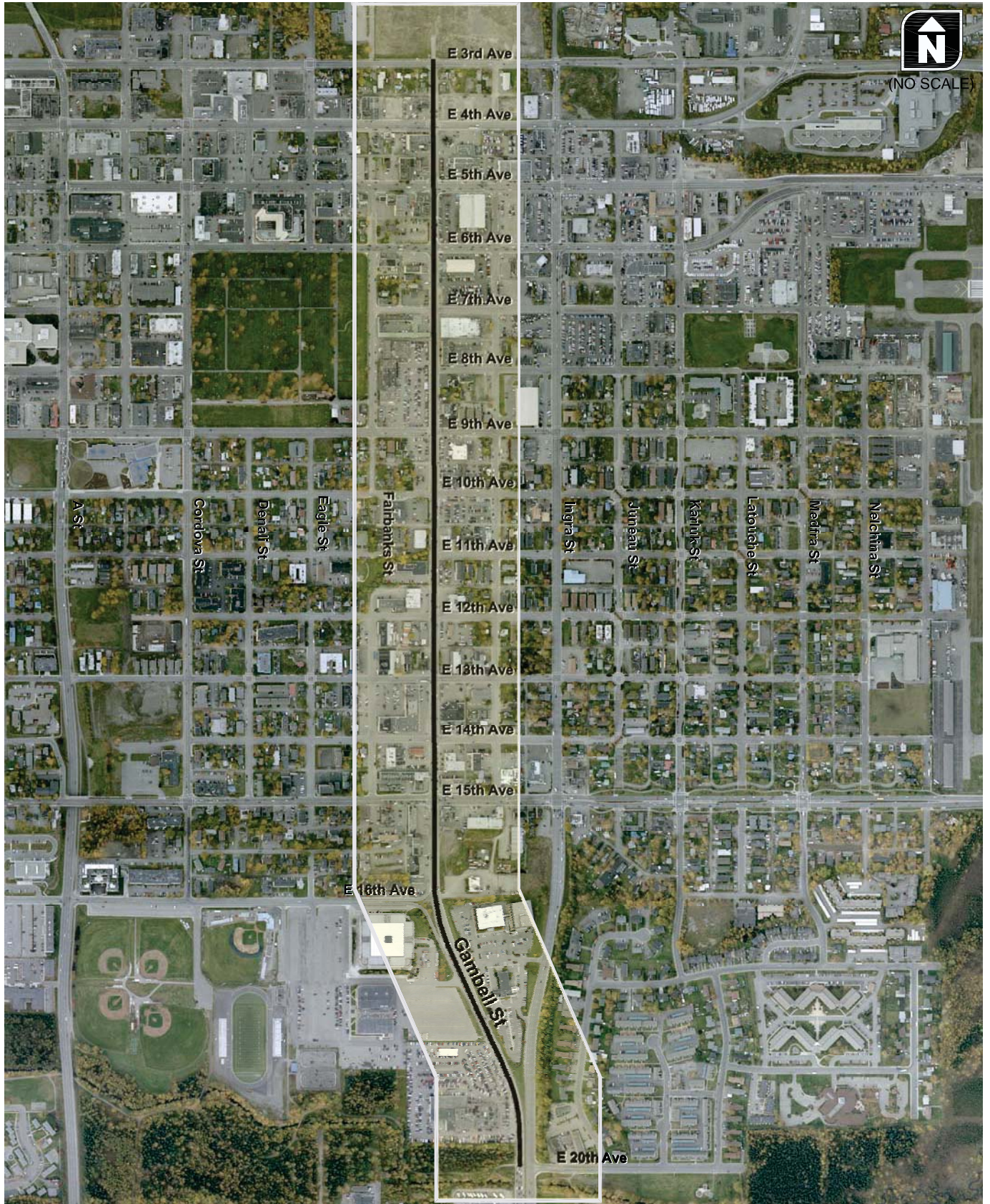
This memorandum provides an overview of the Gambell Street Redevelopment and Implementation Plan project including the anticipated deliverables, meeting schedule, and roles and responsibilities of the project team. The project will result in development of two key items: 1) a redevelopment plan that identifies and evaluates potential improvements to Gambell Street from 3rd Avenue to 20th Avenue; and 2) an implementation plan that identifies the preferred improvements and strategies, cost estimates, recommended phasing, and funding options. The project will include:

- Technical analysis to be provided by the consultant team, which includes:
 - Kittelson & Associates, Inc. (KAI) and
 - CH2M Hill (CH).
- Project oversight by a Project Management Team (PMT) including representation from the Fairview Business Association (FBA), Municipality of Anchorage (MOA), Fairview Community Council (FVCC), and Municipal Light and Power (ML&P). A contact list for the PMT is provided in *Attachment A*.
- Guidance from the Fairview Business Association (FBA) Board.
- Public input, provided through various forums (post card, news releases, newsletter, 3-day project charette, open house, virtual open house, etc.).



The draft plan is scheduled to be complete in June 2013 with the final plan being completed and accepted by the FBA Board in July 2013.

PROJECT OVERVIEW

The purpose of the project is to identify and evaluate potential improvements for the Gambell Street corridor which would improve the efficiency, appearance, and business/pedestrian friendliness of the major thoroughfare. The project study area includes the segment of Gambell Street between 3rd Avenue and 20th Avenue, located in the Fairview Neighborhood in Anchorage, Alaska. The project area is provided in Figure 1. Gathering input from businesses, property owners, and the public within the corridor and community is critical to identifying improvements that achieve a safe, vibrant, sustainable Gambell Street corridor. The project will produce an implementation plan for the preferred improvements on the corridor which can be used to secure funding and implement identified projects and strategies through future maintenance, capital, and/or redevelopment projects. The project purpose and goals are further outlined in *Technical Memorandum #1b: DRAFT Project Purpose, Goals, Objectives, and Evaluation Criteria*.



Legend

-  STUDY CORRIDOR
-  STUDY AREA

Study Corridor
Gambell Street - 3rd Avenue to
20th Avenue



Figure

1

OVERVIEW OF DELIVERABLES

Analyses, evaluations, and concept designs conducted throughout the project will be documented in technical memoranda, which set the foundation for the Gambell Street Redevelopment and Implementation Plan. The technical memoranda will first assess existing and future transportation system conditions and then progress to the development and selection of preferred alternatives for the corridor.

The technical memoranda will be prepared in coordination with the PMT and the public during regular coordination meetings, a 3-day project charrette, and a virtual and in-person open house. Involving the public, MOA, ADOT&PF, FCC, local businesses and residents, and other stakeholders will help guide the development of the plan as well as build the necessary consensus and support to ultimately adopt the plan.

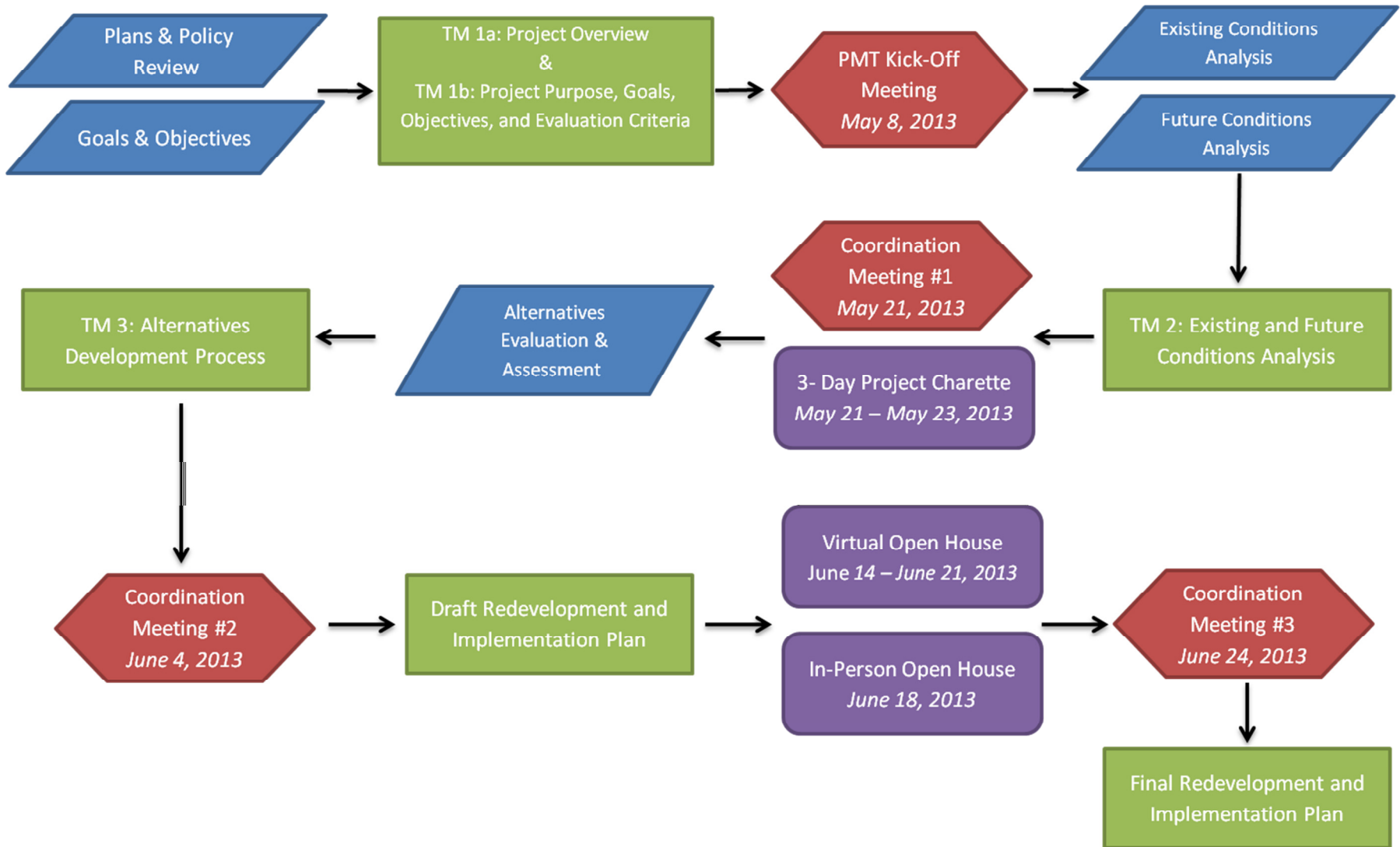
The general chronology, intended content, and presentation of the deliverables are summarized below and in Figure 2:

- **Technical Memorandum #1a – Project Overview Memorandum**
 - Provide an overview of the project, including anticipated deliverables, meeting schedule, and roles and responsibilities of the project team.
 - Review during PMT Project Kick-off Meeting (May 8th, 2013)
- **Technical Memorandum #1b – Project Purpose, Goals, Objectives, and Evaluation Criteria**
 - Provide the project purpose statement for the Gambell Street Redevelopment and Implementation Plan.
 - Outline the goals, objectives, and evaluation criteria that will be used to judge and compare potential improvement alternatives for the corridor.
 - Review during PMT Project Kick-off Meeting (May 8th, 2013)
- **Technical Memorandum #2 – Existing and Future Conditions**
 - Provide an assessment of existing and projected future (2035) operations on the corridor, including existing land use, multimodal facilities, vehicle operations, planned transportation improvements, and a five-year crash history.
 - Identify key constraints and issues for developing the initial set of operational, safety, landscaping, and other alternative improvements and strategies.
 - Review during PMT Coordination Meeting #1 (May 21st, 2013)

- Present findings during 3-Day Project Charette (May 21st – May 23rd, 2013)
- **Technical Memorandum #3 – Alternative Development Process**
 - Provide an assessment of initial alternatives for the corridor using the evaluation criteria presented in Technical Memorandum #1b and identify the most promising alternatives.
 - Provide additional analysis and evaluation of the most promising alternatives, including an assessment of the operational, safety, access, streetscape and economic vitality benefits of the alternatives.
 - Review during PMT Coordination Meeting #2 (June 4th, 2013)
- **Draft Gambell Street Redevelopment and Implementation Plan**
 - Provide an implementation plan for the preferred alternative improvements, including funding options, phasing, and strategy prospectus sheets.
 - Summarize the key conclusions and findings from the technical memoranda and meetings.
 - Present during Virtual Open House (June 14th – 21st, 2013) and in-person Open House (June 18th, 2013)
 - Review draft plan and public input received during PMT Coordination Meeting #3 (June 24th, 2013)
- **Final Gambell Street Redevelopment and Implementation Plan**
 - Incorporate feedback from the public, PMT, and other stakeholders to finalize the Gambell Street Redevelopment and Implementation Plan.
 - Provide final copy to PMT by July 9th, 2013¹.

¹ Date to be confirmed after Kick-off meeting on May 8th, 2013

Figure 2: Project Roadmap



MEETING SCHEDULE

All PMT meetings are planned to be held at CH2M Hill’s office (949 East 36th Avenue, Suite 500), except for Coordination Meeting #2, which will be held at the Fairview Community Center (to accommodate 3-day project charette schedule). Although meeting duration will vary, each meeting is scheduled for two hours. PMT members are requested to notify the consultant team of potential conflicts based on the proposed schedule.

Table 1 summarizes a proposed meeting schedule for the development of the Gambell Street Redevelopment and Implementation Plan. The date, time, key deliverables to be discussed, and the consultant team members who will be in attendance are listed for each meeting.

Table 1 Gambell Street Redevelopment and Implementation Plan Schedule

Meeting	Date & Time	Deliverables	Consultants
Kick-off Meeting	Wednesday, May 8 th 10 a.m. to noon <i>CH2M Hill Office</i> <i>(Corridor Field Visit 9 a.m.-10 a.m.)</i>	<ul style="list-style-type: none"> • Draft Technical Memorandum #1a: Project Overview • Project Website • Draft Technical Memorandum #1b: Draft Goals & Objectives 	KAI/CH
Coordination Meeting #1	Tuesday, May 21 st 10 a.m. to noon <i>CH2M Hill Office</i>	<ul style="list-style-type: none"> • Draft Technical Memorandum #2: Existing & Future Conditions 	KAI/CH
Project Charette*	Tuesday, May 21 st through Thursday, May 23 rd <i>Fairview Community Recreation Center</i>	<ul style="list-style-type: none"> • Draft Technical Memorandum #2 • Corridor 101 Training • Alternative Development Workshop 	KAI/CH
Coordination Meeting #2	Tuesday, June 4 th 10 a.m. to noon <i>Fairview Community Recreation Center</i>	<ul style="list-style-type: none"> • Draft Technical Memorandum #3: Alternative Development Process 	KAI/CH
Virtual Open House	Friday, June 14 th through Friday, June 21 st <i>Fairview Community Recreation Center</i>	<ul style="list-style-type: none"> • Draft Redevelopment and Implementation Plan Plan 	KAI/CH
Open House	Tuesday, June 18 th 6 p.m. – 8 p.m. <i>Fairview Community Recreation Center</i>	<ul style="list-style-type: none"> • Draft Redevelopment and Implementation Plan Plan 	KAI/CH
Coordination Meeting #3	Monday, June 24 th 10 a.m. to noon <i>CH2M Hill Office</i>	<ul style="list-style-type: none"> • Draft Redevelopment and Implementation Plan 	KAI/CH

* Detailed Schedule provided in *Attachment B*

ROLES AND RESPONSIBILITIES

Adherence to the schedule will be important in order to prepare the draft Redevelopment and Implementation Plan by the end of June and finalize the document in early July. As such, we request that PMT members review documents prior to coordination meetings and provide feedback on draft technical memoranda within five days of receiving them. In order to provide a final copy of the plan to the PMT by July 8th, 2013, we request all comments on the draft plan by June 28th, 2013. To assist with PMT access to the deliverables, all of the draft technical memoranda, meeting agendas and minutes, and workshop summaries will be posted to an internal project website at: <http://sites.kittelson.com/GambellStreet>. The password for access to the website is "Gambell." At the May 8th kickoff meeting, we will review the location of the internal project website and access to it.

An outline of responsibilities for each project team member is provided below to clarify the expected contributions from each member.

PMT

- Attend PMT coordination meetings.
- Review draft documents prior to PMT meetings.
- Attend and help facilitate Project Charette and Open House.

Consultant Team

- Prepare for, attend, and facilitate coordination meetings.
- Provide draft documents to the PMT with adequate time for review prior to meetings.
- Provide meeting minutes following coordination meetings.
- Prepare for, attend and facilitate the Project Charette and Open House.
- Provide final documents, incorporating summarized comments from the PMT and input gathered through the Project Charette and Open House.

We look forward to discussing this memorandum at our first meeting on May 8th, 2013. Please contact any of the following members of the consultant team with any questions regarding the proposed sequence, meeting schedule, deliverable review schedule, or committee roles and responsibilities.

- Marc Butorac (project manager), 503.228.5230 or mbutorac@kittelson.com
- Jim Potts (contract manager), 907.762.1518 or James.Potts@CH2M.com

- Kelly Laustsen (assistant project manager), 503.228.5230 or klaustsen@kittelson.com
- Bob Kniefel (senior resource), 907.433.8104 or rkniefel@kittelson.com
- Andy Daleiden (project engineer), 208.338.2683 or adaleiden@kittelson.com
- Jordan Engel (public involvement), 907.762.1323 or Jordan.Engel@ch2m.com

Alternatively, you may contact the FBA project manager, Paul Fuhs at 907.351.0407 or by email at paulfuhs@earthlink.net.

ATTACHMENTS:

A: Project Management Team Contact List

B: Project Charette Schedule

ATTACHMENT A: PROJECT MANAGEMENT TEAM CONTACT LIST

Name	Phone	Email	Comment
Christopher Constant	907.947.9438	akconstant@gmail.com	Fairview Business Association, Fairview Community Council Vice President
Patrick Flynn	907.278.8462	flynnpp@muni.org	MOA Assembly member from Fairview, Assembly member on AMATS Policy
Paul Fuhs	907.351.0407	paulfuhs@earthlink.net	Fairview Business Association
Mio Johnson	907.263.5408	JohnsonMS@ci.anchorage.ak.us	Municipal Light and Power Engineering Manager
Dan Kendall	907.343.7133	KendallDW@muni.org	MOA Chief of Staff
Craig Lyon	907.343.7996	LyonCH@muni.org	AMATS Study Manager
Erika McConnell	907.343.7917	mcconnelleb@muni.org	MOA Planning Division Supervisor
Stephanie Mormilo	907.343.8070	mormilosl@muni.org	MOA Traffic Engineer

ATTACHMENT B: DRAFT PROJECT CHARETTE SCHEDULE

	Meeting	Date & Time	Purpose/Activities
DAY 1	Coordination Meeting #1 (Project Management Team)	Tuesday, May 21 st 10 a.m. to noon <i>Fairview Community Recreation Center</i>	<ul style="list-style-type: none"> • Project Overview • Charette Overview • Existing and Future Conditions Overview
	Public Charette Kick-off	Tuesday, May 21 st noon to 1:30 p.m. <i>Fairview Community Recreation Center</i>	<ul style="list-style-type: none"> • Project Overview • Three-Day Charette Agenda Review • Existing and Future Conditions Overview
	Alternative Development Session #1	Tuesday, May 21 st 1:30 p.m. to 3:30 p.m. <i>Fairview Community Recreation Center</i>	<ul style="list-style-type: none"> • Project Background • Issue Identification • Overview of Potential Strategies and Tools • Bottom-up Alternative Development workshop
	Alternative Development Session #2 (Duplicate to Session #1)	Tuesday, May 21 st 5:30 p.m. to 7:30 p.m. <i>Fairview Community Recreation Center</i>	<ul style="list-style-type: none"> • Same agenda and format as Alternative Development Session #1 • Intended to provide alternative times for interested parties to participate
DAY 2	Work-Day, Drop-in Participation, and Focused Stakeholder Meetings	Wednesday, May 22 nd 10 a.m. to 7 p.m. <i>Fairview Community Recreation Center</i>	<ul style="list-style-type: none"> • Project team work day and focused stakeholder meeting; public is welcome to stop by and visit with the project team.
	Fairview Business Association Meeting	Wednesday, May 22 nd Noon to 1:30 p.m. ¹ <i>Fairview Community Recreation Center</i>	<ul style="list-style-type: none"> • Focused meeting with FBA; public is welcome to attend.
	Gambell St/15th Avenue Focus Meeting	Wednesday, May 22 nd 3:00 p.m. to 4:30 p.m. ¹ <i>Fairview Community Recreation Center</i>	<ul style="list-style-type: none"> • Focused meeting on Gambell St/15th Avenue intersection, particularly potential parking structure and access to Chester Creek Sports Complex. Public is welcome to attend.
	Fairview Community Council Meeting	Wednesday, May 22 nd 5:30 p.m. to 7:00 p.m. ¹ <i>Fairview Community Recreation Center</i>	<ul style="list-style-type: none"> • Focused meeting with FVCC; public is welcome to attend.
DAY 3	Coffee Session (Project Management Team)	Thursday, May 23 rd 9:00 a.m. to 10:00 a.m. <i>CH2M Hill Office</i>	<ul style="list-style-type: none"> • Overview of Day #1 and #2 Activities • Review of Day #3 Agenda • Outstanding Issues and Common Alternative Themes Presentation
	Identification of Most Promising Alternatives	Thursday, May 23 rd 5:00 p.m. to 8:30 p.m. <i>Fairview Community Recreation Center</i>	<ul style="list-style-type: none"> • Review Evaluation Matrix of Initial Alternatives • Alternative Refinement Workshop • Select Most Promising Alternative

¹Time to be confirmed

Red shading indicates Project Management Team meeting

Purple shading indicates public meeting

Blue shading indicates focused stakeholder meeting (public is welcome to attend)