Johnson Street Bridge Project

JSB Steering Committee

Date: Friday, January 25, 2013
Time: 2:00 PM to 3:00 PM
Place: Victoria City Hall – Committee Room 2

MEETING NOTES

Attendance

Staff: Dwayne Kalynchuk, Peter Sparanese, Ken Jarvela, Gail Stephens, Brenda Warner, Katie Josephson, Kate Blokmanis
Regrets: Tom Zworski, Laura Baker

1. Review of Meeting Notes:
   - Meeting notes from November 20, 2012 and December 4, 2012 were reviewed and approved.

2. Budget:
   - Compliance Audit
     As required by the Building Canada Fund Contribution Agreement the Compliance Audit is scheduled to start May 14, 2013 and to be completed by May 30, 2013.
   - Budget Review
     Budget will be reviewed for GPC meeting in March.
   - Cash Flow Updates
     Cash flow projections will be updated and forwarded to Transport Canada when the construction schedule is received.

3. Scope:
   - Communications
     Communications to provide stakeholder engagement plan based on the construction schedule.
   - Communications to develop agenda for the sod turning event with Transport Canada.
4. **Timeline:**

- **Project Meetings**
  Steering Committee meetings will continue to be held once a month or as required by the committee.

- **Construction Schedule**
  PCL to provide construction schedule for review by February 5, 2013

- **Permits**
  Project meetings with respect to permits have been scheduled for February 6, 2013 with Transport Canada and the Department of Fisheries and Oceans.

- **Project Insurance**
  Project insurance meeting is scheduled for the first or second week of February 2013.
JSB Steering Committee

Date: Thursday, February 28, 2013
Time: 11:00 AM to 11:45 AM
Place: Victoria City Hall – Committee Room 2

MEETING NOTES

Attendance

Staff: Dwayne Kalynchuk, Ken Jarvela, Gail Stephens, Bridget Frewer, Tom Zworski, Laura Baker
Regrets: Brenda Warner, Katie Josephson, Peter Speranese

1. Review of Meeting Notes:
   - Meeting notes from January 25, 2013 were reviewed and approved.

2. Budget:
   - Budget Review
     City to expect invoices for honorariums from the two unsuccessful shortlisted proponents.
   - Cash Flow Updates
     Transport Canada to be brought up to date re: cash flow expenditures.

3. Communications:

   Communications and stakeholder plan to be included in the next JSB Quarterly Update to GPC.

   Staff to attend upcoming utilities meeting with Engineering.

   Staff to contact the Greater Victoria Cycling Coalition and request that one of its members is appointed to replace David Cubberley on the JSB Citizens Advisory Panel.
JSB Steering Committee

Date: Friday, May 3, 2013
Time: 11:30 AM to 12:30 PM
Place: Victoria City Hall – Committee Room 2

MEETING NOTES

Attendance

Staff: Dwayne Kalynchuk, Ken Jarvela, Gail Stephens, Tom Zworski, Brenda Warner, Katie Josephson, Peter Sparanese, Graham Fisher (present for item 2 only)
Regrets: Laura Baker

1. Review of Meeting Notes:

   • Meeting notes from February 28, 2013 were reviewed and approved as amended.

2. Budget:

   • It was agreed to add options 1 & 2 below to the Builders’ Risk Insurance policy for the JSB project:

     1. Debris Removal: Increase the policy limits by $5 million to a total of $81 million for an additional deposit premium of $11,870.

     2. Add endorsement DE 5: Builders’ risk rate surcharge at 20% for an additional deposit premium of $36,536.

   These costs were all within the budget for the JSB insurance.

3. Scope:

   • East Abutment

   It was agreed in principle, subject to the recommendation of the Consultant, to change the indicative design of the east abutment to the aerial option proposed by the Contractor, and issue a Change Order to the contract reducing the Contract Price by $300,000, with a possibility of an additional savings as the design is finalized.
• West Abutment
  Staff are reviewing value engineering options for the west abutment. The committee confirmed if there were no savings we would proceed with the indicative design of the west abutment.

• Lighting
  Value engineering options will be reviewed when received from PCL.

• Rest Pier
  Value engineering is continuing and should be finalized in the next few weeks.

4. Timeline:

• Schedule
  The JSB project is currently on schedule as per the Contract.

5. Communications:

• Information Sessions
  In addition to the update that was provided on the JSB Project to the Downtown Residents Association on the evening of Tuesday, April 30th, public information sessions will be held on Thursday, May 2nd at Swan’s Hotel from 8:00 AM – 10:00 AM and on Sunday, May 5th at the Delta Ocean Pointe Resort from 10:00 AM – 2:00 PM.

• Ground Breaking
  A ground breaking media event is scheduled to mark the start of the construction of the new bridge. This will take place on Friday, May 17th from 11:00 AM – 12:00 PM on the east side of the bridge (Store St. at Pandora Ave).
MEETING NOTES

Attendance
Staff: Gail Stephens, Peter Sparanese, Tom Zworski, Brenda Warner, Katie Josephson, Bridget Frewer, Ken Jarvela
Regrets: Dwayne Kalynchuk, Laura Baker

1. Review of Meeting Notes:
   - Meeting notes from May 3, 2013 were reviewed and approved.

2. Budget:
   - Optional Performance Security
     It was agreed that PCL Constructors would not have to provide a Performance Bond or a Labour and Material Payment Bond and that Council be advised at the next quarterly update.

   - Additional Engineering Fee – East Abutment
     East Abutment: MMM is currently evaluating all value engineering items and will advise what the additional design fee, if any, will be.

   - Notice of Dispute – Tom Zworski
     Section 14 Legal advice

3. Scope – Value Engineering:
   - Lighting
     Value engineering options will be reviewed when received from PCL.

   - Rest Pier
     Value engineering is continuing.

   - Contract Change Order
     Council to be advised of the Change Order and full details to be presented at the quarterly GPC update.
4. **Timeline:**

   - **Utilities**
     Council to be advised that the upgrading of utilities (water mains and storm and sanitary sewers) work will start on Harbour Road and Esquimalt Road in July 2013, and on completion work will then begin along Wharf Street in late August or early September, thus reducing traffic congestion during the peak tourist season.

5. **Communications:**

   - Communications provided an update on recent communications activities.

6. **Other:**

   - Council to be advised of the parking issues that have been addressed by providing area not currently used by the City adjacent to the project site to be used by PCL for sub-contractor and employee parking.
JSB Steering Committee

Date: Thursday, June 13, 2013
Time: 9:00 AM to 10:00 AM
Place: Victoria City Hall – Committee Room 2

MEETING NOTES

Attendance

Staff: Gail Stephens, Peter Sparanese, Tom Zworski, Brenda Warner, Katie Josephson, Ken Jarvela, Joost Meyboom (MMM Group)
Regrets: Dwayne Kalynchuk, Laura Baker

1. Scope:

- GPC Quarterly Update
  The draft of the quarterly report to GPC was reviewed. Will meet next week to review the PowerPoint presentation.

- Pedestrian Bridge
  PCL requested if the City would consider an aluminum/concrete structure for the pedestrian bridge, and subject to final design and cost savings, the proposal would be considered.
MEETING NOTES

Attendance

Staff: Gail Stephens, Peter Sparanese, Dwayne Kalynchuk, Tom Zworski, Brenda Warner, Katie Josephson, Ken Jarvela, Kate Friars, Terri Askham, Doug Demarzo, Joost Meyboom (MMM Group)

Regrets: Laura Baker

1. Scope:
   - GPC Presentation
     The PowerPoint presentation for the Johnson Street Bridge Project quarterly report was reviewed.
JSB Steering Committee

Date: Thursday, July 25, 2013
Time: 2:00 PM to 3:00 PM
Place: Victoria City Hall – Committee Room 1

MEETING NOTES

Attendance

Staff: Peter Sparanese, Tom Zworski, Susanne Thompson, Bridget Frewer, Ken Jarvela, Kate Friars, Terri Askham, Laura Baker (recording secretary)
Regrets: Gail Stephens, Dwayne Kalyuchuk, Brenda Warner, Katie Josephson

1. Review of Meeting Notes:

   • Meeting notes from May 31, June 13, and June 19 were reviewed and approved following modifications to June 13 notes.

2. Budget:

   • A meeting between PCL and the City with respect to the Notice of Dispute re: cash allowance is scheduled for next week.

3. Scope:

   • Public Art – A report will be prepared for Council at the next Quarterly Update to GPC recommending the proposed adjustment to the public art budget as recommended by the Arts Committee.

   • MMM will be requested to provide artistic renderings of the project once design is completed in late September.

4. Timeline:

   • No action items.

5. Communications:

   • The Discovery Channel is looking at using the bridge for a segment of their show with shooting to begin in late August and airing scheduled for September/October.
6. Other:

- The next JSB Steering Committee meeting will be held on Thursday, August 29th at 2:00 PM.
JSB Steering Committee

Date: Tuesday, August 20, 2013
Time: 2:00 PM to 3:00 PM
Place: Victoria City Hall – Committee Room 2

MEETING NOTES

Attendance

Staff: Peter Sparanese, Jocelyn Jenkyns (Acting City Manager), Dwayne Kalynchuk, Ken Jarvela, Tom Zworski, Brenda Warner, Bridget Frewer, Kate Friars, Laura Baker (recording secretary)
Regrets: Katie Hamilton

1. Review of Meeting Notes:

   • Meeting notes from July 25 were reviewed and approved following corrections.

2. Budget:

   • Public Art Funding – Staff and the Public Arts Advisory Committee support the budget of $250,000.

   • PST – Independent third party to perform audit at the end of the project to determine accurate figure to be paid to PCL. The cost of the third party auditor to be paid from the JSB financial budget if funds remain at project completion.

3. Scope:

   • Three value engineering items remain to be determined: remainder of the east pier; rest pier; lighting.

4. Timeline:

   • Upcoming significant milestones include the completion of the V.E.’s, possibly September/October) and the construction of the first permanent pilings – starting in September.
5. Communications:

- CAP Terms of Reference – Staff will update the CAP Terms of Reference and communicate the role of CAP to the members of the Steering Committee.

6. Other:

- The next JSB Steering Committee meeting will be held on Thursday, September 19th at 2:00 PM.

- The next JSB Quarterly Update to Council will take place on Thursday, September 26th.

Section 14 Legal advice
MEETING NOTES

Attendance

Staff: Jocelyn Jenkyns (Acting City Manager), Dwayne Kalynchuk, Ken Jarvela, Tom Zworski, Brenda Warner, Katie Hamilton, Sherri Andrews (recording secretary)

Regrets: Kate Friars

1. Review of Meeting Notes:
   - Meeting notes from August 20 were reviewed and approved following corrections.

2. Budget:
   - The project remains on budget.
   - PST – The City will audit the PST claims by PCL on a yearly basis.

3. GPC Meeting

   Recommended amendments to the draft quarterly report

   - Progress Report: recommended that this slide be split into two slides, separating out the one item on “Risk Assessment” and rewording as follows: “Risk loss of planning schedule float has been eliminated since the last update as the planning phase is now complete.”
   - Move the slide on “value engineering” to the front of the presentation and reword the third bullet to more clearly reflect that the savings from the results of the value engineering process have yet to be realized because the process is not complete. It is expected to have them concluded by the end of October, 2013.
   - Change the wording on the bullet under “Public Art” to indicate that steel from the bridge may be used in the fabrication of the art piece.
   - Remove the last bullet from the second slide under “Public Art”
• Include a slide under "Public Green Space" to state that the OCP requires the City to protect the rail corridor.

4. **Timeline:**

• Public Engagement strategy for s-curve lands to Council in November.

5. **Communications:**

• CAP Terms of Reference – A copy of the CAP’s Terms of Reference will be circulated to the Steering Committee for their review.

• New renderings of the bridge will be posted on the Project’s website as soon as they are available.

6. **Other:**

• The next JSB Steering Committee meeting will be held on Thursday, October 24 at 2:00 PM.

• The next JSB Quarterly Update to Council will take place on Thursday, December 5th.
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Johnson Street Bridge Project

JSB Steering Committee

Date: Thursday, October 24, 2013
Time: 2:00 PM to 3:00 PM
Place: Victoria City Hall – Committee Room 1

MEETING NOTES

Attendance

Staff: Jocelyn Jenkyns (Acting City Manager), Dwayne Kalynchuk, Ken Jarvela, Tom Zworski, Katie Hamilton, Bridget Frewer, Susanne Thompson, Laura Baker (recording secretary)
Regrets: Kate Friars, Brenda Warner

1. Review of Meeting Notes:

   • Meeting notes from September 19 were reviewed and approved.

2. Budget:

   • Pre-payment of material – The City will consider pre-payment of the caissons if PCL meets the conditions set out by the City (i.e. transfer of ownership to the City, bill of sale, insurance, etc…).

   • Actuals will be added to the JSB budget as part of the GPC quarterly update.

   • PCL and MMM Group will be advised that their invoices will be posted to the project website.

3. Lighting

   • Lighting scope to be discussed with members of the Steering Committee with respect to value-engineering considerations.

4. Timeline:

   • Value-engineering items to be completed in time to present to Council at the next quarterly update to GPC on December 5.

   • Design to be completed by mid-December and renderings to be received by mid-November.
5. Communications:

- Potential photo-op to take place during upcoming installation of the first pile for the new bridge.

- Outreach opportunities – Communications is working to arrange tours in the near future for Engineering co-op students from UVic and members of the Structural Engineers Association of British Columbia (SEABC). The SEABC is also looking to have a group presentation on the bridge project in late November – City to contact MMM to arrange presentation details and speaker(s).

- CAP
  - The next CAP meeting will take place on Tuesday, October 29. It will re-visit how and why the project got to where it is now and what is upcoming in terms of milestones.
  - CAP members will be asked for feedback regarding the following aspects of the project: most important information to be relayed to the public; methods of celebrating the opening of the new bridge; importance of lighting; examples of value statements and project messaging to be reflected on hoarding, etc...
  - The Director of Communications & Civic Engagement will act as the interim Chair of CAP until the new City Manager position has been filled.

6. Other:

- Legal to follow-up re: potential claim related to 2011 Ledcor/Seaspan accident.

- The next JSB Steering Committee meeting will be held on Tuesday, November 26 at 2:00 PM.

- The next JSB Quarterly Update to Council will take place on Thursday, December 5.
JSB Steering Committee

Date: Tuesday, November 26, 2013
Time: 2:00 PM to 3:00 PM
Place: Victoria City Hall – Committee Room 2

MEETING NOTES

Attendance

Staff: Jocelyn Jenkyns (Acting City Manager), Dwayne Kalynchuk, Ken Jarvela, Tom Zworski, Katie Hamilton, Bridget Frewer, Kate Friars, Brenda Warner, Laura Baker (recording secretary)

1. Review of Meeting Notes:
   - Meeting notes from October 24th were adopted as amended.

2. Budget:
   - Committee determined that it is not necessary to pursue increased staff support for the JSB Project at this time.

3. Scope – Value Engineering:
   - East abutment – potential to achieve savings of $150,000.
   - Rest pier – final savings to be determined once design is completed.
   - Lighting – PCL to proceed with indicative design.

4. Timeline:
   - Committee to clarify the date of project completion and the date that the new bridge will be operational in the quarterly update to GPC.

5. Communications:
   - Once finalized, updated renderings of the new bridge to be distributed and used for preparation of concepts for project hoarding.
   - CAP
     - Walk through of construction site to take place with CAP members in spring 2014. Specific date of next CAP meeting to be
determined once 2014 Committee and Council Meeting Schedule has been finalized.

6. Other:

- Four Week Look Ahead schedule from PCL and MMM's monthly reports to be posted to the JSB website.

- Public realm next steps to be clarified and communicated to Council with better visuals in early 2014.

- City claim related to 2011 Ledcor/Seaspan accident to be reviewed in the next week or two.

- Next Executive Committee meeting to take place on Wednesday, December 18, 2013.

- Next JSB Steering Committee meeting to be held on Thursday, December 19, 2013 at 2:00 PM.

- Next JSB quarterly update to Council to take place on Thursday, December 5, 2013.
JSB Steering Committee

Date: Thursday, December 19, 2013
Time: 2:00 PM to 3:00 PM
Place: Victoria City Hall – Committee Room 1

MEETING NOTES

Attendance

Staff: Jocelyn Jenkyns (Acting City Manager), Dwayne Kalynchuk, Ken Jarvela, Tom Zworski, Brenda Warner, Laura Baker (recording secretary)
Regrets: Katie Hamilton

1. Review of Meeting Notes:
   - Meeting notes from November 26th were adopted as amended.

2. Budget:
   - Finance looking to borrow through Municipal Finance Authority in spring 2014.

3. Scope – Value Engineering:
   - East abutment – to be completed by end of January 2014.
   - Rest pier – to be completed by end of January 2014.

4. Communications:
   - UVic Civil Engineering students to be added to JSB e-news updates and directed to the website. Future tours to be arranged with these students as project progresses.

6. Other:
   - FOI
     - City to follow-up re: request for information on seismic analysis of the bridge once direction has been received from MMM.
   - Committee to keep Council informed of status of delays/claims as project moves forward rather than waiting until quarterly updates to GPC.
   - City to meet with MMM in January 2014 to discuss delay claims.
- City to respond to MMM and PCL re: QA and third party detailer issues.
- Next JSB Steering Committee meeting to be held on Wednesday, January 22, 2014 at 2:00 PM.