

Riverview Corridor Policy Advisory Committee

Meeting Summary

Thursday, April 10, 2014

9:00 – 10:00 AM

Gateway Room, Union Depot

PAC Member Attendees

Rafael E. Ortega, Ramsey County (Chair)

Chris Tolbert, St. Paul, Ward 3

Dave Thune, St. Paul, Ward 2

Pat Mancini, W. 7th Business Representative

Matt Kramer, St. Paul Area Chamber of Commerce

Scott McBride, MnDOT Metro District

Tim Busse, City of Bloomington

Peter Wagenius, City of Minneapolis

Other Attendees

Darren Tolbert, Ramsey Co./Comm. Reinhardt

Tim Mayasich, Ramsey County RRA

Mike Rogers, Ramsey County RRA

Libby Kantner, St. Paul/CM Tolbert

Kevin Roggenbuck, Ramsey County RRA

Deborah Carter-McCoy, Ramsey County RRA

1. Call to order and introductions

Commissioner Ortega called the meeting to order at 9:00 AM. Everyone in attendance introduced themselves. Comm. Ortega said Commissioner McLaughlin was not able to attend.

2. Approval of the Agenda

Mr. Tolbert moved approval of the agenda, seconded by Mr. Kramer. The motion passed unanimously by voice vote.

3. December 13, 2013 PAC Meeting Summary

Mr. Kramer moved approval of the December 13, 2013 PAC meeting summary, seconded by Mr. McBride. The motion passed unanimously by voice vote.

Mr. Mancini asked for a rundown of the roles and responsibilities of the PAC. Mr. Rogers described the study process, explaining how the PAC provides policy guidance to the project management team and has a decision-making role in the selection of a Locally Preferred Alternative (LPA).

4. Consultant Team Recommendations

Mr. Rogers said the RCRRRA received three proposals to perform the Pre-Project Development Study; AECOM, SRF Consulting Group and Stantec. Mr. Rogers provided background information and described the qualifications of all three firms, noting which is the prime consultant and others that are subconsultants.

Mr. Rogers described the proposal evaluation process. A proposal review committee was formed including technical staff from the local governments and agencies represented on the PAC and TAC. Mr. Rogers said AECOM and SRF were invited for personal interviews, and explained why Stantec was not offered an opportunity to interview.

Mr. Rogers said the proposal review team recommends selecting AECOM and described the strengths of their project staff, technical qualifications, understanding of the Riverview Corridor and their firm's knowledge of the FTA New Starts process. Mr. Rogers also noted that AECOM has experience in planning and developing streetcar alternatives.

Mr. Rogers explained the action requested by the Riverview PAC: To authorize the RCRRRA to enter into a contract on behalf of the Policy Advisory Committee with AECOM for consultant services to complete the Riverview Corridor Pre-Project Development Study. Mr. Thune moved to accept the recommendation from the proposal review group to select AECOM to perform the Riverview Corridor Pre-Project Development Study. The motion was seconded by Mr. Kramer and the motion passed unanimously by voice vote.

Mr. Rogers said the RCRRRA received three proposals to provide strategic communications in support of the Pre-Project Development Study; Davis Communications, Jeff Dehler Public Relations and ZAN Associates. Mr. Rogers provided background information and described the qualifications of all three firms.

Mr. Rogers described the proposal evaluation process, noting that the same proposal review committee also evaluated the Strategic Communications proposals. All three firms were invited to interview. Mr. Rogers said the proposal review committee recommends selecting Davis Communications, citing their understanding of the project and the stakeholder groups in the Riverview Corridor and their ability to identify potential issues and opportunities and to proactively address them.

Mr. Rogers explained the action requested by the Riverview PAC: To authorize the RCRRRA to enter into a contract on behalf of the Policy Advisory Committee with Davis Communications for consultant services to complete Strategic Communications for the Riverview Corridor Study. Mr. Thune moved to accept the recommendation from the proposal review group to select Davis Communications to provide strategic communications for the Riverview Corridor Pre-Project Development Study. The motion was seconded by Mr. Tolbert and the motion passed unanimously by voice vote.

Mr. McBride asked how Davis Communications' work would be different from the public outreach and involvement work within the AECOM contract. Mr. Rogers said Davis Communications will develop the overall message for the corridor study, plus develop the logo and branding for the corridor, search for project advocates and help the project management team avoid misinformation on elements of the study.

5. Future Meetings

Comm. Ortega asked staff for a suggestion on a PAC meeting schedule. Mr. Rogers described the 18-month study schedule said it is better to have frequent PAC meetings so the group can review important information at a meeting before voting to approve or take other action at a later meeting. The PAC would start meeting regularly in August after the contracts have been approved.

Mr. Mancini asked whether the consultants would attend the PAC meetings. Mr. Rogers said yes, the consultants will attend and they will take the lead in presenting technical information to the PAC and the TAC.

Mr. Roger explained that a website will be developed and the PAC meeting announcements, meeting summaries and presentation materials will be posted on the website; however, the technical memos and other action items will not be posted until they have been passed by the PAC. Mr. Thune asked if the study schedule can be compressed to finish sooner and get in the queue for funding sooner. Comm. Ortega said Ramsey County wants to move the study along as quickly as possible and the strategic communications element can help us avoid delays. Mr. Mayasich said the technical work is tied to the public involvement and we don't want them to get out of sync. Mr. Wagenius said Minneapolis was able to shorten the Nicollet Streetcar study by three months because of good public communications and is glad we are using the same approach for the Riverview study. Mr. Mayasich said we can reassess the schedule periodically to see if we can move more quickly.

Mr. Rogers asked whether the PAC could commit to meeting on the second Thursday of each month, understanding that some meeting may be cancelled. RCRRRA staff will follow up with Ms. Severson to ensure this meeting time fits into her schedule.

6. Other

Commissioner Ortega adjourned the meeting at 9:40 AM.