



Outreach and Support

Documentation

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- I-76 and Bridge Street Interchange Project Charter Document—April 3, 2013

STATE OF COLORADO

DEPARTMENT OF TRANSPORTATION

Region 1 – Program Delivery
2000 South Holly Street
Denver, CO 80222
(303) 757-9388
(303) 757-9988 FAX



September 13, 2013

Denver Regional Council of Governments
1290 Broadway, Suite 700
Denver, CO 80203-5606

RE: 1601 Interchange Request, I-76 and Bridge Street

Dear Mr. Rigor,

As you may know, the City of Brighton has been working very closely with CDOT regarding the 1601 approval process for the I-76 and Bridge Street proposed interchange. In addition, the final system level feasibility report is being sent to your office by the close of business Wednesday, September 18, 2013.

The purpose of this study is to prove that the new proposed interchange will improve local and regional east-west connectivity, reduce the amount of congestion and delay in the study area on opening day which is planned for 2019 and through the planning horizon year of 2035, and improve traffic flow and access.

We do not anticipate any challenges or controversy and have received support from the public, the City of Brighton, Adams County, FHWA, and the CDOT Commissioner, Heather Barry. I fully support this project, its purpose and all parties are well briefed on the benefits this project brings to the transportation plan. Barring any unforeseen obstacles, we are looking forward to this amendment into the DRCOG 2035 plan.

This project will be presented to the CDOT Transportation Commission on Thursday, October 17, 2013, and I am recommending it for approval along with my constituents who are also in support of this project.

The City of Brighton has already committed to funding this project in 2019, and therefore no State funds are planned.

Sincerely,



Paul Jesaitis
CDOT Region 1 Deputy Director Program Delivery

cc: Steve Cook, DRCOG

Manual Esquibel, City of Brighton, City Manager

Joe Smith, City of Brighton, Director of Streets and Fleet

Heather Barry, CDOT Transportation Commissioner

Anthony R. DeVito, P.E, Region 1 Transportation Director

Neil Lacey, CDOT Region 1 Resident Engineer

Steve Hersey, CDOT Region 1 Traffic Engineer

Jeff Kullman/Ken DePinto, Atkins Global North America

I-76 & Bridge Street INTERCHANGE

Project Charter Document

April 3, 2013

Colorado Department of Transportation (CDOT)

Federal Highway Administration (FHWA)

City of Brighton

Atkins Consultant Team

1601 Process for I-76 & Bridge Street Interchange

Addressing difficult transportation issues is one of the most significant challenges facing federal, state, and local governments. Conflict about transportation planning and development raise a variety of issues about quality of life, economic development, land use, and environmental justice. Government leaders need tools and governing models, such as charters, that can assist in finding ways to successfully address many perspectives and solve transportation problems as one voice. The key Project Team members are:

Project Team

City of Brighton

Colorado Department of Transportation (CDOT)

Federal Highway Administration (FHWA)

Atkins Consultant Team

Charter Purpose

The Charter is a clear description of the team's purpose and identifies the authority and resources provided to accomplish that purpose. It clarifies expectations, keeping the team focused and aligned with project-related priorities. Participation from the various transportation agencies is critical to the successful implementation of this project. These agencies will work together to clearly identify the roles of each during the planning, design and approval of the Interstate 76 (I-76) and Bridge Street Interchange. The purpose of this charter document is to provide the structure for the partner agencies

to effectively and efficiently communicate during the planning and design of the I-76 and Bridge Street Interchange.

Project Background

Additional interstate access to I-76 and Bridge Street in Brighton is necessary to accommodate the traffic in this growing area of the Denver region. Presently, Bridge Street (East 160th Avenue) has a bridge over I-76. To the southwest is the Bromley Lane (East 152nd Street) Interchange and to the northeast is the Lochbuie Interchange (East Baseline Road). The Bromley interchange is experiencing increasing congestion, impacting the mobility of nearby residents and businesses. Brighton will continue to have substantial growth and potential for significant economic development and a new interchange at Bridge Street is an obvious location.

Project Goals and Objectives

The purpose of this project is to complete the 1601 process in an aggressive 18-month time frame. Major elements of the 1601 process include evaluating potential alternatives for a new interchange at I-76 and Bridge Street, selecting a Preferred Alternative, completing a System Level Study, and completing the National Environmental Policy Act (NEPA) process.

Goals:

- Complete an Environmental Assessment (EA) and decision document
- Approved System Level Study (SLS)
- CDOT & FHWA approval for the EA and Interstate Access Request (IAR)
- Complete 30% design plans by September 2014
- A project that the Project Team is happy with and proud of

Objectives:

- Communicate in a timely fashion
- Commit to meeting the Project Schedule
- Concurrence of key stakeholders
- Obtain approvals at major decision milestones
- Resolve issues in a timely and constructive manner

Roles and Responsibilities

- Project Manager – Joe Smith, City of Brighton – Responsible for overall project for the city and keeping city council apprised of status. Representative of project sponsor – City of Brighton
- Deputy Project Manager - Annette Marquez, City of Brighton – Responsible for day-to-day running of the project with the City and main point of contact for team.
- Environmental Manager – Jon Chesser, CDOT – Responsible for guiding EA document development and part of joint lead agencies (with FHWA)
- Project Authority – Monica Pavlik, FHWA – Central point of contact and responsible for NEPA process oversight and part of joint lead agencies (with CDOT). Final approval authority will reside with Shaun Cutting.

- Consultant Project Manager – Jeff Kullman/Ken DePinto, Atkins – Responsible for consultant team performance, contract deliverables, maintaining project schedule.
- Resident Engineer – Neil Lacey, CDOT – Responsible for Design elements in the project for CDOT and part of joint lead agencies (with FHWA).

Project team members and agency representatives will be responsible for communicating project related information and issues to internal staff members.

Document Involvement, Review and Comment Period

Involvement

Agencies are expected to participate at various milestones

Project Task	CDOT	FHWA	City of Brighton	Public (Hearings and other feedback)	Review Period
Purpose and Need Statement	R	A	C	C	One week
System Level Study (SLS)	R	A	C	I	Two weeks
Alternatives Evaluation Criteria	R	A	C	I	Two weeks
Alternatives Development/Conceptual Design	R	A	C	C	Two weeks
Evaluation of Alternatives	R	A	C	I	Two weeks
Selection of Preferred	R	A	C	I	One week
Review of Draft EA	R	A	C	C	Two weeks
Interstate Access Request (IAR)	R/A	A		C	-Local – 2weeks -30 days in Wash. D.C.
Decision Document Approval	R	A	C	I	Two weeks
Final IGA	R	I	R	I	One month

RACI Definitions:

Responsible – Agency or organization that works to achieve the task; may be multiple organizations responsible.

Accountable – Agency or organization ultimately accountable; there must only be one Accountable specified for each task.

Consulted – Stakeholders whose input is sought; may be multiple agencies or organizations consulted. Involves two-way communication.

Informed – Stakeholders who are kept up-to-date on the progress. Involved one-way communication from a Responsible stakeholder to the Informed stakeholder.

Operating Rules

The following operating rules will be followed by the Project Team Members at meetings where project issues are being discussed. Please note that Project Team Meetings (Agency Coordination) are being scheduled and email notification will be provided.

- Each team member is responsible to bring issues or resolutions fully defined, and with full support of the agency they represent.
- Agencies are required to speak to issues in one unified voice. It is not the responsibility of the project team to resolve internal disagreements.
- Each team member is responsible for providing their time to tasks assigned.
- No Back Sliding – Once a decision has been agreed to by the Project Team there will be no revisiting the issue unless extenuating circumstances are identified.
- Openly raise issues and concerns as they arise, rather than waiting for formal review and comment periods.
- Actively participate in constructive and collaborative discussions.
- Determine and agree upon the level of detail of information and analysis that is appropriate for each deliverable.
- Consider comments that are obtained from the public involvement process, resource agencies, and any other groups or committees (or individual members of these entities) formed during the project.

Schedule

The project schedule has been developed for the I-76 and Bridge Street Interchange project. The project schedule includes tasks, critical dates, meetings, milestones and deliverables which will be coordinated with the Project Team.

Once the Project Team has agreed upon the schedule, it is crucial the Project Team adheres to the deadlines established in the schedule to meet the goal of this project, completion of the 1601 process by September 2014. The project schedule will be maintained by the Consultant Project Manager and will be adopted by the Project Team as the official plan for the project. Progress will be reviewed monthly and the schedule will be updated as necessary. Changes to the project schedule will be communicated to the Project Team. Substantial changes will be approved by the Project Team before changes are accepted (see attached schedule).

Dispute Resolution

Every effort should always be made to resolve disputes at the Project Team level. This is the level where the project and the issues are well understood by the agency representatives who are familiar with the problem-solving environment and each other. However, disputes involving methodologies, decisions, schedules, reviews, etc. of the I-76 and Bridge Street Interchange project could be elevated to higher level authorities within the respective disputing agencies. The higher authorities could negotiate, with or without assistance. If the dispute remains unresolved, it could be elevated further to an ultimate authority as governed by applicable laws and regulations.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses and income. The text suggests that a consistent and thorough record-keeping system is essential for identifying trends and making informed decisions.

Next, the document addresses the need for regular reconciliation. It explains that comparing the company's internal records with bank statements and other external sources can help detect errors or discrepancies early on. This process is crucial for maintaining the accuracy of the financial statements and preventing potential issues from escalating.

The document also highlights the significance of budgeting and forecasting. By setting a budget and regularly comparing actual performance against it, management can gain valuable insights into the company's financial health. Forecasting allows the organization to anticipate future challenges and opportunities, enabling it to adjust its strategy accordingly.

Finally, the document stresses the importance of transparency and communication. It encourages the use of clear and concise financial reports to keep all stakeholders informed. Regular communication with investors, creditors, and other interested parties can build trust and ensure that everyone has a clear understanding of the company's financial position.