

**NATIONAL WESTERN CENTER
EXECUTIVE OVERSIGHT COMMITTEE (“EOC”) August 25, 2016**

1:00 pm- 2:30 pm Wellington Webb Building, Room 4.F.6

AGENDA

- **1:00 pm Call meeting to order** (*Kelly Leid*)
- **1:00 – 1:05 pm Review/approval of June 2016 meeting notes** (*Kelly Leid*)
- **1:05 – 1:35 pm NWC Featured Presentation**
 - Delgany Interceptor Study
- **1:35 – 2:05 pm NWC Project Components Status Updates**
 - Land Acquisition Report & Rail Consolidation (*Jeff Steinberg*)
 - Procurements Report
 - Project Reporting (*Gretchen Hollrah*)
 - Brighton Blvd 44th – Race Court (*Stephanie Reed*)
 - Project Communications & Marketing (*Kelly Leid*)
 - Program Management (*Kelly Leid*)
 - NWC Transportation & Parking Management (*Kelly Leid*)
 - Campus Placemaking Framework Plan (*Kelly Leid*)
- **2:05 – 2:20 pm Equity Partner Updates**
 - WSSA/NWSS
 - CSU
 - CCD
- **2:20 – 2:30 pm EOC Member Announcements/Public Comments***
 - Public comment (*): the EOC shall take public comments from interested stakeholders who have signed up. Each speaker shall have up to 3 minutes to speak on a topic relevant to the NWC project.
- **2:30 pm Meeting Adjournment**

Next NWC-EOC meeting: September 22, 2016 @ 1:00 pm (4.F.6)



Date of Meeting:	June 23, 2016	Time:	1:00 pm-2:30 p.m.
Minutes Prepared By:	Josh Roberts	Location:	Webb Building, Room 4.F.6
1. Meeting Objective			
EOC XIV			
2. Attendance at Meeting			
Name	Organization		
Kelly Leid (Chair)	NWCO		
Paul Andrews	National Western Stock Show	Kathleen Madigan	LT Environmental
Tykus Holloway (for Diane Barret)	Mayor's Office	Erika Martinez	NWCO
Albus Brooks	City Council	Ed Nichols	EPAS
Jen Welborn (for Cristal DeHerrera)	City Attorney's Office	Patrick O'Keefe	CH2M
Drew Dutcher	GES Neighborhood Representative	Tricia Ortega	NWCO
Tiana Nelson (for Tony Frank)	CSU	Mike Peek	Triunity
Pat Grant	Western Stock Show Association	Rick Petersen	OZ Architecture
Gretchen Hollrah (for Brendan Hanlon)	Department of Finance	Laura Rinken	GE Johnson Construction
		Josh Roberts	City Attorney's Office
Kyle Chism	Turner	Brandi Sanger	OZ Architecture
Matt Christensen	Kiewit	Eric Shafran	NWCO
Jane Donovan	Jacobs	Jeremiah Simpson	Walker Parking Consultants
Anne Elizabeth (AE)	NWC CAC/EPAS	Amanda Sparks	Kumar & Associates
Barb Frommell	NDCC	Katy Spritzer	NDCC
Randy Grauberger	WSP/PB	J. W. Stamison	GE Johnson Construction
David Hart	MOCA Systems	Jeff Steinberg	Department of Finance-Real Estate
Scott Hergenrader	I3 Integration	Mike Unger	WSP/PB
Anna Jones	NDCC	Celia Vanderloop	NDCC
William Jones	GE Johnson Construction	Will Wagenlander	WSP/PB
Nanci Kerr	Sky to Ground	Dan Weisser	CH2M
Lisa Larance	Swinerton	Brian Werle	Jacobs



Date of Meeting:	June 23, 2016	Time:	1:00 pm-2:30 p.m.
Minutes Prepared By:	Josh Roberts	Location:	Webb Building, Room 4.F.6
Topic		Owner	Time
Call to order		Kelly Leid	1:10 p.m.
Quorum Present: Minutes of May 26, 2016 Meeting Approved			
3. New Business-Pending Procurements			
Project Reporting		Gretchen Hollrah	1:12 p.m.
This reporting will be designed to be public facing and help the NWC project interface with the Auditor, comply with RTA requirements, etc. The RFP will issue tomorrow with a pre-proposal conference on Monday July 11. We anticipate selecting a proposer and issuing notice to proceed by October with initial reporting beginning in December.			
Project and Program Management		Eric Shafran	1:15 p.m.
Project Management RFP has been sent around to partners. We will be separating program and project management and issuing a separate RFP for program management later. Many studies will be ongoing through 2017 that will help determine details of the campus. We want to bring program management on later when there will be more clarity about the various projects and scopes.			
Brighton Blvd 44th-Race Court		Eric Shafran	1:17 p.m.
We are launching an RFQ for design of this segment of Brighton. In addition to Brighton itself, this will include a pedestrian and bike path, new 49 th street, and getting traffic from Race Court to Brighton. This will be the northern gateway for the campus. The scope is finalized. We anticipate issuing notice to proceed in December. The master plan calls for widening Race Court under RTD, BNSF, and Brighton Bridge; these elements will be addressed in the design of Race Court in a year or two.			
NWC Transportation & Parking Management Study		Kelly Leid	1:24 p.m.
This study is funded by RTD and DRCOG. The plan is to do an intergovernmental agreement between RTD and the City. Selection team and committees will be formed and the goal is to have the RFQ on the street sometime in July. The focus is on multi-modal strategies in and out of the campus and will look at regional solutions, not just the NWC. We expect participation from neighborhoods and partners in large context including Denver Downtown Partnership, Coors Field, Ballpark, etc. The study will take one year after selection and its focus will be on public attendees more than exhibitors.			
Project Communications & Marketing		Kelly Leid	1:31 p.m.
This new RFP will be issued by General Services and focus on marketing, branding, etc. The idea is to reach a broad spectrum of people, ensure that all partners are engaged, and organize available information. This RFP will issue in July.			

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Minutes Prepared By:	Josh Roberts	Location:	Webb Building, Room 4.F.6
Campus Placemaking Framework Plan This RFP will go to partners in July and will follow the program management RFP. We anticipate issuing in August or September. This will focus on program refinement for the RTA structures, include a public realm study, and set design standards for campus buildings. This will be a very public process similar to the master plan except that we expect to expand engagement to outlying counties and rural communities outside of Denver.		Kelly Leid	1:32 p.m.
4. Project Updates			
Land Acquisition Update: We expect 5 additional offers to go out in July and 10 more in August with some closings completed between now and the next meeting. We expect to have the majority of land under negotiation and a significant portion acquired by the end of the year. The relocation contract with our consultant, H.C. Peck, is at City Council now and should be completed by mid-July.		Jeff Steinberg	1:36 p.m.
Rail Update We are in negotiations and have developed lots of good information.		Eric Shafran	1:40 p.m.
2017 NWCO Budget Development This year we received \$1.3 million from general fund contingency. We are making our budget request to keep the office largely as is next year. The City is continuing its commitment to the project. It will be included in the Mayor's proposed budget for next year and will follow the typical City process with City Council review in September and a final budget by November.		Gretchen Hollrah	1:41 p.m.
Partners Report WSSA has a distinct mission and vision from the NWC as a whole and the Board of Directors is revising it. It will be circulated at the next EOC meeting. This process is separate from the NWC mission and vision meetings the partners are holding now. CSU has moved forward with its Water Center work and Jocelyn and Denver Water are in Milwaukee researching best practices. CSU is also reaching out to water faculty and receiving feedback on its initial research proposals. The water center will be funded by CSU and will eventually integrate with the Institute for the Built Environment. CCD-We are ramping up our engagement with Ag associations. We already have a non-binding MOU with the Cattleman's association (a group older than Colorado's statehood) and are meeting with many other associations. We spoke with the Metro Economic Development Commission Board yesterday and people are starting to understand the year-round nature of this place.		Paul Andrews Pat Grant Tiana Nelson Kelly Leid	1:44 p.m.



Date of Meeting:	June 23, 2016	Time:	1:00 pm-2:30 p.m.		
Minutes Prepared By:	Josh Roberts	Location:	Webb Building, Room 4.F.6		
Public Comments			AE	1:57 p.m.	
<p>One member of the public spoke and asked a question about the possibility of a temporary urban farm for just this season on land within the boundaries of the NWC. Staff will address this question with more detail after the meeting.</p>					
Next Meeting Agenda Preparation			Kelly Leid/All		
<ul style="list-style-type: none"> • July meeting is cancelled. Next meeting will be in August. • Project Updates • Ongoing RFPs Progress Report • Fundamental to this group to talk openly and honest with team <ul style="list-style-type: none"> ○ We are partners, need to be fully aligned to be successful ○ Create lists of events for all partners to attend and share a uniform message 					
5. Action Items (ongoing)					
Action		Owner		Due Date	
Agri-business/Science Forum Actively recruit Ag industry leaders to site and get input about what they would like to see in Denver.		All		N/A	
Read CSU The Emergence of an Innovation Cluster in the Agricultural Value Chain along Colorado’s Front Range.”		All		N/A	
6. Adjournment					
Action		Owner		Time	
Kelly Leid adjourned the meeting.		Kelly Leid/All		2:00 p.m.	
7. Next Meeting:					
Date	8/25/2016	Time:	1:00-2:30pm	Location:	Webb Building, Room 4.F.6
Objective:	Executive Oversight Committee XV				



NATIONAL WESTERN CENTER

Master Transportation and Parking Management Plan

PURPOSE

The NWC Master Transportation and Parking Management Plan will develop best parking practices that incorporate multi-modal needs for the National Western Center (NWC) Campus. The plan will identify strategies and tactics proven effective at other locations similar in nature to the NWC. The intent is to leverage substantial investments, including existing and new, already made in parking and new multi-modal infrastructure within the City.

SUMMARY OF STUDY DELIVERABLES

1. **Documentation of Goals and Objectives for the plan** – The goals and objectives task will answer the “What?” and “Why?” of the project which will guide the project team. This will be a collaborative effort with the area stakeholders and engaged citizens.
2. **Public Involvement Plan** – A plan to provide information to the surrounding communities and stakeholders as well as an engagement strategy for the groups to inform the plan.
3. **Existing Conditions Assessment** – Build upon the existing conditions data collected for the 2014 and 2015 Stock Show; the analysis will also document the available parking for the area including overflow parking pools or garages.
4. **Parking User Group Identification, Parking Demand, and Travel Demand Management Strategies** – This is the technical component of the report identifying demand and demand management. The following will be part of the analysis:
 - a. **User Groups** – work closely with the NWC partners to identify time of operations, type of vehicles (semis, trailers, etc.), and parking needs of the various vehicles for both patron and operational/back-of-house user groups.
 - b. **Parking Demand** – determine the parking demand in the area based upon all the users of the NWC; the demand will be a maximum demand
 - c. **Travel Demand Management (TDM)**– determine the range of reduction that can be considered based upon active transportation to and from the site (transit, bicycle, and walking); the range will take into account passive users as well as an aggressive management plan that will incentives users to leave their car at home and utilize transit, bicycle routes, bicycle parking, car share, and car pool opportunities.
5. **Parking Infrastructure Needs and Access and Circulation Plans** – The following will be identified:
 - a. Parking Facility Locations including surface, structured, and specialty parking
 - b. Location for drop offs to accommodate buses, Taxi's, Uber, Lyft and alternative ride systems
 - c. Bicycle parking areas and size of parking areas
 - d. Shared parking opportunities in the surrounding area and accompanying shuttle services
 - e. Back of house vendor and participant needs, especially for the Stock Show
 - f. Real time parking information type and location
 - g. Parking access and circulation plans during construction phasing and final buildout

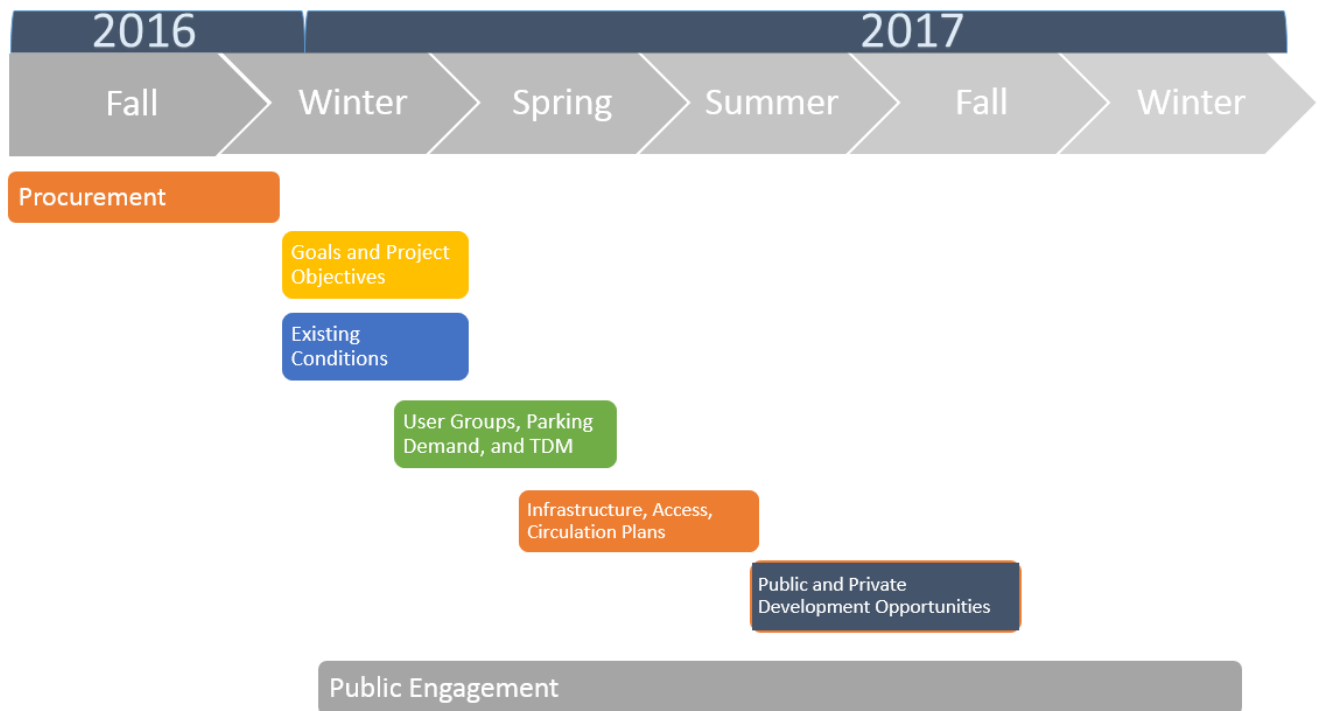


NATIONAL WESTERN CENTER

Master Transportation and Parking Management Plan

6. **Analysis of Public and Private Development Opportunities** – develop a framework that the City and the NWC partners can consider for shared delivery of the parking structure(s); the information will also include:
 - a. Phasing and Implementation Plan
 - b. Parking Pricing and Management
 - c. Annual Operations and Maintenance Costs for the Parking System

PROJECT SCHEDULE/MILESTONES



PROCUREMENT SCHEDULE

Advertise and Issue RFQ.....	September 8th 2016
Proposals Due 10:00 a.m. local time.....	September 30th, 2016
Notice of Selection.....	October 21st, 2016
Contract Execution/NTP.....	December 2nd, 2016

PROJECT MANAGEMENT & FEE

- Lead Organization: Public Works
- Support Organization: NWC Program Management
- Project Lead: PW – Transportation Specialist
- DRCOG Funds - \$200,000
- Local Match - \$55,589 (provided by NWCO)