



## Public Works Department Project Charter

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**Project Name:** Kingshighway Signalization Improvement Project  
**Department:** Public Works  
**Division:** Engineering  
**Project Number:** CMAQ-7302(630)  
**Account Number:** 412-500-501-873-101

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### Prepared By

Document Owner(s)	Project/Organization Role
Brad Temme	Project Manager

### Project Charter/PMP Version Control

Version	Date	Author	Change Description
<a href="#">Charter V1</a>	<a href="#">8/14/12</a>	BWT	<ul style="list-style-type: none"><li>Initial Charter Creation</li></ul>

### Online Project Plan

Status	Date	Author	Details
<a href="#">Planning</a>	<a href="#">8/14/12</a>	BWT	<ul style="list-style-type: none"><li>ProjectManager.com setup</li></ul>

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## 1 PROJECT CHARTER/PMP PURPOSE

The project [charter/PMP] defines the vision, goals, scope, objectives, constraints, and overall approach for the work to be completed as part of this project. It is a critical element for initiating, planning, executing, controlling, and assessing the project. In addition, it serves as an agreement between the Project Team stating what will be delivered according to the budget, time constraints, risks, resources, and standards agreed upon for the project.

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## 2 PROJECT PURPOSE AND OVERVIEW

The project will improve air quality by increasing traffic flow along Kingshighway from Watson to Elm. The project will additionally improve safety by making access improvements and providing accessible pedestrian facilities. The project will upgrade signal equipment, interconnect signals, reduce existing large entrance widths, and upgrade ADA accessible pedestrian facilities.

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## 3 PROJECT TEAM

Project Team Role	Project Team Member(s)	Contact Information
Project Manager (City)	Brad Temme	636-940-4617 <a href="mailto:brad.temme@stcharlescitemo.gov">brad.temme@stcharlescitemo.gov</a>
Sr. Project Manager - Construction (City)	Steve Noonan	636-949-3237 <a href="mailto:stephen.noonan@stcharlescitemo.gov">stephen.noonan@stcharlescitemo.gov</a>
Sr. Project Manager – Design (City)	Eric Allmon	636-949-3237 <a href="mailto:eric.allmon@stcharlescitemo.gov">eric.allmon@stcharlescitemo.gov</a>
City Engineer (City)	Kevin Corwin	636-949-3237 <a href="mailto:kevin.corwin@stcharlescitemo.gov">kevin.corwin@stcharlescitemo.gov</a>
Right of Way Specialist	Brian Faust	636-949-3245 <a href="mailto:brian.faust@stcharlescitemo.gov">brian.faust@stcharlescitemo.gov</a>
Design Consultant	TBD	

### 3.1 [PMP – Organizational Chart]

Attach Org. Chart Exhibit

### 3.2 [PMP – Communications Plan]

Attach and/or specify online

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## 4 PROJECT SCOPE STATEMENT

### 4.1 Goals and Objectives

Goals	Objectives
Improve Traffic Flow	<ul style="list-style-type: none"> <li>Upgrade Signal Equipment</li> <li>Interconnect Signals</li> <li>Consider center turn lane</li> </ul>
Improve Pedestrian Transportation	<ul style="list-style-type: none"> <li>Provide improved pedestrian facilities</li> </ul>
Improve Safety	<ul style="list-style-type: none"> <li>Reduce large entrance widths</li> <li>Consider a reduction of lanes from 4 to 3</li> </ul>

### 4.2 Statements of Work (SOW)

SOW	Owner/Prime	Due Date/Sequence
MoDOT Consultant Solicitation	Temme	9/14/12
Select Consultant	Temme	9/21/12
Program Agreement	Temme	11/26/12
MoDOT Design Contract Approval	Temme	12/10/12
Concept Plan	Consultant	2/1/2013
Preliminary Plan	Consultant	3/1/2013
MoDOT Preliminary Plan Approval	Consultant	4/1/2013
Right of Way Plan	Consultant	6/1/2013
MoDOT Right of Way Plan Approval	Consultant	7/1/2013
MoDOT A-Date	Consultant	7/1/2013
Right of Way Acquisition	Faust	6/1/2014
Final PS&E	Consultant	7/1/2014
MoDOT Final PS&E Approval	Consultant	9/1/2014
Bid	Temme	9/15/2014
Construction	Noonan	12/1/2014
Final Close Out	Noonan	3/1/2016

### 4.3 Milestones and Deliverables

Milestone	Deliverable
1. Program Agreement	<ul style="list-style-type: none"> <li>Executed MoDOT Program Agreement</li> </ul>

2. Consultant Contract	<ul style="list-style-type: none"> <li>Executed Contract</li> </ul>
3. MoDOT Consultant Contract Approval	<ul style="list-style-type: none"> <li>Federal Obligation of Design Funding</li> </ul>
4. Conceptual Plan	<ul style="list-style-type: none"> <li>Conceptual Plans and Alternatives Analysis with Estimate</li> </ul>
5. Preliminary PS&E Submittal	<ul style="list-style-type: none"> <li>Preliminary Plans</li> <li>Preliminary Estimate</li> </ul>
6. Preliminary Plan Approval	<ul style="list-style-type: none"> <li>MoDOT Preliminary Plan Approval</li> </ul>
7. Environmental Classification	<ul style="list-style-type: none"> <li>Approved Environmental Clearance</li> </ul>
8. 106 Clearance	<ul style="list-style-type: none"> <li>Approved 106 Clearance</li> </ul>
9. Utility Relocation Plan Approval	<ul style="list-style-type: none"> <li>Utility Relocation Plan</li> <li>Approval Letter</li> <li>Estimate</li> </ul>
10. Right of Way Plan Submittal	<ul style="list-style-type: none"> <li>Right of Way Plans</li> <li>Estimate</li> </ul>
11. Right of Way Plan Approval	<ul style="list-style-type: none"> <li>A-date</li> </ul>
12. Right of Way Acquisition	<ul style="list-style-type: none"> <li>Right of Way Clearance</li> </ul>
13. Final Plan Submittal	<ul style="list-style-type: none"> <li>Final Plans</li> <li>Final Specifications</li> <li>Final Estimate</li> </ul>
14. Final Plan Approval	<ul style="list-style-type: none"> <li>Federal Obligation of Construction Funding and Authority to Advertise for Bids</li> </ul>
15. Bid	<ul style="list-style-type: none"> <li>Sealed Bids from Contractors</li> </ul>
16. MoDOT Concurrence in Award	<ul style="list-style-type: none"> <li>MoDOT Concurrence in Award and Federal Obligation of the Construction Contract</li> </ul>
17. Begin Construction	<ul style="list-style-type: none"> <li>Executed Construction Contracts</li> </ul>
18. Final Acceptance	<ul style="list-style-type: none"> <li>Lien Waivers, Final Invoice</li> </ul>
19. Final Project Approval	<ul style="list-style-type: none"> <li>Final Reimbursement Check</li> </ul>

#### 4.4 Out of Scope

#### 4.5 Project Funding

Source	FY 2013	FY 2014	FY2015	Confidence Level
City	\$7,297.50	\$34,623	\$	High
CMAQ	\$58,379	\$276,984	\$	High

CRB	\$7,297.50	\$34,623	\$	Medium
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#### 4.6 [PMP – Work Breakdown Structure]

Specified online.  
Attach Executed Contracts

#### 4.7 [PMP – Time Management Plan]

Managed online. Schedule shall be updated as frequently as weekly (e.g. daily, weekly, etc.)

#### 4.8 [PMP – Cost Management Plan]

Cost estimates shall be stored online and provided at completion of the following tasks: Preliminary Plan, Utility Relocation Plan, Right of Way Plan, and Final PS&E.

#### 4.9 [PMP – Change Management Plan]

Managed online.

### 5 PROJECT CONDITIONS

If an online project plan has already been created, issues and risks can be entered online with a printed summary attached to the project charter/PMP.

#### 5.1 Issues List

#	Description	Impact*	Priority*	Owner	Proposed Resolution
1	Federal funding requirements	Low	High	City	Project must be completed to the standards set forth in MoDOT's LPA Manual.
2	ROW Acquisition	Medium	Medium	City	If condemnation is required to acquire property the project timeline may be extended.
3	District 6 Traffic Approval	Low	Medium	City/Consultant	Coordination throughout the project will be necessary to ensure our work will meet MoDOT standards.
4	Utility Relocations	Medium	High	City/Consultant	Following the County Utility Coordination plan will be necessary to minimize their

#	Description	Impact*	Priority*	Owner	Proposed Resolution
					impact.
5	Traffic Flow for 3 lane Section	High	High	City/Consultant	A traffic analysis will need to be conducted to make sure that traffic flow is not negatively impacted by a 3 lane section.
6	Sidewalk Extension from First Capital to Watson	Medium	Medium	City / Consultant	Identify non-reimbursable items in quantities

## 5.2 Risk Register

#	Description	Impact*	Likelihood*	Owner	Proposed Mitigation
1	MoDOT does not grant or is slow with plan approvals	High	Medium	City/Consultant	Communication with the MoDOT Local Roads department throughout the design process should help to minimize the chances of this occurring
2	ROW acquisition delays	Medium	Low	City/Consultant	Coordination throughout the project with adjacent property owners will be necessary to ensure they are on board with the proposed improvements.
3	Meeting MoDOT deadlines	High	Low	City/Consultant	Project schedule management will be necessary to ensure all deadlines are met.
4	Utilities relocation delays	High	Low	City/Consultant	Meet with utilities early on and incorporate their needs into the preliminary overall design.
5	Property owner issues with entrance reductions	High	High	City/Consultant	Engage property owners during public meetings. Share safety improvement data with property owners.

### \*Risk and Issue Criteria:

Description	Impact	Priority	Likelihood
High	occurrence will have a substantial impact on the progress or result of the project	requires immediate follow-up and resolution	very likely to occur



Description	Impact	Priority	Likelihood
Medium	occurrence will have an impact on the progress or result of the project, but within reasonable tolerances	requires follow-up before completion of next project milestone	may occur
Low	occurrence will have only minor impacts on the progress or result of the project	requires resolution prior to project completion	probably will not occur

### 5.3 Stakeholder Input Summary

Name	Organization	Role	Interests
Adjacent Property Owners	Owners of property adjacent to project	ROW and easements will need to be acquired from these people/	Receiving fair compensation for any ROW or easement needed on their property.
City Council Members	City	Represent the citizens of the City.	An on time and on budget project.
Utility Companies	Utilities	Relocate their utilities at lowest possible cost	Protecting their financial interests and preserving their rights.
MoDOT	MoDOT	Recommends Federal Fund Obligation.	A project that meets the original scope and is on time and on budget.
Lindenwood University	Lindenwood University	University proximal to project site	Impact on University events.

### 5.4 [PMP – Issue and Risk Management Plan]

Managed online

## 6 PROJECT STANDARDS

### 6.1 Standards

- MoDOT LPA Manual
- ADAAG
- St. Louis County Standard Plans and Specifications for Highway Construction

## 6.2 Permits/Outside Approvals

- MoDOT Environmental Clearance
- SHPO 106 Permit
- DNR Land Disturbance Permit

## 6.3 Notes

- [Note #1]
- [Note #2]

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## 7 APPROVALS

Prepared by \_\_\_\_\_  
Project Manager

Approved by \_\_\_\_\_  
Consultant

\_\_\_\_\_  
Design Sr. Project Manager

\_\_\_\_\_  
City Engineer

\_\_\_\_\_  
Public Works Director

\_\_\_\_\_  
[Other/Stakeholder]

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## **8 APPENDICES**

### **8.1 Project Map**

### **8.2 Project Organization Chart**

### **8.3 Project Communications Plan**

### **8.4 Default Project Reports**

#### **8.4.1 Status Report**

(Generated Online)

#### **8.4.2 Milestone Report**

#### **8.4.3 Cost Report**

### **8.5 Executed Consultant Contract(s)**

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