



### ***City Council Memorandum***

**To:** Mayor Fasbender & City Council Members  
**From:** Ryan Stempski – Public Works Director/City Engineer  
**Date:** March 16, 2022  
**Item:** Approve Entry into Work Order Under Master Partnership Contract with MnDOT – TH 61 Pre-Scoping Assessment

#### **Council Action Requested:**

Enclosed for City Council consideration is the Work Order Contract for the TH 61 Pre-Scoping Assessment issued under authority of the MnDOT Master Partnership Contract No. 1028140 between the State of Minnesota and the City of Hastings.

#### **Background Information:**

The State has programmed a comprehensive transportation study of the Trunk Highway 61 (Vermillion Street) Corridor from 4<sup>th</sup> Street to 36<sup>th</sup> Street in the City of Hastings. Work has just got kicked off on this study and is scheduled to conclude in the January of 2023. The goal of the study is to review available information on the needs along TH 61, refine understanding of needs through stakeholder engagement, draft a purpose and need document, develop improvements to address purpose and need, and recommend alternatives that have local stakeholder support. MnDOT has hired H.R. Green to deliver the study in the estimated amount of \$496,000.

#### **Financial Impact:**

The City's cost-share responsibility per this Work Order Contract is \$95,000. This amount is due in lump sum upon execution of the work order. This amount is within the 2022 approved budget for the TH 61 Study. The City may utilize its State Aid for Local Transportation funds to cover study expense.

#### **Staff Recommendation:**

Staff recommends the Council approve the City's entry into the Work Order Contract and authorize the Public Works Director/City Engineer's signature to be affixed.

**STATE OF MINNESOTA  
WORK ORDER UNDER  
MASTER PARTNERSHIP CONTRACT**

State Project No. SP 1913-107  
Trunk Highway (TH) Number: 61  
Project Description: TH 61 Pre-Scoping Assessment.

This Work Order Contract is issued under the authority of the State of Minnesota, Department of Transportation (MnDOT) Master Partnership Contract No. 1028140 between the state of Minnesota acting through its Commissioner of Transportation (“State”) and the City of Hastings, a political subdivision of the State of Minnesota (“Local Government”) and is subject to all applicable provisions and covenants of that Contract which are incorporated herein by reference.

**Work Order Contract**

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**1. Term of Work Order Contract; Incorporation of Exhibits**

- 1.1. **Effective date:** This Work Order Contract will be effective on the date that all required signatures are obtained by State, pursuant to Minnesota Statutes Section 16C.05, subdivision 2.
- 1.2. **Expiration date:** This Work Order Contract will expire on 10/31/2023, or when all obligations have been satisfactorily fulfilled, whichever occurs first. If project continues past expiration date of this Work Order, State and Local Government agree to execute a new agreement with terms substantially similar to this Work Order and its underlying Master Partnership Contract in order for State to provide work for TH 61 Pre-Scoping Assessment until it is complete.
- 1.3. **Exhibits:** Exhibits A and B are attached and incorporated into this Work Order Contract

**2. Nature of Work**

- 2.1. X the blanks below to indicate the nature of the work to be performed. See Article 3. Services Requiring a Work Order Contract, of the Master Partnership Contract for applicable definitions.
  - Contract Administration
  - Emergency Services
  - Professional/Technical Services
  - Roadway Maintenance

**3. Scope of Work**

- 3.1. The State will perform services under this Work Order summarized generally as follows: Hire a contractor to provide TH 61 Pre-Scoping Assessment as detailed on Exhibit A and B.

**4. Items provided or completed by the Parties**

- 4.1. The following will be provided or completed by the Local Government:
  - 4.1.1 Payment for State Services
  - 4.1.2 City of Hastings People Movement Plan
  - 4.1.3 Aerial imagery-if available-that is orthorectified to reflect uniform scale and lack of distortion.
  - 4.1.4 Historic project information from previous City investigations as they apply
  - 4.1.5 Topographic Base Mapping (CADD standards as they apply)
- 4.2. The following will be provided or completed by MnDOT: TH 61 Pre-Scoping Assessment as detailed on Exhibits A and B.

**5. Consideration of Payment**

- 5.1. The Local Government will pay for all services performed by the State on a lump sum basis.
- 5.2. The Local Government’s obligation for all compensation and reimbursements to the State is \$95,000.00.

## 6. Terms of Payment

- 6.1. The Local Government will pay the State upon execution of this work order.
- 6.2. After the work has been completed, at the request of the Local Government/State Agency, the State will submit a signed report, and the signature will attest that the services have actually been performed.
- 6.3. Per Section 7.4 of the Master Partnership Contract;
- 6.3.1. The Local Government will pay the State as specified in this work order, and will make prompt payment in accordance with Minnesota law.
- 6.3.2. Payment by the Local Government.
- i. The Local Government will make payment to the order of the Commissioner of Transportation.
  - ii. **IMPORTANT NOTE:** Payment must reference the MnDOT Contract and Work Order Number shown on the face page of this contract and the MnDOT Invoice Number shown on the invoice.
  - iii. Remit payment to the address below:
 

MnDOT  
Attn: Cash Accounting  
RE: MnDOT Contract Number 1028140W01 and Invoice Number: [#####]  
(see note above)  
Mail Stop 215  
395 John Ireland Blvd  
St. Paul, MN 55155

## 7. Authorized Representatives

- 7.1. The State's Project Manager, for this Work Order is:
- |                 |  |
|-----------------|--|
| Name/Title:     | Bryant Ficek, P.E., Metro South Area Engineer, or successor            |
| MnDOT -         | Metro District   |
| Street Address: | 1500 County Road B2  |
| City State Zip: | Roseville, MN 55113  |
| Telephone:      | 651-443-2564   |
| Email:          | <a href="mailto:bryant.ficek@state.mn.us">bryant.ficek@state.mn.us</a> |
- 7.2. The State's Project Manager is responsible for overseeing the State's fulfillment of its obligations under this Work Order, reviewing, providing and approving invoices, resolving disputes related to this Work Order, and for giving or receiving any notices required or permitted by this Work Order.
- 7.3. The Local Government's Project Manager for this Work Order is:
- |                 |  |
|-----------------|--|
| Name/Title:     | Ryan Stempski, P.E., City Engineer, or successor                       |
| Name of Gov't:  | City of Hastings-Public Works  |
| Street Address: | 1225 Progress Drive  |
| City State Zip: | Hastings, MN 55033   |
| Telephone:      | 651-480-2368   |
| Email:          | <a href="mailto:rstempski@hastingsmn.gov">rstempski@hastingsmn.gov</a> |
- 7.4. The Local Government's Project Manager for this Work Order is responsible for overseeing the Local Government's fulfillment of its obligations under this Work Order, reviewing and approving invoices, resolving disputes related to this Work Order, and for giving or receiving any notices required or permitted by this Work Order.

## 8. Termination

- 8.1. **Termination by the State or Local Government.** The Local Government, the State or the Commissioner of Administration may cancel this Work Order at any time, with or without cause, upon 30 days' written

notice to the other Party. Upon termination, the State will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

- 8.2. **Termination for Insufficient Funding.** The State may immediately terminate this Work Order if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Local Government. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the Work Order is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Local Government notice of the lack of funding within a reasonable time of the State's receiving that notice.

9. **Additional Provisions**

- 9.1. None.

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**LOCAL GOVERNMENT**

The Local Government certifies that the appropriate person(s) have executed the contract on behalf of the Local Government as required by applicable articles, bylaws, resolutions or ordinances.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**COMMISSIONER OF TRANSPORTATION**

By: \_\_\_\_\_

Title: District Engineer or Assistant District Engineer

Date: \_\_\_\_\_

**COMMISSIONER OF ADMINISTRATION**

By: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibit A – Specifications, Duties, and Scope of Work  
to be performed under MnDOT Contract No. 1047973**

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**Exhibit A – Specifications, Duties, and Scope of Work****General Statement of Scope of Work**

Contractor will assist the State in project management, stakeholder engagement, intersection evaluation (including traffic modeling), access management evaluation, retaining wall evaluation, draft a corridor purpose and need, and develop future corridor alternatives.

**Background**

This Project is located on United States (US) 61 (Vermillion Street) from 4th Street to 36th Street in the City of Hastings, for a total length of approximately 2.25 miles. US 61 will continue to serve as an important route for vehicle and freight traffic as part of the National Highway System. However, US 61 is a lower speed urban section within the project limits to just south of Trunk Highway (TH) 316 and multimodal mobility and safety are important considerations. The State has a pavement preservation project State Project (SP) 1913-107 planned in 2026 for US Highway 61 (Vermillion Street). The goal of this Contract is to review available information on needs along this section of TH 61, refine understanding of needs through stakeholder engagement, draft a purpose and need document, develop improvements to address purpose and need, and recommend alternatives that have local stakeholder support. These alternatives will undergo screening to inform the preservation project and possible future phases of implementation.

**1. Project Management and Agency Coordination****1.1. General Project coordination**

1.1.1 Contactor will manage Contractor time and effort to meet the project schedule and budget.

**1.2. Develop and Maintain Project Schedule**

1.2.1 Contractor will develop and maintain project schedule; utilize schedule to identify action required from State in advance of when it is needed to maintain workflow. The anticipated duration of the project is 12 months. A draft schedule has been provided to State separate from this scope document.

**1.3. Invoicing and Progress Reports**

1.3.1 Contractor will prepare and submit monthly progress reports, schedule updates and invoices.

**1.4. Quality Management**

1.4.1 Contractor will prepare appropriate quality management documentation for submittals, document resolution of review comments.

**1.5. Project Kick-Off Meeting**

1.5.1 Contractor will prepare for, develop materials, attend (up to 3 Contractor staff) and document one 2-hour project kick-off meeting.

**1.6. Project Management Team (PMT) Meetings**

1.6.1 Contractor will prepare for, develop materials, attend, and document up to 12 PMT meetings. The Contractor Project Manager and up to two additional staff will attend, based on the technical topics to be discussed. The PMT is expected to include staff from State, City of Hastings, and Contractor. The PMT is expected to begin virtually with possible transition to in person at State's (Water's Edge) or City of Hastings offices. PMT meetings will be up to 2 hours long.

**1.7. State Deliverables**

1.7.1 Review and approve Contractor deliverables



**Exhibit A – Specifications, Duties, and Scope of Work**

- 1.7.2 Assistance with agency coordination as needed to promote and support development and completion of the Corridor Study
- 1.7.3 Selection of PMT participants and coordination outside of meetings as needed

**1.8. Contractor Deliverables**

- 1.8.1 Monthly invoices
- 1.8.2 Progress reports
- 1.8.3 Quality management documentation per submittal
- 1.8.4 Kick-off meeting agenda, materials, and summary
- 1.8.5 PMT meeting agendas, materials, and summaries

**2. Public and Stakeholder Engagement****2.1. Stakeholder Analysis & Strategy**

- 2.1.1 Coordinate with State and the City of Hastings to develop a list of key project stakeholders.
- 2.1.2 Contractor will conduct up to two half-hour phone interviews with State staff and/or a project partner such as City representative to build out this list. The stakeholder list will contain full contact information for each entry, as well as recommend engagement frequency and type for groups of stakeholders. The list will be included in the Public & Stakeholder Engagement Plan (Task 2.2).

**2.2. Public & Stakeholder Engagement Plan**

- 2.2.1 Contractor will develop a Public & Stakeholder Engagement Plan that outlines project objectives, project stakeholders, key messages, roles and responsibilities, and engagement tools and techniques for various audiences. The project team will use this document as a road map.

**2.3. Public Open Houses**

- 2.3.1 Plan, manage and summarize up to three 2-hour public in-person or virtual open houses that offer input opportunities at key milestones. The first open house will provide a project overview, offer a forum for the public to visit with project staff, share with the public known existing issues, and seek to capture public input on additional areas of concern and need. The second open house will summarize the draft purpose and need document informed by public input, present potential improvements to address these needs, and overview the screening process. The third open house will share alternatives for review and a draft implementation plan. Up to 3 Contractor staff will attend the public open houses and support the set-up, facilitation, and tear down of each event. Contractor assumes the public open houses will be held at a no-fee or donated location such as the Hastings Armory, Hastings City Hall, and Hastings Civic Arena.
- 2.3.2 Contractor will provide food/refreshments and supply a family-friendly project-related activity to help maximize attendance and meaningful discussions. Informative invitation postcards will be designed, printed and mailed to local property and business owners to promote the public open houses and increase community participation.
- 2.3.3 Contractor will develop template materials such as an email invite and/or social media content for local partners to communicate the public open houses with their stakeholders.
- 2.3.4 Contractor will draft and deliver information exhibits to help guide public open house attendees through the project development process and clearly define input opportunities and next steps.
- 2.3.5 Contractor will work with State and the City in advance of each public open house to prepare the agenda, define key messages, and determine displayed materials.

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- 2.3.6 Contractor will design and print a project overview handout, project layouts, comment/feedback forms, sign-in sheets, and staff nametags. Up to six informational display boards will be designed and printed for the first public open house, and up to three additional boards will be produced for each subsequent public open house. Contractor assumes some of the original boards will be reused for these events. A summary of each meeting will include meeting attendance, key themes, and verbatim comments. The context of the project corridor varies along its length.
- 2.3.7 Contractor will propose to State and City how to geographically and or topically break-up in-person or public open houses in a manner to effectively gather public input.

**2.4. Follow-up Online Public Meeting**

- 2.4.1 Contractor will develop an online public meeting immediately following public open house to solicit feedback on the alternatives from those who were unable to attend the in-person public open house. The online public meeting is intended to increase participation in the public engagement process by allowing community members and project stakeholders to provide input on their own time and at their convenience.
- 2.4.2 Contractor will develop up to one online public meeting, assumed to be hosted externally to State and linked to the project website. The online public meeting could include a virtual tour of the project information, videotaped comments from the Project Manager, an embedded input form for commenting, a brief survey tool (see Task 2.6), and a custom comment map (see Task 2.7).
- 2.4.3 Contractor will use social media ad (brief text plus a simple image) to drive traffic to this virtual meeting. The online public meeting will be shared with stakeholder groups to broaden visibility and participation.
- 2.4.4 Contractor will provide a summary and analytics post-meeting.

**2.5. Project Website Updates**

- 2.5.1 Contractor will recommend, draft, and deliver up to six project updates for posting to a project website hosted by State. Content will include project background, purpose, FAQs, priorities, process, schedule, and meeting notifications, as well as ways to provide input and connect with project staff.
- 2.5.2 Contractor will provide outreach materials such as the public open house exhibits in PDF format to State for posting to the project website. State will be responsible for posting each update, while Contractor will be responsible for managing content development and making it Americans with Disabilities Act (ADA)-compliant (according to State's digital communications standards) while using plain language.

**2.6. Online Surveys**

- 2.6.1 Contractor will design, deliver, and promote up to two brief online surveys to identify project corridor issues and to provide input on the design options. These surveys can be stand-alone engagement tools that are accessed via a link on the project website and/or a component of the online public meeting. Survey promotions will include implementing targeted Facebook advertisements (brief text plus a simple image) and direct stakeholder messages and leveraging project partner communication channels such as the City of Hastings' social media accounts to increase community participation.
- 2.6.2 Contractor will provide a survey summary after each survey has closed.

**2.7. Online Comment Map**

- 2.7.1 Contractor will develop an online comment map to allow users to provide geospatial input by dropping pins within the project area and adding comments. Custom comment categories can be included in the tool. Participants will have the option to tag their comment to a featured category. They also can view other comments anonymously and filter them by category. The map will be optimized for mobile use and have a user-friendly comment management back-end to help the project team sort comments and better

**Exhibit A – Specifications, Duties, and Scope of Work**

understand input. This mapping tool can be embedded within the project website as a component of or separate from the online public meeting. If it is made available as a stand-alone engagement tool.

2.7.2 Contractor will use social media to drive traffic to the map.

**2.8. Outreach Meetings**

2.8.1 Contractor will support up to 6 one-on-one and/or group stakeholder meetings (up to 1 hours each) to resolve site-specific issues. Possible stakeholders are individual businesses, the freight community, and specific neighborhoods or groups of property owners.

2.8.2 Contractor will provide logistics support, including identifying a meeting venue and inviting attendees through electronic notification materials. In addition, one Contractor staff will attend each meeting. A summary will be provided following each meeting. When possible, public open house materials will be repurposed for these stakeholder meetings.

**2.9. City Council Outreach**

2.9.1 Contractor will Assist State with the facilitation of up to two 90 minutes each in-person or virtual City Council workshops and up to two formal in-person or virtual City Council presentations of up to 30 minutes each with one staff member. The workshops will provide a project update and an organized setting for City Council members to ask questions of project representatives. Public or virtual open house materials will be repurposed for the workshops. Up to 2 Contractor staff will attend the workshops to provide technical support and note-taking.

2.9.2 Contractor will collaborate with State to develop a presentation and project overview handout to aid a formal City Council presentation

**2.10. State Deliverables**

2.10.1 State will support the stakeholder list development process by providing previously gathered contact information to Contractor and/or participating in list-building consultations

2.10.2 State will post project website updates and inform the City when updated are made

2.10.3 State will provide media outreach and support

2.10.4 State will review and comment on each deliverable once before it becomes final

2.10.5 State will provide reviews within 5 business days of draft materials delivery

**2.11. Contractor Deliverables**

2.11.1 Stakeholder list (Excel spreadsheet), with initial list provided by State (see below)

2.11.2 Draft and final Public & Stakeholder Engagement Plan (electronic)

2.11.3 Three 2-hour public open houses with 3 Contractor staff (travel time and mileage included)

2.11.4 Three 1-hour public open house planning sessions via conference call; 2 Contractor staff

2.11.5 Up to 2 design layouts per public open house

2.11.6 Up to 500 invitation postcards in advance of each public open house (1,200 total postcards)

2.11.7 Up to 6 total informational display boards per meeting

2.11.8 Up to 3 versions of a project overview handout, 75 printed copies per public open house and 15 printed copies per one-on-one stakeholder meeting (255 total handouts)

2.11.9 Comment forms, sign-in sheets, and staff nametags per public open house (printed)

2.11.10 Up to \$200 in food/refreshments per public open house

2.11.11 Three public open house summaries (electronic)

2.11.12 Draft and final online public meeting content (electronic)

2.11.13 Up to 1 online public meeting summary and analytics (electronic)

2.11.14 Up to 6 project website updates (electronic)

2.11.15 Up to 2 draft and final online survey tools using GetFeedback and/or SurveyMonkey platforms

**Exhibit A – Specifications, Duties, and Scope of Work**

- 2.11.16 Up to \$600 in social media advertisements to promote the online survey tools, online public meeting and online comment map (\$150 per ad for a 1-week run)
- 2.11.17 Up to 2 draft and final survey summaries (electronic)
- 2.11.18 Up to 1 online comment map (electronic)
- 2.11.19 Up to 8 draft and final direct stakeholder messages (electronic)
- 2.11.20 Up to 3 stakeholder meeting summaries (electronic)
- 2.11.21 Up to 3 City Council workshop presentations (electronic)
- 2.11.22 Up to 2 City Council presentation (electronic)
- 2.11.23 Up to 1 project overview handout tailored for City Council Members (printed)

**3. Existing Corridor Review**

Contractor will review the existing corridor. The task includes data collection to support this and subsequent tasks. Existing operational and safety considerations for all travel modes will be undertaken as part of Task 4.

**3.1. Existing Conditions Review**

- 3.1.1 Contactor will conduct a planning-level review of the existing corridor conditions that could present issues, constraints, or opportunities that might inform identification of needs and influence the development of corridor alternatives. The review will be conducted using existing, readily available information as well as a site visit. The review will document
  - 3.1.1.1. Number of lanes/cross-section, including turn lanes
  - 3.1.1.2. Speed limit(s)
  - 3.1.1.3. Previous economic development studies and analysis documents, and review of current development proposals or prospective proposals
  - 3.1.1.4. Access locations/existing access control
  - 3.1.1.5. Other observable corridor characteristics

**3.2. Environmental Scan**

- 3.2.1 To gather an understanding of the environmental, cultural, and social characteristics of the area, baseline information will be collected, relying on readily available, online information and plans from agencies responsible for environmental resources (e.g., US Fish and Wildlife Service). This baseline information is typically a collection of geographic information systems (GIS) data, as well as plans and policies that provide directives for the area (comprehensive plans, zoning information, etc.). Information will also be compiled from other environmental studies that have been completed or are nearing completion in the study area. A windshield survey should also be conducted to validate other sources. Environmental, cultural, and social factors that will be scanned in the project area include:
  - 3.2.1.1. Land Use: A review of existing local and/or regional plans for the study area to determine if the project will be consistent with existing and future planning assumptions. Note on the environmental resources map the future land use areas.
  - 3.2.1.2. Prime and Unique Farmlands: Documentation of any farmland present, specifically prime and unique farmlands.
  - 3.2.1.3. Social and Economics: Assessment of existing populations (e.g. children, elderly, minorities, persons with mobility restrictions) within the study area, as well as emergency services, traffic patterns, and community cohesion.
  - 3.2.1.4. Pedestrians and Bicycles: Identification of existing facilities within the study area.
  - 3.2.1.5. Air Quality: Evaluation of existing air quality within the study area.

**Exhibit A – Specifications, Duties, and Scope of Work**

- 3.2.1.6. Water Quality: Identification of any streams or waterbodies within the study area, as well as any water quality information available.
- 3.2.1.7. Wetlands: Desktop delineation of wetlands within the study area.
- 3.2.1.8. Fish and Wildlife: Identification of potential habitat for bats, birds, fish or wildlife. This will also determine if any state listed species are potentially present.
- 3.2.1.9. Flood Plains: Identification of any designated floodplain areas within the study area.
- 3.2.1.10. State Scenic River: Identification of state scenic rivers within the study area.
- 3.2.1.11. Threatened and Endangered Species: Identification of potential habitat for candidate or listed species. This will also determine if any state listed species are potentially present.
- 3.2.1.12. Historical, Archaeological & Cultural Resources: Completion of a records search with noting locations of previously completed surveys and sites.
- 3.2.1.13. Regulated Material/Waste: Completion of a record search of previously documented regulated material sites.
- 3.2.1.14. Section 4(f) and 6(f) Properties: Identification of potential Section 4(f) and 6(f) properties within the study area.

**3.3. Equity Evaluation**

- 3.3.1 Contractor will perform an equity scan along the corridor, consistent with the Equity Lens Framework developed by State’s Office of Equity and Diversity. The US 61 project provides the opportunity not just to engage diverse stakeholders and minimize adverse impacts but potentially to improve transportation equity as part of the project investment.
- 3.3.2 Approach refinement
  - 3.3.2.1. Contractor will engage the PMT on a working definition of transportation equity to be applied to this task.
  - 3.3.2.2. Contractor will propose to the PMT a process to engage corridor stakeholders, document issues and opportunities, and identify potential actions.
  - 3.3.2.3. Understanding and Issue Identification: Develop an understanding of potential equity issues and opportunities in the project study area, emphasizing input from individuals and/or groups facing equity-related transportation barriers and opportunity gaps in the corridor area. Understanding will be developed by the following:
    - 3.3.2.3.1. Review demographic data for the study area.
    - 3.3.2.3.2. Identify potential equity issues, needs, and opportunities potentially related to the project.
    - 3.3.2.3.3. Document stakeholder input process and results for potential use as NEPA supporting documentation in the future.
    - 3.3.2.3.4. Conduct up to six phone or online interviews with individuals or organizations to further understanding of potential equity issues, concerns, and opportunities.
  - 3.3.2.4. Issue and Opportunity Assessment: Contractor will assess issues, concerns, and opportunities identified under Task 3.3.2.3 as part of Task 12.

**3.4. Data Collection**

- 3.4.1 Contractor will coordinate with State to receive the following data:
  - 3.4.1.1. Topographic Base Mapping (MicroStation format conforming to MnDOT Level 1& 2 CADD standards as they apply).
  - 3.4.1.2. Contour mapping and/or TIN (MicroStation format conforming to MnDOT Level 1 & 2 CADD standards as they apply).

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- 3.4.1.3. If the State is not in possession of mapping, the State will obtain the mapping from the City and/or Dakota County.
- 3.4.1.4. Aerial imagery—if available—that is orthorectified to reflect uniform scale and lack of distortion.
- 3.4.1.5. Historic project information from previous State, Dakota County and City investigations as they apply.
- 3.4.1.6. Right-of-way mapping (legal boundaries & easements) in MicroStation format conforming to MnDOT Level 1 & 2 CADD standards as they apply).
- 3.4.1.7. Sustained high crash locations intersections or segments (based on crash rate, crash frequency, or systemic risk assessment) identified in the Metro District.
- 3.4.1.8. Intersection 13 hour turning movement counts that capture the AM and PM peak hours and associated videos of the intersections identified in Task 4. Counts will include pedestrian and truck movements as well. Assumes videos will be provided electronically and counts in Excel.
- 3.4.2 Contractor will coordinate with City and County to receive the following data:
  - 3.4.2.1. Dakota County led study of County Road 47 to incorporate recommended improvements at US 61.
  - 3.4.2.2. City of Hastings People Movement Plan

**3.5. State Deliverables**

- 3.5.1 Review and approve Contractor deliverables
- 3.5.2 Provide ProjectWise access
- 3.5.3 Equity Lens Framework and example equity evaluation

**3.6. Contactor Deliverables**

- 3.6.1 Existing Conditions Technical Memorandum (draft and final)

**4. Traffic and Safety Analysis**

Contractor will collect and analyze updated 15-minute turning movement and pedestrian/bicycle counts as specified below, for intersections on Highway 61. Counts will be taken on a Tuesday, Wednesday, or Thursday when no adverse weather conditions, holidays or special events, road construction, or traffic incidents are affecting traffic. Turning movement counts must be provided as soon as available to State to be posted on State’s turning movement count website.

**4.1. Peak Period Counts**

- 4.1.1 Contractor will collect 13-hour turning movement counts (6 AM to 7 PM) at TH 61 intersections.
- 4.1.2 Contractor will prepare a map or table of proposed locations and will submit the information to MnDOT for verification before counts are scheduled

**4.2. Develop Existing Balanced Network**

- 4.2.1 Contractor will develop a balanced network of intersection turning movements for the model area (see Task 4.3 for description of the model area). Balanced network will be 1-hour AM and 1-hour PM peak period volumes.

**4.3. Existing Synchro/Simtraffic Model Development**

- 4.3.1 Contractor will characterize level of service (LOS) for existing conditions. Synchro/SimTraffic will be used to evaluate the operations and determine the level of service. The model will take into account the existing signal timings, pedestrians, bicycles, transit, and motor vehicles for a complete model of the

**Exhibit A – Specifications, Duties, and Scope of Work**

corridor that can then be used in the analysis and for presentation. Operational analysis will be summarized for individual problem areas as well as corridor-wide measures of effectiveness including LOS, delay, average travel time, and average travel speeds.

4.3.2 Contractor will record observations regarding signal cycle failures, queuing, duration of congestion and recovery periods. The existing conditions Synchro/SimTraffic model will be developed for the existing roadway under year 2021 AM and PM peak period volume conditions. The existing conditions Synchro/SimTraffic model will be calibrated to reasonably match field conditions for volume, plus travel time and/or observed queue. Study area for the Synchro/SimTraffic model will include the following limits.

4.3.2.1. TH 61 from 3rd Street to the City of Hastings’ southern limit, including the following:

intersections:

- 4th Street (signal)
- 5th Street (TWSC)
- 6th Street (TWSC)
- 7th Street (TWSC)
- 8th Street (TWSC)
- 9th Street (TWSC)
- 10th Street (signal)
- Trunk Highway 55 (signal)
- 12th Street (TWSC)
- 14th Street (TWSC)
- 15th Street (signal)
- 16th Street (TWSC)
- 17th Street (TWSC)
- 18th Street (TWSC)
- 19th Street (TWSC)
- CSAH 47 (signal)
- 21st Street (TWSC)
- 22nd Street (TWSC)
- 23rd Street (TWSC)
- 24th Street (TWSC)
- 25th Street (TWSC)
- 26th Street (RI/RO)
- Trunk Highway 316
- 33rd Street
- Cannon Street
- 36th Street (TWSC)

MOEs will be reported using 10 runs of the SimTraffic software. The MOEs will include the following:

- Overall intersection, intersection approach, and intersection movement vehicular delay and LOS (for each modeled intersection).
- Intersection average and max queues by movement (for each modeled intersection).
- Corridor segment and overall travel time.

**4.4. 2040 No Build Traffic Forecasts**

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- 4.4.1 Contractor will obtain and review 2040 traffic forecasts for TH 61 and intersecting County and City roads from available sources, such as the City of Hastings Comprehensive Plan and the Dakota County 2040 Transportation Plan as well as other MnDOT and Met Council information.
- 4.4.2 The Contractor will coordinate with the City of Hastings and Dakota County to obtain any locally-led current studies or comprehensive planning efforts that may influence traffic volumes and routes this area.
- 4.4.3 Using the data from 4.4.1 and 4.4.2, the Contractor will develop growth rate(s) to apply to TH 61 and the study intersection cross-streets. Based on the forecasting data, the Contractor may determine a future growth rate for specific segments, individual intersections, and/or individual movements. Contractor will work with stakeholders to arrive at an agreement on travel forecast methodology and assumptions. The Twin Cities Regional Activity Based Travel Demand Forecast Model is not required for this task.
- 4.4.4 Contractor will use the existing balanced volume network (Task 4.2) and forecast volume growth rates to develop a 2040 balanced volume network for the Synchro/Simtraffic model area (see Task 4.3 for description of the model area). Balanced networks will be 1-hour AM and 1-hour PM peak period volumes. Forecasts must be approved prior to using for any purposes including, but not limited to, capacity analysis, alternative development and evaluation, public information, and project development.

**4.5. 2040 No Build Synchro/Simtraffic Volume and Model Development**

- 4.5.1 Contractor will use the existing calibrated Synchro/SimTraffic model to develop a 2040 No Build Synchro/SimTraffic model.

MOEs will be reported using 10 runs of the SimTraffic software. The MOEs will include the following:

- Overall intersection, intersection approach, and intersection movement vehicular delay and LOS (for each modeled intersection).
- Intersection average and max queues by movement (for each modeled intersection).
- Corridor segment and overall travel time.

**4.6. Traffic Operations Technical Memorandum**

- 4.6.1 Contractor will prepare a technical memorandum to summarize the 2021 Existing and 2040 No Build traffic operational analysis results. The technical memorandum will include a section on construction and calibration of the Synchro/SimTraffic model, a section on the existing conditions, plus a section summarizing the traffic operational analysis results from the Synchro/SimTraffic models, focusing on identifying operational issues and needs. The list of MOEs from Task 4.3 and Task 4.5 will be included as part of this technical memorandum.
- 4.6.2 Contractor will hold 1 meeting with the State to review the draft memorandum.

**4.7. Safety Analysis**

- 4.7.1 Conduct an existing conditions safety analysis for TH 61 within the project limits. This will include summaries of vehicle, pedestrian, and bicycle crashes to identify existing crash patterns on TH 61, including the study intersections identified above. The analysis will include the calculation of crash rates and critical crash rates to determine if there are locations showing an unusually high crash frequency/rate.
- 4.7.2 In response to identified crash patterns or at locations where the crash rate exceeds the critical crash rate, countermeasures (with crash modification factors) to mitigate the crashes will be identified.
- 4.7.3 The Contractor will seek to identify short-term and long-term recommendations to address identified deficiencies. For up to four alternatives, a qualitative analysis will be conducted to assess potential safety benefits. The treatments will be compared to each other and ranked qualitatively with respect to their potential to improve safety in the project area. Potential to improve safety will be gauged by



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identification of crash mitigation factors (CMFs) for major improvements, using countermeasures available in the CMF Clearinghouse.

4.7.4 Contractor will document safety analysis in a technical memorandum.

**4.8. State Deliverables**

- 4.8.1 Approval of Turning Movement Count Locations
- 4.8.2 Review and Accept Synchro/SimTraffic Models
- 4.8.3 Review and Accept Traffic Operations Technical Memorandum
- 4.8.4 Review and Accept Safety Analysis Memorandum

**4.9. Contractor Deliverables**

- 4.9.1 Map of Turning Movement Counts Collected and to be Collected
- 4.9.2 Turning Movement Counts – up to 30 intersections
- 4.9.3 Synchro/SimTraffic Files
- 4.9.4 Traffic Data MOEs
- 4.9.5 Traffic Operations Technical Memorandum (draft and final)
- 4.9.6 Safety Analysis Memorandum
- 4.9.7 Up to one meeting to discuss the draft Traffic Operations Technical Memorandum

**5. Retaining Walls Evaluation**

The Contractor will evaluate retaining wall located on the west side of TH 61 (Vermillion Street) between 10th Street and 145th street/TH55. The walls fronting Vermillion Street have shared ownership between MnDOT and independent School District #200. The Contractor will discuss any invasive evaluation techniques with the State prior to commencing such activities. The Contractor will document the existing conditions and provide recommendations on improvements, differentiating immediate and long-term improvements as appropriate. Contractor will consider preventive maintenance, minor maintenance, and major rehabilitation improvements.

**5.1. Retaining Wall Analysis**

- 5.1.1 Prepare the Preliminary Retaining Wall Analyses modeling for the following conditions:
  - 5.1.1.1. Existing conditions
  - 5.1.1.2. Improvement recommendations
  - 5.1.1.3. Preferred Alternative(s) conditions

**5.2. Cost Estimate**

5.2.1 Contractor will prepare retaining wall repair or replace cost estimates and cost share between MnDOT and the School District

**5.3. Public Meetings**

5.3.1 Contractor will provide up to one staff to attend Public Meetings with Cities and affected groups (i.e. City’s Heritage Preservation Commission) as MnDOT’s representative for Retaining Wall. This staff person is in addition to Contractor Deliverables described under Task 2.

**5.4. State Deliverables**

- 5.4.1 Record Plans (from State, City of Hastings, and School District)
- 5.4.2 Participate in Agency and Stakeholder Coordination and Review
- 5.4.3 Review and Accept on Retaining Walls Layout and Technical Memorandum

**5.5. Contactor Deliverables**

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- 5.5.1 Retaining Walls of proposed conditions
- 5.5.2 Retaining Walls Overview Maps, showing layout
- 5.5.3 Preliminary cost estimates for developed conditions
- 5.5.4 Technical Memorandum (draft and final)
- 5.5.5 Correspondence

**6. Purpose and Need Document****6.1. Purpose and Need**

- 6.1.1 Contractor will prepare a Purpose and Need Statement to satisfy NEPA requirements. The Contractor will prepare two versions of the document, draft and final. This document should be based on the evaluation of existing conditions, identified issues, and the first round of public outreach as outlined in Tasks 2 through 5.

**6.2. State Deliverables**

- 6.2.1 Coordinate review of purpose and need with appropriate functional groups

**6.3. Contractor Deliverables**

- 6.3.1 Draft Purpose and Need Statement
- 6.3.2 Final Purpose and Need Statement

**7. Alternatives Development****7.1. Identification of Potential Improvements**

- 7.1.1 Contractor will develop potential roadway improvements to address the issues and needs of the corridor, based on the evaluation of existing conditions, identified issues, and the first round of public outreach as outlined in Tasks 2 through 5.
  - 7.1.1.1. Design Standards: Define key design elements such as design speed, urban/rural sections
  - 7.1.1.2. Typical Sections: Identify up to three typical sections that would be appropriate for the corridor and address the identified needs.
  - 7.1.1.3. Pedestrian/Bicycle Facilities: Identify facility type or types (e.g., separated trail, on-road) and potential location (east side/west side).
  - 7.1.1.4. Pedestrian/Bicycle Crossings: Based on locations of existing and potential future pedestrian/bicycle facilities in conjunction with likely generators of pedestrian/bicycle traffic, identify up to 8 crossings of TH 61 where crossing improvements may be needed. Develop ped/bike routing plan (graphic).
  - 7.1.1.5. Access Modification: Identify opportunities to reduce or combine access along the corridor. There is a combination of public, commercial, and residential access along the corridor that will be reviewed for potential modification.
  - 7.1.1.6. Intersection Alternatives: Based on traffic and safety information from Task 4, identify up to 10 intersections where design or traffic control changes may be needed and develop potential solutions.
- 7.1.2 Contractor will seek input from PMT on the alternative components for the purpose of prioritizing those with the most applicability to the corridor prior to proceeding to Task 7.2. The conclusion of the PMT discussion will include agreement regarding which components should be included in the alternative.
- 7.1.3 Contractor will prepare a brief Roadway Components Analysis memorandum documenting the process used to identify the four alternatives for development.

**Exhibit A – Specifications, Duties, and Scope of Work****7.2. Alternatives Development**

7.2.1 Contractor will produce conceptual design development of roadway alignments, and geometry for up to four alternatives for the corridor within the project limits. The alternative evaluations will be based on the potential improvements developed in Task 7.1. The alternatives will be developed to a concept level for the purpose of evaluating benefits and costs at a planning level only (see Task 11 Alternatives Evaluation).

The conceptual designs will be completed on State supplied topographic and contour mapping. The accuracy of the conceptual designs and quantities derived therefrom will be commensurate with the accuracy of the supplied mapping.

The alternative layouts will include proposed two-dimensional (2D) elements such as alignment and geometry changes. AutoTURN movements will be conducted to accommodate the WB-67 design vehicle. Conceptual construction limits and right-of-way impacts will be estimated based on the proposed 2D geometry. It is assumed that there will be no change to the vertical profile of the roadway within the project limits.

The alternative design will not address utility relocations or staging implications. Designs will use flexible design guidelines as relevant and will be consistent with the MnDOT Roadway Design Manual and applicable Technical Memoranda.

**7.3. Corridor Segment and Overall Travel Time Streetlight Analysis**

7.3.1 Contractor will utilize StreetLight (access provided at no charge to Contractor via State) to gain insight into traffic characteristics in the study area.

7.3.2 Contractor will identify the origins and destinations of traffic traveling through the TH 61 corridor study area using StreetLight data. This information will be used to evaluate potential shift of traffic within the TH 61 corridor based on the roadway changes proposed in the four alternatives.

**7.4. Alternative Traffic Forecasting**

7.4.1 Contractor will use the existing 2021 balanced volume network (Task 4.3) and 2040 No Build balanced volume network (Task 4.4) to develop 2021 and 2040 balanced volume networks for each of the up to four alternatives development in the Synchro/Simtraffic model area (see Task 4.3 for description of the model area). Balanced networks will be 1-hour AM and 1-hour PM peak period volumes. Essential to the forecasting information will be a corridor analysis of trip origination and destination using the traffic counts and StreetLight Origin-Destination (O-D) data collected to provide a generalized O-D understanding. It is anticipated that the alternative improvements will necessitate local changes in the travel patterns, not regional adjustments in the existing travel shed.

7.4.2 Contractor will coordinate with the State to verify the 2021 and 2040 Alternative network assumptions. Forecasts must be approved prior to using for any purposes including, but not limited to, capacity analysis, alternative development and evaluation, public information, and project development.

**7.5. 2021 and 2040 Build Synchro/Simtraffic Alternative Model Development**

7.5.1 Contractor will adjust the existing 2021 calibrated and 2040 No Build Synchro/SimTraffic models to develop new models for the up to four alternatives from Task 7.2.

MOEs will be reported using 10 runs of the SimTraffic software. The MOEs will include the following:  
Overall intersection, intersection approach, and intersection movement vehicular delay and LOS (for each modeled intersection).

Intersection average and max queues by movement (for each modeled intersection).

**7.6. Alternative Traffic Operations Technical Memorandum**

**Exhibit A – Specifications, Duties, and Scope of Work**

- 7.6.1 Contractor will prepare a technical memorandum to summarize the Alternative 2021 and 2040 Build forecasting and traffic operational analysis results from the Synchro/SimTraffic models. The list of MOEs from Task 4.3 and Task 4.5 will be included as part of this technical memorandum.
- 7.6.2 Contractor will hold one meeting with the State to review the draft memorandum.

**7.7. Visualizations**

- 7.7.1 Contractor will prepare up to four static visualizations of the corridor to be used with stakeholders to support understanding and decision-making. Visualizations will be developed using linework from the alternative designs developed in Task 5.2 Features of the existing roadway will be represented generally by outlining and coloring but will not be at survey level.

**7.8. State Deliverables**

- 7.8.1 Access to StreetLight Data
- 7.8.2 Review and Accept Alternative Traffic Operations Technical Memorandum
- 7.8.3 Design vehicle(s) to use for turning movement analysis at impacted intersections and/or entrances to commercial sites
- 7.8.4 Right of Entry to private properties (if it is agreed it is necessary)
- 7.8.5 Review of conceptual layouts by the State, City of Hastings, Dakota County (and other affected agencies) to be completed within two weeks each for the draft and final

**7.9. Contractor Deliverables**

- 7.9.1 Technical Memorandum summarizing Alternative forecasts and results. (draft and final).
- 7.9.2 Highway Design Standards Form
- 7.9.3 Roadway Components Analysis, including pedestrian/bicycle routing plan
- 7.9.4 Draft conceptual layouts for each alternative (up to four)
- 7.9.5 Up to four visualizations of design alternatives

**8. Drainage Analysis**

Contractor will analyze both existing and alternative drainage conditions in accordance with State standards and environmental permit rules. The results of the analysis, including the modeling results, drainage layout, and cost estimates, will be communicated to State and stakeholders to make informative decisions. Drainage analysis will consist of two major tasks.

**8.1. Existing Drainage Condition Review**

- 8.1.1 Contractor will establish existing project drainage conditions by creating a hydraulics model for the contributing watershed. The model will utilize an Atlas 14 rainfall distribution and incorporate the current land use and in-place ecosystems. Drainage concerns, constraints, and opportunities identified in the drainage review and modeling process will be reviewed and discussed with the local government stakeholders before advancing to the proposed condition. Key elements of this task include:
  - 8.1.1.1. Record review (existing infrastructure condition and any existing flooding concerns)
  - 8.1.1.2. Estimate proposed drainage areas and checks against existing data
  - 8.1.1.3. Identify drainage constraints and concerns Karst areas, Drinking Water Supply Management Areas (DWSMA's) and the vulnerability levels, Emergency Response Areas (ERA's), Special Waters, Impaired Waters, wetlands, FEMA floodways, and public water crossings)
  - 8.1.1.4. Prepare a Drainage Overview Map with the above existing conditions.

**8.2. Alternative Evaluation**

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8.2.1 Contractor will evaluate feasibilities of the proposed alternatives based on net added impervious and reconstructed impervious. The proposed drainage will include layouts and footprints of the water treatment filtration/infiltration and wet/dry drainage systems and ponding facilities for volume control, water quality and rate control. Critical hydraulics elevations will be coordinated with other disciplines to avoid flooding on roadway and the adjacent properties. The proposed drainage alternative will be communicated through a technical memorandum accompanied by exhibits (a Drainage Overview Map) for clarity. The following elements will be completed during this task:

- 8.2.1.1. Incorporate proposed roadway design
- 8.2.1.2. Identify the level of permit requirements based on the proposed alternative (prepare matrix of added impervious, reconstructed impervious, treatment required based on MPCA Construction and MS4 NPDES General Permits and the Vermillion River Watershed Joint Powers Organization, and proposed treatment provided).
- 8.2.1.3. Perform stormwater modeling to determine the rate control and treatment area footprints and trunk line system capacity required.
- 8.2.1.4. Determine where there is existing R/W for these systems and where R/W may need to be acquired (underground systems are discouraged due to the presence of Karst in the project area)
- 8.2.1.5. Lay out drainage ponds treatment filtration/infiltration basins and wet/dry ponds and trunk line drainage conveyance systems DOM.
- 8.2.1.6. Facilitate agency and stakeholder review for acceptance of the proposed alternative
- 8.2.1.7. Preliminary cost estimate for proposed drainage development
- 8.2.1.8. Prepare preliminary drainage report

**8.3. State Deliverables**

- 8.3.1 Record Plans (from State and the City of Hastings) and TAMS HydInfra drainage conditions
- 8.3.2 Participate in agency and stakeholder coordination and review
- 8.3.3 Review and comment on drainage layout and preliminary report

**8.4. Contractor Deliverables**

- 8.4.1 Hydraulics of proposed conditions
- 8.4.2 Drainage Overview Maps, showing drainage trunk line layout, treatment and rate control basins ponds, environmental constraint areas and flow patterns
- 8.4.3 Drainage Models
- 8.4.4 Preliminary cost estimates for developed conditions
- 8.4.5 Preliminary drainage report
- 8.4.6 Correspondence

**9. Right of Way****9.1. Right of Way Impact Evaluation**

- 9.1.1 Contractor will conduct an evaluation of impacts and needs for the three alternatives to support the opinion of probable total project cost (Task 10) and Alternative Evaluation (Task 11).
- 9.1.2 Contractor will inventory the parcels affected, including land use, approximate land area to be acquired, if partial or total acquisition, relocation cost estimate (if impacted), access impacts
- 9.1.3 Contractor will research public assessment records to determine unit land value for each type of land use.
- 9.1.4 Contractor will research public assessment records to determine building improvement value if directly impacted with right of way or a total acquisition.
- 9.1.5 Contractor will estimate the approximate cost for relocation of residential or nonresidential displaced persons.

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- 9.1.6 Contractor will prepare a worksheet for estimating costs for the impacted parcels along with comments on significant parcel impacts.
- 9.1.7 Contractor will develop ROW Findings Summary which summarize findings, including total area acquired and cost of right of way, estimated cost of residential relocations, estimated cost of non-residential relocations for each alternate (summary will be an excel table format and depicted on a map).

**9.2. Contractor Deliverables**

- 9.2.1 Summary of total area acquired, estimated acquisition cost, estimated cost of residential relocations, estimated cost of non-residential relocations and total cost for the four alternatives
- 9.2.2 Provide copies of all documentation collected or provided by Dakota County as part of the research and analysis for the parcels.

**10. Opinion of Probable Total Project Cost**

Contractor will develop opinions of probable cost to support the Alternative Evaluation. Cost opinions will include a breakdown of various components such as design, survey, right-of-way acquisition, environmental remediation costs, City underground municipal utility system needs in accordance with the City’s comprehensive and Capital Improvement Plans, construction (such as drainage, removals, grading, paving, ped/bike trails), City cost share would be required with the proposed options and construction administration and inspection to achieve a total conceptual level project cost opinion for each alternative. The cost opinion will be refined for the preferred alternative.

**10.1. State Deliverables**

- 10.1.1 Office of Environmental Stewardship to determine and supply environmental remediation costs
- 10.1.2 Historical (Average Bid) costs for use in estimates.
- 10.1.3 Unit costs of public and private utility relocation and/or betterments, if needed.
- 10.1.4 Input from State Construction & Innovative Contracting on construction administration and inspection costs.
- 10.1.5 Input from State’s Engineering Cost Data and Estimating Unit.

**10.2. Contractor Deliverables**

- 10.2.1 Estimates of probable costs for the four roadway corridor alternatives

**11. Alternatives Evaluation**

**11.1. Alternative Evaluation**

- 11.1.1 Contractor will evaluate the four corridor alternatives developed in Task 7 by developing a matrix that considers key project issues. The final list of evaluation criteria will be determined following PMT and public input. Preliminary criteria are as follows:
  - 11.1.1.1. Safety
  - 11.1.1.2. Speed considerations
  - 11.1.1.3. Traffic performance
  - 11.1.1.4. Property access
  - 11.1.1.5. Freight movement
  - 11.1.1.6. Pedestrian/bicycle accommodation
  - 11.1.1.7. Economic Development/Redevelopment Optimization
  - 11.1.1.8. Equity
  - 11.1.1.9. Environmental impacts
  - 11.1.1.10. Drainage impacts/costs
  - 11.1.1.11. Right-of-way impacts
  - 11.1.1.12. Opinion of right-of-way costs

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## 11.1.1.13. Opinion of construction costs

The evaluation will be conducted using a combination of qualitative and quantitative methods to assess how each option performs against each criteria. Results for each criterion for each alternative will be documented in a spreadsheet tool to allow for an easy comparison of one option against another. The philosophy of the evaluation process is that it allows stakeholders to see how the options perform against the evaluation criteria, but the results do not dictate the recommended alternative. Contractor will facilitate discussion with the PMT and TAC, with input from the public, to identify any alternatives that do not meet the purpose and need and should not be carried further into the environmental process.

11.1.2 Contractor will Prepare one draft and final Corridor Alternative Evaluation Technical Memorandum documenting the evaluation process and results

**11.2. State Deliverables**

11.2.1 Review and Accept Corridor Evaluation Report

**11.3. Contractor Deliverables**

11.3.1 Corridor evaluation matrix and narrative for inclusion in the Corridor Evaluation Report under Task 13.

**12. Corridor Evaluation Report**

Contractor will Prepare an ADA-compliant Corridor Evaluation Report summarizing the project, including project goals and objectives, public and agency involvement, alternatives development and evaluation, and the recommended alternative. The report will be developed using Microsoft Word and delivered in PDF format and will include the following sections:

Executive Summary

Project Purpose and Need

Public and Stakeholder Engagement Summary

Alternatives Considered and Evaluation Results

Recommended Alternative and Opinion of Probable Total Project Cost

Appendix of supporting Technical Memoranda developed in other tasks

**12.1. State Deliverables**

12.1.1 Review and Accept Corridor Evaluation Report

**12.2. Contractor Deliverables**

12.2.1 Draft Corridor Evaluation Report in pdf format

12.2.2 Final Corridor Evaluation Report in pdf format and 2 hard copies

12.2.3 One-page Corridor Evaluation Report Summary

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